

**\*Proposed Amendments – Historic District Ordinance\***

The Durham Town Council initiated various amendments to Article XVII - Durham Historic Overlay District of the Durham Zoning Ordinance on February 15, 2016. Changes from the current ordinance proposed by the Town Council are shown below in blue and red. Additional changes proposed pursuant to *general discussions* with the Planning Board are shown in purple. The Planning Board has not yet approved these specific changes, however, and the Planning Board has not seen the proposed new section on Signage at all. This document is presented to the Planning Board for consideration on March 23.

❖ Proposed changes are shown as follows:

*Proposed additions to the existing ordinance by the Town Council*

~~*Proposed deletions from the existing ordinance by the Town Council*~~

*Proposed new additions from the Town Council document*

~~*Proposed new deletions from the Town Council document*~~

*[Note. Comments from the Town Planner for explanatory purposes only are shown like this.]*

\*Please note that a completely new proposed subsection G. - regarding signage, in Section 175-96 Standards for Review - is presented for consideration by the Planning Board. This revision was prepared by Barbara Dill, Planning Board member; Andrea Bodo, Vice Chair of the HDC; and Michael Behrendt. **The new proposal is included below and is marked like this.** The earlier draft proposed by the Town Council is not included here, but can be viewed on the prior draft of these amendments.

-----  
**ARTICLE XVII  
DURHAM HISTORIC OVERLAY DISTRICT**

**175-90. Purpose.**

This article establishes a Historic Overlay District (HOD) in the Town of Durham pursuant to NH RSA 673:4 and 674:45 through 674:50.

The purpose of the HOD is to preserve and promote the historic, cultural, educational, economic, and general welfare of the community by:

- A. Protecting and preserving structures, places, and properties that reflect elements of the cultural, social, economic, and political heritage of the town Town;
- B. Promoting the preservation, restoration, rehabilitation, and adaptive reuse of structures and places of historical, architectural, and community value as well as vistas of significance within the HOD;
- C. Conserving property values in the HOD;
- D. Protecting and enhancing the attractiveness of the HOD;
- E. Promoting the use of the HOD for the education, pleasure, and welfare of the citizens of the town Town.

#### 175-91. Historic District Commission and Heritage Commission

##### A. Organization, Membership, and Procedures.

1. The Historic District/Heritage Commission is one unified body that fulfills the responsibilities of both a historic district commission and a heritage commission. It may be referred to as The Historic District/Heritage Commission or simply “The Commission.” When performing the duties of a historic district commission, it may also be referred to as The Historic District Commission or The HDC. When performing the duties of a heritage commission, it may also be referred to as The Heritage Commission.
- ~~1.~~ 2. Members of the Historic District/Heritage Commission (~~HDC~~) shall be appointed by the Town Council.
- ~~2.~~ 3. The ~~HDC~~Commission shall consist of seven (7) members. All members shall be residents of the Town of Durham; one (1) shall be a member of the Town Council, and one (1) shall be a member of the Durham Planning Board. In determining the qualifications of a Commission member, consideration will be placed on her/his demonstrated interest and ability to understand, appreciate and promote the purpose of the ~~HDC~~ Commission.
- ~~3.~~ 4. The Commission members shall be appointed for three-year terms, except that the initial appointments shall be staggered so that subsequent appointments shall not recur at the same time. Members shall serve without compensation. In the event of a vacancy on the Commission, interim appointments may be made to complete the unexpired term of such position.
- ~~4.~~ 5. The ~~HDC~~ Commission shall annually elect a Chairman, Vice Chairman, and Secretary from among its membership.

- ~~5.~~ 6. The **HDC Commission** shall adopt and may from time to time amend such rules and regulations as are not inconsistent with the intention of this chapter and of state enabling legislation.
- ~~6.~~ 7. The **HDC Commission** shall develop and submit an annual request for funds to the Town Council. Subject to appropriations or other income, the Commission may employ clerical and technical assistants or consultants ~~and~~. **The Heritage Commission** may accept gifts of money or services, or grants, and may hold or expend such gifts or grants for the purposes of this chapter.
- ~~7.~~ 8. The decisions of the Commission shall be by vote of the majority of the Commission members.

- B. **Powers and Duties.** ~~The primary role of the Historic District Commission is to review applications within the Historic District (Subsection 1., below, pursuant to RSA 676:46-a). The broader role of the Heritage Commission is to promote historic preservation in general (pursuant to RSA 674:44-b). The HDC Historic District/Heritage Commission shall have the following powers and duties: The Historic District Commission shall review applications within the Historic Overlay District (“Historic District”) approving, approving with conditions, or denying applications, as appropriate. The HDC may assume any other responsibilities related to the Historic District consistent with RSA 676:46-a.~~

~~The Heritage Commission has a broader role in promoting historic preservation in general. Pursuant to RSA 674:44-b, the Heritage Commission may:~~

- ~~1. Review and approve, approve with conditions, or deny applications for Certificates of Approval within the Historic Overlay District (“Historic District”).~~

*[Note. This change is suggested by the Planning Board to distinguish the respective roles of the Historic District Commission and the Heritage Commission. The provisions below should be renumbered accordingly.]*

2. Call upon Town staff, citizens, abutters to applicants, and professionals, as it sees fit, for input, consultation, and recommendations on matters before the Commission.
3. Conduct small area or community-wide surveys of historic, architectural, and cultural resources.

