

GREENSBURG HISTORIC PRESERVATION COMMISSION

RULES OF PROCEDURE

Article 1 – Name

This organization shall be known as the Historic Preservation Commission (hereinafter referred to as “Commission”) of the City of Greensburg, Indiana (hereinafter referred to as “City”)

Article 2 – Membership

Section 1 – Number of Members: The Historic Preservation Commission shall consist of five (5) voting members as set out and established by Ordinance No 2006-32 of the City of Greensburg Code (hereinafter referred to as the “Ordinance”).

Section 2 – Vacancies: Whenever a Commission member fails to attend three (3) consecutive, regularly scheduled meetings, the Commission may determine the position to be vacant and certify to the Mayor that the position is vacant. Within ninety (90) days, the Mayor shall appoint, subject to approval of the City Council of the City of Greensburg (hereinafter referred to as “Council”), a Commission member for the remainder of the term.

Section 3 – Membership Requirements: Every Commission member is encouraged to attend at least one (1) informational or educational meeting per year subject to availability of meetings. Commission members should have a demonstrated interest in historic preservation or related fields. All Commission members are to be residents within the city boundaries of the City of Greensburg and will serve without compensation.

Section 4 – Terms: voting members shall serve for a term of three (3) years; however, the initial terms of members shall be for one (1) year, two (2) years, and three (3) years in order for the terms to be staggered. The term for nonvoting, advisory members shall be for three (3) years. A vacancy shall be filled within ninety (90) days for the duration of the term.

Article 3 – Officers

Section 1 – Officers: The officers of the Commission shall be: Chairperson, Vice-Chairperson and Treasurer.

Section 2 – Election: Officers shall be elected at the first meeting of the Commission each calendar year and shall serve for one year and may be re-elected to not more than two consecutive one year terms. Elections shall be by majority ballot. Vacancies may be filled at any regular or special meeting of the Commission.

Section 3 – Chairperson: The Chairperson shall: (a) preside at all meetings of the Commission; (b) appoint members of committees and designate the chairperson of each committee with approval of the Commission; (c) discharge all duties which devolve upon a presiding officer; (d) for and on behalf of the Commission and each member thereof, execute contracts approved by the Commission to which the Commission shall be a party and reports and other documents required of the Commission; and (e) perform such other duties as these Rules of Procedure provide or the Commission by resolution prescribes.

Section 4 – Vice-Chairperson: The Vice-Chairperson shall perform the duties incumbent upon the Chairperson during the Chairperson's absence and such other duties as these Rules of Procedure provide or the Commission by resolution prescribes.

Section 5 – Treasurer: (Job description to be determined)

Section 6 – Secretary: **The City Building Commissioner shall** serve as ex-officio Commission Administrator shall act as Secretary and shall: (a) attest such of the documents referred to in Section 3 of this Article as may require attestation; (b) attest, after approval, preserve and safeguard the minutes of all meetings of the commission; (c) certify copies of documents; and (d) perform such other duties as these Rules of Procedure prescribe. **(The Ordinance also notes that this position makes sure we comply with the Open Door rules and advertises all meetings to comply with Indiana Law.)** see Article 5, Sect. 1

In the event the City is unable to supply the Commission with a Commission Administrator to fulfill the secretarial duties, a member of the Commission may serve as Secretary until an appropriate person is available to assume those duties.

Article 4 – Committees

Section 1 – Standing Committees: The standing committees of the Commission may be appointed at the discretion of the Commission.

Section 2 – Special Committees: Special committees, which may include interested members of the public, may be appointed by resolution of the Commission or by unanimous consent, to serve at the pleasure of the Commission. The Chairperson may appoint special com-

mittees, between Commission meetings to act upon urgent matters and report at the next meeting of the Commission. Such special committees appointed by the Chairperson may continue if authorized by resolution of the Commission or by unanimous consent of the same.

Article 5 – Meetings

Section 1 – Regular Meetings: The Commission shall meet at least once each month, except when it has no business pending, the **last Wednesday at 6:00 P.M. in the Greensburg City Hall**, unless otherwise passed by resolution of the Commission and advertised. Meetings must be advertised according to state law.

