Standards and Guidelines for Historic Properties

Glocester Historic District Commission
1145 Putnam Pike
Chepachet, RI 02814
(401) 568-6206

Adopted: November 25, 2020

ACKNOWLEDGEMENTS

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The Glocester Standards and Guidelines for Historic Properties was compiled, with permission, based on Standards and Guidelines for the Pawtucket Historic Properties.

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INTRODUCTION

By establishing local historic commissions and instituting design review, Rhode Island communities monitor and guide construction activity in their historic areas. Glocester's local historic district was established to preserve the Chepachet Village Historic District in the Town which reflects elements of its cultural, social, economic, political and architectural history.

Local historic district designation reflects Glocester's desire to stabilize and improve property values in such historic districts, to preserve specific buildings, to foster civic beauty, to strengthen the local economy and to promote the use of such districts and specific buildings for the education, pleasure and welfare of the residents of the Town of Glocester. Local historic district designation is not the same as listing in the National or State Register of Historic Places (although the three types of districts may have similar or identical boundaries). Through the establishment of a local historic district commission and the process of design review, Glocester monitors and guides exterior alterations, demolitions and new construction in a district to preserve the past for the future.

On November 22, 1991, the Glocester Town Council approved the appointment of the Town's first Historic District Commission. There are about 86 properties in the Chepachet Village Local Historic District. The Glocester Historic District Commission (GHDC) reviews all new construction on any existing lot or lots, including window replacements, paint color changes and any construction, alteration, removal or demolition of a structure affecting the exterior appearance of any structure, including appurtenances within the Historic District. ***A certificate of appropriateness is necessary for all new construction on any existing lot or lots, including window replacements, paint color changes and any construction, alteration, removal or demolition of a structure affecting the exterior appearance of any structure, including appurtenances within the Historic District. A certificate of appropriateness is required before the issuance of a building permit.***

These Standards and Guidelines have been adopted to assist the property owners in the Glocester Historic District and the GHDC in processing applications for Certificates of Appropriateness. The intent of the Standards and Guidelines is to guide the inevitable changes to the exteriors of structures and sites within the Town's designated historic district. The most important features of historic buildings are rooflines, exterior walls, windows and their openings and trim, doors and entries, porches, steps, stairs, railings, foundations and storefronts. ***As each historic structure and its site are unique, each application is considered on its own merits in accordance with these Standards and Guidelines.***

Getting Started

Before beginning a project on your structure and appearing before the GHDC for a Certificate of Appropriateness, think about your structure, your needs and your goals for the alterations. Let the following sampling of statements and questions assist in guiding you through your planning and construction.

1. Study the physical form of your structure carefully and establish when it was built, its style and its most important architectural features.

2. Analyze the craftsmanship of your structure. Are clapboards intact under a layer of siding? How were the wood brackets on the porch made?

3. Check for structural soundness. Early structures last a long time if they have been properly maintained. Rotted or otherwise deteriorated sills are often a problem and should be repaired before beginning other work.

4. Search for old photographs, postcards, advertisements or newspaper clippings which may give you additional information about your structure and its previous occupants. Land and tax records filed at Town Hall are another valuable source. The Glocester Heritage Society may also have information or old photographs which they would be happy to share with you. Seek restoration advice from the Glocester Historic District Commission.

5. Don't rush. Spend time in your structure and understand how it works, what its problems are and what interior space you require.

6. Study your utility systems – plumbing, heating and wiring. Measure your space. Then begin to make plans for work.

7. Develop a plan for repair and restoration. A step-by-step approach will save you both time and money.

8. Do as much work as you can yourself – scrape paint to check paint color and to prepare the surface, sand clapboards and prepare the work area for your electrician or plumber.

9. Don't hesitate to consult professionals when needed. Professional advice will save you problems and expense in the long run.

10. Keep the original materials of your structure wherever possible.

11. Retain any architectural details removed while work is in progress. If you don't put them back in place, at least save them in a dry storage area for some future owner who may want to put them back.

12. Do not "back date" your structure. For example, do not put small Colonial style 12 over 12 sash windows on a Victorian house.

(Fixing Up, 1979)

Application Review Procedure

The Historic District Commission reviews proposals for all new construction on any existing lot or lots, including window replacements, paint color changes and any construction, alteration, removal or demolition of a structure affecting the exterior appearance of any structure, including appurtenances within the Historic District. The review requirement includes proposed changes to major buildings, secondary buildings (such as garages), structures (such as gazebos) and retaining walls. No review is required for ordinary maintenance and repair (such as recaulking and exact match re-painting), provided there is no change in color, design, architectural features or type of material. ***Interior alterations do not require review.*** Each application is considered on its individual merits and reviewed for consistency with established guidelines. The Commission considers the architectural and historical qualities of the individual building, its appurtenances and setting, and its relationship to the rest of its district. No application will be approved unless work is appropriate in terms of historic character, architectural design and materials.

1. **Consult with Glocester Building Official.**
   Owners contemplating exterior changes to their properties should contact the Building Official at the Building Department, 1145 Putnam Pike, Chepachet, RI, (401) 568-6206. Site visits with staff are recommended for all applications.

2. **File an application for a Certificate of Appropriateness.**
   An application is required for all new construction on any existing lot or lots, including window replacements, paint color changes and any construction, alteration, removal or demolition of a structure affecting the exterior appearance of any structure, including appurtenances within the Historic District except those exempted from review in these Standards and Guidelines. Applications must be accompanied by documentation (photographs, catalogue cuts, drawings, written specifications and other information) sufficient to illustrate the proposal and its impact on the property. Documentation checklists for various types of projects are included in these Standards and Guidelines. Documentation must be complete in order to begin review of an application; if either the Building Official or the GHDC determines that additional information is needed, the applicant will be informed in writing. Any necessary **zoning variances** (*e.g.*, for new construction, alterations, signs and paving) should be obtained **prior** to filing an application for Certificate of Appropriateness. The GHDC may conduct a conceptual review of a project, with final review to follow the granting of zoning variances; however, obtaining a zoning variance does not guarantee GHDC approval of a project. It is the applicant's responsibility to find out whether a zoning variance is needed and to obtain one. Contact the Building Department at (401) 568-6206 for more information.

3. **Application is reviewed.**
   All applications for a Certificate of Appropriateness are reviewed by the GHDC. The Commission must act on a completed application within 45 days of filing unless the Commission and the applicant agree on an extension. The Commission may also extend the review period to 90 days if it finds that the particular circumstances of the application require time for additional study. Applicants should attend the meeting or send a representative who is familiar with the project and able to negotiate with the

GHDC. The applicant presents the proposal and discusses it with the GHDC. Public comment is invited. At the end of the discussion the GHDC votes whether to approve the application as submitted, to approve with conditions or to deny the application. The GHDC may also vote to continue the hearing if further information or study is needed.

4. **Decision is issued.**

Applicants will receive a written approval or denial of the application in the mail. If an application is approved, all conditions of approval must be met by the applicant before a Certificate of Appropriateness is granted. ***If an application is denied, the project may not proceed, and a building permit will not be issued.*** Any GHDC decision may be appealed to the Zoning Board of Review within 30 days of the recording date of the written decision. The Zoning Board of Review examines the record of the hearing to determine if the GHDC had enough evidence to make its decision, and if any errors were made in the hearing process; it cannot substitute its own judgment on the merits of the application for that of the GHDC. Any person aggrieved by a decision of the Zoning Board of Review on a matter appealed from the GHDC may appeal to Superior Court. An applicant is allowed one year to substantially complete the work described.

GENERAL STANDARDS

Complying in intent with the Secretary of the Interior's Standards and Guidelines for Rehabilitation, these Standards and Guidelines pertain to buildings of all occupancy and construction types, sizes and materials. They apply to permanent and temporary construction on the exterior of existing buildings within the local historic district as well as new construction. The GHDC cites one or more of these standards in each decision it makes on an application.

1. The 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.

2. The historic character of a property shall be retained and preserved. The removal of historic materials 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, and those changes that have acquired historical significance in their own right shall be retained and preserved.

5. Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

6. Deteriorated historic features shall be repaired rather that replaced. Where the severity of the 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 historical 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 not be impaired.

EXEMPTIONS FROM REVIEW

There are a number of features *not reviewed* by the GHDC unless part of a larger project. Nonetheless, the visual character of these elements contributes to the overall character of a building and the surrounding historic district. The following is an attempt to guide the property owner in making appropriate and sensitive choices:

1. **Flags:** Municipal, state, U.S. and foreign national flags may be installed on poles attached to a building façade or in a front, side or rear yard. Flagpoles or brackets attached to buildings should be located so as not to damage or obscure significant architectural features. Flags may be illuminated provided the lighting is directed toward the flag and does not spill over onto neighboring properties or the public way; electrical conduit should not be exposed.

2. **Hardware and electrical devices:** Door hardware should be compatible with the size and finish of the original examples. Buzzers, intercoms and mailboxes should be located within a recessed entry vestibule whenever possible. Small louvers, registers, exhaust fans, alarm devices, cable boxes, utility meters and other mechanical and/or electrical devices should be mounted only on inconspicuous locations and painted in such a manner to conceal them whenever possible and permitted.

3. **Garden furnishings and lawn irrigation systems:** Ornamental statuary, portable planters and urns, lawn furniture, playground equipment, hose bibs, above- or below-ground sprinklers, dog houses, bird houses and birdbaths, etc. are not reviewed. Prefabricated storage sheds (smaller than 20 square feet and less than 6 feet tall) may be installed without review in rear yards only; *larger sheds or alternative locations shall require an application for Certificate of Appropriateness and a hearing before the GHDC (see "New Construction" guidelines).*

4. **Lighting:** Light fixtures should be appropriate to the style of the building and not overly large or glaring. If exposed conduit must be used, it should be painted to match the background material. Simple period fixtures of appropriate size and design, or unornamented modern fixtures, can be compatible in a historic district. Exterior flood and spotlights should be unobtrusive and should minimize spillover of light to abutting buildings.

5. **Exact-Match Paint color:** Exact-match paint color on wood, metal and previously painted masonry building surfaces is not reviewed. Any change of exterior paint color is subject to review by the GHDC.

6. **Portable window air conditioners:** Seasonal window air conditioners should be installed within existing window openings.

7. **Signs for handicapped access:** Signs directing users to an accessible entrance or parking space should be installed to avoid damaging or obscuring significant architectural

features while conforming to the State Building Code Commission's Accessibility Standards (ADAAG).

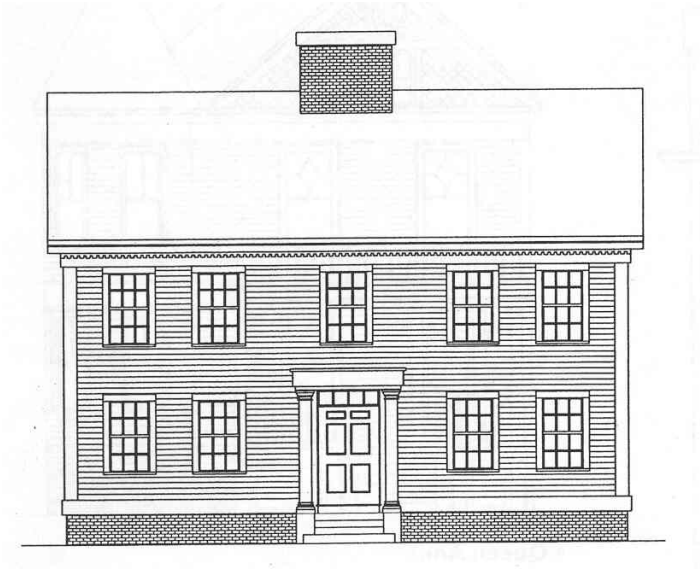
8. **Window boxes:** Wooden window boxes for plants should be painted. The size should match the width of the window opening.

9. **Decorating:** Holiday or other decorating is not reviewed.

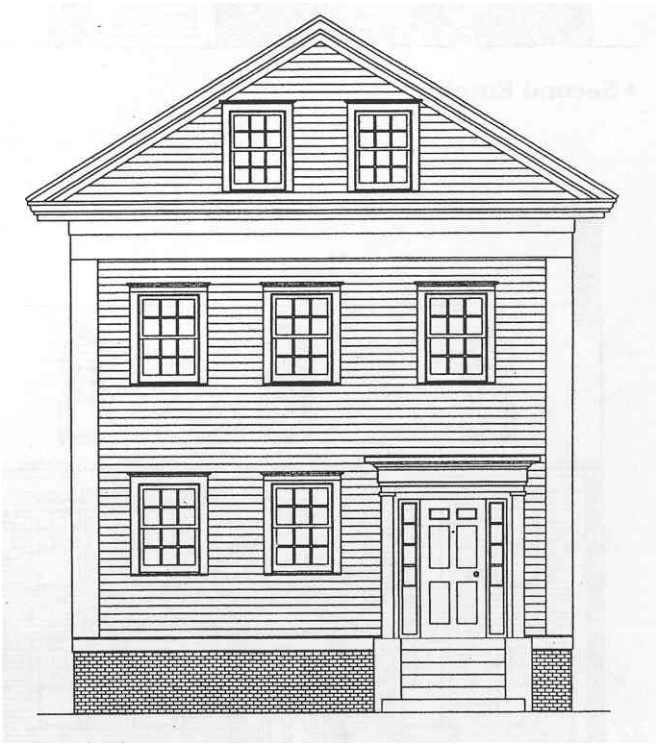
BASIC HOUSE TYPES

COLONIAL (1700-1800)

FEDERAL (1775-1835)



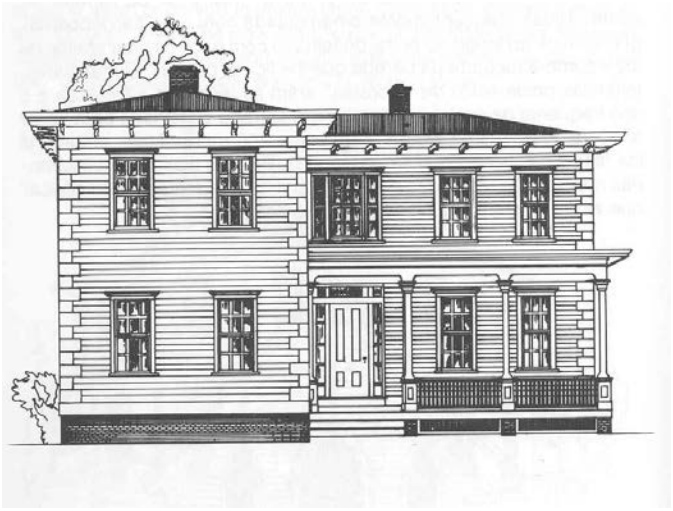
GREEK REVIVAL (1820-1845)



GOTHIC REVIVAL (1840-1860)

(Fixing Up, 1979)

ITALIANATE-BRACKETED (1845-1880)



(Fixing Up, 1979)

SECOND EMPIRE (1855-1880)

MILL HOUSING (1850-1890)

(Fixing Up, 1979)

STICK STYLE (1870-1885)

(Fixing Up, 1979)

QUEEN ANNE (1875 – 1910)

COLONIAL REVIVAL (1870-present)

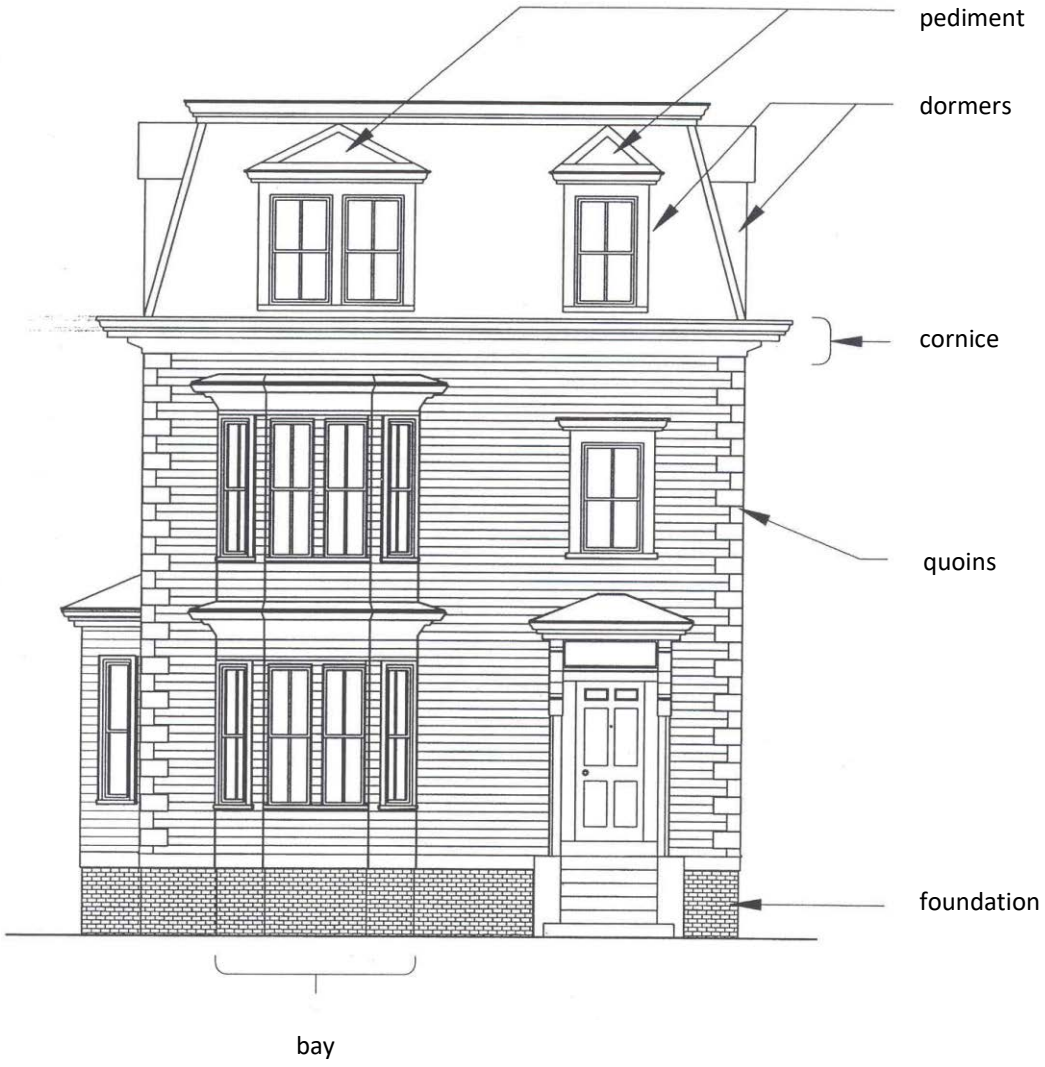
(Fixing Up, 1979)

