

SAMUEL J. SHAMOON, AICP  
Director



JOHN J. LOMBARDI  
Mayor

**DEPARTMENT OF PLANNING AND DEVELOPMENT**

*"Building Pride in Providence"*

November 1, 2002

Mr. Michael Clement  
City Clerk  
Providence City Hall

Dear Mr. Clement:

Enclosed with this letter is the 2001-2002 Annual Report of the Providence Historic District Commission (PHDC). The report summarizes the PHDC's activities for the year October 1, 2001 to September 30, 2002. We are pleased to forward the following:

- 1) One (1) copy for the Mayor.
- 2) Thirteen (13) copies for each member of the City Council.
- 3) One (1) copy for your files.

No action is needed by the City Council regarding this report. Please contact me at ext. 517 should you have any questions.

Sincerely,

JASON D. MARTIN  
*Preservation Planner/PHDC Staff*

IN CITY COUNCIL  
 (NOV) 7, 2002  
 READ  
 WHEREUPON IT IS ORDERED THAT  
 THE SAME BE RECEIVED.  
 Michael P. Clement  
 CLERK

**PROVIDENCE HISTORIC DISTRICT COMMISSION  
ANNUAL REPORT**

OCTOBER 1, 2001 – SEPTEMBER 30, 2002

**PREPARED FOR:  
CERTIFIED LOCAL GOVERNMENT PROGRAM  
RHODE ISLAND HISTORICAL PRESERVATION & HERITAGE COMMISSION  
OLD STATE HOUSE  
150 BENEFIT STREET  
PROVIDENCE, RI 02903**

**PREPARED BY:  
CITY OF PROVIDENCE  
DEPARTMENT OF PLANNING AND DEVELOPMENT  
400 WESTMINSTER STREET  
PROVIDENCE, RI 02903**

# PROVIDENCE HISTORIC DISTRICT COMMISSION ANNUAL REPORT

OCTOBER 1, 2001 – SEPTEMBER 30, 2002



*Providence Produce Warehouse Company, 2 Harris Avenue, Industrial & Commercial Buildings District*

**PREPARED FOR:**  
**CERTIFIED LOCAL GOVERNMENT PROGRAM**  
**RHODE ISLAND HISTORICAL PRESERVATION & HERITAGE COMMISSION**  
**OLD STATE HOUSE**  
**150 BENEFIT STREET**  
**PROVIDENCE, RI 02903**

**PREPARED BY:**  
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**400 WESTMINSTER STREET**  
**PROVIDENCE, RI 02903**

SAMUEL J. SHAMOON, AICP  
Director



JOHN J. LOMBARDI  
-- Mayor

## DEPARTMENT OF PLANNING AND DEVELOPMENT

*"Building Pride in Providence"*

November 1, 2002

Honorable John J. Lombardi  
Providence City Hall  
25 Dorrance Street  
Providence, RI 02903

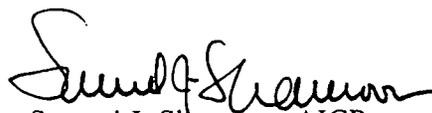
Dear Mayor Lombardi,

I am pleased to present this 2001-2002 Annual Report of the Providence Historic District Commission, covering the period from October 1, 2001 through September 30, 2002. The Annual Report is mandated by the Certified Local Government Program administered by the Rhode Island Historical Preservation & Heritage Commission and the National Park Service.

This report represents the Commission's activities in all seven of Providence's local historic districts, of which there are more than 1,800 properties located. During 2001-2002, the Commission reviewed 211 applications for Certificates of Appropriateness, all within the statutory time frame mandated by the Zoning Ordinance. The Commission's professional staff approved over 75% of those applications received, demonstrating the Commission's timely and efficient review process.

The Department of Planning and Development proudly supports the Historic District Commission's role in protecting Providence's historic resources, while ensuring that historic preservation plays a significant role in the city planning process.

