



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Planning Division

m e m o r a n d u m

TO: The Urbana Historic Preservation Commission

FROM: Rebecca Bird, Planner II

DATE: November 2, 2012

SUBJECT: HP-2012-COA-06 & HP-2012-COA-07: 806 West Main Street. Request for Certificates of Appropriateness for proposed work on a local landmark, Joan Price, applicant.

Introduction & Background

On October 8, 2012, Joan Price submitted a Certificate of Appropriateness (COA) application to remove an existing non-original window and install a door for a second-story balcony at 806 West Main Street, a contributing building in a local historic district. On October 11, 2012, Joan Price submitted a second COA application to restore a back porch, construct a back deck with steps, and replace two kitchen windows.

On November 5, 2007, the Urbana City Council designated the 800 block of West Main Street a local historic district (Ordinance No. 2007-10-119). Section XII-6 of the Urbana Zoning Ordinance requires a COA for any alteration that affects the exterior architectural appearance of locally-designated landmarks or structures in locally-designated historic districts. Table XII-1 specifies that new construction of “porches, decks, and attached steps” requires review by the Historic Preservation Commission (HPC). The HPC makes the final decision on the Certificate of Appropriateness, subject to any appeal.

Previous Approvals

HP-2012-COA-03. (August 17, 2012) An application for repair of the existing front porch and stairs was determined to be an exempt undertaking without need for a COA.

HP-2012-COA-04. (October 3, 2012) The Historic Preservation Commission approved a COA to install balustrades on the front porch steps and a second-story balcony.

HP-2012-COA-05. (October 4, 2012) A COA was issued administratively for a Minor Works project to replace a garage entry door.

Description of the Proposed Changes

HP-2012-COA-06

The first application is to remove the existing non-original casement window in the balconette and install a door in the window opening. The existing window dates from approximately the 1980s. It is a double-paned window, but the seal has broken and condensation now fogs the panes. The applicant would like to install a door in the window opening to better access the balconette. The opening would need to be lengthened to accommodate the door, but the width would remain unchanged. The proposed door would be wood with one lite with frosted glass (<http://woodgraindoors.com/pages/doors/door-pages/french-620/index.htm>).



HP-2012-COA-07

The second application is to restore a back porch, build a back deck with two sets of stairs, and replace two kitchen windows. It appears the house originally had an open porch in the northeast corner of the house, which was enclosed at some point. The applicant would like to restore the back porch to its original unenclosed state. This work would include removal of two windows and a door that were

installed when porch was enclosed. There is what appears to be an original column on the northeast corner of the house, which indicates that there were originally half walls on both the north and east sides of the original open porch. The proposed work would restore the half walls and leave an opening where the original stairs appear to have been. There is an old light fixture on the north wall, which might have been centered over the stairs to the porch. (See photo below.)

In addition to opening the enclosed porch, the applicant would like to construct a back deck that would wrap around the newly opened back porch. The deck would be built of treated cedar with a solid color stain to match the trim on the house. It would have hand railings and a skirt identical to those on the front porch. The applicant would like one staircase on the north side, centered on the historic light fixture, and a second staircase to exit the deck on the east side, facing south (see photo below).



806 W Main St, rear elevation. City staff drew in the proposed deck and annotated this photograph to help the HPC visualize the proposed work.

The final work proposed in application COA-07 is to remove two existing windows from the rear elevation and replace them with new windows of the same width but shorter. The applicant is remodeling the kitchen and would like to install cabinets with a countertop along the inside of the wall containing these windows. Their current length makes this impossible, as the sills are below countertop height. The current windows are 30 inches from the floor. Cabinets are generally 36 inches high. The

applicant is proposing to install new windows that will be approximately six inches shorter than the existing windows. According to the applicant, the existing windows are definitely old, but may not have their original glass. In addition, one pane has a crack and another has a hole. Relocating the countertop to a different kitchen wall is not a viable option because four doorways entering the kitchen severely limit wall space. The lower portion of the windows would be filled in with clapboard siding to match the existing siding and the existing trim would be retaining to trim the new windows.



History and Architecture

David Busey, a farmer and son of Matthew Elbridge Busey, built the house at 806 W Main Street in 1900. Architecturally, the house has influences from the Queen Anne, Gothic Revival, and Shingle architectural styles. It has a brick foundation and a side gabled roof with two gabled wall dormers. The smaller dormer has two solid walls projecting from the side of the dormer which act as side walls for a balcony. The house is clad in clapboards with square butt shingles in the gable ends and cladding the smaller dormer. The house has a full-length front porch with wooden columns and a simple balustrade. The exterior of the house appears to have changed little since construction. The Sanborn Fire Insurance Map of 1909 shows the footprint of the house to be identical to that of today.

Current Condition

The house has not been significantly altered on the exterior and retains a high degree of integrity.

Discussion

Requirements for a Certificate of Appropriateness

According to Section XII-6.C of the Urbana Zoning Ordinance, the criteria to be used by the Preservation Commission in making its determination for a Certificate of Appropriateness are to:

1. Maintain the significant original qualities and character of the buildings, structures, sites or objects including, if significant, its appurtenances. Removing or altering any historic or distinctive architectural features should be avoided whenever possible.
2. Retain and preserve the historic character of a property. Avoid removing or substituting distinctive materials or altering features, spaces, and spatial relationships that characterize a property.
3. Recognize each property as a physical record of its time, place, and use. Do not undertake changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties.
4. Retain and preserve changes to a property that have acquired historic significance in their own right.
5. Preserve distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property.
6. *Deteriorated historic features.* Repair rather than replace deteriorated historic features. 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 must be substantiated by documentary and physical evidence.
7. *Treatment methods.* Use the gentlest means possible when using chemical or physical treatments. Do not use treatments that cause damage to historic materials.
8. *Archaeology.* Protect and preserve archeological resources in place. If such resources must be disturbed, mitigation measures should be undertaken.
9. *New construction.* With new additions, exterior alterations, or related new construction, do not destroy historic materials, features, and spatial relationships that characterize the property. Undertake new additions and adjacent or related new construction in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired. Differentiate new work from the old. To protect the integrity of the property and its environment, new additions and new construction shall be compatible with the original architecture of the landmark or styles within the historic district and in terms of the following guidelines:
 - a) *Height.* The height of the proposed building or structure or additions or alterations should be compatible with surrounding buildings or structures.
 - b) *Proportions of structure's front façade:* The proportion between the width and height of the proposed building or structure should be compatible with nearby buildings or structures.
 - c) *Proportions of openings into the facility:* The proportions and relationships between doors and windows should be compatible with existing buildings and structures.
 - d) *Relationship of building masses and spaces:* The relationship of a building or structure to the open space between it and adjoining buildings or structures should be compatible.
 - e) *Roof shapes:* The design of the roof should be compatible with that of adjoining buildings and structures.
 - f) *Appurtenances:* Use of appurtenances should be sensitive to the individual building or structure, its occupants and their needs.
 - g) *Scale of building or structure:* The scale of the building or structure should be compatible with that of surrounding buildings or structures.
 - h) *Directional expression of front elevation:* Street façades should blend in with other buildings and structures with regard to directional expression when adjacent buildings or structures have a dominant horizontal or vertical expression.