Section 2 – Special Meetings: The Chairperson may call Special meetings by giving at least forty-eight (48) hours notice to each member.

Section 3 – Meeting Notice: Advance notice of each meeting shall be provided to the local media not less than forty-eight (48) hours before the scheduled meeting and also posted in the Greensburg Municipal Building. All meetings shall be open to the public.

Section 4 – Quorum: A quorum shall consist of **three (3)** voting members.

Section 5 – Action: A motion or resolution shall be passed by a majority of those voting when a quorum is present.

Section 6 – Chairperson Voting: The Chairperson may vote on all matters, resolutions, motions, or other matters that are put to a vote.

Section 7 – Availability: The Commission shall make its Rules of Procedure and code of conduct available for public inspection at the Greensburg **City Hall**, in the Department of Planning, Permits and Inspections (**Is this the name of our Dept?**).

Article 6 – Procedure of Meetings

Section 1 – Parliamentary Procedure: Robert's Rules of Order shall govern the parliamentary procedure of the Commission.

Section 2 – Order of Business: The order of business at any regular or special meeting of the Commission, unless otherwise provided in these Rules of Procedure or by resolution of the Commission shall be as follows:

- a) Call to Order
- b) Roll Call
- c) Approval of Minutes
- d) Certificate of Appropriateness Review
 - 1. Staff Report and Recommendation
 - 2. Hearing from Applicant
 - 3. Hearing from Interested Parties
 - 4. Discussion and Action by Commission
- e) Report on Staff approvals (if applicable)
- f) Financial Report (if applicable)
- g) Old Business
- h) New Business
- i) Hearing of Visitors
- j) Announcements
- k) Adjournment

Article 7 – Conflict of Interest

A Member of the Commission is considered to have a conflict of interest with respect to any matter being considered by the Commission if any of the following has a personal or financial interest in such matter:

- a) The member, or the member's spouse, minor child, or partner;
- b) A for-profit or not-for-profit organization in which the member is serving as an officer, director, trustee, partner, shareholder, member or employee; or
- c) Any person or organization with which the member is negotiating or has any arrangement concerning prospective employment.

Each member, in order to protect himself/herself and the Commission from allegations of conflict of interest or favoritism, must take individual responsibility for evaluating his/her own personal or financial interest or that of his/her family or any partner, which relates directly, or indirectly to Commission members.

Prior to consideration of any matter being considered by the Commission a member with a conflict of interest or a potential conflict shall identify the conflict and physically move from his/her chair as a member so that he/she will not participate in the Commission deliberations or vote.

No member may accept or receive a gift or gratuity of property of any kind, which in any way, directly or indirectly, relates to his/her membership on the Commission.

Article 8 – Designation Procedures

Section 1 – Initiation of a Conservation/Historic District: Recommendation for the designation of a conservation/historic district shall be made to the City Council in the form of a written report. Recommendations may be initiated from either of the following two (2) sources:

- a. The Commission may draw and submit a map identifying the boundaries of a proposed district based on a survey of historic resources within the City's boundaries. A written report shall accompany the map identifying each building or structure within the proposed district according to the following classifications as defined in the Ordinance.
 1. Outstanding
 2. Notable
 3. Contributing
 4. Non-Contributing
- b. The owner or owners of property wishing to establish a district ~~which~~ may petition the Commission to consider submitting a recommendation for district designation to the City Council according to the criteria outlined below. (Section 2)

Section 2 – Criteria for Petition by Property Owners: Owners of property wishing to establish a historic district, which includes their property, may petition the Commission according to the following rules:

- a. A survey of the proposed district must have been completed;
- b. The owner or owners must be in the potential district proposed to the Commission or must give adequate justification for seeking designation;
- c. The owner or owners must have indicated their reasons for proposing designation in a written report filed with the Commission;
- d. The owner or owners must present to the Commission a list of all property owners of record and their addresses within the proposed district obtained from the **Decatur** County Assessor's Office;
- e. The Commission may require the owner or owners to take a formal advisory vote within the boundaries of the proposed district according to the Commission's policies.

