

# Prospect Hill Conservation District

## Review Committee Guidelines for COA Recommendation to HPC

Attendance: \_\_\_\_\_

Date of Review: \_\_\_\_\_ Meeting Location: \_\_\_\_\_

Address of Reviewed Property: \_\_\_\_\_

Petitioner's Name: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

Review Type:  New Construction       Demolition       Relocation

- Provided:  **A Site Plan** including proposed project footprint  
 **A Neighborhood Context Plan** showing contiguous houses (scale 1"=50')  
 **Elevations** of all sides of proposed project  
 **Material and Finish Details Description**

	Conservation District Guidelines	Notes & Follow-up
Conservation District Review Criteria	<p><b>MATERIALS</b></p> <p><b>RECOMMENDED</b></p> <ol style="list-style-type: none"> <li>1. Building materials, whether natural or man-made, should be visually compatible with surrounding historic buildings.</li> <li>2. When hardboard or concrete board siding is used to simulate wood clapboard siding, it should reflect the general directional and dimensional characteristics found historically in the neighborhood. No products imitating the "grain" of wood should be used.</li> <li>3. brick, limestone, clapboard, cement board, wood, shingles stucco</li> </ol>	<input type="checkbox"/> Meets recommendations <input type="checkbox"/> Follow-up needed      Assigned to: _____ Due: _____
	<p><b>SETBACK</b></p> <p><b>RECOMMENDED</b></p> <ol style="list-style-type: none"> <li>1. A new building's setback should conform to the setback pattern established by the existing block context. If the development standards for the particular zoning district do not allow appropriate setbacks, a variance may be needed.</li> <li>2. On corner sites, the setbacks from both streets must conform to the context</li> </ol>	<input type="checkbox"/> Meets recommendations <input type="checkbox"/> Follow-up needed      Assigned to: _____ Due: _____
	<p><b>ORIENTATION</b></p> <p><b>RECOMMENDED</b></p> <ol style="list-style-type: none"> <li>1. New buildings should be oriented toward the street in a way that is characteristic of surrounding buildings. (see Introduction for information about the traditional forms in the neighborhood.)</li> </ol>	<input type="checkbox"/> Meets recommendations <input type="checkbox"/> Follow-up needed      Assigned to: _____ Due: _____
	<p><b>BUILDING ENTRY</b></p> <p><b>RECOMMENDED</b></p> <ol style="list-style-type: none"> <li>1. Entrances may characteristically be formal or friendly, recessed or flush, grand or commonplace, narrow or wide. New buildings should reflect a similar sense of entry to that which is expressed by surrounding historic buildings.</li> </ol>	<input type="checkbox"/> Meets recommendations <input type="checkbox"/> Follow-up needed      Assigned to: _____ Due: _____
	<p><b>SPACING</b></p> <p><b>RECOMMENDED</b></p> <ol style="list-style-type: none"> <li>1. New construction that reflects and reinforces the spacing found in its block. New construction should maintain the perceived regularity or lack of regularity of spacing on the block.</li> </ol>	<input type="checkbox"/> Meets recommendations <input type="checkbox"/> Follow-up needed      Assigned to: _____ Due: _____

	<p><b>BUILDING HEIGHTS</b></p> <p><b>RECOMMENDED</b></p> <ol style="list-style-type: none"> <li>Generally, the height of a new building should fall within a range set by the highest and lowest contiguous buildings if the block has uniform heights. Uncharacteristically high or low buildings should not be considered when determining the appropriate range.</li> <li>Cornice heights, porch heights and foundation heights in the same block face and opposing block face should be considered when designing new construction.</li> <li>Consider the grade of the lot against the grade of the adjacent sidewalk as well as the grade of the adjacent neighbor</li> </ol>	<input type="checkbox"/> Meets recommendations <input type="checkbox"/> Follow-up needed      Assigned to: _____ Due: _____
	<p><b>BUILDING HEIGHT/SIDE SETBACK</b></p> <p><b>RECOMMENDED</b></p> <ol style="list-style-type: none"> <li>A new house of the same height as existing houses may be as close to them as they are to each other.</li> <li>A new house which is taller than the house next to it must be set back further from the side property line than existing houses.</li> </ol>	<input type="checkbox"/> Meets recommendations <input type="checkbox"/> Follow-up needed      Assigned to: _____ Due: _____
<p>Conservation District Review Criteria</p>	<p><b>BUILDING OUTLINE</b></p> <p><b>RECOMMENDED</b></p> <ol style="list-style-type: none"> <li>The basic outline of a new building, including general roof shape, should reflect building outlines typical of the area.</li> <li>The outline of new construction should reflect the directional orientations characteristic of the existing building in its context.</li> </ol>	<input type="checkbox"/> Meets recommendations <input type="checkbox"/> Follow-up needed      Assigned to: _____ Due: _____
	<p><b>MASS</b></p> <p><b>RECOMMENDED</b></p> <ol style="list-style-type: none"> <li>The total mass and site coverage of a new building should be consistent with surrounding buildings.</li> <li>The massing of the various parts of a new building should be characteristic of surrounding buildings.</li> </ol>	<input type="checkbox"/> Meets recommendations <input type="checkbox"/> Follow-up needed      Assigned to: _____ Due: _____
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	<p><b>FOUNDATION / FIRST FLOOR ELEVATION</b></p> <p><b>RECOMMENDED</b></p> <ol style="list-style-type: none"> <li>New construction first floor elevation and foundation height should be consistent with contiguous buildings.</li> </ol>	<input type="checkbox"/> Meets recommendations <input type="checkbox"/> Follow-up needed      Assigned to: _____ Due: _____

