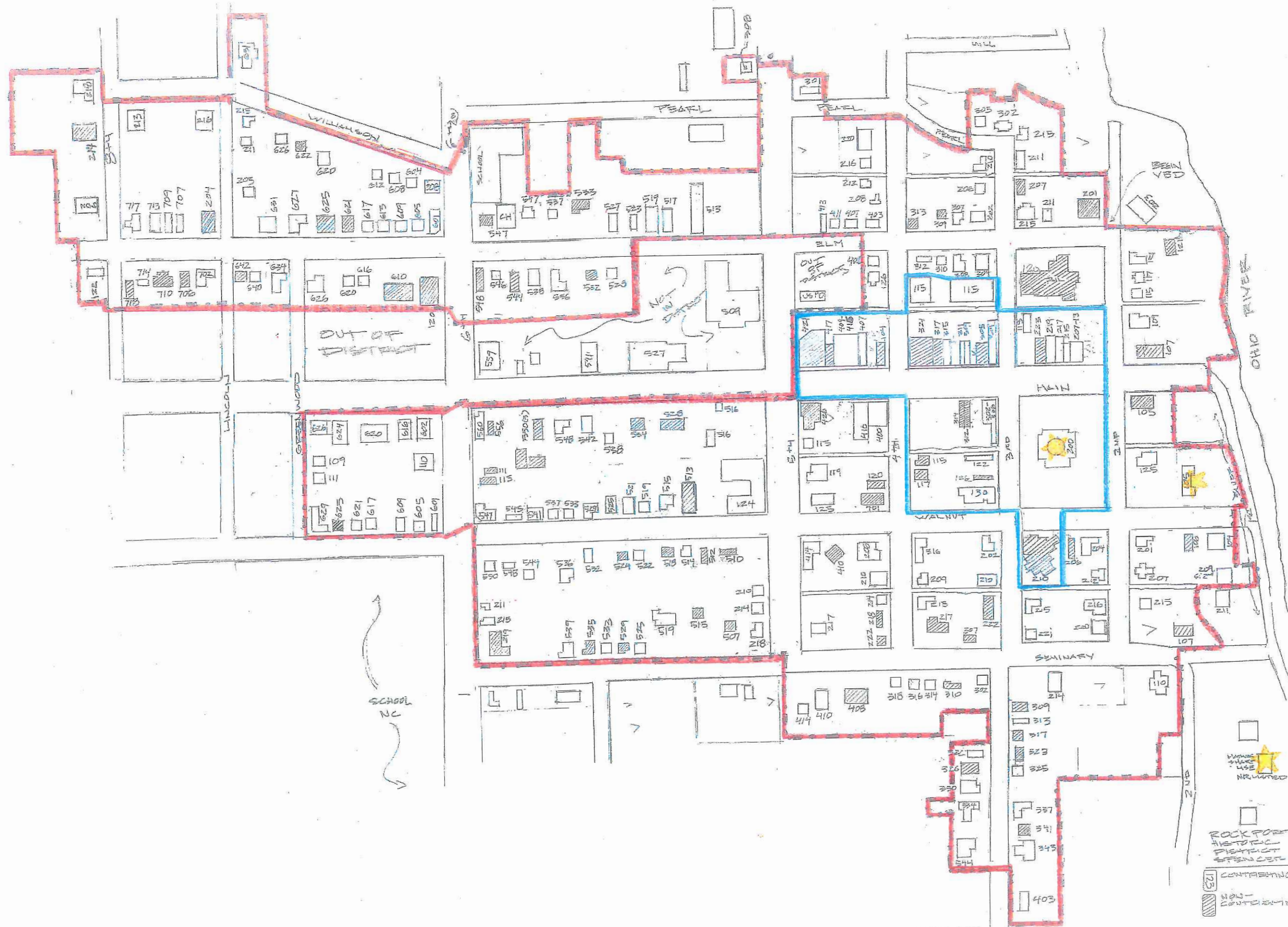




City of Rockport Historic Preservation Commission Guidelines

NOTE: Meetings are Third Tuesday of Every Month at City Hall.