TRIPLE DECKER (1890-1925)

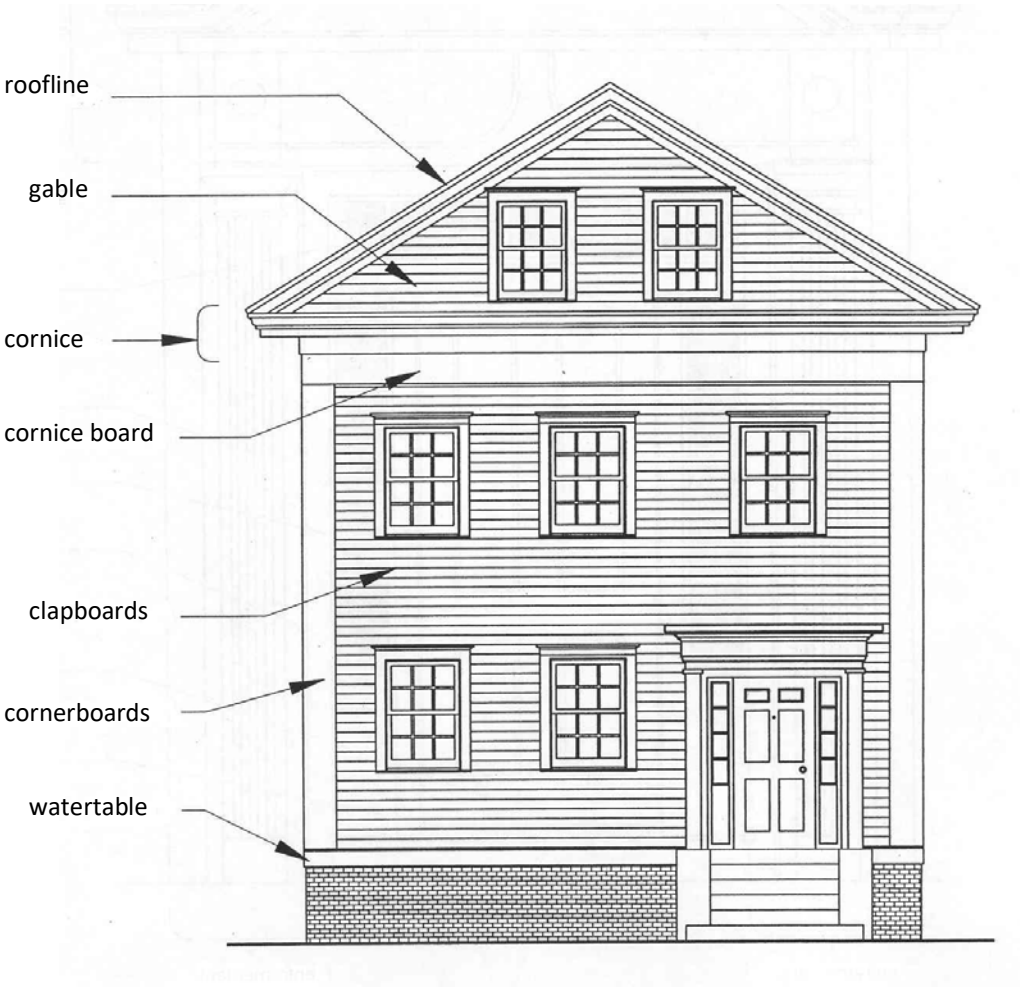
BUNGALOW (1910-1930)

(Fixing Up, 1979)

Common Terms: House



Common Terms: House



REPAIRS, IN KIND REPLACEMENT AND RESTORATION

Proper, regular maintenance is encouraged for all structures in a local historic district. All new construction on any existing lot or lots, including window replacements, paint color changes and any construction, alteration, removal or demolition of a structure affecting the exterior appearance of any structure, including appurtenances within the Historic District are subject to review and require a Certificate of Appropriateness from the GHDC. Repairs ordered by another regulatory agency (*e.g.,* repairs ordered by the Building Department to correct housing code violations) are also subject to review.

Definitions

Repair

Work meant to remedy damage or deterioration of a structure or its appurtenances, which will involve no change in materials, dimensions, design, configuration, texture or visual appearance.

In Kind Replacement

Replacement of an architectural feature damaged or deteriorated beyond repair, where the new feature will match the feature being replaced in design, materials, dimensions, configuration, texture and visual appearance**.**

Restoration

Re-creating an original architectural element so that it closely resembles the appearance it had at some previous point in time, based on historical, documentary, physical or pictorial evidence. This includes exterior painting in a different color.

General Guidelines

Deteriorated architectural features should be repaired rather than replaced wherever possible; repair is often cost effective and conserves original historic materials. If replacement of a historic architectural feature is necessary, the new feature should match the existing as closely as possible in materials, dimensions, design, color, texture and other visual qualities. Replacement in kind of inappropriate elements is permitted, but applicants are encouraged to seek more appropriate solutions. Restoration of missing historic features, or of original or historical conditions, should be substantiated by documentation (*e.g.,* historic photographs, drawings, physical evidence). Where existing features are not appropriate to the historic structure and documentation exists as to the original condition, then restoration or reconstruction of the original feature may be reviewed by GHDC.

Common Repair/Replacement Issues

The following guidelines attempt to address the most common repair/replacement issues in the historic districts. If your project is not listed here, check with GHDC staff about appropriate guidelines.

Exterior Wood

The decorative patterns, spacing, beaded edges and visual texture of wood shingles and clapboards are character-defining features of historic buildings that should be retained and preserved. Shingles and clapboards should be repaired wherever possible; and if replacement is necessary, they may be replaced to match. Wood trim elements such as corner boards, brackets, belt courses, window and door surrounds, moldings and other decorative features should likewise be repaired or replaced to match. Wood features should not be stripped of paint to bare wood if they were painted historically; paint protects the surface from moisture and light.

New wood should have a moisture content of less than 20% before installation and finishing to minimize the chances of uneven shrinkage, warping, splitting, checking or failure of finishes. The removal of existing artificial sidings and restoration of original siding materials and details is encouraged.

Treating wood with a high pressure application of chromate copper arsenate can protect against rot and insect damage and can also prolong the life of paints, stains and water repellents. Pressure-treated lumber should be used when replacing wooden elements that are prone to decay, such as structural elements or those features that touch the ground. Non-structural elements that traditionally are finished with paint or stain, such as deck floors, newel posts and caps, porch lattices and decorative details may also make use of pressure-treated wood. *However, pressure-treated wood is not recommended for handrails, porch railings or balusters due to its tendency to warp.* If pressure-treated wood is used, be aware that it can have a moisture content as high as 75% on delivery, so it may need to be air dried for several weeks before installation and finishing to minimize shrinking, warping, splitting, checking or failure of finishes. Wood stamped “S-DRY” (sun-dried), “MC15” (moisture content less than 15%), “KD” (kiln dried) or “KDAT” (kiln-dried after treatment) has already been dried and can be finished immediately. Non-structural elements should also be properly finished with top quality paint, stain or water repellent (as appropriate) as soon as they have dried to a moisture content of between 8% and 14%.

RECOMMENDED

- Identifying, retaining and preserving wood features that are important in defining the overall historic character of the building such as siding, cornices, brackets, window architraves and doorway pediments and their paints, finishes, and colors.

- Protecting and maintaining wood features by providing proper drainage so that water is not allowed to stand on flat, horizontal surfaces or accumulate in decorative features.

- Repairing wood features by patching, piecing-in, consolidating or otherwise reinforcing the wood using recognized preservation methods. Repair may also include the limited replacement in kind – or with compatible substitute material – of those extensively deteriorated or missing parts of features where there are surviving prototypes such as brackets, moldings or sections of siding.

- Replacing in kind an entire wood feature that is too deteriorated to repair – if the overall form and detailing are still evident – using the physical evidence to guide the new work. Examples of wood features include a cornice, entablature or balustrade. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Respectful Rehabilitation, 1982

NOT RECOMMENDED

- Removing or radically changing wood features which are important in defining the overall historic character of the building so that the character is diminished.

- Removing a major portion of the historic wood from a façade instead of repairing or replacing only the deteriorated wood, then reconstructing the façade with new material in order to achieve a uniform or "improved" appearance.

- Failing to identify, evaluate and treat causes of wood deterioration, including faulty flashing, leaking gutters, cracks, and holes in siding, deteriorated caulking in joints and seams, plant material growing too close to wood surfaces or insect or fungus infestation.

- Replacing an entire wood feature such as a cornice or wall when repair of the wood and limited replacement of deteriorated or missing parts are appropriate.

- Using substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the wood feature or that is physically or chemically incompatible.

- Removing an entire wood feature that is unrepairable and not replacing it or replacing it with a new feature that does not convey the same visual appearance.

Respectful Rehabilitation, 1982

Masonry

Brick, stone, stucco and concrete should be repaired with a material closely matching the existing in color, texture and dimension; patching materials should have integral color.

Sealers and waterproofers are not encouraged as they can trap moisture within walls and lead to further deterioration; however, they may be permitted in cases of severe deterioration provided they do not change the color of the masonry or leave a shiny residue. Test patches or material samples may be required. Masonry that has not previously been painted should not be painted unless deterioration has progressed so far that a protective surface coating is needed.

In such cases, use breathable masonry paint in a color consistent with the natural masonry. Masonry that has previously been painted may be repainted; colors should be consistent with natural masonry colors.

Repointing should preserve original mortar colors and joint profiles; samples may be required. Old mortar should be removed by hand to avoid damaging the surrounding masonry. On 18th and 19th century brick buildings, the soft brick can be damaged by mortars with high concentrations of portland cement; repointing mixes should include a high lime content.

Cleaning methods can damage historic materials and remove the irreplaceable patina of age. Buildings should be cleaned only when necessary to halt deterioration or to remove heavy soils. Use the gentlest method possible; usually detergent and a low-pressure water wash (under 600 pounds per square inch), and scrubbing with natural bristle brushes, will clean surface soils. All cleaning methods should be tested in an inconspicuous location on the building to make sure no damage will ensue. Chemical cleaners should be used with care; determine the weakest possible solution that will do the job without damaging historic materials and neutralize afterwards. Abrasive mechanical cleaners, such as sandblasting, rotary sanding disks and rotary wire strippers, are not permitted because they can erode masonry surfaces and shred wood surfaces, leaving pits and scars and increasing the chance of water damage. Check with the RI Department of Environmental Management's Division of Air Resources at (401) 222-2808 about requirements for containing residues and airborne particles resulting from some cleaning methods. Refer to Preservation Brief 1, The Cleaning and Waterproof Coating of Masonry Buildings, Preservation Brief 2, Repointing Mortar Joints in Historic Brick Buildings, Preservation Brief 6, Dangers of Abrasive Cleaning to Historic Buildings, Preservation Brief 15, Preservation of Historic Concrete and Preservation Brief 22, The Preservation and Repair of Historic Stucco for more information.

RECOMMENDED

- Identifying, retaining and preserving masonry features that are important in defining the overall historic character of the building such as walls, brackets, railings, cornices, window architraves doorway pediments, steps, columns, joint and unit size, tooling and bonding patterns, coatings and colors.
- Protecting and maintaining masonry features by providing proper drainage so that water is not allowed to stand on flat, horizontal surfaces or accumulate in decorative features.
- Cleaning masonry only when necessary to halt deterioration or remove heavy soiling. Clean masonry with the gentlest method possible.
- Repairing masonry walls and other masonry features by repointing the mortar joints where there is evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose bricks, damp walls or damaged plaster.
- Removing deteriorated mortar by carefully handraking the joints to avoid damaging the masonry.
- Duplicating old mortar in strength, composition, color and texture. Duplicating old mortar joints in width and in joint profile.
- Repairing masonry features by patching, piecing-in or consolidating the masonry using recognized preservation methods.
- Replacing in kind an entire masonry feature that is too deteriorated to repair – if the overall form and detailing are still evident – using the physical evidence to guide the new work.

Respectful Rehabilitation, 1982

NOT RECOMMENDED

- Removing or radically changing masonry features which are important in defining the overall historic character of the building so that the character is diminished.
- Applying paint or other coatings such as stucco to masonry that has been historically unpainted or uncoated.
- Failing to evaluate and treat various causes of mortar joint deterioration, such as leaking roofs or gutters, differential settlement of the building, capillary action or other extreme weather exposure.
- Cleaning masonry surfaces when they are not heavily soiled to create a new appearance, thus needlessly introducing chemicals or moisture into historic materials.
- Sandblasting, cleaning with chemical products that will damage masonry, applying high pressure water cleaning.
- Removing nondeteriorated mortar from sound joints, then repointing the entire building to achieve a uniform appearance.
- Using electric saws and hammers to remove deteriorated mortar from joints prior to repointing.
- Repointing with mortar of high content (unless it is the content of the historic mortar), repointing with a synthetic caulking compound, changing the width or joint profile.
- Replacing an entire masonry feature when repair and limited replacement is appropriate.
- Removing a masonry feature that is unrepairable and not replacing it or replacing it with a new feature that does not convey the same visual appearance.

Respectful Rehabilitation, 1982

Paint Removal/Lead Paint

Painted surfaces require periodic maintenance, but stripping all paint off of a historic structure is often unnecessary. Removing trouble spots, priming and repainting with one layer of new paint will often suffice. Stripping paint can damage wood and masonry materials and remove evidence of early paint schemes, resulting in a loss of important information about the history of the structure. Furthermore, paint removal can also contribute to lead contamination.

Lead in water, dust, soil and paint is hazardous to adults and children, particularly pregnant women and children under 6 years of age. Lead was a common ingredient in architectural paints until 1978, and many historic structures have lead-based paint. In response to the Lead Poisoning Prevention Act of 1991, the RI Department of Environmental Management has developed Air Pollution Control Regulation No. 24, "Removal of Lead-Based Paint from Exterior Surfaces." The regulation, designed to reduce environmental lead levels, requires that exterior surfaces painted with lead-based paint be maintained or encapsulated to prevent peeling, flaking and chalking; that lead-based paint be eliminated from exterior friction surfaces of windows and doors; and that precautions be taken when removing lead-based paint. *It is important to note that Regulation No. 24 does not require that all lead based paint be removed from the exterior of a historic structure.* Compliance with Regulation No. 24's requirements for notification, site preparation, approved removal techniques and site clean up is required of all persons conducting any lead-based paint removal. Contact DEM's Division of Air Resources at (401) 222-2808 for more information. (For information about removal of lead-based paint from interior surfaces, contact the RI Department of Health, Office of Environmental Health Risk Assessment, at (401) 222-5960.)

RECOMMENDED

- Retaining coatings such as paint that help protect the wood from moisture and ultraviolet light. Paint removal should be considered only where there is paint surface deterioration as part of an overall maintenance program, which involves repainting or applying other appropriate protective coatings.
- Removing damaged or deteriorated paint to the next sound layer using the gentlest method possible (hand scraping or hand sanding), then repainting.

Respectful Rehabilitation, 1982

NOT RECOMMENDED

- Stripping paint or other coatings to reveal bare wood, thus exposing historically coated surfaces to the effects of accelerated weathering.
- Removing paint that is firmly adhering to and, thus, protecting wood surfaces.
- Using destructive paint removal methods such as propane or butane torches, sandblasting or waterblasting. These methods can irreversibly damage historic woodwork.

Respectful Rehabilitation, 1982

Doors

The number, location and dimensions of original doors should be retained and preserved wherever possible. Repairing original doors is encouraged over replacement. The number and configuration of panels in a replacement door should be consistent with the architectural style of the building.

Houses of the Colonial and Federal periods have the entrance centered on the interior hall with pilasters beside it and an entablature or pediment above. Gradually five and six light transoms were added to allow light into the small dark halls. During the Federal period, semicircular and elliptical fanlights with sidelights and delicate one-story porticoes became popular entrance embellishments. A six or eight-panel door was typical. (Fixing Up, 1979).

Greek Revival doorways were almost always set at one side of the façade and had heavier proportions than those of the earlier Federal age. They generally had a single or two-panel door, sidelights and heavy pilasters supporting a wide flat pediment or entablature. Sometimes freestanding columns supported a one-story portico. (Fixing Up, 1979).

Doorways of the Early Victorian period, including those in the Gothic and Italianate styles, were somewhat smaller scale, having narrow sidelights and, typically, four-paneled doors. Some had bracketed hoods or front porches, which became popular at the time. (Fixing Up, 1979).

Late Victorian cottages, including mill houses, frequently had a simple framed entrance with a hood above and a multi-paneled door. Large glazed openings in the door became common, particularly in the 1860-1890 period when double doors, each with a large semi-circular or arched panel of etched glass, were popular. By the Queen Anne period in the 1890's, doors might be placed to one side or set at an angle to the front of the house. (Fixing Up, 1979).

RECOMMENDED

- Identifying, retaining and preserving entrances and their functional and decorative features that are important in defining the overall historic character of the building, such as doors, fanlights, sidelights, pilasters, entablatures, columns, balustrades and stairs.

- Protecting and maintaining masonry, wood and architectural metal that comprise entrances and porches through appropriate surface treatments such as cleaning, rust removal, and reapplication of protective coating systems.

- Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, that is, if repairs to entrance and porch features will be necessary.

- Repairing entrances and porches by reinforcing the historic materials. Repair will also generally include the limited replacement in kind, or compatible substitute material, of those extensively deteriorated or missing parts of repeated features where there are surviving prototypes such as balustrades, cornices, entablatures, columns, sidelights and stairs.

- Replacing in kind an entire entrance or porch that is too deteriorated to repair – if the overall form and detailing are still evident – using the physical evidence to guide the new work. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Respectful Rehabilitation, 1982

NOT RECOMMENDED

- Removing or radically changing entrances and porches which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

- Stripping entrances and porches of historic material such as wood, iron, cast iron, terra cotta, tile and brick.

- Removing an entrance or porch because the building has been reoriented to accommodate a new use.

