

VILLAGE OF EAST HAMPTON  
HISTORIC PRESERVATION PROGRAM



The Hook Historic District  
Design Review Manual

Village of East Hampton Historic Preservation Program

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Design Review Manual

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May 1997

Village of East Hampton  
86 Main Street  
East Hampton, New York 11937  
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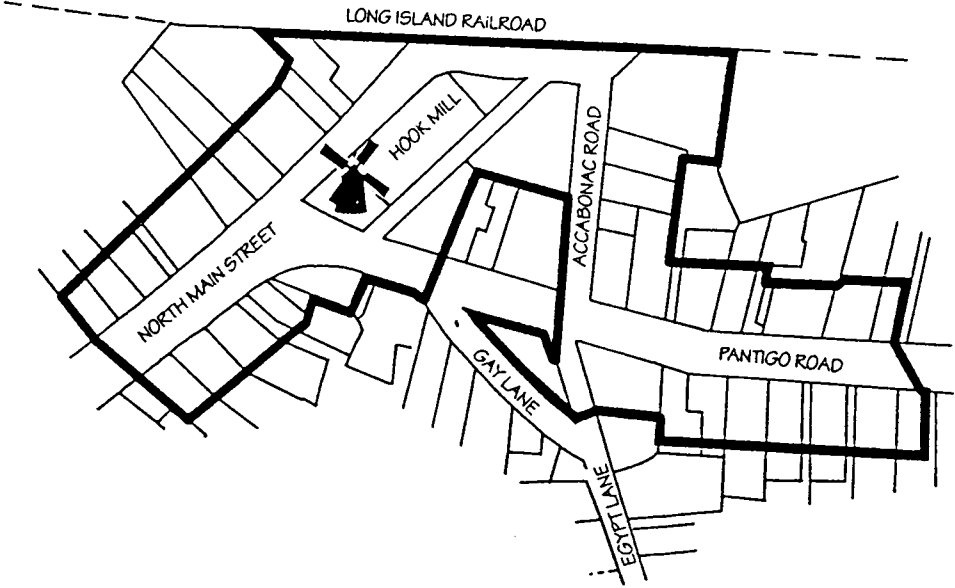
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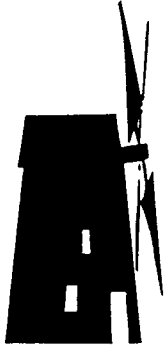
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## INTRODUCTION

This manual is intended to assist you in making an application to the Design Review Board for alterations to your property in The Hook Historic District. The manual will let you know the types of projects that are exempt from our review and those that are eligible for expedited review. Included are the guidelines which we will use to determine the appropriateness of many types of work. We hope these guidelines will assist you in planning work to your property and in facilitating the application and review process.

# The Hook Historic District





# Village of East Hampton Historic Preservation Program

## Certificate of Appropriateness Application Form

Location of property \_\_\_\_\_

Tax map number \_\_\_\_\_

Property owner \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Architect \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Contractor \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

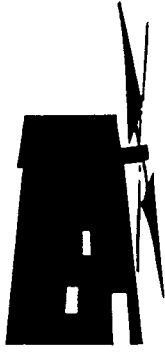
### DETAILED DESCRIPTION OF PROPOSED WORK

(Attach additional sheets, drawings, or other information as necessary to adequately describe the proposed work.)

Signature of owner or authorized agent \_\_\_\_\_

Date \_\_\_\_\_

Return to Design Review Board, Village of East Hampton,  
86 Main Street, East Hampton, NY 11937 (516) 324-4150



# Village of East Hampton Historic Preservation Program

## Certificate of Appropriateness Application Instructions

1. Consult "The Hook Historic District Design Review Manual" or the "Main Street Historic District Design Review Manual" for any guidelines that may apply to the work you are planning. It is recommended that you read Chapter 31 of the Village Code, Preservation of Historic Areas, and other chapters related to your request such as Chapter 57, Zoning, and Chapter 13, Design and Site Plan Review.
2. You are encouraged to seek a conference with the Design Review Board prior to submitting an application to clarify any questions about the proposed work.
3. Complete the application form, fully describing the proposed work, and submit it to Village Hall. A simple written description is adequate for some proposals. Others may require additional information such as a site plan, building plans and elevations, sketches, photographs or samples. Please submit 11 copies of any site plan or building plans. The Board will request any additional information it deems necessary.
4. Design Review Board meetings are normally scheduled for the first and third Wednesday of each month at 7:00 p.m. at Village Hall. Applications eligible for expedited review are acted on as quickly as possible.
5. You will be notified of the Board's decision by mail.

