

# INDIANAPOLIS HISTORIC PRESERVATION COMMISSION

## POLICIES

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The staff of the IHPC



# CONTENTS

INTRODUCTION.....	1
AWNINGS AND CANOPIES.....	3
DEMOLITION AND REMOVAL .....	4
FENCES AND WALLS.....	5
LANDSCAPING AND SITE IMPROVEMENTS .....	6
LIGHTS .....	8
MAILBOXES .....	9
MASONRY .....	10
NEW CONSTRUCTION .....	11
PAINT AND COATING SYSTEMS.....	12
PARKING AREAS .....	13
PORCHES.....	14
RELOCATION OF STRUCTURES.....	15
ROOFS, GUTTERS AND SOFFITS.....	16
SECURITY .....	17
SIDING, TRIM AND ORNAMENTATION .....	18
SIGNS .....	19
STOREFRONTS.....	21
STREETS, SIDEWALKS, STEPS, DRIVEWAYS, AND CURBS.....	22
UTILITIES, MECHANICAL EQUIPMENT AND COMMUNICATION SYSTEMS .....	23
VARIANCE, REZONING, OR CHANGE OF LAND USE OR DEVELOPMENT STANDARDS .....	24
WINDOWS AND DOORS .....	25
TEMPORARY ITEMS AND STRUCTURES.....	26
INDEX .....	27

## **INTRODUCTION TO IHPC POLICIES**

The policies in the following pages are intended to help the public understand the Commission's policy regarding the issuing of certificates of appropriateness for actions taken to buildings and features in locally designated historic areas. Each general topic includes an indication of the category of approval required for each respective type of work described. Some policies may be affected by special provisions unique to individual preservation area plans. A Certificate of Appropriateness or Certificate of Authorization is issued for every approval granted. The categories of approval are as follows:

### **NO CERTIFICATE**

A Certificate of Appropriateness is not required for those items so noted. However, if there is question as to the need for a Certificate or if assistance and advice are needed, the IHPC office should be contacted.

### **STAFF APPROVAL**

A Certificate of Appropriateness is needed and may be approved by Staff for those items so noted. This process does include filing an application, however, it does not involve a hearing.

### **HEARING OFFICER APPROVAL**

A Certificate of Appropriateness is needed and may be approved by a Hearing Officer for those items so noted. The process involves application, notification of the public, and a hearing (usually scheduled weekly).

### **COMMISSION APPROVAL**

A Certificate of Appropriateness or Certificate of Authorization is needed and may be issued by the Commission for those items so noted. The process involves application, notification of the public, and a hearing (usually scheduled monthly).

When no policy exists regarding proposed work, or when there is ambiguity as to the application of the policy, the administrator shall determine the type of approval required.

In cases of emergency (posing immediate threat to public safety or to the preservation of a historic building element), an abbreviated approval procedure may be required. In these cases, the administrator may determine that Staff Approval of actions normally requiring Hearing Officer or Commission Approval is appropriate in order to hasten the approval process.

## **THE SECRETARY OF THE INTERIOR'S STANDARDS**

Design guidelines in each plan are generally derived from The Secretary of the Interior's Standards for Historic Preservation Projects<sup>1</sup> These standards are:

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 material 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 stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site, should be treated with sensitivity.
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 archaeological 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.

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<sup>1</sup> The Secretary of the Interior's Standards for Historic Preservation Projects. (Washington, D.C.: U.S. Department of the Interior. 1990).

## **AWNINGS AND CANOPIES**

### **NO CERTIFICATE:**

1. Repair of any existing awning or canopy with materials matching the previous in size, shape, color, or type. This includes replacement of worn or damaged fabric with a similar color, style, and pattern.
2. Seasonal removal and reinstallation of temporary awnings on existing fittings.

### **STAFF APPROVAL:**

1. New installation, permanent removal, or alteration of any temporary awning, including changes in color, pattern, or material.
2. Installation, removal, or alteration of any permanent awning and canopy, including changes in color, pattern, or material on non-historic and non-contributing buildings.

### **HEARING OFFICER APPROVAL:**

Installation, removal, or alteration of any permanent awning and canopy, including changes color, pattern, or material on historic and contributing buildings.

### **COMMISSION HEARING APPROVAL:**

Any action deemed inappropriate by Staff or Hearing Officer.

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#### **DEFINITIONS:**

**TEMPORARY AWNINGS** include those that are constructed with a metal frame covered with fabric, minimally attached to the building, and easily removable.

**PERMANENT AWNINGS AND CANOPIES** include those attached to the structure of a building in a manner not meant to be removable, meant to be an integral part of the building design, or having any attachment to the ground.

**HISTORIC/ NON-HISTORIC:** please see historic area plans for maps identifying properties as historic or non-historic.

**CONTRIBUTING/ NON-CONTRIBUTING:** please see historic area plans for maps identifying properties as contributing or non-contributing.

## **DEMOLITION AND REMOVAL (of structures or portions of structures)**

Guidelines regarding appropriate or authorized demolition may be found in Historic Area Plans.

Accept as provided by Indiana Code 36-7-11.1-9, no structure, or portion thereof shall be demolished without a Certificate of Appropriateness or Certificate of Authorization.

### **NO CERTIFICATE:**

Demolition of a portion of a structure only if an historic area plan says approval is exempt.

