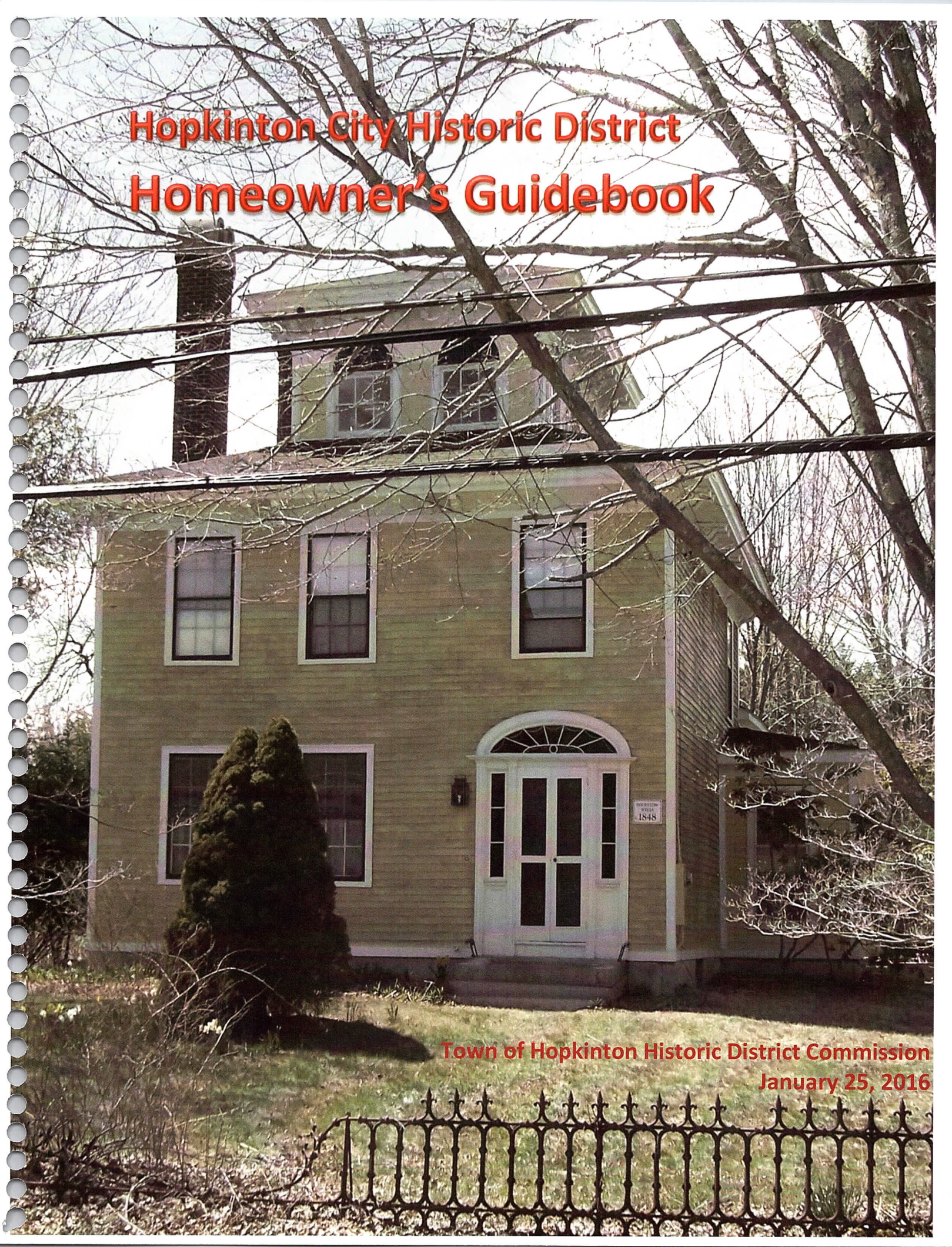
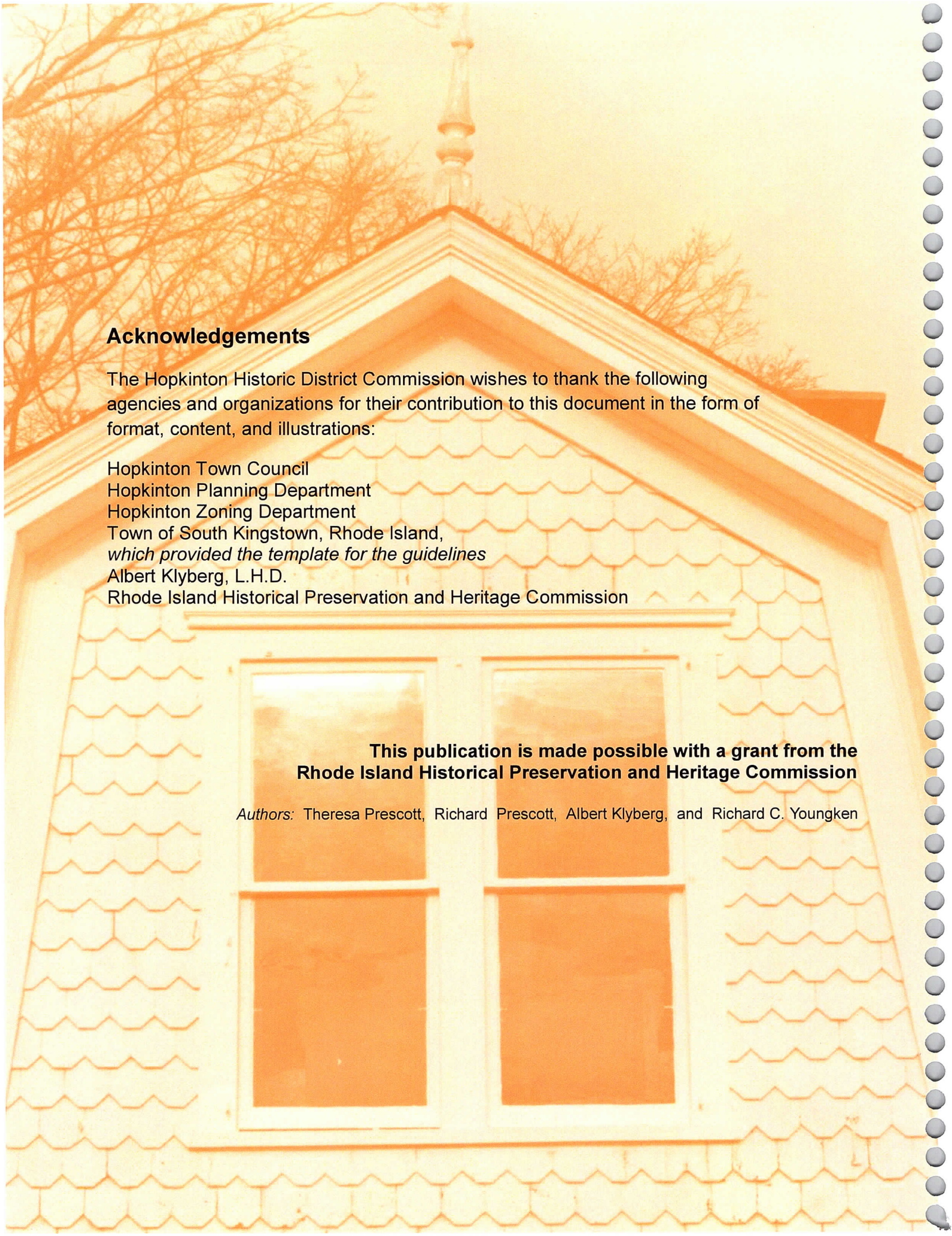

Hopkinton City Historic District
Homeowner's Guidebook
1848
Town of Hopkinton Historic District Commission
January 25, 2016



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Rhode Island Historical Preservation and Heritage Commission

This publication is made possible with a grant from the Rhode Island Historical Preservation and Heritage Commission

Authors: Theresa Prescott, Richard Prescott, Albert Klyberg, and Richard C. Youngken



Hopkinton Historic District Commission

Dear Homeowner:

The Hopkinton City Historic District Commission is pleased to provide you with a "tool kit" of tips and suggestions that is designed to explain, guide, and assist you in the care and management of your historic property. We welcome you as a partner in our enterprise to preserve and enjoy one of Rhode Island's architectural treasures, the historic district of Hopkinton City. One of the oldest traditions in Rhode Island's village life is observing the "custom of the neighbors" as a way of fostering civic pride, progress, mutual benefit and preserving the charm and appeal of an historic sense of "place".

A hundred years ago, rural Rhode Island had many villages like Hopkinton City and their place on the landscape was not so notable. They were the "norm", they were the "usual". But with the expansion of the Providence metropolitan area, the development of suburban cities like Warwick and Cranston, and the melding of mill villages into uninterrupted industrial and residential sprawl along the Blackstone and Pawtuxet Rivers, isolated points of preserved, nearly intact, visual vestiges from earlier days have become rarer and rarer. They have become more valuable.

They are living documents of a past way of life but they are also viable, almost organic, functional entities, survivors of a by-gone age, offering and entirely enjoyable alternate counterpoint to newer community forms. Stated frankly, they are fun to live in; their compactness and charming architecture make them a desirable and sought after address.

Within the Hopkinton City National Historic District, there are presently seventeen structures. Each is an integral contributor to the whole. Keeping them up and protecting the collection of structures is the aim of the Historic District Commission. The Commission, however, has no financial resources of its own, nor is it intended to have the where-withal to sustain the collection. Its function is advise, facilitate, and to guide property owners in their personal

stewardship and preservation of their property. The challenge to sustain the collection falls on individual owners. This "owner's manual" is one way for the Commission to help.

Caring for an old building is a continuous process. Modern day living needs, in the form of plumbing and heating, pose a challenge in structures that were never designed for such features. Maintaining the look of an exterior, which has undergone frequent repair, can be made easier through the shared experiences of those who have tackled such issues before. History is more than an abstract, arcane lore; its accumulated wisdom offers tested solutions.

As a practical matter underlying all of this, is the monetary value of each property owner's investment. Because individual historic buildings are rare entities, and clusters of these structures in distinctive villages, rarer still, entities like historic district commissions are determined to maintain the property value of these structures and their aesthetic qualities by guarding against changes which would diminish the value of the individual building as well as demeaning the district as a whole.

So, there are rules to avoid this. Not arbitrary, not capricious, but rules designed over time and experience to uphold the value of the homeowner's investment while attempting to be as little intrusive as possible to the choices for individuality and aesthetic freedom.

When villages like ours were young, neighbors entered into agreements over village practices. "The custom of the neighbors" in those days were about the common use of village fields, or protecting the village pump's water supply, fencing in gardens and controlling stray animals. A pound for enclosing strays was built. Labor on the village roads was a form of tax. Providing a local one-room school was another responsibility. Animals were "ear-marked" and recorded. Rules for controlling fire from hearth sides were agreed upon.

So, today, in order to promote literally "the commonwealth" of all, within the district there are rules to benefit the real estate values as well as the architectural heritage of the district. Reaching a consensus on "best practices" is a process of conversation, research, and consultation in which all concerned have a stake in the game. As was the case with all the individual villages (with the exception of those created and owned by factories), village life is a participatory activity. This manual sets out the dimensions of this civic enterprise.

