BELLEVILLE HISTORIC DISTRICTS

Design Guidelines/Policy and Procedures Manual

Belleville Historic Preservation Commission
City Hall
101 South Illinois Street
Belleville, Illinois 62220

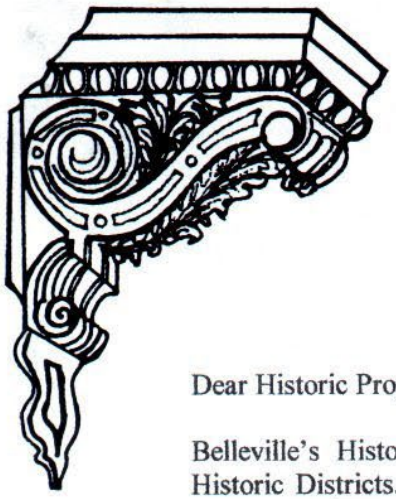





A Guide to the Process:

...dedicated to the idea that Historic Districts are an effective way of protecting valuable residential and commercial property and ensuring us and future generations the opportunity to appreciate the historical uniqueness of our community of Belleville, Illinois

Belleville
Great. Big. Small Town.



HISTORIC PRESERVATION COMMISSION

CITY HALL, BELLEVILLE, ILLINOIS 62220

Dear Historic Property Owner:

Belleville's Historic Preservation Commission would like to welcome you to Belleville's Historic Districts. As a property owner in a most unique residential area of Belleville, you are now an integral part of a larger effort to preserve our community's past as well as ensure its future. On behalf of all residents of one of the Belleville Historic Districts – Welcome!

The Belleville Historic Preservation Commission is responsible for administering the provisions of the Historic District Ordinance. One of its most important features is monitoring and administering the requirement to obtain an approved Design Review Request (DRR) from the Commission before any changes are made to the exterior of a property. An approved DRR is also needed before a building permit can be issued. The DRR form shall be submitted to the Building and Zoning Department. The basis for this review is contained in the following guidelines.

When contemplating changes to your building or its surroundings, please contact us and feel free to request our advice and assistance. Design decisions are an important factor in maintaining a historic and architecturally significant area. The advice of the Commission is free of charge.

The success of Historic Districts depends upon maintaining a good working relationship between you, the property owner, and the Historic Preservation Commission. As with all City commissions, volunteer members are residents of the City of Belleville and extremely interested in Belleville's economic and social welfare. Please contact us if you are interested in being your neighborhood representative.

The Commission feels historic districting is the most important and effective neighborhood conservation program available to century-old cities. We are greatly encouraged by the positive support shown by many of the property owners and look forward to meeting and working with all of you. If you are interested in knowing more about neighborhood conservation and the Historic Preservation Commission, please plan to attend one of our monthly meetings, which are held the third Tuesday of each month (except December) 7pm, City Hall. We look forward to your support in helping to make historic, residential property premier property in our city.

Sincerely,

The Belleville Historic Preservation Commission

TABLE OF CONTENTS

ACKNOWLEDGEMENTS

The members of the Belleville Historic Preservation Commission and City Staff Members in the Economic Development and Planning Department contributed their experience, time and enthusiasm in preparing these Guidelines.

Belleville Economic Development and Planning Department

Michael Malloy, A.I.C.P. – Director
Eric Schauster – Staff Planner/Grants Coordinator

Belleville Historic Preservation Commission

Bill Reany – Chairman
Jack Le Chien – Vice-Chairman
Mary Ann Brauer – Recording Secretary
Monty Dixon – Treasure
Bill Enyart
Janet Brannon
Karl Carl
Barry Moon
Sindy Smith
Joe Shively – Alderman
Stacy Fitzpatrick – Alderman
Joe Maty – Newsletter Editor
City Hall Voice Mail

The activity which is the subject of this Design Guidelines/Policies & Procedures Manual has been financed in part with Federal funds from the Department of the Interior, administered by the Illinois Historic Preservation Agency. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior or the Illinois Historic Preservation Division, or does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior nor the Illinois Historic Preservation Agency.

This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability, or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to:

Office for Equal Opportunity National Park Service 1849 C. Street, N.W. Washington, D.C. 20240	or	Equal Employment Opportunity Officer Illinois Historic Preservation Division IDNR-One Natural Resources Way Springfield, IL 62702

This program project receives federal funds and compliance with all Federal, State and local laws, rules and regulations is required.

The Belleville Historic Preservation Commission was formed in 1972 by City ordinance to assist in integrating preservation principles into all community wide planning efforts. The concern of the Commission at its inception, and still today, lies exclusively with the enhancement and perpetuation of Belleville's historic neighborhoods and landmark buildings. The Commission's ongoing task of historical research and architectural surveying has contributed to an increased interest in community history and has educated the general public of the importance of preserving the integrity of buildings that exemplify the community's identity and character.

This manual is intended to inform property owners, architects and developers of the proper restoration techniques, development/restoration guidelines, approval and review procedures and to establish minimum standards for property re-development in the Belleville Historic Districts. Providing technical and architectural design assistance to property owners, the Commission encourages excellence in the care, maintenance and rehabilitation of the community's valuable historic resources.

An approved Design Review Request is required for any work performed in a local historic district that alters the exterior features of a structure or its site, visible from a public right of way, including secondary buildings, site features, fencing and signage. For information on Design Review Requests, Building Permits, and Belleville's Building Code, please contact the City of Belleville Economic Development, Planning & Zoning Department.

For further information on Planning & Zoning related services or for a Design Review Request Form, contact:

Economic Development, Planning & Zoning Department
2300 West Main Street, Suite M112
Belleville, IL 62226
Phone: 618-233-6810, Ext. 1250
edpz@belleville.net

For Housing Inspections, Building Permits, information on the Building Code, and the Occupancy Ordinance for the City of Belleville contact:

Health, Housing & Building Department
City of Belleville
2300 West Main Street
Belleville, IL 62226
Phone: 618-233-6817

For information on the National Register of Historic Places and the Tax Incentive Programs of the U.S. Department of Interior, contact:

Illinois Historic Preservation Division
IDNR-One Natural Resources Way
Springfield, IL 62702
217-782-4512

I. INTRODUCTION

The City of Belleville, founded in 1814, boasts one of the largest National Register historic districts in Illinois, including more than 700 commercial, industrial, and residential sites. Belleville is the St. Clair County Seat and is the center of the earliest and largest German migration to the State of Illinois. This migration began in 1830.

Downtown Belleville contains a National Register of Historic Places District, so designated by the Department of Interior. Belleville also has locally zoned historic districts, "The Old Belleville Historic District" the "Hexenbuckel Historic District" and the "Oakland Historic District". These districts, containing nicely maintained family homes, commercial and rental properties, are located in the near southeast and near northeast quadrants of the City.

Three museum homes, maintained by the St. Clair County Historical Society, are within the Old Belleville District.

German Street houses, as well as, large spacious mansions, are available for restoration. The Historic Preservation Commission provides architectural advice to property owners in Belleville Historic Districts. There is no fee involved.

This design guideline manual provides information for property owners and the Commission on appropriate methods for preserving and maintaining the architectural character of the overall districts and individual designated local landmark buildings. Design guidelines outline the practical methods for building rehabilitation and new construction, which are essential to preserving a district's period of time and sense of place. Design guidelines offer property owners protection against actions, which could be harmful to their property values and the marketing of their dwelling or commercial buildings. Without design guidelines, the qualities which make an historic area appealing for investment can easily be lost.

Mayor Charles Nichols supported adoption of the first Historic Preservation Ordinance and Old Belleville Historic District in 1974. Since then, Hexenbuckel and Oakland Historic Districts, have been created. A total of 350 properties are in the three local districts.

The Commission . . .
The Belleville Historic Preservation Commission is made up of two aldermen and ten city residents who must have a "demonstrated interest" in local history, architecture, real estate or urban design. Most members have worked on historic homes and understand the issues involved in property improvement. The Belleville Historic Preservation Commission is registered as a "Certified Local Government" with the Illinois Historic Preservation Agency and the U.S. Department of the Interior. The Belleville Commission must file an annual report with the IHPA and is eligible to apply for matching fund grants from the IHPA and U.S. Department of the Interior.

. . . It's Purpose
Historic District Zoning protects historically and architecturally important buildings and coordinates proper design for renovation and new construction within the districts and for individually designated historic sites. Indiscriminate demolition or the removal of architectural elements is aesthetically damaging to a neighborhood and contributes to a decrease in property value. By providing a review of anticipated building changes, an individual property owner has some influence over his entire neighborhood or business block thereby helping him protect his environment and investment.

Belleville is more than 200 years old and has block after block of buildings well over 100 years old. MANY OF THESE BUILDINGS ARE NOT CONTRIBUTING AS MUCH AS THEY COULD TO THE WELFARE OF OUR COMMUNITY.

Preservation . . .
Preservation is a straightforward issue with the Historic Preservation Commission. In fact, we feel it is imperative that our community face up to the challenge presented by our century-old buildings. They are an opportunity – not a burden.

Historic Preservation works well when combined with other community programs such as creative financing packages for home ownership; effective, positive neighborhood associations; and an informed, creative business community. Historic preservation is most effective when all facets of the community are knowledgeable about preservation and use it as a valuable community development tool.

Old Belleville, Hexenbuckel and Oakland Historic District boundaries are identified by street signs. A local district property seller has the obligation to inform real estate agents and buyers of the property's historic district status and it is assumed a buyer understands the property is subject to Design Review if exterior changes in the public view are being considered. The commission publishes a quarterly newsletter that is mailed to residents of the three local districts and the national register district. In addition, the commission attempts to communicate with real estate agents about district boundaries and design review questions. Sellers and buyers should contact a commission member if they have a question about historic district zoning. Commission members names and phone numbers are listed on the rear panel of the quarterly newsletter.

Preservation Briefs, a series of detailed articles on home maintenance problems prepared by the U.S. Department of the Interior, and other informative books are available on the second floor of the Belleville Public Library in the reference area on a shelf marked "Historic Preservation Commission".

Guidelines Benefit the City

- These Guidelines are part of overall citywide efforts to promote and improve its older neighborhoods and quality of life. Revitalization of historic areas increases the city's tax base and promotes economic development. Guidelines provide practical assistance and information to make sure that improvements are compatible with the goals and desires of property owners, the historic districts, and the city.

Guidelines Benefit the Historic Districts

- Belleville's historic districts contain an excellent collection of historic buildings from the 19th and early 20th centuries. A large percentage of these are substantial dwellings, which retain their original architectural character. Design review guidelines assist in the preservation and maintenance of the unique appearance of these districts.

Guidelines Benefit Property Owners

- Historic district and landmark designation and the design guideline review process help to ensure that our investment in an historic district will be protected from inappropriate new construction, misguided remodeling, or demolition. Historic district zoning and the use of design guidelines generally stabilize or increase property values. Historic designation and design review help not only existing residents of the historic districts but often attract new buyers since they know their investment will be protected.

- Guidelines benefit the owners of vintage homes citywide by providing information to maintain the original architectural character of their homes.

Guidelines Do Not Impose Excessive Requirements

- Design guidelines **do not** affect the use of your property in its interior. Property owners may generally remodel the interior as they choose and these changes are not reviewed as part of the design review process, except in the case of a Registered National Historic Landmark, in which case, contact the Illinois Historic Preservation Agency. The interior changes are reviewed only when applying for tax benefits or receiving federal funds.

- Design guidelines **do not** necessarily eliminate your choices selecting colors. Paint colors are left to the preference of the owner within broad recommended guidelines.

- Design review **only occurs** when property owners propose actions to building exteriors and site development of their property. Such actions may require a Building Permit from the City Building Department in addition to a required Design Review Request approval from the Historic Preservation Commission.

- Design guidelines **do not** prohibit new construction or additions to historic buildings. Design review ensures that new construction and additions are completed as compatibly as possible.

Historic Buildings Have Value

- Buildings in Belleville's historic districts are known for their quality of construction and craftsmanship. Many are over one hundred years old and if properly maintained will last indefinitely.

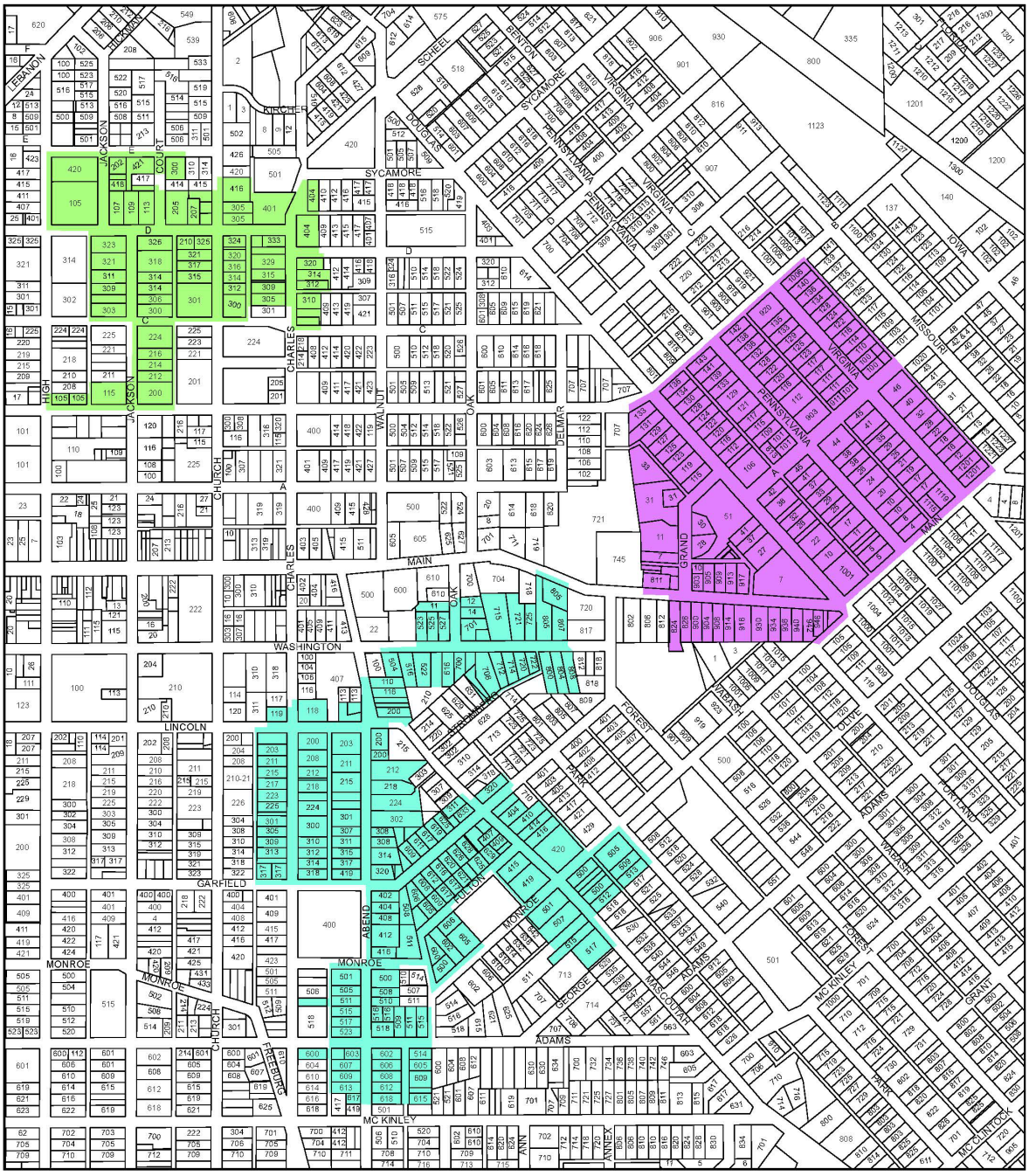
- Current law makes certain properties in Belleville's historic districts and locally designated landmarks eligible for property tax credits or deductions. For information on these tax incentives, call the Historic Preservation Specialist at the Illinois Historic Preservation Agency in Springfield, Illinois.

- Properties in Belleville's historic districts and locally designated landmarks may also be eligible for Historic Architectural Rehabilitation Grant program funds, as may be available from time-to-time through the Illinois Historic Preservation Agency.

- Belleville's National Register Historic District area was designated by the Illinois Historic Preservation Agency and the U.S. Department of the Interior, and overlaps two of the local Historic Districts. These guidelines only apply directly to the properties in the local Belleville Historic Districts and locally designated landmarks, and not to the National Register Historic District. That district is subject to the national requirements. Where properties fall in both the National and local Districts, these Guidelines apply.

For information on National Register Historic District requirements, contact the Illinois Historic Preservation Agency.

City of Belleville
Local Historic Districts



Legend

- Old Belleville Historic District
- Oakland Historic District
- Hexenbuckel Historic District

N

II. HISTORICAL ROOTS OF BELLEVILLE ARCHITECTURE

GERMANS IN BELLEVILLE
"THE BELLEVILLE-GERMAN STREET OR FOLKHOUSE"

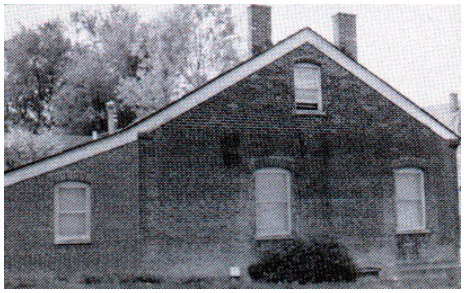
In 1814, a decision was made by a county committee to relocate the county seat of St. Clair County from Cahokia to the site of Belleville. The economic future of Belleville was assured in 1825 when coal was discovered near the surface. When the first large group of German settlers arrived in 1833, the little frontier town was mostly log buildings. A brickyard was established the same year. By 1837, Belleville boasted of "a courthouse, a brick jail, a library and hall, two steam mills, a brewery, and a steam distillery." During the 1840s and 50s, educated German revolutionaries, fleeing repression, founded newspapers, a philharmonic society and schools. For years, one history reports, "no Native American sat on the city council, and all civic offices were held by Germans." The liberal principles of these German settlers helped carry Illinois for Abraham Lincoln, and many fought in the Civil War. In 1900, at the peak of German-American culture in Belleville, there were 3,000 students in German-language schools, and 30,000 German books in the library.

Easy access to coal and clay led to the establishment of many brickyards, making brick the cheapest building material available. At first, clay and straw were packed into wooden forms and baked, then put in the sun to cure. Later the process was industrialized, and around the turn of the century brick manufacture became one of Belleville's major industries. The 1860s was a boom period for Belleville; hundreds of small brick houses went up on the edges of the original town. They and the brick houses that preceded them were "Folk Houses," designed by the builders using ideas that belonged to the whole community. In the 1850s and 60s the pattern became standardized: a 1-½ story brick house with gabled side walls and brick dentil cornices. Brick arched window and door openings with a transom over the door drew a cool breeze through the house in summer. By the 1870s, new houses were a little larger, but in the same style. Roofs on older houses were being rebuilt, sometimes with an overhang that concealed the fancy brickwork, as if to hide its too-ethnic character. At the back of the houses, additions were built a little wider than the house, so they peeked out, showing a window or a door to the street. By the 1880s, dormers, small and timber-framed in the early houses, became lighter and larger. Sometimes they were decorated with fancy wooden cutouts. Scroll-cut decoration also appeared in the spaces between the brick arches and the window sash. If the house was set back from the street, there might be a porch with spindles and posts turned on a lathe.

Thus, the classical severity of the German *"Klassizimus"* style of the 1830s and 40s gave way first to the decorative brick work and arched windows and doors of the 1850s and 60s, and then to elaborate wooden moldings and flowery decorative touches in the 1870s, 80s and 90s. Through it all a basic form persisted, giving Belleville neighborhoods, as they were built up, a unique, consistent character. In the 1890s, a new shape was briefly popular: the *Beaux Arts*-inspired front mansard. A high, almost vertical roof rises above the one-story front wall of the house to form a full second story, covered in decorative slate tiles and edged by a parapet side wall. These were sometimes built new, but more often were conversions of earlier Folk Houses. No more Folk Houses were built after the 1890s, but typical patterns of expansion and remodeling reflected the fact that Belleville still had its own Germanic character. The many curved or gabled door hoods with scrolled brackets belong to this period. After the cataclysm of World War I, the pace of Americanization accelerated. In the 1920s and 30s, the Craftsman bungalow, with a porch spanning the front of the house, a big front dormer and overhanging eaves became popular nationally. The Folk Houses were ideally suited to conversion to this form and some bungalows in Belleville hardly reveal the 19th century Folk Houses at their heart.

Features of Type Belleville – German Street House/Folkhouse

The Belleville – German Street or Folkhouse exhibits many vernacular features specific to the style in Belleville, Illinois. The following are key features, which define this local style and bear attention in renovation or restoration to assure appropriate preservation.

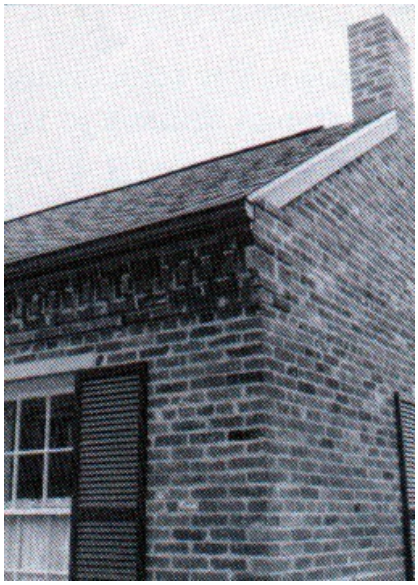


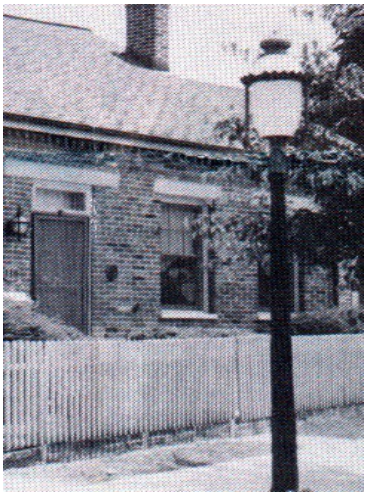
ADDITIONS: Additions are typically one story, with flat, low shed, or gabled roofs, attached to the rear wall of the house. Additions are an evolutionary feature of the Belleville Folk House and should be preserved.

Recent and new additions should be clearly subsidiary to the original building and placed to the rear of the building wherever possible. A change of materials or the use of different detailing will visually distinguish a more recent addition and is the preferred method of adapting these structures.

SEGMENTAL ARCH ABOVE WINDOWS & DOORS: Most windows and doors in the Belleville Folk House are topped by a segmental arch to support the wall above. **These segmental arches should be preserved and the original windows and doors repaired. If windows and doors must be replaced, the original opening and segmental arches should be preserved to retain the strength and the authenticity of the structure.**

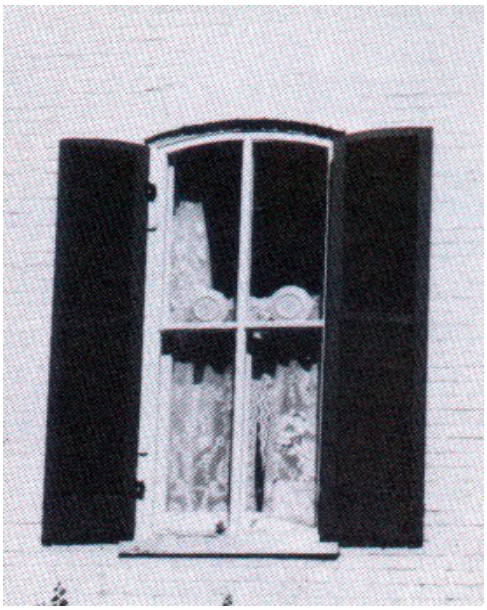
EAVES, CORNICES & FRIEZES: Originally Belleville Folk Houses had "closed eaves" in which the eave stops flush with the axial walls, and "flat rakes" with no roof overhang of the gable walls. After about 1880, the Belleville Folk Houses were often remodeled to give a more Americanized appearance by extending the eaves and building a wooden "cornice box" underneath, often decorated with architrave moldings, and/or a wide frieze board against the house. **Overhanging wood cornices and eaves should be restored to original profile, not reduced in size, simplified, or removed. Flat rakes and closed eaves are historic and should not be make to overhang if the roof is being rebuilt. Eaves should not be covered with aluminum.**

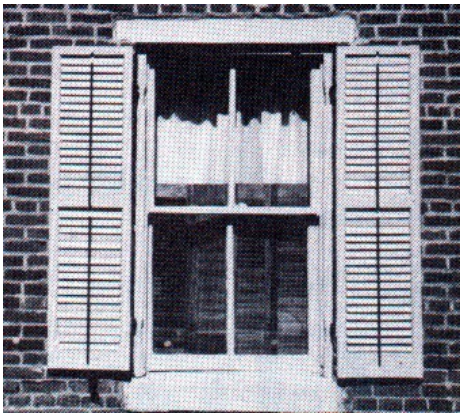




LINTELS & SILLS: The earliest folk houses in Belleville are believed to be those with wide, flat, stone or wooden lintels and sills. **If the original sills and lintels are too deteriorated to repair, replace with like material. Wood should be of the same contour and painted using a neutral, white, or off-white color.**

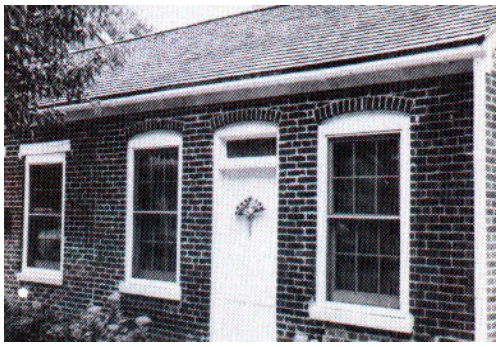
WINDOWS: The earliest Belleville Folk Houses have double hung sash windows with 6 panes in each sash, commonly referred to as 6 over 6 windows. Later windows were made with 2 panes divided by a vertical muntin in each sash, usually referred to as 2 over 2 windows. A few houses with especially fine detailing have curved panes that follow the curve of the segmental arched openings. **The original opening, size and shape of windows should be preserved. Six-pane and Two-pane sashes should be repaired or duplicated. If existing windows are too deteriorated to repair, wooden replacement windows can be installed in the existing frame or casing. To improve energy efficiency, storm windows are appropriate to use, and triple-track units may be installed. Installation should be on the "stop" of the window, not surface mounted on the building façade. The storm window color should match the existing trim color.**

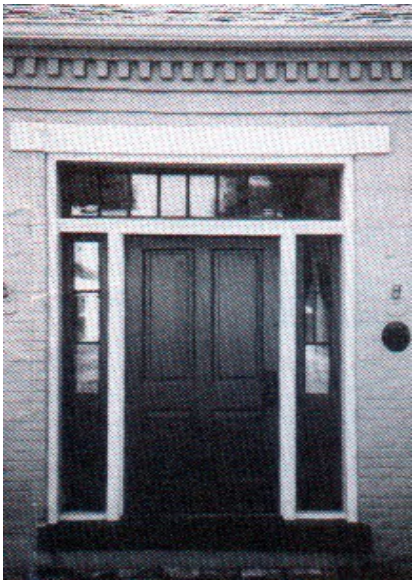




SHUTTERS: Most Belleville Folk Houses originally had painted wood shutters installed for practical purposes: ventilation, weather protection, and security. Although modern shutters may restore the element of contrasting color and texture, most are inappropriate in size, materials, and construction. **Shutters should be wooden, hinged and sized so they will close over the window and contribute to the structure's historic appearance.**

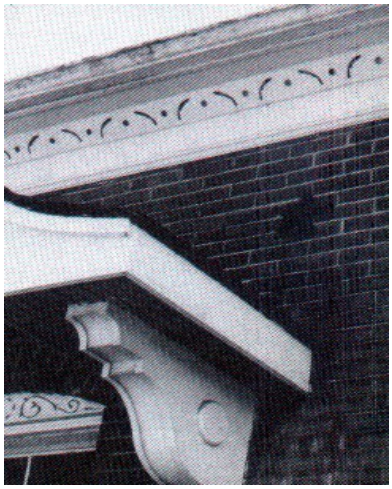
DOORS: One of the architectural features of the Folk House is a simple wooden door, usually with four panels and no windows. **Wood-panel doors, even if not original, should be retained and stained a dark color or painted. If doors are blocked off inside, they should not be "bricked in" from the outside. When a storm door is installed; it should be of a simple design with a large pane of glass to expose as much of the door as possible.**





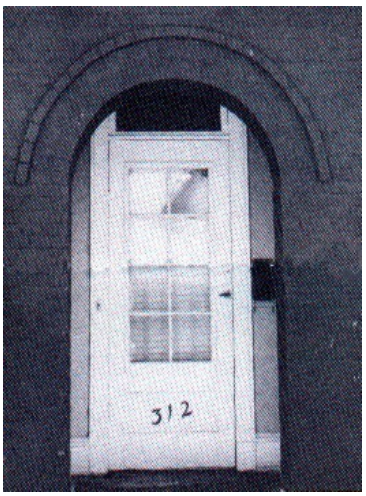
TRANSOMS: Nearly every 19th century Belleville Folk House had transoms installed for ventilation purposes. **Transoms should not be blocked or boarded up. As an alternate, a double pane of glass should be installed and caulked for air tightness. Small panes in a row are an especially valuable historic feature and should be preserved.**

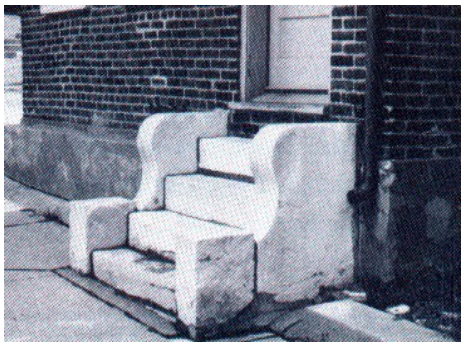
DOOR HOODS: Typical of Belleville Folk Houses are the door hoods, a decorative projecting element placed over the door which may extend down the sides of a door as well as surround the top. **Door hoods should be retained. When replacing, the hoods should match in material and detail.**



ORNAMENTATION: Belleville Folk Houses are typically plain with limited ornamentation. **Some early Folk Houses have S, round or star shaped tie-rod ends and wooden scroll work above lintels and cornices. These features should be preserved.**

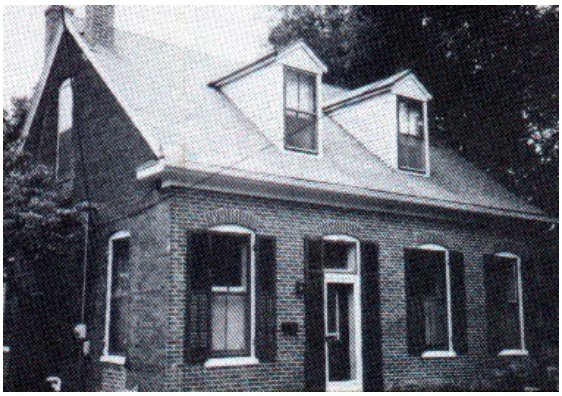
RECESSED ENTRYWAYS: Belleville Folk Houses have simple entrances, typically measuring about three feet by seven feet. Some houses have more elaborate entryways that are recessed in the front façade, with an arched or round-headed opening in the brick front wall, wood paneling, transom and sidelights surrounding the door. This is a distinctive feature of German Neo-classicism. **Recessed entryways should not be enclosed or rebuilt. The wood paneling and floors should be preserved and painted either white or a neutral color. Transoms and sidelights are important features, and Should be preserved.**

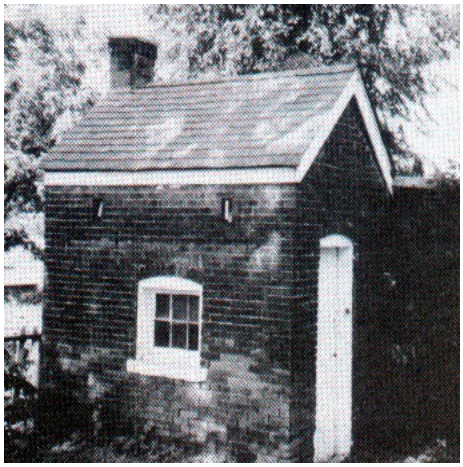




PORCHES & STOOPS: Belleville Folk Houses are more likely to have light colored limestone stoops than porches. Some stoops have ornate side "knees" and are a distinctive feature of these masonry structures. **Porches and stoops, whether original or later additions, should be preserved in their historic forms. When adding handrails to porches or stoops, avoid drilling or cutting original stone materials. Handrails should be mounted in the ground adjacent to the steps.**

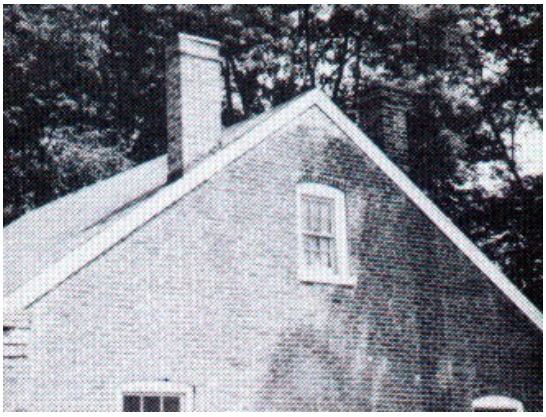
DORMER: The addition of dormers was a Common means of expanding living space, light and ventilation in the Belleville Folk House. Nineteenth-century dormers are typically a single window and gabled. At the turn of the century, double and triple window dormers began to appear. **Surviving historic dormers should be preserved intact as much as possible. New dormers added to a roof should be placed to the rear of the house to minimize their visibility from the street.**

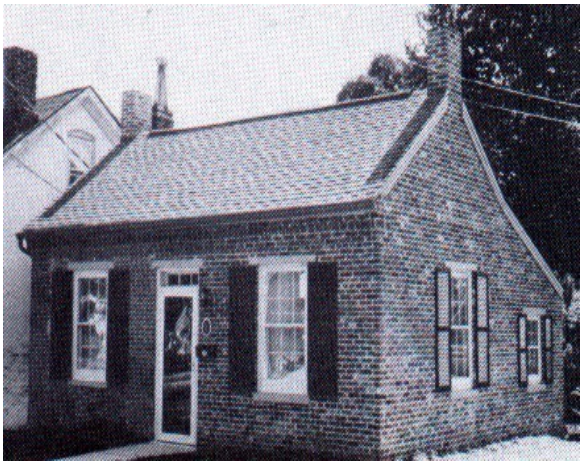




OUTBUILDINGS: Some properties include old sheds, washhouses, carriage houses, summer kitchens, and barns. **Clearly constructed for functional purposes, these brick or frame structures are significant and should be preserved using matching materials when replacement of deteriorated materials is necessary.**

CHIMNEYS: The small early Belleville Folk Houses (up to circa 1855) often have a single chimney at the roof peak. Most of the later surviving Folk Houses have two flues and chimneys paired on each gable wall, often referred to as "paired chimneys". The term "embedded" describes a chimney that is only partially exterior to the wall of the house. These chimneys show the position of the original flues in the wall and are a relic of the skilled mason tradition. **Chimneys should be preserved and restored to their full height (higher than the roof ridge.) Gable-peak chimneys in one-story houses are essential to the historic profile of the house. Modern exterior chimneys detract and should be avoided.**





WALLS: Brick was the common building material for the Belleville Folk House. Brick walls must be repointed from time to time. **To properly repoint, first clean out the joints. Then prepare a soft mortar mix, colored to match the old building's original joint tooling. Avoid repointing with mortar that has too much cement in the mix. This will cause the soft brick to crack and chip, and may cause the entire wall to deteriorate. Painting does not substitute the need to repoint. While some early brick houses were painted dark red, (not glossy) the original color is most attractive and most authentic. Artificial siding is strongly discouraged, and unless applied in such a manner as to ensure adequate ventilation between the siding and the original brick, the deteriorating process accelerates.**

FOUNDATIONS: Limestone foundations, of shades of gray, white, yellow or red color, are a common feature of Belleville Folk Houses and add contrast and visual texture to these structures. **Stone foundations may be washed and re-pointed as necessary, using a very soft mortar made of mason's mix, lime and sand colored to match the stone. Foundations should not be painted or stuccoed. Not only does this dramatically change their appearance, but it can also trap moisture, which accelerates stone deterioration.**

III. INTENT AND PURPOSE OF THIS MANUAL - SUMMARY

The purpose of this manual is to present architectural design guidelines to property owners, residents, contractors and others, relating to the type of rehabilitation work and new construction that may be approved by the City of Belleville in locally designated historic districts and to locally designated landmark structures. Additionally, the guidelines may be used as a reference source for the rehabilitation of vintage structures not located within a designated historic district.

The guidelines apply only to the exteriors of properties and are intended to protect the overall character of Belleville's locally designated historic districts as well as the architectural integrity of the district's individual buildings and locally designated landmark structures. The guidelines emphasize maintaining architectural styles, details and streetscape elements, which collectively make up the unique character of the districts. For new construction, the guidelines provide information on the importance of relating new buildings and landscape elements to the existing historic streetscapes.

Thus, these **Design Guidelines** are based on the **Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings**. These federal standards provide a framework of the more detailed guidelines presented in this manual. The Design Guidelines state the generally appropriate and inappropriate treatments for rehabilitation work and preserving the architectural styles, details and streetscape elements, which collectively make up the character of the designated districts or structures.

The Design Guidelines, as adopted by the City Council, shall be the official document used by the City of Belleville's Historic Preservation Commission to evaluate, approve or deny Design Review Request Applications and the Issuance of a Certificate of Compliance upon completion of rehabilitation.

IV. DESIGN GUIDELINES – APPROACH AND FORMAT

How are the Guidelines Written?

Design review guidelines emphasize preservation of existing building details, materials, and overall plan rather than complete remodeling. That is why terms such as *repair, retain, maintain, and protect* are widely used throughout the guidelines. **To *repair, retain and maintain* original architectural features and materials is preferred to their replacement.** To *protect* the overall character of the districts is the goal of the preservation ordinance and the guideline document.

Other common terms used in this manual are *should* and *should not*. The use of the terms *should* or *should not* signify that in most cases the Commission will usually expect property owners to follow the meaning and intent of a guideline as written. These terms also provide guidance as to how the Commission will generally approve or disapprove a DRR application. There may be instances where more flexibility or creative solutions are needed in applying the guidelines.

