

VILLAGE OF GLEN ELLYN HISTORIC PRESERVATION GUIDELINES



2009 Edition

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VILLAGE OF GLEN ELLYN HISTORIC PRESERVATION GUIDELINES



Historic Glen Ellyn
Queen Anne

Documentation

Documentation entails research to develop historic context information about a property. Such work can establish why a property is significant to the Village of Glen Ellyn and its community. It can also affect how people perceive historic resources and support the efforts of residents and public officials preserve these resources as parts of our experience.

When researching a property, use both primary (original and archival) and secondary sources. These can include:

- Title: To establish the names of original and subsequent owners, dates of building and alterations, descriptions of legal boundaries, historic names and possible association with significant individuals.
- Architectural and construction drawings: to establish designer, period of significance, property integrity, original appearance of building and any major alterations or additions.
- Building permits.
- Architectural journals, for descriptions, details and architectural drawings from the period of significance.
- Cemetery records, census data and church records: for dates and biographical details of individuals associated with the property.
- Municipal records: for records of community planning and development, including property divisions.
- Community, county and regional histories.
- Business records.
- Estate records, such as wills, inventories and appraisals, administrations of estates, and annual returns and sales, to establish details about the property, its owners, relative scale of wealth and family relationships.

- Tax records.
- Family papers, insurance records, land records and genealogical data.
- Interviews and oral histories.
- Maps and plats.
- Newspapers, Sunday supplements, postcards and photographs.
- Military records



Foundations

Remove any non-original cover-ups and repair the home's original foundation. Leave bare any masonry or concrete foundations that were never painted. Whenever possible, retain original masonry and mortar without applying any surface treatment, such as cement and stucco.

Cleaning

Clean masonry only as-needed to prevent deterioration. To clean original masonry and mortar, use the gentlest method possible, such as low pressure water and soft natural bristle brushes. Do not sandblast brick and stone surfaces because the action erodes the surface of the material and accelerates deterioration. Chemical cleaning products can have an adverse reaction with masonry; we strongly recommend a test patch prior to their use.

Repointing

In mortar joint size and profile, retain the original or match as closely as possible in color and texture with replacement mortar. Use ingredient proportions similar to the original mortar 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 and can result in cracking, spalling or other damage. Carefully wash mortar joints after they set, to retain the neatness of the joint lines and eliminate extra mortar from masonry surfaces.

Alterations

Note that repointing a minor crack is maintenance; repointing an entire façade is an alteration. Use a similar material to repair or replace, where necessary, deteriorated masonry. Any 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.

Exterior Lighting

Traditionally, older properties used exterior lighting only as necessary. This tradition should continue. Use minimal lighting in standard locations for historic properties, such as entrance ways and garage sites. Select inconspicuous lamps that fit a building or site's architectural style. Avoid landscape lighting and small bollard lights, as they are not original to historic properties.

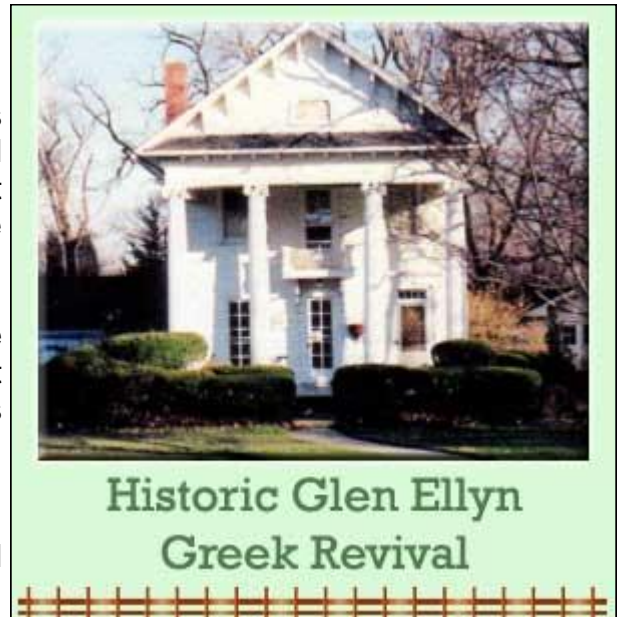
Decoration & Architectural Details

Decoration was often used to enliven traditional facades by emphasizing the façade's basic character. The style of an architectural feature reinforces a home's traditional character and adds a richness of detail often irreplaceable at today's costs. Decoration lends a unique character to individual buildings and to the neighborhood as a whole.

