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 administrated 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.

REFERENCE

Bucher, Ward (ed.). *Dictionary of Building Preservation.* New York: John Wylie & Sons, 1996.

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

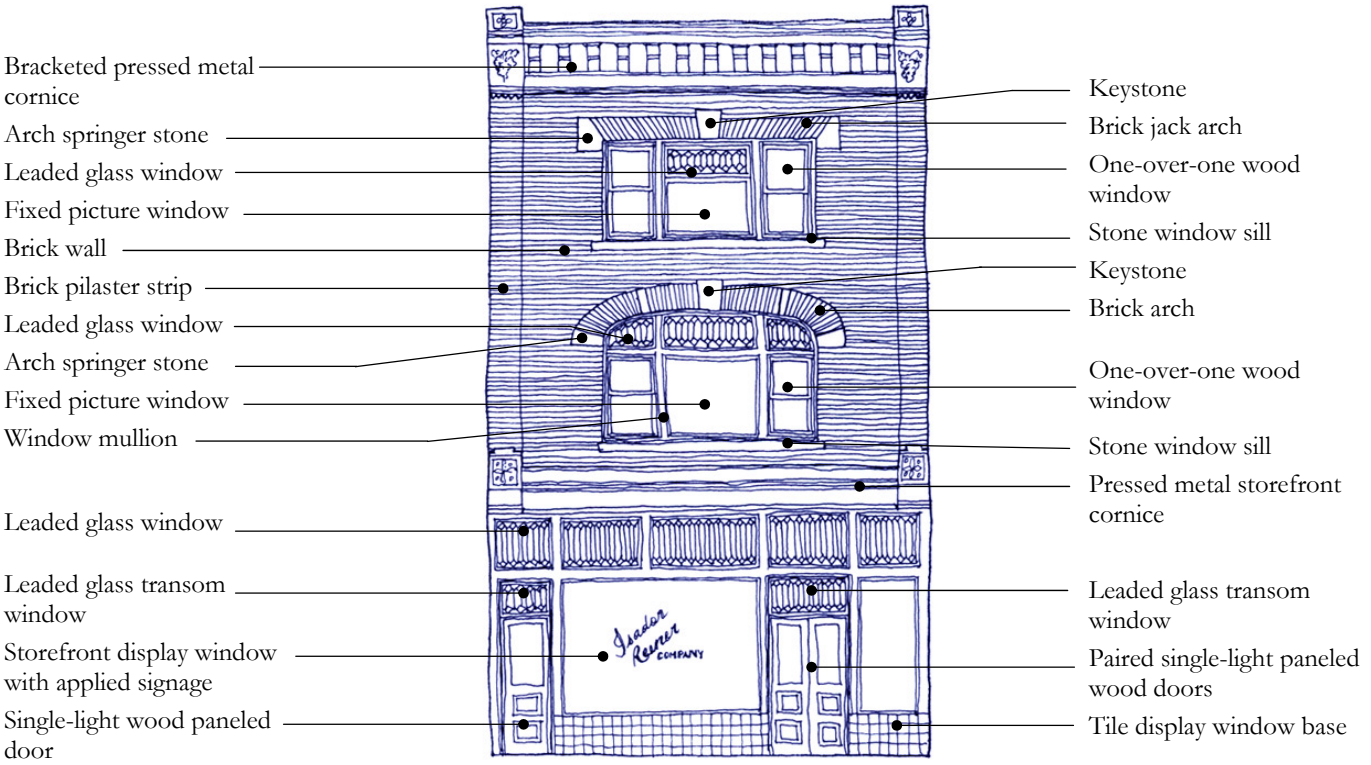
For specific information regarding the submission requirements for your proposed project please contact the Building Department at (631) 727-3200 ext. 213. If the information is not complete, you can request to be placed at the end of the meeting agenda to appear before the LPC or ARB for an informal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



Thanks go to the representatives of the following groups who helped make these *Guidelines* possible:

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.

ACKNOWLEDGEMENTS

All components of the *Guideline* brochures including all text, graphic design, photography and illustrations unless noted otherwise were prepared by:

PRESERVATION DESIGN PARTNERSHIP

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

FUNDING

Funding for the Town of Riverhead Historic Guidelines and Bulk Study was provided by a 2005 award from the Quality Communities Grant Program, which is administered by the New York Department of State, Office of Coastal, Local Government, and Community Sustainability.

Town of Riverhead
Landmarks Preservation Commission

GUIDELINES FOR EXTERIOR MAINTENANCE

This wood shingle roof has reached the end of its useful life. The majority of shingles are cupped or split, exposing the underlying shingle surfaces. The prevalence of the problem will necessitate full roof replacement.

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.

PURPOSE

These *Guidelines* were prepared to assist property owners with information regarding exterior building maintenance to encourage the continued preservation of their properties. It is not intended that these *Guidelines* should replace consultation with qualified architects, contractors, the Landmarks Preservation Commission (LPC), Architectural Review Board (ARB) and applicable ordinances.

The wood base is in contact with the concrete foundation. Regular wood dampness can eventually lead to rot and deterioration, necessitating future replacement.

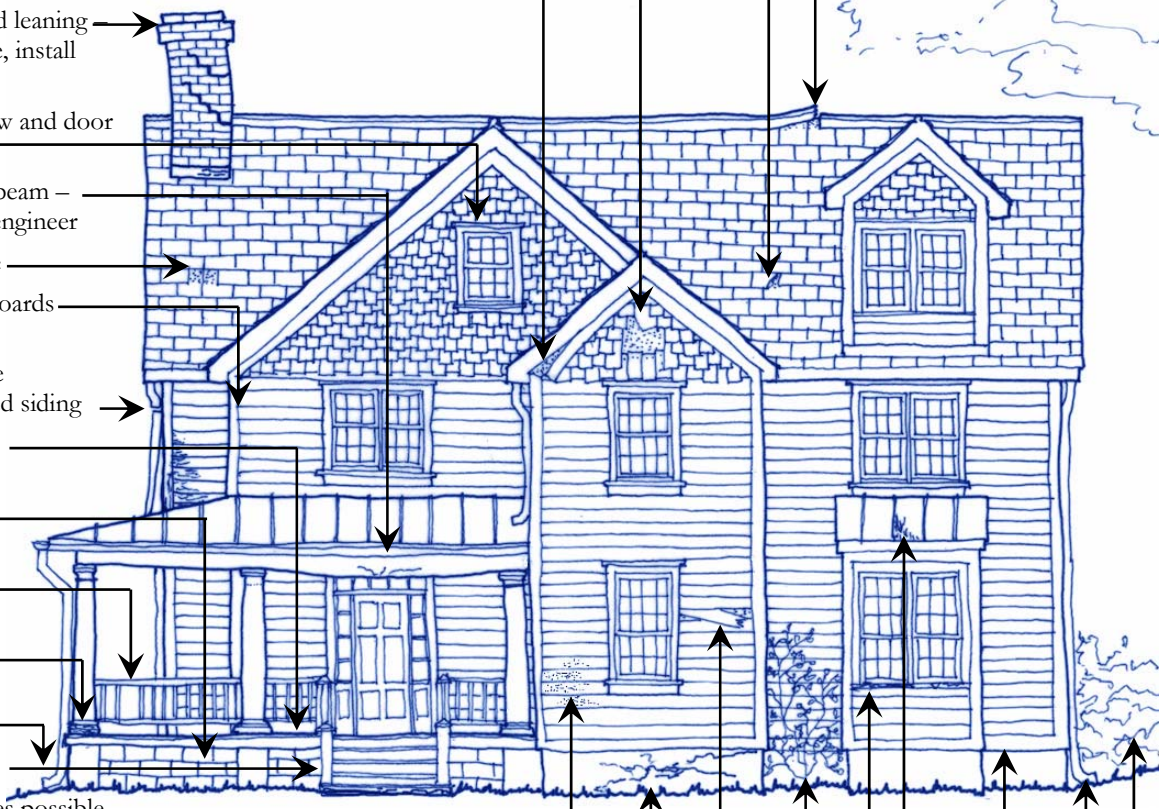
BUILDING MAINTENANCE

The historic architecture of Riverhead features a well-constructed housing stock of mid-nineteenth through mid-twentieth century buildings. Many of these buildings continue to serve Riverhead residents because they have been maintained by previous and present owners.

A building is typically a family's or business owner's largest single investment. One of the best ways to help a property retain its value in the marketplace is to implement a regular and preventive maintenance schedule. Unlike the buyer of an automobile, a new property owner is not provided with an operator's manual or warranty book outlining a recommended maintenance schedule. As a result, many owners do little or no regular maintenance or repair until a serious problem develops. When the problem is finally noticed, the associated repairs can be significantly more involved and costly to address.

TYPICAL BUILDING MAINTENANCE NEEDS

General:
Scrape all loose paint; prime bare wood and metal; re-paint with historically appropriate colors



Trim overhanging tree limbs and clean gutters

Re-fasten ridge cap

Replace cracked slate

Re-nail loose shingles, replace missing shingles

Re-fasten loose trim; re-caulk joints

Chimney cracked and leaning rebuild from roofline, install new flashing

Caulk around window and door frames

Bowed and cracked beam – consult architect or engineer

Replace missing slate

Caulk between clapboards and corner boards

Repair gutter; replace downspout and rotted siding

Restore rotted wood decking

Restore with lattice for ventilation

Duplicate missing balusters

Restore rotted column base

Install splash block

Rebuild rotted steps

Peeling paint indicates possible condensation problem

Foundation bulge – repair cause and patch damaged stucco

Re-nail loose board

Remove ivy

Repair/replace rotted sill

Replace rusted metal roof

Caulk seams between stucco and wood

Change drainage and install splash block

Remove shrubs

The regular cleaning of gutters and downspouts is one of the most effective preventive maintenance tasks. Clean gutters and downspouts provide a means for moisture that accumulates on the roof to be directed away from the building without causing damage. This gutter is filled with leaves, twigs and debris preventing clear drainage and allowing water to overflow the gutter and damage exterior wall surfaces. Gutters and downspouts should be cleaned at least twice each year to minimize potential problems.

BUILDING ENVELOPE DETERIORATION

The exterior envelope of a building is made up of various components that typically include roofing, walls, windows and doors. Each of these building components can be present in various materials within the same building envelope such as a combination of shingle roofing at sloped surfaces and rolled roofing at flat surfaces. Overall, these components of various materials act together as a system to protect the interior from exterior environmental extremes. Some of the environmental influences affecting the exterior building envelope include:

- Moisture, rain, snow, ice, humidity, groundwater
- Wind
- Sunlight
- Temperature variations
- Atmospheric chemicals and acid rain
- Insects, birds and rodents
- Vegetation, molds, algae and fungi

All building materials, new or old, will deteriorate over time. Each of the environmental influences listed above, individually and in combination, has the potential to react differently with the materials that compromise a building's exterior envelope and cause deterioration. The potential reactions are further complicated by the way the materials are installed, joined together, and their relative locations. However, by implementing a regular maintenance and repair program, the rate of deterioration can be dramatically slowed, allowing Riverhead's historic buildings to last for centuries.

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. Similar to maintenance, repair costs and effort can be minimized if the problem is addressed quickly, preventing or postponing costly future repairs. As an example, it might be possible to repair an existing wood window rather than incur the much higher expense of replacement windows.

When repair is not possible, property owners are encouraged to replace in-kind. Although it is tempting to install newer materials such as vinyl siding or replacement windows, many of these materials are not compatible with historic building systems and can lead to costly future repair needs or an ongoing replacement schedule. In the case of vinyl siding, it can trap moisture within a wall cavity and rot the structural framing.

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 – using similar techniques to match the original material, size, scale, finish, detailing and texture
- 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
- Utilization of recycled and sustainable materials

The Landmarks Preservation Commission discourages:

- Introducing modern materials that can accelerate and hide deterioration
- Removing or encapsulating decorative building features such as brackets, spindles, cornices, columns, posts, etc.

HIRING A CONTRACTOR

- All contractors are not necessarily experienced in all materials or working with historic buildings
- Verify extents of warranty for materials and labor
- Check references, especially from 5 years prior, to understand how well their work has held up

MAINTENANCE IS PRESERVATION

Regular maintenance helps to preserve buildings and property, protect real estate values and investments, and keeps the Riverhead an attractive place to live, work and visit. Lack of regular upkeep can result in accelerated deterioration of building elements and features. Small openings or unpainted surfaces can allow moisture penetration and eventually rot. 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 for property owners to inspect their properties regularly to identify potential problems. If problems are detected early, smaller investments of money 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 painting, and cleaning gutters and downspouts. It is also prudent to inspect the roof and any signs of moisture infiltration, open joints, and cracks or bulges.

The Landmarks Preservation Commission encourages:

- Semi-annual reviews of buildings and structures to identify maintenance and repair needs
- Prolonging of the life of original materials on historic structures through regular maintenance
- Avoiding replacement of original materials with newer materials

Regular review of roofing can alert property owners to when replacement is needed.

BUILDING CODES

In the completion of construction projects, Riverhead refers to *The Building Code of the State of New York*. The intent of the *Code* is to protect the public health, safety and welfare of citizens against the hazards of inadequate, defective or unsafe conditions. The *Code* addresses the interior and exterior conditions of buildings, building systems and the surrounding property. For specific information regarding the applicable codes for your project, please contact the Building Department at (631) 727-3200 ext. 213.

Regular repairs can minimize the potential for costly larger problems in the future.

PREVENTIVE MAINTENANCE CHECKLIST

The following pages include preventive maintenance checklists to assist property owners in recording the current condition of their building as well as keep track of maintenance tasks as they are performed.

The checklists refer to typical problems associated with various materials and recommended actions. The checklist should be modified to address the specific materials found at each property. If a building has serious problems, a more detailed inspection can be performed by a qualified architect or engineer who can recommend an appropriate treatment approach.

It is recommended that owners conduct property reviews at a minimum each spring and fall. The spring review will help identify work that should be completed during the warm weather months while the fall review will assist in the weatherization of a property before winter and the identification of projects to be scheduled for the following year. Areas of deterioration or problems should be photographed during each inspection. Dating of the photographs can help document an ongoing problem's progression and assist in planning future repairs. Please refer to Page 14 for information on creating a Maintenance Manual.

For more specific information regarding the various materials identified, please refer to the individual topic-specific *Guideline* brochures available at Riverhead Town Hall or on its web site at www.riverheadli.com.

The mineral granules on the asphalt shingles have almost completely worn away. Portions of shingles have broken off and can be found in the gutters and on the ground. Prior patching is evident at the edge of the roof. The top of the roof curves down from the chimney, a possible indication of a structural problem.

Slates are cracked, dislodged and missing. Some of the surfaces are delaminating. Approximately 25 to 30 percent of the slates on this roof are either missing or damaged. Given the pervasiveness of the problems, considering roof replacement would be appropriate.

ROOFING AND RELATED ROOFING ELEMENTS CHECKLIST

As a general rule, roofing and the related elements should be reviewed every spring and fall, corresponding with the regular cleaning of leaves and debris from gutters and downspouts. In addition, it is best to review the gutters, downspouts and attic areas during a rainstorm to determine whether they are functioning properly. Flat roofs are best reviewed immediately following a rainfall to determine whether standing water or ponding is present. Great care should be taken when reviewing or maintaining roofs since they are potentially dangerous, particularly when wet.

If there are questions regarding whether the severity of deterioration warrants replacement of an element, consultation with a professional is recommended. It is usually less costly to fix a small problem than to delay action resulting in more extensive deterioration and repair needs. For further information, please refer to the *Guidelines for Roofing*.

MATERIAL / LIFE SPAN	INSPECTION REVIEW	RECOMMENDED ACTION
Slate & Terra Cotta Tile 50+ years	• Laid on open sheathing or batten strips – verify from attic	☐ If not, provide proper ventilation in attic
	• Broken or missing slates or tiles	☐ Re-attach, re-secure or replace loose or missing units in kind
	• Units delaminating or flaking apart • Slate or tile particles in valleys, gutters and the base of downspouts	☐ Replace deteriorated individual units in-kind ☐ Consider roof replacement when over 20% of units are split, cracked, missing or deteriorated
Asphalt Shingles 20+ years	• Mineral granules in gutters and at the base of downspouts • Mineral granules almost totally worn off single surface • Edges of shingles look worn	☐ Replace deteriorated individual units in-kind ☐ Consider roof replacement when over 20% of units are split, cracked, missing or deteriorated
	• Nails popping up	☐ Re-fasten or replace affected nails
	• Moss or mold forming on roof surface	☐ Clean and treat surface to inhibit future growth ☐ Trim back overhanging tree limbs to allow sun to hit roof surface

Material / Life Span	Inspection Review	Recommended Action
Wood Shingles or Shakes 30+ years	• Laid on open sheathing or batten strips – verify from attic	☐ If not, provide proper ventilation in attic
	• Moss or mold forming on roof surface	☐ Clean and treat surface to inhibit future growth ☐ Trim back overhanging tree limbs to allow direct sunlight onto roof surface
	• Cupping or warping of wood • Individual shingles or shakes are split or uniformly thin from erosion	☐ Replace deteriorated shingles or shake in-kind ☐ Consider roof replacement if deterioration is substantial or prevalent
Flat Roofs	• Bubbles, separation or cracking of the asphalt or roofing felt • Roof feels loose or squishy underfoot • Water ponding on roof • Mineral graduals or gravel worn away • Roofing felt looks dry or cracked	☐ Attempt patching of seams with compatible materials if area is isolated ☐ Consider roof replacement if deterioration is substantial or leaking is observed – verify condition of roof substrate
Metal Roofs 60+ years	• Substantial number of rust or corrosion spots • Signs of previous tar patch jobs	☐ Tin, terne coated steel and terne coated stainless all need regular repair and painting every 5-10 years and can last indefinitely if properly maintained ☐ Attempt patching with compatible materials if area of deterioration is isolated ☐ Consider roof replacement if deterioration is substantial or prevalent
	• Punctures in the metal • Broken joints or seams	☐ Attempt patching or re-soldering with compatible materials if area is isolated ☐ Consider roof replacement if deterioration is substantial or prevalent – verify condition of roof substrate
	• Spring in surface of flat metal roof • Ponding or standing water on surface	☐ Consider roof replacement if deterioration is substantial or prevalent
Flashing (Formed sheet metal at joints or intersections to prevent moisture penetration)	• Loose, corroded, broken or missing flashing • Roofing cement or tar on flashing • Un-caulked openings or gaps at the tops of flashing • Vertical joint does not have both base and counter flashing	☐ Attempt patching with compatible materials if area of deterioration is isolated ☐ Consider roof replacement if deterioration is substantial
Roof Projections (Dormers, vent pipes, cupolas, TV antennae, lightening rods, weathervanes)	• Connections around roof projects are not properly flashed and watertight	☐ Attempt patching with compatible materials if area of deterioration is isolated ☐ Consider flashing replacement if deterioration is substantial

Material / Life Span	Inspection Review	Recommended Action
Chimneys	• Flashing around chimney is not watertight • Mortar joints in chimney badly weathered • Masonry or stucco coating is cracked or crumbling • Chimney is leaning	☐ Attempt patching with compatible materials if area of deterioration is isolated ☐ Re-point deteriorated or open mortar joints ☐ Consider replacement if deterioration is substantial – replacement might necessitate chimney rebuilding from the roof surface up, attempt to replicate all chimney detailing in reconstruction
	• Chimney is not properly capped • Chimney is not properly lined	☐ Install an appropriate chimney cap for the building style ☐ Install a chimney liner if wood-burning fireplaces are used or if masonry inside of flue is crumbling
Gutters & Downspouts	• Clogged gutters or downspouts	☐ Review roof drainage during a rainstorm – water should collect in gutters and flow through downspouts without "spilling over" roof edge ☐ Clean out debris at least twice each year, in the spring and fall, or more based upon accumulation ☐ Install metal screens over length of gutters and/or strainers over downspout locations
	• Rusty, loose, askew or tilting gutters or downspouts • Open or missing seams in hanging gutters	☐ Attempt repair or patching with compatible materials if area of deterioration is isolated ☐ Consider gutter or downspout replacement if deterioration is substantial
	• Broken seams in metal lining of built-in box gutter	☐ Re-solder open joints ☐ Consider gutter and downspout replacement if deterioration is substantial
	• Water ponding adjacent to foundation	☐ Verify water from exiting downspouts is directed away from building foundation – install splash blocks or downspout extensions at base of downspouts ☐ Re-grade area at foundation to direct ground water away from building

The alligatored roof surface indicates roof deterioration and possible need for replacement.

The downspout is discharging immediately adjacent to the building onto a concrete surface. The storm water splashing onto the concrete surface can saturate the masonry wall.

EXTERIOR WOODWORK CHECKLIST

As a general rule, exterior woodwork should be reviewed every spring and fall. The spring review will alert a property owner to damage that occurred over the winter months and allow for immediate repair. The fall review allows a property to be weatherized for winter and allows planning for spring repair and painting.

If there are questions regarding whether the severity of deterioration warrants replacement of a component or an element, consultation with a professional is recommended. For further information, please refer to the *Guidelines for Exterior Woodwork* and *Guidelines for Windows & Doors.*

The siding staining is an indication of mold or algae growth. The shrubs should be removed or thinned to increase ventilation and allow sunlight to strike the wall. The siding is located only 2 to 3 inches above grade making it susceptible to water damage.

MATERIAL	INSPECTION REVIEW	RECOMMENDED ACTION
Exterior Walls – General	• Exterior walls not plumb or vertically straight • Bulges visible at exterior walls • Doors and window frames out-of-square • Siding undulates	☐ Can indicate differential or uneven foundation settlement or severe structural problems – consultation with an architect or structural engineer is recommended, particularly if condition worsens
Wood Siding, Shingles & Decorative Woodwork	• Loose, cracked, missing or open joints at wood siding, shingles or decorative woodwork	☐ Could lead to water infiltration and rot – repair or replace in-kind as appropriate ☐ Apply caulk to open joints – verify compatibility with adjacent materials
	• Thin or worn shingles	☐ Attempt patching with compatible materials if area of deterioration is isolated ☐ Consider replacement in-kind if deterioration is substantial or prevalent
	• Open joints around window and door frames • Open joints between dissimilar materials (such as wood siding and porch roof)	☐ Re-caulk, repair or replace deteriorated flashing as appropriate – verify compatibility of caulk with adjacent materials
	• Mold or mildew on siding or trim, especially on north side or shady areas	☐ Indication of potential moisture problem – verify installation of sufficient vapor barrier in wall ☐ Clean and treat surface to inhibit future growth – do not clean with high pressure water since this could result in more significant problems ☐ Trim back shrubs and overhanging tree limbs to allow air circulation and sun to hit surface
	• Original siding or trim has been covered with vinyl or aluminum siding	☐ Vinyl and aluminum siding and capping can trap moisture and hide rot and damage – if possible, vinyl or aluminum siding and capping should be removed and woodwork repaired

MATERIAL	INSPECTION REVIEW	RECOMMENDED ACTION
Water & Termite Damage	• Signs of dirt veins on exterior walls, particularly near foundation, steps, under porches, etc.	☐ Possible indication of termite damage, contact extermination company to determine if active infestation and extent of damage
	• Wood is soft when stuck with a small blade or ice pick, particularly window sills, porches, steps, sills and siding (Refer to *Guidelines for Exterior Woodwork* for wood rot test)	☐ Possible indication of wood rot or insect infestation – eliminate source of moisture to control rot and replace defective elements in-kind, contact an extermination company for potential infestation
	• Wood is located within 6 inches of ground	☐ Wood close to the ground can be a target for rot and termite infestation – review appropriate alternatives and conduct regular inspections
	• Vegetation, such as shrubs, are located immediately adjacent to foundation	☐ Vegetation can trap moisture in woodwork by blocking sunlight and air circulation – remove or thin vegetation close to a building or conduct regular inspections for rot behind vegetation
Windows & Doors (Refer to *Guidelines for Windows & Doors* for more information)	• Windows and doors do not fit or operate properly	☐ Verify whether frame is wracked or out-of-square – possibly an indication of differential or uneven foundation settlement ☐ Verify whether windows are painted shut and hardware (including sash cord or chains) is operational
	• Wood rot, particularly at sills and lower rails	☐ Repair or selectively replace deteriorated components in-kind ☐ Following repairs, verify deteriorated areas are well painted and joints caulked
	• Weather stripping is deteriorated or missing	☐ Replace with compatible weather stripping – weather stripping is typically located between the door and window and the frame as well as at the meeting rail (where the upper and lower sash abut) of windows
	• Glass is cracked	☐ Replace glazing to match existing
	• Glazing putty is missing, cracked or deteriorated	☐ Replace glazing putty – verify compatibility with adjacent materials
	• Storm or screen windows or doors are missing, deteriorated or non-operational	☐ Repair deteriorated units as appropriate ☐ Consider installing interior storm windows in lieu of exterior – interior storms can minimize potential condensation between the storm and window, reduce drafts, are virtually invisible and make the exterior more attractive
Painting (Refer to *Guidelines for Exterior Woodwork* for more information)	• Chalky or dull finish	☐ Surface cleaning might be all that is needed ☐ If repainting, additional preparation might be required
	• Paint surface worn	☐ Wood generally needs repainting every 5 to 8 years
	• Peeling, curling and blistering	☐ Possible indication of a moisture problem – review drainage, potential leaks and whether there is a vapor barrier in the wall ☐ Paint failures near roofs, downspouts and porch ceilings are often the result of drainage problems

EXTERIOR MASONRY AND STUCCO CHECKLIST

Almost all buildings include some masonry, if not as a wall material, then as a foundation or chimney. Since masonry is often used as part of the structural system for older buildings, it is critical that it be maintained to prevent serious problems. For the best results, it is recommended that all masonry and stucco repairs and cleaning be conducted between mid-April and mid-November to minimize potential spalling and problems associated with colder temperatures.

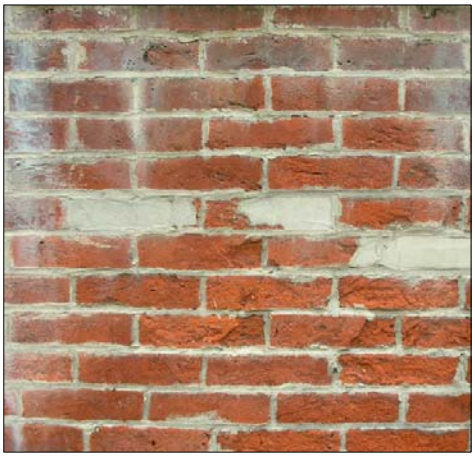
If there are questions regarding whether the severity of deterioration warrants replacement of an element, consultation with a professional is recommended. It is usually less costly to fix a small problem than to delay action resulting in more extensive deterioration and repair needs. For further information, please refer to the *Guidelines for Masonry*.

