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Working
DRAFT

Preservation Guidelines

for the
Wolfeboro Historic District

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Purpose

These Guidelines, effective 1 January 2000, have been compiled to assist you in the maintenance and preservation of your structure. They contain useful information, references, diagrams and drawings of many aspects of historic buildings. Additionally, these Guidelines, along with the New Hampshire Association of Historic District Commission's 1988 manual, are the criteria used by the Historic District Commission (HDC) when reviewing an application for a proposed change to a building within the historic districts of Wolfeboro.

You might ask, "When do I have to submit an application for HDC review?" If your home or building is located within one of Wolfeboro's historic districts and you expect to perform any alterations to the exterior design, materials, color, or features of your structure, you must submit an application for review and approval to the HDC. This must be done prior to performing any of the proposed changes. This process and the applicable forms may be found in Appendix B.

These Guidelines are not intended to delay or prevent you from performing ordinary maintenance or repair to your property, but rather are a sincere effort to help the community preserve the historic 'uniqueness' of Wolfeboro. Here is a list of items that do not require an HDC application:

- *Building maintenance when a feature is being repaired or replaced, without change to the design, material, or color.
- *Cleaning of your building's exterior. However, be sure to use the gentlest method possible. A mild soap and water solution is probably best for painted surfaces. Liquid bleach diluted in water can be used to remove mildew. Sandblasting and water blasting can be extremely dangerous to old surfaces and masonry and should be avoided. Spot test any chemical cleaning agents in an inconspicuous place for staining and other ill effects.
- *Changes to interior elements of your structure that do not impact an exterior feature.
- *General landscaping maintenance that does not significantly impact on the overall appearance of the site is not subject to HDC review and approval.
(See page 14)

The HDC Guidelines will "overlay" the provisions of the Town of Wolfeboro Zoning Ordinance (Article XXIX) for the zoning district in which the property is located. The provisions of the zoning ordinance applicable to the zoning district will control most uses and dimensional requirements.

All other items require an HDC application. Each application will be judged on its own merit. For an application or further information, please contact the Planning Department in the Wolfeboro Town Office at 569-5970

Introduction

On 2 March 1976, the citizens of the town of Wolfeboro voted to establish a Historic District Commission (HDC). The HDC consists of seven members and includes a representative of the Board of Selectmen. All other members are volunteer citizens of Wolfeboro appointed by the Town Selectmen. A schedule of HDC meetings is posted in the Town Hall

The HDC is your mechanism for monitoring and preserving the integrity and beauty of the historic districts. It serves to:

- *Safeguard the architectural heritage of the Town;
- *Preserve elements of the community's architectural, cultural, social, economic, and political history;
- *Conserve property values;
- *Foster civic pride; and
- *Promote the use of the historic districts for the education, pleasure and welfare of the citizens of Wolfeboro.

The Town of Wolfeboro has two historic districts: Wolfeborough Historic District and the Cotton Mountain Historic District, established by vote on 8 March 1977. A detailed map is available in the Planning Department at the Wolfeboro Town Hall. See Appendix C.

General Guidelines

Whenever possible, you are encouraged to:

- Use the least amount of intervention to maintain your structure;
- Preserve the architectural character of your property. Try to retain original materials and features. Avoid actions that may affect the structure's historic character;
- Repair rather than replace. Patch, piece-in, splice, consolidate, or reinforce using recognized preservation methods and techniques. Repairing also includes limited replacement of extremely deteriorated or missing parts of features;
- Replace entire character-defining features or materials only when deterioration prevents repair. Do not replace with a new material when a feature can be repaired. The preferred replacement option is to replace an entire feature using the same material of the original;
- Restore your structure to its former state and period. Use historical, pictorial and physical documentation to help determine your replacement

feature. The Wolfeboro Historical Society can be an excellent resource in your research. Make sure the replacement feature is consistent with the size, scale, and material of the structure and is compatible with the remaining character-defining features of the building;

☐ Avoid radical changes that obscure or destroy character defining spaces, materials, features or finishes.

New Construction

Wolfeboro owes much of its character to the fine group of 18th and 19th century buildings, which line its streets. New construction in our historic districts, whether the proposed design is contemporary or traditional, must be complementary to the surrounding structures and streetscape.

☐ Use exterior materials and colors in keeping with the exteriors of the buildings in the district.

☐ Respect and reflect the traditional scale, proportions and rhythms of historical structures. You may use building details and ornamentation imitative of historical elements if their usage can be shown to be appropriate. Do not mix unrelated historic stylistic elements.

☐ Your new construction must be in harmony with the height and width of the adjacent buildings.

☐ Continue the established street setback of adjacent buildings.

☐ Do not introduce new roof shapes or pitches.

☐ Respect existing facade patterns of buildings in the vicinity.

A new addition should be done in a way that, if removed at a future date, the basic form and integrity of the property would remain intact. Keep in mind that an addition can significantly alter the historic appearance of a building. Consider the items listed below when designing an addition to your existing structure:

☐ Design the addition so that the character defining features of the existing building are not radically changed, obscured, damaged or destroyed;

☐ Locate new additions at the rear or on an inconspicuous elevation;

☐ Design an addition so that the size, scale, and materials are consistent with the historic building;

☐ Use building elements consistent with the structure. This includes such things as windows, doors, trim, and porches;

☐ Make new decks, patios and balconies compatible with your building in design, proportion and materials. Consider all features associated with your deck or patio such as railing or fencing, lighting and placement.

Demolition

Demolition of all or part of a structure is considered to be an alteration to the exterior of an historic building and requires prior HDC review. A demolition irreversibly alters an historic building and neighborhood and should be a last resort. A less drastic alternative may be available to deal with existing structural or design flaws.

- Demolition is allowed only when new construction would relate better to the historic district than does the existing building, and when all other requirements below are satisfied.
- Provide documentation of economic hardship, including a financial report detailing the costs of rehabilitation and evidence that the existing building is incapable of producing a reasonable economic return on your investment.
- Demolition requests based on structural instability or deterioration must include a technical report prepared by an architect or professional engineer registered in New Hampshire. This report must detail the nature and extent of the specific problems and provide reasonably accurate cost estimates for their correction.
- Submit complete plans for your proposed new construction along with your application for demolition. It must include a timetable and budget for the demolition and new construction as well as proof of financing.
- Obtain and submit building elevations and architectural features shown through measured drawings and photographs.

Removal of later additions or alterations to a structure falls into this category as well. Consider the quality, character, historic association, and design of the later addition to determine its 'value.'

Relocation

Retain buildings on their original site whenever possible. Relocation is encouraged as an alternative to demolition.

Roofs

Roofing includes maintenance of existing roof lines and materials and additions of any new roof projections. Always try to preserve the integrity of the original or later important roof shape. Again, repair rather than replace. Consider the following for any maintenance to existing roofs:

- Retain the original roof covering whenever possible. For example, if the property has a slate roof, conserve the roof slates. Slate is a near-permanent

roofing material. Rusted roofing nails generally cause deterioration. The HDC will consider reasonable alternatives when warranted.

☐ Replace deteriorated roof covering with material that matches the old in composition, color, size, shape, texture and installation detail to the extent possible.

☐ Preserve the architectural features that give the roof its distinctive character, such as cornices, gutters, iron filigree, cupolas, chimneys, weathervanes, dormers and brackets.

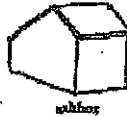
☐ If an interior fireplace is removed, make every effort to retain the exterior stack.

☐ Chimney repairs must encompass other guidelines provided in the document, such as brickwork and architectural elements. Consider the height, material, form and location.

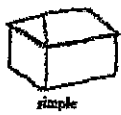
☐ If installing new gutters, take particular care to avoid damaging or removing significant building details. Down spouts and gutters are allowed. They should be inconspicuous and colored to match the color of the siding.

☐ Maintain the original roofline. Some sample roof types are shown below:

Gabled Roofs



Hip Roofs



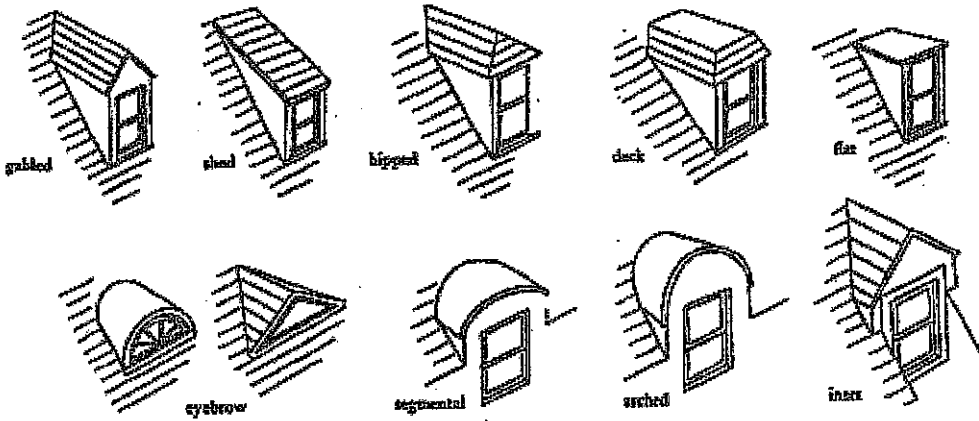
Flat Roofs



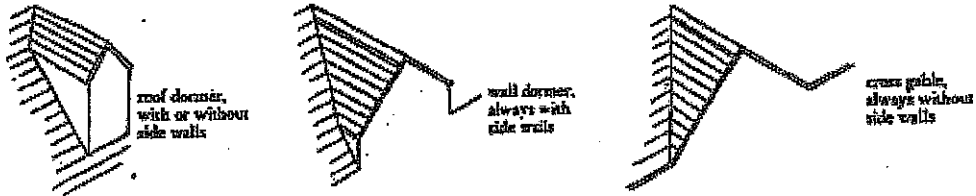
Roof Projections

New roof projections include dormers, skylights, penthouses and any utility equipment, such as antennas and other electronic receivers, air conditioners and solar collectors. If you are considering a new roof projection, make every effort to follow these guidelines:

- Preserve the integrity of the original or later integral roof shape.
- Minimize the visual impact of any new projections by:
 - Selecting a location and height profile where the projection is not visible from the street or adjacent buildings; and
 - Use materials, colors and textures of the existing building that are integral to its period and character.
 - Match new projections to the size, style and scale of any existing ones on the structure and to the structure itself.



