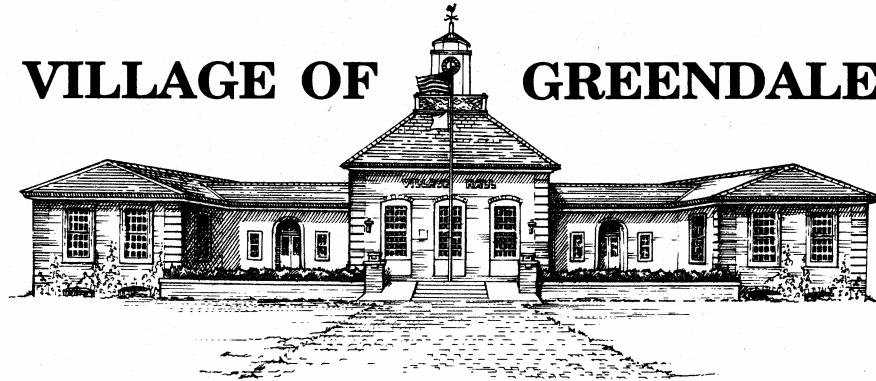




# VILLAGE OF GREENDALE



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Scott E. Leonard, Village President  
Joseph M. Murray, Village Manager

April 7, 2004

Dear Original Property Owner;

This document, the *Greendale Rehabilitation Guidelines*, represent more than two (2) years of consideration and development by the Village Plan Commission, Board of Trustees and staff. It is intended to assist you in your continued enjoyment of your Greendale Original.

As one of only three Greenbelt Communities built in the 1930's by the Federal Government, Greendale's history, design, planning and construction are very unique. The very unique nature of the Village is reflected in the Village Center and the houses built. These houses built in 1938 are what we commonly refer to as the "Originals."

Recognizing the unique nature of the Originals and their reflection on the Village all of the structures in the Village Center are designated as Special Uses and are protected in the Village Zoning Ordinance. Adopted in 1964, the Special Use provisions prescribe that construction, expansion or major exterior alternation of a building in the Village Center must compliment the architecture and materials of the existing building. The determination as to what would or would not be complimentary falls under the jurisdiction of the Village Plan Commission and Board of Trustees.

Over the course of years the Plan Commission and Board of Trustees have established some unified determinations on complimentary architecture and materials. These Guidelines have been created to collectively provide this information to you as the property owner, the Plan Commission, Board of Trustees and Village staff to ease the Special Use approval process. They also provide a basis for the Village to be more consistent in their review of Special Use applications in the future. These Guidelines provide direction on the type of architecture and materials you may use on your Original. And represent just that – "guidelines." The Village will utilize them when reviewing your renovation plans for your Original as a benchmark and not as hard and fast rules. Each Original has special circumstances and features that create a basis for special consideration.

By providing you with a copy of these Guidelines, the Village seeks to provide you with a framework to restore, rehabilitate and renovate your Original while still protecting the architectural and historical character that makes the Originals and the entire Village such a unique place to live. The Village hopes you find these Guidelines beneficial and looks forward to working with you.

Joseph M. Murray, Village Manager

RESTORATION, REHABILITATION & RENOVATION

## Design Guidelines for Your Greendale Original Home



Village of Greendale, Wisconsin





RESTORATION, REHABILITATION & RENOVATION

## Design Guidelines for Your Greendale Original Home



Adopted 2004



GREENDALE, WISCONSIN

# acknowledgements

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 James Birmingham, Trustee  
 Sally Chadwick, Trustee  
 John Hermes, Trustee  
 Stephanie Mares, Trustee  
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# greendale congratulates you!

*Congratulations—you live in an Original Home in the Village of Greendale! This is a much-celebrated community with a rich, unique history. Every owner of a historic home is, in a way, a modern-day caretaker of that history. The Village offers these guidelines in that spirit. From renovation to rehabilitation to restoration, they'll help make your project rewarding, and maintain its character as part of the area's history.*



The architects and planners of Greendale laid out the original village in 1936 with a “clear and simple rhythm,” one of the many delightful characteristics that give Greendale the feel of a European country village that is still apparent today. The best design decisions for today’s restoration, rehabilitation, and renovation projects maintain the original charm and design of Greendale and its Original Homes.

# purpose of **G**uidelines

Your house is special to you; it's where you've made your home. Your home is also unique because it's a Greendale Original Home--an irreplaceable part of our community.

To help you make the most of your home's unique character and historic value, the Village has put together these Design Guidelines. Use them to guide the many complex decisions you make as you restore, remodel, update, or add on to your home, garage or lot.

**Remember to ask the Village to review your project plans before you finalize your design.** The same Guidelines will also assist Village officials and staff in reviewing all projects fairly and consistently in their efforts to retain the character of the area.

The Village's overall goals for these Guidelines--and for the special attention the Village pays to changes proposed for Original Homes in general--are to:

1. Preserve the unique heritage and integrity of the original "village,"
2. Maintain the visual form of the Village, blocks, building sites, and homes,
3. Support the rehabilitation of homes to maintain their long-term viability and property values,
4. Promote the affordability of modifying original homes and sites, and
5. Allow appropriate additions or alterations to homes for contemporary uses.



# uniqueness of greendale



The historic center of Greendale provides an attractive place for people to live, shop, and gather. It's also a special place for many city planners, urban designers, and



historians. As one of three "Greenbelt" communities built by the U.S. Resettlement Administration, a Federal agency of the 1930s, Greendale is a unique example of previous efforts to provide working-class families with high-

quality housing located within commuting distance of a metropolitan center. The physical planning and design features that characterized the original Village are still in place today. The initial layout and charm of its housing, along with its commercial and civic center, make Greendale a delightful place for residents and visitors.

## The Greendale Plan

Elbert Peets, an Ohio landscape architect who had designed projects throughout Wisconsin since 1916, was the designer of the original Village. Peets sought to

develop a community plan that demonstrated "frugality and balance" in land use. Peets advocated preserving as much of the countryside as possible, employing sound principles of traffic circulation, and offering neighborhood groupings that provided residents with both a sense of community, and participation in the greater Milwaukee area.

While Peets envisioned the commercial and civic center and its main streets as places where people would meet, he designed residential blocks to avoid the traffic, noise, and congestion of urban life. Peets often sited the houses

Designer Elbert Peets provided the village with “a clear and simple rhythm,” one of the many delightful characteristics that give Greendale the feel of a European country village which is still apparent today.



close to the sidewalks so as to create a "defined channel of space"--a practice that also provided areas at the rear of the houses for gardens and, in some places, pathways.

## Residential Architecture

Peets worked closely with architect Harry Bentley to design Greendale's housing units. By the end of construction in 1938, the community held 572 dwelling units in 366 structures. This included 270 detached houses, 208 row houses, and 90 twins. The spare, no-frills features of the housing, which used

locally purchased cinder block ("cincrate"), stucco, whitewash, and five basic paint colors, provided Greendale with what was termed a "gracious functionalism." Others found it "reminiscent of European country villages."

In 1941, the house exteriors were painted once again, this time in six shades of beige that ranged from deep beige to white.

When federal control of the community ended in 1953, most of the design guidelines that had been in place since 1938 were rescinded. Now,

residents were relatively free to modify their residences to meet individual tastes and requirements. Other than a few notable examples,

Greendale's appearance has not changed dramatically to the present, although the pace of transition has become more rapid in recent years.



# Greendale Original Homes...

## *Before you start!*

Identify the original character of your home.

*Standards refer to original configurations and appearances as a basis for rehabilitation and restoration, and will vary for different house types and property layouts. Is your home a single-family, detached house? Is it one of the duplex type houses? Is it part of a three-, four-, or six-unit building? Is your garage attached or detached? What is its location on the site? What is the current square footage of enclosed space on your property? How wide and deep is your lot?*



*Single-Family Original Home*



*Duplex Original Home*



*Three-Unit Original Home*



*Four-Unit Original Home*



*Six-Unit Original Home*

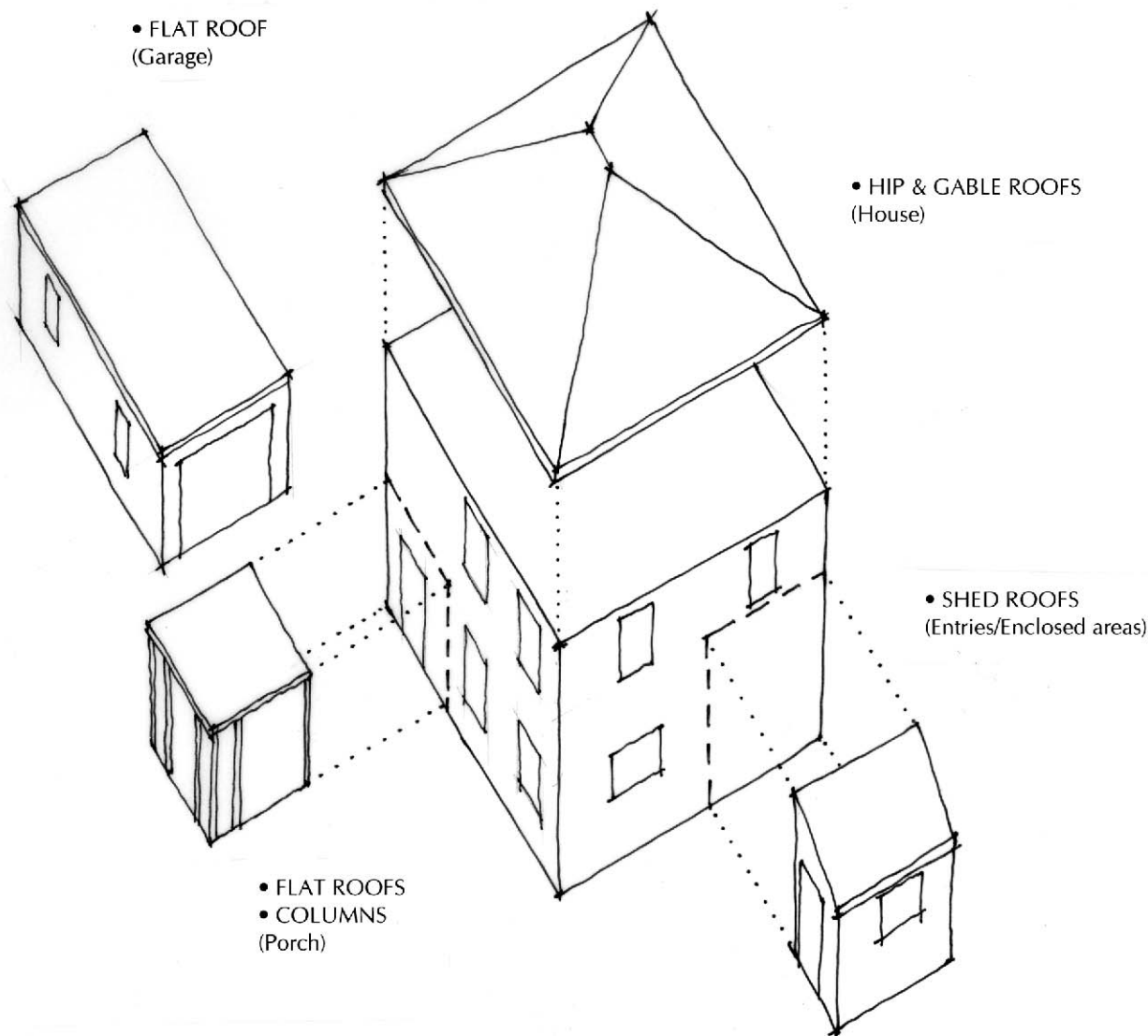


*Ranch Duplex*

## Lots and Living Units

In the final plan of Greendale, approximately 5,000 square feet of yard space was allocated for each dwelling unit.

There were 366 Original Homes built in 12 basic house styles. A total of 270 Original Homes were single family houses; the rest contained two, three, four, or six units.



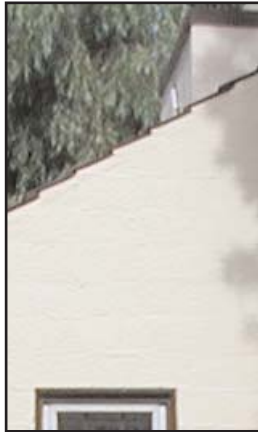
ORIGINAL BUILDING COMPONENTS

*The founders of Greendale designed and constructed the original homes with a limited number of design elements and a simple and consistent palette of forms. Each home began with a simple rectangular area. To this center area, roofs, rooms, porches and garages were added. Hip or gable roofs covered the primary area. A simple shed roof covered rooms and entry spaces. Porches were always supported with rectangular columns and covered by a flat roof. Garages, whether attached or detached, were rectangular and flat roofed. When planning changes to your property, consider working with this original, simple, and consistent design palette.*



# greendale Original Homes...

*How did your Greendale Original Home look when it was first built? What were its original materials, colors, and forms? Whether you plan to restore your home to its original state, or update it with tasteful references to its history, we can help you find some of the answers you seek.*



*Concrete*

## Concrete Construction

All Original Homes were made from a block called *cincrete*, which is a mixture of concrete and ashes.

Today, concrete block commonly used in basement walls is comparable in size and appearance to the original *cincrete* block.

The Original Homes were originally painted one of five colors: white, beige, pale gray, yellow, or light pink.

Some Original Homes have red brick trim on the building corners and/or

along the roof lines. This red brick was called *Chicago Pink*. The brick design

along the roofline

is termed the

*dentil*. The

corner brick

design is the

*quoin*. It is laid

over the *cincrete*

block in either a

flat or raised

pattern.

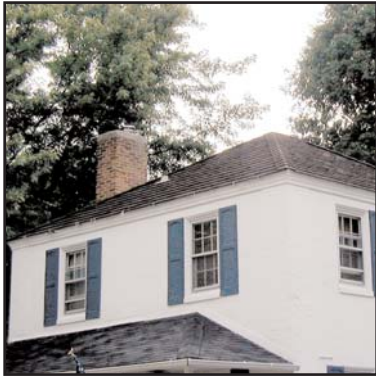


*Brick trim at corners*



*Dentil brick work*





*Hip roof, brick chimney*

## Roof Styles and Materials

The house  
roofs were  
covered with  
either gray



*Gable and hip roof styles*

slate or red  
clay tile. They  
displayed either  
a gable or hip  
style. The  
houses did  
not have

conventional eaves or overhangs.

Chimneys were made of concrete  
block, with many covered above the  
roofline by brick that matched the brick  
trim on the house.

## Windows

All windows  
were true cut  
light double  
hung, with  
multiple panes  
of glass.



*Living room picture window*

## Exterior Doors

Each single-family Original Home had  
three exterior doors.

The street  
door, located closest  
to the street, was in  
a utility area  
extension to the  
main building.  
Initially this  
extension housed a



*Side door*

coal furnace, a coal bin, a single cement  
utility sink for washing clothes, a stove,  
and an entrance door to the living  
quarters.

The side door, which provided  
entry to a small  
vestibule off the  
living room, had a  
*cantilevered*  
*overhang*.

The third  
door opened onto  
the back porch.



*Entry with picket fence*

# greendale Original Homes...



*Original porch*

## Porches

Porches on the Original Homes were a cement *lentel* (or slab) under a flat roof area that was

supported by three square wooden poles at each outer corner.

## Crawl Spaces

The Original Homes were built on a cement slab poured across 5-foot high concrete foundation walls. They did not have basements; however, the dirt floor in the crawl space was accessible from a closet off

the living room. Plumbing and heating pipes were routed through the crawl space.

