

Town of Harrisville

HISTORIC DISTRICT REGULATIONS

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Town of Harrisville, New Hampshire
Historic District Regulations

ARTICLE I — AUTHORITY AND PURPOSE

A. These regulations are promulgated under the authority of and in accordance with RSA 673, 674, 675 and 676. These regulations are established in furtherance of Town of Harrisville Zoning Ordinances: ARTICLE XI – HISTORIC DISTRICT.

B. The purpose of these regulations is to guide construction, maintenance, and rehabilitation of properties in the Harrisville Historic District so as to preserve the distinctive character and integrity of the district. The regulations are intended to ensure that properties in the district adequately meet HDC criteria in Article II. These regulations establish clear and objective rules to apply to proposals for change, so that HDC decisions and permits are based on objective criteria.

C. Whenever an application for the construction, maintenance, or rehabilitation of a property in the Harrisville Historic District is received, the Historic District Commission shall consider said application; and if the commission finds that the applicant meets the general criteria set forth herein, it shall grant the requested permit.

ARTICLE II — GENERAL CRITERIA

In making a determination on an application, the Historic District Commission shall take into account these regulations as follows:

A. HISTORICAL, ARCHITECTURAL, OR CULTURAL VALUE of subject buildings, structures, or landscapes and their relationship and contribution to the setting. This shall include the new construction of any accessory structures to a historic site such as garages, barns, Accessory Dwelling Units (ADUs), sheds, shops, landscaping or recreation structures.

B. RELATIONSHIP TO EXISTING BUILDINGS OR STRUCTURES: the compatibility of the exterior design, arrangement of elements, texture and materials proposed to be used in relationship to existing buildings or structures and their setting.

C. SCALE AND GENERAL SIZE OF NEW CONSTRUCTION in relationship to existing surroundings, with consideration of such factors as height, width, street frontage, number of stories, roof type, windows, doors, and architectural details.

D. RELATED FACTORS: other factors including yards, off-street parking, screening, fencing, stone walls, entrance drives, sidewalks, signs, lights, and/or landscaping which might affect the character of any building or structure within the district and similar factors which relate to the setting for such structure or grouping of structures.

E. IMPACT OF CHANGES: the impact that the applicant's proposal will have on the setting and the extent to which it will preserve the historical, architectural, and cultural qualities of the district and community.

F. UNIQUENESS OF STRUCTURES OR SITES: structures or sites which are architecturally important as unique constructions or as exceptionally fine examples of their period, region, style and significant features should be altered only so as to conform more closely to their original or most characteristic appearance. In such cases, the original appearance must be determined through convincing documentation by the applicant.

G. THE PUBLIC VIEW: these regulations shall be most strictly enforced for structures, facilities, and conditions within the public view as seen from streets, sidewalks, and parking lots. Harrisville Pond will not be construed as a vantage point for an ordinary public view. Lakeside facing elevations will be considered for allowable maximum fenestration and corresponding light pollution.

H. EXEMPTIONS: The Historic District Commission shall not require review of the following activities: Ordinary maintenance and repair of any architectural feature which does not involve removal or a change in design, dimensions, materials, color or outer appearance of such features.

I. WAIVER: The Commission shall have the discretion to waive any condition contained in these Regulations for good cause shown. A waiver of these regulations will be granted if each of the following conditions is found

- 1) Granting the waiver would benefit the public interest.
- 2) By granting the waiver substantial justice would be done.
- 3) Granting the waiver would not be contrary to the spirit and intent of the regulations.
- 4) Granting the waiver would not be detrimental to the historic character, environment, scenic value, or general welfare of the Town of Harrisville.

J. FINAL APPROVAL may require permission granted from other town and state boards and commissions. Those properties that have a deed covenant from Historic Harrisville Inc. will need to have an approved Application for Environmental Change.

ARTICLE III — PRESERVATION STANDARDS

The Commission shall be guided by the U.S. Secretary of the Interior's Standards for Rehabilitation. Rehabilitation is defined as the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values. (nps.gov/tps/standards/rehabilitation/rehab/stand.htm)

General Overview: The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

Interior Modifications are the jurisdiction of building code enforcement.

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic 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; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

ARTICLE IV — STEWARDSHIP AND MAINTENANCE

A. **MINIMUM MAINTENANCE:** Owners of all historic buildings and sites are encouraged to provide sufficient maintenance in order to keep such buildings and sites from falling into a state of disrepair. Owners can exemplify proper stewardship of their property. They can establish this discipline by being responsible for taking at least the minimum steps necessary to prevent the deterioration of components which could cause an unsafe condition or a detrimental effect upon the character of the Historic District, or which could lead to a later claim that deterioration has become so advanced that demolition or removal of architectural features is necessary.

B. **ASSISTANCE:** The U.S. Department of Interior National Park Service, Cultural Resources, Technical Preservation Services, has a wealth of technical information to tap into. The Preservation Briefs are intended to assist owners, architects and planning officials for answering questions about how to evaluate and preserve the character of historic structures and sites. <https://www.nps.gov/tps/how-to-preserve/briefs.htm>

C. **PROGRAMS:** Please contact the HDC to see if there are any available rehabilitation assistance programs for home owners of historic buildings in the district.

ARTICLE V — RELOCATION AND DEMOLITION

A. Buildings shall not be demolished or relocated on their present sites except for good cause shown. Applicants shall have made a reasonable effort to maintain the existing structure on the existing site. Preservation of a structure may include its relocation to another property in order to avoid demolition.

B. When the applicant is presenting a case for demolition or relocation, the HDC will initiate a Demolition Review. This process, which may require the assistance of professional and/or public agency services, may exceed the typical 45 day allowance in order for the HDC to render a final decision. The 45 day time limit can be extended with the applicant's permission, refer to the Historic District Commission Regulations Addendum: Application Guidelines (RSA 676:9). It is in the applicant's best interest to first seek consultation from the HDC in order to find out what requirements need to be met before the application is submitted and can be filed as complete.

