The family of carpenter Amandus Von Spreckelsen pose in front of house he built at 722 N. Highland Avenue, c.1890. The home was demolished between 1962 and 1972 and is currently the site of the "Urban Prairie" that is maintained by the Cottage Home Neighborhood Association.

(Photograph courtesy of the Cottage Home History and Archives Committee)
PURPOSE OF ARCHITECTURAL & DESIGN STANDARDS

Architectural and design standards provide the framework for Indianapolis Historic Preservation Commission (IHPC) design review in historic and conservation areas, and they help property owners choose an appropriate approach when working on historic buildings and when considering new construction or demolition to a property. The standards are not meant to restrict creativity, but are meant to suggest appropriate approaches and to guard against unsympathetic actions.

Each standard contains an explanation of what is subject to review and approval by the IHPC and a set of guidelines that provide recommended and not recommended approaches to specific kinds of work to be undertaken.

THE IHPC'S STATUTORY AUTHORITY TO APPROVE

State Statute I.C. 36-7-11.1 authorizes the IHPC to review and approve the following actions before they occur in a historic district:

- construction of any structure
- reconstruction of any structure
- alteration of any structure
- rezoning
- variance of use
- variance of development standards

CERTIFICATES OF APPROPRIATENESS (COA'S)

The IHPC grants approvals by issuing Certificates of Appropriateness or, in special circumstances, Certificates of Authorization (in the case of an inappropriate action approved for a special circumstance). For the purpose of this plan, the IHPC will use the Guidelines for New Construction, Guidelines for Demolition, and Preservation Objectives when it performs design review and makes decisions regarding land use, demolition, and new construction.

Before conducting work to or on the exterior of a building that constitutes construction, reconstruction, alteration, demolition, or that is otherwise included in these standards as “Subject to Review and Approval,” a Certificate of Appropriateness or Certificate of Authorization from the IHPC must be obtained. Exemptions, for which no Certificate of Appropriateness or Authorization is needed, are explained in each standard. Please note that some categories of work that do not require a permit from the City of Indianapolis may require a Certificate of Appropriateness.
WHERE TO FIND HELP

The IHPC staff may be consulted for assistance in meeting the standards, applying for Certificates of Appropriateness, and for obtaining IHPC rules, policies, and procedures. At the time of this plan’s writing, staff may be reached at (317) 327-4406. Additional information may be obtained from the IHPC website at www.indy.gov/ihpc.

CONSERVATION DISTRICT EXEMPTED ACTIONS

The state statute allows a preservation plan to specifically exempt certain categories of work involving the construction, reconstruction, alteration, or demolition of structures from the requirement that a certificate of appropriateness be issued. In a preservation plan for a conservation district, the following is the guiding principle:

All construction, reconstruction, alteration, and demolition of any structures in the conservation district is exempt from the requirement that a certificate of appropriateness be issued UNLESS specifically noted in the design guidelines as “Subject to Review and Approval.”

The above principle is very different from historic districts, where it is assumed that all work is subject to review and approval UNLESS specifically exempted.

DEFINITIONS OF TERMS IN THE STANDARDS

Subject to Review and Approval
THE IHPC DOES REVIEW. This is a list of those things that specifically ARE SUBJECT to review and approval by the IHPC. The statement is surrounded on the page by a border.

Not Subject to Review and Approval
THE IHPC DOES NOT REVIEW. Where applicable, each standard has a statement that explains types of work that are NOT subject to review and approval by the IHPC and does NOT need a Certificate of Appropriateness. All work related to the specific issue is exempt from IHPC review and approval unless specifically noted separately as “Subject to Review and Approval.”

Guidelines
Each design standard includes guidelines that relate to the items listed as “Subject to Review and Approval.” They are enforceable by the IHPC. Guidelines help to develop a design and development framework within which people can understand the appropriateness of proposed work. These guidelines may be less comprehensive and less restrictive than for an historic district.
GUIDELINES FOR RENOVATING HISTORIC BUILDINGS

ACCESSIBILITY

The City of Indianapolis – Marion County recognizes the need to accommodate and include persons with disabilities to the greatest extent possible. With regard to historic areas, the goal is to facilitate universal access for all persons without destroying a building’s historic and architecturally significant materials and character-defining features.

