TOWN OF EXETER HISTORIC DISTRICTS

Guidelines Introduction

BENEFITS OF LOCAL DESIGNATION

The designation of local historic districts and landmarks has been found to:

- Increase neighborhood stability and property values
- Preserve the physical history of the area
- Promote an appreciation of the physical environment
- Foster community pride and self-image by creating a unique sense of place and local identity
- Increase the awareness and appreciation of local history
- Increase tourism
- Attract potential customers to businesses
- Create local construction jobs employing skilled tradesmen

These *Guidelines* were developed in conjunction with the Town of Exeter's Historic District Commission (HDC) and the Building Department. Please review this information during the early stages of planning a project. Familiarity with this material can assist in moving a project forward, saving both time and money. The Building Department is available for informal meetings with potential applicants who are considering improvements to their properties.

Guidelines and application information are available at the Town Office and on the Commission's website at **exeternh.gov/bcc/historic-district-commission**. For more information, to clarify whether a proposed project requires HDC review, or to obtain permit applications, please call the Building Department at (603) 773-6112.

WHY IS HISTORIC PRESERVATION IMPORTANT IN EXETER?

The Town of Exeter recognizes that the character and quality of life enjoyed by its citizens depend in great measure upon the Town's rich architectural heritage and the importance of the natural and designed landscapes in our community. This historical, cultural, archaeological, social and economic heritage is entrusted to each generation, enriched and passed on to future generations. The Historic District Commission (HDC) of Exeter is charged with safeguarding this heritage as represented by the Town's historical and architectural value.

EXETER'S HISTORIC PROPERTIES

The Town of Exeter currently regulates three locally designated Historic Districts:

- **Front Street Historic District** - Established 1971
- **Downtown Historic District** - Established 1978
- **High Street Historic District** - Established 2006

The Town of Exeter regulates properties in current and future locally designated Historic Districts, as well as the proposed full or partial demolitions of buildings or structures over 50 years old.

In addition, The Town of Exeter also has several individually designated National Register properties and currently two National Register Historic Districts:

- **Front Street Historic District** - Listed 1973
- **Exeter Waterfront Historic District** - Listed 1980

There are several notable institutional buildings that are located within the locally designated historic districts including Exeter Town Hall.

HISTORIC DESIGNATION & LISTING

Definitions

- **Historic Resource:** An individual building, structure, site, object or district that has been determined to have historical significance or associations and whose distinctive character conveys a unique architectural and cultural heritage.
- **Historic District:** A defined area that contains concentrations of historic resources. A district can include as few as one historic resource or hundreds of resources.

Local Designation

Local designation of a historic property or district provides a tool for local communities to determine what is architecturally and historically important to their community and a mechanism for the regulation of proposed changes to those properties.

The National Register of Historic Places

The National Register of Historic Places is the United States government's official list of districts, sites, buildings, structures and objects identified as worthy of preservation. The National Register is administered by the National Park Service, a division of the Department of the Interior.

Listing in the National Register does not eliminate or restrict property rights of individual owners. Projects involving federal or state permits, licenses or funding are reviewed for their potential effects on significant historic properties, including those listed in the National Register. Having a property listed on the National Register could make its owners eligible for federal and state tax credits for expenses incurred rehabilitating an income-producing property. National Register information is available from the New Hampshire Division of Historical Resources. (Refer to *Preservation Organizations,* page 01-11.)

PRESERVATION ASSISTANCE PROGRAMS

There are federal and state incentive programs available for historic properties. The submission and review requirements are rigorous and it is highly recommended that applicants contact the applicable agency at the early planning stages of a potential project.

The Federal Historic Preservation Tax Incentive Program rewards private investment in rehabilitating historic income-producing properties such as offices, rental housing and retail stores. The Program, established by the Tax Reform Act of 1986, is jointly administered by the U.S. Department of the Treasury and the U.S. Department of the Interior's National Park Service. Owner-occupied single-family residences are not eligible for the program. If eligible, up to 20 cents on every dollar spent on qualified rehabilitation work (including most architectural and engineering fees) would be available as a credit against federal income taxes. The 20% tax credit is available to buildings that are listed in the National Register of Historic Places, either individually or as a contributing building in a National Register Historic District, or as a contributing building within a local historic district that has been certified by the Department of the Interior. To be eligible for the 20% tax credit, project work must be certified as meeting The *Secretary of the Interior's Standards for Rehabilitation.* (Refer to *Preservation Resources*, page 01-11.)

Preservation Easements are a tool often used to insure the preservation of the character defining features of a property for the public's benefit. The New Hampshire Preservation Alliance and Historic New England maintain easement programs to protect historic resources. The extent of the protection of the property is dependent on the strength of the easement. Some easements protect just the façade of a building. Other easements protect the larger preservation values including but not limited to the exterior and interior architectural features, materials, landscape features, outbuildings, fences and archeological resources of a property.

The Community Revitalization Tax Relief Incentive (RSA 79E) has been adopted by Town of Exter to encourage revitalization of underutilized buildings. Program information is available at www.exeternh.gov.

SUSTAINABLE BENEFITS OF PRESERVATION

Historic buildings are intrinsically "green," as reusing an existing building has substantially lower environmental impact than building a new one. Preservation and rehabilitation minimize the wasteful loss of materials while maintaining a distinctive sense of place. Sustainable benefits of preservation include:

- The historic building or structure already exists, and the energy required to fabricate the lumber, bricks, windows and doors was expended long ago
- New construction often includes demolition of an existing building (construction waste comprises approximately 25% to 30% of landfills), and the fabrication of new construction materials creates additional waste, while preservation of an existing building conserves landfill space
- The most appropriate materials for the majority of preservation projects are often historic materials rather than non-biodegradable manufactured products, such as vinyl and/or plastics

PRESERVATION REGULATORY REVIEW

To maintain the character of properties within the Historic Districts, most proposed exterior changes require review and the issuance of a Certificate of Approval (COA) from the HDC prior to commencing work, or if deemed to be an exempt activity or a minor application by Building Department Staff, the approval process can be addressed administratively. The type of work requiring a COA includes:

- **Exterior Alteration** - Installation, modification and/or removal of materials or features from sites, buildings or structures including sign modification or installation
- **New Construction** - New building, structure or site feature and/or expansion of an existing building, structure or site feature
- **Demolition** - Complete or partial removal of a building, structure or site feature
- **Relocation** - Moving of a building, structure or site feature

Certificate of Approval applications are reviewed by the HDC at their monthly meetings. During their reviews, the HDC references the criteria set forth in the Historic Preservation sections of the Town's Zoning Ordinance. Review by the HDC ensures that any proposed changes will be compatible with the character and design of the individual property and/or Historic District.

The process of applying for a COA requires the project representative to provide sufficient information on the HDC's application form and to include drawings, sketches, photographs, a survey, product brochures or samples for certain building features that will be modified. The applicant is encouraged to consult with Building Department staff to ensure that all the information is included in the application. Once the application has been determined to be complete, it will be placed on the HDC agenda. The applicant or a project representative should attend the HDC meeting for COA reviews to answer any questions the HDC may have regarding the application, or the application could be tabled pending clarification and/or the submission of additional information as requested by the HDC.

DEMOLITION REVIEW COMMITTEE

The Demolition Committee is a subcommittee of the Exeter Heritage Commission charged with the review of the proposed demolition of:

- Any building or structure within the Town limits that is more than 50 years old (with the exception of manufactured homes)
- Any building or structure that is listed or eligible for the National Register of Historic Places
- Any building or structure within a locally established Historic District

If a building or structure is found to be historically significant, the Demolition Review Committee will work with the owner to encourage alternatives to demolition. If alternatives are not agreed upon, the Demolition Review Committee will photographically document the building or structure.

HISTORIC DISTRICT COMMISSION

Established in 1970, the HDC has oversight of the Town's preservation activities and regulatory review within the bounds of the Exeter Historic Districts. The HDC is comprised of seven members and four alternates, including a Selectman and a member of the Planning Board. Although the HDC's primary responsibility is to conduct to review applications for COAs, the HDC also provides recommendations to the Town Council regarding historic preservation activities in the Town including the documentation of historically designated properties.

The HDC can take one of four actions following the review of a COA application:

- **Approval as Submitted** - The Certificate for Approval will be issued
- **Approval with Conditions** - A Certificate for Approval will be issued pending review for compliance of required conditions
- **Continued** - The applicant provides additional information or clarification as requested by the HDC
- **Denial** - It is determined that the project does not meet the requirements for the granting of a COA - The applicant can work with Building Department Staff to bring the project into compliance with the ordinance using the *Guidelines* and resubmit to the HDC for re-review or appeal to the Zoning Board of Adjustment

WORKING WITHOUT A COA

The Building Department will inspect all work for compliance with an approved Certificate of Approval (COA). If any changes are proposed after the issuance of a COA, please contact the Building Department at (603) 773-6112 for additional required reviews. Work completed without an approved COA is subject to possible fines, removal and restoration of the site, building or structure to its appearance prior to the violation.

APPROVALS REQUIRED FOR WORK

HDC review and approval is triggered by the application for a building permit. This includes the replacement of signs, awnings, windows, doors and roofs. HDC approval is necessary but may not be sufficient for the granting of a building permit. Each property is subject to review for compliance with applicable zoning, building and safety ordinances and codes. The property owner is responsible obtaining all necessary approvals prior to commencing with work.

HERITAGE COMMISSION

The Exeter Heritage Commission is advisory to other local boards and commissions; conducts inventories; educates the public on matters relating to historic preservation; provides information on historical resources; and serves as a resource for revitalization efforts

DESIGN OF ALTERATIONS

In balancing the desire for a change to a historic property with regard to the historic integrity, the HDC encourages property owners to retain as much historic building fabric as possible. As such, the following guide can be used, listed in preferential order:

1. Maintenance
2. Repair and In-Kind Replacement
3. Alterations and Renovations
4. Adaptive Reuse
5. Additions and New Constructions

If demolition is considered, property owners should refer to the *Demolition Review Committee* process (page 01-3). Demolition of designated historic buildings is rarely appropriate.

The symmetry of this twin residence is one of its character defining features that should be preserved.

