



Training Manual

Fall 2015

ScoutMuncie

Training Manual

A manual for volunteers completing the ScoutMuncie community survey



ScoutMuncie is made possible through partnerships with: The City of Muncie, Delaware County GIS Department, Downtown Business Connector, Preserve Greater Indy, The Delaware County Historical Society, Delaware County Historical Society, the Muncie Historic Preservation and Rehabilitation Commission, and Ball State University Graduate Program in Historic Preservation and Department of Urban Planning 302 Neighborhood Planning Studio

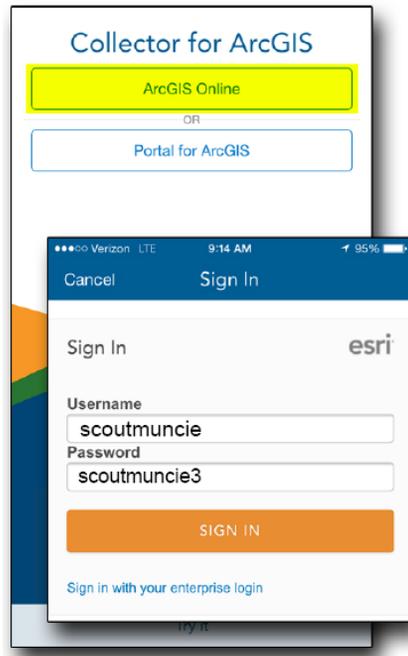
Introduction

ScoutMuncie is a ground-breaking volunteer-led project to canvass Muncie's neighborhoods and collect a comprehensive survey about the condition and potential historic value of the community. Led by volunteers from the Muncie Historic Preservation Commission, the survey utilizes mobile devices and a free app developed by the Delaware County GIS Department. The survey data will serve as the primary planning tool to identify, record and evaluate properties and areas within Muncie. The data will provide baseline information to inform planning decisions and support City policy goals. Uses of the survey data include the following:

- **Important Data for Grant Applications:** The survey data will provide valuable baseline and supporting information for the application of local, state or federal funds that could help improve infrastructure, build amenities, and protect existing structures.
- **Community Plan Updates and Resources for Neighborhood Associations:** An updated survey database will allow planners and Neighborhood Associations better understand the condition and resources in our community.
- **Zoning Decisions and Plan Approval:** It is critical that all staff with responsibilities for reviewing individual projects and development proposals have access to accurate information on historic properties.
- **Cultural Tourism:** One of the fastest growing segments of the tourist market is in travelers who seek out culturally significant experiences in cities. The survey will enable a variety of users, cultural organizations, and potential visitors to the city to conduct their own searches for architecturally and culturally significant resources that may interest them.
- **Data for City and County Officials:** The US Census (2010) estimated Muncie has over 4,200 vacant or abandoned houses. The survey will provide data on the number and location of vacant and abandoned structures and lots and their conditions. This will enable officials to make more efficient decisions on where to spend scarce resources.
- **Disaster Response:** After a major disaster, thousands of buildings and structures may be tagged due to unsafe conditions. When these assessments are made, it is imperative that inspectors have ready access to detailed, accurate information on the locations and significance of historic properties, so that demolitions do not occur without appropriate review or consideration.
- **Potential Designation:** The survey will identify potential historic districts and individual properties eligible for designation under the City's Historic Preservation ordinances as well for listing in the National Register of Historic Places. Designation enables property owners to take advantage of financial incentive programs. Identification in a survey does not mean that a property or a neighborhood will automatically become a designated landmark or historic district; it merely provides information that would support such designation, if desired, at a later date. Designation requires public hearings and property owner notification.

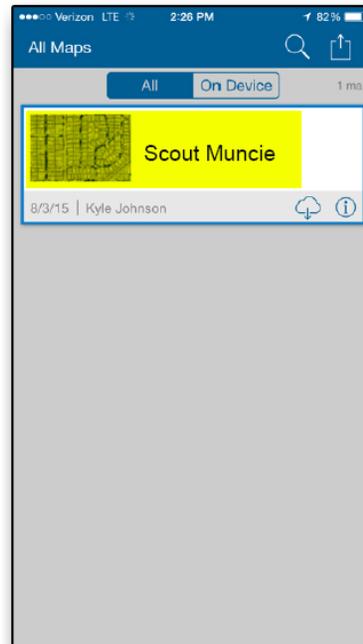
Using the App

First, download the “Collector for ArcGIS” by ESRI app from your provider’s app store. (It’s free!)



