



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Planning Division

m e m o r a n d u m

TO: The Urbana Historic Preservation Commission

FROM: Kat Trotter, Planner I

DATE: December 31, 2020

SUBJECT: HP-2020-COA-07: A request by Joan Price for a Certificate of Appropriateness at 806 West Main Street to replace a broken second-story front casement window with a double-hung window.

Introduction

Joan Price has submitted an application for a Certificate of Appropriateness (COA) at 806 West Main Street, a contributing property in the West Main Street Historic District (Exhibit A). The COA would permit the replacement of an existing second-story front casement window with a double-hung window (Exhibit B). The existing window is broken and needs to be replaced. The broken window is not an original window, and was installed in the 1980s.

Table XII-1 of the Urbana Zoning Ordinance requires a COA for making changes to windows on historic landmarks. The Historic Preservation Commission makes the final decision on the Certificate of Appropriateness, subject to any appeal. Based on an analysis of the COA criteria, staff recommends that the Commission grant a Certificate of Appropriateness in this case.

Background

On November 5, 2007, the Urbana City Council designated a section of West Main Street as a local historic district (Ordinance No. 2007-10-119), comprised of fourteen houses along the north and south sides of West Main Street. Section XII-6 of the Urbana Zoning Ordinance requires a COA for any alteration that affects the exterior architectural appearance of locally-designated landmarks and buildings in local landmark districts. Table XII-1 specifies that making changes to windows requires a COA.

Description of the Proposed Changes

The proposed window replacement qualifies as a “Major Work” and requires review by the Historic Preservation Commission (HPC). The final decision regarding a COA for the project must be made based upon whether or not the proposal meets the criteria for granting a COA.

The proposal is to remove and replace a broken, non-original casement window on the south elevation with a new, double-hung window. The existing casement window is on the front of the house on the second story. The replacement window would be a Pella Reserve, traditional, non-standard size double-hung window. It would be 55.5” tall by 39.5” wide, the same size as the existing casement window, and would match the style of the other double-hung windows on the second-story. No changes will be made to the exterior of the building.

History and Architecture

806 West Main Street was constructed in 1900 in the Queen Anne Style. The house faces south onto West Main street. A prominent feature of the house's façade is the Neo-Colonial pedimental arch centered over a full-width porch. The house has a gabled roof with a long, slender porch extension, and pointed Gothic arches on the second story. There is a red brick approach to the house and decorative wooden plates above the window and along the roofline. The applicant purchased the property in 2008.

Discussion

As shown in the attached window plans and site photos, described in the application, and detailed above, no changes are proposed to the original house itself. One, non-original, casement window would be replaced with a double-hung window that would match the other second-story windows. The double-hung window would be the same size as the existing casement window, and no changes would be made to the exterior of the building.

Requirements for a Certificate of Appropriateness

According to Section XII-6.C of the Urbana Zoning Ordinance, the Historic Preservation Commission should consider the following criteria in making its determination to approve or deny a Certificate of Appropriateness:

1. Maintain the significant original qualities and character of the buildings, structures, sites or objects including, if significant, its appurtenances. Removing or altering any historic or distinctive architectural features should be avoided whenever possible.

Staff Analysis: The window that will be replaced is not original to the building. All of the original qualities and character of the building, including the exterior window framing, will be maintained.

2. Retain and preserve the historic character of a property. Avoid removing or substituting distinctive materials or altering features, spaces, and spatial relationships that characterize a property.

Staff Analysis: The proposal will not change the historic character of the property. No site features, spaces, or spatial relationships will be altered.

3. Recognize each property as a physical record of its time, place, and use. Do not undertake changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties.

Staff Analysis: No changes of this type are proposed.

4. Retain and preserve changes to a property that have acquired historic significance in their own right.

Staff Analysis: The non-original window that will be replaced is not historically significant.

5. Preserve distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property.

Staff Analysis: All distinctive features, finishes, and construction techniques would be preserved. The existing window, installed in the 1980s, would be replaced, while the exterior of the house will not be altered.

6. Deteriorated historic features. Repair rather than replace deteriorated historic features. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features must be substantiated by documentary and physical evidence.

Staff Analysis: The replacement window will match the style of existing second-story windows. The window is not original, and is not a distinctive feature. No changes will be made to the framing of the window or the exterior of the home.

