

CITY OF ANOKA

Heritage Preservation Guidelines

Introduction:

The purpose of these guidelines is to inform property owners, developers, and interested individuals of steps that can be taken to prevent deterioration of the community's architecture, to preserve Anoka's aesthetic and cultural heritage, to enhance the community's vitality and to encourage economic growth.

General Standards for Preservation and Rehabilitation Projects

- Every reasonable effort should be made to provide a compatible use for a property that requires minimal alteration of the building structure, or site and its environment, or to use a property for its originally intended purpose.
- The distinguishing original qualities or character of a building, or site and its environment should not be destroyed. The removal or alteration of any historic material or distinctive architectural feature should be avoided when possible.
- All buildings, structures and sites should be recognized as products of their own time. Alterations which have no historical basis and which seek to create an earlier appearance should be discouraged.
- Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right and this significance should be recognized and respected.
- Distinctive stylistic features or examples of skilled craftsmanship which characterizes a building, structure or site should be treated with sensitivity.
- Deteriorated architectural features should be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, scale and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features substantiated by historical, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
- Surface cleaning of structures should be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials should not be undertaken.

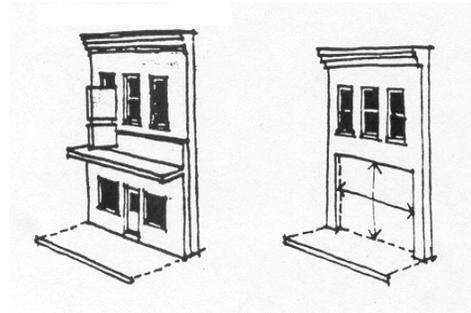
- Every reasonable effort should be made to protect and preserve archeological resources affected by, or adjacent to, any restoration or rehabilitation project.

Area of application: The following guidelines are intended as reference materials for buildings located in Historic District 5. (See map – Appendix A.)

DESIGN STANDARDS:

- *Pedestrian-Oriented Design.* The design of the building should help make the street enjoyable, visually interesting and comfortable. Individual buildings should be integrated with the streetscape to bring activity in direct contact with the people on the street by renovations using proper scale and window displays. Sidewalks should be sufficient in width to allow free pedestrian movement, provide areas for resting, and should be free of obstacles that block pedestrian movement and views.

- *Storefront Design.* Every traditional Main Street facade has a well-defined opening that the original storefront filled. The area is bounded by a pier on either side, the sidewalk on the bottom, and the lower edge of the upper facade on top. Many problems with facades today are a result of this fact: The storefront has been allowed to stray out of its natural place within the facade. It no longer looks contained instead, it appears pasted on.



Whether you are considering a restoration or more contemporary treatment, the storefront should be based on a traditional storefront design. The basic configuration can often be derived from old photographs of the building.

- A general rule for future remodeling can be stated as follows: A storefront should be designed to fit inside the original opening and not extend beyond it. To emphasize this feeling of containment, a storefront might be set back slightly (6 to 12 inches) from the front.



- *Make it transparent.* The traditional storefront was composed almost entirely of windows, providing maximum light and display. This large glass area creates a

visual openness that is part of the overall proportional system of the facade and is as valid today as it was in the past. Generally, there should be more glass and less wall at the storefront level, balanced by more wall and less glass on the upper facade.

Keep it Simple. When designing a new storefront or renovating an existing storefront, remember the emphasis should be on transparency. The basic storefront design should include large display windows with thin framing, a recessed entrance, a cornice or a horizontal sign panel at the top of the storefront to separate it from the upper facade, and low bulkheads at the base to protect the windows and define the entrance. This basic configuration can be constructed from traditional or contemporary materials, achieving the same results.

STOREFRONT WITH TRADITIONAL MATERIALS

A cornice can be constructed with wood framing, plywood and moldings with a sloping sheet metal cap to shed water. The cornice spans the top of the storefront, often covering a structural beam of unfinished brick.

Transoms are optional design elements that help to break up the massive effect of very large sheets of glass. Transom windows can be clear, tinted or stained glass.

Masonry piers are uncovered and match the upper facade.

The storefront is recessed six inches into the opening.

The storefront and windows are framed in wood. The sill slopes forward for drainage.

