



Town of Riverhead Landmarks Preservation Commission

INTRODUCTION TO GUIDELINES



WHY IS HISTORIC PRESERVATION IMPORTANT IN RIVERHEAD?

The Town of Riverhead recognizes that the character and quality of life enjoyed by its citizens depend in great measure upon the Town's rich heritage. This historical, cultural, architectural, archeological, social and economic heritage is entrusted to each generation, enriched and passed on to future generations.

These *Guidelines* were developed in conjunction with the Town of Riverhead's Landmarks Preservation Commission (LPC) and Architectural Review Board (ARB). Please review this information during the early stages of planning your project. Familiarity with this material can assist in moving a project quickly through the approval process, saving applicants both time and money.

The LPC and ARB encourage informal informational meetings with potential applicants who are considering a project that might include exterior changes to their properties. Please call the Building Department at (631) 727-3200 ext. 213.

Nothing in these *Guidelines* shall be construed to prevent ordinary maintenance of repair with like materials of similar quality and color.

Additional *Guidelines* addressing other historic building topics are available at Town Hall and on its web site at www.riverheadli.com. For more information, to clarify whether a proposed project requires LPC review, or to obtain permit applications, please call the Building Department at (631) 727-3200 ext. 213.

HOW IS HISTORIC PRESERVATION RECOGNIZED IN THE TOWN OF RIVERHEAD?

To promote the continued enhancement of local heritage, the Town of Riverhead enacted the Landmarks Preservation Ordinance in 1975 and revised it in 2006 (Chapter 73 of the Riverhead Town Code.)

The Town Board of the Town of Riverhead finds that the protection, enhancement and perpetuation of landmarks and historic districts is necessary to promote the economic, cultural, educational and general welfare of the public. Inasmuch as Riverhead has many significant historic, architectural and cultural resources which constitute its heritage, this chapter is intended to:

- A. *Protect and enhance the landmarks and historic districts, which represent distinctive elements of Riverhead's historic, architectural and cultural heritage;*
- B. *Foster civic pride in the accomplishments of the past;*
- C. *Protect and enhance Riverhead's attractiveness to residents and visitors; and*
- D. *Ensure the harmonious, orderly and efficient growth and development of the Town.*



The Suffolk Theater, completed in 1933, was designed by New York architect R. Thomas Short, epitomizing the vibrancy and exuberance of the Art Deco style.



The pre-1870 Moses Benjamin House is located to the left, and the c. 1830-40 Davis-Corwin House to the right.

WHAT IS A HISTORIC RESOURCE?

A historic resource is an individual building, structure, site, object or district that has been determined to have historical significance and whose distinctive character conveys a unique architectural and cultural heritage. A survey of Riverhead's historic resources is maintained by the Landmarks Preservation Commission and is available at Town Hall.

As stated in Chapter 73 of Riverhead's Town Code, a historic Landmark in Riverhead:

- Possesses special character or historic or aesthetic interest or value as part of the cultural, political, economic or social history of the locality, region or state; or
- Identifies with historic personages; or
- Embodies distinguishing characteristics of an architectural style; or
- Has the unique location or singular physical characteristic, or represents an established and familiar feature of the neighborhood.

Historic Districts are comprised of significant concentrations of historic resources. Although all properties within Historic Districts are important to the sense of place, it is understood that some resources are more significant than others. Resources in the Town of Riverhead's Historic Districts can be classified into two categories:

- **Contributing:** Resources that are integral components because they are historically or architecturally significant
- **Non-Contributing:** Resources that are not historically or architecturally significant

Although all properties within the bounds of a Historic District are subject to the review of the Landmarks Preservation Commission, the Commission will tend to be more flexible with reviews of non-contributing resources than contributing resources.

WHAT ARE THE BENEFITS OF HISTORIC RESOURCES?

Although each property owner can define the benefits of a historic resource based upon his or her personal experience, historic resources have been found to:

- Increase neighborhood stability and property values
- Preserve the physical history of the area
- Promote an appreciation of the physical environment
- Foster community pride and self-image by creating a unique sense of place and local identity
- Increase the awareness and appreciation of local history
- Increase local tourism
- Attracts potential customers to businesses

WHY HAVE DESIGN GUIDELINES?

