

### General Information

This revision of the city's Historic District Guidelines marks thirty years since it first enacted an ordinance to create the historic district. In 1985, concerned citizens, along with the Mayor and City Council members took the first steps toward the preservation of the city's historic resources, which included both commercial and residential properties. In so doing, the city combined its five National Register Historic District listings into a single historic district overlay. That overlay became known as the Shelbyville Historic District. Since that time, the historic district has been expanded to become more inclusive and there are now several hundred individual resources within its boundaries (see figure 1).

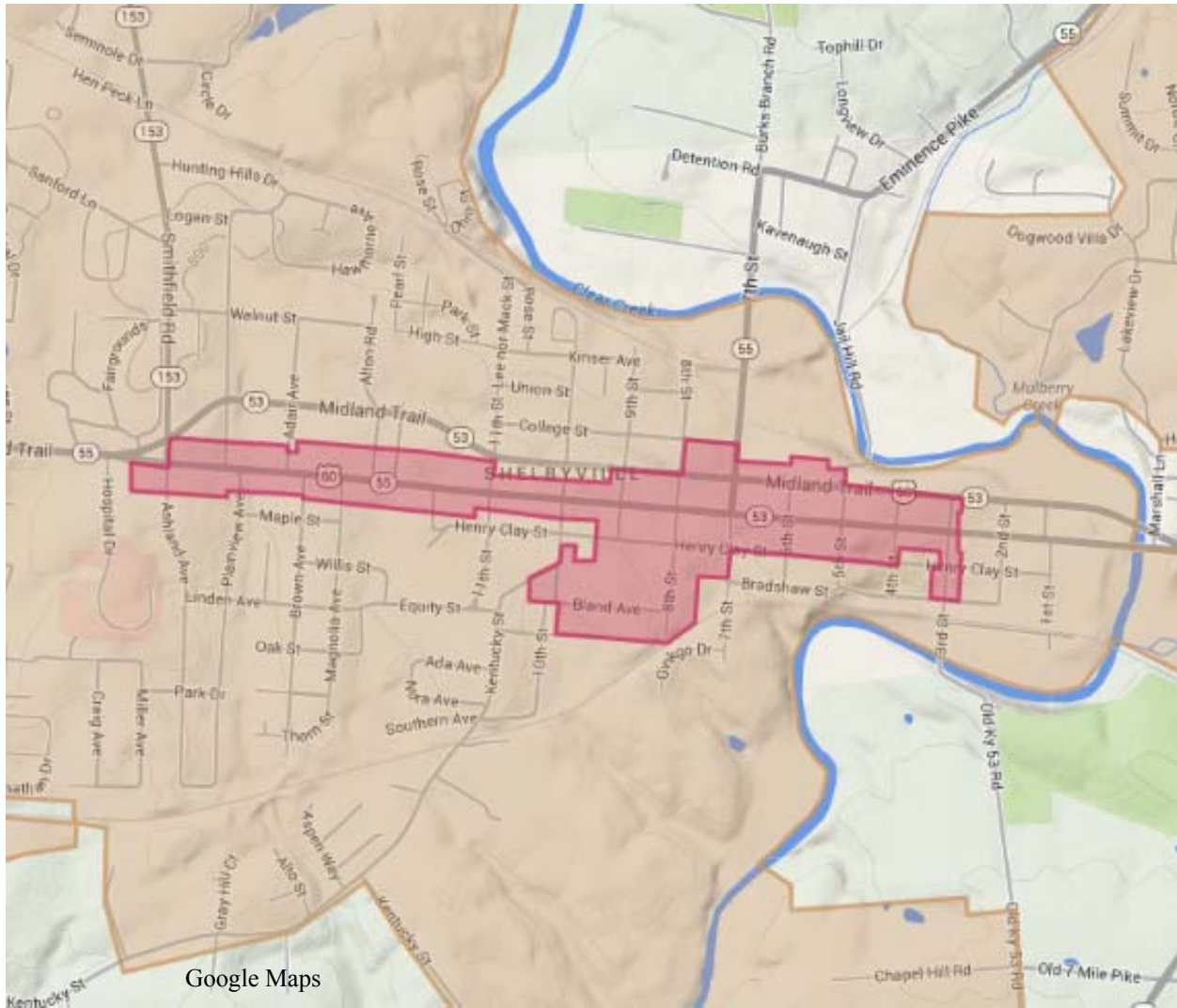
At that same time, the city adopted a set of design guidelines to regulate changes to individual properties within the district in a way that helped to maintain the historic character of the structures and their environs. The guidelines followed the National Park Service Standards for Rehabilitation and those standards form basis for how communities all over America implement design review. Following a national set of standards means that preservation and restoration efforts across the country are consistent and thorough enough to ensure our collective historic resources are properly maintained for generations to come. Shelbyville is no exception!

