**AGENDA**

**HISTORIC PRESERVATION/ DESIGN REVIEW COMMISSION**

**Members**

- Chairperson Tim Siebert
- Vice Chair Peter Munck
- Alderperson Marc Christianson
- Barry Calnan
- Erik McFarland
- Carol Molepske (Alternate 1)

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| **Date and Time:** | May 30, 2023<br>5:00 PM | **Location:** | Community Room<br>933 Michigan Avenue, Stevens Point, WI<br><br>OR<br><br>Zoom Teleconferencing<br><br>Meeting ID: 826 4946 5186<br>Passcode: 634743<br>By Computer: https://us02web.zoom.us/j/82649465186?pwd=dzQ5M3ptUE9tY0wrenFtcUpnaEV0QT09<br>By Phone: +1-312-626-6799 (US Chicago) |

Opening Section:

1. Roll Call

Discussion and Possible Action on the Following:

2. Report of the April 24, 2023 meeting of the Historic Preservation / Design Review Commission.
3. Public Hearing and action on a request from the City of Stevens Point to amend Chapter 22, Historic Preservation and Design Review Ordinance of the Revised Municipal Code of the City of Stevens Point. Said request amends Section 22.05 for the purpose of defining the term 'mural' and creates Section 22.07 for the purpose of establishing guidelines for the painting of murals on historic buildings.
4. Discussion, with possible action, on submitting a Historic Preservation Fund Subgrant application.
5. Discussion on the Historic Preservation / Design Review Commission's Design Guidelines:

**PLEASE TAKE NOTICE** that any person who has special needs while attending these meetings or needs agenda materials for these meetings should contact the City Clerk as soon as possible to ensure that a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569 or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Maps further defining the above area(s) may be obtained from the City of Stevens Point Department of Community Development, 1515 Strongs Avenue, Stevens Point, WI 54481, or by calling (715) 346-1567, during normal business hours.

**PLEASE TAKE FURTHER NOTICE** that a quorum of the Common Council may be in attendance at this meeting.

- Formatting of the Design Guidelines document.
- Sec. 3.1 Exterior Walls
    - Engineered or Synthetic Siding
    - Wall Guidelines
    - Wood Guidelines

Closing Section:

6. Adjourn

**PLEASE TAKE NOTICE** that any person who has special needs while attending these meetings or needs agenda materials for these meetings should contact the City Clerk as soon as possible to ensure that a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569 or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.
Maps further defining the above area(s) may be obtained from the City of Stevens Point Department of Community Development, 1515 Strongs Avenue, Stevens Point, WI 54481, or by calling (715) 346-1567, during normal business hours.
**PLEASE TAKE FURTHER NOTICE** that a quorum of the Common Council may be in attendance at this meeting.

REPORT OF THE HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

April 24, 2022 – 5:00 PM
933 Michigan Ave, Stevens Point, WI 54481

PRESENT: Chairperson Siebert, Vice Chairperson Munck, Alderperson Christianson, Commissioner McFarland, and Commissioner Hornung.

ALSO PRESENT: Associate Planner/Zoning Administrator Kuhn, Technician Mohr, Alderperson Keymer, Nicole Terrill, and unidentified audience members via Virtual Zoom Meeting.

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INDEX:

Opening Section:

1. Roll Call

Discussion and Possible Action on the Following:

2. Selection of a Chairperson for the Historic Preservation / Design Review Commission.
3. Selection of a Vice Chairperson for the Historic Preservation / Design Review Commission.
4. Report of the February 21, 2023 meeting of the Historic Preservation / Design Review Commission.
5. A request from Nicole Terrill, representing Elodin Holdings LLC, for a design review to install a principal building on the property located at 1220 Briggs Court (Parcel ID 281240832200137), consistent with Ch. 22.02(2).
6. Discussion on establishing guidelines for the painting of murals on historic properties.
7. Discussion on the Downtown walk audit held on April 20th.
8. Discussion on Historic Preservation Fund Subgrants.

Closing Section:

9. Adjourn

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Opening Section:

1. Roll Call

   **Present: Christianson, McFarland, Munck, Siebert, Hornung**
   **Excused: Calnan, Molepske**

Discussion and Possible Action on the Following:

2. Selection of a Chairperson for the Historic Preservation / Design Review Commission.

   **Motion by Alderperson Christianson to nominate Tim Siebert as Chairperson; no second required.**

   **Motion carried 5-0.**

3. Selection of a Vice Chairperson for the Historic Preservation / Design Review Commission.

   **Motion by Commissioner Hornung to nominate Peter Munck as Vice Chairperson; no second required.**

   **Motion carried 5-0.**

4. Report of the February 21, 2023 meeting of the Historic Preservation / Design Review Commission.

   **Motion by Vice Chairperson Munck to approve the report of the February 21, 2023 meeting of the Historic Preservation / Design Review Commission.; seconded by Commissioner Hornung.**

   **Motion carried 5-0.**

5. A request from Nicole Terrill, representing Elodin Holdings LLC, for a design review to install a principal building on the property located at 1220 Briggs Court (Parcel ID 281240832200137), consistent with Ch. 22.02(2).

   Nicole Terrill, applicant, provided brief testimony on the proposed community sauna use, and noted partnership with Farmshed, as well as a third partner whom they would share the space with.

   Associate Planner/Zoning Administrator Kuhn provided a summary of the request for design review and outlined the site improvements that were being proposed. After review, staff recommended approval with conditions outlined in the staff report.

   Commissioners had the following comments:

   - Inquiry as to how the applicant saw their business fitting in with the other two entities on the property, to which the applicant noted that they shared a common mission in impacting public health positively.
   - Inquiry on the interior occupancy of the sauna, to which the applicant noted 8-10 people.

   Nicole Terrill, applicant, inquired on whether an approval granted by the body would transfer to another location within the district, to which staff explained that even though the use was not problematic, relocation would need to be reconsidered.

   **Motion by Alderperson Christianson to approve the request from Nicole Terrill, representing Elodin Holdings LLC, for a design review to install a principal building on the property located at 1220 Briggs Court (Parcel ID 281240832200137), consistent with Ch. 22.02(2) with the following:**

   1. **The proposed site improvements shall be permitted to be reintroduced back onto the subject property for subsequent years, provided that the building improvements do not deviate from this design review.**
   2. **Staff shall have the ability to approve minor amendments to this design review request.**

   **seconded by Vice Chairperson Munck.**

   **Motion carried 5-0.**

6. Discussion on establishing guidelines for the painting of murals on historic properties.

Associate Planner/Zoning Administrator Kuhn provided a summary of previous meeting discussions on establishing mural guidelines on historic properties, the feedback previously received, and subsequent edits made to the draft ordinance as a result. Staff were looking for any additional comments, questions, or concerns on the draft, as the next step would be to proceed with approval at the next meeting. If approved, the ordinance would go before the Common Council for adoption.

Commissioners had the following general comments:

- Inquiry on whether the ordinance would be specific to paintings, or if it could be adopted elsewhere, such as for sculptures, trash cans, and planters. Staff confirmed it was specific to murals only.
- Back-and-forth discussion on the use of 'artistic' under (2)(h), noting it seemed too broad. Ultimately it was agreed to retain the verbiage.
- Inquiry as to how a mural would be approved under the adopted ordinance, to which staff provided a step-by-step process.

**There was a consensus to proceed with adoption. No formal action was taken.**

7. Discussion on the Downtown walk audit held on April 20th.

   Associate Planner/Zoning Administrator Kuhn thanked those who attended the walking audit held on April 20th. Staff was looking to collect feedback on what commissioners saw.

   Commissioners had the following comments:

   - Clear which buildings were being kept up, and those that were not, but noted that doing so could be costly. Question was how they could help provide support to bridge that gap.
   - Noted the amount of wood windows that deteriorate more quickly, as opposed to aluminum or steel wrapped windows. The window initiative would be beneficial.
   - Back-and-forth discussion on what other communities are doing to reopen upper floors, or build them out for more uses, specifically residential units. Costs could be quite high.
   - As the downtown continued to expand, the back of buildings was becoming more visible, almost as secondary storefront, so deteriorated rear facades were more obvious.
   - Back-and-forth discussion on the state of awnings, exterior wall materials, paint, orientation of buildings, and masonry cleaning requirements.

   Staff noted that these observations would aid in addressing the review and update of the design guidelines over the next several months.

8. Discussion on Historic Preservation Fund Subgrants.

   Associate Planner/Zoning Administrator Kuhn explained that as a certified local government, the City was eligible for additional funds from the State Historic Preservation office, so long as specific criteria had been met. Such an opportunity had arisen, and staff was gauging the interest of the body to apply.

   The following items were discussed:

   - Financial assistance could be provided for the following:

    - Surveys for historic properties and archaeological sites;
    - Nominations of historic properties and districts to the National Register of Historic Places;
    - Educational programs related to historic properties and local history; and
    - The development of design guidelines and historic preservation plans.
- Funding requirements, in this case, no matching requirement which was rare.
- Timeline of submitting for the grant.
- After a back-and-forth discussion on potential eligible projects, a consensus was reached to pursue nominations of historic properties and districts to the National Register of Historic Places.

Next steps would include staff touching base with the City's representative at the State to gauge their thoughts on what was discussed at the meeting. No action was taken.

Closing Section:

9. Adjourn

**Meeting adjourned at 6:06 PM.**

*A recording of this meeting can be viewed/heard at: https://stevenspoint.com/365/AgendasMinutesVideos*

**City of Stevens Point**
1515 Strongs Avenue
Stevens Point, WI 54481-3594

**Department of Community Development**
**Adam Kuhn**
Associate Planner
Zoning Administrator
Ph: (715) 346-1567
Fax: (715) 346-1498

**MEMORANDUM**

To: Historic Preservation / Design Review Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: May 23, 2023

**RE: Public Hearing on Establishing Mural Guidelines**

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**Background:** Over the years, the Historic Preservation / Design Review Commission has been responsible for the review and approval of new murals within the City's historic districts. During the latest mural review, the Commission had requested City staff to establish formal guidelines for mural reviews. Historically, the Commission has been reviewing murals based on subjective guidelines that have not been codified into code.

Included within this agenda packet is an ordinance amendment that formally establishes guidelines for murals. This document covers the following:

- Defining the word 'mural' – specifically acknowledging that a mural shall not be a sign.
- Outlining the application process for new murals. As you can see in the proposal, I am recommending that, as part of the approval process, a maintenance plan is submitted to City staff that acknowledges who is in charge of the long-term maintenance of such mural. While murals generally have a long life expectancy, general maintenance is required over time to reduce the likelihood of peeling and chipping paint.
- Design standards. For previous mural reviews, it has been suggested that murals should not be placed on the front elevation of a building. The proposed guidelines establish this precedent. Additionally, the other design standards touch on the size of a permitted mural, what types of wall materials where murals are and are not permitted, and requirements ensuring that no architectural details are harmed or concealed with a proposed mural.



*Open Records Rider: The City of Stevens Point is subject to Wisconsin Statutes relating to public records. Communication, such as this document, sent or received by City employees are subject to these laws. Unless otherwise exempted from the public records law, senders and receivers of City communication should presume that the communications are subject to release upon request, and to state record retention requirements.*

- Removing a mural. While there has never been a request to remove an existing mural from a building, the attached provides the approval process and restoration work required for such a project.
- Appeals. Consistent with most other ordinances in the City, the proposal includes an appeals process from requirements of this ordinance. As shown below, specific criteria would be established for the Commission to review whether deviations in mural guidelines should be adopted.