Decoration and other architectural details help define a home's architectural style, period of construction, uses and history. Common design details include gingerbread, roof trim, eaves, brackets, decorative window caps, terra cotta, cornices, moldings, trim work, shingles, columns, pilasters, balusters, or any decorative or character-defining features.

When considering these accents:

- Be careful not to remove or alter architectural details and features. For example, retain bays, oriels and other similar protrusions from the exterior wall except in certain cases where they have been inappropriate additions.
- Strive to repair, not replace, details using compatible materials. If deterioration has occurred to the extent that repair is not possible, replace distinctive features in a manner that duplicates the original design, color, texture, materials and other aesthetic qualities.
- Avoid use of vinyl, aluminum or other artificial material for concealing or covering details.



If considering the addition of details or decoration to a home, be sure that you have physical, graphic or photographic evidence that such features were original or appropriate to the house. Additions should match the original in materials, scale, location, proportions, form and detailing.

Windows, Screens & Doors

Windows and doors are among the most character-defining features of a building. Always retain existing door and window openings; avoid making additional openings or changes by enlarging or reducing window or door openings to fit contemporary stock window sash or door sizes.

- Window shape and the subdivision of glass panes within a window are key to how the building is "read" from the street. They also help define its architectural style. Retain and repair original window units whenever possible.
- When necessary, replace a door or window sash with a product that replicates its original appearance, design and material. Avoid inappropriate replacements.
- Retain the existing configuration of panes, sashes, surrounds and sills, except as necessary to restore to the original condition. Avoid changing the size or configuration of window panes or sashes.
- Use storm windows or protective glazing with glazing configurations similar to the original windows and that obscure the windows as little as possible.

- In the rare event that the windows are missing or damaged beyond repair, replace them with new units that match the old ones in size, material, shape and trim.
- New windows should not have snap-on or flush muntins. True divided muntins are preferred over these types of muntins that do not have the same appearance as historic windows.
- Respect a home's stylistic period; avoid inappropriate window in-fill or coverings, such as glass block or concrete block. Similarly, avoid modernesque window units, such as horizontal sliding sash or casements, in place of double-hung sash, or the substitution of units with glazing configurations not appropriate to the style of the building.
- Avoid vinyl- or metal-clad primary window units, as well as the removal of leaded glass. Keep use of glass block windows, if at all, to elevations where they are invisible from the street.
- Preserve decorative glass windows in their original location, size, and design, retaining their original materials and glass patterns. Repair rather than replace such glass, ideally in consultation with a glass specialist. Refrain from adding decorative windows that depart from the home's original design, at least on facades that are readily visible.
- Minimize any security features on windows or doors. If security is required, opt for grates of the simplest design installed so as to be as unobtrusive as possible.

Screens or Storms

Screens and/or storms should be wood or baked-on or anodized aluminum, and fit within the window frames. They should be full-view design or have meeting rails that match the window behind them.

Window Shutters

Preserve and maintain shutters that are original to a dwelling – adding them only if there is physical or photographic evidence of their lost presence. Shutters should be of louvered or paneled wood construction, fit so that, when closed, they cover the window opening. Avoid vinyl or aluminum shutters, which generally have dimensions or textures incompatible with historic structures.

Doors

Doors are another exterior focal point often defined by the design of their surrounds. Doors themselves come in a variety of appropriate woods which can be paneled and sometimes embellished with plain or leaded glass windows. Avoid such embellishments unless documentation reveals them to have been part of the original structure.

Roofs & Skylights

Roofs

Preserve a home's original roof type, slope, and overhangs, in the original material. Key architectural elements to note and preserve include: dormer windows, cupolas, chimneys, brackets, cornices, cresting and weather vanes.

