



TOWN OF RYE HISTORIC DISTRICT COMMISSION Design Guidelines Introduction



Purpose of Historic Designation

Rye's heritage is safeguarded by:

- Preserving historic properties in Rye that are reflective of its cultural, social, economic, civic, political, and architectural heritage;
- Conserving designated historic property values;
- Fostering civic beauty;
- Strengthening the local economy; and
- Promoting opportunities to benefit the education, enjoyment, and welfare of Rye's citizens within the Rye Historic District

Financial incentives are available for designated historic properties in addition to recognition and protection. (Refer to *Preservation Assistance Programs*, page 01-02.)

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

Guidelines and application information are available at the Rye Town Hall and on the Commission's website at www.town.rye.nh.us/historic-district-commission. For more information, to clarify whether a proposed project requires HDC review, or to obtain permit applications, please call the Building Department at (603) 964-9800.

Rye's Historic Properties

The Historic District Commission (HDC) of Rye is charged with safeguarding the town's heritage as represented by the historical and architectural values for future generations.

The HDC's mission is to:

- Promote the preservation and maintenance of locally designated properties;
- Ensure new construction and alterations are in harmony with neighboring historic properties; and
- Review new use of land or buildings within locally designated Historic Districts.

The Town of Rye Historic District currently includes:

- Rye Center Historic District
- Isles of Shoals islands in New Hampshire, which are Star, Seavey, White, and Londoners
- The Cable House
- The Brackett Burial Site

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

In addition, The Town of Rye has individually designated National Register properties:

- Rye Town Hall
- Rye Public Library
- Goss Farm Barn
- Odiorne Farm



There are several notable institutional buildings that are located within the locally designated historic districts including the Rye Public Library, which is included in the Rye Center Historic District and individually listed on the National Register of Historic Places..

Historic Designation and Listing

Local Designation

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

The National Register of Historic Places

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

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

Definitions

Historic Resource: An individual building, structure, site, object or district that has been determined to have historical significance or associations and whose distinctive character conveys a unique architectural and cultural heritage.

Historic District: A defined area that contains concentrations of historic resources. A district can include as few as one historic resource or hundreds of resources.

Preservation Assistance Programs

There is a federal Historic Rehabilitation Tax Credit Program for business properties on the National Register of Historic Places. There are also state incentive programs available for historic properties such as New Hampshire Land and Community Heritage Investment Program (LCHIP), Certified Local Government (CLG) and Moose Grant Programs.

Submission and review requirements are rigorous and it is highly recommended that applicants contact the applicable agency at the early planning stages of a potential project.

• Preservation Easements

Preservation Easements are a tool often used to ensure the preservation of the character defining features of a property for the public's benefit. The New Hampshire Preservation Alliance and Historic New England maintain easement programs to protect historic resources.

The extent of the protection of the property is dependent on the strength of the easement. Some easements protect just the façade of a building. Other easements protect the larger preservation values including but not limited to the exterior and interior architectural features, materials, landscape features, outbuildings, fences and archeological resources of a property.

• Historic Barn Tax Incentive Program

New Hampshire's old barns and other agricultural buildings are important local scenic landmarks and help tell the story of farming in the state's history. Many of these historic structures are being demolished or not repaired. A state law, RSA 79-D, encourages barn owners to repair their buildings by granting tax relief.

Sustainable Benefits of Preservation

Historic buildings are intrinsically "green," as reusing an existing building has substantially lower environmental impact than building a new one by avoiding demolition and keeping demolished building materials out of landfills.

Sustainable benefits of preservation include:

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

PRESERVATION REVIEW PROCESS

To maintain the character of properties within the Historic District, all proposed exterior changes at a designated property require review and the issuance of a Certificate of Approval (COA) from the HDC prior to commencing work. A COA is required for all exterior work at a locally designated property, except the planting or removal of trees, shrubs, and plants unless they are specifically required as part of a condition of approval of an application. Although the completion of an application is required for all exterior projects at all properties, minor applications can be approved administratively without requiring attendance at a meeting. Minor applications include regular maintenance activities and the in-kind replacement of many materials. The type of work requiring a COA includes:

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

The process of applying for a COA requires a completed application and sufficient information to review the proposed work including a scaled site plan, drawings, sketches, photographs, and product brochures or samples for those building features that will be modified. The applicant is encouraged to consult with the Building Department staff to ensure that all required information is included in the application to minimize delays associated with reviews. For a complex project, applicants are encouraged to meet with the HDC for a conceptual review, prior to spending time and money preparing supporting materials for an application.