4. Nominate structures and districts for listing in the New Hampshire State Register of Historic Places and National Register of Historic Places and review all proposed National Register nominations within the Town; keeping a record of all properties that are included in local historic districts, listed in the National Register, or determined eligible for National Register listing.
5. Prepare historic resources components of local master plans and ensure that the impacts on historical resources are considered at every level of local decision-making.
6. Advise other elements of local, state, and federal government regarding, and advocate on behalf of, the identification, protection, and preservation of local historical, architectural, archaeological, and cultural resources.
7. Consult on applications for zoning amendments, variances, conditional uses, and other approvals affecting property in the historic district, *and, when the Commission deems appropriate, on applications affecting historic resources located outside of the Historic District.*
8. Investigate and recommend to the Planning Board and Town Council amendments to these provisions and appropriate areas for designation as historic districts.
9. Act as a liaison between local government and individuals or organizations concerned with historic preservation.
10. Educate municipal officials, property owners, the public, and individual members of the Commission about the historic district and historic preservation.
11. Participate in informational, advisory, and policy setting meetings about historic preservation issues, historic district commissions, *heritage commissions*, and Certified Local Governments.
12. Develop and administer a system of markers and monuments recognizing individual properties in the district and acknowledging special contributions toward historic preservation by members of the community.
13. Develop and submit an annual request for funds to the Town Council.
14. Subject to the availability of funds, the Commission may employ clerical and technical assistants and retain consultants as needed.

15. Adopt, and from time to time amend, rules and regulations that are consistent with the intent of this article and appropriate state statutes.
16. Coordinate with other Town boards in the review of items, such as lighting or parking areas, which might also be subject to review by those boards.
17. Undertake any other appropriate action or activity necessary to carry out its mission as embodied in this section.

### **175-92. Designation of Historic District**

- A. ***Procedures for Designation.*** The (HOD) District exists as a zoning overlay district. The District boundaries may be amended and new historic districts may be designated and delineated following the Amendment Procedure described in Article IV, Section 175-14 of this Zoning Ordinance.
- B. ***Criteria for Designation.*** The following criteria should be considered when the Commission, Planning Board, and Town Council deliberate the enlargement or reduction of an existing district or the creation of a new district. In any district which contains multiple properties or structures, not every property or structure need meet these criteria. Rather, the district overall should embody a meaningful degree of continuity, cohesiveness, integrity, and conformity with one or more of the following criteria.
  1. The site is identified with or significantly represents or exemplifies one or more significant cultural, social, political, economic, or military events in the history of the Town of Durham, region, state, or nation.
  2. The site is associated with a person or persons of historic significance;
  3. The site embodies distinguishing characteristics of, or quality in, design, detailing, materials, craftsmanship, or a particular architectural style.
  4. The site is identified as the work or representing the work of a master builder, designer, architect, engineer, or landscape architect whose individual work was influential in the development of the ~~Town~~ town, region, state, or nation.
  5. The site's unique location and characteristics make it an established and appreciated element or visual landmark for the community.
  6. The site's age (typically 50 years or older), good condition, and special features make it worthy of preservation.
  7. The site has yielded or is likely to yield significant archaeological information.

8. The site contributes to the visual continuity of the District.

### **175-93. Identification of The Historic Overlay District.**

A Zoning Map of the HOD as amended, including all the notations, references, district boundaries, and other information shown thereon, is incorporated by reference as part of this Ordinance and is on file with the Town Clerk. If there are any inconsistencies between the map and the listing of map and lot numbers under subsection (B), the listing of map and lot numbers herein shall prevail.

- A. **Locating Boundaries.** The District lines drawn on the HOD map are generally on or parallel to a street, watercourse, or lot line, and shall, unless there are indications to the contrary, be deemed to be:
1. On the centerline of the right-of-way or watercourse;
  2. Parallel to the centerline at the distance noted; or
  3. On the lot line, or parallel to the lot line, at the distance noted in Section B.
- B. **Delineation of the District.** The HOD is defined as that area made up of the lots listed below, including those that are Town-owned lots, as delineated on the Durham Tax Maps, excluding road rights of way and structures within the road rights of way. Unless otherwise noted, all of the land composing each lot shall be considered to lie within the District. ~~The District also includes all Town property necessary to make a contiguous District.~~ Should any of the lots listed below be subdivided or combined with other lots in the future, the new lots, or applicable portions of those new lots, that are located within the overlay district as delineated herein, shall be included in the HOD.
1. Map 4: Lots 1-0, 50-0 (including only the westerly portion as delineated on the Zoning Overlay Map and as originally identified as Lots 52 and 53), ~~52, 53~~, 54-2 (Episcopal Church), 54-3, 54-4, ~~55, 56, and 59~~ 55-0, 56-0, and 59-0.
  2. Map 5: Lots 1-4 ~~through 1-10 inclusive~~, 1-5, 1-6, 1-9, 1-10, 1-12, 2-1 through 2-8 inclusive, 3-1, 3-2, 3-3, ~~4-0~~, 4-2 [seventy-five (75) feet from the centerline of Newmarket Road], 4-10, ~~4-11~~, 4-12, ~~5-6-6~~, 5-10, 5-11, 5-12, 5-14, 6-6, and 7-0.
  3. Map 6: Lots 9-1 through 9-5 inclusive, 9-6, 9-6-1, and 9-8, and 9-8-1 [~~both lots, for all four lots~~, two hundred fifty (250) feet from the centerline of Newmarket Road], 9-7, 9-9, 9-10 [two hundred fifty (250) feet from the

~~centerline of Newmarket Road~~, 11-0, 11-1, 11-2, 11-3 [two hundred fifty (250) feet from the centerline of Newmarket Road and Durham Point Road], 11-4, 11-5, 11-6, 11-7 and 11-8 [both lots, two hundred fifty (250) feet from the centerline of Newmarket Road] and 12-1 through 12-8 inclusive, including 12-3A.