DORMERS & GABLES DISTINGUISHED

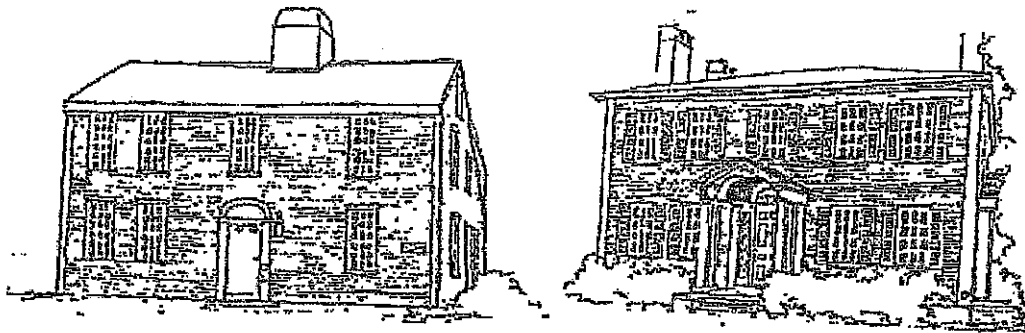


Entryways (Subject to public view)

This section encompasses a variety of features associated with entryways, such as doors, porches, stairs, railings, columns and other architectural and decorative elements. In general, try to retain original elements whenever possible. Alterations and renovations should not hide or damage them. Repair rather than replace and, if replacement is necessary, use pictorial or physical evidence to find an accurate replacement for the feature. Repairs should match the original in material, color, size and shape.

□ Do not use architectural elements that falsify or confuse the history of a building. Architectural elements are closely linked to particular styles and often reflect the manufacturing techniques of the period. Architectural salvage yards can be a good source of old features. Also, various catalogs are now available with period features. Finally, local millwork contractors can many times reproduce original elements in proportion and style at a tolerable cost.

□ Retain original and later important door openings, entrance design and door elements, including transoms and sidelights. If replacement is necessary, select a door or feature that is the appropriate style and age for your structure.



□ Use removable storm doors that will not destroy the integrity or your original doorway. Simple storm doors are preferred so that they do not hide or compete with the door and doorway features. They should be a color that matches or complements the door trim. Wooden storm doors in period styles are readily available.

□ Metal and synthetic doors are prohibited where visible from the public way.

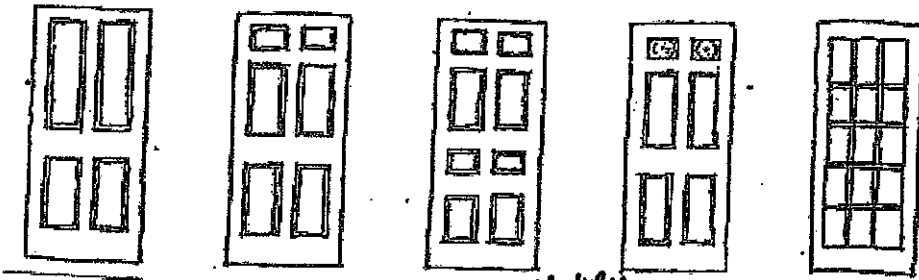
□ Try to retain or replicate original hardware on your doors.

□ Retain and repair porch steps, railings, columns and decorative elements. Try to use original materials when replacing a feature. For example, do not replace wood posts and railings with metal ones, or wood porch decks with concrete. As stated above, use the style and detail appropriate to the period of the house.

□ Install fire escapes at the rear of your building where they are least visible from a public way.

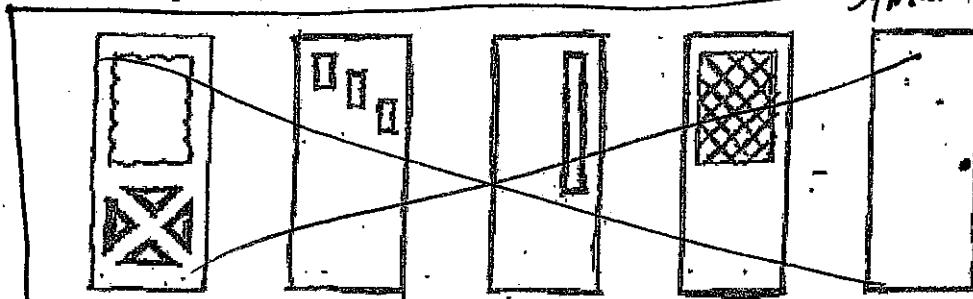
□ Repair and replace entryway wood trim whenever possible. Match exterior trim in material, color, size and shape. Do not cover trim with artificial siding or other materials.

that is the appropriate style and age for your structure.



or full view

- Do not use a removable storm door that will destroy the integrity or your original doorway. Simple storm doors are preferred so that they do not hide or compete with the door and doorway features. They should be a color that matches or complements the door trim. Wooden storm doors in period styles are readily available. See the diagram below of inappropriate storm and screen doors



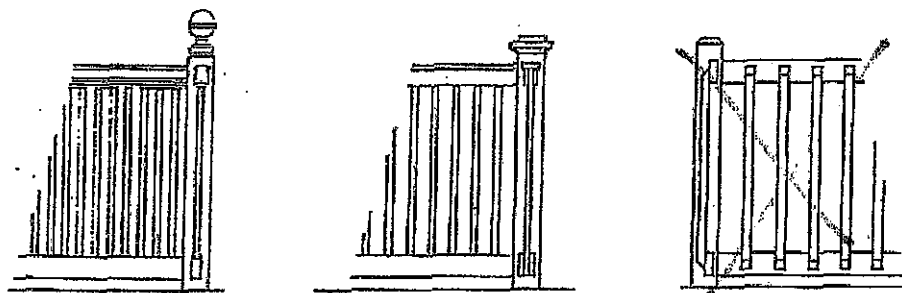
ONLY ONLY

Simple Storm Doors are where prohibited from visible way

DO DOES

Signatures

- Metal and unpainted aluminum doors are prohibited in historic districts. **NOT Allowed**
- Try to retain or replicate original hardware on your doors.
- Retain and repair porch steps, railings, columns and decorative elements. Try to use original materials when replacing a feature. For example, do not replace wood posts and railings with metal ones, or wood porch decks with concrete. As stated above, use the style and detail appropriate to the period of the house.



- Install fire escapes at the rear of your building where they are least visible from a public way. ~~Do not install fire escapes on a visible facade of the building.~~

~~Do not install fire escapes on a visible facade of the building.~~

Ironwork

This section refers to all architectural metals on your structure, including cast iron, steel, pressed tin, copper, aluminum and zinc. These materials appear in many forms and features, such as metal cornices, hardware, iron facades, porches and steps, grilles and grates.

- Retain any original or later contributing metal materials, features, details and ornamentation on your structure.
- Replace any deteriorated or missing ironwork with materials and elements that match the original in material, color, texture, size, shape, profile, and detail of installation.
- Paint ironwork elements to their original color based on physical evidence or, if necessary, choose another color that is appropriate to the style and period of the building. Refer to the Paint section of these Guidelines.
- Clean ironwork to remove corrosion or deteriorated paint using the mildest method possible. Experiment using a test patch in advance of cleaning.

Signs, Marquees and Awnings (Residential)

A sign, marquee or awning may be an important feature of your building's ornamentation. If so, retain and repair this feature as necessary. Any new sign, marquee or awning should not detract from the essential form of the building nor obscure its architectural features. Listed below are some additional considerations if you are planning to add a sign, marquee or awning to your historical structure.

- Make the new feature consistent with the existing size and color of the building. Consider also that it should also be consistent with other signs along the street. Refer to the Wolfeboro Town Zoning Regulations for Signs in the Historic District) for more detail.

- Attach new signs, marquees and awnings in such a way that they can be removed at a later date without damaging the material to which they are fastened.

- Signs:
 - A display of date is encouraged when the date and historic name of a building can be documented. The Wolfeboro Historical Society may provide some assistance.
 - Lettering forms or typeface on a sign may be contemporary or relate to the period of the building or its later contributing features.
 - Lighting of a sign should not dominate the illumination of the building. Additional information on lighting is available in another section of these guidelines.

- Plastic signs are prohibited.
- Flashing signs are prohibited.
- Temporary signs or banners, displayed within the districts are subject to Wolfeboro Zoning Regulations.

Awnings:

- Seasonal fabric awnings are preferred.
- Valances should be flexible, i.e., their bottom edges are free hanging.

Landscape Features

General landscape maintenance does not require a review by the HDC. However, major landscaping plans can have a significant impact on the overall appearance of your structure and do require review and approval by the HDC. Also note that some features of a landscape project, such as a patio, walkway or fence may be covered in other sections of this document.