## REVIEW PROCESS AND SUMMARY OF WORK REQUIRING REVIEW

- 1-1            Review Process  
 1-2            Summary of Work Requiring Review

## REVIEW PROCESS

Owner consults "The Hook Historic District Design Review Manual" to determine if proposed work requires review or is exempt from review. If exempt, owner proceeds with work.



If review is required, owner consults the "Manual" to learn what guidelines apply. Owner files application and any submissions necessary to explain the proposed work with the Design Review Board.



OR



Expedited Review  
 Eligible applications are reviewed by staff for conformance to Guidelines. Projects meeting Guidelines are approved by the Chairman or Vice Chairman of the Design Review Board. Owner may proceed with work. Applications which do not meet the Guidelines are forwarded to the full Board.

Regular Review  
 Applications are reviewed by staff for completeness and relation of proposed work to guidelines and precedents. Application considered by the Design Review Board at their next semi-monthly meeting.



## SUMMARY OF WORK REQUIRING REVIEW

The following list summarizes the typical projects covered in each section of the Guidelines for "The Hook" Historic District.

A project that is exempt from review may proceed without notifying the Design Review Board.

Ordinary maintenance is always exempt from review. Ordinary maintenance is any work to maintain an exterior feature which does not substantially change the character, appearance or material. For example, replacing a few broken pickets is maintenance; removing and replacing the entire fence requires review. Much other usual work on the exterior of a building is exempt from review in "The Hook" Historic District including reshingling walls with new cedar shingles, installing a new cedar shingle roof, any painting of an existing painted surface, any work regarding storm/screen windows or doors, and any work regarding gutter and leader systems. Other exempt work is listed below.

An application that is eligible for expedited review may be approved by the Chairman or Co-Chairman if the proposed work meets the guidelines. In addition to the specific items listed below, any application for miscellaneous minor work which meets the guidelines is eligible.

Other applications require review by the full Design Review Board which meets twice a month.

## SITE PLANNING

Exempt

- \* Any fence within the backyard which does not exceed 4' in height, is within the lot setbacks, and is not visible from the street.
- \* Resurfacing an existing driveway.
- \* All walkways.
- \* Doorway and porch lanterns and incidental landscape lighting that meet the Guidelines.
- \* All landscape plantings except hedges, shrubs or trees along the street boundary.

Expedited Review

- \* Any fence work or masonry wall that meets the Guidelines.
- \* A deck or terrace that is not visible from the street.
- \* Hedges, shrubs or trees along the street boundary that meet the Guidelines.

Design Review Board Meeting

- \* Any fence or wall that does not meet the Guidelines.
- \* Plans for a new driveway.
- \* Plans for a tennis court or swimming pool.
- \* Plans for a deck or terrace visible from the street.
- \* Any grading, berm or retaining wall.
- \* Lighting around the periphery of a property and lighting of tennis courts and swimming pools.
- \* Hedges, shrubs and trees along the street boundary that do not meet the Guidelines.

## CONTRIBUTING BUILDINGS

Exempt

- \* Replacing unpainted Western Red Cedar shingles on walls with new shingles of the same material, texture and coursing.
- \* Installing a new Western Red Cedar roof.
- \* Installing storm/screen doors or windows.
- \* Any work involving window shutters on a facade not visible from the street.
- \* Installing new wood porch steps that match the existing. Installing a new wood porch floor that matches the existing. Railings to porch steps.
- \* Any work to gutter and leader systems.
- \* Any painting of an existing painted surface.

Expedited Review

- \* A composition shingle roof that meets the Guidelines.
- \* Any replacement of door, window, porch or trim components that meets the Guidelines.
- \* Any alteration of a side or rear door or window.
- \* Any addition or alteration to a rear facade, side facade not visible from the street or to a secondary part of a building that meets the Guidelines.

