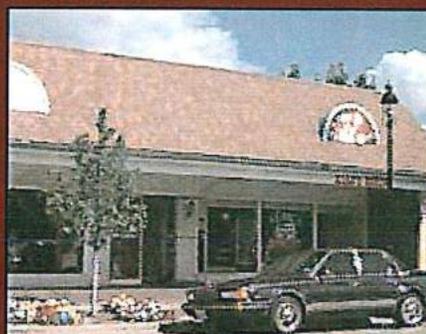
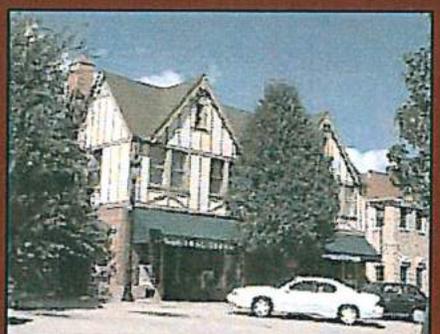
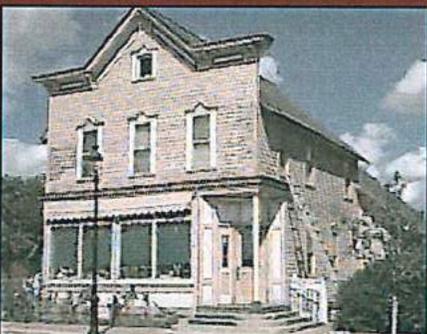


# ITASCA HISTORIC DISTRICT COMMERCIAL DESIGN GUIDELINES





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# ITASCA HISTORIC DISTRICT

## COMMERCIAL DESIGN GUIDELINES

### PREFACE

Itasca recognizes the Itasca Historic District as a special place to be protected as a community resource, both because of its history as an important part of our heritage and because its character helps create the identity of Itasca today. The Historic District is enjoyed by residents and visitors alike, and it is the intent of these guidelines to assure that it is preserved for future Itascans.

As you read through the guidelines, call the Itasca Community Development Department at (630) 773-5568 or attend an Itasca Historical Commission meeting if you have questions or comments. The Historical Commission meets at 7:00 p.m. on the third Thursday of each month at the Itasca Municipal Complex. It is hoped these guidelines encourage a quality of design within the Historic District that will be a source of pride to its residents and enjoyment to visitors, as well as an enticement to shoppers and investors.

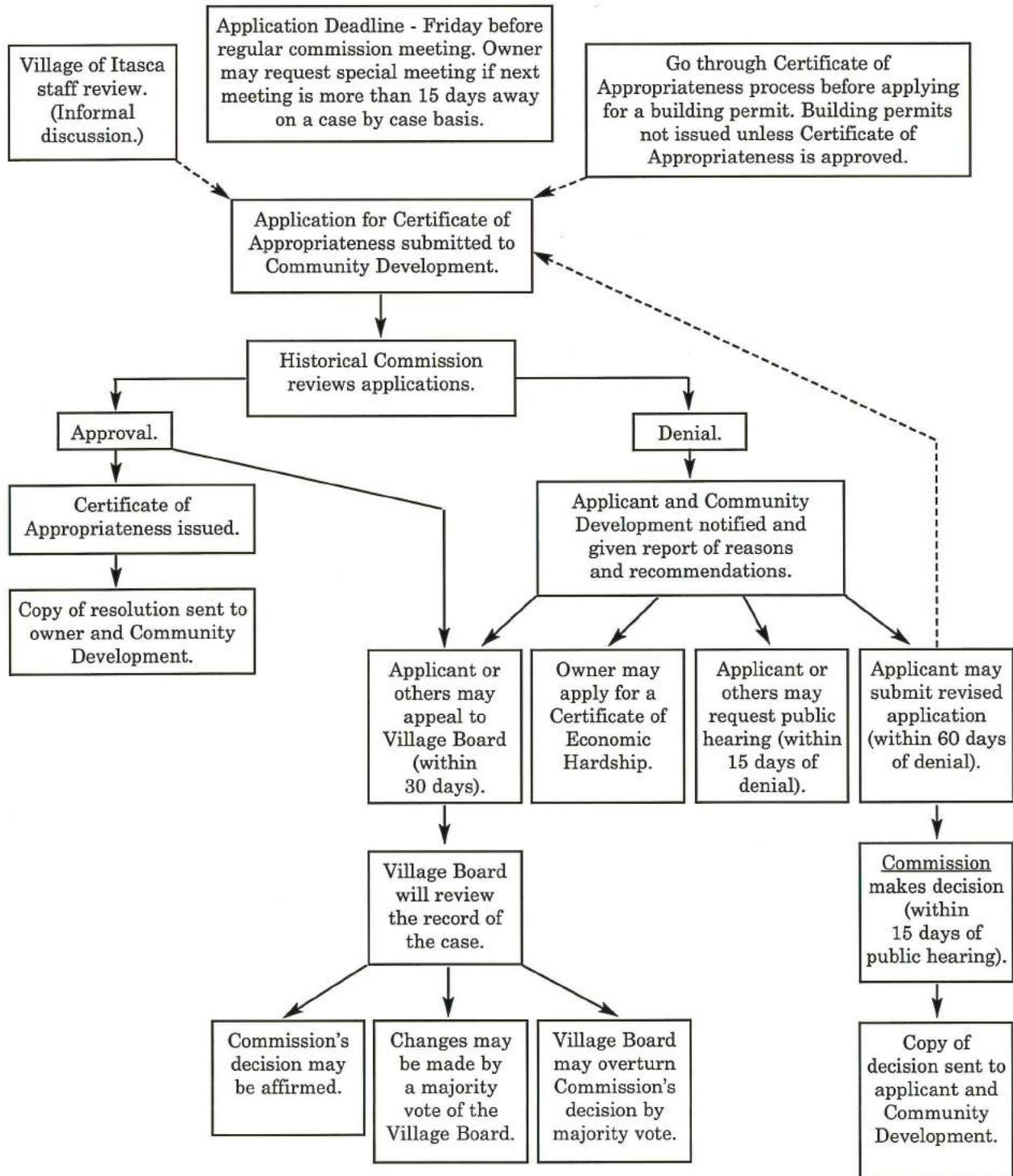
The Itasca Historic District Commercial Guidelines have been constructed to protect the buildings in the district and their relationships to one another in the face of increasing development pressures while promoting responsible rehabilitation and development. By establishing these limited controls, the ambience

and integrity of the Historic District can be maintained for the mutual benefit of the entire Historic District and Itasca.

The purpose of design review is to ensure modifications respect the architectural integrity of the building being modified and respect the character and contributions of other buildings and of the streetscape as a whole. The design review seeks to ensure modifications are properly executed and will not cause future problems for the building. Design reviews for exterior modifications, additions, and new construction are done by the Historical Commission.

The Historic District, roughly bounded by Cherry Street to the east, Catalpa Street to the west, North Street to the north, and Bloomingdale Road to the south, was established in 1984 to preserve and restore Itasca's historic character. The focal point is the Walnut Street business district. Several of the buildings exhibit the characteristic commercial designs: large glass windows and transom windows with offices and apartments on the upper floor. Several buildings were constructed to serve the needs of cattlemen, railway workers, and businessmen; all of whom were attracted to the area by the proximity of the railroad station.