GUIDELINES FOR HDC DECISIONS FOR ALTERATIONS TO EXISTING BUILDINGS

When reviewing a proposed project for alteration to a historic building, the HDC's review is guided by principles contained in *The Secretary of the Interior's Standards for the Treatment of Historic Properties*, and more specifically, *The Standards for Rehabilitation*. *The Standards for Rehabilitation* provide property owners and tenants common-sense guidelines to allow sensitive contemporary uses for their sites while retaining their architectural and cultural heritage. In reviewing projects, the HDC encourages sensitive rehabilitation involving the least amount of intervention or change as identified in the following guidelines:

- **Identify, retain and preserve** the overall form, materials and details that are important in defining the architectural and historical character of the building and site.
- **Protect and maintain** historic materials and features. This involves protection from other work that may occur in proximity to the historic materials, and also protection through regular maintenance. A regular program of protection and maintenance usually involves the least degree of intervention, and can prevent or postpone extensive and costly work.
- **Repair** rather than replace deteriorated historic materials and features. Repairs maintain the building in its current condition while making it weather-resistant and structurally sound. Repairs should involve the least intervention possible, concentrating specifically on areas of deterioration. When repair is not possible, the HDC encourages replacement in-kind, reproducing by new construction the original feature exactly, including the original material, finish, detailing and texture.
- **Replace** missing or deteriorated historic materials and features in-kind when the extent of deterioration precludes repair. Similar to repair, the preferred approach is to replace the entire feature in-kind to match the original material, finish, detailing and texture. Since this in not always technically or financially feasible, substitute materials are sometimes acceptable when they convey the appearance and finish of the original feature.
- **Reconstruct** missing historical features if adequate historical, pictorial and physical documentation exists so that the feature may be accurately reproduced. The addition of features from other historic buildings or addition of historical elements for which there is no documentation is not appropriate.
- **Alterations and additions** are sometimes needed to ensure the continued use of a building. An alteration involves returning a building to a useful condition while saving those parts that represent its historical, architectural or cultural significance. It is important that alterations do not radically alter, obscure or destroy character-defining spaces, materials, features or finishes. An addition is new construction at the exterior of an existing building and should be carefully considered. New additions should be differentiated but also compatible with the historic building in terms of size, mass, form, fenestration, material, detailing and style, and should be constructed at a less visible side or rear elevation, so that the character-defining features are not radically obscured, damaged or destroyed.

TOWN OF EXETER - *DESIGN GUIDELINES*

The following *Guidelines* were prepared in this project:

01 Guidelines Introduction
02 Guidelines for Roofing
03 Guidelines for Exterior Woodwork
04 Guidelines for Masonry & Stucco
05 Guidelines for Windows & Doors
06 Guidelines for Site Elements
07 Guidelines for New Construction & Additions
08 Guidelines for Commercial Buildings

Further information is available at the Building Department and on Exeter's web site at www.exeternh.gov. These *Guidelines* serve to cover the topics most typically addressed by the HDC. Any work under the jurisdiction of the HDC that is not specifically covered in these *Guidelines* is subject to HDC review and approval.

The replacement of deteriorated roofing is potentially dangerous work that often requires the access of workers and materials by ladders. Consideration should be given to hiring a professional for any work that is unfamiliar or potentially unsafe.

SAFETY PRECAUTIONS

Repair and maintenance of a building can potentially be dangerous work. It is recommended that all manufacturers' recommendations be followed and appropriate safety precautions with ladders, tools, materials and processes be taken. Property owners should consult a professional for work that is unfamiliar or potentially unsafe.

Work on older buildings can uncover hazardous materials such as asbestos, lead, radon and mold. Property owners should familiarize themselves with these materials and their building's conditions prior to beginning work. Property owners who are unfamiliar with how to properly handle or work around potentially hazardous materials are strongly encouraged to consult with a trained or certified contractor.

Information about common hazardous materials can be found on national and state organizations web sites, including:

Asbestos

US Environmental Protection Agency Hotline

(800) 368-5888 www.epa.gov/asbestos

Lead

National Lead Information Clearinghouse

(800) 424-LEAD www.epa.gov/lead

Radon

The National Safety Council's Radon Hotline

(800) SOS-RADON www.epa.gov/radon

Mold

Indoor Air Quality Information Clearinghouse:

(800) 483-4318 www.epa.gov/iaq/molds/index

BUILDING CODES

All construction projects in the Town of Exeter must comply with the Zoning Ordinances as well as the International Building and Residential Codes as amended. The intent of the Ordinance and Code is to protect the public health, safety and welfare of citizens against the hazards of inadequate, defective or unsafe conditions. The Code addresses the interior and exterior conditions of buildings and structures, building systems and the surrounding property.

For specific information regarding the applicable ordinances and code sections for a project, please contact the Building Department at (603) 773-6112. Applicants are also welcome to meet with an Inspector who can assist with permit applications and regulatory questions.

All proposed exterior alterations, including the modification or installation of signage and awnings, is subject to HDC review and requires a Certificate of Approval (COA).

HDC REVIEW

It is important to remember that all exterior changes to a building or structure within the boundaries of a locally designated Historic District are required to receive a prior approval from the HDC. (Refer to *Preservation Regulatory Review* on page 01-3 or contact the Building Department at (603) 773-6112 for review requirements for proposed work.)

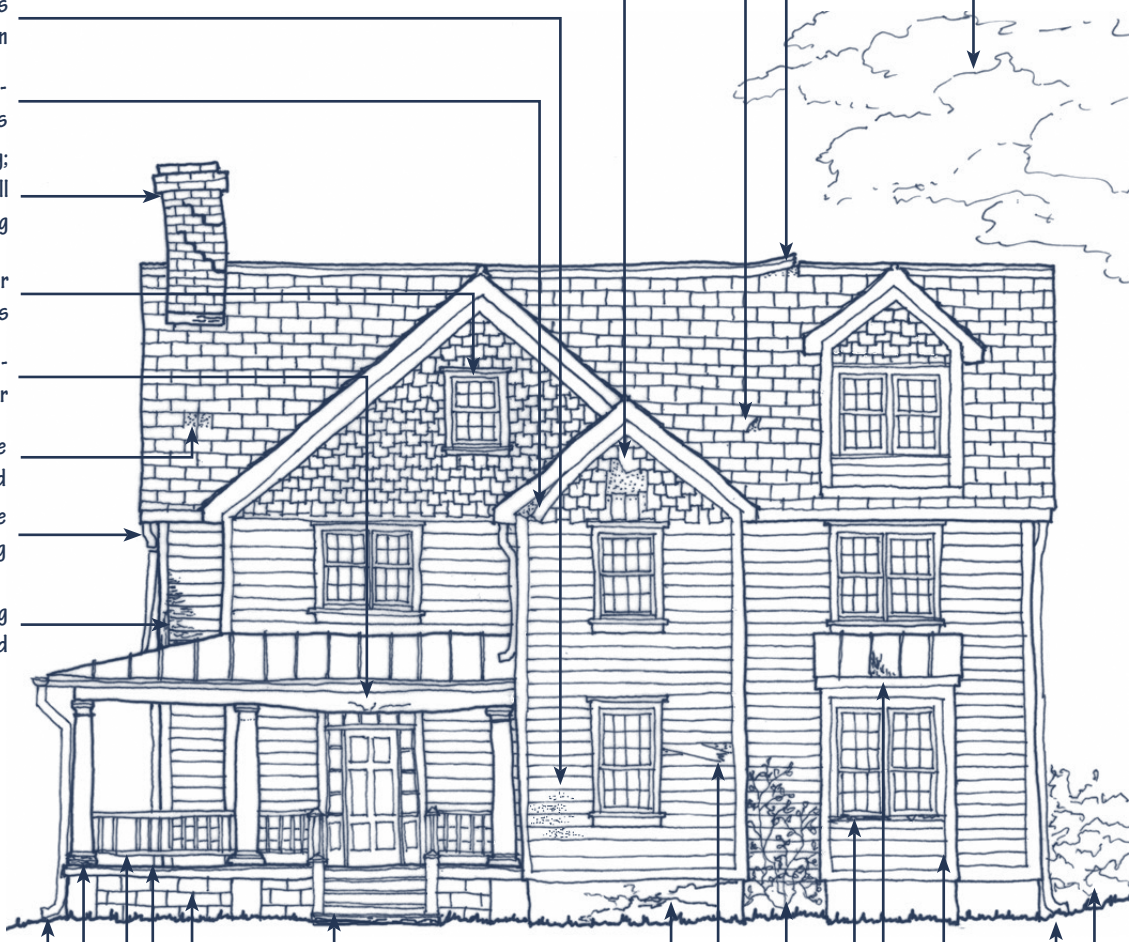
COST VS. VALUE-ADDED

While some of the recommendations in these *Guidelines* do not represent the least expensive options, the HDC strongly believes that selecting a better quality option will be less costly in the long-term.

An immediate benefit is that using traditional materials and construction methods tends to be more historically appropriate and sustainable. (Refer to *Benefits of Historic Preservation*, page 01-2.) Another benefit is that traditional materials generally have a longer life-cycle because they are appropriate for the local climate, requiring less frequent replacement. Additionally, traditional materials tend to reduce associated landfill waste and replacement costs, as well as potentially increasing a property's value associated with authentic, higher quality construction.

TYPICAL BUILDING MAINTENANCE NEEDS

General: Scrape all loose paint; sand to smooth surface; prime bare wood and metal; re-paint with historically appropriate colors



Trim overhanging tree limbs & clean gutters

Re-fasten ridge cap

Replace cracked slate

Re-nail loose shingles, replace missing shingles

Peeling paint indicates possible condensation

Re-fasten loose trim; re-caulk joints

Chimney cracked & leaning; Rebuild from roofline, install new flashing

Caulk around window & door frames

Bowed & cracked beam - Consult architect or engineer

Replace missing slate in-kind

Repair gutter; Replace downspout & rotted siding

Replace rotted wood siding in-kind

Install splash block

Restore rotted column base

Duplicate missing baluster

Restore rotted wood porch decking

Restore with lattice for ventilation

Rebuild rotted steps & check for pests

Foundation bulge - repair cause & patch stucco

Re-nail loose board

Remove ivy

Repair / replace rotted sill

Replace rusted metal roof

Caulk siding & trim seam

Change drainage & install splash block

Remove foundation shrubs

BUILDING ENVELOPE DETERIORATION

The exterior envelope of a building is made up of various components that typically include roofing, walls, windows and doors. Each of these building components can be executed in various materials within the same building envelope, such as a combination of shingle roofing at sloped surfaces and rolled roofing at flat surfaces, with metal flashing at the intersections.

