

Design Review Guidelines for
THE EMILY KIMBROUGH HISTORIC DISTRICT

Draft edited in 2016 - 2017

Emily Kimbrough Neighborhood Development Committee

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Introduction

“Historic preservation has become a fundamental tool for strengthening American communities. It has proven to be an effective tool for a wide range of public goals including small business incubation, affordable housing, sustainable development, neighborhood stabilization, center city revitalization, job creation, promotion of the arts and culture, small town renewal, heritage tourism, economic development and others.”

Measuring Economic Impacts of Historic Preservation by Donovan Rypkema in 2011

The above quote by a recognized scholar, writer and lecturer on preservation cites ways home owners in historic districts yield many benefits from inclusion within the boundaries. Some other benefits for property owners in historic neighborhoods are;

- Personal investment of time, sweat equity and other resources can be rewarded with an increased property value.
- Similar to safeguards residents in a homeowners association enjoy, protection from eroding of agreed upon standards by rogue property owners.
- Enjoyment associated with being involved in a vibrant community where historic preservation helps to maintain the neighborhood character.

The original preservation guideline booklet was created by members of our neighborhood and published in 2007. It has been ten years since that event and current members wanted to bring those guidelines up to date with our current realities. Additionally, evolution of this process has required some updates to that original document. As much as possible input was gathered from as many stakeholders of this historic community as possible. Two public workshops were offered and feedback gathered electronically. This draft is the result of this work. The final draft was voted on by as many property owners as possible and then sent to the Commission.

“Preservation is not about longing for the past or resisting progress. It’s about building on the past toward the future”

Shannon Shea Miller, Historic Preservation Officer, San Antonio Texas

Establishing MHRPC

The Muncie Historic Preservation and Rehabilitation Commission (MHRPC or the Commission) was formed to survey, identify, and plan for historic districts within the City of Muncie in December of 1976. Historic districts created by the Commission serve to safeguard Muncie's heritage by protecting and preserving areas of the community that exhibit elements of its architectural, economic, cultural and social history. Historic districts preserve the community's heritage, foster community pride and civic beauty, stabilize and improve property values, and help strengthen the local economy.

The purpose of the historic district ordinance is "to preserve and protect the historic or architecturally worthy buildings, structures, streetscapes, and neighborhoods of the historic districts" (IC 36-7-11-3). The guidelines in this document have been created to help property owners in the Emily Kimbrough Historic District preserve the integrity and distinctive character of the District. It is the intent of these guidelines to ensure that properties in the District are not altered inappropriately and to set clear and objective rules to guide MHRPC members in their review of proposals.

In accordance with Title III, Division 7, Section 34.102G, (G) of the Muncie City Administrative Code, the Muncie Historic Preservation and Rehabilitation Commission (MHRPC) shall aid, assist and encourage the formation of neighborhood development committees. These committees will advise the commission in matters relating to the preservation, rehabilitation and restoration of the neighborhood where members of the committee live or hold property. MHRPC recognized the Emily Kimbrough Neighborhood Development Committee (EKNDC or the Committee) as the source of initial review for all Certificates of Appropriateness (COA) applications submitted by property owners within the Emily Kimbrough Historic District in 2007. EKNDC's responsibility is to discuss and determine if a COA application is complete and consistent with guidelines. EKNDC will then send their recommendations to MHRPC for approval, disapproval or conditional approval of applications.

Emily Kimbrough Neighborhood Historic District

This residential area designated by City Ordinance No. 390-78 as the Emily Kimbrough Historic District is historically significant, because it represents a period of rapid growth and immense prosperity in Muncie. Many of the city's most influential citizens once lived in its homes, the district was named for a turn-of-the-century local writer named Emily Kimbrough. The district was a result of the fortunes made in an economic boom sparked by the discovery of natural gas in the mid-1800s. Local leaders touted Muncie's easily available fuel, and numerous industries moved to the city. Those who made their fortunes during that boom established the magnificent homes that illustrated their success and prominent status in an area known as the "East End." C.M. Kimbrough, president of the Indiana Bridge Company and grandfather of Emily; industrialist James Boyce, often called the "Father of Muncie;" publishers John F. Wildman and Charles F. W. Veely; and many others were among those who built houses there.

Architecturally, the houses, most built between 1880 and 1910, range from Queen Anne to Georgian Revival, and included fine examples of almost every architectural style popular during the period. Preservation of this major segment of the East End, celebrates a lifestyle no longer extant in Muncie, Indiana.¹

Its historical importance and magnificent architecture justify its inclusion on the National Register which occurred in 1980. Today the District is a fine example of a residential neighborhood of the latter nineteenth and early twentieth centuries. It remains the most prominent example of intact historic residential architecture in the city. The district has a long history of diversity in architectural styles and the socio-economic demographics of its residents.

EKNDC exists primarily as a neighborhood advisory committee. The three main functions of EKNDC are to advise, educate and support neighborhood property owners in the Emily Kimbrough Historic District. Our main goal is historic preservation.

¹ This historic overview is taken from a longer document that can be accessed at;
<http://www.historicmuncie.org/history/>

According to our bylaws goals for historic preservation of the neighborhood should align with all historic preservation (and other) plans adopted by the city. All these goals should include details on how to execute them.

There are a number of resources that can be used by property owners to aid in making decisions about changes to historic properties. The appendices of this document are provided for additional information on numerous topics.

- The U.S. Secretary of the Interior published guidelines for rehabilitation (See Appendix A). Any questions you may have about the rehabilitation of your home, including those concerning paint colors, landscaping, materials, etc., can also be answered by the Historic Preservation Officer or ask a board member of EKNDC.
- Additional information about architectural styles, compatibility factors and a glossary is available (See Appendices D – F).
- **Streetscape.** The owner (or his or her agent) of a historic landmark, a historic site, or a property within a historic district needs to obtain a COA for any change in the exterior appearance of the property that is visible from a public way. Any alterations, additions, or reconstruction to a historic landmark or a building within a historic district needs to address whether the addition would be clearly visible from a public way. Any exterior alterations made to a building or site should preserve those features that give it its character (See Appendix G).



Boundaries of EKNDC

The district is defined by roughly the following square; Monroe Street (east side), East Washington Street (both sides), Hackley Street (west side) and Charles Street (both sides).

Please see this map for specific boundaries.



Important Definitions by the Secretary of the Interior

In order to understand the differing priorities between property owners in a historic district attempting to preserve, rehabilitate or restore exterior parts of their buildings it is wise to begin with some definitions taken from the guidelines of the U.S. Secretary of the Interior.

