

# Historic Preservation Commission Handbook

## **Commission Members:**

**Charles Hutchinson, Chair**

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## Rules and Procedures of the Wilmette Historic Preservation Commission

Adopted: March 8, 1989  
Revised: November 6, 1995  
Revised: August 10, 2000  
Revised April 2, 2003  
Revised April 8, 2019

### 1. **General Rules**

- 1.1 **Scheduling of Meetings and Hearings:** The Wilmette Historic Preservation Commission (the “Commission”) shall meet at least four times each year. Such meetings and hearings conducted by the Commission shall be scheduled at dates and times deemed appropriate by the Chairman within the limitations established by these rules.
- 1.2 **Notice of Meetings and Hearings:** Written notice to all Commission members and public notice shall be given at least 24 hours in advance of all meetings and not more than 45 days nor less than 14 days in advance of public hearings. Notices to property owners directly affected by public hearings will be sent Notices by mail in such a manner shall be deemed to have been given when deposited in the U.S. Mail.
- 1.3 **Quorum:** A quorum for meetings or hearings conducted by the Commission shall consist of four Commission members.
- 1.4 **Voting:** Each Commissioner shall have one vote. Every act, rule, report, resolution, or recommendation of the Commission shall be approved by a minimum of 4 Commissioners in attendance at meetings or hearings conducted before the Commission.
- 1.5 **Timing:** All materials for review shall be submitted by the applicant 20 days before the next HPC meeting

### 2. **Rules Pertaining to Recommendations to Designate Landmarks and Historic Districts**

- 2.1 **Nominations of Landmark and Historic District Designation:** The Commission, on its own motion or any person may nominate any artifacts, structures, sites, geographic features, and trees within the boundaries of the Village of Wilmette for consideration as a Wilmette Landmark or Historic District by preparing and directing a Village of Wilmette Local Landmark or Historic District Designation Nomination Form to the Commission or any Commissioner (Appendix C).

This form shall include, but not be limited to:

- a. Address or addresses of property(s) to be considered
  - b. Property owner(s) name(s), address or addresses (if applicable), and phone number(s)
  - c. List of reference sources relevant to the building(s) and location(s) (architect, builder, date of construction, etc.)
  - d. Designation of “Criteria for Landmark Designation” categories under which property/properties qualify
  - e. Description and summary of historic significance.
- 2.2 Acceptance of Nominations: The Commission shall meet to consider whether nominations received meet the criteria listed in Appendix A of these Rules; the Commission shall determine whether to accept the nomination within 60 days of receipt of the nomination and relevant information related thereto, and shall notify the person making the nomination of the Commission's decision on whether to accept the nomination within a reasonable time thereafter.
- 2.3 Notice to Owners of Nomination: Upon accepting a nomination, the Commission shall first call by phone and then mail written notice of the nomination to the owner(s) of record of the building(s), structure(s), or place(s) and shall solicit the input of the owner(s) regarding nomination.
- 2.4 Pre-Hearing Meetings on Historic District Nominations: Within 30 days of accepting a nomination for a Historic District, the Commission shall announce a public meeting, which shall be held within 30 days. Written notice of this meeting shall be mailed to all owners of record and occupants within the boundaries of the proposed district. This meeting shall be educational in the rules and benefits regarding historic district status.
- 2.5 Hearing on Nominations: Within 60 days of accepting a nomination, the Commission shall announce a public hearing, which shall be held within 60 days, on whether to recommend that the Board of Trustees of the Village of Wilmette (the “Village Board”) designate a nominated building, structure, or place having Wilmette Landmark status.
- 2.6 Notice of Hearings on Nominations: At least 15 days in advance of commencing a hearing on a nomination the Commission shall post a public notice of the hearing and shall mail a written notice of the hearing to the owner(s), the Village Board, the Village Manager, the person making the nomination, the Wilmette Historical Museum, and any persons who have informed the Commission in writing that they have an interest in the nomination. The property owner's notice shall include the following:
- a. The date, time, and place of hearing
  - b. The name(s) and address(es) of the building(s), structure(s), or place(s) nominated
  - c. The criteria for designation of historic landmarks or historic districts
  - d. The name and phone number of the staff person to be contacted about presenting testimony at the hearing.
- 2.7 Testimony:

