



VILLAGE OF ROCKTON

HISTORIC PRESERVATION DESIGN GUIDELINES



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HISTORIC PRESERVATION COMMISSION
VILLAGE OF ROCKTON

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The following guidelines were created with influence from the Historic Preservation Commission in the City of Rockford, Illinois.

2017 Rockton Historic Preservation Commission

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INTRODUCTION

The following guidelines' purpose is to give owners, residents and contractors a clear idea of what the Rockton Historic Preservation Commission (RHPC) generally considers acceptable when making exterior improvements to local landmarks and structures within a historic district. For general rehabilitation guidance, please see the Village's separate document on maintaining historic structures.

To protect that visual evidence of its past, the Village of Rockton enacted its first historic preservation ordinance in 2015. To make designation by the Village meaningful, it brings with it the requirement that **anyone wanting to make exterior changes to any of these properties must first obtain a Certificate of Appropriateness (COA) from the Rockton Historic Preservation Commission (RHPC)**. This is a statement signed by the RHPC Secretary verifying that the RHPC has reviewed and approved a request to alter or demolish any improvement on a landmark site or within a local historic district. A COA must be obtained before any building permits or a zoning clearance will be issued. COAs are required whenever any change in design or materials is proposed for any structure within a historic district or on a landmark property designated by the Village of Rockton when that change is visible from the public right-of-way (which includes the Rock River). This includes demolition, new construction and additions.

A COA is not required for ordinary maintenance when such maintenance does not result in a change in the material and/or design of whatever is being maintained, or when proposed changes are not visible from a public right-of-way.

"Change" means a change from the structure's current condition. For example, if you have a house with an asphalt shingle roof and want to return to what was originally on your house, a slate roof, you will need a COA. If you simply want to replace it with a matching asphalt shingles, then you do not need a COA.

Once you obtain a COA, you must still obtain all the usual approvals, primarily a building permit from Winnebago County Building Department. Most likely, this will also require zoning clearance approval from the Planning & Development Administrator prior to the building permit being issued by the County.

Steps for Obtaining a Certificate of Appropriateness

1. Receive application from the Planning & Development Administrator, Rockton Village Hall, 110 E. Main Street, or from the Village of Rockton website, www.rocktonvillage.com.
2. Verify the next RHPC meeting with the Planning & Development Administrator.
3. Review the application form instructions to see what documentation is required for your project.
4. Submit your application along with the required documentation a minimum of two weeks prior to the RHPC meeting.
5. **Attend, or a representative with permission to act on your behalf, the RHPC meeting to answer any questions that may arise about your project.**

I. SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The Rockton Historic Preservation Ordinance refers to the Secretary of the Interior's Standards for Rehabilitation. These are very general standards that the RHPC, and most other preservation commissions across the country, use as a basis for their decisions. These general standards read as follows:

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will 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 elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment will be unimpaired.

Because these standards are so general, and because they do not address many of the specific issues that the RHPC deals with regularly (such as decks and fences), they can be difficult to apply in many situations. To ensure that everyone - RHPC members and property owners alike - has an equal understanding of what standards are applied here in Rockton, the RHPC has prepared the following set of guidelines. They have as their basis the Secretary of the Interior's Standards listed above and input from the diverse knowledge base of the RHPC.

II. ROCKTON'S LOCAL LANDMARKS AND LOCAL HISTORIC DISTRICTS

As of the publication of this document, the Village of Rockton has 2 individual landmarks. Reasons for designation vary, but the following provides a summary of the significance of each.

ROCKTON'S LANDMARKS

1. **203 W. Franklin Street, Hopkins House:** Built between 1849-1855; classic example of the Federal – Greek Revival Transitional architectural style. Home is included in the 1974 State of Illinois Survey and listed on the National Register of Historic Places as a contributing element.
2. **529 Green Street, Rockton Township Historical Society Museum:** Built in 1850 in the Greek Revival hip-roof style; one of the oldest surviving buildings in Rockton and one of only a few surviving grout construction homes in Rockton.

ROCKTON'S HISTORIC DISTRICTS

As of the publication of this document, there are no approved local historic districts within the Village of Rockton.

III. GUIDELINES FOR ALL DESIGNATED PROPERTIES

MAINTENANCE & REPAIR

Rockton's ordinance requires that all historic structures receive reasonable care, maintenance and upkeep appropriate for their preservation, protection, perpetuation or use. The types of indicators of inadequate maintenance include:

- Peeling paint on major portions of the structure;
- Scaffolding left up past the end of a construction season;
- Absence or poor condition of exterior building materials and foundation;
- Evidence of water damage;
- Broken or boarded up windows and/or doors;
- Presence of fallen trees or limbs, abandoned vehicles or debris on the site;
- Masonry repair; or
- Failure to repair fire damage in a timely fashion.

The intent of this portion of the ordinance is twofold. First and foremost, it is designed to protect Rockton's historic resources and prevent what is known as demolition by neglect. This occurs when a structure is neglected to the point where the Village would have no alternative but to allow its demolition. It's also intended to protect the frequently substantial investments that people have made in their landmarked property or property within a historic district. Even the best maintained structure will suffer in value if the one next to it shows serious signs of neglect.

GUIDELINES FOR THE SITE & SETTING

The relationship between a historic building and its environs is important in defining the overall historic character of the building and the surrounding area. In some cases, layout or design of the district as a whole may play an important role in defining the character of the district.

STREETS & SIDEWALKS

A variety of surfaces have been used to construct roads, streets, alleys and sidewalks. Local streets have been built of everything from cedar blocks to today's concrete and asphalt. Significant historic materials help lend a sense of character to a site, street or district.

