

Collinsville Historical Design Standards



City of Collinsville, Illinois
Collinsville Historic Preservation Commission

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Copies of the Historic Design Standards are available at the Department of Community Development by calling 618-346-5200, Ext. 3 or visit our web page at www.collinsvilleil.org.

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Collinsville: A Brief History

John A. Cook from Shepherdstown, Virginia, was the first European, non-indigenous settler to the area that would become known as Collinsville. In 1810, he constructed a log cabin at what is presently the intersection of Orient and Church Streets. The Collins family, comprised of three brothers, arrived to the region in 1817 from Litchfield, Connecticut. The brothers acquired the cabin constructed by John Cook and Cook moved to a farm a few miles east. The arrival of the Collins brothers may be considered the beginning of the Collinsville community.

The brothers named their settlement Unionville, however in 1825 when the first post office was established the name was officially changed to Collinsville. The family developed a distillery, grist mill, blacksmith, wagon and copper shops, and several private residences. In 1850, Collinsville was incorporated as a village and in 1872, it was officially recognized as a city with a mayor, board of alderman, and other officials recognized as part of a metropolitan municipality. The community's first mayor to serve under this new status was John Becker, elected on November 11, 1872.

The city historically is known as a manufacturing and production-oriented community. Collinsville was home to extensive mining enterprises, chief among them, the Lumaghi Coal Company. The first shaft was sunk in 1869. Known for its rapid development and deployment of new mining technologies, the Lumaghi Coal Company would become one of the largest industries in Collinsville and Madison County. They were renowned for their high grade, particularly steam producing, coal. By 1912, they employed 1,500 employees.



Historic Preservation Purpose and Scope

The purpose of Collinsville's historic preservation ordinance is to promote the protection, enhancement, perpetuation and use of improvements of special character or historical interest or value in the interest of the health, prosperity, safety, and welfare of the people of the City of Collinsville by:

1. Providing a mechanism to identify and preserve the distinctive and architectural characteristics of Collinsville which represent elements of the City's cultural, social, economic, political, and architectural history;
2. Fostering civic pride in the beauty and noble accomplishments of the past as represented in Collinsville's landmarks and historic preservation overlay districts;
3. Conserving and improving the value of property designated as landmarks or within historic preservation overlay districts;
4. Protecting and enhancing the attractiveness of the City to investors, home buyers, tourists, visitors, and shoppers, and thereby supporting and promoting business, commerce, industry, and providing economic benefit to the City;
5. Fostering and encouraging preservation, regular maintenance, restoration, rehabilitation, reconstruction, new construction of buildings, structures, areas, and neighborhoods, and thereby preventing future urban blight.



Miner's Theatre, 204 West Main



Oatman House, 501 East Main

Chapter 1

Introduction to Design Review

1.1 Purpose of Design Review

Historic preservation has played an integral part of community planning for over half a century. It started as a grassroots response to the widespread demolition of our country's notable historic sites and irreplaceable architectural icons. Members of the public and community activists rallied Congress to create the Historic Preservation Act of 1966, creating a regulatory framework to protect and enhance America's cultural heritage. Today, a whole new generation of planners, developers, and everyday citizens has come to recognize the value of walkable neighborhoods, pedestrian scale buildings, and an authentic sense of place that cannot be replicated.

Collinsville's built environment showcases its heritage as a frontier community turned blue-collar industrial center. The community's historic district and landmark properties chronicle this evolution. From Greek Revival homes and ornately fenestrated commercial buildings to simple structures built for hard working mining families, Collinsville has demonstrated a commitment to investing in its historic buildings and places.

Understanding the importance of a strong downtown and livable neighborhoods, the City of Collinsville created a local ordinance that authorized the creation of a Historic Preservation Commission to oversee preservation planning and design review within the community. To assist the Historic Preservation Commission with their mission, these standards were developed through an interactive process with community members and City staff.

The purpose of the Collinsville Historical Preservation Design Standards (the Design Standards) is to clarify requirements for property owners, contractors, design professionals and local government staff on how to best assess changes to historic properties. The



The entrance door to the Judge Daniel Dove Collins House at 703 West Main Street.

Design Standards showcase best practices and encourage sympathetic changes that conserve and enhance the historic building materials and unique character of Collinsville's landmarks and historic district properties.

These Design Standards are not intended to "freeze" a building or place in a specific time. Instead, they recognize that cities are living, vibrant and ever changing; they are to be used to manage the type and degree of change. In this manner, they can assist in preventing the unintentional loss of Collinsville's built environment.

1.2 The Collinsville Historic Preservation Commission

The Collinsville Historic Preservation Commission (the Commission) is a volunteer based advisory body of city government. The eleven-member board consists of nine Mayoral appointed citizens as well as one member of the Plan Commission and one member of the Parks and Recreation Advisory Commission. The resident members have expertise in architecture, building construction, history, finance, preservation practices, neighborhood planning and real estate. The Commission is responsible for officially designating local landmarks and historic districts and conducting design review on those properties, i.e. applications for building renovations, additions, new construction, and demolition. A Certificate of Appropriateness is required for the design review process.

The Commission has the authority to approve a Certificate of Appropriateness as presented, approve an application with conditions, or deny applications in accordance with the adopted standards and procedures. The Commission rules by a vote of the majority of a quorum with binding resolution over historic designated properties and sites. A Certificate of Appropriateness is valid for a period of two years and is non-transferable. The Commission meets once a month on the first Wednesday. Commission members collectively represent a wide-range of experiences that benefit the enhancement of Collinsville's cultural heritage.

1.3 What are Historic Districts and Landmark Properties?

In 1931, Charleston, South Carolina became the nation's first community with a recognized historic district. Their ordinance established an "Old and Historic District" that prohibited changes to the exterior architectural appearance of buildings along the public way. The movement for creating preservation ordinances spread and by 1965 there were 51 communities nationwide with



A Local Landmark, the 1845 Daniel Dove Collins House was built by Judge Collins. It is an excellent example of a Greek Revival-style home.

similar ordinances. Today, there are more than 2,300 communities with historic preservation ordinances. Collinsville is one such community and allows the city to create a Commission and designated local districts and landmarks.

A Historic Preservation Overlay District also referred to as a historic district, can be a Nationally or Locally designated area with geographically definable boundaries where a minimum of six contiguous properties have been designated as having historic or architectural significance.

A Landmark property is typically individual buildings, structures, or sites that are worthy of rehabilitation, restoration and preservation because of their historic or architectural significance to the City of Collinsville. These structures are protected through a public design review process.

To date, Collinsville has one historic district, the East Central Historic District, and forty sites designated as Landmark Properties. The Illinois Historic Preservation Office has designated the City of Collinsville as a Certified Local Government.

1.4 The East Central Historic District

The East Central Historic District was designated in 2003. The district is a 28.1-acre, wishbone shaped area, that incorporates properties located on either side of Clinton (from Clay to Johnson Streets), on either side of Morrison and Vandalia (from Johnson to Wycliffe Streets), on either side of Aurora (from Johnson to Norwood Streets), and several buildings on East Clay and Main Streets, and on West Clay Street. Following district establishment, there were 121 principal buildings in the East Central Historic District of which 98 are considered contributing structures built between 1850 and 1953.

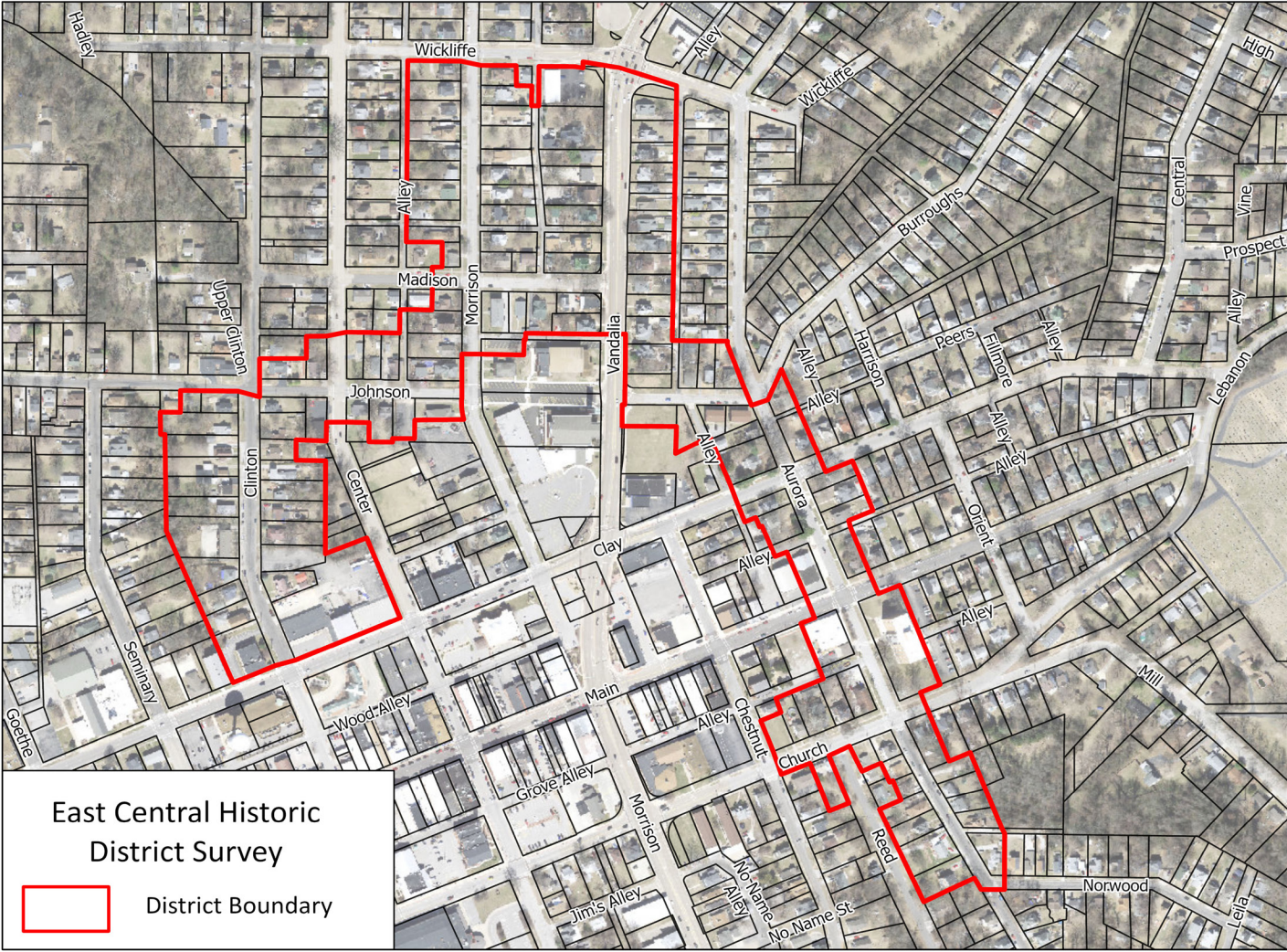
This area is significant because of its close association with the community's coal mining history, primarily when Collinsville was a premier industry leader. Furthermore, many of the existing buildings are associated with a number of residents who were involved in the coal industry, were early leaders of the community, or helped develop Collinsville between 1850 and 1953.

