



City of Keene, New Hampshire

Historic District Commission

Wednesday, April 15, 2020
4:30 PM

The public may access the meeting online by visiting www.zoom.us/join or by calling 877-853-5257 (toll-free), and entering the meeting ID: **824 030 796**.

The following telephone number may be used during the meeting to notify the public body of any problem with public access: (603) 757-0622.

More information on public access to the meeting is available at the City's Historic District Commission webpage at ci.keene.nh.us/historic-district-commission.

AMENDED AGENDA

1. Call to Order and Roll Call
2. Minutes of Previous Meeting – January 15, 2020
3. Public Hearings
 - a) **COA-2018-02, Modification #1 - 143 Main Street, Wright House Renovations** – Applicant Tim Sampson, on behalf of owner 143 Main LLC, proposes modifications to the HDC approval that was granted for this property in August 2018, including rehabilitation of the existing 676 sq. ft. barn, renovations to the primary structure, and paving the existing gravel parking lot. The property is ranked as a Primary Resource and is located at 143 Main Street and 0 Davis Street (TMP#s 584-061-000 & 584-059-000) in the Central Business Limited District.
4. Staff Updates
 - a) Committee Membership
5. New Business
6. Next Meeting – May 20, 2020
7. Adjourn

City of Keene
New Hampshire

HISTORIC DISTRICT COMMISSION
MEETING MINUTES

Wednesday, January 15, 2020

4:30 PM

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

Members Present:

Andrew Weglinski, Chair
Hanspeter Weber
Nancy Proctor
Hans Porchitz
Dave Bergeron, Alternate

Staff Present:

Mari Brunner, Planner
Megan Fortson, Planning Technician

Members Not Present:

Erin Benik
Sam Temple
Joslin Kimball Frank, Alternate
Paul Cooper, Alternate

At 4:00 PM, Commission members conducted a site visit of 48 Emerald Street.

1) Call to Order & Roll Call

The meeting began at 4:31 PM and Ms. Brunner conducted roll call.

2) Election of Chair & Vice Chair

Mr. Bergeron nominated Mr. Weglinski as Chair of the Historic District Commission for the 2020 calendar year, which Ms. Proctor seconded and the Commission approved unanimously. Chair Weglinski nominated Mr. Porchitz as Vice Chair but he declined due to other commitments. Because no other Commission members could accept the role, the Commission will move forward without a Vice Chair at this time.

3) Minutes of Previous Meeting – September 18, 2019

Ms. Proctor moved to approve the minutes of September 18, 2019, which Mr. Porchitz seconded and the Historic District Commission carried unanimously.

4) Welcome & Introduction from Mayor Hansel

The Mayor did not attend.

5) **Public Hearings**

- a. **COA-2014-07, Modification #2 – 37 Mechanic Street – Applicant Bob Furlone, on behalf of owner The Community Kitchen Inc., proposes to replace the existing roof and install a rooftop solar PV array on the building located at 37 Mechanic Street (TMP# 554-087-000). The property is ranked as a Primary resource and is located in the Central Business district.**

Chair Weglinski opened the public hearing and Ms. Brunner reported that the applicant requested exemptions from providing existing and proposed condition plans because no changes to the site are proposed.

Chair Weglinski recognized the applicant, Bob Furlone, who spoke on behalf of the Community Kitchen (37 Mechanic Street, Keene), which is applying for a Community Development Block Grant from the NH Community Development Finance Authority (CDFA) in January of 2020 to complete the project that started in 2017/2018. Improvements made at that time were primarily focused on new refrigeration, kitchen renovations, a new food conveyor to move food to the newly constructed second floor, and replacement of all florescent lighting with LEDs. These improvements resulted in lowering the Kitchen's electricity usage by 18-20%, while expanding the footprint of refrigeration. Mr. Furlone said that a large part of the current project plans for the replacement of the aging roofing, adding roof insulation, and reinforcing the existing roof structure to allow for the installation of a rooftop solar array. They looked into installing a solar array through a power purchase agreement (PPA), but it would be 15-20 years before the kitchen sees a benefit. Therefore, they decided to apply for a grant to make the purchase of a solar array possible. They also plan to replace the kitchen hood, including adding make-up air, as well as modest office reconfiguration to meet the current client demand, and restroom improvements. The existing two-story structure will have no visible changes to the exterior but for the addition of the array and related hardware. Existing parapets on the east and west (partial) ends of the building will shield most of the array to vehicular and foot traffic on Mechanic Street.

Although the plans are not final at this time, Mr. Furlone said the plan is to install the largest system possible while staying within the building codes and Keene HDC guidelines. As a part of the planning, they may replace one or two of the existing gas-fired rooftop HVAC units with energy-efficient electrically powered units, thereby giving more space for solar. The tilt of the array and specific equipment choices have not been made at this time as the applicant awaits the grant decision. If successful, the plans will be completed in time for construction in 2020, at which time the applicant agreed to provide the HDC all final equipment information. Since this portion of the work represents much of their project, the CDFFA has requested that the applicant receive conditional approval on this portion of the work prior to submitting the application.

Mr. Bergeron asked what rooftop units might be removed and Mr. Furlone said the plan is to remove the unit in the northwest corner and possibly the unit in the northeast corner as well.

Mr. Weber asked if the applicant planned to reinforce the roof structure but not rebuild it. Mr. Furlone replied in the affirmative and said the front roof and back roof structures are different. The back roof used to be a three-story building and so they are different construction and they are vetting that back roof right now. The front roof indeed only needs reinforcement. Mr. Weber noted that the building was essentially leveled in the 1938 storm and asked how badly the building was actually damaged. Mr. Furlone thought it was not the hurricane but actually a fire that took off the third floor, from which some remnants remain.

He said the structure from the roof down is sound with concrete on the bottom, a solid second floor, and masonry and exterior walls in sound condition. He said the back roof is actually built better than the front roof, which is why he could not say how the racking would be distributed on the roof to handle the load but it will be overseen by an engineer regardless.

Mr. Weber asked what percentage of the building's electricity would be covered by the panels. Mr. Furlone was optimistic that the panels would cover 45-48% of demand. During the last iteration of this building update, they replaced many walk-in coolers and freezers that were donated as used in the 1990s with brand new units and new LED lighting reduced the demand at that time by approximately 20%, which was significant. Doing so through a PPA would have been a 15-year payback before the kitchen saw benefit, which is why they are pursuing a grant to help cover the cost of the system instead.

Mr. Porchitz asked if there would be a battery backup or if the building would be net metered. Mr. Furlone said it would be entirely grid-tied with no batteries.

Mr. Bergeron asked if the panels would be standard PV panels placed on a rack system on the roof. Mr. Furlone said they would be tilted about 10% on the front and back; he said the back roof is symmetrical even though it was an addition. They are working to determine the structure because there is steel in the back to which a racking system can be attached. He said the installation would not be like Adams Hall out at Keene State College that sticks up 20-30', it will still be tiered down the roof.