## Garages

The garages used cement piers for the foundations. A 2' x 8' board provided a sill for the front garage doors, while the rest of the floor was gravel. The driveway,



*Original garage with original doors*



*Detached garages*

formed from boards covered with tar and small stones, was similar to modern-day asphalt.

The garage walls used *board-and-batten* construction: vertical boards were butted together and a narrow strip (batten) was nailed over each seam.

Most garage roofs were flat and coated with a mixture of tar and small

stones. All garage doors were double doors that opened from the center. The size of the garage varied according to its location on the property.

Many of the single-unit houses had single-car garages attached to the side of the house opposite the side door to the living room. No direct entry was provided from the garage into the house. The nearest entrance was through the street door into the utility room.

Some single-unit houses had freestanding, single-car garages, built in a boxcar garage style. Other free-standing garages were double sized. Some double-

sized garages were shared by owners of adjoining properties, and located so that a center wall straddled the side lot line between the two properties.

The multiple-unit buildings had similar attached garages, one for each unit. These garages did have internal doors to the living units.

## Dormers

Some Original Homes had dormers. A dormer is a window set in a small gable projecting from a sloping roof.



*Side-by-side dormers*

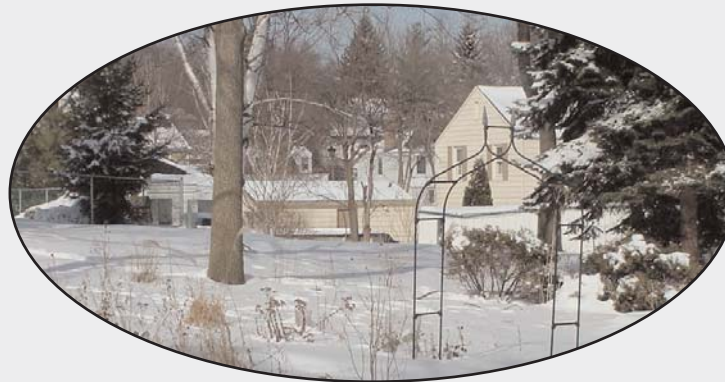
# how to use the *g*uidelines

**7**he Village understands the interest in updating Original Homes to meet changing needs. To help make the experience rewarding, while at the same time protect the Village's historic area, we've provided standards to guide your project and secure its approval. We recommend that you use the following three sections of this document as your guide:

- 1. Design Principles**
- 2. Detailed Design Guidelines**
- 3. Review Process**

The approval of your project will be based, in large part, on consistency with these Design Principles, Guidelines, and Process.

The next pages detail these basic steps as you move forward on your project.



## **1. Use the Design Principles to guide the design of your project.**

The ten *Design Principles* on pages 18-19 can help you come up with conceptual ideas for the design of your project. The Village will review all projects on the basis of these Design Principles.

## **2. Use the Detailed Design Guidelines to help prepare detailed construction plans.**

These Guidelines are organized by project types. Depending on the type of change that is proposed, you will be asked to follow one or more of the

*Detailed Design Guidelines*. Larger projects will refer to several relevant guidelines. The checklist at the right can get you started.

## **3. Determine the appropriate Review Process for your project.**

Different types of projects have different levels of Village review. You should refer to the *Review Process* section near the end of this report to identify what process and information are required for your particular project.

### **Check off the Detailed Design Guidelines that pertain to your proposed project:**

#### MAJOR PROJECTS

(Adding or enclosing space)

- ☐ 1. Room Addition, p. **22**
- ☐ 2. Garage (attached), p. **24**
- ☐ 3. Garage (detached), p. **26**
- ☐ 4. Seasonal Space Addition, p. **28**
- ☐ 5. Porches or Cantilevered Overhang Addition, p. **30**
- ☐ 6. Enclosure of Porch or Garage, p. **32**
- ☐ 7. Demolition, p. **34**

#### BUILDING ALTERATIONS & FINISHING

(Components of major projects or stand-alone projects)

- ☐ 8. Alteration of Porch, p. **38**
- ☐ 9. Roofs, p. **40**
- ☐ 10. Windows, p. **42**
- ☐ 11. Doors, p. **44**
- ☐ 12. Siding, p. **46**
- ☐ 13. Detailing, p. **48**
- ☐ 14. Color, p. **50**

#### SITE MODIFICATIONS

- ☐ 15. Accessory Buildings (except garages), p. **52**
- ☐ 16. Fencing, Screening, and Decks, p. **54**



# how to use the guidelines

**If you are adding enclosed space to your property you will be required to calculate the Floor Area Ratio and the “Massing” Ratio for your project. This relates to how large your project can be.**

**The Floor Area Ratio** is a comparison between the floor area within all buildings on a lot and the area of such lot. Count the floor area on each floor level of the house (including stairwells and basements), interior balconies and mezzanines, garages, enclosed porches, additions, and accessory buildings. Measure from the exterior faces of walls. (Cellars are not included in Floor Area Ratio.)

*Floor area of . . .*

Existing house \_\_\_\_\_ sq. ft.

Enclosed porches or integrated garages \_\_\_\_\_ sq. ft.  
(after project completion)

Proposed enclosed addition \_\_\_\_\_ sq. ft.

Garage (after project completion) \_\_\_\_\_ sq. ft.

Accessory buildings (after project completion) \_\_\_\_\_ sq. ft.

**Total proposed floor area**  
**(after project completion)** \_\_\_\_\_ **sq. ft.**

**Area of lot** \_\_\_\_\_ **sq. ft.**

**Floor Area Ratio =**

$$\frac{\text{Total proposed floor area}}{\text{Area of lot}} = \frac{\quad}{\quad} = 0.\quad$$

**The “Massing” Ratio** is a comparison between the floor area within only the “original” buildings and the floor area within the buildings after the proposed project completion. Count the floor area on each floor of the house (including stairwells and basements), interior balconies and mezzanines, garages, additions, enclosed porches, and accessory buildings. Measure from the exterior faces of walls. (Cellars are not included in Massing Ratio.)

*Floor area of..*

All buildings after project completion \_\_\_\_\_ sq. ft.

All original (1938-39) buildings \_\_\_\_\_ sq. ft.

**Massing Ratio =**

$$\frac{\text{Floor area of buildings after project completion}}{\text{Floor area of original buildings}} = \frac{\quad}{\quad} = 1.\quad$$

Owners of multi-unit lots should calculate the area of the lot and all the units on such lot.



## What's Your Approach?

Many variables affect the approach you may wish

to take with your project.



How much of the original character of your home (and your neighbors' homes) is still

intact? How dramatic are the changes you are proposing? Are you interested in the historic integrity of your home? The following three terms describe different approaches that may help guide your decisions.

For each design issue within the guidelines, treatment options will be listed in order of preference, from that considered most sensitive to the historic integrity to treatments considered less favorably but potentially allowable. Treatments considered to be a restoration or rehabilitation will be rated with symbols as shown at right.



### **“Restoration.”**

Restoration is the highest form of treatment of an historic property. It means to maintain the original or unimpaired character of a structure, as it was at the time of construction. A strict restoration approach would replicate any missing original features of the building, whether structural or decorative.

Some homeowners may be interested in restoring their property, structures, or portions to its original appearance. This approach reflects an interest in the spirit of the original design.

Restoration projects typically require an easier and quicker Village review process.



### **“Rehabilitation.”**

Rehabilitation is the process of returning property to a state of utility, through repair or alteration that makes possible an efficient contemporary use, while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.

It is the hope of the Village that owners of the Original Homes can find benefit in the contemporary use of their homes through repair and alterations completed in the spirit of "rehabilitation."



### **“Alternative**

**Remodeling.”** This type of project includes alterations that do not preserve historic features or maintain original character. Some remodeling may be the only practical solution, or have very little impact on the character of the property. Other forms of remodeling may have more sensitive, practical alternatives and have a large impact. You can expect very thorough Village review if you want to “remodel” the outside of your home, and some types of remodelings may not be allowed.



# design principles

*The ten points below outline the overall principles that all Greendale projects should follow when changing or adding to the Original Homes. These ten principles will be part of the criteria that the Village uses when it reviews your project. They also provide the foundation for the more detailed Design Guidelines included later in this document.*



## 1. **Respect Greendale's original**

**plan:** Key aspects of Greendale's original plan—including vistas, views of long open spaces, and streetscape character—are critical in the review of each project.

## 2. **Maintain appropriate building**

**scale:** A building addition or alteration should be compatible with the massing and scale of the Original Home, and shall comply with the Village's Floor Area Ratio standard.

## 3. **Facilitate compatible**

**alterations:** The architectural style, details, and materials used on an exterior building alteration (i.e., where there is not a floor area increase) should be compatible with the architectural style, details, and materials of the Original Home. Distinctive original features should be retained and restored to the greatest practical extent.

## 4. **Facilitate**

**complementary additions:** All buildings should be recognized as products of their own time. The architectural style, details, and materials used on a building addition (i.e., where there is a floor area increase) need not replicate those features on the 1938-39 Original Home, but should complement the original or desired character of the house.

## 5. **Emphasize function over**

**convenience:** An exterior alteration or addition that improves the function of a home for today's needs will be viewed more favorably than an alteration that expresses individuality or provides mere convenience.

**6. Meet building code:** All projects must meet the Village's Zoning Code, Building Code, Heating, Plumbing, and Electrical Codes.



## 7. **Maintain housing density:**

Buildings should be used for their original purpose. The Village will not consider alterations or additions that result in more dwelling units or more bedrooms than were included in the Original Home design.

## 8. **Maximize flexibility in interior**

**changes:** Remodeling of an interior space may take place following a basic safety code review only, providing it does not affect the exterior appearance of the home.

## 9. **Consider surrounding context:**

The context of your house is critical. Context is formed by the site, by its surroundings--including homes on next door lots or across the street--and by prior alterations to the home.

**10. Coordinate treatment of multi-unit buildings:** The exterior of multi-unit buildings should be treated as a single property and rehabilitated in a consistent manner. Multiple owners should coordinate modifications affecting the exterior appearance.



**Restoration:** maintaining the original or unimpaired character of a structure, as it was at the time of construction



**Rehabilitation:** repairing or altering a structure for contemporary use, while preserving features which are significant to its architectural and historic values

# detailed design guidelines

*A.* MAJOR PROJECTS

*B.* BUILDING ALTERATIONS AND FINISHING

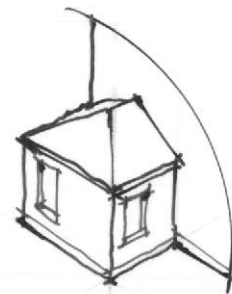
*C.* SITE MODIFICATIONS



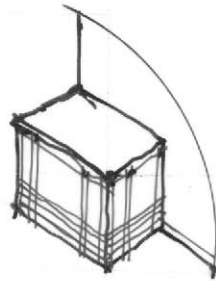
# *A.* MAJOR PROJECTS

*Major projects include additions to Original Homes, enclosures of porches, and construction of garages.*

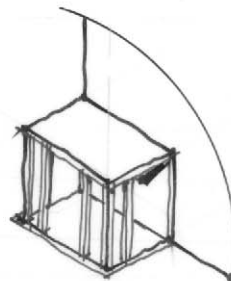
*The Village of Greendale allows these major projects if they comply with the ten Design Principles in the previous section. Compliance with the Detailed Design Guidelines on the following pages is also critical in the review of your project. Major projects have a significant impact on the appearance of the Original Homes, building sites, and Village. It is important to design the addition or enclosure in a sensitive manner -- being mindful of the impact it will have on the visual quality and integrity of the Village.*



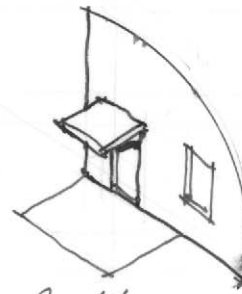
*All-Season*



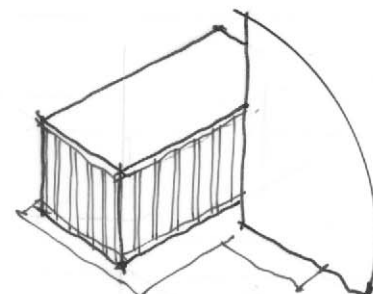
*Seasonal*



*Porch*



*Cantilevered  
Overhang*



*Garage*

# 1 . r o o m   a d d i t i o n

## Where may I locate the addition?

- ☐ Location on the house:
  - On rear
  - On sides of lots 65 feet or wider: one-story, 20 ft. minimum front yard setback
- ☐ Minimum rear-yard setback:
  - Greater of 30 feet or 40% of lot depth
- ☐ Minimum side-yard setback:
  - 9 feet

## How large may it be?

- ☐ Maximum Floor Area Ratio (See page 16):
  - 0.45 (Single-family R-4)
  - 0.40 (Single-family R-5)
  - 0.35 (Duplex without basement R-4)
  - 0.50 (Duplex or Multifamily R-5)
- ☐ Maximum Massing Ratio:
  - 1.35 (Single-family R-4)
  - 1.30 (Single-family R-5)
  - 1.40 (Duplex or Multi-family R-5)

- ☐ Height:
  - One story; two stories permitted on rear of single-family detached houses only
- ☐ Room type:
  - May not add bedroom

## How may I build the addition?

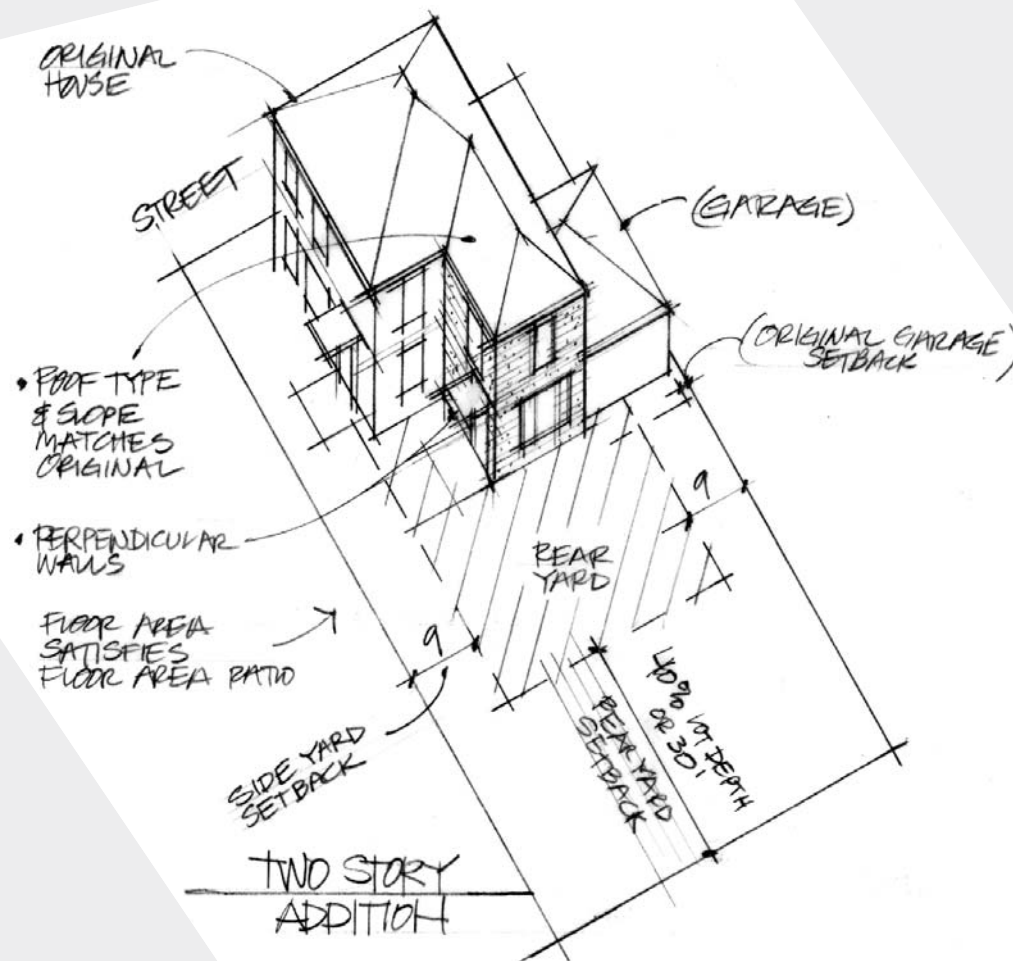
- ☐ Roof type:
  - Match the original house ⑨
  - Hip or flat ⑨
- ☐ Roof slope:
  - Match house roof ⑨
  - Lower pitch to avoid original features, including windows
- ☐ Exterior wall configuration:
  - Parallel and perpendicular to the original
- ☐ Exterior wall location:
  - Flush with or inset within original walls ⑨
- ☐ Original windows:
  - Leave unobstructed ⑨

