

# City of Warwick Historic District Commission (WHDC) Design Guidelines and Standards

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## Table of Contents

DESIGN GUIDELINES .....	1
<b>Goals for Repair, Renovation and Construction</b> .....	1
Introduction.....	1
The Secretary of the Interior’s Standards for Rehabilitation .....	2
General Standards .....	3
BE MINDFUL OF CHANGE IN USE.....	3
PRESERVE CHARACTER DEFINING FEATURES .....	3
PROTECT AND MAINTAIN EXISTING HISTORIC STYLISTIC ELEMENTS .....	4
MINIMIZE INTERVENTION, REPAIR RATHER THAN REPLACE .....	4
INCLUDE THE REPLACEMENT OF MISSING PORTIONS OF AN ARCHITECTURAL FEATURE IN REPAIR ACTIVITIES .....	5
EXISTING ALTERATIONS MAY BE IMPORTANT TO RETAIN .....	6
SERVICE AREAS, MECHANICALS, GREEN INFRASTRUCTURE .....	6
RETAIN HISTORIC ACCESSORY OR AUXILIARY BUILDINGS .....	7
Repairs, In-Kind Replacement and Restoration.....	8
DEFINITIONS .....	8
GENERAL GUIDELINES .....	8
COMMON REPAIR/REPLACEMENT ISSUES .....	9
SIDING .....	9
WOOD TRIM AND ORNAMENT .....	9
MASONRY.....	10
PAINT REMOVAL/LEAD PAINT .....	11
ROOFING AND GUTTER SYSTEMS, FASCIA AND SOFFIT .....	12
WINDOWS.....	13
DOORS AND ENTRANCES .....	15
PORCHES AND STEPS .....	15
SITE IMPROVEMENTS .....	16
SETBACKS .....	16



EMERGENCY DEMOLITION .....	32
DEMOLITION BY NEGLECT .....	32
Moving Historic Structures .....	33
Economic Hardship .....	34
APPLICATION PROCEDURES.....	34
DOCUMENTATION REQUIRED FOR ECONOMIC HARDSHIP.....	35
Appendices.....	36
Glossary/ Common Terms.....	36
Doors .....	38
Windows .....	40
Window Types .....	41
Appropriate and Inappropriate Window Replacement .....	42
Porches .....	45
Design Resources (Bibliography) .....	47
Sources .....	49

## **DESIGN GUIDELINES**

### **Goals for Repair, Renovation and Construction in the Apponaug, Pawtuxet and Pontiac Historic Districts and Stone-walls Throughout the City**

1. Preserve as unchanged as possible the existing structures built more than fifty (50) years ago in their original settings and conditions; also maintain the fundamental harmony of the historic community by approving new structures and changes in existing ones only when they will blend harmoniously with the traditions of the era before .
2. Preserve the historic character of each historic district as a whole, including its pedestrian scale as well as its dense and complementary development pattern.
3. Preserve the integrity of the historic buildings that physically express the history of each district; encourage faithful maintenance and accurate restorations of historic structures; and ensure that all additions to, or alterations of, historic buildings are compatible with the original building.
4. Make certain all new buildings are compatible with the buildings proximate to them and contribute to the overall harmony of the street; and encourage new buildings that, while reflecting the traditions and character of historic buildings, are, in themselves, high quality designs for the area.
5. Encourage new development within each district to continue the traditions and fabric of each district, particularly with regard to its historic pattern, scale, streetside building alignment and streetscape features. Foster a relatedness of character and 'sense of place' among all new buildings, based on traditional forms, so that they share a common identity and express their common heritage.
6. Protect and preserve stone walls throughout the City because they are uniquely historically significant as a tangible link to our colonial and agrarian past.

## **Introduction**

The integrity of our city's numerous historic resources needs to be protected for future generations and the success of our preservation initiatives depends on the conscientious efforts of local residents and property owners who are stewards of these properties. There is a need for such stewards to be aware of the city's preservation efforts and regulations so they may continue their good works.

The Warwick Historic District Commission (WHDC) was established by City Council to safeguard and preserve buildings and districts which reflect elements of the City's cultural, social, economic, political and architectural history. The WHDC reviews all proposed work affecting the exterior appearance of any structure, site or its appurtenances, including construction, alteration, repair, moving, demolition and signage, within the historic districts. ***A certificate of appropriateness is required before commencing any exterior work in the historic districts. Building permits for exterior work in local historic districts cannot be issued without a certificate of appropriateness.***

These Standards and Guidelines have been adopted in accordance with R.I.G.L. 45-24.1-10 and Section 311. - Overlay district regulations—*Historic* (H), the WHDC Zoning Ordinance, to assist the property owner and the WHDC in processing applications for Certificates of Appropriateness.

The intent of the Standards and Guidelines is to guide the inevitable changes to the exteriors of structures and sites within the City's designated historic districts. The most important features of historic buildings are roofs, exterior walls, windows and their openings and trim, doors and entries, porches, steps, stairs, railings, foundations, fences, storefronts, signage and setting. As each historic structure and its site is unique, each application is considered on its own merits in accordance with these Standards and Guidelines.

### **The Secretary of the Interior's Standards for Rehabilitation**

- 1) A property shall be used for its intended historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- 2) The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- 3) Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- 4) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- 5) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- 6) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- 7) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- 8) Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- 9) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- 10) New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Source: *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings*. U.S. Department of the Interior, National Park Service, Cultural Resource Stewardship and Partnerships, Heritage Preservation Services, Washington, D.C.

Source: *The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings*. U.S. Department of the Interior, National Park Service, Heritage Preservation Services, Washington, D.C.

## **General Standards**

Complying in intent with the Secretary of the Interior's Standards and Guidelines for Rehabilitation, these Standards and Guidelines pertain to buildings of all occupancy and construction types, sizes and materials. They apply to permanent and temporary construction on the exterior of existing buildings within the historic districts, as well as new construction. The WHDC cites one or more of these standards in each decision it makes on an application.

Section 311.3 of Warwick's zoning ordinance requires that before a property owner may authorize or commence construction, alteration, repair, removal or demolition affecting the exterior appearance of a structure or its appurtenances within an historic overlay district, the owner must receive a certificate of appropriateness from the Historic District Commission. These Design Guidelines and Standards are mandatory for all such work on structures in an historic district unless a modification is approved by the Commission. However, whenever a building permit is not required for such construction, alteration, repair, removal or demolition, observance of these Design Guidelines and Standards is not mandatory, but applicants are strongly encouraged to adhere to these Design Guidelines and Standards to preserve the value of their historic property and community.

### **BE MINDFUL OF CHANGE IN USE**

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<ul style="list-style-type: none"><li>a. New uses that require the least change to existing structures are encouraged.</li><li>b. Every reasonable effort should be made to provide a compatible use for the building that will require minimal alteration to the building and its site.</li></ul>	<ul style="list-style-type: none"><li>a. Planning a new use for a historic building and its setting which will require significant changes to the existing structure(s) and setting to accommodate the new use and thereby requiring extensive modifications to historic character-defining elements.</li><li>b. Failing to provide a compatible use for the building that will require only minimal alteration to the building and its site.</li></ul>

### **PRESERVE CHARACTER DEFINING FEATURES**

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<ul style="list-style-type: none"><li>a. Avoid removing or altering any historic material or significant and authentic architectural features.</li><li>b. Original character-defining materials and details that contribute to the historic significance of the building or structure should be preserved whenever feasible.</li><li>c. Rehabilitation work should not destroy the distinguishing character of the building and its setting.</li><li>d. Examples of historically significant architectural</li></ul>	<ul style="list-style-type: none"><li>a. Removing or altering historic materials and/or significant architectural features.</li><li>b. Removing original materials and details that contribute to the historic significance of the structure.</li><li>c. Rehabilitation work that destroys the distinguishing character-defining features of the property or its setting is not appropriate.</li></ul>

features are building cladding materials (decorative wood shingles, wooden clapboards); wooden doors, doorways and porches; wooden window frames, sash, and window trim; masonry walls and features; eave brackets, gable barge boards, and decorative railings and trim; as well as brick and stone chimneys. Other significant elements may be the overall building form, roof shape and materials, and finish.	
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## **PROTECT AND MAINTAIN EXISTING HISTORIC STYLISTIC ELEMENTS**

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<ul style="list-style-type: none"> <li>a. Protection includes the maintenance of historic material through treatments such as weather-proofing, caulking, and repainting.</li> <li>b. Non-abrasive or "soft" procedures for cleaning, refinishing, and repairing historic materials should be used.</li> </ul>	<ul style="list-style-type: none"> <li>a. Failing to protect and maintain historic setting material through treatments such as weather-proofing, caulking, and repainting.</li> <li>b. Using abrasive procedures such as sand blasting or water blasting for cleaning, refinishing, and repairing historic materials which erode and destroy protective surface layers.</li> </ul>

## **MINIMIZE INTERVENTION, REPAIR RATHER THAN REPLACE**

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<ul style="list-style-type: none"> <li>a. Repair deteriorated historic architectural features rather than replace them wherever possible.</li> <li>b. Patch, piece-in, splice, consolidate, or otherwise repair the existing historic exterior material, using recognized preservation methods whenever possible.</li> </ul>	<ul style="list-style-type: none"> <li>a. Removing and replacing slightly deteriorated historic architectural features rather than repairing them.</li> <li>b. Failing to patch, piece-in, splice, consolidate, or otherwise repair the existing historic exterior material, using recognized preservation methods, whenever possible, and removing and replacing with new materials that are incongruous.</li> </ul>

## INCLUDE THE REPLACEMENT OF MISSING PORTIONS OF AN ARCHITECTURAL FEATURE IN REPAIR ACTIVITIES

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<ul style="list-style-type: none"> <li>a. Match the original construction material. A missing wooden feature should be replaced with wood. A missing stone feature should be replaced with stone. A substitute (in-kind) material may be acceptable on a case by case basis if the form and design of the substitute conveys the same visual appearance of the original and the feature is hard to access and prone to water damage, weathering, and rot.</li> <li>b. Use methods that minimize damage to the original materials when disassembly of a historic element is necessary for its rehabilitation, or when a historical feature needs to be moved to be saved, repaired, or rebuilt.</li> <li>c. Always devise methods of replacing the disassembled historic materials in their original configuration. It is very easy to lose materials during a project.</li> <li>d. Replacement of missing architectural features should be based upon historical documentation to produce accurate duplications of the original style and character.</li> <li>e. In the event replacement is necessary, the new material should match the historical material being replaced in design, texture, and other visual qualities.</li> <li>f. In replacing newer, non-historical materials or elements that have been substituted for original material, the design of the replacement work and materials should be substantiated by physical and/or pictorial evidence of original materials whenever feasible. If documentation of original design does not exist, a new compatible design may be used.</li> <li>g. Use building materials similar to those employed historically, although hard-to-maintain architectural features, such as roof brackets and trim moldings on upper floors may be reproduced in approved durable composite materials as in paragraph h. below.</li> <li>h. If alternate composite materials or other substitute materials are allowed to be used, the</li> </ul>	<ul style="list-style-type: none"> <li>a. In replacing missing portions, failing to match, on close inspection, the look and feel of the original material. A substitute material is not appropriate if the form and design of the substitute does not convey the detail and visual appearance of the original. Vinyl and aluminum siding are not appropriate because they do not convey the same surface texture and dimensional character as the stone and brick masonry, wooden shingle, and clapboard materials found in 18<sup>th</sup>, 19<sup>th</sup>, and early 20<sup>th</sup> century buildings.</li> <li>b. When disassembly of an historic element is necessary for its rehabilitation, failing to use methods that minimize damage to the original materials, and failing to keep track of materials so that they are lost.</li> <li>c. Failing to plan carefully for the placement of disassembled materials back into their original configuration.</li> <li>d. Failing to use historical documentation to create accurate duplications of missing original features and thereby creating a false historical appearance.</li> <li>e. Failing to match historical material being replaced with new materials that match in design, texture, and other visual qualities.</li> <li>f. Failing to substantiate replacement materials with physical and/or pictorial evidence of the original materials.</li> <li>g. Failing to use materials similar to those employed historically whenever possible.</li> <li>h. If alternate composite materials are allowed to be used, it is not appropriate to apply the materials in precast assemblies (strips or sheets) rather than as individual components in the traditional manner, thereby failing to convey (on close inspection) the same visual appearance as the replaced historical materials.</li> <li>i. Where insufficient documentation exists to reconstruct accurately original design details,</li> </ul>