### **STAFF APPROVAL:**

1. Structures (or portions of structures) in which imminent collapse poses a safety hazard.
2. Documented, non-historic accessory structures, such as open carports, tool sheds, parking attendant booths, and one and two-car garages.
3. Documented, non-historic additions to any structure.

### **HEARING OFFICER APPROVAL:**

1. Documented, non-historic, primary structure.
2. Documented non-contributing porches/additions/enclosures on rear facades.

### **COMMISSION HEARING APPROVAL:**

1. Any action deemed inappropriate by Staff or Hearing Officer.
2. Historic structures (or portions of historic structures) not exempt from needing approval in an historic area plan.

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#### **DEFINITIONS:**

**HISTORIC STRUCTURES** include any structure that: a) is more than 50 years old, and/or b) is noted in a Preservation Plan or National Register of Historic Places nomination as being contributing, significant, or historic.  
**DEMOLITION** the dismantling, removal, razing, leveling of a building or portion of a building.

## **FENCES AND WALLS**

Guidelines regarding appropriate fence types may be found in Historic Area Plans.

### **NO CERTIFICATE:**

1. Removal of any non-historic fence provided the fence is not specifically required in an issued Certificate of Appropriateness.
2. Repair of existing fences, provided:
  - a. There is no alteration in material, height, color, or location.
  - b. No more than one half of the total fence is being replaced and is compliant with the zoning ordinance.
3. Additional fencing within an area enclosed by a privacy fence, provided it is no higher than the privacy fence.
4. Installation of any fence on the property of an existing structure exempt from review in any historic area plan, provided it conforms with any guidelines set forth in that plan.

### **STAFF APPROVAL:**

1. Back yard fences that are:
  - a. Not more than six feet in height
  - b. Not louver, basket weave, chain link, masonry, or stockade
  - c. Not obscuring the view at an intersection of streets and/or alleys
  - d. Privacy fences
2. Front yard fences that are:
  - a. No more than four feet in height (and staff finds it appropriate)
  - b. Open in style (such as picket)
  - c. Do not obscure the view at an intersection of streets and/or alleys
3. Retaining walls two feet or lower (including landscaping curbs and retaining curbs).
4. Removal of non-historic masonry walls.

### **HEARING OFFICER APPROVAL:**

1. Fences not qualifying for Staff Approval.
2. Construction of any masonry wall two feet high or taller.

### **COMMISSION HEARING APPROVAL:**

1. Any action deemed inappropriate by Staff or Hearing Officer.
2. Removal of any historic fence or wall that is original to the site.

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#### **DEFINITIONS:**

**FENCES** include gates and metal or wood barriers.

**WALLS** include masonry barriers (and can include retaining walls).

**HISTORIC FENCES** include those that are more than 50 years old.

## **LANDSCAPING AND SITE IMPROVEMENTS**

Guidelines regarding appropriate trees and landscape materials may be found in Historic Area Plans.

### **NO CERTIFICATE:**

1. Installation or removal of plant materials (other than trees) on the property of existing buildings, provided (for removal) that it is not required in a previously issued Certificate of Appropriateness.
2. Maintenance, including pruning trees and thinning plants.
3. Removal of trees noted as undesirable in the Preservation Plans or as cited by Indianapolis code.
4. Removal of dead trees.
5. Borders on planting beds in a front yard or side lot that are low and inconspicuous (excluding landscape timbers and railroad ties exceeding two inches in height).
6. The following items, when confined to the back yard:
  - a) Borders on planting beds.
  - b) Children's play equipment.
  - c) Dog houses.
  - d) Any additional fencing within a privacy fence.
  - e) Barbecue pits.
  - f) Garden furniture.
  - g) Temporary wheelchair ramps.
  - h) Objects of artistic or cultural significance (such as sculpture), not exceeding six feet in height.
  - i) Fountains and small decorative pools.
  - j) Artificial turf if not visible from the street.
7. Grading and filling yards consistent with surrounding grades.
8. Patios and decks in back yards with no railings, no elements higher than eighteen inches off the ground level and not visible from the street.
9. Yard accessories in the rear yard.

### **STAFF APPROVAL:**

1. Planting or removal of all trees, except as noted above
2. Storage sheds that are 144 square feet in area or less and in the back yard.
3. Wheelchair ramps when not in a backyard.
4. Decks and patios not confined to the back yard, not higher than the foundation and not projecting beyond either side of the building.

### **HEARING OFFICER APPROVAL:**

1. Earth formations such as berms, hills, or culverts that are not consistent with surrounding grades (back yards excluded).
2. In- and above-ground swimming pools in backyards, unless exempt in an historic area plan.
3. Accessory structures such as large storage sheds (over 144 square feet), gazebos, greenhouses and pergolas.
4. Fountains, decorative pools, flagpoles, and large yard accessories not confined to back yards.



### **COMMISSION HEARING APPROVAL:**

1. Any action deemed inappropriate by Staff or Hearing Officer.
2. Development and landscaping of public or private parks.
3. In-and above-ground swimming pools not confined to a back yard.
4. Installation of artificial grass or turf visible from the street.