During our February and March HPDRC meeting, we reviewed a draft document and, based on the recommendations that you all had, edits have been made to the attached document. The purpose of this meeting will be to conduct a public hearing and possibly take action on the proposed ordinance.

**ORDINANCE AMENDING THE REVISED MUNICIPAL CODE OF THE CITY OF STEVENS POINT, WISCONSIN**

**[Chapter 22 of the Revised Municipal Code – Historic Preservation & Design Review – Mural Guidelines for Historic Properties in the City of Stevens Point]**

The Common Council of the City of Stevens Point, Portage County, Wisconsin, do ordain as follows:

**SECTION I:** That Section 22.05 of the Historic Preservation and Design Review Ordinance of the Revised Municipal Code of the City of Stevens Point shall be amended as follows:

Part 2: Definitions

The definitions shall be as follows:

- Mural: An artistic work applied to an exterior surface of a pre-existing structure and that does not constitute a sign under Chapter 25 of the Revised Municipal Code of the City of Stevens Point

**SECTION II:** That Section 22.07 of the Historic Preservation and Design Review Ordinance of the Revised Municipal Code of the City of Stevens Point shall be amended as follows:

Section 22.07: Mural Guidelines

1) Application Requirements. Any request to paint a mural shall constitute a 'major work' and be approved by the Historic Preservation / Design Review Commission. In addition to those materials required for a design review, applicants seeking a design review for a mural shall submit the following:

   a) Written approval from the property owner for the mural, provided the applicant is not the owner of the property.
   b) A maintenance plan specifying care and the parties responsible for the maintenance of the mural. Maintenance includes, but is not limited to, the removal of surface dirt, reapplication of coatings, touching up

damaged areas, and ensuring vegetation does not harm the mural or the supporting building.

c) An agreement between the artist and the property owner identifying who is responsible for removal of a mural.
d) Photo documentation of the completed mural shall be supplied to the Historic Preservation / Design Review Commission to provide a base line for future maintenance, conservation and restoration.

2) Design Standards. The following shall apply for the painting of a mural:

a) No mural may be located on elevations that directly face or are parallel to sidewalks and public rights-of-way.
b) Murals are permitted for side and rear facades that have been refaced with non-historic materials.
c) Murals are permitted for side and rear facades that lack historically relevant architectural details (e.g., cornices, windows, doors, etc.), are of painted common brick and that has no decorative masonry work, provided that such walls are not street-facing.
d) Murals are permitted to utilize 100% of the wall on which it is placed, provided it meets applicable standards found within this Section.
e) Murals shall be confined to one wall of a building and are not permitted to wrap around the building onto other sides.
f) No more than one mural is permitted on any one building.
g) A mural is not permitted to be applied to unpainted masonry walls such as brick, stone or stucco. Conversely, murals are permitted to be located on unpainted masonry walls only if such mural is painted on removable materials such as plywood or other suitable outdoor materials, upon the discretion of the Historic Preservation / Design Review Commission.
    1) Removable materials shall be anchored into the masonry joints of the building's wall.
    2) The removable material shall be framed so as to not trap water between the mural and the wall.
f) No mural shall be permitted on wood sidings that contain surface detail including, but not limited to, bevel sidings, board and batten siding.
g) For exterior elevations that are in need of cleaning or repointing, as outlined within the Historic Preservation / Design Review Commission's Design Guidelines, a mural may not be applied to such elevation in lieu of cleaning or tuckpointing.
h) The proposed mural shall have cultural, artistic, historical or societal significance to the broader Portage County region.
i) Murals are not permitted to be located on fencing.
j) Murals shall not cover over doors, windows, cornices or other architectural elements that are historically relevant to the building.
k) The lighting of a mural shall require a design review by the Historic Preservation / Design Review Commission. Proposed lighting shall meet applicable lighting standards as found within the Commission's Design Guidelines.

3) Removing a mural. The following shall apply for the removal of a mural:

   a) A design review by the Historic Preservation / Design Review Commission shall be required for the removal of a mural.
   b) If approval by the Historic Preservation / Design Review Commission is granted, any materials used to adhere the mural to an exterior elevation shall be removed at the time that the mural is removed. Such materials include, but are not limited to, brackets, mounting hardware, caulking material or grout and adhesive glues. The exterior surface shall be returned to its original condition.

4) Appeals. In requesting to paint a mural, the applicant may submit an appeal to the Historic Preservation / Design Review Commission for a variance from certain requirements of this Section. A variance may be granted by the Historic Preservation / Design Review Commission if all of the following criteria are met:

   a) The granting of the requested exception(s) would not be materially detrimental to the property owners in the vicinity.
   b) The granting of the requested exception(s) would not be contrary to the purpose and intent of this Chapter, as stated within Chapter 22.01.
   c) The granting of the requested exception(s) would not be contrary to applicable provisions of the Secretary of Interior's Standards for Rehabilitation (36 CFR 67).

   In granting an appeal, the Historic Preservation / Design Review Commission may attach additional requirements to the design review certificate to carry out the purpose and intent of this Ordinance. A denial for an appeal by the Historic Preservation / Design Review Commission may be appealed to the Common Council. Overturning a decision made by the Historic Preservation / Design Review Commission shall require a majority vote by the Common Council.

**SECTION III:** That this ordinance shall take effect upon passage and publication.

Approved: _____
Mike Wiza, Mayor

Attest: _____
Kari Yenter, City Clerk

Dated: May 30, 2023
Adopted:

Drafted By: Adam Kuhn
Return To: City Clerk

**City of Stevens Point**
1515 Strongs Avenue
Stevens Point, WI 54481-3594

**Department of Community Development**
**Adam Kuhn**
Associate Planner
Zoning Administrator
Ph: (715) 346-1567
Fax: (715) 346-1498

**MEMORANDUM**

To: Historic Preservation / Design Review Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: May 30, 2023

**RE: Discussion on Historic Preservation Fund Subgrants**

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**Background:** As the Commission may recall, the City of Stevens Point is listed as a Certified Local Government (CLG) through the National Park Service. A CLG is any government jurisdiction who is certified by the State Historic Preservation Office and the U.S. Department of Interior that meets specific criteria related to the administration, surveying and protection of historic properties.

Each year, the federal government appropriates funds to the Department of Interior's Historic Preservation Fund (HPF). These HPF funds are, in turn, disbursed through each state's historic preservation office to fund various types of projects for CLG's. As shown below, CLG's are eligible for financial assistance through the HPF for the following projects:

- Surveys for historic properties and archaeological sites;
- Nominations of historic properties and districts to the National Register of Historic Places;
- Educational programs related to historic properties and local history; and
- The development of design guidelines and historic preservation plans.

Financial assistance through the HPF is offered through yearly application cycles, generally occurring during the second half of each calendar year. Typical award amounts range from $1,500-$25,000, with the ability to ask for up to $50,000. Please note that there is no local matching requirement. As funding through the HPF is eligible solely to CLG's, the applicant pool is arguably smaller that most state administered grants.



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While the City has been a CLG for several decades, historic notes indicate that the City applied for, and was awarded, a HPF subgrant once. In 2017, the City received a HPF subgrant for the purpose of nominating the Clark Street-Main Street Historic District to the State and National Register of Historic Places.

As 2023 application cycle for this grant program was recently released, I am reaching out to you all to see 1.) if there is an interest in pursuing this grant (either for 2023 or for future application cycles) and 2.) what type of project should be prioritized as part of a hypothetical grant submittal. For your assistance, I have provided a few comments pertaining to the list of eligible projects:

1. Surveys: In 2011, the City hired an outside consultant to conduct an intensive survey report of properties within the city. This document can be found here. While this intensive survey report was produced over 11 years ago, I don't believe that much has changed to warrant conducting a new survey of historic properties.
2. Nominations: As part of the aforementioned survey report, it outlined five districts that would be eligible for listing to the State and National Register of Historic Places. These districts are as follows:

    - Church of the Intercession – St. Stephen R. C. Church Historic District
    - Church Street Residential Historic District
    - Clark Street – Main Street Historic District
    - Pine Street – Plover Street Historic District
    - Sunset Fork Residential Historic District

    As mentioned earlier, the Clark Street-Main Street Historic District was successfully listed to the State and National Register of Historic Places through financial assistance from this CLG subgrant. Listing an area to the State and National Register of Historic Places would not require property owners to follow local HPDRC Design Guidelines – a primary benefit is that is allows property owners to obtain tax credits when performing rehabilitation or restoration activities.
3. Educational programing: The Commission's 2021-2026 Strategic Goals document outlines the need for having more educational programing on preserving history, educating property owners of what it means to be in a historic district, etc. While I'm not sure what specific type of programing is most appropriate, it would be an eligible project (albeit not as favorable for a grant application when compared to the other eligible projects).
4. Design guidelines and historic preservation plans: The Commission is currently working towards an update to their 2014 Design Guidelines. As this subgrant is more geared towards CLG's who currently do not have design guidelines, I don't believe that this grant would be appropriate for us. With that said, Chapter 22 of the City's Revised Municipal Code (pages 9-11) does outline the long-term goal to adopt a historic preservation plan for each historic and design review district in the city. For your assistance, an example of a model historic preservation plan would be the City of Racine's Heritage Preservation Plan.

During our April meeting, the Commission's preference was to pursue either the creation of a historic preservation plan or nominate any of the above identified districts to the State and National Register of Historic Places. After our April meeting, a conversation took place with our State Historic Preservation Office representative to

better answer some outstanding questions. A summary of this conversation will be provided during the meeting.
Based on conversations over the last month, I am recommending that the Commission authorize City staff to submit a Historic Preservation Fund Subgrant application with the focus on creating a historic preservation plan. Please note that authorization from the City's Finance Committee and Common Council will also need to occur. As the City would not hear our results until early 2024, I am also recommending that the Commission direct City staff to hold public engagement meetings with the property owners who live within the above proposed historic districts. By having these public engagement meetings, it not only acknowledges whether or not these property owners are interested in their property being listed on the State and National Register, but it assists City staff in establishing priorities over the following years.

If you have any questions, please do not hesitate to contact me.

WISCONSIN HISTORICAL SOCIETY

# CERTIFIED LOCAL GOVERNMENT
# GRANT PROGRAM
## 2023

## INSTRUCTIONS
For Completing the CLG Grant Application Form

For assistance with CLG grant funding, contact:
Wisconsin State Historic Preservation Office

*Jason Tish, CLG Coordinator*
*jason.tish@wisconsinhistory.org*
*608-264-6512*

**Collecting, Preserving, and Sharing Stories since 1846**
816 State Street Madison, Wisconsin 53706
wisconsinhistory.org

# Instructions

## Completing the Application for Federal Historic Preservation Funding to Certified Local Governments in Wisconsin

This section guides you through the attached grant application form below. Certified Local Government (CLG) grants are available to local governments in Wisconsin that have been certified under the CLG program. If your local government is a CLG, you are eligible for grants. If you are not sure, check here to verify.

