

# **TOWN OF NEWBURGH**

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## **INTRODUCTION**

The Newburgh Historic Preservation Commission was created in 1997. Its mission is to assist in the preservation and protection of historic or architecturally worthy buildings, structures, sites, monuments, streetscapes, squares, and neighborhoods of Historic Districts created by the Town Council under IC 36-7-11. The Commission is concerned with those elements of development, redevelopment, rehabilitation, and preservation that affect visual quality in established Historic Districts. The Newburgh Historic Preservation Commission serves the citizens of Newburgh both as a steward of the Districts and as a resource for property owners. The Commission consists of seven members appointed by the Town Council, a five-member non-voting Advisory Board, and an Administrator.

The Newburgh Town Council, in accordance with Indiana Code 36-7-11, established the Newburgh Historic Preservation District in July 1998, following a survey by the Newburgh Historic Preservation Commission identifying historic structures and sites located within the town limits. The District was first appended in May 2000, and again in June 2003.

The purpose of these guidelines is for property owners and other interested parties to know what is appropriate within the Newburgh Historic Districts. Additionally, these guidelines serve as a “how-to” on the process of obtaining a Certificate of Appropriateness.

The Newburgh Historic Districts were not created to prevent changes. To the contrary, the Commission offers assistance to property owners in shaping changes while meeting the requirements of Preservation Ordinances. The Ordinances provide for a process that ensures that changes are within the spirit and character of the Districts. Through the establishment of guidelines and the review process, plans are examined and evaluated before work begins. The Commission does not require property owners to make changes to their property, nor does it apply guidelines to interior alterations or routine maintenance. However, any exterior alteration, new construction, demolition, significant landscape change, or moving of buildings must be evaluated.

These guidelines have been created for reviewing the compatibility of changes with the existing character of the Districts. They are based on a common-sense approach to the enhancement of historic structures and written in accordance with the Secretary of the Interior’s Standards for Rehabilitation, which is the national model for appropriate treatment of historic buildings.

## **HISTORY**

John Sprinkle landed in Newburgh in the spring of 1803, thirteen (13) years before Indiana entered the Union as the 19<sup>th</sup> state. Sprinkle's settlement, named Sprinklesburg, was located along West Jennings Street and is the earliest part of the original town of Newburgh. Abner Luce founded the area east of Sprinklesburg in 1830. Luce's house still stands on East Jennings Street. Sprinklesburg and Newburgh were joined under the common name of Newburgh in 1837.

The first period of significant growth took place between 1850 and 1880, at which time Newburgh was the largest river port between Cincinnati and New Orleans. Many homes and commercial buildings from this period still stand as part of the Historic Districts. During the period of 1839 – 1855 many of the Town's most recognizable structures were built. The "Old Town Hall" listed on the National Register of Historic Places, was built in 1853 as the Cumberland Presbyterian Church. The Weis House at 15 Market Street, the oldest brick house in Newburgh, was built by Joseph Weis, a harness maker, in 1839. The Exchange Hotel on the southwest corner of State and Jennings Streets was built by Joseph Spitz in 1841.

It is anticipated that additional scattered sites will be added to the Newburgh Historic Preservation Districts. This designation is designed to protect and enhance the existing character of the community. Through the Central Historic District and Scattered Sites, the neighborhood and significant buildings are protected from chaotic change and preserved as a legacy, linking the Town's past with present and future generations.

## **IMPORTANCE OF HISTORIC PRESERVATION**

### **Why the Historic District was Established**

Historic designation challenged the concept that destruction of the built environment was somehow necessary to accommodate new growth. In the post World War II economic boom, many cities destroyed entire neighborhoods when they routed highways through them to serve suburban commuters. Other neighborhoods were demolished in the name of urban renewal.

In this destructive setting, the idea of Historic Districts evolved as a means to maintain good community design, even when specific areas were not directly linked to historic events or persons. Previously, historic preservation had consisted of interested groups or individuals maintaining, restoring, or rebuilding specific Colonial-era structures. This trend culminated in the recreation of an entire Colonial town at Williamsburg, VA in the 1930s. The National Preservation Act of 1966, however, recognized that a community's social, cultural, political, and economic underpinnings depended on the community itself remaining intact.

### **Historic District Integrity**

The integrity of a Historic District inevitably endures a tenuous existence. If a district does not provide a locality with some sort of economic return, it risks dismemberment through inappropriate development and redevelopment. If too successful, on the other hand, the growing numbers of investors and visitors threaten the authenticity of the community's character that initially attracted them. As a consequence, a Historic District must continuously accommodate a host of conflicting interests such as private property rights, freedom of expression and legal aesthetics, local history and its resulting values, and economic development.

## **Property Rights**

There is often a perceived conflict between individual property rights and the administration of a Historic District. Many believe that historic designation somehow curtails constitutional rights. Property rights are not all-encompassing, even without historic designation. Government can purchase private property, whether or not an owner desires to sell it, for such purposes as highway right-of-way. Government also imposes very specific and detailed building requirements through building codes. Government also regulates the use of an individual's land through zoning, effectively precluding certain uses.

The basic factors in the property rights debate are the property owner's investment-backed expectations and the public welfare. The U.S. Supreme Court has repeatedly ruled that a property owner is entitled to an economically viable use of his/her property. The Court has maintained, however, that there is no inherent guarantee of a highest and best use of land. "Highest and best use" is a real estate appraisal term used to estimate land value based on legally permitted uses. Federal courts have consistently held, since 1926, that government action that provides for the public welfare - such as local zoning - requires no compensation to property owners, even if their property values are thereby diminished. Democracy and capitalism are not synonymous terms. A property owner does not have an inherent right to destroy or even compromise a community - by placing a slaughterhouse in a residential neighborhood, for example.

The key phrase to justify government regulation, though, is the public welfare. There must always be a clear public benefit to be derived by government regulation or action. Property condemned to provide a right-of-way is supposed to benefit the public through provision of transportation facilities. Building codes are primarily concerned with public health and safety. Zoning regulations, which can include historic preservation regulations have, as their basis, the maintenance and development of a livable and economically viable community.

A sound historic preservation ordinance that provides for carefully regulated Historic Districts has also been shown to have an extremely beneficial impact on the market value of private property. A study funded by Historic Landmarks Foundation of Indiana and performed by Donovan Rypkema (*Property Values in Indiana*) found that between 1979 through 1996, property values in a Historic District appreciated at a faster rate than the market as a whole. While these higher rates cannot be ascribed solely to Historic District designation, such designation - imposed by the Town Council to maintain and enhance the community's character for the public good - has certainly enhanced rather than diminished private property values.

## **Freedom of Expression and Legal Aesthetics**

Other potential conflicts within a Historic District are found between historic preservation goals and a citizen's First Amendment rights. The dynamics of a vibrant town involve continuous development and redevelopment. A historic preservation ordinance should not be enacted to avoid these inevitable changes within a community. Rather than freezing development, historic preservation should make visible the process of change even as it maintains the architectural integrity and cultural continuity of the community's built environment.

Architecture represents local values and identity. The preservation of this cultural context, including its historic land use patterns, maintains the ties that bind people to places. The social consequences of expression, therefore, are very much in the public interest. The law, however, cannot create beauty nor guarantee that others will do so. Rather than infringing on a citizen's freedom of expression, a Historic District ordinance should clearly define the distinct features and characteristics of the community that are important to its citizens. Property owners should then be allowed the greatest latitude of expression, consistent with the criteria identified as necessary to maintain the community's integrity.

## **Local History and Values**

There are four basic characteristics that have been identified as imparting historic significance to a building or site. Either can be considered historic if any one of these characteristics is applicable. Is a building architecturally significant? Is the location associated with a notable event? Is the location associated with a notable person? And, is the building or site important to the area's historic context?

Such cultural resources are a community's touchstones - vital links to its past where earlier residents fought for an ideal, struggled for equality, or otherwise defined their community. Images of the past are constantly changing, though, because they are viewed through contemporary experiences. As a consequence, historic preservation which seeks to encapsulate an image will eventually and inevitably become irrelevant. Instead, preservation should be maintenance of those physical features of the past that reflect citizen values.

Historic preservation should thus maintain a community rather than displace it. An understanding of this standard is important in order to preclude development of a false history. A late nineteenth century Victorian building, for example, should not be embellished with the architectural details of an earlier era to make it look like a mid-eighteenth century structure. A community such as Newburgh is more readily characterized by the confident innovation that is apparent in old buildings adapted to modern usage as well as new buildings incorporated into the fabric of traditional streetscapes. Renovation and new construction that try to recreate an earlier period only serve to raise false expectations and are inherently stagnant.

## **Zoning and the Historic Preservation Commission**

American society is based on a strong belief in private property and individual mobility. Private decision making, however, can have impacts far beyond an individual's property line. Essentially, there are four (4) legal viewpoints to be addressed by public policy as it relates to private land use. First, the property owner must be allowed legitimate use of his or her land. Second, the owner's neighbors must be protected from a nuisance, although government should not preclude legitimate owner interests. Third, the municipality must protect the public interest. The fourth viewpoint is regional, representing the area outside the municipality that may be affected by local decisions.

Within this context, zoning law has been developed to resolve land use disputes. When based on publicly adopted plans and administered with a procedural due process that is fair, zoning helps to create a community that is economically viable as well as attractive and livable. Land use zoning is in place throughout the Town of Newburgh, and the provisions of the Zoning Ordinance are applicable to all property whether or not it is located in the Historic Districts. The boundaries of Historic Districts are simply superimposed over this existing land use regulation. The Newburgh Historic Preservation Commission is appointed by the Town Council to administer the provisions of the Town Zoning Ordinance as it relates to buildings in the Historic Districts. These regulations are intended to protect, restore, and preserve the architectural integrity of the Town's existing historic structures. As the Commission fulfills this basic function in the area of the Town under its purview, it is also tasked with creating an atmosphere for compatible growth, with preventing the intrusion of environmental influences adverse to such purposes, and with ensuring that new structures and uses are in keeping with the Historic Districts' character.

