



Naperville

Historic Sites Commission Design Guidelines

Guidelines for Structures located within the City of
Naperville's Historic District

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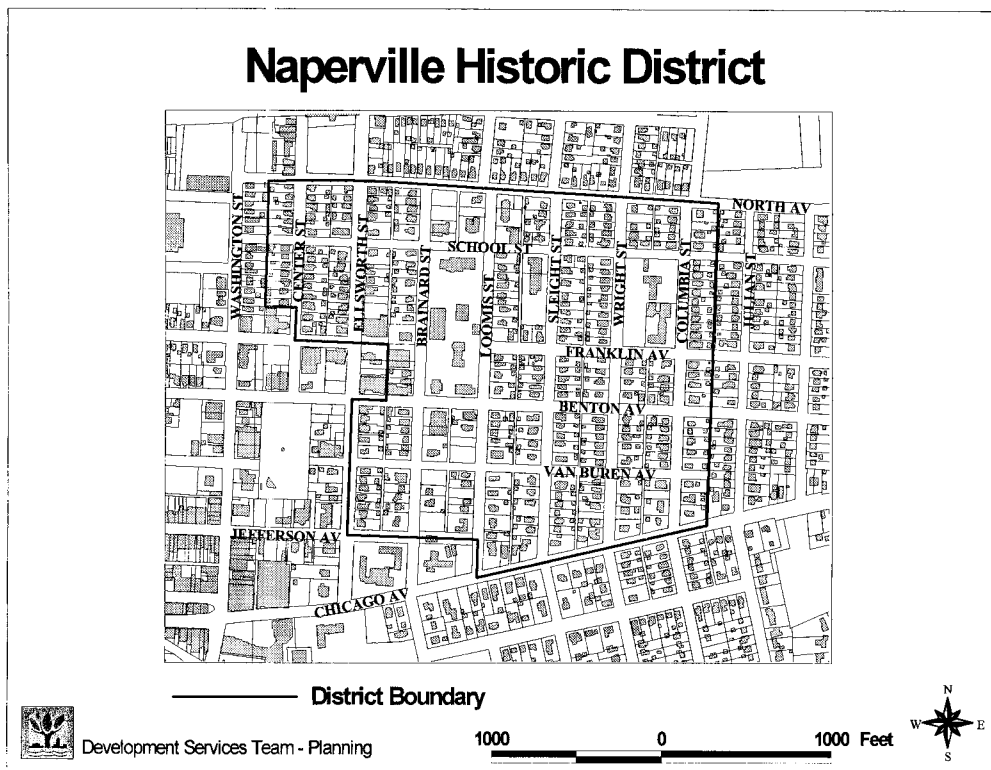
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Introduction

The Naperville Historic District

The Naperville Historic District was entered in the National Register of Historic Places in 1977 and was locally designated by the City in 1986. Approximately 400 properties are included in the local historic district. In addition, three other properties have been designated as individual landmarks. Various historical styles are found within the boundaries of the Historic District including Greek Revival, Gothic Revival, Italianate, Queen Anne, Richardson Romanesque, Neo-Classical Revival, Victorian, and Prairie Style. Locally designating this area has provided these properties more protection than can be provided through state or national landmarking alone.



Historic Sites Commission

The Historic Sites Commission is a board of nine members with expertise or interest in historic preservation or related fields. Members are appointed by the Mayor with City Council approval. The Commission consists of Historic District homeowners, local business owners, architects, a real estate agent, and a member of the Naperville Plan Commission. It makes decisions regarding alterations proposed for structures that are individually designated or are within the local historic district. If proposed alterations do not comply with these Design Guidelines, they will require that the Commission grant a Certificate of Appropriateness before work can commence. In addition, the Commission reviews applications for the landmarking of any structure throughout the City, for the creation of Historic Preservation Districts and for the demolition of any structure in the Historic District.

