

ARCHITECTURAL & DESIGN STANDARDS



The Massachusetts & College Avenue Streetcar, No. 48. Photograph taken 1881. Courtesy of the Bass Photo Collection, Indiana Historical Society.

ARCHITECTURAL & DESIGN STANDARDS

The Indianapolis Historic Preservation Commission (IHPC) grants approvals by issuing Certificates of Appropriateness or, in special circumstances, Certificates of Authorization (in the case of an inappropriate action approved for a special circumstance). The following sections contain the standard design guidelines for an Historic District. The IHPC will use the design guidelines when it reviews applications for Certificates of Appropriateness.

A state statute (I.C. 36-7-11.1) authorizes the IHPC to review and approve the following actions before they occur in a district:

- Construction of any structure
- Reconstruction of any structure
- Alteration of any structure
- Demolition of any structure
- Rezoning
- Variance of Use
- Variance of Development Standards

Unless otherwise stated in this plan, it is presumed that all actions related to the above seven items **MUST BE APPROVED** by the IHPC and it is presumed that related design guidelines are enforceable.

NOTE: A CERTIFICATE OF APPROPRIATENESS OR AUTHORIZATION FROM THE INDIANAPOLIS HISTORIC PRESERVATION COMMISSION (IHPC) MUST BE OBTAINED BEFORE RECEIVING ANY PERMITS OR UNDERTAKING ANY WORK TO THE EXTERIOR OF A BUILDING AND/OR PERFORMING SITE IMPROVEMENTS; OR BEFORE UNDERTAKING ANY ACTIONS THAT CONSTITUTE CONSTRUCTION, RECONSTRUCTION, ALTERATION, OR DEMOLITION; OR BEFORE IMPLEMENTING ANY LAND USES THAT REQUIRE A REZONING OR ZONING VARIANCE; OR ANYTHING OTHERWISE INCLUDED IN THESE GUIDELINES.

EXEMPTED FROM APPROVALS

The state statute allows certain categories of work involving the construction, reconstruction, alteration or demolition of structures to be specifically exempt from the requirement that a Certificate of Appropriateness be issued. Therefore:

ALL CONSTRUCTION, RECONSTRUCTION, ALTERATION AND DEMOLITION OF ANY STRUCTURE IN THE HISTORIC DISTRICT REQUIRES A CERTIFICATE OF APPROPRIATENESS FROM THE IHPC UNLESS SPECIFICALLY NOTED IN THE DESIGN GUIDELINES AS “EXEMPT.”

GUIDELINES FOR RENOVATING HISTORIC BUILDINGS

INTRODUCTION

Buildings identified on the Building Significance Map as contributing can be assumed to have historic significance. Work done to such buildings should be within the framework of these guidelines. Work done to a building identified as potentially contributing should also follow these guidelines if the building is found to have some historic significance.

These guidelines are intended to help individual property owners choose an appropriate approach to issues that arise when working on historic buildings. Before approaching the issues, it is helpful to have first chosen an overall approach to the entire project. Renovation approaches generally fall into one of the following categories:

Stabilization: A process involving methods that reestablish a deteriorated property's structural stability and weather tightness while sustaining its existing form.

Preservation: A process involving methods that maintain a property in its present state.

Rehabilitation: A process involving repairs and alterations to a property that adapt it to a contemporary use while preserving its historic fabric and character.

Restoration: A process that accurately recovers the appearance of a property at a particular period of time by removing later additions and/or replacing missing features.

Renovation: A generic term used to define all work that is meant to make new again.

The approach chosen will depend on factors such as the budget, the eventual use of the building, and the owner's personal objective. The guidelines are meant to indicate a range of alternative approaches that may differ depending on the overall approach chosen but which are, nevertheless, compatible with the character of the Chatham-Arch & Massachusetts Avenue historic area. Design standards and guidelines are not meant to restrict creativity but are meant to suggest appropriate approaches and to guard against unsympathetic actions.

The following quote and the fundamental concepts from The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (U.S. Department of the Interior, Washington, D.C. 1977) summarizes the importance of appropriate rehabilitation and bears repeating.

"Across the Nation, citizens are discovering that older buildings and neighborhoods are important ingredients of a town's or a city's special identity and character. They are finding that tangible and satisfying links to the past are provided by structures, shopping streets, and residential and industrial areas in their cities and towns that have survived from earlier periods. Often, however, these important buildings and neighborhoods have suffered years of neglect or they seem outdated for the needs of modern living. But with

thoughtful rehabilitation, many can be successfully revitalized. In rehabilitating older resources to contemporary standards and codes, however, it is important that the architectural qualities that have distinguished them in the past are not irretrievably discarded and lost to the future."

FUNDAMENTAL CONCEPTS

- Every reasonable effort should be made to provide a compatible use for a property that requires minimal alteration of the building or site and its environment, or to use a property for its originally intended purpose.
- The distinguishable original qualities or character of a building, structure, or site and its environment should not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
- All buildings, structures, and sites should be recognized as products of their own time. Alterations which have no historical basis and which seek to create an earlier appearance should be discouraged.
- Changes that may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance should be recognized and respected.
- Distinctive stylistic features or examples of skilled craftsmanship that characterize a building, structure, or site, should be treated with sensitivity.
- Deteriorated architectural features should be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
- The surface cleaning of structures should be undertaken with the gentlest means possible. Sandblasting, waterblasting, and other cleaning methods that will damage the historic building materials should not be undertaken.
- Contemporary design for additions to existing structures or landscaping shall not be discouraged, if such design is compatible with the size, color, material, and character of the existing structure and surrounding neighborhood environment.
- Wherever possible, new additions or alterations to structures shall be done in such a manner that, if they were to be removed in the future, the essential form and integrity of the original structure would be unimpaired.

ACCESSIBILITY

The City of Indianapolis—Marion County recognizes the need to accommodate and include persons with disabilities to the greatest extent possible. With regards to historic areas, the goal is to facilitate universal access for all persons without destroying a building's historic and architecturally significant materials and character defining features.

When modifying buildings to provide accessibility, the following guidelines should be followed.