What is the Primary Focus of the Guidelines?

The design guidelines are primarily concerned with the fronts and readily visible sides of buildings. The fronts and visible sides of a building usually contain its most defining features such as porches, main entrances, and decorative details. The front street or sidewalk is also where the public most often views a building. **The rears of buildings are usually reviewed with more flexibility since they are generally not readily visible due to the building's placement on the lot or screening by landscaping or fences.** The rears of buildings are the most appropriate locations for the construction of additional living space or other major alterations.

The design guidelines apply to all properties within the locally designated districts regardless of age or architectural style. For non-historic buildings (properties which are less than fifty years of age or which have been substantially altered), the Commission may apply the guidelines with more flexibility than for historic buildings. In reviewing work affecting non-historic buildings, the Commission's approach is to maintain or enhance their relationship and compatibility with adjacent historic buildings and streetscapes.

How to Use the Manual

Property owners are encouraged to refer to the guidelines when planning or designing new construction projects, planning exterior rehabilitations, and completing everyday maintenance. The manual lists guidelines in alphabetical order and includes information on common rehabilitation questions, recommendations for maintaining the site and setting of the neighborhood and guidance for new construction. The focus of the Commission is relative to residential uses, however, similar guidelines for commercial buildings are addressed in a separate section. Illustrated descriptions of the guidelines are included to familiarize property owners with typical features and characteristics. At the end of the guideline section are appendices, which have a design review process chart, sample DRR, definitions of terms, and a suggested bibliography.

GENERAL INTENT

What are the Guidelines Based On?

The **Design Guidelines** are based upon the **Secretary of the Interior's Standards for Rehabilitations.** These Standards are used throughout the country by the majority of America's heritage or preservation commissions as a basis for local design review guidelines and for projects utilizing federal funds or tax credits. The guidelines presented in this manual are modeled after these standards. In the event of any conflict between in this manual and the Secretary of the Interior's Standards for Rehabilitation, the provisions of the Design Guidelines shall control.

The Standards were originally published in 1977 and were revised in 1990 as part of Department of the Interior Regulations. They pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached adjacent or related new construction.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its size and environment.

2. **The historic character of a property shall be retained and preserved.** The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

3. Each property shall be recognized as a physical record of its time, place, and use. **Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.**

4. Most properties change overtime; **those changes that have acquired historic significance in their own right shall be retained and preserved.**

5. **Distinctive features**, finishes, and construction techniques or examples of craftsmanship that characterize a property **shall be preserved**.

6. **Deteriorated historic features shall be repaired rather than replaced.** Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

7. **Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used.** The surface cleaning of structures, if appropriate, shall be undertaken in the gentlest means possible.

8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9. **New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property**. The new work shall be

differentiated from the old and shall be **compatible** with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Historic Preservation Districts and Overall Zoning

Historic preservation districts are overlays to the existing zoning within the City of Belleville. In addition to the following, the Design Review Request (DRR) process within the designated preservation district, property owners must also follow the overall zoning for their property. Sections of the historic districts may be zoned for residential, commercial and industrial use under the City's Zoning Ordinance. The purpose of these districts is to conserve the urban residential environment of neighborhoods, which primarily developed prior to 1950 with single-family dwellings, assuming residential uses as the most restrictive zoning.

Zoning issues within the Historic Preservation Districts will be significant primarily for any proposed changes in the use of a property, any new construction, the erection of signs, or proposed lot subdivisions. Property owners must follow the provisions of the zoning ordinance as well as the guidelines for the Historic Preservation Districts.

Property owners must follow their overall zoning regulations in addition to following the design review process as historic preservation districts. The city's zoning ordinance and regulations are within a separate document and should be consulted on building issues such as setback, density and lot coverage, among other issues. Site design regulations within the historic preservation districts shall be the same as the underlying zoning district. **Planned developments, special uses, and variances are subject to provisions within the city's zoning ordinance and should be coordinated prior to review from the Historic Preservation Commission regarding design guideline issues.**

V. GENERAL POLICIES

Pre-existing Non-Original Conditions

Many non-historic and non-original features of buildings and their sites exist within the city's historic districts. Substitute siding materials, enclosed or altered porch design, decreased window size, and chain link fence are some of the most common and visible results of these alterations.

Those alterations of historic structures which occurred before the area's designation as an historic district and subsequent enabling of the preservation ordinance overlay are considered to be **pre-existing non-original conditions.**

Pre-existing non-original conditions may continue in place throughout the useful life of the material. Generally, if a localized portion of a non-original material is damaged through fire, auto collision, vandalism, etc., that portion of the non-original material may be repaired or replaced with a similar material. However, if a non-original materials fail due to neglect, lack of maintenance, wear and tear, or exceeding its useful life, or in the event an owner proposes to replace all or a part of a non-original material, then the repair or replacement shall be considered within the context of these design guidelines and require a Design Review Request approval.

Materials and Workmanship

All work completed under the historic preservation ordinance should be skillfully performed using appropriate materials approved by the Historic Preservation Commission and the Building Inspector, and be conducted, installed and completed in a workmanlike manner so as to secure the results intended by this document.

Both the City's Historic Preservation Commission and the Building Inspector have the authority to reject work not completed using the acceptable materials and standards of workmanship.

Upon verbal or written notice from the owner that the work is entirely complete, the Historic Preservation Commission will make an inspection and notify the owner of any incomplete or defective work. The property owner should then take immediate measures to remedy such deficiencies within sixty (60) calendar days.

VI. THE DRR APPLICATION PROCESS

How does the Design Review Request Process Work?

First – Determine if Your Work Requires Approval

If your structure is in one of the locally designated districts and you want to make any changes to the exterior of your property, you have to obtain a Design Review Request Approval and a building permit where applicable from the Health, Housing & Building Department of the City of Belleville. A Design Review Request (DRR) is a form issued to ensure that the exterior work planned for a building's rehabilitation, demolition or new construction meets the criteria of the design guidelines. A building permit is a separate form and type of review, which ensures the structural soundness, and safety of the building. The DRR approval needs to be obtained in addition to the regular building permit and **in some cases where a building permit is not required**. The city does not charge a fee for the DRR.

If you are planning to do work on a property located within a locally designated historic district, call the Economic Development, Planning & Zoning Department.

A DRR is generally required for the following:

- Any construction, alteration, demolition, or removal within a locally designated district which requires a building or demolition permit such as construction of any additions to buildings, demolishing buildings, or moving buildings;

- Construction, alteration, demolition, or removal of structure(s) or appurtenances, any of which affect the exterior architectural appearance of a property within a locally designated district, but not requiring a building permit.

- Porch repair or replacement, window and door replacement, masonry repair or replacement, such as for walls, chimneys, foundations, etc.

DRR's are generally not required for:

- Minor maintenance;

- Installation of plant material, or;

- Interior changes.

(If, it is determined that a DRR is required, the first step is to submit a Design Review Request (DRR) form, which initiates the process.)

Second – Obtain a DRR Approval

Obtain DRR approval by the Historic Preservation Commission prior to beginning the work.

DRR applications are available from the City's Economic Development, Planning & Zoning Department or online at www.belleville.net. A copy of the Design Review Request (DRR) Application is located in Appendix B. An original form, or a copy of the form in the appendix of the Guidelines appendix, and two (2) copies are required to be submitted.

Required documentation for a DRR includes:

- For **new construction (including garages) or extensive renovation,** a complete set of plans depicting the specific improvements in plan, elevation and detail and any specifications are required for the project. Plans shall be drawn to scale and shall include a site plan showing all existing and proposed improvements. Specifications and/or samples of exterior materials need to be provided such as siding, roofing, doors, windows, and ornamentation. Photographs are also needed of the lot and any existing buildings on the lot or adjoining lots;

- For **rehabilitation or repair,** detailed drawings are required of proposed modifications to the structure. Photographs of the existing building are required along with specifications and/or samples of exterior materials (such as siding, roofing, doors, windows, and ornamentation);

- For **fences,** scale drawings and a plat of the lot are required which shows the proposed location of the fence, height, style, material, thickness or spacing and what the fence will look like. Photographs of the property on which the fence is proposed and a plat of survey are also needed;

- For **signs,** scale drawings of the sign are required to show the size of the sign and its lettering. Drawings or photographs are also needed showing the sign location on the building or site. Color and material samples should also be submitted;

- For **landscaping and site development, parking areas, driveways, or parking lots,** walks, patios, decks, pergolas, trellises, pools, etc. a plat of survey is required which shows the location and layout of parking, building and landscaping. The drawings shall clearly indicate the dimensions of the parking stall(s), drive aisles, and setbacks.

- For **demolition,** photographs of the building proposed for demolition are required along with a statement describing the reasons for demolition and proposed use of the site.

DESIGN REVIEW REQUEST PROCESS

Upon receipt of a Design Review Request Application, the Economic Development, Planning & Zoning Department will determine if the DRR can be approved administratively or if it must be presented to the Historic Preservation Commission. Administrative approval is allowed if the proposed materials match the existing materials and there are no alterations to design of the property, excluding windows and tuckpointing. If the project scope is outside of the parameters of administrative approval the DRR will go before the Commission at its next regularly scheduled meeting. The Commission has four options when reviewing the application:

- ❖ Approve the Design Review Request as presented;
- ❖ Approve the Design Review Request subject to certain conditions;
- ❖ As the applicant to revise and resubmit the application per the Design Guidelines;
- ❖ Deny the Request based on certain conditions.

All DRRs shall receive a formal correspondence to respond to the request fairly and be signed by the Chairman of the Commission or Economic Development, Planning & Zoning Department staff in the case of administrative approval.

In the case where the Design Review Request is *approved* as presented: The Design Review Request application should be signed approved by the Chairman of the Commission and sent by mail or electronic means to the applicant.

In the case where the Design Review Request is *approved* subject to certain conditions: A written notification listing the conditions shall be signed by the Chairman of the Commission, attached to the Design Review Request application, and returned to the applicant.

In the case where the applicant is asked to revise and resubmit the application: A written notification detailing the deficiencies in the application shall be signed by the Chairman of the Commission, attached to the Design Review Request application, and returned to the applicant. The applicant may then revise the application based on the Design Guidelines/Policies & Procedures Manual and resubmit for consideration at the next regularly scheduled Commission meeting.

In the case where the Design Review Request is *denied* based on certain conditions: A written notification listing the reasons for denial should be signed by the Chairman of the Commission, attached to the Design Review Request application, and returned to the applicant. The applicant has the option to withdraw the request, revise it, or request an appeal to the City Council within 30 days of the denial.

Third – Obtain a Building Permit and Begin Work (if required)

Building permits (if required) are available at the Health, Housing & Building Department Office. If your plans change while work is in progress, contact this office **BEFORE** undertaking a change or departure from the DRR. If work undertaken is different from that originally approved and is discovered by or reported to the staff, penalties may include fines and/or the restoration of the building on site to its previous appearance.

The guidelines are organized alphabetically according to type of work. To use them, applicants should list each type of work they plan to do on a building or property and check the applicable guidelines. Exceptions to the guidelines can be made by the Commission if applicants demonstrate that the proposed work will be appropriate based on historical evidence and documentation in the context of the particular structure.

For submittals, plans need not be exacting, exhaustive or overly detailed and may be simple and concise, but should show the proposed work as thoroughly as possible and communicate the intended improvement work. Plans prepared and sealed by a licensed architect are not required for simple repairs/replacements to single and two family dwellings, residential garages and outbuildings, but are required for all structures of other uses (i.e. commercial, multi-family, industrial, institutional and public buildings – by Illinois Statute, see Illinois Practice Act – Licensed Architects).

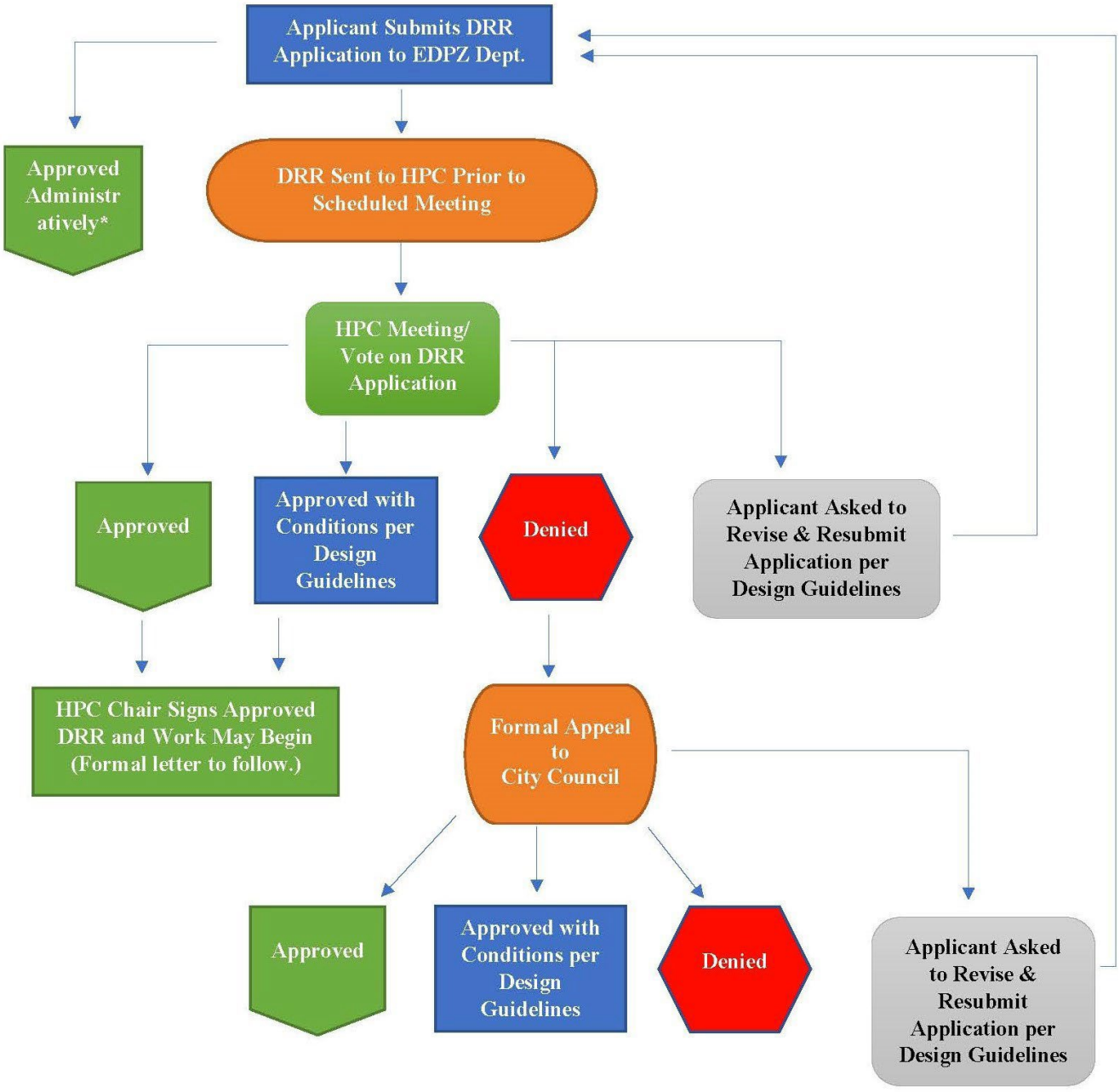
Help is Available – Assistance is available to help owners or other applicants plan and design projects or improvements to meet the design guidelines. The Commission's staff is available for free consultations.

And Thanks! – Improvements are constantly taking place in the locally designated districts thanks to the efforts of property owners and residents. This improves the quality of life for everyone and for the City of Belleville. The Belleville Historic Preservation Commission appreciates your good work.

DESIGN REVIEW REQUEST APPLICATION PROCESS

Prior to DRR Application Submission:

1. Review Design Guidelines/Policies & Procedures Manual.
2. Property owner can request consultation with City staff to determine if DRR is required.
3. Property owner can request consultation with HPC member for recommendations on appropriate materials and/or design options.
4. Contact Health, Housing & Building Department to determine if Building Permit is required. Please note that not all items that require a DRR also require a Building Permit.



*Administrative approval allowed if the proposed materials match the existing materials and there are no alterations to design of the property, excluding windows and tuckpointing.

BELLEVILLE HISTORIC PRESERVATION COMMISSION
DESIGN REVIEW REQUEST APPLICATION

Address of Property: _____

- ☐ Hexenbuckel Historic District
- ☐ Oakland Historic District
- ☐ Old Belleville Historic District

Name of Property Owner: _____

Street Address: _____ City: _____ State: _ Zip: _____

Telephone: (_____) _____-_____

Email Address: _____

Name of Applicant (if different from property owner): _____

Street Address: _____ City: _____ State: _ Zip: _____

Telephone: (_____) _____-_____

Email Address: _____

Applicant's relationship to Owner: ☐Owner ☐Lessee/Tenant ☐Contractor ☐Architect ☐Other: _____
Application must be signed on Page 3 to be considered.

EXTERIOR ALTERATION/REPAIR
Check each work item for which approval is requested:

- ☐ Addition
- ☐ Architectural Feature (decorative ornamentation)
- ☐ Awning or Canopy
- ☐ Chimney
- ☐ Curb Cut
- ☐ Deck
- ☐ Demolition
- ☐ Doors
- ☐ Fence
- ☐ Garage/Outbuilding
- ☐ Gutters & Downspouts
- ☐ Landscaping
- ☐ Light Fixtures
- ☐ Masonry Cleaning, Repointing, Painting
- ☐ Material Change (wood, brick, etc.)
- ☐ Mechanical System Units
- ☐ New Construction
- ☐ Painting (paint removal, etc.)
- ☐ Paving (parking lot, driveways, landscaping)
- ☐ Porch – Maintenance and Minor Repair
- ☐ Porch – Major Repair and Reconstruction
- ☐ Relocation of Building
- ☐ Retaining Walls
- ☐ Roof (change in shape, features, materials)
- ☐ Roof Vents
- ☐ Satellite Dish or Antenna
- ☐ Security Doors or Windows
- ☐ Shutters
- ☐ Sidewalks
- ☐ Siding
- ☐ Signs
- ☐ Site Furnishings
- ☐ Solar Panels and Equipment
- ☐ Stairs/Steps
- ☐ Storm Doors or Windows
- ☐ Swimming Pool
- ☐ Windows
- ☐ Other: _____

List and describe in detail all work to be done for each item in the space provided on Page 2 include the following materials where appropriate and check appropriate box if included (add pages if necessary):

A. Narrative – Describe the work.
B. Drawings, photographs, specifications, manufacturer's illustrations or other description of proposed changes to the building's exterior. To scale drawings with dimensions will be required for major changes in design, e.g., roofs, facades, porches, and other prominent architectural features.
C. If application is for any feature not on the primary structure, include a site plan.
D. If material changes are proposed, include samples.

NEW CONSTRUCTION/ADDITIONS

Include the following materials where appropriate and check appropriate box if included.

A. Narrative – Written description of project and elements of work.
   For primary structure, outbuilding or addition.
B. Site plan with measured distances.
C. Elevations drawings of each façade and plans with dimensions and specifications which clearly illustrate the exterior appearance of the site and building.
D. Drawings, photographs, samples, manufacturer's illustrations, or other description of material to be used.
E. Drawings or other description of site improvements, e.g., fences, sidewalks, lighting, pavements, decks.

DEMOLITION OF STRUCTURE – NARRATIVE DESCRIPTION

A. Describe the structure's condition and reason for demolition.
B. Describe the proposed reuse of the site, including drawings of any proposed new structure or landscaping.

RELOCATION OF STRUCTURE – NARRATIVE DESCRIPTION

A. Explain what building will be moved, where, why, and if there are any proposed exterior changes.
B. If a building will be moved into the district from outside, include photographs.
C. Include a site plan showing proposed location of the structure on the new parcel. Describe any site features which may be altered or disturbed, e.g., foundations, walls, vegetation.

NARRATIVE DESCRIPTION OF PROPOSED WORK:

Please describe in detail, all work to be done for each item checked on the DRR application: Use additional sheets, if necessary.

APPLICANT SIGNATURE

In consideration of this application and attached plans and specifications being made a part thereof, we will conform to all the regulations set forth in the City of Belleville, Illinois Codes and Ordinances.

We further agree that all work will be in accordance with the plans and specifications which accompany this application, except for such changes as may be authorized or required by the Building Official. We further agree to post a copy of the approved Design Review Request (DRR) on the premises in a place of public view until the approved work is completed.

_____ _____

Owner/Authorized Agent Signature Date

DESIGN REVIEW REQUEST (DRR) DETERMINATION

Historic Preservation Commission, Chair: _____ Approval Date: _____

Staff Administrative Approval*: _____ Approval Date: _____

☐Approved ☐Approved with conditions ☐Revise / Resubmit ☐Denied

Conditions: _____

_____

The Design Review Request (DRR) is provided at no cost. Please remember that Building Permits may be required in addition to the DRR.

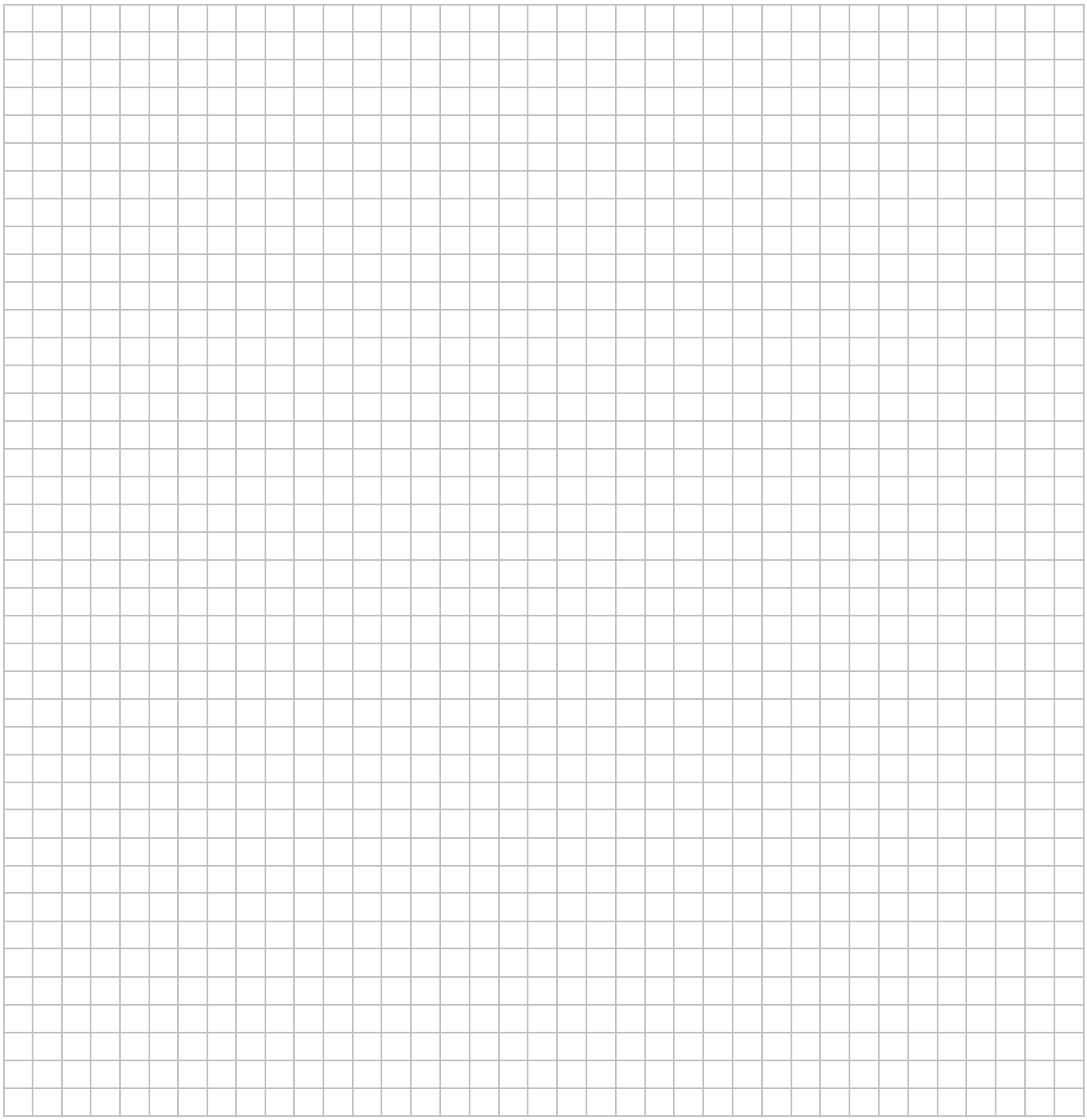
*Administrative approval allowed if the proposed materials match the existing materials and there are no alterations to design of the property, excluding windows and tuckpointing.

PLEASE RETURN APPLICATION FORM AND SUPPORTING DOCUMENTATION TO:

Belleville Historic Preservation Commission
2300 West Main St., Suite M112
Belleville, IL 62226
(618) 233-6810
edpz@belleville.net

DRAWING OF PROPOSED WORK

Please use this sheet or attachments to draw/sketch out your proposal to scale. You may use the grid provided to scale your drawings. For example: 1 square on the grid – 1 foot on the ground.



CITY OF BELLEVILLE
DRR Process: General Plan Review Process for Development Projects

Submittal of a DRR to the Belleville Historic Preservation Commission (HPC) to determine if the proposed work is appropriate and approved. Generally, this process shall be initiated prior to or simultaneously with a building permit process through the Health, Housing & Building Department and/or re-zoning process through the Economic Development, Planning & Zoning Department.

Developer/Applicant submits 3 sets of complete plans and specifications with application for the required permits to the Health, Housing & Building Deparment.

Upon issuance of approved DRR by HPC, Building Official checks plans for completeness & insures that plans are properly sealed and certified.

Incomplete Plans
Developer/Applicant notified that plans are incomplete to initiate plan review.

Complete Plans
Building Official completes preliminary information on check list & distributes plans to City Departments for review & comments.

Concurrent Review By:

Engineering Dept.
Storm Water Retention
Erosion & Sediment Control
Access & Traffic Control
Sewage Disposal
R-O-W Work

Building Dept.
Zoning Compliance
Parking/Loading Requirements
Sign Ordinance
Handicap Accessibility
BOCA Code Review

Fire Department
Compliance with NFPA Codes
BOCA & Fire Prevention 1996

Electrical, Plumbing, HVAC
National Electrical Code
State Plumbing Code
Gas, Oil & Solid Fuel
Burner Code

10 WORKING DAYS TO COMPLETE REVIEW (this is an estimate, based on above information and may take longer, if a backlog of projects exists).

Upon completion of Plan & Review:

1. Comments & deficiencies noted by each Review Dept. and returned to Health, Housing & Building Department.
   a. Comments generated from Plan Review forwarded to Developer/Applicant for response & revisions as noted before permits can be issued.
   b. Written response & corrections made by Applicant & submitted to City.

2. Plans, drawings, documents, etc. approved as presented or minor modifications needed.

3. Building Permits as required for the project issued by City.

5. City monitors and conducts required inspections at various stages to insure compliance. Certificate of Compliance issued upon completion of project.
6.

VII. BELLEVILLE'S HISTORIC ARCHITECTURE & BUILDING STYLES

Belleville contains an impressive collection of 19th and 20th century residential architecture. The majority of the houses built in early years were brick one-story street houses. As affluence increased steadily through the 1920s, larger two-story homes of styles popular throughout the country were built to reflect Belleville's status. The architectural styles included Italianate, Second Empire, Queen Anne and then followed the American Townsquare, Bungalow, Colonial, Greek and tudor Revival styles and even Bauhaus and Prairie styles.

Belleville's buildings are not easily categorized. Some are built in combinations of styles - others have had changes since they were originally built. If a building does not fit a category exactly, do not feel it is not important or significant to our community. Look for those buildings that are typical of Belleville and see what elements are commonly found or uniquely constructed. They define the character of our city.

The following building types and styles are those most common in the locally designated districts and older neighborhoods. The illustrations present specific examples but variations of the same style may also exist.

GERMAN OR AMERICAN STREET HOUSE (FOLKHOUSE), ca. 1830 – ca. 1870 (Later versions to 1930)

The most common styles of early Belleville houses was the German, American Street House or Folkhouse Numerous examples exist in various configurations. The "style" even extended to later construction in frame versions.

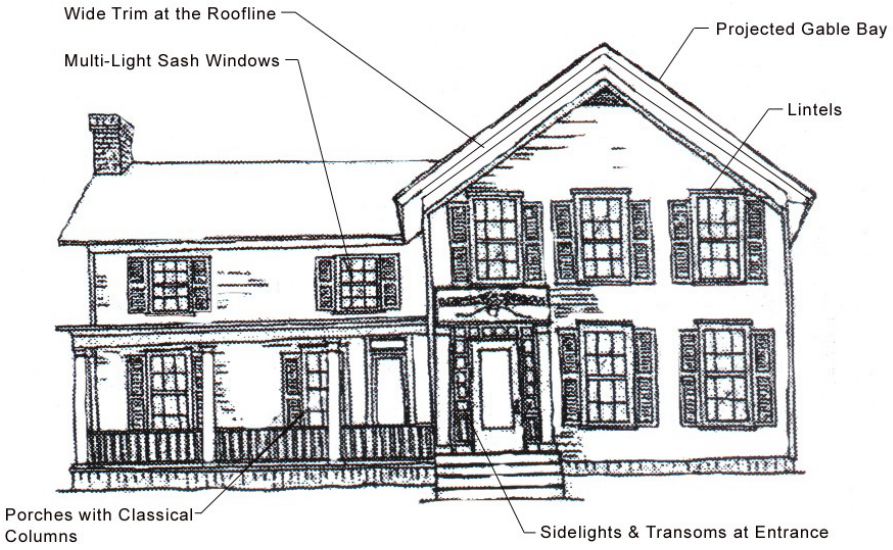
- One-story and one and an half-story high brick masonry bearing walls; low pitch roof; end chimneys; dormers rare (or added later); positioned on sidewalk; 6-over-6 windows; shutters; solid paneled doors; transoms over doors; integral gutters in eaves.
- Stone and sometimes brick foundation walls.
- Stone steps up into doorways.
- Attic windows at gable ends.
- Wood lintels and sills were common.
- Later stone sills were used and brick arches were added at heads.
- Door hoods were added.

Variations of the Street House are:
- Half House: Central door with a window at each side.
- Three-Quarter: One window to the left of door and two to the right.
- Double House: Window-door-window/window-door-window.
- Full House: Central door flanked by two windows at each side. (See below)
- Row House: A common-wall house for three or more families.

GREEK REVIVAL STYLE, ca. 1830 – ca. 1870

The Greek Revival style was an important architectural style of the mid-19th century. The style reflected the influence of early Greek architecture, which was felt to embody the idealism of democracy and classical beauty. Dwellings constructed in this style were often built with symmetrical floor plans and with classical columns or pilasters. Common details include multi-light sash windows with plain lintels, center entrances with sidelights and transoms sometimes recessed, and classically detailed columns or pilasters.

Dentilled cornices, end gable chimneys, 6/6 windows (later 2/2), short roof returns at corners ("Broken Pediment"), and 4 or 6 panel doors also were prevalent in this mostly two-story style.



GOTHIC REVIVAL STYLE, ca. 1860 – ca. 1900

The Gothic Revival style was influenced by the formal Gothic designs and forms of Europe. This style was especially popular for churches and civic buildings, however, it was also used to a limited degree for dwellings. This style is often characterized by the use of pointed Gothic arches for windows and doors. Roofs are steeply pitched and windows are often decorated with hood molding. Bay windows are common as is eave decoration and attached millwork.

These distinctive substyles exist in Belleville:

- Carpenter Gothic: 1870-1900…
  - with sawn brackets, moldings and ornamentation on gable ends, porches, cornices.

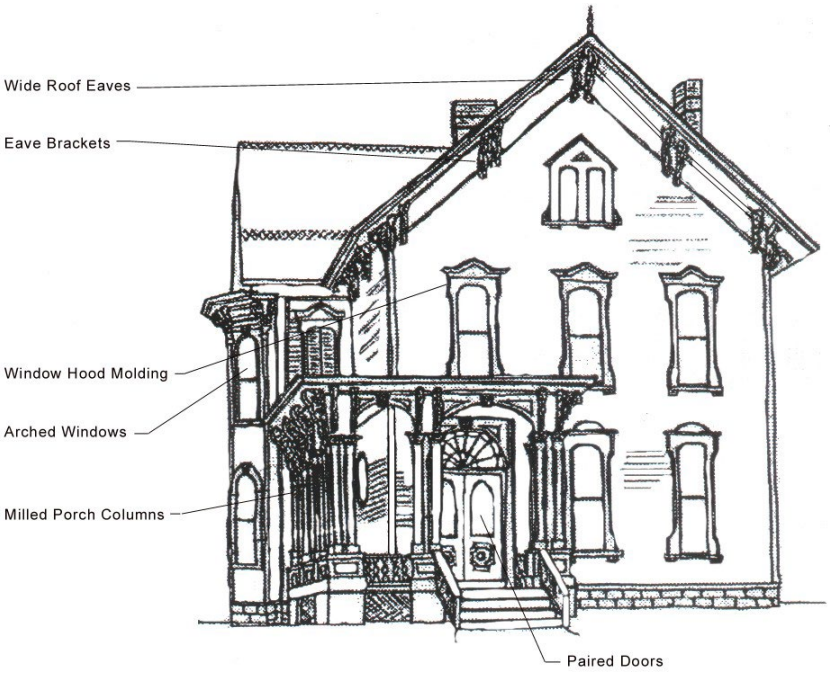
- Victorian Gothic: 1860 -1890's
  - painted gables with finials at peaks.
  - taller, slender vertical windows.
  - leaded and stained glass.
  - dark brick.
  - decorative brick work patterns.

ITALIANATE STYLE, ca. 1850 – ca. 1890

The Italianate style was a popular national style from the mid-to-late 19th century. The style was influenced by rural villas and urban architecture of Italy and promoted by a number of notable American architects such as Alexander Davis and Andrew Downing. Italianate dwellings in Belleville are generally two stories in height with low-pitched gable roofs and wide eaves. Characteristics of this style include elaborate eave and cornice brackets, segmental arched grouped windows, and decorative hood moldings. Porches with ornate milled columns and railing are also common on these dwellings. Two over two sashes with shutters were sometimes grouped in 2's or 3's, round or elliptic; attic windows/roof vents were used as well.

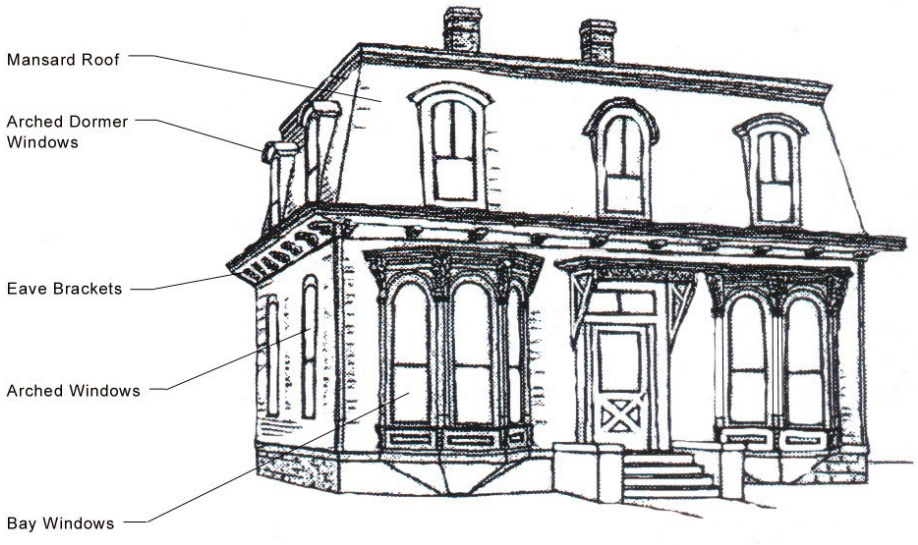
Balustraded balconies and porches in iron or wood are common. Roofs sometimes capped with a tower, cupola or widow's walk also depict this style.

Entry doors are either solid or with interesting glass applied jigsaw cut-outs on lintels and dormers. Rounded brick arch or iron lintels are common. Windows are sometimes stacked to form two-story elements.



MANSARD/SECOND EMPIRE STYLE, ca. 1865 – ca. 1890

The Mansard/Second Empire style is related to the Italianate style in its design, detailing, and overall proportions. The primary distinguishing characteristic of this style is its mansard roof for its main roofline or attached tower. These mansard roofs can be concave (bow in), convex (bow out) or be straight sided. Slate is a common material covering the mansard roofs. Mansard/Second Empire style dwellings are usually ornate with bracketed eaves and cornices, dormer's arched dormer windows with hood molding or brick arches, and milled porch columns and railings. 2/2 windows, decorative ironwork and ornamented finial rooftop edges were common.



STICK STYLE, ca. 1870 – ca. 1900

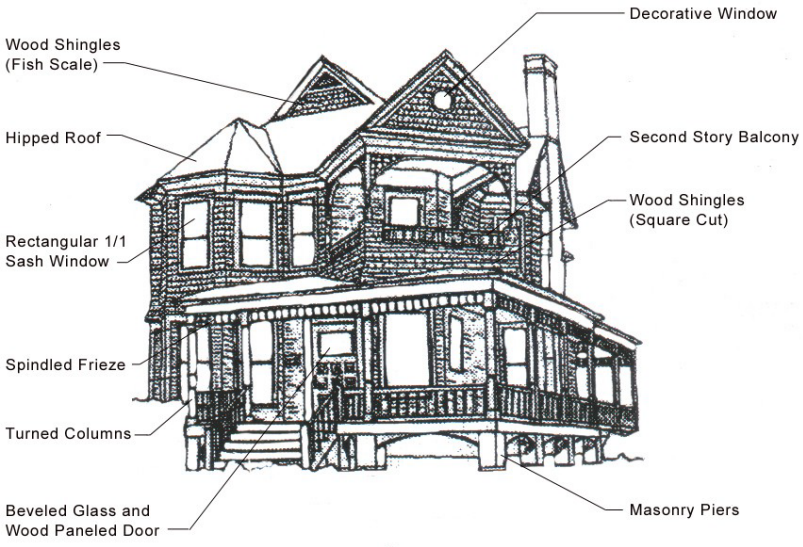
The Stick style is characterized by the widespread use of decorative milled detailing and varying uses of wood wall surfaces. These dwellings are similar in form to the Queen Anne style and generally have high-pitched gable roofs and asymmetrical two-story floor plans. Large porches are common with decorative railings, turned columns, and applied verge board or spindles. Second floor balconies and bay windows are also characteristics of this style. Windows and doors often have decorative glass and surrounds. Eaves are embellished with milled woodwork such as brackets, sunburst designs, and attached verge board. Siding of vertical, horizontal and diagonal patterns, tongue and groove or clapboard were prevalent. Windows of 4/4 patterns were popular.

