



City of Keene, New Hampshire

Historic District Commission

AGENDA

Wednesday, January 16, 2019

4:30 PM

2nd 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 81 Court Street at 4:00 p.m. in advance of the meeting.

- 1. Call to Order and Roll Call**
- 2. Election of Officers**
- 3. Minutes of Previous Meeting** – December 19, 2018
- 4. Public Hearing**
 - a) **COA-2019-01 – 81 Court Street – Joslin-Prouty House Renovations** – Applicant KCS Architects, on behalf of owner Nathan Alexander, proposes renovations to the building exterior including removal of the unoriginal front porch structure and vinyl siding, restoration of the original siding and trim, construction of a new stoop and accessible ramp to match the Greek Revival style of the building, and restriping of the driveway and parking lot. The property is ranked as a Contributing Resource and is located at 81 Court Street (TMP# 568-044-000-000-000) in the Office District.
- 5. Continued Public Hearing**
 - a) **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 District.
- 6. Staff Updates**
 - a) Resource Ranking Subcommittee
 - b) Committee Membership
- 7. Next Meeting** – February 20, 2019
- 8. Adjourn**

City of Keene
New Hampshire

HISTORIC DISTRICT COMMISSION
MEETING MINUTES

Wednesday, December 19, 2018

4:30 PM

2nd Floor Committee Room,
City Hall

Members Present:

Hanspeter Weber, Chair
Andrew Weglinski, Vice Chair
Thomas Powers, Councilor
Nancy Proctor, Member
Hans Porschitz, Member
Joslin Kimball Frank, Alternate

Staff Present:

Mari Brunner, Planning Technician
Rhett Lamb, ACM/Community Development
Director

Members Not Present:

Erin Benik, Member

1. Call to Order and Roll Call

Chair Weber called the meeting to order at 4:30 pm and roll call was conducted.

2. Minutes of Previous Meeting – November 20, 2018

Ms. Proctor moved to accept the minutes, Councilor Powers seconded and the motion was approved unanimously.

3. Continued Public Hearing

a) **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) in the Central Business District.

Chair Weber invited the applicant to come forward, state his name and introduce the project, as well as explain the need for the waiver and how the three criteria for issuing a waiver are met.

Mr. Johnson came forward and said he is representing the owner of 34 West Street. He said as the committee already knows, the owner replaced the windows in the building in approximately 30 openings of different sizes without approval from HDC. He stated that he does business with the owner and the owner asked him to represent him before HDC. Mr. Johnson stated that the

owner originally requested a waiver for two different sections and he believes in reading the regulations that a waiver is permissible. Mr. Johnson said the request for a waiver is based on the economic impact of acquiring and installing muntins to make the window grid system more prominent. He said the windows that were installed do have a thermal pane window design grid system. He stated that after doing some historical research, he discovered that the prior windows were not the original windows from when the building was built in the late 1800s. He stated he believes the current windows were installed around 1917-1918. Mr. Johnson stated that the prior windows were in extremely bad shape. He said the owner contacted a couple of companies that specialize in restoring windows and in order to duplicate the old windows the cost would be prohibitively expensive so they installed the current windows.

Mr. Johnson stated that at the last meeting, the HDC requested window specifications from the manufacturer (he passed around papers to committee members). He stated that the current installations are a two-blade T-14000 system with dyed aluminum and were installed by a New England distributor and purchased from a Michigan-based company. Mr. Johnson said he spoke to at least 15-20 people from different companies about this project. He said he is from Keene and he sold the building and it means a lot to him so he wanted to make sure he covered all of his bases. He explained that at the request of HDC, he explored ways in which the owner could install a grid system which would make the muntins more prominent. He stated that from a certain angle, the muntins are visible but not as prominently as they were before.

Mr. Johnson stated that he researched a number of companies that manufacture exterior grid systems and narrowed his search down to three companies: TRACO Muntin Grid, Graham Windows and Bacon's Architectural Muntins. He said he made a couple of extra copies to hand out to the Committee with the names of the companies that he spoke with. Mr. Johnson explained that he spoke with the Engineering department or Architectural division of a couple of the companies, and he liked Bacon's Architectural Muntins the best. He explained that the muntin system is made from architectural aluminum, not vinyl or wood. He said most companies use either vinyl or wood (Mr. Johnson handed out information sheets to members). He said the crux of the problem is that the costs were approximately in the same ballpark for each company. He said Bacon's Architectural Muntins quoted him \$250-\$500 per window and that would include just the cost of receiving the product in a crate. He stated he would then have to hire a glazer and a contractor. Mr. Johnson explained that if the supplier is to stand by their warranty, the owner would be required to hire installers approved by the company. He stated that based on 30 windows and the cost of materials, installation and labor, he estimates a cost of approximately \$1000 per opening, which would total \$30,000 for 30 windows.

Mr. Johnson stated that none of the companies would give him a firm estimate unless he provided them with specific plans and dimensional drawings created by an architect or professional. He stated that all cost estimates were provided over the phone. He said the total project would range from 30-50K, 50K being on the high end as some of the earlier prices he was quoted were much higher than \$500 per window. He said the less expensive options would be made from vinyl or wood. He also stated that the companies informed him that most buyers want the windows and muntins installed by the same company.

Mr. Johnson stated that the muntins would not deliver energy savings. They would only serve to improve the aesthetics of the building or restore its historical appearance. He stated that he appreciates the Committee's time and willingness to provide extensions on the hearing. He stated that on behalf of the owner, they would appreciate being granted the waiver based on economic hardship for keeping the window installations as they are. He said when the owner bought the building it was in really bad shape as it needed extensive roof work. He said the owner also installed a new energy efficient boiler and heating system and redid the exterior granite. Mr. Johnson said overall to this point, the building has not been a favorable investment. Mr. Johnson stated that he tried to provide all of the installation specifications and an overview of what was requested at the last meeting to HDC.

Chair Weber asked if members had questions for the applicant. Ms. Kimball Frank asked Mr. Johnson if he knew about the owner going forward with the installations without HDC approval. Mr. Johnson replied that he was not aware of the approval needed for the window installations. He said he was the broker on the building and was hired as a leasing agent, and he also worked with the owner on the boiler system installation. However, as far as the windows are concerned, he was not involved in the permitting. He stated he did not know if the owner secured a building permit and Ms. Brunner replied that a building permit was not needed. Mr. Johnson stated that he was contacted after the fact by the owner, Mr. Tom Reilly, who asked him if he could work with the HDC to pursue approval. He stated that Mr. Reilly did not want to spend any more money. Ms. Kimball Frank asked Mr. Johnson if he informs buyers about the approval process if they are in the Historic District, or does he leave the permitting up to the buyer. Mr. Johnson replied that in this case it was up to the buyer as Mr. Reilly owns a lot of properties and that is not usually his job unless he is asked to be involved in the renovation or restoration of the property. He stated that he is licensed as a Certified General Contractor and Property Inspector, so people do ask him for advice and he always encourages buyers to get their permits and to go to City Hall. Mr. Johnson stated that he was involved in 149 Emerald Street and 1 West Street project renovations so he is very familiar with the City's historical preservation. He said he also belongs to the Historical Preservation Committee in Swanzey and is very sensitive to following the rules.

