

**CITY OF WASHINGTON
PLANNING AND ZONING COMMISSION MEETING
LIBRARY MEETING ROOM - FIVE POINTS WASHINGTON
WEDNESDAY, MARCH 2, 2016
6:30 P.M.**

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES – February 3, 2016 regular meeting**
- 4. NEW BUSINESS**
 - A. Public Hearing: Zoning Code Text Amendments – Section 154.620 “Square Building Design Guidelines”**
- 5. COMMISSIONER’S COMMENTS**
- 6. STAFF COMMENTS**
- 7. ADJOURNMENT**

**CITY OF WASHINGTON, ILLINOIS
PLANNING AND ZONING COMMISSION MEETING
WEDNESDAY, FEBRUARY 3, 2016
WASHINGTON DISTRICT LIBRARY
380 N. WILMOR ROAD – 6:30 P.M.**

Chairman Lori Weston called the regular meeting of the City of Washington Planning and Zoning Commission to order at 6:30 p.m. in the meeting room at Washington District Library.

Call to Order

Present and answering Roll Call were Commissioners, Rich Benson, Mike Burdette, Brian Fischer, Tom Reeder, Steve Scott, Doug Weston, and Lori Weston. Louis Milot was absent.

Roll Call

Also present was P & D Director Jon Oliphant, B & Z Supervisor Becky Holmes, and City Clerk Pat Brown.

Commissioner Burdette moved and Commissioner D. Weston seconded to approve the minutes of the January 6, 2016 Planning and Zoning Commission meeting as presented.
Motion carried unanimously by voice vote.

Appv min 1/6/16 PZC meeting as presented

A public hearing for the purpose of hearing comment pertaining to a special use request by Thomas Coppenbarger to allow a body art studio and art studio in an I-1 zoning district (305 and 315-329 Zinser Place was opened for comment at 6:30 p.m.

Public Hearing: special use request, Thomas Coppenbarger, body art studio in I-1 zoning district, 305 & 315-329 Zinser Place

P & D Director provided the following information: 1) the City Council recently approved a zoning code text amendment that would allow for body art establishments as a special use with the City's I-1 Zoning District after a petition was brought forward by Mr. Coppenbarger to amend the City's code; 2) the area includes a mix of well-established land uses including residential, commercial, institutional, and light industrial; 3) the previous uses of the building have been light industrial/office uses for many years; 4) and the proposed use does not appear to be detrimental to the public's health, safety, or general welfare nor would it diminish property values or the use and enjoyment of properties in the vicinity. He then went over the findings of fact that need to be found in order to approve the special use and also shared that the Commission has the ability to place conditions on the special use if they feel they are necessary to make the use acceptable.

Mr. Coppenbarger shared that he will be doing the same business that he is currently doing in his home. He shared that by moving to a larger space it would allow him to work on bigger sculptures as well as work with other artists in the space, which he is unable to currently do in his home occupation.

Public comments: None.

At 6:35 p.m. the public hearing was closed.

Close Public Hearing

Commissioner Benson moved and Commissioner Reeder seconded to recommend approval of the special use request as proposed.

Recommend approval of the special use request

Commissioner's Comments: Chairman L. Weston asked if approval of the special use would cease his home occupation and P & D Director Oliphant shared that his home occupation would be active until he decides to cease it. Commissioner Fischer asked if Mr. Coppenbarger owns the property and Oliphant shared that he does not but the owner has to consent to the special use and he has. Commissioner Fischer asked if the special use would stay with the building and Oliphant shared that if someone were to come in with the same use it would run with the property.

On roll call the vote was:

Ayes: 7 Fischer, Burdette, Scott, L. Weston, D. Weston, Reeder, Benson

Nays: 0

Motion declared carried.

A public hearing for the purpose of hearing comment pertaining to proposed amendments to the Zoning Code for the purpose of adding or deleting text was opened for comment at 6:40 p.m.

