

City of Waterloo Historic Preservation Guidelines

Approved on _____

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I. Introduction

A. Intent and Purpose

This document was developed in coordination with the Waterloo Historic Preservation Commission and code-regulating bodies to provide suggestions and recommendations for the kinds of rehabilitation work and new construction that may be approved by the City of Waterloo on and in the locally designated landmarks or districts. It is intended as a resource for the use of property owners, residents, contractors, public officials, and others. The Guidelines are designed to help protect and maintain the general historic character of Waterloo's locally designated landmarks and districts, and also the exterior integrity of the individual structures within the districts.

The Guidelines focus on the identification, retention, maintenance and restoration of the various architectural styles and features that contribute to the overall character of the locally designated landmarks and districts. Positive and negative visual examples provide suggestions for appropriate approaches toward the maintenance, repair and restoration of a variety of common features. Issues of new construction and renovation are also addressed.

The City of Waterloo *Guidelines for Historic Preservation* is based on the *Secretary of the Interior's Standards for Rehabilitation* for rehabilitating historic buildings. The Guidelines are designed to compliment the City of Waterloo Historic Preservation Ordinance. They are expectations for appropriate treatments. All new work performed on landmarks or structures in a historic district must be in compliance with the Ordinance. For this reason, property owners are advised to consult with the City prior to undertaking any projects in a historic district or on a landmark.

The Waterloo Historic Preservation Commission hopes that these guidelines encourage property owners, businesses, institutions, neighborhood associations and City departments to look for ways to work together and seek out funding sources to preserve, retain and repair original historic materials.

B. Vision for Preservation of Waterloo's Historic Properties

Long known as the "Factory City of Iowa", Waterloo has a rich heritage as one of Iowa's premier manufacturing and agricultural centers. This is reflected in its older buildings and its neighborhoods. While the events of those times are long gone, they are recorded in the form of an impressive collection of building styles and property types from the nineteenth and early twentieth centuries. They serve as an enduring tool for the education of future generations on the history of the city, its people, industries and growth.

These older buildings are some of the best-constructed America will ever have, and contain materials and details that are difficult to duplicate. These buildings exhibit a high level of craftsmanship, quality of design and materials that communicate the skills, cultures and pride of their planners, builders and owners. Like any other resource, this unique heritage must be protected and maintained. We can do that and enhance these historic resources hand in hand with Waterloo's overall improvements and civic development. It requires that the community as a whole recognize the value of its historic architecture and devote the time and resources to its long-term protection.

With this in mind, we envision the preservation, restoration and stewardship of Waterloo's historical and architectural resources, including:

- Fostering civic pride in our history and architectural resources
- Encouraging neighborhood identity, pride and planning
- Encouraging clean up and beautification in the public, private and commercial historical areas
- Stabilizing and improving property values in these areas
- Enhancing the aesthetics of new and existing development; design, landscaping, parking and signage, with sensitivity to existing historical character

C. Long Range Goals for Preservation of Waterloo's Historic Properties

- Protect, enhance, and perpetuate those buildings, sites, and districts that represent or reflect special elements of the city's cultural, social, economic, and architectural history
- Safeguard the city's historic, aesthetic, and cultural heritage as embodied and reflected in such buildings, sites, and districts
- Strengthen the city's economy by encouraging the stabilization, improvement, preservation, or rehabilitation of designated properties, districts or sites
- Protect and enhance the city's historic, cultural, and architectural heritage for tourists and visitors and thereby, support and stimulate business and industry
- Promote the use of historic buildings, sites and districts for the education, pleasure, and general welfare of the people of the city
- Promote attention to sound design principles in areas of new development and redevelopment, and raise the level of community understanding and expectation for quality in the built environment
- Integrate historic preservation with the city's comprehensive land use plan

II. About the *Guidelines for Historic Preservation*

A. Methodology – Use of the *Guidelines for Historic Preservation*:

- Provide design guidelines for construction projects to landmarks and properties within each district.
- Provide property owners with design criteria that will be the basis for approving or denying Certificates of Appropriateness.

In writing the *Guidelines for Historic Preservation*, the Historic Preservation Commission has made every effort to clarify the criteria for historic review. However, not every situation can be anticipated. The Commission, at its discretion, may allow some flexibility for unique properties and situations. The Commission acknowledges technological developments can and will occur in the field of historic preservation. The Preservation Planner is available to answer any questions, assist an owner or contractor with their project, and provide additional preservation information.

B. Design Review Process

The Guidelines are intended to be a flexible document that will respond to the changing needs of the City, the locally designated districts, landmarks and property owners. An annual review of the Guidelines will be performed each year by the Historic Preservation Commission to assess the need for changes and additions. The Historical Preservation Commission will post updates to the Guidelines through available public outlets.

The Historic Preservation Commission is required by local ordinance to review and approve much of the exterior work that is planned for a historical building. If a project is visible from the street, the sidewalk or an alley, the Historical Preservation Commission or planning staff must review it before work can proceed.

C. Submitting an Application for Historic Review

An application for historic review must be submitted to the Preservation Planner at the City of Waterloo Planning and Zoning Office on the 2nd floor of City Hall at 715 Mulberry Street. An application should include dimensioned drawings, sketches, photographs, text, product samples, or other exhibits that accurately portray the work to be done. The Commission has the ability to request additional information if it cannot fairly evaluate the application as submitted. It is recommended that a potential applicant consult with the Planning and Zoning Department prior to submitting an application to ensure that the proposed project complies with the Guidelines. Submitting an application to the Historic Preservation Commission will not involve any fee.

D. Major Review and Certificate of Appropriateness

Most applications for landmarks and properties in locally designated districts, and applications for significant changes in preservation districts, will require major review. The Historic Preservation Commission will review these applications, and a quorum of the Commission will vote to approve or deny the application at its next regularly scheduled meeting. If the Commission votes to approve the application, a Certificate of Appropriateness will be issued to the owner and contractor, and will be filed with the Planning and Zoning Office.

1. Alternative Review in Preservation Districts

In preservation districts, there is an alternative type of review that is intended to shorten the historic review process. An alternative review may be used to approve a

Certificate of Appropriateness for certain types of projects. The applicant, Preservation Planner, or Commission member may request that an alternative review go to the full Commission.

Appropriate Projects

- Alterations: All alterations except changes in window type, pattern or dimension, and additions of dormers
- Additions: Decks located behind the primary structure
- New Constructions: New outbuildings provided they are located behind the rear plane of the existing primary structure
- Demolition: Non-historic outbuildings and non-historic features of a primary building
- Certificates of No Material Effect

2. Certificates of No Material Effect

The Commission Chair and the Preservation Planner or their designees may issue a Certificate of No Material Effect if the work contemplated in the application will have no effect on the appearance of significant architectural features and a review by the full Commission is not required.

3. Appeals

Applicants may appeal decisions of the Commission within thirty (30) days to the City Council by filing a written notice with the City Clerk. The notice of appeal shall identify the applicant, the date of the Commission’s action, and the grounds for appeal. No new matters shall be considered. The City Council may affirm or reverse the Commission’s action, or may refer the matter back to the Commission for such further action as appropriate. The City Clerk shall give written notice of the City Council’s decision within seven (7) days of same to the appellant and the commission.

An appellant who is not satisfied with the decision by the City Council may file an appeal in the district court of Black Hawk County within sixty (60) days of the City Council’s decision.

E. Checklist To Get Started

Step 1: Review the design guidelines and research historical documentation (photos, surveys, etc.) of your property.