These components of various materials act together as a system to protect the interior from exterior environmental extremes. Some of the environmental influences affecting the exterior building envelope include:

- Moisture including rain, snow, ice, humidity and groundwater
- Wind
- Sunlight
- Temperature variations
- Atmospheric chemicals and acid rain
- Insects, birds and rodents
- Vegetation, molds, algae and fungi

All building materials, new or old, will deteriorate over time. Each of the environmental influences listed above, individually and in combination, has the potential to react differently with the materials that comprise a building's exterior envelope and cause deterioration. The potential reactions are further complicated by the way the materials are installed and joined together, and their relative locations. However, by implementing a regular maintenance and repair program, the rate of deterioration can be dramatically slowed, allowing the Town's historic buildings to last for centuries.

MAINTENANCE IS PRESERVATION

Regular maintenance helps to preserve buildings and property, protect real estate values and investments, and keeps Exeter an attractive place to live, work and visit. Lack of regular upkeep can result in accelerated deterioration of building elements and features. In the case of historic buildings, these features often represent character defining elements that are difficult and costly to replace. Long-term lack of maintenance can impact a building's structure, resulting in expensive repairs.

It is prudent to regularly inspect buildings, structures and landscape elements to identify potential problems. If problems are detected early, minor maintenance may not only improve a property's overall appearance and value, but also can prevent or postpone extensive and costly future repairs. Regular maintenance can include a variety of tasks such as cleaning gutters and downspouts, and painting of exterior woodwork. It is important to keep in mind that if completed in a timely fashion, regular maintenance can prolong the life of a historic building or structure, while enhancing its long term value, authenticity and cultural value.

EXTERIOR PAINT AS MAINTENANCE

Paint is one of the most common ways to protect exterior materials from the elements, particularly wood without natural or chemical preservatives, and metals that would otherwise rust. When the painted surface has been compromised, moisture and the elements can infiltrate the underlying material and substrate, accelerating deterioration. Exterior paint provides a layer of protection to a building by limiting moisture infiltration and damage from the sun, pests and other forms of deterioration. Exterior woodwork without natural or chemical preservatives is susceptible to moisture-related wood deterioration of the exterior envelope and underlying framing. Many metals are susceptible to rust. Although paint is an important protective layer that improves the longevity of a historic building element, it must be viewed as a temporary barrier that is subject to deterioration through cyclical temperature and humidity changes. It requires re-application to maintain its shielding properties.

In addition to providing a protective layer, paint colors can highlight a building's architectural features and style, visually tie parts of a building together, and reflect personal taste. A building's style, period of construction, materials and setting can all help identify appropriate paint colors. (A list of historic exterior color selections for buildings styles located in historic districts is available on the Town's web site at www.exeternh.gov.)

In general, exterior surfaces should be repainted every 5 to 8 years, with intermediate touch-ups of high traffic, worn or deteriorated areas. If a building requires frequent repainting, it might be an indication of another problem including moisture, inadequate surface preparation and non-compatible paint.

Encapsulating paints can be problematic as they can trap moisture in woodwork and promote rot. These are often referred to as "liquid siding," "liquid stucco" or "liquid ceramic coatings." Painting of previously unpainted masonry is strongly discouraged. (Refer to R*emoving Paint from Masonry, Guidelines for Masonry & Stucco, page 04-7.*)

PROPERTY MAINTENANCE

Properties should be maintained in a manner that allows them to be safe and contribute to the Town culturally and economically. The Town an d the HDC encourages the regular maintenance of any building or structure to prevent a hazardous or unsafe condition from occurring. Potential examples of hazardous or unsafe conditions include cases in which:

- All or part of the building may fall and injure people or property
- Structural elements are deteriorated such that they can no longer safely carry imposed loads
- A defect or condition makes the building susceptible to water damage, including unmaintained paint on exterior wood surfaces and openings in roofs or walls

An example of an adaptive reuse project is the conversion of a firehouse into a restaurant. If considering a change of use for a building, it is important to have a clear understanding of which uses are permitted under the Zoning Ordinance for a particular parcel, and those that would require a variance. In addition, other modifications, such as the installation of an accessible ramp, may be required.

ALTERATIONS & RENOVATIONS

Alterations and renovations are sometimes needed to ensure the continued use of a building, but have the potential to alter the character of historic properties. When considering alterations or renovations, careful attention should be given to the original building and its relationship to the alteration or renovation.

When considering changes to historic properties, applicants should strive to:

- Identify, retain and preserve the character defining features of the historic building
- Minimize alteration to the original design, materials and features
- Use design elements, materials and techniques that are compatible to the historic building and setting
- Maintain the appropriate historic contextual setting

HDC review is required for all alterations of exterior building materials including roofing, siding and windows. In addition the HDC reviews any proposed structure, including garages, fences and walls at properties within the locally designated Historic Districts.

ADAPTIVE REUSE

Similar to alterations and renovations, adaptive reuse projects might be necessary to use a building for a different purpose from which it is currently or was originally designed, if permitted under the Exeter Zoning Ordinance. Similar to alterations or renovations, great care should be given to the original building and its relationship to the alteration or renovation. In addition, careful attention should be taken with required alterations such as the modification or addition of window and door openings to accommodate the new use.

Examples of Adaptive Reuse:

- Conversion of a house to multi-family residential or offices
- Conversion of industrial/commercial buildings into housing
- Conversion of institutional buildings into commercial space
- Conversion of mill buildings into office space or residences

Benefits of Adaptive Reuse:

- Retention of historic character and high quality historic materials and craftsmanship
- Promotes stability of ownership and occupancy of historic resources
- Potential cost savings versus new construction
- Maintains and utilizes the established neighborhood and existing infrastructure

REPAIR VS. REPLACEMENT

When it is no longer feasible to maintain a historic feature due to its condition, repairs or replacement in-kind may be necessary. Repairs maintain the building in its current condition while making it weather-resistant and structurally sound, concentrating specifically on areas of deterioration. When repair is not possible, the HDC encourages replacement in-kind. Similar to a regular maintenance program, these activities can prevent or postpone extensive and costly future repairs.

In order of preference, the HDC encourages the following approach:

1. Non-intrusive repairs, focused at deteriorated areas, stabilizing and protecting the building's important materials and features
2. When repair is not possible, replacement in-kind to the greatest extent possible, reproducing by new construction the original feature exactly, matching the original material, size, scale, finish, profile, detailing and texture
3. When replacement in-kind is not possible, the use of compatible materials and techniques that convey an appearance similar to the original historic features, and the use of materials similar in design, color, texture, finish and visual quality to the historic elements

This 2-story side elevation addition is subordinate and diminutive in scale when compared to the side gable roofed main block. It is stepped back from the front elevation, and utilizes similar but larger windows, trim and siding. It is compatible but clearly identifiable as an addition to the historic building.

ADDITIONS

Additions to a building within a Historic District can dramatically alter the appearance of the individual property, the District and the surrounding landscapes. Exact reproduction of historic buildings is discouraged, while both traditional or contemporary design compatible to the context of the historic resources and their surroundings is encouraged. Because of the sensitivity of the area, the property owner should take great care when proposing an addition to a designated property.

When considering an addition to a historic building or structure, applicants should:

- Preserve the cohesive ambiance of historic resources with compatible, sympathetic and contemporary construction
- Use compatible siting, proportion, scale, form, materials, fenestration, roof configuration, details and finishes to the existing building
- Construct additions at secondary elevations wherever possible, subordinate to the historic building, and compatible with the design of the property and neighborhood
- Construct additions so that the historic building fabric is not radically changed, obscured, damaged or destroyed
- Reference the *Guidelines for New Construction & Additions*

NEW CONSTRUCTION

More dramatically than additions, new construction within a Historic District can dramatically alter the appearance of the individual property, the District and the surrounding landscapes. All new construction should be compatible within the property's surrounding context. As a result, those areas that are highly cohesive with strong historical integrity, will likely be more limited that those areas with a variety of building types, scales, materials and designs such as those found in some of Exeter's commercial corridors.

When considering a new construction or development project, exact reproduction of historic buildings is discouraged, while both traditional design or contemporary design compatible to the context of the historic resources and their surroundings is encouraged. Because of the sensitivity of the area, the property owner should take great care when proposing new construction or a new development within a Historic District.

When considering new construction within a locally designated historic district or historic context, applicants should:

- Preserve the cohesive ambiance of historic resources with compatible, sympathetic and contemporary construction
- Use compatible siting, proportion, scale, form, materials, fenestration, roof configuration, details and finishes
- Reference the *Guidelines for New Construction & Additions*

This house is sited in a manner similar to its neighbors. The multiple gable and hipped roof break down the overall mass and scale to be similar to its neighbors. The fenestration pattern includes punched window openings, avoiding a front-facing garage door.

RESEARCHING HISTORIC PROPERTIES

Property owners seeking information regarding the history of their property can consult with the Exeter Historical Society as well as reference historic property designation information, town atlases, Town Directories and potentially historic photographs. (Refer to *Preservation Organizations*, page 01-11.)

FREQUENTLY ASKED QUESTIONS

Q: Where should I begin the process?

A: It is often helpful to begin by understanding what makes your property historically or architecturally significant (see below.) Contact the Town's Building Department at (603) 773-6112 for a review of your property's significance. Obtain the *Guidelines* section applicable to your proposed project and consider whether the proposed changes are appropriate for the property.

Q: How can I find out about the history of my neighborhood or property?

A: The Exeter Historical Society is the best resources for local history, (refer to page 01-11), including historic photographs, National Register Nominations and survey forms on historic buildings. Links to information on local history are also available on the Town of Exeter's website. Additional information regarding historic properties is available from the New Hampshire Division of Historical Resources, and on its website. There are also numerous reference organizations and resources, a few of which are listed on page 01-11.

