

TOWN OF GILFORD
HISTORIC DISTRICT
DESIGN GUIDELINES
AND
REGULATIONS



2009

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1. GENERAL

- 1.1 Intent – These Town of Gilford Historic District Design Guidelines and Regulations (hereinafter also referred to as “Guidelines” and “Regulations”) are intended to help fulfill the purpose and intent of Article 14, Historic District, of the Gilford zoning ordinance; help the residents of the Historic District (hereinafter also referred to as the “District”) and the members of the Historic District and Heritage Commission (hereinafter also referred to as the “HDC” and the “Commission”) preserve the visual and historical qualities of the District in a fair and consistent manner; and to protect the character, environment, scenic value and general welfare of the Town.
- 1.2 Adoption – These Regulations are adopted by the Gilford Historic District and Heritage Commission on June 9, 2009 pursuant to the authority and provisions of R.S.A. 674:46-a.II., R.S.A. 675:1.I.(d), R.S.A. 675:6, and related statutes. Duly noticed public hearings to consider the adoption of these Regulations were held on May 12, 2009 and June 9, 2009 at the Gilford Public Library, located at 31 Potter Hill Road within the Gilford Historic District.
- 1.3 Repeal of Previous Regulations – These Regulations shall supersede and replace all previously adopted Gilford Historic District Design Guidelines and Regulations.

2. WAIVERS

- 2.1 Standards for Waivers – The Commission shall have the discretion to waive any condition contained in these Regulations for good cause shown. A waiver of these Regulations will be granted if all of the following conditions are found:
- A. No decrease in value of surrounding properties would be suffered.
 - B. Granting the waiver would benefit the public interest.
 - C. By granting the waiver substantial justice would be done.
 - D. Granting the waiver would not be contrary to the spirit and intent of the Regulations.
 - E. Granting the waiver would not be detrimental to the character, environment, scenic value or general welfare of the Town.

3. BUILDING EXTERIOR

The Gilford Historic District is comprised of buildings that span the time from 1786 to the present day. Each building is distinctly different and conveys both its own history and a piece of the story of Gilford. Similarly, alterations to a single building impact not only the architectural character of that structure but also the overall character and integrity of the entire District.

- 3.1 Walls and Trim – The buildings in the Gilford Historic District are defined in large part by the prevalence of wood used for clapboards, shingles and trim. To retain this character, it is critical that painted wooden clapboards, which match those existing in

terms of exposed width, continue to be the material used when replacing deteriorated clapboard siding. These details must be consistent.

However, alternative siding, such as vinyl, may be considered (at the Commission's discretion) but in all cases close attention will be given to the trim details around windows and doors and at the corners, fascia and eaves. These details must be consistent with the architectural style of the building. Attention shall be paid on older buildings to possible serious moisture problems in covering old clapboards with alternative siding. Wooden shingles or clapboards, shiplap and board-and-batten are suitable exterior coverings for outbuildings; the existing material shall be matched in kind. Exterior trim, such as corner boards, door and window casings, cornices, door and gable pediments play a critical role in the appearance and proportions of a building. All trim that contributes to the historic character of a building shall be retained and preserved.

When it is necessary to replace all or portions of such features, they shall be replaced to match that which has been removed, in terms of material, design, and placement. As much of the original feature as possible shall be repaired, rather than replaced. If using the same kind of material is not feasible, a compatible material may be considered. It is not appropriate to install trim that relates to an earlier period or different building style.