# CERTIFICATE OF APPROPRIATENESS PROCESS

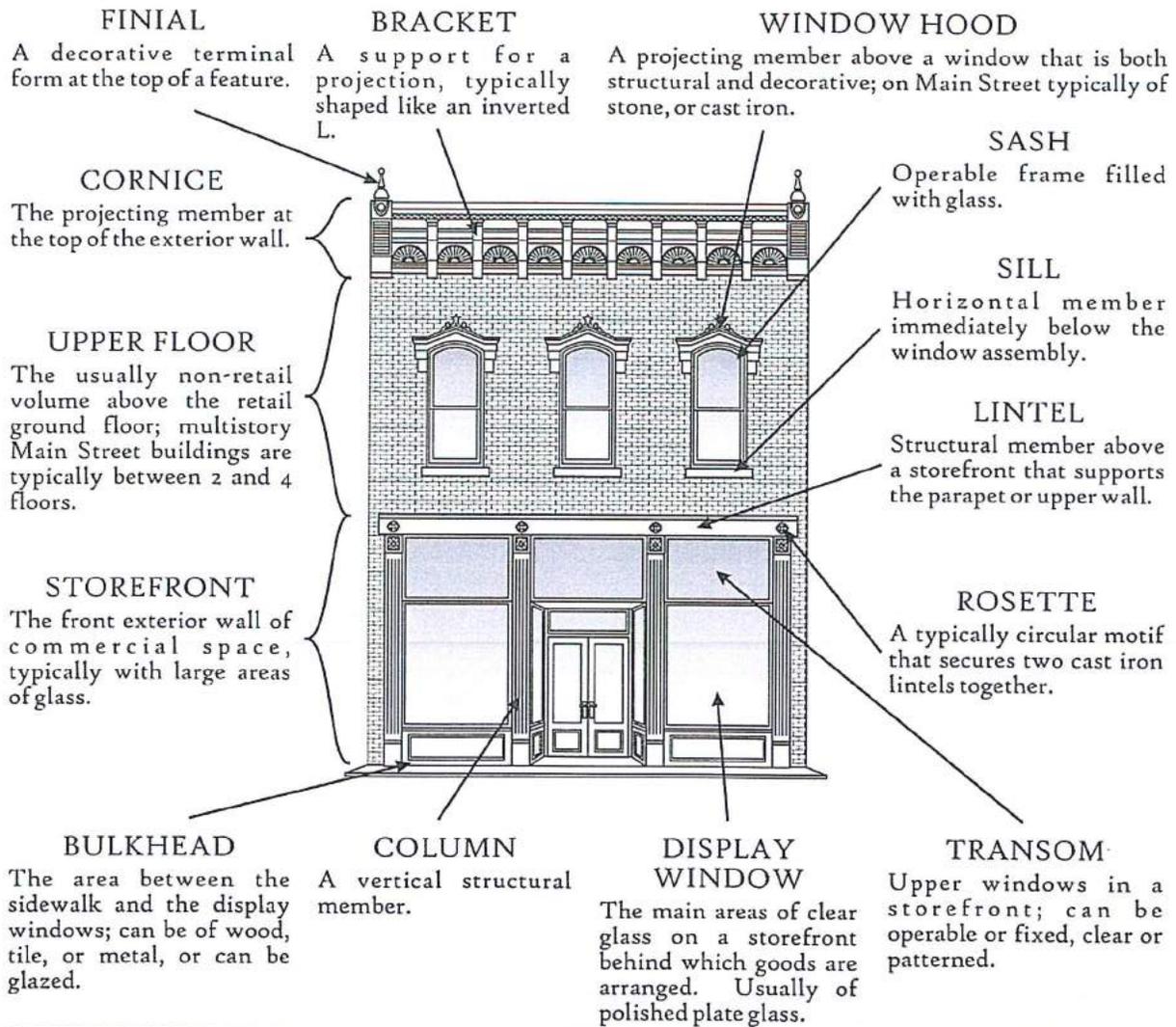


# ANATOMY OF A MAIN STREET BUILDING



ILLINOIS MAIN STREET

## ANATOMY OF A MAIN STREET BUILDING



Illinois Historic Preservation Agency  
 One Old State Capitol Plaza  
 Springfield, IL 62701  
 Fax: 217.524.7525  
 www.illinois-history.gov

# COMMERCIAL DESIGN GUIDELINES

## Introduction to the Guidelines

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The design guidelines contained in this book are to use when planning changes within the Itasca Historic District. The guidelines will help:

- Identify specific issues that may affect the integrity of the Historic District.
- Define the criteria by which the Itasca Historical Commission will evaluate your design.

The guidelines are based on visual characteristics of the Historic District as it exists today and as it would have existed when first developed. The scale of the buildings, the materials used to build them, and their site relationships are examples of the specific characteristics that were analyzed and from which the design guidelines were developed.

## Objectives of the Guidelines

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These guidelines are intended to:

- Encourage the retention of the visual and historic integrity of the district while also encouraging creative design solutions for remodeling and new construction. The guidelines do not dictate styles

or specific design motifs, but instead suggest a choice of approaches for achieving design compatibility.

- Protect property values by managing changes to reinforce the assets of the Itasca Historic District and make it more attractive to both visitors and investors so the value of individual historic structures and groups of historic buildings will be strengthened and benefit the whole Village.
- Promote quality workmanship to ensure projects are done correctly the first time. The Itasca Historical Commission can be a resource to help avoid inappropriate designs.

## Design Concepts and Old Buildings

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The commercial buildings in the Itasca Historic District are typically of masonry or frame construction. There are four basic zones that describe the façade of a commercial building:

- 1) the display area at street level;
- 2) the frieze area, which is typically occupied by signs above the first floor windows;
- 3) the upper stories, which have

single-or double-hung windows;  
and

- 4) the cornice or gable.

It is important to use each zone for the purpose it was intended to minimize both damage to the structure and compatibility with other development of the area.

## **How to Use the Guidelines**

---

Briefly review the Itasca Historic District Commercial Guidelines so that you can learn the general objectives, identify which section(s) you need to work with in detail, and plan a design approach.

The commercial guidelines will help you establish a direction and sensitize you to the issues that are important. Base your approach on existing conditions, surrounding architecture, and historical photos and designs, rather than just imagination.

## **How the Village Uses the Guidelines**

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Design reviews are a matter of judgment. To ensure decisions are made with consistency of policy, these guidelines are applied within the Itasca Historic District.

Persons preparing to do work in the district should refer to the Itasca

Historic District Commercial Guidelines to remind them of issues they should consider for each project. The Itasca Community Development Department and Itasca Historical Commission will decide when a project is appropriate by comparing all the applicable guidelines to the project being considered. There is no scoring or minimum number of guidelines that must be met because every project is different. For more information, consult Itasca's zoning ordinance requirements.

## **Secretary of the Interior's Standards for Rehabilitation**

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The Village of Itasca and the Itasca Historical Commission encourage petitioners to review and consider the following Standards for Rehabilitation from the U.S. Secretary of the Interior. These federal guidelines are not mandatory; the guidelines are intended as a reference only. For specific information about Itasca's requirements, consult the design guidelines located in this document.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a

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

# PRESERVATION THEORY

## **Renovation**

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If you are planning a renovation, you must decide what aspects of your building contribute to its historic significance. While these original details may be deteriorated, they are critical to any proper renovation.

Study old photographs to identify original window treatments and to see how storefronts were designed. Pay particular attention to the proportions of original openings and to the amount and nature of the trim that existed on the building.

The original character of each building is an honest part of Itasca's heritage, and therefore should be preserved. Even simple things like awnings and doorknobs represent important elements of Itasca's architectural history and are to be valued. Those features of a structure that combine to establish its historic significance should not be removed or altered when possible.

Adding "historic" details that were not used in Itasca or "modernizing" a building are equally damaging to the original character of historic buildings. For example, adding an ornate cornice to dress up a simple block building would not be recommended, but cleaning and repairing the existing cornice would. Similarly, replacing wooden storefronts with aluminum fronts is an example of modernization that will

substantially alter the character of the building without benefit to the building itself. Aluminum clad wood windows would be a better alternative.

Any building that has already been altered with inappropriate materials may have its historic character strengthened by careful renovation. Improper changes made in the past are reversible.