The Commission does not fulfill its mandate by regulating the use of property. As explained above, that function is accomplished through the existing Zoning Ordinance adopted by the Town Council and administered by the Town staff. The Newburgh Historic Preservation Commission's design review does not equate to zoning restrictions, although citizens often have this impression. Many projects have inherently difficult design issues that require close coordination between the applicant and the Commission, but a clear

delineation should be made between design issues and land use. Land use is prescribed by the Zoning Ordinance.

### **Historic District Overlay**

The Newburgh Historic Preservation Commission review process is one of several areas where the construction permitting process overlaps the Town's zoning ordinance. As mentioned above, the Historic Districts are overlaid onto the existing land use zoning.

The Commission examines any proposed work from the viewpoint of the property owner, but with the added focus of maintaining the integrity of any historic structure. There is a range of accepted practices to adapt older buildings to modern usage, and the Commission serves to ensure these are known and followed. The Commission does not design projects. This task is left to the property owner. The Commission simply reviews projects to ensure compatibility with standard preservation practices.

The Commission also looks beyond the individual property to the broader community. An individual project - whether it is a building addition, a sign, demolition of a structure, or even new construction - has an impact on its neighborhood and streetscape. In addition to maintaining the integrity of individual structures, the Commission ensures the integrity of their context.

The Commission thus addresses development in the Historic Districts from the perspective of the first three (3) viewpoints inherent to zoning. These are the property owner, the neighbors, and the overall community. The regional perspective is clearly beyond the Commission's purview, although Newburgh's historic core helps to characterize the region.

#### ***IMPORTANCE OF HISTORIC PRESERVATION***

by Stewart Sebree, Director, Southwest Field Office, Historic Landmarks Foundation of Indiana

## NEWBURGH HISTORIC DISTRICT CORE DISTRICT PROPERTY LIST

5, 9 East Jennings Street	Commercial Building	Contributing
11 East Jennings Street	House	Reference
18 East Jennings Street	Abner Luce House	Outstanding
100 East Jennings Street	House	Reference
101 East Jennings Street	Methodist Episcopal Church	Notable
114 East Jennings Street	Thomas Gunnell House	Notable
115 East Jennings Street	Bates House	Outstanding
200 East Jennings Street	Miner-Raleigh House	Outstanding
1 - 7 West Jennings Street	Exchange Hotel	Notable
8 West Jennings Street	Commercial Building	Contributing
9 West Jennings Street	House	Reference
10 West Jennings Street	Commercial Building	Contributing
14 West Jennings Street	Commercial Building	Notable
16 West Jennings Street	Commercial Building	Contributing
20 West Jennings Street	Commercial Building	Reference
17 West Jennings Street	Commercial Building	Notable
23 West Jennings Street	Public Library	Outstanding
24 West Jennings Street	House	Notable
101, 103 West Jennings St.	<i>Riverwatch Condominium</i>	
110 West Jennings Street	House	Contributing
111 West Jennings Street	House	Contributing
116 West Jennings Street	House	Reference
119 West Jennings Street	House	Contributing
120 West Jennings Street	House	Reference
125 West Jennings Street	Darby House	Outstanding
126 West Jennings Street	House	Contributing
200 West Jennings Street	House	Outstanding
201 West Jennings Street	Short House	Outstanding
210 West Jennings Street	House	Notable
211 West Jennings Street	House	Contributing
216 West Jennings Street	DeForest House	Notable
217 West Jennings Street	House	Notable
218 West Jennings Street	House	Reference
220 West Jennings Street	House	Reference
223 West Jennings Street	House	Reference
224 West Jennings Street	St. John the Baptist Church	Notable
11 West Main Street	House	
15 West Main Street	House	
23 West Main Street	House	
25 West Main Street	House	
3 Market Street	Weis House	Notable
4 Monroe Street	<i>Riverwatch Condominium</i>	
100 Monroe Street	House	
7, 9 State Street	Commercial Building	Outstanding
11 State Street	Commercial Building	Contributing
101 State Street	Commercial Building	Reference
103, 105 State Street	Commercial Building	Contributing

100 - 108 State Street	Phelps-Sargent Block	Notable
107, 109 State Street	Commercial Building	Reference
111 State Street	House	Reference
116 State Street	Commercial Building	Contributing
200 State Street	Cumberland Presbyterian Church	Outstanding
201 State Street	House	Contributing
207 State Street	House	Contributing
208 State Street	Phelps House	Outstanding
211 State Street	Luce-Pepmiller House	Outstanding
217 State Street	House	Notable
218 State Street	House	Notable
221 State Street	Stokes-Garwood House	Outstanding
224 State Street	McCormick House	Outstanding
6 Sycamore Street	Thomas Bethell House	Outstanding
10 Sycamore Street	House	
1 East Water Street	<i>Edgewater Grill</i>	
2 East Water Street	<i>LaVeranda</i>	
12 East Water Street	Railroad Depot	Outstanding
15 East Water Street	<i>Harbour Pointe</i>	
17 East Water Street	<i>Harbour Pointe</i>	
19 East Water Street	<i>Harbour Pointe</i>	
21 East Water Street	<i>Harbour Pointe</i>	
20, 22 West Water Street	Commercial Building	

## NEWBURGH HISTORIC DISTRICT SCATTERED SITES

French Island Trail	U. S. Lock Control Building # 47	Outstanding
French Island Trail	Lock Master 1 & 2	Contributing
405 Jefferson Street	African American School House	
612 Jefferson Street	Delaney Academy Building	Contributing
700 Jefferson Street	"Kuebler's Garden"	Outstanding
318 E. Main Street	Cutteridge-Curtis House	Outstanding
122 W. Main Street	Union Bethell House	Outstanding
224 W. Main Street	Wright-Meadows House	Notable
413 Middle Street	Peter Koch House	Outstanding
629 Middle Street	Thomas Leach House	Outstanding
412 Monroe Street	Louis Schumacher House	Notable
100 Overlook Court (670 E. Jennings Street)	Thornton House	Notable
111 Overlook Court (700 E. Jennings Street)	Thornton House	Notable
116 Posey Street	Fred Frank House	Notable
500 Section Street	School-Engle House	Notable
526 Section Street	William Abshier House	Outstanding
1000 State Street	Jacob Brenner House	Notable
110 W. Water Street	Bethell Mill/Tobacco Factory	Notable
422 W. Water Street	Williams-Raab House	Outstanding

Note: Outstanding, Notable, Contributing, Reference, and Non-Contributing are the ratings of subject property as published in the *Warrick County Interim Report, Indiana Historic Sites and Structures Inventory*, September 1984, Division of Historic Preservation and Archaeology, Indiana Department of Natural Resources.

## **CERTIFICATE OF APPROPRIATENESS**

A Certificate of Appropriateness is the approval granted by the Newburgh Historic Preservation Commission to a property owner for proposed improvements to the exterior of a structure or a site located within a Historic District. A Certificate of Appropriateness is required before a building permit is issued, although not all improvements requiring a Certificate of Appropriateness require a building permit.

### **A Certificate of Appropriateness is not necessary for routine maintenance or for the following actions relating to property in a Historic District:**

- Replacement of trees or shrubs if the replaced item does not exceed four (4) feet at full maturity.
- Landscape maintenance, pruning of foliage, and replacement of plants with similar types and sizes of plants.
- Repair or replacement of existing sidewalks, driveway, or steps if repaired or replaced to match pre-existing style, and, in the case of steps, if not integral parts of a structure.
- Repair of areas of storm damage to a roof if the repaired surface matches the existing surface.
- Replacement of deteriorated roof shingles if the replacement shingles match the existing remaining roof shingles.
- Repair or replacement of a flat roof if the roof is not visible from the ground and the roof shape is not altered by the work.
- Replacement of gutters and downspouts if the work is not visible from the public way or if the replacement matches the existing gutters or downspouts.
- Removal of chain link, board on board, board and batten, basket weave, louver, split rail, or stockade fences.
- Installation of a single, wall-mounted mailbox near the main entrance of a structure.
- Mechanicals (air conditioners, roof fans, skylights and the like) if not visible from any public way.
- Any other work, which, in the opinion of the Administrator, does not change the property from its present form and is done as normal maintenance to the property.

### **Application**

An application for a Certificate of Appropriateness should be filed with the Historic Preservation Commission's Administrator.

### **Necessary Documentation**

Renovation:

- Photographs indicating existing condition.
- Description or samples of materials to be used.
- Written description of work to be performed.
- For a substantial renovation, site plans, elevations, and additional supporting materials necessary for the Commission to make an informed decision.

New Construction:

- Site plan indicating existing structures, major landscaping, and location of proposed new building(s).
- Photographs showing a view of the street with the building site and with adjacent properties.
- Elevations of proposed new building(s).
- Sample material/product literature.