Q: How do I make it more likely that my project is approved?

A: It is helpful to have an understanding of what makes your property architecturally or culturally significant when considering a project. This will allow you to make informed decisions about the proposed project with an understanding of some of the issues considered by the HDC. Each section of the *Guidelines* outlines what is and is not likely to be approved by the HDC. If considering a complex application, particularly those that include an addition or new construction, it is often helpful to informally consult with the HDC in a conceptual review prior to submission of a Certificate of Approval (COA) application. The conceptual review process can provide feedback to guide an application towards a design that may be approved by the HDC prior to expending a lot of time and money in the development of detailed plans or Construction Documents.

Q: Is the review process expensive? Do I need to hire an outside professional?

A: The HDC does not charge a fee for a reviews; however, other City departments may assess fees, such as notification fees, based on the nature of the project. Carefully review of the applicable *Guidelines* and the application requirements for an approval prior to hiring a design professional or contractor can assist in the early planning stages of your project. If not required by Code to receive a building permit, you are welcome to submit applications for work without the assistance of a design professional. However, for complex proposals or those that requires the submission of scaled drawings, consultation with a professional may be required and may expedite the review process. If you are retaining the services of a professional, it is helpful to work with architects, contractors and others familiar with the requirements of working with the HDC. Before submitting your application, confirm that it is complete with the Building Department.

Q: I am planning a complex project. When is the best time to talk to the HDC?

A: If your project is complex or requires review from multiple land use Commissions and Boards, the best time to talk to the HDC is as early in the project as possible, before you invest significant time and money into the design process. This initial informal informational review can help move a project more quickly through the review process. Please contact the Town's Building Department at (603) 773-6112 for an appointment.

Q: Is there a way to expedite the review process?

A: It is important to thoroughly complete the application and submit all required materials to the HDC for review. It is recommended that you contact the Town's Building Department directly to understand what submission materials are required for your project; whether Commission review is required or a conceptual review is recommended; and the specific submission requirements, deadlines and meeting dates. Contact the Town's Building Department to determine what other reviews are required; if multiple reviews are necessary they can often be pursued simultaneously.

Q: Does my project require HDC review?

A: Proposed changes to any building, site or structure within the boundaries of a locally designated Exeter Historic District are required to receive an approval. This includes all work that might be considered ordinary maintenance and repair with the exception of repainting. Refer to applicable *Guidelines* sections for clarifications regarding types of work that is subject to review. Most applications for maintenance and in-kind repair are reviewed at the Staff level within 7 to 10 days of a completed application filing.

Q: How do I apply for HDC review?

A: The specific submission requirements for HDC review will vary based upon whether the submission is for a conceptual review or a Certificate of Approval. In most instances, the submission materials are typically similar to those required for a building permit review. For specific information regarding the submission requirements for your proposed project please refer to the applications available on the Town of Exeter website at www.exeternh.gov or contact the Town's Building Department at (603) 773-6112.

Q: Can I begin construction immediately after I get the HDC approval?

A: The HDC review is not necessarily sufficient for the granting of a building permit. Each project is also subject to review by all departments having jurisdiction over compliance with zoning, building and safety codes. HDC review is just one step in obtaining a building permit. You must complete all necessary reviews and obtain all necessary permits applicable to your project prior to proceeding with any work. However, you cannot receive a building permit without obtaining an approval from the HDC.

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PRESERVATION ORGANIZATIONS

Local Organizations

Town of Exeter Building Department
Historic District Commission (HDC); Heritage Commission
Town Hall; 10 Front Street, Exeter, NH 03833;
(603) 773-6112; www.exeternh.gov

Exeter Historical Society
47 Front Street; Exeter, NH 03833;
(603) 778-2335; www.exeterhistory.org

State and Regional Organizations

New Hampshire Division of Historical Resources
19 Pillsbury Street; Concord, NH 03302
(603) 271-3483; preservation@dcr.nh.gov

New Hampshire Preservation Alliance
7 Eagle Square; Concord NH 03302
(603) 224-2281; www.nhpreservation.org

Historic New England
Otis House; 141 Cambridge Street; Boston, MA 02114
(617) 227-3956; www.historicnewengland.org

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Town of Exeter

Dan Chartrand, Chair, Selectboard

Julie Gilman, Vice-Chair, Selectboard

Nancy Belanger, Clerk, Selectboard

Don Clement, Member, Selectboard

Anne L. Surman, Member, Selectboard

Russell Dean, Town Manager

Historic District Commission

Patrick Gordon, Chairman

Julie Gilman, Board of Selectman Representative

Pam Gjettum, Clerk

Curtis Boivin, Member

Nicole Martineau, Member

Valerie Ouellette, Member

Pete Cameron, Planning Board Representative, Alternate

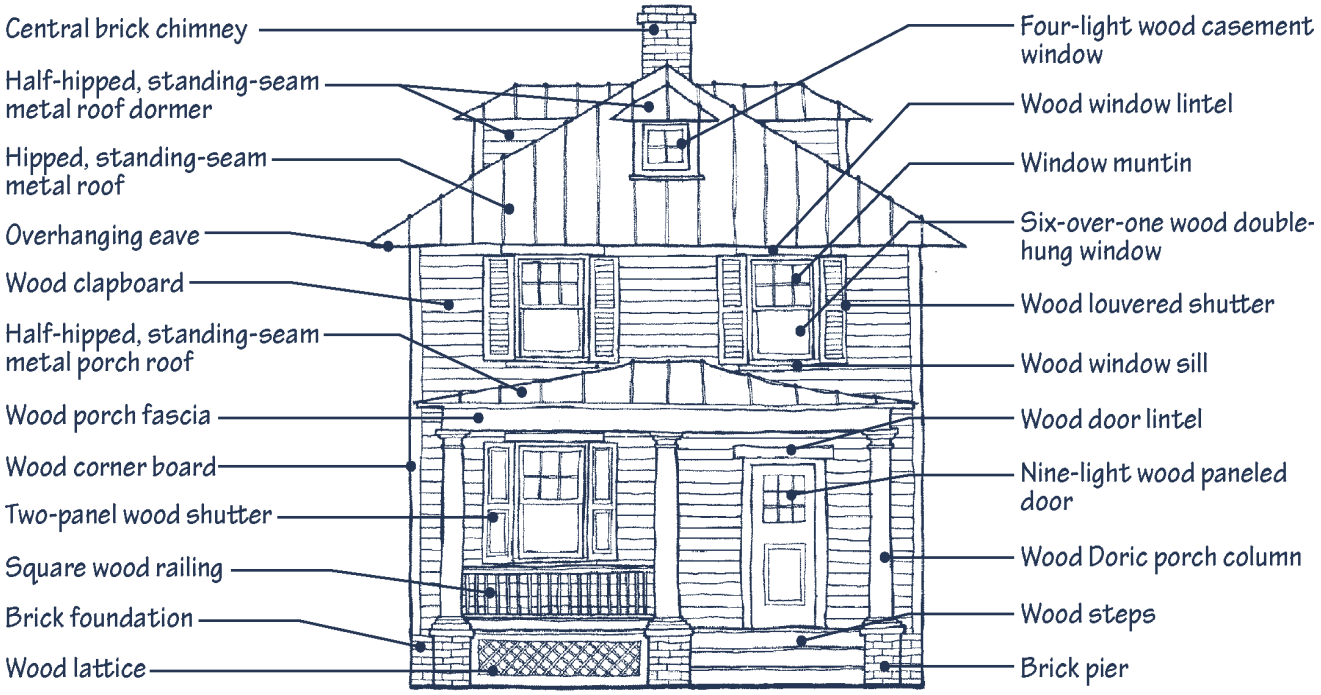
Building Department

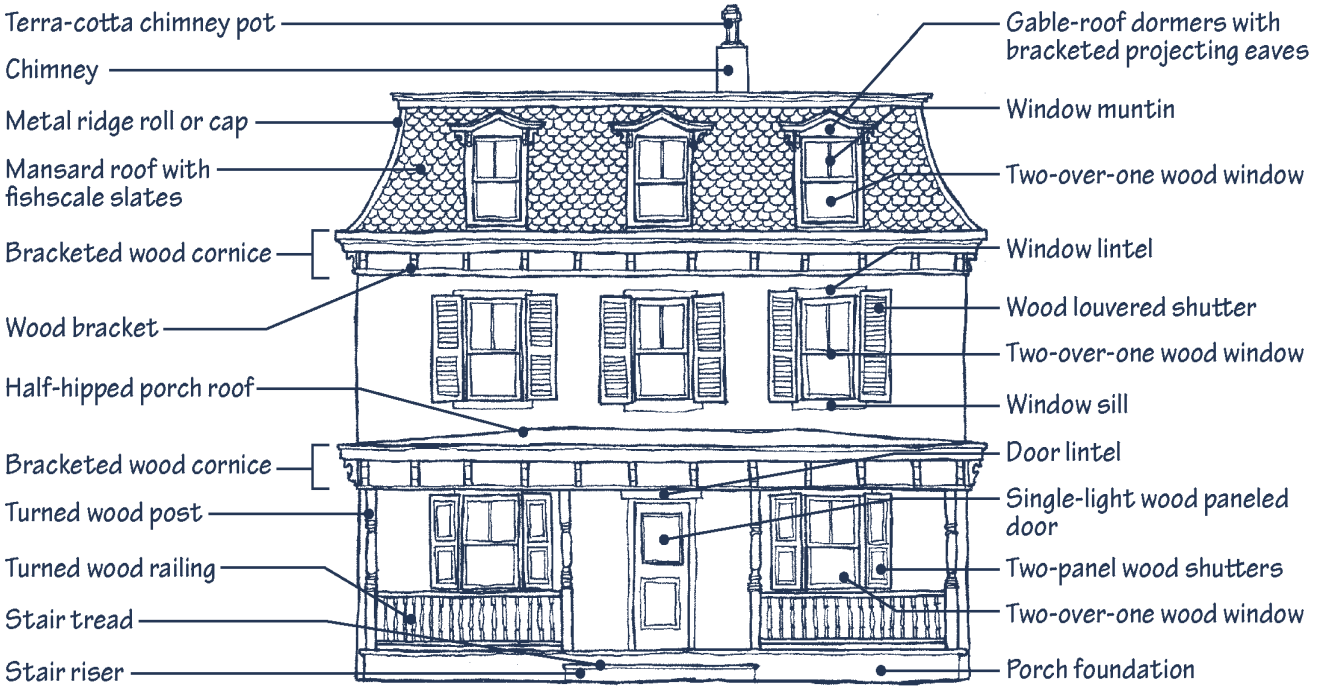
Doug Eastman, Building Inspector/Code Enforcement Officer

Barbara McEvoy, Deputy Code Enforcement Officer

GLOSSARY OF ARCHITECTURAL TERMS

The following diagrams represent composite buildings, and provide a basic vocabulary of architectural elements and terms. Please refer to the individual *Guidelines* for additional information.