Rockport
Historic
District
Map - Updated 7/25

123 CONTINUING
NOW - CONTINUING
BOUNDARY

ORIG. Downtown Business
2015
★ NATIONAL REGISTER

Description of the boundaries of the Rockport Downtown Historic District

The western boundary of the district is 5th Street north to south from the alley between Elm and Main to the alley between Main and Walnut.

The northern boundary is the Alley between Elm and Main, except for the block between 4th and 3rd where it extends north to include the properties adjoining the alley.

The eastern boundary of the district from the north on 2nd Street from the alley between Elm and Main south to Walnut Street, except at the end of Main Street where the Historic District shall encompass properties adjoining both sides of South First Street (River Road), from the end of Main Street to south along South First Street to its intersection with Clark Street.

The southern boundary of the district from the west is the alley between Main and Walnut to the east until the middle of the block between 4th and 3rd, where it extends South to Walnut Street to 2nd Street, with it extending south at 3rd Street to include the Spencer County Library.

DESIGN GUIDELINES INTRODUCTION

In accordance with its authority (Ordinance 2015-9), the Historic Preservation Commission (RHPC) of the City of Rockport, Indiana (RHPC) has adopted architectural guidelines to assist the property owner in formulating preservation plans. These advisory guidelines also serve to assist the Commission in determining the appropriateness of such plans. The RHPC realizes that it must also consider economic hardship and other circumstances affecting proposed projects.

Ordinance 2015-9, approved by the Rockport Common Council on September 1, 2015, created the RHPC, authorized the Commission to adopt rules and regulations necessary to transact the business of the Commission and establish procedures for designating historic districts.

An historic district is "an area in Rockport wherein there are located buildings, structures, sites and landmarks which have historic, cultural, educational and/or architectural value, the preservation of which is deemed to be for the educational, cultural, economic and general welfare of the inhabitants Rockport."

For any property located within the boundaries of an historic district or for any landmark, the RHPC must approve the following: "any excavation, construction or erection of any building, fence, wall, walkway or other structure of any kind; or for any removal of any external architectural feature, or for any reconstruction, alteration, change to exterior color by painting or other means, or for any demolition of any structure." The RHPC's approval is based upon the appropriateness of the proposed work, taking into consideration "the historic or architectural value and appearance, including color, of the exterior architectural features of other structures in the immediate neighborhood."

The following guidelines are in addition to all prevailing laws and are in no way to be construed to diminish the force of existing building, safety, and zoning codes, etc. It is the property owner's responsibility to contact all the appropriate State and City agencies and to comply with all existing laws and all State, City and local codes.

Where special techniques or materials are required, the RHPC can assist in obtaining reference and source information.

CERTIFICATE OF APPROPRIATENESS

A Certificate of Appropriateness is the approval granted by the Rockport Historic Preservation Commission to a property owner for proposed improvements to the exterior of a structure or a site located within a Historic District. A Certificate of Appropriateness is required before a building permit is issued, although not all improvements requiring a Certificate of Appropriateness require a building permit.

A Certificate of Appropriateness is not necessary for routine maintenance or for the following actions relating to property in a Historic District:

- Replacement of trees or shrubs if the replaced item does not exceed four (4) feet at full maturity.
- Landscape maintenance, pruning of foliage, and replacement of plants with similar types and sizes of plants.
- Repair or replacement of existing sidewalks, driveway, or steps if repaired or replaced to match pre-existing style, and, in the case of steps, if not integral parts of a structure.
- Repair of areas of storm damage to a roof if the repaired surface matches the existing surface.
- Replacement of deteriorated roof shingles if the replacement shingles match the existing remaining roof shingles.
- Repair or replacement of a flat roof if the roof is not visible from the ground and the roof shape is not altered by the work.
- Replacement of gutters and downspouts if the work is not visible from the public way or if the replacement matches the existing gutters or downspouts.
- Removal of chain link, board on board, board and batten, basket weave, louver, split rail, or stockade fences.
- Installation of a single, wall-mounted mailbox near the main entrance of a structure.
- Mechanicals (air conditioners, roof fans, skylights and the like) if not visible from any public way.