HP-2012-COA-06

Balconette Window. According to the applicant, she would like to use the balconette and having a door would make it much easier to use than the current window. According to the National Park Service's *Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings: Entrances & Porches* (attached), cutting new entrances on a primary elevation is not generally recommended. However, the subject window opens onto a balconette, for which a door might be more appropriate. In addition, the Shuck Residence at 507 W Illinois Street, a remarkably similar Royer-designed house constructed two years previously, appears to have a door opening onto its balconette instead of a window.

HP-2012-COA-07

Back Porch & Back Deck. According to the Standards for Porches mentioned above, identifying and preserving porches and their functional and decorative features are important in defining the overall historic character of a building. The applicant is proposing to restore the currently enclosed back porch to its original state, which is consistent with the Standards. There is sufficient evidence to confirm that the porch was originally open. Additionally, she is proposing to construct a contemporary back deck that would wrap around the newly restored back porch. To maintain a building's historic character, deck additions are best located unobtrusively on the rear elevation. As contemporary features, decks should ideally be constructed structurally independent of the house so that it can be removed in the future without doing damage to the building. The deck's size of 12 feet by 9 feet would not be so large that it would overpower the building or the site. As the deck would be located at the rear, the significant original qualities and character of the house would be maintained. No historic or distinctive architectural features or materials would be removed or altered as part of constructing the deck. As decks are contemporary features, it would not create a false sense of historical time.

Rear Windows. According to the National Park Service's *Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings: Windows* (attached), when altering a building for a new use, the changes should be made on a rear or other non-character defining elevation. Similarly, reconfiguration of the interior kitchen space to make it more functional would lead to resizing of two window openings on a rear elevation which has already undergone past exterior changes. Although replace windows is not generally a recommended treatment in historic preservation, in this case, the change in window height of six inches for these two windows would not alter a significant view or significant features. The proposed windows would be the same width as the existing, but be approximately six inches shorter. The applicant will bring pictures of the proposed windows to the public hearing.

Options

The Historic Preservation Commission should consider each application separately and has the following options for both:

1. Grant the requested Certificate of Appropriateness.
2. Grant the requested Certificate of Appropriateness, subject to certain conditions.
3. Deny the requested Certificate of Appropriateness. If the Commission finds the application is inconsistent with the criteria and denies the application, the Commission should provide the reasons for denial and may recommend to the applicant ways to comply with the criteria.

Should the Historic Preservation Commission choose to deny this application, the petitioner would have three options: (1) in case of a denial accompanied by a recommendation, amend the application, (2) apply for a Certificate of Economic Hardship with evidence that denial of this application is financially infeasible, or (3) appeal to City Council within 15 days of the notice (Articles XII-6.D through XII-6.E of the Urbana Zoning Ordinance).

Staff Recommendation

HP-2012-COA-06

Based on the findings outlined herein, and without the benefit of considering additional evidence that may be presented at the public hearing, City staff recommends that the Historic Preservation Commission **APPROVE** a Certificate of Appropriateness to allow the work described herein with the following conditions:

1. The opening shall be the same width as the existing opening.
2. The new door shall be wood with one lite, as depicted in the application.

HP-2012-COA-07

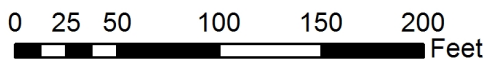
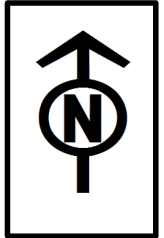
Based on the findings outlined herein, and without the benefit of considering additional evidence that may be presented at the public hearing, City staff recommends that the Historic Preservation Commission **APPROVE** a Certificate of Appropriateness to allow the work described herein with the following conditions:

1. The deck shall be stained rather than left untreated.
2. All work shall be constructed as stated in the application and as presented at the public hearing.

Attachments: Exhibit A: Location Map
 Exhibit B: Application
 Exhibit C: Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings

cc: Joan Price, 806 W Main Street

Location Map



Case: HP-2012-COA-06 & 07
Subject: Request for Certificates of Appropriateness for proposed work on a local landmark.
Location: 806 W Main Street, West Main Historic District
Petitioner: Joan Price

 Subject Properties

Prepared 11/1/2012 by Community Development Services - rlb



Application for Certificate of

Historic Preservation Commission

APPLICATION AND REVIEW FEE – NO CHARGE

Although there is no fee to file an application for Certificate of Appropriateness, the Applicants are responsible for paying the cost of any legal publication fees. The fees usually run from \$75.00 to \$125.00. The applicant will be billed separately by the News-Gazette, if applicable.

DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY

Date Application Filed 10/08/2012 Case No. HP-2012-COA-06

PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION

1. APPLICANT CONTACT INFORMATION

Name of Applicant(s): JOAN PRICE Phone: 618-580-3837
Address (street/city/state/zip code): 806 West Main
Email Address: JCP 806 @ aol.com
Property interest of Applicant(s) (Owner, Contract Buyer, etc.): owner

2. OWNER INFORMATION

Name of Owner(s): JOAN PRICE Phone: 618-580-3837
Address (street/city/state/zip code): 806 West Main
Email Address: JCP 806 @ aol.com

3. PROPERTY INFORMATION

Location of Subject Site: 806 West Main
PIN # of Location: 9121 08 353 018
Lot Size: 15,906.25 sq. ft
Current Zoning Designation: residential
Current Land Use (vacant, residence, grocery, factory, etc): residence
Legal Description: _____

The west 66 ft of Lot 13 of M.W. Buey's Heirs addition to the town now City of URBANA as per plat recorded in Deed Record & at pg 444 except the north 90 ft thereof

4. CONSULTANT INFORMATION NA

Name of Architect(s): Phone:

Address (street/city/state/zip code):

Email Address:

Name of Engineers(s): Phone:

Address (street/city/state/zip code):

Email Address:

Name of Surveyor(s): Phone:

Address (street/city/state/zip code):

Email Address:

Name of Professional Site Planner(s): Phone:

Address (street/city/state/zip code):

Email Address:

Name of Attorney(s): Phone:

Address (street/city/state/zip code):

Email Address:

Historic Designation (Check One) - Landmark District

PROPOSED WORK FOR WHICH CERTIFICATE OF APPROPRIATENESS IS BEING REQUESTED

- 1. Describe and/or illustrate fully the proposed work to be done: (Plans associated with building permit applications can be referenced. If approval of an addition or detached accessory building is requested, submit a site plan showing the measurements of the lot, the existing buildings and proposed changes and the front, back and side yard setbacks. If approval of a demolition is being requested, submit a site plan of the property and the structure(s) to be demolished.)

replace door/window to small balcony on 2nd floor front. Existing window is casement window of type common in 1950's/90's. It is broken - difficult to open or close. The glass seal is broken so glass is fogged.

2. Describe how the proposed work will change, destroy, or affect any external feature of the structure or site:

I want to replace current window with new. The width will stay same but I would like it to be longer so it will be easier to access balcony. I would use wood door

3. How will the proposed work affect the preservation, protection, perpetuation and economic use of the structure or district?

Window to be replaced is from 1980's or later. It is not original to the house.

4. Attach a statement indicating how the proposed work meets each applicable criterion provided in "EXHIBIT A", which is attached to this application form.

The new window/door would be similar to windows/doors of the period than modern ~~current~~ window currently installed

5. State any additional information which you feel the Zoning Administrator or the Historic Preservation Commission should consider in issuing a Certificate of Appropriateness for the proposed work:

Window/door will be ordered from woodgrain doors.com

NOTE: If additional space is needed to accurately answer any question, please attach extra pages to the application.

By submitting this application, you are granting permission for City staff to post on the property a temporary yard sign announcing the public hearing to be held for your request.

CERTIFICATION BY THE APPLICANT

I certify all the information contained in this application form or any attachment(s), document(s) or plan(s) submitted herewith are true to the best of my knowledge and belief, and that I am either the property owner or authorized to make this application on the owner's behalf.

Joan C. Price
Applicant's Signature

10/8/12
Date

FOR OFFICE USE ONLY:

ZONING ADMINSTRATOR AND CHAIR REPORT

Minor Works Determination:

The proposed work described in Section 3 of this application, and/or illustrated in drawings or plans attached as part of this application constitute minor works as defined by the Zoning Ordinance.

The proposed work described in Section 3 of this application, and/or illustrated in drawings or plans attached as part of this application do **not** constitute minor works as defined in the Zoning Ordinance. This application for Certificate of Appropriateness is hereby forwarded to the Urbana Historic Preservation Commission for review and determination.

Zoning Administrator (or designee) _____ Date

DESIGN REVIEW DETERMINATION FOR MINOR WORKS:

The minor works described in Section 3 of this application, and/or illustrated in drawings or plans attached as part of this application conform to the review criteria established in the Zoning Ordinance in the manner described.

A certificate of Appropriateness is hereby issued for work described in this application only.

The minor works described in Section 3 of this application, and/or illustrated in drawings or plans attached as part of this application do not conform to the review criteria established in the Zoning Ordinance in the manner described.

A Certificate of Appropriateness is hereby denied. At the request of the applicant, this application may be forwarded to the Historic Preservation Commission for review and consideration.

Zoning Administrator (or designee) _____ Date

Commission Chair _____ Date

Exhibit "A"

(Please respond to the Criteria a through h, indicated by the underlined text)

Review Criteria for Certificate of Appropriateness.

In making a determination whether to issue or deny a Certificate of Appropriateness, if the proposed activities cannot be considered "minor works" as identified in Table XII-1 and Table XII-2, the Historic Preservation Commission shall consider, among other things, the effect of the proposed alteration, relocation, construction, removal or demolition upon the exterior architectural features and upon the historic value, characteristics and significance of the landmark or of the historic district.

The criteria to be used by the Preservation Commission in making its determination shall include, but not be limited to:

1. The maintenance of the significant original qualities or character of the buildings, structures, sites or objects including, if significant, its appurtenances. The removal or alteration of any historic or distinctive architectural features should be avoided whenever possible.
2. The compatibility of proposed new additions and new construction to the original architecture or the landmark or styles within the historic district shall be evaluated against the following general guidelines:
 - a. *Height:* The height of the proposed building or structure or additions or alterations should be compatible with surrounding buildings or structures.
 - b. *Proportions of structure's front façade:* The proportion between the width and height of the proposed building or structure should be compatible with nearby buildings or structures.
 - c. *Proportions of openings into the facility:* The proportions and relationships between doors and windows should be compatible with existing buildings and structures.
 - d. *Relationship of building masses and spaces:* The relationship of a building or structure to the open space between it and adjoining buildings or structures should be compatible.
 - e. *Roof shapes:* The design of the roof should be compatible with that of adjoining buildings and structures.
 - f. *Appurtenances:* Use of appurtenances should be sensitive to the individual building or structure, its occupants and their needs.
 - g. *Scale of building or structure:* The scale of the building or structure should be compatible with that of surrounding buildings or structures.
 - h. *Directional expression of front elevation:* Street façades should blend in with other buildings and structures with regard to directional expression when adjacent buildings or structures have a dominant horizontal or vertical expression.

