



City of Keene, New Hampshire

## **Historic District Commission**

### AGENDA

Wednesday, October 3, 2018

4:30 PM

2<sup>nd</sup> floor Committee Room

#### **Commission Members:**

Hanspeter Weber, Chair  
Andrew Weglinski, Vice Chair  
Thomas Powers, Councilor  
Nancy Proctor

Erin Benik  
Hans Porschitz  
Joslin Kimball Frank, Alternate

**SITE VISIT:** Commission members will conduct a site visit of 34 West Street at 4:15 p.m.

1. **Call to Order and Roll Call**
2. **Minutes of Previous Meeting** – August 15, 2018
3. **Public Hearings**

**COA- 2018-03 – 34 West Street – Retroactive Approval for Window Replacement** – Applicant Greg Johnson, on behalf of owner West Street Keene LLC, requests retroactive approval for replacement of all exterior windows. A waiver is requested from Section XV.B.5.b.2 of the HDC Regulations regarding window appearance and Section XV.B.5.b.3. of the HDC Regulations regarding design materials. The property is ranked as a Primary Resource and is located at 34 West Street (TMP# 575-033-000-000-000) in the Central Business Zoning District.

**Amendments to the Keene Historic District Commission Regulations** – The Keene Historic District Commission proposes to amend their Regulations to update project classification and application procedures for minor and major projects, revise the design standards for renewable energy systems and masonry, and update the definitions section.

4. **Advice and Comment**

**Walldogs in Keene: Magical History Tour** – Peter Poanessa and Judy Rogers will present on this multi-day event. Walldogs are a group of highly skilled sign painters and mural artists from across the globe. Once a year, a team of Walldogs gather in one community to paint multiple murals and old-fashioned wall advertisements. Keene has been selected to host the 2019 Festival.

5. **Staff Updates**
6. **Next Meeting** – October 17, 2018
7. **Adjourn**

City of Keene  
New Hampshire

HISTORIC DISTRICT COMMISSION  
MEETING MINUTES

**Wednesday, August 15, 2018**

**4:30 PM**

**2nd Floor Committee Room,  
City Hall**

**Members Present:**

Andrew Weglinski, Vice Chair  
Councilor Thomas Powers  
Hans Porschitz  
Erin Benik

**Staff Present:**

Mari Brunner, Planning Technician

**Members Not Present:**

Hanspeter Weber, Chair  
Nancy Proctor  
Joslin Kimball Frank, Alternate

**Site Visits:** Before the meeting, Commission members conducted site visits of 143 Main Street and 31 Washington Street.

**1) Call to Order & Roll Call**

Vice Chair Weglinski called the meeting to order at 4:31 PM and Ms. Brunner conducted roll call.

**2) Minutes of Previous Meeting – July 18, 2018**

Councilor Powers made a motion to approve the minutes of July 18, 2018, which was seconded by Ms. Benik.

Vice Chair Weglinski noted on page six in the third paragraph, he expressed concern about the quantity of murals throughout the area, not the percentage of wall the murals will cover.

The motion to approve the minutes of July 18, 2018 as amended carried unanimously.

**3) Public Hearings**

- a. **COA- 2016-06 Modification #3 – 31 Washington Street – Retroactive Approval for Parking Lot Modifications – Applicant Tony Marcotte, on behalf of owner Washington Park of Keene, requests retroactive approval for alterations to the parking lot, including the installation of**

**a low retaining wall and the removal of a concrete island. The property is ranked as a Primary Resource and is located at 31 Washington Street (TMP#s 560-056-000 & 564-055-000) in the Central Business Zoning District.**

Ms. Brunner recommended accepting this application as complete. Councilor Powers made a motion to accept application COA-2016-06 Modification #3 as complete, which was seconded by Ms. Benik and carried unanimously.

Vice Chair Weglinski opened the public hearing and welcomed Mr. Marcotte, the construction superintendent and project manager of this project. Mr. Marcotte recalled that areas in front of the building were previously lowered and paved over in order to install temporary classrooms, which created a steep slope from the building to the paved area. It was hard to maintain landscaping on that slope, so the applicant installed a 14-22” high decorative block wall to create a flat area for landscaping. He noted that he came before the HDC at a prior meeting to propose a patio at this location; however, the patio is no longer planned and this application modification is just to create a flat area where it is easier to maintain landscaping. They have also removed the concrete island where the flag pole was located in front of the building to improve pedestrian access on the grounds.

Ms. Brunner noted that staff have reviewed the application and have no concerns. Ms. Benik asked if the gap near the corner of the retaining wall will be filled in with a block of the appropriate size. Mr. Marcotte replied in the affirmative. Ms. Brunner confirmed this request is for retroactive approval to install the decorative block wall and remove the concrete island. The applicant will need to seek approval from the Planning Board or staff for other site work that has taken place on the property that wasn't already approved.

With no public comment, Vice Chair Weglinski closed the public hearing. Councilor Powers made the following motion, which was seconded by Ms. Benik.

On a vote of 4-0, the Historic District Commission approves COA-2016-06 Modification #3 for retroactive approval for parking lot modifications, specifically the installation of a low retaining wall and the removal of a concrete island, as described in the application and supporting materials submitted to the Community Development Department by Tony Marcotte on behalf of owner Washington Park of Keene on July 25, 2018 and revised on August 7, 2018 with no conditions.

- b. COA- 2018-02– 143 Main Street – Barn Demolition and Renovations to Primary Structure – Applicant Mike Pappas, on behalf of owner Lena Papadimitriou, proposes to demolish and replace the existing, 676 sf barn with a new structure of a smaller footprint, renovate the primary structure, and make alterations to the site. A Waiver is requested from HDC Regulation XV.B.2.b.3 regarding masonry cleaning. The property is ranked as a Primary Resource and is located at 143 Main Street**

**(TMP#s 584-061-000 & 584-059-000) in the Central Business Limited Zoning District.**

Ms. Brunner recommended accepting this application as complete but noted the applicant brought materials to the meeting that staff was unable to review before the meeting. Councilor Powers made a motion to accept application COA-2018-02 as complete, which was seconded by Ms. Benik and carried unanimously.

Vice Chair Weglinski opened the public hearing and welcomed Mike Pappas (143 Main Street) and Tim Sampson (420 Main Street). Mr. Pappas said the waiver request is to power wash the brick masonry; it is one of the older buildings downtown and they want to remove the years of grime that has accumulated on the brick and mortar surface to get it to a point where it can be repointed. He proposes low pressure washing to remove grime from the brick. The intent of the washing is to make the new mortar he proposes to use when repointing the masonry match the color of the existing mortar once cleaned as opposed to trying to match the aged color of the existing mortar. He said color is important when repointing a building that age because the new mortar can stand out if it doesn't match the existing color.

Mr. Sampson displayed building plans and said this is the last single-family residence in the historic downtown. It has been in Mr. Pappas' family for more than 35 years, which is why they are trying to return the building as close to its original condition as possible. He demonstrated where the parking lot will be and where the barn structure will be demolished and replaced. He shared a letter from a certified engineer confirming that the barn is not structurally sound and should be demolished. Mr. Pappas noted there was a fire in the barn a long time ago, which caused sags in the barn and other damage that was made worse by years of neglect.