This may assist in generating ideas or providing direction for the idea you already have.

Step 2: Contact the Planning Services Department to discuss your ideas with the Historic Preservation Planner and to obtain the appropriate forms.

Step 3: Complete the forms and compile the information you will need to submit along with them.

It is suggested that you retain the services of a contractor or design professional familiar with historic preservation, if feasible, to assist you in formulating a plan of action (i.e. decide what renovations you want to accomplish, determine how much you can afford to do, etc.), generating graphics to explain your project (floor plans, elevations, details), and

completing the required forms, however, it is not required. These individuals can help you compile all of the information required for submission to the Planning and Zoning Office for review and the possible review of the Historic Preservation Commission.

Step 4: Return your completed forms and all required information to the Planning and Zoning Department for their review.

If the Preservation Planner determines that your project will have "no material affect" on your property or meets the standards established by the design guidelines, he may be able to sign off on your project and you can proceed to Step 6. If the Planning Staff determines that your project will require a review by the Historic Preservation Commission, your project will be placed on the agenda for an upcoming HPC meeting and you will receive a notice via mail of the time and place of said meeting.

Step 5: Attend the appropriate Historic Preservation Commission meeting and be prepared to explain your project to the commissioners.

At this meeting, three things may happen. The Commission may table action until they receive additional information, award a Certificate of Appropriateness or deny your request based on non-conformance with the Commission Standards. If they award the certificate, you may proceed to Step 6. If the commission denies your request, you will need to revise your project, abandon your project or compile information to establish economic non-viability for completing your project according to the Commission Standards.

Step 6: Obtain a building permit and hire a competent contractor to complete the approved work.

F. Exceptions for Historic Properties

In order to provide flexibility for changes to properties in preservation districts and noncontributing properties in historic districts, a number of exceptions to the *Waterloo Guidelines* have been created. These exceptions are intended to provide additional flexibility in cases where a proposed construction project does not significantly affect the architectural character of a historic structure. These exceptions, where applicable, are listed at the end of each section of the guidelines.

G. Exceptions for Non-historic Properties

The historic preservation regulations are intended primarily to protect the character and integrity of historic properties and districts. The great majority of properties located in historic and preservation districts are historic properties, constructed 50 or more years ago. For the relatively small number of properties that are classified as non-historic properties and were constructed after the period of significance of a district, the Historic Preservation Commission may grant exceptions to the *Waterloo Guidelines*. In order to qualify for an exception, the proposed change to the exterior of a non-historic property must comply with the following criteria:

1. Does not further detract from the historic character of the district.
2. Does not create a false historic character.
3. Is compatible with the style and character of the non-historic property.

Examples of exceptions that may be granted on a case-by-case basis for non-historic properties are:

- Use of vinyl and vinyl clad wood windows and snap-in muntin bars for replacement windows
- Installation of sliding patio doors or other modern-style doors
- Use of synthetic siding on existing buildings provided the replacement siding is similar in appearance to the original siding
- Use of synthetic siding on new accessory structures
- Use of concrete for a porch floor provided the floor is less than 18 inches above grade
- Use of dimensional lumber for porch floor boards provided the gap between boards is no more than 1/8 inch
- Alternative baluster and handrail designs

H. Building Codes and Zoning Ordinances

The requirements of the building codes and the zoning ordinance must be met in addition to the recommendations of the *Waterloo Guidelines*. For certain requirements such as mass, scale, size, site considerations, and setbacks from the street, the *Waterloo Guidelines* may be more stringent than the building code or the zoning ordinance. The Historic Preservation Commission does NOT review projects for compliance with the building code or zoning ordinance. Please consult with Housing and Inspection Services to ensure the project complies with these regulations.

I. Alternative Designs

The Historic Preservation Commission may consider alternative design solutions or exceptions to the *Waterloo Guidelines*, the *Design Guidelines for Multi-Family Buildings*, or the *Neighborhood District Guidelines*. The intent in considering alternative designs is to allow architectural flexibility in exceptional circumstances. The intent is not to reduce the scope or quality of work required by these guidelines.

III. Guidelines for Alterations

A. Foundations

Foundations provide a base for a building and make a transition from the walls above ground to the walls or supports below ground. The amount of exposed foundation varies with historic structures, but is typically 12 to 30 inches. On brick or stone structures, the foundation material may be different in color and texture than the wall material, and the two are often separated by a belt course of yet another material or pattern.

Recommended:

Historic Foundations

- Correcting all sources of moisture and other circumstances that may cause damage to the foundation wall and footings
- Clean, repair and/or re-point materials according to the Secretary of Interior's Standards to ensure stability of materials, and integrity of moisture barrier
- Repairing or replacing, if necessary, foundations with materials that appear similar to the existing materials in size, color, texture, composition, and joint profile
- Repairing stucco with a mixture that matches the existing in texture, color, and composition
- Retaining the size and shape of historic door openings, window openings, and storm cellar entrances in the foundation. If new window wells are required, the materials used must appear similar to the existing foundation material
- Removing non-historic materials
- Maintaining a slope away from the foundation to prevent standing water or drainage toward the foundation
- Confine alterations or removal of materials to the rear or non-visible areas

Disallowed:

Historic Foundations

- Covering exposed brick, stone, and textured concrete block foundations with a cement plaster, stucco, plywood, corrugated metal or other substitute material

Not Recommended:

Historic foundations

- Raising the adjacent grade at the foundation to cover what was historically exposed
- Painting masonry or concrete foundations that were originally unpainted
- Foundations should not be altered in form. This may result in structural destabilization. Repairing is preferred to replacing them

Exceptions:

Applies to: All Properties within Preservation Districts and non-contributing properties in Historic Districts.

New Foundations

For replacement foundation walls and piers, concrete or rock-face concrete block may be used in place of masonry units that appear similar to the existing.

B. Masonry

Masonry is designed to resist weathering without paint or any other protective coating while retaining an appealing appearance. As such, it is a relatively maintenance free material. When there is deterioration of masonry, the single most important step is to locate and repair the cause of the problem before going to the expense and trouble of repairing the masonry. When repairing masonry, four important properties should be considered: color, texture, dimension, and hardness of the masonry units.

Recommended:

Historic Masonry

- Removing all vines. Vines cause the masonry to retain moisture. Their root-like holdfasts can cause damage to mortar joints
- Removing deteriorated mortar by hand. Raking the joints with hand tools is less likely to damage the masonry
- Replacing deteriorated masonry units with ones that appear similar to the existing masonry units in color, texture and size, and that have an appropriate hardness
- Using mortar that is similar in color, texture, joint profile, and hardness to the original mortar. A recommended mix for historic masonry contains 1 part white Portland cement, 3 parts lime, and 9 parts sand. If necessary, dye may be added to the new mortar to match the color of the original mortar. This mix is suitable for both laying and pointing masonry walls
- Making mortar joints that match the dimensions, type and style of the original joints. Historic mortar joints are often narrower than those commonly used today
- Cleaning new mortar smears from the masonry face with a mild acid designed for that purpose
- Cleaning of excessively soiled or stained historic masonry using a natural bristle brush and mild, water-based detergent. Low-pressure water systems that do not exceed 300 pounds of pressure is preferred

Disallowed:

Historic foundations

- Sandblasting, water blasting or any other abrasive cleaning method. Blasting can cause very serious damage by destroying the protective exterior surface and exposing the softer interior to rapid deterioration. This damage cannot be repaired
- Pointing soft historic masonry with a strong Portland cement mix or synthetic caulking compound. Hard mortars will damage soft historic masonry such as brick
- Painting or sealing historic masonry that has not been painted
- Covering of masonry with cement plaster, stucco, metal or other substitute material

Exceptions:

Applies to: *All Properties within Preservation Districts and non-contributing properties in Historic Districts*

Existing Masonry

- *Removing deteriorated mortar with the use of electric grinders by a qualified professional.*

- *Cleaning masonry using a gentle chemical method that does not damage the masonry.*

C. Wood

Most of the historic structures in Waterloo are of wood frame construction and have wood siding. Many dwellings have some wood elements such as frame windows, doors, porches, cornices, decorative elements, and pediments. While wood is relatively inexpensive, durable, and easy to work with, it must be maintained properly to have a long life. It must withstand the often-harsh assaults of wind, rain, sun, and changing temperature.