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#### DEFINITIONS:

**BACK YARDS** include all land: a) behind the rear building line, or b) enclosed within a back yard privacy fence.

**FRONT YARDS** include all land forward of the rear building line and not enclosed in a back yard privacy fence.

**SIDE LOTS/SIDE YARDS** include vacant lots being used in association with an adjacent developed lot.

**LARGE YARD ACCESSORIES** outdoor objects in yard six feet or taller.

**SMALL YARD ACCESSORIES** outdoor objects in yard less than six feet tall.

## LIGHTS

### **NO CERTIFICATE:**

1. Wall or ceiling mounted light fixtures (excluding security lights) at rear entrances of a building.
2. Free-standing decorative lights in a back yard, provided the pole and light fixture do not exceed seven feet in height.
3. Ground lighting in back yards.
4. Security lights installed by AES Indiana or its successor on any existing alley utility pole at the rear of a property.
5. Temporary façade illumination for special events.
6. Solar path lighting not permanently installed.
7. Residential freestanding decorative lights under two feet in height.

### **STAFF APPROVAL:**

1. Security lights (including flood lights) on the rear or side façade of a building, provided written consent by the adjacent building owner(s) is submitted in the case of side facades.
2. String lighting.
3. LED exterior lighting on commercial storefronts/storefront windows. Security lights attached to the front facades of buildings or to utility poles other than those on alleys.
4. Front wall, ceiling or other porch lighting.

### **HEARING OFFICER APPROVAL:**

1. Security lights attached to the front facades of buildings or to utility poles other than those on alleys.
2. Any security light requiring a new utility pole.
3. Permanent façade illumination, front yard or side lot ground lighting, or free-standing decorative lights other than in the back yard.
4. Parking lot lights (except as noted under Parking Areas).

### **COMMISSION HEARING APPROVAL:**

Any action deemed inappropriate by Staff or Hearing Officer.

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#### DEFINITIONS:

**BACK YARDS** include all land: a) behind the rear building line, or b) enclosed within a back yard privacy fence.  
**FRONT YARDS** include all land forward of the rear building line and not enclosed in a back yard privacy fence.  
**SIDE LOTS/SIDE YARDS** include vacant lots being used in association with an adjacent developed lot.

## **MAILBOXES**

### **NO CERTIFICATE:**

1. Any mailbox affixed to a structure, provided no alteration to the structure (such as cutting holes) is required.
2. Freestanding U.S. Postal Service collection boxes.

### **STAFF APPROVAL**

Free standing mailboxes and parcel lockers not visible from the street.

### **HEARING OFFICER APPROVAL:**

1. Alteration to an existing structure required for installation.
2. Free standing mailboxes and parcel lockers not attached to a structure and visible from the street, but not in the front yard.

### **COMMISSION HEARING APPROVAL:**

1. Any action deemed inappropriate by Staff or Hearing Officer.
2. Parcel lockers in a front yard.

**MASONRY**

NOTE: Please see Painting and Coating Systems section for additional policies.

**NO CERTIFICATE:**

Masonry repair and maintenance, defined as the following work involving less than 5% of the masonry on any one wall surface:

- a. Tuckpointing, using materials to match the original.
- b. Stucco replacement, using materials to match the original.
- c. Cleaning, excluding any abrasive cleaning process such as sandblasting or waterblasting.
- d. Replacement of deteriorated masonry, using materials to match the original.

**STAFF APPROVAL:**

1. The following masonry restoration, if it involves more than 5% of the masonry on any one wall surface:
  - a. Tuckpointing, using materials to match the original.
  - b. Stucco replacement, using materials to match original.
  - c. Cleaning, excluding abrasive cleaning methods such as sandblasting or waterblasting.
  - d. Replacement of deteriorated masonry, using materials to match the original.
2. Reconstruction of severely deteriorated (unsafe and/or unstable) features, with no changes in design or materials.

**HEARING OFFICER APPROVAL:**

Masonry alterations, including:

- a. Removal of any masonry features.
- b. Reconstruction involving changes in material or design.
- c. Construction of new features such as chimneys on existing buildings.

**COMMISSION HEARING APPROVAL:**

Any action deemed inappropriate by Staff or Hearing Officer.

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**DEFINITIONS:**

**MASONRY** includes cement, mortar, stucco, bricks, stone blocks, or other lithic material.

**MATERIALS TO MATCH THE ORIGINAL** include those that match the original in size, profile, color, texture, and composition.

**DETERIORATED MASONRY** includes that in which more than 1/4" (in depth) of surface masonry is missing.

**REPAIR** includes maintenance of existing material without replacement.

**REPLACEMENT** includes removal of existing material and installing new material.

**RECONSTRUCTION** includes rebuilding missing features to match what was there previously.

## NEW CONSTRUCTION

Guidelines regarding appropriateness of new construction may be found in Historic Area Plans.

### **STAFF APPROVAL:**

Storage sheds in back yards and not more than 144 square feet.

### **HEARING OFFICER APPROVAL:**

1. Accessory structures such as large storage sheds, gazebos, and greenhouses.
2. Detached garages that do not include dwelling units or require variances of development standards or use.

### **COMMISSION HEARING APPROVAL:**

1. Inappropriate Actions as determined by the Hearing Officer or by staff.
2. Primary Structures and Other Structures other than the accessory structures and detached garages defined above.

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#### DEFINITIONS:

**NEW CONSTRUCTION** includes additions to existing structures as well as any new freestanding structure.

## **PAINT & COATING SYSTEMS**

### **NO CERTIFICATE:**

1. Repainting, provided there is no change in color scheme.
2. Sample patches on wood siding, wood trim, and previously painted masonry surfaces provided each sample color scheme is no more than 25 square feet. A Certificate of Appropriateness is required prior to proceeding further with painting.
3. If historic area plan excludes paint color review. (NOTE: painting unpainted masonry is not exempt.)