Design Review Board Meeting

- \* Replacing any wall siding with the exception of Western Red Cedar shingles.
- \* A plan to replace the covering of a roof that does not meet the Guidelines.
- \* Removing or rebuilding a chimney.
- \* Any replacement of door, window or porch components that does not meet the Guidelines.
- \* Any proposal to paint or stain natural wood shingle siding.
- \* Any addition or major alteration to a facade visible from the street.

## DEMOLITION AND RELOCATION

Design Review Board Meeting

- \* All proposals to demolish or relocate a building.

## NEW CONSTRUCTION

Expedited Review

- \* An accessory structure that meets the Guidelines and is not visible from a public way.

Design Review Board Meeting

- \* All other new construction.

## NON-CONTRIBUTING BUILDINGS

Exempt

- \* Same work that is exempt for contributing buildings.

Expedited Review

- \* Any work that will not be visible from the street or that will have no effect on the setting of a contributing building or on the character of the district.

Review at a Design Review Board Meeting

- \* Any work that has the potential to effect the setting of a contributing building or the character of the district.

## CRITERIA AND GUIDELINES FOR REVIEW

2-1	Design Review Criteria
2-2	Guidelines for Expedited Review
2-2	Introduction to Design Review Guidelines

## DESIGN REVIEW CRITERIA

Chapter 31 Preservation of Historic Areas, Section 4, sets forth the criteria the Design Review Board will use in granting or denying a Certificate of Appropriateness:

- (1) The Design Review Board's consideration of applications for certificates of appropriateness shall be based upon the following criteria:
  - (a) Properties within a designated historic district which contribute to the character of that historic district shall be retained, with their historic features altered as little as possible.
  - (b) Alterations of properties designated as landmarks or located within a designated historic district shall be compatible with the historic character of the property as well as the historic district.
  - (c) All new construction within a designated historic district shall be compatible with the existing improvement within said district.
- (2) In applying the principle of compatibility, the Design Review Board shall consider the following criteria:
  - (a) The general design, character and appropriateness to the property of the proposed alteration or new construction.
  - (b) The scale of proposed alteration or new construction in relation to the property itself and the historic district in which the property is located.
  - (c) Texture, materials and color and their relation to similar features of other properties in the historic district.
  - (d) Visual compatibility with other properties in the historic district and neighboring properties, including proportions of the property's front facade, proportion and arrangement of windows and other openings within the facade, slope of the roof and the rhythm of spacing of properties on streets, including setbacks.
  - (e) The importance of historic, architectural or other features to the significance of the property.

## GUIDELINES FOR EXPEDITED REVIEW

A Certificate of Appropriateness may be granted by expedited review if the proposed work clearly meets the criteria of the ordinance and no judgment or weighing of factors is required. The following guidelines are used in granting approval by expedited review:

1. The proposed work is listed as eligible for expedited review by the Design Review Board, and
2. The proposed work will have no effect on a historic feature of a contributing property, or
3. The proposed work will have no effect on the setting of a contributing property, or
4. The proposed work conforms to all relevant design guidelines adopted by the Design Review Board.

## DESIGN REVIEW GUIDELINES

Chapter 31 Preservation of Historic Areas gives the Design Review Board the power to adopt guidelines to assist them in their work. The following set of guidelines were developed specifically for The Hook Historic District. These guidelines are intended to be periodically re-evaluated by the Board and revised as needed.

The guidelines are found in the following sections of this manual:

3. GUIDELINES FOR SITE PLANNING
4. GUIDELINES FOR CONTRIBUTING BUILDINGS
5. GUIDELINES FOR DEMOLITION AND RELOCATION
6. GUIDELINES FOR NEW CONSTRUCTION
7. GUIDELINES FOR NON-CONTRIBUTING BUILDINGS  
GUIDELINES WHEN DESIGNATION IS LIMITED TO THE DRIVEWAY

## GUIDELINES FOR SITE PLANNING

3-1	Building Orientation
3-1	Fences
3-2	Masonry Walls
3-2	Driveways and Walkways
3-3	Tennis Courts, Swimming Pools, Decks and Terraces
3-3	Grade Changes, Berms and Retaining Walls
3-3	Exterior Lighting
3-4	Landscape Plantings
3-5	Public Spaces

## BUILDING ORIENTATION

The earliest houses in the district are set close to the street and it is this siting which conveys their antiquity and characterizes The Hook Historic District as an extension of the development within the Main Street Historic District. By the late-nineteenth century houses were set back slightly from the street creating a small front yard.