With our best wishes,

Richard G. Prescott, Chair
Peter C.L. Wolfe
Michael McNamara
Theresa Prescott

Town of Hopkinton
Historic Preservation Standards and Guidelines

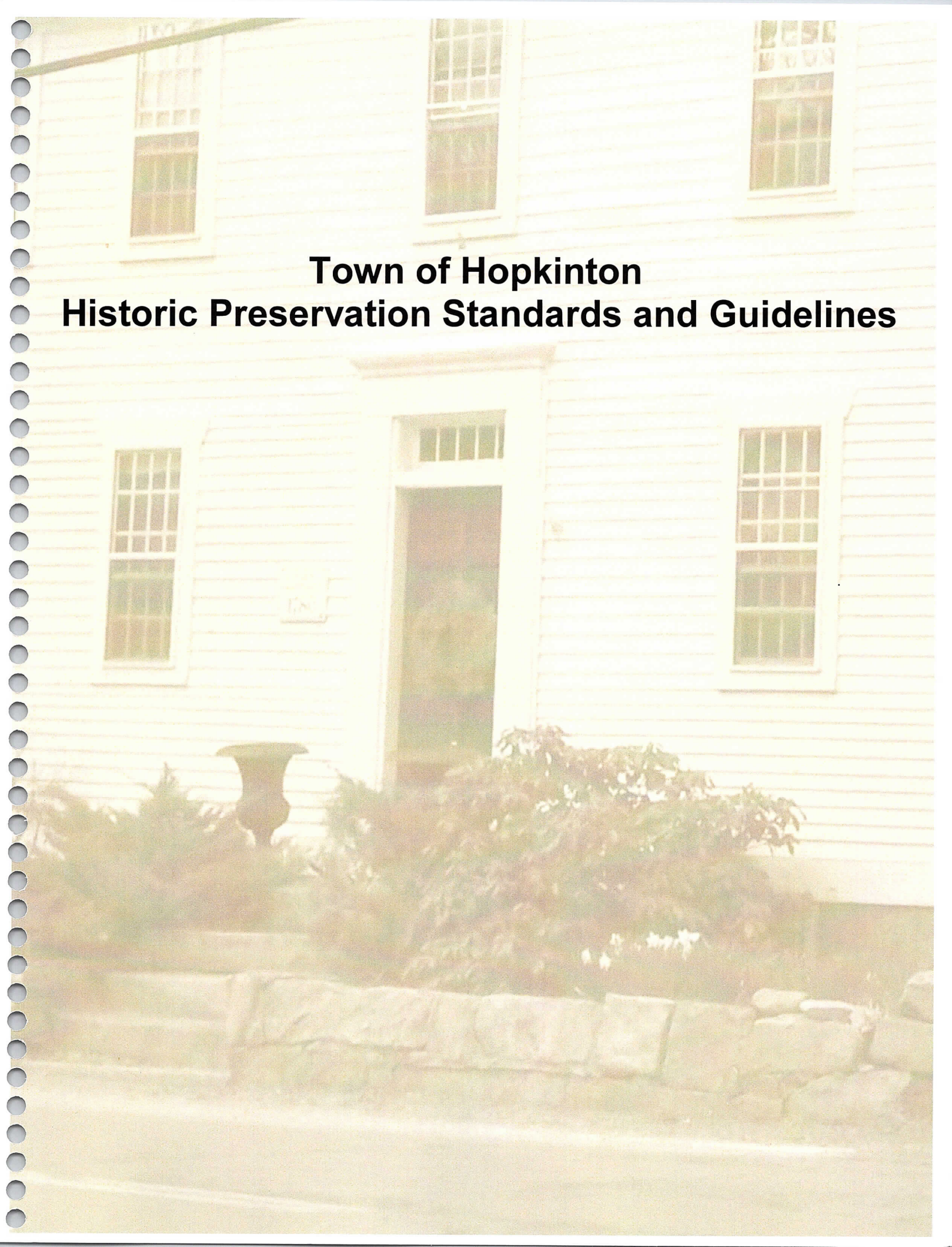


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INTRODUCTION

Hopkinton City, in Hopkinton, Rhode Island, is listed in the National Register of Historic Places for its significance as a well-preserved 18th and 19th century New England village. The historic district contains an important collection of homes, as well as commercial and institutional buildings, that together convey the social and cultural conventions of formative periods in the Town's history.



Today, Hopkinton City continues to provide residents with a lovely village situated close to local cultural amenities, schools and outdoor recreational activities. Visitors are drawn to the authentic ambiance of this historic place, including its well-preserved architecture and setting.

In addition to being listed in the National Register, Hopkinton City is within a historic overlay district and changes to buildings and certain landscape features are subject to review by the Hopkinton Historic District Commission (HHDC). Created in 1974, the historic district is intended to encourage the preservation of the village's unique character and discourage demolition and inappropriate new construction. The district has also aided in the stabilization of property values in the village.



This Guidebook will explain the review process, including what types of projects are subject to review; provide an overview of the architectural styles in Hopkinton City, and their character-defining features; and define the standards and guidelines that guide the HHDC's review process.

HOPKINTON CITY HISTORIC DISTRICT



In reviewing projects within the Hopkinton City Historic District, the HHDC will consider the potential impact on the character-defining features of the property – those elements that are essential to the building or landscape feature's design and its ability to convey its historic significance.

Character-defining features

Character-defining features of the village's buildings include foundations and walls, wood cladding materials, entrances and porches, windows and shutters, roof-shapes and decoration, and chimneys. In addition, Hopkinton City has a wealth of landscape features which form an intimate village context. These features include the walls, fences, terraces, curbs, walkways, steps, and stoops of the "hardscape," as well as the mature trees, hedges, lawns, and planting beds of the "softscape".



Masonry work in foundations, walls, buildings, chimneys:
Most of Hopkinton City's buildings have cut granite foundations. Chimneys are generally brick.

Wood framing and cladding:
The majority of Hopkinton City's buildings are of heavy timber, post and beam construction, and clad in either wooden clapboards or wooden shingles. The wood clapboard or shingle siding is a character-defining feature.



Doors and windows:

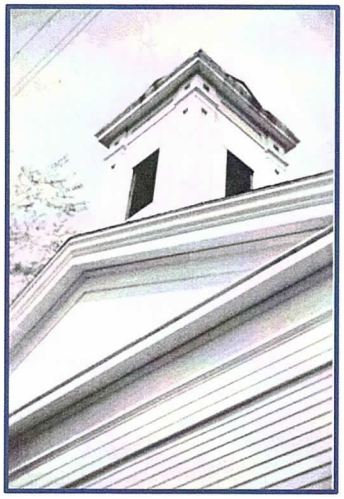
Front entranceways and windows are noteworthy and character-defining features in Hopkinton City. The entrances of several of the buildings in the historic district are Federal in design as interpreted through the vernacular of this rural area, including the use of covered entryways and exterior vestibules.

Porches:
Typically, houses within the historic district were built close to the street, with no porch or portico. The Thurston-Wells house was one exception and originally had a wrap-around porch; the Thomas Wells house still retains its original entryway.



Roofs:
Roofs are generally flank gable to the street. Some roofs have been dormered, reflecting the needs of the inhabitants and the design preferences of the time these changes were made. The Thurston-Wells house, built in the Italianate style, is an exception to this: it has a simple-hipped roof with brackets and a belvedere. This layering of architectural styles, showing historical evolution and change, is apparent in other Hopkinton City buildings and it is character-defining in its own right.

Generally the roofs within the historic district were originally sheathed with wood shingles, but many are now clad in asphalt shingles.







Landscape features:
The district has many distinctive and character-defining landscape features which are both "hardscape" and "softscape", Hardscape refers to hard and built surfaces and structures, also called appurtenances. These are generally features that are semi-permanent and form the "bones" or framework of the landscape of the district. Hardscape includes paved surfaces, curbing, walkways, walls, steps, stone stoops, terraces and berms, planting beds, and antique landscape ornaments, such as drinking troughs, hitching posts, and the like. Included in this category are the district's hedge lines, specimen trees, and greensward areas which compose the overall historical setting of the village. Softscape refers to living plant material, such as annuals, perennials, and small shrubs, which provide the finish to the hardscape. While the hardscape generally remains constant, the softscape changes and evolves over time and is not reviewed by the Hopkinton Historic District Commission.

Surfaces:
Slabs of stone are used for entrance stoops and steps. Some buildings in the district have stone terraces and remnants of stone walkways.



Fences and walls:
There are dry laid stone walls within the district in varying states of repair. Of varying height but never high, these walls define critical edges and boundaries. The 1790 Meetinghouse, now home to the Hopkinton Historical Association, has distinctive fencing of stone piers linked with heavy wrought iron chain. The Thurston-Wells House has the remnants of a wrought iron fence supported by stone piers. Along Main Street, there are stone piers which once supported a board fence enclosing a horse pasture. These features, along with wooden picket fences, contribute to the landscape context of the historic district.

Specimen Trees and Mature Hedging:
Mature specimen trees are character-defining elements within the district. Many of these trees are well over 50 years old; some are ancient. They provide scale, texture, setting, and livable neighborhood quality for the village. The buttonwood tree at the corner of Woodville Road and Route 3 (Main Street) was reported to have been planted in 1776. It was deliberately located at the four corners of Hopkinton City. Of similar import are the buttonwood trees planted on Woodville Road in front of the Davis House and in the "v" of North Road and Route 3 (Main Street).

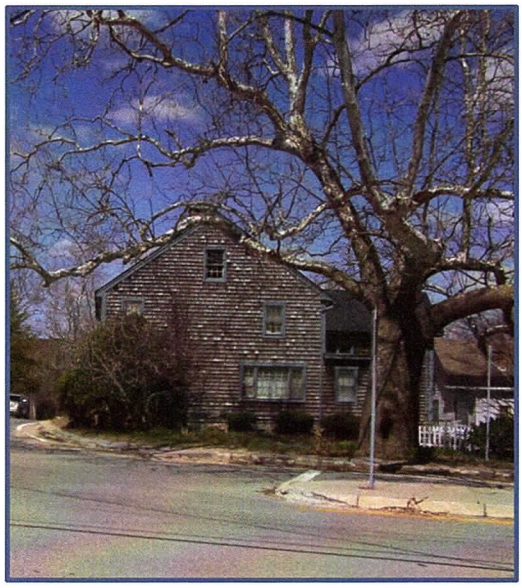
Mature hedges, while less permanent than mature trees, help define critical edges and provide character and privacy. Many are long-living or provide seasonal color. Hedges can be character-defining as boundary lines. Of particular import are the hedges in front of the Deak-Utter House and the Elijah Coon House.



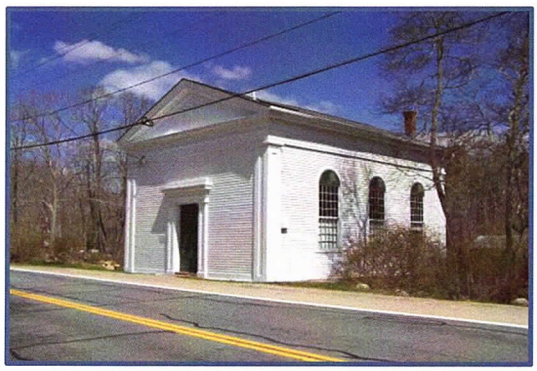












PRESERVATION ZONING

The Town of Hopkinton has enacted a form of overlay zoning, known as historical district zoning, to protect and preserve the architectural character and physical context of the Hopkinton City Historic District within a defined geographic boundary. Seventeen buildings, mostly residences, and their appurtenances, are included. These are shown on the annotated aerial map on the following page.

Under the Town of Hopkinton Code of Ordinances, Chapter 119, "Historical Area Zoning", all repairs and alterations affecting the exterior appearance of buildings and structures which are part of the Hopkinton City Historic overlay district, including their appurtenances and settings, are subject to review if a building permit is required for such construction, alteration, repair, removal or demolition. Such review is under the jurisdiction of the Hopkinton Historic District Commission (HHDC), appointed by the Town Council. Interior alterations are not reviewable, unless they have an impact upon the exterior appearance of a building, structure, or appurtenance. Paint colors for buildings and structure exteriors are also not reviewable. Any alterations and repairs should accurately represent and protect the historic qualities and character-defining features of the buildings, structures and landscape elements of the district. A property owner must receive a Certificate of Appropriateness from the HHDC before receiving a building permit for their property.

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Property owners within the district contemplating an exterior home improvement should consult this guidebook and the HHDC regarding the review process.