## Instructions

- An Application for a Certificate of Appropriateness is available from the Historic Preservation Commission Administrator's office or the Town's web site. It shall be completed and returned with all attachments and drawings to the Administrator of the Historic Preservation Commission (Zoning Administrator, Town Hall, Town of Newburgh, Indiana).
- **If the proposed work complies with the guidelines listed herein, the Administrator may issue a Certificate of Appropriateness.**
- If the proposed work does not comply with these guidelines or if the Administrator determines the necessity for Commission review, applicant shall then appear before the Historic Preservation Commission.
- The following requires Commission review as prescribed by IC 36-7-11-4.3:
  - The demolition of a building
  - The moving of a building
  - The construction of an addition to a building
  - The construction of a new building
- The Administrator will advise the applicant if a Commission review is required and the scheduled date thereof.
- Insert the full legal name of the owner of the real estate in the space for applicant. If there is more than one owner, insert only one (1) name but note on an attachment all the names of all owners of the real estate, as they must also be included as applicants.
- Attachment A, as referenced in paragraph 2, is a narrative description of what is to be done to the building or on the vacant site. Include all necessary drawings, sketches, pictures, and other representations as required by Commission guidelines, Town Ordinances, and state statutes relating to Certificates of Appropriateness.
- Attachment B is a legal description of the real estate at issue.
- The burden is upon the applicant to prove the elements necessary for approval by the Administrator or Commission review. In the event of a Commission review, failure of the applicant to receive a majority vote of a duly constituted quorum in favor of the application for a Certificate of Appropriateness shall be deemed a denial of the application by the Commission.
- At a Commission review, the Administrator shall first present an analysis of the application or issue before the Commission. Next the applicant shall present in favor of the application.
- Any application for a Certificate of Appropriateness shall remain valid for ninety (90) days after it has been filed.
- A Certificate of Appropriateness shall remain valid for six (6) months after it has been issued.

## THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

There are four (4) distinct but interrelated approaches to the treatment of historic properties:

**Preservation** is the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property.

**Restoration** is the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of features missing from the restoration period.

**Reconstruction** is the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

**Rehabilitation** is the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

In an effort to assist property owners in making sound historic preservation decisions that also meet their needs, the Secretary of the Interior and the National Park Service have developed a set of standards, or general principles, addressing each of these approaches. Design guidelines for the Newburgh Historic Districts are based upon the Secretary of the Interior's Standards for Rehabilitation. These principles are applied by the Newburgh Historic Preservation Commission to all projects that require a Certificate of Appropriateness. Additionally, owners that wish to have projects certified for federal or state historic rehabilitation tax incentives must comply with the Secretary's Standards to qualify. The Standards are as follows:

### 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.

*Recommends compatibility of use. Any change of use from the original should have minimal architectural consequences. Reuses that will result in destructive architectural treatment are unacceptable.*

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.

*Recommends retention and preservation of character defining features. Alterations that work with existing or original building fabric are preferred to those that would require removal of such fabric.*

3. All buildings, structures, 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.

*Recommends authenticity. Such practices as restoration based on speculation, or introducing architectural features taken from another building should not be permitted. Construction of a new building that was designed to look old is not appropriate.*

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. *Requires that the physical evolution of a historic building, structure, or site be acknowledged as a critical component in evaluating an appropriate treatment. Alterations that are considered historic should be treated according to the remaining Standards.*

5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity. *Requires preservation of the parts of a historic building, structure, or site that demonstrate the style or quality of workmanship from which it originated.*

6. Deteriorated architectural features shall be repaired rather than replaced, whenever 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 should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures. *Requires repair of existing features unless deterioration is severe. Replacement features should match the look and use of the old. Replacement of any missing elements should be based on documented evidence. The goal is to retain the real element, not just a copy.*

7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken. *Prohibits use of harsh chemical or abrasive physical treatments such as sandblasting because of the irreversible damage that can result from such treatments.*

8. Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to any project. *Requires protection and preservation of archeological resources for projects that involve excavation or grading.*

9. Contemporary design for alterations and additions to existing properties will 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. *Recommends that new construction or exterior alterations be done in such a way as to not destroy original fabric and be sufficiently different from, but compatible with, the existing conditions in order to protect historic integrity of the property.*

10. Wherever possible, new additions or alterations to structures shall be done in such a manner that if such alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired. *Recommends that new additions or alterations be made using a method of construction that will allow for its future removal without requiring damage to any associated historic fabric.*

## ELEMENTS OF DESIGN

Within the primary area of a Historic District, new buildings and structures, as well as buildings, structures, and appurtenances that are moved, reconstructed, materially altered, or repaired must be visually compatible with buildings, squares, and places to which they are related. This relationship can be easily defined using the basic elements of a building's design which include: *mass, pattern, alignment, and proportion/scale*.

**Mass** refers to the combined height, width, and depth of the space a building occupies. In a historic district the construction of new buildings and additions should conform to the height and scale of already existing or adjacent structures. As a general rule, the height of any new structure should be no lower than the average height of all of the buildings on both sides of the street block and no higher than the tallest existing mass. This guideline does not supersede any limitations/restrictions enforced by the Town Zoning Ordinance.

**Pattern** within a historic district is defined by the uniform arrangement of similar elements or forms, either concentrated on a particular property or appearing regularly along a streetscape. For example, pattern can be created through the harmonious placement of windows on a building or with the use of similar porch treatments by a grouping of buildings. Generally, rehabilitation and new construction should take into consideration the pattern established by existing adjacent structures.

**Alignment** describes the way that building and landscape features line up together along a street. Alignment can be defined by how building setbacks, retaining walls, trees, etc. relate to one another, as well as to the window placement and entry. It is important to the character of the neighborhood that new projects respect established trends in alignment of structures and objects along historic streetscapes.

**Scale** describes the relationship (or proportion) of a building's height to its width, as well as, the proportionate relationship of individual elements to a building as a whole. When the dimensions of a building or the elements of a building are too large or too small, the building is described as being "out of scale." Likewise, because buildings within a historic district are usually similar to one another in scale, failure to maintain appropriate building proportions during new construction and rehabilitation may result in the entire streetscape being "out of scale."

## REHABILITATION GUIDELINES

The following guidelines are intended to help property owners choose appropriate rehabilitation treatments for individual elements of their historic building. They are not meant to prescribe the exact action for every situation but are meant to suggest appropriate approaches that will prevent damage to the historic fabric of the building. As a general rule, preservation standards encourage maintenance of existing historic fabric as the priority, repair when possible, and replacement only as a last resort. However, with any project, there will be other factors that play a role in the election of treatment methods including budget, planned use, owner's preference, and family priorities. These guidelines allow owners to choose the best alternative from a range of treatments that are appropriate.

### GENERAL MAINTENANCE

Although priorities should be established for the maintenance of *any* building, it is especially critical to plan for maintenance with historic structures. Maintenance needs should be the primary consideration when planning for replacement of materials and the placement of utilities and mechanical systems. When planned carefully and conducted on a routine basis, sound maintenance practices will add years of life to historic property.

In order for a house or building to be comfortable for its inhabitants, it must remain weather tight. The familiar elements of our buildings have evolved to serve that purpose. Every structure needs a strong foundation to support the weight of the building; walls designed to support the roof and to protect the interior from wind and rain; windows that permit light in while keeping the elements out; doors that allow access but that can be closed tightly when necessary; a roof designed to shed rain water and snow away from the interior and the walls; and gutters and downspouts to carry the runoff away from the building.

While even the most experienced of property owners cannot be expected to know all of the intricacies of building construction, it is vital for owners of historic property to understand the nature of weathering. While all of nature's elements wear away at construction materials, the worst enemy of historic buildings is water. Most all deterioration is the result of the damaging effects of moisture. In fact, the most visible damage to wooden elements, oddly referred to as "dry rot," is caused by wet conditions. The following notes on maintenance offer important advice on keeping historic buildings weather tight:

- Roofs are the first line of defense against damage to building fabric from rain and snow. They should be inspected on a regular basis, checking the condition of roofing material and flashing. This should be done in the spring after the freeze/thaw cycles of winter and in the fall after summer heat and storms are over. Keep metal roofs painted with proper paint. Do not use asphalt patch or asphalt based paint on metal roofs.
- Gutters and downspouts should be checked once every season to see that they are clean and free of debris. Be sure to check for deterioration of the covering, mechanical attachments, and flashing. Make sure that the correct type of fastener is used with metal flashing or roofing to prevent galvanic reaction which accelerates corrosion.
- Foundations should be checked yearly for signs of cracking, water penetration, or mortar damage. Make certain all water is draining away from the building. Keep all vegetation far enough away from the foundation to prevent damage from moisture or from the roots. Make repairs in accordance with the guidelines for masonry repair (p. 16).