*[Note. Lot 9-10 is not listed in the current ordinance. It was recommended to be added with this amendment as it has been shown on the Historic District map but the Planning Board recommends that it not be added (pursuant to the property owner's request and the Town Planner's recommendation)]*

*[Note. Recently, Map 6, Lot 9-6-1 was subdivided from Lot 9-6, and Map 6, Lot 9-8-1 was subdivided from Lot 9-8. These are, of course, part of the district, but the listing should be updated to include these new lot #'s (within 250 feet of the centerline of Newmarket Road).]*

4. Map 11: Lot 34-1 [two hundred fifty (250) feet from the centerline of Durham Point Road, located to the west of Lot 15-17-1]

4. 5. Map 15: Lot 17-1

#### 175-94. Purview of Board.

A. *Activity Within the Historic District Overlay District Subject to Review.* Approval of the HDC is required for the following activity ~~respecting structures~~ within the HOD:

1. Modifications to the exterior architectural appearance (See definition) of the property including erection of new structures (See definition for "Structure" in the Historic District), additions to existing structures, alterations to existing structures, demolition of existing structures or portions of existing structures, or relocation of any structure into, out of, or within the HOD
2. Installation, modification, or removal of exterior freestanding lighting structures.
3. Erection, alteration, or removal of any kind of wall, barrier or fence.
4. Installation of pavement or other impervious or semi-impervious material on the ground or establishment of any parking or driveway area.
5. Installation of any new roofing material where the material, form, or color will change significantly; provided that. However, where failure to repair a roof will result in immediate damage to the structure and the repair material changes significantly in material, form, or color from the original, then the

Code Enforcement Officer may grant approval for emergency temporary repairs and immediately notify the HDC of such action, which will then review the work at its next opportunity.

6. ~~Signage (excluding political, contractor, real estate signs), banners, flags, and similar displays, except for those of a temporary nature, i.e. those for which approval from the Town has been received to allow for display not to exceed two weeks at any one time.~~ Signage, except for Temporary Signs (See Subsection 175-133 C), such as political, contractor, and real estate signs. See section on Signage, below, for special provisions.
7. Removal or destruction of any healthy tree with a diameter at breast height (at 4-1/2 feet above grade) of 12" or more.

[Note. Additional language requested by the Planning Board.]

8. Any substantial change in topography (cuts and fills).
9. Building and ground-mounted utilities and roof penetrations that would be visible from a public street within the Historic District at any time of the year.

[Note. Suggested for addition by Michael Behrendt, Barbara Dill, and Andrea Bodo. Discussed by Planning Board on March 9.]

B. **Activity Exempt from Review.** No review or Certificate of Approval shall be required for the following:

1. Work performed on the interior of buildings.
2. General maintenance and in-kind repair which does not involve any significant change in materials or the outward appearance of the structure or site. Alternative materials may be used for general maintenance when the material and its application have been preapproved by the HDC. See the Historic District Regulations for acceptable alternative materials.
3. Installation or removal of any plant materials (except for tree removal as described in 175-94.A.7).
4. Any of the following items if they are situated on a building or on a lot such that no part of them will be visible from a public way street within the Historic District at any time of the year: antenna, wall siding, a change in roofing material, outbuilding not exceeding 400 square feet, deck, swimming pool, fence, patio, wall, barbecue pit, satellite dish, solar panels, roof vents and

other structures situated on or penetrating through the roof, septic tank, leach field, well, any other utilities, and other yard appurtenances.

*[Note. “any other utilities,” suggested for addition by Michael Behrendt, Barbara Dill, and Andrea Bodo. Discussed by Planning Board on March 9.]*

5. Construction, alteration, or demolition of any structure or element of a structure that the Code Enforcement Officer certifies as being the only means of avoiding an immediate health or safety emergency prior to the HDC convening a meeting to consider the matter. In such instance, the Code Enforcement Officer shall immediately notify the Commission of his certification. The HDC may review such work at its first opportunity if it deems appropriate.
6. Painting or staining the building when the color will not change.
7. Colors of paints and stains applied to a single-family house.
8. Flagpoles, mailboxes, window air conditioning units in a single-family residence or accessory apartment ~~Single-Family Residence or Accessory Apartment~~, utility poles.

*[Note. The first letters of Single Family Residence and Accessory Apartment, above, are changed to lower case.]*

9. Installation of any new roofing material where the material, form, or color will not change significantly.
10. Items which are not explicitly addressed in this subsection but for which the proposed work clearly:
  - a. would not have any meaningful adverse impact;
  - b. would be barely noticeable, if at all, from any public street; and
  - c. would be consistent with the intent of this article, all as reasonably determined by the Planning Department in consultation with the HDC chair

~~C.—Review of Exterior Colors Within the Historic Overlay District—Painting, Painting, staining and other exterior decorative work not involving exterior construction shall be in accordance with the character of the Historic Overlay District. The Commission shall be notified thirty (30) days in advance of such exterior decorative work. Such work shall not begin if the owner is notified that an application to the Commission is required.~~

**175-95. Procedures For Review Of A Certificate Of Approval.**

A. **Application:** In order to be considered at the next scheduled HDC meeting, an application for a Certificate of Approval shall be submitted to the Durham HDC through the Department of Planning and Community Development no fewer than 10 days prior to that meeting (except where 10 days falls on a weekend or holiday in which case it shall be submitted on the next workday and in the case of a special meeting where a shorter timeframe for submission of materials is deemed acceptable by the chair). As long as the application is emailed, postmarked, or hand delivered to Town Hall by midnight on the day of the deadline, it is deemed to be submitted on time. ~~The application package shall include the items listed below:~~