Ms. Brunner referred to the meeting packet and said the hurricane information might not have been correct. The building was built sometime 1883-1886 and used to be a three-story building. Ms. Brunner said that this property has received two prior approvals from the HDC. In September 2014, the Community Kitchen received approval for the installation of a shed and screening for the existing generator and dumpsters on site (COA-2014-07). In April 2018, the Community Kitchen received approval for minor alterations to the building exterior, including repairs to the masonry and trim (COA-2014-07, Modification #1). The applicant proposes to replace the existing roof structure to allow for the installation of a rooftop solar PV array. As part of this project, the existing rooftop HVAC units may be replaced. At this time, the applicant has not selected a final vendor and does not have information about the solar PV array specifications, size, or precise location; however, the applicant is seeking a conditional approval to demonstrate project viability for a Community Development Block Grant application that is due in late January 2020. Staff determined that the requested exemptions would have no bearing on the merits of the application and as such, Ms. Brunner recommended accepting the application as complete. Mr. Bergeron moved to accept application COA-2014-07, Modification #2 as complete, which Mr. Porchitz seconded and the HDC carried unanimously.

Included below is an analysis of the relevant standards of the HDC Regulations for a Streetscape and Building Site:

7. *Renewable Energy Systems*

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) 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.*

Ms. Brunner reported that the applicant proposes to install a solar photovoltaic system on the flat roof of the primary structure. This location appears to be the preferred location on the site because the rear of the property is visible from Pleasant Street, there are no accessory buildings that would be suitable for a solar PV array of the appropriate size, and there are no new additions to the building; as such, the first standard appeared to be met.

Ms. Brunner continued explaining that the applicant did not yet have details about the specific product or mounting system that will be used; however, the system would be installed on a new roof that is not historic and so the second standard appeared to be met. The applicant did not yet have details about the specific product finishes and colors although the panels will most likely be oriented facing south with an anti-reflective coating. Ms. Brunner said because there is no information about color, size, etc., she recommended that the Commission may wish to include staff approval of the solar PV system finishes and colors as a condition of approval for this project to ensure the finishes are either muted or match nearby materials and colors; doing so should satisfy the third standard. Ms. Brunner said that the applicant proposes to install the solar system on a flat roof, and thus the fourth standard did not apply.

Based on the initial plans, Ms. Brunner said that the applicant intended to install a rooftop solar PV system that is roughly rectangular, with setbacks from the roof and access aisles as required by the Fire Code. The entire system will be on the same roof plane and sometimes there might be equipment to work around on the roof. Ms. Brunner said that the Commission might wish to include staff approval of the solar array grid as a condition of approval for this project to ensure that the grid array is regular in shape and jointed; doing so should satisfy the fifth criteria. The applicant does not yet have details about the exact locations of supplementary equipment and supply lines. Ms. Brunner said that the Commission

might wish to include staff approval of location of supplementary equipment and supply lines as a condition of approval for this project to ensure they are either concealed from view, screened, or camouflaged to match the color of the underlying structure; doing so should satisfy the sixth standard.

Ms. Brunner shared the relevant HDC Regulations for Building Rehabilitation of Primary and Contributing Resources:

4. Roofs and Roof Structures

b. Design Standards

- 1) The original or historic roofline shall not be altered. Raising or lowering the existing roofline shall only be allowed for the purpose of restoring the roof to its original profile.*
- 3) Character-defining chimneys shall not be removed, unless determined a safety hazard by the Code Inspector, and repair constitutes an economic hardship. Details of these chimneys, such as corbelling, stepped bases, terra cotta chimney pots and paneled sides, shall not be altered.*
- 7) Unpainted, mill-finished aluminum shall not be used for replacement flashing, gutters, or downspouts.*

Ms. Brunner said the applicant proposed to replace the existing roof, which is not structurally capable of supporting a roof-mounted solar PV array, with a new roof that is structurally capable of supporting such a structure. The material of the existing roof is single-ply membrane PVC roofing that is not historic to the building (installed in 1996). The applicant does not propose to alter the roofline of the building, and all existing chimney structures will be left intact. The applicant noted in a correspondence with staff that the roof flashing will be replaced with materials that match the new roof, and that unpainted, mill-finished aluminum will not be used for any replacement flashing, gutters, or downspouts.

Mr. Porschitz said the building's current power disconnection boxes are already on the back of the building and he asked if it would be similar with the PV array. Mr. Furlone said there is overhead service at the southwest entrance and while he could not guarantee the shut-off would be in the same location because he cannot work with contractors yet (it could prohibit bidding per CDFR rules). However, he said that all decisions would be made in accordance with City Code.

With no comments in favor or opposition, Chair Weglinski closed the public hearing. All Commission members supported voting in favor of this application because the installation would be largely invisible and it would benefit the City's goal of a lower energy footprint. Because the applicant would submit the final products for review by staff, Chair Weglinski was also in favor.

Mr. Weber made the following motion, which Ms. Proctor seconded.

With a vote of 5-0, the Historic District Commission approved COA-2014-07, Modification #2 for the installation of a new roof and a rooftop solar PV array on the existing building located at 37 Mechanic Street (TMP# 554-087-000) as presented in the application and supporting materials submitted to the Community Development Department on December 26, 2019, with the following conditions:

1. Prior to the issuance of a building permit:
 - a. Staff approval of solar PV system to ensure the finishes and colors are muted or match the color of the underlying roof structure and the grid array is regular in shape and jointed.

b. Staff approval of location of supplementary equipment and supply lines to ensure they are either concealed from view, screened, or camouflaged to match the color of the underlying structure.

- b. COA-2019-09 – 48 Emerald Street – Applicant Murphy’s Café LLC, on behalf of owner Sanel Realty Company Inc., proposes a new dumpster and minor masonry repairs for the former H.W. Hubbard Machine Shop building at 48 Emerald Street (TMP# 584-067-000). The property is ranked as a Contributing Resource and is located in the Central Business Limited District.**

Ms. Brunner recommended accepting this application as complete. Mr. Weber moved to accept application COA-2019-09 as complete, which Mr. Bergeron seconded and the Historic District Commission carried unanimously.