Over time it has become necessary to revise the Historic District Guidelines as a way to keep up with changing conventions within the field of historic preservation. The intent of these revisions is to draw clear distinctions between commercial and residential property types. Additionally, these revisions have been expanded to include more detailed information for various types of undertakings.



Shelbyville has a long history associated with many different aspects of life and culture. Much of the architecture associated with that history has been lost over time.

## Part 1: Introduction and Overview



Map Showing the Historic District Boundaries

1/2 Mile

### Boundary Description

The historic district overlay area encompasses the commercial and residential core of the city from east to west and is generally bound beginning at a point from the corner of 3rd and Washington Streets west down to Smithfield Road; then south to West Main and returning east to 10th street; then south on 10th to Bland Avenue and back east to 8th Street; then north to Clay Street and east to 3rd Street.

To know for certain if a specific property is in the historic district please contact the Historic District Commission office.

**DESIGN REVIEW PRINCIPLES AND APPLICABILITY**

The following design principles, standards, and criteria shall apply to all projects proposed within the boundaries of the city's Historic District.

1. These guidelines serve to establish criteria for city staff and Historic District Commission members in evaluating applications for a Certificates of Appropriateness (COA). They also serve as a guide for property owners in formulating their projects.
2. These guidelines apply only to the exterior of buildings and to portions of existing and proposed buildings that would be visible at the pedestrian level from public rights-of-way, including alleyways.
3. Staff uses these guidelines to review proposed projects in a consistent, fair and timely manner. If staff believes a proposed project does not meet the intent of the guidelines, the applicant may appeal (see Application Denials and Appeals Process on page 7).
4. Given the architectural variety and multiple building uses in the Historic District area, review of proposed alterations and new construction is conducted on a case-by-case basis.
5. Nothing in this document shall be construed to prevent the routine maintenance or repair of any exterior elements of any building or structure, nor shall anything in this document be construed to prevent the construction, reconstruction, alteration or demolition of any such elements which the City of Shelbyville shall certify as required for public safety.
6. Buildings that contain original, character-defining features shall be more carefully reviewed than those buildings that do not retain their architectural integrity.
7. While economic costs are not a primary factor in the review process, economic cost will be considered in relation to the adherence to these guidelines.
8. Individual guidelines are often stated in absolute terms such as... "Buildings shall be constructed to zero front and side lot lines." Just as compatible design consists of individual building elements in a larger building envelope, these design guidelines are viewed as a collective document and not as independent statements.

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9. It is understood that a project might not meet every guideline in order to conform to the document's intent.
10. It is not the intent of this document to require existing buildings to always be in full compliance with these guidelines. Existing buildings that contain nonconforming elements are encouraged to make alterations that will improve the overall appearance of the building. As non-conforming buildings are altered, the proposed alterations shall be in compliance with this document.
11. Designs and changes approved or rejected elsewhere in the Historic District do not necessarily act as a precedent for other designs or changes under consideration. All proposals will be considered individually based on their own merit and unique situation within the zoning district.
12. City Staff and the Historic District Commission have the authority and discretion to examine the whole situation, or extenuating circumstances, and approve projects that do not meet the letter of these guidelines. Where exceptions are granted, staff will clearly document the reasons.
13. Staff and the commission will attempt to be consistent and non-arbitrary in rulings pertaining to Certificates of Appropriateness.



3rd Shelby County Court House,  
circa 1909.

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Owning property within Shelbyville's Historic District is a privilege and a responsibility. Property owners are relied upon to help preserve and protect Shelbyville's historic and architectural resources which serve as visual reminders of our history and heritage. Owners of a property within the District can benefit from:

- generally increased property values;
- matching funds for restoration (when available);
- the availability of professional design guidance;
- protection from destructive planned change;
- federal and state tax programs for rehabilitation;
- and locally available technical information.

### The Historic District Commission and the Review Process

The Shelbyville Historic District Commission was established by the Shelbyville City Council to oversee the regulation of changes for landmarks and properties in the Historic District and to designate additional landmarks and Historic Districts within the city. The Commission holds public meetings every second Tuesday of the month at 5:30PM at 627 Main Street. A completed application must be submitted to the Historic District Commission ten days prior to the regular meeting. Applications are available at the Historic District Commission office.

Seven members of the Commission are appointed by the mayor, approved by the City Council and serve without compensation. All members have a demonstrated interest in historic preservation. (At least two members must have training or experience in a preservation-related profession, architecture, history, archaeology, architectural history, planning or a related field.) The Historic District Coordinator is the Director of the historic district overlay must have professional expertise in historic preservation or a closely related field. The Director assists the Commission by providing technical advice, helping in the administration of the ordinance and assisting property owners with applications to the Commission.