Mr. Sampson continued explaining details of the proposal:

- The current barn is 650 sf and will be rebuilt smaller at approximately 500 sf and clad in wood
- The gravel walkway will be replaced with a paved walkway to connect the parking lot to the building entrances as well as the existing front walk. Plantings will be installed along the front walk to mimic those common in the City.
- The cupola will be rebuilt and installed on the roof of the new barn.
- With the exception of a few windows in the wood framed section on the south facade, all windows will be replaced with a 2/2 grid arrangement (there was a window sample at the meeting).
- The woodwork will be restored or recreated as needed.
- Brackets on the front porch will be rebuilt to match the existing in appearance.
- Slate will be salvaged from the barn roof to repair the slate roof on the main building.
- PVC trim will be used in some areas to match the existing wood trim as closely as possible (there was a sample of PVC trim at the meeting)
- The painted exterior plywood on the south-facing porch will be replaced with something nicer.

- Handmade corner boards on the barn instead of premade vinyl to make it look more like wood.
- The large south-facing porch will be converted into office space, which will require a foundation and insulation to heat the new rooms.
- An accessible entrance to the office space will be installed (this will be the only new door added to the main building).
- Crown molding will be replaced and may be slightly different from the existing, but it will be as consistent as possible with the existing appearance.

Councilor Powers asked if the separate parking lot has the same owner. Mr. Sampson replied that it does.

Ms. Benik asked if the footprint of the closed porch will change. Mr. Pappas replied no; the only addition to the porch is the accessible ramp.

Mr. Porschitz asked for clarification on the finish of the new barn corner boards (they said vinyl but the application said wood clad). Mr. Pappas replied the barn will be clad in wood; only the corners and trim improvements will be vinyl. Mr. Porschitz asked if the cupola will be scaled down to match the smaller size of the new barn. Mr. Pappas said they will draft the design to scale and build it to be proportional with the building.

Vice Chair Weglinski asked if there is a window or a vent on the top of the cupola. Mr. Pappas replied it is a vent with no true function and he would appropriately replace it with gable vents. Vice Chair Weglinski asked about the roof material on the cupola. Mr. Pappas replied it is currently tin and he would replace it with architectural shingles to match the rest of the roof, but he is open to HDC suggestions. Mr. Porschitz asked if the architectural shingles on the section of the building that connects the barn to the main building will be replaced in this process as well. Mr. Pappas replied he hopes to replace this section of the roof, which is currently white asphalt, to match the color of the new barn roof. Mr. Porschitz asked if the applicant could use architectural shingles which mimic the appearance of slate to blend in more with the rest of the upgraded building; this would minimize the visual impacts of the difference between slate and architectural shingles. Mr. Pappas said that make sense and he is fine with that; he is only opposed to fake slate. He agreed to find a product that looks more like slate for the new addition.

Vice Chair Weglinski asked if the decorative, ornamental wood screen on the existing porch will be replaced. Mr. Pappas said it would be replaced to match the existing appearance but it is made out of plywood with circles cut out. He is keeping and replicating everything he can but if he replaces something for aesthetics, he will use a material that would last longer than plywood. Vice Chair Weglinski asked for clarification on the new window design and grid arrangement. Mr. Pappas replied the windows that will be replaced will match the existing in terms of size, location, grid arrangement, etc.; however, the new windows on the proposed addition will be one over one. Mr. Pappas confirmed the intent is to replace what is there in-kind with different materials to match the original as closely as possible. Ms. Brunner clarified that the south-facing porch currently has six over six windows.

Vice Chair Weglinski asked for staff comments. Ms. Brunner shared her report on this application. The City Directory first lists 143 Main Street in 1889 under the name Leonard Wright, which is assumed to be the year when the present structure was erected. An enclosed sunroom was added over the south porch circa 1910. The house remained in the Wright family as a single family residence until 1935, when it was sold to Maria and Anastasios Papadimitriou (aka Pappas). The Pappas family has retained ownership of the property until the present day. Over the course of its life, the house has been used as a single family residence, a boarding house, and office space for a law firm. It is currently used as a single family residence. The area in front of the house was periodically used for diners located on the lawn, including the Monadnock Diner, the Liberty Diner, and the Buster Brown Diner.

Ms. Brunner continued, stating this structure is ranked as a Primary Resource and it is one of the few 19th century residences to survive in the southern section of the historic district. Character-defining features include a pedimented gable, slate roof, granite trim (including lintels and sills), the size and spacing of window openings, a bracketed Italianate portico at the main entrance, Italianate double entry doors, and a south porch with unusual wooden screen and balusters. In addition, the attached wood-clad barn is ranked as a Primary Resource with the following character-defining features: round openings in east gable peak, square roof ventilator (i.e. cupola), and size and space of openings. About 10 years ago, the barn was re-clad in white vinyl and some of these architectural features were lost or covered up.

Ms. Brunner said the applicant is proposing to demolish and replace the existing, 676 sf barn with a new structure of a smaller footprint, renovate the primary structure, and make alterations to the site. The building would be converted from a single family residence to a mixed-use office and residential space.

Ms. Brunner said the applicant proposes to demolish the existing attached barn and replace it with a new, wood-clad addition that mimics the appearance of the historic structure but has a smaller footprint. The existing barn is identified on the property inventory form as a character-defining feature of the site. In particular, the round opening in the east gable peak, square roof ventilator (i.e. cupola), and size and space of openings on the barn are listed as important architectural features. According to the applicant, the previous owner of the site modified the barn prior to the formation of the historic district and the barn is now clad in white vinyl. In addition, the applicant noted that a fire that occurred at some point has resulted in structural damage. The applicant provided a letter prepared by an engineer registered in the State of New Hampshire that demonstrates the existing barn is structurally unsound and poses a health or safety risk.

Ms. Brunner said the applicant proposes to construct a new addition attached to the rear of the primary structure to replace the existing barn proposed for demolition. The proposed new addition would be clad in wood and painted white with green trim to match the existing wood trim on the building. Vinyl siding is not proposed. The footprint of the proposed barn would be smaller than the existing barn, which has a footprint of 676 sf.

The height of the addition will match what existed previously and will not extend above the roofline of the primary brick building.

Ms. Brunner said the applicant agrees the historic roofline, structures, and materials will be retained as much as is economically feasible. The applicant proposes replacing the historic cupola on the existing barn, which is in bad repair, with a new cupola that would be installed on the roof of the new structure. The applicant clarified the new cupola materials at the meeting. The proposed roofing material for the new barn is asphalt shingles, which would match the roof material on the section of the building immediately adjacent to the proposed barn. Slate from the roof of the existing barn would be salvaged and used for repairs to the roof of the primary brick building.

Ms. Brunner reported that the applicant proposes to replace all existing windows with Andersen 400 Series Woodwright® Doublehung windows with a 2/2 muntin arrangement. These windows would be wood clad with PVC and would match the existing windows in terms of size, placement, and general appearance. The majority of the existing windows on the building have a 2/2 muntin arrangement, however the windows on the south porch addition have a 6/6 grid arrangement.

Ms. Brunner said the applicant proposes to repair existing wood trim where possible and repaint all woodwork a dark green color to match the existing trim. In areas where the wood trim or siding is deteriorated beyond repair, it will be rebuilt to match the existing trim or siding. The applicant proposes to replace the wood fascia board on the east elevation of the building (facing Main Street) with a metal material and paint it green to match the trim. The applicant also proposes to scrape, rebuild, and repair the porch area as necessary on the south side of the building.