Public Hearing: zoning code amendments, obsolete signs & lighted small billboard signs

P & D Director provided the following information: 1) the first text amendment would define an obsolete sign as any sign that is advertising or formerly advertised a business that has not been in operation for at least 60 days and which no longer has a building in place. If a building remains a sign would be allowed to remain so long as it is advertising the sale or lease of the property. It also gives the city the authority to have a sign removed if the property owner fails to have the sign removed within the 30-day time period it was given; and 2) the second text amendment would allow small billboards to be lighted within 300' of any residential properties if separated by a highway with a speed limit of at least 55 miles per hour rather than the current requirement of 500'. This would allow for small billboards such as the one for the Sleep Inn at Route 24 and N. Cummings Lane to be lighted and would still provide enough of a setback where the lighting wouldn't be intrusive.

Public comments: None.

At 6:45 p.m. the public hearing was closed.

Close Public Hearing

Commissioner Scott moved and Commissioner Reeder seconded to recommend approval of the zoning code amendment as proposed.

Public Hearing: zoning
code amendments,
obsolete signs & lighted
small billboard signs,
Cont.)

Commissioner's comments: Commissioner Benson asked if we had language in place that would address the need for a building to be taken down as well and B & Z Supervisor Holmes replied that we do but it would have to have life safety issues for us to address the need for a demolition. A brief discussion ensued on signs when there is a building on the property as well as when there is not a building on the property sharing examples of locations within the City.

On roll call the vote was:

Ayes: 7 Benson, Burdette, Fischer, D. Weston, L. Weston, Recder, Scott

Nays: 0

Motion carried.

Commissioner's
Comments

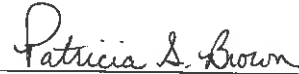
None.

Staff Comments

P & D Director Oliphant shared that there will be a meeting next month on another text amendment regarding historic preservation building design guidelines.

Adjournment

At 6:52 p.m. Commissioner Scott moved and Commissioner D. Weston seconded to adjourn.
Motion carried unanimously by voice vote.



Patricia S. Brown, City Clerk

CITY OF WASHINGTON

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MEMORANDUM

TO: Chairman Weston and Planning & Zoning Commission
FROM: Jon R. Oliphant, AICP, Planning & Development Director
SUBJECT: Public Hearing – Square Building Design Guidelines Text Amendment
DATE: February 19, 2016

The City of Washington has been working with Marcia Klopff, who is a graduate student at the University of Illinois, to help establish the Square as a local historic district. She has also assisted with the drafting of building design guidelines that would cover those buildings.

Attached is a Square building design guidelines zoning code text amendment. The goal of this ordinance is to provide guidance for those owners that wish to either renovate an existing building or to construct a new building. It attempts to balance the desire to maintain the character of the Square that is beloved by the residents and visitors with allowing for flexibility for any construction activities. Ultimately, it tries to minimize any construction cost increases while ensuring that certain primary focuses of the Square are maintained as much as possible. While there are building design guidelines that regulate commercial and industrial development throughout the city, these regulations would be more specific to the older buildings found around the Square. The general architectural categories are currently contained within the Historic Preservation section of the zoning code and this text amendment is intended to help build off of that.

You will note that the word “should” is used considerably within the document. While this attempts to provide the framework for new construction or renovations, it is understood that each individual building/project is different and therefore, some construction components are easier to meet than others. Hopefully this will give the businesses and property owners guidance about helping to maintain the historic character if or when a construction project is desired.

Each of the property owners were given a copy of the draft guidelines in December and were encouraged to offer any input that could be incorporated into the document. A few minor revisions were suggested from those owners and were incorporated into this draft ordinance at the recommendation of the Historic Preservation Commission.

A public hearing is scheduled for the March 2 Planning and Zoning Commission meeting.

Enclosure

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF
THE CITY OF WASHINGTON, ILLINOIS BY ADDING A NEW SUBCHAPTER ENTITLED
“SQUARE BUILDING DESIGN GUIDELINES”**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WASHINGTON, TAZEVELL
COUNTY, ILLINOIS, as follows:**

Section 1. That § 154.620 of Chapter 154 of the Washington Municipal Code of Ordinances is hereby amended by adding a new subchapter thereof entitled “Square Building Design Guidelines,” which shall read as follows:

“§154.620 SQUARE BUILDING DESIGN GUIDELINES

- (A) **Purpose.** The purpose of the Square Building Design Guidelines is to provide a set of architectural guidelines to preserve the character of the historic buildings in the downtown square and to guide property owners and the Historic Preservation Commission in future alterations, changes, construction, and demolition around the Square.
- (B) **Applicability.** The Square Building Design Guidelines shall apply to all properties applying for a Certificate of Appropriateness with the following addresses:

101-105 Zinser Place
126 N. Main Street
122 N. Main Street
120 N. Main Street
116-118 N. Main Street
112-114 N. Main Street
108-110 N. Main Street
104 N. Main Street
100 N. Main Street
100 S. Main Street
110 S. Main Street
112 S. Main Street
116-120 S. Main Street
106-110 Washington Square
112-118 Washington Square
128 Washington Square
140 Washington Square and 106 Walnut Street
114 Walnut Street A-D
135 Washington Square
127 Washington Square
123 Washington Square
121 and 121 ½ Washington Square
117 and 117 ½ Washington Square
115 and 115 ½ Washington Square
109 Washington Square
105 Washington Square

101-103 N. Main Street

(C) Architectural Elements:

- (1) Height: The height of any proposed alteration or construction should be compatible with the style and character of the landmark and with surrounding structures in a historic district.
 - (a) For small alterations and construction projects including, but not limited to, the repair of a building, a rear addition, or the addition of an attached side building, the height shall match the height of the existing structure as closely as possible.
 - (b) Infill buildings follow the same logic and shall be compatible with their surrounding structures. These new buildings are not to differ from the surrounding structures by more than one story.
 - (c) In general, the north, east, and south sides of the Square support the alteration and construction of two-story structures. These structures differ slightly in height depending on the use, but their facades directed toward the interior of the Square all display two-stories with windows on both stories.
 - (d) On the west side of the Square, buildings on the north side generally display this same two-story characteristic. On the south side of the west side of the Square, buildings generally support a one-story exterior façade, with interior space for a possible second story. While these buildings may only display one story to the exterior viewer, there is significant architectural detailing above many of the entryways, almost reaching the height of a second story.
 - (e) The architectural style of the notable historic structures in the Square is of the Italianate style, best displayed by the architectural features on the north side of the Square. While new construction and infill will not be required to be designed in an Italianate style, similar features and style is encouraged where possible.
- (2) Proportions of Windows and Doors: The proportions and relationships between doors and windows should be compatible with the architectural style and character of the landmark.
 - (a) In repair or new additions to a building, it is important to let the existing structure inform the characteristics of the new portion. If the new structure faces the Square, it is important to include doors and windows, consistent with the spacing already established.
 - (b) The windows on the second story of a building are many times slightly smaller in height, but should continue to reflect the style (in size, opening, and architectural detailing around the window) of the first story windows. While these are many times less ornate in detailing, the repetition of size and style brings more cohesion to the overall design of the Square, reinforcing the historic character.

- (c) For infill construction, the design should be informed by its neighboring buildings. While the new building does not necessarily need to replicate the exact style and massing of its neighboring structures, it does need to consider the positioning and size of the door as well as the windows on the front façade. Ultimately, the goal of proportioning windows and doors on infill construction is to make the transition look as seamless as possible between the historic structures and the new building.
- (3) Relationship of Building Masses and Spaces: The relationship of a structure within a historic district to the open space between it and adjoining structures should be compatible.
 - (a) Along the Square, the facades are continuous, especially on the north, south, and west sides. The east side has fewer buildings and does not experience the aesthetic of no space between buildings and their storefronts. However, it is still important to keep in mind that the buildings on the east side to the north and south of Walnut Street also do not provide spacing between their building facades. This continuous façade, whether through two storefronts or ten storefronts, is characteristic of the Washington Square commercial downtown.
 - (b) Open space throughout the Square is maintained through the variety of passageways to and through the Square, including the entrance to the public parking lot on the northeast corner of the Square.
 - (c) Important to keep in mind is that the relationship between neighboring buildings is extremely important, as well as the size of the spaces that create the passageways through the Square. Currently the passageways serve as a secondary element to the historic structures. However, they are extremely important for the functionality of the Square. As a secondary element, the spacing should be kept relatively small in size compared to the structures in order to bring more attention to the historic structures.
- (4) Roof: The design of the roof, fascia, and cornice should be compatible with the architectural style and character of the landmark. The roof helps determine the building style and is an important component of the historic appearance.
 - (a) The historic roof shaped should be retained. Most roof forms in Washington are flat. However, a slight pitch to a newly constructed roof is permitted to assist with drainage, as long as said roof is not extremely visible from the public right of way and does not take away from the historic building style and appearance.
 - (b) If at all possible, the existing materials of the roof should be maintained and retained.
 - (c) Roof related architectural detailing and features such as parapet walls, cornices, brackets and chimneys should be retained.