The East Central Historic District features an eclectic mix of architectural styles, composed predominantly of single-family homes reflecting its coal mining and working-class history. The area has over 30 percent of the buildings considered as "folk." or "vernacular" building types. Other prominent styles are Queen Anne and Bungalow. The residential buildings are primarily one and two stories in height, composed of both frame and masonry construction

The district holds the home of two former Mayors. One being that of Collinsville's first Mayor, John Becker at 237 North Clinton Street and the other the City's fourth Mayor, Dr. Charles Oatman at 501 East Main Street. In particular, the property at 501 East Main is an excellent example of the Carpenter Gothic Revival style. Constructed in 1863, it features fabulous gingerbread trim and pointed arch windows.

Other notable homes in the district include 401 East Church Street constructed in 1906 by William Kennedy. It is an example of a two-story single family residence built of hydraulic press brick. The Keller Home at 429 Vandalia is a stately colonial revival style residence with wrap around front porch. Beginning in the late 1800s, the building was used by the Cottage Sanitarium Association until 1919 when it was converted to a private residence. And the Federal style home featuring Italianate influences at 410 North Morrison Avenue

In addition, to the East Central Historic District, Collinsville has 40 recognized local Landmark Properties as of 2023. They are a mix of residential structures, commercial properties, institutional buildings, and one very unique water tower. The Catsup Bottle Water Tower at 800 South Morrison is an outstanding icon for the community and was listed in the National Register of Historic Places in 2002. The tower was built in 1949 and could hold up to 100,000 gallons of water.



1.5: City of Collinsville Landmark Properties

	Property	Address	Approved
1.	City Hall*	125 South Center	12/27/1999
2.	D.D. Collins House*	703 West Main	12/27/1999
3.	Oatman House	501 East Main	12/27/1999
4.	Miller-Sims House	235 South Aurora	12/27/1999
5.	Catsup Bottle Water Tower*	800 South Morrison	12/27/1999
6.	Masonic Temple*	218 West Clay	12/27/1999
7.	Cahokia Mounds*	30 Ramey Drive	8/27/2001
8.	Kohler-Robinson House	410 North Morrison	7/22/2002
9.	Schroepfel/Brown House	317 West Main	7/22/2002
10.	Kennedy House	401 East Church	7/22/2002
11.	Becker House	237 North Clinton	7/22/2002
12.	Beidler Hotel	315 East Church	7/22/2002
13.	Falline House	120 North Aurora	9/27/2004
14.	Hellige House	303 North Morrison	9/27/2004
15.	Ostle Building	228 West Main	9/27/2004
16.	Eck Auto Service	400 Caseyville Road	9/27/2004
17.	Belvederes	Courtland Place	9/27/2004
18.	Schroepfel/Tejeda Building	300 - 304 West Main	9/27/2004
19.	Buchana House	503 East Clay	9/27/2004
20.	Barnish House	213 Pine Lake Road	9/27/2004
21.	Pepper House	215 Pine Lake Road	9/27/2004
22.	McKinley School	502 Wadsworth	9/27/2004
23.	McClaskey House	429 Vandalia	6/26/2004
24.	Warren House	710 St. Louis Road	6/26/2004
25.	Springer House	222 Pine Lake Road	6/26/2004
26.	Bridges House	210 Pine Lake Road	6/26/2004
27.	State Bank*	102 West Main	7/28/2008
28.	West/Salerno House	325 O'Farrell	7/28/2008
29.	Harrison Hospital/Quinlan	215 West Church	7/28/2008
30.	Harrison Hospital/Quinlan Memorial	206 South Seminary	7/28/2008
31.	Kassly Funeral Home	515 Vandalia	7/28/2008
32.	Old Fire Station*	123 South Center	5/24/2010
33.	Teichgraeber/Viviano/Mull House	825 Vandalia	5/24/2010
34.	Old Lincoln School/Mt. Zion Church	307 Goethe	5/24/2010
35.	Greeks Candy Kitchen/Johnny's Side Bar	107 East Main	5/24/2010
36.	Glenwood Cemetery	108 West Church	4/25/2011
37.	Rehg Property	1008 Vandalia	7/23/2012
38.	Miner's Theatre*	204 West Main	6/24/2013
39.	Collinsville Memorial Library	408 West Main	8/8/2016
40.	Blum House	414 West Main	8/8/2016

Note: Properties with an asterisk (*) are listed on the National Register of Historic Places (U.S. National Park Service)



A Local Landmark, the 1879 Beidler Hotel at 315 East Church Street served many train travelers and was known for an all-you-can-eat fried chicken dinner.



The two-story brick Becker House at 237 North Clinton was the home of Collinsville's first Mayor, John Becker.



Part of the Historic District, the Carpenter Gothic Revival home at 501 East Main belonged to Collinsville's fourth Mayor, Dr. Charles Oatman.



A Local Landmark, the Old Fire Station at 123 South Center Street continues to serve the community as Collinsville's City Hall.

Chapter 2

Preparing for Design Review

2.1 What Does and Does Not Require Design Review

Any alteration, construction, removal, or demolition affecting the exterior architectural appearance of a landmark property or property in a designated local historic district is regulated through a public design review process. This process is administered by the Collinsville Department of Community Development (the CDCD) and reviewed by the Collinsville Historic Preservation Commission (the Commission).

The type of design review will depend on the scope of proposed work and how visible that work will be from a public street or public way.

Proposed major and minor changes require a Certificate of Appropriateness (Certificate) and are evaluated based on their visibility from a public street or public way. Design review is required for both contributing and non-contributing structures in a district, whether they are historic or non-historic in nature. Design review and approval is also required for new construction.

The City's official map for the East Central Historic District and landmark properties is maintained by the CDCD and is available for review at City Hall.

An approved Certificate of Appropriateness must be issued prior to work commencing. A Certificate is required even when a building permit is not. Property owners are responsible for obtaining all necessary permits. Building or demolition permits cannot be issued without an approved Commission Certificate.

As detailed in the Table in Section 2.4,

A Certificate is **REQUIRED** for:



- Alteration
- Construction
- Removal
- or Demolition

A Certificate is **NOT REQUIRED** for:



- Interior remodeling
- Paint color selection
- Landscaping and plant material selection
- Window air conditioning units
- General repairs and routine maintenance such as patching siding, painting, wood rot repair, and small foundation work

Please contact the Department of Community Development at 618-346-5200, Ext. 3 if you feel uncertain as to whether you are required to have a Certificate or for additional information regarding the application process.

2.2 How to Apply for Design Review

Design review and an approved Certificate of Appropriateness are required in order to receive a building permit, demolition permit, or to move forward with any exterior modifications to a historic property. All completed Certificate applications should be submitted to the Collinsville Department of Community Development. An application will not be scheduled for a public hearing until the Community Development Director determines that all material necessary to sufficiently describe the proposed project has been submitted. The Commission may not consider a Certificate application if they determine insufficient information has been provided.


Applicants are encouraged to consult with a member of the Community Development team early in their project planning phase. Staff members can assist in determining if an applicant has a proposed “Major” or “Minor” project and determine if historic review is required by the Commission. Next, submit a Certificate of Appropriateness application. The Community Development Department may administratively approve “Minor Works.” All projects considered “Major Works” will be referred to the Commission for full review.

Applicants are encouraged to attend the Commission meeting when their application is being reviewed. If an applicant cannot attend, it is recommended that a representative for the project be in attendance. Applicants and any one desiring to speak on the application will have an opportunity to submit a public statement and ask questions of Commission members. The Commission shall make a determination to approve, approve with conditions, or deny an application. Following the Commission meeting, a notice of determination will be sent to the applicant.

Certificates are valid for two (2) years from the date of issuance and are only applicable to the approved undertakings specified within the application. A Certificate is non-transferable from one applicant to another subsequent property owner without the written approval of the City of Collinsville.