- 3.2 Painting, Staining and Color – When removing old paint from a historic building, it is usually necessary to remove only the damaged or deteriorated paint to the next layer. Hand scraping or hand sanding are the preferred methods to avoid damaging the woodwork. Heat guns, hot-air guns, or chemical strippers can be used to remove paint when entire layers are so deteriorated that total removal is necessary for adhesion. Sandblasting, water blasting or using torches is not recommended, as they can cause irreversible damage. Paint and stain colors shall be appropriate for the building's style taking into account that the original style may have been modified in the late 19th or early 20th century and that those alterations are an integral part of the building's history. Colors shall only be chosen using the color guide and color palettes referenced below.
- 3.3 Color Guide and Color Palettes – Paint and stain color is regulated by the HDC, and applicants are required to register their color choices. The Commission has adopted The Old-House Journal Guide to Restoration as a color guide for historical buildings. Owners shall respect the various color schemes used for buildings in the District and consult the color guide, which is available at the Department of Planning and Land Use. The color guide suggests appropriate colors for given periods and styles (including stains for Colonial) and may be used in the Department of Planning and Land Use where it is kept. Further, historical color palettes are available from many commercial paint and stain companies. The Commission has available in the Department of Planning and Land Use three such historical color palettes from Benjamin Moore, Sherwin Williams, and Pratt and Lambert. Paint and stain colors shall be chosen from these three historical color palettes. Others may be approved by the Commission upon request if the Commission finds that the colors are historically accurate and appropriate for the building's age and style. Paint sheen shall be a low-luster, eggshell, or low-gloss satin finish. High-gloss or high-luster finishes shall not be allowed. (Also see Article 4, New Construction.)

- 3.4 Roofs, Chimneys, and Fixtures – Roofs are an important design element of historic buildings. The shape of an existing historic roof shall not be altered. The Commission needs to approve the color, type and size of any new roofing material. Wooden shingles are the most historically appropriate for rural 18th and 19th century buildings and the texture, variegated color and warmth afforded by wood has special appeal. If asphalt shingles are selected, a dark color is preferable. Asphalt architectural shingles that imitate wooden shingles and slate are available from most roofing companies. Repairs to existing slate roofs shall be made prior to replacing the entire roof; frequently the problems on such roofs lie in flashing or substrates, rather than the slates themselves. Snow belts (metal roofing along eaves) are allowable, but shall be copper (preferable) or a dark, anodized aluminum for minimal impact.

Skylights that are visible from the public right-of-way are not desirable. Low-profile skylights may be approved if they do not interrupt a significant roofline. In lieu of skylights, small gabled or shed-roof dormers might be more appropriate.

Chimneys are also an important feature of historic buildings and shall be retained. Chimneys in poor condition shall be rebuilt, rather than removed. If a missing chimney is to be rebuilt, the reconstructed feature shall be appropriately sized, positioned and constructed to appear historically functional. Historic photographs might assist in the design. If a new chimney is to be built, it shall be masonry and situated in a location appropriate to the historic design and function of the building.

Television antennae, satellite dishes, solar collectors and other objects affixed to the roof shall be installed on the rear, or a minimally visible slope of a roof and be of the smallest size practical. The visual impact of electrical wires and meters shall be minimized. Where possible, wires shall be buried for weather as well as aesthetics. Meters shall not be placed on the primary façade of a building but shall be located so as not to limit access by public service personnel.

- 3.5 Windows and Blinds – Windows, like trim details, are an essential part of the design of any building. Many of the older Historic District buildings have windows that are regularly spaced and of similar size. The sash is nearly universally double hung, with a wide range of lights, depending on the style and period. Replacement windows shall follow the building's historic fenestration pattern, including opening, size, placement, type of sash and generous muntin profile. Replacement lights shall not be smaller, or of an earlier period, than is appropriate for the building. It should be noted that small-paned windows were often replaced in the late 19th and early 20th centuries with 2-over-2 or 2-over-1 sashes. In such cases, reverting to a smaller paned sash is neither necessary, nor always recommended, in the course of restoring a building. (Historic photographs may be available at the Thompson-Ames Historical Society to help in determining the appearance of historic sashes and at what date replacement sashes were installed.) True divided-pane windows are preferred.

Exterior storm windows are appropriate for historic buildings, but their meeting rails shall line up with the primary sash, and the tops shall match the shape of the primary sash. Storm windows shall be painted the color of the primary sash; if a factory finish is used, its color shall approximate the color of the primary sash.

Window air conditioners are allowed, preferably in an inconspicuous location and preferably removed on a seasonal basis.

