

**CITY OF WASHINGTON  
COMMITTEE OF THE WHOLE  
MONDAY, MARCH 14, 2016  
NOTE TIME CHANGE: 5:00 P.M.**

**LIBRARY MEETING ROOM  
380 N. WILMOR ROAD**

**AGENDA**

- 1. ALDERMAN WISHING TO BE HEARD ON A NON-AGENDA ITEM**
- 2. CITIZENS WISHING TO BE HEARD ON A NON-AGENDA ITEM**
- 3. APPROVAL OF MINUTES – January 11, 2016 regular meeting**
- 4. BUSINESS ITEMS**
  - A. First Time Homebuyers Program**
  - B. Off-site Utility Billing Collection Agreement (Ipava State Bank)**
  - C. Public Works Trailer Consideration**
  - D. Design Engineering Support: Strand Associates, Inc., Sewer Treatment Plant #2 Phase 2B**
  - E. Downtown Square Historic District Designation & Building Design Guidelines**
  - F. Budget Planning Retreat**
- 5. OTHER BUSINESS**
- 6. ADJOURNMENT**

**COMMITTEE OF THE WHOLE  
MONDAY – JANUARY 11, 2016  
LIBRARY MEETING ROOM - 380 N. WILMOR ROAD  
WASHINGTON, ILLINOIS**

Mayor Manier called the Committee of the Whole meeting of January 11, 2016 to order at 6:37 p.m. in the Library meeting room at Five Points Washington.

Present: Aldermen Brownfield, Brucks, T. Gee, Moss, Butler, Dingledine, J. Gee, and Maxwell.

Absent: None.

Also present: City Administrator Culotta, Controller Baxter, Director of Public Works Andrews, P & D Director Oliphant, Police Chief Volk, City Treasurer Dingledine, and City Clerk Brown.

**MINUTES**

1. Aldermen wishing to be heard on non-agenda item – None.
2. Citizens wishing to be heard on a non-agenda item – None.
3. Approval of Minutes: T. Gee moved and Alderman Brucks seconded to approve the minutes of the November 9, 2015 Committee of the Whole meeting. Motion carried unanimously by voice vote.
4. Residential Beekeeping Discussion – P & D Director Oliphant brought forward the residential beekeeping ordinance that came before Council as a first reading last week for further discussion and feedback. Several Aldermen shared concerns with the ordinance not having more checks and balances in relation to protecting residents who reside in close proximity to a property who was issued a special use permit for beekeeping. It was the consensus of the Committee to not move ahead with a second reading at the next meeting and to do a further review of the checks and balances in regards to public safety for residents. Mayor Manier asked that any further suggestions be submitted to either P & D Director Oliphant or City Administrator Culotta.

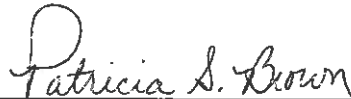
Mayor Manier asked Mr. Curt Reynolds if he would like to share in regards to beekeeping. Mr. Reynolds shared that he has hives and has had them in the city for some time now and can provide answers in relation to fear. He shared that he does not wear protective gear when attending to the hives and that the only time honey bees will sting is when you come aggressively at the hive and they will defend it. He shared that bees fly upwards and will travel over 3-miles to find pollen. He shared several of his thoughts on beekeeping and that he stays up to date on beekeeping through a club he belongs to as well as through online YouTube videos. He also shared that every hive has to be registered through the state. Several Aldermen shared their concerns with the stinging aspect of bees when kids are in the area and may not understand the defending nature of the honey bees and start horsing around with the hive. Mayor Manier thanked Mr. Reynolds for providing his expertise and that they will take it into consideration when considering additional public safety measures. Mr. Reynolds thanked the Committee for allowing him to speak on the topic.