Recommended:

Historic Wood

- Repairing historic wood elements rather than replacing them
- Using epoxy products to consolidate deteriorated wood components, and fill or reconstruct missing wood
- Duplicating and replacing historic wood elements when they cannot be repaired
- Replacing damaged wood components with new or salvaged wood components that match the historic ones
- Inspecting, evaluating and monitoring wood surfaces for signs of excessive water damage, rot, or pest infestation. Keep all surfaces primed, painted and appropriately caulked in order to prevent wood deterioration
- Eliminating excessive moisture problems such as leaky roofs, gutters, and downspouts
- Eliminating the improper venting of baths, kitchens, basements, and dryers may cause moisture problems
- Removing vegetation that is growing against the wood elements or siding

Wood substitutes

- Substituting a material in place of wood only if the substitute material retains the appearance and function of the original wood. The substitute material must be durable, accept paint, and be approved by the Historic Preservation Commission. For many applications, fiber cement board is an approved substitute for wood

Disallowed:

Historic wood

- Covering original wood siding, soffits and eave boards with another material such as vinyl or aluminum siding not original to the building
- Using destructive and dangerous paint removal methods such as sandblasting, water blasting, or burning with a propane or butane torch
- Removal of historic wood elements such as trim, porches, cornices, and decorative elements

Wood substitutes

- Substituting material in place of wood that does not retain the appearance, function, and paintability of the original wood

Exceptions:

Applies to: All Properties within Preservation Districts and non-contributing properties in Historic Districts.

Existing Wood

- *Re-siding with similar material such as vinyl or aluminum siding of a building already covered with replacement siding.*

D. Mass and Rooflines, includes dormers

Mass and roof pitch are defining characteristics of historic architectural styles. Most of the roofs in historic neighborhoods were originally sawn cedar shingles, although standing seam metal was sometimes applied. The texture of the wood shingles on the steep-pitched roofs was a prominent feature of historic neighborhoods during the 19th and early 20th centuries.

Recommended:Original roofline and mass

- Preserving the original roof pitches and spans
- Preserving the original walls and vertical corners that define the massing of a historic building

Materials

- Preserving historic trim such as crown molding, skirt and frieze boards, and decorative metal
- Replacing a special historic shingle with one of a similar style when the old shingles need replacing
- Using shingles that resemble the texture and color of weathered wood shingles for roofs that had wood shingles historically
- Choosing metal roofs with dark colors, usually dull red or green, or a natural metallic silver color

New dormers

- Designing new dormers to be of a size, scale and proportion that is consistent with the architectural style
- Designing new dormers so the face of the dormer is primarily composed of window area
- Adding dormers to an existing roof in a manner that does not significantly alter the character of the historic building
- Adding dormers that are in proportion to the roof's overall size. The width of the dormers in proportion to the roof on which they are located should be consistent with the architectural style
- Adding dormers that are no closer than 3 feet to an existing gable end or hip. The intent is to avoid significantly altering the original roof lines
- Constructing gabled and hipped dormers that have roof pitches similar to the pitch of the main roof

Disallowed:Original roofline and mass

- Substantially altering the roof pitch of a historic building on one or both sides of the roof to gain headroom below the rafters

New dormers

- Adding dormers that are wider than ones commonly found in the neighborhood or on buildings of a similar architectural style
- Adding dormers that extend above the existing peak of the roof

Not Recommended:

- Installing antennas, vents, solar collectors, skylights, or other mechanical devices **on street elevations**

Exception:

Applies to: *All Properties within Preservation Districts and non-contributing properties in Historic Districts*

Dormers

- *Dormers may be larger than those commonly found on historic buildings of a similar architectural style provided that the dormer does not seriously alter the character of the building*

E. Siding

Wood siding is prevalent throughout the neighborhoods in Waterloo. Most often it is plain clapboard siding with an exposure between 3 and 5 inches; however, it is sometimes tongue and groove, shiplap, or wall shingle siding. Wood siding along with the trim details and a variety of paint colors combine to make one of the most important defining characteristics of historic districts. This display of detail and color is essential to the character of the old neighborhoods, and therefore, siding must be protected by the design guidelines.

The primary threat to the traditional appearance of older neighborhoods has come with the application of synthetic siding. This has been installed in an effort to avoid periodic painting. While synthetic siding may last longer than a paint job, it does deteriorate over time and does need to be replaced when it fades, cracks, dents, or deteriorates. The application of synthetic siding covers many architectural details of a building, damages the historic siding and trim, and in some cases, necessitates the removal of historic elements altogether. Such sidings can trap moisture behind them, which rots the wood underneath. Often this is undetected and leads to potential structural damage. For all of the reasons stated above, the covering of historic properties with synthetic siding is not allowed.

Recommended:Historic siding

- Repairing historic wood siding and trim
- Replacing deteriorated sections of wood siding with new or salvaged wood siding that matches the historic wood siding
- Removing synthetic siding and repairing historic wood siding and trim

Wood substitutes

- Substituting a material in place of wood siding only if the substitute material retains the appearance and function of the original wood. The substitute material must be durable, accept paint and be approved by the Historic Preservation Commission. In many applications, fiber cement board is an approved wood substitute

Synthetic siding

- Matching synthetic siding may be used to repair damage to existing synthetic siding

Disallowed:Historic trim

- Removing historic trim pieces such as door and window trim, skirt and frieze boards, and corner boards
- Covering historic trim such as door and window trim, skirt and frieze boards, and corner boards

Synthetic siding

Applying synthetic siding such as aluminum, vinyl, or false masonry siding

Exception:

Applies to: All Properties within Preservation District

- *Synthetic siding may be used provided:*
- *All sources of moisture that have caused damage to the structure are corrected and the damage repaired prior to the application of the siding*
- *Historic architectural features such as window trim, brackets, moldings, rafter tails, columns, balusters and similar details are not covered, removed, cut or otherwise damaged. Unless severely deteriorated, historic wood siding must not be removed*

F. Paint and Color

Paint schemes should be simple. One color for the body of the house, one on the trim and one accent color for windows and doors usually is enough. Colors should be selected to complement the style and period of the house. Colors should blend with and complement the overall color schemes existing on the same street. Consult the Waterloo Public Library or paint dealers for information on paint colors appropriate for use on various styles of houses. A building permit is not required for painting and historic review is not required.