The Commission shall consider the proposed district if at least fifty (50%) percent of the owners in the proposed district are in favor of the petition or if it is one of the potential districts proposed by the Commission's policies or survey.

Section 3 – Notice and Approval of Owners: All owners of property within a proposed district must be notified by certified mail, return receipt requested, at least thirty (30) but not more than sixty (60) days before any public hearing is held or any action is taken by the Council concerning the designation ordinance.

At least fifty (50%) percent of the owners in a proposed district must agree to designation of the district. Agreement must be in the form of a written petition signed by the owners and submitted to the Commission by district property owners for consideration of a proposed district.

Section 4 – Interim Protection: When a proposed district is recommended to the Council, the Commission may declare one (1) or more buildings or structures classified as historic on the map to be under interim protection. The Commission shall notify the owner by personal delivery or certified mail within not more than two (2) working days of the interim protection. The written notice must:

- a. Cite the authority of the commission to put the building, structure or site under interim protection.
- b. Explain the effect of putting building, structure or site under interim protection; and
- c. Indicate that the interim protection is temporary.

Interim protection will remain in effect until the district map is approved or rejected by the Council. If such action has not occurred within ninety (90) days, the Commission must reaffirm interim protection or it will automatically cease. Interim protection may continue without action, by the Council for no more than one hundred eighty (180) days. Once interim protection has lapsed, a one (1) year period must pass before the building, structure or site can be placed under interim protection again.

A building, structure or site under interim protection requires a Certificate of Appropriateness prior to the following:

- a. Demolition
- b. Moving
- c. Substantial or conspicuous change to the exterior appearance.

For buildings, structures or sites under interim protection, the commission shall evaluate applications for Certificates of Appropriateness by “Criteria for considering Effect of Actions on Historic Buildings” outlined in Article 10, Section 2 of this document.

Section 5 – Preservation Guidelines: When Council has designated a district, the Commission shall develop and adopt preservation guidelines specific to the district. The Commission may establish a special Historic District Committee composed of Commission members, owners within the district and/or community members with demonstrated expertise in historic preservation or related fields to draft the guidelines. Preservation guidelines will be based in part on the *Secretary of the Interior’s Standards for Rehabilitation* and Criteria identified in the Ordinance (as outlined in Article 10 of this document), as well as the historical and /or architectural features unique to the district which are deemed important to protecting, maintaining, restoring, rehabilitating, reconstructing or redeveloping the district in the public interest.

Once adopted by the Commission, preservation guidelines for each designated conservation or historic district shall be made available to the public in the Department of Planning, Permits and Inspections (same question as earlier). Correct name?

Section 6 – Conservation Districts: A district established by action of the Council shall be designated as a conservation district for a period of at least three (3) years. At the end of three (3) years, the Commission shall review the district to determine if the commission will recommend to Council that the status of the district be elevated to “historic”. A conservation district shall remain in effect indefinitely unless elevated to historic district or removed by action of the council.

Section 7 – Historic Districts: The Commission shall notify and receive majority approval of all owners in the conservation district, by the same criteria required for initial designation as outlined in Section 3, elevate the district’s status to historic or remove all relevant status. A historic district shall remain in effect indefinitely unless removed by action of the Council.

Article 9 – District Recommendation Procedures

Section 1 – Multi-Site Historic Districts: The Commission shall establish a Historic District Committee (hereinafter referred to as the “Committee”). The committee shall study and evaluate the proposed district with respect to:

- a. Character, interest and value as part of the development of one or all of the following: City of Greensburg, Decatur County, State of Indiana, United States of America;
- b. Educational value;
- c. Suitability for preservation; and/or
- d. Portrayal of the environment of (or?) group of people in an historical era.

The Committee will present its preliminary findings on the proposed district to the commission for approval.

The ~~Commission~~ Committee will present its preliminary findings on the proposed district to the Commission for approval. (Original wording has the Commission submitting findings to ourselves for approval.)