<p>materials should be applied as individual components in the traditional method and they should match the original in appearance including texture, profile, pattern, and weather surface.</p> <p>i. Where reconstruction of an element, detail or feature is impossible because of a lack of historical evidence, a new design that relates to the building in general size, scale, and material may be considered. Use design elements that reflect the building's style for replacement of features where insufficient documentation exists to reconstruct more accurately original design details.</p>	<p>creating a new design for a missing feature that does not relate to the building in general size, scale, and material; and not using design elements that reflect the building's style for the replacement of features.</p>
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### EXISTING ALTERATIONS MAY BE IMPORTANT TO RETAIN

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<p>a. Preserve older alterations that have achieved historical significance.</p> <p>b. Many changes to buildings that have occurred in the course of time are themselves evidence of the evolutionary history of the building and its surrounding neighborhood. These changes may have developed significance in their own right. An example of such an alteration may be a porch, a kitchen ell, or bay window, or a storefront that was added to the original building during in its history.</p> <p>c. More recent alterations and additions (less than 50 years old) that are not historically significant may be removed.</p>	<p>a. Failing to respect and preserve older alterations that have achieved historical significance in their own right. Many changes to buildings that have occurred in the course of time are themselves evidence of the history of the building and its neighborhood.</p>

### SERVICE AREAS, MECHANICALS, GREEN INFRASTRUCTURE

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<p>a. Screen service equipment, including solar panels, wind turbines, satellite dishes, and trash containers from public view.</p> <p>b. The visual impact of mechanical and electrical equipment including, but <i>not</i> limited to telecommunications devices, satellite dishes, solar panels, and air handling units should be minimized. These devices may be better located</p>	<p>a. Failing to screen service areas, infrastructural equipment, and trash containers from public view. Utility wires should not be clustered on building exteriors.</p> <p>b. Roof locations for mechanical and electrical equipment including wind generators and solar panels are generally not appropriate unless they are visually unnoticeable at ground level or can</p>

<p>on the ground in screened locations.</p> <p>c. Satellite dish use is strongly discouraged in visible areas. If a dish must be placed in view, it should be screened with fencing and/or plantings. If roof placement is needed, the dish must be small and located on a rear or side section of roof not visible from a public way. Solar panels on roofs may be appropriate if they are not noticeable from the street at ground level.</p> <p>d. Rehabbed historic buildings are inherently green due to the materials saved, rather than disposed of in a landfill. Wooden buildings that are healthy, that breath, and that are properly ventilated are greener than tightly sealed buildings. All installations for green energy infrastructure are encouraged, provided that all zoning code requirements are met.</p>	<p>be screened from view.</p> <p>c. Failing to recognize ventilation of historic buildings as an integral component of an energy efficiency project</p>
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#### **RETAIN HISTORIC ACCESSORY OR AUXILIARY BUILDINGS**

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<p>a. Historic accessory buildings can contribute to the overall character of the principal building. Their orientation, design, materials, and architectural details should be preserved. If repairs are needed, they should be made in-kind, using the same materials, or materials that are very similar to the originals.</p> <p>b. An accessory building that has deteriorated beyond repair should be replaced with a design and materials that are compatible with the principal structure in siting, scale, and the arrangement of windows and doors.</p> <p>c. Proposed changes to non-significant accessory structures should likewise be compatible with the character of the property and the Historic District. Accessory buildings can add to the character and charm of the neighborhood area due to their scale.</p>	<p>a. Failing to recognize that historic accessory buildings can contribute to the character of the principal structure and the surrounding area.</p>

## **Repairs, In-Kind Replacement and Restoration**

### **DEFINITIONS**

**Repair:** Work meant to remedy damage or deterioration of a structure or its appurtenances, which will involve no change in materials, dimensions, design, configuration, detail, texture or visual appearance.

**In-kind replacement:** Replacement of an existing historical architectural feature, damaged or deteriorated beyond repair, where the new feature will match the feature being replaced in design, detail, appropriate materials, dimensions, configuration, texture and visual appearance. (Replacement features which will differ from the existing in design, materials, configuration, texture, dimensions and other visual qualities shall be reviewed by the WHDC as an alteration; see "Major Alterations" guidelines.)

**Restoration:** Re-creating an original architectural element that no longer exists so that it closely resembles the appearance it had at some previous point in time, based on historical, documentary, physical or pictorial evidence.

### **GENERAL GUIDELINES**

The following guidelines attempt to address the most common repair/replacement issues in the historic districts. If your project is not listed here, check with Historic District staff about appropriate guidelines.

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<p>a. Deteriorated architectural features should be repaired rather than replaced wherever possible; repair is often cost effective and conserves original historic materials.</p> <p>b. If replacement of an historic architectural feature is necessary, the new feature should match the existing as closely as possible in materials, dimensions, design, detail, color, texture and other visual qualities. Replacement in kind of non-historic elements may be permitted, but applicants are encouraged to seek more appropriate solutions.</p> <p>c. Restoration of missing historic features, or of original or historical conditions, should be substantiated by documentation (e.g. historic photographs, drawings, physical evidence). Where existing features are not appropriate to the historic structure, and documentation exists as to the original condition, then restoration or reconstruction of the original feature may be reviewed by staff without a public hearing.</p>	

## COMMON REPAIR/REPLACEMENT ISSUES

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<ul style="list-style-type: none"><li>a. Use of woods with high resistance to rot, such as cedar and mahogany is encouraged for replacing wooden elements that are prone to decay, such as structural elements or those features that touch the ground.</li><li>b. Pressure-treated lumber and composite lumber may be considered when replacing wooden elements that are prone to decay.</li><li>c. Non-structural elements that traditionally are finished with paint or stain, such as deck floors, newel posts and caps, porch lattices and decorative details may also make use of pressure-treated wood.</li></ul>	<ul style="list-style-type: none"><li>a. Pressure-treated wood is not recommended for handrails, porch railings or balusters due to its tendency to warp.</li></ul>

## SIDING

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<ul style="list-style-type: none"><li>a. Use materials similar to those employed historically in terms of size, shape, and texture.</li><li>b. Choose wood siding that most closely matches the shape, size, profile, and texture of the historic wood siding when seeking to repair or replace wood siding. Often historic wood siding is underneath synthetic siding (such as aluminum, asbestos, or vinyl) and it can be used as a guide.</li></ul>	<ul style="list-style-type: none"><li>a. Using modern synthetic wood siding replacement treatments and materials when in-kind wood siding replacement is available and more appropriate. Using new siding, which does not match the original dimensions and reveal is not appropriate. Vinyl and aluminum siding are not appropriate due to either their untested durability, inability to convey an appropriate appearance, or installation impact.</li></ul>

## WOOD TRIM AND ORNAMENT

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<ul style="list-style-type: none"><li>a. Maintain historic trim and ornament. Provide proper moisture control and drainage so that water is not allowed to stand in flat, horizontal surfaces, or accumulate on or in decorative features.</li><li>b. Preserve existing trim and wooden architectural features such as (but not limited to) porch columns, balustrades, roof brackets, parapets, cornices, doorway enframements, window brackets and hoods, cupolas, and roof finials in places where they survive. Replace only if</li></ul>	<ul style="list-style-type: none"><li>a. Failing to maintain and repair original trim and ornament. Failing to identify, evaluate, and treat the cause of wood deterioration such as (but not limited to) faulty flashing, leaking gutters, cracks and holes in siding, deteriorated caulking in joints and seams, overgrown plantings too close to the building trapping moisture, or insect or fungus infestation.</li><li>b. Failing to preserve existing trim and other features in places where they survive.</li></ul>

<p>severely deteriorated and only with in-kind materials. Composite materials may be appropriate for duplication and replacement on a case by case basis if the feature is on an upper floor or roof, difficult to maintain, and severely deteriorated.</p> <p>c. Where original trim or ornament is missing, replace missing elements if possible with designs to match the original based upon historical documentation. Use original proportions for trim designs as templates for replacement work. Duplication of missing trim and ornament in composite materials may be considered, on a case by case basis if the element is on an upper floor or roof, or subject to repeated water splash and moisture intrusion.</p>	<p>c. Where original trim is missing, replacing missing elements with designs that do not match the original or are based upon inappropriate design motives for the building's architectural style, giving a false historical appearance.</p>
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## MASONRY

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<p>a. Clean masonry only when necessary to halt deterioration or remove heavy soiling.</p> <p>b. Remove damaged or deteriorated paint or surface treatments only to the next sound layer using the gentlest method possible (such as hand scraping) prior to applying a new surface treatment.</p> <p>c. Repair masonry walls and other masonry features by repointing the mortar joints where there is evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose bricks, damp or damaged walls, or loose stucco veneer work.</p> <p>d. Remove deteriorated mortar between "soft" masonry (brick, etc.) by carefully hand-raking the joints to avoid damaging the surrounding masonry.</p> <p>e. Duplicate old mortar in strength, composition, color, texture, and reveal. Often 18<sup>th</sup> and 19<sup>th</sup> century mortar is much softer than modern mixes, with matching softer brick composition and strength.</p> <p>f. Apply new, non-historic, surface treatments to repel water or moisture intrusion only after repointing and only if other masonry repairs have failed to arrest the problem.</p>	<p>a. Cleaning masonry surfaces when they are not heavily soiled, thus subjecting surfaces unnecessarily to moisture or chemicals which can damage such surfaces</p> <p>b. Using methods of removing surface treatments (paint) such as sand-blasting, the application of chemical strippers, rotary sanding discs, rotary wire strippers, and the like, which are destructive to masonry surfaces and mortar joints. Sandblasting brick or stone surfaces using dry or wet grit or other abrasives is generally not appropriate.</p> <p>c. Removing non-deteriorated mortar from sound joints, then repointing the <i>entire</i> building to achieve a uniform appearance. Using an all-over "scrub" coating technique to repoint rather than traditional repointing methods is not appropriate.</p> <p>d. Using mechanical saws and hammers (that can damage surrounding soft masonry work) to remove deteriorated mortar, rather than hand tools.</p> <p>e. Changing the width, profile, and composition of historic mortar joints when repointing.</p> <p>f. Sealers and water proofers are not encouraged, as they can trap moisture within walls and lead to further deterioration, however, they may be</p>

	<p>permitted in cases of severe deterioration, provided they do not change the color of the masonry or leave a shiny residue. Test patches or material samples may be required.</p> <p>g. Applying water-proofing or water-repellent coatings such as stucco or paint to masonry as a substitute for repointing and masonry repairs. Such coatings may actually accelerate deterioration if the underlying problems are not corrected and such coatings may change the historical appearance of the building.</p>
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## **PAINT REMOVAL/LEAD PAINT**

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<p>a. Painted surfaces require periodic maintenance, but stripping all paint off of a historic structure is often unnecessary. Removing trouble spots, priming and repainting with one (not thick) layer of new paint will often suffice.</p>	<p>a. Wood features should not be stripped of paint to bare wood if they were painted historically; paint protects the surface from moisture and light.</p> <p>b. Mechanical and abrasive removal techniques, including grit blasting, high-pressure water and rotary disc and wire sanders can severely damage wood and masonry substrates and are not permitted; however, abrasive methods may be used on cast iron and other metals in conjunction with required vacuum equipment and High Efficiency Particulate Air (HEPA) filters. In all cases, dust and debris must be contained and disposed of properly.</p>