C. The Demolition Review will involve the following criteria: Total demolition, partial demolition or relocation of a building and or structure categorized as a Contributing Resource, including secondary buildings and structures located on the same property as a Contributing Resource, shall be prohibited unless:

- 1) For Total and Partial Demolitions; the applicant can demonstrate that retaining the resource would constitute economic hardship due to unavoidable quantifiable and verifiable expenditures or a fiscal loss that would ensue should the building not be demolished, partially demolished, or
- 2) The building or structure has been determined structurally unsound, based upon a written technical report prepared by a professionally licensed and registered architect, landscape architect or licensed civil engineer registered in the State of New Hampshire that clearly demonstrates that the building or structure presents a risk to public health, safety and welfare; or
- 3) Total or Partial Demolition is limited to a non-contributing building or a free-standing structure on the same property that has not been cited as a significant resource or character-defining feature; or
- 4) The Historic District Commission, by majority vote, determines that Total or Partial Demolition is warranted due to extraordinary circumstances.
- 5) Total or Partial Demolition of later additions that are part of a Contributing Resource may be allowed. Their removal will be evaluated and determined by the Historic District Commission on a case-by-case basis.
- 6) For Relocations: The applicant can present an alternate site design that improves the case for public health, safety and welfare; or
- 7) The relocation provides an opportunity to better preserve the structural and architectural features of the contributing resource.

D. In order to receive final approval to demolish, partially demolish or relocate a building, it is necessary to receive the design and siting by a professionally licensed and registered architect, landscape architect or licensed civil engineer registered in the State of New Hampshire for any new construction or relocation before any demolition or building moves can take place. The importance of the old building, its siting to the landscape, as well as the building's historical significance, will be considered by the Historic District Commission.

ARTICLE VI — CHANGES TO EXISTING STRUCTURES

All existing historical elements such as windows, doors, moldings, etc., shall be retained and rehabilitated whenever possible. Replacement is not permitted for the purposes of greater convenience or energy efficiency unless it can be demonstrated that the greater convenience or energy efficiency is substantially more than what can be achieved through rehabilitation. Such demonstration shall be consistent of documentation from recognized preservationists, craftsmen, or architects who have expertise in historical rehabilitation or other such experts as appropriate. The applicant has the burden to provide such documentation. (One resource for locating experts is the "Directory of Products and Services" that is published by the New Hampshire Preservation Alliance.) In the case of windows, the use of storm windows is encouraged to both preserve the existing historic windows and to provide improved energy efficiency.

A. The historical architectural character of a building or structure -- expressed by design, style, rhythm, form, massing, scale, proportions, features, and materials -- shall be maintained or restored. When a change is proposed, significant existing materials and elements shall be retained whenever possible.

Consideration will be given to the storage of original materials when they are replaced (i.e. window sash, doors, shutters, unique architectural trim elements, etc.).

B. Use of synthetic (typically, aluminum or vinyl) siding shall not be permitted. Synthetic materials such as PVC may be permitted for window sills or other siding features such as mudsills which have a higher than normal environmental exposure providing the original profile of any original elements being replaced are duplicated.

C. Any new design elements introduced shall respect the character and history of the building. The design of such elements shall not seek to create an appearance earlier than that appropriate for the building.

D. PAINT DESIGN GUIDELINES: While paint colors are neither regulated nor subject to HDC review, the HDC is available to offer assistance and advice in the choice of colors for painting buildings, storefronts and other details. Parties interested in promoting the spirit and intent of the district are encouraged to come before the HDC for informal guidance in the selection of historically-appropriate colors or details.

- 1) Colors should be consistent with that of the balance of the district and should be presented in a conventional manner.
- 2) Unconventional colors or color combinations are discouraged.
- 3) Applying paint or other coatings such as stucco to masonry that has been historically unpainted or uncoated to create a new appearance is discouraged.
- 4) Removing paint from historically painted masonry or radically changing the type of paint or coating or its color is discouraged.

E. DOORS: Existing historical doors shall be retained and rehabilitated wherever possible. Where doorways must be altered, doors and entranceways shall be designed to respect the exterior architectural integrity of the building. Storm doors and screen doors shall have plain -- not scalloped or crossbuck -- stiles, rails, and panels and shall not have false "historical" hardware.

F. WINDOWS

- 1) Windows play more than a functional role; they are prominent visual elements of historic structures and often reflect the architectural style or period of construction. The location, size, shape, type and muntin arrangement of windows contribute significantly to a building's historic character; in the case of industrial buildings and commercial blocks, windows are frequently the primary design element. When the size of window openings is altered, the scale and proportions of the building are radically affected.
- 2) Windows in the historic district are usually double-hung, wooden sash windows with a variety of muntin arrangements that reflect the age and style of the building. Windows with stained or colored glass are also highly distinctive and of particular significance.

- 3) There are many reasons to retain historic window sash, unless it is beyond repair. Wood window sash typically has a long life expectancy; deteriorated sash can look worse than it really is. The sill and lower rail of the sash (the horizontal section) are most commonly affected and can usually be repaired or replaced without the need to replace the entire window. A sound wood window that is properly weather-stripped and supplemented by a high quality, tightly fitted storm window can be both cost and energy efficient and generally far easier to repair than an insulated replacement window.
- 4) Removing character-defining historic window sash shall be discouraged, unless repair is not economically feasible.
- 5) Any windows which are approved for replacement shall convey the same visual appearance in terms of overall dimensions and shape, size of glazed areas, muntin arrangement, and other design details as the historic windows. In addition, they shall have:
 - Clear-paned, non-tinted glass (except to replace historic stained or other types of translucent or opaque glass); and
 - True divided lights or a permanently affixed muntin grid on the exterior of the window in the case for insulated glass. In either instance, the muntin shall have a raised trapezoidal profile. Snap-in or between-glass muntin grids are not allowed.
- 6) If the historic window is to be replaced, the replacement window shall be of the same material. If the window is to be clad, it must match the same design profile of the original window and be of material of equal quality and approved by the Historic District Commission.
- 7) If the size or location of the original window opening has been altered, owners shall be encouraged to restore those openings if replacing windows.
- 8) Introducing new window openings into the primary elevations shall generally be prohibited. Enlarging or reducing the window rough opening to fit new stock windows shall generally be discouraged.
- 9) Exterior blinds/shutters shall be installed only if documentary evidence shows that they are historically appropriate to that building.
- 10) If replacement blinds/shutters are installed, they shall be wood and match the height and one-half the width of the window opening to replicate a traditional blind/shutter. Their design shall be appropriate to the style and period of the building.
- 11) Storm windows should be designed to:
 - Have a meeting rail that aligns with that of the primary window;