- Cutting new entrances on a primary elevation.

- Altering utilitarian or service entrances so they appear to be formal entrances by adding paneled doors, fanlights and sidelights.

- Failing to provide adequate protection to materials on a cyclical basis so that deterioration of entrances and porches results.

- Failing to undertake adequate measures to assure the preservation of historic porches and entrances.

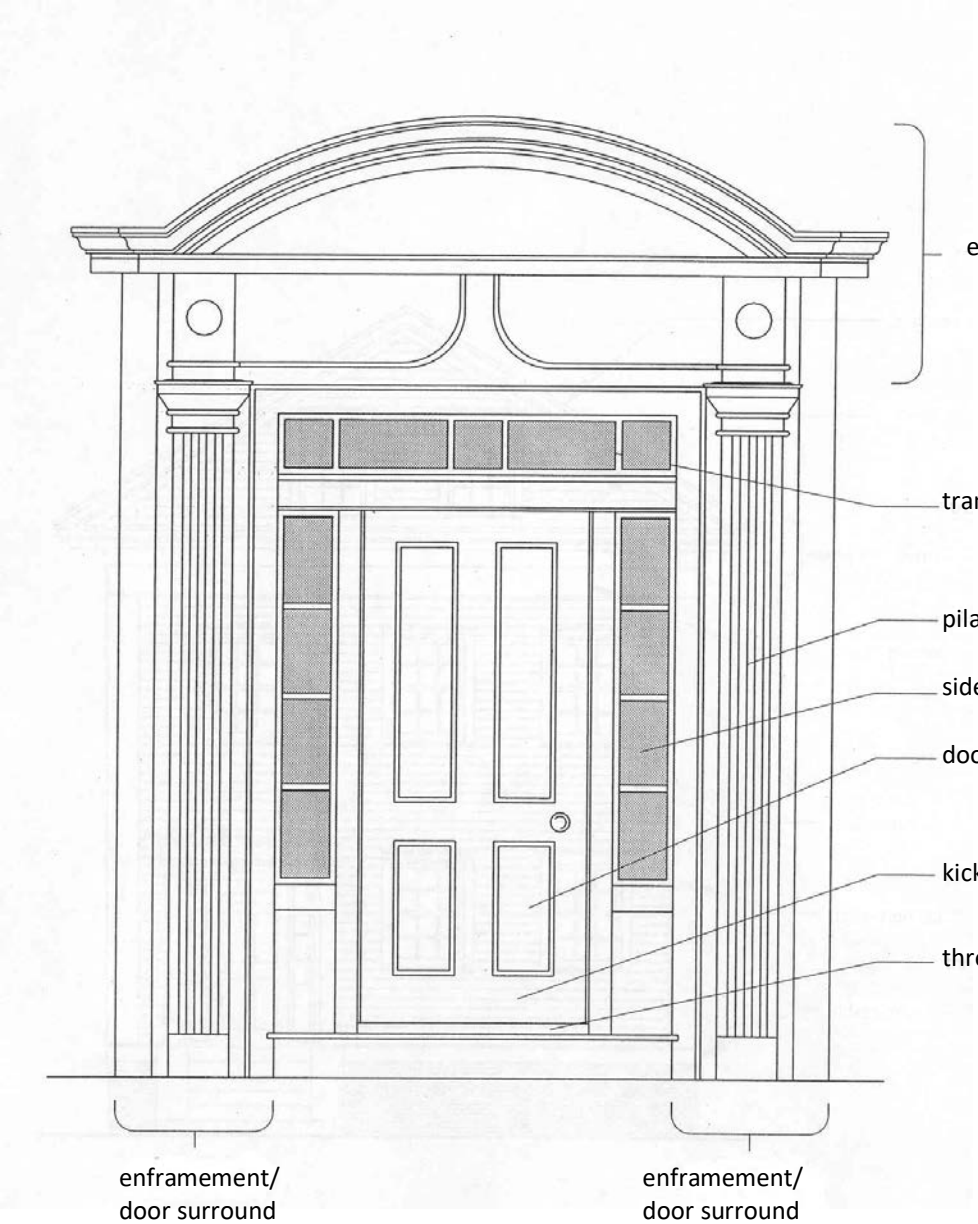
- Replacing the entire entrance or porch when the repair of materials and limited replacement parts are appropriate.

- Using a substitute material for the replacement parts that does not convey the visual appearance of the surviving parts of the entrance and porch or that is physically or chemically incompatible.

- Removing an entrance or porch that is unrepairable and not replacing it or replacing it with a new entrance or porch that does not convey the same visual appearance.

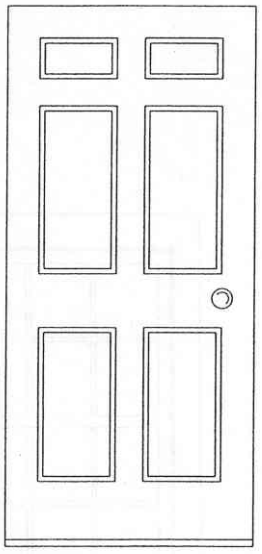
Respectful Rehabilitation, 1982

Common Terms: Door

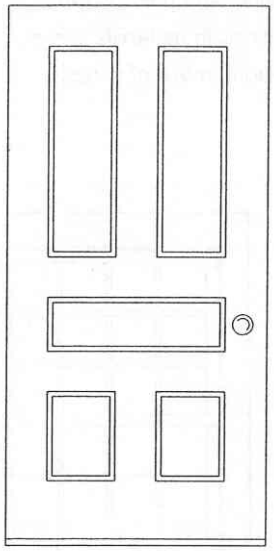


Door Types

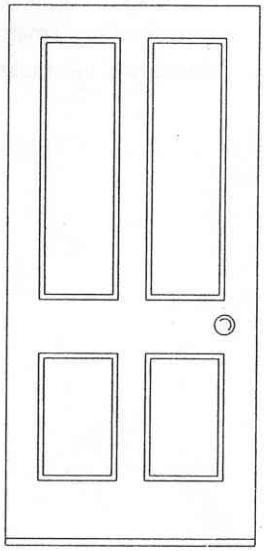
Most historic residential doors are wooden paneled doors. In some cases, doors may contain one or more panes of glass. The number and configuration of panels or panes of glass in a replacement should be consistent with the architectural style of the building, and the original dimensions should be maintained.



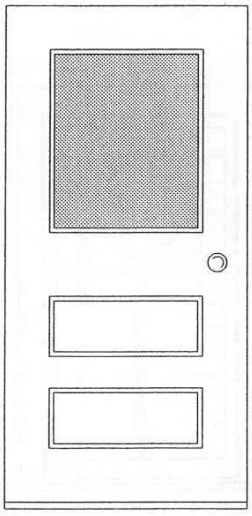
⇑ **Six-panel**



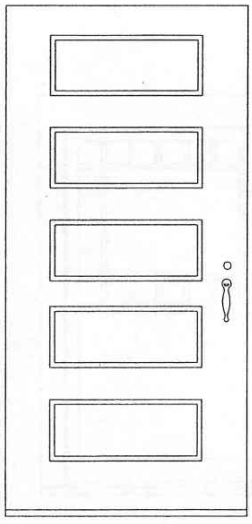
⇑ **Five-panel**



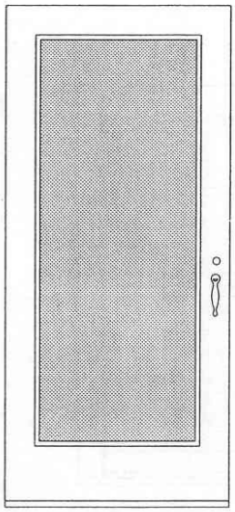
⇑ **Four-panel**



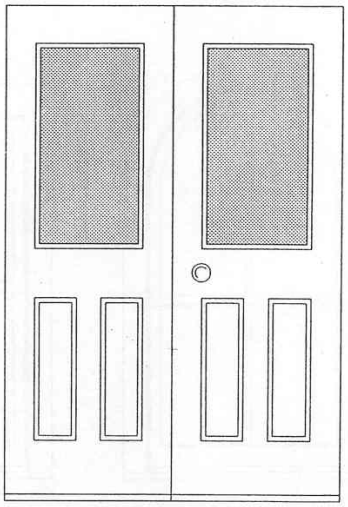
⇑ **Three-panel with glass**



⇑ **Five-panel**



⇑ **Glass**



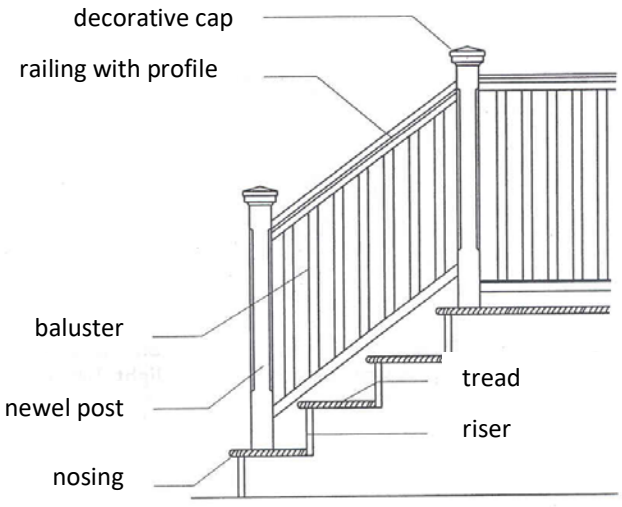
⇑ **Double three-panel with glass**

Porches and Steps

Original materials, configurations, designs and dimensions should be retained. Railings should have a molded cap and balusters inserted between a top and bottom rail; pressure-treated wood should not be used for railing balusters because of its tendency to warp and twist. Nosing profiles on original stair treads should be retained. Pressure-treated wood may be used for substructures, porch decks and steps; exposed elements should be painted or stained as soon as possible.

Changes in porch form and layout is discouraged and will require a Certificate of Appropriateness from the GHDC.

Common Terms: Porch



Stair Profile

Tread Horizontal section

Riser Vertical section

Nosing Overhanging portion of tread. The nosing profile should match that of original or typically traditional stairs.

Windows

The number, location, size and glazing patterns of original windows as well as unique features, such as curved or bent glass, stained glass, leaded glass and unusual shapes, should be retained and preserved wherever possible. Windows may often be repaired rather than replaced; even if some windows are deteriorated, it is seldom necessary to replace all windows in a building. Historic wood windows that are properly repaired, caulked and weather stripped and provided with well-fitted storm windows, can be as energy efficient as new thermal (double-glazed) windows.

Where replacement is necessary due to deterioration, new windows should match the originals in materials, design, dimensions, configuration and number of panes. Avoid replacement windows that don't fit the original window openings. (If an interior ceiling must be dropped below the height of a window, provide a setback in the ceiling design to allow the full height of the window opening to be preserved.)

Muntins dividing panes of glass in original windows should be retained: multi-pane replacement windows should have true divided lights (muntins penetrating the glass); applied muntins and muntins sandwiched between panes of glass are not recommended. Double-glazing may be acceptable if the muntin widths and profiles match the original. Window glass should be clear, not tinted or frosted; low-E glass with minimal reflectivity may be acceptable. ***Aluminum, vinyl and vinyl-clad windows are generally not recommended substitutes for wood windows, and such proposals must be considered at a public meeting and obtain a Certificate of Appropriateness from the GHDC. Vinyl windows in particular can close down a window opening with heavy framing and are not available with true divided lights.***

RECOMMENDED

- Identifying, retaining and preserving windows, and their functional and decorative features, that are important in defining the overall historic character of the building such as frames, sash muntins, glazing, sills, heads, hoodmolds, paneled or decorated jambs and moldings and interior and exterior shutters and blinds.

- Protecting and maintaining the wood and architectural metal that comprise the window frame, sash, muntins and surrounds through appropriate surface treatments such as cleaning, rust removal, limited paint removal and reapplication of protective coating systems.

- Making windows watertight by recaulking and replacing or installing weatherstripping. These actions also improve thermal efficiency.

- Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, i.e., if repairs to windows and window features will be required.

- Repairing window frames and sash by patching, splicing, consolidating or otherwise reinforcing. Such repair may also include replacement in kind of those parts that are either extensively deteriorated or are missing when there are surviving prototypes such as architraves, hoodmolds, sash, sills and interior or exteriors shutters and blinds.

- Replacing in kind an entire window that is too deteriorated to repair – if the overall form and detailing are still evident – using the physical evidence to guide the new work. If using the same kind of material is not technically or economically feasible, then a compatible substitutes material may be considered.

Respectful Rehabilitation, 1982

NOT RECOMMENDED

- Removing or radically changing windows which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

- Changing the number, location, size or glazing patterns of windows, through cutting new openings, blocking-in windows and installing replacement sash which does not fit the historic window opening.

- Changing the historical appearance of windows through the use of inappropriate designs, materials, finishes or colors which radically change the sash, depth of reveal and muntin configuration, the reflectivity and color of the glazing, or the appearance of the frame.

- Obscuring historic window trim with metal or other material or stripping windows of historic materials such as wood, iron, cast iron and bronze.

- Retrofitting or replacing windows rather than maintaining the sash, frame and glazing.

- Replacing the entire window when the repair of materials and limited replacement parts are appropriate.

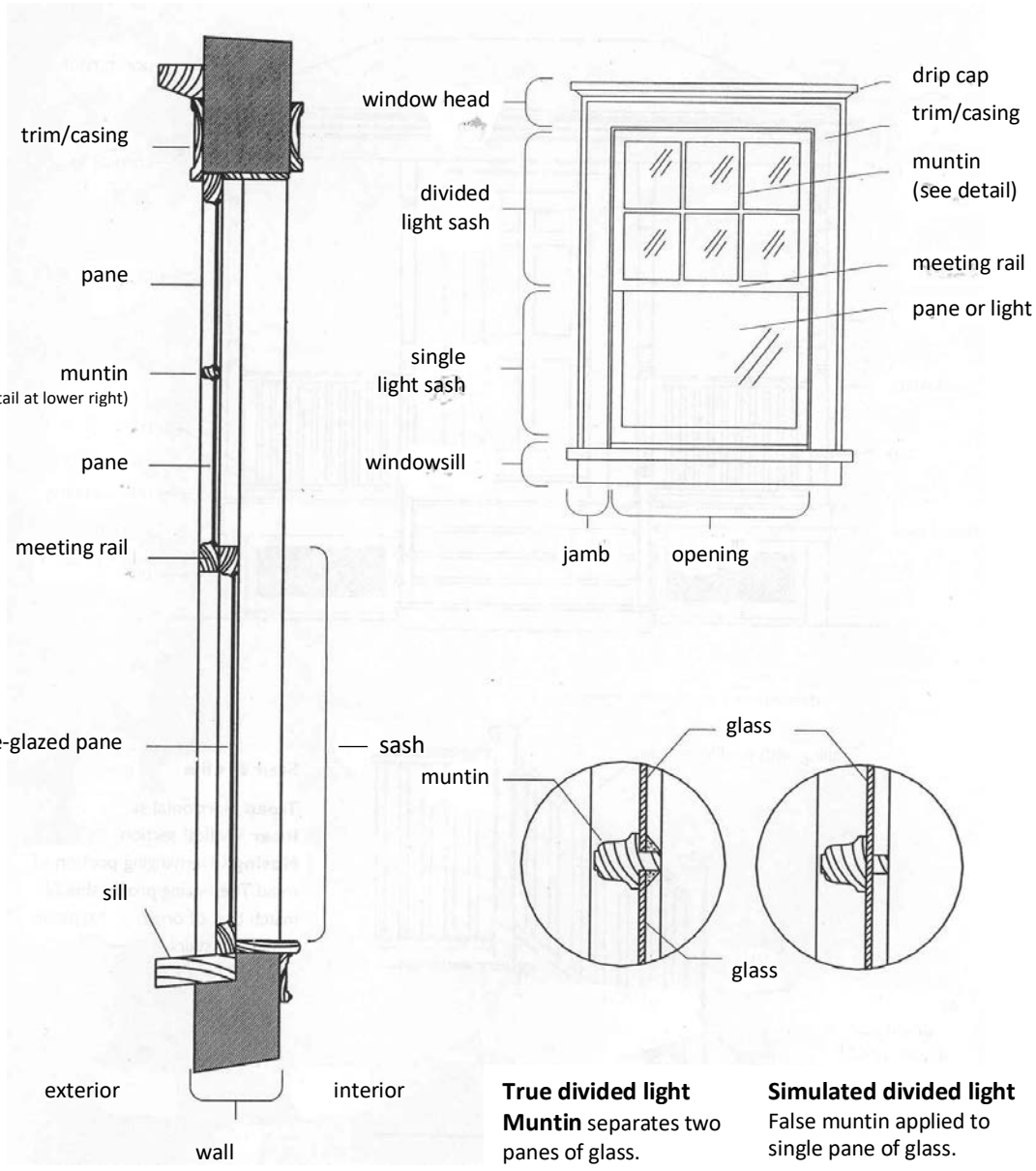
- Failing to reuse serviceable hardware such as brass lifts and sash locks.

- Using a substitute material for the replacement parts that does not convey the visual appearance of the surviving parts of the window or that is physically or chemically incompatible.

- Removing a character defining window that is unrepairable and not replacing it or replacing it with a new window that does not convey the same visual appearance.

Respectful Rehabilitation, 1982

Common Terms: Windows

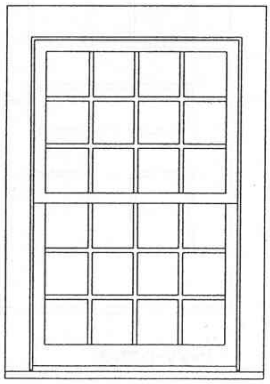


True divided light
Muntin separates two panes of glass.

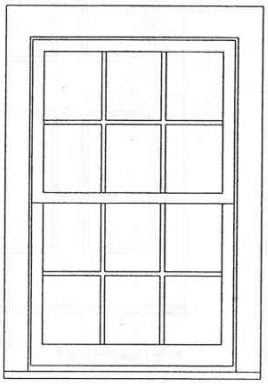
Simulated divided light
False muntin applied to single pane of glass.