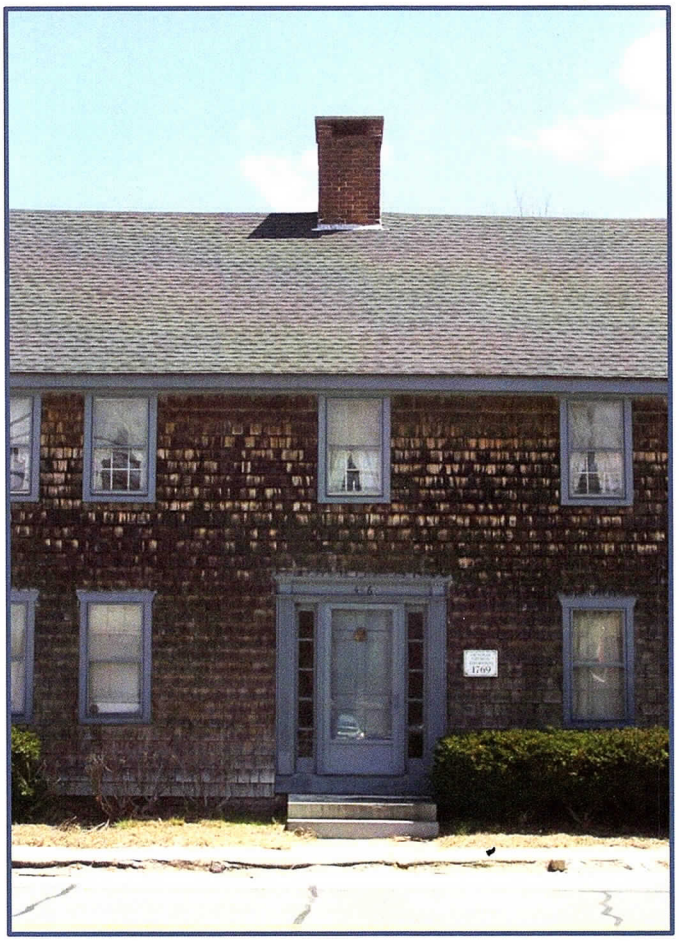
Routine maintenance such as painting and minor repair or replacement with in-kind materials is normally exempt from review, but to be sure to consult with the HHDC before beginning a project. A project which retains, repairs, or replaces in-kind severely deteriorated or storm-damaged building materials and architectural features, and meets the HHDC's standards and guidelines printed in this guidebook may receive an expedited review.

On page 8 is guidance for undertaking a project; at the end of this guidebook is an application form for HHDC review to receive a Certificate of Appropriateness.

In addition, owners of properties that are listed in the National Register of Historic Places but not within the historic overlay district – such as those in Hope Valley and Ashaway -- are encouraged but not required to seek an advisory opinion for projects they are contemplating.

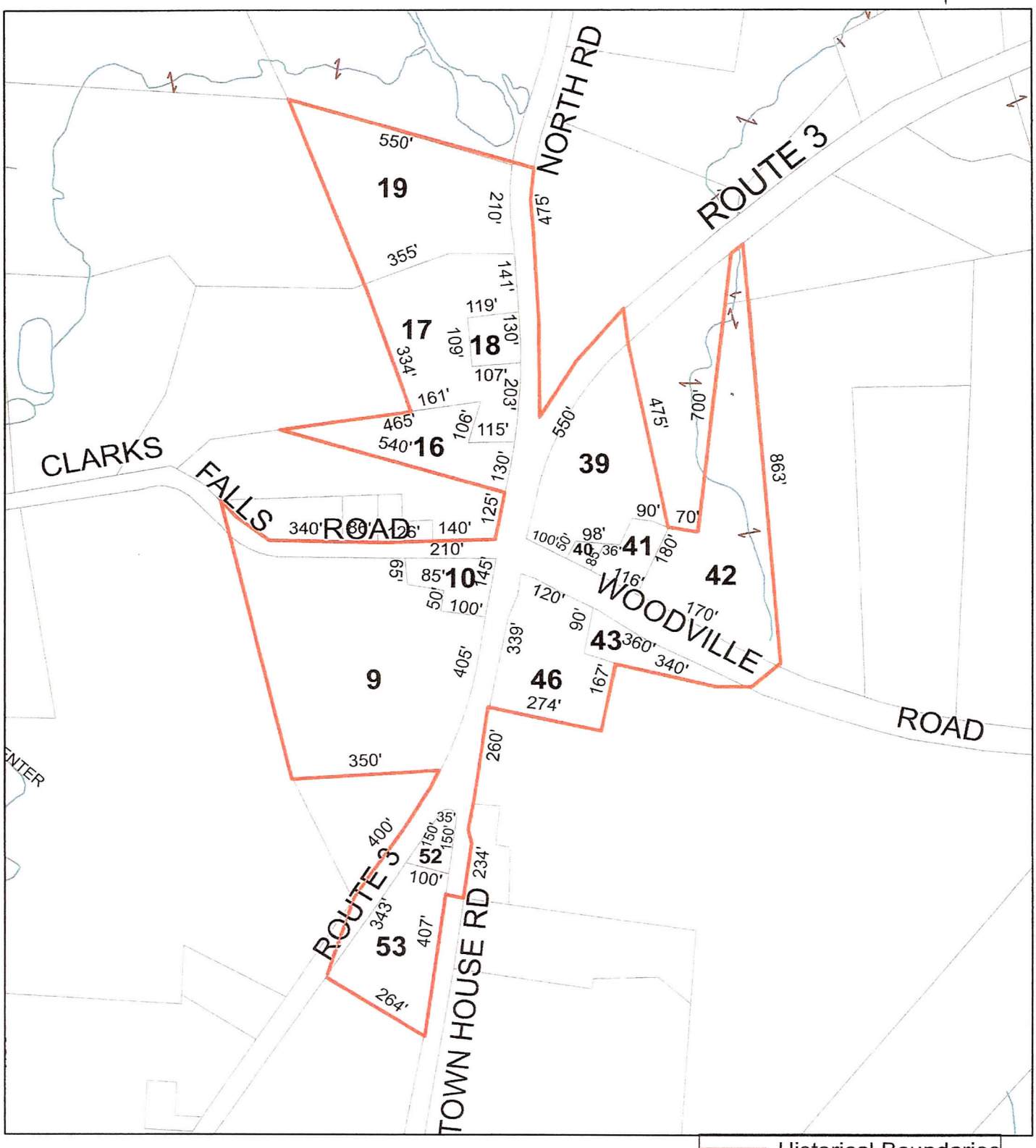
In accordance with the Town's historical zoning ordinance, the HHDC has adopted the historic preservation standards and guidelines listed in this publication to guide and review work that is proposed. These standards and guidelines are formulated from those published by the federal government (the *Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties)*, many state governments, and by similarly charged historic district commissions in Rhode Island and across the country.

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Hopkinton City Historic District



This historic district is located entirely within Plat 26.

This Map was Created for Visual Purpose Only and is not a Legal Document.

YOUR PROJECT: ESTABLISHING A PRESERVATION APPROACH

The primary objective of any rehabilitation plan for contributing structures within the Hopkinton City Historic District should be the preservation of important or "character-defining" architectural features and materials of the building, and provision for a safe and sustainable contemporary use. The standards and guidelines presented here are best preservation practices, which the HHDC promotes in its review capacity in deliberating on whether or not to grant a Certificate of Appropriateness for proposed work. The standards and guidelines should be consulted by property owners as they contemplate work to be done on their buildings and structures. They provide common-sense guidance for the rehabilitation of historic buildings and their settings to ensure building longevity and sustainability.

Hopkinton's historic preservation standards and guidelines are based on the following core principles:

- **Respect** the original historical design character of the building and its setting. Don't try to make the building appear older (or younger) in architectural style than it really is. Above all, the genuine (authentic) heritage of Hopkinton City should be expressed; not an imagined history.
- **Research** the building to determine which elements are essential to its character. Preserve features in your work plan.
- **Retain** and provide protection and maintenance of historic features that survive in generally good condition.
- **Repair** historic materials and features that have deteriorated.
- **Replace In-Kind** historic materials and features with new materials of the same type, when deterioration is so extensive that repair is not possible.
- **Follow** the Standards and Guidelines beginning on page 9 of this booklet, which are based upon the *Secretary of Interior's Standards and Guidelines for the Treatment of Historic Properties,* 36 CFR 671 as amended.

A project may also include strategies (see Guidelines Sections 3 and 4) for:

- **Reuse** of buildings and associated alterations to the *exterior of the historic building for new uses with sensitive adaptation.*
- ***Reversibility.*** *Additions (for new rooms or spaces) to the exterior of the historic building may be appropriate, provided character-defining features are not lost or compromised and the alteration can be removed later without damage to character-defining features of the building.*

Original documentation, such as old photographs and plans, should be used as guidance for restoration work whenever possible. Where these are not available, interpretations of similar design elements that were built or designed for buildings in the area may be considered. New uses, additions, and new construction should fit in, rather than stand out and appear incongruous.

Schedule a pre-application meeting *with the Historic District Commission to review your ideas and plans.*

Complete and submit an application *with the Historic District Commission. An application form is attached at the end of this booklet.*

Certificate of Appropriateness

Please post this certificate on the property so that it is visible from the street.

Hopkinton Historic District Commission
Town of Hopkinton
1 Town House Road
Hopkinton, Rhode Island 02833
401-377-7700

Property Owner:_____

Property Address_____

Plat/Lot:_____

HHDC Application Number:_____
Scope of Work:

The Hopkinton Historic District Commission hereby certifies, pursuant to RIGL Ch. 45-24, 1-10, 1998 (as amended), and Section 119 of the Zoning Code of the Town of Hopkinton, Rhode Island, as amended, that the work described herein has been Approved. Any conditions of Approval are noted below:

Note: All work shall be carried out as shown on the approved plans and specifications on file with the HHDC. This certificate along with any drawings, plans, and specifications stamped approved by the HHDC must be presented to the Town of Hopkinton Building and Zoning Official to obtain a building permit. Any changes to the approved project and any additional work not specifically approved herein must be reviewed and approved by the HHDC prior to construction. This certificate is valid from one year from the date of issue.

Signature of HHDC Chair

Date of Issue

Section 1:

GENERAL STANDARDS FOR THE PRESERVATION AND REHABILITATION OF CONTRIBUTING STRUCTURES AND APPURTENANCES IN THE HOPKINTON CITY HISTORIC DISTRICT

APPROPRIATE

BEWARE CHANGE IN USE:

1 New uses that require the least change to existing structures are encouraged.

2 Every reasonable effort should be made to provide a compatible use for the building that will require minimal alteration to the building and its site.

PRESERVE CHARACTER-DEFINING FEATURES:

3 a. Avoid removing or altering any historic material or significant and authentic architectural features.
b. Original character-defining materials and details that contribute to the historic significance of the building or structure should be preserved whenever feasible.
c. Rehabilitation work should not destroy the distinguishing character of the building and its setting.
d. Examples of historically significant architectural features are building cladding materials (decorative wood shingles, wooden clapboards); wooden doors, doorways and porches; wooden window frames, sash, and window trim; masonry walls and features; eave brackets, gable barge boards, and decorative railings and trim; as well as brick and stone chimneys. Other significant elements may be the overall building form, roof shape and materials, and finish.

PROTECT AND MAINTAIN EXISTING HISTORIC STYLISTIC ELEMENTS:

4 Protection includes the maintenance of historic material through treatments such as weather-proofing, caulking, and re-painting.

5 Non-abrasive or "soft" procedures for cleaning, refinishing, and repairing historic materials should be used.

Section 1:

NOT APPROPRIATE

CHANGE IN USE:

1 Planning a new use for a historic building and its setting which will require significant changes to the existing structure (s) and setting to accommodate the new use and thereby requiring extensive modifications to historic character-defining elements.

2 Failing to provide a compatible use for the building that will require only minimal alteration to the building and its site.

CHARACTER-DEFINING FEATURES:

3 a. Removing or altering historic materials and/or significant architectural features
b. Removing original materials and details that contribute to the historic significance of the structure
c. Rehabilitation work that destroys the distinguishing character-defining features of the property or its setting is not appropriate.