The Historic Sites Commission believes it is important to recognize Naperville's history by encouraging property owners to preserve the historic character of their properties. The Historic Sites Commission serves to support and assist Historic District property owners with these preservation efforts, which, in turn, enhance the historic character, the aesthetic appearance, and the property values of the Historic District. Prospective applicants are encouraged to attend a Historic Sites Commission meeting to familiarize themselves with the Commission and its procedures. They are also welcome to contact individual Commission members if they have questions regarding their proposals, or need suggestions on finding resources or references regarding historic preservation. However, it should be noted that an opinion expressed by an individual Commission member does not necessarily reflect that of the Commission.

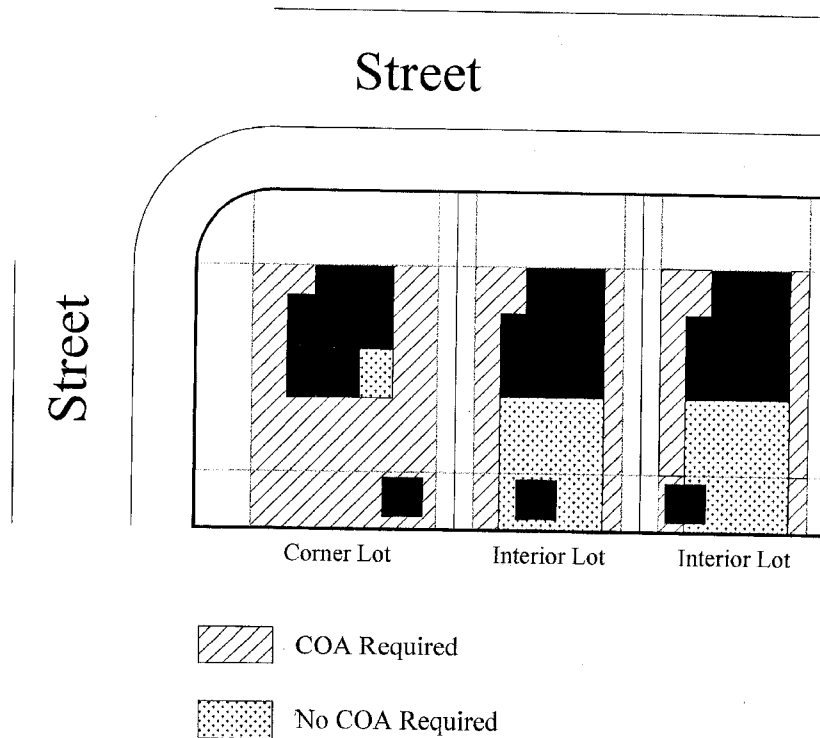
Purpose of the Guidelines

The purpose of the Design Guidelines is to clearly explain and assist property owners in determining when projects in the Historic District will require Historic Sites Commission review and approval. The Guidelines also serve to:

- Encourage the use of historically and architecturally sensitive design choices, particularly regarding exterior property maintenance and renovation, new construction, and demolition for individual landmarks or properties located in the Historic District
- Promote a public/private commitment for the protection and preservation of buildings and sites of historical and architectural significance in Naperville.

Certificates of Appropriateness

A Certificate of Appropriateness (COA) is a certificate authorizing plans for alteration, construction, demolition, or removal of an improvement which has been designated a landmark or which is located within an historic preservation district. COAs are required for alterations visible from the public right of way that do not follow the design guidelines enclosed herein. They are granted by the Historic Sites Commission. Public right of ways include streets but do not include alleys. It is important to note that landscaping does not exempt improvements from this visibility rule. The diagram below illustrates whether an alteration is visible from the public right of way.