Sometimes elaborate "stickwork" of diagonal, geometric, "wheel" and vertical or horizontal patterning of rails and trim were used.

QUEEN ANNE STYLE, ca. 1875 – ca. 1910

The Queen Anne style was one of the most common American house forms in the late 19th century and featured an asymmetrical floor plan with stepped, pitched roofs and extensive exterior detailing. This style is generally two-stories in height and often features corner towers, turrets, or projecting bays. Exterior wall surfaces are often varied with mixtures of brick and stone, wood siding, and scalloped wood shingles. Large wraparound porches with milled columns and balusters are usually present on the main facade. Windows are one-over-one sash or of small multi-light design. Brackets or decorative verge board are often found in the gables. The boom years of Belleville's late 19th century growth coincided with the popularity of the Queen Anne style and many excellent examples of these dwellings were built throughout the city.

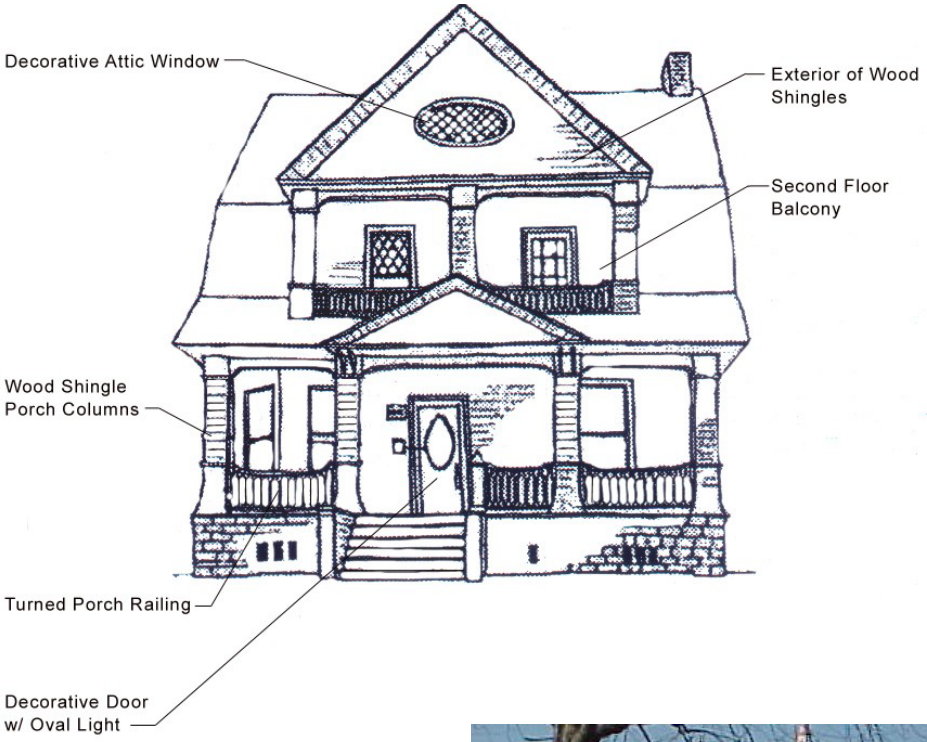
Often oriel windows and stained glass accented facades and stairs. Spindle work and horizontal bands at porch roof frieze were typical.



SHINGLE SYTLE, ca. 1880 – ca. 1905

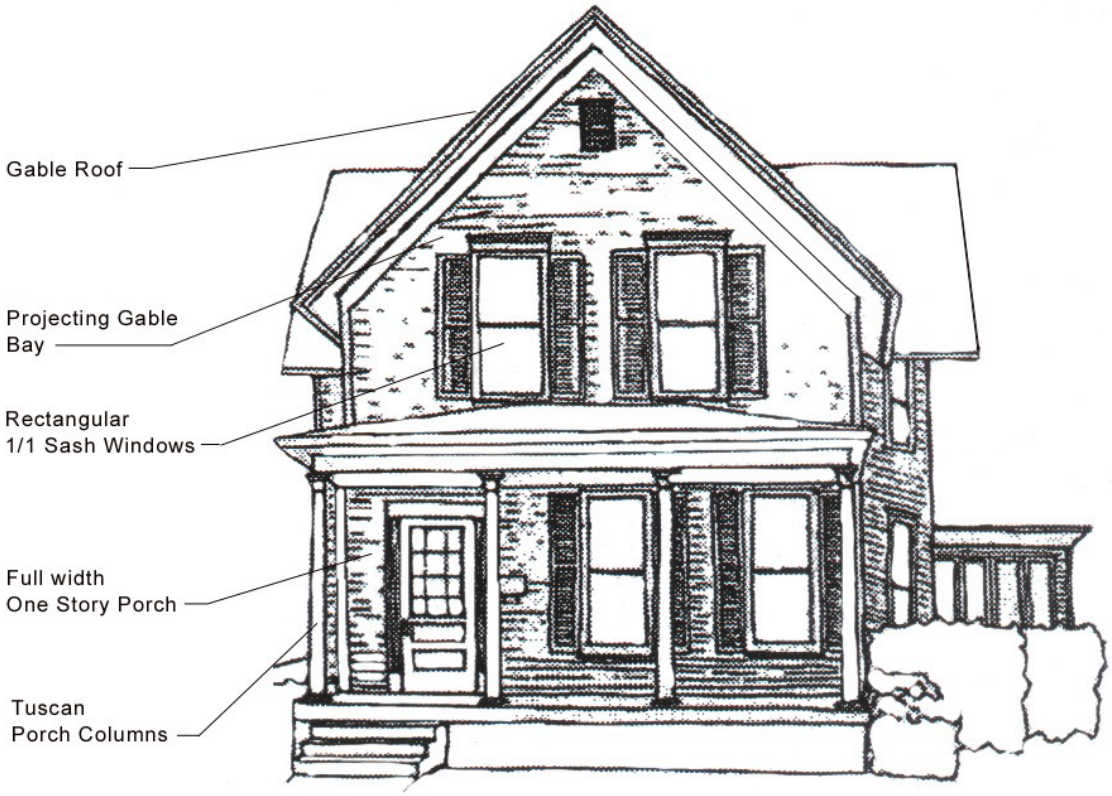
Related to the Queen Anne style is the Shingle style, which is characterized by an exterior wall sheathing of weathered wood shingles. The shingles are often designed in various interlocking shapes and provide a rich texture to the exterior appearance. In many cases, not only is the exterior wall surface covered with shingles but also the front porch columns are sheathed in shingles. Decorative (casement and double-hung) windows and doors are common as are turned porch railings and balusters.

Colors were distinctive with shingle often 2 shades darker than trim of same color. Interiors were open from room to room. Later these were often adapted to colonial revival with white clapboard siding.



HOMESTEAD/GABLE FRONT FORM, ca. 1870 – ca. 1900

The "Homestead" or "Gable Front" dwellings of Belleville are vernacular or folk housing forms of the late 19th century. These dwellings are typically of frame construction, two stories in height, and have gable roofs. In Belleville, these house forms sometimes have a central projecting gabled bay on the main façade but more often an overall gable front plan with a one- or two-story lateral rear wing. Decoration is often more restrained than found in the Queen Anne style except for milled porch columns and brackets on the primary facade. One-over-one rectangular sash windows are common as are single-light glass and wood front doors. Fewer of these exist than the common Folk House.



BRICK FLATS AND ROW HOUSES, ca. 1885 – ca. 1920

Belleville retains a fine collection of late 19th century brick worker's flats. These two- to three-story multi-family dwellings were built to accommodate the many factory workers who came to Belleville in the late 1800's and early 1900's. Constructed in rectangular plans, the buildings reflect a simplified Italianate style in their bracketed eaves, arched windows, and hood molding. Several of these buildings display ornate porches and bay windows on the main facades. Terra cotta panels are also visible on many of the buildings.

WORKER'S COTTAGES, ca. 1860 – ca. 1890's

The growth and development of the Belleville mills, breweries, brick and tool and die companies resulted in a large expansion of the city's work force. Many small frame dwellings were constructed in these years to accommodate the many workers who came to Belleville. These dwelling's were generally one-story or one-and-one-half stories in height with gable roofs and limited detailing. Gable Front plans were commonly built and decorative detailing was generally confined to porches or simple moldings over the windows, few of these still exist. Perhaps many were replaced with later styles or modified beyond recognition.

COLONIAL REVIVAL STYLE, ca. 1895 – ca. 1935

The Colonial Revival style was one of the most popular architectural styles of the early 20th century. During the 1890s there was a renewed interest in the architectural forms of Colonial America. These dwellings were built with symmetrical floor plans and with classically detailed formal porches. Common characteristics are columns and pilasters in Doric, Ionic, Corinthian, and Tuscan orders, eave dentils, and pedimented windows and doors. Dwellings in this style were constructed both of brick and frame and are generally two-stories in height. Examples of these exist predominantly outside of existing historic districts in 1920's to 1940's neighborhoods.

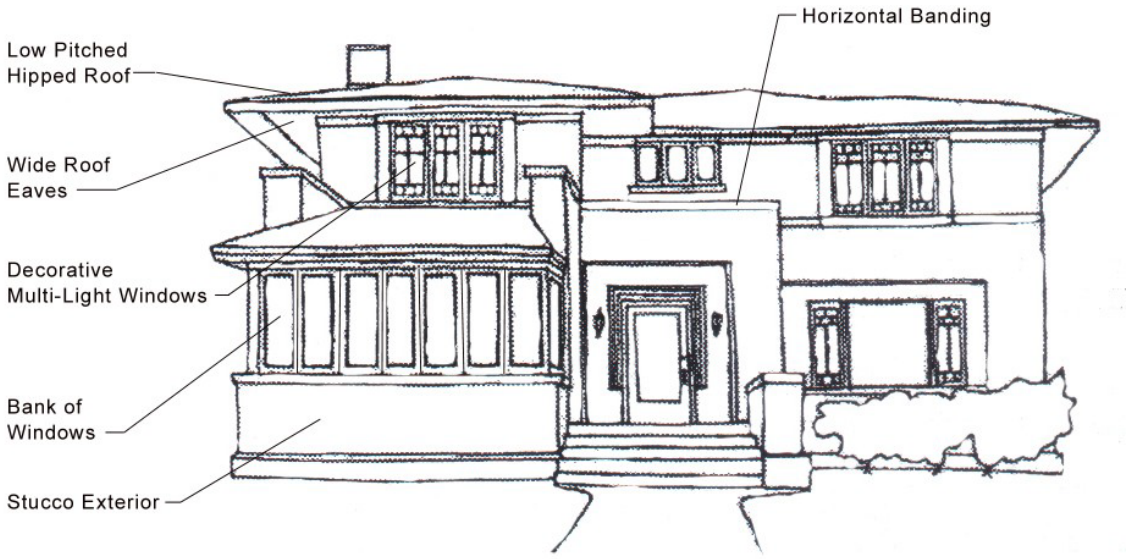
NEO-CLASSICAL STYLE, ca. 1890 – ca. 1935

The Neo-Classical style is closely related to the Colonial Revival style of the early 20th century. The Neo-Classical style maintains the symmetrical forms and classical detailing, but is distinguished by two-story or full-height porches called porticos. These porticos most commonly display wood columns in the Doric and Ionic orders. Entrances are often highly decorative with pediments, sidelights, and transoms.

PRAIRIE STYLE, ca. 1900 – ca. 1920

The Prairie style originated in America in the early 1900s from architect Frank Lloyd Wright. This style emphasized low-pitched hipped roofs, wide eaves, and broad porches with broader lots and landscapes. Exterior wall surfaces are often stucco or brick. These dwellings are generally one and two-stories in height and have decorative multi-light windows.

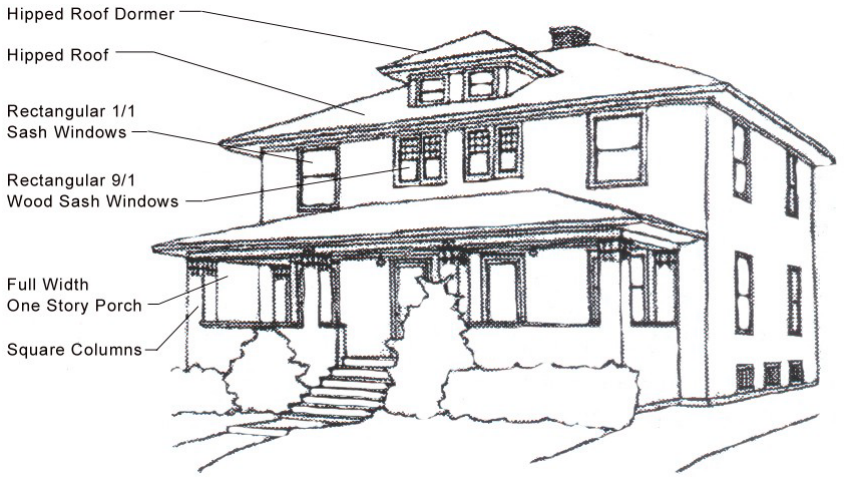
The horizontal emphasis and broad overhangs, many with exposed rafter framing, express a block-like massing, intersected with horizontal flat planes. Casement windows were more common in groups. Windows with geometric mullion designs are prevalent in true Prairie style. The proportion of glass to wall surfaces increases and large, low chimneys contributed to this "Modern" style. Brick color often departed from reds to tans and golds and oranges.



AMERICAN FOURSQUARE FORM, ca. 1890 – ca. 1930

The American Foursquare house reflects an early 20th century return to simple building forms and minimal decoration. These house forms are common throughout Belleville's neighborhoods and feature rectangular plans with hipped roofs and one-story porches on the primary facade. Porches often have square boxed columns and eaves often feature medallion blocks or brackets. The roofline on the primary facade generally displays a hipped dormer window.

The exteriors were sometimes brick, sometimes stucco and sometimes wood clapboard siding. Eaves were originally enclosed, but later rafter tails were left exposed. Exterior windows were trimmed with a wide flat board. Front doors were often located on one side rather than centered. Diamond leaded windows were popular as accents. Windows were varied in style.



CRAFTSMAN/BUNGALOW STYLE, ca. 1900 – ca. 1940

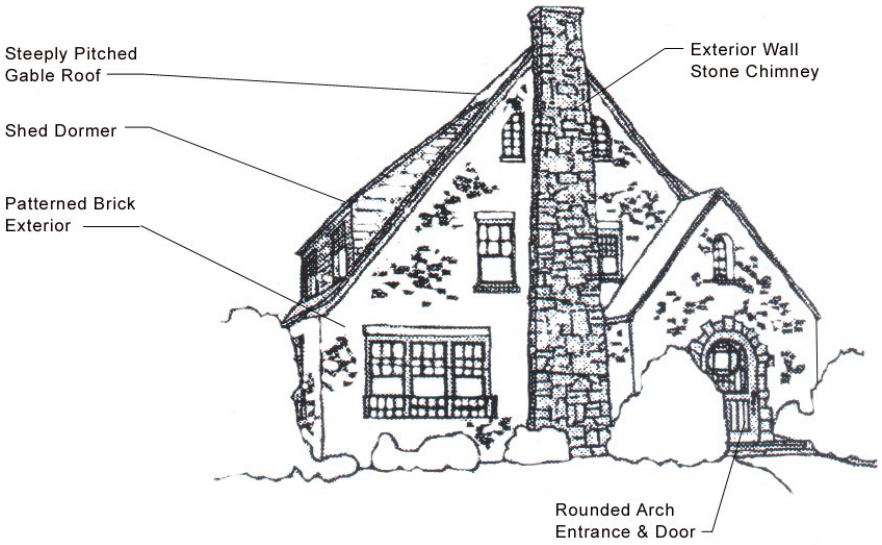
The Craftsman or Bungalow style was the most common architectural style in America during the early 20th century. The Craftsman style is characterized by square plans with low-pitch gable or hipped roofs, often with shed dormers. Windows are double hung-sash with three or more vertical lights in the top sash and a single-light bottom sash or sometimes casement. Craftsman dwellings have large broad porches, which usually extend across the front facade and are supported by tapered columns resting on stone, frame or brick piers. In contrast to the vertical emphasis in Victorian styles, Craftsman dwellings emphasized the horizontal, with wide windows and wide roof eaves. In many examples, rafter ends and knee braces are visible below the eaves.

Manufactured, pre-cut houses were available from Sears & Roebuck and all American Redi-cut, and shipped by rail. Often trellises accompanied porches.

TUDOR REVIVAL STYLE, ca. 1910 – ca. 1940

The Tudor Revival style was another popular national style of the early 20th century. These dwellings are based upon medieval house forms of England and were built in America from 1915 to 1940. These house forms have high pitched gable roofs, multiple gables on the main facade, and are generally of brick, stone, and stucco construction. Doors are often set within rounded or Tudor arches while windows often have multiple lights in the upper and lower sashes. In gable fields, stucco and wood are often combined to create the appearance of a design known as "half-timbering."

In Belleville, many combinations of brick and stone coupled with stucco exist, mostly in the distant east and west neighborhoods, beyond the historic districts.



VIII. GUIDELINES FOR RESIDENTIAL PROPERTY REHABILITATION AND RESTORATION

ARCHITECTURAL DETAILS AND FEATURES INCLUDE, BUT ARE NOT LIMITED TO gingerbread, verge boards, eaves, dentils, terra cotta, cornices, moldings, trim work, brick, stone, shingles, columns, pilasters, balusters, clapboard, shingle and stucco surfaces, or any other decorative or character-defining features.

Belleville's historic dwellings display a wide variety of architectural features and detailing. These details are essential in defining a property's architectural style and period of construction. Original architectural features and detailing should be preserved and maintained. If the details need to be replaced, the new materials should match the original as closely as possible.

A. should not be removed or altered if original to the building.

B. should be repaired rather than replaced.

C. should not be covered or concealed with vinyl, aluminum or other artificial material.

D. should not be added unless there is physical, pictorial, or historical evidence that such features were original to the house. These features should match the original in materials, scale, location, proportions, form, and detailing.

AWNINGS

Canvas awnings were often applied to windows, doors, and porches to provide shade during the summer. Awnings fell out of favor following the introduction of air conditioning. However, in recent years the popularity of awnings has increased due to their attractiveness and energy savings. The application of canvas or acrylic awnings are appropriate for Belleville's historic dwellings.

Awnings may not be appropriate for all window locations. If you are considering adding awnings to your older house, avoid using modern, metal awnings, since they bear little resemblance to historic canvas awnings. Select an awning style that is appropriate for your older house.

Awnings…

A. should not be removed or altered if original to the building.

B. should be repaired rather than replaced.

C. should not be covered or concealed with vinyl, aluminum or other artificial material.

D. should fit the opening to which they are applied. Rectangular window and door openings should have straight across shed type awnings, not bubble or curved forms. Awnings over arched *w*indows should have curved or rounded awnings to match the opening.

E. should be attached with care to prevent unnecessary damage of original details and materials.

CHIMNEYS

Chimneys often feature decorative brickwork or designs, which are part of a dwelling's architectural character. Many exterior wall chimneys in Belleville are essential features to a dwelling's overall design. Chimneys should be maintained and preserved in accordance with the brick, masonry and mortar guidelines.

Chimneys…

A. should not be removed or altered if original.

B. should be cleaned and repointed in accordance with masonry guidelines to match the original in materials, colors, shape, and brick pattern. Chimneys that have been extensively repointed resulting in mismatched colors and textures may be painted in brick colors such as dark red or brown.

C. which require rebuilding should be rebuilt to match the original design.

D. should have clay, slate, or stone caps. Metal caps may be acceptable if they are not readily visible.

E. should not be covered with stucco or other materials.

F. should have flashings of lead, copper, or galvanized steel to be consistent with the structure age.

DOORS

Doors and door surrounds are highly visible and significant in defining the style and character of a dwelling. Original doors, door surrounds, and hardware should be preserved and maintained. Original features should be repaired rather than replaced.

Doors available from most wholesale hardware stores generally are not appropriate for front entrances. The majority of these doors do not have panels or glass lights, which match historic door designs.

Doors…

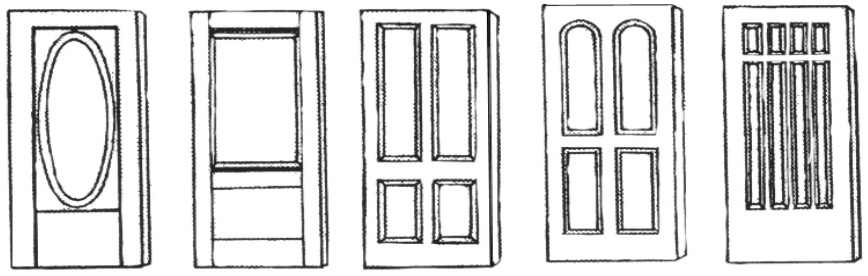
A. and/or door features such as surrounds, sidelights, and transoms should not be removed or altered. The original size of the door opening should not be enlarged, reduced, or shortened in height.

B. new door designs should not replace original doors at the front entrance or at side entrances, which are readily visible from the street.

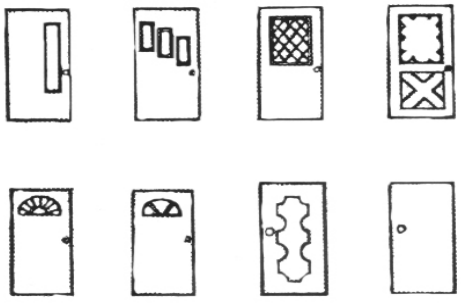
C. which are missing on the front or readily visible side facades should be replaced with new doors appropriate for the style and period of the dwelling. Replacement doors should be similar in design to the original in style, materials, glazing (type of glass and area) and lights (pane configuration). Solid wood doors were initially used; later 4 panel solid doors were used.

D. of solid flush wood or steel design should be used only at rear entrances or side entrances, which are not readily visible from the street. These doors should be of traditional designs appropriate for the house.

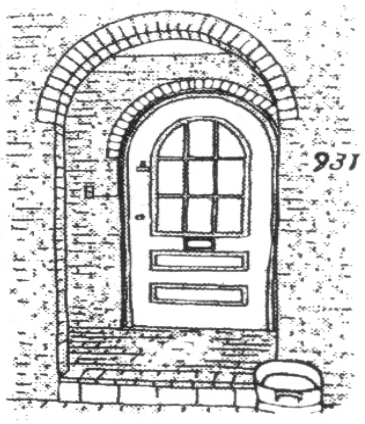
E. should not be added at locations where they did not originally exist. If needed to meet safety codes or to enhance the use of a property, doors should be added at the rear or sides of dwellings where they would not be readily visible.



Oval Glass Light Colonial Revival Door | Single-Light Queen Anne Door | Four-Panel Homestead Door | Four-Panel Italianate Door | Multi-Light Craftsman Door



Inappropriate designs for front doors



Example of a Tudor Revival door

SCREEN AND STORM DOORS

Screen and storm doors can be appropriate for historic dwellings. New screen doors should be full view design or with minimal structural dividers to retain the visibility of the historic door behind the screen door.

Storm doors can assist in lowering energy costs and should be full view design or have minimal structural framing. Doors should be of a color complementary to the house. "Raw" or shiny aluminum doors are not acceptable in visible locations.

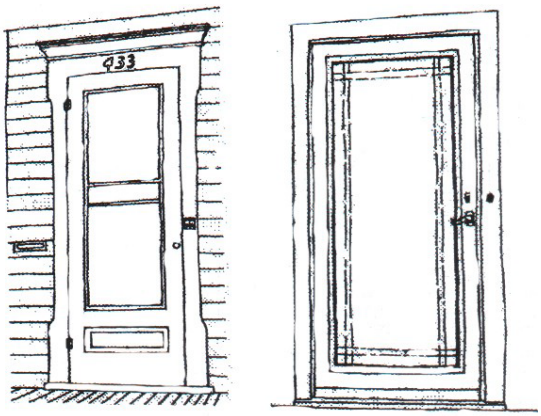
Screen and Storm Doors…

A. shall be correctly sized to fit the entrance opening. Door openings should not be enlarged, reduced, or shortened for new door installation.

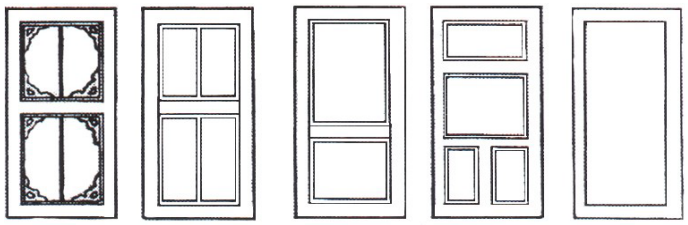
B. should be preserved and maintained if original.

C. screen doors if new, should be wood and full-view or with structural members aligned with those of the original door.

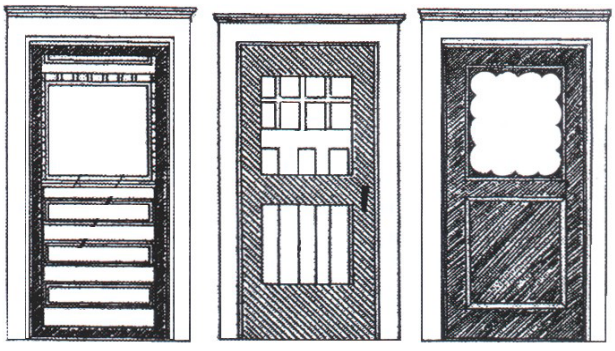
D. storm doors should preferably be of wood but aluminum full view design and with baked-on enamel or anodized finish in colors complementary to the house are also acceptable.



Examples of appropriate Storm Doors



Appropriate screen door designs for typical historic doors
Designs should be complimentary to the style of the house



Storm doors should be full-view design so that original doors are not blocked or obscured.

SECURITY DOORS

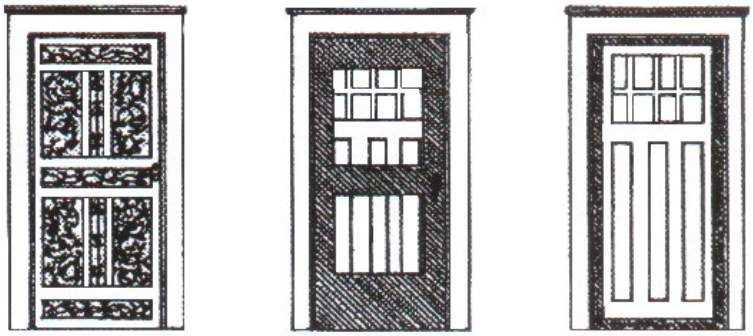
Security doors are non-historic additions to dwellings. While the installation of security doors on fronts of buildings is discouraged, they may be installed if they are full view design and have minimal structural framing to allow the viewing of most of the historic door behind them. Ornate security doors with extensive grillwork or decorative detailing are not appropriate for entrances on the fronts of dwellings. The addition of security doors on the rear or sides of dwellings, which are not readily visible, is acceptable.

Security Doors…

A. security doors shall be correctly sized to fit the entrance opening. Door openings should not be enlarged, reduced, or shortened for new door installation.

B. are less appropriate for fronts of dwellings than at rear and side facades not readily visible from the street. Security doors added to the fronts of dwellings should be full view design or have minimal structural framework to allow for the viewing of the historic door behind them.

C. which are not readily visible may have more extensive structural framework than would be acceptable for front doors.



Security doors in visible locations should be full-view or have minimal exposed framing

FOUNDATIONS

Most Belleville dwellings have brick, stone or concrete foundations and repointing and repair should follow masonry guidelines.

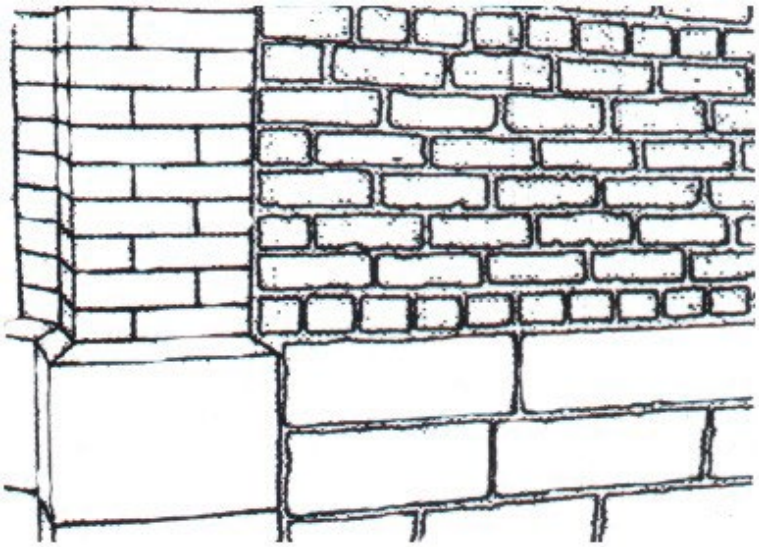
Foundations…

A. should not be altered and original design should be retained. If removal of sections of the foundation are required such as for mechanical unit installation, this removal should be at the rear facade or non-readily visible side facades.

B. should be cleaned, repaired, or repointed according to masonry guidelines.

C. should not be concealed with concrete block, plywood panels, corrugated metal, or other non-original materials.

D. of brick may be painted or stuccoed if the brick and/or mortar is mismatched or inappropriately repaired.



GARAGES, CARRIAGE HOUSES AND OUTBUILDINGS

Belleville's historic districts contain a wide variety of 19th and early 20th century outbuildings including summer kitchens, servant's quarters, sheds, carriage houses, and automobile garages. These buildings add to the district's character and some have notable architectural significance. These buildings were often built with construction techniques and materials to match the dwelling. These buildings should be preserved and maintained. NOTE: For new garages see New Construction guidelines.

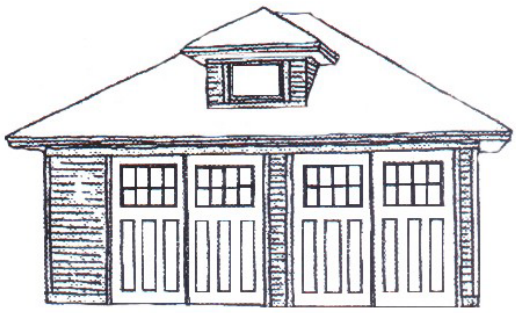
Garages, Carriage Houses and Outbuildings…

A. that contribute to a property's historic character, or original to a property should be preserved and maintained. Original features should be repaired to match the original.

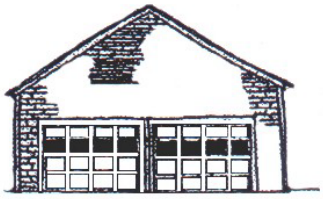
B. original to a property should not be moved or relocated to another part of the lot.

C. original doors should be maintained to the greatest extent possible, but may be retrofitted with modern hardware and custom garage door openers.

D. style and design of new garage door replacements should be compatible with and as closely as possible, mimic original door design.

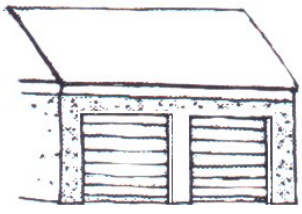


Example of an outbuilding that has been perserved and maintained



YES

New garage doors should have raised panels & glass window sections



NO

Avoid solid metal doors

GUTTERS AND DOWNSPOUTS

Gutters and downspouts should be regularly cleaned and maintained. If new gutters are required, half-round designs are the most historically accurate. If not readily visible, "K" or ogee design gutters of aluminum are acceptable.

Gutters and Downspouts…

A. when installed, should not result in the removal of existing eave features.

B. of boxed or built-in type should be repaired rather than replaced, if possible.

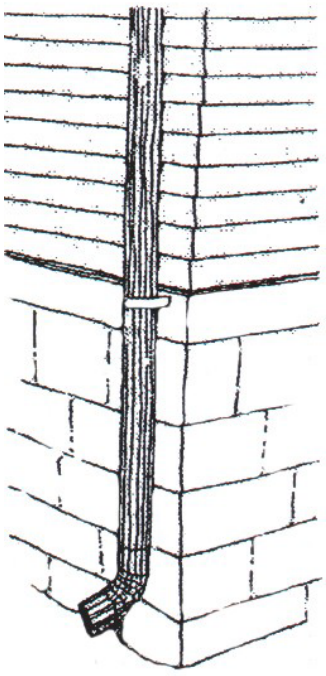
C. of hang-on type should be half-round rather than "K" or ogee. If the location of the gutters is not readily visible, ogee gutters of aluminum are acceptable.

D. should be located away from significant architectural features on the front of the building.

E. should provide proper drainage through use of downspouts and splashblocks to avoid water damage to the building. Round downspouts are more appropriate than rectangular forms, however, rectangular forms are also acceptable.

F. straps should be nailed under, not on top, of roofing material.

G. should be designed to channel the water as far away from the dwelling as possible. Downspouts should extend at least 4 to 6 feet, or utilize a splashblock; underground collection piping may be utilized, if downspout connection is cast iron and a non-modern design, which appears compatible with the structure. Extended, PVC and sheet metal transitions shall not be used.

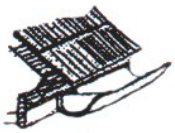


Appropriate corner location & round downspout

Box Gutter

Wood Gutter

Original box and wood gutters should be preserved and maintained



Half-Round Metal Gutter

Molded Metal Gutter (K & ogee style)

New gutters of half-round metal design are preferred to molded gutters

LIGHTING (FOR PORCHES AND EXTERIOR WALLS)

Many of Belleville's dwellings retain original exterior wall and porch ceiling light fixtures. Distinctive tinted globes and the "box" shaped fixtures for Craftsman/Bungalows are part of a building's character and should be preserved and maintained. If the original light fixtures are missing, light fixtures with simple designs and detailing are preferred to large, ornate colonial or "Williamsburg" style fixtures. Many companies now provide light fixtures based upon historic designs and the addition of these types of period fixtures are appropriate and encouraged.

Lighting…

A. fixtures original to the dwelling should be preserved and maintained.

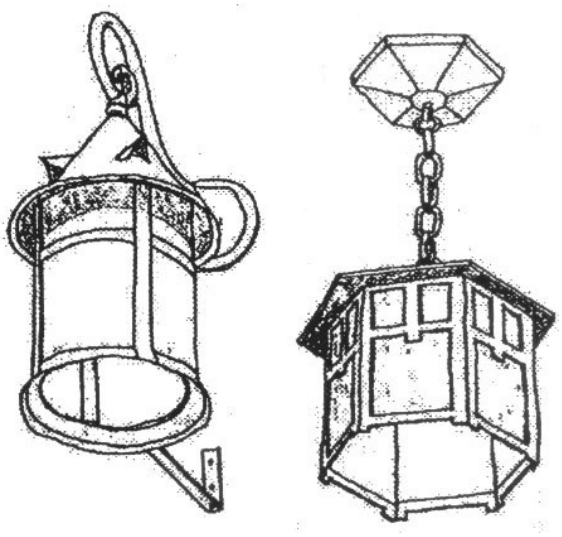
B. fixtures introduced to the exterior of a structure should be compatible with the style, scale, and period of the structure, based on traditional designs of the late 19th and early 20th centuries, and mounted on porch ceilings or adjacent to entrances.

C. for security, such as floodlights, should be mounted on rear or sides of dwellings rather than on the front, or the light source shall not be visible from the street.

D. such as security lights, floodlights, or foot lights should be small, simple in design, and their number kept to a minimum where readily visible.

E. if freestanding fixtures are installed, they should also be compatible with the character of the house.

F. Post lights (yard) shall be original (modified or restored) or selected for compatibility with historic period style of building.



MASONRY: BRICK, LIMESTONE BLOCK, COBBLESTONE

Many of Belleville's dwellings are of brick or brick veneer construction. If well maintained, brick can last indefinitely. The most important points in brick wall preservation is to keep out water and to use an appropriate mortar mix when repair is needed. Most pre- 1920 dwellings in the districts have soft mortars and require similar mortar compounds when repointing or repairing. The use of hard mortars like Portland cement can cause the brick to crack and break when it can't expand and contract with the hot and cold weather. Portland cement was used for dwellings after 1920 and generally this type of hard mortar will be appropriate for dwellings from this period. Abrasive cleaning methods such as sandblasting or waterblasting should not be used since it erodes the outer skin of the brick causing water to get inside. Low pressure cleaning at garden hose pressure using water or detergents is best for cleaning Belleville's brick dwellings.

Masonry…

A. materials original to the dwelling should be preserved and maintained.

B. should never be sandblasted or subjected to any kind of abrasive cleaning. Brick should never be cleaned with high-pressure water, which exceeds 300 pounds per square inch.

C. should be cleaned with detergent cleansers if the brick walls are stained. If you wish to remove paint from brick, the use of chemical removers is appropriate. This is a job that usually requires professionals. Information concerning the use of chemical paint removal products can be found in Masonry Institute Technical Notes.

D. should be cleaned only if there are major stains or paint build-up. If the staining or dirt is limited, it may be best to leave it alone. Do not introduce water or chemicals into brick walls.

E. should not be coated with silicone-based water sealants. Water sealants or water repellents generally have the affect of keeping interior moisture from evaporating through the walls and there-by damaging the brick. Appropriate restoration grade sealers (siloxane) are available.

F. which has not been previously painted should not be painted unless the brick and mortar is extremely mismatched from earlier repairs or patching. Previously sandblasted brick or brick in poor condition may be painted to provide a sealing coat.

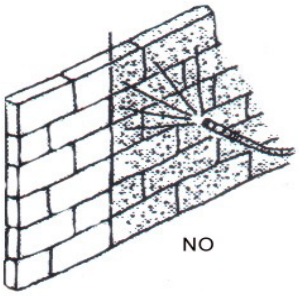
G. should not be covered in stucco or other coating materials.

H. repairs should be performed carefully to match the original brickwork and mortar, using hand tools, not electric power saws, to remove mortar.