Recommended:Repainting

- Removing loose and peeling paint and cleaning the surfaces to be painted in accordance with pertinent State and Federal guidelines. Practices that help reduce the potential for the creation of lead dust, such as misting surfaces with water when scraping, are encouraged. Old paint that is sound and reasonably smooth should be left in place as a foundation for the new paint
- Taking all recommended safety precautions, including using a proper respirator to avoid breathing the fumes or dust from lead-based paint
- Collecting and properly disposing of paint chips and other waste
- Priming, caulking, and finishing with high-quality products
- Removing any grayed surface of weathered wood by sanding
- Treating dry wood with linseed oil and priming with an oil-based primer

Paint color

- Choosing a color scheme that is consistent with the architectural style of the building. Typically, this would be one color for the body of the building, one or two colors for the trim, and black or dark green for the storm sashes. If a horizontal board delineates the upper floor of the building, a second color may be used for the upper floor walls.

Not Recommended:Repainting

- Dry sanding, sandblasting or using high-pressure sprayers to remove paint from masonry or wood
- Using high heat or open flames for paint removal
- Using paint strippers containing methylene chloride
- Using other methods with a high potential to create lead dust that are discouraged by State and Federal guidelines
- Scrapping historically painted surfaces to bare wood, then applying clear finishes or stains in order to create a “natural look”

Paint color

- Choosing bright, obtrusive colors
- Painting a building entirely white, or one color as this can obscure details of the structure

G. Windows, includes shutters & storm windows

Windows are one of the most important elements that define a building's architectural character. Important window characteristics include window type, size, proportion, trim and pattern of divided-lights. Most often, historic windows are double-hung, but casements were occasionally used. Except for small decorative windows, historic windows are generally considerably taller than they are wide, and lower and upper floor windows are often aligned vertically.

Recommended:

Historic windows

- Preserving the historic windows by repairing sashes and frames
- Retaining historic window frames and replacing badly deteriorated sashes with new sashes that match the historic ones

Replacement windows

- Replacing badly deteriorated windows with new ones that match the type, size, sash width, trim, use of divided-lights, and overall appearance of the historic windows
- Using new wood windows and sashes, if necessary, to replace historic wood windows and sashes. The use of metal-clad, solid-wood windows is acceptable. Replacement windows and trim must accept paint. Divided-lights may be created with muntin bars that are adhered to both sides of the glass, but not with snap-in muntin bars
- Replacing a bedroom window, if required for egress by the Building Code, with a new one that matches the size, trim, use of divided-lights, and overall appearance of the previous bedroom window or other windows in the house

New windows

- Adding windows that match the type, proportions, trim, and appearance of the historic windows. The sash width must be similar to that of the original windows
- Adding new windows in a location that is consistent with the window pattern of the historic building or buildings of similar architectural style

Storm windows

- Installing traditional wood storm windows and screens on older buildings
- Installing wood-frame combination storm window with screens that resemble traditional wood storm windows. The use of metal-clad, wood-frame combination storm windows is acceptable. Storm windows must accept paint

Disallowed:

New and replacement windows

- Installing modern types of windows including sliding, awning, casement, and bay window when they were not original to the building, consistent with the architectural style, or required egress
- Installing metal, vinyl clad or vinyl windows when they were not original to the building
- Using snap-in muntin bars to achieve the appearance of divided lights

Not Recommended:

Storm windows

- Installing exterior metal or vinyl storm windows

Shutters

- Installing shutters on windows that did not historically have shutters

Exception:

Applies to: *All Properties within Preservation Districts and non-contributing properties in Historic Districts.*

- *Vinyl or vinyl clad wood window may be used for replacement of basement windows provided the foundation wall is no more than 18 inches above grade.*

H. Doors, includes garage doors

The original size and shape of door openings should be maintained. Many historic entrance doors are of panel-type construction or solid frames with glass lights in the upper part of the door. Historic storm doors are often wood doors with removable sashes. These historic door styles should be used when it is necessary to replace original doors. Historic garage doors often possess distinctive design features and should be retained if possible.

Recommended:

Historic doors

- Repairing historic doors rather than replacing them
- Replacing badly deteriorated doors with new or salvaged doors that are similar in size, material, style, and appearance

New doors

- Installing a wood screen door that accepts sashes with glass or screen
- Adding new door openings that are trimmed to match other doors and windows in the building
- Substituting a material in place of wood for doors and screen doors only if the substitute material retains the style and appearance of the historic doors and screen doors. The substitute material must be durable, accept paint, and be approved by the Historic Preservation Commission

Garage doors

- Retaining and repairing historic garage doors where practical
- Installing new garage doors that resemble the styles of historic ones
- Adding trim to garage door openings that match that of other doors and windows in the garage

Disallowed:

New doors

- Installing flush entrance doors or other modern door styles
- Installing sliding patio doors if they were not original to the building or consistent with the architectural style
- Installing natural aluminum storm doors
- Blocking down door openings to accommodate standard door sizes

Not Recommended:

- Installing a double-car garage door where two single car doors are more consistent with the historic style

Exception:

Applies to: All Properties within Preservation Districts

- *Sliding patio doors or other modern-style doors may be installed on the rear of a primary building provided that the openings are trimmed to match the existing doors and/or windows.*
- *Installing new garage doors that are simple in design. Smooth or simple panel-type doors may be used.*

I. Porches

Porches are the focus of many historic buildings and help define their overall character. In historic residential neighborhoods, front porches help to establish a sense of community. Front porches and sun porches should be preserved for both their architectural and social value.

Recommended:

Historic porches

- Repairing historic porches and conserving as much of the historic material as possible
- Replacing badly deteriorated components with new ones that match the historic components in design and material. Custom fabrication of columns, brackets, pedestals, and moldings may be necessary, but many porch components can be ordered through lumberyards
- Using vertical-grained fir porch flooring for its resistance to weathering
- Constructing or replacing missing balustrades and handrails using historic photographs or in a style that is consistent with both the building and neighborhood (See section III. J *Balustrades and Handrails* for more details)
- Using wood steps for a wood porch and tile, brick, or concrete steps for a masonry porch
- Leaving exposed the support piers below the porch columns. Skirting must be added to fill the space below the porch floor and grade if this space is 24 inches or greater. The skirt must be located between the porch piers
- Constructing porch skirting using a 3-6 inch wood frame with slats fastened to the back of the frame in a vertical or lattice pattern
- Enclosing only a portion of a front porch with screens to provide a sitting area that is to the side of the steps and front entrance of the house. The screens should be set behind the columns and balustrades to preserve the historic appearance of the porch

Wood substitutes

- Substituting a material in place of wood only if the substitute material retains the appearance and function of the original wood. The substitute must be durable, accept paint, and be approved by the Historic Preservation Commission

Disallowed:

Historic porches

- Removing a historic front porch
- Changing the original roof pitch. Other materials including EPDM rubber sheeting, heat-sealed asphalt products and standing seam steel roofing make the maintenance of low-pitched roofs easier than in years past
- Enclosing front porches or other porches that are highly visible from the street with permanent windows and/or walls

New materials

- Using wrought iron elements unless they were part of the historic design
- Using unpainted treated wood for elements that would have been painted in their historic applications
- Using precast concrete steps on the front or side elevation if the steps will be highly visible from the street. They are acceptable on the rear elevation

Wood substitutes

- Substituting a material in place of wood that does not retain the appearance, function, and paintability of the original wood

Exceptions:

Applies to: All Properties within Preservation Districts and non-contributing properties in Historic Districts.

New materials

- *Porch floors may be concrete if the floor is no more than 18 inches above grade. Porches with floors that are more than 18 inches above grade must be built using traditional porch construction with wood joists and wood flooring*
- *Pretreated porch decking or dimensional lumber may be used for decking provided the gaps between the floorboards do not exceed 1/8 inch*
- *Porches on rear elevations need not reproduce historic details*

J. Balustrades and Handrails

Balustrades (guardrails) and handrails serve as both decorative and functional elements on porches, balconies, and steps. For historic properties, the design should be consistent with the architectural style, but not at the expense of safety.