The brochures that comprise the *Guidelines* are intended to act as a tool to help manage change and protect the Town of Riverhead's architectural and historical resources. They are intended to provide information and guiding principles rather than rigid rules to property owners, design professionals, contractors, the Landmarks Preservation Commission (LPC), the Architectural Review Board (ARB) and the Town of Riverhead with regard to historic resources. They are not intended to replace consultation with qualified architects, contractors, the LPC and ARB.

It is recommended that applicants review the information in the *Guidelines* brochures during the early stages of planning a project. Familiarity with this material can assist in moving a project forward quickly, saving applicants both time and money.

AVAILABLE GUIDELINES

The *Guidelines* addressing historic materials and building topics are available at Town Hall and on its web site at www.riverheadli.com. The following *Guidelines* were prepared as part of this project:

- *Introduction to Guidelines*
- *Guidelines for Exterior Maintenance*
- *Guidelines for Roofing*
- *Guidelines for Exterior Woodwork*
- *Guidelines for Masonry*
- *Guidelines for Wood Windows & Doors*
- *Guidelines for New Construction & Additions*
- *Guidelines for Commercial Buildings*

WHAT IS THE LPC?

The Landmarks Preservation Commission (LPC) is advisory to the Town Board and helps to protect the architectural and cultural heritage of Riverhead. Among its responsibilities, the LPC considers the effects of proposed exterior changes to individual, locally designated Landmarks, and to buildings and properties within locally designated Historic Districts, and reviews the appropriateness of those changes.

The seven members of the LPC are appointed by the Town Board. Most members of the LPC are Town residents and serve without pay in overlapping terms. The Town Board strives to include a member of the American Institute of Architects; an architectural historian; an attorney; and four Riverhead residents on the LPC.

WHAT IS THE LPC'S ROLE?

The Landmarks Preservation Commission conducts monthly meetings and has the power and duty to:

- Recommend designation of identified structures or resources as Landmarks, or Historic Districts.
- Act on applications for alterations to designated Landmark residential structures.
- Act on applications for exterior alterations or demolition of structures within a Historic District, which are not part of a site plan application.
- Review site plan applications, together with the ARB, for alterations to or demolition of a designated commercial structure or structures within a Historic District, or new construction within a Historic District.
- Adopt criteria for use in the identification of significant historic, architectural and cultural Landmarks and for the delineation of Historic Districts.
- Increase public awareness of the value of historic, cultural and architectural preservation by the development of and participation in public and educational programs or literature.
- Recommend acquisition of a Landmark structure by the Town Board where its preservation is essential to the purpose of this act and where private preservation is not feasible.



Both the LPC and ARB review commercial property applications in the Historic Districts.

WHAT IS THE ARB?

The Architectural Review Board (ARB) is advisory to the Town Board with regard to exterior alterations to and new construction of commercial properties. The purpose of the ARB is to:

- Promote those visual qualities in the environment which bring value to the community.
- Foster the attractiveness of the community as a place to live and work.
- Preserve the character and quality of Riverhead's heritage by maintaining the integrity of those areas which have a discernible character or are of special historic significance.
- Protect public and private investments in the area.
- Raise the level of community awareness and expectations for the quality of its environment.

The five members of the ARB are appointed by the Town Board. Most members of the ARB have experience or an interest in design and development of the Town of Riverhead.

WHAT IS THE ARB'S ROLE?

The Architectural Review Board conducts monthly meetings and has the power and duty to:

- Prevent the unnecessary destruction or blighting of the natural landscape or of the achieved man-made environment.
- Ascertain that architectural treatments have been designed so as to relate harmoniously to significant existing buildings that have a visual relationship to the proposed development.
- Coordinate compliance with other municipal ordinances that affect visual impact, such as the sign regulations contained in the Town Code and dumpster enclosures.
- Review site plan applications together with the LPC for alterations or demolition of a designated structure or structures within a Historic District, and make recommendations to the Town Board.

WHEN IS REVIEW REQUIRED?