*Attachment A
of Zoning*

In general, preserve the existing landscape features that enhance your property. Maintain original layout and materials of walkways, steps and paved areas. New paved areas, such as driveways and parking areas must be reviewed for location and their relationship to the site, other existing buildings and the streetscape.

Permanent lawn ornamentation, such as fountains and statues require HDC review and approval.

Fencing and Boundary Walls

USE ATTACHED PAGES 5-11 Streetscape

Fencing and walls should be compatible with your property in material, proportion and style and are an important aspect of the historic site and streetscape. You should make every effort to repair and maintain existing stonewalls and decorative iron fences. Some appropriate fencing and boundary materials are wood, wrought iron and stone. Chain link and wire fencing are only allowed in the rear of a property or in other non-visible locations.

Exterior Lighting

ON 8/20

As with other exterior elements on your structure, retain and repair original or later contributing lighting fixtures. Replace deteriorated or missing lighting fixtures or elements with ones appropriate in design and scale to the character of the building and its setting. Base your replacements on physical or documentary

evidence. Carefully review your choice of fixture for the intensity and distribution of light and its affect on neighboring properties.

- New lighting should be appropriate for the building and its projected use. Owners of structures built prior to the invention of electricity should select a style that reflects the dominant period of the home or building.
- Try to accurately represent the original period of the structure.
- Do not obscure the building form or architectural detailing.
- Do not expose conduits.
- Architectural night lighting is recommended for historic structures.

For more on lighting relative to signs, please refer to the Signs, Marquees and Awnings section of these Guidelines.

Exterior Walls

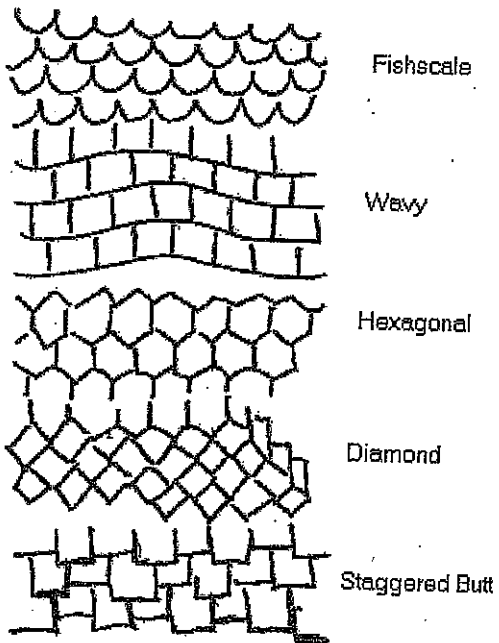
Retain and repair the original exterior wall materials of your structure. In all cases, try to repair by patching and other preservation methods. If replacement is necessary, try to match the original material and features in material, color, texture, size, shape, profile and detail of installation. Repainting of exterior walls is covered in more detail in a later section of these Guidelines. Some additional guidance specific to each wall composition is provided in the following paragraphs.

- Wood siding (clapboards, shingles, board and batten, etc.) is an integral part of an old building and its architectural character. It is easy to maintain with proper cleaning, repair and periodic repainting. Invest in quality paint and proper preparation of the exterior wall surface before painting. Remove damaged or deteriorated paint to the next sound layer using the mildest method possible. Do not use propane or butane torches, sandblasting, water blasting or other abrasive cleaning or paint removal methods, as they can change the visual quality of the wood and accelerate deterioration.
- Shingle siding is not appropriate for every style of house.
- Masonry exterior walls and elements include brick, stone, terra cotta, concrete, stucco and mortar.
- Waterproofing should be kept below-grade. Painting of masonry surfaces should only be done if documentary evidence shows that this treatment was used on your historic building at some point in the history of the property.
- Repair and replace stonework by using the existing type of stone, jointing, pointing, color and finish. Any new stonework should be appropriate to the period and character of your structure.
- Brickwork should be sand or water-struck to match existing work and be of the same size and pattern. The strength of the mortar is a particularly important factor for brickwork, since brick itself can be damaged if the mortar used contains too high a concentration of portland cement. Mortar was

historically formulated to be softer than brick and mortar joints will need to be re-pointed approximately every 50 years.

□ You can replace deteriorated mortar by raking the joints by hand or machine and replacing it with a mortar that closely duplicates the original in texture and color. Keep in mind that mortar within a wall indicates original color more accurately than surface mortar that is soiled and tends to darken with age. Tuck pointing (laying new mortar in old mortar joints of an existing brick wall) can change the appearance and character of a brick or stonewall.

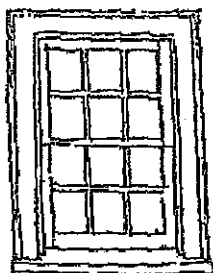
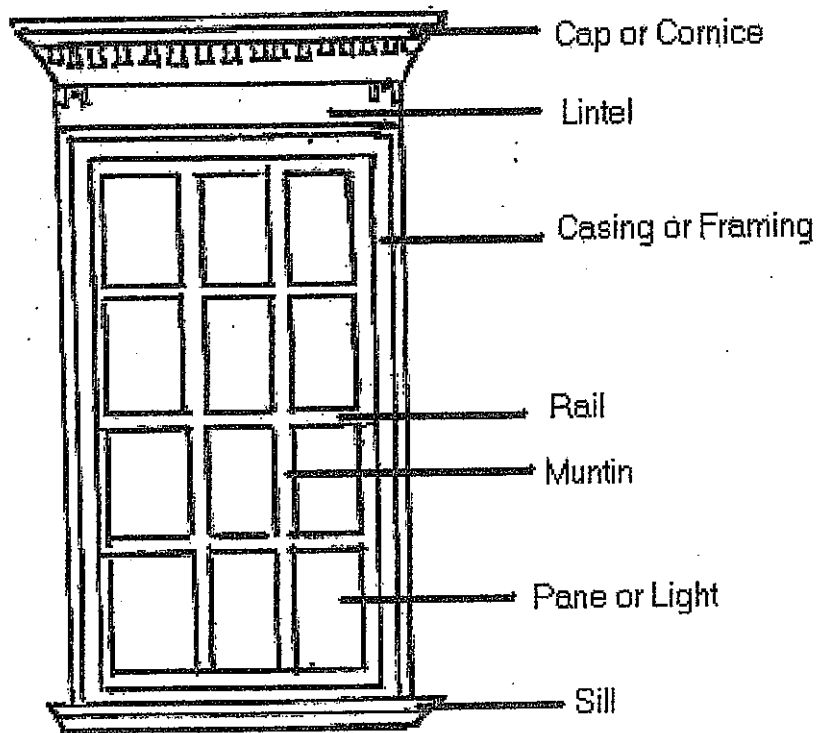
□ Synthetic siding, such as aluminum, vinyl, artificial stone or brick, severely compromises the appearance and integrity of old buildings in the Historic District and shall not be used where visible from the public way.



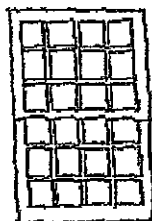
Windows

The material, design and placement of the windows on your structure reflect the architectural and cultural trends of the period. You must consider several important aspects when working with windows including the original window casing, window size, number of panes, rhythm, pattern, and type of window. The parts of a window are shown in the diagram below.

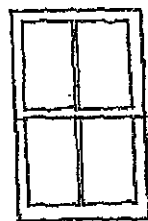
- ☐ Retain and repair, whenever possible, all windows and existing elements including sash, sills, panes or lites, lintels, casings, and mutins. Also, retain decorative hardware. If replacement is necessary, it should replicate the original, e.g., the same number of panes and mutins of the same size and profile. Simulated mutins, including snap-ins, are strongly discouraged.
- ☐ The number of panes should be compatible with the style of house.
- ☐ For 1880 to 1920 Buildings, removable storm windows should have a finish that blends with the color of the house or be of a paintable surface.
- ☐ Do not install new exterior storm windows that are inoperable or require the removal of any part of the original window.
- ☐ Retain stained glass or decorative windows. Tinted glass is discouraged.
- ☐ Retain and repair shutters. New shutters must be of wood and either match those known to have been on the house or of an appropriate type, e.g., solid vs. louvered. Select shutters that are large enough to cover the windows and place hinges on the window casing. Do not hang them on the exterior walls of your house. Use shutters only if there is historical evidence of their use on the house and if they are appropriate for the style of house.



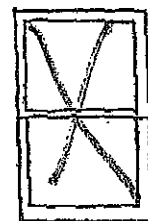
6/6 Light



12/12 Light

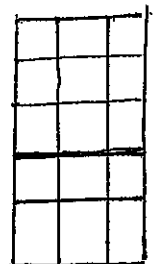


2/2 Light



1/1 Light

ADD
9/6



Paint

Color is an important element of a building's style and should reflect your personal taste, yet be authentic to the period. You may repaint your structure

and use the existing color without an application or prior approval from the HDC. You may also select a new color from the list of suggested historic colors, shown in Appendix A of these Guidelines, with prior notification to the HDC. You are not required to pay the standard application fee for this activity or appear before the HDC for approval, however, consultation with the HDC on paint color and composition is strongly recommended

In some instances you may want to choose a period color based on the most dominant style of the building rather than on its actual age. For historical accuracy, retain unpainted masonry surfaces.

You may choose to stain new wood or previously stained wood. Painting is your only choice for previously painted surfaces. Either oil or latex paint may be applied over oil paint, but oil may not be used over latex. Keep in mind that a substantial buildup of paint can lead to paint failure. You may need to remove old layers of paint before applying a fresh coat. Paint removal can be damaging and should be done by hand

The Color White

"Contrary to popular opinion, most of the wooden houses in New England before the Revolution were not painted white. Browns, dull reds, grays, and neutral yellows are mentioned in contemporary documents and referred to as 'stone' colors." Refer to the book by William H. Pierson, Jr., *American Buildings and Their Architects, The Colonial and Neo-Classical Styles*. Page 81.