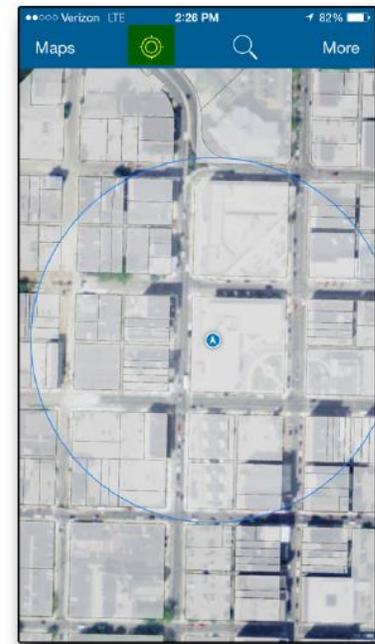
1. Sign into ArcGIS Collector

Sign in with the username and password as shown above. Then click “Sign In.”



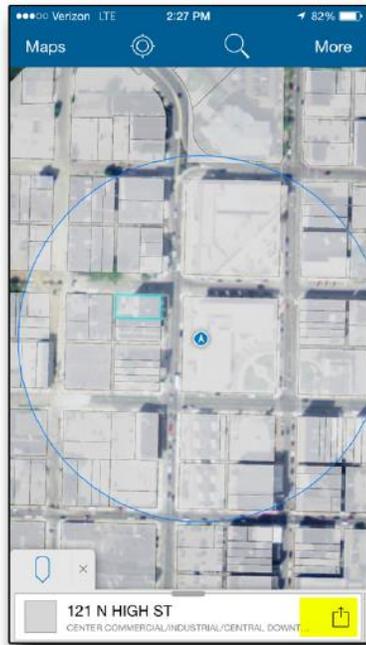
2. Click on the map

Click on the “Historic Preservation Inventory” map (in the highlighted area)



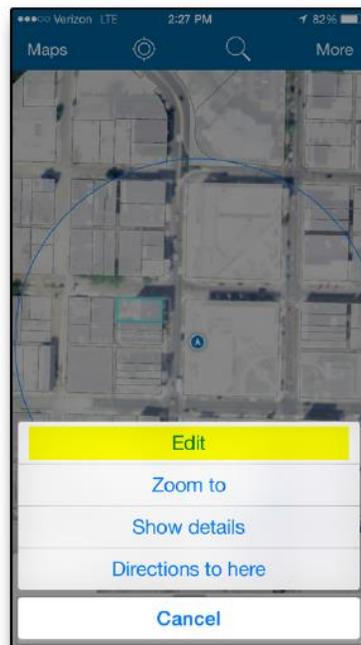
3. Find your location using GPS

The map will load and will pan to your current location. If it doesn’t locate you, click the GPS button at the top. If it still doesn’t locate you, make sure your location services are enabled for the Collector App on your device.



4. Tap on the property you are accessing

Simply tap on the property you are going to access. It will be highlighted in blue and the address will pop up at the bottom. Verify that it is the correct address and click the menu button (highlighted).



5. Click the EDIT option

In the pop-up menu, click EDIT.



6. Fill out the form, attach picture

In the form, fill out each question – most have menu options to choose from. To attach a property picture, click the camera button at the top (highlighted) and add an attachment (use your camera). When you are finished, click “Update.” It may take a few seconds to upload the picture. Please be patient. The property should change colors depending on what you chose for “Condition.”

Completing the Survey

*** Please Note: All survey efforts should be completed from the public right-of-way. Do not enter private property. ***

1. Year Built?

This field will automatically fill based on previously-gathered data.

QUESTION – what if the year is obviously wrong? Ask them to make a comment in the “notes” section?

2. Is there a structure?

This one is easy – it’s just a yes or no answer.

Answer “no” if:

- The site doesn’t have any PERMANENT structures. (For example, a yard barn is not a permanent structure.)
- The site is vacant land.
- The site is a parking lot.

Answer “yes” if:

- The site has one or more PERMANENT structures.

3. Is it occupied?

If there is a structure on the site, use your best judgement to determine if it is occupied. Look for the following clues:

- The structure is maintained and the grass is mowed.
- Vehicles are in the driveway.
- Mail is sticking out of the mailbox.

- You can see kids toys or other objects on the porch or in the yard that suggest that the property is being used.
- The trash cans have been taken to the sidewalk for pickup.

4. Site usage?

Again – easy. Do your best to determine the structure’s PRIMARY use:

- Commercial
- Residential

Note that some properties may have multiple uses. Use your best judgement to determine the primary or most important use. For example, if a two-story building has a business on the first floor and an apartment on the second floor, the primary use is commercial.