- Have a finish color that is close to the color of the window trim or primary sash and is not unfinished aluminum; and
- Match the shape of the primary sash, including arched upper sashes. (For arched windows, an interior storm window may be the best solution.)

G. ROOFS: Features which give a roof historical character shall be preserved or restored to the extent that such features are visible from the ground. Principal considerations include the original roof shape; original roofing materials or materials compatible with the old in composition, size, shape, color, and texture; architectural details such as dormer windows, monitors, cupolas, cornices, bargeboards, brackets, chimneys, chimney caps, cresting, snow belts, and weathervanes.

Generally, the district's original roofing materials are slate, asphalt or wood shingles. Some composite slate alternatives may be used to replace original slate roofs. Architectural style asphalt shingles may be used to replace 3 tab style shingles. Standing seam roofs are not permitted as they have no history of being used in the district. The exception would be standing seam snow belts or visible valley flashing on the lower roof section provided it is not unfinished aluminum.

H. OUTDOOR MECHANICAL EQUIPMENT (ducts, fans, air conditioners, compressors, generators, wind turbines, propane tanks, outdoor heating boilers and furnaces, etc.) shall be installed in locations which create the least disturbance to the historical appearance of the building and which involve the minimum alteration to its structural integrity. Landscape buffers may be used.

ARTICLE VII — NEW CONSTRUCTION

A. Significant historic materials and features should be preserved.

- 1) The design of new construction on a primary elevation or other character-defining elevation must not materially obscure damage, diminish, or otherwise negatively impact the primary elevation or other character-defining features of that structure.
- 2) Minimize loss of historic material comprising external walls.

B. The design of the new addition should complement, not compete with or detract from, the historic character of the original structure.

- 1) Make the scale, massing, and proportions of the new addition compatible with the original building to ensure that its historic form is not lost or compromised. Generally, the new construction shall be scaled down to be smaller and thus aesthetically subservient to the original building.
- 2) Locate or set back the new construction on a secondary or inconspicuous elevation so that the new work does not result in a radical change to the historic form and character of the building from its primary view(s). Place garage entrances on an inconspicuous side or rear elevation out of the public view or, failing this, well set back from the house façade.

C. The historic character of the original structure shall be protected so that the old work remains visually distinct.

- 1) Consider the new construction both in terms of the use and the appearance of other buildings in the Historic District. The new construction may reference design motifs from the historic building to which it is attached. However, it should complement, not compete with or detract from, the original historic structure in terms of massing, scale, proportions, materials, texture, and detailing.

D. Historic and other character-defining settings around the structure shall be preserved.

- 1) New construction should be compatible with the historic character of the immediate setting as well as the surrounding and neighboring areas and structures. Historic relationships within the setting and surrounding area should be preserved in terms of massing, scale, design, material, texture, and relationship of solids to voids.
- 2) New construction that replaces a previous structure that was recently destroyed or removed shall have consistency in scale and style with the previous structure, where the degree of consistency in scale and style shall be highest for previous structures that were:
 - a. Historically significant in style or architectural details, or
 - b. In a prominent location.

ARTICLE VIII — STREETScape

A. The expansion of any existing driveway or parking lot shall generally be discouraged. As most of the building lots in the District are small, impact on historic landscape features can be significant. Fencing or screening with appropriate plantings may be required. Soil permeability regulations established by other Town or State Boards could also prohibit such expansions.

B. Any alterations requiring changes to the topography of any property which shall materially change the landscape shall require an application to the Historic District Commission. Where changes in the existing ground level are necessitated by installation of foundations or sewage systems, etc., the Commission may require appropriate fill, grading, or planting to render the altered area compatible with its surroundings. FINAL APPROVAL may require permission granted from other town and state boards and commissions.

C. Reasonable efforts to preserve historical and traditional markings for property boundaries and grounds -- such as stone walls, fences, and tree borders -- should be undertaken. Replication or extensions may be introduced where appropriate. Extensions such as fencing must be made of natural materials.

D. The visual impact of telephone and electrical wires and meters as well as all other utility structures and equipment shall be minimized. Meters shall not be placed on the primary facade of a building but

shall be located so as not to limit access by public service personnel. Telecommunications service facilities, including accessory and related structures, must use concealment techniques and/or engineering designs which minimize the height and visibility of any structures to preserve the character and integrity of the Historic District. Applicants must demonstrate that they have met or attempted to meet this standard utilizing state of the art technology and alternatives before approval by the Historic District Commission.

E. Public visibility of any of the following may be ordered to be minimized or concealed where the condition is to not be in character with the Historic District, such as: man-made decorative objects, large or obtrusive personal property, equipment, and machinery such as bulldozers, storage sheds or outbuildings, landscaping features, and modern appurtenances such as above-ground pools, tennis courts, antennae, trash receptacles and storage containers.

F. SIGNAGE: In addition to HDC review, applicants are required to consult HHI about signs on HHI properties and Town of Harrisville Zoning Ordinances: ARTICLE XVII – SIGN ORDINANCE.

G. Mailbox posts and supports shall be simple in style. For example, they should be made of wood and be simple in design with nothing ornate and little or no carved details.