7. Treatment methods. Use the gentlest means possible when using chemical or physical treatments. Do not use treatments that cause damage to historic materials.

Staff Analysis: No treatments are proposed.

8. Archaeology. Protect and preserve archeological resources in place. If such resources must be disturbed, mitigation measures should be undertaken.

Staff Analysis: No evidence exists of archeological resources on the site.

9. New construction. With new additions, exterior alterations, or related new construction, do not destroy historic materials, features, and spatial relationships that characterize the property.

Staff Analysis: No new construction is proposed.

Overall, staff believes that this proposal meets the requirements for a Certificate of Appropriateness.

Options

The Historic Preservation Commission has the following options in this case:

1. Grant the requested Certificate of Appropriateness.
2. Grant the requested Certificate of Appropriateness, subject to certain conditions.
3. Deny the requested Certificate of Appropriateness. If the Commission finds the application is inconsistent with the criteria and denies the application, the Commission should provide the reasons for denial and may recommend to the applicant ways to comply with the criteria.

Should the Historic Preservation Commission choose to deny this application, the petitioner would have three options: (1) in case of a denial accompanied by a recommendation, amend the application, (2) apply for a Certificate of Economic Hardship with evidence that denial of this application is financially infeasible, or (3) appeal to City Council within 15 days of the notice (Articles XII-6.D through XII-6.E of the Urbana Zoning Ordinance).