- ☐ Original outside walls behind addition:
  - Open for required access only ⑨
  - Leave intact as much as possible

## What else should I consider?

- Roofs (Page 40)
- Windows (Page 42)
- Doors (Page 44)
- Siding (Page 46)
- Detailing (Page 48)
- Color (Page 50)

*Construction of an enclosed addition will change the original composition of the house. It will affect the site's exterior spaces and vistas.*



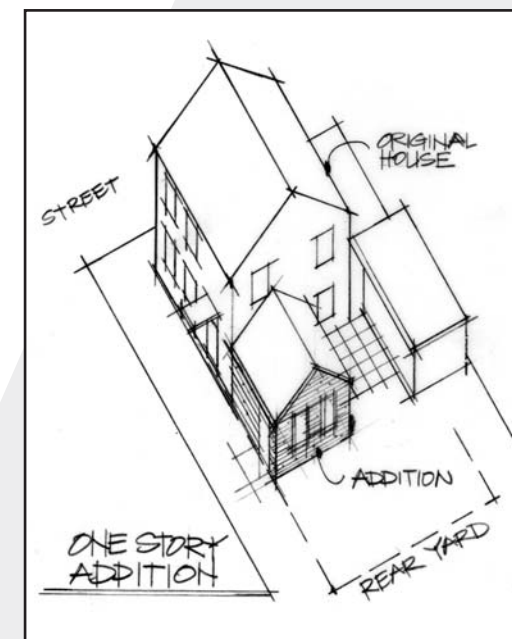
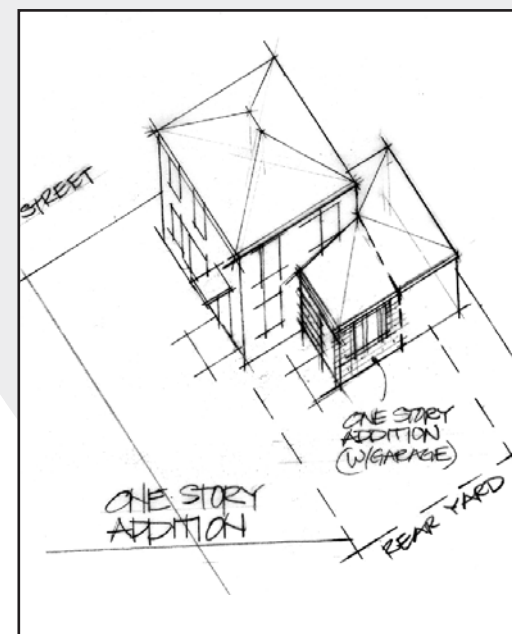
*Permitted location to rear*



**Restoration:** maintaining the original or unimpaired character of a structure, as it was at the time of construction




**Rehabilitation:** repairing or altering a structure for contemporary use, while preserving features which are significant to its architectural and historic values




## 2. garage (attached)

### Where may I locate the garage?





- ☐ Location:
  - On original location 
  - On attached-garage original: at another attached location
- ☐ Minimum front-yard setback:
  - 20 feet or original garage location
- ☐ Minimum interior side-yard setback:
  - 9 feet or original garage location
- ☐ Renovations to existing garage:
  - May remain in original location along side property line. Other than gutters, no further encroachments of eave/overhang permitted in wall adjoining side property line. Firewall will be required for side wall if less than 3 feet to property line
- ☐ Minimum street side yard setback:
  - Greater of 30 feet or existing building setback or original garage location
- ☐ Minimum rear-yard setback:
  - Greater of 30 feet or 40% of lot depth

### How large may it be?

- ☐ Maximum Floor Area Ratio:
  - 0.45 (Single-family R-4 zoning)
  - 0.40 (Single-family R-5 zoning)
  - 0.35 (Duplex without basement R-4)
  - 0.50 (Duplex or Multifamily R-5)
- ☐ Maximum Massing Ratio:
  - 1.35 (Single-family R-4)
  - 1.30 (Single-family R-5)
  - 1.40 (Duplex or Multifamily R-5)
- ☐ Maximum floor area:
  - Greater of 375 sq. ft./unit or original size
  - Side-by-side 2 family: greater of 500 sq. ft. or original size
- ☐ Width of street facade:
  - One-car width 
  - Two-car (maximum) addition allowed on lots 65 feet or wider (in original location)
- ☐ Maximum depth of garage:
  - 28 feet
- ☐ Maximum height:
  - One story

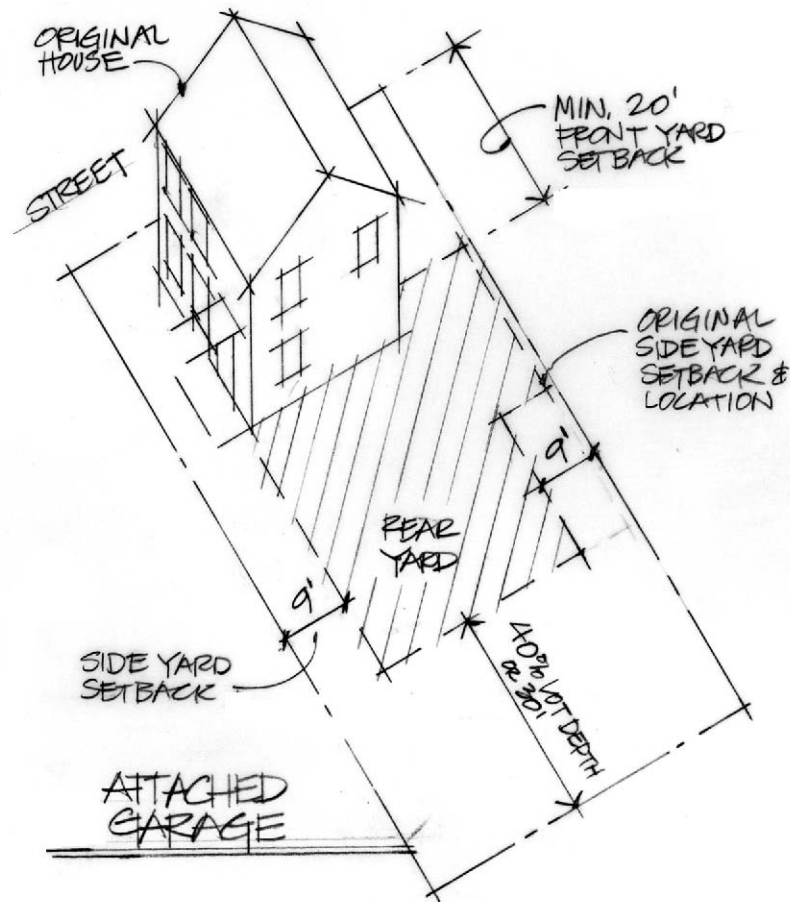
### How may I build the garage?

- ☐ Roof type:
  - Flat 
  - Match original house or hip 

- ☐ Roof slope:
  - Flat 
  - Match original house or lower pitch to avoid original features 
- ☐ Exterior wall configuration:
  - Parallel and perpendicular to original walls
- ☐ Original windows:
  - Leave unobstructed 
- ☐ Original outside walls behind addition:
  - Cut required access only 
  - Leave intact as much as possible
- ☐ Doors and windows:
  - At least one on interior side or rear wall
- ☐ Downspout discharge:
  - Away from adjacent property

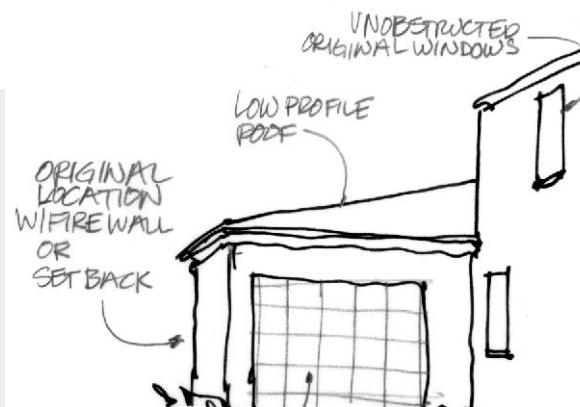
### What else should I consider?

- Roofs (Page 40)
- Siding (Page 46)
- Windows (Page 42)
- Doors (Page 44)
- Detailing (Page 48)
- Color (Page 50)



*Original garage doors*

*Construction of an attached garage will change the original composition of the buildings on the site. It will affect the use of the site and its exterior spaces and vistas.*



*New attached garages*





## 3. garage (detached)

### Where may I locate the garage?

- ☐ Location:
  - At original location, if other location requirements cannot be met
  - Vehicular maneuvering space must be considered
- ☐ Minimum separation from the house:
  - 10 feet, or
  - 5 feet with firewall
- ☐ Minimum front yard setback:
  - 20 feet, or
  - At original location
- ☐ Minimum interior side yard setback:
  - 5 feet
  - 2.5 feet if 5 foot setback is unattainable; a firewall is required if side wall is less than 3 feet to property line.; other than gutters, no further encroachments of eave/overhang will be permitted within the 2.5 foot setback
- ☐ Minimum street side yard setback:
  - Greater of 20 feet or existing principal building setback
- ☐ Minimum rear yard setback:
  - Greater of 30 feet or 40% of lot depth (Exception only where property configuration is unusual)

### How large may it be?

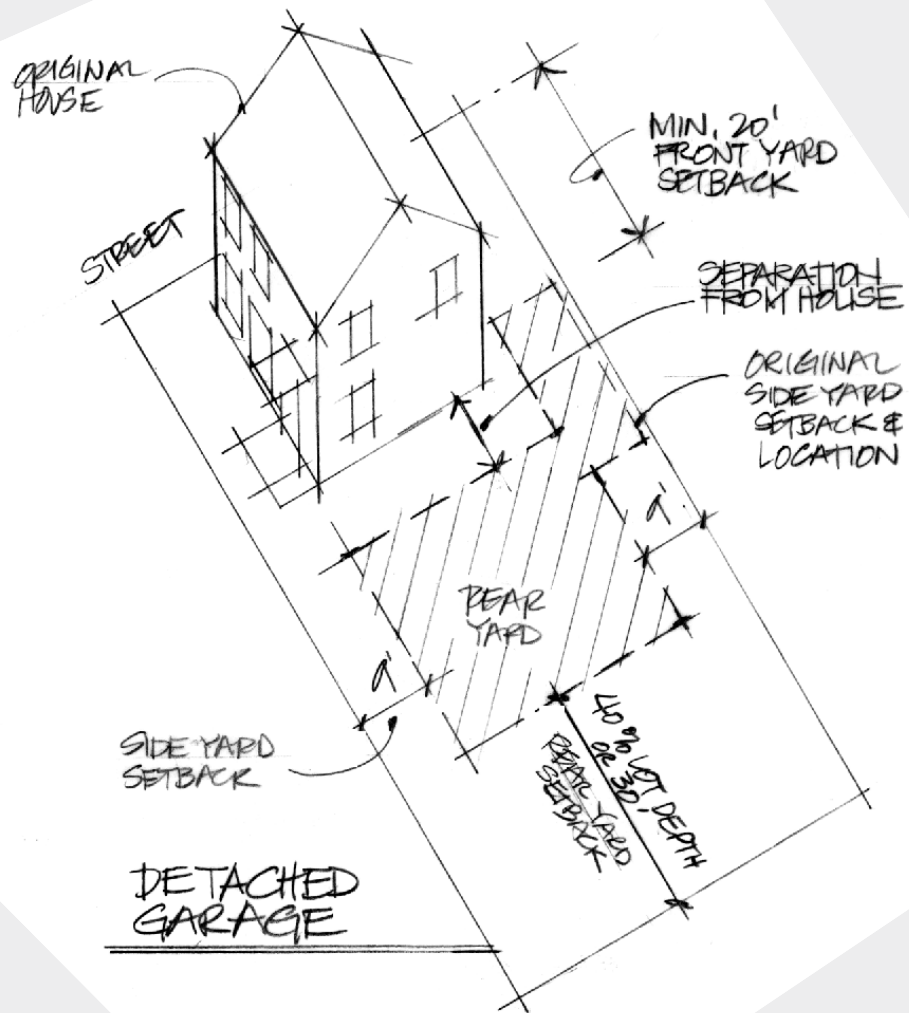
- ☐ Maximum Floor Area Ratio:
  - 0.45 (Single-family R-4 zoning)
  - 0.40 (Single-family R-5 zoning)
  - 0.50 (Duplex or Multifamily)
- ☐ Maximum Massing Ratio:
  - 1.35 (Single-family R-4)
  - 1.30 (Single-family R-5)
  - 1.40 (Duplex or Multifamily)
- ☐ Minimum width dimension for two-car garage:
  - 20 feet
- ☐ Maximum depth:
  - 28 feet (two-deep parking space garages are not permitted)
- ☐ Width of street facade:
  - One-car width
  - Two-car maximum if in original location
- ☐ Maximum height:
  - One story
  - 15 feet (grade to ridge)
- ☐ Maximum combined shed and garage size per dwelling unit:
  - Greater of 375 sq. ft./unit or original size

### How may I build the garage?

- ☐ Roof type:
  - Flat
  - Match original house or hip
- ☐ Roof slope:
  - Flat
  - Match original house or lower pitch to avoid original features
- ☐ Exterior wall configuration:
  - Parallel and perpendicular to original walls
- ☐ Original windows:
  - Leave unobstructed
- ☐ Doors and windows:
  - At least one on interior side or rear wall; fire-rated or more than 3 feet from property line
- ☐ Original outside walls behind addition:
  - Cut required access only
  - Leave intact as much as possible
- ☐ Downspout discharge:
  - Away from adjacent property

### What else should I consider?

- Roofs (Page 40)
- Windows (Page 42)
- Doors (Page 44)
- Siding (Page 46)
- Detailing (Page 48)
- Color (Page 50)



*Permitted location*



*Detached garage*

## 4. seasonal space addition

### Where may I locate the addition?

- ☐ Location related to house:
  - Rear or side
- ☐ Minimum rear-yard setback:
  - Greater of 30 feet or 40% of lot depth
- ☐ Minimum side-yard setback:
  - 9 feet

### How large may it be?

- ☐ Maximum Floor Area Ratio:
  - 0.45 (Single-family R-4)
  - 0.40 (Single-family R-5)
  - 0.50 (Multifamily)
- ☐ Maximum Massing Ratio:
  - 1.35 (Single-family R-4)
  - 1.30 (Single-family R-5)
  - 1.40 (Multifamily)
- ☐ Height:
  - One story