Chair Weber asked Mr. Johnson if he received the pricing over the phone. Mr. Johnson replied that he received pricing in an email that he is willing to share with Ms. Brunner; however, it is just a budget number. He said obtaining pricing was difficult because each company has their own unique approach and provides different materials. Chair Weber asked Mr. Johnson if he had preliminary pricing from the different manufacturers for the muntins. Mr. Johnson said Bacon's Architectural Muntins was the most accurate pricing and they estimated \$250-\$500 per window with the aluminum dye. He said he did not want to go with the cheaper vinyl or wood because of maintenance concerns with those materials. Chair Weber asked if Mr. Johnson received a proposal from a general contractor to do the installation and how he derived the pricing. Mr. Johnson stated that he did not receive a proposal and he derived the estimate based on his own experience, along with a budgetary proposal from Mr. John Lewis with Bacon's Architectural Muntins. He said he can forward a copy of Mr. Lewis' emails to Ms. Brunner, however, they are hoping they do not have to install the muntins. Ms. Brunner replied that if Mr. Johnson wants to include the emails on the record she can collect his emails from him. Councilor Powers asked if the pricing he received was from the same man who installed the windows. Mr. Johnson replied in the negative, and noted that the representative from the company that sold the windows was

very uncooperative and he only sold the windows and does not provide the muntins. He said he reached out to him for help as he was the one who sold the windows but he did not return his phone calls. Councilor Powers asked if the same person who sold the windows installed them. Mr. Johnson said the owner bought the windows from Mr. Wayne Komm from Best Door and Lock at 603-716-6465. He said the windows were installed by a general contractor from Manchester but he does not know the name of the contractor. Ms. Proctor asked Mr. Johnson if he estimates the cost of the materials is \$250-\$1000 per window and then an additional for \$500 for installation, to get to \$1,000 per window. Mr. Johnson replied that is his estimate as he did not have a general contractor come in to measure thirty windows. He said everyone is so busy and they would want assurance that the project will go forward and he could not provide that guarantee. He said general contractors are not savvy about putting muntins on windows in Keene.

Mr. Johnson stated that he is estimating an additional \$500 for job overhead, staging and permits for contractors. He said that could be a high estimate but he would rather err on the side of a higher budget estimate. He stated that the other problem is that every one of the openings are different and out of 30 openings there are five different configurations and each one has to be assembled and manufactured in Michigan, shipped to Keene and the installation is so intricate that there is bound to field issues that will require changes. He said this is all based on his own research and experience. He also stated that he could ask a company like MacMillin for an estimate but they are backed up two years from what he understands.

Ms. Kimball Frank said the original openings were nine over nine (9/9) panes and asked Mr. Johnson if the new installations will show 9/9 with the muntins. Mr. Johnson explained that in 1970 when the school district bought the building from the post office, they put a slab in and cut across the window so some of the new windows are “dead” windows with nothing behind them. Ms. Kimball Frank asked what the muntins would look like in the new windows. Chair Weber replied that the muntins would just go on the exterior and would not affect the interior of the windows.

Chair Weber invited staff comments.

Ms. Brunner stated that the HDC first reviewed the applicant’s request at the October 3, 2018 meeting during which time the Board heard from a couple members of the public on this project and decided to continue the public hearing to the October 17, 2018 meeting. At that meeting, the Board requested more information from the applicant about possible solutions for adding an exterior muntin grid to the windows. The applicant requested an extension to the decision deadline twice in a row which brings them to the current meeting. The applicant is requesting approval for replacement for all exterior windows and is requesting 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 window design materials.

Ms. Brunner stated that staff has not had a chance to review the materials submitted this evening so she does not have any comments at this time regarding the quote from the Bacon’s Architectural Muntins. However, she noted that it appears as though the applicant has researched a few options as well as looked into budget numbers. She gave as a quick recap of the

work that was done. The size of the upper sash of the window was reduced and the size of the lower sash was increased compared to the original windows in order to match where the floor comes in. Ms. Brunner said the Board discussed this at their October 3 meeting and they felt that this change made sense. She said there was also a change to the materials as the windows that were replaced were double hung wooden windows, and what is currently being proposed is aluminum with a dark bronze finish. She said the other major change is that the lights are no longer true divided and have between glass muntins. Finally, Ms. Brunner stated said because applicant is requesting the waiver, members may want to go through the waiver criteria which are in the packet. Ms. Brunner also handed out copies to members who wanted them.

Chair Weber invited the members of the public to comment. There were no more public comments so he closed the public hearing and began deliberations.

Councilor Powers asked Ms. Brunner to clarify if the waiver request is for the following two reasons (1) the windows put in last year are not the same as prior windows, as they are metal and not wood, and (2) windows do not have exterior muntins. Ms. Brunner replied that is correct, the HDC regulations state that if the historic window to be replaced is wood, the replacement window should also be wood, wood clad with aluminum or a material of equal quality that is approved by the HDC. She said the two specific criteria that applicant is requesting a waiver for are the change in material from wood to aluminum, as well as the requirement that the replacement windows should have true divided lights or a permanently affixed muntin grid on the exterior of the window.

Chair Weber asked if there is any discussion.

Mr. Porschitz stated that the new installations do affect the aesthetics and his biggest concern is it is difficult to see the integral muntins from certain angles which change the character of the building. He stated that he appreciates the effort on the thermal performance which is often in conflict with preservation of the aesthetics; however, the fact that the grids are not apparent on the outside changes the character of the building from a historic perspective. Chair Weber agreed with Mr. Porschitz. Chair Weber also stated that he feels it is difficult to approve or deny the request because they do not have a full understanding of cost. He said they have a budget amount but no actual proposals and they were not presented that information beforehand for review. He said he understands the hardship and the options, but he wishes the information was presented beforehand so the Commission could make a more informed decision.

Councilor Powers stated that not having the muntins in the windows does change their appearance and in order to grant a waiver for economic hardship, he does not feel they have enough good economic data to make a decision. Ms. Kimball Frank said she feels the same way, as looking back on the letter Mr. Johnson sent in September it stated that all windows should look exactly as they are now with no deviations. She said it is important to have the muntins seen from the outside and although the building glooks great, the missing muntins impacts the appearance of the windows. Ms. Proctor recommended that the Commission allow an extension to Mr. Johnson to acquire more information to substantiate the economic hardship proposal in writing ahead of the next meeting. If they are on the high side, that makes hardship more of a

case. Chair Weber stated that the Commission has come to an agreement and staff can now make a recommendation.