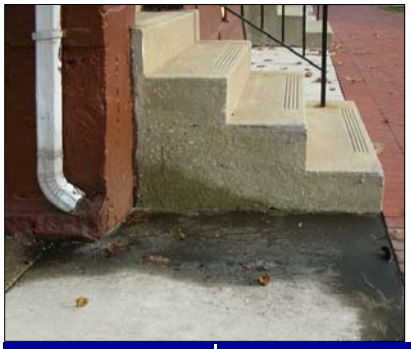
MATERIAL	INSPECTION REVIEW	RECOMMENDED ACTION
Exterior Walls – General	• Cracks in masonry wall	☐ Can indicate differential or uneven foundation settlement or severe structural problems – consultation with an architect or structural engineer is recommended, particularly if condition worsens ☐ Vertical or diagonal cracks or cracks that split individual bricks or stones tend to represent a more significant problem such as differential settlement ☐ Horizontal cracks or hairline cracks limited to mortar joints or individual stones or bricks tend to be less severe ☐ Monitor and photograph condition after repair during each inspection to see if cracks return
	• Bows or bulges in wall plane • Leaning walls	☐ Can indicate differential or uneven foundation settlement or severe structural problems – consultation with an architect or structural engineer is recommended, particularly if condition worsens
	• Water ponding adjacent to foundation • Vegetation, such as shrubs, are located immediately adjacent to foundation • Damp walls • Moss or algae on masonry surface	☐ Verify water from exiting downspout is directed away from building foundation – install splash blocks or downspout extensions at base of downspouts ☐ Vegetation can trap moisture in masonry by blocking sunlight and air circulation – remove or thin vegetation close to a building or conduct regular inspections for algae and mold behind vegetation ☐ Re-grade area at foundation to direct ground water away from building ☐ Clean moss or algae from wall surface with low pressure water, with the possible use of gentle detergent and brushing
	• Efflorescence – water-soluble salts leached out of masonry and deposited on a surface by evaporation, usually as a white, powdery surface	☐ Clean efflorescence from wall surface with low pressure water, with the possible use of gentle detergent and natural bristle brush ☐ Review area for possible additional sources of moisture
Mortar	• Soft and crumbling • Open joints or broken joint bonds	☐ Attempt patching with compatible mortar if area of deterioration is isolated – mortar should match original in appearance, profile, hardness and composition ☐ Consider replacement if deterioration is substantial

Material	Inspection Review	Recommended Action
Stones & Bricks	• Spalling, chipping, flaking, cracking or crumbling of surface • Loose or missing stones or bricks	☐ Attempt patching with compatible materials if area of deterioration is isolated ☐ Consider replacement if deterioration is substantial
	• Pitted surface from sandblasting or pressure wash	☐ Masonry with a damaged surface is more likely to absorb moisture leading to accelerated deterioration – consult a professional and consider appropriate water repellant coating ☐ Monitor and photograph condition to see if it continues to deteriorate ☐ Review adjacent materials and interior finishes for signs of moisture infiltration and rot
Stucco	• Cracks in surface	☐ Attempt patching with compatible stucco if area of deterioration is isolated ☐ Consider replacement if deterioration is substantial ☐ Substantial cracks might indicate differential or uneven foundation settlement or severe structural problems – consultation with an architect or structural engineer is recommended, particularly if condition worsens
	• Bulges in wall	☐ Verify keying of stucco to lath or underlying substrate – if wall area moves when pushed, area of stucco is not bonded and should be replaced with compatible material to avoid potential surface collapse
Painted Masonry	• Chalky or dull finish	☐ Additional preparation might be required prior to repainting
	• Peeling, flaking, curling and blistering	☐ Possible indication of a moisture problem – review drainage, potential leaks and whether there is a vapor barrier in the wall ☐ Paint failures near the roof edge, downspouts, porch ceilings and foundations are often the result of drainage problems
	• Paint surface worn	☐ Similar to woodwork, painted masonry tends to need repainting every 5 to 8 years with compatible paint

The loose, flaking paint should be removed and the cause for peeling determined. It is likely that the paint was not intended for masonry applications or the surface was not properly repaired and prepared prior to painting.

Inappropriate treatments can damage the surface of older and softer masonry. The rough texture and uneven surface in this example suggest an aggressive cleaning method was used. Also note the stucco patches and surface efflorescence.





PROPERTY CHECKLIST

Exterior maintenance extends beyond a building's perimeter to include the surrounding property. Seasonal property maintenance includes cutting grass, raking leaves and shoveling snow. Larger maintenance issues include water management on the site, trimming trees and regular repairs to fences, walls, walkways and paved surfaces.

The water staining and sediment at the base of the downspout is an indication of water ponding. Installing a splash block or downspout extension would direct storm water away from the building.

MATERIAL	INSPECTION REVIEW	RECOMMENDED ACTION
Water Management	• Groundwater directed towards building foundation	☐ Re-grade area at foundation to direct ground water away from building
	• Water ponding adjacent to foundation	☐ Verify water from exiting downspouts is directed away from building foundation – install splash blocks or downspout extensions at base of downspouts
	• Vegetation, such as shrubs, are located immediately adjacent to foundation	☐ Vegetation can trap moisture in wall surfaces by blocking sunlight and reducing air circulation – remove or thin vegetation close to a building or conduct regular inspections for rot, algae, fungus and mold behind vegetation
	• Tree limbs extend over roof	☐ Consider trimming limbs away from house – they provide shade from the sun that can lead to the formation of moss, fungus, mold or algae; leaves and debris collect and clog gutters and downspouts; tree limbs have the potential to cause severe damage if they fall during a storm
Fences & Walls	• Wood fences	☐ Check for deterioration and follow recommendations in the Exterior Woodwork Checklist ☐ Anticipate repainting or re-staining every 5 to 8 years
	• Stone walls	☐ Check for deterioration and follow recommendations in the Masonry and Stucco Checklist
	• Metal fences	☐ Check for rust spots or bare metal – remove rust and prepare for re-painting
Walkways, Patios & Pavers	• Brick, flagstone or concrete pavers cracked or missing	☐ Verify the condition of the sub-base and replace deteriorated or missing units in-kind
	• Water ponding on paved surface • Subsidence of paved surface	☐ Verify the condition of the sub-base and reset individual units to allow appropriate drainage
	• Vegetation growing between individual units	☐ Some vegetation has a substantial root structure that can dislodge individual paving units – remove vegetation if appropriate
Asphalt Paving & Driveways	• Cracked asphalt	☐ Seal cracks to minimize potential water infiltration ☐ Consider sealing or repaving entire surface if cracks are substantial or prevalent
	• Water ponding on paved surface • Subsidence of paved surface	☐ Verify the condition of the sub-base and patch to allow appropriate drainage

INTERIOR CHECKLIST

Exterior maintenance problems can be most evident at the interior of a building. The areas most likely to demonstrate exterior problems tend to be the least-visited parts of a house, the attic and the basement. It is important to remember that attics and basements tend to be unique spaces with distinct conditions. Attics usually sit directly under roofs which can be highly susceptible to moisture infiltration. Similarly, basements are primarily located below the surrounding grade and are also susceptible to moisture and pest infiltration and damage. Because these spaces tend not to be used as regularly, and because they do not tend to be conditioned with heat, air conditioning and moisture control to the same level as the rest of the house, problems can fester and become more severe before being noticed.

The darker area of the lower portion of the wall surface and area immediately below the window is an indication of dampness. Remedying the source of moisture infiltration and additional ventilation is recommended.

MATERIAL	INSPECTION REVIEW	RECOMMENDED ACTION
Attic Space	• Water stains on rafters or roof boards – probably indicated by either a dark patch on the wood or plaster or possibly a white bloom representing salt crystallization	☐ Review during or immediately following a rainstorm to understand whether staining is a current or past problem – pay particular attention to flashing locations around roof penetrations such as vent pipes, chimneys and dormer windows as well as at valleys and eaves
	• Mildew on underside of roof structure • Dampness in attic space • Overheated attic	☐ Verify whether the attic is sufficiently ventilated
	• Broken or missing collar beams • Cracked or sagging rafters	☐ Potential structural problem – consultation with an architect or structural engineer is recommended, particularly if condition worsens
	• Inadequate insulation at attic floor or between rafters	☐ Install appropriate insulation
Basement or Cellar	• Mortar of walls soft and crumbling • Damp or moldy smell • Evidence of dampness under first floor or around pipes • Evidence of wood rot or insect infestation at wood sills on top of foundation walls or first floor joists • Periodic flooding	☐ Review for potential moisture infiltration ☐ Verify water from exiting downspouts is directed away from building foundation – install splash blocks or downspout extensions at base of downspouts ☐ Re-grade area at foundation to direct ground water away from building ☐ Check underground water supply and drainage systems for cracked or clogged pipes ☐ Re-point deteriorated mortar ☐ Install a dehumidification system ☐ Contact an extermination company for potential infestation
	• Inadequate insulation below first floor, around pipes, heating and air conditioning ducts, and water heater in unheated basements	☐ Install appropriate insulation – condensation can form on unheated equipment and frozen pipes can burst

Problems with the downspout have resulted in deterioration of the mortar joints and efflorescence and staining of the brick surface. The projecting water table has been previously patched with stucco and the paint is peeling from both the water table and foundation below. There have been various repointing efforts of the brick as evidenced by the different mortar colors and joint styles.

MAINTENANCE MANUAL

It can be helpful for property owners to develop a maintenance manual to keep track of conditions, problems, maintenance tasks and contractors who performed the work. This outline of conditions will assist property owners in diagnosing problems, prescribing remedies, and tracking the effectiveness of those remedies in a similar manner that a physician tracks a patient's health. The information in the manual generally falls into three categories:

1. General information
2. Documentation
3. Inspection and maintenance requirements

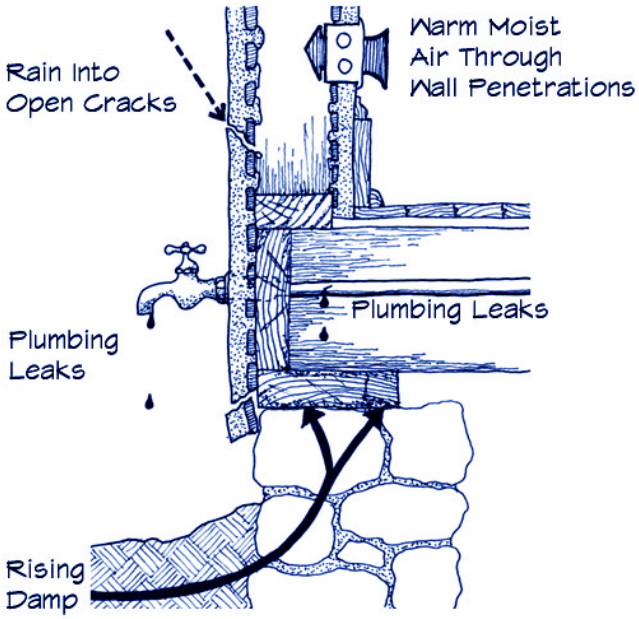
1. General information should include the names and telephone numbers for emergency services and repairs, as well as basic information on specific building equipment. This includes:
   - Address and tax parcel or block and lot number
   - Telephone numbers and addresses for:
     Fire Department
     Police Department
     Building Department
     Contractors
     Electrician
     Electric Company
     Gas Company
     Water Company
     HVAC Repair (Heating, ventilation and air conditioning)
     Pest Extermination Services
   - Diagram locating electrical disconnects and various utility cut-offs (such as water and gas)
2. Documentation information should include historical, construction, alteration and legal information that is specific to the property's past and current conditions. This includes:
   - Architectural drawings and specifications of original construction or later additions or alterations as available
   - Historic photographs and photographs of existing conditions and dated inspection photographs (as referred to in the Checklists)
   - Construction records including all contracts, bonds, guarantees, equipment data and operating instructions
   - Copies of deeds and other legal documents including covenants and easements
3. The third major component is the preventive maintenance checklists, which should outline the following:
   - Items to be inspected
   - Frequency of the inspections for various components
   - Information on particular repair and upkeep techniques of particular components, materials and equipment

Since the maintenance manual should be updated regularly to be the most effective, it might be helpful to keep this information in a three-ring binder. This information can assist a homeowner keep abreast of new and ongoing problems before they become costly emergency repairs.

MOISTURE

Typically moisture is the primary agent of decay in a building. No matter how "waterproof" a building is, water vapor will find its way into the structure. When moisture saturates a building's materials, it can:

- Make wood desirable as a food for insect and plant consumption
- Promote the growth of mold, algae and fungi
- Cause building materials, particularly wood and masonry, to swell when wet, exerting additional pressures, particularly during freezing temperatures
- Compromise the structural integrity of the building
- Cause chemical reactions that might deteriorate materials by transmitting salts and minerals through walls, particularly in masonry
- Damage or destroy interior finishes and furnishings



Rain and Precipitation *can enter the exterior envelope through damaged or cracked surfaces and crevices with adjacent materials including window and door frames.*

Rising Damp *is the migration of moisture from the soil into the building structure through capillary action. The soil adjacent to the foundation can become saturated through improper drainage from gutters and downspouts and vegetation planted adjacent to the foundation.*

Plumbing Leaks *include piping as well as bathroom fixtures, kitchen and laundry appliances, and underground piping.*

Condensation *occurs when warm moist air from bathrooms, kitchens and laundry facilities comes in contact with cold surfaces and changes to water droplets.*

SAFETY PRECAUTIONS

Repair and maintenance of a building can potentially be dangerous work. It is recommended that all manufacturers' recommendations be followed and appropriate safety precautions with ladders, tools, materials and processes be taken. Property owners should consult a professional for work that is unfamiliar or potentially unsafe.

Older buildings can have dangerous materials such as asbestos, lead, radon and mold that might be uncovered during work. Property owners should familiarize themselves with these materials and their building's conditions before beginning work. Information about common hazardous materials can be found by contacting the following organizations:

Asbestos

US Environmental Protection Agency Hotline
(800) 368-5888 – www.epa.gov/asbestos

New York State Department of Health
(800) 458-1158
www.health.state.ny.us/nysdoh/asbestos/asbestos.htm

Lead

National Lead Information Clearinghouse
(800) 424-LEAD – www.epa.gov/lead

New York State Department of Health
www.health.state.ny.us/environmental/lead

Radon

The National Safety Council's Radon Hotline
(800) SOS-RADON – www.epa.gov/radon

New York State Department of Health
(800) 458-1158 (ext. 27556)
www.health.state.ny.us/nysdoh/radon/radonhom.htm

Mold

Indoor Air Quality Information Clearinghouse
(800) 483-4318
www.epa.gov/iaq/molds/index.html

New York State Department of Health
1-800-458-1158 (ext. 27800)
www.health.state.ny.us/nysdoh/indoor/mold.htm

For additional questions or information, please contact Town of Riverhead's Building Department at (631) 727-3200 ext. 213 for general questions, or your personal physician for health-related concerns.

INSULATION AND WEATHERIZATION

Insulation can be an effective means of controlling heat loss in a building. There are three general types of insulation:

- Rigid board insulation
- Fiberglass batt insulation
- Blow-in insulation – includes fiberglass, rock wool and cellulose

When combined with a vapor barrier, integral on most batt insulations, insulation can reduce moisture migration through a building's envelope. It is recommended that property owners consult Energy Star for insulation types, levels and installation recommendations applicable to the specific location and construction conditions of their buildings at www.energystar.gov.

In addition to the attic and walls, it is also important to insulate the perimeter of the cellar or crawlspace or the underside of the first floor framing. Before installing insulation, all cracks and openings should be caulked or sealed, and if the cellar or crawlspace will not be heated, the water heater and exposed piping and ducts should be insulated.

To minimize the potential for trapped moisture, it is critical that moisture problems or leaks be addressed before installing insulation. Typical areas of concern are adequate attic, kitchen, bathroom and laundry area ventilation as well as any areas of leaks or condensation.

The Landmarks Preservation Commission encourages:

- Remedying moisture problems before insulating
- Installing adequate ventilation in attics, bathrooms, kitchens and laundry areas

A common area of concern for heat-loss is windows. It is important to verify windows operate and sit properly in their frames, the frame perimeters are caulked, and weather stripping is installed around each sash. Storm windows can greatly increase the thermal efficiency of windows, with wood exterior storm windows or interior storm windows generally being the most appropriate for historic houses. Interior storm windows can be very airtight, substantially reduce condensation and are generally removable during warm weather. Please refer to the *Guidelines for Windows & Doors*.

The Landmarks Preservation Commission encourages:

- Making windows operable and sit properly in frames, and caulking open joints around windows
- Installing exterior or interior wood storm windows

PAINT REMOVAL SAFETY

Paint removal is potentially hazardous work. Keep children and pets clear of work areas. Property owners should consult a professional for work that is unfamiliar or potentially unsafe.

- Always wear safety goggles
- With heat tools, always wear appropriate clothing and keep a fire extinguisher nearby
- Paint dust from older buildings can contain lead – wear a dust mask, avoid open food or beverage containers in area of paint removal, and thoroughly clean exposed skin and launder work clothes

PAINTING

Paint is one of the most common ways to protect exterior materials from the elements. When the painted surface has been compromised, moisture and the elements can infiltrate the underlying material and accelerate potential deterioration.

In general, exterior surfaces should be repainted every 5 to 8 years, with potential touch-ups of high traffic, worn or deteriorated areas. If the frequency of complete repainting is greater, there might be an indication of another problem such as:

- Presence of excessive moisture
- Paint was applied with inadequate surface preparation or under adverse conditions
- Paint is not compatible to underlying material or previously applied paint

For further information regarding painting, including how to determine whether painting is necessary and appropriate preparation techniques please refer to the *Guidelines for Exterior Woodwork*.

Funding for the Town of Riverhead Historic Guidelines and Bulk Study was provided by a 2005 award from the Quality Communities Grant Program, which is administered by the New York Department of State, Office of Coastal, Local Government, and Community Sustainability.

Town of Riverhead
Landmarks Preservation Commission

GUIDELINES FOR ROOFING

This represents one of the few commercial buildings on Main Street with a highly decorative roof treatment. This Mansard roof is covered with three colors of fish scale slate installed in a decorative pattern and trimmed along its edges with painted metal flashing. A series of steeply pitched gable roof dormers with projecting eaves provide additional habitable space at the upper level. Also note the projecting roof cornice with the paired decorative brackets, typical of the Victorian period.

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.

PURPOSE

These *Guidelines* were prepared to assist property owners with information when considering the repair, alteration or installation of roofing. It is not intended that these *Guidelines* should replace consultation with qualified architects, contractors, the Landmarks Preservation Commission (LPC), Architectural Review Board (ARB) and applicable ordinances.

Residential buildings, particularly those from the Victorian period, tend to have very complex roof forms that can include intersecting gables, dormers and towers.

ROOFS

A building's roof provides the first line of defense against the elements and its design greatly affects the overall appearance of a building. Therefore, the following functional and aesthetic concerns should be considered when considering roof alteration.

- Weather-tight roofing preserves a building and provides shelter from rain, wind, sun and snow
- Temperature variation and building movement affect roofing materials
- Roofing helps define the building's character, silhouette and architectural style
- The form, color and texture of roof and roof penetrations affect the scale and massing of the building
- Roofing variations add visual interest to the streetscape

ROOF FORMS

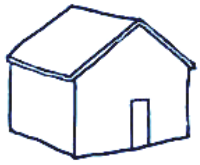
There are six general roof forms. The roof forms can have various pitches and be combined in different manners to provide numerous roof types.

- **Gable Roofs** include front, side and cross-gable configurations. Gable roofs generally have two equally angled inclined planes that meet at a central ridge and represent one of the most common roof forms for their ability to shed water and relative ease of construction. Most vernacular or traditional buildings in the area use this roof form.

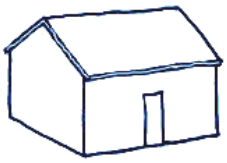
  In the side gable configuration, the primary entrance is located below the sloping side eaves of the roof. In the front gable configuration, the main entrance is located at a gable end. A cross-gable roof refers to perpendicularly intersecting front and side gable forms, with the primary entrance at either the front or side gable.

- **Shed Roofs**, also known as a pent roofs or lean-tos, are roofs with a single slope, essentially forming a half gable, with rafters spanning between one exterior wall and a secondary wall. Shed roofs are typically used for additions to existing buildings.
- **Gambrel Roofs**, also known as Dutch roofs, include a pair of shallow pitched slopes above a pair of steeply pitched roofs on each side of a center ridge.
- **Hipped Roofs** slope inward from exterior walls, meeting at a ridge or a point, as in pyramidal roofs.
- **Mansard Roofs** include a steeply pitched lower slope beginning at the building cornice, and a nearly flat upper slope that might not be visible from the ground. The lower slope can be straight, concave or convex.
- **Flat Roofs** might be a true horizontal plane or have a low pitch to allow for drainage. Flat roofs often terminate at a parapet, generally an extension of the building's exterior walls.

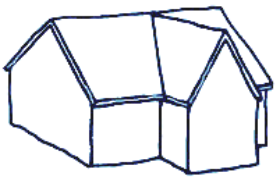
This commercial building has a decorative cornice at the front elevation, but a lower flat roof is evident at the side elevation.



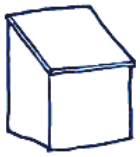
Front Gable



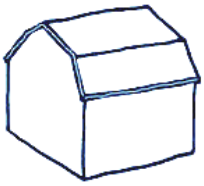
Side Gable



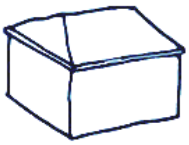
Cross Gable



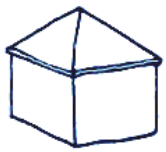
Shed



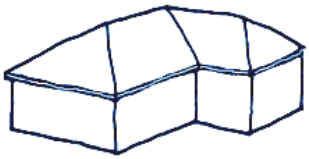
Gambrel



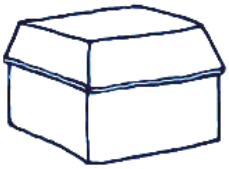
Ridged Hip



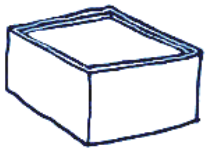
Pyramidal Hip



Cross Hipped



Mansard



Flat with Parapet

ROOF PITCH AND MATERIALS

The pitch or slope of a roof helps define the appropriate materials for the roof. Low-pitched to flat roofs depend on a continuous or nearly continuous roof surface to minimize moisture infiltration. Material options for low-pitched roofs include built-up hot tar roofing; roll roofing; and soldered flat seam metal. Possibilities for moderately to steeply sloped roofs include unit materials such as slate, wood shingles, metal shingles and asphalt shingles. With Riverhead's salt air, it is recommended that metal roofing that is less susceptible to corrosion, such as copper, be installed.

ROOFING MATERIALS

Historically, roofing materials were selected based upon practical and aesthetic criteria including pitch, weather conditions and availability of materials and craftsmen. Riverhead's salt air generally limited the use of metal roofing.

In the Town of Riverhead, historic roof materials were generally wood shingles, less frequently slate and later asphalt shingles. Each material provides a specific color, texture and pattern to a roof surface. Slate and wood shingles provide a modulated surface with variations in color, texture veining or graining and thickness. Decorative slate shingles were also used, particularly in the Victorian period during the second half of the nineteenth century, to add additional colors or shapes to roof surfaces.

With industrialization at the beginning of the twentieth century, new roofing materials were introduced, including asbestos and asphalt based shingles, as well as varieties of rolled or built-up roofing for flat installations. The variety of metal roofing was also expanded, including copper, galvanized sheet steel and aluminum. More recently, a larger variety of substitute roofing materials intended to simulate historic materials have been developed, with some being more successful than others. These include "dimensional" or "architectural" asphalt-composition shingles; fiberglass, metal or recycled rubber shingles intended to evoke the appearance of wood or slate shingles.

INVESTIGATING HISTORIC ROOFING

Some investigation is needed to determine the historic roof material for a building. A good place to start is in the attic. New roofs are often laid atop older roof surfaces. By looking between rafters, older roofs can sometimes be seen. Another area of review is the roof framing, lath and sheathing. Because of its weight, slate requires more substantial roof framing, tending towards larger rafters with narrower spacing than wood shingle framing. If the original lath is visible, there are variations in lath spacing that relate to standard sizes for slate and wood shingles. Finally, wood sheathing was often needed in metal roof installations, while lath was used in wood and slate shingle installations.

If physical evidence is not available, documentary evidence such as historic photographs, speaking to neighbors or looking at similar buildings in the area might provide clues about original roof materials.

Wood shingles are not as common as they were historically in Riverhead.

WOOD SHINGLES

Wood shingles are typically made from cedar, cypress, redwood, oak, elm or white pine. Historically they represented a common sloped roofing material in Riverhead.

A wood shingle roof can last 30 to 60 years depending on the roof pitch, quality of materials and installation. However, like all exterior wood installations, a shingle roof is subject to deterioration from rot, splitting, warping and eroding. In many cases, wood shingle roofs are replaced at the first indication of a localized problem when regular maintenance or a less intensive repair would be sufficient. Common locations of failure are the roof accessories including the fasteners, flashing and gutters, which might have a shorter life span than the roofing surface. To extend the serviceable life of a roof, property owners are encouraged to address localized problems as they become apparent.

Typical localized problems and possible repairs for wood shingles:

- Loosening or corrosion of fasteners for shingles or accessories – *Reattach or replace fastener*
- Split or punctured shingle – *Install sheet metal under shingle, fill split or hole with roofing cement*
- Moss or fungi on surface – *Trim back adjacent trees allowing sun to dry out roof surface; investigate fungicide application; check attic for adequate ventilation*
- Missing or damaged shingles or roof accessories – *Replace to match original*

If over 20% of the wood shingles on a roof slope are damaged or missing, replacement of the roofing might be warranted. Wood roofing replacement alternatives include dimensional fiberglass asphalt shingles.

This Victorian slate roof has multiple colors and patterns.

SLATE

Slate was a popular roofing material, providing a durable, fire resistant and attractive surface, and in certain conditions, capable of lasting for centuries. It was often used in Victorian architecture where the variety of shapes and colors for slates, including gray, black, red, green and purple, made the roof surface a visually important building feature, and later in Colonial Revival architecture, with simple square-cut grey slates.

A slate roof can last 60 to 125 years depending on the stone properties, formation, installation quality and regularity of maintenance. A failing slate often slowly delaminates, chips and absorbs moisture, causing the deterioration process to accelerate over time. Even more often than wood roofing, problems with slate roofs are typically the result of localized failure since many of the roof accessories and fasteners do not have the same 100-year life span as the slate itself. To extend the serviceable life of a roof, property owners are encouraged to address localized problems as they become apparent, using a qualified slate roofer.

Typical localized problems and possible repairs for slate:

- Loosening or corrosion of fasteners for slate or accessories – *Reattach or replace fastener*
- Split or cracked slate – *Install sheet metal under shingle, fill split or hole with roofing cement*
- Missing or damaged slates or roof accessories – *Replace to match original*

If over 20% of the slates on a roof slope are damaged or missing, replacement of the roofing might be warranted, although applicants are strongly encouraged to make every attempt to match decorative patterns and colors with replacement materials. Ceramic tile, rubber and other materials are used to simulate slate, but many have not been available commercially for very long. Dimensional or architectural fiberglass asphalt shingles are manufactured by several companies, simulating the shapes, color and variegated color appearance of slate.

METAL

Metal was popularized for roofing after sheet metal production was expanded following the Civil War, and can be found on primary buildings as well as agricultural structures and outbuildings. However Riverhead's salt air, and its propensity to cause corrosion, generally limited the use of metal roofing.

Traditional sheet roofing metals include lead, copper, zinc, tin plate, tern plate, and galvanized iron. Many metal roofs require painting with traditional colors including red, silver, green or black to minimize the potential for corrosion. On shallow pitch roofs like porches, cupolas or domes, small rectangular pieces of flat seam metal roofing were installed with edges crimped together and soldered to form a weather-tight surface. On steeper pitched roofs, tin shingle roofs were installed, typically necessitating regular repainting. Rarely, long continuous seams were used, either in a standing seam or batten seam configuration, providing regular ridges down roof slopes.

A well-installed and maintained metal roof is very durable and can last well over a century. If not properly installed, metal roofing is subject to expansion and contraction with changes in temperature, resulting in buckling and warping. Similar to slate roofing, metal roofing work should be undertaken by a specialist.

Deterioration of the metal surface tends to occur from wearing of the protective painted or galvanized surface, chemical action, rusting, pitting or streaking, airborne pollutants, rain or material acids, or galvanic action. Galvanic action occurs when dissimilar metals chemically react against each other and corrode, and can come from adjacent metals, such as fasteners and non-adjacent metals, such as roof cresting via rainwater.