- (d) Any new roof elements such as balconies, satellite dishes, and skylights should not be visible from the street. These elements are more appropriately placed at the rear of the structure.
 - (e) Maintain historic roof materials such as slate and sheet metal where they are visible from the street.
 - (f) If the replacement of the roof with modern materials is the most viable option, the public visibility of this roof should be limited.
- (5) **Landscaping:** Landscaping should be compatible with the architectural character and appearance of the landmark. Streetscape elements should compliment the historic character of the Square and make it a safe and aesthetically appealing place for residents and visitors.
 - (a) Flowerboxes on a storefront façade should utilize live plants and should be historic in nature. Boxes made of wood are encouraged. Flowerboxes should be well maintained, both in the maintenance of the plants themselves but in the upkeep (painting and repair) of the boxes.
 - (b) Planters in front of a store are permitted but should not obstruct sidewalk traffic. These should be placed close to the façade of the structure as the City has its own planters that will be placed closer to the edge of the sidewalk.
- (6) **Scale:** The scale of the structure after alteration, construction, or partial demolition should be compatible with its architectural style and character and with surrounding structures in a historic district.
- (7) **Directional Expression and Storefronts:** Facades in historic districts should blend with other structures with regard to directional expression. Structures in a historic district should be compatible with the dominant horizontal or vertical expression of surrounding structures. The direction expression of a landmark after alteration, construction, or partial demolition should be compatible with its original architectural style and character.
 - (a) Historic storefronts should be retained, maintained and repaired if needed; historic storefronts should not be covered or concealed. These historic storefronts are extremely important to the historic character of downtown Washington and should be preserved when at all possible.
 - (b) Historic information regarding the appearance of the storefront should guide the restoration or rebuilding of historic storefronts. Such materials can be found in the Washington Historical Society or in the Planning and Development department in City Hall.
 - (c) If a storefront has deteriorated, components should be restored to their original appearance. While historic materials are not required, materials of similar appearance (such as color, texture, pattern, etc.)

should be used where at all possible.

- (d) Historic examples should also guide storefronts that have been missing and are being replaced. While each storefront is unique, these storefronts being replaced should be complementary to their neighboring storefronts in scale, style, and proportion.
- (8) **Architectural Details:** Architectural details including types of materials, colors, and textures should be treated so as to make the landmark compatible with its original architectural style and character of a landmark or historic district.
 - (a) The architectural details of a historic building help define its character and should therefore be retained, maintained and repaired to match the original features as closely as possible.
 - (b) Historic architectural details should not be covered or removed.
 - (c) When repair is necessary, safe methods of cleaning and repair should be used to ensure that the features will not be damaged and will retain their historic character.
 - (d) Architectural details should not be added to a storefront where there is no historical evidence to support their previous existence. The addition of architectural details should be supported by historic materials showing evidence of the original storefront.
 - (e) For new infill construction and development, architectural details should match the overall style of the structure and the character of the Square. The details should not be over-utilized but should replicate important features such as decorative window cornices, front pilasters, and glass transoms on the storefront displays.
- (9) **New Construction:** New structures in a Historic District shall be compatible with the architectural styles and design in said districts. New construction is welcomed as long as it reflects the existing historic character of the commercial district. The characteristics, architectural detailing, size, and proportions of new structures and additions should be harmonious with the existing structures. Ultimately, new construction should not take the focus off the historic structures. The purpose of this section is to present guidelines for new elements to the district and to encourage design and quality that reflects the historic character of the surrounding district.
 - (a) **Infill Buildings:** Where historic buildings have been lost or if there are vacant lots that are considering the addition of new construction, additional buildings may be considered if they add to the streetscape, promote economic development, and reflect the historic style of the surrounding buildings.
 - (i) New construction should utilize existing setbacks established by adjoining buildings. Most buildings in Washington utilize zero-lot-line conditions (no front or side setbacks).