2.3 Commission and Administrative Review

Collinsville Community Development Department staff may administratively approve projects considered “Minor Works” if they meet the standards set forth in these standards and do not materially affect the properties’ historic characteristics or integrity. If a project will impact a property’s historic character, it will be considered a “Major Works” and must be reviewed by the Commission. This design review chart is intended to provide general guidance on what is considered Minor or Major Works. Staff reserves the right to refer any project to the Commission for full review.



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FEE:
\$0

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

Sec. 17.200.130 – Certificate of Appropriateness. A. Applicability. Property(ies), buildings, structures, places, areas, or other objects being designated as a landmark or included within a designated historic district shall be subject to the issuance of a certificate of appropriateness, whether or not a building permit is required. No person shall make or cause to make any undertaking, except for exempt undertakings, without the City having first issued a certificate of appropriateness approving such work. Furthermore, the City shall not issue any building or demolition permit allowing work which could not otherwise take place until a certificate of appropriateness has been issued.

II. PROPERTY INFORMATION

Proposed/Existing Landmark or Historic District Name: _____
 Street Address: _____
 PIN Number(s): _____

III. APPLICANT INFORMATION

Owner(s) of record of the hereinafter described property according to St. Clair/Madison County Tax Assessor's Office.
 Name: _____ Telephone/Email: _____
 Address: _____
 City: _____ State: _____ Zip: _____
(Attach additional sheets as necessary)

Applicant/Agent: _____ Telephone/Email: _____
 Interest in Project: Contract Purchaser Lessee Other (Specify): _____
 Address: _____
 City: _____ State: _____ Zip: _____

I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and acknowledge. AN APPLICATION WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF LEGAL OWNER OR AUTHORIZED APPLICANT/AGENT.

Signature: _____ Date: _____
 Printed Name: _____ Title: _____

INTERNAL USE ONLY

Check (V) one:

<input type="checkbox"/> EXEMPT UNDERTAKINGS	<input type="checkbox"/> MINOR WORKS	<input type="checkbox"/> MAJOR WORKS Approval by Historic Preservation Commission Required
Approved By: _____	Date Approved: _____	
COA Number: _____		

2.4 Level of Review for Landmarks and Historic Districts

Description of Undertaking	Exempt Undertakings	COA Required	
		Minor Works (Administrative Review)	Major Works (HPC Review)
Building ordinary maintenance made in-kind and using like materials			
Architectural features, repair of existing	X		
Masonry repointing with compatible mortar		X	
Painting previously painted surfaces, regardless of pain colors	X		
Roof cladding, with like materials		X	
All other exterior building maintenance and repairs		X	
Site ordinary maintenance made in-kind and using like materials			
Access drives	X		
Accessory structures (Not visible from the street)	X		
Accessory structures (Visible from the street)		X	
Steps (not attached to buildings)	X		
Structural landscape features		X	
Walkways	X		
All other maintenance and repair of site improvements		X	
Building changes and new construction, including:			
Access ramps/lifts - erection, alteration, removal		X	
Architectural features and details			X
Awnings		X	
Building additions			X
Construction of new buildings (other than accessory)			X
Decorative glass (colored, leaded, or beveled)			X
Doors (except storm doors)		X	
Façade materials, including masonry, siding, stucco, etc. (Like-for-like replacement)		X	
Façade materials, including masonry, siding, stucco, etc. (NON Like-for-like replacement)			X
Gutters and downspouts (integral and attached)		X	
Historical signs and interpretive displays (permanent)			X
Mailboxes	X		
Painting, change in scheme or colors	X		
Painting of unpainted material, such as masonry, copper, and wood		X	

Description of Undertaking	Exempt Undertakings	COA Required	
		Minor Works (Administrative Review)	Major Works (HPC Review)
Porches, decks, patios, balconies, or similar structures (Not visible from the street) OR (Not covered or enclosed)		X	
Porches, decks, patios, balconies, or similar structures (Visible from the street) OR (Covered or enclosed)			X
Roofs, including roof lines and materials (Like-for-like replacement)		X	
Roofs, including roof lines and materials (NONLike-for-like replacement)			X
Satellite dishes, radio/television antennae, and similar utility structures		X	
Signs, NO additional hardware attached to building façade (Permanent)	X		
Signs, additional hardware attached to building façade (Permanent)			X
Signs, NO additional hardware attached to building façade (Temporary)	X		
Signs, additional hardware attached to building façade (Temporary)		X	
Shutters		X	
Solar panels (Building-mounted)			X
Storm doors and storm windows	X		
Windows (Except storm windows and storm screens)			X
Window screens and storm windows	X		
All other new construction and changes to buildings			X
Site changes and new construction, including:			
Access drives		X	
Accessory structures (Not visible from the street)		X	
Accessory structures (Visible from the street)			X
Detached garage or covered carport			X
Fence, wall, or screen		X	
Living landscaping and gardens planting beds and gardens	X		
Mechanical and electrical service equipment, including HVAC (Visible from the street)		X	
Mechanical and electrical service equipment, including HVAC (Not visible from the street)	X		
Parking lots		X	

Description of Undertaking	Exempt Undertakings	COA Required	
		Minor Works (Administrative Review)	Major Works (HPC Review)
Patios (Not covered or enclosed)		X	
Signs, freestanding structures		X	
Solar panels, ground mounted (Not visible from the street)		X	
Swimming pools and spas/hot tubs		X	
Walkways		X	
All other site changes and new construction			X
Demolition or removal of buildings and other structures:			
Accessory structures (Non-historic)		X	
Accessory structures (Historic)			X
Detached garage or covered carport (Non-historic)		X	
Detached garage or covered carport (Historic)			X
Fence, wall, or screen (Historic)			X
Fence, wall, or screen (Non-historic)	X		
All other demolition or removal of buildings and other structures			X
Other undertakings			
Any work requiring the issuance of a Major Grading Permit			X
Alteration, demolition, removal affecting a significant architectural feature as otherwise specified in the ordinance designating such landmark or historic district			X
Prior to any request for a Variance from the Building Code or Zoning Ordinance of the City of Collinsville which would otherwise permit a Major Change			X

2.5 Appeals and Penalties

Appeals from a decision by the Commission or the City shall be made in the same manner as otherwise provided for in Section 17.130 - Zoning Hearing Officer.

Undertaking work prior to Commission approval or before obtaining the proper city permits may result in a stop work order being issued. Unapproved work is subject to fines and penalties and property owners may be required to restore the building to its prior appearance. The City shall have the authority to secure civil remedies for violations of the regulations of the Collinsville Preservation Ordinance.

In order to avoid a possible violation, please consult a Collinsville Community Development Department staff member prior to starting any exterior work.

2.6 Compliance with Other Building Codes

The Commission does not require any property owner to restore or rehabilitate any structure. However, all properties located in a historic district or historically designated a local landmark must comply with the general building and life safety codes adopted by the City of Collinsville. The preservation ordinance and its associated design review is in addition to the community's standard Zoning Ordinances, Sign Ordinances and any other relevant adopted ordinances.

Chapter 3

Standards for Existing Buildings

3.1 Preservation Principles

The Collinsville Historical Preservation Design Standards are based on “The Secretary of the Interior’s Standards for the Treatment of Historic Properties” developed by the National Park Service. There are four treatment methods addressed by the Secretary’s Standards. Each provides a consistent philosophical approach to managing change on a historically designated property. The definitions from the National Park Service for each treatment method are as follows:

Preservation

Preservation is defined as *the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project. However, new exterior additions are not within the scope of this treatment.* The Standards for Preservation require retention of the greatest amount of historic fabric along with the building’s historic form.

Rehabilitation

Rehabilitation is defined as *the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.* The Rehabilitation Standards acknowledge the need to alter or add to a historic building to meet continuing or new uses while retaining the building’s historic character.

Restoration

Restoration is defined as *the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.* The Restoration Standards allow for the depiction of a building at a particular time in its history by preserving materials, features, finishes, and spaces from its period of significance and removing those from other periods.

Reconstruction

Reconstruction is defined as *the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.* The Reconstruction Standards establish a limited framework for recreating a vanished or non-surviving building with new materials, primarily for interpretive purposes.

3.2 Secretary of the Interior's Standards for Rehabilitation

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

Roofs

Reminder, in addition to a Certificate of Appropriateness, a roof permit is also required.

Roofs are one of the key character defining features of historic structures. And while roofing material needs to be periodically replaced, the roof's original pitch and shape should remain the same.

1. Whenever possible, repair and restore original roofing materials.
2. Retain the existing roof shape; configuration; pitch and slope; and detailing of eaves, unless to reverse non-historic changes to an original documented appearance.
3. Retain and repair all original distinctive architectural elements that provide the roof with its character defining features such as exposed rafter tails, cornices, brackets, ornamental cresting, weathervanes, dormer windows, chimneys and cupulas. Only replace in-kind when necessary.
4. When a replacement roof is required, new materials such as asphalt architectural shingles, wood shingles, engineered composite polymer products or porcelain roof tiles may be used. If documentation exists for the original roof material, restoration of the original roofing material (such as cedar shake) is appropriate, but not required.
5. No new decorative roof elements may be added, unless it can be documented that they originally were present.

Additional Resources:

Roofing for Historic Buildings (Preservation Brief 4, National Park Service)

Skylights

1. Whenever possible retain, repair, and restore original skylights.
2. Skylights shall not be installed where they are visible from the public right of way. A skylight on the primary roof plane shall be avoided.
3. New or replacement skylights should be designed with a low profile to be minimally visible from the public right-of-way. Skylights with a bubble design are prohibited.