Sincerely,

  
Samuel J. Shamoon, AICP  
Director

cc: Providence City Council  
City Clerk  
Rhode Island Historical Preservation Commission  
Historic District Commission Members



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
HISTORICAL PRESERVATION & HERITAGE COMMISSION

Old State House • 150 Benefit Street • Providence, R.I. 02903-1209

Preservation (401) 222-2678

FAX (401) 222-2968

Heritage (401) 222-2669

TDD (401) 222-3700

CERTIFIED LOCAL GOVERNMENT ANNUAL REPORT

OCTOBER 1, 2001 to SEPTEMBER 30, 2002

DEADLINE FOR SUBMISSION: FRIDAY, OCTOBER 25, 2002

INSTRUCTIONS

Please complete the enclosed forms. All questions pertain to the reporting period October 1, 2001 through September 30, 2002. Many of the answers require a "yes" or "no" answer or a brief statement. Continue your answers on additional pages if necessary. The forms may be handwritten or typed. Please check carefully to see that all required attachments are returned with this report.

Name of Certified Local Government: City of Providence

Name of Contact Person: Jason D. Martin, Preservation Planner

Address: Department of Planning and Economic Development

400 Westminster Street

Providence, RI 02903

Telephone Number: 401.351.4300 x517

E-Mail Address: jmartin@providenceri.com

CRITERIA # 1

LOCAL GOVERNMENTS MUST ENFORCE LOCAL LEGISLATION FOR THE DESIGNATION AND PROTECTION OF HISTORIC PROPERTIES.

1. Was the ordinance amended? Yes  
IF YES, ATTACH a copy of the amendment.
2. Were procedural or design guidelines developed or amended? Yes  
IF YES, ATTACH a copy of new or amended guidelines.
3. List the current design standards being used by the Commission.  
Providence Historic District Commission (PHDC) Standards & Guidelines S & G  
PHDC Jewelry Historic District S & G; Industrial & Commercial Buildings District S & G
4. ATTACH minutes of all HDC meetings for the year.
5. ATTACH a sample approval letter to an applicant.
6. Summarize the types of projects and their disposition on this chart:  

<u>Type of Project</u>	<u>Total</u>	<u>Approved</u>	<u>Denied</u>	<u>Pending</u>	<u>Appealed</u>
<u>Alterations</u>					
<u>Demolitions</u>					
<u>New Construction</u>					
<u>Relocations</u>					
7. Were any of these cases given automatic approval through expiration of the time limit for review? No
8. Were any petitions approved which did not conform to the Secretary of the Interior's **Standards** or other approved local standards? No  
IF YES, ATTACH an explanation of how the case(s) was reviewed and why an exception to the standards was permitted.
9. Was the district enlarged? No  
IF YES, ATTACH a copy of the revised district map.
10. Were any new Historic Districts added? Yes  
IF YES, attach a copy of the district map(s).
11. Were any new properties designated? No  
IF YES, ATTACH a list of the properties and addresses.

CRITERIA #2

LOCAL GOVERNMENTS MUST HAVE ESTABLISHED AN ADEQUATE AND QUALIFIED HISTORIC DISTRICT COMMISSION.

1. Membership

- a. ATTACH an up-to-date address list of your commission's members and contact person. PLEASE CLEARLY NEW MEMBERS AND WHO THEY REPLACED. Please note the number of HDC meetings attended by each member.
- b. ATTACH A RESUME for each new name added to the list since the last reporting period.

2. Vacancies

- a. Total number of vacancies during the year. 5
- b. Was each vacancy filled within ninety days? No
- c. Were vacancies filled with professionals defined by 36 CFR 61 Professional Qualification Standards? Yes

d. Please explain if you answered no to either of the two previous questions.

\* Auxiliary and one (1) General Assembly position remained vacant all year

\* Tina Regan replaced Lisa Ardenite (expired 9/1/01) 9/02

\* Erin Chace replaced Malcolm Chace (expired 9/1/01) 1/02

\* Luis Vargas resigned 7/02. His position and the auxiliary position are pending.

3. Meetings

Total number of meetings held: 12

4. Professional Training

List any meetings, informational meetings, conferences and workshops related to historic preservation attended by members of your commission. Include the name of the meeting and the name(s) of the member(s) who attended.