If authentic exterior wood blinds (shutters) have remained with the building, they shall be maintained. Exterior blinds of metal or synthetic materials are not recommended as substitutes since they are often not sized properly and their appearance is not authentic.

- 3.6 Entrances and Porches – Entrances are usually the focal point of the buildings in the Historic District and an integral component of design. Features such as fanlights, sidelights, pilasters, entablatures and granite steps shall be retained at all costs. If replacement due to deterioration is necessary, the features shall be faithfully replicated. If the entrance to a barn is modified, the size and location of the historic opening shall remain clearly apparent. Storms and screens shall be painted to match doors and compliment the primary door in design.

Many homes in the Historic District have porches. These are often located on secondary elevations and many were added after the building was originally constructed. All porches are considered integral parts of the building's history and shall be maintained and preserved. Missing features, such as balusters, posts or balustrades, shall be carefully replicated when replacement is necessary. When an open porch is to be screened, the screens and frames shall be installed behind the posts and railing, so that the historic details remain fully visible to the public view.

- 3.7 New Additions to Existing Buildings – In the design of an addition to a historic building, the scale, size and materials of the addition shall neither overwhelm the historic building nor obscure its significant historic materials and features. Additions shall be placed onto secondary elevations; the preferred choice is usually on the rear or an inconspicuous side. If the buildings consist of a main house, an ell and an attached barn, the proportional relationship shall not be lost in the course of building an addition. Generally, the addition should not try to mimic the historic building, but should reflect it in terms of scale, massing and overall proportions. A traditional design and traditional materials will usually be most suitable within the Gilford Historic District. Roof shapes, building height, materials, fenestration and doors are key design issues. They shall be compatible with the historic building and any previous addition. Moldings and other details might be simplified in the addition, both to make clear distinction between the old and new and to keep the addition secondary to the historic building. (A major addition will probably require professional design services.)

- 3.8 New Porches and Decks – Designs for new porches shall follow either a historic porch that has since been removed or be a new design that is compatible with the historic character of the building. Bear in mind that porches were often appended to earlier

buildings in the late 19th and early 20th centuries. Closely spaced lattice is an appropriate screening method for the structure. Though pressure-treated lumber is recommended, all exposed sections shall be painted to match the trim or color of the building. New decks shall be located off secondary elevations and painted to match porch deck and building trim.

- 3.9 Ramps – Modifications to historic buildings for barrier-free access shall accommodate both the needs of disabled people and the historic characteristics of the building. Ramps shall be located so as not to obscure or cause the removal of historic features. Simple wooden or iron pipe railings are usually appropriate. Exposed wooden elements shall be considered trim and painted to match the trim color of the building. Removal of ramps is encouraged when they are no longer needed.

4. NEW CONSTRUCTION

- 4.1 General – As stated in the other sections of these Regulations, the Gilford Historic District is an area that the townspeople have voted to designate as being unique because of its significance and place in American History.

Considerable detail has been provided to guide property owners with the ongoing maintenance and upgrading of their house and buildings in a manner that will preserve and safeguard aesthetic, cultural and historic features of the District. New buildings in the District are to be held to the same standards as changes to existing buildings. New buildings face the additional challenge of having to minimize the impact they will make by reducing portions of open space, which is a valued asset of any community. It is expected that all new buildings in the Historic District will respect the fact that Gilford is a rural community whose architecture consists primarily of traditional shapes and that the new structures will fit comfortably with these existing structures. Stylistic elements on new construction, which do not relate to existing elements on historic buildings in the District, shall generally be disallowed.

All new construction within the Historic District shall be designed with the goal of enhancing the appearance of existing buildings by being consistent with those buildings in terms of rhythm, siting, scale, architectural features and materials. The rich and varied styles and configurations of the existing buildings in the Historic District give the modern designer significant latitude to satisfy the requirements of both the new owner and the Historic District.

- 4.2 Siting – New structures shall be located so as to be consistent with the setback of the buildings nearest to them, thereby preserving the views up and down the street with a consistent façade of building fronts. In order to accomplish this, the HDC may recommend that the Zoning Board of Adjustment allow variances from the Town’s front setback requirements.