Preservation. The act or process of applying measures necessary to sustain the existing form, integrity and materials of an historic property.

- ✓ Note: This process indicates an emphasis on maintenance of the property exterior. There is a complete section on maintenance in the design guidelines of this publication.

Rehabilitation. The act or process of making possible a compatible use for a property through repair, alterations and additions while preserving those portions or features which convey its historical, cultural or architectural values.

- ✓ Note: Due to climate conditions in this part of the country (and their impact on original materials) this approach is the most frequently taken.

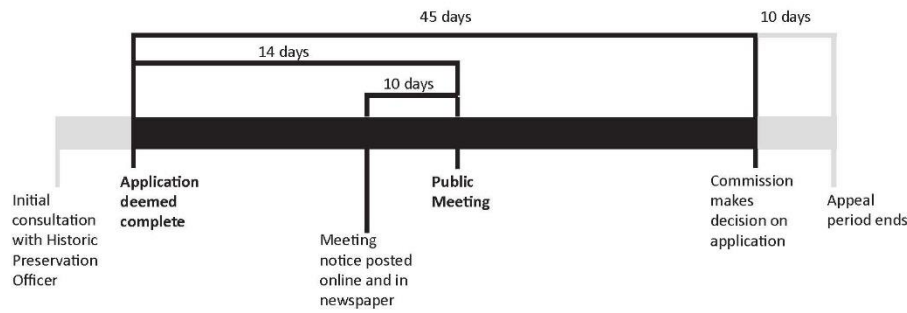
Restoration. The act or process of accurately depicting the form, features and character of a property as it appeared at a particular period of time by means of removal of features from other periods in its history and reconstruction of missing features from the restoration period.

- ✓ Note: This approach may also include updates to plumbing and electrical handled in a sensitive manner to bring things up to modern use or functionality. This approach is best conducted via consultations with experts in the field.

Certificates of Appropriateness

The district's distinctive character is protected by requiring property owners to obtain an approved Certificate of Appropriateness (COA) from the MHPRC prior to making any exterior change to a building located within the boundaries of the local district. This ensures that changes are historically appropriate to the building and the district.

City of Muncie Certificate of Appropriateness Application Process



Changes which require a COA include but are not limited to additions which change the existing contour of the building, reconstruction, alteration, changes of materials by addition (siding, roofing, etc.), color changes, sand-blasting, new construction including construction of accessory buildings, landscaping changes, introduction of walls, fences and walks, parking areas, lighting and light fixtures and streetscape changes. Repairs to the exterior of buildings using similar kind of materials do not require a COA to execute. Specific guidelines on many different types of proposed change are included in this publication (see Design Guidelines).

It is wise to reach out to the historic preservation officer and/or member of EKNDC that have knowledge about historic preservation when considering changes to the exterior of a property. Bringing in outside guidance early can avoid many challenges in the process and unnecessary frustration. The following steps provide helpful hints and a brief overview of the steps in the (COA) application process.

Step One: Obtain a COA application. Ideally, the time to get an application for a COA is prior to beginning any alteration to the existing exterior of your home or property. An application can be obtained from the city's website and/or the historic preservation officer. Bringing the historic preservation officer in to the conversation early can be helpful for assistance with filling out the COA forms, getting advice on projects and more.

Step Two: Give adequate notice. The meeting time for the MHPRC board meeting is each month is the third Thursday. ***It is required*** to get your application to the historic preservation officer ***two weeks prior*** to their meeting to ensure there is opportunity to properly evaluate the COA application during that month's meeting. ***Your proposed change may not be voted on if it is not submitted two weeks prior to the meeting as per the current policies and procedures outlined in the MHPRC Handbook.***

Step Three: Provide supporting documentation. Be sure to include drawings, pictures or flyers from a proposed vendor with your application to support your request. If you need assistance with this please reach out to the historic preservation officer is there to help.

Step Four: Get your COA application to the historic preservation officer. In order for the neighborhood to have a voice in matters affecting their properties and homes it is very important that you get your application in to be discussed. The historic preservation officer includes the president of EKNDC in communications regarding upcoming COA applications and staff approvals which are discussed in EKNDC meeting prior to the Commission meeting each month.

Certificate of Appropriateness applications are available from the Muncie city website – an example of the current form is included in the appendices of this publication.

Completed applications must include documentation which effectively and completely explains the proposed changes. Supporting documentation is required with applications for a COA when changes are made to an existing structure located within the historic district. The following list indicates some examples of documentation requirements for various types of changes:

1. **Change in Color Scheme:** Paint samples and detailed verbal description or drawing showing the proposed color scheme.
2. **Alteration/Change or Addition of Exterior Materials (including siding, shutters, windows, doors, trim details):** Samples of materials and pictures of the proposed elements and color samples. Photographs of the deteriorated features indicating why replacement is necessary. Manufacturers' brochures are a good source of this information.
3. **For Modifications to the Site such as Fences, Walks, Steps, Parking Areas, or Walls:** Site plan, drawings or written description of fence, style and paint colors.
4. **All major rehabilitation work, including porches, roofs, dormers, etc.:** Samples of materials and drawings of how the building will look when work is completed. If an original element is being recreated, documentation showing what existed previously is also required.

The City has photos of every house in the historic district on file. Photos documenting existing conditions must accompany all COA applications. A COA must be approved by the MHPRC before the Building Commissioner will issue a building, demolition, sign or moving permit.

COA Change Matrix

Changes in the district should be in harmony with the existing buildings and environment. They should be respectful of the architectural and historical heritage that has developed over time and continues to characterize the district. If a decision is being made to repair or replace an item affecting the outside (**exterior**) of a property in the historic district, owners need to know when further action/input is required. The following decision matrix can assist with that.

	COA Required
The proposed repair or replacement to the external part of the property uses the same materials, color or design originally used	No
The proposed changes to the exterior of a property in the district affect color, design style or materials	Yes
In matters requiring either staff approval or the full COA application process essentially three possible outcomes can occur: <ul style="list-style-type: none">• Changes are approved as requested.• Changes are conditionally approved – meaning certain conditions are required to proceed.• A recommendation to reject the proposed change.	
NOTE: Very few requests for a change over time have been totally rejected. Normally this process of review is an opportunity for improvement of the initial request.	

Frequently Asked Questions

I'm only planning to make minor, time-sensitive improvements; do I still need to go through the entire COA application review process?

No. Minor, time-sensitive projects can usually be approved by the historic preservation officer with a staff approval.

How do I make sure that my project will be approved by the MHPRC?

Talk to the historic preservation officer early in the process. Provide all required supporting documentation.

Do I need to hire an outside professional to get the MHPRC's approval?