Guidelines for streets

- Significant historic paved surfaces should be retained/maintained.
- Significant historic sidewalk, curb and street patterns, and paving materials should be retained / maintained / reestablished.
- New paved surfaces should not be visually dominant, intrusive or suggest a false sense of history.
- Street widths within historic districts should not be increased unless there are compelling safety reasons for doing so.

Guidelines for sidewalks

- Sidewalks should be smooth concrete that matches any original sidewalks that may exist in details, dimensions and placement. Other materials that may be acceptable are brick pavers, or pavers that replicate brick.
- Aggregate or pebble-surfaced concrete are generally not appropriate materials for sidewalks in visible areas. Sidewalks made of asphalt are not acceptable.

ACCESSORY BUILDINGS, INCLUDING GARAGES

Early garages were typically single-bay structures located in the rear yard at the end of the driveway or off the alley. Early storage buildings and sheds were usually small frame structures sited toward the back of the rear yard and were generally not visible from the street.

New secondary buildings such as garages and sheds should be simple in design and sited in traditional locations. Construction materials should be like those of the primary dwelling.

Guidelines for existing garages, carriage houses and outbuildings

- Those that contribute to a property's historic character, or are original to the property should be preserved and maintained. Original features should be repaired to match the original.
- Those that are original to a property should not be moved to another part of the lot.
- Original doors should be maintained to the greatest extent possible, but may be retrofitted with modern hardware and custom garage door openers. If doors must be replaced, the new doors should be as similar to the original design as possible in appearance.

Guidelines for construction of new accessory buildings

- Do not locate accessory buildings in front or side yards.
- New accessory buildings should be detached from and smaller in scale than the main building.
- New construction should be simple in design but reflect the general character of the associated dwelling. For example, a garage should have the same type of roof (e.g., gabled) as the main building.

- New accessory buildings should be built at traditional locations for outbuildings in the district.
- These are usually at rear lot lines, adjacent to alleys, and at the rear of a dwelling.
- The exterior material should match that of the main building if it is visible from the right-of-way. An exception may be made if the main building is brick, stucco or stone; then wood or synthetic siding may be used as an alternative on the garage or shed.
- Windows should be similar in material and design to those on the main building; service doors should be like rear or service doors on the main building.
- Prefabricated accessory buildings may only be used where they will not be substantially visible from the public right-of-way.

DRIVEWAYS AND PARKING AREAS

Rockton's historic structures were largely developed in the days of horses and horse-drawn vehicles and the early days of the automobile. Some streets were laid out with rear alleys to provide access to barns, carriage houses and sheds. These buildings were generally located directly adjacent to these alleys. With the rising popularity of the automobile, many of these original outbuildings were either replaced with or converted to garages. Today, vehicular access to Rockton's historic dwellings is by driveways off the street. The addition of garages and parking places in areas other than rear yards is thus not consistent with traditional streetscape design.

Guidelines for driveways and parking areas

- When adding new driveways, match the spacing, width, configuration and materials of existing driveways along the same block.
- Locate new driveways so that minimum alteration to historic site features, such as landscaping, walkways and retaining walls, is necessary. New driveways or parking areas should not directly abut a principal structure.
- Driveways in the front or side yards should be of brick, concrete or concrete tracks (narrow strips). Textured concrete or asphalt designed to look like brick pavers are also acceptable.
- Parking lots on vacant lots between buildings should align edge landscape screening with the front facades of adjacent buildings.
- In lighting parking areas, follow the guidelines on page 10 for exterior lighting.

FENCES, WALLS & RETAINING WALLS

The RHPC reviews applications for new fences according to the appropriateness of their design, materials, size, details and, in some cases, color, as well as the appropriateness of their location and height. A site plan locating the fence and a scaled drawing or photograph of any proposed fencing are also required.

In selecting the type of fence to install, remember that fences are an extension of the architecture of the building on the site. Your fence should relate to the size and scale of the building as well as the period in which it was built.

Sometimes it's necessary to use fencing for other than decorative purposes, such as marking boundaries, privacy or security. Fencing for utilitarian purposes sometimes requires using materials which are not of the period or character of the house or business. Non-conforming fencing materials may be considered for use in the rear yard.

Retaining walls made of various types of materials can be found on historic properties. Some are of concrete construction and were built at the same time as the building on the property. New retaining walls must be reviewed by the RHPC if they are visible from the public right-of-way.

Guidelines for existing fences and walls

- Retain and preserve:
 - Any original fences or walls;
 - All architectural features that are character-defining elements of original fences or walls, including gates, stone pillars, hardware, and decorative pickets; and
 - Historic fence and wall material whenever possible. If replacement is unavoidably necessary, use new material that matches the historic material in composition, size, shape, color, pattern, and texture. Consider substitute material only if the original material is not technically feasible.
- If replacement of a fence or wall element is unavoidable, replace only the deteriorated element, matching the original in size, scale, proportion, material, texture and detail.
- Do not apply paint or other coatings to unpainted wall or fence materials that were not historically coated. An exception may be made for existing chain link fencing.