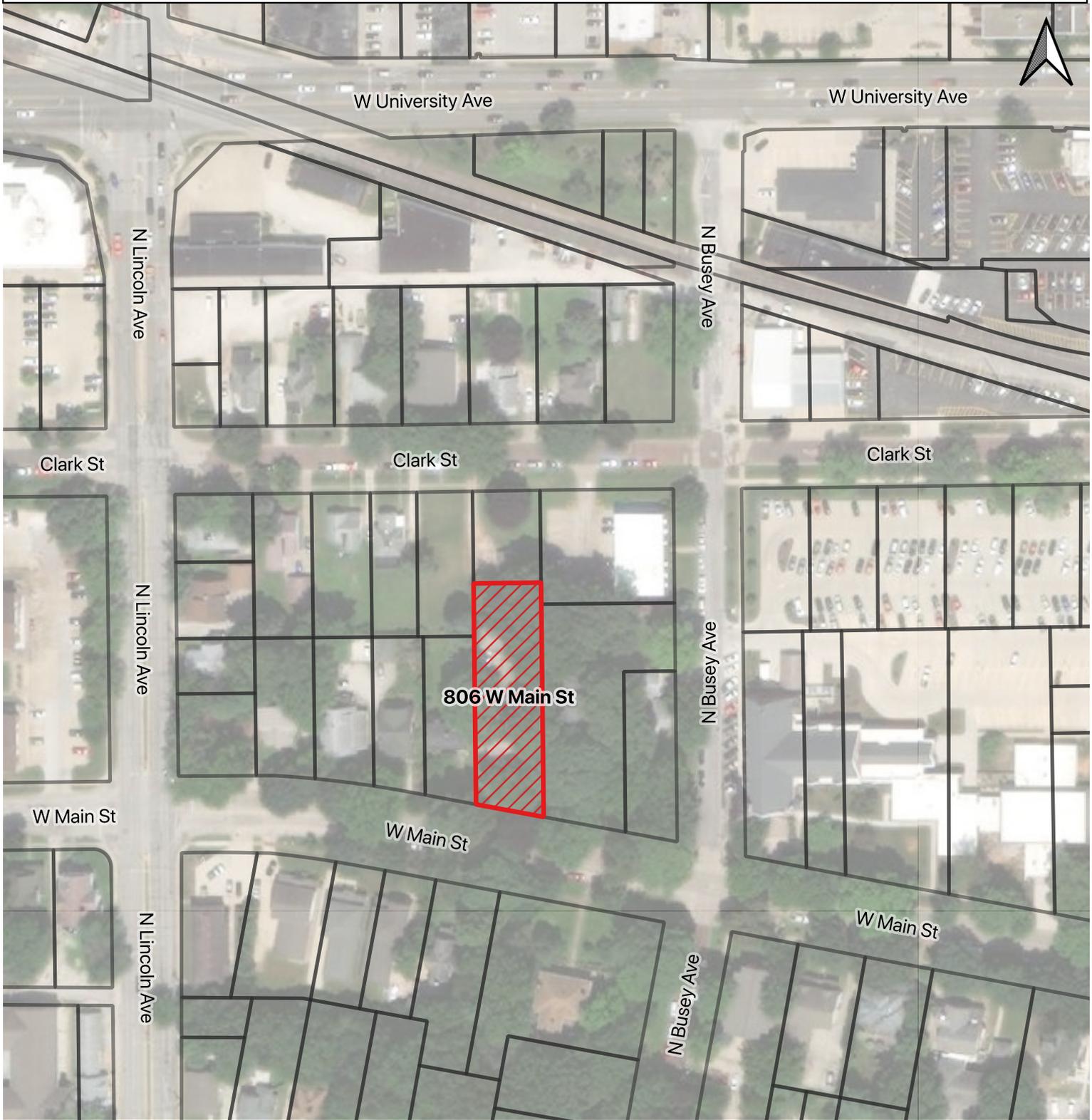
Staff Recommendation

Based on the findings outlined herein, and without the benefit of considering additional evidence that may be presented at the public hearing, City staff recommends that the Historic Preservation Commission **APPROVE** a Certificate of Appropriateness to allow the window to be replaced with the model as detailed in Exhibit C.

Attachments: Exhibit A: Location Map
 Exhibit B: Application
 Exhibit C: Window Detail
 Exhibit D: Site Photos

cc: Joan Price, Applicant

Exhibit A - Location Map

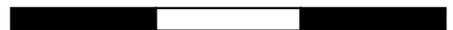


Case No. HP-2020-COA-07
Subject Price Certificate of Appropriateness
Address 806 W. Main St.
Petitioner Joan Price

Legend

 Subject Property

0 100 200 300 ft





Application for Certificate of Appropriateness

HISTORIC PRESERVATION COMMISSION

Although there is no fee to file an application for Certificate of Appropriateness, **the Applicant is responsible for paying the cost of legal publication fees.** Estimated costs for these fees usually run between \$75.00 and \$225.00. The applicant will be billed separately by the News-Gazette.

DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY

Date Application Received 12-03-2020 Case No. HP-2020-COA-07

PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION

1. APPLICANT CONTACT INFORMATION

Name of Applicant(s): Joan Price

Phone: 618-580-3837

Address (street/city/state/zip code): 806 W. Main Street

Email Address: jcp806@aol.com

Property interest of Applicant(s) (Owner, Contract Buyer, etc.):

2. OWNER INFORMATION

Name of Owner(s): Joan Price

Phone:

Address (street/city/state/zip code): 806 W. Main Street

Email Address: jcp806@aol.com

3. PROPERTY INFORMATION

Location of Subject Site: 806 W. Main Street

PIN # of Location: 91-21-08-353-018

Lot Size: 15,906.25 ft.

Current Zoning Designation: residential

Current Land Use (vacant, residence, grocery, factory, etc): residential

Legal Description (If additional space is needed, please submit on separate sheet of paper):

I will send separately

(attached)

4. CONSULTANT INFORMATION

Name of Architect(s): N/A

Phone:

Address (*street/city/state/zip code*):

Email Address:

Name of Engineers(s): N/A

Phone:

Address (*street/city/state/zip code*):

Email Address:

Name of Surveyor(s): N/A

Phone:

Address (*street/city/state/zip code*):

Email Address:

Name of Professional Site Planner(s): N/A

Phone:

Address (*street/city/state/zip code*):

Email Address:

Name of Attorney(s): N/A

Phone:

Address (*street/city/state/zip code*):

Email Address:

Historic Designation (*Check One*) - Landmark District

PROPOSED WORK FOR WHICH CERTIFICATE OF APPROPRIATENESS IS BEING REQUESTED

1. Describe and/or illustrate fully the proposed work to be done: (*Plans associated with building permit applications can be referenced. If approval of an addition or detached accessory building is requested, submit a site plan showing the measurements of the lot, the existing buildings and proposed changes and the front, back and side yard setbacks. If approval of a demolition is being requested, submit a site plan of the property and the structure(s) to be demolished.*)

One of my second story front windows is broken, It is not repairable. I want to replace the current casement window which was installed probably in the 1980's. It is a double pane window and the seal is broken and water has leaked inside. Also the opening/closing mechanism is broken. I want to change the type of window to a double hung opening which is what all my other front windows are.

