

**GUIDELINES FOR THE
RENOVATION, RESTORATION,
& PRESERVATION OF
LANDMARKED PROPERTIES IN
THE CITY OF CRYSTAL LAKE**



**CRYSTAL LAKE
HISTORIC PRESERVATION COMMISSION**

INTRODUCTION:

This document is designed to give the owner of a landmarked property in the city of Crystal Lake some guidelines to help navigate through the decision-making process of the next restoration project. It is not meant to be all inclusive. Ultimately work done to a landmarked property must be presented to the Crystal Lake Historical Preservation Commission for the issuance of a Certificate of Appropriateness (COA) before any actual work can commence. The Commission will make their decision on any external project based on the preservation ordinance of Crystal Lake. *City of Crystal Lake building and zoning codes should be considered prior to any restoration project or building addition. If any conflicts exist between the City's building and zoning codes and this document, the City's building and zoning codes shall prevail.*

Certificate of Appropriateness (COA)

A Certificate of Appropriateness (COA) is needed prior to the owner making a major change to the “exterior architectural appearance” of the landmarked build or site. The “exterior architectural appearance” is defined as the following:

“The architectural character and general composition of the exterior of a building or structure, including but not limited to the kind, color, and texture of the building material, foundations, walls and roof structures and the type, design, and character of all windows, doors, light fixtures, signs and appurtenant elements”

The application for a COA is available at the City's website www.crystallake.org and at the Community Development counter at the Municipal Complex, 100 W. Woodstock. Please note, that the application must be submitted prior to the project and the project cannot begin until the City's Historic Preservation Commission has approved the COA application. *It is very important that prior to embarking on your project you contact the City's Planning and Economic Development Department at 815-459-2020 to ensure that you receive guidance on your project.*

COA Review Process

Following the submittal of the application by the owner, the application will be reviewed at the soonest available meeting. The City's Historic Preservation Commission regularly meets on the 1st Thursday of every month at 8:00 PM at the Municipal Complex, 100 W. Woodstock.

The secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings published by the Department of the Interior National Park Service, revised 1990, is the standard that the Historic Preservation Commission will follow in the COA process, and is appended by reference. The standards include the following:

- 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 environment.
- 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.
- 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.
- Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- Distinctive stylistic features or examples of skilled craftsmanship that characterize a building, structure, or site shall be treated with sensitivity.
- 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.
- Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of the structures, if appropriate, shall be undertaken using the gentlest means possible.
- Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- 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.
- 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

Commonly Asked Questions Regarding a Certificate of Appropriateness

When is a certificate of appropriateness needed?

Before a building or site will be altered, extended or repaired in such a manner as to produce a “major change” to the exterior appearance of the building.

What is a “Major Change”?

A major changes includes a change to the exterior of the site or structure, that includes, but is not limited to:

- Changes by addition, alteration, maintenance, reconstruction, rehabilitation, renovation or repair.
- Any *new construction* and *demolition* in whole or in part requiring a permit from the City.
- Moving a building.
- Any construction, alteration, demolition or removal affecting a significant exterior architectural feature as specified in the ordinance designating the landmark or historic district.

What is the process to apply for a COA?

1. *Complete the Application:* Application shall be filed with the Planning and Economic Development Department. The application shall contain:
 - Street address
 - Legal description
 - Brief description of the present improvement
 - A detailed description of the construction, alteration, demolition or use proposed together with architectural drawings or sketches if those have been used by the application; if not used, a sufficient description of construction, alteration, demolition, and use. The description should give the Commission an idea of what the final appearance will be.
 - Owner’s name and contractor’s name, if different than the owner
 - Architect’s name
2. *Historic Preservation Commission Review:* The Commission will review the application at the next regular meeting.
3. *Historic Preservation Commission Response:* The Commission’s decision shall be in writing and shall include a finding of fact in support of the decision. If the application is denied, the Historic Preservation Commission shall notify the application in writing of the denial and the reasons for the denial. The Commission may recommend changes, if any, in the application that would cause the Commission to reconsider its denial.

Can I perform regular maintenance of my landmarked house without getting a COA?

Yes. As long as the maintenance does not involve a change in the design or materials of the structure, or in any exterior architectural feature of the improvement.

How long is the COA valid?

The COA is valid for as long as the building permit is valid.

Can I appeal a denial of the COA by the Historic Preservation Commission?

Yes. Within (15) fifteen days of receipt of the notification of denial, the applicant may resubmit an amended application that takes into consideration the recommendations of the commission. The application shall be considered to be withdrawn if no written modification is received. In the event the denial of the appeal, the applicant may appeal the decision to the City Council, whose decision shall be final.

Can I receive a certificate of economic hardship?