Typical localized problems and possible repairs for metal:

- Worn paint, galvanizing or coating – *Repaint*
- Slipping sheet, open seam or solder joint – *Refasten and re-solder*
- Isolated rusting or holes – *Replace to match original*

If the roof is generally rusting, splitting, pitted, severely buckled or warped, or many of the seams or edges are open or disfigured, replacement of the roofing might be warranted, although applicants are encouraged to make every attempt to match seam patterns and color with the replacement material. Metal roofing replacement alternatives are generally either hand fabricated of copper or tin; or pre-manufactured of aluminum or steel, typically with a baked-on painted finish to minimize corrosion and potential deterioration.

ASPHALT

Asphalt became a popular roofing material at the beginning of the twentieth century providing a relatively inexpensive and easily installed roofing material. Early roofing was generally made of asphalt-saturated felts in a variety of shapes, styles, textures and colors. Today, asphalt shingles are made with fiberglass, generally as 3-tab or "architectural" or "dimensional" shingles, which include multiple layers of material with simulated shadows suggesting wood or slate.

An asphalt shingle roof can be expected to last from 15 to 25 years with "architectural" or "dimensional" shingles lasting longer due to their multiple layers. Over time, asphalt shingles can curl, lose their mineral coating, be dislodged by wind or ice, or become brittle.

Typical localized problems and possible repairs for asphalt:

- Split or puncture – *Install sheet metal under shingle, fill split or hole with roofing cement*
- Moss or fungi on surface – *Trim back adjacent trees allowing sun to dry out roof surface*
- Missing or damaged shingles or roof accessories – *Replace to match original*

If over 20% of the asphalt shingles on a roof slope are damaged or missing, replacement of the roofing might be warranted. Some historic styles and colors for asphalt shingles are still available. Property owners are encouraged to replace historic asphalt in-kind.

The asphalt shingle roof simulates the appearance of wood shingles. Also note the standing seam copper hood above the entrance door.

Most Main Street commercial buildings along have flat roofs.

FLAT ROOFING SYSTEMS

Although very few roofs are truly "flat", low-sloped, generally defined as a pitch below 3:12 slope, (3 inch rise for 12 inch run), require a watertight roofing system. By contrast steeper pitched roof systems generally employ shingles; in materials such as slate, wood and asphalt; to shed stormwater. There are a variety of flat or low-slope roof systems including: metal roofing; built-up roofing; single-ply roofing, and modified bitumen roofing.

Typical localized problems for flat roofs include:

- Splits, punctures, or cracking of surface
- Standing water or poor drainage

In selecting the most appropriate roofing material it is important to verify the design will address the building's drainage and special details of the exiting conditions including attachment, substrate and weight limitations. Other factors include maintenance requirements and anticipated life span in Riverhead's climate and salt air.

ALTERNATE MATERIALS

When considering installing alternate roofing materials, it is important to balance installation costs, the roof's design, long-term durability and aesthetics.

The Landmarks Preservation Commission encourages:

- Maintaining historic appearance of roofs when replacing, including size, shape, texture, pattern, color and other visual characteristics of original
- Installing roofing rather than typical wall materials on the steep slopes of Mansard roofs
- Installing a variegated or blended color of shingles
- Visiting a completed installation rather than relying on brochure photographs
- Verifying that proposed material is appropriate for roof pitch
- Understanding the substrate and attic ventilation appropriate for each material
- Understanding that some artificial materials might fade or change appearance over time

ROOF ACCESSORIES

In addition to the roofing surface, roof accessories are also functional and influence a roof's appearance. Roof accessories include flashing, gutters, downspouts and snow birds.

Flashing is made of thin sheet metal formed to prevent water from entering a building at joints, intersections and changes of pitch. It is typically installed around chimneys, parapet walls, dormer windows, roof valleys, vents and intersections of porches, additions or bow windows. Flashing often fails before roof surfaces, particularly with more durable roofing such as slate, resulting in interior leaking. If the flashing deteriorates, it is possible to replace it without replacing the entire roof.

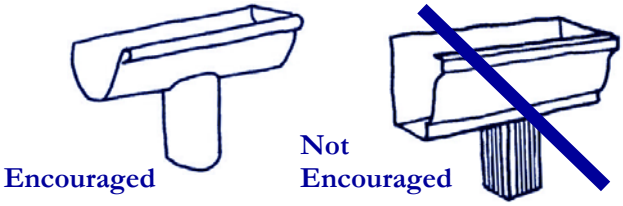
When replacing flashing or installing a new roof, it is important to select a flashing material that has an anticipated life span similar or longer than the roofing. Copper, terne, steel, lead and aluminum are all used for flashing. The longevity of each material is based upon its thickness, it propensity for deterioration from the salt air and environmental conditions, and whether it is galvanized, treated or coated. Generally, copper or lead coated copper have the longest life span, followed by steel, with aluminum being highly susceptible to punctures, tears and a galvanic reaction to other metals and some roofing materials. It is important to verify flashing materials are sympathetic and compatible to existing roofing materials.

Stepped copper flashing is visible where the slate porch roof intersects the brick wall.

Gutters are typically located near or along the bottom edge of a roof slope to collect rainwater. Built-in gutters are hidden from view from the ground within or behind architectural features such as cornices or parapets. Pole gutters are located near the bottom edge of a roof slope and project perpendicularly to the roof surface. Both built-in gutters and pole gutters are formed of flashing materials typically wrapped around or within wood forms.

Hanging gutters are attached to the building just under the roof slope edge and are half-round or profiled in cross section. Hanging gutters have been made of wood, copper, galvanized metals, aluminum and recently vinyl.

Similar to flashings, gutter materials have different longevities. Generally, copper has the longest potential life span, followed by steel, with aluminum being highly susceptible to punctures, tears, dents and galvanic reaction to other metals. Vinyl can become brittle, fracturing in low temperatures.



Half-round gutters with round or rectangular downspouts are preferred to decorative gutters with corrugated downspouts.

Downspouts, also known as rainwater conductors, are generally surface mounted to a building's exterior to conduct a gutter's water down the face of the building to the ground or an underground drainage system. Similar to gutters, downspouts can be fabricated of copper, galvanized metal, aluminum and vinyl with similar characteristics, in a round or rectangular profile.

The Landmarks Preservation Commission encourages:

- Installing flashing materials that have an anticipated life that is longer than the building's roofing
- Regular cleaning of gutters and downspouts
- Retaining original drainage system and appearance
- Installing half-round gutters rather than a profiled K-gutter, which often compete with building features
- Installing plain round or rectangular downspouts in lieu of corrugated downspouts

Snow birds, known as snow guards, are typically cast metal or bent wire devices arranged in a staggered pattern near an eave to prevent large masses of snow from sliding off a roof. Another form of a snow guard is spaced brackets supporting metal rods above the roof surface. Both types of snow retention can protect eaves, cornice and gutters, and take advantage of the insulating effect of snow.

Snow birds tend to be located near the roof eave.

ROOF FEATURES

Roof features are decorative and sometimes functional elements that help to define the profile of a roof against the skyline and should complement the building's style. Historic rooftop features include chimneys, dormers, cupolas, bell towers, turrets, finials, cresting and weathervanes.

Victorian era chimneys tend to include more decorative detailing such as the articulation of the verticality in the "piers" and the corbelling at the top. This example also includes terra cotta chimney pots. Also note the metal flashing at the base of the chimney, al location that is highly susceptible to moisture infiltration.

Chimneys were typically designed to complement the style of a building and period of construction. In Riverhead, many are constructed of brick more rarely stone, some of which have been covered with stucco. Most styles of building, including Colonial Revival and Classical Revival buildings, tend towards square or rectangular chimney shafts, sometimes with molded caps. Victorian period chimneys can include decorative detailing including corbelling, varied patterns, undulating and molded surfaces and decorative terra-cotta chimney pots.

Dormers can provide additional habitable space, particularly at gambrel and mansard roofs.

Dormers, also known as dormer windows, protrude from the roof surface with a window at the downward slope, providing light and additional headroom under roof eaves. Dormers can have various roof shapes including gables, shed, hipped, eyebrow, segmented pediment and other shapes.

Cupolas, also known as monitors or belvederes, are structures that project up from the roof, used for ventilation with louvers, or as lookouts with windows. They are often found on agricultural outbuildings to provide ventilation for the animals housed below, but can also be found in urban areas as a decorative feature on important residential, institutional or civic buildings.

Historically in Riverhead, cupolas can be found at some high-style Italianate residences. Also note the projecting bracketed cornice and shallow pitch roof, typical of the Italianate style.

When addressing roof features, it is important to remember they are part of the stylistic composition of the roof and building, and can be difficult and costly to replace.

The Landmarks Preservation Commission encourages:

- Maintaining and repairing of historic roof features
- Replacing damaged or missing materials with new to match the material, size, shape, texture, color and other visual characteristics of the original

SOLAR COLLECTORS

Roof-mounted solar collectors are a renewable energy source. The Town of Riverhead encourages solar panels for space heating, hot water and electricity. However in Historic Districts, property owners are encouraged to locate solar collectors, satellite dishes and antennas, in a location that is hidden from public view. This could mean the disguising solar collectors or placing them elsewhere, such as on the ground. The Landmarks Preservation Commission will be happy to work with property owners to find a functional and appropriate solar collector location.

ROOF REPAIR OR REPLACEMENT

The Landmarks Preservation Commission encourages:

- Maintaining, cleaning or repairing of roofing, roof accessories and rooftop features
- Regular repainting of metal components susceptible to rusting and wood elements susceptible to rot and deterioration
- Cleaning of gutters and downspouts regularly, typically every spring and fall
- Inspecting of attics periodically after a storm or freeze to catch small leaks early to minimize the potential for interior damage
- Selectively replacing damaged or missing materials with new materials to match the material, size, shape, texture, color and other visual characteristics of the original
- If the level of damage or deterioration is beyond repair, completely replacing damaged or missing materials with new materials to match the material, size, shape, texture, pattern, color and other visual characteristics of the original
- If replacement in original material is not possible, replacing the damaged or missing materials with new material of similar size, shape, texture, pattern, color and other visual characteristics of the original
- Securely installing fasteners and flashings with a similar expected life span to the roofing material
- Installing roofing rather than typical wall materials on the steep slopes of Mansard roofs

The Landmarks Preservation Commission discourages:

- Removal of roof features such as chimneys, dormers, cupolas, weathervanes, finials, etc.
- Removing or altering historic drainage system
- Adding or altering rooftop features at areas visible from a public way that change roof configuration including skylights, television antennas or dishes, solar collectors, mechanical equipment, roof decks, chimney stacks and dormer windows
- Adding rooftop features that create a false historical sense without supporting documentary evidence such as weathervanes, cupolas or wood shingles on an originally slate roof
- Adding new features that are out of character, scale, materials or detailing to the historic building
- Encapsulating decorative wood elements such as cornices and brackets with vinyl or aluminum capping or siding

The shingles provide a unique pattern on the roof surface.

ADDITIONAL AREAS OF CONSIDERATION

- Roofing work is potentially dangerous and should be left to professionals
- All roofers are not experienced in all materials, obtain references and verify that roofers have appropriately completed compatible work
- Verify the extent of both the material and installation warranties and company histories
- Verify whether removal of existing roofing is required before installation of new roofing; too much weight can damage structural elements
- Verify the condition of substrate for rot or decay and make necessary repairs, including the sheathing or lath, and structural elements
- Use substrate appropriate for roof material and provide adequate ventilation under roof surface
- Use appropriate underlayment including building paper, rosin paper and/or ice shield
- Use appropriate fasteners for Riverhead's high winds
- Use a single type of metal compatible to roofing at fasteners, flashing, gutters and downspouts to avoid galvanic action
- Select a flashing material with a longer or comparable life span to the roofing material
- Reference industry standards such as SMACNA, Copper and Common Sense, Slate, etc. – The Landmarks Preservation Commission can suggest project specific references

Funding for the Town of Riverhead Historic Guidelines and Bulk Study was provided by a 2005 award from the Quality Communities Grant Program, which is administered by the New York Department of State, Office of Coastal, Local Government, and Community Sustainability.

Town of Riverhead
Landmarks Preservation Commission

GUIDELINES FOR EXTERIOR WOODWORK

The Petty House is one of the finest examples of Italianate homes in Riverhead. The contrasting paint scheme highlights the decorative woodwork and architectural details. The wood clapboards align with the top and bottom of window casings.

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.

PURPOSE

These *Guidelines* were prepared to assist property owners with information when considering the repair, alteration or installation of exterior woodwork. It is not intended that these *Guidelines* should replace consultation with qualified architects, contractors, the Landmarks Preservation Commission (LPC), Architectural Review Board (ARB) and applicable ordinances.

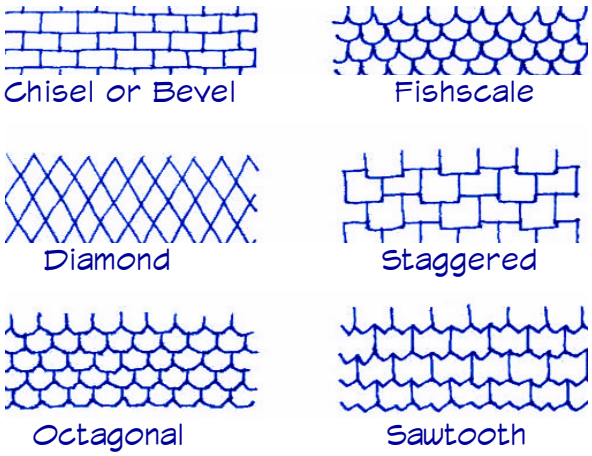
The exterior woodwork details at the Riverhead News Building are typical of the Greek Revival style including the fluted pilasters at the building's corners and the classically inspired ornate door surround.

EXTERIOR WOODWORK

Wood siding, shingles and trim on a building's wall surface serve both functional and aesthetic purposes. Functionally, exterior woodwork acts as the skin of the building, shedding water and deflecting sunlight and wind. Aesthetically, woodwork is an important design feature and can be applied as siding, shingles, ornamental trim and larger elements such as porches and cupolas. Exterior woodwork:

- Establishes a weather-tight enclosure, providing protection from rain, wind and sun
- Is affected by temperature variation and building movement
- Establishes a building's scale, mass and proportion adding visual interest to the streetscape
- Acts as an important design feature, helping to define a building's architectural style and adding pattern and casting shadows on wall surfaces

With proper maintenance, exterior wood elements can last for centuries, however improper maintenance can result in problems and deterioration from water, fungus, mold and insects.



COMMON SHINGLE TYPES

Wood shingles were a common form of cladding in Riverhead with 18th and early 19th century buildings sheathed in hand-cut shingles with a 12" exposure. This was followed by machine-cut shingles with a 5½" to 6" exposure. Similar to clapboard siding, wood shingles are tapered and installed in an overlapping pattern with staggered joints to minimize potential moisture infiltration. Types of wood shingles include:

a. **Chisel or Bevel:** Rectangular shape, similar to roof shingles
b. **Fishscale:** Bottom shingle edge cut in a U shape with multiple rows forming a fishscale pattern
c. **Diamond:** Bottom shingle edge cut in a V shape with multiple rows forming a diamond pattern
d. **Staggered:** Chisel or beveled shingles with alternating greater and lesser exposure
e. **Octagonal:** Bottom shingle corners cut with 45° angle with multiple rows forming an octagonal pattern
f. **Sawtooth:** Bottom shingle edge cut in a W shape with adjacent shingles forming a sawtooth pattern

This Queen Anne Corwin-Young House is elaborately clad with a variety of wood shingles, beveled siding and ornamental trim.

COMMON SIDING TYPES

The most common type of wood siding in Riverhead is clapboard with German siding being more unusual. Clapboard siding, also known as weatherboard or beveled siding, is made from long boards, tapered across the width. German siding, also known as drop siding, is a flat faced board with a concave top and notched bottom. Historically, the two most traditional types of wood siding for secondary buildings were vertical board siding and board and batten siding.

The original building to the left has clapboard siding, and the later addition, located to the right, has German siding.

WOOD TRIM AND ORNAMENT

Visually, exterior wood trim frames areas of wood siding or shingles and serves as the transition to decorative elements such as doors, windows, cornices and porches. Functionally, it seals siding and shingles at joints, corners and openings, providing a weather-tight building enclosure. Wood trim includes window and door frames, corner boards, rake boards and wood sills. In addition to wood trim, there are numerous types of wood ornaments applied to buildings, including porch posts and columns, brackets, balustrades, newel posts, spindles and other decorative details. Historically, wood trim and ornament profiles, details and sizes varied with building styles and whether a building was "high-style" or vernacular. As a result, the wood trim and ornament are considered an important feature.

The Landmarks Preservation Commission encourages:

- Retaining historic wood trim and ornament
- Following guidelines for maintenance and repair of historic wood trim and ornament as outlined in the following Exterior Woodwork Checklist section
- Reusing original window frames and trim when replacing windows, or exactly replicating the dimensions and profiles of original frames
- Using modern composite materials as an alternative to wood in locations where rot is a problem

The Landmarks Preservation Commission discourages:

- Removal, alteration or concealing of original trim and detailing including window and door trim, corner boards, soffits, porch posts, railings, etc.

Exterior woodwork laid on a horizontal plane or located close to the ground is highly susceptible to deterioration such as this porch example. Ongoing exposure to moisture deteriorated the column bases, porch deck and apron. The green bloom is biological growth, probably algae, indicating the presence of moisture.

EXTERIOR WOODWORK CHECKLIST

Property owners generally do not notice their exterior woodwork unless a problem occurs, or there is desire to improve the appearance or reduce maintenance. Typical exterior woodwork concerns include lack of regular maintenance, peeling paint, rot or deterioration, infestation and loose, cracked or missing elements. Property owners will often hide these problems with materials such as vinyl without addressing the root cause of the problem, resulting in further deterioration.

The actual condition of un-maintained exterior wood is generally better than its appearance. In addition, a deteriorated component or area typically does not necessitate the replacement or covering of all exterior woodwork. In most instances, selective repair or replacement of damaged parts and implementation of a regular maintenance program is all that is required. Full exterior woodwork replacement or encapsulation with artificial siding or another material is rarely necessary and should be avoided whenever possible.

The Landmarks Preservation Commission encourages:

- **Conducting semi-annual inspections** of all exterior wood elements to verify condition and determine maintenance needs. Look for signs of deterioration including excessive paint peeling that might indicate moisture problems. Look for veins of dirt on the exterior walls that might be termite mud tunnels. (See Wood Rot section.) Clean exterior surfaces annually in warm weather with a garden hose, household detergent and a bristle scrub brush. Avoid using power washers that can force water into wall cavities through crevices and damage decorative details.
- **Maintaining and repainting** exterior woodwork on a regular basis. A good quality paint job can last five to eight years. For best results, address any moisture or deterioration problems prior to painting. Hand scrape and sand where possible to avoid removing or damaging decorative details with power tools or burning. Apply high quality and compatible primer and paint to clean and dry surfaces. Paint colors and luster should be appropriate to the building style.
- **Repairing smaller areas of deterioration** by reinforcing or patching as required. Small cracks and checks can be repaired with an exterior wood filler, glue or epoxy. Loose elements can be refastened with careful nailing or drilling.
- **Selective replacement** of deteriorated wood elements when they are beyond repair. The replacement wood pieces should be the same size, profile and character of the historic wood element. It might be helpful to take a sample of the historic wood to the lumber yard or millwork shop for the best match. Wood filler between the seams of the new and old wood will help provide a smooth finish.
- **Replacement** of all exterior wood might be necessary if deterioration of exterior woodwork is severe and extensive. Decorative woodwork should be retained whenever possible since it is a character defining element that can be difficult and costly to replace. Replacement wood elements should have the same visual characteristics as the historic woodwork including the size, profile and visual characteristics. Replacement siding materials should be installed in the original pattern being as careful as possible to match the original exposures and alignments relative to historic building elements such as door and window frames. Select replacement wood species appropriate for exterior use and location.

The Landmarks Preservation Commission discourages:

- Removing or encapsulating of siding, trim, decorative features and trim elements such as brackets, spindles, cornices, columns, posts, etc.

HIRING A CONTRACTOR

- Repair, maintenance, installation and painting of siding can be potentially dangerous work and should be left to professionals
- All contractors are not necessarily experienced in all materials – check references for similar projects, especially from 5 years prior, to understand how well work has held up
- Verify extent of warranty for materials and labor

WOOD ROT

Almost all wood rot is caused by fungi that break down dead wood to return it back to the earth. Spores of decaying fungi are continuously produced and airborne at the interior and exterior of buildings. Rot-causing fungi need four basic elements to thrive: oxygen, moisture, food and moderate temperatures. If any of these elements are missing, rot can be controlled.

Since oxygen and moderate temperatures are prevalent in the environment and most historic buildings are full of wood, an excellent food source, the best hope to minimize rot is to control moisture. Moisture that leads to building rot generally comes from one of four sources: ground water, rain and snow, plumbing leaks and condensation.

Ground water can migrate from the soil into a building by: direct contact between wood and soil; improper drainage away from the foundation; vegetation too close to the foundation; water vapor condensation in crawl spaces; and capillary action or rising damp in masonry foundation walls carrying water several inches up to wood sills.

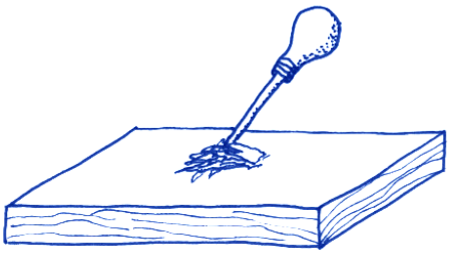
Rain and snow can find its way into a building through crevices and be confined within a wall cavity. Exterior surfaces with open joints or those that are not protected by paint, caulk or mortar are subject to water infiltration. Blocked or undersized gutters and downspouts can overflow and direct water towards building surfaces. Rainwater splashing on hard ground surfaces can rebound, saturating exterior woodwork. Ice build-up along roof eaves without appropriate flashing could back-up under shingles and melt.

Leaky plumbing is generally sudden, such as a cracked pipe; or slow, where a gradual, unnoticed leak can soak a wood structure until significant damage occurs. Cracks in grout and tiles on floors and around bathtubs, sinks and washing machines can emit enough water to rot wood framing. Periodic inspections for signs of leaking behind bathtub access panels, within sink vanities and around washing machines and dishwashers can help to catch a problem earlier.

Condensation is an insidious source of moisture since the water comes from air vapor rather than an obvious source such as rain or a cracked pipe. Condensation occurs when warm moist air contacts a cold surface. Warm air can hold more moisture than cold air. If warm moist air comes in contact with a cold surface that is below the dew point temperature, the excess moisture changes to water droplets on the cold surface. Some common areas for condensation include:

- Crawl spaces beneath a building where water can condense on framing members such as sills and joists, especially in corners with poor air circulation or if occupied spaces above are air conditioned – Plastic sheathing on the ground should be considered
- Cold water pipes in humid weather – Pipe insulation should be considered
- Window panes – Re-caulking of existing storm windows or new storm windows should be considered
- High humidity in kitchens, bathrooms and laundries – Exhaust fans and exterior clothes dryer vents should be considered
- Wood deterioration atop foundation – Wall insulation with an interior-facing vapor barrier and interior humidity control should be considered

Less penetration and long splinters are an indication of healthy wood



Greater penetration and short splinters against the grain are a possible indication of rot

DETECTING WOOD ROT

A simple means of testing for rot is to stab the wood member perpendicular to the grain with an awl or ice pick. Then measure the penetration depth and evaluate the type of splintering using the following criteria:

- If the penetration is less than ¼ inch, the component does not need replacement
- If the penetration is more than ½ inch, the component might need replacement
- If long splinters are produced, the wood is healthy and the component does not need replacement
- If short sections broken across the grain are produced, the component might need replacement

Vinyl siding of different colors has been installed at each residence. The siding is not aligned and obscures wood window surrounds.

TYPES OF ARTIFICIAL SIDING

Artificial siding has been applied by Riverhead's property owners for years to provide an updated appearance and minimize maintenance and repair needs. Artificial siding materials include asphalt and asbestos and more commonly, vinyl and aluminum siding and capping. These materials can significantly change a building's character and appearance and are not necessarily maintenance free. Most forms of artificial siding can trap moisture within a wall thickness, accelerating potential rot and decay.

Asphalt siding often simulates brick or stone wall surfaces.

Asbestos siding is often embossed with a wood grain pattern. The removal of asbestos siding can be dangerous and should be undertaken by trained professionals.

VINYL AND ALUMINUM SIDING

Vinyl and aluminum siding typically simulate wood. Because vinyl and aluminum are extruded pieces of plastic and metal, they are thinner and visually lighter than wood. It should also be noted that in the event of a fire, the fumes from vinyl can be very hazardous.

If considering artificial siding, a smooth finish is recommended rather than a wood-grain finish. Replacement of this aluminum siding section would be the best way to repair the puncture. Since siding colors tend to fade from sunlight, the replacement siding probably would not match the existing adjacent siding.

FIBER-CEMENT SIDING

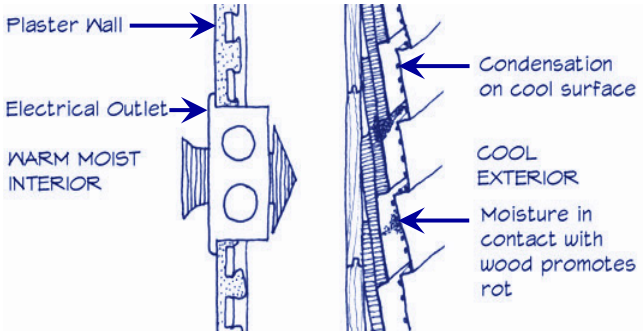
Fiber-cement siding is a lightweight, solid material that is a durable and visually more compatible material to wood than vinyl or aluminum siding. It is manufactured in similar sizes and shapes to wood products including siding, shingles and trim, making it easier to duplicate historic characteristics. The installation method is similar to wood allowing historic alignments around window and door frames, and it can be cut to shape on-site using hand tools, and painted to match any color scheme. Manufacturers indicate that fiber-cement products are resistant to rot, termites, fire and delamination, and are dimensionally stable, allowing paint to last longer. Fiber-cement products cost more than vinyl or aluminum siding but much less than wood siding. They are increasingly common in this region, and some manufacturers offer warrantees for as long as 50 years.

Fiber-cement siding material is a good economical alternative for an addition to a historic building. The surface of the cementitious siding above was painted to match the existing paint scheme.

EXTERIOR WOODWORK OR ARTIFICIAL SIDING?

Property owners generally install artificial siding to avoid maintenance issues associated with repainting and because of aggressive marketing by the vinyl industry. They believe that artificial siding provides a maintenance free solution that will solve their exterior building problems for a lifetime. The table below contrasts common statements by the vinyl industry with the viewpoint of preservation professionals.

