

Local Landmark Design Guidelines for Commercial Buildings

Muncie Historic Preservation
and Rehabilitation Commission
City of Muncie, Indiana

rev. October 2002

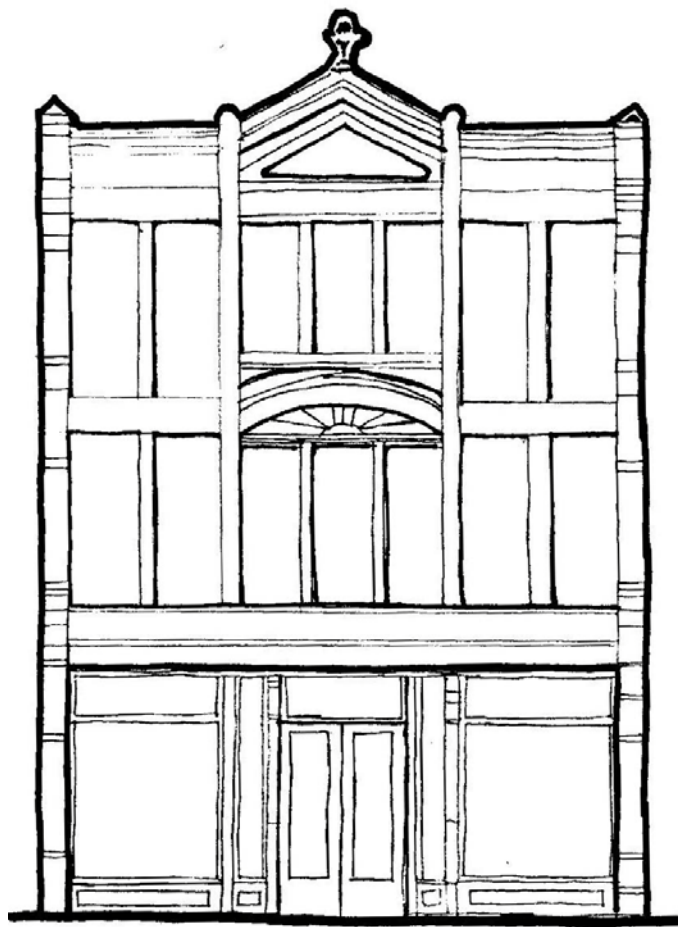
The objective of this project is to develop Design Guidelines for *commercial properties* designated as **Local Historic Landmarks** by the City of Muncie. Design guidelines are established as a means to evaluate changes and alteration to the buildings exterior to ensure the buildings' historic fabric and character are maintained. These guidelines are based on an analysis of what is special about these buildings and the areas and are developed to enhance those qualities. Overall, these guidelines a) are flexible to ensure the individuality of each building, b) are a result of analysis of the properties and neighborhood characteristics, c) set minimum standards, and d) fall within the legal boundaries of established ordinances and authority.

- Section 1: Primary Facades
- Section 2: Secondary Facades
- Section 3: Signs and Awnings
- Section 4: Additions
- Section 5: Minimum Maintenance
- Section 6: Demolition



Primary Facades

A primary façade is a building's principle or face elevation that typically fronts a street. On historic commercial buildings, the primary façade generally includes the storefront, principle entryway, prominent architectural ornamentation, and a building cornice or pediment. Some commercial buildings may feature multiple primary façades, such as those structures located on a street corner. A primary façade may also be evident if a neighboring building has been demolished, resulting in the exposure of the side of a building and making it highly visible to the public. In contrast, a secondary façade has no primary entryway, limited architectural ornamentation, and does not have a storefront. In cases where the definition of the primary and secondary facades are in question, the commission will make the overall decision and the appropriate guidelines for that façade must be followed.



1. STOREFRONTS:



The storefront is often considered the most defining architectural feature on a historic commercial building. Because of its high visibility and prominent location, a storefront is typically used as a marketing tool to lure and attract customers into a business. However, in an effort to increase business and produce greater marketing potential, many historic commercial storefronts have been altered and modernized over time, ultimately resulting in a loss of historic integrity.

In downtown Muncie, particularly along Walnut Street, the majority of the historic commercial buildings were constructed between 1880-1938. This time frame represents the buildings' period of significance, as defined in the National Register nomination for the Walnut Street Historic District. These downtown commercial buildings, including the Local Landmark buildings, typically feature a storefront. While some buildings retain their historic storefronts, others have been changed and modernized.

A storefront is located on the ground level of a primary façade. Defining storefront elements of many of Muncie's historic commercial buildings include:

- a) Large plate glass windows
- b) Recessed entryway
- c) Transom and/or sidelight windows
- d) Base blocks
- e) Storefront cornices
- f) Upper story windows
- g) Building cornice

Many buildings also feature columns or pilasters, as well as secondary entrances to allow access to second floors.

Due to its highly visible location and the significant role it plays in commercial marketing, it is important to retain a building's storefront and ensure that its design compliments the surrounding buildings. When repairing or rehabilitating a local landmark building, one of three approaches must be followed. The Muncie Historic Preservation and Rehabilitation Commission, in collaboration with the building owner, will determine the correct approach for that building, based upon its historic integrity, photographic and/or physical evidence, and period of significance.