Much of the character of The Hook Historic District is a result of the relatively uniform setbacks and the direct relationship between the houses and the street.

- \* The position and orientation of a building on its lot should be respected.
- \* Buildings which remain on their original sites close to the street should not be moved to another position on the lot.

## FENCES

Well into this century the properties in The Hook Historic District had a picket fence along the street boundary. Many of the picket fences have been removed and today they are not as strong a visual element as are the picket fences in the Main Street Historic District.

The most important fences in the district are the picket fence with stone posts around the North End Cemetery and the board fence around the "Sheep Pound."

- \* Fences of historic significance should be retained and repaired instead of replaced. A significant picket fence is either at least 50 years old or is an exact duplication of a fence that existed on the property at least 50 years ago.
- \* Any non-historic fence may be removed.

- \* Maintaining and installing picket fences along the street boundary is encouraged. A new picket fence should have a baseboard and cap. The tops of the pickets should not exceed 4'6" above grade. The fence should have traditional spacing and proportions. Fenceposts (usually gateposts) larger than 4" x 4" should use boxed construction.
- \* No solid board fence or chain link fence will be allowed along a front property line.
- \* The Board may limit the height of any side or rear property line fence. Setbacks may be required (for example a 4' stockade fence may be allowed to run from the street to a line parallel with the front facade of the house and from there to run at a 6' height).
- \* The Board may require plantings to screen any side or rear property line fence when doing so will maintain the setting of a historic building.
- \* Any fence within the backyard, as defined by the zoning code, which does not exceed 4' in height, is within the lot setbacks, and is not visible from the street is exempt from review.

#### MASONRY WALLS

There is only one masonry wall along a street boundary, which is a recent wall at 77 Pantigo Road.

- \* No masonry walls should be built along a property line.
- \* New masonry walls that meet the building setbacks for a property will be allowed if the wall will not detract from the setting of a historic building.

#### DRIVEWAYS AND WALKWAYS

The Hook Historic District is not as much a pedestrian environment as is the Main Street Historic District. The buildings are not as concentrated and do not have as direct a relationship with the street as do those on Main Street.

- \* A plan to install a new driveway will be reviewed for its impact on the setting of any historic building in the district. Location and width will be considered.
- \* Resurfacing an existing driveway, even if it involves a change of materials, is exempt from review.

All walkways within The Hook Historic District are exempt from review.

### TENNIS COURTS, SWIMMING POOLS, DECKS AND TERRACES

Plans to install new tennis courts, swimming pools, decks and terraces all require building permits and will be subject to review.

- \* The primary concern of the Board is that a tennis court or swimming pool not detract from the setting of the historic buildings in the district. Therefore the location of a swimming pool or tennis court on the property is the principal concern.
- \* If the Board determines that plantings to screen a tennis court, swimming pool and/or their associated fencing would contribute to preserving the setting of a historic building, installing such plantings can be made a condition of approval.
- \* Decks and terraces will be reviewed for their location and impact on the setting and architectural integrity of a historic building and the setting of neighboring buildings. A deck or terrace not visible from the street is eligible for expedited review.

### GRADE CHANGES, BERMS AND RETAINING WALLS

Changing the grade and installing retaining walls can effect the setting of historic buildings, their relationship with the street, and the sense of the natural topography which to a great extent determined the settlement patterns and the siting of individual buildings.

- \* No major excavation or regrading will be allowed without approval.
- \* All earthen berms must have approval. None will be allowed along the street boundary.
- \* All retaining walls must have approval.

### EXTERIOR LIGHTING

Exterior lighting has the potential to diminish the integrity of the setting of a historic building, neighboring buildings, and the street in general.

- \* Light fixtures should be appropriate to the residential character of the districts. Fixtures should be in scale



with other features of the site. Light fixtures should be sited and shielded to prevent glare or reflection onto adjacent properties or public rights-of-way.