Guidelines for new fences and walls

- Base the design for a new fence or wall on accurate documentation of a historic fence or wall on a similar property, or create a new design compatible with the historic character of the building and district.
- Picket fences are not meant to serve as privacy fences, so new ones should be at least 50% open (space between the boards = the width of a board). They should be made of wood and finished in a color in keeping with the house.
- Don't add elements or details to a fence or wall to create a false historical appearance.
- Acceptable materials for new fences are painted or stained wood, and cast or wrought iron.
- Chain link, louver, split rails, concrete block, basket weave, horizontal board, stockade and shadowbox design fences are generally not acceptable within historic districts or on landmark sites where the fence would be visible from a public right-of-way. Where chain link is allowed, it should be either painted or vinyl coated in dark brown, dark green or black.
- Traditional plantings such as hedges and shrubs are acceptable as alternatives for fences in historic districts.
- Retaining walls intended to serve a structural purpose should be designed by a qualified engineer or architect to ensure that wind loads, grade changes and foundation requirements are properly accommodated.
- New walls should be of concrete or in stone designs such as cut stone, random rubble, course rubble, or cobblestones. Retaining walls of brick are less appropriate, but may be allowed.
- New walls of timbers, railroad ties or artificial stone should not be constructed in front yards.

LANDSCAPING

Trees, bushes, flowers and ground coverings have a strong visual impact on a property. Natural landscape materials add color and texture to a yard, while at the same time providing pleasure, shade and privacy. Significant elements of the landscape, such as grassy lawns, mature trees, hedges, foundation plantings, fences, walls ground cover, should be retained. When new trees and bushes are planted, they should be

placed where they will not infringe on the building or on other plant materials when they reach mature size. Balance and proportion should also be considered. The RHPC will review landscape plans for properties in historic districts and landmarks when requested.

A COA is also required for any landscaping improvements that include physical improvements other than plant materials and viewable from the public right-of-way. This would include such things as retaining walls, changing the grade on a site, berms and planters. Guidelines for these are as follows:

- Grade changes and berms should generally be avoided on historic properties. In addition to changing the visual character of the property, they may also result in damage to the structure, or erosion and drainage problems on the property or the one next to it.
- Grade changes or berms should not result in the obscuring or concealment of a building, nor should they change the character of the streetscape or the relationship of buildings to their sites.
- Planters, if visible from the public right-of-way, should be of a design that would have been used at the time the building on the lot was constructed.

LIGHTING

The character of Rockton's landmarks and historic districts can be reinforced and even enhanced by the selection of appropriate exterior lighting. Warm-spectrum light sources and unobtrusive lighting fixtures are recommended. Lighting levels should provide adequate illumination for safety concerns, but should not detract from or overly emphasize the building or the site.

All proposals for new exterior lighting fixtures that would be visible from a public right-of-way, including the introduction of porch and entrance lighting fixtures and security lighting, require a COA. The compatibility of proposed exterior lighting and lighting fixtures is assessed in terms of design, material, use, size, scale, color and brightness. Review of proposals for exterior lighting may require a scaled drawing or site plan. For post-mounted fixtures, the following information may be required: the location and height of each pole; the number of light fixtures to be located on each pole; the type and wattage of all lamps; the area to be illuminated; and the aiming angle of each light fixture.

Guidelines for exterior lighting

- Preserve and maintain fixtures original to the building or site.
- Fixtures introduced to the exterior of a structure should be compatible with the style, scale and period of the structure.
- Security lights, flood lights and foot lights should be small, simple in design, and their number kept to a minimum where readily visible.
- Use directional lighting to avoid spilling light onto adjacent properties.
- Screen facade lights from public view.
- Do not introduce or remove exterior lighting fixtures that would alter the historic or architectural character of the structure, the property or the historic district.
- Small, landscaping bollard lights aren't original to historic properties and should not be used.

GARBAGE COLLECTORS

Garbage collectors (Dumpsters) should not be visible from the right-of-way.

OUTDOOR MECHANICALS

Outdoor mechanicals such as air conditioners should be located as inconspicuously as possible to the rear of the building. They should not be visible from the right-of-way and landscaped if possible.

SATELLITE DISHES & ANTENNAS

Satellite dishes have become common additions to both residential lots and nonresidential buildings. These are the types of things that become problematical in historic districts or on landmark sites. They clearly are not historical in character or appearance, but they have become common features in modern life, not unlike garages.

Guidelines for satellite dishes and antennas

- Ground-mounted dishes or antennas should not be installed in front yards or in readily visible side yards, nor should they be installed at readily visible rooflines.
- Ground-mounted dishes or antennas should be mounted as low to the ground as possible and screened by landscaping or fencing.
- Dishes or antennas should be as unobtrusive as possible in color and placement location.
- Rooftop dishes or antennas must be installed to avoid damage to the roof covering. When they are removed, the roof covering must be appropriately repaired to maintain weather and water tightness.

YARD FEATURES

Substantial yard structures such as pergolas, gazebos, sculptures or fountains may be appropriate in some locations. Designs for these should be based on historic designs appropriate for the building's period of construction. Wood construction should be used rather than brick, concrete, metal or glass.

SWIMMING POOLS

The installation of in-ground or aboveground swimming pools in rear or side yards is acceptable if they are effectively fenced or screened from view. Fencing or screening around pools must receive a COA from the RHPC.

GUIDELINES FOR NEW CONSTRUCTION

The focus of design guidelines for new construction is on ensuring the compatibility of the new with what already exists in the immediate vicinity. Compatible means reinforcing typical features that buildings display along the block such as spacing and orientation of buildings, similar roof forms, materials, window and door sizes and placement, porch size and location, and foundation heights. However, compatible does not mean replication; compatible contemporary designs rather than historic duplications are encouraged.

The following site elements of any new construction should be consistent with those of existing buildings along the block on which the building is to be located:

- The front and side yard setbacks;
- Orientation of the proposed building's front elevation to the street; and
- Location and design of all site features and secondary structures, including garages, fences, walls and landscaping masses.