Exhibit "A" Continued

(Please feel free to respond to the Criteria a through j, if they are applicable)

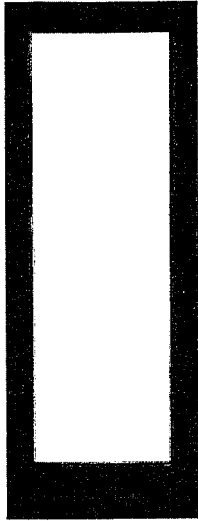
The Secretary of the Interior's "Standards for Historic Preservation Projects", as revised from time to time, as follows:

- a. Every reasonable effort shall be made to use a property for its originally intended purpose, or to provide a compatible use for a property that requires minimal alteration of the building, structure, site or object and its environment.
- b. The distinguishing historic qualities or character of a building, structure, site or object and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.

- c. All buildings, structures, sites and objects shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
- d. Changes that may have taken place in the course of time are evidence of the history and development of a building, structure, site or object and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
- e. Distinctive stylistic features or examples of skilled craftsmanship that characterize a building, structure, site or object shall be treated with sensitivity.
- f. Deteriorated architectural features shall be repaired rather than replaced, wherever feasible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings, structures, sites or objects.
- g. The surface cleaning of buildings, structures, sites or objects shall be undertaken utilizing the gentlest means possible. Sandblasting and other cleaning methods that may damage the historic building materials shall not be undertaken.
- h. Every reasonable effort shall be made to protect and preserve archeological resources affected by or adjacent to any project.
- i. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material and such design is compatible with the size, scale, color, material and character of the property, neighborhood or environment.
- j. Wherever possible, new additions or alterations to buildings or structures shall be done in such manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the building or structure would remain unimpaired.

PLEASE RETURN THIS FORM ONCE COMPLETED TO:

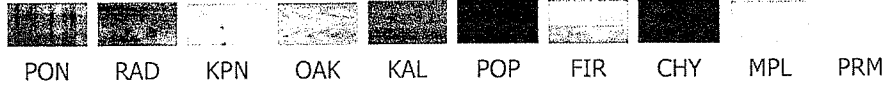
City of Urbana
Community Development Department Services
Planning Division
400 South Vine Street, Urbana, IL 61801
Phone: (217) 384-2440
Fax: (217) 384-2367



Model 620
Description 1-lite with frosted glass
Width 2'0", 2'4"- 2'8", 3'0"
Height 6'8", 7'0", 8'0"
Thickness 1 3/4", 1 3/8"

Glass Options

[Download Catalog](#)



shown: POP

3-4-16

3-4-16



Application for Certificate of

Historic Preservation Commission

APPLICATION AND REVIEW FEE – NO CHARGE

Although there is no fee to file an application for Certificate of Appropriateness, the Applicants are responsible for paying the cost of any legal publication fees. The fees usually run from \$75.00 to \$125.00. The applicant will be billed separately by the News-Gazette, if applicable.

DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY

Date Application Filed 10/11/2012 Case No. HP-2012-COA-07

PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION

1. APPLICANT CONTACT INFORMATION

Name of Applicant(s): JOAN PRICE Phone: 618-580-3837
Address (street/city/state/zip code): 806 W. MAIN ST.
Email Address: JCP 806 @ aol.com
Property interest of Applicant(s) (Owner, Contract Buyer, etc.): owner

2. OWNER INFORMATION

Name of Owner(s): JOAN PRICE Phone: 618-580-3837
Address (street/city/state/zip code): 806 W. MAIN
Email Address: JCP 806 @ aol.com

3. PROPERTY INFORMATION

Location of Subject Site: 806 W. MAIN
PIN # of Location: 91 21 08 353 018
Lot Size: 15,906.25 sq. ft
Current Zoning Designation: residential
Current Land Use (vacant, residence, grocery, factory, etc): residence
Legal Description: _____

The west 66 ft of 2013 of MW Bussey's Hens addition to the town, now City of Urbana, as per plat

recorded in Deed Record & at pg 444, except
the North 90 ft thereof

4. CONSULTANT INFORMATION NA

Name of Architect(s): Phone:

Address (street/city/state/zip code):

Email Address:

Name of Engineers(s): Phone:

Address (street/city/state/zip code):

Email Address:

Name of Surveyor(s): Phone:

Address (street/city/state/zip code):

Email Address:

Name of Professional Site Planner(s): Phone:

Address (street/city/state/zip code):

Email Address:

Name of Attorney(s): Phone:

Address (street/city/state/zip code):

Email Address:

Historic Designation (Check One) - Landmark District

PROPOSED WORK FOR WHICH CERTIFICATE OF APPROPRIATENESS IS BEING REQUESTED

1. Describe and/or illustrate fully the proposed work to be done: *(Plans associated with building permit applications can be referenced. If approval of an addition or detached accessory building is requested, submit a site plan showing the measurements of the lot, the existing buildings and proposed changes and the front, back and side yard setbacks. If approval of a demolition is being requested, submit a site plan of the property and the structure(s) to be demolished.)*

replace/restore back porch
build larger back porch and rebuild
current unsafe/rotting stairs
replace kitchen windows to facilitate kitchen
rehab

2. Describe how the proposed work will change, destroy, or affect any external feature of the structure or site:

The roof line will remain the same but I would open up mudroom. There is an original column at corner that is boarded up and I would like to restore that as an architectural feature. Kitchen windows will remain in same place, same width, but shorter.

3. How will the proposed work affect the preservation, protection, perpetuation and economic use of the structure or district?

It will add to the safety and utility of back entrance and kitchen

4. Attach a statement indicating how the proposed work meets each applicable criterion provided in "EXHIBIT A", which is attached to this application form.

5. State any additional information which you feel the Zoning Administrator or the Historic Preservation Commission should consider in issuing a Certificate of Appropriateness for the proposed work:

NOTE: If additional space is needed to accurately answer any question, please attach extra pages to the application.

By submitting this application, you are granting permission for City staff to post on the property a temporary yard sign announcing the public hearing to be held for your request.

CERTIFICATION BY THE APPLICANT

I certify all the information contained in this application form or any attachment(s), document(s) or plan(s) submitted herewith are true to the best of my knowledge and belief, and that I am either the property owner or authorized to make this application on the owner's behalf.