- 4.3 Scale – New structures shall be in harmony with the mass, scale and proportion of adjacent buildings.
- 4.4 Architectural Features – New structures shall not introduce architectural features that are inconsistent with other buildings in the area. The shape of the building, pitch of the roof, size of dormers, presentation of gables to or away from the street, must be appropriate to the architectural styles nearby.
- 4.5 Windows and Doors – The size, shape and frequency of these openings shall be consistent with other buildings in the area. The predominant window in the District is a double hung window with true divided lights. These windows are available from many manufacturers with the most modern energy specifications. Roof windows (skylights) or casement windows are not usually appropriate for the Historic District. (See Article 3, Building Exterior.) Wood framing is preferred and vinyl is discouraged.
- 4.6 Siding and Trim – The predominant siding in the District is wood, mostly clapboard with some shingles used, and is the preferred siding material. Sidings such as vinyl may be considered but are discouraged. In all cases, close attention shall be given to the trim details around windows and doors and at building corners, fascia and eaves. These details must be consistent with other buildings in the District. (See Article 3, Building Exterior.)
- 4.7 Color – Color is regulated by the HDC and applicants are required to register their color choices. The Commission asks that owners respect the various color schemes used for buildings in the District and consult the color guide available at the Department of Planning and Land Use. (See Article 3, Building Exterior.)
- 4.8 Landscaping – Landscaping requirements for new multi-family structures, or for new residential subdivisions shall comply with landscaping requirements for non-residential uses of these guidelines and with the provisions of Town Ordinance 35 entitled “Tree Regulation, Gilford, New Hampshire” regarding tree cutting and trimming within the Gilford Historic District.
- 4.9 Impact – The impact that the applicant’s proposal will have on the District and the extent to which it will preserve and enhance the historical, architectural and cultural qualities of the District and the community shall be considered a vital part of the application. (See Article 7, District Setting.)

5. NON-RESIDENTIAL USES

The businesses and other non-residential uses within the Historic District are subject to the same conditions and regulations as the rest of the Historic District, as well as the pertinent zoning regulations set forth in the Gilford zoning ordinance.

- 5.1 Signage – All new signs and all changes in the appearance of existing signs require approval from the HDC. The Commission will follow the regulations of Article 8, Signs,

of the Gilford zoning ordinance, regarding location, size, and materials used, and illumination of signs. Color and aesthetics of the sign are important and must be in character with the structure and be harmonious with the rest of the Historic District. (See Article 7, District Setting.)

- 5.2 Streetscape and Landscaping – Off-street parking shall be placed to the rear of the building with appropriate plantings and screening. Landscaping shall comply with the provisions of Article 8, Landscaping. (See also Article 7, District Setting.)
- 5.3 New Construction – (See Article 4, New Construction.)
- 5.4 Demolition – (See Article 11, Demolition.)
- 5.5 Changing Existing Structures – Changes to existing structures shall be made in such a manner as to preserve the Historic District’s distinctive character, and the distinctive character of any historic structure.

6. TOWN-OWNED, SCHOOL AND CHURCH PROPERTIES

These guidelines shall apply equally to all properties located within the Historic District whether such properties are privately or publicly owned.

7. DISTRICT SETTING

Gilford’s identity as a historic, rural village center, depends in large part upon its roadside trees, stonewalls, open space, vistas, road width, low lighting and the relationships of buildings to adjacent landscapes. Preserving these features is critical to maintaining the District’s distinctive character. It is expected that each property owner will preserve and improve the aesthetic qualities of his/her property whether undeveloped, residential or non-residential. All uses and properties within the District must harmoniously coexist with each other and should all contribute to the feel of a rural village. (See Article 8, Landscaping.)