RECOMMENDED:

1. The new element or alteration should have as little visual impact on the historic character of a building as possible.
2. For commercial facilities and public buildings, the accessible entrance should be the primary public entrance when possible to do so without resulting in a significant loss of historic materials and character.
3. If access to the primary entrance cannot be provided without threatening or destroying significant architectural features, access should be provided through an obvious and easily accessible entrance. Directional or notification signage should mark this alternate entrance.
4. Ramps should be carefully designed and located to preserve the historic character of the structure.
5. Materials for ramps should be compatible with the building. Wood ramps should be painted or stained to match the building.
6. Handrails should be made of metal or wood. Wire or cable handrails are not appropriate.
7. Lifts should be as inconspicuous as possible. If feasible, lifts should disappear into the ground, be built into another feature, or painted to match the adjoining materials.
8. Ramps, lifts, etc. may be screened with landscaping.
9. If an existing door opening is too narrow to accommodate a wheelchair and its alteration would significantly diminish the historic integrity and character of the building or result in the loss of a significant historic door, consider installing off-set door hinges to increase the effective width of the door opening without physically altering it.
10. Consider installing automatic door openers or frictionless hinges to make doors easier to open.
11. Temporary accessibility components should be:
 - reversible,
 - not destroy historic fabric, and

- be of materials and/or color that has the least visual impact on the historic structure.

NOT RECOMMENDED:

1. Unnecessarily covering significant architectural details or damaging or removing historic material.

NOTE: The American National Standard ANSI A 117.1 clearly defines the specifications for making a building and site safe and usable for persons with disabilities. The following sources may provide additional information regarding accessibility for historic buildings and sites:

- ADA Information Line—(800) 514-0301 or (800) 514-0383 (TDD)
- www.usdoj.gov/crt/ada/adahom1/htm
- Advisory Council on Historic Preservation—(202) 606-8503 or www.achp.gov
- *Preservation Brief #32: Making Historic Properties Accessible*—National Park Service—www.nps.gov

Note: The IHPC is not responsible for ensuring that applicants meet federal, state and local accessibility requirements. The recommendations in this plan are guidelines and are not descriptions of legal requirements regarding accessibility. Consult the local building code and state and federal laws and regulations to determine legal requirements for accessibility.

AWNINGS AND CANOPIES

Awnings or canopies can be both decorative and functional. They can add visual interest and character to a building and serve as an energy saver by regulating the amount of sunlight that enters a window. For clarification purposes, definitions are provided below.

Operable awning—An operable awning is typically made of a flexible material, like canvas, and is stretched over a metal frame. It is a functional awning that can be either open or closed and may be easily detached from a building.

Fixed awning—A non-operable awning, often made of wood or metal, that is permanently attached to a building.

Canopy—A canopy is usually made of wood or metal and is permanently secured to a building by steel rods.

RECOMMENDED:

General

1. Awnings should be traditional in style and proportioned to fit the window opening properly.
2. Canvas awnings are preferred. Materials that visually simulate canvas may also be appropriate.
3. The colors of the awning or canopy should reinforce the existing color scheme of the building or storefront.

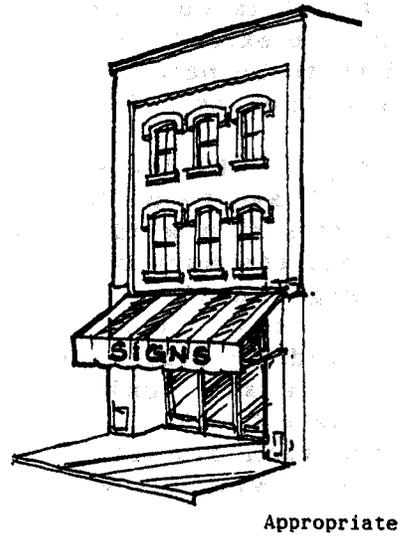
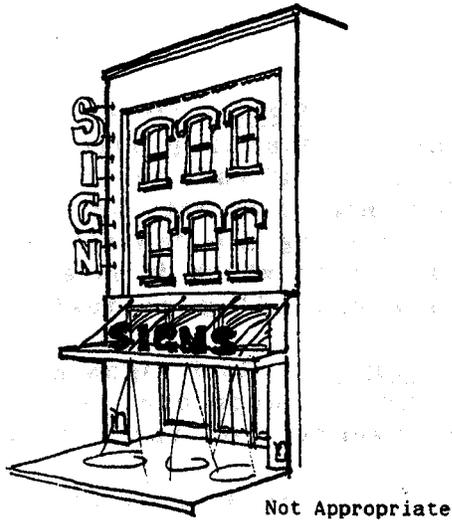
Commercial Buildings

4. On storefronts, awnings and canopies should reflect the façade configuration and the storefront proportions. The awning(s) should not overpower the building.
5. Awnings are good locations for storefront signage.
6. Awning should be considered on the upper floors of buildings.

NOT RECOMMENDED:

1. Covering important architectural features.
2. Obtrusive awnings or canopies that unduly detract from the streetscape.
3. Fixed metal (i.e. aluminum), vinyl or similar awnings that detract from the visual quality of a building.

4. Back-lit, internally illuminated, or flashing lights on awnings or canopies are considered inappropriate. Flashing lights may be considered for theatres and cinemas only.
5. Awning shapes or canopies that detract from the proportions and architectural style of the building.



DOORS AND DOOR OPENINGS

RECOMMENDED:

General

1. Original doors should be repaired and retained, or if beyond repair, replicated.
2. If an original door is lost, its replacement may be an old or new door compatible with the building style. New doors should be wood (unless the original door was of a different material) and should match the original in size, shape and proportion.
3. Transom windows and door trim should be retained or reinstalled if there is evidence of their original existence.
4. Wood storm and screen doors are preferred, especially on the front elevation. Aluminum or other metal may be considered if it is a full-view style; finished in a color to match the door or trim; fitted properly to the door opening with no spacers; designed to not obscure the primary door design; and contains no decorative details or simulated muntins.
5. Glass/glazing in doors and transom windows should be compatible with the building style. All new glass shall be transparent (clear) and shall not be tinted (colored), semi-transparent (frosted, etc.), or contain any decorative coming, unless documentation indicates such glass/glazing historically existed or if it is determined that such glass is appropriate based on a building's architectural style.
6. Hardware on a new door should be simple, unobtrusive and compatible with the building's style.
7. If the original hardware is missing from an historic door, replacement hardware should be compatible historic hardware, or unobtrusive and compatible new hardware.

