



TOWN *of* THETFORD

ROUTE 113 — P. O. BOX 126

THETFORD CENTER, VERMONT

05075 - 0126

802/785-2922

785-4927

# THETFORD HILL HISTORIC PRESERVATION COMMITTEE

## MANUAL & GUIDELINES

2012



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### Section 101—THETFORD HILL HISTORIC PRESERVATION COMMITTEE

The Thetford Hill Historic Preservation Committee (henceforth known as “the Committee”) consists of five members; each entitled to one vote, and selected at large. All members shall serve without compensation and shall be appointed by the Thetford town Select Board who shall make every effort to appoint persons who have demonstrated an interest, competence or knowledge in historic preservation. To the extent available within the jurisdiction of the local government, a majority of members shall be professionals from the disciplines of history, archeology, architectural history, architecture and historical architecture. Members representing other historic preservation related disciplines, such as urban planning, American studies, American civilization, cultural geography, cultural anthropology, or building trades, and lay members are encouraged. If possible, at least one member of the committee shall be a resident from within the area designated as the Historic Overlay. The Committee shall serve in an advisory capacity to the Development Review Board (henceforth known as “the DRB”) and work with the Zoning Administrator. All members shall serve a term of four years commencing on the first Tuesday in January. Any vacancy occurring in a position for any reason other than the expiration of the term shall be filled by appointment by the Select Board for the remainder of the term.

#### b. The role of the Committee shall include:

1. The provision of historic preservation guidance and recommendations to Property owners who are considering making alterations or additions to existing structures or commencing new construction within the Thetford Hill Historic Preservation overlay district.
2. Recommendations to the DRB on issuance of approval or denial.
3. Review of subdivision proposals, including PRDs, Condominium Development and PUDs after concept review by the DRB and prior to preliminary subdivision review by the DRB.
4. Review of proposed site plan applications prior to application to and review by the DRB.
5. The review of building permit applications for alterations to historic structures and construction upon historic sites, including building permit applications associated with subdivisions and site plans, when

the subject property is within the historic district.

6. The review of demolition permits applications, which would result in the destruction of historic structures.
7. The establishment of criteria for the ongoing evaluation and designation of significant historic resources and landmarks, and the review of requests by property owners to be included in a district to be designated as a landmark, or to establish a new district.
8. The development and presentation of educational and informational materials and public events regarding Thetford architectural history and its presentation.
9. The review of local nominations to the National Register of Historic Places.
10. Other historic preservation functions as determined by the DRB or Planning Commission, such as seeking funding for a historic preservation project.

#### Section 102—OFFICERS

The Committee, at its first meeting each calendar year shall elect a chairperson and vice-chairperson who shall hold office during the remainder of said year. Members of the Committee shall also elect a secretary who shall be responsible for keeping an accurate record of all proceedings of said Committee including Committee recommendations to the DRB.

#### Section 103—MEETING-QUORUM-RULES.

A quorum of the members must be present to conduct a meeting. The Committee, with a majority of its members concurring, may make and alter rules and regulations for its procedures, which at a minimum shall address meeting procedures, attendance and conflict of interest, consistent with the Town and State regulations. The Committee shall have one regularly scheduled meeting time per month during which time official reviews will be conducted and assistance given to those property owners requesting it. The Zoning Administrator may also call the Committee to a meeting at such times, as it is required to meet.

#### Section 104—MEETINGS OF REVIEW.

(a) The Committee shall conduct a public meeting on an application within twenty-one days of the filing of such a completed application. Every effort shall be made to expeditiously act upon these applications. Plan revisions requested at a review meeting shall be submitted to the Zoning Administrator within ten days of said meeting unless the Committee grants an extension.

(b) The Committee shall forward its recommendations to the DRB regarding the issuance of approval or denial within sixty days. The DRB shall render a decision

on this application within thirty days of the Committee’s recommendations. When necessary, due to the magnitude of a project, the review process shall be extended an additional thirty days. In the event that the DRB disagrees with a recommendation by the Committee, the DRB shall promptly notify the Committee that a hearing will be given to a member or members of the Committee to explain the recommendation at the next meeting of the DRB.

Section 105—NEW CONSTRUCTION

The Zoning Administrator, upon receipt of all requests for new construction in the Historic Overlay or any other designated district, shall schedule a meeting of the Committee within twenty-one days of receiving said request, for review. Before the standard site plan or subdivision review process commences approval of the design must be issued by the DRB upon the recommendations of the Committee.

Section 106—DEMOLITION

The Zoning Administrator shall receive all requests for the demolition of a structure in the Historic Overlay or other designated area, and shall schedule a meeting of the Committee within twenty-one days of said request, for the review and discussion of possible alternatives to demolition.

