

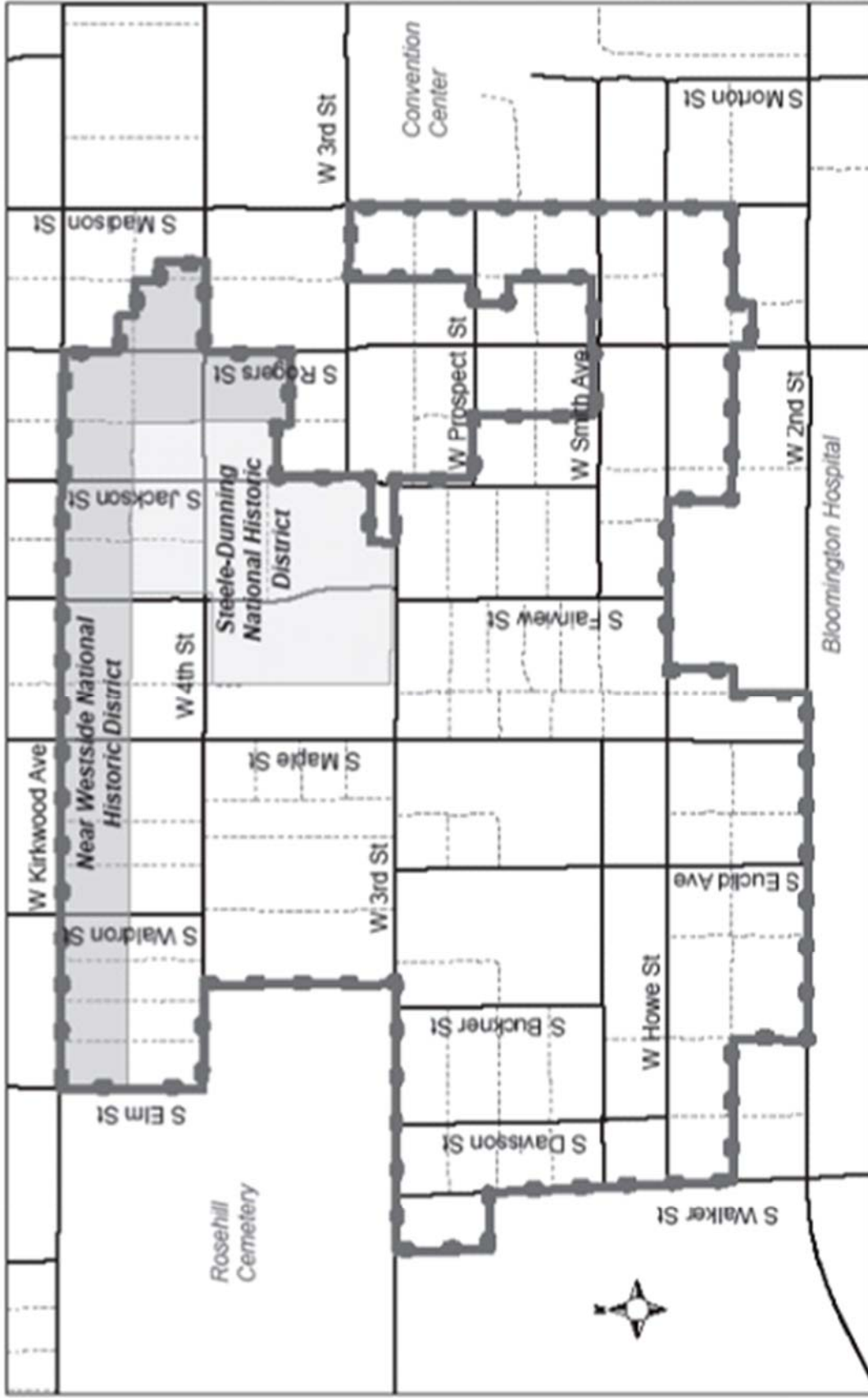
# **GREATER PROSPECT HILL HISTORIC DISTRICT**



## **BOOK OF GUIDELINES**

**FOR THE**

**BLOOMINGTON HISTORIC PRESERVATION COMISSION**



2/07/2008

**Greater Prospect Hill Historic District Boundaries**  
 Shaded areas show sections of the Near West Side and Steele-Dunning National Register Districts that are included.

## **Guidelines**

**Prepared by the Guidelines Committee  
of the Prospect Hill Neighborhood Association**

**for**

**The Bloomington Historic Preservation Commission**

**August 2014**

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**Produced with the assistance of  
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## I. INTRODUCTION TO GUIDELINES

The objective of the Greater Prospect Hill Historic District guidelines is to preserve the overall distinctive character of the Prospect Hill neighborhood by conserving its historic architectural fabric. We seek to maintain the economic diversity, affordability, sustainability and flexibility of the neighborhood as well as make it possible, reasonable and affordable for our neighbors to update or repair their homes. We also seek to assist new and existing property owners, architects and contractors who wish to live and/or work in the Greater Prospect Hill Historic District.

The intention of the Greater Prospect Hill Historic District is to protect this neighborhood by regulating the demolition of properties and by creating design guidelines for new construction (including additions). The guidelines also cover some modifications to existing houses on the public-way façade as well as the removal of original materials. Note that these design guidelines do not deal with the uses of properties. They deal only with the architectural appearance of properties.

Prospect Hill is a congenial and vital neighborhood that blends old and new for the enjoyment of residents and visitors. Since living neighborhoods are dynamic, so should be the documents that guide and reflect them. Matters will surely arise that this document does not foresee, and the views of the residents will surely change over time. The guidelines should occasionally be reviewed by the district.

The Bloomington Municipal Code requires that a Certificate of Appropriateness be issued for certain changes in historic districts. The following guidelines inform the Bloomington Historic Preservation Commission (BHPC) when it considers whether to grant a Certificate of Appropriateness. The guidelines serve to guide, not to govern. The Greater Prospect Hill Historic District expects that the BHPC will adhere to these guidelines, but the Commission may consider exceptions, including but not limited to issues regarding affordability or sustainability.

Please refer to page 8 for a list of items that require a Certificate of Appropriateness.

Note that the following do not require a Certificate of Appropriateness. (This is not an exhaustive list; please consult the staff at Housing and Neighborhood Development [HAND] for additional guidance.)

- Ordinary repair and maintenance which does not result in an exterior change (i.e., “repair and replace in kind”)
- Exterior paint colors
- Interior work such as plumbing, wiring, plastering and remodeling not affecting the exterior

Note also that these guidelines do not require an owner to make improvements or take the property back to “the way it was.”

