

CONWAY PLANNING BOARD

MINUTES

APRIL 11, 2002

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| 1 | Appointment of Alternate |
| 1 | Election of Officers <ul style="list-style-type: none">• Sheila Duane – Chair• Vice Chair and Secretary – Continued |
| 1 | Date, Time and Place of Meetings <ul style="list-style-type: none">• Second and Fourth Thursday• 7:00 p.m. Conway Town Office |
| 1 | Carol T., Marion Lynn, Jesse E. IV & Lee-Ann Lyman –
Minor Site Plan Review Continued (PID 218-99) File
#MR02-01 <ul style="list-style-type: none">• Conditionally Approved |
| 2 | Nearledge Development – Subdivision Review (PID 201-
10) File #S02-03 <ul style="list-style-type: none">• Withdrawn by Applicant |
| 2 | Other Business <ul style="list-style-type: none">• Thomas Kugel – Café Noche – PID 276-292• Historic Preservation – Linda Ray-Wilson• Shawn Bergeron – Chaco, Inc. – PID 246-22• Phyllis Wagstaff – PID 219-202 |

CONWAY PLANNING BOARD

MINUTES

APRIL 11, 2002

A meeting of the Conway Planning Board was held on Thursday, April 11, 2002 beginning at 7:00 p.m. at the Conway Town Office in Center Conway, NH. Those present were: Chair, Sheila Duane; Conrad Briggs; Robert Drinkhall; Martha Tobin; David Robinson; Alternate, Cesare Macchionni; Planning Director, Thomas Irving; and Recording Secretary, Holly Meserve.

REVIEW AND ACCEPTANCE OF MINUTES

Mr. Briggs made a motion, seconded by Ms. Tobin, to approve the Minutes of March 21, 2002 and March 28, 2002 as written. Motion unanimously carried.

APPOINTMENT OF ALTERANTE

Ms. Duane appointed Mr. Macchionni as a voting member.

ELECTION OF OFFICERS

Mr. Briggs nominated Ms. Duane for Chair. Mr. Drinkhall seconded the nomination. Nomination carried with Ms. Duane abstaining from voting.

Mr. Briggs made a motion, seconded by Mr. Robinson, to wait until Brian Glynn returns to determine Vice Chair and Secretary. Motion unanimously carried.

DATE, TIME AND PLACE OF MEETINGS

The Board agreed to keep the same schedule: second and fourth Thursday of each month; 7:00 p.m. at the Conway Town Office.

CAROL T., MARION LYNN, JESSE E. IV & LEE-ANN LYMAN – MINOR SITE PLAN REVIEW CONTINUED (PID 218-99) FILE #MR02-01

Ms. Duane stated that they are waiting for a license from the Town of Conway. **Mr. Briggs made a motion, seconded by Ms. Tobin, to conditionally approve the Minor Site Plan for Carol T., Marion Lynn, Jesse E. IV & Lee-Ann Lyman conditionally upon a obtaining a license from the Town of Conway and the conditional approval to expire on July 24, 2002.** Ms. Duane asked for public comment; there was none. **Motion unanimously carried.**

**NEARLEDGE DEVELOPMENT – SUBDIVISION REVIEW (PID 201-10) FILE
#S02-03**

Ms. Duane stated that the applicant has withdrawn the application.

OTHER BUSINESS

Thomas Kugel – Café Noche – PID 276-292: A conceptual review for an addition on the west side of the building.

Historic Preservation – Linda Ray-Wilson: Ms. Wilson with the New Hampshire Division of Historical Resources reviewed Historic Preservation with the Board.

Shawn Bergeron – Chaco, Inc. – PID 246-22: Mr. Bergeron explained that John McClure at the Saco River Campground would like to construct a pool and asked for relief from site plan review. Mr. Bergeron stated that the pool would be 0.0008% of the land area. **Mr. Briggs made a motion, seconded by Ms. Tobin, to exempt [overturn the Administrative Decision] the pool proposed by Chaco, Inc. from site plan review.** Ms. Duane asked for public comment; there was none. **Motion unanimously carried.**

Phyllis Wagstaff – PID 219-202: Mr. Bergeron stated that there is not enough parking provided. Mr. Bergeron stated that they meet the town regulations, but the regulations don't take employee parking into consideration. Mr. Bergeron stated that there will be 57% remaining green space and the parking is not proposed in the buffer. Mr. Briggs stated that no new waivers are required, therefore, should be considered a field change.

Mr. Briggs made a motion, seconded by Ms. Tobin, that the additional pavement proposed for Phyllis Wagstaff is an acceptable field change. Motion unanimously carried.

Meeting adjourned at 9:15 p.m.

Respectfully Submitted,

Holly L. Meserve
Recording Secretary

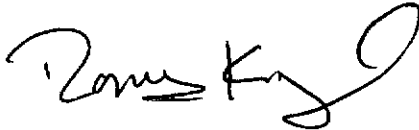
Thomas Kugel
Cafe Noche
147 Main St.
Conway Village, N.H.

Town Of Conway, NH
Planning Board

I would like to request a conceptual review of my plans to add on to the building housing Cafe Noche, in Conway Village, at your meeting on ~~March 28th~~, by the Planning Board.

April 11

Thank you for your consideration,
Thomas Kugel, Owner



447-5091

(See H
Sheet
3200
of Con

(21)

R-10

consolidated
walk in site

(22)
curving for

Asphalt Sidewalk

$S 86^{\circ} 29' 15" E = 73.34'$

iron
pipe
under
sound
pavement

wooden steps

Area
for
proposed
Addition

CAFE
NOUVE

(20)

15420
36054

asphalt over concrete walk

153%

Formerly
"Ferry's Sweet Shop"
factory under frame
partly on 1st floor

enclosed
bulk-
head

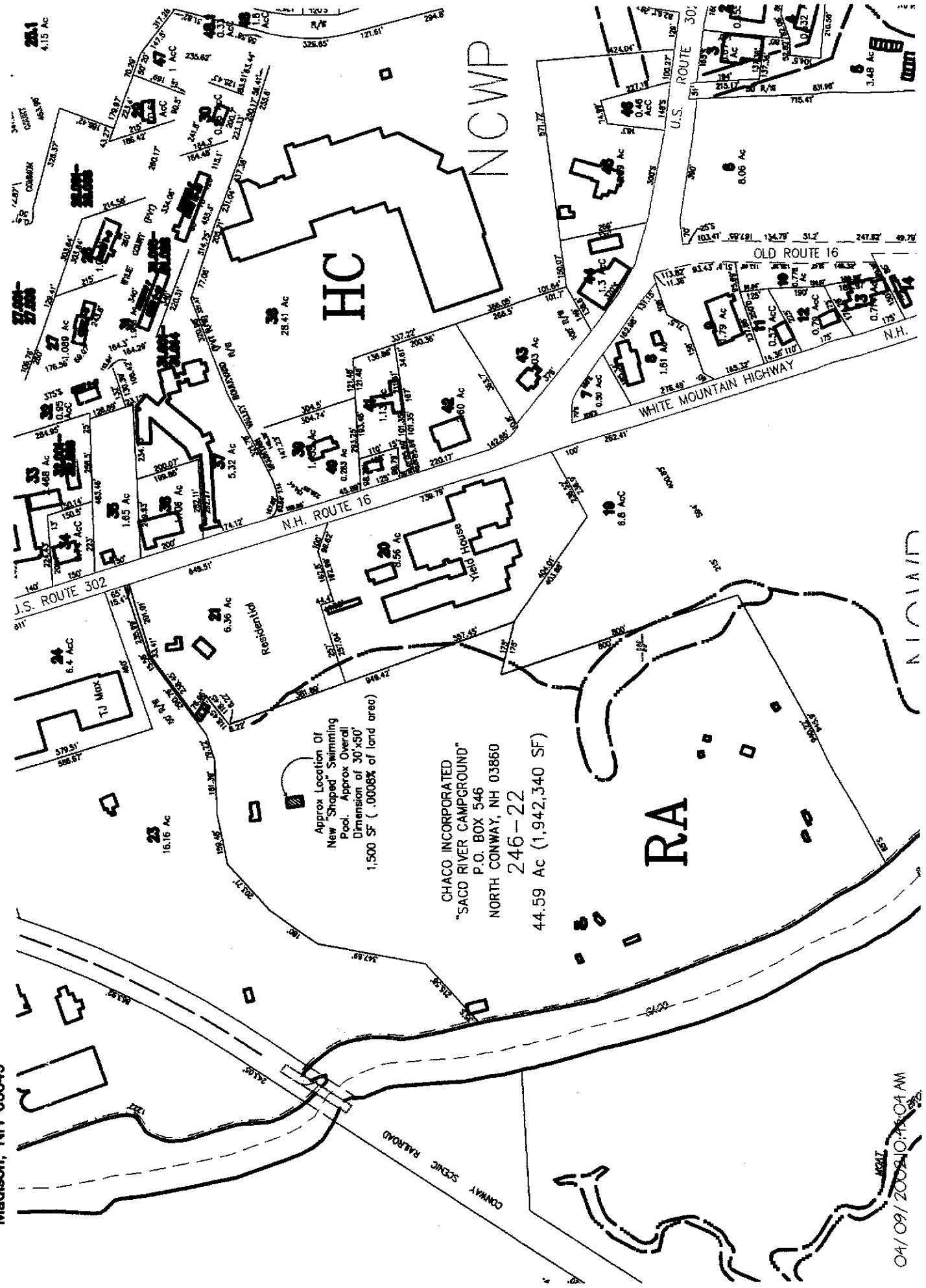
Building setback line
D.S. H. Shaffer
Days 1001 - 1093 -

open back & roofed stairway

flight of
stairs
to 2nd
floor
R.D. 1001
(original) built
by through
of water
and

Wooden Deck

Shawn Bergeron
 Technical Services, LLC
 P.O. 101
 Madison, NH 03849



Approx Location Of
 New "Shaped" Swimming
 Pool. Approx Overall
 Dimension of 30'x50'
 1,500 SF (.0008% of land area)

CHACO INCORPORATED
 "SACO RIVER CAMPGROUND"
 P.O. BOX 546
 NORTH CONWAY, NH 03860
 246-22
 44.59 Ac (1,942,340 SF)

04/09/2004 10:40:04 AM



NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

State of New Hampshire, Department of Cultural Resources

19 Pillsbury Street, P. O. Box 2043, Concord NH 03302-2043

Voice / TTY RELAY ACCESS 1-800-735-2964

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*Historic Preservation
Recognition
Tools & Techniques
&
Preservation Incentives
for
New Hampshire Communities*