(See Attached)

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CRITERIA #3

LOCAL GOVERNMENTS MUST MAINTAIN A SYSTEM FOR THE SURVEY AND INVENTORY OF HISTORIC PROPERTIES.

1. Has any survey work been done? Yes
- a. If yes, how many properties have been surveyed? 275

PLEASE NOTE: If survey work has been conducted during the year, the RIHPHC survey staff will be asked to answer the following questions about your survey. (You do not need to answer these questions.)

- b. Has the RIHPHC had an opportunity to participate in the supervision of the work?
- c. Was the survey work recorded on RIHPHC forms?
- d. Does the work meet the Secretary of the Interior's Standards?
- e. Did the RIHPHC receive duplicate forms, maps and photo negatives within sixty days of the completion of the work?

CRITERIA #4

LOCAL GOVERNMENTS MUST SATISFACTORILY PERFORM THE RESPONSIBILITIES DELEGATED TO THEM UNDER THE ACT.

1. National Register
- a. Did you evaluate the National Register eligibility of any properties? Yes
- b. Did you prepare any National Register forms? No
- c. Did you review and comment on any National Register nominations sent to you by the RIHPHC? Yes

PLEASE NOTE: If the RIHPHC requested the CLG to review a National Register nomination, the RIHPHC staff will comment on whether the CLG responded within the allotted time period.

2. CLG Grant-In-Aid
- a. List any grant-in-aid projects completed or currently in progress. Briefly describe the current status.

Providence Industrial Sites Survey (in progress); CAMP Program (in progress)

Summit Neighborhood NR Nomination (in progress); Armory LHD Expansion (ongoing)

Wayland Square NR Nomination (in progress)

CRITERIA #5

LOCAL GOVERNMENTS MUST PROVIDE ADEQUATE PARTICIPATION IN THE LOCAL HISTORIC PRESERVATION PROGRAMS, INCLUDING THE PROCESS OF RECOMMENDING PROPERTIES FOR THE NATIONAL REGISTER.

1. Public Participation

- a. Are all records publicly accessible? Yes
- b. Are notices of meetings published or posted in advance? Yes
- c. Briefly describe how the public is given the opportunity to comment on National Register nominations.

National Register nominations are listed as agenda items on the PHDC's regular meeting agenda.

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2. Assurances

- a. ALL HISTORIC DISTRICT COMMISSION MEETINGS HAVE BEEN ANNOUNCED AND MEET THE REQUIREMENTS OF THE OPEN MEETINGS LAW, TITLE 42, CHAPTER 46, OF THE GENERAL LAWS OF RHODE ISLAND (1976, 1982, 1984).
- b. HISTORIC DISTRICT COMMISSION MEMBERS ARE IN COMPLIANCE WITH THE CONFLICT OF INTEREST LAW, TITLE 36, CHAPTER 14, RI GENERAL LAWS, WHICH REQUIRE THAT EACH MEMBER FILE A YEARLY FINANCIAL STATEMENT WITH THE CONFLICT OF INTEREST COMMISSION AND THAT THEY REFRAIN FROM CERTAIN PROHIBITED ACTIVITIES INCLUDING OFFICIAL CONDUCT WHICH COULD RESULT IN PERSONAL FINANCIAL GAIN.
- c. I HEREBY CERTIFY THAT THE HISTORIC DISTRICT COMMISSION CONTINUES TO MEET THE REQUIREMENTS FOR CERTIFICATION IN ACCORDANCE WITH THE RHODE ISLAND CERTIFIED LOCAL GOVERNMENTS PROGRAM REGULATIONS, AS AMENDED.