Each year the Wisconsin State Historic Preservation Office (SHPO) grants approximately $120,000 to CLG communities throughout the state. Grants may be used for historic preservation planning projects like:

- surveys for historic properties and archaeological sites
- nominations of historic properties and districts to the National Register of Historic Places (NRHP) or your local list of Landmarks
- educational programs related historic properties and local history
- development of design guidelines and Historic Preservation Plans.

The typical grant award is between $1,500 to $25,000. Higher awards, up to $50,000, will be considered for exceptional, timely, and high-priority proposals.

The CLG Grant program occurs on an annual cycle, opening in the spring and closing in December when grant applications are due (see *Annual Grant Calendar*, page 2).

For assistance on anything related to CLG grant funding, contact the State Historic Preservation Office:

*Jason Tish, CLG Coordinator*
*jason.tish@wisconsinhistory.org*
*608-264-6512*

Applications must propose projects that will benefit historic or archaeological resources located in Wisconsin. Multiple grant applications may be submitted. Each application will be evaluated independently.

This grant program is funded by federal money. Federal rules and regulations apply to ensure that expenses for project-related work are auditable according to federal standards.

# Annual Grant Calendar

| | |
|---|---|
| March | ***Identify project(s) for grant funding*** *– In the spring months, think about projects you would like to propose for grant funding. Discuss your ideas with SHPO staff.* |
| April | ***Grant cycle opens*** *– The SHPO will announce the availability of grant funding and issue propsal criteria.* |
| May-June | ***Define project for grant funding –*** *Develop objectives and begin scoping out tasks needed to get the project done. Request initial quotes from consultants to get an idea of how much the project will cost.* |
| August | ***Submit Letter of Intent*** *- By August, you should have a clear idea of what you would like to propose for grant funding. You should have initiated discussions with SHPO staff about the details of your project. Submit a* Letter of Intent *to the SHPO before the published deadline. Some projects, like surveys and nominations to the National Register of Historic Places (NRHP), require community engagement in advance so property owners know what to expect, and so that the project manager can secure their support. If engagement has not happened. it should be scheduled in the next three months.* |
| Sept.-Nov. | ***Define scope of work, hold engagement session –*** *Work with SHPO staff to define a work program for your project. If the project includes a survey or an NRHP nomination, schedule an informational meeting with property owners.* |
| Dec. | ***Application deadline*** *- Submit completed, signed grant application to the SHPO on or before the published deadline.* |
| Jan.-Feb | ***Review and scoring of applications, grant awards approved*** *- SHPO staff review and score applications based on published priorities and criteria. Proposals recommended for funding are forwarded to the State Historic Preservation Review Board for final approval at their quarterly meeting in February. Grant applicants will then receive written notification of award decisions.* |
| March | ***Memoranda of Agreement (MOA) prepared, grant awards published*** *- The SHPO prepares a MOA for each funded project, articulating the scope of work, deliverables, timeline, budget, and other stipulations. Each MOA is reviewed, negotiated, and signed by the person who will act as the project manager, as well as the authorized financial agent for the applicant.*<br><br>*The SHPO advertises the grant awards and issues a Request for Qualifications from historic preservation consultants who have worked in Wisconsin. The SHPO sends an executed MOA, Purchase Order, and a list of interested consultants to each grant recipient.* |
| April-May | *Grant recipients issue a Request for Bids (RFB) for their funded projects, select a consultant, and start project work. Grant recipients have until the end of August the following year to complete project work. Next grant cycle begins.* |

# Completing the Grant Application Form

### *-Page 1 of the Application Form-*

*There are no required fields to fill out on this page, only a checklist of minimum requirements that must be met for your proposal to be considered.*

## Minimum Requirements

*The first page of the grant application form lists 8 minimum requirements that must be met before an application will be considered for funding. The first six apply to all applications, while the last two apply only to certain types of projects.*

1. **Applicant consulted with SHPO staff on proposal prior to submission of LOI**
   *Talk about your project with the CLG Coordinator at the SHPO at the earliest stages of planning for a grant-funded project. We want to know what you would like to do before you submit a Letter of Intent so that we can guide you to a successful and fundable project.*

2. **Applicant submitted a Letter of Intent before the deadline**
   *A Letter of Intent (LOI) is required for every grant proposal. Applications will not be considered without having submitted a LOI. The LOI deadline is usually in early August.*

3. **Application submitted on or before the deadline**
   *The complete application form with fully scoped proposal and itemized budget estimates must be submitted on or before the application deadline, usually in early December.*

### The Letter of Intent

A *Letter of Intent* (LOI) is required for all CLG grant applications. It is the first formal step in the application process after you have an informal conversation with the CLG Coordinator about your project idea. The LOI is typically due in early August of each year (see Annual Grant Calendar above).

The LOI only needs to be as thorough as necessary to describe the scope and objectives of the proposed project and provide an estimate of costs required to complete it. Submission of a LOI does not obligate the applicant to follow through on an application or a project. Your letter-of-intent must be received by the SHPO on or before the published LOI deadline for the current grant cycle.

4. **Applicant has submitted CLG Annual Report in January for the prior year**
   *Proposals from applicants who did not previously submit a CLG Annual Report for the prior year will not be considered. The CLG Annual Report is due at the end of January each year and is a basic requirement of CLG certification status. Not submitting an Annual Report puts the community out of compliance with the requirements of the CLG program.*

5. **Applicant complies with all state and federal requirements of the CLG program**
   *Proposals from applicants who are out of compliance with other requirements of the CLG program will not be considered.*

6. **Applicant has no incomplete CLG subgrant projects in the past five years**
   *Proposals from applicants who have not completed grant-funded projects within the past five years will not be considered.*

7. **For intensive surveys, applicant has reviewed survey boundaries with SHPO staff**
   *Surveys require consultation with, and concurrence from SHPO staff on appropriate survey boundaries. Plan ahead to get concurrence from SHPO on your proposed survey boundaries.*

8. **For historic district nominations to the NRHP, applicant has consulted with SHPO staff on current eligibility of the district and has held a public informational meeting within the past 12 months.**
   *Historic district nominations to the NRHP require more groundwork than other projects. Before you submit a full application for a NRHP district nomination, you will need to consult with SHPO staff to confirm that the district remains eligible for listing. You will also need to invite property owners in the district to an informational meeting to gauge the level of support for nominating the district. Applications for historic district nominations will not be considered if this groundwork has not been done.*

*-Page 2 of the Application form-*

## Grant Amount Requested

*Enter the amount of grant funding, in whole dollars, that you are requesting for you project. This amount should reflect a thoroughly developed scope of work and should rely on at least two quotes from qualified consultants.*

## Applicant

*The CLG grant program is available to local units of government that are certified under the federal CLG partnership program.*

*In this section of the application form, enter the name of the CLG community, the year that the community was certified (if you're not sure, check here), the title (or brief description) of the proposed project, and the community's federal Employer Identification Number (EIN).*

## Project Manager

*Enter the name and contact information for the person (usually CLG staff) who will manage the project. This typically includes preparing and issuing a Request for Bids (RFB), selecting and contracting with a consultant, directing the consultant, monitoring project work, ensuring the timely completion of the Scope of Work, completing progress reports to SHPO, and ensuring that deliverables are completed adequately and on time.*

## Financial Agent

*Enter the name and contact information for the municipal official who can ensure that municipal funding is available for the completion of the project prior to the disbursal of grant funding. Grant funding is disbursed on a cost-reimbursement basis, so the local government must fund project work before being reimbursed from grant funds.*

*-Page 3 of the Application form-*

## Project Type

*Check one project type. A grant application may propose only one project type. A CLG may submit more than one application in a grant cycle for different project types. The project type is scored on its potential to advance the objectives of the federal National Register of Historic Places program. Priorities are set by the National Park Service. Point values reflect federal priorities for funding from the Historic Preservation Fund.*

**A. Initial intensive survey (30 pts.)**
*An initial intensive survey, designed to identify historically and architecturally significant properties and districts, in an area that has never been evaluated for historic properties.*

**B. Nomination of a historic district to the NRHP (25 pts.)**
*Check this box if you propose to complete a NRHP nomination for a historic district that was identified as potentially eligible in a prior survey.*

**C. Nomination of a historic district under a local historic preservation ord. (25 pts.)**
*Check this box if you propose to complete a nomination for a historic district under your local historic preservation ordinance.*

**D. Resurvey of a community that was surveyed more than 25 years ago (20 pts.)**
*A survey or resurvey is done in an area of your community that was previously surveyed over 25 years ago. Check this box if you are proposing this type of project.*

**E. Nomination of individual, *publicly-owned* property, archaeological site to NRHP (15 pts.)**
*Check this box if you propose to complete a NRHP nomination for an individual property or archaeological site that is owned by a local unit of government.*

**F. Nomination of individual, *publicly-owned* property or archaeological site under a local historic preservation ordinance (15 pts.)**
*Check this box if you propose to complete nomination for an individual property or archaeological site, owned by a local unit of government, to be designated as a Landmark under your local historic preservation ordinance.*

**G. Nomination of individual, *privately-owned* property to the NRHP (10 pts.)**
*Check this box if you plan to complete a NRHP nomination or local Landmark nomination for an individual, privately-owned property.*

**H. Nomination of individual, *privately-owned* property or archaeological site under a local historic preservation ordinance (15 pts.)**

*Check this box if you propose to complete nomination for an individual property or archaeological site, owned by a private party, to be designated as a Landmark under your local historic preservation ordinance.*

**I. Public outreach and educational projects (5 pts. plus potential Bonus)**

*Outreach and educational projects are subject to a broad interpretation, and can include 1) programs that increase public awareness of preservation methods and techniques, 2) dissemination of information to promote working relationships between the public and private sectors to achieve historic preservation objectives, 3) programs that broaden public understanding of state or local historic preservation planning or objectives, or 4) dissemination of results of grant-funded work, including explanation of outcomes and issues directly related to grant-assisted programs.*

**J. Design Guidelines and Historic Preservation Plans (5 pts. plus potential Bonus)**

*Check this box if you propose to develop design guidelines for designated historic properties or districts, or if you propose to develop a Historic Preservation Plan. Design guidelines are distinct from the design standards in a local historic preservation ordinance in that they are not legally enforceable. Design guidelines are usually illustrated guidelines that provide general guidance for owners of historic properties in making sensitive repairs or alterations to the exterior of historic properties. A Historic Preservation Plan is a municipal planning document that organizes historic preservation activities (identification, evaluation, designation, and treatment) in a logical sequence. Historic Preservation Plans are often developed to integrate with community's Comprehensive Plan.*

**Bonus, 20 points** – *Applicable to Project Types I and J. You will get a 20-point bonus if you are proposing a project that fits into type I or J above only if you have a current survey of your entire community and have made reasonable efforts to nominate all properties and districts evaluated in your survey report to be potentially eligible for the NRHP. This bonus is provided to assist communities who have done all they can with surveys and nominations and have moved on to other types of projects.*

**K. Host a CAMP training workshop**

*Commission Assistance and Mentoring Program (CAMP) training workshops are presented by the National Association of Preservation Commissions (NAPC) in collaboration with CLG communities. NACP provides the training content and presenters, and the CLG plans the logistics to host the event. CAMP is an opportunity for CLG communities to bring people to their city from around the state. CAMP is prioritized highly for funding every other year.*