## GENERAL CHARACTERISTICS

One of the things that make a neighborhood distinctive is its history. The most obvious evidence of a neighborhood's history is the kinds of buildings and structures it contains. Many of the houses in the Prospect Hill neighborhood are now more than 100 years old.

Of the four classifications of homes recognized in a historic district (Outstanding, Notable, Contributing, Non-Contributing), over 230 homes in the Greater Prospect Hill Historic District are considered Contributing. To this day, one can stand along certain streets in the Prospect Hill neighborhood and recognize the outline and character of the street as it would have been a century ago – an almost unbroken line of gabled-ell or pyramidal rooftops that line our streets. The setback, façade and roofline are elements that enable a house to “contribute” to the character of the streetscape and to the neighborhood. An individual house may not be notable or outstanding, but its continuing presence and appearance make a contribution to the distinctive character of our neighborhood.

It is the architectural fabric created by the diversity of housing stock that makes the Prospect Hill neighborhood distinctive and deserving of protection. And, as building and development continue on the edges of downtown Bloomington, Prospect Hill may increasingly come under economic pressure to develop in a way that alters its unique character.

## FROM CONSERVATION DISTRICT TO HISTORIC DISTRICT

The Prospect Hill Neighborhood Association was established in large part to address the issue of preservation within the Prospect Hill neighborhood. In order to celebrate and preserve the distinctive character of the area, the Prospect Hill Neighborhood Plan, completed in Fall 2005, first proposed formation of a Conservation District. In preparing for a neighborhood ballot, the Neighborhood Association provided information to residents about the merits of a conservation district. The neighborhood voted first in 2008 to establish a Conservation District on a temporary basis. In 2011, the neighborhood voted to establish a permanent Conservation District (with over 70% of the ballots returned voting “yes”). This district was created to protect against demolition of structures and to provide direction for new construction and the moving of structures.

In 2013, the City of Bloomington contacted State legal offices to clarify the balloting processes and measures used by the City for the establishment of conservation districts. At that time, the State determined that the City had not been following the process correctly. After further research, a legal ruling from the State Attorney General was understood by City legal to have retroactively elevated both the Prospect Hill and McDoel Gardens conservation districts to full historic district status. **Neither Prospect Hill Neighborhood Association nor McDoel Gardens Neighborhood Association nor the Bloomington Historic Preservation Commission sought or desired this elevation to historic district status.**

Faced with this change, the Prospect Hill Neighborhood Association established a Guidelines Committee to work with Chris Sturbaum (City Council representative and Prospect Hill resident) and Nancy Hiestand (Program Manager, HAND – Housing and Neighborhood Development) to carry over the existing conservation district guidelines and add to them the preservational elements that needed to be considered in the new historic district setting (principally, new additions, changes to public-way façade, and removal of original materials).

## **HOW TO USE THESE GUIDELINES**

These design guidelines are intended to assist property owners in making informed decisions about their historic homes and properties. With that in mind, we have also created an informational addendum – a *Homeowner's Guide to Living in a Historic District* – which accompanies the actual design guidelines. The addendum contains additional historical background about the neighborhood and its structures, as well as simple instructions concerning the treatment and repair of older materials in ways that will make them last. The underlying goal is to preserve the elements of the district that create its unique character but also to acknowledge the advantages of reuse, renovation, and repair.

In creating this book of design guidelines and the guide for homeowners, the Guidelines Committee consulted guidelines used by other neighborhoods in Bloomington, as well as neighborhoods and communities in other states. We are grateful for the support in the form of information, materials, and encouragement given us by Nancy Hiestand. We also express our thanks to neighbor and committee member Leslie Abshier, who generously undertook the task of melding our former Conservation District guidelines with additional elements considered for the new historic district.

## **SCOPE OF DESIGN GUIDELINES**

The Greater Prospect Hill Historic District (formerly the Prospect Hill Conservation District) essentially covers the entire area included in the boundaries of the Prospect Hill Neighborhood Association. Within these boundaries it excludes the Prospect Hill Local Historic District (established 1991) and a few other properties, all of which are covered by more stringent rules. Generally it follows the Neighborhood Association boundaries and includes structures listed as part of the Near West Side National Register Historic District and the Steele-Dunning National Register District. Some of the historic commercial buildings in this area are already locally designated. See the attached map for the exact boundaries.

Most of this area is zoned for residential use. Some of it is zoned commercial and is covered by other design guidelines described in the Unified Development Ordinance (UDO). The Downtown Edges Overlay covers properties along the east side of Rogers Street. It mandates that new construction in that area will be of a scale midway between that of downtown and that of the residential neighborhoods, so that it does not overwhelm the neighborhood.

The south side of Kirkwood Avenue is covered by the Kirkwood Plan, which provides clear guidelines for future construction using commercial forms.

## **WHERE OTHER ARCHITECTURAL STANDARDS APPLY:**

Within the Kirkwood Design Corridor new construction standards shall be guided by the adopted Plan for West Kirkwood (Dec. 3, 2001). Demolition and Moving Guidelines shall be guided by the Historic District Standards. In general, plans for new construction should not conflict with the intent of the Historic District, but should be directly guided by the Plan for West Kirkwood.

New construction located within the Downtown Edges Overlay shall follow guidelines outlined in Chapter 20.03.220 of the UDO (pgs.3-22-26).

## II. CERTIFICATE OF APPROPRIATENESS

The Greater Prospect Hill Neighborhood has been designated as a historic district. Therefore owners within that district must apply for a Certificate of Appropriateness (COA) from the Housing and Neighborhood Development (HAND) staff or the Bloomington Historic Preservation Commission (BHPC) before certain work may begin on the property. The COA review process is much like a regular building permit application. Applications detailing the proposed work are submitted to the Planning Department. The Planning Department turns the applications located within historic districts over to either HAND staff or the BHPC, as designated by this document. HAND staff or the BHPC reviews the application for any potential conflict with these guidelines. If no conflicts are found, a COA is issued. If conflicts are found, the Greater Prospect Hill Historic District (GPHHD) Design Review Committee (see page 10 for details) suggests changes to bring the application into conformance. The guidelines ensure that everyone's investment in the neighborhood is protected by holding all property owners to the same rules for rehabilitation, restoration, and new construction.

A COA is much like a building permit, which the property owner must display in a prominent location at the site where the work is taking place. Furthermore, if a building permit is required for the proposed historic district project, the COA must be presented at the time of the building permit application. The COA and building permit must both be displayed in a prominent location at the site where the work is taking place.