The bulkheads are constructed with wood framing and a plywood back with trim applied to it or restored to original masonry.

The storefront rests on a masonry or concrete base to prevent water damage.

STOREFRONT WITH CONTEMPORARY MATERIALS

A cornice is made with sheet metal over a wooden frame.

Optional transoms can be stained glass, clear glass or opaque.

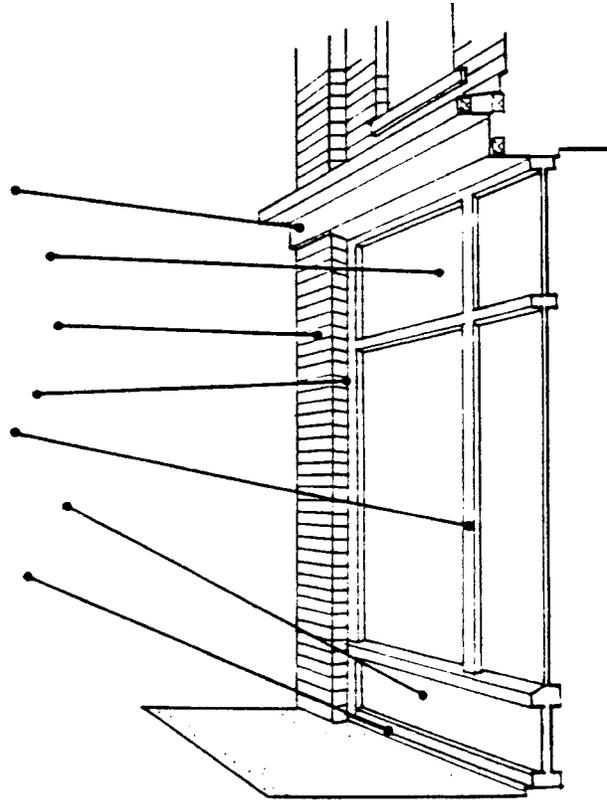
Masonry piers are uncovered and match the upper facade.

The storefront is recessed six inches from the opening.

The storefront and windows are framed with dark anodized aluminum or painted aluminum.

Bulkheads are constructed of aluminum framing and a plywood panel clad with aluminum.

The storefront rests on a masonry or concrete base.



Exterior Materials. An infill building and facade should be composed of materials similar to original adjacent facades (example: local stone or brick that is consistent in size, color and shape with the surrounding buildings). New buildings should not stand out against the others, but be compatible both in terms of scale and design with the general area. The introduction of dissimilar materials should be avoided. Stucco, plaster, and galvanized or factory finished metal horizontal or vertical siding should not be used for visible building facades. Visible building facades are those which can be viewed from a public street (excluding alleys).

- Any exterior facade alteration should respect the original architectural integrity of the storefront.
- Earthen materials, such as brick, concrete, wood, and tile should be used for entry doors, windows, and the main facade. Certain materials and design elements should never be used on a traditional commercial building. A mansard roof with wooden shingles, rough textured wood siding, fake bricks or stone, and gravel aggregate materials are not appropriate.
- The original storefront fenestration should be preserved (i.e. bay windows,

transom areas and door design).

Color. Painting can be one of the most dramatic improvements you can make to your building. Choosing the right combination of colors can unify the building elements within the facade as well as relate the building to others on the street. Three colors are sufficient to highlight any face.

The major trim color defines the decorative elements of the building, tying together the upper facade trim and the storefront. The trim color should complement the base color. If there is a natural stone or terra-cotta trim on the facade, it should serve as a trim color. Major trim elements include the building cornice; storefront cornice; window frames; sills and hoods; and storefront frame, columns and bulkheads, including aluminum framing.

The minor trim color should enhance the color scheme established by the base and major trim. Often a darker shade of the major trim can be used to highlight the window sashes,



doors and selective cornice and bulkhead details. Care should be taken not to over-decorate the facade with elements such as lighting, signage, and product displays. Color can also be used to minimize facade problems visually. A poorly patched and repointed wall is not noticeable when it is painted; a missing upper cornice can be re-created with a one-dimensional paint scheme; and inappropriate materials can be made more compatible with paint color.

