

# The City of Shelbyville

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## Historic District Guidelines

### Historic District Commission

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627 Main Street - Shelbyville, KY 40065



# City of Shelbyville Historic District Guidelines

Revised 2015

## Acknowledgements

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Cover image provided by Jim Cleveland from the John Wesley Williams Collection, ca. 1880; View from College and 8th street facing east.





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### 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).

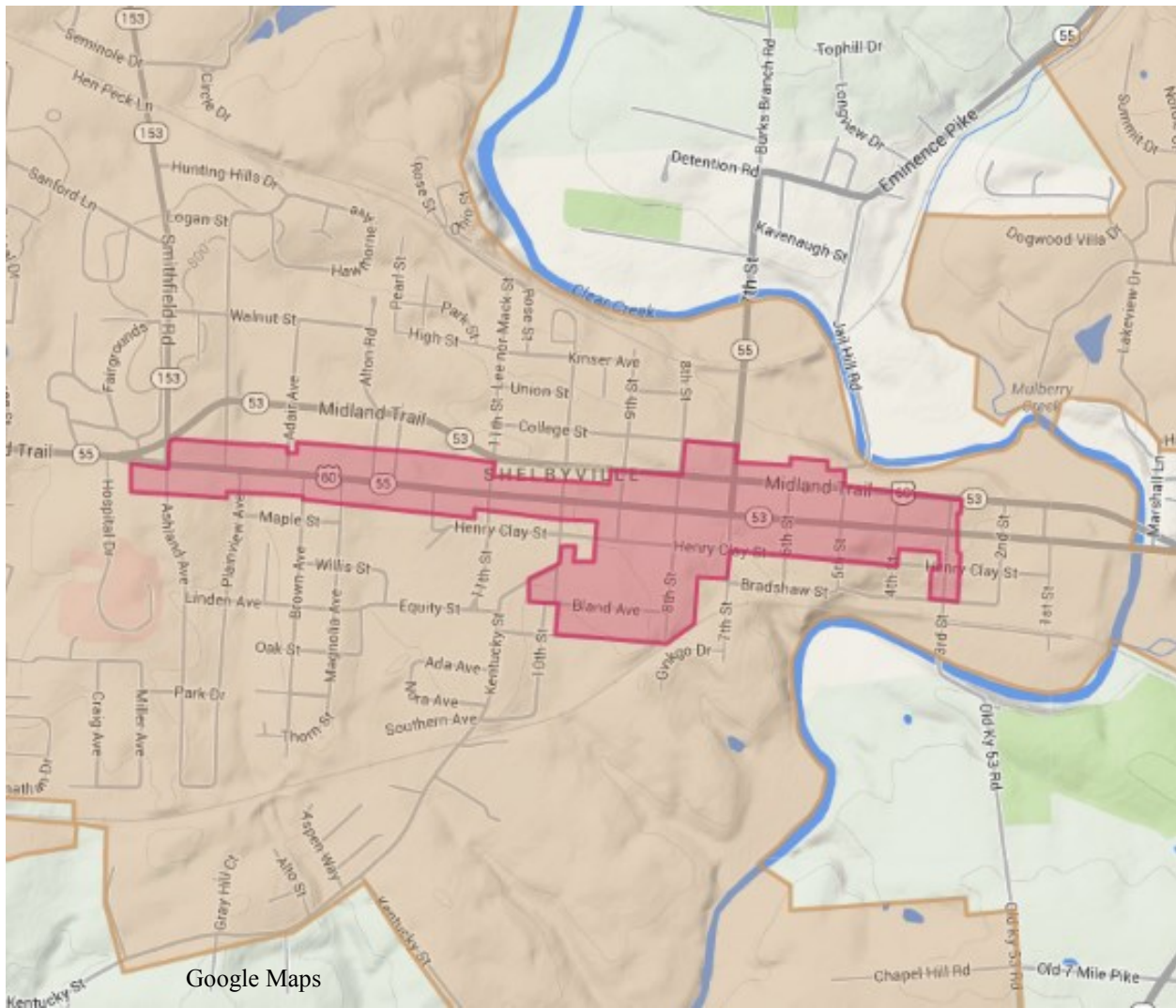
At that same time, the city adopted a set of design guidelines to regulate changes to individual properties within the district in a way that helped to maintain the historic character of the structures and their environs. The guidelines followed the National Park Service Standards for Rehabilitation 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.

## **Part 1: Introduction and Overview**

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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.

## Part 1: Introduction and Overview

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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.



## **Part 1: Introduction and Overview**

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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.



- 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.

## Part 1: Introduction and Overview

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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.



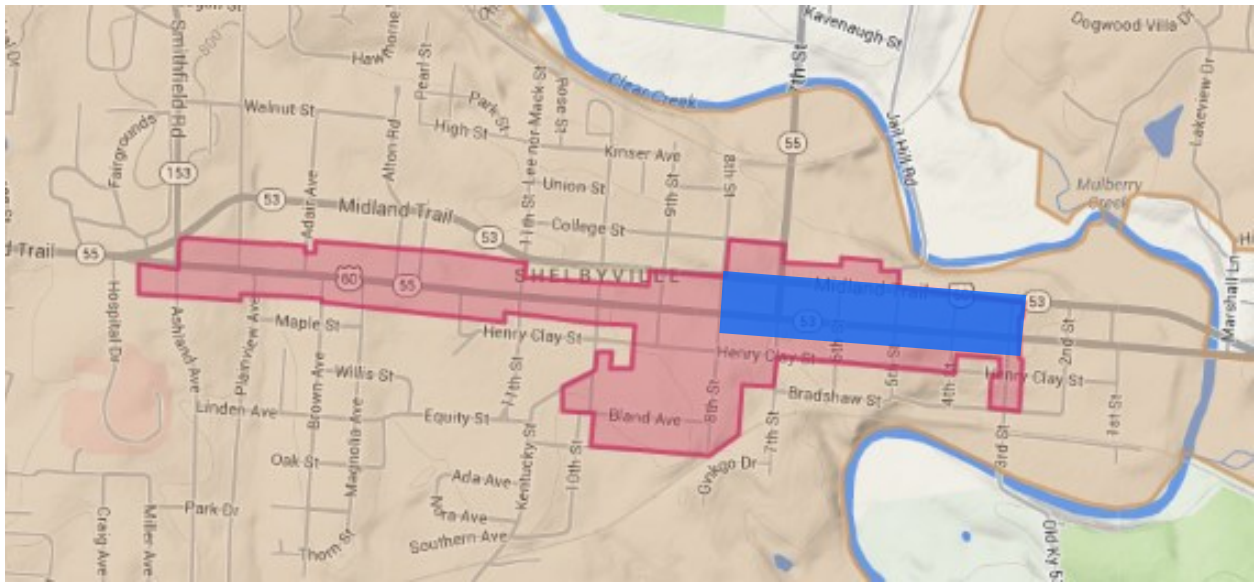
Regular maintenance helps to ensure the structure works properly. It also hold the value of the property up and keeps it looking good!

### **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.



## Part II: Guidelines for Commercial Structures (C Prefix)



Map showing commercial core within the overall Historic District

The Shelbyville Historic District is comprised of commercial and residential property types. This section provides guidelines that pertain to *commercial structures* that are predominantly located within the business district of the city (blue area).

### Historic Significance and Integrity

The overall significance of the commercial core is based on development patterns where late nineteenth and early-to-mid twentieth century business enterprises located centrally along the main street. After the Civil War, and in response to the Industrial Age, Main Streets greatly expanded and modernized to provide a focal point for democracy, commerce, religion, patriotism, and public protest! Main Street came to embody the common values shared by most Americans and Shelbyville is no exception. Therefore we see today along Main Street that there are churches, commercial buildings, governmental buildings and entertainment facilities, along with a public square, public art displays that include war memorials and patriotic plaques.

The commercial structures along Main Street share a common theme in their design, materials, and workmanship and they were built between the 1870s and the 1920s. Most have undergone façade changes, however the continuity of architecture, commercial theme, and period of construction are very much in tact. Therefore, the city's business district conveys a high degree of Integrity of Association, Design, Materials, and Workmanship. Likewise, the *Integrity of Setting* allows for one to understand the importance of Main Street as valued perspective on a past way of life, which often informs us of the present age.

## Part 2: Commercial Structures

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### Section 1: General Urban Design Principles

In addition to the goal of preserving the historic architectural fabric and character of the Commercial Downtown Area, projects are expected to meet the following standards for new development and redevelopment in Downtown Shelbyville.

#### C1.0 Promote pedestrian-oriented urban forms.

Because downtown Shelbyville is urban, not suburban, the city will favorably review proposals that focus on promoting pedestrian-scale, urban forms of development consistent with the area's historic urban character. Creating a walkable, mixed-use, high-density, central city district supports sustainable development by providing an alternative to lower-density development in peripheral areas. Developers are expected to make compromises that will maintain the Downtown character and urban quality desired.



Attractive, easily-accessible ground-level amenities for pedestrians are critical to maintaining economic and social vibrancy in the downtown.

#### C1.1 Maximize connectivity and access.

Downtown Shelbyville must remain a place in which residents, workers, and visitors may conveniently walk, drive, bike, or ride to destinations within and outside of the downtown area. Proposals that promote 'walkability' while also ensuring accessibility for all residents and visitors, including those with disabilities, will be favorably reviewed.

#### C1.2 Encourage adaptive reuse and support the preservation of historically significant buildings.

Downtown Shelbyville includes historically significant buildings that should be incorporated into new development projects. Proposals that encourage preservation and adaptive reuse of significant buildings are favorably reviewed.



Historically significant buildings are important in defining the character of the district.

### **C1.3 Encourage creativity, architectural diversity, and exceptional design.**

Downtown Shelbyville design review process is intended to be flexible, encouraging creativity and high-quality design while discouraging uniformity. Because the most successful and memorable urban environments are those in which walking down the street is appealing, streetscapes, alleyways, parks, and other public spaces should be comfortable and inviting. Buildings fronting those spaces should be active and visually interesting at the pedestrian level. Within the limits of these guidelines, the City encourages diversity in the range of square footages and building frontages.

### **C1.4 Encourage the integration of public art into public and private development.**

Appropriate public art should be integrated into architecture, streetscapes, and public spaces. The City encourages public art that will enhance the built environment and contribute to the area's success in attracting new residents and businesses.

### **C1.5 Emphasize strong, mixed-use core activity development along the Commercial Core of Main Street.**

The City will favorably review projects that allow for high-density, mixed-use development such as combinations of retail, office, institutional, and residential uses, while also preserving downtown's established scale and character. Densities are expected to be greater along Main Street and less dense along peripheral streets. Main Street blocks should be anchored with significant structures at the corners, with an emphasis on retail uses at the street level.



The Fountain! This sculpture was donated to the city in the 1880s and has been an icon for Shelbyville's downtown for decades.