- When partially reroofing, replace deteriorated materials with new roof coverings that match the original materials' color, size, shape, and texture. When completely reroofing, select new materials that match the old roof covering as closely as possible.
- Be attuned to different roof materials and colors essential to different architectural styles. Victorians often stained wood shingles a deep red or dark green to complement the color of their

homes, for instance -- never black; whereas black may be acceptable for Colonial Revival homes.

- Preferred roofing materials are cedar shingles, slate, and tile, as well as asphalt shingles that approximate the color and texture of these materials.
- Avoid imitative materials, such as asphalt siding, wood-textured metal, vinyl siding, artificial stone and artificial brick veneer.
- Alterations to a roof's original appearance should be invisible from the street or the front façade. Alterations may include skylights, vents, roof decks, greenhouses, solar panels, and mechanical equipment. Minimize their affect with subdued colors and restrained size.

Skylights

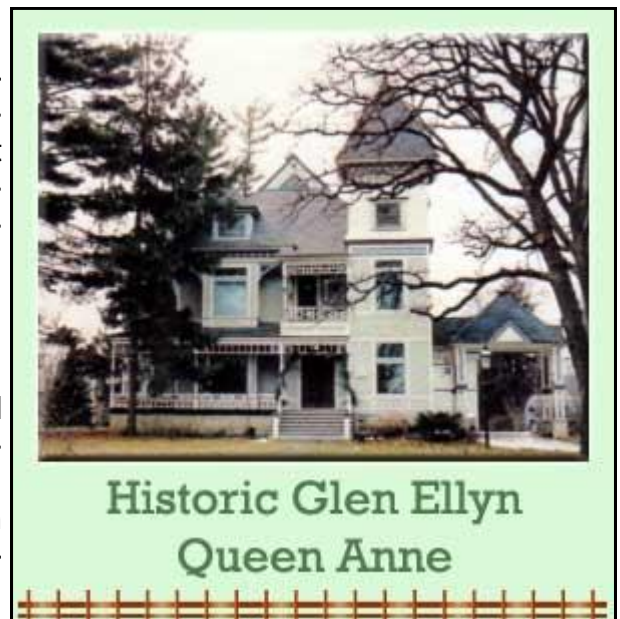
Skylights can be an appropriate way to add light and air to a home without interrupting the roof's plane surface. Position skylights flat, where they aren't visible from the street or the home's front façade, and as close as possible to the front roof plane (no more than six inches above the roof plane). Finish skylights to blend with the roof.

Dormers & Gables

Replace in-kind roof features that have deteriorated beyond repair, using as models their original form and detailing, as well as original materials. If prohibited by cost or practicality from using the original materials, use compatible substitutes. Keep in mind that removing unrepairable gables or dormers without replacing them will change a home's appearance.

Dormers

New dormers can be compatible with original designs and a graceful way to enlarge a historic home while maintaining its general outline. A shingle-style architectural home, for example, with its multiple porches and dormers, can invite a dormer-based expansion into a completely integrated design.



Chimneys

Chimneys often feature decorative masonry or designs that help constitute a home's character. In fact, exterior wall chimneys are often essential to an overall design. Whenever portions remain of an original chimney or photographs clearly indicate its original design, restore chimneys to their original condition. Also:

- Retain existing brick chimneys and avoid covering them with any cement-like coating.
- Without documentation, restore chimneys to be consistent with their era.
- Use construction styles consistent with the original, such as banding details, corbelling and patterned masonry.
- Repoint chimneys with a combination lime and very low content Portland cement mortar. Premixes are generally not appropriate for older brick, which is much softer than brick made today.

Gutters and Downspouts

Should be well-maintained and inconspicuous. Poorly maintained gutters and downspouts can be the source of serious damage to a building's walls and foundations. When possible, repair and retain a home's original, built-in gutters and downspouts. If the originals cannot be retained, avoid positioning new ones on the building's front façade. Downspouts should run vertically; avoid diagonals that cross a wall or roof plane.

Satellite Dishes

Are not appropriate to historic districts. When necessary, select the newer, smaller varieties (18-inch dishes or less) in neutral colors, with no visible brand name, distributor's name or logo.