VINYL INDUSTRY VIEW	PRESERVATION VIEW
"Vinyl siding is a cost effective alternative to wood"	• Vinyl siding is usually guaranteed for 20 years and costs approximately the same as two quality paint jobs. (Guarantees over 20 years are usually prorated.) Properly maintained wood siding has been found to last hundreds of years. • Vinyl siding installed over existing woodwork can trap moisture and lead to costly hidden structural repairs. (See weatherproof section below.) • Artificial siding can reduce home values by covering distinctive qualities and details.
"Vinyl siding improves the appearance of a building"	• Exposures, shadow lines, joint layout, texture and the sheen of vinyl siding typically do not match wood. • Historic or decorative trim is often covered or removed in the installation process. Installation typically requires damage to historic wall materials. • Stock vinyl trim is generally narrower than historic wood trim. • Historic details and decorative elements are generally not available in vinyl. • Available vinyl colors are limited and might not be appropriate for the building style. • Colors are difficult to change. (If change is desired, the type of paint should be compatible in material and color to minimize peeling, warping and curling.)
"Vinyl siding is weatherproof"	• It can be weatherproof if properly installed, but at many historic buildings there are crevices and uneven surfaces that allow moisture behind the artificial siding or capping. (Generally, new buildings with vinyl siding are constructed with an internal vapor barrier to exhaust moisture-laden air.) • Unlike wood, vinyl or metal siding does not breathe and can trap moisture within a building's wall cavity. Trapped moisture condenses when it reaches the dew point, changing to water droplets that can drip and run through the wall's structure. This can lead to rotting of sills and structural components and potential mold and insect damage. (To reduce trapped moisture, install continuous wall vents under eaves and add weep holes to artificial siding.) • Installing vinyl or metal over deteriorated wood will not make the problem disappear. (Generally, by trapping additional moisture, the deterioration could accelerate and lead to costly hidden structural repairs.)
"Vinyl siding conserves energy"	• Insulation value of vinyl siding is minimal, even when it is backed by a thin layer of insulating foam or rigid board insulation. Furthermore, the insulation could trap additional moisture within the wall cavity. • Tests have shown that up to 75% of a typical building's heat loss is through its roof. Installing attic insulation is a more cost effective method of reducing a heating bill.
"Vinyl siding is maintenance free"	• Like wood, vinyl siding needs regular cleaning. • Vinyl and aluminum siding is subject to denting, warping, cupping, puncturing and fading from sunlight exposure. Vinyl siding is prone to cracking in cold weather. Replacement patches usually do not match the earlier installation. • The painting of vinyl or aluminum siding to change or to freshen the appearance typically voids the manufacturer's warrantee. (Type and color of paint used over vinyl siding should be compatible to minimize potential peeling, warping and curling. Once painted, artificial siding will need to be repainted as often as wood.)



CONDENSATION

As a result of changes in our living standards, condensation has become a significant problem in historic buildings. Today's buildings include central heating and air conditioning to stabilize temperatures and relative humidity, as well as insulation that can trap moisture. Buildings also include moisture-intensive conveniences such as plumbing, bathrooms, and laundry and cooking facilities. While interior conditions have stabilized and moisture laden activities increased, exterior temperatures and relative humidity are continuously changing.

The differences in temperature and relative humidity between the interior and exterior of our buildings are distributed through the thicknesses of exterior building walls. If the temperature is below the dew point at any location within the wall, condensation will occur causing the moisture to change into water droplets. Installing artificial siding or impervious coatings over wood can exacerbate this problem and hide deterioration until it is very severe.

Unlike wood, vinyl and aluminum do not "breathe" and can trap moisture within a building's wall cavity, leading to rot, mold and insect damage of the wood structure. Therefore, it is important to inspect and repair potential water sources to minimize the moisture within the wall cavity.

REMOVING ARTIFICIAL SIDING

Riverhead residents might consider removing artificial siding and restoring underlying woodwork. Artificial siding removal allows buildings to function as originally designed and exposes problems that might have developed since its installation. If removing artificial siding from woodwork:

- Expect to replace about 20% of woodwork
- Expect surprises such as removed details and trim
- Sell aluminum siding for recycling

Aluminum capping has been installed over the window frame. Aluminum capping usually lacks the profile and detail of wood trim. It can also trap moisture within the wall surface that can accelerate rot and deterioration.

The window frame has been completely covered with the vinyl siding. The depth and articulation formerly provided by the frame has been eliminated. Without the frame, the visual dimensions of the window are changed and character of the building diminished.

ARTIFICIAL SIDING IN RIVERHEAD

In Riverhead, many of the historic buildings were originally clad with wood shingles and most artificial siding materials are designed to simulate wood siding. As a result, the installation of artificial siding over a traditional shingled building alters the overall character of the building. In addition, most artificial siding materials, particularly vinyl and aluminum siding, must be installed at a consistent vertical spacing as defined by the manufacturer. They do not allow flexibility to accommodate historic alignments at existing building fabric such as at window and door frames. (In historic buildings, shingles or siding was typically installed with a horizontal band aligning with the top and bottom of window and door frames.)

Most historic buildings usually have significant wood door and window frames, moldings and trim that can be removed, damaged or concealed in inappropriate artificial siding installations. The loss of these features can significantly alter the character of a building. Artificial siding installation over existing materials can also increase the wall thickness, causing the existing wood trim to appear set back from the wall rather than projecting from it. This can further diminish the visual characteristics of the building.

The Landmarks Preservation Commission encourages:

- Retaining and maintaining existing exterior woodwork including siding and trim
- Repairing or replacing siding and trim in kind
- Using fiber-cement clapboards as an alternative to wood clapboards

The Landmarks Preservation Commission discourages:

- Installing aluminum or vinyl siding or coatings

Porches provide a sheltered transition into a building and should complement the architectural style of the building.

PORCHES

Riverhead's rich architectural variety is distinguished by its collection of porches. Historically, porches were an outside room where residents could find a sheltered transition into their homes, exterior living space, and a place to meet and converse with neighbors. When they were constructed, the form, details and decorative elements were often intended to complement the style of the house.

Porches remain one of the most visible elements on residential buildings and play a significant role in their appearance and that of the streetscape. They can act as an extension of a building providing a welcoming feeling for visitors. Unfortunately porches today are often one of the most frequently altered building components because they are not properly maintained or they are viewed as potentially enclosable indoor space.

LOOKING FOR EVIDENCE OF PRIOR PORCHES

It is important that documentation be found when replacing a missing porch. This can be physical evidence that a porch was present or documentation that shows or describes a porch.

- Look for shadows on the wall or trim from roofs, posts or railings, evidence of nailing patterns on siding, repairs to masonry walls and evidence of former porch piers or foundations in landscape
- Look for historic photos, drawings or maps and in attics and garages for original components
- Compare porches on neighboring buildings of similar type, design, style and date of construction

PORCH GUIDELINES

The Landmarks Preservation Commission encourages:

- Painting wood components of porches regularly to minimize potential deterioration
- Retaining, repairing and replacing porch elements in-kind whenever possible
- Rebuilding a porch with appropriate documentation
- A painted finish complementing the architectural characteristics of the house – Pressure-treated wood can generally be painted after its initial weathering period of 6 to 12 months

The Landmarks Preservation Commission discourages:

- Enclosing a porch at the front or prominent elevation of a building
- Installing metal posts and railings; they are almost never appropriate for a historic building
- Replacing wood steps with concrete or brick – wood steps are typically appropriate for wood porches

Following the removal of aluminum siding, evidence of the former, full-width porch at the front elevation was revealed. The profile of the former porch cornice is visible at the left side of the building and can provide the basis for the construction of the replacement porch. The size of the first floor windows was reduced and the former openings infilled with plywood prior to installing aluminum siding. Also note the clapboards align with the tops and bottoms of the historic 2nd and 3rd floor window casings.

MAINTAINING HISTORIC PORCHES

Because of the importance porches play in the perception of historic buildings and streetscapes, original materials and details should be preserved as long as possible. Typically areas covered by a porch roof tend to require less maintenance; however, steps, railings and roofs are usually exposed to the weather and might require additional maintenance. One of the best ways to preserve painted wood porch features is regular repainting. If a component is deteriorating, repair or replacement in kind is recommended as part of the porch's regular maintenance. Since many of the components of porches are discussed in depth in other *Guidelines* brochures, it might be helpful to consult them to address specific repair needs.

The Landmarks Preservation Commission encourages:

- Finding and correcting sources of deteriorated elements, such as deteriorated, cracked, blocked, inappropriately hung, broken or missing gutters or downspouts
- Replacing only those parts which can not be repaired – in some instances, such as columns and posts, the base can be replaced without replacing the entire column or post at a fraction of the cost
- If a substantial portion of the porch is deteriorated and cannot be repaired or replicated, or if a porch is missing, creating a simplified design using stock lumber and moldings that convey similar visual characteristics as the original porch, duplicating the dimensions and materials but not necessarily the detailing

A portion of this wraparound porch is partially enclosed with insect screening at the interior of the columns and railings that is visually unobtrusive.

GUIDELINES FOR NEW PORCHES

There are times when property owners might consider the construction of a new porch. This can occur when a previous porch is reconstructed; a new porch is added onto an existing house or is part of an addition; or when a new residence is erected. If considering the construction of a new porch, the Landmarks Preservation Commission and Architectural Review Board recommend the following general guidelines:

- New porches are encouraged on streets where porches are common
- At existing buildings, new construction should not damage, destroy, conceal or negatively affect existing historic material and features
- On additions, side and rear elevation porches are typically simpler in design than front elevation porches
- On new buildings, porches should visually relate to the proposed building in a manner similar to historic porches on neighboring buildings
- Consider the size, shape, scale, massing, form, materials and color of the design and its appropriateness to the building and streetscape
- Most porches in Riverhead were historically made of wood; stone or brick porches or stoops might be appropriate on masonry buildings

ENCLOSING PORCHES

Porches were meant to be open exterior spaces. Enclosing a front porch is a radical change to the building and its visual perception from the streetscape. If considering porch enclosure, it is recommended that this occur only at a side or rear elevation porch. If enclosing a porch, it is recommended that the finished space look more like a porch than an enclosed room.

The Landmarks Preservation Commission encourages:

- Retaining porch elements in place and constructing enclosure framing inside of porch columns and railings
- Temporary enclosure systems, such as screens or glazing that can be removed seasonally
- Reversible enclosure systems that do not damage decorative or unique historic building fabric
- Translucent enclosure systems, with large screened or glazed openings
- Vertical and horizontal framing members that align behind porch elements like columns and railings

The Landmarks Preservation Commission discourages:

- Removing or enclosing historic porches

The contrasting colors of the bargeboards and brackets highlight the framing details.

EXTERIOR PAINT

Exterior paint provides a layer of protection to a building by adding a barrier that limits moisture infiltration and damage from the sun, pests and other forms of deterioration. Exterior woodwork without natural or chemical preservatives is susceptible to moisture-related w**o**od deterioration of the exterior envelope and underlying framing. Although paint is an important protective layer to improve the longevity of a historic resource, it must be viewed as a temporary barrier that is subject to deterioration through cyclical temperature and humidity changes and requiring re-application to maintain its shielding properties.

In addition to providing a protective layer, paint colors can highlight a building's architectural features and style, visually tie the parts of a building together, as well as reflect personal taste. A building's style, period of construction, materials and setting can all help identify appropriate paint colors.

PAINT COLORS

The application of paint or stain and associated colors are not subject to LPC or ARB review.

PAINT PROPERTIES

Paint is one of the most common ways to protect exterior materials from the elements, particularly wood without natural or chemical preservatives. When the painted surface has been compromised, moisture and the elements can infiltrate the underlying material and potentially accelerate deterioration.

In general, exterior surfaces should be repainted every five to eight years, with potential touch-ups of high traffic, worn or deteriorated areas. If the frequency of complete repainting is greater, it might be an indication of another problem including moisture, inadequate surface preparation and non-compatible paint.

STAINS

Exterior stains are typically applied to woods and come in many varieties: semitransparent and opaque; oil or latex; and preservative or weathering. As their popularity increases, the number of color options has also increased to include many colors more commonly associated with paint. Visually, stains generally fall into one of two categories, semitransparent and opaque. Semitransparent allows some or all of the wood's color, grain and texture to show through while opaque provides a consistent color finish but allows more texture than paint.

Some stain products include wood preservatives and mildewcides that reduce the potential for wood deterioration and could be appropriate to apply to areas such as wood roofs in a clear or semi-transparent finish. There are also weathering stains that appear to weather the wood to a soft gray finish and natural stain that keeps the wood looking new.

Generally speaking, exterior stains weather differently than paint because they do not build up into a thick film that can peel off, but rather slowly fade when exposed to weather conditions. This fading will be more apparent in south-facing surfaces that receive more sunlight. In addition, there is less preparation required when re-staining of surfaces is needed since loose paint layers will not require removal.

Since stains are less forgiving than paint and allow the underlying wood texture and any blemishes to show through the finished surface, it is generally recommended that a building's body and trim, with the exception of stained shingle buildings, be painted. However stain can be considered at high traffic areas such as porch floors, fences and other garden elements.

Weathering stains appear to weather the wood to a soft gray finish allowing areas of repair to blend faster with existing shingles.

Building window, door and trim details are highlighted with complementary earth toned colors typical of the Victorian period. Also note the rows of shingles align with the tops and bottoms of the historic window and door casings.

REPAINTING

When considering repainting, the following five steps are recommended:

1. **Determine whether painting is necessary:** Prior to beginning a painting project, it is appropriate to determine whether complete repainting is required or if cleaning and/or spot repainting is more appropriate. By painting more often than is necessary, paint layers can build up, increasing the potential for future paint failure. A dingy finish might only require washing with a mild detergent solution and natural bristle brushes to freshen the appearance.

2. **Inspect existing paint for causes of failure:** To assure the new paint will last as long as possible, property owners should inspect the existing paint for causes of failure. Some common paint problems are:
   - Peeling – possible causes are painting under adverse conditions, inadequate surface preparation or moisture infiltration
   - Blistering – cut into blister, and if wood is visible the problem is probably moisture related; if paint is visible, the problem area was probably painted in direct hot sun
   - Wrinkling – typically the result of the top coat drying before the underlying coat; sand surface smooth and repaint
   - Cracking or crazing – typically the sign of a hard surface that does not expand and contract with underlying material; sand and repaint if cracking and crazing is limited to the surface; remove paint if it extends down to the wood
   - Alligatoring – severe cracking and crazing; remove all paint down to bare wood

3. **Repair causes of failure:** Before repainting, causes of paint failure should be repaired. A substantial amount of paint failure is due to moisture problems such as: areas near rooflines, gutters and downspouts; areas near the ground; horizontal surfaces such as window sills; and moisture migration through exterior walls from kitchens, bathrooms and laundry rooms.

   Remediate areas of moisture and repair any damaged wood or substrate material prior to repainting. Remediation of moisture can include repair of gutters and downspouts, reducing moisture migration through the walls by installing an interior dehumidifier, improving perimeter drainage away from the building foundation, and removing perimeter shrubs and other vegetation. Refer to the *Guidelines* brochures, in particular the *Guidelines for Exterior Maintenance,* for additional information.

4. **Prepare surface:** To insure a long-lasting painted surface, appropriate surface preparation should be undertaken before repainting.
   - Begin by washing the painted surfaces with a mild detergent solution and natural bristle brushes, then carefully scrape and sand for a smooth finish, removing any paint that is not tightly bonded to the surface
   - Putty or caulk countersunk nails, window glazing, gaps, joints and openings
   - Allow substrate to thoroughly dry before applying primer or paint
   - Spot prime bare wood, areas of repair and wood replacement

5. **Repaint:** High quality paint appropriate for the substrate applied in accordance with manufacturer's recommendations should improve the longevity of a paint job. In general, it is best to use compatible primer and paint from the same manufacturer, and apply two coats of paint to previously bare wood.
   - Apply paint during appropriate weather conditions, generally 50˚F to 90˚F, less than 60% relative humidity, avoiding direct sunlight

STRIPPING PAINT

If the existing paint has failed, it might be necessary to strip all or portions of the paint from the surface. Although there are a variety of tools and chemicals available to strip paint, many of them are potentially hazardous and can cause significant damage to exterior surfaces. All manufacturers' recommendations should be followed during the paint removal process.

The Landmarks Preservation Commission encourages:

- Hand washing with a mild detergent and natural bristle brushes
- Hand scraping
- Hand sanding

The Landmarks Preservation Commission suggests care using:

- Rotary tools – disks can leave circular marks and wires can tear into surface
- Heat guns and heat plate – can ignite paint or underlying surface if left in one location too long
- Chemical paint removers – can raise grains of some woods, be expensive and potentially volatile; runoff is potentially hazardous and should be collected to prevent harm to children, pets, vegetation and ground water

The Landmarks Preservation Commission strongly discourages:

- Flame tools such as blowtorches to soften paint – smoldering sparks can start a potentially devastating fire; lead components in paint can vaporize and create highly toxic fumes
- Sandblasting – can be abrasive to surface and wear away protective exterior coating
- High pressure water wash –forces water into open joints affecting interior finishes and structural framing; can be abrasive to exterior surface

PAINT REMOVAL SAFETY

Paint removal is potentially hazardous work. Keep children and pets clear of work areas. Property owners should consult a professional for work that is unfamiliar or potentially unsafe.

- Always wear safety goggles and a dust mask
- With heat tools, always wear appropriate clothing and keep a fire extinguisher nearby
- Paint dust from older buildings can contain lead – wear a dust mask, avoid open food or beverage containers in area of paint removal, and thoroughly clean exposed skin and launder work clothes

Paint color can highlight architectural features and materials. The choice of paint colors and application locations should complement a building's architectural style such as this Italianate example.

PAINTING REFERENCES

Paint colors can highlight a building's architectural features and reflect personal taste. Generally, Colonial Revival homes would historically have a two-color paint scheme; Victorian homes might have a three or four-color, earth-tone, paint scheme. Please refer to the appropriate *Guidelines* and the *Guidelines for Exterior Maintenance* for information on painting additional materials. The following books address appropriate historic building paint colors:

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

Moss, Roger W. and Gail Caskey Winkler. *Victorian Exterior Decoration: How to Paint Your Nineteenth-Century American House Historically*. New York: Henry Holt & Company, 1987

Funding for the Town of Riverhead Historic Guidelines and Bulk Study was provided by a 2005 award from the Quality Communities Grant Program, which is administered by the New York Department of State, Office of Coastal, Local Government, and Community Sustainability.

Town of Riverhead
Landmarks Preservation Commission

GUIDELINES FOR MASONRY

Many of Riverhead's important commercial and institutional buildings are constructed of brick and stone.

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.

PURPOSE

These *Guidelines* were prepared to assist property owners with information when considering the repair, alteration or installation of masonry. It is not intended that these *Guidelines* should replace consultation with qualified architects, contractors, the Landmarks Preservation Commission (LPC), Architectural Review Board (ARB) and applicable ordinances.

The Historical Society is Colonial Revival in style and features brick walls with cast stone detailing.

EXTERIOR MASONRY

Exterior masonry provides a strong, durable and attractive appearance requiring a relatively low level of maintenance. A building's exterior masonry wall surface serves both visual and functional purposes. Exterior masonry, typically brick and stone, acts as an important visual design feature. Functionally, historic exterior masonry can act as the principal load bearing system for the building as well as its skin, shedding water and deflecting sunlight and wind. Historic exterior masonry:

- Establishes a building's scale, mass and proportion
- Acts as an important design feature, helping to define a building's architectural style
- Adds visual interest to the streetscape casting shadows and providing a pattern on the wall surface
- Can act as a principal structural system component
- Establishes a weather-tight enclosure, providing protection from rain, wind and sun
- Is affected by temperature variation and building movement

The Suffolk County Courthouse epitomizes the Greek Revival style. The columns and detailing are limestone with a similar color brick at the wall surfaces providing a more imposing and monolithic appearance.

MASONRY IN RIVERHEAD

Almost all buildings in Riverhead include some masonry in their construction. Many prominent commercial and institutional buildings are constructed of masonry, while most residences are wood framed with a masonry foundation and perhaps a chimney. As such, almost all property owners will need to address the maintenance and repair of masonry in the care of their buildings.

Many of the commercial buildings along Main Street in Riverhead are constructed of brick. Some include stone detailing such as window lintels or sills, as well as articulated building cornices of a variety of materials.

This brick chimney at this Italianate residence is articulated with banding, recessed "panels" and diamond shapes. Highly articulated chimneys and brickwork tend to be more common in Victorian period buildings.

TYPICAL CAUSES OF MASONRY PROBLEMS

The principal components of most masonry walls are either brick or stone. Mortar, which is located between the bricks or stones, bonds the individual units together, transfers the load through the masonry and provides a weather-tight seal at the exterior surface. Many problems associated with historic masonry result from the failure to keep masonry mortar joints in good repair. Deteriorated mortar joints can allow water to penetrate the masonry and cause severe interior and exterior damage. There are five principal causes of mortar joint failures:

Weathering of mortar occurs when rain, wind and pollution eat away at softer historic mortar over time. (Historic mortar was purposely soft to allow the masonry wall to expand and contract with seasonal temperature changes.)

Uneven Settling of masonry walls may result in cracks along masonry joints or within masonry units.

Temperature Cycles can cause deterioration in this climate, which is subject to extreme heat in the summer and cold in the winter. Temperature cycles can cause masonry and mortar to expand and contract at different rates, breaking the masonry's bond with the mortar. This situation can be exacerbated if moisture enters an open joint, then freezes and expands, potentially popping out the surface of the mortar and the masonry, resulting in spalling.

Poor Original Design and Materials can cause ongoing problems if the masonry and mortar are incompatible or inappropriate for their installation location, or if the masonry does not properly shed water.

Insufficient Exterior Maintenance refers to potential areas that might cause water to enter a masonry wall and contribute to its accelerated deterioration. Potential areas of concern are poorly functioning gutters, downspouts and flashing; rising damp; standing water at foundations; water splashing back off hard surfaces onto walls; or water-entrapping vegetation such as ivy or shrubs on or near masonry walls, etc.

DEFINITIONS:

Efflorescence: Water-soluble salts leached out of masonry or concrete by capillary action and deposited on a surface by evaporation, usually as a white, powdery surface

Spalling: Chipping or flaking of masonry surface

The storm water from the downspout has deteriorated the foundation's mortar, dislodging the bottom stone.

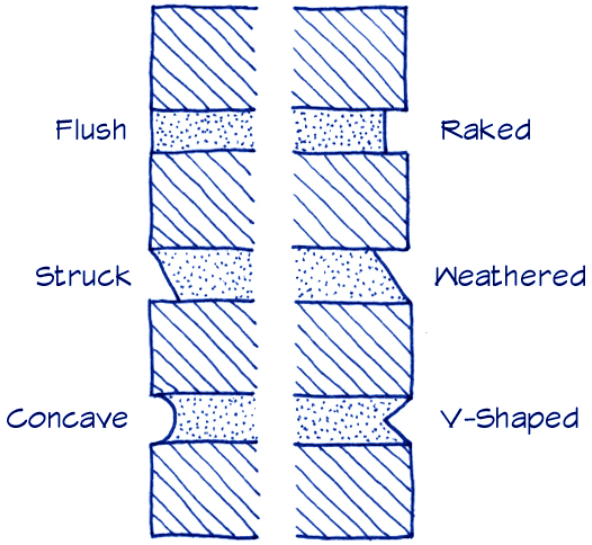
WHAT TO LOOK FOR

It is important to identify masonry problems as early as possible to minimize potential ongoing damage. This is particularly true of masonry that is exposed to a water source. Once water is permitted to penetrate a masonry wall, the deterioration will accelerate very quickly, becoming more severe and costly. Some of the signs of problems in masonry walls include:

- Disintegration of mortar more than ¼" deep from masonry surface
- Cracks in mortar, or mortar bonds broken or pulled away from masonry
- Open mortar joints
- Loose bricks or stones
- Delaminating or surface erosion of bricks or stones
- Pitted surfaces from sandblasting and abrasive cleaning
- Damp walls, sometimes evident through the growth of moss or algae, and more commonly evident through efflorescence, which is typically visible as a white powdery substance on the wall surface
- Damaged interior plaster or finishes
- Rot of wood framing along masonry walls

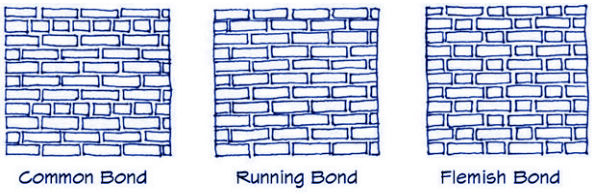
Before attempting to repair masonry problems, it is strongly recommended that the cause of the problem be addressed. This would include repairing any outstanding exterior maintenance and drainage issues.

JOINT PROFILES



There are numerous joint profile types, with each producing different shadow lines and highlights. When repointing an area of masonry, it is important to tool mortar to match the existing joint profile for a consistent appearance.

BRICK BONDING PATTERNS



Brick is commonly found in commercial and institutional buildings in Riverhead. The most frequently constructed brick bonding pattern is common bond, which features stretcher courses with a header course every 6th row. Other familiar brick bonding patterns include running bond, comprised of only stretcher courses, and Flemish bond, alternating single stretchers and headers.

STONE BONDING PATTERNS

Stone can be found at some foundations and building walls within Riverhead. Quoins are large rectangular stones located at a building's outside corners. Historically, quoins were used in a variety of bonding patterns including fieldstone and brick.

MORTAR PROPERTIES

Historic mortar is generally composed of a few simple ingredients, sand, lime and/or cement, water and possibly additives such as animal hair or oyster shells. Most pre-mixed mortars available from today's hardware stores are generally inappropriate for use on historic masonry walls because they are too hard and contains too much Portland cement.

Sand is by far the largest component of mortar and defines its color, character and texture. Historically masons would use products that were readily available; as a result sand from historic mortars tended to have weathered, rounded edges and was available in a great variety of grain sizes and shades of white, grey and yellow. Most sand that is commercially available today has sharper edges from being broken or mechanically pulverized and is sieved into standard grain sizes. To match the appearance of historic mortar, mixing of sand colors and sizes might be necessary.

Lime and Portland Cement act as binders for the mortar. High lime mortar is soft, porous and varies little in volume with seasonal temperature fluctuations. Because lime is slightly water-soluble, high-lime mortars can be self-healing, resealing hairline cracks. By contrast, Portland cement can be extremely hard, resistant to water movement, shrinks significantly upon setting and undergoes relatively large thermal movements. Portland cement is available in white or grey and the two colors can typically be mixed to achieve the desired coloration. In general, high lime mortars are recommended for nearly all historic repointing projects to ensure a good bond with original mortar and masonry. It is often possible to add a small percentage of Portland cement to a high lime mixture to improve workability and plasticity.

Water needs to be clean and free of salts, detrimental minerals and acid. If not it can break down the mortar and adjacent masonry and discolor the finished surfaces.

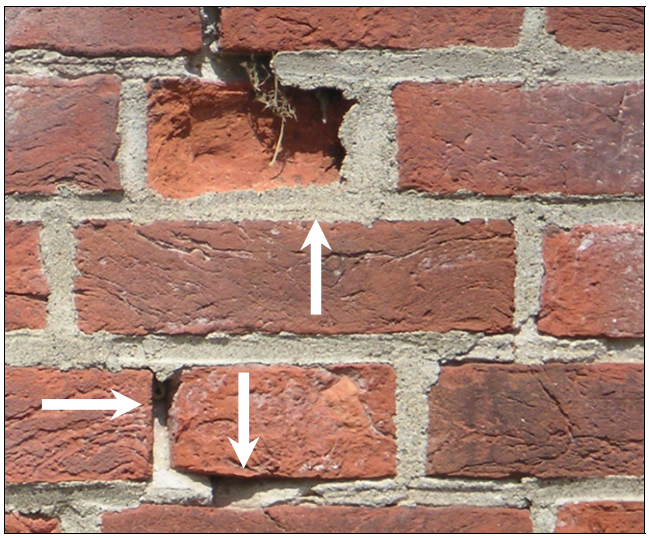
Historic Additives can include oyster shells, animal hair, clay particles, etc. To duplicate the character of historic mortar it might be necessary to include additives to match the original. It should be noted that there are several types of chemical additives available today including those that increase or reduce the setting time, expand the recommended temperature installation ranges, pigments, etc. Unless they have been specifically tested over an extended period of time with similar materials as the proposed installation conditions, the use of newer chemical additives is strongly discouraged since they can interact poorly over time.

DETERIORATED MORTAR

Historic mortar was mixed to be softer, or have less compressive strength, than the adjacent brick or stone. Because it is softer, the mortar acts as a cushion or sacrificial portion of the masonry surface as it expands and contracts through changes in temperature, moisture and differential settlement. If mortar is harder than the adjacent masonry, the stresses could be relieved through the individual stones and bricks. Cracking and spalling of the individual masonry units could occur, creating areas for potential moisture infiltration and potentially unstable or structurally compromised walls.