*New Hampshire Division of Historical Resources
April 2002*

HOW TO DO HISTORIC PRESERVATION AS PART OF YOUR EVERYDAY LIFE

1. Look at the place where you live (your street, or road, or neighborhood) and see how many historic buildings and structures and land uses are present.
2. Talk to neighbors and "old timers" about their memories and stories of the area -- where they have lived, where you live, what they learned from "old-timers" when they were young.
3. Go to the library and find out what information it has about local history; read the town history and study local history publications.
4. Learn how to research the deeds for your house or a nearby historic property.
5. Write the history of your own house.
6. Find and study old maps of your neighborhood or community: what is still recognizable? what has changed? why did it change?
7. Using your maps, locate and record old roads and trails, and house, shop, and mill foundations in your town.
8. Look at old photographs and views of your house, your neighborhood, your community, and try to imagine yourself in the pictures. What can you see, hear, feel, touch, taste? How would it be different now?
9. Arrange to borrow, copy, and catalogue old photographs of your town for your local library or historical society.
10. Do follow-up research on the local history stories you've learned and the new insights you've gained.
11. Give time (or money) to the library to organize a historic preservation "how-to" collection.
12. Take a historic preservation or architectural history or building rehab course.
13. Join the local historic preservation or heritage organization; if none exist, explore the possibility of organizing one.
14. Join your local historical society.
15. Volunteer to help the historical society with a task or project (it can be mundane, not monumental -- just do it!).
16. Learn how to use the Internet to find historic preservation information, and teach others how to do it, too.
17. Offer to do public relations or marketing for local historic preservation organizations or projects.
18. Visit historic places in your community...in neighboring communities...in the region...in the state.
19. Share the enjoyment of what you've learned with others, especially children (an impromptu "history walk," a "preservation picnic," a historic "mystery tour," an outing to a museum or to nearby historic sites, a trip to explore architectural history/building construction exhibits at Strawberry Banke, telling historical or historic preservation bedtime stories...).
20. Join the Division of Historical Resources' SCRAP (Statewide Conservation & Rescue Archaeology Program) and become certified as an avocational archaeologist.
21. Participate in SCRAP training, field schools, and workshops.
22. Talk up historic preservation at every opportunity (being shy is not a barrier; confidence will grow with every conversation).
23. Get others to really *look* at historic architecture, landscapes, townscape...and to *think* about what they are seeing.
24. Help others to understand how historic preservation is not a luxury but a resource that builds better lives and communities.
25. Encourage building rehab work that is sensitive and sympathetic to the character of the structure and its setting.
26. Recognize and compliment good historic preservation work, and encourage others to do so, too.
27. "Adopt" a vulnerable historic building or site and educate others about its historic value and its reuse potential.
28. Educate decision-makers about the value of preparing historic structures reports and preservation plans for historic properties.

29. Learn how to disagree without being disagreeable, and how to build consensus...then practice!
30. Become an advocate for historic preservation and encourage a preservation ethic within groups or organizations that you belong to or work with.
31. If there is a local historical resources survey underway, volunteer to help. If not, work with other interested individuals, groups, and boards or commissions to organize one.
32. Support local nominations to the National Register of Historic Places.
33. Organize a local historic preservation program, display, exhibit, or lecture.
34. Invite friends and family to attend local historic programs.
35. Join or create an oral history project.
36. Persuade local businesses to donate space for historic preservation displays and promotions.
37. Organize and promote "fun" historic preservation events for the general public; or help plan an annual historic preservation celebration that will appeal to a mix of ages, backgrounds, and interests.
38. Organize a historic preservation essay or poster contest for children.
39. Establish a historic preservation awards program in the schools.
40. Volunteer to help with local history projects in the schools.
41. Support expansion of history and historic preservation activities in the local schools.
42. Get involved with a historic preservation program for teens.
43. Join a statewide archaeology, history, or preservation advocacy organization.
44. Join a national archaeology or historic preservation organization.
45. Join an international historic preservation organization.
46. Familiarize yourself with historic preservation issues at the state, national, and international level; donate time or money to support efforts of special concern.
47. Attend an archaeology or history workshop or historic preservation conference...then put into action something you learned there.
48. Help with a fund-raiser for a preservation project.
49. Donate money or services or materials to an archaeology or historic preservation project.
50. Encourage others to donate money, services, or materials, too.
51. Attend public meetings of local officials and land use boards (Planning Board, Zoning Board, Historic District Commission) and the Heritage Commission, Conservation Commission, or Parks & Recreation Commission to find out about local issues, concerns, and decisions that are being considered (you don't have to speak!).
52. Encourage other preservation-minded people to attend public meetings with you.
53. Learn about the interrelationships between historic preservation and other aspects of land-use planning.
54. Familiarize yourself with strategies and techniques that communities and Regional Planning Commissions can use to advance and enhance historic preservation action and achievements.
55. Encourage local officials, commissions and committees, and land-use boards to incorporate concern for historic preservation into their policies, regulations, and decision-making.
56. Volunteer to help land-use boards with research or data-gathering.
57. Work with local land-use boards and service organizations to bring citizen-participation local betterment programs (Community Cornerstones, Civic Profile, Community Stewardship, Saving Place) to the community.
58. Enlist others to help establish a local Heritage Commission, if the community lacks one.
59. Volunteer to help create or update a historic preservation chapter for the community Master Plan.
60. Prepare a local historic preservation manual.
61. Propose "Scenic Road" designation for qualifying local roads.
62. Encourage your community to participate in the state "Scenic Byways" program.
63. Attend meetings of the Selectmen (or Mayor & Aldermen, or Council) and the Budget Committee to learn how historic preservation issues are being considered.
64. Volunteer (or run for election) to a local land use board, or as a local official.
65. Attend state legislative hearings for preservation-related bills (you don't have to testify unless you want to!)

66. Talk to your state Representative and Senator about your historic preservation concerns.
67. Talk or write to your Members of Congress about your historic preservation concerns.
68. Share your historic preservation ideas and concerns with the local news media: prepare an op-ed essay, or feature article, or radio spot, or video clip, or public-access cable program
69. Write a "letter to the editor" on a history or historic preservation topic (be courteous!).
70. Ask the local newspaper to include historic preservation-related activities in the daily or weekly "events" listing.
71. Do a photo-essay about an archaeology or historic preservation issue, event, or hero/ine.
72. Prepare a historic preservation supplement for the local newspaper and order off-prints for later distribution.
73. During the "NH Primary Season," talk to national candidates and the news media about your historic preservation concerns.
74. Find technical and financial assistance to help historic properties (and programs) maximize their accessibility to people with disabilities, in ways that meet both accessibility and historic preservation goals.
75. Organize historic preservation "How-To" and technical assistance workshops.
76. Develop a "Historic Preservation Helper" program to assist senior citizens and low-income homeowners with minor home repairs.
77. Establish a local historic marker, plaque, or signage program.
78. Propose a state historical marker.
79. Publish an annual local calendar with a historic preservation theme.
80. Assist with a local history/historic preservation video.
81. Initiate a local historic preservation newsletter if there isn't one already.
82. Create a community historic preservation awards program.
83. Publicize preservation success stories from within the community, and from other places.
84. Develop a history/historic preservation component for community "welcome" programs.
85. Help with a local history or architecture walking/driving tour.
86. Organize a local or regional brainstorming session for historic preservation organizations, to explore shared concerns and opportunities.
87. Get involved with a regional Heritage Roundtable.
88. Support legal action to save and reuse historic properties.
89. Educate real estate brokers, lenders, insurers, accountants, attorneys, architects, and builders about the advantages of historic preservation.
90. Promote the economic and social values of rehabilitating historic buildings for the widest possible variety of purposes.
91. Have a reuse feasibility study prepared for a historic building, site, or complex.
92. Invest in rehab of a historic building.
93. Encourage use of federal "certified rehab" investment tax credits for rehabilitation of income-producing historic properties.
94. Cooperate with housing providers to explore joint use of federal "certified rehab" and "low income" tax credits for affordable housing rehab.
95. Enlist sponsors for a community historic preservation grants program.
96. Work with others to create a local historic preservation revolving fund.
97. Explore the feasibility of establishing a historic preservation easement program.
98. Donate a historic preservation or conservation easement to a historic preservation or land protection organization.
99. Educate and encourage others to donate easements.
100. Join with interested groups and individuals to explore and promote the role of historic preservation in developing sustainable local and regional economies.
101. Contact the NH Division of Historical Resources for information and technical assistance about these and many other historic preservation initiatives!

These suggestions are only a few of the possibilities. Be creative and come up with your own...then tell the Division of Historical Resources so we can share your ideas with others.

This fact sheet was prepared in January 1996, as part of "New Hampshire's State Historic Plan, 1996 - 2000," and was revised in September 1997 and February 1999. It has been produced with the assistance of a federal "Historic Preservation Fund" matching grant from the National Park Service of the United States Department of the Interior, through the New Hampshire Division of Historical Resources/State Historic Preservation Office. However, its contents and opinions do not necessarily reflect the views or policies of the Department of the Interior or the Division of Historical Resources.

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New Hampshire's state historic preservation program began in 1974 as the State Historic Preservation Office; in 1985 it became the Division of Historical Resources and moved to a new department, renamed the Department of Cultural Resources in 1998, which also includes the State Council on the Arts, the State Library, and the American-Canadian French Cultural Exchange Commission. Commissioner Van McLeod is head of the department; and the Director of the Division of Historical Resources (appointment pending in September 2001) is also New Hampshire's State Historic Preservation Officer.

The DHR is a state agency, supported by the state of New Hampshire, by the federal Historic Preservation Fund (through a matching grant administered by the National Park Service of the U.S. Department of the Interior), and by donated funds and services. It assists the people and communities of New Hampshire to recognize and to protect their heritage, and to encourage the stewardship of their architectural, archaeological, historical, and other cultural resources. The DHR and its staff also work with a variety of partners to act as a clearinghouse and network center for sharing historic preservation information with individuals, organizations, and agencies throughout the state.

DHR publications and resource materials are available in some alternate formats on request. Call the DHR at 603-271-3558 or Voice / TDD Relay Access 1-800-735-2964, or contact the DHR through FAX at 603-271-3433, to specify the publications and formats desired.

*NH Division of Historical Resources
January 1996
Revised September 1997 & February 1999
Reformatted September 2001*

COMMUNITY APPEARANCE AND TOURISM: WHAT'S THE LINK?

The colorful brochures American cities use to promote their charms are always filled with attractive scenes: sunsets, azaleas in bloom, historic house museums beautifully photographed. The reality is often not so lovely. Back away from the great columned house and you'll find, as likely as not, a fast food restaurant with screaming red roof to one side, and to the other a parking lot that is barren except for a flashing portable sign and a towering billboard. The brochure is handsome; the city is not.

There is an immense but too often ignored relationship between community appearance and tourism. As Mark Twain once said, "We take stock of a city like we take stock of a man. The clothes or appearance are the externals by which we judge." Unfortunately many tourism officials are far more concerned with marketing and promotion—creating fancy brochures and compelling ads—than they are with protecting and enhancing the product they are trying to sell.

Tourism involves much more than marketing. It also involves making destinations more appealing. This means conserving and enhancing a destination's natural tourism assets. It is, after all, the heritage, culture, and natural beauty of a community or region that attracts tourists. But today a person dropped along a road beside of most American cities (whether tourist destinations or not) wouldn't know where he was because it all looks the same. Is it Albany or Allentown? Clarksdale or Cowpens? Providence or Pittsburgh? Who can tell?

The truth is, the more a community does to enhance its unique set of assets, whether natural, architectural, or cultural, the more tourists it will attract. On the other hand, the more a community comes to resemble Anyplace, U.S.A., the less reason there will be to visit. Make a destination more appealing and people will stay longer and spend more.

Clearly, certain places have more appeal than others. But no place will retain its special appeal by accident. Without exception those places that have successfully protected their uniqueness—whether natural or man-made—are those places that have used vision, management and control to protect the features that make them special. Without planning and management, tourism can destroy the very attributes—both natural and man-made—that people come to see. As a result, local policies that shape growth and development are critical to the success of tourism development efforts.

Many cities have gotten used to ugliness, accepting it as inevitable to progress.

But there are others across America who have begun an active push for a more appealing environment. The tools to make a community memorable and beautiful are not new or rare. But it takes citizen action and political will to put these tools to work. It also takes an understanding of how people, particularly tourists, see and experience a community.