In most instances, property owners or tenants will interact with the Landmarks Preservation Commission (LPC) when applying for a building permit for a proposed project that involves exterior changes to a non-commercial building or structure. Both the LPC and Architectural Review Board (ARB) will review commercial projects that involve a building within a Historic District or designated as a Landmark. LPC and ARB review are initiated with the submission for a site plan or building permit application and do not require a separate application form. The types of projects reviewed by the LPC and ARB include:

- Change of the exterior appearance of any building, structure, site, object or improvement including additions, alteration, reconstruction or replacement of materials if a building permit or site plan approval is otherwise required
- Construction of any new building
- Relocation or demolition of any building, structure, site, object or improvement
- The addition or removal of signs and awnings (reviewed by the ARB and not the LPC)

The LPC and/or ARB review proposed changes to determine whether they are appropriate to the individual property and within the surrounding historic context in regard to the architectural style, general design, arrangement, location and materials. Once the LPC and/or ARB determine that the proposed changes are appropriate, the Town Planning Department and Building Department will determine whether all other code related reviews are complete and a building permit should be issued for the proposed work. It must be stressed that LPC and ARB review is necessary but not sufficient for the granting of a permit. Each project is also subject to Town review for compliance with applicable zoning, building and safety codes.

WORKING WITHOUT A PERMIT

All work will be reviewed for compliance with the approved permit. If any changes are proposed after permit approval, please contact the Building Department at (631) 727-3200 ext. 213 to determine whether any additional reviews may be required.

Completed work that is not in compliance with the approved permit is subject to possible fines; removal; and restoration of the building, structure site or object to its appearance prior to the violation.

WHEN ARE LPC AND ARB REVIEW NOT REQUIRED?

- The LPC and the ARB are not required to review projects if a building permit or site plan is not otherwise required.
- The LPC and ARB do not review any interior changes, unless they affect the exterior appearance of the building, although building and other permits may be required for interior work.
- The LPC and ARB do not review ordinary maintenance or repair, with like materials of similar quality and color, of any place, site, structure or building designated as a Landmark, or any property located within a Historic District.
- The LPC and ARB do not review paint colors when the proposed work is limited to re-painting.

LPC & ARB REVIEW PROCESS

Both the Landmarks Preservation Commission (LPC) and Architectural Review Board (ARB) hold regular public meetings.

- **Meeting Schedule:** For specific information regarding the LPC and ARB meeting schedule, please contact the Planning Department at (631) 727-3200 ext. 267.
- **Submission Requirements:** To obtain information regarding the LPC and ARB submittal requirements, please contact the Building Department at (631) 727-3200 ext. 213.

The LPC and ARB must have all required information at the time of submission. If all required information is not submitted the application may be recommended for denial or tabled until all the information is received. It is strongly encouraged that the applicant or project representatives attend the LPC and/or ARB meetings to answer questions or clarify information. At the meetings, the application will be either approved with or without conditions, continued pending additional information, or denied.

If the application is approved or approved with conditions by the LPC and/or ARB, and the applicant accepts the stipulated conditions, the applicant can obtain a building permit once all other Town reviews are complete. If the LPC and/or ARB deny the application, the applicant can appeal to the Town Board only on the basis of hardship at a regularly scheduled meeting.

TIMING FOR REVIEW

The Landmarks Preservation Commission (LPC) and Architectural Review Board (ARB) will make every effort to review the submission for permits simultaneously with the Planning Department and Building Department review schedule. If an application is incomplete, if the LPC or ARB requests a change, or if all Town deadlines are not met, the issuance of permits and approvals could take several months. The LPC and ARB are committed to completing reviews as quickly as possible within the stipulations of the Town Code.

GUIDELINES FOR LPC AND ARB

DECISIONS:

When reviewing a proposed project, the Landmarks Preservation Commission and Architectural Review Board are guided by principles contained in *The Secretary of the Interior's Standards for the Treatment of Historic Properties*, and more specifically, the *Standards for Rehabilitation*. The *Standards for Rehabilitation* provide property owners and tenants common-sense guidelines to allow sensitive contemporary uses for their sites while retaining their architectural and cultural heritage.