1. Application materials. The application package shall include the items listed below, when applicable:

- ~~1.~~ a. Application Form. A completed application form as provided by the Department of Planning and Community Development, stating the purpose of the proposed project and identifying the nature and extent of the work to be performed.
- ~~2.~~ b. Site Plans. Site plans drawn to scale *clearly depicting existing conditions and proposed work.* If topographic plans will be required as part of a site plan review, then the plans shall be submitted if the HDC determines that they would be helpful to review. For other projects, at the HDC's discretion, particularly where there is a significant change in grade over the site or in the vicinity of the proposed new building, the applicant shall provide topographic plans. Where topographic plans are submitted they shall show the existing grades and finish grades at the foundation and within 10 feet of the building on all sides, in sufficient detail to clearly discern the precise existing and finish grades. When a site plan review with the Planning Board is involved, the HDC may request to see any other drawings in the plan set where it determines that examination of such drawings may enhance the HDC's review.
- ~~3.~~ c. Elevation Drawings. Elevation drawings to scale of each affected facade of the building, structure or sign, *clearly depicting existing conditions and proposed work.* Building heights shall be given as specified in the Zoning Ordinance (See definition for "Building Height") and in accordance with a topographic plan if one is submitted, above. In addition, the heights for the highest points of the building shall be provided. On larger or more complex projects, the HDC may require that a fixed benchmark, near but not on the site, be provided. When a new building is proposed or when any roof or the height of an existing building is proposed to be raised, the

following shall be provided: elevation drawings of pertinent facades, including building heights, of all buildings on adjacent lots that are within 20 feet of the subject lot.

4. d. Details. Detail drawings of project-specific elements.
5. e. Photographs. Photographs of each side of any building proposed for alterations, additions or demolition, and one of the overall site.
6. f. Samples. Sample, swatch, colors, and/or manufacturer's cut sheet of materials to be used as appropriate.
7. g. Any other items which the Commission may reasonably need to conduct its review, including perspective drawings of the subject buildings; accurate, to-scale renderings of nearby buildings; and any type of rendering, view, or model which shows the proposed construction in context.

The Commission may, at its discretion, waive requirements for the submission of any or all of the above items as well as for drawings to be precisely drawn to scale on smaller or less complex projects. There is no application fee for applications to the Historic District Commission.

## 2. Other Requirements.

- a. Measurements. Measurements on all plans, including building heights, shall be provided in a clear manner. When revised plans are submitted the measurements shall be provided in a manner consistent with prior plans.
- b. Revisions. When subsequent revised plans are submitted the revised plans shall clearly indicate every change from the prior set of plans.
- c. Elements subject to review. It is the responsibility of the applicant to point out or highlight, in some clear manner, every element of the proposed project that is subject to HDC review.
- d. Changes made by other boards. When any change in the design approved by the HDC, pertinent to any element subject to HDC review, is made by another body, such as the Planning Board or Zoning Board of Adjustment, the plans shall be brought back to the HDC for review and approval.

B. ***Review of the Application.***

1. Determination of Appropriateness. In deliberating whether to grant or deny a Certificate of Approval, the HDC shall make a determination as to the "appropriateness" of the work proposed by determining whether or not the proposal conforms to the provisions of this article.
  2. Scheduling and Completeness. The HDC will consider applications at its scheduled meetings. At that time a determination shall be made whether the application under consideration is complete in accordance with the list of required items, above, and whether or not further information is needed by the Commission in order to accept the application. *When a project is approved a determination of completeness is not necessary (as it is naturally considered complete if worthy of approval).*
  3. Dialogue with Applicant. The applicant may present his or her application at the Commission meeting(s). When there are aspects of the proposal which may not conform to this article, the Commission, at its discretion, may advise the applicant to find reasonable cost approaches to meet his or her objectives with a project which still conforms to the standards of this article.
  4. Public Hearing. *At its discretion, when deemed appropriate, the ~~The~~ Commission is authorized to hold a public hearing at which time opinions of abutters and interested citizens shall be heard. Notice of the Public Hearing shall be sent to abutters and posted in a newspaper of general circulation at least ten (10) calendar days prior to the hearing. In the case of significant projects that involve demolition, the HDC may hold an additional public hearing any time after the start of construction to allow for concerns to be identified and conveyed to the applicant and Town enforcement officials. Applicants shall be invited, but are not required to attend any such public hearing.*
- [Note. Additional language recommended by the Town Attorney.]*
5. Professional Advice. The Commission may seek advice from such professional, educational, cultural, or other sources as is deemed necessary.
  6. Recommendations. The Commission may make nonbinding recommendations to the applicant on elements outside of its purview such as planting materials.
  7. Setting parameters. *When the Commission deems appropriate, in dealing with violations of this ordinance and other matters, it may work with property owners in a flexible manner in setting timeframes and other benchmarks to guide how and when specific work must be completed.*

C. *Action on an Application.*

1. To the extent practical and appropriate, as determined by Town staff, an applicant may file applications for permits simultaneously to the Planning Board, and the Commission. Reviews shall be coordinated by the Town staff to ensure that all necessary approvals are obtained and are consistent with one another. On more complex projects, it is often useful for the applicant to appear at least once before each board/commission prior to the other board/commission issuing a final approval. ~~However, if approval from the Planning Board and the Commission is required, the applicant shall first appear before the Commission, unless otherwise agreed to by the two boards and the applicant.~~
2. The HDC shall take action on all applications within forty-five (45) days after the meeting at which the Commission accepts the application as complete. This time frame may be extended either by consent or request of the applicant for an additional period not to exceed forty-five (45) days. In cases where the HDC requests additional information/documentation/materials and continues an application from one meeting to another, the application shall be deemed to not have been complete at that first meeting unless accepted as complete.
3. The Commission shall file a Certificate of Approval or a Certificate of Denial with the Department of Planning and Community Development. Failure by the Commission to act within the period of time specified above shall be deemed to constitute approval of the application as submitted. A Certificate of Approval, or approval by default of the Commission to take action, shall be effective for one year after the date of approval. If the applicant has not either obtained a building permit (or an extension for one) nor substantially commenced work within this timeframe then the approval shall automatically be deemed null and void.
4. When an application is rejected as being incomplete or denied, the reason(s) for the decision shall be conveyed to the applicant and clearly stated in the record of proceedings of the Commission.
5. Oversight of construction. At its discretion, on larger or more sensitive projects, the Commission may require recommend that an architect oversee construction of the elements and details of the building that are part of the HDC's approval to ensure that the building is constructed correctly in accordance with the approval. The HDC may specify request that progress reports be submitted to the Town and it may specify the identify the requested parameters for those progress reports. The HDC may specify that