Approach A: Restoration

- a) If photographic and/or physical evidence does exist, the building's historic storefront must be preserved and restored.
- b) Buildings that retain their historic storefront(s) must preserve their original design and appearance, including the defining features, historic materials and ornamental elements. Defining features include:
 - i) Large glass display windows
 - ii) Transom and/or sidelight windows
 - iii) Base blocks
 - iv) Recessed entryways
 - v) Respect for the storefront cornice
 - vi) Location within the storefront opening. This opening must not be reduced or enlarged in size.
- c) A storefront must never be covered or enclosed.
- d) Aluminum storefront framing systems are not permitted.

Approach B – Historic Replication

- a) The historic replication of a storefront may occur if photographic and/or physical evidence does not exist. In such cases, the storefront restoration plan must reflect the historic design of a typical historic storefront for that building's architectural style, age, and region.
- b) The design of the storefront must include the following storefront features:
 - i) Large glass display windows
 - ii) Transom and/or sidelight windows
 - iii) Base blocks
 - iv) Recessed entryway
 - v) Storefront cornice line
 - vi) Respect for the storefront cornice
 - vii) Location within the original storefront opening



- c) Although aluminum storefront framing systems are not recommended, they are acceptable under the following conditions:
 - i) They must replicate the appropriate storefront for the building's age, style, and region.
 - ii) They must incorporate the following design elements:
 - (1) Large glass display windows
 - (2) Transom and/or sidelight windows
 - (3) Base blocks
 - (4) Recessed entryway
 - (5) Respect for the storefront cornice line
 - (6) Location within the original storefront opening

Approach C: Contemporary Interpretation

- a) A contemporary storefront interpretation may be appropriate under the following circumstances:
 - i) If photographic and/or physical evidence does not exist.
 - ii) When a storefront has been so extensively altered that its original storefront configuration cannot be determined or is not longer feasible.
 - iii) If the building was constructed post-1938 and therefore is excluded from the period of significance.
 - iv) If the building's upper stories have been so extensively altered and/or modified that a historic storefront restoration or replication would produce architectural design inconsistency between the building's storefront and its upper stories.
- b) If a contemporary interpretation is selected for the storefront design, its design must include the following features:
 - i) Large glass display windows
 - ii) Transom and/or sidelight windows
 - iii) Base blocks
 - iv) Recessed entryway
 - v) Storefront cornice
 - vi) Respect for the storefront cornice line
- c) Although aluminum storefront framing systems are not recommended, they are acceptable if they incorporate the following design elements:
 - i) Large glass display windows
 - ii) Transom and/or sidelight windows



- iii) Base blocks
 - iv) Recessed entryway
 - v) Respect for the storefront cornice line
2. **Storefront Entrances:** A common feature in many historic commercial buildings is a recessed, primary entrance. This entrance serves as a public access door to the ground level. In addition, some historic commercial buildings feature a secondary door located on the primary façade. Typically, a secondary door is a semi-private door that provides access to the building's upper stories.
- a) A building's primary entryway must be recessed from the face of the building façade.
 - b) Flush doors are not permitted.
 - c) Primary storefront entrances must be located on the primary street façade. If a building is located on a street corner, the primary entrance can be located at the building corner.
 - d) Glass must not be highly reflective, mirrored, or tinted.
 - e) Non-personnel doors are not permitted on the primary façade.
3. **Storefront Windows:** Storefront windows are a building element that provides design consistency throughout Muncie's downtown commercial area. Storefront windows are composed of large glass display windows often accompanied by upper transom or sidelight windows.
- a) Display, transom or sidelight windows must not be covered, enclosed or painted over.
 - b) Highly reflective, mirrored, or tinted glass should not be used.
 - c) Storefront windows should make up approximately 75% of the wall space.
4. **Storefront Cornice:** The storefront cornice (also referred to as a signboard or stringcourse) is a strong horizontal element that visually separates the ground floor from the upper stories and is a distinguishing characteristic on many historic commercial buildings in Muncie.
- a) If a historic storefront cornice exists, it must never be covered, enclosed, or removed.
 - b) When replicating and/or replacing a storefront cornice, it must be located at an appropriate height and proportion for that building and any adjacent structures.



5. Upper Stories:

- a) The original building materials and ornamental features on the upper stories must be preserved and retained to all extent feasible as determined by the Muncie Historic Preservation and Rehabilitation Commission.
- b) If the building's original ornamental features are damaged but present and identifiable, they must be repaired/replaced with in-kind or compatible materials.
- c) In situations where a building's upper stories have been altered or modernized, the rehabilitation plan must reflect the typical design for that building's architectural style and age. If historic photographs of the building are available, it is recommended that they be used to recreate the upper story design. Additionally, physical evidence may be used to guide the restoration efforts.

6. Upper Story Windows: A

common feature shared by most of the Local Landmark buildings in Muncie is the long, narrow window openings on the buildings' upper story. These windows, often capped by pressed metal window hoods, brick or stone arches, or other decorative features contribute to and define many buildings symmetrical upper story façades.



- a) The historic window openings (including size, shape, dimensions, and pattern) must be retained whenever possible. Historic window openings should not be enlarged or reduced in size.
- b) Historic window openings must not be covered, enclosed or painted over.
- c) If the window sash components, such as muntin profiles or meeting rails, are damaged, the existing components must be repaired. However, if it is not possible to repair the damaged components, they must be replaced with in-kind or compatible materials. If the entire window sash and/or frame is missing or extensively damaged, thus requiring total replacement, the new window must replicate the historic window in size, shape, and design.
- d) Highly reflective, mirrored, or tinted glass must not be used.
- e) Ornamental window features, such as muntins, window hoods, and pediments, must be retained when repairing and/or replacing windows. If the decorative



elements are extensively damaged and beyond repair, they must be replaced with in-kind or compatible materials. Replacement ornamental features must mimic the size, shape, and design of the original decorative element.