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The following *Standards for Rehabilitation* were developed in 1995 by the National Park Service of the U.S. Department of the Interior. They are the national standard to guide rehabilitation work on historic resources and are used by the Town of Riverhead's Landmarks Preservation Commission and Architectural Review Board when rendering its recommendations.

Rehabilitation is defined as 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.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the historic property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Rehabilitation as a Treatment: *When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular period of time is not appropriate, Rehabilitation may be considered as a treatment. Prior to undertaking work, a documentation plan for Rehabilitation should be developed.*

MAINTENANCE IS PRESERVATION

Regular maintenance helps to preserve buildings and property, protect real estate values and investments, and keeps Riverhead an attractive place to live, work and visit. Lack of regular upkeep can result in accelerated deterioration of building elements and features. In the case of historic buildings, these features often represent character defining elements that are difficult and costly to replace. Long-term lack of maintenance can impact a building's structure, resulting in expensive repairs.

It is prudent to regularly inspect properties to identify potential problems. If problems are detected early, minor maintenance may not only improve a property's overall appearance and value, but also can prevent or postpone extensive and costly future repairs. Regular maintenance items typically include cleaning gutters and downspouts, and painting of exterior woodwork.

The Landmarks Preservation Commission encourages:

- Prolonging the life of original materials on historic structures through regular maintenance
- Avoiding replacement of original materials with newer materials
- Referencing the *Guidelines for Exterior Maintenance*

REPAIRS AND REPLACEMENT

When it is no longer feasible to maintain a historic feature, repairs or replacement in-kind may be necessary. Repairs maintain the building in its current condition while making it weather-resistant and structurally sound, concentrating specifically on areas of deterioration. When repair is not possible, the Landmarks Preservation Commission encourages replacement in-kind. Similar to a regular maintenance program, these activities can prevent or postpone extensive and costly future repairs.

The Landmarks Preservation Commission encourages:

- Non-intrusive repairs, focused at deteriorated areas, stabilizing and protecting the building's important materials and features
- When repair is not possible, replacement in-kind to the greatest extent possible, reproducing by new construction the original feature exactly, matching the original material, size, scale, finish, detailing, and texture, and utilizing similar techniques
- When replacement in-kind is not possible, the use of compatible materials and techniques that convey an appearance similar to the original feature, similar in design, color, texture, finish and visual quality to the historic elements



General maintenance includes regular inspection and periodic replacement of roofing systems.

ALTERATIONS AND RENOVATIONS

Alterations and renovations are sometimes needed to ensure the continued use of a building, but have the potential to alter the character of historic properties. When considering alterations or renovations, great care should be given to the original building and its relationship to the alteration or renovation.

The Landmarks Preservation Commission encourages:

- Identification, retention and preservation of the character defining features of the historic building
- Minimal alteration to the original design, materials and features
- New design elements and scale that are compatible with the historic building and setting
- Use of materials and techniques that are compatible to the historic building and setting
- Maintaining the appropriate historic contextual setting

ADAPTIVE REUSE

In adaptive reuse projects, alterations or renovations might be necessary to use a building for a different purpose from which it is currently or was originally designed, if permitted under the Riverhead Code. Similar to alterations or renovations, great care should be given to the original building and its relationship to the alteration or renovation.

Examples of Adaptive Reuse:

- Conversion of a house to apartments or offices
- Conversion of industrial or commercial buildings into housing
- Conversion of institutional buildings into commercial space

Benefits of Adaptive Reuse:

- Retention of historic character and high quality historic materials and craftsmanship
- Promotes stability of ownership and occupancy of historic resources
- Potential cost savings over new construction
- Presence of established neighborhood and existing infrastructure



The former post office has been adaptively reused as offices.

NEW CONSTRUCTION AND ADDITIONS

Additions and new construction within a Historic District or to a designated Landmark can dramatically alter the appearance of the individual property, the District and the surrounding landscapes. Exact reproduction of historic buildings is discouraged while contemporary design compatible to the context of the historic resources and their surroundings is encouraged. Because of the sensitivity of the area, the property owner should take great care when proposing either an addition or new construction within a Historic District or to a designated Landmark.