### **STAFF APPROVAL:**

1. Changes in color scheme.
2. Color schemes for new construction.
3. Application of any clear sealing agent if all other sources of water infiltration have been corrected, and the sealing agent is limited to only the affected area.

### **HEARING OFFICER APPROVAL:**

Painting, staining or otherwise coating previously unpainted masonry surfaces.

### **COMMISSION HEARING APPROVAL:**

1. Inappropriate Actions as determined by the Hearing Officer or found to be inappropriate by staff.
2. Permanent coating systems with chemical properties determined to be non-breathable.
3. Application of any new material over an existing surface (example: stucco or parge coating over brick).

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#### DEFINITIONS:

**PAINTING** includes any application of colored or transparent paints, stains, or sealants.

**MASONRY** includes cement, mortar, stucco, bricks, cinder blocks, stone blocks, or other lithic material.

## **PARKING AREAS**

### **NO CERTIFICATE:**

Repair, resurfacing, or restriping any commercial or residential parking area, provided:

- a. Materials match the previous in type and color, and
- b. No change in the dimension or location of the surface is made.

### **STAFF APPROVAL:**

1. Lights affixed to existing utility poles or buildings in back yard parking areas, provided written consent by the adjacent building owner is submitted in cases that the light is located along a side property line.
2. Fencing and landscaping.
3. Signage in commercially zoned parking areas.
4. Lights in front yard, side lot, or free-standing parking areas.
5. Alteration, construction, or expansion of any residential parking area which is adjacent to the principal building.

### **HEARING OFFICER APPROVAL:**

1. Parking control devices, such as bollards, chains or posts.
2. Alteration, construction, or expansion of any business parking area which is adjacent to the principal building.
3. Installation of parking attendant booths in properly zoned commercial parking areas.
4. Lights requiring new mounting poles.

### **COMMISSION HEARING APPROVAL:**

1. Any action deemed inappropriate by Staff or Hearing Officer.
2. Alteration, construction, or expansion of any residential or business parking area not adjacent to the primary building.
3. Alteration, construction, or expansion of any commercial parking area.

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#### **DEFINITIONS:**

**RESIDENTIAL PARKING AREAS** include those that serve dwelling units.

**BUSINESS PARKING AREAS** include those that serve the employees and customers of a particular business.

**COMMERCIAL PARKING AREAS** include commercial parking enterprises.

**BACK YARDS** include all land: a) behind the rear building line, or b) enclosed within a back yard privacy fence.

**FRONT YARDS** include all land forward of the rear building line and not enclosed in a back yard privacy fence.

**SIDE LOTS** include vacant lots being used in association with an adjacent developed lot, such as a side yard.

## **PORCHES**

### **NO CERTIFICATE:**

1. Repair of an existing porch, defined as less than 5% of the entire porch, provided the replacement matches the original in material, dimension, and shape.
2. Scraping, sanding, caulking, re-nailing, and puttying wood elements on porch.

### **STAFF APPROVAL:**

1. Replacement of porch details on historic porches deteriorated beyond repair that constitutes more than 5% of the entire porch, provided the replacement matches the original in material, dimension, and shape.
2. Replacement of wood porch details on non-historic porches on historic structures with new appropriate materials that match or are similar to the existing in dimension, shape and finish quality.
3. Handrails on private sidewalks and steps in a front yard.
4. Removal or alteration of non-historic porch.

### **HEARING OFFICER APPROVAL:**

1. Adding a porch, or any elements thereof, where none currently exists on front.
2. Alterations to historic porches.
3. Construction of historically appropriate porches where missing or altered.

### **COMMISSION APPROVAL:**

1. Permanent removal of an historic porch or any portion of an historic porch.
2. Any action deemed inappropriate by Staff or Hearing Officer.



## RELOCATION OF STRUCTURES

Guidelines regarding appropriate relocation of structures may be found in Historic Area Plans.

### **STAFF APPROVAL:**

Non-historic accessory structures such as storage sheds, gazebos, and greenhouses being relocated within a back yard.

### **HEARING OFFICER APPROVAL:**

1. Non-historic accessory structures such as storage sheds, gazebos, and greenhouses; except those
2. being relocated within a back yard.
3. Garages not within a backyard.

### **COMMISSION HEARING APPROVAL:**

1. Any action deemed inappropriate by Staff or Hearing Officer.
2. Non-historic buildings other than accessory structures.
3. Historic structures relocated into, out of or within an existing historic district.

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#### DEFINITIONS:

**HISTORIC STRUCTURES** include those that: a) are more than 50 years old, and/or b) is noted in a Preservation Plan or National Register of Historic Places nomination as being contributing, significant or historic.

## **ROOFS, GUTTERS AND SOFFITS**

Guidelines regarding appropriate roof and gutter materials and styles may be found in Historic Area Plans.