It is possible. The Historic Preservation Commission may issue a certificate of economic hardship if, upon finding by the Commission that all reasonable use of, or return from, the landmarked property would be denied to the property owner. The Commission must find that without approval of the proposed work, the owner could not obtain a reasonable economic return. The procedures for the review of the certificate of economic hardship are located in the Historic Preservation Commission Ordinance.

What would waive my need to go through the COA application process?

The Commission may waive the normal process and immediately grant a COA if the normal approval process would jeopardize the health, safety and welfare of any person.

WINDOWS:

- Every effort should be made to retain and repair the components of the original window. If this cannot be done, only the deteriorated parts should be replaced. If total replacement is necessary, the new window must match the original in design, operation, material, and size.
- Windows that are visible to public view should not be added to the facades.
- No window openings should be altered to accommodate windows of different sizes, proportions, or configurations.
- No windows that are visible to public view should be eliminated and their openings blended into the façade.
- No windows that are visible to public view should be relocated.
- Windows should have true divided muntins and not consist of snap-on or flush muntins.
- Exterior window trim should not be altered.

SCREEN/STORM WINDOWS:

- Every effort should be made to retain and repair the components of the original screen/storm windows. If this cannot be done, only the deteriorated parts should be replaced. If total replacement is necessary, the new storm/screen window must match the original in design, operation, material, and size.
- In the case of no previously installed storms/screens, the screen/storm windows preferably should be made of wood, but baked-on enamel finished or anodized aluminum is also acceptable.
- They should be installed so that the existing windows and frames are not damaged or obscured.
- The window panel should be full view or have the meeting rail match that of the window behind it.
- Storm windows with built-in lower screens are acceptable.

SHUTTERS:

- Every effort should be made to retain and repair the components of the original shutters. If this cannot be done, only the deteriorated parts should be replaced. If total replacement is necessary, the new shutter must match the original in design, operation, material, and size.
- Shutters should not be added unless there exists physical or photographic evidence that the building originally had them, or they are architecturally compatible with the style. Shutters should be sized so when they are closed they properly fit the window opening.

AWNINGS:

- Awnings should be made of canvas or a similar woven material and be compatible with the architectural style of the building.
- Awnings should not conceal any significant architectural window or door details.
- Awnings should be attached with care so as to not damage any of the original detail or materials.
- Awnings should be of colors that compliment the building.
- Awnings should properly fit the opening to which they are applied. Windows or doors that are straight should have awnings that are straight. Likewise, windows and doors that are curved or arched should have awnings that are curved as well.
- Awnings should be avoided over a window that has shutters.

DECKS:

- The detailing of decks and associated stairs should compliment the architecture of the building. Per the City of Crystal Lake Building Code, new stairs must meet riser height and depth requirements.
- The deck structure should be painted to match the color(s) of the house.
- Decks should be minimally visible from the street and should have no major impact on the original building.
- Deck guardrail height must comply with the City of Crystal Lake Building Code.

DOORS:

- Doors and door surrounds are highly visible and significant in defining the style and character of a dwelling. Every effort should be made to preserve the original door and features; such as surrounds, sidelights and transoms. Original features should be repaired rather than replaced.
- Doors that are missing or deteriorated beyond repair on the public facades should be replaced with doors appropriate for the style and period of the home. Replacement doors shall be similar in design to the original in style, materials, hardware, glazing (type of glass and area) and lights (pane configuration).
- Doors shall not be added at locations where they did not originally exist, unless needed to meet safety codes or enhance the use of a property. When necessary, doors should be added at the rear or sides of dwellings where they are not visible.

SCREEN, STORM & SECURITY DOORS:

- Screen and storm doors can be appropriate for historic dwellings. Original screen doors should be preserved and maintained.

- New screen doors added to the front or visible side doors should be full view design or with minimal structural dividers to retain the visibility of the historic door behind the screen door. They should be sized to fit the original entrance opening and the design should be of the appropriate style and period of the building.
- Security Doors are non-historic additions to dwellings. If installed they should follow the guidelines above.

EXTERIOR WALLS & TRIM:

- Original siding materials and trim are essential components in defining a building's architectural character.
- Preserve the historic wall and trim materials whenever possible. Non-traditional siding material, such as artificial stone, artificial brick veneer, asbestos or asphalt shingles or aluminum or vinyl siding is not appropriate for historic structures.
- Siding and soffits original to the dwelling should be repaired rather than replaced. Any deteriorated trim should duplicate the original. If replacement is necessary, replacement should match the original in size, placement and design. Substitute materials should be used only in instances where the original materials are not technically feasible.
- Preserve all significant architectural features of the exterior including siding, bays, balustrades, and cornices. Preserve all trim features, such as, friezes, brackets, railings, surrounds, drip caps, etc. If replacement of a wall element or trim is necessary, replace only the deteriorated element to match the original in size, scale, proportion, material, texture, and detail.