No building shall be demolished until a notice of the proposed demolition has been given by the owner of such property in a newspaper of general circulation in the area and a notice given to the Thetford Hill Historical Society and the State Historic Preservation Office and a notice posted at two public places in the district. Such provisions afford a person or organization the opportunity to acquire or to arrange the preservation of the building for a three-month period commencing on the day of the notice. The Committee, when deemed appropriate, may waive this requirement.

Exception: If the structure for which the demolition request has been filed has been damaged in excess of seventy percent of its assessed value due to flood, fire, wind or other natural act, a demolition permit may be approved by the Zoning Administrator without processing the request through the Committee.

Section 107—EXTERIOR RENOVATIONS OR ADDITIONS.

The Zoning Administrator shall forward to the Committee all building permit requests for exterior alteration to a building within any designated historic district within the Town of Thetford. The Committee shall, within twenty-one days, review the permit application for compliance with requirements as set out in the Guidelines.

- (a) If the Committee finds the proposed alterations to be in compliance with the Guidelines, they shall submit to the DRB recommendations for approval, which will indicate the Guidelines have been satisfied.

- (b) If the Committee finds the proposed alterations to be in noncompliance with the requirements of the Guidelines, they shall recommend denial to the DRB:
  - 1. Approval of the application subject to compliance with conditions which will bring the application into conformance with the Guidelines, or,
  - 2. Issuance of a “Notice of Denial” accompanied by the findings for this recommendation.

## Section 108—REVIEW CRITERIA

In making a determination on an application, the Committee shall give consideration to the following:

- (a) The historical, architectural, or cultural value of the building(s) or structure(s) and its relationship and contribution to the setting.
- (b) The compatibility of the proposed exterior design, arrangement, orientation, texture, and materials in relation to the existing building or structures and its setting, or if new construction, compatibility with the surrounding area.
- (c) The scale and general size of the proposed building or structure in relation to existing surroundings, including consideration of such factors as the building’s overall height, width, street frontage, number of stories, roof type, facade openings (windows, doors, etc.), and architectural details.
- (d) Factors including open space, yards, off-street parking, screening, fencing, entrance drives, sidewalks, signs, lights, and/or landscaping that might affect the character of any building or structure within the Historic Overlay or any other district shall be considered as well as those factors which relate to the placement of a structure or group of structures which might affect the overall streetscape.
- (e) The impact the applicant’s proposal will have on the surroundings, and the extent to which it will preserve and enhance the historic, architectural and cultural qualities of the Historic Overlay or any other district, and the community. The Committee shall be guided by the following:
  - 1. Every reasonable effort shall be made to provide a compatible use, which will require minimum alteration to the structure and its environment.
  - 2. Rehabilitation or renovation work shall not destroy the distinguishing qualities or character of the structure and its environment. Historic material or architectural features should not be removed or altered.

3. Deteriorated architectural features should 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, texture and other visual qualities. Repair or replacement of missing architectural features should be based on physical or pictorial evidence rather than on conjectural designs or the availability of different architectural features from other buildings.
4. Changes that may have taken place in the course of time are evidence of the history and development of the structure and its environment. These changes shall be recognized and respected.
5. All structures are recognized as products of their own time. Alterations to create an earlier period are discouraged.
6. Additions to existing structures are acceptable if such design, materials and construction are of quality and are compatible with the size, scale, material, and character of the neighborhood, structures, and its environment.
7. Whenever possible, new additions or alterations to structures shall be done in such a manner that if they were removed in the future, the essential form and integrity of the original structure would be unimpaired.
8. Every reasonable effort shall be made to keep structures from being razed or demolished in order to preserve the historic streetscape.
9. New construction shall be sympathetic to the architectural features and materials of the historic district.

## Section 109—GUIDELINES FOR REVIEWING APPLICATIONS.

### A. ALTERATIONS AND RENOVATIONS.

1. GUIDELINE: INCORPORATE ELEMENTS OF THE ORIGINAL BUILDING STRUCTURE, OR LANDMARK INTO THE RENOVATION SCHEME.

Do not obscure original material.

Do not alter the shape of original openings such as windows and doors.

Do not obscure the façade or facade details by covering them with materials such as metal or plastic panels, signs, by painting them out, etc..

2. GUIDELINE: RESPECT THE ORIGINAL CHARACTER AND PERIOD OF THE BUILDING, STRUCTURE OR LANDMARK,

Do not try to make the building or landmark look “historically” older than it really is as this debases what is truly historic.  
Do not try to modernize the architectural features of a building, structure or Landmark.