Not necessarily, it generally depends on the scope of work. As long as it is not required by law and sufficient documentation can be provided you may not have to hire professionals to compile a COA application for the review process.

I am planning a complex project. When is the best time to consult with the historic preservation officer?

As soon as possible. The historic preservation officer is available to review and discuss proposed projects even when it's just an idea or concept.

How long does the COA application review process typically take?

The COA applications process is complete within a maximum of 45 days (please see chart under section COA in this publication). You will probably receive an answer much quicker than that.

Is there a way to expedite the COA application review process?

By having a complete application with all required exhibits and support documentation you can ensure a decision by the MHPRC. Incomplete information will delay the process.

What information do I need to submit with my application?

There's a checklist and detailed instructions on the application itself.

Can I begin construction immediately after I get the MHPRC's approval?

Construction can begin once proper permits are issued with required COA.

How are the Historic Design Guidelines enforced?

The city has a full time Historic Preservation Officer that inspects work against issued COAs. Any work that was initiated without a COA will be potentially subject to a Stop Work Order and a possible fine (please read section on Stop Work Order in this publication).

Do I need a COA if I am not changing but only repairing an exterior feature to by historic property or structure?

No. If you are repairing with the same kind of materials and not changing the exterior to your property.

Who can I contact with questions?

Historic Preservation Officer or a board member of EKNDC.²

² This section was created with assistance of the San Antonio Texas guidelines. For more information on these guidelines access them; <http://www.sanantonio.gov/historic/Resources/HistoricDistrictGuidelines>

Stop Work Order

Any alteration to a building in the local district done without an approved COA will result in a stop work order being posted on the property by the Building Commissioner. The order will remain in force until the MHPRC or its Building Review Committee issues an approved COA. Violation of a stop work order could result in a \$1,000.00 per day fine to the property owner.

Historic Preservation Officer – Staff Approvals

In 2016 the commission gave the authority to the Historic Preservation Officer to grant staff approvals (please see Appendix B). From the perspective of EKNDC this process was created with an intention of allowing simple alterations to a property without going through all the steps needed to obtain a COA. A staff approval does not require the full two weeks notification prior to the monthly meeting of the commission to be authorized.

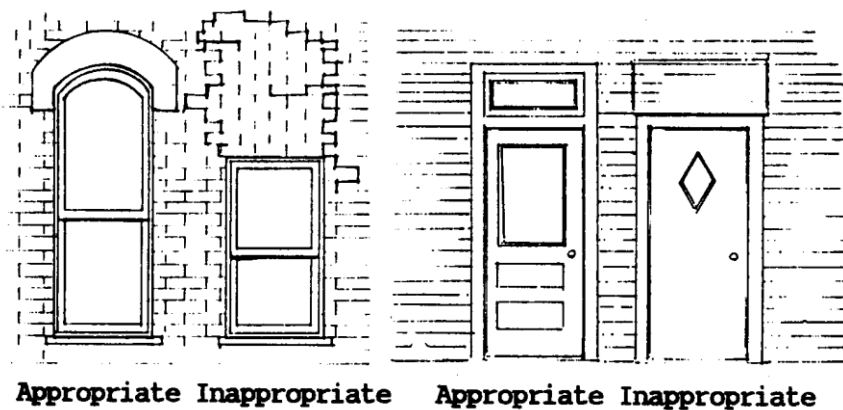
EKNDC did recognize this approach in 2016 at a regular monthly meeting. Sometimes the request for a COA is for matters that are time sensitive, urgent or perceived to be a personal emergency. In cases such as this a staff approval can quickly expedite simple changes. All changes that are authorized under the designation of staff approval by the historic preservation officer require consideration and feedback from property owners, so EKNDC requests that these approvals should be brought to their next regular meeting. EKNDC members will then discuss these staff approvals and any potential feedback can be forwarded with the Historic Preservation Officer to be delivered to the commission.

Design Guidelines

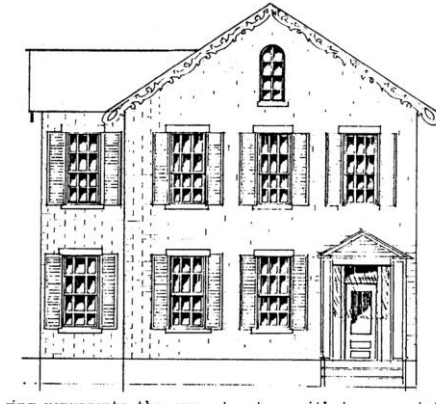
These guidelines intend to provide direction toward appropriate design and material options for the great variety of projects that could be requested. However it is impossible to predict every possibility and those changes not adequately guided by these decision guidelines will be reviewed following the Secretary of the Interior's Standards for Rehabilitation as found in the appendices. EKNDC has adopted the following design guidelines to ensure that any changes to these elements on existing structures do not have a negative impact on the overall character of the district.

Windows and Doors:

Windows and doors are an important aspect of a building's facade. Changes to windows and doors should be avoided since they affect the proportions, balance, and rhythm of a building. The size and shape of existing doors and windows should not be altered. Closing up, blocking down or enlarging of windows and doors is not allowed. In the event that windows need to be replaced (or were not existing on the structure) they should be replaced with windows of the same material (preferably wood frame), size, number and configuration of panes. Replacement doors should be of similar materials, size and style as were the original.



The first drawing represents an existing structure with original door and window treatments.



The second drawing represents the same structure with inappropriate alterations to the doors and windows.



Storm Doors and Windows

Painted aluminum storm doors and windows are acceptable. Anodized, mill finished, or brushed silver aluminum is not acceptable. Regardless of material, storm windows and doors should be painted the same color as the window sash. Transoms should be treated sensitively with a separate window installed above the storm door frame or by using a screen door as tall as the door opening including the transom.

Recommended: Storm doors and windows should be the same color as existing sash.

Shutters

Shutters should not be used unless they were originally on the structure.

Porches

Porches are an integral part of some styles of architecture, including Queen Anne, Bungalow, Victorian Vernacular and Free Classic. The original porches on these structures often formed the focal point of the building's facade. Any change to the appearance of a porch will have a significant effect on the appearance of the whole building. As a result, porches should not be removed, enclosed or have their style or form altered. New porches should be historically and architecturally sympathetic to the existing structure.

Recommended:

- ✓ Original porches, including steps and all ornamentation (handrails, **balusters**, **brackets**, columns, and roof decorations) should be retained. If it becomes necessary to replace any element, the replacement piece should replicate the original in design and material.
- ✓ If porches have been altered or changed you are encouraged to recreate the original with the help of photos, maps and remaining elements (if existing).