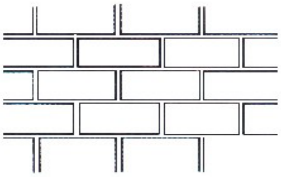
I. repointing (fixing the mortar between the bricks) should match the original brick and mortar regarding width, depth, color, raking profile, composition, and texture. Repointing should never be done with Portland cement or other hard mortars unless these mortar compounds are original to the dwelling. For most pre-1920 dwellings, use soft mortars to match the original composition. If the original composition cannot be determined, use a historic compound such as one part lime and two parts sand.

Appropriate mortar mixes allow bricks to: contract . . . & expand

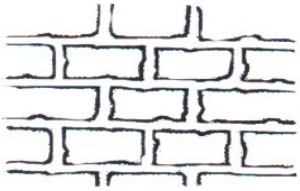
Hard mortars restrict expansion & contraction and cause bricks to: crack . . . or pull apart



Sandblasting and other methods of abrasive cleaning erodes the exterior brick surface

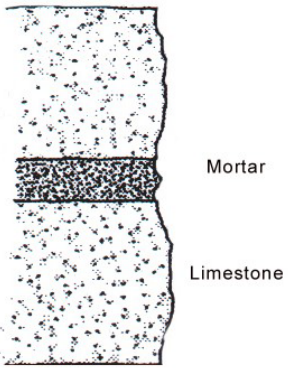


Appropriate repointing mortar joints are thin and recessed

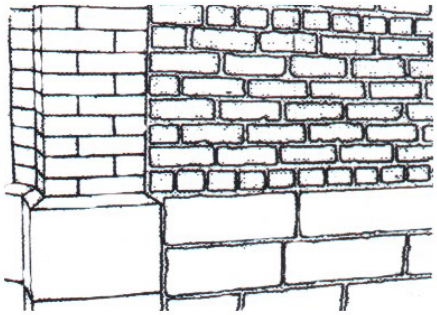


Inappropriate repointing joints are too wide and cover the brick

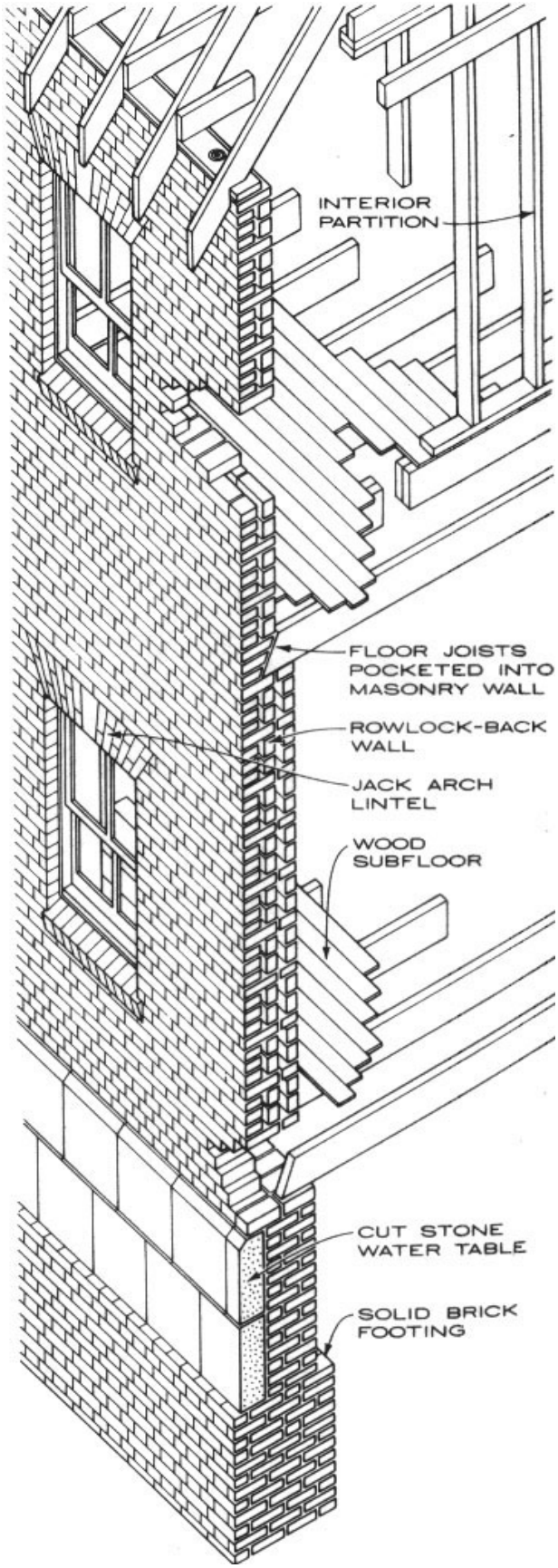
Common historic mortar joints



Common limestone foundation detail



Contrasting brick and stone contributes to a building's character



Typical Masonry/ Frame Construction

MECHANICAL SYSTEMS

Today's air conditioning and heating units often require condensers and other mechanical units to be placed within a few feet of the exteriors walls of a dwelling. Heating and cooling units should be placed at the rear or sides of dwellings not readily visible from the street. The placement of these units at the front of dwellings is not appropriate and should be avoided. Screening of these units on side or rear facades through shrubbery is highly recommended. In some instances, screening with fencing or latticework is also acceptable.

Window air-conditioners should be located in windows on the rear or sides of dwellings rather than on the front. The installation of such window units should not result in the removal or replacement of the original window sash or surround.

Mechanical Systems…

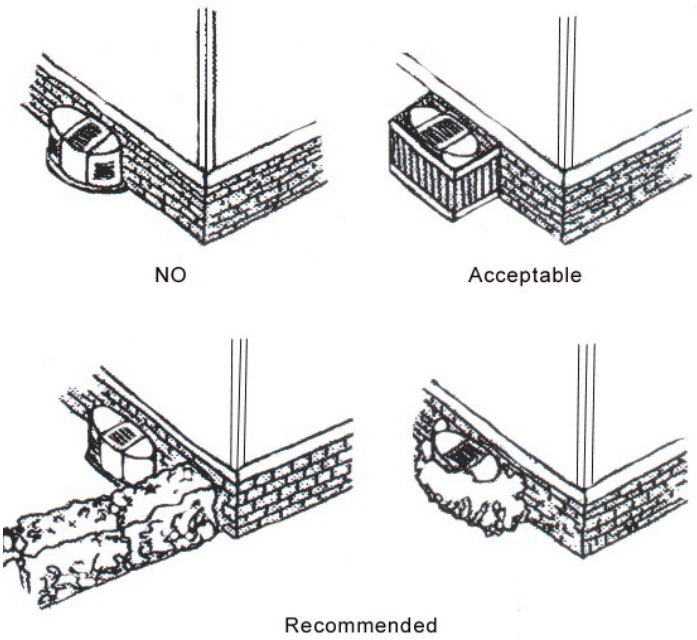
A. should be located where they are not readily visible from the street.

B. if visible on the sides of buildings, should be screened preferably with shrubbery, but fencing or lattice panels are also acceptable.

C. such as electrical conduits, gas meters, cable TV connections, DBS satellite dishes, and other mechanical equipment should be located on the rear or side of a building.

D. plumbing vent stacks, through roofs, should be installed on rear building slopes, not front facades, visible from the street.

E. gable vents should be installed only where historically correct or previously existing and should be as consistent as possible with building age and style.



Condensers and mechanical units should be screened

GUIDELINES FOR PAINT REMOVAL AND SURFACE PREPARATION

If paint is to be removed by using a heat gun, the utmost care should be taken during the process. The use of blowtorches to remove paint is not recommended as this may lead to a fire hazard. Also, the use of abrasive sand and water blasting is not recommended as the force of the sand and water may damage the wood siding and raise the grain. In addition, during this process, water is forced into the wood and can take a very long time to dry. Wet or damp wood will not allow a coat of paint to properly adhere to the surface, and may additionally cause the wood to stain due to the formation of mildew. Water may only be used at a pressure no greater than 200 p.s.i. to remove flaking or peeling paint.

Paint…

A. should be removed by manual scraping or by appropriate chemical removers.

B. removal through heat plates or heat guns should be done cautionsly to avoid unnecessary damage to the wood through charring or fire.

C. should not be removed by abrasive techniques such as sand or water blasting since this can damage the wood and introduce moisture into the building.

D. shaving may be used, but with caution so as to avoid removal of wood siding.

RECOMMENDATIONS FOR PAINT AND PAINT COLORS

The selection of paint colors does not require approval by the Commission. The Historic Preservation Commission is available to provide recommendations for paint colors, if requested. Paint charts with historic colors are also available at most paint stores.

Consider painting the dwelling in keeping with its style and period of construction. Avoid loud, garish, or harsh colors and bright hues and avoid too many colors on a building. Select sections of the dwelling to highlight architectural details in contrast to the body of the dwelling. Painting with high quality oil based or exterior latex paints will last from eight to fifteen years depending on sunlight exposure, regular gutter and downspout maintenance, and wood surface condition and preparation.

A. Paint colors do not require review and approval; however, books and paint charts are available to select colors.

B. Paint should be of high quality to provide a long lasting finish.

C. In most instances, unpainted masonry should be left unpainted.

D. Paint colors should be appropriate for the dwelling's architectural style and design:

- Italianate Style – Light colors for the body and trim.
  Body – Tan, Light Brown, Beige, Light Green, Yellow
  Trim and Accents – Cream, Gray, Light Brown

- Queen Anne/Second Empire/Homestead – Diversity of colors using combinations of contrasting colors for the body and trim.
  Body – Tan, Red, Green, Brown
  Trim and Accents – Darker colors such as Dark Olive, Salmon Red, Dark Brown

- Shingle – Most shingle style dwellings were originally built with the exterior wood shingles stained or left natural rather than painted. Most of these dwellings in Belleville have been painted over the years and a return to the dark browns and reds of the wood shingles is recommended.
  Body – Dark Red, Dark Brown, Dark Gray, Dark Green
  Trim and Accents – Dark Green, Dark Brown

- Prairie – A return to lighter colors such as yellow and white.
  Body – Light Tan, Light Yellow, Light Brown, Grays, Medium to Light Greens
  Trim and Accents – Whites and Off-Whites, Cream, Brown, Blues, Greens

- Craftsman/Bungalow/Tudor Revival – Darker colors again such as earth tones. Dark stains also used in place of paint. Brick, stone, stucco, and concrete generally left unpainted.
  Body – Brown, Green, Gray, Dark Red
  Trim and Accents – Both light and dark trim colors such as Reds, Browns, Greens, and shades of Tan

- Colonial Revival – Light colors predominate.
  Body – Yellow, Light Gray, Light Blue
  Trim and Accents – White, Off-White, Cream

PORCHES

Porch design, materials, and placement are key defining characteristics of an historic dwelling. Original porches should be maintained and repaired where needed. Porches on the fronts of dwellings should not be enclosed with wood or glass for additional living space. The screening of porches on the fronts of buildings is appropriate as long as the open appearance of the porch is maintained. If replacement of porch features is required, use materials to closely match the original. If the original porch is missing, a new porch should be constructed based upon photographic or physical evidence. If such evidence does not exist, base the design up on historic porches of similar dwellings from the same time period and architectural style. In some cases, turn of the century dwellings had their original porches removed and replaced with Bungalow style porches in the 1920s and 1930s. If desired, these Bungalow porches may be replaced with porches in keeping with the original design.

Porches on the rear or sides of dwellings may be enclosed when not readily visible from the street and if the height and shape of the porch roof is maintained.

Porches…

A. on front and side facades should be maintained in their original design and with original materials and detailing.

B. should not be removed if original to the dwelling.

C. should be repaired or replaced to match the original in design, materials, scale, and placement.

D. with wood porch floors should have wood steps, not brick or concrete.

E. may be screened if the structural framework for the screen panels is minimal and the open appearance of the porch is maintained. Screen panels should be placed behind the original features such as columns or railings.

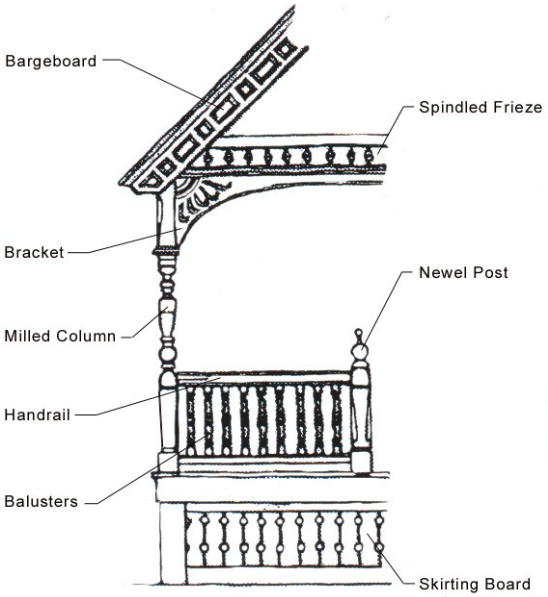
F. may be screened if the screen panels do not hide decorative details or result in the removal of original porch materials.

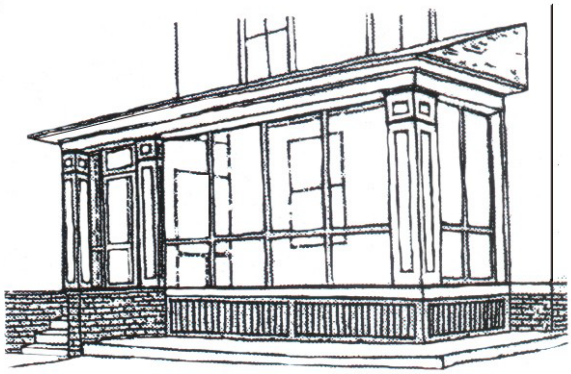
G. may have trellises added if they are of wood construction.

H. with wood floors should have wood tongue and groove flooring running perpendicular to the facade.

I. of masonry or patios and terraces with poured concrete floors may use poured concrete steps (see section on Porch Steps).

J. 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 lattice panels.

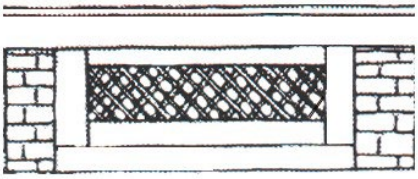




If porches are enclosed with screen panels, the panels should have minimal framework and be placed behind columns. This is an example of an acceptable porch enclosure

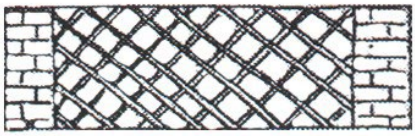
Lattice between porch piers should be placed within frames and not touch the ground

YES



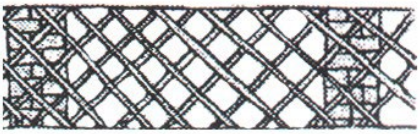
Lattice should not touch the ground or be added without framing

NO

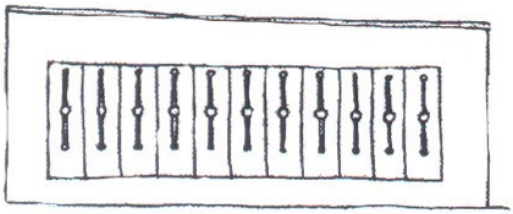


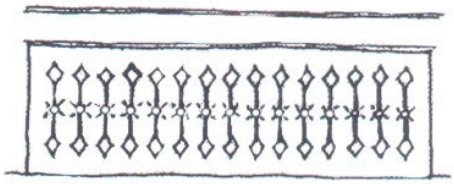
Lattice should not be nailed to the surface of the foundation

NO



Some examples of common lattice panels and skirting board in Belleville's historic districts





PORCH COLUMNS AND RAILING

Original porch columns and railings should be retained and repaired with materials to match the original. If the original porch columns and railings are missing, replacement porch columns and railings should be appropriate for the dwelling's architectural style and period; handrail height and style should be determined by photographs, paint outlines, paint shadows, or similar homes in the area.

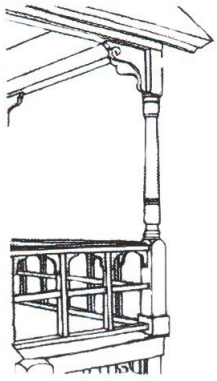
Porch Columns and Railing…

A. should be preserved and maintained. Where repair is required, use materials to match the original in dimensions and detailing.

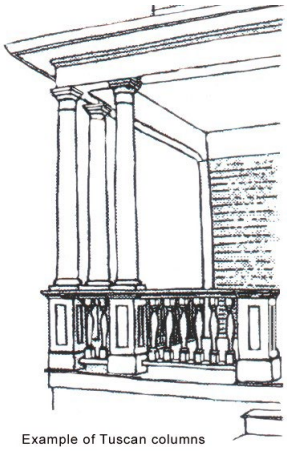
B. often deteriorate first at the bottom next to the porch floor. If this is the case, consider sawing off the deteriorated area and replacing this section rather than replacing the entire column.

C. on front porches should be rebuilt in historic designs if the original columns and railings have been removed or replaced.

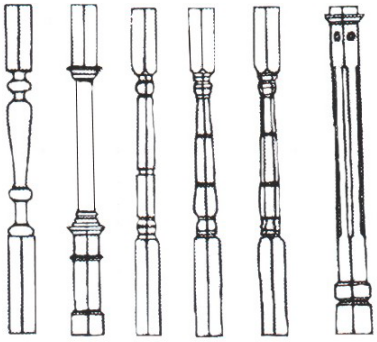
D. on front porches may require new balusters for the railing. Porch balusters (also called spindles) should be appropriate for the building's style and period.



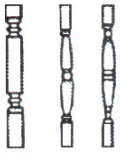
Example of Queen Anne style turned column and railing



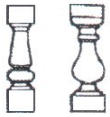
Example of Tuscan columns



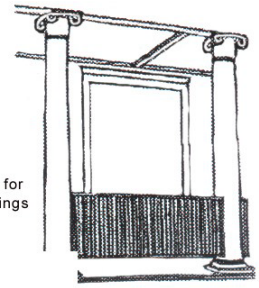
Appropriate columns for porches of Queen Anne and related house styles



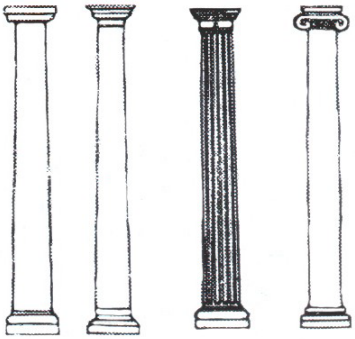
Appropriate balusters for Queen Anne dwellings



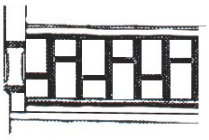
Appropriate balusters for Colonial Revival dwellings



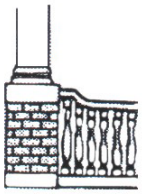
Porch railing with square balusters on a Colonial Revival Porch



Appropriate columns for Colonial Revival and related house styles

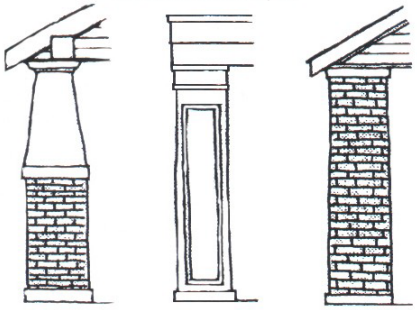


Fretwork railing appropriate for Queen Anne dwellings



Angled "gooseneck" railings are common in Belleville's Historice Districts

"Harp" style railings are also common in Belleville's Historic Districts



Appropriate columns for Craftsman dwellings

PORCH STAIRCASES AND STEPS

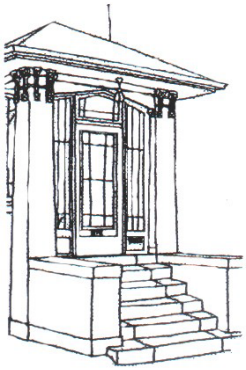
Many of Belleville's 1910 - 1945 dwellings were built with wood steps leading to the door or front porch. Since steps are readily exposed to the sun and rain they require continual maintenance and repair. In many cases the original wood steps have been removed and replaced with steps of concrete. Concrete was widely used for porch steps after early 1900 and these original stairs should also be repaired and retained. Older homes had cut stone and/or concrete stoops at front doors, particularly the German Folk houses.

Porch Staircases and Steps…

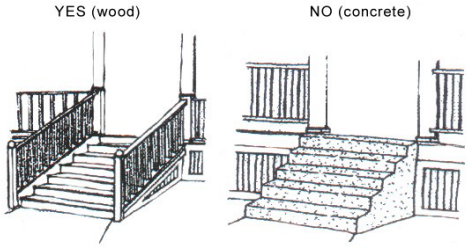
A. original to a property should be retained in their original location and configuration. Wood, stone, and concrete steps should be repaired with materials to match the original.

B. to porches with wood floors should be replaced with wood rather than brick or concrete.

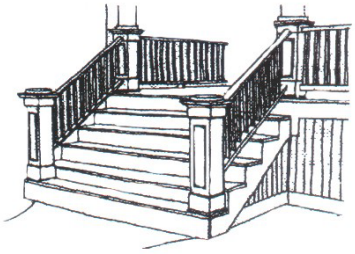
C. added to a dwelling, should have newel posts and balusters, treads and risers, to match original porch construction.



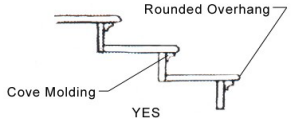
Original concrete staircases and steps should be preserved & maintained



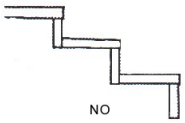
Front steps for wood porches should be of wood and not concrete



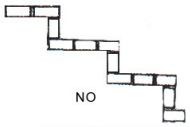
Example of an appropriate replacement staircase



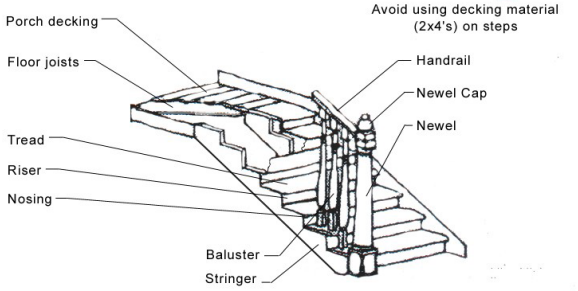
New wood porch steps should be appropriately sized & with molded boards



Avoid straight-sided floor boards & steps without bullnose



Avoid using decking material (2x4's) on steps



ROOFS

Original roof forms should be retained. If additions will affect roof forms, the additions should be added at rear or side rooflines, which are not readily visible from the street. Historic roof materials such as metal shingles, clay tiles, or slate should be repaired and preserved. If repair is no longer practical, replacement with asphalt shingles may be considered. Sawn cedar shingles were also a common roof material used on Belleville's older houses. Roofs . . .

Roofs…

A. should be retained in their original shape and pitch, with original features (such as cresting, chimneys, finials, cupolas, etc.), and, if possible, with original roof materials.
B. may be re-roofed with substitute materials such as asphalt or fiberglass shingles if the original materials are no longer present or if the retention of the original roof material is not economically feasible.
C. of new asphalt or fiberglass shingles should be in appropriate colors such as dark gray, black, brown or shades of dark red; red or green may also be appropriate for Craftsman/Bungalow period dwellings.
D. should not have new dormers, roof decks, balconies or other additions introduced on fronts of dwellings. These types of additions may be added on the rear or sides of dwellings where not readily visible.
E. of split cedar shakes are inappropriate in most cases.
F. of sawn cedar shingles, which are installed, should be added only after a complete tear-off of the existing roof materials is completed. This is necessary to provide adequate ventilation and proper drying of the roof during wet conditions.
G. which are flat should have soldered metal panels added as the surface material. If not readily visible, rolled composition or EPDM (rolled rubber) roofing materials are acceptable.
H. requiring vents should have ridge vents rather than pot vents. If pot vents are used they should be sited at rear rooflines. Ridge vents should be type to accept roof material over metal.
I. changing a roof line on an old building is never a good idea. A visible roof of interesting form and texture is preferred to a flat or nearly invisible one.

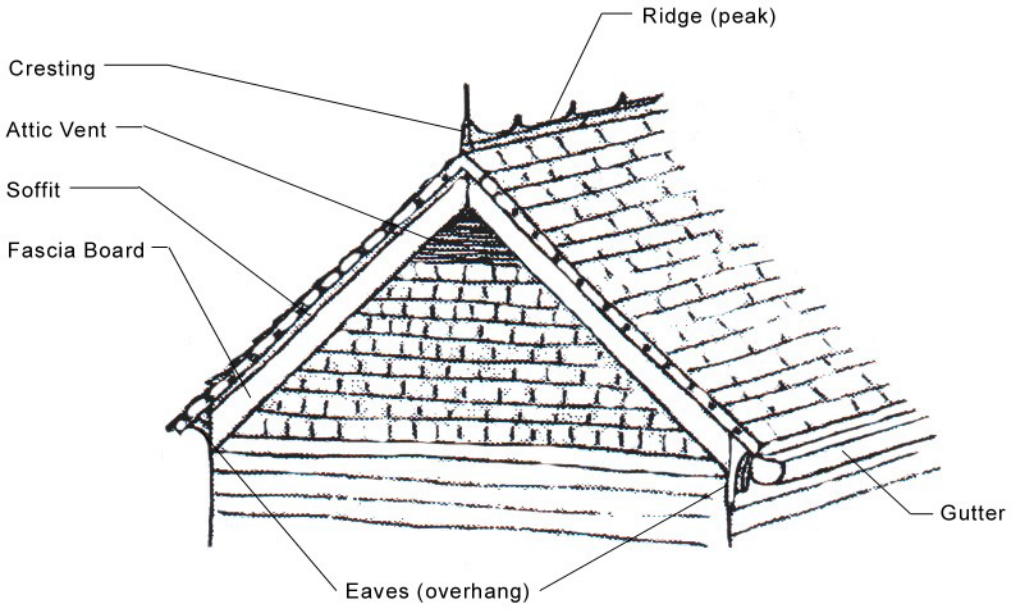
Roofing materials:

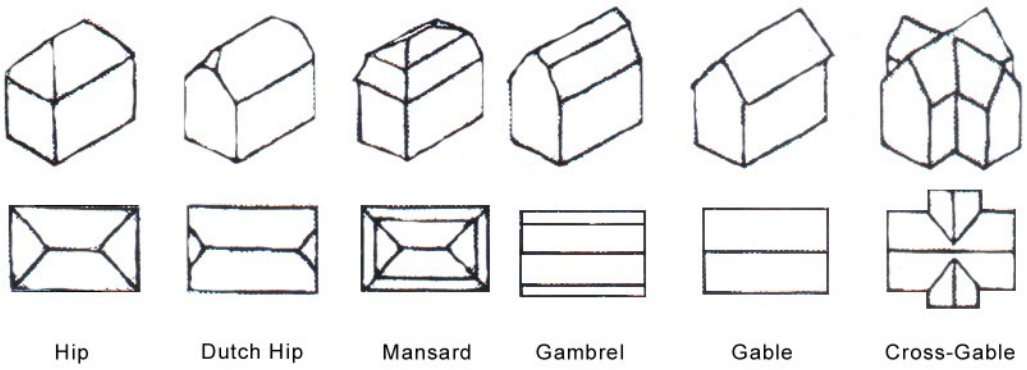
Selected from the following materials appropriate to the architectural period involved.

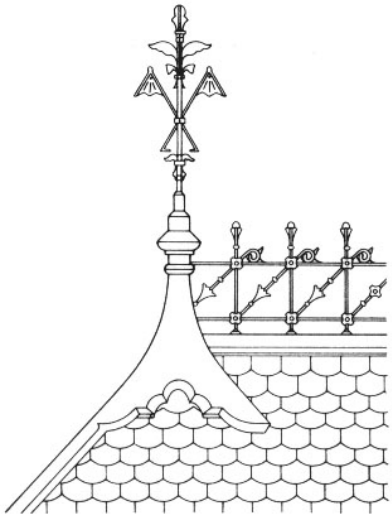
1. Wood Shingles (Not Shakes): If your house was built prior to 1860, it very probably had a shingle roof. One can easily tell because the roof sheathing will have many nails or nail holes close together – still visible.
2. Slate Shingles: This roofing material is most important to the Second Empire Mansard roofed home. They were either shades of grey or grey with shades of red.
3. Sheet Metal (or Tin) Roofing: With standing or batten seams. Painted red, grey or silver aluminum.
4. Asphalt Shingles: Seal tab asphalt shingles in black, deep green, grey or very dark brown.

Eaves:

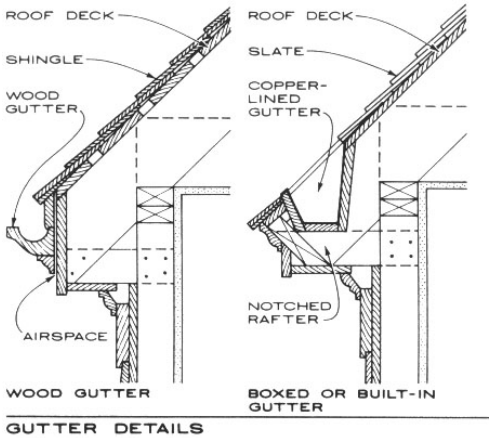
1. Where original eaves are in place, repair and retain as much as possible. Eaves are one of the chief design elements of a building, especially for the Victorian Era. Preserve and protect them – keep them painted.
2. Where eaves have been sheared off (which is often the case when removing interior guttering and decorative cornices), consider replacement. Early views of the building or others nearby would be helpful.
3. If a new eave or modified design must be made, use a material similar to others on the building – wood, stone, brick or metal.
4. Try to make necessary guttering as inconspicuous as possible. Contrary to public opinion, interior guttering is not impossible to maintain and adds much to the design of the house.







ROOF CRESTING



GUTTER DETAILS

ROOF SKYLIGHTS & VENTS

Skylights are often installed to help make usable space in upper floor areas or attics. The installation of skylights is acceptable as long as 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.

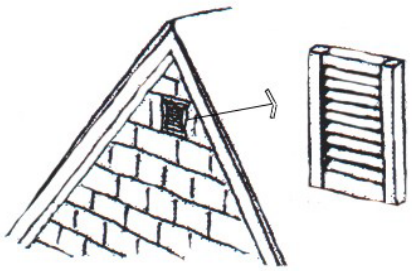
Roof Skylights & Vents…

A. requiring vents should have ridge vents rather than pot vents. If pot vents are used they should be sited at rear rooflines.

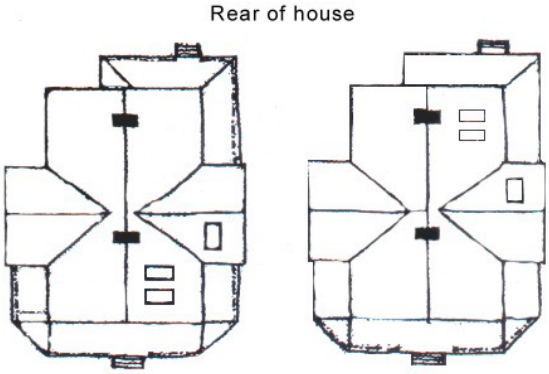
B. original to the house should be preserved.

C. should not be added where they would be visible from the street. Skylights should be placed at rear rooflines or behind gables and dormers.

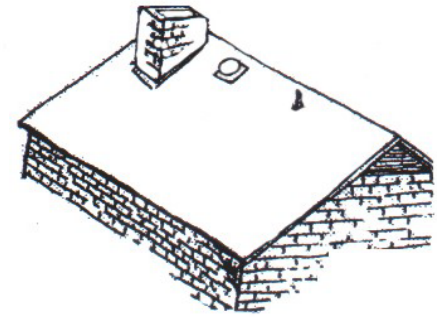
D. should be flat or flush with the roofline, not convex or "bubble" designs.



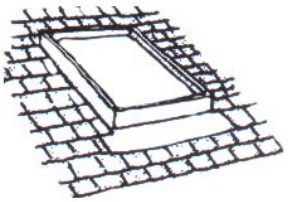
Original gable vents should be maintained



Skylights should be placed at rear rooflines or behind dormers



Pot vents, if added, should be placed at rear facing roof lines



Appropriate flush mounted skylight

DORMERS

Existing

A. 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.

B. Retain/maintain original dormer size, shape and placement.

New Dormers

A. Match the original architectural style and materials of the structure.

B. Locate so as to preserve the original balance and massing of the structure.

C. Be compatible with existing dormers in proportion, slope and design.

WINDOWS

Belleville's dwellings display a wide variety of historic wood windows in various sash designs and sizes. Windows should be repaired to match the original design. If windows are deteriorated beyond repair, the installation of new wood windows to match the original design is recommended. Vinyl clad windows or windows of anodized aluminum are also acceptable but these are more appropriate at the rear or sides of dwellings, which are not readily visible from the street.

Window openings original to a dwelling should not be covered or concealed. Window openings should also not be altered to accommodate new windows of different size, proportion or configuration if readily visible. Windows, which are not original to a dwelling, should not be added on the fronts of dwellings but may be added at the rear or sides if not readily visible from the street.

Next to the materials of the building, the windows – in shape, size, placement and decorative trim – constitute the major element in creating the character of the building. They are not unlike the eyes of a person. As such, the windows must be preserved and protected against needless alteration or elimination.

The earliest buildings in Belleville have six-over-six pane windows. Many times they were altered to simpler four-pane or two-pane windows in the late 19th or 20th Centuries. It is desirable to revert to the original sash and where they still exist they should be retained and repaired. When general repair is necessary, the building owner should restore the smaller pane windows if the building originally had them.

Windows:

A. which are original should be preserved in their original location, size, and design and with their original materials and numbers of panels (glass lights).

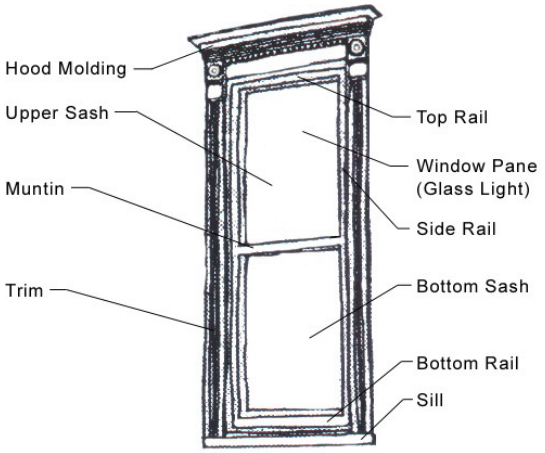
B. which are not original or nearly exact replications in type, size, material, jamb type, and appearance, should not be added to primary facades or to secondary facades where readily visible from the street. Builder grade replacement windows are <u>not</u> acceptable.

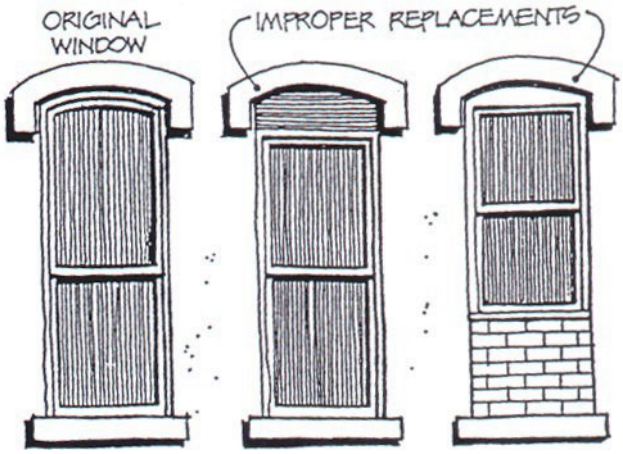
C. should be repaired rather than replaced, but if replacement is necessary, the recommended replacement should be in kind to match the originals in material and design. Windows of anodized aluminum or baked-on aluminum are acceptable at the rear or sides of dwellings, which are not readily visible from the street.

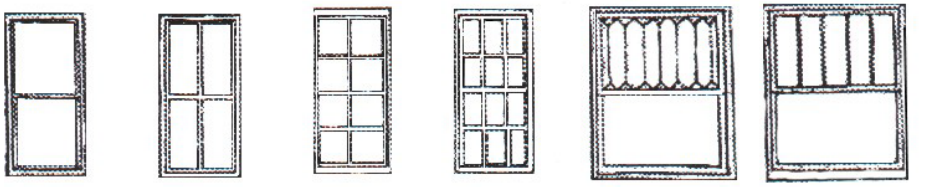
D. which are original of steel or aluminum should be repaired with materials to match the original. If repair is not feasible, replacement should be with new windows to match the original as closely as possible in materials and dimensions.

E. which are new should not have snap-on or flush muntins. True divided muntins are preferred over these types of muntins, which do not have the same appearance as historic windows.

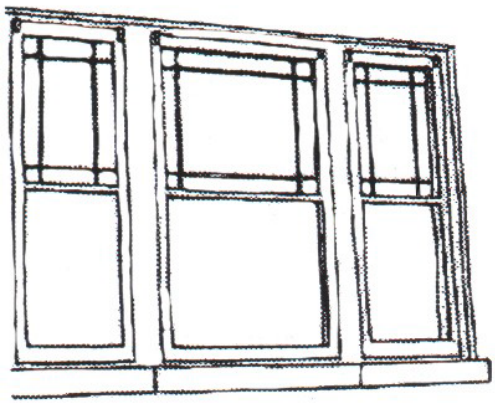
F. screens and/or storms should be wood or baked-on or anodized aluminum and fit within the window frames.



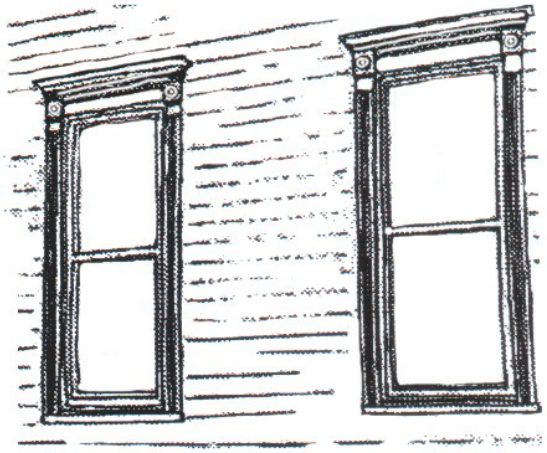




Common window designs in Belleville's historic districts



Multi-light sash design windows



Example of 1/1 wood sash windows
and decorative cornices

WINDOWS – DECORATIVE GLASS

Belleville's dwellings display a wide variety of decorative historic windows including materials such as stained glass, beveled glass, leaded glass, and etched glass. These windows should be retained and repaired to match the original design. Decorative windows should not be removed or concealed.