PAINING:

- Paint should be removed by manual scraping or by appropriate chemical removers. Removing paint by heat guns, sand or water blasting can damage underlying material.
- Consider painting the dwelling in keeping with the dwellings style and period of construction.

ROOFS & SKYLIGHTS:

- The existing shape and materials of the roof shall be retained.
- Roofs may be re-roofed with substitute materials such as asphalt or fiberglass shingles if the original materials are determined beyond repair or no longer available.
- Roofs of new asphalt or fiberglass shingles should be in appropriate colors.
- Roofs that are flat and originally metal should be replaced with metal.
- Roofs requiring ventilation should have ridge vents rather than pot vents. If pot vents are necessary they should be located at the rear rooflines.

- Skylights shall not be added where they are visible from the street.
- Skylights should be placed at the rear rooflines or behind gables or dormers.
- Skylights should be flat or flush with the roofline, not convex or “bubble” designs.
- Skylights original to the house should be preserved.

SATELLITE DISHES, ANTENNAS, & SOLAR PANELS:

- The placement of satellite dishes and antennas may be subject to FCC regulations.
- Satellite dishes & antennas should not be installed in front yards or in side yards visible from street.
- Satellite dishes & antennas should be located at rear rooflines or preferably in rear yards.
- Solar panels should be placed at rear rooflines and should be mounted flush with the roof.

CHIMNEYS:

- Existing brick chimneys should not be covered with cementations coatings.
- Chimneys shall not be removed or altered if original.
- Chimneys that require rebuilding shall be rebuilt to match the original design in materials, colors, shape, mortar, profile and masonry pattern.
- Chimney mortar should be softer than the brick and match the original mortar in composition and compressive strength. Soft, lime-based mortars were common prior to 1920. Portland cement-based mortars were used thereafter.
- Chimneys that have been extensively re-pointed resulting in mismatch colors and textures may be painted in brick colors such as dark red or brown.
- High energy efficient furnaces and water heaters shall be vented through a chimney liner to eliminate condensation and deterioration of the chimney.

GUTTERS & DOWNSPOUTS:

- Gutters and downspouts should be regularly cleaned and maintained.
- If new gutters are required, half-round designs are the most historically accurate for the earlier styles.
- Metal used for gutters and downspouts should be compatible with metal used for roof flashing to avoid corrosion.
- Gutters and downspouts should be located away from significant architectural features on the front of the building
- Gutters and downspouts of boxed, built-in type and/or copper should be preserved, and repaired rather replaced if possible.

- Gutters and downspouts should be designed and installed to provide proper drainage and to channel the water as far away from the dwelling as possible.
- Downspouts should extend at least 4 to 6 feet, or utilize a splash block.

TUCKPOINTING:

- Masonry walls should be repaired by repointing when there is evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose masonry, or damp walls.
- Repointing should only be undertaken once the underlying source on the deterioration has been determined and corrected.
- Repointing should be limited to the intermediate area of the failure. Sound material should not be removed or repointed.
- Original mortar joint size and profile should be retained.
- Match original mortar color and texture.
- Mortar should be softer than the brick and match the original mortar in composition and compressive strength. Soft, lime-based mortars were common prior to 1920. Portland cement-based mortars were used thereafter.
- Sealants or paints that trap moisture in the masonry should not be applied.
- To limit the damage to viable masonry it is recommended to avoid sandblasting, harsh chemicals, wire brushes, and high-pressure washers.

STUCCO:

- Stucco should be repaired using a mixture that duplicates the original in composition and appearance. Patches that are of incompatible composition will prematurely fail.
- Paint shall be specific to stucco application.

DEMOLITION:

- Demolition of non-historic elements and additions shall be reviewed on a case-by-case basis.
- In the case of non-original elements becoming historic in their own right, consideration shall be given to the property's period of historic significance.
- Relocation shall only be undertaken when the only alternative is demolition.
- Demolition shall only be undertaken when the public safety and welfare requires the demolition of the structure or feature.

ADDITIONS:

- Additions shall be compatible with the historic architecture.
- Additions shall be discernable from the original structure.
- Additions shall be subordinate to the original in size and scale.
- Additions shall minimize the impact on original architectural features. Preference shall be given to relocating features when removal is the only alternative.
- Additions shall follow the guidelines for new construction.

NEW CONSTRUCTION:

- The following traits may be reviewed by the commission for compatibility within the historic district:
 - Height
 - Proportions of windows and doors
 - Relationship of building masses and spaces (site placement)
 - Roof shape/pitch
 - Landscaping
 - Scale/massing
 - Directional expression
 - Architectural details
 - Architectural materials

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