## Part 2: Commercial Structures

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### **C1.6 Maintain existing Downtown vehicular, streetscape, and pedestrian traffic patterns.**

Main Street should be maintained as a commercial, pedestrian-activity oriented corridor, with Washington and Main Streets defining the major vehicular movement patterns. Projects that adhere to this principle, and that encourage the use of rear entries to separate service and deliveries from primary streets, will be favorably reviewed.

### **C1.7 Promote safety and appeal through appropriate boundaries and transitions.**

The city encourages the use of gateways, markers, curb treatments, low walls or railings, decorative pavers, planters, trees, lighting, and other landscaping elements that serve to visually and physically separate use spaces (e.g., between parking areas or between institutional and commercial properties). Projects that include such buffers to enhance safety and aesthetic appeal will be favorably reviewed.



A public kiosks is a great way to enhance the look of the commercial core while at the same time providing people with access to information about upcoming events and popular attractions.



### Section 2: Commercial Storefronts and Street Level Facades

The main character-defining building type in Downtown Shelbyville is the two or three story, mixed-use building with a street level commercial storefront facade. These traditional building types commonly include pedestrian-level storefronts with large display windows, transoms, recessed entryways, sign friezes, and articulated bays and fenestration. Upper stories are related by design, but may be differentiated by fenestration patterns, ornamentation, or materials. Some include cast-iron or glazed brick details as part of their materials and workmanship. All in all, they represent a continuity of buildings that collectively illuminate the City's development and history during periods of intense growth and activity.



Historic storefronts are composed of distinctive elements that reflect a building's original function and interior arrangement.

- C2.0** Historic storefronts and storefront features such as entryways, display windows, doors, transoms, bulkheads, sign friezes or cornices, pilasters, etc. shall be retained to every extent possible.
- C2.1** Removal of historic materials and/or architectural features shall be avoided.
- C2.2** Removal of non-historic storefront elements and facade treatments, including metal cladding, stuccos, or other non-historic features that have been introduced at later times, is encouraged (but not necessary) during renovation.

## Part 2: Commercial Structures

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- C2.3** Buildings where multiple storefronts span a larger, wider façade should extend design compatibility from storefront to storefront.
- C2.4** Solid, non-traditional 'security-style' doors shall not be used in primary storefronts.
- C2.5** Storefronts shall be designed to reflect the traditional pattern of containment. The storefront shall be bounded by the enframing storefront cornice and piers on the side and the sidewalk on the bottom.
- C2.6** Remodeled storefronts shall be designed to fit within the original opening.
- C2.7** Storefronts may be recessed or extended slightly (typically, 3 to 9 inches) to emphasize the feeling of containment and provide architectural variety.
- C2.8** Storefronts should provide for a recessed entry.
- C2.9** Storefronts shall be pedestrian oriented and consist primarily of transparent glass. Most storefronts in Downtown Shelbyville contain 65% to 80% glass. Storefront designs shall reflect this glass to other building material ratio.
- C2.10** Storefront designs should reflect the traditional three-part horizontal layer by providing for a transom area, display windows, and a bulkhead.
- C2.11** Storefront materials typically consist of wood, metal, steel, glass, or brick. Renovations and/or new construction should reflect these materials. Use of unpainted rough cedar is an example of an inappropriate storefront material.



A postcard showing the 500 block of Main Street, Shelbyville, around 1900.

### Section 3: Block Elements

The existing stock of late nineteenth and early- to mid-twentieth century structures in Downtown Shelbyville complement and reinforce one another through repeated and rhythmic building patterns, giving the blocks a consistent, organized appearance. By historic development, dense rows of two and three story commercial storefront buildings, anchored by larger structures on the block corners, make up the single most identifying characteristic of the downtown corridor. Maintaining the current visual and physical characteristics of existing and new buildings (should they be built along the Main Street) is important to enhancing the character and appeal of city's downtown.

**C3.0** Buildings should have retail and commercial uses at street level.

**C3.1** Buildings shall be oriented toward the primary street. For instance, if a building fronts Main Street, the main entrance shall face Main Street. Likewise, if a building faces 6th Street, the main entrance shall face 6th Street.

**C3.2** Corner buildings may have entrance doors that face the intersection or both streets.

**C3.3** Buildings located on corner sites are considered anchor buildings and their building form should reflect this designation. Anchor buildings should be larger in scale and massing, and more ornate than adjacent infill buildings.

**C3.4** Buildings located on corner sites shall have a primary facade and a secondary facade. For instance, the building located at 6th and Main Street has a primary facade along Main Street and a secondary facade along 6th Street.

**C3.5** Buildings shall maintain a distinction between upper stories and the street-level facade.

**C3.6** Buildings shall reflect the existing topography by providing “stepping down” of the facade. The “stepping down” of a facade helps maintain a sense of pedestrian scale.



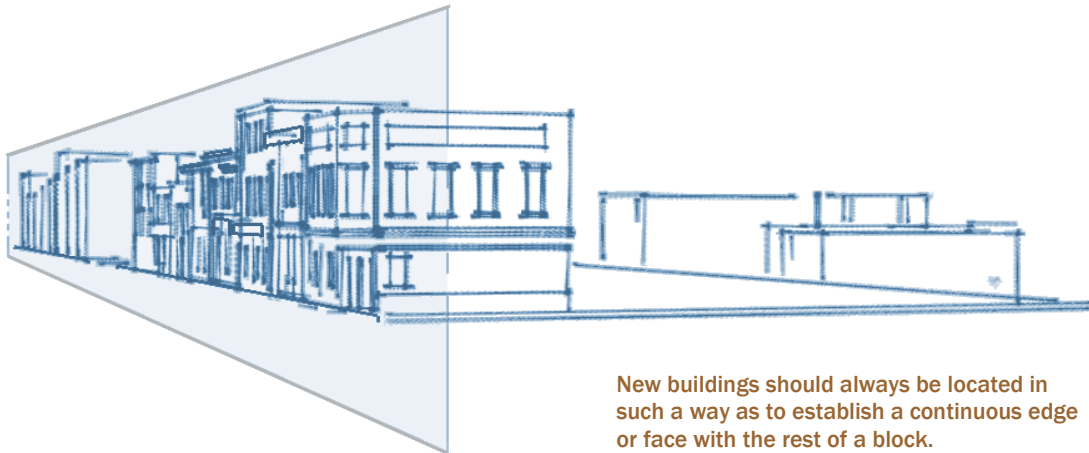
## Part 2: Commercial Structures

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### Section 4: New Construction

Designs for new and infill construction must adhere to the patterns that prevail among nearby or adjacent structures. Pattern is defined as the arrangement of form and the disposition of a building's parts or elements.

The following guidelines for new construction are intended to ensure that the Downtown's architectural and material contributions are respected. The height, proportion, roof shape, materials, texture, scale, details, massing, and color of a proposed building must be compatible with existing buildings in the district. However, compatible contemporary designs, rather than historic duplications or simulations, are encouraged.

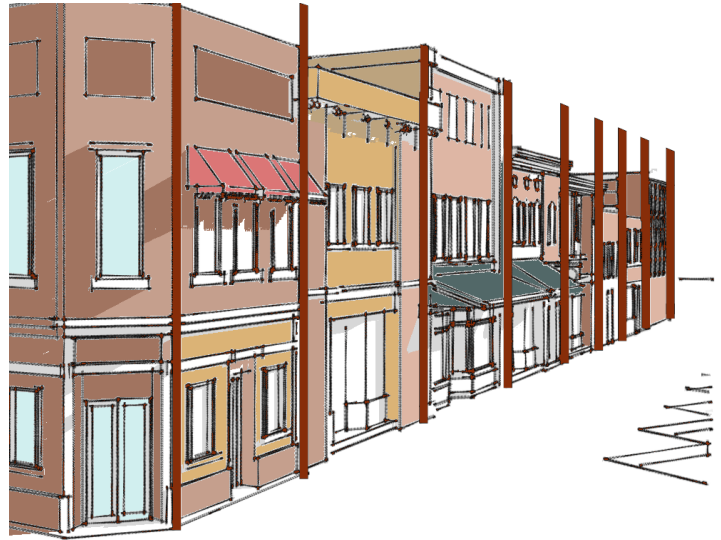


- C4.0** New infill buildings should be multistory in height, up to and within appropriate limits.
- C4.1** The height of a new building must be in acceptable proportion to its width, following patterns and proportions established by existing structures; likewise, story-to-story heights must be appropriate.
- C4.2** The height of new buildings and additions shall relate to the prevailing heights of nearby buildings. New construction that greatly varies in height from adjacent buildings shall not be permitted.

**C4.3** Buildings on the interior of a continuous block face must be no more than one story taller than adjacent structures. Buildings on corners must be larger in scale than adjacent structures.

**C4.4** A building's overall proportion (ratio of height to width) must be consistent with existing historic structures.

**C4.5** Storefront and/or display-style windows must be included in all retail developments at the street level on the primary facade.



Repeated massing elements create a distinct rhythm .

**C4.6** Corner buildings shall be a minimum of two-stories in height; taller buildings are encouraged at corner locations. No building shall be higher than what planning and zoning permits.

**C4.7** In cases of infill construction, the width of a building's façade should fill the entire available space.

**C4.8** Facade widths for new buildings and additions should correspond with other buildings widths in the same block.

**C4.9** The size and proportion of window and door openings on a new building should be similar to other buildings in the block.

**C4.10** The ratio of window area to solid wall for new construction shall be similar to other buildings in the block.

**C4.11** The composition of an infill facade (that is, the scale, massing, and organization of its constituent parts) shall be similar to the composition of surrounding facades in the block.

**C4.12** The setback of a proposed building shall be consistent with the setback of adjacent buildings, and/or with nearby buildings fronting on the same street. Buildings must be placed with the express goal of continuing the overall building line of a streetscape.

**C4.13** Rhythms that carry throughout a block (such as the patterns, placement, sizes, and spans of windows, doors, etc.) shall be sustained and incorporated into new facades.



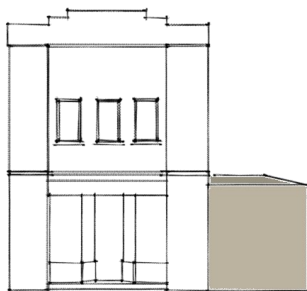
## Part 2: Commercial Structures

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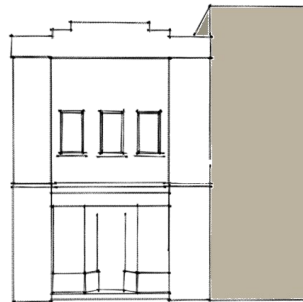
### Section 5: Additions

The introduction of additions compatible with historic buildings in Downtown Shelbyville is acceptable as long as the addition does not visually overpower the original building, compromise its historic character, or destroy significant features and materials.

By placing additions on inconspicuous elevations and limiting their size and height, the integrity of existing buildings can be maintained. The compatibility of proposed additions with historic buildings in downtown will be reviewed in terms of mass, scale, materials, texture, color, roof form, and the proportion and spacing of windows and doors.