Commercial Buildings

8. On commercial buildings, doors with aluminum frames with one large glass panel may be appropriate.

Garage Doors

9. Original garage doors that are significant to the character of a garage should be repaired and retained. If beyond repair, they should serve as a model for the design of replacement doors.
10. Replacement garage doors should be compatible with the garage design. Historic garage doors are typically wood, and therefore a wood replacement door should be considered.
11. When replacing a garage door, consider the design of the garage and its location.
 - Garage door facing streets. Careful consideration should be given to both design and materials. Door designs that evoke historic garage door, or include panels, windows and

traditional detailing are preferred. Wood is preferred, but use of synthetic materials may be considered if the surface can be painted and the finished visual effect appears the same as a wood door.

- Garage doors facing alleys. Traditional panel doors are preferred over plain, flush doors, although visibility from a street and simplicity of garage design may be taken into account when determining if a simple door is appropriate. Synthetic materials may be considered if the design and detailing is substantially similar to a traditional wood door and if the surface can be painted.

NOT RECOMMENDED:

General

1. Eliminating original or adding new door openings, especially on significant facades. Any new openings should be distinguishable from the original openings.
2. Sliding glass doors.
3. Glass/glazing that is tinted (colored), semi-transparent (frosted, etc.), or contains any decorative caming.
4. Door styles that evoke an era pre-dating the building.
5. Discarding original door hardware. If possible, it should be repaired and retained.

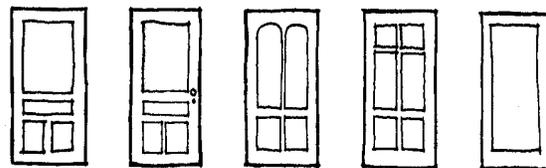
Commercial Buildings

6. Residential style doors on commercial buildings.

Garage Doors

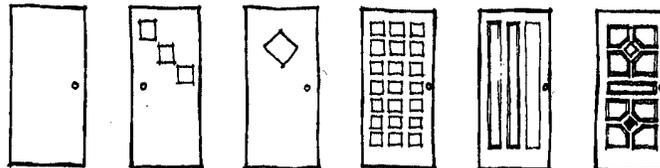
7. Altering the size of garage door openings or changing single doors to double doors unless there is a documented access problem.
8. Installing metal doors in historic garages.

APPROPRIATE ENTRY DOORS

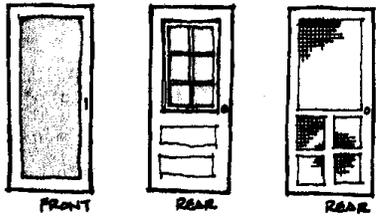


NOTE:
APPROPRIATENESS
DEPENDS ON
HOUSE STYLE

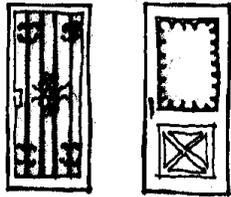
INAPPROPRIATE ENTRY DOORS



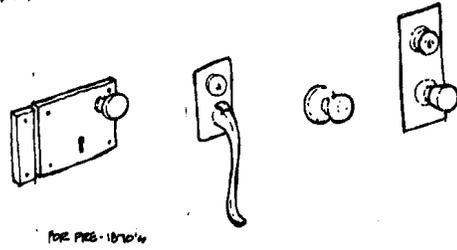
APPROPRIATE STORM DOORS



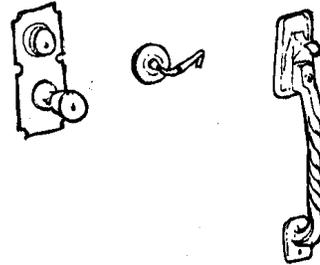
INAPPROPRIATE STORM DOORS



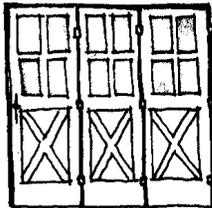
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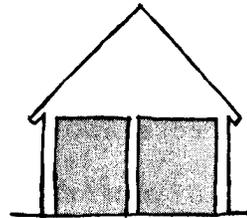
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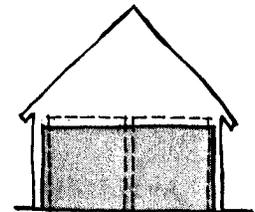
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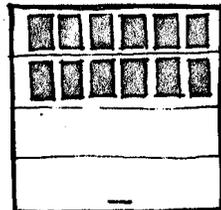
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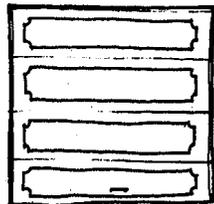
INAPPROPRIATE ALTERATION



MAY BE



INAPPROPRIATE



MASONRY

RECOMMENDED:

1. Damage to masonry is usually caused by movement or water infiltration. Causes should be identified and stopped before undertaking repairs.
2. If mortar is missing or loose, the joints should be cleaned out and repointed using a mortar mix which closely matches the composition, joint profile and color of the original. A high-lime content mortar should be used on soft historic bricks. No more than 20% of the lime should be substituted by white portland cement for workability.
3. Careful removal of mortar from the joints so as not to damage the brick edges.
4. Whenever partial or total foundation replacement is required, the new foundation walls should be faced in materials that match the original in appearance. Reuse of the original material on the face of the foundation is preferable.
5. Whenever replacement brick or stone is needed, use salvaged or new material which closely matches the original in size, color and texture.
6. Whenever masonry has been painted, it is usually advisable to repaint after removing all loose paint. Old paint which is firmly fixed to the masonry will usually serve as an adequate surface for repainting. Methods that attempt to remove all evidence of old paint can damage the masonry (softer masonry is more prone to damage).
7. Any cleaning should be done with the gentlest method possible and should be stopped at the first evidence of damage to masonry. Test patches should be used to assess the effect of any proposed cleaning method.

NOT RECOMMENDED:

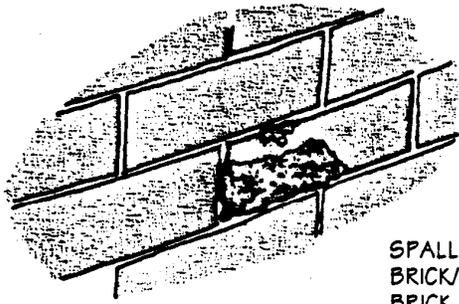
1. Replacing bricks, unless excessively spalled or cracked. Consider reversing a brick to expose its good surface before replacing it with a new brick.
2. Using what is commonly called "antique" brick. These consist of a mixture of bricks, in a wide range of different colors and types. Bricks on historic buildings were usually uniform in color.
3. Covering-over or replacing masonry simply to eliminate evidence of past cracks, repairs, and alterations.