I can’t see the answers to select from in the app – I can update this tomorrow when I’m in Muncie.

5. Is there dumping?

Use your best judgement to determine if illegal dumping is occurring on the site. Look for:

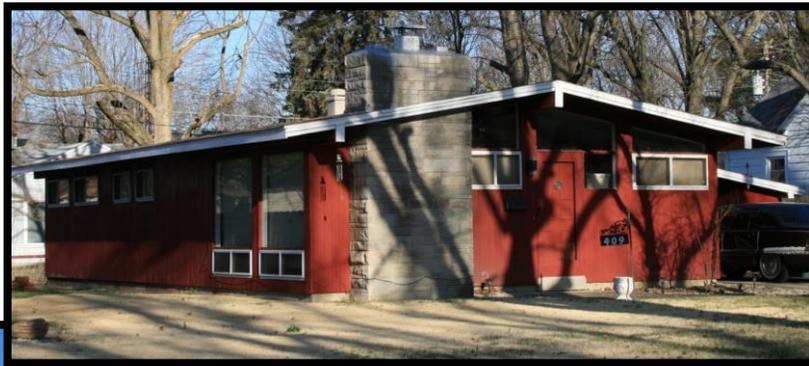
- Abandoned cars
- Piles of tires or other trash

6. What is the architectural character?

Use your best judgement to determine the level of the building's architectural character. Remember to ONLY evaluate the architectural character. Do not consider the building's condition. Think about the following:

- Is the building a good example of a high style of architecture?
- Does the building have any distinctive characteristics that make it unique?
- Is the building a good example of a vernacular type of architecture?

Examples of High Architectural Character



Examples of Medium Architectural Character



Examples of Low Architectural Character



7. What is the integrity?

Give an estimate of the building's integrity – that is, how much of the original elements remain. Choose from good, fair and poor.

- Good: The building appears to be unaltered or has one MINOR alteration.
- Fair: The building has 2-3 minor alterations.
- Poor: The building has more than 3 alterations. Many of the building's history elements have been covered or removed.

When considering integrity, look for the following:

- Replacement windows
- Replacement doors
- Replacement siding
- Additions to the structure
- The replacement of the original porch
- The installation of an inappropriate roof (for example - the installation of a metal roof on a ranch home)

Examples of Good Integrity



Examples of Fair Integrity



Examples of Low Integrity



8. What is the condition?

Answer with “good,” “fair” or “poor.” When evaluating condition, only consider the physical condition of the structure’s elements. Do not consider integrity issues.

A structure in “good” condition is well maintained with no or very few condition issues.

- The structural system appears to be sound.
- If any condition issues are present, they are minor and very few.

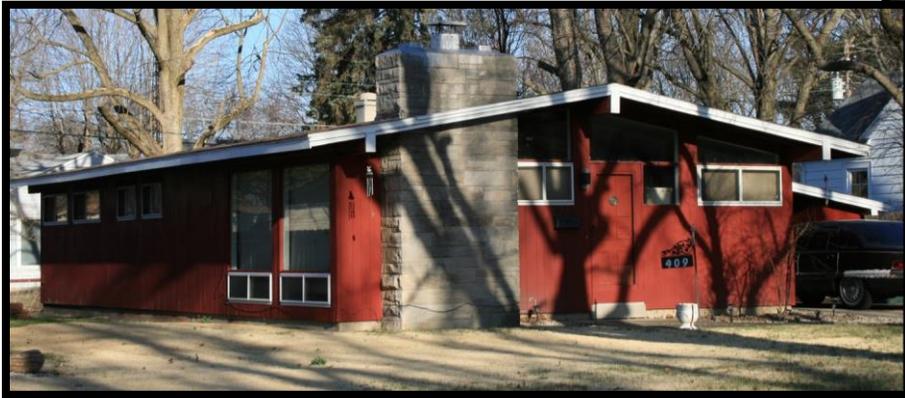
A structure in “fair” condition has several maintenance issues that need to be addressed.

- The structural system appears to be sound.
- Several minor condition issues are present.