TOO LOW



TOO HIGH



TOO MASSIVE



APPROPRIATE

- C5.0** The size and the scale of additions shall not visually overpower historic buildings.
- C5.1** Additions should be situated and constructed so that the original building's form remains recognizable by differentiation.
- C5.2** In the case of historic buildings, additions should be designed so that they may be removed in the future without significant damage or loss of historic materials.

- C5.3** An addition's impact on a site in terms of loss of important landscape features shall be considered.
- C5.4** Additions should be located as inconspicuously as possible, to the rear or on the least character-defining elevation of historic buildings.
- C5.5** Additions shall be constructed so that there is the least possible loss of historic fabric.
- C5.6** Character-defining features of historic buildings should not be obscured, damaged, or destroyed.
- C5.7** The size and the scale of additions shall not visually overpower historic buildings.
- C5.8** Additions should be designed so that they are compatible with the existing building in mass, materials, color, proportion, and spacing of windows and doors. Design motifs should be taken from the existing building, or compatible, contemporary designs introduced.
- C5.9** Additions that echo the style of the original structure, and additions that introduce compatible contemporary elements, are both acceptable.

## Part 2: Commercial Structures

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### Section 6: Building Materials

The exposed materials of a building are a key factor of its design and workmanship, as well as its relationship to surrounding buildings.



Brick, stone, wood, and glass are just some of the types of materials found within the historic district.

- C6.0** Original building materials, whether located on primary, secondary, or rear facades, shall be retained to every extent possible. If the original material has been overlaid by such coverings as aluminum or stucco, these alterations should be removed and the original material maintained, repaired or replaced with similar materials.



## **Part 2: Commercial Structures**

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- C6.1** New building materials shall be consistent with the existing traditional building stock. Brick, stone, terra cotta, stucco, etc.
- C6.2** Existing unpainted masonry walls, except in rare instances, shall not be painted. This includes publicly visible party-walls.
- C6.3** Materials should be compatible between storefronts or street-level facades, and upper levels.
- C6.4** The secondary facades of buildings facing Main Street shall be composed of building materials consistent with the existing traditional building stock brick, stone, terra cotta, stucco, etc.
- C6.5** While permanent materials should be considered for party-wall construction, other materials which meet associated building and fire code requirements will be considered.
- C6.6** Masonry walls, except in rare instances, shall not be clad with stucco, artificial stone, parging, or EIFS (Exterior Insulation and Finish Systems). This includes publicly visible party-walls constructed of brick or rubble limestone.

## Part 2: Commercial Structures

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### Section 7: Awnings, Canopies, and Marquees

Downtown storefront buildings traditionally had projecting awnings, canopies, or marquees to provide pedestrians with protection from the elements, to enhance aesthetic appeal, and to serve as a place upon which to affix identifying signage. The installation of awnings is encouraged, unless a structure is physically unsuited to accommodate one. While the terms are sometimes used interchangeably, there are generally the following accepted variations of canopies and awnings:

- *Movable fabric awning*: A retractable, roof-like shelter constructed to permit being rolled, collapsed, or folded back to the facade of the building.
- *Stationary fabric awning*: An awning of stationary design, typically with a metal frame, and covered with fabric.
- *Fixed awning*: A rigid, roof-like shelter sloping and draining away from the building.
- *Canopy*: A rigid, flat roof-like structure, sloping and draining towards the building.
- *Marquee*: A large rigid, flat roof-like structure erected only over the entrance to a building.



**C7.0** All effort should be made to retain and restore existing canopies, awnings, and marquees (that are historic).

**C7.1** Awnings should be of the traditional sloped configuration rather than curved, vaulted, or semi-spherical. Exceptions can be made based on precedence and appropriateness.

**C7.2** Canopies and awnings shall reflect the door and window openings or structural bays of the building. An awning, canopy, or marquee that spans continuously across more than one structural bay or storefront is not encouraged.

## Part 2: Commercial Structures

- C7.3** Movable and stationary awnings should be made of cloth or other woven fabric such as canvas.
- C7.4** Metal awnings are generally not appropriate, but can be used in some instances if they are compatible with the historic character of the building.
- C7.5** Vinyl or plastic awnings are not appropriate.
- C7.6** Pole or post-supported awnings and canopies, shall not be allowed if they interfere with pedestrian considerations.
- C7.7** Back-lit or illuminated awnings or canopies are not permitted. These awnings, because of their high visibility, function more as signs than a means of providing comfort and protection for pedestrians.
- C7.8** Awnings mounted at the storefront level should not extend into the second story of building facade.
- C7.9** Upper-floor awnings should be mounted within window openings only.
- C7.10** Awnings shall be narrow in profile and shall not comprise residential design elements such as mansard roof forms or shake shingle cladding.
- C7.11** Awnings and canopies should not project more than 6 feet from the lot line and must be suspended from, or affixed to, the building.
- C7.12** If a building facade contains a transom area, awnings should be installed in such a way as not to obscure or damage it.
- C7.13** Awning fabric or material design should be striped or solid color, using colors appropriate to the period of the storefront.



Creative awning forms that meet guidelines for allowable locations, dimensions, and materials, are both possible and encouraged.



'Permanent' awnings clad in asphalt or wooden shingles, trellis-work, or other materials that are more typically found in residential areas, are not permitted.

## Part 2: Commercial Structures

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**C7.14** Awnings should not obscure character-defining features such as arched transom windows, window hoods, cast-iron ornaments, etc.

**C7.15** Awning units should be mounted or affixed in such a way as to avoid damage to the building's distinctive architectural features.



On upper stories, awnings add visual interest and help to break up 'blank' facades. In no case should awnings be placed on historic buildings in such a way as to damage or obscure significant materials or features.



Appropriately-sized awnings fit individually over a building's openings and/or structural bays, as in the above example. Note that when it is time to replace these, more careful choices should be made as to materials, color, and shape.

### Section 8: Upper Story Facades

In downtown Shelbyville, upper story building elements are typically distinct from, yet visually related to lower levels by pattern and symmetry of design. The preservation of existing upper-story materials, ornamentation, windows, and/or fenestration patterns is particularly important to maintaining the character of a building.



Patterns of fenestration and detailing should be retained on upper stories.

- C8.0** Retain and preserve historic facades and facade details such as corbelled brick, string or belt courses, cornices, windows, terra cotta, and stonework.
- C8.1** If replacement of a deteriorated facade feature is necessary, replace only the deteriorated element to match the original in size, scale, proportion, material, texture and detail.
- C8.2** Removal of non-historic storefront elements and facade treatments, including metal cladding, stuccos, or other non-historic features that have been introduced at later times, is encouraged during renovation.
- C8.3** Maintain the pattern created by upper-story windows and their vertical-horizontal alignment.
- C8.4** Existing windows on conforming upper facades shall not be eliminated or decreased in size or shape.
- C8.5** Window replacement in existing buildings should replicate original window patterns and finishes.
- C8.6** New window openings that disrupt the existing balance on facades visible from the street shall not be introduced.



## Part 2: Commercial Structures

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- C8.7** Upper-story windows shall have only minimal tinting and should appear transparent from street level. Dark or reflective tinting is not allowed on upper story windows.
- 8C.8** Metal screens or bars shall not cover upper-story window openings.
- C8.9** Upper windows on non-visible party-walls may be filled in with compatible material only if the treatment is reversible.
- C8.10** Alteration of existing upper story elements should not significantly alter the proportion and/or balance of the existing building.



It is inappropriate to remove or cover upper story architectural features.

### Section 9: Architectural Details, Cornices, Roof Lines and Parapets

Much of the character of downtown Shelbyville is due to the attention to detail evident in the brickwork, terra cotta, wrought iron, tin cornices and other embellishments. It is important to repair existing ornamentation when necessary and not detract from its effect by the addition or repair with inappropriate materials.

Likewise, the roofline and cornice of a building establishes its relationship with adjacent buildings. The consistent appearance of a “flat” roofline with a detailed cornice is a distinguishing characteristic of downtown Shelbyville.



The roofline, cornice, and architectural detailing often relate to one another and give the building its unique character of design and workmanship.

- C9.0** Existing ornamentation such as curved glass displays, terra cotta detailing, cast iron pilasters, transoms, ornamental brickwork, brackets, decorative cornices, quoins, columns, etc. shall be maintained.
- C9.1** Retain and preserve any architectural features and details that are character-defining elements of downtown structures, such as cornices, columns, brickwork, stringcourses, quoins, etc.
- C9.2** If original detailing is presently covered, exposing and restoring the features is encouraged.
- C9.3** Existing identifying details such as inset or engraved building names, markings, dates, etc. should be preserved.
- C9.4** Cornices shall not be removed unless such removal is required as a result of a determination by the Chief Building Inspector that a cornice poses a safety concern.
- C9.5** Original cornices should be repaired rather than replaced. If replacement is necessary, the new cornice should reflect the original in design.

## Part 2: Commercial Structures

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- C9.6** New construction should provide for a variety of form, shape, and detailing in individual cornice lines.
- C9.7** The original roofline and parapet features of existing buildings shall be retained.
- C9.8** Mechanical equipment should not be visible from the pedestrian level and should be screened through the use of parapet walls or projecting cornices.



Details such as window hoods, corbeling, divided storefronts, and the appearance of a flat roof are critical design features for historic commercial buildings.





## Part III: Signage (S Prefix)

Signage is one of the most important features of a commercial facade. Inappropriate signs, more than any other single feature, can detract from even the most attractive storefront. The attractiveness of signage is likely a high contributing factor to whether or not a pedestrian will enter a store; its design should be high-quality and carefully planned.