Gutters and Downspouts

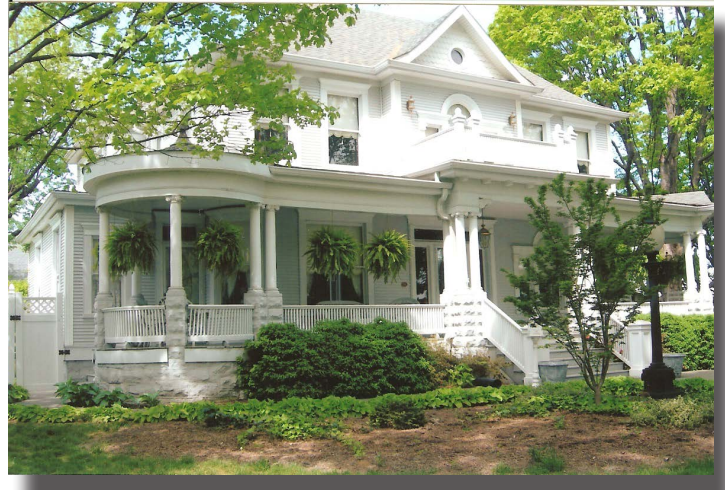
1. Whenever possible retain, repair and restore existing gutters and downspouts.
2. Replace existing hanging K-style gutters in-kind or with a more period appropriate style such as a half-round.
3. Replace existing downspouts and other drainage elements in-kind or with more period appropriate style such as round.
4. New downspouts should be installed at locations where they are minimally visible such as the corners of the structure. Do not install downspouts at the middle of walls.

Chimneys

1. Retain, repair and restore original chimneys. Regularly inspect chimneys for evidence of deterioration such as cracks in the brick or mortar; loss of mortar; and displacement.
2. Tuckpoint mortar joints with a combination of lime and low content Portland cement, this will closer match the original composition. Take note, pre-mixed mortar in bags from local hardware stores are often not appropriate for historic bricks. Older bricks are softer than modern day bricks and will crack if the mortar mix is not properly formulated.
3. No existing brick chimney shall be painted, sealed, or covered with a cementitious coating.
4. Repair and restore existing cement or stucco coatings to protect the original brick underneath. Removal of existing cementitious material, while desirable to restore the original appearance, it may be both costly and potentially damaging to the original brick. The brick may be in a severely deteriorated state and removal of the applied coating could strip the brick face resulting in the need for reconstruction.
5. Retain and repair original chimney caps. When a replacement chimney cap is required, the new cap may be heavy gauge galvanized or stainless steel or copper.

Exterior Siding and Trim

Moisture, sunlight, and vegetation are all environmental factors that influence the deterioration of historic exterior wood siding. However, through regular inspection and annual maintenance, minor repairs can reduce the rate of decline preserving your historic property. Properly maintained wood siding can last a century or more. Typically made from old growth wood, the grains are tighter and denser than wood commercially available today. Old growth forests from the 19th and early 20th century featured these tighter wood grains because trees were allowed to grow more slowly, adding only a small thickness to their density every year. This slow growth, dense wood grain created a durable wood product when harvested. Today's forests are more and better managed for large scale harvesting, but with that comes more rapidly grown trees with softer wood grain and a more porous finished material.



McClaskey House, 429 Vandalia

Some common signs that your historic wood siding is experiencing decline are paint failure, warping, cracking, nail popping, a rough surface texture and of course softened wood, the type that is easily punctured with a hand tool. Fortunately, wood siding is easily replaceable and repairable with new rot-resistance species. For small repairs, cypress, mahogany, and cedar are all widely available and will blend well into the historic wood clapboard when installed and painted.

It is always best to keep and maintain the original wood siding. The installation of aluminum or vinyl siding over original wood siding and trim has become a common occurrence and problem for historic properties. This modern application, often pursued because it is considered a quicker way to refresh a property, typically traps water and prevents moisture evaporation, leading to the original underlying siding to deteriorate and decay. This creates a hidden problem encased behind a synthetic skin that creates wood rot, mold and structural concerns for a historic property. Maintenance of this problem is virtually impossible and often the vinyl manufacturer's warranty is void when vinyl siding is installed without a vapor barrier or on top of an existing material.

The installation of aluminum or vinyl siding also often destroys character defining features and removes ornamental details such as window and door trim, brackets and moldings. All of these are typically cut down to allow for the synthetic siding to be installed along a flat surface.

All materials have a proper place in the building construction trades. Vinyl siding is appropriate for new construction because it is designed to work in that system's construction standard. A newly built property is simply designed differently than a historic structure. Aluminum or vinyl siding is typically installed over historic wood siding for one of two reasons: to more quickly refresh a property compared to painting or to cover over problems apparent in the wood clapboards. Of course, not addressing the problem and obscuring it will only accelerate damage to a historic structure.

Exterior Side and Trim (continued)

1. Whenever possible, retain, repair and restore all original wood siding, bays, and balustrades.
2. Whenever possible, retain, repair and restore all original wood trim materials, such as cornices, brackets, doorway pediments, friezes, brackets, railings, surrounds, and drip caps.
3. Power washing and abrasive cleaning methods are not recommended as they will damage historic wood siding, trim material, and soffits.
4. Historic deteriorated materials should be repaired or replaced with in-kind or similar materials. The new material should duplicate as close as possible the historic materials composition, size, profile, shape, pattern and appearance. For wood material in particular, clear cedar, cypress or redwood is recommended as they have greater longevity.
5. No new substitute material such as aluminum, vinyl, or other synthetic materials may be installed over existing, uncovered, historic wood siding.
6. No replacement of existing, uncovered, historic wood siding with a new substitute material such as aluminum, vinyl, or other synthetic materials is permitted.
7. In-kind replacement of non-original, aluminum, vinyl or other synthetic siding materials is permitted subject to the following requirements:
 - a. The new synthetic material matches the historic size, profile, shape, pattern and appearance.
 - b. The new synthetic material can be installed without removing, damaging, or obscuring character-defining architectural features and trim.
 - c. The new synthetic material will not alter the profile of bordering trim such as drip caps, frieze boards, and corner boards. The width, pattern and profile of the historic siding should be duplicated.
8. The removal of existing, non-original, aluminum, vinyl, or other synthetic materials and the repair or replacement of the underlying original wood materials is permitted. In many cases, the historic wood siding and trim material remains intact underneath the modern synthetic covering.

Wood Painting Recommendations

1. Paint color selection is not regulated by HPC.
2. Consider researching your property and painting it a color that is in keeping with its style and period of construction.
3. Select a paint type that is formulated for wood surfaces such as alkyd-acrylic paints.
4. Use a brush method application instead of a paint sprayer to ensure paint coats are even and will adhere well. Spray painting on historic wood surfaces generally creates a thinner and less durable layer of paint which can lead to earlier paint failure.



A close-up profile of traditional painted wood clapboard.



The D.D. Collins House has traditional wood clapboard siding that has been painted in a period appropriate color.

Additional Resources:

Exterior Paint Problems on Historic Woodwork (Preservation Brief 10, National Park Service)

Appropriate Methods for Reducing Lead-paint Hazards in Historic Buildings (Preservation Brief 37)

Holding the Line: Controlling Unwanted Moisture in Historic Buildings (Preservation Brief 39)

Windows

Historic windows are varied, ranging from the basic to the elaborate and ornamental. No matter what style a window may come in, they tell the unique story of every individual building and are an essential character defining feature. Historic windows were often made from old growth wood and typically featured small panes of glass held in place by glazing and divided lites. A well-maintained wood window can last hundreds of years.

The advantage of historic windows to some of their modern synthetic counterparts is that they were designed to be repaired. Historic windows are an assemblage of individual components, when any one piece fails or breaks it can be replaced or repaired. This salvages the whole unit, reducing waste and extending the longevity of the system. This is in stark contrast with modern windows that are assembled as one whole unit. If the system is damaged, usually the entire window must be replaced. New window systems, often times do not resemble the original materials and can have a shorter lifespan and are made of less sustainable materials.

Windows are typically one of the first items considered for replacement when renovations of a building occur. With proper planning, windows can be repaired, restored, and even improved upon for greater energy efficiency. For example, wood filler or epoxy two-part can be used to correct small cracks, dents, and gouges. Areas of greater concern that feature wood rot can be replaced with localized new wood or through a combination of epoxy two-part. Installing new glazing putty along failing muntins and ensuring the window is properly painted are all methods of extending the unit's functional life.

A building's energy efficiency can also be addressed without the need to replace original wood windows. Historic windows can be made more efficient through the installation of weather-stripping, exterior storm windows, or the application of protective UV film. Whenever a renovation begins, consider saving the historic windows.



Oatman House, 501 East Main

Wood Window Basics



1
Top Sash
 Upper section of window, may slide down to open.

2
Bottom Sash
 Lower section of window, typically slides up to open.

3
Jamb
 The wood that frames the window opening.

4
Sill
 Exterior piece at the bottom of the window frame.

Wood Window Basics



5
Rail
 Horizontal part of sash.

6
Stile
 Vertical part of sash.

7
Meeting Rail
 The rail where the two sashes come together.

8
Muntin
 Pieces that frame and provide mounting surface for the lights.

9
Light/Lite/Pane
 Glass held in place by glazing putty and metal glazing points.

Using this 6-over-6, double hung window from the restored 1845 D.D. Collins House as an example, the following are the basic terms associated with historic window parts. This window is called a 6-over-6 because of the 6 individual panes of glass in the top sash over the 6 panes in the bottom sash. It is known as a double hung because both sashes are moveable. A window is called single-hung when only the bottom sash moves.