The Commission will vote on whether or not to pursue designation for the proposed district. If approved, the Committee will meet with neighborhood representatives to report on its findings. Various types of meetings should be held by the ~~com~~ (Commission?) that involve the owners and residents of the proposed district, as well as citizens of Greensburg at large in small informal neighborhood meetings, large public meetings or public hearings. Flyers, mailings and newspaper/radio announcements may be utilized to publicize such meetings. City Council members who represent the area should also be involved.

The Committee and neighborhood representatives will draw up a description of the boundaries that will delineate the proposed district that will be included in the designation ordinance that will go before the Council at a later date. Factors to be considered when delineating boundaries are:

- a. Natural features (rivers, creeks, lakes, marshland, hills, etc.);
- b. Physical features (railroads, highways, major streets, walls, embankments, parks, cemeteries, fence lines, etc.);
- c. Visual features (density of historic structures, change in building forms, styles, materials, setbacks, design features, similar dates of construction, change in land use, etc.);
- d. Sense of place (perceptions of a particular neighborhood by residents and the community as a whole).

The Committee and neighborhood representatives will compile a report justifying the designation of a district, which may include the following:

- a. History – the area’s platting, its early settlement and original or famous residents, neighborhood institutions within the proposed district such as churches, schools, etc. and their effect on the area, and significant revitalization or decline;

- b. Architecture – a description of the area’s physical appearance and current existing conditions, including brief descriptions of the proposed district’s various structures, styles, dates of construction, original owners, ~~ete~~ as well as the rhythm and setbacks of the structures, ~~ete~~ and major landscape features.
- c. Zoning – current land use of the proposed district including a description of the different types within the proposed district including a description of the different types within the proposed boundaries (e.g. residential, commercial, etc.) as well as their locations highlighted on a map of the area;
- c. Public Amenities – a description of publicly owned features in the proposed district, such as various types of streetlights, curbs, alleys, parks, open spaces and elements of public utilities (electric wires, telephone poles, etc.)

The Commission, with the assistance of neighborhood representatives, shall notify all property owners within the proposed district of the pending recommendation and provide all owners with information relating to the proposed district. The same shall be done for those citizens who own property adjacent to the boundaries of the proposed district.

The Commission shall hold at least one (1) public meeting for discussion and clarification of the district. All property owners and residents will be notified of the meeting date, time and place. A notice will be placed in the local newspaper of general circulation describing the nature of the meeting, the district boundaries and the date, time and place of the meeting. The Committee and neighborhood representatives will write the final recommendation based on the outcome of the public hearing.

The Commission will hold public hearing on the designation ordinance at its regularly scheduled meeting. All property owners, within the proposed district, will be notified by the Commission of the hearing date, time and place.

The Commission shall recommend the designation ordinance to the City Council. The Council will have three (3) readings of the proposed designation ordinance at its regularly scheduled public meetings. If approved, the Commission will publicize the district. The Commission may recommend to neighborhood representatives that a liaison(s) to the Commission be elected from the district to assist in the development of specific preservation guidelines and community education efforts.

Article 10 – Certificate of Appropriateness (COA) Procedures

Section 1 – Certificate of Appropriateness: A Certificate of Appropriateness (hereinafter referred to as a “COA”) must be issued by the Commission before a city permit is issued for, or work is begun on any of the following:

- a. Under interim protection prior to district designation:
 - 1. Moving of any building or structure;
 - 2. Demolition of any building, structure or site;
 - 3. New construction of a building or structure;
 - 4. Substantial or conspicuous change to an existing building, structure or site.
- b. In a conservation district:
 - 1. Moving of any building or structure;
 - 2. Demolition of any building, structure or site;
 - 3. New construction of a building or structure;
- c. In a historic district:
 - 1. Moving of any building or structure;
 - 2. Demolition of any building, structure or site;
 - 3. New construction of a building, structure or site;
 - 4. Substantial or conspicuous change to a building, structure or site which is visible from the public right of way.
 - 5. Lesser changes, which alter the materials, openings, mass, shape, scale or setback of any building, structure or site which is visible from the public right of way.