Mr. Lamb stated it is appropriate to ask Mr. Johnson to come back, open the hearing and allow him to provide more information the Commission requires. He said they are at the end of the decision deadline so they need the applicant's agreement to extend the decision deadline.

Chair Weber reopened the public hearing and Mr. Johnson stepped forward.

Chair Weber recommended that the Commission would like Mr. Johnson to return with more concrete proposals provided ahead of time so they have more time and information to review. Mr. Johnson agreed.

Chair Weber closed the public hearing again. Ms. Brunner stated that they can now make a motion.

Ms. Proctor moved to extend the decision deadline and continue the public hearing for COA-2018-03 to the January 16, 2019 Historic District Commission meeting in order to give the applicant more time to comply with the Board's request for written documentation that demonstrates how the waiver request from Section XV.B.5.b.2 of the HDC Regulations meets the HDC waiver criteria. This information could include, but is not limited to, cost estimates from the window installer as to the cost of retrofitting the windows with permanently affixed exterior muntins grids, a cost estimate for the installation of the exterior muntins grids, and/or documentation that establishes the feasibility or infeasibility of installing permanently affixed exterior muntin grids on the windows. No further extensions for this application shall be approved, Councilor Powers seconded and motion was passed unanimously.

Councilor Powers stated that the motion should state clearly that HDC requires actual proposals for materials and for labor. Ms. Brunner said after any HDC decision, City staff sends a letter to the applicant that details what the HDC's decision was, which will also include the motion, and in this case she will also include Councilor Powers comment.

Ms. Proctor moved to amend the motion that the material provided include the total cost of the installation of the muntins in advance of the next meeting so that City staff has time to prepare and put items on the agenda, Councilor Powers seconded and motion passed unanimously.

Councilor Powers moved to accept the amended motion, Ms. Proctor seconded and motion was passed unanimously.

4. Keene Building Better Together Project- City staff will provide an overview of the City's efforts to update its zoning & permitting processes to create a simpler & more efficient experience for all. To learn more about the project, called "Building Better Together," please visit www.keenebuildingbetter.com.

Mr. Lamb stated that he is sitting in for Ms. Kessler who is the project lead and expert on the Keene Building Better Together (BBT) project. He said he will give HDC a project update on how BBT relates to the HDC process, regulations and city ordinances dealing with the Historic District (HD) and more specifically about how the HD would operate within that context. He stated that the BBT project comes out of several goals set by the City Council in the past two years and out of the 2010 Comprehensive Master Plan. Mr. Lamb stated that the project aims to simplify and make the overall land use codes more efficient in terms of how people work their way through identifying a building project and the process pertaining to permits, land use codes, zoning, subdivision and site plan standards, City codes as they relate to driveways, streets and drainage and more. He stated that BBT applies to projects both large and small, including projects within the historic district. Mr. Lamb stated that in the process of making the land use codes more readable to the average person, they are also looking at the historic district as a key element involved in developing and modifying buildings downtown.

Mr. Lamb stated that from the very beginning, an important phase of the BBT project was examining the zoning in Downtown, which is not a clearly defined area as there is a mix of zoning districts which apply and the historic district overlaps many of those. He said in addition to underlying zoning, there are at least 4-5 zoning overlay districts, for example, the Railroad Overlay District, the SEED District and the Gilbo Avenue Overlay District which was related to the character and layout of buildings. He stated there is a complex layer of regulations in Downtown and part of the simplification process is to address all of these layers in a fashion that most people will more easily understand.

Mr. Lamb stated that the big concept he would like to relay to HDC is called form-based zoning. He said instead of having multiple overlay districts, including the Historic District, which primarily orient around the use of buildings, form-based zoning is a newer concept in the planning world which focuses more on the appearance, scale and massing of buildings and how those buildings relate to the public street. He said the City is already working with a consultant to learn more about form-based zoning to see if this concept can apply in the Downtown and they believe it will and are moving forward with the contract. He stated that the elements that form-based zoning entails does overlap with the work the HDC does in terms of new buildings. He said it focuses on the dimensional characteristics, location and height of a building in relation to a street, including how a building is activated (e.g. blank walls, openings, windows). Mr. Lamb stated that these are all elements of a form-based zoning district that typically do not come up in regular zoning or even Planning Board settings, although the Planning Board does have Standard 19, which is a building appearance set of standards.

Mr. Lamb stated that instead of these elements being an afterthought, they are all addressed as a primary feature of the form-based district. He said form-based code entails clear standards from the very beginning that a design or architect or project owner would have to follow. Mr. Lamb stated this does not mean that every building has to possess the same historic, architectural features or character; however, the consistencies of building heights, relationship to other buildings on the street are taken into consideration from the onset. He said this prevents new buildings from being set way back and deviating from the wall of buildings that create the character of the Downtown. Mr. Lamb stated that form-based zoning will only apply to new

buildings. He said he thinks they are addressing a whole new set of questions through form-based zoning that are not currently being addressed.

Mr. Lamb stated that new buildings are going through a site plan review and HDC process and those two processes do not overlap that well and there is often a duplication of effort. He said the City is considering that as they rewrite their land use regulations and consider the adoption of a form-based code in the downtown. They are aiming to have new buildings be approved by the Planning Board with the understanding that they will need to conform with the form-based code, but they would not go through HDC review as many of the issues that the HDC would cover will already be covered by the form based code. That would mean new buildings would go through only one process. He said they would like to preserve the HDC review for historic structures, as the real heart of a HDC is the management, processing and review of changes that are made to historic buildings. Mr. Lamb stated that staff are in the process of developing form-based zoning with the Planning Board and City Council. They are currently reviewing boundaries of what zoning would look like in Downtown. He said this will be an ongoing process with the consultant for most of the first and second quarters of 2019. Mr. Lamb said they are working to write other sections of the code through to September 2019. He said they will be returning to the HDC in June 2019 to acquire more input from the Commission, to ensure the project will serve the character-preserving process the HDC is concerned with.

Councilor Powers asked Mr. Lamb about the Pappas Main Street historic property in which they demolished a barn and built a new attachment. He said technically the new barn is a new building but it is on a historic property. He asked Mr. Lamb if that type of project would still come before HDC. Mr. Lamb said most likely yes it would as the new building is altering a historic building. Ms. Brunner stated they are proposing that the HDC would review the demolition of a historic structure, but new structures would go through the form-based zone process. They still need to work out the details for cases where the new structure would be on the same property as, or attached to, a historic structure.

Ms. Kimball Frank asked if the consultants the City is working with are urban architects. Mr. Lamb said the City hired a Chicago-based firm who are professionals in the urban planner mold, but they have architects that advise them. He stated that they are confident that the firm will provide the type of advice the City needs as they are experts in the field of form-based zoning. Mr. Lamb stated that staff have been holding ongoing monthly reviews called the “Developer’s Round Table” in order to talk to people in the professional design field in Keene who will use the new rules. Ms. Kimball Frank said her other concern is that there are no parks Downtown. She said when she lived in NY, when buildings are taken down they put in pocket parks. She said it is very hard to find any green or a place to sit other than next to the cars and she encouraged the City to think about that in their planning. Mr. Lamb agreed.