Windows (continued)

1. Whenever possible retain, repair and restore historic windows, trim, and surrounds. If a portion or component of the window is broken or deteriorated, repair and replace the individual component versus replacing the entire window unit. Routine maintenance shall include:
 - a. Replacement of broken glass, muntins, moldings, or glazing with in-kind material;
 - b. Periodically scraping, priming and painting the window sash and frame;
 - c. Periodically caulking the window trim and surround;
2. Replacement of damaged window hardware with in-kind material.
3. Replace deteriorated historic original windows in-kind when they are beyond feasible repair. Typically, wood is the most preferred material for a replacement window for historic original windows. However, alternative materials such as vinyl and composite windows are permitted. Replacement windows should match the original window's configuration in material, size, shape, profile, operation, and glass configuration.
4. Removal of historic leaded glass, art glass, stained glass, beveled glass, or prismatic glass is prohibited, unless it is damaged and beyond repair.
5. All replacement windows shall operate in the same fashion as the existing historic windows. For example, if a one over one window is being replaced, it should be with a new one over one window.
6. Exterior and interior applied muntins are acceptable for new windows attempting to replicate an original window with true divided lights.
7. Replacement glass:
 - a. May be insulating glass;
 - b. If historic glass was clear, replacement glass should be clear;
 - c. "Low-E" or other light absorbing or highly reflective coatings will not be permitted unless it can be documented that these would have been historically used.
8. Maintain the historic pattern of window openings, particularly on primary facades. Avoid the elimination or enlargement of the original window openings visible from the public street. Restoration of the original window openings previously enclosed is strongly encouraged. Retain the existing door openings.
9. Avoid adding new window openings on the primary façade or where visible from the public street. When necessary, new window openings should be added where they are minimally visible, such as at the rear or side of the building.

Window Shutters

1. Whenever possible retain, repair and restore historic, original wood shutters.
2. Replacement shutters should match the original in size, shape, placement, proportion, and profile. Wood is the recommended material.
3. New shutters may be installed and should be of a design that is characteristic of the building's period of significance. An effort should be made to match the property's architectural style. If there are historic photos or other documentation of the site, consult one of them for reference when choosing new shutters.
4. Vinyl, aluminum or other synthetic materials should be avoided when selecting new shutters. These materials typically do not resemble a traditional wood shutter.
5. New shutters should be of a size large enough to appear to cover the window if closed. They should appear functional and operational and not as if they are float mounted.
6. Whenever possible retain, repair, restore, and reuse original hardware. Where reuse is not possible use an in-kind material and be consistent to the property's period of significance.



Note the original wood windows featuring appropriately sized and mounted shutters. The shutters, if closed, would completely cover the window opening and match the window's size and shape.

Additional Resources:

The Repair of Historic Wooden Windows (Preservation Brief 9, National Park Service)
The Repair and Thermal Upgrading of Historic Steel Windows (Preservation Brief 13, National Park)
Weatherization: Repair and Upgrade Windows and Doors (National Park Service)
Window Preservation Standards (Window Preservation Standards Collaborative)
Historic Wood Windows Tip sheet (National Trust for Historic Preservation)

Doors and Entrances

1. Whenever possible retain, repair and restore historic doors and door surrounds as well as their associated features; such as glass, sidelights, transoms, fanlights, hoods, moldings, and hardware. Avoid discarding original features.
2. If repair and reuse of historic doors is not possible, new replacement doors and surrounds should duplicate the original in size, design, shape, profile, hardware and operation. If the original door design is unknown, then a replacement door that is appropriate to the building's stylistic period should inform the acceptable replacement.
3. Wood is the most preferred material for residential replacement doors. However, aluminum, fiberglass, and composite are permitted.
4. Removal of historic leaded glass, art glass, stained glass, beveled glass, or prismatic glass is prohibited, unless it is damaged and beyond repair.
5. If repair and reuse of historic glass in historic doors is not possible, then replacement glass may be permitted subject to the following requirements:
 - a. Replacement glass must be clear if historic glass was clear.
 - b. Where historic tinted glass is replaced, replacement must match color of historic tinted glass.
 - c. Plexiglas or similar types of acrylic plastic materials are not permitted as replacement glass.
6. Whenever possible retain, repair and reuse historic hardware.
7. Replace hardware in-kind if necessary. New hardware should be simple, unobtrusive, and compatible with the character of the building's stylistic period. Generally, avoid replacing historic hardware with modern designs such as keypads, digital locks or other similar technology. These types of contemporary pieces are better suited to doors not visible from the public street.
8. Retain the existing door openings. Avoid the elimination or enlargement of the original door openings visible from the public street.
9. Avoid adding new door openings on the primary façade or where visible from the public street. When necessary, new door openings should be added where they are minimally visible, such as at the rear or side of the building. All new doors and their openings must comply with egress and life safety standards as well as be compatible in size, scale, proportion and massing to a historic door.

Porches, Decks, and Balconies

1. Whenever possible retain, repair and restore existing porches, decks and balconies.
2. Replace deteriorated individual components with like-kind new material that matches the original in size, shape, profile, dimension, appearance, and finish.
3. Replace existing historic porches, decks, and balconies only if they have become so deteriorated or damaged that repair and select replacement is not possible.
4. Proposed new porches, decks and balconies should replicate the historic ones which have been removed with regard to size, style, detail and shape, allowing for structural and code requirements.
5. Composite decking material may be used for new porches, decks and balconies. Composite decking should match the dimension and texture of real wood decking. Composite decking is typically made from recycled material and has been shown to be a long lasting and more durable material for open air exposed locations.
6. Tongue-and-groove boards are preferable for new porch floors. Spaced planks, while permitted for new porch floors, are more appropriate for decks.
7. Do not enclose historically open porches, decks or balconies. Enclosure with glass or screens may be permissible on a case-by-case basis for structures not visible from the public right of way.
8. If historic porches, decks, or balconies have been enclosed, they may be remodeled to restore their original appearance, although this is not required.
9. Precast concrete steps are not allowed for primary façade porches.



Falline House, 120 North Aurora

Additional Resources:

Preserving Historic Wooden Porches (Preservation Brief 45, National Park Service)

Masonry

1. Whenever possible retain, repair and restore historic exterior brick and stone masonry materials.
2. Repair deteriorated or damaged masonry materials with materials that match the existing color, profile, surface texture, and dimension. Match the brick pattern and mortar joints.
3. Repoint brick and stone masonry mortar with a color that matches the original mortar in color, texture, strength, and hardness.
4. Clean masonry only with the gentlest methods possible such as low water pressure and soft, natural bristle brushes to remove mildew and other biological growth.
5. Do not sandblast or high-pressure water blast masonry as this erodes the surface and can create irreparable damage.
6. Do not remove, conceal, or alter any decorative masonry features.
7. Do not apply synthetic siding material over masonry materials.
8. Do not paint, seal, or apply stucco or parge coat to historically unpainted or unaltered brick or stone masonry. These coatings typically trap moisture in historic brick and stone causing deterioration and interior moisture damage.
9. For masonry that has already been painted or coated in stucco, maintain and repair the surface instead of attempting to remove the non-historic application. Historic brick is softer, and removal will likely damage the masonry substrate. Only attempt to remove a non-historic application if it is creating significant deterioration in other parts of the structure.



Additional Resources:

Assessing Cleaning and Water-repellent Treatments (Preservation Brief 1, National Park Service)
Repointing Mortar Joints in Historic Masonry Buildings (Preservation Brief 2, National Park Service)

Chapter 4

Standards for the Property Site

The site of a historic structure is also valuable in maintaining and defining the character of a landmark property or neighborhood. The Commission, in addition to design review for rehabilitation and new construction work, also oversees changes to the property site. Fences, walls, accessory structures and driveways all contribute to an area's sense of place.

Accessory Structures

1. Whenever possible retain, repair and restore the historic accessory structures that are visible from the public street. Notable features will include the original doors, roof shape, and exterior envelope material.
2. Deteriorated material should be replaced with in-kind material. If repair or replacement with in-kind is technically infeasible, new material must match the original in size, profile, dimension, texture and appearance as closely as possible.
3. Always consider restoration of the historic accessory structure and the preservation of its original function.
4. New accessory structures must be compatible in style, material, massing, roof profile, and character defining features of the historic principal structure on the lot.
5. In instances where brick is the primary exterior building material on the principal structure on the lot, the new accessory structure may use wood, vinyl, fiber cement siding or brick.
6. New accessory structures should be accessible from the alley where alleys exist at the rear of the property line.
7. Where alleys do not exist, accessory structures should be located at the rear of the lot behind the principal structure.
8. Only consider demolition of accessory structures if they are non-original or do not contribute to the architectural character and historic sense of place in the historic district.

Fences and Walls

Reminder, in addition to a Certificate of Appropriateness, a fence permit is also required. Whenever possible, repair and restore original roofing materials.

1. Whenever possible retain, repair and restore historic fencing.
2. New fences should be in designs that complement the property's architectural style. Some common historical fence designs are the picket, capped picket, and spindle.
3. For new fences located in front yards, the height should usually be no taller than 42 inches and visually open. Closed flat boards are not permitted in front yards.
4. Chain-link/cyclone fences are not permitted. While vinyl or plastic fences are permitted, wood fences is the recommended fence material.
5. In-kind replacement of non-historic fencing and existing, non-permitted designs is not allowed.
6. Whenever possible retain, repair, and restore historic retaining walls.
7. Do not cover historic masonry retaining walls.
8. Landscaping or railroad timbers are not permitted for retaining walls.
9. New retaining walls should be of a material that most appropriately fits the period of the historic property. Typically this will be stone, brick or concrete depending on the age of the property.

