

DESIGN REVIEW GUIDELINES
FOR
THE EMILY KIMBROUGH HISTORIC DISTRICT

Published by

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INTRODUCTION

In December of 1976 the Muncie Historic Preservation and Rehabilitation Commission (MHPRC) was formed to survey, identify, and plan for historic districts within the City of Muncie. The 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 to 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 MHPRC members in their review of proposals.

In addition, there are a number of resources that can be used by property owners to aid in making decisions about changes to historic properties. Some of these will be listed at the end of this report. Other information can be obtained through the Muncie Office of Community Development, City Hall, 220 E. Jackson Street. 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 staff at the Office of Community Development.

CERTIFICATES OF APPROPRIATENESS

Throughout this document there will be a number of technical terms. Many of these terms will be printed in bold type to indicate that they can be found in the glossary at the end of the document. However, these words will only be found in bold face print the first time that they appear in the report.

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. 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.

A COA must be approved by the MHPRC before the Building Commissioner will issue a building, demolition, sign or moving permit.

Certificate of Appropriateness applications are available from the Muncie Office of Community Development, City Hall, 220 E. Jackson St. Completed applications must include documentation which effectively and completely explains the proposed changes.

Changes to existing structures can take many forms. They include changes to doors, windows, porches, siding, roofs, ornamentation and the environment of the property, as well as masonry cleaning, changing the color of a house, adding or removing landscaping, fences, railings, parking, signs or exterior lighting.

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 the basic 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. Documentation requirements are spelled out in more detail in Appendix B.

COA applications are discussed at the Commission's monthly meeting, although a Building Review Committee can approve some changes between meetings. MHPRC meetings are open to the public and meeting dates are published in the local papers. Property owners are encouraged to attend meetings to answer questions about their applications. Within 30 days of the date the COA was filed, the Commission will approve, conditionally approve or deny the application. Consideration of the application can be tabled or postponed only with written approval from the applicant. If no action is taken by the Commission within thirty days, the application is considered approved.

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.

DECISION GUIDELINES

Changes in the district should be in harmony with the existing buildings and environment and respectful of the architectural and historical heritage that has developed over time and continues to characterize the district. When making decisions on proposed changes within the historic district, Commissioners must take a number of factors into account.

1. To what extent does the proposed change call attention to itself?
2. Does it contribute to or detract from the overall existing character of the district?
3. Is it too large or too high or does it have proportions out of keeping with other structures?
4. Are there reasonable alternatives that would be better?

5. Is it architecturally and stylistically appropriate and complementary to other structures in the district?
6. Are the proposed materials and colors historically appropriate and typical of what is found elsewhere in the district?
7. To what extent does it alter existing relationships between buildings and open space?
8. What can be seen and what cannot be seen from neighboring properties and from streets, alleys, and sidewalks?
9. Is the proposed change likely to threaten the long term physical condition of the building or property or in any way threaten neighboring land or structures?
10. Does the change comply with the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings?

THE EMILY KIMBROUGH HISTORIC DISTRICT



The Emily Kimbrough Historic District, established in July of 1978, was named for nationally known author Emily Kimbrough who was born and raised in the District in the early 1900's. Her grandfather, C.M. Kimbrough (general manager and president of the Indiana Bridge Company), also lived in the District. Today the District is part of a neighborhood that was once known as the East End. In the late 1800's and early 1900's the East End was home to Muncie's more prosperous citizens. Residents of what is now the Emily Kimbrough Historic District included C.M. Kimbrough, James Boyce, Charles Over, Charles F. W. Neely, James Templar, Thomas Neely, and many other local industrialists, attorneys, and businessmen. Many of their homes are still standing today.

However, the large homes of these prominent men were not the only homes built in the District. Middle class homes and smaller worker's cottages, often located on the north-south streets, can also be found in the area. These homes were occupied by local tradesmen. Several black families, including that of Muncie's first black policeman (W.T. Stokes) also resided in the neighborhood in the 1890's.



Today the District is a fine example of a residential neighborhood of the latter nineteenth and early twentieth centuries. There have been few alterations or non-conforming intrusions in the District, thus providing a unique example of a residential neighborhood dating from the time of Muncie's gas boom era, a very significant time in both local and state history.

