

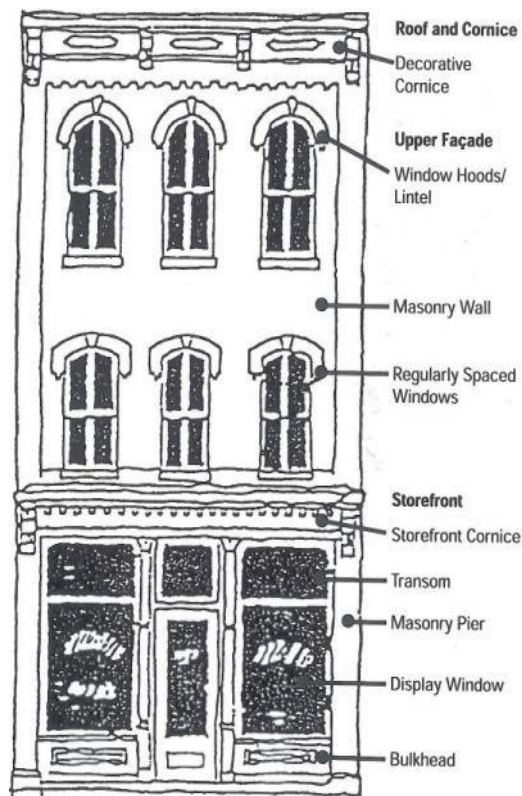
# Kirksville Downtown Design Guidelines

## *Suggestions for Existing Building Renovations*

The following Downtown Design Guidelines are being published for the use of property owners who are interested in retaining the historic look and architecture of their buildings in downtown Kirksville.

These tips and guidelines are not a city law or ordinance. It is for those who would like suggestions or advice on what architectural features are important and what details should be retained, or how to modify sections, in order to keep a historic area intact.

Typical building components:



1. Storefronts
  - a. Continuous storefronts are strongly encouraged even where offices and restaurants occupy the first floor spaces.
  - b. Whenever possible, existing historic storefronts should be refurbished or restored.

- c. Alterations to an original storefront may be retained if they are well designed and constructed.
- d. When a new storefront is required, it should be constructed of materials similar to those of historic storefronts (i.e., metal or wood frames and glass) with proportions, heights, and profiles that are appropriate to prevailing existing storefronts.
- e. The storefront should be designed to fit inside the original framed opening and not extend beyond it. To emphasize this feeling of containment, a storefront might be set back slightly (6 to 12 inches) from the front, or the entrance area may be further recessed also increasing the window display area and providing a semi-protected vestibule.
- f. The approach to replacement of historic doors and windows should be prioritized as follows:
  - (1) repair of historic materials
  - (2) replacement with same type of materials, and as a last resort,
  - (3) replacement with similar or like materials



## 2. Entrances

- a. Historic entrance doors should be retained and restored on buildings which are designated as landmarks or which have the potential to be designated as landmarks. Attractive durable hardware including brass door pulls and kick plates should be added to the overall appearance of the front entrance.
- b. Double entry doors and pairs of doors were common and are encouraged.

- c. Replacement doors should be constructed of the same material and be similar in size, proportion, and appearance to the original. Wood doors are encouraged.
- d. In the case of new storefronts in existing storefront areas, entry doors should be constructed of wood with a large glass panel. Contemporary doors such as flush doors are not appropriate to the style of a historic building. Doors with moldings, cross bucks, or window grills are more residential in character and are not appropriate.
- e. Recessed entrances should be retained or restored. New storefronts in existing commercial areas should be constructed with an appropriate recessed entrance.



### 3. Display windows

- a. Original size, division and shape of display windows within the overall storefront frame should be preserved. Glass should be transparent.
- b. Darkly tinted windows and mirrored windows that block two-way visibility are not historic and are highly not desirable.



**DO**



**DON'T**

The building on the top displays good placement of windows, and follows the rule that windows on top floors should be smaller than 1<sup>st</sup> floor windows. It also includes attractive display windows.

The building on the bottom has a mixture of different style windows that gives the building an unorganized look.

4. Transom windows
  - a. Transom windows should be restored to glass. They may be clear, beveled, leaded, etched, or prism glass. The area can also be used for signage, painted on the glass. Any existing prism glass transoms should be retained.
  - b. If a ceiling has been lowered, dark painted panels can be placed behind transom windows to simulate transparency and depth.
  
5. Bulkheads
  - a. Original bulkhead materials should always be retained, maintained, or uncovered when possible.
  - b. If new bulkheads are required, they should be a material appropriate to the particular storefront and structure. Typically, bulkheads were constructed of wood panels, polished stone, glass, tile, or stone. New bulkheads should be at the same height as the originals and should be compatible with surrounding storefronts.
  - c. Simplified bulkheads may be provided for newer storefronts.
  
6. Storefront cornice
  - a. Storefront cornices should be restored. Traditional materials such as wood, sheet metal, or sometimes a horizontal supporting steel beam served as the storefront cap.
  
7. Side piers
  - a. Side piers should be maintained or restored. Where new side piers are necessary they should be constructed of the same material as the upper façade, or occasionally a contrasting masonry material, if appropriate to the particular building.
  
8. Awnings
  - a. Traditional shed type cloth awnings with a valance are encouraged.
  - b. Awnings may be fixed or retractable. Awnings should not be shiny, synthetic materials. The awning materials should be of cloth or canvas. Barrel vault, semi-circular or umbrella forms are not desirable, nor are aluminum, wood, or plastic materials desirable for the awnings themselves. Aluminum or painted steel are probably necessary to be used for the framing materials.
  - c. Signage on the valance part of the awning is acceptable. Check with the codes department to make sure your application complies with the sign ordinance.