### How may I build the addition?

- ☐ Roof type:
  - Match original house ⑨
  - Hip or flat ⑨
- ☐ Roof slope:
  - Match house roof ⑨
  - Lower pitch to avoid original features ⑨
- ☐ Exterior wall configuration:
  - Parallel and perpendicular to original
- ☐ Exterior wall location:
  - Flush with or inset within original walls ⑨
- ☐ Original windows:
  - Leave unobstructed ⑨
- ☐ Original outside walls behind addition:
  - Cut required access only ⑨

### What else should I consider?

- Roofs (Page 40)
- Windows (Page 42)
- Doors (Page 44)
- Siding (Page 46)
- Detailing (Page 48)
- Color (Page 50)

*Construction of a partially enclosed, seasonal addition will change the original composition of the house and site. It will affect the site's exterior spaces and vistas.*



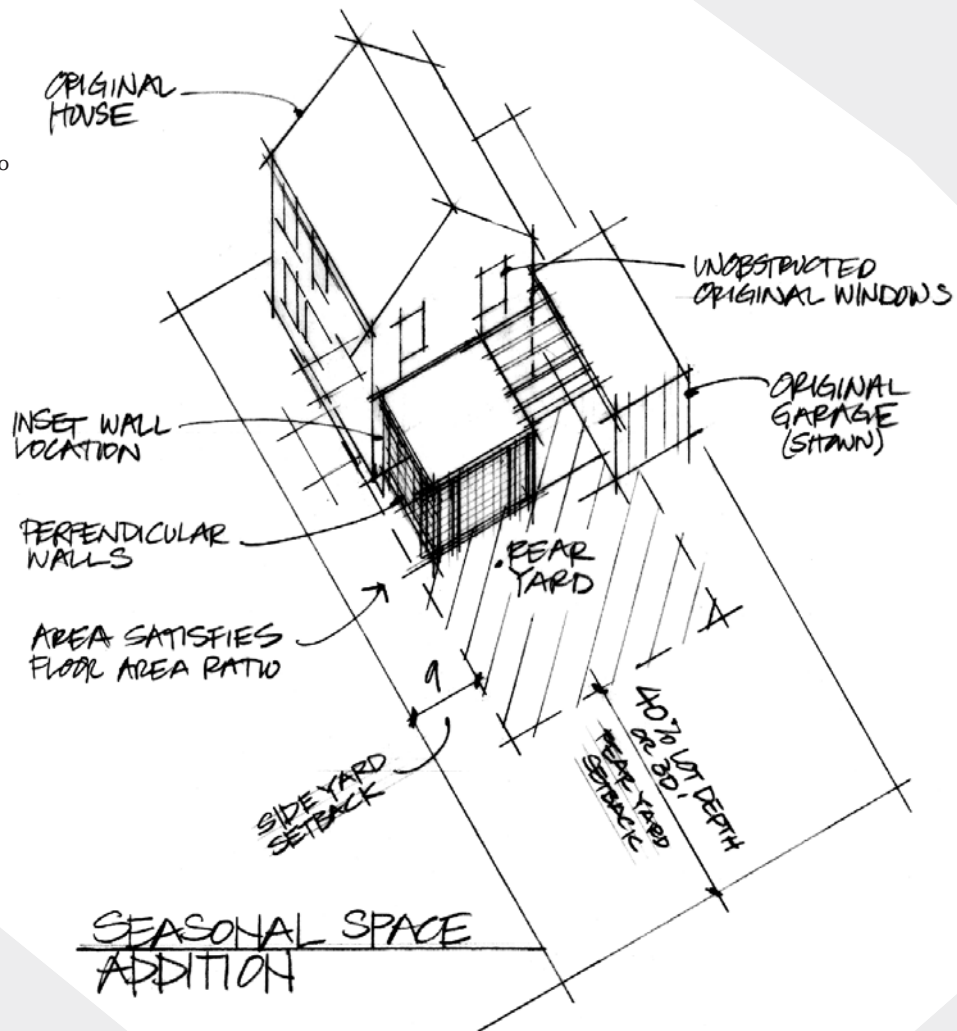
**Restoration:** maintaining the original or unimpaired character of a structure, as it was at the time of construction



**Rehabilitation:** repairing or altering a structure for contemporary use, while preserving features which are significant to its architectural and historic values



*Seasonal addition*



*Permitted location*

## 5. porch or cantilevered overhang addition

### Where may I locate a porch or cantilevered overhang?

- ☐ Location on original house:
  - At original location
  - On rear elevation
- ☐ Location on addition:
  - Front (side extension), rear or side
- ☐ Minimum front yard setback:
  - Not closer than existing building or bump-out section
- ☐ Minimum rear-yard setback:
  - Greater of 30 feet or 40% of lot depth
- ☐ Minimum side-yard setback:
  - 9 feet

### How large may it be?

- ☐ Size:
  - Match original
  - Extension of original roof form, column configuration, detailing, and location on and within the same wall plane
- ☐ Height:
  - One story

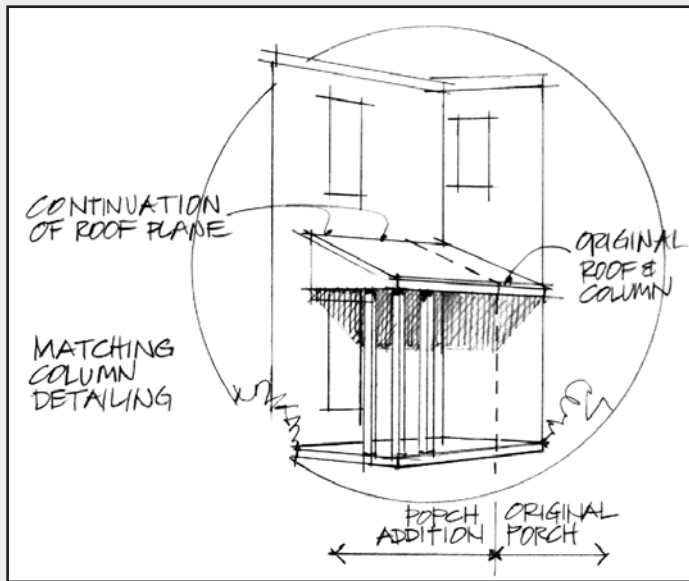
### How may I build the roof and structure?

- ☐ Roof type and slope:
  - Match original
  - Hip or flat
- ☐ Porch columns:
  - Match original (4" x 4")
  - 3-1/2" to 5" square
- ☐ Column spacing:
  - Match original spacing pattern
- ☐ Column configuration:
  - Parallel and perpendicular to Original Home
- ☐ Overhang structure:
  - Match original
  - Add brackets, corbels, and plain posts to original cantilevered overhang
- ☐ Material:
  - Wood
  - Engineered materials resembling wood
- ☐ Original windows:
  - Leave unobstructed

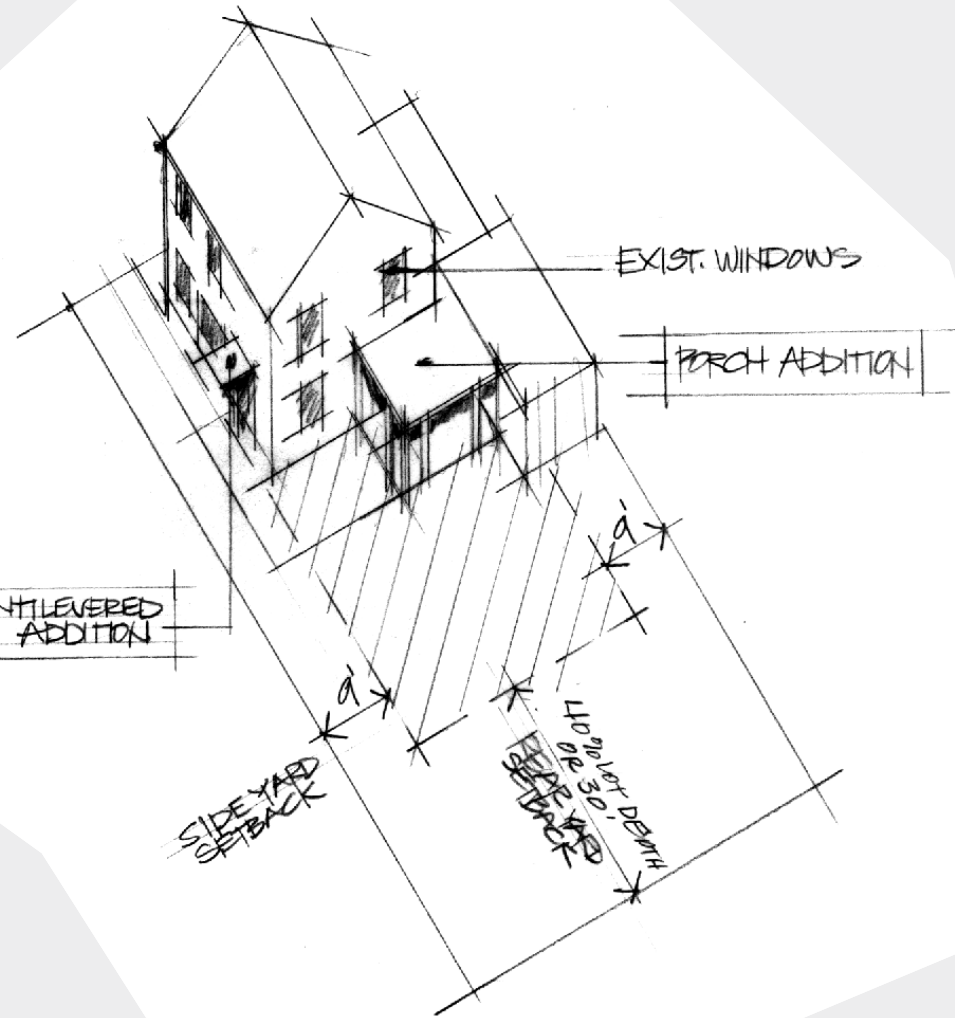
### What else should I consider?

- Roofs (Page 40)
- Detailing (Page 48)
- Color (Page 50)

*The addition of a porch or cantilevered overhang affects the overall composition and massing of the house, the appearance of facades, as well as the exterior spaces of the site.*



*Extension of original porch*



*Permitted location*



*Porch*



*Cantilevered overhang*




## 6. enclosure of original porch or garage


### How large may an enclosed porch or garage be?

- ☐ Maximum Floor Area Ratio:
  - 0.45 (Single-family R-4)
  - 0.40 (Single-family R-5)
  - 0.50 (Duplex or multifamily)
- ☐ Maximum Massing Ratio:
  - 1.35 (Single-family R-4)
  - 1.30 (Single-family R-5)
  - 1.40 (Duplex or multifamily)

### How may I enclose a porch?

- ☐ Enclosure configuration:
  - Infill between or behind existing columns and soffits 
  - Outside of columns while preserving columns
- ☐ Enclosure materials:
  - Transparent or translucent
  - Approved siding materials
- ☐ Door type:
  - Full-light design
  - Half-to-three-quarter-light design

### How may I enclose a garage?

- ☐ Rough opening:
  - Maintain opening
- ☐ Garage door opening:
  - Maintain original doors on exterior 
  - Windows meeting guidelines
  - Siding meeting guidelines for additions

### What else should I consider?

- Windows (Page 42)
- Doors (Page 44)
- Siding (Page 46)
- Detailing (Page 48)
- Color (Page 50)

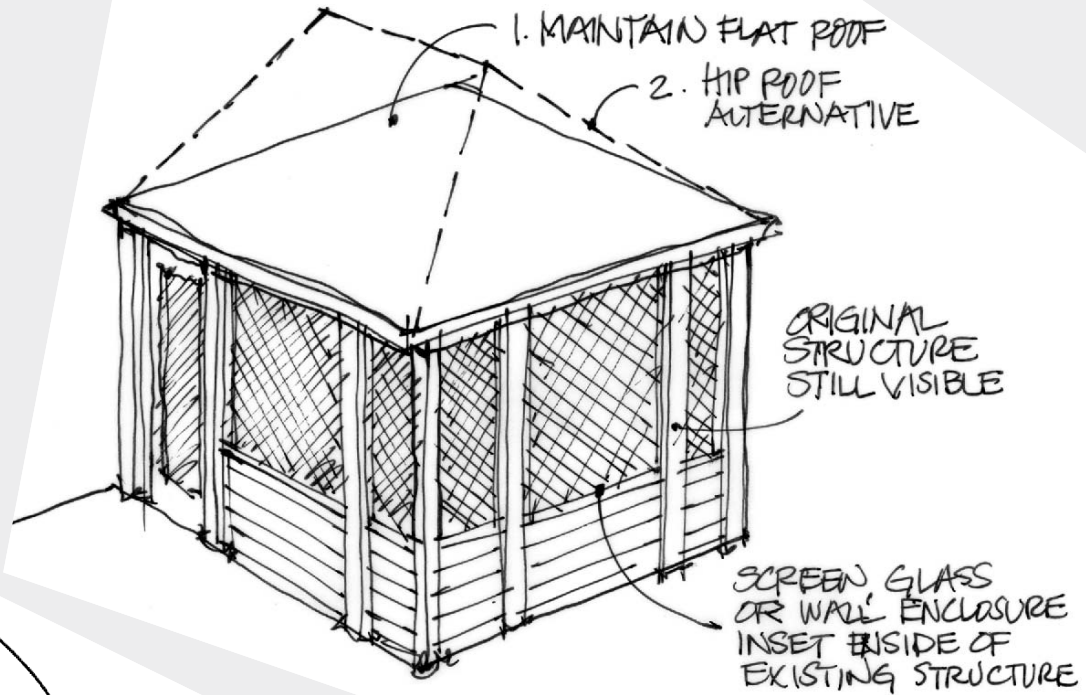
*Porches are prominent features of Original Homes.*

*Enclosure of an original porch affects the massing of the house, the character of the porch itself, and may hide portions of facades and restrict site vistas.*

*A small number of Original Homes have garages that are integrated within the volume of the house. Enclosure of this space for other uses affects the appearance of the street-side facade.*



*Enclosed front porch*



*Porch enclosure*



*Enclosed integrated garage*



**Restoration:** maintaining the original or unimpaired character of a structure, as it was at the time of construction



**Rehabilitation:** repairing or altering a structure for contemporary use, while preserving features which are significant to its architectural and historic values

# 7. demolition

## May I remove an original home?

☐ Not allowed!

## May I remove a portion of an original home?

☐ Enclosed volume of original home:

- Removal not allowed!

☐ Dormers:

- Removal not allowed!

☐ Porches:

- Only if replaced by porch or house addition at same location

☐ Overhangs:

- Only if replaced at same location

☐ Roof:

- Only if replaced by a matching roof (see page 40)


☐ Detailing:

- Only if replaced by matching detailing

## May I remove a garage?

☐ Yes, see Garage guidelines.