The "Manse House" (1872) was restored by the city and it serves as the Historic District Commission office at 627 Main Street.

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### **Rules of Practice and Procedure for the Historic District Commission**

- All applications to the Commission for Certificates of Appropriateness (COA) shall be in writing on forms provided by the Commission. Forms can be obtained at the Commission's office. The form indicates the information needed by the Commission to evaluate an application.
- Public meetings shall be held at places designated by the Chairperson of the Commission. The monthly meeting is regularly scheduled for the second Tuesday of each month at 5:30 PM at 627 Main Street.
- Notice of hearing to the applicant shall be by mail, e-mail, phone call, or other agreed upon means of communication.
- Cases scheduled for a review shall be heard in the order in which they appear on the agenda, unless the presiding officer for good cause directs otherwise.
- When a matter is set for public meeting, the matter should be heard, even though no one in favor of, or in opposition to, the application appears at the hearing, unless the presiding officer directs otherwise.
- Meetings will be held before a quorum of the Commission.
- Each person who speaks at a public meeting shall identify himself/herself and their address and shall thereby become a party of record.
- Each public meeting shall be conducted in the following order:
  1. If there is a staff report on pertinent data, it shall be read by a staff member.
  2. A staff member or member of the Commission shall read any report resulting from consultation with other governmental agencies.
  3. The applicant or their representative shall make a statement concerning their application and present relevant evidence in support of the application.
  4. Other persons in favor of the application shall be heard.
  5. Those persons opposed to the application shall be heard and present relevant evidence in opposition.
  6. The applicant or their representative may be heard in rebuttal.

### **Rules of Practice and Procedure for the Historic District Commission (cont.)**

- In a meeting at which the issue is the denial of a COA the applicant carries the burden of persuasion.

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- Minutes of all meetings will be written and available to any interested persons. They may be obtained from the City Clerk or the Historic District Commission staff member.
- The hearing shall be fairly and impartially conducted. The presiding officer shall make determinations as to the relevance of evidence.
- At all times prior to the meeting and during the meeting, the Commission shall work with the applicant to find a mutually agreeable method of completing the proposed changes.
- These rules shall be published and furnished upon request.
- Each Commission member shall attend a minimum of one educational meeting per year approved by the State Historic Preservation Officer.

### **Application Denials and Appeals (Adopted June 9, 1987)**

1. The Commission shall hold a public meeting on each Certificate of Appropriateness within 30 days after a completed application is received.
2. The commission shall make a decision within 45 days after the receipt of a completed application. This may be extended to 60 days when the application is for demolition or new construction.
3. Following a denial of an application there shall be a 90 day negotiation period during which period no appeal may be taken. During this time the applicant and the Commission shall negotiate to find an alternative which would comply with the district guidelines.
4. The applicant shall have a direct appeal to the Circuit Court from a Commission decision regarding a sign.
5. On all other applications, the applicant must first appeal to City Counsel. The appeal must be filed with the City Clerk within 30 days after the expiration of the 90 day negotiation period. City Council shall render a decision within 45 days or if the decision is adverse to the applicant, the applicant may appeal to the Circuit Court.

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### Checklist for Changes

It is useful for property owners to know that no Historic District Commission approval is required for the repair and maintenance of any exterior building features when the work exactly reproduces the existing design and is executed in the existing materials.

In an effort to simplify and hasten the review process, certain items of work to properties within the district may be approved by the staff. Such items include (but not limited to):

- General maintenance to existing materials;
- Maintenance to rear ground level decks that do not require alteration;
- Rear yard fencing not visible from the street;
- Tree planting, pruning, trimming and general landscaping;
- Masonry cleaning using appropriate chemicals or water;
- Paint when using same or similar color;
- Porch fixtures such as lights, house numbers, mailboxes, or hardware;
- Roof replacement using same materials with same colors;
- Repair of wood siding with wood that duplicates original appearance;
- Removal of signs;
- Removal of skylights not visible from the street;
- Installation of storm doors and windows that do not alter the visual effect of the existing openings.

Issues not listed in the examples above may come up. Please contact the Historic District Commission office to inquire about your particular project. Regular and routine maintenance is recommended and encouraged by the Historic District Commission. Therefore, the review process is structured so that people can move forward with most common repairs without experiencing delays or unnecessary oversight.



Regular maintenance helps to ensure the structure works properly. It also hold the value of the property up and keeps it looking good!



### **The Secretary of the Interior's Standards for Rehabilitation**

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 retained and 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.