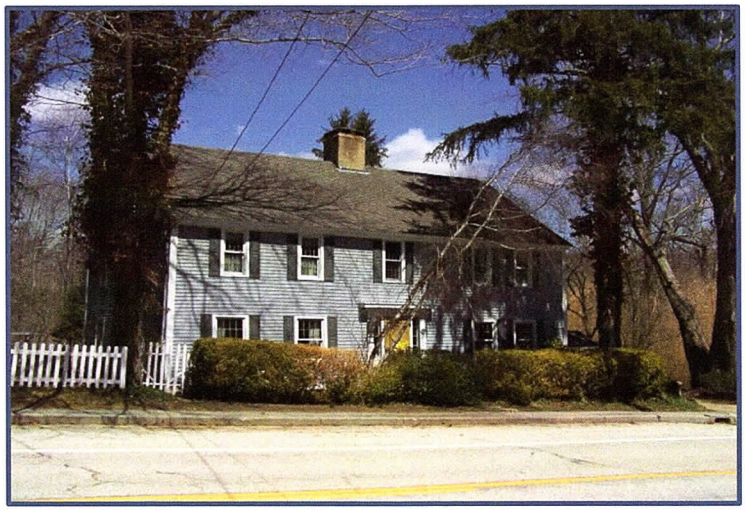
HISTORIC STYLISTIC ELEMENTS:

4 Failing to protect and maintain historic material through treatments such as weather-proofing, caulking, and repainting

5 Using abrasive procedures such as sand blasting or water blasting for cleaning, refinishing, and repairing historic materials which erode and destroy protective surface layers



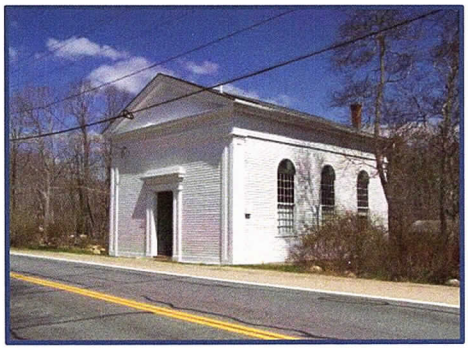
Hopkinton City's Primary Architectural Styles



Colonial 18th century: 1720-1790
gable and gambrel roofs,
12/12 wooden windows,
central stone and brick chimney



Federal: 1790-1820
gable and hip roofs,
end chimneys,
roof parapets,
6/6 windows



Greek Revival: 1830-1860
Pediments, columns, corner pilasters,
Enlarged trim and cornices
reminiscent of Greek temple

Italianate : 1850-1880
roof brackets, shallow hip roofs,
cupolas, 6/6 wooden windows,
piazzas or porches



APPROPRIATE

MINIMIZE INTERVENTION, REPAIR RATHER THAN REPLACE:

6 Repair deteriorated architectural features rather than replace them wherever possible.

7 Patch, piece-in, splice, consolidate, or otherwise repair the existing exterior material, using recognized preservation methods whenever possible.

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

8 Match the original construction material. A missing wooden feature should be replaced with wood. A missing stone feature should be replaced with stone, A substitute (in-kind) material may be acceptable on a case by case basis if the form and design of the substitute conveys the same visual appearance of the original and the feature is hard to access and prone to water damage, weathering, and rot.

9 Use methods that minimize damage to the original materials when disassembly of a historic element is necessary for its rehabilitation, or when a historical feature needs to be moved to be saved, repaired, or rebuilt.

10 Always devise methods of replacing the disassembled materials in their original configuration.



11 Replacement of missing architectural features should be based upon historical documentation to produce accurate duplications of the original style and character.

12 In the event replacement is necessary, the new material should match the historical material being replaced in design, texture, and other visual qualities.

NOT APPROPRIATE

INTERVENTION

6 Removing and replacing slightly deteriorated architectural features rather than repairing them

7 Failing to patch, piece-in, splice, consolidate, or otherwise repair the existing exterior material, using recognized preservation methods, whenever possible, and removing and replacing with new materials that are incongruous

REPAIR ACTIVITIES, REPLACEMENT OF MISSING PORTIONS OR FEATURES

8 In replacing missing portions, failing to match, on close inspection, the look and feel of the original material. A substitute material is not appropriate if the form and design of the substitute does not convey the visual appearance of the original. Vinyl and aluminum siding are not appropriate because they do not convey the same surface texture and dimensional character as the stone and brick masonry, wooden shingle, and clapboard materials found in 18th, 19th, and early 20th century buildings.

9 When disassembly of an historic element is necessary for its rehabilitation, failing to use methods that minimize damage to the original materials

10 Failing to plan carefully for the placement of disassembled materials back into their original configuration

11 Failing to use historical documentation to create accurate duplications of missing original features and thereby creating a false historical appearance

12 Failing to match historical material being replaced with new materials that match in design, texture, and other visual qualities

APPROPRIATE

13 In replacing newer, non-historical materials that have been substituted for original material, the design of the replacement work and materials should be substantiated by physical and/or pictorial evidence of original materials whenever feasible.

14 Use building materials similar to those employed historically, although hard-to-maintain architectural features, such as roof brackets and trim moldings on upper floors – but not windows -- may be reproduced in approved durable composite materials as in #15 below.

15 If alternate composite materials are allowed to be used, the materials should be applied as individual components in the traditional method and they should match the original in appearance including texture, profile, pattern, and weather surface.

16 Where reconstruction of an element or feature is impossible because of a lack of historical evidence, a new design that relates to the building in general size, scale, and material may be considered. Use design elements that reflect the building's style for replacement of features where insufficient documentation exists to reconstruct more accurately original design details.

EXISTING ALTERATIONS MAY BE IMPORTANT TO RETAIN:

17 a. Preserve older alterations that have achieved historical significance.

b. Many changes to buildings that have occurred in the course of time are themselves evidence of the history of the building and its surrounding neighborhood. These changes may have developed significance in their own right. An example of such an alteration may be a porch, a kitchen ell, or bay window that was added to the original building early in its history.

c. More recent alterations that are not historically significant may be removed.

ADDRESS SERVICE AREAS AND MECHANICAL EQUIPMENT:

18 Screen service equipment and trash containers from public view.

19 a. The visual impact of mechanical and electrical equipment including, but *not* limited to telecommunications devices, satellite dishes, solar panels, and air handling units should be minimized. These devices may be better located on the ground in screened locations.

b. Satellite dish and solar power use is strongly discouraged in visible areas. If a dish must be placed in view, it should be screened with fencing and or plantings. If roof placement is needed, the dish or solar panel must be located on a rear section of roof.

NOT APPROPRIATE

13 Failing to substantiate replacement materials with physical and/or pictorial evidence of the original materials

14. Failing to use materials similar to those employed historically whenever possible

15 If alternate composite materials are allowed to be used, applying the materials in precast assemblies (strips or sheets) rather than as individual components in the traditional manner, thereby failing to convey (on close inspection) the same visual appearance as the replaced historical materials

16 Where insufficient documentation exists to reconstruct accurately original design details, creating a new design for a missing feature that does not relate to the building in general size, scale, and material; and not using design elements that reflect the building's style for the replacement of features.

EXISTING ALTERATIONS:

17 Failing to respect and preserve older alterations that have achieved historical significance in their own right. Many changes to buildings that have occurred in the course of time are themselves evidence of the history of the building and its neighborhood

SERVICE AREAS AND EQUIPMENT:

18 Failing to screen service areas, infrastructural equipment, and trash containers from public view

19 Roof locations for mechanical and electrical equipment including wind generators and solar panels are generally not appropriate unless they can be screened from view



Not appropriate roof-mounted mechanicals

APPROPRIATE

RETAIN HISTORIC ACCESSORY OR AUXILIARY BUILDINGS:

20 Historic accessory buildings can contribute to the overall character of the principal building. Their orientation, design, materials, and architectural details should be preserved. If repairs are needed, they should be made in-kind, using the same materials, or materials that are very similar to the originals.

21 An accessory building that has deteriorated beyond repair should be replaced with a design and materials that are compatible with the principal structure in siting, scale, and fenestration.

22 Proposed changes to non-significant accessory structures should likewise be compatible with the character of the property and the Historic District.

NOT APPROPRIATE

ACCESSORY OR AUXILIARY BUILDINGS:

20 Failing to recognize that historic accessory buildings can contribute to the character of the principal structure and the district



Section 2:

GUIDELINES FOR SPECIFIC REHABILITATION WORK

These guidelines apply to the rehabilitation of structures and appurtenances in the Hopkinton City Historic District in addition to the general standards (#1-22 preceding).

APPROPRIATE

WOOD SIDING:

23 Use materials similar to those employed historically in terms of size, shape, and texture- whenever feasible.

24 Choose wood siding that most closely matches the shape, size, profile, and texture of the historic wood siding when seeking to repair or replace wood siding.

NOT APPROPRIATE

23 Using materials that are dissimilar to those used historically

24 Using modern synthetic wood siding replacement treatments and materials when in-kind wood siding replacement is available and more appropriate. Using new siding, which does not match the original dimensions and reveal is not appropriate. Cement board products such as HardiPlank, HardiShingle, and vinyl and aluminum siding are not appropriate due to either their untested durability, inability to convey an appropriate appearance, or installation impact.





APPROPRIATE

MASONRY:

25 Clean masonry only when necessary to halt deterioration or remove heavy soiling.

26 Remove damaged or deteriorated paint or surface treatments only to the next sound layer using the gentlest method possible (such as hand scraping) prior to applying a new surface treatment.

27 Repair masonry walls and other masonry features by repointing the mortar joints where there is evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose bricks, damp or damaged walls, or loose stucco veneer work.

28 Remove deteriorated mortar between "soft" masonry (brick, etc.) by carefully hand-raking the joints to avoid damaging the surrounding masonry.

29 Duplicate old mortar in strength, composition, color, texture, and reveal. Often 18th and 19th century mortar is much softer than modern mixes, matching softer brick composition and strength.

30 Apply new, non-historic, surface treatments to repel water or moisture intrusion only after repointing and only if other masonry repairs have failed to arrest the problem.

1)

2)

3)



4)



MORTAR JOINTS
1) Struck with drip
2) Flush
3) Tooled
4) Beaded (raised)

NOT APPROPRIATE

MASONRY:

25 Cleaning masonry surfaces when they are not heavily soiled, thus subjecting surfaces unnecessarily to moisture or chemicals which can damage such surfaces

26 Using methods of removing surface treatments (paint) such as sand-blasting, the application of chemical strippers and the like, which are destructive to masonry surfaces and mortar joints. Sandblasting brick or stone surfaces using dry or wet grit or other abrasives is generally not appropriate.

27 Removing non-deteriorated mortar from sound joints, then repointing the ***entire*** building to achieve a uniform appearance. Using an all-over "scrub" coating technique to repoint rather than traditional repointing methods is not appropriate.

28 Using mechanical saws and hammers (that can damage surrounding soft masonry work) to remove deteriorated mortar, rather than hand tools

29 Changing the width, profile, and composition of historic mortar joints when repointing

30 Applying water-proofing or water-repellent coatings such as stucco to masonry as a substitute for repointing and masonry repairs. Such coatings may actually accelerate deterioration if the underlying problems are not corrected and such coatings may change the historical appearance of the building.



APPROPRIATE

WOOD TRIM AND ORNAMENT:

31 Maintain historic trim and ornament. Provide proper moisture control and drainage so that water is not allowed to stand in flat, horizontal surfaces, or accumulate on or in decorative features.

32 Preserve existing trim and wooden architectural features such as (but not limited to) porch columns, balustrades, roof brackets, parapets, doorway enframents, window brackets and hoods, cupolas, and roof finials in places where they survive. Replace only if severely deteriorated and only with in-kind materials. Composite materials may be appropriate for duplication and replacement on a case by case basis if the feature is on an upper floor or roof, difficult to maintain, and severely deteriorated.

33 Where original trim or ornament is missing, replace missing elements if possible with designs to match the original based upon historical documentation. Use original proportions for trim designs as templates for replacement work. Duplication of missing trim and ornament in composite materials may be considered, on a case by case basis, as in #32 above, if the element is on an upper floor or roof, or subject to repeated water and moisture intrusion.

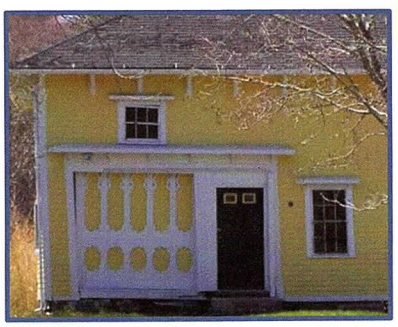
ROOFS:



34 Preserve roofs at their original pitch and configuration, including their historic structural and decorative components, e.g., roof boards, rafters, venting, ridge cresting, lightning arrestors, balustrades, raking cornices, cornice moldings, soffit treatments and brackets, drip edges, etc.

35 Preserve the character of original roofing materials whenever possible. Where they currently exist, wood-shingled roofs should be replaced with wood-shingled roofs. Asphalt shingles are appropriate as replacement in-kind for existing asphalt-shingled roofs now commonly found in the Hopkinton City Historic District.