## **New Construction Design Considerations**

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As a matter of local policy, moving existing endangered structures to vacated lots is encouraged unless the building is so deteriorated it's unsaveable. In a commercial district, however, that is rarely a feasible option. Therefore, for new construction and additions, it is important to choose a "style" from the beginning. The guidelines encourage new buildings that are compatible with historic buildings without necessarily imitating older styles. This approach is based on strongly established trends in preservation theory nationwide. New buildings that reinforce the continuity of the street and help to highlight the historic structures will meet this responsibility.

Follow the traditional pattern demonstrated in the Itasca Historic District. Recycling or using similar architectural elements from period buildings may be a viable option. In any event, new designs for additions are encouraged to include a dated element, such as a lintel or cornerstone, which clearly identifies the structure's year of construction.

## Historical Commission Review Process

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In 1974, the Itasca Village Board of Trustees established the Itasca Historical Commission to administer Itasca's historic preservation program. At the same time, the Historical Commission was given the responsibility to review all building permits relating to structures within the Itasca Historic District.

The review process is triggered automatically if you submit a request for a building, sign, demolition, moving, parking lot, roofing or siding permit. Before starting your project, you should check other Itasca regulations, define your design constraints, survey the condition of any existing buildings, and analyze the setting of any new buildings.

## Review Other Village Regulations

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Remember that these guidelines

supplement other Itasca ordinances that may influence the project, such as:

- **Landscape Ordinance.** The Landscape Ordinance provides standards for the maintenance, types, and arrangement of plantings in Itasca under specific circumstances.
- **Zoning Ordinance.** The Zoning Code defines set-backs and outlines appropriate uses for various properties throughout the village. The Itasca Historic District is an "overlay" zone, which imposes the Itasca Historic Preservation Ordinance on properties within the district in addition to other zoning regulations.
- **Building Code.** The Itasca Community Development Department and the Itasca Fire Protection District use the Adopted Building Codes within the Historic District when dealing with existing structures and for new additions or other construction.
- **Financial Incentives.** Commercial properties within the Historic District may request financial assistance to help with the cost of historical restoration. For more information, contact Community Development or attend a Historical Commission meeting.

## Define Design Constraints

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Whether renovating a historic

structure or building something new, the next step is to establish the limitations you should place on the design in response to historic preservation goals. These guidelines are not intended to take the place of professional design assistance (which is usually recommended), but rather to assist the owner and designer in creating the best project. In addition, the American with Disabilities Act (ADA) may require that some measures be taken in conjunction with other alterations.

## **Renovations: Survey Condition of Existing Building(s)**

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- Determine the elements that contribute to the building's historic character. Do some detective work. Newer additions may detract from the building's character, whereas, deteriorated elements may be original and should be restored. Review your findings with the Itasca Historical Commission.
- To locate missing decorative trim, look for scars or holes where ornamental brackets were removed. A line of built-up paint may indicate where another, long-gone piece of wood once stopped the painter's brush. Check in the building's crawl space or attic for old brackets, cabinets, railings, or doors that may have been removed and stored.
- Carefully examine the building for important details.
- Refer to historic photographs.
- Evaluate the physical condition of the building with the help of a professional who is experienced in historical renovation.
- Examine wiring, plumbing, foundations, and roof joists. Ask your design professional to assist in evaluating existing systems, but make sure that they consult the building code.
- Remember that appearances are sometimes deceiving, so be thorough and objective. Elements that are recently attached may look "old-fashioned," but may simply be inappropriate and may jeopardize the overall appearance.
- Define the scope of the project. If it is not possible to perform a complete renovation within your budget, set priorities. Think about how they interrelate and the order in which works tasks should be performed.
- Stabilize the building by repairing items that keep the weather out and the walls standing straight up. Foundations and roofs are priority items if they are not in good repair.
- Weatherproof the building to protect your improvements. Roof, windows, doors, and skylights are examples of barriers between the elements and you.
- Make improvements as the funds

are available to do them correctly the first time. In renovation it is especially important to complete tasks fully and correctly. Poorly or quickly executed repairs, such as improper plumbing solutions, often cause later problems when correction will be more difficult.

## **New Construction: Analyze the Setting for New Building(s)**

New construction should blend within the Itasca Historic District without copying older buildings.

- Look at the sighting and mass of the other buildings on the block.
- Notice setbacks, heights, parking arrangements, and building shapes.
- Examine how other buildings in the Historic District relate to each other and be respectful of the street's character.
- Observe the forms and materials of surrounding buildings.
- Be aware of the elements that are repeated nearby, such as certain roof cornices, window shapes, and trim which have traditionally been used.

## **Frequently Asked Questions**

If you are contemplating a project, the first thing you should do is discuss it with the Itasca Community Development Department and Itasca Historical Commission. Here are a few of the first questions you will need to answer:

1. Is the site within the Itasca Historic District?

Community Development can tell you if an address is in the Historic District. If your site is located within the Historic District, the site is subject to design approval.

2. Is work subject to a design review?

Yes. Some types of work are subject to a design review.

- **Exterior modifications.** Exterior modifications to existing buildings that require a permit, excluding electrical and plumbing permits.
- **New construction.**
- **Major alterations.** New additions, re-siding, doors, and windows; and interior or exterior demolition.

3. Could work proceed without a design review?

Yes. Some work may be done without further review.

- **Minor alterations.** Roof shingle replacement, foundation repairs, and other minor repairs do not require review.

- **Repainting.** The Historical Commission has historical paint color charts and offers advice on color selection.
- **Repairs that do not require a building permit.** Replacing worn-out windows, doors, siding, or roofing with similar materials will normally not require review. Contact Community Development or attend a Historical Commission meeting to verify.
- **Interior design changes.**
- **Landscaping.** Any landscaping changes should comply with Itasca ordinances and maintain the historical character of the property.

# DESIGN REVIEW GUIDELINES AND PROCEDURES

## **Purpose**

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The purpose of the design review provisions is to preserve the special historic and architectural character of the Itasca Historic District, and to protect private property values and public investment here, by ensuring that any exterior alterations to buildings and grounds are undertaken in conformance with design standards that express this special character.

## **Design Review Procedures**

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No alterations to building exteriors that require a permit, including awnings and temporary on-site signs, changes to fences or grounds may be made, and no building permit involving alterations to building exteriors, sign, sidewalk, driveway or demolition permit shall be issued by the Itasca Community Development Department for any structure or site located wholly or partially within the Itasca Historic District, until the application for such a permit has been reviewed and approved by the Itasca Historical Commission, whose

decisions may be appealed to the Itasca Village Board of Trustees. The Historical Commission has 45 days to review an application from the date the completed application is received by Community Development. If the Historical Commission does not act upon the application within those 45 days, Community Development may issue the necessary permits and the project may proceed. This time limit may be waived by mutual consent of the applicant and Community Development. A complete application should include, as necessary:

- To-scale drawings.
- Elevations, sections, and relevant plans of the site; and/or immediate environs if appropriate.
- Materials and colors to be used.
- Additional information as required per project.

The Historical Commission may approve, approve with conditions, or deny the request in conformity with the design standards in this subsection.

# BUILDING DESIGN GUIDELINES

## General Design Standards

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1. Alterations should be respectful of the character of Itasca's earliest commercial district, whose architectural type and elements represents a style unique to the past. The Itasca Historic District is laid out on a gridiron street pattern with streets running at right angles from each other to create a grid.
2. The height of all new buildings in the business district north of the railroad tracks and south of Center Street should be limited to three (3) stories or forty (40) feet. An additional story may be permitted when the fourth story is set back six (6) feet from the third floor along the street frontage of the building per the Itasca Downtown Design Guidelines and as approved by the Itasca Village Board of Trustees.
3. For each structure, the roofing materials visible from the street should match existing materials or shall incorporate materials historically used in the Historic District. The exterior walls of each new building should be finished in material compatible with adjoining buildings of historical significance. Samples shall be submitted to the Itasca Historical Commission for approval.
4. Mirrored or smoked glass windows for buildings are not recommended.
5. Metal windows and doors should have a paint finish in lieu of an anodized finish. Material samples of the proposed finishes shall be submitted for approval.
6. Awnings or canopies should be of traditional design, preferably retractable, and made of cloth material. Round-shaped awnings, or those made of plastic or stock aluminum are not recommended.
7. Walkway coverings around the building may be of sheet metal, metal shingles, standing-seam construction, canvas, or cloth. Submit plans and samples for approval.
8. Colors used in painting building exteriors should favor those that are historically traditional. Most paint companies have "heritage" collections. Unpainted brick must never be painted. The Historical Commission has several historic color charts available or you may present individual samples for approval.
9. Iron railings should be of utilitarian styling as represented in the Historic District.
10. Permanent fences should avoid wire materials whenever possible. Chain-link fences are not

recommended.