Install ground-level dishes or antennae as close to the ground as possible, in back or side yards, not visible from the street. Screen them with landscaping or fencing. For roof-mounted devices, install where not readily visible from the roof line. Avoid placing more than one dish or antenna on any residential building of ten units or less, and do not place more than two on any historic structure.

Install roof-mounted dishes or antennae without damaging the roof cover. After installation or removal of a device, be sure that the roof remains sealed from damage by water or other elements.

Porches, Decks, Entrances & Exterior Stairs

The exposed nature of porches, decks and exterior stairs renders maintenance of these features an ongoing concern. Ensuring their water-shedding ability is essential, as is keeping sound paint on wooden porch and balcony surfaces, to prevent moisture damage. Functional components of porches and entrances, such as steps, balustrades and columns, embellish historic buildings while providing scale and detail.

Porches

The prominence of front porches makes them prone to multiple alterations that reflect more current architectural styles than the house. Maintain and repair porches to their original design whenever possible, using original or comparable materials and detailing. Also:

- Retain and preserve all architectural features that are character-defining elements of porches, including piers, columns, pilasters, balustrades, rails, steps, brackets, soffits and trim.
- Maintain the slope of the floor and porch steps, to ensure proper drainage.
- Monitor wooden porches for signs of water damage or rot and inspect masonry piers or foundation walls regularly for signs of deterioration or moisture damage. Keep wooden joinery adequately sealed to avoid moisture damage.

If the original porch is missing, base the design of any new porch on photographic or physical evidence. If such evidence does not exist, base the design on historic porches of similar dwellings from the same time period and architectural style.

Porches on the fronts of dwellings should not be enclosed with wood, glass or other materials that would alter their open appearance. Historic porches that are previously remodeled should be restored to their original appearance unless the enclosure, by nature of its age, architectural significance, or other special circumstance, has achieved historic significance of its own.

Also consider:

- Porches may be screened if the structural framework for the screen panels is minimal and the open appearance of the porch maintained.
- Screen panels should be placed behind any original features such as columns or railings.
- Wood trellises may be added to porches.
- Match the material used for porch steps to the porch flooring: wood steps with wood porch floors, not brick or concrete; and poured concrete steps for porches with poured concrete floors.
- New staircases should also have newel posts and balusters to match the porch construction.
- Paint new and existing porch wood that's visible from the street unless records indicate that the original wood was unpainted or stained.
- Porches with open areas in the foundation should be filled in as traditional for the type and style of the house, or with decorative wood framed skirting, vertical slats or painted lattice panels.
- Refrain from adding new porches, entrances or balconies to primary elevations where none previously existed.

Decks

Decks gained popularity in the late 1950s and early 1960s and are common additions to older homes as alternatives to more traditional patios and terraces. However, decks are particularly difficult to fit into the style and setting of an older home. They can be acceptable additions to historic buildings if they are located in inconspicuous locations and screened from public view. Rules of thumb include:

- Locate decks in inconspicuous areas, usually on the rear or least character-defining elevation of the original building, and screened from public view.
- In rare occasions where it is appropriate to visibly site a deck, treat it in a more formal architectural style. Pay careful attention to details and finishes that match the same time period or architectural style.
- Construct decks with the least possible loss of historic fabric, and so they can be removed in the future without damaging the original structure.
- Paint vertical elements, such as railings, to be compatible with the house; the deck's surface may be stained or painted to match the railings.
- Painting or staining a deck's rails and structural support elements should harmonize with any existing porches or railings. If none exist, paint or stain should be compatible with the home's colors.
- New deck construction should not occlude a home's significant features or elements, such as a historic porch.

- Avoid new decks made of standard, pressure treated lumber left unpainted, or railings of plain 2" by 2" boards. Paint or stain decks in colors compatible with the color of the home.
- Install deck railings using similar materials, scale and detail to porch railings that would have been put on a porch on a house of similar architectural style at the time of construction.
- Deck height should align with the home's floor level. If applicable, install compatible skirt boards and, where appropriate, painted lattice panels to screen deck framing.