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TOWN OF EXETER HISTORIC DISTRICTS

Guidelines for New Construction & Additions

The boathouse is a good example of compatible new construction that is clearly of its time. Traditional components include the overall form with the intersecting gable roofs and overhanging bracketed eaves. The exterior materials and details, as well as window and door patterns and styles, are contemporary but sympathetic to historic building styles.

NEW CONSTRUCTION & ADDITIONS

New building construction is a sign of economic health and vitality in a town. It can take many forms, including a new primary building, an addition to an existing building or a new secondary building such as a garage. All forms of new construction within a historic district can be vibrant, but at the same time should be sensitive to their 100- and 200-year-old neighbors. Vacant lots and structures that are non-contributing to the Historic District provide the greatest opportunity for creative and sensitive new ground-up construction, while an addition or new secondary building can allow the continued use of a historic building or property.

Prior to undertaking a new construction or addition project, the Town encourages property owners to understand the unique architectural character of Exeter and its streetscapes. Property owners are welcome to contact the Building Department early in the design process if considering an addition, new construction, relocation or demolition project to identify potential issues, offer guidance, clarify specific submission requirements and identify other required reviews, potentially streamlining the process.

These *Guidelines* were developed in conjunction with the Town of Exeter's Historic District Commission (HDC) and the Building Department. Please review this information during the early stages of planning a project. Familiarity with this material can assist in moving a project forward, saving both time and money. The Building Department is available for informal meetings with potential applicants who are considering improvements to their properties.

Guidelines and application information are available at the Town Office and on the Commission's website at **exeternh.gov/bcc/historic-district-commission**. For more information, to clarify whether a proposed project requires HDC review, or to obtain permit applications, please call the Building Department at (603) 773-6112.

NEW DESIGN WITHIN A HISTORIC CONTEXT

It is not required that historic properties or styles be "copied" in new construction, but the HDC encourages new construction to be well-designed and sympathetic to its distinctive surroundings.

In many but not all cases, successful new buildings are those that are clearly contemporary in design but compatible with the character of neighboring properties. Additions should be constructed in a manner that is stylistically sensitive and subservient to the existing building. The information presented in this *Guidelines* section is intended to provide the principles of appropriate design for structures when constructing a new building or addition in historic Exeter's context, regardless of architectural style.

REVIEWS BY OTHER TOWN ENTITIES

Concurrent Reviews: The Commission works with other branches of Town government to coordinate approvals involving use, zoning, site design, appearance and other regulated items. The HDC often provides comments to the reviewing bodies including the Zoning Board of Adjustment (ZBA), Planning Board and Town Council when appropriate. Inter-departmental meetings can be arranged on an as needed basis. Approval by the HDC is required for the issuance of a Building Permit.

Zoning Requirements: Designs for new buildings, structures or additions must conform to or obtain relief from zoning requirements.

Demolition Review Committee: All proposed demolition applications are subject to the review of the Demolition Review Committee who determines the if the structure is a contributing resource to the town's built history.

COMPATIBLE DESIGN PRINCIPLES

The development of Exeter followed its own pattern and rhythm. As the heart of Exeter, the heritage and culture of Exeter's early inhabitants are expressed through the architectural and built environment. To continue the District's evolution and respect the high degree of architectural and historic diversity and integrity, the HDC encourages design excellence and creative design solutions for new construction and additions that are sensitive to the character of their surrounding context. Generally, there are three appropriate design approaches in Exeter:

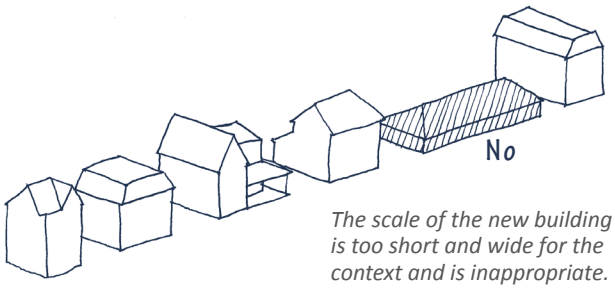
- **Present Day:** A contemporary design compatible within the context of the property and neighboring sites
- **Traditional:** A design that is consistent with the surrounding context or, a design that could have been constructed on a property for which there is insufficient evidence
- **Reconstruction:** A design that faithfully duplicates details and materials based upon clear documentary evidence

The appropriate approach, style and type of new construction or an addition will vary at each site depending on the context, authenticity and historic integrity as well as the architectural and historic importance as guided by its significance.

The new addition, located towards the rear, is both compatible with the historic house and contemporary in design. The smaller massing clearly identifies the addition as a secondary building volume, and both the materials and windows are compatible with the historic house.

Recognizing that what might be appropriate at one property is not appropriate at another, the HDC does not mandate specific design "solutions" for new construction or additions. However, when determining the appropriateness of new construction or additions, the HDC is guided by *The Secretary of the Interior's Standards* and the design principles below:

DESIGN PRINCIPLES	NEW CONSTRUCTION & ADDITIONS
Scale: Height & Width	Proportions and size of the new building/addition compared with neighboring buildings/existing building
Building Form & Massing	The three-dimensional relationship and configuration of the new building/addition footprint, its walls and roof compared with neighboring buildings/existing building
Setback	Distance of the new building/addition from the street or property line relative to the setback of other buildings on the block/existing building
Site Coverage	Percentage of the site that is covered by building/addition, when compared to nearby sites of comparable size
Orientation	Location of the front of the new building/addition and principal entrance relative to other buildings on the block
Alignment, Rhythm & Spacing	Effect the new building/addition will have on the existing patterns on its block
Architectural Elements & Projections	Size, shape, proportions and location of each entrance, balcony, gallery, porch, roof overhang, chimney, dormer, parapet and other elements that contribute to the building's overall shape and silhouette relative to neighboring buildings
Façade Proportions: Window & Door Patterns	Relationship of the size, shape and location of the new building/addition façade and building elements to each other, especially when compared to other buildings on the property, block/existing building
Trim & Detail	Moldings, decorative elements and other three-dimensional features of a building that are secondary to major surfaces such as walls and roofs and how they relate to the neighboring buildings/existing building
Materials	Products with which an addition or new building is composed or constructed and how these relate to neighboring buildings/existing building



The scale of the new building is too short and wide for the context and is inappropriate.

PRINCIPLES FOR NEW CONSTRUCTION

Scale: Height & Width

The proportions of a new building and its relationship to neighboring buildings establish its consistency or compatibility within a neighborhood or block. The height-width ratio is a relationship between the height and width of a street façade and should be similar in proportion to neighboring buildings. New construction should neither be visually overwhelming or under-whelming when compared to its neighbors.

Where 2- to 4-story buildings are the norm, buildings that digress from these standards by any great degree can negatively impact a neighborhood. If large-scale construction is considered, particular attention will be given to the location, siting, setbacks of the building and its upper stories, façade treatments (materials, window and door openings, etc.) and the effect of the proposed building on the streetscape and neighborhood as a whole.

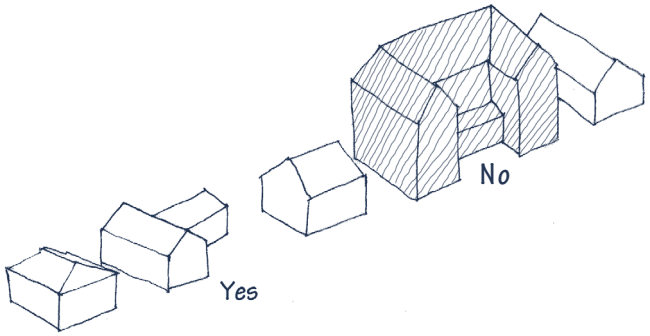
It is Generally Appropriate to…

- Construct a new building that is similar in height and width to buildings on adjacent sites
- Construct a new building that is larger than adjacent buildings by breaking up the building mass, by dividing its height or width to conform with adjacent buildings
- Construct portions of the buildings taller than neighboring buildings away from the street

The one-story residence is not appropriately scaled nor does it have appropriate form and massing for the streetscape. The form has a horizontal rather than vertical emphasis. The building to the right has a similar scale and form to the existing buildings.

Building Form & Massing

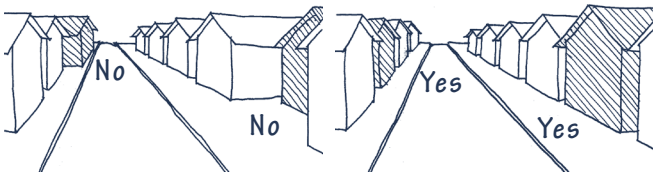
Building form refers to the shape of major volumes while massing refers to the overall composition of the major volumes, its overall "bulk" and how it sits on the site. Elements that are typically used to define building form and massing include the roof form, as well as wings, ells and other projecting elements, such as bays. New buildings with form and massing similar to adjacent construction will allow the new building to be consistent or compatible with the surrounding neighborhood.



The one-story, "L"-shaped building to the left is of a similar form and mass to other buildings along the streetscape. The 2 1/2-story building to the right has a much more complex form and is substantially more massive than those along the street.