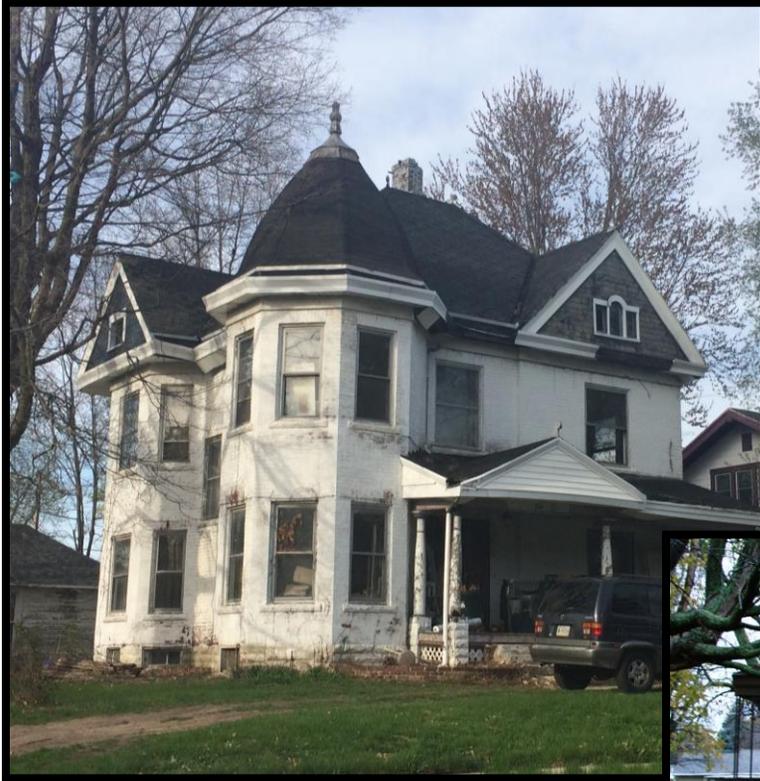
A structure in “poor” condition has major issues:

- Part or all of the structural system appears to be failing.
- The resource needs major repairs.
- It appears that the structure has not received any maintenance for several years.
- The structure may have elements missing:
 - Windows or doors may have been removed.
 - The roof may have holes.

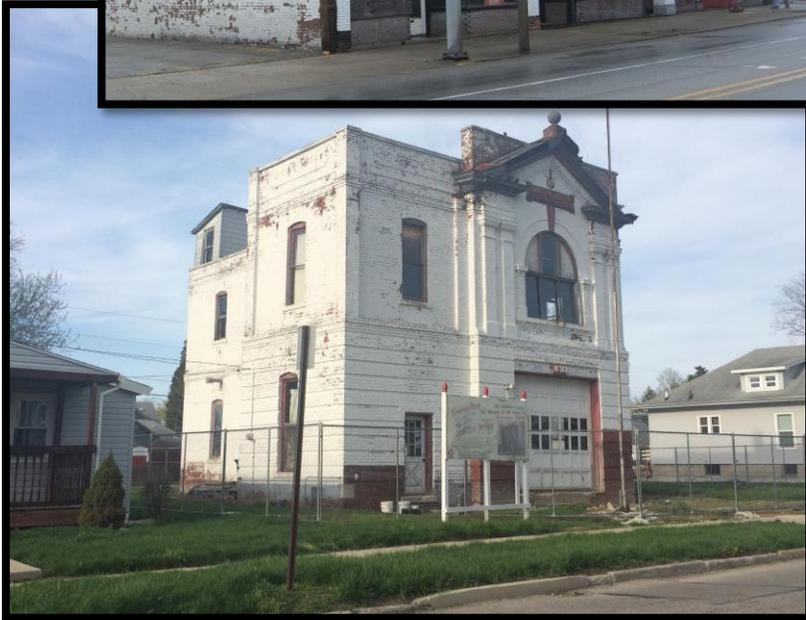
Examples of Good Condition



Examples of Fair Condition



Examples of Poor Condition



9. What is the sidewalk condition?

Does this one have a good, fair, poor option too?

10. Other notes

Use this space to add notes if needed. Keep in mind the focus of the survey – most properties will not need any notes.

11. Today's date

Please note the date that you completed the survey on this property.