Ms. Brunner noted the HDC Regulations call for garden hose pressure for washing masonry, which is very low (approximately 90 PSI). Instead, she said the applicant proposes to repoint brick masonry where necessary and clean the brick masonry using a low-pressure power wash (1000-1500 PSI) in order to clean the existing mortar prior to repointing and provide a better match between the existing and new mortar (by removing any dirt buildup on the existing mortar). She said mortar type can be a condition of the waiver if the HDC chooses. She said the applicant has requested a waiver from HDC Regulation XV.B.2.b.3. regarding masonry cleaning. The HDC criteria for granting a waiver request are (the applicant must meet all three):

- *A. Strict application of these regulations would result in a particular and exceptional difficulty or undue hardship upon the owner of the affected property; and*
- *B. An alternative design or materials meets the design objectives stated in these regulations and in the Historic District Ordinance equally well or better than would strict compliance with these regulations; and*
- *C. The waiver may be granted without substantial detriment to the intent of these regulations and the Historic District Ordinance and the public good.*

Ms. Brunner continued reviewing the regulations for proposed site alterations:

Ms. Brunner said the applicant proposes to install a new paved walkway to provide an accessible path of travel from the parking area behind the building to the existing porch entrance on the south façade of the building and the proposed accessible entrance on the east façade of the building (facing Main Street). This proposed pathway will connect to the existing concrete walkway in the front of the building. The applicant does not propose to remove or relocate the existing walkway in the front of the building which connects the sidewalk to the main entrance of the building. The existing gravel parking area will remain in the same location behind the backline of the building. Currently, no parking spaces are delineated. With the change of use to mixed-use residential and office space, the applicant is proposing to delineate 10 parking spaces with concrete parking wheel stops secured to the ground with pins. In addition, the applicant proposes to install a concrete slab to provide a suitable surface for the proposed van-accessible space in order to comply with accessibility requirements. The applicant proposes to maintain the rest of the parking area as gravel. Ms. Brunner said all of these proposed changes are subject to Planning Board review so the motion on this matter should list these items as exempt from HDC approval.

Ms. Brunner noted the applicant proposes to replace the existing door shown in the images provided in the meeting packet with a new door to provide an accessible entrance to the proposed office space. A new door opening is not proposed. Mr. Pappas said he plans for the new door to match the existing door, which is not that old and therefore easier to match.

Ms. Brunner added that the applicant proposes to install a dumpster in the northwest corner of the parking area that would be screened from view by a fence. The applicant provided a photo of the proposed fence with wood siding at the meeting. Mr. Porschitz asked for clarification on the window mounting. Mr. Pappas replied that no additional wood will be required around the window; they are not filling in the current window opening to insert the new windows. To fit the current openings, each window will have to be custom made with different mounting details depending on the masonry opening. The exposed PVC material visible on the sample window at the meeting will not be visible once the windows are installed.

Vice Chair Weglinski asked if the Board had any questions for staff. Hearing none, he invited members of the public to speak and recognized Chris Glimenakis (133 Main Street) who asked whether the HDC regulates changes to the interior of buildings, such as tearing down walls or widening hallways. Vice Chair Weglinski replied no, the HDC is predominantly concerned with the exterior but the interior must be consistent with City codes.

Mr. Pappas asked if the Commission would prefer a black PVC or rubber replacement for the center flat roof section. It is currently an asphalt roll-on product that needs to be replaced. Ms. Brunner clarified if the applicant gets approval from the Commission on this now, they will be held to that decision. Mr. Pappas confirmed that he was asking approval to replace the flat roof portion on the section of the building that connects the

barn to the main building. The flat roof is currently sanded asphalt, which is visible from the second floor and is not aesthetically pleasing. Mr. Pappas proposes a black, welded PVC roofing with joints and membranes that looks nearly identical but is not sanded. The Commission agreed they have no concerns with this material replacement.

Ms. Benik asked if there is any historical significance to the green paint. Mr. Pappas guesses it dates back 75-80 years and the family likely just maintained the color they inherited; it is hard to change the color of the whole house.

Vice Chair Weglinski closed the public hearing. Mr. Porschitz said his only concern is minimizing the impact of making asphalt materials mimic slate. Councilor Powers made the following motion, which was seconded by Ms. Benik.

On a vote of 4-0, the Historic District Commission approves the waiver requested from section XV.B.2.b.3 regarding masonry cleaning and COA-2018-02 for the demolition of the existing barn, construction of the new 520 sf addition, and building renovations at 143 Main Street as described in the application and on the plan set “Renovations to 143 Main Street Keene, NH 03431” prepared by Sampson Architects on July 25, 2018 and submitted to the Community Development Department on August 10, 2018 except for the following, which are subject to Site Plan Review:

1. The installation of an accessible ramp and walkway on the south side of the building,
2. The installation of a paved accessible parking space in the existing parking lot, and
3. The installation of new landscaping.

With the following conditions:

4. Staff approval of a mock-up of the mortar color, thickness, and type prior to conducting masonry repair, and
5. Staff approval of shingle product to mimic slate shingles for the new addition, and
6. Staff approval of PVC roofing product to mimic appearance of current roofing material on the porch area.

#### **4) Continued Discussion & Review of Historic District Commission Regulations**

Ms. Brunner noted further revisions to the HDC regulations (renewable energy visibility from public right-of-way, glare of solar panels on neighboring properties, and other clarifications per the Commission’s requests) included in the meeting packet.

At the July meeting, the Commission also directed staff to prepare a few options to allow murals on unpainted brick surfaces. She included these proposed changes in the masonry section of the regulations to allow painting on unpainted brick in some circumstances. The other option is to include it under the waiver criteria. Ms. Brunner read the proposed standards for painting on brick surfaces, which can be found in the meeting packet. She did not find instances of this in other historic districts. The most similar instance was Delavan, WI, but their HDC was established after their Walldogs festival. All other

Walldogs cities she contacted allowed painting on brick, though some building owners requested panels for reasons like renovating the building in the future.

Ms. Brunner noted she also added a definition of mural to the HDC regulations on page 70. If the Commission chooses to enact this as a waiver criteria (as opposed to a masonry standard) there is no flexibility because applicants would be able to request a waiver from the waiver criteria. As a masonry standard, someone can theoretically ask for a waiver from the criteria, for example they could ask for a few extra feet of mural area. Vice Chair Weglinski asked the reasoning behind restricting the mural size to only 40% of a wall. Ms. Brunner replied she based that on existing murals and opinions of community members interested in the HDC who do not want murals to overwhelm the walls. Also the Walldogs organizers confirmed murals will cover a maximum of about 20-30% of a wall. A 40% maximum coverage standard encourages applicants to propose murals that won't overwhelm the building wall. Ms. Brunner confirmed this standard will only apply to brick or stone masonry, not concrete masonry; as proposed, the regulations state that if an applicant proposes painting on concrete they do not need HDC permission.

Councilor Powers said he thinks it is appropriate to include this in the masonry standards as opposed to the waiver criteria so applicants will have an opportunity to request a waiver. Vice Chair Weglinski asked if this standard, as written, protects the primary façades on Main Street. Ms. Brunner replied painting is prohibited on the primary elevation, which is defined as the front or street facing walls of a building of a primary or contributing HDC resource.

Ms. Brunner shared a letter from Peter Poanessa and Judy Rogers, the Walldogs organizers:

*August 1, 2018  
Dear Historic District Commission,*

*As you consider changes to the historic district regulations we on the Magical History Tour exec. Committee would like to restate that although we and will be painting some murals on previously painted surfaces, as well as on panels, Walldogs murals are meant to be painted on brick surfaces. There is a textural quality to the art-form that can only be achieved by painting brush to brick. Mural locations will be carefully evaluated to determine the best method for surface preparation and paint application to avoid causing damage to the substrate.*

*This on short-term project addresses many identified issues facing our community, which shaping a strong vision for the future. We urge you to create a way for some of our stories of historic characters, innovative products and momentous events to be memorialized on brick. The painted building ad style of the Walldogs is vintage to the time period of Keene's downtown buildings, late 1800's to 1960's, making this a fitting medium for public art in our City.*

*Please consider these big picture project impacts as part of your thought process:*

- *Sustain downtown vitality*
- *Create economic opportunities*
- *Attract new residents and businesses*
- *Strengthen our community identity of place*
- *Maintain downtown Keene as the central place of the county*
  - *Increase tourism*
  - *Celebrate our culture and heritage*
  - *Create public art to invigorate our public spaces*
- *Increase the sense of public safety by creating a feeling that a location is cared for*
  - *Murals serve as deterrents for graffiti*

*Respectfully submitted by: Peter Poanessa (project chair) & Judy Rogers (community coordinator)*

Vice Chair Weglinski asked if someone will only have to come to the HDC if they cannot meet these proposed criteria. Ms. Brunner replied they still have to seek approval for any unpainted brick or stone masonry surface; this provides specified circumstances and conditions when a mural could be approved.