Section 2 – Items Not Requiring COA: A COA is not required for any alteration not visible from a public right of way. In addition, the following alterations do not require a COA:

- a. Any work, visible from the public right of way that does not change the present form of the property and is done as normal maintenance of the property;
- b. Removal of inappropriate fences as defined in the appropriate district design guidelines.
- c. Installation of a single, wall-mounted mailbox near the main entrance on the front of the structure;
- d. the following roof and gutter repairs and maintenance:
 - 1. Repair of storm damaged roof areas **is (if?)** the surface matches the existing;
 - 2. Replacement of up to fifty (50%) percent of deteriorated roof shingles on any roof surface if they match the existing roof shingles;
 - 3. Repair or re-roofing of any flat roof provided it is not visible from the ground and its shape is not altered;
 - 4. Repair or relining of built-in gutters provided no portion of the gutter visible from the ground is altered;
 - 5. Replacement of deteriorated portion of existing gutters if the replacements match that of the portion removed;

- 6. Replacement or installation of mechanical equipment, skylights or vents on a flat roof provided the new element is not visible from the ground; and
- e. Repainting of a structure which has previously been painted. Paint colors do not require approval;
- f. Temporary/emergency repairs to secure a building, structure, or site damaged by accident, fire or weather. (Permanent repairs may still require a COA; owners should consult Staff as soon as possible.)

Section 3 – Conditions to be Met by Applicant(s) for COA: The following documentation and a completed application form is required by an applicant in order to be considered for a COA:

- a. New construction in a conservation or historic district:
 - 1. Site plan indicating existing structures, driveways, major landscaping and location of proposed new building(s), driveway(s) and major landscaping;
 - 2. Photographs showing a view of the street with the building site and adjacent properties;
 - 3. Elevation drawings of proposed new building;
 - 4. Description of sample of materials to be used;
 - 5. Any additional supporting materials necessary for the Commission to make a decision.
- b. Rehabilitation of an existing building in a historic district (only):
 - 1. Photographs indicating existing condition(s);
 - 2. Description of samples of materials to be used;
 - 3. For substantial rehabilitation, applicant must also supply site plans, elevation drawings, floor plans and additional supporting materials necessary for the Commission to make a decision.
- c. Demolition or moving of an existing building or structure in a conservation or historic district:
 - 1. Photographs indicating existing condition(s);
 - 2. Any supporting materials that clarify why the building or structure can not be repaired or rehabilitated on its current site and necessary for the Commission to make a decision.

Section 4 – Review Process: Prior to a COA being issued, an applicant must complete an application outlining the scope of the work to be done and provide supporting materials as outlined above in Section 3. After the Commission receives a complete application with all appropriate documentation, the Commission will have thirty (30) days to determine whether a COA will be issued. If, after thirty (30) days, the Commission has made no ac-

tion, a COA will be issued to the applicant. The Commission may be granted an extension of the thirty (30) day limit if the applicant agrees to it.

Section 5 – Procedure for Application and Hearing: Completed applications for COA with appropriate documentation must be received and acknowledged by the Staff/Secretary of the Commission at least two weeks prior to the meeting at which the COA will be considered. The applicant shall supply all information including plats, drawings, sketches, photographs, architectural and/or engineering drawings and other exhibits necessary for a greater understanding of the proposed project, including samples of proposed materials. Upon receipt of an application, Staff shall meet with the applicant in advance of the Commission meeting to review the application for completeness, answer applicant questions and evaluate the proposed work in accordance with the preservation guidelines for that district. Staff will produce a written recommendation for approval or denial of the application to the Commission.

Staff may approve COA applications for minor work on behalf of the Commission and outside of a Commission meeting if so authorized by the Commission. Staff shall report **to** the Commission on any such approvals at the next meeting. The Commission may not empower Staff to approve COA applications for the following:

- a. Demolition or moving of existing buildings or structures
- b. New construction.