Photo

Please take a photo of the side of the property that faces the street. Here are some things to keep in mind:

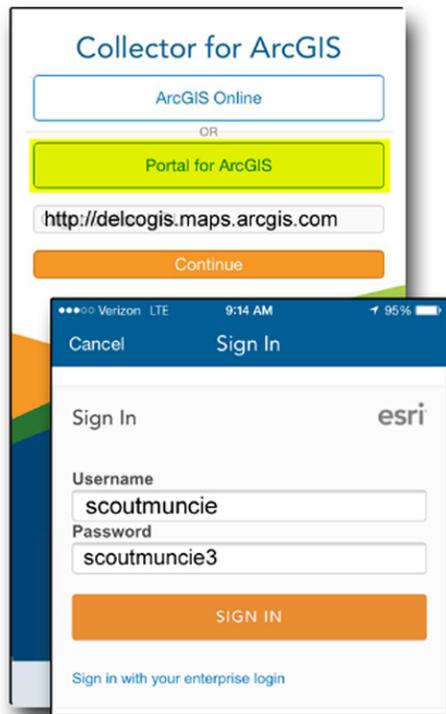
- Take a few moments to frame your shot. Photos are some of the best visual records that we can gather – it is important to capture the best image you can.
- Please stay on the public right-of-way. Do not enter private property to take a photo.
- It is best to take the photo at an angle and capture both the front and one side of the property.
- Hold your phone or tablet straight up and down – this prevents the convergence that makes the property look slanted.
- If possible, take the phone at the angle that best avoids trees, vehicles and other obstacles.
- If possible, avoid pointing your phone or tablet directly towards the sun.



ArcGIS Collector Application Historic Preservation Inventory Instructions

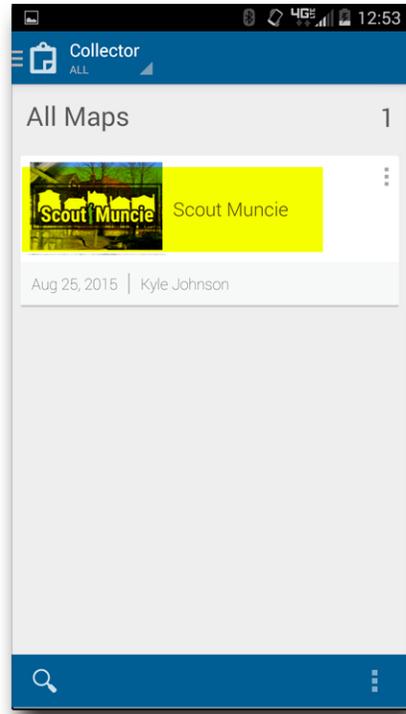


1. Sign into ArcGIS Collector



Pick "Portal for ArcGIS" then enter the web address shown above. Sign in with the username and password as shown above, then click "Sign In"

2. Choose the map (click on the map)



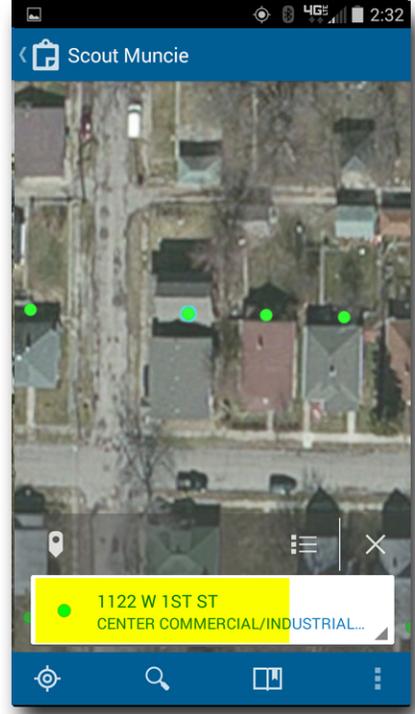
Click on the "Scout Muncie" map (in the highlighted area)

3.) Find your location using GPS



The map should load and will pan to your current location. If it doesn't locate you, click the GPS button. If it still doesn't, make sure your location services are enabled for the Collector App on your device

4. Zoom in and tap on the property



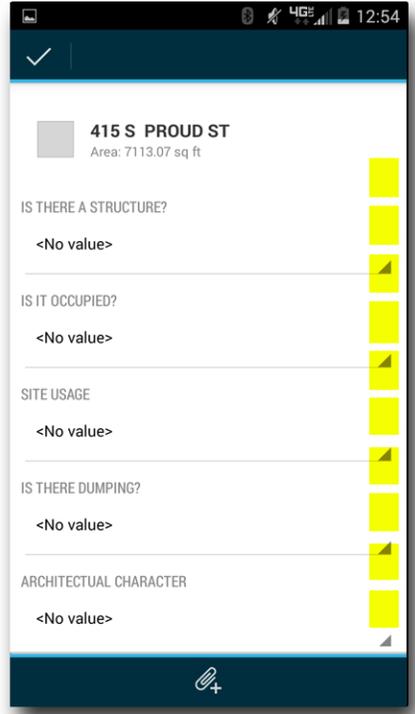
Simply tap on the property point near you are going to assess. It will highlight in blue and the address will pop up at the bottom. Verify this is the correct address and click the menu button (highlighted)