*-Page 4 of the Application form-*

## Project Description

*Describe the goal of the project and discuss all the steps needed to make it happen.*

*Discuss the roles that professional consultants, staff, and/or volunteers will play in the project work. Describe the tasks for which each will be responsible.*

*Discuss previous work that has been done toward completing the project.*

*Discuss the timeline for completion of the project.*

*Describe products or deliverables that you expect to be produced during the project.*

*If your project will entail a survey of an area of your community for historic properties, describe the survey area. Attach a map.*

*If your project will entail the nomination of a property or a district to the NRHP, include the property address or a brief description (location, number of properties) of the district.*

*If you are proposing a CAMP event, describe all aspects of the plan, including:*

- *Itemized budget*
- *Venue*
- *Food and refreshments*
- *Lodging*
- *Marketing plan defined in consultation with SHPO staff*
- *Registration plan defined in consultation with SHPO and NAPC*
- *Consultation with NAPC and SHPO to select sessions and presenters*
- *Complete list of items to be covered by grant funding*

## Local Historic Preservation Objectives

*Discuss how the project would advance historic preservation objectives in local planning efforts. This can include identification of historic properties, protection of properties through policy or guidance, evaluation of a property's history or construction to inform repair, rehabilitation, or preservation strategies, or education programming to broaden the community's recognition, awareness, and appreciation of, and identification with local historic properties.*

*Describe how the project would encourage or enable the protection of historic properties or generate economic development opportunities for the community?*

*Describe whether and how this project would illuminate or inform the history of racial, ethnic, sexual, or gender minority communities who have been underrepresented in past surveys or plans?*

*-Page 5 of the Application form-*

## Previous CLG Grant-Funded Projects

*List previous CLG grant funding that your local government has received in the past five years, and which years you got the grants. Briefly describe the projects that have been funded, and whether they were completed successfully.*

## Training

*Occasional training and education for historic preservation commissioners and staff is important for a well-functioning local historic preservation program. Here, describe all training in which your historic preservation staff or commissioners have participated in the past three years. This can include webinars, conferences, online modules, technical workshops, CAMP, or any other formats that include training on historic preservation policies, best practices, or technical methods.*

## Budget

*A proposed budget is required for a CLG grant application to be considered complete. Budget amounts must be realistic and based on fair and open competition among suppliers of professional services, materials, or equipment.*

*The typical grant award is up to $25,000. Higher awards, up to $50,000 will be considered for exceptional, timely, and high-priority proposals.*

*The applicant will be reimbursed for documented, project-related expenses up to the amount of the grant award, including staff time spent managing the project.*

*No match is required for CLG grants.*

*Grant funding will be distributed as reimbursement for incurred costs. The applicant will be reimbursed for documented, project-related expenses up to the amount of the grant award, including staff time spent managing the project.*

*The SHPO strongly recommends that applicants obtain at least two itemized estimates of major cost items to use as a basis for preparing a budget proposal and include written estimates as an attachment (applications with written estimates will score higher).* ***If you are submitting less than two estimates, describe efforts made to obtain quotes from qualified consultants.***

*The selected consultant must meet the federal Professional Qualification Standards*

*If you are awarded a subgrant, the purchase of items in this budget must follow federal procurement standards, which provide for maximum open and free competition, regardless of the monetary value.*

*You can paste your budget in this field or attach it to the application form. Please use a whole dollar amount.*

*The consultant contracted to complete the project work must meet the Secretary of the Interior's Professional Qualification Standards.*

***Eligible Expenses:***

***Salaries –*** *Salary for CLG staff directly involved in project activities are reimbursable from the grant award. The maximum rate is $63.00 hourly or $504 daily. CLG staff salaries. considered "cash" for this grant.*

***Professional services contracts*** *– Grant recipients must use a competitive negotiation process for procurement of professional contractors who are qualified to perform the work. The earnings limit per person for contractors $131,544 annually.*

***Small, woman-owned, and minority-owned businesses*** *- It is national policy to award a fair share of contracts to small, woman-owned, and minority-owned businesses. Affirmative steps must be taken to assure that these businesses are utilized whenever possible as sources of supplies, equipment, and services.*

***Supplies and Equipment****:*

***Administrative costs*** *– Costs including secretarial, accounting, communication costs (telephone, etc.), and other miscellaneous costs may be eligible under certain conditions. These expenses must be itemized and supported by auditable documentation. Administrative costs in excess of 10% of total direct labor costs will be reviewed closely prior to project selection and during project negotiations. The SHPO reserves the right to limit the amount of administrative costs allowed on any grant-assisted projects.*

**Capital equipment**, we define as “per item cost is $300 or more.” If the SHPO does allow the purchase, at the conclusion of the project the equipment may become the property of the SHPO or the National Park Service.

**Equipment rental.** The total cannot exceed the cost to purchase the item.

**Office supplies, maps, copying, printing, binding, etc.** needed for project administration and production of deliverables.

**Curating costs** for archaeological artifacts for the duration of the project only.

**Travel expenses** – Costs for travel to complete project work is reimbursable. Lodging (up to $62 per day), meals (up to $34 per day), and mileage (up to **$0.325 per mile)**. If a new rate is approved by the federal or Wis. State government, the lower of the two rates must be used **after** it becomes effective.

*-Page 6 of the Application form-*

The final page of the application form must be signed by the person who will act as the project manager for the grant-funded project. The project manager will be the point of contact between the SHPO and the recipient of the grant – the CLG.

The application must also be signed by the CLG's financial agent. This is the person who can affirm that the CLG has funding available to fund the project prior to being reimbursed from the grant award.

**City of Stevens Point**
1515 Strongs Avenue
Stevens Point, WI 54481-3594

**Department of Community Development**
**Adam Kuhn**
Associate Planner
Zoning Administrator
Ph: (715) 346-1567
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**MEMORANDUM**

To: Historic Preservation / Design Review Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: May 30, 2023

**RE: HPDRC Design Guidelines**

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**Background:** For the last few months, the Historic Preservation / Design Review Commission has had conversations on evaluating the Commission's Design Guidelines (the design regulations government historic preservation in the city). Up to this point, these conversations have centered on a 30,000-foot view of preservation planning and community values within historic preservation. Specifically, the following questions were discussed:

- Why do we focus on preservation planning?
- Why do we regulate improvements that are done on historic buildings?
- Why are historic buildings congregated into a historic district?
- What elements of preservation planning do you see when you walk along Main Street (both good and bad)?
- What elements of preservation planning do you see when you walk along Clark Street (both good and bad)?
- Current assessment of design guidelines?

The next step in this evaluation process was to better understand where the city is going in the context of historic preservation. This step sought to acknowledge trend information and forecast probable scenarios that may occur if the status quo remains. Two walk audits were conducted in May to help assist the Commission in the existing state of historic properties within all of the City's historic districts.

Going forward, our next step is to do a deep dive into the Commission's Design Guidelines to determine what works, what does not work, if additional regulations need



*Open Records Rider: The City of Stevens Point is subject to Wisconsin Statutes relating to public records. Communication, such as this document, sent or received by City employees are subject to these laws. Unless otherwise exempted from the public records law, senders and receivers of City communication should presume that the communications are subject to release upon request, and to state record retention requirements.*

to be added, and if existing regulations need to be eliminated. For this May HPDRC meeting, our discussion will focus on the following:

1. Formatting of the Commission's Design Guidelines: Is the existing format conductive or should the structure of this document be altered? For example, the Design Guidelines are broken down by improvement. Should the document be further differentiated by residential and non-residential uses?
2. Exterior wall regulations (Section 3.1): A review of this section will cover the use of engineered and synthetic siding, wall guidelines and wood guidelines. For your assistance, I have provided a copy of our current regulations within the agenda packet, along with how other communities regulate these improvements within their historic districts.

If you have any questions, please do not hesitate to contact me.

# Historic Preservation Design Review Commission

# *Design Guidelines*

City of Stevens Point

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# ARTICLE 3. 0 CHANGES TO EXISTING BUILDINGS

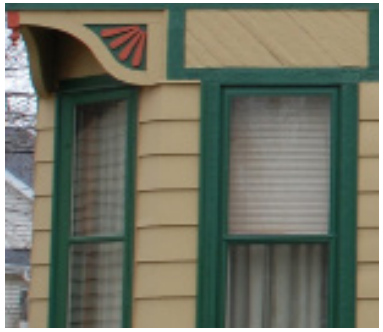
## Sec. 3.1 Exterior Walls

Wall construction within the historic districts is either frame or masonry with variations of each. Most residential structures are frame while the majority of commercial and institutional buildings are brick or stone. Wall type is one of the most distinguishing characteristics of historic buildings including materials, form, color, and architectural detailing. Both the downtown and residential historic districts have remained remarkably unchanged with little original wall material being replaced or covered with an unoriginal treatment or artificial siding.

In Stevens Point's residential historic districts, the predominant type of wall covering or sheathing is wooden clapboards. Other types of exterior wooden sheathing found in the districts include shingles, flushboard (tongue-and-groove, and shiplap), and board and batten. Each individual type of exterior wall sheathing has its own distinct characteristic and details.

*Brick and stone masonry walls*

The majority of the commercial structures in the districts have masonry walls including brick, concrete block, stone, and stucco. There are also a number of masonry homes within the districts. Several different brick bond patterns are found within the districts such as variations of Common, Flemish, and English brick bonds. Architectural detailing on masonry walls includes quoins, corbelling, stringcourses, and decorative stonework.



*Wood shingle and clapboard siding*

### 3.1.1 Engineered or Synthetic Siding

While not found frequently in Stevens Point's historic districts, a common treatment of wood siding has been to cover the wall surface with aluminum or vinyl siding. Often this is done because the vinyl requires no painting or because the original wood siding may be deteriorating. While this practice may require less maintenance, it is an inappropriate treatment for historic buildings for a number of reasons. Perhaps most importantly, the application of engineered or synthetic siding hides or obscures historic architectural detailing such as corner boards, window casings, sills, and other details. Sometimes, architectural elements are removed in order to facilitate the installation of engineered or synthetic siding. This detailing as well as the profile of the original wood siding is what distinguishes the different types of architectural styles and gives the building its character.

Engineered or synthetic siding can also be quite damaging to a historic structure. It often covers deteriorating wood and hides water or insect damage. Wooden structures should be allowed to breathe in order for moisture to escape. Vinyl or aluminum siding can cause moisture retention and continued deterioration. Finally, the application of engineered or synthetic siding to the structure itself damages historic materials and architectural features.

Application of synthetic siding materials to historic structures, whether wood or masonry, are not recommended in all of Steven Point's historic districts.

The proper maintenance of wood and masonry surfaces is important in the interest of both durability and protection of the material itself. Maintenance guidelines are included in the materials section of this document.