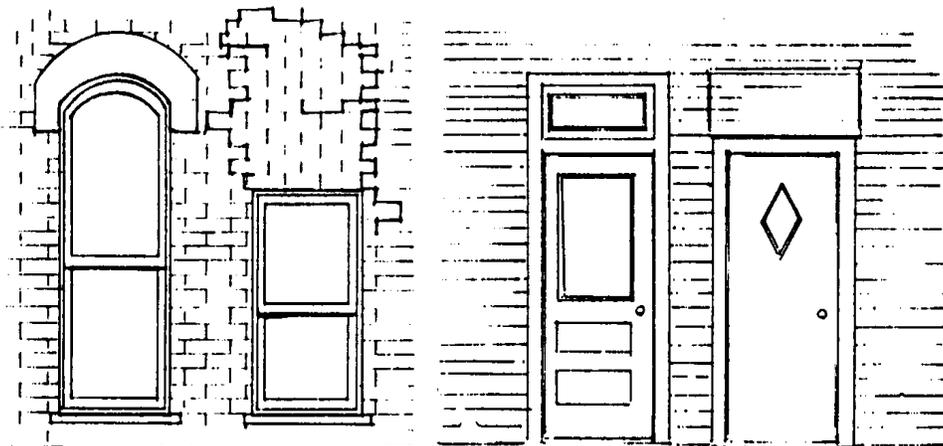
GUIDELINES FOR REHABILITATION

Building Elements:

Building elements are features that define and individualize a house. These include windows, doors, porches, siding, roofing, ornamentation and the physical environment in which the structure is found. The way in which these elements blend with each other, both on individual structures and with other structures in the district, can affect the character of the district. As a result, the MHPRC has created the following design guidelines to ensure that any changes to these elements on existing structures do not have a negative impact on the character of the district.

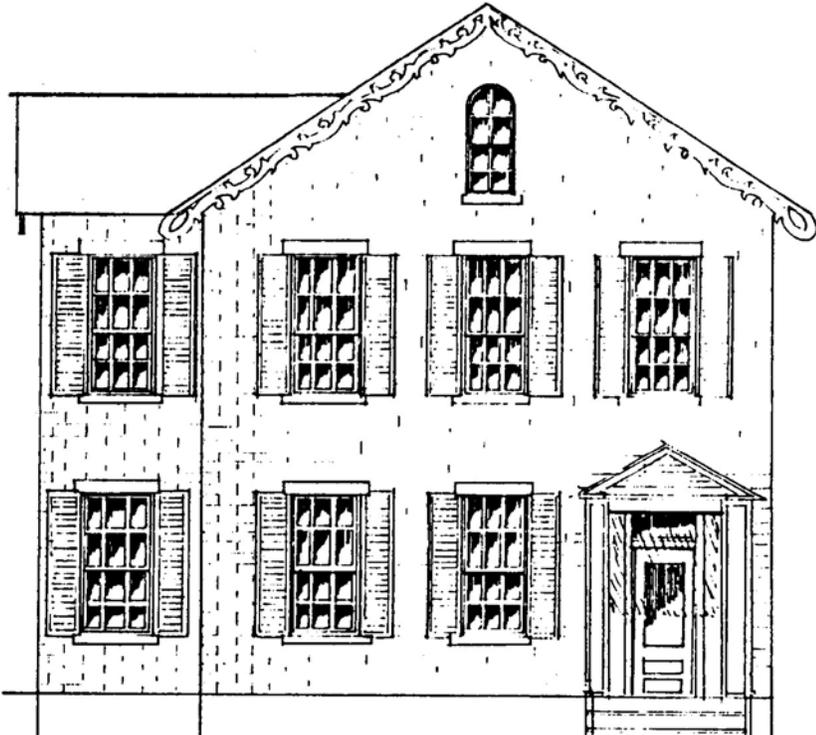
Windows and Doors:

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. When windows need to be replaced, 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 the original.



Appropriate Inappropriate Appropriate Inappropriate

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.