Recommended:Historic balustrades and handrails

- Repairing historic balustrades and railings
- Replacing badly deteriorated components with ones that match the historic components in design and material

New balustrades and handrails

- Constructing or replacing missing balustrades by using historic photographs or by choosing a style that is consistent with the architectural style of the building
- Installing turned balusters in balustrades that have an actual diameter of 2 inches or greater, or square spindles that are 1-1/2 inches or greater in width
- Installing top and foot rails that are at least 2 inches in thickness. These can be made with 3/4-inch and 5/4-inch lumber glued together
- On buildings where a spindled balustrade would be most consistent with the architectural style, spacing spindles so that the balustrade is at least 40% solid. Spindles must be spaced so that no gap between the spindles exceeds 4 inches as required by the building code. This is for child safety
- Providing handrails on porch steps as required by the building code. Handrails should match the historic balustrade height on the porch unless otherwise specified by the building code. The handrail must have a continuous member that can be easily gripped. The handrail should either match the porch balustrade or be made of round steel pipe
- Providing balustrades on the porch as required by the building code. When the porch floor is more than 30 inches above grade, the balustrade must be 42 inches high except for single-family and duplex structures where it may be as low as 36 inches
- Sloping the top and foot rails slightly to allow water to be shed from these surfaces and help prevent deterioration of these members

Disallowed:Historic balustrades and handrails

- Removing historic balustrades or railings
- Covering the historic balustrades or railings with materials such as siding

New balustrades and handrails

- Using unpainted treated wood for elements that would have been painted in the historic application
- Using wrought iron elements unless they were part of the historic design

Exception:

Applies to: *Applies to: All Properties within Preservation Districts and non-contributing properties in Historic Districts.*

New balustrades and handrails

- On buildings where a spindled balustrade would be most consistent with the architectural style, spacing spindles so that the balustrade is at least 30% solid
- On buildings where turned spindles would be most consistent with the architectural style, installing square spindles

K. Gutters and Downspouts

Original built-in gutters are an important design feature of historic buildings. Removing these requires a building permit and must be approved by the Historic Preservation Commission. A building permit and Certificate of Appropriateness are not required for replacing external gutters.

Recommended:

Original built-in gutters

- Repairing original built-in gutters. EPDM rubber sheeting is an economical replacement material for the original tin flashing

New gutters and downspouts

- Installing metal downspouts placed vertically near the corners. They should be painted to match the background wall color
- New gutters should be consistent with the historic style of the home
- Other composite materials may be acceptable but must be paintable surfaces

Disallowed:

Roof slope

- Altering the roof slope near the gutter when covering historic built-in gutters

Exception:

Applies to: *All Properties within Preservation Districts and non-contributing properties in Historic Districts.*

- *Covering original built-in gutters and applying exterior gutters only if the roof slope at the gutter is not altered. This can be accomplished with blocking and flashing above the old gutter*

L. Chimneys

Fireplace chimneys are often a defining architectural feature of historic houses. Chimneys may have decorative brickwork and often are a distinguishing feature of the roof profile. Therefore, historic chimneys should be preserved.

Recommended:

Historic chimneys

- Adding a flue liner to historic chimneys for safety reasons
- Keeping flue caps as inconspicuous as possible
- Following the recommendations for masonry repair in *Masonry*
- Repairing and capping unused historic chimneys in a manner that prevents vermin from entering the chimney, but allows air circulation

New chimneys

- Using masonry to construct full-height exterior fireplace chimneys in a manner that is consistent with the architectural style of the building
- Boxing and finishing new chimney pipes that penetrate the roof with thin brick veneer or stucco

Disallowed:

Historic chimneys

- Removing prominent chimneys that are important to the historic architectural character of the building
- Plastering over masonry chimneys in place of proper repair
- Pointing with mortar that is too hard for historic, soft brick
- Using synthetic sealants, adhesives and/or wraps to repair masonry chimneys

M. Site and Landscaping, includes fences, parking & access

Site features and landscaping can contribute significantly to the character of a neighborhood, streetscape or property. Accommodating parking, site access and other modern outdoor needs should be done in a discreet manner. To the extent possible, these modern site features should be located in the backyard and accessed from an alley.

Recommended:

- Repairing historic brick paving materials and retaining walls
- Constructing new driveways to be similar to historic driveways in the neighborhoods. Typically these driveways are 8-10 feet in width and may have only a three-foot section for each track paved, leaving grass in the center of the drive
- Removing large trees that are planted closer than 20 feet to historic buildings and shrubs planted closer than 5 feet. Trees, shrubs and other substantial plantings can increase the moisture and mold at the exterior walls and the roots can damage foundations

Pedestrian Access

- Providing a sidewalk that connects the entrance door or porch to the public sidewalk

Vehicular Access

- Providing vehicular access from an alley when available. Driveways leading from the street to garages or parking at the rear of the property should be one lane in width, but can be widened toward the back of the lot to provide access to multi-stall garages or parking spaces

Parking

- Providing parking behind the primary structure on a lot where possible. If parking must be located along the side of an existing or new primary structure, it must be set back from the front plane of the building a minimum of 10 feet and be screened by a decorative fence, landscaping, or a combination of a decorative fence and landscaping, and approved by the Historic Preservation Commission

Fences

- Installing fences between the street and the front facade that are 3 feet or less in height
- Designing fences to be similar to historic fence styles, such as wood picket fences, and wrought iron or metal fences
- Painting wood fences

Disallowed:

- Providing parking spaces between the primary structure and the street
- Adding curb cuts and driveways from the street when access is available from an alley
- Removing historic metal fences

Not Recommended:

- Replacing historic brick paving with plain concrete, decorative concrete consistent with the historic style is appropriate

- Removing mature trees not located within 20 feet of the historic building, unless tree is causing damage to a building, is diseased, or is structurally unsound, as determined by a professional arborist

Fences

- Installing chain link, wire mesh or rail fences in locations highly visible from the street

IV. Guidelines for Additions

An addition to a historic house is often required to accommodate an expanding family, home office or modern lifestyle. These guidelines are for additions that expand the interior living space or building footprint, as well as for other attached structures such as new porches, decks and ramps.

A. Expansion of Building Footprint

When planning an addition that expands the building footprint, consider first how a new exterior form and roof can be added to the existing structure in a manner that is compatible with the design of the historic building. Often, the desired interior space dictates the location and size of the addition, and the resulting roofline and form appear awkward and inconsistent with the historic structure. The Historic Preservation Commission strongly recommends using a design professional to help evaluate space needs and plan a compatible addition.