H. STREET LIGHTS: The HDC encourages the maintenance and restoration of the original Radial Wave lamps.

I. REMOVAL OF MATURE TREES: every effort should be made to maintain and protect mature trees that contribute to the character of the Historic District.

- 1) Approval: A Certificate of Approval from the Historic District Commission shall be required for the removal of any mature tree on public or private property within the Historic District. "Mature trees" shall be defined as any tree that contributes to the character of the district and that exceeds fifteen inches (15") in diameter at a height of four feet (4') above grade and is located between the street and the rear of the main building on the property and/or provides a canopy to the street.
- 2) Minimum Requirements: When a tree is approved for removal, the following minimum requirements shall apply:
 - a. The tree stump shall be ground down or removed to at least six (6) inches below grade level.
 - b. In cases where the tree is being removed because it is dead, dying, diseased, or decayed, the tree shall be replaced with one (1) of a native species that will grow to the same size as the one removed. For good cause shown, that the replacement of any tree(s) is deemed as inappropriate, due to implications of threat to public safety and/or damage to adjacent structures or other personal property, replacement as otherwise required may be waived by vote of Approval from the Historic District Commission.

J. WALKWAYS, DRIVEWAYS, AND PARKING LOTS

Walkways, driveways and parking lots can be brick, granite, stone, stone dust, pervious drainage pavers or asphalt. Walkways shall not be asphalt paved unless they are a compatible extension of an asphalt paved driveway or parking lot.

However, all materials shall be subject to review from the Zoning Board which governs the use of permeable and impermeable surfacing materials on any specific site.

ARTICLE IX — FENCES AND GUARDRAILS**A. FENCES**

A fence is a highly visible, architectural feature that should enhance the character of the house, street, and Historic District. The Commission encourages the replacement over time of fences that do not conform to these guidelines. Existing fences that resemble their historic styles shall only be replaced in kind. New fences intended to replace missing fences shall reproduce the historic style wherever possible, provided sufficient documentary evidence exists.

- 1) Historic fences, stone walls, posts and granite site features, including but not limited to mounting blocks, shall not be removed from the site on which they are located, and every effort shall be made to leave them undisturbed.
- 2) New fences or walls shall be simple in design and shall complement the materials and design of the building(s) on the site and the character of the site itself. Fences and stone walls along the street frontage shall be no higher than four feet, unless it can be documented that a higher fence or stone wall existed historically.
- 3) Applicants are encouraged to refer to historic photographs of the site or surrounding area for appropriate designs and materials.

B. GUARDRAIL AND HANDRAIL

- 1) PEDESTRIAN GUARDRAIL or HANDRAIL SYSTEMS are barriers erected along an unprotected or exposed side or edge of a walking-working surface to prevent falls. Height: The top-edge height of guardrails for loading docks, etc. must be 42 inches, plus or minus three inches, above the walking- working surface. <https://www.osha.gov/SLTC/etools/construction/falls/guardrail.html>
 - a. Guardrails for primarily pedestrian travel shall be wood, steel, cast iron or dark painted metal piping. All types to have three horizontal rail sections.
 - b. Applicants are encouraged to refer to historic photographs of the site or surrounding area for appropriate designs and materials.

2) VEHICLE GUARDRAIL SYSTEMS

This type of guardrail is, first and foremost, a safety barrier intended to shield a motorist who has left the roadway. The best case scenario, if a car is careening off the road, would be for that car to come to rest unhindered. <https://safety.fhwa.dot.gov/>. Guardrail systems need to meet NHDOT Standards and be of a design that does not detract from the historic character of the Historic District.

Vehicle guardrails shall be 31" in height as per NHDOT (see Resources Addendum in these Regulations for NHDOT link), and primarily constructed from wood with some exceptions. A steel backed wood rail with steel post system as in the Merritt Parkway Guardrail by The American Timber & Steel Company may be used if warranted. Generally, square timber rail and post systems are preferred. Americantimberandsteel.com

ARTICLE X – RENEWABLE ENERGY SYSTEMS (adapted from guidelines by the U.S. Department of the Interior, National Park Service, Cultural Resources).

BACKGROUND: While renewable energy systems were not historically present within the Harrisville Historic District, the HDC recognizes that modern technologies can allow for significant improvements to historic properties without compromising the historic value of the structure or site. When planning the installation of a renewable energy system, the overall objective is to protect the historic integrity of the property and its environment while accommodating system siting requirements for energy production. In general, all renewable energy installations should be sited in the least visible location possible, be reversible so that the system can be removed without permanent damage to the structure or resource, and should not alter or obscure character-defining features of historic structures. Property owners are encouraged to consult with the HDC early on in the process of considering the installation of a renewable energy system to identify opportunities and constraints for locating these systems on individual properties. Consult Town of Harrisville Zoning Ordinances: ARTICLE XXVIII - SMALL WIND ENERGY SYSTEMS; ARTICLE XXX - SOLAR ENERGY SYSTEMS.

A. DESIGN STANDARDS

- 1) The renewable energy system (hereafter "system") shall be installed in a location and manner on the building or lot that is least visible and obtrusive and in such a way that causes the least impact to the historic integrity and character of the historic building, structure, site or district while maintaining efficient operation of the system. The order of preference for the system location is as follows:
 - a. The rear or side of the property not facing a public right-of-way;
 - b. On accessory buildings or structures (such as sheds and garages) in a location that is least visible from the public right-of-way;
 - c. On newer additions to the primary structure in a location that is least visible from the public right-of-way;
 - d. On the flat roof of the primary structure, set back so as to be in the least visible location;

- e. On secondary façades or roofs (i.e. not facing the public way) of the primary structure; and
- 2) The system must be installed in such a manner that it can be removed and not damage the historic building, structure, or site it is associated with. Consult Town of Harrisville Zoning Ordinances: Article XXX-Solar Energy Systems.
- 3) In order to minimize visual impacts, colors of equipment and assemblies shall either be muted or shall match nearby materials and colors. The solar panels should be positioned to minimize glare onto neighboring properties.
- 4) Roof mounted solar photovoltaic systems on pitched roofs shall be on the same plane as the roof and positioned so as to be in the least visible location.
- 5) Solar array grids should be regular in shape and jointed. Multi-roof solutions should be avoided.
- 6) All supplementary equipment and supply lines shall be placed in inconspicuous locations and/or concealed from view with architectural elements (e.g. downspouts) or other screening

B. DESIGN GUIDELINES

- 1) Minimal Intervention – Installation of systems should adhere to the principle of Minimal Intervention which states that the less change or alteration done to a historic resource, the greater the integrity that resource retains.
- 2) Reversibility – Installation of systems should be done using the principle of Reversibility which states that nothing should be done to the historic fabric of a structure that cannot be undone or reversed without permanent damage to that historic resource.
- 3) The least visible application of technologies and their supplementary equipment is recommended.