5. Automated Meter Reading (AMR) Funding Options – Controller Baxter shared a summary of options for the adoption of a technology fee for the purpose of helping to support the purchase and installation of an automated meter reading (AMR) system as well as its periodic replacement moving forward. She shared the following for each option presented: Option 1) a flat monthly rate per meter resulting in a monthly cost of \$3.23 per meter. This option reflects the anticipated cost evenly applied to all 7,488 meters currently in the system and would results in 2,105 dual meter accounts paying \$6.46 per month; Option 2) a flat monthly rate per account resulting in a monthly cost of \$4.50 per account. This option is the anticipated cost evenly applied to all of our 5,383 accounts and would result in 3,278 single meter accounts helping defray the costs of those

with dual meters; and Option 3) a flat monthly rate with a maximum cap resulting in a monthly cost of \$3.85 for a single meter account and a \$5.50 maximum for a dual meter account (30% upcharge for 2<sup>nd</sup> meter). This option establishes a maximum household rate with a single to maximum differential reflective of the hardware cost portion of a single meter installation (\$300) versus a dual meter (\$450) installation. She shared that each option presented results in an initial annual revenue of \$290,235. Public Works Director Andrews went over the adjoining community's water rate comparison information that was handed out prior to the meeting sharing that we are still in a reasonable fee structure with the addition of the technology fee. He noted that most communities are absorbing their technology with radio read by increasing water rates overall.

A brief discussion ensued on the increased costs to move from quarterly billing to monthly billing cycles and the impact it could have and both Baxter and Andrews shared that they will look into the monthly billing method of delivery as part of the process in keeping increased costs to a minimum. Following discussion it was the consensus of the Committee to move forward with the implementation of Option 3 for the technology fee.

6. Other Business – Alderman Brucks shared his appreciation for the great job City crews did on their recent snow removal efforts. Public Works Director Andrews shared that weather permitting tree debris pickup from the recent ice storm should resume tomorrow. Alderman Dingledine shared that next week's City Council meeting will be held on Tuesday due to the Martin Luther King holiday and Clerk Brown shared that the meeting will be held in Banquet Room A and not the Library meeting room.
7. At 7:53 p.m. Alderman Brownfield moved and Alderman T. Gees seconded to adjourn. Motion carried unanimously by voice vote.



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Patricia S. Brown, City Clerk

**CITY OF WASHINGTON**

Joan E. Baxter, C.P.A. - Controller  
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Washington, IL 61571

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**MEMORANDUM**

**TO:** Mayor Manier and Committee of the Whole  
**FROM:** Joanie Baxter, Controller *afb*  
**DATE:** March 11, 2016  
**SUBJECT:** Ordinance – First Time Homebuyers' Program

Attached is an ordinance authorizing the use of the annual volume cap for the Assist 2016 – First Time Homebuyers' Program. As you may recall, the City has participated in this program over the last fifteen years, which provides qualifying first time homebuyers, assistance with obtaining a mortgage by offering a 30 year fixed-rate mortgage with a 3% contribution toward down payment and closing costs. An option for utilizing mortgage credit certificates (MCC) is also included. The private activity bonding authority granted to the City is based on \$100 per capita and equals \$1,581,000 for 2016. This ordinance is necessary to show the intent of the City in regard to the allocation of tax-exempt private activity bonding authority and must be approved prior to May 1.

Pending recommendation by the Committee of the Whole, the ordinance is scheduled for First Reading on March 21 with Second Reading and approval scheduled for April 4, 2016.

C: Jim Culotta, City Administrator

# **SternBrothers&Co.**

Investment Banking Since 1917

*220 West Huron Street  
Suite 500 East  
Chicago, Illinois 60654  
Tel: 312.664.5656  
Fax: 312.664.5650*

February 23, 2016

Ms. Joannie Baxter  
Treasurer  
City of Washington  
115 West Jefferson Street  
Washington, Illinois 61571

Re: **Assist 2016 First-Time Homebuyer Down Payment Assistance Program**

Dear Joannie:

The housing market this past year has been strong in Washington. Our lender network is continuing to make first-time home buyer loans throughout the City. In 2015, we show a total of 15 home loans being made to Washington home buyers totaling more than \$1.4 million. Funding is now available through our participating lender network.

In anticipation of additional funding of Assist first mortgages for residents of Washington, we ask that the City again commit its 2016 home rule volume cap for Assist. This year, based on a population of 15,816 Washington's 2016 home rule cap is \$1,581,600. Reservation and/or transfer of the City's cap needs to be accomplished not later than April 30, 2016. Any transfers of 2016 cap need to be reported to the State within 14 days of the transfer. Attached is the required form of transfer ordinance for 2016 and letter to the Governor's Office of Management & Budget.