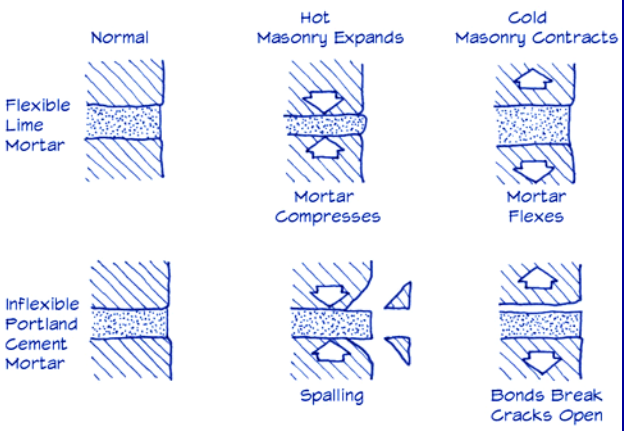
Because of its softness mortar will typically deteriorate faster than brick or stone and require more frequent replacement, while the masonry remains relatively intact. Repointing is the process of removing deteriorated mortar from joints in a masonry wall and replacing it with new mortar. With the installation of the new joints, the visual and physical integrity of the masonry can be restored.

If properly completed, repointing work can last 50 to 100 years, however, it can be time consuming and expensive. Repointing requires a great deal of hand labor by knowledgeable craftsmen to remove the existing mortar without damaging adjacent masonry, achieve the appropriate mortar mix and hardness, apply the mortar and tool it to match the historic joint style and appearance. Because of the associated costs, it is generally recommended that repointing projects be limited to areas of deterioration rather than an entire building.



The surface of the upper brick noted by the arrow has spalled. The repointing mortar is probably harder than the bricks. The mortar is also beginning to crack and pop out of the lower joints.

MORTAR HARDNESS AND MASONRY

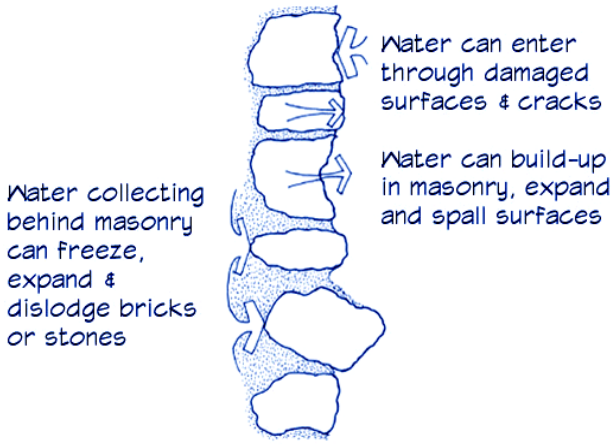


Temperature changes cause masonry units to expand when heated and contract when cold. The expansion and contraction of the masonry units results in compression and flexing of the adjoining mortar joints.

Lime based mortar is pliable and is more likely to compress and flex through temperature cycles. If properly installed, it should also be softer than the adjoining masonry allowing it to deteriorate before the adjacent masonry.

Portland cement based mortars are significantly harder than lime based mortars and far less elastic. In addition, cement mortars tend to be substantially harder than historic masonry. When masonry units expand in warm temperatures, they press against the harder cement mortar and tend to spall at the edges. During colder temperatures, masonry units tend to pull away from mortar resulting in open cracks that can allow moisture penetration.

MASONRY DETERIORATION



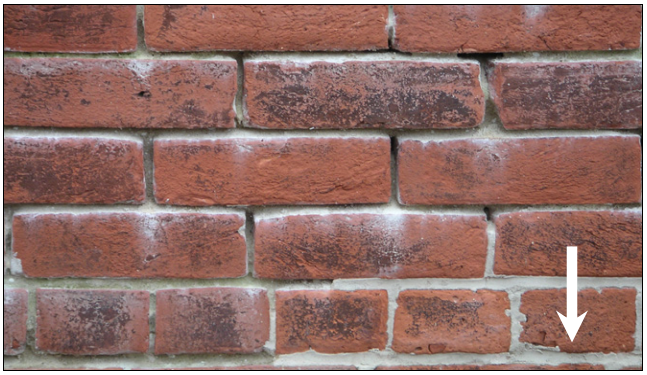
Moisture can enter walls through various ways including mortar cracks, spalled surfaces, groundwater and interior conditions. Moisture and impurities in masonry walls can cause outward pressure and result in spalling, dislodging of masonry units and deterioration of mortar joints.

The brick in-fill area is very visible and outlined by a thicker mortar joint rather than being keyed into adjacent brickwork. In addition, the infill area employs bricks of a different size and color than the historic bricks.

REPAIRING HISTORIC MASONRY WALLS

Although historic mortar will generally deteriorate before bricks or stones, individual bricks or stones can suffer damage from a variety of causes including moisture infiltration, harsh chemicals, abrasive treatments, hard pointing mortar, differential settlement, biological growth and heavy pollution.

After a brick or stone has been installed and exposed to the elements for a length of time, it develops a protective layer or crust on its outer surface. This layer provides additional protection for the interior of the masonry unit from outside elements such as moisture and pollution. If the protective layer is compromised, damaged or spalled, the unprotected and softer inner core is then exposed and the deterioration can accelerate, causing the surface to become powdery and scale off.



The mortar between the bricks has washed out particularly at the vertical joints, increasing the potential for moisture infiltration into the wall. The area at the lower right of the photograph has been recently repointed and mortar smeared over the edges of the bricks rather than tooled.

The Landmarks Preservation Commission encourages:

- Matching replacement masonry units and mortar to historic in regard to colors, textures, sizes, shapes, bonding pattern and compressive strength
- Replacement areas that are toothed or keyed into existing masonry so that the new masonry is a continuation of the existing wall pattern
- Reusing historic bricks or stones whenever possible (However, use caution when installing recycled historic bricks since they might not have been intended for exterior exposure - they might have been low-fired, softer, interior bricks)
- Retaining and repairing historic masonry details including cornices, window and door surrounds and chimneys
- Photographing and measuring existing conditions before beginning work to facilitate accurate duplication
- Careful removal of moss, ivy and other vegetation from masonry walls and shrubs adjacent to foundations
- Cleaning using the gentlest means possible (Prolonged saturation with low pressure water followed by brushing with a bristle brush is often sufficient)
- Installing a sloped mortar surface at chimneys tops to promote drainage and protect chimney walls
- Installing stylistically appropriate stone or terra-cotta chimney caps in lieu of modern metal chimney cap

The Landmarks Preservation Commission discourages:

- Replacement masonry or mortar that is harder than the original historic masonry or mortar
- Covering or removing decorative masonry
- Covering masonry with artificial siding
- Covering a historically brick or stone wall with stucco
- Painting masonry surfaces or applying water repellant or waterproof coatings that can trap moisture and prevent the wall from "breathing"
- Installing modern "antiqued" brick for patching historic masonry, since they are generally much harder and probably do not match the historic appearance
- Cleaning with harsh chemicals, sand blasting, power washing, metal brushes or grinders that can damage the protective exposed surface
- Salt to melt snow adjacent to masonry walls
- Allowing ivy or other vegetation to grow on masonry walls or dense shrubs or other plantings immediately adjacent to building foundations

MASONRY CLEANING

Appropriate masonry cleaning can enhance the character and overall appearance of a building. However, improper cleaning of historic masonry can cause damage to the historic surfaces and cause more harm than good both physically and aesthetically. There are three principal reasons for cleaning historic masonry:

- Improve the appearance by removing dirt, pollen, stains, graffiti or paint
- Retard deterioration by removing deposits, salts, efflorescence, acids, ivy, algae, moss, mildew and pollutants that can damage masonry surfaces
- Clean select areas to match historic masonry or mortar or to assess surface condition

Masonry cleaning methods fall within three general categories:

- Low pressure water, with the possible use of gentle detergent and brushing
- Mechanical cleaning including sand blasting, power washing, grinding, sanding, wire brushing
- Chemical cleaning

Because of the potential damage to historic surfaces, cleaning should be completed using the gentlest means possible. In many cases, soaking the masonry with low pressure water can remove much of the surface dirt and deposits. If the soaking method is not successful, it might be necessary to add a non-ionic detergent or brush the wall surface with a natural bristle brush.

The use of mechanical methods, including abrasive blasting, power washing, sanding or grinding, can potentially remove decorative details and the protective surface of the masonry resulting in an eroded surface and permanent damage. Abrasively cleaned masonry usually has a rougher surface that can hold additional dirt and be more difficult to clean in the future. Chemical based cleaners can etch, stain, bleach or erode masonry surfaces. Both mechanical and chemical cleaning methods can also make the masonry surfaces more porous and deteriorate mortar joints, allowing for increased moisture penetration.

The Landmarks Preservation Commission encourages:

- Cleaning using the gentlest means possible
- Making sure mortar joints are sound and building is water-tight before water cleaning
- Using water without traces of iron or copper that can discolor masonry
- Conducting water cleaning a minimum of one month before freezing temperatures to minimize the potential for spalling
- Minimizing water pressure to reduce potential etching of masonry surfaces (generally no more than 100 psi)
- Using clean water without excessive salts, acids or minerals that can deposit on masonry surfaces
- Using non-ionic detergent and natural bristle brushes when water soaking is not successful

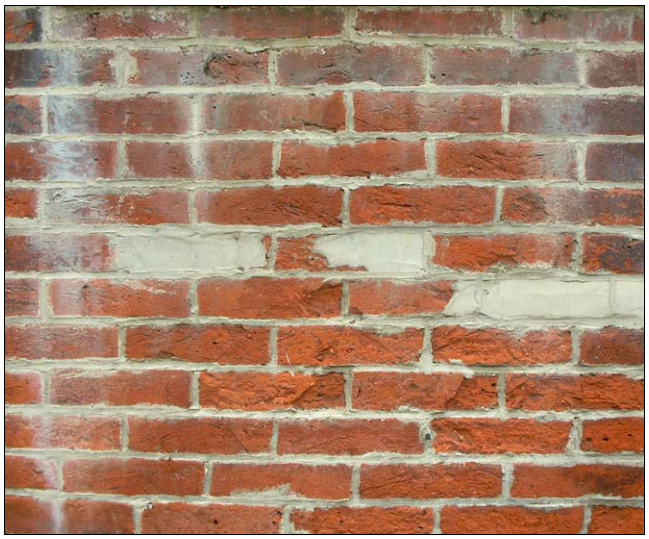
The Landmarks Preservation Commission discourages:

- Using mechanical cleaning methods including sand blasting, power washing, grinding, sanding and wire brushing
- Using chemical cleaning

In instances where a severe stain or graffiti is present, it might be necessary to use a chemical based cleaner in specific areas. Caution should be taken to test the effects of the proposed cleaner on a discrete area of the building before using it on a principal elevation. It is recommended that the most diluted possible concentration be used to minimize potential damage of the masonry surface. It should be noted that many chemical cleaners are hazardous and require special handling, collecting and appropriate disposal of the chemicals and rinse water.

The Landmarks Preservation Commission encourages:

- Hiring a contractor with specialized knowledge of masonry cleaning when gentler cleaning methods are not successful



Inappropriate treatments can damage the surface of older and softer masonry. The rough texture and uneven surface in this example suggest an aggressive cleaning method was used. Note the stucco patches and efflorescence on the surface of the bricks.

Glazed brick and terra cotta have a baked-on protective coating and can be arranged in decorative patterns and designs.

MASONRY COATINGS

Water repellent and waterproof coatings are generally applied to prevent water from entering a masonry wall, but tend to be unnecessary on weather-tight historic buildings. Water infiltration through masonry buildings is generally caused by other moisture related problems including open mortar joints and poor or deferred maintenance. In instances where the surface of the masonry has been severely compromised, such as following sandblasting, the use of water repellent coatings might be appropriate.

Water Repellent Coatings, also referred to as "breathable" coatings, keep liquid from penetrating a surface but allow water vapor to escape. Many water repellent coatings are transparent or clear when applied, but might darken or discolor over time and should be avoided unless absolutely necessary.

Waterproof Coatings seal surfaces and prevent liquid water and water vapor from permeating the surface. Generally, waterproof coatings are opaque or pigmented and can include bituminous coatings, elastomeric coatings and paint. Waterproof coatings can trap moisture inside of a wall and can intensify damage by freezing, expanding and spalling masonry surfaces. The application of waterproof coatings above the adjacent ground level should be avoided.

HIRING A CONTRACTOR

- Repair, maintenance, installation and cleaning of masonry and stucco can be potentially dangerous work and should be left to professionals
- All masons are not necessarily experienced in all materials; choose a contractor with demonstrated experience in working with historic masonry– check references for similar projects, especially from 5 years prior, to understand how well work has held up
- Verify extent of warranty for materials and labor

REMOVING PAINT FROM MASONRY

When considering whether to remove paint from a masonry surface, it is important to assess whether stripping is appropriate. In some instances:

- The building might have been meant to be painted; less attractive, softer or more porous bricks or stones might have been painted to provide a water repellent protective layer
- Paint can mask later changes or additions

Reason to consider stripping paint:

- To reduce the long term maintenance requirements associated with repainting
- Paint might have been originally applied to mask other problems such as a dirty building
- If existing paint has failed, it might be necessary to strip it before repainting

Caution should be used since some paints include lead, requiring proper collection and disposal techniques. Signs of failed paint include:

- Paint is badly chalking, flaking or peeling, possibly due to moisture penetration. It is important to find the cause of moisture and repair before repainting.
- If masonry has been "sealed" by excessive layers of paint or by waterproof coatings, the underlying masonry might not be able to "breathe" and dispel the internal moisture and salts. Eventually, pressure from moisture and salts can build up under paint layers and possibly cause the paint to peel and masonry to spall.

If paint is stable, complete paint stripping might not be necessary. However, new paint should be compatible with previously paint layers for best adhesion.

The Landmarks Preservation Commission encourages:

- Consideration about paint removal appropriateness
- Paint removal using the gentlest means possible

Funding for the Town of Riverhead Historic Guidelines and Bulk Study was provided by a 2005 award from the Quality Communities Grant Program, which is administered by the New York Department of State, Office of Coastal, Local Government, and Community Sustainability.

Town of Riverhead
Landmarks Preservation Commission

GUIDELINES FOR WINDOWS & DOORS

A welcoming entrance door can act as a display window to entice potential customers.

PURPOSE

These *Guidelines* were prepared to assist property owners with information when considering the repair, alteration or installation of wood windows and doors. It is not intended that these *Guidelines* should replace consultation with qualified architects, contractors, the Landmarks Preservation Commission (LPC), Architectural Review Board (ARB) and applicable ordinances.

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.

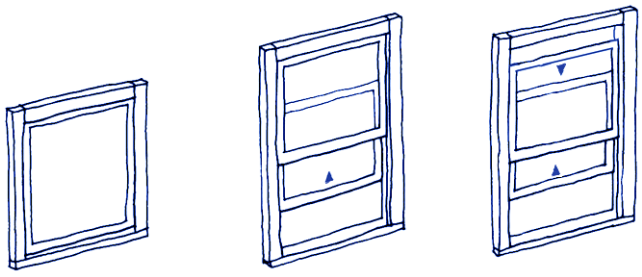
Nothing in these *Guidelines* shall be construed to prevent ordinary maintenance of repair with like materials of similar quality and color.

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.

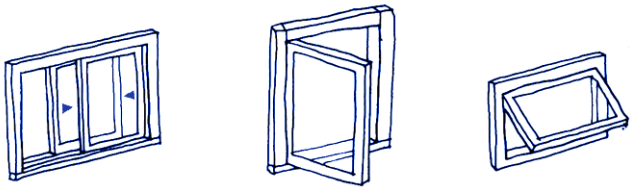
The First Congregational Church features a variety of window shapes and groupings. The windows within the ground floor sanctuary are stained glass while the tower and gable end windows feature a diamond muntin pattern.

WINDOWS AND DOORS

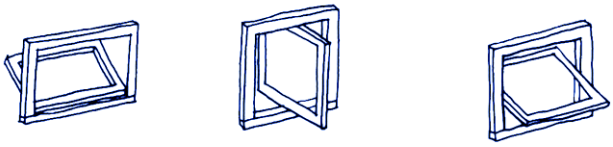
- Define the character of a building and streetscape
- Act as interior and exterior building features
- Typically comprise approximately one quarter of the surface area of exterior walls in historic residences
- Can define architectural style
- Can retain connections to the past
- Help define the architectural building period
- Can display craftsmanship and durable construction



a. Fixed *b. Single-hung* *c. Double-hung*



d. Sliding generally not appropriate *e. Casement generally not appropriate* *f. Awning*



g. Hopper *h. Vertical pivot* *i. Horizontal pivot*

COMMON WINDOW TYPES

All of the identified window types can have different muntin patterns or configurations. Muntin patterns are defined in terms of the number of panes or lights. For example, a 6/1 double-hung window indicates there are 6 panes in the upper sash and 1 pane in the lower sash. Not all window types are appropriate for all buildings.

a. **Fixed:** Non-operable framed glazing
b. **Single-hung:** Fixed upper sash above a vertically rising lower sash
c. **Double-hung:** Two sashes that can be raised and lowered vertically
d. **Sliding:** Either a fixed panel with a horizontally sliding sash or overlapping horizontally sliding sash
e. **Casement:** Hinged on one side, swinging in or out
f. **Awning:** Hinged at the top and projecting out at an angle
g. **Hopper:** Hinged at the bottom and projecting in at an angle
h. **Vertical pivot:** Pivots vertically along a central axis
i. **Horizontal pivot:** Pivots horizontally along a central axis

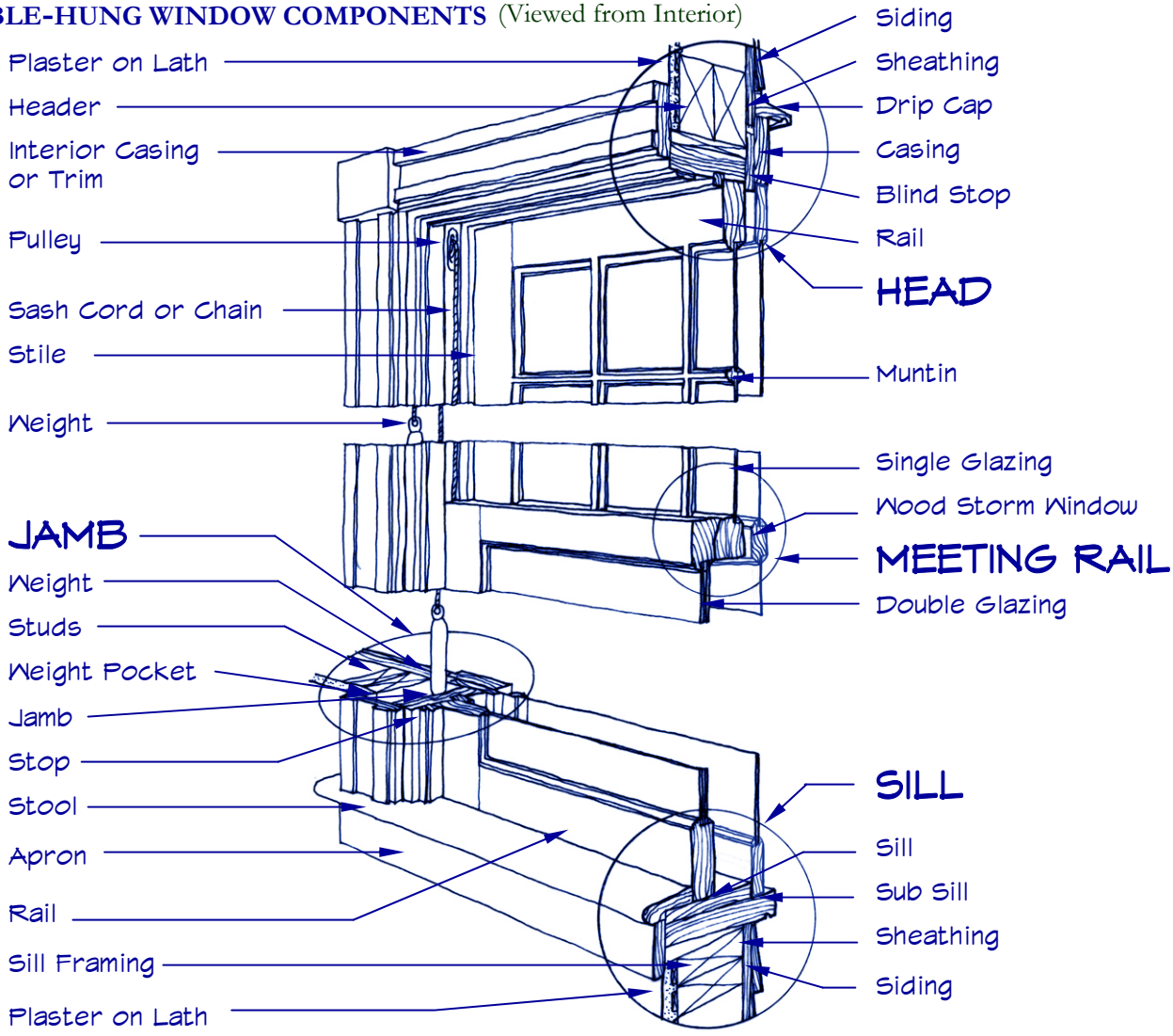
WINDOW STYLES

Window patterns and configurations are intrinsically linked to a building's period of construction and style. Older buildings, pre-dating 1850, were typically constructed with small individual pieces of glass within an operable sash. As technology developed in the second half of the nineteenth century, smaller pieces of glazing were replaced with larger pieces of glass allowing for more expansive views. This coincided with the advent of the Victorian period, which also encouraged varied shaped windows and significantly more elaborated frames, casings and applied ornament and trim. When the Colonial Revival style was popularized beginning in the twentieth century, the use of multi-paned windows with simpler frames and casings was more prevalent.

Since all of the components and details of a window are essential to defining a building's style, property owners are encouraged to investigate the essential elements of their windows prior to undertaking any modifications. For guidance on window and building styles, please consult with t Landmarks Preservation Commission or an architectural reference guide such as *What Style is it? A Guide to American Architecture, Revised Edition* by John C. Poppeliers and S. Allen Chambers, Jr. (NY: John Wylie & Sons.)

The first and second floor windows are visually joined by the applied "balcony" ornament. An ornate, bracketed window hood with a central gothic arch complements the building cornice.

DOUBLE-HUNG WINDOW COMPONENTS (Viewed from Interior)



WINDOW CONFIGURATIONS

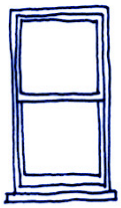
Different window configurations are appropriate for each architectural period or style. Altering the window type, style, shape, material, size, component dimension, muntin pattern or location can dramatically alter the appearance of the building.

The Landmarks Preservation Commission encourages:

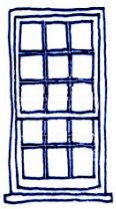
- Utilizing historically appropriate muntin pattern, window configuration exterior profile and size
- Utilizing hardware appropriate for the historic period
- Installing true divided-light windows rather than snap-in muntin grids for multi-paned appearance

The Landmarks Preservation Commission discourages:

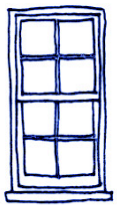
- Use of only internal muntins between glazing layers
- Use of only interior muntins



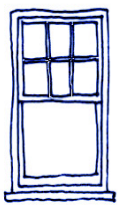
1/1 Window



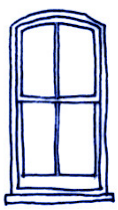
9/6 Window



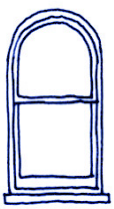
4/4 Window



6/1 Window



2/2 Window with arched head



1/1 Window with round head

HISTORIC WINDOW PROBLEM SOLVING

Property owners generally do not notice their windows until a problem occurs. Typical concerns include operation, reducing air infiltration, maintenance and improving the appearance.

Generally, the appearance of a window that has not been properly maintained can seem significantly worse than its actual condition. There is no need to replace an entire window or all windows because of a deteriorated component, typically the sill or bottom rail.

In many instances, selective repair or replacement of damaged parts, and the implementation of a regular maintenance program is all that is required. It is generally possible to upgrade windows in fair or good condition relatively economically. Full window replacement is rarely necessary and should be avoided when possible.

To improve operation

- Verify that sash cords, chains and weights are operational
- Remove built-up paint, particularly at jambs
- Repair or replace deteriorated components such as parting beads that separate window sash

To reduce air infiltration

- Install snug weather-stripping between moving parts (quality metal weather-stripping can last 20 years)
- Replace broken glass (glazing)
- Re-caulk perimeter joints
- Remove and replace missing or cracked glazing putty
- Add sash locks to tighten windows
- Add an interior or exterior storm sash (installing a secondary glazing system can achieve similar R-values to a new thermal window)
- Insulate sash pockets

To reduce solar heat gain or heat loss

- Install interior or exterior shutters
- Install interior blinds or curtains
- Plant deciduous trees at south and west elevations to block summer sun and allow in winter sun
- Install UV window shades

Maintenance

- Regularly review and repair windows
- Re-paint, particularly horizontal elements

The Landmarks Preservation Commission encourages:

- Retaining original windows if at all possible
- Using storm sash rather than window replacement as the best means to achieve energy efficiency
- Matching replacement windows to new ones as closely as possible in dimensions, proportion, profiles and external appearance
- Replacing modern inappropriate windows with historically appropriate windows

The Landmarks Preservation Commission discourages:

- Removing or encapsulating historic wood trim

The window sill and jamb have peeling paint and some checking or splitting. Note the open joint between the wood sill and brick.

Regular repair and repainting of these double hung windows with diamond patterned muntins will postpone costly replacement.

This decorative oval window is missing some of its surrounding ornament. The unusual muntin pattern enhances the window's unique character. In-kind replacement would likely require custom fabrication and be very costly. Therefore, repair is strongly encouraged.

WINDOW REPAIR VERSUS REPLACEMENT

When considering repair and retention of existing windows versus installation of window replacement, the Landmarks Preservation Commission and Architectural Review Board generally encourage applicants to retain the existing elements. However, they do recognize that it is sometimes necessary to replace window components or an entire unit because of extensive deterioration.

The Landmarks Preservation Commission discourages:

- Replacing a window component or unit if repair and maintenance will improve its performance and preserve historic elements

It is important to remember that because a portion of the window or door is deteriorated, replacement of the entire component or unit might not be necessary. A simple means of testing wood window deterioration is to stab the element with an awl or ice pick. Stab the element perpendicularly and measure the penetration depth and damp wood at an angle for the type of splintering. (Refer to the *Guidelines for Exterior Woodwork* for wood repair techniques.)

- If the penetration is less than ¼ inch, the component does not need replacement
- If the penetration is more than ½ inch, the component might need replacement
- If long splinters are produced, the component does not need replacement
- If short sections broken across the grain are produced, the component might need replacement

When evaluating window repair or replacement, the following guidelines can be helpful:

1. **Perform routine maintenance:** Replace broken or missing components such as trim, glazing or sash cords. Verify that caulking, glazing putty and weather-stripping is securely applied and repaint.
2. **Treat or repair deteriorated components:** At the earlier stages of wood deterioration, it is possible to complete in-place treatments that do not necessitate component replacement. This includes treating wood for insects or fungus, epoxy consolidation, applying putty at holes and cracks and painting.
3. **Replace Deteriorated Components:** Replace either the deteriorated portion of the component with a "Dutchman" or the entire component if the majority is deteriorated. A Dutchman is a repair with a piece of the same material in a sharp-edged recessed cut. The replacement pieces should match the original in design, shape, profile, size, material and texture. New sills are usually easily installed while complete sash replacement might solve problems of broken muntins and deteriorated rails.
4. **Replace Window:** If the majority of the window components are deteriorated or missing and in need of replacement, replacement of the unit might be warranted.

IF REPLACEMENTS ARE NECESSARY

Because of the importance of windows and doors in the appreciation of architectural character, the Landmarks Preservation Commission and Architectural Review Board strongly encourage repair or replacement of only the components of windows that are deteriorated beyond repair. If a property owner wishes to pursue window replacement, they might need to demonstrate that the existing windows or doors are beyond repair and replacements are warranted.