### **Items that require COA review:**

*(for role of GPHHD Design Review Committee, see page 10; for applicant checklist, page 11; for notes on available "appeals" process, see pages 10 and 26)*

- BHPC review required:
  - 1) Demolition
  - 2) New Construction
  - 3) Additions
  - 4) Moving of a Structure
  
- Review by HAND staff required:
  - 1) Changes to public-way façade of the structure (see Glossary for definition)
  - 2) Removal of original materials (see Glossary for definition)

You will not need to apply for a COA for items including, but not limited to:

- routine maintenance replacing in-kind (for example, the re-glazing of a broken window pane or repairs done in-kind)
- exterior paint color
- remodeling, redecorating or any change to the interior of your home
- environmental aspects such as landscaping, accessory structures (see Glossary) less than 80 square feet, decks, etc.



## **CERTIFICATE OF APPROPRIATENESS (COA) REVIEW**

Potential applicants should contact the City of Bloomington's Housing and Neighborhood Development (HAND) staff for an official application form and to inquire about information that may be needed. In many cases supporting documents can be prepared by the homeowner and do not need to be professionally produced.

The following information may be required on an application to be considered for a COA:

### **A. Demolition**

Documents needed for demolition may include the following:

1. Site plan indicating existing structures, driveways, major landscaping, and location of building or structure to be demolished.
2. Photographs showing a view from the street of the building to be demolished and adjacent properties.
3. Photographs or other evidence of the state of deterioration, disrepair, and structural stability of the structure to be demolished
4. Brief description of the intended use of the property after demolition.
5. Statement of alternatives to demolition that have been considered and reasons for their dismissal

### **B. New Construction and Additions**

Documents needed for new construction and additions may include the following:

1. Site plan (drawings) indicating existing structures, driveways, major landscaping, and location of proposed new building(s)
2. Photographs showing a view of the street with the building site and with adjacent properties
3. Elevations of proposed new building
4. Description or sample of materials to be used

### **C. Modification of an Existing Structure**

Documents needed for modification of an existing structure may include the following:

1. Photographs indicating existing condition
2. Description or samples of materials to be used
3. For a substantial rehabilitation including partial demolition, changes to the public way façade, or removal of original materials: site plans, elevations, floor plans, and additional supporting materials necessary for the staff or the commission to make an informed decision.

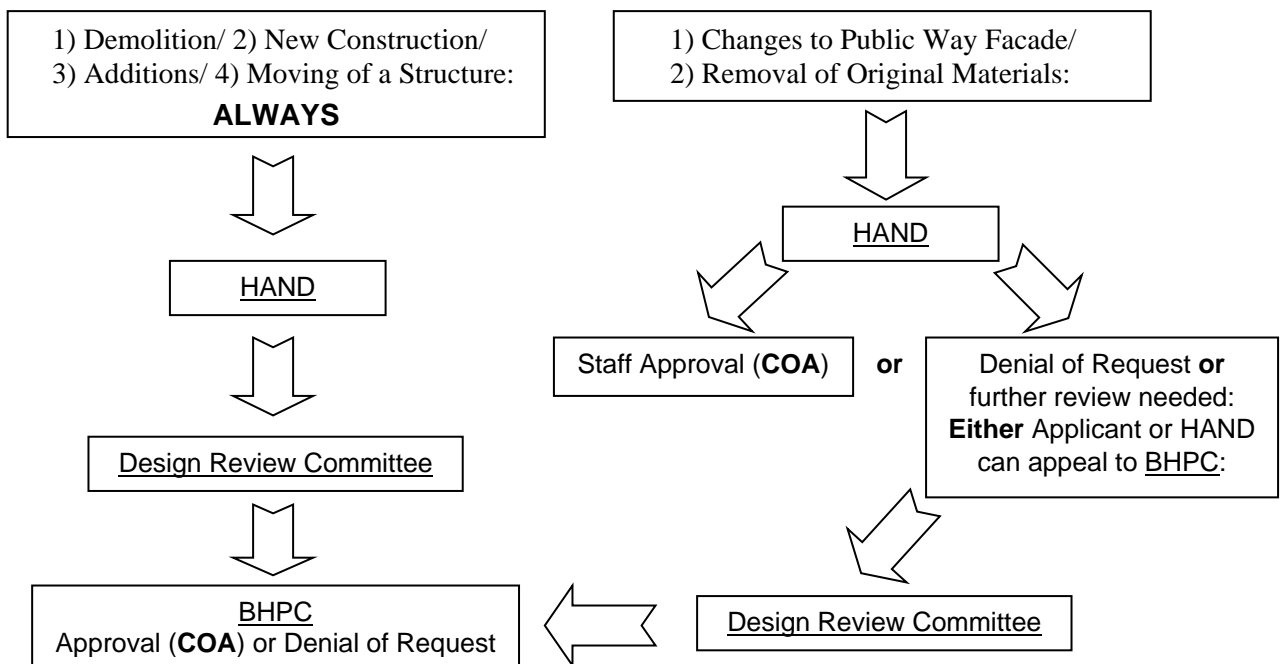
## **NEIGHBORHOOD DESIGN REVIEW COMMITTEE**

The Greater Prospect Hill Historic District (GPHHD) Design Review Committee exists to 1) assist our neighbors through the review process, acting as a liaison when necessary to Housing and Neighborhood Development (HAND) and Bloomington Historic Preservation Commission (BHPC) and providing neighborhood support on design issues; 2) recommend or comment (if necessary) on the homeowner’s design plans before they meet with BHPC; and 3) help inform the neighborhood about these projects. The Design Review Committee cannot stop a project, only review and provide recommendations before the project goes to BHPC, which has authority to approve or deny the request.

The neighborhood Design Review Committee is composed of 5 members, with 3 required for a quorum. Prospect Hill residents volunteer their service on the committee and serve at the discretion of the neighborhood Executive Committee (officers). Meeting notices for the committee will be communicated publicly through Prospect Hill Neighborhood Association channels.

The Design Review Committee will review items that require BHPC approval (Demolition, New Construction, Additions, Moving of a Structure). Other items reviewed by HAND staff (Changes to Public Way Façade, Removal of Original Materials) do not require review by the Design Review Committee, unless either 1) in the case of denial by HAND, the homeowner wishes to appeal to BHPC – which triggers Design Review Committee review – or 2) HAND staff feel they need extra assistance from BHPC, at which point either the homeowner or HAND can enlist the Design Review Committee before the “appeal” moves on to BHPC.

### **CERTIFICATE OF APPROPRIATENESS (COA) REVIEW PROCESS**



The applicant is welcome to contact the GPHHD Design Review Committee for guidance at any stage of the process, even (if desired) before documents are provided to HAND. To contact the committee, email [prospect.hill.neighborhood@gmail.com](mailto:prospect.hill.neighborhood@gmail.com) (with “Design Review Committee Request” as your subject line) or consult HAND for additional contact information.