2. Describe how the proposed work will change, destroy, or affect any external feature of the structure or site:

It will change the sppearance of one window from a casement to a double hung.
The exterior trim would not be changed.

3. How will the proposed work affect the preservation, protection, perpetuation and economic use of the structure or district?

It won't.

4. Attach a statement indicating how the proposed work meets each applicable criterion provided in "EXHIBIT A", which is attached to this application form.

The window is not original and it is not functional and needs to be replaced

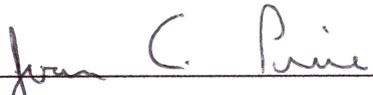
5. State any additional information which you feel the Zoning Administrator or the Historic Preservation Commission should consider in issuing a Certificate of Appropriateness for the proposed work:

The window is not functional and needs to be replaced

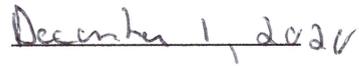
NOTE: If additional space is needed to accurately answer any question, please attach extra pages to the application. By submitting this application, you are granting permission for City staff to post on the property a temporary yard sign announcing the public hearing to be held for your request.

CERTIFICATION BY THE APPLICANT

I certify all the information contained in this application form or any attachment(s), document(s) or plan(s) submitted herewith are true to the best of my knowledge and belief, and that I am either the property owner or authorized to make this application on the owner's behalf.



Applicant's Signature


Date

PLEASE RETURN THIS FORM ONCE COMPLETED TO:

City of Urbana Community Development Services Department, Planning Division
400 South Vine Street, Urbana, IL 61801
Phone: (217) 384-2440
Fax: (217) 384-2367



Proposal - Detailed

Pella Window and Door Showroom of Champaign
 1001 North Country Fair Drive
 Champaign, IL 61821
 Phone: (217) 356-6474 Fax: (217) 356-0871

Sales Rep Name: Troy, Quinton
Sales Rep Phone: 217-607-9876
Sales Rep E-Mail: quintontroy@illinipella.com
Sales Rep Fax:

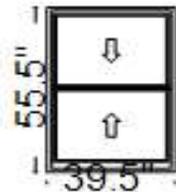
Customer Information	Project/Delivery Address	Order Information
Joan Price 806 W Main St Urbana, IL 61801-2510 Primary Phone: (618) 5803837 Mobile Phone: Fax Number: E-Mail: jcp806@aol.com Contact Name: Great Plains #: Customer Number: 1009820510 Customer Account: 1005966380	Joan Price - 806 W Main St, Urbana, IL, US 61801 806 W Main St Lot # Urbana, IL 61801 County: Owner Name: Joan Price Owner Phone: (618) 5803837	Quote Name: DH Order Number: 722 Quote Number: 13335491 Order Type: Installed Sales Wall Depth: Payment Terms: Tax Code: Cust Delivery Date: None Quoted Date: 11/2/2020 Contracted Date: Booked Date: Customer PO #:

Line #	Location:	Attributes
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10 None Assigned

Pella® Reserve, Traditional, Double Hung, 39.5 X 55.5

Item Price	Qty	Ext'd Price
\$2,014.88	1	\$2,014.88



Viewed From Exterior

Rough Opening: 40 - 1/4" X 57 - 3/8"

PK #
2073

1: Traditional, Non-Standard Size Double Hung, Equal

Frame Size: 39 1/2 X 55 1/2

General Information: Standard, Luxury, Wood, Pine, 4 3/8", 4 3/16"

Exterior Color / Finish: Primed, Primed Aluminum

Interior Color / Finish: Golden Oak Stain Interior

Sash / Panel: Putty Glaze, Ogee, Standard, No Sash Lugs

Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude

Hardware Options: Spoon-Style Lock, Distressed Bronze, No Window Opening Control Device, No Limited Opening Hardware, Order Sash Lift, No Integrated Sensor

Screen: Half Screen, Standard EnduraClad, Hartford Green, Premium, InView™

Performance Information: U-Factor 0.28, SHGC 0.28, VLT 0.53, CPD PEL-N-234-00253-00001, Performance Class CW, PG 45, Calculated Positive DP Rating 45, Calculated Negative DP Rating 45, Year Rated 08|11, Egress Does not meet typical United States egress, but may comply with local code requirements

Grille: No Grille,

Wrapping Information: 3 1/2" Flat Wood Casing, Factory Applied, 1 1/8" Wood Subsill, Factory Applied, No Exterior Trim, 4 3/16", 4 3/8", Factory Applied, Pella Recommended Clearance, Perimeter Length = 190".