### **NO CERTIFICATE:**

1. Alterations and repair to flat roofs in which no change is visible from the ground, including the following:
  - a. Installation of mechanical equipment, skylights, or vents.
  - b. Reroofing and repair provided the shape of the roof is not altered.
2. Reroofing of less than 25% of any roof surface, provided any new material matches the previous in type, shape, color, and dimensions.
3. Replacement of roof mounted, hung or attached gutters and downspouts, provided any new material matches the previous in type, shape, color, and dimensions.
4. Built-in gutter relining.
5. Flashing repair and maintenance.

### **STAFF APPROVAL:**

1. Reroofing of more than 25% of any roof surface.
2. Replacement of non-historic roof material with that of a different type or color.
3. New gutters and downspouts when they do not alter the structure.
4. Built-in gutter reconstruction or replacement, provided there is no change in profile, dimension, or material.
5. Repair/replacement of historic roofing material to match original.
6. Installation of skylights on rear 2/3<sup>rd</sup> of roof.
7. Reconstruction, restoration, or replacement of soffits, roof brackets, exposed rafters, and rafter ends provided they match the original.

### **HEARING OFFICER APPROVAL:**

1. Alterations to (addition or removal of) the following:
  - a. Roof size, shape, or pitch.
  - b. Architectural or decorative features such as roof cresting, decorative flashing, dormers, roof brackets, soffits, fascia, exposed rafters, and rafter ends.
  - c. Built-in gutters.
2. Removal or replacement of historic roof material with non-matching material.
3. Installation of skylights on front 1/3<sup>rd</sup> of the roof.

### **COMMISSION HEARING APPROVAL:**

Any action deemed inappropriate by Staff or Hearing Officer.

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#### **DEFINITIONS:**

**BUILT-IN GUTTERS** include those that are a permanent feature within the structure of the eaves.

**HUNG OR ATTACHED GUTTERS** include those that are attached to or hung from the eaves.

**HISTORIC GUTTERS** are those that are a) more than 50 years old, or b) contributes to the architectural or historical significance of the structure.

**ROOF MOUNTED GUTTERS** include those that are mounted on the roof surface near the eave line and drain into gutters that penetrate the roof.

**SECURITY**

Please see section on Lighting for additional policies.

**NO CERTIFICATE:**

1. Interior alarm and security systems.
2. Tape alarm systems attached to the interior edges of window glass.
3. Interior window bars and grilles.
4. Reglazing with clear safety glass, provided there is no alteration to the window.
5. Doorbell security cameras.
6. Security doors or window bars and grilles on rear elevation.

**STAFF APPROVAL:**

1. Exterior devices associated with security systems (such as alarm boxes, cameras or security lights) on the front, rear or side façade of a building or an existing utility pole, provided written consent by the adjacent building owner(s) is/are submitted in the case of side facades.
2. Exterior window bars or grilles on side or front elevation basement level.
3. Security doors with simple metal bars that require no alteration to the door opening, frame, or trim and are painted to match the door which it secures.

**HEARING OFFICER APPROVAL:**

Covering or elimination of windows or doors.

**COMMISSION HEARING APPROVAL:**

Any action deemed inappropriate by Staff or Hearing Officer.

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**DEFINITIONS:**

**INTERIOR ALARM AND SECURITY SYSTEMS** are those that require no exterior accessories such as alarm boxes or security lights.

## **SIDING, TRIM AND ORNAMENTATION (NON-MASONRY)**

### **NO CERTIFICATE:**

1. Removal of any siding that is specifically noted in the Preservation Plans as being inappropriate. Examples include: aluminum; vinyl; particle board; asphalt; "insul-brick"; asbestos tile; plywood; hardboard; and synthetic masonry, i.e., "perma-stone" or "Z-brick."
2. Repair of deteriorated wood siding, trim or ornamentation, defined as replacement of less than 5% on any facade, provided the replacement matches the original in material, dimension, and shape.
3. Scraping, sanding, caulking, re-nailing, and puttying.

### **STAFF APPROVAL:**

1. Replacement of siding, trim or ornamentation deteriorated beyond repair that constitutes more than 5% of that on any facade, provided the replacement matches the original in material, dimension, and shape.
2. Replacement of siding or trim on non-historic buildings with new wood or fibercement siding or trim that matches or is similar to the existing in dimension, shape and finish quality.
3. Conservation districts only, where expressly permitted: replacement/addition of synthetic siding.

### **HEARING OFFICER APPROVAL:**

Replacement of siding, trim or ornamentation that involves any change in profile, dimension, or shape.

### **COMMISSION APPROVAL:**

1. Any action deemed inappropriate by Staff or Hearing Officer.
2. Removal or replacement of non-deteriorated historic siding, trim or ornamentation.
3. Installation of any composite or synthetic siding including vinyl, fibercement or LP siding, aluminum, etc., to an historic building except in conservation districts where it can be considered appropriate.

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#### **DEFINITIONS:**

**HISTORIC SIDING AND TRIM** includes that which is a) more than 50 years old, and/or b) is contributing or significant to historic character of the structure.

**SIGNS****NO CERTIFICATE:**

1. Removal of the following, if non-historic:
  - a. Advertising billboards or freestanding business signs.
  - b. Signs that are not a permanent feature of the building.
  - c. Flagpoles
2. Temporary signs advertising the following and not permanently affixed:
  - a. Real estate (located on the same property).
  - b. Construction projects (located on the same property).
  - c. Political campaigns.
  - d. Special events involving the neighborhood or general public.
  - e. Sales of merchandise and services when located on the inside of a store window.
3. Neighborhood association signs.
4. Repair of a sign provided: a) there is no change in color, pattern, or message, and b) no more than two thirds of the sign is replaced.
5. Changes of message on existing advertising signs (such as billboards).
6. Signs placed in the public right-of-way by governmental agencies.
7. Historic wall plaques identifying the site as being historic.