Window Types

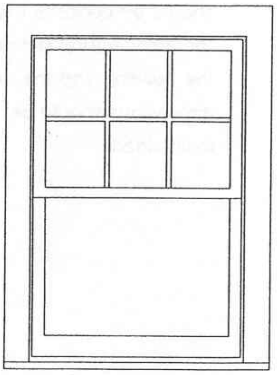
Most historic residential windows are double-hung windows with wooden sashes and true divided lights. Different types of windows are appropriate for different architectural styles and periods. New windows should match originals in materials, design, dimensions, configuration and number of panes.



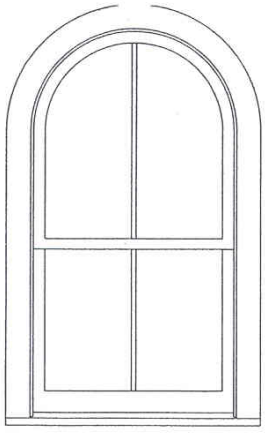
⇑ **12/12 Colonial or Federal** (late 18th century)



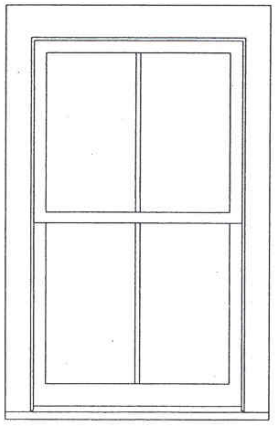
⇑ **6/6 Greek Revival** (1830s and 1840s or Federal)



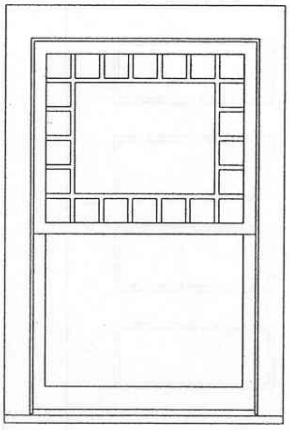
⇑ **6/1 Colonial Revival**



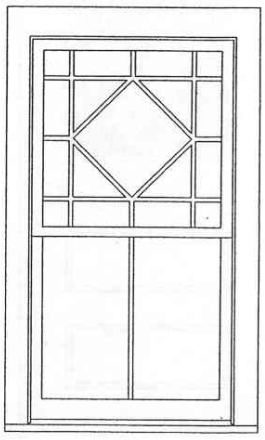
⇑ **Arched 2/2 Second Empire** (1860s and 1870s)



⇑ **2/2 Second Empire** (1860s and 1870s)



⇑ **Multi-light Queen Anne** (late 19th century)



⇑ **Multi-light Queen Anne** (late 19th century)

Roofing and Gutter Systems

Original roofing materials should be retained, repaired and preserved wherever possible. Replacement in kind is encouraged where replacement is necessary; original historic materials, shapes, colors, patterns and textures should be matched. Roof colors should be medium to dark in tone, should complement the building's color and define the outline of the roof against the sky. Asphalt roof shingles are not encouraged as a replacement material for slate. Rolled rubber roofing is an acceptable substitute for tar and gravel roofs.

A weather-tight roof with a functioning water run-off system is essential to the preservation of the entire structure. Regular maintenance of gutter systems is encouraged. Built-in gutters should be retained wherever possible as they are character-defining features of certain architectural styles such as Greek Revival, Italianate and Mansard. Existing original materials such as wood or copper should be maintained and preserved but may be replaced in kind. New copper flashing, gutters and downspouts may be allowed to weather naturally, but aluminum gutters, downspouts, leaders and flashing should be painted to blend in with the color of the building to reduce their visibility. Vinyl gutters may replace aluminum gutters, provided the profile is consistent with the existing and the color matches the background color of the building; vinyl or PVC downspouts with a round profile are not appropriate.

Proposed alterations to roof forms and the installation or removal of cresting rails, balustrades, finials, cupolas, monitors, chimneys, headhouses, roof decks and other rooftop elements must obtain a Certificate of Appropriateness from the GHDC.

RECOMMENDED

- Identifying, retaining and preserving roofs and their functional and decorative features that are important in defining the overall historic character of the building, such as the roof's shape (hipped, gambrel or mansard), decorative features (cupolas, cresting, chimneys and weathervanes) and roofing material (slate, wood, clay tile and metal) as well as its size, color and patterning.

- Protecting and maintaining the roof by cleaning the gutters and downspouts and replacing deteriorated flashing. Roof sheathing should also be checked for proper venting to prevent moisture condensation and water penetration and to assure that materials are free from insect infestation.

- Providing adequate anchorage for roofing material to guard against wind damage and moisture penetration.

- Protecting a leaking roof with plywood and building paper until it can be properly repaired.

- Repairing a roof by reinforcing the historic materials which comprise the roof features. Repairs will also generally include the limited replacement in kind, or with a substitute material, of those extensively deteriorated or missing parts of features such as louvers, dentils, dormer roofing or slates, tiles, or wood shingles on the main roof.

- Replacing in kind an entire feature that is too deteriorated to repair – if the overall form and detailing are still evident – using the physical evidence to guide the new work. Examples can include a large section of roofing or a dormer or chimney. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Respectful Rehabilitation, 1982

NOT RECOMMENDED

- Radically changing, damaging or destroying roofs which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

- Removing a major portion of the roof or roofing material that is repairable and then reconstructing it with new material to create a uniform or "improved" appearance.

- Changing the configuration of a roof by adding new features, such as dormer windows, vents or skylights, so that the historic character is diminished.

- Stripping the roof of sound historic material such as slate, clay tile, wood and architectural metal or applying paint or other coatings to roofing material which has been historically uncoated.

- Failing to clean and maintain gutters and downspouts properly so that water and debris collect and cause damage to roof fasteners, sheathing and the underlying structure.

- Replacing an entire roof feature such as a cupola or dormer when repair of the historic materials and limited replacement or deteriorated or missing parts are appropriate.

- Using a substitute material for the replacement parts that does not convey the visual appearance of the surviving parts of the roof or that is physically or chemically incompatible.

- Removing a feature of the roof that is unrepairable, such as a chimney or dormer, and not replacing it or replacing it with a new entrance or porch that does not convey the same visual appearance.

Respectful Rehabilitation, 1982

Life Expectancy of Roofing Materials

Material	Appropriate Periods of Use	Relative Cost	Life Expectancy
Asphalt Shingles	c. 1910- c. 1930 Conditionally appropriate for all other periods		10-20 years, formerly up to 40 years when shingles where made from rag stock
Red Cedar Shingles*	All Periods	2.5 times as expensive as asphalt shingles	30-75+ years
White Cedar Shingles	Not Recommended	2.5 times as expensive as asphalt shingles	10-20 years
Rough Wood Shakes	Not Historically Appropriate	2 times as expensive as asphalt shingles	10-50 years
Tin Plate (Terneplate)	c. 1840 – present	2.5 times as expensive as asphalt shingles	Over 70 years if maintained by painting every 6-10 years
Slate**	c. 1855 – present	4 times as expensive as asphalt shingles	Over 50 years if properly maintained by painting
Painted Canvas	c. 1855 – c. 1925		Over 50 years if properly maintained by painting
Asbestos Shingles	c. 1885 – c. 1925 Limited availability		Over 75 years

* Fire-treated red cedar shingles are available for use in densely built-up areas.
** At times a slate roof may leak due to cracked or missing slate. A slate roof can be spot repaired satisfactorily.

Source: Fixing Up, 1979

Emergency Repairs

The Chairperson of the GHDC, after consultation with the Building Official and/or Fire Chief, may grant temporary approval for emergency repairs which would prevent a structure from imminent damage from exposure to the elements. Materials for emergency repairs must be the same as the existing materials on the structure. An emergency certificate by the Chairperson of the GHDC will be issued to enable the applicant to obtain a building permit however a certificate of appropriateness following the outlined procedure is still required.

REPAIRS, IN KIND REPLACEMENT AND RESTORATION

DOCUMENTATION REQUIRED - *Refer to "Introduction" for Review Procedure*

The following information must be filed with the Building Department at least fourteen (14) days before a scheduled meeting for review of repair, replacement in kind, or restoration of missing/inappropriate features. The GHDC may request any additional information. Incomplete applications cannot be accepted for review.

- A completed application form for a Certificate of Appropriateness, signed by the applicant and the property owner, describing existing conditions and the scope of repairs or proposed changes.

- Color or black and white photographs of the building, showing the entire building elevation(s) and close-ups of the area where the work will occur. Photos must be labeled with the street address and date. High-quality digital photographs are acceptable. Color photocopies may be acceptable if the images reproduce clearly. Photocopied prints and instant (Polaroid) snapshots are not acceptable due to lack of clarity and long-term stability. (Photos are not required when replacing an existing asphalt roof with new asphalt.)

- A description of the proposed roofing, gutter or downspout material and color, including manufacturer's specifications and product information. Where new gutters or downspouts are proposed, indicate specific locations.

- Manufacturer's specifications and product information, if available.

- Specifications for repointing, cleaning, sealing or patching of masonry.

- Test patches, material or color samples, if requested by staff.

- Scaled drawings (3 copies) of replacement elements, if requested by staff.

- Historic photographs or drawings or photographs illustrating physical evidence of a feature to be reconstructed or restored.

MINOR ALTERATIONS

Mechanical Systems, Communications Equipment & Solar Energy Systems

Equipment for heating, ventilation and air conditioning (HVAC) systems, communications equipment, such as cable television wiring and satellite dish antennae, and solar energy systems should be installed in a sensitive manner whenever possible***. All exterior Mechanical Systems, Communications Equipment and Solar Panels require a Certificate of Appropriateness from the GHDC.***

Location

HVAC should be located inside the building wherever possible. If exterior installation is necessary, units should be sited in side and rear yards rather than the front yard or placed on flat roofs out of view from street level; generally, pitched roofs are not appropriate locations for mechanical equipment. Exterior ductwork is discouraged but if necessary should be located inconspicuously. Communications equipment should be located as inconspicuously as possible, preferably in rear or side yards or on rooftops out of view from street level. Cable wiring should go underground or along side or rear walls wherever possible. Where possible, solar energy systems should be located so they are not visible from a public street and in a compatible location on the site or on a non-historic building or addition where it will have minimal impact on the historic building and its site. If the solar energy system will be visible, a property owner should demonstrate that all necessary measures to increase energy efficiency at other locations have been investigated and determined infeasible. Light colored asphalt shingles can be replaced with a darker shingle that would better blend with the solar energy system. Low profile solar panels should also be used to minimize visibility. No historic roof features should be removed to install solar energy systems.

Dimensions

Equipment should be the smallest size possible without interfering with performance or signal reception.

Design and Color

A mesh dish antenna is less obtrusive than a solid dish. Painting equipment or ductwork to blend in with a background color can help diminish visual impact.

Screening

HVAC equipment in yards should be screened with fencing or landscaping. Communications equipment may be screened if screening does not aggravate a negative visual impact and if it does not interfere with signal reception.

Other Regulations

Refer to the Building Code and the Zoning Ordinance for related restrictions on HVAC equipment, solar energy systems and rooftop structures. HVAC units may not exceed the allowable decibel readings (noise levels) for residential neighborhoods, according to Town Ordinance.

RECOMMENDED

- Installing a completely new mechanical system if required for a new use so that it causes the least alteration possible to the building's exterior elevations and the least damage to historic building material.
- Installing mechanical, service and communication equipment on the roof such, as air conditioning, transformers or solar collectors, when required for the new use so that they are inconspicuous from the public right-of-way and do not damage or obscure character-defining features.

Respectful Rehabilitation, 1982

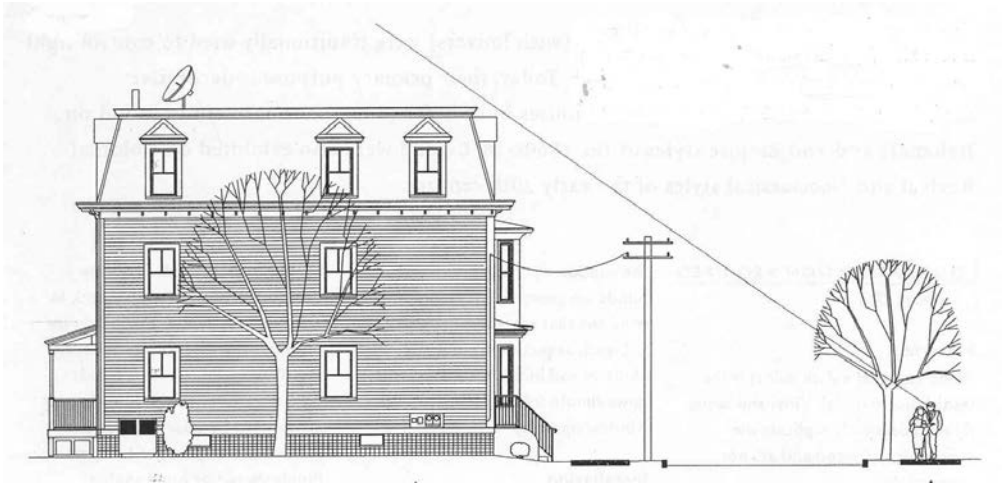
NOT RECOMMENDED

- Cutting through features, such as masonry walls, in order to install air conditioning units.
- Installing a mechanical or communication system so that character defining structural features are radically changed, damaged or destroyed.
- Installing mechanical or service equipment so that it is conspicuous from the public right-of-way.

Respectful Rehabilitation, 1982

Example - Appropriate mechanical and communications equipment

Equipment of heating, ventilation and air conditioning (HVAC) systems and communication equipment, such as cable television wiring and satellite dish antennae, should be installed in a sensitive manner.



⇑ HVAC equipment in yards should be screened with fencing or landscaping.

Meters should be ⇑ hidden.

⇑ Wiring should connect at an unobtrusive location.

⇑ Rooftop equipment should not be visible from the front of the building.

MECHANICAL SYSTEMS, COMMUNICATIONS EQUIPMENT & SOLAR ENERGY SYSTEMS

DOCUMENTATION REQUIRED - *Refer to "Introduction" for Review Procedure*

The following information must be filed with the Building Department at least fourteen (14) days before a scheduled meeting for review of mechanical and electrical equipment. The GHDC may request any additional information. Incomplete applications cannot be accepted for review.

- A completed application form for a Certificate of Appropriateness, signed by the applicant and the property owner, describing existing conditions and proposed changes.

- Color or black and white photos of the building, showing the entire property and close-ups of the area where the work will occur. Photos must be labeled with the street address and date. High- quality digital photographs are acceptable. Color photocopies of slides may be acceptable if the images reproduce clearly. Photocopied prints and instant (Polaroid) snapshots are not acceptable.

- A scaled elevation drawing (3 copies) showing the proposed location of the equipment in relation to other building or site elements and the property line(s) as well as the method of any proposed screening. If equipment will be screened with fencing, include 3 copies of a scaled elevation drawing showing the design, material and height of the fence, if requested by staff.

- For rooftop installations, a scaled-section drawing (3 copies) indicating sightlines, if requested by staff.

- For exterior ductwork, a scaled-elevation drawing (3 copies) showing the proposed location and method of attachment in relation to other building elements, if requested by staff.

- Manufacturer's specifications and product information, specifically noting dimensions, design and finish colors.

Site Improvements

The relationship between a historic building and its site features, such as green spaces, pathways, paved areas, terraces, retaining walls, fences, landscaping, signage, boundary walls and grade levels, is important in defining the overall historic character of the building and the surrounding historic district.

Walkways

Walkway materials should be compatible with the existing building and site and the setting of the historic district. Appropriate choices include unit pavers of stone, brick or concrete; poured concrete with a surface treatment (tinting, scoring, exposed aggregate or accent materials); asphalt is not recommended. Walkways of crushed stone or shells are not common in village settings and are generally inappropriate unless there is documentation for the historic use of such materials on the property.

Driveways and Parking Areas

Driveway and parking area materials should be compatible with the existing building and site and the setting of the historic district. Appropriate choices include unit pavers of stone, brick or concrete; poured concrete with a surface treatment (tinting, scoring, exposed aggregate or accent materials) and asphalt. Paving of front or side yards to accommodate parking is discouraged. Driveways of crushed stone or shells are not common in village settings and are generally inappropriate unless there is documentation for the historic use of such materials on the property.

Accessibility Improvements

All paving materials noted above will also provide a hard, stable, regular and slip-resistant path of travel for disabled individuals. Original cobblestones should be reset rather than replaced with another material whenever possible. If a soft surface (such as loose gravel, crushed stone or shells, sand or wet clay) is a historically accurate material for a driveway, consider using a bonding material to stabilize the surface rather than repaving in another material. Parking areas may be striped and identified as needed for accessible parking spaces. Snow/ice melting equipment may be installed under paved areas.

Retaining Walls

Retaining walls intended to serve a structural purpose should be designed by a qualified professional engineer or architect, to ensure that wind loads, grade changes and foundation requirements are properly accommodated. Materials may be stone, brick or concrete with a surface treatment (tinting, scoring, exposed aggregate, veneers and accent materials). Railroad ties may be used in inconspicuous locations, such as rear yards. If a height over 4 feet is proposed, consider using terraces (perhaps with planting beds) to alleviate the visual impact.

Landscaping

Landscaping, including shrubs, trees, flowers and other plantings, often significantly contributes to the character of a historic building and the district as a whole. The placement and design of planting areas can be very welcoming in a historic area. Trees and shrubbery should not be placed next to the building foundation since this could lead to deterioration of the building fabric. Climbing plants may also cause deterioration of exterior wall surfaces. Landscaping should be well maintained and should be limited in height to three (3) feet.

Fences

Landscape features, including fences, are important elements of a historic building. Fences are often used to define property lines and create a sense of enclosure. Fences in the front yard should be made of cast iron or other open materials and not exceed a height of 3’ 6”. Fences in the rear yard can provide privacy. Solid materials and higher fence heights than those in front yards are acceptable.

Signage

Signage is essential in any business district. Signs in the historic district should respect the size, scale and design of the historic building and should not obscure significant features of the building. Signs should be architecturally integrated with their surroundings and the buildings and be complementary to the overall design of the building. Materials should be compatible with those of the historic building. All signs shall be made of wood or wood composite, natural stone materials or high-density polyurethane foam board manufactured specifically for the purpose of sign production. Internal illumination or back lighting of signs is prohibited.

