HLPC

CITY OF KINGSTON HISTORIC LANDMARKS PRESERVATION APPLICATION

Meetings are on the first Thursday of the month at 6:30 pm in City Hall, 420 Broadway.
All applications must have a representative at the meeting in order to be reviewed.
Questions? Call Building Safety Division (845) 331-1217.

Date:_____

Property Address: _____

Owners Name: _____

Sections of local laws authorizing review by the Landmarks Commission of proposed work on designated and historic district properties are in Article IX of the Kingston Zoning Ordinance.

Categories of Proposed Work

- □ Repair
- □ Alteration
- □ Painting
- □ Roofing
- □ Signs
- □ Storm Windows & Doors
- □ Additions & other new construction

Please attach a detailed description of the proposed work to the application. At the earliest stage of planning of the proposed work, the applicant should contact the Chairman or Secretary of the Commission in order to establish the proposed work.
I understand and agree that no work on this request shall commence until written approval has been given by the Building Inspector.

Owner's Signature: _____

Note: Applicants should review Commission Standards before planning work to insure that the application conforms to these requirements.

Form adopted: 1/06

1. **APPLICANT**

Name: _____

Address: _____

Telephone/email/fax: _____

2. **PROPERTY**

Owner's Name: _____

Address: _____

Telephone/e-mail/fax: _____

Tax Map Number: (sbl) _____

Date Acquired by Current Owner: _____

Status: Local Landmark ( ) In Local Landmark District ( ) On National Historic Register or in NHR Dist. ( )

Use: Current: _____

Proposed: _____

3. **PROPOSED WORK**

Scope of Work: _____

_____

Reason for Work: _____

_____

Architect/Engineer: _____ Contractor: _____

Construction Schedule: _____

4. **PROPERTY HISTORY**

Date of Original Construction: _____

Original Architect/Builders: _____

History of Use: _____

History of Alterations: _____

_____

5. **SUBMISSIONS check all that apply:**

Survey: _____ Drawings: _____

SHPO Form: _____ Specifications: _____

EAF/Short: _____ Photographs: _____

EAF/Full: _____ Samples: _____

Others: _____

6. **RELATED INFORMATION AND COMMENT:**

_____

_____

Signature of Applicant: _____

Signature of Owner: _____

SEQR DECISION: MOTION BY: _____ SECONDED BY: _____
Type I Action: _____ Negative Declaration of Environmental Significance: _____
Type II Action: _____ Conditioned Negative Declaration: _____
Unlisted Action: _____ Seek/Designate Lead Agency: _____

Positive Declaration of Env. Significance: _____ Scoping:_____ EIS: _____

COMMISSION DECISION:

MOTION BY: _____ SECONDED BY: _____

Approved/Disapproved/Approved with Conditions (Please Specify):
_____
_____
_____

_____
Chairman, ***Historic Landmarks Preservation Commission***

Date: _____

FOR INFORMATION ON CREATING HISTORICALLY APPROPRIATE SIGNAGE CONTACT THE COMMISSION FOR RESOURCE MATERIALS PRIOR TO APPLICATION.

CITY OF KINGSTON HISTORIC LANDMARKS PRESERVATION GUIDELINES

These guidelines are provided to help you secure your Preservation Permit in an expedient manner as well as provide you with information which may be useful in your attempt to properly care for your historic property.

General Procedure:
When you plan any exterior change to your building, structure or site which is an historic property or is a property in an historic district, you must first come before the Historic Landmarks Preservation Commission (HLPC) for review of the proposed change to your property. Before any building permit can be issued you must first have an approved Preservation Notice Of Action. An application must be

submitted each time you wish to have a project or any portion of a project reviewed. Application deadlines and a schedule of meetings are available in the Safety Division Department 5 Garraghan Drive, telephone number (845) 331-1217.

The HLPC wants to help you to preserve those characteristics that make your property an important contribution to the overall character of the community, thus protecting your property value along with the values of neighboring properties.

To save yourself time and money, we recommend you consider these suggestions:

1. Start communication with the HLPC before you finalize your plans.

2. Do not purchase materials before they are approved by HLPC.

3. Repair rather than replace.

4. If your consultant (architect/contractor) says: "Nobody makes those anymore", or "Nobody knows how to do that anymore", get a second opinion.

