

HISTORIC DISTRICT COMMISSION

DATE: Wednesday, November 6, 2013

TO: Applicant's Requesting Work Sessions for Major Projects

RE: **Four-Step Work Session Review Process for Major Projects**

Memo

In order to improve our effectiveness in administrating the Historic District Commission's (HDC) review process in Work Sessions for major projects the HDC has adopted this Interim Design Guideline (IDG-1). As an example of how the proposed work session process would be conducted, we have applied the four-step review process to the building located at 6-16 Congress Street. Identified as a major infill redevelopment project located in the heart of Market Square, its adherence to a four-step design and review process only required three work sessions and a single public hearing for final approval.

FOUR-STEP WORK SESSION REVIEW PROCESS FOR MAJOR PROJECTS

All new major projects¹ are strongly encouraged to adhere to the *Four-Step Work Session Review Process*. The purpose of this four-step process is to improve both the effectiveness and efficiency of the work sessions in order to assist the applicant(s) with the preparation of a formal submittal for a Certificate of Approval that is consistent with the purpose and intent as well as the review criteria for the Historic District.

It is the intention of this four-step review process that each of the steps listed below will require no more than one work session to complete. Applicants requiring more time may request an extension from the HDC. As applicable, for smaller projects, the review process may be reduced to fewer meetings.

In order to incorporate more meaningful input from the community, public comment will also be encouraged within this informal review process.² Once the four-step review process is complete, Applicants are encouraged to submit a formal application to the HDC for a Certificate of Approval.

STEP I – Surrounding Neighborhood Context:

Neighborhood Context Map - For all new major project applications, the applicant(s) is expected to prepare a Neighborhood Context Map (NCM) that fully analyzes and illustrates the general character of the surrounding neighborhood context. The NCM should include at least all properties within 300 feet of the subject property however, in instances where the subject property is located along a significant transportation corridor, all properties within 500 feet along the corridor are also included.

Purpose - The purpose of this step is to identify and use the existing neighborhood context information as a guide to inform and identify the appropriate scale, massing, setbacks, style and other building design elements for the property.

Content - The NCM should include at least an analysis and identification of the following contextual elements (see example in Exhibit 1):

1. Land Use: Commercial, civic, industrial, residential, or mixed-uses.
2. Buildings:
 - i. Scale: height, cornice lines, coverage, volume, etc.
 - ii. Rhythm and Placement: proportions, cornice lines, regulating lines, setbacks, glazing patterns, etc.
 - iii. Massing: façade composition, openings, rooflines, projections, vertical towers, setbacks, etc
 - iv. Details: Materials, window and door patterns, trim, etc
 - v. Style: Architectural styles
 - vi. Historical Significance – When applicable, the historic survey rating(s)

¹ A Major Project is defined as a project where the cost of the exterior renovations would exceed \$50,000 as defined under Section 10.634.21 of the Zoning Ordinance.

² Although in a more limited duration than within the formal public hearing process, structured public input will be offered during the informal work sessions.

3. Site Conditions: Driveways, on- and off-street parking, garage locations, etc.
4. Public Realm: Street widths, sidewalk material and widths, street trees, street furniture, turf belts, public parks and other open or civic spaces.

The NCM should include character example information such as photographs, historic maps, etc. that illustrate the contextual elements listed above.

STEP 2 – Massing Study:

Massing Study - Using the NCM, the Applicant is expected to develop a Massing Study (MS) showing a range of high-level design options for the proposed building(s) (see example in Exhibit 2). The MS is expected to show conceptual-level information such as building placement, volume, height and massing.

Purpose - The purpose of this step is to assess the appropriate height, scale, volume, and massing for the building(s).

Content – The MS shall include any matrices, tables, elevations, photographs or other illustrations that show a range of building heights, placement, modules, setbacks, stepbacks or other massing and elevation elements.