Similarly, the following building features should be compatible with those of existing buildings on the block:

- The height of any new buildings should not vary more than 10 percent from the average height of existing buildings on the block.
- The ratio of height to width of the proposed building's front elevation;
- Roof shape and pitch;
- The proportion, shape, position, location, pattern and size of windows and doors;
- Location and proportion of porches; and
- Predominant material.

Overall, any new construction should not copy from historic buildings but should be compatible with them in height, proportion, roof shape, material, texture, scale, detail, and color.

GUIDELINES FOR DEMOLITION

Since demolition is an irreversible step, it must be carefully evaluated before being allowed. Demolition of a structure alters forever the character of the site on which it is located; it may also alter the character of a larger area, depending on its size and historical significance. For this reason, demolition of a structure in a historic district or on a landmark site should only be considered as a last alternative when all other avenues have been exhausted.

Demolition is not permitted within historic districts or on landmark sites unless one of the following conditions exist:

1. The demolition request is for an inappropriate addition, a nonsignificant portion of a building, or a nonsignificant accessory building or buildings which are significant as determined by the RHPC.
2. The demolition request is for a noncontributing building and the demolition will not adversely affect the character of the district.
3. The building official of the Winnebago County certifies that demolition is required by the public safety because of an unsafe or dangerous condition.
4. A Certificate of Economic Hardship allowing the demolition is obtained.

If demolition is approved by the RHPC, then the following guidelines apply:

- Make a permanent record of any significant structure before demolition occurs. The record shall consist of photographs taken just before demolition takes place, and any other documents, such as drawings, that may exist that describe the architectural character and special features of the building. The RHPC determines on a case-by-case basis the precise documentation of a specific building that is required and the person who is responsible for producing the documentation. The documentation must be submitted for review by the RHPC before the demolition permit may be granted. The record is retained by the Village of Rockton.
- Work with the RHPC to identify salvageable materials and potential buyers or recipients of salvaged materials. The removal of all salvageable materials before demolition is encouraged, and may be required, depending on the significance of the building.
- Submit a site plan showing proposed landscaping and any other site development to be completed after demolition. A demolition permit will not be issued until such a site plan has been reviewed and approved by the RHPC.
- Clear the structure quickly and thoroughly.

- Stabilize the site with grass / landscaping or appropriately maintain it until it is reused. If the site is to remain vacant for over one year, it should be improved to reflect an appearance consistent with other open areas in the district.

GUIDELINES FOR MOVING BUILDINGS

Moving contributing structures from their historic site to a different location or site outside a district should only be considered as a last resort to avoid demolition. An application for moving a building onto a lot within a historic district should include not just information about the building to show how it is compatible with its neighbors, but also how it will be situated on the lot. The application should also show any other features that will be on the lot, such as driveways and garages.

- Moving a building into a locally designated historic district may be acceptable if it is compatible with the district's architectural character through style, period, height, scale, materials, setting and placement on the lot.
- Moving buildings that contribute to the historic and architectural character of a district out of the district should be avoided unless demolition is the only alternative. The first choice for relocation in this case should be to another lot within the historic district. If one is not available, then relocation outside the district will be considered.
- Moving buildings such as garages or other outbuildings from one location to another on the same lot is acceptable if the relocation is not readily visible or if it can be shown that the new location is more historically correct than the initial one.
- Before moving a building:
 - Document original site conditions using photographs and other written or graphic materials such as site plans to record the original setting.
 - Assess the structural condition of the building to minimize damage during the move.
- Work with contractors experienced in successfully moving historic structures.

IV. GUIDELINES FOR REHABILITATION OF AND ADDITION TO RESIDENTIAL BUILDINGS

EXTERIOR WALL SURFACES

A building's historic character derives from a combination of its design, setting and materials. In virtually every building, historic or not, the walls form the single most visible feature. The form, materials and details of these exterior walls contribute greatly to a building's historic quality. Their pattern, texture, color and detail give distinctiveness and scale to these buildings, sometimes with the added help of architectural details such as corner boards, brackets and quoins. For these reasons, it is important to retain or restore to the greatest extent possible original materials and features on Rockton's historic structures.

WOOD SIDING

Wood is a traditional building material with good insulating qualities that lasts indefinitely if maintained properly. Original wood siding, trim and details should be retained and preserved as well as all wooden

features that are character-defining elements of a historic building, such as shingles, brackets, cornices, balustrades, columns, pediments and architraves.

The RHPC does not endorse the residing of structures with a material other than what was used originally. It is the policy of the RHPC that the original fabric of the building should be repaired or replaced where necessary with the original building material.

Guidelines for use of synthetic siding on existing buildings

- Avoid applying synthetic siding. In addition to changing the appearance of a historic building, synthetic siding can make maintenance more difficult because it covers up potential problems that can become more serious. The underlying wood may be exposed to an increased amount of deterioration due to entrapped moisture, deterioration that you won't be able to see. And siding, once it fades, needs painting just as frequently as wood. In addition, aluminum siding is vulnerable to denting, and partial replacement may be impossible if the manufacturer changes the design or color specifications of his siding.
- Remove synthetic siding and restore original building material, if possible. If this is not possible, for example if the original siding is gone or deteriorated to the point where it would have to be replaced, then synthetic siding may be considered.
- If a decision is made to use synthetic siding, it should be used only on buildings the RHPC determines to be noncontributing or of lesser architectural importance, or buildings constructed after 1950 (when aluminum siding became generally available). In these cases, the siding should match the size, type, style and surface appearance of the original material as closely as possible. Ensure that any moisture, rot, or infestation problems are corrected before covering up these areas with synthetic materials. Decorative elements, trim, features, and special surfaces should be retained when adding synthetic siding. Strong consideration should be given to retaining the original materials on the primary elevations of the building and using synthetic siding only on secondary elevations.
- Approval for synthetic siding requires completion of a special application form which includes the following information:
 - The property owner must submit a signed letter stating in detail the intent and scope of the proposed use of synthetic siding. The letter should identify any deterioration or problems occurring relative to the existing siding. If known, the cause and extent of the deterioration and any steps taken to resolve those problems should also be clearly stated.
 - The property owner or contractor must submit a detailed written description (including drawings and photos) of exactly how all the proposed residing materials and trim cladding are to be installed. This should include an explanation of the method of installation and the type of underlayment used so as to prevent moisture buildup behind the new siding. Material and color samples are to be submitted with this written description.