## May I remove a previous addition?

☐ Yes, if the integrity of Original Home is protected 

*Originally, the Village of Greendale displayed a cohesive collection of homes, unified by its public streets and spaces and a consistent palette of design features. The same house forms, porches, overhangs, and detailing were repeated. Maintaining as much of the original building fabric and the palette of design features is important in preserving the historic integrity of the Greendale Original Homes.*



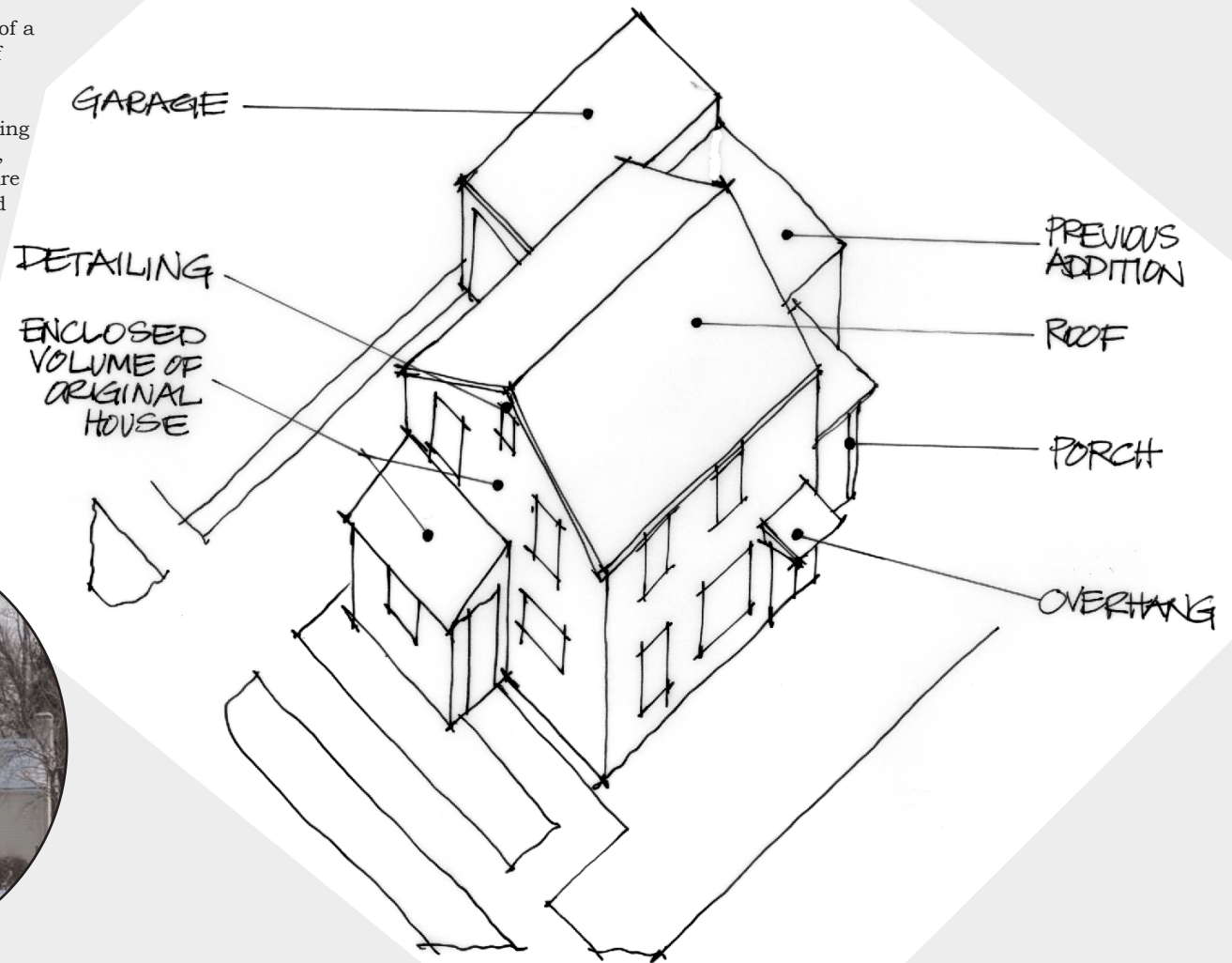
**Restoration:** maintaining the original or unimpaired character of a structure, as it was at the time of construction



**Rehabilitation:** repairing or altering a structure for contemporary use, while preserving features which are significant to its architectural and historic values



*Greendale's consistent design features*

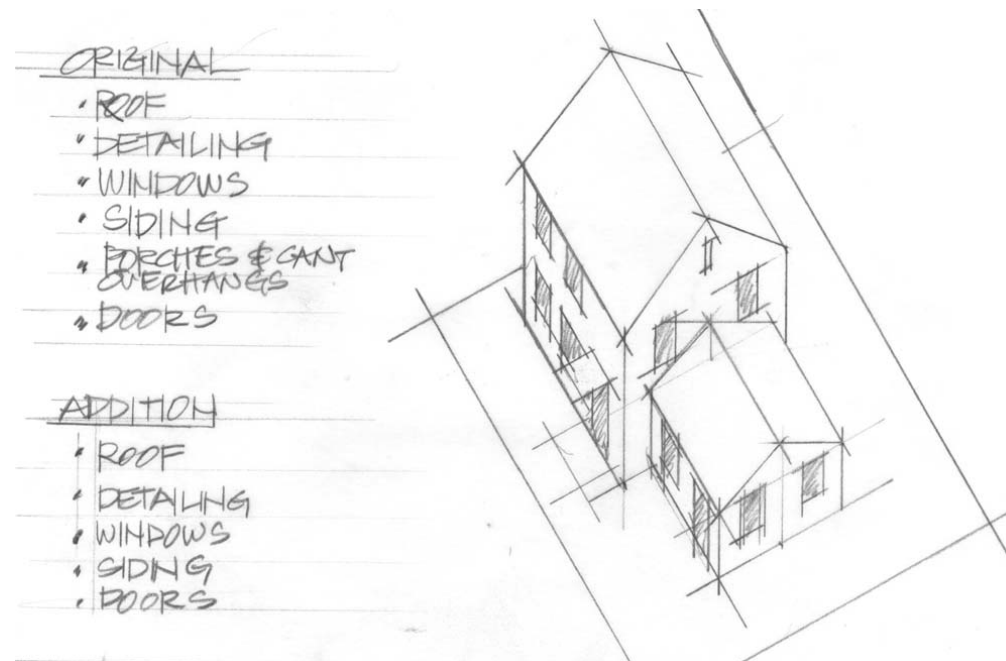






## B. BUILDING ALTERATIONS AND FINISHING


*Building alterations and finishing projects include changes to an Original Home or garage, as well as the design features and finishing touches on new additions. The Village of Greendale allows sensitive alterations to the Original Homes and sensitive finishing of new additions and refinishing of Original Home exteriors. Alterations to an Original Home and the finishing details have a large impact on its appearance and that of the Village and building sites. It is important to design the alteration or new addition in a sensitive manner--being mindful of the impact it will have on the visual quality and integrity of the Village.*





## 8. alteration of original porch

### How may I alter a porch?



#### ☐ Original porch:

- Repair and maintain 

#### ☐ Roof type and slope:

- Match original 
- Hip; match slope of original house 
- Meet building code

#### ☐ Porch columns:

- Match original (4" x 4") 
- 3-1/2" to 5" square 


#### ☐ Column spacing:

- Match original spacing pattern 


#### ☐ Column configuration:

- Parallel and perpendicular to Original Home




#### ☐ Original windows:

- Leave unobstructed 


#### ☐ Detailing:

- Match original 

#### ☐ Preferred enlargement:

- Extension of original roof form 
- Matching column configuration and detailing 
- Location on and within same wall plane 

#### ☐ Material:

- Wood 

### What else should I consider?

- Roofs (Page 40)
- Siding (Page 46)
- Color (Page 50)

*Porches are prominent features of an Original Home. The alteration of an original porch affects the massing of the house, the character of the porch itself, the appearance of facades, and site vistas.*



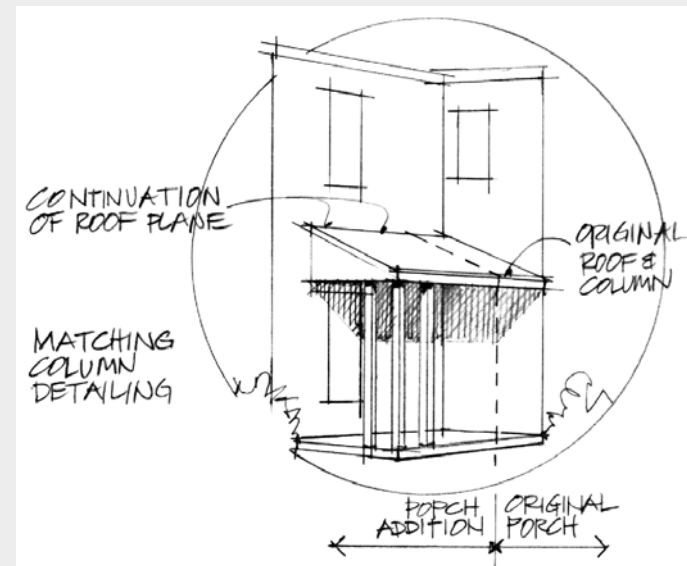
*Porch with proper columns*



*Porch addition*



*Original proportions*




*Extension of original porch roof*

## 9. roofs (alteration of an original and new additions)

### What form of roof may I build?

☐ Replacement of original house roof:

- Match original 

☐ Additions and garages:

- See Guidelines for Additions and Garages

### What roof finishing materials may I use?

☐ Preferred material and color examples:


- Gray slate or red tile matching original 
- Gray or reddish-brown dimensional shingles 
- Gray (matching original slate) asphalt shingles 
- Reddish brown asphalt shingles (matching original tiles) only on original red-tiled houses 

☐ Discouraged material examples:



- Metal
- Wood shake
- Imitation wood shake asphalt shingles
- Other materials not resembling slate, tile, or asphalt shingles
- Rubber roofs, unless on flat roofs

### How may I detail the roof?

☐ Eave detailing:

- Match original 
- Three-inch maximum soffit (for ventilation intake)

☐ Rake detailing:


- Match original 
- Equal depth of trim 

☐ Ventilation accessories:

- Low-profile units on rear-facing roof planes (if possible), strip ventilation at soffits

### May I remove existing features?

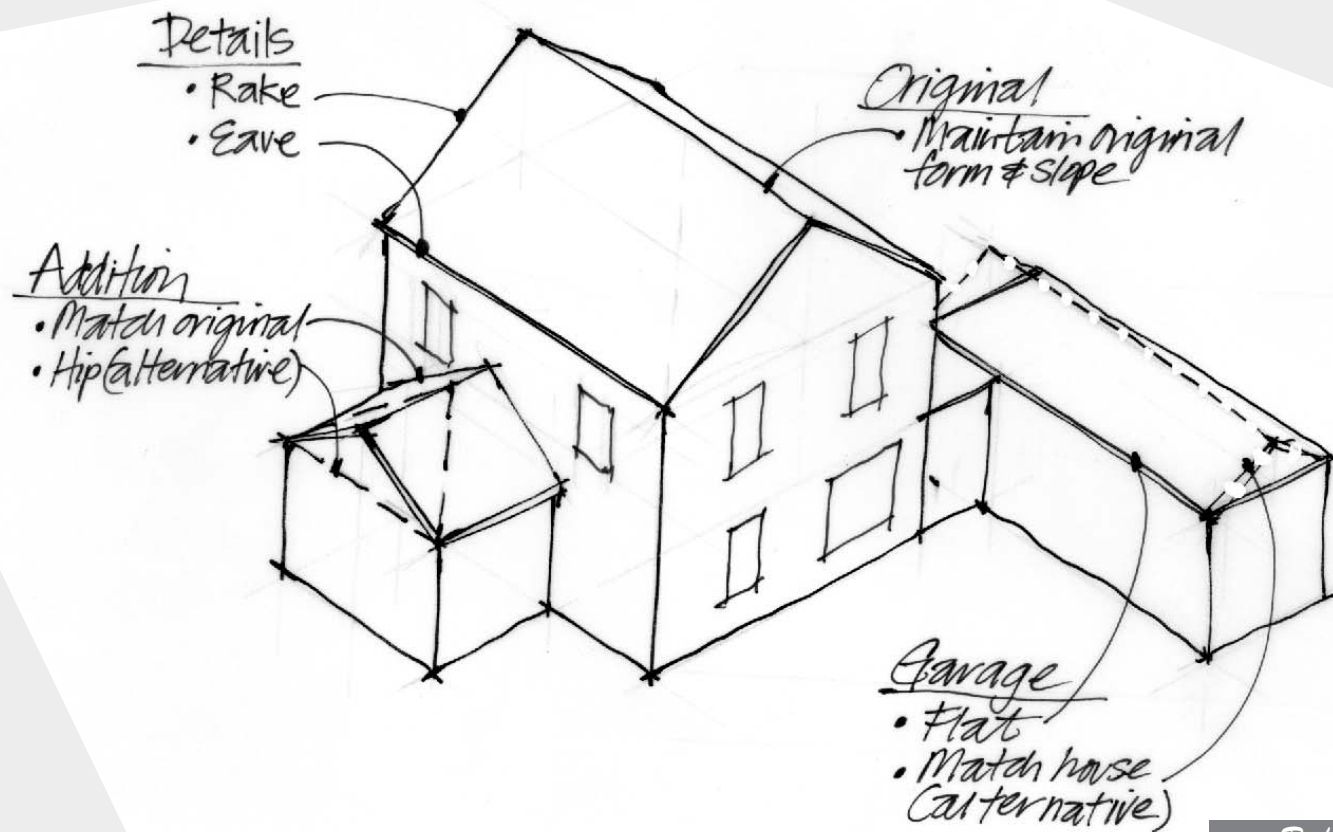
☐ Dormers:

- Maintain them 
- Cannot be removed

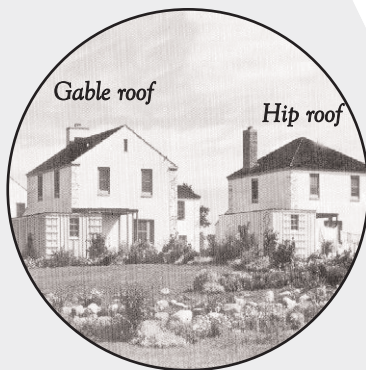
### What else should I consider?

- Detailing (Page 48)

*The shapes and materials of Original Home and garage roofs are consistent. These original roofs are highly visible, and their appearance has a major impact on the character of individual structures as well as the Village as a whole.*



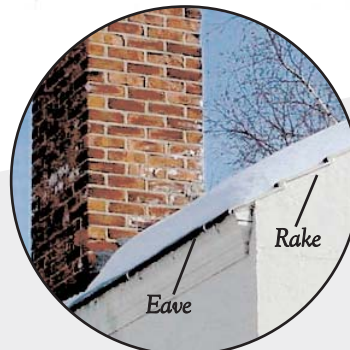
*Roof forms and slopes*



*Original roof styles*



*Hip roof lines and materials*



*Eave and rake*












*Matched roof pitch*






# 10. windows (alteration of an original and new additions)




## How may I replace or alter original windows (or coal chute) and openings?

- ☐ Original window frame and sash:
  - Repair and maintain 
- ☐ Original wall opening:
  - Maintain, with no reduction of natural light 
- ☐ Size of replacement frame and sash:
  - Match original, with no reduction of natural light 
- ☐ Operation:
  - Match original 
  - Fixed
- ☐ Mullion configuration:
  - Match original 
  - None
- ☐ Material:
  - Wood 
  - Clad wood
  - Vinyl
- ☐ Coal chute:
  - Keep or restore original door or replica 
  - Single pane window and frame




- Colorless glass block preferred on interior side facades only
- ☐ Storm windows:
  - Match original 
  - Match window sash profile 
- ☐ Bay windows:
  - On Original home, in rear yard, and other locations as approved by the Plan Commission and Village Board
  - On additions, any location

## How may I build windows into a house addition or new garage?

- ☐ Location and configuration:
  - Match location and rhythm of original 
- ☐ Size and proportion:
  - Match original 
  - Match header height and proportions of original
- ☐ Operation:
  - Match original (double-hung at upper level; double-hung and casement (at lower level) 
  - Fixed

- ☐ Mullion configuration:
  - Match original 
  - None
- ☐ Material:
  - Wood 
  - Clad wood
- ☐ Storm windows:
  - Match window sash profile 

## How may I detail windows?

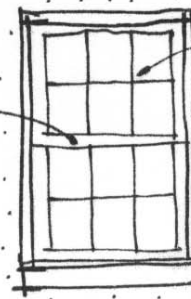
- ☐ Trim location:
  - Within rough opening 
- ☐ Trim style:
  - Match original 
  - Same size, simpler
- ☐ Window treatment:
  - No shutters 
  - Paneled, louvered, vertical picket shutters
  - Shutters match window height

## What else should I consider?

- Color (Page 50)

Original windows were well integrated with the style and proportions of the house and garage. Window openings and window unit design affect the rhythm and scale of the facades of Original Homes, garages, and new additions.