*A stucco-like material (EIFS) installed over brick.*

*Siding removed revealing original woodwork.*

## Wall Guidelines

1. Historic character-defining wall features should be retained and protected including clapboards, corner boards, cornices, quoins, corbelling and other architectural detailing.
2. Original walls should be properly maintained and repaired when necessary. If an original wall feature must be replaced due to excessive deterioration or damage, the new feature should match the original in size, profile, material, and texture.
3. Wooden wall materials should be properly painted and maintained.
4. Paint should not be applied to original unpainted wall surfaces.
5. It is not recommended to cover or replace original wall surfaces with vinyl, aluminum, veneer or other synthetic siding, including chemical applications that may change the texture of the original siding.
6. Whenever synthetic siding already exists, it can be replaced with wood or an approved material. Original siding is recommended to be restored if synthetic siding is removed.
7. In cases where vinyl siding is used it is recommended to have a thickness between 0.044 - 0.055 inches, coated with a UV reflective additive and wind resistant.

# Sec. 3.2 Materials

### 3.2.1 Wood

Wood is by far the most common architectural material found within the residential portions of the historic districts. Wood is used for clapboard siding, shingles, windows, doors, and most architectural details such as cornices, corner boards, and brackets. It is also a common secondary material on commercial and institutional buildings particularly in windows, doors, storefront paneling, and cornices.

Ongoing maintenance of wooden material is imperative to ensure longevity of the historic structure. Improperly maintained wooden structures may exhibit warped boards, rotting wood, missing architectural details, pest infestation and blistering, chipped, and peeling paint. Most of this deterioration is due to the damaging effects of water and therefore, the prevention of moisture infiltration to the material is of primary importance.

## Wood Guidelines

1. Preserve and protect character-defining wooden architectural features.
2. Routinely inspect wooden features for signs of water retention and damage, mildew, decay, and insect infestations.
3. Joints between wooden elements should be sealed with caulk and/or other sealant to prevent moisture from penetrating the wood.
4. Keep roofs, gutters and downspouts clean and maintained.
5. Proper preparation should be done prior to painting wood surfaces including:
    a. Remove damaged paint down to the next sound paint layer using gentle techniques such as hand scraping and sanding. Sandblasting and high-pressure water treatments can damage historic wooden materials and should be avoided.
    b. Heat guns and plates can be used if additional paint removal is necessary.
    c. Clean the surface thoroughly with soap and water to remove all dirt and grime.
    d. Prime any bare wood surfaces prior to painting.
    e. Apply a sound paint film using high quality paint.
6. Repair deteriorated wood by patching and splicing with a material of similar size, shape, and texture. Materials such as aluminum, vinyl, and veneer are not recommended on historic wooden structures.

## 41.25 STANDARDS FOR ALTERATIONS.

(1) General

(a) Alterations are defined as any change to any portion of the exterior of a building or site that replaces existing materials or changes its appearance. This section provides standards for building alterations.

(b) Materials and Features

1. Alterations shall be in keeping with the original design and character of the building.
2. The removal of historic features on elevations visible from the developed public right-of-way is prohibited.
3. The introduction of conjectural architectural features without historic precedent on the building is prohibited.

(c) Replacement

1. Existing features shall be replaced in-kind if they are too deteriorated to repair.

(d) Accessibility

1. Whenever possible, access to historic buildings should be through a primary building entrance.
2. Barrier-free access requirements shall be complied with in such a manner that the historic building's character-defining exterior features and features of the site and setting are preserved or impacted as little as possible.

(e) Lead Paint

1. Window replacement due to lead may not be eligible for state preservation tax credits. In order to replace a feature due to lead paint, the proposal must meet the following conditions:
   a. A test result that demonstrates that a feature has tested positive for lead.
   b. Documentation of the existing original feature, including profiles, dimensions, configuration, etc. This documentation should include drawings, photographs, and any other relevant documentation.
   c. Documentation of the proposed replacement feature, which includes a cut sheet or shop drawing of the proposed replacement feature, and a detailed description of the profile, dimensions, configuration, material, finish, etc.

(2) Building Site

(a) General

1. Fences and retaining walls in the front yard shall be in character with the style of fences or retaining walls historically found in the district or in keeping with the materials and character of historic resources in the district.

(3) Exterior Walls

(a) Masonry

1. Masonry not previously covered shall not be covered with stucco, exterior insulation and finish systems (EIFS), paint, or other covering.
2. Removing a chimney visible from the developed public right-of-way or altering its appearance is prohibited.
3. Replacement brick units shall be of a similar dimension, color, and permeability as the historic bricks
4. Composite patching, epoxy repair, mechanical repair, or a Dutchman repair of large masonry units shall follow established conservation methods, with the alteration to match the historic appearance as closely as possible.

(b) Wood

1. Replacement siding shall imitate the original siding within one inch of historic exposure/reveal.
2. Where more than one layer of siding exists on the structure, all layers except the first must be removed prior to re-siding.
3. All trim must project beyond the face of the siding to the same extent it did with the historic siding.
4. Wrapping of trim and ornament is prohibited.

(c) Metals

1. Replacement of part or all of a decorative metal feature should be in-kind or with a compatible substitute material, replicating the original appearance.

(4) Roofs

(a) General

1. Alterations to a roof shall include a roof style that is compatible with the existing roof.
2. The form of the roof visible from the developed public right-of-way shall not be altered except to restore it to the historic documentable appearance.
3. The removal of decorative and functional features visible from the developed public right-of-way is prohibited, except to restore the building to its historic appearance.

(b) Materials.

1. A roof feature may be replaced in kind if it is too deteriorated to repair.
2. Replacement materials shall replicate the appearance of historic roofing materials found on the structure or be compatible with roofing found on historic resources in the district.

(c) Skylights

1. Skylights visible from the developed public right-of-way shall be flat, parallel to the slope of the roof, and have the frame painted to match the roof material, and be located least twelve (12) feet back from the front edge of the roof.
2. Other forms of skylights are allowed on elevations not visible from the developed public right-of-way.

(d) Chimneys

1. Removing a chimney visible from the developed public right-of-way or altering its appearance, is prohibited.

(e) Vents

1. Low-profile continuous ridge vents are permitted when the vents extend to the front edge of the fascia and are clad with the same material as the roof.
2. Rectangular or continuous soffit vents are permitted if they are finished or painted the same color as the adjacent soffit.
3. Round soffit vents, static vents, electric vents, wind turbines, and attic fans visible from the developed public right-of-way are prohibited.

(5). Windows and Doors

(a) Openings

1. A limited number of openings in walls above the foundation not visible from the developed public right-of-way may be filled in a manner that retains the original opening pattern and size, and is similar in design, scale, architectural appearance, and other visual qualities of the surrounding wall.
2. New window openings may be added to elevations not visible from the developed public right-of-way.
3. The new openings and the windows or doors in them shall be compatible with the overall design of the building.

(b) Sill and Head Height

1. Infilling at the head or jambs is prohibited.
2. The new or reconfigured openings shall have similar appearance to the historic windows or doors of the structure.
3. The sills of historic window openings on elevations not visible from the developed public right-of-way may be raised to serve bathrooms and kitchens.

(c) Windows

1. Original decorative windows shall be repaired and retained.
2. Only when original windows are too deteriorated or hazardous to repair may they be replaced with new windows that replicate all design details.
3. Replacement multi-light windows shall use true divided lights or simulated divided lights with window grids on the exterior and interior with spacer bars between the panes of glass.
4. A historic single-glazed sash may be modified to accommodate insulated glass when it will not jeopardize the soundness of the sash or significantly alter appearance of the window.
5. Incompatible, non-historic windows may be replaced with new windows compatible with the historic character of the building.

# MASONRY

## RECOMMENDED:

a.) Masonry features that are important in defining the overall historic character of the building (such as walls, brackets, railings, cornices, window and door surrounds, steps, foundations, and columns) and decorative ornament and other details, such as tooling and bonding patterns, coatings, and color shall be identified, retained, and preserved.

b.) Masonry shall be protected and maintained by ensuring that historic drainage features and systems that divert rainwater from masonry surfaces (such as roof overhangs, gutters, and downspouts) are intact and functioning properly.

c.) Masonry shall only be cleaned when necessary to halt deterioration or remove heavy soiling. Soiled masonry surfaces shall be cleaned with the gentlest method possible, such as low-pressure water and detergent and natural bristle or other soft-bristle brushes. Biodegradable or environmentally safe cleaning or paint removal products and paint removal methods that employ a poultice to which paint adheres, when possible, to remove old lead paint neatly and safely are encouraged.

d.) Historically painted masonry features may be repainted.

e.) Masonry shall be repaired by patching, splicing, consolidating, or otherwise reinforcing the masonry using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing parts of masonry features when there are surviving prototypes, such as terra-cotta brackets or stone balusters.

f.) An entire masonry feature may be replaced in kind if it is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples can include large sections of a wall, a cornice, pier, or parapet. If using the same kind of material is not feasible, then a compatible substitute material may be considered. Compatible substitute materials shall be similar in design, color, scale, architectural appearance, and other visual qualities.

g.) Masonry mortar joints shall be repointed where there is evidence of deterioration, such as disintegrating mortar, cracks in mortar joints, loose bricks, or damaged plaster on the interior. For structures constructed within the period of significance, deteriorated lime mortar shall be carefully removed by hand raking the joints to avoid damaging the masonry. Power tools shall only be used on horizontal joints on brick masonry in conjunction with hand chiseling to remove hard mortar that is deteriorated or that is a non-historic material that is causing damage to the masonry units. Mechanical tools should be used only by skilled masons in limited circumstances and generally not on short, vertical joints in brick masonry. Repointing mortar shall duplicate the strength, composition, color, texture, width, and profile of the historic mortar joints. Lime-based, Type O mortar shall be used because it is more flexible and most appropriate on properties constructed before the 1930s. Type N mortar may only be used on structures constructed within the period of significance if masonry test results prove it is similar in strength to the historic mortar and is most appropriate on mid-century properties. Portland cement-based, Type S mortar is prohibited on older buildings but is appropriate on properties constructed after the 1950s.

h.) Stucco shall be repaired by removing the damaged material and patching it with new stucco that duplicates the old in strength, composition, color, and texture.

i.) Openings in a masonry foundation may be filled with materials that are similar in design, color, scale, architectural appearance, and other visual qualities to the surrounding masonry and shall be inset at least one inch from the face of the wall.

j.) Damaged concrete shall be cut back to remove the source of deterioration, such as corrosion on metal reinforcement bars. The new patch must be applied carefully so that it will bond satisfactorily with and match the historic concrete.

k.) Non-corrosive, stainless-steel anchoring system shall be used when replacing the damaged stone, concrete, or terra-cotta units that have failed.

l.) Non-historic surface treatments, such as water-repellent coatings, shall be applied to masonry only after repointing and only if masonry repairs have failed to arrest water penetration problems.

m.) Repair a deteriorated chimney with like material. Replacing any broken, spalled, or missing bricks of the same size and color. Replacing a chimney with bricks or stones similar to the original color and size. Chimneys should be cleaned and re-pointed following Masonry Guidelines. Chimneys that require rebuilding should be rebuilt to match the original design in materials, colors, shape, joint profile, and masonry pattern. Retain and maintain decorative features, such as structural or ornamental rods and chimney pots. Chimneys should have clay, slate, or stone caps. Concrete and metal caps may be acceptable for some styles or if they are not readily visible.