Ms. Brunner stated that the end result of this project will be one document called a Unified Development Ordinance. She said staff will be amending the HDC regulations again to fit into the new process and HDC members will be reviewing more amendments down the line. Mr. Lamb stated that the document will have three different boards reviewing it, although City Council has jurisdiction over most of it, HDC has an equally important and independent review authority over their own regulations. Ms. Proctor asked if this will affect the low, medium and

high density zones. Mr. Lamb replied that there are likely to be zoning changes outside of the Downtown area, but overall patterns are not likely to change. Ms. Brunner said currently the City has permissive zoning which is a list of what is permitted and what is not, and those lists have not been updated for a long time. Mr. Lamb said the BBT project will define development patterns into the future.

5. Staff Updates

a) 2019 Meeting Schedule- Ms. Brunner handed out the meeting schedule for 2019 and encouraged members to mark them in their calendars.

b) Committee Membership- Ms. Brunner stated that there are currently 6 regular members and one alternate. She encouraged members to reach out to individuals who may be interested in joining the Commission so that they can make quorum. She said members must be Keene residents and can be property owners in the historic district, business owners in the historic district, architects, and historic preservationists. She said they already have the two required positions filled, Councilor Powers and Ms. Erin Benik as the liaison with Heritage Commission. Ms. Proctor suggested they put an article in the Sentinel to advertise. Ms. Brunner said it is also helpful to identify candidates and invite them to join personally because of their interests or skills.

6. Next Meeting – January 16, 2019- Chair Weber adjourned the meeting at 5:48 pm.

Respectfully submitted by,

Ayshah Kassamali-Fox, Minute-Taker

Reviewed and edited by Mari Brunner, Planning Technician

STAFF REPORT

COA-2019-01 – 81 Court Street – Joslin-Prouty House Renovations

Request:

Applicant KCS Architects, on behalf of owner NBA 81 Realty, LLC, proposes renovations to the building exterior including removal of the unoriginal front porch structure and vinyl siding, restoration of the original siding and trim, construction of a new stoop and accessible ramp to match the Greek Revival style of the building, and restriping the driveway and parking lot. The property is ranked as a Contributing Resource and is located at 81 Court Street (TMP# 568-044-000-000) in the Office District.

Background:

This building, historically known as the Joslin-Prouty House, was built circa 1854 by Roswell Weeks. In 1855, the house was sold to Luke and Lydia Joslin of Stoddard. The house remained in the Joslin-Prouty-Perreault family for over 120 years, passing through at least five generations of the family. The house was originally used as a single family residence, however sometime around 1875 Dr. Ira F. Prouty established a physician's office at the residence, and following his death in 1882 his son Ira J. Prouty set up offices where he practiced as a physician and surgeon. Both Ira senior and Ira junior were active community members; Ira F. Prouty served on the Keene Board of Education from 1867 to 1875 and was elected to the state legislature for the 1872-1873 term, and Ira J. Prouty served on the executive committee of the Keene Natural History Society in 1871, as City Physician in 1887, and as one of three City Health Commissioners from 1886-1887. In 1908, Prouty served as the president of the Cheshire County Automobile Association and in 1920, he organized a clinic for the detection of tuberculosis. Following the death of Ira J. Prouty in 1932, the house was used solely as a residence until 1978, when it was purchased and converted for use as offices for an accounting firm. In 1981, the property was sold to the present owner and continues to be used for offices.



Above: Image from Google maps (2012) of the Joslin-Prouty House located at 81 Court Street.

The Joslin-Prouty House, which was built in the Greek Revival style, is typical of the houses built along Court Street in the mid-19th century. According to the property inventory form, the character-defining features include: 2 ½ story, broad gable front house with stepped-down rear two-story ell (i.e. a wing of a building that lies perpendicular to the length of the main portion); Pedimented front gable; Mid 19th-century porch (later extended to create angled corner) with pointed arch spandrels and lattice-work posts; Tall brick chimney on lower slope near front of house; Slate roof; Size and spacing of window openings; 6/6 sash; and Main entrance with etched glass sidelights, transom and historic door. Major alterations include changes to the southwest corner of the porch and south gabled projection circa 1900, and the addition of vinyl siding and subsequent loss of trim, probably done sometime around 1981 when an addition was added to the rear of the building.

The applicant proposes to remove the unoriginal front porch structure and vinyl siding, restore the original siding and trim, construct a new stoop to match the Greek Revival style of the building, install an accessible ramp to the main entrance, and restripe the driveway and parking lot.

Per Section III.D.1 III.D.3 “Renovation, rehabilitation, or restoration of a building or structure” this work is classified as a “Major Project” for review by the HDC.

Completeness:

Staff recommends accepting the application as “complete.”

STAFF REPORT

Application Analysis:

The relevant standards of the HDC Regulations are:

Section XV.B.1.a –Building Rehabilitation – General Standards

- “1) Each building or structure shall be recognized as a physical and cultural record of its time, place and use.*
- 2) The historic character of a building or structure shall be retained and preserved.*
- 3) The removal of historic materials or alteration of features that characterize a building or structure shall be avoided.*
- 4) Deteriorated historic features significant to the building or structure shall be repaired, rather than replaced. If replacement is necessary due to extreme deterioration, the new feature shall match the historic in size, design, texture, color and, where possible, materials. The new feature shall maintain the same visual appearance as the historic feature.*
- 5) All architectural changes shall be appropriate either to the original style or appearance of the building or structure (if it has not been significantly altered) or to its altered style or appearance (if it has been altered within the Period of Significance and those alterations have attained significance).*
- 6) Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.”*

The applicant proposes to remove the existing porch structure, which is not original to the house, and replace it with a stoop that matches the Greek Revival style of the house. The applicant has noted that they were unable to attain photographs which show what the house looked like when it was constructed prior to addition of the current porch structure, however the design of the proposed stoop is typical for houses of this style that were built during the time period that the house was constructed. In addition, the applicant proposes to remove the existing vinyl siding and restore the original wood siding if possible. If the original siding cannot be repaired due to deterioration, it would be replaced in-kind with wood siding and painted white. The original trim and architectural features would be replaced based on either any evidence that is uncovered when the vinyl is removed, or based on the appearance of similar houses that were built in the same style during the same time period as this house. The architectural elevations submitted by the applicant depict the proposed trim and architectural features to be replaced.

Section XV.B.3.b –Building Rehabilitation – Wood (siding and architectural trim)

- “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) If replacing missing architectural trim, the appearance and material of the new trim shall be based on physical, documentary, or pictorial evidence.*
- 3) Wood surfaces shall not be sandblasted or high-pressure washed.*
- 4) Vinyl and aluminum siding are prohibited.”*

The applicant proposes to replace the original wood trim features which were removed when vinyl siding was added to the building with new wood trim features that are painted white. Features to be replaced include the frieze, architrave, pilasters and Doric capitals. The original wood siding will either be restored or replaced in-kind and painted white.