Joan C. Purie
Applicant's Signature

10/9/12
Date

FOR OFFICE USE ONLY:

ZONING ADMINSTRATOR AND CHAIR REPORT

Minor Works Determination:

The proposed work described in Section 3 of this application, and/or illustrated in drawings or plans attached as part of this application constitute minor works as defined by the Zoning Ordinance.

The proposed work described in Section 3 of this application, and/or illustrated in drawings or plans attached as part of this application do **not** constitute minor works as defined in the Zoning Ordinance. This application for Certificate of Appropriateness is hereby forwarded to the Urbana Historic Preservation Commission for review and determination.

Zoning Administrator (or designee) _____ Date _____

DESIGN REVIEW DETERMINATION FOR MINOR WORKS:

The minor works described in Section 3 of this application, and/or illustrated in drawings or plans attached as part of this application conform to the review criteria established in the Zoning Ordinance in the manner described.

A certificate of Appropriateness is hereby issued for work described in this application only.

The minor works described in Section 3 of this application, and/or illustrated in drawings or plans attached as part of this application do not conform to the review criteria established in the Zoning Ordinance in the manner described.

A Certificate of Appropriateness is hereby denied. At the request of the applicant, this application may be forwarded to the Historic Preservation Commission for review and consideration.

Zoning Administrator (or designee) _____ Date

Commission Chair _____ Date

Exhibit "A"

(Please respond to the Criteria a through h, indicated by the underlined text)

Review Criteria for Certificate of Appropriateness.

In making a determination whether to issue or deny a Certificate of Appropriateness, if the proposed activities cannot be considered "minor works" as identified in Table XII-1 and Table XII-2, the Historic Preservation Commission shall consider, among other things, the effect of the proposed alteration, relocation, construction, removal or demolition upon the exterior architectural features and upon the historic value, characteristics and significance of the landmark or of the historic district.

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 - f. *Appurtenances*: Use of appurtenances should be sensitive to the individual building or structure, its occupants and their needs.
 - g. *Scale of building or structure*: The scale of the building or structure should be compatible with that of surrounding buildings or structures.
 - h. *Directional expression of front elevation*: Street façades should blend in with other buildings and structures with regard to directional expression when adjacent buildings or structures have a dominant horizontal or vertical expression.

Exhibit "A" Continued

(Please feel free to respond to the Criteria a through j, if they are applicable)

The Secretary of the Interior's "Standards for Historic Preservation Projects", as revised from time to time, as follows:

- a. Every reasonable effort shall be made to use a property for its originally intended purpose, or to provide a compatible use for a property that requires minimal alteration of the building, structure, site or object and its environment.
- b. The distinguishing historic qualities or character of a building, structure, site or object and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.

- c. All buildings, structures, sites and objects shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
- d. Changes that may have taken place in the course of time are evidence of the history and development of a building, structure, site or object and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
- e. Distinctive stylistic features or examples of skilled craftsmanship that characterize a building, structure, site or object shall be treated with sensitivity.
- f. Deteriorated architectural features shall be repaired rather than replaced, wherever feasible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings, structures, sites or objects.
- g. The surface cleaning of buildings, structures, sites or objects shall be undertaken utilizing the gentlest means possible. Sandblasting and other cleaning methods that may damage the historic building materials shall not be undertaken.
- h. Every reasonable effort shall be made to protect and preserve archeological resources affected by or adjacent to any project.
- i. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material and such design is compatible with the size, scale, color, material and character of the property, neighborhood or environment.
- j. Wherever possible, new additions or alterations to buildings or structures shall be done in such manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the building or structure would remain unimpaired.

PLEASE RETURN THIS FORM ONCE COMPLETED TO:

City of Urbana
Community Development Department Services
Planning Division
400 South Vine Street, Urbana, IL 61801
Phone: (217) 384-2440
Fax: (217) 384-2367

2x6
Joist
1 1/2"