## **Standards for Rehabilitation and Remodeling**

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1. Original building facades within the Itasca Historic District should be retained. Generally, there is no reason to replace a historic facade with a contemporary substitute within the Historic District.
2. Existing windows and openings should be retained. Windows are the eyes of a building and can create or destroy a building's character.
3. Shingle roofs and wood trim should be retained where it exists or can be substantiated.
4. Architectural features such as enriched cornice window heads, enriched trim, and cast-iron elements should be retained.
5. Additions to buildings should be compatible in appearance by coordinating style, materials, scale, and detail with the original buildings in the Historic District.
6. All remodeling or rehabilitation of exteriors should ensure the visual integrity of the building, and be compatible with the overall architectural character of the Historic District.
7. Facades that have been hidden since original construction should be restored in conjunction with any facade rehabilitation work.

8. Accessory buildings should be generally compatible with the other structures on the street and be subject to these guidelines.
9. Routine maintenance, repairs, or replacements of elements on portions of existing facades shall not require an applicant to bring the entire facade into compliance with these standards.
10. Repainting of surfaces with colors that duplicate the existing colors shall be permitted.
11. Existing doors and windows may be replaced with new products of design and/or materials similar to those that originally existed.

## **Elements for Rehabilitation and Remodeling**

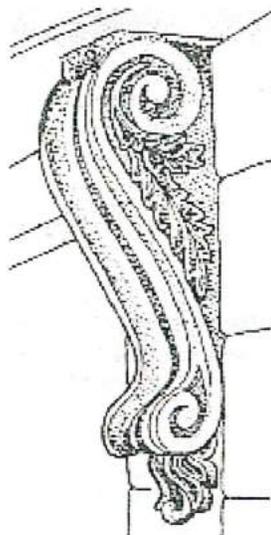
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### **Masonry and Foundations**

Whenever possible, original masonry and mortar should be retained without the application of any surface treatment, such as cement and stucco. Masonry or concrete foundations that were never painted should not be painted. Non-original cover-ups should be removed and the original foundation repaired.

Masonry should be cleaned only when necessary to halt deterioration and always with the gentlest method possible, such as low-pressure water

and soft natural bristle brushes. Brick and stone surfaces should not be sandblasted because the action erodes the surface of the material and accelerates deterioration. Chemical cleaning products that could have an adverse chemical reaction with the masonry material should not be used; a test patch is always recommended.



Sandblasting would blur the etched details on this stone bracket.

Original mortar joint size and profile should be retained, and replacement mortar should match the original mortar in color and texture. Ingredient proportions similar to the original mortar should be used when repointing, with replacement mortar softer than the bricks and no harder than the historic mortar. Repointing with mortar of high Portland cement

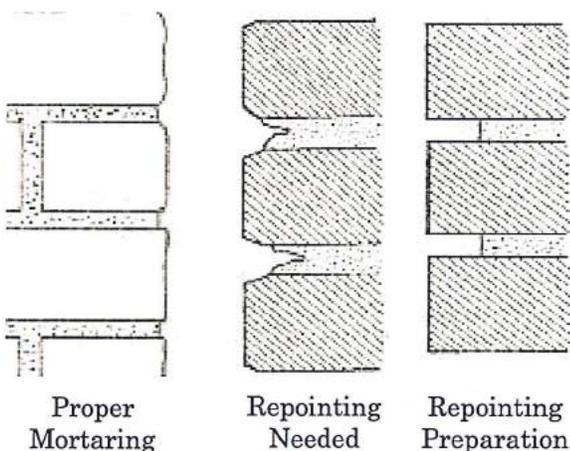
content often creates a bond stronger than is tolerable for the original building materials, possible resulting in cracking, spalling or other damage. Mortar joints should be carefully washed after set to retain the neatness of the joint lines and eliminate extra mortar from masonry surfaces. Also note that repointing a minor crack is maintenance; repointing an entire facade is an alteration and requires a Certificate of Appropriateness if it will alter the appearance of the structure.

Similar material should be used to repair or replace, where necessary, deteriorated masonry. New masonry added to the structure or site, such as new foundations or retaining walls, should be compatible with the color, texture and bonding of original or existing masonry.

### Wall Surfaces

Deteriorated siding materials should be replaced with materials similar to those used in original construction. Non-traditional siding materials, such as artificial stone, artificial brick veneer, asbestos or asphalt shingles or aluminum or vinyl siding are not appropriate for historic structures. Aside from aesthetic and historical reasons, artificial siding can promote material or structural decay because of the impermeable nature of the synthetic skin. This unchecked damage can have serious and expensive consequences.

Recently uncovered clapboards should be left exposed for three or four





These Types Of Wall Coverings On New Construction Are Incompatible With Existing Buildings In A Historic District



New Design Can Be Unique But Compatible

months prior to painting or properly prepared to allow for greater adhesion of the paint to the wood surface and reduce the potential for paint failure. Stucco surfaces shall be maintained by cleaning and repainting when necessary. When repairing stucco, a stucco mixture duplicating the original in texture and ingredient mix should be used.

The width, pattern and profile of the original siding should be duplicated. Residing should not alter the profile of bordering trim such as drip caps, frieze boards and corner boards. If replacement is necessary, these items should match the originals as closely as possible.

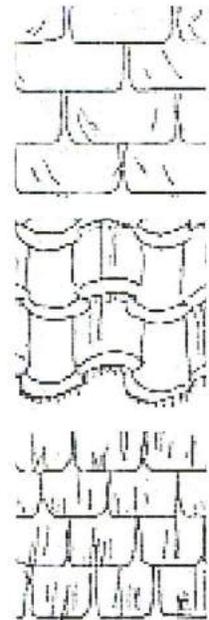
Color is an important design element, and paint colors should be appropriate

to the period and style of the structure. The expertise of the Itasca Historical Commission is available for choosing color.

## Roofs

The existing shape and materials of the roof shall be retained. All architectural features that give the roof its fundamental traits, such as dormer windows, cupolas, cornices, brackets, chimneys' cresting and weather vanes, shall be retained.

When partially re-roofing, deteriorated roof coverings should be replaced with new materials that match the old in composition, size, shape and texture. This is especially important with slate, tile or cedar shake roofs. Asphalt shingles began to be used in the 1890s.