It is required that the applicant complete an application furnished by the Planning Services Team with information such as the existing condition of the structure, proposed changes, and architectural drawings that include a description of building materials associated with these changes and the dimensions of the changes. There is no fee for filing the application. A COA is effective for 18 months. If the

approved work is not done within this time, the applicant will need to reappear before the Commission to apply for a new COA. A COA must be received prior to the issuance of a building permit. Below is a summary of when a COA is generally required:

Type of Work	COA Required	COA Not Required
Construction of New Buildings or Additions (see also page 8)	A COA is required for new buildings and additions if visible from the public right of way.	A COA is not required if work is not visible from the public right of way
Decks (see also page 10)	A COA is required if the deck is on the front side of the structure.	A COA is not required if the deck is in the rear yard and not visible from the corner street.
Demolition (see also page 10)	A COA and a public hearing before the HSC is required for the demolition of a principle or accessory structure that is visible from the public right of way.	A COA is not required for the demolition of a principle or accessory structure that is not visible from the public right of way. A COA is also not required if part of a structure is being demolished in order to accommodate an addition, unless Development Services Team staff determines that the portion being demolished is historically/architecturally significant.
Doors (see also page 12)	A COA is required if a replacement door is not architecturally consistent with the period or style of the home or if a door is to be placed in a location visible from the public right of way where there was no door previously.	A COA is not required for the ordinary maintenance of a door.
Fencing (see also page 14)	A COA is required if the proposed style of fence is not wood picket, cast iron, or wrought iron and is visible from the public right	A COA is not required if the proposed fence is wood picket, cast iron, or wrought iron, regardless of whether it is visible from the public

	of way.	right of way.
Garages and Outbuildings (see also page 15)	A COA is required for the construction of a new garage or outbuilding that is visible from the public right of way. A COA and a public hearing before the HSC is required to demolish a garage or outbuilding that is visible from the public right of way.	A COA is not required for the ordinary maintenance of a garage or outbuilding.
Graphics and Signage	A COA is required for all signs in the Historic District.	
Gutters (see also page 16)		A COA is not required for ordinary maintenance.
Landscaping (see also page 16)		A COA is not required for landscaping.
Painting (see also page 16)	A COA is required if the material being painted was not originally painted and is visible from the public right of way.	A COA is not required to paint material that was originally painted.
Porches (see also page 16)	A COA is required for any architectural change in porch style that is visible from the public right of way.	A COA is not required to construct a porch that is not visible from the public right of way.
Porch Fixtures	A COA is required if railings or other existing historic decorative elements are being removed or modified from a porch that is visible from the public right of way.	A COA is not required for flag brackets, house numbers, porch lights, mailboxes, or door hardware.
Rear Yard Improvements	A COA is required only if proposed work is visible from a public right of way.	A COA is not required if proposed work is not visible from a public right of way.
Roofs (see also page 17)	A COA is required for a change in style, type of material, or roofline.	A COA is not required for ordinary maintenance or direct replacement of roof material.
Siding	A COA is required for material that is not akin to original material of home, such as vinyl or aluminum siding.	A COA is not required if vinyl or aluminum siding is replaced with historic materials such as wood or clapboard siding.

Windows (see also page 19)	A COA is required for removal or replacement of windows, if the new windows are a change in style or size and are visible from a public right of way.	A COA is not required for ordinary maintenance of windows.
Window Air Conditioners (see also page 20)		A COA is not required for window air conditioning.
Window Awnings and Shutter (see also page 20)	A COA is required for a change in architectural style or installation of awnings or shutters where none existed before.	A COA is not required for the installation of awnings or shutters if they originally existed on the structure.

Certificate of Appropriateness Application Process

The following is a timeline outlining the process of applying for a COA:

No Public Hearing Required

- The application packet is picked up by the applicant from the Planning Services Team.
- Application materials are returned to the Planning Services TEam no later than eight days prior to the HSC meeting.
- The applicant attends the HSC meeting and presents the plan to the Commission. A decision regarding the COA is usually rendered by the Commission at the meeting.
- If a COA is granted, it will be mailed to the applicant after the meeting.
- If a COA is not granted, the applicant may appeal the Commission's decision to the Naperville City Council.