Applications determined by Staff to be complete will be dated and added to the agenda of the next Commission meeting. Copies of the application with Staff recommendation for course of action will be forwarded to each Commission member by the Staff/Secretary prior to the meeting. Commission members may inspect the building, structure or site affected by the proposed work at their own convenience and in accordance with the preservation guidelines for that district.

The Staff or Secretary shall notify the applicant of the date for the Commission meeting in which his/her application will be heard. All property owners adjacent the applicant's site and across the right of way shall be notified of the time and place of the scheduled Commission meeting via a certified letter.

A decision may be postponed until the next meeting in order to allow changes to the application to be made. Both parties must agree to the postponement. The applicant shall be responsible for notifying Staff when they are ready for their application to be heard.

Section 6 – Appeals Provision: If the Commission denies a COA, the property owner may appeal to the **Decatur County** Circuit or Superior Court in accordance with the Ordinance.

If the Commission denies a COA for demolition of a building, structure or site, a request for reconsideration may be made to the Commission in writing within six (6) months after the initial denial and the Commission shall grant the COA, but only after the applicant has established the following:

- a. The building, structure or site is incapable of earning an economic return on its value, as established by a licensed and qualified real estate appraiser;
- b. A good faith effort is being made to sell or otherwise dispose of such property at a fair market value to any public or private person or agency, which gives a reasonable assurance of its willingness to preserve and restore such property. Such documented evidence shall be provided at the owner's expense and shall include:
 1. Offering price;
 2. Date the offer of sale began;
 3. Name and address of listing real estate agent, if any;
 4. Copy of an advertisement which offers the property for sale; and
 5. Appraisal of the property's fair market value by a licensed real estate appraiser.
- c. Notice of the proposed demolition has been given a period of no less than ninety (90) days nor more than one (1) year from the date of proposed demolition, according to the rating of the building as follows:
 1. Outstanding – 1 year
 2. Notable – 9 months
 3. Contributing – 6 months;
 4. Noncontributing – 90 days.
- d. Notice has been posted on the premises of the building or structure proposed for demolition in a location clearly visible from the street. In addition, notice must be published in the local newspaper one (1) time not more than sixty (60) days nor less than thirty (30) days prior to expiration of the notice period outlined above.

The Commission may approve a COA at any time during the notice period as listed above, but shall be required to take action on the petition for reconsideration prior to the end of the notice period. If the COA is approved, a demolition permit shall be issued without further delay.

Article 11 – Preservation Criteria

Section 1 – Secretary of the Interior’s Standards for Rehabilitation: The Commission will consider the Secretary of the Interior’s Standards for Rehabilitation (hereinafter referred to as “Standards”) in developing preservation guidelines for each district. The Standards present sound technical advice to help reduce future maintenance problems as well as preserve and enhance the architectural character of historic buildings, structures and sites. They are as follows:

- a. 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.
- b. The historic character of a property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historic development, such as adding conjectural features or architectural elements from other buildings, shall be undertaken.
- c. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- d. Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
- e. 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.
- f. 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.
- g. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- h. 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.
- i. 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.

(The Secretary of the Interior's Standards for Rehabilitation. Rev. ed. Washington, D.C.: Preservation Assistance Division, U.S. Department of the Interior, 1990.)

Section 2 – Criteria for Considering Effect of Actions on Historic Building: The Commission in considering the appropriateness of any reconstruction, alteration, maintenance, or moving of an historic building, structure, site or any part of such including walls, fences, light fixtures, steps, paving and signs, shall require that work be done in a manner that will preserve the historical and architectural character of the building, structure or site. Among other things, the Commission shall consider:

- a. Purpose of the Ordinance;
- b. Historical/architectural value and significance of the building, structure or site or part of such;
- c. Compatibility and significance of additions, alterations, details, materials or other non-original elements which may be of a different style and construction date than the original;
- d. Texture, material, style and detailing of the building, structure, site or a part of such;
- e. Continued preservation and protection of original or otherwise significant structure, material and ornamentation;
- f. Relationship of buildings, structures, appurtenances or architectural features similar to one within the same conservation/historic district, including for primary areas, visual compatibility; and
- g. Position of the building, structure or site in relation to the street, public right of way and to other buildings, structures and sites.