- a. Any interested person may submit testimony or other evidence concerning a nomination to the Commission by oral testimony at a hearing or by submitting written comments.
- b. Persons wishing to testify at the hearing on a nomination should notify the Commission of that fact by no later than two business days before the hearing. The Commission may, in its discretion, have more than one session of a hearing on a nomination.
- c. The Record may be kept open for at least five days after the conclusion of a hearing on a nomination to permit any interested person to submit additional written comments.

2.8 Report and Recommendation on Nomination: After the Record has been closed, the Commission shall meet to review the Record and vote on the nomination. A Report and Recommendation shall be prepared which shall include the following information:

- a. Identification of the proposed landmark or historic district - identification of location and description should be done through Sidwell and Sanborn Maps and Plat of Survey
- b. Name(s) and address(es) of the owner(s)
- c. Name and address of the person nominating
- d. Record of compliance with the requirements of these rules regarding notice
- e. Evaluation of compliance with the criteria for designation of historic landmark or historic district status
- f. Summary of the owner's position on the nomination
- g. Relevant approved minutes pertaining to case from all applicable HPC, Village Board, etc. meetings
- h. A copy of completed Local Landmark/Historic District Designation Nomination Form
- i. Date and record of the Commission's vote
- j. If applicable, a draft Ordinance designating the building, structure, or place as having Wilmette Landmark status a draft Ordinance detailing the boundaries of the Historic District and designation of contributing and non-contributing homes therein; and
- k. A description by utilization of photograph(s) or detailed survey information (i.e. plans, elevations, historical photographs) if such information is available of the building(s), structure(s), or place(s) considered for recommendation that are visible from the public street.

A copy of the Report and Recommendation on a nomination shall be delivered to the Village Board and the Village Manager and mailed to the owner(s), the person making the nomination, and the Wilmette Historical Society.

2.9 Presentation of Report and Recommendation: In the event of a negative recommendation to the Village Board, one or more representatives of the Commission shall attend the Village Board meeting where the Commission's Report and Recommendation is presented for the purpose of answering questions or providing other information.

2.10 Additional Procedures: In addition to these procedures, the Commission may undertake such further actions as it sees fit in connection with identification, nomination, and consideration of any building, structure, or place for landmark status.

**3. Rules Pertaining to Review of Applications to Alter or Demolish Landmarks or structures within a Historic District or to Construct a New Single Family Residence on a Vacant Lot or Subdivision of a Lot of Record within a Historic District**

3.1 Commission and Commission Member Responsibility: Prior to engaging in review of applications to alter or demolish designated landmarks (“applications”) or structures within a historic district or the construction of a new single family residence on a vacant lot or subdivision of a lot of record within a historic district, the Commission shall, in each case, advise the applicants and owners that the Village of Wilmette and the Commission shall not, by reviewing such applications, assume any liability for its comments, suggestions, or recommendation, or for the completeness or quality of the work of any contractor or the safety of contractor methods, means of operations, or the safety of conditions on the work site, or for any act or omission by any contractor, subcontractor, materials supplier or worker.

3.2 Submission of Applications: Prior to alteration or demolition of a Landmark or home within a Historic District or the construction of a new single family home on a vacant lot or subdivision of a lot of record, an application must be submitted to the Commission in the form required by the Commission (Appendix D).