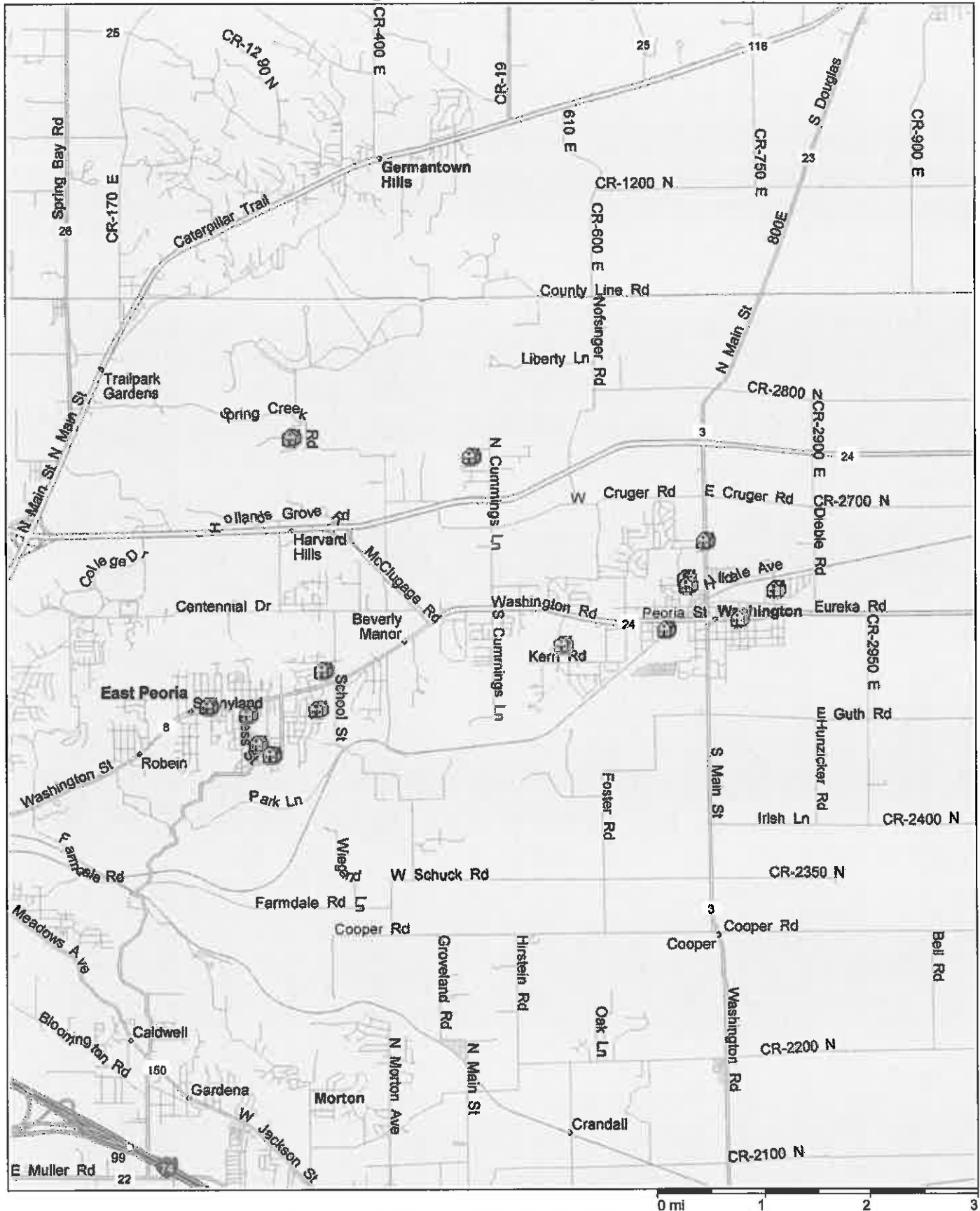
Thanks for your continued support of Assist, Joannie, and we look forward to working with you and the City in the year to come.

Best Regards,

David S. Rasch  
Managing Director

attachments

## Assist Originations in Washington, Illinois



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**CITY OF WASHINGTON, TAZEWELL COUNTY, ILLINOIS**  
**Assist First-Time Home Buyer Down Payment Assistance Program Loan Originations**