Full-view storm panels may be added to provide protection from vandals and for energy conservation.

Windows – Decorative Glass…

A. which are original should be preserved in their original location, size, and design and with their original materials and glass pattern.

B. should be repaired rather than replaced. Consultation with a glass specialist is recommended when extensive repairs are needed.

C. which are not original should not be added to primary facades or to secondary facades where readily visible.

SCREEN, STORM, AND SECURITY WINDOWS

Screen, storm, and security windows are acceptable for historic dwellings.

Screen windows should be full view or have the meeting rail location match that of the window behind it. Storm windows assist in lowering energy costs and should be wood full-view design or have the central meeting rail at the same location as the historic window behind it. Windows of dark anodized aluminum or baked enamel are preferred to those of "raw" or shiny aluminum. Windows of raw aluminum are not acceptable unless painted to match the color of the window sashes.

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, which are readily visible from the street. The addition of window bars on the rear or sides of dwellings, which are not readily visible, is acceptable.

Screen, Storm, and Security Windows…

A. Screens shall be correctly sized to fit the window opening including round arched windows.

B. Screens should be wood or baked-on or anodized aluminum and fit within the window frames, not overlap the frames. Screen window panels should be full view design or have the meeting rail match that of the window behind it.

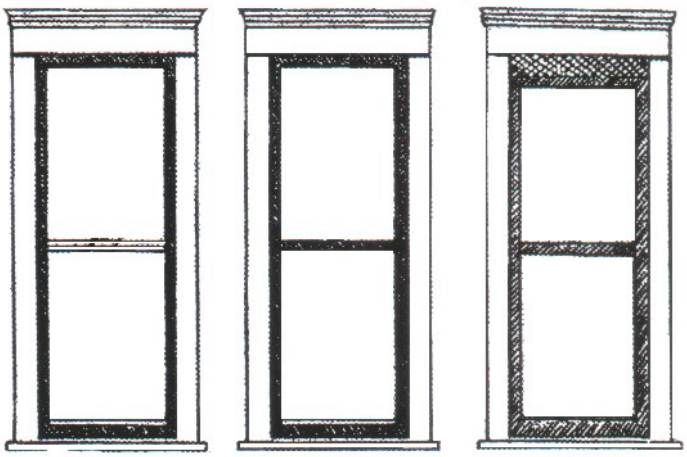
C. Storm windows should preferably be of wood but aluminum full-view design and with baked-on enamel or anodized finish in dark colors are also acceptable.

D. Storm windows should be sized and shaped to fit the window opening.

E. Storm windows should be full-view design or with the central meeting rail at the same location as the historic window.

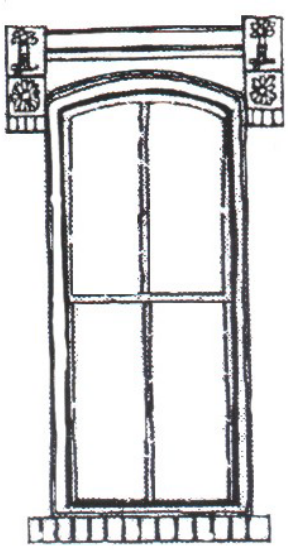
F. Storm windows with built-in lower screens are acceptable.

G. Window security bars may be applied on windows, which are not readily visible from the street.



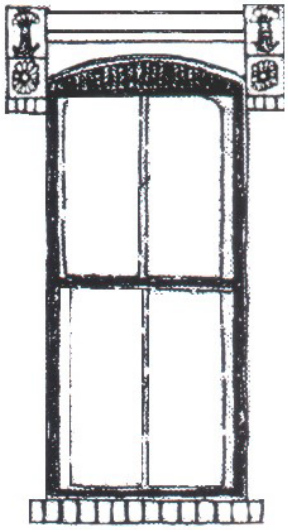
YES YES NO

Storm windows should be full-view or have matching meeting rails. Altering the original window opening for smaller storm windows is not acceptable



YES

Arched windows should have storm windows appropriately sized to fit the opening



NO

An arched window should not be filled in to fit a rectangular storm window

SIDING

The earliest and most common siding is beveled siding. Another form of siding was overlapping wood shingles. Vertical siding such as board-and-batten is less common until later periods.

Wood siding requires some maintenance and regular painting. Aluminum or vinyl siding may require cleaning, its color may fade, and repair is extremely difficult. Application of artificial siding can cause several problems in historic buildings including:

A. The installer frequently removes the building's window and door trim, corner boards, soffits and fascias, and other important architectural features.

B. Artificial siding comes in standard designs and dimensions that often do not match historic material, especially in width.

C. Artificial siding damages easily – aluminum dents; vinyl becomes brittle and cracks in cold weather and both expand and may buckle.

D. Dampness caused by leaking gutters or water pipes, or from improperly installed siding, can build up behind unvented artificial siding. This results in dry rot of wood members, peeling paint, or damaged plaster.

RECOMMENDATIONS

1. If original or historic siding survives on a building, it should be repaired and preserved. Often, the original siding is hidden underneath later material application and is in surprisingly good condition.

2. Replacement or repair siding should be wood and should match any existing siding in appearance and be a type suited to the period.

3. Only if physical, written, or photographic evidence shows that your building had another type of siding in the past can you consider changing the siding (for example, from horizontal to board-and-batten).

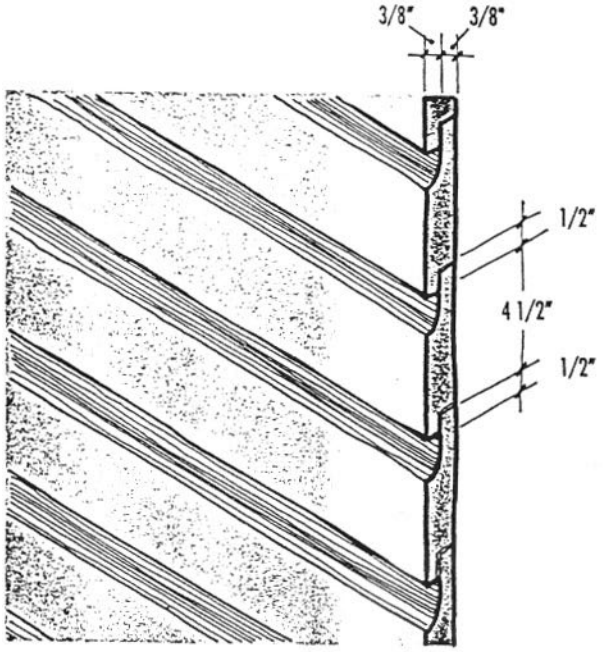
4. Siding should cover only areas that were originally covered by siding, and the new siding should duplicate the appearance of the original as closely as possible. Shingles or vertical siding should be repaired or replaced in kind rather than being replaced with horizontal artificial siding.

5. Artificial siding on historic structures is strongly discouraged. However, if such siding is proposed, be prepared to show that architectural trim such as corner boards, window trim, door trim, soffits, fascias, and other ornamentation and detail will be retained, and repaired if necessary, and that the new siding will match the width and profile of the original. Any source of moisture or other problems affecting the original siding must be found and corrected.

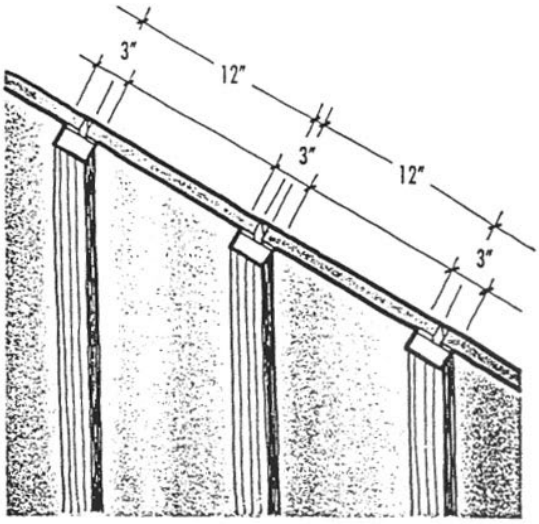
6. Artificial siding is an acceptable treatment for new construction or on new additions to existing buildings. Appropriate widths and configurations should be employed.

7. Painting is the appropriate treatment for wood siding. Avoid varnishes, stains, and bare, weathered wood. If wood siding won't hold paint, find and cure the problem (often interior moisture generation), don't just cover it up with new materials.

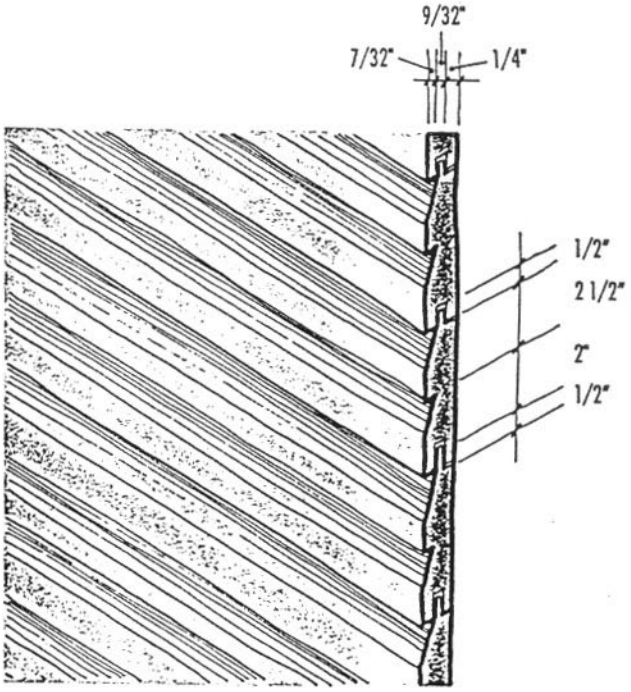
8. Never side over masonry.



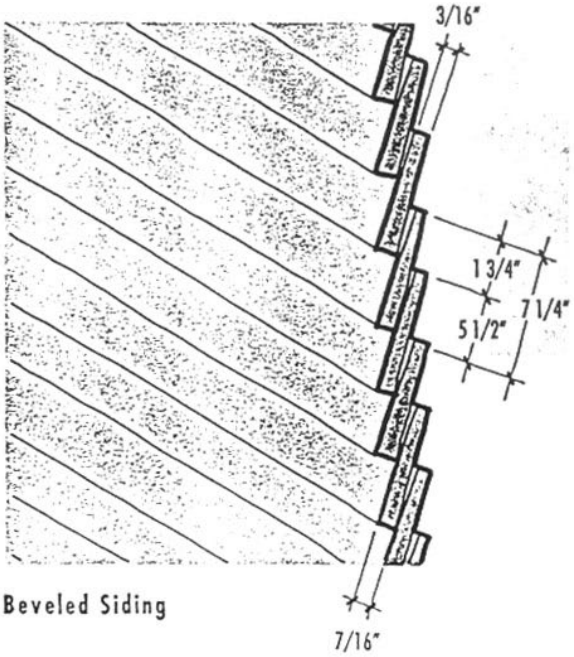
Drop Siding (1 x 6 Scallop Shiplap)



Board-and-Batten (vertical) **Siding**



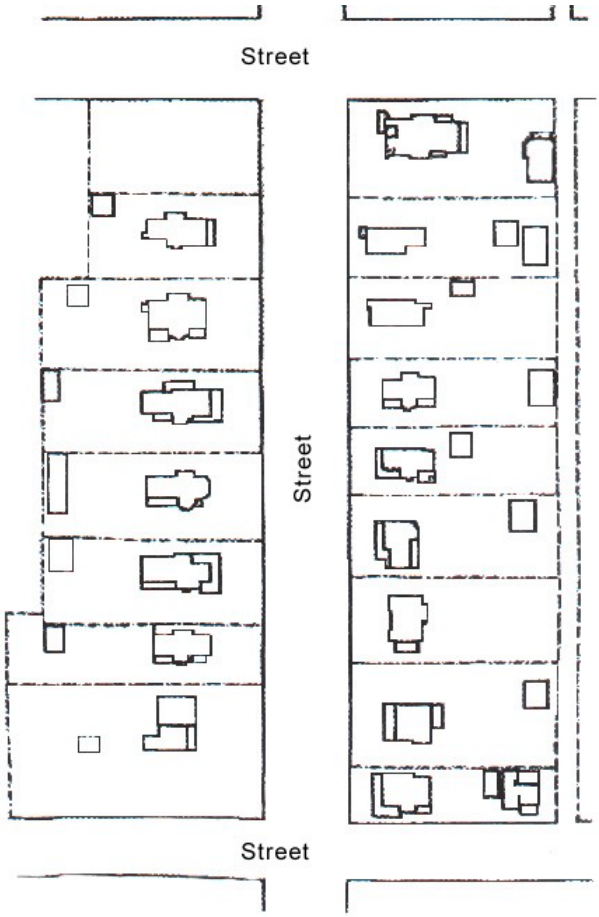
Drop Siding (1x6 tongue-and-groove with V-groove)



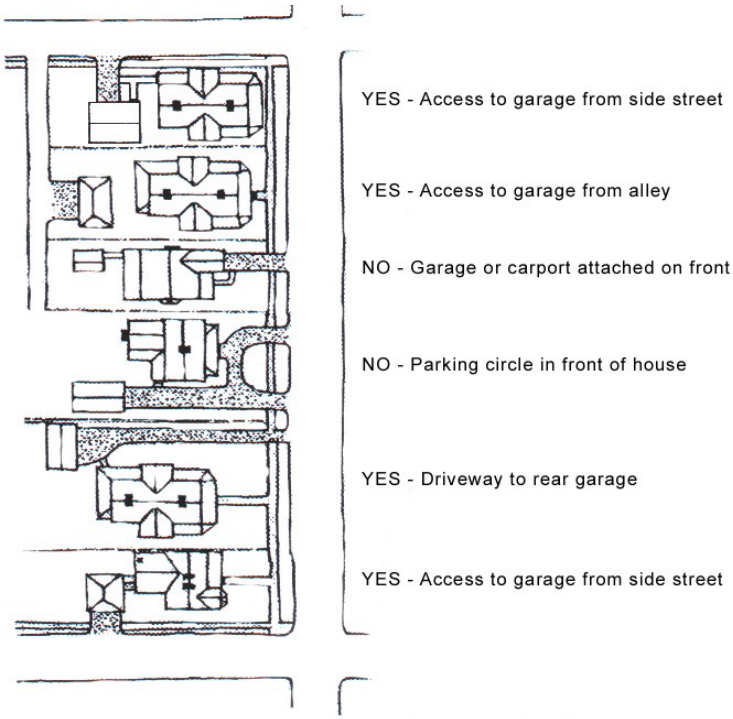
Beveled Siding

IX. GUIDELINES FOR SITE AND SETTING

Belleville's Historic Districts developed from the mid- 19th to the early 20th centuries and most blocks retain their original character of site and setting. Dwellings were built with consistent setbacks from the street, with front yards for landscaping and plantings, and with the house's porch and main entrance oriented towards the street. Most blocks were laid out with similar lot dimensions and distances between houses, creating a consistent rhythm and pattern in the location of dwellings and their intervening spaces. This streetscape character is retained on most blocks in the locally designated districts and should be preserved and maintained. The following guidelines provide information on changes and alterations to a property's site and setting which could affect its architectural appearance.



Example of a neighborhood with consistent setbacks and location of outbuildings at rear lots and along alleys



Driveway locations for the historic districts

DRIVEWAYS, PARKING LOTS, AND PAVING

Access to properties in Belleville is generally from driveways added along side lot lines from the street or from rear alleys. Within the districts, original driveway materials such as concrete should be preserved and new driveways should be designed with traditional materials and placement.

Belleville's locally designated districts were largely platted and developed in the days of horses and horse drawn vehicles and in 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 where replaced or converted to garages. Today, vehicular access to Belleville's historic dwellings are by driveways off the street or through the rear alleys. The addition of garages and parking places in areas other than rear yards is thus not consistent with traditional streetscape design.

Driveways, Parking Lots, and Paving:

A. Driveways and their original designs, materials, and placement should be preserved.

B. Driveways in the front or side yards should be of brick, concrete, or concrete tracks (narrow strips). Asphalt or textured concrete designed to look like brick pavers are also appropriate materials.

C. Driveways should have their parking areas located in the rear yard nearer the alley than the building and screened with hedges, shrubs, or fences where noticeable from the street.

D. Driveways of semi-circular or drive-thru design should not be sited in front yards, unless historically accurate.

E. Parking lots should be screened through plantings of hedges, shrubs, trees, or fences at edges and in medians within.

F. For commercially used houses, churches, apartment buildings, or schools, parking lots should be located in rear yards. If placement along a side yard is required, the parking lot should be located no closer than the front wall of the building.

G. On vacant lots between buildings, parking lots should align edge landscape screening with front facades of adjacent buildings.

H. On corner lots, parking lots should have edge landscape screening on both the primary and secondary street. See Bellevile Zoning Regulations for visibility setbacks required.

FENCES

Wood picket and plank fences were widely used in Belleville's residential areas before 1945 to separate lots, outline front yards, and enclose domestic animals and pets. Cast iron was also used in the city's residential areas, however, few original cast iron fences remain standing. In recent years chain link fences have been popular but this is a non-historic fence material and its use is not acceptable. Historic (pre-1945) fences should be preserved and maintained. The construction of new fences based upon historic designs and materials is appropriate.

Many Victorian era wooden front yard fences were essentially ornamental, low, open, and often three feet in height or less. Fence posts were usually thick, often measuring eight inches square or more. Often there was no gate with these fences.

Most of the classic picket and baluster fences built through the 1930s feature a continuous horizontal bottom board or baseboard, which is seldom part of modern picket fence designs today. This baseboard is a wooden imitation of a stone base, called a plinth, which is a feature of many iron and stone fences. The baseboard is an easy way to enhance the design of a simple picket fence as well as to add strength. Visually, a baseboard is desirable since it gives a fence a much more solid, architectural appearance.

A. of cast iron or other original materials should be preserved.

B. of cast iron may be added to buildings constructed in the late 19th and early 20th century. Cast iron fences are generally not appropriate for dwellings built after 1920.

C. of chain link, louver, split rails, concrete block, basket weave, horizontal board, stockade or shadowbox designs are not acceptable within the historic districts in front or forward sideyards.

D. constructed of freestanding brick are generally not appropriate in front yards but are acceptable at rear yards and side yards not readily visible from the street. An exception is where a specific property, historically had a brick wall.

E. Traditional plantings such as hedges and shrubs are acceptable as alternatives for fence in historic districts.

FENCES IN THE FRONT YARD

F. of wood pickets or balusters are appropriate for front yards. Such fences should be painted or stained. Fences, more than 50% open should be no more than 42 inches in height. If less than 50% open, fences should be no more than 36 inches in height. Solid board fences are not appropriate for use in front yards and should be avoided. If evidence exists to show the prior existence of an original fence that exceeds the above limitation, the new fence may be constructed based on the available evidence, if approved as a variance.

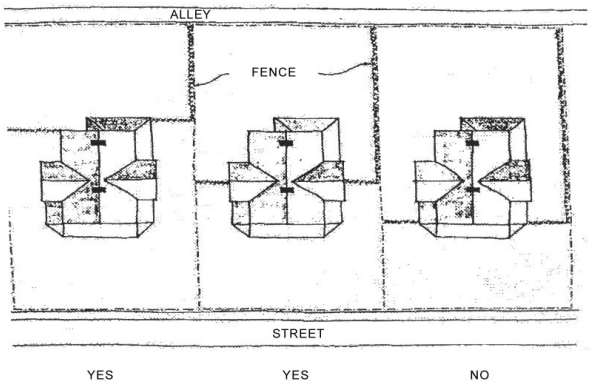
G. Pickets or spindles should be no wider than four inches, and be set between a top rail and a bottom baseboard and rail.

FENCES IN THE REAR YARD

H. can be constructed in the same low fence design found in the front yard, if visible from the street.

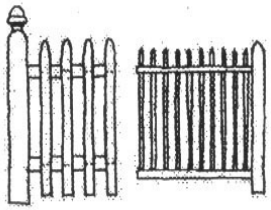
I. of wood boards or planks for privacy should be located in rear yards and be no taller than six feet. Boards should be no more than four to six inches wide.

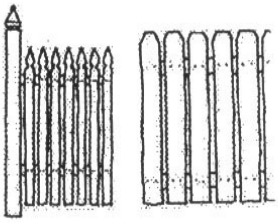
J. Privacy fences should be at least halfway back from the front to the back walls on the side of the house. Privacy fences of flat boards with flat tops in a single row are most appropriate for the historic districts. Vertical boards topped with lattice or picket are also appropriate as privacy fences.

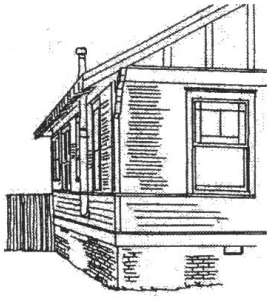


Privacy Fence Locations

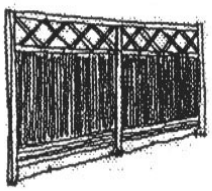
Acceptable: Fence styles for front & rear yards

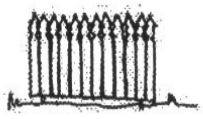

Greater than 50% open up to 42" in height


Less than 50% open up to 36" in height

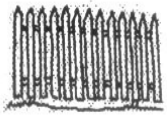

Privacy fences should be set back from the front of the dwelling

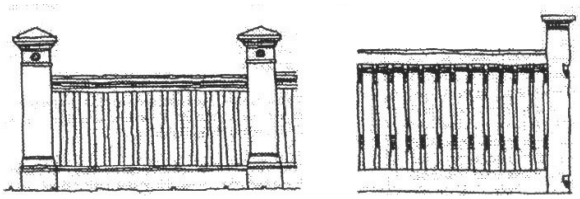
Acceptable: Fence styles for rear yard only (6' max. height)


Solid with lattice

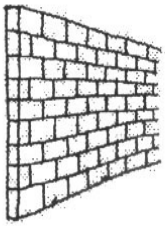

Picket style privacy


Flat top privacy

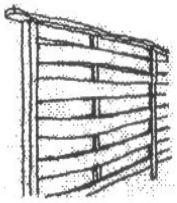

4' solid (or spaced)

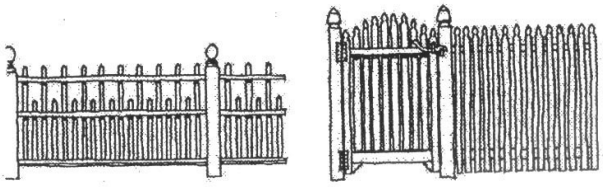

Balustrade Style Fences

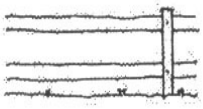
Unacceptable fence styles

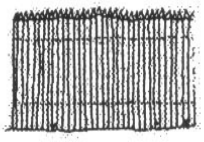

Concrete block

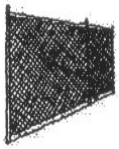

Shadow box

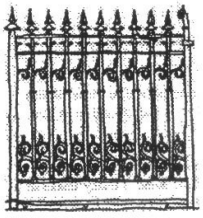

Basket weave

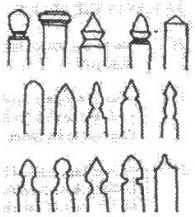

Picket Style Fences

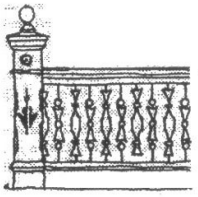

Split rail.


Stockade.


Chain link.


Cast Iron Fence


Post & Picket Styles


Sawn Baluster Fence

GARBAGE COLLECTORS

Garbage collectors (cans, dumpsters, etc.) should be located at the rear of dwellings or along alleys. Large garbage collectors at the rear of office buildings, churches, or apartments should be screened with landscaping or wood panel fences.

A. For institutional, commercial, and multi-family buildings, garbage collectors should be located at the rears of buildings and be screened from the street view with shrubbery and fencing.

LANDSCAPING

Planting of flowers, shrubs and trees, landscaping and minor grade changes are not reviewed by the Commission. However, review would be required for the construction of structures such as retaining walls or driveways.

Belleville's shade trees are important to the character of the locally designated districts and existing trees should be regularly pruned and cared for. New trees should be planted where they will not obscure the front of a dwelling.

A. Existing shade trees should be regularly pruned and maintained. The lower branches of trees should be pruned up as the tree grows so that the dwelling is visible beneath the branches.

B. Trees and shrubbery should be regularly pruned so as not to conceal, obscure, or damage a dwelling.

C. New trees should be indigenous or traditional to the historic districts. Appropriate shade tree species include Red Oak, Ash, Linden, Ginkgo, Maple, and Hackberry. Ornamental trees such as Hawthorns, Bradford Pears, Crab Apples and similar varieties are not appropriate for general planting, but may be used as specimen trees.

GRADE CHANGES

The addition or removal of ground material on the site is known as a grade change. This should generally be avoided. 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 adjacent to it.

Grade Changes…

A. should not result in the obscuring or concealment of a dwelling.

B. should not change the character of the streetscape or the relationship of buildings to their sites.

RETAINING WALLS

A limited number of pre-1945 yard retaining walls are found in Belleville's locally designated districts. Some are of concrete construction and were built at the same time as the dwelling. Other concrete retaining walls were built in the early 20th century when concrete sidewalks were installed. Historic stone and brick retaining walls should be preserved and maintained. New retaining walls will be reviewed and may be built if they are of stone, brick, or concrete of approved design.

Retaining Walls…

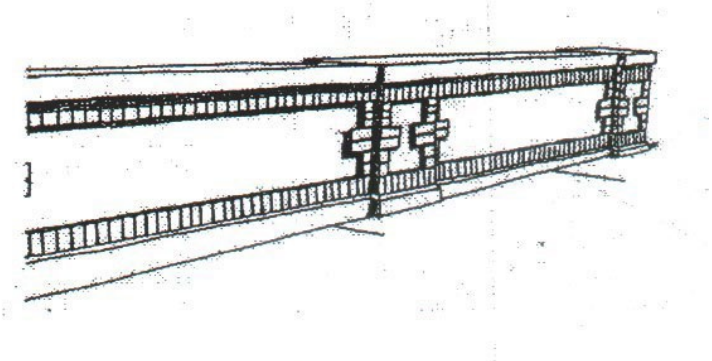
A. of timbers, railroad ties, or artificial stone should not be constructed on the fronts of dwellings.

B. of concrete, that are original to the dwelling (or built before 1945), should be preserved and maintained.

C. built prior to 1945 should not be removed or replaced with new materials.

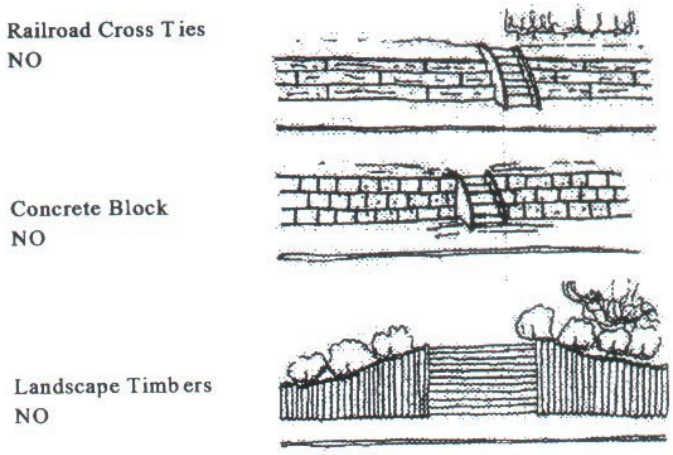
D. of new construction should be of concrete, brick or stone designs, such as cut stone, random rubble, coursed rubble, or cobblestones. Retaining walls of brick are less appropriate for use with pre-1900 dwellings but may be constructed. Segmental, cast, colored concrete retaining wall blocks will be considered for approval and use by the Historic Preservation Commission.

E. color is important and will be reviewed for appropriatness to the property and neighborhood.



Historic retaining walls should be preserved and maintained.

Inappropriate retaining wall designs.



SIDEWALKS AND WALKWAYS

Sidewalks and walkways in Belleville's historic districts are primarily of brick and sometimes concrete construction. Many of the concrete walks were installed in the early 20th century. The use of brick is traditional and appropriate in Belleville. Materials such as exposed aggregate for sidewalks and walkways, are not appropriate where visible from the street, if concrete, but may be used for less visible areas.

Sidewalks and Walkways…

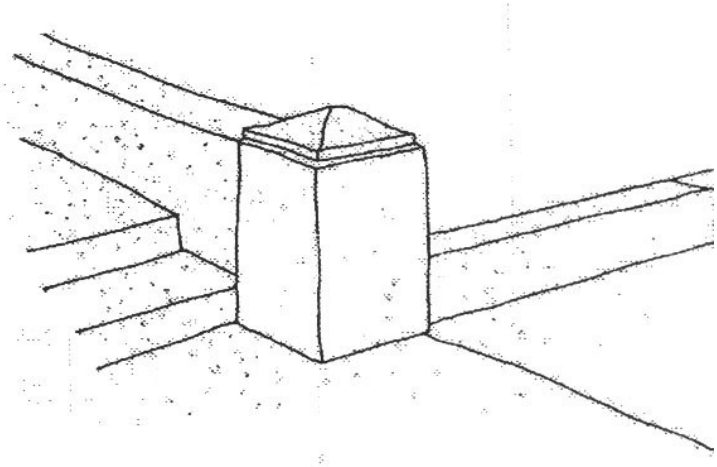
A. that are original to a dwelling or block should be preserved.

B. that are installed for a dwelling should be smooth concrete or brick in detail, dimensions, and placement like original or early sidewalks.

C. of exposed aggregate or pebble-surfaced concrete are generally not appropriate in visible areas. Smooth poured concrete, brick pavers, or paving that replicates brick can be used.

D. of asphalt are not acceptable in front yards but may be used in less visible areas of the property.

E. of brick are preferred in older Historic Districts.



YARD FEATURES (PERGOLAS, GAZEBOS, FOUNTAINS)

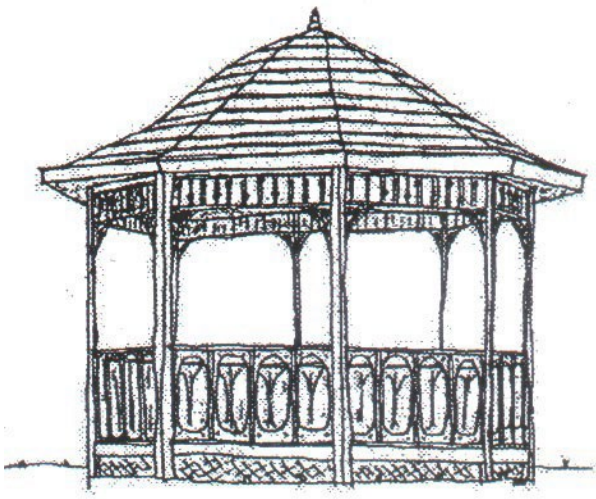
Substantial yard structures such as pergolas, or gazebos, are appropriate for rear yards or side yards. The designs for these structures should be based on historic designs appropriate for pre-1945 dwellings. Wood construction should be used rather than brick, concrete, metal, or glass. Fountains are personal enhancements, which are not historic and are limited to rear yard areas.

Yard Features…

A. should be sited in rear yards or side yards.

B. should be of wood construction in designs appropriate for each dwellings' period.

C. of materials such as glass, metal or brick can be placed in yards if near the rear of the lot and effectively screened by fencing or landscaping.



X. GUIDELINES FOR COMMERICAL BUILDINGS

The following guidelines apply to commercial buildings (by original use and style) in Historic Districts or individual landmarks, as well as new construction in-fill in Historic Districts. Appropriate portions of Chapter VIII & XI may be applied to structures which were originally residential structures and now adaptively re-utilized for commercial uses, such as the many law firm offices which now occupy such buildings.

Several structures currently exist within Belleville's historic districts that more closely resemble commercial structures when their exterior materials, massing, site design, and architectural style are compared with the preceding residential guidelines. The rehabilitation of these structures shall be considered in regard to the more applicable commercial building guidelines on the following pages. Both the historic downtown area and other areas of the city such as the West Central area contain a fine collection of late 19th and early 20th century masonry buildings. These designs are typical of commercial architecture of the period and display elements of the commercial Italianate, Second Empire, Row House, Neo-Classical, Beaux-arts and Early Modern styles. Historic designs and details should be preserved and maintained and traditional storefronts should be added where original materials have been removed. The commercial areas of Belleville, which are not within locally designated districts, are not required to comply with the DRR process. However, property owners are encouraged to follow these guidelines when work is undertaken.

STOREFRONTS AND FACADES

Most of Belleville's historic storefronts have been removed or altered since 1950. Only a few original storefronts remain intact and these should be preserved and maintained. For storefronts, which have been altered, traditional storefront designs are most appropriate for historic commercial buildings. These types of storefront designs include details such as recessed entrances, transoms, display windows, bulkheads, and glass and wood doors.

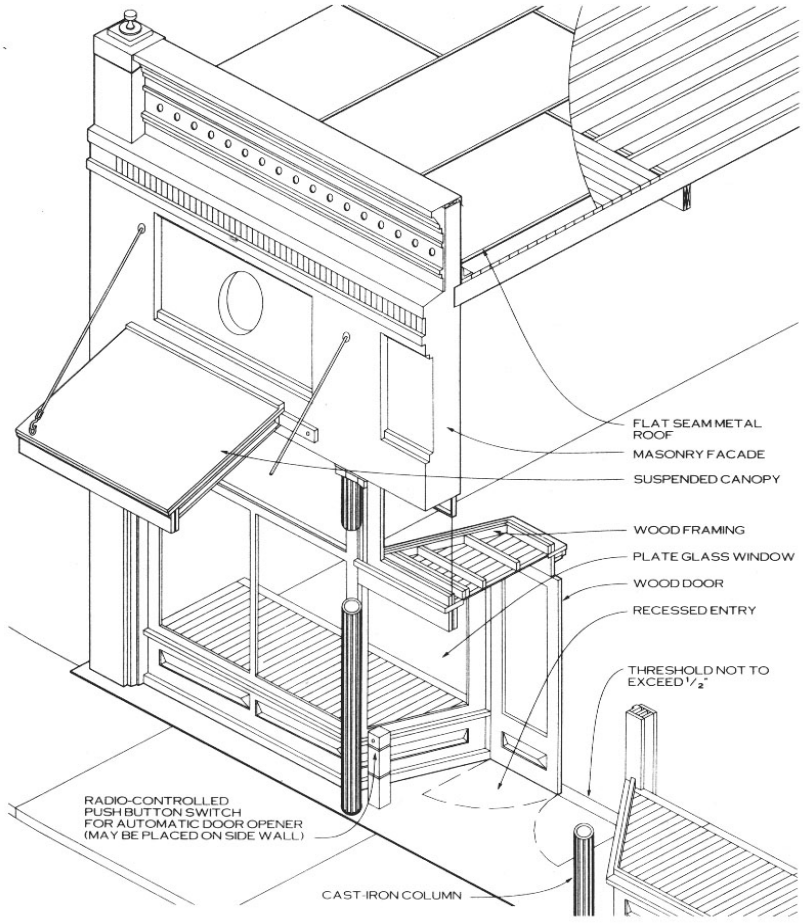
Storefronts and Facades…

A. which are original should be repaired rather than replaced.

B. which are original and require repair, should be with features to match the original in design and materials.

C. which were altered after 1945 should be reconstructed based upon pictorial or physical evidence of the original. If the original storefront appearance is unknown, install a storefront based upon traditional designs. This should include the construction of bulkheads, display windows, and transoms in appropriate materials such as wood or brick. New storefronts should be typical of those built during the late 19th and early 20th century and not reflect earlier or later architectural styles or periods.

D. may be significant even if they were added later than the building itself. Storefronts, which were built from the 1920s to the 1940s with materials such as tinted glass, may possess significance and should not be removed.



ARCHITECTURAL FEATURES

Architectural and decorative features original to a building should be preserved, maintained, and repaired. These features may include cast iron pilasters, bay windows, brick corbelling, terra cotta, sheet metal cornices, decorative cast concrete, window hoods, and cornices. Architectural features should not be removed or concealed.

Architectural Features…

A. which have been removed, should be replaced with materials to match as closely as possible to their original design, materials, proportion, and details. For example, Colonial Revival pediments should not be added to a storefront on an Italianate style building.

B. should be repaired using compatible materials.

C. should not be added to a building where none originally existed.

D. such as storefront cast iron columns or pilasters, should be maintained through regular painting. If cleaning is desired, chemical or detergent cleaning is recommended. The use of abrasive cleaning methods such as sandblasting is not acceptable.

AWNINGS

Awnings have been used since the 19th century for storefronts and windows on Belleville's commercial buildings. The application of appropriate new awnings is encouraged. Traditional awning materials include canvas or woven fabric.

Awnings…

A. for commercial buildings are appropriate as long as they are in traditional awning design, materials, and placement. Awning materials that are discouraged are vinyl coated fabric, fixed metal, transparent or opaque vinyl, or wood.

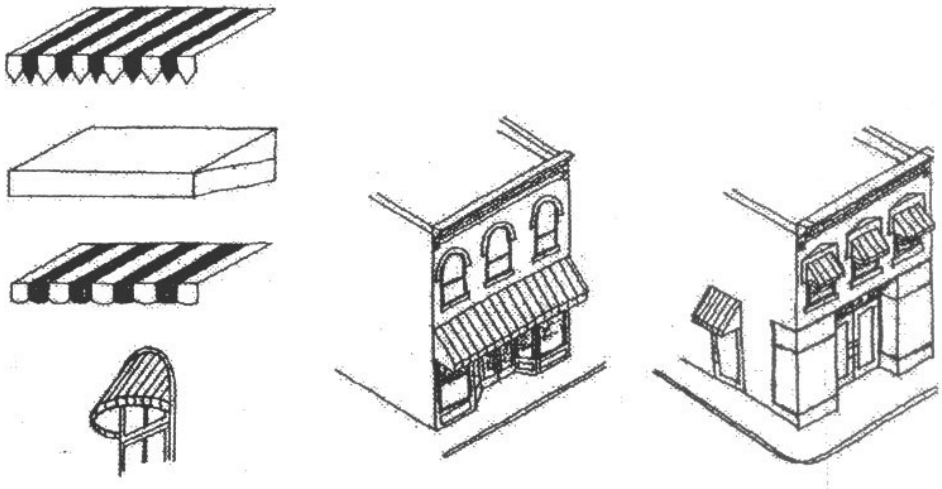
B. may be added to both the storefronts and upper facade windows.