Not Recommended:

- ✓ Materials of a different period should not be used, nor should an existing porch be replaced with one of a period and style inconsistent with that of the original structure.
- ✓ Precast concrete steps are unacceptable on the front of a structure. However, they may be used on side or rear entrances that are less visible from the street.

Siding

Original siding should be maintained or, if necessary, replaced with the same material. Synthetic siding or siding which doesn't match the buildings profile is discouraged. Wide synthetic siding (wider than standard 4-inch clapboards) is not allowed unless it is original to the building.

Not Recommended:

Vinyl, non-beveled and aluminum. Note: If poplar is used it needs to be treated with Borate.

Masonry

Any changes to existing masonry units should match the material, color, texture and size of the original units as closely as possible.

- ✓ Sandblasting shall not be used as it can irreparably damage masonry by removing the protective surface of bricks and loosening mortar joints.
- ✓ If masonry has been painted, leave it. If masonry is not painted, do not paint it.

Repointing

Repointing, or the replacing of deteriorated mortar, should also be done with great care and should only be done when enough mortar is missing to allow water to stand in the mortar joint, or when moisture problems are evident.

- ✓ Mortar and tooling should match existing structural feature.

Paint Colors

In order to preserve the character of the neighborhood, period paint colors and schemes appropriate to the building's style should be used. When choosing colors, homeowners should choose from the historical paint color charts available at most local paint stores. In order to facilitate a decision on color choices, applications for a COA should include a detailed color scheme for the structure that indicates where each color is to be applied (siding, trim, window sash, etc.) and the manufacturer's paint identification name and number. Color chips must also be submitted. Several books on paint color schemes for historic homes are available in the Community Development Office.

Roofing Materials

When roofing is changed, the original materials and shape should be used as a guide. Since most of the buildings in the district originally had wood or slate roofs, no white roofs are allowed on front of buildings.

Chimneys

Chimneys can be character defining elements of historic buildings. If a chimney is considered to have character defining elements, it should not be removed. If a decorative chimney is to be rebuilt or recreated, the details of the existing chimney must be reproduced.

Ornamentation

Ornamentation appropriate to the style of a house is an inherent part of the building's character. Ornamentation can include brackets, cornice moldings, cresting, gable trim, window and door hoods, columns, balusters, railings and cupolas. The specific ornamentation found on any structure will vary from style to style, but original ornamentation should always be left in place. It should never be removed or covered with other materials. If a particular element is decayed or needs to be replaced it should be replaced with a piece of the same style, size, material, color and texture.

Landscaping

Existing landscaping, if it is in keeping with the character and style of the building and the neighborhood should be retained. New landscaping should, when possible, be based upon knowledge of the past appearance of the property as seen in drawings or photographs. If photographs are not available, new landscaping should be in keeping with the period of the structure. New landscaping, including trees, shrubs, plants, and fences, should be in keeping with the existing site materials in scale, type and appearance. Foundation plantings should not obscure architectural features of the facade.

Trees or plants, including vines and ivy, which are causing the structure to deteriorate, should be removed. Old plants, trees, fences and walkways should not be removed before their importance to the building's history and development has been evaluated. When a tree, which has been identified as significant, is removed along a road or front lot boundary, at least one replacement tree of the same species shall be planted. The replacement tree should be at least 6 to 8 feet in height.

A COA is required for the following changes:

1. The removal of large trees.
2. The planting of new trees and bushes exceeding 24” in height at maturity.
3. Structures such as: gazebos, patio decks, fixed barbecue pits, swimming pools, green houses, outbuildings, drives and parking areas, new walls, fountains, fixed garden furniture, trellises, and other similar structures.

Fences

Fences, walkways and railings should be appropriate to the site and the structure. The following types of fence are considered to be appropriate: wooden slat or picket fences, brick, wrought iron, hedges or appropriate vegetation. The erection of any fence does require a COA and possibly a building permit. The removal of chain-link and other inappropriate fences does not require a COA.

Not Recommended:

- ✓ Inappropriate border materials include railroad ties and landscaping timbers that project more than 2” above the ground, rubber tires, and bottles.
- ✓ Chain link, concrete block, louvre, split rail and stockade fences are not appropriate.

Railings

Railings for stairs and walkways should be in keeping with the style of the house. Railings made of unpainted pressure treated lumber or large diameter pipe railing are not allowed. If pipe rail is used, it should not be more than 1 1/2 inches in diameter. Pipe rail should not be obviously metallic in color or texture. Black or other colors that match the structure are preferable to shiny or aluminum type metallic surfaces.

Parking

Development of new parking lots in the historic district is discouraged. New parking areas will be sensitively designed to have the least visual impact on the district and follow the city's rules or guidelines.

Driveways

Driveways should be placed in a manner that is consistent with the rest of the neighborhood. Paved areas should be in proportion to the size of the lot and similar to the rest of the neighborhood. Rear yard parking should be accessible only from the alley.

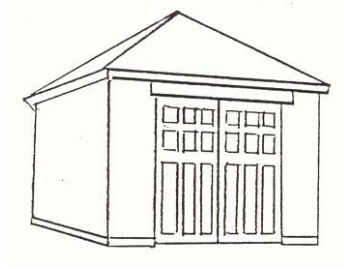
Signage

Signs can obscure a building's architectural features. Signs in the historic district should be made of wood and should be painted or stained in no more than two (2) non-reflecting colors. They should be designed in a manner that is consistent with the character of the district. Dark letters on a light background are preferred. Maximum size of signs in the district should not exceed eighteen (18) inches high by forty-eight (48) inches wide.

Exterior Lighting

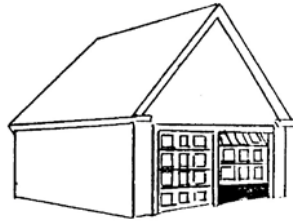
Simple, accurate period reproductions can be used. An acceptable modern alternative to period reproductions would be a very plain, simple fixture which does not compete with the architectural style and ornamentation of the house. Simple geometric forms with plain surfaces and real materials, not vinyl look-alikes, are preferred. Conspicuous, high intensity overhead lights and floodlights are not allowed. All exterior lighting require a COA.

Garages and Outbuildings



Garages should complement the size, style, design, texture and color scheme of the house with which they are associated. New garages can either be simple, utilitarian structures, or they can be built in the same style as the house.

If modern doors are used, they should be as simple as possible in order to keep them from having a disturbing impact on the facade. The sketches which accompany this section indicate some appropriate types of garage doors. Windows should echo the form and proportion of those found in the house.