The Landmarks Preservation Commission encourages:

- Preservation of the cohesive ambiance of historic resources with compatible, sympathetic and contemporary construction
- Compatible siting, proportion, scale, form, materials, fenestration, roof configuration, details and finishes
- Construction of additions at secondary elevations wherever possible, subordinate to the historic building, and compatible with the design of the property and neighborhood
- Construction of additions so that the historic building fabric is not radically changed, obscured, damaged or destroyed
- Referencing the *Guidelines for New Construction & Additions*

DEMOLITION OR MOVING STRUCTURES

The demolition or relocation of all or portions of historic resources within a Historic District or on a Landmark site are considered drastic actions since they may alter the character of the streetscape and surrounding buildings. Once resources or buildings that contribute to the heritage of the community are destroyed, they cannot be replaced. Similarly, if a building is relocated from its historic context, the character of the area is changed.

Both demolition and relocation could represent a lost educational resource for the community whether the building was an example of past construction techniques, or has associations with a significant individual or event in our history. As a result, demolition or relocation of historically or architecturally significant buildings within a Historic District or on a Landmark site is rarely considered to be an appropriate option.

The Landmarks Preservation Commission encourages:

- Evaluating the significance of the historic resources
- Exhausting all attempts to reuse a historic resource prior to considering relocation or demolition

The Landmarks Preservation Commission does not recommend demolition unless:

- The proposed demolition involves a non-significant addition or portion of the building, provided that the demolition will not adversely affect those portions of a resource that are significant
- The proposed demolition involves a non-contributing resource, provided that the demolition will not adversely affect significant parts of the site



Judge Bedford's Inn, formerly located at the corner of Court Street and Osborne Avenue, was severely damaged by fire in the 1980s and demolished as part of an urban renewal project in the 1990s.



The Vail-Leavitt Music Hall was rehabilitated and listed on the National Register of Historic Places.

SUSTAINABLE “GREEN” BUILDING

Sustainable or “green” architecture is a goal that both property owner and design professionals strive for in an effort to minimize the “carbon footprint” associated with buildings. Both preservationists and green-building advocates acknowledge there is “embodied energy” in existing buildings that if retained can minimize the environmentally costly process of demolishing and transporting existing building materials to landfills; in addition to manufacturing, transporting and installing new materials.

Historic buildings were often traditionally designed with sustainable features such as passive heating and cooling as well as daylight illumination. When effectively restored and used, these features can bring about substantial energy savings. In addition, today’s sustainable technology, such as insulation and storm windows, can supplement inherent sustainable features without compromising unique historic character. It is generally agreed that sustainability begins with preservation.

The Landmarks Preservation Commission encourages:

- Restoring and utilizing passive heating and cooling features such as utilizing exterior shutters to minimize solar heat gain and natural ventilation through transom windows and vertical features such as towers
- Supplementing inherently sustainable features with today’s sustainable technology such as insulation and storm windows
- Utilizing recycled and sustainable materials

PRESERVATION TAX INCENTIVES

The federal and state tax incentives programs are administered by the New York State Office of Parks, Recreation and Historic Preservation. The submission and review requirements are rigorous and it is highly recommended that applicants contact the State at the early planning stages of a potential project.

Federal Historic Preservation Tax Incentives

The Historic Preservation Tax Incentives Program rewards private investment in rehabilitating historic income-producing properties such as offices, rental housing and retail stores. The Program, established by the Tax Reform Act of 1986, is jointly administered by the Department of the Treasury and the U.S. Department of the Interior, National Park Service. Owner-occupied single family residences are not eligible for the program. If eligible, up to 20 cents on every dollar spent on qualified rehabilitation work (including most architectural and engineering fees) would be available as a credit against income taxes. The 20% tax credit is available to buildings that are listed on the National Register of Historic Places, either individually or as a contributing building in a National Register historic district, or as a contributing building within a local historic district that has been certified by the Department of the Interior. To be eligible for the 20% tax credit, project work must be certified as meeting *The Secretary of the Interior’s Standard for Rehabilitation*.