~~*the oversight be provided by the project architect or an independent third-party architect hired by the Town, as appropriate. In either case, the applicant shall pay the architect's fees for the oversight.*~~

*[Note. These changes are recommended by the Town Attorney.]*

- 6. Once a certificate of approval has been issued, any proposed changes to that approval shall be brought back to the HDC for review and approval. However, if a proposed change is very minor, then the Planning Department may approve the proposed change, in consultation with the HDC chair, provided:*
- a. The change is deemed to be insignificant;*
  - b. The change would be barely noticeable, if at all, from any public street; and*
  - c. The change would be consistent with the intent of the earlier approval.*

*[Note. In the course of speaking with a party recently who is now requesting a change to an HDC approval it occurred to me that it would be beneficial to allow for administrative consideration of very minor changes to approved projects. I offer this proposed language, above, for the Planning Board's consideration. This proposal is new. This language is similar to the language under Purview above for projects that would be exempt from HDC review and is similar to the guidelines for staff approval of administrative modifications to site plan projects.]*

- D. **Appeals.** Any applicant, persons, or organizations aggrieved by a decision of the HDC may appeal the decision to the Durham Zoning Board of Adjustment in accordance with RSA 674:33 and any appeal procedures specified in the Town Ordinances.
- E. **Enforcement.** The provisions of this article shall be enforced as provided for in Article III, Administration and Enforcement. *No building permit shall be issued for any project until the Building Inspector determines that the proposed plan is in conformance with the design approved by the HDC. No certificate of occupancy (except for a temporary certificate of occupancy, as appropriate) shall be issued until the Building Inspector determines that the project has been built in accordance with the plans approved by the HDC. The Building Inspector shall determine in the course of regular inspections that all work is in compliance with the plans approved by the HDC. When appropriate, the Building Inspector may issue a stop work order at his or her reasonable discretion.*

**175-96. Standards For Review.**

The following standards shall be used by the HDC in reviewing applications for Certificates of Approval.

**A. *General Principles***

1. Every reasonable effort shall be made to minimize alteration of the significant features of the property.
2. The distinguishing original qualities or character of the property shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features shall be avoided where possible.
3. All structures and sites shall be recognized as products of their own time. Alterations that have no historical basis or that are made ~~seek~~ to create an earlier appearance shall be discouraged.
4. Changes that may have taken place in the course of time are evidence of the history and development of the property. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
5. Distinctive stylistic features or examples of skilled craftsmanship that characterize a property shall be treated with sensitivity.
6. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence, rather than on conjectural designs or the availability of different architectural elements from other structures.
7. Every reasonable effort should be made to protect and preserve archaeological resources affected by, or adjacent to, any project.
8. Contemporary design for alterations and additions to existing properties should not be discouraged when such designs do not destroy significant historical, architectural, or cultural material, and when those designs are compatible with the size, scale, color, material, and character of the property, neighborhood, and surrounding environment.

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

B. ***Elements of Design.*** Proposals should be harmonious with existing structures within the District. The Commission shall consider the following elements of design when evaluating an application:

- ~~i.~~ **1.** **Scale.** The scale of a building is its size relative to common reference points: e.g. the human body and nearby structures. New construction should be consistent with the dominant cornice and peak or ridge height of other nearby structures within the HOD. Inordinately low buildings create a void at upper floor levels that interrupts the feeling of enclosure. Disproportionately tall buildings overpower other structures. Most buildings in the district are relatively large ***comprising with*** 2-1/2 stories. Notable exceptions are the 1-1/2 story Samuel Yeaton House and the Red School House.
- ~~ii.~~ **2.** **Elevation of the first floor and floor-to-floor heights.** Many of Durham's historic buildings have a slightly raised foundation and floor-to-floor heights which are either greater than or smaller than prevalent heights used in contemporary construction.
- ~~iii.~~ **3.** **Proportions.** Proportion deals with height, width, depth, and spacing relationships and is important both in the overall dimensions of the building and in its individual components. For example, most windows in the District are rectangular and vertical. Thus, square, polygonal, or horizontal windows would be inappropriate in many cases.
- ~~iv.~~ **4.** **Massing.** Massing refers to the shapes, sizes, articulation, composition, and voids created by the three dimensional forms that constitute the structure. While many buildings in the District are boxlike and massive with expansive wall areas and small windows, most have subtle detailing, graceful proportions, multiple appended additions, and numerous windows, all of which create appeal. Massing tends toward aggregations of simple geometric shapes in keeping with traditional New Hampshire rural and village architecture rather than the complex forms typical of the late 19<sup>th</sup> century Queen Anne style.
- ~~v.~~ **5.** **Roof shape.** Most of the contributing residential buildings have a gable roof ***and there are several buildings with a hipped roof. In contrast, "The Ledges" has a distinctive hipped roof.*** Gambrel, mansard, and flat roofs are not found in the district and are therefore inappropriate.