4. The cleaning of dirt, grime and weathering from masonry surfaces is usually not necessary unless it is causing damage or is unsightly. In any case, the goal should not be to make the masonry look new. Old masonry neither can nor should regain its original appearance.
5. Power grinders. The mechanical equipment is cumbersome and even the most skilled worker will tire or slip and cause irreversible damage.
6. Sandblasting, high pressure water blasting (over 600 psi), grinding, and harsh chemicals.
7. Waterproof and water repellent coatings are typically not recommended because they are generally not needed and can potentially cause serious damage to the masonry. However, in certain cases, waterproof or water repellent coatings may be considered if the condition of the masonry justifies such treatment.
8. Covering masonry with tar or cement coatings.

TUCKPOINT WARNING! When repointing, or "tuckpointing," a historic masonry building, it is very important to use a soft lime mortar. Modern mortar mixes used today are often much harder and less permeable than historic soft lime mortars. Mortar used for repointing should be softer or more permeable than the masonry itself, and no harder or more impermeable than the historic mortar to prevent damage. Building stresses caused by expansion, contraction, or settlement are relieved by mortar, not masonry. Mortar that is stronger in compressive strength than the masonry will not "give," and causes building stresses to be relieved through the masonry walls. This results in permanent damage to the masonry, such as cracking and spalling, and cannot be repaired easily.

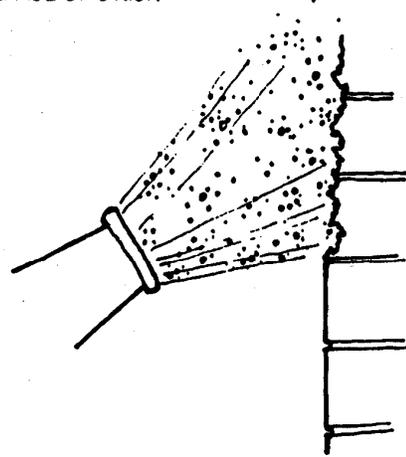
SANDBLAST WARNING! Sandblasting (and other forms of abrasive "grit" cleaning methods) can be extremely harmful and cause irreparable damage to masonry buildings. Sandblasting removes the hard, outer protective surface from brick or stone and exposes the masonry's porous inner core. This porous surface is extremely susceptible to water infiltration and erosion. In winter months, sandblasted masonry is particularly vulnerable to the freeze-thaw cycle, and can cause masonry surfaces to crack, spall, and delaminate.

"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." *The Secretary of the Interior's Standards for Rehabilitation.*

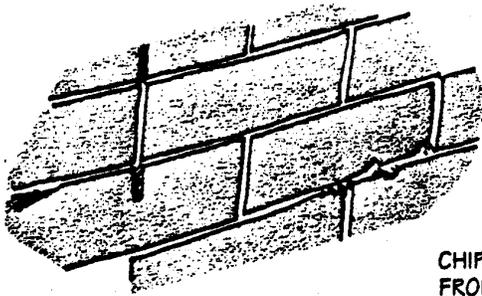


SPALLED
BRICK/MISSING
BRICK SURFACE

SANDBLASTING REMOVES
SURFACE OF BRICK



CARELESS USE OF A
POWER GRINDER OR SAW
TO REMOVE MORTAR



CHIPPED BRICK
FROM CARELESS
USE OF A CHISEL

PAINT¹

RECOMMENDED:

1. Gently remove all loose, flaking paint and clean the surface before repainting (see “Careful Cleaning” note below). It is not necessary to remove all old paint as long as it is firmly fixed to the surface.
2. Paint colors are essentially a personal choice. They are reversible, have no permanent effect and have usually changed many times throughout the history of a building. There are two general approaches that are appropriate for selecting a color scheme.
 - a) Identify through research the original colors and repaint with matching colors. Previous paint colors can be found by scraping through paint layers with a knife, analyzing the paint in the laboratory, or finding hidden areas which were never repainted.
 - b) Repaint with colors commonly in use at the time the building was built.
3. Consider using different shades of the same color when variation in color is desired but there is a danger of the color scheme becoming too busy.

NOT RECOMMENDED:

1. Any type of permanent coating systems, such as Liquid Vinyl Siding®, Liquid Siding®, ceramic coating systems, Rhino-Shield™, etc (see warning on next page).
2. Waterblasting and other forms of abrasive cleaning as a method of paint removal (see warning on next page).
3. Caulking under wood siding. Caulking prevents proper water evaporation and contributes to wood rot.
4. Monochromatic (single color) color schemes on buildings that originally had vibrant, multiple and contrasting colors.
5. Highly polychromatic (multi-color) color schemes on buildings that were originally painted with restraint and simplicity.
6. Painting any previously unpainted masonry surfaces.

¹ **DEFINITION:** Paint is an opaque coating generally made with a binder, liquid, additives, and pigments. Applied in a liquid form, it dries to form a continuous film that protects and improves the appearance of the substrate. Latex paints are composed of pigments suspended in water, whereas oil paints are alkyd resins thinned with products such as turpentine. Both oil and latex paints are considered appropriate for historic buildings.

Commercial Buildings

7. Removing historic painted wall signs (i.e. “ghosting”).

WATERBLAST WARNING! Waterblasting is not a recommended method of paint removal because it forces water deep into the wood. Weather conditions, such as high humidity or cold temperatures, affect the rate of water evaporation. Water forced deep into the wood may become trapped beneath a newly painted surface. This trapped water may cause paint to blister and peel, and can also cause damage to the wood substrate. To prep a wood surface for repainting, first hand scrape the wood to remove any loose or flaking paint. Then clean the surface by water washing with a garden hose and gently scrub using a mild detergent and a medium soft bristle brush.

PERMANENT PAINT WARNING! Permanent coating systems, such as Liquid Vinyl Siding®, Liquid Siding®, ceramic coating systems, Rhino-Shield™, etc. are different from traditional paint. These products are paint-like coating systems made from polymers and resins that emulate, but dry thicker, than regular paint. Such products were only recently introduced to the market, and their durability, resilience, and “repairability” is uncertain.

