

Historic District Commission

Draft Rules of Procedure under RSA 676:1

<p>Authority</p>	<p>The HDC has broad responsibilities for reviewing proposals in the historic districts based on the following federal, state, and local rules and standards. Copies are available on the HDC section of the town website. Applicants need to understand the significance of each of these levels of authority.</p> <ul style="list-style-type: none"> • Federal level: <i>U.S. Secretary of the Interior's Standards for Rehabilitating Historic Buildings</i> • Federal/State level: <i>Certified Local Governments Program in New Hampshire</i> – Newington is one of only 25 of the 259 towns/cities/unincorporated places that are certified under this program. • State level: NH Division of Historic Resources' <i>Historic building code compliance</i> – Access, building, and safety codes generally include special provisions for historic properties that take into consideration the particular circumstances, historic materials and construction methods. • State level RSAs: RSA 674:46-a Powers and Duties of the Historic District Commission RSA 676:1 Method of Adopting Rules of Procedure RSA 676:8 Issuing Approval for Building Permits • Local level: Town Ordinance: Historic District Regulations – gives the HDC very broad authority (A, B, C, D) to review proposals in the historic districts. Any municipal project that involves the selectmen or library trustees does not have to follow the town zoning ordinances; HDC review is a courtesy not a requirement.
<p>Contact person</p>	<p>All contact must be through the town office. HDC members should not be contacted at their home phone or email addresses. All discussions relative to the proposal need to be at an HDC meeting that has a posted agenda and minutes.</p>
<p>Application</p>	<p>There is no formal application form, but applicant should provide contact information (phone, email), the property address and map/lot number, a list of abutters, the appropriate fee, a plan with building locations and setbacks on the property, a description of the proposal and proposed design, and any relevant photos.</p>
<p>HDC Meetings</p>	<p>Generally, take place once a month or at the discretion of the HDC. To hold an official meeting, a quorum of 5 HDC members (or alternates) is required.</p>
<p>Agenda</p>	<p>Applicant must request being added to a HDC agenda at least two weeks prior to a scheduled meeting.</p>
<p>Timeline</p>	<p>An HDC review is not like asking for a routine building permit. Since the HDC meets monthly, the overall review can take 3 months or longer.</p>
<p>Deadlines</p>	<p>The HDC must receive submitted materials at least two weeks before a scheduled meeting. Allow for additional time for the town office to distribute the materials to HDC members.</p>

Format of meetings	<p>The HDC review is a formal review having three basic parts: a working session followed by a formal review followed by a public hearing and decision.</p> <p>The formal review and public hearing will generally be on different days so minutes can be generated and approved, and designs modified as necessary.</p> <p>A site walk will be included in either the working session or formal review.</p>
Review Process	<p>To fulfill its review responsibilities, the HDC will follow the 10 standards recommended by the U.S. Department of Interior, as endorsed by the NH Division of Historical Resources. These standards are distilled into a checklist of what is needed for a review to take place.</p> <p>The HDC will identify the comparator buildings used for the review of the proposal. The historic district has a diversity of brick, wooden colonial, stone, and metal buildings.</p>
Required Material	<p>Consult the attached checklist for material that the HDC may need for its review depending on what you are proposing. Provide any additional material that you believe is relevant. Based on the proposal, the HDC may ask for additional information.</p>
Distribution of materials	<p>All materials in print or electronic form need to be submitted to the contact person in the town office, who will then make copies and distribute the material to HDC members.</p> <p>Applicants should not send material directly to any HDC member by mail or email.</p>
Vote	<p>5 HDC members, or alternate(s) as needed, will vote on a proposal.</p> <p>An alternate will replace an HDC member if that member cannot be at the meeting or if the alternate attended previous meetings/site walks and the member did not.</p> <p>Three votes are needed for approval.</p>
Minutes	<p>Minutes will be taken by a town employee and not an HDC member.</p> <p>The minutes will be approved by the HDC at their next meeting.</p> <p>Minutes must be approved by the HDC prior to any review or certificate of approval becoming effective.</p>
Videotaping of meetings	<p>All HDC meetings should be videotaped and the videos posted on the town website. It is for the protection of the applicants and the HDC members. Without an actual record of what is said and how it is said, misleading misinformation can be alleged and circulated.</p>

HDC Adopted
October 11, 2021

Check list

HDC evaluation considerations:

- Character of the area
- Historical value of building and setting
- Architectural value of building and setting
- Proposed design, arrangement, texture, and materials compared to existing building and area

Evaluate characteristics:

- General size and scale of any new construction
- Building height and width and orientation to the street
- Building proportions, special relationships
- Massing, “big house, little house, back house, barn,” outbuildings
- Street frontage
- Setbacks
- Number of stories
- Roof shape, dormer types
- Siding type
- Windows, pattern of windows, size, spacing, proportion of wall, symmetry, shutters
- Doors and entrances, sidelights, transom windows
- Architectural details, e.g., eave brackets, door facades, corner pilasters, porches,
- Wells, cisterns, stone walls, fences
- Foundation type
- Foundation elevation
- Chimneys
- Significant trees and landscape elements