## ROOFING AND GUTTER SYSTEMS, FASCIA AND SOFFIT

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<p>a. Preserve roofs at their original pitch and configuration, including their historic structural and decorative components, e.g., roof boards, rafters, venting, ridge cresting, lightning arrestors, balustrades, raking cornices, cornice moldings, fascia treatments, soffit treatments and brackets, drip edges, etc.</p> <p>b. Preserve the character of original roofing materials whenever possible. Where they currently exist, wood-shingled roofs should be replaced with wood shingles, and slate roofs should be replaced with slate or synthetic slate, if possible. Asphalt shingles are appropriate as replacement in-kind for existing asphalt-shingled roofs.</p> <p>c. Built-in gutters should be retained wherever possible, as they are character-defining features of certain architectural styles such as Greek Revival, Italianate and Mansard.</p> <p>d. Exposed gutters should be half-round, and downspouts should be round, especially on building constructed prior to the introduction of ogee (K style) gutters (circa 1940).</p> <p>e. Ogee or K style gutters may be used when they are detailed correctly to be part of a classical cornice.</p>	<p>a. Changing the pitch of historic roofs. Removing a major portion of the roof or roofing material that is repairable, then reconstructing the roof with new materials in order to create a more uniform, or "improved" appearance. Proposed alterations to roof forms and the installation or removal of cresting rails, balustrades, finials, cupolas, monitors, chimneys, head-houses, roof decks and other rooftop elements will be reviewed by the WHDC at a public hearing</p> <p>b. Adding new features such as dormer windows, vents, set-in balconies, skylights, widows walks, and cupolas <i>is possible on a case-by-case basis</i>, but not in such a way that historic character-defining qualities are lost and historic character is diminished.</p> <p>c. Reconstructing the roof or re-roofing without providing for adequate ventilation.</p>

## WINDOWS

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<ul style="list-style-type: none"> <li>a. The number, location, size and glazing patterns of original windows, as well as unique features such as curved or bent glass, stained glass, leaded glass and unusual shapes, should be retained and preserved wherever possible.</li> <li>b. If an interior ceiling must be dropped below the height of a window, provide a setback in the ceiling design to allow the full height of the window opening to be preserved.</li> <li>c. Retain, repair, and maintain historic windows and storefronts, if at all possible. These are usually built of far better materials (including wood) than today's replacement windows, and actually provide a better pay back (when repaired, weather-stripped, and provided with storm windows) than replacement windows. This is largely due to the fact that with storm windows, historic wooden windows provide nearly the same insulating value, and replacement windows, regardless of product manufacturer, are very expensive to purchase and install.</li> <li>d. If storm windows are used, they should not obscure original window proportions. Triple-track wood or aluminum storm windows are usually acceptable because they provide adequate insulation, help owners retain original window sash and casings, and are easily reversible. New replacement storm windows may be added to the interior or the exterior to provide weather-proofing and insulation matching that obtained by double glazing or insulated window units, provided they are sufficiently ventilated to prevent moisture build on the inside. Fabric storm panels may be approved provided they are hung rather than roll-up.</li> <li>e. Where replacement of severely deteriorated historic window sash is warranted, replacement sash matching the original single-glazed sash is the preferred treatment. This will not require costly removal of the original window casings or storm windows. Replacement in-kind of the window sash with new sash and rehabbed jambs is preferred over replacement of the entire window unit. This alternative retains the original window opening, casing, and exterior trim. Replacing historic window sash may be appropriate provided the condition of the</li> </ul>	<ul style="list-style-type: none"> <li>a. Changing the dimension of historic window openings, muntin bar, and window glazing configurations and proportions. It is not appropriate to replace historic windows with manufactured windows of vinyl, aluminum, or composite materials when repair of the historic windows is feasible.</li> <li>b. Installing new storm windows which obscure historic window glazing proportions, including roll-up metal storm shutters.</li> <li>c. Installing new manufactured replacement windows which do not match the dimensional qualities of the historic windows they replace. The qualities to match include the window trim, glass size, muntin bar width and reveal, rail, meeting rail, and style dimensions. Also of importance is duplicating the appropriate reveal of the window unit from the exterior wall plane, including the dimension and character of the window sill. New manufactured windows that have fake snap-in muntin grills, or have flat metal or vinyl muntin grills laminated between glazing are not appropriate because they do not convey the authentic appearance of historic true divided light, muntin bar, and glazing configurations.</li> </ul>



existing historic window sash is beyond repair and the replacements meet, as closely as possible, the historic window sash dimensions. A detailed evaluation of the state of deterioration of the historic windows along with detailed product information and a window sash sample must be provided for an evaluation of the appropriateness of such a request.

- f. Where entire replacement of window casing and window sash is proven by the applicant to be warranted due to extreme weathering and subsequent severe deterioration of the historic window sash, jambs, sills, and casings, or if replacement of non-historic windows and casings in place on the building (including non-historic storefront windows) is desired, such replacement window units may be appropriate if the historic dimensional character is replicated, including the window trim, sash dimensions, glass size, muntin bar width and reveal, exterior putty bevel, and rail and style dimensions. The replacement windows (units) may have simulated divided lights (if appropriate) and have thermal glazing. Also of importance is duplicating the appropriate reveal of the window unit from the exterior wall plane, including the dimension and rake of the window sill. This guideline is also to be followed for the addition of any new windows on a historic building or its additions. The placement of any new windows must be documented by historical evidence and be in scale, dimension, and rhythm with the existing historical window placement on the building.

## DOORS AND ENTRANCES

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<ul style="list-style-type: none"> <li>a. Maintain the historical character and orientation of the building entrance(s).</li> <li>b. The number, location and dimensions of original doors should be retained and preserved wherever possible. Repairing original doors is encouraged over replacement. The number and configuration of panels in a replacement door should be consistent with the architectural style of the building.</li> <li>c. Preserve historic storefront entrances where they exist. Use them as a primary entrance to the store.</li> <li>d. Preserve, and restore if possible, original doors and doorway enframements, which contribute to the historical character. Where historic doors are deteriorated beyond repair, they may be replaced in-kind, or constructed of new materials matching the design character of the original.</li> <li>e. Replacement doors, if required, should visually match the historic doors in configuration (if the design is known).</li> </ul>	<ul style="list-style-type: none"> <li>a. Failing to maintain the historical character of the building entrance.</li> <li>b. Removing or in-filling historic entry porches.</li> <li>c. Removing and replacing original historic entry doors and door enframements that are in good condition and contribute to the historic character.</li> <li>d. Replacement of wood doors with aluminum-framed glass or steel doors, and replacement of double doors with single-leaf doors, is discouraged and will require a hearing before the WHDC.</li> </ul>

## PORCHES AND STEPS

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<ul style="list-style-type: none"> <li>a. Historic porches are character-defining and every effort should be made to preserve them. Original materials, configurations, designs and dimensions should be retained. Railings should have a molded cap and balusters inserted between a top and bottom rail; pressure treated wood should not be used for railing balusters because of its tendency to warp and twist. Nosing profiles on original stair treads should be retained.</li> <li>b. Porches should not be enclosed unless the applicant has a compelling justification. Otherwise deteriorated porches should be retained, repaired, or restored to their historical appearance whenever possible, including porch steps, decking, posts, balustrades, brackets and roofs. Building code-required balustrade alterations should be accomplished with the least</li> </ul>	<ul style="list-style-type: none"> <li>a. Enclosing porches unless the applicant has a compelling justification. Replacement of a porch with an open deck would not be appropriate, although ground floor decks may be appropriate on back or side-of-building locations not visible from a public way. In areas in which business is allowed by zoning such decks would be appropriate on the side of commercial buildings covered with a porch roof or awning for outdoor seating. Projecting open upper floor decks supported on posts or brackets may have an incongruous appearance and are not appropriate on the street elevations.</li> <li>b. Removing or concealing decorative porch features in a porch enclosure such as historic porch decking, balustrades, post or column supports, brackets, and other features.</li> </ul>

<p>change possible. Rail height may be increased with a simple horizontal pole.</p> <p>c. Where enclosure of a historic porch is warranted, porch floors, balustrades, post or column supports, brackets, and other features should be retained with the enclosure constructed largely of glass or screen panels mounted behind these features in the traditional method of constructing a porch enclosure. The new enclosure walls of wood and glass, and/or screens should be removable and should be reversible, allowing the original porch details to be preserved, including the original exterior wall and fenestration of the building within the porch.</p>	<p>Enclosing a porch with solid walls and louvered windows, picture windows, or sliders is not appropriate.</p>
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## **SITE IMPROVEMENTS**

The relationship between a historic building and its site features such as green spaces, pathways, paved areas, terraces, retaining walls, boundary walls and grade levels is important in defining the overall historic character of the building and the surrounding historic district.

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<p>a. Historic site plans and features should be identified, retained and preserved.</p>	

## **SETBACKS**

<p>a. Maintain the pattern, placement, orientation, rhythm, and alignment of existing historic buildings established by the traditional setbacks from the street wherever possible.</p>	<p>a. Staggering the pattern, placement, orientation, and alignment of new in-fill construction so that the traditional setback established by the existing historic buildings is significantly interrupted or broken.</p>
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## **ENTRANCE ORIENTATION**

<p>a. Maintain the traditional placement or location of site entrances and exits, including driveway alignments and historic pavements</p>	<p>a. Altering or erasing the traditional placement or location of site entrances and exits, including driveway alignments, so that the traditional visual character of the streetscape is diminished, and removing historic pavement surfaces or replacing such materials with new materials which do not convey the same historical appearance.</p>
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## **PAVING**

<ul style="list-style-type: none"> <li>a. Where character-defining paving materials exist in the area, including sidewalks and curbing, consider using similar materials for new paving.</li> <li>b. Preserve historic paving materials in their original location. Where repair or replacement is warranted due to safety concerns or to advanced deterioration or wear, repair or replace with in-kind materials to retain the historical appearance.</li> </ul>	<ul style="list-style-type: none"> <li>a. Introducing new materials to replace historic paving materials that do not convey the same or similar visual characteristics as the historical materials.</li> <li>b. Removing historic paving materials, even if due to advanced deterioration or safety concerns, without replacement in-kind or with new materials that convey the same visual character.</li> </ul>
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## **PARKING AREAS AND DRIVEWAYS**

<ul style="list-style-type: none"> <li>a. Larger parking areas may be divided into small components so that the visual impact of large paved areas is reduced. Use public parking.</li> <li>b. Plant buffers and rain gardens at the edges of the parking areas to absorb storm runoff.</li> <li>c. Include islands of planting and/or trees in the interior of parking areas.</li> <li>d. Side or rear locations are preferred for additional parking areas.</li> </ul>	<ul style="list-style-type: none"> <li>a. Creating large open parking areas for needed parking, rather than adding broken-up and smaller component parking areas and landscaping to reduce the visual impact. Demolition of historic structures to create parking is not appropriate.</li> <li>b. Paving of front or side yards to accommodate parking is discouraged.</li> </ul>
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## **HISTORIC LANDSCAPE FEATURES**

<ul style="list-style-type: none"> <li>a. Historic landscape features such as, but not limited to, fences, gates and posts, paving, terraces, arbors, pavilions, specimen trees, hedges, and other appurtenances should be retained, repaired, and preserved whenever possible.</li> <li>b. Variations in new landscape treatments and pocket parks should be encouraged as long as they contribute to the area.</li> </ul>	<ul style="list-style-type: none"> <li>a. Removing and not retaining or repairing historic landscape features, such as but not limited to, stone walls, gates and posts, paving, terraces, arbors, pergolas, specimen trees, hedges and other appurtenances so that the historic landscape is destroyed and lost, and the setting for the historic architecture compromised.</li> <li>b. Adding landscape features that do not relate to the historic setting and thereby compete with historic landscape features and the character of the immediate area.</li> <li>c. Disturbing or destroying archaeological sites or areas (and their appurtenances) which may yield archaeological materials.</li> </ul>
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## STREET TREES AND LANDSCAPING

<ul style="list-style-type: none"><li>a. Street trees offer pedestrians shade and protection from traffic and parked cars.</li><li>b. Diverse plantings of trees that are hardy and native to coastal New England are preferred. Those that are vase-shaped will be more suitable than others.</li></ul>	<ul style="list-style-type: none"><li>a. Trees should not be planted as a monoculture.</li><li>b. Trees that drop messy fruit or large leaves should be avoided.</li><li>c. Plantings should not include trees and shrubs that are invasive, such as bamboo, bittersweet, and Norway maple trees.</li></ul>
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## STONE WALLS

Historic stone walls anywhere in Warwick fall under the purview of the HDC. Section 311.10 of the Zoning Ordinance requires that any alteration, including demolition or relocation, may occur only after such planned action has been approved by the HDC.