Clarke Schottle (Jr)

Signature, Historic District Chairman

10 - 30 - 02

Date

John J. Santeramo

Signature, Chief Elected Official

10 - 27 - 02

Date

**ATTACHMENT 1.1**

**Ordinance Amendment**

CHAPTER 2002-7

No. 137

AN ORDINANCE AMENDING THE CITY OF PROVIDENCE ZONING ORDINANCE CHAPTER 1994-24 No. 365, APPROVED JUNE 27, 1994, AS AMENDED, BY ADDING LANGUAGE TO SECTION 501 HISTORIC DISTRICT; BY AMENDING 501.4B; BY ADDING A NEW SECTION 501.14 AND BY AMENDING SECTION 103 – OFFICIAL ZONING MAP, AS AMENDED AS FOLLOWS.

Approved March 12, 2002

*Be it ordained by the City of Providence:*

Section 1. Article V – Special Zones shall be amended by changing Section 501, as follows:

“Section 501 – Historic District – Purpose: Historic districts are overlay zoning districts which cover designated districts or individual structures in the City of Providence. The purpose of historic districts is to safeguard the heritage of the city by preserving designated districts and individual structures of historic or architectural value which reflect elements of Providence’s cultural, social, economic, political, and architectural history; to stabilize and improve property values in such districts or designated structures; to maintain and foster civic beauty; to strengthen the economy; and to promote the use of designated districts and structures for the education, pleasure and welfare of the citizens. Historic districts are shown as overlay zones in the City’s Zoning District Maps, and may include properties associated with broad patterns, events, and/or people significant in local, state or national history; which embody the distinctive characteristics of a broad range of building types and architectural styles and which may possess high artistic value and/or represent the work of a master builder, architect, landscape architect or other designer; and which lack individual distinction but which add to the historic district zone’s status as a significant and distinguishable socio-cultural entity.

Section 2. Article V - Section 501.4 B), Hearing, delete existing and add new section to read as follows:

“Public Meeting: The HDC shall hold a public meeting on an application for a Certificate of Appropriateness. Notice of such meeting shall be given to the applicant and to all abutting property owners, at least seven (7) days prior to the public meeting, by regular mail. The applicant shall supply the HDC with a list of names and addresses of all abutting property owners from the most current records of the City Tax Assessor. An application for demolition within any Historic District shall also require notice of a public hearing given at least fourteen (14) calendar days in advance in a newspaper of general circulation in the City. In accordance with RIGL 45-24-66, the cost of such notice (newspaper advertisement and postage fee) shall be borne by the applicant. The applicant will be billed by the Department of Planning and Development for such costs.”

Section 3. Article V – Special Zones is amended by adding a new Section 501.4 entitled “Industrial and Commercial Buildings District,” as follows:

“Section 501.14 – Industrial and Commercial Buildings District: The purpose of this section is to create individual overlay districts to allow HDC review over proposals to demolish or otherwise alter the exteriors of specific historically significant buildings in the City.

501.14.1 – Criteria: Structures selected for inclusion are deemed to meet one or more of the following: *Critical Part of City's Heritage*, its value as an example of the architectural, cultural, economic, historic, social, or other aspect of the heritage of the City of Providence; *Significant Historic Event*, its location as a site of significant historic event that may or may not have taken place within or involved the use of any existing improvements; *Significant Person*, its identification with a person or persons who significantly contributed to the architectural, cultural, economic, historic, social, or other aspect of the development of the City of Providence; *Important Architecture*, its exemplification of an architectural type or style distinguished by innovation, rarity, uniqueness, or overall quality of design, detail, materials, or craftsmanship; *Important Architect*, its identification as the work of an architect, designer, engineer, or builder whose individual work is significant in the history or development of the City of Providence, State of Rhode Island, or the United States; *Distinctive Theme as a District*, its representation of an architectural, cultural, economic, historic, social, or other theme expressed through distinctive areas, districts, places, buildings, structures, works of art, or other objects that may or may not be contiguous; and, *Unique Visual Feature*, its unique location or distinctive physical appearance or presence representing an established and familiar visual feature of a neighborhood, community, or the City of Providence.

Section 501.14.2 - Demolition Application Procedure – The procedure for application for demolition of included structures shall be the same as stated in Sections 501.8 through 501.12 of this Ordinance.