RECOMMENDED

- Designing new onsite parking, driveways, walkways, ramps or retaining walls when required so that they are as unobtrusive as possible and assure the preservation of character-defining features of the site.

Respectful Rehabilitation, 1982

NOT RECOMMENDED

- Placing parking facilities directly adjacent to historic buildings where automobiles may cause damage to the buildings or landscape features or be intrusive to the building site.

Respectful Rehabilitation, 1982

SITE IMPROVEMENTS

DOCUMENTATION REQUIRED - *Refer to "Introduction" for Review Procedure*

The following information must be filed with the Building Department at least fourteen (14) days before a scheduled meeting for review of site improvements. The GHDC may request any additional information. Incomplete applications cannot be accepted for review.

- A completed application form for a Certificate of Appropriateness, signed by the applicant and the property owner, describing existing conditions and proposed changes.
- Color or black and white photos of the building, showing the entire property and close-ups of the area where the work will occur. Photos must be labeled with the street address and date. High- quality digital photographs are acceptable. Color photocopies of slides may be acceptable if the images reproduce clearly. Photocopied prints and instant (Polaroid) snapshots are not acceptable.
- A scaled site plan (3 copies), illustrating the proposed changes in context with the building, other existing site elements and the property lines.
- For retaining walls, signage and ramps, scaled elevation and section drawings (3 copies) showing the construction in relationship to surrounding site or building elements. Structural retaining walls must be designed by an engineer or other qualified professional.
- A description of the proposed materials; samples may also be requested.

MAJOR ALTERATIONS

The primary purpose of the historic district ordinance is to preserve districts and specific buildings of the Town of Glocester which reflect elements of its cultural, social, economic, political and architectural history. It is important to identify character-defining features such as height, setback from the street, shape, roof form, wall cladding, trim and ornamentation, windows and doors, porches and stairs, siting, storefronts and signs. Alterations which recognize, maintain and preserve distinctive features, materials, finishes, construction techniques and examples of craftsmanship will help to protect the integrity of the historic property and the district.

In reviewing proposed plans, the GHDC shall consider: the historic and architectural significance of the structure and its appurtenances; the way in which the structure and its appurtenances contribute to the historical and architectural significance of the district; and the appropriateness of the proposed general design, arrangement, texture, materials and siting, in relationship to the existing historic structure. GHDC review and a Certificate of Appropriateness is required for all new construction on any existing lot or lots, including window replacements, paint color changes and any construction, alteration, removal or demolition of a structure affecting the exterior appearance of any structure, including appurtenances within the Historic District, including, but not limited to, those listed below. Check with the Building Department if you do not see your project listed. ***Projects must be approved by the GHDC prior to construction. Any failure to obtain a Certificate of Appropriateness prior to construction may result in action brought against a property owner by the Building Official.***

Replacement of Features Resulting in a Change

Replacement of features resulting in a change in material, dimension, design, texture or visual appearance, including work ordered by any regulatory agency to correct code violations. If existing features are character-defining elements of a historic structure, they should be replaced in kind to match as closely as possible. If existing features are not appropriate to the architectural style of the building, consider replacement with a more appropriate design. Avoid creating a false sense of historical development.

Changes in wall materials and surfaces, including installation of artificial siding, installation of vents and air conditioners, and addition or removal of projections or recesses. Original or historic bay windows and oriels should be retained and preserved. Aluminum and vinyl siding are generally not appropriate because: 1. Their installation usually results in the covering or removal of clapboards, shingles, window and door surrounds, cornices, corner boards and quoins, brackets, belt courses and other character-defining elements; 2. Installation of artificial siding on top of existing siding changes the relationship of elements in the vertical plane of the wall, often eliminating projections and recesses; and 3. Artificial sidings will not halt deterioration all by themselves, and thus are not a substitute for proper repairs. Removal of existing artificial sidings and restoration of original wall surfaces is encouraged. Through-wall vents larger than 2 square feet in area should be located inconspicuously on secondary elevations. Through-wall air conditioners are discouraged, particularly on primary elevations.

Changes in ornamentation, including installation or removal of trim, brackets, cornices, corner boards, belt courses and other decorative elements. Generally, removal of character-defining trim and ornamentation is discouraged. New trim should be consistent with the architectural style of the building.

RECOMMENDED

- Repairing features by patching, piecing-in, consolidating or otherwise reinforcing the material using recognized preservation methods. Repair may also include the limited replacement in kind – or with compatible substitute material – of those extensively deteriorated or missing parts of features where there are surviving prototypes.

- Replacing in kind an entire feature that is too deteriorated to repair – if the overall form and detailing are still evident – using the physical evidence to guide the new work. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Respectful Rehabilitation, 1982

NOT RECOMMENDED

- Replacing an entire feature when repair and limited replacement of deteriorated or missing parts are appropriate.

- Using substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the feature or that is physically or chemically incompatible.

- Removing an entire feature that is unrepairable and not replacing it or replacing it with a new feature that does not convey the same visual appearance.

- Creating a false sense of historical appearance or introducing a new feature that is incompatible in size, scale, material and color.

Respectful Rehabilitation, 1982

Example - Appropriate and inappropriate siding types – Second Empire

⇑ **Appropriate** Original clapboards

⇑ **Inappropriate** Vertical siding

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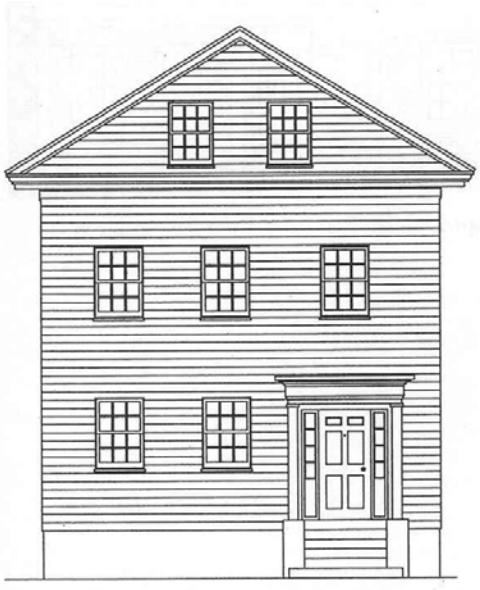
The decorative patterns, spacing, beaded edges, and visual texture of wood shingles and clapboards are character-defining features of historic buildings that should be retained and preserved. Wood trim elements such as corner boards, belt courses, window and door surrounds and other decorative features should likewise be repaired or replaced to match.

⇐ **Inappropriate** Asphalt shingles, window filled in.

Example - Appropriate and inappropriate replacement siding – Greek Revival

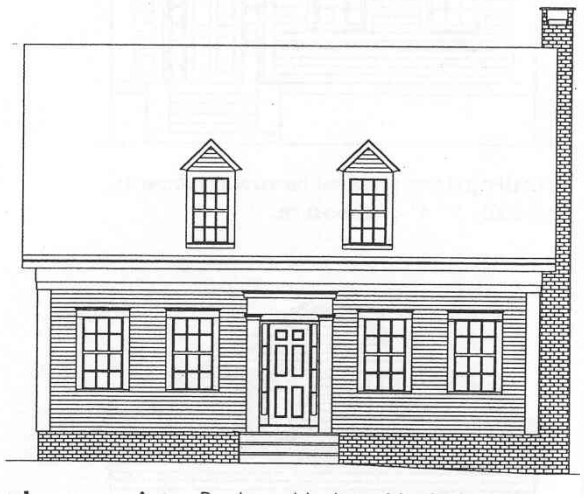
⇑ **Appropriate** Original narrow clapboards, typically 3"- 4" of exposure.

⇑ **Inappropriate** Clapboards are too wide.

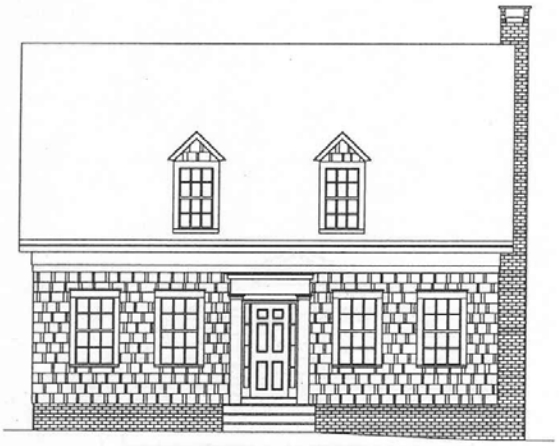


⇑ **Inappropriate** Aluminum or vinyl siding.
Loss of cornerboards, window trim and other details.

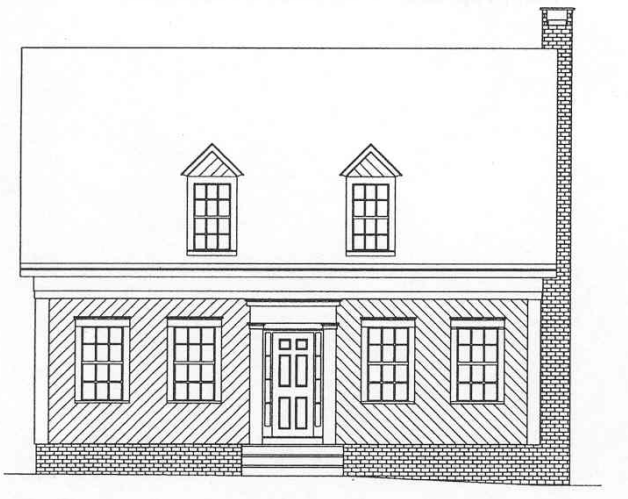
Example - Appropriate and inappropriate replacement siding - Colonial



⇑ **Appropriate** Original wooden clapboards



⇑ **Inappropriate** Replace clapboards with shingles.



⇑ **Inappropriate** Horizontal siding.

Changes in fenestration, including installation or elimination of window and door openings. Generally, creating new openings and closing up original openings is discouraged, particularly on primary elevations. A highly decorative window with an unusual shape or glazing pattern or color is most likely identified immediately as a character-defining feature of a building. It is far more difficult to assess the importance of repeated windows on a façade, particularly if they are individually simple in design and material. Because rehabilitation projects frequently include proposals to replace window sashes or entire windows to improve thermal efficiency or to create a new appearance, it is essential that their contribution to the overall historic character of the building be assessed together with their physical condition before specific repair or replacement work is undertaken. (Respectful Rehabilitation, 1982)

RECOMMENDED

- Replacing in kind an entire window that is too deteriorated to repair – if the overall form and detailing are still evident – using the physical evidence to guide the new work. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.
- Designing and installing new windows when the historic windows are completely missing. The replacement windows may be an accurate restoration using historical, pictoral and physical documentation or be a new design that is compatible with the window openings and the historic character of the building.
- Designing and installing additional windows on the rear or other non-character defining elevations if required by a new use. New window openings may also be cut into exposed party walls. Such design should be compatible with the overall design of the building but not duplicate the fenestration pattern and detailing of a character – defining elevation.

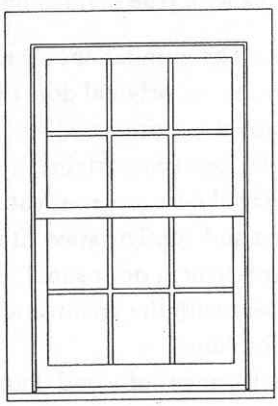
Respectful Rehabilitation, 1982

NOT RECOMMENDED

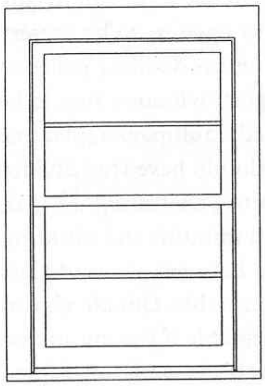
- Retrofitting or replacing windows rather than maintaining the sash, frame and glazing.
- Replacing the entire window when the repair of materials and limited replacement parts are appropriate.
- Failing to reuse serviceable hardware, such as brass lifts and sash locks.
- Using a substitute material for the replacement parts that does not convey the visual appearance of the surviving parts of the window or that is physically or chemically incompatible.
- Removing a character-defining window that is unrepairable and not replacing it or replacing it with a new window that does not convey the same visual appearance.
- Creating a false historical appearance or introducing a new design that is incompatible with the historic character of the building.
- Installing new windows, including frames, sash and muntin configuration, that are incompatible with the building's historical appearance or obscure, damage or destroy character-defining features.

Respectful Rehabilitation, 1982

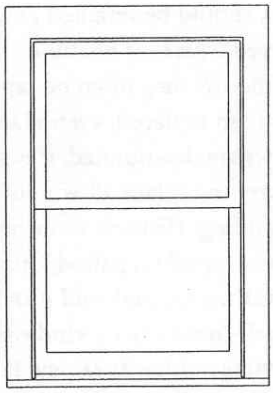
Examples - Appropriate and inappropriate window replacement



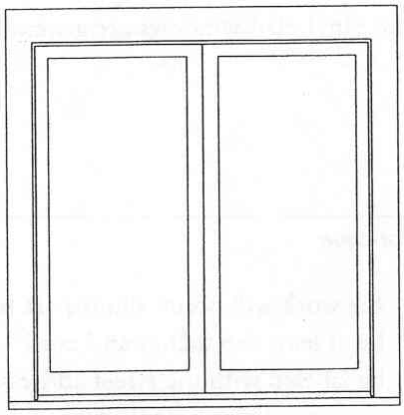
⇑ **Appropriate** Original wood windows with six over six panes.



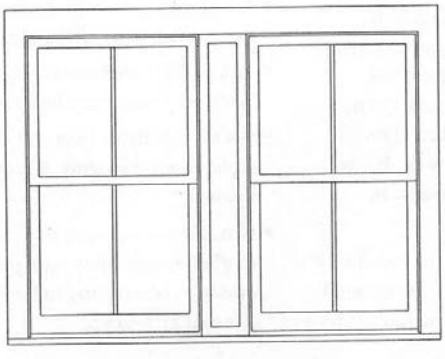
⇑ **Inappropriate** Casement sash instead of double hung sash.



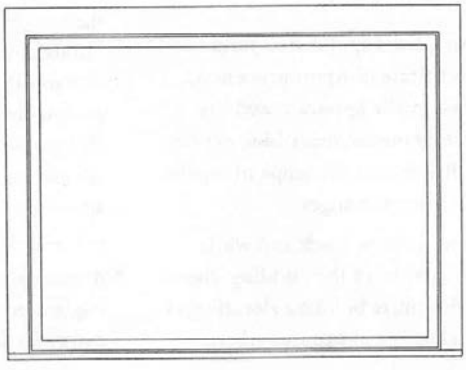
⇑ **Inappropriate** No muntins.



⇑ **Inappropriate** Horizontal without vertical muntins.



⇑ **Appropriate** Original wood windows with two over two panes.



⇑ **Inappropriate** Picture window, single pane of glass, wider horizontal proportions.

Examples - Appropriate and inappropriate window replacement – Greek Revival

⇑ **Appropriate** House with original double-hung, true divided windows.

⇑ **Inappropriate** Horizontally divided window replacements have incorrect number of panes. Missing drip caps.

⇑ **Inappropriate** Enlarged window opening for picture window.

⇑ **Inappropriate** Replacement single-pane casement window with enlarged opening. Missing drip caps.

Changes to porches, stairs and entryways, including enclosure with glass or screens and installation, alteration or removal of railings, steps, handrails, door hoods, transoms and sidelights. Porch enclosures should be located inside the railings and columns, minimizing the visual impact; use clear glass or dark mesh screens. Entrances and porches are quite often the focus of historic buildings, particularly when they occur on primary elevations. Together with their functional and decorative features, such as doors, steps, balustrades, pilasters, entablatures, they can be extremely important in defining the overall historic character of a building. Their retention, protection and repair should always be considered when planning rehabilitation work. (Respectful Rehabilitation, 1982). Removal of original stairs, porches and entryways is discouraged. Avoid pressure-treated wood for new railings and trim pieces as it tends to warp and twist.

RECOMMENDED

- Repairing entrances and porches by reinforcing the historic materials. Repair will also generally include the limited replacement in kind, or compatible substitute material, of those extensively deteriorated or missing parts of repeated features where there are surviving prototypes, such as balustrades, cornices, entablatures, columns, sidelights and stairs.

- Replacing in kind an entire entrance or porch that is too deteriorated to repair – if the overall form and detailing are still evident – using the physical evidence to guide the new work. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

- Designing and constructing a new entrance or porch if the historic entrance or porch is completely missing. It may be a restoration based on historical, pictoral and physical documentation or be a new design that is compatible with the historic character of the building.

- Designing enclosures for historic properties when required by the new use in a manner that preserves the historic character of the building. This can include using large sheets of glass and recessing the enclosure wall behind existing scrollwork, posts and balustrades.

- Designing and installing additional entrances or porches when required for the new use in a manner that preserves the historic character of the building, i.e., limiting such alteration to non-character defining elevations.

Respectful Rehabilitation, 1982

NOT RECOMMENDED

- Removing or radically changing entrances and porches which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

- Stripping entrances and porches of historic material, such as wood, iron, cast iron, terra cotta, tile and brick.

- Removing an entrance or porch because the building has been reoriented to accommodate a new use.

- Cutting new entrances on a primary elevation.

- Replacing the entire entrance or porch when the repair of materials and limited replacement parts are appropriate.

- Using a substitute material for the replacement parts that does not convey the visual appearance of the surviving parts of the entrance and porch or that is physically or chemically incompatible.

- Removing an entrance or porch that is unrepairable and not replacing it or replacing it with a new entrance or porch that does not convey the same visual appearance.

- Creating a false historical appearance or introducing a new entrance or porch that is incompatible in size, scale, material and color.

- Enclosing porches in a manner that results in a diminution or loss of historic character such as using solid materials, such as wood, stucco or masonry.

- Installing secondary entrances and porches that are incompatible in size and scale with the historic building or obscure, damage or destroy character-defining features.