Within fifteen days of receipt of a complete application, the application will be distributed to the HDC for a determination as to whether the application is of no interest, requiring no further HDC review, or if it is deemed of interest, the application is placed on the agenda for a public meeting. COA applications are reviewed by the HDC at their meetings. During their review, the HDC references the criteria set forth in the Historic Preservation sections of the Rye Zoning Ordinance. Review by the HDC ensures that any proposed changes will be compatible with the character and design of the individual property and the Rye Historic District.

The applicant, or a project representative, should attend the HDC meeting for COA review to answer any questions the HDC may have regarding the application, or the application could be tabled pending clarification and/or the submission of additional information as requested by the HDC. As part of the review process, the applicant may be requested to provide additional information to clarify the proposed alterations or to provide necessary supporting information to allow the HDC to better understand the outcome of the proposed project.

At its option, the HDC may also determine that a site visit is required to validate information that can impact an issue under consideration.

Historic District Commission

Established in 1966, the Rye Historic District Commission has oversight of the town's preservation activities and regulatory review within the bounds of the Rye Historic Districts and at individually designated properties.

The HDC is comprised of seven members, including a member of the Select Board, and up to five alternates. Although the HDC's primary responsibility is to review applications for COAs, the HDC also provides recommendations to the Select Board regarding historic preservation activities in the town including the documentation of historically designated properties.

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

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

Working Without a COA

The Building Department will inspect all work for compliance with an approved Certificate of Approval (COA). If any changes are proposed after the issuance of a COA, please contact the Building Department at (603) 964-9800 for additional required reviews.

Work completed without an approved COA is subject to possible fines, removal, and restoration of the site, building, or structure to its appearance prior to the violation.

Approvals Required for Work

HDC review and approval is triggered by the submission of an application for a Certificate of Approval (COA) for any proposed alteration to the exterior of a property, excluding the addition or removal of trees, shrubs, and plants. This includes the replacement of signs, awnings, windows, doors, and roofs.

HDC approval is necessary but may not be sufficient for the granting of a building permit. Each property is subject to review for compliance with applicable zoning, building, and safety ordinances and codes. The property owner is responsible for obtaining all necessary approvals prior to commencing work.

HDC Demolition Review

The submission of a Certificate of Approval application and HDC review and approval is required for all proposed demolitions or partial demolitions at locally designated properties. Although the HDC utilizes similar criteria as the Demolition Review Committee, they also consider the historic context and may require a site plan of the resulting landscape improvements as a condition of approval of the demolition application. They can deny a demolition permit; whereas, the Demolition Review Committee can merely delay a demolition for up to 45 days.

Demolition Review Committee

The Demolition Review Committee is a subcommittee of the Rye Heritage Commission appointed by the Select Board. The Commission is charged with the review of the proposed demolition of any building or structure, or portion thereof, within the Town limits that is not otherwise subject to HDC review. In its review, the Demolition Review Committee considers buildings that are more than 50 years old and over 500 square feet to determine whether they are architecturally significant or historically important to the history of Rye. Upon receipt of an application, the Demolition Review Committee will evaluate the application and make a determination as to whether the building or structure proposed for demolition is of no interest or potentially significant. If deemed of no interest, no further action is required by the Committee.

If the building or structure proposed for demolition is deemed potentially significant, a public hearing will be scheduled for review. At the public hearing, the building or structure can be deemed not significant, requiring no further action by the Committee, or significant. The criteria used by the Demolition Review Committee are similar to the HDC and include whether:

- The building is of such interest or quality that it would meet national, state, or local criteria as an historic, cultural, or architectural landmark
- The building is of such unusual or uncommon design, texture, or materials that it could not be reproduced or could be replaced only with a great difficulty and expense
- The building is of such historic, architectural, or community value that its removal would be detrimental to the public interest
- Retention of the building would help preserve and protect an historic place or area of historic interest

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

Rye Heritage Commission

Established in 2011, the Rye Heritage Commission is advisory to other local boards and commissions; conducts inventories; educates the public on matters relating to historic preservation; and surveys, inventories, and documents historical and cultural resources.