- \* Doorway and porch lanterns and incidental landscape lighting that meet the above guideline are exempt from review.
- \* The following exterior lighting proposals are always subject to review: lighting around the periphery of a property, such as gatepost lanterns; lighting of tennis courts and swimming pools.

#### LANDSCAPE PLANTINGS

The orderly positioning of buildings lining the street and their visibility from the street is a major component of the visual order and harmony of The Hook Historic District. Maintaining the visual relationship between the buildings and the street is necessary to maintain the character of the district.

The Hook Historic District retains an open character even more than does the Main Street Historic District. In The Hook Historic District there are a few low hedges and some open plantings of shrubs along the street boundary, but there are no tall or dense hedges.

- \* The Design Review Board will review plans to install hedges, shrubs and trees along the property boundary with the street. Such plantings within 10' of the street boundary will be reviewed.

Plantings that create a low border along the street will be allowed. A hedge of privet maintained at a height of 6 feet is appropriate.

Scattered plantings of primarily deciduous trees or shrubs to create a broken screen are appropriate.

Plantings that create a dense screen higher than six feet are not appropriate.

- \* All other landscape plantings are exempt from review unless plantings are a condition for approval of any new construction.

## PUBLIC SPACES

Village-owned properties are critical components of The Hook Historic District.

The remnants of the original common remain as the core of The Hook Historic District and provide an intact setting for the Hook Mill, the North End Burying Ground and the surrounding historic buildings. These parcels include the Memorial Green, the "Sheep Pound", and the open meadow along Accabonac Road.

Village actions subject to review include widening roadways, paving for parking, installing curbs, installing sidewalks, installing streetlights, planting trees and any other action that might have an effect on the character of these public spaces.

Among the concerns of the Design Review Board in maintaining the character of these publicly-owned spaces are:

- \* The remnants of the early common (Memorial Green, the meadow between Methodist Lane and Accabonac Road and the Sheep Pound) should retain an open, relatively tree-less character.
- \* All remnants of the early common should remain free of structures and objects other than appropriate fencing.
- \* The setting of the Hook Mill, especially, should remain open, treeless, and free of any structures or objects.

## GUIDELINES FOR CONTRIBUTING BUILDINGS

4-1	Wall Materials
4-1	Roofs
4-2	Chimneys
4-2	Doorways
4-3	Windows
4-4	Window Shutters
4-4	Porches and Steps
4-5	Gutters and Leaders
4-5	Paint and Stain
4-5	Other Structures in the Districts
4-6	Additions and Alterations

## WALL MATERIALS

The buildings within The Hook Historic District are almost exclusively clad with wood shingles. This frequent use of wood shingles for an exterior covering on buildings dating from the seventeenth century to the 1920s is one of the principal features which gives the historic district such a cohesive architectural character.

One house has clapboards and on four houses the original shingle or clapboard siding is replaced with synthetic siding. A number of outbuildings retain early vertical-board siding.

- \* Replacing unpainted Western Red Cedar shingles with new shingles of the same material, texture and coursing is exempt from review.
- \* Any other proposal to renew the siding on a building or any wall of a building requires review.
- \* Clapboard siding or vertical-board siding should be retained or replaced in kind.

## ROOFS

In The Hook Historic District there are twice as many roofs covered with composition shingles as there are wood-shingled roofs.

- \* Installing a new Western Red Cedar shingle roof is exempt from review.
- \* A new composition shingle roof where the shingles are of a rectangular design, have a small scale, and have a uniform tone of black or a dark gray no lighter than the color of weathered wood shingles is eligible for expedited review.

- \* No skylight should be installed on the front roof slope of any building. Where skylights will have a minimal effect on the integrity of the building they may be installed.

#### CHIMNEYS

The location, size and materials of a chimney are important features of the style and period of a building.

- \* Any proposal to remove or to take down and rebuild a chimney or chimney top requires review.
- \* Original chimneys should be retained. If rebuilding is necessary, the existing brick and mortar joints should be matched.

#### DOORWAYS

On the majority of houses throughout the historic district the primary decorative emphasis is found at the front doorway. This is true of the early Federal and Greek Revival houses as well as for the later Colonial Revival houses.