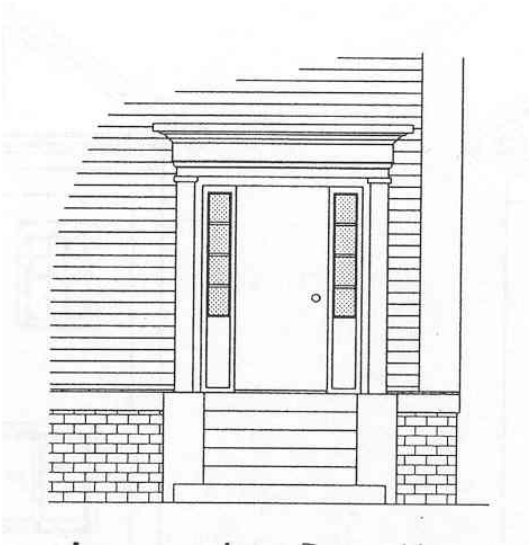
Respectful Rehabilitation, 1982

Example - Appropriate and inappropriate door replacement

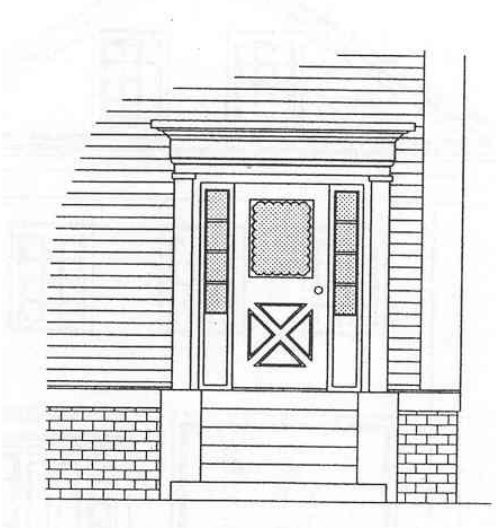
The number and configuration of panels in a replacement door should be consistent with the architectural style of the building. Replacement of wood doors with aluminum-framed glass or steel doors, and replacement of double doors with single-leaf doors, is not recommended.

⇑ **Appropriate** Original six-panel wooden door with sidelights.

⇑ **Inappropriate** Sidelights replaced by mailboxes and buzzers.



⇑ **Inappropriate** Door without panels in wood, steel, etc.



⇑ **Inappropriate** Door design and aluminum screen.

Example - Appropriate and inappropriate door replacement – Second Empire

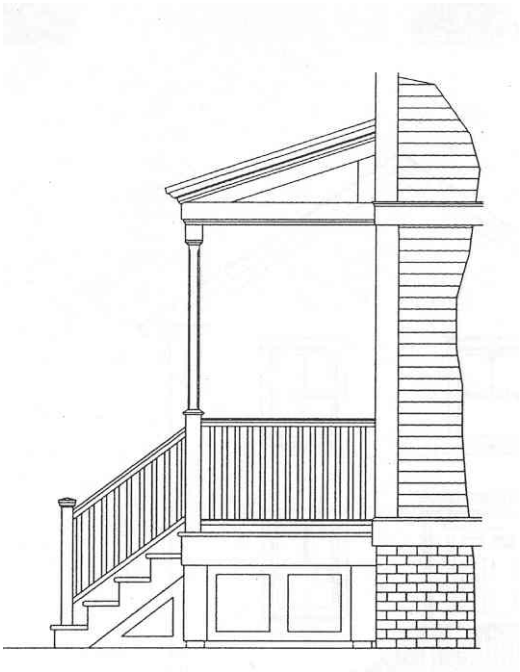
⇑ **Appropriate** House with original four-panel double doors.

Replacements of double-doors with single-leaf doors are not recommended. The number, location and dimensions of original doors should be retained and preserved wherever possible.

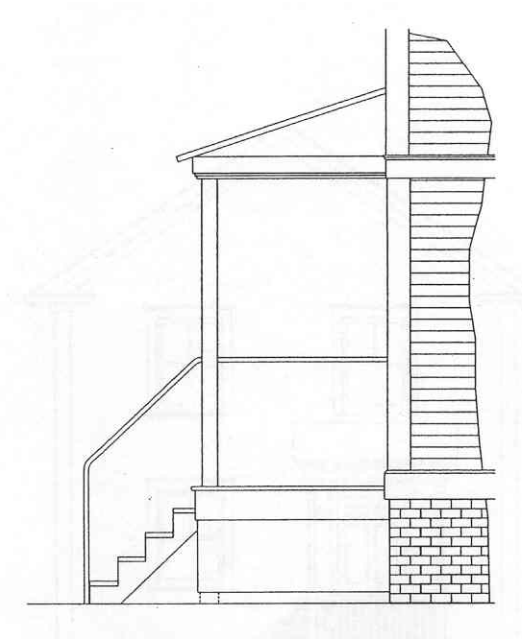
⇑ **Inappropriate** Single door instead of double door. No panels. Non-historic glass panel design.

Example - Appropriate and inappropriate railings

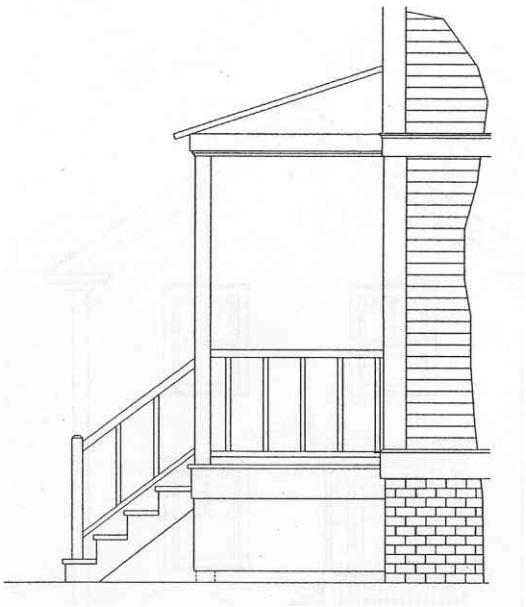
In replacement porches and steps, original materials, configurations, designs and dimensions should be retained. Additionally, the spacing between balusters is mandated by building code.



⇑ **Appropriate** Balusters at appropriate distances; typically spaced at 4" on center. Cap on railing posts.



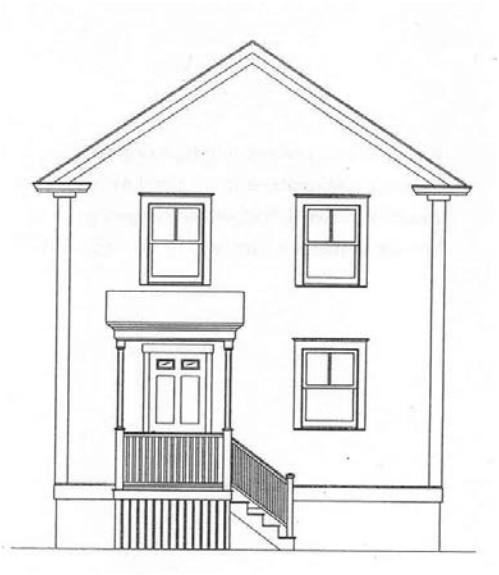
⇑ **Inappropriate** Metal pipe railing. Lack of detailing on column and railing. No visual support for column. No stair nosing.



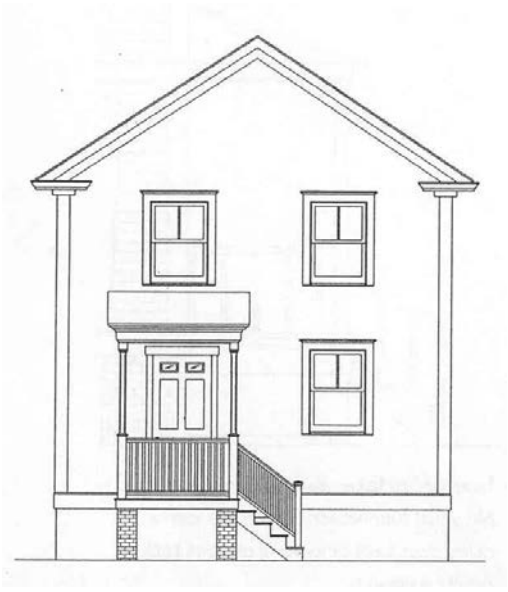
⇑ **Inappropriate** Balusters are too far apart. No visual support for column. No cap on railing post. Lack of molding on roof. Lack of detail on column.

Example - Appropriate and Inappropriate Porches – Greek Revival

⇑ **Appropriate** Brick or wood columns with infill.



⇑ **Inappropriate** Support for columns has been covered over.



⇑ **Inappropriate** Brick or wood columns without infill.

⇑ **Inappropriate** Cinderblock porch base.

Changes in Grade Levels and Foundations. Major grade changes that would alter the historic setting of the property are generally not recommended. Cladding original exposed foundation materials in another material is generally discouraged. The permanent raising or lowering of a structure is discouraged.

Changes in roof form or elements, including construction or removal of dormers, cresting rails and balustrades, monitors, cupolas, skylights, head houses and decks. Original historic rooflines, dormers, monitors, cupolas, skylights, cresting rails and balustrades should be retained. Consider locating new rooftop elements so they will be out of view from street level. Skylights should not be located on front roof slopes, and flat profiles are preferable to rounded profiles.

RECOMMENDED

- Repairing a roof by reinforcing the historic materials which comprise the roof features. Repairs will also generally include the limited replacement in kind, or with a substitute material, of those extensively deteriorated or missing parts of features, such as louvers, dentils, dormer roofing or slates, tiles, or wood shingles on the main roof.
- Replacing in kind an entire feature that is too deteriorated to repair – if the overall form and detailing are still evident – using the physical evidence to guide the new work. Examples can include a large section of roofing or a dormer or chimney. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.
- Designing and constructing a new feature when the historic feature is completely missing, such as a chimney or cupola. It may be an accurate restoration using historical, pictoral and physical documentation to be a new design that is compatible with the size, scale, material and color of the historic building.
- Designing additions to roofs, such as residential, office or storage spaces, elevator housing, decks and terraces or dormers of skylights when required by a new use so that they are inconspicuous from the public right-of-way and do not damage or obscure character-defining features.

Respectful Rehabilitation, 1982

NOT RECOMMENDED

- Removing a major portion of the roof or roofing material that is repairable, then reconstructing it with new material to create a uniform or "improved" appearance.
- Changing the configuration of a roof by adding new features such as dormer windows, vents or skylights so that the historic character is diminished.
- Using a substitute material for the replacement parts that does not convey the visual appearance of the surviving parts of the roof or that is physically or chemically incompatible.
- Removing a feature of the roof that is unrepairable, such as a chimney or dormer, and not replacing it or replacing it with a new entrance or porch that does not convey the same visual appearance.
- Creating a false sense of historical appearance or introducing a new roof feature that is incompatible in size, scale, material and color.
- Radically changing a character-defining roof shape or damaging or destroying character-defining roofing material as a result of incompatible design or improper installation techniques.

Respectful Rehabilitation, 1982

Changes to meet other regulatory codes, including installation or removal of fire escapes, construction of wheelchair ramps, etc. Note that state codes may allow exceptions for historic buildings. Wherever possible, seek solutions that will have the least visual impact. Approval from the relevant regulatory agency (Building Department, Fire Department, Zoning Board of Review, etc.) should be obtained prior to filing an application for a Certificate of Appropriateness.

RECOMMENDED

- Identifying the historic building's character-defining spaces, features and finishes so that code-required work will not result in their damage or loss.
- Complying with health and safety codes, including barrier –free access requirements, in such a manner that character-defining spaces, features and finishes are preserved.
- Working with local code enforcement officials to investigate alternative life safety measures or variances available under some codes so that alterations and additions to historic buildings can be avoided.
- Upgrading historic stairways and elevators to meet health and safety codes in a manner that assures their preservation.
- Installing sensitively designed fire suppression systems, such as a sprinkler system for wood frame buildings, instead of applying fire-resistant sheathing to character-defining features.
- Applying fire-retardant coatings, such as intumescent paints, which expand during fire to add thermal protection to steel.

Respectful Rehabilitation, 1982

NOT RECOMMENDED

- Undertaking code-required alterations to a building or site before identifying those spaces, features or finishes which are character defining and must therefore be preserved.
- Altering, damaging or destroying character-defining spaces, features and finishes while making modifications to a building or site to comply with safety codes.
- Making changes to historic buildings without first seeking alternatives to code requirements.
- Reinforcing a historic building using measures that damage or destroy character-defining structural and other features.
- Damaging or obscuring historic stairways and elevators or altering adjacent spaces in the process of doing work to meet code requirements.
- Covering character-defining wood features with fire-resistant sheathing which results in altering their visual appearance.
- Using fire-retardant coatings if they damage or obscure character-defining features.

Respectful Rehabilitation, 1982

MAJOR ALTERATIONS

DOCUMENTATION REQUIRED - *Refer to "Introduction" for Review Procedure*

The following information must be filed with the Building Department at least fourteen (14) days before a scheduled meeting for review of major alterations. The GHDC may request any additional information. Incomplete applications cannot be accepted for review.

- A completed application form for a Certificate of Appropriateness, signed by the applicant and the property owner, describing existing conditions and proposed changes.

- Color or black and white photos of the building, showing the entire property and close-ups of the area where the work will occur. Photos must be labeled with the street address and date. High- quality digital photographs are acceptable. Color photocopies of slides may be acceptable if the images reproduce clearly. Photocopied prints and instant (Polaroid) snapshots are not acceptable.

- Three (3) sets of scaled plan, elevation and section drawings as necessary, illustrating existing conditions and proposed changes. All drawings should show proposed changes in relationship to major architectural features: *e.g.*, a new door should be shown in context with the entire elevation. Drawings should be titled, indicating the scale and labeled with the street address and dated.

  Examples of the drawings needed for varying types of projects are listed below. *This is not an exhaustive list.* Check with staff about documenting your particular project.

  Site plan for projections and recesses, wheelchair ramps, stairs, ground-level porches and decks, changes in grade, underground parking garages, etc. Show the entire building, adjacent buildings and property lines. Indicate north arrow.

  Floor plans for projections and recesses, window and door openings, upper floor porches and decks, storefronts, barrier-free access, fire escapes, etc.

  Roof plan for dormers, chimneys, monitors, cupolas, skylights, railings and balustrades, headhouses, decks and changes to the roofline.

  Elevations for replacement of features, changes in wall materials and surfaces, ornamentation, fenestration, porches, stairs, entryways, roof forms and elements, grade levels, foundations, storefronts, fire escapes, barrier-free access, air conditioners, through-wall vents, etc. Show front and side views of three-dimensional elements.

  Sections for projections and recesses, changes in roof form, porches and stairs, underground parking garages, details such as railings, trim and ornamentation.

- One (1) complete set of xeroxed drawings reduced to 11x17 inches for mailing purposes.

- Written approval from the fire department for the design and location of any proposed fire escape.

- Copy of any required zoning, building or access code variances (obtained or applied for) relative to the project.

- Manufacturer's specifications or literature for elements such as windows and doors, skylights, vents, etc. indicating all dimensions, details and finishes.

BARRIER-FREE ACCESS

The Americans with Disabilities Act (ADA) of 1990 and the Rhode Island Civil Rights of Individuals with Disabilities Act (RI General Laws 42-87) extend comprehensive civil rights to individuals with disabilities, and require that equal access be afforded to all citizens in all places of public accommodation, commercial facilities, and state and local governments. Although ADA exempts religious entities, private clubs and private residences from compliance, R.I.G.L. 42-87 covers all entities in Rhode Island, exempting only private residences.

These laws require:

1. That all new public and commercial buildings and facilities be accessible;

2. That if existing elements, spaces or common areas are altered, then these shall be made readily accessible, consistent with the ADA Accessibility Guidelines (ADAAG); *and*

3. That all barriers to accessibility in existing buildings and facilities be removed, on an on-going basis, when it is "readily achievable" to do so (that is, accomplished without much difficulty or expense).

Generally, normal maintenance, re-roofing, painting, asbestos removal and changes to mechanical and electrical systems do not trigger requirements for ADA and R.I.G.L. 42-87 compliance. For more information about ADA and R.I.G.L. 42-87 requirements, contact the Accessibility Coordinator of the RI Building Code Commission at (401) 889-5487 or (401) 889-5484, or the Governor's Commission on the Handicapped at (401) 222-3731. These agencies, along with the RI Historical Preservation & Heritage Commission (401) 462-0108, may also have review authority over accessibility improvements for properties in local historic districts. All of them encourage applicants to seek joint consultation and review whenever possible.

Exceptions for Historic Properties

While historic properties are not exempt from ADA, the law does recognize the national interest in preserving historic properties. ADA Accessibility Guidelines provide alternative minimum requirements for qualified historic structures, such as those listed on the National Register of Historic Places or located within designated local historic districts that cannot be made physically accessible without threatening or destroying their historic significance. ***These alternative requirements may only be used after consultation with the RI Historical Preservation & Heritage Commission, and often with the assistance of a qualified preservation professional.*** The alternative minimum requirements are:

- One accessible route must be provided from a site access point to an accessible entrance.

- One accessible entrance must be provided, preferably at a public entrance but possibly at a secondary, unlocked entrance. Directional and notification signage must be provided.

- Where toilets are provided, one unisex accessible toilet must be provided.

- Public spaces on the level of an accessible entrance must be accessible, and other public levels should be accessible wherever practical.

- Displays and written information should be located where they can be seen by a seated person.

If the RIHPHC determines that even the alternative requirements will threaten or destroy the significance of a structure, then alternative methods of access may be used, including guided tours and audio-visual materials and devices. This last exception is intended to be narrow and will apply only to a very small group of historic properties. Owners may initiate the consultation process by contacting RIHPHC.

Guidelines

Exterior alterations to provide barrier-free access to the site and to the structure require a Certificate of Appropriateness and will be reviewed by the GHDC at a public meeting. Interior alterations to provide access to the main floor, other floors, toilet facilities, drinking fountains and telephones are not reviewed by the GHDC unless they have exterior expression. Owners contemplating making alterations to improve the accessibility of their properties should follow a three-step process to identify and implement appropriate access solutions:

1. Identify the architectural materials, features and spaces that convey the historic significance of a property. These may include: construction materials such as brick, stone or wood; elements that clearly reflect the design intent of the architect or builder, such as porticos, bay windows, balconies, stairs, porches, columns, gates, paving and entryways; decorative features exhibiting a high level of craftsmanship, such as moldings, trim, carvings or applied ornament; and associated landscape features, such as driveways, walkways, berms, terraces, steps and green spaces.

2. Evaluate the historic property for compliance with state and federal accessibility requirements (whichever is stricter should apply) before planning changes. An "accessibility audit" should survey architectural barriers for persons with mobility, visual and hearing impairments.