ARTICLE XI – DEFINITIONS

Abutter – Any person whose property is located within a 100-foot radius perimeter and adjoins or is directly across the street from the land under consideration by the Historic District Commission. For purposes of receiving testimony only, and not for purposes of notification, the term “abutter” shall include any person who is able to demonstrate that their land will be directly affected by the proposal under consideration.

Accessory Dwelling Unit (ADU) -- a residential living unit that is within or attached to a single-family dwelling or located in an accessory building on the same property.

Accessory Structure – a subordinate structure or building on a lot, the use of which is customarily incidental to that of the main or principal building.

Alteration – any repair, reconstruction, restoration, replacement, rehabilitation, alteration, demolition, addition, or new construction proposed for the exterior of a building or its site. The work may involve changes in materials, dimensions, design, configuration, texture, color, or visual appearance.

Archeological Resources – Historical, architectural, archeological, and cultural resources encompass a range of sites, properties, and physical resources relating to human activities, society, and cultural institutions. Such resources include past and present expressions of human culture and history in the physical environment, such as prehistoric and historic archaeological sites, structures, objects, districts, which are considered important to a culture or community. Historical, architectural, archeological, and cultural resources also include aspects of the physical environment, namely natural features and the animal and plant life of a particular region, habitat, or geological period.

Architectural Feature – the architectural style, design, detail or general arrangement of outer surfaces of a building or structure that, if altered or removed, would affect its appearance and character. Examples of architectural features include, but are not limited to, building materials, windows, doors, cornices, roofs, porticos, storefronts, and painted signs.

Architectural Trim – exterior elements on a building or structure, including but not limited to cornices, brackets, window lintels and sills, oriels or bay windows, balconies, grilles, grates, lamp brackets, scrapers and handrails.

Bargeboard – also called vergeboard, exposed board or false rafter running underneath the slopes of a projecting gable roof. A bargeboard is a board fastened to the projecting gables of a roof to give them strength, protection, and to conceal the otherwise exposed end of the horizontal timbers of the roof to which they were attached.

Bracket – device of wood, stone, or metal that projects from or overhangs a wall to carry a weight. It may also serve as a ledge to support a statue, the spring of an arch, a beam, or a shelf.

Building – a roofed structure for the shelter, support or enclosure of persons, animals or moveable property. As applied to historic buildings, the term may apply to the portion of a structure that historically constituted a separate building.

Building Setback – the required minimum distance a building or structure must be located from a lot line.

Character-defining feature – the form, material and detail of those architectural features that are important in defining a building’s historic character and whose retention will preserve that character. Character-defining features include, but are not limited to, facades, roofs, porches, windows, doors, trim, massing, shape, orientation and landscape features, such as fences, walls, posts and walkways.

Certificate of Approval (COA) – written authorization from the Historic District Commission to the building owner or project applicant that allows the owner/applicant to conduct any of the regulated activities specified in these regulations.

Compatible – possessing characteristics that allow for a harmonious relationship. Compatibility does not require copying or matching of attributes and may involve the juxtaposition of dissimilar things that nevertheless create an agreeable effect.

Composition – the combining of distinct parts or elements to form a whole. The manner in which such parts are combined or related so as to form a unified architectural effect.

Configuration – the arrangement of the parts of something. The external form or outline achieved by such an arrangement.

Contributing resource – a building, structure or site within the Historic District that contributes to the overall historic and architectural significance of the historic District. Qualities of a building, a structure or site which contribute to the district’s sense of time and place and historical development. These include but are not limited to setback, massing, height, materials, architectural features, and/or fenestration.

Cornice – in architecture, a cornice is the uppermost horizontal area that protrudes or sticks out, like moldings along the top of a wall or just below a roofline. It describes an area or space that overhangs something else. Crown molding is not a cornice, but if the molding hangs over something, like a window or air vent, the protrusion is sometimes called a cornice.

Covenant – a condition or conditions established by deed that bind subsequent purchasers in their use of land or property.

Cresting – is ornamentation attached to the ridge of a roof, cornice, coping or parapet, usually made of a metal such as iron or copper.

Crossbucks – diagonal braces placed on the panels of a stile and rail door, creating an X pattern on the face of the door.

Cupola – a small dome, or hexagonal or octagonal tower, located at the top of a building.

Defining Characteristics – refers to all those visual aspects and physical features that comprise the appearance of every historic building. See National Park Service, Technical Preservation Services, Preservation Brief 17: Architectural Character—Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character.

Demolition, Partial- A partial demolition is the pulling down, destruction, or removal of a substantial portion of the building or structure or the removal of architectural elements which define or contribute to the character of the structure. Enlarging window and door openings would not fall into this category.

Demolition, Total – A total demolition is the pulling down, razing or destruction of the entire portion or a building or structure which is above ground regardless of whether another building or structure is constructed within the footprint of the destroyed building or structure.

Detailing – is a small piece of the whole, yet it has the power to characterize and define the entire building. Details tell us what a building is; they are fundamental to the life and personality of a space. Architectural detailing helps you bring it all together with a well fleshed-out design that communicates accurately at all levels of the construction process.