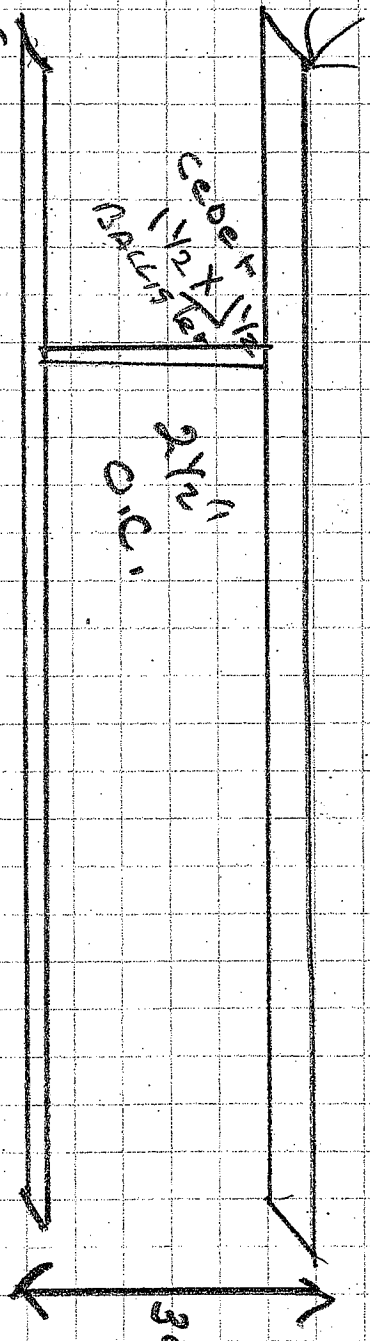
HAND RAIL MATCH FRONT PORCH

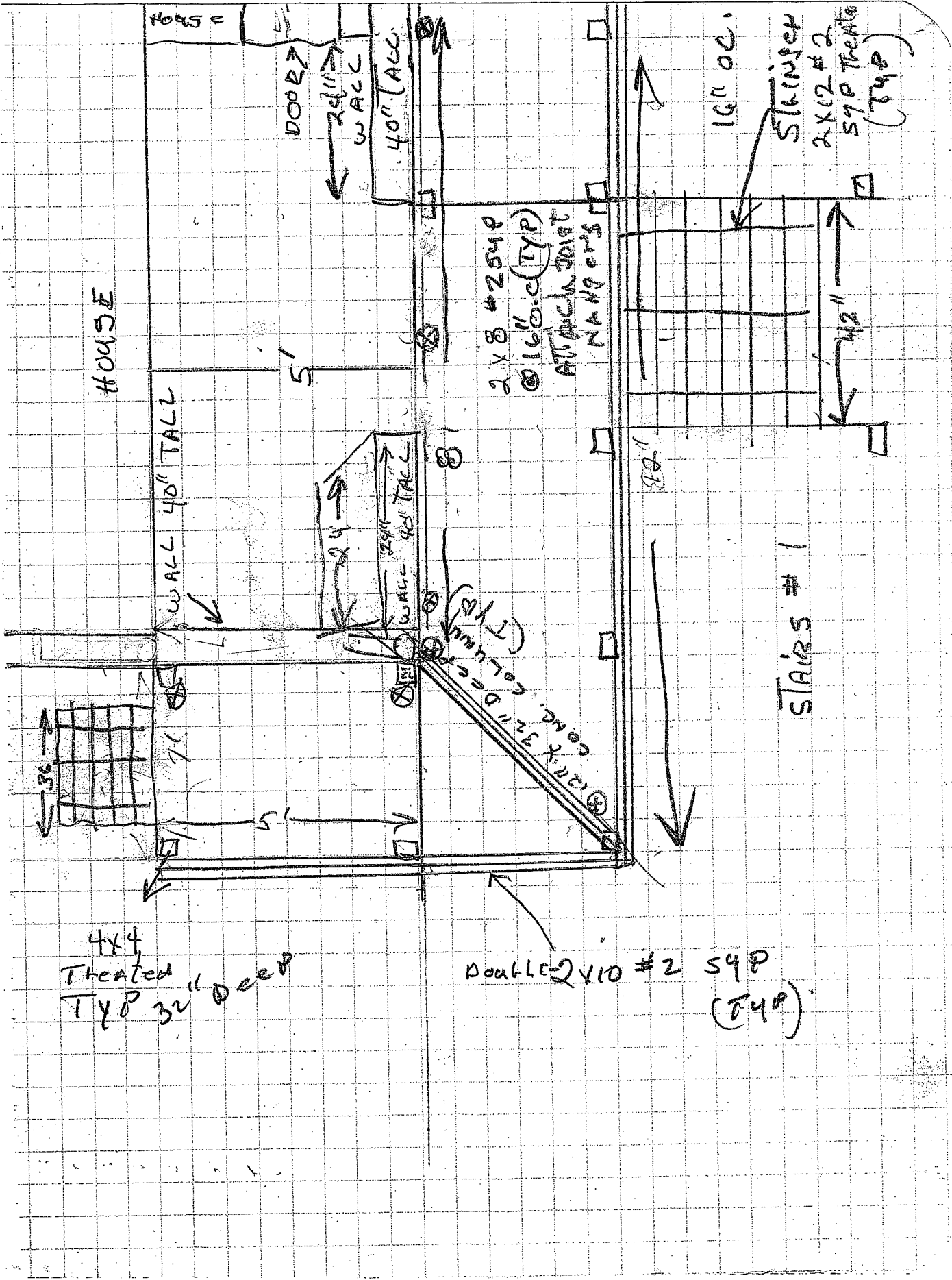
2x6
Joist
1 1/2"

2x4
o.c.

30"

2x4
o.c.
1 1/2"





HOUSE

40'5"

DOOR

24" WALL

40" WALL

WALL 40" TALL

5'

2x8 #2 SYP
@ 16" O.C. (TYP)

ATTACH JOIST
HANGERS

16" O.C.

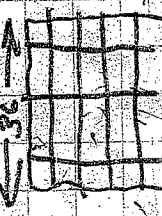
Stringer

2x12 #2
SYP Treated
(TYP)

42"

1" FR

STAIRS #1



4x4
Treated
TYP 32" Deep

WALL 40" TALL

24"

WALL 40" TALL

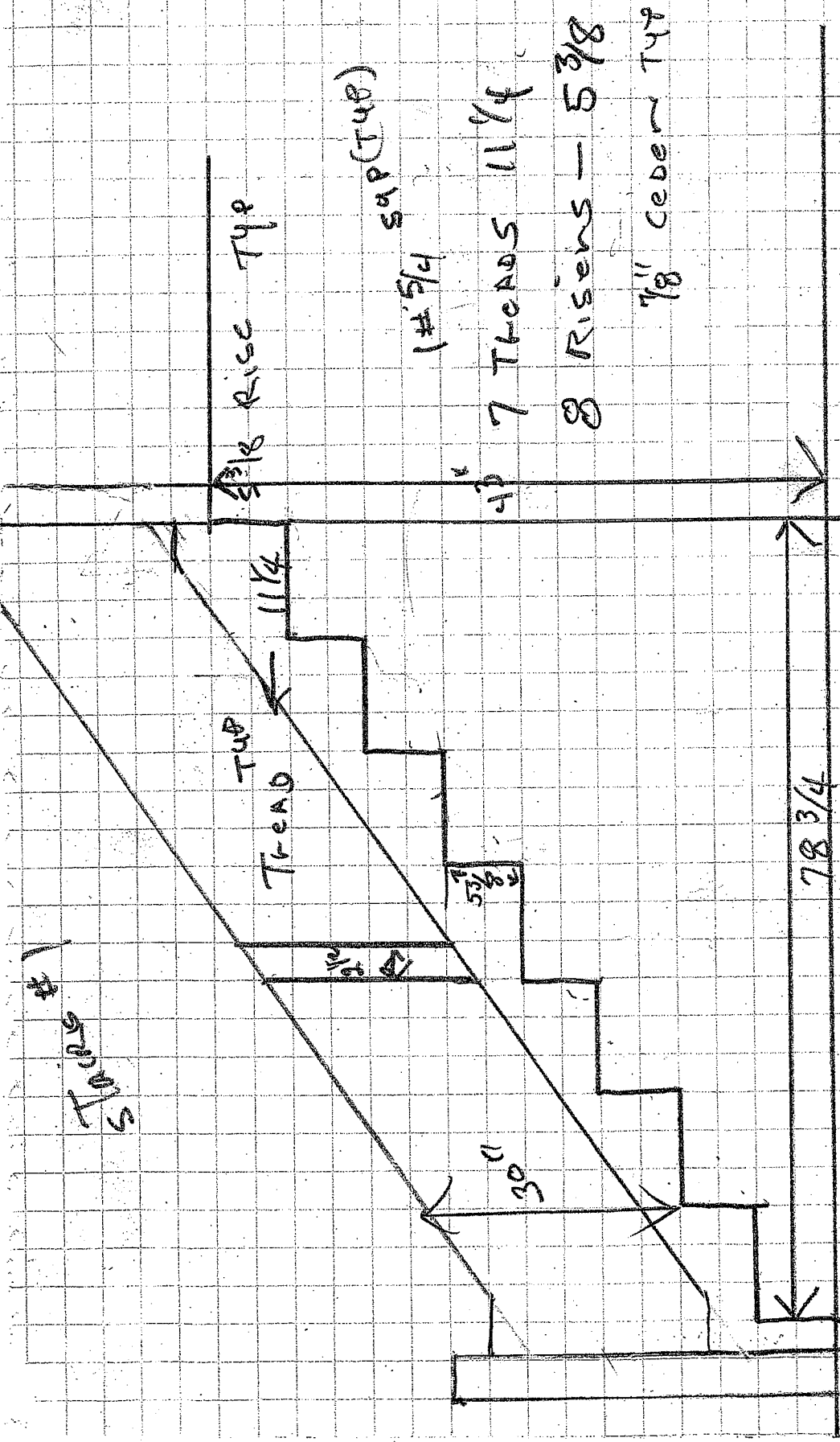
8"