3. Evaluate the accessibility options using the GHDC Standards and Guidelines listed below.

The ideal accessibility solution for a historic building is one which provides the highest level of access, is readily achievable and does not threaten or destroy the property's historically significant materials, features and spaces. Each building's access problems must be studied and resolved on a case-by-case basis. If access to the primary entrance cannot be provided without threatening or destroying significant architectural features, consider providing access at a well-lit, secure and well-maintained secondary entrance (especially one adjacent to an accessible parking area).

Wheelchair Ramps

Consider locations that will have the least visual impact on the historic building and setting. On some buildings, ramps can be integrated into existing stairs or porches with little visual impact. Materials for ramps and railings should be compatible with the building: wooden ramps are often appropriate for wood frame buildings and converted residences, while concrete or brick ramps may be best for masonry buildings. Ramp and railing designs should be coordinated with existing elements wherever possible. Wooden ramp surfaces can be painted with a sanded paint for slip-resistance. State code requires the slope of a wheelchair ramp to be at maximum 1:12, that is, to rise no more than one inch for every 12 inches in length; however, at sites where there is not enough space to accommodate a ramp with a 1:12 slope, ramps with a 1:6 slope are permitted for a run of up to 2 feet, which can overcome one or two steps. In some cases, altering grade levels to accommodate a very shallow ramp slope can alleviate the requirement for railings. Ramps can be concealed with landscaping.

Wheelchair Lifts

Under ADA, wheelchair lifts are less preferable than ramps because they can require assistance to operate and may break down. Nonetheless, lifts may be considered where the site does not provide ample room for a ramp. Both vertical platform lifts (which work like elevators, for a distance of up to 7 feet) and incline lifts (which ride along rails attached to stair railings) require a 25 square foot level platform between the lift and the entryway, and therefore can be extremely intrusive, particularly on a primary entrance. In some cases a telescoping hydraulic lift, which maintains the platform at grade level when not in use, can be an inconspicuous solution.

Entryways and Steps

Where an existing door opening is too narrow to accommodate a wheelchair, consider installing offset door hinges to widen the opening. Installing an automatic door opener for a historic double door can create a suitably wide opening without requiring replacement of doors or enlargement of the opening itself. In some cases, replacing double leaf doors with a single leaf off-center door and fixed side panel may be acceptable. Alterations to door hardware, although exempt from review, should consider reversible solutions, such as installing a lever handle over an existing round doorknob. Where steps must be replaced to comply with ADAAG, try to maintain as much of the original historic appearance as possible; materials for new steps should replicate the original or be compatible with other materials on the building.

RECOMMENDED

- Complying with barrier-free access requirements in such a way that character-defining features are preserved.
- Providing barrier-free access through removable or portable ramps.

Respectful Rehabilitation, 1982

NOT RECOMMENDED

- Installing permanent ramps that damage or diminish character-defining features.

Respectful Rehabilitation, 1982

BARRIER-FREE ACCESS

DOCUMENTATION REQUIRED - *Refer to "Introduction" for Review Procedure*

The following information must be filed with the Building Department at least fourteen (14) days before a scheduled meeting for review of barrier-free access. The GHDC may request any additional information. Incomplete applications cannot be accepted for review.

- A completed application form for a Certificate of Appropriateness, signed by the applicant and the property owner, describing existing conditions and proposed changes.

- Color or black and white photos of the building showing the entire property and close-ups of the area where the work will occur. Photos must be labeled with the street address and date. High-quality digital photographs are acceptable. Color photocopies of slides may be acceptable if the images reproduce clearly. Photocopied prints and instant (Polaroid) snapshots are not acceptable.

- Three (3) sets of scaled plan, elevation and section drawings as necessary, illustrating existing conditions and proposed changes. All drawings should show proposed changes in relationship to major architectural features: *e.g.*, a new door should be shown in context with the entire elevation. Drawings should be titled, indicating the scale, labeled with the street address and dated.

  Site Plan for wheelchair ramps and lifts, alterations to stairways and landings and major changes in grade. Show the proposed changes in context with the entire building, adjacent buildings and property lines. Indicate north arrow.

  Elevations for wheelchair ramps and lifts, alterations to entryways and stairways, etc. Show front and side views of three-dimensional elements in context with the building elevation.

  Sections for major changes in grade. Show changes in relationship to the building and to other site elements.

- One (1) complete set of xeroxed drawings reduced to 11x17 inches for mailing purposes.

- Copy of any required zoning, building or access code variances obtained for the project.

- Manufacturer's specifications or literature for wheelchair lifts, new doors, etc. indicating all dimensions, details and finishes.

FIRE ESCAPES

State building and fire codes require that in case of emergency a second means of egress must be provided from all buildings, living units (in multi-unit structures) and in some cases individual bedrooms. Accommodation of egress requirements in historic buildings requires careful planning so that public safety may be provided while protecting significant architectural features. Ideally, both means of egress should be located inside the building.

Be cautious about fire escape installation ordered by a non-regulatory entity, such as when a bank requires it as a condition of issuing a mortgage. If a building has less than four residential units, for example, the state fire code does not require that exterior fire escapes be provided for every unit. Always check with the Chepachet Fire Department at (401) 568-5200 to confirm that fire escapes are required and for other fire safety requirement information. Before submitting an application for a Certificate of Appropriateness, obtain certification from the Fire Department that the proposed fire escape design and location are acceptable.

Fire Escapes

Where necessary, fire escapes should be located on secondary elevations, with escape routes oriented toward the rear of the building rather than the front wherever possible. Consider arranging the interior layout of a building so that bedrooms face away from the street, thus precluding the need for a fire escape on a primary elevation. The least intrusive design is preferable; for example, a ladder has less visual impact than a scissor stair.

Brackets and supports for fire escapes should not be attached to decorative elements such as quoins, cornices and window and door surrounds. Consider painting the fire escape to match the background color of the building to reduce its visual impact.

Fire Doors

Conversion of double-hung windows to casement windows for egress and enlargement of window openings to accommodate fire doors is discouraged, especially on primary elevations. In many historic buildings, upper floor double-hung windows are tall enough to permit egress to a fire escape through the raised bottom sash. Avoid installing fire doors in door openings on primary elevations wherever possible.

RECOMMENDED

- Identifying the historic building's character-defining spaces, features and finishes so that code-required work will not result in their damage or loss.
- Adding a new stairway or elevator to meet health and safety codes in a manner that preserves adjacent character-defining features and spaces.
- Placing a code required stairway or elevator that cannot be accommodated within the historic building in a new exterior addition. Such an addition should be located at the rear of the building or on an inconspicuous side and its size and scale limited in relationship to the historic building.

Respectful Rehabilitation, 1982

NOT RECOMMENDED

- Undertaking code-required alterations to a building or site before identifying those spaces, features or finishes which are character defining and must, therefore, be preserved.
- Radically changing, damaging or destroying character-defining spaces, features or finishes when adding a new code-required stairway or elevator.
- Constructing a new addition to accommodate code-required stairs and elevators on character defining elevations highly visible from the street or where it obscures, damages or destroys character-defining features.

Respectful Rehabilitation, 1982

FIRE ESCAPES

DOCUMENTATION REQUIRED - *Refer to "Introduction" for Review Procedure*

The following information must be filed with the Building Department at least fourteen (14) days before a scheduled meeting for review of fire escapes. The GHDC may request any additional information. Incomplete applications cannot be accepted for review.

- A completed application form for a Certificate of Appropriateness, signed by the applicant and the property owner, describing existing conditions and proposed changes.
- Color or black and white photos of the building, showing the entire property and close-ups of the area where the work will occur. Photos must be labeled with the street address and date. High- quality digital photographs are acceptable. Color photocopies of slides may be acceptable if the images reproduce clearly. Photocopied prints and instant (Polaroid) snapshots are not acceptable.
- Three (3) sets of scaled plan and elevation drawings as necessary, illustrating existing conditions and proposed changes. All drawings should show proposed changes in relationship to major architectural features: *e.g.*, a new fire escape should be shown in context with the entire elevation. Drawings should be titled, indicating the scale, labeled with the street address and dated. The following drawings may be required:

  Floor plans showing interior room layouts and location of proposed fire doors or fire escapes. Indicate whether an internal second means of egress is possible.

Elevations showing front and side views of proposed fire escapes (including supports)
and new fire doors or replacement egress windows, in context with the entire side of the building.

- One (1) complete set of xeroxed drawings reduced to 11x17 inches for mailing purposes.
- Written approval from the Chepachet Fire Department for the design and location of any proposed fire escape.
- Copy of any required zoning variances (relative to density) required for the project.
- Manufacturer's specifications or literature for proposed fire doors or replacement egress windows, indicating design, dimensions and materials.

NEW CONSTRUCTION & ADDITIONS

Since its inception in 1991, the GHDC's philosophy regarding new construction has been to promote high quality new design, often contemporary in nature, which fits within the context of the historic districts. (For the purposes of these guidelines, "new construction" refers to new buildings or structures of any kind, including garages and substantial additions to existing structures.) Additions may be designed in the spirit of the existing architectural style or may be clearly differentiated from the historic structure but compatible with it and with the surrounding historic district. It is not necessary to replicate historic architectural styles; designs should be contextual but should not seek to create a false sense of historical development.

It is strongly recommended that the applicant retain the services of a registered architect, design professional or engineer with experience in historic preservation for the design and construction of any new structure or addition within a historic district.

Application Review Process for New Construction

The five (5) steps in design review for new construction projects are:

1. **Pre-application consultation and/or review.** Consulting with the GHDC and arranging a site visit early in the design process (during preliminary design and before filing an application) is essential. This is the time to identify issues for both the property owner and the GHDC and to investigate alternative approaches to resolving these issues. Applicants may also request a non-binding pre-application review with the GHDC to obtain informal feedback on a design concept before filing an application. At a pre-application review the applicant should be prepared to present a written description of the project, photographs of the site and schematic site plans and elevations.

2. **File an application for a Certificate of Appropriateness.** Applications must be accompanied by required documentation (photographs, catalogue cuts, drawings, written specifications, etc.) sufficient to illustrate the proposal and its impact on the property. See the following documentation checklist for new construction at the end of this section. Documentation must be complete in order to begin review of an application; if the GHDC determines that additional information is needed, the applicant will be informed in writing. Any necessary **zoning variances** (*e.g.,* for new construction, alterations, signs and paving) should be obtained **prior** to filing an application for Certificate of Appropriateness. The GHDC may hear an application for conceptual approval of a project, with final review to follow the granting of zoning variances; however, obtaining a zoning variance does not guarantee GHDC approval of a project. It is the applicant's responsibility to find out whether a zoning variance is needed and to obtain one. Contact the Building Department at 401-568-6206 for more information.

3. **Conceptual review.** Once a complete application is filed, it is scheduled for conceptual review at a public meeting. The applicant's presentation should include identification of the use of the new structure, a statement of design philosophy and a conceptual design showing height, scale, roof form, setback, shape, rhythm, materials and major site

elements. If substantial design modifications are suggested, the GHDC may continue conceptual review until a subsequent public meeting and establish a subcommittee of its members to work with the applicant in the meantime. If the application is approved in concept, it then passes to final review.

4. **Final review.** After an application is approved in concept and any necessary zoning variances have been obtained, at a subsequent public meeting the applicant presents final construction drawings that respond to comments made at the conceptual review and that clarify relationships of various building and site elements to each other, relate interior arrangements to exterior appearance, address issues such as projections and recesses, doors and windows, trim and ornament, landscaping, etc., and include operating systems (mechanical, electrical and plumbing). Construction drawings and other details (such as material or color samples) are reviewed by the GHDC. These drawings show how the structure will actually be built and are used by the contractor to price the job, obtain permits and carry out the work. Construction drawings can be reviewed informally unless there are substantial changes to the approved final design; the Building Department will determine whether proposed changes warrant a further public meeting. Construction drawings must be approved (stamped) before a Certificate of Appropriateness and a building permit can be issued.

5. **Decision is issued.** It is the applicant's responsibility to obtain a building permit and other necessary permits at the Building Department (1145 Putnam Pike, Chepachet). The applicant will receive a written approval or denial of the application in the mail. If an application is approved, all conditions of approval must be met by the applicant before a Certificate of Appropriateness is granted. ***If an application is denied, the project may not proceed and a building permit will not be issued.*** Any GHDC decision may be appealed to the Zoning Board of Review within thirty (30) days of the date of the written decision. The Zoning Board of Review examines the record of the hearing to determine if the GHDC had enough evidence to make its decision and if any errors were made in the hearing process; it cannot substitute its own judgment on the merits of the application for that of the GHDC. Any person aggrieved by a decision of the Zoning Board of Review on a matter appealed from the GHDC may appeal to Superior Court. An applicant is allowed one year to substantially complete the work described.

Changes to an Approved Project

It is common for project details to change during the course of construction. However, a Certificate of Appropriateness for any project is tied to a specific design and details as illustrated in stamped construction drawings. ***All changes must be brought to the attention of the GHDC before construction proceeds on those changes. Failure to advise the GHDC of changes to an approved project and to obtain approval for those changes will invalidate the Certificate of Appropriateness and be deemed a violation of the zoning ordinance. It may also result in refusal by the Building Department to issue a Certificate of Occupancy.***

Design Criteria

The Chepachet Historic District in Glocester contains a wide variety of building types and architectural styles. While some streets demonstrate great similarity of building sizes, shapes,

materials and setbacks, others are characterized by great diversity, demonstrating how a neighborhood has grown over time or how different activities were carried out in the same area. This variety makes it impossible to mandate a specific design for new construction. These guidelines, therefore, deal with general issues of building height, mass, scale, siting, rhythm, materials, etc. They are intended to provide a framework within which design creativity and the needs of the property owner can co-exist with respect for designated historic districts.

New construction should reflect the design trends and concepts of the period in which it is created, while recognizing that a new building or addition must fit into an existing framework of a variety of older buildings. New structures should harmonize with existing older structures and, at the same time, be distinct from the old so that the evolution of the district can be interpreted correctly.

When designing an addition or a new building, consider the following architectural and site features in relationship to the existing structure and/or the surrounding structures:

- Height
- Scale
- Massing, form, proportions
- Topography
- Parking
- Directional expression
- Siting and setbacks
- Landscaping
- Roof shape
- Height of foundation platform
- Views
- Sense of entry, porches, doors, stairs
- Rhythm and size of openings
- Known archeological features
- Color and texture of materials
- Architectural detail
- Development patterns

All new public and commercial buildings must be fully accessible to the disabled under federal and state law. Emergency egress in any new building shall be accommodated inside the building.

RECOMMENDED

- Constructing a new addition so that there is the least possible loss of historic materials and so that character-defining features are not obscured, damaged or destroyed.
- Locating the attached exterior addition at the rear or on an inconspicuous side of a historic building and limiting its size and scale in relationship to the historic building.
- Designing new additions in a manner that makes clear what is historic and what is new.
- Considering the attached exterior addition both in terms of new use and the appearance of other buildings in the historic district or neighborhood. Design for the new work may be contemporary or may reference design motifs from the historic building. In either case, it should always be compatible in terms of mass, materials, relationship of solids to voids and color.
- Placing new additions, such as balconies and greenhouses, on non-character defining elevations and limiting the size and scale in relationship to the historic building.
- Designing additional stories, when required for the new use, that are set back from the wall place and are as inconspicuous as possible when viewed from the street.

Respectful Rehabilitation, 1982

NOT RECOMMENDED

- Attaching a new addition so that the character-defining features of the historic building are obscured, damaged or destroyed.
- Designing a new addition so that its size and scale in relation to the historic building are out of proportion, thus diminishing the historic character.
- Duplicating the exact form, material, style and detailing of the historic building in the new addition so that the new work appears to be part of the historic building.
- Imitation a historic style or period of architecture in new additions, especially for contemporary uses, such as garages.
- Designing and constructing new additions that result in the diminution or loss of the historic character of the resource, including its design, materials, workmanship, location or setting.
- Using the same wall plane, roofline, cornice height, materials, siding lap or window type to make additions appear to be a part of the historic building.
- Designing new additions, such as multi-story greenhouse additions, that obscure, damage or destroy character-defining features of the historic building.
- Constructing additional stories so that the historical appearance of the building is radically changed.

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NEW CONSTRUCTION & ADDITIONS

DOCUMENTATION REQUIRED

CONCEPTUAL REVIEW

The following information must be filed with the GHDC staff at least fourteen (14) days before a scheduled meeting for review of new construction and additions. The GHDC may request any additional information. Incomplete applications cannot be accepted for review.

- A completed application form for a Certificate of Appropriateness, signed by the applicant and the property owner, describing existing conditions and proposed changes.

- Color or black and white photos of the building, showing the entire property and close-ups of the area where the work will occur. Photos must be labeled with the street address and date. High- quality digital photographs are acceptable. Color photocopies of slides may be acceptable if the images reproduce clearly. Photocopied prints and instant (Polaroid) snapshots are not acceptable.

- One (1) set of scaled architectural drawings of the proposed new construction. Drawings should be titled, indicating the scale, labeled with the property address and dated. The scale should be sufficient to indicate clearly all aspects of the project. Drawings should include:

  Site plan illustrating the location of all new construction in relationship to all other site elements, the property lines and structures on abutting properties. Site plan should be based upon data provided by a registered land surveyor and shall clearly indicate the location of all design features of the proposed construction, including: building setbacks, paved areas, parking areas, landscape features, fences, walls, mechanical equipment and other planned improvements. Indicate north arrow.

  Conceptual floor plans, roof plan and exterior elevations showing the design concept for all four elevations, all interior floors and the roof. Drawings should illustrate the relationship of the proposed structure to abutting buildings, and shall clearly indicate all design features of the proposed construction, including: building materials and colors of all permanent exterior finish materials; location, configuration and type of doors and windows; overall dimensions; general details of roofing, siding, ornament and trim; location and type of any proposed signs; exterior mechanical equipment; and other building or site features.

  Axonometric or perspective drawings, illustrating in three dimensions the proposed construction in context with the surrounding area and abutting buildings.

- One (1) complete set of the above drawings, reduced to 11x17 inches for mailing purposes.

FINAL REVIEW

The following information must be filed with The Building Department at least fourteen (14) days before a scheduled meeting:

- Written list of all changes made to the project design since conceptual approval. Changes shall also be highlighted on the drawings submitted for final review.