	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>	<b>LOAN AMOUNT</b>
1 .	Washington	IL	61571	\$118,376.86
2 .	Washington	IL	61571	\$67,900.00
3 .	Washington	IL	61571	\$84,390.00
4 .	Washington	IL	61571	\$80,995.00
5 .	Washington	IL	61571	\$79,000.00
6 .	Washington	IL	61571	\$81,965.00
7 .	Washington	IL	61571	\$50,321.00
8 .	Washington	IL	61571	\$68,633.00
9 .	Washington	IL	61571	\$116,353.00
10 .	Washington	IL	61571	\$92,787.00
11 .	Washington	IL	61571	\$103,098.00
12 .	Washington	IL	61571	\$79,033.00
13 .	Washington	IL	61571	\$68,633.00
14 .	Washington	IL	61571	\$185,280.00
15 .	Washington	IL	61571	<u>\$127,645.00</u>
			<b>Total:</b>	<b><u>\$1,404,409.86</u></b>
			<b>Average:</b>	<b><u>\$93,627.32</u></b>



## Want a home of your own, but can't meet the down payment and closing costs?

The City of Washington, in association with a number of Illinois communities, offer a two-pronged approach to assist homebuyers: The Assist program provides families with funds to pay all or most of their closing costs and down payment and the Mortgage Credit Certificate ("MCC") program reduces the homebuyer's ongoing cost of borrowing.

### What is Assist?

Assist is a program that offers individuals and families with a FHA/VA/RD, 30-year, fixed-rate mortgage and offers a full 3.00% cash grant on the amount borrowed on a mortgage to qualified home buyers for homes in Aurora. The cash assistance may be used to offset some or all of the home loan's down payment and closing costs. The Assist program minimizes the amount of money you need on hand to purchase your home.

### What are Mortgage Credit Certificates?

MCC's are a federally authorized program created as an alternative to tax-exempt housing bonds to reduce effective interest costs for qualifying homebuyers. MCC's allow the homebuyer to qualify for a federal income tax credit equal to a percentage of the interest paid on their home loan each year. MCC holders still qualify for a regular deduction of the remaining interest paid on their home loan.

	Without MCC	With MCC
<b>Mortgage Amount</b>	\$100,000	\$100,000
<b>Mortgage Interest Rate*</b>	4.00%	4.00%
<b>Monthly Mortgage Payment</b> (first year interest = \$3,967.95)	\$477.42	\$477.42
<b>MCC Rate</b>	N/A	25%
<b>Monthly Credit Amount (First Year Average)</b> (25% of \$3,967.95 is first year credit)	N/A	\$82.66
<b>"Effective" Monthly Mortgage Payment</b>	\$477.42	\$394.76

\*The interest rate indicated is only for representation purposes. Please check the Illinois Assist website: <http://www.ehousingplus.com/available-programs/illinois/illinois-assist/> or the contact below for today's rate.







### **What Type of Home Can I Buy And How Much Can I Spend?**

Homes that meet the program guidelines are new or existing, owner-occupied, single family homes, town homes and condominiums. Purchase Price and Income Limits are as follows:

#### **Purchase Price Limits:**

**Non-Targeted Area**  
\$258,690

**Targeted Area**  
\$316,177

#### **Income Limits:**

<b><u>Non-Targeted Area</u></b>		<b><u>Targeted Area</u></b>	
<b><u>1 or 2 persons</u></b>	<b><u>3 or more</u></b>	<b><u>1 or 2 persons</u></b>	<b><u>3 or more</u></b>
\$72,300	\$83,145	\$86,760	\$101,220

### **How Do I Sign Up?**

1. Contact Angela Conover at (312) 664-5656 or [angelaconover@earthlink.net](mailto:angelaconover@earthlink.net)
2. Meet the program guidelines and qualify for the new home.
3. Close on your purchase and enjoy your new home.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE APPROVING THE TRANSFER OF VOLUME CAP IN CONNECTION WITH PRIVATE ACTIVITY BOND ISSUES, AND RELATED MATTERS.

WHEREAS, the City of Washington, Tazewell County, Illinois (the "*Municipality*") is a municipality and a home rule unit of government under Section 6 of Article VII of the 1970 Constitution of the State of Illinois; and

WHEREAS, Section 146 of the Internal Revenue Code of 1986, as amended (the "*Code*"), provides that the Municipality has volume cap equal to \$100 per resident of the Municipality in calendar year 2016, which volume cap may be allocated to certain tax-exempt private activity bonds; and

WHEREAS, the Illinois Private Activity Bond Allocation Act, 30 *Illinois Compiled Statutes* 2008, 345/1 *et seq.*, as supplemented and amended (the "*Act*"), provides that a home rule unit of government may transfer its allocation of volume cap to any other home rule unit of government, the State of Illinois or any agency thereof or any non-home rule unit of government; and