Chair Weglinski recognized Katie Sutherland of KCS Architects, representing the applicants, Jeff and Eliza Murphy, owners of Terra Nova and Brewbakers Café. Ms. Sutherland said the project at 48 Emerald Street is mostly an interior one, changing the use from retail to restaurant. There is some exterior work needed, which is mostly maintenance and adding a dumpster screen, the latter of which triggered the major project application. She referred to before and after site plans, which show similarity and show where the dumpster is proposed covering a parking space. The side of the dumpster screen would be visible from Wilson Street. She showed a diagram of retail versus café use before and after this work, which was submitted to the Planning Board. She said this application is for the dumpster screen. The applicant proposed a 6’ high solid wood fence painted opaque dark grey to match some other exterior paint on the building. There is also proposed masonry repair on the primary façade. She said that there is a large crack around the window jam and header around the front storefront, which is an unoriginal opening. The storefront window will be removed and repointed to repair the jam. The applicants are committed to reusing as many bricks as possible and the masonry will follow Secretary of the Interior guidelines for masonry and mortar mix. Ms. Sutherland showed a brick sample. She continued saying that maintenance work included replacing the middle section of roofing just behind the original volume of the building and original roof, which is failing. The roof frame and roofing will be replaced in kind. There will also be some mechanical equipment located on the flat portion of the roof, which would be screened from public way by the front of the building and side gable adjacent to it.

Ms. Proctor asked how many sides of the dumpster would be screened. Ms. Sutherland said two sides: along Wilson Street and turning the corner into the parking lot for the distance of the dumpster. She said they anticipate a two-yard dumpster and if it were taller than 6’, the screen would be adjusted to the same height as the dumpster.

Mr. Weber referred to the proposed grey color of the screen. He understood why grey was chosen to match the windows on the back of the building, but he wondered if it would be less visible if painted red to match the brick. Ms. Proctor preferred the red. The Commission referred to another part of the building currently painted white, which they did not prefer, and asked if that would be repainted. Ms. Sutherland said those updates were not in the budget at this time and she could not commit to those being repainted in the future. Mr. Porchitz said that there are already three different red color bricks on the building and therefore he preferred painting the screen grey versus introducing another red. Ms. Sutherland thought the applicant would be amenable to changing the color if necessary. She added that the back middle section of the building is a nice grey color and she planned to propose to the applicant that they paint some of the

window panels that same grey color for consistency. That change would not be required for HDC review. Mr. Bergeron asked if the dumpster screen would be a clear finish. Ms. Sutherland said it was shown as such in the application but it would be opaque grey. Ms. Proctor thought that not fixing the white portions mentioned above would be distracting and suggested painting the white as the same grey color. Chair Weglinski said that paint is an existing condition and not a matter for this Commission. Ms. Sutherland said some of the white panels are being removed on the other side of the building. Mr. Weber saw “drive-thru” window listed on the application and Ms. Sutherland said that was from the ITE Manual for the Planning Board but there would not be one at this location.

Ms. Brunner referenced the historic photo of the building included in the meeting packet and explained the HDC criteria relevant in this application, beginning with §XV.A.5.b – Streetscape and Building Site – Utility, Service, and Mechanical Equipment:

1. *On commercial and industrial buildings, mechanical equipment, such as compressor units, shall be set back on the roof of the building, so as to be minimally visible, or ground-mounted toward the rear of the building, with appropriate screening or landscaping to minimize visibility.*
3. *New mechanical supply lines, pipes and ductwork shall be placed in inconspicuous locations and/or concealed with architectural elements, such as downspouts.*

Ms. Brunner said that the applicant proposes to replace and relocate existing rooftop mechanical equipment on both the middle and rear additions of the building, as well as to replace the roof on the middle section of the building. Currently, there are two exhaust pipes on the middle section of the roof and an air condensing unit and an exhaust pipe on the rear section. The applicant proposes to replace this equipment with new equipment located on the middle section of the roof. In addition, a PVC drain will be removed from the west building façade and an air condensing unit will be removed from the east façade. New equipment to be installed includes a make-up air unit, two exhaust pipes, and a condenser unit. The elevations submitted by the applicant show the new rooftop mechanical equipment on the east side of the middle section of the roof, which sits closest to the parking lot. Placing the equipment in this location will help reduce its visibility from Wilson Street. These standards appeared to be met.

4. *Bulk waste containers and waste storage containers shall be located – and appropriately screened—so as to be as inconspicuous as possible from the public right-of-way and adjacent buildings in residential use. In addition:*
 - a. *Bulk waste and waste storage containers shall be located in rear or side yards and shall be to the rear of the front line of any building;*
 - b. *Screening shall be required if any portion of the bulk waste or waste storage container is visible from the public way;*
 - c. *Screening shall consist of a solid wall or fence and a gate.*
 - d. *Screening shall be a minimum of six (6) feet in height or a height equal to the height of the waste container if the container height is greater than six (6) feet;*
 - e. *Screening shall be of a material, color, size, and pattern compatible with the building(s) or structure(s) on the site;*
 - f. *Chain link fence or chain link fence with interwoven slats shall not be acceptable screening.*
5. *Walls on front or street-facing facades shall not be penetrated for vent openings larger than seventy (70) square inches. Vent caps shall not be larger than two-hundred (200) square inches.*

Ms. Brunner said the applicant proposes to place a dumpster at the rear of the building. The dumpster will be screened by 6' northern white cedar fencing that will be opaque-stained dark gray to match the existing brick mortar on the building. Due to its location, the dumpster will only be visible to drivers traveling past the property on Wilson Street and so the fourth standard appeared to be met. Ms. Brunner continued that as a part of the replacement of rooftop mechanical equipment, a new 78" by 30" air intake louver would be installed in the rear gable of the original building. While this exceeds the 70 square inches indicated in standard five above, this louver will be located on the rear of the building, not facing any street and so the fifth standard appears to be met.

Ms. Brunner read the next relevant HDC standards in §XV.B.2.b – Building Rehabilitation – Masonry:

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.*
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.*

Ms. Brunner said the applicant proposes to replace the existing masonry window jamb on the front façade of the building, which according to an engineer has settled, and is structurally unstable. The masonry would need to be rebuilt from the lintel to the foundation. The applicant proposes to match the existing mortar and reuse existing bricks, if possible. The applicant brought samples of the bricks to be used (the proposed brick replacement product has been identified as “Glen-Gery Brick – Molded Series 53-DD”), if the original bricks cannot be salvaged during repairs. The applicant does not propose to clean the masonry prior to repairs. Because the applicant was unable to bring a mortar sample to the meeting, Ms. Brunner suggested the Commission might wish to include staff approval of the mortar type and a test patch prior to brick repointing as conditions of approval.

Ms. Brunner said there were two items that do not require Certificates of Appropriateness; however, since they are being done at the same time as the rest of the work, they are mentioned in the staff report so the Commission is aware this work would be happening. This includes the replacement of the roof structure located on the middle portion of the building. The roof is currently made of a dark gray roofing membrane. The new roof will be replaced within the same roofline and will be made of a similar material. This work does not require approval by the Historic District Commission. In addition, the applicant proposes to relocate one window on the west façade of the middle addition to the building, swapping it with the boarded window immediately adjacent, resulting in no net change in the number of exposed windows. The applicant also proposes to rehabilitate and repair five windows on the first floor of the oldest section of the building, and to refurbish the top sash of two windows on the middle section of the building by removing the white plywood that is currently covering them and repairing them, where possible. In addition, some of these windows will also have interior storm window panels installed. Per

Section XV.B.5.d of the regulations regarding “Projects that do not require COA,” window repairs and the installation of interior storm windows do not require approval from the Historic District Commission.