- \* Review is required for any proposal to replace a door or components of a door enframement.
- \* All significant elements of a doorway, including the door, should be retained, and repaired instead of replaced.
- \* If replacement of any component is necessary, the new material should match that being replaced.
- \* Any work on a door that meets the above guidelines is eligible for expedited review.
- \* Any work effecting a side or rear door that is not an important feature of the building is eligible for expedited review.
- \* Installing a storm/screen door at any doorway is exempt from review.

## WINDOWS

Much of the cohesive quality of the historic district comes from the fact that nearly every house has an ordered and symmetrical front facade due to the placement of windows and their similar sizes and proportions.

- \* Review is required for any proposal to replace a window or window components.
- \* All significant elements of a window including the casings, frames, sash and any decorative trim should be retained, and repaired instead of replaced.
- \* If replacement is necessary, the new materials should be an exact match of the existing material.
- \* Windows of many of the early houses are replacements of the originals and may themselves have acquired significance.
- \* Any work on a window that meets the above guidelines is eligible for expedited review.
- \* Any work effecting a side or rear window that is not an important feature of the building is eligible for expedited review.
- \* Storm sashes and window screens are exempt from review.
- \* For any request to replace windows which are deteriorated to a point, where repair is not reasonable, the Board will consider the following:

The contribution the windows make to the overall character and significance of the building.

Replacements for windows which are important to the character of a contributing building should match the existing windows in configuration, operation, details, material and finish.

## WINDOW SHUTTERS

Only two twentieth-century houses retain original louvered shutters in The Hook Historic District. Shutters are not as prominent a feature as they are in the Main Street Historic District.

- \* Plans to remove, replace, or install window shutters on a facade visible from the street require review.

In considering an application to remove shutters, the Board will take into account the relative importance of the shutters in complimenting other features of the house and the fact that shutters are no longer a prominent feature in the district.

- \* Shutters that are of the improper size (will not cover the window when closed), shutters flat-mounted on the walls and not operable, and shutters made of aluminum or vinyl should not be installed.
- \* Any work involving shutters on a facade not visible from the street is exempt from review.

## PORCHES AND STEPS

Porches are a very important feature in The Hook Historic District. Of the 25 contributing residences in the district, 22 have front porches. Half of these are full verandas, including some of the best examples of nineteenth-century verandas in the Village.

- \* Removing, replacing or installing a porch or porch posts, columns, balustrades, brackets, and other important components requires review.
- \* Porches and steps that are appropriate to the style and period of a building and contribute to its character should be retained. Deteriorated components should be replaced in kind.
- \* The following are exempt from review:  
Replacement wood steps that match the existing.  
Replacement wood floor that matches the existing.  
Railings to porch steps.

#### GUTTERS AND LEADERS

There is not the variety of historic types of gutters and leaders in The Hook Historic District as there are in the Main Street Historic District.

- \* Any work to gutters and leaders is exempt from review.

#### PAINT AND STAIN

Buildings with natural shingles and white trim predominate and provide much of the cohesive visual quality of The Hook Historic District. A quarter of the buildings have painted siding which is appropriate to the style and period of these buildings.

Paint color does not play nearly as prominent a role in the character of The Hook Historic District as it does in the Main Street Historic District. The important "finish" to maintain is the predominant unpainted shingle siding.

- \* Any painting of an existing painted surface is exempt from review.
- \* Any proposal to paint or stain natural wood shingle siding requires review.

#### OTHER STRUCTURES IN THE DISTRICT

Surviving eighteenth- and nineteenth-century barns, sheds and outbuildings are important components of The Hook Historic District. These structures should be treated as among the most valuable in the district; they should be retained and their historic and architectural integrity kept intact.

## ADDITIONS AND ALTERATIONS

The criteria of the ordinance require that additions and alterations not alter an important historic feature of a building and that they be compatible with the historic character of the building and the district.

- \* The addition or alteration should be compatible with the historic building and with the character of the district in scale, height, massing, proportions, proportion and arrangement of windows and other openings, roof form, texture, materials, architectural details, and color. (These characteristics are more fully explained in Section 6, Guidelines for New Construction).
- \* The Board realizes greater flexibility is required in reviewing additions or alterations to rear facades of houses facing a back yard where installation of doors, windows, and additions with more glazing than found in the historic house can be expected.
- \* Additions and alterations to rear facades, side facades not visible from the street, and to secondary parts of a building such as kitchen wings are eligible for expedited review providing no important historic features are altered or removed and the new work is compatible with the historic building in accordance with the above guidelines.
- \* There is a history of additions in The Hook district and in the Main Street District which may serve as precedents for proposed new additions.