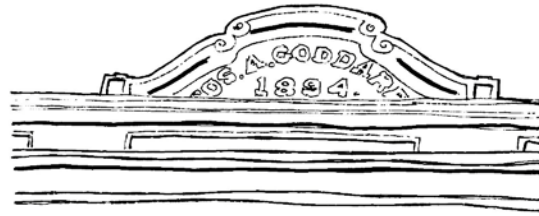
- f) Aluminum and vinyl window material is not permitted.

7. Upper Story Accessories:

- a) Window (flower) boxes may provide an attractive and pleasing decorative element to upper story window openings. However, the window box and/or its supportive elements must not be attached to the building's masonry. In addition, window boxes must fit within the historic window opening and be proportionate to the masonry opening.
- b) Window air conditioning units must not be installed on the primary façade. If no alternative is available, then the window air conditioning unit is permitted on the primary façade under the following conditions:
 - i) Condensate drains and runoff must be kept off and directed away from the building.
 - ii) Condensate must not drip on or run down any of the building walls or features, in order to prevent water infiltration and damage to the building materials.
 - iii) The window air conditioning unit must fit within the window frame without alteration or removal of any of the window components.
- c) If the upper story of a building is vacant or used only for storage, appropriate window treatments shall be installed over the windows on the interior of the building. Appropriate window coverings disguise empty spaces and provide the appearance of occupancy. Appropriate window coverings include:
 - i) Blinds or curtains on the interior of the windows.
 - ii) Exterior shutters may be acceptable if:
 - (a) They are kept in a closed position.
 - (b) The shutters are appropriate for the building's architectural style and age.
 - (c) They must be sized to fit within the original masonry opening.
 - iii) Sheet goods (such as plywood, oriented strand board, sheet plastic, etc.) are not allowed on the interior or the exterior of the building.



- 8. Building Cornices:** A pronounced stone, sheet metal, or wood cornice is a common feature displayed on many of Muncie's historic commercial buildings. Often projecting over the top of a structure, the cornice is often considered the uppermost architectural feature on a historic commercial building. A cornice is commonly composed of a soffit, moldings or coursings, and decorative elements, including dentil blocks, brackets, cartouches, finials, and other decorative features. On several commercial buildings, a decorative pediment is also displayed atop the cornice.



- a) Structures that retain their historic building cornice and/or pediment must preserve their original design and appearance, including all original materials and stylistic elements.
- b) A historic cornice must not be covered, enclosed, or removed.
- c) In situations where a cornice has been removed or severely altered, the design of the new cornice must reflect the historic design of a typical cornice for that building's architectural style and age.
- d) If historic photographs of the building are available, it is recommended that they be used to recreate the cornice design, with an emphasis on scale, configuration, and detail.

9. Roof

- a) Mechanical devices, such as heating/air conditioning units and ventilation fans or covers, must be placed on the roof and must not be visible from the primary façade(s).
- b) Dormers should only be present where there is historical evidence that they existed during the period of significance. If dormers already exist and are historically accurate, they must maintain their historic appearance and not be removed.



- 10. Exterior Lighting:** Lighting is an important feature to any building. It can contribute to the overall character of a structure by accenting architectural elements and details or highlighting a building sign. However, inappropriate lighting, such as improperly directed lights or too bright of bulbs, can overwhelm a building and create light pollution. Therefore, the placement, direction, and type of lights chosen are important.
- a) Exterior lights must be focused on a specific area, building feature, or path.
 - b) The style and design of exterior light fixtures must be compatible with the architectural style and age of the building. For example, colonial lantern fixtures would not be appropriate for an early 20th century building.
 - c) Contemporary light fixtures (recessed lighting or spot/accent lighting) are acceptable provided they are unobtrusive and secondary in nature.
 - d) If a more modern light is necessary for security reasons, it cannot be visibly distracting to pedestrian or vehicular traffic.
 - e) Attaching light fixtures directly to a building must be done carefully and not damage the building's material. Light fixtures should be affixed in the mortar of a building, rather than drilling a hole in the brick.
 - f) Electrical lines connecting to exterior lights should not be visible from the outside of the building. All electrical extensions must be interior or treated to blend in with adjacent material.
 - g) Lights must not have high-pressure sodium or low-pressure sodium lamps.

End of Primary Facades



Secondary Facades

1. Definition:

a) A secondary façade is any side of a building that does not have a primary entrance to a street level occupant and does not maintain a storefront. Generally, secondary facades have limited architectural stylistic elements. In cases where the definition of the primary and secondary facades are in question, the commission will make the overall decision and the appropriate guidelines for that façade must be followed.

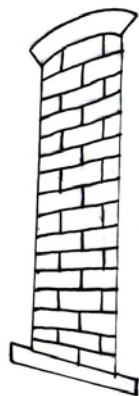
2. Masonry Openings:

a) Window Infill:

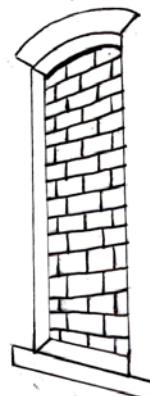
1) If window infill is approved by the MHPRC, the recommended treatments are:

- i) Recessed brick infill with similar materials and like color, and/or
- ii) Placement of shutters over the filled window so that the openings may still be represented.