Mr. Porchitz said it is almost impossible to match brick and asked the primary motivation for choosing the sample presented, knowing the primary façade already has a variety of bricks. Ms. Sutherland said the sample was the closest she found locally to the original and it is used often for the replacement of brick on historic buildings.

With no comments in favor or opposition, Chair Weglinski closed the public hearing.

Mr. Bergeron said he has driven past the building in question many times hoping that it would be improved. The Commission was happy with the building being rejuvenated and with the possibility of further improvements, which Ms. Sutherland thought they might return for next year. Mr. Bergeron made the following motion, which Mr. Porchitz seconded.

On a vote of 5-0, the Historic District Commission approved COA-2019-09 for placement of a dumpster, relocation and installation of new mechanical roof equipment, and minor masonry repairs to property located at 48 Emerald Street (TMP# 584-067-000) as presented in the site plan identified as “Renovations to 48 Emerald St.,” prepared by KCS Architects and dated December 2, 2019 and last revised December 9, 2019, and on the elevations identified as “48 Emerald Street,” prepared by KCS Architects and dated December 9, 2019 and last revised December 19, 2019 with the following conditions:

1. Staff approval of mortar color, profile, width, and composition.
2. Staff approval of a test patch in an unobtrusive location prior to masonry repointing.

6) HDC Resource Ranking Work Group Update

Ms. Brunner referred to page 35 of the meeting packet where she included a memo to keep the Commission updated on the work group. The group has met four times and the minutes from three of the meetings were included in the meeting packet. Mr. Weber said it has been fun work and Chair Weglinski said it appeared good progress was being made.

7) Committee Membership

Chair Weglinski said that there are vacancies on the Commission for one active member and three alternate members. Mark Froling is one possible recruit. If any members have suggestions, the Chairman encouraged them to have conversations with interested parties and refer them to him or Ms. Brunner. Chair Weglinski urged recruitment because a full Commission reduces potential lack of quorum; he said it is not good to string projects along and the Commission wants to do their best for the community.

8) 2020 HDC Meeting Schedule

Ms. Proctor moved to adopt the 2020 HDC meeting schedule, which Mr. Bergeron seconded and the Commission passed unanimously.

9) Staff Updates

a. 2019 List of Administrative Approvals

Ms. Brunner recalled that staff provides periodic updates to the Commission on applications that qualified as minor projects and were therefore approved by staff. All 2019 administrative approvals were listed on pages 45-46 of the meeting packet. In any instance that staff feels an application is borderline for needing Commission review, the Chair is consulted. All project folders are available on the fourth floor of City Hall for review.

b. Building Better Together Project

Ms. Brunner updated the Commission on this project to update the City's land use regulations and zoning streamlined into one document called the Unified Development Ordinance, which is moving closer to City Council review. Part of this project is a shift to form-based zoning downtown, which includes revisions to the HDC regulations. This Commission saw draft revisions one year ago and will continue to receive updates as the draft progresses.

10) Next Meeting – February 19, 2020

11) Adjournment

There being no further business, Chair Weglinski adjourned the meeting at 5:25 PM.

Respectfully submitted by,
Katrnya Kibler, Minute Taker

Reviewed and edited by Mari Brunner, Planner

STAFF REPORT

COA-2018-02, Modification #1 - 143 Main Street, Wright House Renovations

Request:

Applicant Tim Sampson, on behalf of owner 143 Main LLC, proposes modifications to the HDC approval that was granted for this property in August 2018, including rehabilitation of the existing 676 sq. ft. barn, renovations to the primary structure, and paving the existing gravel parking lot. The property is ranked as a Primary Resource and is located at 143 Main Street and 0 Davis Street (TMP#s 584-061-000 & 584-059-000) in the Central Business Limited District.



Background:

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. 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. The building is currently used as a single-family residence with an office. The Applicant received a variance from the Zoning Board of Adjustment in April 2020 for a change of use to a two-family home with an office.

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 the gable peaks, a 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.

The Applicant's request is as follows:

- Rehabilitate the existing barn instead of demolishing it. Rehabilitation will include pouring a new foundation, reconstruction of damaged structural supports and siding, replacement of the slate roof with asphalt shingles, installing a door in an existing door opening on the south façade, and installing a garage door on the west façade of the barn.
- Pave the existing gravel parking area.
- Install windows in three pre-existing window openings on the north façade of the house.

STAFF REPORT

- Remove an un-original wall from the porch on the south side of the building in order to expose the original porch railing and woodwork.

In August 2018, the HDC granted approval for COA-2018-02 for the following work on this property:

- Demolition of the existing barn.
- Construction of a new addition attached to the rear of the primary structure.
- Replacement of all existing windows with Andersen 400 Series Double-hung windows.
- Repair and painting of existing wood trim.
- Repointing and cleaning of brick masonry where necessary.
- Installation of a new paved walkway to connect 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).
- Addition of concrete wheel stops in the gravel parking lot to delineate 10 parking spaces and installation of a concrete slab to provide a suitable surface for a van-accessible parking space.
- Replacement of the existing door on the east façade of the porch on the south side of the house.
- Installation a dumpster in the northwest corner of the parking area with a fence for screening.

This work was approved with the following conditions:

1. Staff approval of a mockup of mortar color, thickness, and type prior to conducting masonry repair.
2. Staff approval of a shingle product to mimic slate shingles for the new addition.
3. Staff approval of a PVC roofing product to mimic the appearance of the current roofing material on the roof above the porch area.

As of the date of this staff report, none of the above conditions had been met.

Per Section IX.C. (“Modifications to Approved Projects”), Section III.D.3 (“Renovation, rehabilitation, or restoration of a building or structure”), and Section III.D.13 (“Installation of new paving”), this work is classified as a “Major Project” for review by the HDC.

Completeness:

The applicant has submitted a project narrative, building elevations, a proposed site plan, and photographs of existing conditions. Staff recommend accepting the application as “complete.”

Application Analysis:

The relevant standards of the HDC Regulations are:

Sec. XV.A.1.d., 1-5 – Trees, Landscaping and Site Work

“d) Projects that do not require a COA

- 1) *Pruning of trees or clearing of overgrown bushes, vines, saplings and similar vegetation for normal maintenance purposes*
- 2) *Planting new trees, shrubs, ground cover and other plants*
- 3) *Planting hedges or flower, vegetable and rock gardens*
- 4) *Installing flower pots, planters, window boxes, birdbaths, birdhouses and similarly scaled projects*
- 5) *Landscaping or site work that does not alter the grade or require changes to the topography”*

In the project narrative, the Applicant states the following: “New plantings are planned along the existing walk from Main Street, a planting area between Main Street and the front of the building, and a row of bushes along the rear of the lot at 0 Davis Street.” Per Section XV.A.1. (“Trees, Landscaping and Site

STAFF REPORT

Work”) sub-section d (“Projects that do not require a COA”), this request does not require approval from the Historic District Commission.