- 7.1 Stone Walls and Boundaries – Historical and traditional markings for property boundaries and grounds such as walls, fences and tree borders, shall be preserved. Stonewalls shall be retained in place and maintained. They may not be moved or removed except for good cause shown. Replications or extensions may be made if deemed appropriate. (See Article 8, Landscaping.)
- 7.2 Open Space and Vistas – Gilford is fortunate to have a number of open areas, all of which add greatly to the character of the District. Fields and scenic vistas or even glimpses from one road to another in the District remind us of our heritage. These spaces should be maintained as is, whenever possible, with grass, scattered deciduous trees, shrubs or agricultural fields. The Commission asks that property owners site new buildings or additions so that existing vistas are maintained when possible.

7.3 Streetscape – Gilford’s Historic District is a mixture of varied spacing between buildings, of lots with fences and lots without, of fields and forests, of small and large setbacks, of residential and non-residential uses, of larger and smaller homes, and of newer and older homes. Some similarities exist among groups of buildings, but significant differences also exist. Despite these differences within the District, there is a common feel throughout it. The older homes of the community help to define the bounds of the District and have, for the main, influenced the development that has come later. The views through yards to other properties reveal the commonalities that these lots share. These features create a rhythm, flow, and balance among the properties within the District. These views and characteristics comprise the streetscape rhythm and flow of the District which is to be retained in a rural village. This rhythm, flow and balance of mass with open space is to be preserved and not interrupted with unusual amounts of blacktop, gaps of deep setbacks without a flow of fencing, shrubs or trees to carry the eye to the next building, or interrupted or blocked by disproportionately large or tall objects or structures.

7.4 Interruption to the Streetscape by Man-made Objects – Siting and Screening – In the Historic District it is particularly important that large items such as above-ground swimming pools, tennis courts, tracks, riding rings, antennae, satellite dishes and trash receptacles, be sited to minimize their visual impact and be screened or concealed from view as much as possible.

Any objects that are not in character with the Historic District and which are publicly visible, may be required to be sited elsewhere, minimized or concealed. These include, but are not necessarily limited to, the following: man-made decorative objects, modern appurtenances, and large or obtrusive personal property, equipment and machinery (e.g. recreational camping vehicles, boats, snowmobiles, storage sheds, landscaping features such as waterfalls, pools and berms). Parking of vehicles on lawns is discouraged. All wind turbines, all wind generator systems, and solar heating or solar power systems visible from the street are prohibited.

All refuse storage areas, commercial/industrial by-products, materials storage areas, and stockpiles (except for leaf or compost piles and similar traditional practices) shall be located so as to be out of view in all seasons from any public ways. As a minimum, all such areas within view of a public way shall be contained within a stockade fence or similar enclosure which is at least as tall as the object(s) to be screened and shall be softened by plantings. Seasonal displays are permitted.

It is recommended that mailboxes be properly mounted on simple wood, granite or black metal posts.

7.5 Sidewalks and Roads – Road changes proposed within the Historic District should be reviewed by the HDC. They shall encourage safe pedestrian traffic, which promotes a village flavor. The impact of large areas of asphalt or cement is not in keeping with Gilford’s rural character. Where asphalt is necessary, softening the effect is recommended by the use of stone dust, Portland dust or chip seal. The use of planters,

cobbles, brick or grass strips to define areas and break up large expanses of paving is to be encouraged.

The existing sidewalks shall be retained as paved walkways. Additional sidewalks are recommended as a promotion of pedestrian traffic, which is in keeping with a rural village.

When possible no road widths should be increased beyond existing, and intersections should not be widened. Road shoulders shall not be paved, but left as grass or, if absolutely necessary, gravel. Should new roads be created, they shall be visually softened as above. Parking on the streets in the District shall not be increased beyond the existing.

7.6 Off-Street Parking – All non-residential off-street parking, if paved, shall be visually softened and large areas broken aesthetically by planters, grass, brick or cobble areas. The display of automobiles or other objects which may be for sale and the storage of raw or processed materials shall not be permitted within any required off-street parking spaces, drives or aisles. Adequate space within, or immediately adjacent to, off-street parking lots shall be provided for the storage of winter snow. A minimum of ten percent (10%) of the internal space of a parking lot greater than twelve (12) spaces shall be set aside for green space.