2) It is not recommended that original window openings be filled and or original materials be replaced with modern substitutes.



1. Inappropriate Flush Window Infill



2. Appropriate Recessed Window Infill

b) Door Infill:

- 1) If the MHPRC approved the fill, removal, or widening of a door opening, it is recommended that if the openings are treated as follows:
 - i) recessed brick infill with similar materials and like colors,
 - ii) metal or wood replacement doors should resemble historically accurate within reason to the date of construction,
 - iii) plywood and other temporary closure measures are not acceptable on a permanent basis.
- 2) It is not recommended that original door openings be filled and or original materials be replaced with modern substitutes.

c) New Openings:

- 1) New openings are allowable for the following reasons;
 - i) to reasonably accommodate a new use/function;
 - ii) compliance with building codes or other government regulations;
 - iii) other reasons approved by the commission.
- 2) The new openings should be sensitive to the design, scale, and proportion of existing openings and must be approved by the MHPRC.

3. Equipment Utilities:

a) Screening From View:

- 1) Reasonable attempts should be made at screening utility equipment, meters, feeds, etc.
- 2) Service equipment should not in negatively impact the historic appearance, character or architectural features of a building.
- 3) Screening procedures should be within scale with the building, location and materials.

b) Air Conditioning Units:

- 1) Window air conditioning units are allowable if they fit in existing openings and frames without alteration or removal of any of the window components.
- 2) Condensate drains and runoff must be kept off and directed away from the building.



- 3) Condensate must not drip on or run down any of the building walls or features, in order to prevent water infiltration and damage to the building materials.
 - 4) Ground units should be sensitively screened from plane view and appropriate measures should be taken to make sure AC unit drips away from building.
- c) Application Methods:
- 1) Application of utility equipment should be non-destructive to the historic fabrics of a building. For instance it is recommended that any new units be attached to the mortar and not to the brick itself.
 - 2) All measures should be taken to avoid altering historic materials.
- d) Lighting:
- 1) Lighting fixtures should be sensitive to the style, size, and scale of any historic lighting that remains attached to the building.
 - 2) Lighting should be focused on specific areas such as pathways or architectural elements.
 - 3) Lighting should not be mounted higher than 15 feet, either on a pole or on the building.
 - 4) Illuminating signs are allowed provided light does not overflow onto adjacent property.
 - 5) Metal halide lamps are recommended.
 - 6) High-pressure-sodium (HPS) and low-pressure-sodium (LPS) lamps are not allowed.
 - 7) Flood lighting is not acceptable.

4. Treatment of Exposed Party Walls

- a) It is recommended that exposed party walls be covered in materials if weathering or other factors are contributing to the failure of a building.
- b) Various forms of stucco are acceptable as approved by commission.



- c) Placing a new wythe of face brick on the exterior face of exposed party walls is an acceptable treatment. The new brick and mortar should be matched the original brick and mortar on adjacent secondary facades for color, texture, and size.
- d) The commission must approve other measures of treatment.

5. 2nd and 3rd Floor Egress

- a) Materials:
 - 1) It is recommended that materials for egress be a form of iron or metal.
 - 2) If treated lumber is used, then it must be coated with a solid color stain.
- b) The size of egress should not take away from the overall appearance and scale of the secondary façade.
- c) Building code and other government regulations must be met including, but not limited to, width, stair requirements, railing configuration, etc.

6. Signs

- a) Messages displayed on signs (addresses, business name, etc) should be legible, and easy to interpret.
- b) Signs should be in scale with the façade of the building.
- c) Signs must not cover significant architectural features of the buildings.
- d) No channel lettering with plastic facing allowed.
- e) The removal of old signage will be conducted in non-destructive methods as well as the installation of new signs.
- f) Roof Signs are not acceptable.
- g) Box Signs are not acceptable.
- h) Blow mold or other plastic lettering signs are prohibited.
- i) Backlit signs are not allowed.

End of Secondary Facades.



Signs & Awnings

In and around downtown Muncie there are a variety of signs scattered throughout the area. All of these signs are regulated by the zoning ordinance already in place for the city; these regulations refer to size, width and height, as well as particular placement of signs in relation to parked vehicles and pedestrians. The purpose of these sign guidelines is to implement the idea that while signage is an important part of a historic commercial district, it can become obtrusive if not handled properly.

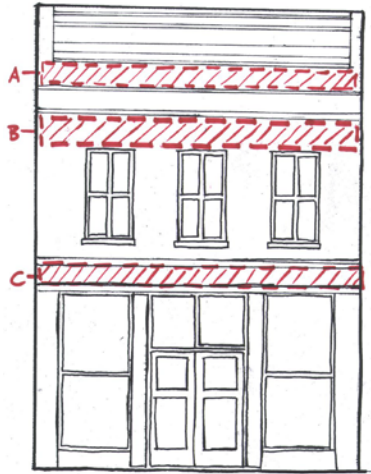
1. General Guidelines Applied to all Sign Types

- a) Messages displayed on signs (whether addresses or business names) should be legible, and easy to interpret.
- b) Signs should be in scale with the façade of the building.
- c) All street façade signs cannot exceed 10% of first floor façade area.
- d) Signs must not cover significant architectural features of the purposed buildings.
- e) Signs must be compatible with the original materials of the facade.
- f) No channel lettering with plastic facing allowed.
- g) The removal of old signage will be conducted in non-destructive methods as well as the installation of new signs.
- h) Neon Signs must not be on the exterior of building.
- i) Roof Signs are not acceptable.
- j) Box Signs are not acceptable.
- k) Blow mold or other plastic lettering signs are prohibited.