<ul style="list-style-type: none"><li>a. Reconstruction shall match that of the original wall. If the existing wall is of drywall construction, a reconstructed wall shall be of either drywall or hidden cement construction.</li></ul>	<ul style="list-style-type: none"><li>a. Stone walls in disrepair or in neglected condition may not be removed for the sake of convenience from their present location but must be repaired or left as is. Refer to Section 311.10 Paragraph (B)3.(a) of the Warwick Zoning Ordinance for exceptions.</li></ul>
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## Minor Alterations

### AWNINGS

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<ul style="list-style-type: none"><li>a. Where possible, awnings should be mounted within a recessed door or window opening rather than directly onto the face of the building. Awnings should be shaped to the opening in which they are installed.</li><li>b. Opaque soft canvas, acrylic or vinyl materials are preferable to wood or metal. Translucent fabrics may be used for lettering or graphics.</li><li>c. Colors should be compatible with the building.</li></ul>	<ul style="list-style-type: none"><li>a. Awning installation should not damage the building or visually impair distinctive architectural features. Where possible, awnings should be mounted within a recessed door or window opening rather than directly onto the face of the building. Awnings should be shaped to the opening in which they are installed.</li></ul>

## FENCES AND GATES

While complete privacy is often not possible in densely built urban areas, a fence can mark the boundary between one property and another, or distinguish public spaces (streets and sidewalks) from semi-public spaces (front yards). Fences are often character-defining features and should be treated sensitively. It is important that the fence design harmonize with the character of the historic structure and the surrounding district.

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<ul style="list-style-type: none"><li>a. Maintain traditional fence lines where they exist, wherever possible.</li><li>b. Preserve historic fences and their character in their original location, including hedges, masonry walls and their features, picket fences, and gates.</li><li>c. Front yard fences should be designed to allow views of the yard and building. While fences for rear or side yards may be more opaque, be aware that tall, solid fences that obscure views to the building and the yard can also hide intruders: consider a compromise between privacy and security.</li><li>d. Gates should be compatible with any existing fencing, walls or landscaping, and should be designed to swing onto the private walkway or driveway, not onto the public sidewalk.</li></ul>	<ul style="list-style-type: none"><li>a. Relocating fence lines from where they once existed or creating new fence lines where they did not exist historically so that the lot orientation and visual dimension are erased or confused.</li><li>b. Not retaining historic fences in their original location, including, picket fences, hedges, masonry walls and their features, and gate posts and gates.</li><li>c. On close inspection, vinyl fences do not convey the same visual appearance as wooden fences and are not appropriate.</li><li>d. Woven wire (chain link) and stockade fences (with jagged tops) are not appropriate.</li></ul>

## UTILITIES, MECHANICAL AND COMMUNICATIONS EQUIPMENT

Refer to the Building Code and the Zoning Ordinance for related restrictions on heating, ventilation, and air conditioning (HVAC) equipment and rooftop structures.

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<ul style="list-style-type: none"><li>a. HVAC and other equipment should be located inside the building wherever possible. If exterior installation is necessary, units should be sited in side and rear yards rather than the front yard, or placed on flat roofs out of view from street level.</li><li>b. HVAC and other equipment in yards should be screened with fencing or landscaping. Communications equipment may be screened if screening does not aggravate a negative visual impact and if it does not interfere with signal reception.</li></ul>	<ul style="list-style-type: none"><li>a. Generally, pitched roofs are not appropriate locations for mechanical equipment. Exterior ductwork is discouraged but if necessary should be located inconspicuously.</li></ul>

## SHUTTERS AND BLINDS

Shutters (with solid panels) and blinds (with louvers) were traditionally used to control light and ventilation, and to improve privacy. Today, their primary purpose is decorative. Shutters and blinds were common on houses built before 1860; were sometimes found on Italianate and Second Empire styles of the 1860s-1880s; and were also exhibited on Colonial Revival and Neoclassical styles of the early 20th century.

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<ul style="list-style-type: none"><li>a. Wood (painted a dark color) is the traditional material. Vinyl and metal do not adequately replicate the appearance of wood and are not appropriate.</li><li>b. Each shutter or blind should match the height and one-half the width of the window opening.</li><li>c. Shutters and blinds for arched windows should follow the shape of the window opening.</li><li>d. Proper shutter hardware and placement is important. Shutters and blinds can be hung from a variety of hinges, slide bolts, pintels and shutter dogs; historic hardware designs are still available.</li><li>e. Blinds should be hung so that the louvers point upward when the blinds are open; the louvers on operable blinds point downward only when the blinds are closed.</li></ul>	<ul style="list-style-type: none"><li>a. Shutters and blinds are generally inappropriate on windows that are wider than they are tall, such as picture windows.</li><li>b. Tacking shutters and blinds onto the face of the building is not appropriate because shutters and blinds should appear to be operable.</li></ul>

## SIGNS

Signs are one of the most prominent visual elements on a street. Well-designed signs add interest, color and variety to building facades and streetscapes; poorly designed signs can cause visual clutter and be a major distraction from a well-designed storefront or converted residential building. Although signs should be clearly visible, signage in historic districts should be scaled to pedestrians, not automobiles.

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<ul style="list-style-type: none"><li>a. All signs should be designed in conformance with the City of Warwick Sign Ordinance Section 800. Included are size and location limitations as well as construction materials and illumination.</li><li>b. Traditional wall-mounted and perpendicular (hanging) wooden signs are encouraged.</li><li>c. In terms of preferred locations, for commercial buildings wall-mounted horizontal signs should be located above the store front windows and entrance on the sign board frieze, which is a wide horizontal board found on traditional storefronts.</li><li>d. Perpendicular or hanging signs should be located</li></ul>	<ul style="list-style-type: none"><li>a. Signs that do not comply with the City of Warwick's zoning ordinance.</li><li>b. Signs that are out of proportion to the building upon which they are located and which obscure or damage character-defining architectural details on historic buildings</li><li>c. Signs that are not made of wood or an approved substitute material are not appropriate.</li><li>d. Signs that are internally illuminated are not appropriate.</li></ul>

<p>at one side of the storefront at a height that poses no threat to pedestrians.</p> <p>e. Whether a horizontal or perpendicular sign, character-defining architectural building details should not be obscured by the size and placement of the sign.</p> <p>f. All wall-mounted and hanging signs should be constructed of wood or a wood-substitute material that conveys the look and feel of wood to the satisfaction of the WHDC.</p> <p>g. Signs painted or applied to the glass storefront windows are also encouraged, provided they meet zoning requirements.</p> <p>h. Building signs should be illuminated with external indirect lighting rather than internal lighting through translucent panels. External lighting should be of low lumens and appropriately shielded so as to illuminate the sign, and building façade and adjacent pedestrian areas (if appropriate). All lighting shall be dark sky compliant.</p> <p>i. Temporary, reversible seasonal, special occasion, and holiday sales and banner displays and decorations are encouraged provided they meet the requirements of the City's Zoning and Building life safety codes.</p>	<p>e. Where corporate standards for logos, colors, dimensions, lighting, sign types and locations are inconsistent with the historic character of the property, these may not be acceptable. Signs should be designed specifically for the property on which they will be placed.</p>
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## **STORM/SCREEN WINDOWS AND DOORS**

The high cost of heating fuels and need to conserve energy has made combination storm/screen windows a common feature on historic buildings. Storm windows can protect historic primary sash from the elements and may be a reasonable alternative to replacing original windows. However, storm windows are not a substitute for weather-tight primary windows. In some cases, restoration with non-visible weather-stripping, caulking, re-glazing and weather-stripping the primary windows can stop air leaks, making storm windows less of a necessity.

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<p>a. Wood, painted aluminum or anodized aluminum may be considered.</p> <p>b. Glass should be clear; glass is preferable to acrylic, which may scratch and discolor over time.</p> <p>c. Frame colors should match those of the window trim.</p> <p>d. Storm windows should have narrow perimeter framing, and the meeting rails between upper and lower panels should align with the meeting rails of the primary sash.</p>	<p>a. Raw aluminum (with a silver finish) is not appropriate.</p>



e. Windows with stained glass, leaded glass, curved glass or unusual shapes or materials may require special custom treatments in order to preserve the window and its unique visual qualities.	
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### **Major Alterations and Additions to Contributing Buildings**

The primary purpose of the historic district ordinance is to preserve buildings, especially contributing buildings, as well as historic and architecturally significant sites and appurtenances. It is important to identify character-defining features such as height, setback from the street, shape, roof form, wall cladding, trim and ornamentation, windows and doors, porches and stairs, siting, storefronts and signs. Alterations which recognize, maintain and preserve distinctive features, materials, finishes, construction techniques and examples of craftsmanship will help to protect the integrity of the historic property and the district.

Contributing is defined as having been built 50 or more years ago.

### **RELATIONSHIP TO MAIN BUILDING**

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<p>a. Additions to existing buildings should be compatible with the size, scale, fenestration (size and rhythm), material finish, and character of the main building and its setting of adjacent historical buildings.</p> <p>b. Additions can include porches, as well as entire wings, rooms, or upper floors.</p> <p>c. Additions of new wings or sections of buildings (upper floors included) should be smaller and secondary to the main sections of the building. They may have a stepped-down roof, lower ridge line, and/or be separated from the main section by a building hyphen or connecting link. They can be built in a contemporary style, but must be respectful of the architectural quality (whether vernacular, plain, or high style) of the original historic building.</p> <p>d. Additions shall convey a similar architectural appearance to the main (historic) section of the building, but be differentiated from it by means of simplified building design, plainer trim, simpler roof lines, and possibly a subtle change in cladding such as a change from clapboard to shingle.</p> <p>e. Additions shall not give a <i>false</i> historical appearance unless they are designed as replacements for lost historical features based</p>	<p>a. Additions to existing buildings which are not compatible with the size, scale, material finish, and character of the historical (main) building and its setting are not appropriate.</p> <p>b. Additions which do not convey a similar architectural appearance to the main section of the building, or are not differentiated from it by means of simplified building design, plainer trim, simpler roof lines, and possibly a subtle change in cladding such as from clap board to shingle.</p> <p>c. Additions that give a false historical appearance are not appropriate, unless they are designed as replacements for lost historical features based upon historical documentation guiding the design.</p> <p>d. Inserting a new addition on the front of or in front of an historical building.</p>

upon adequate historical documentation and are therefore considered as reconstructions or restorations.	
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## ARTFUL DESIGN CHARACTER

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<ul style="list-style-type: none"> <li>a. Wherever possible, new additions or alterations to buildings should not obscure or confuse the essential form and character of the original building. The rhythm of door and window openings and proportions shall be retained.</li> <li>b. Avoid new additions or alterations that would hinder the ability of the building or its setting to represent the authentic design character of the area in which the building is located in an historic district.</li> <li>c. The main historic building form should always be more visually important in character than the addition. Additions should not appear to be out of scale with the original building.</li> <li>d. If existing features are not appropriate to the architectural style of the building, consider replacement with a more appropriate design.</li> </ul>	<ul style="list-style-type: none"> <li>a. New additions or alterations to buildings that confuse the essential form and character of the original building.</li> <li>b. New additions or alterations that radically change the authentic small scale design character of the immediate area are not appropriate.</li> <li>c. The addition that visually appears more important than the original main building form is not appropriate.</li> <li>d. Alterations that seek to imply an earlier period than that of the building are inappropriate.</li> <li>e. Alterations that seek to imply an inaccurate or out-of-proportion variation on the historic style are also inappropriate</li> </ul>