Sheds

Standard shed kits are acceptable if they have either a shed or gable roof. Aluminum sheds are not acceptable. Sheds should be detached from the house and, if possible, placed in the corner of the lot.

Other Items that Require a COA

- ✓ Awnings
- ✓ Auxiliary Entrances
- ✓ Handicapped Access
- ✓ Satellite Dishes
- ✓ Sky Lights
- ✓ Additional Dormers
- ✓ Relocation of a building

Additions and New Structures

New construction does not have to be a threat to an historic district. It can, in fact, signal that a district is active and healthy. New construction can be used to fill gaps created by vacant lots or the demolition of existing structures. However, care should be exercised in the review of plans for new construction in historic districts so that inappropriate structures do not destroy or compromise the character of the district. Please see appendix C & D for new construction.

New Construction

Any new construction that takes place in the district should be compatible with existing structures in terms of its style, configuration, scale, materials, setback, roof pitch and shape, and facade pattern.

New buildings should complement existing ones without duplicating historic styles or building practices. Contemporary designs that respect and reflect the scale, rhythms and proportions of historical structures are preferred. Exterior materials and colors should be in keeping with the exteriors of other buildings in the district. Building details and ornaments that imitate historical elements should only be used when such usage can be demonstrated to be appropriate. The use of ornamental elements for unrelated periods will generally not be allowed, nor will the agglomeration of elements from several periods.

In addition, new construction should be compatible with adjacent structures in the district in terms of height, proportion and massing. New structures should not be taller than the tallest building in that block, nor should they be shorter than the shortest building in that block. This principle also applies to the width and the massing of the building.

Compatibility factors for new construction are defined in greater detail in Appendix D. These factors will be applied to all applications for new construction.

Additions to Existing Structures

Additions should follow the guidelines for new construction. Additions to existing structures should also follow these guidelines:

1. Relate the addition to existing structure in proportion and height. Additions should not add height or new stories to an existing building.
2. The addition should not alter the facade or change the scale and architectural character of the existing building.
3. Siding on new accessory buildings will be compatible with the siding on the primary building on the lot.
4. Additions should be placed to the side or rear of the building so as not to compete with the primary structure on the lot.

Demolition

The demolition of any structure or portion of a structure in the Emily Kimbrough Historic District requires a Certificate of Appropriateness from the MHPRC. A request for demolition or the removal of additions to or features of a structure may be granted a COA if the Commission feels that it meets the following criteria:

1. The structure presents a hazard due to severe structural instability, and
2. The denial of a COA would impose substantial hardship on the owner, and/or
3. The denial of a COA would deprive the building's owner of all reasonable use and benefit of the property, and
4. The building is less than fifty (50) years old and does not contribute to the character or history of the district and its loss would have no negative effect on the district.

Substantial hardship and deprivation of reasonable use and benefit and the procedure and documentation for proving such conditions are defined in IC 37-7-11-14(b).

A condition of approval of demolition of significant structures (those that contribute to district's character) shall be the documentation (to the greatest extent possible) of the building's elevations and architectural features through photographs and/or measured drawings.

Maintenance

Owners of buildings in the Emily Kimbrough Historic District are responsible for providing sufficient maintenance to prevent said buildings from falling into a state of disrepair. This responsibility includes taking at least minimum steps necessary to prevent the deterioration of components which could cause an unsafe condition, which would have a negative effect on the character of the district, or which could lead to an eventual claim that the structure has become so deteriorated that demolition is necessary.

Preventive maintenance is the key to keeping a house sound and whole. Preventive maintenance includes:

1. Careful flashing of all points where vertical elements penetrate the surface of the roof or where the slope of the roof changes
2. Placing caulking at the following locations:
 - Where masonry and woodwork meet
 - Around *capitals*, columns and other detailing
 - Between siding and window sills, decorative molding, hood molding on doors and windows, window and door frames, porches, masonry and the foundation of the house.

In addition, regular inspections should be made to check for the following:

- Cracked or crumbling masonry and missing mortar

- Cracks in walls
- Leaning, bulging or buckling walls
- Signs of cracks and insect infestation in foundations
- Water standing around the outside of the foundation
- Cracks, holes or tears in roof coverings
- Missing shingles, slates or tiles on the roof
- Missing or rusting flashing
- Missing, rusty or loose gutters and downspouts
- Leaks and blockages in gutters and downspouts
- Sagging roof ridge
- Leaning or crumbling chimneys
- Peeling, bubbling and cracking of painted surfaces
- Cracked, warped, dented or rotted wood siding
- Crooked doors or windows
- Gaps in window and door frames

If any of these problems exist, steps should be taken to remedy the situation. For specific information on how to correct these problems, contact the Office of Community Development at City Hall.

Appendices

Appendix A: The Secretary of the Interiors Standards for Rehabilitation of Historic Buildings

When evaluating proposals for changes within the district, EKDC and the Commission shall be guided by the Secretary of the Interior's Standards for Historic Preservation Projects. These standards apply to all historic structures, be they residential, commercial, industrial, institutional, etc. The purpose of these standards is to maintain the character and the historic, architectural and/or cultural value of the property. The following is a list of those standards.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

A set of guidelines for the application of these Standards to rehabilitation projects has been published by the National Park Service and can be studied at the Office of Community Development at the Muncie City Hall.

Appendix B: Staff Approvals

Staff Approvals: An application requiring only a staff approval may be submitted at any time (no deadlines exist for staff approvals). Staff approval of a Certificate of Appropriateness may be given at any time and at any place when the staff determines that the proposed work is appropriate and all application procedures have been followed. Staff approval of a Certificate of Appropriateness does not require notices, a hearing or application deadline. The Historic Preservation Officer may approve certain alterations as provided by the Commission:

- A. Awnings and Canopies: New installation, permanent removal, or alteration of temporary awnings, including changes in color, pattern, or material. Replacement of wood or hardboard siding or trim on non-historic buildings with new wood or cement-fiber siding or trim that matches or is similar to the existing in dimension, shape and finish quality.
- B. Demolition and Removal: Structures (or portions of structures) in which imminent collapse poses a safety hazard. Documented, non-historic accessory structures, such as open carports, tool sheds, parking attendant booths, and one and two-car garages. Documented, non-historic additions to any structure.
- C. Fences and Walls:
 - 1. Back yard fences that are: not more than 6 feet in height; not louver, basket weave, chain link, masonry, or stockade, not farther forward than a point midway between the front and back facades of the primary structure, and not obscuring the view at an intersection of streets and/or alleys.
 - 2. Front yard fences that are: no more than 42" in height; open in style (such as picket); and do not obscure the view at an intersection of streets and/or alleys.
- D. Landscaping: Planting or removal of all trees, except as noted above. Installation or removal of plant materials on vacant or side lots. Storage sheds of less than 144 square feet and in a back yard. Handicap ramps.