2 Wall Signs

- a) Wall Signs are to be placed on an unadorned area of a building or in areas historically designated for wall signs including:
- 1) Below the building cornice;
 - 2) Above first floor transoms (traditional signboard location);
 - 3) On cornice fascia boards



Appropriate placement of wall signs on primary facades.

- b) Materials such as: wood, paint, masonry relief, etched or painted windows, tile and terrazzo and porcelain enamel are acceptable for storefront signs.
- c) Wall signs cannot exceed four feet in height, and cannot extend more than six inches from the building surface.
- d) Logos affixed either to wall signs or the façade will try to be compatible with the building in their design and colors.

3. Window Signs

- a) Window signs can be painted or attached to the glass.
- b) The size and scale of the signs should take into consideration the overall size of the window opening.
- c) There should be 80% visibility through the window space:



The window on the left indicates an appropriate example. The sign on the right is inappropriate due the size and scale of sign.

- d) 80% visibility is defined by the total area the sign takes up. This includes the lettering and the empty spaces between the lettering and logos.

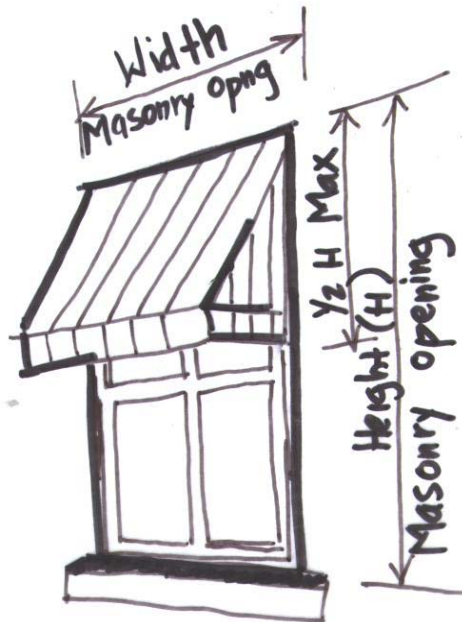


The example above clearly shows the amount of window space that is considered when determining the size of window signs.

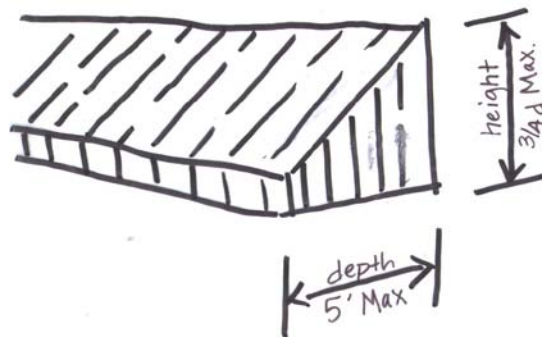
- e) Flyers the storefront windows cannot take up more than 20% of window space.
- f) Banners hung on building exteriors must be cannot exceed ten feet long by four feet in width and can be displayed for up to 30 days.
- g) Banners must be attached to the building in non-destructive methods.

4. Awnings

- a) Awnings cannot span more than one vertical level on a building. When placed in locations other than a first floor storefront, awnings are limited to masonry opening.
- b) Aluminum/Wood frames with canvas material are acceptable.
- c) Retractable awnings are acceptable.
- d) Awnings must not project further than five feet from the building façade on the first floor and three feet on the upper floors. The vertical height of an awning is limited to $\frac{3}{4}$ of the projection on the first floor storefront.
- e) Awnings must cover less than 25% of the storefront area in order to have a thin visual profile.
- f) Awnings on upper floors must fit within the masonry openings. The height of the awnings cannot exceed $\frac{1}{2}$ the height of the masonry opening. The width of the awning must fill the masonry opening.



Upper floor awning height and width.



The storefront awning depth and height.

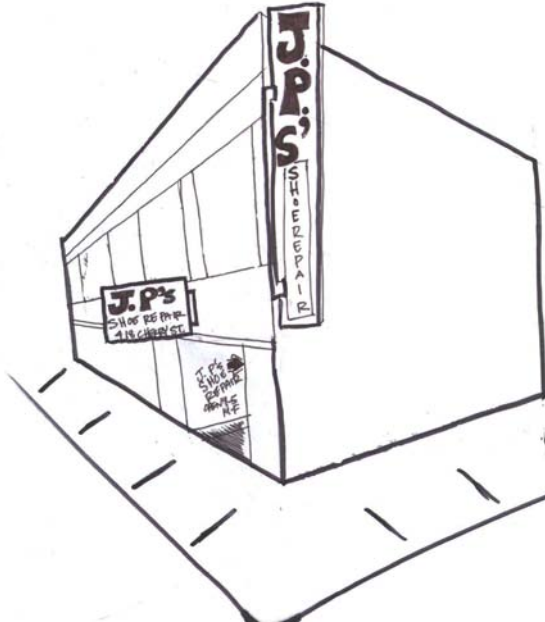
- g) Awnings not located on a primary façade must maintain the same width of the masonry opening with height length no longer than $\frac{1}{2}$ of the masonry opening.
- h) Backlit awnings are not allowed.