**3. GUIDELINE: PRESERVE THE ORIGINAL FINISH OR  
MASONRY FACADES.**

Always use the gentlest cleaning methods possible. Some chemical cleaners may be acceptable but their effect should be researched before they are used. (Consult the State Historic Preservation Officer for further suggestions.)

Never sandblast masonry. Sandblasting removes water-protective glaze and accelerates erosion.

Generally, let painted masonry remain painted, unpainted masonry remain unpainted.

**B. ADDITIONS**

**1. GUIDELINE: THE MATERIALS USED FOR ADDITIONS  
SHOULD BE COMPATIBLE WITH MATERIALS  
USED IN THE ORIGINAL BUILDING, STRUCTURE  
OR LANDMARK AND BE IN KEEPING WITH THE  
INTENT OF THE BUILDING.**

Design window additions to be similar to existing or original. Design the roof on an addition to have the same pitch as the original or existing roof.

**2. GUIDELINE: ADDITIONS THAT ARE SYMPATHETIC TO THE  
ORIGINAL BUILDING, STRUCTURE OR  
LANDMARK YET IN THE SPIRIT OF THIS DAY  
ARE ENCOURAGED.**

**3. GUIDELINE: ADDITIONS REQUIRED FOR SAFETY, SUCH AS  
FIRE ESCAPES OR HANDICAP ACCESS, MUST BE  
SYMPATHETIC AND COMPATIBLE WITH THE  
BUILDING INVOLVED.**

**4. GUIDELINE: THE MATERIALS USED FOR RENOVATIONS  
SHOULD BE FINISHED IN WAYS THAT ARE  
CONSISTENT WITH THE ORIGINAL BUILDING,  
STRUCTURE OR LANDMARK.**

New clapboard siding should have the same dimensions and orientation as original clapboard siding, (Note that diagonal or vertical siding is not considered compatible in most cases.) New brick should be of similar size as old brick and mortar should be of matching color

to the extent possible.

5. GUIDELINE: PRESERVE BUILDING ENTRANCE

Do not remove fanlights, sidelights, door ornamentation, or pilasters.

6. GUIDELINE: PORCHES SHOULD BE COMPATIBLE WITH THE ORIGINAL STRUCTURE IN SIZE, SCALE AND USE.

A porch addition should match the style of the original or existing front of the structure.

C. NEW CONSTRUCTION.

Thetford Hill contains many fine examples of 19th century architectural styles including Georgian, Federal, Greek revival, and Vernacular. The architectural themes provided by these structures should influence the design of any new structures. Sensitivity to surrounding buildings and existing land use patterns is essential to historically conscious development. New structures should be compatible with Thetford Hill's significant historical styles and their placement in the village streetscape in terms of the following guideline criteria:

1. GUIDELINE: NEW CONSTRUCTION SHOULD ENHANCE AND MAINTAIN SCENIC HISTORIC VISTAS AS SEEN FROM MAJOR THOROUGHFARES.

2. GUIDELINE: THE HEIGHTS OF NEW BUILDINGS OR STRUCTURES SHOULD BE SIMILAR TO THE HEIGHTS OF EXISTING BUILDINGS OR STRUCTURES IN ORDER TO KEEP THE RELATIONSHIP BETWEEN BUILDING HEIGHTS COMPATIBLE.

3. GUIDELINE: SETBACKS SHOULD BE COMPATIBLE WITH NEIGHBORING STRUCTURES' SETBACKS.

The front yard setback of structures built in Thetford Hill, or any other district, shall be determined by the setback requirement of the underlying zoning regulations, and the relationship between the new structure and adjacent structures.

4. GUIDELINE: GARAGES AND OUTBUILDINGS SHOULD BE SECONDARY TO THE PRINCIPAL STRUCTURE ON THE LOT.

These structures shall be positioned so that the principal building is



dominant. This may be accomplished by sighting the garage so that its front yard setback is significantly greater than that of the principal structure. The side yard relationship between new garage/outbuildings and neighboring buildings shall respect open space patterns commonly found in the Historic Overlay or other designated district. Architectural design and building materials should be similar to those of the principal structure.

5. GUIDELINE: BUILDING COMPONENTS SHOULD BE SIMILAR, IN SIZE, SHAPE AND MATERIAL TO SIGNIFICANT HISTORIC STRUCTURES ALONG THE STREET.

Distinctive architectural features and materials such as double hung windows, gabled roofs, cornices, eave returns, shutters, pediments, window lights, brick and wood clapboard, frequently occur along the streetscape. These details should suggest the extent, nature and scale of details on new buildings.