Perception studies reveal significant differences between tourist and commuter perceptions of a community from the highway. Tourists are open and receptive to everything they see, while commuters tend to tune out the familiar environment along the roads they travel day in and day out. This suggests that tourism officials need to become more aware of the overall character of a community. This is particularly true because many tourists decide to spend time and money at a location before they actually see the product. If the character of the destination is at odds with its description in advertising and promotional literature, the tourist will feel cheated. Creation of a false image can spoil a vacation. What's more, it can reduce repeat visitation: tourists may come once but they won't come back. Alternatively, happy memories and word of mouth are the best public relations a destination can have.

Tourism is a voluntary activity, which means that tourists have a choice among competing destinations. Given a choice, where will they go? Virtually every study of traveler motivations has shown that, along with rest and recreation, visiting scenic areas and historic sites are among the top two or three reasons why people travel. Travel writer Arthur Frommer says that, "Among cities with no particular recreational appeal, those that have preserved their past continue to enjoy tourism. Those that haven't, receive almost no tourism at all. Tourism simply doesn't go to a city that has lost its soul."

Preservation-minded cities like Victoria, B.C.; Savannah, GA; Charleston, SC; and Alexandria, VA are among North America's leading tourism destinations because they have protected and enhanced their unique architectural heritage. By contrast, cities which have obliterated their past such as Cleveland, Birmingham and Atlanta attract hardly any tourists at all, except for the highly competitive and notoriously fickle convention business.

Urban planner Andreas Duany says that, "Authentic urban experience has become such a rarity that many places have become tourist attractions simply by virtue of being real towns." Visitors drive hundreds of miles to spend a weekend in

places like Fredricksburg, TX; Madison, IN; Sonoma, CA; Stockbridge, MA; and Edenton, NC, just for the sake of experiencing the pleasures of a "real" small town. Duany also believes this explains the success of Disneyland and Disney World, where visitors spend more time wandering along Main Street USA than they do on rides.

Growth is inevitable. The ugliness and destruction of community character that so often accompanies growth is not. Communities can grow without destroying the things people love. Beauty, heritage, and environmental quality are good for business. Unless the tourist industry thinks it can continue to sell trips to see look-a-like motels, tract housing, traffic jams, and cluttered commercial strips, it ought to share in an agenda to protect the natural and cultural resources on which it relies.



To preserve and enhance those characteristics that make a community interesting, memorable, and attractive, the tourism industry should adhere to the following standards and recommendations:

- Identify all of those places, both natural and man-made, that give a community its special character and identity.
- Make every effort to preserve the authentic aspects of local culture including handicrafts, art, music, language, dress, architecture, traditions, and history.
- Preserve and maintain existing historic buildings, neighborhoods, towns and areas.
- Insure that tourism support facilities—hotels, motels, restaurants, and shops—are architecturally compatible with their natural and man-made surroundings.
- Protect the gateways and entryways into a community and identify and protect streets and roads with outstanding scenic or historic significance.
- Protect scenic views and vistas. Wherever possible install underground utility wires and screen unsightly intrusions on scenic viewsheds or historic settings.
- Preserve trees and existing landscape character. Wherever possible plant street trees and use native vegetation to landscape and buffer parking lots.
- Prohibit billboards and strictly limit the size, height and number of other outdoor signs. Encourage the use of natural materials—not plastic-in sign design.

* * * * *

by Edward T. McMahon, Senior Associate at the Conservation Fund, and former president of Scenic America.

Reprinted from *Heritage Tourism Update*—Winter 1993 (a publication of the National Trust for Historic Preservation).



NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

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FAX 603-271-3433 preservation@nhdhr.state.nh.us <http://www.state.nh.us/nhdhr>
Voice/ TTY RELAY ACCESS 1-800-735-2964

THE NEW HAMPSHIRE STATE REGISTER OF HISTORIC PLACES

The New Hampshire State Register of Historic Places is one part of the state's efforts to recognize and encourage the identification and protection of historical, architectural, archeological and cultural resources. These irreplaceable resources may be buildings, districts, sites, landscapes, structures or objects that are meaningful in the history, architecture, archeology, engineering or traditions of New Hampshire residents and communities. The State Register is administered by the New Hampshire Division of Historical Resources (NHDHR), which is the state's Historic Preservation Office.

Listing on the State Register of Historic Places is one of several ways to acknowledge a property's historical significance. A property may also qualify for the National Register of Historical Places, be designated a National Historic Landmark, be part of a local historic district, or recognized in a local or regional master plan. Please feel free to contact the NHDHR to learn more about these programs.

Listing in the State Register can contribute to the preservation of historic properties in a number of ways. Please see "Effects of Listing" for more information on these benefits:

- Public recognition that a property is significant to a community.
- Consideration and advocacy in the planning of local and state funded or otherwise assisted projects.
- Qualification for state financial assistance for preservation projects, when funds are available.
- Special consideration or relief in the application of some access, building and safety code regulations.
- A complimentary one-year membership to the New Hampshire Preservation Alliance.

Listing a Property

How do I list a property?

Property owners can nominate properties to the State Register by submitting a completed inventory form for the resource to the Division of Historical Resources. Forms and directions are available by contacting NHDHR or from the division's web site, at <http://www.state.nh.us/nhdhr/barnstatereg.html>. They can be prepared by property owners or by a consulting architectural historian or archeologist at the owner's request. NHDHR staff then review the nominations and make suggestions for editorial changes or additional research. If the property meets the State Register criteria and the inventory form is complete, the NHDHR recommends the property for listing to the State Historical Resources Council. The Council, composed of professionals in the fields of American history, architectural history, architecture, prehistoric

and historic archeology and other related disciplines, meets quarterly and gives final approval to all nominations.

Following Council approval, NHDHR will present property owners with a letter and certificate confirming that their property is listed on the State Register of Historic Places. Information on the property will be entered into NHDHR's database and files, and the owners can sign up for a mailing list to receive the Division's newsletter and pertinent information on workshops, publications and other preservation events and topics.

Inventory forms are also completed as part of many state and local planning processes, such as environmental review for transportation projects, and through the efforts of town heritage or historical commissions. Property owners should check the NHDHR's files for previous research prior to beginning their own inventory efforts.

What are the criteria for listing?

All properties listed on the State Register are documented and evaluated against the following criteria. These broad criteria are designed to guide individuals, local governments and others in evaluating potential entries in the State Register. Properties not specifically described in the text below may still be eligible.

Criteria for evaluation

Properties may be listed on the State Register for the story they tell. This story can be about a single event, such as a major labor strike at a factory, or about a much longer historical trend, such as the rise of textile manufacturing in the Merrimack River valley, or a number of stories that are together meaningful to a community's history, such as a mill complex that has housed a number of different industries on which a village has depended. Although the State Register recognizes that many of these types of historical resources have changed over the years to accommodate evolving technologies, styles and needs, the listed resource must retain enough of its historic fabric to illustrate its historic uses and role in the community.

Properties may also be meaningful for their associations with people who made important contributions to a community, profession or local tradition. These types of resources could be the workshop of a popular painter, the home of successful local chair manufacturer or the store of the first merchant in town. Again, these resources should retain the bulk of their historical physical fabric. One test is to question whether the person whose life the property illustrates would recognize it today.

Properties may also be listed on the State Register for their tangible merit, either as a well-preserved example of local architecture, design, construction or engineering, or as long-standing focal point in a neighborhood or community. A variety of resources can be ushered into the State Register under this criterion: a well-preserved although typical example of a New Hampshire farmhouse, a town common or cemetery, or the intact stone foundations of a local grist mill. These types of resources need not be extraordinary or the best example in town; they often can be a common, although irreplaceable, feature on the New Hampshire landscape.

Identified, but unexcavated and unevaluated archeological sites may also be listed on the State Register of Historic Places. Artifacts at these sites can yield significant information about the lives, traditions and activities of New Hampshire's earliest residents.

Types of Resources

As noted above, historic resources listed on the State Register can be buildings, districts, sites, landscapes, structures and objects. Examples of these types of resources include, but are not limited to:

Buildings:	houses, stores, barns, garages, boathouses.
Districts:	downtowns, mill complexes, railroad corridors, neighborhoods, agricultural properties.

Sites:	mill or building foundations, parade grounds, the location of a Native American Indian camp.
Landscapes:	cemeteries, parks, town forests.
Structures:	bridges, stone walls, fire towers, dams.
Objects:	watering troughs, signs, light posts, boats, fountains.

How old does the property have to be?

Generally, properties eligible for listing on the State Register should be at least fifty years old. The passage of time allows for a more objective evaluation of a property's historical significance. Properties approaching the fifty year mark can be listed, if their historical values are already clear.

Changes to properties listed in the State Register

Any change to a historic property that harms or destroys its significant historic fabric may be grounds for removing that property from the State Register. These types of changes can include moving a building, replacing a building's most significant historic building materials with unsympathetic materials, or the destruction of its most important historical attributes, such as the subdivision of a farm's agricultural fields and the subsequent construction modern housing. The degree of harm a change can cause depends on the reason why the property was listed on the Register, and each case must be reviewed individually.

On the other hand, changes to a property once judged to be ineligible for the State Register could render it eligible, such as the removal of modern building materials from a commercial storefront and the restoration of its original façade.

Removing properties from the State Register

Any person or organization may petition in writing to the NHDHR for the removal of property from the State Register. Reasons for removing a property include: (a) changes that have harmed a resource's historic integrity, (b) the introduction of additional information that shows a property does not meet State Register criteria, (c) procedural error in the nomination or listing process, or (d) a subsequent property owner's preference. Given a clear, informative demonstration of why the property should be removed from the State Register, based on the four above grounds, NHDHR will either forward its concurrence or disagreement with the request to the State Historical Resources Council. As with listing a property to the State Register, the State Historical Resources Council gives final approval or disapproval to all removal requests.

Regardless of whether a property is listed on the State Register, or only determined to be eligible for listing on the State Register, many of the benefits described below in the section, "Effects of Listing," still apply.

Assistance with listing a property on the State Register

Instructions for completing inventory forms and locating research materials are available at the NHDHR, as is a list of consulting architectural historians who are familiar with the inventory and State Register processes in New Hampshire. As noted above, researchers should also review the existing inventory files at NHDHR to determine whether information has been gathered on their property.

The National Park Service has published a number of guides to identifying and evaluating historic properties, including "Researching a Historic Property" (National Register Bulletin #39) and "Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character" (Preservation Brief #17). Copies of these guidelines are available at the NHDHR and on the National Park Service's web pages at www.cr.nps.gov/nr/nrpubs.htm and www2.cr.nps.gov/tps/care/goodguides.htm, respectively. A recently published book, *A Building History of Northern New England* by James L. Garvin, is the definitive guide to understanding New Hampshire architecture. Copies are available through your local library or bookstore.

Effects of Listing

Benefits

In addition to honorific recognition, listing in the State Register results in these benefits for historic properties:

Consideration in the planning of local and state funded or otherwise assisted projects: Listing on the State Register can help property owners and communities be more effective advocates for their historic properties by flagging these resources as vital parts of a community and its landscape. Both state and federal historic preservation regulations seek to protect identified historic resources during activities such as governmental land sales and transportation projects.

Qualification for state financial assistance for preservation projects, when funds are available: Historic preservation grants and funding from sources such as the Land and Community Heritage Investment Program use eligibility for or listing on the State Register, among other criteria, as a qualifying requirement. Private initiatives, such as grant programs from local historical societies, may use State Register listing as a requirement as well. The NHDHR has a complete list of what preservation project funding is currently available for resources listed on the State Register.