*[Note. Change requested by the Planning Board.]*

- vi.* 6. Entrance. Many of the historic buildings in the District have a porch, a portico, or at least an articulated door surround at the entry. Entrances are generally situated in the center bay of the facade.
- vii.* 7. Fenestration. Fenestration refers to the pattern of window openings - spacing, size, proportion, symmetry vs. asymmetry. Most buildings in the District have five bays; many have a syncopated rhythm with windows in the outer bays closer to each other than to the window in the center bay.
- viii.* 8. Materials. Most buildings in the District are wood frame with wood clapboard siding. There is only one stone house in the District - the James Paul House. Vinyl and aluminum siding or other artificial materials should not be used although they may be acceptable on *noncontributing structures and on* elevations that are not visible from a public way. However, certain artificial materials and other contemporary materials may be acceptable where the HDC has determined that these materials effectively capture the salient aspects of natural materials in terms of appearance, feel, texture, reflectivity, durability and performance, and overall character. See the Historic District Regulations for acceptable alternate materials. Where they are used, the reveal should be approximately four inches in width and detailing should be preserved or used to give articulation to the structure. Diagonal and vertical siding are generally inappropriate. The use of natural materials is encouraged.
- ix.* 9. Orientation. While most buildings have their narrower gable end perpendicular to the street in the Georgian manner, many are also oriented with the gable facing the street in the Greek Revival or Italianate manner. Most buildings within the District are oriented parallel or perpendicular to the street. Buildings should not be oriented at odd angles to the street, such as at a 45-degree angle, unless this is already the prevailing pattern in the area or if it is dictated by strong topographic or site considerations.
- x.* 10. Style and Details. Most of the buildings in the District were built from the mid 1700s to the mid 1800s in the Georgian, Federal, Greek Revival, and Italianate styles. They are predominantly simple, conservative, and restrained in design. Common or distinct features include brick chimneys, dormers, attic gable windows, eave brackets, painted shutters, corner pilasters, ells, porches, three-sided window bays, sidelights, and transom windows, stone walls, and white picket fences.

- C. ***New construction.*** New construction is an essential process in a vital community, representing the current phase of an evolution that has been ongoing since the settlement of Durham. Contemporary architecture may be appropriate, provided that it is respectful of the historic fabric of the District. New construction within the Historic District should be consistent with Sections A and B, above.
- D. ***Demolition or Removal.*** No existing building or other structure may be demolished or moved out of the Historic Overlay District until approval has been granted by the HDC. Demolition or removal from the District of a contributing structure is strongly discouraged and shall rarely be permitted. An application which includes a detailed plan for the reuse of the site shall be submitted, and the Commission shall determine the appropriateness of the plan. It shall only be approved if the applicant demonstrates that 1) denial of the application would result in extreme hardship unique to the subject property *or the plan for redevelopment of the site is considered to be beneficial overall for the Historic District*; and 2) the Commission has approved a detailed redevelopment plan for the site. Financial hardship of the owner of the property shall not constitute a hardship for this purpose.
- E. ***Relocation within the District.*** Relocation of a contributing structure on its site or within the District is discouraged. The Commission may approve such a relocation only if it determines that there are compelling reasons to do so after conducting a thorough review of the request.
- F. ***Other Issues***
- i. 1. Noncontributing Structures.*** The procedures set forth in 175-95 will be followed. However, the HDC may, at its discretion, engage in a less stringent review of such *noncontributing* structures. In some cases, demolition or relocation of a noncontributing structure may be entirely appropriate, depending upon how the site will be developed afterward.
- ii. 2. Parking.*** Parking areas, particularly when paved and unbroken by landscaping, can have a significantly deleterious impact upon historic areas. All parking areas for other than single-family uses shall be located at the rear of buildings. Where the Commission determines that such placement is not practicable, parking may be located at the side of buildings provided that no part of the parking area is located forward of the front elevation of the building. Any parking area located on the side of a building shall be screened from the road.
- iii. 3. Fences.*** Chain link fences shall not be used in front yards or in side yards if they would be visible from a public way.
- iv. ~~Signage.—In addition to meeting the minimum standards set forth in Article XXIII, all signs shall be constructed of non-synthetic or natural-looking~~***

~~*materials reviewed by the Commission. Signs may be painted, but shall not exceed six (6) square feet in size. Any illumination shall be designed to illuminate only the sign.*~~

- ✱ 4. Screening. All utility elements such as dumpsters, garbage cans, propane tanks, above-ground oil tanks, and ground-mounted air conditioning units shall be screened and located such that they are not visible from a public way.
- ✱ 5. The U.S. Secretary of the Interior’s “Guidelines for Historic Preservation” shall also serve as a guide for the Commission.

*[\*Note. The entire following section G is a new proposed version, as stated at the top of this document. It is shown in purple. The version included in the Town Council amendments is shown right after that.]*

- G. Signage – Design Standards. The following design standards shall apply to all signs in the Historic District that are subject to review by the Historic District Commission (per Subsection 175-94 Purview of Board)

The following aspects of a sign are subject to review by the HDC:

1. Overall design
  2. Types of signs and locations
  3. Number of signs
  4. Size and shape
  5. Materials
  6. Colors
  7. Typography
  8. Illumination
1. Overall Design. The Historic District Commission and the Town of Durham do not have purview over verbal content, which is protected by the First Amendment of the U. S. Constitution.
    - a. Signage shall be professionally designed and crafted to be pleasing and harmonious with the building with which it is associated, as well as with the rest of the Historic District, in terms of form, design, scale, and proportion.
    - b. Signage shall be pedestrian oriented.
    - c. Simplicity and legibility are key to good design.