WHEREAS, it is now deemed necessary and desirable by the Municipality to transfer its entire volume cap allocation for calendar year 2016 to the City of Aurora, Kane, DuPage, Will and Kendall Counties, Illinois (the "*Issuer*") to be applied toward the issuance of single family mortgage revenue bonds by the Issuer (the "*Bonds*") or for such other purpose permitted by this Ordinance;

NOW, THEREFORE, Be It Ordained by the City Council of the City of Washington, Tazewell County, Illinois, as follows:

*SECTION 1.* That, pursuant to Section 146 of the Code and the Act, the entire volume cap of the Municipality for calendar year 2016 is hereby transferred to the Issuer, which shall issue the Bonds using such transfer of volume cap, without any further action required on the part of the Municipality, and the adoption of this Ordinance shall be deemed to be an allocation of such volume cap to the issuance of the Bonds or other private activity bonds.

*SECTION 2.* That the Municipality and the Issuer shall maintain a written record of this Ordinance in their respective records during the term that the Bonds or any other such bonds to which such volume cap is allocated remain outstanding.

*SECTION 3.* That the Mayor, the City Clerk and all other proper officers, officials, agents and employees of the Municipality are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents and certificates as may be necessary to further the purposes and intent of this Ordinance.

*SECTION 4.* That the provisions of this Ordinance are hereby declared to be separable, and if any section, phrase or provision of this Ordinance shall for any reason be declared to be invalid, such declaration shall not affect the remainder of the sections, phrases and provisions of this Ordinance.

*SECTION 5.* That all ordinances, resolutions or orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded; and that this Ordinance shall be in full force and effect upon its adoption and approval.

Presented, passed, approved and recorded this \_\_\_\_ day of \_\_\_\_\_, 2016.

Approved:

\_\_\_\_\_  
Mayor

[SEAL]

ATTEST:

\_\_\_\_\_  
City Clerk

Ayes: \_\_\_\_\_

\_\_\_\_\_

Nays: \_\_\_\_\_

Absent or Not Voting: \_\_\_\_\_


**CITY OF WASHINGTON**

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**MEMORANDUM**

**TO:** Mayor Manier and Committee of the Whole  
**FROM:** Joanie Baxter, Controller   
**DATE:** March 11, 2016  
**SUBJECT:** Off-Site Utility Bill Collection Agreement – Ipava State Bank

In 1997 several area banks were interested in an arrangement that would allow them to collect utility bills at their location, similar to what was being done with electric and telephone bills at the time. An agreement was developed which was approved with three of the area banks. We have not had many customers take advantage of this service, in light of the addition of Epay and direct debit payment alternatives, however the service is still offered today.

I was contacted by Ipava State Bank, who recently opened for business on the Square, with a request to add this service for their bank. The attached agreement would provide for such off-site utility billing collection for Ipava State Bank. Pending recommendation by the Committee of the Whole, the Resolution would be considered for approval by the City Council during its meeting of March 21, 2016.

C: Jim Culotta, City Administrator

**RESOLUTION NO. \_\_\_\_\_**

**Resolution Synopsis:** This resolution approves and authorizes the execution of an agreement with Ipava State Bank that will allow for off-site collection of City of Washington utility bill payments from their banking customers.

**RESOLUTION AUTHORIZING THE EXECUTION OF A UTILITY BILL COLLECTION  
AGREEMENT WITH IPAFA STATE BANK**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WASHINGTON, TAZEWEILL  
COUNTY, that:**

The Mayor and City Clerk of the City of Washington be, and hereby are, authorized, empowered, and directed to enter into and execute a Utility Bill Collection Agreement with Ipava State Bank on behalf of the City of Washington in substantially the form of the document attached hereto, marked Exhibit A, and by reference expressly made a part hereof, and to execute and deliver any and all documents necessary for the effectiveness thereof.

**PASSED AND APPROVED** in due form of law at a regular meeting of the City Council of the City of Washington, Tazewell County, Illinois, on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

## AGREEMENT FOR UTILITY BILL COLLECTION

This AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_ between the CITY OF WASHINGTON, a CITY located in Tazewell County, Illinois, as FIRST PARTY, herein termed the CITY, and IPAVA STATE BANK, located at 116 WASHINGTON SQUARE, Washington, Illinois, as SECOND PARTY, herein termed the BANK.