ELEMENTS

Elements of doors and windows should be retained. For a window these include **sash, lintels, sills, shutters, hoods, pediments, moldings**, hardware, **muntins** and glass. Elements of a door include hoods, pediments, molding, glass, **transoms**, framing and hardware. If any of these elements need to be replaced, duplicates of the original features should be used.

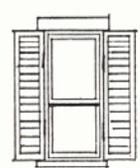
STORM DOORS AND WINDOWS

If storm windows and doors are used they should be wood framed and should be painted to match the existing or original door or window. Storm doors and windows should not damage the existing frame and should be removable in the future. Wood storm doors and windows are preferable to aluminum. However, 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.

When storm doors are used full view doors are required on doors on the front facades of buildings. Wood storm doors are preferable to aluminum. 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.

SHUTTERS

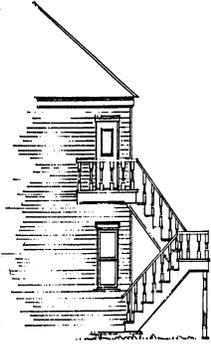
Shutters should not be removed unless they are inappropriate to the style of the building, or are inappropriate in size. Shutters should be made of wood. The use of vinyl or aluminum shutters is discouraged. Shutters should not be hung on buildings where they are inappropriate. When shutters are used, they should be proportioned so that they would appear to cover the window opening when closed. Hinged shutters (as opposed to fixed shutters) are encouraged.



AWNINGS

The installation of any window or door awning requires a COA. Fiberglass, metal, plastic and backlit awnings are inappropriate for historic buildings, as well as for new construction in historic areas.

AUXILIARY ENTRANCES



If auxiliary entrances must be added to a building located in the historic district, they should be placed so that they are not visible from the street. Even when these entrances are located at the rear or side of a structure, care should be taken to ensure that the new door is in character with the rest of the structure in terms of its location, size, style, color, ornamentation, hardware and proportion. Metal storm doors are discouraged on auxiliary entrances.

Exterior stairways to second floor apartments should have landings as per drawing unless the stairway is parallel to the exterior wall of the structure. Construction materials should be sympathetic to the style of the structure. Unpainted pressure-treated lumber shall not be allowed.

HANDICAPPED ACCESS

The following guidelines should be adhered to in structures where access for the handicapped is necessary:

1. Where possible, the handicapped access should be provided at side or rear entrances.
2. Modern mechanical devices for the lifting of wheelchairs should be located at the side or rear of the building and should be screened with appropriate landscaping.
3. Ramps placed in the front of a structure should not appear to cut the house down the middle. If the entry is to one side of the facade, the ramp should also be placed asymmetrically.
4. Ramps should not cover stairways that are important architectural features of a building.
5. Ramps should have a gradual incline (1" rise for each 12" of horizontal space) and should not block architectural details of the structure.
6. If there is a front porch, try to incorporate the ramp into the porch.
7. Ramps should be constructed of a material that is compatible with the original structure and should also be painted (if wooden) to match the house. Railings should be compatible with the architectural style of the house.
8. Railings should use more vertical lines to parallel those in the house (doors, windows, etc.). Angled railing supports are discouraged. If there is a porch, the ramp railing should repeat the features of the porch.

9. The support structure of ramps should be screened with appropriate landscaping. This will help to soften the ramp's visual impact on the structure, as well as the transition from the front lawn to the ramp itself.

PORCHES



Structure with Original Porch Intact



Structure with Inappropriate Alteration to the Porch.

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.

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. 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. Porches which reflect later architectural styles, BUT which are important to the building's historical integrity, should be retained.

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.

Also see Railings.

SIDING

Original siding should be maintained or, if necessary, replaced with the same (or a similar) material. Synthetic siding or siding which changes the building's scale or texture is discouraged. In unusual circumstances, synthetic siding MAY be permitted if the new siding matches the original siding in size, texture, and width. Wide synthetic siding (wider than standard 4-inch clapboards) is not allowed unless it is original to the building.

WOOD

Common types of wooden siding include **clapboards** and wood **shingles**. Clapboards are long boards that are laid horizontally on wood frame buildings. Each course is laid on top of the previous one with the bottom of one board overlapping the top of the one below it. The width of the boards may vary from structure to structure; an exposed board width of 4-inches is common.

