



City of Oskaloosa
Historic Preservation Commission
City Council Chambers
City Hall, 220 S. Market Street
Oskaloosa, IA 52577
Agenda
December 16, 2016
2:15pm

1. Call to Order/Roll Call

Chair: Tennison____; Members:Broerman____; Campbell____; Haroldson____;
Shullaw____; Wilson____;

2. Miscellaneous Business

A. Update and discussion about upcoming facade grant

B. Discussion on HPC window policy

Documents:

[HPC-WINDOW POLICY.DOCX](#)

C. Discussion on special meetings

Documents:

[EMERGENCY MEETING REQUESTS.DOCX](#)

D. Discussion on HPC Quick Guide for Property Owners

Documents:

[HPC-QUICK GUIDE FOR PROPERTY OWNERS.DOCX](#)

3. Adjournment

Notice: If you require special accommodations, please contact the City Manager's Office at least 24 hours prior to the meeting at (641) 673-9431.

Oskaloosa Historic Preservation Commission Window Policy

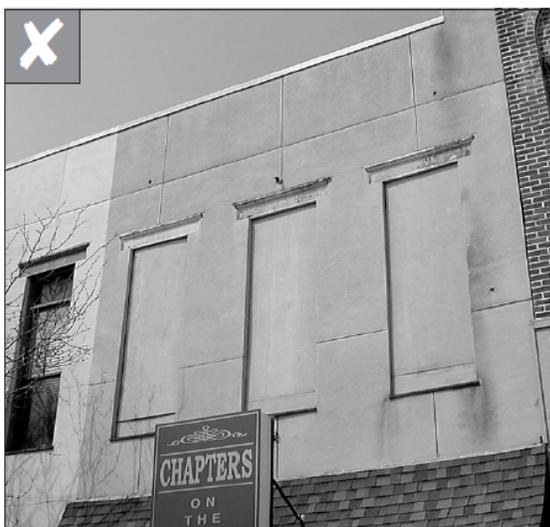
The Oskaloosa Historic Preservation Commission (HPC) approves only non-reflective, non-tinted, clear glass for all new and/or replacement glass within the Oskaloosa City Square Commercial Historic District. Colored glass may only be used where it matches historic colored glass. Clear, Low-E II glass is accepted for new and/or replacement glass, and a sample is available for viewing from city staff.

Windows shall only be replaced when repairs are too extensive. In cases where a property owner wants to replace a window, photographic and descriptive evidence must be provided to the commission, whereupon the commission shall make the final determination over the window's repair or replacement. In order to avoid the committee potentially denying your request for replacement at the regularly scheduled meeting, it is recommended that you submit your evidence for approval beforehand to the HPC's Community Relations Subcommittee. When a replacement window is warranted, it must match the historic windows in size, shape, and design characteristics. Replacement of missing or non-historic windows must always fill the original window openings and must be compatible with the overall historic character of the building. The application for Certificate of Appropriateness (COA) will include a glass sample (not needed *only* if using clear, Low-E II glass) and a window mockup. The mockup consists of a dimensional detailed drawing or photograph of the replacement window, product literature that includes material and finish details, and a paint color sample. All of these submitted items become a permanent part of the application.

The above information is condensed and may be the only guidance needed for most window COA applications. However, certain scenarios may require more technical guidance. This guidance can be found in the remainder of the HPC window policy found in the relevant pages of *Oskaloosa's Design Guidelines for the City Square Commercial Historic District*, which is attached to the end of this document. For complete HPC guidelines on all issues, consult the design guidelines document in its entirety. Furthermore, the commission will also use the National Park Service's "Replacement Windows that Meet the Standards" as additional guidance when necessary when making determinations on replacement windows. This document is attached below and can also be found at <https://www.nps.gov/tps/standards/applying-rehabilitation/successful-rehab/windows-replacement.htm>.



Maintain historically significant windows and doors.



Preserve historic upper story-windows. Don't block them or alter their size. Consider reopening windows that are currently blocked.

Windows and Transoms

Original windows are important features that help convey the early character of a building. The size and shape of original windows are important characteristics that contribute to the integrity of historic commercial buildings. These elements should be preserved, when feasible.