In consideration of the mutual covenants herein, it is agreed by and between said parties as follows:

### EXTENT OF AUTHORITY

#### Covering Collections:

To provide its customers with a convenient means for the payment of their accounts, the CITY hereby authorizes the BANK to collect on behalf of the CITY in accordance with the terms of this Agreement, any bill, excepting disconnect notices, rendered by the CITY to its residents for water/sewer service, which may be presented to the BANK for payment. No payment will be accepted unless accompanied by a stub. No amount less than the full amount payable shall be collected upon any bill, and no additional credit, extension of time or alteration of terms of payment shall be made or granted by the BANK. Late fees will be collected by the BANK in accordance with the stub when payments are made after the due date. All disputed bills and disconnect notices shall be referred by the BANK to the CITY's office located at 301 Walnut Street in Washington, Illinois.

### RECEIPTING OF BILLS

Upon receiving the payment for any bill or bills, the BANK shall mark each such bill, both original and stub, as paid, delivering the original so marked to the customer, and retaining the stub for the CITY's requirements.

### ACCOUNTING

The BANK shall prepare daily a report summarizing all collections made by the BANK. The report shall be submitted along with the daily remittance (see "Settlement") to the CITY.

## SETTLEMENT

The BANK shall make remittance daily to the CITY. Remittance shall consist of the daily accounting report along with a cashier's check or other negotiable instrument for the total collection made payable to the City of Washington. Each remittance will represent the total funds collected by the BANK for the current business day and shall be accompanied by the stub from each bill representing such collections. Each remittance from the BANK to the CITY shall account for and include all funds collected by the BANK since the last preceding remittance. Remittance for all bills collected shall be sent by U.S. mail to the CITY at the close of each business day or the CITY may pick up the remittance from the BANK.

## COMPENSATION

The BANK shall receive for the collection services performed hereunder: \$ -0- per stub for all stubs.

## BOND

The BANK and its employees shall be bonded by the BANK for the faithful performance of the terms of this agreement, and the BANK shall pay the premium for such bond, which shall be for an amount and in form satisfactory to the CITY.

## RESPONSIBILITY

It is agreed the BANK shall at all times be an independent contractor having no authority, express or implied, to act for or to represent the CITY in any manner other than to receipt, on behalf of the CITY, for payment of customers' bills. The BANK shall be fully responsible for the acts of any of its employees or representatives performing any act or acts hereunder. The BANK shall also be responsible for all funds collected, and for any loss, misappropriation or other disposition with may be made of same until settlement has been made as described under "Settlement". If BANK accepts any other checks or drafts in payment of bills, or pays out any cash representing excess amount of any check over amount of bills paid, it does so at its own risk.

Losses arising from criminal acts of persons other than the BANK's personnel are covered by insurance and are not the responsibility of the BANK.

## TRANSFERS AND AMENDMENTS

This agreement is not transferable. No amendments, additions to, or modifications made herein shall be binding unless evidenced in writing and signed by an officer of the BANK and a duly authorized person representing the CITY.

## TERM

This agreement shall become effective upon the \_\_\_\_\_ day of \_\_\_\_\_, 2016, and shall remain in force unless amended or terminated at the option of the parties.

## SIGNATURES

IN WITNESS WHEREOF, said parties have caused this instrument to be executed by duly authorized persons, it being agreed that this agreement may be executed on behalf of the BANK and the CITY only by its authorized officials, and that no other employees of the BANK of the CITY shall have authority to execute or modify the same.

IPA VA STATE BANK

CITY OF WASHINGTON

\_\_\_\_\_  
Its \_\_\_\_\_

\_\_\_\_\_  
Its \_\_\_\_\_

Witness  
  
\_\_\_\_\_

Witness  
  
\_\_\_\_\_





# Memo

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TO: Public Services Committee  
FROM: Ed Andrews, Public Works Director  
SUBJECT: FY15/16 Equipment Purchase Discussion  
DATE: March 11, 2016

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At the March 7<sup>th</sup> Public Works Committee Meeting, the consideration of the purchase of a tag trailer for Public Works was reviewed. This item is currently a budgeted expense under the FY15/16 fiscal year under MERF at \$15,000 which assumed a 15 ton trailer.