## LOCATION

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<ul style="list-style-type: none"> <li>a. When locating additions to historic buildings, maintain the pattern created by the repetition of building fronts that are proximate to the building.</li> <li>b. Set back additions from the main building facade so they will not alter the historic rhythm of building fronts in the area.</li> <li>c. Additions should always appear as secondary elements. This can be achieved by using building hyphens, step backs, and roof step downs.</li> <li>d. Opportunities exist to place additions to the rear of buildings facing the street, especially on deep lots.</li> <li>e. Additions to commercial buildings may also be</li> </ul>	<ul style="list-style-type: none"> <li>a. Failing to maintain the pattern created by the repetition of building facades in the area by building an addition that conflicts with the established pattern.</li> <li>b. Additions which, through their placement or attachment to historic materials and forms, obscure or damage ornament, architectural detail, and the historical form and character of the building or its setting.</li> </ul>

<p>placed at upper floor levels by stepping up the roof on a back portion, provided the addition is stepped back from the front gable sufficiently so that the original façade remains the dominant feature.</p> <p>f. Locate additions so they will not obscure or damage significant ornament or detail. Place additions to the side or rear portions of the building which are not readily visible from a public way.</p> <p>g. Ramp or regrade for ADA access. Side or rear locations as alternatives to front entryways are worth exploring.</p> <p>h. Plan new dormers on the rear or side portions of a roof rather than on the front.</p> <p>i. Avoid impacts to decorative features, such as special moldings, window and door trim, or dormers, and other period millwork.</p>	
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## **MATERIALS**

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<p>a. Use building materials that are compatible in style and dimension with the original building, including cladding, windows, doors, and roofing materials. Green building materials will be approved on a case by case basis, provided the architectural character of the building and its context is not jeopardized.</p> <p>b. Substitute materials should be used only on a limited basis and only when: they are compatible with historic materials in appearance; their physical properties are similar to those of the historic materials; and they will not damage the historic materials. They must present a visual appearance that is consistent with the historic period of the structure, and not contribute to further deterioration.</p> <p>c. Removal of existing artificial siding and restoration of original wall surfaces is encouraged.</p>	<p>a. Avoid impacts to special moldings, decorative windows or dormers that are not compatible with the original building.</p> <p>b. Aluminum and vinyl siding are generally not appropriate because:</p> <ol style="list-style-type: none"> <li>1. Their installation usually results in the covering or removal of clapboards, shingles, window and door surrounds, cornices, corner boards and quoins, brackets, belt courses, and other character-defining elements;</li> <li>2. Installation of artificial siding on top of existing siding changes the relationship of elements in the vertical plane of the wall, often eliminating projections and recesses; and,</li> <li>3. Artificial sidings will not halt deterioration all by themselves, and thus are not a substitute for proper repairs. Generally, artificial siding may be considered only for non-contributing buildings.</li> </ol> <p>c. Through-wall air conditioners are discouraged, particularly on primary elevations.</p>

## **Major Alterations and Additions to Non-Contributing Buildings**

"Non-contributing" is defined as being constructed within the past 49 years.

Non-contributing buildings and structures (or appurtenances) within each historic district should not be altered in any manner that renders them less compatible or congruent with any aspects of such buildings, structures, or appurtenances in the surrounding historic district which the City and the National Park Service has determined to be of historical and architectural significance.

**Projects must follow the standards and guidelines for site design, additions, and new building construction.**

## **New Construction and Additions**

New additions and buildings should incorporate design elements, scale, massing, and building materials that are sympathetic to the existing historical buildings nearby. Applied design elements should be avoided, while window and door openings should be well organized and balanced. Simplicity in design is preferred over complexity. Rhyming with and blending in with the historical context is preferred over incompatibility and contrast. Flexibility in design treatments may be granted for rear additions or new construction not seen from the public way.

In general, new buildings should be harmonious in form, material, siting, and scale with the established character of the immediate neighborhood and should not present a false historical appearance. A reconstruction of an historical building once located on the site, based upon accurate documentation, may be appropriate. In addition to the general site design guidelines, the following guidelines apply to all new buildings. Potential redevelopment sites are located within each historic district and are occupied by non-historic buildings or are vacant. In rebuilding on these sites, the design for new construction should be broken into façades that emulate the average façade of nearby historical buildings. Facades of greater width may be relieved by setbacks. The facades should also emulate the average building height of buildings in the immediate neighborhood, especially those that can be seen from the proposed building site. Green buildings are encouraged, provided they are compatible with the context of the area and meet these guidelines. Solar roof shingle installations may be preferable to solar panels and are less obtrusive.

### **BUILDING ORIENTATION**

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
a. Align the façade of the new building with the established setbacks and building rhythm for the area. Whenever possible, the facades should have gable ends facing the street with pitched roofs.	a. Failing to align the façade of the new building with the established setbacks and building rhythm for the area

### **BUILDING FORM AND SCALE**

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
a. New buildings should appear similar in height, mass, scale, form, proportion, and fenestration to historic structures in the area. Two story buildings may have residential spaces on the	a. New buildings that do not appear similar in height, mass, and scale with historic structures in the area or are otherwise incongruous and out of proportion with the historical context are not

<p>second floor. This use adds to the vitality of the street. First floors on commercial buildings shall be differentiated from second floors with a cornice line in the traditional manner.</p> <p>b. Where new building facades will be wider than those found traditionally, subdivide the surface into portions similar in scale to the nearby historic facades by varying set-backs, roof forms, and materials. Larger buildings may have hyphens set back and linking front facades which are traditional widths.</p> <p>c. Use vertical building forms that match those historically used in each historic district. These are generally no more than 2 stories in height. Many buildings are single story and small in character. Many have full glazing across their first floor fronts divided into traditional storefronts. Traditional floor to ceiling heights should be used to retain appropriate vertical scale.</p> <p>d. Use roof forms that visually match those used historically on each historic district including massing, gable orientation and pitch. Gable roof forms are preferred.</p>	<p>appropriate.</p> <p>b. Creating new building facades that are visually wider than those found traditionally and failing to subdivide the surface into portions similar in scale to the historic facades by varying setbacks, roof forms, and materials to diminish the impact.</p> <p>c. Using building forms that do not match those used historically.</p> <p>d. Using roof forms that visually conflict with and do not match those used historically, including massing and pitch</p>
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## **MATERIALS**

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<p>a. Use building materials that are similar to those employed historically in the area for all major surfaces. Masonry, stone, and brick, as well as wood clapboards and shingles are preferred for new construction because they are known to be lasting and of long life.</p> <p>b. Substitute materials should be used only on a limited basis and only when they are compatible with historic materials in appearance, and their physical properties are similar to those of historic materials. They must present a visual appearance that is consistent with the historic character of adjacent structures.</p> <p>c. Materials for roofs should be similar in appearance to those used historically, although asphalt shingles are appropriate.</p>	<p>a. Using building materials that are dissimilar to those employed historically for all major surfaces</p> <p>b. Vinyl and aluminum siding and trim materials do not convey the same historic appearance as the surrounding buildings and therefore are not appropriate.</p>

## ENTRANCES

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<ul style="list-style-type: none"><li>a. Orient the main and secondary entrances of the building in a manner similar to established patterns near the site in the historic district.</li><li>b. Recessed entries are typical of historic commercial buildings and similar elements may be used to define entrances to new buildings.</li><li>c. Conceal garage doors and parking areas in front of garage doors from view from the street if at all possible. New garages for residential buildings in each historic district should be set back from the street for safety and located to the rear or back of the main building.</li><li>d. If ADA access is required by means of a ramp, consider evaluating the street entrance area and adjoining sidewalk to raise the surface level naturally, reduce ramp length, and minimize railings. Changes to door widths and other alterations to character-defining features should be kept to a minimum. Ramp systems should be as unobtrusive as possible given site constraints.</li></ul>	<ul style="list-style-type: none"><li>a. Failing to orient the main and secondary entrances of the building in a manner similar to established patterns in the area, including the use of recessed entries as character-defining elements.</li></ul>

## WINDOWS

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
<ul style="list-style-type: none"><li>a. Use of window types, sizes and proportions similar to the historic window designs in the district is encouraged. Aluminum clad windows (sash, casing, trim) may be appropriate on a case by case basis for detached new buildings, provided they mimic historical window types and details in terms of size, window pane configurations, and muntin profile. These windows shall have permanent muntins, or simulated divided lights with fixed exterior and fixed interior muntins, and spacer/shadow bar.</li><li>b. Facades on commercial buildings should not be blank or solid; windows are an important element in the pedestrian streetscape and shall be an important part of a new building's façade design expressing the storefront character of the street if commercial use is desired.</li></ul>	<ul style="list-style-type: none"><li>a. Using window types, sizes and proportions that are dissimilar to the historic window designs in the district. Creating blank street level walls. Using tinted or opaque glass instead of clear for windows.</li></ul>

## **Design Criteria**

Historic districts in Warwick contain a wide variety of DESIGN building types and architectural styles. While some streets demonstrate great similarity of building sizes, shapes, materials and setbacks, others are characterized by great diversity, demonstrating how a neighborhood has grown over time or how different activities were carried out in the same area. This variety makes it impossible to mandate a specific design for new construction. These guidelines therefore deal with general issues of building height, mass, scale, siting, rhythm, materials, etc. They are intended to provide a framework within which design creativity and the needs of the property owner can co-exist with respect for designated historic districts.

New construction should reflect the design trends and concepts of the period in which it is created, while recognizing that a new building or addition must fit into an existing framework of a variety of older buildings. New structures should harmonize with existing older structures, and at the same time be distinct from the old so that the evolution of the district can be interpreted correctly.

When designing an addition or a new building, consider the following architectural and site features in relationship to the existing structure and/or the surrounding structures:

1. Architectural detail
2. Height
3. Scale
4. Massing, form, proportions
5. Sense of entry, porches, doors, stairs
6. Rhythm and size of openings
7. Roof shape
8. Height of foundation platform and foundation finish materials
9. Known archeological features
10. Color and texture of materials
11. Development patterns
12. Directional expression
13. Topography
14. Parking
15. Siting and setbacks
16. Landscaping
17. Views

All new public and commercial buildings must be fully accessible to the disabled under federal and state law. Emergency egress in any new building shall be accommodated inside the building. See also "Site Improvements," "Barrier Free Access," and "Fences and Gates" guidelines.

## **Barrier Free Access**

Reserved.

## **Fire Escapes**

State building and fire codes require that in case of emergency, a second means of egress must be provided from all buildings. Accommodation of egress requirements in historic buildings requires careful planning so that public safety may be provided while protecting significant architectural features. Ideally, both means of egress should be located inside the building or located so as not to be visible from a public way if exterior is the only alternative.

## **Demolition**

Demolition of any historic structure constitutes an irreplaceable loss to the historic district and the City of Warwick. Even the demolition of a non-contributing structure, or a secondary structure such as a garage, can have serious consequences for the district as a whole. Consequently, demolition is strongly discouraged.

Demolition proposals are reviewed on a case-by-case basis. The applicant must make a good faith effort to demonstrate that all alternatives to demolition have been evaluated (including rehabilitation, sale, adaptive reuse and relocation of the structure), and to provide both architectural and financial data to support a conclusion that demolition is the only prudent solution. The documentation requirements for demolition proposals are extensive, but complete information is necessary for the WHDC to make an informed decision.

All demolition proposals should include information about how the site will be treated once the structure is removed. Where demolition of a primary structure is proposed, plans for development of the site with new construction should be included with the application. Replacing a building with a surface parking lot can seriously diminish the architectural integrity of historic districts and is not appropriate.

Upon approval of an application for a Certificate of Appropriateness for demolition, the WHDC may require that the exterior and interior of the structure be recorded, at the owner's expense, according to the documentation standards of the Historic American Buildings Survey (HABS) and the Historic American Engineering Record (HAER). Such records would be deposited with the WHDC.