H.24 Maintain historically significant windows.

- When these elements have already been altered, consider restoring them.
- Do not alter the size of window panes or sash. Such changes destroy the scale and proportion of the building.

H.25 Retain the original shape of the transom glass in historic storefronts.

- Transoms, the upper glass band of traditional storefronts, introduced light into the depths of the building, saving on light costs. These bands should not be removed or enclosed.
- The shape of the transom is important to the proportion of the storefront, and it should be preserved in its historic configuration whenever possible.
- If the original glass is missing, installing new glass is strongly preferred. However, if the transom must be blocked out, be certain to retain the original proportions. One option might be to use it as a sign panel or decorative band.

H.26 Preserve historic upper story windows.

- Historically, upper-story windows had a vertical emphasis. The proportions of these windows contribute to the character of each commercial storefront.
- Don't block them or alter their size.
- Consider reopening windows that are currently blocked.
- Maintain the historic sash and wood trim as well. Repair sash rather than replace it when feasible.

H.27 Repair wood features by patching, piecing-in, consolidating or otherwise reinforcing the wood.

- Avoid the removal of damaged wood that can be repaired.
- If portions of wood siding must be replaced, be sure to match the style and lap dimensions of the original.

Recessed Entries and Doors

The repetition of recessed entries provides a rhythm of shadows along the street that helps establish a sense of scale and identifies business entrances. This pattern should be maintained.

H.28 Maintain historically significant doors.

- The size and shape of original doors are important historic characteristics that contribute to the integrity of historic commercial buildings.
- Use original doors and door hardware when they can be repaired and reused in place. Do not “discard” the original doors and door hardware when they cannot be repaired.
- Avoid altering the shape of these features.
- If these elements have already been altered, consider restoring them if their original condition can be determined.

H.29 When replacement is necessary, use a door style that is found on similar storefronts in the area.

- A wood door with an open glass panel is appropriate on most styles. The glass should make up at least two-thirds of the door.
- The original doorway configuration should be preserved in any situation.

H.30 Maintain recessed entries where they are found.

- The repetition of recessed entries provides a rhythm of shadows along the street, which helps establish a sense of scale.
- These recessed entries were designed to provide protection from the weather and the repeated rhythm of these shaded areas along the street helps to identify business entrances. Typically, recessed entries were set back between three to five feet.
- Restore the historic recessed entry if it has been altered.
- Avoid doors that are flush with the sidewalk.



Transoms, the upper glass band of traditional storefronts, introduced light into the depths of the building, saving on light costs. These bands should not be removed or enclosed.



Maintain recessed entries where they are found. The repetition of recessed entries provides a rhythm of shadows along the street, which helps establish a sense of scale.



The ratio of solid-to-void should be similar to that seen traditionally on commercial storefront buildings in the district.



Window dimensions that are similar to those used traditionally are encouraged.

Upper-Story Windows

A pattern exists along the streets in the historic district with the repetition of evenly spaced, similarly sized, upper-story windows. These also give a building a sense of human scale. Using window sizes and proportions that are familiar to the pedestrian helps them to relate to the overall size of a building. The alignment and similar scale of these upper-story windows are parts of a common way of building that should be continued.

N.12 Upper-story windows with vertical emphasis are encouraged.

- A typical, upper-story window is twice as tall as it is wide. These proportions are within a limited range; therefore, upper-story windows in new construction should relate to the window proportions seen historically.
- Windows should align with others in a block. Windows, lintels and their trim elements should align with those on adjacent historic buildings.

N.13 Windows should be trimmed with wood, painted metal or anodized aluminum.

- This trim should have a dimension similar to that used historically.

N.14 Window dimensions that are similar to those used traditionally are encouraged.

- Many windows are “one-over-one,” in that a single pane of glass is in each the upper and lower sash. Others are “two-over-one,” with two panes (or lights) in the upper half. These arrangements are preferred.
- The dividing frame elements, or muntins, in a window should be similar in dimension to those used traditionally.