5. Click the Edit option



In the pop-up menu, click the EDIT tool (Pencil)

6. Fill out the form, attach picture



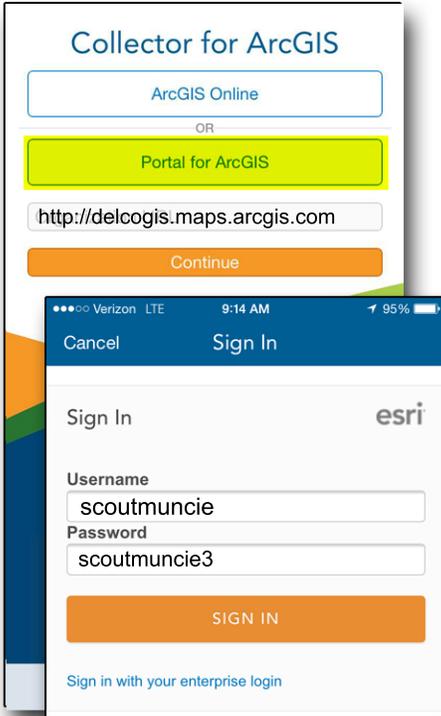
In the form, fill out each question, most have menu options to choose from. Make sure you scroll to all the questions. When you are finished, click "Update". It may take a few seconds. The property point will change color from a yellow square to a green circle.



ArcGIS Collector Application Historic Preservation Inventory Instructions

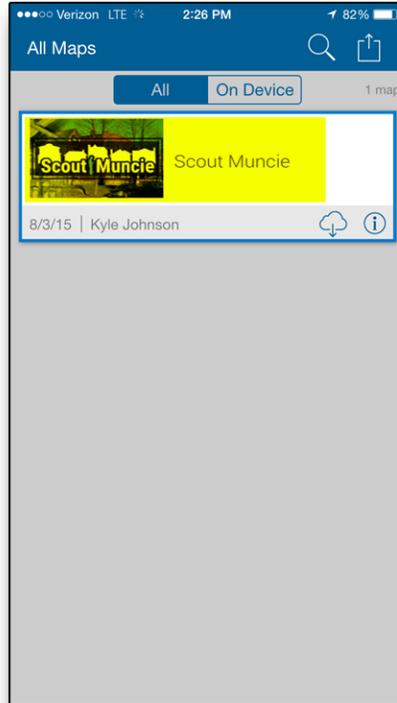


1. Sign into ArcGIS Collector



Pick "Portal for ArcGIS" then enter the web address shown above. Sign in with the username and password as shown above, then click "Sign In"

2. Choose the map (click on the map)



Click on the "Scout Muncie" map (in the highlighted area)

3.) Find your location using GPS



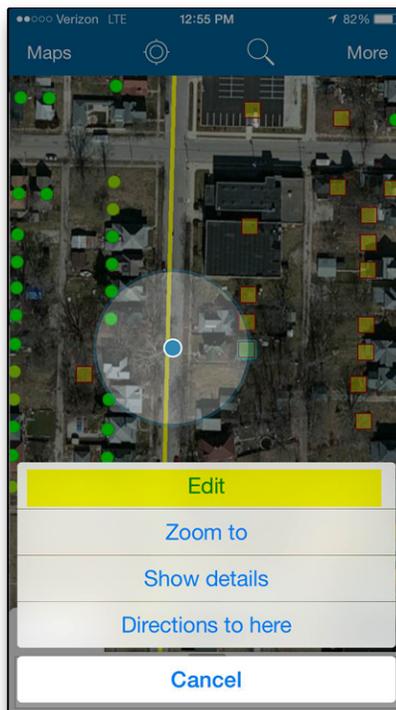
The map should load and will pan to your current location. If it doesn't locate you, click the GPS button  at the top. If it still doesn't, make sure your location services are enabled for the Collector App on your device

4. Tap on property you are assessing



Simply tap on the property point you are going to assess. It will highlight in blue and the address will pop up at the bottom. Verify this is the correct address and click the menu button (highlighted)

5. Click the Edit option



In the pop-up menu, click EDIT

6. Fill out the form, attach picture



In the form, fill out each question, most have menu options to choose from. Make sure you scroll to all the questions. When you are finished, click "Update". It may take a few seconds. The property point will change color from a yellow square to a green circle.