- (ii) The back of the building, while not as important as the front façade, should generally match the adjoining buildings in building setback.
 - (iii) New construction should be oriented toward the Square.
 - (iv) The height and width of the new building should be compatible with the adjacent buildings. In Washington, with a continuous façade in most parts of the downtown area, this means that the width should occupy the entire opening, if a building is to be located between two existing structures. The height should be one or two stories, depending on the side of the Square that the new construction is taking place.
 - (v) The roof form should reflect the roof forms of neighboring structures, most often a flat roof.
 - (vi) The new construction should be contemporary but should also reflect the design of historic structures.
 - (vii) If new construction is proposed to fill an area that historically is composed of multiple footprints, the front façade should have the appearance of traditional building widths rather than one large structure.
 - (viii) Parking should be located to the rear of the building. Parking is also encouraged in marked on-street parking spaces in the Square.
- (b) **Rear Additions:** Rear and lateral additions are the most common recommendation for the location of an addition. These additions give additional space for property owners while still maintaining the historic character of the original façade by remaining invisible from the front façade.
- (i) Additions on the roof should not be visible from the street.
 - (ii) Additions should not damage the existing historic structure or remove any architectural details important to the structure.
 - (iii) The roof form of the existing structure should be replicated on the rooftop addition, most likely a flat roof in Washington.
- (c) **Roofline Additions:** Rooftop additions provide further space for their owners, who can expand going up. These additions should not be visible from the street and should use materials and design that are reflective of the historic character of the building.
- (i) Additions on the roof should not be visible from the street.
 - (ii) Additions should not damage the existing historic structure or

remove any architectural details important to the structure.

- (iii) The roof form of the existing structure should be replicated on the rooftop addition, most likely a flat roof in Washington.
- (d) Decks: As important modern features, decks may be added with care to protect and not to detract from the existing historic structure. Decks are not allowed on the front façades of structures, and are recommended to be built at the rear or side of the structure, as long as they are not visible from the street.
 - (i) The recommended location for decks is on the rear elevation of the structure.
 - (ii) If property owners wish to build a deck on a side elevation of their structure or on the roof of their structure, they must screen the deck so as to not be visible from the street. Depending on the location of the deck, this can be done through the use of plants, fences, or parapet walls.
 - (iii) Decks should be constructed of wood or metal and can be stained or painted with colors compatible to their building's character.
 - (iv) Decks must receive a building permit for new construction to ensure the safety of the structure before they are to be built.
- (e) Ramps: To meet current Americans with Disabilities Act requirements, buildings that do not have street grade entrances must provide an alternative, more accessible entrance when a building undergoes a significant renovation or when public sidewalk improvements are completed.
 - (i) When at all possible, ramps should be placed on the rear elevations instead of main facades if space is available.
 - (ii) Ramps should be constructed of concrete or wood and should be simple in design. If a ramp is to be stained or painted, it should be complementary to the building it is being added to.

(D) Additional Architectural Elements

- (1) Awnings: Awnings are a common historical feature in downtown Washington, and were used by many shopkeepers on their storefronts to provide shelter as well as heat and cool the building. While they are mainly decorative features now, they still remain an important aesthetic component to historic storefronts in downtown Washington.
 - (a) The addition of awnings to a storefront is appropriate if they are traditional in design, materials and placement. The color and design of the awning should complement the building and its color palette, always taking care to avoid harsh and bright colors.