Double-hung Sashes

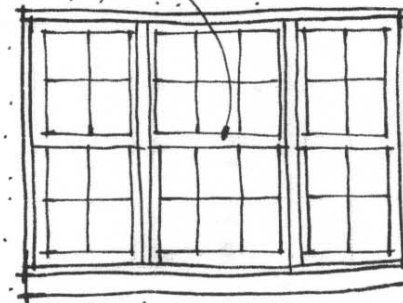
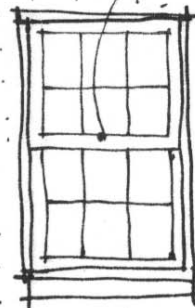


"6 over 6"  
6 panes/sash

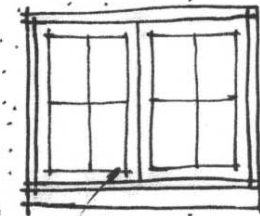
Window types and details

UPPER-LEVEL

Double-hung Sashes

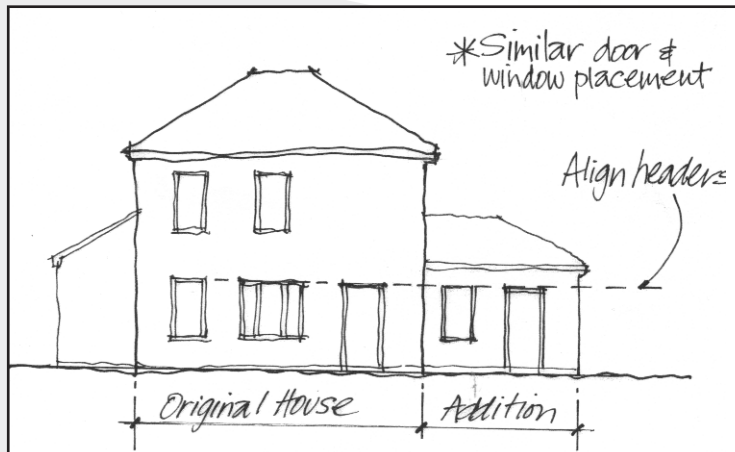


Multi-unit Grouping



Casement Sashes

LOWER-LEVEL



Window placement



Typical window



1 x 3 x 1 multiple unit grouping window

# 11. doors (alteration of an original and new additions)

## How may I replace or alter original doors and openings?

- ☐ Original frame and door:
  - Repair and maintain
- ☐ Original wall opening:
  - Maintain
- ☐ New door location on original home:
  - Only on garage side of house for the purpose of garage access
- ☐ Size of replacement door:
  - Match original
  - Do not decrease height, width
- ☐ Size of replacement frame:
  - Match original
  - Do not increase jam or header dimensions, nor eave dimensions beyond 3'x3'
- ☐ Door swing:
  - Match side and direction
- ☐ Mullion configuration:
  - Match original
  - Top-lit, no mullions
- ☐ Preferred material examples:
  - Wood
  - Clad wood
  - Fiberglass, steel or vinyl with smooth or wood grain surfaces
- ☐ Storm doors:
  - Match original

## How may I build doors into a house addition?

- ☐ Location and configuration:
  - Match pattern of original
- ☐ Size and proportion:
  - Match original
  - Match header height and proportions of original
  - Eave not to exceed 3'x3'
- ☐ Mullion configuration:
  - Match original
  - Top-lit, no mullions
- ☐ Preferred material examples:
  - Wood
  - Clad wood
  - Fiberglass, steel or vinyl with smooth or wood grain surfaces
- ☐ Storm/screen doors:
  - Match original
  - Full-light
  - 1/2 and 3/4 light

## How may I build doors on an original or new garage?

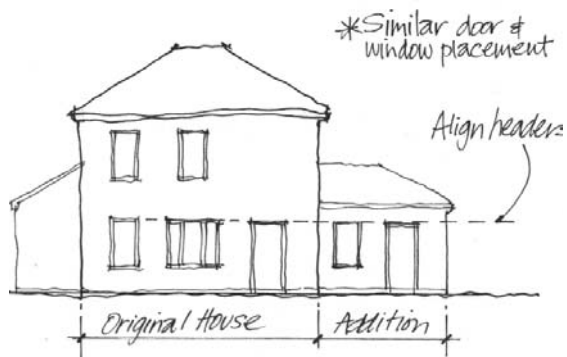
- ☐ Location :
  - Match location of original
- ☐ Operation:
  - Side hinged
  - Overhead
- ☐ Size and proportion:
  - Match original
  - Match header height and proportions of original
- ☐ Panel/window configuration:
  - Match original
  - Paneled
  - Beveled tongue and groove (vertical)

## How may I detail doors?

- ☐ Trim location:
  - Within rough opening
- ☐ Trim style:
  - Match original
  - Same size, simple

## What else should I consider?

- Color (Page 50)



*Original garage doors*



*Original garage doors*

*Original doors were well integrated with the style and proportions of the house and garage. Door openings and door unit design affect the rhythm, scale, and character of the Original Homes, garages, and new additions.*





**Restoration:** maintaining the original or unimpaired character of a structure, as it was at the time of construction




**Rehabilitation:** repairing or altering a structure for contemporary use, while preserving features which are significant to its architectural and historic values

## 12. siding (alteration of an original and new additions)


### What are preferred material examples for the exterior walls of the Original Home?

- ☐ Original cinder block (smooth concrete block) sealed and painted 
- ☐ Fine-textured masonry coating (cement) 
- ☐ Horizontal, 4"-5" exposed, smooth or wood-grained siding (high quality wood, composite, fiber-cement, aluminum, vinyl, and steel)

### What are preferred material examples for an addition?

- ☐ Cinder and concrete block, sealed and painted 
- ☐ Brick (on additions only to brick detailed originals--color compatible)
- ☐ Horizontal, 4"-5" exposed, smooth or wood-grained siding (high quality wood, composite, fiber-cement, aluminum, vinyl, and steel)

### What are preferred material examples for a garage?

- ☐ Wood board and batten 
- ☐ Wood, aluminum, or simulated board and batten metal siding
- ☐ Concrete block, sealed with non-tooled joint and painted
- ☐ Brick (on additions only to brick detailed originals--color compatible)
- ☐ Horizontal, 4"-5" exposed, smooth or wood-grained siding (high quality wood, composite, fiber-cement, aluminum, vinyl, and steel)

### What are discouraged material examples for any project?

- ☐ Rough cedar siding on Original Home or non-garage addition
- ☐ Shingle siding
- ☐ Grooved plywood
- ☐ Metal siding replicating other materials (false wood shingles, etc.)
- ☐ Stucco with heavy texture or tooled patterns













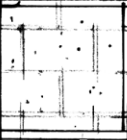
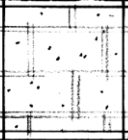

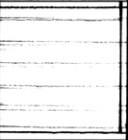
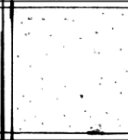
- ☐ Vertical metal siding on Original Home or non-garage addition
- ☐ Pre-fabricated aluminum panels
- ☐ Stone veneer
- ☐ Brick on Original Homes (except as restoration/replacement or on additions to brick-detailed Originals)

### What else should I consider?

- Detailing (Page 48)
- Color (Page 50)




## Preferred Siding Types

ORIGINAL	*						
ADDITION	—						
GARAGE	—						
							
		ORIGINAL "CINCERE"	CONCRETE BLOCK	BRICK	HORIZONTAL SIDING	BOARD & BATTEN	MASONRY COATING (CEMENT-TONS)


*The siding of the Original Homes was painted "cincere" blocks. The original garages were of board and batten wood construction. Siding has a large impact on the character of individual structures, as well as the Village as a whole.*

# 13. detailing (alteration of an original and new additions)



## What style of detailing many I use?

- ☐ Style of detailing:
  - Only detailing that reinforces the original design style may be used 
  - Detailing that dramatically changes the style or theme of the original building is not allowed



## How may I deal with original brick detailing?

- ☐ Treatment:
  - Maintain and leave exposed natural brick 
  - Maintain and paint only

## How may I deal with building accessories?

- ☐ Wall vents:
  - Match original 
  - Rectangular (narrow, vertical)
- ☐ Gutters and downspouts:
  - No gutter or downspout 
  - K-style gutter, rectangular downspout

## How may I deal with original or new chimneys?

- ☐ Treatment of original:
  - Maintain and leave exposed natural brick or block 
- ☐ Treatment of new chimney:
  - Match original exposed brick or block 
- ☐ Ornaments:
  - Up to 2-1/2 sq. ft per side
  - Not projecting more than 3" from surface

## May I add railings?

- ☐ Location:
  - As allowed by code
- ☐ Preferred material examples:
  - Wood
  - Wood core

## ☐ Preferred style examples:

- Balustrade
- Rail cross-section: Rectangular
- Baluster cross-sections: Rectangular
- Baluster dimensions: 1-1/2 inches square
- Maximum spacing: Two times the balustrade dimension

## Where may I locate utility equipment?

- ☐ Power, phone and cable lines:
  - Only concealed in walls or on inside walls; no conduits allowed on exterior walls
- ☐ Utility equipment:
  - Rear, screened
  - Side, screened
  - Other locations if required by public utility



*Original detailing*



*Original brick chimney*



*Original dentil detailing*



*Original cinerete chimney*



*Original roof detailing*



*Original window*

*Detailing on the Original Homes was simple, minimal in depth, and rectangular in profile.*

*There were no window shutters or entry railings. Lattice was used liberally on the garages.*

*Some entries had small "picket" fences. Some homes had brick detailing near the roof lines and wall corners.*

## 14. color (alteration of an original and new additions)

### What were the original wall colors?

- ☐ White
- ☐ Beige
- ☐ Pale gray
- ☐ Pastel yellow
- ☐ Light pink



**Restoration:** maintaining the original or unimpaired character of a structure, as it was at the time of construction



**Rehabilitation:** repairing or altering a structure for contemporary use, while preserving features which are significant to its architectural and historic values

### Are there other suggested wall colors?

- ☐ Other “Pastel”\* colors
- ☐ Other neutral colors
- ☐ “Off-whites”\*
- ☐ Light “Shades”\*
- ☐ Wall colors of multiple and multi-unit buildings should be treated with the same colors to preserve uniformity

### What wall colors may not be complimentary to an Original?

- ☐ Dark colors (Black, any dark value)
- ☐ Bright colors (Day-glow, intense)
- ☐ “Clear hues”\*
- ☐ Mid-tones
- ☐ “Accents”\*
- ☐ Dark “Shades”\*

*Exterior paint color has a strong impact on the appearance and visual harmony of the Village. Original homes were painted in a limited and neutral palette. Property owners today are encouraged to select an exterior paint color that will compliment their Original and community appearance. The following is provided as an historical reference only. Exterior paint color is not subject to permit approval.*

\* As defined by MAUTZ Color Source®, provided as a reference. Other paint brands are acceptable.

## *C.* SITE MODIFICATIONS

*Site modifications include the siting and construction of accessory buildings and structures like sheds, fencing, landscape screening, and decks. The Village of Greendale allows sensitive site modifications to Original Home lots.*

*Site modifications can have a large impact on the appearance of building sites, the quality of open spaces, and the vistas they provide-- particularly in the spacious backyard areas. The protection of the historic character of the Village depends, in part, on today's treatment of its residential sites.*



## 15. accessory buildings (sheds and storage buildings)

### Where may I locate an accessory building?

- ☐ Minimum rear yard setback:
  - Greater of 30 feet or 40% of lot depth
- ☐ Minimum separation from house:
  - 10 feet
  - 5 feet with firewall
- ☐ Minimum interior side yard setback:
  - 5 feet
  - Also applies to a replacement accessory structure
- ☐ Minimum street side yard setback:
  - Greater of 30 feet or 40% of lot depth (with exception to allow reductions for required fire separation clearances)

### How large may it be?

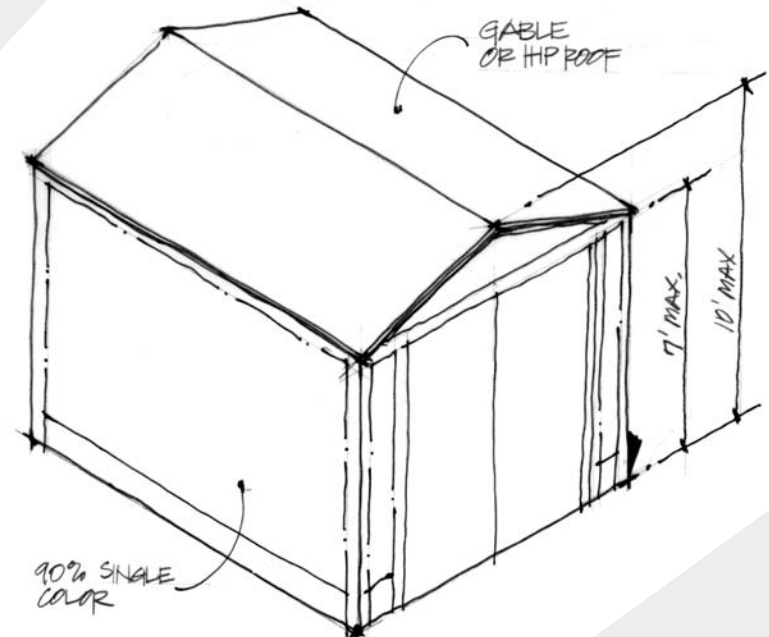
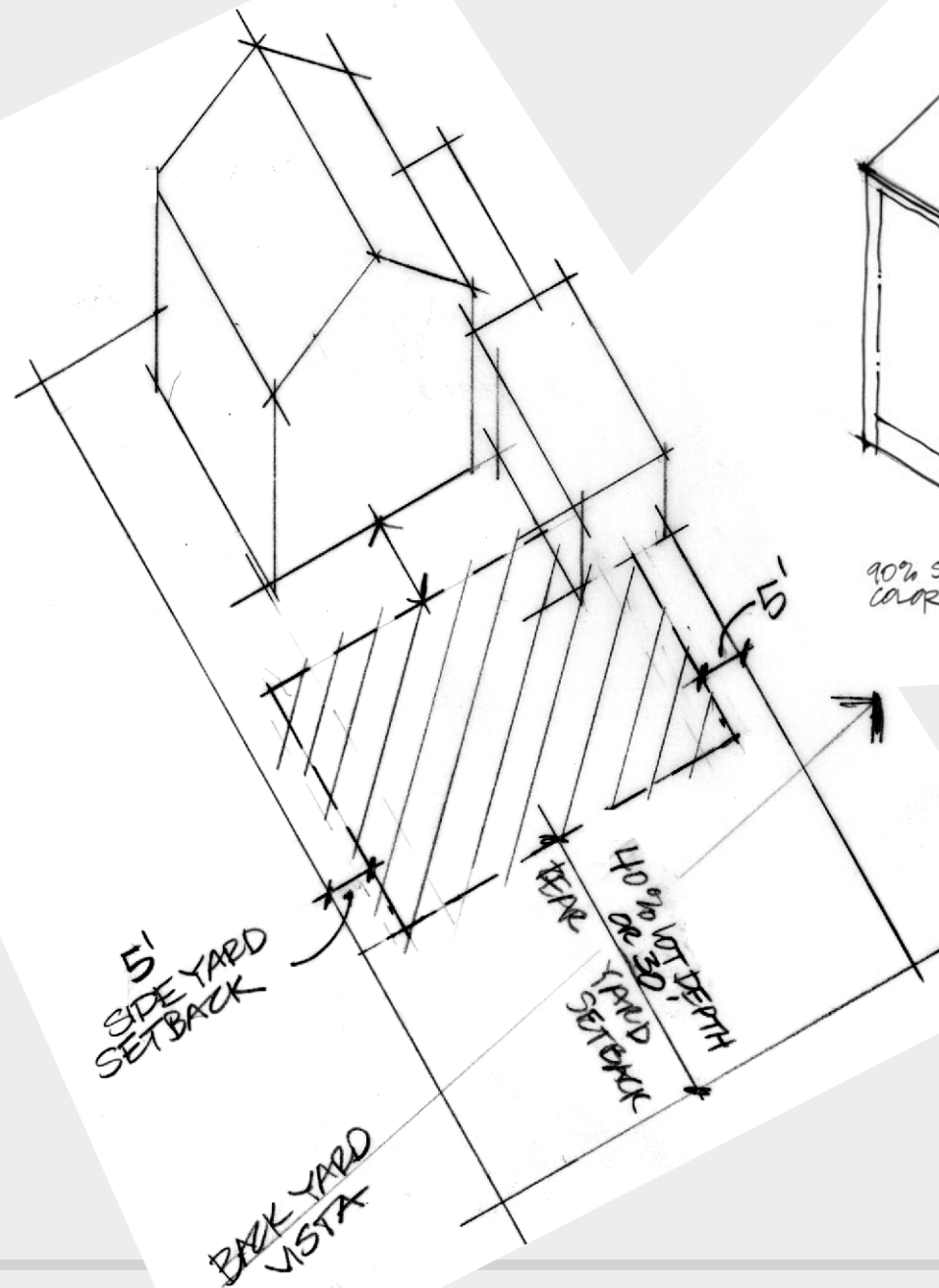
- ☐ Maximum footprint:
  - 120 sq. ft.
- ☐ Maximum combined shed and garage size per dwelling unit:
  - 360 sq. ft.
- ☐ Maximum side wall height:
  - 7 feet
- ☐ Maximum roof height:
  - 10 feet