As discussed at the meeting, shop repairs on heavy equipment (backhoes, skid steer ...) and any large rental equipment requires the City to pay for transportation of the equipment. The City routinely pays for transport yearly at least four to six moves at a cost of \$800 to \$1200 (\$200 each way). With an expected life of 20 year on a 15T to 20T unit, this roughly translates into a mobilization offset cost of \$1000 per year. At \$200 per contracted move (each way), the breakeven point is 5 moves.

Additional use of this type of trailer would help with moving of the new (larger) trench box as well as other material transport and volunteer deployments under Illinois Public Works Mutual Aid (IPWMAN).

The Committee was still supportive of this consideration, but wanted to have it shared with Committee of the Whole.

cc: File



# Memo

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TO: Mayor Manier and City Council  
FROM: Ed Andrews, Public Works Director  
SUBJECT: Discussion of Phase 2B Interceptor Sewer Upgrade  
& Design Considerations  
DATE: March 11, 2016

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In Fall of 2015, Strand Engineering met with the Public Works Committee to update and discuss both the pending bidding of the Phase 2A Plant Expansion for Sewer Treatment Plant #2 (STP#2) and Phase 2B interceptor sewer upgrade.

Phase 2A bids were opened on January 26<sup>th</sup> and presented to Council at the Council Meeting of February 1<sup>st</sup>, 2016. With an approved intent of award to River City Construction for \$3,562,000 pending final approval the IEPA. This amount was below the Engineer's estimate of \$4M, however the estimate for the Phase 2B trunk sewer could increase from \$3.5M to \$5M depending on additional considerations not part of the estimate, specifically a more detailed capacity analysis and forecasting of future growth to support upsizing.

Phase 2B will replace 2.3 miles of early 1970s interceptor sewer which not only connects the two sewer treatment plants, but also collects all but the far west-end of the City. Preliminary work done has found that the hydraulic profile of the alignment is constrained by creek crossing and the wet well of sewer plant #2. It is felt that this would be the opportunity to enhance both the capacity of the interceptor sewer and wet well (original to the 1970s build also).

It would be the intent to present a Phase 2B design services to include both the basic interceptor design as well as additional flow monitoring to assist with this effort should it be found favorable.

This matter has been placed on the agenda for the City's Committee of the Whole Meeting for review and discussion.

cc: File

# CITY OF WASHINGTON

## PLANNING & DEVELOPMENT DEPARTMENT

301 Walnut St. · Washington, IL 61571

Ph. 309-444-1135 · Fax 309-444-9779

<http://www.washington-illinois.org>

[joliphant@ci.washington.il.us](mailto:joliphant@ci.washington.il.us)

### MEMORANDUM

TO: Mayor Manier and Committee of the Whole  
FROM: Jon R. Oliphant, AICP, Planning & Development Director  
SUBJECT: Square Historic District and Building Design Guidelines Text Amendment  
DATE: March 9, 2016

As you know, the City has been working with Marcia Klopf, 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 and will create a resource guide for property owners to use if they are considering a building renovation.

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 (HPC). The Planning and Zoning Commission held a public hearing on it at their meeting on March 2 and unanimously recommended approval with the insertion of language identifying that the HPC would review all Certificate of Appropriateness applications.

The design guidelines would cover the 29 properties that would be part of a proposed local historic district (see attached map). Staff and Marcia have been in contact with the owners of all of the buildings around the Square. There has been tremendous support for the nomination of the Square as a local historic district from nearly all of the owners. Two of these buildings (Denhart's and Zinser House) are currently listed on the National Register of Historic Places. The HPC held a public hearing at its meeting on March 3 and unanimously recommended approval.

The historic district would allow for the Square to have an official "historic" moniker for marketing purposes. Additionally, now that a federal transportation bill has been approved, it is expected that there will be a new round of the Illinois Transportation Enhancement Program, possibly this year. By having a historic district, the City would compete against other streetscape projects in the historic preservation category, which should be a smaller pool of candidates than for general streetscape projects. Finally, while there is not a statewide historic tax credit program in place for commercial properties currently, there is interest at the state level for such a program that many other states have. Some of these properties within the district could likely qualify for historic tax credits on eligible improvement projects if or when there is a statewide program.

Enclosures

**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, TAZEWELL  
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 (HPC) 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 (COA) 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) Review. The HPC shall review any applications for a COA for the addresses noted in §154.620 (B) regardless of whether a historic district is approved.
- (D) 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.

(E) 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.
- (F) **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.
- (G) 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.