The color white is a very rare occurrence during the Colonial Period. A few grand Georgian houses were painted with white lead paint, but far more often the houses were left to weather or were painted red, the least expensive color. There are some instances when an unpainted colonial house was painted for the first time white, usually during the Federal or Greek Revival Period as a way of "modernizing" the old house. White was one of the colors used in the Federal Period and was the favored house color for Greek Revival residences. It is also a popular color for Colonial Revival houses.

September 2003

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Appendix A - Historic Exterior Color Selections

Appropriate period color selections along with coordinating trim and door colors are shown in the following tables.

Note: Any combination of base, trim and door colors may be used for all the styles listed.

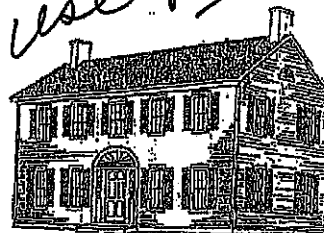
Colonial Georgian 1700-1776

L.A.S.S.
TRASH MT RE

Base Colors	Trim Colors	Door Colors
Natural	Same as base	Dark brown
Spanish brown (dark, dull red)	White	Black/green Prussian (dark blue/green)
Indian red ("verging to the scarlet")		Dark gray Dark red
Yellow ochre		Green

Federal 1780-1820

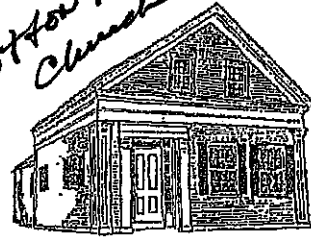
use Actual Photo
ok



Base Colors	Trim Colors	Door Colors
Brick	White	Black
Off-white	Buff	Natural
Pale yellow	Medium blue	Brown
Ochre white	Pale yellow white	Red
Soft beige		
Pale green		
Medium gray		
Medium blue		

Greek Revival 1830-1850

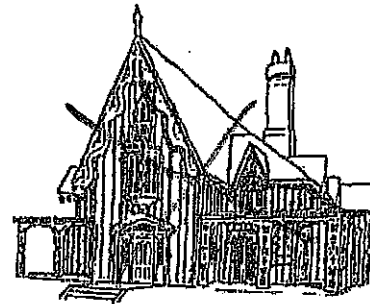
*Cotton Mt
Church*



ok

Base Colors	Trim Colors	Door Colors
White	Olive green	Dark green
Buff	Gray/blue	Medium blue
Green/gray	Green/black	
Blue/gray	Buff	
Pale gray	White	
Gray stain	Black	
Pale yellow	Dark bottle green	Black

Gothic Revival 1850-1870 to Early Victorian



100

Base Colors	Trim Colors	Door Colors
Shades of gray	Darker than base	Unpainted wood
Drab or fawn	Darker than base	Oak
Sage	Lighter than base	
Straw/sand	Lighter than base	
Chocolate	Red	
Buff	Dark gray	
Brick pink	Dark green/brown	
Mustard		
Straw colored stucco		

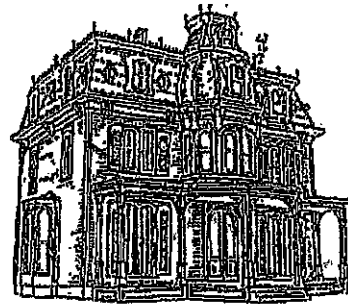
Bracketed or Italianate 1840-1880



?

Base Colors	Trim Colors	Door Colors
Pale beige	Darker beige	Black
Golden sand	Lighter sand	Natural
Golden brown	Darker brown	Burgundy
Olive branch stain	Lighter olive	
Light gray	Dark gray	
Deep gray	Light gray	
Gray stain	Lighter stain	
Yellow ochre	Dark green	
Blue gray	Medium brownstone	
Dark brown	Old gold	
Medium red		
Fawn	Sash (reddish brown)	
Buff	Shutter green	

Mansard or Second Empire 1855-1885



NO

Base Colors	Trim Colors	Door Colors
Pale olive	Ivory	Olive
Rose	Pale rose	Dark green
Peach	Pale peach	
Golden sand stain	Ivory, yellow sash	Olive
Tan	Bittersweet	
Straw	Cream, yellow sash	
Light yellow	White, brown	
Brown	Brown, bittersweet sash and shutters	
Light brownstone	Medium brownstone	

Queen Anne 1875-1905 Multicolored Period



Base Colors	Trim Colors	Door Colors
Light olive	Dark olive, dark red accent trim	Composite of trim colors used on the house
Olive	Tan, dark olive accent trim	
Green gold stain	Yellow, dark olive accent trim or Terra cotta trim, dark salmon	
Dark olive	Rose, brown accent trim	
Sorrel	Tan, amber	
Brown first floor Deep rose second floor	Rose gable Beige trim	
Dark tan	Peach	
Antique Brass stain	Pumpkin, gold accent trim	
Curry stain	Deep rose or pumpkin	
Pumpkin	Dark olive, light pumpkin trim	
Deep rose	Olive trim, deep olive accent	
Dark taupe		

Shingle Style 1890-1910



7

Base Colors	Trim Colors	Door Colors
Stained shingles	Cream white	Bronze green
Silver-gray shingles	Gray white, green shutters	

Colonial Revival 1895-present

Prices Home



7
yes

Base Colors	Trim Colors	Door Colors
Tan	White	
Yellow	White trim, green shutters	
Golden yellow	Medium brownstone	
White	Dark green	
Warm gray	White	
Cream	Bronze green	
Pale blue-gray	Ivory	
Clear middle blue		
Straw		
Buff		
Moss green		
Deep sylvan green		
Terra cotta		

Need approval for change in topography

cupolas, cornices, bargeboards, brackets, chimneys, cresting and weathervanes.

- 8. Outdoor mechanical equipment (ducts, fans, air conditioners, etc.) shall be installed in locations which create the least disturbance to the historical appearance of the building and which involve the minimum alteration to its structural integrity. Landscape buffers may be used.

VII. CONSTRUCTION OF NEW BUILDINGS

- 1. New construction shall be complementary to the configuration of existing buildings and streetscapes, including in height and width, and shall be governed by these Regulations as appropriately interpreted for new construction.

ADD Streetscape TO PAGE 13 of DRAFT

VIII. STREETScape

- 1. The establishment of off-street parking shall be encouraged to be placed to the rear of buildings where such is reasonable and available, and fenced or screened with appropriate plantings.
- 2. Any alterations requiring changes to the topography of any property which shall materially change the landscape shall require an application to the Historic District Commission. Where changes in the existing ground level are necessitated by installation of foundations or sewage systems, etc., the Commission may require appropriate fill, grading or planting to render the altered area compatible with its surroundings.

App needed

- 3. Reasonable efforts to preserve historical and traditional markings for property boundaries and grounds -- such as stonewalls, fences and tree borders -- should be undertaken. Replication or extensions may be introduced where appropriate. Extensions such as fencing must be made of natural materials. (3-9-99)

- 4. The visual impact of telephone and electrical wires and meters as well as all other utility structures and equipment shall be minimized. Meters shall not be placed on the primary facade of a building but shall be located so as not to limit access by public service personnel. Personal wireless service facilities, as defined by the Telecommunications Act of 1996, and including accessory and related structures, must use concealment techniques and/or engineering designs which minimize the height and visibility of any structures, including designs which promote the use of any existing structures, to the extent technologically the character and integrity of the Historic District. Applicants must demonstrate that they have met or attempted to meet this standard utilizing state of the art technology and alternatives before approval by the Board.

- 5. Public visibility of any of the following may be ordered to be minimized or concealed where the condition is to not be in character with the Historic District:

Man-made decorative objects, large or obtrusive personal property, equipment and machinery, such as bulldozers, storage sheds or outbuildings, landscaping features, and modern appurtenances such as above ground pools, tennis courts, antennae and trash receptacles.

VERY IMPORTANT

- 6. It is recommended that mailboxes be black. Newspaper holders/containers are prohibited.

7. Removal of Mature Trees. Every effort should be made to maintain and protect mature trees that contribute to the character of the Historic District. (5-15-03)

a. Approval. A Certificate of Approval from the Historic District Commission shall be required for the removal of:

- 1. any mature tree on public property anywhere in the Historic District;
- 2. any mature tree on private property located between the street and the rear of the main buildings.

b. Exemption. Specifically exempted from this requirement—but subject to the “notice to cut” requirements in 8.07 (d)—are trees that are completely dead, showing absolutely no sign of leaf growth on any branch during peak growing season. Dying, decayed, or diseased trees still require a Certificate of Approval for removal since this determination is highly judgmental and may require expert opinion. In making such a determination, the Historic District Commission may at its sole discretion seek the advice of the Amherst Conservation Commission and/or a qualified arborist.

c. Definition. For the purposes of this provision and in keeping with similar provisions governing the removal of trees on “scenic roads” (see RSA § 231:158), “mature tree” shall be defined as “any woody plant which has a circumference of 15 inches or more at a point 4 feet from the ground.”

d. Notice to Cut. Upon filing an application to remove a mature tree, the applicant shall immediately mark the tree with orange tape to indicate that it is at risk of being removed. If the application is approved, the orange tape shall remain on the tree for twenty (20) days past the date of approval, after which—if there are no appeals—the tree may be removed. For those trees that meet the exemption requirements in 8.07 (b), the owner must call the Chairperson of the Historic District Commission to inform her or him of the intention to remove the tree and shall clearly mark the tree with orange tape to for a period of twenty (20) days prior to its removal to indicate that it is at risk of being removed.

e. Minimum Requirements. When a tree is approved for removal, the following minimum requirements shall apply:

- 1. The tree stump shall be removed to at least six inches below grade level.
- 2. In cases where the tree is being removed because it is dead, dying, diseased or decayed, the tree shall be replaced with one of a native species that will grow to the same size as the one removed.