The IHPC does not consider these products to be appropriate.

PORCHES

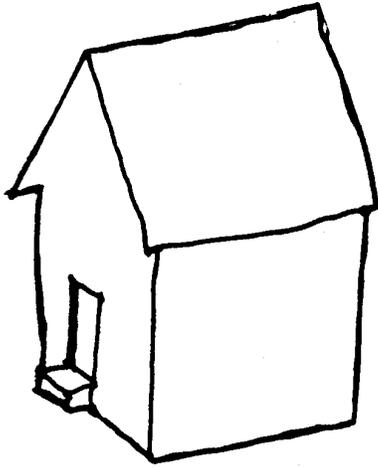
RECOMMENDED:

1. Repair and retain original porches.
2. If rebuilding is necessary due to structural instability, reuse as much of the original decorative details as possible.
3. Assess the significance of a non-original porch before considering removing or altering it. A porch added to a building at a later date should not be removed simply because it is not original. It may have its own architectural or historic importance and is evidence of the evolution of the building.
4. Original porch floors should be repaired or replaced to match the original.
5. If a porch is missing, a new porch should be based on as much evidence as possible about the original porch design, shape, and details. Check the following sources for evidence:
 - a) old photographs
 - b) historic Sanborn maps
 - c) paint lines defining porch roof outlines
 - d) paint lines defining porch post design
 - e) remnants of the porch foundation
 - f) similar houses in the neighborhood (helpful but not always dependable)
 - g) oral descriptions from previous owners
6. Where little or no evidence of the original porch remains, a new porch should reflect the typical porch of the era while being identifiable as a recent addition not original to the building.

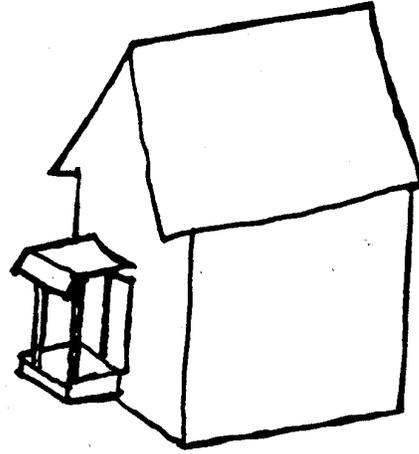
NOT RECOMMENDED:

1. Alterations to historic porches, especially on primary facades.
2. Replacing original stone steps.
3. Replacing original wood floors with concrete.
4. Placing new porches in locations which never had porches, especially on significant elevations.

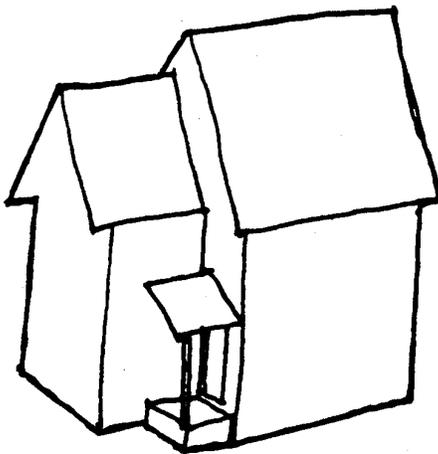
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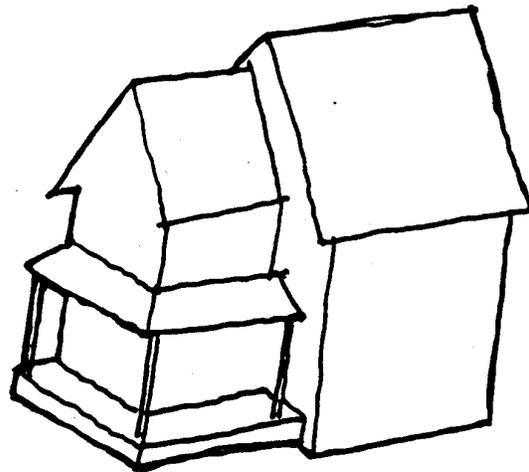
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ROOFS AND ROOF ELEMENTS

RECOMMENDED:

General

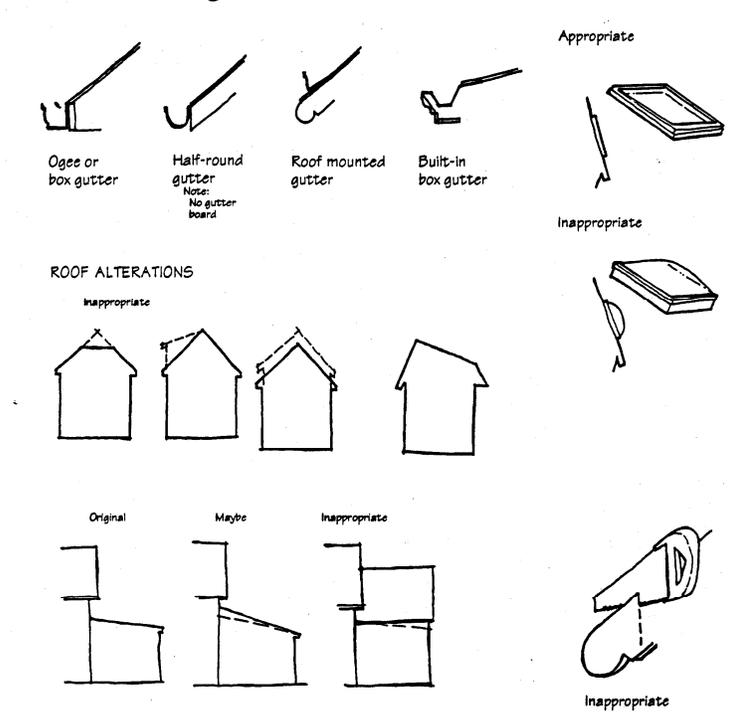
1. Original slate or tile roofs should be repaired rather than replaced. If replacement is necessary, new or imitation slate or tile is preferred. Consider retention of good material for installation on roof slopes visible to the street. If replacement with slate or tile is not economically possible, use asphalt or fiberglass shingles in a pattern or color similar to the original roof material.
2. Preferred colors for asphalt or fiberglass roofs are medium to dark shades of grey and brown. Solid red and green roofs are appropriate on some early 20th century buildings.
3. A flat roof that is not visible from the ground may be repaired or reroofed with any appropriate material, provided it remains obscured from view.
4. Adding a slope to a problem flat roof if it is not visible from the ground or does not affect the character of the building.
5. When evaluating the appropriateness of a rooftop deck, the following guidelines should be met:
 - a. The deck should be set back as far as possible from the building's front elevation and be as unobtrusive as possible.
 - b. The deck must be enclosed by a railing or fence that is simple in design and open in nature (a metal railing or fence is preferable).
6. A drip edge, if used, should be either prefinished or painted to match surrounding building materials.
7. Gutters and downspout should match the building body and/or trim color.
8. Repairs and retention of built-in gutters or reconstruction of the gutters in a similar configuration using alternative materials.
9. Where exposed rafter ends were original, roof mounted or half-round, hung gutters are preferred. Consider channeling water run off on the ground rather than installing gutters when none originally existed.
10. Flat surfaced skylights with frames that match the roof color may be considered if they are inconspicuous and do not alter the building's basic character.
11. Original chimneys that contribute to the roof character should be repaired and retained. If no longer in use, they should be capped rather than removed.