Historic color schemes varied by availability of pigments, the stylistic preferences of a particular period, and by regional differences dictated by climate. The City of Anoka has determined that the colors shown in Appendix B are consistent with the historic use of color in Anoka.

- The color of the building should relate to the adjacent buildings' colors to create a harmonious effect. The color of brick or other natural building materials should dictate the color family choice. New infill buildings should not be painted.
- Colors should be consistent with the period colors as identified in the appendix of this document.
- *Wood and finish carpentry.*
 - Protection of architectural details and features aids in preserving building character. When necessary, deteriorated or damaged material should be repaired or replaced with new materials that duplicate the old as closely as possible.
 - New decorative material and contemporary paneling should not be installed in historic preservation projects; these installations destroy significant architectural features and are inappropriate since they were unavailable when the building was constructed.
 - Changing the texture and patina of exposed wooden architectural features should be avoided, particularly when the features were originally finished, molded or worked by hand.
- *Detailing.*
 - Infill architecture should reflect the detailing surrounding buildings in window shape, cornice lines and brick work and scale.
 - Building alterations should restore architectural details of cornices, lintels, area arches, chimneys, and iron work of the original building as appropriate and feasible.
- *Facade Openings.*
 - The size and proportion of windows and door openings of an infill building should be similar to those on adjacent facades.
 - Storefront restoration should return the facade to its original character as appropriate.

Windows.

- A minimum of sixty percent (60%) of the street level facade windows should be transparent.
- Reflective glass should not be used.
- For an infill building, window and door frames should be wood, appropriately colored or bronze-tone aluminum or vinyl clad, and should preserve the historic appearance of the building and district by replicating visual building details.
- Mirrored or heavily tinted glass on the first floor or street level should not be used because it conveys a conflicting modern design feeling. It also creates a blank wall effect which may be offensive to the pedestrian.

Awnings. The canvas awning was an important design element in the traditional storefront. It provided cover, added color, and served as a transition between the storefront and the upper facade. Most buildings that face the sun had awnings. Look at old pictures of your building to see how awnings were used. An awning can be attached above the display windows and below the cornice or sign panel. Sometimes it is mounted between the transom and the display windows, allowing light into the store while shading the merchandise and pedestrians from the sun.

Awnings add color and shade to a building facade as well as provide an area for signage. Awnings should complement the building shape and color.

- Interior lighting of awnings should be constructed such that the lighting system is encased or screened from the view underneath.
- Warm color lighting systems and neon are encouraged.
- The scale of the awning (i.e. height, length, depth and overall bulk) should be compatible with the building storefront.
- An awning should reinforce the frame of the storefront and should not cover the piers or the space between the second-story window sills and the storefront cornice. Inappropriate storefront alterations can be effectively disguised by mounting an awning over the alterations while maintaining the proportions of a traditional



storefront.

- Large letter sizes and message areas should not be used. Usually, six to eight inch letters are sufficient.
- Awnings should not be made of shiny, high-gloss or translucent materials.
- Awnings should not cover distinctive architectural features of the building.
- Awnings should be installed in a manner that does not damage the building facade.
- *Blank walls.* Blank walls should be limited to prevent the disruption of existing patterns and to avoid an uninviting street environment. Street facades can be enhanced with detailing, artwork, landscaping, or other visually interesting features.
- *Rear entrances.* As parking areas are developed behind stores, the backs of buildings are becoming more visually important. By improving the appearances and developing rear entrances, this back facade can serve for more than just deliveries. A rear entrance can provide direct customer access to your store from parking areas as well as improve circulation between the parking lots and the street.
 - Rear entrances should be provided for buildings in order to develop double street frontages. The rear facade entrance should be clean and well maintained and present a welcome appearance. A small sign, awnings, display windows, and planter boxes can improve the appearance. Refuse containers should be hidden with an enclosure or screened as required by the City's Zoning Ordinance.
- *Utility Areas and Mechanical Equipment.*
 - Exterior trash and storage yards, service yards, loading areas, transformers and air conditioning units should be screened from view of nearby streets and adjacent structures in a manner that is compatible with the building and site design. All roof equipment should be screened from public view. Architectural elements can be used to screen mechanical equipment.