Special consideration or relief in the application of access, building and safety codes: Historic properties, including those listed on the State Register, are offered special consideration in the application of the Americans with Disabilities Act, the BOCA National Buildings Code, the state lead poisoning prevention law and administrative rules, the state energy code, the state fire code, and the state floodplain ordinance. Historic properties are **not exempt** from these code regulatory processes. However, during the review and approval process, historic property owners, with NHDHR assistance if desired, can work with regulatory agencies to develop plans that meet preservation and access, building and safety needs.

A complementary one-year membership to the New Hampshire Preservation Alliance: Founded in 1985, the New Hampshire Preservation Alliance works to preserve the state's historic buildings, landscapes and communities through leadership, advocacy and education. A non-profit membership group, the Preservation Alliance works with the NHDHR on many projects and generously offers State Register property owners a complimentary one-year membership, giving each a voice in protecting the traditional beauty of New Hampshire and the places people value.

Restrictions and Requirements

Owners of private property listed on the State Register are free to maintain, manage or dispose of their property as they choose, without oversight or comment from the NHDHR, provided that no state monies or permits are involved. However, as property owners plan for needed maintenance or changes, staff members at the NHDHR are always available for questions and assistance.

Contact Information

The New Hampshire Division of Historical Resources, located at 19 Pillsbury Street in Concord, has more information about the New Hampshire State Register of Historic Places. This information, along with a blank inventory form and the manual needed to complete it, are available on the division's web site, at <http://www.state.nh.us/nhdhr/barnstatereg.html>. Staff can be reached at 603/271-3483, via e-mail at preservation@nhdhr.state.nh.us, or via mail at PO Box 2043, Concord, NH 03302.

THE NATIONAL REGISTER OF HISTORIC PLACES: A PRIMER

The National Register is the nation's official list of buildings, districts, sites, structures and objects important in American history, architecture, archaeology, engineering or culture.

Register listing recognizes that your property makes an important contribution to your community's cultural heritage, based on its historical or architectural significance. Properties are listed either individually or as part of a district.

In New Hampshire, the National Register program is administered through the Division of Historical Resources (New Hampshire's state historic preservation office), on behalf of the National Park Service.

Contrary to widespread belief, the Register imposes no restrictions on private owners who wish to alter their property. The only exception is if state or federal funds, licenses or permits are involved, as this federal assistance triggers a review process.

Questions commonly asked about listing on the National Register include:

How do I get my property listed on the National Register?

First, contact the Division of Historical Resources (603-271-3558) to see if an inventory form has been prepared for your property. If it hasn't, DHR staff will send you one along with instructions on how to fill it out. The staff will then review the form to determine whether your property appears to be eligible. If it is, the next step is to fill out the lengthier National Register nomination form. You may wish to seek the assistance of a professional preservation consultant for either of these two steps.

National Register nominations are submitted to the Division of Historical Resources. Once complete, they are considered by the State Historical Resources Council (state historic preservation review board), which meets quarterly. Nominations approved by the review board are forwarded to the National Park Service in Washington, D.C., for action.

Can I object to having my property listed on the Register?

Yes. Once you receive notification that your property is being considered for listing by the State Historical Resources Council, you may submit a notarized letter of objection. Within a proposed National Register district, if a majority of the property owners submits notarized objections, the district will not be listed. Instead, it will receive a formal determination of eligibility.

Doesn't listing on the Register or being part of an historic district mean I can't make alterations without prior approval?

Absolutely not! It is a common misconception that National Register listing imposes restrictions on an owner with regard to the use or alteration of a building. However, listing does not carry design review obligations with it. The National Register is a planning tool, not a regulatory program.

What are the benefits of being listed on the Register?

- It makes income-producing property eligible for a 20 per cent federal tax credit if it meets various criteria and is rehabilitated following program guidelines.
- It gives the property some flexibility in meeting building code and ADA requirements.
- It enhances the cachet of an area and can be a strong marketing tool for owners and business people.
- It provides some protection from state and federally funded projects.
- It offers some leverage to a community when working with developers, in that it publicly recognizes a significant community asset.
- It promotes the unique features of individual buildings and provides helpful data to owners, developers and educators.
- It provides objective criteria to assist a community in achieving public preservation goals.
- It gives owners a greater understanding of their historic property, and helps them make better choices for planning, care, and maintenance.

Are there any financial incentives for properties on the Register?

Yes. There are state LCHIP and Conservation License Plate grants, and there might be federal matching funds in the future. Income-producing properties may qualify for federal tax credits for substantial rehabilitation if program guidelines are met. (The DHR can provide information about all these programs.) And it can be an advantage to be listed on the Register when fundraising or applying for other grants.

Where do I go for assistance in preparing a National Register nomination?

Application forms, instruction manuals and limited assistance are available from the Division of Historical Resources. Your local historical society, historic district or heritage commission and library can often provide useful resource materials. Professional preservation consultants can assist you with completing the nomination form; a list of qualified individuals is available from the DHR. And if your community is a Certified Local Government, it can apply for matching grants to fund National Register nominations.

How do I get more information?

Call the Division of Historical Resources at 603-271-3558, or send an e-mail message to preservation@nhdhr.state.nh.us.

The original text of this fact sheet was prepared by Christine E. Fonda, National Register and Tax Incentives Coordinator for the New Hampshire Division of Historical Resources and Elizabeth Durfee Hengen, Preservation Consultant, then Chair of Inherit New Hampshire (now the New Hampshire Preservation Alliance). It was first published in the Spring 1998 INH Quarterly.

Revised edition, January 2001

WHAT ABOUT MY PROPERTY AND THE NATIONAL REGISTER?

How do I find out if a property is listed in the National Register of Historic Places?

Contact Christine Fonda, National Register and Tax Incentives Coordinator at the NH Division of Historical Resources (603-271-6437).

How do I find out if a property has been determined eligible for the National Register?

Contact Beth Muzzey, State Survey Coordinator, at the NH Division of Historical Resources (603-271-8850), or send an e-mail query to emuzzey@nhdhr.state.nh.us.

What is the best way to request a determination of National Register eligibility, for a property that is not yet listed in or determined to be eligible for the National Register?

Contact Debbi Gagne at the NH Division of Historical Resources (603-271-3558) or send an e-mail query to preservation@nhdhr.state.nh.us, to ask for DHR inventory forms and instructions.

REHABILITATION TAX INCENTIVES

Since 1976, the National Park Service has administered the Federal Historic Preservation Tax Incentives program in partnership with the Internal Revenue Service and with State Historic Preservation Officers. Preservation Tax Incentives reward private investment in rehabilitating historic properties such as offices, rental housing, and retail stores. The tax incentives have spurred the rehabilitation of historic structures of every period, size, style and type. They have been instrumental in preserving the historic places that give cities, towns and rural areas their special character. The tax incentives for preservation attract new private investment to the historic cores of cities and towns. They also generate jobs, enhance property values, and augment revenues for State and local governments through increased property, business and income taxes. The Preservation Tax Incentives also help create moderate and low-income housing in historic buildings. Through this program, abandoned or under used schools, warehouses, factories, churches, retail stores, apartments, hotels, houses, and offices throughout the country have been restored to life in a manner that maintains their historic character. Current tax incentives for preservation, established by the Tax Reform Act of 1986 (PL 99-514; Internal Revenue Code Section 47 [formerly Section 48(g)]) include:

- 20% tax credit for the *certified rehabilitation* of *certified historic structures*.
- a 10% tax credit for the rehabilitation of *non-historic, non-residential* buildings built before 1936.

For both credits, the rehabilitation must be a *substantial* one and must involve a *depreciable* building.

20% Rehabilitation Tax Credit

The Federal historic preservation tax incentives program (the 20% credit) is jointly administered by the U.S. Department of the Interior and the Department of the Treasury. The National Park Service (NPS) acts on behalf of the Secretary of the Interior, in partnership with the State Historic Preservation Officer (SHPO) in each State. The Internal Revenue Service (IRS) acts on behalf of the Secretary of the Treasury. Certification requests (requests for approval for a taxpayer to receive these benefits) are made to the National Park Service through the appropriate State Historic Preservation Officer (SHPO). Comments by the SHPO on certification requests are fully considered by the NPS. However, approval of projects undertaken for the 20% tax credit is conveyed *only in writing* by duly authorized officials of the National Park Service.

The 20% rehabilitation tax credit applies to any project that the Secretary of the Interior designates a *certified rehabilitation* of a *certified historic structure*. The 20% credit is available for properties rehabilitated for commercial, industrial, agricultural, or rental residential purposes, but it is not available for properties used exclusively as the owner's private residence.

What is a "certified historic structure?"

A *certified historic structure* is a building that is listed individually in the National Register of Historic Places —OR— a building that is located in a *registered historic district* and certified by the National Park Service as contributing to the historic significance of that district. The "structure" must be a building—not a bridge, ship, railroad car, or dam. (A *registered historic district* is any district listed in the National Register of Historic Places. A State or local historic district may also qualify as a *registered historic district* if the district and the enabling statute are certified by the Secretary of the Interior.)

What if my building is not yet listed in the National Register?

Owners of buildings that are not yet listed individually in the National Register of Historic Places or located in districts that are not yet registered historic districts may use the Historic Preservation Certification Application, Part 1, to request a *preliminary determination of significance* from the National Park Service. Such a determination may also be obtained for a building located in a registered historic district but that is outside the period or area of significance of the district. A preliminary determination of significance allows the owner to proceed with the rehabilitation project while the process of nominating a building or a district continues. Preliminary determinations, however, are not binding. They become final only when the building or the historic district is listed in the National Register or when the district documentation is amended to include additional periods of areas of significance.

What is a "certified rehabilitation?"

The National Park Service must approve, or "certify," all rehabilitation projects seeking the 20% rehabilitation tax credit. A *certified rehabilitation* is a rehabilitation of a *certified historic structure* that is approved by the NPS as being consistent with the historic character of the property and, where applicable, the district in which it is located. The NPS assumes that some alteration of the historic building will occur to provide for an efficient use. However, the project must not damage, destroy, or cover materials or features, whether interior or exterior, that help define the building's historic character.

IRS Requirements

To be eligible for the 20% rehabilitation tax credit, a project must also meet the following basic tax requirements of the Internal Revenue Code:

- The building must be *depreciable*. That is, it must be used in a trade or business or held for the production of income. It may be used for offices, for commercial, industrial or agricultural enterprises, or for rental housing. It may not serve exclusively as the owner's private residence.

- The rehabilitation must be *substantial*. That is, during a 24-month period selected by the taxpayer, rehabilitation expenditures must exceed the greater of \$5,000 or the adjusted basis of the building and its structural components. The adjusted basis is generally the purchase price, minus the cost of land, plus improvements already made, minus depreciation already taken. Once the substantial rehabilitation test is met, all qualified expenditures, including those incurred outside of the measuring period, qualify for the credit.
- If the rehabilitation is completed in phases, the same rules apply, except that a 60-month measuring period applies. This phase rule is available only if: (1) there is a set of architectural plans and specifications for all phases of the rehabilitation, and (2) it can reasonably be expected that all phases of the rehabilitation will be completed.
- The property must be placed in service (that is, returned to use). The rehabilitation tax credit is generally allowed in the taxable year the rehabilitated property is placed in service.
- The building must be a *certified historic structure* when it is placed in service; if it is not yet a *certified historic structure* when it is placed in service, the owner must have requested on or before the date that the building was placed in service a determination from the NPS that the building is a *certified historic structure*, and have a reasonable expectation that the determination will be granted. (This means, generally, for buildings not individually listed in the National Register of Historic Places, that Part 1 of the Historic Preservation Certification Application must have been filed before the building was placed in service.)
- Qualified rehabilitation expenditures include costs associated with the work undertaken on the historic building, as well as architectural and engineering fees, site survey fees, legal expenses, development fees, and other construction-related costs, if such costs are added to the basis of the property and are determined to be reasonable and related to the services performed. They do not include costs of acquiring or furnishing the building, new additions that expand the existing building, new building construction, or parking lots, sidewalks, landscaping, or other facilities related to the building.