Economic Hardship – quantifiable and verifiable expenditures or fiscal loss that is unreasonable to bear under the circumstances. Demonstration of an economic hardship shall not be based on or include any of the following circumstances:

- Willful or negligent acts by the owner.
- Purchase of the property for substantially more than market value.
- Failure to perform normal maintenance and repairs.

Element(s) – the unique details and component parts that, together, form the architectural style of houses, buildings and structures.

Elevation – (1) a wall of a building; (2) an architectural drawing showing the vertical elements, generally exterior, of a building.

Envelope – the exterior surfaces of a building, including walls, roof, foundation and any projecting elements.

Façade – the front of a building or structure or any of its sides that faces a public right-of-way.

Fenestration – the arrangement of windows, exterior doors, and other exterior openings on a building.

Form – the point of contact between mass and space. Architectural forms, textures, materials, modulation of light and shade, color, all combine to inject a quality or spirit that articulates space.

Frontage -- the length of the lot bordering on a publicly approved road; a Class VI highway or private road; or a body of water.

Glazing – a component of a window or wall made of glass.

Historic building – A building or structure within the Harrisville Historic District that is categorized as contributing to the district’s sense of time and place and historical development.

Historic Character – refers to all those visual aspects and physical features that comprise the appearance of every historic building. Character-defining elements include the overall shape of the building, its materials, craftsmanship, decorative details, interior spaces and features, as well as the various aspects of its site and environment.

See National Park Service, Technical Preservation Services, Preservation Brief 17: Architectural Character—Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character.

Historic District, Harrisville – the map and boundaries were approved by vote of Town Meeting in 1970, in response to the need to preserve Harrisville as a valuable historical resource. The map, centered at the intersection of Main and Prospect Streets, is a zoning overlay map with 66 sites. The Harrisville Historic District Commission (HDC) regulates proposed changes to exteriors of properties within these Historic District boundaries.

Historic District, Locally-Designated -- a zoning district (usually an overlay), created at the municipal level and administered by a locally-appointed citizen commission, to preserve the distinctive historic character of buildings or structures in a defined area for public benefit. Using regulations and guidelines developed by the community, Historic District Commissions review proposals for exterior alterations, new construction and demolition on properties within the district.

Historic Harrisville, Inc. (HHI) -- a local preservation organization formed in 1971. HHI owns buildings, and administers preservation covenants on properties it does not own, to maintain architectural features and historic integrity. Covenants are deed restrictions binding on a

property owner. HHI has design guidelines, monitors properties, and reviews proposed exterior changes.

Historic Significance – determines why, where, and when a property is important.

Historic significance is the importance of a property with regard to history, architecture, engineering, or the culture of a state, community, or nation. The key to determining whether the characteristics or associations of a property are significant is to consider the property within its historic context. Properties can be significant for their association or linkage to events or persons important in the past, as representatives of manmade expression of culture (design/construction) or technology, or for their ability to yield important information about history or prehistory.

Impervious Cover – any modified surface that cannot effectively absorb or infiltrate water.

Examples of impervious surfaces include, but are not limited to permanent or temporary structures, roofs, decks, patios, and paved, gravel or crushed stone driveways, parking areas, and walkways.

In kind replacement - replacement of a feature with new material that identically matches the original with respect to design, size, configuration, color, texture and other visual qualities.

Industrial area - the area within the historic district in which most of the buildings were constructed for industrial uses.

Landscape – the visible features of an area of land, its landforms, and how they integrate with natural or man-made features. Combining both physical origins and the cultural overlay of human presence, often created over millennia, landscapes reflect a living synthesis of people and place that is vital to local and national identity.

Lintel – a horizontal structural building component of the building used to span an opening in a wall or between two vertical supports. It is generally used over windows and doors, both of which represent vulnerable elements in a building's structure.

Main block – the front, primary section of a residential building, when there is an attached ell, wing, shed or barn.

Markings – the location of boundary lines.

Masonry – Work constructed by a mason using stone, brick, concrete block, cast stone, tile, or similar materials.

Massing -- a term in architecture which refers to the perception of the general shape and form as well as size of a building. Massing refers to the structure in three dimensions (form), not just its outline from a single perspective (shape). Massing influences the sense of space which the building encloses and helps to define both the interior space and the exterior shape of the building.

Material – a substance or mixture of substances that constitutes an object. The HDC is concerned with the applied use of various materials or substances in the medium of building.

Minimal Intervention – the concept that intervention during heritage conservation activities should be kept to an absolute minimum and this principle’s relevance to the field of heritage conservation today.

Mitigation -- the full suite of activities to avoid, minimize, and compensate for adverse impacts to particular resources or values.

Monitor – in architecture, a monitor is a raised structure running along the ridge of a double-pitched roof, with its own roof running parallel with the main roof. The long sides of monitors usually contain clerestory windows or louvers to light or ventilate the area under the roof.

Mounting Blocks – a mounting block, horse block, carriage stone is an assistance for mounting and dismounting a horse or cart, especially for women, the young, the elderly or the infirm.

Muntin – a thin bar, usually wood, used to hold panes of glass in place.

Non-Contributing Resource - a building, structure or site within the Historic District that is either less than fifty (50) years old, or is fifty (50) or more years old, and has lost its architectural, historical or cultural integrity due to major alterations or other changes and thus has lost the ability to contribute to the character of the historic district. A Non-Contributing resource may become a Contributing resource when it becomes 50 years old. It may also become a Contributing resource if its integrity is restored. The fifty-year benchmark coincides with that recognized by the National Park Service in its preservation programs.

Ocular Window – a small window that is circular or oval in shape.

Oriels – an oriel window is a form of bay window which protrudes from the main wall of a building but does not reach to the ground. Supported by corbels, brackets, or similar cantilevers, an oriel window is most commonly found projecting from an upper floor but is also sometimes used on the ground floor.

Orientation – the determination of the relative position of something.