INFILL BUILDINGS

The construction of new buildings on vacant lots in the downtown area is encouraged. The design of a new infill building, particularly its front facade, creates an interruption in the streetscape if not designed to be compatible, both in terms of scale and materials, with the surrounding buildings. The new facade should be designed to look appropriate in the midst of the surrounding buildings.

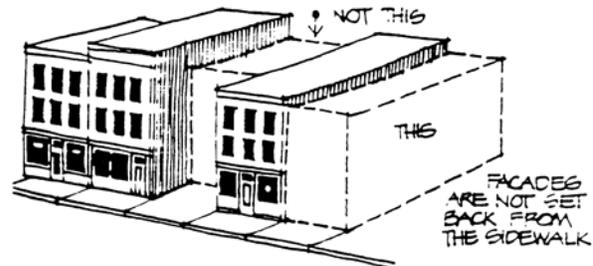
What is a good infill design? There is no absolute answer; a good design will vary according to its setting. Because an infill building is new, it should look new. However, its appearance should always be sensitive to the character of its neighbors without mimicking them. There are several ideas that should govern the visual relationship between an infill building and its neighbor.

Proportion and Setbacks.

- The average height and width of the surrounding building determines a general set of proportions for an infill structure or the bays of a larger structure. An infill building should fill the entire space and reflect the characteristic rhythm of facades along the street. If the site is large, the mass of the facade can be broken into a number of smaller bays to maintain a rhythm similar to the surrounding buildings.



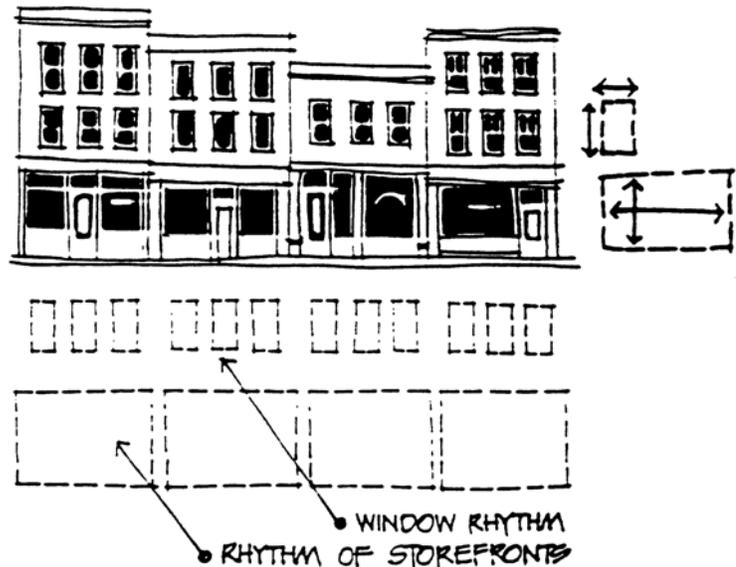
- Infill buildings shall be built to the street front property line, flush to adjacent buildings. Exceptions may be allowed if the setback is pedestrian oriented and contributes to the quality and historic character of the street.



- Buildings should only have side setbacks if adjacent to a public pedestrian way.
- New structures should be built in line with adjacent buildings.
- The proportion of infill buildings should be sympathetic to the proportion of their neighbors.

- *Composition.* The composition of the infill facade (that is, the organization of its parts) should be similar to that of surrounding facades.

Rhythms that carry throughout the block (such as window spacing) should be incorporated into the new facade. The size and proportion of window and door openings of an infill building should be similar to those on surrounding buildings. The same applies to the ratio of window area to solid wall for the facade as a whole.



- *Detailing.* Infill architecture should reflect some of the detailing surrounding buildings in window shapes, cornice lines, scale and brick work.

- *Materials.* An infill facade should be composed of materials similar to the adjacent facades. The new building should not stand out against the others.

- *Color.* The colors chosen for an infill facade should relate to the neighbor's building.

- *Trademark Building Design.* Trademark building design is not acceptable.

- *Height.*

- New buildings should conform with the average height of buildings on the block street face.

