

# Preservation Guidelines

City of Huntington Historic Review Board

UB-100F Block Single-Site Historic District



U. B. Publishing Company, Huntington, Ind.

32 - 48 E. Franklin Street, Huntington, IN 46750

## **EXHIBIT B PRESERVATION GUIDELINES**

UB-IOOF BLOCK  
32-48 E. FRANKLIN STREET, HUNTINGTON, INDIANA

### **PURPOSE AND USE**

The purpose of the following Preservation Guidelines is to establish a standard of appropriate physical design to improve and maintain a certain quality of a given Single-Site Historic District. The City of Huntington Historic Review Board realizes that these guidelines cannot cover every situation but will make every effort to work with you, the property owner, in achieving the desired goals while also preserving the historic integrity of the UB-IOOF BLOCK Single-Site Historic District.

As the property owner of the UB-IOOF BLOCK, you must apply for a Certificate of Appropriateness (COA) and the City of Huntington Historic Review Board must approve and issue the COA **before the City issues a required permit and/or before any work begins** on any of the following changes to the property:

*demolition, moving, additions, new construction, reconstruction, alteration, exterior color changes, or any conspicuous change in the exterior appearance of the existing building, including windows, doors, fences, walls, signs and all exterior features.*

All work to the UB-IOOF BLOCK should conform to *The Secretary of the Interior's Standards for Rehabilitation*. When considering a rehabilitation project, or any work to your property, consult the City of Huntington Historic Review Board staff first for free advice on proper methods and materials, answers to your "how to" questions, and ways to save you money.

To apply for a COA or if there are any questions regarding these Guidelines or about work you wish to do to your building contact:

### **THE CITY OF HUNTINGTON HISTORIC REVIEW BOARD**

Community Development & Redevelopment Department  
Huntington City Building  
300 Cherry Street  
Huntington, IN 46750  
(260) 356-5146

### **CHARACTER-DEFINING FEATURES**

Character-defining features of the UB-IOOF BLOCK are elements that stand out and are important to the overall design of the structure and site. These include the building footprints; the masonry walls, parapets, and intricate brick and stone details (cornices, window hoods/lintels/sills, date/name/symbol tablets, quoins, water tables, pilasters etc.); the ghost signs visible on the rear (north) façade of the former U.B. Publishing Building; the historic windows with both clear and stained-glass panes and their openings; and any historically-appropriate storefronts, including transoms, doors, windows, and openings.

## ENVIRONMENT

### Site, Parking, and Lighting

New site work shall be appropriate to existing surrounding site elements in scale, type, and appearance. Confine any on-site parking to the rear loading dock area of the buildings. Period lighting is most appropriate; overhead, high-intensity lighting is discouraged. Keep plantings and other materials away from the building foundations.

## EXISTING STRUCTURES

### A. Accessory Buildings

Locate new accessory buildings in the rear and design so that materials and proportions are compatible with the existing buildings and surrounding features.

### B. Awnings and Canopies

An awning is a sloped projection from a building façade, historically metal with a cloth covering, while a canopy is a flat projection. Awnings shall be made of canvas or other durable fabric; the color shall complement the color of the building; any patterns shall be simple; the positioning shall be designed to complement other façade elements such as windows and doors and shall not detract from the integrity of those elements. Wood, wood shingles, concrete, fiberglass, plastic, aluminum, or other non-traditional materials are not appropriate; themed designs and backlights are discouraged.

### C. Building Materials

All attempts shall be made to retain exterior building materials. Deterioration of original wood materials shall be prevented through repair, cleaning and painting. Building materials that are deteriorated beyond repair and preservation shall be replaced with similar or like materials duplicating the original in design and style.

The original architectural detail around windows, doors, cornices, parapets, and water tables shall be preserved or replaced by replicas of the same design and materials when deteriorated beyond repair.

The brick masonry of the building shall be maintained, tuck-pointed, and properly cleaned when necessary. Mortar joints shall be repointed only when there is evidence of moisture problems or when sufficient mortar is missing to allow water to stand in the mortar joint. Original mortar shall be duplicated in composition, color, texture, joint size, method of application, and joint profile. Soft lime mortars are more appropriate than Portland cement mixes readily available today.

Brick and stone elements shall be cleaned only when necessary to halt deterioration or to remove stains and shall be done with the gentlest method possible, such as low-pressure water and soft bristle brushes, while protecting building materials not being cleaned. Never sandblast or use strong chemicals.

Do not paint, stucco, or apply siding to/over the brick and stone surfaces.

### D. Cornices

Cornices are an important element to historic commercial buildings because they form a visual “cap” on the building, give the building a unique identity, and contribute to the horizontal alignment of a streetscape. Generally, cornices are made of brick, metal, or wood. Existing historic cornices shall be retained and repaired; when deteriorated beyond repair or removed, the new cornice shall match the original in size, proportion, massing, and materials. When replication or repair is cost-prohibitive, a simpler design will be considered.