**FENESTRATION**

**RECOMMENDED**

1. Creative expression with fenestration is not precluded provided the result does not conflict with or draw attention from surrounding historic buildings.
2. Windows and doors should be arranged on the building so as not to conflict with the basic fenestration pattern in the area.
3. The basic proportions of glass to solid which is found on surrounding contributing buildings should be reflected in new construction.
4. Window openings should reflect the basic proportionality and directionality of those typically found on surrounding historic buildings.

Meets recommendations

Follow-up needed      Assigned to: \_\_\_\_\_ Due: \_\_\_\_\_

**UTILITIES & EQUIPMENT**

**RECOMMENDED**

1. Mechanical equipment, such as permanent air conditioning equipment and meters should be placed in locations that have the least impact on the character of the structure and site and the neighboring buildings.

Meets recommendations

Follow-up needed      Assigned to: \_\_\_\_\_ Due: \_\_\_\_\_

**PARKING**

**RECOMMENDED:**

1. Where possible, parking should be access by the existing alleys.
2. Where alleys do not exist, then on-street parking is a legitimate alternative.

Meets recommendations

Follow-up needed      Assigned to: \_\_\_\_\_ Due: \_\_\_\_\_

**STYLE & DESIGN**

**RECOMMENDED**

1. No specific styles are recommended. A wide range of styles is theoretically possible and may include designs which vary in complexity from simple to decorated.
2. Surrounding buildings should be studied for their characteristic design elements. The relationship of those elements to the character of the area should then be assessed. Significant elements define compatibility. Look for characteristic ways in which buildings are roofed, entered, divided into stories and set on foundations. Look for character-defining elements such as chimneys, dormers, gables, overhanging eaves, and porches. These are described in the introduction.

Meets recommendations

Follow-up needed      Assigned to: \_\_\_\_\_ Due: \_\_\_\_\_

Demolition Criteria	<p><b>CRITERIA FOR DEMOLITION</b></p> <p>When considering a proposal for demolition, the BHPC shall consider the following criteria for demolition as guidelines for determining appropriate action. The HPC shall approve a Certificate of Appropriateness or Authorization for demolition as defined in this chapter only if it finds one or more of the following:</p> <ol style="list-style-type: none"> <li>1. The structure poses an immediate and substantial threat to public safety as interpreted from the state of deterioration, disrepair, and structural stability of the structure. The condition of the building resulting from neglect shall not be considered grounds for demolition.</li> <li>2. The historic or architectural significance of the structure is such that, upon further consideration by the Commission, it does not contribute to the historic character of the district.</li> <li>3. The demolition is necessary to allow development which, in the Commission's opinion, is of greater significance to the preservation of the district than is retention of the structure, or portion thereof, for which demolition is sought</li> <li>4. The structure or property cannot be put to any reasonable economically beneficial without approval of demolition.</li> <li>5. The structure is accidentally damaged by storm, fire or flood. In this case, it may be rebuilt to its former configuration and materials without regard to these guidelines if work is commenced within 6 months.</li> </ol> <p>With the exception of Criteria #5, all replacement of demolished properties should follow new construction guidelines.</p>	<p><input type="checkbox"/> Meets criteria                      <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Follow-up needed</p> <p>Assigned to: _____ Due: _____</p>
Relocation Standards	<p><b>STANDARDS FOR MOVING BUILDINGS</b></p> <p><b>SUBJECT TO REVIEW AND APPROVAL</b></p> <ul style="list-style-type: none"> <li>• Moving any building within the Conservation District</li> <li>• Moving any building into or out of the Conservation District</li> </ul> <p><b>RECOMMENDED</b></p> <ol style="list-style-type: none"> <li>1. The building to be moved should be compatible with the contributing architecture surrounding its new site relative to style, scale, and era.</li> <li>2. Small noncontributing storage buildings (under 200 square feet) in back yards may be moved without review. Contributing accessory buildings require review according to guidelines for compatible new construction.</li> </ol>	<p><input type="checkbox"/> Meets recommendations                      <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Follow-up needed</p> <p>Assigned to: _____ Due: _____</p>
HPC Recommendation	<p><input type="checkbox"/> Recommended as presented                      <input type="checkbox"/> Recommended with reservations                      <input type="checkbox"/> NOT Recommended</p> <p><b>Comments:</b></p>	