Sec. XV.A.4. – Walkways, Driveways, Alleys, and Parking Areas

“b) Design Standards

- 1) Every effort shall be made to retain the location and configuration of historic driveways, walkways and alleys, as well as their historic materials, if granite, marble or brick.
- 2) New driveways on sites with residences or converted residences shall lead directly to the parking area, and new walkways shall lead directly to the front steps of the house, unless it can be documented that a different pattern existed historically.
- 3) Curb cuts for driveways on sites with residences or converted residences shall be the width of a single travel lane.
- 4) New onsite parking, if required, shall be unobtrusive, with appropriate screening and landscaping, and shall preserve any character-defining features of the site. Grading shall not dramatically alter the topography of the site or increase water runoff onto adjoining properties.
- 5) Where appropriate, parking and access drives shall be shared, in order to reduce the amount of paved surface.
- 6) For new construction, and on sites with residences or converted residences, every effort shall be made to locate parking behind the building(s). Parking shall be located to the rear of the backline of the building or the backline of the main block of the building, as applicable.”

As part of COA-2018-02, the HDC granted approval for the Applicant to install a 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 pathway would connect to the existing concrete walkway in the front of the building. The existing walkway in front of the building that connects the front entrance to the sidewalk on Main Street would not be removed or relocated. Figure 1 shows an image from the proposed site plan submitted by the Applicant, with the approved new walkway shaded in gray.

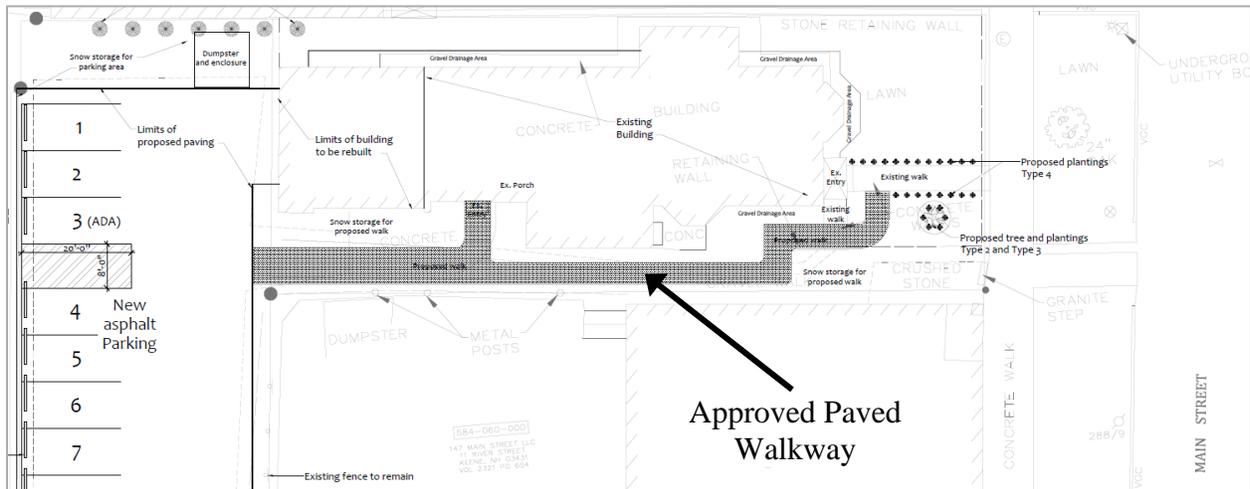


Figure 1. Image from the proposed site plan submitted by the applicant, which shows the proposed walkway shaded in dark gray.

STAFF REPORT

With this request, the Applicant proposes to pave the existing parking lot located behind the primary structure. No new driveways or onsite parking are proposed; however, the existing curb cut on Davis Street would be narrowed from roughly 40 feet to about 25 feet in width. While the Applicant has not submitted drainage calculations to demonstrate that there will be no increase in water runoff onto adjacent properties, the Applicant is aware that they will be required to submit drainage calculations prepared by an engineer when they seek site plan approval for this project from the Planning Board. The HDC standards for driveways and parking areas appear to be met.



Figure 2. Google Street View image (2018) of the curb cut for the property at 0 Davis Street, TMP# 584-059-000.

Section XV.A.5.b.4 – Bulk Waste Containers

“4) Bulk waste containers and waste storage containers shall be located – and appropriately screened— so as to be as inconspicuous as possible from the public right-of-way and adjacent buildings in residential use.”

In August 2018, the HDC granted approval for the Applicant to install a dumpster in the northwest corner of the parking area that would be screened from view by a solid wood fence. No changes to dumpster location or screening are proposed at this time.

Sec. XV.B.1.a., 3&4 - Building Rehabilitation: Primary and Contributing Resources, General Standards

“a) Design Standards

- 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.”*

The Applicant received approval from the HDC in August 2018 to rehabilitate the primary brick structure on the property, including repair and repainting of existing wood trim, replacement of all windows, repointing and cleaning of brick masonry where necessary, and the replacement of the existing door on the east façade of the porch on the south side of the house. In addition, the Applicant received approval to demolish the existing barn, which was severely damaged at some point in its history by a fire.

The current proposal is to save the existing barn, which would require major structural repairs including pouring a new foundation, installing steel framing to hold up the structure, and replacing existing damaged vinyl siding with new clapboard siding. In addition, the Applicant requests the installation of an egress door in a pre-existing door opening on the south façade of the barn and a garage door on the west façade of the barn. The Applicant also proposes to replace the existing slate roof with an asphalt roof, and use the slate from the barn to repair the slate on the roof of the primary building. Figure 3 shows an image of the existing barn before it was clad in vinyl siding, with the proposed location for a new door circled in red. Figure 4 shows an image of the existing barn as it appeared in 2018, after vinyl siding was added that covers up

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several architectural features, including round openings in gable peaks and several window and door openings.

In addition, the Applicant proposes to remove an un-original wall from the porch on the south side of the building in order to expose the original porch railing and woodwork, as shown in Figures 5 and 6.

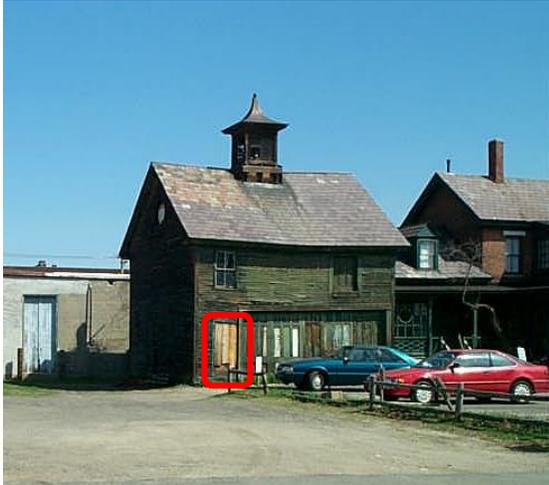


Figure 3. Photo from the City of Keene Assessing Department of the existing barn on the 143 Main Street property, taken from Davis Street. The pre-existing door opening where a new door is proposed is circled in red.