IX. FENCES, GATES & RETAINING WALLS

1. General. A fence is a highly visible architectural feature that should enhance the character of the house, street, and historic district. The Commission encourages the replacement over time of fences that do not conform to these guidelines. Existing fences that resemble their historic styles shall only be replaced in kind. New fences intended to replace missing fences shall reproduce the historic style wherever possible, provided sufficient documentary evidence exists.

2. Applicant's Intent. One's intent for installing a new fence or changing the style or

** Cert of App. Needed*

construction of an existing fence must be clearly stated when applying for a Certificate of Approval. The desire for privacy and/or to enclose children or pets is not an acceptable reason of itself. Acceptable reasons include:

old

- a. Restoring a well-documented historic fence, the standards for which shall be the same as those for restoration of a missing architectural feature;
- b. Replacing an inappropriate contemporary style fence with a historically appropriate style;
- c. Changing a fence style to better complement the rhythm of existing fences on the streetscape;
- d. Installing a new fence where one is absent and such absence breaks the well-defined rhythm of existing fences on the streetscape;
- e. Protecting the value of a residential property from the negative economic impact of an adjoining commercial property (see privacy fence guidelines).
- f. Installing a new fence where the style and location are in keeping with these guidelines.

3. Cause for Relief. The basis upon which relief from these Regulations may be granted is stated in § II, 2.01 (h). Relief will not be granted based solely upon:

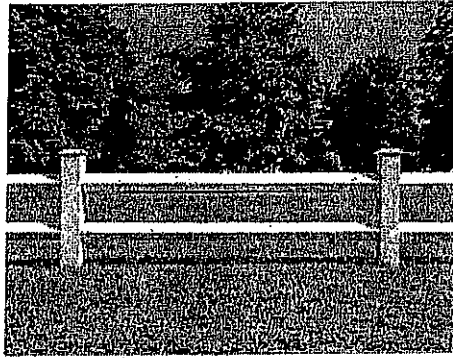
- a. Photographic evidence of other fences in the Historic District that do not currently meet these guidelines;
- b. The applicant's personal preference for a non-conforming style of fence;
- c. Relative costs of construction or maintenance among various styles of fence;
- d. Dislike of one's neighbor or dissatisfaction with a neighbor's habits.



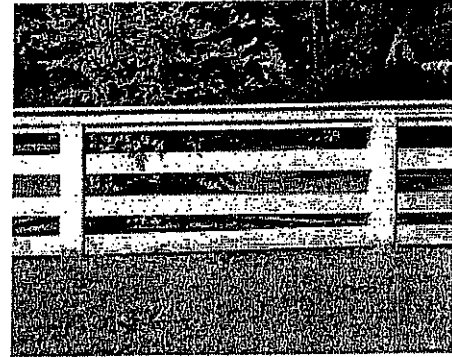
A spite fence near Ossipee built by Thomas Plant. When he was turned down trying to buy his neighbor's land, he built this fence of cast-off lumber directly across the street in their full view.

4. Documentation. Fence applications shall not be approved without clear photographs, sketches and/or drawings that depict the exact location and accurately represent the proposed final product along with a description of materials and measurements of all members including spacing between members (i.e., posts, rails, distance between pickets, height, etc.).
5. Acceptable Styles. The fence should be in harmony with the style of the house and rhythm of the streetscape (e.g., simple fence with a vernacular house, simple or high-style fence with a high-style house, picket fence along a paved sidewalk, etc.). Acceptable fences generally include:
 - a. Post & rail with wooden posts and either timber or board rails. The number of rails

should be two (if timber) and three or four (if board). Board rail fences should have a face board on the posts and a board cap along the top.

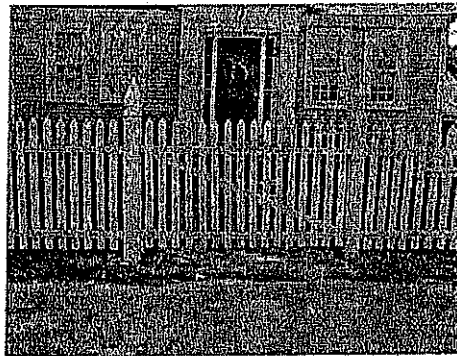


Timber rails.

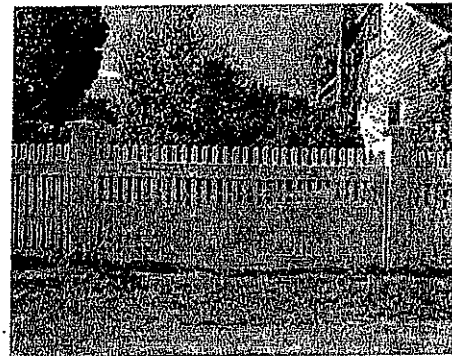


Board rails with board cap.

- b. Picket with wooden posts and either flat or square pickets; with or without baseboard. Flat pickets shall not be excessively decorative.

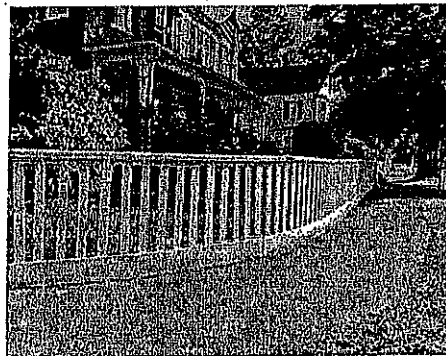


Flat pickets.



Square pickets.

- c. Baluster (i.e., basically a picket fence with a baseboard and cap rail) with either flat or square balusters.



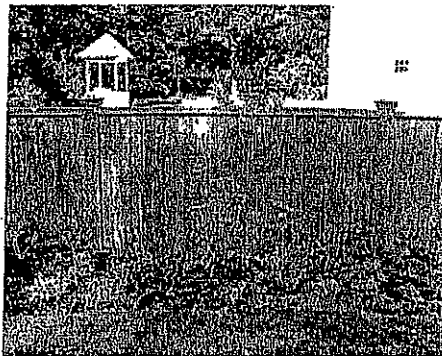
Flat balusters.

6. **Unacceptable Styles.** Chain link, barbed wire, woven wire, masonry, stockade, lattice, basket weave, and board-on-board are not acceptable. Stone walls generally are not appropriate along village streets and between closely positioned residences in the village. Dry laid stone walls are acceptable as traditional boundaries between pastures and along country roads (e.g., Mack Hill Rd., Jones Rd.).
7. **Streetscape.** A *variety of styles* of connecting or abutting fences between separate properties along a common street is discouraged (e.g., mixing picket with post & rail).

Variety of construction and pattern within a given style is encouraged (see IX.11).

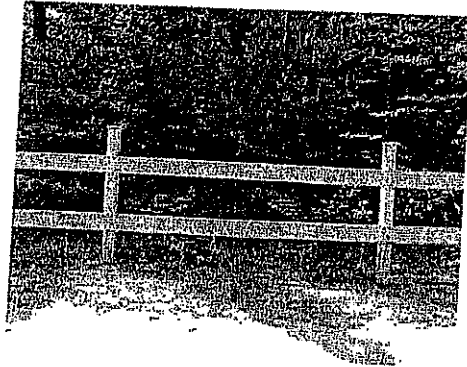
8. Privacy Fences.

- a. Privacy fences are allowed only on an exception basis, under extremely limited circumstances, and for good cause shown (e.g., as a visual barrier between residential and commercial properties to protect the historic integrity of the residential property).
- b. Privacy fences generally will not be allowed to separate residential properties if the fence would be visible to the public view. Privacy, *per se*, shall not be considered sufficient cause for relief.
- c. Landscaping is required with privacy fencing. The first course is to consider natural vegetation as an alternative buffer to a privacy fence. Where a privacy fence is approved, the applicant may be required to plant in front of it to soften the fence to the public view.
- d. Since privacy fences are functional, not ornamental, only one type is permitted: solid board, straight top with molded cap, post caps allowed, maximum 6' tall.
- e. Decorative picket, lattice or other ornamental treatments along the top of the fence are prohibited. Applied or carved finials are prohibited.
- f. Privacy fencing around pools and spas will be minimum 4' (encouraged) and max. 6' (discouraged), which must be removed if the pool or spa is ever removed.

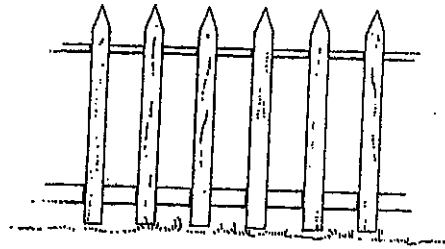


**4' solid board fence with molded caps
and post caps enclosing a swimming
pool and spa.**

9. Proportions. The height of the fence and the size of the various members (rails, posts, pickets, finials, caps, braces, gates, and panels) and the spacing between pickets, rails, and posts shall be appropriate to the style of fence chosen. For example, materials that are too diminutive and spacing between pickets/railings that are too open give the historically uncharacteristic impression of lesser quality or poor craftsmanship and are discouraged. (In our colonial period, public officials known as "fence viewers" were appointed to ensure that fences were built "sheep high, bull strong, and hog tight.")