## **APPLICATION PROCEDURES**

EVERY demolition proposal within a local historic district requires an application for a Certificate of Appropriateness, through the Building Permit Process. Consultation with the WHDC staff prior to submitting an application is strongly encouraged. The review process consists of at least two monthly public meetings, and is structured to give ample time to the community, the applicant and the WHDC to obtain information and study the proposal thoroughly. Where demolition of a secondary or non-contributing structure is proposed, the WHDC may at its discretion decide to streamline this process. Review procedures can be summarized as follows:

1. Application is submitted through the City of Warwick Building Permit Portal. Applications must be documented as outlined below; incomplete applications cannot be reviewed.
2. Preliminary public meeting is held to determine the architectural and historic significance of the structure and its contribution to the historic district, and to determine whether to accept the application as complete. The applicant and/or property owner shall attend the meeting and present the application to the WHDC. Public comment will be taken. The WHDC shall first determine whether the structure proposed for demolition is:
  - a) contributing to the significance of the district, and valuable to the City, state or nation;
  - b) contributing to the significance of the district, and valuable for the period of architecture it represents, or to the district; or,
  - c) non-contributing to the significance of the district. The WHDC will use its own judgment in making determinations of architectural and historical significance, and may call upon expert witnesses. Applicants may also present testimony as to the significance of the structure.



Next, the WHDC shall determine whether sufficient information has been submitted with the application to allow thorough review (see "Documentation Requirements," below), and whether all alternatives to demolition have been considered. If the WHDC finds that the documentation is complete and all alternatives to demolition have been considered, it will vote to accept the application and schedule the application for review at the next regular meeting. If the application cannot be accepted because additional information is needed, then the preliminary meeting will be continued until the next regular WHDC meeting or such time as the additional information can be submitted. The application is considered formally accepted as of the date of the vote to accept.

3. Second public meeting is held at the next regular meeting following the vote to accept the application, to review the application in light of the Review Criteria listed below. The criteria vary depending on whether the structure was determined to be a contributing or non-contributing structure in the district. The applicant and/or property owner shall attend, and public comment will be taken.

If the structure is contributing, the WHDC votes whether the proposal meets the primary review criteria outlined below. If so, the application will be reviewed in light of the secondary review criteria. If the application is consistent with both the primary and the secondary review criteria, it may be approved, either as submitted or with conditions. If not, the application may be denied.

If the structure is non-contributing, the WHDC votes whether to approve, approve with conditions, or to deny the application for demolition, using the secondary review criteria outlined below.

At the second meeting the WHDC will also review any claim of economic hardship (see "Economic Hardship" guidelines).

4. A written resolution is issued within 15 days of the vote to approve or deny the application, describing the WHDC's decision and the reasons behind it. Any conditions of approval (such as HABS/HAER recording) must be met before a Certificate of Appropriateness is issued and a demolition permit obtained. If an application is denied, a new application for demolition of the structure may not be submitted for a period of one (1) year from the date of the written resolution.

## **APPLICATION CONTENT**

Every application for a Certificate of Appropriateness for demolition must include the following information:

1. Explanation of Demolition Alternatives:
  - a. An itemized breakdown of the feasibility of all possible alternatives to demolition, and reasons why such alternatives were rejected, including:
  - b. Sale of the structure on the present site to a party willing to preserve the structure.
  - c. Sale of the structure for removal and preservation on a new site. Consider the likelihood of a party willing to buy the structure for removal, and the feasibility of removal in both economic and practical terms.
  - d. Public or quasi-public agencies having any potential use for the structure, or knowing of potential users or purchasers.
  - e. The availability of financial programs that could assist in the rehabilitation and preservation of the structure.
  - f. Alternative uses for the structure that would allow its preservation.

## 2. Financial Data:

- a. Form of ownership of the property, including the names and addresses of the owners. If the owner is an organization, governmental entity or corporation, include the name, address and telephone number of a contact person.
- b. The fair market value of the property as determined by a qualified professional expert.
- c. The amount paid for the property, the date of purchase and the name of the seller, including the relationship between the applicant or owner of record and the party from whom the property was purchased.
- d. The price asked for the property and any offers received in the previous three years.
- e. If the property is commercial or income-producing: the gross annual income from the property for the past three years, the itemized operating and maintenance expenses for the previous three years, the depreciation deduction and annual cash flow before and after debt service for the previous three years.
- f. The remaining balance on any mortgage or other financing secured by the property and the annual debt service for the past three years.
- g. Three bids for the cost of the proposed demolition compared to the cost of stabilizing or "mothballing" the structure, and compared to the cost of rehabilitating the structure.
- h. A list of all economic incentives for preserving the structure available to the applicant through federal, state, city or private programs.
- i. If making a claim of economic hardship, such financial information as listed on page 46-48 of these guidelines.

## REVIEW CRITERIA

At the second public meeting, the WHDC shall use the following criteria for review, based on whether the structure has previously been determined to be contributing or noncontributing to the significance of the historic district.

Contributing Structures: If a structure is deemed contributing, then the WHDC shall consider whether the application meets the following primary criteria:

1. If the structure is deemed valuable to the City, state or nation, such that its loss will be a great loss to the City, state or nation, then in order for the WHDC to approve demolition the structure must constitute a hazard to public safety, which hazard cannot be eliminated by economic means available to the owner, including sale of the structure to any purchaser willing to preserve the structure.
2. If the structure is deemed valuable for the period of architecture which it represents, or to the district as a whole, then at least one of the following requirements must be met in order for the WHDC to approve demolition:
  - a) Retention of the structure constitutes a hazard to public safety, which hazard cannot be eliminated by economic means available to the owner, including the sale of the structure on its present site to any purchaser willing to preserve the structure.
  - b) Preservation of the structure is a deterrent to a major improvement program which will be of substantial benefit to the community.

- c) Preservation of the structure would cause an undue and unreasonable financial hardship to the owner, taking into account the financial resources available to the owner including the sale of the structure to any purchaser willing to preserve the structure.
- d) Preservation of the structure would not be in the interest of the majority of the community.

If the primary criteria have been met, then the WHDC may consider any or all of the following secondary criteria in deciding whether to approve or deny the application:

- a) The merit of the structure to be demolished.
- b) The effect of the demolition on the surrounding buildings.
- c) The effect of the demolition on the historic district as a whole.
- d) The value or usefulness of the proposed replacement structure to the community, and the appropriateness of its design to the historic district.
- e) If the lot is to be left open, the impact of open space in that location and on the district as a whole.
- f) The effect of the demolition on the local economy.
- g) Whether the demolition will foster civic beauty.
- h) Whether the demolition will stabilize and improve property values in the district.
- i) The effect of the demolition on safeguarding the heritage of the City, state or nation.
- j) The effect of the demolition on promotion of the district for the education, pleasure and welfare of the citizens of the City.

Non-Contributing Structures: If a structure is deemed non-contributing, the WHDC may consider any or all of the secondary criteria above in deciding whether to issue a Certificate of Appropriateness for demolition.

## **EMERGENCY DEMOLITION**

In cases of fire, natural disaster or other event which causes the Building Official to order demolition immediately due to an imminent public safety hazard, the WHDC may hold a special meeting, in accordance with the R.I. Open Meeting Law, to review an application for a Certificate of Appropriateness for demolition. Documentation with the application shall include interior and exterior color or black and white photographs illustrating the building's condition, and written documentation of the nature of the emergency and of the building's irreparable and dangerous condition. The WHDC, in approving an emergency demolition, may require as a condition of approval that the applicant return within a specified period of time with a proposal for new construction on the site.

## **DEMOLITION BY NEGLECT**

Neglect of historic buildings is hazardous and detrimental to the individual property and the surrounding area and/or district. Because property owners are legally responsible for providing ordinary maintenance and repair, demolition by neglect should be avoided.

The term "Demolition by Neglect" refers to the gradual deterioration of a building when routine or major maintenance is not performed. The types of deficiencies identified as "Demolition by Neglect" include any structural deficiency or a deficiency in a building part which, if left unrepaired, could lead to deterioration of the

building’s structural frame and potential failure or collapse. A building is also identified as “Demolition by Neglect” if it is open to entry by vandals or vagrants.

The owner of a historic contributing building or structure should comply with all applicable codes, laws, and regulations governing the maintenance of property. It is the intent of this section to preserve from deliberate or inadvertent neglect the exterior features of buildings and structures designated as contributing or significant and the interior portions thereof when such maintenance is necessary to prevent deterioration and decay of the exterior. All such buildings or structures should be preserved against such decay and deterioration and free from structural defects through prompt corrections of any of the following:

- 1. Building features which may fall and injure persons or property;
- 2. Deteriorated or inadequate foundations, defective or deteriorating supports, deteriorated walls or other vertical structural supports;
- 3. Members of roofs, roof supports or other horizontal members which sag, split, or buckle due to defective material or deterioration;
- 4. Deteriorated or ineffective waterproofing of exterior walls, roofs, foundations, or floors, including broken windows or doors;
- 5. Defective or insufficient weather protection for exterior wall covering, including of paint or other protective covering; or,
- 6. Deterioration of the building which renders it not properly watertight or structurally unsafe.

The process by which a building or structure is officially cited for “Demolition by Neglect” involves three steps. They are as follows:

- 1. Initial identification of such properties may be made by a Historic District Commission member, City Planning or Building Department staff, or by referral from someone in the area.
- 2. The report of the building(s) with photos documenting the deteriorated conditions is presented at a public meeting to the review board.
- 3. If the board determines the building(s) qualifies for Demolition by Neglect, it may petition the City of Warwick Building Official to follow through with notification to the property owner and with code enforcement procedures to protect the building.

**Moving Historic Structures**

When a historic structure is moved from its original site, it loses its integrity of setting and its sense of time and place, which are important aspects of the historic building and its environment. Their loss is irreplaceable. Ordinarily, a contributing historic structure listed on the National Register of Historic Places will lose its National Register status if moved from its original site.

<u>APPROPRIATE</u>	<u>NOT APPROPRIATE</u>
a. Selection of a new site, appropriate for the building, plays a key role in the success of the relocation project. Consider how the building will relate to the proposed site and to its immediate context in terms of size, massing, scale, setback, texture of materials and parking; and how its	a. Moving of historic structures into, within or out of historic districts is discouraged except as a last alternative to demolition.

<p>architectural style relates to its surroundings and to the district as a whole.</p> <p>b. Structures may be moved intact, partially disassembled or completely disassembled. It is important that the structure be moved by a professional building moving firm with experience in moving historic structures. <b><i>Adequate insurance coverage must be provided for all phases of the operation.</i></b></p>	
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### **Economic Hardship**

In some instances, the preservation of a structure and its features may cause an undue and unreasonable economic burden on the property owner. These guidelines will inform applicants as to the circumstances under which an owner may claim economic hardship and seek approval to alter a property in a manner inappropriate to historic preservation.

The City of Warwick-Office of Housing & Community Development reviews hardship applications for consideration. Applicant/Owners requesting consideration under the Design Requirements Economic Hardship are required to meet the Housing and Urban Development income guidelines. Please contact the Historic District Commission staff for an application.

The WHDC may allow projects to be completed in phases to accommodate the long-term and short-term availability of funds for preservation. Federal and state tax credits and a variety of low-interest loans are available to owners of historic properties for appropriate rehabilitation work. Although the WHDC itself does not provide financial assistance, the staff can provide information on these programs.

### **APPLICATION PROCEDURES**

1. The City of Warwick-Office of Housing and Community Development shall determine if the applicant qualifies under the Housing and Urban Development income guidelines. A claim of economic hardship shall accompany an application for a Certificate of Appropriateness. Claims of economic hardship shall be documented as described below.
2. Applications which are accompanied by claims of economic hardship shall be submitted at least thirty (30) days before a regularly scheduled meeting of the WHDC. Claims of economic hardship relative to demolition applications shall be reviewed at the second public meeting on the application.
3. The applicant shall be required to testify at the public meeting. Public comment will be taken. The WHDC shall determine whether the application is complete (see Documentation Requirements, below) and, if no further information is needed, shall consider the following factors:
  - a) Whether the property does or does not contribute to the significance of the historic district.
  - b) The impact of the inappropriate alterations, construction or demolition on the structure as a whole.
  - c) The impact of the inappropriate alterations, construction or demolition on the historic district as a whole.
  - d) The economic impact on the applicant of complying with the guidelines of the WHDC.
4. After considering all evidence, testimony and criteria, the WHDC will vote on the application. An approval will include acceptance of the claim of economic hardship; approvals may be made of the application as

submitted, or modifications may be required as conditions of approval. A denial will include both the application and the claim of economic hardship. Denied claims of economic hardship may not be resubmitted within one (1) year of the date of the written decision.