New York State Historic Tax Credit Program for Income Producing Properties

This tax credit can be used for income producing properties in conjunction with the Federal Investment Tax Credit Program. Owners of income producing properties that have been approved to receive the 20% federal rehabilitation tax credit qualify for the additional state tax credit. Owners can receive 30% of the Federal credit value up to \$100,000.

New York State Historic Homeownership Rehabilitation Tax Credit

Historic owner-occupied residential structures may qualify for a tax incentive for rehabilitation work. The credit can cover 20% of qualified rehabilitation costs of structures, up to a credit value of \$25,000. Houses must be individually listed on the State or National Register of Historic Places, or a contributing building in a historic district that is listed on the state or National Register of Historic Places. The house also must be located in a “distressed” census tract, defined as “targeted areas” under IRS Section 143 (J). Please contact the Community Development Office at (631) 727-3200 ext. 238 to determine eligibility.

Local Organizations

Town of Riverhead Historian

Phone: (631) 727-3200

Suffolk County Historical Society

300 West Main Street; Riverhead, NY 11901

Phone: (631) 727-2881

www.riverheadli.com/rmuseum.html

State Organizations

New York State Historic Preservation Office

Peebles Island Resource Center

P.O. Box 189; Waterford, NY 12188-0189

Phone: (518) 237-8643; nysparks.state.ny.us/shpo

Preservation League of New York State

44 Central Avenue; Albany, NY 12206

Phone: (518) 462-5658; Fax: (518) 462-5684

www.preservenys.org

National Organizations

Historic Preservation Learning Portal

www.historicpreservation.gov

National Park Service; Heritage Preservation Services

www.cr.nps.gov/hps

National Park Service; Historic Landscape Initiative

www.cr.nps.gov/hps/hli

National Park Service; Historic Preservation Tax Incentives

www.cr.nps.gov/hps/tps/tax

National Center for Preservation Technology & Training

645 University Parkway; Natchitoches, LA 71457

Phone: (318) 356-7444; Fax: (318) 356-9119

www.ncptt.nps.gov

National Trust for Historic Preservation

Preservation and Preservation Forum

1785 Massachusetts Avenue, NW

Washington, DC 20036-2117

Phone: (800) 944-6847; www.nationaltrust.org

U.S. Green Building Council

1800 Massachusetts Avenue NW; Suite 300

Washington, DC 20036

Phone: (800) 795-1747; www.usgbc.org

The Association for Preservation Technology International

APT Bulletin

www.apti.org

The Alliance for Historic Landscape Preservation

www.ahlp.org

Restore Media, LLC

Old House Journal and Traditional Building

www.oldhousejournal.com

www.traditionalbuilding.com

PRESERVATION RESOURCES

TOWN OF RIVERHEAD HISTORY

Riverhead Landmarks Preservation Commission. *Wood, Brick and Stone: A Walking Tour of Downtown Riverhead*. Mattituck, New York: Amereon House, 2008.

Stark, Thomas M. *Riverhead: The Halcyon Years 1861-1919*. Maple Hill Press, 2005.

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Harris, Cyril (ed.). *A Dictionary of Architecture and Construction*. New York: McGraw Hill, 2006.

McAlester, Virginia and Lee. *Field Guide to American Houses*. New York: Knopf, 1984.

Poppeliers, John C. and S. Allen Chambers, Jr.. *What Style is it? A Guide to American Architecture, Revised Edition*. New York: John Wylie & Sons, 2003.

BUILDING & LANDSCAPE PRESERVATION

Bernhard, Sandy and Tom Ela. *The House Journal: A Resource to Evaluate and Document the History, Alterations, and Records of Your House and Property*. Washington, DC: The Preservation Press, 1993.

Crosbie, Michael J. *Home Rehab Handbook*. New York: McGraw Hill, 2002

Favretti, Rudy and Joy Favretti. *For Every House A Garden: A Guide for Reproducing Period Gardens*. Chester, CT: The Pequot Press, 1977.

Kitchen, Judith L. *Caring for Your Old House: A Guide for Owners and Residents*. New York: John Wylie, 1995.

Moss, Roger W. ed. *Paint in America: The Colors of Historic Buildings*. New York: John Wylie & Sons, 1995.