- (b) Awnings are typically installed directly over windows and entryways and can be one large feature or multiple small features. They can be installed on storefronts and upper façade windows.
 - (c) A variety of styles is possible but most awnings in Washington are fixed or retractable and are of the shed style, all appropriate for the area.
 - (d) It is preferred that awnings are made of canvas or a polyester blend rather than vinyl, metal, or wood.
 - (e) When installing awnings, it is important to not damage architectural features on a storefront, and to ensure that no features such as transom windows are not covered by permanent fixed awnings.
- (2) **Brickwork/Masonry:** The historic downtown Washington commercial area is characterized by a variety of brick buildings, which need proper care and maintenance to continue to look presentable. The keys to maintaining brick surfaces, which can last indefinitely, is to keep water out and apply a soft mortar where repairs are needed. Abrasive cleaning of brick should not occur.
- (a) Repair rather than replacing masonry materials unless it is impossible to do so.
 - (b) Masonry should be cleaned only when necessary to halt deterioration and with low pressure water and soft bristle brushes. Sandblasting or high-pressure water should only be used as a last resort, once the property owner has shown proof of trying other removal processes. To maintain the historic character of facades, sandblasting is discouraged especially on facades visible from the right of way.
 - (c) Original brick surfaces should not be covered with materials uncharacteristic of the building such as stucco, plaster, siding, etc. Brick should also not be painted unless it was historically painted.
 - (d) If the exterior brick surfaces are already painted and it is a stable paint layer, repainting the exterior is appropriate.
 - (e) New masonry added to a site should be similar in appearance, color, and texture to the historic brick.
- (3) **Building Material:** The maintenance of the existing materials is most important on the existing buildings in downtown Washington. The majority of the buildings in the Square are brick or masonry, but some have been covered over the years with material such as siding. The restoration and maintenance of the original building material is most important.
- (a) When replacing the exterior façade building material, it is important to be guided by the historic material of that structure. For instance, structures that are historically brick should continue to use brick, rather than switch to vinyl siding. While the material does not have to be exact, it should be replaced in-kind.

- (b) It is appropriate to remove any façade materials that have covered the original façade, but it is inappropriate to use materials such as stucco or siding to cover a façade.
- (4) **Doors and Entrances:** Doors are an important visual element to storefronts and should maintain their historic character through maintenance, restoration and repair. Upon renovation of the structure, doors that are not the original or that are severely deteriorated should be replaced with doors that match the historic character and style.
 - (a) Historic doors should be retained and maintained when possible.
 - (b) Primary entrances should meet Americans with Disabilities Act requirements, or an alternative entrance should be provided and maintained at the same standard.
 - (c) The replacement of deteriorated and damaged doors should be done so with doors similar in character, style and material. These new doors should not detract from the character of the building.
 - (d) Raw aluminum and other silver-colored metal doors are not permitted.
 - (e) All original features of original doors such as stained glass, beveled glass, or leaded glass should not be removed or replaced unless it is impossible to repair.
 - (f) Recessed entrances should be maintained in the proper form, unless an original recessed entrance has been removed.
 - (g) Doors and entrances should not be added to places on the building where they were not original.
 - (h) Residential-style doors shall not be used in the commercial district.
 - (i) Screen doors are permitted if they are complementary to the style of the building and have wood or aluminum frames. They must also be full view and not block the original door. Storm doors must also be full view and painted or finished to be as inconspicuous as possible. Security doors are only permitted in doors not visible from the street.
- (5) **Fire Escapes and Staircases:** Fire escapes are an important safety feature on buildings and are required by code for escape from upper floors. Because these are modern additions to buildings, it is important to keep them at the rear or side of the building and to be as invisible from the street as possible.
 - (a) Fire escapes or other staircases should be located on the rear or lateral elevations of a building so they are not visible from the street.
 - (b) The installation of fire escapes should not damage architectural features.
 - (c) Fire escapes may be open or enclosed.
- (6) **Gutters and Downspouts:** Gutters and downspouts are important to maintain the integrity of the exterior materials by protecting buildings from water damage.