For more information regarding the finishing, maintenance, service and warranty of all Pella® products, visit the Pella® website at www.pella.com

Line #	Location:	Attributes	Item Price	Qty	Ext'd Price
20	None Assigned	Labor 05 - L05 FULL FRAME INSTALL - DOUBLE EA.	\$895.00	1	\$895.00

Line #	Location:	Attributes	Item Price	Qty	Ext'd Price
25	None Assigned	OSI 004 - WHITE (single tube) OSI#004	\$10.50	2	\$21.00

Line #	Location:	Attributes	Item Price	Qty	Ext'd Price
30	None Assigned	Wood Products Stop Square 1, Length: 96, Golden Oak Stain. Wood Type: Pine	\$31.03	4	\$124.12



PK #
2073

1: Accessory
Frame Size: 1 X 1
General Information: Pine, Stop Square 1
Interior Color / Finish: Golden Oak Stain Interior
Wrapping Information: Perimeter Length = 0".

Viewed From Exterior
Rough Opening:

Thank You For Your Interest In Pella® Products

PELLA WARRANTY:

Pella products are covered by Pella's limited warranties in effect at the time of sale. All applicable product warranties are incorporated into and become a part of this contract. Please see the warranties for complete details, taking special note of the two important notice sections regarding installation of Pella products and proper management of moisture within the wall system. Neither Pella Corporation nor the Seller will be bound by any other warranty unless specifically set out in this contract. However, Pella Corporation will not be liable for branch warranties which create obligations in addition to or obligations which are inconsistent with Pella written warranties.

Clear opening (egress) information does not take into consideration the addition of a Rolscreen [or any other accessory] to the product. You should consult your local building code to ensure your Pella products meet local egress requirements.

Per the manufacturer's limited warranty, unfinished mahogany exterior windows and doors must be finished upon receipt prior to installing and refinished annually, thereafter. Variations in wood grain, color, texture or natural characteristics are not covered under the limited warranty.

INSYNCTIVE PRODUCTS: In addition, Pella Insynctive Products are covered by the Pella Insynctive Products Software License Agreement and Pella Insynctive Products Privacy Policy in effect at the time of sale, which can be found at [Insynctive.pella.com](https://www.pella.com). By installing or using Your Insynctive Products you are acknowledging the Insynctive Software Agreement and Privacy Policy are part of the terms of sale.

Notice of Collection of Personal Information: We may collect your personal information when you interact with us. Under the California Consumer Privacy Act (CCPA), California residents have specific rights to request this information, request to delete this information, and opt out of the sharing or sale of this information to third parties. To learn more about our collection practices and your rights under the CCPA please visit our link <https://www.pella.com/california-rights-policy/> at [pella.com](https://www.pella.com).

ARBITRATION AND CLASS ACTION WAIVER ("ARBITRATION AGREEMENT")

YOU and Pella and its subsidiaries and the Pella Branded Distributor **AGREE TO ARBITRATE DISPUTES ARISING OUT OF OR RELATING TO YOUR PELLA PRODUCTS (INCLUDES PELLA GOODS AND PELLA SERVICES) AND WAIVE THE RIGHT TO HAVE A COURT OR JURY DECIDE DISPUTES. YOU WAIVE ALL RIGHTS TO PROCEED AS A MEMBER OR REPRESENTATIVE OF A CLASS ACTION, INCLUDING CLASS ARBITRATION, REGARDING DISPUTES ARISING OUT OF OR RELATING TO YOUR PELLA PRODUCTS.** You may opt out of this Arbitration Agreement by providing notice to Pella no later than ninety (90) calendar days from the date You purchased or otherwise took ownership of Your Pella Goods. To opt out, You must send notice by e-mail to pellawebsupport@pella.com, with the subject line: "Arbitration Opt Out" or by calling (877) 473-5527. Opting out of the Arbitration Agreement will not affect the coverage provided by any applicable limited warranty pertaining to Your Pella Products. For complete information, including the full terms and conditions of this Arbitration Agreement, which are incorporated herein by reference, please visit www.pella.com/arbitration or e-mail to pellawebsupport@pella.com, with the subject line: "Arbitration Details" or call (877) 473-5527. D'ARBITRAGE ET RENONCIATION AU RECOURS COLLECTIF ("convention d'arbitrage") EN FRANÇAIS SEE PELLA.COM/ARBITRATION. DE ARBITRAJE Y RENUNCIA COLECTIVA ("acuerdo de arbitraje") EN ESPAÑOL VER PELLA.COM/ARBITRATION.