Ms. Brunner said she was seeking consensus if the Commission is ready to move forward and adopt the changes to the HDC regulations. Adopting the changes requires notice of a public hearing. The next opportunity to adopt these changes is the September meeting. Mr. Porschitz said he is uncomfortable adopting the changes without input from other Commission members. Ms. Brunner noted the proposed changes are in the meeting packet, which is available for anyone to view including the Commission members not present. Councilor Powers suggested Ms. Brunner confirm that other Commission members are comfortable with the changes before noticing a public hearing in September; if they are not ready, it can wait until October. Ms. Brunner noted the Walldogs need confirmation by early November. She will confirm with the City Attorney if the applicants can come to the same meeting where the regulations are approved to get the project approved with those regulations; they will have to show how they meet criteria for the waiver. Ms. Benik suggested if there are strong objections at the September meeting the Commission can make necessary changes in October. Ms. Brunner said she thinks the Commission can make changes if they are recorded in the minutes but changes would have to be minor.

Councilor Powers made a motion to move the revisions to HDC regulations forward for public hearing, which was seconded by Ms. Benik and carried unanimously.

## **5) Staff Updates**

Ms. Brunner had no updates.

## **6) Next Meeting – September 19, 2018**

## **7) Adjourn**

HDC Meeting Minutes  
August 15, 2018

Hearing no further business, Vice Chair Weglinski adjourned the meeting at 5:58 PM.

Respectfully submitted by,  
Katrana Kibler, Minute Taker

Reviewed and edited by Mari Brunner, Planning Technician

# STAFF REPORT

## COA-2018-03 – 34 West Street – Retroactive Approval for Window Replacement

### **Request:**

Applicant Greg Johnson, on behalf of owner West Street Keene LLC, requests retroactive approval for replacement of all exterior windows. Waivers are requested from Section XV.B.5.b.2 of the HDC Regulations regarding window appearance and Section XV.B.5.b.3. of the HDC Regulations regarding design materials. The property is ranked as a Primary Resource and is located at 34 West Street (TMP# 575-033-000) in the Central Business Zoning District.

### **Background:**

This property was originally the site of the Lamson Estate built in 1804, which was demolished in 1911 to build the present structure known as the Old Post Office. The old post office was the first building in the region to have revolving doors, and it operated for about 60 years until it was moved to a new location on Main Street. Distinctive features listed on the property inventory form include “roof-line balustrade, transom lights, and hipped roof.” The building was renovated in 1971 to house the school administrative unit #29 (SAU 29) offices. Currently, the building is used as commercial space.

The applicant is requesting retroactive approval for the replacement of all exterior windows and requests waivers from Section XV.B.5.b.2 of the HDC Regulations regarding window appearance and Section XV.B.5.b.3. of the HDC Regulations regarding design materials.

Per Section III.D.6 (“Replacement of more than two windows or doors”) this work is classified as a “Major Project” for review by the HDC.

### **Completeness:**

Staff recommends accepting the application as complete.

### **Application Analysis:**

The relevant standards of the HDC Regulations are:

#### ***Section XV.B.5.b.1-6 – Windows***

##### **“b) Design Standards**

- 1) ***Removing character-defining historic window sash shall be discouraged, unless repair is not economically feasible.***
- 2) ***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 either instance, the muntin shall have a raised trapezoidal profile. Snap-in or between-glass muntin grids are not allowed.***
- 3) ***If the historic window to be replaced is wood, the replacement window shall also be wood, or wood clad with aluminum or a material of equal quality and approved by the Historic District Commission.***
- 4) ***If the size or location of the original window opening has been altered, owners shall be encouraged to restore those openings if replacing windows.***
- 5) ***Introducing new window openings into the primary elevations shall generally be prohibited.***

## STAFF REPORT

- 6) ***Enlarging or reducing the window rough opening to fit new stock windows shall generally be prohibited.***

The applicant requests retroactive approval for the replacement of all exterior windows. All windows were replaced with windows of the same overall size; no new window openings were introduced and the existing openings were not enlarged or reduced to fit the stock windows. Prior to replacement, the windows were double hung with a nine over nine grid arrangement, true divided lights, and wooden sash as shown in Figure 1. The replacement windows are also double-hung windows with a nine over nine grid arrangement, however the height of the upper sash was reduced and the height of the lower sash was increased. In addition, the window material was changed from wood to aluminum with a dark bronze finish and lights are no longer true divided. An image of a replacement window is shown in Figure 2.

According to the applicant, the window sash dimensions were modified in order to accommodate changes that occurred when the building was renovated for the SAU 29 offices. At that time, a second story was added internally, and the top half of the windows were blocked off as a result (see Figure 1, below). When the windows were replaced, the height of the upper sash was reduced so that the meeting rail would align with the second story floor. The dimensions of the new windows are shown in Figure 3.



FIGURE 1: Photograph of exterior window as it appeared circa 2012.



FIGURE 2: Photograph of replacement window taken on 9/10/18.

# STAFF REPORT

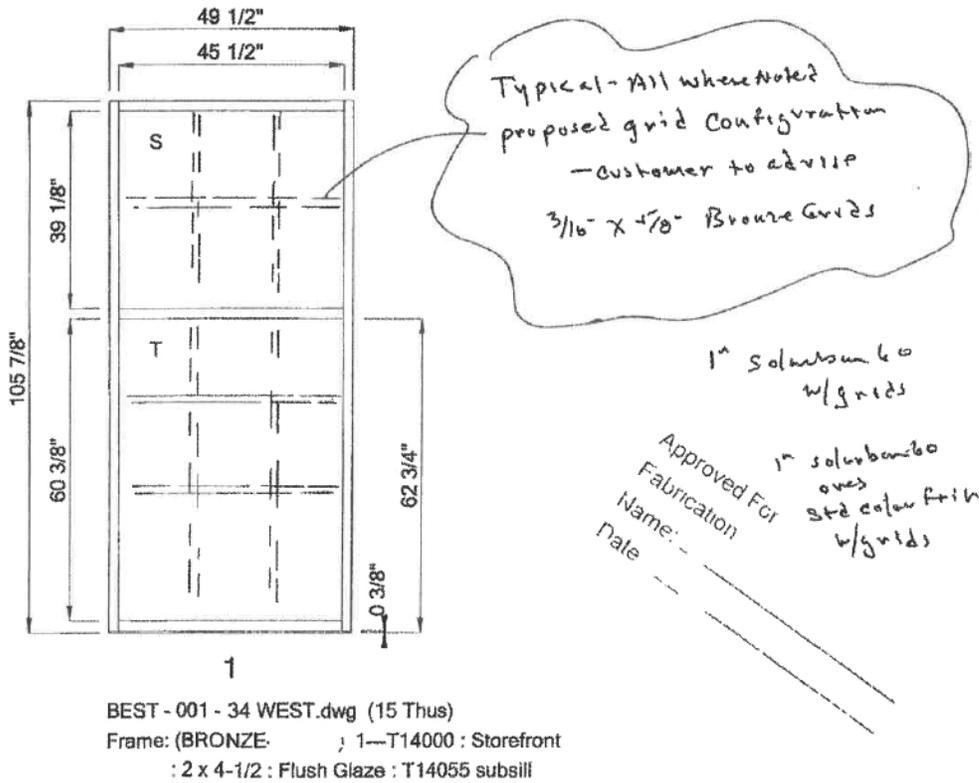


FIGURE 3. Replacement window dimensions provided by the applicant.