The two storefronts above show two awnings applied to primary facades. The awning on the right is takes up 50% of the storefront façade area where as the awning on the left takes up 25%, being in better scale with the building elements.

5. Projecting Signs

- a) The top of the sign/bracket cannot extend above the bottom of the building cornice.
- b) If the sign is affixed below the storefront cornice it must not exceed a maximum of three feet wide by two feet tall.



This illustration shows two different projecting signs; the sign on the primary storefront is the appropriate size and dimension for the façade. The projecting sign affixed to the corner of the building exceeds the height of the cornice, making it an inappropriate projecting sign example.

- c) If the sign is affixed above the storefront cornice it must not exceed a maximum of four feet wide by six feet tall.
- d) Projecting signs are to be placed 90 degrees to the face of the building of which it is attached. If the projecting sign is located on the corner of a building then it can be placed at a 45-degree angle to the adjacent building facades.
- e) Brackets for projecting signs will be either affixed to mortar joints or to a windowsill, but not directly affixed to masonry. Brackets must be at least 12 feet above the sidewalk.

6. Lettering:

- a) Signs applied directly to storefront and lower building surfaces must have a higher ratio of background to lettering.
- b) Lettering must be legible and easy to read. Letter height needs to be in proportion to sign and size and location.



The two examples of sign lettering show the difference between lettering that is simple and lettering that is disruptive to the primary façade. The left hand sign is appropriate. The right hand sign is not appropriate.

7. Lighting

- a) Spot lighting to emphasize signs and architectural details is acceptable.
- b) Neon signs are limited to the interior of the building, no exterior neon lights are allowed.
- c) Light spillage on adjacent buildings is not acceptable.
- d) No backlit signs or awnings are allowed.

End of Signs and Awnings.

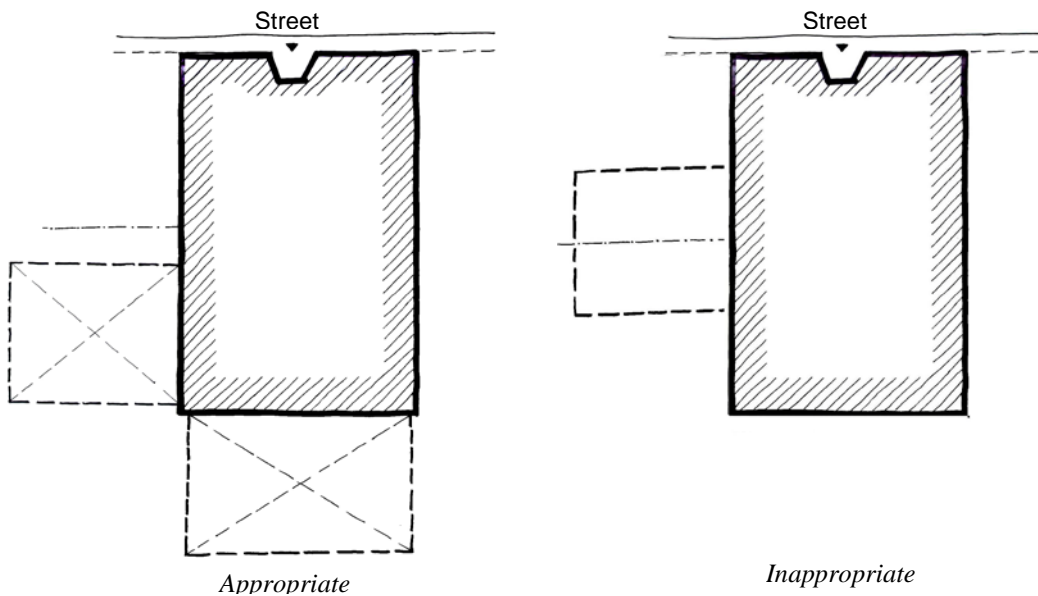


Additions

Additions will be evaluated by several factors including placement, massing, openings, and materials. Additions are to be subordinate to the primary building in size, massing, and scale. The appearance of the original building will be used to evaluate an addition's overall appropriateness. The addition must be clearly differentiated from the historic building, but also compatible in terms of mass, materials, and the relationship to solids and voids. Side additions will be assessed more critically due to its increased visibility from the street. No significant architectural features can be obscured, changed, or damaged by the addition. The MHPRC will determine the significance of the original building's features. Ideally, an addition should be designed so that if it were removed, the original building would appear as it did before the addition.

1. Placement

- a) Rear facades are the most appropriate places for additions.
- b) Side additions must be confined to the rear half of the original building.
- c) Additions to the front façade or roof will not be allowed.
 - 1) The addition of mechanical equipment to the roof of the building is acceptable, as long as they are not visible when looking at the building from the street.



The plan on the left shows two appropriate options for addition placement behind the halfway point for the building. The plan on the right demonstrates an addition that is too far forward.

2. Massing: a building's size and shape

- a) Footprints of additions cannot be larger than 25% of the original building's footprint.
- b) Additions must be one story shorter than the original building and this height includes any parapets or cornices.
 - 1) Exceptions: stairway or elevator shafts that are being added for egress and accessibility requirements.
- c) Roofs must have a low slope (a pitch of 3/12 or less).
- d) For side additions, roofs should not be visible from the street, and can be hidden by a small parapet wall or cornice.