Slate, Tile and Wood Shingle Roofs Should Be Retained

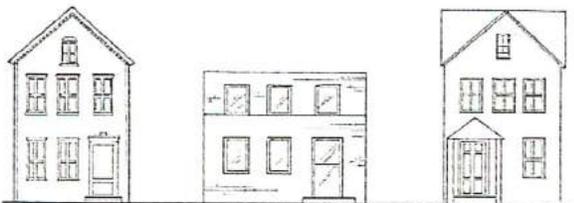
Roof alterations such as greenhouses, roof decks, solar panels, vents, mechanical and electrical equipment, are not recommended if visible from the street. These items should be made less noticeable by minimizing size and subduing colors. New dormers may be acceptable in some cases if compatible with the original design. Skylights may be a less



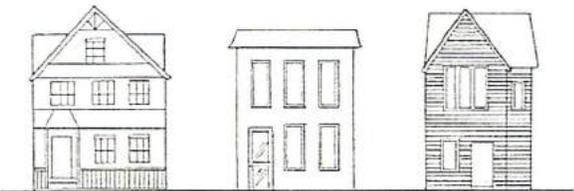
Similar Building Height Is Important



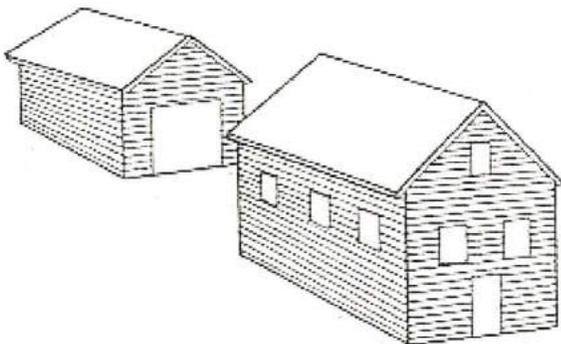
Blocks Tend To Have Similar Roof Pitch



Roof Shape Relates To Massing



New Construction (Middle Building) Should Not Vary Roof Pitch From Surrounding Buildings



Accessory Buildings Should Mimic Roof Pitch Of Main Buildings

objectionable option, and should be positioned in a place not visible from the front facade or the street and should extend no more than six inches above the roof plane. A skylight should be finished to blend with the roof.

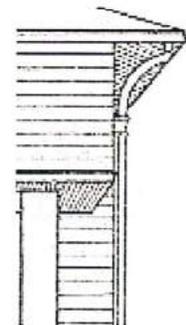
### Chimneys

Existing brick chimneys should not be covered with a cementitious coating. Wherever portions of the existing chimneys are still in existence or wherever there are photographs that clearly indicate the original design, the chimneys should be restored to their original condition. In the absence of any documentation, restored chimneys should be in keeping with the chimney design of the period. The type of brick construction, including banding details, corbelling and patterned masonry, should also be consistent with the original.

Chimney repointing should be done with a combination lime and very low content Portland cement mortar. Pre-mixes are generally not appropriate for older bricks, which are much softer than brick made today.

### Gutters and Downspouts

Gutters and downspouts should be kept in good repair and located inconspicuously. Attempts should be



Inconspicuous Downspouts

made not to locate downspouts on the front facades. Faulty gutters and downspouts can lead to serious deterioration of walls and foundations. Original, built-in gutters should be repaired and retained. Downspouts should run vertically, and diagonals crossing roof planes and walls should be avoided.

## Porches and Porch Features

Porches and steps that are appropriate to the building and its development should be retained. Porches and additions reflecting later styles of architecture are often important to the building's historical integrity, and, whenever possible, should be retained. Missing porches and steps should be reconstructed, using photographic documentation and historical research, to be compatible in design and detail with the period and style of the building. Step balustrades should be matched or coordinated with the porch balustrades.

Porches should be rebuilt or repaired with materials that are the same as the original. The shape and pitch of the porch roof is important. Posts and columns should be consistent with the style of the building. Porch balustrades should be constructed with parts of the same size, height, detailing and baluster spacing as the original. Simplified adaptations may be allowed if physical evidence of the original is non-existent or prohibitively expensive to recreate.

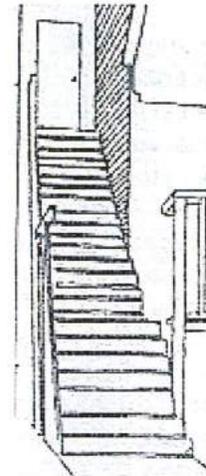
Painted wooden steps and flooring

should usually be used on a wooden porch; brick or poured concrete steps and floor surface on a brick or stucco porch. Most precast concrete steps are not acceptable alternatives for primary-faced porches.

Entryways, including decorative hoods, canopies, surrounds and moldings, shall be retained. If entryways are missing or are badly deteriorated, replacement elements should be similar to the original design and material.

## Decks and Exterior Stairs

Decks and exterior stairs are common additions to older buildings and are particularly difficult to fit into the style and setting of the building. Exit stairs from upper level apartments should be accommodated within the existing building or where least visible from the primary facade and street. The stairs should run parallel to and against the wall of the building.



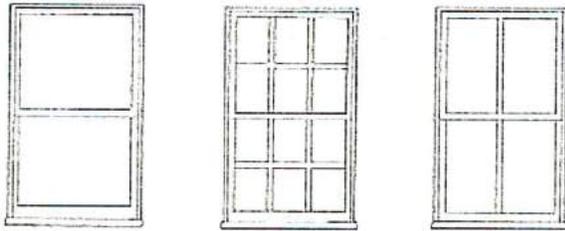
Exterior Stairs  
Run Parallel  
to Wall

The detailing of decks and stairs should be compatible with the period and style of the building. Decks and exterior stairs may be required to be painted to complement the main structure. In addition, new decks should be minimally visible from the street and should have no major

impact on the original building. New fire escapes on primary facades will be permitted only when required for safety and an alternative egress route cannot be accommodated.

## Windows

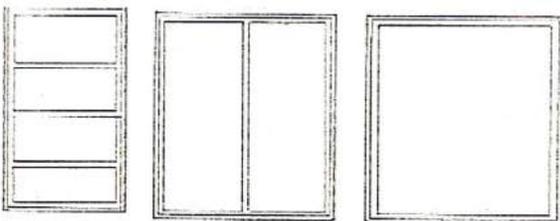
Original windows should be retained and repaired when feasible. In cases where replacement is necessary, the replacement windows should match the historic windows in design style and operation, glass size, muntin



Examples of Appropriate Double Hung Windows for Historic Buildings arrangements, and trim.

Restoring window openings to their original size is encouraged. New, enlarged or reduced openings may need to be approved by the Historical Commission.

Inappropriate replacement window elements include: multi-paned aluminum, contemporary-looking vinyl, sliding aluminum windows; jalousie windows; and some casement

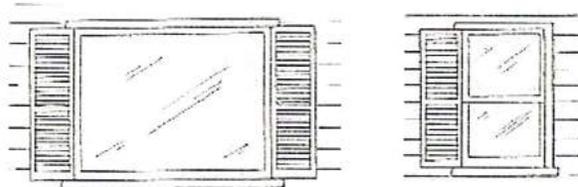


Inappropriate Windows for Historic Buildings

windows. All replacement windows will be reviewed by the Historical Commission on a case-by-case basis.

Exterior combination storm windows should have a minimal visual impact. Clear or mill-finished aluminum frames and sheet plastic are not appropriate materials. Aluminum storm windows can, and should, be painted to minimize their impact. Exterior storm windows are inappropriate for windows with arches, mullioned lights or curved glass. Wood-framed storm windows are encouraged. Interior storm windows are also acceptable and are not regulated. However, a properly weather-stripped, single-glazed sash can greatly reduce energy loss. The cost of weather stripping is nominal compared to the price of replacement windows, yet the effect can be considerable.

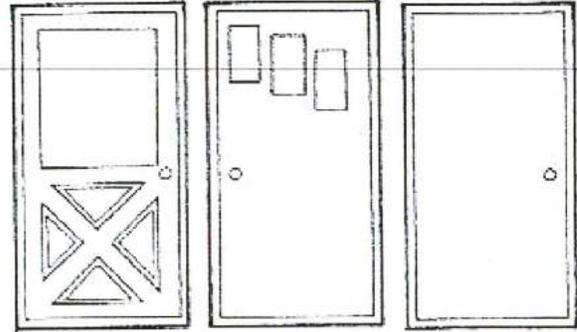
Other window elements, such as awnings and shutters, were also found historically in Itasca. Canvas awnings should be used when necessary to provide solar shading. Plastic or metal awnings should not be used. Shutters should not be placed on buildings not designed for them. When utilized, shutters should be large enough to cover the entire window area and look



Inappropriate Use of Shutters

as if they could function and operate.