- The height of new buildings should be a maximum of four (4) stories and fifty (50) feet maximum height and a minimum of two (2) stories and should be within ten percent (10%) of the height of existing adjacent buildings.

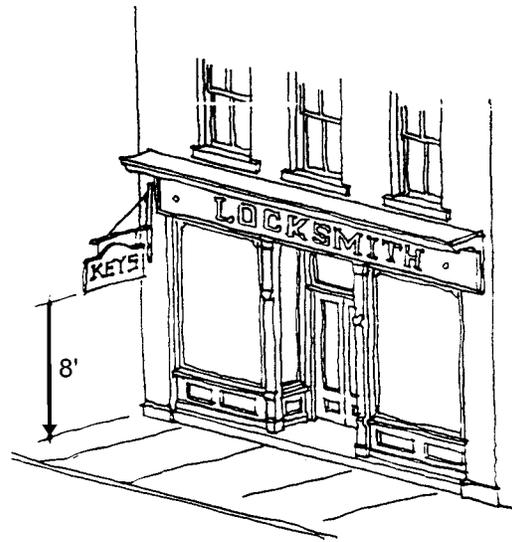
- *Roofs.* Infill building roofs should be flat or gently pitched and hidden behind parapet walls. Roof edges should be related in size and proportion to adjacent buildings.

Parking

- Parking lots should be screened from the street and sidewalk, either by walls, plantings or both. If walls are used, the material should be compatible with the walls of existing adjacent buildings. Walls should be at least eighteen (18) feet high.
- Parking structures should take advantage of the topography of the site to conceal the structure from public view to the extent possible. The same care should be taken in the design of the parking as with any other building regarding setbacks, height, proportions, facade openings, detailing, and materials. The structure should complement the streetscape through accent landscaping or other pedestrian amenities.
- Parking structures should be designed to minimize the use of blank concrete facades.

SIGNS

- A sign should express an easy to read, direct message. Keep it simple.
- A storefront should not have more than two signs – one primary and one secondary. A small hanging sign is an example of a secondary sign.
- The size and location of a hanging sign should be carefully considered so that it does not interfere with neighboring signs.
- The color of the letters should contrast with the display background. Light colored letters with dark borders are effective.
- A letter style should be chosen that is easy to read and that reflects the image of the business it represents.
- Letters can be painted or mounted directly on a signboard, storefront, or wall. Three dimensional letters are available from sign makers in wood, metal, and plastic.
- Sign colors should complement the colors of the building. Light colored letters on a dark background are easier to read.



- Illuminated signs can be appropriate if they respect the proportions of the storefront and the other guidelines listed herein. Painted signs can be directly illuminated with fluorescent or incandescent lights.
- As required by the City’s Zoning Ordinance, window signage must be limited to 40% of the window. Limiting the window signage creates a friendlier pedestrian environment by encouraging window shopping and providing visibility into the store for safety purposes.
- Chose a sign maker carefully. Quality of workmanship and construction is as vital as adherence to the guidelines.



- **Multiple tenant buildings:**
 - All signs should be coordinated as to size, shape, color, and location. The signs should be of shapes, colors, and textures that are compatible with each other and with the architecture and exterior finish materials of the building.
 - Hanging signs should not be used above the sill line of the second floor.
 - The color of the cabinet or “box” should be compatible and integrated with the building face to which it is attached.

MAINTENANCE

Improper maintenance often results in an insensitive change. Broken windows are boarded over; deteriorated cornices are removed rather than repaired; and walls with peeling paint are covered with aluminum. Proper maintenance is better than any quick fix approach. It prolongs the life of the building while relying on the quality of the original materials and intended design.