Seller shall not be held liable for failure or delay in the performance of its obligations under this Agreement, if such performance is hindered or delayed by the occurrence of an act or event beyond the Seller's reasonable control (force majeure event), including but not limited to earthquakes, unusually severe weather and other Acts of God, fire, strikes and labor unrest, epidemics, riots, war, civil unrest, and government interventions. Seller shall give timely notice of a force majeure event and take such reasonable action to mitigate the impacts of such an event.

Product Performance Information:

U-Factor, Solar Heat Gain Coefficient (SHGC), and Visible Light Transmittance (VLT) are certified by the National Fenestration Rating Council (NFRC).

For more information regarding the finishing, maintenance, service and warranty of all Pella® products, visit the Pella® website at www.pella.com

Manufacturer stipulates that these ratings conform to applicable NFRC procedures for determining whole product performance. NFRC ratings are determined for a fixed set of environmental conditions and a specific product size. NFRC does not recommend any products and does not warrant the suitability of any product for any specific use.

Design Pressure (DP), Performance Class, and Performance Grade (PG) are certified by a third party organization, in many cases the Window and Door Manufacturers Association (WDMA). The certification requires the performance of at least one product of the product line to be tested in accordance with the applicable performance standards and verified by an independent party. The certification indicates that the product(s) of the product line passed the applicable tests. The certification does not apply to mulled and/or product combinations unless noted. Actual product results will vary and change over the products life.

For more performance information along with information on Florida Product Approval System (FPAS) Number and Texas Dept. of Insurance (TDI) number go to www.pella.com/performance.

BRANCH WARRANTY:

Project Specifications Review:

Exterior Color: _____
Interior Color: _____
Glazing: _____
Blinds: _____
Grille Type: _____
Grille Pattern: _____
Wall Conditions: _____
Window Hardware Finish: _____
Door Hardware Finish: _____
Door Slide/Swing: _____

Comments: _____

TERMS & CONDITIONS:

1. This quote is void after 60 days. 2. VERBAL AGREEMENTS ARE NOT VALID. 3. Graphics are viewed from outside and are not to scale. 4. No contract will be binding until approved by an officer of Illini Pella, Inc.. The contract is subject to adjustments of any errors in computation, extensions, totaling or omissions. 5. Taxes are not included if not shown. 6. Terms - 50% Deposit at contract signing and all other balances are Due upon completion. 7. To convert this quote to an order please contact your sales representative. A signed contract is required and will have some additional conditions on it. 8. Installation time will be quoted when the order is placed. NOTE: EACH PELLA PRODUCT IS ORDERED ESPECIALLY FOR YOU. THEREFORE, AFTER RECEIVING YOUR SIGNED CONTRACT IT CANNOT BE CANCELLED OR CHANGED.

FOR ALL ORDERS CONTAINING PRE-FINISHED WOOD OR FIBERGLASS INTERIORS: PELASE READ CAREFULLY. All wood types and or wood graining have natural identifying features and as such each window and door will be unique. Interior finishes are designed to enhance as well protect these same surfaces. Applying a finish will not hide these natural differences but will actually enhance the variations. Certain conditions can affect color in the viewer's eye. Natural and or Electric lighting being the most impactful. In addition if you are trying to match an existing color finish in your home, please remember that various environmental conditions have also impacted the color you see. Age, Humidity, Smoking and Heat from Cooking and Appliances have all played a part in the color. Please keep this in mind when choosing your finish colors. The interior finish color samples from which you have made your choice are the closest representation to the desired finished product. However they may not be exact. WE CANNOT RETOUCH OR REFINISH PREFINISHED PRODUCTS ONCE THEY HAVE BEEN DELIVERED AND OR INSTALLED. If a completely consistent or opaque apperance is what is desired than painting rather than staining might be a better option.