Public Hearing Required

- The application packet is picked up by the applicant from the Planning Services Team.
- The applicant must submit the application materials 30 days prior to the HSC meeting.
- The applicant sends a letter to surrounding property owners within 250 feet (excluding right of ways), which includes the HSC case number, the nature of the work request, and the date, time and place of the meeting. This letter must be sent 15-30 days prior to the public hearing. The applicant then provides a sworn affidavit to the City Clerk of notices sent to the surrounding property owners.
- The City Clerk publishes a Public Hearing Notice 15-30 days prior to the public hearing.
- The applicant attends the public hearing before the Historic Sites Commission and presents the plan to the Commission and the public in attendance. Public testimony is solicited. Following the public hearing, the Commission will hold a

business meeting to discuss the request and, in most cases, a decision will be rendered at the meeting.

- If a COA is granted, it will be mailed to the applicant after the meeting.
- If a COA is not granted, the applicant may appeal the Commission's decision to the Naperville City Council.

Historic Sites Commission Meeting Process

Historic Sites Commission meetings take place on the fourth Thursday of the month at 7:30 p.m. Meetings are held in Meeting Room A, which is on the ground floor of the Naperville Municipal Center. Applicants are asked to give a brief and informal presentation, outlining their general request. Upon completion of this presentation, the Commission will discuss the case. The Commission will apply the following general criteria in considering a request for a COA:

- The effect of the proposed work on the historical value of the structure or property
- The effect of the proposed work on the exterior architectural features of the structure
- The relationship between the results of the proposed work and the exterior features of neighboring improvements in the Historic District
- The compliance of the proposed work with the guidelines outlined within this document

Design Guidelines

These guidelines are organized alphabetically by type of work. To use them, check the applicable guidelines for each type of work that is to be done on a building or property.

Additions

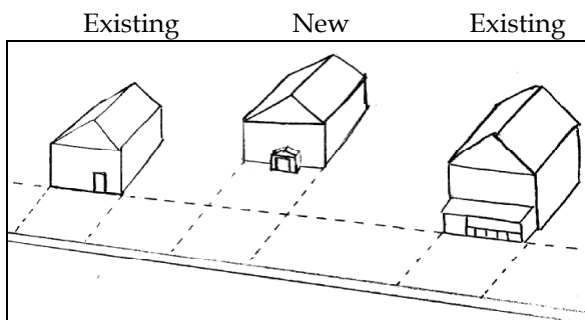
A Certificate of Appropriateness will be required for all new additions on the front or side of any principal structure and on the rear of any principal structure that is located on a corner lot in the historic district. The Historic Sites Commission will consider the following guidelines when reviewing plans for a building addition in the historic district:

- ◇ The size and scale of an addition should not visually overpower historic buildings.
- ◇ Additions should be located as inconspicuously as possible, on the rear or least character defining elevation of the building.
- ◇ Additions should not obscure, damage, or destroy the character-defining features of the historic building. The original facade of the building should be preserved by setting back the addition.
- ◇ Additions should be compatible with the historic building in mass, height (including foundation height and eave lines), materials, proportion, roof shape and spacing of windows and doors.

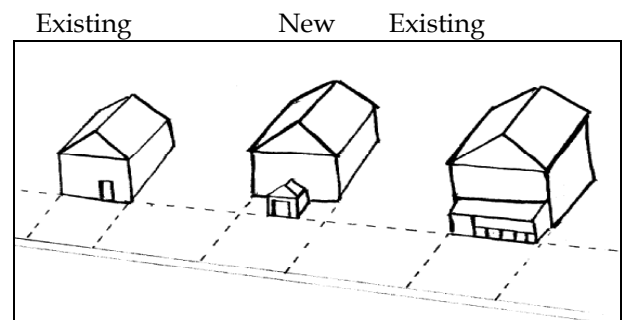
Construction (New)

A Certificate of Appropriateness will be required for all new principal structures. Guidelines for new construction are listed below.

- ◇ The setback of the principal building should be consistent with the setback of adjacent district buildings or nearby buildings fronting on the same street.
- ◇ The distance between the proposed building and adjacent district buildings should be compatible with the spacing between existing district buildings fronting the same street.
- ◇ The orientation of the proposed building's front elevation to the street should be consistent with the orientation of existing buildings' front elevation to the street.
- ◇ All proposed site features and secondary structures, including garages and outbuildings, should be compatible with site features and secondary structures in the district.