<table>
<thead>
<tr>
<th>SUBJECT TO REVIEW AND APPROVAL - Any façade of a building that faces a street¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Construction or installation of ramps, railings, lifts, etc. on any façade of a building that faces a street.</td>
</tr>
<tr>
<td>• Creation of new openings on any façade of a building that faces a street.</td>
</tr>
<tr>
<td>• Alteration to existing openings on any façade of a building that faces a street.</td>
</tr>
</tbody>
</table>

¹ Please see Appendix A (page 127) for a listing of what constitutes a “street” for the purposes of this plan.

NOT SUBJECT TO REVIEW AND APPROVAL

Anything related to accessibility is exempt, except as noted in “Subject to Review and Approval.” Examples of exemptions include:

• Construction or installation of ramps, railings, lifts, etc., on any façade of a building that does not face a street.

• Alterations to openings for accessibility on any façade of a building that does not face a street.

GUIDELINES

The following guidelines relate to the above actions. They are enforceable by the IHPC for the above actions that are “Subject to Review and Approval.” These guidelines may be less comprehensive and less restrictive than for historic districts.

RECOMMENDED

1. The new element or alteration should have as little visual impact on the historic character of a building as possible.

2. When possible to do so without resulting in significant loss of historic character and fabric, the accessible entrance should be the primary public entrance for commercial facilities and public buildings.

3. If access to the primary entrance cannot be provided without threatening or destroying significant architectural features, access should be provided through an obvious, well-lit, secure, and well-maintained alternate entrance. Directional or notification signage should mark this alternate entrance.
4. Ramps should be carefully designed and located to preserve the historic character of the structure.

5. Materials for ramps should be compatible with the building. Wood ramps should be painted or stained to match the building.

6. Handrails should be made of metal or wood. Wire or cable handrails are not appropriate.

7. Lifts should be as inconspicuous as possible. If feasible, lifts should disappear into the ground, be built into another feature, or painted to match the adjoining materials.

8. Ramps, lifts, etc. may be screened with landscaping.

9. If an existing door opening is too narrow to accommodate a wheelchair and its alteration would significantly diminish the historic integrity and character of the building or result in the loss of a significant historic door, consider installing off-set door hinges to increase the effective width of the door opening without physically altering it.

10. Consider installing automatic door openers or frictionless hinges to make doors easier to open.

11. Temporary accessibility components should:
   • be reversible,
   • not destroy historic fabric, and
   • be of materials and/or colors that have the least visual impact on the historic structure.

**NOT RECOMMENDED**

1. Unnecessarily covering significant architectural details or damaging historic material.

**Note:** The IHPC is not responsible for ensuring that applicants meet federal, state, and local accessibility requirements. The recommendations in this plan are guidelines and are not descriptions of legal requirements regarding accessibility. Consult the local building code and state and federal laws and regulations to determine legal requirements for accessibility.
AWNINGS AND CANOPIES

Awnings or canopies can be both decorative and functional. They can add visual interest and character to a building and serve as an energy saver by regulating the amount of sunlight that enters a window. For clarification purposes, definitions are provided below.

**Temporary Awning or Canopy:** An operable or non-operable awning that is typically made of a flexible material, like canvas or vinyl, and is stretched over a metal frame. Temporary awnings are easily removable and have almost no structural effect on the building.

**Permanent Awning or Canopy:** A permanent awning or canopy is usually made of wood or metal and is permanently secured to a building. It is usually integrated into the structure of the building, and its installation or removal would result in significant work.

**SUBJECT TO REVIEW AND APPROVAL**
- Permanent awnings and canopies, on any façade of a building that faces a street.¹
- Backlit temporary or permanent awnings or canopies, on any building.

¹ Please see Appendix A (page 127) for a listing of what constitutes a “street” for the purposes of this plan.

**NOT SUBJECT TO REVIEW AND APPROVAL**
Anything related to awnings and canopies is exempt, except as noted in “Subject to Review and Approval.” Examples of exemptions include:

- **Temporary awnings or canopies**, except for those that are backlit. Types include canvas and metal awnings usually found on houses.
- **Permanent awnings or canopies** attached to any façade of a building that does not face a street.

**GUIDELINES**

The following guidelines relate to the above actions. They are enforceable by the IHPC for the above actions that are “Subject to Review and Approval.” These guidelines may be less comprehensive and less restrictive than for historic districts.