Section 3 – Criteria for Considering visual Compatibility within Conservation/Historic Districts:

Within a conservation/historic district, new building, and structures as well as existing buildings, structures and appurtenances that are moved, reconstructed, materially altered, or repaired must be visually compatible with buildings and places to which they are visually related. The following visual compatibility factors shall be considered when applicable:

- a. Height – the height of proposed buildings shall be visually compatible with adjacent buildings.
- b. Proportion of building's front façade – the relationship of the width of a building to the height of the front elevation must be visually compatible with buildings, squares and places to which it is visually related;

- c. Proportion of openings within the building – the relationship of the width of the windows to the height of windows in a building must be visually compatible with buildings, squares and places to which it is visually related;
- d. Relationship of solids to voids in front facades – the relationship of solids to voids in the front façade of a building must be visually compatible with buildings, squares and places to which it is visually related;
- e. Rhythm of spacing of buildings on street – the relationship of a building to the open space between it and adjoining buildings must be visually compatible with buildings, squares and places to which it is visually related;
- f. Relationship of materials and texture – the relationship of materials and texture of the façade of a building must be visually compatible with buildings, squares and places to which it is visually related;
- g. Roof shapes – the roof shape of buildings must be visually compatible with buildings, squares and places to which it is visually related;
- h. Wall of continuity – appurtenances of a building or site, such as walls, wrought iron fences, evergreen landscape masses, and building facades, must form cohesive walls of enclosure along the street, if necessary to ensure visual compatibility of the building to buildings and places to which it is visually related;
- i. Scale of the building – the size of the building, and the building mass of a building in relation to open spaces, windows, door openings, porches and balconies shall be visually compatible with the building and places to which it is visually related;
- j. Directional expression of front elevation – a building shall be visually compatible with building, squares and places to which it is visually related in its directional character, including vertical character, horizontal character or non-direction character.

Section 4 – Criteria for Considering Demolition: Demolition alters the character and integrity of a building as well as the district in which it is located. The following criteria shall be examined when reviewing an application of COA for demolition.

- a. Historical and architectural significance of the building;
- b. Importance of the building to the theme of the district;
- c. Improbability of reproducing a building or structure because of its design, material, texture or architectural detail;
- d. Whether or not the building is one of the last remaining examples of its kind in the area;
- e. Whether or not there are definite plans for reuse of the property after demolition, and what affect those plans will have on the district;
- f. State of disrepair or lack of stability within the building or structure;

- g. Feasibility of the building or structure being capable to produce an economic return on its value;
- h. Whether or not alternatives to demolition have been considered.

Section 5 – Criteria for Considering Moving Historic Buildings: The relocation of a historic building or structure should be considered a last resort to avoid demolition. From a historic perspective, relocation often negatively impacts the original context of the building and the district. Additionally, it is difficult to relocate a building without the possibility of seriously damaging features that contribute to its architectural significance, such as: foundations, chimneys, porches, and interior plaster. Furthermore, an improperly relocated building can negatively impact structures located within the new setting. The following criteria shall be examined when reviewing an application for COA for moving:

- a. Consider relocation only as a last resort before demolition;
- b. When possible, move the building to an existing vacant lot within the district in which it is located;
- c. Selection of a new site should focus on areas in which the other buildings are of similar age, mass, materials, setback and architectural detailing;
- d. Place the moved structure so that its primary façade and front/side setbacks are compatible with surrounding buildings;
- e. New foundation should be similar in design to the original and constructed with like materials.

Article 12 – National Register of Historic Places

Residents of the community interested in nominating a property to the National Register of Historic Places should contact one of the following for information:

Indiana Division of Historic Preservation & Archaeology
402 West Washington Street, Room 274
Indianapolis, IN 46204
(317) 232-1646
(317) 232-0693 [FAX]

Historic Landmarks Foundation of Indiana
Eastern Regional Office
P.O. Box 284
Cambridge City, IN 47327
(765) 478-3172
(765) 478-3410 [FAX]

Article 13 – Amendments

These Rules of Procedure may be altered, amended, repealed, supplemented, or superseded by a vote of a majority of the Commission members voting at a regular or special meeting of the Commission. The proposed amendment shall be introduced at one meeting and shall be acted upon at the next regular meeting or a special meeting called with at least ten (10) days written notice.