Figure 4. Google Street View image (2018) of the existing barn on the 143 Main Street property, taken from Davis Street.



Figure 3. Image of the porch on the south side of the building that shows where the original porch railing was covered up by a wall (area circled in red). Photo taken by City staff in August 2018.



Figure 4. Image provided by the Applicant that shows where the porch railing is covered up by a wall.

Section XV.B.2.b., 2,3,&6 – Masonry (walls and architectural 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.
- 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,

STAFF REPORT

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.”

The Applicant previously received approval from the HDC in 2018 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). A condition was added to the approval for COA-2018-02 which states “Staff approval of a mockup of mortar color, thickness, and type prior to conducting masonry repair.” Staff recommend preserving this condition of approval for the current application.

Section XV.B.3.b – 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.”*

In 2018, the Applicant received approval from the HDC 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 also received approval 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, and repair the porch area on the south side of the building.

In addition to the work that was previously approved, the applicant proposes to replace the existing vinyl siding on the barn with clapboard siding that would be painted white. Historically, the barn was clad in wood clapboard siding, as shown in Figure 4. This request appears to meet the HDC standards for wood siding.

Section XV.B.4.b 1, 2, & 5 – Roofs and roof structures

- “1) *The original or historic roofline shall not be altered. Raising or lowering the existing roofline shall only be allowed for the purpose of restoring the roof to its original profile.*
- 2) *Slate shall be retained, whenever economically feasible.*
- 5) *Historic dormers and cupolas on roofs shall be retained.”*

The Applicant received approval from the HDC in 2018 to demolish the existing barn, construct a new addition with an asphalt shingle roof, and salvage the slate from the existing barn to use for repairs to the roof of the primary brick building. In addition, the Applicant received approval to replace the historic cupola on the barn with a new cupola. During the public hearing for this application (COA-2018-02), the Board requested that the roof on the new addition mimic the appearance of slate, to which the Applicant agreed. A condition of approval was added that states “Staff approval of a shingle product to mimic slate shingles for the new addition.”

The current request is to save the existing barn and cupola and replace the slate roof with an asphalt shingle roof. The slate from the barn would be salvaged and used to repair the roof on the primary structure. No

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changes to the historic roofline are proposed. The Board may wish to ask the Applicant to demonstrate whether retaining slate on the existing barn is economically feasible. If the Board determines that it is not economically feasible to retain the slate on the existing barn, staff recommend that a condition of approval be added which states: “Staff approval of a shingle product to mimic slate shingles for the existing barn.”

Section XV.B.5.b 4, 5, & 6 – Windows

- “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 previously received approval from the HDC to replace all existing windows on the primary structure with Andersen 400 Series Woodwright® Double-hung windows with a 2/2 grid arrangement. These windows would be wood clad with PVC and would match the existing windows in terms of size, placement, and general appearance. During construction, it was discovered that seven window openings had been filled at some point in the past, including four windows on the south side of the house and three windows on the north side of the house. The Applicant proposes to open up the three window openings on the north side of the house and install the approved Andersen 400 Series Woodwright® Double-hung windows in the existing window openings. The Applicant notes that the four window openings on the south side of the house cannot be opened back up due to the location of interior features that conflict with the window locations, including a stairway and a bathroom wall. From the outside, these window openings appear to be shuttered. No new window openings are proposed, and the original window openings will not be enlarged or reduced in size. This standard appears to be met.

Section XV.B.6.b., 2 – Entrances, doors and porches

- “2) *Introducing new door openings onto the primary elevations, or enlarging or reducing door openings to fit new stock doors, is generally prohibited.*”

The Applicant received approval from the HDC in 2018 to replace the existing door on the east façade of the porch on the south side of the building to provide an accessible entrance to the proposed office space. In addition to this previous approval, the Applicant proposes to install two doors on the existing barn: one door would be installed in an existing door opening on the south façade that was covered up about 10-12 years ago when the vinyl siding was added; and the other door would be a garage door installed in a new opening on the west façade. The Applicant notes that a garage door in this location is required to provide access to the barn from the parking lot area. The proposed garage door, while not historic to the barn, is not on a primary elevation. This standard appears to be met.

Recommendation:

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

Approve COA-2018-02 Modification #1 for rehabilitation of the existing barn and modifications to the primary building and site, as presented in the plan set identified as “Renovations to 143 Main Street Keene, NH 03431,” prepared by Sampson Architects at varying scales on July 25, 2018 and last revised on March 18, 2020, with the following conditions:

1. Staff approval of a mockup of mortar color, thickness, and type prior to conducting masonry repair.
2. Staff approval of a shingle product to mimic slate shingles for the existing barn.
3. Staff approval of a PVC roofing product to mimic the appearance of the current roofing material on the roof above the porch area.

Sampson Architects

103 Roxbury Street
Suite 206
Keene, NH 03431

Memo: Authorized Agent

18 March 2020

To: **City of Keene
Permitting**

Re: Authorized Agent

I, Michael Pappas, owner of 143 Main Street , Keene , NH authorize Timothy Sampson to apply for and represent me in filing any necessary applications required for permitting and approvals for all work at 143 Main Street, including but not limited to appearing before any government agency at general meetings or public hearing addressing such construction or improvements at my property located at 143 Main Street, Keene, NH.


Michael Pappas (owner)

3/19/20

Descriptive Narrative

Type of Alteration:

This project proposes to restore the building's appearance to a like new condition. Exterior work is to consist of repointing exterior brick as necessary, replace all existing windows with new energy efficient clad windows, repair the existing slate roof with slates that are to be salvaged from the attached barn structure that will be reroofed, and repairing and painting all exterior woodwork. There are seven window opening that have been closed in, some so long ago there is furring under the plaster and lathe. Four windows on the alley (South side shall remain shuttered. Three windows on the north side shall have new windows installed in the existing openings. The attached barn structure will be completely reconstructed from the foundation up. As part of this project there will also be site improvements. This will consist of new walkways, new plantings, and improved parking on the Davis Street lot.

Reason for Alteration:

The building has had most maintenance activities deferred for many years and has fallen into a state of disrepair. The intent is to bring the building back to like new to the greatest extent possible.