- Windows and doors should be inspected seasonally. Any cracked or broken glass should be repaired. Check for cracks in the glazing compound, as well, and repair if needed. Glass should be cleaned on a regular basis. Inspect painted surfaces of sash, sills, frame, and lintels for signs of paint problems. Sand, prime, and touch up areas once a year. Check condition of weather-stripping.
- Brick and stone are enduring materials and are associated with buildings of a permanent nature. Masonry buildings require cyclical maintenance. The mortar used should be softer than the masonry units used. Mortar is meant to suffer damage from the elements before the masonry units themselves are damaged. Mortar should be inspected and repaired with material matching the original where it has cracked or washed out.
- Never sandblast a masonry building. Abrasive cleaning of any kind damages and erodes the weathering surface of all masonry. Dirty masonry should be cleaned in the softest possible manner, starting with water and soft bristle brushes.
- Only on severely deteriorated masonry should waterproof sealers be considered. Use should be limited to small areas exposed to excessive moisture, such as the area of a wall adjacent to a porch roof. Sealing of masonry walls may serve a negative purpose by trapping moisture within the wall, accelerating damage.
- All painted surfaces can be cleaned with appropriate chemical products, but care must be exercised in the selection and the use of chemicals. Always test any material prior to performing large scale cleaning efforts. Some chemicals will require a neutralizing wash after their use. Avoid high pressure scrubbing, even on wood surfaces.
- Keeping a good paint surface is necessary to prevent deterioration of wood. The surface must be clean and dry. All flaking or peeling paint must be removed. Tightly bonded paint can be left in place, and light sanding will help prepare for additional layers. With older buildings, an oil based primer is usually recommended. However, new latex paints have been much improved, so a good quality bonding primer can often be used successfully. *If the building was built prior to 1973, the paint probably contains lead and must be properly handled in scraping, sanding, removal, and clean up.*

## **MASONRY**

*Stylistic masonry work is a distinctive feature of the Newburgh Historic Districts that tells us much about the neighborhoods' development as an area historically associated with the Town's most prominent citizens. Early works, including brick homes, stone retaining walls, and masonry steps and walkways demonstrate the wealth enjoyed by early property owners. Every effort should be made to preserve historic masonry features.*

### **Appropriate**

- If mortar is missing or loose, the joints should be cleaned out by hand and repointed using a mortar mix which closely matches the composition, color, and texture of the original. Mortar containing a high concentration of Portland cement should not be used as this mortar is too hard and strong for soft, historic bricks. Damage resulting from the differing porosity and expansion rates of the bricks and mortar can cause historic bricks to be crushed or to become cracked because of hard mortar.
- When removing mortar from joints, take care not to damage the brick edges.
- Whenever partial or total foundation replacement is required, the new foundation walls should be faced in materials which match the original in appearance. Reuse of the original materials on the face of the foundation is preferable.

- Whenever replacement brick or stone is needed, use salvaged or new material which closely matches the original in size, color, and texture.
- Whenever masonry and brick has been painted, it is usually advisable to repaint after removing all loose paint. Old paint which is firmly fixed will usually serve as an adequate surface for repainting. Methods which attempt to remove all evidence of old paint can damage the surface. Unpainted masonry buildings and features should be left unpainted.
- Any cleaning should be done with the gentlest method possible and should be stopped at the first evidence of damage to the masonry. Test patches should be used to assess the effect of any proposed cleaning method.

### **Not Appropriate**

- Bricks should not be replaced unless excessively spalled or cracked. Consider reversing a brick to expose its good surface before replacing it with a new brick.
- When selecting a replacement brick, avoid using what is called "antique" brick which consists of a mixture of bricks in a wide range of colors and types. Bricks on historic buildings were usually uniform in color and size.
- Masonry should not be replaced or covered over simply to eliminate evidence of past cracks, repairs, or alterations.
- The cleaning of dirt, grit, and weathering from masonry surfaces is usually not necessary unless it is causing damage or is unsightly. In any case, the goal should not be to make the masonry look new. Old masonry neither can nor should regain its original "new" appearance.
- Avoid power grinders. Mechanical equipment is cumbersome and even the most skilled worker could tire or slip, causing irreversible damage.
- Avoid sandblasting, high pressure water blasting (*over 600 psi*), grinding, and harsh chemicals.
- Waterproof and water repellent coating should be avoided. They are generally not needed and can potentially cause serious damage to masonry. Also, avoid covering masonry with tar or cement coatings. Such treatments tend to trap moisture inside the masonry and will accelerate deterioration.

### **WOOD SIDING**

*The majority of houses in the Newburgh Historic Districts are frame structures that originally would have been sided with wood clapboards. Over time, the appearance of many of these houses has been compromised by the addition of aluminum or vinyl siding. Covering original siding almost always results in concealing historic character derived from materials, details, and texture and is not appropriate.*

### **Appropriate**

- Retain all of the sound original wood siding.
- Repair and retain split boards by nailing and or gluing with a waterproof glue; putty all nail holes.

- Leave concave or convex boards as they are unless they are creating a maintenance problem. If necessary, repair a bowed board by carefully inserting flat screws in predrilled holes and gradually tightening.
- Rotten sections of boards should be cut out using a saw, chisel, or knife. The replacement piece should be new wood or a salvaged board and should match the original in size, profile, and dimension.
- Missing boards should be replaced with new or salvaged wood boards to match the original.
- If wood siding is badly rotted or severely split, burned, or missing, it would be permissible to replace the siding to match the original. *Replacement for cosmetic reasons is not recommended.*
- Before painting wood siding, surfaces should be scraped and sanded to remove all loose paint. The siding should then be washed, allowed to dry, primed with a good primer paint, and painted with a finish coat.

### **Not Appropriate**

- Historic siding provides physical evidence of the building's integrity and character and, therefore, should not be removed. Replacement of historic siding as an answer to paint problems, issues of long term maintenance, concealing past alterations, increasing energy efficiency, or creating a new or improved look is generally not appropriate.
- It is not always accurate to assume that historic siding will have to be replaced because it has been covered by vinyl, aluminum, or asbestos cement shingles. In fact, where water has not been allowed to penetrate between layers, later coverings may have served as protection for the original material.
- It is not necessary to remove all paint from historic siding when preparing the surface for restoration. The primary goal is to have a good bonded surface that will provide the base for new paint. The use of high pressure washing (*over 600 psi*), sandblasting, rotary sanding, or use of a blow torch should be avoided. If a heat gun will be required, extreme care should be taken to prevent the chance of structural fire.
- Avoid using any material other than real wood for replacement of wood siding. If required, substitute materials should share the same dimension, profile, and finish as the original and be installed to match existing patterns of exposure.
- Use of synthetic materials that alter the appearance of the building is not appropriate.
- Vinyl siding is not appropriate.

### **TRIM AND ORNAMENTATION**

*Original trim and decorative elements including cornerboards, window and door casings, cornice moldings, brackets, and pilasters are often the most stylistic features of historic buildings. The loss of these elements detracts from the historic integrity of a building and the overall appearance of the Newburgh Historic Districts.*

## Appropriate

- Maintain and preserve historic trim and decorative elements, even where damaged or worn. In cases of severe deterioration, stylistic trim elements should be replicated in design and material appearance, and replaced.
- Where there is evidence of missing decorative detailing, replacement elements should be reconstructed to match the original. Evidence of missing detail can often be found in old photographs, remnants left on the building, paint lines where parts were removed, nail holes, old notches, and cut outs in the siding and trim. *Observation of the details used on another similar historic building should not be relied upon as conclusive evidence.*

## Not Appropriate

- It is not appropriate to "dress up" a historic building by adding stylistic trim and ornamentation that would have never existed. Doing so will result in a false sense of the history and character of the building.
- Ornamental trim should not be added to elevations of a historic building which never displayed such details. *Historically, window and door trim on the secondary elevations of a building was often treated more simply than that found on the primary facade. Where evidence of such treatment exists, it would be inappropriate to add a uniform trim to all sides.*
- Removing elements that were added during a historic remodeling in an attempt to make the building look older is not recommended. *In the early 20th century, it was a trend for Craftsman style porches to be used during remodeling of Victorian homes. Where such porches exist, they should be maintained as part of the building's historic fabric.*

## ROOFS AND ROOF ELEMENTS

*Often roof forms and the elements of their design (sheathing material, dormers, turrets, eaves, guttering and soffit detail) can be key to defining the style of a historic building. Because the historic significance of the Newburgh Historic Districts is characterized, in part, by its architectural diversity, preserving the original roof design of each and every building is important to preserving the integrity of the Districts.*

## Appropriate

- Original roofing material should be repaired rather than replaced, and every attempt should be made to keep original roofing material on roof slopes readily seen from the street. Slate, tile, or metal roofs can usually be repaired before needing total replacement. When replacement is necessary, if cost is a consideration, composition shingles of asphalt or fiberglass can be used in a pattern or color similar to the original.
- Preferred colors for asphalt or fiberglass roofs are medium to dark shades of brown or grey to simulate the appearance of weathered wood shingles. Solid color roofs (*red or green*) were common on early 20th century buildings. Later buildings of the 30's and 40's had a larger variety of colors and types of composition shingles to choose from.
- Before roofing, check the number of existing layers. Building Codes limit the number of layers to three (3). It is best to remove all layers back to roof decking, check deck boards and rafters, install new felt and drip edge, and then add roofing material.

- A flat roof which is not visible from the ground may be repaired or replaced with any roofing material allowed by Town Code, provided it remains obscured from view. New membrane roofing materials are designed for installation on flat roofs.
- Adding a slope to a problem flat roof may be approved if it is not visible from the ground and does not affect the historic character of the building.
- If a drip edge is used, it should be painted to match surrounding wood. Gutters and downspouts should match the building body and/or trim color and be firmly attached. Generally, half round gutters and round downspouts are appropriate.
- Repair and retain built-in gutters. If cost is a consideration, the original terne metal or copper can be rebuilt with an alternative material membrane lining.
- Problem built-in gutters are often decked over with an adequate pitch to allow for water runoff into new molded gutters that are attached to the cornice. This is an acceptable interim solution to prevent continued deterioration of historic fabric.
- When exposed rafter ends were an original feature of the building, roof mounted or half round gutters are preferred. Consider channeling water runoff on the ground rather than installing gutters when none existed.
- Flat surfaced skylights, with frames that match the roof color, may be considered if they are inconspicuous and do not alter the building's basic character.
- Original chimneys contribute to the roof character and should be retained and repaired. If no longer in use, they should be capped rather than removed.