***RECOMMENDED** masonry repointing mortar duplicating the historic mortar*

***RECOMMENDED** limited in kind replacing of concrete with a compatible substitute*

***RECOMMENDED** retaining and maintaining masonry features*

***RECOMMENDED** reparing and patching stucco with new to duplicate the old*

***RECOMMENDED** retaining and maintaining decorative masonry & terra cotta features*

***RECOMMENDED** retaining and maintaining conrete features*

***RECOMMENDED** retaining and maintaining masonry foundation*

***RECOMMENDED** retaining and maintaining chimney cap and decorative features*

# BEST TREATMENTS FOR EXTERIOR BUILDING MATERIALS

# MASONRY

## NOT RECOMMENDED:

a.) Remove or substantially change masonry features that are important in defining the overall historic character of the building so that, as a result, the character is diminished.

b.) Replace or rebuild a major portion of exterior masonry walls that could be repaired, thereby destroying the historic integrity of the building.

c.) Apply paint or other coatings (such as stucco) to masonry that has been historically unpainted or uncoated to create a new appearance.

d.) Fail to identify and treat the causes of masonry deterioration, such as leaking roofs and gutters or rising dampness.

e.) Clean masonry surfaces when they are not heavily soiled to create a "like-new" appearance, thereby needlessly introducing chemicals or moisture into historic materials.

f.) Clean or remove paint from masonry surfaces using most abrasive methods (including sandblasting, other media blasting, or high-pressure water) which can damage the surface of the masonry and mortar joints.

g.) Use a cleaning or paint-removal method that involves water or liquid chemical solutions when there is any possibility of freezing temperatures.

h.) Remove paint that is firmly adhered to masonry surfaces, unless the building was unpainted historically and the paint can be removed without damaging the surface.

i.) Masonry should not be coated with silicone-based water sealants. Water sealants or water repellents should be highly vapored and permeable. Impermeable coatings trap interior moisture damaging the brick.

j.) Masonry should not be covered in stucco, artificial stone, brick veneer, shingles, or other coating materials.

k.) Use paint colors on historically painted masonry features that are not appropriate to the historic character of the building and district.

l.) Remove masonry that could be stabilized, repaired, and conserved, or using untested consolidants and unskilled personnel, potentially causing further damage to historic materials.

m.) Replace an entire masonry feature, such as a cornice or balustrade, when repair of the masonry and limited replacement of deteriorated or missing components is feasible.

n.) Remove non-deteriorated mortar from sound joints and then repoint the entire building to achieve a more uniform appearance.

o.) Allow unskilled workers to use masonry saws or mechanical tools to remove deteriorated mortar from joints before repointing.

p.) Repoint masonry units with mortar of high Portland cement content (unless it is the content of the historic mortar). Using "surface grouting" or a "scrub" coating technique, such as a "sack rub" or "mortar washing," to repoint exterior masonry units instead of traditional repointing methods. Repointing masonry units (other than concrete) with a synthetic caulking compound instead of mortar.

q.) Change the width or joint profile when repointing.

r.) Remove sound stucco or repair with new stucco that is different in composition from the historic stucco. Patching stucco or concrete without removing the source of deterioration. Replacing deteriorated stucco with synthetic stucco, exterior finish, and insulation system (EFIS), or other non-traditional materials.

s.) Patch damaged concrete without removing the source of deterioration.

t.) Abrasive methods (including sandblasting, other media blasting, or high-pressure water or acids on limestone or marble) which can damage the surface of the masonry and mortar joints are prohibited.

u.) Paint on historically unpainted masonry is prohibited. Installation of insulation, artificial siding, and cementitious materials over masonry is prohibited.

v.) Exterior insulation and finish systems (EIFS) are prohibited.

w.) Removal of non-functioning chimneys. Replacing a chimney visible from the street with metal piping. Removing or altering original chimneys Covering the chimney completely with the slurry concrete mix over the brick. Decreasing the height of the chimney. Covering chimneys with stucco or other nonoriginal materials. Removing original decorative chimney pots.

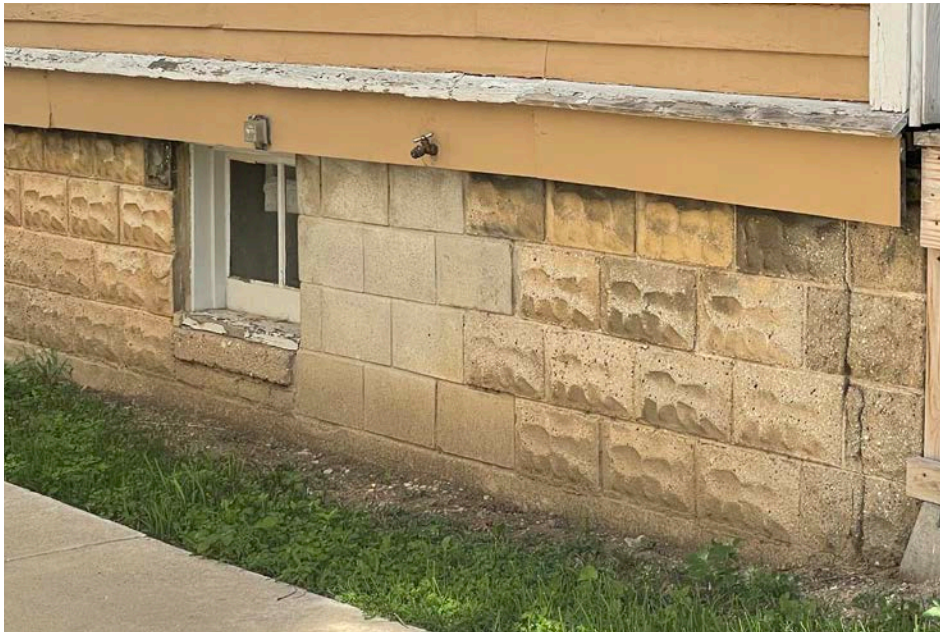
***NOT RECOMMENDED*** ***not matching new mortar color, texture, profile & width of the old***

***NOT RECOMMENDED*** ***applying stucco to concrete that has been historically uncoated***

***NOT RECOMMENDED*** ***applying paint to stone that has been historically unpainted***

***NOT RECOMMENDED*** ***applying paint to brick that has been historically unpainted***

***NOT RECOMMENDED** applying stucco to masonry that has been historically uncoated*



***NOT RECOMMENDED** masonry infill or repairs not mtaching the surrounding masonry*

***NOT RECOMMENDED** patching stucco with new that does not duplicate the old*

***NOT RECOMMENDED** New openings changing the building's historic character*

# BEST TREATMENTS FOR EXTERIOR BUILDING MATERIALS

# WOOD

## RECOMMENDED:

a.) Wood features that are important in defining the overall historic character of the building (such as siding, cornices, brackets, window and door surrounds, and steps) and their paints and finishes shall be identified, retained, and preserved.

b.) Wood features shall be protected and maintained by ensuring that historic drainage features that divert rainwater from wood surfaces (such as roof overhangs, gutters, and downspouts) are intact and functioning properly.

c.) Paint shall be retained and applied to protect wood features that are subject to weathering, moisture, and ultraviolet light, such as exposed beam ends, outriggers, or rafter tails. Damaged or deteriorated paint shall be removed to the next sound layer using the gentlest method possible (i.e., hand scraping and hand sanding) before repainting. Thermal devices (such as infrared heaters) may be used to carefully remove paint before repainting. Chemical strippers may be used to supplement other methods such as hand scraping, hand sanding, and thermal devices. Biodegradable or environmentally safe cleaning or paint removal products and paint removal methods that employ a poultice to which paint adheres, when possible, to remove old lead paint neatly and safely are encouraged. Coatings that encapsulate lead paint shall be used where the paint is not required to be removed to meet environmental regulations. Historically painted wood features shall be repainted. In the event of partial repainting, historically painted wood features shall be repainted with colors that are appropriate to the building and match features not being repainted. Avoid garish paint colors that are incompatible with their neighborhood surroundings or are inappropriate to the period of construction.

d.) The overall condition of the wood shall be evaluated to determine whether more than protection and maintenance, such as repairs to wood features, will be necessary. Wood shall be repaired by patching, splicing, consolidating, or otherwise reinforcing the wood using recognized conservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of wood features when there are surviving prototypes, such as brackets, molding, or sections of siding.

e.) An entire wood feature may be replaced in kind if it is too deteriorated to repair (if the overall form and detailing are still evident) using physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples of such wood features include a cornice, entablature, or a balustrade. If using wood is not feasible, then a compatible substitute material may be considered. Compatible substitute materials shall be similar in design, color, scale, architectural appearance, and other visual qualities. On elevations not visible from the street on structures constructed within the period of significance and all elevations on structures construction outside of the period of significance smooth composite clapboards and trim may be used. Asbestos cladding that is original to a dwelling should be kept stained or painted. If the asbestos siding is deteriorated or poses a health hazard, it may be removed and replaced with wood or another substitute siding.

f.) In the event of partial replacement, transitions from historic wood siding to replacement siding shall occur at corners or jogs in the building's mass where feasible. Transitions may occur along a flat wall plane provided each course of siding is "toothed in" or offset at least 16" from the course above or below. The color of the replacement siding shall match the siding not being replaced.

g.) Where more than one layer of siding exists on the structure, all layers except the first must be removed before re-siding.

h.) All trim must project beyond the face of the siding. If insulation is applied under the new siding, all trim must be built up, so it projects beyond the face of the siding to the same extent it did with the historic siding. Remove inappropriate synthetic siding.

***RECOMMENDED** retaining and maintaining wood siding and decorative features*

***RECOMMENDED** retaining wood siding and decorative features*

***RECOMMENDED** replacing wood shingles in kind (photo taken prior to painting)*

***RECOMMENDED** replacing with a compatible new substitute material similar to the old*

# WOOD

## NOT RECOMMENDED:

a.) Remove or substantially change wood features that are important in defining the overall historic character of the building so that, as a result, the character is diminished. Removing a major portion of the historic wood from a façade instead of repairing or replacing only the deteriorated wood, then reconstructing the façade with new material to achieve a uniform or "improved" appearance. Changing the type of finish, coating, or historic color of wood features, thereby diminishing the historic character of the exterior. Failing to renew failing paint or other coatings that are historic finishes.

b.) Strip historically painted surfaces to bare wood and apply a clear finish rather than repainting. Stripping paint or other coatings to reveal bare wood, thereby exposing historically coated surfaces to the effects of accelerated weathering. Removing wood siding (clapboards) or other covering (such as stucco) from log structures that were covered historically, changes their historic character, and exposes the logs to accelerated deterioration.

c.) Fail to identify and treat the causes of wood deterioration, such as faulty flashing, leaking gutters, cracks and holes in siding, deteriorated caulking in joints and seams, plant material growing too close to wood surfaces, or insect or fungal infestation.

d.) Use chemical preservatives (such as creosote) which, unless they were used historically, can change the appearance of wood features.

e.) Use potentially damaging paint-removal methods on wood surfaces, such as open-flame torches, orbital sanders, abrasive methods (including sandblasting, other media blasting, or high-pressure water), or caustic paint-removers. Removing paint that is firmly adhered to wood surfaces.

f.) Use a thermal device to remove paint from wood features without first checking for and removing any flammable debris behind them. Using thermal devices without limiting the amount of time the wood feature is exposed to heat.

g.) Remove wood that could be stabilized, repaired, and conserved, or using untested consolidants and unskilled personnel. Replacing an entire wood feature, such as a cornice or balustrade, when repair of the wood and limited replacement of deteriorated or missing components is feasible.

h.) Remove a wood feature that is unrepairable and not replace it or replace it with a new feature that does not match. Using a substitute material for the replacement that does not convey the same appearance of the surviving components of the wood feature.

i.) Replace a deteriorated wood feature or wood siding on a primary or other highly visible elevation with a composite substitute material.

j.) Synthetic siding – Vinyl, aluminum, or other synthetic sidings (this includes products that try to mimic historic patterns).

k.) Siding that does not match the existing orientation, pattern, or exposure.

l.) Wood siding original to a dwelling should not be concealed beneath synthetic materials such as vinyl, Masonite, particleboard, or aluminum.