5. Always remember that salesmen push their products without necessarily having your best interest in mind.

6. New is not always better.

7. "Anything would be an improvement," is NOT a universal truth.

Standards:
The HLPC has adopted certain standards by which it makes its decisions. The Secretary of the Interior's Standards for Rehabilitation provides a strong basis for making judgements. Preservation is not merely an arbitrary application of aesthetics, but is based on solid criteria. Commission Members have received training through the NY State Historic Preservation Office to help them in the decision making process.

No Surprises:
The HLPC is a commission made up of citizen volunteers whose schedules are, no doubt, as busy as your own. Because of this they have no inclination to take more work upon themselves than is necessitated by their position. The HLPC will not tell you to mow your lawn, or what color to paint your house. They will, however, want to know what color you plan to paint your house, as well as have several general restrictions as follow:

PAINT

1. Choose colors from a chart of historic colors. These are available at almost all reputable paint dealers.
2. Be sensitive to the nature of your structure. Some buildings beg for contrasting trim colors and bold contrasts, others need low-key treatments.
3. Brick structures which are not painted generally should remain unpainted. Painted structures may or may not be made of brick which should be painted. Glazed brick will hold paint only poorly, other types of brick need to be painted for optimum wear.

SIDING
With few exceptions, the covering of wood siding and trim materials with synthetic (aluminum, vinyl, asbestos, etc.) materials will not be permitted. These materials are inappropriate for a variety of reasons including, but not limited to the following:

1. Excessive change in the appearance of the wall surface
2. Incidence of rot or insect damage to underlying materials go undetected beneath (behind) the siding until an advanced state of decay.
3. Increased difficulty fighting fires in buildings with such siding.

TRIM
Decorative trim materials in deteriorated condition may be restored or they can be duplicated. The latest technologies in the repair of deteriorated woodwork can be found in technical guides available through HLPC.

WINDOWS

The use of wood or interior storm windows is encouraged wherever possible. Rebuild windows wherever possible. Replacement windows should fill the original openings of the building, and should also reflect sensitivity to the style and period of the building.

SHUTTERS

Synthetic shutters are discouraged. Shutters should be placed only on those buildings for which they are appropriate and should be of dimensions equaling the window height, and one-half the width of the window. The design of shutters should reflect the period of the building:

1. Paneled, board & batten or stationary louvered shutters for building circa 1830 or earlier.
2. Movable louver designs are suitable for later 19th century buildings.

DOORS

Wooden doors should be restored rather than replaced. When a door is irreparable, care should be taken to replace it in a sensitive manner. Take into consideration the motifs and lay-out of the original entry way. Was it a double or single door? Were there sidelights? Was the door centered in its opening or were there offsetting decorative panels or windows? Rather than purchasing a stock door which does not fit the character of your home, check with salvage yards, contractors or junk dealers to find a door which is more appropriate to your structure. The HLPC has a listing of businesses dealing in doors which are sympathetic to older buildings. Shop around.

STORM DOORS

Wooden storm doors are preferred. If a metal door must be used, be certain it has little or no impact on surrounding trim and does not obscure the character of the wooden door behind it. Remember, storm doors are to protect the original door, not obscure it. No one ever said energy efficiency had to be obtrusive.

ROOFING

Repair rather than replace your standing seam metal or slate roof. Both of these materials have considerable life span. If your roof has long been asphalt shingle, the commission will not expect you to return to a more appropriate material; however, if you can afford to do so, give it some consideration. If you have a built-up roof, there are new technologies available such as EPDM roofing which provide longer life and are considerably lighter than bituminous materials.

PORCHES & FRONT STEPS

If these are original to the construction of the house, they should not be removed or changed. If they have been altered over the years, and are in need of repair, consider returning them to a more appropriate design for the period of your building. In all cases, avoid the substitution of modern materials, such as concrete blocks and pressure treated 4x4s. Look at other houses like your own which appear to have original porches for ideas.

HISTORIC LANDMARKS PRESERVATION APPLICATION INSTRUCTIONS

The following instructions are intended to provide assistance to applicants requesting Design Review by the City of Kingston's HLPC for properties designated as Landmarks or within Landmark Districts as required under Article VII of Kingston's Zoning Ordinance.