### **Not Appropriate**

- Alteration of the basic roof form and slope is strongly discouraged, except in cases where previous inappropriate alterations to the historic roof structure are being corrected.
- When selecting a new roofing material, avoid using multicolored or light colored shingles and/or rolled roofing.
- It is not appropriate to construct new dormers on roof areas which are visible from the public right-of-way or that are significant to the historic character of the building.
- Exposed rafter ends that serve as a defining element of architectural style should not be concealed with a gutter board. Cutting or altering decorative rafter ends so that a new gutter board can be applied is also discouraged.
- Introducing modern skylights on prominent roof slopes detracts from the historic character of the Districts. Bubble style skylights create a noticeable disruption in the roof plane and should be avoided except where hidden from the public view.
- Avoid installing mechanical equipment such as roof vents, new metal chimneys, solar panels, T.V. antennas, satellite dishes, air conditioners, etc. where visible from the street. Installation of such equipment should be carried out using a method that will not destroy historic fabric or character.

## **WINDOWS**

*Windows, and the pattern of window openings, play an important role in defining the architectural style of historic homes and buildings. While double-hung wood sash commonly provide the basic form, each style differs in its treatment of glazing pattern, proportion, size, and placement. Additionally, for many historic buildings, windows are equally important as a source of light and ventilation and as a reflection of interior space.*

### **Appropriate**

- Original windows should be repaired and retained. New epoxy consolidants and fillers can be used to cost effectively repair even severely deteriorated sash.
- Window replacement should be considered only when the existing windows are not original or part of a historic remodeling which is significant to the history of the building and when they are so deteriorated that repair is not economically feasible. Replacement windows that are substantively similar to the existing windows may be approved by the Administrator.
- Rather than replacing windows to attain energy efficiency, existing windows should be repaired and retrofitted with weather-stripping, modern mechanical parts, caulk, and storm windows. In some cases, window sash can be slightly altered to accept insulated glass.
- Storm windows should fit window openings exactly, without the use of spacers. They should be painted, anodized, clad, or otherwise coated in a color to match the windows or trim. They should be compatible with the window pattern, and the meeting rails should match the existing window. They should be installed on the blind stops so that window frame and trim are not covered. Interior storm windows are also effective.
- Original window trim should be preserved and retained. Only badly deteriorated sections should be replaced. The replacement trim should match the original in material and appearance. Decorative window lintels or other details should be added only if there is evidence that they existed originally.
- Window shutters may be installed if there is evidence that they existed on a building historically. Shutters should only be installed on those windows of the building that historically had shutters. Evidence of shutters could include old photographs, remaining hardware, or evidence of where hardware has been removed.

### **Not Appropriate**

- Avoid creating new window openings or eliminating original windows on all principal elevations or on areas of a historic building that can be seen from the public view.
- Avoid replacement windows that do not match the original in size, dimension, shape, design, material appearance, and glazing pattern.
- If a replacement window is required, it is not advisable to use tinted glass or a framing material that will not retain the look of painted wood.

## **DOORS**

*Often characterized by their use of paneled surfaces and stylized glazing patterns, historic doors add to the architectural vocabulary of buildings throughout the Newburgh Historic Districts. Like windows, doors and the pattern of door openings reflect both architectural style and the structural evolution of historic properties.*

### **Appropriate**

- Original doors should be repaired and retained if possible. If too deteriorated, replace with a replica.
- If an original door has been removed, its replacement should be a door compatible with the building style. Every effort should be made to match the original in size, shape, design, proportion, and material.
- Transom windows, sidelights, and door trim should be retained. If necessary, custom storm sash can be made for sidelights and transom areas. Also, sidelights and transom sash can often be retrofitted with insulating glass units.
- Wood storm and screen doors are most compatible with historic buildings. Aluminum or other material storm doors may be considered if the finish is in a color to match the existing door or trim. Such doors should be fitted properly to the door opening, requiring no spacers to fit within the door frame. Modern storm doors with minimal decorative elements should be used so as not to detract from the style of the main door. Full view type storm doors are ideal because they allow the original door to be readily seen from the street.
- Historic hardware (*knobs, hinges, handles, knockers, locks, etc.*) should be repaired and retained. If required, replacement hardware should be compatible with the building's style. Replacement hardware that is unobtrusive and simple in design is preferred.
- Original garage doors that add to the character of a garage should be repaired and retained. If beyond repair, the original door(s) should serve as a model for design of a replacement. Overhead garage doors of a compatible design will be considered in the interest of security and safety.

### **Not Appropriate**

- It is not appropriate to eliminate or cover historic door openings or to create a new door opening on a principal facade where visible from the street. If a new opening is required to provide access, it should be distinguishable as a modern alteration to the building, but should remain compatible in design with existing openings.
- Removal rather than repair of distinctive door features such as stained or leaded glass, transoms, or decorative molding is strongly discouraged. If severely deteriorated, these features should be replaced in-kind. Before discarding unsalvageable features, take care to document the historic design, material, and method of construction, so that accurate reconstruction is possible in the future.
- It is not appropriate to install storm doors in a way that will obscure or damage a historic door and/or door opening.
- When possible, avoid altering the size of a historic garage/ancillary building door opening or replacing the existing doors unless accessibility is an issue.

## **PORCHES**

*Porches are a defining element of architectural style. Many houses constructed in the Newburgh Historic Districts had front porches and/or a combination of side and back porches. Historically, porches were valued as an extension of interior space. As such, they were susceptible to alterations and enclosure by owners attempting to bring their house up to date or to add living area to their dwelling. Other times, porches simply fell victim to deferred maintenance and were removed.*

### **Appropriate**

- Retain and repair original and existing porches that help to define the historic character of a building, considering both function and style.
- If a porch or any of its distinctive elements must be rebuilt due to deterioration or structural instability, retain and preserve as much of the original material and detail as possible.
- Always assess the significance of a non-original porch before considering removal or alteration to it. Such porches may have attained historic importance as evidence of the evolution of the building.
- If a porch is missing, a replacement porch should be based on evidence of the original porch design, shape, size, location, and details. Good sources for information include old photographs, outlines in the paint, remnants of porch foundations, similar houses in the area, and oral descriptions from previous owners.
- Where no evidence of the original porch remains, new porch construction should reflect a form typical for the period of the building, yet remain easily identifiable as a modern addition.

### **Not Appropriate**

- Altering the primary facade of a building by removing and/or changing historic porch posts, railing, flooring, or trim is discouraged unless such elements will be replaced in-kind.
- When deterioration is minor, total replacement of a porch element is not recommended. Reasonable effort should be made to salvage and repair original materials, replacing only those sections that are damaged beyond repair.
- The substitution of modern materials for original/historic detail is not appropriate, unless replacement in-kind creates an economic hardship or is not technically feasible.
- Avoid removal and replacement of original stone or concrete steps and avoid replacing original wood floors with concrete. When possible, traditional methods of repair should be used to restore these elements for use.
- The enclosure of a front porch, or a second story sleeping porch located on a primary elevation, is not considered appropriate. Enclosing side and rear porches in a way that will damage existing historic fabric should also be avoided.
- Introducing new porches, where historically none existed, may diminish the historic character of a building. Caution should be taken to locate new porches on non-character defining elevations and to minimize damage to the historic structure.

- Adding undocumented ornamentation or elements of style to a historic porch or primary entrance creates a false sense of the building's historic appearance.
- The construction of a modern porch deck on a primary facade detracts from the historic feel of the neighborhood and is, therefore, never appropriate.

## **SITE DEVELOPMENT AND LANDSCAPING**

*Preserving the distinctive historic features of each property's surroundings is important to maintaining the historic visual character of the Newburgh Historic Districts. Mature trees and plantings, historic gardens, hedge rows, and created, as well as, natural site features are just a few examples of elements that contribute to our sense of a property's historic relationship to its neighborhood.*

### **Appropriate**

- Retain and preserve the historical relationship between any character defining buildings, structures, and landscape elements and the site. Preservation of a site's historic topography is especially important in areas that are visible from the public right-of-way.
- Repair, rather than replace, deteriorated historic site elements such as trellises, gazebos, benches, terraces, driveways, gardens, and landscape plantings that are in need of pruning.
- When necessary, replace missing or severely damaged elements with new features that are compatible with the overall character and design of the historic site.
- The introduction and location of contemporary site elements such as swimming pools, playground equipment, benches, storage/trash units, decks, patios, driveways and off-street parking should be done in a manner that will maintain and/or enhance the historic character of the site.
- Mature plantings should be preserved unless they pose a threat to the preservation of buildings or sites. Removal of mature trees shall be reviewed by the Administrator except in the event of damage to a mature tree as a result of lightning or wind. A mature tree is defined as a shade tree that is twelve (12) inches in diameter or larger, an ornamental tree that is four (4) inches in diameter or fifteen (15) feet high, or an evergreen tree that is eight (8) inches in diameter or fifteen (15) feet high.
- Diseased or damaged plantings including mature trees, hedge rows, and foundation shrubberies should be replaced in-kind or with a similar species that will preserve the pattern of openness or enclosure historically associated with a property or with the streetscape as a whole. Species that are particularly susceptible to disease or predators may be substituted in accordance with the recommendation of a professional arborist.
- When required, additional off-street parking areas should be situated at the rear of the property (oriented toward existing alleys when possible) and appropriately screened from public view.
- In addition to these recommendations, driveway and off-street parking construction projects must comply with current Town Codes pertaining to material, design, placement, and issues of property maintenance.

## Not Appropriate

- Significant changes in site topography by way of excessive grading or the addition of slopes and berms should be avoided.
- Removal of mature trees and landscape plantings is not appropriate except in cases of severe decay, or when a threat to public safety or the stability of a nearby structure exists. Generally, removal of any tree over five (5) inches in diameter and five (5) feet in height will require review and approval by the Historic Preservation Commission.
- When landscaping a historic property, avoid suburban massing and decorative yard embellishments that are characteristic of an incompatible time and place.
- Excessive foundation plantings can trap moisture against a historic building, accelerating deterioration, and are strongly discouraged.
- Demolishing historic buildings to provide for additional parking is not appropriate.
- Creation of a new driveway that will be accessed from the primary streetscape would not be acceptable if historically a curb-cut for the property never existed.