## **DOCUMENTATION REQUIRED FOR ECONOMIC HARDSHIP**

The following information must be submitted in person by appointment with WHDC staff.

- A completed application form for a Certificate of Appropriateness, signed by the applicant and the property owner, describing existing conditions and proposed changes.
- List of the names and mailing addresses of all abutting property owners, derived from the most recent records of the City Tax Assessor. "Abutters" are defined as those properties whose front, side or rear lot lines touch the lot lines of the subject property, including properties across the street. Abutters of corner lots include the three opposite corner lots, in addition to those sharing side or rear lot lines.
- Color or black and white photographs of the property, showing all elevations, closeups of details and relationship to surrounding structures. Photos are to be at least 4x6 inches and must be labeled with the street address, compass direction and date. High quality digital photographs are acceptable. Color photocopies of slides may be acceptable provided the image reproduces clearly. Photocopied prints and instant (Polaroid) snapshots are not acceptable due to lack of clarity and long-term stability.
- Plans and drawings (to scale) showing all proposed changes (see Alterations, New Construction or Demolition Guidelines, as relevant, for more specific information).
- Form of ownership of the property, including names and addresses of the owners. If the owner is a corporation, institution, government or other organization, include the name and telephone number of a contact person.
- A comparison of the cost of the proposed work with the cost of complying with WHDC Standards and Guidelines (minimum three estimates each). Estimated market value of the property: a) in its current condition; b) after complying with WHDC Standards and Guidelines; c) after the proposed alteration.
- Amount paid for the property, the date of purchase and the party from whom the property was purchased, including any relationship between the parties.
- If the property is commercial or income-producing: a) the annual gross income for the previous three years; b) itemized operating and maintenance expenses; c) depreciation deduction; d) annual cash flow before and after debt service, and e) remaining balance on any mortgage secured by the property.
- Assessed value and real estate tax of the property, according to the two most recent tax assessments.
- Any real estate listing of the property for sale or rent in the past three years, including offers received.
- The long term and short term availability of funds, including income and financing, available to the owner that would allow compliance with WHDC Standards and Guidelines.
- The feasibility of alternative uses for the property that would allow compliance with WHDC Standards and Guidelines.
- Any other information that the WHDC deems necessary for its determination.

## **Appendices**

### **Glossary/ Common Terms**

These definitions can be helpful when working with Planning Department staff and the Historic District Commission itself.

**ACCESSORIES:** Features other than primary structures which contribute to the exterior appearance of a property including but not limited to signage, doors, windows, materials, decorative features, fences and trim detail, whether or not a building permit is required for the alteration. Landscape features considered as accessories shall be limited to stone walls.

**ALTERATION:** Any act that changes one or more of the architectural features or its accessories, including but not limited to the erection, installation, construction, reconstruction, relocation or removal of any structure/accessory.

**APPROPRIATE:** For the purpose of this article and the Certificate of Appropriateness, the term appropriate shall mean not incompatible with those aspects deemed by the Commission as historically, architecturally, or archaeologically significant for the structure, accessories, neighborhood or district in which the review is made.

**CERTIFICATE OF APPROPRIATENESS:** A certificate issued by the Warwick Historic District Commission as established under this article indicating approval of an application for an alteration, construction, repair, removal or demolition of a structure or accessories of a structure within a historic district or an outlying property as identified under this article. Also, referred to as CERTIFICATE.

**CONSTRUCTION:** The act of adding to an existing structure, erecting a new structure or adding accessories onto a structure, including but not limited to buildings, extensions, outbuildings and fire escapes.

**COMMISSION:** The Warwick Historic District Commission as established under the provisions of Section 311.2 of the Ordinance of the City of Warwick.

**DEMOLITION:** An act or process that destroys a structure and/or its accessories in whole or in part.

**HISTORIC DISTRICT:** Specific divisions of the City of Warwick as designated by this Article which shall act as overlay zones. A Historic District may include one or more structures.

**RELOCATION:** The moving of an established structure from one site or area to another.

**REMOVAL:** The act of elimination as a means of remedying damage or deterioration of a structure and/or its accessories.

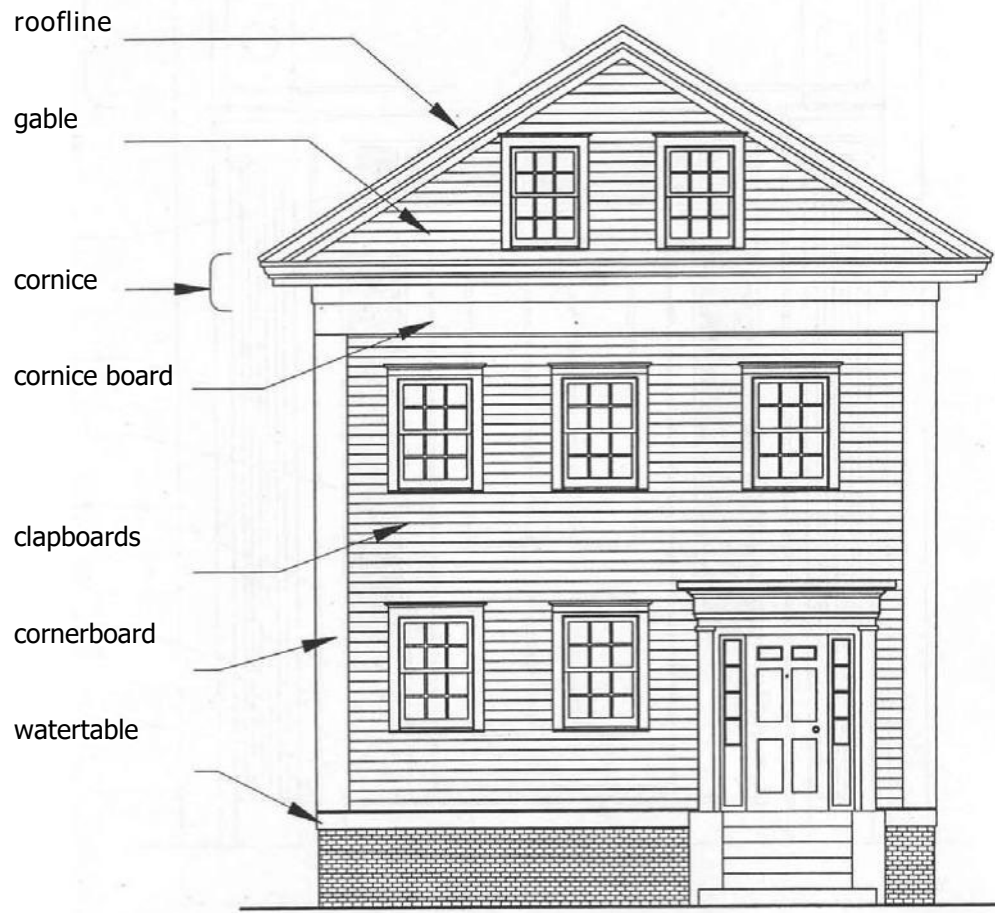
**REPAIR:** The act of altering as a means of remedying damage or deterioration of a structure and/or its accessories.

**REPLACEMENT IN KIND:** Any repair work in which old materials are removed.(i.e. asphalt shingle roofing is removed and relayed with new asphalt shingles).

**STREET OBJECT:** Any object erected or placed in a public way or sidewalk on a temporary or permanent basis. Authorized public safety/public welfare street objects include, but are not limited to, such structures as street lights, traffic lights, U.S. Post Office mailboxes, fire hydrants, utility poles, street trees and municipal trash receptacles.

**STRUCTURE:** That which is constructed or erected and requires a building permit, the use of which requires permanent or temporary location on or in the ground, to be limited to buildings, gazebos, pergolas, outbuildings, porches, decks and fences.

## Structure

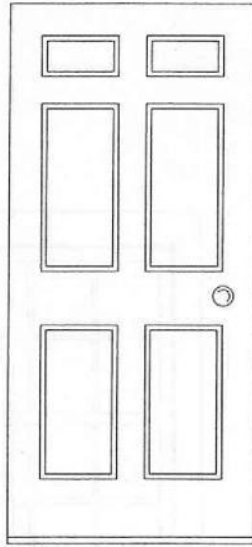




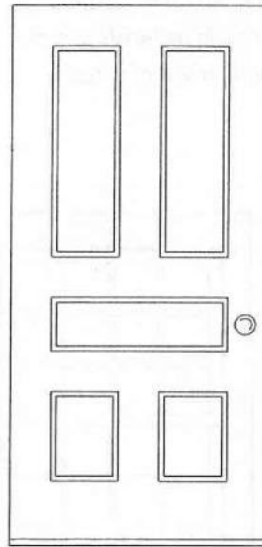
## Doors

### Door Types

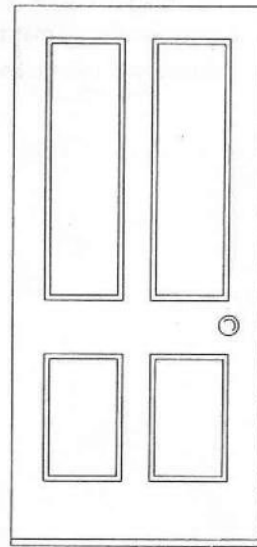
Most historic residential doors are wooden paneled doors. In some cases, doors may contain one or more panes of glass. The number and configuration of panels or panes of glass in a replacement should be consistent with the architectural style of the building, and the original dimensions should be maintained.



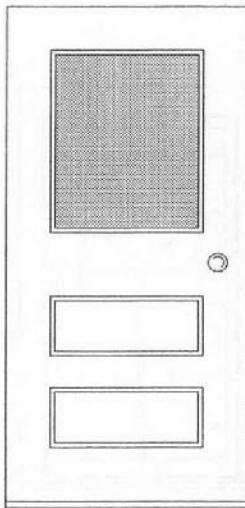
Six Panel



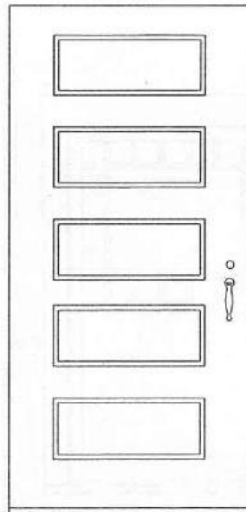
Five Panel



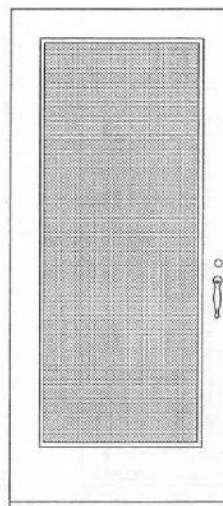
Four Panel



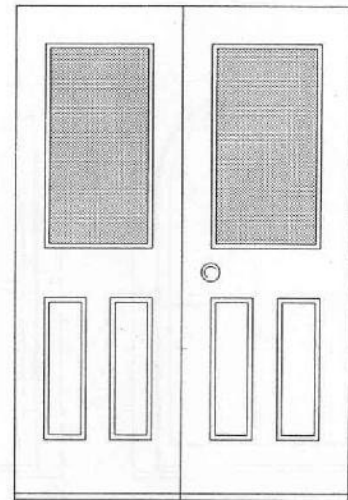
Three Panel with Glass



Five Panel



Glass



Double Three Panel

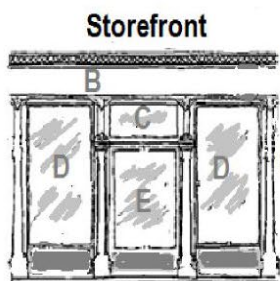
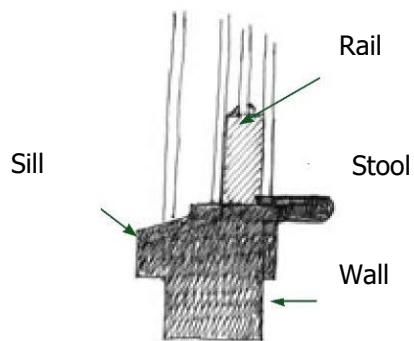
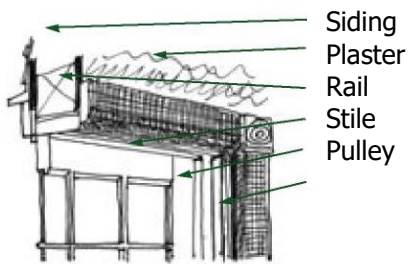
## Appropriate and Inappropriate Door Replacement