Diminutive posts.

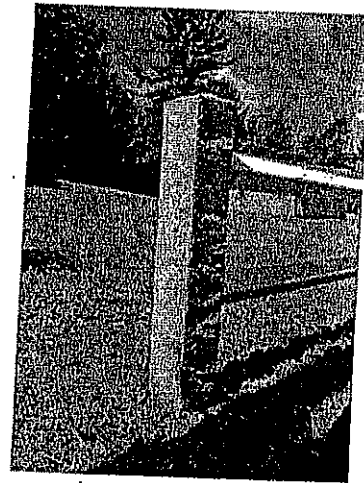


Excessive picket spacing.

10. Materials. Fences shall be built of all natural materials (e.g., no vinyl). Sawn or partially sawn granite posts are not allowed. When restoring a granite post fence, use posts that are split in the same manner as the missing historic posts.

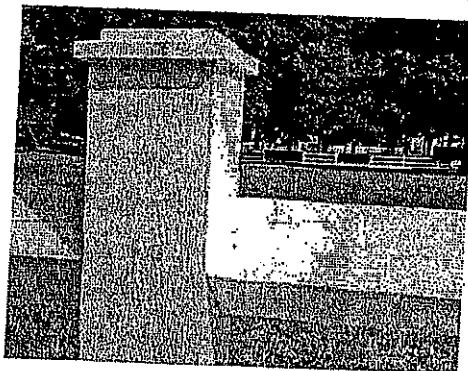


Historic split granite.

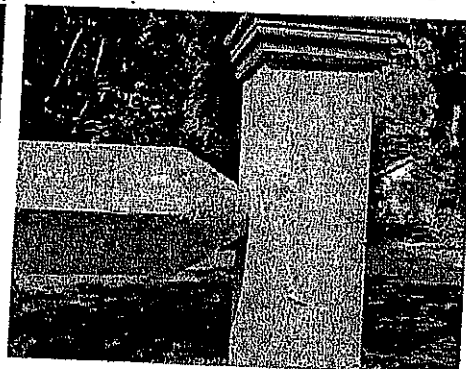


Modern sawn/split granite.

11. Construction. Fences pre-built in sections or kit form often create a "packaged" look and will not necessarily conform to these guidelines. Rails shall not be doweled to the posts, unless the dowel is sufficiently hidden by pickets or balusters. Rails should be butt-jointed and toenailed to the posts (or mounted on brackets in the case of granite posts). While the Commission limits the number of fence styles, it strongly encourages variety in fence construction and pattern within those styles. Too many fences of the same manufacturer or construction will give the district a historically uncharacteristic uniform or "packaged" look.

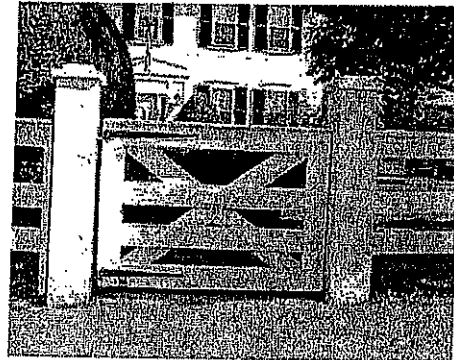
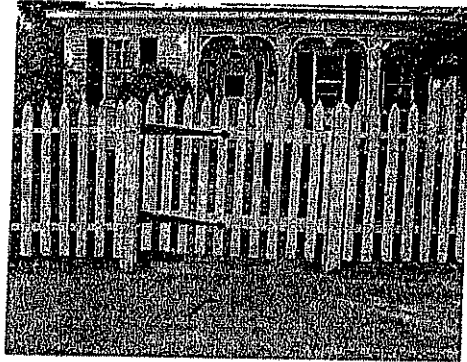


Butt joint (acceptable).



Dowel joint (not acceptable).

12. Paint. Post & rail, picket, and baluster fences shall be painted. Split-rail horse fences shall be left natural or treated with a clear stain. Privacy fences may be left natural at the option of the Commission if it is determined that the weathered wood will be less pronounced.
13. Gates. Gates shall generally be of the same style as the fence to which they are attached, unless otherwise documented historically.



14. Abutting Properties.

- a. In accordance with Section V., 5.02 (e) 1 of the *Rules of Procedure*, all abutters shall be notified of applications for fencing.
- b. The best side of the fence shall face out from the property.
- c. Fencing shall not restrict the views of neighboring residential properties.

15. Property Line Disputes. The Historic District Commission will not review fence applications if there is an unresolved property line dispute. In the event of such dispute, the application will be denied and the fee refunded. Once the dispute is settled, the applicant may reapply without prejudice. If the fence is approved, the burden is on the applicant to ensure that it is built within the limits of his or her own property lines.

16. Retaining walls. Retaining walls by their nature have a high visual impact because of their bulk and mass and are generally discouraged. Retaining walls shall not be allowed in those cases where enough land exists to re-grade and avoid the need for a retaining wall. Where allowed, retaining walls should be constructed of fieldstone, preferably laid dry. Retaining walls of railroad ties, timbers or interlocking concrete block are not acceptable where visible to the public or abutting properties.

X. NEW EXTERIOR ADDITIONS (3-16-00)

1. Significant historic materials and features should be preserved.
 - a. The design of an addition on a primary elevation or other character-defining elevation must not materially obscure, damage, diminish, or otherwise negatively impact the primary elevation or other character-defining features of that structure.
 - b. Minimize loss of historic material comprising external walls.
2. The design of the new addition should complement, not compete with or detract from, the historic character of the original structure.
 - a. Make the scale, massing, and proportions of the new addition compatible with the original building to ensure that its historic form is not lost or compromised.
 - b. Locate or set back the new addition on a secondary or inconspicuous elevation so

that the new work does not result in a radical change to the historic form and character of the building from its primary view(s).

3. The historic character of the original structure shall be protected so that the old work remains visually distinct.
 - a. Consider the new addition both in terms of the use and the appearance of other buildings in the historic district. The new addition may reference design motifs from the historic building to which it is attached. However, it should complement, not compete with or detract from, the original historic structure in terms of massing, scale, proportions, materials, texture, and detailing.
4. Historic and other character-defining settings around the structure shall be preserved.
 - a. New additions should be compatible with the historic character of the immediate setting as well as the surrounding and neighboring areas and structures. Historic relationships within the setting and surrounding area should be preserved in terms of massing, scale, design, material, texture, and relationship of solids to voids.

XI. ADMINISTRATIVE RULES (deleted 10/19/00)

Last Update: 04/01/2004 09:45:26

- (3) Structures which are important in the history of architecture as unique or exceptionally fine examples of their style. Such structures should be altered only so as to retain their original appearance.
 - (4) Structures which are merely typical of their age and style. Such structures should be altered in a fashion of that age or style, if in keeping with the character of the Historic District.
- B. Criteria for conformance (new structures). New structures and buildings and those being moved into the Historic District must conform to the existing structures in the district in terms of general size and scale but need not conform in precise architectural style. In addition:
- (1) Unless waived by the Commission, a structure must essentially conform to an average of the dimensions of its nearest neighbors as follows:
 - (a) Height.
 - (b) Length.
 - (c) Width.
 - (d) Street frontage.
 - (e) Setback from the street.
 - (f) Number of stories.
 - (2) Such a structure shall conform to the general style of the Historic District by being similar to neighboring structures in the criteria listed below, unless waived by the Commission:
 - (a) Openings and openings patterns within the facade as a percentage of the facade, i.e., doors and windows.
 - (b) Similarity of construction materials and surface texture, i.e., rough, smooth, wood, brick, etc.
 - (c) Similarity of rooflines, i.e., slopes and shapes.
 - (d) Similarity of architectural details, i.e., cornices, lintels, arches, porches, balustrades, wrought iron work, chimneys, etc.
 - (e) Similarity of landscaping and ground coverings, i.e., grass, trees, shrubs, brick, granite, etc.
 - (f) Other items of review shall include color, roof materials, fences, foundations, signs, windows and such other items as may affect the exterior appearance of said structure even though a permit may not be required under the Planning and Zoning Ordinance.
- C. Demolition or removal. No existing building or other structure may be demolished or moved out of any of the Historic Districts until approval has been granted by the Historic District Commission. An application which includes a detailed plan for the reuse of the site shall be submitted, and the Commission shall determine the appropriateness of the plan. A certificate of approval for demolition and reuse shall only be granted upon a showing by the applicant that to deny such certificate would result in a hardship unique to the property in question and that such hardship is not common to neighboring properties in the Historic District. Financial hardship of the owner of the property shall not constitute a hardship for this purpose.
- D. Construction. Construction that will not have any visible impact on buildings or structures in the Historic District is permitted, provided that the Historic District Commission is notified at least 30 days in advance of such construction. Such construction shall not begin if the owner is notified that an application to the Commission is required.

duties.

SITE PLAN -- A plan of a lot, tract or parcel of land showing the specific location of all existing and proposed features, such as buildings, other structures, driveways, parking, landscaping, easements, utilities, drainage, etc.