The Secretary of the Interior's Standards for Rehabilitation

Rehabilitation projects must meet the following Standards, as interpreted by the National Park Service, to qualify as "certified rehabilitations" eligible for the 20% rehabilitation tax credit. The Standards are applied to projects in a reasonable manner, taking into consideration economic and technical feasibility. The Standards (36 CFR Part 67) apply to historic buildings of all periods, styles, types, materials, and sizes. They apply to both the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent, or related new construction.

1. A property shall be used for its 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.

For More Information

For more information on tax incentives for historic preservation, contact the NPS, the IRS, or your SHPO.

On the web: www2.cr.nps.gov/tps/tax/index.htm



NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

State of New Hampshire, Department of Cultural Resources
19 Pillsbury Street, P. O. Box 2043, Concord NH 03302-2043
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MEMORANDUM

TO: Individuals, organizations, and local officials interested in preserving stone walls in New Hampshire

FROM: Linda Ray Wilson
Deputy State Historic Preservation Officer
NH Division of Historical Resources

Telephone: 603-271-6434
FAX: 603-271-3433
E-mail: <lwilson@nhdhr.state.nh.us>

RE: Local stone wall preservation initiatives
(edited excerpt from the DHR quarterly newsletter, *The Old Stone Wall*, Vol. VII, No. 4, Winter 1999, published in cooperation with the NH Preservation Alliance)

DATE: April 11, 2002

TOWN INITIATIVES TO PROTECT STONE WALLS

Stone walls are a New Hampshire resource too often "taken for granite" -- literally. Whether by insensitive road repairs, careless logging, or outright removal for resale to new owners in other states, our stone walls are vanishing. Several laws -- including RSA 207:36, RSA 472:6, and RSA 539:3-4, afford limited protection to stone walls, but the provisions are weak, enforcement is difficult, and the fines are negligible. Bills about fences and boundary markers (including stone walls) are proposed for consideration by the Legislature from time to time, but those who care about preserving our historic stone walls should be vigilant, to be sure that the provisions of the proposed legislation help and not harm New Hampshire's linear legacy.

Fortunately, communities don't have to wait for state legislation; they can pass their own stone wall ordinance, just as Dublin did many years ago. (An example of a local stone wall ordinance: "No person shall deface, alter the location of, or remove any stone wall which was made for the purpose of marking a boundary along, or which borders, any road in the town of [name], except upon written consent of the Planning Board and the Board of Selectmen.")

Adopting such an ordinance at the local level also strengthens the validity (and defensibility) of decisions by planning boards, zoning boards, and boards of selectmen that would have the effect of protecting or preserving stone walls. If you would like a copy of a model petition article, contact the Division of Historical Resources.

The many roles and values of stone walls -- and the reasons for preserving them -- should be discussed in the municipal master plan; and detailed guidelines for retaining and protecting stone walls ought to be part of the subdivision and site review regulations that are adopted and used by local planning boards. Inserting a line item in the Capital Improvements Program (CIP) for maintenance and repair of municipally-owned stone walls is another way communities can demonstrate a commitment to saving stone walls. Newington's efforts are a model that other towns and cities could follow.

For more information about the Newington initiatives, see the next page...

LOCAL STONE WALL PRESERVATION INITIATIVES

(excerpt from the DHR quarterly newsletter, *The Old Stone Wall*, Vol. VII, No. 4, Winter 1999
published in cooperation with the NH Preservation Alliance)

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A PUBLIC/PRIVATE PARTNERSHIP TO SAVE STONE WALLS

The Newington Historic District, including the Newington Town Forest, is listed in the National Register of Historic Places. Historic photographs of The Old Parsonage (c. 1725) in the district show a stone wall that was taken down (along with other local walls) in 1920 and used to build the adjacent Stone School. The school, acquired by the Air Force in 1954, is being returned to the town for community use, in addition to its function as a museum operated by the Newington Historical Society.

According to Barbara Hill, chair of the Newington Historic District Commission, "It has long been a part of the Newington Master Plan and an item in the Capital Improvements Program to restore the rural character in the historic district by rebuilding the stone walls at the Parsonage." When the Aries and Celestica corporations began developing properties at the Pease Tradeport site, they made an effort to incorporate existing stone walls into their plans; but the walls that could not be used were to be removed or submerged in a detention pond. Instead, the project managers offered the stones to Newington (a Certified Local Government) for restoration of stone walls in the historic district. Construction workers gave their enthusiastic help and contributed use of heavy equipment to move and stockpile the stones. One of the truck drivers remarked, "Thank goodness we can do something better than burying them in the ground."

Now the Historic District Commission is applying for a TEA (Transportation Efficiency Act) grant to rebuild the walls, using the photographic evidence to ensure accuracy in reconstruction.

[For more information about Newington's initiatives, contact Barbara Hill, Chair, Newington Historic District Commission, 168 Nimble Hill Road, Newington NH 03801 -- < Barbdhill@aol.com >.]

TELL US YOUR STORIES!

The Division of Historical Resources would like to do a special feature on stone walls and landscape features in a future issue of *The Old Stone Wall*. Tell us what *your* community is doing to protect and preserve its stone structures so that we can share the news statewide.

And if you would like to explore links to other stone wall topics, click on:

- *The Countryman Press feature on Kevin Gardner's book about New England stone walls*
http://www.countrymanpress.com/country_main.htm#GRANITE_KISS
- *Home page of The Stone Foundation Society*
<http://www.stonefoundation.org/>
- *NH Public Radio programs on stone walls*
<http://www.nhpr.org/content/contentkw.php/2549/>
- *Murray-Wooley, Carolyn. "The Stone Age, Still with Us: dry stone masonry in the United States"*
http://www.stonefoundation.org/content/stonexus/01_issue/28-stone-age.pdf
- *Search the NH Revised Statutes Annotated (RSAs) for legislation related to stone walls*
<http://sudoc.nhsl.lib.nh.us/rsa/search.htm> (type in key word/s)



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HISTORIC BUILDINGS AND CODE COMPLIANCE

Access, building, and safety codes generally include special provisions for historic properties, to take their particular circumstances and/or construction methods and materials into account; but not all building officials are aware of these specific considerations for historic properties.

- *The Americans with Disabilities Act (ADA) is not only a civil rights law; it is also a historic preservation law.* It explicitly includes particular and more flexible allowances for historic properties, so that accessibility modifications do not "threaten or destroy" architecturally and historically significant building elements.
- *Section 3406.0 of the BOCA National Building Code (1999 and earlier editions) exempts historic buildings, subject to certain conditions, by stating: "3406.1 Historic Structures Compliance: The provisions of this code relating to the construction, repair, alteration, addition, restoration and movement of structures shall not be mandatory for existing buildings and structures identified and classified by the federal, state or local government authority as historic buildings where such buildings are judged by the code official to be safe and in the interest of public health, safety and welfare regarding any proposed construction, alteration, repair, addition and relocation." [The italics are in the published text of the code.]*
- *The New Hampshire state lead poisoning prevention rules include options for treatments of historic properties, to avoid or ameliorate damage or destruction to historic buildings and building fabric.*
- *The New Hampshire state energy code exempts historic buildings entirely from its requirements, by statute.*
- *Similarly, the state fire marshal's office is very committed to helping historic buildings become fire-safe without destroying their character, and State Fire Marshal Donald P. Bliss and his colleagues are happy to be invited to meet with local officials and building owners and preservationists, to try to find mutually beneficial solutions. Their presence and their ideas seem to give local fire and code officials a much greater level of confidence when coping with code issues in historic buildings. As Don Bliss says, "we're all trying to do the same thing: protect life and property." On July 2, 1999, he included NFPA 909, *Standard for the Protection of Cultural Resources Including Museums, Libraries, Places of Worship, and Historic Properties*, 1997 edition, with its appendices, in the State Fire Code. A copy of the revised State Fire Code has been sent to every fire chief in New Hampshire. In addition, Don and State Architectural Historian James L. Garvin are members of a national committee which is revising NFPA 914, "Fire Protection in Historic Structures," into a NFPA Standard that can be adopted by communities.*
- *FEMA criteria for flood-prone areas, and the NH model floodplain development ordinance, exempt work on historic properties from floodproofing requirements, so long as the alteration will not preclude the building's continued designation as a "historic structure."*

In addition, income-producing historic properties may qualify for federal rehab tax credits; contact Christine Fonda at the NH Division of Historical Resources (telephone 271-6437; FAX 271-3433) for more details). Businesses can take IRS tax credits for qualifying ADA-related work (see § 44 and § 190 of the IRS code).



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THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

Rehabilitation may be considered as a treatment when repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular period of time is not appropriate. Prior to undertaking work, a documentation plan for rehabilitation should be developed.

1. A property shall be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships 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 elements from other buildings, shall not be undertaken.
4. Changes to a property that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a 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, where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.
8. Archaeological resources shall be protected and preserved in place. 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, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing, 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.

*These standards were initially developed in 1975 and were revised in 1983 and 1992.
This revision of the Standards was codified as 36 CFR Part 68 in the Federal Register, Vol. 60, N. 133, July 12, 1995;
it replaces the Federal Register notice, Vol. 48, N. 190, September, 1983.*

HISTORIC PRESERVATION REVIEW & COMPLIANCE

Historic preservation "Review & Compliance" is a consultation process to identify significant historic properties so that any harm to them from government-assisted actions can be avoided or minimized. It is intended to be a conflict-resolution and problem-solving system, which balances the public interest in historic preservation with the public benefit from a variety of governmental initiatives.

Historic properties that are significant in history, architecture, archaeology, engineering, and culture are recognized by both the state and the federal governments as resources to be preserved and interpreted for the benefit of all citizens. They are important to our individual and collective identity, and they are worthy of protection, investigation, interpretation, and conservation.

This policy does not mean that all properties of sufficient age to be considered "historic" are significant resources, nor does it mean that all significant historic properties can or should be saved. Rather, it is a directive to prevent needless destruction of our tangible cultural heritage, and a challenge to seek conditions under which significant historical resources can exist in harmony with government-aided social and economic changes.

All federally funded, licensed, or assisted projects in New Hampshire are subject to the review requirements of Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), implemented by the Federal Advisory Council on Historic Preservation's procedures, Protection of Historic Properties (36 CFR Part 800).

This "Section 106" federal historic preservation review procedure has TWO steps: "DETERMINATION OF ELIGIBILITY" (whether a property or district is eligible for the National Register of Historic Places), and "DETERMINATION OF EFFECT" (if the property is eligible for the National Register, whether the project will affect its historical and architectural or engineering or archaeological integrity and significance). If the site is part of a National Register-eligible district, the "determination of effect" considers, among other factors, whether the proposed undertaking would have an adverse effect on the district by changing the ratio of historic to non-historic properties; whether it would impact significant archaeological resources; whether it would alter the qualities of the district and its setting, associations, and historical feeling that make it eligible for the National Register; whether it would introduce visual, audible, or other elements that are incompatible with the historic nature and prevailing architectural character of the district; whether it would lead to neglect, deterioration, or destruction of historic properties; and whether it would cause or result in transfer, lease, or sale of historic properties without adequate historic preservation conditions or provisions.