NOT APPROPRIATE

WOOD TRIM AND ORNAMENT:

31 Failing to maintain and repair original trim and ornament. Failing to identify, evaluate, and treat the cause of wood deterioration such as (but not limited to) faulty flashing, leaking gutters, cracks and holes in siding, deteriorated caulking in joints and seams, overgrown plantings too close to the building trapping moisture, or insect or fungus infestation

32 Failing to preserve existing trim and other features in places where they survive

33 Where original trim is missing, replacing missing elements with designs that do not match the original or are based upon inappropriate design motives for the building's architectural style, giving a false historical appearance

ROOFS:

34 Changing the pitch of historic roofs. Removing a major portion of the roof or roofing material that is repairable, then reconstructing the roof with new materials in order to create a more uniform, or 'improved" appearance

35 a. Reconfiguring a roof by adding new features such as dormer windows, vents, set-in balconies, skylights, widows walks, and cupolas in such a way that historic character-defining qualities are lost and the historic character is diminished

b. Reconstructing the roof or re-roofing without providing for adequate ventilation

APPROPRIATE

WINDOWS:

36 Retain, **REPAIR**, and maintain historic windows if at all possible. These are usually built of far better materials (including wood) than today's replacement windows, and actually provide a better pay back (when repaired, weather-stripped, and provided with storm windows) than replacement windows. This is largely due to the fact that with storm windows, historic wooden windows provide nearly the same insulating value, and replacement windows, regardless of product manufacturer, are very expensive to purchase and install.

37 If storm windows are used, they should not obscure original window proportions. Wooden storm windows hung on the exterior are preferred. Triple-track wood or aluminum storm windows are usually acceptable because they provide adequate insulation, help owners retain original window sash and casings, and are easily reversible. New replacement storm windows may be added to the interior or the exterior to provide weather-proofing and insulation matching that obtained by double glazing or insulated window units, provided they are sufficiently ventilated to prevent moisture build on the inside. Fabric storm panels may be approved provided they are hung rather than roll-up.

38 Where replacement of severely deteriorated windows is warranted, replacement with replicated wooden sash matching the original single-glazed sash is the preferred treatment. Reusing the historic glass is preferred. This will not require costly removal of the original window casings or storm windows. Replacement in-kind of the window sash with new wooden sash and rehabbed jambs is preferred over replacement of the entire window unit. This alternative retains the original window opening, casing, and exterior trim.

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

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

NOT APPROPRIATE

WINDOWS:

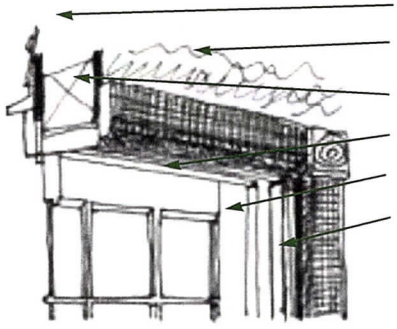
36 Changing the dimension of historic window openings, muntin bar, and window glazing configurations and proportions. It is not appropriate to replace historic windows with manufactured windows of vinyl, aluminum, or composite materials when repair of the historic windows is feasible.

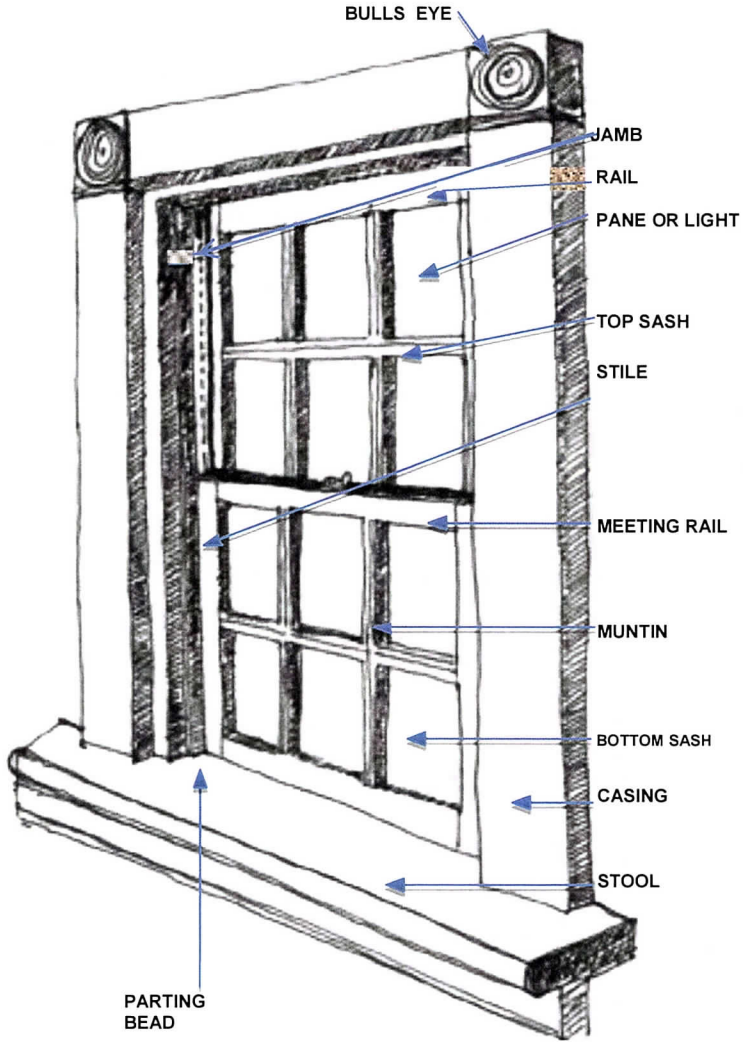
37 Installing new storm windows which obscure historic window glazing proportions, including roll-up metal storm shutters

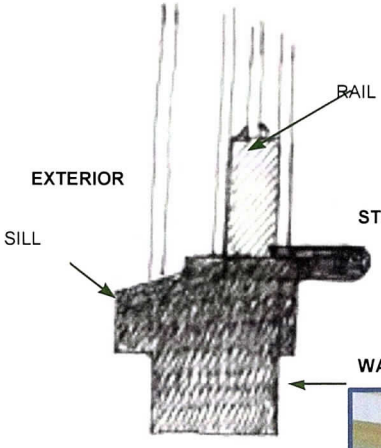
38-40 Installing new manufactured replacement windows which do not match the dimensional qualities and construction materials of the historic windows they replace. The qualities to match include the window trim, glass size, muntin bar width and reveal, rail, meeting rail, and style dimensions. Also of importance is duplicating the appropriate reveal of the window unit from the exterior wall plane, including the dimension and character of the window sill. New manufactured windows which have metal or vinyl cladding, are constructed of composite materials or fiberglass, have simulated divided lights, fake snap-in muntin grills, or have flat metal or vinyl muntin grills laminated between glazing are not appropriate because they do not convey the authentic appearance of historic true divided light, muntin bar, and glazing configurations.

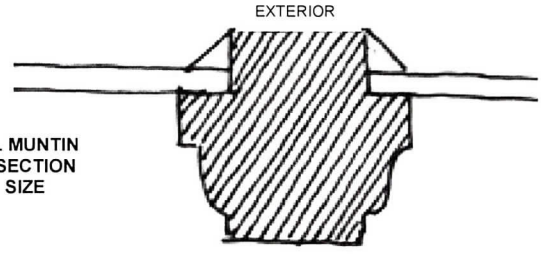
WINDOWS



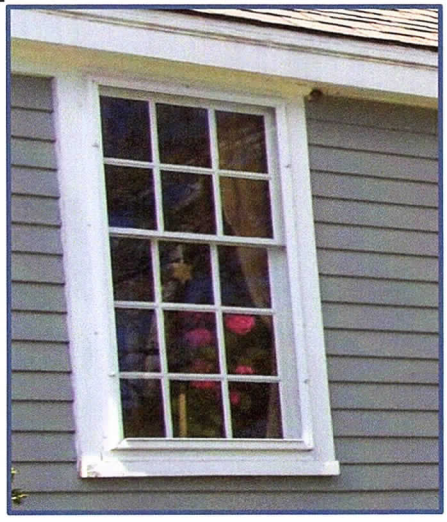


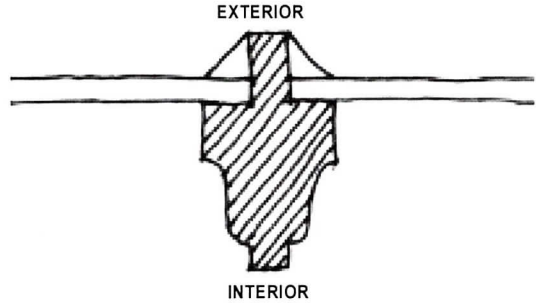






TYPICAL MUNTIN
CROSS SECTION
ACTUAL SIZE





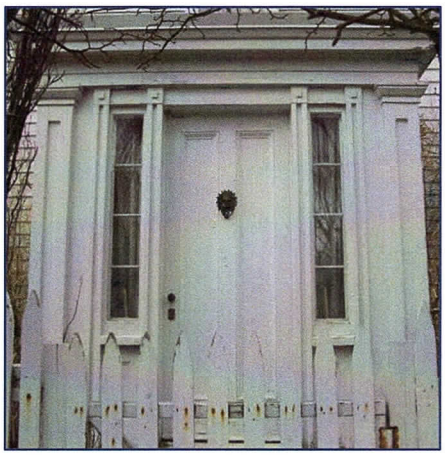
APPROPRIATE

ENTRANCES:

41 Maintain the historical character of the building entrance(s).

42 Preserve historic porches where they exist for entryways or otherwise.

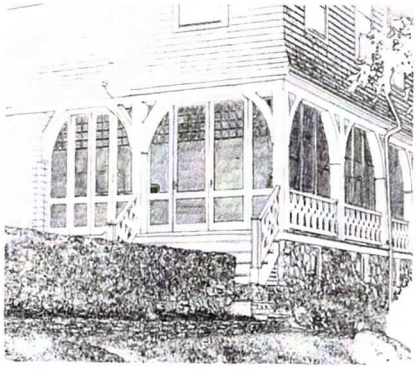
43 Preserve original doors and doorway enframements, which contribute to the historical character. Where historic doors are deteriorated beyond repair, they may be replaced in-kind, or constructed of materials (wood to replace wood) matching the design character of the original.



PORCHES AND DECKS:

44 Historic porches are character-defining in the Hopkinton City Historic District and every effort should be made to preserve them. They should not be enclosed unless the applicant has a compelling justification. Otherwise deteriorated porches should be retained, repaired, or restored to their historical appearance whenever possible, including porch steps, decking, posts, balustrades, brackets and roofs. Building code-required balustrade alterations should be accomplished with the least change possible. Rail height may be increased with a simple horizontal pole.

45 Where enclosure of a historic porch is warranted, porch floors, balustrades, post or column supports, brackets, and other features should be retained with the enclosure constructed largely of glass or screen panels mounted behind these features in the traditional method of constructing a porch enclosure. The new enclosure walls of wood and glass, and/or screens should be removable and should be reversible, allowing the original porch details to be preserved, including the original exterior wall and fenestration of the building within the porch.



Appropriate porch enclosures behind porch supports

NOT APPROPRIATE

ENTRANCES:

41 Failing to maintain the historical character of the building entrance

42 Removing or in-filling historic entry porches

43 Removing and replacing original entry doors and door enframements **that are in good condition and** contribute to the historic character. Replacement doors, if required, should visually match the historic doors in design, dimension, and material.

PORCHES AND DECKS:

44 Enclosing porches unless the applicant has a compelling justification. Replacement of a porch with an open deck would not be appropriate, although ground floor decks may be appropriate on back or side-of-house locations not visible from a public way. In the Hopkinton City Historic District such decks would not be appropriate on the street side of buildings as these facades are visible from the public way. Projecting open upper floor decks supported on posts or brackets would have an incongruous appearance and are not appropriate on any elevation.

45 Removing or concealing decorative porch features in a porch enclosure such as historic porch decking, balustrades, post or column supports, brackets, and other features. Enclosing a porch with solid walls and louvered windows, picture windows, or sliders is not appropriate.