C. may be retractable or fixed in place and should fit the opening to which they are applied. Shed awnings are appropriate for rectangular openings while arched awnings are appropriate for arched openings.

D. of straight sided or shed designs are most appropriate for Belleville's commercial buildings. The use of bubble, concave, or convex forms is appropriate only on round arched openings. Internally lit awnings are not acceptable.

E. should not cover or conceal decorative transoms containing prism glass or stained glass.

F. may be used as locations for signs.



CORNICES

Cornices were designed to provide a decorative focal point for the rooflines of buildings. Cornices should be preserved, maintained, or repaired in their original configuration or with details to match the existing cornices. For Belleville's commercial buildings the most common cornice materials is brick and/or sheet metal. Cornices should:

Cornices…

A. be preserved, maintained, or repaired in their original configuration or with materials and details to match the existing.

B. not be removed, concealed or covered with modern materials.

C. which are missing, should be replaced based upon physical or pictorial evidence. If no such evidence exists, wood, fiberglass, or sheet metal cornices, in keeping with other cornices on similar commercial buildings are appropriate.

DISPLAY WINDOWS AND BULKHEADS

Original display windows and bulkheads should be preserved, maintained, or repaired.

A. Display windows, which are new, should match the original in location, design, size, configuration, and materials.

B. Display windows, which are missing, and the original design is unknown, should be replaced with traditionally scaled windows. Traditionally scaled windows have large glass lights and few structural divisions.

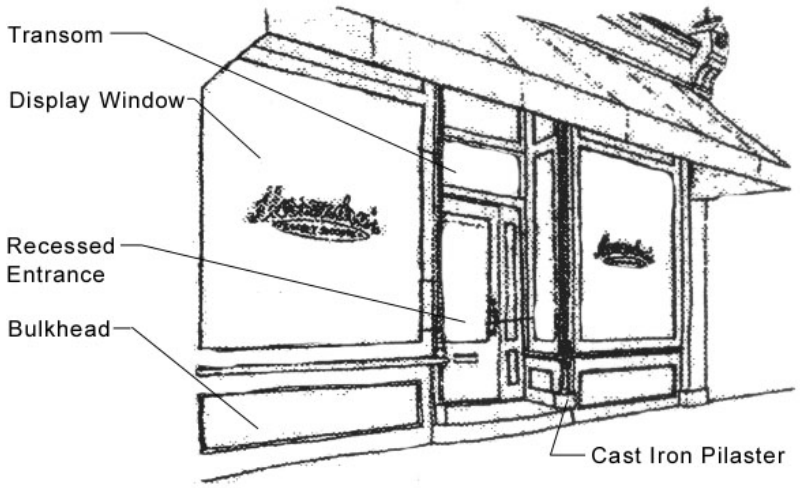
C. Display window mullions or framing should be of wood, copper, or bronze metal, and similar in size and shape of the original design.

D. Clear glass should be installed for display windows, not tinted glass. Interior shades or blinds should be utilized for privacy.

Bulkheads, also known as kickplates, are the lower panels on which the display windows rest. Original bulkhead materials can include wood, tile, marble, and brick. Original bulkheads should be preserved, maintained, or repaired and not altered or removed.

A. If the original bulkheads are missing, replace them with traditional rectangular designs.

B. If the original bulkheads are missing, replacement may be of wood or brick panels. Avoid materials such as glass blocks or metal.



ENTRANCES

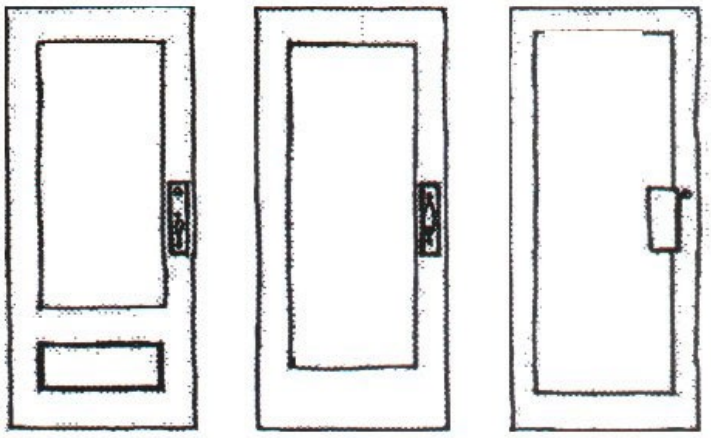
Original storefront and side entrances should be preserved, maintained or repaired in their entrance design, materials, and arrangement whether recessed or flush with the sidewalk. Entrances should also be designed to be accessible for those with disabilities.

Entrances…

A. should be retained and repaired with materials to match the original. Doors added to storefronts should be replaced with doors to match the original in design and materials. Solid wood doors should not be installed on storefronts.

B. where the original door design is unknown, doors, should be replaced with plain wood doors in a single light (glass area) design. Solid paneled doors, decorative doors, or any kind of door based upon a different historical period or architectural style are not acceptable on storefronts.

C. requiring new doors should be of wood and glass design. However, metal with a dark or bronze anodized finish and with a wide stile may be substituted. Raw aluminum or other silver-colored metals are not appropriate.



Appropriate replacement doors for storefronts

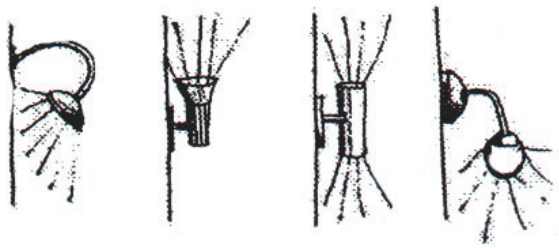
LIGHTING

Light fixtures for commercial buildings should be as simple as possible and mounted where they will be partially or completely hidden. Original light fixtures should be preserved, maintained, and repaired.

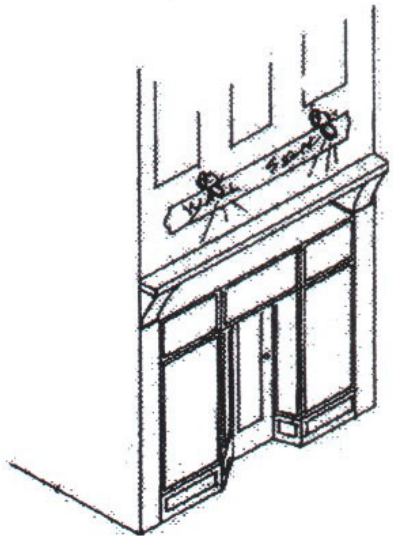
Lighting…

A. should be simple in design and/or concealed. Concealed up-lit light fixtures, fixtures of simple design, or fixtures appropriate to the period of the building are encouraged.

B. such as "Colonial" coach lights or similar fixtures is discouraged.



Appropriate light fixtures for commercial buildings



Appropriate location for commercial lighting

WINDOWS

Many of the commercial buildings in Belleville retain their original wood sash windows on the upper floors. Original windows should be preserved, maintained, or repaired including their size, number and arrangement of lights, materials, and decorative detailing. Windows should not be concealed, enclosed or covered. If the original windows have been removed, replacement with windows to match the original in appearance is recommended. Historic photographs of Belleville's commercial areas are available to provide evidence of original window designs.

Windows…

A. should be repaired rather than replaced. Missing windows should be replaced with windows, which match the original in size, number and arrangement of lights, and materials.

B. with original detailing should be preserved and maintained. These details may include sheet metal hood molding, brick or stone lintels, and sills.

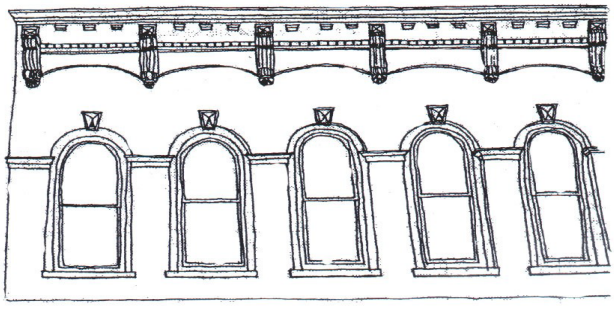
C. which are missing should be replaced with windows compatible to the building. For Belleville's commercial buildings, rectangular or arched one-over-one wood sash windows are most appropriate. Wood is the preferable material for new windows because aluminum or vinyl windows have a different profile.

D. which have flush or snap-on muntins are not appropriate. These materials do not replicate the appearance of historic windows.

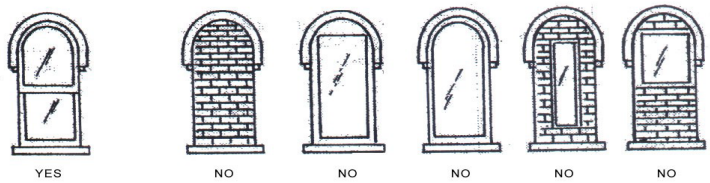
E. should not have shutters added unless there is physical or pictorial evidence that they originally existed on the building. Wood shutters may be used to conceal blocked-in or bricked-in windows. Shutters should be of louvered wood design and sized to fit their opening. If closed they should completely cover the window opening.

F. may have storm windows applied if they are of full view (single light) design or if they match the dimensions of the upper and lower sash with matching meeting rails. "Raw" or unfinished aluminum storm windows are not appropriate. If aluminum windows are used they should have an anodized or baked-on enamel finish.

G. of steel construction should be preserved and maintained. If replacement is required, multi-light aluminum windows to match the existing in profile and design is recommended.



Original window designs & materials should be preserved and maintained



Window openings should not be enclosed or have inappropriate window designs

NEW COMMERCIAL CONSTRUCTION (Addition)

Additions to commercial buildings are acceptable as long as they are located at the rear of the building or along a side not readily visible from the street. Rooftop additions are less acceptable but may be constructed if they are set back from the front of the building and not be readily visible from the street.

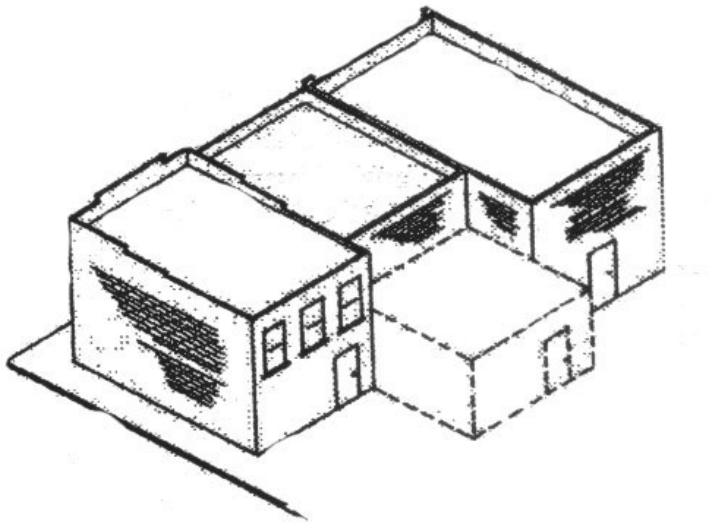
New Commercial Construction (Addition)…

A. at the rear of buildings are acceptable. Rear additions should be compatible with the original building in scale, proportion and rhythm of openings, and size.

B. such as rooftop penthouses or additional stories should not be constructed unless the addition will not be readily visible from the street or other pedestrian viewpoints. Roof additions and mechanical equipment should be set back from the main façade and screened from street view.

C. should be of exterior materials similar to the existing building.

D. should be built as to result in minimal removal of original walls and details from the rear of the building. Try to connect the addition with the original building through existing door or enlarged window openings.



Rear additions are appropriate for commercial buildings

NEW COMMERCIAL CONSTRUCTION (New Buildings)

New buildings in Belleville's commercial areas should be compatible with historic buildings in scale, height, materials, orientation, shape, placement, and rhythm and proportion of openings. As in the case of new residential construction, the general approach to new commercial construction is for it to be compatible with adjacent dwellings or to blend in with the district through replication. Compatible means reinforcing typical features that buildings display along the block such as similar massing, proportion, roof forms, materials, window and door sizes and placement, traditional storefront designs, vertical divisions, and some type of termination or cornice at the roof line.

Replications are buildings, which are constructed to be exact copies of historic commercial building forms or architectural styles.

New Commercial Construction (New Buildings)…

A. should be compatible in height with adjacent buildings. In Belleville's commercial areas, two- to four-story buildings are most acceptable.

B. should have exterior wall construction materials consistent with those in the area. Materials such as wood, metal or glass are less appropriate for exterior wall construction.

C. should be aligned with adjacent buildings along the street and conform to existing setbacks. Most commercial buildings in the downtown area are flush with the sidewalk and setbacks for open space in front of a new building are not acceptable.

D. should be of similar width and scale and have similar proportions as adjacent buildings.

E. should be oriented towards the primary street on which it is sited.

F. should have roof forms consistent with adjacent buildings.

G. should have window and storefronts of sizes and proportions consistent with adjacent buildings.

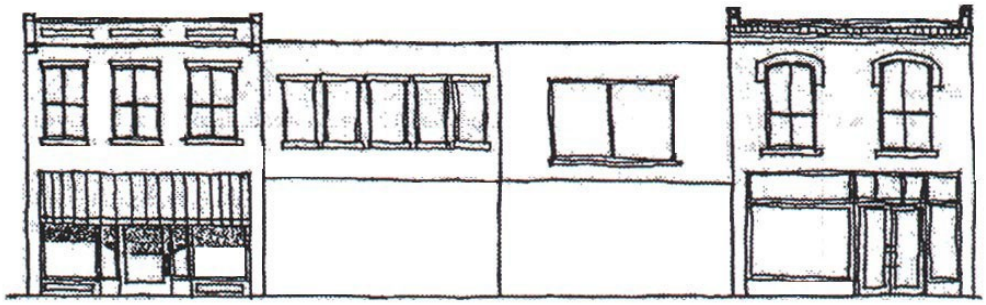
H. should maintain the traditional separation between storefronts and upper facades. This separation should be in alignment with adjacent buildings.

I. should have vertical divisions to maintain traditional building widths. This is especially important for large buildings, which extend across several lots.

J. should not incorporate historic styles which pre-date Belleville such as "Colonial Williamsburg" design.

K. may be identified by carved limestone blocks or other traditional means to indicate the year of construction.

L. where feasible, should fill lot area to form a continuous street façade.



YES NO NO YES

New construction should maintain traditional window location & alignment

Large buildings of new construction should have vertical divisions consistent with building widths along the block

SIGNS AND GRAPHIC DESIGNS (Commercial Areas)

Belleville's commercial areas displayed a wide variety of signs and sign locations in the late 19th and early 20th century. This variety of design and placement remains appropriate for businesses in the commercial areas.

Signs and Graphic Designs…

A. should also follow regulations subject to the provisions of the City's Sign Code and Zoning Code ordinance.

B. Pre- 1945 signs such as painted wall signs or those of metal and neon should be preserved, maintained, and repaired.

C. which are new should be of traditional materials such as wood with ornamental copper or bronze letters. Sandblasted wood signs are appropriate. Plastic substrate signs or signs of unfinished wood are not recommended.

D. should be sized in proportion to the building and not oversized.

E. on buildings should not exceed three different locations, not counting painting window signs.

F. which resemble logos or symbols for businesses are encouraged.

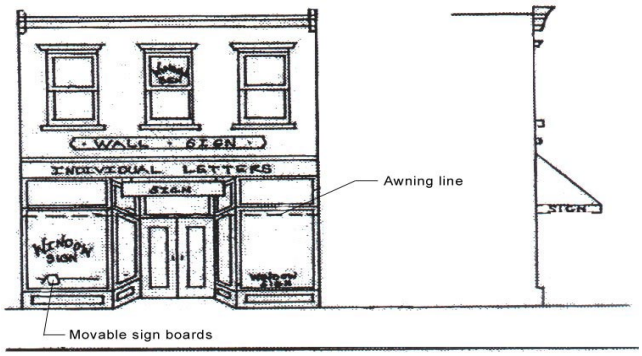
G. should have colors coordinated with overall building colors.

H. should have traditional lettering such as serif, sans serif, or script lettering.

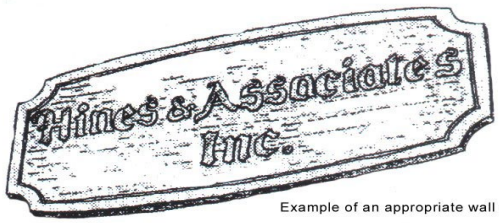
I. should be placed at traditional sign locations including storefront belt courses, upper façade walls, hanging or mounted inside windows, or projecting from the face of the building.

J. with mounting brackets and hardware should be anchored into mortar not masonry.

K. which are lit should have concealed lighting. Spot or up-lit lighting for signs is recommended. Internally lit and flashing signs are not appropriate for the commercial areas.



Traditional locations for commercial building signs



Example of an appropriate wall sign

XI. GUIDELINES FOR NEW RESIDENTIAL CONSTRUCTION

DECKS

Decks were generally not used prior to 1945 on Belleville's older homes and as such are not appropriate additions on the front façade or other readily visible locations. However, as in the case of any type of addition, a wood deck may be acceptable if placed at the rear of a dwelling where it will not be visible from the street. Deck railings should be in traditional forms rather than in contemporary designs (see section on porches).

Porches or verandas, as they were called in Victorian times, can be utilized the same way as a deck is used in modern architecture.

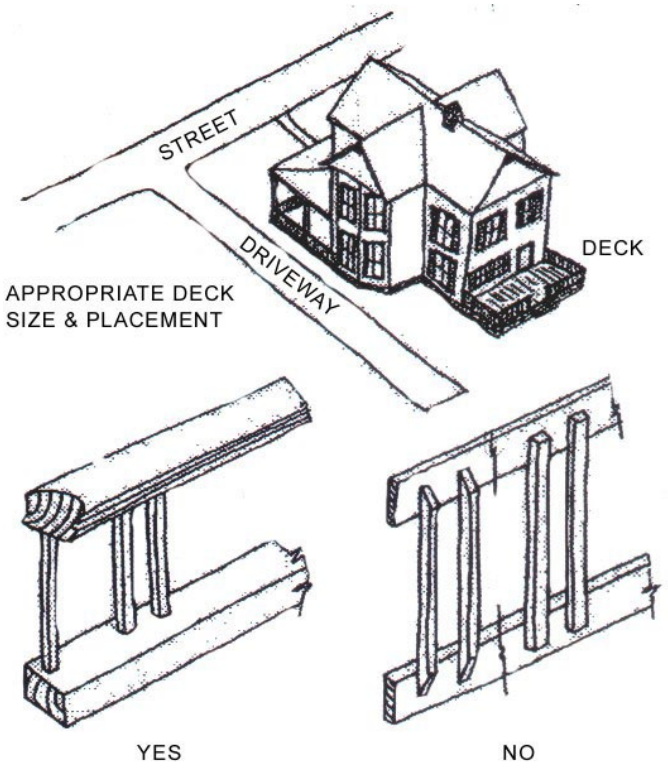
More appropriate outdoor sitting areas for back yards are stone or brick terraces (or patios, as they are called) next to the house or built under the shelter of a large tree; summer houses or gazebos, especially popular in the latter half of the 19th century; and pergolas, either attached to the house or freestanding, popular after the turn of the century.

Decks…

A. should be preferably located at the rear of dwellings or areas not readily visible from the street.

B. should be stained with an opaque stain or painted to blend with the colors of the dwelling.

C. should be kept simple in design. Wood decks are recommended to have traditional style wood balusters complimentary to the design of the building.



Use traditional railing designs for deck construction

FIRE ESCAPES

Within Belleville's locally designated districts are historic dwellings, which have been converted into duplexes or apartments. These buildings often have fire escapes to meet fire and safety codes. Fire escapes should be sited at the rear or non-readily visible sides of dwellings.

Fire escapes and stairs should be removed when a dwelling is converted back from multi-family to single-family use.

Fire Escapes…

A. should not be added unless they are required by fire or safety codes.

B. should be located where they will not be readily visible from the street.

C. if placed on the exterior should be of wood construction with simple balusters and handrails. Metal fire escapes may be applied if they are not readily visible from the street.

Place emergency stairs & fire escapes on the rear

Avoid fire stairs on the front or readily visible sides of buildings

HANDICAPPED ACCESS RAMPS

Handicapped ramps are sometimes needed to provide access to dwellings for those who are ill or have disabilities. Handicapped access ramps should be sited at the rear or sides of dwellings, which are not readily visible from the street.

Handicapped Access Ramps…

A. should be added in such a way that original historic materials are not removed and that the ramp construction should be reversible.

B. preferably should be located at the rear or sides of dwellings. If a handicapped ramp must be placed on the front of a dwelling it should be of wood construction rather than of brick, concrete, or metal. Brick, concrete, and metal ramps are more acceptable at rear and sides of dwellings.

C. of wood construction should be of 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 the porch railing or to match the overall paint color of the building.

D. in readily visible area, should be screened with landscaping.

Acceptable handicapped ramp design for front entrance access. Note that the balusters of the ramp match those on the porch

RESIDENTIAL ADDITIONS (New Rooms)

Belleville's historic dwellings generally possess the flexibility to be enlarged for additional living space. Additions are acceptable when they are placed at rear or side facades not readily visible from the street. Additions should also be built so they will have a minimal impact on the building's overall character. The rear of dwellings are the best locations for the addition of rooms, wings, porches, or decks.

Residential Additions (New Rooms)…

A. should be repaired rather than replaced. Missing windows should be replaced with windows, which match the original in size, number and arrangement of lights, and materials.

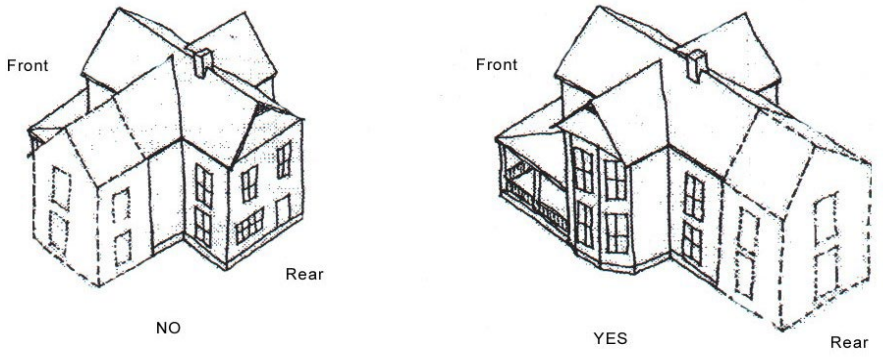
B. should be secondary (smaller and simpler) than the original dwelling in scale, design, and placement.

C. should be of a compatible design in keeping with the original dwelling's design, roof shape, materials, color, and location of window, door, and cornice heights, etc.

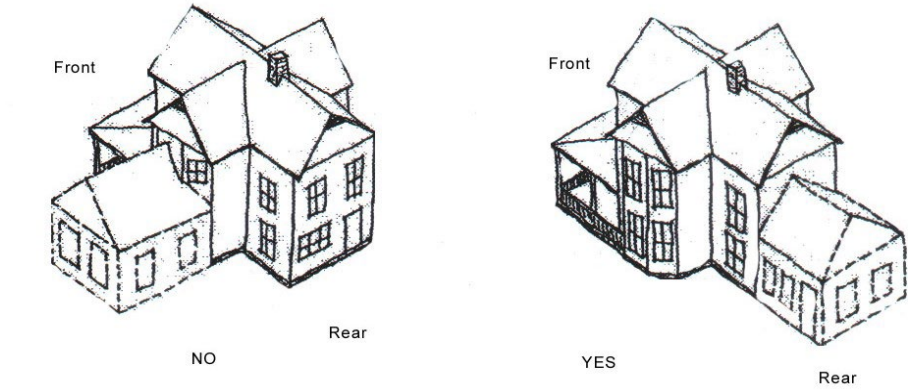
D. should not imitate an earlier historic style or architectural period. For example, a ca. 1880 Queen Anne style rear porch addition would not be appropriate for a 1920s Craftsman/bungalow house.

E. should be constructed to avoid extensive removal or loss of historic materials and to not damage or destroy significant original architectural features.

F. should impact the exterior walls of the original dwelling as minimally as possible, when building additions use existing door and window openings for connecting the addition to the dwelling.



Two-story additions should be placed at the rear, not on prominent side locations



Single-story additions should be placed at the rear, not on prominent side locations

NEW RESIDENTIAL BUILDINGS (Primary Buildings)

Few vacant lots exist in Belleville's Historic Districts. However, it is important that any new construction on these lots or in any future locally designated districts be compatible with neighboring historic dwellings. The general approach to new construction is for it to be compatible with adjacent dwellings or to blend in with the district through replication. Compatible means reinforcing typical features that buildings display along the block such as similar roof forms, materials, window and door sizes and placement, porch size and location, and foundation heights. Replications are dwellings, which are constructed to be exact copies of historic building forms or architectural styles in the districts.

It is important that new construction complement the dwellings found along its specific block. A design that may be appropriate along one block may not work for a different block. For example, a new dwelling compatible with one-story Bungalow designs may not be appropriate for a block where two-story Queen Anne architecture predominates and vice versa. Commonality of architectural styles balanced with variety and diversity shall be a goal.

Each new building has to be evaluated within its exact location and surroundings.

A. Primary buildings should maintain, not disrupt, the existing pattern of surrounding historic buildings along the street by being similar in:

1. **shape.** Variations of rectangular and square forms are generally more appropriate for the locally designated districts;

2. **scale (height and width).** New construction should not vary more than one-half story from the predominate building height typical of dwellings along a block. In most blocks of the designated districts this would require new construction to be no more than two-and-one-half stories;

3. **orientation to the street.** Most dwellings in Belleville's locally designated districts have their primary facades and main entrances oriented towards the street and this characteristic should be maintained in any new construction;

4. **roof shape and pitch.** Roof slope ratio for new construction should be a minimum of 6:12 to a maximum of 12:12 (6:12 refers to six inches of rise to 12 inches of run in measuring slopes). Roof forms of gable and hipped variations are more common on most blocks than roof forms which are flat, mansard, or gambrel forms;

5. **placement on the lot.** Front and side yard setbacks should respect the setbacks found along the block on which the building is sited.

6. **location and proportion of porches, entrances, and divisional bays.** Porches should have roof forms of gable, hipped or shed design and at least cover the entrance. Porches extending partially or fully across the front of the building are recommended. Porches should have columns and railings with balusters that are traditional in design and compatible with the overall character of the building.

7. **location and proportion of windows.** New window openings should be rectangular in shape. Window proportions on the main façade should not exceed three-to-one in the height/width ratio or be any less than two-to-one in the height/width ratio (two-to-one proportions are preferred). No horizontal sash, casement, or awning type windows should be placed on the fronts of buildings. Special window types (i.e. oriel, bay, stained, beveled glass) may be considered when compatible with the new structure's design as well as the surrounding area;

8. **foundation height.** Height of foundations should generally be similar to foundation heights in the area. Foundation heights can increase along the sides or at the rear of a building if necessary to follow slope contours. No slab foundations or at-grade foundations should be utilized on the fronts or readily visible sides of buildings;

9. **porch height and depth.** Porch heights and depths should be consistent with those of adjacent dwellings;

10. **material and material color.**

Foundations: Most historic dwelling foundations are of stone or cast concrete and new construction should continue the appearance of these foundation materials. Poured concrete, concrete block, and split-faced concrete are acceptable foundation materials. Stucco or other finishes are recommended to provide a textured surface.

Brick Dwellings: If the new construction is of brick, the brick should closely match typical mortar and brick color tones found in the locally designated districts and along the block. White or light mortars provide too much contrast with typical dark brick colors and should be avoided.

Frame Dwellings: If the new construction is of frame, the preferred exterior material is wood or a material which is similar to original materials in the area like clapboard, shingle, stucco, etc. The use of masonite, grained pressboard, aluminum or vinyl siding, or similar materials is acceptable if it meets size recommendations and proper construction detailing of traditional siding materials. If wood siding is used, its exposure should reflect the exposure of traditional wood siding.

Windows: Wood construction is preferred for windows. However, the use of vinyl clad or aluminum-clad windows is also acceptable as long as they are sized to be compatible with historic window openings. The use of dark tinted windows, reflective glass and coatings for windows is discouraged on readily visible sides of buildings.

11. **details and texture.** The details and textures of building materials should be applied in a manner consistent with traditional construction methods and compatible with surrounding structures;

B. Replications. Replications are new buildings which closely imitate historic dwellings, typically found in the historic district. Replications are acceptable if they are consistent with historic dwellings in their overall form and plan, porch design and placement, window and door treatments, roof forms, and architectural details. It is important for replications to be identified as new construction through the use of signs, or plaques prominently displayed on the front of the building. Replications of specific structures within the immediate vicinity is discouraged.

NEW RESIDENTIAL CONSTRUCTION (Secondary Buildings)
such as garages, sheds, and other outbuildings should be:

New construction of secondary buildings such as garages and sheds are acceptable as long as they are simple in design and sited in traditional locations. Construction materials should be similar to those of the primary dwelling.

New Residential Construction (Secondary Buildings)…

1. smaller in scale than the dwelling;

2. simple in design but reflecting the general character of the associated dwelling. For example, use gable roof forms if the dwelling has a gable roof; hipped roof forms if the dwelling has a hipped roof etc.;

3. built at traditional locations for outbuildings in the locally designated districts. These include at rear lot lines, adjacent to alleys, and at the backside of a dwelling;

4. compatible in design, shape, materials, and roof shape to the associated dwelling;

5. preferably of an exterior material to match the associated dwelling such as clapboard, stucco, or brick. However, if not readily visible from the street, secondary buildings may have exterior substitute siding materials such as masonite, aluminum, or vinyl;

6. of traditional materials if readily visible. For garages, wood paneled doors are more appropriate than paneled doors of vinyl, aluminum, or steel. Wood paneled overhead roll-up doors are widely available and are appropriate for new garages.

7. have windows included in the garage doors.

LIGHTING (FOR FRONT YARDS)

Light fixtures for front yards have been popular in recent decades. These include freestanding gas or electric post mounted lamps and sidewalk footlights. The installation of these light fixtures is acceptable for front yards. Large security lights mounted on the dwelling or freestanding are appropriate for side or rear locations not readily visible from the street.

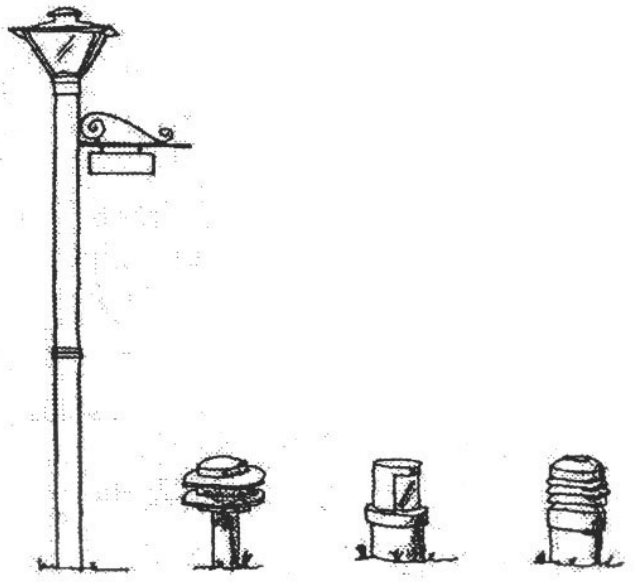
Fixtures for yards or sidewalks should be simple and small in design. These fixtures should have a dark, non-glare finish rather than a shiny finish.

Lighting…

A. for security, such as floodlights, should be mounted on non-readily visible rear or sides of dwellings rather than on the front.

B. for sidewalks and front yards should be of small footlights rather than post-mounted fixtures. Post-mounted fixtures may be installed if they are compatible with the structure's style and period.

C. fixtures to be avoided are any fixtures of a period earlier than the dwelling such as colonial or "Williamsburg" designs.



SATELLITE DISHES AND ANTENNAS

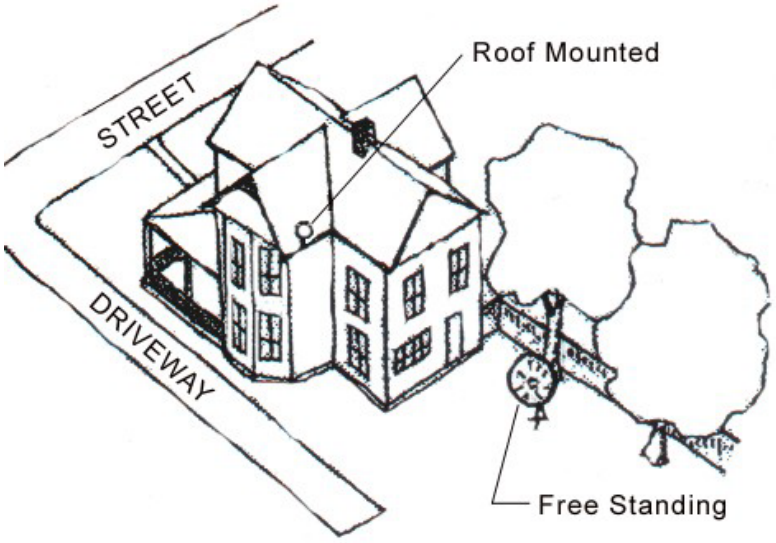
Satellite dishes are common additions to lots and traditionally, the C-Band dishes have been ten to eleven feet in span. In recent years the smaller seven and one-half foot dishes have become more commonplace. Also popular are the eighteen-inch DBS satellite dishes, which are much smaller in size and easier to mount than the larger dishes. Satellite dishes may be installed preferably sited in rear yards or along side yards, which are not readily visible from the street. As non-historic features, the smaller dishes are preferred to the larger dishes. Sometimes antennas may be installed in the attic when it will not inhibit the ability of the antenna to receive signals.

Satellite Dishes and Antennas…

A. recommended not to be installed in front yards or in readily visible side yards, or installed at readily visible rooflines.

B. in the smaller sizes are more appropriate than the large dishes.

C. should be mounted as low to the ground as possible and the use of landscaping, lattice panels, or fencing to screen the dish from view is recommended.



SIGNS AND GRAPHIC DESIGNS (Residential Areas)

Belleville's locally designated districts are primarily residential in character and most signs are confined to a few blocks with commercially used dwellings or commercial and community facility buildings.

Signs and Graphic Designs…

A. should also follow regulations subject to the provisions of the City's Sign Code and Zoning Code ordinance.

B. should be kept to a minimum with preferably a maximum of two per commercial business or community facility.

C. for churches may be freestanding or attached to the face of the building. For commercial buildings signs may be freestanding, on windows, or affixed to the face of the building.

D. should not cover or obscure architectural features.

E. should not be illuminated with visible bulbs, flashing lights, or luminous paints, but with remote sources. Signs should not be backlit or internally lit.

F. should be of traditional materials such as finished wood, glass, copper, bonze, plywood, plastic, or unfinished wood.

G. should have no more than three colors and use colors that coordinate with the building colors.

H. when mounted on masonry walls should be anchored into the mortar, not the masonry.

SOLAR PANELS

As a non-historic addition, solar panels should be sited at rear rooflines or at freestanding locations adjacent to a dwelling. Solar panels are acceptable as long as freestanding panels are sited in rear yards or the roof panels are on rear facades or side facades not readily visible from the public street or sidewalk at any time during the year.

Solar Panels…

A. should be located on rear sections of the roof, behind dormers or gables or other areas not visible from the street. Due to reduced solar efficiency, the front or side may be considered as an alternate if other criteria are met.

B. which are freestanding should be located at rear yards or on side facades not readily visible from the street. If side yard locations are readily visible (such as a corner lot), freestanding panels may be installed if they are effectively screened by landscaping, fencing, or lattice panels.

C. Character defining features of existing buildings (i.e. roofline, chimneys, dormers) must not be damaged or obscured when introducing new roof mounted energy conservation systems such as solar devices.

D. Add solar panels on roof surfaces not visible from a public way. However, solar shingles may be added to a roof surface visible from a public way if low or non-reflective shingles are used.

E. On pitched roofs, solar arrays shall run parallel to the original roofline and shall not rise above the roofline. On flat roofs, solar arrays shall be set back from the edge and may be set at a slight pitch if not highly visible from public streets.

F. Use solar panels and solar devices that are similar in color to roof materials.

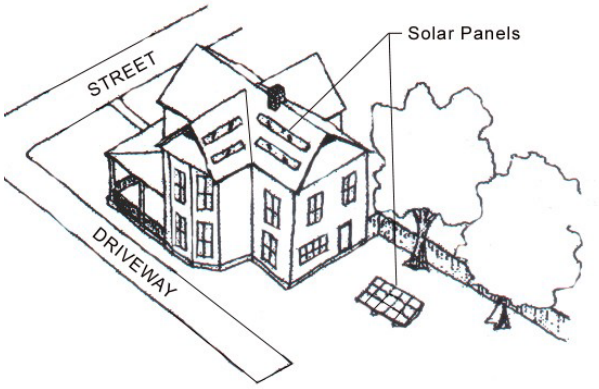
G. Select solar panels, solar devices, mechanical equipment and mounting structures with non-reflective finishes such as an anodized finish.

H. Paint mechanical equipment attached to the building fascia the same color as the fascia in order to blend into the building.

I. Publicly visible solar devices mounted on roofs shall be evaluated on the basis of size; least visible/high- performance location; panel arrangement and design; system infrastructure; color contrast with roof, and glare. Panels shall be symmetrical.

J. For new structures within the Historic District, include building-integrated solar panels and other solar devices into the initial design.