If replacements are warranted, the Landmarks Preservation Commission encourages:

- Relocating historic windows to the publicly visible elevations and installing replacement windows or doors in less visible areas
- Matching the original size, shape, configuration, operation, muntin pattern, dimensions, profiles and detailing to the greatest extent possible
- Selecting wood or aluminum clad wood replacement windows for street elevations
- Selecting true divided-light, single glazed windows or doors with matching muntin profiles and dimensions
- Reusing serviceable trim, hardware or components

The Landmarks Preservation Commission discourages:

- Decreasing window size or shape with in-fill to allow for installation of stock unit size
- Increasing window sizes or altering the shape to allow for picture or bay windows
- New openings at publicly visible elevations

WINDOW MATERIALS PAST & PRESENT

Wood windows were historically manufactured from durable, close, straight-grain hardwood of a quality uncommon in today's market. The quality of the historic materials and relative ease for repairs allows many well-maintained old windows to survive from the nineteenth century or earlier.

Replacement windows and their components tend to have significantly shorter life spans than historic wood windows. Selecting replacement windows is further complicated by manufacturers who tend to offer various grades of windows, with varying types and qualities of materials and warranties.

Today, lower cost wood windows are typically made from new growth timber, which is much softer and more susceptible to deterioration than hardwoods of the past. Vinyl and PVC materials, now common for replacement windows, break down in ultraviolet light, and have a life expectancy of approximately twenty-five years. Because of the great variety of finishes for aluminum windows, they continue to be tested to determine projected life spans.

Other areas of concern with replacement windows beyond the construction materials used in the frame and sash are the types and quality of the glazing, seals, fabrication and installation. Double glazing or insulated glass, used in most new window systems, is made up of an inner and outer pane of glass sandwiching a sealed air space. The air space is typically filled with argon gas with a perimeter seal. This perimeter seal can fail in as few as ten years, resulting in condensation between the glass layers, necessitating replacement to allow for clear visibility. Many of the gaskets and seals that hold the glass in place also have a limited life span and deteriorate in ultraviolet light.

Significant problems with replacement windows also result from poor manufacturing or installation. Twisted or crooked frames can make windows difficult to operate. Open joints allow air and water infiltration into the wall cavity or building interior.

REPLACEMENT WINDOW QUALITY

Reputable lumber yards typically provide a better selection and higher quality replacement window options than companies that advertise with bulk mailings or flyers. Each manufacturer also provides various grades of replacement window options. Manufacturer's information can generally be found on their web sites or in catalogues.

The Landmarks Preservation Commission encourages:

- Installing quality wood windows when replacement is deemed necessary
- Review of various grades of windows offered by manufacturers
- Utilizing quality materials throughout the installation process
- Understanding the limits of the warranties for all components and associated labor for replacement
- Selecting reputable manufacturers and installers who are likely to remain in business and respond if there is a future problem

MAINTAINING REPLACEMENT WINDOWS

One of the selling points of replacement windows is that they do not require maintenance. With the relatively short life expectancy of many of the materials and components, this is usually an optimistic viewpoint.

As joints or seals in replacement windows deteriorate, openings can be formed that allow air and water to enter into the window frame, wall cavity and/or building interior, causing additional damage. Repair of these openings typically requires replacement of the deteriorated parts. This can present a problem if the manufacturer has modified their designs or is no longer in business, necessitating custom fabrication of deteriorated elements or replacement of the window.

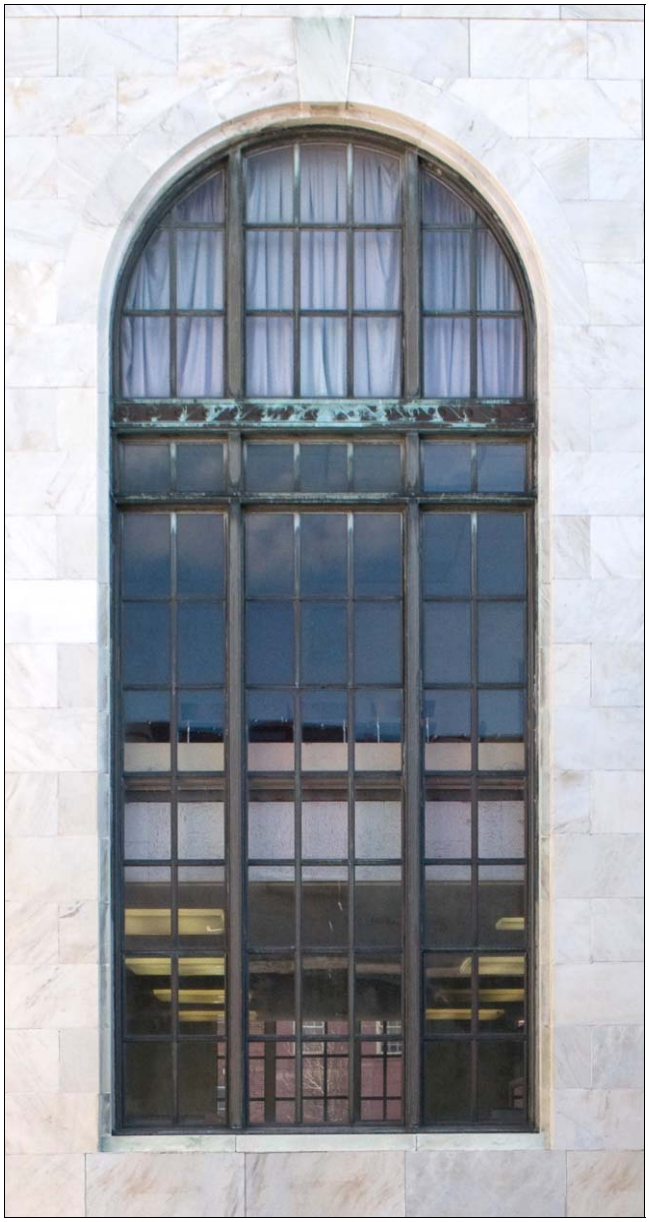
As previously described, the double-glazing has similar problems over time with the deterioration of the perimeter seal. In addition, if the glazing unit is cracked or broken, it will require full replacement. This is further complicated when the double-glazing includes an internal muntin grid.

By contrast, a good carpenter can generally repair a historic wood window with single pane glazing and install an interior or exterior storm window to improve thermal performance.

REPLACEMENT WINDOW COSTS

The costs that should be anticipated if considering the installation of replacement windows include:

- Labor to remove and disposal fee for old windows
- Purchase price and delivery of new windows
- Labor and materials to modify existing frames for new windows
- Labor to install new windows
- Life-cycle costs associated with more frequent replacement of deteriorated components and windows



Some windows are monumental and would be very difficult and costly to replace, such as this double-height round headed example.

WINDOW OPTIONS

Repair or replacement of existing components: Deteriorated sills, sash and muntins are repairable by craftsmen with wood consolidant or replacement parts, retaining original fabric and function. (Refer to *Guidelines for Exterior Woodwork*.) In-kind replacement sash and sills can be custom-made to replace deteriorated sections if necessary. The Landmarks Preservation Commission and Architectural Review Board strongly encourage that all repair and selective replacement parts options be explored prior to considering complete replacement of sash or frames.

The benefits of repair and selective component replacement:

- Original building fabric and historic character remain
- Repairs can be completed by local carpenters
- Timber, used in historic windows, can last substantially longer than replacement units

Sash replacement package: Some manufacturers offer replacement jamb liners and sash for installation within existing window frames. The system allows installation of new sash of various muntin patterns within existing frames. Because of the loss of the historic sash, this option is discouraged by the Landmarks Preservation Commission and Architectural Review Board.

The benefits of the sash package:

- Original muntin pattern can be duplicated
- Maintains the historic opening, surround and trim

The negatives of the sash package:

- Historic sash are removed and become landfill debris
- Replacement sash have a limited warrantee, likely needing replacement again in 10 to 25 years as seals and joints open
- Modification of the jambs is necessary
- The jamb liners do not always work well in existing window openings and might need more frequent replacement
- Out-of-plumb openings can be difficult to fit making window sash hard to operate
- Perimeter seals might not be tight

Frame and sash replacement unit: A complete frame with pre-installed sash of various muntin patterns for installation within an existing window frame opening. Because of the total loss of both the frame and the sash, this is strongly discouraged by the Landmarks Preservation Commission and Architectural Review Board.

The benefits of the frame and sash replacement unit:

- Manufactured as a unit to be weather tight
- Original muntin pattern can be duplicated

The negatives of the frame and sash replacement unit:

- Historic sash are removed and become landfill debris, the historic character of the building is diminished
- The surrounding frame is modified, alteration of built-in surrounds might be required and two frames and sills are typically visible at the exterior
- The size of the window sash and glass openings are reduced due to the new frame within the old frame
- In-fill might be required for non-standard sizes

STORM WINDOWS

There are several types of storm windows available for both interior and exterior installation, some of which include screen inserts. Storm sash should conceal as little of the historic window as possible and should be selected to complement each window type.

The Landmarks Preservation Commission encourages:

- Interior storms to minimize the change to the exterior appearance
- Retaining and installing exterior wood storm frames rather than aluminum or vinyl (Wood storm windows can be custom made to fit any size or shaped opening, and lose less heat through the frame than aluminum)
- If wood storm windows are not feasible, using properly sized triple-track storms as preferable to window replacement and increase energy efficiency
- Matching the shape of the opening
- Aligning the divisions of the storm window with the divisions of the window, revealing as much of the historic window as possible
- Utilizing glass rather than Plexiglas, which can discolor and loose clarity
- Painting the wood or aluminum storm window frame to match the adjacent window trim
- Minimizing damage to historic windows and frames during the installation of storm windows
- Caulking and weather-stripping the storm window in accordance with manufacturer's instructions allowing for exterior drainage at the sill
- Installing removable storm sash to facilitate maintenance of historic window

This wood storm window complements the original window and provides good insulation from drafts. It is the same size and shape as the window opening and can be easily removed to accommodate screens in the summer and regular window maintenance.

The meeting rails of the storm and double hung window align.

The exterior storm windows have been painted to match the wood siding making them visually less obtrusive.

The Landmarks Preservation Commission discourages:

- Using stock storm windows that are too small for the window opening and require in-fill trim
- Installing triple track windows on arched windows or in situations where the frames are not plumb
- Fixed storm sash screwed or nailed into window surround

The Corwin-Katz House was constructed pre-1858 and retains its original shutters under the wraparound porch. The upper level windows have appropriate unusually sized and shaped louvered wood shutters that fit each window opening.

SHUTTERS

Historically, exterior shutters were used as shielding devices. Paneled shutters were installed to provide a solid barrier when closed and louvered shutters to regulate light and air. Shutters were not used on all historic buildings or in all locations. It is often possible to determine if shutters previously existed by looking for hardware such as hinges or tie-backs or evidence of their attachment such as former screw holes in the window casing.

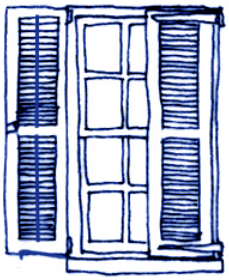
The Landmarks Preservation Commission encourages:

- Shutters where they existed historically
- Operable wood shutters with period-appropriate hardware
- Shutters of the appropriate style for the building and location
- Appropriately sized and shaped shutters for the window opening, fitted to cover the window when closed
- Refurbished historic shutter hardware appropriate to the building style

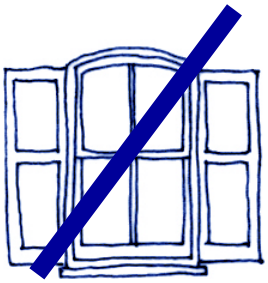
The Landmarks Preservation Commission discourages:

- Installing shutters where they did not exist historically
- Screwing or nailing shutters to the face of the building
- Installing vinyl or aluminum shutters
- Inappropriately sized or shaped shutters

Six-over-six double-hung window with 2-panel shutters



Six-over-six double-hung window with louvered shutters



The 2-panel shutters do not fit the arched opening
Not Recommended

The louvered shutters are the incorrect size for the window
Not Recommended

The unusually shaped third floor window has an appropriately sized operable louvered wood shutters.

Despite the tie-backs, these vinyl shutters were screwed directly to the brick wall. The shutters are not proportionately sized to the window and given the close window spacing it is unlikely that there were shutters historically.

WEATHER STRIPPING & CAULK FOR WINDOWS & DOORS

Proper application of weather stripping and caulk around windows and doors can greatly reduce air infiltration and drafts. When selecting weather stripping or caulk it is important to choose the material appropriate for each location and follow manufacturer's installation recommendations for the best results.

Because weather stripping is used between the moving parts of windows and doors, it is highly susceptible to damage and can become loose, bent or torn. It is important to inspect weather stripping on a regular basis, preferably every fall, and replace it as needed. For high use installations such as entrance doors, it may be beneficial to install more durable weather stripping such as spring metal or felt.

Recommended locations for weather stripping:

- Behind window sash track
- Between window meeting rails
- At perimeter of doors and windows

The installation of caulk or other sealants should occur throughout the exterior of the building. Locations include where two dissimilar materials meet; where expansion and contraction occur; or where materials are joined together. In some instances caulks and sealants can be sanded and/or painted to minimize their visual appearance. It is important to select the appropriate type for each location and exercise care when removing old caulk that might contain lead.

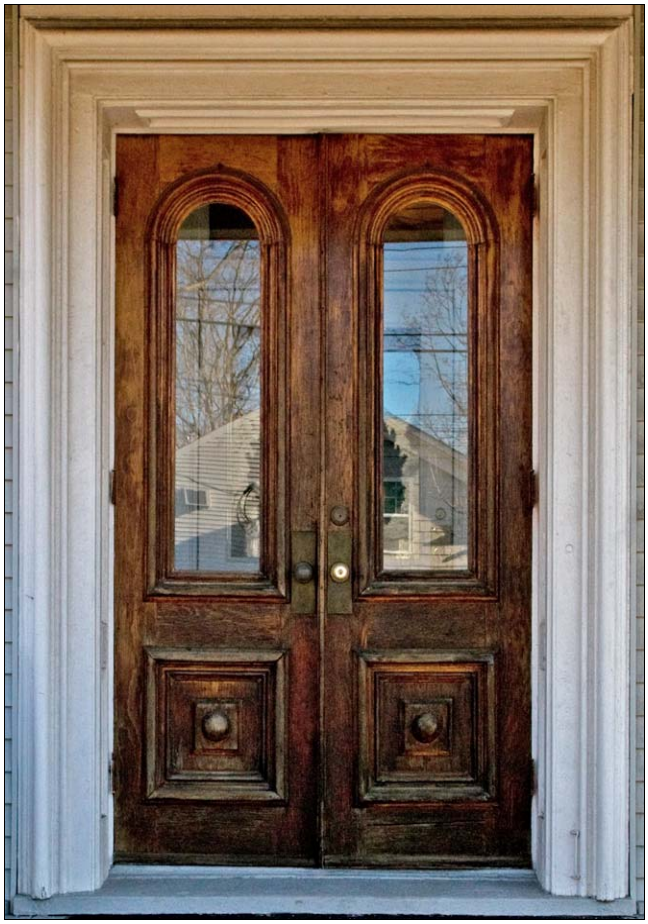
Recommended locations for caulk:

- Between window or door frame and adjacent wall
- Between abutting materials such as corner boards and siding, porch and wall surface
- Between dissimilar materials such as masonry and wood, flashing and wall surface

DEFINITIONS:

Weather Stripping: A narrow compressible band used between the edge of a window or door and the jambs, sill, head and meeting rail to seal against air and water infiltration; of various materials including spring metal, felt, plastic foam and wood with rubber edging.

Caulk: Flexible sealant material used to close joints between materials; of various materials including tar, oakum, lead, putty, and modern elastomerics such as silicone and polyurethane.



Doors can help define a building's architectural style. Paired doors, such as this example, are often found on Victorian buildings.

WOOD DOORS

Entrance doors serve an important role in regulating the passage of people, light and air into a building as well as providing a threshold separating the exterior and interior. Historically most doors were wood and varied stylistically based upon the building design, providing a grand formal appearance or one that is more informal and welcoming. When selecting hardware for a door it is important to complement the historic style.

Doors are typically constructed of numerous parts. In some of the earliest examples doors were constructed of vertical boards nailed to horizontal boards, similar to many doors found at barns and secondary buildings. By the middle of the eighteenth century, more elaborate paneled doors became more common and now represent the most common door type in American residences. Paneled doors were and still are constructed in a variety of configurations that can reflect the style of the building, with many later doors including glazed panels.

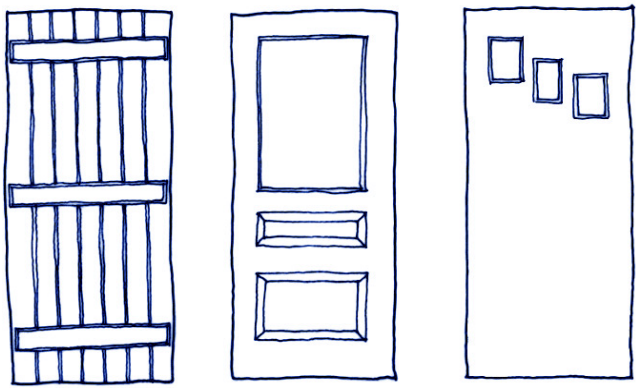
WOOD DOOR TYPES

All door types can have glazing installed in different configurations.

a. **Batten:** Full height boards attached edge to edge with horizontal boards nailed to the verticals

b. **Paneled:** A frame of solid wood parts with either glass or wood panels

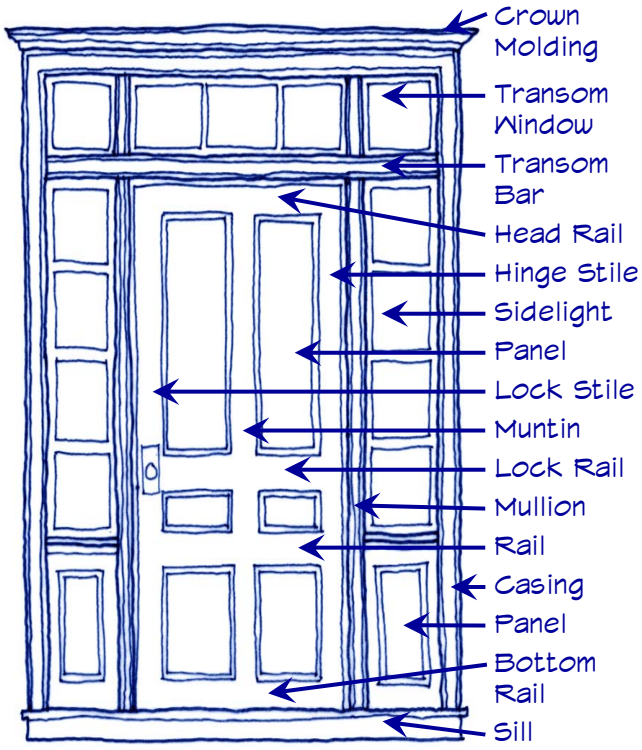
c. **Flush:** A single plain surface on its face, typically wood veneer, are generally inappropriate at historic buildings



a. Batten *b. Paneled* *c. Flush*

PANELED WOOD DOOR COMPONENTS

In Town of Riverhead paneled wood doors are most common for historic residences. The diagram below identifies common wood paneled door components.



HISTORIC DOOR PROBLEM SOLVING

Since doors tend to be one of the most operated elements on the exterior of a building, they are more susceptible to deterioration from wear or damage and generally require more regular maintenance such as painting or varnishing. If deterioration occurs, selective repair or replacement of damaged parts and the implementation of a regular maintenance program is often all that is required to retain a historic door.

Wood checking and peeling paint visible. Minor repair and maintenance can prolong the serviceable life of this historic door.

To improve operation

- Verify that doors fit properly in their frames and joints are tight
- Verify that hardware is operational particularly that hinges are tight and hinge pins not worn
- Remove built-up paint at door and jambs
- Repair or replace deteriorated components such as trim and stops

To reduce air infiltration

- Install weather stripping between door and frame
- Replace broken glass (glazing) and remove and replace missing glazing putty
- Re-caulk perimeter joints around frame
- Install a storm door

Maintenance

- Regularly review and repair doors
- Re-paint, particularly horizontal elements

The Landmarks Preservation Commission encourages:

- Retaining historic doors and surrounding trim
- If the originals do not survive, matching replacement doors as closely as possible to original doors or using doors appropriate to the period and style of the building
- Precisely matching contours of profiles and trim to those of real wood doors if non-wood doors are used

The Landmarks Preservation Commission discourages:

- Removing or encapsulating historic wood trim
- Replacing original wood doors unless seriously deteriorated

STORM & SCREEN DOORS

There are several types of storm doors available, some of which include screen inserts. Similar to storm windows, storm or screen doors should conceal as little of the historic door as possible and should be selected to complement the door configuration. This generally means selecting a storm or screen door that has horizontal and vertical rails that coincide with the door behind and a similar or larger sized glazed opening.

The most recommended option for a storm door is a simple wood storm door with a single glazed opening to match the historic door with as little detail or ornamentation as possible. If more elaborate detailing is desired, the style and level of detailing should complement the building style; for example, a storm door with Victorian gingerbread would not be appropriate for a Colonial Revival house.

Bare metal finished doors such as this aluminum example are generally not appropriate for historic buildings. This example includes a thick horizontal division that runs across the center of the lower windows and decorative grillwork that makes the storm door visually more prominent.

The Landmarks Preservation Commission encourages:

- Wood storm doors rather than aluminum or vinyl – wood storm doors can be custom made to fit any size or shaped opening, and lose less heat through the frame than aluminum
- Matching the size and shape of the glazed opening
- Aligning the divisions of the storm door with the divisions of the door
- Utilizing tempered glass rather than Plexiglas, which can discolor and loose clarity
- Painting the storm door frame to match the door
- Minimizing damage to historic doors and frames during the installation of storm door
- Caulking and weather-stripping the storm door in accordance with manufacturer's instructions

A storm or screen door, finished to match the historic front door, can provide additional protection from the elements and insects while minimizing the visual impact on the historic character. The large glazed opening and vertical lower panels complement the historic door and its surround.

The Landmarks Preservation Commission discourages:

- Using stock storm doors that are too small for the door opening and require in-fill trim
- Metal finish aluminum storm doors at visible street elevations
- Decorative detailing that does not complement the historic character and building style

Funding for the Town of Riverhead Historic Guidelines and Bulk Study was provided by a 2005 award from the Quality Communities Grant Program, which is administered by the New York Department of State, Office of Coastal, Local Government, and Community Sustainability.

Town of Riverhead
Landmarks Preservation Commission

GUIDELINES FOR NEW CONSTRUCTION & ADDITIONS

PURPOSE

These *Guidelines* were prepared to assist property owners with information when considering new construction or an addition to an existing building. It is not intended that these *Guidelines* should replace consultation with qualified architects, contractors, the Landmarks Preservation Commission (LPC), the Architectural Review Board (ARB) and applicable ordinances.

This row of residences has similar setbacks, materials and front gables.

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.

Downtown Riverhead includes a wide variety of building styles from the mid-nineteenth through the twenty-first centuries. Most of the commercial buildings located along Main Street are constructed of masonry, primarily brick with stone window lintels and sills, and include storefront windows and decorative building cornices.

NEW CONSTRUCTION & ADDITIONS WITHIN A HISTORIC CONTEXT

New construction is a sign of the economic health and vitality of a community and can take many forms including:

- New primary buildings along a street
- Additions to existing buildings
- New secondary structures such as garages, sheds or other outbuildings

Unlike some communities on Eastern Long Island that were developed within a narrow time period, Riverhead benefits from a wide range of architectural styles that are evident in buildings from the nineteenth through the twenty-first centuries. Prior to undertaking a new construction or addition project, the LPC and ARB encourage property owners to develop an understanding of the unique architectural characteristics of Riverhead and allow that understanding to inform the design. This is not intended to imply that historic properties should be "copied" in new construction, but to encourage that new construction be sympathetic to its distinctive surroundings.

The new commercial building with the front gabled parapet has storefront level arches and contrasting masonry window banding similar to the former bank building to the left.

COMPATIBILITY

As stated in the Riverhead Town Code, Chapter 73, *Landmarks Preservation*, revised 2006, § 73-6 G-H:

G. Any Board(s) reviewing an application for the activities herein described shall consider the following criteria in making its recommendations to approve, deny or approve with modifications:

3. *Any alteration of existing property shall be compatible with its historic character, as well as the surrounding district, if applicable.*
4. *New construction shall be compatible with the district in which it is located.*

H. In applying the principle of compatibility, the Commission shall consider the following factors:

1. *The general design, character and appropriateness of the property and the proposed new construction;*
2. *The scale of the proposed alteration or new construction in relation to the property itself, and surrounding properties;*
3. *The texture, materials and color and their relation to similar features of other properties in the neighborhood;*
4. *Visual compatibility of surrounding properties, including proportion of the property's façade, proportion and arrangement of windows and other openings of the façade, roofline and rhythm of spacing of properties on streets, including setbacks; and*
5. *The importance of historic, architectural or other features to the significance of the property.*

NEW CONSTRUCTION

New construction in a historic context can dramatically alter the appearance of the streetscape and neighborhood. Because of the historical sensitivity of the area, property owners should take great care to understand how contemporary design will be viewed within the streetscape and neighborhood context. In many cases, the most successful new buildings are those that are clearly contemporary in design but compatible with the character of neighboring properties. The information presented is intended to provide the elements and principles of appropriate design when constructing a new building within a historic context, and more particularly within the context of Riverhead.

It is intended for these principles to allow maximum creativity while allowing plans to be assessed fairly, objectively and consistently. Building designers are encouraged to consider Riverhead's unique and wide range of existing historic building types, styles and detailing and not mimic examples from other communities. An understanding of the existing building fabric should be viewed as a starting point in the design process and not a limiting vocabulary or kit of parts.

New Construction in Downtown Riverhead

Downtown Riverhead, concentrated along and near Main Street, benefits from a wide range of architectural building types and styles. The evolution of downtown Riverhead's commercial core is evident in its architecture with a variety of building styles including the highly decorative Victorian, lavish Art Deco, simpler Colonial Revival and stately Classical Revival. Recognizing this evolution of the built environment, new buildings should seek to establish themselves as future landmarks in the progression of Riverhead's development.

In Downtown Riverhead the Landmarks Preservation Commission encourages where possible:

- Constructing quality contemporary buildings that will become future local landmarks
- Matching setbacks (distances to property lines) of adjacent buildings on a streetscape
- Constructing buildings that are not visually overwhelming with compatible siting, proportion, scale, form, materials, fenestration, roof configuration, details and finishes to adjacent and nearby properties
- Reference to the *Guidelines for Commercial Buildings* and applicable materials *Guidelines*

The residential areas expanded as the housing need increased with homes of similar size, scale, form and materials.

New Construction in Residential Areas and Traditional Commercial Areas

Unlike Main Street in downtown Riverhead, many of the residential blocks and streetscapes in and around downtown and the more traditional outlying commercial areas have a cohesive architectural style with buildings of similar form, mass, scale, setbacks and materials.

Recognizing this cohesion in Riverhead's residential and traditional commercial neighborhoods, new buildings in these neighborhoods should seek to maintain the historic ambiance with compatible and sympathetic construction.