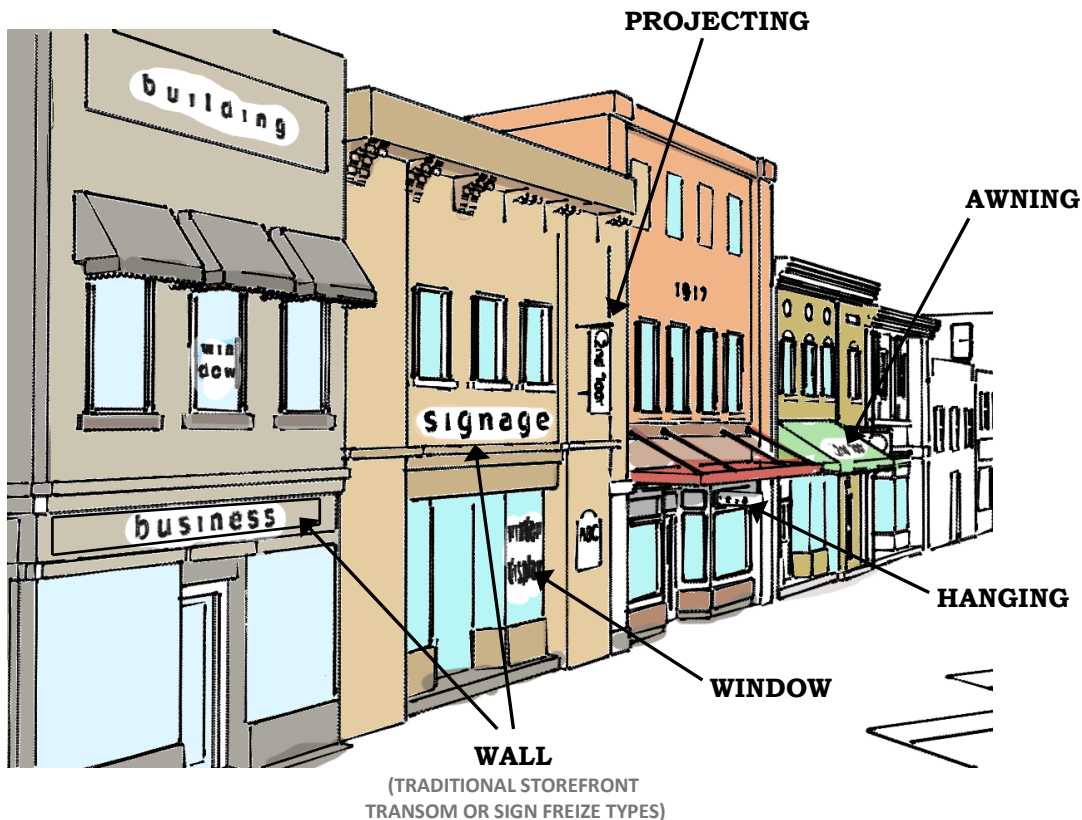
Well-designed, pedestrian-oriented signs can be major assets to a building and make positive contributions to the general appearance of the street. Pedestrian-oriented signs are signs that are designed for and directed toward people on foot, so that they can easily and comfortably read the sign as they stand adjacent to a business.

### Section 1: Commercial Buildings

- S1.0** All signs shall conform to the Sign Code regulations provided by Triple S Planning and Zoning. All signs require a permit from Triple S Planning and Zoning.
- S1.1** The primary focus of signs in downtown Shelbyville shall be pedestrian-oriented in size, scale, and placement, and shall not be designed primarily to attract the notice of vehicular traffic.
- S1.2** Permanent' sign types that are allowed are: awning, hanging, projecting, wall, and window signs. Freestanding signs will not be considered except in cases where a detached building is set back from the street.
- S1.3** Temporary (i.e., sidewalk, easel-mounted or freestanding) signage is permitted as long as it is in compliance with other city codes, and does not obscure significant streetscape vistas or architectural features.
- S1.4** In no case shall a temporary sign substitute as a permanent sign.
- S1.5** Wall signs must be flush-mounted on flat surfaces and done in such a way that does not destroy or conceal architectural features or details.

## Part 3: Signage

### SIGN TYPES AND LOCATIONS



- S1.6** Signs identifying the name of a building, the date of construction, or other historical information should be composed of materials similar to the building, or of bronze or brass. These building identification signs should be affixed flat against the building and should not obscure architectural details; they may be incorporated into the overall facade design or mounted below a storefront cornice.
- S1.7** Signs should be subordinate to the building's facade. The size and scale of the sign shall be in proportion to the size and scale of the street level facade.
- S1.8** Storefront signs should not extend past the storefront upper cornice line. Storefront signs are typically located in the transom area and shall not extend into the storefront opening.
- S1.9** Signs for multiple storefronts within the same building should align with each other.
- S1.10** Existing signs of particular historic or architectural merit, should be preserved. Signs of such merit shall be determined at the discretion of the Historic District Commission.
- S1.11** Wall-mounted signs on friezes, lintels, spandrels, and fascias over storefront windows must be of an appropriate size and fit within these surfaces. A rule of

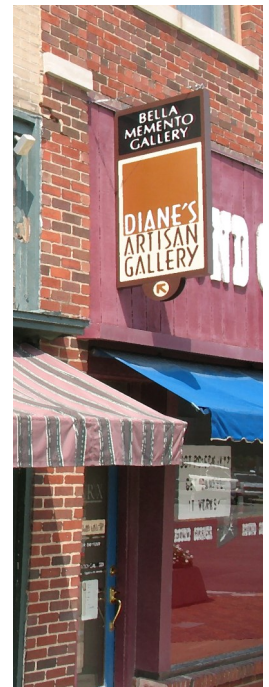
## Part 3: Signage

thumb is to allow twenty (20) square inches of sign area for every one foot of linear façade width.

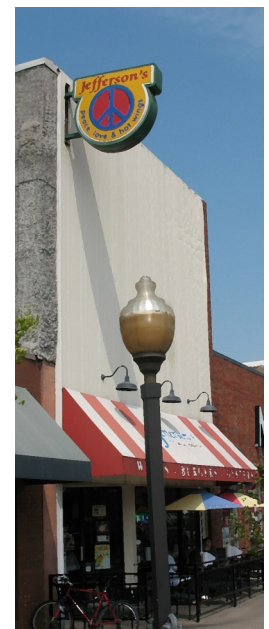
- S1.12** A hanging sign installed under an awning or canopy should be a maximum of 50% of the awning or canopy's width and should be perpendicular to the building's façade.
- S1.13** A projecting sign shall provide a minimum clearance of eight feet between the sidewalk surface and the bottom of the sign.
- S1.14** A projecting sign shall be no more than fifteen square feet in size with a maximum sign height of five feet.
- S1.15** A larger projecting sign should be mounted higher, and centered on the facade or positioned at the corner of a building.
- S1.16** A projecting sign shall in no case project beyond 1/2 of the sidewalk width.
- S1.17** A window sign should cover no more than approximately thirty percent (30%) of the total window area.
- S1.18** Sign brackets and hardware should be compatible with the building and installed in a workman-like manner.
- S1.19** The light for a sign should be an indirect source, such as shielded, external lamps.
- S1.20** Whether they are wall-mounted, suspended, affixed to awnings, or projecting, signs must be placed in locations that do not obscure any historic architectural features of the building or obstruct any views or vistas of historic downtown.
- S1.21** Signs illuminated from within are generally not appropriate. Lighting for externally illuminated signs must be simple and unobtrusive and must not obscure the content of the sign or the building facade.

### Section 2: Residential Property Types

- S2.0** Lawn signage of any type in residential areas where buildings serve mixed use or commercial purposes must comply with Triple S Planning and Zoning. Otherwise, their design, materials, and workmanship should be determined "appropriate" by the Historic District Commission before being installed.

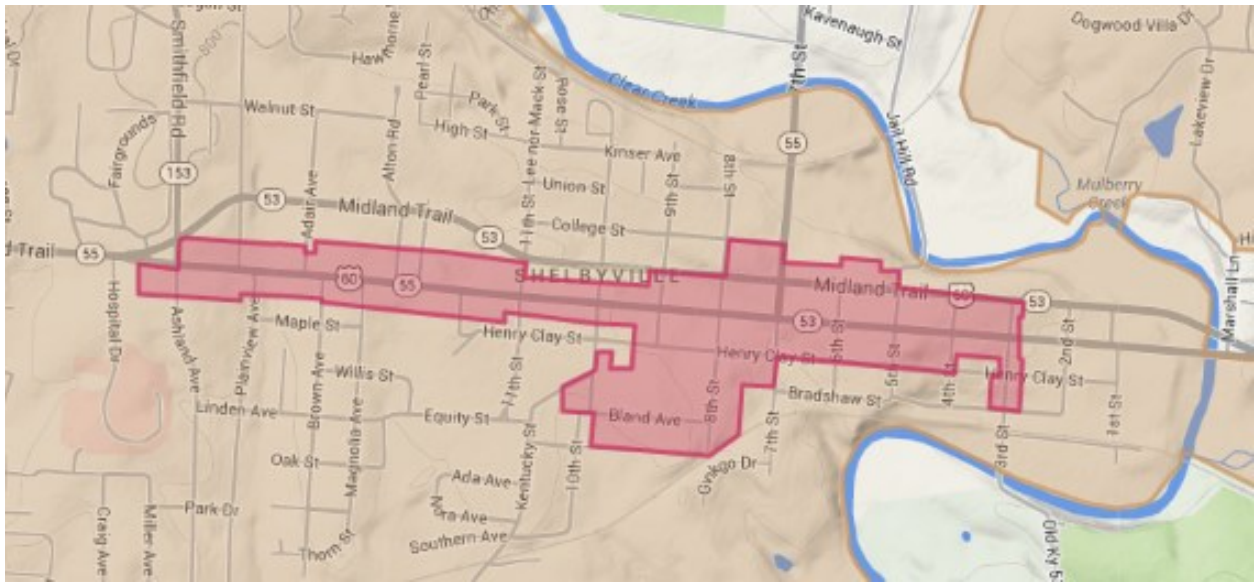


Appropriate sign treatment for upper story tenant



While projecting signs are permissible, certain sign placements, intended to attract the notice of people riding in vehicles, are generally inappropriate.

## Part IV: Guidelines for Residential Structures (R Prefix)



Map showing Residential Areas within the Historic District

The Shelbyville Historic District is comprised of commercial and residential property types. This section provides guidelines that pertain to *residential structures* that are located within the historic district (red shaded area).

### Historic Significance and Integrity

The overall significance of the residential composition of the historic district is based on broad national and regional development patterns that culminated in a housing boom in most areas of the country after the turn of the 20th Century. Architects, developers, and builders responded to the country's economic surge by vigorously promoting and building house plans that were fashionable and affordable to wage earners who could now mortgage their homes using long-term financing strategies.

Numerous house catalogues circulated throughout the country, which helped to popularize many plans such as Bungalows, Queen Anne, and Colonial Revival styles. In Shelbyville, preference was given to the Main Street regarding the more stately residential structures, however, patterned development occurred along all of the enumerated streets as well Bland Avenue, Henry Clay Street, and Washington Avenue.

In 1985, the West Shelbyville Historic District was entered into the National Register of Historic Places, and subsequently placed within the city's historic district overlay. Since that time much has changed through the loss of buildings, and changes to the exteriors. Nevertheless, the residential district remains a great example of a period in America's architectural and social history that informs us the values and customs once shared by many people in Shelbyville and elsewhere.



## Part 4: Residential Structures

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### Section 1: Wood Siding with comments on Asbestos Siding

The historic resources found in Shelbyville's Historic District retain various types of exterior siding. The distinct characteristics of the primary siding material, consisting of the size of the material unit, its texture and finish, contribute to the historic character of a building and should be preserved whenever possible.

#### General Guideline:

Primary historic building materials should be preserved in place whenever feasible. Limited replacement, matching the original material, shall be considered when the material is damaged beyond repair. Primary historic building materials shall never be covered or subjected to harsh cleaning treatments.