This form shall include, but not be limited to:

- a. Property address
- b. Historic and Common name of Property or name of Historic District
- c. Property owner name, address, and phone number
- d. Architect name, address, and phone number
- e. Developer/Contractor name, address, and phone number
- f. List of all applications pending before the Village of Wilmette
- g. Written Discussion should include: the needs and/or goals of the Owner(s) to be achieved by the alteration; if appropriate or pertinent to securing approval, other design approaches which were rejected in favor of the alteration submitted; how the alteration complies with the Secretary of the Interior’s Guidelines for Rehabilitation
- h. Detailed, scaled drawings and photographs documenting the existing conditions, in the areas of work, and all proposed changes in plan, elevation, landscaping, and materials. Specifications documenting how the work is to be accomplished may be required for any areas involving historic materials. Original architectural drawings and/or photographs, if available, are also of interest. All drawings must be capable of being reduced to an 8.5” x 11” format. If drawings or other submittals are larger than 11” x 17,” twelve copies should be turned in to the Community Development Department. All materials to be submitted 20 days before the upcoming Commission meeting
- i. Plat of Survey
- j. Product literature and specifications of new fixtures

- k. Statement explaining how the application for alteration or demolition meets the Secretary of the Interior's Standards for Rehabilitation.
- l. Applicant Signature and Date of Application.

3.3 Review by Commission or Subcommittee: All application for a Certificate of Appropriateness shall be reviewed by appropriate reviewing body as follows:

- a. Staff Review – alterations that are reversible and are not pertinent to historic features may be reviewed by a group consisting of at least two (2) planners, one of which will be the staff liaison to the Commission. The following, among others, shall fall under staff review: replacement of features such as sidewalks, fences and decks and the demolition of non-contributing houses within a historic district and review of alterations to “contributing” homes not visible from the public right of way. Staff review is required to take place within one week of receiving an application and all pertinent materials.
- b. Subcommittee Review – alterations that are reversible or involve the restoration of historic features shall fall under the review of a subcommittee of members of the Commission. This subcommittee shall include the chairman of the Commission, at least one other commissioner and the staff liaison to the Commission. The following, among others, shall fall under subcommittee review: restoration of architectural details, windows and porches and all review of alterations to “contributing” homes visible from the public right of way. Subcommittee Review shall occur within two weeks of receiving the application and pertinent materials.
- c. Full Commission Review – all additions, demolitions, new construction on vacant lots or subdivision lots of record within a historic district and all alterations to a local landmark must be reviewed by the full Commission. The full Commission shall review all applications within 60 days of receiving the application and supporting materials.

If the application receives a positive recommendation from either the Staff Review or Subcommittee Review an Administrative Approval Certificate will be issued.

3.4 Hearings on Applications: Within 30 days of receiving a completed application that requires of Full Commission Review, the Commission shall announce a public hearing on the application, the hearing shall be held within a reasonable time. At that time, the Preservation Commission will review the application to determine its compliance with the guidelines set forth in Appendix B.

Topics that may be discussed at hearing

- a. Proposed Additions
- b. Alterations
- c. Treatment of fenestration: doors, entranceways, windows, porches.
- d. Restoration of missing historic elements
- e. Cleaning: Method and Product to be used for cleaning.

3.5 Notice of Hearings on Applications to Alter or Demolish: At least fifteen days in advance of commencing a hearing on an application, the Commission shall post a public notice of the hearing and shall deliver a written notice of the hearing to the applicant, the owner, the Village Board, the Village Manager, the Wilmette Historical Museum, to the persons to whom the current real estate tax bills are sent, as shown on the records of the Township Assessor, for all lots which abut or lie directly across a street or alley from the subject property, as well as all occupants of such lots, and any persons who have informed the Commission in writing that they have an interest in the application.

3.6 Standards of Review: For replacement structures, new construction, additions and alterations. In considering an application for a Certificate of Appropriateness for replacement structures, new construction, additions and alterations, the Commission shall consider specific design guidelines, if any, accompanying the ordinance designating the landmark or district, and the standards included in this section.

The standards include visual compatibility in height, proportion of front facade, proportion of openings, rhythm of solids to voids in front facades, rhythm of spacing and structures on streets, rhythm of entrance porches, storefront recesses and other projections, relationship of materials and textures, roof shapes, walls of continuity, scale of a structure, and directional expression of front elevations. In considering new construction, the Commission shall not impose a requirement for the use of a single architectural style or period, though it may impose a requirement of compatibility.