12" CONC. COLLUM (TYP)

12" x 32" DEEP

DOUBLE 2x10 #2 SYP
(TYP)

STAIRS #1



3/8 RISE TYP

SAP(TUB)

1# 5/4

7 THREADS 1 1/4

8 RISERS - 5 3/8

7/8 CEDER TYP

78 3/4

12 3/4

TREAD TUB

1 1/4

4 1/2

5 3/8

2 1/2



View From South East



EXTERIOR FEATURES

windows



HISTORICAL OVERVIEW

[Identify](#) [Protect](#) [Repair](#) [Replace](#) [Missing feature](#) [Alterations/Additions](#)

Identify, Retain and Preserve

RECOMMENDED

Identifying, retaining, and preserving windows--and their functional and decorative features--that are important in defining the overall historic character of the building. Such features can include frames, sash, muntins, glazing, sills, heads, hoodmolds, panelled or decorated jambs and moldings, and interior and exterior shutters and blinds.



This view of a historic building shows how the windows clearly help define its character, partly because of their shape and rhythm. If additional windows were inserted in the gap of the upper floors, the character would be drastically changed, as would painting the window heads to match the color of the brick walls.

Conducting an indepth survey of the condition of existing windows early in rehabilitation planning so that repair and upgrading methods and possible replacement options can be fully explored.

NOT RECOMMENDED

Removing or radically changing windows which are important in defining the historic character of the building so that, as a result, the character is diminished.

Changing the number, location, size or glazing pattern of windows, through cutting new openings, blocking-in windows, and installing replacement sash that do not fit the historic window opening.

Changing the historic appearance of windows through the use of inappropriate designs, materials, finishes, or colors which noticeably change the sash, depth of reveal, and muntin configuration; the reflectivity and color of the glazing; or the appearance of the frame.

Obscuring historic window trim with metal or other material.

Stripping windows of historic material such as wood, cast iron, and bronze.

Replacing windows solely because of peeling paint, broken glass, stuck sash, and high air infiltration. These conditions, in themselves, are no indication that windows are beyond repair.

-GUIDELINES-

The Approach

Exterior Materials

[Masonry](#)
[Wood](#)
[Architectural Metals](#)

Exterior Features

[Roofs](#)
[Windows](#)
[Entrances + Porches](#)
[Storefronts](#)

Interior Features

[Structural System](#)
[Spaces/Features/Finishes](#)
[Mechanical Systems](#)

Site

Setting

Special Requirements

[Energy Efficiency](#)
[New Additions](#)
[Accessibility](#)
[Health + Safety](#)

THE STANDARDS



The historic steel sash has been removed and replaced with modern aluminum sash, resulting in a negative visual impact on the building's historic character. Photo: NPS files.

top

Protect and Maintain

RECOMMENDED

Protecting and maintaining the wood and architectural metals which comprise the window frame, sash, muntins, and surrounds through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems.

Making windows weathertight by re-caulking and replacing or installing weatherstripping. These actions also improve thermal efficiency.

Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, i.e. if repairs to windows and window features will be required.

NOT RECOMMENDED

Failing to provide adequate protection of materials on a cyclical basis so that deterioration of the window results.

Retrofitting or replacing windows rather than maintaining the sash, frame, and glazing.

Failing to undertake adequate measures to assure the protection of historic windows.

top

Repair

RECOMMENDED

Repairing window frames and sash by patching, splicing, consolidating or otherwise reinforcing. Such repair may also include replacement in kind--or with compatible substitute material--of those parts that are either extensively deteriorated or are missing when there are surviving prototypes such as architraves, hoodmolds, sash, sills, and interior or exterior shutters and blinds.

These historic steel windows are being prepared for repairs and re-finishing as part of a



*rehabilitation project.
Photo: NPS files.*

NOT RECOMMENDED

Replacing an entire window when repair of materials and limited replacement of deteriorated or missing parts are appropriate.

Failing to reuse serviceable window hardware such as brass sash lifts and sash locks.

Using substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the window or that is physically or chemically incompatible.

top

Replace

RECOMMENDED

Replacing in kind an entire window that is too deteriorated to repair using the same sash and pane configuration and other design details. If using the same kind of material is not technically or economically feasible when replacing windows deteriorated beyond repair, then a compatible substitute material may be considered.

NOT RECOMMENDED

Removing a character-defining window that is unrepairable and blocking it in; or replacing it with a new window that does not convey the same visual appearance.