Commercial Buildings

12. Installation of mechanical and service equipment (such as condensers, transformers or solar collectors) may be installed on the roof where they are inconspicuous from view of the public right-of-way and do not damage or obscure character defining features.

NOT RECOMMENDED:

1. Alterations to the roof slope and shape unless past inappropriate alterations are being reversed.
2. White, light, or multi-colored shingles.
3. Rolled roofing.
4. The addition of dormers on roof areas that are significant to the character of the building.
5. Covering exposed rafter ends with a gutterboard or altering (cutting) decorative rafter ends to accept a new gutterboard.
6. Skylights on prominent roof slopes that affect the building character. Bubble style skylights break the roof plane and should be avoided.
7. Placing mechanical equipment such as roof vents, new metal chimneys, solar panels, TV antenna, satellite dishes, air conditioning units, etc. where they can be seen from the street or affect the character of the building.



SECURITY

RECOMMENDED:

General

1. Security devices that will not detract from the character of the building and surrounding area. Examples include installing locks on windows and doors, installing alarm systems, and installing lighting.

Residential Buildings

2. If a security door is necessary on residential buildings, security doors should; a) have as few bars as possible, b) be simple in design with no decorative details, c) fit the door opening exactly, without alteration to the door frame, and d) be painted to match the door it protects.
3. Fixed bars on the inside of basement windows because of their minimal impact to the character of a building.

Commercial Buildings

4. If a physical barrier is necessary on commercial buildings, consider interior rolling grills that can be pulled down at inoperative hours and reopened during business hours.

NOT RECOMMENDED:

General

1. Overly decorative security doors.
2. Closing up window or door openings.
3. Replacing basement windows with glass block.
4. Permanently fixed bars on the exterior of windows.
5. Replacing original doors with metal doors.

Commercial Buildings

6. Exterior folding gates on the front of commercial buildings.

SIDEWALLS (COMMERCIAL BUILDINGS)

Sidewalls refer to the side elevations of a commercial building. Many commercial buildings share sidewalls with an adjacent building(s), which is referred to as a “party” wall.

RECOMMENDED:

1. Restoration of ornate or finished sidewalls in the same manner as front facades.
2. New window or door openings may be considered in former “party” walls. Placement, size and style should be compatible without replicating original openings. New window and door openings in party walls are considered temporary since future development may occur on the adjacent site.
3. Painted signs on sidewalls that historically had such advertising might be considered provided the design evokes the character of historic sidewall signage.

NOT RECOMMENDED:

1. Using sidewalls for advertising or billboards.
2. Making old “party” walls appear as an originally finished, major facade.

WARNING—CONSULT CODE! Prior to installing new window and door openings in sidewalls, consult the Indiana State Uniform Building Code for restrictions.

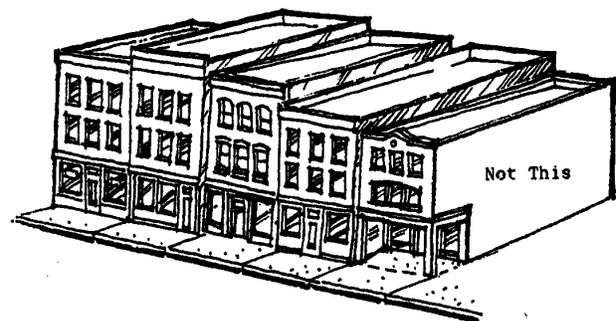
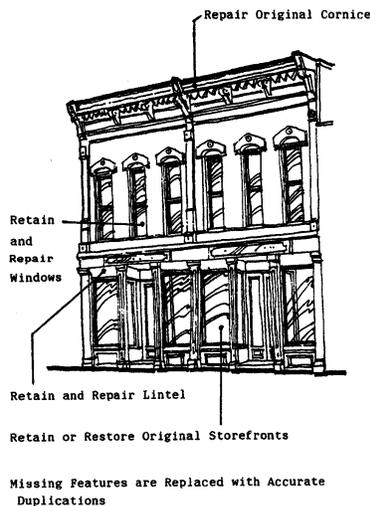
STOREFRONTS

RECOMMENDED:

1. Maintain the original proportions, dimensions and elements when restoring, renovating or reconstructing a storefront:
 - a) Retain or restore the glass transom panels, kickplates and entrances at their original locations and proportions.
 - b) Restore detail to the original, if evidence exists. Use simplified detail if original evidence does not exist.
2. If covered, consider uncovering the original lintel, support wall or piers to reestablish the storefront frame.
3. If original storefront is gone and no evidence exists, construct a new storefront that incorporates traditional storefront elements, such as display windows, transoms, kickplates, etc.

NOT RECOMMENDED:

1. Using elements typically found in commercial shopping strips that do not relate to the historic elements in the area.
2. Setting new storefronts back from the sidewalk and disrupting the visual order of the block.
3. Creating new storefronts that replicate non-documented "historic" facades or evoke styles that pre-date the building or that evoke other places.
4. Introducing mechanical equipment, e.g. air conditioners, in storefronts.