K. shall not be mounted to project from walls or other parts of the building.

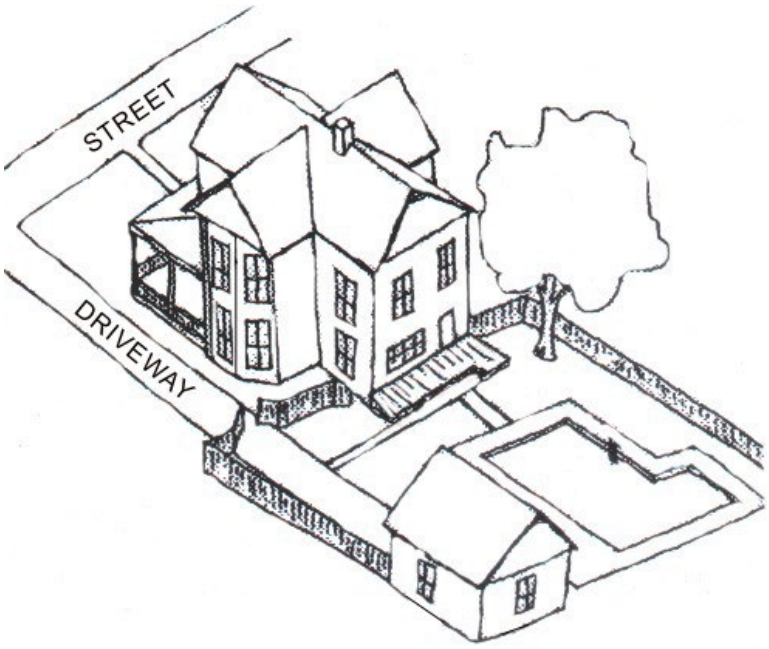


SWIMMING POOLS

The installation of inground or aboveground swimming pools in rear or side yards is acceptable, as long as they are effectively fenced or screened from viewed.

Swimming Pools…

A. should be located in rear or side yards and screened from street by fencing or landscaping.



XII. GUIDELINES FOR DEMOLITION AND MOVING OF BUILDINGS

DEMOLITION

Belleville's Historic Preservation Ordinance allows the Commission to deny demolition within the locally designated districts. Demolition of an historic building which retains its architectural character should only occur after all other options are explored. These options may include moving the building to another compatible site or selling the property to a sympathetic buyer for rehabilitation.

A. Demolition of any original feature or part of a pre-1945 building should be avoided.

B. Demolition of a building, which contributes to the historic or architectural significance of the locally designated districts, should not occur, unless:

1. An emergency condition exists and the public safety and welfare requires the removal of the building or structure;

2. A building does not contribute to the historical or architectural character of the districts and its removal will improve the appearance of the districts; or

3. The denial of the demolition will result in an Economic Hardship on the applicant as determined by Historic Preservation Ordinance.

C. Demolition of pre-1945 secondary buildings (garages, etc.) may be acceptable if substantially deteriorated (requiring 50% or more replacement of exterior siding, roof rafters, surface materials, and structural members).

MOVING BUILDINGS

In Belleville's locally designated districts are vacant lots, which are appropriate sites for the relocation of pre-1945 dwellings. Moving buildings usually occurs only to avoid demolition or if the historic site and setting of the property will be significantly changed. If a pre-1945 dwelling within or outside the locally designated districts is threatened with demolition, it is acceptable to move the building to one of the district's vacant lots for rehabilitation. A building moved into the district should maintain the front and side yard setbacks, orientation, and foundation heights of its neighboring properties.

A. Moving buildings into the locally designated districts may be acceptable if compatible with the district's architectural character through style, period, height, scale, materials, setting, and placement on the lot.

B. Moving buildings that contribute to the historic and architectural character of the districts should be avoided unless demolition is the only alternative.

C. Moving buildings such as garages or other outbuildings from one location to another on the same lot is acceptable if the relocation will not be readily visible.

D. Moved buildings should be identified by a marker or plaque.

E. Moving building to a site outside of the Historic Districts from inside is prohibited, except in the extreme case that its current presence is threatened by some catastrophic event such as mine subsidence, or by a public determination of it being a threat to public health or life safety.

XIII. ENERGY CONSERVATION

ENERGY CONSERVATOIN – OVERALL APPROACH

Traditional approaches to heating and cooling in historic buildings are often adapted to modern considerations of comfort and energy efficiency. As a result, we are often asking historic buildings to adjust to greater levels of heating, cooling and energy efficiency than for which they were originally designed and can perform. However, historic dwellings have a number of inherent energy conservation qualities such as tall ceilings and door transoms, thick brick or plastered wood walls, and large attic space. Other traditional energy saving measures available for the old house owner are window and porch awnings, exterior window shutters, and interior drapes, blinds and shutters.

Insulation and reduction of air infiltration is the primary means to prevent heat loss and gain. For most historic dwellings the attic and basement area are traditional locations for the addition of batt, blanket, and blown-in insulation. A dwelling typically loses 28% of its total heat loss or gain through the roof. Heat loss and gain is measured in R-values, which is the resistance, R, per inch of thickness of the insulating material. For attics an R-value of R-19 is recommended for gas or oil heat or R-22 for dwellings with electric heat.

Walls are another potential area where insulation can be added although this can be difficult for historic dwellings. Usually the expense of getting to wall cavities discourages the addition of wall insulation. A dwelling typically loses 30% of its total heat loss and gain through the walls and insulation with an R-11 value is recommended. Insulation should be added when wall spaces are exposed during remodeling. Avoid damaging exterior wall surfaces when installing insulation.

Points to remember in energy conservation include:

A. Air sealing – tightening up the flow of air through exterior walls by weatherstripping, caulking, and repairing cracks – is the most generally useful and least problematic energy-conserving strategy for historic buildings.

B. Maintain and use the inherently energy conserving and comfort-enhancing architectural features of historic buildings. These may include:

- vestibules as air locks
- gable vents to help keep attics dry
- thermal mass of masonry walls to even out daily temperature extremes
- operable windows for cross ventilation during the summer
- drapes, curtains and blinds for winter window insulation and draft proofing
- exterior awnings and interior window shades for summer shading

C. Keep interior humidity within a range that will not lead to damage by condensation.

D. Keep heating and ventilation equipment well-maintained.

E. Generally, do not insulate without using vapor barriers.

F. Ensure as much as possible that moisture does not condense where it will lead to damage in the form of wood rot, corrosion, or freezing. Condensation is often a problem for windows.

G. Vent high moisture areas (bathrooms, laundries, etc.) to the outside.

H. Insulate ductwork and piping in the basement, crawl space, or attic.

I. Use of a whole home fan may also assist in cooling a house.

Storm Windows

Approximately 22% of a dwelling's energy loss is a result of air infiltration and conductive gain or loss through windows. Glass is a good conductor and windows are a major source of heat loss in winter and gain in summer. The application of storm windows creates dead airspace, which significantly reduces conductivity. Wood has a higher resistance to transfer of heat than aluminum and is thus a more energy efficient storm window. However, aluminum is also an acceptable material for storm windows. Exterior storm windows are the most popular today but interior storm windows are also an option for historic dwellings since they are less visible. The installation of storm windows should also include weather-stripping on the underside of the windows to create an airtight fit.

Weatherstripping

Weatherstripping is a relatively inexpensive method to reduce energy costs and the installation of most weatherstripping materials will have little, if any, visible effects on a dwelling. Weatherstripping should be considered for all window and door openings since they are a major source of drafts leading to heat loss and gain. Weatherstripping comes in a variety of shapes and materials depending on its application. This includes adhesive strips of foam or plastic, felt strips, and metal and plastic sweeps.

For windows, weatherstripping should be added at the junction of the meeting rails for sash windows and at the lower sill. The sash channels along the sides of windows are also good places for felt or foam strips. For exterior wall doors, weatherstripping should be added along the exterior jambs, interior stops, and along the bottom. The installation of a plastic and metal sweep at the inside bottom of the door is effective as are foam or rubber gasket type strips along the threshold.

XIV. ENVIRONMENTAL ISSUES

HAZARDOUS MATERIALS – OVERALL APPROACH

Historic buildings were often constructed using materials containing asbestos or lead, which are considered hazardous today. Mitigation planning for such materials should carefully consider the architectural importance of those elements containing hazardous materials in making decisions as to whether to remove or encapsulate them as part of the mitigation process. Experts in the field should be consulted in the event there is a concern and the work should be done according to existing regulations.

Asbestos Abatement

Asbestos was proclaimed as one of the wonder materials of the early 20th century. This material was resilient, fire-resistant, non-conductive to electricity, and relatively lightweight. Thousands of products were made with asbestos including roof shingles, wall shingles, pipe insulation, and adhesive compounds. Unfortunately, asbestos was also found to be a potential cause of lung cancer and other diseases.

Asbestos products are generally classified as "friable" or "non-friable". Non-friable asbestos refers to products where the asbestos is embedded with other materials, greatly reducing its chances to become a powder and released into the air. Typical non-friable asbestos in historic dwellings include asbestos-cement roof and wall shingles used from the 1930s to the 1960s. If these shingle or siding materials require removal, care should be taken not to break the shingles, which could cause the release of asbestos fibers into the air. Before these materials are handled, it is advised that they be soaked with a fine spray or mist of water and that proper air masks and filters be used.

Friable asbestos products are those, which are easily crumbled into powder and released into the air. Typical household products, which may be friable in historic dwellings, include insulation around furnaces, boilers, and heating ducts, and asbestos floor tiles. When present, friable asbestos should be encapsulated or removed. Encapsulation is a term used to prevent the asbestos fibers from becoming airborne. Encapsulation of insulation is recommended by wrapping plastic sheeting around it and sealing it airtight with tape. Water-based foams and adhesives are also available which will provide a coating surface to this insulation and prevent fibers from escaping. Floor tiles can be encapsulated by the addition of new floor materials. If there are significant areas of asbestos in a dwelling, professional removal may be the best course of action.

Lead-Based Paint Abatement

Lead was widely used as a pigment in paints and it is likely that most pre-1945 dwellings have one or two layers of lead-based paint on the interior and exterior. Lead is a health hazard when ingested, especially for children, and flaking or peeling paint can result in lead dust being inhaled. As in the case of asbestos, lead paint can be either removed or encapsulated.

Lead paint removal is the most difficult of these choices but it does result in the end of this problem. Paint can be removed by scraping or sanding or by the use of a heat gun or plate. Sanding or burning off lead paint creates hazardous fumes and those who undertake this work should wear proper safety equipment such as a toxic-dust respirator, goggles, gloves, and clothes that protect your skin. If working on the exterior walls, cover the ground or adjacent bushes with drop cloths and regularly dispose of accumulations of chips and dust. If working on interior walls, keep the room where you are working closed off from the rest of the house and cover any air ducts. Children should be removed from the premises during the duration of the project.

Encapsulation of lead through applying paint is also an acceptable approach. Latex and oil-based paints can effectively seal lead dust on wall and trim surfaces. However, any kind of paint scraping or sanding prior to applying paint will also require the use of appropriate respirators.

Chemicals for Paint Removal and Masonry Cleaning

Chemical cleaning is preferable to sandblasting or other types of abrasive cleaning. The use of chemical cleansers is an effective and appropriate method of masonry cleaning, however, extensive preparation and understanding of the chemical's properties and hazards should be understood prior to undertaking the project.

Before beginning chemical cleaning, carefully evaluate the building to determine if cleaning is necessary. Cleaning may not always be the best option. The preferred method of removing paint or extensive stains from masonry is through the application of chemical removers. There are various types of chemical products on the market and some are more suitable for cleaning brick than stone. Chemical removers can also be hazardous and most cleaning projects are done by professionals. Whoever performs masonry cleaning using chemical agents should thoroughly read the instructions prior to undertaking the project.

The primary consideration in the handling of chemical cleansers is protection for the person performing the work and protection of the adjacent ground and plantings. Window glass and other material may also require protection from some cleaners. The use of chemical removers can be a messy job. After coatings of the cleaners are applied to masonry they have to be rinsed off with water, detergent, or other chemicals. This creates a fair amount of spray and mist as well as liquid runoff, which must be contained. Those applying the cleaners should have the proper safety clothes, respirators, and goggles. Most jobs will also require the use of waterproof tarpaulins or other fabrics to collect the chemical runoff. This runoff is then poured into containers for disposal. Plants, which may be affected, should also be covered and protected.

Points to remember in handling hazardous materials include;

A. Hazardous materials, when being removed, should be removed in a manner, which will not cause damage to adjacent historic materials and finishes. Plants and landscaping should also be protected.

B. Where removal is not desired, appropriate methods for encapsulation (wrapping, paint finishes, covering, etc.) should be sought out. Those methods used should attempt to preserve the important visual character of those architectural components affected by this process through the selection of appropriate materials or finishes for use in encapsulation.

Finally, refer to the Illinois Environmental Protection Agency in Springfield, Illinois, and it's printed brochures regarding lead paint and asbestos abatement procedures and regulations.

XV. ILLINOIS ACCESSIBILITY CODE

ILLINOIS HISTORIC PRESERVATION AGENCY

Illinois Historic Preservation Agency

1 Old State Capitol Plaza • Springfield, Illinois 62701-1507 • (217) 782-4836 • TTY (217) 524-7128

MEMORANDUM

To: Illinois Certified Local Goverments

From: Mike Jackson, AIA
Chief Architect
Preservation Services

Date: October 25, 1997

re: Illinois Accessibility Code

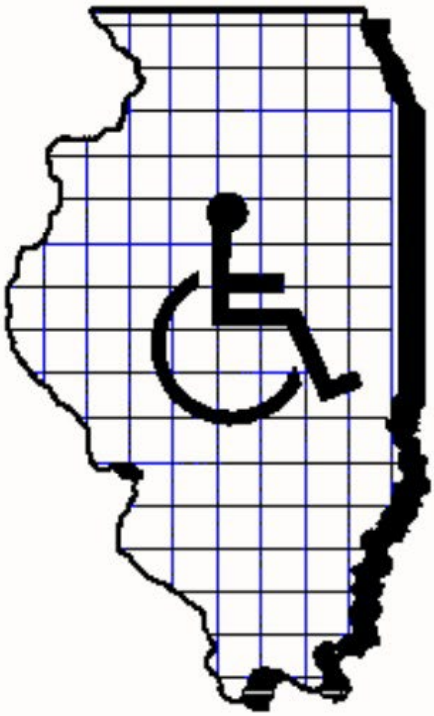
On April 24, 1997 the revised version of the Illinois Accessibility Code (IAC) became effective. The revisions were developed so that the Illinois Code would more closely align with the provisions of the federal Americans with Disabilities Act (ADA). The principle differences between the two acts are the provisions regarding when they apply and their enforcement mechanisms. The federal act is based upon owners making "readily achievable" accessibility improvements, or being subject to possible federal court actions. The state law takes affect when construction activities are done, and is enforced through the local building code/permit process. In both codes, historic buildings are allowed to make accessibility improvements using technical alternates that do not apply to non-historic buildings. Attached to this memo is a copy of the IAC regarding Alterations to Public Facilities and Historic Preservation:

The 1997 Illinois Accessibility Code is available for $20 from:

AIA Illinois
520 S. Second St. Ste 802
Springfield IL 62706

Attachment: IAC, Chapter F: Public Facilities - Alterations
IAC, Chapter G: Historic Preservation

ILLINOIS ACCESSIBILITY CODE



EFFECTIVE

APRIL 24, 1997

State of Illinois

CAPITAL DEVELOPMENT BOARD

SUBPART F: PUBLIC FACILITIES - ALTERATIONS

Section 400.510 Public Facilities, Alterations - Minimum Requirements

a) General

1) Alterations (as defined in Section 400.210(b)(11)) to existing public facilities to which the Environmental Barriers Act and this Code apply shall be accessible as provided in this Section.

2) **No alteration shall be undertaken that decreases or has the effect of decreasing accessibility or usability of a building or facility below the requirements for new construction at the time of alteration**. (Section 5, EBA) (ADAAG 4.1.6(1)(a))

b) Scope

1) All Public Facilities - Alteration Costs 15% or Less. **If the alteration costs 15% or less of the reproduction cost of the public facility, the element or space being altered shall comply with the applicable requirements for new construction** (Section 5, EBA) (see Sections 400.310 and 400.320). (See also subsection (b)(6) of this Section for treatment of alterations to specific categories of public facilities.)

2) State Owned Public Facilities - Alteration Costs 15%-50%. **If the alteration is to a public facility owned by the State and the alteration costs more than 15% but less than 50% of the reproduction cost of the public facility, the following shall comply with the applicable requirements for new construction** (Section 5, EBA) (see Sections 400.310 and 400.320):

A) the element or space being altered;

B) an entrance and a means of egress intended for use by the general public;

C) all spaces and elements necessary to provide horizontal and vertical accessible routes between an accessible entrance and means of egress and the element or space being altered;

D) **at least one accessible toilet room for each sex or a unisex toilet when permitted, if toilets are provided or required** (see subsection (e)(1) of this Section);

E) **accessible parking spaces, where parking is provided; and**

F) **an accessible route from public sidewalks or from accessible parking spaces, if provided, to an accessible entrance**. (Section 5, EBA).

3) All Public Facilities Other Than State-Owned - Alteration Costs 15% to 50% and Less than $100,000. **If the alteration costs more than 15% but less than 50% of the reproduction cost of the public facility, and less than $100,000, the following shall comply with the applicable requirements for new construction** (see Sections 400.310 and 400.320):

A) **the element or space being altered; and**

B) **an entrance and a means of egress intended for use by the general public**. (Section 5, EBA).

4) All Public Facilities Other Than State-Owned - Alteration Costs 15% to 50% and More than $100,000. **If the alteration costs more than 15% but less than 50% of the reproduction cost of the public facility, and more than $100,000, the following shall comply with the applicable requirements for new construction** (see Sections 400.310 and 400.320):

A) **the element or space being altered;**

B) **an entrance and a means of egress intended for use by the general public;**

C) **all spaces and elements necessary to provide horizontal and vertical accessible routes between an accessible entrance and means of egress and the element or space being altered.** VERTICAL ACESS EXCEPTION: **However, privately owned public facilities are not required to provide vertical access in a building with two levels of occupiable space where the cost of providing such vertical access is more than 20% of the reproduction cost of the public facility;**

D) **at least one accessible toilet room for each sex or a unisex toilet, when permitted, if toilets are provided or required** (see subsection (e)(1) of this Section);

E) **accessible parking spaces, where parking is provided; and**

F) **an accessible route from public sidewalks or from the accessible parking spaces, if provided, to an accessible entrance.** (Section 5, EBA).

5) All Public Facilities - Alteration Costs 50% or More. **If the alteration costs 50% or more of the reproduction cost of the public facility, the entire public facility shall comply with the applicable requirements for new construction** (see Sections 400.310 and 400.320).

6) **Alterations to Specific Categories of Public Facilities. For religious entities, private clubs, and owner-occupied transient lodging facilities of five units, compliance with the standards adopted by the Capital Development Board is not mandatory if the alteration costs 15% or less of the reproduction cost of the public facility. However, if the cost of the alteration exceeds $100,000, the element or space being altered must comply with the applicable requirements for new construction** (Section 5, EBA) (see Sections 400.310 and 400.320). If the alteration costs more than **15% of the reproduction cost,** subsections (b)**(3), (4) and (5) above, as applicable**, govern.

c) **Calculation of Reproduction Cost**

For the purpose of calculating percentages of reproduction cost, the cost of alteration shall be construed as the total actual combined cost of all alterations made within any period of 30 months. (Section 5, EBA).

d) Housing

1) Scope. Alterations to housing that is owned, financed or guaranteed by a governmental unit is subject to the applicable requirements of subsection (b) of this Section. Privately financed alterations to housing are not covered by the Environmental Barriers Act or this Code. NOTE: All housing, including new construction and some alterations may be subject to federal law. See Fair Housing Amendments Act, 42 U.S.C. 3601 et seq.

2) Specific Requirements

A) Toilet Rooms. With respect to the requirements for toilet rooms at subsections (b)(2)(iv) and (b)(4)(iv) of this Section, *for housing units this requirement is applicable only to toilet rooms provided in public or common use areas.*

B) Application of New Construction Requirements. With respect to housing alterations subject to subsection (b)(5) of this Section, the *public and common use areas shall comply with the applicable requirements for new construction and the percentage of dwelling units required to be accessible or adaptable in Section 400.350 shall be provided.*

e) Specific Modifications of New Construction Requirements Permitted in Alterations

1) Toilet Rooms

A) Unisex Toilet Rooms. Use of a unisex toilet room is permitted where construction of a single sex toilet room is technically infeasible or where otherwise permitted by the Illinois Plumbing Code, such as where such facilities are provided in addition to the required number of separate sex toilet rooms. Where unisex toilet rooms are provided, the following requirements shall be met:

i) At least one unisex toilet room per floor shall be installed in the same area as existing toilet facilities;

ii) At least one water closet complying with Section 400.310(n)(5)(B);

iii) At least one lavatory complying with Section 400.310(n)(7);

iv) A door complying with Section 400.310(n)(3) with a privacy latch; and

v) The room itself shall have no stalls and a clear floor space of 60 in. (1525 mm).

B) Toilet Stalls. In instances of alteration work where provision of a standard stall (Illustration B, Fig. 30(a)) is technically infeasible or where plumbing code requirements prevent combining existing stalls to provide space, either alternate stall (Illustration B, Fig. 30(b)) may be provided in lieu of the standard stall. (ADAAG 4.17.3) See Section 400.310(n)(5)(A)(ii).

C) Toilet Rooms. When existing toilet or bathing facilities are being altered and are not made accessible, signage complying with Section 400.310(u)(1) through (6) shall be provided indicating the location of the nearest accessible toilet or bathing facility within the facility. (ADAAG 4.1.6(3)(e)(iii))

2) Handrails. *Full extension of stair handrails shall not be required in alterations where such extensions would be hazardous, such as interfering with the operation of an exit door.*

3) Ramps. Curb ramps and *interior or exterior* ramps to be constructed on existing sites or in existing buildings or facilities *where space limitations prohibit the use of a 1:12 slope or less* may have slopes and rises *as follows:*

A) A slope between 1:10 and 1:12 is allowed for a maximum rise of 6 in.

B) A slope between 1:8 and 1:10 is allowed for a maximum rise of 3 in. A slope steeper than 1:8 is not allowed. (ADAAG 4.1.6(3)(a))

4) Platform Lifts. (See Section 400.310(h)(l)(D) and (h)(2).)

5) Patient Rooms in Medical Care Facilities. Alterations to patient bedrooms.

A) When patient bedrooms are being added or altered as part of a planned renovation of an entire wing, a department, or other discreet area of an existing medical facility, a percentage of the patient bedrooms that are being added or altered shall comply with *Section 400.320(d)(3)*. The percentage of accessible rooms provided shall be consistent with the percentage of rooms required to be accessible by the applicable requirements of *Section 400.320(d)(1)(A)* through *(C)* and *(E)* until the number of accessible patient bedrooms in the facility equals the overall number that would be required if the facility were

newly constructed. (For example, if 20 patient bedrooms are being altered in the obstetrics department of a hospital, 2 of the altered rooms must be made accessible. If, within the same hospital, 20 patient bedrooms are being altered in a unit that specializes in treating mobility impairments, all of the altered rooms must be made accessible). Where toilet/bathrooms are part of patient bedrooms which are added or altered and required to be accessible, each such patient toilet/bathroom shall comply with *Section 400.320(d)(4)*.

B) When patient bedrooms are being added or altered individually, and not as part of an alteration of the entire area, the altered patient bedrooms shall comply with *Section 400.320(d)(3)*, unless either:

i) the number of accessible rooms provided in the department or area containing the altered patient bedroom equals the number of accessible patient bedrooms that would be required if the percentage requirements of *Section 400.320(d)(1)(A)* through *(C)* and *(E)* were applied to that department or area; or

ii) the number of accessible patient bedrooms in the facility equals the overall number that would be constructed. Where toilet/bathrooms are part of patient bedrooms which are added or altered and required to be accessible, each such toilet/bathroom shall comply with Section 400.320(d)(4). (ADAAG 6.1)

6) Service Counters. In alterations where it is technically infeasible to provide an accessible counter, an auxiliary counter meeting the requirements of Section 400.320(h)(1)(A) may be provided. (ADAAG 7.2(1))

7) Check-Out Aisles. In alterations, at least one check-out aisle shall be accessible in facilities under 5000 square feet of selling space. In facilities of 5000 or more square feet of selling space, at least one of each design of check-out aisle shall be made accessible when altered until the number of accessible check-out aisles of each design equals the number required in new construction. (ADAAG 7.3(1)) (See Section 400.320(h)(2).)

8) Restaurants and Cafeterias. In alterations, where practicable, accessible fixed tables (or counters) shall be distributed throughout the space or facility. (ADAAG 5.1)

9) *Tenant Work. Tenant finishing work (including, but not limited to partitions, doors, and officescapes) which is constructed subsequent to the first tenant remodeling of a building shall be considered alterations within this Code and shall comply with the requirements of this Section.*

10) *Site Improvements and Exterior Facilities*:

A) All existing curbs which are part of any reconstruction or alteration shall be provided with accessible curb ramps along the path of travel between all public facilities and/or multi-story housing units.

B) All walks and sidewalks installed as part of a municipal improvement, or replacement walks or sidewalks within site facilities shall meet the requirements of this Code at Section 400.310(a) and (d).

C) All changes, improvements, or maintenance of existing parking lots including sealcoating, resurfacing, remarking, fencing, curbs, walks, and/or landscaping shall provide accessible parking spaces in accordance with Section 400.310(c). In addition, there shall be provided curb ramps as necessary to provide an accessible route to an accessible entrance.

D) If inaccessible elements (such as steps, curbs, ramps) occur along a site access route within the boundary of the site connecting public transportation stops, accessible parking spaces, passenger loading zones, public streets and sidewalks, and an accessible entrance to a public facility or multi-story housing unit, and such elements are to be improved or replaced, the improvement or replacement shall meet requirements of this Code at Section 400.310(a) and (d) and result in an accessible site access route.

11) Accessible Transient Lodging. Alterations to accessible units, sleeping rooms, and suites:

A) When sleeping rooms are being altered in an existing facility, or portion thereof, subject to the requirements of Section 400.320(b), at least one sleeping room or suite that complies with the requirements of *Section 400.320(g)(5)* shall be provided for each 25 sleeping rooms, or fraction thereof, of rooms being altered until the number of such rooms provided equals the number required to be accessible pursuant to *Section 400.320(g)(2)*.

B) At least one sleeping room or suite that complies with the requirements of *Section 400.320(g)(6)* shall be provided for each 25 sleeping rooms, or fraction thereof, of rooms being altered until the number of such rooms equals the number required to be accessible by Section *400.320(g)(3)*. (ADAAG 9.1.5)

12) Doors.

A) In alterations, where it is technically infeasible to provide a 32 in. (815 mm) clear opening as required in *Section 400.310(f)(4)*, the latch side stop may project up to a maximum 5/8 in. (16 mm) into the opening width. (Adapted from ADAAG 4.1.6(3)(d)(i))

B) Existing thresholds 3/4 in. (19 mm) high or less may remain if such thresholds have or are modified to have a beveled edge on each side. (Adapted from ADAAG 4.1.6(3)(d)(ii))

13) Dressing and Fitting Rooms. In alterations where technical infeasibility can be demonstrated, one dressing room for each sex on each level shall be made accessible. Where only unisex dressing rooms are provided, accessible unisex dressing rooms may be used to fulfill this requirement. (ADAAG 4.1.6(3)(h))

14) Elevators

A) In alterations where technical infeasibility prohibits strict compliance with *Section 400.310(g)(9)* the minimum car plan dimensions may be reduced by the minimum amount necessary, but in no case shall the inside car area be smaller than 48 in. by 48 in. (1220 mm by 1220 mm). (ADAAG 4.1.6(3)(c)(ii))

B) Equivalent facilitation may be provided with an elevator car of different dimensions when usability can be demonstrated and when all other elements required to be accessible comply with the applicable provisions of *Section 400.310(g)*. For example, an elevator of 47 in. by 69 in. (1195 mm by 1755 mm), with a door opening on the narrow dimension, could accommodate the standard wheelchair clearances shown in Illustration B, Fig. 4. (ADAAG 4.1.6(3)(c)(iii))

SUBPART G: HISTORIC PRESERVATION

Section 400.610 Historic Preservation, Scope - Minimum Requirements

Historic preservation, including historic reconstruction and historic restoration, is the alterations category applied to historic buildings or historically interpreted buildings. Every qualified historic building (as defined in Section 400.210), facility, or site open to the public shall also provide access to environmentally limited persons as required in this Section to afford them the maximum opportunity to experience their cultural heritage consistent with maintaining the historic aspects of the building or site.

a) General

1) Alterations to a qualified historic building or facility shall comply with the applicable requirements of this Code, unless it is determined pursuant to subsection (a) (2), below, that such compliance would threaten or destroy the historic significance of the building or facility in which case the alternative requirements for historic buildings, Section 400.620, may be used.

2) Where alterations are undertaken to a historic building or facility, if the entity undertaking the alterations believes that compliance with the requirements for accessible routes (exterior and interior), ramps, entrances, or toilets would threaten or destroy the historic significance of the building or facility and that the alternative requirements in Section 400.620 should be used for the element or space being altered, the entity should consult with the Illinois Historic Preservation Agency. If the Illinois Historic Preservation Agency agrees that compliance with the requirements for accessible routes (exterior and interior), ramps, entrances, or toilets would threaten or destroy the historic significance of the building or facility, the alternative requirements in Section 400.620 may be used. The determination that an alteration would threaten or destroy the historic significance of the building or facility shall be based upon the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. Alterations not recommended by the Standards shall be considered to threaten or destroy the historic significance of the building or facility. In that case, the alternative requirements as defined in Section 400.620 for alterations to historic buildings may be used.

b) Scope

1) All Historic Buildings - Alteration Costs 15% or Less
Where the cost of alterations to any historic building, facility or site is 15% or less of the reproduction cost of the public facility the element or space being altered must comply with this Code if the conditions of subsection (a)(2) of this Section are met. Alternative requirements *for historic* buildings, *Section 400.620, may be substituted for the requirements of Section 400.310.*

2) Historically Interpreted Buildings - Alteration Costs 15% or More.
If "historically interpreted buildings" as defined in Section 400.210, which are owned by either a governmental unit or are privately owned, undergo alterations which cost more than 15% of the reproduction cost of the public facility, the following minimum requirements shall be met:

A) An accessible route complying with Section 400.310(a) and (b) shall be provided to one principal level with displays open to the public.

Exception: Where providing an accessible route would threaten or destroy the historic significance of the building or facility, fully accessible permanent interpretive exhibits which are of equivalent educational and interpretative scope as the non-accessible historic parts of the building or facility shall be provided as near to the non-accessible part of the building or facility as possible.

B) An audible and visual information source shall be provided adjacent to the main entrance to the historic building or facility to give directions and information to persons with disabilities.

C) Displays and written information *shall be* located and *designed so that they may be seen by seated persons.* Exhibits and signage displayed horizontally (e.g., open books) should be no higher than 44 in. (1120 mm) above the floor surface. (ADAAG 4.1.7(e))

D) At least one accessible toilet room for each sex complying with Section 400.310(n) *if toilets are required in the facility or one unisex toilet room,* if permitted by the Illinois Plumbing Code, *shall be provided as near the site as possible but at least within 200 feet from the main entrance of the building or facility.*

E) *At least one accessible drinking fountain* complying with Section 400.310(l), if drinking fountains are required in the facility, *shall be provided as near the site as possible but at least within 200 feet from the main entrance of the building or facility.*

F) Accessible parking spaces complying with Section 400.310(c), where parking is provided.

G) An accessible route from the accessible parking spaces, if provided, to an accessible entrance.

H) Alternative requirements *for historic* buildings, Section 400.620, *may be substituted for the requirements of Section 400.310.*

3) Other Historic Buildings - Alteration Costs 15% or More.

If historic buildings *other than "historically interpreted buildings" as defined in Section 400.210, which are owned by either a governmental unit or are privately owned, undergo alterations which cost more than 15% of the reproduction cost of the public facility, the following must comply with this Code:*

A) *The element or space being altered.*

B) An entrance *and* a means of *egress intended for use by the general public.*

C) *Horizontal and vertical accessible routes between* an entrance *or* means of *egress and the parts being altered.*

D) *At least one accessible toilet room for each sex complying with* Section 400.310(n) *if toilets are required in the facility* or one unisex toilet room, if permitted by the Illinois Plumbing Code.

E) *Accessible parking spaces complying with Section 400.310(c), where parking is provided.*

F) *An accessible route from the accessible parking spaces, if provided, to an accessible entrance.*

G) Alternative requirements as defined in Section 400.620 *may be substituted for the requirements* of Section 400.310 where deemed necessary by the Illinois Historic Preservation Agency.

4) Specific Provisions.

The following provisions shall also apply to alterations to *historic* buildings:

A) Full extension of stair handrails shall not be required in alterations where such extensions would be hazardous or impossible due to plan configuration.

B) If safety door edge is provided in existing automatic elevators, then the automatic door protective and reopening devices as required in Section 400.310(g)(6) may be omitted.

C) Where existing shaft or structural elements prohibit strict compliance with the minimum dimensions of the elevator cars as required in Section 400.310(g)(9), then the minimum floor area dimensions may be reduced to no less than 48 in. by 48 in. (1220 mm by 1220 mm).

D) In alterations to historic buildings *where it is* technically infeasible *to disperse seating throughout an assembly area, the seating may be located in collected areas. Seating shall adjoin an accessible route which also serves as a means of emergency egress.*

c) Calculation of Reproduction Cost

For the purpose of calculating percentages of reproduction cost, the cost of alterations shall be construed as the total actual combined cost of all alterations made within any period of 30 months.

***Section 400.620* Alternative Requirements *for Historic* Buildings**

The following alternative requirements may be substituted for the requirements of Section 400.310 when a historic building undergoes alterations:

a) *Changes of level may be accommodated by ramps having the following maximum slopes:*

1) A slope between 1:10 and 1:12 is allowed for a maximum rise of 6 in.

2) A slope between 1:8 and 1:10 is allowed for a maximum rise of 3 in. (ADAAG 4.1.6(3)(a))

3) A slope between 1:6 and 1:8 is allowed for a maximum rise of 2 in.

4) *Where access to any space* in a historic building *will be limited to controlled groups with assigned tour guides, changes in level as* provided in this subsection (a)(1) *may be accommodated by means of a detachable ramp.*

b) *Where access to any space* in a historic building *will be limited to controlled groups with assigned tour guides, requirements of the following Sections are waived for that space:*

1) *Section 400.310(j), Doors, except minimum widths as noted* in subsection (a)(5) below, and threshold heights;

2) Section 400.310(p), *Storage;*

3) Section 400.310(r), *Controls and Operating Mechanisms*, where not intended to be operated by the general public;

4) *Section* 400.310(t), *Detectable Warnings;* and

5) *Section* 400.310(u), *Signage*.

c) *Where access to any space in a historic building will be limited to controlled groups with assigned tour guides, or where a full-time door attendant or concierge is provided at the door within visual and audible communication range,* there are no special requirements for door hardware or operation.

d) Door hardware. The addition of adapter lever handles that retain the existing hardware will be considered to meet the Secretary of the Interior's Standards as they do not result in the removal of any historic features from the structure.

e) *Minimum clear door opening width for a single door or the single active leaf of a pair of doors shall* meet the requirements of Section 400.310(j)(4). When the alteration of an existing historic door does not meet the Secretary of the Interior's Standards, a lesser dimension may be considered to be accessible if it provides the highest level of access within the limited dimensions available. (ADAAG 4.13.5) Examples of acceptable methods of providing improved access while maintaining the historic door include:

1) Maintain the door opening area free of any obstructions so that the clear opening can be measured with the door in a 180 degree position rather than the 90 degree position.

2) Reverse the swing of the door.

3) Remove or alter the side door stop(s).

4) Replace the existing hinges with offset hinges.

Example: The main entrance door on a 19th century structure used as a house museum is entered from a porch that is otherwise accessible, but the door is only 30 in. wide. Because the door, associated transom and surrounding trim are all significant features of the building, altering the opening and replacing the door does not meet the Secretary of the Interior's Standards. The installation of off-set hinges and the replacement of the door stops creates a clear opening of 29-1/2 in., but otherwise retains all of the historic features of the house. In these circumstances, the modified front entry door would be considered to be accessible.

f) For paired doors where an individual leaf does not provide the minimum clear opening, the following options provide improved access:

1) Activating the second leaf; or

2) Adding a power operator that activates both leaves.

g) If it is determined that no entrance used by the public can comply with *Section 400.310(k)* without threatening or destroying the historic character of the building or facility, then access at any entrance not used by the general public, but open (unlocked) with directional signage at the primary entrance may be used. The accessible entrance shall also have a notification system. Where security is a problem, remote monitoring may be used. (ADAAG 4.1.7(3)(B) Exception)

h) Accessible routes from an accessible entrance to all publicly used spaces on at least the level of the accessible entrance shall be provided. Access shall be provided to all levels of a building or facility in compliance with *Section 400.310(a)* whenever practical, and where such access would not threaten or destroy the historic character of the building or facility. [ADAAG 4.1.7(3)(d)].

i) *Where the historic aspects of the building or facility would be destroyed, or so greatly altered as to have an adverse effect on a historic stair, the requirements of Section 400.310(f) are waived.*

XVI. ZONING COMPLIANCE AND BUILDING CODE COMPLIANCE

Historic District Property Owners, wishing to embark on restoration, rehabilitation and repair of their properties, should contact the Health, Housig & Building Department prior to beginning such construction work on their properties, even after receiving an approval of their Design Review Request Application, to obtain a building construction permit, if necessary. To determine zoning compliance, contact the Economic Development, Planning & Zoning Department. The Design Review Request approval does not replace or substitute for these other permitting requirements as required by City Ordinance.

Failure to secure these permits, if required, may result in work stoppage, fines and possible removal of work already underway.

The Design Review Request is but one approved process in the City, to determine the appropriateness of certain proposed Rehabilitation Activities for a specific site or structure within these guidelines.

APPENDICES

APPENDIX A

BELLEVILLE HISTORIC PRESERVATION COMMISSION
DESIGN REVIEW REQUEST APPLICATION

Address of Property: _____

- ☐ Hexenbuckel Historic District
- ☐ Oakland Historic District
- ☐ Old Belleville Historic District

Name of Property Owner: _____

Street Address: _____ City: _____ State: _ Zip: _____

Telephone: (_____) _____-_____

Email Address: _____

Name of Applicant (if different from property owner): _____

Street Address: _____ City: _____ State: _ Zip: _____

Telephone: (_____) _____-_____

Email Address: _____

Applicant's relationship to Owner: ☐Owner ☐Lessee/Tenant ☐Contractor ☐Architect ☐Other: _____
Application must be signed on Page 3 to be considered.