### What may it look like?

- ☐ Roof type:
  - Low profile/shallow pitch
  - Gable or hip
- ☐ Color:
  - Use single color (complementary to the original house) on 90% of wall surfaces

*Originally, only garages and attached, covered storage areas were located on the residential lots. Back yards were used for open play areas and gardens. Newer sheds and storage buildings have an impact on neighborhood vistas and visual character.*





*Shed*

## 16. fencing, screening, and decks

### How are the different types of fencing defined?

- ☐ Open fence: a fence (including entrance and exit gates) where each one-foot wide segment, for the full length and height of the fence, contains more than 70% open space which affords a direct view through the fence
- ☐ Solid fence: a fence (including entrance and exit gates) where each one-foot wide segment, for the full length and height of the fence, contains less than 70% open space and conceals direct views

### Where may I build a fence?

- ☐ Front yard:
  - Not allowed
- ☐ Minimum rear yard setback:
  - Greater of 30 feet or 40% of lot depth
- ☐ Minimum interior side yard setback:
  - Open fence, no setback required
  - Solid fence, 9 feet
- ☐ Minimum street side yard setback:
  - 30 feet

### How may I build a fence?

- ☐ Maximum height:
  - Open fence, 5-1/2 feet
  - Solid fence, 6-1/2 feet
- ☐ Preferred material/finish examples:
  - Wood, painted or stained

*Originally, fencing was minimal and decorative (at street side entries). Plantings defined rear yards. The location and design qualities of fencing and landscapes specifically intended for screening can have a large impact on the vistas and visual qualities of a neighborhood. Sensitivity to the placement, height, transparency, materials, and detailing and finishing will help to maintain valued rear yard vistas, while allowing acceptable areas for privacy.*

*Decks did not exist on the sites of Original Homes. Decks differ from patios in that they are above grade and have an impact on the appearance of a house and its site. Patios and decks are generally allowed with Village Building Inspector approval.*

### What deck structures may I add?

- ☐ Location:
  - Rear yard
- ☐ Maximum size:
  - 20% of ground level floor area
- ☐ Construction must meet building code

### What else should I consider?

- Detailing/Railings (Page 48)



*Original fence style*



*Original lattice style*



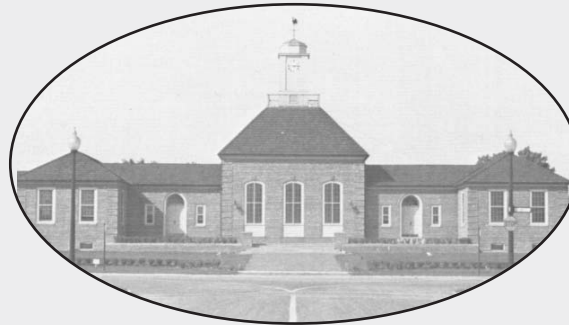
**Restoration:** maintaining the original or unimpaired character of a structure, as it was at the time of construction



**Rehabilitation:** repairing or altering a structure for contemporary use, while preserving features which are significant to its architectural and historic values

# review process

**Once you have come up with preliminary thoughts on your project, you can move on to discussions with the Village's Building Inspector about the review process. The Village reviews projects that modify the Original Homes, sites, and garages by comparing them with the Village ordinances and Guidelines in this document.**



## What kind of Village review is required?

There are two types of Village review. The Special Use Permit review process is reserved for projects that have the greatest potential influence on the character of the homes, lots, and

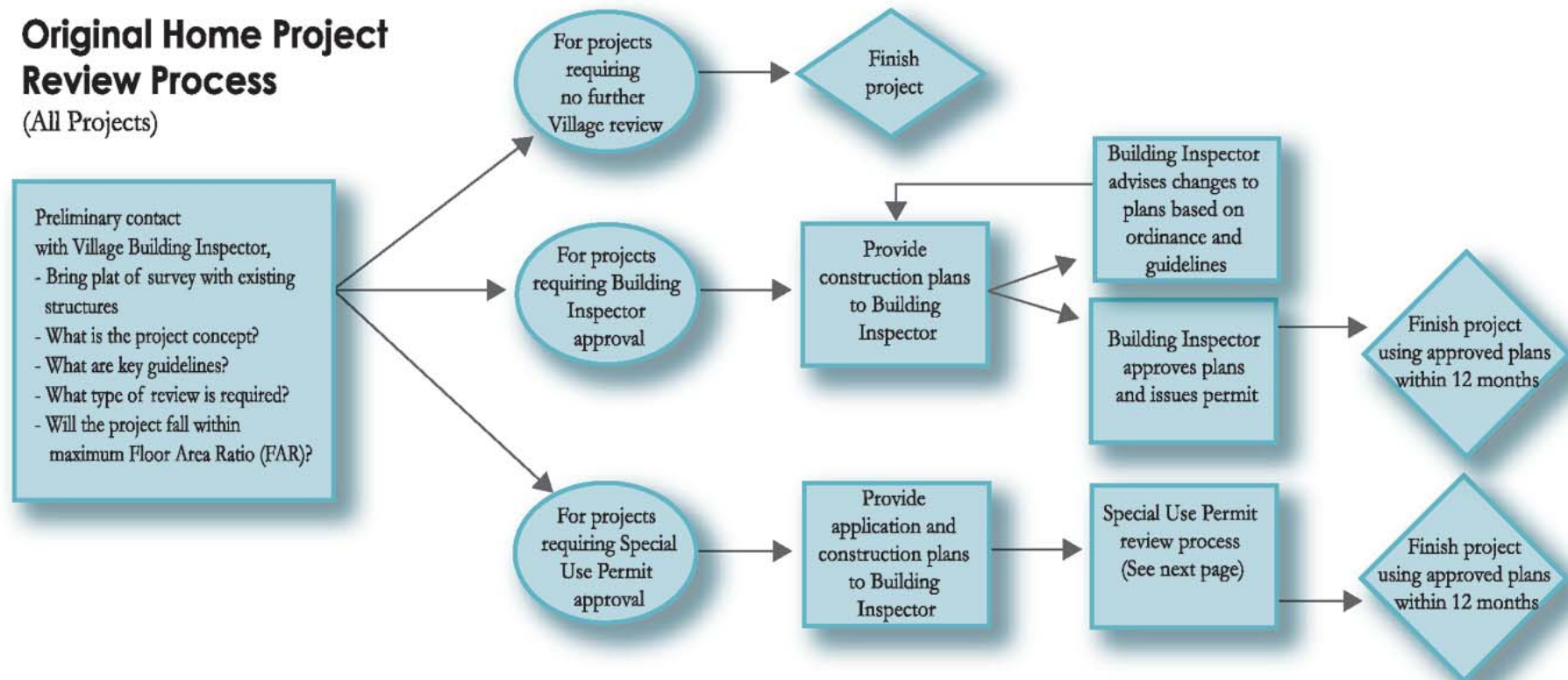
neighborhood. To get a Special Use Permit, Village Board approval is required following a Plan Commission recommendation and a public hearing.

Other projects only require

administrative review and approval by the Building Inspector. The accompanying chart shows the two review processes.

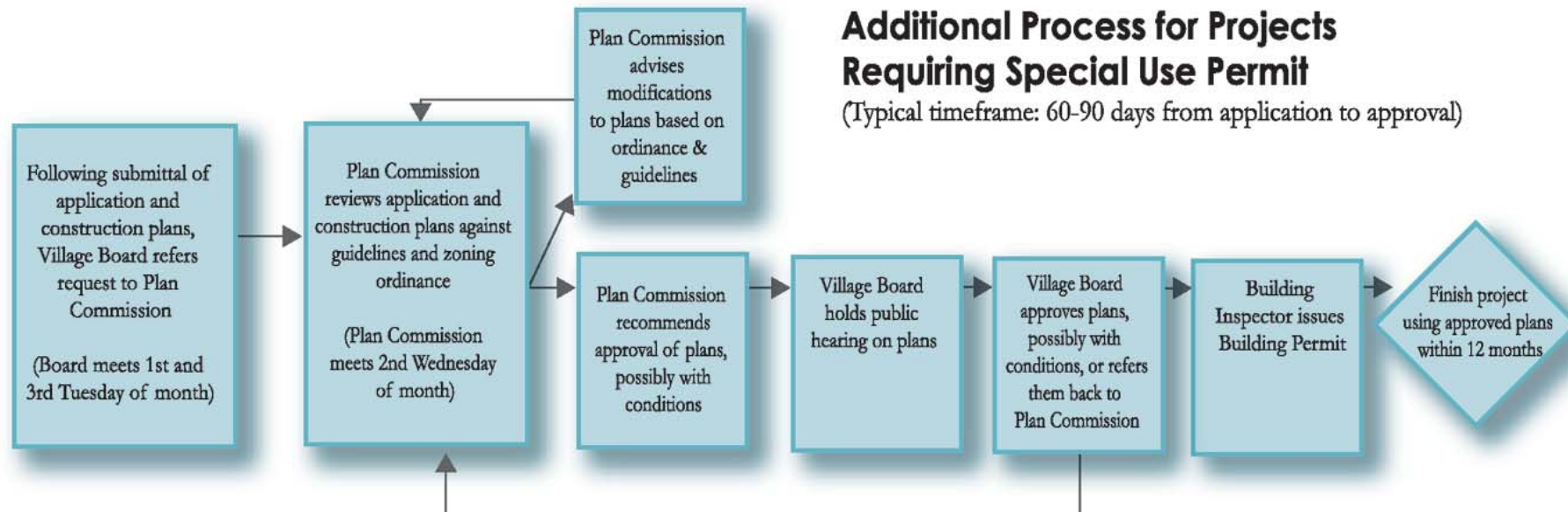
## Original Home Project Review Process

(All Projects)



## Additional Process for Projects Requiring Special Use Permit

(Typical timeframe: 60-90 days from application to approval)





# review process...

## What types of projects require Special Use Permit approval?

1. **An addition of or to:**
  - An enclosed livable floor area, including year-round and seasonal space
  - An attached or detached garage; converting a flat roof to a pitched roof requires Building Inspector approval only
  - Any structure that does not meet zoning ordinance setback standards
  - A porch; converting a flat roof to a pitched roof requires Building Inspector approval only
2. **A modification, replacement, or removal of:**
  - Exterior walls (structural)
  - A chimney
  - Windows and doors, where the number, size, or location of openings would change or the project does not restore windows or doors to their original types or locations
  - The roof form or structure of the Original Home or an addition
  - An existing garage, attached or detached
3. **Application of certain finishing treatments to the exterior of the building, including:**
  - Structural reroofing of an Original Home
  - Adding a new surface or new siding to an Original Home that does not restore or visually and texturally resemble the original surface; residing with materials that are comparable to a previous residing requires Building Inspector approval only
4. **Other projects referred by the Building Inspector if Design Guidelines would not be met**



## What types of projects require Building Inspector approval only (no Special Use Permit)?

- 1. An addition of or to:**
  - An accessory building such as a shed or gazebo
  - An overhang, or above-grade deck
  - A basement or cellar
- 2. A modification, replacement, or removal of a porch**
- 3. Application of certain finishing treatments to the exterior of the building, including adding, modifying, or covering architectural details such as brickwork (including painting), shutters, railings, symbols, and exterior utility placements**

- 4. All interior alterations and improvements not affecting the exterior building appearance:**
  - Alterations which increase the number of housing units or bedrooms above the original design of the home are prohibited

- 5. Restoration of the exterior of an Original Home to its original appearance, including:**
  - Removal of a non-original addition, garage, porch, deck, or accessory building
  - Resurfacing an Original Home in a manner that visually and texturally resembles the original surfacing
  - Restoration of architectural details included on the Original Home
  - Restoration of original window and door designs and placements

- 6. Installations of replacement doors or windows, provided that the sizes, placements, and number stays the same and the windows or doors meet applicable design guidelines**

- 7. Certain roofing projects including:**
  - Non-structural reroofing of the Original Home with a material listed as preferred within the Design Guidelines
  - Conversion of flat roof to a pitched roof for an existing garage or porch only, provided that materials listed as preferred in the Design Guidelines are used
  - Installation of new gutters, downspouts, or gutter guards

***(continued on page 60)***

# review process...

## 8. **Certain residing projects including:**

- Residing the Original Home with materials comparable to a previous residing project
- Installation of new siding on a previously approved addition, provided that materials listed as preferred in the Design Guidelines are used

## 9. **Certain site alterations including:**

- The addition of an at-grade patio, a deck, a walkway, a parking area, or another hard-surfaced area
- Construction of a wall, fence, or refuse container enclosure
- Installation or removal of landscaping specifically intended to screen yard areas
- Construction or placement of play equipment
- The addition of exterior lighting that exceeds 100 watts per fixture

## 10. **Installation of telecommunications equipment for non-commercial, personal use**

## 11. **Placement of signage as regulated in the Village's sign ordinance**

**Project Approval Checklist:**

- ☐ Application for Special Use Building Permit and the required fee.
- ☐ A Plat of Survey of your lot, showing the locations and dimensions of all lot lines, the existing building(s), and any proposed addition or new structure. For Special Use Permit requests, submit 17 copies of the Plat of Survey, with at least 2 being full sized.
- ☐ Photographs of all parts of your home, garage, or site where changes are proposed.
- ☐ Proposed exterior building elevations for all sides of the building where there will be changes. These elevations must be scaled and labeled with color and material selections for all exterior surfaces. For Special Use Permit requests, submit 17 copies of the exterior building elevations, with at least 2 being full-sized copies. The Village recommends that these elevations be drawn by a competent designer or architect.
- ☐ Color and material samples for all proposed exterior surface treatments.