Section 3:

GUIDELINES FOR APPROPRIATE SITE DESIGN

APPROPRIATE

SETBACKS:

46 Maintain the pattern, placement, orientation, rhythm, and alignment of existing historic buildings established by the traditional setbacks from the street wherever possible.

ENTRANCE ORIENTATION:

47 Maintain the traditional placement or location of site entrances and exits, including driveway alignments and historic pavement surfaces.

FENCES:

48 a. Maintain traditional fence lines where they existed wherever possible.

b. Preserve historic fences and their character in their original location, including hedges, masonry walls and their features, picket fences, and gates.

PAVING:

49 a. Where character-defining paving materials exist in the area, consider using similar materials for new paving.

b. Preserve historic paving materials in their original location. Where repair or replacement is warranted due to safety concerns or to advanced deterioration or wear, repair or replace with in-kind materials to retain the historical appearance.

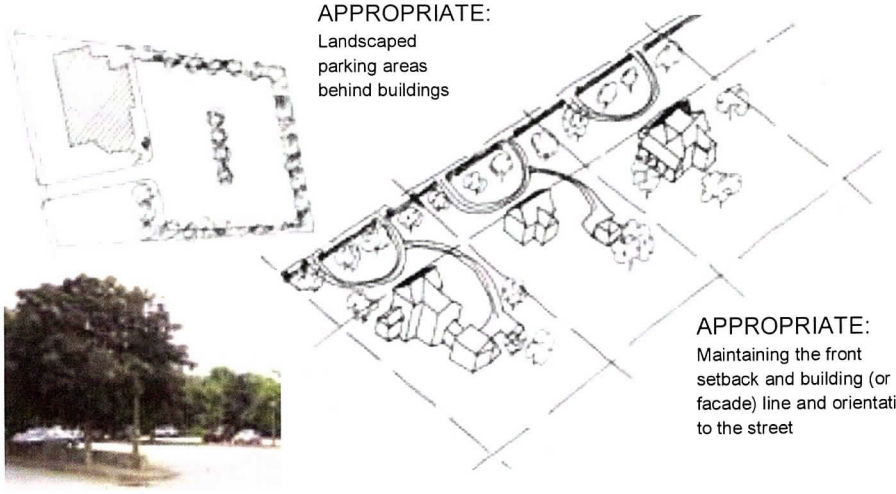
PARKING AREAS and DRIVEWAYS:

50 a. Plan for new larger parking areas to be subdivided into small components so that the visual impact of large paved areas is reduced.

b. Provide planting buffers at the edges of the parking areas.

c. Include islands of planting and/or trees in the interior of parking areas.

d. Side or rear locations are preferred for additional parking areas.



APPROPRIATE:
Landscaped parking areas behind buildings

APPROPRIATE:
Maintaining the front setback and building (or facade) line and orientation to the street

NOT APPROPRIATE

SETBACKS:

46 Staggering the pattern, placement, orientation, and alignment of new in-fill construction so that the traditional setback established by the existing historic buildings is interrupted or broken.

ENTRANCE ORIENTATION:

47 Altering or erasing the traditional placement or location of site entrances and exits, including driveway alignments, so that the traditional visual character of the streetscape is diminished, and removing historic pavement surfaces or replacing such materials with new materials which do not convey the same historical appearance

FENCES:

48 a. Relocating fence lines from where they once existed or creating new fence lines where they did not exist historically so that the lot orientation and visual dimension are erased or confused.

b. Not retaining historic fences in their original location, including, picket fences, hedges, masonry walls and their features, and masonry gate posts and gates

c. On close inspection, vinyl fences do not convey the same visual appearance as wooden fences and are not appropriate.

PAVING:

49 a. Introducing new materials to replace historic paving materials that do not convey the same or similar visual characteristics as the historical materials

b. Removing historic paving materials, even if due to advanced deterioration or safety concerns, without replacement in-kind or with new materials that convey the same visual character

PARKING AREAS:

50 Creating large open parking areas for needed parking, rather than adding broken-up and smaller component parking areas and landscaping to reduce the visual impact

APPROPRIATE

HISTORIC LANDSCAPE FEATURES

51 Historic landscape features such as, but not limited to, stone walls, fences, gates and posts, paving, terraces, arbors, pergolas, pavilions, specimen trees, hedges, and other appurtenances should be retained, repaired, and preserved whenever possible.



52 For land development projects and the subdivision or development of properties, where appropriate particularly in the Hopkinton City Historic District, consider conservation land development, creative land development strategies, and flexible zoning or flexible dimensional regulations to allow for the preservation of landscape features. In such cases the historic buildings are set aside on their own parcels, with new buildings located unobtrusively nearby, giving the appearance of support or service buildings (e.g., carriage houses, barns, guest houses, stables, etc.) or in more remote or hidden areas of the property as separate houses.

Section 4:

GUIDELINES FOR APPROPRIATE ADDITIONS TO "CONTRIBUTING" STRUCTURES (Contributing defined as having been built 50 or more years ago):

These guidelines apply for additions to contributing structures in the Hopkinton City Historic District in addition to guidelines #46-52 (preceding).

RELATIONSHIP TO MAIN BUILDING:

53 a. Additions to existing buildings should be compatible with the size, scale, fenestration, material finish, and character of the main building and its setting.

b. Additions include porches and bay windows, as well as entire wings or rooms.

c. Additions of new wings or sections of buildings should be smaller and secondary to the main sections of the building. They may have a stepped-down roof, lower ridge line, and/or be separated from the main section by a building hyphen.

d. Additions shall convey a similar architectural appearance to the main section of the building, but be differentiated from it by means of simplified building design, plainer trim, simpler roof lines, and possibly a subtle change in cladding such as a change from clapboard to shingle.

e. Additions shall not give a false historical appearance unless they are designed as replacements for lost historical features based upon adequate historical documentation and are therefore considered as reconstructions or restorations.

NOT APPROPRIATE

HISTORIC LANDSCAPE FEATURES

51 a. Removing and not retaining or repairing historic landscape features, such as but not limited to, stone walls, gates and posts, paving, terraces, arbors, pergolas, pavilions, specimen trees, hedges and other appurtenances so that the historic landscape is destroyed and lost, and the setting for the historic architecture compromised. Historic cemeteries as defined by RI law are included in this category.

b. Adding landscape features that do not relate to the historic setting and thereby compete with historic landscape features and the character of the district

c. Disturbing or destroying archaeological sites or areas (and their appurtenances) which may yield archaeological materials, including historic cemeteries as defined under RI law

Section 4:

RELATIONSHIP TO MAIN BUILDING:

53 a. Additions to existing buildings which are not compatible with the size, scale, color, material finish, and character of the historical (main) building and its environment

b. Additions which do not convey a similar architectural appearance to the main section of the building, or are not differentiated from it by means of simplified building design, plainer trim, simpler roof lines, and possibly a subtle change in cladding such as from clap board to shingle

c. Additions that give a false historical appearance, unless they are designed as replacements for lost historical features based upon historical documentation guiding the design

APPROPRIATE

HISTORIC DESIGN CHARACTER:

54 Wherever possible, new additions or alterations to buildings should not obscure or confuse the essential form and character of the original building.

55 a. Avoid new additions or alterations that would hinder the ability of the building or its setting to represent the design character of the historical period of the district.

b. The main historic building form should always be more visually important in character than the addition.

LOCATION:

56 a. When locating additions to historic buildings, maintain the pattern created by the repetition of building fronts in the area.

b. Set back additions from the main building facade so they will not alter the historic rhythm of building fronts in the area. Additions should always appear as secondary elements. This can be achieved by using building hyphens, step backs, and roof step downs.

57 a. Locate additions so they will not obscure or damage significant ornament or detail. Place additions to the side or rear portions of the building which are not readily visible from a public way.

b. Ramp or regrade for ADA access on the side or rear of the building.

c. Plan new dormers on the rear or side portions of a roof rather than on the front.

d. Avoid impacts to special moldings, decorative windows or dormers.

MATERIALS:

58 Use building materials that are compatible in style and dimension with the original building, including cladding, windows, doors, and roofing materials.

NOT APPROPRIATE

HISTORIC DESIGN CHARACTER:

54 New additions or alterations to buildings that confuse the essential form and character of the original building

55 a. New additions or alterations that hinder the ability to interpret the design character of the historic period of the district

b. The addition that visually appears more important than the original main building form is not appropriate

c. Alterations that seek to imply an earlier period than that of the building are inappropriate

d. Alterations that seek to imply an inaccurate or out-of-proportion variation on the historic style are also inappropriate

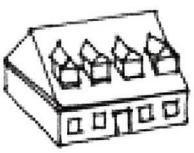
LOCATION:

56 Failing to maintain the pattern created by the repetition of building facades in the area by building an addition that conflicts with the established pattern

57 Additions which, through their placement or attachment to historic materials and forms, obscure or damage ornament and architectural detail

MATERIALS:

58 Failing to use building materials that are compatible with the original building. The use of PVC, composite or synthetic materials is not appropriate.

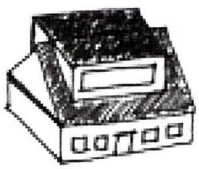


DORMER ADDITIONS

1) Appropriate: scale and rhythm

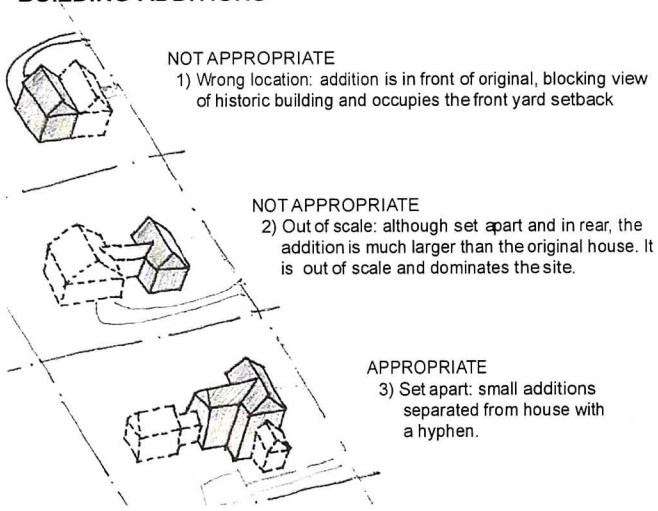


2) Not appropriate: out of scale



3) Not appropriate: overwhelming scale, incongruous form

BUILDING ADDITIONS



NOT APPROPRIATE
1) Wrong location: addition is in front of original, blocking view of historic building and occupies the front yard setback

NOT APPROPRIATE
2) Out of scale: although set apart and in rear, the addition is much larger than the original house. It is out of scale and dominates the site.

APPROPRIATE
3) Set apart: small additions separated from house with a hyphen.

Section 5:

GUIDELINES FOR NEW BUILDING CONSTRUCTION IN THE HISTORIC DISTRICT

APPROPRIATE

59 In general, new buildings should be harmonious in form, material, siting, and scale with the established district character and should not present a false historical appearance. They should blend in and not attract attention. A reconstruction of a historical building once located on the site, based upon accurate documentation, may be appropriate. In addition to the general site design guidelines in Section 3, the following guidelines apply to all new building construction within the Hopkinton City Historic District.

BUILDING ORIENTATION:

60 Align the façade of the new building with the established setbacks and building rhythm for the area.

BUILDING FORM AND SCALE:

61 a. New buildings should appear similar in height, mass, scale, form, and fenestration with historic structures in the area.

b. Where new building facades will be wider than those found traditionally, subdivide the surface into portions similar in scale to historic facades by varying set-backs, roof forms, and materials.

62 Use building forms that match those used historically.

63 Use roof forms that visually match those used historically including massing and pitch.

MATERIALS:

64 a. Use building materials that are similar to those employed historically in the area for all major surfaces. Wood clapboards and shingles are encouraged, although fiber cement-based alternative materials may be used on a case by case basis.

b. Materials for roofs should be similar in appearance to those used historically, although asphalt shingles are appropriate.

c. Vinyl and aluminum siding and trim materials do not convey the same historic appearance as the surrounding buildings and the wooden context of the district and therefore are not appropriate.

d. Use finishes similar to others in the district.