**RECOMMENDED**

1. Permanent awnings and canopies are generally appropriate if there is evidence that one originally existed on the building or if they were typically installed on buildings of the same style and era.

2. Awnings should be traditional in style and proportioned to fit the window openings properly.

3. On storefronts, awnings and canopies should reflect the façade configuration and the storefront proportions. The awning(s) should not overpower the building.
Awnings and canopies are good locations for storefront signage (see also: “Guidelines for Signage,” page 111).

**NOT RECOMMENDED**

1. Permanent awnings and canopies are generally not recommended when there is no evidence that one originally existed on the building or if they were not typically installed on buildings of the same style and era.

2. Covering important architectural features.

3. Obtrusive awnings or canopies that unduly detract from the streetscape.

4. Back-lit, internally illuminated, or flashing lights on awnings or canopies are considered inappropriate.
DOORS & DOOR OPENINGS

SUBJECT TO REVIEW AND APPROVAL - Front and Side Façades Only
- Creation of new door openings on the front and side façades of any building.
- Alteration or removal of existing doors or door openings on the front and side façades of any building.
- Replacement of existing doors on the front and side façades of any building.

NOT SUBJECT TO REVIEW AND APPROVAL
Anything related to doors and door openings is exempt, except as noted in “Subject to Review and Approval.” Examples of exemptions include:
- Installation or replacement of storm and screen doors anywhere on a building (when opening is not altered).
- Replacement of door hardware.
- Creation of new door openings on the rear façade of any building.
- Alteration or removal of existing doors or door openings on the rear façade of any building.
- Replacement of garage doors.

GUIDELINES
The following guidelines relate to the above actions. They are enforceable by the IHPC for the above actions that are “Subject to Review and Approval.” These guidelines may be less comprehensive and less restrictive than for historic district.

RECOMMENDED
1. Retain original trim, doors, and door openings on the front and side façades in their unaltered condition.
2. Replacement doors should reflect the character and style of the building. Residential replacement doors should be paintable and/or stainable so that the finished door has a similar appearance as doors of wood construction.
3. If an alteration to a front- or side-façade door opening must be made, it should be done with as little effect on the historic character of the house as possible.

NOT RECOMMENDED
1. Eliminating original or adding new door openings on the front and side façades.
2. Changing the original size and shape of door openings on the front and side façades.
Cottage Home Conservation Area Plan: Guidelines for Renovation

**APPROPRIATE ENTRY DOORS**

**INAPPROPRIATE ENTRY DOORS**

**APPROPRIATE STORM DOORS**

**INAPPROPRIATE STORM DOORS**

**NOTE:**

Appropriateness depends on house style.

**ORIGINAL**

**NOT RECOMMENDED**
MASONRY

SUBJECT TO REVIEW AND APPROVAL
All work, except as noted below, done with and to masonry is subject to review and approval. Examples include, but are not limited to:

- Repointing of masonry, of any building.
- Cleaning and surface treatment to masonry such as sandblasting, waterblasting, chemical cleaning, and waterproofing.
- Repair and replacement of masonry elements of any building.
- Painting masonry that has not been previously painted.
- Any work that effects masonry on the exterior of a building.

NOT SUBJECT TO REVIEW AND APPROVAL
The only work that is not subject to review and approval is:

- The plastering, parging, or stuccoing of a commercial sidewall, when the sidewall is an exposed common wall that was never meant to be seen.

GUIDELINES
The following guidelines relate to the above actions. They are enforceable by the IHPC for the above actions that are “Subject to Review and Approval.” These guidelines may be less comprehensive and less restrictive than for historic districts.

RECOMMENDED

1. Identify and stop the causes of damaged masonry before undertaking repairs.

2. If mortar is missing or loose, the joints should be cleaned out with care not to damage the brick or stone. Repoint using a mortar mix which closely matches the composition, joint profile, and color of the original. A high-lime content mortar should be used on soft historic bricks. Consult with an expert or IHPC staff for guidance on proper mix.

3. Whenever replacement brick or stone is needed, use salvaged or new material that closely matches the original in size, color, uniformity, and texture.

4. Repainting previously-painted masonry after removing all loose paint. Firmly affixed paint does not need to be removed.

5. Any cleaning should be done with the gentlest method possible and should be stopped at the first evidence of damage to masonry. Test patches should be used to assess the effect of any proposed cleaning method.