Incompatible setbacks



Compatible Setbacks

Decks

No Certificate of Appropriateness is required for ordinary maintenance, or for the construction of a deck located in the rear yard of a property in the historic district, unless the property is a corner lot and the deck is visible from the corner street. A Certificate of Appropriateness is required for a deck located on the front or side of a structure. The Historic Sites Commission will consider the

following guidelines when reviewing plans for decks within the historic district:

- ◇ Decks should be located in inconspicuous areas, preferably on the rear elevation of the building.
- ◇ Decks and deck railings should be compatible in material, color, scale, and detail with the historic building. Where appropriate, lattice panels should be used to screen deck framing. Refer to the porch section of the guidelines for further details.
- ◇ Decks should not obscure, damage, or destroy the distinguishing architectural features of the historic building.
- ◇ Decks should be constructed so that they can be removed in the future without damaging the historic structure.
- ◇ Decks should be screened from public view.

Demolition

A public hearing before the Historic Sites Commission and a Certificate of Appropriateness is required for the complete demolition of all principal and accessory structures in the historic district that are visible from the public right of way. Principal structures include houses, while accessory structures include detached garages, sheds, etc. *If the partial demolition of a structure is needed to accommodate an addition, a public hearing will not be required, unless the part of the structure that is to be demolished is historically or architecturally significant or is visible from the right-of-way.*

The Historic Sites Commission may deny a Certificate of Appropriateness for demolition except when the Commission finds that the property owner would suffer extreme hardship or be

permanently deprived of all beneficial use of or return from the property by virtue of the denial. The Historic Sites Commission will use the following guidelines when reviewing an application for demolition in the district:

- ◇ What is the significance of the structure?
- ◇ Will the demolition of this building adversely affect other historic buildings in the district or the overall character of the district?
- ◇ Can the existing building be adapted to meet the owner's needs?

In instances when a Certificate of Appropriateness for demolition is approved by the Historic Sites Commission, the property owner must submit the following information to the City prior to obtaining their demolition permit: black-and-white photographs of all elevations of the structure, black-and-white photographs of the structure's special features, a description of the architectural character of the structure, and any other documentation that is available.

Doors

Subject to the following guidelines, no COA is required for ordinary maintenance or direct replacement of doors in the historic district:

- ◇ Preserve openings and details of doors, including trim, glass, thresholds, and hardware.
- ◇ If replacement of a door is necessary, the new door should be architecturally consistent with the period or style of the house.

- ◇ A COA is required for replacement doors with stock items that do not fill the original opening or duplicate the original in size, material, and design.
- ◇ A COA is required when new door openings are being proposed in locations visible from the public right-of-way.
- ◇ New doors (including those on additions) should be compatible with existing doors in proportion, shape, positioning, location, pattern, size, materials, and details.

Driveways and Walkways

No Certificate of Appropriateness is required for driveways and walkways within the historic district.

Exterior Walls and Trim

Subject to the following guidelines, no COA is required for ordinary maintenance, or the direct replacement of exterior walls and trim:

- ◇ Preserve the original shape, form, height, materials, and details of historic walls.
- ◇ Preserve all significant architectural features of the exterior walls including siding, bays, balustrades, cornices, arches, quoins, pediments, chimneys, cornerboards, and brackets.
- ◇ Preserve the historic wall materials whenever possible. A COA is required to replace or cover wooden siding or trim with a substitute cladding material such as aluminum siding, vinyl siding, asphalt siding, brick veneer, dry-vit, or other contemporary materials, or to apply paint or other coatings to unpainted masonry elements of buildings that were not historically coated. When replacement is necessary, new

materials should be compatible with the historic materials in material, size, shape, pattern, and texture. Substitute materials should be used only in instances where the original materials are not technically feasible.