EXTERIOR ALTERATION/REPAIR
Check each work item for which approval is requested:

- ☐ Addition
- ☐ Architectural Feature (decorative ornamentation)
- ☐ Awning or Canopy
- ☐ Chimney
- ☐ Curb Cut
- ☐ Deck
- ☐ Demolition
- ☐ Doors
- ☐ Fence
- ☐ Garage/Outbuilding
- ☐ Gutters & Downspouts
- ☐ Landscaping
- ☐ Light Fixtures
- ☐ Masonry Cleaning, Repointing, Painting
- ☐ Material Change (wood, brick, etc.)
- ☐ Mechanical System Units
- ☐ New Construction
- ☐ Painting (paint removal, etc.)
- ☐ Paving (parking lot, driveways, landscaping)
- ☐ Porch – Maintenance and Minor Repair
- ☐ Porch – Major Repair and Reconstruction
- ☐ Relocation of Building
- ☐ Retaining Walls
- ☐ Roof (change in shape, features, materials)
- ☐ Roof Vents
- ☐ Satellite Dish or Antenna
- ☐ Security Doors or Windows
- ☐ Shutters
- ☐ Sidewalks
- ☐ Siding
- ☐ Signs
- ☐ Site Furnishings
- ☐ Solar Panels and Equipment
- ☐ Stairs/Steps
- ☐ Storm Doors or Windows
- ☐ Swimming Pool
- ☐ Windows
- ☐ Other: _____

List and describe in detail all work to be done for each item in the space provided on Page 2 include the following materials where appropriate and check appropriate box if included (add pages if necessary):

A. Narrative – Describe the work.
B. Drawings, photographs, specifications, manufacturer's illustrations or other description of proposed changes to the building's exterior. To scale drawings with dimensions will be required for major changes in design, e.g., roofs, facades, porches, and other prominent architectural features.
C. If application is for any feature not on the primary structure, include a site plan.
D. If material changes are proposed, include samples.

NEW CONSTRUCTION/ADDITIONS

Include the following materials where appropriate and check appropriate box if included.

F. Narrative – Written description of project and elements of work.
   For primary structure, outbuilding or addition.
G. Site plan with measured distances.
H. Elevations drawings of each façade and plans with dimensions and specifications which clearly illustrate the exterior appearance of the site and building.
I. Drawings, photographs, samples, manufacturer's illustrations, or other description of material to be used.
J. Drawings or other description of site improvements, e.g., fences, sidewalks, lighting, pavements, decks.

DEMOLITION OF STRUCTURE – NARRATIVE DESCRIPTION

C. Describe the structure's condition and reason for demolition.
D. Describe the proposed reuse of the site, including drawings of any proposed new structure or landscaping.

RELOCATION OF STRUCTURE – NARRATIVE DESCRIPTION

D. Explain what building will be moved, where, why, and if there are any proposed exterior changes.
E. If a building will be moved into the district from outside, include photographs.
F. Include a site plan showing proposed location of the structure on the new parcel. Describe any site features which may be altered or disturbed, e.g., foundations, walls, vegetation.

NARRATIVE DESCRIPTION OF PROPOSED WORK:

Please describe in detail, all work to be done for each item checked on the DRR application: Use additional sheets, if necessary.

APPLICANT SIGNATURE

In consideration of this application and attached plans and specifications being made a part thereof, we will conform to all the regulations set forth in the City of Belleville, Illinois Codes and Ordinances.

We further agree that all work will be in accordance with the plans and specifications which accompany this application, except for such changes as may be authorized or required by the Building Official. We further agree to post a copy of the approved Design Review Request (DRR) on the premises in a place of public view until the approved work is completed.

_____ _____

Owner/Authorized Agent Signature Date

DESIGN REVIEW REQUEST (DRR) DETERMINATION

Historic Preservation Commission, Chair: _____ Approval Date: _____

Staff Administrative Approval*: _____ Approval Date: _____

☐Approved ☐Approved with conditions ☐Revise / Resubmit ☐Denied

Conditions: _____

_____

The Design Review Request (DRR) is provided at no cost. Please remember that Building Permits may be required in addition to the DRR.

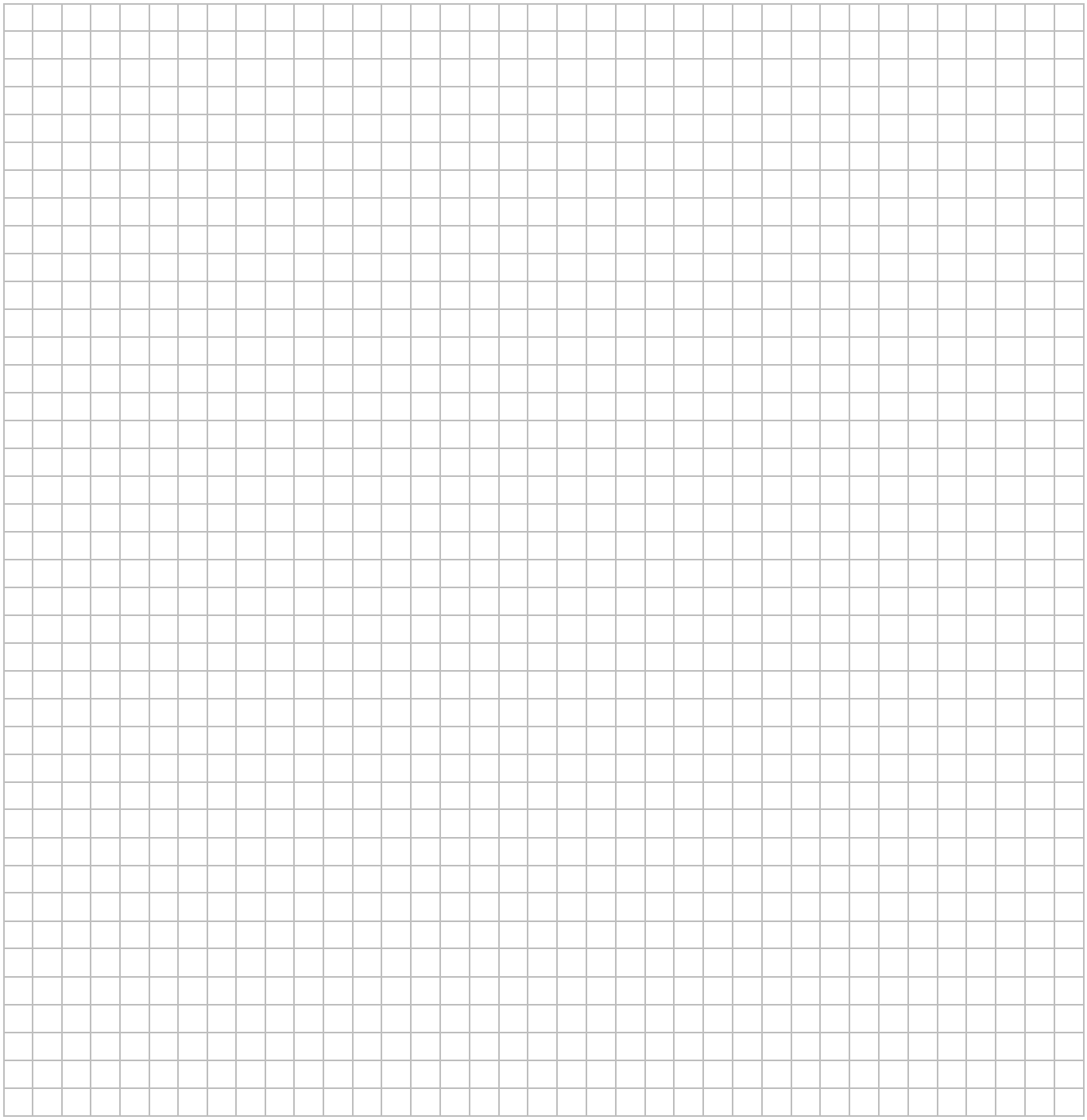
*Administrative approval allowed if the proposed materials match the existing materials and there are no alterations to design of the property, excluding windows and tuckpointing.

PLEASE RETURN APPLICATION FORM AND SUPPORTING DOCUMENTATION TO:

Belleville Historic Preservation Commission
2300 West Main St., Suite M112
Belleville, IL 62226
(618) 233-6810
edpz@belleville.net

DRAWING OF PROPOSED WORK

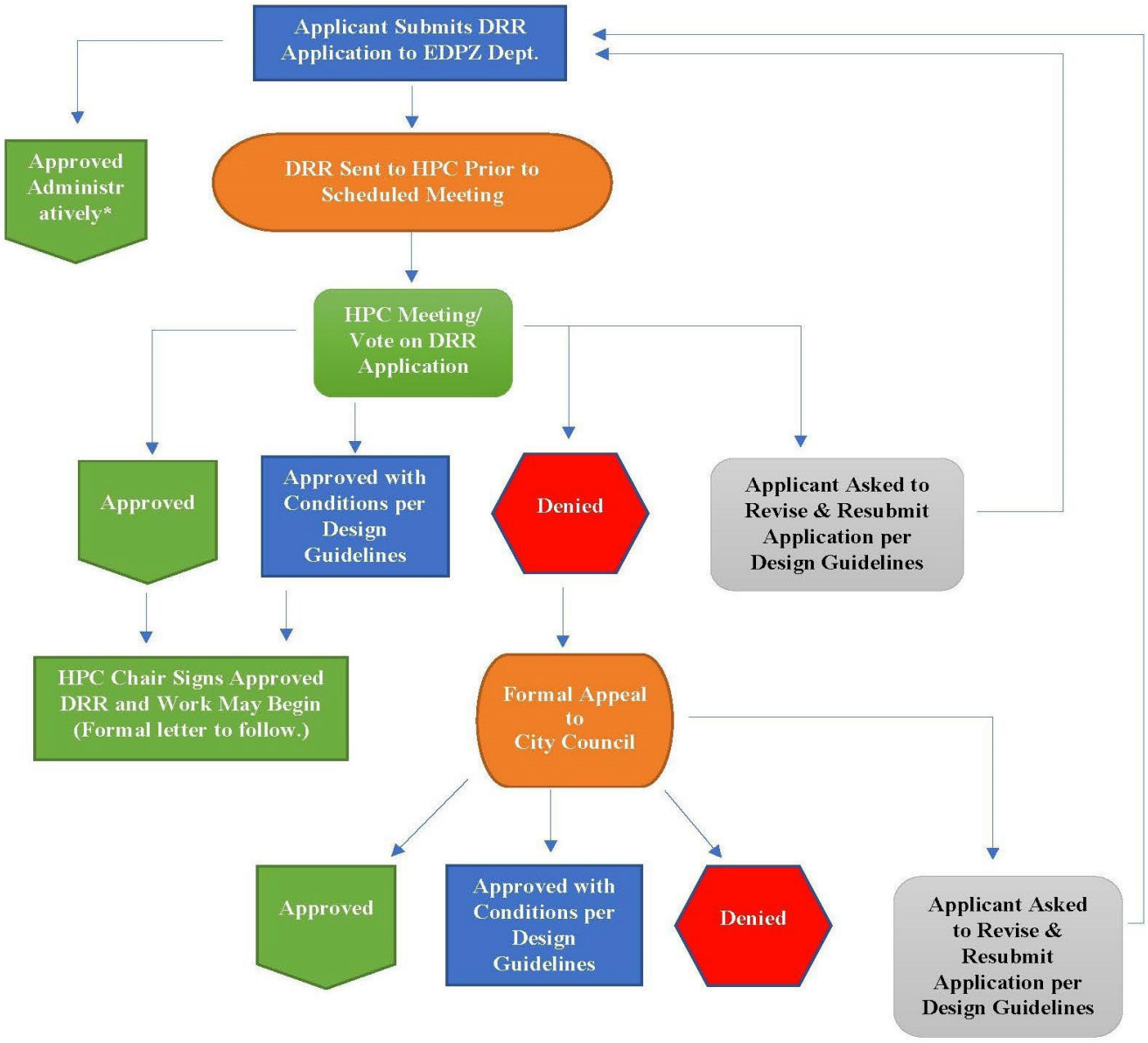
Please use this sheet or attachments to draw/sketch out your proposal to scale. You may use the grid provided to scale your drawings. For example: 1 square on the grid – 1 foot on the ground.



DESIGN REVIEW REQUEST APPLICATION PROCESS

Prior to DRR Application Submission:

1. Review Design Guidelines/Policies & Procedures Manual.
2. Property owner can request consultation with City staff to determine if DRR is required.
3. Property owner can request consultation with HPC member for recommendations on appropriate materials and/or design options.
4. Contact Health, Housing & Building Department to determine if Building Permit is required. Please note that not all items that require a DRR also require a Building Permit.



*Administrative approval allowed if the proposed materials match the existing materials and there are no alterations to design of the property, excluding windows and tuckpointing.

APPENDIX B

LOCAL, STATE, AND NATIONAL SOURCES OF ASSISTANCE
Potential Resources for Funding/Tax Credits

a. Federal Historic Preservation Tax Credit Program, (Administered by Illinois Historic Preservation Agency), Tax Reform Act of 1986
http://state.il.us/hpa/ps/taxcredits.htm

b. Illinois Heritage Grants
Illinois Historic Preservation Agency
http://state.il.us/hpa/ps/heritagegrants.htm

c. Property Tax Assessment Freeze
Illinois Historic Preservation Agency
http://state.il.us/hpa/ps/taxfreeze.htm

Local Sources

The Historic Preservation Commission with the City of Belleville Building and Zoning Department are available to provide information on building rehabilitation and new construction.

State Sources

State Historic Preservation Office

Illinois Historic Preservation Division
IDNR-One Natural Resources Way
Springfield, IL 62702
(217) 782-4836
www2.illinois.gov/dnrhistoric

Statewide Preservation Organization

Landmarks Illinois
30 North Michigan Avenue, Suite 2020
Chicago, IL 60602
(312) 922-1742
www.landmarks.org +

National Organizations
National Trust for Historic Preservation
The Watergate Office Building
2600 Virginia Avenue NW, Suite 1100
Washington, D.C. 20037
(202) 673-4000
www.savingplaces.org

National Alliance of Preservation Commissions
P.O. Box 1011
Virginia Beach, VA 23451
www.napcommissions.org

APPENDIX C

DEFINITIONS AND TERMS

Unless specifically defined in Title 20 of the Belleville Municipal Code, 1976, as amended, or unless specifically defined below, words or phrases in this Design guideline Manual shall be interpreted in accordance with definitions contained in Webster's Dictionary.

Adaptive use: Rehabilitation of a historic structure for use other than its original use such as a residence converted into offices.

Addition: New construction added to an existing building or structure.

Alteration: Any act or process that changes one or more of the exterior architectural features of a structure, including, but not limited to, the erection, construction, reconstruction, addition, sandblasting, waterblasting, chemical cleaning, chemical stripping, or removal of any structure, and including changes to the color of exterior paint and materials.

American bond: A brickwork pattern where most courses are laid flat, with the long "stretcher" edge exposed, but every fifth to eighth course is laid perpendicularly with the small "header" end exposed, to structurally tie the wall together.

Appropriate: Especially suitable or compatible.

Approved (Approval): As determined by the Historic Preservation Commission.

Apron: A decorative, horizontal trim piece on the lower portion of an architectural element.

Arch: A curved construction, which spans an opening and supports the weight above it. (see flat arch, jack arch, segmental arch and semi-circular arch)

Attic: The upper level of a building, not of full ceiling height, directly beneath the roof.

Baluster: One of a series of short, vertical, often vase-shaped members used to support a stair or porch handrail, forming a balustrade.

Balustrade: An entire rail system with top rail and balusters.

Bargeboard: A board which hangs from the projecting end of a gable roof, covering the end rafters, and often sawn into a decorative pattern.

Bay: The portion of a façade between columns or piers providing regular divisions and usually marked by windows.

Bay window: A projecting window that forms an extension to the floor space of the internal rooms; usually extends to the ground level.

Belt course: A horizontal band usually marking the floor levels on the exterior façade of a building.

Board and batten: Siding fashioned of boards set vertically and covered where their edges join by narrow strips called battens.

Bond: A term used to describe the various patterns in which brick (or stone) is laid, such as "common bond" or "Flemish bond".

Bracket: A projecting element of wood, stone or metal which spans between horizontal and vertical surfaces (eaves, shelves, overhangs) as decorative support.

Building: A structure used to house human activity such as a dwelling or garage.

Bulkhead: The structural panels just below display windows on storefronts. Bulkheads can be both supportive and decorative in design. Bulkheads from the 19th century are often of wood construction with rectangular raised panels while those of the 20th century may be of wood, brick, tile, or marble construction. Bulkheads are also referred to as kickplates.

Bungalow: Common house form of the early 20th century distinguished by horizontal emphasis, wide eaves, large porches and multi-light doors and windows.

Capital: The head of a column or pilaster.

Casement window: A window with one or two sashes, which are hinged at the sides and usually open outward.

Certified Local Government (CLG): Any city, county, parish, township, municipality, or borough or any other general-purpose subdivision enacted by the National Preservation Act Amendments of 1980 to further delegate responsibilities and funding to the local level.

Character: The qualities and attributes of any structure, site, street or district.

Clapboards: Horizontal wooden boards, thinner at the top edge, which are overlapped to provide a weatherproof exterior wall surface.

Classical order: Derived from Greek and Roman architecture, a column with its base, shaft, capital and entablature having standardized details and proportions, according to one of the five canonized modes: Doric, Tuscan, Ionic, Corinthian, or Composite.

Clipped gable: A gable roof where the ends of the ridge are terminated in a small, diagonal roof surface.

Colonial Revival: House style of the early 20th century based on interpretations of architectural forms of the American colonies prior to the Revolution.

Column: A circular or square vertical structural member.

Commission: The Belleville Historic Preservation Commission.

Compatible: In harmony with location and surroundings.

Configuration: the arrangement of elements and details on a building or structure, which help to define its character.

Contemporary: Reflecting characteristics of the current period. Contemporary denotes characteristics, which illustrate that a building, structure, or detail was constructed in the present or recent past rather than being imitative or reflective of a historic design. Generally referring to post 1945 vintage architectural styles.

Context: the setting in which a historic element, site, structure, street, or district exists.
Corbel: In masonry, a projection, or one of a series of projections, each stepped progressively farther forward with height and articulating a cornice or supporting an overhanging member.

Corinthian order: Most ornate classical order characterized by a capital with ornamental acanthus leaves and curled fern shoots.

Cornice: The uppermost, projecting part of an entablature, or feature resembling it. Any projecting ornamental molding along the top of a wall, building, etc.

Cresting: A decorated ornamental finish along the top of a wall or roof, often made of ornamental metal.

Cross-gable: A secondary gable roof, which meets the primary roof at right angles.

Demolition: Any act or process that destroys in part or in whole a landmark or a structure within a historic district.

Dentils: A row of small tooth-like blocks in a classical cornice.

Design guidelines: The "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings" as adopted by the Secretary of the United States Department of the Interior, and other guidelines, which may be adopted from time to time.

Design Review Request (DRR) Application: A standard form issued by the Building and Zoning Department, for a property owner to submit for review by the Belleville Historic Preservation Commission and indicating its approval of plans for alteration, construction, removal or demolition of a landmark or of a structure within a historic district.

Doric order: A classical order with simple, unadorned capitals, and with no base.

Dormer window: A window that projects from a roof.

Double-hung window: A window with two sashes, one sliding vertically over the other.

Eave: The edge of a roof that projects beyond the face of a wall.

Element: A material part or detail of a site, structure, street, or district.

Elevation: Any one of the external faces or facades of a building.

Ell: The rear wing of a house, generally one room wide and running perpendicular to the principal building.

Engaged column: A column attached to a wall; may be round or rectangular.

Entablature: A part of a building of classical order resting on the column capital; consists of an architrave, frieze, and cornice.

Fabric: the physical material of a building, structure, or community, connoting an interweaving of component parts.

Façade: Any one of the external faces or elevations of a building.

Fanlight: A semi-circular window usually over a door with radiating muntins suggesting a fan.

Fascia: A projecting flat horizontal member or molding; forms the trim of a flat roof or a pitched roof, also part of a classical entablature.

Fenestration: The arrangement of windows on a building.

Finial: A projecting decorative element, usually of metal, at the top of a roof turret or gable.

Fishscale shingles: A decorative pattern of wall shingles composed of staggered horizontal rows of wooden shingles with half-round ends.

Flashing: Thin metal sheets used to prevent moisture infiltration at joints of roof planes and between the roof and vertical surfaces, or dissimilar material joints in the same plan.

Flat arch: An arch whose wedge-shaped stones or bricks are set in a straight line; also called a jack arch.

Flemish bond: A brick-work pattern where the long "stretcher" edge of the brick is alternated with the small "header" end for decorative as well as structural effectiveness.

Fluting: Shallow, concave grooves running vertically on the shaft of a column, pilaster, or other surface.

Foundation: The lowest exposed portion of the building wall, which supports the structure above.

Frieze: The middle portion of a classical cornice; also applied decorative elements on an entablature or parapet wall.

Gable: The triangular section of a wall to carry a pitched roof.

Gable roof: A pitched roof with one downward slope on either side of a central, horizontal ridge.

Ghosts: Outlines or profiles of missing buildings or building details. These outlines may be visible through stains, paint, weathering, or other residue on a building's façade.

Greek Revival style: Mid-19th century revival of forms and ornament of architecture of ancient Greece.

Harmony: Pleasing or congruent arrangement.

Height: The distance from the bottom to the top of a building or structure.

Hipped roof: A roof with uniform slopes on all sides.

Historic District: An area designated as a "historic district" by ordinance of the city council and which may contain within definable geographic boundaries one or more landmarks and which may have within its boundaries other proportions or structures that, while not of such historic or architectural significance to be designated as landmarks, nevertheless contribute to the overall historic or architectural characteristics of the historic district.

Historic imitation: New construction or rehabilitation where elements or components mimic an architectural style but are not of the same historic period as the existing buildings (historic replica).

Hood molding: A projecting molding above an arch, doorway, or window, originally designed to direct water away from the opening; also called a drip mold. A hood may extend like a canopy or awning over an entrance.

Homestead style: An architectural form of the late 19th and early 20th centuries featuring dwellings built in Gable Front plans with limited architectural detailing and generally of frame construction. These dwellings were commonly built throughout the Midwest.

Ionic order: One of the five classical orders used to describe decorative scroll capitals.

Infill: New construction where there had been an opening before, such as a new building between two older structures or block infill between porch piers or in an original window opening.

Jack arch: (see Flat arch).

Keystone: The wedge-shaped top or center member of an arch.

Knee brace: An oversize bracket supporting a roof or porch eave.

Landmark: A property, structure or natural object designated as a "landmark" by ordinance of the city council, pursuant to procedures prescribed in this title, that is worthy of rehabilitation, restoration and presentation because of its historic or architectural significance to the city.

Landscape: The totality of the built or human-influenced habitat experienced at any one place. Dominant features are topography, plant cover, buildings, or other structures and their patterns.

Lattice: An open work grill of interlacing wood strips used as screening.

Lintel: The horizontal top member of a window, door, or other opening.

Maintain: To keep in an existing state of preservation or repair.

Mansard roof: A roof with a double slope on all four sides, with the lower slope being almost vertical and the upper almost horizontal.

Masonry: Exterior wall construction of brick, stone or adobe laid up in small units.

Massing: The three-dimensional form of a building.

Material change: A change that will affect either the exterior architectural or environmental features of an historic property or any structure, site, or work of art within an historic district.

Metal standing seam roof: A roof composed of overlapping sections of metal such as copper-bearing steel or iron coated with a terne alloy of lead and tin. These roofs were attached or crimped together in various raised seams or ribs for which the roof are named. Batten seam adds a wood formed batten thickness to the ribs.

Modillion: A horizontal bracket, often in the form of a plain block, ornamenting, or sometimes supporting, the underside of a cornice.

Mortar: A mixture of sand, lime, cement, and water used as a binding agent in masonry construction.

Mullion: A heavy vertical divider between windows or doors.

Multi-light window: A window sash composed of more than one pane of glass.

Muntin: A secondary framing member to divide and hold the panes of glass in multi-light window or glazed door.

New construction: Construction, which is characterized by the introduction of new elements, sites, buildings, or structures or additions to existing buildings and structures in historic areas and districts.

Normally required: mandatory actions, summarized in the guidelines, whose compliance is enforced by the Belleville Historic Preservation Commission.

Obscured: Covered, concealed, or hidden from view.

Oriel window: A bay window, which emerges above the ground floor level.

Paired columns: Two columns supported by one pier, as on a porch.

Palladian window: A window with three openings, the central one arched and wider than the flanking ones.

Parapet: A low horizontal wall at the edge of and projecting above a roof; sloped at gable ends.

Pediment: A triangular crowning element forming the gable of a roof; any similar triangular element used over windows, doors, etc.

Pier: A vertical structural element, square or rectangular in cross-section.

Pilaster: A square pillar attached, but projecting from a wall, resembling a classical column.

Pitch: The degree of the slope of a roof.

Portico: A roofed space, open or partly enclosed, forming the entrance and centerpiece of the façade of a building, often with columns and a pediment.

Portland cement: A strong, inflexible hydraulic cement used to bind mortar. Mortar or patching materials with a high Portland cement content should not be used on pre-1920 buildings. The Portland cement is harder than the masonry, thereby causing serious damage over annual freeze-thaw cycles.)

Preservation: Generally, saving from destruction or deterioration old and historic buildings, sites, structures, and objects and providing for their continued use by means of restoration, rehabilitation, or adaptive use.

Pressed tin: Decorative and functional metalwork made of molded tin used to sheath roofs, bays, and cornices.

Proportion: Harmonious relation of parts to one another or to the whole.

Pyramidal roof: A roof with four identical sides rising to a central peak.

Queen Anne style: Popular late 19th century revival style of early eighteenth-century English architecture, characterized by irregularity of plan and massing and a variety of textures.

Quoins: A series of stone, bricks, or wood panels ornamenting the outside of a wall.

Recommended: Suggested, but not mandatory actions summarized in the guidelines.

Reconstruction: The act or process of reproducing by new construction the exact form and detail of a vanished building, structure, or object, or a part thereof, as it appeared at a specific period of time.

Rehabilitation: The process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural and cultural values.

Replication: Constructing a building so that it is an exact replica or imitation of an historic architectural style or period.

Restoration: The act or process of accurately taking a building's appearance back to a specific period of time by removing later work and by replacing missing earlier features to match the original.

Retain: To keep secure and intact. In the guidelines, "retain" and "maintain" describe the act of keeping an element, detail, or structure and continuing the same level of repair to aid in the preservation of elements, sites and structures.

Re-use: to use again. An element, detail, or structure might be reused in historic districts.

Rhythm: Regular occurrence of elements or features such as spacing between buildings.

Ridge: The top horizontal member of a roof where the sloping surfaces meet.

Rusticated: Roughening of stonework or concrete blocks to give greater articulation to each block.

Sash: The movable framework containing the glass in a window.

Segmental arch: An arch whose profile is less than a semicircle.

Semi-circular arch: An arch whose profile or radius is a half-circle the diameter of which equals the opening width.

Setting: The sum of attributes of a locality, neighborhood, or property that defines its character.

Scale: Proportional elements that demonstrate the size, materials, and style of buildings.

Sheathing: An exterior covering of boards or other surface applied to the frame of the structure. (see Siding)

Shed roof: A gently-pitched, almost flat roof with only one slope.

Shingle style: Architectural style of the late 19th century which features frame dwellings largely covered with wood shingles on both floors.

Shingles: Wood which is split into flat shingles and different shapes. Wood shingles are common elements to the Queen Anne and Bungalow styles.

Sidelight: A vertical area of fixed glass on either side of a door or window.

Siding: The exterior wall surface covering of a structure.

Significant: Having particularly important associations within the contexts of architecture, history, and culture.

Sill: The bottom crosspiece of a window frame.

Slate: Thin sections of stone, which were used as a roof, surface material for pre-1945 dwellings.

Spindles: Slender, elaborately turned wood dowels or rods often used in screens and porch trim.

Stabilization: The act or process of applying measures essential to the maintenance of a deteriorated building as it exists at present, establishing structural stability and a weather-resistant enclosure.

Streetscape: The distinguishing character of a particular street as created by its width, degree of curvature, paving materials, design of the street furniture, and forms of surrounding buildings.

Stretcher bond: A brickwork pattern where courses are laid flat with the long "stretcher" edge exposed.

Style: A type of architecture distinguished by special characteristics of structure and ornament and often related in time; also a general quality of a distinctive character.

Surround: An encircling border or decorative frame, usually at windows or doors.

Swag: Carved ornament in the form of a cloth draped over supports, or in the form of a garland of fruits and flowers.

Transom: A horizontal window-like opening (or bar) over a door or window.

Trim: The decorative framing of openings and other features on a façade.

Turret: A small slender tower.

Veranda: A covered porch or balcony on a building's exterior.

Vergeboard: The vertical face board following and set under the roof edge of a gable, sometimes decorated by carving.

Vernacular: A regional form or adaptation of an architectural style.

Wall dormer: Dormer created by the upward extension of a wall and a breaking of the roofline.

Water table: A projecting horizontal ledge, intended to prevent water from running down the face of a wall's lower section.

Weatherboard: Wood siding consisting of overlapping boards usually thicker at one edge than the other.

APPENDIX D

BIBLIOGRAPHY AND SUGGESTED READING

American Bungalow Magazine. Bi-Monthly. 123 South Baldwin Avenue, P.O. Box 756, Sierra Madre, CA 91025-756.

Blumenson, John J.-G., Identifying American Architecture. Nashville: American Association for State and Local History, 1981.

Evers, Christopher. The Old-House Doctor. Woodstock, New York: The Overlook Press, 1986.

Friedland, Edward P. Antique Houses: Their Construction and Restoration. Garden City, New York: Doubleday, 1981.

Harris, Cyril M. ed. Illustrated Dictionary of Historic Architecture. New York: Dover Publications, 1977.

Hutchins, Nigel. Restoring Old Houses. New York: Van Nostrand Reinhold, 1980.

Litchfield, Michael W. Renovation: A Complete Guide. New York: Wiley, 1982.

McAlester, Virginia and Lee McAlester. A Field Guide to American Houses. New York: Alfred A. Knopf, 1984.

Morton, W. Brown, III, Gary L. Hume, and Kay D. Weeks. The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. 1979. Rev. ed. Washington, D.C.: Technical Preservation Services. U.S. Department of the Interior, 1990.

Park, Sharon D., AIA. The Use of Substitute Materials on Historic Building Exteriors. Preservation Brief No. 16. Washington, D.C.: Technical Preservation Services, U.S. Department of the Interior, 1989.

Phillips, Steven J. Old-House Dictionary. Lakewood, Colorado: American Source Books, 1989.

Rooney, William F. Practical Guide to Home Restoration. New York: Bantam/Hudson Idea Books, 1980.

Rusk, Katherine. Renovating the Victorian House: A Guide for Aficionados of Old Houses. San Francisco: One Hundred One Productions, 1981.

Rypkema, Donovan D. The Economics of Historic Preservation. Washington: The National Trust for Historic Preservation, 1994.

Stahl, Frederick A. A Guide to the Maintenance, Repair, and Alteration of Historic Buildings. New York: Van Nostrand Reinhold, 1984.

Stephen, George. New Life for Old Houses. Washington, D.C.: The Preservation Press, 1989.

Technical Preservation Services, National Park Service, U.S. Department of the Interior. Respectful Rehabilitation. Washington, D.C.: The Preservation Press, 1982.

Preservation Briefs. Published periodically. Washington, D.C.: Government Printing Office.

Weeks, Kay D. New Exterior Additions to Historic Buildings: Preservation Concerns. Preservation Brief No. 14. Washington, D.C.: Technical Preservation Services, U.S. Department of the Interior, 1986.

APPENDIX E

SAMPLE LIST OF RESTORATION RESOURCES AVAILABLE AT THE BELLEVILLE PUBLIC LIBRARY

- "A Guide To Preserving Belleville's German-American Folk House", Belleville Historic Preservation Commission, May 1995
- "Belleville's German American Folk Houses", Jane Eisely in association with Belleville Historic Preservation Commission, 1996
- Secretary of the Interior's, "Standards For Rehabilitation" and Guidelines for Rehabilitating Historic Buildings, U.S. Dept. of the Interior, National Park Service, Preservation Assistance Division, Washington, D.C., 1976, Revised 1990, U.S. Government Printing Office
- "Illinois Accessibility Code (IAC)", State of Illinois, Capital Development Board, April 1997
- Pamphlet, "The Lead-Based Paint Pre-Renovation Education Rule", U.S. Environmental Protection Agency, Washington, D.C.
- Pamphlet, "Protect Your Family From Lead In Your House", U.S. Environmental Protection Agency, Washington, D.C. (1-800-424-LEAD)
- "Rescuing Historic Resources: How to Respond to a Preservation Emergency", the steps to take when faced with a preservation crisis.
- "Safety, Building Codes, and Historic Preservation", a review of the evolution of the building regulatory system and current building codes, with a discussion of compliance issues for older and historic buildings.
- "Preservation Revolving Funds", learn how to establish a preservation revolving fund and gain an understanding of organizational issues, project eligibility, acquisition tools, rehabilitation options, marketing and resale, protective measures, publicity and funding.
- "Design Review in Historic Districts", an explanation of the design review process, the role of the Historic Preservation Commission, design guidelines, legal issues, and the significance of certified ocal government status.
- "Reviewing New Construction Projects in Historic Areas", Outlines the basic documents and procedures essential to the public design review process of new construction projects in historic districts.
- "Design and Development: Infill Housing Compatible with Historic Neighborhoods", Explores the design and development process behind compatible infill housing with strategies for new housing on vacant lots.
- "The New Old House Starter Kit", Tips for finding a qualified architect, budgeting rehabilitation work, and researching the history of your property. Practical advice for the do-it-yourself as well as for those who prefer to hire professionals.
- "A Community Guide to Saving Older Schools", Many school districts are giving America's historic school buildings a failing grade. This booklet demonstrates through case studies that older school buildings can successfully adapt to new technology and the latest educational mandates.
- "The Economics of Rehabilitation", Demystifies real estate development and explains how to demonstrate the economic benefits of preserving older buildings.

- "Basic Preservation Procedures", an introduction to the field of historic preservation that outlines key steps to building a successful preservation program.

- "Buyer's Guide to Older and Historic Houses", Explains the benefits of owning an old house as well as tips to finding a house; regulatory, environmental, and financial issues; inspection and appraisal concerns; and insurance considerations.

- "Historic Homes Tours: Showcasing Your Community's Heritage", A step-by-step guide to conducting a successful house tour to increase visibility and raise funds.

- "Controlling Disaster: Earthquake-Hazard Reduction for Historic Buildings", Disaster preparedness.

- "The Investor Looks at an Historic Building", One of a series that supplies critical facts and figures on how historic preservation creates jobs, expands business, and strengthens local economics in communities across the country.

- "Architectural & Historical Survey", Belleville, Illinois, 1995. Compiled by Judy Belleville and Jane Eiseley.

- Compilation of Historic Preservation Commission Newletters, "The Belleville Tradition Occasional".

- Compilation of "Preservation Briefs" and "Preservation Information", Booklets.

- Compilation "Belleville Historic Preservation Commission Annual Reports" .

- Historic Preservation Commission "Architectural Design Suggestions for Belleville".

- "Belleville Intensive Survey of Historic Buildings", Belleville Historic Preservation Commission, Illinois Historic Preservation Agency, Jane Eiseley, 1995.

- "Architectural Workshop – Preserving and Restoring Your Old Buildings", A resource manual – compilation of Department of Interior Preservation Briefs.

APPENDIX F

PRESERVATION BRIEFS

Preservation Briefs are available from the Technical Preservation Services Division of the National Park Service. The following is a list of Preservation Briefs in print as of November, 1996. The National Park Service often adds to this list or updates the existing briefs. Most of these are available at the Belleville Public Library.

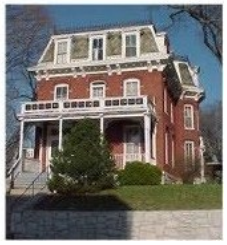
1. The Cleaning and Waterproof Coating of Masonry Buildings.
2. Repointing Mortar Joints in Historic Brick Buildings.
3. Conserving Energy in Historic Buildings.
4. Roofing for Historic Buildings.
5. Preservation of Historic Adobe Buildings.
6. Dangers of Abrasive Cleaning to Historic Buildings.
7. The Preservation of Historic Glazed Architectural Terra Cotta.
8. Aluminum and Vinyl Sidings on Historic Buildings.
9. The Repair of Historic Wooden Windows.
10. Exterior Paint Problems on Historic Woodwork.
11. Rehabilitating Historic Storefronts.
12. The Preservation of Historic Pigmented Structural Glass.
13. The Repair and Thermal Upgrading of Historic Steel Windows.
14. New Exterior Additions to Historic Buildings: Preservation Concerns.
15. Preservation of Historic Concrete: Problems and General Approaches.
16. The Use of Substitute Materials on Historic Buildings.
17. Architectural Character: Identifying the Visual Aspects as an Aid to Preserving Their Character.
18. Rehabilitating Interiors in Historic Buildings.
19. The Repair and Replacement of Historic Wooden Shingle Roofs.
20. The Preservation of Historic Barns.
21. Repairing Historic Flat Plaster-Walls and Ceilings.
22. The Preservation and Repair of Historic Stucco.
23. Preserving Historic Ornamental Plaster.
24. Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches.
25. The Preservation of Historic Signs.
26. The Preservation and Repair of Historic Log Buildings.
27. The Maintenance and Repair of Architectural Cast Iron.
28. Painting Historic Interiors.
29. The Repair, Replacement, and Maintenance of Historic Slate Roofs.
30. The Preservation and Repair of Historic Clay Tile Roofs.
31. Mothballing Historic Buildings.
32. Making Historic Properties Accessible.
33. The Preservation and Repair of Historic Stained and Leaded Glass.
34. Preserving Composition Ornament.
35. Understanding Old Buildings: The Process of Architectural Investigation.
36. Protecting Cultural Landscapes.
37. Appropriate Methods for Reducing Lead-Paint Hazards in Historic Housing.
38. Removing Graffiti from Historic Masonry.
39. Holding the Line. Controlling Unwanted Moisture in Historic Buildings.
40. Preserving Historic Ceramic Tile Floors.

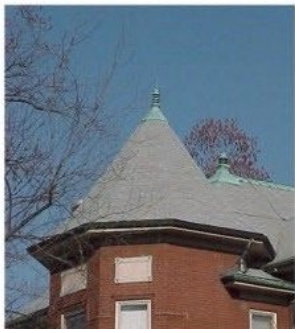









BELLEVILLE HISTORIC DISTRICTS
Belleville Historic Preservation Commission
City Hall
101 South Illinois Street
Belleville, Illinois 62220

Belleville
Great. Big. Small Town.