Location of Alteration:

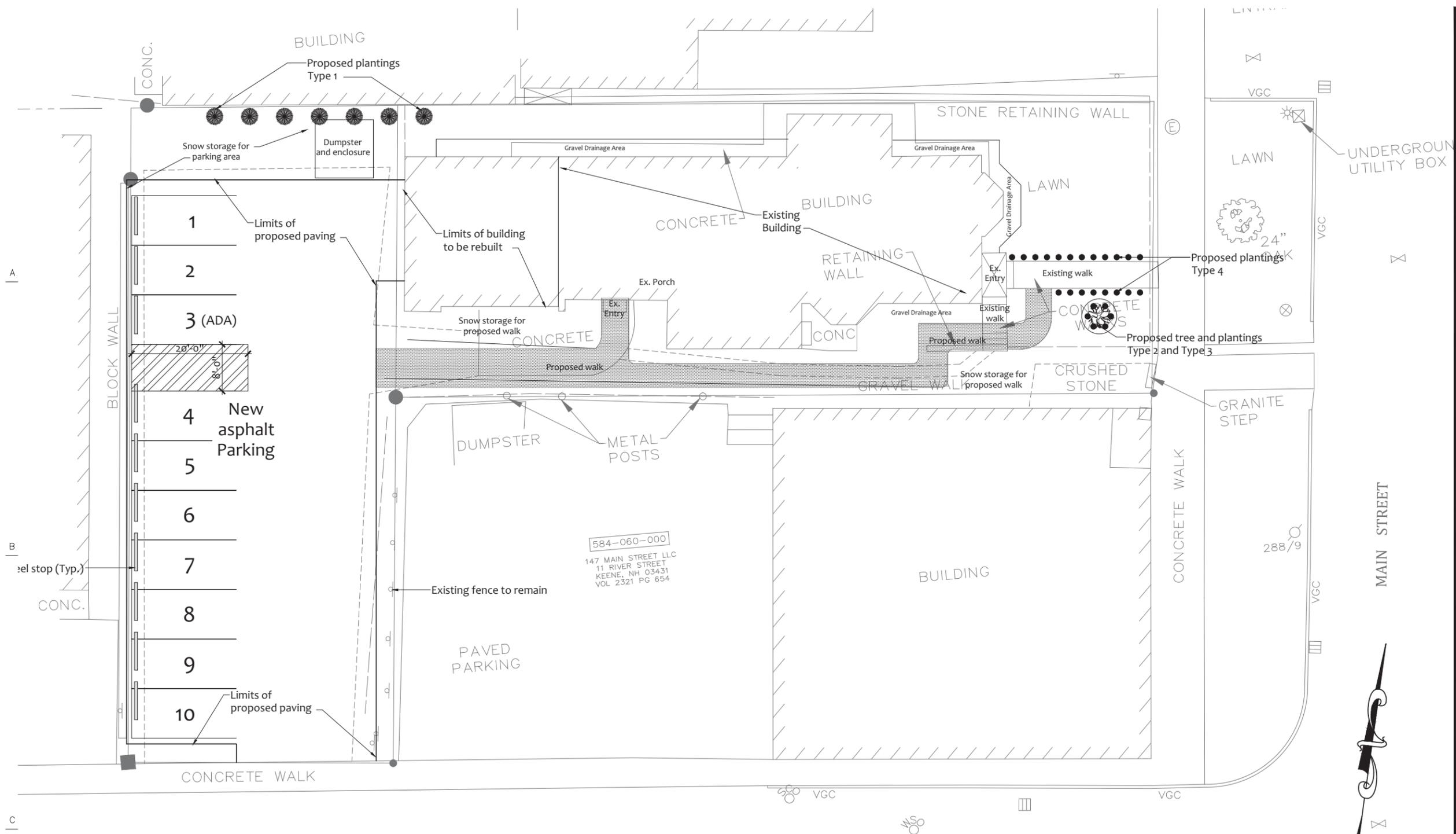
Work will be done to the entire exterior of the building.

Material Selection:

Materials being chosen are intended to blend with the character of the existing building and to the greatest extent possible match the original details. Slates will be salvaged from the barn and utilized on the main structure.

Site Features / Landscape Features:

Existing stairs are to be repaired / rebuilt as necessary. A new walkway from the parking area on the Davis Street lot that will provide access to all entry points of the building is proposed. New plantings are planned along the existing walk from Main Street, a planting area between Main Street and the front of the building, and a row of bushes along the rear of the lot at 0 Davis Street.



These drawings are LIMITED SCOPE and are intended only to describe general design intent, scale, overall spatial relationships and material where indicated. These drawings shall be considered preliminary for purposes of design review, comment, or budget pricing only, unless expressly released for other purposes as indicated in the issue log. The architect assumes responsibility for errors in the information provided, and not for omissions.

Architect:
Timothy Sampson
 NCARB, LEED AP
 103 Roxbury Street
 Suite 206
 Keene, NH
 603 769 7736



Engineer:

SAMPSON ARCHITECTS
 2018 W0# 18-033

Prepared For
Michael Pappas
 143 Main Street
 Keene, NH 03431

PROJECT
**Renovations to
 143 Main Street**
 Keene, NH 03431

TITLE
Site Plan

Date:	Revisions:
7.25.18	Planning /HDC
8.9.18	Planning / HDC R1
10.30.18	Planning Board
3.18.20	HDC Submission

SCALE as noted

DATE 3-18-20

SHEET NUMBER

A1

DAVIS STREET



Zoning Data:

Parcel ID: Tax Map 584-060-000
 Owner: Lena Papadimitriou
 Zoning: Central Business Limited
 Lot Area: .12 Acres / 5,141 sf +/-

	Required	Existing Structure	Proposed Structure
Structure 1:		00 sf +/-	00 sf +/-
Structure 2:		00 sf +/-	00 sf +/-
Total Building SF:		00 sf	00 sf
Max. Building Height:	4 Stories / 55 feet	0 Story / 0 +/- feet	0 Story / 0 +/- feet
Min. Lot Area:	10,000 SF	5,141 SF +/-	5,141 SF +/-
Frontage:	None	45'7" +/-	45'7" +/-
Min. Front Setback:	20'	0' +/-	0' +/-
Min. Side Setback:	20'	0' / 0' +/-	0' / 0' +/-
Min. Rear Setback:	20'	0' +/-	0' +/-
Maximum percentage of lot occupied by structures	60%	0%	0%
Maximum percentage of lot covered by impermeable materials (including parking)	80%	70%	70%
Minimum percentage of green / open space	20%	30%	30%
Min. Front Setback of paved and unpaved parking and travel surfaces:	None	0'	0'
Min. Front Setback of paved and unpaved parking and travel surfaces:	None	0'	0'
Min. Front Setback of paved and unpaved parking and travel surfaces:	None	0'	0'
Min. Front Setback of paved and unpaved parking and travel surfaces:	None	0'	0'
Required Frontage	80'	45'7"	45'7"
Percentage of Lot left in vegetated / natural state:	NA	0	0
Required Depth:	None	0	0