7.7 Commercial and Civic Buildings – Consideration of and providing for pedestrians continue to be priorities in a rural community and are conducive to commerce. Several advantages result from locating buildings close to the road with sidewalks beside the road and with parking placed at the side or rear of the building. Businesses have the opportunity to display goods and place signs both facing the road and the parking area. Attractive facades along the corridors enhance the community visual character, access from one business to another by foot promotes a village feel, neighborliness, and good exercise, and parking lots are more easily screened.

Traditional canvas coverings, which may provide protection from sun and rain, are appropriate for commercial use. Colors and material shall follow traditional example and be in keeping with the color of the façade and trim. Tents are approved for special events only and are time limited. (See Article 12, Temporary Structures.) Mechanical system, e.g. heating and ventilation, will be reviewed for noise and visual clutter. Dispensing and vending machines must be out of view of streets or abutting residences. (See Subsection 7.4, Interruption to the Streetscape by Man-made Objects – Siting and Screening.)

7.8 Road Signs – Road signs can distinguish the District area from other areas in town. If changed, they shall be consistent in style, size, and color with the road signs placed at the intersection of Belknap Mountain Road and Potter Hill Road or identical to other road signs (white letters on green background) used throughout the town.

7.9 Business Signs – Signs are to be designed in a manner consistent with the character of the district, subordinate to buildings, and constructed of wood painted or stained with no

more than two (2) non-reflecting colors. Where practical, signs shall be flush-mounted and aligned, if possible, with other signs of adjacent buildings. Projecting signs should be limited in size and number to avoid obscuring building features that would otherwise be visible along the road. If necessary, roadside signs shall be illuminated only by white, indirect light. All wires shall be buried in conduit. There shall be no off-premise signs.

Signs on residential buildings shall be mounted no higher than the top of the first floor elements. Maximum size shall be twelve (12) inches high and eighteen (18) inches wide. There shall be no exterior lighting specifically for such signs. (See Article 5, Non-Residential Uses.)

- 7.10 Lighting – All fixtures shall be positioned and/or installed to prevent unwanted incidental illumination of abutting properties, streets and nighttime sky. Glare, direction and light level shall be considered. Replacement streetlights shall be compatible with the scale, low illumination and rural village historic character of the District. Traffic signal poles and mounts shall be as unobtrusive as possible. Where possible, unfinished aluminum poles and mounts shall not be permitted. Where possible, renovated, replacement or new electrical lines shall be buried rather than overhead for aesthetic reasons and to protect them from the elements. Mercury vapor (blue tones) or Halide bulbs are required. Building lampposts and fixtures shall be in scale and style with the building and shall contribute to the property and not detract from it or neighboring properties.
- 7.11 Archeology – Abandoned ruins, vestiges of public ways, and potentially significant archeological sites shall not be disturbed before an assessment of historical value is made by the HDC.

8. LANDSCAPING

All landscaping shall comply with the landscaping requirements of these guidelines; Town Ordinance 35 entitled “Tree Regulation, Gilford, New Hampshire” regarding tree cutting and trimming within the Gilford Historic District; the Gilford zoning ordinance; and Section IX.B.7., Landscaping, of the Gilford Planning Board’s Subdivision and Site Plan Review Regulations, as applicable.

9. CHANGE IN USE

The Historic District and Heritage Commission, being a type of conservation commission, cannot regulate use; however, when zoning regulations permit a change in use, the HDC is responsible for the external aesthetics connected with the change in use. Whenever a change in use in the Historic District requires a change in the exterior of the property or to the parcel of land, including traffic, parking, odor or noise, these changes must be presented to the HDC for approval.

10. RELOCATION

Buildings shall be retained on their present sites whenever possible. Relocations shall be considered only as an alternative to demolition.

11. DEMOLITION

11.1 Possible Alternatives to Demolition – It is expected that each property owner will maintain, preserve and improve the qualities of his/her property whether undeveloped, residential, or non-residential. Historically significant structures will be carefully evaluated and should not be demolished. Working with the HDC, property owners shall make every effort to prevent demolition. If no alternative to demolition is found and a good faith effort has been made on the part of both the owner and the HDC, the HDC shall authorize the building inspector to issue a demolition permit.