- One (1) full-size set of final design drawings, to scale, depicting the final design of the project. Drawings shall include floor, roof and site plans, all exterior elevations, building sections and exterior details. Drawings should be titled, indicating the scale, labeled with the property address and dated.

- One (1) set of final design xeroxed drawings to scale, reduced to 11x17 inches for mailing purposes.

- Any other information requested by the GHDC at the Conceptual Review meeting or at a subsequent sub-committee meeting.

- Three (3) sets of scaled construction drawings. Material and color samples, if requested, should be made available on site.

MOVING OF HISTORIC STRUCTURES

When a historic structure is moved from its original site, it loses its integrity of setting and its sense of time and place, which are important aspects of the historic building and its environment. Their loss is irreplaceable. Ordinarily, a contributing historic structure listed on the National Register of Historic Places will lose its National Register status if moved from its original site.

Moving of historic structures into, within or out of historic districts is discouraged except as a last alternative to demolition. In any case, the selection of a new site, appropriate for the building, plays a key role in the success of the relocation project. Consider how the building will relate to the proposed site and to its immediate context in terms of size, massing, scale, setback, texture of materials and parking; and how its architectural style relates to its surroundings and to the district as a whole. Structures may be moved intact, partially disassembled and completely disassembled. It is important that the structure be moved by a professional building moving firm with experience in moving historic structures. ***Adequate insurance coverage must be provided for all phases of the operation.*** The property owner will need to get various licenses and permits from town agencies, such as public works, police, and building departments as well as from the fire department and from utility companies. The owner must provide proof of ability to comply with all local and state safety regulations and supply the necessary equipment and vehicles. If the owner is using federal assistance to move a structure listed on the National Register, archeological investigations are usually required.

MOVING OF HISTORIC STRUCTURES

DOCUMENTATION REQUIRED - *Refer to "Introduction" for Review Procedure*

The following information must be filed with the Building Department at least fourteen (14) days before a scheduled meeting for review of moving historic structures. The GHDC may request any additional information. Incomplete applications cannot be accepted for review.

- A completed application form for a Certificate of Appropriateness, signed by the applicant and the property owner, describing existing conditions and proposed changes.

- Color or black and white photos of the building, showing the entire property and close-ups of the area where the work will occur. Photos must be labeled with the street address and date. High- quality digital photographs are acceptable. Color photocopies of slides may be acceptable if the images reproduce clearly. Photocopied prints and instant (Polaroid) snapshots are not acceptable.

- If the structure is to be moved to a site within a local historic district:

  Site plan (3 sets) to scale, showing the proposed location of the structure, indicating its relationship to the new site and the surrounding neighborhood. Drawings should be titled, indicating the scale and north arrow, and noting the street address and date.

Elevation drawings (3 sets) to scale, showing the building in its proposed new site in the district and showing its relationship to abutting buildings on all sides, and a scaled foundation plan. Drawings should be titled, indicating the scale and noting the street address and date.

- If the structure is to be moved from a site within a local historic district: scaled plan, elevation and section drawings (3 sets) as necessary to illustrate any proposed new construction or site treatment.

- Proof of adequate insurance for all phases of the moving.

- A certified report from an engineer or the moving company, describing the method of moving, expected loss of historic fabric, timetable, etc.

DEMOLITION

Demolition of any historic structure constitutes an irreplaceable loss to the historic district and the Town of Glocester. Even the demolition of a non-contributing structure, or a secondary structure such as a garage, can have serious consequences for the district as a whole. Consequently, demolition is strongly discouraged. In addition to complete demolition of a structure, the following actions shall require a demolition permit and review by the GHDC:

- Removal of a roof including raising the overall height of a roof, rebuilding the roof to a different pitch, or addition another story to a building;
- Removal of one side of a building;
- Gutting of a building's interior to the point where the exterior features are impacted and;
- Removal of more than 25% of a structure.

Demolition proposals are reviewed on a case-by-case basis. The applicant must make a good faith effort to demonstrate that ***all alternatives to demolition have been evaluated*** (including rehabilitation, sale, adaptive reuse and relocation of the structure) and to provide both architectural and financial data to support a conclusion that demolition is the only feasible solution. The documentation requirements for demolition proposals are extensive, but complete information is necessary for the GHDC to make an informed decision.

All demolition proposals should include information about how the site will be treated once the structure is removed. Where demolition of a primary structure is proposed, plans for development of the site with new construction should be included with the application. Replacing a building with a surface parking lot can seriously diminish the architectural integrity of historic districts and is strongly discouraged.

Upon approval of an application for a Certificate of Appropriateness for demolition, the GHDC may require that the exterior and interior of the structure be recorded, at the owner's expense, according to the documentation standards of the Historic American Buildings Survey (HABS) and the Historic American Engineering Record (HAER). Such records would be deposited with the GHDC.

Application Procedures

All demolition proposals within a local historic district require an application for a Certificate of Appropriateness. Consultation with the GHDC staff prior to submitting an application is strongly encouraged.

Review procedures can be summarized as follows:

1. Application is submitted at least fourteen (14) days before a scheduled regular meeting. Applications must be documented as outlined below; incomplete applications cannot be reviewed. Check with staff for filing deadlines and hearing dates.

2. Public meeting is held to determine the architectural and historic significance of the structure and its contribution to the historic district and to determine whether to accept the application as complete. The applicant and/or property owner shall attend the meeting and present the application to the GHDC. Abutting property owners shall be notified of the meeting. Public comment will be taken.

   The GHDC shall first determine whether the structure proposed for demolition is:

   1) contributing to the significance of the district and valuable to the Town, State or Nation;
   2) contributing to the significance of the district and valuable for the period of architecture it represents or to the district;
   3) non-contributing to the significance of the district.

   The GHDC will use its own judgment in making determinations of architectural and historical significance and may call upon expert witnesses. Applicants may also present testimony as to the significance of the structure.

   Next, the GHDC shall determine whether sufficient information has been submitted with the application to allow thorough review and whether all alternatives to demolition have been considered. If the GHDC finds that the documentation is complete and all alternatives to demolition have been considered, it will vote to accept the application. If the application cannot be accepted because additional information is needed, then the meeting will be continued until the next regular GHDC meeting or such time as the additional information can be submitted. The application is considered formally accepted as of the date of the vote to accept.

   Following the vote to accept the application, the HDC will review the application in light of the Review Criteria listed below. The criteria vary depending on whether the structure was determined to be a contributing or non-contributing structure in the district. The applicant and/or property owner shall attend, and public comment will be taken. If the structure is contributing, the GHDC votes whether the proposal meets the primary review criteria outlined below. If so, then the application will be reviewed in light of the secondary review criteria. If the application is consistent with both the primary and the secondary review criteria, then it may be approved, either as submitted or with conditions. If not, the application may be denied. If the structure is non-contributing, the GHDC votes whether to approve, approve with conditions or to deny the application for demolition, using the secondary review criteria outlined below. The GHDC will also review any claim of economic hardship (see “Economic Hardship” guidelines).

3. A written decision is issued within fifteen (15) days of the vote to approve or deny the application, describing the GHDC’s decision and the reasons behind it. Any conditions of approval must be met before a Certificate of Appropriateness is issued and a demolition permit obtained. If an application is denied, a new application for demolition of the structure may not be submitted for a period of one (1) year from the date of the written resolution.

Review Criteria

The GHDC shall use the following criteria for review, based on whether the structure has previously been determined to be contributing or noncontributing to the significance of the historic district.

Contributing Structures

If a structure is deemed contributing, then the GHDC shall consider whether the application meets the following primary criteria:

1. If the structure is deemed valuable to the Town, State or Nation, such that its loss will be a great loss to the Town, State or Nation, then in order for the GHDC to approve demolition, the structure must constitute a hazard to public safety, which hazard cannot be eliminated by economic means available to the owner, including sale of the structure to any purchaser willing to preserve the structure.

2. If the structure is deemed valuable for the period of architecture which it represents, or to the district as a whole, then at least one of the following requirements must be met in order for the GHDC to approve demolition:
    a) Retention of the structure constitutes a hazard to public safety, which hazard cannot be eliminated by economic means available to the owner, including the sale of the structure on its present site to any purchaser willing to preserve the structure.
    b) Preservation of the structure is a deterrent to a major improvement program that will be of substantial benefit to the community.
    c) Preservation of the structure would cause an undue and unreasonable financial hardship to the owner, taking into account the financial resources available to the owner, including the sale of the structure to any purchaser willing to preserve the structure.
    d) Preservation of the structure would not be in the interest of the majority of the community.

If the primary criteria have been met, then the GHDC may consider any or all of the following secondary criteria in deciding whether to approve or deny the application:

1. The merit of the structure to be demolished.
2. The effect of the demolition on the surrounding buildings.
3. The effect of the demolition on the historic district as a whole.
4. The value or usefulness of the proposed replacement structure to the community and the appropriateness of its design to the historic district.
5. If the lot is to be left open, the impact of open space in that location and on the district as a whole.
6. The effect of the demolition on the local economy.
7. Whether the demolition will foster civic beauty.
8. Whether the demolition will stabilize and improve property values in the district.
9. The effect of the demolition on safeguarding the heritage of the Town, State or Nation.
10. The effect of the demolition on promotion of the district for the education, pleasure and welfare of the citizens of the Town.

Non-Contributing Structures

If a structure is deemed non-contributing, the GHDC may consider any or all of the secondary criteria above in deciding whether to issue a Certificate of Appropriateness for demolition.

Emergency Demolition

In cases of fire, natural disaster or other event that causes the Building Official or the Fire Chief to order demolition immediately due to an imminent public safety hazard, the GHDC may hold a special meeting with 48 hours' notice, in accordance with the RI Open Meeting Law, to review an application for a Certificate of Appropriateness for demolition. Documentation with the application shall include interior and exterior color or black and white photographs illustrating the building's condition and written documentation of the nature of the emergency and of the building's irreparable and dangerous condition. The GHDC, in approving an emergency demolition, may require as a condition of approval that the applicant return within a specified period of time with a proposal for new construction on the site.

DEMOLITION

DOCUMENTATION REQUIRED - *Refer to "Introduction" for Review Procedure*

The following information must be filed with the Building Department at least ***fourteen (14) days before a scheduled meeting*** for review of demolition. The GHDC may request any additional information. Incomplete applications cannot be accepted for review.

- A completed application form for a Certificate of Appropriateness, signed by the applicant and the property owner, describing existing conditions and proposed changes.

- List of the names and mailing addresses of all abutting property owners, derived from the most current records of the Tax Assessor. "Abutter" is defined as any property whose lot lines touch the front, side or rear lot lines of the subject property; since streets are common property lines, properties across the street are included as abutters. Properties on a corner should include the three (3) opposite corner properties as abutters in addition to those sharing side or rear lot lines.

- Color or black and white photographs of the structure to be demolished, showing all elevations, close-ups of details and relationship to surrounding structures. (If the structure to be demolished is a secondary structure, such as a garage, include photos of the primary building[s] as well.) Photos are to be at least 4x6 inches and must be labeled with the street address and date. High-quality digital photographs are acceptable. Color photocopies of slides may be acceptable provided the image reproduces clearly. Photocopied prints and instant (Polaroid) snapshots are not acceptable due to lack of clarity and long-term stability.

- A site plan, to scale, showing the location of the structure proposed to be demolished in relationship to other structures on the property and to the property lines.

- A written report from an engineer licensed in Rhode Island, the Building Official of the Town of Glocester or the Chepachet Fire Chief as to the structural soundness of the building and its adaptability for rehabilitation. Any dangerous conditions should be identified.

- A description of the proposed replacement for the structure, including schematic plan and elevation drawings (see "New Construction" guidelines).

DEMOLITION ALTERNATIVES

An itemized breakdown of the feasibility of all possible alternatives to demolition and reasons why such alternatives were rejected, including:

1. Sale of the structure on the present site to a party willing to preserve the structure.
2. Sale of the structure for removal and preservation on a new site. Consider the likelihood of a party willing to buy the structure for removal and the feasibility of removal in both economic and practical terms.
3. Public or quasi-public agencies having any potential use for the structure or knowing of potential users or purchasers.
4. The availability of financial programs that could assist in the rehabilitation and preservation of the structure.
5. Alternative uses for the structure that would allow its preservation.

FINANCIAL DATA

1. Form of ownership of the property, including the names and addresses of the owners. If the owner is an organization, governmental entity or corporation, include the name, address and telephone number of a contact person.
2. The fair market value of the property as determined by a qualified professional expert.
3. The amount paid for the property, the date of purchase and the name of the seller, including the relationship between the applicant or owner of record and the party from whom the property was purchased.
4. The price asked for the property and any offers received in the previous three years.
5. If the property is commercial or income-producing: the gross annual income from the property for the past three years, the itemized operating and maintenance expenses for the previous three (3) years and the depreciation deduction and annual cash flow before and after debt service for the previous three years.
6. The remaining balance on any mortgage or other financing secured by the property and the annual debt service for the past three years.
7. Three (3) bids for the cost of the proposed demolition compared to the cost of stabilizing or "mothballing" the structure and compared to the cost of rehabilitating the structure.
8. A list of all economic incentives for preserving the structure available to the applicant through federal, state, town or private programs.
9. If making a claim of economic hardship, such financial information as listed in these guidelines.

ECONOMIC HARDSHIP

In some instances, the preservation of a structure and its features may cause an undue and unreasonable economic burden on the property owner. These guidelines will inform applicants as to the circumstances under which an owner may claim economic hardship and seek approval to alter a property in a manner inappropriate to historic preservation.

For the purposes of these guidelines, the term "economic hardship" shall refer to an owner's inability to see a reasonable economic return for an investment that will comply with GHDC Standards and Guidelines to preserve the property. Evidence of economic hardship is generally limited to instances when the cost of preservation exceeds the value of the building or preservation will deprive the owner of reasonable use of the property. An owner's personal financial status is ***not*** an issue that the GHDC may consider. The GHDC may allow projects to be completed in phases to accommodate the long-term and short-term availability of funds for preservation. Federal and state tax credits and a variety of low-interest loans are available to owners of historic properties for appropriate rehabilitation work. Although the GHDC itself does not provide financial assistance, the staff can provide information on these programs.

Application Procedures

1. A claim of economic hardship shall accompany an application for a Certificate of Appropriateness. Claims of economic hardship shall be documented as described below. The GHDC may require that any of the submitted information be verified by a professional evaluation. All documentation becomes part of the public record.

2. Applications that are accompanied by claims of economic hardship shall be submitted at least fourteen (14) days before a regularly scheduled meeting of the GHDC.

3. The applicant shall be required to testify at the public meeting. Abutting property owners shall be notified and public comment will be taken. The GHDC shall determine whether the application is complete and, if no further information is needed, shall consider the following factors:

    a) Whether the property does or does not contribute to the significance of the historic district.
    b) The impact of the inappropriate alterations, construction or demolition on the structure as a whole.
    c) The impact of the inappropriate alterations, construction or demolition on the historic district as a whole.
    d) The economic impact on the applicant of complying with the guidelines of the GHDC.

4. After considering all evidence, testimony and criteria, the GHDC will vote on the application. An approval will include acceptance of the claim of economic hardship; approvals may be made of the application as submitted or modifications may be

required as conditions of approval. A denial will include both the application and the claim of economic hardship. Denied claims of economic hardship may not be resubmitted within one (1) year of the date of the written resolution.

ECONOMIC HARDSHIP

DOCUMENTATION REQUIRED - *Refer to "Introduction" for Review Procedure*

The following information must be filed with the Building Department at least fourteen (14) days before a scheduled meeting for review of economic hardship. The GHDC may request any additional information. Incomplete applications cannot be accepted for review.

- A completed application form for a Certificate of Appropriateness, signed by the applicant and the property owner, describing existing conditions and proposed changes.

- List of the names and mailing addresses of all abutting property owners derived from the most recent records of the Tax Assessor. "Abutters" are defined as those properties whose front, side or rear lot lines touch the lot lines of the subject property, including properties across the street. Abutters of corner lots include the three (3) opposite corner lots in addition to those sharing side or rear lot lines.

- Color or black and white photographs of the property, showing all elevations, close-ups of details and relationship to surrounding structures. Photos are to be at least 4x6 inches and must be labeled with the street address and date. High-quality digital photographs are acceptable. Color photocopies of slides may be acceptable provided the image reproduces clearly. Photocopied prints and instant (Polaroid) snapshots are not acceptable due to lack of clarity and long-term stability.

- Plans and drawings (to scale) showing all proposed changes (see Alterations, New Construction or Demolition Guidelines, as relevant, for more specific information).

- Form of ownership of the property, including names and addresses of the owners. If the owner is a corporation, institution, government or other organization, include the name and telephone number of a contact person.

- A comparison of the cost of the proposed work with the cost of complying with GHDC Standards and Guidelines (minimum three [3] estimates each).

- Estimated market value of the property: a) in its current condition; b) after complying with GHDC Standards and Guidelines; and c) after the proposed alteration.

- Amount paid for the property, the date of purchase and the party from whom the property was purchased, including any relationship between the parties.

- If the property is commercial or income producing: a) the annual gross income for the previous three (3) years; b) itemized operating and maintenance expenses; c) depreciation deduction; and d) annual cash flow before and after debt service.

- Remaining balance on any mortgage secured by the property.
- Assessed value and real estate tax of the property, according to the two (2) most recent tax assessments.
- Any real estate listing of the property for sale or rent in the past three (3) years, including offers received.
- The long term and short-term availability of funds, including income and financing, available to the owner that would allow compliance with GHDC Standards and Guidelines.
- The feasibility of alternative uses for the property that would allow compliance with GHDC Standards and Guidelines.
- Any other information that the GHDC deems necessary for its determination.

SOURCES

Albert, Dennis P., Ancelin V. Lynch, Lombard John Pozzi, Elizabeth S. Warren. *Fixing Up: A Bilingual Handbook for Older Homes*. Warren, Rhode Island: April 1979.

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"Preservation Briefs" 1-30. U.S. Department of the Interior, National Park Service. Washington, D.C: U.S. Government Printing Office, 1976-1993.

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Respectful Rehabilitation: Answers to your Questions about Older Buildings. U.S. Department of the Interior, National Park Service. Washington, D.C.: The Preservation Press, The National Trust for Historic Preservation, 1982.