PROCEDURES FOR OBTAINING A CERTIFICATE OF APPROPRIATENESS

1. A Certificate of Appropriateness (COA) is required.

A Certificate of Appropriateness must be issued by the Commission before a permit is issued for, or work is begun on, any of the following:

- a. The demolition of any building or structure
- b. The moving of any building or structure
- c. A conspicuous change in the exterior appearance of any historic building or any part of such a building, including walls, fences, lighting fixtures, steps, paving, and signs by additions, reconstruction, alteration, or maintenance involving exterior color change.
- d. Any new construction of a principal building or accessory building or structure subject to view from a public way.

2. Application for Certificates of Appropriateness.

An application for a Certificate of Appropriateness shall be made in Rockport City Hall on forms provided by RHPC. All application shall be subject to the rules and requirements established by the Commission. Rules may include, but are not limited to, filing deadlines and application requirements such as sketches, drawings, photographs, descriptions, or other information which the Commission requires to make a decision.

3. Approval or denial of Certificates of Appropriateness.

The Commission may approve or deny Certificates of Appropriateness for any actions covered by this title. If an application for a Certificate of Appropriateness is approved by the Commission, or is not acted on by the Commission within 30 days after it is filed, a Certificate of Appropriateness shall be issued. The Commission may grant an extension of the 30-day limit with the agreement of the applicant. The Commission must report its findings and the reasons for its decision in written form and supply the applicant with a copy of its report, as well as to the City Council. A copy of the Certificate of Appropriateness must be submitted with the application for a building or demolition permit; no building or demolition permit shall be issued unless a copy of the Certificate of Appropriateness is provided by the applicant with the application. Any person aggrieved by the Commission's decision may appeal to the Rockport City Council.

GUIDELINES

1. GENERAL CONSIDERATIONS

The following guidelines are designed to help property owners formulate plans for the rehabilitation, preservation, and continued use of old buildings consistent with the intent of the RHPC. (The guidelines pertain to buildings of commercial use in the recognized district)

They apply to permanent and temporary construction on the exterior of historic buildings as well as new attached or adjacent construction. Generally, it is recommended that deteriorated material be repaired, or replaced with new material that duplicates the old as closely as possible.

All buildings, structures, and sites should be recognized as products of their own time. Previous changes to a building, structure, or site and its environment may have acquired significance in their own right, and this significance should be recognized and respected.

2. PAINTING

Paint colors must be submitted to RHPC for approval. All exterior color changes must have Commission approval. Upon request the RHPC will assist in researching appropriate colors for the historic structure or district.

3. MASONRY AND MASONRY CLEANING

a. MASONRY SURFACE AND REPAINTING:

Original masonry should be retained wherever possible. When re-pointing is necessary, old mortar should be duplicated in composition, color, texture, method of application and joint profile. Upon completion, the joint should not exceed the width of the original or existing joints. The RHPC recommends consultation with the Building Inspector to discuss masonry.

b. CLEANING:

The original or early color and texture of masonry surfaces, including early signage, should be retained wherever possible and appropriate. Masonry cleaning should be undertaken only when necessary to halt deterioration or to remove graffiti and stains. Indiscriminate removal of paint from certain masonry surfaces may cause damage to the building and may change the character of the building.

c. STUCCO

Stucco should be repaired with a stucco mixture duplicating the original as closely as possible in appearance and texture.

4. FRAME BUILDINGS

Architectural features such as cornices, brackets, window and door molding and details, clapboard, weatherboard, shingles and other wooden siding are essential parts of the character and appearance of frame buildings, illustrating the continuity of growth and change. These significant architectural features should be retained and preserved whenever possible.

Where repair or replacement is necessary, the material should duplicate the size, shape and texture of the old as closely as possible. Exteriorly exposed inappropriate plywood or equivalent is considered unacceptable.

Frame buildings should not be resurfaced with new material which either is inappropriate or was unavailable when the building was constructed such as artificial stone, brick veneer, or asphalt shingles, vinyl or aluminum siding.