Poore, Patricia (ed.). *The Old-House Journal: Guide to Restoration*. New York: Dutton, 1992.

Preservation Briefs. Washington, DC: National Park Service, Technical Preservation Services.

www2.cr.nps.gov/tps/briefs/presbhom.htm

Ramsey, Charles George and Harold Reeve Sleeper. *Traditional Details: For Building Restoration, Renovation and Rehabilitation*. New York: John Wylie & Sons, 1998.

Technical Preservation Services, National Park Service. *Respectful Rehabilitation: Answers to your Questions About Old Buildings*. Washington, DC: The Preservation Press, 1982.

Weaver, Martin E. *Conserving Buildings: A Manual of Techniques and Materials, Revised Edition*. New York: John Wylie & Sons, 1997.

FREQUENTLY ASKED QUESTIONS

Q: How do I make sure that my project will be approved by the LPC and ARB?

A: It is helpful to have an understanding of what makes your property architecturally or culturally significant when considering a project. This will allow you to make informed decisions about the proposed project with an understanding of some of the issues considered by the LPC and ARB. Carefully reviewing this brochure, the other applicable *Guidelines*, and the application package prior to submitting your application can assist in the approval of your project.

Q: Is the review process expensive? Do I need to hire an outside professional?

A: There is no fee associated with LPC or ARB review, but proper preparation and filing complete application information on time can reduce the time required to complete the process. Carefully reviewing the applicable *Guidelines* prior to hiring a design professional or contractor can assist in the early planning stages of your project.

If not required by Code, you are welcome to submit applications for work without the assistance of a design professional or contractor. If you are retaining the services of a professional, it is helpful to work with architects, contractors, etc. who are familiar with the requirements of working within Historic Districts or at designated historic properties. Before submitting your application materials, verify that the information is complete and all materials are included with your submission.

Q: I am planning a complex project. When is the best time to talk to the LPC and ARB?

A: If your project is complex or requires multiple review Boards, the best time to talk to the LPC and ARB is as early in the project as possible, before you invest a lot of time and money into the design process. This initial informal informational review can help move a project quickly through the review process saving both time and money. If you would like to discuss your project informally with the LPC and/or ARB before finalizing your plans, please contact the Building Department at (631) 727-3200 ext. 213 to be placed on the LPC and/or ARB agendas.

Q: Does my project require LPC and ARB review?

A: Some commercial projects that are also located within a Historic District will require ARB review in addition to LPC review. To facilitate the process for

more complex applications, the LPC and the ARB try to conduct joint reviews. Please contact the Building Department at (631) 727-3200 ext. 213 to determine what reviews are required for your project.

Q: How do I apply for LPC and/or ARB review?

A: LPC and ARB reviews are automatically initiated with the submission for a site plan or building permit review that includes exterior alterations. Neither process requires a separate application form. The specific submission requirement will vary based upon the complexity of the proposed project but the submission materials are similar to those required for a site plan or building permit review. All application materials should include:

- Name address and contact information for the applicant/owner
- Location of the property
- Photographs of the overall building and site, adjacent properties and details of proposed work area
- Description of the proposed work
- Scaled drawings, plans and elevations, indicating the proposed changes; include perspective drawings with relationships to adjacent properties if available
- Samples and information regarding proposed exterior materials and colors
- For new construction provide perspective drawings of proposed building with relationship to adjacent properties