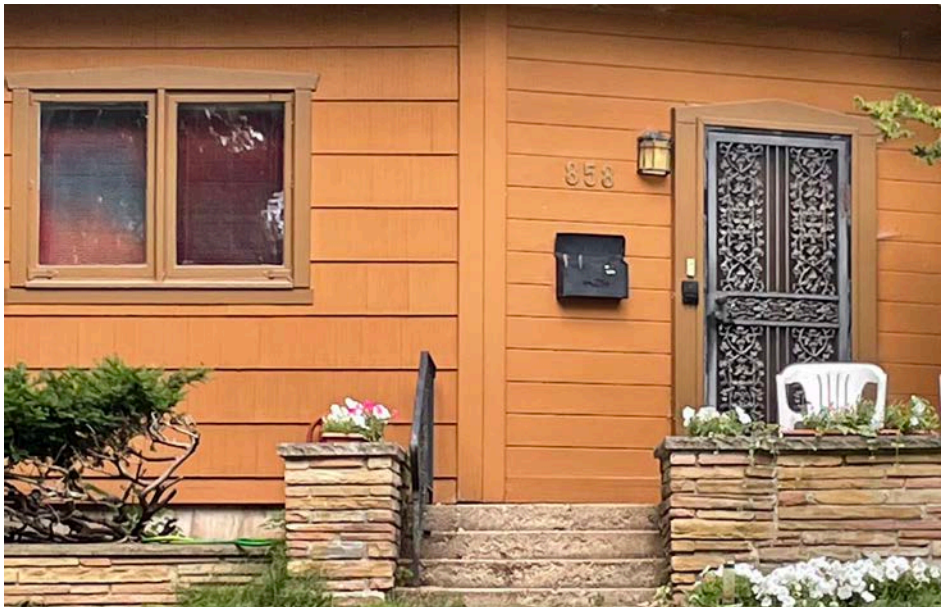
m.) Re-siding with asbestos, composite clapboards, and vertical panels with a faux wood grain texture, diagonal boards, vertical boards, rough sawn wood, rough-split shingles, shakes, metal, and vinyl siding are prohibited.

n.) Aligning vertical butt joints more than two courses high or adding trim between the historic wood siding and the replacement siding is prohibited.

***NOT RECOMMENDED** covering wood features with metal flashing*

***NOT RECOMMENDED** replacing with incompatible substitute materials*

***NOT RECOMMENDED** replacement siding with faux wood grain texture*




***NOT RECOMMENDED** replacing with incompatible substitute materials*

***NOT RECOMMENDED** unpainted wood finishes that were historically painted*

# METALS

## RECOMMENDED:

a.) Metal features that are important in defining the overall historic character of the building (such as columns, capitals, pilasters, spandrel panels, or stairways) and their paints and finishes shall be identified, retained, and preserved.

b.) Metals shall be protected and maintained from corrosion by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.

c.) Metals shall be cleaned to remove corrosion before repainting or applying appropriate protective coatings. The metal shall be identified before any cleaning procedure and then tested to ensure that the gentlest cleaning method possible is selected; alternatively, determining that cleaning is inappropriate for the particular type of metal. Non-corrosive chemical methods shall be used to clean soft metals (such as lead, tinplate, terneplate, copper, and zinc) whose finishes can be easily damaged by abrasive methods. The least abrasive cleaning method shall be used for hard metals (such as cast iron, wrought iron, and steel) to remove paint buildup and corrosion. If hand scraping and wire brushing have proven ineffective, low-pressure abrasive methods may be used if they do not abrade or damage the surface.

d.) Appropriate paint or other coatings shall be applied to historically coated metals after cleaning to protect them from corrosion. Historically painted metal features shall be repainted with colors that are appropriate to the building and district. An appropriate protective coating (such as lacquer or wax) shall be applied to a metal feature that was historically unpainted, such as a bronze door, which is subject to heavy use.

e.) The overall condition of metals shall be evaluated to determine whether more than protection and maintenance, such as repairs to metal features, will be necessary. Metal shall be repaired by reinforcing the metal using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of features when there are surviving prototypes, such as column capitals or bases, storefronts, railings, steps, or window hoods.

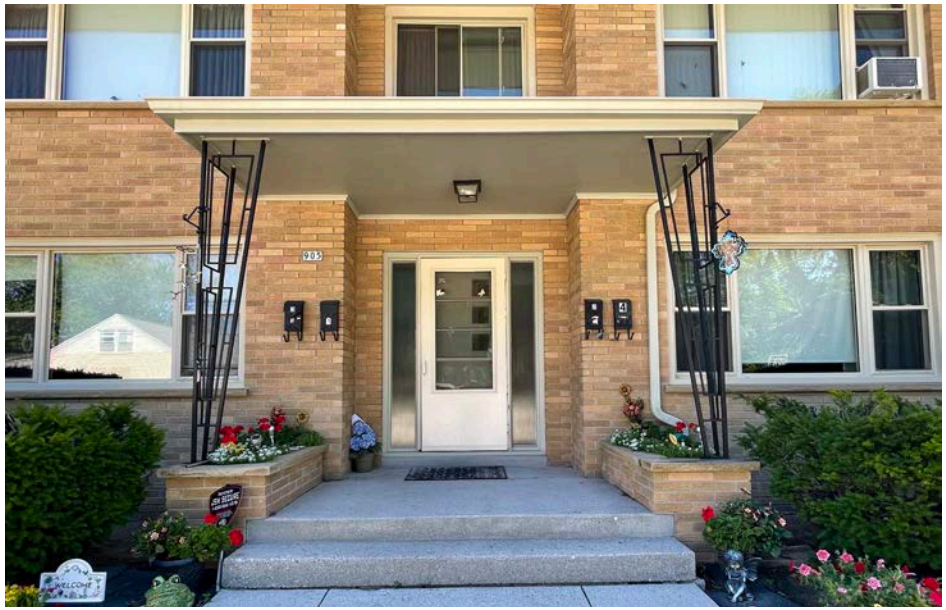
f.) An entire metal feature may be replaced in kind if it is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples of such a feature could include steel-sash windows. If using the same kind of material is not feasible, then a compatible substitute material may be considered. Compatible substitute materials shall be similar in design, color, scale, architectural appearance, and other visual qualities.

***RECOMMENDED** retaining and maintaining decorative wrought iron features*

***RECOMMENDED** retaining and maintaining copper roofing, gutters, and downspouts*

***RECOMMENDED** Replacing a metal feature in kind or with a compatible subsitute*

***RECOMMENDED** applying appropriate paint to historically coated metal features*



***RECOMMENDED** retaining and maintaining wrought iron porch posts*

# METALS

## NOT RECOMMENDED:

a.) Remove or substantially change metal features that are important in defining the overall historic character of the building so that, as a result, the character is diminished. Removing a major portion of the historic metal from a façade instead of repairing or replacing only the deteriorated metal, then reconstructing the façade with new material to achieve a uniform or “improved” appearance.

b.) Fail to identify and treat the causes of corrosion, such as moisture from leaking roofs or gutters. Placing incompatible metals together without providing an appropriate separation material. Such incompatibility can result in galvanic corrosion of the less noble metal (e.g., copper will corrode cast iron, steel, tin, and aluminum).

c.) Use cleaning methods that alter or damage the color, texture, or finish of the metal, or cleaning when it is inappropriate for the particular metal. Removing the patina from historic metals. The patina may be a protective layer on some metals (such as bronze or copper) as well as a distinctive finish. Leaving metals that must be protected from corrosion uncoated after cleaning.

d.) Clean soft metals (such as lead, tinplate, terneplate, copper, and zinc) with abrasive methods (including sandblasting, other abrasive media, or high-pressure water) which will damage the surface of the metal.

e.) Apply paint or other coatings to metals (such as copper, bronze, or stainless steel) if they were not coated historically unless a coating is necessary for maintenance.

f.) Use paint colors on historically painted metal features that are not appropriate to the building or district.

g.) Remove metals that could be stabilized, repaired, and conserved, or using improper repair techniques, or unskilled personnel, potentially causing further damage to historic materials.

h.) Replace an entire metal feature, such as a column or balustrade, when repair of the metal and limited replacement of deteriorated or missing components are feasible. Removing a metal feature that is unrepairable and not replacing it or replacing it with a new metal feature that does not match. Using a substitute material for the replacement that does not convey the same appearance of the surviving components of the metal feature or that is physically or chemically incompatible.

***NOT RECOMMENDED** covering wrought iron porch post with wood*

***NOT RECOMMENDED** applying paint to a metal feature that was not coated historically*

***NOT RECOMMENDED** replacing metal with substitute material that does not match*

# Walls and Exteriors

Most of the houses in Cedar Rapids Historic Districts were sided with wood clapboards or wood shingles. Different widths of paneling were used to enhance the aesthetics of the facades. Modern siding components may be cheaper in the short run, but will hide everyday damage and trap moisture, which unchecked, will cost more in the long run.

**APPROPRIATE:**

- Replace wood exterior siding with like materials
- Repairing the existing siding
- Removing of synthetic siding
- Retaining the width of the original paneling
- Retain service openings (e.g. ice & mail delivery openings)

**NOT APPROPRIATE:**

- Synthetic siding – Vinyl, aluminum or other synthetic sidings (this includes products that try to mimic historic patterns)
- Horizontal paneling siding that does not match the existing paneling pattern

### HOME REPAIR TIPS

Wooden architectural ornamentation such as barge boards, corner boards, door and window surrounds, brackets, cornices and fretwork can be preserved by ensuring proper water drainage, sealing exposed joints and maintaining a sound coat of paint to prevent moisture absorption.

Repair trim and ornamental features with wood that matches the original in dimension or do spot repairs of partially deteriorated elements using epoxy products.

A wide range of stock wood trim elements are available today. Plain historic wood trim – such as flat casing, corner boards, and skirt boards – may be readily duplicated by modifying available stock. Sometimes, combining more than one stock molding can successfully match a complex molding profile.

For more ornate trim, the use of custom millwork may be relatively inexpensive for small or occasional repairs. If an unusual wooden bracket or distinctive barge board is deteriorated beyond repair, it may be necessary to have a custom element made.

# Walls and Exteriors

### HOME REPAIR TIPS

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For more ornate trim, the use of custom millwork may be relatively inexpensive for small or occasional repairs. If an unusual wooden bracket or distinctive barge board is deteriorated beyond repair, it may be necessary to have a custom element made.

Example of a home with a variety of exterior cladding materials

This home has two different widths of horizontal siding along with scalloped siding on the 3rd floor to add interest to its façade.