NOT RECOMMENDED

1. Power grinders. The mechanical equipment is cumbersome and even the most skilled worker will tire or slip and cause irreversible damage.
2. Sandblasting, high pressure water blasting (over 600 psi), grinding, and harsh chemicals.

3. The application of paint or waterproof/water repellent coatings, unless masonry was previously treated. Such coatings are generally not needed and can potentially cause serious damage to the masonry. Also avoid covering masonry with tar or concrete coatings.

**Repointing Note:** When repointing, or 'tuckpointing,' a historic masonry building, it is very important to use a soft lime mortar. Modern mortar mixes used today are often much harder and less permeable than historic soft lime mortars. Mortar used for repointing should be softer or more permeable than the masonry itself, and no harder or more impermeable than the historic mortar to prevent damage. Building stresses caused by expansion, contraction, or settlement are relieved by mortar, not masonry. Mortar that is stronger in compressive strength than the masonry will not 'give,' and causes building stresses to be relieved through the masonry walls. This results in permanent damage to the masonry, such as cracking and spalling, and cannot be repaired easily.

**Did You Know?**
Sandblasting (and other forms of abrasive 'grit' cleaning methods) can be extremely harmful and cause irreparable damage to masonry buildings. Sandblasting removes the hard, outer protective surface from brick or stone and exposes the masonry's porous inner core. This porous surface is extremely susceptible to water infiltration and erosion. In winter months, sandblasted masonry is particularly vulnerable to the freeze-thaw cycle, and can cause masonry surfaces to crack, spall, and delaminate.

'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.' *The Secretary of the Interior's Standards for Rehabilitation.*
**Paint**

**SUBJECT TO REVIEW AND APPROVAL**
- The painting of historic masonry that has not been previously painted.

**NOT SUBJECT TO REVIEW AND APPROVAL**
- The painting of most paintable surfaces, except the painting of historic masonry. Approval is not needed to paint any wood, metal, or non-historic masonry surface, and there is no review or approval for paint color selection.

**Note:** There are certain circumstances when the painting of masonry may not be allowed. See the pages for 'Masonry' in these renovation design standards.

**Need Help? Can't Decide?**
Although there is no review or approval required for paint color selection, IHPC staff is available to assist the public with paint color selection. The IHPC office has several paint manufacturers' color wheels, examples of historic paint schemes, and historic paint palettes.
PORCHES & OTHER APPENDAGES

Appendage: Any exterior attachments to a building, such as porches, covered approaches to buildings, vestibules to doorways, balconies, staircases, etc.

SUBJECT TO REVIEW AND APPROVAL
- Removal of existing front and side porches and other appendages.
- Alteration to existing front and side porches and other appendages.
- Construction of new front and side porches and other appendages (see also: “Guidelines for New Construction,” page 90).

NOT SUBJECT TO REVIEW AND APPROVAL
Anything related to porches is exempt, except as noted in “Subject to Review and Approval.” Examples of exemptions include:
- Removal of rear porches from rear façades.
- Alteration of rear porches on rear façades.
- Construction of new rear porches on rear façades.

GUIDELINES
The following guidelines relate to the above actions. They are enforceable by the IHPC for the above actions that are “Subject to Review and Approval.” These guidelines may be less comprehensive and less restrictive than for historic districts.

RECOMMENDED
1. Repair and retain original porches on front and side façades.
2. If rebuilding front and side porches is necessary due to structural instability, reuse as much of the original decorative details as possible.
3. If replacing a missing porch, it should be based on as much evidence as possible about the original porch design, shape, and details, or it should be a simple design that is compatible with the style of the house. The following sources may provide evidence of an original porch:
   - old photographs
   - historic Sanborn maps
   - paint lines defining porch roof outlines
   - paint lines defining porch post design
   - remnants of the porch foundation
   - similar houses in the neighborhood (helpful but not always dependable)
   - oral descriptions from previous owners
4. If adding a porch to the front or side façade where none ever existed, it should be
designed to be as reversible as possible and should cover and remove as little historic
detail as possible.

5. If altering an existing front or side porch, it should be done in a way to minimize the
effect on the historic character of the house. If a wood porch floor is replaced with
concrete, it should replicate the original form and dimensions as close as possible.