Storefronts are not set back from the Sidewalk

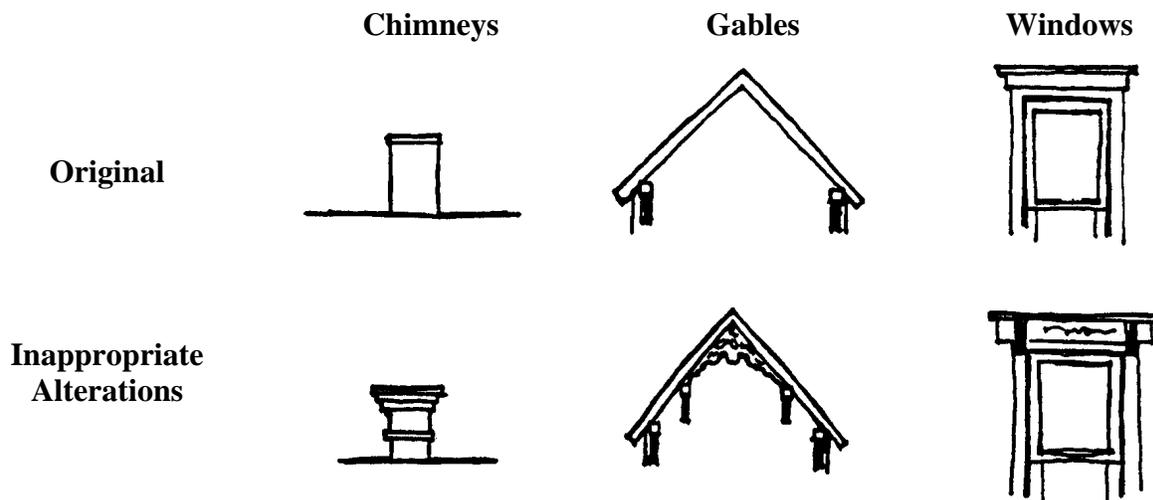
TRIM AND ORNAMENTATION

RECOMMENDED:

1. Repair and preserve the original cornice, trim and decorative elements, even if worn or damaged. Replace with a replication only if damaged beyond repair or if the material is unsound.
2. Missing decorative details may be added when there is evidence that they existed. Evidence can be found from old photographs, remnants left on the building, paint lines where parts were removed, nail holes, old notches and cut outs in siding and trim. Observation of details on similar historic buildings can assist but is not always conclusive.
3. New materials may be considered if they can be painted and the dimensions and the finished visual effect appears the same as wood.

NOT RECOMMENDED:

1. Fabricating a history that does not exist by using ornamentation that is foreign to a building or has no evidence of having existed.
2. Removing decorative elements simply because they are not original to the building. They may have significance of their own or are evidence of the evolution of the building.
3. Adding decorative details to parts of a building that never had such details. For example, window and door trim was sometimes different and more simple on the side, both sides or the rear of a building.
4. Covering up original details.



WINDOWS AND WINDOW OPENINGS

RECOMMENDED:

1. Windows on an historic building are important elements defining its architectural character and historic significance. Their original materials and features should be respected and retained. Replacement should only be done if necessary and if the replacement is similar to the original.
2. Historic decorative glass (art, etched, leaded, prism, stained, etc.) windows are particularly important architectural features. Every effort should be made to retain decorative glass windows and the utmost consideration and attention should be given to their repair. Replacement of decorative glass windows should only be considered when the window(s) are so deteriorated that repair is not economically feasible.
3. Window replacement should be considered only when one of the following conditions exists and can be documented:
 - a. The existing windows are not original and are not significant.
 - b. The condition of existing windows is so deteriorated that repair is not economically feasible.
4. Rather than replacing windows to attain energy efficiency, existing windows should be repaired and retrofitted using caulk, weather-stripping, modern mechanical parts, and storm windows. Some windows can be slightly altered to accept insulated glass.
5. If it is determined that window replacement is justified and the affected window(s) is a multi-light, a new true divided light replacement window(s) is preferred. New simulated divided light window(s) may be considered appropriate provided the following criteria are met:
 - a. The new window and muntins are solid wood.
 - b. The new window replicates the historic muntin pattern (e.g. a six-over-one window should be replaced with a new six-over-one window).
 - c. The new window replicates the historic muntin in size, shape, dimension, and profile.
 - d. The simulated muntins should be permanently affixed to both the inside and outside of the glass.
 - e. If the new window contains insulated glass, a spacer (or shadow bar) should be installed between the panes of glass to give the appearance of a true divided light window.
6. Frosted (translucent) replacement glass may be considered appropriate when the following conditions exist:
 - a. The affected window is on a side and/or rear elevation(s),
 - b. The affected window is not clearly visible from the street,
 - c. The alteration is reversible, and
 - d. There is a functional need for the frosted glass (i.e. privacy in a bathroom).
7. Storm windows should fit window openings exactly, without the use of spacers. They should

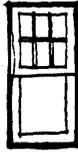
be painted, anodized, clad or otherwise coated in a color to match the existing windows or trim. They should be compatible with the window pattern (no simulated muntins or decorative details), should not obscure window trim and may be made of wood, aluminum, or other metal. Consider interior storm windows.

8. Original window trim should be preserved and retained. Only badly deteriorated sections should be replaced to match original. Decorative window caps or other details should be added only if there is evidence that they existed originally.
9. Exterior shutters may be installed if there is evidence that they once existed on a building, and then, only on those windows which had shutters. For evidence, look for old photographs, remaining hinges and hinge mortises.

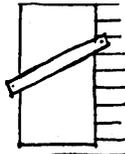
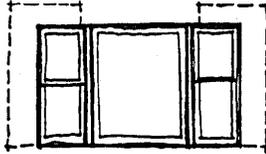
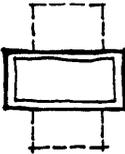
NOT RECOMMENDED:

1. Replacement windows not similar to the original in size, dimension, shape, design, pattern, and material. Examples, aluminum clad, vinyl extruded, or vinyl clad windows, simulated “snap-in” muntins, and tinted glass are not considered similar to original wood windows.
2. Creating new window openings or eliminating original window openings. This should be considered only when necessary and should be avoided on significant, highly visible elevations.
3. Installing decorative glass windows (stained, art, etched, leaded, prism, stained, etc.) where none historically existed.