ADDENDA

Application for Certificate of Appropriateness and Checklist

Certificate of Appropriateness sample

GLOSSARY OF TERMS

Adjacent – Any real property adjoining the property in question. This shall also include properties directly or diagonally across a street, alley or public way.

Alteration – A material change in the external architectural features of any structure within a historic district.

Classifications of Buildings or Structures in Historic Districts:

Outstanding – “O”; This classification means that the structure or building has sufficient historic or architectural significance and is already listed, or is eligible for individual listing, in the National Register of Historic Places.

Notable – “N”; A classification which means that the structure or building does not merit the outstanding rating, but is still above average in its importance. It may be eligible for individual listing in the National Register of Historic Places.

Contributing – “C”; This classification means the structure or building is at least forty (40) years old, but does not meet the criteria for an Outstanding or Notable classification. Such resources are important to the density or continuity of the area’s historic fabric. Contributing structures can be listed on the National Register of Historic Places as part of a historic district.

Non-Contributing – “NC”; A structure or building classified as such is considered non-historic. Such properties may be less than forty (40) years old, or they may be older structures that have been altered in such a way that they have lost their historic character, or may be otherwise incompatible with their historic surrounding. These properties are not eligible for listing on the national Register of Historic Places.

Criteria:

Finish Floor Elevation – New construction should provide similar finish floor elevations to that of surrounding properties. Greater attention is required in residential areas where typical elevations are above grade.

Horizontal rhythms – Uniformity of the proportions of the facades and the spacing of buildings must be considered in new construction to achieve consistency along the street. This applies to residential and commercial areas within a district. Horizontal rhythms are established by the size and placement of window openings, window sills, porches, protruding bays, balconies, and divisions between upper and lower floors. New construction should follow the historically prevalent rhythm established by adjacent properties along the street or within the district.

Materials – Materials that are compatible in quality, color, texture, finish and dimension to that of other structures within the district should be used. Consideration should be given to materials that are predominant within the district, such as masonry or horizontal wood siding.

Roof Forms – Sloped roofs should have pitches similar to those of nearby buildings for residential construction. Flat roofs, in which the roof plane is hidden from view by the front facade, are typical in commercial buildings.

Scale (height & width) – Based on the height and width ratios established by the primary, or front façade. New or modified structure(s) should be compatible with the height and width ratios established by surrounding properties.

Setback – Setback is the distance the structure is located from property lines. Typically, residential buildings in historic districts share a common front and side setback. Front and side setbacks of the main building and porches should be maintained and aligned with that of adjacent historic properties.

Conservation District – A district established by ordinance and regulated by the Commission in which the regulations are less stringent than in a Historic District.

Demolition – The complete or substantial removal of any building or structure.

Preservation Guidelines – Locally developed criteria which identify local design concerns in an effort to assist property owners in maintaining the character of the designated district or buildings during the process of rehabilitation or new construction.

Historic District – A single building, structure, object, or site or a concentration of buildings, structures, objects, spaces or sites designated by ordinance and regulated by the Commission.

Routine Maintenance – In-kind work (e.g. replacing shingles with identical shingles or work which would not require a building permit, and any change that is not construction, removal or alteration and for which no Certificate of Appropriateness is required, and specially including painting.

Streetscape – The appearance from a public way, the distinguishing characteristics which are created by the width of the street and sidewalks, their paving materials and color, the design of the street furniture (e.g. street lights, trash receptacles, benches, etc.) the use of plant materials such as trees and shrubs, and the setback, mass, and proportion of those buildings which enclose the street.

Visual Compatibility – Those elements of design that meet the guidelines set out in the Ordinance.

Other Resources

Forms and information are available through the City of **Greensburg** Department of **Planning, 812-663-3344**.