Sidewalks

1. Whenever possible, retain, repair and restore historic sidewalks.
2. New sidewalks should be constructed of brick, concrete, stone, tile or materials used from the building's period of significance.

Driveways

1. A driveway or parking area is not allowed in the front yard of the primary building, unless it can be documented that one was historically present.
2. New parking areas should be located behind the primary building adjacent to an alley, if one is present.
3. New driveways should be constructed of a material compatible with the property's period of significance. Traditionally, this would be brick, gravel or concrete, however asphalt may be considered on a case by case basis.

Exterior Lighting

1. Whenever possible, retain, repair, and restore historic exterior lighting.
2. New exterior light fixtures attached to the building or placed in the yard, should be of a design compatible with the architectural character of the building's period of significance.
3. High intensity discharge light fixtures are not permitted for residential properties.
4. Light fixtures shall not be mounted in locations where glare will be visible from the public street, create light spillage beyond the property line, or direct or beam light upwards.

Outdoor Mechanicals

1. HVAC units, utility systems, rain barrels, and other outdoor mechanicals should be located, where possible, at the rear of the primary building, preferably landscaped or screened to make them less visible.
2. Where possible, locate utility poles, electric meters, telecom wires and trash containers to the rear or side of the building, preferably landscaped or screened to make them less visible.
3. Where possible, install utility systems underground.

Outdoor Mechanicals (continued)

4. When mechanical, telecom, or electrical equipment must be attached to an exterior wall use methods that will not detrimentally damage the exterior. For masonry attachments, anchor equipment into mortar and not the masonry.
5. Satellite dishes and other operational antennas should not be located in front yards. These items should be located at the rear or side of the property.

Solar Energy

1. When planning for the installation of a solar energy or alternative energy collection system, retain and preserve the historic character defining features of the building. When accommodating the solar energy system installation, avoid removal or significant alterations to the building's roof slope, dormers, and chimneys.
2. Make every effort to minimize the visual impact of the solar energy collection system on the building's historic character. Solar energy or alternative energy collection systems should be located on rear roof slopes, at the side roof slope, or on the ground not visible from the public street. Placement on the primary roof slope or in the front yard is prohibited.
3. Solar energy collection systems should be installed on the roof in such a manner that their removal will not damage the historic structure.
4. Attempt to install solar energy collection systems as flat as possible to the roof.
5. Solar energy collection systems shall not be mounted to project from walls or other features below the roofline.
6. Solar energy collection systems that are architecturally integrated into the roof structure such as solar shingles will be evaluated on a case-by-case basis to determine the visual impact on the neighborhood. While this is an evolving technology, generally they should be of a low-profile nature and non-reflective matching a staggered shingle pattern as close as possible.

Chapter 5

New Additions Standards

A new addition can have a lasting impact on a historic structure. Over time, additions can become significant in their own right and highlight the structure's evolution. When planning for an addition, there are several factors to consider. Primarily, an addition's size, location, scale and materials should preserve the character of the primary historic structure. Minimal change should be undertaken to the exterior of the existing structure. An addition's impact on the primary structure and site can be minimized by locating it to the side or rear.

1. To minimize the visual impact of an addition, they should be constructed on the sides or rear of the historic building.
2. Additions must be compatible with the historic building with regards to size, scale, and massing.
3. The addition's roof form and slope should be compatible with the historic building roof.
4. The addition's roof materials should match or have similar qualities to the historic building.
5. New additions shall not remove historic or character defining features.
6. Exterior wall materials for the addition should be compatible with the historic structure or have a historic basis.
7. Windowless walls facing a public street are prohibited, unless it can be documented that this would have been a character defining feature of a historic building in its primary architectural style.
8. Use windows and doors that are of similar size, proportion and are compatible to those on the historic structure.
9. If mortar work is used on the addition, the brick pattern, masonry mortar color, joint width and profile should match the historic structure.
10. If the new addition includes a chimney, it must be compatible with the historic building in terms of size, style and material. Enclosed or box chimneys are prohibited.
11. New porches or decks may not be constructed on the front of a historic building; unless there is photographic or physical evidence documenting they were historically present.

New Additions Standards (continued)

12. In general, one-story buildings should have one-story additions; two-story buildings may have two-story or one-story additions.
13. New additions are not required to be designed in any particular style. Both traditional and contemporary architectural styles can be successful and compatible with a historic structure. The goal is to ensure the historic building and its architectural character is preserved and highlighted, while ensuring the new addition has a similar mass, scale and calls forth design elements from the historic structure.

Chapter 6

New Construction Standards

New construction in Collinsville's historic district should be developed to complement the predominant characteristics of the surrounding neighborhood. More than a specific architectural style - the scale, setback and massing of new buildings are paramount to maintaining the continuity of a historic district. Good design that combines architectural elements, compatible building materials, and stylistic themes assist in harmonizing new construction into the fabric of the neighborhood or block.

When planning a new construction project look to the surrounding block for inspiration. Take note of building setbacks, the location of porches, the size of buildings and what siding and roofing materials are used as well as window patterning. With new construction in Collinsville's historic district, the focus is on the general rather than specific. The goal is to allow for in-fill development that is original in design and of high quality, while complementing the architectural features of the surrounding neighborhood.

1. New construction for a primary building shall have a setback that is
 - a. The setback of the adjacent structures
 - b. Median setback of the contributing historic structures on the block. This method may be pursued if there are different setbacks for a variety of buildings.
 - c. A setback variance may be needed to remain consistent with setbacks in historic areas.
2. New construction should continue the "walls of continuity" that exist on the block to maintain the rhythm of the neighborhood. For example, if the block contains primarily one-story structures, it may not be appropriate to place a two-story or taller structure.
3. New buildings shall have their primary facade oriented towards the primary street or be oriented in a direction consistent with the majority of buildings on the same block.
4. Front facing attached garages should not be oriented towards the primary street. Attached garages should be oriented towards the rear, side or where alley access is permitted.
5. New buildings' design elements should fit the character of the surrounding block and should be compatible in size, scale, massing, height, rhythm, setback, and material and site design.

New Construction Standards (continued)

6. A new building should be architecturally compatible, yet may be visually distinct from other buildings on the same and adjacent blocks.
7. Do not combine architectural features from various periods.
8. Prefabricated accessory structures or sheds are not appropriate, especially if they are visible from the street.

Chapter 7

Commercial Storefronts

While the majority of Collinsville’s historically designated buildings are residential structures there are several historic commercial or institutional properties that contribute to the community’s sense of place. Many of these structures are located in the downtown area and predominantly built in the early 20th Century. These buildings are indicative of many Main Street buildings constructed during this time. They are smaller in scale, one- and two-story structures constructed of red brick featuring decorative brick and cornice work.

Most early 20th Century commercial buildings share a similar design format: a ground level storefront, an upper floor and a cornice. Typically, the ground level storefront was used for business purposes be it retail or trade, while the upper floors were offices or private residences.

1. Whenever possible, retain, repair and restore the original historic storefront and primary façade. It is not recommended to remove, destroy, or hide the storefront’s architectural features that help define its character. This includes items such as bulkheads, transom windows, display windows and decorative detailing.
2. While rehabilitating a commercial building, consider keeping and restoring any historic materials that were previously covered by prior alterations.
3. When developing an entirely new storefront, consider a modern interpretation that incorporates historic elements to harmonize with the surrounding block. Particular attention should be given to the adjoining buildings and their architectural style with regard to massing, proportion, scale and feature placement.

Additional Resources:

Rehabilitating Historic Storefronts (Preservation Brief 11, National Park Service)

7.1: Storefronts

Display Windows

1. Whenever possible, retain, repair and restore original display windows. It is not recommended to remove, replace, reduce, destroy or hide the original display windows.
2. Replacement display windows should match the original in size, shape, profile, operation, and glass configuration. If the original window design is unknown and cannot be determined from historical documentation, then the replacement display windows should have large glass panes with few divisions to maintain a traditional storefront appearance. Adding solid material to a traditional display window void is not recommended.
3. Replacement display window glass should be clear glass unless it can be documented that another form of glass was traditionally used. Where privacy is required, patterned, etched or frosted glass are appropriate substitutes.
4. Tinted, mirrored, or smoked glass is not appropriate forms of replacement for display windows.

Transom Windows

1. Whenever possible, retain, repair and restore the original transom windows. It is not recommend to remove, replace, reduce, destroy or hide the original transom windows.
2. If replacement is necessary, match the original transom in size, shape, profile, operation, and glass configuration. Wood is the preferred material, however modern synthetics are permitted.
3. Grill between glass muntins are not permitted on replacement transom windows.
4. Retain and repair rather than replace deteriorated transom hardware.
5. If replacement parts are necessary, they should attempt to match the original hardware as much as possible.

Bulkheads

1. Whenever possible, retain, repair and restore original bulkheads. It is not recommended to remove, replace, reduce, or cover any original display bulkheads.
2. If replacement is necessary, match the original by duplicating profiles, massing and scale. Fiberglass reinforced plastic, exterior grade bead board panels, exterior grade plywood, and modern polystyrene are permitted for replacement bulkheads. All should be primed and painted.
3. If the original design is unknown and cannot be determined from historical documentation, then custom framing should be considered. The replacement bulkheads should be proportionate to the size of the storefront; generally they are no more than 2 feet above knee height.
4. The following materials should be avoided when constructing replacement bulkheads:
 - a. Vinyl siding
 - b. Exterior insulation and finish systems (EIFS)
 - c. Built-up mesh trim
 - d. Spray vinyl
 - e. Spray on polystyrene
 - f. Stucco
 - g. Faux Stone

Awnings

1. Awnings were historically present on many commercial storefronts and served both a functional and aesthetic purpose. When installing new awnings, they should be of traditional designs, materials, and placement. Awnings should not obscure character defining features. If columns or pilasters are present, awnings should be placed between these features and not cover the entirety of the storefront
2. New awning materials such as canvas, acrylic or vinyl coated are permitted. Typically, plastic, wood or a vinyl covering intended for back light illumination are not recommended.
3. New awnings may be retractable or fixed in place and should fit the opening to which they are applied.
4. Generally, bubble, concave, convex, and quarter- barrel style awnings are not recommended.
5. Awnings should not be internally lit.