- d. Applicants should evaluate the existing signs in the vicinity to help determine how a new sign can be designed to retain the visual harmony of the area.
  - e. Use of creative and even whimsical signage design is encouraged provided it is harmonious with the character of the Historic District.
  - f. Corporate logos did not exist at the time that Durham’s historic structures were built and their use, if not sensitively applied, can overpower the historic features of a building and compromise the integrity of the Historic District. Applicants proposing to use corporate-type images and logos may be asked to modify their signage appropriately to address this concern.
2. Types of signs and locations
- a. Building-mounted signage. Building mounted signage is preferred in the Historic District.
    - i. Building mounted signs include wall signs, projecting signs, awning signs, and canopy signs.
    - ii. Generally, the appropriate zone for signage, including the brackets for projecting signs, is above the storefront windows and below the sills under the second floor windows.
    - iii. Signs should be placed where they respect an existing sign line established by the signs on adjacent establishments.
    - iv. Signs should not obscure any architectural features and should not detract from the architecture.
    - v. Wall signs should be affixed to the building, parallel to the building with one face showing.
    - vi. Use of projecting signs is particularly encouraged. Projecting signs should be placed perpendicular to the building and should have two identical faces.



- a. Synthetic materials which achieve the desired appearance of traditional hand-crafted signage are acceptable.
- b. The materials shall be durable and appropriate for outdoor use.
- c. Use of environmentally sustainable materials is encouraged.
- d. The sign should have a matte finish.

*[Note. The Planning Board discussed language related to urethane signs, but we recommend not including the reference to urethane signs from the prior draft.]*

6. Colors

- a. The following palettes are encouraged
  - colors found in nature
  - earth tones
  - neutral colors
  - “Historical colors” provided by quality paint manufacturers such as Benjamin Moore, Sherwin Williams, and California Paints.
- b. Use of the following palettes is discouraged:
  - fluorescent colors
  - “day glow” colors
- c. Colors should be chosen to complement the color of the building.
- d. Signs should show high contrast between the background surface and type and graphics.
- e. Light-colored letters on a dark or medium background are preferred. Dark letters on a light background shall be permitted only if that arrangement complements the building’s color composition.
- f. Use of gold leaf for lettering and ornamentation is encouraged.

7. Typography.

- a. A sign featuring clear, crisp lettering will identify a business or activity effectively and enhance and complement the general appearance of the Historic District.

- b. **Typefaces should be carefully selected to be complementary to the building and nature of the business. Type should be high quality and classic and should not be digitally expanded nor condensed nor distorted in any way.**
  - c. **The number of lettering styles should be limited to two.**
8. **Illumination. Lighting of signs in residential areas in the Historic District is discouraged. When lighting is used it shall illuminate only the sign and shall be: a) low key; b) low wattage; and c) shielded to prevent glare.**

-----***Start of earlier version on G. Signage proposed by Town Council***-----

G. *Signage – Design Standards. The following design standards shall apply to all signs in the Historic District that are subject to review by the Historic District Commission.*

- 1. *The following aspects of a sign are subject to review by the HDC:*
  - a. *Overall design*
  - b. *Location of the sign on the ground or on the building*
  - c. *Size and shape*
  - d. *Materials*
  - e. *Colors*
  - f. *Typefaces*
  - g. *Illumination*

*The HDC does not have purview over the message of any sign.*

- 2. *General Principles. Signage should be harmonious with the character of the building with which it is associated in terms of form, design, scale, and proportion. While imaginative signage is encouraged, simplicity and legibility is key to good design. A sign with fewer words is more effective in conveying the message. Signs should be mounted in such a way so as to minimize damage to historic materials. On masonry buildings, it is preferable that bolts extend through mortar joints rather than through masonry units. Building mounted signage is more pedestrian oriented than free standing signs. Freestanding advertising signs are not permitted in The Historic District, except where the HDC determines that: a) a freestanding sign will be more effective than a building-mounted sign; b) there is an appropriate location on the site for a freestanding sign; and c) the proposed design of the freestanding sign is harmonious with the character of the Historic District.*

### 3. Size and Shape of Signs

1. Signs may not exceed 6 square feet.
2. Most signs are rectangular. Wall signs are typically horizontal and projecting signs are typically vertical. Nonrectangular shapes add variety and interest and can be appropriate, but use of strange or highly irregular shapes should be avoided.

### 4. Materials.

1. Traditionally, the most attractive outdoor signs have generally been made of wood, mainly cedar, redwood and mahogany (though teak, cypress and others are sometimes used). These woods are dimensionally stable and resistant to rot and decay. They also hold paint and varnish well.
2. Various newer synthetic products achieve the desired look of hand-crafted traditional signage. Urethane, a synthetic material, is used increasingly. It is durable and easy to work, and, when painted, it resembles wood. Metal is also an appropriate material. Materials should have a matt finish and not be reflective nor translucent.
3. The following materials are inappropriate:
  - sheet plastic
  - plastic substrates
  - interior grade wood
  - unfaced plywood

### 5. Colors

1. Use of the following colors is encouraged
  - nature blending colors
  - earth tone colors
  - neutral colors
  - pastel colors
2. Use of the following colors palettes is discouraged:
  - high intensity colors
  - fluorescent colors
  - “day glow” colors
3. Dark or medium colors should be used for the main, background part of the sign and light colors be used for the lettering. Use of white or light colors for the background is discouraged. Suggested background colors are burgundy red, forest green, chocolate brown, black, charcoal, and

navy blue. Suggested letter colors are ivory, white, or gold. Colors should be chosen to complement the color of the building.

4. Many signs use gold leaf for lettering. With a dark background, gold leaf can bring much beauty to a sign.
5. It is desirable that signs have a solid “feel” rather than a “plastic” feel.
6. Typefaces.
  1. A sign utilizing easily recognized symbols and clear, crisp lettering will identify a business or activity effectively and enhance and complement the general appearance of the street.
  2. Every typeface has a particular style or “mood”. Typefaces should be carefully selected to be harmonious with the building and nature of the business.
  3. The number of lettering styles should be limited to increase legibility, generally to two.
7. Illumination. Any illumination shall be designed to illuminate only the sign.
8. Building-Mounted Signs.
  1. Building mounted signs – including wall signs, projecting signs, awning signs, and canopy signs – should be located in the most appropriate location on the building. There is frequently a horizontal band or panel, or an open section on the wall which is clearly the most logical location for a sign.
  2. Generally, the appropriate zone for signage, including the brackets for projecting signs, is above the storefront windows and below the sills under the second floor windows.
  3. Signs should be placed where they respect an existing sign line established by the signs on adjacent establishments.
  4. Signs should not obscure any architectural features, including the windows, of the building.
  5. Wall signs should be affixed to the building, parallel to the building with one face showing.
  6. Projecting signs should be placed perpendicular to the building and should have two faces.