## FENCING AND WALLS

*Although a wide variety of modern fence types currently exist within the Newburgh Historic Districts, relatively few examples of historic fencing have survived. While the use of ornamental iron fencing has been documented in some instances, for reasons of affordability and versatility of style, wooden fences would have been common. Additionally, as the Historic Districts evolved, fencing would have characteristically been more functional in use.*

## Appropriate

- Retain and preserve existing fences that contribute to the historic character of a property.
- Maintain and repair through appropriate methods the defining features of historic fencing including material, height, configuration, ornament, and functional design.
- If replacement is required due to deterioration, remove only those portions that are damaged beyond repair and replace in-kind, matching the original in material, design, placement, and appearance.
- When reconstructing a historic fence, the new construction should be based on existing documentation of the original that clearly identifies the defining features including material, height, scale, configuration, ornament, and detail.
- The introduction of new fences should be limited to those areas of the property that are not readily visible from the public view. *Refer to the section on New Construction for guidelines on the construction of modern fencing.*
- Modern fences should be located in a way that complements the historic boundaries of the property without concealing its character defining features.

## Not Appropriate

- Coating historic fencing with modern materials is generally not recommended.

- Modern fences should not attempt to look historic. Instead, these features should strive to enhance the character of the property by employing an appropriate material, scale, height, and configuration.
- Utilitarian/privacy fences should never be installed in front of the primary dwelling, along the secondary property line of a corner lot, or beyond the midpoint between the front facade and the rear wall of a primary structure.

## **RETAINING WALLS**

*Retaining walls are found in several areas of the Newburgh Historic Districts. They are often a dominant visual element of the streetscape. Stone walls appear most often, brick occasionally, and there are some concrete retaining structures. Retaining walls help to minimize yard work but do require routine maintenance to keep up their appearance and structural integrity.*

### **Appropriate**

- Provide for periodic inspection and repair as needed. Winters and wet weather are extremely hard on all retaining walls.
- Ensure proper runoff for rainwater, especially from gutter downspouts.
- Prevent damaging plants from penetrating retaining walls with their root systems.
- Make repairs so that the pattern of material and the masonry joints match the existing wall.
- Historic stone walls should be left unpainted.
- Respect the style of the house and existing walls along the streetscape when designing new retaining walls. New construction will require a Certificate of Appropriateness from the Historic Preservation Commission.

### **Not Appropriate**

- Avoid introducing new street-front retaining walls on a lot that did not originally have them.
- Inappropriate methods of repair can sometimes do more harm than good. When patching or parging stone walls, it is critical that a straight Portland cement mix not be used as the patching material. A cement mix containing more than 20% Portland cement will not provide the elasticity needed during freeze/thaw cycles, and the resulting penetration of moisture will accelerate deterioration of the wall structure.
- The use of modern materials in replacement of existing retaining walls is discouraged. Railroad ties, landscape timbers, and new cast stone units are not appropriate for street-front use in historic districts. If replacement is necessary because of the condition of the wall, first consideration should be given to dismantling and rebuilding the wall using the original stone material and method of construction.
- Using excessive force during repair efforts can result in additional damage to historic stone materials. If concrete has been used to parge a masonry wall, let natural weathering loosen the parging rather than using a jack hammer or hammer and chisel to remove it.

## **PRIVATE WALKWAYS AND STEPS**

*Part of the ambience of the Newburgh Historic Districts is derived from the orientation of individual buildings to the streetscape. Historically, the inviting steps and private walkways served to welcome visitors to front doors and to guide guests around the landscape. Preserving historic walkways and steps is important to preserving the ambience of Newburgh's heritage.*

### **Appropriate**

- Retain and repair historic walkways and steps.
- If replacement of a missing/deteriorated walkway or stairway is required, the size, scale, and material selection for the replacement should be compatible with the character of the neighborhood. Use as examples other historic walks and steps that exist on the property or in the immediate area. Photograph documentation of the historic property could also be useful in determining an appropriate replacement design and material.
- Use of a concrete dye will help blend replaced sections of sidewalk/steps with the original units and is generally recommended.

### **Not Appropriate**

- Use of contemporary materials and patterns, such as interlocking concrete pavers, for front walks is strongly discouraged.
- When replacement of an existing walkway or steps will be required, it is usually not appropriate to introduce a new width, style, or contrasting material, etc.
- Use of historic, soft-fired building bricks to create private walks and stairways should be avoided. These bricks are actually quite brittle and will not hold up through typical winter weather conditions.

## **LIGHTING**

*Historically, private lighting within the Newburgh Historic Districts was fairly sparse. Houses did not make use of exterior ground lighting and only occasionally were exterior gas fixtures used to light the porch. Early 20th century homes more commonly used exterior lighting on porch ceilings and at entrances, but still very few utilized yard lighting. Introduction of yard light fixtures, pathway lighting, and or accent architectural lighting would be appropriate taking into consideration the following recommendations:*

### **Appropriate**

- Repair and maintain historic exterior fixtures whenever possible. When required, replacement in-kind, or with fixtures that maintain a similar material appearance, design and scale, is always recommended.
- New yard and street light fixtures should be oriented toward the pedestrian in terms of scale, location, and intensity of illumination. Fixture design should be compatible with the overall character of the property/streetscape. Generally, a simple pole with a single unadorned globe is appropriate.
- All exterior lighting should be directed so as to prevent light spill over to adjacent properties or onto the street. Whenever possible, consider low-level lighting sources.
- Motion activated flood lights are appropriate for rear yards and alley orientation. Motion detector porch fixtures should complement the character of the building.

- Dusk-to-dawn lights should be mounted on the alley/rear side of buildings and located so as to light only the subject property.
- Accent lighting should be used to highlight defining features of buildings and landscape. Accent lighting fixtures should be hidden from view.

### **Not Appropriate**

- Without documentation, it is not appropriate to install period light fixtures that will create a false sense of the history of a property.
- Avoid the use of accent lighting that is so intense or bright that it illuminates the entire building/property, rather than its distinctive features.

### **SIGNAGE**

*All privately owned signage being placed within the Newburgh Historic Districts must comply with the existing Town Zoning Ordinance, specifically Section 130.11 SIGN ORDINANCE, as amended. Signage must also be permitted by a Certificate of Appropriateness from the Historic Preservation Commission. In the event of conflict between these guidelines and Zoning requirements, the more restrictive requirements will apply.*

### **Appropriate**

- New signage should be unobtrusive, relating to rather than obscuring the design elements of the building or site.
- Sign materials should complement those found on the related building, or that are common within the Districts. Metal, stone, or painted wood signs are generally most appropriate.
- Commercial signage that advertises a business or service should be simple in design, preferably identifying only the name, purpose, and address on a sign structure sized for reasonable legibility.
- Ground signs should be mounted low to the ground to avoid blocking the pedestrian's view. Signs mounted on low, landscaped bases may also be appropriate.
- Accent lighting used to illuminate signs should be installed in a manner that minimizes visibility of the light fixture and does not result in glare. External illumination should be from the top down, not from the bottom up.
- Sandwich board or A-frame signs as described within the Zoning Ordinance are appropriate and add to the overall character of the Historic Districts.
- Fabric awnings on commercial buildings are preferred over metal or wood in most cases.

### **Not Appropriate**

- Internally illuminated signs are prohibited.
- Plastic signs are not appropriate.
- Flush mounted signs should not conceal architectural features or detail.

## **MECHANICAL EQUIPMENT AND LIFE SAFETY**

*While protecting the historic character of the Newburgh Historic Districts is the primary concern of the Historic Preservation Commission, it is equally important to the future of the neighborhood that the Districts be functional for modern lifestyles and that the buildings meet the needs of modern families. Accommodating technological and safety required devices in a way that is sensitive to the historic fabric of the Districts can be achieved by applying the following:*

### **Appropriate**

- When proposing a new use for a historic property, it is important to first consider whether all accessibility and life safety codes can be satisfied without significantly compromising existing historic fabric.
- Safety requirements should be met in a way that does not detract from the appearance of a historic building. Exterior stairs and elevator additions should be placed on the rear or side of the building. Handicapped accessible ramps should be designed so as not to diminish the elements of a character defining elevation.
- Some variances from local and federal codes may be granted for historic buildings when a project is designed following the design guidelines and with provisions that keep the safety of the occupants in mind.
- Mechanical equipment including TV antennas, solar panels, telephone and electrical wiring, satellite dishes, HVAC units, window units, etc. should be installed at the rear of the building or in an inconspicuous place that is not highly visible from the public right-of-way.
- Appropriate landscaping and fencing can be used to shield mechanical systems and safety elements from public view.
- Swimming pools should be located, landscaped, and screened so they are not visible from public view.

### **Not Appropriate**

- Attaching mechanical elements using a method that will cause permanent damage to the historic fabric of the building is not appropriate.
- Significantly altering the historic appearance of a primary entrance in order to accommodate modern fire escapes and access ramps is not appropriate.