Wooden shingles are commonly found on Queen Anne, Victorian Vernacular, and Bungalow style houses. Shingles come in many shapes and sizes. Shingles are also laid in courses with the upper course overlapping the one below it.

Wooden siding is prone to rot and decay if not protected and maintained. It should be kept well ventilated and either painted or stained to prevent the wood from absorbing moisture. If moisture has penetrated the siding, the damaged clapboards or shingles can be removed and replaced. This solution is preferable to covering the structure with artificial siding.

Original wooden siding should be retained whenever possible. It can be restored through careful cleaning, repair, repainting and maintenance. Do not replace or cover wooden siding with aluminum or vinyl siding as it can destroy a building's character and proportions, as well as cause and hide damage to the structure of the building.

SYNTHETIC SIDING



Original Siding

Synthetic siding (aluminum, vinyl, asbestos shingles and insulbrick) is not appropriate to historic structures. When artificial siding is installed, original details and ornamental features are often covered over, thus affecting the character of the building. Artificial siding also alters a building's proportions. When siding is applied over the existing material, the depth of window and door trim can also be decreased.



Inappropriate Use of Siding

Synthetic siding can also damage a building. Although aluminum and vinyl siding is often installed to reduce maintenance, it can create and hide problems. Moisture often gets trapped between the structure and the siding, leading to the deterioration of the structure. Due to the nature of siding, this problem (and others, including insect problems) cannot be seen and is often not noticed until expensive repairs are needed.

Synthetic siding will be approved only for buildings that are less than 50 years old and do not contribute to the historic district. Siding

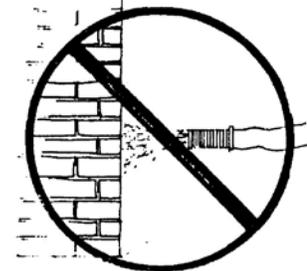
will not be permitted on any other buildings. Nor will synthetic siding be allowed on new construction. Siding on new accessory buildings will match that on the principal building UNLESS it is artificially sided, in which case an alternate siding appropriate to the district will be selected.

MASONRY

Any changes to existing masonry units should match the material, color, texture and size of the original units as closely as possible. The masonry joints should match the original mortar in color, texture, composition, joint width and tooling. The original coursing should also be duplicated. Coatings to waterproof or stabilize masonry will be permitted only if the product is water vapor permeable. Coatings to waterproof or stabilize masonry may be allowed in specific instances where use of such coatings or sealants is adequately justified.

MASONRY CLEANING

Masonry cleaning should be done cautiously. Before cleaning is attempted, it should first be determined if cleaning is really necessary and if so what method should be used. Cleaning should be undertaken only when necessary to stop deterioration or to remove stains. Gentler cleaning methods, such as low-pressure water and detergents, and gentle scrubbing with soft natural bristle brushes are best. Surface cleaning tests should be conducted to determine selection of the gentlest possible chemical cleaning method if the above methods are not effective. 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.



No Sandblasting!

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. Hand tools should be used to remove deteriorated joints. The use of power tools to remove deteriorated mortar is not recommended. The original type of mortar and style of mortar joint should be duplicated.

In order to duplicate the original mortar, it may be necessary to test it. A simple test to determine whether or not mortar is lime based is to place a piece of the mortar in water. If it dissolves, the mortar has a substantial lime content. If it remains solid, the mortar has a high Portland cement content. However, if unsure about the type of mortar that was originally used, it is better to mix

new mortar with lime than with Portland cement because the lime makes the mortar more flexible. A safe mixture for most buildings consists of three parts hydrated lime, six parts sand, and one part Portland cement. The cement content of the mortar should not exceed twenty per cent. When buying the sand, take a small piece of the existing mortar to aid in matching of the grade of sand.

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, the Commission recommends that homeowners consult with the Historic Preservation Officer (located in the Office of Community Development at City Hall) to determine the most appropriate use and placement of colors for individual structures. When choosing colors, the Commission recommends that homeowners 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.