Federal agencies or their legal designees are required to take into account the possible impacts of their projects on historical resources, and to submit proposed projects to

the Director/State Historic Preservation Officer (SHPO) of the Division of Historical Resources, for a determination of potential effects on properties that are listed, or are eligible for listing, in the National Register of Historic Places.

All New Hampshire state-licensed, assisted, or contracted projects, activities, and programs are subject to the review requirements of a similar state law, RSA 227-C:9, as implemented by state administrative rules. State agencies, departments, commissions, and institutions are required to submit such undertakings to the SHPO for an initial determination of whether such proposed actions are located in, or may affect, historical resources.

If adverse effects of state or federal projects are identified or appear to be likely, they may be mitigated in a number of ways, including avoidance, alternative treatments, redesign, relocation, or data recovery.

For the approximately fifty historic properties in New Hampshire which received "Historic Preservation Fund" matching grants when the grants were available (1975 - 1983), there is an additional historic preservation review procedure. As a condition of receiving the federal assistance, the project sponsors granted a historic preservation deed restriction (covenant) on the property to the state historic preservation program, for a specific number of years, depending on the amount of federal assistance. The deed restriction prohibits demolition of the property, makes subdivision subject to approval by the state preservation program, and also requires that all changes to the property be reviewed and approved by the State Historic Preservation Office (in New Hampshire, the Division of Historical Resources).

If a project is conducted entirely with local or donated funds, and no federal or state funds or programs are involved, review by the Division of Historical Resources is usually not required because it is the federal or state funding which triggers the historic preservation review; if federal funds become involved later, the project should then be submitted to the Division of Historical Resources for review. However, project sponsors may request a technical assistance review from the DHR (subject to DHR staff workloads and other commitments), to determine whether the proposed work meets *The Secretary of the Interior's Standards for the Treatment of Historic Properties*, or what would be needed to meet the standards; the DHR can also recommend less costly and damaging alternatives to work that would otherwise not comply with the standards.

But, if the work or the impact of the project is contrary to the *Secretary of the Interior's Standards*, and is knowingly authorized, and if, at a later time, the sponsor does apply for federal funds or permits for work at the property, the project's eligibility for federal assistance, licenses, or approval could be jeopardized.

REGULATORY OVERVIEW for HIGHWAY-RELATED PROJECTS IN NEW HAMPSHIRE

New Hampshire Division of Historical Resources - September 1996

FEDERAL REQUIREMENTS

Historic properties and archaeological resources that are listed, or eligible for listing, in the National Register of Historic Places are afforded protection by Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 4 and Section 4(f) of the (federal) Department of Transportation Act (DOT) of 1966 (amended 1983).

Under Section 4(f), no approval is given by the U.S. Department of Transportation for a federally-assisted project or program that requires the use of any publicly owned land from a park, recreation area, wildlife refuge, or any land from a historic site of national, state or local significance, unless there is no feasible and prudent alternative to the use of such land, and the action includes all possible planning to minimize harm to the property resulting from such use.

Section 106 requires a federal agency with jurisdiction over a federal, federally assisted or federally licensed undertaking to take into account the effect of the agency's undertaking on properties included in, or eligible for, the National Register of Historic Places and, prior to approval of an undertaking, to afford the Advisory Council on Historic Preservation a reasonable opportunity to comment on the undertaking. Before the Advisory Council comments on a project, the resources and the anticipated effects on those resources are evaluated by the State Historic Preservation Officer (SHPO) and the federal agency having jurisdiction. *[For highway projects, the federal agency would be the Federal Highway Administration (FHWA) or, if no FHWA funding were involved, the U.S. Army Corps of Engineers (ACOE) if surface waters or wetlands could be affected.]* The Section 106 process requires review by the SHPO and FHWA or ACOE of projects with federal involvement. In New Hampshire the State Historic Preservation Office (SHPO) is the New Hampshire Division of Historical Resources (NHDHR) of the Department of Cultural Affairs.

STATE REQUIREMENTS

The New Hampshire Division of Historical Resources, in cooperation with NHDOT and FHWA, has established a methodology to meet the requirements of the historic preservation review process established under RSA 227-C:9. The purposes of this process are to (1) locate and identify historical, architectural and archaeological resources within a project impact area; (2) apply the criteria for evaluation of significance of a resource for possible eligibility for the National Register of Historic Places, if not already listed or nominated; (3) assess the probable effects a project would have on resources listed on, or eligible for, the National Register; and (4) develop appropriate mitigation methods to lessen the impact.

LOCAL REQUIREMENTS

Although the main consulting parties in the historic preservation review process are the federal and state agency members of the public must also have adequate opportunities to receive information and to share their views. In addition, provision is made by the Advisory Council's regulations for other interested parties to become consulting parties. These interested parties may include local governments, applicants for federal licenses and assistance permits, Indian tribes, and the public, e.g. historical societies or advocacy groups.

MITIGATION

If a project cannot be designed to avoid historic properties, then appropriate mitigation to reduce impacts will be provided. This mitigation may involve minimizing land acquisition and maximizing the distance between the highway corridor and the historic structure; providing access as necessary to maintain existing land uses; and providing landscaping (sometimes including elements such as stone walls) and suitable vegetative or other screening where appropriate to minimize visual and noise impacts. Mitigation may also include documenting the adversely affected properties using HABS (Historic American Building Survey) or HAER (Historic American Engineering Survey) standards; salvaging and displaying or reusing important elements of the historic properties in an appropriate manner; or producing historic preservation publications. If removal of a historic property cannot be avoided, efforts are made to relocate it on its existing site (subject to the owner's wishes and to sufficient available land); if that cannot be done, it may be publicly advertised for relocation to a new site, with historic preservation easements to ensure its protection. A financial incentive, in an amount equal to the cost of demolition, may be provided to assist the relocation and preservation effort. However, if relocation and marketing are unsuccessful, after HABS/HAER documentation has been completed, the historic property may be demolished.

HISTORIC RESOURCES DATABASE

The database of historic resources developed by state and federal agencies for highway-related projects is available to the general public, the community, citizens, and local officials, and can be used to enact local ordinances to protect affected resources and places. The material can also be incorporated in the community master plan, to identify historical resources and preserve them for the future enrichment of the community. All of this documentation provides interested citizens, the local governing body, other town officers, historic district or heritage commissions, planning boards, school classes, and individual researchers with a way to quickly understand the broad patterns of history reflected in the built environment of their town. It locates key resources or areas of resources on which preservation planning, heritage tourism, economic development, business promotion, local publications, other information and publicity projects, and educational programs (for schoolchildren, adults, and senior citizens) might focus. The database also helps to delineate areas where more intensive survey work should proceed, and it helps to prioritize those decisions. It provides a sound basis for addressing all kinds of local historic preservation concerns and opportunities.

Hollis Heritage Commission Manual

Section A: Organization/Administration

A.1 Organization

- A.1.1. Enabling Legislation (RSA's)
- A.1.2. By-laws
- A.1.3 Mission Statement (Date)
- A.1.4 Membership (Listing by name & term)
- A.1.5 Member duties & responsibilities—members & officers
- A.1.6 Procedures
- A.1.7 Forms
- A.1.8 Space: Storage Locations
 - A.1.8.1 Records & Files (identification & location)
 - A.1.8.2 Other commission materials: list and locations
 - A.1.8.3 Accessioned Objects: inventory list and locations
- A.1.8 Legal

Section B: Preservation Planning & Initiatives

B.1 Survey/Inventory

- B.1.1 Town wide Historic & Cultural Resources Survey
(with notations whether on National and/or State and Local Registers)
- B.1.2 Hollis Town Register Listing & Documentation
- B.1.3 Valued Historic & Cultural Resources List
- B.1.4 "At Risk" – List of Historic & Cultural Resources
- B.1.5 "Hollis Landmarks" (listing of places that have
Been accepted by HC for possible assistance
With the Hollis Landmarks program/fund)

B.2 Documentation (maps, written, audio, visual)

B.3 Recognition

- B.3.1 Marker Program
- B.3.2 Preservation Awards

B.4 Incentives

- B.4.1 Local Preservation Grants
 - B.4.1.1 Guidelines & Application

Section C: Preservation Projects & Accomplishments

Section D: Communication, Education & Outreach

D.1 Communication

D.1.1 Municipal

D.1.1.1 Selectmen

D.1.1.2 Planning Board

D.1.1.3 Building Inspector

D.2 Education

D.3 Outreach

D.3.1 Publicity

Section E. Budgets, Funding & Other Resources

E.1 Budget

E.2 Funding

E.2.1 Hollis Heritage Landmarks Fund

E.3 Other Resources

E.3.1 People

E.3.2 Organizations

E.3.3 Literature

E.3.3.1 HHC Library List & Location

FUNDING SOURCES AND INFORMATION RESOURCES FOR NH HISTORIC PRESERVATION PROJECTS

compiled by the NH Division of Historical Resources -- April 2002

The New Hampshire Division of Historical Resources has available a variety of publications and fact sheets on technical preservation topics, and publications and resource materials are also available in alternate formats on request. Contact the DHR at 603-271-3558 or Voice/TTY Relay Access 1-800-735-2964, or by FAX at 603-271-3433, or go to our web site, <http://www.state.nh.us/nhdhr> for more information.