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

Safety Precautions

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

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

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

Asbestos

US Environmental Protection Agency Hotline
(800) 368-5888 www.epa.gov/asbestos

Arsenic

Center for Disease Control and Prevention
www.cdc.gov/biomonitoring/Arsenic_FactSheet.html

Lead

National Lead Information Clearinghouse
(800) 424-LEAD www.epa.gov/lead

Radon

The National Safety Council's Radon Hotline
(800) SOS-RADON www.epa.gov/radon

Mold

Indoor Air Quality Information Clearinghouse:
(800) 483-4318 www.epa.gov/iaq/molds/index

Building Codes

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

For specific information regarding the applicable ordinances and code sections for a project, please contact the Building Department at (603) 964-9800. Applicants are also welcome to meet with an Inspector who can assist with permit applications and regulatory questions.

Design of Alterations

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

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

If demolition is considered, property owners should refer to the *HDC Review of Demolitions* (page 01-4). Demolition of designated historic buildings is rarely necessitated.



The HDC seeks to maintain the historic character of Rye's designated historic properties. Regular maintenance is encouraged at all buildings, outbuildings, and structures.

Guidelines for HDC Decisions for Alterations to Existing Buildings

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

- **Identify, retain, and preserve** the overall form, materials, and details that are important in defining the architectural and historical character of the building and site.
- **Protect and maintain** historic materials and features. This involves protection from other work that may occur in proximity to the historic materials, and also protection through regular maintenance. A regular program of protection and maintenance usually involves the least degree of intervention and can prevent or postpone extensive and costly work.