Recommended:

New foundations

- For additions to foundations, concrete or textured concrete block may be used in place of masonry units that appear similar to the original masonry
- For additions to foundations, it is acceptable to match the color of the original foundation by using paint or masonry stain rather than matching the material and appearance of the original foundation material

New masonry

- Additions to masonry structures may be sided with wood. The siding type must be consistent with the age and architectural style of the historic building. The trim must be consistent with both the siding type and the architectural style of the building. Any substitute materials must be durable, accept paint, and be approved by the Historic Preservation Commission

Paint and Color

- Painting additions to match the existing historic building

Windows

- Using windows that are of a similar type, proportion and divided light pattern as those in the original structure
- Following the guidelines for new windows in section *III.G - Windows*

Doors

- Installing doors in additions that match the material of historic doors, and have a similar style and appearance as the historic doors in the existing building. Installing French doors, or doors of a similar type, in additions where a large opening is desired.
- Following the guidelines for new doors in section *III.H - Doors*

Gutters and downspouts

- Constructing built-in gutters in additions to historic buildings that have built-in gutters

New Porches

- Constructing new porches that are consistent with the historic building or similar to porches of the same architectural style
- Constructing new porches that are more than 18 inches above grade using traditional porch construction with wood joists and wood flooring
- Adding skirting to fill the space between the porch floor and grade if this space is 24 inches or greater. The skirt should be constructed between the porch piers

Balustrades and handrails

- Following the guidelines for new balustrades and handrails in section *III.J - Balustrades and Handrails*

Chimneys

- Constructing new exterior fireplace chimneys of masonry or stucco if the chimney is highly visible from the street

Disallowed:

- Constructing an addition between the historic building and the street
- Leaving large expanses of wall surface uninterrupted by windows or doors
- Constructing an addition that is not distinguishable from the historic building
- Using synthetic siding on an addition instead of the historic siding type or a substitute material approved by the Historic Preservation Commission
- Adding space to a structure by enclosing a historic front or side porch

Not Recommended:

- Constructing an addition that expands a historic house vertically and increases its overall height. Remodeling an attic space and adding dormers is acceptable

Exceptions:

Applies to: *Preservation Districts All additions*

Wood

- *Window trim, door trim, fascia and frieze boards, and corner and band boards on additions must be similar to those on the historic building. However, other details of the historic building may be omitted, simplified, or enhanced on additions as long as they are compatible with the existing structure*

Windows

- *Modern window types, such as casement windows, may be used in additions provided they have overall proportions comparable to those found on the historic building, and a similar divided-light pattern. The windows must be trimmed to match the historic windows in the building. The windows may be installed side-by-side, but they must have a mullion between them if mullions were used between windows on the historic building. Transom-like or half-round fixed glass units may be used if they create a traditional-looking window arrangement consistent with the historic building style*

Porches

- *Porch floors may be concrete if the floor is no more than 18 inches above grade*
- *Porches with floors that are more than 18 inches above grade must be built using traditional porch construction with wood joists and wood flooring*
- *Dimensional lumber may be used for decking provided the gaps between the floorboards do not exceed 1/8 inch*
- *Porches on rear elevations need not reproduce historic details*

Gutters and downspouts

- *Additions need not have built-in gutters unless the new gutters align with the built-in gutters of the existing building. For instance, a one-story addition need not have built-in gutters if it is attached to a two-story wall.*

B. Decks and Ramps

Decks and ramps are features that are not typical to historic structures. They are modern inventions designed to meet the needs of our modern lifestyle and building codes. As such, it is not necessary that they duplicate the details of the building to which they are attached, however, they should be as unobtrusive as possible. Ramps may be approved to

accommodate reasonable access and use by disabled occupants provided they do not significantly alter or detract from the historic character of the building. The Historic Preservation Commission will work with applicants to find designs that will accommodate their needs and that are compatible with the historic character of the building.

Recommended:

Decks

- Locating a new deck on the back of a primary building, opposite the street-facing facade and set in from the side walls at least 8 inches
- Designing decks so that the size, scale and location do not detract from the character of the district's rear yards, if significant to the district
- Attaching decks to the building in a manner that will not damage a historic exterior wall or, other historic materials, or cause wood siding to deteriorate
- Following the guidelines in section *III.J - Balustrades and Handrails*
- If creating a screened porch structure, following the guidelines for porches in section *IV.A - Expansion of Building Footprint*

Ramps

- Designing ramps so they do not detract from the historic character of the house. To the extent possible, the yard should be graded to create a portion of the incline of the ramp
- Locating a new ramp, or as much of the new ramp as possible, on the side of the building
- Incorporating a ramp into a porch
- Landscaping around a ramp to soften the visual impact of the structure from the street
- Following the guidelines in section *III.J - Balustrades and Handrails*

V. Guidelines for New Construction

Most new structures constructed in Waterloo's historic neighborhoods are garages or other outbuildings. Although most of the lots in these neighborhoods are developed, occasionally the opportunity to construct a new primary structure on a vacant lot may arise, or to replace a non-historic building or a building that has been destroyed. These guidelines are intended to ensure that new buildings are compatible with the character of the neighborhood. These factors are dependent on the character of the surrounding neighborhood and district, and therefore are not addressed in this section.

A. New Primary Buildings

Recommended:

Setbacks

- For new primary buildings, locating the building a distance from the street so that the setback is consistent with the setbacks of existing buildings located adjacent to the proposed building
- Determining the setback of a new primary building by taking the average of the setbacks of the four nearest primary buildings located on the same block and along the same street frontage. The setbacks of existing buildings should be measured at the first floor wall of the main living area of the building, excluding a covered or enclosed porch
- Locating front porches on new buildings so that they extend into the required front yard provided they are no closer to the street than any of the other porches along the same frontage. Front porches are prevalent on existing buildings within the districts
- Designing a new primary structure in a similar style to the architectural styles prevalent in the district

Masonry

- Using masonry that has a similar appearance to the masonry on historic buildings of a similar architectural style

Wood

- Using wood or an approved wood substitute for building trim and features such as corner boards, window trim, frieze boards, columns, brackets and similar features

Wood substitutes

- Substituting a material in place of wood only if the substitute material retains the appearance and function of wood. The substitute material must be durable, accept paint, and be approved by the Historic Preservation Commission. For many applications, fiber cement board is an approved wood substitute

Dormers

- Following the guidelines for new dormers in section *III.D - Mass and Rooflines*

Siding

- Using siding that is consistent with the architectural style of the new building. Most historic siding in Waterloo is wood. Fiber cement siding is an acceptable substitute for wood siding in most circumstances

Paint and color

- Using a color scheme that is consistent with the architectural style of the building where synthetic siding is allowed

Windows

- Specifying the window type, proportion, shape, profile, divided-light pattern, and placement based on the architectural style of the new structure and contributing structures of a similar style

- Using windows that are made of wood. The use of metal-clad, solid-wood windows is acceptable. Windows and trim must accept paint. Divided-lights must be created with muntins that are adhered to both sides of the glass
- Placing small decorative windows in the attic level of front gable ends if consistent with the architectural style
- Adding wood (or an acceptable wood substitute) window trim that is three to four inches in width if the exterior walls are sided with wood

Doors

- Adding exterior doors on front or side elevations of buildings that have half- or full-light windows and/or raised panel construction, and are consistent with the architectural style

Porches

- Constructing front porches that are consistent with the architectural style of the building. Front porches are a character-defining element in Waterloo districts
- Using vertical-grained fir porch flooring for the porch decking
- Using wood or an approved wood substitute that accepts paint for porch posts, trim and other components
- Constructing new porches that are more than 18 inches above grade using traditional porch construction with wood joists and wood flooring
- Adding a skirting to fill the space between the porch floor and grade if this space is 24 inches or greater. The skirt should be constructed between the porch piers

Balustrades and handrails

- Following the guidelines for new balustrades and handrails in section *III.J - Balustrades and Handrails*
- Placing second-story porches above first-story porches or first-floor interior spaces

Disallowed:

Windows

- Using snap-in muntin bars to create the appearance of divided-lights

Doors

- Installing sliding glass patio doors in any location that is highly visible from the street
- Constructing balconies that protrude from the walls without vertical supports on the front or sides of the building

Not Recommended:

Porches

- Constructing a new front porch that is entirely enclosed with walls and/or windows. Only a portion of a front porch may be enclosed with screens to provide a sitting area that is to the side of the steps and front entrance of the house. The screens should be set behind the columns and balustrades to create an appearance that is consistent with the architectural style

Attached garages

- Constructing attached garages. However, if constructed, they should be set back at least 20 feet from the street-facing plane of the building

Shutters

- Adding shutters if shutters are not consistent with the architectural style of the building

Masonry

- Using thin veneer masonry
- Using synthetic masonry materials such as artificial stone

Exceptions

Applies to: Preservation Districts All properties

Porches

- *Porch floors may be concrete if the floor is no more than 18 inches above grade. Porch floors that are more than 18 inches above grade must be built in a traditional way with wood joists and wood flooring*
- *Pretreated porch decking or dimensional lumber may be used provided the gaps between the floorboards do not exceed 1/8 inch*
- *Porches on rear elevations need not reproduce historic details*

Siding

- *Synthetic siding may be used on new primary structures and outbuildings, provided all window and door trim, corner boards, band boards or other trim are wood or an approved wood substitute*

B. New Outbuildings

Recommended:

Design

- Placing new outbuildings, including garages, to the rear of the primary building
- Constructing garages and other outbuildings that are clearly subordinate in size to the principal structure and ornamentation to the primary structure
- Constructing new outbuildings that reflect the style of the primary structure

Garage doors

- Installing garage doors that are simple in design. Smooth or simple panel-type garage doors may be used
- Adding trim around the garage door openings that match the trim of other doors and windows on the building
- Installing single-car garage doors. Double-car garage doors are discouraged

Not Recommended:

Attached garages

- Constructing garages attached to the primary building

Exceptions

Applies to: *Preservation Districts All properties*

Design

- *New outbuildings may reflect the historic outbuilding styles in the neighborhood or the style of the primary building*

Windows

- *Vinyl or vinyl clad wood windows and snap-in muntin bars may be used on new outbuildings*

Siding

- *Synthetic siding may be used on new outbuildings*

VI. Guidelines for Demolition

A Certificate of Appropriateness for the demolition of any primary building on a contributing property within a preservation or historic district, or any landmark, will be denied unless the applicant can demonstrate that the building is structurally unsound and irretrievable. A decision to approve a Certificate of Appropriateness for the demolition of outbuildings on contributing and noncontributing properties, and primary buildings on noncontributing properties, will be made on a case-by-case basis. For these cases, the Commission will consider the condition, integrity and architectural significance of the outbuilding or noncontributing building. A Certificate of Appropriateness is also required for the removal of any portion of a building, such as a porch, porch balustrade, decorative brackets and trim, dormers, chimney or other architecturally significant components on any structure within a district, or on any landmark.

Before a Certificate of Appropriateness for demolition will be approved for a primary building, the Waterloo Historic Preservation Commission must approve a Certificate of Appropriateness for the building that will replace the one being demolished. This is true for primary buildings located on contributing and noncontributing properties.

Recommended:

- Removing additions or alterations that are not historic and that significantly detract from the building's historic character
- Removing non-historic buildings and structures that detract from the historic character of a district. Such buildings should be replaced with buildings that are more compatible with the district
- Removing portions of a building that are structurally unsound and are a safety hazard.
- Saving and storing on site any historic architectural features such as windows, doors and trim that are removed from a building or structure
- Encouraging building materials and significant architectural elements be salvaged or recycled

Disallowed:

- Demolishing any primary building on a contributing property within preservation or historic district, or any locally designated Historic Landmark
- Removing any historic architectural feature, such as a porch, chimney, bay window, dormer, brackets or decorative trim, that is significant to the architectural character and style of the building

Not Recommended:

- Removing significant historic site features on the property such as brick driveways and iron fences

VII. Design Guidelines for Multi-Family Buildings

Recommended

Front Setback

- The building setback should not deviate from the average setback of existing structures on its street frontage by more than 5 feet
- A new building should be located no closer to the street than the existing principle building on its street frontage with the shallowest setback
- The setbacks of existing buildings shall be measured at the first floor wall of the main living area or commercial floor area of the building, excluding a covered or enclosed porch
- If front porches are prevalent on existing structures, the new building may contain a covered front porch that extends into the front yard, provided it is located no closer to the street than any of the other porches on its block

Lighting

- All exterior lighting, including balcony and porch lighting, should be carefully placed, downcast and shielded so that entrances, sidewalks and stairways are well lit, but the lighting is non-obtrusive to neighboring properties
- No exterior light source should be located on poles more than 15 feet high
- When lights mounted on buildings are intended to provide site lighting rather than corridor or exit lighting, they should be mounted no higher than 15 feet
- Lights intended to architecturally highlight a building or its features should use a limited pattern of light that does not extend beyond the wall of the building

Parking

- Parking lots, including detached garages and carports, should not be located between the principle building and the street
- Parking should be located behind a building, below grade, or under a building
- On corner lots, parking may be located alongside the building, but not within a required front or side yard and no closer than 20 feet to the sidewalk
- Landscaped screening consisting of densely planted evergreen shrubs, a hedge, a combination of evergreen and deciduous shrubs, or a decorative masonry wall in combination with landscaping should be used to screen the parking from the street and adjacent properties

Parking Below Buildings

- Where parking is located below a building, any exposed portions of the exterior walls of the parking area visible from a street and extending more than three feet above the ground should appear to be a component of the facade of the building. The use of similar building materials, window openings, and providing facade detailing similar to the upper levels are examples of how this can be achieved
- In no case should a building have the appearance from the street of being elevated above a parking level, or “on stilts”

Garages

- When parking is provided within the primary structure, garage doors should not be located on any side of a building facing a street
- When located on a side wall or on a rear wall on a corner lot, landscaping, masonry walls, or elements of the building should be used to help screen the garage doors from view from the street

Building Orientation

- Orientation of the “front” of the building should be to the street in a manner similar to existing buildings in the neighborhood, including an entrance with some architectural emphasis provided on the front of the building

- Architectural treatments that emphasize the entrance include, but are not limited to:
 1. front porches
 2. transom and sidelight windows
 3. decorative trim and moldings
 4. arches.

Pedestrian Access

- A sidewalk should be provided that connects the entrance door or porch to the public sidewalk

Balconies/Decks

- Balconies and decks should be designed so that they are integrated into the overall design of the building. When designed in such a manner, balconies and decks may encroach into the required front yard, provided they are located no closer to the street than any porches on the street frontage
- Methods of integrating balconies into the building design may include, but are not limited to:
 1. Fully or partially recessing them into the facade of the building
 2. Placing them under a roof that is integrated into the overall roof plan
 3. Utilizing supports that are compatible with the rest of the building in terms of materials and design
 4. Utilizing supports that reach to the ground rather than append on the exterior of the building. Balconies and decks must be placed adjacent to the front or rear yard rather than the side yard

Building Height/Mass

- Measures should be incorporated into the design of a new building that help to reduce its “visual mass” and overall height. Examples include
 1. Holding the height of the eave line down by making the upper floor of a building a “half” story and utilizing dormers to accommodate the use of floor area
 2. Stepping the height of a taller building down to two stories at ends adjacent to existing buildings that are two-stories or lower in height
 3. Providing significant variations in the roofline and front building plane that help to reduce the scale of the building along the streetscape

Roofline

- Rooflines should reflect the predominant roof type, orientation, scale and pitch of existing buildings within the neighborhood

Building Modulation

- The street elevation setback should be varied such that no continuous wall plane or surface exceeds 35 feet in length, and such that variations between wall planes or surfaces are at least 18 inches in depth
- Variations in wall planes should be accompanied by corresponding changes in the roofline and other architectural elements of the building.