It is Generally Appropriate to…

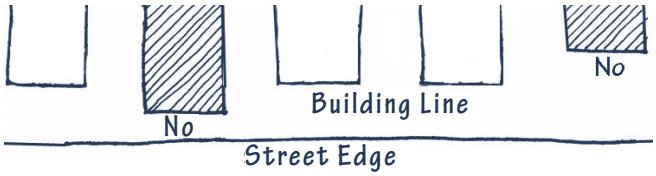
- Construct a new building with similar form and massing to buildings on adjacent sites
- Construct roof forms, wings, ells and bays and other projecting elements that are similar to those found on the block of the proposed building
- Match adjacent cornice heights



New construction should match prevailing setbacks along a streetscape and should not step forward or behind adjoining buildings.

Setbacks: Yards (Front, Side and Rear)

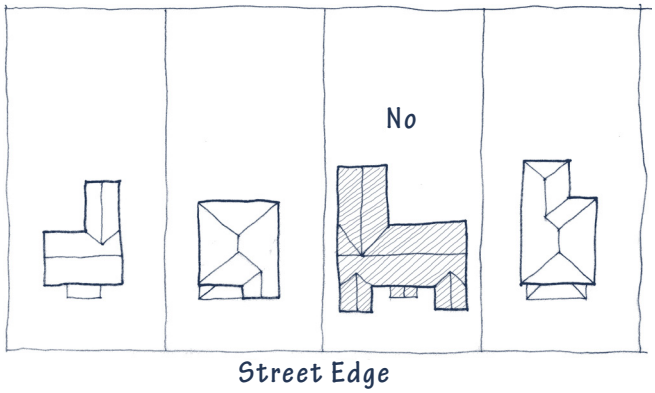
New construction should reflect prevailing setbacks and yard dimensions (distances between the building and the property line, adjacent buildings, street and/or sidewalk) are determined by zoning requirements. Physical elements that define historic properties and buildings create visual continuity and cohesiveness along a streetscape. These elements typically include walls, fences, building façades, porches and balconies. A consistent setback maintains the visual rhythm of the buildings and site elements in the neighborhood and makes new construction more consistent or compatible in its setting.



New construction should not step forward or recede back from buildings within the streetscape context.

It is Generally Appropriate to…

- Keep the visual mass of the building at or near the same setback as buildings on adjacent sites
- Keep landscape elements, such as walls and fences, and projecting elements, such as porches and balconies, at setbacks similar to those at adjacent buildings



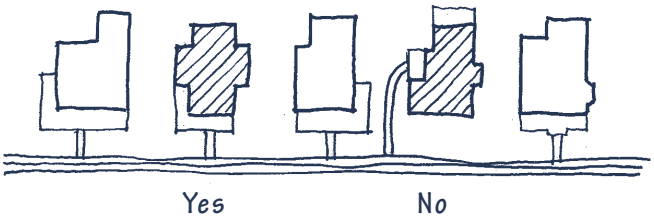
Although the new building might meet setback requirements, its footprint greatly exceeds its neighbors and is inappropriate.

Site Coverage

The percentage of a lot that is covered by buildings should be similar to those of adjacent lots. Although Town of Exeter Zoning Ordinance regulate the maximum allowable coverage area and minimum setbacks, the overall building-to-lot area should be consistent along a streetscape. If parcels are combined for a larger development, the site coverage proportions should be minimized by breaking large building masses into smaller elements to be more compatible with adjacent buildings.

It is Generally Appropriate to…

- Maintain the building-to-lot proportions found on similarly sized adjacent lots
- Adjust the massing to suggest building-to-lot proportions found on similarly sized adjacent sites
- Screening parking, mechanical equipment and garbage collection from public view with walls or fencing



The primary entrance for residential buildings should face the street unless the building historically had a different orientation.

Orientation

The principal façade of new construction should be oriented in the same direction as the majority of the buildings on the streetscape, with main entrances located on the principal façade. In the case of new construction on a corner site, the front façade should generally face the same direction as the existing buildings on the street and follow the rhythm of the streetscape. (Refer to the Town of Exeter Zoning Ordinance for specific site orientation requirements.)

It is Generally Appropriate to…

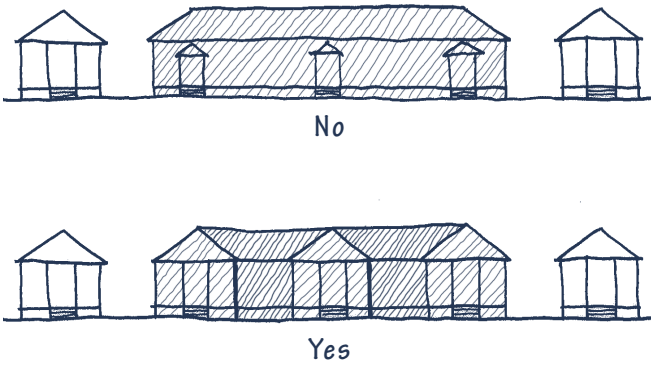
- Orient a building's roof form in a manner that is comparable to neighboring buildings
- Orient the primary façade and principal door parallel with the street

Alignment, Rhythm & Spacing

Although the architecture of Exeter is characterized by great variety of building types and styles, within each block there tends to be consistency in façade proportions and the space between buildings. The consistent spacing establishes a rhythm which should be applied to new construction. This rhythm and spacing not only refers to the building, but also the porch projections along the streetscape.

It is Generally Appropriate to…

- Align the façade of a new building with the façades of existing adjacent buildings
- Align roof ridges, porches, cornices, eaves and parapets with those found on existing adjacent buildings
- Construct new buildings that have similar widths and side yard setbacks relative to neighboring buildings
- Construct new buildings larger than those on adjacent sites, only if the larger building is visually divided to suggest smaller building masses



When constructing larger-scale buildings, they should be visually divided to suggest the rhythm and spacing of buildings on the streetscape. The projecting porches on the lower example suggest multiple residences of spacing similar to adjacent buildings, and is more compatible than the upper example.

Architectural Elements & Projections

Throughout Exeter, the rhythm of the streetscapes is highlighted by the projection of bays and porches a to relieve otherwise flat façades. At the roof line, extended eaves, projecting chimneys, dormers and parapets contribute to a building's overall shape and silhouette. The choice, size, location and arrangement of elements of a proposed building should reflect those of surrounding buildings. In most cases, these projections are parallel to the street and provide shelter for the primary building entrance. In the case of porches, the entrances are raised a few steps above ground level.

It is Generally Appropriate to…

- Construct a building with an architectural element or projection designed and detailed similarly or more simply to those found at neighboring buildings
- Construct porch floor and ceiling heights at heights similar to those found on neighboring buildings where permitted by code

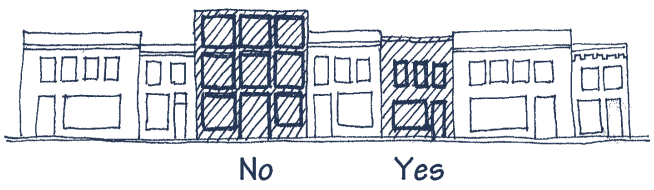
New commercial buildings should include a defined storefront with larger windows with punched double-hung and casement windows on upper floors.

Façade Proportions; Window & Door Patterns

The rhythm and pattern of principal façades of new construction should reflect and maintain neighborhood patterns. Across the width of a façade, rhythm and patterns typically include the number of bays and the location and spacing between doors, windows and shutters. There are also vertical components of rhythm and pattern. These include the distance from the ground level to the first floor or porch above ground level, building floor-to-floor heights, cornice heights, and the distance between rows of windows. In some instances, where the proposed use and scale of a new building prevents maintaining rhythms and patterns, the property owner is encouraged to incorporate detailing to suggest the rhythm with elements such as pilasters that give the impression of bays or multiple buildings.

It is Generally Appropriate to…

- Construct a new building whose façade height and width proportions are similar to existing adjacent buildings
- Use similar proportions, sizes, locations and numbers of windows and doors as adjacent sites
- Install windows and doors at new construction stylistically compatible with those found on existing neighboring buildings



The streetscape generally has first floor storefront windows and doors with smaller punched windows at the upper floor, similar to the right example. The building to the left has a grid pattern of large windows at each of the floors which is inconsistent with the streetscape.

Trim & Details

Trim and details include the moldings, decorative elements and features of a building that are secondary to major surfaces such as walls and roofs. Historically, they were often installed to serve functional needs. Over time, trim and details were modified to enhance the building type and style. Trim is decorative and often serves to infill or provide a transition between different materials or building elements such as walls and windows. Functional and decorative detail elements include cornices, lintels, balustrades, chimneys, shutters, columns, posts and other common architectural features. For example, louvered shutters visually frame a window opening, provide security and can regulate light and air when closed. By contrast, shutters screwed into a building wall do not serve a functional purpose.

In most cases, the exterior details and forms of new construction should provide a visual link to neighboring historic buildings. In the same way that new buildings should be consistent or compatible but not necessarily be a true copy of historic buildings, new details should be compatible and not necessarily copy historic trim and details. However, existing details and trim on other buildings may be used as the basis for those on new buildings. The trim and details of new construction should be used to accomplish purposes similar to those used historically, both functionally and decoratively, and incorporate three-dimensional elements that project and recede from the principal wall plane. When installed, they should unify a building and should be consistent or compatible with the context of the neighborhood.

A traditional design approach utilizes materials, trim and details consistent with the building style.

Materials

The materials used in the construction of a new building, including walls, roofs, windows, doors, trim, porches and other exterior visible elements, contribute to a building's character and appearance. Typically, materials for new construction should match those predominantly found on surrounding buildings. However, materials need not be identical to those found locally if they are complementary, particularly along streets where existing buildings are of diverse materials.

Inappropriate materials include those which unsuccessfully pretend to be something they are not, such as plastic "bricks," aluminum or vinyl "weatherboards," or synthetic stucco and EIFS. All are imitations which fail to produce the texture, proportions and colors of the real materials. It is important to note that the size, texture, color and other characteristics of exterior materials can be as important as its composition.