## Windows



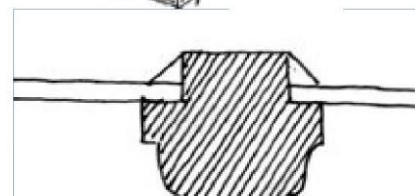
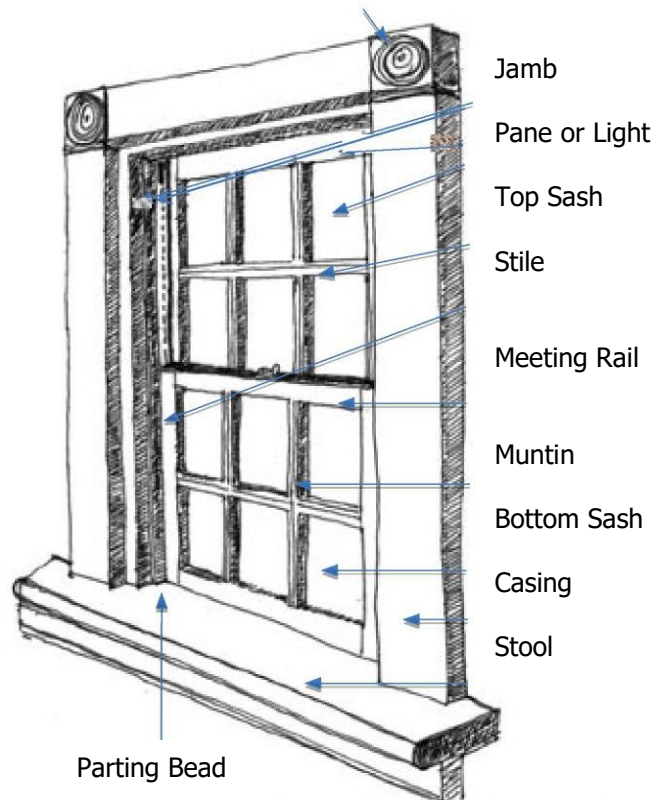
Double Hung Window Parts



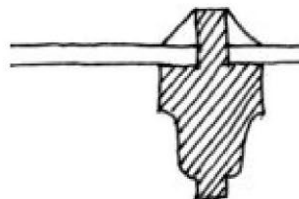
Storefront

- A Cornice
- B Sign Board
- C Transom
- D Display window
- E Recessed entry
- F Piers

Bullseye Corner Block

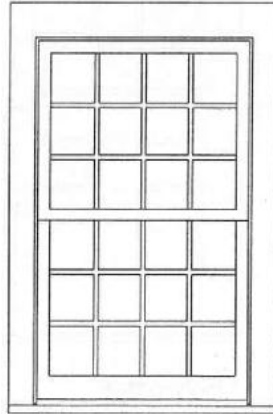


Typical muntin cross sections

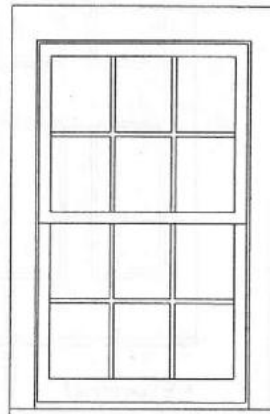


## Window Types

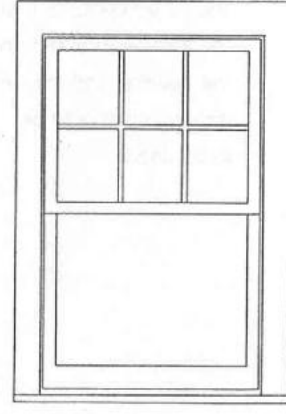
Most historic residential windows are double-hung windows with wooden sashes and true divided lights. Different types of windows are appropriate for different architectural styles and periods. New windows should match originals in materials, design, dimensions, configuration and number of panes.



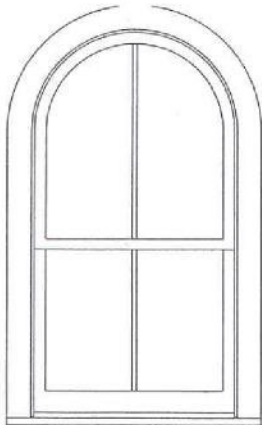
12/12 Colonial or  
Federal (18<sup>th</sup>  
Century)



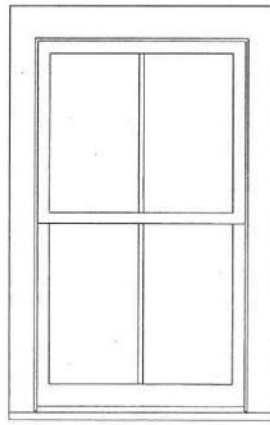
6/6 late Federal or  
Greek Revival



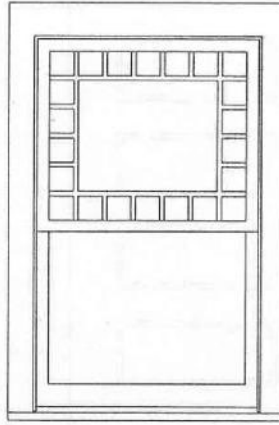
6/1 Colonial  
Revival



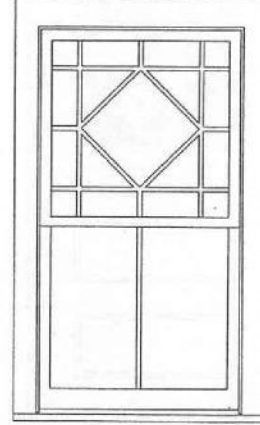
Arched 2/2  
Second Empire  
French Empire  
(1860s  
and 1870s)



2/2 Second Empire  
(1860s and 1870s)

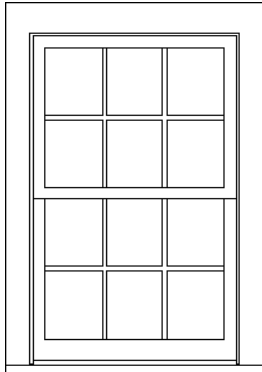


Multi-light Queen  
Anne (late 19<sup>th</sup>  
Century)

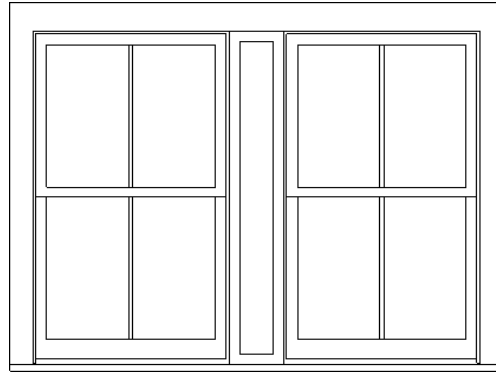


Multi-light Queen  
Anne (late 19<sup>th</sup>  
century)

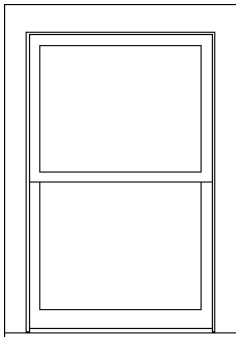
## Appropriate and Inappropriate Window Replacement



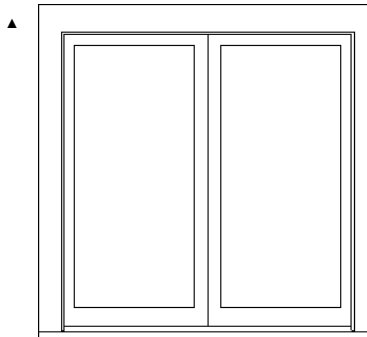
Appropriate: Original wood windows with six over six panes.



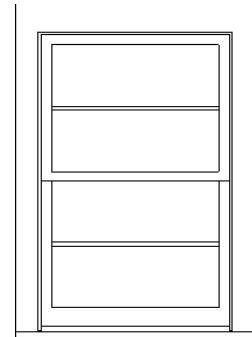
Appropriate: Wood windows with two over two panes.



Inappropriate: No muntins.

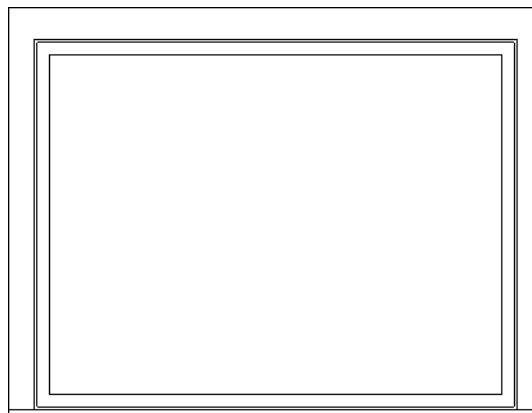


Inappropriate: Casement sash instead of double hung sash.



Inappropriate: Horizontal without vertical muntins.

## Appropriate and Inappropriate Window Placement



Inappropriate: Picture window, single pane of glass, wider horizontal proportions.



**Appropriate:** House with original double hung true divided light windows.



**Inappropriate:** Horizontally divided window replacements have incorrect number of panes. Missing drip caps.

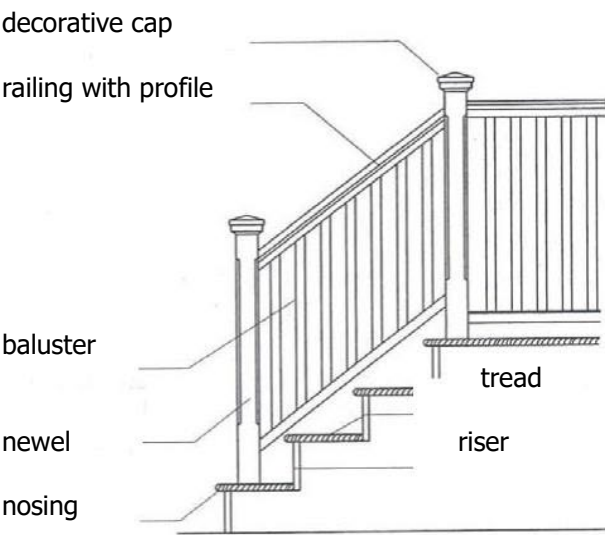


**Inappropriate:** Enlarged window opening for picture window. Window filled in.



**Inappropriate:** Replacement single-pane casement window with enlarged opening. Missing drip caps.

**Porches**



## Porches

In replacement porches and steps, original materials, configurations, designs and dimensions should be retained. Additionally, the spacing between balusters is mandated by the building code.



**Appropriate:** Balusters at appropriate distances. Cap on newel.



**Inappropriate:** Balusters are too far apart. No visual support for column. No cap on newel. Lack of molding and trim at roof.



**Inappropriate:** Metal pipe railing. Lack of detailing on column and railing. No visual support for column. No stair nosing.





**Appropriate:** Brick or wood piers with lattice and trim infill.



**Inappropriate:** Support for columns has been covered over.



**Inappropriate:** Brick or wood piers without infill.



**Inappropriate:** Cinder block porch base.

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The East Greenwich Standards and Guidelines for Historic Properties was, with permission, based on Standards and Guidelines for the Armory, Broadway, College Hill, Northern Elmwood, Southern Elmwood and Stimson Avenue Historic Districts, a publication of the Providence Historic District Commission.

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