N.15 The ratio of solid-to-void should be similar to that seen traditionally on commercial storefront buildings in the district.

- First floors should be more transparent than upper floors.
- Upper floors should appear more solid than first floors.



Historic Preservation Tax Incentives Program

Technical Preservation Services
National Park Service

Replacement Windows that Meet the Standards

The decision-making process for selecting replacement windows divides into two tracks depending on whether historic windows remain in place or no historic windows survive.

Replacement of Existing Historic Windows

When historic windows exist, they should be repaired when possible. When they are too deteriorated to repair, selection of the replacement windows must be guided by Standard 6. Design, visual qualities, and materials are specific criteria provided by the Standard that are pertinent to evaluating the match of a replacement window. Evaluating the adequacy of the match of the replacement window involves the consideration of multiple issues.

How accurate does the match need to be?

The more important a window is in defining the historic character of a building the more critical it is to have a close match for its replacement. Location is a key factor in two ways. It is usually a consideration in determining the relative importance of a building's various parts. For example, the street-facing facade is likely to be more important than an obscured rear elevation. The more important the elevation, feature or space of which the window is a part, the more important the window is likely to be, and thus, the more critical that its replacement be a very accurate match. Secondly, the location of the window can affect how much of the window's features and details are visible. This will affect the nature of an acceptable replacement. For example, windows at or near ground level present a different case from windows in the upper stories of a tall building.

Using the hierarchy of a building's features and taking into account the window's visibility, some general guidance can be drawn:

- Replacement windows on primary, street-facing or any highly visible elevations of buildings of three stories or less must match the historic windows in all their details and in material (wood for wood and metal for metal).
- Replacement windows on the primary, street-facing or any highly visible elevations that are part of the base of high-rise buildings must match the historic windows in all their details and in material (wood for wood and metal for metal). The base may vary in the number of stories, but is generally defined by massing or architectural detailing.
- Replacement windows on the primary, street-facing or highly visible elevations of tall buildings above a distinct base must match the historic windows in size, design and all details that can be perceived from ground level. Substitute materials can be considered to the extent that they do not compromise other important visual qualities.

- Replacement windows on secondary elevations that have limited visibility must match the historic windows in size, configuration and general characteristics, though finer details may not need to be duplicated and substitute materials may be considered
- Replacement windows whose interior components are a significant part of the interior historic finishes must have interior profiles and finishes that are compatible with the surrounding historic materials. However, in most cases, the match of the exterior of a replacement window will take precedence over the interior appearance.
- Replacement windows in buildings or parts of buildings that do not fit into any of the above categories must generally match the historic windows in all their details and in material (wood for wood and metal for metal). Variations in the details and the use of substitute materials can be considered in individual cases where these differences result in only minimal change to the appearance of the window and in no change to the historic character of the overall building.

How well does the new window need to match the old?

The evaluation of the match of a replacement window depends primarily on its visual qualities. Dimensions, profiles, finish, and placement are all perceived in relative terms. For example, an eighth of an inch variation in the size of an element that measures a few inches across may be imperceptible, yet it could be more noticeable on the appearance of an element that is only half an inch in size. The depth of a muntin or the relative complexity of a brick mold profile are more often made visually apparent through the shadows they create. Thus, while comparable drawings are the typical basis for evaluating a replacement window, a three-dimensional sample or mock-up provides the most definitive test of an effective visual match.

The way a historic window operates is an important factor in its design and appearance. A replacement window, however, need not operate in the same manner as the historic window or need not operate at all as long as the change in operation does not change the form and appearance of the window to the point that it does not match the historic window or otherwise impair the appearance and character of the building.

Factors to consider in evaluating the match of a replacement window:

- **Window unit placement** in relation to the wall plane; the degree to which the window is recessed into the wall.
 - The location of the window affects the three-dimensional appearance of the wall.
- **Window frame size and shape.** For example, with a wood window, this would include the brick mold, blind stop, and sill.
 - The specific profile of the brick mold is usually less critical than its overall complexity and general shape, such as stepped or curved.
 - Typical sight lines reduce the importance of the size and profile of the sill on windows high above ground level, especially when the windows are deeply set in the wall.
 - Though a blind stop is a small element of the overall window assembly, it is a noticeable part of the frame profile and it is an important part of the transition between wall and glass.