CAST IRON AND SHEET METAL

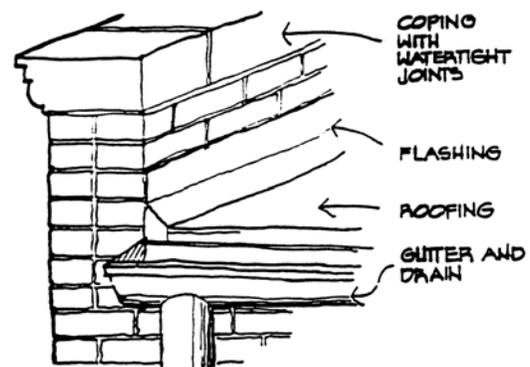
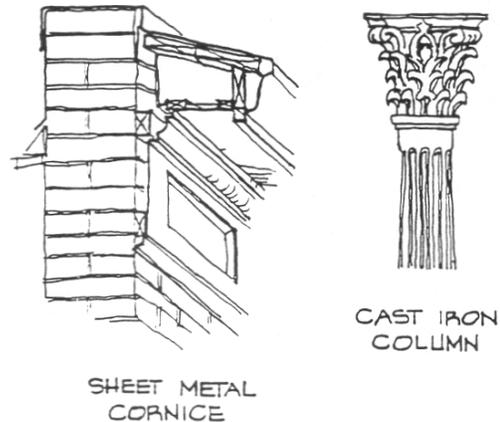
Cast iron and sheet metal decorations were often applied to a brick facade; sometimes, entire facades were made of a combination of the two.

Cast iron is quite permanent and has been used extensively for storefront columns and window lintels. Regular painting will prevent corrosion. A chemical paint remover or low pressure dry grit blasting (80 - 100 psi) can be effective for removing built up paint and rust. Missing parts can be recast in aluminum or fiberglass from existing pieces or substituted by wooden pieces.

Stamped metal is much lighter and bends easily. Elaborate cornices are often made of stamped metal, nailed to a wooden framework and attached to the building. Stamped metal is usually coated with zinc to retard rusting, although it is very susceptible to rust if the surface is scratched or left exposed. If stamped metal must be cleaned, use a chemical paint remover. Never use dry grit blasting. Missing parts can be duplicated by a sheet metal shop.

MASONRY SURFACES. Brick or stone walls can be very durable although they are susceptible to moisture, pollution and age. The most frequent problems to look for are deeply recessed mortar joints and crumbling masonry units.

Moisture. The appearance of mold or discoloration of a masonry surface may indicate a moisture problem. Moisture commonly enters through the top of a wall or where the wall meets the roof. Damage can also be caused by moisture from a clogged drain spout, a broken



gutter or from water splashing up from the sidewalk or pavement.

- The roof flashing, wall coping, and drainage system should be periodically checked for water tightness.

- *Repointing.* Mortar disintegrates with age and weathering. When the mortar joints are loose or crumbling, or have recessed more than a half inch, they should be repointed with new mortar to keep out the water and continue to hold the masonry units in place. Repointing deteriorated sections should be done with care; new mortar



SOUND MORTAR

DETERIORATED
MORTAR JOINT

REPOINTED MORTAR
MATCHING ORIGINAL
STYLE, SIZE, COLOR
AND COMPOSITION

joints should match the style, size, composition, and color of the originals. Typical mortar for older buildings contains one part Portland cement to two parts lime to nine parts sand. Never allow a high content of Portland cement to be used. It is very hard and can crack older brick, which is softer. Pick a reputable masonry contractor and examine other repointing jobs the contractor has completed.

- *Cleaning Masonry.* High pressure water or steam cleaning should be considered for unpainted masonry buildings. Masonry cleaning can give the surface of a building new life by removing pollutants and restoring the natural qualities of the brick or stone.
- Improper cleaning can result in further deterioration of masonry. Sandblasting or other abrasive cleaning methods should not be used. They erode the surface of the masonry material and can permanently damage the building. Once the outside skin of the brick has been removed, water can saturate the surface and deteriorate the brick. Sealants can not effectively replace this outer surface.
- Low pressure water cleaning (not more than 600 psi), scrubbing with a bristle brush and the use of gentle detergents is usually sufficient to clean dirt and grime from a masonry surface. Be sure to use only natural bristle brushes, not metal. Metal can disturb the mortar and damage masonry.
- In some instances, a chemical cleaner is required if paint or heavy grime must be removed. The masonry is usually pre-wet to soften any dirt. Then a chemical paint remover is applied and allowed to remain on the building

surface. Finally, the chemical is rinsed off, usually with water. This process may be repeated several times to remove built up paint. Finding the right chemical for the job is the biggest challenge. Every company seems to have its own solution. One thing to remember is that chemical cleaners can be either alkaline or acidic. Be sure the right chemical is chosen for your building. Acidic products should not be used on limestone or marble.