The RHPC recommends that the owner and a representative of the contractor be present at the meeting when the COA is reviewed. It is likely that the contractor's representative will be questioned in detail as to the proposed method of installation.

MASONRY

Masonry includes such things as brick, stone, terra cotta, concrete stucco, tile and mortar. It is used on cornices, pediments, lintels, sills and decorative features as well as for wall surfaces. Color, texture, mortar joint type, and patterns of masonry help define the overall character of a building.

Masonry surfaces are relatively long lasting and require little maintenance. The most common cause of deterioration in masonry is moisture, which can in turn be compounded by use of an

inappropriate mortar mix when making repairs. If water can enter the wall, the roof or the foundation through loose masonry joints or cracks, it will cause additional damage as it works its way through the structure. Typically, mortar joints deteriorate slowly over a period of years because of exposure to the elements. This deterioration allows moisture to penetrate brick walls or foundations. Heavy soiling or vegetation that allows moisture to remain on a masonry surface contributes to the deterioration of masonry.

Guidelines for other types of masonry repairs

- Repair damaged masonry features if possible by patching, piecing in, or consolidating to match the original instead of replacing an entire masonry feature.
- Repair stucco by removing loose material and patching with a new material that is similar in composition, color and texture.
- Patch stone in small areas with a cement-like material which, like mortar, should be weaker than the masonry being repaired and should be mixed accordingly. This type of work should be done by skilled craftsmen.
- Use epoxies for the repair of broken stone or carved details. Application of such materials should be undertaken by skilled craftsmen.
- Generally, leave unpainted masonry unpainted. A COA must be obtained before unpainted masonry can be painted.

ROOF REPAIR AND REPLACEMENT

One of the most important elements of a structure, the roof serves as the "cover" that protects the building below it from the elements. Good roof maintenance is critical not just for the preservation of the roof, but for the preservation of the structure as a whole.

The protective role of roofs requires attention to the integrity of the roofing material - especially where changes in roofing planes or penetration of a chimney or a dormer interrupts the roofline – as well as continuing maintenance of all gutters, downspouts, flashing and coping. Concealed, or built-in, gutters require routine monitoring and maintenance to avoid damage from unseen leaks in their decorative cornices. Roof and soffit vents facilitate the drying of wet attic or soffit areas caused by leaks or condensation.

Guidelines for roof repair and replacement

- Retain and preserve:
 - The original shape, line, pitch and overhang of historic roofs.
 - All architectural features that are character-defining elements of the roof, such as cupolas, chimneys, dormers and turrets.
 - Historic roofing material whenever possible. If replacement is necessary, match original materials as closely as possible in composition, size, shape, color, pattern and texture.

- Locate roof ventilators, antennas, skylights and solar collectors on non-character-defining roofs or inconspicuously on rear slopes where they will not be visible from the street. They should not be located on front or street elevations.
- Do not introduce new roof features, such as skylights, vents and dormers, if they would diminish the original design of the roof or damage historic roofing materials or features.
- Do not to paint or apply coatings to roofing materials that were not historically coated.
- Generally, it is not appropriate to replace concealed, or built-in, gutters with exposed gutters. If new gutters and downspouts are needed, install them so that no architectural features are damaged or lost.

CHIMNEYS

Chimneys are a common element of older homes in Rockton with some featuring decorative brickwork or designs which form part of a building's architectural character.

Guidelines for chimneys

- Chimneys should not be removed or altered if original.
- If a chimney requires rebuilding, it should be rebuilt to match the original design, including banding details, corbelling and patterned masonry. In the absence of any documentation of the original, replacement chimneys should be in keeping with the chimney design of the period and the architectural style of the house.
- Chimneys should not be covered with stucco or other materials if they have never been covered in this way before.
- Additional chimneys must match existing ones in material and basic design.

DORMERS

Dormers are generally added to provide space, light and ventilation to the attic, thus making them a functional part of the house. They are most easily characterized by their roof shapes, the most common in Rockton being gabled, shed and eyebrow dormers.

Guidelines for existing dormers

- Maintain existing dormers unless you can show that they were not part of the original structure and that they have not become significant parts of the design of the structure, or of its history.
- Retain / maintain original dormer size, shape and placement.

Guidelines for new dormers

- Match the original architectural style and materials of the structure.
- Locate new dormers so as to preserve the original balance and massing of the structure.
- New dormers should be compatible with existing ones in proportion, slope and design.

PORCHES

The functional components of porches and entrances, such as steps, balustrades and columns, embellish historic buildings while providing scale and detail. However, be aware that because of their prominence, front porches were sometimes altered over the years to reflect more current architectural styles than the house.