SITE PLAN REVIEW FOR NONRESIDENTIAL DEVELOPMENT -- A scale plan showing all buildings and structures, existing and proposed, roadways, pathways, parking areas, recreational areas, utilities, exterior lighting installations, landscaping, existing and proposed grade elevations, stormwater drainage, type of construction proposed (siding and roofing), all existing structures and uses within 200 feet of site boundaries, and any other elements as may be deemed essential by the Planning Board. Such plan may be required to be drawn by a registered engineer or land surveyor at the option of the Planning Board. [NOTE: Pursuant to the authority vested in the Wolfeboro Planning Board by the voters of the Town of Wolfeboro in accordance with the provisions of RSA 674:43 (I), the Wolfeboro Planning Board amended the zoning regulations on March 8, 1988, to review and approve plans for the development or change or expansion of uses of tracts of land for nonresidential purposes whether or not such development includes a subdivision or resubdivision of the site. Copies of these nonresidential site plan review regulations are available for purchase in the Planning Office in back of the Town Hall.]

SLUDGE -- Residual materials produced by the sewage treatment process.

SOLID PLANTING -- A planting of evergreen trees and/or shrubs which will prevent the penetration of sight and light to a minimum height of five feet.

SOLID WASTE -- Any discarded or abandoned material, including refuse, putrescible material, septage or sludge, as defined by New Hampshire Solid Waste Rule He-P 1901.03. Solid waste includes solid, liquid, semisolid or gaseous waste material resulting from residential, industrial, commercial, mining and agricultural operations.

SPECIAL EXCEPTION -- A use which would not be appropriate generally or without restriction in a particular district and accordingly is allowable only upon such conditions as are established by this Part I and only after public hearing and determination by the Zoning Board of Adjustment. For the purposes of this Part I, the following are established as conditions upon the grant of all special exceptions, subject to such further conditions as may be defined elsewhere herein as to the uses concerned.

- A. That the specific site is an appropriate location for the proposed use or structure.
- B. That the proposal is not detrimental, injurious, obnoxious or offensive to the neighborhood.
- C. That there will be no undue nuisance or serious hazard to pedestrian or vehicular traffic, including the location and design of accessways and off-street parking.

SCREENING -- A device or materials used to conceal one element of a site from other elements or from adjacent or contiguous sites. Screening may include one or a combination of the following materials of sufficient mass to be opaque or which shall become opaque after 12 months and which shall be maintained year-round in an opaque condition: walls, fences, berms or plantings.

SETBACK -- An open space on the same lot with a building and/or any swimming pool, tennis court or like structure, open and unoccupied.

SETBACK -- The required horizontal distance, in feet, from a lot line or shoreline to any structure.

SETBACK, FRONT -- A setback extending across the full width of a lot between the front lot line and the foremost point of any swimming pool, tennis court or like structure, and the foremost building excluding steps.

SETBACK, REAR -- A setback extending across the full width of a lot between the rear lot line and the rearmost point of any swimming pool, tennis court or like structure and/or the building nearest the rear setback.

SETBACK, SIDE -- A setback between a side lot line and the near most point of the nearest building, swimming pool, tennis court or like structure to it, extending from the required front setback to the required rear setback.

SEXUALLY ORIENTED BUSINESS -- An adult arcade, adult bookstore or video store, adult cabaret, adult motion-picture theater or any establishment where, as one of its principal business purposes, the public is permitted and invited where specific sexual activities are depicted, described, or performed, or specific anatomical areas are displayed, sold or presented, or their images are displayed, sold or presented, including instruments, devices or paraphernalia which are designed for use in connection with specified sexual activities.

SHRUB -- A bushy, wooden plant, usually with several permanent stems and usually not over 10 feet high at its maturity.

SHOPPING CENTER -- A single piece of real estate which contains more than three commercial establishments and a total business space of more than 3,200 square feet planned, constructed, and managed as a total entity with customer and employee parking provided on site.

SHORE FRONTAGE -- The minimum dimension of a lot which abuts all lakes and ponds and perennial rivers/brooks.

SIGN -- A principal or accessory structure, device or inscription that is arranged, intended, designed or used as an advertisement, announcement or direction but not including those structures, devices or inscriptions erected and maintained by any public agency in exercising its

Ken Perry

FENCES

From: "Audrey Cline" <wolfzone@metrocast.net>
To: "Ken Perry" <ken@OlderHomesNH.com>
Sent: Friday, November 20, 2009 11:57 AM
Subject: RE: fences?

Fences do require a building permit. Meaning permanent fencing (structure into the ground) such as a typical wood fence or chain link fence. Rock walls are not structures if under 4' in height and do not require a permit. A fence made of significantly "temporary" materials/construction, such as a fence with "T" or "U" metal posts and chicken wire/mesh/electric wire do not require a permit.

Audrey Cline
Code Enforcement Officer
Town of Wolfboro

FIRST PREVENTERS: A First Preventer may go under the title of Code Official, Building Inspector, Health Officer, Fire Chief, Fire Marshal, Fire Inspector, Building Official, Code Enforcement Officer, Plan Reviewer, Electrical Inspector, Plumbing Inspector, Mechanical Inspector, Energy Inspector or simply Building Safety Official. But, these titles merely obscure their common mission: to prevent harm by ensuring compliance with building and fire safety codes before a disaster occurs. From hurricanes to tornados, floods, wildfires, earthquakes, snow storms, ice storms, or older poorly constructed buildings; the building, fire, plumbing, mechanical, energy and electrical codes administered and enforced by First Preventers play a major role in saving lives, protecting property and reducing future repair or recovery costs often paid for by taxpayer dollars

From: Ken Perry [mailto:ken@OlderHomesNH.com]
Sent: Friday, November 20, 2009 10:16 AM
To: Audrey Cline
Subject: fences?

A,

a question that came up at HDC last evening...

are BPs required for fences? picket, stonewalls, electric wire/tape fences, etc.

the ZO definition exempts fences of less than 6' from the definition of structures

I thought there was a listing on your web page of items requiring BPs, but don't see it; does such a list exist?

thanks for any clarification?

have a great weekend,
K

K A Perry Real Estate, LLC
188 North Wolfborough Road
Wolfboro, NH 03894-4522

e-mail: ken@OlderHomesNH.com
tel: 603.569.1563
fax: 603.569.9495

cell: 603.387.2667

www.OlderHomesNH.com

12/1/2009

Attached please find the full Historic District Ordinance for your review.
Part 2, Historic District [Adopted 3-5-1974 ATM by Art. II, as amended through 3-1999 ATM]
ARTICLE XXIX, Establishment and Regulations

§ 175-192. Purpose.

The purpose of these Districts shall be to:

- A. Safeguard the heritage of the Town as it is represented in structures of historical and architectural value.
- B. Preserve a district in the Town which reflects elements of its cultural, social, economic and political history.
- C. Foster civic beauty.
- D. Promote the use of an historic district for the education, pleasure and welfare of the citizens of our Town.

§ 175-193. Characteristics.

The Historic Districts established herewith and from time to time amended in the manner prescribed by New Hampshire law has one or more or any combination of the following characteristics and qualifications, without limitation as to cultural or chronological period:

- A. Structures or sites at which events occur or have occurred that contribute to and are identified with or significantly represent or exemplify the broad cultural, political, economic, military, social or sociological history of the Wolfeboro Historic District and the nation, including sites and buildings at which visitors may gain insight or see examples either of particular items or of larger patterns in the North American heritage.
- B. Structures or sites importantly associated with historic personages.
- C. Structures or sites importantly associated with historic examples of a great idea or ideal.
- D. Structures or structural remains and sites embodying examples of architectural types or specimens valuable for study of a period, style or method of building construction, of community organization and living or of landscaping or a single notable structure or a single site representing the work of a master builder, master designer, architect or landscape architect.
- E. Structures contributing to the visual continuity of the district.

§ 175-194. Historic District Commission; membership; terms.

- A. In accordance with RSA 673:4, the Selectmen shall appoint an Historic District Commission, hereinafter referred to as the "Commission," of seven members, as follows:
 - (1) One member shall be a member of the Board of Selectmen.
 - (2) One member may be a member of the Planning Board.
 - (3) No less than two of the members shall be residents of the Historic Districts.
- B. Initially, staggered terms of one, two and three years each shall be assigned the members first appointed, so arranged that not more than two terms will expire each year. The Board of Selectmen shall designate the length of term for their member.

§ 175-195. Statutory authority; quorum.

- A. The Commission shall be organized and shall conduct its affairs as required by RSA 673:4, RSA 91-A and all other applicable laws, and shall adopt and publish its rules of procedure.

- B. A quorum for transaction of all business shall consist of four members, except that a lesser number may adjourn any meeting to a place and time specific giving public notice of the adjournment.

§ 175-196. Powers and duties.

The Commission may exercise all powers and shall perform all duties authorized or required in RSA

674:45-50 and other applicable law.

§ 175-197. Historic Districts.

The Town Meeting action hereby establishes within the Town of Wolfeboro the following Historic Districts as authorized by RSA 674:46. The entire building or structure, whether fully or partially within the Historic Districts, shall be regulated by this Part 2.

- A. The North Wolfeboro Historic District. The area of this district is restricted to a setback of 250 feet from the center line on each side of the roads involved, the area being approximately 9/10 of a square mile and the roads being entirely within North Wolfeboro as shown on the Zoning Map:

- (1) Pork Hill Road starting at the Ossipee-Wolfeboro Town Line and extending in a southeast direction to the Route 28 right-of-way.
- (2) North Wolfeboro Road from Route 28 right-of-way and extending in a southeast direction to Dimon Corner.
- (3) Trask Mountain Road from Dimon Corner in a northeast direction to the Ossipee/Wolfeboro Town line.
- (4) Stoddard Road South from Dimon Corner in a northeast direction to the intersection with College Road.
- (5) Cowper Road easterly to Avery Road.
- (6) Avery Road from its intersection with the Cowper Road to the Stoneham Road, excluding that area already included in the Cotton Mountain Historic District.
- (7) Bickford Road northwest from Frost Corner (College Road right-of-way) to Stoddard Road.
- (8) Chick Road, northwest from the intersection of Bickford Road to Haines Hill Road.
- (9) Haines Hill Road, northeasterly from the intersection of Chick Road to North Wolfeboro Road at Dimon Corner.