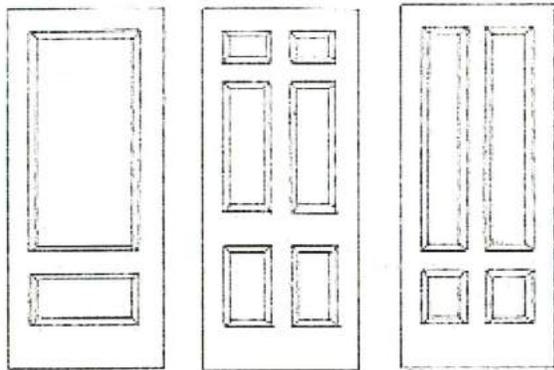
The removal of window sash and the installation of permanently fixed panels to accommodate air conditioners are not allowed in a primary facade. Portable, seasonal air conditioners are exempt from review, but should be placed where they are not easily viewed from the street.



Modern Doors are Inappropriate for Historic Buildings.

**Doors**

Original entry doors should be retained and repaired when possible. Replacement doors, if required, shall match the original in proportion, design, placement within the door frame and general arrangement of panels. Transoms, sidelights, and other features shall be retained and should not be removed or reduced to fit smaller doors and frames. New window and door openings may not be permitted in existing walls unless



Examples of Appropriate Doors for Historic Buildings typical to the style of the home.

Storm doors should be constructed of wood, with a large glass pane or screen. The design of the storm door should be simple and reveal, as much as possible, the door behind it.

Different architectural styles often had different types of storm doors. Milled aluminum finishes on storm doors are generally not acceptable.

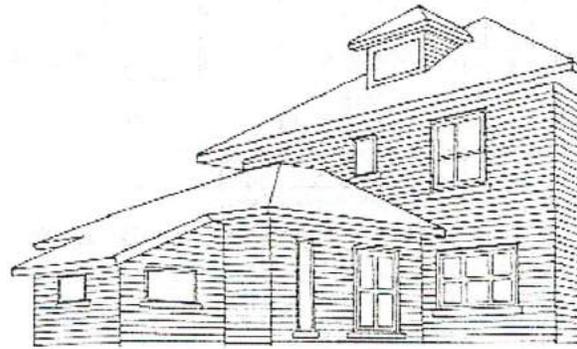
**Architectural Trim**

If any element of architectural trim has deteriorated beyond repair, it shall be replaced to duplicate the original in every way. If missing, replacement is strongly encouraged and should be based on historical documentation, such as physical, graphic or photographic evidence. Removal of these architectural features is not permitted. These trim features, such as cornices, friezes, brackets, railings, surrounds, drip caps, etc. are unique pieces of craftsmanship on historic building. In addition, bays, oriels and other similar protrusions from the exterior wall may not be removed. However, inappropriate additions of this type may be removed in certain cases.

**Additions**

When constructing a new addition, minimal change should be made to

the exterior of the existing original building and the overall integrity of the original design should be maintained. It is important that a new addition complement the appearance of the home. Additions that blend in with the historic structure so that they are indistinguishable from the older construction are encouraged.



Additions Should Be Recessed With Lower Roofs

## Size and Scale

New additions are normally subordinate to the original structure in size and scale. An addition that overwhelms the original structure in height or massing will not be permitted unless it complements the original home. Increasing the height of the building above its historic level is not generally permitted as it would alter the profile of the building and make it incompatible with neighboring structures. Additions should give the appearance of having the same floor-to-floor height as the original structure.

## Building Elements

The roofs of additions should not interfere with the original roof form by changing its basic shape. The addition itself should have a roof form compatible with the original building. The roof of an addition is almost always lower than the roof of the original structure.

Wall expanse should be compatible to the original building. The introduction

of openings (windows and doors) not characteristic in proportion, scale or style with the original architecture is not recommended. On the other hand, large areas of unbroken exterior wall surface are also not appropriate. In general, size and proportion of windows and doors should be similar to those on the original building.

The amount of foundation exposed on the addition should match that of the original building. Masonry mortar shall match the original in joint width and profile.

Materials for the addition should be compatible with the original building or have historic basis. For instance, additions to brick structures were sometimes frame construction. Additions faced with incompatible materials will not be permitted. Ornamentation on the addition should also be compatible in design and material with the original building.

Additions will also be expected to conform with Zoning Ordinance regulations pertaining to setbacks, height, use, and area coverage.

## Removal or Demolitions

Partial demolition of later additions is reviewed on a case-by-case basis. Alterations to buildings since their construction are sometimes significant because they reflect the history of the building and neighborhood in terms of changes in economic circumstances and architectural or popular styles. This significance should be respected, and restoration to a very early original appearance may or may not be desirable in some cases. In addition, historical sources for documentation of the earlier porches such as remnants of balustrades, outlines on the buildings or photographs, will need to be considered.

## Standards for New Construction

1. All building designs should be compatible with the major elements of the historical architecture within the Itasca Historic District. Brick buildings with limestone style trim are encouraged.
2. All buildings should be set back from the street uniformly to present a continuous facade line along the street, except that minor recesses or projections for entries, arcades, and similar elements may be acceptable. The Village of Itasca Downtown Design Guidelines recommend either a zero or ten

foot setback.

3. Off-street parking should be screened along street frontages with landscaping and/or low brick walls and otherwise be designed in compliance with Itasca's landscaping regulations. The Village of Itasca Downtown Design Guidelines requires that new parking be located so that it is not adjacent to the public right-of-way.
4. Mechanical or electrical equipment should be hidden or screened from street level view. Also see the Itasca's downtown zoning ordinance and Downtown Design Guidelines.

## Elements for New Construction

### Quality Design

Guidelines for new construction encourage utilization of design elements that are common in Itasca's historic architectural styles, especially those predominant in the area surrounding the new construction. While creating new architectural styles is discouraged, creativity within a historic framework is acceptable. The primary design elements of a new structure should fit in with the character of the nearby area and should be compatible in size, scale, massing, height, rhythm, setback, material, building elements and site design. Contemporary design that fits into the overall pattern and character

of a neighborhood, and yet retains its own individuality as a new structure, may be acceptable. It is this delicate balance that makes for living and livable historic neighborhoods.

### Physical Placement on the Site

New construction must conform to the normal front, side and rear set backs per village zoning code. Side requirements pertain to building height; the higher the building, the greater the side requirements.

New construction is expected to follow existing facade. For instance, a building set back on an angle from the street would not be permitted in an area with parallel facings. Locating a long, narrow building on a lot and placing the main entry door on the side of the building is also not



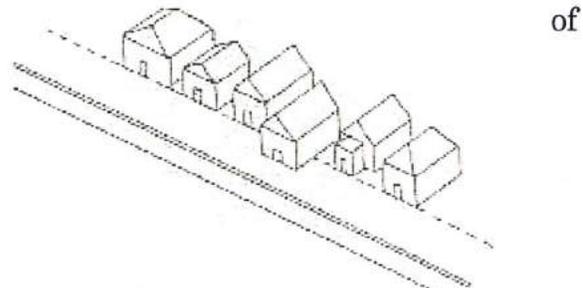
One Low Building Among Tall Buildings Interrupts Street Rhythm

recommended.

Uniform narrow lots emphasize "walls of continuity" in older districts. This is also sometimes known as the street's rhythm. There will be a horizontal or vertical building emphasis along the street. This emphasis is usually dictated by architectural style. For instance, a collection of similar style



Continuity Is Created By Equal Spaces Between Buildings Of Similar Size



Setbacks Should Be Compatible With Surrounding Buildings

buildings will have a tall, narrow emphasis, while Colonial Revival buildings tend to have a unified appearance. Placing a low, horizontal building along a line of tall, narrow buildings breaks the continuity of the facades. New construction should conform to these "walls of continuity" to avoid distraction in a historic district.