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

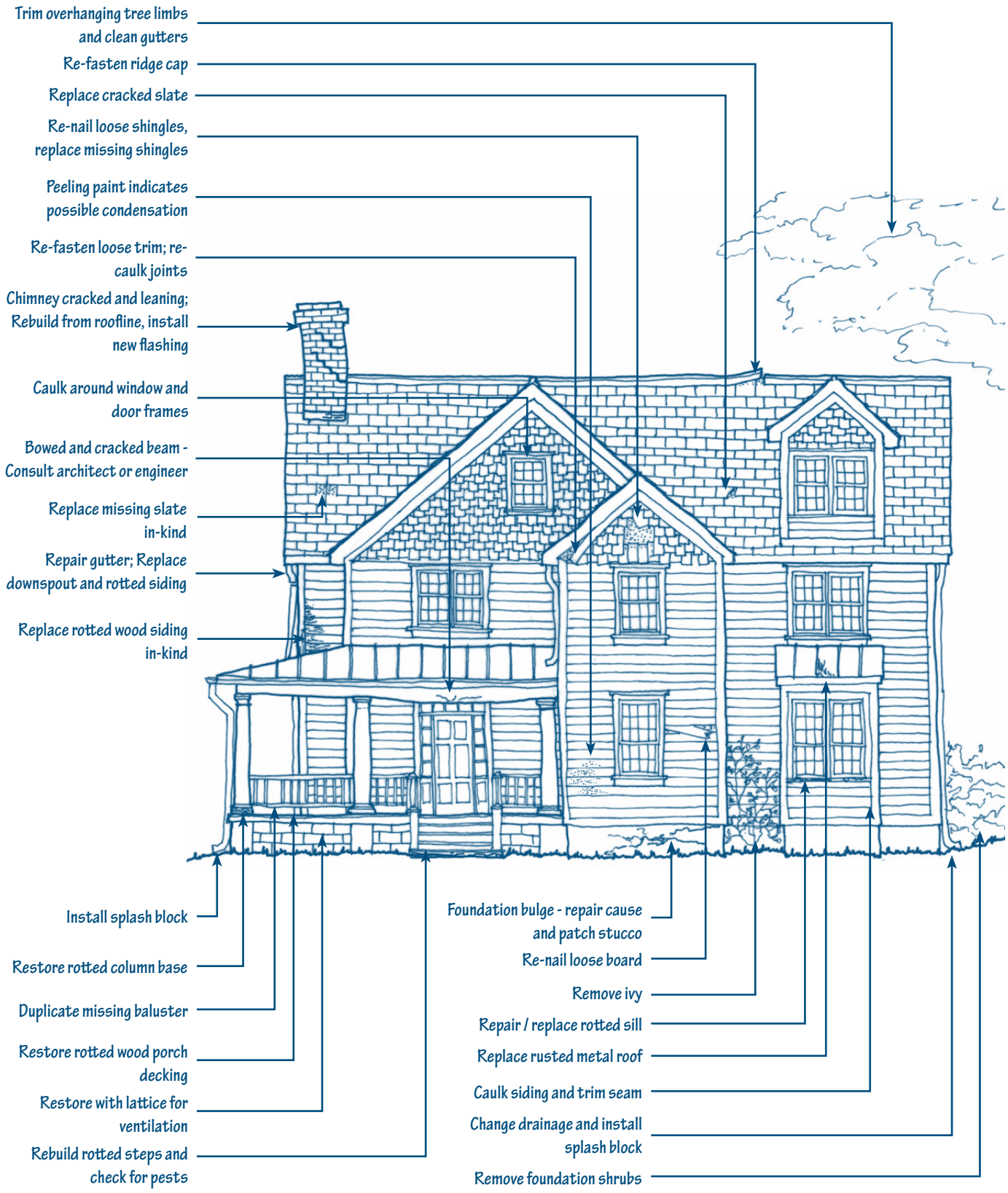
Cost vs. Value-Added

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

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

Typical Building Maintenance Needs

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



Building Envelope Deterioration

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

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

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

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

Maintenance is Preservation

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

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



Paint is one of the most common ways to protect exterior materials from the elements, particularly wood without natural or chemical preservatives, and metals that would otherwise rust.

Rye Historic District Design Guidelines

The following *Guidelines* were prepared in this project:

- 01 *Design Guidelines Introduction*
- 02 *Guidelines for Roofing*
- 03 *Guidelines for Exterior Woodwork*
- 04 *Guidelines for Masonry and Stucco*
- 05 *Guidelines for Windows and Doors*
- 06 *Guidelines for Site Elements*
- 07 *Guidelines for Additions and New Construction*
- 08 *Guidelines for Signage*
- 09 *Guidelines for Isles of Shoals*

Further information is available at the Building Department and on Rye's website at www.town.rye.nh.us. These *Guidelines* serve to cover the topics most typically addressed by the HDC. Any work under the jurisdiction of the HDC that is not specifically covered in these *Guidelines* is subject to HDC review and approval.

Property Maintenance

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

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



An example of an adaptive reuse project is the conversion of this former variety store into a real estate office.

Alterations and Renovations

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

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

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



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

Adaptive Reuse

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

Examples of Adaptive Reuse:

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

Benefits of Adaptive Reuse:

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

Repair vs. Replacement

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

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

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



This 2 1/2-story Colonial residence has a 2-story addition to the right and a one-story addition to the left. The form, scale, materials, and detailing are similar, but subservient to the main block allowing the historic portion of the house to maintain its prominence from the streetscape.

Additions

Additions to a building within a Historic District can dramatically alter the appearance of the individual property, the District and the surrounding landscapes.

Exact reproduction of historic buildings is discouraged, while design compatible to the context of the historic resources and their surroundings is encouraged. Because of the sensitivity of the area, the property owner should take great care when proposing an addition to a designated property.

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

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

New Construction

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

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

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

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

Researching Historic Properties

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



This Rye Historical Society and Museum houses artifacts, photographs and documents related to Rye's history. In addition, it mounts exhibits, provides research on local historic properties, engages in a graveyard project, and works with school curriculums to inform students about local history.

Frequently Asked Questions

Q: Where should I begin the process?

A: It is often helpful to begin by understanding what makes your property historically or architecturally significant (see below) as well as by understanding whether a proposed project is likely to be approved. Contact the Rye Building Department at (603) 964-8800 to be placed on a HDC agenda for a review of your property's significance or for a conceptual review of a proposed project. Obtain the *Guidelines* section applicable to your proposed project and consider whether the proposed changes are appropriate for the property.

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

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

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

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

Q: Do I need to hire an outside professional?

A: Careful review of the applicable *Guidelines* and the application requirements for an approval prior to hiring a design professional or contractor can assist in the early planning stages of your project. If not required by Code to receive a building permit, you are welcome to submit applications for work without the assistance of a design professional. However, for complex proposals or those that require the submission of scaled drawings, consultation with a professional may be required and may expedite the review process. If you are retaining the services of a professional, it is helpful to work with architects, contractors and others familiar with the requirements of working with the HDC. Before submitting your application, confirm that it is complete with the Building Department.

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

A: If your project is complex or requires review from multiple land use Commissions and Boards, the best time to talk to the HDC is as early in the project as possible, before you invest significant time and money into the design process. This initial informal informational review can help move a project more quickly through the review process. Please contact the Rye Building Department at (603) 964-8800 for an appointment.

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

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

Q: Does my project require HDC review?

A: Proposed exterior changes to any building, site or structure within the boundaries of a locally designated Rye Historic District are required to receive an approval. This includes all work that might be considered ordinary maintenance and repair with the exception of repainting. Refer to applicable *Guidelines* sections for clarifications regarding types of work that is subject to review. Most applications for maintenance and in-kind repair are approved administratively and do not require attendance at an HDC meeting.