The following should be carefully considered:

**WINDOWS:** The scale and proportion of the windows should relate to existing surrounding buildings and the building itself. Maintain the pattern created by upper story windows as well as their horizontal arrangement.

Replacement window options ranked in order of preference which are acceptable to the committee are listed as follows:

1. Custom milled replacement window unit to match existing unit in all respects.
2. Commercially manufactured wood windows with single thickness glass and true divided lights (as manufactured by Brockway-Smith Company or equal).

**NOTE:** Aluminum clad wood or vinyl windows with insulated glass and snap-in or applied muntins are not acceptable substitutes and would not be recommended for approval. If energy conservation or insect control is a consideration, wood framed storm sash with single thickness glass and separate wood framed wire mesh and screen sash (eastern or western mounted) would be the first choice of the committee. A second choice that would be acceptable is the use of aluminum triple-track storm/screen sash (eastern or western mounted).

**ROOFS;** Roof pitches should be moderate to steep and compatible with roof pitches, color and material in the surrounding area.

**WALLS:** Materials should be stone, wood, narrow clapboard, or Brick.

**6. GUIDELINE: MAINTAIN PATTERN OF FRONT ENTRANCES**

Historically, the formal entrance for each building is oriented toward the street. This entrance is usually emphasized by a walk leading to it, with steps if above grade.

Avoid facades with no strong sense of entry. Avoid introducing incompatible façade patterns that upset the rhythm of openings established by the surrounding structures.

**7. GUIDELINE: BUILDING ELEMENTS (SHUTTERS, BRACKETS, PORCHES, ETC.) SHOULD LOOK FUNCTIONAL.**

Use shutters with caution and only where the size of the shutters fits the size of the window. Brackets should actually support something. Porches should actually shelter entrances.

**8. GUIDELINE: BUILDING WIDTHS AND MASS SHOULD BE COMPATIBLE WITH STRUCTURES IN THE STREETSCAPE.**

**9. GUIDELINE: IN ORDER TO REINFORCE THE EXISTING STREETSCAPE, BUILDING PLACEMENT AND SITING OF NEW CONSTRUCTION SHOULD BE COMPATIBLE WITH SURROUNDING STRUCTURES.**

Building lines should be oriented parallel or perpendicular to the street. Avoid building orientation, which puts the building at an angle to the street.

**10. GUIDELINE: OPEN SPACE BETWEEN BUILDINGS SHOULD BE SIMILAR TO THOSE SPACES COMMONLY FOUND IN THE THETFORD HILL OR OTHER DESIGNATED DISTRICT.**

The underlying zoning for the district shall regulate side yard setbacks

**11. GUIDELINE: MINIMIZE MODIFICATION TO EXISTING LAND CONTOURS**

Grade changes should be incorporated to enhance the existing scale and character of the site. Any site grade modification should relate to grades on adjacent properties. The filling or cutting of existing

contours and natural areas is discouraged.

D. OPEN SPACE

The historic nature of Thetford Hill results not only from the structures found there and their arrangement, but also from their relations to each other, to the common, to the streets and to the open space between them to hilltop vistas.

The historic landscape complements the historic structures and other buildings found in the village. The open space includes the land between the road and any structure. It is comprised of the common, trees, landscaping, paths and grassy areas, and is free from built objects, which would obstruct its visual continuity.

1. GUIDELINE: PRESERVE AND MAINTAIN THE GREENBELT  
THAT LINES THE VILLAGE STREETScape.

Maintain size and scale of existing landscaping. Replace lost vegetation such as trees with similar healthy varieties and remove invasive vegetation that is eroding the historic streetscape and views.

Plant new trees of traditional varieties. Discourage the widening of Academy Road and Route 113.

2. GUIDELINE: MAINTAIN A SENSE OF OPEN SPACE  
SURROUNDING THE VILLAGE STREETScape

New structures built on the open land surrounding the village streetscape should be placed so as to maintain a sense of open space behind the historic streetscape.

3. GUIDELINE: PROTECT AND ENHANCE THE VILLAGE VIEWS  
AND VISTAS IN ALL DIRECTIONS.

Because landscape and townscape views from the Common and from Academy Road in the Village are fundamental to the historic character of the village and a major component of its distinctiveness, the views between structures shall not be interrupted by new plantings or structures that would reduce the views.

4. GUIDELINE: WEED, TREES AND SHRUBBERY SHALL BE  
DISCOURAGED FROM INVADING THE VILLAGE  
VIEWS AND VISTAS.

Property owners shall be encouraged to control the natural tendencies of open land and untended borders to revert to forestation. Removal of

trees was essential to the establishment and development of the historic village.