3.7 Testimony:

- a. Any interested person may submit testimony or other evidence to the Commission by oral testimony at a hearing or by submitting written comments.
- b. Persons wishing to testify at the hearing on an application should notify the Commission of that fact by no later than two business days before the hearing. The Commission may, in its discretion, have more than one session of a hearing on an application.
- c. The record may be kept open for at least five days after the conclusion of a hearing on an application to permit any interested person to submit additional written comments.

3.8 Report and Recommendation on Report on Applications: After the hearing, the Commission shall prepare a Report and Recommendation that shall include:

- a. Identification of the building, structure, or place
- b. Name and address of the applicant and owner
- c. Record of compliance with the requirements of these rules regarding notice and hearings
- d. Summary of the applicant's position
- f. Summary of applicant's compliance with the Secretary of the Interior's Standards for Rehabilitation
- e. The Commission's recommendation on the application
- f. Date and record of the Commission's vote
- g. Copy of Ordinance designating the property as a Wilmette Landmark or part of a Historic District

- h. Relevant approved minutes pertaining to case from all applicable HPC, Village Board, etc. meetings
- i. Relevant maps and descriptions (Sanborn and Sidwell maps, Plat of Survey)
- j. Current photographs of property.

A copy of a Report and Recommendation on an application shall be delivered to the Village Board and the Village Manager and mailed to the applicant, the owner, and the Wilmette Historical Museum.

- 3.9 Presentation of Report and Recommendation: In the event of a negative recommendation to the Village Board, one or more representatives of the Commission shall attend the Village Board meeting where the Commission's Report and Recommendation on an application is presented for the purpose of answering or providing other information.

Additional Procedures: In addition to these procedures, the Commission may undertake such further actions as it sees fit in connection with recommendations relating to applications to alter or demolish a designated landmark.

#### **4.0 Certificate of Economic Hardship**

- 4.1 Commission and Commission Member Responsibility: The Commission shall only recommend an application for a Certificate of Economic Hardship upon a determination that the negative recommendation of the Certificate of Appropriateness has resulted in the denial of all reasonable use of and return from the property.
- 4.2 Consideration of Evidence: any evidence presented concerning the following:
- a. Any opinions from a licensed structural engineer or licensed architect with experience in renovation, restoration or rehabilitation as to the structural soundness of any structures or objects on the property and their suitability for continued use, renovation, restoration or rehabilitation.
  - b. Any estimates prepared by a licensed architect or licensed structural engineer, of the cost of the proposed alteration, construction, demolition or relocation and an estimate of any additional cost that would be incurred to comply with the recommendations of the Commission for changes necessary for it to be approved.
  - c. Any estimates prepared by a realtor licensed by the State of Illinois or an appraiser certified by the State of Illinois of the market value of the property in its current condition; after completion of the proposed alteration, construction, demolition or relocation; after any expenditures necessary to comply with the recommendations of the Commission for changes necessary for it to approve a Certificate of Appropriateness; and in the case of a proposed demolition, after renovation of the existing property for continued use.



- d. In the case of a proposed demolition, any estimates, prepared by a licensed architect, real estate consultant and appraiser or other licensed real estate professional and experienced in rehabilitation, as to the economic feasibility of restoration, renovation or rehabilitation of any existing structures or artifacts.
- e. Any and all applicable zoning provisions and incentives.

4.3 Information to be Supplied by the Applicant: Prior to consideration of a Certificate of Economic Hardship an application must be submitted to the Commission in the form required by the Commission