Guidelines for porches

- Maintain and repair original porches where possible in their original design, with original materials and detailing. Retain and preserve all architectural features that are character-defining elements of porches, including piers, columns, pilasters, balustrades, rails, steps, brackets, soffits and trim. Appropriate maintenance includes:
- 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 period and architectural style.
- If new handrails are required for concrete staircases and steps by the Building Code during a renovation, the preferred approach is a simple metal handrail going up the center of the steps if the steps are wide enough.
- Porches on the fronts of dwellings should not be enclosed with wood, glass or other materials that would alter the porch's open appearance.
- 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.
- The material used for porch steps should match the flooring of the porch: 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.
- 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.
- Do not add new porches, entrances or balconies to primary elevations where none previously existed.

DECKS

Decks, which first gained popularity in the late 1950s and early 1960s, are common additions to older homes as alternatives to more traditional patios and terraces. However, they 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.

Guidelines for new decks

- Decks should be in inconspicuous areas, usually on the rear or least character-defining elevation of the original building, and they should be screened from public view.
- Construct decks so there is the least possible loss of historic fabric, and so they can be removed in the future without damaging the original structure.
- Construction of a new deck should not result in removal of significant features or elements of the building, such as a historic porch.
- New decks should not be made of standard treated lumber that is left unpainted, nor should railings be of plain 2 x 2s. Paint or stain decks in colors compatible with the color of the building.
- Deck railings should be similar in material, scale and detail to porch railings that would have been put on a porch on a house of similar architectural style at the time the home was built.
- Vertical elements, such as railings, should be painted so as to be compatible with the main structure; decking may be stained, or it may be painted to match the railings.

- The height of the deck should be aligned with the floor level of the building. If applicable, install compatible skirt boards and, where appropriate, painted lattice panels to screen deck framing.

HANDICAPPED ACCESS

Ramps are probably the most commonly used means of making an entrance accessible. Given the foundation height of most older buildings, especially homes, accessibility to the entrance via wheelchair is a common problem. These may require ramps over 20 feet in length. Introducing such a large feature on the exterior of a historic building without destroying or diminishing significant architectural features presents a clear challenge.

Guidelines for handicapped access ramps

- Ramps should be located at the rear or sides of structures where they will not be readily visible from the street. Ramps should be added in such a way that original historic materials are not removed and that the ramp construction is reversible.
- Ramps should be of wood construction in a simple traditional design and configuration, or designed to match the original porch railing in materials, dimensions, and detailing. Ramps should be painted to match the color of any porch railings or to match the overall paint scheme of the building.

WINDOWS AND DOORS

Windows and doors, by their proportion, shape, positioning, location, number, pattern and size can contribute significantly to a building's historic character and are particularly indicative of stylistic periods.

MAINTENANCE AND REPAIR

With routine maintenance and repair, original wooden windows and doors can be preserved. Windows become less weatherproof and energy efficient as the caulking and glazing putty that seal the glass panes within the wooden sash dry and crack apart. Weather-stripping around a sash or a door can deteriorate over time and need replacement. Wood itself must be protected from moisture and ultraviolet light by paint or protective sealers.

Preserving original windows and doors is always more desirable and generally less expensive than replacing them. Frequently, repair or replacement of only the damaged portion of the frame, sash, sill or threshold will eliminate the problem. A number of wood consolidates on the market can restore a section of rotten or damaged wood.

If total replacement of a window or door is necessary, a unit should be used that matches the original in dimension, configuration, material and detail. Replacement units should never require alteration of the original door or window opening. If double glazing in a new unit is desired for energy efficiency, it is not appropriate to compromise the architectural character of the building by choosing snap-in muntins in place of true divided lights.

DOORS

Doors, the hardware on them and the door surrounds combine to make an immediate impression on anyone entering or just viewing a dwelling for the first time. For that reason, as much of the original door and its various parts as possible should be preserved and maintained.

Guidelines for exterior doors visible from the right-of-way

- Original doors and/or door features such as surrounds, sidelights and transoms should not be removed or altered. The original size of the door opening should not be changed.
- New door designs should not replace original doors at the front entrance or at side entrances that are readily visible from the street.
- Doors which are missing on the front or on readily visible side facades should be replaced with new doors appropriate for the style and period of the building. Replacement doors should be similar to the original in style, materials, glazing and lights. If you're not sure what would be appropriate, call the RHPC office and the staff will be happy to help you out. NOTE: Metal doors are generally considered inappropriate on historic buildings.
- Doors should not be added where they did not originally exist. If, however, new doors are needed to meet safety codes or to enhance the use of the property, they should be added at the rear or sides of buildings where they would not be readily visible and where they would do minimal damage to the historic fabric of the building.
- New doors should be compatible with existing units in proportion, shape, positioning, location, pattern, size, materials and details.

SCREEN AND STORM DOORS

Screen and storm doors can be appropriate for historic dwellings if they do not block the visibility of historic doors. Storm doors can help lower energy costs and should be full-view design or have minimal structural framing.

Guidelines for screen and storm doors

- Screen and storm doors should be correctly sized to fit the entrance opening without changing the size of the original opening.
- Screen doors should be preserved and maintained if original.
- New screen doors should be wood and full-view or with structural members aligned with those of the original door.
- Storm doors should be full-view design or have minimal structural framing. They should be made of wood, but aluminum doors with baked-on enamel or anodized finish in colors complementary to the building are acceptable.

SECURITY DOORS

Security doors have the appearance of storm doors but function differently because of much stronger construction. Security doors are non-historic additions to buildings. Their addition on the rear or sides of buildings which are not readily visible is acceptable.