"Walls of continuity" also relate to recurrent building masses and spaces. There will be a feeling of equal spaces between buildings of similar size. Placing new construction in such a way as to disrupt this mass to space feel is also distracting.

### Relationship of New Construction to Surrounding Structures

Features of new construction should

conform to the various design aspects of existing adjacent structures. These conformances should relate to massing, height, roof pitch, proportion of facade openings, rhythm of solids to voids, porch projections, relationship of architectural details and relationship of materials.

## Massing and Height

New construction should conform to the massing, volume and height of existing adjacent structures. Massing and volume is often dictated by roof shape. New construction of two stories has different massing if the roof pitch is flat as opposed to steep. Massing will have a direct connection to average house length, width and roof



The One Story Building Has Unacceptable Massing; Floor to Floor Ratios And Height

shape.

The height of new construction should be no lower or higher than the average height of all permitted commercial buildings on both block faces. A variance of 10 percent of that average is acceptable. Floor-to-floor heights should match the floor-to-floor heights of adjacent historic buildings.

## Roof Pitch

Roof pitch and roof shape should

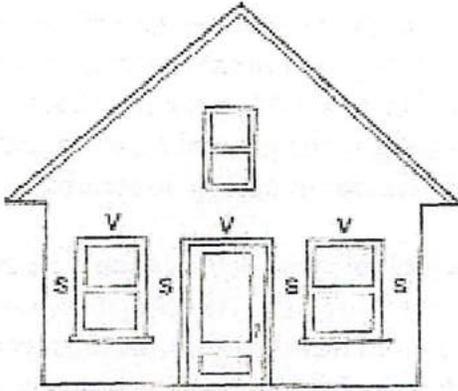
repeat other roof forms in the district. Roof pitch means that new construction should have the same general rise-to-run ratios as others. Roof forms should relate most to buildings within the same block or on the facing block. Dominant roof features, such as dormers and chimneys, should approximate adjacent buildings in form and shape. New outbuilding construction should, in most cases, have a similar roof pitch to the existing main building. Steep-gabled main structures typically have steep-gabled outbuildings, and low-pitched roof houses had compatible outbuildings.

## Proportion of Facade Openings

The proportion of window and door openings in new construction should be similar to that of the existing surrounding architecture. Proportion means the relationship of the width to the height of the window or door opening. For instance, if a window is two times taller than it is wide (2:1), then a window with a 1:1 ratio would not convey the same visual perspective. Window proportions on new construction should be gauged from the windows on existing structures on the same block or from the opposite block face.

## Rhythm of Solids to Voids

Rhythms of solids to voids are easiest to determine in symmetrical buildings such as Colonial Revival style buildings. The rhythm in an asymmetrical building such as a Queen Anne house may be more difficult to determine, and is really less important as a standard in a neighborhood



Stress The Rhythm Of Solids To Voids  
(Alternations Of Wall Spaces To Window  
Spaces) In New Construction

dominated by that type of architecture. However, in areas where symmetrical architecture is common, and where the new construction is intended to harmonize with that neighborhood, the ratio of solids to voids is important. The rhythm of solids to voids is the current alternation of wall space to window space. The width of the window relative to the width of the wall space is important. Other elements, such as porches and pilasters can also contribute to these rhythms.

## Porch Projections

Porches are an important visual element in nearly all historic architecture styles. Most porches in Itasca are one story, but vary in width from full facade to simple coverings above steps. Porches on new structures should have proportions and materials similar to original porches in the neighborhood. Density and general shape of porch posts should also be considered. Most newly constructed porches should not be enclosed and should have visual connections to the interiors through windows and doors. Entry height levels should also be similar to those on adjacent structures. Contemporary design can be

most creative with porches in terms of individuality and detailing while still retaining continuity with neighboring, existing houses.

## Architectural Details

Distinguishing ornamentation on new construction should be compatible with the ornamentation on existing adjacent houses. However, this is an area where the commission allows flexibility and encourages originality. New materials and patterns may be integrated to some extent. The relationship of the detail to the overall design will be reviewed. For instance, different ornamentation or attic window design in a gable peak may easily be incorporated as long as the general location and proportion remain similar to nearby structures.

Dominant architectural details should be compatible with adjacent buildings. Altering dominant details to such a degree that direction, size, proportion and solid-to-void rhythms are interrupted is not recommended.

## Architectural Materials

Architectural materials for new construction should either be the same as existing structures or have an appearance very similar to the historic buildings. For instance, narrow wooden clapboard siding laid in horizontal patterns is very typical on historic Itasca buildings. New construction that uses diagonal siding, wide siding, vertical siding or fake stone finishes is not recommended. However, using narrow, vinyl siding

laid in a horizontal pattern is acceptable because it has the appearance of traditional siding. Most vinyl siding manufacturers have historically appropriate trim and corner boards that are appropriate to the historical district. New and unusual materials will be reviewed on a case-by-case basis for their potential impact on the new construction design and in their ability to project continuity in the neighborhood.

Siding materials on newly constructed outbuildings should match the main structure unless the main structure is brick, in which case vinyl or wood siding is acceptable. New outbuildings are encouraged to be simple in style and materials. See the accessory buildings section for more about placement and materials.

### **Moved Structures**

Proposals to move structures into the Historic District are reviewed by the same guidelines that apply to new construction. Moved buildings should be of compatible architectural style and sited on the property appropriately. Moving buildings is often a way to save historic buildings while contributing to better continuity in neighborhoods with vacant lots.

### **Standards for Demolition**

The Itasca Historical Commission shall consider if the demolition or removal of a property is necessary and how it will impact surrounding

buildings and neighborhoods. The Historical Commission's findings will include the following criteria:

- Consideration shall be given to the significance or architectural merit of the building itself, in terms of unusual or uncommon design, texture, or materials that could only be reproduced or reproduced with great difficulty or expense, and, if applicable, the contribution the building makes to the historic or architectural character of the Historic District.
- Consideration shall be given to the economic value, usefulness, and replacement cost of the building as it now stands and as remodeled or rehabilitated, in comparison to the value or usefulness of any proposed structures designated to replace the present building or buildings, and what viable alternatives may exist.
- Consideration shall be given to the present structural integrity of the building to determine whether or not it constitutes a clear and present danger to the life and safety of the public. The Historical Commission may contract for a professional estimate of the structural integrity and an estimate of the cost of correcting dangerous deficiencies, with Itasca Village Board of Trustee approval.
- Consideration shall be given as to whether or not the demolition is necessary to facilitate a defined public purpose.

## **Exceptions and Modifications**

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The design standards in this section may be modified or waived by the Itasca Community Development Department, with the concurrence of the Itasca Historical Commission, to allow for alterations that are required to maintain the continued functional viability of existing uses, or in extraordinary situations of development characteristics, economic hardship, or other circumstances,

provided that the purpose and intent of these standards are maintained through such interpretation.

## **Emergency Repairs**

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The Itasca Community Development Department may waive the standards and review procedures of this section in instances in which emergency repairs are required, provided that subsequent repairs comply with these standards.

# SIGN DESIGN GUIDELINES

Signage within the Itasca Historic District shall be subject to the provisions of the Code of the Village of Itasca, as well as the following requirements.