- a. The Application for a Certificate of Appropriateness
- b. The assessed value of the property for the two (2) most recent assessments
- c. The amount paid for the property, the date of purchase and the party from whom purchased
- d. The current balance of any mortgages or any other financing secured by the property and the annual debt service, if any, for the previous two (2) years
- e. All appraisals obtained within the previous two (2) years by the owner or applicant in connection with purchase, offerings for sale, financing or ownership of the property
- f. All listings of the property for sale or rent, price asked and offers received, if any, within the previous four (4) years
- g. All studies commissioned by the owner as to profitable renovation, rehabilitation or utilization of any structures or artifacts on the property for alternative use
- h. For income producing properties or structures, itemized income and expense statements from the properties or structures for the previous two (2) years
- i. Estimates, prepared by licensed general contractors or licensed architects, of the cost of the proposed alteration, construction, demolition or relocation and an estimate of any additional cost that would be incurred to comply with the recommendations of the Commission for changes necessary for it to approve a Certificate of Appropriateness
- j. Form of beneficial ownership or operations of the property, structure, site, or artifact whether sole proprietorship, for-profit or not-for-profit corporation, limited partnership, joint venture or other. All partners and shareholders shall be identified.
- k. Where applicable, the information, evidence or documentation requested by the Commission or provided by the applicant shall bear the imprint of the professional stamp, seal or license number of the individual preparing such information
- l. Any other information, documentation or evidence as the Commission determines to be necessary to its consideration of the application

4.4 Public Hearing: The Commission shall hold a public hearing on the application for Certificate of Economic Hardship within 60 days following receipt of the completed application form and all information required to be submitted therewith.

4.5 Notice of Hearings on Applications for a Certificate of Economic Hardship: At least fifteen days in advance of commencing a hearing on an application, the Commission shall post a public notice of the hearing and shall deliver a written notice of the hearing to the

applicant, the owner, the Village Board, the Village Manager, the Wilmette Historical Museum, to the persons to whom the current real estate tax bills are sent, as shown on the records of the Township Assessor, for all lots which abut or lie directly across a street or alley from the subject property, as well as all occupants of such lots, and any persons who have informed the Commission in writing that they have an interest in the application.

- 4.6 Determination by the Commission: The determination by the Commission of whether the denial of the Certificate of Appropriateness has or has not resulted in the denial of all reasonable use of and return from the property shall be made within 60 days following the public hearing and submission of all information, documentation or evidence requested by the Commission. The determination shall be accompanied by findings of fact and a report to the Village Board with its recommendation or negative recommendation for the Certificate of Economic Hardship.

<b>Criteria for Landmark and Historic District Designation in Wilmette, Illinois</b>
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A nomination must fall under one or more criterion to be considered for local landmark or district status. Following each guideline, in italics, is an example of an applicable site.

**1. Properties included on the National or State Historic Register or Historic District Register**

Listing or proposed listings on the National Historic Register, or Illinois Historic Landmark. *The Baha'i House of Worship at 100 Linden Ave, added to the National Register on May 23, 1978*

**2. Significant Designer, Architect, Engineer or Builder**

Identification as the work of a designer, architect, or builder whose work is significant in the history or development of the Village of Wilmette, Cook County, Illinois or Nation *The Frank J. Baker House at 507 Lake Ave, Designed by Frank Lloyd Wright in 1909.*

**3. Historic Site**

Location as the site of a significant historic event *1827 Wilmette Avenue, the location of the first school in Wilmette.*

**4. Link with Significant Person**

Identification with a person or persons who significantly contributed to the culture or development of the Village of Wilmette, Cook County, Illinois, or Nation *Asahel Gage House at 1134 Elmwood Ave. Gage platted Gage's Addition to Wilmette and was an early Village subdivider.*

**5. Architecture Characteristic of Social, Economic, or Political Heritage**

Existence of distinguishing characteristics of an architectural type or specimen of the social, economic, or political heritage of the Village of Wilmette, Cook County, or Nation. *The Gross Point Town Hall at 609 Ridge Rd is an example of the political history of Wilmette.*

**6. Innovative Architectural Elements**

Embodiment of elements of architectural design detail, materials, or craftsmanship which represent a significant architectural innovation *The Herbert Bruning House, 2716 Blackhawk Rd, an example of the International Style, designed by George Fred Keck. This house uses several features that were innovations at their time such as zoned air conditioning and windows with external blinds.*

**7. Outstanding Example of Style or Period**

An outstanding example of a particular historical, architectural, or cultural style or period *The Trinity United Methodist Church at 1024 Lake Ave, an example of Neo-Gothic architecture.*

**8. Related Structure or Places**

Relationship to other buildings, structures, or places which are eligible for preservation as historic places. *The accessory buildings such as an outhouse or storage building associated with a historic structure. For example, the outbuildings used by the nuns at Mallinckrodt College at 1041 Ridge Rd.*

**9. Significance Arising from Location**

A building, structure, or place that, because of location, has become of historic or cultural value to a neighborhood or community of the Village of Wilmette. *The brick streets of the Village or the bent trees that marked the location of the Green Bay Trail*

**10. Neighborhood Significance**

Its unique location or distinctive physical appearance or presence representing an established and familiar visual feature of a neighborhood, community, or the Village of Wilmette.