STEP 3 – Façade Treatment Study and Architectural Style Options:

Façade Treatment Study & Architectural Style Options: Using the data from the NCM, the Applicant is expected to prepare a Façade Treatment Study and Architectural Style Options (FTSASO) showing a range of façade treatments and architectural design options for the proposed building(s) (see example in Exhibit 3).

Purpose - The purpose of this step is to assess the appropriateness of the architectural style(s) and façade treatments considered for the proposed building.

Content – The ASFTS shall include elevations, photographs or other illustrations to show how the proposed façade treatments reflect or support the character examples from the surrounding neighborhood. Façade details should include roof-lines, projections, glazing patterns, openings, building materials, and other building or façade elements.

STEP 4 – Elevation Study:

Elevation Study - Using the MS and the FTSASO, the Applicant is expected to develop an Elevation Study (ES) showing a range of design options for the proposed building(s) (see example in Exhibit 4). The ES is expected to show conceptual-level information such as rooflines, projections, openings, materials, and other façade or building design details.

Purpose - The purpose of this step is to assess the appropriate façade composition for the building(s).

Content – The ES shall include any matrices, tables, elevations, photographs or other illustrations that show a range of building elevation details and elements.

EXHIBIT 1 – SAMPLE NEIGHBORHOOD CONTEXT MAP WITH IMAGE DATA

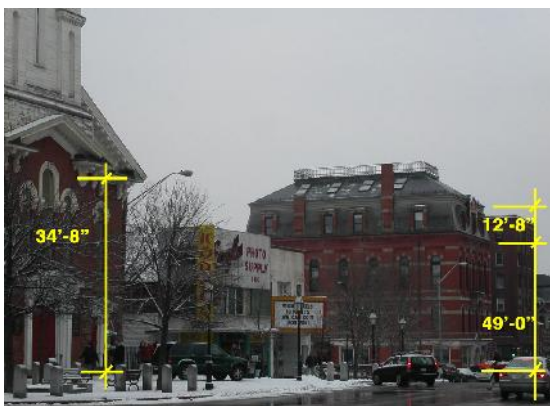
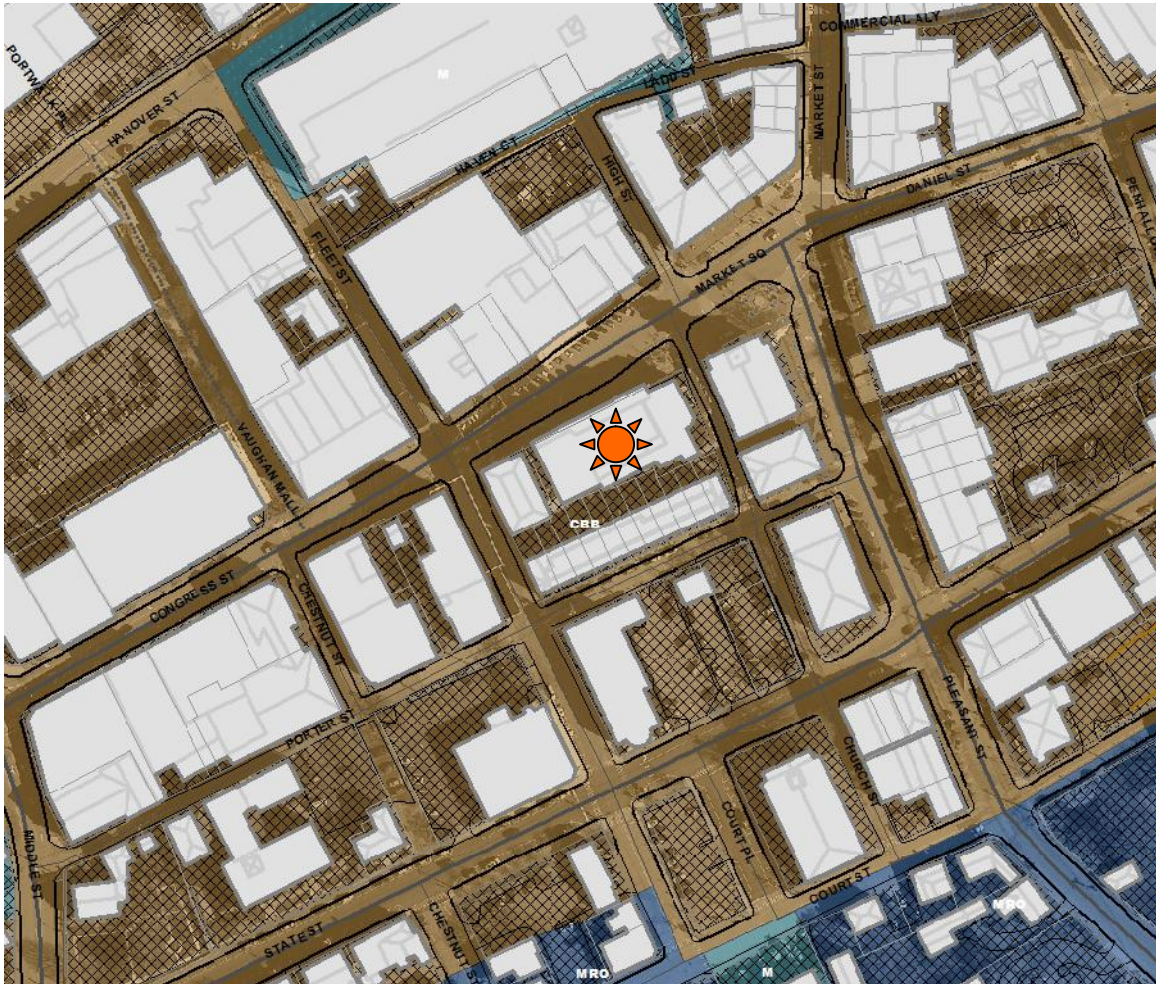
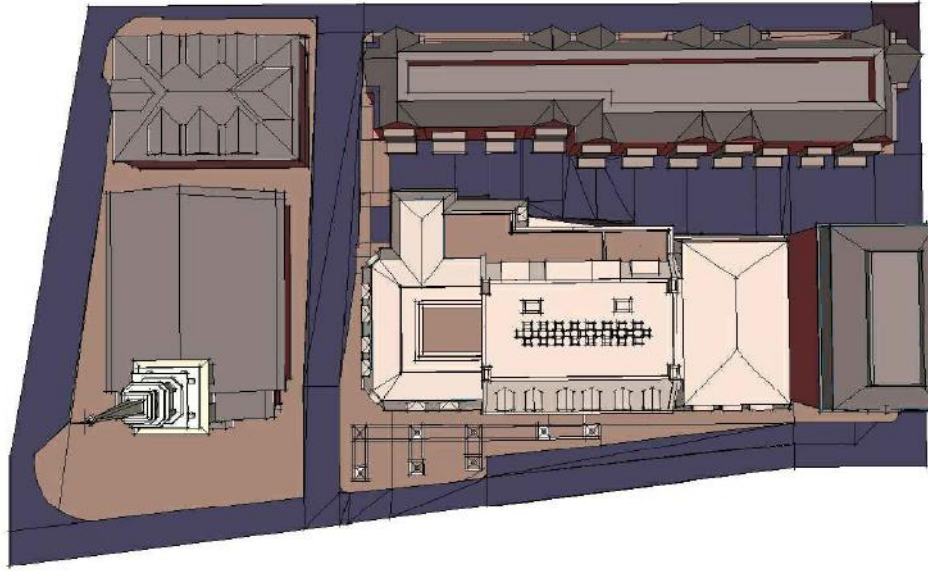