Many of the early farmhouses have rear kitchen wings added in the late-nineteenth and early-twentieth centuries, which are subordinate in scale, compatible in materials, and reflect the local vernacular tradition of adding smaller gable roofed or lean-to additions to the side or rear walls of the main structure.



## GUIDELINES FOR DEMOLITION AND RELOCATION

- 5-1 Guidelines for Demolition  
5-2 Guidelines for Relocation

## GUIDELINES FOR DEMOLITION

No building or structure or portion of a building or structure will be demolished without approval. In considering a proposal to demolish a building or structure the following guidelines apply.

- \* The Board will consider the historic and architectural significance of the building, the contribution the building makes to the historic district, and the impact of its removal on the character of the district.
- \* If the building is a contributing building and the application for demolition is based on structural instability or deterioration, a technical report prepared by an architect or engineer is required. The report will detail the problems and provide cost estimates for their correction.
- \* The Board may require adequate documentation of a building through photographs and/or measured drawings as a condition of approval for demolition.
- \* Before approval can be granted for demolition of a contributing or non-contributing building or structure, plans for new construction proposed for the site must be submitted and approved. The Board may require guarantees that the proposed new construction will be completed within a specified time period.

## GUIDELINES FOR RELOCATION

No building or structure will be relocated without approval. In considering a proposal to relocate a building or structure the following guidelines apply.

- \* The Board will consider the historic and architectural significance of the building, the contribution the building makes to the historic district on its existing site, and the impact of its removal on the character of the district.
- \* The Board will consider the contribution the building will make to the historic district on the proposed new site.
- \* The Board may require that all plans for development on the new site be submitted and approved before allowing the relocation.
- \* Before approval can be granted to move a contributing or non-contributing building or structure, plans for new construction proposed for the existing site must be submitted and approved. The Board may require guarantees that the proposed relocation and new construction on the existing site will be accomplished within a specified time period.

## GUIDELINES FOR NEW CONSTRUCTION

6-1	Introduction
6-1	The Design Criteria
6-4	Contemporary Design
6-4	Accessory Buildings

## INTRODUCTION

If the new building is an accessory building, see first Section 6-4 Accessory Buildings.

Within The Hook Historic District there are only two vacant parcels. While review of new residences will not be a principal activity of the Design Review Board, articulating the guidelines for new construction is important.

## THE DESIGN CRITERIA

New buildings should be compatible with the buildings next to them and should compliment the character of the historic district.

The ordinance provides criteria for judging the compatibility of new construction. These criteria, which are amplified below, define the basic design elements which establish the character of the historic districts. The design elements of a new building should be in harmony with the same elements of the surrounding historic buildings.

## SETBACKS AND ORIENTATION

In The Hook Historic District houses were traditionally built close to the street and their front facades have a direct visual relationship with the street.

- \* New buildings should be sited on their lots corresponding to the setbacks of adjacent historic buildings and the setbacks characteristic of the street in general.
- \* The front facade of new buildings should face the street.

## RHYTHM OF SPACING OF BUILDINGS ON STREETS

The closely-spaced buildings in The Hook Historic District have an orderly rhythm.

- \* The rhythm of buildings and the spaces between which characterize a street or district should be maintained by the siting of a new building on its lot. The proportions of the front facade of the new building may also effect its harmony with or disruption of the established rhythm of the surrounding historic buildings.

## SCALE

The scale of a building is the relationship of its size and its architectural details to the dimensions of the human body. Buildings throughout the historic district have a "human scale" in that window and door openings, story heights, and the dimensions of details are all in proportion to man. Scale also refers to the mass of a building in relation to its site and surrounding open space.

- \* The scale of a new building and its features should be in harmony with the scale of the surrounding historic buildings and the street and district in general.

## HEIGHT

All but one of the contributing houses in the historic district are two stories high.