Section XV.B.6.b.1 –Building Rehabilitation – Entrances, doors and porches

- “1) Historic doors, entrances and porches, including their associated features, shall be retained or replaced in-kind. If repair is necessary, only the deteriorated element shall be repaired, through patching, splicing, consolidating or otherwise reinforcing the deteriorated section. If replacement*

STAFF REPORT

is necessary, the new feature shall match the original in size, design, texture, color and where possible, materials. The new feature shall maintain the same visual appearance as the historic feature.”

The applicant proposes to remove the porch structure that was added to the house circa 1900 and replace it with an entrance stoop that matches the Greek Revival style of the house. The applicant has noted that the existing porch structure is in poor condition, is not original to the house, and does not meet the requirements for accessibility. The proposed stoop would be consistent with the style of the house and would allow for the installation of an accessible ramp to the main entrance. The original walkway leading up to the main entrance will be maintained, and new granite steps would be installed leading up to the stoop. Although there is no pictorial evidence showing what the original stoop looked like, the proposed style of the stoop and materials match the style of the house and are materials that are common in the district. The applicant submitted a photograph of a similar house with a Greek Revival style stoop similar to what is being proposed for this property (see below).



Left: Photograph of a Greek Revival house with an entrance stoop. Right: Image of the entrance stoop proposed for the house at 81 Court Street.

Section XV.A.2.b – Fences, Walls, Posts and Site Features

“2) *New fences or walls shall be simple in design and shall complement the materials and design of the building(s) on the site and the character of the site itself. Fences and walls along the street frontage shall be no higher than four feet, unless it can be documented that a higher fence existed historically.”*

The applicant proposes to install a granite-faced accessible ramp with a powder coated pipe rail railing in order to create an accessible path of travel to the main entry. The railing, which is not historic, is simple in design and would be approximately three feet high. It would be coated in a dark color, either black or dark bronze.

Recommendation:

If the Board is inclined to approve the request, the following motion is recommended:

Approve COA-2019-01 for renovations to the building exterior and site improvements to the property located at 81 Court Street (TMP# 568-044-000-000) as presented in the plan set titled “Alexander Office Renovations, 81 Court Street, Keene, NH 03431” prepared by KCS Architects at varying scales and dated December 21, 2018 with no conditions.

HISTORIC DISTRICT COMMISSION

MAJOR PROJECT APPLICATION



A	Project Name: 81 COURT STREET EXTERIOR RENOVATIONS	For Staff Use Only: Date Received : Department File #	<div style="border: 2px solid blue; padding: 5px; display: inline-block;"> RECEIVED JAN 08 2019 By _____ </div>
----------	---	--	--

Tax Map Parcel number(s) 568 - 044 - 000 - 000 - 000 ----- ----- -----	Project Address: 81 COURT STREET Square Footage of Parcel: Zoning District: OFFICE DISTRICT
--	--

Applicant	Name: William B. Alexander ^{sole mbr}	Owner	Name: KATIE STORLAND
	Address: 81 Court St, Keene, NH 03431		Address: 310 HANUSBORO ST, KEENE, NH
	Telephone/Email: 603-352-6573 Walexander@fergusonalexander.com		Telephone/Email: 603-439-6648 katie@kcs-architects.com
	Signature: <i>William B. Alexander</i> ^{sole mbr}		Signature: <i>Katie Storland</i>
Date: 1/7/19	Date: 1/8/19		

B Descriptive Narrative Including:	<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	Exemptions Requested (for materials not submitted) Circle one: YES NO (If YES see section H)
		For Staff Use Only: Date of Pre-Application Meeting _____ Date Application is Complete _____

C	A complete application must include the following: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Two (2) copies of completed application forms <input checked="" type="checkbox"/> Two (2) copies of Descriptive Narrative <input checked="" type="checkbox"/> FEES covering the costs of processing, legal notice, advertising the public hearing, mailing notices out to abutters <input checked="" type="checkbox"/> Signed and Notarized Abutters List <input checked="" type="checkbox"/> Two (2) sets of Mailing Labels for abutters <input type="checkbox"/> Copies of any Zoning Board of Adjustment actions <input type="checkbox"/> Three (3) copies of site plan (see Section D) <input type="checkbox"/> Three (3) color copies of architectural elevations (see Section E) <input type="checkbox"/> Scale and Massing Depictions (see Section F) <input type="checkbox"/> Material Examples (see Section G)
----------	--

HISTORIC DISTRICT COMMISSION

MAJOR PROJECT APPLICATION



Streetscape and Building Site

D

SITE PLAN

3 copies of Site Plan (*maximum scale of 1" = 50'*)

Existing Site Conditions

Landscaping Walkways, Driveways, Alleys & Parking areas

Site Features Utilities, Services & Machinery

Lighting Dumpsters

Site Features including but not limited to:

Fences Mounting Blocks

Walls Cellar holes

Posts Stonewalls

Trees Cemeteries

Location and Footprint of Existing Structures:

Both Main Site and Abutting Sites

Buildings

Accessory buildings

Lot lines

Including:

Abutter names

TMP numbers

E

BUILDING ELEVATIONS

5 copies of Elevation Plans (*maximum scale of 1/4" = 1' or greater*)

Visual and Architectural Details for EACH Proposed Façade Alteration:

Accurate Dimensions of:

* Windows * Molding

* Doors * Trim

* Entries * Decks

Clear Depictions of:

* Construction Materials * Finishes

* Colors * Façade height and length

* Any Portions Proposed for Demolition or Removal

F

SCALE & MASSING

Photographs

Renderings

Line Sketches

G

MATERIALS

Applicant should provide:

Cut Sheets of Building Materials (eg. Siding, Roofing...)

Cut Sheets and/or Specifications for Windows and Doors

Cut Sheets and/or Specifications for Exterior Lighting Fixtures

HISTORIC DISTRICT COMMISSION

MAJOR PROJECT APPLICATION



H

EXEMPTION(S) REQUESTED

Please list any requested exemptions below:

For Staff Use Only:

		Approved	Denied	Conditions
1)	_____	<input type="checkbox"/>	<input type="checkbox"/>	
2)	_____	<input type="checkbox"/>	<input type="checkbox"/>	
3)	_____	<input type="checkbox"/>	<input type="checkbox"/>	
4)	_____	<input type="checkbox"/>	<input type="checkbox"/>	
5)	_____	<input type="checkbox"/>	<input type="checkbox"/>	
6)	_____	<input type="checkbox"/>	<input type="checkbox"/>	

I

FURTHER INFORMATION REQUIRED

For Staff Use Only:

Katie Sutherland

- NARRATIVE -

From: Katie Sutherland
Sent: Wednesday, December 26, 2018 5:02 PM
To: Mari Brunner; TJ O'Brien; 'John Rogers'
Cc: 'Nathan Alexander'; 'Gary Schneider'; 'Tara Kessler'
Subject: Proposed work at 81 Court Street
Attachments: 81 Court Street 181221.pdf; Scan 1.pdf; 5-bay greek revival.docx

Dear Mari, TJ, John and Gary,

I hope you all enjoyed a fine holiday!