## **APPLICANT CHECKLIST FOR CERTIFICATE OF APPROPRIATENESS (COA) REVIEW**

### **1. Consult with City Staff**

Prior to applying for a COA or building permit, the petitioner must meet with Bloomington Historic Preservation Commission (BHPC) staff in the office of Housing and Neighborhood Development (HAND) at Showers City Hall, 401 N. Morton Street, Suite 130; tel 812-349-3420; email [hand@bloomington.in.gov](mailto:hand@bloomington.in.gov); website <http://bloomington.in.gov/hand>. You may want to establish contact with City Planning Department staff at this time to learn about any zoning or variance issues that may apply to your proposed project (812-349-3423 or [planning@bloomington.in.gov](mailto:planning@bloomington.in.gov)).

### **2. Familiarize Yourself with the Historic District Design Guidelines**

Obtain the Greater Prospect Hill Historic District (GPHHD) Design Guidelines from the HAND office or website and read thoroughly. You may wish to consult a historic preservation specialist.

### **3. Review Process:**

If the project requires BHPC review, follow steps a) – d) below; otherwise, proceed to step 4.

#### **a) Plan and Prepare Your Proposal Packet for the GPHHD Design Review Committee**

Draw up plans or consult a qualified design consultant or architect to assist you. See lists on page 9 for guidance on materials that may be required.

#### **b) Schedule a Meeting with the Design Review Committee**

Request a meeting to present your plans to the GPHHD Design Review Committee. (Email [prospect.hill.neighborhood@gmail.com](mailto:prospect.hill.neighborhood@gmail.com) with “Design Review Committee Request” as your subject line.) Submit the complete proposal packet to the committee at least two weeks before your scheduled review meeting.

#### **c) Present Your Plan for Review**

Present your proposed project to the GPHHD Design Review Committee. If a redesign is suggested by the committee, review the Design Guidelines, address any concerns with your builder or architect and schedule a follow-up to review your plans (and any revisions) to the committee. Once the committee’s recommendation is forwarded to the BHPC, you are ready to apply for a Certificate of Appropriateness.

#### **d) Present to the Bloomington Historic Preservation Commission for COA Approval**

Present the COA application along with the official recommendation from the GPHHD Design Review Committee to the BHPC to obtain approval for a COA. By law, this process can take no more than 30 days after a complete application is received. You will be notified of the Commission’s decision whether to issue a COA.

### **4. Apply for a Building Permit**

If a variance was required, you may apply for your building permit from the Monroe County Building Department after the variance has been granted. A COA is much like a building permit. It should be displayed in your window while work is in progress. The approved COA should be attached to the building permit application.

### III. GUIDELINES FOR DEMOLITION

*The following Demolition Guidelines were copied directly from the 2008 Prospect Hill Conservation District Guidelines that were approved by over 51% of the neighbors who voted. They have not been modified in any way.*

#### STANDARDS FOR DEMOLITION

A Certificate of Appropriateness must be issued by the Bloomington Historic Preservation Commission before a demolition permit is issued by other agencies of the city and work is begun on the demolition of any building in the Prospect Hill Conservation District. This section explains the type of work considered in this plan to be demolition as well as the criteria to be used when reviewing applications for Certificates of Appropriateness that include demolition.

#### SUBJECT TO REVIEW AND APPROVAL:

- 1. Demolition of primary structures within the boundaries of the Greater Prospect Hill Historic District.**
- 2. Demolition of contributing accessory buildings within the boundaries of the Greater Prospect Hill Historic District.**

The following guidelines relate to the above actions and they are enforceable by the BHPC.

Definition: **Demolition** shall be defined as the complete or substantial removal of any historic structure which is located within a historic district. This specifically excludes partial demolition as defined by Title 8 “Historic Preservation and Protection”

([https://bloomington.in.gov/code/level2/TIT8HIPRPR\\_CH8.12DEPUSA.html](https://bloomington.in.gov/code/level2/TIT8HIPRPR_CH8.12DEPUSA.html)).

#### CRITERIA FOR DEMOLITION

When considering a proposal for demolition, the BHPC shall consider the following criteria for demolition as guidelines for determining appropriate action. The HPC shall approve a Certificate of Appropriateness or Authorization for demolition as defined in this chapter only if it finds one or more of the following:

1. The structure poses an immediate and substantial threat to public safety as interpreted from the state of deterioration, disrepair, and structural stability of the structure. The condition of the building resulting from neglect shall not be considered grounds for demolition.
2. The historic or architectural significance of the structure is such that, upon further consideration by the Commission, it does not contribute to the historic character of the district.
3. The demolition is necessary to allow development which, in the Commission’s opinion, is of greater significance to the preservation of the district than is retention of the structure, or portion thereof, for which demolition is sought.
4. The structure or property cannot be put to any reasonable economically beneficial use without approval of demolition.
5. The structure is accidentally damaged by storm, fire or flood. In this case, it may be rebuilt to its former configuration and materials without regard to these guidelines if work is commenced within 6 months.

With the exception of Criterion #5, all replacement of demolished properties should follow new construction guidelines. The HPC may ask interested individuals or organizations for assistance in seeking an alternative to demolition. The process for this is described in Title 8 “Historic Preservation and Protection”.

## IV. GUIDELINES FOR NEW CONSTRUCTION

*The following New Construction guidelines were copied directly from the 2008 Prospect Hill Conservation District Guidelines that were approved by over 51% of the neighbors who voted. They have not been modified in any way.*

### STANDARDS FOR NEW CONSTRUCTION

The purpose of these guidelines is to present flexible approaches to appropriate design in the Greater Prospect Hill Historic District. The goal is to harmonize new buildings with the historic fabric that remains. The guidelines are not meant to restrict creativity, but to set-up a framework within which sympathetic design will occur. It should be noted that within an appropriate framework there can be many different design solutions which may be appropriate. While guidelines can create an acceptable framework they cannot ensure any particular result.

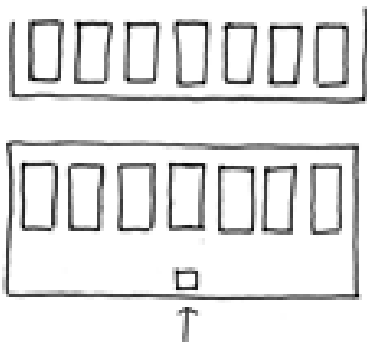
### CONTEXT FOR NEW CONSTRUCTION

Standards and guidelines serve as aids in designing new construction which reacts sensitively to the existing context. Therefore, the most important first step in designing new construction in any conservation district is to determine just what the context is. “Contributing” properties are important to the density and continuity of the historic neighborhood, but are not individually outstanding or notable. You can find out more in the City of Bloomington Interim Report, on pages 34-41. Each property in the Prospect Hill Study Area is described.