- (a) Gutters should be used and maintained.
 - (b) Existing boxed or built-in gutters should be retained and repaired.
 - (c) When new gutters are needed, gutters that are half-round in design are most appropriate.
- (7) **Lighting:** Historic light fixtures are important architectural elements in a commercial downtown area such as the Washington Square. These lights should be retained and maintained when possible, and new light fixtures should be unobtrusive.
- (a) Historic light fixtures should be retained and maintained when possible. Damaged or deteriorated fixtures should be maintained using methods that allow them to retain their historic appearance.
 - (b) If light fixtures are beyond repair, property owners should replace them with lights similar in style, size, and color.
 - (c) If light fixtures are desired where there were no historic fixtures, the fixtures should be unobtrusive, conceal the light source, and point light toward the building.
 - (d) Upon installing light fixtures, new or original, the building should not be damaged in any way.
- (8) **Paint:** The colors chosen for structures throughout the Square should reflect a similar palette to create cohesion and enhance the historic character of the Square. The regulation of paint color is solely to restrict paint that is extremely uncharacteristic of the history of the Square.
- (a) Paint color and selection should fit within the general color palette.
 - (b) Paint color should keep with the building's style and period of construction.
 - (c) Elements of the structure that have historically been left without paint should not be painted. This may include materials such as wood, masonry, and concrete, depending on the building, which is being considered. Historic roofing materials should also be left unpainted.
 - (d) Breathable paints such as latex and acrylic latex paints should be used to ensure that vapor can escape.
 - (e) While sandblasting and high-pressure water blasting to remove paint are not ideal, if alternative methods for paint removal are not cost-efficient or cannot be accomplished, sandblasting or high-pressure water blasting could be used. Open flames and torches should not be used to remove paint from historic siding.
 - (f) Paint colors chosen for structures throughout the Square should complement existing colors, especially those of neighboring buildings. Neons and bright colors on facades should be avoided as to preserve the cohesiveness of the

buildings. Most commonly, the color categories of grays, browns, dark reds, beiges, blues, and blacks have been used. The Historic Preservation Commission is available to offer assistance in choosing colors if desired.

- (g) Murals must also be approved by the Historic Preservation Commission. A design must be included with the COA application and should enhance the character of the Square.
- (9) Signs: Commercial buildings traditionally display a variety of signs with different designs and placement, and should be given a large amount of flexibility in their use. Signage should be kept in the historic design and style as much as possible, and should be an appropriate size for each storefront. Signs must receive a COA unless there is routine maintenance that must be performed on the sign.
- (a) Historic signs should be preserved, maintained, and repaired when possible.
 - (b) New signs should be created from traditional materials such as wood, glass, or copper.
 - (c) Signs should be proportionate to the storefront and should not be extremely oversized.
 - (d) Buildings should not have more than two (2) signs, excluding signs that are painted directly onto windows.
 - (e) Signs should coordinate with the colors of the building.
 - (f) Letters in a sign should not exceed eighteen (18) inches in height or cover over sixty percent (60%) of the total sign area.
 - (g) Signs are most often located on the upper façade walls, are hanging or mounted inside windows or project from the face of the building, typically above doors or windows. Sandwich board signs are also allowed and can be placed on the sidewalk in front of the business during business hours provided they do not impede pedestrian movement or vehicular visibility. These sandwich board signs shall not exceed a total size of six (6) square feet.
 - (h) When installing signs, it should be done carefully as to not damage historic materials. Anchors should be placed in mortar rather than masonry.
 - (i) Lighting for signs is appropriate but should be concealed.
 - (j) Neon signs, unless originals or replicas should not be used along the Square, especially for permanent signage.
 - (k) Electronic message boards are not prohibited but should be controlled as to not become a hazard for traffic in the Square or to other business owners.
- (10) Windows: Windows are an important feature of a façade and should be preserved, maintained, and repaired. Original windows should not be concealed or replaced and

when replacements are necessary, they should match the original in size, materials, and number of lights.

- (a) Historic windows and their existing openings should be retained and maintained. They should not be covered or painted.
 - (b) Damaged or deteriorated windows should be replaced with windows of the same previous size and shape to maintain the historic appearance. If energy-efficient materials and windows are desired, they should be as close to the original materials as possible.
 - (c) For original windows, replacement of individual sashes or panes rather than a full window is recommended. If the majority of a window is damaged, replacing the full window is appropriate.
 - (d) New windows should match the style of existing windows on the structure and should not alter the opening on the façade. When possible, new windows should be made of wood.
 - (e) Shutters may be added to the façade if historically appropriate. Shutters should be painted wood that matches the size of the full window.
 - (f) Screen and storm windows should fit within the existing window frames and should match the window they are covering. Storm windows should be full-view design.
 - (g) Portable, seasonal air conditioners will not be regulated, but whenever possible should be placed where they are not easily viewed from the street.
 - (h) In order to prevent the need to replace full original windows, routine maintenance is recommended which includes replacing broken glass, muntins, molding and glazing; scraping, priming, repainting of sashes and frames; and repairing and replacing hardware.
- (11) **Parking Lots:** Parking lots are a necessary part of modern downtown areas but should be designed as to make the lots more aesthetically appealing through the use of landscape screening. Property owners are also encouraged to utilize the parking spaces throughout the Square and the parking lot at the northeast corner of the Square for their customers.
- (a) Whenever possible, parking lots should be located behind historic buildings, out of pedestrian view, and not along the main streets.
 - (b) Shared parking lots are ideal so that space will not be wasted and the parking lot will be more full more often.
 - (c) Parking and pedestrian areas should be clearly designated.
- (E) **Administrative Certificates of Appropriateness:** Administrative Certificates of Appropriateness describes exterior elements and changes that are likely to occur more frequently than large construction projects. These minor exterior changes, while they need approval, do not need to go through the formal COA process that comes before the Historic Preservation Commission (HPC).