## **ADDITIONS AND ANCILLARY BUILDINGS**

*As with most historic districts, the Newburgh Historic Districts are primarily comprised of buildings that have evolved significantly over time in order to meet the needs and demands of new owners and new uses. Major additions and the construction of modern garages have historically been commonplace. Many of the changes and improvements made to District properties have taken place throughout the history of the Town, therefore gaining historic significance making them worthy of preservation.*

*From time-to-time the construction of new additions and ancillary structures may also be necessary in order for some historic properties to remain in use. When designing a new addition or planning the construction of a garage or outbuilding, refer to the sections of these guidelines regarding Elements of Design and New Construction. **All additions and new ancillary buildings must be reviewed and approved by the Historic Preservation Commission prior to beginning construction.***

### **Appropriate**

- Retain and preserve existing additions and ancillary structures that relate to the historic evolution of the property and, therefore, have achieved significance of their own.
- If an existing addition or ancillary building is determined historic, plans for rehabilitation should follow the recommended guidelines for treatment of its historic elements (i.e. masonry, siding, trim, windows, roofs, etc.).
- Repair rather than replace damaged or deteriorated features of historic additions and ancillary buildings. When replacement is necessary, only the portions that are damaged should be removed.
- Replacement of historic materials should be in-kind, that is, using the same material and using the same design. Substitute materials should only be considered when use of the original material is not technically feasible or will result in an economic hardship.
- Reconstruction of a historic addition or accessory building that is missing or deteriorated beyond repair must be based on accurate documentation of the original structure and must be in accordance with the Secretary of the Interior's Standards for Reconstruction.

## NEW CONSTRUCTION

New construction may include projects such as structural additions to a primary building, construction of a garage or outbuilding, fences and retaining walls, swimming pools, etc. **All new construction taking place in the Newburgh Historic Districts requires review and approval of a Certificate of Appropriateness by the Historic Preservation Commission before work begins.**

When planning a project that will require new construction on historic property, careful consideration should first be given to the previous section of this manual regarding Elements of Design. Following these general principles for determining the mass, pattern, alignment, and scale that is appropriate will help ensure that the new construction will not adversely impact the character of the Newburgh Historic Districts. In addition, new construction should also keep in mind the following guidelines:

### General Appearance

- In general, new construction should strive to be compatible with neighboring properties by conforming in size, scale, massing, height, rhythm, setback, and material.
- New construction should not attempt to look old, but should be distinguishable as a product of its own time. It is desirable for new construction to maintain the basic design character of the Historic Districts without attempting to create a history that never existed.
- New construction should be built with foundations of similar height and materials to surrounding buildings.

### Building Placement

- Because the setback and spacing of buildings varies greatly within the Newburgh Historic Districts, placement of new construction on a lot should be consistent with that of similar structures on adjacent and surrounding properties.
- Infill construction should reflect typical front and side yards found to be characteristic of the block on which the new construction will be located. Total coverage of a site is not appropriate unless doing so is compatible with the surrounding area.

### Materials and Details

- The materials and details used in new construction should complement materials and details used on nearby buildings. The dimensions, textures, and patterns of building materials should complement those on surrounding historic buildings. Natural and traditional materials are **appropriate**, including wood siding, stone, and brick.
- Synthetic materials including asphalt siding, wood textured metal or vinyl siding, and artificial stone or brick veneer are **not appropriate**. In some instances, a cement base siding may be determined acceptable if an appropriate width and treatment of trim detail can be agreed upon.
- The introduction of modern industrial materials such as metal framing, concrete block, dryvit, and plate glass threatens the continuity of the Districts and are **not appropriate**.

- Diagonal and vertical siding are generally **not appropriate**.
- New wood surfaces should be painted, and new brick or stone surfaces should relate in texture and color to other materials of the same kind that are found in the Districts.
- Color schemes selected for new construction are a significant design consideration. Although the Historic Preservation Commission does not review paint color for approval of a Certificate of Appropriateness, staff and the Commission are available to recommend appropriate colors for properties located in the Historic Districts. In general, colors should relate to surrounding structures and to the style of the new construction.

### **Porches**

- Porches are an important defining characteristic of individual building styles. With architecturally diverse districts like the Newburgh Historic Districts, the range of porch types available to choose from is equally diverse. In general, porch treatments on new construction should relate to the treatment of existing adjacent structures.
- Consideration should be given to the appropriate treatment of the new porch height, width, orientation, spacing, and massing of vertical supports and balustrades, roof structure, and materials.
- Decks and patios should be kept to the rear of the primary building where they will not be visible from the public view.

### **Windows and Doors**

- The windows and doors on new construction should relate in proportion and pattern to those used on existing and adjacent structures.
- Double-hung windows are the most commonly found window type in the Historic Districts and are, therefore, preferable. There is little precedent for windows that emphasize a horizontal orientation such as picture or sliding glass windows.
- While the use of raw (silver finished) metal windows and doors is not recommended, aluminum units that are appropriately color treated or vinyl coated may be deemed **appropriate**.

### **Roofs**

- The architectural diversity of the Newburgh Historic Districts offers a wide variety of roof forms that would be acceptable for new construction. The selected form should be compatible in roof height, pitch, and material with existing adjacent structures.
- The roof form of a secondary structure should match that of the primary structure in pitch and material if visible from the street.
- Roof treatment such as skylights, vents, metal chimneys, and antennas should not be placed on a roof plane that is visible from the public right-of-way.

### **New Additions**

- New additions should be limited to non-character defining elevations of the building and should be positioned away from the public view.

- Additions should break back from the wall plane of the original structure, even if only by a few inches. In some cases, an addition positioned to the rear of a building could be designed wider than the original if the extension will not be readily visible from the street.
- Additions should be compatible in mass, scale, pattern, and alignment but should remain easily identifiable as contemporary products of the property's evolution. *See earlier section on Elements of Design.*
- When possible, new additions should be constructed as self-supporting buildings so that damage to existing historic fabric is minimized. This approach also provides for future removal of the addition without damaging the historic structure or materials.
- Avoid covering or removing significant architectural detailing to allow for new additions.
- Altering the roof line of a historic building, by changing roof pitch or slope or by adding dormers or skylights on the main facade, is **not appropriate**.
- A new addition should be designed so that it is both sensitive to existing building character and easily differentiated from the original structure. An addition should not attempt to look as if it were always there.
- Always avoid additions to primary facades that will be readily visible from the public view.
- When designing new additions or ancillary buildings, keep in mind that imitating historic styles and details will result in a false display of the building's history and is **not appropriate**.

## **Outbuildings**

- Construction of new outbuildings should complement, rather than imitate, the existing structure(s) in use of design elements, materials, roof form, window and door treatment, and color. In other words, new outbuildings should not attempt to look historic.
- New outbuildings should reflect the orientation of similar structures on adjacent and surrounding properties.
- The size and scale of a new outbuilding should clearly indicate its intent as a secondary structure. New ancillary buildings should not overpower the historic structure in appearance or substantially dominate historically unbuilt areas of the property.
- New outbuildings should be constructed to the rear of the primary structure and should not be visible from the public view. In situations involving a corner lot where the building would be visible from a secondary street, placement should be toward the back of the lot and along the side street.
- Access to a newly constructed outbuilding should be from an alley way if at all possible. Where alleys do not exist, curb-cut driveways or garages that face the street may be acceptable.
- In the case of a double-car garage where there is visibility from the public view, two (2) single doors should be used to avoid the broad horizontal look of a double-wide door.

- Parking should not be located in front yards. Residential parking space should be restricted to the rear lot and commercial to the side or rear.
- The scale and intensity of required lighting for parking space should not detract from the character of the Historic Districts.
- All paved parking should be screened from public view with appropriate landscaping.

### **Fencing & Landscaping**

- All fencing must comply with the existing Town Zoning Ordinance, specifically Section 130.3(B). In the event of conflict between these guidelines and Zoning requirements, the more restrictive requirements will apply.
- New rear yard fencing should not extend forward past the midpoint between the front and back facades of a primary structure and should be no more than forty-eight (48) inches in height.
- New fencing should always complement the primary structure in style. Fence types such as basket weave, shadow box, split rail, stockade, louvered, widely-spaced ornamental picket, and chain-link that are over four (4) feet in height are **not appropriate**.
- Appropriate rear yard fencing materials include lattice panel, vertical boards (either abutted or spaced), welded or woven wire (*with hedge*), and clad chain link, if not seen from the street.
- Privacy fences may be used to enclose areas not readily seen from the street. Such fences should not exceed a maximum height of seventy-two (72) inches. Use of privacy fences on corner lots will require the approval of the Historic Preservation Commission.
- When permitted, front yard fencing should be open in style and no taller than forty-eight (48) inches. Wooden picket, wrought iron or aluminum, and certain decorative wooden fence types are typically the only **appropriate** materials for use in front of a primary structure.
- Wooden fences should always be painted or stained opaque, and all fences must be installed with finish sides facing the street.
- Refer to the section on Rehabilitation for guidelines on appropriate site development and landscaping.

## **MOVING AND DEMOLITION**

### **MOVING HISTORIC BUILDINGS**

Historic buildings should only be moved as a last resort. Relocated buildings are normally ineligible for the listing on the National Register. Moving a listed building could result in the delisting of that building from the National Register. **Moving a historic building requires approval of the Historic Preservation Commission.**

- The building to be moved should be in imminent danger of demolition at its present site, or the building has been altered so that it has lost its historic significance.
- If the relocated building is moved within a historic district, it should be compatible with the architectural styles, scale, materials, mass, and proportions of its new context.

### **DEMOLITION OF BUILDINGS**

The historic buildings that remain within the districts today are important pieces of the history and heritage of Newburgh. All sizes and styles of historic buildings are important to each District, and demolition of any building should be carefully considered because of the potential impact on the Districts as a whole.