Porticos – In the simplest of terms, a portico is a porch roof at the front or side entrances of buildings. Porticos are supported by 2 or more columns and allow anyone a degree of protection from rain or inclement weather as they are entering the building.

Primary Elevation – the front and/or street-facing walls of a building.

Property – area of land containing a single historic resource or a group of resources.

Proportions – the relation between elements and a whole.

Public Right-of-Way – any street, alley, park or other location on the ground that is open to and accessible by the public.

Public View -- any area visible from a public roadway, sidewalk or grounds from a point up to six feet above the public surface that can be readily seen by normal unaided vision.

Public Utility Facility – a facility owned or operated by a licensed public utility as defined in NH RSA 362 for the generation, transmission, storage or distribution of telephone services, electricity, gas or petroleum products, water sewer, or other public utility services to the public to the extent permitted by law.

Reconstruction – the act of recreating a property that has been destroyed, through documentary research and the use of new materials.

Rehabilitation – the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving the character defining portions and features of the property that are significant to its architectural, historical and cultural values.

Relocation – the act of removing a building, structure or other resource from its existing foundation or location to another foundation or location, including on the same site. Applications for relocation shall be subject to the same standards as demolition.

Removal -- the act of destroying or relocating a building, structure or other resource. For purposes of this ordinance, applications for removal shall be subject to the same standards as demolition.

Renovation – alterations and improvements by repair that enhances or modernizes the building with the basic character of the building preserved.

Re-pointing – repairing mortar by raking and refilling the outer face of mortar joints.

Repair – any work that will involve no change in materials, dimensions, design, configuration, color, texture or visual appearance. In terms of masonry repair, this may involve in-kind spot replacement of masonry units that are damaged or broken.

Residential area – the areas within the historic district that are characterized by residential buildings, including those that have since been converted to commercial use.

Residential building or site – A building or site originally designed and used for residential purposes, including those later converted to commercial use.

Resource – any building, structure, site or object that is part of or constitutes a historic property.

Restoration – the act or process of accurately recovering the form, features and character of a property and its setting as it appeared at a particular period of time, by means of removing features from other periods and reconstruction of missing features from the restoration period.

Reversibility – involves keeping an object from destruction and seeing to it that the object is not irredeemably altered or changed. Designed with reversibility in mind, it will then be conceivable and feasible to remove them at a later date.

Rhythm – the regular occurrence of elements or features such as spacing between buildings.

RSA – the abbreviation “RSA” shall mean the latest edition or supplement of the New Hampshire Revised Statutes Annotated.

Safety Hardship – see structural instability.

Scale -- proportional elements that demonstrate the size, materials, and style of buildings.

Screening – means any landscaping or structure such as walls, landscaped berms, and hedges, used to conceal or reduce the negative visual and audio impacts of certain land uses or activities from streets or adjacent development.

Setback – the distance between any property line and the nearest point to which any building or structure can be erected. All measurements shall be to the outside edge of the ground floor wall nearest the property line, or to the foundation support of any porch, patio, ramp, awning or other similar structure that is attached to the main structure.

Setting -- the character of a place in which the property played its historic role. Integrity of setting considers the basic condition of a property as it appeared during the period of significance. It includes not just the area within the site boundaries, but the surrounding environment.

Shall – used as a verb to indicate those actions which are specifically required to preserve and protect significant architectural elements.

Should – used as a verb to indicate a recommended course of action.

Sign – Any identification, description, illustration, or device illuminated or not illuminated which is visible to the general public and directs attention to a product, service, place, activity, institution, business or solicitation, including any permanently installed or situated merchandise; or any emblem, painting, flag, banner, balloon, pennant, or placard designed to advertise, identify or convey information.

Sill – The bottom of a system, window, door, framing member. The sill is a common reference for the last member prior to the ground, or the supporting structure below. The reference to sill is usually meant to be in the ground. For example, a mud sill, is a piece of wood or other material, that is located beneath a structural column or support.

Site -- an area of land where the location itself possesses significance, such as where a significant event took place; a prehistoric or historic occupation or activity; a building or structure whether standing, ruined, or vanished; a cemetery; or natural feature of cultural importance.

Snow Belt – consists of a metal panel system running along the roof at the drip edge that protects from ice build-up and damming at the roof eaves. It allows the snow to fall off the eaves where ice damming typically occurs but will not unload the entire roof as a metal roof would.

Solids to Voids, Relationship – There will always be a correlation between a solid enclosure limiting the void space and the empty space defining the solid mass.

Standing Seam – the term standing seam, used in roofing, comes from the connections between the metal panels that are raised. Standing seams run vertically and are created by folding and crimping the edges between the panels.

Street Frontage – means the distance for which a lot line of a zone lot adjoins a public street, from one lot line intersecting said street to the furthest distant lot line intersecting the same street. Street frontage means that portion of a building site that has a common line with a street right-of-way line.

Streetscape -- the distinguishing character of a particular street as created by its width, degree of curvature, paving materials, design of the street furniture, and forms of surrounding buildings.

Structure – anything built or erected with a fixed location on or in the ground, or attached to something having location on or in the ground, including, but not limited, to: buildings, fences, walls, television antennae, street lamps, docks, patios, terraces, solar photovoltaic systems (ground or roof-mounted), porticos, gazebos, etc.

Structural Instability – the building or structure has been determined by the Code Enforcement Officer to be structurally unsound or deteriorated, such that demolition is required for public health, safety or welfare; and an architect or professional engineer registered in the State of New Hampshire has prepared a written technical report demonstrating that the building or structure presents such a risk.

Style -- a type of architecture distinguished by special characteristics of structure and ornament and often related to a time period; also, a general quality of a distinctive character.

System – a group of interacting or interrelated elements that act according to a set of rules to form a unified whole.

Texture – the visual or tactile surface characteristics and appearance of something.

Tuck pointing – Repairing mortar by removing crumbling and deteriorated mortar and inserting, or “tucking,” new mortar into the cleaned joints.

Window sash – the framework into which panes are set. For windows that open, this is the moveable portion.