Q: How do I apply for HDC review?

A: The specific submission requirements for HDC review will vary based upon whether the submission is for a conceptual review or a Certificate of Approval. In most instances, the submission materials are typically similar to those required for a building permit review. For specific information regarding the submission requirements for your proposed project please refer to the applications available on the Town of Rye website at www.town.rye.nh.us/historic-district-commission or contact the Rye Building Department at (603) 964-8800.

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

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

Preservation Resources

Reference

- Belle, John, John Ray Hoke, Jr., Stephen A. Kliment (eds.). *Traditional Building Details for Building Restoration, Renovation, and Rehabilitation*. New York: John Wiley and Sons, Inc., 1998.
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Preservation Organizations

Local Organizations

- Town of Rye Building Department
Historic District Commission (HDC); Heritage Commission
Town Hall; 10 Central Road, Rye, NH 03870 ;
(603) 964-8800; www.town.rye.nh.us
- Rye Historical Society and Town Museum
10 Olde Parish Road; Rye NH 03870
(603) 436-9278; www.ryenhistoricalsociety.org

State and Regional Organizations

- New Hampshire Division of Historical Resources
19 Pillsbury Street; Concord, NH 03302
(603) 271-3483; preservation@dcr.nh.gov
- New Hampshire Preservation Alliance
7 Eagle Square; Concord NH 03302
(603) 224-2281; www.nhpreservation.org
- Historic New England
Otis House; 141 Cambridge Street; Boston, MA 02114
(617) 227-3956; www.historicnewengland.org



Acknowledgements

We would like to express our appreciation to the representatives of the following groups and individuals who helped make the *Guidelines* possible:

Town of Rye

Philip D. Winslow	Chairman
Bill Epperson	Vice Chairman
Tom King	Selectman
Becky Bergeron	Town Administrator