ORIGINAL



INAPPROPRIATE REPLACEMENTS



INAPPROPRIATE STORM LOCATION

APPROPRIATE STORM LOCATION

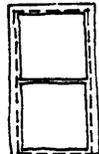
WINDOW



APPROPRIATE STORM



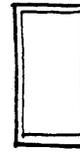
INAPPROPRIATE STORMS



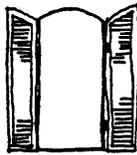
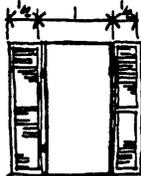
OVERSIZED



DOES NOT FIT WINDOW PATTERN



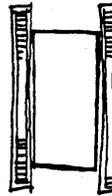
APPROPRIATE SHUTTERS



INAPPROPRIATE SHUTTERS



TOO SHORT
TOO WIDE



TOO LONG
TOO THIN

WOOD SIDING

RECOMMENDED:

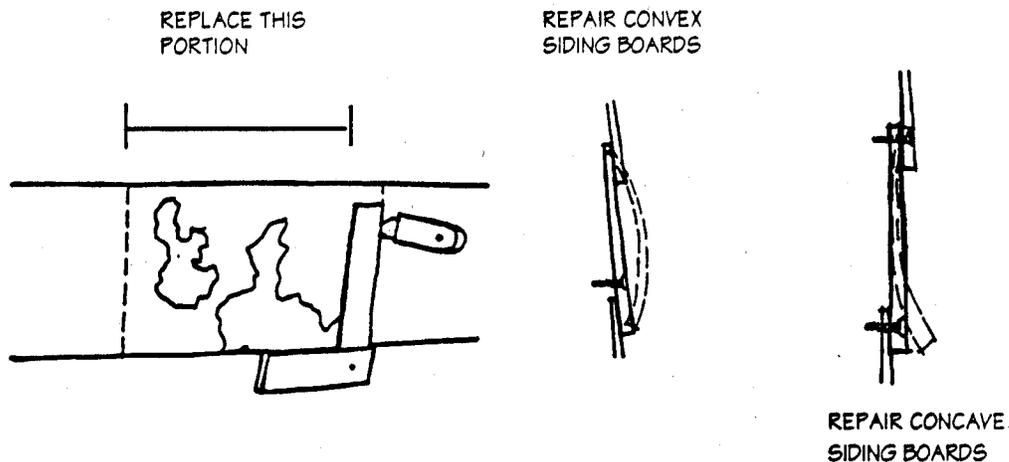
1. Unrestored wood siding may look beyond repair but may be in better condition than it looks. The preferred approach to wood siding is as follows:
 - a. Retain all of the sound original wood siding.
 - b. Repair and retain split boards by nailing and/or gluing with waterproof glue.
 - c. Leave concave or convex boards as they are unless there is a problem. If necessary, repair by carefully inserting flat screws in predrilled holes and gradually tighten.
 - d. Putty nail holes.
 - e. Rotten sections should be cut out using a saw, chisel or knife. The new piece to be inserted must match the original in size, dimension, profile, and texture. Only smooth sawn wood should be used. It may be a new wood board or a salvaged board.
 - f. Missing boards should be replaced with new or salvaged wood boards to match the original.
 - g. Siding should be primed and painted after removing all loose, flaking paint and gently cleaning the surface with a low-pressure water wash.
2. Replacement of original siding is generally justified only by documented problems with the material's structural condition. Aesthetic reasons generally do not justify replacement. As a rule, the following are conditions that generally do justify replacement:
 - a. Badly rotten wood
 - b. Boards with splits (especially multiple splits) that cannot reasonably be repaired
 - c. Burned wood
 - d. Missing wood

NOT RECOMMENDED:

1. Removing the original siding. Historic siding provides important physical evidence of a building's history and adds immeasurable value to a building's historic character. When historic siding is replaced with new wood siding, the irregularities that record the building's evolution through time and give it its character are lost. In short, the historic significance of a building where the original siding is removed is diminished. As a rule, the following reasons generally do not justify replacement:
 - a. To remove paint
 - b. To avoid repairs
 - c. To hide past or planned alterations
 - d. To increase energy efficiency
 - e. To restore the "original" appearance (to look "new")
2. If wood siding is covered by insul-brick, aluminum or vinyl siding, do not assume the original siding will need total replacement. Assess the situation only after total removal of

the covering material. Assessment based on partial removal may lead to the wrong conclusion.

3. If replacement of siding is justified (partial or total), avoid using any material other than real wood with dimensions, profile, size and finish to match the original. Hardboard, plywood, aluminum, vinyl or other synthetic or unnaturally composed materials do not look, feel, wear or age like the original and should be avoided. Generally, rough sawn wood is not appropriate.
4. It is neither necessary nor in many cases desirable to remove all old paint from wood. Methods to accomplish total removal of paint can be damaging to the siding and should be pursued with great care. The use of high pressure water blasting (over 600 psi), sandblasting, rotary sanding or a blow torch should be avoided.
5. Caulking under wood siding is not recommended. Caulking prevents proper water evaporation and contributes to wood rot.



GUIDELINES FOR RENOVATING NON-CONTRIBUTING BUILDINGS

Buildings identified on the Building Significance Map as non-contributing can be assumed to have little, if any, historic significance. Work done to such buildings should follow the guidelines in this section. Work that is proposed to a building identified as non-contributing is viewed somewhat differently than work done to a contributing building. The effect that a building alteration has on surrounding historic buildings and on the character of the area is the primary factor rather than the effect on the subject building itself. This different perspective results in a much greater latitude for change in non-contributing buildings than in contributing buildings.

RECOMMENDED:

1. Consider the following issues when planning major alterations to non-contributing buildings;
 - a. Does the building have good design features that should be kept, enhanced, or can otherwise contribute to the new design?
 - b. What are the prevalent materials, colors, heights, architectural features, etc. in the surrounding area?
 - c. What is the context of the building, i.e. historic buildings, non-historic buildings, vacant land?
 - d. Does the non-historic building have an aesthetic effect on any historic buildings?
2. Renovations, alterations and rehabilitation should use quality materials and craftsmanship.
3. New architectural elements added to a non-historic building should be of a simple design compatible with the building and not visually intrusive within the district.

NOT RECOMMENDED:

1. Materials, patterns and colors that directly conflict with surrounding historic buildings and the general character of its surroundings.
2. Altering a non-historic building to reflect an earlier time or another place.
3. Adding historic-looking features to a non-historic building to make the building look historic or of an earlier time period.