The applicant requests waivers from Section XV.B.5.b.2 of the HDC Regulations regarding window appearance and Section XV.B.5.b.3. of the HDC Regulations regarding design materials. The HDC criteria for granting a waiver request are listed below.

- "A. Strict application of these regulations would result in a particular and exceptional difficulty or undue hardship upon the owner of the affected property; and*
- B. An alternative design or materials meets the design objectives stated in these regulations and in the Historic District Ordinance equally well or better than would strict compliance with these regulations; and*
- C. The waiver may be granted without substantial detriment to the intent of these regulations and the Historic District Ordinance and the public good."*

**Recommendation:**

*If the HDC is inclined to approve this request, the following motion is recommended:*

*Approve the waiver request from Section XV.B.5.b.2 for change in window appearance and Section XV.B.5.b.3 for change in window material and COA-2018-03 for retroactive approval for replacement of all exterior windows as described in the application and supporting materials submitted to the Community Development Department by Greg Johnson on behalf of owner, West Street Keene, LLC on August 23, 2018 with no conditions.*

# HISTORIC DISTRICT COMMISSION

## MAJOR PROJECT APPLICATION



<b>A</b>	<b>Project Name:</b>		<b>For Staff Use Only:</b>		
			Date Received :  Planning Department File # _____		
Tax Map Parcel number(s) <u>575-03-3000</u> _____ _____ _____		Project Address: <u>34 West Street</u> <u>Keene, N.H. 03431</u>			
		Square Footage of Parcel: <u>0.42 Acres</u>			
		Zoning District: <u>CB</u>			
<b>Applicant</b>	Name: <u>H Gregory Johnson</u>		<b>Owner</b>	Name: <u>West Street Keene, LLC</u>	
	Address: <u>17 Elm St Keene NH</u>			Address: <u>25 Constitution Drive</u>	
	Telephone/Email: <u>352-5533</u> <u>gregc.hgjohnson.com</u>			Telephone/Email: <u>603-471-9099</u> <u>Tom@rikeyenterprises.com</u>	
	Signature: <u>[Signature]</u>			Signature: <u>[Signature]</u>	
	Date: <u>8-23-18</u>			Date: _____	
<b>B</b>	<b>Descriptive Narrative Including:</b>	<input checked="" type="checkbox"/> Type of alteration <input checked="" type="checkbox"/> Reason for alteration <input checked="" type="checkbox"/> Location of alteration <input checked="" type="checkbox"/> Material selection <input checked="" type="checkbox"/> Site features <input checked="" type="checkbox"/> Landscape features		<b>Exemptions Requested (for materials not submitted)</b> Circle one: <b>YES</b> <b>NO</b> (If YES see section H)	
				<b>For Staff Use Only:</b>	
		Date of Pre-Application Meeting _____		Date Application is Complete _____	
<b>C</b>	<b>A complete application must include the following:</b>				
	<input type="checkbox"/> Two (2) copies of completed application forms <input type="checkbox"/> Two (2) copies of Descriptive Narrative <input type="checkbox"/> FEES covering the costs of processing, legal notice, advertising the public hearing, mailing notices out to abutters <input type="checkbox"/> Signed and Notarized Abutters List <input checked="" type="checkbox"/> Two (2) sets of Mailing Labels for abutters		<input checked="" type="checkbox"/> Copies of any Zoning Board of Adjustment actions <input checked="" type="checkbox"/> Three (3) copies of site plan (see Section D) <input checked="" type="checkbox"/> Three (3) color copies of architectural elevations (see Section E) <input checked="" type="checkbox"/> Scale and Missing Depictions (see Section F) <input checked="" type="checkbox"/> Material Examples (see Section G)		

September 10, 2018

Ms. Mari Brunner  
Planning Technician  
City Hall, 4<sup>th</sup> Floor  
3 Washington St.  
Keene, NH 03431  
Re: 34 West St. Historic Commission  
Tax Map Parcel #515-03-3000

Dear Ms. Brunner:

Please accept the attached request for waivers to the Historic District Commission Regulations, Section X.

Re: Waivers.

West St. Keene, LLC requests waivers from sections XV. B. 5.b.2 and XV.B.5.b.3 of the HDC Regulations. You have been provided photographs drawings, etc. to explain the removal and replacement of the windows as part of the renovation process. Since the original building was greatly altered in the '70s due to the renovations of the SAU 29 acquisition, certain modifications were necessary regarding window replacement. The 2<sup>nd</sup> floor infrastructure created a challenge for replacement of windows.

Following is a window specification outline.

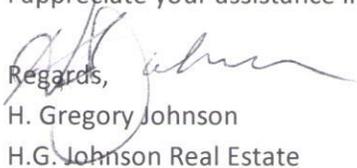
[Window specifications for 34 West Street, Keene, NH]

Windows to be Tubelite 14000 thermally broken storefront frames. Frames will be dark bronze anodized with subsill to match existing windows. Glazing will be 1" Low E on bottom sections of 1<sup>st</sup> floor and all 2<sup>nd</sup> floor and spandrel glass on upper sections of 1<sup>st</sup> floor windows to hide 2<sup>nd</sup> floor infrastructure. Bathroom windows will have obscure glass to match existing. All 1<sup>st</sup> floor frames will have a horizontal divider, 2<sup>nd</sup> floor frames will have a vertical divider where casements existed.

All windows are to look EXACTLY as they are now, NO deviations.

I appreciate your assistance in resolving this matter.

Regards,



H. Gregory Johnson  
H.G. Johnson Real Estate  
17 Elm St.  
Keene, NH 03431

603-352-5533



**Window specifications for 34 West Street, Keene, NH**

Windows to be Tubelite 14000 thermally broken storefront frames. Frames will be dark bronze anodized with subsill to match existing windows. Glazing will be 1" Low E on bottom sections of 1<sup>st</sup> floor and all 2<sup>nd</sup> floor and spandrel glass on upper sections of 1<sup>st</sup> floor windows to hide 2<sup>nd</sup> floor infrastructure. Bathroom windows will have obscure glass to match existing. All 1<sup>st</sup> floor frames will have a horizontal divider, 2<sup>nd</sup> floor frames will have a vertical divider where casements existed.

All windows are to look EXACTLY as they are now, NO deviations



Historic Photographs of the Old Post Office Building  
Submitted by the Applicant

# Lease a piece of Keene's History!



## 34 West Street, Keene, N.H.

- Zoning—Central Business District
- 28 On-site parking spaces
- Adjacent to municipal parking lot
- Storage available
- Professional exterior and interior signage
- Will accommodate tenant space requirements and build out to their specifications

This historical landmark consists of upscale, professional office space. This building is well maintained and located in a highly visible area of the Central Business District which lends itself to opportunities with endless possibilities. Located within walking distance of downtown Keene which features restaurants, hotels, theatre, arts, retail shopping and is home to Keene State College.