A COA is not required to paint a structure when the building is being repainted the same color. When deciding on new colors an effort should be made to determine what the original color of the house was, although it is not necessary to repaint in those colors.

ROOFING:

ROOFING MATERIALS

Roofing materials should not be changed or replaced unless the existing materials are deteriorated or are otherwise in need of replacement. When roofing is changed, the original materials and shape should be retained. Special effort should be made to retain materials like slate, tile and architectural metal roofing. Architectural features, including brackets, **cupolas**, **cornices**, **cresting**, **dormers**, **chimneys** and weather vanes, should also be retained. Replacement materials should match the originals as closely as possible in terms of size, color, composition, shape and texture. Since most of the buildings in the district originally had wood or slate roofs, no white roofs will be allowed.

ADDITIONAL FEATURES

Additional features, including large dormers, roof decks, or skylights are discouraged. If they are

allowed, these elements should be located where they are not visible from the street.

FLASHING

Flashing consists of a strip of sheet metal, usually thin gauge, which covers exposed joints in order to prevent water from entering the building. When replacing roofing materials, it is important that flashing be installed at appropriate points to prevent water seepage. Flashing should always be installed at **eaves, parapets**, gutters, dormer windows, chimneys, vent pipes, skylights, expansion joints, door and window openings, roof ridges, valleys, hips and changes in the pitch of the roof. Flashing should also be installed where the building and porch meet. On vertical walls flashing should be applied directly to the sheeting material under the siding with siding material applied over the flashing. Metal flashing should be in good condition. If original flashing is rusting through, badly deteriorated, or missing, it should be replaced. New flashing material should match the original.

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, 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 mouldings, 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. Ornamentation from other styles and periods, as well as other decorative features such as modern "colonial" fixtures or eagles, should be avoided. Appropriately sized vinyl lattice will be allowed underneath porches where moisture may cause wooden lattice to decay.

ENVIRONMENT

Alterations that require changes to the landscaping of a property must have a COA. If a change in the ground level is necessary for the installation of foundations, sewage or other systems, the MHPRC may require appropriate fill, grading or planting to return the area to its original appearance and to make it compatible with its surroundings.

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. The landscaping of backyards where there is not a privacy fence or where the fence is not as tall as the planted material at maturity.
4. 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

Inappropriate border materials include railroad ties and landscaping timbers that project more than 2" above the ground, rubber tires, and bottles.

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. Chain link, concrete block, louvre, split rail, stockade, and basket weave style fences are not appropriate.

The erection of any fence does require a COA. The removal of chain-link and other inappropriate fences does not require a COA.

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 piperail 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.

Also see Porches.

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.

The following guidelines shall apply to the development of new parking areas in the district:

1. The lot shall be no closer than twenty feet from the set back line. The set back line is twenty-five feet from the center of the street. Thus, the lot may be no closer than forty-five feet from the center of the nearest street.
2. A ten-foot buffer zone must exist between the parking lot and the building.
3. Entrance to the lot shall be from an alley if entrance from the street will damage brick sidewalks.
4. The parking area must be surfaced with an acceptable material such as asphalt, cement or dust-free gravel.
5. The lot must be buffered with an appropriately scaled picket fence a minimum of four feet in height, painted white, or a dense green evergreen hedge that will grow to a height of four feet and be dense enough to screen the parking lot from the street in two growing seasons (see drawings on page 22). The hedge must be maintained indefinitely.

Existing parking areas, when visible from the street, should be screened with appropriate hedges, plantings, or fences. Parking should be located at the rear of buildings.

The first drawing represents an unbuffered parking lot. This is not appropriate in the historic district.



The second drawing represents an appropriately buffered parking area.



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. Driveways between lots from the main east/west streets disrupt the balance of the streetscape and are not appropriate. Driveways off north/south side streets are sometimes acceptable if it is not necessary to drive over brick sidewalks to access the drive.

SIGNAGE

Signs can obscure a building's architectural features. They are also a visible part of the environment that can have an impact on the character of the district. Any signs located within the district should be sensitive to that character and should be in harmony with it. In order to ensure that all signs located within the historic district are compatible with the area's character and visual quality, the MHPRC reviews sign permit applications within the historic district for the following: location/placement, size, shape, lettering style, graphics, texture, color, materials, lighting, appearance of mounting fixtures, and overall visual impact.