- ◇ If replacement of a wall element is necessary, replace only the deteriorated element to match the original in size, scale, proportion, material, texture, and detail.
- ◇ New vents and mechanical connections should be made to the structure through rear or sidewalls where they will not be visible from the street.
- ◇ New exterior wall features, such as bays, doors, or window openings, in locations visible from the public right-of-way will require a COA.
- ◇ Any change in material requires a Certificate of Appropriateness from the Historic Sites Commission, unless the change is a reversion to the original material of the building.

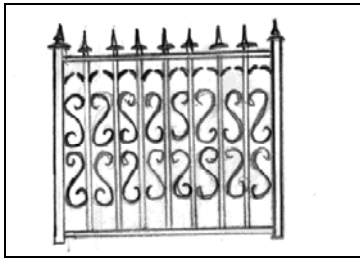
Fencing

Fences that are constructed within view from a public right of way should comply with the following guidelines:

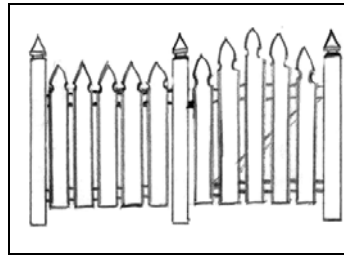
- ◇ Preserve all architectural features that are character-defining elements of original fences and walls, including gates, granite pillars, hardware, decorative pickets, and rails.
- ◇ If replacement of an architecturally significant fence is necessary, material should match the historic material in composition, size, shape, pattern, and texture. Original parts should be salvaged and used in a prominent location when

possible. Replace only the deteriorated elements to match the original.

- ◇ New fences should be compatible with the historic character of the building and district. Wood fences (with an open-picket in areas of public view), cast iron, and wrought iron are appropriate fence materials. A COA is required if elements of details are added to a fence in an attempt to create a historic appearance, or to use contemporary fence materials, such as vinyl or chain link fencing.
- ◇ New fences should be constructed to follow property lines and the “finished” side should face out towards the adjacent properties.



Wrought Iron (Appropriate)



Wood Picket (Appropriate)

Garages and Outbuildings

Subject to the guidelines listed below, no COA is required for the ordinary maintenance of a garage or outbuilding in the historic district. A COA is required for the construction of a new garage if it is visible from the public right of way. A COA and a public hearing before the HSC is necessary in order to demolish any accessory structure, such as a garage or outbuilding, that is visible from the public right of way.

- ◇ Preserve historic garages and outbuildings. If a historic garage or outbuilding is missing, or needs to be replaced, replace it with either a reconstruction based on accurate documentation

or a new design compatible with the historic character of the main building.

- ◇ If replacement of an element or a detail is necessary, replace only the deteriorated item to match the original in size, scale, proportion, material, texture, and detail.
- ◇ In constructing new garages and outbuildings, the roof form and exterior building materials should be compatible with the main building. Wood clapboard will be considered a compatible material for masonry homes. A COA is required to cover garages or outbuildings with a substitute cladding material such as aluminum siding, vinyl siding, or asphalt siding. A COA is also required to place prefabricated metal storage buildings in the historic district.
- ◇ Garages and outbuildings shall be located in rear yards in the historic district. Access to garages on properties abutting a public alley will be achieved through the alley, except for garages on corner lots that have existing access onto the corner street.

Gutters

No Certificate of Appropriateness is required for ordinary maintenance or direct replacement of gutters. See “roof” guidelines below for more information.

Landscaping

No Certificate of Appropriateness is required for landscaping within the historic district.