Section 501.14.3 – HDC Review: – Nothing herein shall require HDC review of any included building that is intended to be rehabilitated, restored, or recycled for any permitted use in accordance with the Zoning Ordinance. However, the Historic District Commission is empowered to adopt and / or amend its standards and guidelines for the purposes of Section 501.14 in accordance with Section 501.3 of this ordinance.

Section 501.14.4 – Application for Certificate of Appropriateness: The HDC shall require the owner to submit information that is reasonably necessary, including but not limited to plans and site plans, drawings and elevations, photographs, or other information.

Section 4. Section 103 A) – Official Zoning Map – Providence Zoning District Maps, dated October 24, 1991 and amended June 27, 1994, shall be further amended by adding the Industrial and Commercial Buildings District overlay designation to the following properties. For the purpose of this amendment “Plat” shall be the same as “Providence Zoning District Map.”

Building Name	Street Address	Plat	Lot
United Electric Railways Company	552 Academy Avenue	83	8
Nicholson File Company	37 Acorn Street	27	254
Hingeco Manufacturing Company	4 Addison Place	33	608
Oriental Mills	10 Admiral Street	68	779
Colonial Knife Company	28 Agnes Street	105	481
Roger Williams Brewing Corporation	30 Agnes Street	37	65
Providence Combing Mills	50 Agnes Street	35	345
Atlantic Mills	25 Aleppo Street	63	438
Atlantic Mills	46 Aleppo Street	62	546
Riverside Mills (Office)	50 Aleppo Street	63	326
Providence Teaming Co.	206 Allens Avenue	46	317
Terminal Warehouse Co. of R.I.	338 Allens Avenue	47	368
Ernest Street Sewage Pumping Station	680 Allens Avenue	101	764
Ernest Street Sewage Pumping Station	700 Allens Avenue	101	197

Circular Tool Company	763 Allens Avenue	101	386
Pease & Curren Refiners	780 Allens Avenue	101	778
Yankee Cake Company	24 Althea Street	31	442
Louis Fink Building	2 Ambrose Street	3	15
National Casket Company	50 Ashburton Street	2	15
Providence Gas Company	536 Atwells Avenue	33	359
Asa Peck & Company, Inc.	556 Atwells Avenue	33	29
General Electric - Providenc Base Works	586 Atwells Avenue	33	30
Port Press, Inc.	75 Baker Street	101	716
Foster Jewelry Company	78 Baker Street	101	641
J.L. Anthony & Co.	115 Baker Street	58	219
Brown & Sharpe Manufacturing Company	15 Bath Street	67	538, 536, 537
Wanskuck Company Mill	711 Branch Avenue	98	425
Wanskuck Company Mill	745 Branch Avenue	98	421
Wanskuck Hall	754 Branch Avenue	102	171
Wanskuck Company Mill	765 Branch Avenue	98	432
Wanskuck Company Mill	765 Branch Avenue	98	424
Wanskuck Company Mill	715R Branch Avenue	98	430
Franklin Auto Supply Corporation	184 Broad Street	24	38
Copley Chambers	206 Broad Street	24	36
Swedish Home for Aged Men and Women	807 Broad Street	49	306
Berkander Building	891 Broad Street	53	399
Sullivan Building	1007 Broad Street	53	192
Bornes Theater (Liberty Theater)	1017 Broad Street	53	582
Inlaid & Optical Company, Inc.	1058 Broad Street	53	9
New England Telephone & Telegraph Company	1096 Broad Street	53	3
New England Telephone & Telegraph Company	1137 Broad Street	53	196
Providence Fire Department Hose # 8	1316 Broad Street	58	801
Uptown Theater	266 Broadway	28	111
Rotelli Building	681 Broadway	35	567
McGrath Building	43 Bucklin Street	44	352
Standard Brands, Inc.	57 Bucklin Street	44	474
Phillips - Baker Rubber Company #2	69 Bucklin Street	44	680
Phillips - Baker Rubber Company #2	77 Bucklin Street	44	475
Scattergood Company Warehouse	333 Bucklin Street	49	360
Congdon & Carpenter Company Building	125 Canal Street	10	38
Congdon & Carpenter Company Building	129 Canal Street	10	37
Grant Mill	295 Carpenter Street	32	35
Crahan Engraving Company	10 Cedar Street	26	57
Louttit Laundry Company	1 Central Street	30	143
Jones Warehouse Company	49 Central Street	30	89
Providence Police Precinct #6	36 Chaffee Street	62	392
Mount Pleasant Avenue Elementary School	1246 Chalkstone Avenue	64	1
C.S. Williams Lacquer Company	217 Chapman Street	58	438
Moulding Corporation of America, Inc.	225 Chapman Street	58	220
Stillman White Foundry Company	1 Charles Street	3	616
Young Brothers Mattress Company	2 Charles Street	3	263
Young Brothers Mattress Company #2	125 Charles Street	3	521
E. Rosen Company	286 Charles Street	2	556
A.T. Wall Company	162 Clifford Street	21	14
First Automated Post Office (Turnkey)	2 Corliss Street	2	64
What Cheer Laundry	93 Cranston Street	29	505
Josephine White Block	737 Cranston Street	42	15