Thanks for meeting with us last week regarding the proposed renovations to the exterior of 81 Court Street. We appreciate your time and preliminary review of the project. I am attaching a set of drawings that we have updated based on our discussions.

Included are Existing and Proposed Plans and Elevations for the project. The proposed work includes the following:

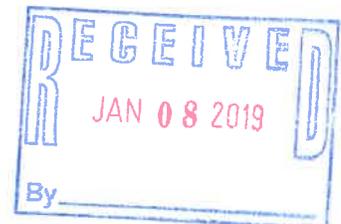
- 1) Removal of unoriginal front porch structure and vinyl siding from the building. The porch is in poor condition, and does not meet the Owner's functional requirements of providing accessibility to the building. Additionally, the style of the porch is not consistent with the original Greek Revival Style of the 1853 building. The historic inventory form notes that the porch was extended around 1900. In the 1970s, original trim components on the building and porch were removed when the building was covered with vinyl siding.
- 2) Restore original wood clapboard siding that will be uncovered when vinyl siding is removed. Put back original trim features that were removed in the 70s, such as pilaster capitals and entablature above the capitals.
- 3) Rebuild an entry stoop of classic Greek Revival characteristics. A granite faced ramp will adjoin the side of this stoop from the driveway area.
- 4) Stripe the newly paved driveway and parking areas to delineate and accessible parking spot and path to the new accessible ramped entry.
- 5) Possibly in a phase 2 (depending on project budget), rebuild and enclose the rear exit stair.

I am also attaching a scan of Greek Revival Stoop from A Field Guide to Great American Houses, (by Virginia Savage McAlester 11/2015) along with another example of a Greek Revival Stoop on a similarly proportioned Greek Revival building of the same era, to demonstrate that our design intent is historically appropriate to this building type. Please let us know if this will require a Historic District Commission Public Hearing, or if it might be able to be reviewed by Staff Liaison and HDC Chairperson.

With many thanks again,
Katie

Katie Cassidy Sutherland AIA / LEED AP

kcs ARCHITECTS
310 Marlboro Street, 2nd Floor





ROMANTIC HOUSES

Greek Revival

1825–1860

Identifying Features

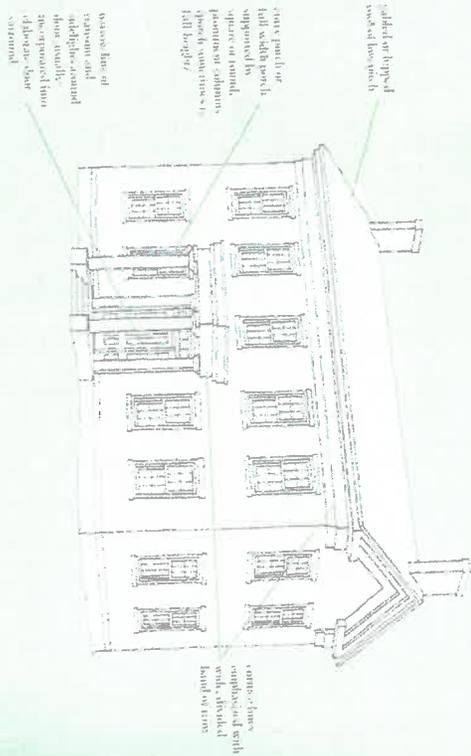
Cabled or hipped roof of low pitch; cornice line of main roof and porch roof emphasized with wide band of trim (this represents the classical entablature and is usually divided into two parts: the frieze above and architrave below); most have porches (either entry or full-width) supported by prominent square or rounded columns, typically of Doric style; front door surrounded by narrow sidelights and a rectangular line of transoms above; door and lights usually incorporated into more elaborate door surround.

Principal Subtypes

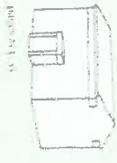
Six principal subtypes can be distinguished on the basis of porch and roof configurations:

ENTRY PORCH LESS THAN FULL HEIGHT, OR ARSENAL—About 20 percent of Greek Revival houses have small entry porches which do not extend the full height of the facade. In some examples the entry porch is recessed *into* the facade. About 5 percent lack porches altogether.

FULL-HEIGHT ENTRY PORCH—This subtype has a dominant central porch extending the full height, but less than the full width of the facade; it thus resembles the early Classical Revival style from which the Greek Revival sprang. The Greek Revival version can usually be distinguished from its predecessor by the typical band of cornice trim and the rectangular lights, rather than a curving fanlight, over the entrance. As in the earlier style, many Greek Revival examples have a traditional classical pediment above the entry porch. In contrast to the earlier style, however, many Greek examples have flat roofed entry porches. As in the entry porch less than full height, this type of entry porch also occurs recessed *into* the facade. About one-fourth of Greek Revival houses are of this subtype; like Early Classical Revival houses, these are most common in the southern states.