- C. The Cotton Mountain Historic District. The area of this district is restricted to a setback of 250 feet from the center line on each side of the following roads as they are shown on the Zoning Map:

- (1) Stoneham Road from the Brookfield Town line to Stoddard Road, excluding that area already included in the North Wolfeboro Historic District.
- (2) Dallas Road from Stoneham Road to Cotton Valley Road excluding Tax Map 18, Block 9, Lots 2, 3, and 4 (New Tax Map 137, Lots 4, 3, and 2).
- (3) The North Wakefield Road from Stoneham Road to the Wakefield Town line.

§ 175-198. Buildings, structures and uses permitted.

Buildings, structures and uses within an historic district shall be those permitted in the Planning and Zoning Ordinance provisions for any site in question.

§ 175-199. Certificates of approval.

- A. Within the Historic Districts, no buildings or structures shall be constructed, reconstructed, altered, restored, moved or demolished without the approval of the Wolfeboro Historic District Commission. A certificate of approval from the Commission is required for such work even though a building permit may not be required.
- B. Application procedure. A written application for a certificate of approval shall be submitted to the Wolfeboro Historic District Commission. The application shall be in the form prescribed by the Commission and shall, as a minimum, state the purpose and intent of the proposed project and identify in exact detail the nature and extent of the work to be performed. The application shall be accompanied by copies of any site plans, building plans, photographs, topographic plans and any other information required by the Commission.
- C. Consideration of an application. The Historic District Commission shall make a determination as to the appropriateness of the work proposed to be accomplished by an applicant by determining whether or not the proposal is in compliance with the purpose and intent of the district and the guidelines of this chapter. This determination shall be based on the following:
- (1) Professional advice. The Commission may seek advice from such professional, educational, cultural or other sources as is deemed necessary.
 - (2) Public hearing. The Commission may hold a public hearing during which opinions of abutters and interested citizens shall be heard, as well as such professional advice as has been requested. Notice of the public hearing shall be sent to abutters and others as required by RSA 676:4 not less than 10 days prior to the date of the hearing.
 - (3) Consultation. The Commission shall consult with the applicant and may make suitable recommendations for changes or modifications to the applicant's proposal. Such recommendations shall be for the purposes of historic preservation and the prevention of changes that are incongruous with the Historic District, its buildings, sites and surroundings, particularly those features of the district that are subject to public view.
 - (4) Action on an application. The Historic District Commission, at the next regular meeting or within 30 days following the delivery of the application, shall determine if the submitted application is complete according to the Commission's regulation and shall vote upon its acceptance. Upon determination by the Commission that a submitted application is complete according to the Commission's regulations, the Commission shall begin formal consideration and shall act to approve, conditionally approve, or disapprove within 45 days of the acceptance of said application by the Commission, unless the applicant agrees, in writing, to extend this time limit. The Historic District Commission shall act to approve or disapprove an application within 45 days after said application has been filed with the Commission, unless the applicant agrees, in writing, to extend this time limit. The Commission shall determine whether the action or usage proposed will be appropriate in the Historic District and shall file a certificate of approval or disapproval with the office of Town Manager. Failure by the Commission to act within the specified period of time shall be deemed to constitute approval of the application. The Commission shall determine whether the action or usage proposed will be appropriate in the Historic District and shall file a certificate of approval or disapproval with the office of Town Manager. Failure by the Commission to act

676:4 (1)
and 1/2
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day

within the specified period of time shall be deemed to constitute approval of the application.

- (a) **Conditional approval.** Notwithstanding that the action or usage proposed by the applicant may be deemed inappropriate owing to conditions especially affecting the lot, building or structure involved, but not affecting the Historic District generally, the Commission may find that failure to issue a certificate of approval will involve a peculiar and unusual hardship (physical, financial or otherwise) to the applicant and that such certificate may be issued without substantial derogation of the intent and purposes of historic preservation in Wolfeboro. If the Commission determines that a proposed action or usage is not appropriate, owing to conditions aforesaid, but that failure to issue a certificate of approval causes substantial hardship, the Commission may file a certificate of approval in which the Commission may impose conditions.
- (b) **Disapproval.** When an application is disapproved, the reasons for such disapproval shall be clearly stated in the record of proceedings of the Commission.
- (c) **Notification.** The Commission shall notify the applicant and the Town Manager of its determination and shall furnish the applicant a summary of the reasons for the action taken and its recommendations, if any, as appearing in the records of the Commission.

§ 175-200. Appeals.

Appeals may be taken to the Wolfeboro Zoning Board of Adjustment by any owner or tenant of property wholly or partly within the Wolfeboro Historic District, as well as by any other person, agency or group, if aggrieved by a ruling of the Wolfeboro Historic District Commission. The Wolfeboro Zoning Board of Adjustment shall hear and act upon such appeals within the periods of time prescribed by New Hampshire statute.

§ 175-201. Guidelines.

The following guidelines shall be used by the Historic District Commission:

- A. **Criteria for appropriateness (existing buildings).** When determining the appropriateness of proposed alterations, restorations or remodeling of existing structures, the criteria listed below shall be used. It is possible that in some instances several criteria will apply to a particular application, in which case the applicant shall suggest on the application the criterion being used, and the Commission shall consider the applicant's suggestion but shall make the final decision on which criterion or criteria, if any, apply.
 - (1) Structures which are of importance because of a moment in history, such as the date of occupancy by a celebrated personage or the happening of an event. Such structures should be altered only so as to be more in conformity with the appearance at that moment in time.
 - (2) Structures which are of importance because of their date of construction. Such structures should be altered to restore features to their original appearance, unless the structure was altered at some later time and the Commission determines that the alteration is in keeping with the character of the Historic District or is notable in its own right. In such case, the altered appearance should be maintained.

- (3) Structures which are important in the history of architecture as unique or exceptionally fine examples of their style. Such structures should be altered only so as to retain their original appearance.
 - (4) Structures which are merely typical of their age and style. Such structures should be altered in a fashion of that age or style, if in keeping with the character of the Historic District.
- B. Criteria for conformance (new structures). New structures and buildings and those being moved into the Historic District must conform to the existing structures in the district in terms of general size and scale but need not conform in precise architectural style. In addition:
- (1) Unless waived by the Commission, a structure must essentially conform to an average of the dimensions of its nearest neighbors as follows:
 - (a) Height.
 - (b) Length.
 - (c) Width.
 - (d) Street frontage.
 - (e) Setback from the street.
 - (f) Number of stories.
 - (2) Such a structure shall conform to the general style of the Historic District by being similar to neighboring structures in the criteria listed below, unless waived by the Commission:
 - (a) Openings and openings patterns within the facade as a percentage of the facade, i.e., doors and windows.
 - (b) Similarity of construction materials and surface texture, i.e., rough, smooth, wood, brick, etc.
 - (c) Similarity of rooflines, i.e., slopes and shapes.
 - (d) Similarity of architectural details, i.e., cornices, lintels, arches, porches, balustrades, wrought iron work, chimneys, etc.
 - (e) Similarity of landscaping and ground coverings, i.e., grass, trees, shrubs, brick, granite, etc.
 - (f) Other items of review shall include color, roof materials, fences, foundations, signs, windows and such other items as may affect the exterior appearance of said structure even though a permit may not be required under the Planning and Zoning Ordinance.
- C. Demolition or removal. No existing building or other structure may be demolished or moved out of any of the Historic Districts until approval has been granted by the Historic District Commission. An application which includes a detailed plan for the reuse of the site shall be submitted, and the Commission shall determine the appropriateness of the plan. A certificate of approval for demolition and reuse shall only be granted upon a showing by the applicant that to deny such certificate would result in a hardship unique to the property in question and that such hardship is not common to neighboring properties in the Historic District. Financial hardship of the owner of the property shall not constitute a hardship for this purpose.
- D. Construction. Construction that will not have any visible impact on buildings or structures in the Historic District is permitted, provided that the Historic District Commission is notified at least 30 days in advance of such construction. Such construction shall not begin if the owner is notified that an application to the Commission is required.

- E. **Painting.** Painting, staining and other exterior decorative work constituting a change from existing color and appearance and not involving exterior construction shall be in accordance with the character of the Historic District. The Commission shall be notified 30 days in advance of such exterior decorative work. Such work shall not begin if the owner is notified that an application to the Commission is required.
- F. **Routine repairs.** Routine repairs to existing structures not involving any other exterior changes shall be deemed to be of no interest. Parties interested in promoting the spirit and intent of the Historic District are encouraged to seek informal guidance from the Commission in the selection of historically appropriate colors or detail.

§ 175-202. Enforcement.

The enforcement of the provisions of this Part 2 shall be made through the Planning and Zoning Ordinance of the Town of Wolfeboro (RSA 31:89-j).

§ 175-203. Separability.

In case any subsection, paragraph, or part of this Part 2 is, for any reason, declared invalid or held unconstitutional by any court of last resort, every other subsection, paragraph or part shall continue in full force and effect.

§ 175-204. Interpretation of provisions.

Nothing in this Part 2 shall be construed to prevent ordinary maintenance or repair of any structure or place within the Historic District nor to prevent construction, alteration, repair, moving or demolition of any structure under a permit issued by the Permit Officer or other duly delegated authority prior to the establishment of any such District (RSA 31:89 - g).