Every site will possess a unique context. This will be comprised of the “contributing” buildings immediately adjacent, the nearby area (often the surrounding block), a unique sub-area within the district, and the district as a whole.

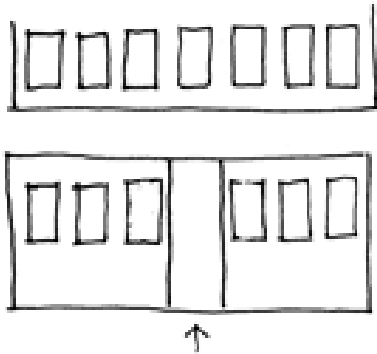
Generally, new construction will occur on sites which fall into the following categories. For each one described below, there is an indication of the context to which new construction must be primarily related.

1. DEVELOPED SITE - This is usually a site upon which there already exists a historic primary structure. New construction usually involves the construction of an accessory building such as a garage.



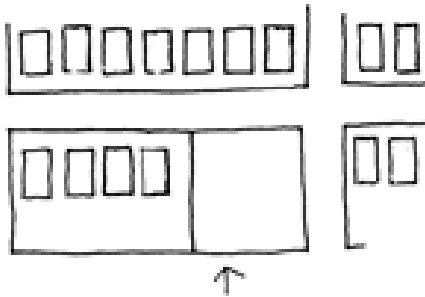
Context: New construction must use the existing historic building as its most important, perhaps only, context.

2. ISOLATED LOT - This is usually a single vacant lot (sometimes two very small lots combined) which exists in a highly developed area with very few if any other vacant lots in view.



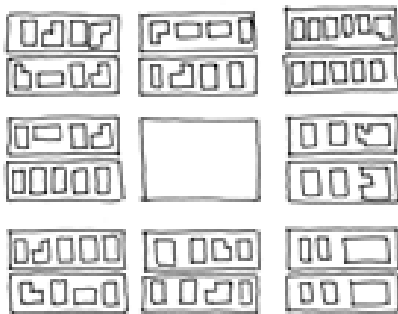
Context: The existing contributing buildings immediately adjacent and in the same block, and the facing block provide a very strong context to which any new construction must primarily relate.

3. LARGE SITE - This is usually a combination of several vacant lots, often the result of previous demolition.



Context: Its surrounding context has been weakened by its very existence. However, context is still of primary concern. In such case, a somewhat larger area than the immediate environment must also be looked to for context, especially if other vacant land exists in the immediate area.

4. REDEVELOPMENT SITE - This site may consist of four or more contiguous vacant lots. Often there is much vacant land surrounding the site.



Context: The context of adjacent buildings is often very weak or non-existent. In this case, the surrounding area provides the primary context to the extent that it exists. Beyond that, the entire historic area is the available context for determining character. This type of site often offers the greatest design flexibility. Where the strength of the context varies at different points around a site, new design should be responsive to the varying degrees of contextual influence.

## PRIMARY STRUCTURES

### SUBJECT TO REVIEW AND APPROVAL:

**All construction of primary buildings in the Greater Prospect Hill Historic District is subject to review and approval by the Bloomington Historic Preservation Commission (BHPC).**

Definition: A **primary building** is a building or accessory structure occupying a lot. Buildings less than 80 square feet need no approval.

The following guidelines relate to the construction of any new primary building. They are enforceable by the BHPC and are subject to its “Review and Approval” by application for a certificate of appropriateness. These guidelines are less comprehensive and less restrictive than for a Historic District.

## MATERIALS

Definition: The visual, structural, and performance characteristics of the materials visible on a building exterior.



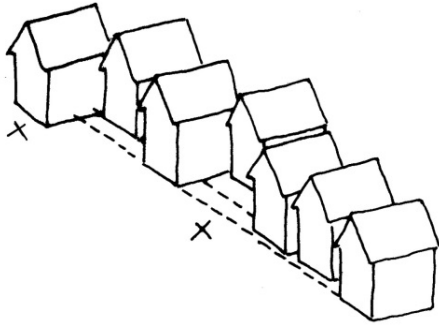
### RECOMMENDED

1. Building materials, whether natural or man-made, should be visually compatible with surrounding historic buildings.
2. When hardboard or concrete board siding is used to simulate wood clapboard siding, it should reflect the general directional and dimensional characteristics found historically in the neighborhood. No products imitating the “grain” of wood should be used.
3. Brick, limestone, clapboard, cement board, wood, shingles, stucco



## SETBACK

Definition: The distance a building is set back from a street, alley or property line.

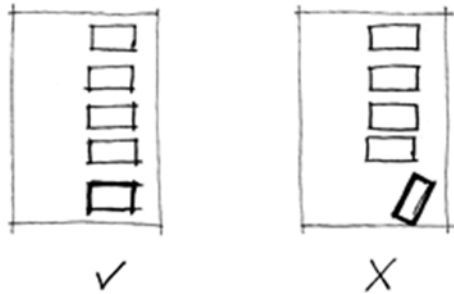


### RECOMMENDED

1. A new building's setback should conform to the setback pattern established by the existing block context. If the development standards for the particular zoning district do not allow appropriate setbacks, a variance may be needed
2. On corner sites, the setbacks from both streets must conform to the context
3. Structures that are much closer or further from the street than the vast majority of houses in a given block should not be used to determine appropriate setback.

## ORIENTATION

Definition: The direction that a building faces.



### RECOMMENDED

New buildings should be oriented toward the street in a way that is characteristic of surrounding buildings. (See Introduction for information about the traditional forms in the neighborhood.)

## BUILDING ENTRY

Definition: The actual and visually perceived approach and entrance to a building.

### RECOMMENDED

Entrances may characteristically be formal or friendly, recessed or flush, grand or commonplace, narrow or wide. New buildings should reflect a similar sense of entry to that which is expressed by surrounding historic buildings.

## SPACING

Definition: The distance between contiguous buildings along a block face.

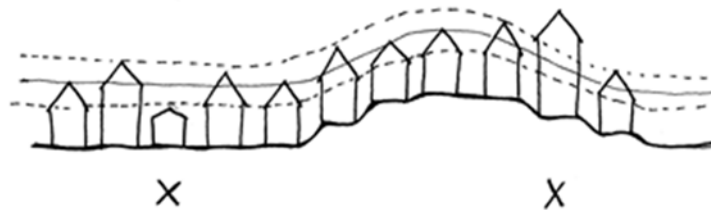
### RECOMMENDED

New construction that reflects and reinforces the spacing found in its block. New construction should maintain the perceived regularity or lack of regularity of spacing on the block.