- Cleaning should only be undertaken by experienced professionals. After identifying potential contractors, investigate examples of their work and ask for a test patch on your building in advance to see how effective the cleaning method will be. Look for possible damage to the mortar joints and any residue on the wall surface caused by the cleaning process. Also look for any damage to the masonry units. Are the edges more rounded? Does the face rub off? Some masonry surfaces may be too soft to be cleaned.
- Don't clean a building if there is any possibility of frost because the moisture may crack the masonry as it freezes.

· *Painting masonry.*

- Unless it is necessary to protect the surface, exposed masonry should be left unpainted. A previously painted surface should be repainted rather than chemically cleaned. Before painting a masonry surface, the mortar should be checked and repointed as needed. Loose paint should be scraped off. The building must be cleaned with a low pressure water wash. Then a masonry primer should be applied to the entire area and one or two final coats of semigloss or flat latex paint applied to the wall surface.

WOOD

Wood is often used for cornices and storefronts and sometimes for upper wall surfaces. Always try to retain any original exterior woodwork. Deterioration can be prevented with regular maintenance and decayed portions can be repaired. Check for soft, rooted areas where the wood has split and places where nails have corroded. Up to a point, these problems can be fixed by re-nailing, filling and caulking the wood and then by using an oil primer and painting the wood with latex or oil-based paint. Sometimes it will be necessary to have a carpenter replace some pieces that have rotted or are missing. Any replacements should match or at least complement the existing details.

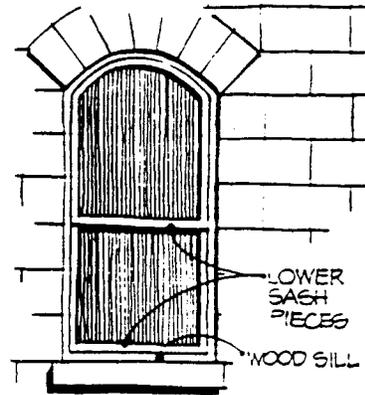
- *Repair of wood surfaces.* Partly decayed wood and badly damaged windows can be repaired through the stabilization processes of preventative waterproofing, patching, building-up or consolidating the decay. After stabilization, wood

surfaces can be painted to achieve a sound sealed condition, good appearance and greatly extended life. There are essentially three techniques for stabilizing repair of partially decayed or weathered wood:

- *Preservative Patching of Wood.* An established technique for preservative patching of wood which is split, checked or showing signs of rot, is to:
 - Dry the wood;
 - Treat decayed areas with a fungicide;
 - Waterproof with two or three applications of linseed oil;
 - Fill cracks and holes with putty; and
 - Paint the surface after paint preparation.
- *Building-up of weathered surfaces.* When sills or other members exhibit surface weathering, they may be built-up by using wood putty or homemade mixtures of sawdust and glue. These mixtures are to be built-up in successive layers, then sanded, primed and painted to form a durable, stabilized window unit.
- *Consolidating decayed material by strengthening.* Wood may be strengthened and stabilized by consolidating with semi-rigid epoxies. The epoxy saturates the porous, decayed wood and then hardens to strengthen the wood. Epoxy patching compounds may be used to build-up missing sections of decayed ends of members. When the epoxy cures, it can be sanded smooth and painted to achieve a durable waterproof repair. Epoxy processes have been used and proven in marine applications and holds the promise of being among the most durable and long lasting materials available for wood repair.