- \* New buildings should correspond to the prevalent building heights of neighboring historic properties and of the street and district in general.

## MASSING

The houses generally have a simple massing of rectangular forms covered by pitched roofs.

- \* New buildings should generally employ the traditional simple forms prevalent in the district.

#### PROPORTION OF THE FRONT FACADE

The Federal and Greek Revival period houses in The Hook Historic District have carefully planned proportions (relationship of width to height). The later Colonial Revival houses have the same proportions. The gable-front Victorian era houses in the district have a slight vertical proportion.

- \* The proportion of the front facade of a new building should conform to the proportions of neighboring historic buildings.

#### PROPORTION AND ARRANGEMENT OF WINDOWS AND OTHER OPENINGS

The buildings in The Hook Historic District have orderly and balanced front facades due to the arrangement of windows and doorways and their standard proportions.

- \* The windows of a new building should generally be rectangular with a vertical proportion.
- \* The arrangement of windows and doorways should produce a balanced facade.
- \* New buildings should have a ratio of door and window area to wall area similar to that characteristic of neighboring historic buildings.

#### ROOFS

In The Hook Historic District simple gable roofs with unbroken slopes predominate.

- \* New buildings should have a gable, gambrel or hip roof. The roof slope should be within the range established by the historic roof types in the district.

#### TEXTURES AND MATERIALS

The predominant use of wood siding, primarily shingles, and wood trim gives the historic district much of its cohesive character. The usual ratio of a few painted exterior trim elements against the shingled walls gives the predominant texture throughout the historic districts.

- \* The materials of a new building should be in harmony with the materials of neighboring historic buildings. The use of wood shingles or clapboards is recommended.
- \* The use of painted wood doors, windows and trim will enhance the overall harmony of materials and texture.

#### ARCHITECTURAL DETAILS

The houses in The Hook Historic District are characterized by overall plain exteriors. Decorative trim is used sparingly and is usually found in the form of doorway enframements and porch posts or columns.

- \* The conservative use of decorative detail on new buildings would enhance their compatibility with the historic buildings in the district.
- \* Decorative trim should be concentrated at doorways and porches.

#### CONTEMPORARY DESIGN

The buildings in The Hook Historic District reflect a range of historical periods. The new should fit into the existing context while preserving the sense of evolution and the complexity of the district.

- \* The Design Review Board should encourage contemporary designs that respond to the architectural traditions and character of the historic district.

#### ACCESSORY BUILDINGS

Location and plans for accessory buildings such as garages, sheds and pool houses, will be reviewed. Generally these buildings should be sited to the rear of the main building. They should receive a plain treatment or be consistent with the style of the main house or building. An accessory building not visible from the street is eligible for expedited review.

## GUIDELINES FOR NON-CONTRIBUTING BUILDINGS

Buildings that are less than fifty years old and older buildings that have lost integrity are classified as non-contributing properties on the individual property inventory forms in the historic district designation report. In The Hook Historic District there are five non-contributing properties.

The intent of review of non-contributing buildings is to see that any changes do not detract from the setting of a historic building and do not diminish the character of the historic district. Therefore any proposed changes to a non-contributing building will be judged for their compatibility with neighboring historic buildings and with the character of the street and district in general.

The following guidelines apply to any non-contributing building, whether it is the principal building on a property or an accessory building. Because most work on a non-contributing building would probably have little or no effect on the historic district, the guidelines attempt to make the process as streamlined as possible.

- \* An application is eligible for expedited review if the proposed work is not visible from the street or if the work will have no effect on the setting of a historic building or on the character of the district.
- \* If a proposed change (such as a major addition, change of roof line, or increase in height) has the potential to effect the setting of a historic building or the character of the district, it will be judged by the principals of compatibility set forth in the ordinance and amplified in Section 6 Guidelines for New Construction.

## GUIDELINES WHEN DESIGNATION IS LIMITED TO THE DRIVEWAY

Within The Hook Historic District there are nine driveway access strips to houses on flag lots located behind the contributing buildings. The owners of these driveway access strips are required to submit an application only for any fence, wall or gate proposed at the street boundary or within the designated access strip.

- \* An application for a fence, wall or gate within a driveway access strip is eligible for expedited review if the proposed work will have no effect on the setting of a historic building.