Zoning Data:

Parcel ID: Tax Map 584-060-000
 Owner: Lena Papadimitriou
 Zoning: Central Business Limited
 Lot Area: .12 Acres / 6,500 sf +/-

	Required	Existing Structure	Proposed Structure
Structure 1:		00 sf +/-	00 sf +/-
Structure 2:		00 sf +/-	00 sf +/-
Total Building SF:		00 sf	00 sf
Max. Building Height:	4 Stories / 55 feet	0 Story / 0 +/- feet	0 Story / 0 +/- feet
Min. Lot Area:	10,000 SF	5,141 SF +/-	5,141 SF +/-
Frontage:	None	45'7" +/-	45'7" +/-
Min. Front Setback:	20'	0' +/-	0' +/-
Min. Side Setback:	20'	1'-00" / 8'-00" +/-	0' / 0' +/-
Min. Rear Setback:	20'	0' +/-	0' +/-
Maximum percentage of lot occupied by structures	60%	43%	40%
Maximum percentage of lot covered by impermeable materials (including parking)	80%	51%	58%
Minimum percentage of green / open space	20%	49%	42%
Min. Front Setback of paved and unpaved parking and travel surfaces:	None	0'	0'
Min. Front Setback of paved and unpaved parking and travel surfaces:	None	0'	0'
Min. Front Setback of paved and unpaved parking and travel surfaces:	None	0'	0'
Min. Front Setback of paved and unpaved parking and travel surfaces:	None	0'	0'
Required Frontage	80'	50'-0" +/-	50'-0" +/-
Percentage of Lot left in vegetated / natural state:	NA	0	0
Required Depth:	None	0	0

A
B
C
D

1

2

3

4

5

6

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SAMPSON ARCHITECTS
 2018 WOF 18-033

Prepared For
Michael Pappas
 143 Main Street
 Keene, NH 03431

PROJECT
**Renovations to
 143 Main Street**
 Keene, NH 03431

TITLE
Elevations

Date:	Revisions:
7.25.18	Planning /HDC
8.9.18	Planning / HDC R1
10.30.18	Planning Board
3.18.20	HDC Submission

SCALE as noted

DATE 3.18.20

SHEET NUMBER

A2

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Side Elevation
 Scale: 1/4" = 1'-0"



Side Elevation
 Scale: 1/4" = 1'-0"

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Engineer:
 .

SAMPSON ARCHITECTS
 2018 WOI 18-033

Prepared For
Michael Pappas
 143 Main Street
 Keene, NH 03431

PROJECT
**Renovations to
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 Keene, NH 03431

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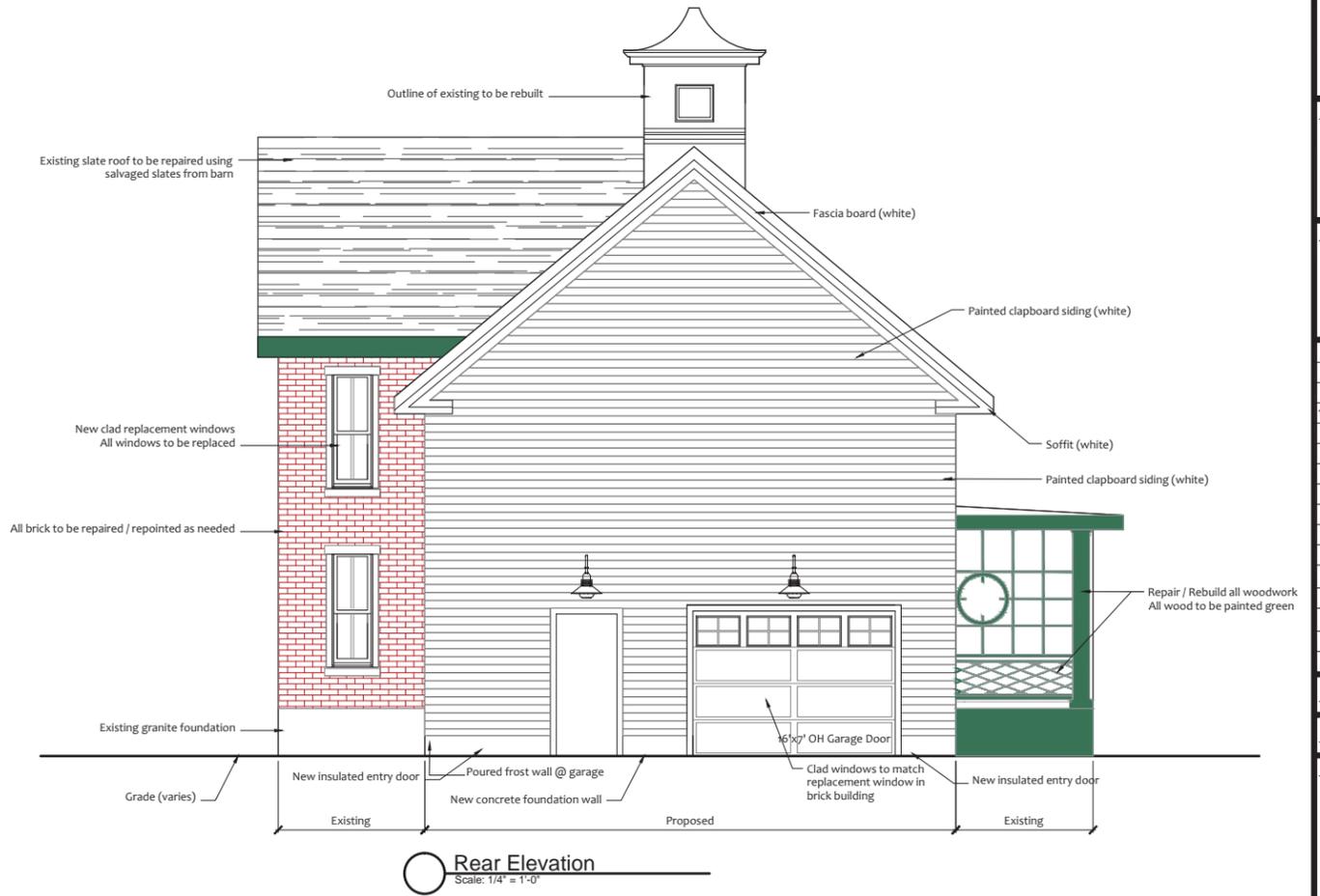
SCALE as noted

DATE 3.18.20

SHEET NUMBER

A3

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A

B

C

D



Image of barn to be renovated



Image of woodwork to be repaired and repainted at side entry and slate roofs to be repaired



Image of front entry showing woodwork to be repaired and repainted and stairs to be reconstructed
Shuttered windows to remain shuttered



Image of windows to be replaced with woodwork to be repaired and repainted. Also shown is the typical state of the brick that will require repointing.