PLANNING HISTORIC PRESERVATION PROJECTS, FUND-RAISING & PROGRAMMING

- **Preservation: An Ethic for Planning**, is a citizen's guide published in 1980 by the New Hampshire Charitable Fund for the State Historic Preservation Office. If a copy can't be found locally, the State Library and its depository libraries have loan copies available. Although many of the names, addresses, agencies, programs and legislation mentioned in the manual have changed or disappeared in the intervening years, the overall philosophy (and the practical "how-to" advice for encouraging local preservation efforts) remains valid, and effective.
- **Barn Assessment Grants:** The New Hampshire Preservation Alliance's Historic Barn Grant Program provides matching funds for an expert in the field of barn restoration to conduct an assessment of a barn's needs, and prepare an in-depth report. The assessment can help address immediate stabilization issues, general care and upkeep, re-use strategies, budgeting and a long-term revitalization plan depending on the owner's needs. Grants are offered competitively, and are limited to barns and other agricultural outbuildings, with the emphasis on barns. Additional consideration will be given to barns still in agricultural use. The structure must be within New Hampshire, and at least 50 years of age or older, or of exceptional significance. For more information, contact the NH Preservation Alliance, PO Box 268, Concord NH 03302-0265 (603-224-2281; FAX 603-226-9368); <http://www.mv.com/ipusers/nhpreservation/barngrant.html>.
The New Hampshire General Court enacted the **Conservation License Plate Program ("Mooseplate")** to supplement existing state conservation and preservation programs with additional funding through voluntary public purchases of the plate. The conservation license plate supports the protection of critical resources in New Hampshire, from scenic lands to historic sites to wildlife. Revenues from the sale of the plate are distributed through five state agencies to preserve and/or purchase significant, publicly-owned historic properties, works of art, artifacts, and archaeological sites; research and manage non-game wildlife species and native plant species and educate the public regarding these species; provide grants to counties, municipalities, and non-profits for resource conservation projects; expand the roadside wild flower planting; and administer the established Land and Community Heritage Investment Program. To find out how to purchase a conservation license plate and learn more about the program, go to the web site <http://www.mooseplate.com>.
- **The New Hampshire Coastal Program**, funded by the US Department of Commerce and administered by the NH Office of State Planning, provides 50/50 matching grants for technical assistance grants, planning/management projects and construction/acquisition projects. The 17 cities and towns bordering the Atlantic Ocean are eligible to apply, as are the Rockingham and Strafford Regional Planning Commissions, state agencies, and non-profit organizations; recipients' non-federal matching share may be either cash or in-kind services. For more information, contact the Coastal Program Office, 152 Court Street, Portsmouth, NH 03801 (603-431-9366 FAX 603-431-1438), or call the Office of State Planning in Concord (603-271-2155; FAX 603-271-1728).
- **New Hampshire Land & Community Heritage Program:** The LCHIP program was created by legislation in 2000 to provide matching grants to public entities (other than state agencies) and non-profit organizations, to help communities acquire and preserve natural, cultural and historical resources. Contact LCHIP at 10 Dixon Avenue Concord, NH 03301 (603-224-4113; FAX 603-224-5112); <http://www.lchip.org>.
- **Transportation Enhancement Act (TEA) projects:** The TEA program helps to develop "livable communities" by selecting projects that preserve the historic culture of the transportation system and/or enhance the operation of the system for its users. Project categories include: facilities for bicyclists and pedestrians; safety and educational activities for bicyclists and pedestrians; acquisition of scenic easements and scenic or historic sites; scenic or historic highway programs (including the provision of tourist and welcome center facilities); landscaping and other scenic beautification; historic preservation; rehabilitation and operation of historic transportation buildings, structures or facilities (including historic railroad facilities and canals); preservation of abandoned railway corridors (including the conversion for use as bicycle paths and pedestrian facilities); control and removal of outdoor advertising; archaeological planning and research; environmental mitigation to address water pollution due to highways or vehicles; and establishing transportation museums. For more information, contact Victoria Chase at the NH Department of Transportation – vchase@dot.state.nh.us, or go to <http://webster.state.nh.us/dot/municipalhighways/tehome.htm>
- **The Winthrop L. Carter Fund** for Historic Preservation of the Greater Portsmouth Community Foundation, supports the preservation or restoration of historic structures and artifacts in the GPCF region. For more information, and to determine whether your community is in the foundation's region, contact the Greater Portsmouth Community Foundation, Unit 2B, Nobles Island, 500 Market Street, Portsmouth, NH 03801 (603-430-9182; FAX 603-431-6268).
- At the regional level, the **National Trust for Historic Preservation** has a "Preservation Services Fund" which provides small grants for technical studies, historic structures reports, fundraising assistance, architectural/engineering plans, and other non-construction activities. The Trust's regional office staff can explain the program requirements and the application procedures, and may also be able to suggest other sources of encouragement and assistance, including new National Trust grants for preserving historic buildings. For more information, contact Cristina Prochilo at the Northeast Regional Office, National Trust for Historic Preservation, 7 Faneuil Hall Marketplace, 5th Floor, Boston, MA 02109 (617-523-0885; FAX 617-523-1199); Cristina_Prochilo@nthp.org.
- **The Great American Station Foundation** was created in 1996 to revitalize communities through new construction or conversion and restoration of existing rail passenger stations, and the possible conversion of historic non-railroad structures to active station use. These railroad stations will improve rail access and intermodal connections as well as stimulate community development. As the organization has grown and evolved, it has set a goal to become the national intermediary organization not only for station revitalization, but also for community revitalization in areas surrounding intercity, commuter and urban rail stations. For more information, go to <http://www.stationfoundation.org/>

- The **Kresge Foundation** makes large capital grants for acquisition of real estate, and for construction work, both for new buildings, and for preservation or rehabilitation work. For more information, contact the Program Office, Kresge Foundation, 3215 Big Beaver Road, PO Box 3151, Troy MI 48007-3151 (313-643-9630); <http://www.kresge.org>.
- **Save America's Treasures** is a joint program of the National Park Service and the National Trust for Historic Preservation to preserve nationally significant intellectual and cultural artifacts, and historic structures and sites. For more information, contact Save America's Treasures, National Trust for Historic Preservation, 1785 Massachusetts Avenue, N.W. Washington, D.C. 20036 (202-588-6202 or 877-TREASURES [877-873-2787]); or go the web site at <http://www.saveamericastreasures.org>.

FOUNDATION CENTER LIBRARY & INFORMATION ABOUT OTHER FUNDING SOURCES

- The "Foundation Center Library" collection for New Hampshire is located at the Concord Public Library and the Plymouth State College Library; make an appointment to use the library and its computerized data base search system for researching yet other possible funding sources. The New Hampshire library addresses are: Concord Public Library, 45 Green Street, Concord NH 03301 (603-225-8670); and Herbert H. Lamson Library, Plymouth NH 03264 (603-535-2256). Or go to <http://fdncenter.org/learn/librarian> to access the Foundation Center's "Online Librarian," providing a wide range of services.
- The **Charitable Trusts Unit of the NH Department of Justice** maintains a comprehensive searchable web site for online research; go to <http://webster.state.nh.us/nhdoj/CHARITABLE/char.html> to use the various data bases.

BUILDING CONSERVATION & TECHNICAL ASSISTANCE

- The **Preservation Institute** is a non-profit organization that is helping contractors, architects, building tradespeople and property managers in New Hampshire and Vermont (and nationally, through cooperative training with the National Park Service) to develop specialized preservation expertise through courses, workshops, tours, and lectures. The Institute also maintains lists of consultants, contractors, and craftspeople with preservation skills, and for a minimal fee will provide names of qualified specialists. In addition, it presents a series of on-site training workshops (learning-by-doing) that provide preservation expertise to benefit historic properties. The Preservation Institute's address is PO Box 1777, Windsor, VT 05089-0021 (802-674-6752; FAX 802-674-6179); email: histwininc@valley.net
- The **Society for the Preservation of New England Antiquities (SPNEA)** employs experts in architectural conservation; historic carpentry, masonry, and plaster; historic paint color analysis; and furniture and upholstery conservation. Other SPNEA staff members offer special expertise in architectural history, historic house furnishings, and textiles and wallpaper. SPNEA's offices are at 141 Cambridge Street, Boston MA 02114 (617-227-3956); the Conservation Center's address is 185 Lyman Street, Waltham MA 02154 (617-891-1985); <http://www.spnea.org>.
- If historic preservation restoration, repair, or rehabilitation work is contemplated, any alterations or additions to historic structures should be planned and built in conformance with **The Secretary of the Interior's Standards for the Treatment of Historic Properties**, which are available from the Division of Historical Resources on request. A booklet describing the "Rehabilitation" standards, with do/don't guidelines, is also available from the DHR. The **National Park Service** provides a wealth of educational information on the standards online, beginning with the standard's "home page" at http://www.cr.nps.gov/local-law/archstnds_8_2.htm. The sources listed under "Using the Standards and Guidelines" and "Planning Your Work on a Historic

Building" are very helpful. In particular, an interactive web class on using the Standards for rehabilitation can be found at <http://www2.cr.nps.gov/e-rehab>; <http://www2.cr.nps.gov/tps/tax/rhb> offers illustrated guidance on topics such as wood, roofs, structures systems and health/safety. Much of this information is also available through the DHR.

- There are increasing numbers of **historical architects** who have experience in sympathetic restoration and rehabilitation of historic buildings; the DHR keeps a file listing architects and building conservators with special historic preservation interests and expertise. The list is maintained as an aid for those seeking professional assistance; it is not an endorsement of those listed, nor it is intended to limit a client's choice. Consultants must ask to be included, and the DHR is not responsible for a consultant's scope of work or work performance.
- Although the **Division of Historical Resources** has no funds for financial assistance, it can sometimes provide technical assistance (subject to staff workloads and other commitments) and review conceptual and preliminary plans for municipal and non-profit preservation projects. Such a review would determine whether the proposed work meets *The Secretary of the Interior's Standards for Rehabilitation*, or what would be needed to meet the standards; the DHR can also recommend less costly and damaging alternatives for work that would not comply with the standards.

DOCUMENT CONSERVATION

- The **Northeast Document Conservation Center (NEDCC)** is the largest nonprofit regional conservation center in the United States, and specializes in the treatment of paper and related materials, including photographs, books, architectural drawings, maps, posters, documents, and art on paper. NEDCC provides consulting services and performs surveys of preservation needs. It also does paper conservation, book binding, preservation microfilming, and duplication of photographic negatives. It can also advise museums and historical organizations about source of conservation assistance and funding. For details, contact NEDCC, 100 Brickstone Square, Andover, MA 01810-1494 (978-470-1010; FAX 978-475-6021); www.nedcc.org or e-mail nedcc@nedcc.org.

AFFORDABLE HOUSING & COMMUNITY FACILITIES

- The **New Hampshire Housing Finance Authority** is the state's housing advocacy agency, and administers a variety of funding sources, including federal and state loans and grants, to support housing programs and projects. For more information about its programs and services, and about other funding sources for housing-related initiatives, contact: New Hampshire Housing Finance Authority, PO Box 5087, Manchester, NH 03108-5087 (603-472-8623; FAX 603-472-8501); <http://www.nhhfa.org>.
- The **NH Community Development Finance Authority (CDFA)**, **NH Housing Finance Authority (NHHFA)**, **NH Office of State Planning (OSP)**, and **NH Department of Resources and Economic Development (DRED)** are pleased to announce the **Downtown Initiative**. This is a joint, three-year initiative to encourage downtown redevelopment by providing financial support and incentives to encourage reinvestment into New Hampshire's downtowns through extensive renovations to multi-use structures that contain commercial or retail spaces on the ground floor and residential units on the upper floors. The Downtown Initiative will focus on renovation of underutilized properties that are integral to a community's downtown commercial center. The Downtown Initiative is targeted at communities throughout the state that have a plan for their downtowns. The goal to create new housing units across the housing market in the form of market-rate rental units, affordable first home condominiums, and subsidized rental units. For more information, go to <http://www.nhhfa.org/downtown/index.htm>.

- **The New Hampshire Community Development Finance Authority (CDFA)** provides financial and technical assistance to community development corporations, worker cooperatives, and certain municipal entities. The Authority is unable to assist a for-profit business directly, but can work with a nonprofit partner. CDFA funds major community development projects primarily with the Community Development Investment (Tax Credit) Program. It has proven to be a major source of support for affordable housing and economic development and is one CDFA's of the most successful initiatives. For more information, contact CDFA at 14 Dixon Avenue, Suite 102, Concord NH 03302 (603-226-2170); <http://www.nhcdfa.org/home.html>; e-mail webmaster@nhcdfa.org
- **The New Hampshire Office of State Planning** administers the "Community Development Block Grant" (CDBG) program, which provides federal funds to communities for housing, economic development, and public facilities targeted so that they primarily benefit low and moderate income people. The program is complex and highly competitive, but well worth the effort invested in planning a project and submitting an application. CDBG Feasibility Grants are available for project planning (including feasibility studies, surveys, and professional architectural and engineering services); CDBG Implementation Grants provide substantial funding for construction and rehabilitation work. For more information, contact Patrick Herlihy, Senior Planner, Community Development Block Grants, NH Office of State Planning, 2 1/2 Beacon Street, Concord, NH 03301 (603-271-2155); <http://www.state.nh.us/osp>.
- **The New Hampshire Rural Development Council** is a public/private partnership that acts as a "catalyst for community vitalization," removing organizational barriers and facilitating a team approach to rural development. The Rural Development Council fosters communication, cooperation, and information-sharing between the regional, state, and federal programs that offer development assistance to New Hampshire's rural communities; its process emphasizes listening and learning from communities, and engaging existing resources in more effective and less narrowly focused ways. For more information about the council and its activities, contact: Nancy DuBosque Berliner, Executive Director, NH Rural Development Council, 2 1/2 Beacon Street, Concord NH 03301 (603-229-0261; FAX 603-228-4827); <http://www.rurdev.usda.gov/nrdp/nh.html>.