H. Gregory Johnson

H. G. Johnson Real Estate  
34 West Street, Suite 101  
Keene, N.H. 03431  
(603) 352-5533

[www.hgjohnsonrealestate.com](http://www.hgjohnsonrealestate.com)



Elaine H. Levlocke





HG Johnson Real Estate



**34 West Street, Keene, NH**  
*Lease a piece of history*

*Amendments to the City of Keene Historic District Commission Regulations:*

*That the Historic District Commission Regulations are amended by:*

- 1) Revising Section III.C “Minor Projects,” through removal of language that has been stricken out and adding the language underlined in boldface; and*
- 2) Revising Section III.D “Major Projects,” through removal of language that has been stricken out and adding the language underlined in boldface; and*
- 3) Revising Section V.C “Information Required” by adding language underlined in boldface; and*
- 4) Revising Section VII.D “Information Required” by adding language underlined in boldface; and*
- 5) Revising Section XV.A.7 “Renewable Energy Systems” through removal of language that has been stricken out and adding the language underlined in boldface; and*
- 6) Revising Section XV.B.2 “Masonry (walls and architectural trim)” through removal of language that has been stricken out and adding the language underlined in boldface; and*
- 7) Revising Section XV.B.5 “Windows” through removal of language that has been stricken out and adding the language underlined in boldface; and*
- 8) Revising Section XV.C.2 “Masonry (walls and architectural trim)” through removal of language that has been stricken out and adding the language underlined in boldface; and*
- 9) Revising Section XVI “Definitions” through removal of language that has been stricken out and adding the language underlined in boldface.*

**Sec. III Pre application Conference/Project Classification**

**C. Minor Projects.**

Minor Projects shall require a Certificate of Appropriateness issued by the Planning Director or his/her designee according to these regulations. A Minor project is defined as any work including alteration or modification to one or more of the following items:

- 1) Installation of or changes to light fixtures that do not alter character defining features.
- 2) Replacement of less than 25% of existing exterior siding and/or trim when there is no change in ~~design materials~~ or general appearance.
- 3) **Repair or repointing of masonry when there is no change in materials or general appearance.**
- 4) Replacement of existing windows and doors or the installation of two or less windows or doors (during the course of one calendar year beginning with the date approval) in former or existing openings on buildings structures, or sites designated as Non-Contributing or Incompatible Resources.
- 5) Installation of prefabricated accessory buildings or structures on or at buildings structures, or sites designated as Non-Contributing or Incompatible Resources.
- 6) Installation of dumpster, dumpster enclosure or dumpster pad on or at buildings structures, or sites designated as Non-Contributing or Incompatible Resources.
- 7) Installation of satellite dishes or telecommunications facilities on or at buildings structures, or sites designated as Non-Contributing or Incompatible Resources.
- 8) Installation of fences.
- 9) Installation of HVAC and other mechanical equipment.
- 10) Extensions to the expiration date of Certificates of Appropriateness where there is no change in project scope or specifications.
- 11) Replacement of two or less windows or doors during the course of one calendar year (beginning with the date of approval) on buildings, structures or sites designated as Primary or Contributing Resources.
- 12) Removal of non-historic elements that are determined to conceal character-defining features.

### Sec. III Pre application Conference/Project Classification

#### D. Major Project.

Major Projects shall require a Certificate of Appropriateness issued by the Historic District Commission according to these regulations. A Major project is defined as any work including alteration or modification to one or more of the following items:

- 1) Additions to a building or structure.
- 2) Construction of a new building or structure.
- 3) Renovation, rehabilitation or restoration of a building or structure.
- 4) Removal, relocation or demolition of an existing building or structure.
- 5) ~~Repair, replacement, or repointing~~ of exterior masonry walls
- 6) Replacement of more than two windows or doors during the course of one calendar year on buildings, structures, and sites designated as Primary or Contributing Resources or the installation of more than two windows or doors in former or existing openings on buildings, structures or sites designated as Non-Contributing or Incompatible Resources.
- 7) Changes to exterior materials other than those classified as minor projects
- 8) Alterations to storefronts
- 9) Installation of prefabricated accessory buildings or structures on or at buildings, structures, and sites designated as Primary or Contributing Resources.
- 10) Installation of dumpster, dumpster enclosure or dumpster pad **on or at buildings, structures, and sites designated as Primary or Contributing Resources.**
- 11) Installation of satellite dishes or telecommunications facilities on or at buildings structures, or sites designated as Primary or Contributing Resources.
- 12) Painting of a previously unpainted brick, **or** stone masonry ~~or concrete~~ building or structure
- 13) Installation of new paving
- 14) Chemical or physical treatment to the exterior of a building or structure
- 15) Changes to grading
- 16) Removal of trees in excess of 15 inches in diameter at a trunk height of four (4) feet above grade
- 17) Installation of decks, patios or pools
- 18) Creation of new openings for windows or doors.
- 19) Installation of renewable energy systems.

Projects that meet the threshold criteria above may be considered to be minor projects if proposed on properties designated as Non-Contributing or Incompatible and the Planning Director determines that such a project does not warrant review and approval by the Historic District Commission. If found in compliance with the City's codes and these regulations, these projects shall be administratively reviewed and approved by the Planning Director. The Planning Director or his designee shall keep the Board informed of administratively approved projects every three months.

The Board relies upon the professional judgment of the Planning Director to determine whether a proposed project meets the threshold criteria set forth above and must therefore be reviewed by the HDC. There are four possibilities for projects reviewed administratively by the Planning Director: approval, approval with conditions, denial, or the recommendation that the project be reviewed by the HDC in accordance with Section VIII: Major Project Review and Action by HDC.

Any applicant who disagrees with the decision of the Planning Director with respect to the administrative review of a project may appeal the decision by applying for major project review and approval by the HDC in accordance with Section VIII.

## Sec. V Minor Project Application Procedures

### C. Information Required

A Minor Project application for a Certificate of Appropriateness shall include the following information:

- 1) A completed application form (2 copies).
  - 2) Narrative description of the activity requiring a COA (2 copies).
  - 3) Fees.
  - 4) 3 sets of site plans at a maximum scale of 1"=50' depicting existing conditions and all proposed changes and including but not limited to landscaping, accessory buildings, and the footprints of buildings on abutting properties directly adjacent to the site.
  - 5) 3 sets of building elevations at a scale of 1/4"=1' or better of each building façade proposed for alteration showing:
    - all proposed changes to the exterior of the structure.
    - accurate dimensions of architectural details, e.g. (windows, doors, entries, molding, trim, decks).
    - any portions of the structure proposed for demolition or removal.
  - 6) Cut sheets of building materials (e.g., siding, roofing trim).
  - 7) Cut sheets and/or specifications for windows and doors.
  - 8) Cut sheets and/or specifications for exterior lighting fixtures.
  - 9) Cut sheets and/or specifications for cleaning products.**
  - 10) Samples of mortar and/or brick for projects proposing new or replacement mortar and/or brick.**
  - 11) Photographs, renderings, and/or line sketches of neighboring structures which show scale and massing.
  - 12) Additional information as may be required by the Planning Director.
- d) Submittal of items listed above may not be required depending on the nature and scope of the projects and may be omitted from an application for a Minor Project with the approval of the Planning Director.