EXHIBIT 2 – SAMPLE MASSING STUDY



6-16 CONGRESS STREET

Portsmouth, New Hampshire 03801

MASSING STUDY

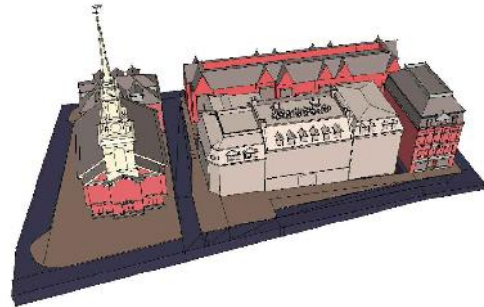
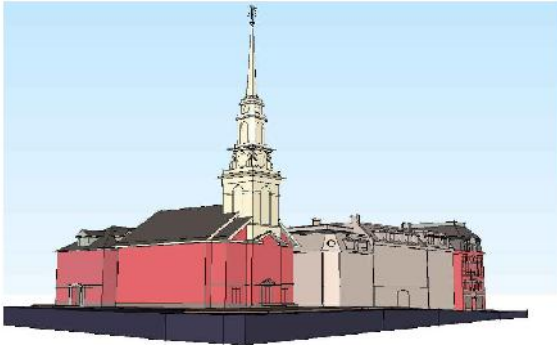
Site Context: Top View

Historical District Commission: Work Session 9: June 09, 2004

Four Market Street
Portsmouth, New Hampshire 03801
Tel: 603.430.0274 Fax: 603.430.0247

**McHenry
Architecture**

June 09, 2004
March 2003
Scale: 1/8" = 1'-0"
Top View



6-16 CONGRESS STREET

MASSING STUDY

Site Context: SW View

**McHenry
Architecture**

June 09, 2004
March 2003
Scale: 1/8" = 1'-0"

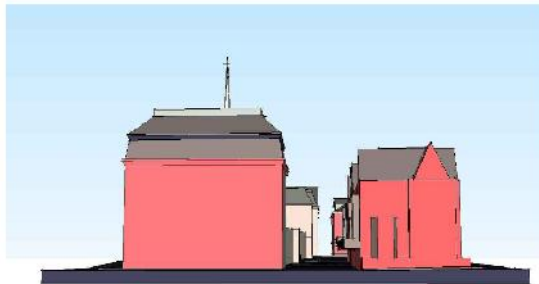
6-14 CONGRESS STREET

MASSING STUDY

Site Context: S View

**McHenry
Architecture**

June 09, 2004
March 2003
Scale: 1/8" = 1'-0"



6-16 CONGRESS STREET

MASSING STUDY

Site Context: E View

**McHenry
Architecture**

June 09, 2004
March 2003
Scale: 1/8" = 1'-0"

6-16 CONGRESS STREET

MASSING STUDY

Site Context: N View

**McHenry
Architecture**

June 09, 2004
March 2003
Scale: 1/8" = 1'-0"

EXHIBIT 3 – SAMPLE FAÇADE TREATMENT STUDY & ARCHITECTURAL STYLE OPTIONS



6-16 CONGRESS STREET | CONGRESS STREET ELEVATION STUDIES | Four Market Street | May 15, 2004
 Portsmouth, New Hampshire 03801 | Option T-455: Triple Modality Four, Five & Five Stories | Portsmouth, New Hampshire 03801 | 603-480-0274 Fax: 603-480-0247 | **McHenry Architecture** | Scale: 1" = 30'



645 CONGRESS STREET | FACADE TREATMENT STUDIES | Four Market Street | May 15, 2004
 Portsmouth, New Hampshire 03801 | 603-480-0274 Fax: 603-480-0247 | **McHenry Architecture** | Scale: 1" = 30'



646 CONGRESS STREET | FACADE TREATMENT STUDIES | Four Market Street | May 15, 2004
 Portsmouth, New Hampshire 03801 | 603-480-0274 Fax: 603-480-0247 | **McHenry Architecture** | Scale: 1" = 30'