Refer to Application forms attached and address each point as indicated.

1. Applicant: Provide name, address (legal and mailing), and telephone number (business and residence) of applicant. If applicant is not the owner of the property to be reviewed, a separate statement from the owner must be attached designating the applicant as the owner's representative and authorizing the application.

2. Property: Provide address and historic building name (if available) for property to be reviewed, and include location as described by tax map number. Note month and year property was acquired by the current owner.

Note also the current and proposed usage of the property even if no change is proposed. Indicate changes in numbers of dwelling units within the building if proposed work includes such changes.

3. Proposed Work: Describe the scope of work proposed in detail. Use continuation sheets and additional submission materials including, but not limited to drawings, specifications, catalog cuts, brochures, color charts, samples, etc., to explain work completely. All exterior and material changes must be described and may include but are not limited to the following: exterior surfaces (shingles, clapboard, brick) walls, roofs, foundations; windows, doors, ornamental elements, landscape, site work (paving, parking, fencing, etc.) and signage. Quantify information when appropriate. Note specifically the following requirements:

a. Incomplete applications and applications failing to describe proposed work in detail sufficient for adequate review may be subject to postponement or denial.

b. Current photographs of the property are required for review. These may be black and white or color prints with minimum image size of 3" x 3", and must detail clearly all portions of the property to be affected by the work proposed as well as overall views of the entire property and particularly views from public spaces such as streets and sidewalks.

c. Demolition: If demolition is proposed, please note complete scope, procedures for repairing/refinishing/clearing remaining portions of building or site. Also note whether an order for demolition has been issued by any regulatory agency and include details.

d. Addition or Alternation: Provide detailed description of work scope noting forms, materials, finishes, colors, plantings, and details original to the building existing currently and proposed. Address the historic or architectural significance of forms, elements, and finishes to be altered and whether proposed work enhances, diminishes, or has no effect on these. Refer specifically to the HLPC design review guidelines and the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitation (1983 edition) for acceptable standards of design.

4. Property History: The applicant is strongly encouraged to contact local resource facilities and historical or preservation groups to locate available information about the building and its history, including its variations of use or occupancy since its construction.Include a description of physical alterations to the building, particularly those of the last 50 years, and indicate the year (or approximate) in which they occurred.

5. Submissions: Indicate the suggested or required submissions presented to HLPC. Use continuation sheets as necessary.

Survey - a current legal survey prepared by a licensed Land Surveyor, Architect, or Engineer. This requirement may be waived or substituted with a plot plan or other site map depending on the nature of the work.

SHPO Form (also known as the "blue form") - A copy of the N.Y. State Office of Parks, Recreation and Historic Preservation Building - Structure Inventory form. This form may be obtained from the HLPC staff at Building Safety Division, 5 Garraghan Drive.

EAF/Short - Short Environmental Assessment Form, if required

EAF/Full - Full Environmental Assessment Form, if required

Samples - indicate those submitted. Others, note any additional materials.

6. Related Information and Comment: Note any additional information, or include a continuation sheet, describing or affecting the work proposed including economic constraints, governmental requirements, and public opinion or concern.

The applicant is advised that the work scope and documentation submitted for design review shall, if approved, constitute a binding agreement between the applicant and HLPC. Consequently, a complete, well-defined submission is required, and it is the applicant's benefit to provide all materials and documentation necessary for a prompt and adequate review by HLPC.

Any deviation from or changes to the scope, procedure, or materials approved by HLPC to prevent invalidation of the permit issued.

Upon completion of the Design Review Application, it must be signed and dated by both the Owner and the applicant, and submitted to HLPC with all supporting documentation indicated. The application will then be reviewed by HLPC staff for completeness and the applicant notified if additional submissions are required or recommended prior to HLPC review.

The Kingston Historic Landmarks Preservation Commission bases their review of all applications on the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. The 10 Rehabilitation Standards are appended to this application and the Guidelines for applying these standards to rehabilitation projects are available upon request.

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

1. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure or site and its environment, or to use a property for its originally intended purpose.

2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.

3. All buildings, structure, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.

4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.

5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.

6. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features shall be substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

7. The surface cleaning of structures shall be undertaken with gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.

8. Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to any project.

9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood or environment.

10. Whenever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.