11.2 Requirements for Demolition – Demolition of any building or part of a building in the Historic District shall be allowed only when new construction would relate better to the Historic District, and when all of the following requirements are satisfied:

- A. If a request for demolition is based on structural instability or deterioration, the HDC may require a technical report prepared by an architect or registered professional engineer (credentials recognized in NH) to be submitted detailing the nature and extent of the specific problems, and providing reasonably accurate cost estimates for their correction.
- B. An application for demolition shall be accompanied by complete plans for a new development proposed on the site, together with a timetable and budget for both demolition and the new construction.
- C. A condition of approval for each demolition request shall be that the applicant shall document the building’s elevations and architectural features by submitting measured drawings and photographs.
- D. Where public safety needs require the removal of part of a building or complex, the Historic District Commission may allow limited removal provided structurally sound construction standards and E.P.A. guidelines are met.
- E. In reviewing the application package, the Commission may request recommendations regarding the applicant’s proposal from the planning board, fire chief, building inspector, health officer and/or other administrative officials. Recommendations should describe possible impacts of the proposal on the Historic District of which the officials may be aware. In furtherance of the review, the Commission may solicit advice from professional, educational or other groups or persons as may be deemed necessary for making reasonable decisions.

12. TEMPORARY STRUCTURES

12.1 Definition – A Temporary Structure, as used herein, is defined as a structure which, by its type and/or materials of construction, is erected or placed for not more than ninety (90)

days. Such structures shall include, but are not limited to, tents, portable bandstands, bleachers, reviewing stands, mobile home building used in conjunction with construction activity, tractor trailers and other structures of similar character. Temporary structures erected or placed in conjunction with licensed circuses or carnivals or non-profit fund raising activities, shall not be construed to be temporary structures under this regulation.

- 12.2 **Requirements** – Temporary structures shall be allowed provided they are placed for not longer than ninety (90) days. They shall be appropriate in size and style to the purpose for which they are placed. Seasonal temporary structures shall be permitted. Any temporary structure shall comply with all building code and fire code requirements, and any other applicable regulations.

13. **DEFINITIONS**

For the purposes of these Guidelines, certain words and terms are defined as follows:

Words used in the present tense include the future tense, the singular includes the plural, and reference to the male gender includes the female gender.

Baluster – An upright, often vase-shaped support for a rail.

Balustrade – A row of balusters topped by a rail.

Barrier-Free Access – Handicap accessibility to a building.

Board and Batten – A style of siding where wider boards are placed vertically on a wall and their joints are covered, or battened down, by thin narrow boards.

Clapboard – A narrow board, usually thicker at one edge than the other, used for siding material on the exterior of buildings.

Cornice – The molded and projecting horizontal trim that crowns a wall.

Dormer – A window set vertically in a structure projecting through a sloping roof; also the roof structure containing such a window.

Elevation – The front, rear, or side view of a building, including any detailed drawing thereof.

Entablature – A horizontal architectural element that is decorative and rests on the top of a column, typically with a cornice at the very top.

Façade – The front of a building; also, any face of a building receiving special architectural treatment.

Fanlight – A semicircular window with radiating bars like the ribs of a fan that is placed over a door or window.

Fascia – A horizontal board covering the joint between the top of an exterior wall and the projecting eaves.

Fenestration – The arrangement, proportioning, and design of windows and doors in a building.

Flashing – Sheet metal used as waterproofing (typically between chimney and roof or in roof valleys.)

Gable – The vertical triangular end of a building from cornice or eaves to the ridge of the roof.

Lights – The panes of glass in a window.

Mass or Massing – The overall bulk of a building.

Molding – A decorative strip of finish or ornamental material usually used as trim.

Muntin – A strip separating panes of glass in a sash.

Pediment – A triangular space that forms the gable of a low-pitched roof and that is often filled with relief sculpture.

Pilaster – An upright architectural element that is like a column, is used as a pier, and often projects from the wall.