## Sec. VII Major Project Application Procedures

### D. Information Required

Each application for a Certificate of Appropriateness shall include the following information:

- 1) A completed application form (2 copies)
- 2) Narrative description of the activity requiring a COA (2 copies)
- 3) Fees
- 4) A list of all abutters including name, address and tax map number signed by the applicant and notarized with a date within 60 days of application deadline.
- 5) 2 sets of mailing labels for all abutters
- 6) As appropriate, copies of any Zoning Board of Adjustment action undertaken as part of this Application
- 7) 3 sets of site plans at a maximum scale of 1"=50' or better depicting existing conditions and all proposed changes and including but not limited to landscaping, accessory buildings, and the footprints of buildings and site features on abutting properties directly adjacent to the site.
- 8) 3 sets of building elevations at a scale of 1/4"=1' or better of each building façade proposed for alteration showing:
  - all proposed changes to the exterior of the structure

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- accurate dimensions of architectural details, e.g. (windows, doors, entries, molding, trim, decks)
  - any portions of the structure proposed for demolition or removal
- 9) Cut sheets or specifications of building materials (e.g., siding, roofing trim)
  - 10) Cut sheets and/or specifications for windows and doors.
  - 11) Cut sheets and/or specifications for exterior lighting fixtures.
  - 12) Cut sheets and/or specifications for cleaning products.**
  - 13) Samples of mortar and/or brick for projects proposing new or replacement mortar and/or brick.**
  - 14) Photographs, renderings, and/or line sketches of neighboring structures which show scale and massing
  - 15) Additional information as may be required by the Historic District Commission

## Sec. XV Design Standards

### A. Streetscape and Building Site

#### 7. Renewable Energy Systems

##### a) Background

**While renewable energy systems were not historically present within the Downtown 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 constrains for locating these systems on individual properties.**

The Downtown Historic District was created in recognition of the fact that the historic character of our community is an important social and economic resource. The downtown attracts visitors and boosts our local economy. It is a common misconception that high energy bills are the “cost of doing business” for historic properties. Rather, preservation and energy efficiency are not contradictory and the HDC recognizes the importance and overlap of both priorities in our community. Many “green” principles actually involve a return to our historic approaches to site and building design. Modern technologies, in conjunction with traditional designs allow for significant improvements to buildings without compromising the historic value of the structure.

Older buildings have a reputation for being drafty and inefficient and, unfortunately in many cases this is true. It is also true, however that existing buildings contain a large amount of embodied energy (the energy used in the extraction and production of the materials and construction of a building). Recognizing a building’s existing material as valuable is the first and most significant step towards becoming energy efficient.

In order for a wind energy system to be fully effective, they are often required to be considerably taller than the surrounding landscape. The resulting height can cause a structure to be highly visible and therefore careful consideration must be given to the location of any wind energy system in order for it to fit appropriately in the district.

When considering the installation of a renewable energy system (hereafter referred to as “system”), property owners are encouraged to consult with the HDC early on in the process to identify opportunities and constraints for locating these systems on individual properties.

b) 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**
  - F. **On facades or roofs facing the public way. An applicant is required to prove the higher priority locations are not feasible in order for the HDC to approve system installations on more significant parts of the site.**
- 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.**
- 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) ~~The entire subject site for a proposed system should be examined to determine the most appropriate placement of the system. Typically, the priority for locating the systems would be as follows with the higher priority locations corresponding with the least impacts on historic resources. An applicant is required to prove the higher priority locations are not feasible in order for the HDC to approve system installations on more significant parts of the site:~~
  - A. ~~At a location not visible from public location (and therefore does not require HDC review).~~
  - B. ~~Installations should be ground mounted to the rear of the building or on accessory structure behind the frontline of the primary structure. Care should be taken to respect the historic landscape, including both its natural topography and designed features.~~
  - C. ~~At locations where newer additions are present, placement of systems is encouraged on the newer parts of the building.~~
  - D. ~~Installations on flat roofs shall be set back on the roof of the building so as to be minimally visible.~~
  - E. ~~On secondary façades or roofs (i.e. not facing the public way) of primary structure.~~
  - F. ~~Installations on pitched roofs shall be on the same plane and angle as the roof with the color of the panels in keeping with surrounding roofing materials. Solar panel arrays should have low profiles and be no higher than a few inches above the existing roof surface to minimize the gap between the array and roof. In addition, spacing of arrays shall respect the fenestration patterns of window and door opening on the façade located below the location of the installation.~~

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- ~~7) The appropriateness of photovoltaic or solar thermal systems will be based on the historic character and architectural significance of the individual structure and its relation to its surroundings. Installations shall be on one plane as opposed to being scattered on several roofs in order to avoid disjointed, multi-roof solutions.~~
- ~~8) Size and location of structures shall be in scale with the other features of the building.~~
- ~~9) Character defining features of a historic resource shall be retained and not obstructed from view by the installation of a renewable energy system.~~
- ~~10) Installation of systems should not require alterations to significant or character defining features of a historic resource. Avoid solutions that require or result in the removal or permanent alteration of historic fabric. The use of solar roof tiles, laminates, glazing and other technologies that require the removal or alteration of intact historic materials shall be prohibited. Points of contact with historic materials should be minimized.~~
- 11) 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.
- ~~12) In order to minimize visual impacts, colors of equipment and assemblies should either be muted or should match nearby materials and colors.~~
- ~~13) Installations in front yards or in front of the front line of the main part of the building are prohibited.~~
- ~~14) There should be no visible graphics on any systems to advertise or otherwise.~~
- ~~15) Solar array grids shall be square or rectangular (i.e. have only four edges). "Stepped" panel arrangements are prohibited.~~

## Sec. XV Design Standards

### B. Building Rehabilitation: Primary and Contributing Resources

#### 2. Masonry (walls and architectural trim)

##### b) Design Standards

- 1) Character-defining architectural trim shall be retained and repaired when technically and economically feasible. If the trim is sufficiently deteriorated that replacement is warranted, the new trim shall match the original in size, scale, placement, detailing, and ideally material. If substitute material is used, it shall convey the same visual appearance as the historic trim.
- 2) Masonry shall be cleaned only when necessary to halt deterioration or remove heavy soiling.
- 3) Masonry shall not be sandblasted or abrasively cleaned, but cleaned with the gentlest method possible, such as low-pressure cleaning at garden hose pressure, using water or detergents. ~~Any products for cleaning or for paint or graffiti removal must be from the approved product list available from the Planning Department.~~
- 4) Limestone and marble shall not be cleaned with an acidic cleaner, as it may dissolve the surface.
- 5) If currently unpainted, masonry **other than concrete masonry** shall not be painted, unless there is physical, pictorial or documentary evidence that the building was historically intended to be painted **or unless a painted mural is proposed which meets all of the following conditions:**
  - i. **The mural will enhance or complement the historic or architectural features of the structure or site, and**
  - ii. **The mural will enhance or complement the historic character or context of the surrounding area, and**
  - iii. **The mural will showcase images of local places, people, and/or products that have historic significance to Keene and/or the surrounding region, and**
  - iv. **The mural will be designed by a professional mural artist or sign painter, and**

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- v. **The mural is not located on the primary elevation of a Primary or Contributing Resource, and**
  - vi. **The mural will not cover more than 40% of the surface area of a building or structure façade, and**
  - vii. **The applicant has demonstrated that the proposed surface treatment is appropriate for historic brick or stone masonry materials. Waterproof coatings shall be prohibited.**
- 6) Repointing shall be undertaken only to address deteriorated masonry or in areas where moisture infiltration is a problem. The amount of wall area to be repointed shall be limited to the affected area. The new mortar joints shall match the original as closely as possible in terms of profile, width, and mortar composition. The new mortar shall match the color of the mortar used when the building was built; or it shall match aged or weathered mortar color, whichever is more appropriate. The color of all mortar shall come from the aggregate and not the binder. Upon completion of the repointing, all remaining mortar and residual film shall be cleaned from the façade of the building.
- 7) Brick walls that require repair with replacement brick shall be repaired with bricks that match the original as closely as possible in terms of size, color and texture.
- d) Projects that do not require COA
- 1) Painting previously painted masonry surfaces, unless the paint job involves repainting or covering a painted advertisement, sign or artwork.
  - 2) **Painting unpainted concrete surfaces.**

## Sec. XV Design Standards

### B. Building Rehabilitation: Primary and Contributing Resources

#### 5. Windows

##### a) Background

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.