Demolition includes removing the entire structure, removing part of the structure, or removing additions to the structure. Full deliberation of all alternatives is essential before action. No permit shall be issued until the application has been on file with the Zoning Administrator at least 48 hours, not counting Saturday, Sunday, or a legal holiday. Issuance of all Demolition Permits requires approval of the Newburgh Planning Commission and concurrence of the Newburgh Historic Preservation Commission. Failure to obtain a permit before removal of a structure shall be punishable by a civil fine not to exceed \$2500 in accordance with Ordinance 2000-22.

Demolition may be considered under the following circumstances:

- The building is deemed beyond all repairs economically feasible.
- The building has deteriorated to such a state that the building is considered an immediate threat to health and safety.
- The building has no historic or architectural significance in the opinion of the Newburgh Historic Preservation Commission.

### **Application**

An application for a Demolition Permit should be filed with the Zoning Administrator, the Historic Preservation Commission's Administrator.

### **Necessary Documentation:**

- Site plan indicating existing structures, major landscaping, and location of building or structure to be demolished.
- Photographs showing a view from the street or a view of the building to be demolished and adjacent properties.
- Photographs or other evidence of the state of deterioration, disrepair, and structural stability of the structure to be demolished.

- Full description of the intended use of the property after demolition and additional supporting materials necessary for the Historic Preservation Commission to make an informed decision.
- Statement of alternative(s) to demolition that have been considered and reasons for dismissal.

**If a Demolition Permit is granted:**

- The building should be documented with photographs of the building, structure, principle elevations, architectural elements, and other features of both the interior and exterior.
- Neighboring buildings that share party walls should not be damaged.
- The site should be properly cleaned and reseeded if no building will replace the existing structure.
- If a new building is to be built on that site, it must conform to the guidelines for new construction within the Historic Districts.
- A Demolition Permit shall remain valid for six (6) months after it has been issued.

**DEMOLITION BY NEGLIGENCE**

A property owner's failure to maintain a historic property properly can result in its eventual demolition due to the loss of its structural integrity. Such irresponsible treatment of historic structures conflicts directly with the goals of the Town in establishing the Historic Districts. Consequently, demolition by neglect may result in enforcement action by the Town under Ordinance 2006-10. This ordinance specifies standards under which deterioration may be evaluated to determine if a structure is undergoing demolition by neglect. If so, enforcement may be initiated to require the repair of the property.

## GLOSSARY

**Alignment:** the linear relationship of buildings along a streetscape.

**Baluster:** an upright member supporting a railing or banister.

**Balustrade:** a porch or stair railing composed of balusters and capped with a handrail.

**Bargeboard:** a decorative board attached to the gable ends of a roof.

**Bay:** a structural division of a building, usually marked by vertical elements such as windows or doors.

**Bay window:** a window which protrudes from the plane of the wall, filling a bay.

**Belt course:** a projecting ornamental band that wraps horizontally around a building.

**Bond:** the pattern created by the arrangement of bricks within a wall.

**Bracket:** a decorative element that appears to support the eave or other overhangs of a building.

**Capital:** the decorative top of a column or pilaster.

**Casement:** a hinged frame for a window that swings open and shut like a door.

**Clapboards:** a traditional siding of narrow, horizontal, overlapping, wooden boards, usually four (4) to six (6) inches wide on older buildings.

**Column:** a vertical pillar, either structural or decorative in design.

**Corbel:** a bracket or support created with stepped or overlapping bricks or stones.

**Cornice:** ornamental molding that protrudes along the top of a building; exterior trim where the wall meets the roof.

**Cupola:** a small, domed or pointed structure that rises above a roof.

**Dentil:** small, squared ornamental blocks placed regularly in a row at the bottom of a cornice; forms a molding that resembles teeth.

**Dormer:** a roofed structure, usually containing a window, that protrudes from the slope of a roof.

**Double-hung Window:** a window with two sash that open by sliding one vertically past the other.

**Eave:** the underside of the roof that extends beyond the wall of a building.

**Elevation:** a vertical surface of a building or structure; a scaled drawing or plan of a vertical surface of a building or structure.

**Facade:** the front or principal face of a building.

**Fascia:** the horizontal band that forms the trim along the edge of a flat roof, or along the horizontal side of a pitched roof.

**Fenestration:** the arrangement, proportion, and pattern of window openings in a wall.

**Finial:** a pointed ornament placed at the top of a spire, gable or pinnacle of a roof.

**Flashing:** pieces of metal for waterproofing roofing joints.

**Frieze:** the decorative band below the cornice.

**Gable:** the triangular portion of a wall between opposite sides of a sloping roof.

**Gable Roof:** a single-pitched roof with a gable at each end.

**Gambrel Roof:** a pitched roof having two (2) slopes, the lower one being steeper than the upper.

**Hip Roof:** a roof having a uniformly pitched slope on all four (4) sides.

**In-kind:** a term used to describe the notion of replacing historic elements that have been removed from a building with something that is identical in material, size, color, texture and style to the original.

**Integrity:** the intact condition of a property's historical characteristics.

**Keystone:** the central brick or stone of an arch usually found over a window or door opening.

**Light:** an individual pane of glass.

**Lintel:** a horizontal beam over a window or door opening; a lintel may be decorative or may be used to carry the construction load above.

**Mansard Roof:** a roof having two (2) slopes on all four (4) sides, the lower one being steeper than the upper.

**Molding:** a decorative band or strip with a profile that is generally used in cornices and as trim around window and door openings.

**Mullion:** the vertical member that divides, and often supports, a series of windows.

**Muntin:** a narrow bar dividing a window into individual lights.

**Oriel Window:** a projecting bay window that extends from the wall and is supported by brackets.

**Parapet:** a low wall at the edge of a roof.

**Pediment:** a low-pitched gable that crowns a facade or that is used as an ornament above a door, window, or portico.

**Pilaster:** a shallow rectangular column which is mounted on a wall surface, often made to resemble a classical column.

**Portico:** a central porch, usually supported by columns and having a pediment.

**Preservation:** the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property.

**Profile:** the appearance of a tooled mortar joint.

**PSI:** pound per square inch; used to describe the amount of pressure appropriate for use when cleaning historic building materials.

**Quoins:** ornamental stone or brick used to accentuate the corners of buildings.

**Reconstruction:** the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

**Rehabilitation:** the act or process of making possible a compatible use for a property through repair, alterations and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

**Remodeling:** the make over of a building by removing or destroying its original features and substituting them with new materials that are modern in appearance.

**Restoration:** the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

**Ridge:** the intersection of two (2) sloping sides of a roof.

**Shake:** a thick, rustic looking wood shingle made by splitting, rather than sawing a log.

**Sidelights:** the narrow vertical windows that flank the side(s) of a doorway.

**Shed Roof:** a low sloping plane that extends out from a wall of a building, usually creating a porch roof or the roof of a projecting bay or dormer.

**Sill:** the bottom horizontal member of a window frame.

**Soffit:** the under side of the cornice or eaves which provides protection for the sub-roofing, usually exposed and finished with wood or metal.

**Transom:** a small window located over a door or another window which allows for additional light and ventilation.

**Veneer:** an exterior facing of brick, stone, stucco, etc. that provides a decorative but non-load-bearing surface.

**Vernacular:** regional or folk building forms and techniques that sometimes incorporate elements of stylized architecture.

**Water Table:** a projecting ledge above the foundation that is sloped to direct water away from the structure.

## RESOURCES

### National Preservation Organizations

The National Alliance of Preservation Commissions	Hall of States, Suite 342 444 North Capitol Street Washington, D.C. 20001	301.663.1490	<a href="http://www.sed.uga.edu/psa/programs/napc/napc.htm">http://www.sed.uga.edu/psa/programs/napc/napc.htm</a>
The National Main Street Center The National Trust for Historic Preservation	1785 Massachusetts Avenue, N.W. Washington D.C. 20036	202.673.4219	<a href="http://www.mainst.org">www.mainst.org</a>
The National Park Service Preservation Assistance Division Technical Preservation Services	P.O. Box 37127 Washington, D.C. 20013-7127	202.343.9573	<a href="http://www.cr.nps.gov">www.cr.nps.gov</a>
The National Trust for Historic Preservation	1785 Massachusetts Avenue, N.W. Washington, D.C. 20036	202.673.4296	<a href="http://www.nthp.org">www.nthp.org</a>

### State Preservation Organizations

Division of Historic Preservation and Archaeology	402 W. Washington Street Room W274 Indianapolis, IN 46204	317.232.1646	<a href="http://www.in.gov/dnr/historic/">http://www.in.gov/dnr/historic/</a>
Historic Landmarks Foundation of Indiana	340 West Michigan Street Indianapolis, IN 46202	800.450.4535	<a href="http://www.historiclandmarks.org">http://www.historiclandmarks.org</a>

### Local Preservation Resources

Historic Landmarks Foundation of Indiana Southwest Field Office	P.O. Box 20215 Evansville, IN 47708	812.423.2988	
Historic Newburgh, Inc.	9 West Jennings Street Newburgh, IN 47630	812.853.2815	<a href="http://www.historicnewburgh.org">http://www.historicnewburgh.org</a>

### Technical Resources

Town of Newburgh Zoning Administrator Historic Preservation Commission	Town Hall Newburgh, IN 47630	812.853.2728	<a href="http://www.newburgh-in.gov">www.newburgh-in.gov</a>
Newburgh Town Manager	Town Hall Newburgh, IN 47630	812.853.3578	<a href="http://www.newburgh-in.gov">www.newburgh-in.gov</a>
Newburgh Clerk-Treasurer	Town Hall Newburgh, IN 47630	812.853.7111	<a href="http://www.newburgh-in.gov">www.newburgh-in.gov</a>