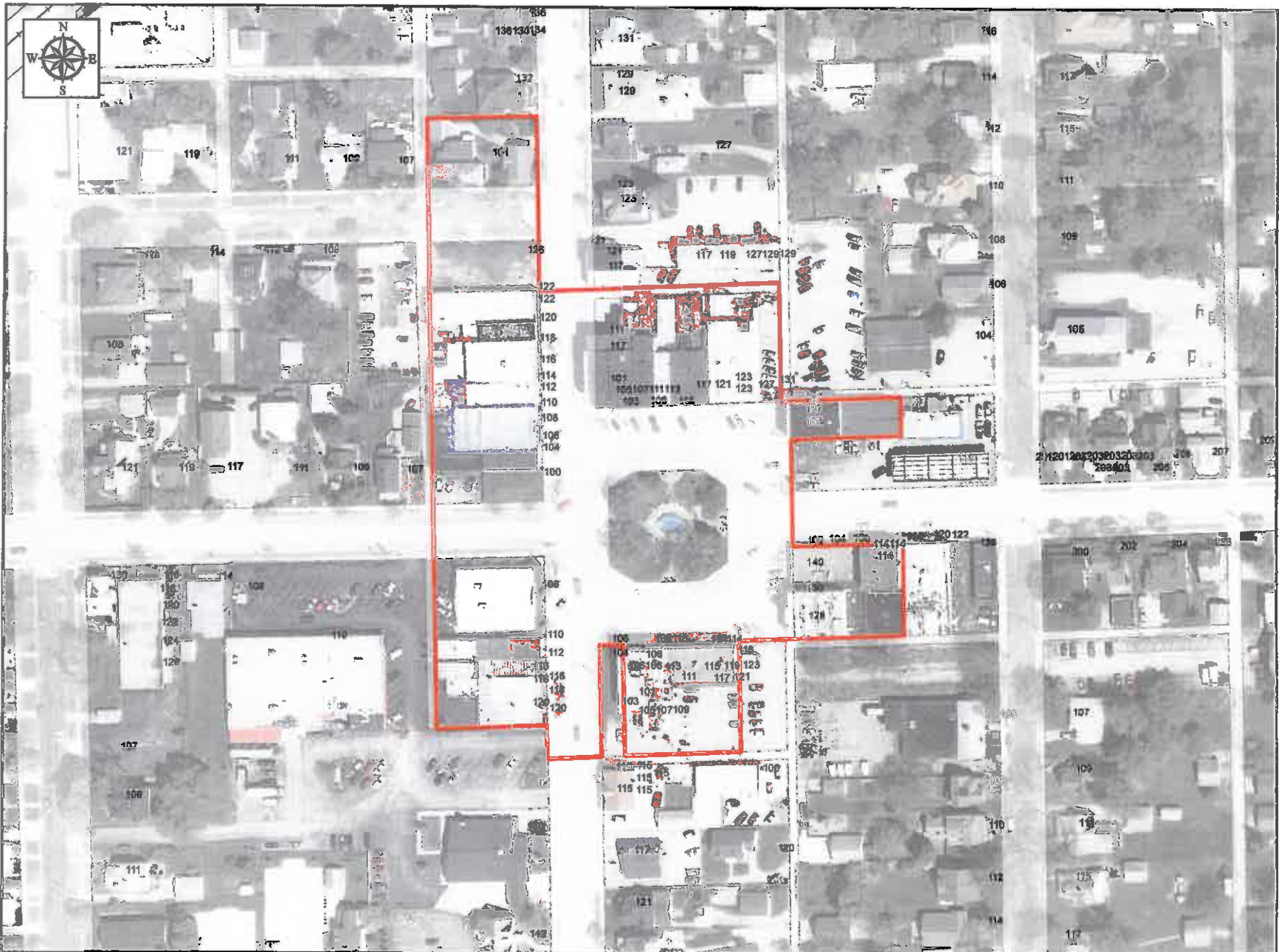
AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



CITY OF  
WASHINGTON  
TAZEVELL COUNTY, ILLINOIS

## Historic District Square Boundary

**Legend**

County Parcels

 Historic District Square Boundary

1 inch = 100 feet

0 25 50 100 150 Feet



Prepared by the City of Washington Department  
of Planning and Development: February 1st, 2016.

*This map indicates approximate street right-of-way  
and may not be 100% accurate. Newly constructed  
streets or recently annexed areas may not be shown.*