## General Design Standards

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1. All signs, including window signs, must be approved as to design, colors, materials, placement, method of attachment, and method of illumination (if applicable).
2. No illuminated sign may contain flashing or moving elements or change its brightness, except as otherwise provided in this division.
3. The use of indirect lighting is allowed.
4. The use of plastic for the background of a sign is discouraged. Plastics are not historical, whereas painted metal signs strengthen the ambience of the Historic District.
5. The use of a fluorescent color on a sign is not allowed. No fluorescent paints were available early in the 20th century.
6. The use of incandescent bulbs is allowed. Neon lighting may be appropriate on certain buildings, or in conjunction with the restoration of previously existing fixtures upon special approval.
7. No sign or part of a sign may move or rotate, with the exception of a weather vane, the motion of which is not restricted or signs hung perpendicular to the facades of buildings designed to sway due to the wind.
8. For buildings with multiple tenants, one sign for all tenants is encouraged.
9. Window signs should be painted or gold-leafed directly on windows.
10. The repainting of existing historically correct signs is encouraged.
11. Whenever possible, painted signs should be placed in bands within the space above or below windows, and should never mask architectural details.
12. Logos and symbols may be incorporated into signage, but must otherwise conform to the criteria contained in these guidelines.
13. Letter forms should not be overly intricate nor of overtly modern styling. Suitable letter forms include, but not are limited to, the following: Helvetica, Palatino, Benguiat, Korinna, Bookman, Clarendon, American Schoolbook,

Melior, and Goudy.

14. Off-site advertising signs should be directional in nature and limited to advertising for enterprises within the Historic District.

## **Building Signs**

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1. Building signs overhanging the sidewalk are permitted, except that no sign should project more than eight (8) feet from the vertical plane of the building.
2. Building signs should be located so as not to dominate the building, and so as to emphasize architectural elements; such signs should not obscure architectural details nor cover windows or moldings.
3. No more than one temporary on-site sign may be displayed on a premise at any given time.
4. Window signs and temporary on-site signs attached to or painted on a window may not cover more than 25 percent of the window surface area.

## **Pole and Ground Signs**

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1. No pole or ground sign should have an effective area greater than 32 square feet. Where permitted by the Sign Ordinance, portable signs shall be limited to unlit A-frame

signs, and shall require a minor street permit and shall not obstruct pedestrian traffic nor impede vehicular traffic.

2. Portable signs are not permitted except on Walnut or Orchard Streets.
3. When approved by variance, no pole or ground sign should have a total height greater than 15 feet.
4. No more than one portable sign may be displayed on a premise at any given time.
5. No portable sign may exceed a height of four (4) feet and a total area of 12 square feet.

## **Canopy Signs**

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All canopy signs shall be subject to the provisions in Itasca's ordinance awnings, canopies, and marquees, as well as the General Standards for the Historic District, and to the following requirements:

1. No canopy sign should be lower than eight (8) feet above walking grade to allow clearance for pedestrians.
2. No canopy sign should project vertically above the surface of the canopy or awning.

## **Exceptions and Modifications**

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The design standards in this section may be modified or waived by the Itasca Community Development Department, with the concurrence of the Itasca Historical Commission, to allow for alterations that are required to maintain the continued functional viability of existing uses, or in extraordinary situations of development characteristics, economic hardship, or other circumstances,

provided that the purpose and intent of these standards are maintained through such interpretation.

## **Emergency Repairs**

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The Itasca Community Development Department may waive the standards and review procedures of this section in instances in which emergency repairs are required, provided that subsequent repairs comply with these standards.

No section of this document shall be construed to compel alterations that will conflict with any health or safety codes, or prohibit any alterations that are required to bring buildings into compliance with the Building Code.

For more information, consult the Itasca downtown zoning ordinance and the Downtown Design Guidelines.

*Editor's Note: The historical guidelines of Rock Island, Illinois; Wichita, Kansas; and Albert Lea, Minnesota were used in the preparation of this document.*

## GLOSSARY OF TERMS

**aesthetic:** relating to appreciation of the beautiful; pleasing appearance.

**apex:** the highest point or peak in the gable front.

**baluster:** an upright post supporting a rail or balustrade; a banister.

**balustrade:** a row of balusters supporting a rail.

**bargeboard:** a highly ornamented or pierced board placed on the incline of the gable.

**bay:** a compartment projecting from an exterior wall containing a window or set of windows.

**bracket:** projecting support placed under eaves or other overhangs.

**canopy:** a small overhanging cover or shelter above an entrance stoop.

**casement:** a window sash that is hinged on the side like a door.

**Certificate of Appropriateness:** resolution of approval required by the Itasca Historical Commission for exterior changes to landmark properties or properties in designated Historic Districts.

**corbel:** a bracket made of wood, brick, plaster or stone that projects from a surface to support a weight.

**corbelling:** a series of projections, each stepped out further than the one below and usually found on brick walls or chimneys.

**cornice:** the horizontal projecting part crowning the wall of a building.

**cresting:** an ornamental top border on a roof.

**crown:** an uppermost or terminal feature in architecture.

**cupola:** a small structure on top of a

roof or building.

**dormer:** a roofed projection built into the slope of a roof, usually containing a window.

**drip cap:** a small, projected molding situated above a door or window, designed to let water flow beyond the outside of the frame.

**eave:** the part of sloping roof that overhangs the wall.

**facade:** a face or elevation of a building.

**fanlight:** a semicircular window with radiating sash bars like the ribs of a fan placed over a door or window.

**frieze:** a plain or decorative band or board located on the top of a wall just below the cornice.

**gable:** the triangular end of an exterior wall under a pitched roof.

**gable roof:** a sloping roof, usually with just two sides, that terminates at one or both ends in a gable.

**hip roof:** a roof with four sloped sides.

**hood:** a protective and often decorative cover situated above doors or windows.

**impermeable:** not permitting passage of water through its substance.

**infill:** a structure placed on a vacant lot within a neighborhood.

**integrity:** adherence to a high level of historical, architectural accuracy and relatively unchanged since originally constructed.

**jalousie:** a window with adjustable horizontal slats or louvers.

**joint:** the place where two bricks or masonry or wood pieces meet.

**landmark:** a property which meets certain historical and architectural

criteria and which has been designated by the Rock Island Preservation Commission.

**lintel:** a horizontal member, usually made of stone or wood, that runs across the top of an opening and carries the weight of the structure above it.

**mansard roof:** a roof with two slopes on all sides, with the lower slope steeper than the upper slope.

**massing:** the bulk of a building.

**mitigation:** the act of lessening a negative impact.

**molding:** a decorative wood or stone contour or band, used in exterior and interior architectural elements.

**mullion:** a vertical strip that divides windows or other openings.

**muntin:** a thin strip of wood used for securing panes of glass within the brackets.

**oriel:** a window built out from a wall and usually supported by brackets

**pediment:** a triangular piece framed by a horizontal base and two, sloping moldings; usually decorative and placed above doors, windows, mantels or niches.

**portico:** a roofed entrance porch, often supported by columns or pillars.

**primary facade:** the front elevation of a structure, usually facing a street and containing the main entrance.

**repoint:** the process of repairing masonry walls by filling the joints with mortar.

**Sanborn map:** fire insurance maps produced by the Sanborn Insurance Company dating from the late 1880s through the 1940s, showing building outlines, height, materials and other

vital data; these maps are on microfilm at the Augustana College Library.

**sandblast:** sand blown by air, steam or water for cleaning stone and brick; considered extremely harsh for the finish of most masonry and leads to quick deterioration.

**sash:** the framework into which panes are set.

**setback:** the placement of a structure on a parcel in relationship to the lot lines and other elements such as the street and other buildings.

**sidelights:** a vertical, fixed sash situated along a door or window, sometimes found in pairs

**site:** a property parcel; location

**spalling:** the act of fragmenting of brick due to mortar that is too hard to allow for contracting and expanding during changes in weather.

**string course:** a continuous horizontal band of brick, stone or wood on an exterior wall that is used for decorative purposes or to visually break up a large expanse of uninterrupted wall surface.

**stucco:** exterior wall covering consisting of a mixture of sand, lime, portland cement and water; often mixed with crushed stone for texture.

**transom:** a window above an opening such as a door or window built on a horizontal crossbar; often hinged on the top to swing open for ventilation.

**truss:** a wooden framework formed into a triangle by spanning structural members between two load-bearing walls.

**veneer:** a superficial layer of material.