- d. Awning installations should not damage or obscure significant existing building features. Awnings should cover less than one-third of the storefront window; they may be positioned above or below transom windows, but should be compatible with surrounding buildings.
- e. The fixed metal canopies installed in the mid-1970's that exist in the downtown area as of 2012 are not historic and are not encouraged for rehabilitation or re-use. Some of these are poorly attached to the buildings, and if used, should be inspected thoroughly. These metal canopies cover up architectural and historic features of the original buildings and are not compatible with the efforts to restore buildings and to emphasize those historic features.

#### 9. Masonry Walls

- a. Masonry wall surfaces that are in good condition, and have not been painted, should remain unpainted.
- b. Sandblasting, high pressure water washes, and other abrasive cleaning methods should not be undertaken because of the potential for irreversible damage to the building material and possible damage to the building envelope.
- c. The use of waterproof or water repellent coatings on masonry walls is discouraged, unless applied to solve a specific problem.

#### 10. Tuckpointing/Repointing

- a. Masonry walls and other masonry features should be repaired by repointing the mortar joints where there is evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose bricks, damp walls, or damaged plasterwork. This work should be limited to only what is necessary and should not include removal or repointing of sound material. The true cause of deterioration should be identified and corrected first before masonry repair is undertaken. Irreversible damage can be done to buildings when Tuckpointing is undertaken in the wrong manner.
- b. Only tuckpoint those areas that need to be repaired. Power saws should be used sparingly and cautiously to remove old mortar. Power saws should never be used where mortar joints are less than 3/8 of an inch thick.
- c. New mortar should match the historic mortar in composition, color, texture, and detailing, as best possible. It should be softer (in compressive strength) than the brick and it should be as soft or softer than the historic mortar.
- d. Proper tooling of finished joints should match the old joints.

## 11. Siding

- a. Siding is strongly discouraged on all masonry structures in the downtown area, even cement block.
- b. Where siding was installed over masonry in prior years, owners are encouraged to remove the siding and restore the original masonry.

## 12. Painting

- a. If a brick façade was originally painted, it should remain painted. Normally, the previous paint type should be used.
- b. If a brick façade has never been painted, it should not be painted.
- c. Colors should be complementary with surrounding buildings. Color should be used to tie building elements together. This is usually most successful when a maximum of three colors is used. Elaborate color changes placed on decorative surfaces is neither historically accurate nor aesthetically desirable.

## 13. Roofs

- a. Roofs that are visible from a public right-of-way should be of a style and composed of materials appropriate to the historical period of the building. It is desirable that no new visible roofs or decorative representations of roofs should be added to historic facades unless there is a historic precedent and proof of a pre-existing condition. Non-visible roofs are open to any type of material to be used, in the owner's discretion.
- b. Roof materials which are a distinctive part of the architectural style, historic character, and visual appeal of a building should be repaired or replaced with identical materials, when necessary and possible.

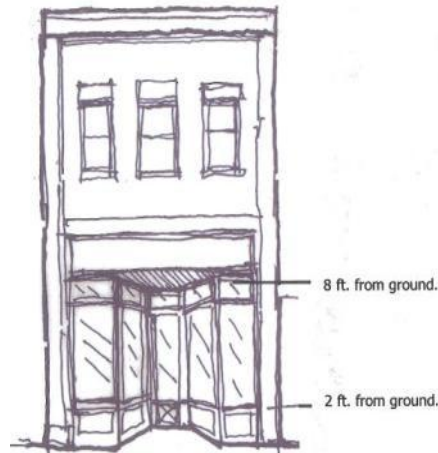
## 14. Cornices

- a. Older cornices were typically made of one or more of the following materials: sheet metal, wood, brick, stone, cast stone, or terra cotta. Cornice repair or replacement requires the selection of appropriate replacement material, proper fabrication, and watertight installation.
- b. Restoration of historic cornices is highly encouraged. Even relatively humble cornices of clay tile or stone should be cleaned or repaired so that they offer a contrasting "cap" to the building façade.

## 15. Building Name

- a. Many buildings originally had a decorative pediment that gave the name of the building or block. Where appropriate, these pediments should be

re-established.



Appropriate window heights for a storefront.

## 16. Upper Story Windows

- a. The size, proportion, placement, and style of windows combine with the solid masses of the exterior façade to establish balance and create visual harmony in the building exterior appearance.
- b. Upper story windows should not be blocked in.
- c. If a window is missing or has deteriorated beyond repair, the replacement should match the original window. Replacement windows should always fill the entire opening and duplicate the original type of sash, pattern of light divisions and profile. For example, a double-hung sash window should not be replaced by a single fixed pane of glass. Windows and shutters not in keeping with the style of the building should not be used.
- d. Window materials should match original materials.
- e. Storm windows may be used to conserve energy. Storm windows should conform to the size and shape of the original opening and match the color of the sash. Building owners should consider interior storm windows, which may be more practical to install and maintain.

## 17. Shutters

- a. Shutters are generally discouraged unless there is historic evidence that shutters were once present on the building. If such evidence exists, shutters should be sized appropriately.
- b. Shutters should be of wood materials.

Have questions? The Kirksville Historic Preservation Commission (KHPC) has several members that may be able to answer specific questions for you. These members are:

*Phillip Biston*

*Tony Fajkus*

*Carol Kellum*

*Betty McLane-Iles*

*Derek Miller*

*Ken Shook*

*Cole Woodcox*

***Also, for your convenience, please feel free to contact the Kirksville Codes Department on the 2<sup>nd</sup> floor of City Hall at 660-627-1272 for more information regarding these guidelines. Thank You!***