Small yard accessories not confined to a back yard. Patios and decks with railings, in back yard, not higher than the foundation and not projecting beyond either side of the building.

- E. Lights: Incandescent wall or ceiling mounted light fixtures attached to a façade of any building, garage, or carriage house; other than a rear entrance. Security lights (including flood lights) on the rear or side façade of a building, provided
written consent by the adjacent building owner (s) is submitted in the case of side facades.
- F. Masonry: The following masonry restoration, if it involves more than 5% of the masonry on any one wall surface: Tuck-pointing, using materials to match the original. Stucco replacement, using materials to match original. Cleaning, excluding abrasive cleaning methods such as sandblasting or water blasting. Replacement of deteriorated masonry, using materials to match the original. Reconstruction of severely deteriorated (unsafe and/or unstable) features, with no changes in design or materials. Application of any clear sealing agent, if all other sources of water infiltration have been corrected, and the sealing agent is limited to only the affected area.
- G. New Construction: Storage sheds in back yards and not more than 144 square feet.
- H. Paint: Changes in color scheme. Color schemes for new construction.
- I. Parking Areas: Lights affixed to existing utility poles or buildings in back yard parking areas, provided written consent by the adjacent building owner is submitted in cases that the light is located along a side property line. Fencing and landscaping. Signage in commercially zoned parking areas.
- J. Relocation of Structures: Non-historic accessory structures such as storage sheds, gazebos, and greenhouses being relocated within a back yard.
- K. Roof, Gutters, and Soffits: Reroofing of more than 25% of any roof surface.
Replacement of non-historic roof material with that of a different type or color. New gutters and downspouts when they do not alter the structure. Built-in gutter reconstruction or replacement, provided there is no change in profile, dimension, or material. Reconstruction, restoration, or

replacement of soffits, roof brackets, exposed rafters, and rafter ends provided they match the original.

- L. Security Measures: Exterior devices associated with alarm systems (such as alarm boxes or security lights) on the rear or side façade of a building or an existing utility pole, provided written consent by the adjacent building owner(s) is/are submitted in the case of side facades. Exterior window bars or grilles at the basement level. Security doors with simple metal bars that require no alteration to the door opening, frame, or trim, and are painted to match the door which it secures.
- M. Siding and Trim (non-masonry): Replacement of siding or trim deteriorated beyond repair that constitutes more than 5% of that on any façade, provided the replacement matches the original in material, dimension, and shape. Replacement of wood or hardboard siding or trim on non-historic buildings with new wood or cement-fiber siding or trim that matches or is similar to the existing in dimension, shape and finish quality.
- N. Signs: Business and incidental signs mounted on buildings in commercial or industrial zoning districts. Window signs permanently affixed to, painted on, or hung from the interior of a display window, and directing a message towards the outside. Business signs for legally established home occupations. Historical markers and plaques. Church sign location, size, material, and design; when on the premises of the church. Changes of message on existing signs other than those allowed above. Repainting or restoration of an existing historic sign.
- O. Streets, sidewalks, steps, driveways, curbs: Replacement of any deteriorated drive, steps, sidewalk, or curb in the public right-of-way; provided:
 - 1. New materials are of the same dimensions, type, and location as the original.
 - 2. Expansion joints, control joints, and edges on concrete surfaces are hand troweled to provide rounded edges.
 - 3. Concrete surfaces of walks and drives have the lightest possible broom finish. Strokes must be straight with no curves or swirls, and perpendicular to the street on public sidewalks.

4. Alteration or removal of a driveway in a back yard.
 5. Handrails on private sidewalks in a front yard.
 6. Handicap ramps.
- P. Utility and Mechanical Equipment: Any utility and mechanical equipment located in a front or side yard but not visible from the street. Replacement of heating, cooling, and ventilation equipment at a different location or larger than the previous. The installation of through-the-wall air conditioners on nonsignificant facades. Utility poles at new locations or replacement with one of a different material or height greater than the previous.
- Q. Windows and Doors: Exterior storm windows and doors, provided:
1. No alteration to the opening is required.
 2. They are not attached to and do not cover any exterior trim.
 3. They are prefinished or painted.

Stained glass installed in windows or doors, unless exempted above. Restoration of windows and doors, including replacement of deteriorated parts. Replacement of historic windows and doors when deteriorated beyond repair, provided replacement matches the original in dimension, material and style. Replacement of wood windows on non-historic buildings with new wood or metal clad windows that are similar to the windows being replaced in size and style. Replacement of missing windows or doors. Replacement of any non-historic door or window with an appropriate new one.

APPEALS OF STAFF DECISIONS: If the staff cannot determine that the proposed work in an application is appropriate, the applicant may request that the application be heard by the Commission at its public hearing. If the applicant so requests, the application will be scheduled to be heard by the Commission at the next public hearing for which all of the requirements can be met. The Commission shall give the application a de novo hearing.

Appendix C: Documentation Requirements for New Construction

Plans for additions to existing structures and for the construction of new structures must go through the review process. For all new construction, submit color samples of materials, specifications and drawings including site plans, plans, elevations, sections, structural drawings and any additional information the Commission may require. All new construction proposals and applications for a COA must include the following supporting documentation:

- ✓ Location map: Scale - one inch (1") equals two hundred feet (200'). Showing all structures on the site and their relationship to the area.
- ✓ Site plans, plans, section elevations, and details at adequate scale to determine the intent of modifications, alterations, date, North arrow.
- ✓ Zoning classification/district requirements, parking requirements, the number of units, and the maximum number of inhabitants, setbacks, and yard size.
- ✓ Locations of main and accessory buildings and their proximity to each other.
- ✓ Site plan showing vehicular and pedestrian circulation, including entrance and egress.
- ✓ Location and dimension of off-street parking, indicating number of autos, stall size and maneuvering lanes, service lanes and other service areas.
- ✓ If site is to be modified, show existing and proposed contours and modifications.
- ✓ Indicate available water, storm sewer, natural gas, electrical and telephone facilities and services. If additions are made to existing buildings or for construction of new buildings.
- ✓ Landscaping, fence and wall location.
- ✓ Density for multiple family. Number of dwelling units per acre. Type of unit, number of rooms, area per unit, parking.
- ✓ Renderings, photographs, diagrams, elevations, perspectives, or other such drawings.