5. ARCHITECTURAL ELEMENTS WHICH ARE MOST COMMONLY REPAIRED OR REPLACED

a. WINDOWS AND DOORS

Existing window and door openings, including window sash, glass, lintels, sills, frames, molding, shutters, doors, steps, and all hardware, should be retained and repaired wherever possible. The Commission shall be consulted in regard to introducing new window or door openings into the principal elevations or altering window or door openings to fit new stock window sash or new stock door sizes is discouraged. If new sash and doors are used they should duplicate the material, design and hardware of the older existing ones.

b. STORM WINDOWS:

Storm windows and doors may be installed if they are visually unobtrusive, do not damage existing frames, and can be removed in the future. Storm windows should match the trim color.

c. EXTERIOR LIGHT FIXTURES AND BUSINESS ADDRESS NUMBERS

Exterior light fixtures and business address numbers should be an appropriate size and placed in an appropriate location. Upon request, RHPC will assist in researching period fixtures and lettering.

d. FABRIC AWNINGS AND CANOPIES

Fabric awnings and canopies are natural or synthetic fabric material constructed over a framework for sun or moisture protection. Awnings and canopies are to be used only at window areas, except at the storefront level where extended use may be appropriate

e. PORCHES AND STEPS:

Porches and steps which are appropriate to the building and its development should be retained. Porches or additions reflecting later architectural styles are often important to the building's evolving historical integrity and, wherever possible, should be retained.

The original material and architectural features of porches and steps, such as hand rails, balusters, columns, brackets, and roof decoration of wood, iron, cast iron, terra cotta, tile, and brick, should be retained wherever possible. If these materials must be replaced, the new materials should match the old as closely as possible. The Commission will require all work to meet ADA requirements.

f. ROOFS:

The original roof shape and material should be preserved and maintained.

All architectural features which give the roof its essential character, such as dormer windows, cupolas, cornices, brackets, chimneys, cresting, skylights, and weather vanes, should be preserved, or replaced where necessary with new material which duplicates the old.

g. COMMERCIAL SIGNS:

Signs on commercial buildings should respect the existing Sign Ordinance for the City of Rockport.

7. NEW CONSTRUCTION FOR ADDITIONS

Contemporary design for alterations and additions to existing properties will not be discouraged when such alterations and additions do not destroy significant historic, architectural or cultural materials and the design is compatible with the size, scale, color, material, and character of the property, neighborhood and environment.

Wherever possible, new additions or alterations to structures should be done in such a manner that if such additions or alterations were removed in the future, the essential form and character of the historic structure would be unimpaired.

New additions and adjacent reconstruction should be compatible in scale, building materials and texture. New additions should complement the style of the historic structure, but should also appear as products of their own age. New additions should not imitate architectural styles which pre-date that of the historic structure.

8. NEW CONSTRUCTION

When new construction occurs in historic districts, the impact of the new building or structure can be positive or detrimental to the visual cohesiveness of the area. A new building or structure that does not fit into the district can be conspicuous, intrusive, and detrimental to the visual harmony of the historic district. The importance of compatibility and context, including the concepts of massing (building shape), scale (building size),

materials and architectural features, shall not be underestimated. The common linkages between buildings and settings that give a historic district its character are very important. A wide range of compatible forms and materials are available that do not destroy the cohesiveness of a district. Remember, new buildings may have individual character and don't have to "be bland to blend."

- Incorporate into the new design similar elements and materials across building facades, building heights, building widths (no wider or narrower than surrounding buildings), roof forms and pitch, orientation, spaces between buildings, and lot setbacks found in surrounding buildings and their environment.
- Old designs shall not be imitated.
- The new design shall incorporate the horizontal and vertical alignment and patterns of the surrounding buildings.
- The proportions of glass, sizes of openings, and location of entrances shall be consistent with existing buildings nearby.
- Ornamentation that contributes to the rhythm and alignment of the surrounding range of buildings shall be considered.
- In commercial buildings, maintain the distinction between first and other floors.
- New buildings shall be of the same quality as the surrounding buildings. New buildings shall be faced with traditional building materials found in the district.
- Preserve historic views.
- Additions shall be constructed so as to minimize the damage destruction or effects on the historic materials and elements of the original building and its site.
- Distinctions shall be apparent between an addition and the original building.
- The addition shall be related in form, height and proportion to the original building. It shall also be compatible with the original building in materials and scale.