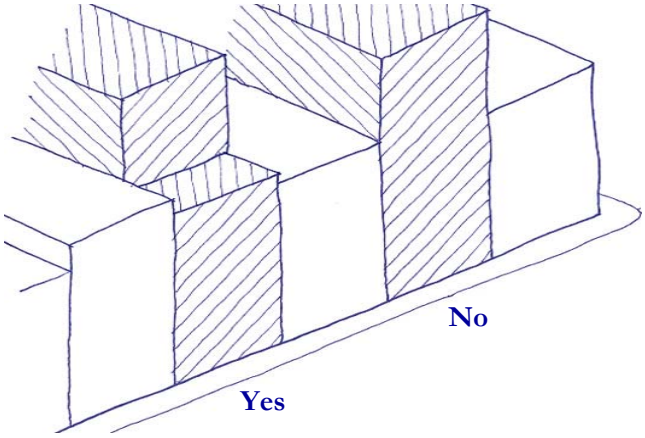
In Residential Areas and Traditional Commercial Areas the Landmarks Preservation Commission encourages where possible:

- Preservation of the cohesive ambiance of historic properties and neighborhoods with compatible and sympathetic construction that is not visually overwhelming
- Matching setbacks (distances to property lines) of adjacent buildings on a streetscape
- Using siting, proportion, scale, form, materials, fenestration, roof configuration, details and finishes compatible to adjacent and nearby properties
- Reference to the applicable materials *Guidelines*

CODE REQUIREMENTS

All new construction is subject to the requirements of the Riverhead code. Please contact the applicable Department in the early stages of your project to discuss the applicable requirements.

- **Single Family Residence Construction:** Please contact the Building Department at (631) 727-3200 ext. 213.
- **All other Construction:** Please contact the Planning Department at (631) 727-3200 ext. 267.



The lower roof line of the 5-story building to the left is similar to adjoining buildings, with a setback to the upper floors. The right 5-story building has no setback and is visually much taller.

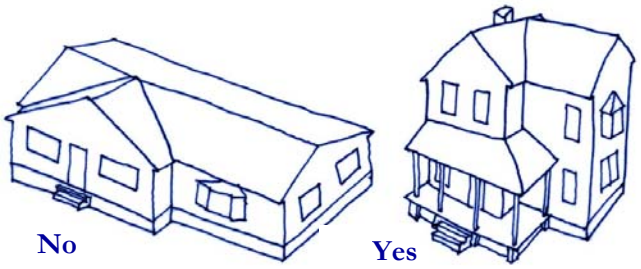
PRINCIPLES FOR NEW CONSTRUCTION

Size and Scale: In downtown Riverhead or where the street does not have an obvious or dominant rhythm of cornice heights and window openings, the recommendation of the LPC and ARB will be based on a consideration of actual height and composition of major volumes of the proposed building within the streetscape. In residential areas and traditional outlying commercial areas new construction should reflect the dominant cornice and roof heights of adjacent buildings and the proportions of building elements to one another and the streetscape.

Where two and three story buildings are the norm, buildings that digress from these standards by any great degree can seriously impact the neighborhood. If large scale construction is considered and permitted under the Riverhead Code, particular attention will be given to the location, siting, setbacks (distance to the property lines) of the building and its upper stories, façade treatments (materials, window and door openings, etc.) and the effect of the proposed building on the streetscape and neighborhood as a whole.

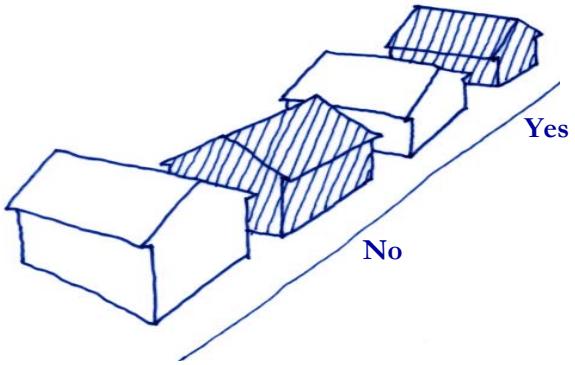
The one-story residence is not an appropriately sized or proportioned building for the residential streetscape. The form has a horizontal rather than vertical emphasis. The new building to the right is a similar size and has a similar form to the existing buildings.

Proportions: New construction should relate to the dominant proportions of the buildings on the streetscape. The proposed design should closely reflect the height and width ratios of the overall building proportions as well as that of doors, windows, porch bays and storefronts.



Although both of the proposed houses have intersecting gable roofs, the massing and proportions of the house to the left are significantly more horizontal in comparison to the more traditional house above, which is more vertical in emphasis. Because of its vertical emphasis, the more traditional house would be more appropriate within the context of Riverhead's historic buildings. In addition, the house to the right has a more varied form with the wrapping front porch, enhancing the overall building geometry.

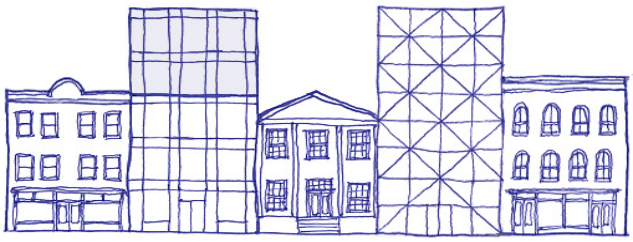
Form and Massing: Form refers to the shape of major volumes of a building while massing refers to the overall composition of the major volumes of a building, particularly if there are major and minor elements. The façades of new construction should reflect the form of neighboring buildings including the feeling of lightness or weight with similar proportions of solids (walls or siding) to voids (windows and door openings) and projecting porches, bays and overhangs.



The orientation of the existing buildings has the gable end facing the street. In cases where there is an overwhelming existing prevailing orientation, new buildings should be similarly oriented.

Orientation: The principal façade of new construction should be oriented in the same direction as the majority of the buildings on the streetscape. In the case of new construction on a corner site, the front façade should face the same direction as the existing buildings on the street and follow the rhythm of the streetscape.

The entrance of the corner building is oriented towards the perpendicular street and is inappropriate.



The 5-story building to the left has a full glass façade that steps back at the 3rd floor and a mullion pattern that is compatible with its neighbors. The right building has a diagonal mullion pattern and no setback and is incompatible to adjacent buildings.

Rhythm and Patterns: The rhythm and patterns of principal façades of new construction should reflect and maintain neighborhood and streetscape patterns. Rhythm and patterns across the width of a façade typically include the number of bays and the location and spacing between doors and windows. Vertical considerations for rhythm and patterns include floor-to-floor heights, first floor height above the ground, cornice heights, and the vertical distance between rows of windows and windows and cornices. In some instances, where the proposed use and scale of a new building prevents maintaining rhythms and patterns, the property owner is encouraged to incorporate detailing to suggest them such as pilasters that give the impression of bays or multiple buildings.

Street facing garage doors and picture windows are typically not appropriate in a historic neighborhood. The large scale of these openings is inconsistent with the surrounding architecture.

Yes **No**

Although the size, scale, form and mass of the two new buildings are consistent with the neighboring buildings, the new building to the right has enlarged window openings inconsistent with the buildings found on the streetscape.

Window and Door Openings: For new construction, the size, shape, design, proportions and placement of storefronts, windows and door openings should be compatible to those in the surrounding historic buildings while meeting applicable zoning requirements. In residential areas windows should be functionally similar, such as double hung windows, and have similar muntin or grid patterns as the neighborhood's historic buildings. Doors should reflect the historic proportions of windows and panels as neighboring buildings.

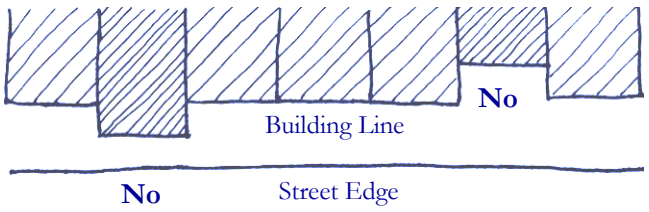
The use of brick and the detailing of the new firehouse are evocative of Riverhead's historic institutional buildings.

Materials and Textures: New construction should use materials and textures in a manner that is sympathetic to the historic buildings found in Riverhead and on the streetscape where they will be located. Materials should be of a similar or complementary color, size, texture, scale, craftsmanship and applicability to the function performed. Traditional materials common in the historic buildings of Riverhead such as wood, brick and stone are recommended.

A sympathetic use of materials should not imply that materials used in new construction must duplicate the old in detail, nor that new construction attempts to mimic historic structures especially in the downtown area. Rather, it is a matter determining the compatibility of the new with the old. It is often appropriate to simplify details such as cornices and moldings. This gives the new building or addition a more contemporary appearance and makes it less a historic replica.

This new commercial building is visually three sections, the central brick entrance block and flanking glazed office wings. The use of brick and contrasting masonry detailing is similar to Riverhead's historic commercial buildings. The central brick pediment echoes those found nearby on the County Courthouse, the old Post Office and the Roanoke Avenue School. The window muntin pattern and contrasting glazing is a modern material that suggests piers and window openings.

Architectural Details: The character-defining features and details of the historic neighborhood buildings should be reflected in the design for the new construction. In the case of residential areas and more traditional commercial areas, these architectural details include roof form, porches, porticos, cornices, lintels, arches, quoins, chimneys, projecting bays, and the shapes of window and door heads. In many instances these details can be "simplified" to provide compatibility without requiring duplication of historic features.



New construction should not step forward from or recede back from adjacent buildings on the streetscape.

Streetscapes: New construction should reflect prevailing setbacks (distances between the building and the property line or street or sidewalk) and physical elements that define the historic buildings on a streetscape, such as stone walls, wood fences, building facades or combinations of these which form visual continuity and cohesiveness with the existing historic buildings.

ADDITIONS TO EXISTING BUILDINGS

Historically the need for increased space was often addressed by constructing additions to existing buildings. Additions to existing historic buildings can provide increased space while maintaining the historic character of the original building and streetscape.

In conformance with *The Secretary of the Interior's Standards*, an addition to a historic building should be subordinate to the historic building and read clearly as an addition. The subordinate appearance of an addition can be achieved through its placement, form, size, massing, materials and details.

Contemporary design and additions to existing properties should not obscure, damage or destroy significant architectural material, and should be compatible with the design of the property and the neighborhood. Whenever possible, additions should be constructed in a manner that, if removed in the future, the essential form and integrity of the historic building would be unimpaired.

When constructing additions to existing buildings, property owners are encouraged to consider the integrity of the existing building and its historic significance and allow the proposed addition to be deferential to the historic building. Similar to new construction, additions should not duplicate historic building details, but should be visually compatible.

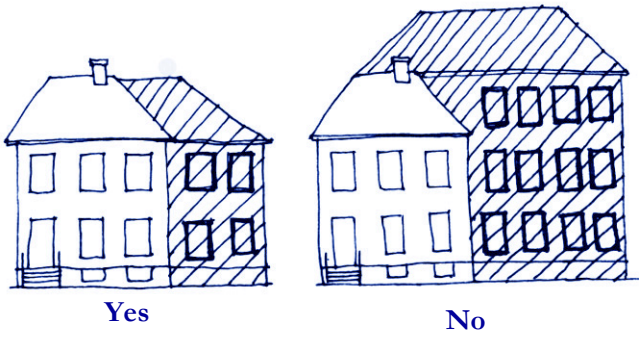
An inappropriate addition can have a detrimental impact on the historic buildings and streetscape.

The Davis-Corwin House was constructed as the home of Chapman Davis Jr. during Riverhead's first period of commercial growth in the 1830's and 1840's. Similar to many historic buildings, a series of additions were added to the rear as the needs of the occupants changed. It also appears that the rear porch was enclosed with as series of double-hung windows to provide additional space. The additions are compatible and subordinate to the oldest portion of the building.

The Landmarks Preservation Commission encourages where possible:

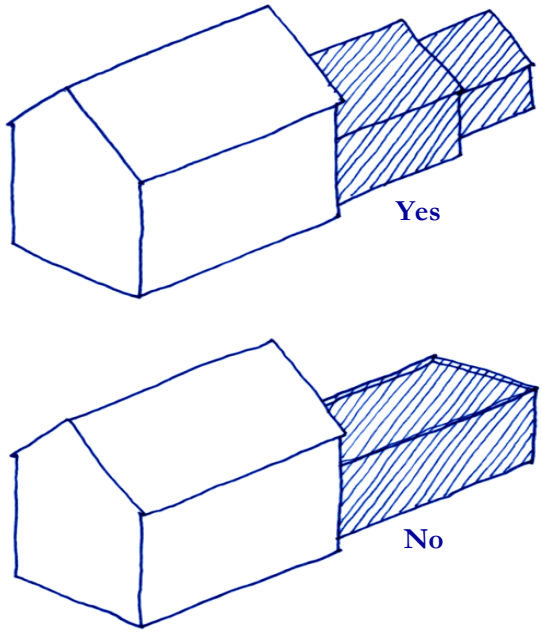
- Construction of additions at rear or side elevations that are subordinate to the historic building
- Construction of additions so that the historic building fabric is not radically changed, obscured, damaged or destroyed
- Additions that are compatible with the design of the existing building and surrounding neighborhood
- Retaining porch elements in place and constructing reversible, translucent enclosure systems inside porch columns and railings.

This home includes a series of additions with varying roof forms at the rear. A small rear shed has complementary a form and materials.



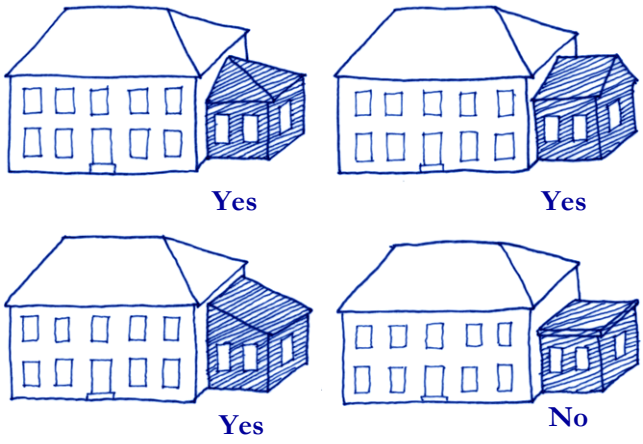
The addition to the left has a similar and appropriate scale, proportion, overall form and window pattern as the existing building. The addition to the right is significantly larger than the existing building and is visually overwhelming and inappropriate.

Size and Scale: Additions to existing buildings should generally be smaller than the original building with similar floor-to-floor and first floor heights.



The two gable roof additions with decreasing roof heights and widths shown in the upper example represent an appropriate composition with regard to form, mass and proportions to the original gable roof building. Additions similar to this with decreasing geometry are typical of historic construction. The lower example of a flat roofed addition is an inappropriate form for the original gable roof building. The length of the mass visually competes with the original structure.

Proportions: New additions should relate to the dominant proportions of the existing building. The proposed design should closely reflect the height and width ratios of the overall building proportions as well as that of doors, windows, porch bays and storefronts.

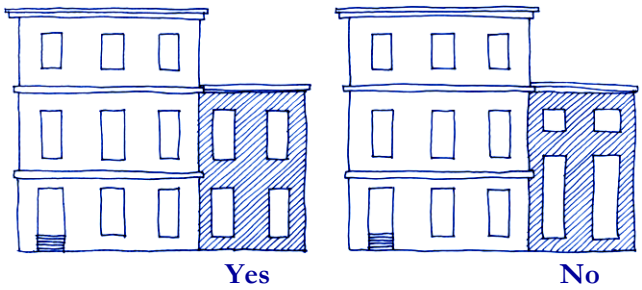


The size and placement of all four additions is similar, however the roof forms vary. It is generally more appropriate to add a sloped roof addition to a historic building unless the historic building originally had a flat roof.

Form and Massing: Form refers to the shape of major volumes of a building while massing refers to the overall composition of the major volumes of a building, particularly if there are major and minor elements. The massing of additions should complement, but not necessarily match the original building. For example, a glassed-in side porch might be a "lighter" variation of the original façade massing while a solidly infilled side porch might not be appropriate.

The rear addition and its side entry create a new primary façade, which is inappropriate.

Orientation: The principal façade of a building should be oriented in the same direction as the majority of the buildings on the streetscape. When adding to an existing building, the addition should be located, planned, and detailed so as to not confuse the dominant historic orientation of the original building. The addition should not have the effect of creating a new primary façade. The addition should not be visually dominant, and should be screened from the street as much as possible.



The proportions of the windows at the left addition are consistent with those found at the original building. By contrast, the first floor windows at the right addition are significantly taller and the second floor significantly smaller and inappropriate.

Rhythm and Patterns: The rhythm and patterns of principal façades of an addition should reflect that of the original building. Rhythm and patterns across the width of a façade typically include the number of bays and the location and spacing between doors and windows. Vertical considerations for rhythm and patterns include floor-to-floor heights, first floor height above the ground, cornice heights, and the vertical distance between rows of windows and windows and cornices. In some instances, where the proposed use and scale of a building addition prevents maintaining rhythms and patterns, the property owner is encouraged to incorporate detailing to suggest them such as pilasters that give the impression of bays or multiple buildings.

The gable-end details at the one story section are simplified and the rear addition is stucco.

Architectural Details: The character-defining features of the existing building should be reflected in the design for the additions. These architectural details include roof form, porches, porticos, cornices, lintels, arches, quoins, chimneys, projecting bays and the shapes of window and door heads. In many instances these details can be "simplified" to provide compatibility without requiring duplication of historic features.

This gable end includes a projecting, bracketed, rounded hood over the group of four windows. Also note the window jambs curve in from the wall plane.

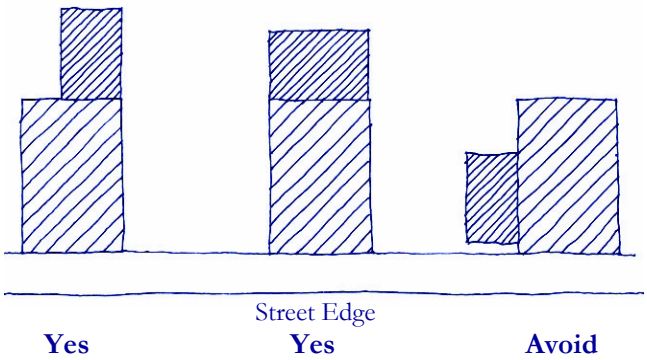
Window and Door Openings: For additions, the size, shape, design, proportions, spacing and placement of windows and door openings in the addition should be similar to those in the existing building. Windows should be functionally similar, such as double hung windows, and have similar muntin or grid patterns as the existing historic portions of the building. Doors should reflect the historic proportions of windows and panels.

Historically the size of windows in most residential buildings is reduced on the upper stories. It was also typical to have a decorative window at the gable end with shutters sized and shaped to fit the opening. The double door with arched glazing is typical of the Victorian period.

Materials and Textures: Although new additions can use materials similar to those used in the historic building, there are times when this is not economically feasible or practical. In these cases it is appropriate to alter materials on additions as long as the material is a "lesser" material than the original construction. This would include adding a wood clapboard or stucco addition to a stone or brick building; however, it is not appropriate to construct a brick or stone addition onto a wood clapboard or shingle building.

This former residence, now used for commercial offices, includes a series of rear additions that are of successively smaller scale. The additions are complementary to the principal historic core of the house with similar materials and simplified detailing.

Streetscapes: When possible additions should be positioned to have the least visible impact from the street, with additions at front façades strongly discouraged and rear additions generally most appropriate. Additions at side elevations are generally appropriate, although it is recommended that they be held back as far as possible from the street.



The visibility of the left and middle additions would be limited from the sidewalk and the street. The addition to the right is very visible from the sidewalk and street and should be avoided.

This house has a narrow street frontage and is setback close to the edge of the sidewalk. The second floor windows at the front elevation are very short, suggesting limited ceiling height at the upper level.

A gable roof addition was constructed to the rear, as seen in the photograph below, providing additional space with minor impact on the historic character of the principal front elevation. The front elevation was modified slightly to accommodate the additional second floor ceiling height with the top of the addition roof extending above the historic roof ridge. A small rear shed addition is located to the rear, possibly a former porch that has been enclosed. The forms, materials and details of the additions are similar to the historic building. The window heights and configurations are similar, with the addition being differentiated to include paired windows at the first floor.

SECONDARY BUILDINGS & STRUCTURES

Several properties in Riverhead include more than a single principal building. In many instances, secondary buildings, structures and landscape features are also present and contribute significantly to the overall property, setting and historic context.

Secondary buildings or structures in the Town of Riverhead most typically include but are not limited to sheds, garages and carriage houses.

Secondary buildings and structures can contribute significantly to our understanding of Riverhead's history and character. Although most of Riverhead's secondary buildings were designed to be utilitarian, in many cases buildings associated with residences such as carriage houses and garages were constructed to reflect or be complementary to the property's principal building. These similarities can include similar forms, materials and detailing.

Recognizing the importance of secondary buildings, the Town of Riverhead has restored the exterior of this carriage house currently occupied by the East End Arts & Humanities Council.

A secondary building or structure is significant if it was:

- Constructed at the same time as the principal building on the site
- Constructed after the principal building on the site but was used for a significant function
- Represents an important architectural design or construction method
- Associated with an important event or person related to the property
- Built incorporating distinctive characteristics of form, style, materials or detailing or shares those characteristics with other buildings on the site

The garage is located to the rear of the residence. It is clearly subordinate to the house and sympathetic in design, form and materials. It also appears that the building was formerly a carriage house prior to being converted into a garage.

The following guidelines are recommended when addressing historically significant secondary buildings and structures.

The Landmarks Preservation Commission encourages where possible:

- Maintaining significant secondary buildings and structures as carefully as principal buildings
- Carefully maintaining significant and unique details at secondary buildings and structures including cupolas, barn doors, overhead doors, etc.
- Adapting functionally obsolete buildings for new uses such as converting a carriage house into a garage

The Landmarks Preservation Commission discourages:

- Demolition of significant secondary buildings and structures

This painted carriage shed has been preserved and represents an important part of Riverhead's history.

This former carriage house has been adapted into a garage building with the installation of overhead doors. The hay loft hoist remains.

DEMOLITION OF SECONDARY BUILDINGS & STRUCTURES

Because secondary buildings and structures can contribute to the overall property, historic setting and streetscape, demolition or removal from the site is strongly discouraged and should be avoided. In some instances, secondary buildings can become functionally obsolete on a property, such as a carriage house. Before considering demolition as an option it is recommended that alternative uses that maintain the historic character be explored. Carriage houses have successfully been converted into garages and garages can be easily adapted into storage spaces. In addition, secondary buildings can be relocated to new sites within Riverhead.

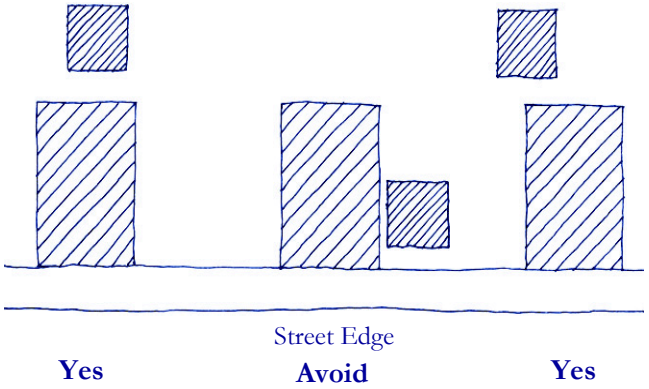
There are some cases in which contemporary secondary buildings are not compatible to the historic property or district and are not appropriate, such as some pre-manufactured metal garages or garden sheds. If demolition of non-compatible secondary buildings is considered, it is recommended that it be conducted as sensitively as possible.

The Landmarks Preservation Commission encourages:

- Ensuring that demolition will not damage other parts of the historic building, neighboring buildings or landscape features
- Documenting the secondary building or structure with photographs and/or drawings prior to demolition
- Considering reuse of salvageable materials such as windows, doors, hardware, shutters, bricks or siding for other buildings on the site or other projects preventing disposal of these materials in landfills

NEW SECONDARY BUILDINGS & STRUCTURES

Similar to additions, secondary buildings and structures should be subordinate to and visually compatible with the primary building without compromising its historic character. Although the types and locations of these features can be limited by the Town Code, ideally the secondary building or structure should be located so it is not visible from the street and if that is not possible, so that the visibility is limited. Please contact the Building Department at (631) 727-3200 ext. 213 to discuss applicable regulations for proposed secondary buildings and structures.



The visibility of the secondary buildings or structures at the right and left is limited from the roadway. The secondary building or structure in the middle is very visible from the roadway and should be avoided.

The Landmarks Preservation Commission encourages where possible:

- Locating secondary buildings and structures, including garages, storage buildings, sheds, animal shelters, play houses and swimming pools at the rear of the main building and away from the principal entrance or street elevation
- Designing new secondary buildings and structures to complement the period and style of the principal building and other buildings on the site; this includes using similar form, materials, colors and simplified detailing
- Construction of new secondary buildings in a manner that does not damage other resources on the site including archaeological resources

The Landmarks Preservation Commission discourages:

- Construction of new secondary buildings or structures in a location that is highly visible from public thoroughfares when less prominent locations are available
- Pre-manufactured metal sheds and outbuildings

Baiting Hollow's 1821 Fresh Pond Schoolhouse was moved to its present location off of Main Street in 1977.

BUILDING RELOCATION

It is always preferable to retain a building in its original historic setting; however, there are circumstances when that is not feasible or practical. Instances where this might not be realistic include buildings located within a flood plain or buildings in a location that would be disturbed by a major infrastructure project such as road widening. Relocating buildings can be the only option to save them from demolition.

When it has been determined that retaining a historic building at its original site is not feasible and all other alternatives have been explored, relocation can be considered. It is important to remember that buildings are best appreciated within the appropriate setting and duplicating the major elements of that historic setting should be considered.

The Landmarks Preservation Commission encourages:

- Selecting a site with similar characteristics as the original site including elevation changes and major tree placement
- Locating the building in a similar setting as the original site including orientation and distance from the roadway, and proximity to trees and other landscape features
- Relocating related resources and landscape features such as secondary buildings and structures, stone walls, wood fences, stone walkways, etc. to the new site to re-establish original relationships

The Landmarks Preservation Commission discourages:

- Altering the historic spatial relationship between the relocated building and its surrounding historic features

The LPC does not recommend relocation of a building unless:

- The proposed relocation is the only alternative for saving a significant building

ARCHAEOLOGICAL RESOURCES & EXCAVATION

If the construction of a new building or addition will require substantial excavation on a previously undisturbed archaeological site or is located adjacent to an existing historic building or complex, there is the potential to uncover important archaeological resources.

On Long Island there is the potential for archaeological remains from Native Americans and early settlers in some environmental settings. Many of the oldest settlement areas and properties could possibly contain or be surrounded by archaeological deposits. Archaeological resources of interest in the area of Riverhead include the sites of Native American camps and settlements; foundations from historic houses, secondary buildings, early manufacturing and industry and shops; privy pits and other areas of waste disposal.

Although Riverhead's regulations and Code do not specifically address archaeological resources, it is recommended that property owners treat potential archaeological resources carefully. Once a site has been disturbed by untrained lay persons, the ability to reveal the site through professional archeological interpretation might be lost forever.

In general, formal archaeological investigation is not required unless a project involves state or federal funding, however it is recommended that property owners with known sites leave those sites undisturbed until the site may be professionally uncovered and recorded. Please contact the New York State Historic Preservation Office for additional information.

New York State Historic Preservation Office
Peebles Island; PO Box 189; Waterford, NY 121889
Tel: (518) 237-8643
www.nysparks.state.ny.us/shpo

Funding for the Town of Riverhead Historic Guidelines and Bulk Study was provided by a 2005 award from the Quality Communities Grant Program, which is administered by the New York Department of State, Office of Coastal, Local Government, and Community Sustainability.

Town of Riverhead
Landmarks Preservation Commission

GUIDELINES FOR COMMERCIAL BUILDINGS

Commercial storefronts are an important part of the historic character and vitality of Riverhead. Downtown Riverhead includes a wide variety of building styles from the mid-nineteenth through the twenty-first centuries. Most of the commercial buildings located along Main Street are constructed of masonry, primarily brick with stone window lintels and sills, and include storefront windows and decorative building cornices. The storefront cornice unifies several businesses along Main Street.