- ✓ Compatibility with adjacent buildings. Including height if addition or modification to existing structure or new construction, (gross floor area).
- ✓ Where the proposed change includes a sign, scale drawing showing the location of the sign on the structure or property, the type of lettering and the method of illumination.
- ✓ Other such information as the Historic Preservation and rehabilitation Commission may require under the provisions of ordinance.

Appendix D: Identifying Styles in the District

A number of architectural styles can be found in the Emily Kimbrough Historic District. The prevailing styles, however, are Queen Anne and Free Classic style structures. Other styles that can be found in the District include: Carpenter-Builder, and Colonial Revival. There are also a number of Italianate, Greek Revival and Victorian Vernacular, Jacobethan Revival, Romanesque Revival, Classical Revival, Arts & Crafts, Georgian Revival, American Four Square, Neo-Classical, and Bungalow. The predominant styles will be described here. These are Italianate, Greek Revival, Queen Anne, Victorian Vernacular, Colonial Revival, and Free Classic.

Italianate (c.1840-1900)

Italianate style residences were often two or three stories in height and featured square bays, tall arched windows, *hood moldings*, corner quoins, elaborate entrances and low roofs with wide, overhanging eaves which were supported by large, decorative brackets. Other common features in Italianate residential architecture include square towers, cupolas, bracketed cornices and *arcaded* porches.



Greek Revival (c.1835-1880)

The Greek Revival style was inspired by the architecture of Classical Greece. It features pedimented gables, *Doric* or *Ionic* style columns, *pilasters*, heavy cornices with plain *friezes*, *porticoes*, low or flat roofs and Greek ornamental motifs. This style was used frequently on public buildings, including banks, churches, and municipal buildings.

Queen Anne (c.1870-1910)

This style is recognizable for its profusion of ornamentation, materials and surfaces. Typical features of this style include projecting *bay windows*, leaded and stained glass windows, conical towers, steep roofs and gables, dormers, gingerbread ornamentation, decorative siding and large, open porches. A cannon feature of Queen Anne style architecture is the use of contrasting materials. The exterior surfaces of first and second stories often differed. Brick, stone or clapboard was often used on the first story while the second stories could be of stucco, clapboard, or decorative shingles.





Victorian Vernacular (c.1870-1900)

Victorian Vernacular architecture is a catch-all name for architecture which has taken its form from a number of styles, including Italianate, Queen Anne, Gothic Revival, Stick and French Second Empire. Buildings in this style are often 1½ to 2½ stories tall and are sided in brick or clapboards, though decorative shingles may also be used. Front porches, two bay facades and a front gable are cannon features of Victorian Vernacular architecture. Decorative

elements may include gable trim, stone banding, decorative brickwork, tall narrow windows, elaborately turned porch posts, turrets and unusual door and window shapes.

Colonial Revival (c.1890-1940)

The Colonial Revival style is based on the architecture of the American Colonial period. Typical elements of the style include brick or white clapboard siding; a symmetrical, flat facade; double hung, multi-paned windows with shutters; and end-gabled roofs with gabled dormers. Sidelights and pilasters usually flanked the front doors that were often surmounted by fanlights or triangular or broken pediments. Variations of the style include Georgian and Dutch Colonial Revival styles. The Georgian Revival style features gabled or *hipped roofs*, *Palladian windows*, columned porticoes and a three-bay symmetrical facade. The Dutch Colonial style is recognizable by its *gambrel roof*.



Free Classic (c.1870-1910)



Free Classic architecture, like Victorian Vernacular architecture, contains elements of other styles of its period, although Free Classic architecture is simpler than its counterparts. Homes built in this style generally contain 2½ stories and the roof can be either front or end gabled, although cross-gabled roofs are also cannon. Dormers are often found on the front portion of the roof. Ornamentation can include tall narrow windows or protruding bays, bracketed roof overhangs, and ornamented window treatments. Front porches with round or square support columns are also common in Free Classic architecture.

Appendix E: Compatibility Factors

Within the primary area of the historic district, new buildings and structures, as well as buildings, structures, and appurtenances that are moved, reconstructed, materially altered, repaired, or changed in color, must be visually compatible with buildings, squares, and places to which they are visually related generally in terms of the following visual compatibility factors:

Height. The height of proposed buildings must be visually compatible with adjacent buildings.

Proportion of building's front facade. The relationship of the width of a building to the height of the front elevation must be visually compatible to buildings, squares, and places to which it is visually related.

Proportion of openings within the facility. The relationship of the width of the windows to the height of windows in a building must be visually compatible with buildings, squares, and places to which it is visually related.

Rhythm of solids to voids in front facades. The relationship of solids to voids in the front facade of the building must be visually compatible with buildings, squares, and places to which it is visually related.

Rhythm of spacing of buildings on streets. The relationship of a building to the open space between it and adjoining buildings must be visually compatible to the buildings, squares, and places to which it is visually compatible.

Rhythm of entrances and porch projections. The relationship of entrances and porch projections to sidewalks of a building must be visually compatible to the buildings, squares, and places to which it is visually related.

Relationship of materials, texture, and color. The relationship of the materials, texture, and color of the facade of a building must be visually compatible with the buildings to which it is visually related.

Roof Shapes. The roof shape of a building must be visually compatible with the buildings to which it is visually related.

Walls of Continuity. Appurtenances of a building, such as walls, wrought iron fences, evergreen landscape masses, and building facades, must form cohesive walls of enclosure along the street, if necessary to insure visual compatibility of the building to the buildings, squares, and places to which it is visually related.

Scale of Building. The scale of a building, and the building mass of a building in relation to open spaces, windows, door openings, porches, and balconies must be visually compatible with the buildings, squares, and places to which it is visually related in its directional character, including vertical character, horizontal character, or non-directional character.

Directional expression of front elevation. A building must be visually compatible with the buildings, squares, and places to which it is visually related in its directional character, including vertical character, horizontal character, or non-directional character.

Appendix F: Glossary

Arcade	A series of arches supported by columns or piers; a roofed passageway.
Balusters	The upright posts which support a railing, usually a porch railing. The whole unit is the balustrade.
Bargeboard	A board which hangs from the gable end of a roof. It is often elaborately carved and cut out, thus giving it the alternative name of “gingerbread”.
Bay	A unit of the façade often defined by vertical dividers that can include columns, pilasters, window groupings, or changes in plane.
Bollards	One of a series of short posts often set to prevent vehicular access. Bollards can also be used as light posts when lighting is desired above but close to ground level.
Bracket	A decorative element which supports, or appears to support, eaves, cornices, shelves and other overhangs.
Capital	The uppermost portion of the column. Often distinct from the column through the use of molding, scrolls or leaf forms.
Clapboard	Narrow, horizontal wooden boards used as siding on wood frame buildings. Each board overlaps the one below it.
Corinthian	The most ornate of the Greek architectural orders, it is characterized by a slender fluted column with a bell-shaped capital decorated with stylized acanthus leaves.
Cornice	A molded projection which often marks the junction of a wall with the roof.
Course	A row or layer of material, including tiles, shingles or bricks.
Cupola	A dome shaped, roofed structure often set on the ridge of a roof.
Doric	The simplest of the Greek orders, it is characterized by heavy fluted columns with no base, plain saucer shaped capitals and a bold simple cornice.
Dormer	A window, usually vertical, which projects from the roof.
Eaves	The portion of the roof which extends beyond the wall of the house.