Exterior stairs

Exterior stairs are common additions to older homes, especially those converted to multi-family dwellings. These elements are particularly difficult to fit into the style and setting of an older home. When possible, accommodate exit stairs from upper level apartments within the existing building or where least visible from the primary façade and street. Stairs should run parallel to and against the wall of the building.

Exterior stair detailing should reflect a home's period and style. Paint these stairs to match the main structure unless they were part of the original house, in which case paint them in colors compatible to any other stairs and railings.

Retaining Walls & Fences

Retaining Walls

Original retaining walls should be kept and repaired and repair as necessary, preserving the original mortar joints, bonding, patterns, color of masonry and other details. Repoint retaining walls only where there is evidence of water damage or missing mortar. If adding a new retaining wall or replacing a historic one no longer in evidence, match or complement the original as closely as possible.

Fences

Front yard fences were common original features to many Glen Ellyn historic homes. Though typically not seen today, front yard fences are appropriate for homes or homes in historic districts. When possible, preserve fences constructed of cast iron or other original materials. Also:

- Keep front yard fences low (no taller than 42 inches) and visually open (more than 50 percent, ideally).
- Remember that Victorian homes were frequently ornamented by wooden or cast iron fences. These accent pieces did not have gates.
- Low, well trimmed hedges and shrubs set like fences are appropriate decorative additions to historic homes.
- Ideal front yard fencing materials include wooden pickets or spindles (balusters), painted or stained, and set in a historically accurate manner, between a top rail and bottom baseboard and rail. Cast iron fences are also appropriate.
- Avoid use of chain-link, cyclone or wood lattice fencing, as well as unpainted weathered wood, free-standing bricks, or other solid fences. Avoid tall hedge rows as well as use of pvc or other artificial materials.

- For privacy, back yard fences can be up to six feet tall, constructed of wood boards or planks. Use boards no wider than four to six inches. Privacy fences with pickets, or flat boards with flat or lattice tops, are recommended for historic districts.

Garages, Carriage Houses & Outbuildings

The overall integrity of a restoration depends upon details. Therefore, attention to garages, carriage houses and other outbuildings is essential. Historically, most such buildings were utilitarian in design and located in the rear of a property, behind the main building and with alley access when possible. While their designs may reflect those of the main property, outbuildings generally are simpler in detail.

When restoring garages, carriage houses and other outbuildings, adhere to the guidelines governing the main property. If modifying or adding to an outbuilding, maintain the structure's overall shape, balance, materials, colors and craftsmanship.

Driveways, Parking Lots & Paving, Sidewalks & Walkways

Driveways

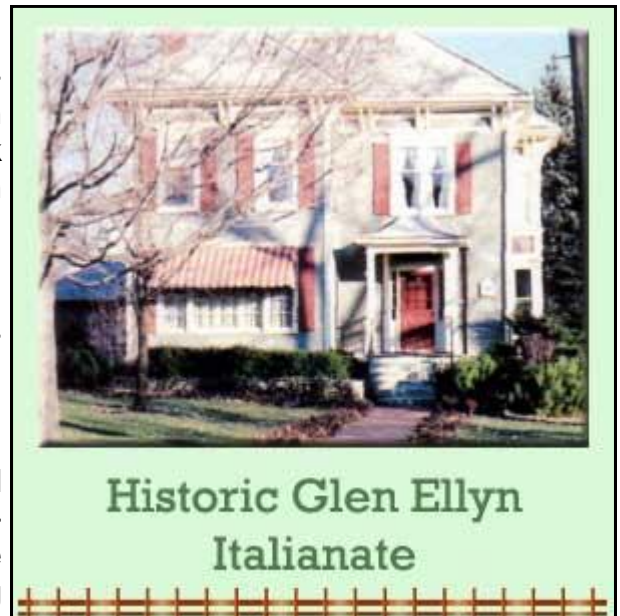
Where brick driveways exist, retain them. If historical evidence indicates that a driveway once existed in a certain location, a new one can be constructed at that site. Brick is the best paving material for new driveways, although concrete and asphalt can also be appropriate.

Curb Cuts

New curb cuts in historic districts will generally be prohibited; they are not characteristic of the neighborhood.