Signs on residential structures, which are being used for commercial purposes, should not obscure the architectural features of the building. Instead, signs should conform with the building. Signs should be subordinate to the building and, where practical, should be flush-mounted to the structure. If signs are located on adjacent buildings, new signs should be aligned with those that already exist.. Signs should be mounted no higher than the top of the first floor of the structure. Projecting signs are discouraged since they tend to obscure building features that might otherwise be visible from the road. Exterior lighting for signs is strongly discouraged.

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.

Signs that do not require a COA include:

1. Real estate signs if they do not exceed 24" x 30" and if placed in the foreground of a property.
2. Temporary signs or banners announcing neighborhood-wide events.
3. Signs identifying a property owner as belonging to any neighborhood association provided the sign is not permanently affixed and is displayed on the inside of the window.
4. Temporary signs identifying a construction project and listing the names of those entities and

individuals participating in the project, providing the sign does not exceed 4 ft. x 4 ft. in size and is located within the boundaries of the project.

5. Temporary informational signs relating to the schedule of services or other pertinent announcements of a house of worship.
6. Temporary signs advertising political campaigns.
7. Historical markers or plaques that have been affixed to the facade of a qualifying structure.

EXTERIOR LIGHTING

When selecting exterior lighting fixtures, avoid modern fixtures that are made to look “colonial” or old. 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 of the following lighting requires a COA unless otherwise indicated:

1. General:

- a. An attempt shall be made to maintain the same quality of color and intensity of light throughout the district.
- b. The quality of light should be consistent with or should not conflict with existing or proposed street lighting.
- c. Light fixtures may be of contemporary or period design; brushed aluminum fixtures are inappropriate.
- d. All lights must be shielded so that the light flood is directed downward.

2. Free-Standing Lights:

- a. Are generally allowed at the rear of structures where there is no auxiliary structure.
- b. Lights should be attached to existing utility poles along alleys where illumination is not adequate to provide security.
- c. Free-standing lights must not exceed ten (10) feet in front yards and twelve (12) feet in rear yards.
- d. Free-standing lights should not conflict with street lights where the street lights are pedestrian-scale pole lights.



Appropriate Free-Standing Light

3. Wall or Ceiling (Porch) Mounted:

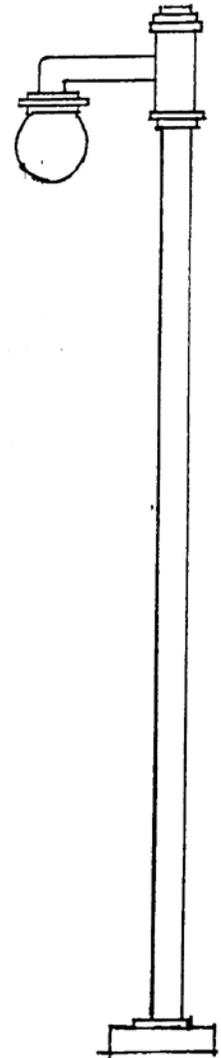
- a. Security fixtures should be located on the rear of principal structures or at the point of access on garages. In those cases where the garage is in close proximity to street lights, special restrictions on intensity and location of security lights may apply.
- b. Porch lights must be incandescent.
- . Wall-mounted fixtures should not be located higher than the first floor.

4. Foot or “Path” Lights:

- a. Lighted **bollards** less than four (4) feet high are considered as foot or “path” lights.
- b. Foot or “path” lights may be used in place of, but generally not in conjunction with, free-standing lights.
- c. Foot or “path” lights used to illuminate walkways are appropriate where setbacks are such that the street lights do not provide sufficient illumination for front walks.
- d. Foot or “path” lights may be used at the rear of structures where additional lighting is required between auxiliary and principal structures.

5. Parking Lots:

- a. Parking lots for commercial and multi-family facilities should be lighted with appropriate fixtures
- b. Brushed aluminum “cobra” head fixtures, similar to those used by the DOT, are inappropriate.
- c. Lights must not exceed twelve (12) feet in total height, including pole and luminaire.
- d. The intensity of light should be kept as low as possible to ensure security but prevent infiltration into surrounding properties.
- e. Lighted bollards are encouraged as appropriate means of illuminating parking lots.