7. Sign brackets should be made of painted wood or prefinished, pre-painted metal. Guy wires, if needed, should be as inconspicuous as possible.

-----End of earlier version on G. Signage proposed by Town Council -----

**H. Signage – Other Provisions.**

1. The maximum size for any sign in the Historic District, including temporary signs, is 6 square feet.
2. For all signs, including temporary signs, the provisions of Article XXIII. Signs and Communications Devices shall apply in the Historic District. Also, see the definition for “Temporary Sign” in Article II. Definitions.
3. Signs ~~which~~ **that** are not temporary signs and signs ~~which~~ **that** are not otherwise exempt from review ~~are considered regular signs~~ and will be subject to review and approval by the HDC.
4. No sign permit ~~nor~~ **or** application fees shall be charged for signage in the Historic District.

*[Note. Changes in 3. and 4., above, suggested by Barbara Dill, Andrea Bodo, and Michael Behrendt.]*

**175-97. Required Maintenance and Demolition By Neglect.**

*[\*\*\*Note. The Town is now discussing how to handle this entire section upon the suggestion from the Town Attorney – 175-97.]*

- A. **Responsibility.** A property owner in the HOD is prohibited from allowing his/her property to deteriorate in the manner specified in section B and failing to correct those conditions.
- B. **Conditions.** Property owners shall maintain their property to prevent the following from occurring. The HDC may take any appropriate measures on its own, or in coordination with the Zoning Enforcement Officer, to effect conformance with this requirement. Where one or more of the following is occurring, such that the level of deterioration is significant and the integrity of the property is threatened, the HDC may make a finding that the property is subject to Demolition by Neglect.  
**Conditions leading to Demolition by Neglect include but are not limited to the following:**

1. Deterioration of exterior walls, foundations, or other vertical support that causes leaning, splitting, listing, collapsing, or buckling.
2. Deterioration of flooring or floor supports, roofs, or other horizontal members that causes leaning, sagging, splitting, listing, collapsing, or buckling.
3. Deterioration of external chimneys that causes leaning, sagging, splitting, listing, collapsing, or buckling.
4. Deterioration or crumbling of exterior plasters or mortars.
5. Ineffective waterproofing of exterior walls, roofs, and foundations, including broken windows or doors.
6. Defective protection or lack of weather protection for exterior wall and roof coverings, including paint, or weathering due to lack of paint, peeling paint, or lack of other protective covering.
7. Rotting, holes, and other forms of decay.
8. Deterioration of exterior stairs, porches, handrails, window and door frames, cornices, wall facings, and architectural details that causes delamination, instability, loss of shape and form, collapsing, or crumbling.
9. Heaving, subsidence, or cracking of sidewalks, steps, or pathways.
10. Deterioration of fences, gates, and accessory structures.
11. Deterioration, except by irreversible natural processes, of vegetation, trees, shrubs, plantings, and all landscaping.
12. Deterioration that has a detrimental effect upon the special character of the Historic Overlay District as a whole.
13. Deterioration of any exterior feature so as to create or permit the creation of any conditions hazardous or unhealthful to life, environment, or other property.
14. Severely peeling or deteriorating exterior paint.
15. Other conditions as determined by the Code Enforcement Officer (CEO) or the Commission.

- C. *Enforcement Actions.*** Upon written notification by the HDC to the Code Enforcement Officer regarding noncompliance with this section, the CEO shall send written notification to the owner of the property in question, informing the owner of the noncompliance and ordering that the condition be corrected within 60 days. If the owner chooses to contest the CEO’s notification with respect to either the existence of the conditions or the number of days allowed for correction, the owner may appeal to and request a hearing before the HDC no later than 30 days following the mailing of the notification. At the hearing, the owner and the CEO may present evidence, after which the HDC shall enter an Order affirming, modifying, or rejecting the CEO’s notification.

A building permit for all repairs shall be issued by the Code Enforcement Officer after having received a complaint from the HDC. Building permit guidelines and regulations will be followed and monitored by the Code Enforcement Officer. If a building owner fails to comply, the Code Enforcement Officer shall notify in writing the Town Administrator and Town Council of a breach of this regulation. The Town may *cause perform* the maintenance and repairs *to-be-completed*, the cost of which shall be recovered by lien on the property.

- D. *Waivers and Hardship Cases.*** The HDC may grant a waiver of up to one year from part or all of this ordinance in cases where strict compliance would create a financial hardship.

### **175-98. Appeals.**

Appeals may be taken to the Durham Zoning Board of Adjustment by any owner or tenant of property wholly or partly within the HOD, as well-as by any other person, agency or group, if aggrieved by a ruling of the Durham HDC. The Durham Zoning Board of Adjustment shall hear and act upon such appeals within the periods of time prescribed by New Hampshire statute.

#### **175-98.1 Applicability to the Town of Durham.**

Any property owned by the Town of Durham within the HOD shall be subject to the provisions of *this article herein Article XI*; provided, however, that following a public hearing, the Durham Town Council may, by a two-thirds vote *of its members*, override any vote of the Commission pertaining to such property.

#### ***175-98.2 Heritage Commission.***

*The HDC shall also assume the composition and duties of a Heritage Commission as set forth in Article IV, Section 4-17.A.8 of the Town of Durham Administrative Code.*