Windows/Doors

- The placement of windows and doors on street elevations should be consistent with the window and door patterns found on other properties in the surrounding neighborhood
- Windows and doors on street elevations should be on a similar size, scale and proportion to the windows of other buildings in the neighborhood
- The use of trim and moldings should be similar in width and character to surrounding buildings

Architectural Style

- Building style design elements from existing architectural styles found on contributing structures within the district, such as building form, rooflines, window patterns, building

materials, entrance ways, and architectural detailing, should be incorporated into the design of new buildings to help them fit within the context of the district

Appendix A - Definitions:

Additions

Construction that results in a larger building footprint, increases the building's overall height, or adds an attached structure to a building are additions. Additions include construction of a new room, porch, or deck.

Alterations

Alterations are modifications to a site or to the exterior of a building that do not increase the size of the building's footprint. Most maintenance and remodeling projects such as siding repair, reconstruction or repair of historic porches, adding dormers to convert an attic space to a living space, and replacing doors and windows are considered alterations.

Alternative Designs

Alternative design solutions or exceptions to the *Waterloo Guidelines* may be considered by the Historic Preservation Commission. The intent in considering alternative designs is to allow architectural flexibility in exceptional circumstances. The intent is not to reduce the scope or quality of work required by these guidelines

Building Code and Zoning Ordinances

The requirements of the building code and the zoning ordinance must be met in addition to the requirements of the *Waterloo Guidelines*. For certain requirements such as mass, scale, size, site considerations, and setbacks from the street, the *Waterloo Guidelines* may be more stringent than the building code or the zoning ordinance. The Historic Preservation Commission does **NOT** review projects for compliance with the building code or zoning ordinance. Please consult with Housing and Inspection Services to ensure the project complies with these regulations.

Classification of Properties in Districts

Properties in historic and preservation districts are classified based on their historic and architectural significance and integrity. Because neighborhoods change over time, these districts typically have some structures that are not historic or that have been severely altered. Buildings in historic or preservation districts may range from outstanding historic landmarks to architecturally incompatible modern structures. Depending on the classification of a property, certain exceptions to the guidelines may be applicable.

Contributing and Noncontributing Properties

When districts are evaluated and nominated for preservation, individual properties are classified as either contributing or noncontributing to the historic character of the proposed district.

Contributing Properties

In historic districts, to be classified as a contributing property the primary building must (1) have an architectural style and character that is clearly evident and (2) was constructed during the district's period of significance and relate to a significant historic context in the neighborhood's history. The period of significance and the historic context(s) for each district are determined by professional consultants prior to designation. Preservation districts tend to exhibit a greater variety of building styles from different time periods and are less culturally cohesive, so their historic contexts are more loosely defined. The primary determining factors in classifying a property in a preservation district are (1) the historic integrity of the primary building and (2) the age of the primary building, which typically must be at least 50 years old at the time a district is designated.

Non-contributing and Non-historic Properties

Properties that are not classified as contributing are classified as noncontributing. Noncontributing properties have a primary building that has been significantly altered or that is non-historic. Non-historic buildings are buildings constructed after a district's period of significance and were generally less than 50 years old at the time the district was designated.

These properties are **NOT exempt** from historic preservation regulations, but exceptions to the guidelines are applicable. The rehabilitation of noncontributing historic buildings is encouraged. The demolition of existing non-historic buildings and construction of new, more architecturally compatible buildings is allowed. During the process of preparing the survey and evaluation for each historic neighborhood and, for historic districts, the National Register of Historic Places nomination, each property is visually inspected and historically researched by a professional architectural historian. The Commission uses this information to determine the classification of each property. However, the Commission may vote to change the classification of a property under the following conditions:

1. Additional information is discovered that documents it has greater cultural significance than originally determined.
2. It is determined that the original research and inspection did not conclusively or accurately document the architectural or historic fabric of the property.
3. A property has been substantially altered since it was originally classified. If an owner feels his or her property has been incorrectly classified, the owner may submit a letter to the Preservation Planner requesting that the property be re-evaluated. The Preservation Planner will submit the request, along with a report and recommendation, to the Commission for a determination

Demolition

Demolition involves the complete removal of a building or a portion of a building. Removal of dormers, decorative trim, porches, balusters, chimneys and other significant features require historic review. A building permit for demolition may also be required.

Districts and Landmarks

Historic and preservation districts, and historic landmarks, are designated by ordinance by the Waterloo City Council with recommendations from the Historic Preservation Commission, the State Historical Society of Iowa, and the Planning and Zoning Commission. Nominations for the historic designation of districts and properties are received from professional architectural historians following an intensive survey and evaluation of a neighborhood's historic properties and resources. Individual properties can also be nominated.

Historic Districts

Historic districts are geographically cohesive areas with significant concentrations of buildings and other resources that possess a high degree of historic integrity. Historic districts are typically first nominated to and listed on the National Register of Historic Places, and then designated as local historic districts. Designation as a local district provides the Historic Preservation Commission with the authority to review changes to properties that may affect the historic character of the property and the district. The overall character of a historic district must convey a distinct sense of time and place.

Historic Landmarks

Historic landmarks are buildings or sites that are individually significant for their architectural and/or cultural merits. Like historic districts, these properties are typically listed on the National Register of Historic Places, or are eligible for listing on the National Register.

New Construction

Although most lots in historic and preservation districts are developed, there may be occasions where a new primary building or outbuilding is constructed. Outbuildings include garages, garden sheds, gazebos and other accessory structures that require a building permit. Under most circumstances, nonhistoric buildings and structures may be demolished and the lot redeveloped. However, the new building and the demolition must be approved by the Historic Preservation Commission before any building or demolition permits are issued.

Preservation Districts

Preservation districts are geographic areas that appear similar to historic districts in character. They may have fewer properties that retain a high degree of historic integrity or contribute to a distinct sense of time and place within the neighborhood, they might not qualify as historic districts based on State Code. Because they are still considered worthy of protection, the City Council may designate these neighborhoods for historic preservation.

Preservation Planner

An employee(s) of the City of Waterloo, designated by the Planning Director to serve as staff to the Historic Preservation Commission.

Setback Additions

A setback addition is constructed behind an existing building, opposite the street facade, and is set back eight inches or more from the side walls. The roof of a setback addition can be no higher than the roof of the existing building. This results in an addition that is narrower and no taller than the building to which it is attached, and is therefore not highly visible from the street. Setback additions are encouraged because they have less impact on a historic building and district. Therefore, the guidelines for these structures are less stringent.

The Secretary of the Interior's Standards for Rehabilitation

The Secretary of the Interior's Standards for Rehabilitation and the *Guidelines for Rehabilitating Historic Buildings* are national standards for historic preservation. The Secretary of the Interior defines rehabilitation as "the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural value." The goals of the *Standards* can be summarized as follows:

1. Identify and preserve those materials and features that are important in defining the building's historic character.
2. Undertake routine maintenance on historic materials and features. Routine maintenance generally involves the least amount of work needed to preserve the materials and features of the building.
3. Repair damaged or deteriorated historic materials and features.
4. Replace severely damaged or deteriorated historic materials and features in kind.

Waterloo Guidelines are based on the *Standards*, but they provide more specific guidance. Occasionally alterations are proposed to properties that were not anticipated in the *Waterloo Guidelines*. When this occurs, the Historic Preservation Commission will refer to the *Standards* when deciding on a Certificate of Appropriateness.