6. Consider retaining non-original front and side porches if they have their own architectural
or historical importance.

**NOT RECOMMENDED**

1. Enclosing an historically-open porch.
ROOFS AND ROOF ELEMENTS

SUBJECT TO REVIEW AND APPROVAL
- Alteration of roof shape and slope, including addition of dormers.
- Skylights (type and location), when on a front or side roof slope.
- Alteration of built-in gutters.
- Alteration, removal, or addition of chimneys.
NOTE: For work related to soffits, please see guidelines for “Trim and Ornamentation,” page 85.

NOT SUBJECT TO REVIEW AND APPROVAL
Anything related to roofs is exempt, except as noted in “Subject to Review and Approval.” Examples of exemptions include:
- Reroofing.
- Installation of anything on flat roofs, when not visible from the ground.
- Skylights (type and location), when on a rear roof slope.
- Installation of gutters and downspouts, if rafter ends are not altered.
- Roof-mounted antennas, small satellite dishes (not over 18”), and vents.

GUIDELINES
The following guidelines relate to the above actions. They are enforceable by the IHPC for the above actions that are “Subject to Review and Approval.” These guidelines may be less comprehensive and less restrictive than for an Historic District.

RECOMMENDED
1. Adding a slope to a problem flat roof if it is not visible from the ground or does not affect the character of the building.
2. On commercial buildings, installation of mechanical and service equipment (such as condensers, transformers or solar collectors) should be installed on the roof where they are inconspicuous from view of the public right-of-way and do not damage or obscure character defining features.
3. Repairs and retention of built-in gutters or reconstruction of the gutters in a similar configuration using alternative materials.
4. Original chimneys that contribute to the roof character should be repaired and retained. If no longer in use, they should be capped rather than removed.

NOT RECOMMENDED
1. Altering roof slope and shape in a way that changes the historic character of building.
2. Adding dormers or roof sheds that change the significant character of the building.
3. Cutting or altering decorative rafter ends to accept a new gutter board.
4. Skylights that face the front and are highly visible from the street.
5. Placing roof vents, metal chimneys, antennas, solar panels, satellite dishes (over 18"), air conditioning units, and other mechanical equipment where visible from the street.
SECURITY ITEMS

Secondary Security Door: A secondary security door is installed like a screen or storm door over the primary door. It usually has glass and bars. It is not a solid replacement door for the primary door.

SUBJECT TO REVIEW AND APPROVAL

- Installation of security bars on windows on any façade of a building that faces a street.¹
- Installation of security lights and alarm boxes on any façade of a building that faces a street.¹
- Replacement of basement windows with glass block on any façade of a building that faces a street.¹
- Installation of security gates on any façade of a building that faces a street.¹
- Installation of metal replacement doors on any façade of a building that faces a street.¹
- Alteration or removal of window and door openings on any building.

¹ Please see Appendix A (page 127) for a listing of what constitutes a “street” for the purposes of this plan.

NOT SUBJECT TO REVIEW AND APPROVAL

The following security items are exempt:

- Installation of secondary security doors on any building.
- Installation of security bars on windows on any façade of a building that does not face a street.
- Installation of security lights and alarm boxes on any façade of a building that does not face a street.
- Replacement of basement windows with glass block, on any façade of a building that does not face a street, provided the opening is not altered.
- Installation of metal replacement doors on any façade of a building that does not face a street.

GUIDELINES

The following guidelines relate to the above actions. They are enforceable by the IHPC for the above actions that are “Subject to Review and Approval.” These guidelines may be less comprehensive and less restrictive than for historic districts.

RECOMMENDED

1. Consider installing security devices that will not detract from the character of the building and surrounding area. Examples include installing locks on windows and doors, installing alarm systems, and installing lighting.
2. If a security door is necessary, it is recommended the security doors should:
   • have as few bars as possible, and
   • be simple in design with no decorative details, and
   • fit the door opening exactly, without alteration to the door frame, and
   • be painted to match the door it protects.

3. Consider installing fixed bars on the inside of basement windows because of their minimal impact to the character of a building.

4. If a physical barrier is necessary on commercial buildings, consider interior rolling overhead gates that can be pulled down at inoperative hours and reopened during business hours.