## BUILDING HEIGHTS

Definition: The actual height of buildings and their various components as measured from the ground at the foundation and from the grade of the sidewalk that the building faces.

*NOTE* - In areas governed by this plan, building heights should be determined using these guidelines rather than those noted in the zoning ordinance.

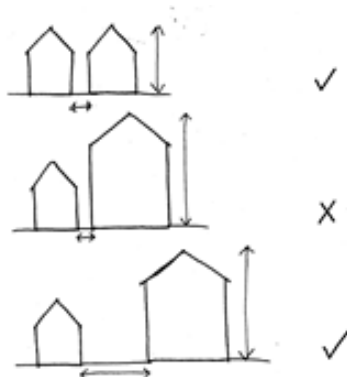


### RECOMMENDED

1. Generally, the height of a new building should fall within a range set by the highest and lowest contiguous buildings if the block has uniform heights. Uncharacteristically high or low buildings should not be considered when determining the appropriate range.
2. Cornice heights, porch heights and foundation heights in the same block face and opposing block face should be considered when designing new construction.
3. Consider the grade of the lot against the grade of the adjacent sidewalk as well as the grade of the adjacent neighbor.

## BUILDING HEIGHT/ SIDE SETBACK

Definition: The relationship between the height of the house and the distance between them.



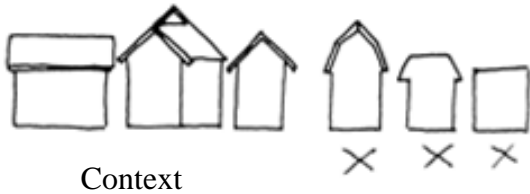
### RECOMMENDED

1. A new house of the same height as existing houses may be as close to them as they are to each other.
2. A new house which is taller than the house next to it must be set back further from the side property line than existing houses.

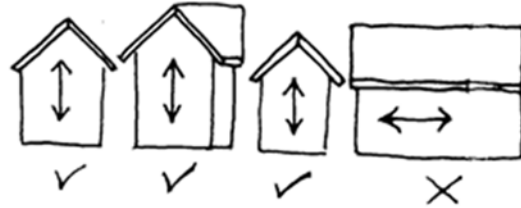
## BUILDING OUTLINE

Definition: The silhouette of a building as seen from the street.

### Roof Shape



### Directional Orientation

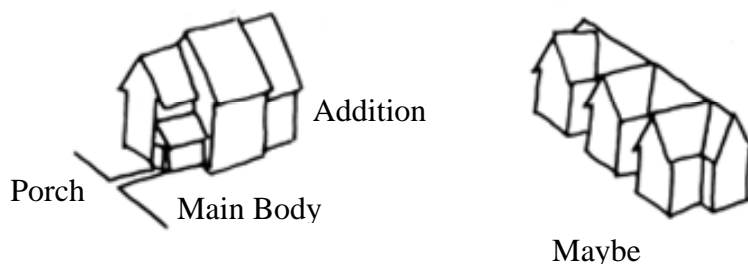


### RECOMMENDED

1. The basic outline of a new building, including general roof shape, should reflect building outlines typical of the area.
2. The outline of new construction should reflect the directional orientations characteristic of the existing building in its context.

## MASS

Definition: The three dimensional outline of a building. Depending on the block face, buildings in Prospect Hill may reflect the traditional horizontal mass of the gabled-ell or the more vertical projection of the bungalow form. See the architectural description of traditional forms provided in the *Homeowner's Guide to Living in a Historic District*.

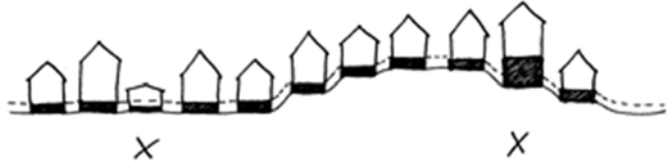


### RECOMMENDED

1. The total mass and site coverage of a new building should be consistent with surrounding buildings.
2. The massing of the various parts of a new building should be characteristic of surrounding buildings.

## FOUNDATION/ FIRST FLOOR ELEVATION

Definition: The supporting base upon which a building sits and the finished elevation of the first floor living space.



### RECOMMENDED

New construction first floor elevation and foundation height should be consistent with contiguous buildings.

## FENESTRATION

Definition: The arrangement, proportioning, and design of windows, doors and openings.



### RECOMMENDED

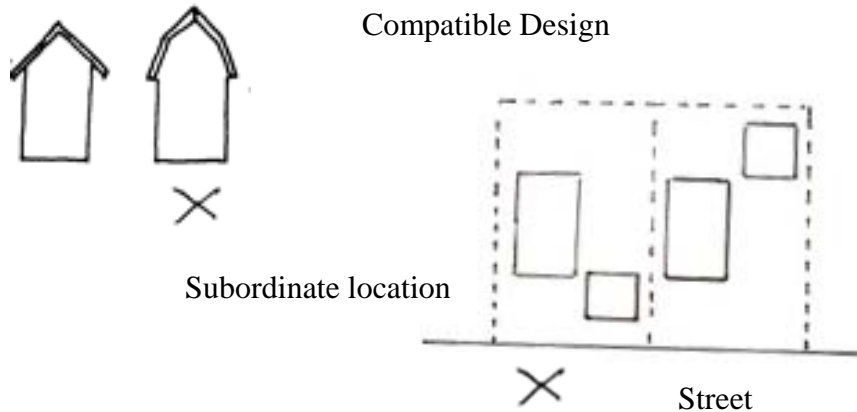
1. Creative expression with fenestration is not precluded provided the result does not conflict with or draw attention from surrounding historic buildings.
2. Windows and doors should be arranged on the building so as not to conflict with the basic fenestration pattern in the area.
3. The basic proportions of glass to solid which is found on surrounding contributing buildings should be reflected in new construction.
4. Window openings should reflect the basic proportionality and directionality of those typically found on surrounding historic buildings.

## ACCESSORY STRUCTURES

### SUBJECT TO REVIEW AND APPROVAL:

All accessory structures greater than 80 square feet within the boundaries of the Greater Prospect Hill Historic District.

Definition: Any structure secondary to the principal building on the lot and greater than 80 square feet in size is subject to the following guidelines:



### RECOMMENDED

1. New structures accessory to primary buildings should be visually compatible with existing historic neighborhood patterns for accessory structures and of material consistent with the historic neighborhood pattern.
2. New structures should be placed, where possible, in a subordinate position to the primary building on the lot.