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. Many of the brick buildings and a few of the wood-frame residences have arched window openings, sometimes with arched sash, as well – both lend a highly distinctive element to the building and streetscape. Windows with stained or colored glass are also highly distinctive and of particular significance.

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 weatherstripped 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.

Helpful points when considering window replacement have been developed by the Cambridge, MA Historical Commission and are available at

**<https://www.cambridgema.gov/historic/aboutchc/~media/FF5F4ACDDFB24C1A9A810EE179014735.ashx>** <http://www.ci.cambridge.ma.us/~Historic/windowguide.html>. This information is intended to be informative only and not to replace a design standard below or a decision rendered

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by the Keene HDC. Useful information on repairing and weatherizing wood sash can be found in  
Preservation Brief #9: The Repair of Historic Wooden Windows.

## Sec. XV Design Standards

### C. Building Rehabilitation: Non-Contributing and Incompatible Resources

#### 2. Masonry

##### a) Design Standards

- 1) Character-defining architectural trim shall be retained and repaired when technically and economically feasible. If the trim is sufficiently deteriorated that replacement is warranted, the new trim shall match the original in size, scale, placement, detailing, and ideally material. If substitute material is used, it shall convey the same visual appearance as the historic trim.
- 2) Masonry shall be cleaned only when necessary to halt deterioration or remove heavy soiling.
- 3) Masonry shall not be sandblasted or abrasively cleaned, but cleaned with the gentlest method possible, such as low-pressure cleaning at garden hose pressure, using water or detergents. ~~Any products for cleaning or for paint or graffiti removal must be from the approved product list available from the Planning Department.~~
- 4) Limestone and marble shall not be cleaned with an acidic cleaner, as it may dissolve the surface.
- 5) If currently unpainted, masonry **other than concrete masonry** shall not be painted, unless there is physical, pictorial or documentary evidence that the building was historically intended to be painted **or unless a painted mural is proposed which meets all of the following conditions:**
  - i. **The mural will enhance or complement the historic or architectural features of the structure or site, and**
  - ii. **The mural will enhance or complement the historic character or context of the surrounding area, and**
  - iii. **The mural will showcase images of local places, people, and/or products that have historic significance to Keene and/or the surrounding region, and**
  - iv. **The mural will be designed by a professional mural artist or sign painter, and**
  - v. **The mural is not located on the primary elevation of a Primary or Contributing Resource, and**
  - vi. **The mural will not cover more than 40% of the surface area of a building or structure façade, and**
  - vii. **The applicant has demonstrated that the proposed surface treatment is appropriate for historic brick or stone masonry materials. Waterproof coatings shall be prohibited.**
- 6) Repointing shall be undertaken only to address deteriorated masonry or in areas where moisture infiltration is a problem. The amount of wall area to be repointed shall be limited to the affected area. The new mortar joints shall match the original as closely as possible in terms of profile, width, and mortar composition. The new mortar shall match the color of the mortar used when the building was built; or it shall match aged or weathered mortar color, whichever is more appropriate. The color of all mortar shall come from the aggregate and not the binder. Upon completion of the repointing, all remaining mortar and residual film shall be cleaned from the façade of the building.
- 7) Brick walls that require repair with replacement brick shall be repaired with bricks that match the original as closely as possible in terms of size, color and texture.

d) Projects that do not require COA

- 1) Painting previously painted masonry surfaces, unless the paint job involves repainting or covering a painted advertisement, sign or artwork.
- 2) **Painting unpainted concrete surfaces.**

**Sec. XVI. Definitions**

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.

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.

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.

Certificate of Appropriateness (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.

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.

Commercial area – the area within the historic district in which most of the buildings were constructed for commercial uses.

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.

Contributing resource – a building, structure or site within the Downtown Keene Historic District that was present during the Period of Significance and that contributes to the district's sense of time and place and historical development

Demolition – the razing, destruction, removal, or relocation, entirely or in significant part and including its facade, of a building, structure or other resource.

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.
- Failure to diligently solicit and retain tenants.

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- Failure to provide normal tenant improvements.

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 and other exterior openings on a building.

Historic building – A building or structure within the Downtown Keene Historic District that is categorized Primary or Contributing.

Incompatible resource – a building, structure or site within the Downtown Keene Historic District that has no historic or architectural integrity and whose setback, massing, scale, height, materials and/or fenestration detract from the character of the district.

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

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.

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

Maintenance – see Repair.

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

**Mural – A painting or other work of art executed directly on a wall. Examples of existing murals in Keene include the “Parrish Shoes” mural on the Elliot Block building located at 1 Main Street and the “Coca-Cola” mural on the Bullard and Shedd Block building located at 37 Central Square (see images below).**



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

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Non-Contributing Resource - a building, structure or site within the Downtown Keene Historic District that is either less than fifty (50) years old and thus was not constructed within the Period of Significance; 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 Primary or Contributing resource when it becomes 50 years old. It may also become a Primary or Contributing resource if its integrity is restored.

Period of Significance – the span of time during which the district attained its significance. For the Downtown Keene Historic District, the period of significance starts in 1785, the year the oldest extant building was constructed, and ends 50 years from present time, as events and buildings within the district continue to achieve importance. The fifty-year benchmark coincides with that recognized by the National Park Service in its preservation programs.

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

Primary Resource - a building, structure or site within the Downtown Keene Historic District that was present during the Period of Significance and that contributes to the district’s sense of time and place and historical development in a particularly distinctive manner

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

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

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 features 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. For purposes of this ordinance, 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 which 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 which 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.

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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.

Safety Hardship – see structural instability.

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.

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, terraces, solar photovoltaic systems (ground or roof-mounted), walk ways, driveways, gazebos, etc.** ~~a functional construction made for purposes other than creating shelter, such as a bridge or power plant.~~

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.

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.

To: The Historic District Commission

RE: Proposed Historic District Commission Changes

September 10, 2018

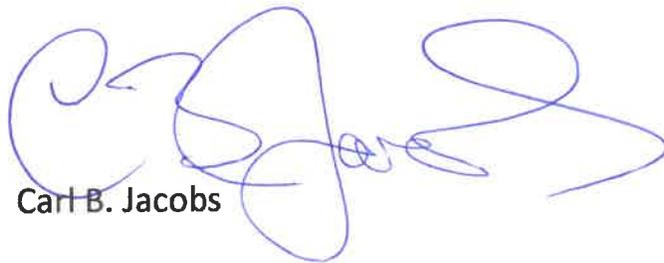
I write in support of the proposed regulation changes relative to murals in the Historic District. As a Trustee of the Historical Society of Cheshire County and a Keene City Councilor, I understand the need to preserve our heritage while growing our future.

The proposed regulations allow for a celebration of Keene's rich history, while preserving the Primary resources of our downtown.

The Walldogs Magical History Tour is bringing many stories of our rich heritage to light for me and others involved with the project. The proposed regulation changes will enable those stories to be celebrated in murals close to Main St.

A big part of our heritage is our vibrant downtown. The proposed regulations will allow visual vibrancy, while attracting people to our downtown and preserving our Primary resources.

As I have a previous commitment on the evening of the public hearing, please accept this written comment in support of the regulation changes.



Carl B. Jacobs