**R1.0** Retain and repair original siding, rather than replace, whenever possible.

**R1.1** Retain siding elements/features that define the overall character of the building.

**R1.2** Repair sections with rotted or deteriorated sections with new wood, epoxy consolidates or fillers.

**R1.3** Retain joint width and profiles.

**R1.4** Replace wood siding or elements when they have deteriorated beyond repair.

**R1.5** Replace it with material of like construction, matching as near as possible in size, shape, texture, profile and color. It could be helpful to take a sample of the historic wood siding to the lumber yard for the best match. Salvage wood that matches may be used. Replacement material shall convey the same visual appearance.

**R1.6** Replacement of missing elements should be based on physical or pictorial evidence from the actual building. It should not be based on evidence from a similar building in the district area. Clean exterior building materials only when necessary to halt deterioration or heavy soiling. If cleaning is necessary, use the gentlest method possible.



Most original wood siding can be brought back to good condition once it has been properly treated.

**R1.7** Consider removing later covering materials that have not achieved historic significance. When the non-historic siding is removed, repair the original, underlying material. Removal of other materials, such as stucco, must be tested to verify that the original material underneath will not be damaged. If a building is clad in a stucco finish over wood, removing the stucco covering could be complicated.

Tip: Photograph and measure existing conditions before beginning work to facilitate accurate duplication. Carefully remove moss, ivy and other vegetation from walls.

### Inappropriate

- Covering original wood siding with new materials is inappropriate.
- Historically painted wood siding should not be stripped and stained to create a “natural” wood finish.
- Unpainted pressure-treated wood shall be avoided except for structural members that will be near the ground and exterior floor decking.
- Removing, radically changing, or covering materials that define the historic character of the building.
- Replacing building materials that can be repaired. Over-cleaning exterior building materials to create a new appearance.
- Sandblasting, caustic solutions, and high pressure water blasting is an inappropriate way of cleaning wood surfaces. These methods erode and damage the surface, in addition to increasing deterioration.
- Removing materials that are irreparable without or replacing with a new feature which does not have the same visual appearance.



Covering the original materials often conceals the original design intent and workmanship associated with the house.

### Comments on Asbestos Siding

Asbestos wall shingles are made from asbestos mineral fibers and either Portland or hydraulic cement. Asbestos was marketed as a durable, lightweight, economical, fireproof, rot and termite resistant alternative to wood siding and shingles. With appropriate maintenance, asbestos shingles can be expected to last for several decades with cracking and rusting nails being the most typical cause of failure. The manufacturing of asbestos shingles essentially ceased when asbestos was banned by the EPA in 1973. If the shingles are damaged, consult with a professional to determine whether



## **Part 4: Residential Structures**

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repair is feasible.

If a building was sheathed in asbestos siding, siding of similar shape may be substituted for replacements. Siding commonly used for the style of building in question and the time period of building in question shall be used. However, the trim around windows and doors shall not be lost with replacement siding.

For more information on asbestos siding please refer to the following information:  
US Environmental Protection Agency Hotline: (800) 368-5888; [www.epa.gov/asbestos](http://www.epa.gov/asbestos)

It is recommended that a certified professional conduct any work in asbestos remediation, abatement, or removal.

### Section 2: Masonry

Masonry is a common building material used in the commercial and residential areas of Shelbyville's historic district. Masonry includes brick, stone, stucco and concrete.

**R2.0** Retain the original color and texture of masonry walls.

**R2.1** Retain masonry elements that are significant in defining the overall character of a building.

**R2.2** Retain joint width and profiles.

**R2.3** Clean masonry and mortar only when absolutely necessary to limit deterioration.

**R2.4** Restoration of masonry shall be undertaken with great care.

**R2.5** A minimally intrusive removal process should be utilized to remove painted masonry.

**R2.6** Unpainted masonry shall remain natural, not painted or sealed.

**R2.7** Repair damaged masonry by piecing in, patching, or consolidating to match original.

**R2.8** When repairing masonry match the original size, texture, color, and pattern of units.

**R2.9** Carefully remove moss, ivy and other vegetation from masonry walls.

**R2.10** Mortar joints shall match in color, texture, tooling and hardness.



Masonry is both a mode and method of construction that readily informs us of the workmanship and design that went into making the building.



It is always advised to use a qualified mason to restore the bricks and mortar.

## **Part 4: Residential Structures**

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### **Inappropriate**

- Removing, radically changing, or covering masonry that defines the historic character of the building.
- Replacing masonry that can be repaired.
- Removing non-deteriorated masonry or mortar and replacing masonry or mortar to achieve a uniform appearance.
- Replacing or covering historic masonry with vinyl, aluminum, Dryvit, or fiber cement siding.
- Covering or removing decorative masonry.
- Over-cleaning exterior masonry to create a new appearance.
- Sandblasting, caustic solutions, and high pressure water blasting is an inappropriate way of cleaning masonry. These methods erode and damage the surface and mortar, in addition to increasing deterioration.
- Painting masonry which is historically unpainted.
- Removing paint from historically painted masonry.
- Re-pointing with inappropriate mortar – synthetic caulking compound or hard, cementitious mortar-which causes damage to masonry.
- Replacement masonry or mortar that is harder than the original masonry.
- Removing masonry that is irreparable without replacing or replacing with new feature which does not have the same visual appearance.
- It is inappropriate to install modern “antiqued” brick for patching historic masonry.

Tip: Modern bricks are much harder and often do not match in color and texture.

### Section 3: Synthetic Siding

The existing buildings in Shelbyville's Historic District are sheathed in wood siding, wood shingles, and masonry materials all of which require regular maintenance to maintain structural integrity and appearance. Some property owners, concerned with the cost of maintaining historic wood siding, wood shingles, or masonry materials contemplate alternative treatments, such as covering or replacing historic wall cladding materials with synthetic siding, of vinyl or aluminum, EIFS/Dryvit, or fiber cement siding.

Visual and physical concerns of using a substitute material such as aluminum, vinyl or fiber cement siding for new siding installations on a wood frame historic building include the ability to:

- 1) mask historic material and features.
- 2) damage or destroy historic material and features, such as, "drop" profile, patterns of application, shadow reveals, loss beaded edge, molding or trim at the corners, at cornices or around windows and doors.
- 3) diminish the historic character of the building.



Fiber cement (also called "Hardy Plank") is an approved siding material in certain cases.

Buildings are historic for the craftsmanship and materials reflected in their construction; historic buildings are physical and irreplaceable evidence of the cultural heritage of a community. Substitute materials to a degree, destroy and/or conceal the historic fabric, substitute materials will always detract from the basic integrity of historically and architecturally significant buildings.

Removing original material diminishes the integrity of a historic resource by lessening the percentage of building fabric that remains from the period of historic significance. Retaining the original material shall be considered over replacing. When used, an alternative material shall convey the character, including detail, texture, design, shadow, depth and finish, of the original to the greatest extent feasible.

## **Part 4: Residential Structures**

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- R3.0** The installation of fiber cement products may be appropriate in order to replace wood siding that is missing or deteriorated beyond repair.
- R3.1** The fiber cement siding shall be consistent with the size, pattern, shape, geometry, finish, dimensions, texture, profile, and shadow of the original wood siding.
- R3.2** The installation of fiber cement products is only recommended when more than 50% of the exterior wood siding is beyond repair on a historic building. The removal of synthetic siding (vinyl and aluminum) is appropriate as it may permit the reclamation of original wood siding, decorative elements such as brackets, cornices, and window and door trim.

### **Inappropriate**

- Do not install synthetic siding materials such as vinyl, aluminum, steel or imitation brick, imitation stone, or gravel aggregate materials over the original exterior. These materials do not accurately convey the effect of the original exterior, and the added layer of siding changes the depth of lines around openings such as doors and windows. The use of synthetic siding can destroy the historic integrity of a residence.
- Do not install fiber cement products that will cover and hide the original trim detailing of a building including but not

### Section 4: Architectural Metals

Architectural metal features such as columns, capitals, roof detailing, railings or awnings that are important in defining the overall historic character of the building; and their finishes shall be preserved and retained whenever feasible.

- R4.0** Protect and maintain architectural metals from deterioration and corrosion.
- R4.1** Clean architectural metals, when appropriate, remove corrosion prior to repainting or applying other appropriate protective coatings.
- R4.2** Stabilize deteriorated or damaged architectural metals prior to commencing any preservation work.
- R4.3** Identify the type of metal prior to undertaking any cleaning. Use the gentlest cleaning method possible.
- R4.4** Retain and repair architectural metal when feasible.
- R4.5** Retain the original color and texture of the architectural metals.
- R4.6** Retain architectural metal elements that are significant in defining the overall character of a building.
- R4.7** When repairing architectural metal match the original size, texture, color, and pattern of units.

**Tip:** Photographing and measuring existing conditions before beginning work to facilitate accurate duplication.



Architectural metals are most often found in the ornamentation components of a building.



## **Part 4: Residential Structures**

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### **Inappropriate**

- Replacing historic metal features instead of repairing or replacing only the deteriorated metal.
- Altering architectural metal features which are important in defining the overall historic character of the building resulting in diminished character.
- Failing to stabilize deteriorated or damaged architectural metal until additional work is started, thus allowing further damage to occur to the historic building.
- Failing to identify, evaluate, and treat the causes of corrosion and deterioration.
- Applying paint or other coatings to metals that were historically meant to be exposed. For instance, copper gutters or metal roofs.
- Cleaning when it is inappropriate for the metal.
- Applying cleaning methods which alter or damage the historic color, texture, and finish of the metal.
- Removing the patina of historic metal.
- Cleaning soft metals such as tin, copper, lead, and zinc with grit blasting which will abrade the surface of the metal.
- Using high pressure grit blasting or failing to use the gentlest means possible prior to abrasively cleaning cast iron, wrought iron or steel.

**Section 5: Architectural Details**

Architectural details are a significant component of a building's character and include trim work and ornamentation. Exterior trim, visually, serves as a framework around areas of a building's wall surface and helps with the transition to decorative elements such as windows, doors, cornices and porches. The function of trim is a sealant for siding and shingles joints, corners and openings, and for providing a weather-tight enclosure for buildings. Trim consists of door frames, window frames, rake boards, wood sills, and corner boards. In the category of ornamentation there are decorative brackets, porch columns, post or piers, newel posts, balustrades, spindles, dentils, verge boards, finials, pendants, and other embellished details. Historic trimming materials may include wood, cast iron, wrought iron, pressed metal, stone, tile, brick or terra cotta.

**General Rule:**

Architectural details help to create a historic building's unique visual character and shall be preserved whenever feasible. For architectural details that are deteriorated beyond repair, it is important their replacement match the original detailing in composition, size, shape, texture, and profile. Replacement of missing elements shall be based on physical or pictorial evidence from the actual building. It shall not be solely based on evidence from similar buildings in the district or surrounding area.

**R5.0** Retain and preserve architectural details that define the historic character of the building such as walls, brackets, cornices, brackets, window architraves, door pediments, steps, columns, post, piers, spindles, verge board, window hoods, door surrounds, etc.

**R5.1** Retain joint, unit size, profile, texture, tooling, bonding patterns, and coatings. Where necessary, replace deteriorated architectural features with materials which are similar in composition, size, shape, texture, and profile.