- Steel windows that were installed as a building's walls were constructed have so little of their outer frame exposed that any replacement window will necessitate some addition to this dimension, but it must be minimal.
- **Glass size and divisions.**
 - Muntins reproduced as simulated divided lights – consisting of a three-dimensional exterior grid, between-the-glass spacers, and an interior grid – may provide an adequate match when the dimensions and profile of the exterior grid are equivalent to the historic muntin and the grid is permanently affixed tight to the glass.
- **Sash elements width and depth.** For example with a wood window, this would include the rails, stiles and muntins; with a steel window, this would include the operator frame and muntins.
 - The depth of the sash in a double-hung window, or its thickness, affects the depth of the offset at the meeting rail of a hung window. This depth is perceived through the shadow that it creates.
 - Because of its small size, even slight differences in the dimension of a muntin will have a noticeable effect on the overall character of a window. Shape, as well as depth, is important to the visual effect of a muntin.
 - The stiles of double-hung historic windows align vertically and are the same width at the upper and lower sashes. The use of single-hung windows as replacements may alter this relationship with varying effects on the appearance of a window. In particular, when the distinction between the frame and the sash is blurred, details such as lugs may be impossible to accurately reproduce.
 - Meeting rails of historic windows were sometimes too narrow to be structurally sound. Reproducing a structurally-inadequate condition is not required.
 - The operating sash of a steel window is usually wider than the overall muntin grid of the window. In addition, the frame of the operating sash often has slight projections or overlaps that vary from the profile of the surrounding muntins. The shadow lines the muntins create add another important layer to the three-dimensional appearance of the window.
- **Materials and finish.**
 - While it may be theoretically possible to match all the significant characteristics of a historic window in a substitute material, in actuality, finish, profiles, dimensions and details are all affected by a change in material.
 - In addition to the surface characteristics, vinyl-clad or enameled aluminum-clad windows may have joints in the cladding that can make them look very different from a painted wood window.
 - Secondary window elements that do not match the finish or color of the window can also diminish the match. Examples include white vinyl tracks on dark-painted wood windows or wide, black, glazing gaskets on white aluminum windows.

- **Glass characteristics.**
 - Insulated glass is generally acceptable for new windows as long as it does not compromise other important aspects of the match.
 - The clarity and reflectivity of standard clear window glass are significant characteristics of most windows. Because these characteristics are often diminished for old glass, new glass equivalent to the original should be the basis for evaluating the glazing proposed for new windows. Color should only be a noticeable characteristic of the new glass where it was historically, and any coating added must not perceptibly increase the reflectivity of the glass.
 - Where the glazing is predominantly obscure glass, it may be replaced with clear glass, but some evidence of the historic glazing must be retained, either in parts of windows or in selected window units.

Replacement Windows Where No Historic Windows Remain

Replacement windows for missing or non-historic windows must be compatible with the historic appearance and character of the building. Although replacement windows may be based on physical or pictorial documentation, if available, recreation of the missing historic windows is not required to meet the Standards. Replacement of missing or non-historic windows must, however, always fill the original window openings and must be compatible with the overall historic character of the building. The general type of window – industrial steel, wood double-hung, etc. – that is appropriate can usually be determined from the proportions of the openings, and the period and historic function of the building. The appearance of the replacement windows must be consistent with the general characteristics of a historic window of the type and period, but need not replicate the missing historic window. In many cases, this may be accomplished using substitute materials. There may be some additional flexibility with regard to the details of windows on secondary elevations that are not highly visible, consistent with the approach outlined for replacing existing historic windows. Replacing existing incompatible, non-historic windows with similarly incompatible new windows does not meet the Standards.