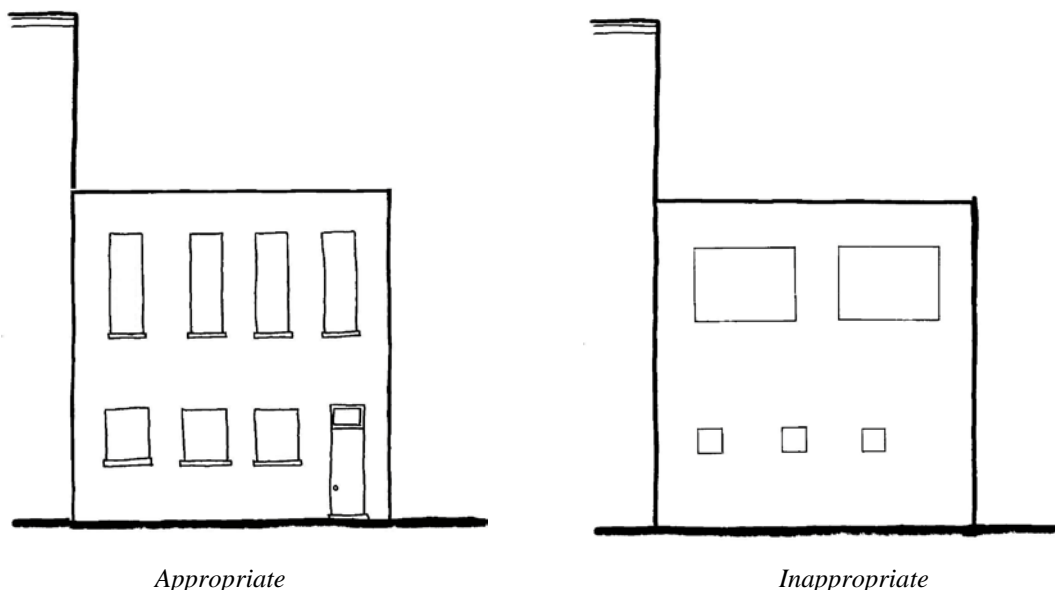
This rear view of both the original building and the addition indicates the appropriate massing for an addition.

3. Openings

- a) Proportion, scale, placement, and rhythm of doors and windows in the addition must be consistent with the adjacent facades of the original building.
- b) Incorporation of windows into the addition would be preferable to blank walls, though this is not required.



- c) Windows in additions should be similar in width and height to the windows on the rear or side of the building to which the addition relates.
- d) Window-to-wall ratios should be similar as well, which refers to the amount of space on a wall occupied by masonry versus windows.
- e) For side additions, the street-facing façade should reflect the major features of the primary façade of the original building.



The addition on the left shows windows and a door that are similar in shape to the original building. The addition on the right demonstrates incompatible windows.

4. Materials

- a) The materials on the original building will determine appropriate materials for additions.
- b) Exterior building materials on the addition must be compatible in terms of size, texture, color, and material.
- c) Recommended building materials for additions include: brick, cast stone, limestone, or decorative concrete masonry units.

End of Additions



Minimum Maintenance

1. Definitions

- a) Maintenance involves the continued use of existing materials and building elements.
- b) The recommended approach for continuous maintenance of an historic building is to preserve and repair as much of the original material as possible (visible from the exterior).
- c) Replacing the original brick, windows, cornice, etc., with new materials is not considered maintenance.
- d) Why is maintenance important to buildings?
Maintenance is the most effective way to prevent or mitigate deterioration of structural and decorative architectural features. It protects the building from moisture infiltration and undue exposure to natural elements.

2. Masonry Maintenance

- a) Masonry tuck-pointed and/or otherwise secure and sound.
- b) Walls, brackets, railings, cornices, window surrounds, pediments, steps, and columns that are important in defining the overall character of the building must be retained and maintained.
- c) Respect the size, texture, color, and pattern of masonry units, as well as mortar joint size and tooling.
- d) Do not apply waterproof, water-repellent, or non-historic coatings in an effort to stop moisture problems; they often trap moisture inside the masonry and cause more problems in freeze/thaw cycles.
- e) Repair cracks, which may indicate structural settling or deterioration and allow moisture penetration.
- f) Caulk the joints between masonry and door/window frames to prevent water penetration.



- g) It is recommended to leave unpainted masonry unpainted. Paint can require maintenance standards additional to those recommended for masonry.
- h) Monitor water drainage and the effects of weather on mortar

3. Paint Maintenance

- a) Painted surfaces maintained and free of obvious peeling, rusting, or other discoloration.
- b) Visible cracks, peeling, bubbling, or spalling must be scraped, sanded, spot-primed and given two topcoats of paint.
- c) Prior to application of new paint, repair or replace any deteriorated substrate.
- d) In situations where the building owner intends to defer maintenance on painted masonry surfaces as an alternative means to active paint removal, the building owner must file a letter of intent with the MHPRC stating his/her intent. This type of deferred maintenance plan must be approved by the MHPRC in conjunction with a comprehensive building exterior maintenance program.

4. Roof Maintenance

- a) Flashing must be properly installed and maintained to provide positive drainage
- b) Check regularly for gaps, cracks, corrosion or missing flashing
- c) Roofing material must be properly installed and maintained to provide positive drainage off and away from the building.
- d) Ponding and standing water is not acceptable.
- e) Roof drains and guttering must be maintained to provide positive drainage off and away from the building.
- f) Water dripping or draining along walls is not acceptable.