Parking

Locate parking spaces away from front yards. Residential parking should be located in rear yards. Parking for commercial uses should be to the side or rear of a structure and require a minimum number of curb cuts. All parking spaces should be adequately screened from the street and sidewalk by landscaping. Minimize the scale of parking lots and break the visual sweep of pavement by use of planted areas. The scale, lighting level and parking lot design should be neighborhood-compatible.



Sidewalks & Walkways

Brick and stone slab sidewalks generally should be maintained and repaired as necessary with original materials; avoid use of asphalt and concrete patches.

When concrete tile public sidewalks need replacing, pour new concrete sidewalks to the same width as the existing sidewalks and score them in a 2-foot-square or 18-inch-square pattern to resemble the old tiles; expansion joints should match the scoring. Install accessibility ramps on the inside of curbs as part of the poured concrete sidewalk; where there is granite curbing, a section should be lowered for the ramp.

Guidelines for New Construction in Historic Districts

In Glen Ellyn, new construction must be compatible with neighboring historic homes and maintain a neighborhood's scale and design quality. The village encourages architectural innovation and quality design in new construction -- but also strives for neighborhood harmony and continuity.

New construction should be compatible with the size, scale, massing, height, rhythm, setback, color, material, building elements, site design and character of the surrounding structures and the area. This includes reinforcing the typical features that buildings display along the block, such as similar roof forms, materials, window and door sizes and placement, porch size and location, and foundation heights.

These guidelines are general in nature rather than specific requirements. Replication, or the recreation of historic architectural styles, is discouraged. Contemporary design that fits into the overall pattern and character of the neighborhood is highly encouraged.

- Commonality of architectural styles balanced with variety and diversity is a goal.
- The village will evaluate each new home within its exact location and in accord with its surroundings.
- Any replications must be consistent with historic homes located within a historic district in their form and plan, porch design and placement, window and door treatments, roof forms, and architectural details
- Replications must be identified as new construction through the use of signs, or plaques prominently displayed on the front of the building. Replication of specific structures in the immediate vicinity is discouraged.

New residential buildings should maintain, not disrupt, the existing pattern of surrounding historic buildings along the street by being similar in:

Site & Settings

New buildings should be sited no more than 5 percent out-of-line from the setback of existing adjacent buildings. Front and side yard setbacks should mirror those of the older and historic buildings found along the block on which the new construction is sited.

- New construction must conform to the normal front, side, and rear yard setbacks. In older neighborhoods, where the front yard setback requirement is deeper than existing setbacks, the average of the setbacks along the block is used.
- The uniform lots in Glen Ellyn neighborhoods emphasize "walls of continuity" in older neighborhoods, sometimes know as a street's rhythm.
- A home's horizontal or vertical building emphasis is usually dictated by its architectural style. New construction should conform to the "walls of continuity" to avoid breaking street's rhythm.

Landscaping

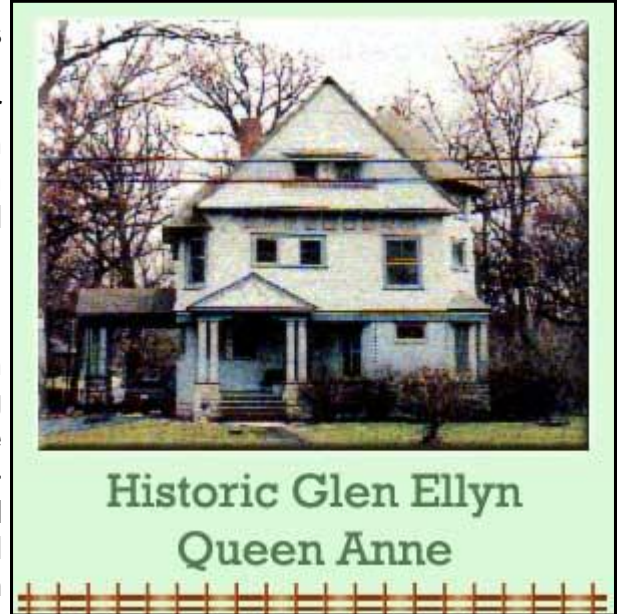
Generally, Glen Ellyn encourages landscaping that respects the street as a public space. Landscapes enclosed in a semi-private manner are characteristic, by use of wrought-iron fences, painted picket fences, low hedges or limestone retaining walls. Cyclone fencing should not be used in front yards or in the front half of side yards. Landscape timber should not be used for retaining walls in front yards.