Mechanical Fabric Company	55 Cromwell Street	30	411
Elmwood Cotton Mills	234 Daboll Street	43	570
Providence Dyeing, Bleaching & Calendering Co.	80 Delaine Street	35	565
Tommy Tucker Baking Company	114 Delaine Street	62	436
Rau Fastener Company	218 Dexter Street	31	128
American Standard Watch Case Company	425 Dexter Street	43	786
Providence Gas Company	439 Dexter Street	43	437
Narragansett Electric Converter Station	7 Dike Street	35	341
Waterman Weybosset Mills	20 Dike Street	35	12
Waterman Weybosset Mills	34 Dike Street	35	424
Waterman Weybosset Mills	46 Dike Street	35	334
Providence Combing Mills	66 Dike Street	35	536
Kelley Ice Cream Company	103 Dike Street	105	489
Providence Fire Department Ladder # 3	137 Douglas Avenue	68	320
J.S. Duarte Building	207 Douglas Avenue	68	83
Cowing & Heaton Mill	1115 Douglas Avenue	78	383
Allen Printworks	27 Dryden Lane	74	389
United States Rubber Company	11 Eagle Street	65	935
United States Rubber Company	25 Eagle Street	65	934
Monohasset Mills	50 Eagle Street	27	1
Narragansett Electric Lighting Company	342 Eddy Street	21	149
Rhode Island Company Powerhouse	460 Eddy Street	21	312
Improved Seamless Wire Company	775 Eddy Street	46	378
Federal Products Corporation	1144 Eddy Street	57	291
Barker & Barker Jewellery	1199 Eddy Street	58	162
Big Chief Store	1200 Eddy Street	58	222
Winsor & Jerauld Manufacturing Company	1268 Eddy Street	58	658
Knights of Pythias Elmwood Lodge	378 Elmwood Avenue	49	115
Nash Company of Providence	555 Elmwood Avenue	51	304
Rhode Island Supply Company	669 Elmwood Avenue	52	370
C.J. Fox Company	2 Fox Place	26	52
National Glass Company	10 Fox Place	26	58
Sylvester R. Jackson Company	301 Friendship Street	24	230
Ward Baking Company	145 Globe Street	22	352
A.W. Lang Inc. Building	15 Gordon Avenue	48	1016
Beaman & Smith	20 Gordon Avenue	48	987
Eastern Products Corporation	21 Gordon Avenue	48	1023
Fountain Dispenser Corporation	33 Greenwich Street	49	121
Grove Street Elementary School	95 Grove Street	33	286
Providence Produce Warehouse Company	2 Harris Avenue	19	38
Brownell & Field Company	119 Harris Avenue	26	241
Harris Avenue Realty Company	241 Harris Avenue	27	33
Harris Avenue Realty Company	295 Harris Avenue	27	31
Harris Avenue Realty Company	301 Harris Avenue	27	29
American Brewing Company	431 Harris Avenue	27	8
Schofield Building	19 Harrison Street	32	234
American Multiple Fabric Company	91 Hartford Avenue	105	464
American Multiple Fabric Company	121 Hartford Avenue	105	465
Atlantic Mills	141 Hartford Avenue	105	1
Colwell Worsted Mills	204 Hartford Avenue	105	386
General Electric Realty Corporation	95 Hathaway Street	89	313
Governor Dyer Cooperative Market	35 Hemlock Street	27	87
United States Rubber Company	68 Hemlock Street	27	85
Brown & Sharpe Manufacturing Company	25 Holden Street	4	254