WINDOWS

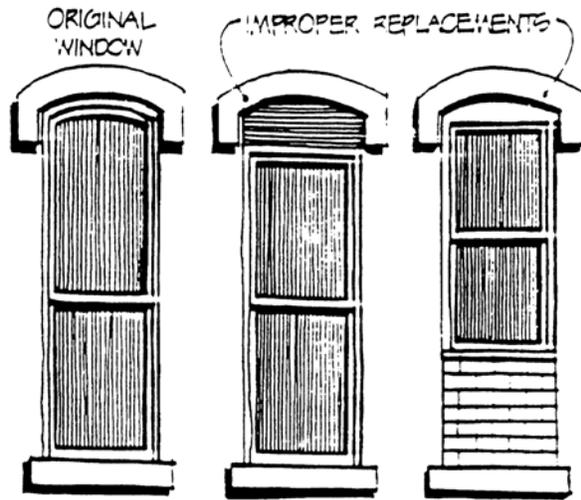
- *Upper Story Windows.* The visual importance of upper-story windows is evident in their steady march down Main Street. They give buildings an appearance of vitality and use, even if the upper floors are vacant. They create a repeated pattern that helps tie together the facades. Often, deteriorated upper-story windows have been inappropriately replaced or boarded up. This treatment cheapens not only the character of the building but the streetscape as well – a negative image that can be avoided through proper maintenance.



- *Window Maintenance Checklist.*
 - Check the wood parts of the window. Are there portions that are soft, cracked, or split? Pay particular attention to the window sills and bottom of the window sashes where water has collected. If sashes or frames are deteriorated, window glass can fall out and endanger pedestrians below.
 - To maintain the windows properly, all deteriorated wood should be replaced with new pieces and the old paint scraped off. All cracks should be filled with caulk or wood putty and the surfaces sanded. Loose glazing should be replaced and the frames primed with a good quality oil-based primer and painted with one or two coats of latex or oil-based paint.
 - Loose or broken window panes can be easily fixed. First, remove all broken glass and old glazing putty. Replace the glass with new panes similar to the existing glass and, using glazier's points and putty, reglaze both the new glass and loose panes. It may be easier to remove the window sash from the frame to perform these activities.
 - The joints between the window frame and the masonry opening should also be checked. Loose caulk should be removed and the joints recaulked to prevent air and water filtration.
- *Window Replacement:*

- If a window has deteriorated beyond repair or is missing, the replacement should match the original window. Replacement windows should always fill the entire opening and duplicate the original pattern. For example, a double hung sash window should not be replaced by a single fixed pane of glass. Avoid the use of windows and shutters that are not in keeping with the style of the building.

- If possible, match the material as well as the design of the original windows. Standard wood windows are relatively easy to buy or have made. More unusual styles can be custom ordered.



- In some instances, double-glazed aluminum frame windows may not be desired. If aluminum is used, it should duplicate the design of the original window. It should be in a dark anodized or baked enamel finish rather than a light metallic color.

- Storm windows are a good idea for conserving heat and energy, especially on upper floors. When mounted on the exterior, these windows should be painted to match the color of the window sash and should duplicate the shape. On the front of a building, it may be desirable to install storm windows on the inside where they will not be seen. Care should be taken that the storm windows are ventilated to prevent moisture from accumulating and damaging the wood.

DOORS

- Every storefront has a door or pair of doors that enter into the place of business. Traditionally, the entrance door was made of wood with a large glass panel. Every effort should be made to maintain and repair an original door, if possible.
- *Painting aluminum.* Many original doors have been replaced by standard aluminum and glass commercial doors. Although lacking in historic character, they are generally unobtrusive. Aluminum doors and storefronts can be made more

compatible by painting them a dark color. An exposed aluminum surface must be cleaned and prepared for a zinc chromate primer or metal primer, followed by appropriate finish coats as recommended by the primer manufacturer. New aluminum should be exposed to weather for at least two months before painting.

· *Door replacement.* If a door is to be replaced, there are three basic options:

- Have a new door built with the same design and proportions of the original.
- Find a manufactured wooden or steel door that resembles the traditional store door.
- Use a standard aluminum commercial door with wide stiles and a dark anodized or baked enamel finish.

Do not use doors decorated with moldings, cross bucks, or window grills. These doors are more residential in character and can look out of place on commercial buildings.

These guidelines were based in great part on information prepared by B. Clarkson Schoettle at the National Main Street Center, National Trust for Historic Preservation. The Clarkson Schoettle guidelines were developed from the *Galesburg Building Improvement File*, published by the National Trust in 1978. The drawings and some of the text were first prepared by the Preservation Urban Design Incorporated. In addition, text excerpts have been included from *Repair and Preservation Maintenance for Historic and Older Homes*, published by the Preservation Technology Project, Department of Architecture, Pennsylvania State University, Third Printing, 1988.