December 2007

Historic Preservation Commission emergency meeting requests will be considered only under the following conditions:

1. *Proof of a public safety risk must be given by the applicant and approved by a majority of serving HPC members.*
2. *A fully complete application must be filed with the city at minimum of 16 calendar days before the requested meeting.*
3. *A quorum of HPC members must agree to be able to meet on the designated meeting date and time.*

Historic Preservation Commission (HPC) Quick Guide for Property Owners

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Terms to Know

HPC = Historic Preservation Commission

COA = Certificate of Appropriateness

Who We Are and Why We Exist

The Historic Preservation Commission (HPC) is a voluntary committee that exists to preserve the historical integrity of Oskaloosa's downtown historic district. The Oskaloosa City Square Commercial Historic District is on the National Register of Historic Places for the era of significance from 1860-1920. The commission ensures that new construction and alterations to existing buildings will be complementary to the historic character in both scale and design.

Certificates of Appropriateness (COAs)

Projects that need a COA given by the HPC include:

1. The construction of a structure within an historic district
2. The alteration of any exterior features of an historic building or structure within an historic district
 - a. This includes, among other items, projects involving signs, doors, windows, awnings, and all items affixed to the exterior of a building or property
3. The removal or demolition, in whole or in part, of an historic structure or structure within an historic district
4. The painting of signs, awnings, and unpainted masonry, as well as adding new color to storefronts.

* *Ordinary maintenance generally does not require a COA unless it would alter the exterior of a building.*

The Building Official will not issue a building permit without a COA from the HPC. COAs are given by individual property, not necessarily by project, and owners have 120 days to complete the work before a new COA must be approved.

Regularly Scheduled HPC Meeting Times and Submission Deadlines

The HPC holds regularly scheduled meetings every third Friday of the month at 12:00 PM in the City Council chambers unless there are no COAs to review. All completed COA applications must be submitted by the end of the month to be considered at next month's meeting, so be proactive in getting your materials submitted in a timely manner. See the end of this document for a checklist of all items to be included in the COA application.

Basic Preservation Practices

The following list contains basic information pertaining to HPC standards. While this list may provide most of the information necessary for business owners, it is by no means exhaustive. Complete guidelines are located in *Oskaloosa's Design Guidelines for the City Square Commercial Historic District* and the supplemental links found below.

1. Windows

The Oskaloosa Historic Preservation Commission (HPC) approves only non-reflective, non-tinted, clear glass for all new and/or replacement glass within the Oskaloosa City Square Commercial Historic District. Colored glass may only be used where it matches historic colored glass. Clear, Low-E II glass is accepted for new and/or replacement glass, and a sample is available for viewing from city staff.

Windows shall only be replaced when repairs are too extensive. In cases where a property owner wants to replace a window, photographic and descriptive evidence must be provided to the commission, whereupon the commission shall make the final determination over the window's repair or replacement. In order to avoid the committee potentially denying your request for replacement at the regularly scheduled meeting, it is recommended that you submit your evidence for approval beforehand to the HPC's Community Relations Subcommittee. When a replacement window is warranted, it must match the historic windows in size, shape, and design characteristics. Replacement of missing or non-historic windows must always fill the original window openings and must be compatible with the overall historic character of the building. The application for Certificate of Appropriateness (COA) will include a glass sample (not needed only if using clear, Low-E II glass) and a window mockup. The mockup consists of a dimensional detailed drawing or photograph of the replacement window, product literature that includes material and finish details, and a paint color sample. All of these submitted items become a permanent part of the application.

Please refer to the HPC's complete window policy at [\(insert hyperlink\)](#).

2. Lights

Although new lamp types may be considered, the overall effect of modest, focused building light should be continued. Shielded, gooseneck-fixture down-lighting with a low-level of luminescence is preferred.

3. Color Palette

The HPC endorses colors from historic color palettes that tend to be in muted tones. Colors from the historic palette at your local paint store are generally approved.

4. Signs

A sign should be in proportion to the building, such that it does not dominate the appearance. Its materials should be compatible with that of the building façade. Indirect lighting—that which is directed at a sign from an external, shielded lamp—is preferred.

5. Doors

The size and shape of original doors are important historic characteristics that contribute to the integrity of historic commercial buildings. Use original doors and door hardware when they can be repaired and reused in place. When replacement is necessary, use a door style that is found on similar storefronts in the area. The original doorway configuration should be preserved in any situation. No tinted or reflective glass is allowed.