ENTRY PORCH LESS THAN FULL HEIGHT, OR ARSENAL



pages 141–51

FULL-HEIGHT ENTRY PORCH



pages 56–71

FULL-FACADE PORCH



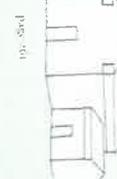
pages 72–79

PROJAIL STANDARD ROOF



pages 80–84

CABLE FRONT AND WINDO

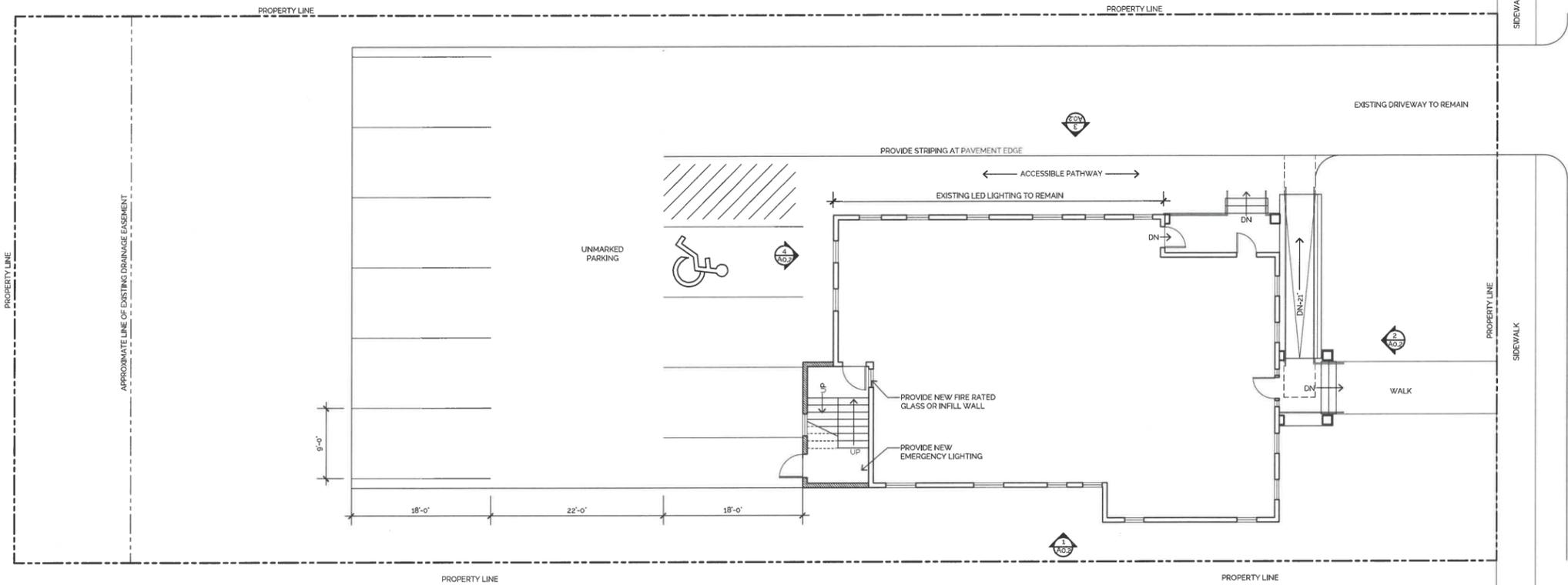


pages 84

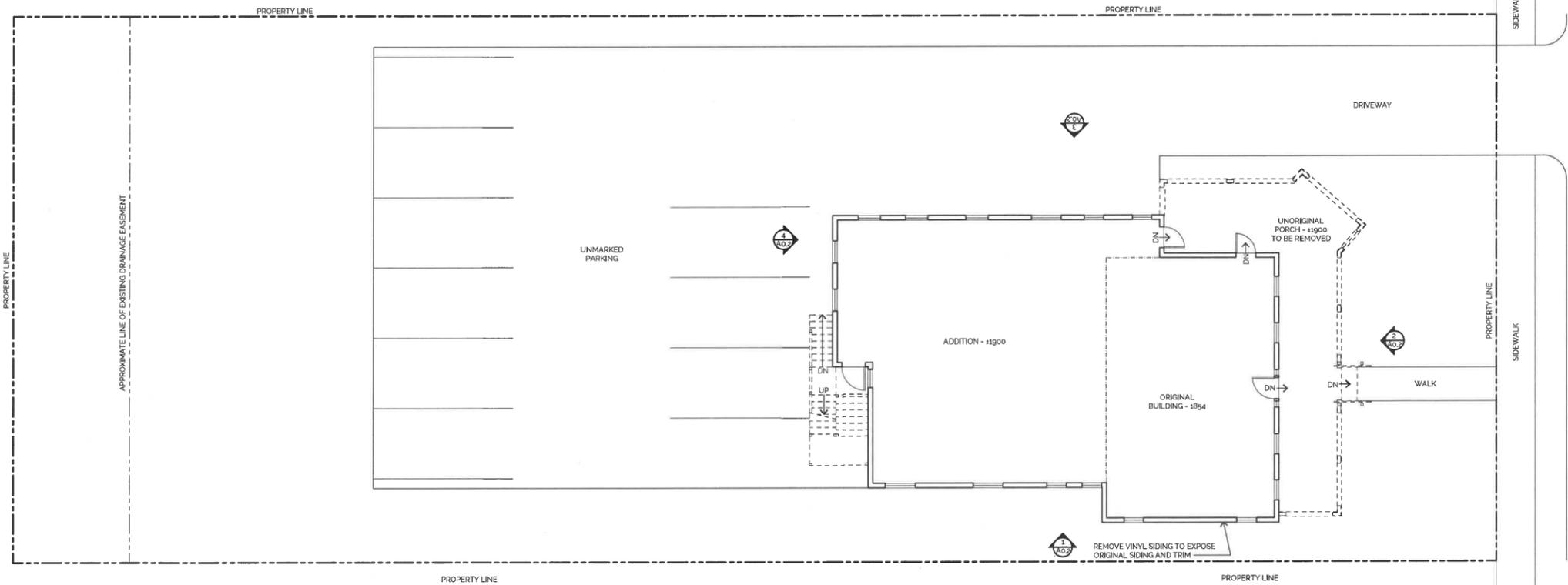
TOWN HOUSE



pages 84–87



OFFICE ZONE	EXISTING	PROPOSED	ALLOWABLE
TOTAL LOT COVERAGE	-13,300 SF	-13,300 SF	
IMPERMEABLE AREA COVERAGE	-7,440 SF (56%)	-7,550 SF (57%)	-9,310 SF (70%)
STRUCTURE COVERAGE	-2,660 SF (19%)	-2,340 SF (18%)	-6,650 SF (50%)



COA-2019-01





1 EXISTING NORTH ELEVATION
SCALE: 1/4" = 1'-0"



2 EXISTING WEST ELEVATION
SCALE: 1/4" = 1'-0"

RECEIVED
DEC 26 2018
By
COA-2019-01



3 EXISTING SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



4 EXISTING EAST ELEVATION
SCALE: 1/4" = 1'-0"

OWNER: NATHAN ALEXANDER
ARCHITECT: KCS ARCHITECTS
SITE ENGINEER:
STRUCTURAL ENGINEER:
MEP ENGINEER:
603.439.6648

ALEXANDER OFFICE
RENOVATIONS
81 COURT STREET, KEENE, NH 03431

EX. CONDITIONS
ELEVATIONS
SCALE: AS NOTED
DRAWN BY: ##

kcs ARCHITECTS
330 MARLBORO STREET, KEENE, NH 03431 603.439.6648

12-21-18	REVIEW
DATE:	FOR:

ISSUE LOG



1 PROPOSED NORTH ELEVATION
SCALE: 1/4" = 1'-0"



2 PROPOSED WEST ELEVATION
SCALE: 1/4" = 1'-0"

RECEIVED
DEC 26 2018
By
COA-2019-01



3 PROPOSED SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



4 PROPOSED EAST ELEVATION
SCALE: 1/4" = 1'-0"

6039 439-0648

NATHAN ALEXANDER
KCS ARCHITECTS

OWNER:
ARCHITECT:
SITE ENGINEER:
STRUCTURAL ENGINEER:
MEP ENGINEER:

ALEXANDER OFFICE
RENOVATIONS
81 COURT STREET, KEENE, NH 03401

PROPOSED
ELEVATIONS
SCALE: AS NOTED
DRAWN BY: ##

kcs ARCHITECTS
300 MARLBORO STREET, KEENE, NH 03401 (603) 439-0648

12-21-18 REVIEW
DATE: FOR:

ISSUE LOG



Hayward-Ellis House LLC
91 Court Street
Keene, NH 03431
January 9, 2019

Historic District Commission
City of Keene
3 Washington St.
Keene, NH 03431

Reference: COA-2019-01 – 81 Court Street

To the Historic District Commission:

Hayward-Ellis House LLC wishes to convey its support for the referenced COA for the neighboring property at 81 Court Street. We are pleased to see investment in nearby properties that is historically correct, enhancing the value of both the property itself and the value of other properties in the area.