Inappropriate change to a historic building means the loss of its distinctive visual qualities, as well as a lessening of its long-term historical and cultural value. Photo: Martha L. Werenfels, AIA.

top

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of Rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

Design for the Replacement of Missing Historic

Features

RECOMMENDED

Designing and installing new windows when the historic windows (frames, sash and glazing) are completely missing. The replacement windows may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the window openings and the historic character of the building.

NOT RECOMMENDED

Creating a false historical appearance because the replaced window is based on insufficient historical, pictorial, and physical documentation.

Introducing a new design that is incompatible with the historic character of the building.

[top](#)

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of Rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

Alterations/Additions for the New Use

RECOMMENDED

Designing and installing additional windows on rear or other-non character-defining elevations if required by the new use. New window openings may also be cut into exposed party walls. Such design should be compatible with the overall design of the building, but not duplicate the fenestration pattern and detailing of a character-defining elevation.

Providing a setback in the design of dropped ceilings when they are required for the new use to allow for the full height of the window openings.

NOT RECOMMENDED

Installing new windows, including frames, sash, and muntin configuration that are incompatible with the building's historic appearance or obscure, damage, or destroy character-defining features.

Inserting new floors or furred-down ceilings which cut across the glazed areas of windows so that the exterior form and appearance of the windows are changed.



In the rehabilitation of a church for offices and apartments, the large open interior space was inappropriately subdivided by inserting a full second floor. Removing the stained glass windows further changed the historic appearance, compromising their size and proportion on the interior. Photo: NPS files.



EXTERIOR FEATURES

entrances + porches



[Identify](#) [Protect](#) [Repair](#) [Replace](#) [Missing feature](#) [Alterations/Additions](#)

Identify, Retain and Preserve

RECOMMENDED

Identifying, retaining, and preserving entrances and porches--and their functional and decorative features--that are important in defining the overall historic character of the building such as doors, fanlights, sidelights, pilaster, entablatures, columns, balustrades, and stairs.



Entrances and porches are quite often the focus of historic buildings, particularly on primary elevations, such as this dramatic brick archway on an early 20th century building. Photo: NPS files.

NOT RECOMMENDED

Removing or radically changing entrances and porches which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Stripping entrances and porches of historic material such as wood, cast iron, terra cotta tile, and brick.

Removing an entrance or porch because the building has been re-oriented to accommodate a new use.

Cutting new entrances on a primary elevation. Altering utilitarian or service entrances so they appear to be formal entrances by adding panelled doors, fanlights, and sidelights.

Altering utilitarian or service entrances so they appear to be formal entrances by adding panelled doors, fanlights, and sidelights.

[top](#)

Protect and Maintain

RECOMMENDED

Protecting and maintaining the masonry, wood, and architectural metals that

NATIONAL PARK SERVICE



-GUIDELINES-

[The Approach](#)

Exterior Materials

[Masonry](#)
[Wood](#)
[Architectural Metals](#)

Exterior Features

[Roofs](#)
[Windows](#)
[Entrances + Porches](#)
[Storefronts](#)

Interior Features

[Structural System](#)
[Spaces/Features/Finishes](#)
[Mechanical Systems](#)

[Site](#)

[Setting](#)

Special Requirements

[Energy Efficiency](#)
[New Additions](#)
[Accessibility](#)
[Health + Safety](#)

THE STANDARDS

comprise entrances and porches through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems.

NOT RECOMMENDED

Failing to provide adequate protection to materials on a cyclical basis so that deterioration of entrances and porches results.

Failing to undertake adequate measures to assure the protection of historic entrances and porches.

top

Repair

RECOMMENDED

Repairing entrances and porches by reinforcing the historic materials. Repair will also generally include the limited replacement in kind--or with compatible substitute material--of those extensively deteriorated or missing parts of repeated features where there are surviving prototypes such as balustrades, cornices, entablatures, columns, sidelights, and stairs.



In Rehabilitation, deteriorated features should be repaired, whenever possible, and replaced when the severity of the damage makes it necessary. Here, a two-story porch is seen prior to treatment (before). The floor boards are rotted out and the columns are structurally unsound. Other components are in varying stages of decay. Appropriate work on the historic porch (after) included repairs to the porch rails; and total replacement of the extensively deteriorated columns and floor boards. Some dismantling of the porch was necessary. Photos: NPS files.

NOT RECOMMENDED

Replacing an entire entrance or porch when the repair of materials and limited replacement of parts are appropriate.

Using a substitute material for the replacement parts that does not convey the visual appearance of the surviving parts of the entrance and porch or that is physically or chemically incompatible.

[top](#)

Replace

RECOMMENDED

Replacing in kind an entire entrance or porch that is too deteriorated to repair--if the form and detailing are still evident--using the physical evidence as a model to reproduce the feature. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

NOT RECOMMENDED

Removing an entrance or porch that is unrepairable and not replacing it; or replacing it with a new entrance or porch that does not convey the same visual appearance.

[top](#)

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of Rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

Design for the Replacement of Missing Historic Features

RECOMMENDED

Designing and constructing a new entrance or porch when the historic entrance or porch is completely missing. It may be a restoration based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character building.

NOT RECOMMENDED

Creating a false historical appearance because the replaced entrance or porch is based on insufficient historical, pictorial, and physical documentation.

Introducing a new entrance or porch that is incompatible in size, scale, material, and color.

[top](#)

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of Rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

Alterations/Additions for the New Use

RECOMMENDED

Designing enclosures for historic porches on secondary elevations when required by the new use in a manner that preserves the historic character of the building. This can include using large sheets of glass and recessing the enclosure wall behind existing scrollwork, posts, and balustrades.

Designing and installing additional entrances or porches on secondary elevations when required for the new use in a manner that preserves the historic character of the buildings, i.e., limiting such alteration to non-character-defining elevations.

NOT RECOMMENDED

Enclosing porches in a manner that results in a diminution or loss of historic character by

using materials such as wood, stucco, or masonry.



As part of a rehabilitation project, a late-19th century produce distribution center (top left) with a utilitarian loading dock (top right) was removed and replaced with a monumental entrance featuring massive formal columns (left). The new addition is incompatible with the simple, industrial character of the building. Photos: NPS files.

Installing secondary service entrances and porches that are incompatible in size and scale with the historic building or obscure, damage, or destroy character-defining features.