Instead, the property owner may fill out a COA form and speak with the Planning and Development Director, who will then sign off on the project. The Planning and Development Director should present any approved fast-track applications to the HPC at the next meeting.

- (1) **Storm Doors:** Many property owners are opting to install storm doors to protect their primary doors from weather. These doors are appropriate when they do not detract from the historic character of the door and building as a whole.
 - (a) Storm doors should be full view and should primarily be glass.
 - (b) Storm door material should be aluminum or plastic and should be simple in design.
 - (c) Storm doors should not detract from the historic character of the building. They should also not block the detailing on the door in any way.
 - (d) Storm doors should be painted or stained to blend with the rest of the building so that they are as invisible as possible.
- (2) **Temporary Signs and Banners:** Temporary signs and banners are appropriate on the Square and are most often used for special events, many times being displayed in storefront windows. Such temporary signs should not be displayed for more than thirty (30) days.
- (3) **Painting** within the general color palette, with the exception of murals.
- (4) **Ordinary repair and maintenance** of existing exterior architectural features which does not change the basic structural appearance of same.
- (5) **Installation of outside storage and mechanical equipment** that cannot be seen from the street.
- (6) **Installation, removal, or change in the landscape.**
- (F) **The City of Washington's Commitment to Preservation:** The City of Washington is committed to preserving the Square and its structures as a defining element of the City. These efforts will be led by the Planning and Development Director and the Historic Preservation Commission. Additionally, the City is committed to maintaining the Square in the ways it is able to, as seen below.
 - (1) **Landscaping:** Landscaping should be compatible with the architectural character and appearance of the landmark. Streetscape elements should complement the historic character of the Square and make it a safe and aesthetically appealing place for residents and visitors.
 - (a) Streetscape elements such as benches and planters should enhance the Washington commercial area.
 - (b) While these elements are modern in nature and support modern commercial activity, they should complement the historic character of the Square, especially the historic buildings.

- (c) Landscaping should not damage historic buildings or conceal any historic elements or architectural details.
- (d) In addition to ensuring that historic elements are not concealed through landscaping, the canopies should be limited and planters should be given priority.
- (e) Outdoor furniture is to be provided by the City and should be uniform in appearance. The City will also provide and maintain trash receptacles. Any outdoor furniture and other elements that are placed along the sidewalks should not impede traffic flow.
- (f) Historically, the center of the Square has been the location for the majority of the landscaping and other furniture. While the fountain has replaced the historic bandstand, the center of the Square remains an important place for historic landmarks, furniture, and vegetation. This area should continue to receive attention to maintain its attractive qualities, while ensuring that it does not become overgrown or create any safety issues.
- (g) Crosswalk markings and other pedestrian infrastructure shall be maintained by the City to ensure the safety of the pedestrians and the downtown area.
- (h) The use of period lighting should be continued along the sidewalks throughout the historic downtown. The lighting shall be carefully placed to ensure illumination in all areas for pedestrian safety.”

Section 2. That this ordinance shall be in full force and effect from and after its passage, approval, and publication as provided by law.

Section 3. That all ordinances or parts thereof in conflict herewith are hereby expressly repealed.

PASSED AND APPROVED this _____ day of _____, 2016.

AYES: _____

NAYS: _____

Mayor

ATTEST:

City Clerk