Historic District Commission

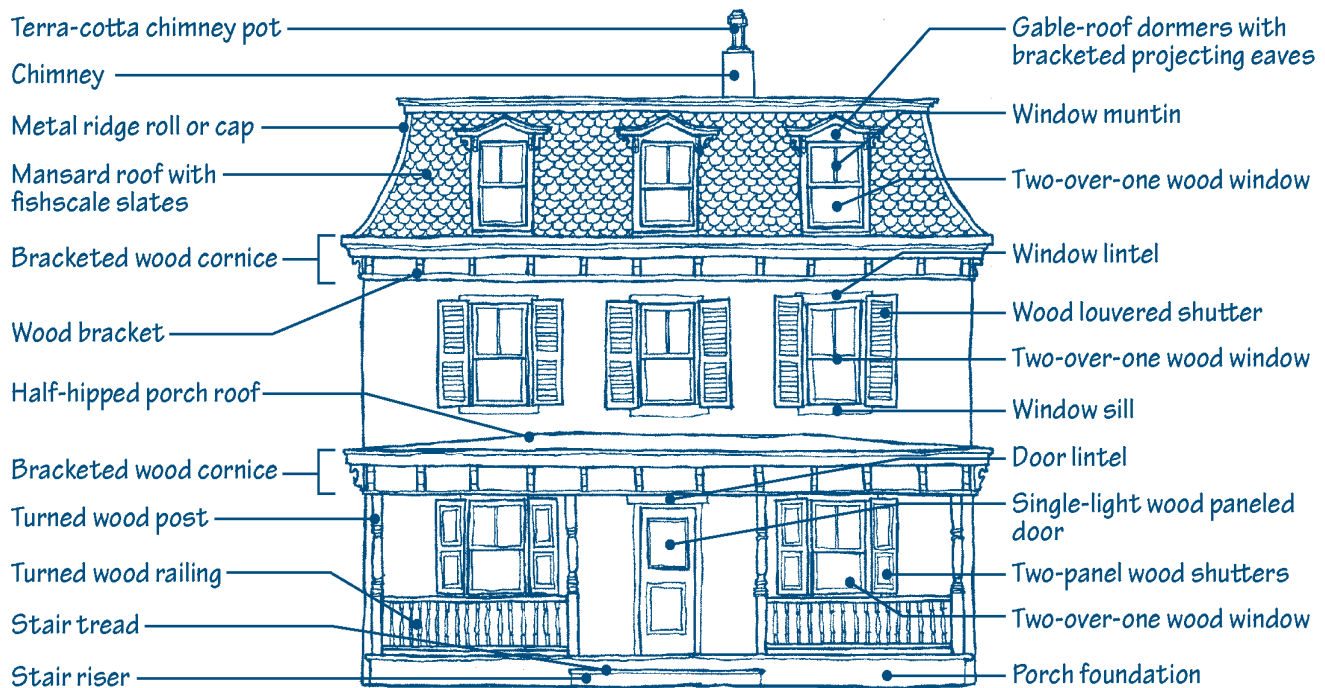
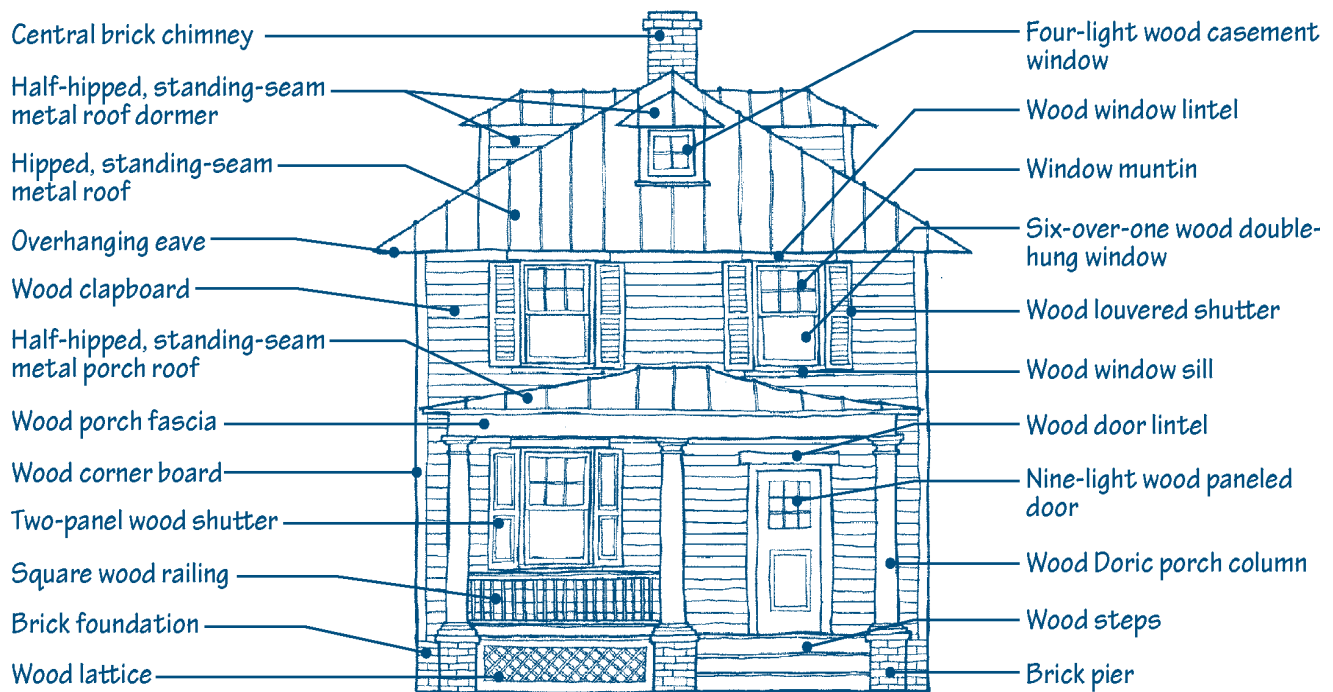
Kaitlyn Coffey	Chair (2023)
Tom King	Select Board Representative
David Choate	Member (2024)
Daryl Kent	Member (2022)
Stacey Smith	Member (2024)
Karen Stewart	Member (2022)
James Tegeder	Member (2023)
Mae Bradshaw	Alternate (2024)
Katharine Brown	Alternate (2023)
Lydia Tilsley	Alternate (2023)

Building Department

Milon (Chuck) Marsden, Building Inspector and Code Enforcement Officer

Glossary of Architectural Terms

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



The *Guidelines* project has been financed in part with Federal funds from the National Park Service, U.S. Department of the Interior, through the New Hampshire Division of Historical Resources. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, or the New Hampshire Division of Historical Resources, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior, or the New Hampshire Division of Historical Resources. This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office for Equal Opportunity, National Park Service, 1849 C Street NW, Washington, DC 20240.

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