We think this project is consistent with the objectives of the historic district in which the subject property and this one are located.

Very truly yours,

Hayward-Ellis House LLC



By: Kenneth Stewart, Manager



COA-2019-01

From: [JC Russell](#)
To: [Mari Brunner](#)
Cc: nalexander@fergusonalexander.com
Subject: 81 Court St.
Date: Tuesday, January 8, 2019 8:05:11 AM

Hello,

I am the owner of the building at 83 Court St. I am writing to support the improvement project at 81 Court St. I was happy to hear the plan from Nathan. Replacing the aging porch with an historically pleasing new entrance is a great plan. Changing the vinyl to clapboards is also an improvement. This plan makes the building more useable and beautifies it as well. It is always good when someone puts the effort forward to improve their property.

Please contact me if more information is needed.

Sincerely,
JC Russell

Sent from my iPad

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# 575-033-000-000-000) in the Central Business District.

Background:

The Historic District Commission (HDC) initially reviewed this request at the October 3, 2018 meeting. The public hearing was continued and three times to the October 17, 2018 meeting, the November 20, 2018 meeting, and the December 19, 2018 meeting. At the December 19, 2018 meeting, the HDC voted to extend the decision deadline and continue the public hearing for COA-2018-03 to the January 16, 2019 Historic District Commission meeting in order to give the applicant more time to comply with the Board's request for written documentation that demonstrates how the waiver request from Section XV.B.5.b.2 of the HDC Regulations meets the HDC waiver criteria. The Board noted that this information could include, but is not limited to, cost estimates from the window installer as to the cost of retrofitting the windows with permanently affixed exterior muntins grids, a cost estimate for the installation of the exterior muntins grids, and/or documentation that establishes the feasibility or infeasibility of installing permanently affixed exterior muntin grids on the windows, and further stated that this information should be submitted to the Community Development Department in advance of the next HDC meeting to allow time for staff review and inclusion in the HDC agenda packet. The Board stated that no further extensions for this application shall be approved.

The applicant submitted a quote from Indian Falls Construction, LLC which estimates that the cost to furnish and install 45 external custom muntin grids, single sided, with a dark bronzed anodized finish would be \$27,650. This quote was submitted to the Community Development Department on January 8, 2019 and is included as an attachment to this staff report.

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.

Application Analysis:

Included below are the relevant standards of the HDC Regulations in relation to the applicant's request. This information is repeated from the staff report that was provided to the HDC at the October 3, 2018 meeting and the December 19, 2018 meeting.

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:***

STAFF REPORT

- *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.*
 - 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.

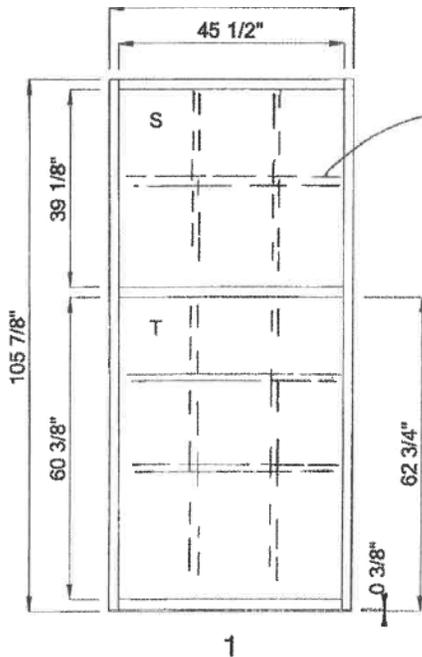
STAFF REPORT



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



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



Typical - All where noted
 proposed grid configuration
 - customer to advise
 3/16" x 1/8" Bronze Grids

1" Solarban 60 w/grids

1" solarban 60 over std color finish w/grids

Approved For Fabrication
 Name: _____
 Date: _____

BEST - 001 - 34 WEST.dwg (15 Thus)
 Frame: (BRONZE) ; 1-T14000 : Storefront
 : 2 x 4-1/2 : Flush Glaze : T14055 subsill

FIGURE 3. Replacement window dimensions provided by the applicant.

STAFF REPORT

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:

Staff will provide a recommended motion at the meeting.

Indian Falls Construction, LLC

**364 Bedford Road
New Boston, NH 03070**

**Phone# 603-494-6921
Fax# 603-487-2694**

Proposal

Date	Estimate #
1/8/2019	1141

Name / Address
West Street Keene, LLC C/O Colliers International 175 Canal Street Suite 401 Manchester, NH 03101

Project	
34 West Street	
Description	Total
Furnish and install (45) external screw applied custom architectural muntin grids, single sided, Dark Bronzed Anodized finish. These are to be installed on all exterior windows that were installed by Best Door and Lock.	27,650.00
Total	\$27,650.00

Signature _____

HISTORIC DISTRICT COMMISSION

MAJOR PROJECT APPLICATION



A	Project Name: 	For Staff Use Only: 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>	
Applicant	Name: <u>H Gregory Johnson</u> Address: <u>17 Elm St Keene NH</u> Telephone/Email: <u>352-5533</u> <u>gregc.hgjohnson.com</u> Signature: <i>[Signature]</i> Date: <u>8-23-18</u>	Owner	Name: <u>West Street Keene, LLC</u> Address: <u>25 Constitution Drive</u> Telephone/Email: <u>603-471-9099</u> <u>Tom@rikeyenterprises.com</u> Signature: <i>[Signature]</i> Date: _____
B	Descriptive Narrative Including: <ul style="list-style-type: none"> ✓ Type of alteration ✓ Reason for alteration ✓ Location of alteration ✓ Material selection ✓ Site features ✓ Landscape features 	Exemptions Requested (for materials not submitted) Circle one: YES NO (If YES see section H)	
		For Staff Use Only: Date of Pre-Application Meeting _____ Date Application is Complete _____	
C	A complete application must include the following:		
	<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 Massing Depictions (see Section F) <input checked="" type="checkbox"/> Material Examples (see Section G)	



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 1st floor and all 2nd floor and spandrel glass on upper sections of 1st floor windows to hide 2nd floor infrastructure. Bathroom windows will have obscure glass to match existing. All 1st floor frames will have a horizontal divider, 2nd floor frames will have a vertical divider where casements existed.

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