**STAFF APPROVAL:**

1. Business and incidental signs either permanently or temporarily mounted on buildings in commercial or industrial zoning districts.
2. Window signs permanently affixed to, painted on, or hung from the interior of a display window, and directing a message towards the outside.
3. Business signs for legally established home occupations.
4. Freestanding historical markers.
5. Church sign location, size, material, and design; when on the premises of the church.
6. Changes of message on existing signs other than those allowed above.
7. Repainting or restoration of an existing historic sign.
8. Incidental signs within any HP-1 or legally-established dwelling zoning district.
9. Non-historic sign removal affecting permanent features of the building.
10. Free-standing business, advertising, and incidental signs.

**HEARING OFFICER APPROVAL:**

Business and advertising signs within any HP-1 or legally-established dwelling zoning district.

**COMMISSION HEARING APPROVAL:**

1. Any action deemed inappropriate by staff.
2. Historic sign removal or alteration.
3. Advertising signs such as billboards.

**DEFINITIONS:**

**SIGNS** include any device used to announce a direction, information, identification, or advertise a business, product, or activity, not including those placed in the public right-of-way by governmental agencies.

**TEMPORARY SIGNS** signs installed for a limited and fixed period of time with the intent to remove the signs upon expiration of the period.

Regularly recurring temporary installations associated with a permanent, on-going use or advertisement may need a

certificate of appropriateness.

**ADVERTISING SIGNS** include those that direct attention to a business, product, or service; not located on the premises of that establishment (such as a billboard).

**BUSINESS SIGNS** include those that identify a business, product, or service; located on the premises of that establishment.

**INCIDENTAL SIGNS** include those that designate direction, identification and accessory uses of a premises, such as parking and loading directions.

**HISTORIC SIGNS** include those that a) are more than 50 years old, and/or b) are noted in a Preservation Plan as being significant, or historic.

## STOREFRONTS

### **NO CERTIFICATE:**

Removal of metal or other coverings that are not original to the structure.

### **STAFF APPROVAL:**

1. Repair or replacement of deteriorated storefront features that match the original in material, dimension, and shape.
2. Preservation, rehabilitation, restoration or reconstruction of storefront elements when documentation of the original exists.

### **HEARING OFFICER APPROVAL:**

1. Replacement of wood, metal, glass, masonry or ornamentation that involves any change in profile, dimension, shape, proportions and material.
2. Alteration of non-historic openings including doors, entrances, or windows that changes the design, size, location or proportions.

### **COMMISSION APPROVAL:**

1. Any action deemed inappropriate by Staff or Hearing Officer.
2. Construction of a new storefront when no documentation of the original exists.
3. Removal or modification of an historic storefront.

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### DEFINITIONS:

**STOREFRONT:** A storefront or shopfront is the façade or entryway of a retail store located on the ground floor or street level or a commercial building typically including one or more display windows.

# STREETS, SIDEWALKS, STEPS, DRIVEWAYS, AND CURBS

## **NO CERTIFICATE:**

1. Resurfacing, repair, or repainting of a street or alley with material, pattern, and dimensions to match the original.
2. Repair or replacement of an existing driveway, sidewalk or steps on private property, provided:
  - a. New materials are of the same dimensions, type, and location as the original,
  - b. Expansion joints, control joints, and edges on concrete surfaces are hand troweled to provide rounded edges, and
  - c. Concrete surfaces of walks and drives have the lightest possible broom finish. Strokes must be in straight lines with no curves or swirls.
3. New sidewalks and steps in back yards.
4. Removal of sidewalks on private property, if location next to the building interferes with drainage or if location affects a mature tree.
5. Sidewalk fixtures installed in the public right-of-way by governmental agencies such as mail collection boxes, traffic regulation devices, traffic control/public information signs.
6. Alteration or removal of a driveway in a back yard.

## **STAFF APPROVAL:**

1. Replacement of any deteriorated drive, steps, sidewalk, or curb in the public right-of-way; provided:
  - a. New materials are of the same dimensions, type, and location as the original,
  - b. Expansion joints, control joints, and edges on concrete surfaces are hand troweled to provide rounded edges.
  - c. Concrete surfaces of walks and drives have the lightest possible broom finish. Strokes must be straight with no curves or swirls, and perpendicular to the street on public sidewalks.
2. Alteration or removal of a driveway, curb, sidewalk or steps in the front yard.
3. Handrails on private sidewalks in a front yard.
4. Wheelchair ramps.
5. Construction or alteration of rear yard apron, driveway/parking pad.
6. Fixtures placed by any private party in the public right-of-way or on private front yards for the use of the public such as vending machines, phone booths, benches, and bus shelters.

## **HEARING OFFICER APPROVAL:**

New driveways, street curbs, or front yard sidewalks and steps where none previously existed.

## **COMMISSION HEARING APPROVAL:**

1. Any action deemed inappropriate by Staff or Hearing Officer.
2. Removal, construction, or alteration of streets or alleys.