5. Windows and Door Maintenance

- a) Every window and exterior door shall be reasonably weather tight, rodent proof, and shall be kept in sound working condition and good repair.
- b) All glazing material shall be maintained free from cracks and holes.



- c) All window and doorframes shall be maintained in good condition.
- d) Peeling, flaking, and chipped paint shall be eliminated and surfaces repainted.

6. Storefront Maintenance

- a) Storefronts shall be kept in good repair. Peeling, flaking, and chipped paint shall be eliminated and surfaces repainted.
- b) Rotting wood shall be repaired or replaced with compatible materials.
- c) Rusting metal shall have the rust removed and be made water resistant.
- d) All exposed surfaces of wood or metal shall be protected from the elements against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

7. Sign and Awning Maintenance

- a) All canopies, marquees, signs, and awnings shall be maintained in good repair and shall be properly anchored and kept in sound condition.
- b) All exposed surfaces of wood or metal shall be protected from the elements against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

8. Light Maintenance

- a) All canopies, marquees, signs, and awnings shall be maintained in good working order and properly attached to the building.
- b) Light fixtures that are no longer functioning shall be replaced with lighting that is compatible with the architectural style and age of the building.
- c) Non-historic, non-functioning light fixtures may be removed from the building.
- d) Burned out bulbs shall be removed and replaced with new, functioning bulbs.



9. Building Site Maintenance

- a) All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair.
- b) All such areas shall be maintained free from hazardous conditions.
- c) All such areas shall be kept free of trash and refuse.
- d) All exposed surfaces of wood or metal shall be protected from the elements against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

End of Minimum Maintenance



Demolition

1. Definitions

- a) Demolition - Demolition is the razing, wrecking or removal by any means of the entire or partial exterior of a structure, such as the razing, wrecking or removal of a total structure; the razing, wrecking or removal of a part of a structure, resulting in a reduction in its mass, height or volume; or the razing, wrecking or removal of an enclosed or open addition.
- b) Demolition by neglect is the neglect of the maintenance of any structure that results in deterioration of the structure and threatens the preservation of the structure.
- c) Both demolition and demolition by neglect result in the permanent removal of a thread in the community fabric. The whole community is affected when one building is removed. In a case of demolition by neglect, the value of nearby buildings is lowered and the aesthetic character of the neighborhood is destroyed.

2. Demolition Considered Rehabilitation

Some work, that may otherwise be considered demolition, may be considered rehabilitation if it is done in conjunction with an approved Certificate of Appropriateness (COA) issued by the Muncie Historic Preservation and Rehabilitation Commission (MHPRC). Examples of such work may include, but are not limited to, the following:

- a) The limited removal of exterior face material, surface trim, and portions of exterior walls.
- b) The limited removal of elements that provide enclosure at exterior wall openings (e.g., window units, doors, panels).
- c) The removal of architectural, decorative, or structural features (e.g., parapets, cornices, brackets, chimneys).



3. Demolition Guidelines

No elements shall be removed, demolished, or otherwise intentionally destroyed without a C.O.A. The MHPRC shall approve a C.O.A. or authorization for demolition only if it finds one or more of the following:

- a) The structure poses an immediate and substantial threat to the public safety.
- b) The historic or architectural significance of the structure or part thereof is such that, in the commission's opinion, it does not contribute to the historic character of the structure and the district, or the context thereof.
- c) The demolition is necessary to allow new development that, in the commission's opinion, is of greater significance to the viability of the environs than is retention of the structure, or portion thereof, for which demolition is sought.
- d) When considering demolition, a mandatory waiting period of 180 days is required during which any alternatives to demolition may be considered by the parties involved. Examples of viable alternatives may include but are not limited to building mothballing; transfer of ownership through a sale or other transaction; pursuit of alternative project funding such as grants, private donation, or tax incentives.

4. Demolition by Neglect Guidelines

No person shall allow a structure to deteriorate through demolition by neglect. All structures must be preserved against deterioration and kept free from structural defects. The property owner or the property owner's agent with control over the structure must repair the structure if it is found to have defects including, but not limited to:

- a) Parts that are improperly or inadequately attached so that they may fall and injure persons or property.
- b) Deteriorated, crumbling, or loose exterior stucco, mortar, masonry, or other exterior wall material.
- c) Deteriorated or ineffective waterproofing for exterior walls, roofs, foundations or floors, including broken or open windows and doors.
- d) Defective or lack of weather protection for exterior wall coverings, including lack of paint or other protective covering when needed.



- e) Any fault, defect, or condition in the structure that renders it structurally unsafe or not properly watertight.
- f) Rotting, holes, and other forms of decay.
- g) Deterioration of external walls or chimneys that causes leaning, sagging, splitting, listing, or buckling.
- h) Deterioration of exterior stairs, porches, handrails, window and door frames, cornices, entablatures, wall facings, and architectural details that causes delamination, instability, loss of shape and form, or crumbling.
- i) Deterioration of any exterior feature so as to create a hazardous condition that could make demolition necessary for the public safety.
- j) Deterioration or removal of any unique architectural feature that would detract from the original architectural style.
- k) Deteriorated or inadequate foundation, defective or deteriorated flooring or floor supports, deteriorated walls or other vertical structural supports. Members of ceilings, roofs, ceiling and roof supports or other horizontal members that sag, split, or buckle due to defective material or deterioration.
- l) Heaving, subsidence, or cracking of sidewalks, steps, or pathways or parking lots owned by the building's owner.

End of Demolition