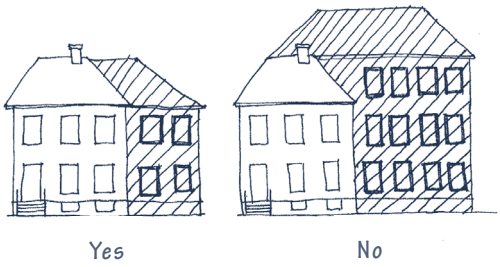
ADDITIONS TO EXISTING BUILDINGS

Historically, the need for increased space was often addressed by constructing additions to existing buildings. Additions to existing historic buildings can provide increased space while maintaining the historic character of the original building and streetscape.

Consistent with *The Secretary of the Interior's Standards for Rehabilitation*, an addition to a historic building should be subordinate to the historic building and read as an addition. The subordinate appearance of an addition can be achieved through its placement, form, size, massing, materials and details. Traditional or contemporary design and additions to existing properties should not obscure, damage or destroy significant architectural material, and should be compatible with the design of the property and the neighborhood. Whenever possible, additions should be constructed in a manner that, if removed in the future, the essential form and integrity of the historic building would be unimpaired.

It is Generally Appropriate to:

- Locate additions at rear or side elevations that are subordinate to the historic building and consistent or compatible with the design of the property and surrounding neighborhood wherever possible
- Construct additions so that the historic building fabric is not radically changed, obscured, damaged, or destroyed
- Review *Guidelines* to better understand the historic context and appropriate design and materials
- Consult zoning requirements at the beginning of the design process



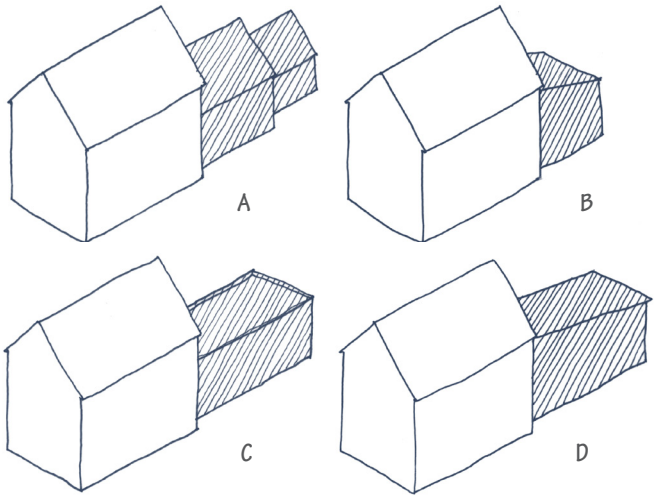
The addition to the left has a scale, proportion, overall form and window pattern similar to the existing building. The addition to the right is significantly larger than the existing building and is visually overwhelming and inappropriate.

Building Form & Massing

Building form refers to the shape of major volumes while massing refers to the overall composition of the major volumes. The form and massing of an addition should complement, but not necessarily match, the original building. For example, it is often appropriate to construct a smaller gable roof form at the rear of an existing gable roof building.

It is Generally Appropriate to…

- Construct an addition with similar form and massing to the existing building and buildings on adjacent sites
- Construct roof forms, wings, ells and bays and other projecting elements that are similar to those found on the existing building and the block of the proposed building



Example A: The two gable roof additions with decreasing roof heights and widths represent an appropriate composition with regard to form, mass and proportions to the original gable roof building. Additions with decreasing geometry similar to these are typical of historic construction.

Example B: The small shed roof addition is appropriate in some locations.

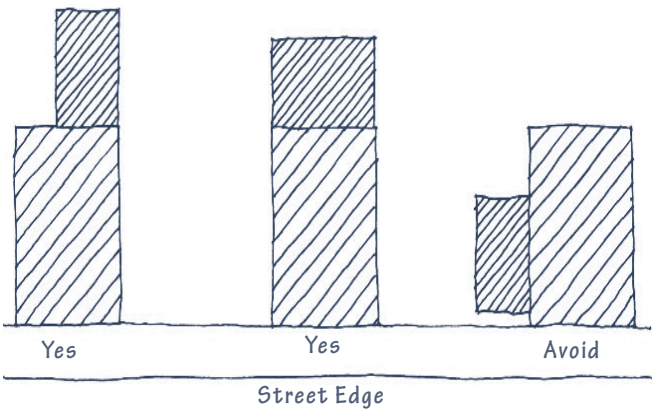
Examples C and D: The flat roofed addition and long shed roof addition are inappropriate for the original gable roof building. The length of the single mass competes visually with the original building.

Setback

An addition should be positioned to have the least visible impact to the streetscape. An addition at a front façade generally is prohibited and a rear addition generally is appropriate. An addition at a side elevation is rarely appropriate and, if proposed, should be located as far as possible from the street.

It is Generally Appropriate to…

- Construct the addition at the rear of the building or at a side elevation as far back on the site as possible
- Use landscape elements, such as walls and fences, to screen the addition visually



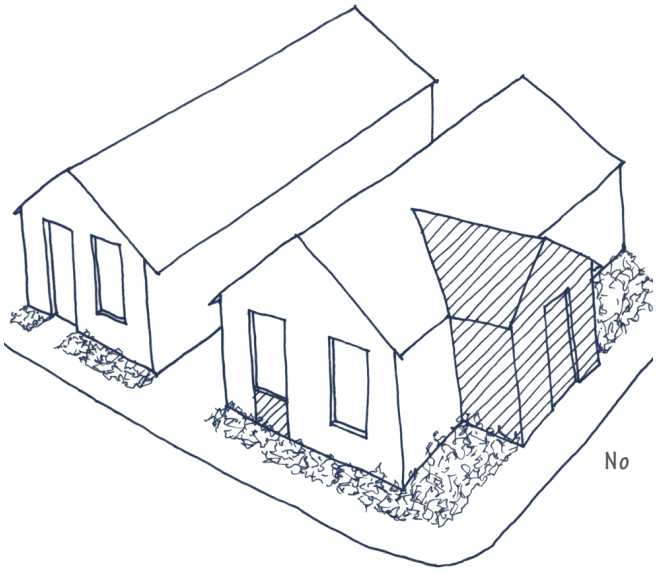
In this site plan, the visibility of the left and middle examples would be limited from the sidewalk and the street. The addition to the right is visible from the sidewalk and street and should be avoided, particularly at corner properties.

Orientation

The principal façade of a building should be oriented in the same direction as the majority of the buildings on the streetscape unless originally designed with a corner entrance. When adding to an existing building, the addition should be located, planned and detailed so as not to confuse the dominant historic orientation of the original building. In most instances, the addition should not have the effect of creating a new primary façade and it should not be visually dominant, and it should be screened from the public right-of-way as much as possible.

It is Generally Appropriate to…

- Maintain the visual prominence of the historic front door even if it is not longer used as the primary entrance
- Orient the primary façade or principal elevation of a building towards the street elevation



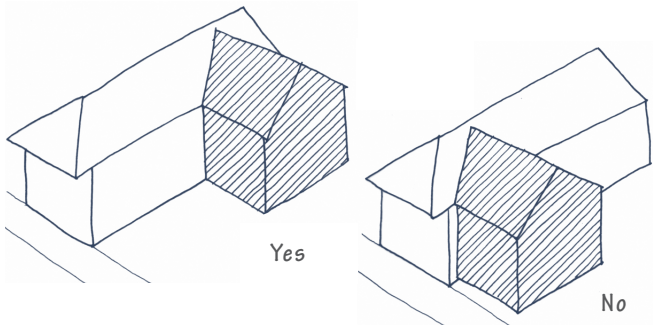
The addition to the right building is inappropriate as it relocates the entrance door to the side elevation and eliminates the original entrance door.

Alignment, Rhythm & Spacing

The consistent spacing of buildings establishes a historically prevalent rhythm along a streetscape and should be applied to an addition at an existing building. The construction of an addition should not make an existing building appear substantially wider or closer to its neighbors than the existing visual arrangement. Vertical considerations for alignment, rhythm and spacing include floor-to-floor heights; first floor, porch and balcony heights above the ground; and cornice heights.

It is Generally Appropriate to…

- Construct an addition in a manner that does not significantly alter the visual alignment, rhythm or spacing of buildings along a streetscape
- Construct an addition in a manner that does not significantly increase the apparent visual size of a building on a property when viewed from the public right-of-way



An addition at a side elevation should be as far back from the street as possible.

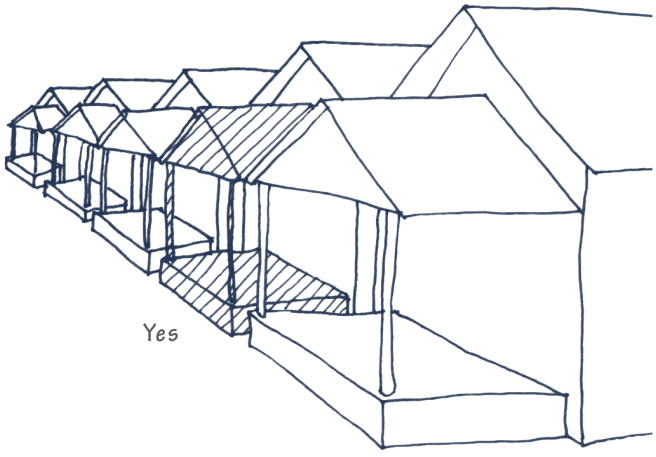
Architectural Elements & Projections

Throughout Exeter, the rhythm of the streetscapes is highlighted by the projection of porches and bays which relieve otherwise flat façades. Projecting chimneys, dormers and parapets also contribute to the overall shape and silhouette of the buildings and the skyline.

Adding a new architectural element or projection to a building's street elevation is generally not appropriate unless there is evidence that it existed previously or is common for the particular type or style. A new architectural element or projection is more appropriate at a rear elevation or towards the rear of a non-street elevation. (Refer to *Dormers and Chimneys, Guidelines for Roofing,* page 02-5 and *Porches, Guidelines for Exterior Woodwork,* page 03-8.)

It is Generally Appropriate to…

- Replace a missing architectural element or projection designed and detailed similar to those found at neighboring buildings or according to documentation at a building whose type and style would have included one
- Install consistent or compatible, simplified detailing on new architectural elements or projections, particularly if they will be located at a side or rear elevation rather than a new architectural element designed for a building from a different period of design.