NOT APPROPRIATE

BUILDING ORIENTATION:

60 Failing to align the façade of the new building with the established setbacks and building rhythm for the area

BUILDING FORM AND SCALE:

61 a. New buildings that do not appear similar in height, mass, and scale with historic structures in the area or are otherwise incongruous with the historical context are not appropriate

b. Creating new building facades that are visually wider than those found traditionally and failing to subdivide the surface into portions similar in scale to historic facades by varying set-backs, roof forms, and materials to diminish the impact

62 Using building forms that do not match those used historically

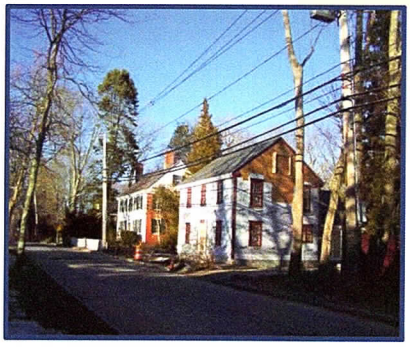
63 Using roof forms that visually conflict with and do not match those used historically, including massing and pitch

MATERIALS:

64 a. Using building materials that are dissimilar to those employed historically for all major surfaces

b. Using materials for roofs that do not convey the same visual character or appearance as those materials used historically, although use of simple three-tab asphalt is an exception to this as it is widely used in the district

c. Failing to use material finishes similar to others in the district



NEW CONSTRUCTION:
Appropriate in scale and orientation

APPROPRIATE

ENTRANCES:

65 a. Orient the main and secondary entrances of the building in a manner similar to established patterns in the district.

b. Entry porches are typical of the district and similar elements may be used to define entrances to new buildings.

c. Conceal garage doors and parking areas in front of garage doors from view from the street if at all possible. New garages in the Hopkinton City Historic District should be set back from the roadway for safety and located to the rear or back of the main building.

d. If ADA access is required by means of a ramp, consider evaluating the entrance area to raise the surface level naturally, reduce ramp length, and minimize railings. Changes to door widths and other alterations to character-defining features should be kept to a minimum. Ramp systems should be as unobtrusive as possible given site constraints.

WINDOWS:

66 Use of window types, sizes and proportions similar to the historic window designs in the district is encouraged. Aluminum clad, vinyl clad or PVC (resin) windows (sash, casing, trim) may be appropriate on a case by case basis for detached new buildings, provided they mimic historical window details in terms of size, window pane configurations, and muntin profile. These windows may have simulated divided lights instead of true divided lights.

NOTE: If the new construction includes an addition to an existing building, see Guidelines Section 4 and Section 7.

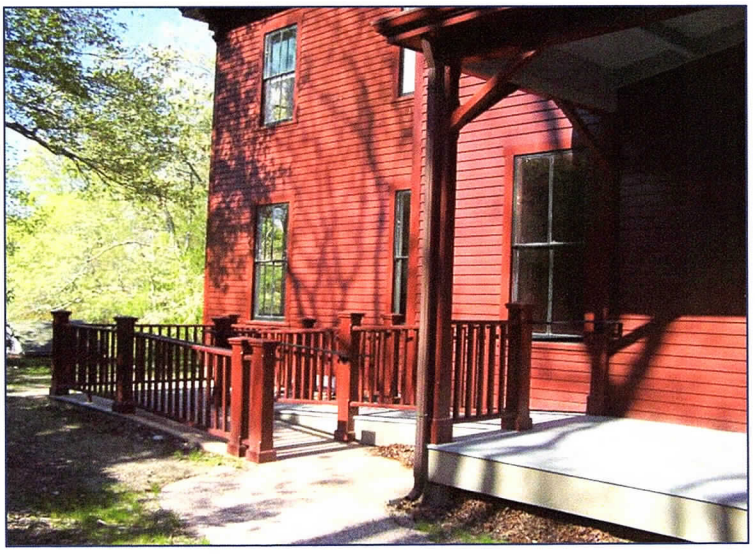
NOT APPROPRIATE

ENTRANCES:

65 Failing to orient the main and secondary entrances of the building in a manner similar to established patterns in the district, including the use of entry porches as character-defining elements

WINDOWS:

66 Using window types, sizes and proportions that are dissimilar to the historic window designs in the district



APPROPRIATE: ADA ramp on side, railing blends with the building, regrading minimizes overall length. Often regrading to bring the ground level up to meet the door threshold level is a simple solution to providing access.

Section 6: GUIDELINES FOR DEMOLITION



67 Any demolition of a historic building, or portions thereof, within the Hopkinton City Historic District diminishes the built environment and creates unnecessary waste. Demolition of historic buildings is usually not an appropriate option for a project and should be avoided whenever possible.

68 Alternative options to whole building demolition, which the HHDC and owner must explore, include locating a buyer who might have an alternative use for the building or relocating the building to another site, through dismantling or moving. If all efforts have failed and demolition is unavoidable due to years of neglect and complete structural failure, every effort should be made to mitigate the loss. Buildings of particular significance falling into this category should be carefully photographed and documented prior to demolition. Special architectural features and ornamentation may also be saved and incorporated into the design of the replacement structure.

DEMOLITION OF A NON-CONTRIBUTING STRUCTURE (non-contributing defined as being constructed less than 50 years ago):

69 Demolition or relocation of a non-contributing building or structure, or a portion of a non-contributing building or structure, may not have a substantial adverse effect on the historical or architectural significance of the historic district. In the case of such structures proposed for demolition, a site plan for the property must be presented to the HHDC for approval prior to demolition. No structure, regardless of age, will be approved for demolition without having a plan for proposed site improvements and a timetable for completion. Site improvements will fall under the guidelines for new building construction (see Section 5).

DEMOLITION OF A CONTRIBUTING BUILDING OR STRUCTURE (contributing defined as a historic resource having been constructed 50 or more years ago):

70 Approval of the demolition of a historic resource, including significant outbuildings or appurtenances, must meet all of the following criteria:

a. working together, the owner and the HHDC are unable to develop an economically feasible plan to preserve the building;

b. the building or structure poses an imminent threat to public health or safety;

c. the owner does not have the economic means available to eliminate the public safety hazard; and

d. the owner is unable to sell the building or structure to a buyer willing to preserve it, after an exhaustive search for such a buyer is undertaken.

71 All demolition applications must present approvable plans for the use of the site after demolition, including plans for any new building or structure on the site. The HHDC will review the plans using the guidelines for new construction (Section 5).

72 All demolition applications should provide a comparison between the cost of rehabilitating the current historic resource and the cost of demolition and the proposed subsequent improvements to the site. The HHDC may grant approval in the case of an undue and unreasonable hardship to the owner, provided such hardship is quantifiable.

73 An application to demolish a structure that poses an imminent threat to public health and/or safety must be accompanied by a report from the Town Building Official and photographs depicting the current condition of the building. A structural engineer's report may also be required as well as a comprehensive onsite building inspection by the HHDC.

74 The demolition or relocation of a non-contributing addition to a portion of a main contributing building or structure, or of a non-contributing building or structure secondary to the main contributing building or structure (or standing alone), may not have a substantial effect on the historical, architectural, or archaeological significance of the historic district in which it is located and therefore may be approved.

DEMOLITION FOR A REPLACEMENT PROJECT OF SPECIAL PUBLIC MERIT:

75 Demolition or relocation of a contributing building or structure in a historic district which would have a substantial adverse effect on the aesthetic, historic, architectural, or archaeological significance of the historic district may be allowed if a replacement project is of special public merit. For a replacement project to be of special public merit, it must meet the following criteria:

a. It must have significant public benefits to the Town of Hopkinton or the Hopkinton community by virtue of social or other benefits having a high priority for the community; and

b. It must clearly serve the public interest to a greater extent than the retention of the present building(s).

DEMOLITION BY NEGLECT:

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

The term "Demolition by Neglect" refers to the gradual deterioration of a building when routine or major maintenance is not performed. The types of deficiencies identified as "Demolition by Neglect" include any structural deficiency or a deficiency in a building part which, if left unrepaired, could lead to deterioration of the building's structural frame and potential failure or collapse. A building is also identified as "Demolition by Neglect" if it is open to entry by vandals or vagrants.

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

a. Building features which may fall and injure persons or property;

b. Deteriorated or inadequate foundations, defective or deteriorating supports, deteriorated walls or other vertical structural supports;

c. Members of roofs, roof supports or other horizontal members which sag, split, or buckle due to defective material or deterioration;

d. Deteriorated or ineffective waterproofing of exterior walls, roofs, foundations, or floors, including broken windows or doors;

e. Defective or insufficient weather protection for exterior wall covering, including of paint or other protective covering; or

f. Deterioration of the building which renders it not properly watertight or structurally unsafe.

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

a. Initial identification of such properties may be made by an HHDC member, Town Planning or Building Department staff inspection of the neighborhood, or by referral from someone in the area.

b. The report of the building(s) with photos documenting the deteriorated conditions is presented to the HHDC at its public meeting.

c. If the HHDC determines the building(s) qualifies for Demolition by Neglect, the HHDC may petition the Hopkinton Town Council to follow through with notification to the property owner and with code enforcement procedures to protect the building.

Section 7

GUIDELINES FOR THE ALTERATION OF NON-CONTRIBUTING BUILDINGS OR STRUCTURES

("Non-contributing" defined as being constructed within the past 49 years):

78 Non-contributing buildings and structures (or appurtenances) within the Hopkinton City Historic District should not be altered in any manner that renders them less compatible or congruent with any aspects of such buildings, structures, or appurtenances, and the surrounding historic district which the HHDC has determined to be of historical and architectural significance. Projects should follow standards and guidelines #46-66 for site design, additions, and new building construction.





The HHDC Application Form to the right can be detached for use.

Additional copies of the application form and the Homeowner's Guidebook are available at the
Hopkinton Planning Office
Thayer House (Hopkinton Post Office) Second Floor
Main Street, Hopkinton, RI 02833
Phone: 401-377-7770
Fax: 401-377-7754

HOPKINTON HISTORIC DISTRICT COMMISSION
HOPKINTON TOWN HALL, 1 TOWN HOUSE ROAD, HOPKINTON, RI 02833

APPLICATION FORM

The following procedures should be followed by a property owner whenever exterior work to a property located within the Hopkinton City Historic District overlay zone is contemplated or proposed. Application forms, maps, and other review information are available on line at (fill in) or from the Town of Hopkinton Planning Office, Thayer House (Hopkinton Post Office), Second Floor, Main Street, Hopkinton, RI 02833.

NOTE: Not all application requirements described below may be applicable to your project. The application process is intended to be flexible depending upon the scale and type of work being proposed and you should contact the Town Planning Department to determine an appropriate level of information required.

1. **CONSULT** with the Town Planning Department to discuss your proposed project before filing an application. This will help ensure you become familiar with the review criteria of the Hopkinton Historic District Commission (HHDC) and that your application provides the appropriate level of information. It is recommended that applicants make an appointment by calling (401) 377-7770 at least two (2) weeks prior to submitting an application.

2. **CONFIRM** that the property is located within the Hopkinton City Historic District overlay zone and that the proposed work will require review**. Will it require a building permit? If it does not require a building permit, review is not required.** Obtain your property's plat and lot from www.visionappraisal.com or from the Town's Tax Assessor or Planning Department, both located at the Hopkinton Town Hall. Plat maps are available on the Town's Geographic Information System on the Town's website **www.hopkintonri.org.**

3. **READ** and understand the HDC's standards and guidelines for review, which can be obtained from the Town's Planning Department and from the Town's website. These guidelines are included in the Hopkinton City Historic District Homeowner's Guidebook.

4. **COMPLETE** and file your HDC Application. The application may be for a "Certificate of Appropriateness" (proposed project requiring HHDC approval) or a "Pre-application Consultation" (informal discussion of project). The deadline for submission of completed applications is the 15th day of each month; this will trigger staff to schedule an HHDC review meeting for the following month (**typically the fourth Monday of the month**). Applications may be prepared by property owners or their representatives; however, the property owner must sign the application. Incomplete or illegible applications will be returned to the applicant within seven (7) days of receipt in the Planning Department.