**NOT RECOMMENDED**

1. Overly decorative secondary security doors.

2. Exterior folding gates on the front of commercial buildings.
SIDING

SUBJECT TO REVIEW AND APPROVAL

- Replacement of existing siding with any different material on any building.
- Replacement of existing wood siding with new wood siding of the same dimension, profile, and surface texture.
- Installation of synthetic/composite material over existing wood siding or as a replacement for wood siding on any building.

NOT SUBJECT TO REVIEW AND APPROVAL

Anything related to siding is exempt, except as noted in “Subject to Review and Approval.” An examples of an exemption is:

- Removal of insulbrick, vinyl, aluminum, or other non-original covering.

GUIDELINES

The following guidelines relate to the above actions. They are enforceable by the IHPC for the above actions that are “Subject to Review and Approval.” These guidelines may be less comprehensive and less restrictive than for historic districts.

RECOMMENDED

1. It is best to repair and restore original wood siding if possible.

2. If it is decided to replace original wood siding, it should be replaced with wood siding of similar dimension and surface texture.

3. If it is decided to replace wood siding with a material other than wood (such as fiber-cement board), the new siding should meet the following specifications:
   - dimension and direction of “lap exposure” is similar to the original wood lap exposure; and
   - thickness of boards is similar to the original wood siding; and
   - surface is smooth; embossed wood grain and rough-sawn finishes are not appropriate; and
   - new siding does not cover any wood trim or details; and
   - new siding has a similar rigidity to the original wood siding.

NOT RECOMMENDED

1. The use of high pressure water blasting (over 600 psi), sandblasting, rotary sanding, or a blow torch should be avoided when removing paint off wood siding.

2. Installation of sheet material as finish siding.

3. Replacement siding made from vinyl, aluminum, or other materials that have similar characteristics.
Cottage Home Conservation Area Plan: Guidelines for Renovation

Appropriate

Inappropriate

Appropriate

Inappropriate

Appropriate

Inappropriate

Appropriate

Inappropriate

Appropriate

Inappropriate
STOREFRONTS

Storefront: The street-level façade of a commercial building, usually having display windows.

SUBJECT TO REVIEW AND APPROVAL
• Alteration, restoration, or reconstruction of storefronts on commercial buildings.

NOT SUBJECT TO REVIEW AND APPROVAL
Because of the importance of storefronts, all work done to them is subject to review and approval. However, some of the guidelines are more lenient than in historic districts. All other elements of a building with a storefront are reviewed and approved in accordance with the appropriate guideline.

GUIDELINES
The following guidelines relate to the above actions. They are enforceable by the IHPC for the above actions that are “Subject to Review and Approval.” These guidelines may be less comprehensive and less restrictive than for historic district.

RECOMMENDED
1. Maintain the original proportions, dimensions and elements when restoring, renovating or reconstructing a storefront:
   • Retain or restore the glass transom panels, kickplates and entrances at their original locations and proportions.
   • Restore detail to the original, if evidence exists. Use simplified detail if original evidence does not exist.

2. If covered, consider uncovering the original lintel, support wall or piers to reestablish the storefront frame.

3. If original storefront is gone and no evidence exists, the new storefront may be of traditional or modern design and it may use traditional or modern materials. It should not detract from its building and its neighbors.

NOT RECOMMENDED
1. Using elements typically found in commercial shopping strips that do not relate to the historic elements in the area.

2. Setting new storefronts back from the sidewalk and disrupting the visual order of the block.

3. Creating new storefronts that replicate non-documented “historic” façades or evoke styles that predate the building or that evoke other places.
Cottage Home Conservation Area Plan: Guidelines for Renovation

EXISTING

APPROPRIATE RECONSTRUCTION

INAPPROPRIATE RECONSTRUCTION
TRIM & ORNAMENTATION

SUBJECT TO REVIEW AND APPROVAL

- Addition, alteration, and removal of original trim and ornamentation from the front and side façades of any building.
- Alteration to decorative cornices anywhere on a building.
- The alteration or covering of soffits anywhere on a building.

NOT SUBJECT TO REVIEW AND APPROVAL

Anything related to trim and ornamentation is exempt, except as noted in “Subject to Review and Approval.” Examples of exemptions include:
- Addition, alteration, or removal of trim and ornamentation, on rear façade.

GUIDELINES

The following guidelines relate to the above actions. They are enforceable by the IHPC for the above actions that are “Subject to Review and Approval.” These guidelines may be less comprehensive and less restrictive than for historic district.