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.

PURPOSE

These *Guidelines* were prepared to assist commercial property owners with information when considering modification to an existing commercial building, storefront, sign or awning. It is not intended that these *Guidelines* should replace consultation with qualified architects, contractors, the Landmarks Preservation Commission (LPC), the Architectural Review Board (ARB) and applicable ordinances.

Many of the professional offices in Riverhead are housed in former residences. The adaptive reuse of buildings allows them to continue to be an important part of the community and provides unique interior spaces with architectural character.

IMPORTANCE OF COMMERCIAL VITALITY

Riverhead's Landmarks Preservation Commission (LPC), Architectural Review Board (ARB), and Community Development Department encourage the economic development and revitalization of Riverhead's retail areas and the commercial properties within it. The LPC and the ARB recognize Riverhead's vibrancy is linked to the viability of its businesses. They make every effort to assist commercial building owners and tenants to revitalize older retail areas and buildings, helping to attract new customers while promoting an appreciation of local history.

Commercial storefronts can:

- Serve a key role in a commercial building's identity
- Define a pedestrian's visual experience and create a sense of transparency at the ground floor
- Attract potential customers with eye-catching merchandise displays

Commercial Building

This represents a three-story, commercial building in Riverhead. It has three distinct vertically stacked zones:

A. *A storefront topped by a storefront cornice runs along the ground floor with large display windows topped by transom windows.*

B. *Upper floor operable windows appear to be "punched" through the flat, relatively solid, brick wall surface in a regular pattern that does not coincide with the storefront openings below.*

C. *The bracketed ornamental building cornice provides a visual cap or termination at the top of the building.*

Potential locations for signage at commercial buildings *(Refer to page 8 for additional signage information)*

1. *Hanging from bracket perpendicular to front wall*
2. *Paint, vinyl or etching on window(s)*
3. *Flush mounted wall sign*
4. *Freestanding sign when permitted*
5. *Under storefront cornice*
6. *Signs may also appear on the awning valance (not shown)*

COMMERCIAL BUILDING COMPOSITION

Generally, there are two types of commercial buildings, those that were constructed as commercial buildings, and residences that were converted for commercial use. In downtown Riverhead, the majority of commercial buildings on Main Street were constructed with retail or a restaurant use at the ground floor and office or residential space above, while many of the buildings that were formerly residences and have been converted to office use. An informative reference guide to commercial building features is *The Buildings of Main Street: A Guide to American Commercial Architecture* by Richard W. Longstreth. (National Trust for Historic Preservation. Washington, DC, 1987.)

Although most of Riverhead's residential buildings that have been adapted for commercial uses are used as professional offices requiring nominal exterior alterations, buildings modified into retail stores tend to have very different characters on their lower and upper floors. Additionally, residences vary stylistically, and the vertical divisions between parts of a residential building adapted for commercial use are not as consistent as those constructed as commercial buildings.

The Landmarks Preservation Commission encourages:

- Retaining residential characteristics of residences converted into commercial buildings
- Retaining the characteristic elements of the three distinct zones of commercial buildings
- Retaining and maintaining all building cornices, features and details; and replacing missing features
- Maintaining the rhythm, size and shape of upper floor windows and associated trim and moldings
- Reopening previously infilled windows

The Landmarks Preservation Commission discourages:

- Enclosing or removing elements, such as building cornices and storefronts
- Locating air conditioners in street elevation windows or creating new openings for thru-wall air conditioners that are visible from the street
- Infilling or altering window openings

This bracketed building cornice includes the name of the former Bank.

Adaptive Reuse of Former Residential Building

The lower floor of this residence has been modified for commercial retail use. Similar to buildings constructed as commercial buildings, converted residences have three distinct zones:

A. A commercial area has been added to the ground floor of this former residence with a large retail display windows.

B. The upper floor has a residential appearance with operable windows and in some instances in Riverhead, projecting bays.

C. The roof and building cornice are residential in design with a side gable roof, a central gabled dormer, gable end chimney and a residentially scaled cornice that acts as a transition between the wall surface and roof edge.

Potential locations for signage at former residential buildings *(Refer to page 8 for additional signage information)*

1. *Hanging from bracket perpendicular to front wall*
2. *Paint, vinyl or etching on window(s)*
3. *Flush mounted wall sign*
4. *Freestanding sign when permitted*
5. *Under a storefront cornice (not shown)*
6. *On the awning valance*

This commercial building includes a rear parking area and accessible ramp.

ACCESSIBLE ACCESS

The Americans with Disabilities Act (ADA) strives to improve the quality of life of people with disabilities. The ADA recognizes that, for people with disabilities to participate in the everyday activities in their communities such as going to work, eating in a restaurant or shopping in a store, they need to have access to the goods and services provided by businesses. Many business facilities in Riverhead were constructed prior to the enactment of the ADA in 1992 without features to accommodate people with disabilities, including those who use wheelchairs.

As existing buildings are renovated they are required to make accommodations for people with disabilities. One of the most visible exterior alterations resulting from the ADA is the installation of a wheelchair ramp or lift to provide building access.

The Landmarks Preservation Commission encourages:

- Providing a respectful accessible entrance that is located on a rear or secondary elevation and designed in a manner that complements the building's style.

This side elevation ramp appears to be a continuation of the porch and is screened by shrubs.

.

STOREFRONT DEVELOPMENT

A storefront is typically defined as a ground-level façade constructed with large sheets of glass to display merchandise. The development of storefronts was linked to the desire to increase commercial visibility and merchandise display possibilities.

As technology progressed through the middle of the nineteenth century, the configuration of storefronts was also modified. Smaller windows in commercial buildings were replaced with larger sheets of glass and new materials such as cast iron were introduced into architecture. Advances in technology also allowed new configurations of buildings including corner entrances with wrap-around storefronts to maximize commercial visibility.

STOREFRONTS

The storefront is one of the most significant features of a commercial building whether it was originally constructed for commercial purposes or converted to retail from another use. Most people experience buildings at the ground floor level and the attractiveness and overall maintenance of a storefront can greatly influence a casual observer's perception of a building and the business within. Because a positive impression can help draw potential customers, regular maintenance and careful design can positively affect the bottom line.

Although the specific configurations of storefronts can vary greatly at different building locations, the typical construction includes large expanses of glass to display merchandise and one or more entrances. Historic storefronts were typically constructed of wood, metal (cast iron, bronze, copper, tin, galvanized sheet metal, cast zinc or stainless steel), masonry (brick or stone) and clear, translucent or pigmented glass at transoms.

The storefront cornice separates the storefront from the upper building levels. This example includes a flat band for signage.

1. Storefront Cornices are projecting moldings at the top of storefront, providing a visual cap or termination to the storefront and a separation with the upper floors. Cornice materials can vary widely and include wood, pressed metal, limestone, terra cotta or decorative brick patterns. Cornice details can include brackets, dentils and panels as well as decorative paint highlighting.

2. Transom Windows are located above display windows and doorways to provide additional daylight, and can be either fixed or operable for ventilation. They can be either single or multi-paned and are often leaded, stained, pigmented or textured glass. Historically transom windows could also include signage, lettering or other ornamental details.

This modern interpretation of fixed transom windows provides additional light to the interior and detail to the exterior storefront.

3. Display Windows are typically large expanses of glazing to present the available merchandise within a shop. Display windows often flank the entrance alcove to a store and can include additional advertising to further entice potential customers.

This restaurant includes a central entrance door with a transom window above flanked by display windows. The display windows include curtains to provide some privacy from passers-by while retaining the connection from the interior to the street, in addition to menu and related information. The flower boxes provide the opportunity for seasonal displays.

4. Entrances at storefronts can be located flush with the outside of the building or recessed within an alcove providing additional display areas and shelter from the elements. In addition to commercial entrances, there can be secondary entrance doors that provide access to upper building levels.

These paired wood entrance door are topped by a large leaded glass transom windows.

5. Structural Supports at storefronts can be necessary to carry the weight of the building and roof above and are often decorative, reinforcing the storefront's style. Typically, structural supports flank entrance doors and display windows and can be constructed of wood, cast iron or masonry.

The interior metal post supports the upper walls.

6. Aprons act as the base for the display windows and at the interior can provide a raised platform for merchandise display. Historically, aprons were constructed of a variety of materials with different finishes including paneled wood, brick, marble, granite and tile. More recently, storefront aprons are also being clad with cast stone.

The cast stone apron simulates limestone and provides a base for the storefront window glazing system.

STOREFRONT ENTRANCE ALCOVES

A storefront's entrance alcove acts as a transitional space from the sidewalk to the commercial entrance. It provides shelter from the weather, and is often designed to increase the display area of the storefront to entice potential customers. Entrance alcoves tend to include a decorative ceiling and floor, and be flanked by large storefront display windows leading to a central entrance door.

Decorative Ceilings within entrance alcoves were often articulated with patterns, textures or materials that included lighting and reinforced the architectural style of the building and geometry of the space. The materials used within the entrance alcove ceiling may be repeated on the ceilings of the flanking display windows. Historically these materials included paneled wood, beaded board and pressed tin, with flatter surfaces such as stucco gaining in popularity in the early twentieth century.

Businesses are encouraged to maintain historic building signage such as this tile floor located at the entrance alcove. Historic signage is not included within the calculations for allowable signage at a building.

Decorative Flooring within storefront entrance alcoves was often composed of small ceramic tiles in square or hexagonal shapes, a stone stoop, or in the early twentieth century terrazzo became a popular option. Historically, the configuration of tile or terrazzo was only limited by the creativity of the installer, and often included decorative boarders and patterns of various colors. It was not uncommon for the tiles to include the name of the business occupying the store within the alcove flooring.

STOREFRONT TREATMENT OPTIONS

Making changes to storefronts can be a costly endeavor that if not properly planned might negatively impact a business. Prior to considering alterations, it is recommended that property owners take the time to identify the key storefront elements and consider alternatives prior to proceeding with the work. By carefully studying alternatives, property owners tend to be much happier with the finished results. When contemplating storefront work, the following approach is recommended.

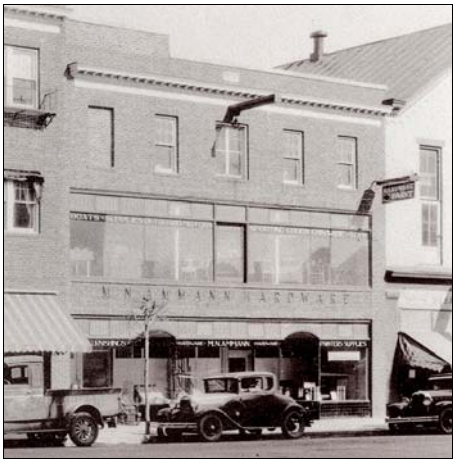
a. **Identify Key Historic Elements** – Develop an understanding of the architectural character of the historic storefront including the overall size, major divisions or bays, placement of components such as alcoves, doors, windows and distinctive elements. This can be based on selective removals or documentation such as old photographs or drawings.

b. **Retain, Preserve and Repair** – Once important historic elements have been identified, they should be incorporated into the storefront design. Deterioration of some historic elements might require stabilization, replacement in-kind, or replacement with a similar substitute material utilizing the historic material as the guide.

c. **Replacement** – Replacement of a historic storefront is only encouraged when the existing storefront materials are too deteriorated to be repairable, or a historic storefront has been encased in a newer storefront and the historic form and detailing are still present allowing for an accurate representation. Replacement of historic storefronts with modern storefront systems is strongly discouraged.

d. **Reconstructing a New Storefront With Historic Documentation** – If there is no physical evidence of a historic storefront, there might be sufficient historical or pictorial evidence to allow for appropriate reconstruction. Appropriate research is strongly encouraged to ensure the greatest degree of accuracy feasible in the reconstruction.

e. **Installing a New Storefront Without Historic Information** – If there is not sufficient information and documentation to accurately reconstruct a storefront, the new design should be compatible in size, pattern, scale, material and color with the overall building and similar storefronts from the period, but have distinctly contemporary character that reflects rather than copies historic storefronts.



The historic storefront at 10 Peconic Avenue featured glazing across the second floor. Possible sources for historic photographs or drawings include advertisements, articles, newspapers, promotional materials from earlier businesses, postcards or paintings (although drawings and paitings can be influenced by artistic license.)

DETERMINING THE HISTORIC APPEARANCE OF STOREFRONTS

For property owners hoping to restore the appearance of their storefront to an earlier period, there are a number of places where you can find information that can guide the effort. Often remnants of earlier storefronts or "ghosts" of earlier materials are concealed under newer storefront materials and careful selective removals can reveal elements or clues. In cases where historic materials are revealed, property owners are encouraged to incorporate the materials into the new storefront. In addition to potentially uncovering storefronts, it can also be beneficial to look for old building materials stored in attics or basements.

NON-RETAIL STOREFRONTS

Some non-retail businesses and residential use also can be found in former commercial buildings with storefront windows including restaurants and professional offices. Although many of these uses do not require large display windows, the Code requires maintaining unobstructed glazing in many locations. Businesses are encouraged to use alternate means of providing privacy and using display areas.

- Installing display materials related to the business or service being offered
- Installing semi-transparent or translucent screening that can be opened or closed during the course of the day such as blinds or lace curtains
- Placing plants, seasonal displays and decorations in merchandizing display area

STOREFRONT DON'TS

Although each storefront is unique, the following provide general recommendations when addressing storefronts. Property owners are invited to consult with the Landmarks Preservation Commission and Architectural Review Board early in the process when contemplating storefront modifications.

The Landmarks Preservation Commission discourages:

- Enclosing or removing elements, such as building cornices and storefronts
- Altering size or shape of major building forms such as window, door and transom openings
- Installing stylistic elements from periods that are different from the storefront or building and do not complement the overall stylistic expression
- Altering a façade from commercial to residential character unless the building was previously residential and there is sufficient evidence or documentation to provide an accurate representation
- Installing inappropriate materials at storefronts including vinyl siding and some types of wood siding
- Installing any material other than clear glass within a display window
- Installing built-in furniture or walls visually blocking the inside of display windows
- Installing window air conditioners in transom windows or thru-wall air conditioners that are visible from a public way
- Introducing a new storefront or element that alters or destroys historic building materials
- Creating an incompatible design or false historic appearance based upon insufficient documentation
- Adding a false front or false story to a building

This storefront window has been infilled with wood reducing the window opening size and changing the character of the building.

SIGNS IN RIVERHEAD

Generally, there are two types of commercial signs in the Town of Riverhead, those that are attached to the building and those that are freestanding. The choice between attached or freestanding signs is largely based upon the specific location, building setbacks, needs and the limitations of the Riverhead Code. Along Main Street, most of the signs are mounted onto buildings. In former residences that have been converted into commercial uses, the buildings tend to be set back from the street allowing the possibility of freestanding signs.

This former residence has a freestanding sign at the front yard.

SIGN AND AWNING REVIEW

In its review of signs and awnings, the Architectural Review Board (ARB) utilizes *The Secretary of the Interior's Standards for the Treatment of Historic Properties*; the same national standards utilized in all ARB reviews for Historic District properties. When reviewing applications, ARB considers the appropriateness of the components of the sign or awning installation and design in relationship to the building and streetscape for which it is proposed. What might be appropriate at one location might not be appropriate at another.

RIVERHEAD'S PERMITTED SIGNAGE

- The types of allowable signage vary based on the property's zoning district
- All temporary and movable signage is subject to the provisions of the Riverhead Code
- The relocation or altering of signage is subject to Town review
- No signage with flashing lights is permitted

It is recommended that potential applicants for signage and awnings contact the Building Department early in the design process to understand the allowable signage at their property.

IMPORTANCE OF SIGNS AND AWNINGS

A well designed and well placed sign or awning can make a good impression, attract potential customers and unify a streetscape. By contrast, a confused, poorly designed or poorly placed sign or awning can overwhelm buildings, detract from the area, give an inappropriate impression, turning customers away and potentially damaging historic materials or finishes. Historically, signs and awnings were attached to and placed near buildings. New signs can use similar features to both enhance the character of the building and convey the necessary information to the public.

The Architectural Review Board encourages:

- Using simple graphics and clean appropriately large scale displays to keep the windows transparent
- Maximizing storefront transparency and maintaining views into storefronts while meeting unobstructed glazing Code requirements

The Architectural Review Board discourages:

- Cluttered signs and posters on doors and windows
- Obscuring distinctive architectural elements and features with signage
- Obstructing views into the store by infilling or installing solid displays or walls within five feet of the interior of display windows

Property owners are encouraged to consider installing a highly visible freestanding sign with the building name and street number in addition to a wall-mounted directory sign with replaceable plaques identifying occupants.

This salon features a wall mounted sign and projecting awning.

LOCATIONS OF SIGNS AND AWNINGS

The diagrams of commercial buildings and adaptively reused former residential buildings on pages 2 and 3 are intended to provide general guidance for appropriate sign and awning locations for commercial and former residential buildings in Riverhead. It is important to note all sign types might not be appropriate for all buildings.

The Riverhead Code identifies allowable sign and awning locations as well as the size and number of allowable signs for each district and property.

This window sign provides pedestrian scaled eye-level information. The minimal text clearly identifies the name and services provided, with the logo reflective of the product.

The individual letters are mounted directly to the building.

SIGN MATERIAL

Historically, signs were typically made of wood either attached directly to the building or suspended from wrought iron brackets. As technology advanced and building styles changed, a wider range of materials were used. These included bronze plates attached to buildings, cast iron, stainless steel, etched or painted glass, leaded glass, gold leaf, tile and terrazzo. Each material was popular during particular time periods, and might not be appropriate at all building styles and locations.

The Architectural Review Board encourages:

- Using materials that are consistent with the character of the building including wood, bronze, brass, gold leaf, etched glass, paint, aluminum, stainless steel, enameled metal, leaded glass, appliqués, tile and terrazzo
- Mounting individual wood or metal letters to a building or sign board
- Using modern durable materials such as Urethane board or MDO board that are similar in appearance to historic materials
- Using cast aluminum brackets to hang signs with hanging hardware of a compatible appearance
- Repairing historic signage with materials to match the original whenever possible

The Architectural Review Board discourages:

- The use of contemporary materials such as plastics or plexiglass, or plastic or glossy coatings, which are incompatible with the building's historic character
- Back-lit sign boxes (which are not permitted by Code in Historic Districts)
- Paper signs adhered to glazing
- Dry-erase surfaces for changeable message signage

Individual internally illuminated letters are mounted to a raceway painted a similar color to the brick building.

The size of the projecting sign and smaller text are scaled for pedestrians.

SIGN SIZE

Riverhead's Code regulates the size of signage.

- Signage should be compatible to scale of the building, adjacent buildings, the streetscape and adjacent signage. Small scale signs are appropriate to smaller scale buildings and professional offices.
- Small scale signs are also appropriate for building with several signs and often can be grouped in a directory sign.
- A well-designed smaller sign can have more of an impact than larger signs. This is particularly true in downtown Riverhead where the means of travel is by foot or slow moving vehicles.

MOUNTING SIGNS AND AWNINGS

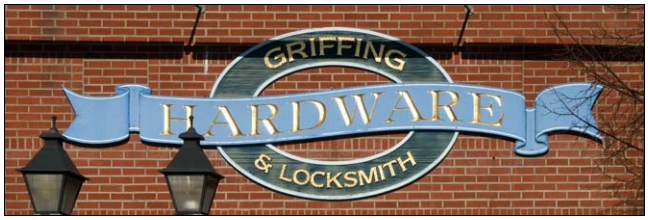
Care should be taken in mounting walls signs and awnings to minimize the damage to historic materials. This includes reusing hardware or brackets from previous signs or awnings, or attaching them at previous attachment locations.

If reusing existing hardware or attachment locations is not an option, select mounting locations that can be easily patched if the sign is removed. This includes locating holes in mortar joints rather than mounting directly into bricks or masonry. This will facilitate repair if the sign is removed or relocated in the future.

(Please refer to the diagrams on pages 2 and 3 for possible sign locations.)

SIGN SHAPE

Most sign shapes are simple geometric forms, geometric shapes with decorative edges or rounded corners, or shapes that convey the type of business. Geometric signs can include rectangular, square, round or oval shapes and can be utilized for all sign types. When considering which sign shape is most appropriate for a specific location, the applicant should consider the sign type, information to be conveyed, size and location of the sign, building style, and other signs at the property or adjacent properties.



This wall mounted sign has a unique shape that is specific to the business.

SIGN ILLUMINATION

In many instances, available ambient street or storefront lighting can illuminate signs, which is preferred to the installation of additional lighting. The use and placement of sign illumination is limited by the Riverhead Code.

The Architectural Review Board encourages:

- Using existing ambient street light or storefront lighting whenever possible
- Using small scale, indirect or hidden lights such as gooseneck lights directed down towards signage with concealed conduit and junction boxes
- Using lights that are consistent with the character of the historic building and meet Code requirements for location, orientation and brightness

The gooseneck lighting illuminates each of the wall signs and the conduit and junction boxes are concealed from view.

Clear lettering contrasting with the background increases legibility.

LEGIBILITY OF SIGNS & AWNINGS

The contrast between the logo or lettering and background color can greatly increase the overall legibility of the sign or awning. In many instances limiting the number of colors to those necessary to convey the information also increases the legibility.

Similar to selecting a color, when considering letter style for signs and awnings, applicants must balance the need to make them legible, convey the business identity or logo, and complement the historic character of the building and environment. Excessive amounts of text or highly stylized type styles can overwhelm a viewer and make the message effectively illegible.

Logos can be an important identifying feature for any business, and generally, applicants are encouraged to utilize a logo or symbol that identifies their business. However, the Architectural Review Board is not obligated to accept a sign or awning design that is based upon a national or regional image required by a corporation or franchise.

NEON

Neon signs, originally developed in the 1920s, are made of narrow, gas filled electrified tubes. Given Riverhead's stylistic variety, the use of neon is limited by Code and carefully reviewed by the ARB to determine compatibility.

The Architectural Review Board encourages:

- Customizing neon to enhance the style or character of a building, if permitted by Code and appropriate, in consultation with the Architectural Review Board

The Architectural Review Board discourages:

- The installation of pre-manufactured neon signs at the interior or exterior of a building, advertising a product or service that is highly visible from a public way

AWNINGS

Awnings are a historically popular means of sheltering pedestrians, advertising a business and protecting window merchandise from sun damage. Several awnings along a streetscape can provide a sense of scale and separation of the storefront from the upper stories. Historically, awnings project at a continuous angle away from the face of the building on a metal frame, terminating at a skirt or valance. Awnings can include a business name, address, telephone number and logo.

Awnings provide shelter and can include signage and logos.

The Architectural Review Board encourages:

- Locating a single awning over an entrance or storefront display window bay
- Solid or canvas fixed or retractable awnings, whose color, style and location are compatible with the building's historic character
- Awnings that project approximately three feet from the face of the building in a continuous angle with a ten to twelve inch straight or scalloped valance
- Limiting lettering and logos to awning valances
- Installing awning hardware in a manner that minimizes damage to historic building materials

The Architectural Review Board discourages:

- Contemporary or glossy awning materials such as metal, plastics or leatherette, which are incompatible with the building's historic character
- Internally lit awnings
- Contemporary awning shapes or use of awning materials at typical sign locations such as rounded balloon awnings or flat mounted wall awnings
- Awnings at historically inappropriate locations

The parking is located to the rear of the commercial building with access from a secondary street. The parking area is visually screened with tall shrubs minimizing the visual impact of the parked cars from the streetscape.

COMMERCIAL PARKING LOTS AND SERVICE AREAS

Commercial buildings outside of the downtown parking district require dedicated parking lots and service areas for trash collection, mechanical equipment and possibly loading docks.

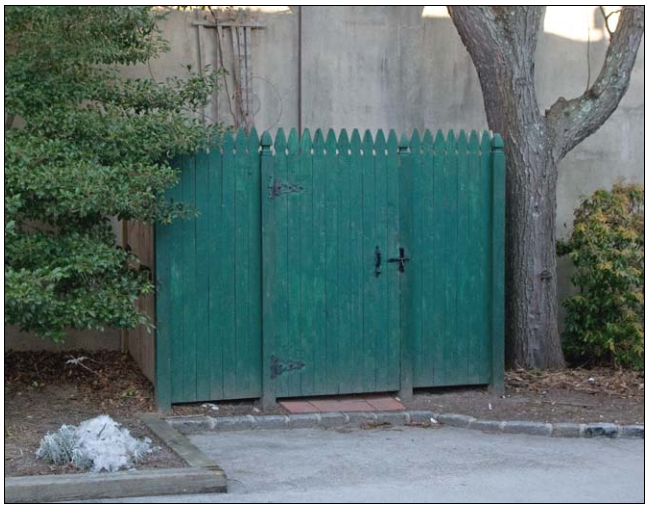
Although it can be desirable to install parking lots in front of buildings, it is more appropriate within the context of Riverhead to maintain a consistent building setback which typically places the building adjacent to or near the sidewalk.

Property owners are encouraged to locate parking lots and service areas to the rear of their buildings and explore the possibility of driveways extending from rear or secondary streets. If this is not possible, a driveway should be installed along the side of a building to provide rear access. In instances where the depth of the property does not allow rear parking, side yard parking can be considered, although the street frontage should be appropriately screened to minimize its visual impact. In addition, commercial property owners are encouraged to include landscaped areas, trees and shrubs within parking areas.

Landscaped areas, trees and shrubs in parking areas help provide visual screening and can help manage water run-off.

The Landmarks Preservation Commission encourages:

- Constructing commercial buildings at the prevailing setbacks along a streetscape
- Designing new commercial buildings as future landmarks compatible with the neighborhood buildings – Refer to *Guidelines for Additions and New Construction*
- Locating parking and secondary buildings to the rear or in some instances the side elevation of the building
- Screening parking, mechanical equipment and garbage collection from public view, preferably with a combination of fencing and shrubs



Commercial property owners are required to screen refuse collection bins with fences. Shrubs and plantings reduce the visual impact.

INFORMATION FOR NEW BUSINESSES

If considering opening a new business in Riverhead, Town representatives are available to discuss zoning, construction and other requirements applicable to a specific project.

Funding for the Town of Riverhead Historic Guidelines and Bulk Study was provided by a 2005 award from the Quality Communities Grant Program, which is administered by the New York Department of State, Office of Coastal, Local Government, and Community Sustainability.

DESIGN GUIDELINES

A Guide for Maintaining and Rehabilitating Historic Buildings

LANDMARKS PRESERVATION COMMISSION

Town of Riverhead, New York

DESIGN GUIDELINES

A Guide for Maintaining and Rehabilitating Historic Buildings

MARCH 2009

LANDMARKS PRESERVATION COMMISSION

Town of Riverhead, New York

Prepared by
Dominique M. Hawkins, AIA
PRESERVATION DESIGN PARTNERSHIP
Philadelphia, Pennsylvania

TABLE OF CONTENTS

INTRODUCTION TO GUIDELINES

GUIDELINES FOR EXTERIOR MAINTENANCE

ROOFING

EXTERIOR WOODWORK

MASONRY

WINDOWS & DOORS

NEW CONSTRUCTION & ADDITIONS

COMMERCIAL BUILDINGS

MARCH 2009

Funding for the Town of Riverhead Historic Guidelines and Bulk Study was provided by a 2005 award from the Quality Communities Grant Program, which is administered by the New York Department of State, Office of Coastal, Local Government, and Community Sustainability.

INTRODUCTION TO GUIDELINES

GUIDELINES FOR
EXTERIOR MAINTENANCE

GUIDELINES FOR
ROOFING

GUIDELINES FOR
EXTERIOR WOODWORK

GUIDELINES FOR MASONRY

GUIDELINES FOR
WINDOWS & DOORS

GUIDELINES FOR
NEW CONSTRUCTION & ADDITIONS

GUIDELINES FOR
COMMERCIAL BUILDINGS


CHASE