Guidelines for security doors

- As with storm and screen doors, security doors shall be correctly sized to fit the entrance opening. Door openings should not be changed for new door installation.
- Security doors are less appropriate for the front entrances of buildings than at the rear and side facades that are not readily visible from the street. Security doors added to the fronts of buildings should be full view design or have minimal structural framework to give the historic door behind it maximum visibility, and to give the appearance of a storm door.

- Ornate security doors with extensive grillwork or decorative detailing are not appropriate for entrances on the fronts of buildings.

WINDOWS

Windows add light to the interior of a building, provide ventilation, and allow a visual link to the outside. They also play a major role in defining a building's style. Because of the wide variety of architectural styles and periods of construction within Rockton's historic districts and landmark properties, there is a corresponding variation of styles, types and sizes of windows.

Guidelines for windows

- Retain and preserve the number, location, size and glazing patterns of original windows wherever possible, as well as unique features such as curved or bent glass, stained glass, leaded glass, and unusual shapes.
- Retain original windows if possible.
- Uncover and repair covered-up windows where they have been blocked in. If the window is no longer needed, the glass should be retained and the back side frosted, screened or shuttered so that it appears from the outside to be in use.
- It is preferred that existing damaged or deteriorated window frames and sash be repaired rather than replaced. The RHPC may approve the use of custom formed panning covers to cover deteriorated wood.
- Replace windows only when they are missing or beyond repair. When replacing windows, follow these guidelines:
 - Retain the dimension of the original window. If the window has been partially covered or blocked in some way, return to the original size. If an interior ceiling must be dropped below the full height of the window, provide a setback in the ceiling design to allow the full height of the window opening to be preserved.
 - The recommended replacement is a window that matches the original in material and design. Windows of anodized aluminum or aluminum with baked-on enamel are acceptable at the rear or sides of dwellings which are not readily visible from the street.
 - Windows that are originally of steel or aluminum should be repaired with materials to match the original. If repair is not feasible, replacement should be with new windows that match the original as closely as possible in materials and dimensions.
 - When replacing windows with true divided lights, do not use snap-on or flush muntins. True divided muntins should be used to retain the historic appearance.
- Do not change the number, location, size or glazing pattern of windows by cutting new openings, blocking in windows or installing replacement sash that does not fit the window opening.
- Windows with decorative glass which are not original to the building should not be added to primary facades or to secondary facades where they would be readily visible.
- Double glazing may be acceptable if the muntin widths and profiles match the original.

Guidelines for storm windows, screens and security windows

- They should not damage or obscure the windows, nor should they cover historic trim or molding.
- They must match the size and overall design of the window.
- Gothic and curved head windows may not have horizontal muntins or divisions added to the sash to accept standard rectangular storm windows.

- Wood storm windows are most energy efficient and most appropriate for historic wood windows.
- Screens for storm windows may be half or full frame design. A wood screen frame is preferable over an aluminum screen.
- Aluminum or vinyl clad storm sash may be allowed if it is painted or has a baked-enamel finish in a color appropriate to the color of the building.
- The installation of security windows on the fronts of buildings is discouraged; however, they may be installed if they are full-view design.
- Window bars should not be added to windows that are readily visible from the street. However, they may be allowed on the rear or sides of buildings that are not readily visible from the street.

SKYLIGHTS

Skylights are often used to help create usable space in upper floor areas or attics. Their installation is acceptable if they are placed on rear rooflines, behind gables or dormers, or at other roof locations not readily visible from the street. Skylights which are flush with the roofline or lay flat are more acceptable than those with convex or bubble designs.

SOLAR COLLECTORS

As a non-historic addition, solar panels should be sited at rear rooflines or at freestanding locations adjacent to a dwelling. They are not allowed in locations visible from the public right-of-way.

ADDITIONS

Additions to historic buildings should not visually overpower the original building, compromise its historic character, or destroy any significant features and materials. The integrity of the original building can usually be maintained by placing additions on inconspicuous elevations and limiting their size and height. It is important to differentiate the addition from the original building so that the original form is not lost. While an addition should be compatible with the original building, it should not be indistinguishable from the original - it should be possible to tell what's new from what's old. And finally, as with any new construction project, the addition's impact on the site in terms of loss of important landscape features must be considered.

Guidelines for additions

- An addition should be located at the rear of the building, not on the front or other readily visible areas, and should impact the exterior walls of the original building as little as possible.
- An addition should be smaller and simpler than the original in scale, design and placement. It should not visually overpower the original building.
- Ensure that character-defining features of the original building are not obscured, damaged or destroyed in constructing an addition.
- Design of the addition should be in keeping with the original building's design, roof shape, materials, and color. Size, proportion and placement of windows and doors should be like those on the original building.
- Either reference design motifs from the original building or introduce a contemporary design that is compatible with the original building.
- Use materials that are compatible with the original building or that have a historical basis. For example, additions to brick structures were sometimes frame construction. Contemporary substitute materials, such as vinyl siding, are generally not acceptable unless they have already been used on the building or unless the main structure was built after 1950.

- Match the original in the amount of foundation that shows. Masonry mortar in the new foundation should match the original in joint width and profile.
- Do not imitate an earlier historic style or architectural period in an addition. For example, an 1880 Queen Anne style porch addition would not be appropriate for a 1920s bungalow.
- An addition should have the same floor to floor height as the original building.
- It should impact the exterior walls of the original building as little as possible.

V. GUIDELINES FOR REHABILITATION OF AND ADDITIONS TO NON-RESIDENTIAL BUILDINGS

BARRIER-FREE ACCESS

Owners of historic buildings can comply with the provisions of the Americans with Disabilities Act of 1990 (ADA) in a variety of ways. Possible ways of providing barrier-free access include installing an entrance ramp, widening entrances, and providing accessible parking spaces.