9. ARCHEOLOGICAL PRESERVATION

The Commission will require protection and preservation of archeological resources for projects that involve excavation or grading in accordance with all State and Federal guidelines.

RESOURCES

Indiana Landmarks, 340 W Washington, Indianapolis, IN 46202, 800-450-4534
www.historiclandmarks.org

Indiana Main Street, One North Capitol, #600, Indianapolis, IN 46204,
317-232-8910
www.in.gov/orca/mainstreet.htm

Indiana Division of Historic Preservation & Archeology, 402 W Washington,
Indianapolis, IN 46204, 317-232-4200,
www.in.gov/dnr/historic/

Indiana State Museum, 650 W Washington, Indianapolis, IN 46204, 317-232-1637,
www.in.gov/ism/

Ball State Center for Preservation, 650 W Minnetrista Blvd, Muncie, IN 47303
765-213-3540 X 228,
www.bsu.edu/preservation/

National Trust for Historic Preservation,
www.nationaltrust.org

National Main Street Center,
www.mainstreet.org

National Parks Service
www.nps.gov/history/hps/tps

GLOSSARY OF TERMS

Alignment: the linear relationship of buildings along a streetscape.

Awing: a sheet of canvas or other material stretched on a frame and used to keep the sun or rain off a storefront, window, doorway, or deck

Baluster: an upright member supporting a railing or banister.

Balustrade: a porch or stair railing composed of balusters and capped with a handrail.

Bargeboard: a decorative board attached to the gable ends of a roof.

Bay: a structural division of a building, usually marked by vertical elements such as windows or doors.

Bay window: a window which protrudes from the plane of the wall, filling a bay.

Belt course: a projecting ornamental band that wraps horizontally around a building.

Bond: the pattern created by the arrangement of bricks within a wall.

Bracket: a decorative element that appears to support the eave or other overhangs of a building.

Canopy: an overhead roof or else a structure over which a fabric or metal covering is attached, able to provide shade or shelter.

Capital: the decorative top of a column or pilaster.

Casement: a hinged frame for a window that swings open and shut like a door.

Clapboards: a traditional siding of narrow, horizontal, overlapping, wooden boards, usually four (4) to six (6) inches wide on older buildings.

Column: a vertical pillar, either structural or decorative in design.

Corbel: a bracket or support created with stepped or overlapping bricks or stones.

Cornice: ornamental molding that protrudes along the top of a building; exterior trim where the wall meets the roof.

Cupola: a small, domed or pointed structure that rises above a roof.

Dentil: small, squared ornamental blocks placed regularly in a row at the bottom of a cornice; forms a molding that resembles teeth.

Dormer: a roofed structure, usually containing a window, that protrudes from the slope of a roof.

Double-hung Window: a window with two sash that open by sliding one vertically past the other.

Eave: the underside of the roof that extends beyond the wall of a building.

Elevation: a vertical surface of a building or structure; a scaled drawing or plan of a vertical surface of a building or structure.

Facade: the front or principal face of a building.

Fascia: the horizontal band that forms the trim along the edge of a flat roof, or along the horizontal side of a pitched roof.

Fenestration: the arrangement, proportion, and pattern of window openings in a wall.

Finial: a pointed ornament placed at the top of a spire, gable or pinnacle of a roof.

Flashing: pieces of metal for waterproofing roofing joints.

Frieze: the decorative band below the cornice.

Gable: the triangular portion of a wall between opposite sides of a sloping roof.

Gable Roof: a single-pitched roof with a gable at each end.

Gambrel Roof: a pitched roof having two (2) slopes, the lower one being steeper than the upper.

Hip Roof: a roof having a uniformly pitched slope on all four (4) sides.

In-kind: a term used to describe the notion of replacing historic elements that have been removed from a building with something that is identical in material, size, color, texture and style to the original.

Integrity: the intact condition of a property's historical characteristics.

Keystone: the central brick or stone of an arch usually found over a window or door opening.

Light: an individual pane of glass.

Lintel: a horizontal beam over a window or door opening; a lintel may be decorative or may be used to carry the construction load above.

Mansard Roof: a roof having two (2) slopes on all four (4) sides, the lower one being steeper than the upper.