# Masonry and Stucco

*Many historic dwellings have exterior walls of masonry. Masonry includes brick, stone, and terra cotta. If well maintained, these can last indefinitely.*

**APPROPRIATE:**

- Masonry original to the dwelling should be preserved and maintained when possible.
- Previously sandblasted brick or brick in poor condition may be painted to provide a sealing coat. These paints must be vapor permeable.
- Masonry repairs should be performed carefully to match the original stone or brickwork and mortar. If new stone or brick is required, match brick color, texture, and size. Match stone for type size and finish.
- Re-pointing (tuckpointing) mortar should match the original in width, color, tooling profile, composition, and texture.
- Stucco surfaces should be maintained by cleaning and repainting with appropriate masonry paint when necessary.
- When attaching elements to masonry, anchoring devices should be drilled into mortar joints and not into the brick or stone.
- Masonry should be cleaned only if there are major stains or paint buildup.

**NOT APPROPRIATE:**

- Masonry should not be sandblasted or abrasively cleaned.
- Masonry that has not been previously painted should not be painted.
- Masonry should not be coated with silicone-based water sealants. Water sealants or water repellents should be highly vapor permeable. Impermeable coatings trap interior moisture damaging the brick.
- Masonry should not be covered in stucco, artificial stone, brick veneer, shingles, or other coating materials.
-

**HOME REPAIR TIPS**

Keep out water and use an appropriate mortar mix when repair is needed. The use of hard mortars high in Portland cement can cause brick to crack/break. Portland cement was used after 1920 and generally this type of hard mortar is compatible only with brick from after 1920.

Abrasive cleaning methods such as sandblasting or water blasting erodes the outer skin of the brick and destroys the surface crust allowing moisture to enter the wall. Low pressure cleaning is best for cleaning masonry.

Brick should not be cleaned with high-pressure water that exceeds 300 pounds per square inch.

Remove mortar using methods that will not cause damage to the stone or brick. Re-pointing should never be done with hard mortars unless these mortar compounds are original to the dwelling. If the original composition cannot be determined, use a historic compound such as one part lime, one part Portland cement, and six parts sand. Use natural sand.

When repairing original stucco, a stucco mixture duplicating the appearance should be used. Patches of incompatible composition will adhere poorly and will fail.

Masonry should be cleaned by the gentlest effective method. Use detergent cleaners and natural brushes for staining, do not use metal brushes. The use of chemical cleaners is appropriate using low-pressure water to avoid forcing water and chemicals into the wall. This usually requires professionals. Information on the use of chemical paint removal and cleaning products is available from the Secretary of Interior's Preservation Briefs.

# Masonry and Stucco

## Brick and Stone and Mortar Joint profiles

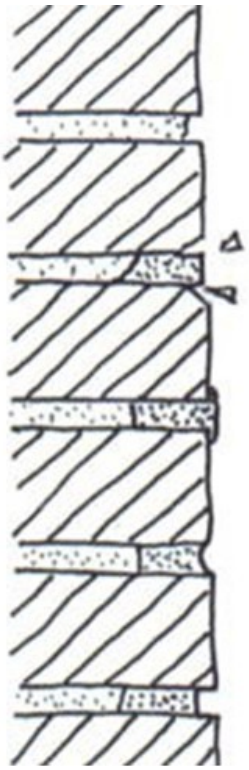
Deteriorated mortar

Mortar too hard damages brick

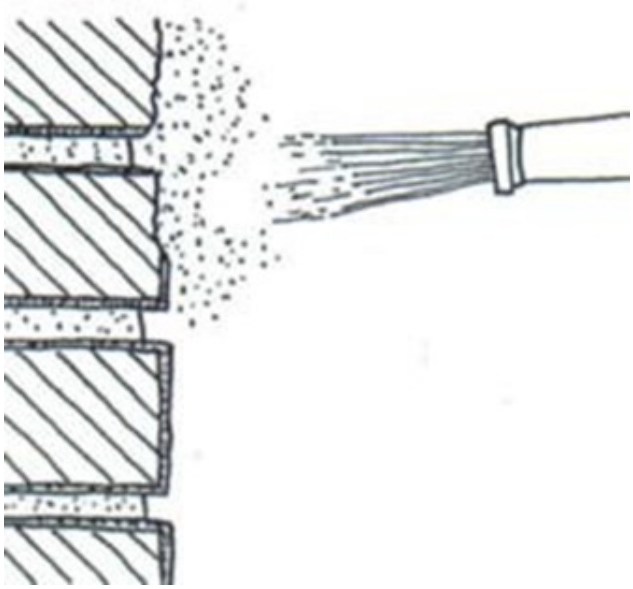
Mortar on brick face is not appropriate

Typical concave mortar joint

Typical raked mortar joint—Highly discouraged



Sand blasting is not appropriate because it damages the hard protective surface layer of brick



# Wood Siding

Most non-masonry, pre-1945 dwellings are generally of frame construction clad with wood siding in any of a variety of profiles. These include horizontal weatherboard or clapboard siding, drop siding, and wood shingles. They were sometimes used in combination.

Original siding materials are essential components in defining a building's architectural character.

**APPROPRIATE:**

- Wood siding original to a building should be repaired rather than replaced. If replacement is necessary, wood siding and shingles should be replaced to match the original in size, placement, and design.
- Wood siding that has been concealed beneath synthetic siding should be repaired. Following the removal of synthetic siding, original siding should be repaired to match the original, caulked and painted.
- Asbestos cladding that is original to a dwelling should be kept stained or painted. If asbestos siding is deteriorated or poses a health hazard, it may be removed and replaced with wood or other substitute siding.

**NOT APPROPRIATE:**

- Wood siding original to a dwelling should not be concealed beneath synthetic materials such as vinyl, masonite, particle board, or aluminum.
- Repairs should not irreversibly damage or obscure the architectural features and trim of the building, the original decorative detailing or trim including window and door surrounds.
- Walls under wood siding should not be altered with plugholes for the installation of insulation in the walls.
- The concealment of original wood siding under synthetic sidings

**HOME REPAIR TIPS**

When ghosting or outlines of decorative missing features are revealed, these should be replicated and reinstalled. If these features are not replaced the ghosting should be recorded through photographs or drawings with measurements for possible future replication.

Removal of asbestos siding should follow hazardous material guidelines.

If insulation without a vapor barrier is installed, the interior should be painted with an impermeable paint to prevent moisture condensation in the wall.

The use of synthetic sidings also poses potential problems for historic buildings. These materials have a limited life span and may not be cost effective compared to continued maintenance and painting of wood siding. Aluminum and vinyl siding which is 15 to 20 years old becomes faded, chipped, or cracked and may require painting.

Using blown-in insulation on exterior walls of frame buildings can create moisture issues and cause damage to interior plaster. For more information, see http://bobyapp.com/blog/2009/06/myths-about-insulating-old-house-walls.

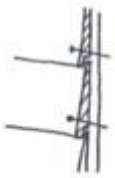
# Wood Siding

*Lapped board siding*

*Beveled clapboard siding*

*Drop siding*

*Shiplap siding*



*Rabbeted siding*

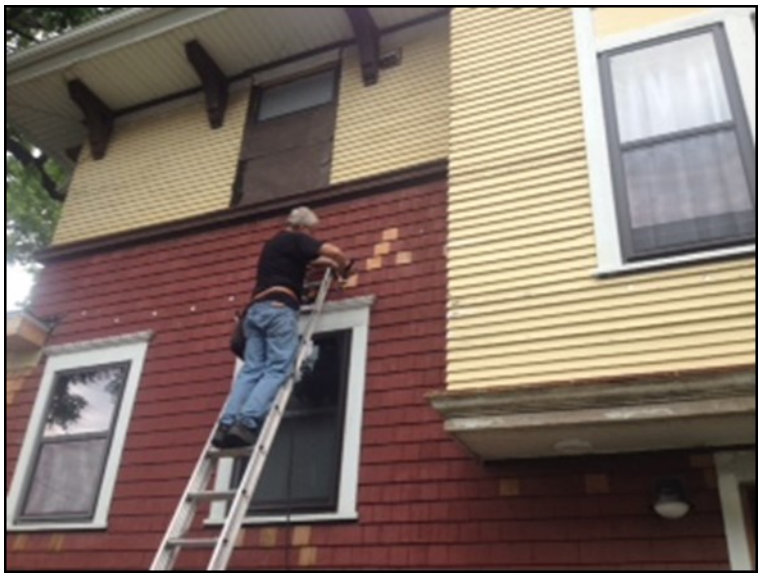
*Tongue-and-groove siding*

## Horizontal board siding examples

*Board-on-board siding*

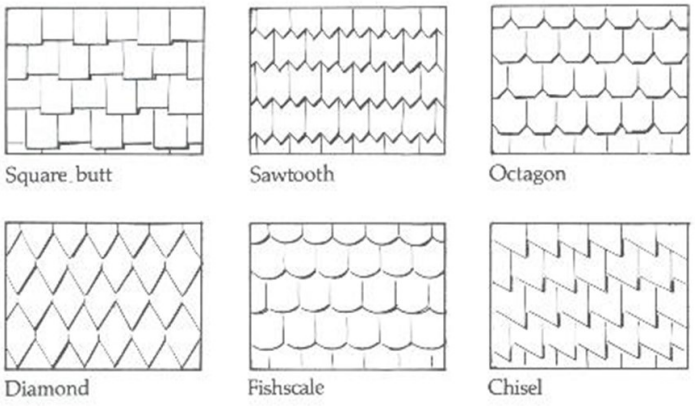
*Board-and-batten siding*

## Vertical board siding examples



This home has clapboard siding along with wood shingle siding, which adds interest to its façade.

## Wood Shingle Examples



# Painting and Surface Preparation

**HOME REPAIR TIPS**

The selection of paint colors does not require approval by the Commission. Paint charts with historic colors are available at most paint stores.

Paint should be of high quality and applied to properly prepared surfaces to provide a long lasting finish.

In most instances, paint should not be applied to unpainted masonry.

All exterior wood surfaces, new and old, should be painted or stained except for wood shingles that may or may not need to be painted. (See Shingle Style.)

Many exterior wood elements require a coating to protect them from deterioration. It is important to keep maintaining painted surfaces so those key features can be preserved.

The use of blowtorches to remove paint may lead to a fire hazard. Also, the use of abrasive sand will damage the wood siding and raise the grain. In addition, during this process, water forced into the wood can take a long time to dry. Paint will not adhere to wet or damp wood, and the wood may develop mildew or rot.

Removal of existing paint should be done by manual scraping or with appropriate chemical removers.

Removing paint through heat plates or heat guns is not recommended, as it can cause unnecessary damage to the wood through charring or fire.

Abrasive sand blasting to remove paint should not be used. Water blasting above 600 pounds per square inch to remove loose paint is not recommended as it can cause damage.

Surface preparation should include identification and appropriate handling of lead based paints to avoid hazards.

The existing surface, including any soundly adhered paint ,should be compatible with the new paint. Paints should be applied according to manufacturers' instructions.

Consider painting the dwelling in keeping with its style and period of construction. Select architectural details of the dwelling to highlight. Painting with high quality exterior paints will last from eight to fifteen years. Sunlight exposure, regular gutter and downspout maintenance and wood surface condition and preparation affect paint life.