7.2: Upper Façades

Cornices

1. Whenever possible, retain, repair and restore original brick, sheet metal or terra cotta cornices. It is not recommended to remove, replace, reduce, or cover any original cornices.
2. New cornice, trim or banding should not be added to a building where there is no documentation or physical evidence that it historically existed.
3. If replacement is necessary, match the original by duplicating profiles, massing, surface finish, shape, and scale in design and materials. Generally, cornices should be sized to the profile and size of the building.
4. The following materials should be avoided when replacing, rebuilding, or simulating original cornices:
 - a. Exterior insulation and finish systems (EIFS)
 - b. Built-up mesh trim
 - c. Spray vinyl
 - d. Spray on polystyrene
 - e. Stucco

Parapet Walls

1. Whenever possible, retain, repair and restore original parapet walls. It is not recommended to remove, replace, reduce, or cover any original cornice or their associated features such as decorative brick work, cornice tie-ins, or terra cotta coping.
2. The installation of a “shed” system to overlap the original parapet wall is not recommended.

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Chapter 8

Demolition Standards

The demolition of Collinsville’s historic structures creates an irreplaceable community loss. Once a structure has been removed, it is a permanent decision. With that understanding, all possibilities for saving and repurposing a threatened historic structure should be explored. The Collinsville Historic Preservation Commission may consider demolition of a landmark or historic structure subject to the following factors.

8.1: Demolition Factors

1. The City’s interest in protecting the public’s health, safety and general welfare.
2. Whether the building, structure, or accessory structure, provides such historic features, historic significance, architecture, design, or site elements that its demolition would have a significant detrimental impact to the public’s interest.
3. Whether a building, structure, or accessory structure, provides such distinctive historic features, historic significance, architecture, design, or site elements and has significant relationship to the district in a contributing manner that it should be preserved.
4. Whether demolition of a building, structure, or accessory structure would be contrary to the goals and objectives of the Commission.
5. Whether the building, structure, or accessory structure is of such unique, unusual, old, or uncommon design that it could not be easily reproduced in a like-kind manner.
6. Photographic documentation may be required and consist of photos highlighting all building elevations, a building sketch plan and a narrative history.

8.2 Demolition by Neglect

Demolition by neglect is the willful lack of significant property maintenance that creates the irreversible deterioration of a building. Demolition by neglect is inaction on building issues that are preventable and normally addressed through routine building maintenance. The City of Collinsville requires property owners to conduct appropriate and constant routine maintenance so that buildings do not cause a concern for public safety or create a nuisance. If a historic building is compromised through an owner’s abandonment or lack of maintenance, they may be subject to fines and penalties.

8.3 Economic Hardship

If a property owner claims that a reasonable return cannot be obtained on the historic structure, the burden of proof rests with the property owner. Property owners have a right to the reasonable use of land; however, the U.S. Constitution does not guarantee the most profitable use. Property owners seeking to claim an economic hardship should submit for documentation:

1. The amount paid for the property, the date of purchase, and the party from who purchased (including description of the relationship, if any, between the owner and the persons from whom the property was purchased).
2. The assessed value of the land and improvements thereon according to the two (2) most recent assessments.
3. Real estate taxes for the previous two (2) years.
4. Remaining balance on mortgage, if any, and the annual debt service, if any, for the previous two (2) years.
5. All appraisals obtained within the previous two (2) years by the owner or applicant in connection with the purchase, financing, or ownership of the property.
6. Any listing of the property for sale or rent, price asked, and offers received, if any.
7. Any consideration by the owners regarding potential adaptive uses for the property.
8. If the property is income-producing, the annual gross income from the property for the previous two (2) years, itemized operating and maintenance expenses for the previous two (2) years, and annual cash flow before and after debt service, if any during the same period.
9. Form of ownership or operation of the property, whether sole proprietorship, for-profit or not-for-profit corporation, limited partnership, joint venture, or other.
10. Any other information, reasonably necessarily for a determination as to whether the property can be reasonably used or yield a reasonable return to present or future owners.

Appendix I

Funding Programs for Historic Preservation

Financial resources for historic preservation projects are primarily from four sources: tax incentives, local incentives, low-interest loans, and grants. Private property owners, particularly those with an income-producing property, have access to tax incentives, local incentives and loans. Grant programming is typically reserved for government and non-profit entities. Below is a list of assistance programs. A reminder, that programming changes over time and it is always a good idea to check directly with the agency listed to ensure you receive the most up to date information.

Tax Incentives Administered by the Illinois State Historic Preservation Office (SHPO)

The 20% Federal Historic Preservation Tax Credit Program
The Illinois Property Tax Assessment Freeze Program

Financial Incentives Administered by Others

Landmarks Illinois Grant Programs

Landmarks Illinois is the leading not-for-profit advocate for historic preservation in the State of Illinois. They administer two grant programs, the Barbara C. and Thomas E. Donnelley II Preservation Fund and the Preservation Heritage Fund.

National Trust for Historic Preservation Grant Program

The National Trust is a privately funded nonprofit organization whose mission is to save America's historic sites. They have several grant programs for historic preservation activities.

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Appendix II

Preservation Resources

Local Resources

Madison County Historical Museum and Archival Library

<https://madcohistory.org/>
801 North Main Street
Edwardsville, IL 62025

The library's resources date from before the founding of Madison County in 1812, through the Civil War era, to the present. The extensive collection includes books, photographs, maps, scrapbooks, family Bibles, manuscripts, diaries, and newspaper clippings that are all conveniently filed and cross-referenced.

Collinsville Public Library

https://mvid.org/databases_genealogy
408 West Main Street
Collinsville, IL 62234

The Collinsville Public Library offers a variety of resource material on genealogy, historic preservation, and newspaper indexes.

Collinsville Historical Museum

<https://collinsvillemuseum.org>
407 West Main Street
Collinsville, IL 62234

The Collinsville Historical Museum is home to countless historical artifacts and documents from 1767 through the present.

Illinois Resources

Illinois State Historic Preservation Office

<https://dnrhistoric.illinois.gov/>
IDNR-One Natural Way
Springfield, IL 62702-1271

The Illinois State Historic Preservation Office (SHPO) is an agency of the State of Illinois. The Illinois Historic Preservation Division represents many programs with a variety of purposes, but its main goal is to protect the state's historic resources and promote them so that the public enjoys them and learns from them.

Landmarks Illinois

<https://www.landmarks.org/>

30 North Michigan Avenue, Suite 2020

Chicago, IL 60602-3402

Landmarks Illinois is the leading not-for-profit advocate for historic preservation in the State of Illinois. Their mission is to preserve, protect, and promote architectural and historic resources in Illinois through advocacy and education.

National Resources

National Park Service, <https://www.nps.gov/>

Through the National Park Service you can find resources for historic rehabilitation, tax incentives, and research. Their publications are used by Federal, State, and local units of government; professionals in the field of preservation, and individuals whether historic property owners or interested parties.

Technical Preservation Services: <https://www.nps.gov/orgs/1739/tps-publications.htm>

Preservation Briefs: <https://www.nps.gov/orgs/1739/preservation-briefs.htm>

Preservation by Topic: <https://www.nps.gov/orgs/1739/preservation-by-topic.htm>

National Register of Historic Places: <https://www.nps.gov/subjects/nationalregister/index.htm>

Historic Preservation Tax Incentives: <https://www.nps.gov/subjects/taxincentives/index.htm>

National Trust for Historic Preservation

<https://savingplaces.org/>

600 14th Street NW, Suite 500

Washington, DC 20005

The National Trust is a privately funded nonprofit organization whose mission is to save America's historic sites; tell the full American story; build stronger communities; and invest in preservation's future.

Appendix III

Definitions

Alteration: Any act or process that changes one (1) or more exterior architectural features of a structure, including, but not limited to, the erection, construction, reconstruction, or removal of any structure.

Apex: The highest point or peak in the gable front.

Appurtenance: A secondary or accessory element of a Landmark or Historic District that is attached and incidental to the principal property; a tangible improvement or object attached to, or an intangible right to be used with property or land which then becomes permanent, immovable, or fixed to the property or land to which it is improved upon and passes in possession with the ownership of the property or land.

Arcade: A range of arches supported on piers or columns, generally standing away from a wall and often supporting a roof or upper story.

Arch: A curved construction that spans an opening and supports the weight above it.

Awning: Any roof like structure made of cloth, metal, or other material attached to a building and erected over a window, doorway, etc., in such a manner as to permit its being raised or retracted to a position against the building, when not in use.

Bay: A compartment projecting from an exterior wall containing a window or set of windows.

Bay window: A window projecting from the body of a building. A “squared bay” has sides at right angles to the building; a “slanted bay” has slanted sides, also called an “octagonal” bay. If segmental or semi-circular in plan, it is a “bow” window.

Baluster: An upright post supporting a rail or balustrade; a banister.

Balustrade: A row of balusters supporting a rail.

Belt course: A continuous horizontal band on an exterior wall, usually of projecting masonry. Also called a “string course” and in some instances marks the water table where the top edge of the basement level of a masonry building is identified.