**Inappropriate**

- It is inappropriate to add decorative elements/features incompatible with the architectural style of the building or to add elements/features that were not original to the building.
- It is inappropriate to remove or radically change the architectural details that define the historic character of a building.
- It is inappropriate not to treat causes of deterioration.
- It is inappropriate to use a substitute material for replacement that does not convey the visual appearance of the architectural detail or that is physically incompatible.

## Part 5: Additional Guideline Considerations

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### Section 6: Doors and Entryways

Various historic doors are notable for their materials, finishes, and placement. If a historic door is replaced with an inappropriate door it can severely affect the character and feel of a historic commercial building or house. It is important to avoid radical alterations to a historic door.

#### General Rule:

The character-defining features of a historic door and its distinct materials and placement shall be preserved. In addition, a new door shall be in character with the historic building.

- R6.0** Retain and preserve entrances and their functional and decorative features that define the overall historic character of the building such as doors, fanlights, sidelights, transoms, pilasters, entablatures, columns, balustrades, and stairs.
- R6.1** Repair historic doors and entrances and retain the general historic appearance.
- R6.2** Replace with like-kind an entire entrance or door too deteriorated using physical evidence or documentation to guide the new work.
- R6.3** Preserve the original frame when feasible; it is important to keep the size and configuration of the original door.



Doors are important character defining aspects of many residential house types.

#### Inappropriate

- Removing or radically changing entrances or replacing entrance doors which define the overall character of the building.
- Adding sidelights, transom windows, or other features where none existed before.
- Removing or relocating an entrance because the building has been re-oriented to accommodate a new use.
- Installing a new entrance by creating a new opening in a primary elevation.
- Replacing or removal of historic door and surrounding material when repair and limited replacement of deteriorated areas are appropriate.
- Adding inappropriate features not in keeping with the style of the house.

### Section 7: Windows

One of the most significant character-defining features of a historic building are the windows. Windows provide a visual significance and appeal to the composition of individual buildings and contribute to the overall scale of a building. Windows provide a separation between the exterior and interior as well as regulating light and air into the building. Historic windows define the character of a building and street-scape, can identify an architectural style, retain connections to the past, help to define the architectural building period and can display craftsmanship and durable construction. The windows degree of inset into an opening, the surrounding casings and sash components which have a significant dimension that casts shadows also contributes to the character of the historic style. The treatment of historic windows is very important because windows are significant architectural components and affect the character of historic buildings.

Windows that are properly maintained can last for centuries. The majority of issues that arise with windows are usually a result of lack of maintenance. Sometimes, issues occur due to improper treatment, such as the accumulation of layers of paint on the wood sash may make it difficult to operate a window.

#### Window Features:

Some key features of a historic window are the size, shape and proportions as well as the number of “lights” or panes into which a window is partitioned. Other significant features of windows are the surrounding casing, the depth and profile of window sash elements and the materials of which the windows were constructed. Historic window elements have distinct profiles, dimensions and finishes.

- R7.0** Retain and preserve windows that define the historic character of the building. Features can include the frames, muntins/mullions, sash, glazing, heads, sills, hoodmolds, paneled or decorated jambs and moldings and exterior shutters.
- R7.1** Maintain and protect the wood or metal which comprise the window frame, muntins/mullions, and sash.



Doors are important character defining aspects of many residential house types.

## **Part 4: Residential Structures**

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- R7.2** Replacement of a window with like-kind when it is too deteriorated to repair. In certain cases aluminum clad windows may be accepted as long as they are stylistically correct.
  - R7.3** Preserve the size and proportion of a historic window opening.
  - R7.4** Repair window frames and sash by patching, splicing, consolidating, or otherwise reinforcing. Replace with like-kind parts that have deteriorated beyond repair or missing.
  - R7.5** Preserve the position, number, and arrangement of historic windows in a building wall.
  - R7.6** Preserve the solid-to-void ratio on a building wall. The amount of glass should be retained and not altered as increasing the amount of glass in a window will negatively affect the integrity of a building.
  - R7.8** Windows should be made weather-tight by re-glazing, re-caulking, installing or replacing weather stripping.
  - R7.9** It is appropriate to install exterior storm windows that match the pane configuration of the historic window on rear or side elevations.
  - R7.10** Retrofitting historic windows with high-performance glazing or clear film, when feasible, and only if the historic character can be maintained.
  - R7.11** Installing clear, low-emissivity (low-e) film without noticeable color in historically clear windows to reduce solar heat gain.
  - R7.12** Replacing missing windows with new, energy-efficient windows that are appropriate to the style of other historic windows found in the building and that are also durable, repairable and recyclable.
  - R7.13** Maintaining existing, reinstalling or installing new historically-appropriate awnings if the building originally had awnings installed.
- Tip:** Photograph and measure existing conditions before beginning work to facilitate accurate duplication.

### Inappropriate

- Radically changing or removing windows that define the overall character of the building.
- Changing the number, location, and size or glazing pattern of windows through cutting new openings, blocking-in windows, and installing replacement sash which does not fit the opening.
- Using a substitute material for the replacement part that does not convey the visual appearance of the window.
- Installation of storm windows which obscure historic windows or storm windows with muntin bars that do not line up with meeting rails of double-hung sash.
- Installation of burglar bars to windows.
- Replacing or removal of historic windows and surrounding material when repair and limited replacement of deteriorated areas are appropriate.
- Installing replacement windows in a residential structure which are more appropriate for commercial building.
- It is inappropriate to install incompatible or inefficient replacement window units when existing windows can be repaired.
- It is inappropriate to install improper fitting storm windows.
- It is inappropriate to install storm windows on the façade.
- It is generally inappropriate to remove historic awnings or to install inappropriate awnings.
- It is inappropriate to cover or remove existing transoms from entrances.
- It is inappropriate to retrofit historically-clear windows with tinted glass or reflective coatings that will negatively impact the historic character of the historic building.



## Part 4: Residential Structures

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### Section 8: Shutters

Exterior shutters, historically, were used as shielding apparatuses. Paneled shutters provided protection and louvered shutters regulated light and air. Not every historic building had shutters and shutters were not used in every town or location. Historically shutters had hinges or tiebacks to attach them to buildings.

- R8.0** Shutters shall not be longer in length/taller than window or shorter than window.
- R8.1** Retain and preserve shutters where they historically existed.
- R8.2** Retain and preserve historic hardware when feasible.
- R8.3** Maintain and protect the wood which comprises the shutters.
- R8.4** Replacement of shutters with in-kind when it is too deteriorated to repair.
- R8.5** Preserve the size and proportion of historic shutters.
- R8.6** Repair shutters and hardware over replacement.
- R8.7** Preserve the position, number, and arrangement of historic shutters in a building wall.
- R8.8** Retain and preserve the appropriately sized and shaped shutters for the window openings, fitted to cover the window when closed.
- R8.9** Refurbish historic shutter hardware.



Shutters accent the window opening and provide additional detail and character to the residence.

### **Inappropriate**

- Shutters should not be added unless original to the building.
- It is inappropriate to use a substitute material for replacement that does not convey the visual appearance of the architectural detail or is physically incompatible.
- Avoid the installation of vinyl shutters or other materials not historically appropriate to the building and time period.
- Installation of shutters which were not historically present in the character of the building or are incompatible in size by not fitting the window which they surround.
- It is inappropriate to add decorative elements/features incompatible with the architectural style of the building or to add elements/features that were not original to the building.
- Sandblasting, caustic solutions, and high pressure water blasting is an inappropriate way of cleaning wood shutter surfaces. These methods erode and damage the surface, in addition to increasing deterioration.

## Part 4: Residential Structures

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### Section 9: Porches

Porches play a vital role in the architectural elements of buildings and serve as a visible element, not just to the building but also to the streetscape. Porches provide a sense of scale to a building and serve as a connector to the house to its context by orienting the entrance to the street.

#### General Rule:

Retain a porch that is a character-defining feature of a historic building. If the original porch has been removed, a new (replacement) porch shall be in character with the historic building, in terms of its scale, materials and detailing. Replacement of missing elements shall be based on physical or pictorial evidence from the actual building. It shall not be based solely on evidence from similar buildings in the district or surrounding area.

- R9.0** Retain and preserve porches that define the overall historic character of the building.
- R9.1** Preserve an original porch when feasible.
- R9.2** Protect and maintain the masonry, wood, and architectural metal that comprise porches through appropriate treatments such as routine maintenance, cleaning, repair and reinforcement of historic materials.
- R9.3** Retain open design and roof shape.
- R9.4** Add only architectural details when documentation of said building illustrates.
- R9.5** Replace the porch or details when deteriorated beyond repair. Reconstruct it to match the original in form and detail.
- R9.6** Avoid permanently enclosing a historic porch.
- R9.7** Avoid removing or covering historic materials and details on a porch.



A well maintained porch adds value to the house because of its curb appeal and often illuminates the stylistic intent of the plan.

### **Inappropriate**

- Radically changing or removing porches, which are important in defining the overall historic character of the building.
- Replacing a porch when the repair of materials and limited replacement are appropriate.
- Creating a false sense of history by adding porches on the façade or any elevation by adding architectural details where none previously existed.
- Installation of treated wood that remains unpainted.
- Enclosing porches in a manner that results in a loss of historic character.
- Installing porches that are incompatible in size and scale with the historic building or obscure, damage or destroy character-defining features.

## Part 4: Residential Structures

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### Section 10: Cornices and Friezes

Cornices and friezes are the top two members of a classical entablature, connecting siding of a building with the roof and providing a visual termination for the wall. The cornices of Neo-Classical Revival buildings are distinctive, with the use of dentils. The Queen Anne style buildings have either simple cornices, or the cornice is incorporated into the decorative design elements on the building. On Colonial Revival buildings, the cornice is usually prominent, incorporating dentils on the frieze.

**R10.0** Cornice and frieze elements shall be maintained and repaired when necessary, using in-kind replacement materials, and matching decorative details and profiles of the existing original design.

**R10.1** Cornices and friezes shall be protected during any repair or cleaning.

#### Inappropriate

- The removal of cornice and frieze elements, such as dentils and brackets are not allowed.
- Ornamentation, such as dentils and brackets, shall not be added to the cornice and frieze, unless materials match in scale, design, and composition to that of the original materials.



Cornice details are essential elements that allow for a transition between the walls and the roofline. It is important to retain those elements whenever possible.

### **Section 11: Roof, Roof Forms and Roof Features**

The roof is a major character defining feature for most historic buildings. Contributing to the character of a roof are its pitch, materials, size, and orientations. Most common roof forms on dwellings are gabled and hip; less common are shed and flat roofs (common on commercial buildings). The existing residential building stock within the historic district has a variety of roof forms: gabled roof, hipped roof, cross-gabled, gambrel, flat and shed roof.

Roof features include chimneys. Chimneys were generally designed to harmonize with the building and may be square, or rectangular in design. Some chimneys have molded caps, corbelling, varied patterns and chimney pots. Together with the overall roof plan, chimneys are important character-defining features of historic buildings.

