



## CITY OF CARMEL

### CARMEL HISTORIC PRESERVATION COMMISSION

### HISTORIC OR CONSERVATION DISTRICT

### DESIGNATION INSTRUCTIONS

#### **PRELIMINARY MEETING**

The applicant(s) must attend a preliminary meeting with the staff of the Carmel Historic Preservation Commission (“Commission”) during which the applicant(s) will be advised as to the appropriateness of the designation. The applicant(s) will discuss with the staff the types of designation – historic district, conservation district, or individual property historic district.

In areas designated as either a historic or conservation district, a Certificate of Appropriateness (“COA”) must be issued by the Commission before a permit is issued for:

1. The moving of any building;
2. The demolition of any building; or
3. The new construction of a principal building or accessory building or structure subject to view from a public way.

For historic districts, the Commission will also review:

1. The conspicuous change in the exterior appearance of any historic building or any part of or appurtenance to such building, including walls, fences, light fixtures, steps, paving, and signs by additions, reconstruction, alteration, or maintenance involving exterior color change if cited by individual ordinance.

Potential designated areas must first be surveyed and documented for historic resources. Ask the staff for the Carmel Historic Preservation Commission whether this has been completed. Applicant(s) should utilize the [2014 Carmel and Clay Township Historic Architecture Survey](#) as a resource in determining the significance of the resource(s).

#### **SUBMIT APPLICATION**

Owners of property in fee simple, wishing to establish a historic district which includes their property, may petition the Commission to consider drawing and submitting a map or maps of said property to the City Council for its approval. The application meets part of that requirement. The application starts the process for seeking historic or conservation district designation, it does not guarantee the property or neighborhood will be designated. The Commission will ultimately consider whether or not to recommend designation to the Carmel City Council after design standards have been developed.

Applicant(s) must present a certified list of property owners available at the Hamilton County Auditor’s Office within 30 days of an application being approved by the Commission. All property owners must be noticed by First Class Mail that an initial application has been approved by the Commission and provide details of the first public information session.

#### **AD HOC HISTORIC/CONSERVATION DISTRICT COMMITTEE**

Upon approving an application, the Commission will appoint an Ad Hoc Historic/Conservation District Committee (“Committee”). The Committee may include members of the proposed district, Commission staff, and Commission members. For district applications, the applicants should propose a date, time, and location for the first committee and neighborhood public information session which will serve to educate residents and owners about the proposed designation. All Committee members will be required to attend this first meeting. The Committee will consist of property members within the district and will coordinate

with the Commission in setting meeting dates, preparing architectural standards, and communicating with the district. The Committee will work closely with the professional staff of the Commission through the designation process. The Ad Hoc Historic/Conservation District Committee will be responsible for holding a minimum of three information sessions to educate and updated property owners about the process. This continued discussion allows all owners to participate, ask questions, and voice concerns.

The first meeting should be held shortly after an approved application to the Commission. A sign-in sheet should be collected for each informational session.

The Ad Hoc Historic/Conservation District Committee will be responsible for preparing the proposed design and architectural standards to govern the district. They also select the final boundaries of the proposed district. Drafts of these documents shall be presented to property owners at public information session(s).

Upon completion of the architectural standards, the Committee will submit the document for review and approval by the Historic Preservation Commission. The Commission shall consider the proposal and determine whether to submit the district for approval to the City Council.

## **CHECKLIST**

The following outlines the required steps to seek designation as a historic/conservation district with the Carmel Historic Preservation Commission. Please understand this process can take significant time from start to finish as it requires working collaboratively with many parties. Refer to the Commission's ordinance, D-2064-11, for additional guidance on designation.

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- Complete survey of proposed district. Refer to the 2014 Carmel and Clay Township Historic Architecture Survey to see the baseline survey of the proposed area.
  - Meet with staff of Carmel Historic Preservation Commission to determine applicability of proposed district.
  - Prepare preliminary application form and submit to Commission for approval.
  - Commission approves preliminary application, appoints Ad Hoc Historic/Conservation District Committee.
  - Obtain list of property owners from Hamilton County Auditor's Office.
  - Mailing sent to property owners indicating that a preliminary application for historic designation has been filed to the Carmel Historic Preservation Commission. Mailing includes date, time, and location of first public information session.
  - Ad Hoc Historic/Conservation District Committee meets and prepares draft design and architectural standards.
  - Ad Hoc Historic/Conservation District Committee sets additional public information sessions to educate, update, and inform property owners.
  - Ad Hoc Historic/Conservation District Committee submits finalized map and architectural standards to Commission for review.



Carmel Historic Preservation Commission considers designation, including map and standards, at a public hearing. If Commission recommends designation, they will submit to City Council for approval.

Obtain current (updated) list of property owners from Hamilton County Auditor's Office.

Meet noticing requirements for "Presentation Meeting" in front of the Carmel City Council. This includes a legal notice in the Indianapolis Star; certified mailing of all property owners within, adjoining, and abutting the proposed district obtained from the Hamilton County Auditor's Office; and the placement of signs within and along the perimeter of the proposed district. These items must be completed 25 days prior to the meeting, not including the date of the meeting itself.

Ordinance designating historic/conservation district is prepared for consideration by the Carmel City Council.

Carmel City Council holds public hearing on the proposed district ordinance. City Council may refer the ordinance to an appropriate Council Committee.

Carmel City Council considers proposed district ordinance for adoption.

For conservation districts, CHPC asks property owners participate in a referendum before the third anniversary of the district's adoption. Each owner will be asked whether they object to elevation to a full historic district. If a majority object in writing, then the district continues as a conservation district. If a majority does not object, then the district becomes a full historic district (*see Indiana Code 36-7-11-19*).

## QUESTIONS?

For specific questions about the Carmel Historic Preservation Commission or how to fill out the application form, please contact the Commission's staff: Mark Dollase at [mdollase@indianalandmarks.org](mailto:mdollase@indianalandmarks.org) or Raina Regan at [rregan@indianalandmarks.org](mailto:rregan@indianalandmarks.org); or Commission Chairperson, Carol Schleif at [cschleif@carmel.in.gov](mailto:cschleif@carmel.in.gov).