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## DEFINITIONS:

**DETERIORATED MATERIAL** is that which is cracked, heaved, crushed, or missing severely worn on the surface.

**FRONT YARDS** include all land: forward of the rear building line and not enclosed in a back yard privacy fence, or in adjacent lots used as side yards.

**BACK YARDS** include all land: a) behind the rear building line, or b) enclosed within a backyard privacy fence.



## UTILITIES, MECHANICAL EQUIPMENT AND COMMUNICATION SYSTEMS

### **NO CERTIFICATE:**

1. Removal of any utility pole.
2. Installation of any distribution pole on an alley to accommodate the burial of utilities.
3. Replacement of any distribution pole or transmission pole with a new pole of like kind.
4. Burial of electrical, telephone, and television cables.
5. Window air-conditioning units requiring no alteration to the window or opening.
6. Air-conditioning equipment and meter boxes on the rear of the house or enclosed by an approved back yard fence, and not visible from the street.
7. On flat roofs: HVAC or other mechanical equipment or communication systems not visible from the ground.
8. Replacement of HVAC equipment with equipment in the same location and no larger than the previous.
9. Electric, telephone, and television cables installed above ground (and at the back of the building), servicing buildings to which underground distribution does not currently exist.
10. Exterior surface-mounted vents such as those for dryers, heaters, bathrooms, or kitchens; if not larger than one square foot and not visible from the street.
11. Utility or mechanical equipment in a rear yard and not visible from the street.

### **STAFF APPROVAL:**

1. Any utility and mechanical equipment located in a front or side yard but not visible from the street either by location or screening.
2. Replacement of HVAC equipment at a different location or larger than the previous.
3. The installation of through-the-wall air conditioners on non-significant facades.
4. Utility poles at new locations or replacement with one of a different material or height greater than the previous.

### **HEARING OFFICER APPROVAL:**

Utilities, mechanical equipment or communications systems requiring alteration to an existing building or visible from the street ( except as allowed under “NO CERTIFICATE” above.)

### **COMMISSION HEARING APPROVAL:**

Any action deemed inappropriate by Staff or Hearing Officer.

NOTE 1: Utility service must be located underground when underground service is available.

NOTE 2: The commission may require that electrical, telephone, and television cables be buried underground on all new construction of primary structures.

### **DEFINITIONS:**

**UTILITIES AND MECHANICAL EQUIPMENT** includes any device located on the outside of a building related to electrical systems, heating and cooling, television (including satellite dishes), telephone, or plumbing. Includes solar panels.

**HVAC:** Heating, ventilation and air conditioning (is also considered mechanical equipment.)

**COMMUNICATION SYSTEMS:** may include but is not limited to cell phone, tv, radio and internet telecommunication equipment.

## **VARIANCE, REZONING, OR CHANGE OF LAND USE OR DEVELOPMENT STANDARDS**

A Certificate of Appropriateness (COA) must be issued before any variance, rezoning or other land use approval can be granted. Below is the IHPC's policy on obtaining the necessary COA for these types of land use changes.

### **NO CERTIFICATE:**

Vacation of the public right-of-way. Vacation petitions request that certain rights on a property be given up. There are four types: Right-of-way, Air rights, Subterranean, Plat vacations

NOTE: Physical alterations within a vacated public right-of-way may require a Certificate of Appropriateness.

### **HEARING OFFICER APPROVAL:**

COA for a variance of development standards needed to implement plans for an accessory building requiring a variance of development standards for open space or setbacks if appropriate.

### **COMMISSION HEARING APPROVAL:**

1. Variance of development standards.
2. Variance of land use.
3. Rezoning.
4. Approval petition.
5. Special Exception.
6. Commitments.
7. Land use changes in an HP-1 district.

## **WINDOWS AND DOORS**

Guidelines regarding appropriateness of windows and doors may be found in Historic Area Plans and in the Commissions adopted resolution 2017-R-05 outlining the interpretation of appropriate replacement windows.

### **NO CERTIFICATE:**

1. Interior storm windows.
2. Interior stained glass, if not installed in existing window sash.
3. Replacement of broken or missing glass with new glass to match the original.
4. Repair of existing storm windows and doors with materials and design to match the previous.
5. Exterior storm windows and doors if stated in a specific historic area plan, provided they conform with that historic area plan.
6. Frosted glass as a replacement for clear glass on back and side of structure if not facing a street and it meets all the following:
  - a. the change must be reversible, and
  - b. in single or double-hung windows, only the lower sash shall receive the frosted glass

### **STAFF APPROVAL:**

1. Exterior storm windows and doors, provided:
  - a. No alteration to the opening is required.
  - b. They are not attached to and do not cover any exterior trim.
  - c. They are prefinished or painted.
2. Stained glass installed in windows or doors, unless exempted above.
3. Restoration of windows and doors, including replacement of deteriorated parts.
4. Replacement of windows with appropriate new ones when deteriorated beyond repair (on historic and non-historic buildings).
5. Replacement of non-original door with a new appropriate door.
6. Replacement of missing windows or doors.
7. Removal or alteration of existing window and door openings on rear elevations not visible from the street.
8. Creation of new window or door openings on rear.

### **HEARING OFFICER APPROVAL:**

1. Replacement of any historic door that does not match the original.
2. Removal or alteration of existing windows or doors on side and front elevations.
3. Creation of new window or door openings on side and front elevations.

### **COMMISSION APPROVAL:**

Any action deemed inappropriate by Staff or Hearing Officer.