Shape, Size & Scale

Variations of asymmetrical, rectangular and square forms are generally appropriate for Glen Ellyn's historic districts. The height of new construction should be not lower or higher than the average height of all historic buildings on both block faces; measurements should be made from the street level to the highest point of the roofs. Vertical elements should support the street's rhythm.

Materials & Details

The materials and color of materials in new construction should relate to the materials and details of existing nearby homes. Aesthetic continuity is challenged by the appearance of new, industrial materials. Imitative materials, such as asphalt siding, wood-textured metal or vinyl siding, artificial stone and artificial brick veneer, should not be used. Smooth 4-inch lap hardboard siding, when well installed and carefully detailed, is sometimes acceptable.



Quality Design

A new home's individual elements should integrate into its composition for a balanced and complete design. These elements of new construction should complement adjacent homes, as well:

- ✦ The skyline or profile of new construction (**roof pitch**) should relate to the predominant roof shape of existing adjacent buildings. **Roof hardware**, such as skylights, vents, and metal pipe chimneys, should not be visible from the front roof plane.
- ✦ The proportion, size, rhythm and detailing of **windows and doors** in new construction should be compatible with that of existing adjacent buildings. Most windows have a vertical orientation, with a proportion of between 2:1 and 3:1 (height to width) common. Individual windows and special window types may be considered when compatible with a new home's design and the directional emphasis most prevalent in adjacent buildings. Wood construction is generally preferred for windows. The use of dark tinted windows, reflective glass, and coatings for windows is generally discouraged.
- ✦ The village encourages **doors and other façade openings** of the same general size and directional orientation as those in adjacent homes. Avoid installing sliding glass doors where visible from the street. Metal windows or doors may be approved but they must be appropriately colored or bronze-toned. Select choices other than a mill finish (silver) aluminum.
- ✦ The porch treatment of new structures (**porch depth and height**) should relate to the porch de-

signs the of existing homes. Open porches are preferable but well-detailed screened-in porches are acceptable. The vertical elements supporting the porch roof are important. They should carry the visual as well as the actual weight of the porch roof. Spacing of new balustrades should reflect the solid-to-void relationships of adjacent railings and porches.

- ✦ **Decks** should be kept to the rear of buildings, remain visually refined and integrate into an overall home design. A raised deck protruding from a single wall usually appears disjointed and is generally unacceptable in historic districts.
- ✦ **Foundation height** should generally match that of adjacent historic homes. Other historic buildings in the area. Foundation heights can increase along the sides or at the rear of the building if necessary, to follow slope contours. Avoid slab or at-grade foundations where visible, at the front or prominent sides of homes.
- ✦ **Garages** facing the street are not acceptable in new home construction. If garage doors facing the street are necessary due to existing lot dimensions, use single garage doors to avoid the horizontal orientation of two-car garage doors.
- ✦ **Garages and other secondary buildings** should be of smaller scale than the primary home, compatible in design, shape, materials and roof shape; built at traditional locations such as rear lot lines and the back side of the dwelling; and use an exterior material that matches the primary home, such as clapboard, stucco, or brick. If not readily visible from the street, secondary buildings may have exterior substitute siding materials, such as masonite, aluminum or vinyl.
- ✦ Wood paneled **garage doors** with windows are more appropriate than panels of vinyl, aluminum or steel.
- ✦ Locate residential **parking spaces** in the rear yard, only. Commercial parking should be to the side or rear and have a minimum of curb cuts. All parking spaces should be adequately screened from the street and sidewalk by landscaping. Minimize the parking lot scale and break the pavement's visual sweep with planted areas. The scale, level of light output, and design of parking lot lighting should be compatible with the district's character

U.S. Secretary of the Interior: Guidelines for Repair, Rehabilitation and Alteration

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 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.

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