5. **ATTEND THE REVIEW MEETING**. Regularly-scheduled HDC meetings are held at the Hopkinton Town Hall, 1 Town House Rd., Hopkinton, RI 02833, and are publicly posted and legally advertised no less than seven (7) days before the meeting date. Applicants will receive a letter confirming the time and date of the meeting. Applicants, or their authorized representatives, should attend the HDC meeting to represent their application.

6. **CERTIFICATE OF APPROPRIATENESS.** If an HDC application is approved, a Certificate of Appropriateness (COA) is issued to the property owner in the form of a letter and a certificate (to be posted with the building permit on the property), along with original stamped and signed plans attesting to HDC approval. These stamped and signed original plans must be attached to the building permit application which must be filed with the Building Official. Applicants who receive HDC approval must follow approved plans or face possible legal action by the Town. Failure to follow approved plans may delay or prevent the issuance of other permits or certificates of occupancy, or may result in zoning code violations.

If a COA is denied, or approved with conditions that an applicant finds to be onerous, the HDC decision may be appealed. Appeals of HDC decisions are made to the Zoning Board of Review, which reviews only whether the HDC made a procedural error or had sufficient evidence to make its decision. Without substantial changes, a denied application may not be resubmitted to the HDC for one (1) year from the date of the original HDC denial/decision.

COA's are only valid for the work that was specifically approved by the HDC and are valid for one (1) year. Any changes to a project (including alterations required by other reviews such as zoning, RIDEM, or unanticipated circumstances during construction) must be brought back to the HDC for approval prior to commencing or continuing any work. In some instances, Certificates of Appropriateness may be extended, upon written request, prior to the expiration of a valid Certificate. It is the applicant's responsibility to obtain all necessary building permits, development permits from other agencies, and zoning variances for any project.

Date received by the Planning Department: _____ Date certified as complete: _____

APPLICATION Type (check One):

___APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

___Pre-application Consultation with HHDC

PART I - GENERAL INFORMATION

PROPERTY ADDRESS:_____

Plat/Lot:

Property Name (if any, including historic):

Original Date of Construction:

OWNER/APPLICANT (Legal Owner of record):_____

Telephone:

Email:

Mailing Address:_____

Permission for HHDC members and Town staff to visit the property (exterior only) and photograph when they are able to do so is hereby granted by the property owner with the signing of this application form. The HDC members and staff will call before visiting.

If alternative arrangements to visit the property are required by the property owner, please provide an explanation here:

PART II - ADDITIONAL INFORMATION

_____The property is in condominium ownership. Proof of board or association approval must be attached.

_____This application is filed in response to a violation notice.

_____This application is a modification of plans previously-approved (date(s)_____) by the HDC.

_____This project requires other approvals, as follows: Zoning ___Subdivision___ Other (describe):
_____Application attached___

_____ This project is a R.I. tax credit project, or a Federal Historic Rehabilitation Tax Credit project (attach appropriate tax credit application describing approved work). Tax credit project plans (Part II) should be approved by the RI Historical Preservation and Heritage Commission prior to submission for a COA.

PART III - SUMMARY OF PROPOSED WORK.

Describe in summary form all proposed exterior alterations to the subject property here, including types of materials to be used. Please also describe the existing architectural features of the house/property that may be affected by the project (and their condition if appropriate). For example, "Replace in-kind all north wall shingles, Replace in-kind the severely deteriorated sash on four historic double-hung 12/12 paned wooden windows on the second story of the front façade and rebuild two historic brick chimneys" or "Construct new house." Do not leave this section blank. Provide addition information on continuation pages as needed.

Please check ALL categories below that apply to your proposed project and list the specific guidelines from the *The Hopkinton Historic Preservation Standards and Guidelines* that YOU believe are applicable to your project. The standards and guidelines are provided on pages 9-26 of the *Hopkinton City Historic District Homeowner's Guidebook*:

____Exterior wall(s) including but not limited to shingle, clapboard, masonry repair or replacement: Guideline #(s) (see Section 2, pg 14-16)_____

____Foundation repair: Guideline #(s) (see Section 2, pg 15) _____

____Chimney(s): Guideline #(s) (see Section 2, pg 15)_____

____Repair/replacement of exterior architectural features, including decorative trim, ornament and other features (specify): Guideline #(s) (see Section 2, pg 16)_____

____Mechanical/electrical equipment: Guidelines #(s) (see Section 1, pg 12)_____

____Roof(s) repair: Guideline #(s) (see Section 2, pg 16)_____

____Window(s) and/or door(s) repair or replacement if badly deteriorated: Guideline#(s) (see Section 2, pgs 17-18)_____

____Porches/entries: Guideline #(s) (see Section 2, pg 19)_____

____Historic landscape/site features/fences/paving: Guideline #(s)(see Section 3, pg 21)_____

____Outbuilding(s): Guideline #(s) (see Section 1, pg 13)_____

____Additions, new construction - attached to existing structure: Guideline #(s) (see Section 4, pg 21-22)_____

____New construction - free-standing: Guideline #(s) (see Section 5, pgs 23-24)_____

____New site structure(s), pools, tennis courts, parking lots: Guideline #(s) (see Section 3, pgs 20-21) _____

____Demolition (partial): Guideline #(s) (see Section 1, pg 12 and Section 6, pg 25)_____

____Demolition (full building): Guideline #(s) (see Section 6, pg 25)_____

____Other (describe): Guideline #(s)_____

PLEASE READ THE FOLLOWING CAREFULLY TO CONFIRM THAT ALL REQUIRED MATERIALS ARE INCLUDED IN YOUR COMPLETED APPLICATION PACKET

PART IV – CERTIFICATE OF APPROPRIATENESS APPLICATION MATERIALS

All HDC application materials must be submitted on unbound 8.5"x 11", 8.5"x 14" or 11"x 17" paper, single-sided, to facilitate electronic scanning, posting, and archiving. Eight (8) copy sets of the completed application are required for a complete submission. The completed application form shall consist of the following:

1. ONE COMPLETED AND SIGNED APPLICATION FORM

2. PHOTOGRAPHS: Color photographs (4" x 6" or larger) clearly depicting current existing conditions at the property are required for all applications. Include a minimum of one (1) street view of the property showing any portions of the building(s) that are visible and a minimum of one (1) photograph of each side of the building (elevation) that will be affected by the proposed work. Photographs may be either printed or good-quality laser color copies. Inkjet-printed photos cannot be accepted because they are not stable. Date and legal address of subject property should be indicated on all photographs, **including historic views** of the subject property is encouraged.

3. DRAWINGS: **The Town's planning staff shall advise on the detail and scope of the drawings required depending upon the complexity and scale of the project proposed.** Applications for any major construction may require drawings that meet professional standards. If drawings are required, one (1) original drawn-to- scale set should be submitted along with one (1) copy of the original, reduced to fit on 8"x11", 8"x14" or 11"x17" paper. Drawings must include date, scale, cardinal points (N, S, E and W) and proposed materials. If the application proposes modifications to a project that have previously been granted HDC approval, an 11"x17" copy set of the previously-approved drawings must be included along with new drawings depicting proposed modifications.

If elevation drawings are required, they should show existing conditions and proposed alterations at all elevations that will be affected by proposed work. (1/4" = 1' scale or larger for most residential-scale projects)

Elevation detail and cross section drawings (including new construction and major alteration) that involve new or altered windows, doors, dormers, porches, trim elements and other new or altered architectural features may be required. (3/4" = 1' scale or larger)

Full scale details may be required for certain proposed new architectural elements (moldings and other trim elements, for example.)

A site plan may be required for any alteration to existing building footprint, including proposed free-standing construction or additions to existing buildings as well as for the addition of at-grade mechanical equipment. (1"=20' scale or larger)

Perspective drawings (or some other form of perspective depiction, such as photomontage) may be required for proposed new free-standing construction or substantial alteration/additions of existing buildings or sites. Elevation drawings may be required to show comparisons with nearby buildings along the street. A massing model of the building showing the proposed construction may also be required depending upon the scale and complexity of the project.

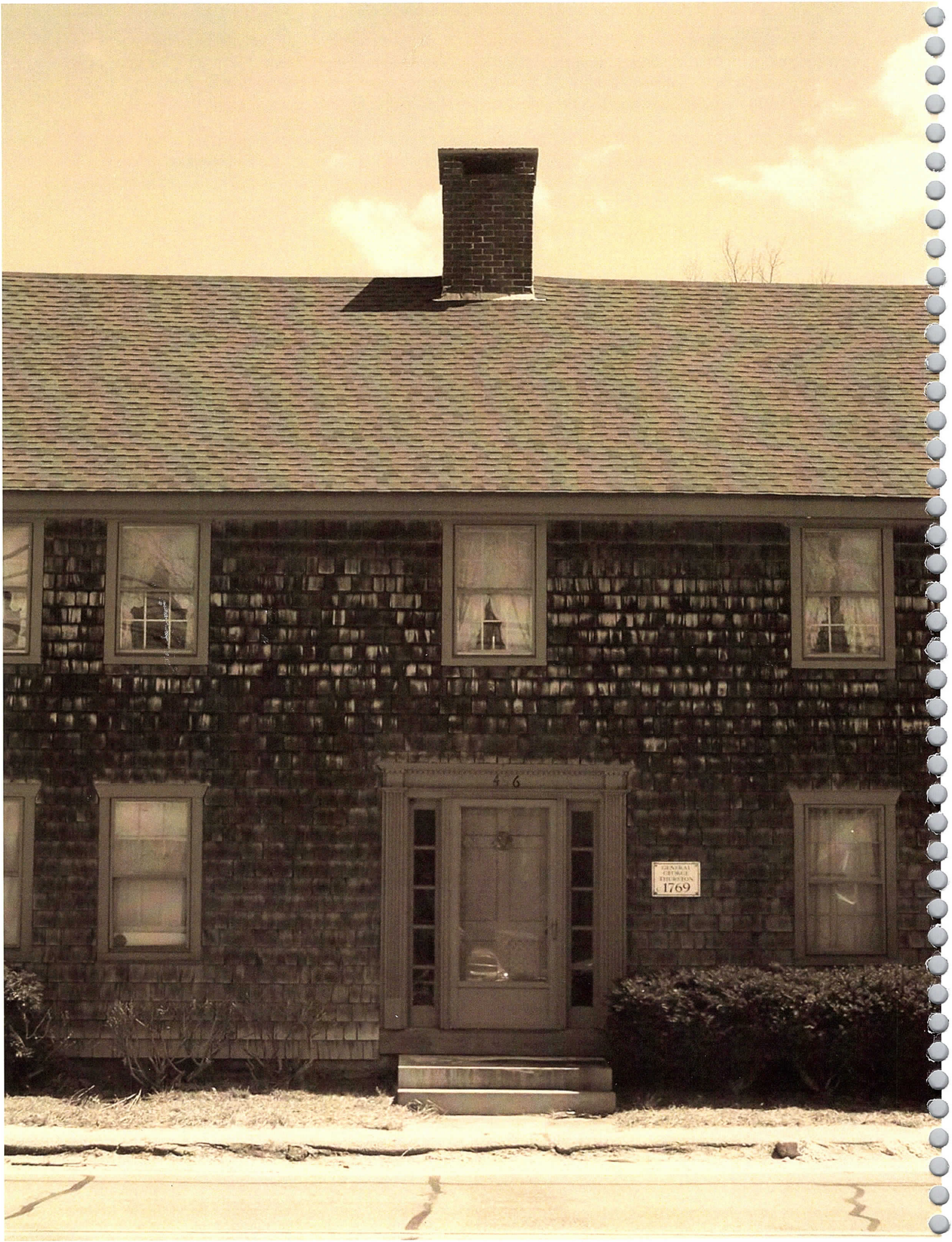
4. MATERIALS/PRODUCT LITERATURE/SAMPLES: All proposed materials must be clearly indicated on drawings. For window and door replacement, literature or manufacturer cut sheets for stock items must also be submitted. Material samples are requested on a case-by-case basis, but are generally required for any proposed new construction or substantial alteration of existing buildings, including window and door replacement.

PART VI - SIGNATURE

I certify that (i) I am the Legal Owner of Record or legally authorized to sign on behalf of the property's Legal Owner of Record and (ii) I have read all of the information provided in Homeowner's Guidebook and (iii) the information supplied with this application. The information I have provided is true and accurate to the best of my knowledge.

Owner Signature:_____ Date: _____

Owner Printed Name: _____


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