RECOMMENDED

1. Repair the original cornice around all of the building or replace with a replication if seriously damaged/deteriorated.

2. Repair the original trim and decorative elements on the front and side façades or replace with a replication if seriously damaged or deteriorated.

3. Missing decorative details are best replicated from evidence of their original design (look for: old photographs, remnants left on the building, paint lines where parts were removed, nail holes, old notches, and cut-outs in siding and trim).

4. Non-documented missing decorative details may be designed from observation of details on similar historic buildings.

5. Non-documented additional decorative details should be avoided, but may be added to front and side façades if the design is characteristic of the building’s architecture and if its installation is reversible.

6. New materials should accomplish the same visual characteristics as the originals.

NOT RECOMMENDED

1. New trim and decorative details should not cover up original details.
Non-original decorative details added

Non-original decorative details added

Non-original decorative details added
Windows & Window Openings

Subject to Review and Approval - Front and Side Façades Only
- Creation of new window openings on the front and side façades of any building.
- Alteration or removal of existing windows or window openings on the front and side façades of any building.
- Replacement of existing windows on the front and side façades of any building.
- Alteration or addition of window trim, including shutters on the front and side façades of any building.

Not Subject to Review and Approval
Anything related to windows and window openings is exempt, except as noted in “Subject to Review and Approval.” Examples of exemptions include:
- Installation or replacement of storm and screen windows anywhere on a building (when opening is not altered).
- Creation of new window openings on the rear façade of any building.
- Alteration or removal of existing windows or window openings on the rear façade of any building.
- Replacement of existing windows on the rear façade of any building.

Guidelines
The following guidelines relate to the above actions. They are enforceable by the IHPC for the above actions that are “Subject to Review and Approval.” These guidelines may be less comprehensive and less restrictive than for an Historic District.

Recommended
1. If replacing original historic windows, replacements should be as close as possible to the size of the original opening and should be a style as similar as possible to the original. True divided lites are encouraged, but snap-on or glue-on muntins are not precluded.

2. If non-original windows are replaced, replacements should be compatible with the architectural design of the building without further altering the original opening.

3. It is encouraged for replacement windows to be the same material as original windows. However, other materials may be considered if they fit the opening properly and have similar appearance to the original.

4. If original window trim is replaced, it should match the original as closely as possible.

5. If adding exterior window shutters, they should properly fit the window proportions.
**NOT RECOMMENDED**

1. Replacement windows that exhibit any of the following characteristics:
   - are dissimilar to the original in size, dimensions, shape, design, and/or pattern; or
   - have a surface finish that is inconsistent with the original windows; or
   - exhibit profiles and/or shadow lines dissimilar to the original.

2. Creating new window openings or eliminating original window openings, especially on significant and highly visible façades.
GUIDELINES FOR RENOVATING NON-CONTRIBUTING BUILDINGS

Buildings identified on the Building Significance Map on page 65 as non-contributing can be assumed to have little, if any, historical significance.

Room Additions include the following:
- Expanding square footage on the ground floor.
- Adding square footage in the attic if it results in a change in the roof shape such as dormers and shed roof additions.
- The addition of an attached garage.

SUBJECT TO REVIEW AND APPROVAL
- Addition of front porches and side porches.
- Construction of enclosed room additions.
- Replacement or covering of existing siding.

NOT SUBJECT TO REVIEW AND APPROVAL
Anything related to renovating non-contributing buildings is exempt, except as noted in “Subject to Review and Approval.” Examples of exemptions include:
- Renovation and alteration to existing non-contributing buildings (this exclusion does not include new additions to non-contributing buildings).
- Addition of rear porches.

GUIDELINES
The following guidelines relate to the above actions. They are enforceable by the IHPC for the above actions that are “Subject to Review and Approval.” These guidelines may be less comprehensive and less restrictive than for historic districts.

RECOMMENDED
1. The addition of a new front porch should be done in a way that is compatible with the style of the non-contributing building and is not incompatible with surrounding historic buildings.

2. Room additions should be of a style, mass, scale, and material that is aesthetically compatible with the non-contributing building and is not incompatible with surrounding historic buildings.

NOT RECOMMENDED
1. Materials, patterns, and colors that directly conflict with surrounding historic buildings and the general character of its surroundings.