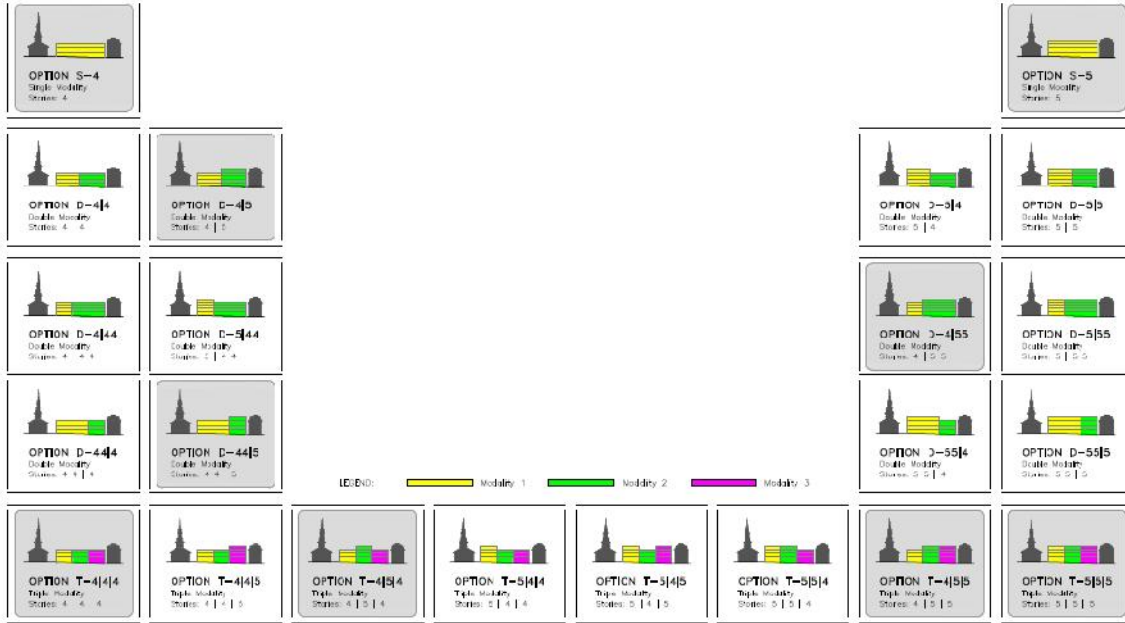


616 CONGRESS STREET | FACADE TREATMENT STUDIES | Four Market Street | May 15, 2004
 Portsmouth, New Hampshire 03801 | 603-480-0274 Fax: 603-480-0247 | **McHenry Architecture** | Scale: 1" = 30'



618 CONGRESS STREET | FACADE TREATMENT STUDIES | Four Market Street | May 15, 2004
 Portsmouth, New Hampshire 03801 | 603-480-0274 Fax: 603-480-0247 | **McHenry Architecture** | Scale: 1" = 30'

EXHIBIT 4 – SAMPLE ELEVATION STUDY



6-16 CONGRESS STREET | CONGRESS STREET ELEVATION STUDIES | Four Market Street
 Portsmouth, New Hampshire 03801 | Historical District Commission, Work Session 1: April 14, 2004 | Portsmouth, New Hampshire 03801
 Tel: 603.486.0274 Fax: 603.489.0247

McHenry Architecture

April 14, 2004
 Matrix 1



6-16 CONGRESS STREET | CONGRESS STREET ELEVATION STUDIES | Four Market Street
 Portsmouth, New Hampshire 03801 | Historical District Commission, Work Session 1: April 14, 2004 | Portsmouth, New Hampshire 03801
 Tel: 603.486.0274 Fax: 603.489.0247

McHenry Architecture

April 14, 2004
 Option 3-485



6-16 CONGRESS STREET | CONGRESS STREET ELEVATION STUDIES | Four Market Street
 Portsmouth, New Hampshire 03801 | Historical District Commission, Work Session 1: April 14, 2004 | Portsmouth, New Hampshire 03801
 Tel: 603.486.0274 Fax: 603.489.0247

McHenry Architecture

April 14, 2004
 Option 5-5