Other roof features include dormers. Dormers often match the main roof in slope, detailing and materials and many have a different roof shapes such as, shed, gable, hipped, eyebrow, segmented pediment and other shapes. Historically, dormers were occasionally added to make more space in the attic area. Like the chimney, a dormer can contribute to the overall historic character of the residence.

#### **R11.0 Retain and preserve roofs, and their functional and decorative features.**

Significant characteristics of a roof include its overall historic character and shape; decorative features such as chimneys, cupolas, and roofing materials (clay tile, metal, asphalt shingles, wood shingles, and slate shingles) as well as size, form, texture, and patterning.

#### **R11.1 Preserve the original roof form. Retain the original perceived line and orientation of the roof as seen from the street.**

#### **R11.2 Preserve the original historic eave depth. The shadows created by the original overhangs contribute to one's perception of the building's historic scale and these overhangs should be preserved.**

#### **R11.3 Preserve original roof materials when feasible. Avoid removing original roof materials when material is in good condition.**

#### **R11.4 Repair a roof or roof features by using like-kind materials or historic materials.**



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**R11.5** Replacing a roof using in-kind materials if the roof is too deteriorated to repair.

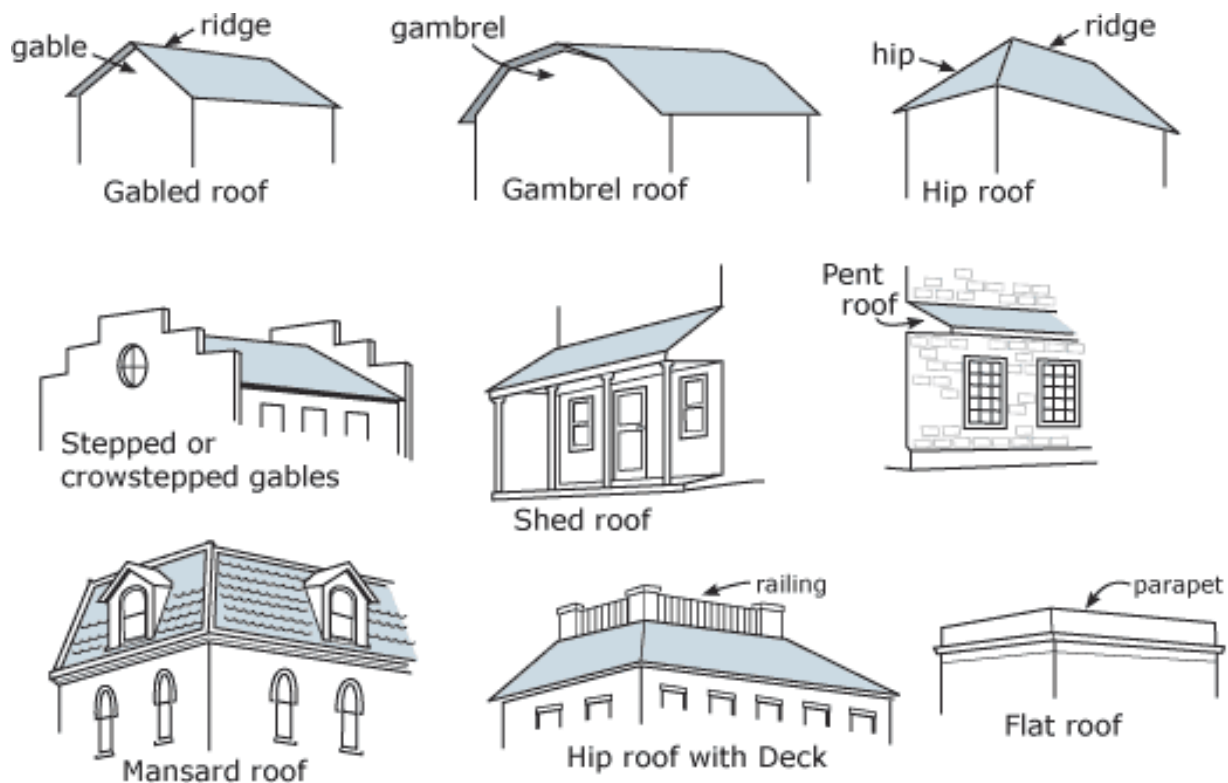
**R11.6** Avoid removing or covering historic materials and details of a roof or roof feature (including gutters whenever possible).

**R11.7** If roof or roof features are too deteriorated to repair use physical evidence or documentation to help guide the work.

**R11.8** Retain and preserve chimneys and use historically appropriate mortar to prevent damage to chimney brick when conducting maintenance and repair work.

**R11.9** Retain original brickwork and corbels of chimneys.

**R11.10** Use historic brick if feasible to replace any deteriorated bricks in chimneys; bricks should match the original in size, shape, texture and color.



Examples of common roof types within the historic district.

### Inappropriate

- Radically changing, damaging, or destroying roofs which are important in defining the overall historic character of the building.
- Radically changing, damaging, or destroying roof features (cupolas, dormers, and chimneys) which are important in defining the overall historic character of the building.
- Removing a major portion of the roof or roof features or materials that can be repaired.
- Applying paint or other coatings to roof materials which have been historically unpainted or uncoated.
- Stripping the roof of sound and repairable historic material such as clay tile, wood, slate, and metal.
- Removal of a chimney, dormer or cupola.
- Removing a roof feature that cannot be repaired, such as a dormer, chimney or cupola and not replacing it or replacing it with a new feature that does not convey the same visual appearance.
- Re-pointing of the brick using mortar that is too hard or does not replicate the existing mortar profile.
- Covering existing chimneys, dormers or cupolas with a new material.
- Creating a false sense of history by adding roof features or by adding architectural details where none previously existed.
- Installing mechanical or service equipment in such a way that it damages the historic building materials.
- Differentiating dormers so that they stand out against the historic building.

### Section 12: New Construction and Additions

To construct a new building in the historic district requires sympathetic thought. It is vital to understand that while the historic district conveys a particular sense of time and place associated with its history, it also remains vibrant, with alterations to existing buildings and construction of new buildings occurring over time. New construction in a historic district shall be in a method that supports the fundamental visual characteristics of the district. However, it does not necessitate new buildings should look old. It is usually discouraged to construct new buildings, which imitate historic styles found in the historic district. Architectural historians would rather be able to examine the evolution of the street and district, distinguishing the visible age of individual buildings by their style and method of construction. The age of a building is deduced by its style and categorizing a building in its style in relative chronological order. The capability to interpret the history of a district or street is muddled if new buildings are designed to replicate historic styles.

A new building should convey the basic characteristics of the district, while expressing the current design trends. This may be accomplished by utilizing the fundamental methods of a building that comprise a part of the character of a historic district. Such methods are **setback, orientation, size, scale, rhythm, directional emphasis, materials, and building elements**.

- When these design methods are arranged in a new building to be comparable to other buildings seen traditionally in the district, the results are visual harmony. It is achievable to be compatible with the historic context of the district, while creating a design that is noticeable as being of newer construction. This is usually achieved by the fundamental design methods more so than the details of individual architectural styles.
- New construction shall preserve the cohesive ambiance of the existing buildings and surrounding areas in the district with compatible, sympathetic, and contemporary construction.
- New construction shall be compatible contemporary designs reflective of the time that are not visually overwhelming.

### **General Rules:**

Creative solutions that are compatible with the historic character of the neighborhood are strongly recommended, while designs that seek to contrast with the existing context simply for the sake of being different are not recommended. This policy will help to protect the established character of the district, while also allowing new, compatible design.

### *Mass and Building Footprint*

New construction in residential and commercial areas that is visible from the public right-of-way shall correlate in mass and footprint to the majority of the existing buildings in the surrounding area.

- New construction in the historic district (residential area) shall correlate in building mass and footprint to the surrounding buildings.

### *Height*

Similarity in building height contributes to the visual harmony of a historic district. The height of new construction shall be compatible with existing buildings in the district and shall not vary from the average height of adjacent buildings and shall not be in conflict with existing buildings in the surrounding streetscape. Existing residential building in the district is typically no more than two-and-half stories in height, while commercial buildings are on average two stories in height.

- The new construction height shall follow the average height of the majority of existing buildings in the surrounding streetscape.

### *Width*

In order to retain a sense of visual harmony in the district, new buildings shall be similar in size to that of the existing buildings in the surrounding area. A sense of rhythm was established in the district by existing buildings being constructed in similar width to neighboring buildings and usually in proportion to the lot size. This created a relatively uniform scale for the district. New construction shall be proportional to the width of the lot and shall not be in conflict with the surrounding buildings.

- The new construction width shall follow the average width of the majority of existing buildings in the surrounding streetscape.
- New construction shall be designed to be proportional to the width of the lot.

### *Scale*

## **Part 4: Residential Structures**

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Scale is defined as the relationship of the size of the building to neighboring buildings and of a building to its site. The scale may also be defined as the relationship between the size of a building and people. Buildings are said to have a human scale when the building and its details are visible from the sidewalk. The scale of a building can be produced by the height and width and the relationship between the size of a building and the size of a person. The scale of a building becomes massive when the building overwhelms a pedestrian. For instance, a two-story house with a one-story porch is more human in scale than a two-story house with a two-story portico which is massive in scale to a pedestrian.

- New construction shall emphasize scale and character of the surrounding district.
- A visual harmony of scale may be achieved by incorporating elements such as porches, porticos, stoops, and decorative details.

### *Building and Roof Form*

Visual harmony can also be established by the similarity of building forms. Building form in the district shall be retained; any new buildings shall have basic roof and building forms that are similar to those seen traditionally. Generally, façade proportions also shall be in harmony with the context.

Within the historic district, roof forms, roof design, roof textures and materials are important features. Typical roof forms are gable, hipped, gambrel as well as combinations of these forms in the residential district. Flat roofs are more common in the commercial corridor. When defining the historic district character, the roof pitch is just as significant as the form. There are a variety of roof materials in the district, including but not limited to, metal, composition shingles, and clay tiles.

- New construction shall utilize forms that correlate to the majority of existing buildings in the surrounding district.
- New construction shall follow the average roof types and pitches in the surrounding area of the district.
- New construction shall utilize traditional roofing materials found in the historic district.

### *Orientation*

Traditionally, for a typical commercial building in the historic district the building's façade is oriented to the street. In the residential district, a dwelling's façade may be oriented to the street or the side yard depending upon its style. The orientation of buildings establishes a "pedestrian-friendly" rhythm in the district and contributing to the overall fabric of the district contributing to the sense of visual harmony.

- New construction shall be oriented in a method that is similar to those seen traditionally in the surrounding streetscape.

### *Rhythm of Spacing and Setback*

New construction shall match to the rhythm of the historic district. A new building shall follow the spacing and setback patterns established by its surrounding buildings. Setbacks, which are inconsistent with the setback pattern of the existing structures in the neighborhood, are inappropriate.