For more information regarding the finishing, maintenance, service and warranty of all Pella® products, visit the Pella® website at www.pella.com

Note: These totals DO NOT include tax

Customer Name (Please print)

Pella Sales Rep Name (Please print)

Customer Signature

Pella Sales Rep Signature

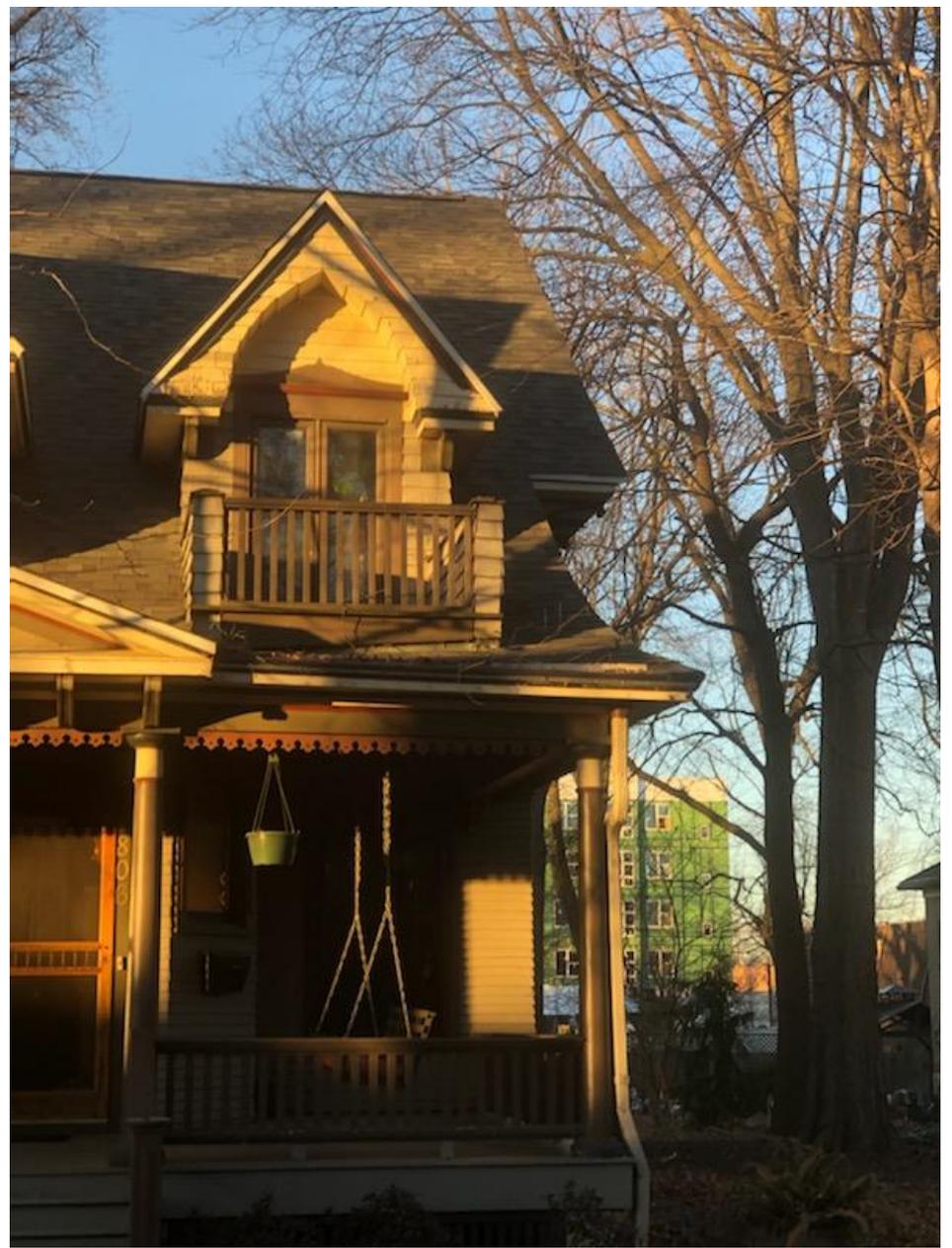
Date

Date

Order Totals	
Taxable Subtotal	\$2,160.00
Sales Tax @ 0%	\$0.00
Non-taxable Subtotal	\$895.00
Total	\$3,055.00
Deposit Received	\$0.00
Amount Due	\$3,055.00



Existing Casement Window (interior)



Existing Casement Window (exterior)



Existing Second-Story Double-Hung Windows (interior)