ADDENDA

APPLICATION GUIDELINES

1: Application Procedure and the Forty Five (45) day process (RSA 676:9)

- A. The application shall be submitted to the Secretary of the Select Board for the Town of Harrisville during normal business hours. The deadline shall be 18 calendar days prior to the date of the next scheduled HDC meeting.
- B. Meetings are held on the 4th Tuesday of every month at the Town Hall at 7pm.
- C. A check for \$25 must be submitted at the same time and made out to The Town of Harrisville
- D. The Application Reviewer, an HDC member, has 5 working days to review the application to check that it contains all the required information and is complete.
- E. Once the application is deemed complete, the application is considered filed and the Commission has 45 calendar days to seek all the information that it needs to hold a hearing and make its decision.
- F. If the application is incomplete, the HDC will notify the applicant immediately in writing with a full explanation of the specific information that is required.
- G. The 45 day clock does not begin until the application is deemed complete and filed with the HDC.
- H. The 45 day clock may be extended if the applicant agrees to a longer period of time.
- I. If the commission does not file its decision within the specified time period, it constitutes approval of the project by the commission.
- J. When the application has been deemed complete and has been scheduled for the next HDC meeting, all abutters within a 100' radius of the applicant's property, ascertained by the secretary for the Select Board, shall be notified by certified mail and by public notice in the local newspaper (Keene Sentinel)
- K. Fees for the public noticing shall be collected when the HDC has made its decision.
- L. The applicant or agent must be present for the hearing and any site visits.

2: Information that must be submitted with the application in order to schedule the hearing.

- **Agent:** If the applicant is being represented by an agent, an affidavit giving authorization to the agent from the applicant must be included
- **Historic Harrisville Inc (HHI) Covenant:** If the property of the applicant has a deed covenant from HHI, it is highly recommended to *first* secure approval for the intended work from HHI in order to facilitate the application process with the HDC.

- **Description:** Please clearly state in detail the work that you are proposing
- **Pictures:** Show where the intended work on the property is to take place and make sure to take photos that represent view (s) that the public and notified abutters would have if possible.
- **Drawings:** Please submit drawings that render enough detail to illustrate the work from different elevations. Make drawings to scale and give dimensions. If new window and door openings or new additions are being proposed please include a rough floorplan of the area that is relevant to the intended work.
- **Manufacturers Product Sample & Literature:** Please include any brochures for any new products that may be installed. Product samples are always appreciated if available and salespersons or contractors representing any such products are always welcome at the applicants' hearing.
- **Changes or Revisions:** Once the application has been accepted and is under review, substantial changes or material deviations will/may require submitting an all new application.

3: Site Visits

The HDC often chooses to schedule a public site review on the same day 30 to 60 minutes prior to the hearing. The time will be posted during the public noticing process. The applicant or agent will be invited and must be present to give a brief discussion of the intended work. The abutters and public will have the opportunity to ask questions at the hearing in the town hall.

4: Other Boards or State Agencies

Final approval for the project may require approval from other town and state boards and commissions. Generally, the most efficient order for the applicant to proceed can be as follows:

When changes or repairs are intended for an existing structure:

- a. HHI: Application for Environmental Change (Covenant Properties)
- b. HDC: Certificate of Approval
- c. Code Enforcement: Building Permit

When New Construction (additions or new structures) are proposed

- a. Code Enforcement: gathering information and meeting the requirements for property line setback rules and impact of the new construction on Permeable and Impermeable ground surfaces
- b. NHDES Approval: Impact on Permeable and Impermeable ground surfaces for waterfront properties.
- c. HHI: Application for Environmental Change (Covenant Properties)
- d. HDC approval
- e. Zoning Board Approval: Any changes that effect size or height in non-conforming lots, as is with most lots in the Historic District. Any changes will require a Special Exception or Variance for approval.
- f. HDC approval

g. Code Enforcement: Building Permit

If Application is Approved: The HDC will issue a **Certificate of Approval** to the applicant. A copy will also be forwarded by the Secretary of the Select Board to the Building Code Enforcement Officer for the building permit process.

If Application is not approved: The HDC will issue a **NOTICE of DISAPPROVAL** with the reasons for the decision.

Appeal of HDC Decision: Aggrieved parties have 30 days to appeal the decision of the HDC to the Harrisville Zoning Board of Adjustment.

RESOURCES

Window Repair References:

This information is intended to be informative only and not to replace a design standard above or a decision rendered by the Harrisville HDC.

- 1) Helpful points when considering window replacement have been developed by the Cambridge, MA Historical Commission and are available at https://www.cambridgema.gov/-/media/Files/historicalcommission/pdf/windowlines_final.pdf
- 2) Useful information on repairing and weatherizing wood sash can be found in Preservation Brief 9: "The Repair of Historic Wooden Windows," Technical Preservation Services, National Park Service, U.S. Department of the Interior. <https://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm>

Guardrail Standards: NH Department of Transportation

https://www.nh.gov/dot/org/projectdevelopment/highwaydesign/standardplans/documents/2010_gr_1.pdf

Preservation Briefs, National Park Service

The U.S. Department of the Interior, National Park Service, Cultural Resources, Technical Preservation Services has a wealth of technical information to tap into. The Preservation Briefs are intended to assist owners, architects and planning officials for answering questions about how to evaluate and preserve the character of historic structures and sites. Preservation Briefs help historic building owners recognize and resolve common problems.

<https://www.nps.gov/tps/how-to-preserve/briefs.htm>

National Park Service, Technical Preservation Services, Preservation Brief 17: Architectural Character—Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character.

<https://www.nps.gov/tps/how-to-preserve/briefs/17-architectural-character.htm>

New Hampshire Preservation Alliance Directory of Products and Services

The New Hampshire Preservation Alliance publishes a directory of contractors, consultants, craftspeople, services, and organizations that adhere to a preservation ethic and are members of the Preservation Alliance.

<https://nhpreservation.org/directory>