*Appropriate Fixture
for a Parking Lot*

6. Façade Illumination:

- a. Façade illuminating lights are allowed for structures being utilized by social organizations, house museums, churches, or commercial operations. They require staff approval prior to installation. These lights are not allowed for residential structures.
- b. The lights must be appropriately screened so that the light fixture is not visible.
- c. For special neighborhood functions, temporary façade illumination does not require approval.

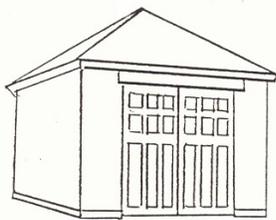
7. Seasonal Decoration:

a. Seasonal decorations, including lights, yard ornaments, and other exterior ornamentation, should be limited to the season for which it is appropriate. Generally, this means that such decoration shall not be put in place more than six (6) weeks prior to the holiday, nor shall it remain in place more than six (6) weeks after the holiday.

8. Satellite Dishes

a. Small satellite dishes will be allowed on the REAR of the structure, attached to the structure or in the rear yard, NOT on the roof, location must be approved by MHPRC PRIOR to installation. (adopted 1-16-03)

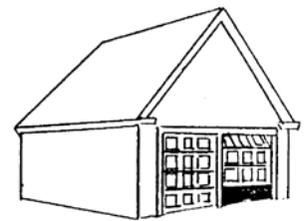
GARAGES AND OUTBUILDINGS



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

A simple utilitarian garage is built to be functional. Traditional building materials should be used and body and trim colors similar to those found on other houses should be used to improve the relationship of the garage to the existing structure. An old fashioned door can be used to help keep the garage from looking obviously modern. Deeper garages have less visual impact than wider or higher structures.

Building a garage in the same style as the house requires design skills and often costs more than building a simple structure. If this approach is chosen, features and materials found in the house should be used. Salvaged materials, including old windows, doors, siding or roofing, can help to improve the relationship between the house and garage.



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



Acceptable Shed Roofs

Standard shed kits are acceptable if they have either a shed or

gable roof (see illustrations). Sheds should be appropriately sided (see pages 12 and 13). Aluminum sheds are not acceptable. Sheds should be detached from the house and, if possible, placed in the corner of the lot.

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.

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 and Guidelines for Rehabilitating Historic Buildings

When evaluating proposals for changes within the district, 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

Documentation Requirements for New Construction

Plans for additions to existing structures and for the construction of new structures must go through the review process. All new construction proposals and applications for a COA must include the following supporting documentation:

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 such as:

- A. Location map: Scale - one inch (1") equals two hundred feet (200'). Showing all structures on the site and their relationship to the area.
- B. Site plans, plans, section elevations, and details at adequate scale to determine the intent of modifications, alterations, date, North arrow.
- C. Zoning classification/district requirements, parking requirements, the number of units, the maximum number of inhabitants, setbacks, and yard size.
- D. Locations of main and accessory buildings and their proximity to each other.
- E. Site plan showing vehicular and pedestrian circulation, including entrance and egress.
- F. Location and dimension of off-street parking, indicating number of autos, stall size and maneuvering lanes, service lanes and other service areas.
- G. If site is to be modified, show existing and proposed contours and modifications.
- H. 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.
- I. Landscaping, fence and wall location.
- J. Density for multiple family. Number of dwelling units per acre. Type of unit, number of rooms, area per unit, parking.
- K. Renderings, photographs, diagrams, elevations, perspectives, or other such drawings.
- L. Compatibility with adjacent buildings. Including height if addition or modification to existing structure or new construction, (gross floor area).

- M. 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.
- N. Other such information as the Historic Preservation and Rehabilitation Commission may require under the provisions of the ordinance.

APPENDIX C

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 1^{1/2} to 2^{1/2} 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 2^{1/2} 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 D

COMPATIBILITY FACTORS

IC 36-7-11-17

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 nondirectional 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 nondirectional character.

APPENDIX E

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.

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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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