- New construction shall follow and match the prevailing spacing and setback distances between buildings and the property line, street or sidewalk patterns of the surrounding buildings in the district.

### *Solid-to-Void Ratio*

New buildings shall echo the surrounding existing buildings in the ratio of window and door openings to wall surface, also known as solid-to-void ratio. The existing buildings in the historic district characteristically and commonly have wall surfaces interrupted by window and door openings. Wall surfaces without window and door openings are insensitive to the district surroundings. The proportion and scale of window and door openings shall be compatible with the surrounding existing buildings. The ratio on a new building, the amount of the façade and elevations seen by the public right-of-way, shall be similar to that of existing buildings within the neighborhood.

- New construction shall match the ratio of window and door openings to wall surface of the surrounding building in the district.
- New construction shall match the size and proportion (ratio of width to height) of window and door openings on the façade and elevations seen from the public right-of way to those of the surrounding buildings.

### *Materials*

Use materials in new construction that are comparable to those commonly found in the historic districts. Ponca City's residential districts feature, wood siding, wood shingles, brick, stucco, as well as 20th and 21st century building materials (vinyl, aluminum and fiber cement siding). While new materials may be considered, the material shall appear similar to those seen traditionally to establish a sense of visual harmony.

It is important when designing a new building in a district that the shape and pitch of the roof shall reflect the shape and pitch of existing roofs in the surrounding area. In addition, new construction shall follow the overall established pattern of the roof orientation in terms of being front gabled or side-gabled or a combination of both.

- New construction materials shall be compatible and complement the surrounding buildings in the district. While vinyl, aluminum and fiber cement siding is found in



## **Part 4: Residential Structures**

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the district, it would be more appropriate to use traditional materials such as wood siding, wood shingles, brick, stucco (not synthetic stucco) in the design of new construction to reinforce the historic character of the district. Traditional building materials are the preferred materials for new construction.

### *Porches, Porticos, and Stoops*

Several of Ponca City's residential dwellings are defined by their entries. Elements that commonly define entries are porches, porticos, and stoops. There is a considerable diversity in the size, location, and types of these elements and this diversity correlates to the various residential architectural styles. Porches, porticos and stoops are essential elements of the historic districts that shall be retained as these elements contribute to the sense of the character of the street, adding visual significance.

- New construction design shall consider incorporating porches, porticos, or stoops in the residential district since they are significant elements of the district and contribute to the visual harmony of the district.
- Porches, porticos, and stoops shall be compatible with those of the surrounding streetscape and not be in conflict.

### *Windows and Doors*

Existing buildings (residential dwellings and commercial buildings) located in historic districts have distinctive window and door forms and patterns. Windows and door design typically relate to the architectural style of a building. The similarity of window and door size and location contributes to a sense of visual harmony along the streetscape. A new building shall retain the basic window and door proportions and placement patterns seen traditionally in the district to retain the sense of visual harmony.

- New construction shall match the size and proportion (ratio of width to height) of window and door openings on the façade and elevations seen from public right-of-way to those of the surrounding buildings
- Window types utilized in new construction shall be compatible with those found in the district. Common window types in the district are double-hung or casement. Some window forms are circular in design.
- New construction shall echo the traditional entrance features of the district such as decorative elements, framing the openings, transoms, and sidelights.

### Section 13: Additions and Accessory Buildings

Many residential buildings have been added on to over time and the practice of adding on to existing buildings in the historic district is expected to continue. However, it is important that new additions be designed in such a method that they preserve the historic character of the primary building.

#### General Rule:

New building additions shall be designed and constructed (with materials, features, proportions, and ornamentation) so that they are compatible with the historic building overall, but with details that are different so as to signify the work of our present era. Appropriate

**R13.0** Additions shall be located to the rear of the property or on a secondary elevation.

**R13.1** Side additions that do not compete with the primary building and are not highly visible from the public right-of-way are acceptable.

**R13.2** Additions should be compatible with the original building, but shall be differentiated from the existing building.

**R13.3** New additions shall be designed in a method that if removed in the future, the form and integrity of the existing building will not be impaired.

**R13.4** Additions shall be smaller in scale than the primary building.

**R13.5** Additions shall be kept simple and appropriate in shape, materials, and details.

**R13.6** Avoid placing additions on the main façade or on elevations highly visible from



A room addition can add value to the house while accommodating changing needs within the home.

## **Part 4: Residential Structures**

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the public right-of-way.

### **Inappropriate**

- Avoid constructing additions that are incompatible with the existing building and cannot be differentiated from the existing building.
- Avoid additions that are larger in scale than the primary building.
- Avoid additions that are not simple and inappropriate in shape, materials, and details.
- Avoid additions that if removed in the future will cause harm or destroy the form and integrity of the existing building.

### **New Accessory Buildings**

For a new accessory building that is constructed, the preferred location is to the rear of the lot or to the side, but setback. New construction shall have a similar roof pitch to the existing main building and shall remain subordinate in terms of mass, scale, and height, to the primary building.

- Locate an accessory building to the rear of the lot.
- Locate an accessory building to the side of main building if necessary but it shall be set back substantially.
- Accessory building shall be oriented similar to those seen traditionally in the district.

## **Part V: Additional Guideline Considerations (A Prefix)**

### **Section 1: Utilities and Energy Retrofit**

It is important to balance the need for modern, energy efficient elements of a building against a respect for the historic materials, design and workmanship. Often, creative approaches must be taken to minimize the impact of intrusive upgrades that are intended to improve the building energy and thermal efficiency.

- A1.0** Retain and preserve the inherent energy-conservation features of a historic building, such as operable windows, transoms, awnings, and shutters.
- A1.1** Generally, it is not appropriate to replace operable windows or transoms with fixed glass.
- A1.2** Locate roof ventilators, hardware, antennas, and solar collectors inconspicuously on roofs where they will not be visible from the street.
- A1.3** Install mechanical equipment, including heating and air conditioning units, in areas and spaces requiring the least amount of alteration to the appearance and the materials of the building such as roofs. Screen the equipment from view.
- A1.4** Locate exposed exterior pipes, raceways, wires, meters, conduit, and fuel tanks on rear elevations or along an inconspicuous side of the building. Screen them from view.
- A1.5** Locate window air-conditioning units on rear or inconspicuous elevations whenever possible.
- A1.6** It is not appropriate to install large antennas and satellite dishes on primary elevations. Small, digital satellite dishes must not be visible from a public street and must be screened from view.

## **Part 5: Additional Guideline Considerations**

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### **Section 2: Demolition**

In the interest of controlling the long-term effects of demolition within the Historic District, careful thought should be given to a project before the option of demolition is exercised. In reviewing alternatives for treatment of a particular building or site, demolition should be considered a 'last measure. It is the responsibility of the property owner to demonstrate to the HDC that a building meets all of the criteria for demolition before a COA will be issued, with emphasis on guidelines A2.2 and A2.3.

The HDC will consider a permit for demolition after considering the following factors:

**A2.0** The importance of the building to the history and character of the district.

**A2.1** The documented physical condition of the building.

**A2.2** The cost of renovation of the building.

**A2.3** The existing and/or potential usefulness of the building including the potential economic return from the building.

**A2.4** If the current owner cannot finance the reuse of the building and it is found to be economically feasible, the commission will endeavor to assist the owner in locating a new owner who will be capable of maintaining the building(s).

**Note:** In some cases, the HDC may request that the owner provide an evaluation or building condition assessment from a qualified professional who can help substantiate the request for a building's demolition and/or its structural integrity.

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## **Part 5: Additional Guideline Considerations**

### **Section 3: Pavement and Landscape Elements**

Landscaping is critical in promoting a pleasing aesthetic that enhances the quality of life for us all. It softens the hard lines introduced by paving and defines transitions from property to property or from street to curb, etc.

- A3.0** If an area exists between the sidewalk and the building, this area shall be planted with ground cover and plantings. In no case shall this area be used as a storefront parking space.
- A3.1** Parking Spaces: Parking shall be located behind or to the side of commercial structures and shall not be allowed in front of the building.
- A3.2** Curb Space: The space between the curb and the sidewalk, if any, shall be planted with ground cover or paved with an approved paving material.
- A3.4** Parking Lots: Areas exposed to public street traffic that is used for parking shall be landscaped with ground cover and plantings. Plans shall be submitted to the HDC for approval. Any existing parking lots or parking areas shall be landscaped according to this condition if there is any new construction or repaving of the lot or area.
- A3.5** In all cases of new construction a complete landscape plan shall be submitted as part of the proposal for review.
- A3.6** Existing landscape elements should be maintained. The necessary cutting of limbs or trimming of trees, shrubs, or bushes need not be reviewed by the HDC.
- A3.7** The removal of any established tree which is visible to the public must be approved by the HDC. When considering the removal of a tree(s) the HDC will consider the age, size, and location of the tree(s).
- A3.8** When a tree is approved for removal, a replacement tree will be required unless the applicant can show cause for relief from such a requirement. The replacement tree should be installed within the period of 1 year after the issuance of the COA.



## Frequently Asked Questions (FAQs)

People have lots of questions about the Historic District! Some of those questions get repeated often enough that it is worth while to address them within these guidelines. Questions regarding the intent of the guidelines or the nature of the Historic District and its ordinance should be asked directly to the Director or the HDC members. Because the guidelines are sometimes objective in their intent, it requires an interpretation on a “case-by-case” basis. The following questions tend to be the most frequently asked!

Q: What is a “COA”

A: A Certificate of Approval (COA) is issued once a property owner has demonstrated to the HDC that their project meets applicable guidelines. Very often a project can not move forward through Code Enforcement or Planning and Zoning without a COA. Therefore the COA is the first step in having a successful project within the historic district.

Q: When does the Historic District Commission meet?

A: The HDC meets on the second Tuesday of each month. If there are no agenda items to be discussed, then the Commission Chair may cancel the scheduled meeting. The HDC is required to meet at least 4 times per-year regardless. We meet at the HDC office: 627 Main Street, beginning at 5:30pm.

Q: Why is it necessary to get approval to work on my property?

A: Over time many things change - some good, and some not so good! One way to ensure positive change within the historic district is to moderate that change so that it eliminates aggressive and often predatory development. Historic districts all over America have the benefit of oversight that helps people understand and protect the character of their historic property, which adds value to the home over time. Review also helps property owners better understand the architectural and historical importance of their home and helps to avoid unsympathetic alterations that could devalue the historic character of the property.

Q: When do I have to get a COA?

A: Not every project requires a COA. It is always best to consult with the Director of the Historic District to get the proper information regarding a COA.

Q: Are there any grants available to help me restore my property?

A: Grants come and go. Most, however, are not earmarked for restoration of private residences. The Director of the Historic District monitors grant availability and passes that information on as needed. To get the most current information contact the Director.

Q: How do I know if my house is in the Historic District?

A: The district has been mapped and there is an online building inventory that is publically accessible through the City of Shelbyville’s website. Otherwise, please contact the Director to know for certain if your property is in the Historic District.