These above guidelines include only the basics. Please consult the full HPC guidelines for complete information on the above listed items, as well as items not addressed here.

Links to Further Information

1. HPC Guidelines
 - a. Full guidelines can be found in *Oskaloosa's Design Guidelines for the City Square Commercial Historic District*, located here: [\(insert hyperlink here\)](#).
2. Full Window Policy
 - a. The HPC's full complete window policy can be found here: [\(insert hyperlink here\)](#).
3. National Park Service Preservation Briefs
 - a. This Preservation by Topic index assists users in finding the online and printed information that has been developed on the subjects of historic preservation, cultural landscapes, and the rehabilitation of historic buildings. Located at: <https://www.nps.gov/tps/how-to-preserve/by-topic.htm#O>

Frequently Asked Questions:

1. *Can I use tinted glass?*

No. Only non-reflective, non-tinted, clear glass is allowed in the district. Colored glass may be used only where it matches historic colored glass. Clear, Low-E II glass is accepted for new and/or replacement glass, and a sample is available for viewing from city staff.

2. *Do I need to get seasonal/temporary items approved?*

Items not affixed or attached to a property do not need HPC approval. See above information on COAs for more details.

3. *When do I need to submit a COA application for the next meeting?*

All completed COA applications must be submitted by the end of the month to be considered at next month's meeting, so be proactive in getting your materials submitted in a timely

manner. The HPC holds regularly scheduled meetings every third Friday of the month at 12:00 PM in the City Council chambers unless there are no COAs to review.

4. What happens after I submit my COA application?

The HPC will hold a public hearing on the COA at the next regularly scheduled meeting, and no later than thirty days after the completed application was filed. At least ten days before the hearing date, the city will post the application on the property to indicate that a COA has been requested. The city will also send a notice to the recorded owners of all property that is the subject of the application, to abutting properties, and to the chair of the preservation commission.

5. What happens at the HPC meeting?

The HPC will recommend that the COA either be approved as submitted, denied as submitted, or approved with conditions.

6. How do I contact the HPC if I have questions

If you cannot find the information you are looking for within this sheet and the linked guidelines, and/or if you still have questions regarding a particular project, you may contact the HPC subcommittee at [\(insert hyperlink here\)](#). Please understand the HPC is a volunteer board and so plan accordingly when allocating time for communication with the subcommittee.

7. What if the HPC rejects my COA?

If the preservation commission denies approval of an application for a COA, no person may submit a subsequent application for the same work within sixty days. So be sure to follow the guidelines and to contact the Community Relations Subcommittee beforehand if necessary and if you still have questions. Please understand the HPC is a volunteer board and so plan accordingly when allocating time for communication with the subcommittee.

8. What if I need an emergency meeting?

Emergency meeting requests will be considered only under the following conditions:

1. Proof of a public safety risk must be given by the applicant and approved by a majority of serving HPC members.
2. A fully complete application must be filed with the city at minimum of 16 calendar days before the requested meeting.
3. A quorum of HPC members must agree to be able to meet on the designated meeting date and time.

9. What are the boundaries of the district?

See the map at the end of this document.

Checklist of Things to Submit for COA Application

Completed COA application forms must include:

1. Site plan/roof plan (drawn to scale)
2. Proposed building elevations (to scale)
3. Photographs of existing building conditions (also historic photos when possible)

4. Product literature or specifications, including photos or depictions of the new product.
5. Material samples and color samples
 - a. When a replacement window is warranted, a glass sample and a window mockup is required, both of which become a permanent part of the application. A glass sample is not necessary only if using clear Low-E II glass. The mockup consists of a dimensional detailed drawing or photograph of the replacement window, product literature that includes material and finish details, and a paint color sample.

** All submitted application items become a permanent part of the application.*

HPC Community Relations Subcommittee Contact Information:

Please understand the HPC is a volunteer board and so plan accordingly when allocating time for communication with the subcommittee. Contact the HPC subcommittee at ([insert hyperlink or contact info here](#)).

REFERENCE MAP : SITE NUMBERS