Molding: a decorative band or strip with a profile that is generally used in cornices and as trim around window and door openings.

Mullion: the vertical member that divides, and often supports, a series of windows.

Muntin: a narrow bar dividing a window into individual lights.

Oriel Window: a projecting bay window that extends from the wall and is supported by brackets.

Parapet: a low wall at the edge of a roof.

Pediment: a low-pitched gable that crowns a facade or that is used as an ornament above a door, window, or portico.

Pilaster: a shallow rectangular column which is mounted on a wall surface, often made to resemble a classical column.

Portico: a central porch, usually supported by columns and having a pediment.

Preservation: the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property.

Profile: the appearance of a tooled mortar joint.

PSI: pound per square inch; used to describe the amount of pressure appropriate for use when cleaning historic building materials.

Quoins: ornamental stone or brick used to accentuate the corners of buildings.

Reconstruction: the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

Rehabilitation: the act or process of making possible a compatible use for a property through repair, alterations and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

Remodeling: the make-over of a building by removing or destroying its original features and substituting them with new materials that are modern in appearance.

Restoration: the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

Ridge: the intersection of two (2) sloping sides of a roof.

Shake: a thick, rustic looking wood shingle made by splitting, rather than sawing a log.

Sidelights: the narrow vertical windows that flank the side(s) of a doorway.

Shed Roof: a low sloping plane that extends out from a wall of a building, usually creating a porch roof or the roof of a projecting bay or dormer.

Sill: the bottom horizontal member of a window frame.

Soffit: the under-side of the cornice or eaves which provides protection for the sub-roofing, usually exposed and finished with wood or metal.

Transom: a small window located over a door or another window which allows for additional light and ventilation.

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

There are four (4) distinct but interrelated approaches to the treatment of historic properties:

Preservation is the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property.

Restoration is the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of features missing from the restoration period.

Reconstruction is the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

Rehabilitation is the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

In an effort to assist property owners in making sound historic preservation decisions that also meet their needs, the Secretary of the Interior and the National Park Service have developed a set of standards, or general principles, addressing each of these approaches. Design guidelines for the Rockport Historic Districts are based upon the Secretary of the Interior's Standards for Rehabilitation. These principles are applied by the Rockport Historic Preservation Commission to all projects that require a Certificate of Appropriateness. Additionally, owners that wish to have projects certified for federal or state historic rehabilitation tax incentives must comply with the

Secretary's Standards to qualify. The Standards are as follows:

STANDARDS FOR REHABILITATION

1. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.

2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.

3. All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.

4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.

5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.

6. Deteriorated architectural features shall be repaired rather than replaced, whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.

8. Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to any project.

9. Contemporary design for alterations and additions to existing properties will not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.

10. Wherever possible, new additions or alterations to structures shall be done in such a manner that if such alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

CITY OF ROCKPORT
HISTORIC PRESERVATION COMMISSION
DOWNTOWN ROCKPORT HISTORIC DISTRICT

CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION

If approved, a project must be initiated within one year from the date of the issuance of the COA. Please note that this is NOT a building permit. A separate building permit from the City of Rockport Plan Commission may be required prior to commencement of work on the project.

Please print or type

PROJECT NAME:

PROJECT ADDRESS:

APPLICANT:

Name:

Address:

Phone:

Alternate Phone:

E-Mail Address:

OWNER (If different from applicant)

Name:

Address:

Phone:

Alternate Phone:

E-Mail Address:

PROPERTY INFORMATION:

Existing Use of Property:

Residential

Commercial

Manufacturing

Proposed Use of Property:

Residential

Commercial

Manufacturing

PROPOSED WORK

Check all that apply:

- ☐ Exterior Alteration (installation/replacement of siding, change of façade, change of paint color, windows, roofing, fencing, lighting, construction of addition, walkways, etc.)
- ☐ Landscaping (installation of trees, street furniture, etc.)
- ☐ Signage (New or replacement)
- ☐ Demolition
- ☐ New Construction
- ☐ Relocation of structure
- ☐ Other

Description of proposed work (attach a separate sheet if necessary):

Commission use only

This application has been

- ☐ Approved
- ☐ Not Approved

Signed: _____

Title: _____

Date: _____