Painting

No Certificate of Appropriateness is required for painting structures (including houses, garages, fences, and porches) in the local historic district. Please note, however, that a COA is required to apply paint or other coatings to unpainted masonry elements of buildings that were not historically coated. (See “Exterior Walls and Trim”)

Porches

No Certificate of Appropriateness is required for flag brackets, house numbers, porch lights, mail boxes, or door hardware. No Certificate of Appropriateness is required for ordinary maintenance or replacement of a porch subject to the following:

- ◇ Preserve historic porches, entrances, and balconies.
- ◇ Preserve all significant architectural features of porches, entrances, and balconies, including architectural metals, piers, columns, pilasters, balustrades, rails, steps, brackets, soffits, and trim.
- ◇ Preserve historic porch material (i.e. flooring, ceiling board, lattice, and trim) whenever possible. When replacement is necessary, use new material that matches the historic material in composition, dimension, shape, pattern, and texture.
- ◇ If replacement of a porch element or detail is necessary, replace only the deteriorated element to match the original in size, scale, proportion, material, texture, and detail.
- ◇ If a historic porch, entrance, or balcony is completely missing, replace it with either a reconstruction based on accurate documentation or a new design compatible with the historic character of the building in height, proportion, roof shape, material, texture, scale, detail, and color.

- ◇ A COA is required to structurally enclose front or side porches or balconies that are visible from the public right-of-way.
- ◇ A COA is required to add elements or details to a porch or entrance in an attempt to create a historical appearance.
- ◇ A COA is required to replace wooden porch floors or steps with concrete or brick ones.
- ◇ A COA is required to add new porches, entrances, or balconies to primary elevations where none previously existed.

Roofs

Subject to the following guidelines, no COA is required for ordinary maintenance, direct replacement, or the introduction of rooftop mechanicals.

- ◇ Preserve the original shape, line, pitch, and overhang of historic roofs.
- ◇ Preserve all significant architectural features of the roof including cupolas, chimneys, dormers, and turrets.
- ◇ When roof replacement is necessary, use new materials that match the historic roof material in composition, size, shape, pattern, and texture.
- ◇ Roof top mechanicals (ventilators, antennas, satellite dishes) shall be located on the rear slope of the roof where they will not be visible from the public right-of-way. (See Section 6-13 of the Municipal Code for details on antennas and satellite dishes.)

- ◇ A COA is required if new roof features (skylights and dormers) will be visible from the public right-of-way.
- ◇ New gutters and downspouts shall be installed so that no architectural features of the home are damaged. If built-in gutters are to be replaced with exposed gutters, a COA will be required.

Skylights

A Certificate of Appropriateness is required if the skylight will be visible from a public street. See “roof” guidelines for additional information.

Storm Windows and Screen Doors

Subject to the following guidelines, no COA is required for ordinary maintenance, direct replacement, or the introduction of new storm and screen windows and doors in the historic district:

- ◇ If exterior storm windows are desired, select ones that are coated with paint or a baked-enamel finish in a color appropriate to the building. Install storm windows so that existing windows and frames are not damaged or obscured.
- ◇ Storm or screen doors should be architecturally consistent with the period or style of the house. Storm and screen doors should be installed so that the existing door and frame are not damaged or obscured.

Tuckpointing

No Certificate of Appropriateness is required for tuckpointing within the historic district.

Windows

Subject to the following guidelines, no COA is required for ordinary maintenance or direct replacement of windows in the historic district:

- ◇ Preserve openings and details of windows, including trim, sash, glass, lintels, sills, shutters, and hardware.
- ◇ If replacement of a window is necessary, the new window should be architecturally consistent with the period or style of the house.
- ◇ A COA is required to replace windows with stock items that do not fill the original opening or duplicate the original in size, material, and design.
- ◇ A COA is required if new window openings are placed in locations visible from the public right-of-way.
- ◇ New windows (including those on additions) should be compatible with existing windows in proportion, shape, positioning, location, pattern, size, materials, and details.

Window Air Conditioner

No Certificate of Appropriateness is required for window air-conditioning units within the historic district.

Window Awnings and Shutters

Subject to the following guidelines, no COA is required for ordinary maintenance or replacement of window awnings and shutters in the historic district:

- ◇ Replacement shutters should be constructed of wood, sized to the window openings. A COA is required to introduce window shutters where no evidence of earlier shutters existed.

- ◇ If fabric awnings are historically appropriate to the structure (based on evidence of earlier awnings) they may be installed over porch, door, or window openings in a way that does not conceal the building's architectural features and does not damage the exterior of the house.