

## DEFINITIONS

1. Decorative windows: Historic windows that possess special architectural value, or contribute to the building's historic, cultural, or aesthetic character. Decorative windows are those with leaded glass, art glass, stained glass, beveled glass, prismatic glass, Luxfer prisms, or specially shaped windows such as lancet, round-arched, oriel, or Palladian windows.
2. Demolition: The razing or destruction, whether entirely or in significant part of a building, structure, site or object. Demolition includes the removal of a building, structure or object from its site or the removal or destruction of its façade or surface.
3. Historic material (or object): Material (or object) from which the building is built which is older than 50 years.
4. Maintain: To keep a building and grounds in an acceptable state of good repair and function in accordance with the requirements of the Waukegan Codes that apply to buildings.
5. Masonry: Brick, concrete block, or natural stone.
6. Period of significance: The time period in which the building was first built or during which it has derived its historic significance, as stated in the historic landmark or historic district nomination.
7. Reversible: New construction work that can be removed in the future without requiring demolition of historic materials.
8. Repair: To maintain a building or portion of a building in place using the same materials that exist, or with very minimal addition of new materials. (Note that this definition is different from the definition of "Repair" in the Historic Preservation Ordinance, because it is used in a different context herein.)
9. Synthetic siding or soffits: Aluminum, vinyl, cement-asbestos shingles, thin pressed wood (masonite), plywood sheeting, or similar materials which are used to imitate other materials on buildings for siding or soffits, and which are non-historic. Synthetic siding or soffits were normally used, but not always, to cover original historic siding and soffit material.
10. Technically Infeasible: Not possible to accomplish something due to substantial additional cost in comparison to approved alternative methods that meet these guidelines.
11. Tuckpointing: Repointing masonry by removing existing mortar from joints and filling with new mortar.
12. Visible from the street: Able to be seen by a person

## DEFINITIONS (CONT.)

walking on the public street or sidewalk along the street on which a building is located. In the case of a building located on a corner lot, the street means both streets on which the building is located. "Street" does not mean the alley behind the building.

For definitions of other commonly used terms, please refer to Steven J. Phillips, *The Old House Dictionary*, American Source Books, Lakewood, Colorado, 1989.

## WAUKEGAN HISTORIC PRESERVATION COMMISSION

# ARCHITECTURAL REVIEW GUIDELINES

## FOR WAUKEGAN LAND- MARKS AND DISTRICTS WHICH ARE SUBJECT TO CERTIFICATES OF APPROPRIATENESS



Biddlecom Residence, built in 1872

### *PREPARED BY:*

STEVEN W. SABOURIN  
CITY OF WAUKEGAN  
PLANNING AND ZONING DEPT.  
100 N. MARTIN L. KING, JR. AVE.  
WAUKEGAN, ILLINOIS 60085  
(847) 625-6878

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## INTRODUCTION

These *Architectural Review Guidelines* are intended to be followed by owners in remodeling existing landmarked buildings or adding to existing landmarked buildings in the City of Waukegan. They will be the principles by which the Historic Preservation Commission will review submittals for proposed work within the historic districts or work on Waukegan Landmarks. The Guidelines are not meant to be exhaustive or all-encompassing. They are expected to be used in the most general sense, considering that every project is unique. Many options will be available to the owner in following the intention of the Guidelines. These Guidelines are mandatory for all Waukegan Landmarks and are advisory for other buildings located within the Waukegan historic districts.

The purpose for architectural review is to protect the unique visual qualities of a building and its site that define their sense of history from inappropriate proposed alterations that will reduce that sense. The basic principles of review are to determine that the siting, massing, scale, materials and street rhythm of the building and site are compatible with both the building in question and its neighborhood context.

The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, and published by the Department of the Interior National Park Service, is the standard that the Historic Preservation Commission will follow in the Certificate of Appropriateness process. The ten standards are as follows:

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.

## INTRODUCTION (CONT.)

5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities, and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. 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.

## HISTORIC CHARACTER

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

1. Siting: landscape style; major tree locations; building setbacks; garage and automobile access; driveways and fencing.
2. Massing: building height to width ratio; rhythm of facade opening spacing; major divisions of street facade into 'bays'; overall plan shape; roof shapes; roof slopes; chimney location (center, ridge, slope); roof overhangs; ratio of solid to void in facade (i.e., window openings to wall); and height to width ratio of windows.
3. Scale: lot width to building width; number of stories and size

## HISTORIC CHARACTER (CONT.)

- of material textures.
4. Materials: roofing materials; gutters and downspouts; wall materials; trim around windows and doors; colors of roof, walls, and trim; decorative cornices; window types (double hung, casement, leaded glass, Palladian); door types (flush, paneled, glazed) and porch types (partial, full, wrap-around, screened, enclosed, none).
  5. Street Rhythm: historic styles in the area; building massing of adjacent buildings; roof shapes of adjacent buildings and roof slopes of adjacent buildings.

## MATERIAL SUBMISSION

Materials that may be requested to be submitted by Owner to Historic Preservation Commission for architectural review:

1. Site plan showing building, proposed additions, and existing and proposed landscaping (minimum scale 1" = 20')
2. Demolition plans (minimum scale 1/4" = 1')
3. Proposed new construction plans (minimum scale 1/4" = 1')
4. Proposed new construction details
5. Masonry, tuckpointing, roofing, siding, and window specifications
6. Color photographs/photocopies of all elevations
7. Photographs/photocopies of all areas to be demolished
8. Work write-up, material specifications, and cost estimate

In addition, the Historic Preservation Commission members may make at least one site visit.

## PROHIBITED WORK

Do not do any work prior to the architectural review, and especially do not do any of the following types of work due to their irreversible nature:

1. Do not do any demolition or removal of historic materials
2. Do not remove windows
3. Do not sandblast or high-pressure wash historic materials
4. Do not tuckpoint masonry; only tuckpoint mortar joints when necessary