Guidelines for barrier-free access to nonresidential buildings

- Ramps for handicapped access should be:
 - Located at public entrances used by everyone whenever possible, preferably where there is a minimal change in grade.
 - Located to minimize the loss of historic features at the connection points - porch railings, steps and windows - and should preserve the overall historic setting and character of the property. Larger buildings may have below grade areas that can accommodate a ramp down to an entrance. Below grade entrances can be considered if the ramp leads to a publicly used interior space, or if the building has a public elevator.
 - Faced with materials compatible with the building, with acceptable choices being wood, brick or stone. Unpainted pressure-treated wood should not be used for ramps because it is not visually compatible with most historic properties.
 - Have railings that are simple in design, distinguishable from other historic features and that extend one foot beyond the sloped area.
 - Detailed with an appropriate edge and railing for wheelchair users and visually impaired individuals.
- Re-grading a site leading up to an entrance to render it accessible may be allowed if it would involve only a minor change in grade.
- Entryways may be widened by using the most appropriate of the following means:
 - Installing offset door hinges.
 - Installing an automatic door opener for a historic double door.
 - Replacing double-leaf doors with a single leaf off-center door and fixed side panel.
 - Widening existing doorway openings if no other option is feasible.

BUILDING FACADES

Very few historic nonresidential buildings retain their original facade. In some cases, such as some of the churches that are in historic districts, alterations may be minimal with changes to some windows and/or doors. In other cases, the original facade may be entirely covered making it virtually impossible to know what the building looked like when it was built. The general thrust of the following guidelines for nonresidential facades is to retain original materials and design where they exist, or to return them to what they were during the building's period of significance where they do not.

BASIC GUIDELINES

- Individual building facades visually shares the block with other buildings on that block, and any changes need to be viewed within that context. Storefronts, signs, windows, materials and colors all play a role in the successful design of each building. The way these individual elements on all the buildings on a block work together is critical.
- Usually, the best approach to renovating a building's facade is the conservative one. Simple renovations that respect the original design of a building can be classic in character and never go out of style.
- Building facades should create interest for the passerby at the street level. It's at this level that the pedestrian is most conscious of his surroundings.

MATERIALS

- Retain and/or restore original building materials whenever possible.
- If replacement is necessary due to removal, deterioration or damage to original materials, use materials to match those that were used originally as closely as possible. Do not use materials that were unavailable when the building was first constructed.

RHYTHM

The repetition of similarly positioned elements in building facades establishes the rhythm of a streetscape. These elements may be bays, pilasters, windows or doors of equal proportion or placement. Elements such as cornice lines or belt courses establish a horizontal rhythm in the streetscape. Every effort should be made to retain and/or restore those features that create rhythm on the facades of existing buildings.

MASSING

Where possible, the volume or mass of an existing building should be maintained unless previous changes have taken it out of context with its neighbors.

ROOFS

- Roof form must be consistent with the original style and construction of the building.
- Retain architectural features that give the roof its essential character. These include dormer windows, cupolas, cornices, brackets, and chimneys.
- If rooftop features such as solar panels or satellite dishes are to be installed, they should be located where they will be least visible from the street. They must also be installed to avoid damage to the roof covering. Satellite dishes may not display advertising in any form except for a six-inch square area displaying the name of the manufacturer or distributor.
- Whenever possible, the original materials of the roof should be restored or replaced with new material that matches the original as closely as possible in composition, size, shape, color and texture.

WINDOWS AND DOORS

- Retain original window and door openings if they have not been eliminated by past facade changes.
- Where openings have been partially or totally bricked in or closed off in some other way, they should be reestablished with the original dimensions.
- Replacement windows should be the same style and detailing as the originals.
- Raw aluminum should not be used in replacement windows. Extruded aluminum window mullions and frames should have a dark anodized finish.
- Do not remove existing lead, stained, prism or cut glass from existing windows or doors.

- New openings for windows or doors should not alter the scale and proportion of the building.
- Do not use inappropriate features such as aluminum insulating glass combinations that require removal of original windows and/or doors.

ARCHITECTURAL DETAILS

- Retain important architectural details such as decorative cornices, columns, and gargoyles.
- Do not add details that are not authentic or are from a different period than the building.
- If original features are missing, they may be replaced with accurate recreations based on pictorial, historical and physical documentation; or they may be replaced with a new design that is compatible with the size, scale, material, color and era of the building.

ADDITIONS TO NON-RESIDENTIAL BUILDINGS

- Additions should be compatible with the original building in scale, proportion and rhythm of openings, and size.
- Rooftop penthouses or additional stories should not be added unless they will not be readily visible from the street or other pedestrian viewpoints. Roof additions should be set back from the main facade.
- Use exterior materials that match those of the existing building as closely as possible.
- Build additions in such a way that they result in minimal removal of original walls and details from the rear or side of the building. Try to connect the addition with the original building through existing doors or enlarged window openings.
- Design additions so that foundation height and eaves lines generally align with those of the original building.

SIGNS

Signs are one of the most prominent visual elements on a street. Well-designed signs add interest, color and variety to building facades and streetscapes; poorly designed signs can cause visual clutter and be a major distraction from a well-designed storefront or converted residential building. Although signs should be clearly visible, they should be scaled to pedestrians, not automobiles, in historic districts. Signs that are simple and consistent in terms of size and location from one storefront to the next make it easier for pedestrians and drivers to locate businesses.

The design of all proposed exterior signs in a historic district or on a landmark site are subject to approval of the RHPC, and the provisions of Section 152.237 of the Rockton Code of Ordinances ("Signs").