#### E. Mechanical Systems

Required mechanical systems should be placed in areas that will not change the appearance of the buildings. Early mechanical systems, including plumbing and lighting should be utilized whenever possible. Holes should not be cut through walls in areas that can be seen from the street to accommodate mechanical equipment.

#### F. Paint Colors

Painting shall be limited to wood and metal elements of the building, such as windows, doors, and storefront features; the painting of brick and stone elements is prohibited, with the exception of ghost sign preservation.

Although paint colors are reversible, have no permanent effect, and have usually changed many times throughout the history of a building, they are important in defining certain architectural styles and their elements. When applying for a COA, the Huntington Historic Review Board will assist you in choosing an appropriate color scheme. Repaint with colors commonly in use at the time the building was constructed. Consider using different shades of the same color when variation in color is desired; there is a danger of the color scheme becoming too busy.

#### G. Roof, Roofing, Gutters, and Downspouts

The original roof pitch, form, and shape shall be retained, provided it is not causing moisture problems to the building. Necessary changes to the roof pitch, form, and shape may be determined appropriate on a case-by-case basis, depending largely on how visible those changes will be at street level. Any architectural features that give the roof its essential character shall be retained. Nothing shall be done to change the essential character of the roof by adding architectural features or roofing materials inappropriate to the style of the building.

Preserve and repair significant gutters and downspouts. If gutters and/or downspouts have deteriorated beyond repair, new materials shall match the properties and appearance of the original. New gutters and downspouts shall not cover important architectural features. If box gutters are present and to be covered over, trim shall not be removed or destroyed.

#### H. Signage

Well placed and designed signage serve the purpose of attracting customers while complementing the distinctive architectural and visual character of the historic buildings. Historically significant signs, including ghost signs, shall be retained and preserved. Acceptable signage includes projecting, flush-mounted wall, painted glass, or transom signs. Signage shall complement and fit in with the existing facades in terms of color, composition, and materials. Signage shall not cover architectural elements or obscure the window display area of storefronts. Illuminated signs shall use an indirect lighting method, such as overhead or gooseneck lights; internally lit signs, fluorescent lighting, and spotlights are prohibited. Signage shall be simple and express a direct message using an easy-to-read font; light-colored letters on a dark background are preferred.

#### I. Storefronts

The storefront's configuration and proportion shall be based on historic documentation or appropriate historic designs relating to the building façade; for example, traditional storefronts were composed almost entirely of windows, providing maximum light and display. Appropriate materials include wood, cast iron, or anodized aluminum frames; bulkheads can be wood panels, polished stone, glass, tile, or aluminum-clad plywood panels. Prohibited materials include stone, fake brick, and gravel aggregates. Storefronts that have acquired historic significance in their own right shall be retained and preserved. Ornamentation shall be retained and repaired; if missing or deteriorated beyond repair, replacement materials shall match the original in appearance and properties. Storefronts shall not be closed down or subdivided. Inappropriate historical theme designs that create a false sense of history are prohibited (e.g. "wild west," "colonial," "frontier," etc.).

## J. Windows and Doors

Exterior windows and doors, including sashes, lintels, sills, hardware, and opening size shall be retained and repaired. If deteriorated beyond repair, elements shall be replaced to replicate the original design and materials, retaining the original hardware. If original design is unknown, new elements shall be appropriate to the style and period of the buildings. Aluminum and vinyl windows are not considered appropriate. True divided lights are encouraged; insert or pop-in mullions are discouraged. Transom windows may be of clear, tinted, beveled, etched, or stained glass. Display windows shall be transparent. Storm windows shall have minimal visual impact on historic windows; this can be achieved by painting the window, matching the location of the rails, and not covering detail. Original elements should not be discarded when they can be restored and re-used in place. New openings that would alter the scale and proportion of the buildings as viewed from the street shall not be introduced.

## **NEW CONSTRUCTION**

### A. Height and Proportion

The height and proportion of an addition to the original building or a separate building constructed on the site should be compatible with the original buildings in regard to façade proportion and window patterns; size, shape and proportions of entrances and porch projections; and roof forms. Additions or new buildings that would add height or change the scale and architectural character of the original buildings should not be constructed.

### B. Building Materials

Exterior materials used in additions or other new construction should be compatible in scale, texture, color, and their visual characteristics with the building materials used in the original buildings.

### C. Compatibility of Exterior Design

Additions and new buildings constructed on the site should be designed to be harmonious in style but visually different from the existing buildings. Contemporary designs that take into consideration the surrounding site, building materials, height, and proportion of existing buildings (as described above) are encouraged. The style of additions and new construction will develop as a result of implementation of the aforementioned criteria.

## **ROUTINE MAINTENANCE**

Every effort shall be made to keep the site and buildings in a safe, neat, and well-maintained condition. Normal measures of routine maintenance should be undertaken in order to ensure the preservation of the property.

## **PRESERVATION OBJECTIVE**

The subject structures, exterior features of the site, and architectural and historic character thereof shall be preserved as a significant resource of Huntington and Huntington County according to the standards set forth above. The UB-IOOF BLOCK is identified and designated as a Huntington Single-Site Historic District.