Fanlight	A fan shaped or semicircular window found over a door.
Flashing	Strips of metal used on roofs to prevent water seepage.
Frieze	A horizontal, ornamental band, usually located below the cornice.
Gable	The triangular portion of a wall located between the slopes of a gabled or pitched roof.
Gambrel Roof	A ridged roof having two slopes on each side; the lower slope has the steeper roof.
Hipped Roof	A roof which slopes uniformly from all four sides.
Hood Molding	A molding over a window or door.
Ionic	An order of Greek architecture that is characterized by a capital with two opposed spiral, scroll-like ornaments called volutes.
Lintels	Large horizontal beam over an opening that carries the weight of the wall above it.
Molding	An ornamental band which is carved into or applied to a surface. Often found above doors and windows.
Muntin	A narrow bar separating panes of glass.
Palladian Window	A window with a tall, round-headed center opening flanked by shorter rectangular openings.
Parapet	A low protective wall or railing running along the edge of a balcony or roof.
Pediment	Triangular gable surmounting the facade of a building of the classical Greek style. Any similar triangular element crowing doors, windows or niches.
Pilaster	A vertical support (usually flat) attached to a wall; often decorated to resemble a classical column.
Portico	A structure, often a porch, consisting of a roof (often pedimented) supported by classical columns.
Quoin	Raised brick or stone used to emphasize the corners of a building.
Ridge	The highest intersection of roof slopes, usually at the top of a house.

Sash	A frame which holds the panes of a window.
Shingles	Pieces of wood, asphalt, or asbestos that are applied in an overlapping manner to cover either walls or a roof.
Sidelight	Narrow, vertical windows usually found on either side of a door.
Siding	Exterior wall covering, including clapboard (wood), shingle, brick, stucco, vinyl and aluminum.
Sill	The horizontal member forming the bottom of a window or exterior doorframe.
Stucco	A cement plaster used for coating exterior walls and other exterior surfaces of buildings.
Turret	Small, towerlike projection on a building.
Wrought Iron	Iron that is forged or hammered into shape and is often used for cresting or fencing.

Appendix G: Streetscapes and Viewscapes

Streetscapes:

The owner (or his or her agent) of a historic landmark, a historic site, or a property within a historic district needs to obtain a COA for any change in the exterior appearance of the property that is visible from a public way.³ Any alterations, additions, or reconstruction to a historic landmark or a building within a historic district need to address whether the addition would be clearly visible from a public way. Any exterior alterations made to a building or site should preserve those features that give it its character. Preserve, protect and enhance the essential character of historic districts by protecting relationships of groups of buildings and structures.

The overall goal of the Standards is to retain the historic character of the property or district by minimizing changes to its distinguishing materials, features, spaces and spatial relationships. After identifying a property's character - defining features, it is important to determine the best way to preserve and protect those features.⁴

Visible from the Street:

Any site or structure that can be seen from any public street or way abutting the subject property. Successful projects design solutions to preserve the historic character of the individual property, preserving significant elements and introducing new features that are compatible with the historic character of the district.⁵

³ Information from this section has been brought in from the city of Saco Maine. More information can be found in their booklet located at; http://www.sacomaine.org/Historical%20Commission/preservation-design_guidelines.pdf

⁴ See also more guidelines from the Secretary of the Interior published in this booklet; <https://www.nps.gov/tps/standards/four-treatments/treatment-guidelines.pdf>

⁵ The state of Michigan published these guidelines for streetscape. The entire document can be seen at; https://www.michigan.gov/documents/mshda/mshda_shpo_20130531_streetscape_guidance_422996_7.pdf

Viewscape:

The public setting in which a structure, site, or landmark is located. It is the immediate visible neighborhood of the street or public land associated with such a structure, including such things as fences, sidewalks and lights. A viewscape encompasses the public view of a street, neighborhood or public land. Every kind of structure is considered in the context of its viewscape. A district may include many viewscales.

General Comments:⁶

1. The individual buildings that make up a historic district are significant for their architectural detail and connection to a community's heritage. All streetscapes must not have an adverse effect on the district (i.e. do not harm the overall character of the area) and must comply with the *Secretary of the Interior's Standards for Rehabilitation*.

2. The Design and Review Process. As a first step when planning a streetscape, find whatever historic photographs you can of the downtown area. These photographs will be the key to designing an appropriate streetscape and preserving the character and integrity of the area. Most historic commercial areas have been photographed through time. Designs may need to be revised in order to comply with the *Secretary of the Interior's Standards for Rehabilitation*.

3. Streetscape design in historic districts should be simple. The stars of historic districts are the buildings and businesses themselves, and thus a cluttered and busy streetscape can distract, overwhelm, obscure architectural details, and/or create a false sense of history, thereby harming the district as a whole. Extravagant streetscaping, unless historically documented, is never appropriate.

4. Themed streetscapes, unless historically documented, are also not appropriate for historic districts. For example, a maritime or nautical theme in a historic district that

⁶ The state of Michigan published these guidelines for streetscape. The entire document can be seen at; https://www.michigan.gov/documents/mshda/mshda_shpo_20130531_streetscape_guidance_422996_7.pdf

uses anchors, compasses, ship's wheels, seagulls, driftwood, sails, bright blue streetlights, etc. would not accurately reflect the history of that district. Themed downtowns were not part of the typical design vocabulary in the nineteenth century and early twentieth century.

5. Streetscape design should reflect the unique (and documented) history of your community. Existing historic elements should be repaired whenever possible.

Replacement elements should be based on documented historic elements. Removing existing elements to make way for a sanitized and stereotypical version of a historic downtown can lead your historic commercial area to look like every other community and cause it to lose its individuality. Using elements that are present in another community, but never existed in your downtown, will promote a false sense of development and weaken your sense of authenticity.

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Back copies of these periodicals are available in the Architecture library at the College of Architecture and Planning at Ball State University.

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