## UTILITIES & EQUIPMENT

Definition: Any utilities that might be above ground and visible (such as meters and electric lines) and any mechanical equipment associated with the building (such as air-conditioning equipment).

### RECOMMENDED

Mechanical equipment, such as permanent air conditioning equipment and meters should be placed in locations that have the least impact on the character of the structure and site and the neighboring buildings.

## **PARKING**

Definition: Locations for overnight storage of vehicles.

### **RECOMMENDED:**

1. Where possible, parking should be accessed by the existing alleys in the rear of the building.
2. Where alleys do not exist, then on-street parking is a legitimate alternative.

## **STYLE AND DESIGN**

Definition: The creative and aesthetic expression of the designer.

### **RECOMMENDED**

1. No specific styles are recommended. A wide range of styles is theoretically possible and may include designs which vary in complexity from simple to decorated.
2. Surrounding buildings should be studied for their characteristic design elements. The relationship of those elements to the character of the area should then be assessed. Significant elements define compatibility. Look for characteristic ways in which buildings are roofed, entered, divided into stories and set on foundations. Look for character-defining elements such as chimneys, dormers, gables, overhanging eaves, and porches. These are described in the introduction.

## V. GUIDELINES FOR ADDITIONS

*The following Additions exceptions are new and were not found in the 2008 Prospect Hill Conservation District Guidelines. The addition of these guideline exceptions are necessary to address the elevation of the Prospect Hill Conservation District to a Historic District.*

**Additions Guidelines** follow the **New Construction Guidelines** with the following exceptions:

- 1. Materials Exception:** Use of materials currently on the existing structure can be continued on the Addition.
- 2. Building Outline and Mass Exception:** Excessive impact to the public way façade should be discouraged.
- 3. Fenestration\* Exception:** Increased design flexibility for additions on non-public way façades may be considered.

\*Fenestration: The arrangement, proportioning, and design of windows, doors and openings.

## **VI. GUIDELINES FOR EXISTING STRUCTURES**

### **A. MOVING OF AN EXISTING STRUCTURE**

*The following Moving of an Existing Structure Guidelines are copied directly from the 2008 Prospect Hill Conservation District Guidelines that were voted on by over 51% of the neighbors who voted. They have not been modified in any way.*

#### **STANDARDS FOR MOVING BUILDINGS**

Existing historic buildings in the Prospect Hill Conservation Area should not be moved to other locations in the district. The moving of a historic structure should only be done as a last resort to save a building. It may be considered when its move is necessary to accomplish development so critical to the neighborhood's revitalization that altering the historic context is justified. Moving a building strips it of a major source of its historic significance, its location and relationship to other buildings in the district. The existence of relocated buildings, especially in significant numbers, confuses the history of the district. The following guidelines are meant to assist in determining the appropriateness of moving a building.

#### **SUBJECT TO REVIEW AND APPROVAL:**

- 1. Moving any building within the boundaries of the Greater Prospect Hill Historic District.**
- 2. Moving any building into or out of the Greater Prospect Hill Historic District.**

The following guidelines are enforceable by the BHPC.

#### **RECOMMENDED**

1. The building to be moved should be compatible with the contributing architecture surrounding its new site relative to style, scale, and era.
2. Small noncontributing storage buildings (under 200 square feet) in backyards may be moved without review. Contributing accessory buildings require review according to guidelines for compatible new construction.



## B. CHANGES TO THE PUBLIC WAY FAÇADE

*The following Public Way Façade guidelines are new and were not found in the 2008 Prospect Hill Conservation District Guidelines. The addition of these guidelines is necessary to address the elevation of the Prospect Hill Conservation District to a Historic District.*

Changes to the public way façade shall be reviewed for COA (Certificate of Appropriateness) approval by HAND (Housing and Neighborhood Development) staff. Either the homeowner or HAND staff may appeal to the BHPC (Bloomington Historic Preservation Commission) for further review.

The following guidelines relate to the above actions and they are enforceable by the BHPC.

**Definition:** The **public way façade** refers to the side of the house that faces the street to which the house has a public postal address. In the case of corner lots, both the postal street as well as the cross street are considered public way façades.

The intent of the GPHHD (Greater Prospect Hill Historic District) is to encourage homeowner improvements and maintenance of properties that are compatible with the original character of the homes.

Existing architectural details (specifically original historic elements) for windows, porches, doors and eaves on the public way façade shall be retained or replaced in the same style or in a design appropriate to the character of the house or streetscape.

1. Retain the proportions of all original openings (e.g., doors, windows, etc.). Replacement of windows and doors determined to be original should duplicate the original in size and scale in ways that do not visually impact the public way façade of the house and continue to reflect the period of the house. (For issues regarding accessibility, see Section VII, Safety and Access, found on page 27.)
2. Retain siding determined to be original. If using alternative materials as siding, the homeowner should use material that is compatible with the original material's character. For example, horizontal fiber cement siding with identical lap reveal is appropriate. When hardboard or concrete board siding is used to simulate wood clapboard siding, it should reflect the general directional and dimensional characteristics found historically in the neighborhood. No products imitating the "grain" of wood should be used. Brick, limestone, clapboard, cement board, wood, shingles, stucco are recommended materials.
3. Vinyl and aluminum siding may be used, although care should be taken during installation to retain original materials where they exist (e.g., door and window trim and underlying siding if it is original).

Retain historical character-defining architectural features and detailing, and retain detailing on the public way façade such as brackets, cornices, dormer windows, and gable end shingles. (See Section C, Removal of Original Materials, found on page 26).

Prioritize the retention of the roof's original shape as viewed from the public way façade. Chimneys may be removed unless they are an outstanding characteristic of the property.

## C. REMOVAL OF ORIGINAL MATERIALS

*The following Removal of Original Materials guidelines are new and were not found in the 2008 Prospect Hill Conservation District Guidelines. The addition of these guidelines is necessary to address the elevation of the Prospect Hill Conservation District to a Historic District.*

Removal of original materials shall be reviewed for COA (Certificate of Appropriateness) approval by HAND (Housing and Neighborhood Development) staff. Either the homeowner or HAND staff may appeal to the BHPC (Bloomington Historic Preservation Commission) for further review.

The following guidelines relate to the above actions and they are enforceable by the BHPC.

Definition: In general, **original material** refers to the material and elements first used on the structure, but may also include materials used in subsequent updates to the house. (Note that some, many, or all original materials may already have been removed from the structure, while in other cases, some original materials may exist but remain hidden under more recently added materials.)