## **TEMPORARY ITEMS & STRUCTURES**

### **NO CERTIFICATE:**

1. Temporary signs (if not permanently affixed to a building):
  - a. Real estate signs (located on the same property)
  - b. Construction signs (located on the same property)
  - c. Political campaign signs
  - d. Signs and banners for special events involving the neighborhood or general public.
  - e. Sales of merchandise and services when located on the inside of a commercial store window
  - f. Neighborhood association signs
  - g. Any sign defined in the Marion County Sign Ordinance as an “Exempt Sign,” or not needing a sign permit.
2. Temporary Tents (if free standing and unattached to any permanent structure)
3. Temporary Structures:
  - a. Temporary toilet facilities during events
  - b. Temporary structures (portable buildings and trailers), used only in association with a construction project and removed after completion.
4. Temporary equipment and items associated with a temporary event or action (i.e., fencing, railing, steps, ramps, refuse collectors, lighting, seating, stages, landscaping and related items)
5. Seasonal and holiday decorations.
6. Temporary Land Uses, provided they do not need a variance.
7. Temporary Lights
  - a. Light fixtures that are simply set on the ground
  - b. Light fixtures that are hung, strapped or otherwise temporarily attached to structures in a manner that can be removed without any damage to the structure.

### **STAFF APPROVAL:**

Any temporary structure or item that is attached to any permanent structure.

### **HEARING OFFICER APPROVAL:**

Any request that will cause an alteration to any permanent structure or historic infrastructure.

### **COMMISSION APPROVAL:**

Any request deemed inappropriate by Staff or Hearing Officer.

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#### NOTES AND DEFINITIONS:

**OTHER APPROVALS** Temporary structures and items may need other approvals, permits and licenses from the City.

**TEMPORARY (definition)** An impermanent use or installation established for a limited and fixed period of time with the intent to discontinue such use upon expiration of the period.

Regularly recurring temporary installations associated with the permanent, on-going use of a property may need a certificate of appropriateness.

**TENT (definition)** Canvas-like material applied over a metal or wood frame.

**INDEX**

<b>A</b>		
Air conditioners.....	23	
Alarm systems.....	17	
Alleys.....	22	
Awnings.....	3	
<b>B</b>		
Benches.....	22	
Billboards.....	19	
Bollards		
parking.....	13	
Brackets.....	16	
Brick.....	10, 12	
Bus shelters.....	22	
<b>C</b>		
Cables		
electrical; telephone; television;.....	19	
Canopies.....	3	
Carpports.....	4	
Caulking.....	14, 18	
Cement.....	2, 10,	
Chimneys.....	10	
Curbs.....	18	
<b>D</b>		
Decks.....	6	
Demolition.....	4	
Dog houses.....	6	
Doors.....	17, 21, 25	
Dormers.....	16	
Downspouts.....	16	
Driveways.....	22	
<b>F</b>		
Fences.....	5	
Flagpoles.....	6	
Flashing.....	16	
Fountains.....	6	
<b>G</b>		
Garages.....	4, 11, 15	
Garden furniture.....	6	
Gazebos.....	6, 11, 15	
Grading of yards.....	6	
Greenhouses.....	6, 11, 15	
Gutters.....	16	
<b>H</b>		
Heating equipment.....	23	
Historical markers.....	19	
<b>L</b>		
Land Use.....	24	
Landscaping.....	5, 6, 7, 13, 26	
Lights.....	8, 13, 17, 26	
<b>M</b>		
Mailboxes.....	9	
Masonry.....	5, 10, 12, 18, 21	
Mechanical equipment.....	23	
Meter boxes.....	23	
Mortar.....	10, 12	
<b>N</b>		
New Construction.....	11, 12, 23	
<b>P</b>		
Painting.....	12, 19, 22	
Parge coating.....	12	
Parking.....	4, 8, 13	
Parking booths.....	12	
demolition.....	4	
Parks.....	6	
Patios.....	6	
Phone booths.....	22	
Plants/ plant beds.....	6	
Plaques.....	19	
Play equipment.....	6	
Pools		
decorative; swimming.....	6, 7	
Porches.....	4, 14	
<b>R</b>		
Rafters.....	16	
Rezoning.....	24	
Roofs.....	16, 23	

**S**

Safety glass .....	17
Satellite dishes.....	23
Sculpture .....	6
Security	
bars; grills; .....	8, 17
Sidewalks .....	14, 22
Siding.....	12,18
Signs.....	19, 20, 22, 26
Skylights .....	16
Soffits.....	16
Stained glass.....	25
Stain or staining.....	12
Steps.....	14,22,26
Storage sheds.....	6, 11,15
Storefronts.....	8, 21
Storm doors.....	25
Storm windows .....	25
Streets.....	5, 22
Stucco.....	10, 12
Swimming pools.....	6,7

**T**

Tool sheds.....	4
-----------------	---

Trees .....	6
Trim.....	12, 17,18, 25
Tuckpointing.....	10

**U**

Utility .....	8, 13,17, 23
---------------	--------------

**V**

Variances	
development standards; land use .....	24
Vending machines.....	22
Vents.....	8, 16,19,23,25

**W**

Walls (as fences).....	9
Wheelchair ramps .....	6, 18
Windows	
storm,	
stained glass.....	21

**Z**

Zoning.....	24
-------------	----