E. DEMOLITION

1. GUIDELINE: CONSIDER ALL MEANS OF PRESERVING HISTORIC BUILDINGS, STRUCTURES AND LANDMARKS.

Consider such preservation means as:

- (a) Adding an addition to the present structure.
- (b) Finding a new use for the structure.
- (c) Sale of the property.
- (d) Partial demolition.
- (e) Moving the structure.
- (f) Any other feasible means as developed by the Committee and owner.

F. SIGNS

1. GUIDELINE: KEEP SIGNS SUBORDINATE TO BUILDING AND STREETScape.

Sign colors, materials, sizes, shapes, and type of illumination should reinforce the composition and preservation of the façade.

The size of freestanding signs should be limited so that they do not obscure the building's main façade, break patterns of the streetscape's facades and yards, or cause alteration to the greenbelt.

Signs placed on buildings should be limited to small identification panels at the entrance instead of projecting off the building.

Signs should be illuminated with indirect lighting rather than internally. The source of illumination should not be visible from adjoining properties or the road.

Wood is the preferred material for signs, whether they are located in neighborhoods where older buildings of brick or wood prevail, or associated with new construction.

G. ILLUMINATION

1. GUIDELINE: EXTERIOR LIGHTS TO BE COMPATIBLE WITH PERIOD AND STYLE OF HISTORIC BUILDINGS WITHIN THE DISTRICT.

The light cast by the buildings and site fixtures should be warm in color. Metal lanterns, either wall or post mounted are generally recommended. Lighting of walkways and driveways with closely spaced and low lying path lights is to be avoided.

#### Section 110— STANDARDS NOT APPLICABLE

Should the above standards be inapplicable, the Secretary of the Interior's *Standards for Rehabilitation and Illustrated Guidelines for Rehabilitating Historic Buildings* shall be used.

## Thetford Hill Historic Preservation District Buildings & Map

1. Thetford Hill School, 1910
2. First Congregational Church, 1785-1788
3. James White House, c. 1789
- 3A. Barn, c. 1789
4. S.Y. Closson House, 1853
5. Ezra Worcester House, 1851
6. Alanson Morey House, 1821
- 6A. Barns, 19th c.
- 6B. Watering Box, c. 1850
7. Timothy Clary House, 1852
8. Hiram Coombs House, 1826
- 8A. Barn, c. 1840
9. Coombs Barn, c. 1840
- 9A. Ash House, c. 1850
- 9B. Carriage Sheds, 1982
- 9C. Storage building, 1985
10. Roger Ranstead House, c. 1800-1809
11. Sturman House, c. 1920
- 11A. Garage, c. 1920
12. Raymond Vaughan House, 1937-1938 with earlier components.
- 12A. Garage, c. 1960
13. Vaughan House, c. 1850
14. Marsh House, c. 1850
15. Post Office, c. 1850
16. First Congregational Church Parsonage, 1927
- 16A. Garage, c. 1960
17. Beriah Loomis House, c. 1795
18. Beriah Loomis House, c. 1815
19. Loomis House, 1813
- 19A. Guest House, c. 1920
20. Cekick House, 1942
- 20A. Garage, 1946
- 20B. Playhouse, c. 1960
21. King House, 1986
22. Eclipse Grange No. 255, c. 1850
23. George Holton House, 1821
- 23A. Shed, 1920
24. Estabrook House, c. 1940
25. Thomas Turner House, 1825
26. Thetford Academy, 1942 with later c. 1972 additions.
- 26A. Shed, c. 1942
- 26B. Garage, c. 1960
- 26C. Anderson Hall, 1954
- 26D. Daniels Agricultural-Science Building, 1959 and 1977
- 26E. Outbuilding, c. 1959
27. Heman Hosford House, 1821
- 27A. Gazebo, c. 1885

- 27B. Guest House, c. 1927
28. Joshua Turner House, 1821
- 28A. Guest House, c. 1885
29. Thomas Turner House, 1819
- 29A. Garage, 1946
30. Slafter Hall, c. 1850
- 30A. Barn, c. 1850
31. Goddard Hall, ( Thetford Academy), 1845 moved mid 19th c.
- 31A. Shed, c. 1890
32. Joseph Watson House, c. 1810
- 32A. Garage, c. 1930
33. Latham-Kendrick Houses, 1817
34. Former Latham Library, c. 1870
35. Isaac White House, c. 1795
- 35A. Garage, c. 1964
36. Bicentennial Building/Latham Memorial Library & Thetford Historical Society, 1974-1975
37. Thetford Town Common, late 18th - 19th c.