Rhythm – The repetitive use of a group of visual elements, at least three (3) times, to establish a recognizable “pattern”.

R.S.A. – Revised Statutes Annotated; the laws of the State of New Hampshire.

Sash – The framework in which panes of glass are set in a window. A double-hung sash is the typical window where two sashes can slide up and down past each other.

Shiplap – Wooden sheathing in which the boards are rabbeted so that the edges of each board lap over the edges of adjacent boards to make a flush joint.

Sidelight – A long vertical window along the side of a door.

Substrate – The underlying construction materials upon which other materials are built or to which they are fastened.

Trim – The woodwork used in the finish of a building especially around building corners and openings such as windows and doors.

14. **PERMITTING PROCESS**

Consistent with and as a supplement to the procedural requirements of Section 14.8, Application Procedure, of the Gilford zoning ordinance, the following requirements shall apply:

- 14.1 **Applications** – An application for certificate of approval shall be made on a form available in the Department of Planning and Land Use. The application shall include a description of the existing and proposed site, and current and proposed exterior appearance of the building including materials and colors. Only complete applications shall be accepted. A complete application consists of the following:
- A. A completed application form.
 - B. A complete abutters list.
 - C. Graphical information such as drawings, letters, pictures and/or other materials needed to present a request to the Commission.
 - D. Written authorization signed by the property owner for any agent, applicant, or other person who is not the property owner who submits, requests, or otherwise represents an application.
- 14.2 **Attendance at Commission Meeting** – An applicant, property owner, or authorized agent shall be present at the Historic District and Heritage Commission meeting when the application is considered. Applications will be tabled if no one is present to represent the application at the meeting.
- 14.3 **Alternative Hearing and Noticing Procedure** – Notwithstanding the provisions of Section 14.8 of the zoning ordinance, if an application is submitted at least eighteen (18) days prior to the regularly scheduled Commission meeting, an application so submitted will automatically be placed on the Commission’s meeting agenda as a public hearing without need for the Commission to make a determination that a public hearing is required. Notices for such applications will be mailed to abutters regarding the hearing not less than ten (10) days prior to the hearing.

15. **SEVERABILITY**

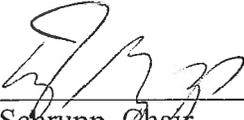
If any section, clause, provision, or portion of this Regulation shall be held to be invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, provision, or portion of this ordinance which is not, in and of itself, invalid or unconstitutional.

16. EFFECTIVE DATE AND CERTIFICATION

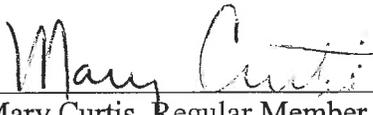
These Regulations shall take effect on June 10, 2009.

IN WITNESS WHEREOF, these Town of Gilford Historic District Design Guidelines and Regulations are adopted and approved on this 9th day of June, 2009 by the Gilford Historic District and Heritage Commission at a duly posted public hearing.

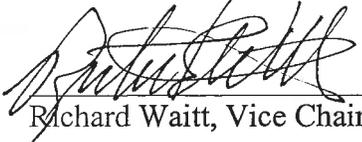
ATTEST:



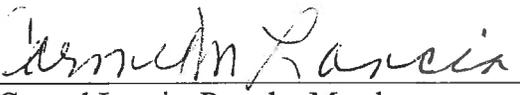
Troy Schrupp, Chair



Mary Curtis, Regular Member



Richard Waitt, Vice Chair



Carmel Lancia, Regular Member

Julianne McConnell, Secretary

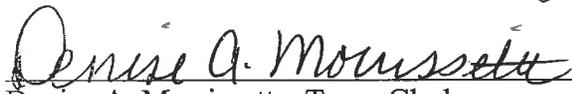


Carole Hopper, Alternate Member



Gus Benavides, Selectmen's Representative

UNDER SEAL OF THE TOWN OF GILFORD, NEW HAMPSHIRE, RECEIVED AND RECORDED ON THIS 10th DAY OF June, 2009, BY:



Denise A. Morrissette, Town Clerk