**11. Significance Arising from Development/Settlement Patters**

Its exemplification of a pattern of neighborhood development or settlement significant to the cultural history or traditions of the Village of Wilmette, whose components may lack individual distinction.

### Guidelines for Alterations and Additions

The following Secretary of the Interior's Standards for Rehabilitation shall be used by the Wilmette Historic Preservation Commission when determining if an application for a building permit to alter a Wilmette Local Landmark merits approval. These guidelines provide property owners the freedom to return a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.

#### **The Standards for Rehabilitation are as follows:**

1. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.
2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features shall be avoided when possible.
3. All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.
6. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in position, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
8. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to any project.

9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, color, material and character of the property, neighborhood or environment.
10. Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

**Village of Wilmette Local Landmark  
Designation Nomination Form**

**Address** \_\_\_\_\_

**Property Owner** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Please list reference sources relevant to this building and their location:**

- Name of Architect** \_\_\_\_\_
- Name of Builder** \_\_\_\_\_
- Date of Construction** \_\_\_\_\_
- Original blue prints** \_\_\_\_\_
- Real Estate Listings**  
\_\_\_\_\_
- Phone Books** \_\_\_\_\_
- Photographs** \_\_\_\_\_
- Building Permits** \_\_\_\_\_
- Other Reference Sources** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Appropriate "Criteria for Landmark Designation" Categories:** Please check all that apply and explain on the back of this form how the site or structure meets the criteria.

- |                           |       |                                   |       |
|---------------------------|-------|-----------------------------------|-------|
| National/State Landmark   | _____ | Significant Designer/Architect    | _____ |
| Historic Site             | _____ | Link w/ Significant Person        | _____ |
| Social/Political Heritage | _____ | Innovative Architectural Elements | _____ |
| Outstanding Example       | _____ | Related Structure or Place        | _____ |
| Significant Location      | _____ |                                   |       |

**By signing this application, consideration for local landmark designation is requested and the requirements and regulations of the Wilmette Historic Preservation Commission are understood.**

\_\_\_\_\_  
**Signature of Property Owner**

\_\_\_\_\_  
**Date**





**Certificate of Appropriateness**  
**Application for Additions or Alterations**

Property Address \_\_\_\_\_

Historic Name of Property \_\_\_\_\_

Common Name \_\_\_\_\_

**Property Owner**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

(home)

(work)

**Architect**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

(work)

**Developer/Contractor**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

(work)

Please identify all applications (building permit, zoning variations, etc.) pending before the Village of Wilmette.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please discuss how the proposed additions or alterations comply with each of the Secretary of the Interior’s Guidelines for Rehabilitation (attach a separate sheet if needed).**

1. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.

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2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features shall be avoided when possible.

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3. All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.

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4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.

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5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.

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6. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in position, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

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7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.

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8. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to any project.

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9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, color, material and character of the property, neighborhood or environment.

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10. Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.
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Provide the following information to the Commission:

- Detailed plans of the alterations or additions drawn to scale. Please include elevations.
- Sample board of all materials to be used including paint chips for any proposed color changes and shingle samples.
- Product literature and specifications of new fixtures including doors and windows.

Please be prepared to discuss the following topics:

- Proposed Additions: materials, size, color, scale
- Alterations: if elements are to be removed, indicate product substitution.
- Do plans include the restoration of missing historic elements?
- If the existing structure or elements are to be cleaned, indicate the method and product.
- If repainting, indicate method, material, and intention to match original color and texture.
- Discuss treatment of fenestration: doors, entranceways, windows, porches.