The HDC encourages the reconstruction of a removed porch in a manner that is compatible in size and scale to the building and streetscape on which it is being proposed with appropriate documentation.

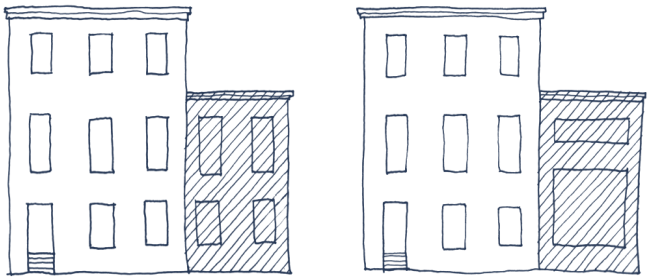
Façade Proportions; Window & Door Patterns

The rhythm and patterns of a principal façade of an addition should reflect that of the existing building. Similar to new construction, the dominant patterns at a façade are determined by the number of bays and spacing between windows and doors and major building features, such as cornices. On a smaller scale, these patterns can be reflected in the selection of wall materials and details like brackets or repetitive trim or moldings.

Windows and doors on additions should be of similar size, shape, design, proportion, spacing and placement to those in the existing building. Windows should be proportionally and functionally similar, and have comparable muntin or grid patterns as the existing windows. Doors should reflect the original type and the proportions of windows and panels should be similar. It is important to keep in mind that shutters act as an extended "frame" for windows and doors and should be considered in the overall composition. In some instances, where the proposed use and scale of an addition prevents maintaining the existing pattern, the design should incorporate detailing to suggest them, such as false windows and pilasters that give the impression of bays or multiple buildings. This is particularly important at a street-facing façade.

It is Generally Appropriate to…

- Construct an addition with a façade height and width comparable to the existing building and adjacent sites
- Use similar proportions, sizes, locations and types of windows, doors and shutters as found on the existing building and adjacent sites



The proportions of the windows of the left addition are consistent with those found at the original building. By contrast, the windows of the right addition are much wider with the first floor window being significantly taller and the second floor much shorter.

Trim & Details

In the same way that the form and mass of an addition should be compatible with, but not necessarily a copy a historic building, new details should be compatible with, but not necessarily copy, historic trim and details. Existing details and trim may be used as the basis for those on an addition and be simplified to provide compatibility without requiring duplication of historic features. Using similar forms such as those found at parapets, roof lines, windows, doors, trim, porches, decks and other façade elements, can help establish continuity and compatibility within a building, block and the historic setting as a whole.

Detail and trim should be used to accomplish purposes similar to those used historically. Examples of functional and decorative elements include cornices, lintels, arches, balustrades, chimneys, shutters, columns, posts and other common details. When used, details and trim should create a unifying effect on a building and be consistent or compatible with the context of the neighborhood.

It is Generally Appropriate to…

- Construct an addition with details and trim that complement historic neighboring trim and details
- Install detail that is functional with a high level of craftsmanship rather than simply applied decoration
- Apply detail and trim that is stylistically consistent or compatible to the existing building at the addition
- Apply simplified trim at a lesser addition

Additions should include forms, proportions, trim, details and materials similar to the historic portion of the building.

Materials

The materials used in the construction of an addition for walls, sloped roofs, windows, doors, trim, porches, decks and other exterior visible elements contribute to a building's character and appearance. Typically, materials for an addition should match or complement the materials found on the existing building. However, there are times when this is not economically feasible or practical. In these cases, it is appropriate to alter materials on additions, as long as the material is a "lesser" material than the original construction. This would include adding a wood clapboard or stucco addition to a stone or brick building; it is not appropriate to construct a brick addition onto a wood clapboard building.

Inappropriate materials include those which unsuccessfully pretend to be something they are not, such as plastic "bricks," aluminum or vinyl "clapboards," or synthetic stucco and EIFS. All are imitations which fail to produce the texture, proportions, finish and color of the real materials. It is important to note that the size, texture, color and other characteristics of exterior materials can be as important as their composition.

SECONDARY BUILDINGS & STRUCTURES

Many residential properties in Exeter include more than a principal building. In most instances, secondary buildings, structures or landscape features contribute significantly to the overall property, setting and historic context. A secondary building or structure in Exeter can be a service or accessory outbuilding, a carriage house, garage, pool house or shed.

Secondary buildings or structures contribute significantly to the understanding of Exeter's history and development. Although most secondary buildings were designed to be utilitarian, those associated with a residence, such as a service or accessory outbuilding, were constructed to be complementary to the property's principal building. This complementarity can include the building's form, materials and simplified detailing.

In general, a secondary building or structure is historically or architecturally significant if it was:

- Constructed at or about the same time as the principal building on the site
- Constructed after the principal building on the site but was used for a significant function
- Representative of an important architectural design or in an important construction method
- Associated with an important event or person related to the property
- Built incorporating distinctive characteristics of form, style, materials or detailing, or shares those characteristics with other buildings on the site

The HDC reviews the alteration, construction or demolition of any secondary building or structure within Historic Districts. Property owners are encouraged to contact the HDC to obtain the significance of a secondary building or structure prior to application submission for an alteration or demolition.

NEW SECONDARY BUILDINGS & STRUCTURES

Similar to an addition, a secondary building or structure should be subordinate to and visually compatible with the primary building without compromising its historic character. Although the type and location of these features can be limited by zoning and other requirements, ideally, the secondary building or structure should be located so it is minimally visible and does not detract from historic buildings. Contact the Building Department to determine the allowable location, footprint, height and applicable regulations for a proposed secondary building or structure prior to submitting a design to the HDC.

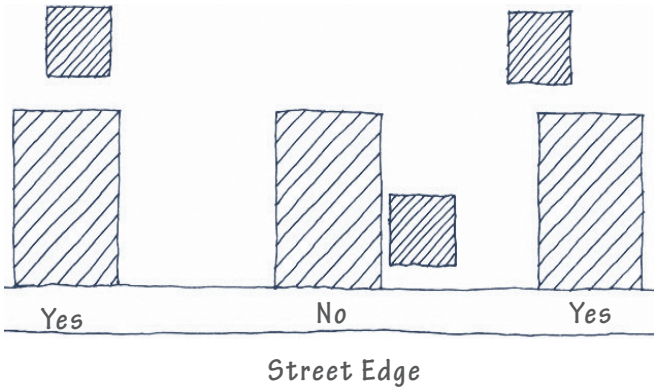
Allowable Secondary Buildings & Structures

Prior to application submission to the HDC, contact the Building Department to discuss the allowable location, site coverage, height and applicable regulations for a proposed secondary building or structure.

New secondary buildings, such as garages, should compatible to and located towards the rear of a historic building.

It is Generally Appropriate to…

- Maintain a historically and/or architecturally significant secondary building or structure as carefully as the principal building
- Design a new secondary building or structure to complement the period and style of the principal building and other buildings on the site; this includes using similar form, materials, colors and simplified detailing
- Locate a secondary building or structure, including a garage, storage building, shed, animal shelter or pool house, away from the principal entrance or street elevation
- Construct a new secondary building in a manner that does not damage other resources on the site, respecting the footprints and foundations of previous secondary structures, as well as potential archaeological resources
- Adapt functionally obsolete buildings for new uses such as converting a service building into additional living space, a play house or storage
- Use exterior materials for an addition that are present in the existing building
- Install materials that are compatible with each other and will not react chemically with existing materials – Refer to specific *Guidelines* sections or contact the HDC for more information



The visibility of the secondary buildings or structures at the right and left is limited from the street. The secondary building or structure in the middle example does not conform with the street pattern, is very prominent, and should be avoided.

DEMOLITION OF HISTORIC RESOURCES

Once resources or buildings that contribute to the heritage of the community are destroyed, they cannot be replaced. The demolition of all or portions of resources on properties or within a historic area is considered a drastic action since it alters the character of the streetscape, surrounding buildings and the demolition site. This could represent a lost educational resource for the community, whether the building was an example of past construction techniques or has associations with a significant individual or event in the Town's history. As a result, demolition of historically or architecturally significant buildings or structures is rarely considered to be an appropriate option, and is strongly discouraged by the HDC. (Refer to *Demolition Review Committee, Guidelines Introduction*, page 01-3.)

As an alternative to demolition, property owners are encouraged to re-purpose the building for an alternative use or evaluate whether a compatible addition would provide needed functionality to allow the continued preservation of the historic building or structure.

NEW CONSTRUCTION, ADDITION & DEMOLITION REVIEW

In addition to HDC review in the Historic District, all proposed demolition applications are subject to the review of the Demolition Review Committee who determines the historical and architectural merit of the subject building or structure under consideration.

The HDC encourages:

- Limiting demolition to those buildings, structures or portions of buildings that are non-contributing
- Constructing new primary and secondary buildings and structures that follow the *Compatible Design Principles* outlined in this *Guidelines* section
- Constructing additions that follow the *Compatible Design Principles* outlined in this *Guidelines* section
- Minimizing disruption of archaeological resources when considering new construction or additions — If it is not possible to prevent disruption, conducting archaeological investigations prior to construction is recommended

The HDC discourages:

- Demolishing a historically or architecturally significant building or structure that does not pose an immediate health or safety hazard
- Installing a pre-manufactured metal shed, carport, enclosure or outbuilding at a property

Not all archaeological remains are as clearly marked as this cemetery. Care should be taken to minimize disruption of archaeological remains and features during construction projects.

ARCHAEOLOGY & EXCAVATION

It is recommended that property owners treat below-grade areas with potential resources carefully. Many of the Town's properties may have archaeological deposits. These deposits can include Native American shards and objects as well as remnants of earlier buildings and related construction, such as wells and privies, that might yield additional materials such as discarded household items and animal remains.

Once a site has been disturbed without proper care, the ability to understand the site through professional interpretation might be lost forever. If the construction of a new building or addition will require substantial excavation at a previously undisturbed site, there is potential to destroy important archaeological resources.

It is recommended that property owners with known archaeological resources locate new construction or ground-disturbing activities in a manner that avoids affecting the archaeological resources until it can be professionally excavated and recorded. The HDC encourages property owners to contact Exeter's Heritage Commission for historical information and consultation prior to beginning work.

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