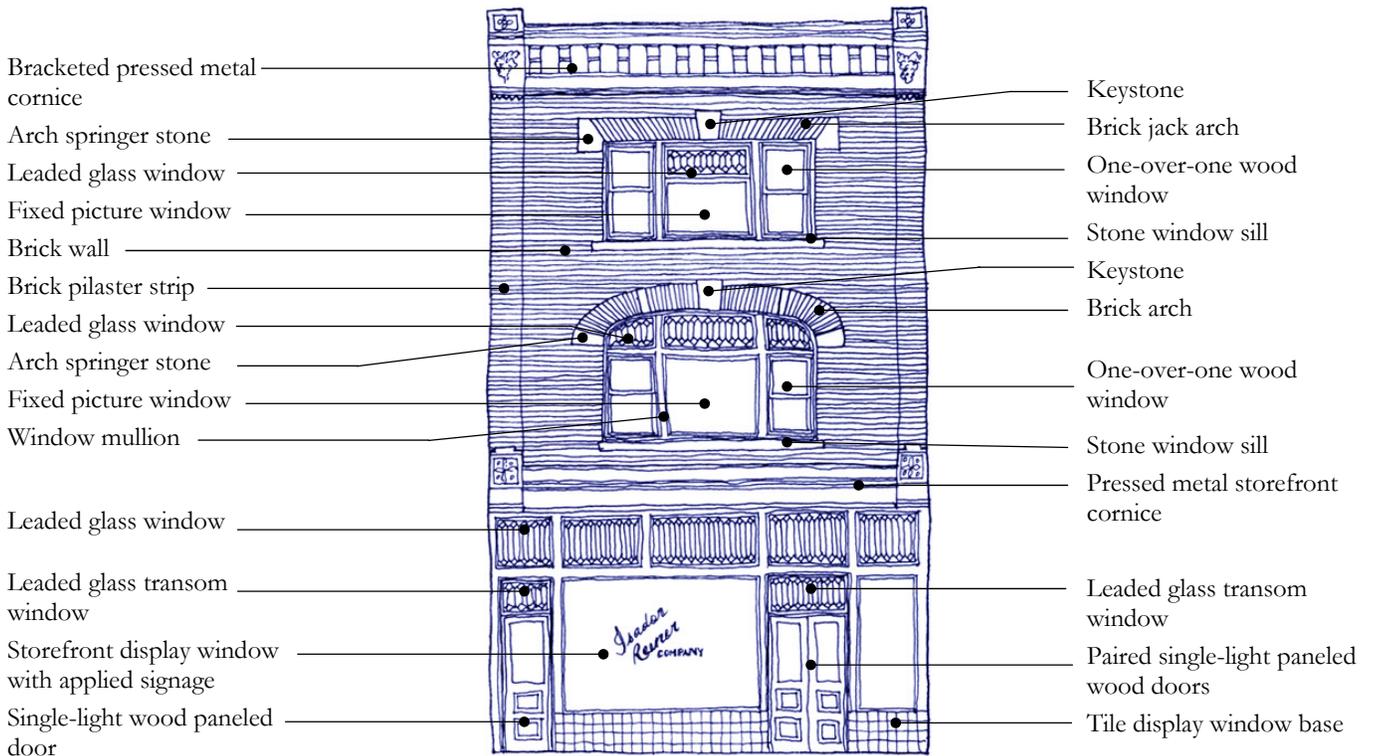
For specific information regarding the submission requirements for your proposed project please contact the Building Department at (631) 727-3200 ext. 213. If the information is not complete, you can request to be placed at the end of the meeting agenda to appear before the LPC or ARB for an informal informational review.

Q: Can I begin construction immediately after I get the LPC's approval?

A: The LPC and/or ARB review is necessary but not sufficient for the granting of a building permit. Each project is also subject to Town review and review by all agencies having jurisdiction for compliance with zoning, building and safety codes. LPC and/or ARB review is just one step in obtaining a building permit. **You must complete all necessary reviews and obtain all necessary permits applicable to your project prior to proceeding with any work.** The Town of Riverhead will make every effort to perform simultaneous reviews and minimize any potential delays.

GLOSSARY OF ARCHITECTURAL TERMS:

The following diagrams represent composite buildings and provide a basic vocabulary of architectural elements and terms. Please refer to the individual *Guidelines* and architectural dictionaries for additional information sources.



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TOWN OF RIVERHEAD

Town Supervisor's Office

Community Development Department

Planning Department

Building Department

RIVERHEAD TOWN COUNCIL

LANDMARKS PRESERVATION COMMISSION

ARCHITECTURAL REVIEW BOARD



Riverhead benefits from a large collection of historic residences. This vernacular example is clad in wood shingles with painted wood trim. It features a front gable roof with a round-headed window at the gable end as well as a wrap-around porch.

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PRESERVATION DESIGN PARTNERSHIP

Principal-in-Charge: Dominique M. Hawkins, AIA

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