Bond: A term used to describe the various patterns in which brick is laid.

Bracket: Projecting support placed under eaves or other overhangs.

Building: Any structure created for the support, shelter or enclosure of persons, animals or property of any kind and which is permanently affixed to the land.

Building Code: The building codes adopted by the City of Collinsville for the regulation of construction, alteration, addition, repair, removal, demolition, location, occupancy, and maintenance of buildings and structures.

Bulkhead: The framed area below storefront display windows. This area is part of the storefront and acts as a lower, horizontal wide frame edge for the display window. Generally finished in the same hue or color family as the upper window exterior casing, this area might have recessed or projecting panels and trim.

Cantilever: A projecting element, “anchored” in the body of the building, as in the case of a “cantilevered balcony.”

Canopy: A roof like structure similar to an awning, except that it cannot be raised or retracted to a position against the building.

Casement Window: A window sash that is hinged on the side like a door.

Certificate of Appropriateness

(Certificate): A certificate from the Commission authorizing plans for alterations, construction, removal, or demolition of a landmark or part thereof; or site within a designated historic preservation overlay district.

Certificate of Economic Hardship:

A certificate issued by the Commission authorizing an alteration, construction, removal, or demolition, even though a certificate of appropriateness has previously been denied.

Column: A vertical, cylindrical or square supporting member, usually with a classical capital.

Coping: The capping member of a wall or parapet.

Construction: The act of adding an addition to an existing structure or the erection of a new principal or accessory structure on a lot or property.

Contributing Structure: Buildings, structures, accessory structures, appurtenances, or anything constructed or erected that provides continuity of historic features, historic significance, architecture, design, or site elements that have significant relationship to the district in a contributing manner.

Cornice: The horizontal projecting part crowning the wall of a building.

Course: A horizontal layer or row of stones or bricks in a wall. This can be projected or recessed. Examples include a “soldier course” (row of bricks all set vertically with their stretcher

face showing) and a “header course” (continuous row of brick with headers side to side).

Cupola: A small structure on top of a roof or building.

Decorative windows: Historic windows that possess special architectural value, or contribute to the building’s historic, cultural, or aesthetic character. Decorative windows are those with leaded glass, art glass, etc. or specially shaped.

Demolition: Any act or process that destroys in part or in whole a landmark or site within a designated landmark site or designated historic preservation overlay district.

Dentil: One of a series of small, square, tooth or block-like projections forming a molding. Another reference is a “dentil course” when used as a banding element on a building.

Design: The composition of elements that constitute the form, plan, space, structure and style of a property. But properties change through time.

Dormer: A roofed projection built into the slope of a roof, usually containing a window.

Eave: The part of a sloping roof that overhangs the wall.

Elevation: Any of the external faces of a building.

Exterior architectural appearance: The architectural character and general composition of the exterior of a property, structure or object, including, but not limited to, the kind, color, and the texture of the building material and the type, design and character of all architectural details and elements, including but not limited to windows, doors, light fixtures, ornamental details, signs, and appurtenant elements. The exterior architectural appearance may be understood as including the historic character of the site, structure, or district.

Façade: The face or elevation of a building.

Fascia: A projecting flat horizontal member or molding; forms the trim of a flat roof or a pitched roof; also part of a classical entablature.

Flashing: Thin metal sheets used to make the intersections of roof planes and roof/ wall junctures watertight.

Footprint: The outline of a building's ground plan from a top view.

Foundation: The lowest exposed portion of the building wall, which supports the structure above.

Frame construction: A method of construction in which the major parts consist of wood.

Frieze: A plain or decorative band or board located on the top of a wall just below the cornice.

Gable: The triangular end of an exterior wall under a pitched roof.

Gable roof: A sloping roof, usually with just two sides, that terminates at one or both ends in a gable.

Hip roof: A roof with four sloped sides.

Historic: Including, but not limited to cultural, artistic, social, economic, ethnic, or political heritage.

Historic material: Material from which the building is built which is older than 50 years.

Historic preservation overlay district: Also known as a "historic district," means an area designated as an "Historic Preservation Overlay" by ordinance of the City Council, and will contain within definable geographic boundaries a minimum of six (6) contiguous properties or structures that, while not of such historical and/or architectural significance to be

designated as landmarks, nevertheless contribute to the overall visual characteristics of the City certified landmarks or landmarks located within the historic preservation overlay district. The overlay district will be a set of additional zoning regulations that will be in addition the present land use zoning district that exists before an HPO designation.

Hood molding: A projecting molding above an arch, doorway, or window, originally designed to direct water away from the opening; also called a drip mold, dripstone, or drip cap.

Impermeable: Not permitting passage of water through its substance.

Infill: A structure placed on a vacant lot within a neighborhood.

Integrity: Adherence to a high level of historical, architectural accuracy and relatively unchanged since originally constructed. The Secretary of Interior recognizes a property's integrity through seven aspects or qualities: location, design, setting, materials, workmanship, feeling and association.

Joint: The place where two bricks or masonry or wood pieces meet.

Keystone: The top or center member of an arch.

Landmark property: Any building, structure or site which has been designated by a City ordinance pursuant to procedures prescribed, that is worthy of rehabilitation, restoration, and preservation because of its prehistoric, historic, and/or architectural significance to either they City of Collinsville, County of Madison, State of Illinois, or the United States.

Light: A section of a window - single pane of glass.

Lintel: A horizontal member usually made of stone or wood that runs across the top of an opening and carries the weight of the structure above it.

Load bearing: Structural system or wall directly carrying building load.

Mansard roof: A roof with two slopes on all sides, with the lower slope steeper than the upper slope.

Masonry: Brick, block, or stone that is secured with mortar.

Massing: The bulk of a building.

Mitigation: The act of lessening a negative impact.

Molding: A decorative wood or stone contour or band, used in exterior and interior architectural elements.

Mortar: A mixture of sand, lime, cement, and water used as a binding agent in masonry construction. In more recent architecture, or that with harder, “engineered” brick from the 1930s onward, certain mortar mixes can have percentages of Portland cement mixed in for quicker drying and harder bonding (too much so for the softer historic brick). Always test and match the consistency and hardness of any mortar.

Mullion: A vertical strip that divides windows or other openings.

Muntin: A thin strip that divides windows or other openings.

National Register of Historic Places: The nation’s official list of buildings, sites, and districts that are important in our history or culture. Created by Congress in 1966 and administered by State Historic Preservation Offices (SHPO).

Noncontributing Structure: Buildings, structures, accessory structures, appurtenances or anything constructed or erected that does not provide continuity of historic features, historic significance, architecture, design, or site elements but does not distract from the continuity of the district in a negative manner.

Oriel: A window built out from a wall and usually supported by brackets.

Parapet: A low protective wall located at the edge of a roof.

Pediment: A triangular piece framed by a horizontal base and two, sloping moldings; usually decorative and placed above doors, windows, mantels or niches.

Period of significance: The time period in which the building was first built or during which it has derived its historic significance.

Pitch: A term that refers to the steepness of roof slope.

Pointing or “Tuck Pointing”: The process of scraping out failing mortar between bricks back to a stable point and inserting and re-troweling new mortar that matches the makeup, color, and mixture of the original mortar. Done correctly, only the failing areas need treatment and the mortar can be tinted to match the original or allowed to weather. (See also Portland cement.)

Portico: A roofed entrance porch, often supported by columns or pillars.

Portland cement: A strong, inflexible (generally too much so for historic buildings) hydraulic cement used to bind mortar.

Primary façade: The front elevation of a structure, usually facing a street and containing the main entrance.

Quoins: Decorative blocks of stone or wood used on the corners of buildings.

Rehabilitation: The process of returning a

property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historical, architectural and cultural values.

Removal: Any relocation of a structure on its site or to another site.

Repair: Any change that does not require a building permit that is not construction, relocation or alteration.

Repoint: The process of repairing masonry walls by filling the joints with mortar.

Sash: The framework into which panes are set.

Scale: A term used to define the proportions of a building in relation to its surroundings.

Setback: The placement of a structure on a parcel in relationship to the lot lines and other elements such as the street and other buildings.

Sidelight: A glass window pane located at the side of a main entrance way.

Siding: The exterior wall covering or sheathing of a structure.

Site: The location of an event, activity, structure or object.

Spalling: The act of fragmenting of brick due to mortar that is too hard to allow for contracting and expanding during changes in weather.

String course: A continuous horizontal band of brick

Structure: Anything constructed or erected, the use of which requires permanent or temporary location on or in the ground, including, but without limiting the generality of the foregoing, buildings, fences, gazebos, advertising signs, billboards, backstops for tennis courts, radio and television

antennae, including supporting towers, swimming pools, satellite dishes, solar panels and wind generation.

Stucco: Any kind of plaster work, but usually an outside covering of Portland cement, lime, and sand mixture with water.

Surround: An encircling border or decorative frame, usually around a window or door.

Technically infeasible: Not possible to accomplish something due to substantial additional cost in comparison to approved alternative methods that meet these standards.

Transom: A small operable or fixed window located above a window or door.

Tuckpointing: Repointing masonry by removing existing mortar from joints and filling with new mortar.

Visible from the street: Able to be seen by a person walking on the public street or sidewalks along the street on which a building is located. In the case of a building located on a corner lot, the street means both streets on which the building is located. An alley is not a "street."

Weatherboard: Wood siding, usually overlapped, placed horizontally on wood-frame buildings. Often "beaded," that is, finished with a projecting, rounded edge.

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City of Collinsville, Illinois
Collinsville Historic Preservation Commission