**What information do I need to submit to get my project approved?**

Detailed construction plans help you (and your contractor) better understand your project. This often leads to less time and money spent on construction and a higher-quality project. The Village also requires detailed construction plans for its review.

If your project requires a Special Use Permit, you should submit the following information to the Village Building Inspector no less than 21 days before the date of the next scheduled Plan Commission meeting. (Refer to the Checklist at left for requirements.) The Plan Commission meets on the second Wednesday of each month.

If your project is one that only requires approval from the Building Inspector, please contact the Building Inspector to identify what types of information to submit.

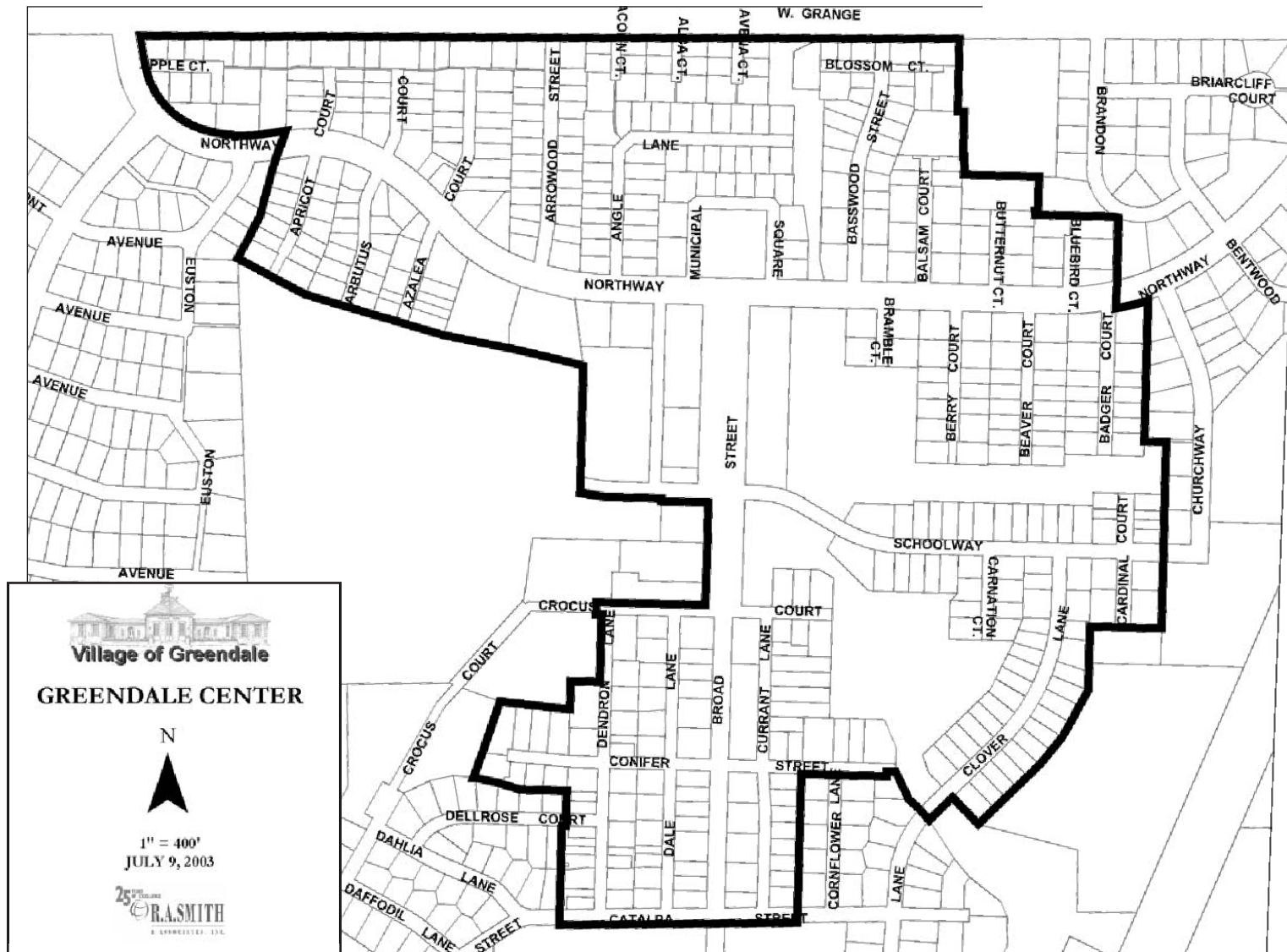
**When do I have to finish my project?**

Construction work on your project must commence within four months from the date your building permit is issued. Once work has begun, it must not be suspended for more than sixty days. The permitted project must be completed within one year of the building permit issue. The Building Inspector may extend these time periods if delays are due to conditions beyond control of the applicant.

**How can I build something different than what was approved?**

You are required to build your project according to your approved plans. If you wish to build something different than what was approved, you must resubmit your revised plans for approval. If there are variations between your approved plans and the completed project, the Village may require removal of the portion of the project in violation of the permit, levy fines, or impose other remedies allowed under Village ordinances.

# appendix: map of Greendale Center



# definitions

**Attached** - Physically connected to the house or to another housing unit on the same lot, typically through use of a shared wall, such as an attached garage or attached housing units in a duplex or multiple family building.

**Basement** - A story having part but not more than half of its floor to clear ceiling height below the average finished ground grade adjoining the building walls; this area is counted in the F.A.R.

**Bay window** - A window that forms a recess or alcove in a wall.

**Board and batten** - Two vertical boards with a narrow strip of wood placed over the seam where the two vertical boards meet.

**Box car garage** - A garage made of board & batten construction with a flat roof - floor was gravel.

**Building code** - The Village of Greendale building code, which sets health and safety standards for building construction, including remodeling projects. Administered locally by the Village Building Inspector.

**Building Inspector** - A Village employee who has the responsibility of issuing building permits, assuring compliance with the building code, and performing such other duties as directed by the Village.

**Building permit** - A permit obtained from the Building Inspector that authorizes the construction of a building or remodeling project, subject to the payment of required fees, submittal of required forms and construction plans, and any other Village approvals required before issuance, such as a Special Use Permit.

**Casement window** - A window sash that opens outward by means of hinges.

**Cantilevered** - An overhanging projection attached to or supported on one end.

**Cellar** - A story having more than half of its floor to clear ceiling height below the average finished ground grade at the building walls; this area is not counted in the F.A.R.

**Cement block** - A formed concrete block: size is usually 15½ inches by 8 inches.

**Chicago Pink** - A reddish brown brick.

**Cincrete block** - A formed block that resembles a pre-formed cement block; the block is made from a mixture of concrete and ashes.

**Coal door** - A small metal door located on the side of the Original Home where coal was delivered--the original heat source in these homes was provided by a coal furnace.

**Corbel** - A stepped and/or cantilevered support projecting from the face of a wall, often in the form of a bracket.



# definitions

**Crawl space** - A large open area below houses for pipes, electrical lines, etc. The base was a dirt floor. The height of the space was approximately 4.5 feet, so an average sized person was not able to stand upright in the area. A door, located inside the closet off the living room, provided access to the crawl space.

**Dentil design** - Bricks that edge an area with tooth-like projections.

**Detached** - Not connected at any point to the principal building on the same lot.

**Dormer** - A window set vertically in a small gable projecting from a sloping roof.

**Double hung window** - A two-part window that slides upward on two tracks.

**Down spout** - A vertical channel connected to the gutter that helps guide water away from the house.

**Duplex** - A building containing two dwelling units for use by two separate households, with the two dwelling units and households separated by a shared wall.

**Dwelling unit** - Also known as a "housing unit." One or more rooms which are arranged, designed, or used as living quarters for one family only. For example, a duplex contains two dwelling units.

**Easements** - A right to make limited use of another's property, such as for access.

**Eaves** - The projecting overhang at the lower edge of a roof.

**Encroachment** - To advance beyond set or prescribed limits.

**F.A.R.** - See below for full definition.

**Fascia** - A flat horizontal band or member between moldings.

**Fence** - A narrow structure which is a barrier and used as a boundary or means of protection or confinement. An open fence has at least 70% open space to views; a solid fence has less than 70% open.

**Fire wall** - A specially constructed wall, rated for its ability to resist penetration by fire.

**Flat roof** - The overhead structure of a building, with little or no slope.

**Floor-Area-Ratio (F.A.R.)** - A comparison between the floor area within buildings on a lot and the area of such lot. To arrive at F.A.R., divide the square footage of the floor area of all buildings by the square footage of the lot. The floor area includes stairwells, basements, interior balconies and mezzanines, garages, enclosed porches, additions, accessory buildings, and areas enclosed by opaque fences, as measured from the face of exterior walls.

**Front yard** - A yard extending along the front lot line, which is bounded by the side lot lines, front lot line, and the front yard line. The front yard is generally the yard on the street where the house is addressed.

**Gable roof** - The triangular part of a building formed by the sides of the roof sloping from the ridgepole to the eaves.

**Gray slate shingle roof** - One of two types of shingles used on the Original Homes.

**Greenbelt** - Undeveloped land around a city containing parks, farms, or vacant land.

**Gutters** - A channel used to catch and carry water away from an area; usually placed along the roof line to a down spout that routes the water away from the house; gutters on an Original Home were made of copper.

**Hip roof** - The external roof is formed by four triangular shaped sides which meet at a pointed peak.

**Housing unit** - See “dwelling unit.”

**Interior side yard** - A side yard which adjoins another lot of an alley, separating such side yard from another lot.

**Lattice** - A framework of crossed wood strips in a regular geometrical arrangement.

**Lintel** - A horizontal beam above a door or window.

**Massing ratio** - A comparison between the floor area within the original buildings and the floor area within the buildings after completion of the proposed project. To arrive at the Massing Ratio, divide the square footage of the floor area of all buildings after the proposed project completion by the square footage of the floor area within all of the original buildings. The floor area includes stairwells, basements, interior balconies and mezzanines, garages, enclosed porches, additions, and accessory buildings as measured from the face of exterior walls.

**Mullion** - A vertical member separating two windows or window panes.

**Muntin** - Any member separating individual window panes.

**Multi-family** - A building containing three or more dwelling units for use by separate households equal to the number of dwelling units; dwelling units and households are separated by shared walls, floors, and/or ceilings.

**Original Home** - The name used in Greendale to refer to houses in the center of the Village and how they were originally built between 1936 to 1938 by the Federal Government.

**Overhangs** - The part of the roof that extends beyond the building wall; Greendale Originals do not have overhangs on the upper portion of the roof.

**Plan Commission** - Greendale’s Plan Commission is made up of seven Commissioners: the Village President, a Village Trustee, the Village Building Inspector, and four residents appointed by the Village President. The Commission reviews requests for Special Use Permits and recommends actions to the Village Board. The Village Manager and Village Planning Consultant serve as resource persons for the Commission.

**Picket fence** - A decorative white wood fence that was usually located around the utility door entrance.

**Porch** - Located off the back door of an Original Home. The porch had a cement slab floor and a flat roof that was supported on the two outside corners with 3 square wooden posts each.

**Public hearing** - A Village meeting at which the public has a formal opportunity to comment on a particular building or development approval, such as those requiring a special use permit.

## definitions...

**Quoin** - A German word to describe the fancy brick work on the corners of an Original. Two types were used: flat or raised design.

**Raised panel** - A decorative, elevated look of wood used on doors & garage doors.

**Rake** - The detail joining the edge of a roof with a wall. Occurs on gable and shed roofs.

**Rear yard** - A yard extending along the rear lot line, which is bounded by the side lot lines, rear lot line, and the rear yard line. Historically, the rear yard was treated as the front yard.

**Red clay tile roof** - One of two types of roof coverings on Original Homes and public buildings.

**Rehabilitation** - The process of returning property to a state of utility, through repair or alteration, which make possible an efficient contemporary use, while preserving those portions and features of the property that are significant to its historic, architectural, and cultural values.

**Remodeling** - The alteration or modification of a building without regard to its original historic, architectural, or cultural values.

**Restoration** - Maintaining the original or unimpaired character of a structure as it was at the time of construction or at a specific period in its history.

**Ridgebeam** - The highest horizontal timber in a sloping roof to which the upper ends of the rafters are fastened.

**Row houses** - Several homes connected by a common/shared wall--2, 3, 4, and 6 family houses are seen in Greendale.

**Setback** - The width of open land that must exist between a building and a lot line.

**Shared garage** - Usually a two car garage that has two separate owners; the single car stalls share a common wall in the garage. The garage is located between two Original Homes with the common wall located on the shared property line.

**Shed** - A small structure built for storage. Guidelines include information regarding dimensions, location of the structure on a property, and the type of materials that can be used.

**Shingles** - A small thin material used in overlapping rows for covering a roof; gray slate shingles or red clay tiles were used on Greendale Original Homes.

**Shutter** - A decorative addition to the sides of windows.

**Side yard** - A yard extending along a side lot line, which is bounded by the rear lot line, front yard line, side yard line, and side lot line.

**Sill** - A heavy crosspiece that forms the bottom member of a window frame or doorway. Greendale's Original Homes had window sills on the outside which were made of cement.

**Single family** - A building containing one dwelling unit intended for use by one household.

**Single-family R-4** - Refers to standards applicable to single family dwellings within the R-4 Single-Family Detached and Semi-Detached Residence zoning district. Refer to the Village's zoning map in the Village Hall for locations of different zoning districts.

**Single-family R-5** - Refers to standards applicable to single family dwellings within the R-5 General Residence zoning district. Refer to the Village's zoning map in the Village Hall for locations of different zoning districts.

**Soffit** - A vertical part located at the edge of a roof overhang.

**Special Use Permit**- Certain types of land uses which, because of their unique characteristics, cannot be properly classified as acceptable in a particular zoning district, without consideration in each case of the impact such uses have upon neighboring land and of the public need for the specific use at the particular location. A special use permit may be granted by the Village Board, following recommendation from the Plan Commission and a public hearing.

**Stoop** - A porch or platform at the entrance to a house.

**Utility room** - The small bump-out room usually located on the front of an Original Home that housed the coal furnace, a single cement utility sink, stove, coal bin, and entrance door to the house.

**Village Board of Trustees** - The Village Board is an elected body of six Trustees and the Village President; this body is the only group that has the authority to approve Special Use Permits for changes to Greendale Original Homes.

**Vista** - A long open aired view of space located in the back yard of Original Homes.

**Yard line** - A line in a lot that is parallel to the lot line along which the applicable yard extends and is not nearer to such lot line at any point than the required depth or width of the applicable yard. A building, structure, or other obstruction shall not encroach into the area between the yard line and such adjacent lot line, except for such obstructions as are permitted under the zoning code or this design guidelines document.

**Zoning code** - Also known as the Zoning Code of Greendale, Wisconsin. It separates the Village into different zoning districts, sets allowable uses and development standards (e.g. setbacks, floor area ratios) within those districts, and sets review processes for special use permit requests and other development approvals.