1. Retain historical character-defining architectural features and detailing, and retain detailing on the public way façade such as brackets, cornices, dormer windows, and gable end shingles.
2. Avoid removing or altering historic material or distinctive architectural features, like those listed. If materials are original and in good shape, means with which to keep them intact should be explored. If the existing material cannot be retained because of its condition, document the material and its condition and apply for a COA. If the desire is to restore or renovate to a certain design or style, provide a replacement plan and apply for a COA.
3. Regarding removal of original siding, we encourage flexibility. If the homeowner wishes to use another material, then it should be consistent with the appearance of the original material.
  - Horizontal fiber cement siding with identical lap reveal is appropriate. When hardboard or concrete board siding is used to simulate wood clapboard siding, it should reflect the general directional and dimensional characteristics found historically in the neighborhood. No products imitating the “grain” of wood should be used.
  - Brick, limestone, clapboard, cement board, wood, shingles, stucco are recommended materials.
  - Vinyl or aluminum may be used as the primary exterior siding, although if underlying original materials remain (e.g., door and window trim, clapboard), care should be taken during installation of newer materials to protect them from cuts and removal (to preserve for possible future restoration). Vinyl and aluminum siding are also acceptable if used as a continuation of what is currently on the structure.

## **VII. SAFETY AND ACCESS: OBSERVING SAFETY CODES AND THE “AMERICANS WITH DISABILITIES ACT”**

The BHPC will work with residents in the design of historic building entrance ways that meet special needs, are adapted to local safety codes, or respond to the requirements of the Americans with Disabilities Act. By working together, a common solution can be developed that benefits all, takes into consideration the property owner's desire, and protects the historical integrity of the structure.

When developing a project for handicapped access, consult the specific sections of these guidelines for the areas that will be affected. Develop a plan and consult with the Bloomington BHPC before submitting a formal application for the Committee's consideration.

If auxiliary entrances must be added, they should be placed so that they are not visible from the street. Even when these entrances are located at the rear or the side of a structure, the new access should be in character with the rest of the building in materials and design. Ramps and modern mechanical devices, such as wheelchair lifts, should be screened with landscaping wherever possible. New exterior stairways and fire escapes to second floor living spaces should be parallel to the exterior of the building or broken by landings that fold the stairwell close to the structure.

New staircases, fire escapes, or ramps should not disrupt the facade or cover important architectural features, such as a principal entrance stair. Unpainted, pressure-treated lumber should not be used.

## **VIII. PROCEDURES FOR REVIEW AND ENFORCEMENT OF GUIDELINES**

### **A. Procedures for Changing the Guidelines**

1. If changes are desired in the Guidelines, they shall be drafted by the GPHHD.
2. The neighborhood organization shall report its findings to the Commission.
3. All property owners in the District shall be notified of the proposed changes in the Guidelines. They will be given copies of the proposed new Guidelines and notice of the time and place of the public hearing on the proposal.
4. The neighborhood organization shall provide a system whereby all property owners have the opportunity to cast a vote on the proposal.
5. If 51% or more of the ballots returned approve the changes, the new guidelines are forwarded to the Commission for discussion and approval.

### **B. Procedures for Enforcing the Guidelines**

Enforcement of Title 8, which these guidelines serve, for the GPHHD is made possible in Section 8.16.020 of the Bloomington Municipal Code.

## IX. GLOSSARY

*\*Items noted with an asterisk are illustrated in the text*

**accessory structure** – any structure secondary to the principal building on the lot\*

**BHPC** – Bloomington Historic Preservation Commission

**bracket** – overhanging member that projects from a structure (as a wall) and is usually designed to strengthen an angle or to support a horizontal load such as eaves, cornices, shelves, and other overhangs

**building entry** – actual and visually perceived approach and entrance to a building

**building height/ side setback** – relationship between the height of the house and the distance between them\*

**building heights** – actual height of buildings and their various components as measured from the ground at the foundation and from the grade of the sidewalk that the building faces\*

**building outline** – silhouette of a building as seen from the street\*

**clapboard** – narrow, horizontal wooden boards used as siding on wood frame buildings. Each board overlaps the one below it.

**COA** – certificate of appropriateness

**column** – supporting pillar usually consisting of a round shaft, a capital and a base

**cornice** – molded and projecting horizontal member that crowns an architectural composition, often marking the junction of the wall and the roof\*

**demolition** – complete or substantial removal of any historic structure which is located within a historic district

**dormer** – window set vertically in a structure projecting through a sloping roof\*

**eave** – lower projecting edge of a sloping roof

**elevation** – a side, front, or rear view of a structure as in an architectural drawing

**façade** – external “face” of a structure as seen from a given angle such as street, front, rear, etc.

**fenestration** – arrangement, proportioning, and design of windows, doors and openings\*

**foundation/ first floor elevation** – supporting base upon which a building sits and the finished elevation of the first floor living space\*

**gable** – vertical triangular end of a building from cornice or eaves to ridge\*

**glazing** – act of setting glass, as in a window (double-glazing indicates windows with two layers of glass)

**GPHHD** – Greater Prospect Hill Historic District

**mass** – three dimensional outline of a building\*

**materials** – visual, structural, and performance characteristics of the materials visible on a building exterior

**orientation** - direction a building faces\*

**original materials** – in general, “original materials” refers to the material and elements first used on the structure, but may also include materials used in subsequent updates to the house. (Note that some, many, or all original materials may already have been removed from the structure, while in other cases, some original materials may exist but remain hidden under more recently added materials.)

**parking** – locations for overnight storage of vehicles

**preservation** – the act or process of applying measures to maintain the form, integrity, and materials of a building structure or site in its existing condition

**primary building** – building or accessory structure 80 square feet or greater occupying a lot

**public way façade** – the side of the house that faces the street to which the house has a public postal address. In the case of corner lots, both the postal street as well as the cross street are considered public way façade.

**recommended** – a preferred course of action, which may be altered once the full implication of that action is understood and weighed carefully

**rehabilitation** – the act of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural, and cultural values. This emphasizes the removal of materials that detract from the overall character of the building or neighborhood.

**restoration** – the act or process of accurately recovering the form and details of a property and its setting as they appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work

**setback** – distance away from the property line that a structure may be constructed (according to current city code)\*

**should** – indicates that a particular action is to be taken with the understanding that there may be valid reasons in particular circumstances to take a different course of action

**spacing** – distance between contiguous buildings along a block face\*

**style and design** – creative and aesthetic expression of the designer

**utilities & equipment** – any utilities that might be above ground and visible (such as meters and electric lines) and any mechanical equipment associated with the building (such as air-conditioning equipment)