ARTS & CULTURAL FACILITIES

- The "Cultural Facilities Grant" program of the **NH State Council on the Arts** provides matching grants for planning and capital projects to New Hampshire non-profit organizations with cultural facilities. Historic preservation projects are eligible only if the purpose of the project is to make the facility adequate for arts programming, but several grants have been awarded to historic cultural facilities because those projects met the program criteria. Facilities must meet minimum standards for architecturally barrier-free entrance before organizations may apply for a Cultural Facility Grant for any need other than to assist them in meeting those standards. For more information, contact Assistant Director Yvonne Fried (603-271-0791); www.state.nh.us/nharts; e-mail yfried@nharts.state.nh.us.

COMMUNITY PRESERVATION PROJECTS

- **The Townscape Institute, Inc.** is a public interest design, planning, education and advocacy organization which helps communities to recognize and preserve their townscape assets. Enhancing the quality of the visual environment and all its component parts, particularly in urban and village centers, is a primary focus of the institute. For more information, contact Ronald Lee Fleming, AICP, President, The Townscape Institute, Eight Lowell Street, Cambridge, MA 02138 (617-491-8952; FAX 617-491-3734); <http://www.townscape-inst.com>.

COVERED TIMBER BRIDGES

- **The National Society for the Preservation of Covered Bridges** promotes covered bridge preservation with research, structural analysis, graphic recording, and publications; through collecting artifacts and archival material relating to covered bridges; and by encouraging "restoration schemes employing devices and techniques dating from the period the spans in question were initially constructed." Although it is impossible to provide assistance for every covered bridge preservation project, the society is always ready to listen to covered bridge concerns and to offer advice when feasible. For more information, contact David W. Wright, President, National Society for the Preservation of Covered Bridges, Inc., PO Box 171, Westminster, VT 05158 (802-722-4040).

MUSEUMS

- **The American Association for State & Local History (AASLH)** has a variety of programs and services (including consultant grants) for member organizations; for more information, write to the AASLH, 1717 Church Street, Nashville TN 37203-2991 (615-255-2971; FAX 615-327-9013); <http://www.aasih.org>; e-mail history@aaslh.org.
- The federal **Institute of Museum & Library Services** funds a broad range of museum and library projects. Its address is: Institute of Museum and Library Services, Office of Public and Legislative Affairs, 1100 Pennsylvania Avenue, NW, Room 510, Washington, DC 20506 (202-606-8339; FAX 202-606-8591); <http://www.imls.gov/utility/contact.htm> and <http://www.imls.gov/grants/index.htm>.
- **The National Endowment for the Arts** promotes excellence in design fields and has a variety of grant programs, but it does not fund capital construction. For more information, contact the National Endowment for the Arts, 1100 Pennsylvania Avenue NW, Washington DC 20506 (202-682-5437); <http://arts.endow.gov/> and <http://arts.endow.gov/guide/>; e-mail webmgr@arts.endow.gov.
- **The National Endowment for the Humanities** also has a broad range of grant programs to support projects in the humanities; and it also does not fund capital construction. For more information, contact: National Endowment for the Humanities, 1100 Pennsylvania Avenue NW, Washington DC 20506 (202-786-0438); <http://www.neh.fed.us/grants/grants.html>; e-mail webmgr@arts.endow.gov

PUBLIC LIBRARIES

- **The New Hampshire State Library** administers a federal program of "LSCA" (Library Services and Construction Act) grants for New Hampshire public libraries; to find out more about the program, contact: Janet Eklund, Administrator of Library Operations, NH State Library, 20 Park Street, Concord, NH 03301 (603-271-2393).

RELIGIOUS PROPERTIES

- **Partners for Sacred Places (National Center for the Stewardship and Preservation of Religious Properties)** is a non-profit organization created to help congregations and communities continue the use and vitality of religious buildings and sites. Partners for Sacred Places has an "Information Clearinghouse" which conducts research, maintains a reference/referral library (including unpublished materials), and answers questions by telephone or mail; PSP also sponsors an annual national conference; publishes self-help guides; supports a

program of advocacy, outreach, public awareness and education; and in some circumstances provides consulting services and offers a traveling workshop series. PSP's address is: Partners for Sacred Places, 1700 Sansom Street, Tenth Floor, Philadelphia, PA 19103 (215-567-3234; FAX 215-567-3235); <http://www.sacredplaces.org>; e-mail partners@sacredplaces.org.

SMALL BUSINESSES

- The federal **Small Business Administration** doesn't target assistance to historic preservation projects; but some of its grants, loans, business development or business management programs may assist the property owners' overall enterprise, and as a by-product also help achieve their historic preservation goals. The SBA is at 143 North Main Street (PO Box 1257), Concord, NH 03302-1257 (603-225-1400; FAX 603-225-1409).

THEATERS

- The **League of Historic Theaters** is the one national organization devoted exclusively to the needs of historic theaters. Its address is 1511 K Street, NW, Suite 923, Washington DC 20005 (202-783-6966).

PERIODICALS

- The **Association of Preservation Technology International**, "an interdisciplinary...organization dedicated to the practical application of the principles and techniques necessary for the care and wise use of the built environment" publishes technical (and very practical) articles in its quarterly *Bulletin* (in print or microfiche). APT's address is: The Association for Preservation Technology International, PO Box 8178, Fredericksburg, VA 22404 (703-373-1621).
- *The Old-House Journal* is a bi-monthly magazine devoted exclusively to user-friendly technical and practical articles (and advertisements) on building preservation philosophy, techniques, tools, materials, supplies, and services. OHJ's address is: Old-House Journal Corporation, 435 Ninth Street, Brooklyn, NY 11215 (718-788-1700).
- *Small Town* magazine is an excellent source of information and contacts on a wide variety of issues--especially economic development, planning, and social concerns--viewed as they affect smaller communities. (Despite its name, *Small Town* considers any municipality with population under 50,000 a "small town," no matter how its government is organized.) The magazine is published by the Small Towns Institute, PO Box 517, Ellensburg, WA 98926 (509-925-1830). Individual memberships are \$30. annually, and institutional memberships are \$35.
- *Traditional Building*, "the professional's sources for historical products," is published bimonthly by Historical Trends Corporation, 69A Seventh Avenue, Brooklyn, NY 11217 (718-636-0788; FAX 718-636-050). Each issue includes feature articles, book reviews, classifieds, extensive product advertising, and access to a FAX product information service.

PUBLICATIONS

- *Catalog of Historic Preservation Publications: Guidance on the Treatment of Historic Properties* is published by the **National Park Service** to broadly share technical information and assistance; the current edition lists more than 100 books, leaflets, videotapes, and data bases which are available at low or no cost. Single copies of the catalog are available from the Preservation Assistance Division, National Park Service, 1849 C Street, NW, Washington D.C. 20240
- *Preserving Community Character: Ways to Reconcile Change with the Character of a Place* is a manual published by the New Hampshire Association of Historic District Commissions in 1988. This guidebook is the single most useful reference for communities that are interested in or have established a Historic District Commission. It has two parts: planning options and strategies for preserving community character, and detailed step-by-step instructions for establishing a local historic district (including a model ordinance and regulations). It has received a lot of favorable attention (and use) both in New Hampshire and nationwide. Copies are available from the DHR.

INTERNET SITES

Citizens for NH Land & Community Heritage: <http://www.specialplaces.org>
New Hampshire Division of Historical Resources: <http://www.state.nh.us/nhdhr>
(with links to many other state and national historic preservation sites)
NH Conservation License Plate Program: <http://www.mooseplate.org>
NH Land Conservation Investment Program: <http://www.lchip.org>
NH Historical Society: <http://www.nhhistory.org>
NH Main Street Center: <http://www.nhcdca.org/mainstreet.html>
New Hampshire Preservation Alliance:
<http://www.mv.com/lpusers/nhpreservation/index.html>
State of New Hampshire: <http://www.state.nh.us>
Advisory Council on Historic Preservation: <http://www.achp.gov>
American Institute for Conservation of Historic and Artistic Works:
<http://aic.stanford.edu>
Government Printing Office: www.access.gpo.gov
Great American Station Foundation: www.stationfoundation.org
HABS/HAER: <http://lcweb2.loc.gov/ammem/hhhtml>
Library of Congress: <http://thomas.loc.gov>
Livable Communities Task Force: www.house.gov/blumenauer/livable.htm
National Alliance of Preservation Commissions: www.arches.uga.edu/~napcl
National Center for Preservation Technology and Training: www.ncptt.nps.gov
National Conference of State Legislatures Data Base:
www.ncsl.org/programs/arts/statehist_intro.htm
National Transportation Enhancements Clearinghouse:
www.enhancements.org
National Trust for Historic Preservation: www.nthp.org
National Park Service Cultural Programs: www.cr.nps.gov/whatwedo.htm
Preservation Action: <http://www.preservationaction.org>
Scenic America: www.scenic.org
Society for American Archaeology: www.saa.org
Society for Commercial Archeology: www.sca-roadside.org
Sprawl Watch Clearinghouse: www.sprawlwatch.org
Surface Transportation Policy Project: www.istea.org

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131-7. Design review. [Amended 5/89]

- A. The applicant may submit a plan for design review to the Secretary of the Board not less than **twenty-one (21) fifteen (15)** days before any regular meeting of the Board. This optional step may aid both the applicant and the Board in reviewing the proposal. The design review submission shall include:
- (1) A list of all abutters and their addresses and mailing labels.
 - (2) A check to cover mailing and advertising costs as stated in 131-13.
 - (3) A preliminary plan in accordance with 131-23 stamped "design review" to distinguish it from a completed application.
- B. The Board, before taking action on the design review, may discuss the plan with the applicant, and, after such discussion, the Board may communicate to the subdivider specific suggestions to assist in resolving problems prior to the submission of a completed application. The Board may inform the applicant of any special studies required by the subdivision regulations that may be required in a completed application, such as the impact of the proposal on waters, sewers, roads, traffic, schools, fire protection or other municipal services.
- C. Notice of the submission of a preliminary layout shall be given as provided in 131-12.
- D. Time limits for consideration and action shall not apply to this submission. Public hearing notice requirements shall apply.

131-19. Filing and submission concurrent application.

- A. The completed concurrent application shall be filed with the Board or its agent at least **twenty-one (21)** ~~fifteen (15)~~ days prior to a scheduled public meeting of the Board.
- B. The completed concurrent application shall be formally submitted to and accepted by the Board only at a regularly scheduled public meeting after due notification to the applicant, abutters and the general public of the date the completed concurrent application will be submitted and received by the Board.
- C. An incomplete concurrent application filed by the applicant will not be formally accepted by the Board nor will notices of a public meeting be mailed, posted or published as provided under 131-12.
- D. Concurrent applications may be disapproved by the Board without public hearing on the grounds of failure of the application to supply information required by these regulations, including:
 - (1) Abutters' identification.
 - (2) Failure to pay costs of notices or other costs and fees required by these regulations.
 - (3) Failure to meet any reasonable deadline established by these regulations.
 - (4) Failure to provide the appropriate plans or information required.
- E. When a completed concurrent application is accepted by the Board, the Board shall provide a receipt to the applicant indicating the date of formal acceptance.