Brown & Sharpe Manufacturing Company	62 Holden Street	67	546
American Oyster Company	250 India Street	17	54
Rochambeau Worsted Company	60 King Street	96	284
Nicholson File Company	350 Kinsley Avenue	27	16
Clason Architectural Metal Works	430 Kinsley Avenue	27	35
Providence Fire Department Ladder #8	108 Laurel Hill Avenue	107	189
Hassenfeld Bros. Textile Company	51 Lexington Avenue	52	567
Atlantic Mills	0 Manton Avenue	105	58
Paragon Worsted Mills	0 Manton Avenue	62	439
Imperial Pearl Company	21 Manton Avenue	62	539
Atlantic Mills	100 Manton Avenue	62	442
Atlantic Mills	120R Manton Avenue	62	547
Dyerville Mills	588R Manton Avenue	96	313
Dyerville Mills	608R Manton Avenue	96	290
J. Hope & Sons Engraving Company	1 Mashapaug Street	43	956
Narragansett Electric Company	266 Melrose Street	60	194
Providence Fire Department Hose # 17	653 North Main Street	8	58
General Motors Truck Company	851 North Main Street	5	515
Atlas Music Building (Garage)	1106 North Main Street	1	20
Waterman Weybosset Mills	217 Oak Street	35	263
Waterman Weybosset Mills	233 Oak Street	35	548
Waterman Weybosset Mills	239 Oak Street	35	324
Roger Williams Brewing Corporation	244 Oak Street	37	9
Waterman Building (Olneyville Free Library)	12 Olneyville Square	105	11
Wales Building	28 Olneyville Square	105	470
Luther Brothers, Inc.	212 Oxford Street	48	577
Providence Fire Department Engine # 7	4 Pallas Street	28	27
United Engravers Inc.	65 Pavilion Avenue	54	155
New England Butt Company	304 Pearl Street	30	22
D. M. Watkins Company	274 Pine Street	24	302
Henry A. Davis & Sons	407 Pine Street	29	384
Colored Worsted Mill	195 Pitman Street	15	293
Loeber Building	98 Plainfield Street	105	103
M.E. Tabernacle	114 Plainfield Street	105	114
General Ice Cream Corporation	485 Plainfield Street	107	573
Silvertown Chevrolet Company	910 Plainfield Street	110	378
Coca Cola Bottling Company	95 Pleasant Valley Parkway	67	515
Public Bath House	201 Pocasset Avenue	109	282
Davol Rubber Company	7 Point Street	21	407
Davol Rubber Company	69 Point Street	21	310
Barstow Stove Company	112 Point Street	21	42
Providence Lithograph Company	201 Potters Avenue	48	988
Bradbury Motors Company	450 Potters Avenue	49	190
Colonial Laundry	472 Potters Avenue	49	353
Potters Avenue Elementary School (MJ Supply)	771 Potters Avenue	43	510
United Electric Railways Company	545 Prairie Avenue	53	23
Brown & Sharpe Manufacturing Company	285 Promenade Street	67	535, 547
Brown & Sharpe Manufacturing Company	235 Promenade Street	4	253
H.P. Hood & Sons Ice Cream	395 Promenade Street	67	340
Congdon & Carpenter Company Building	405 Promenade Street	67	341
New England Telephone & Telegraph Company	477 Promenade Street	27	88
Scovill Manufacturing Company	185 Public Street	46	564
Silverman Brothers Jewelers	226 Public Street	46	487

Providence Fire Department Hose # 1	106 Putnam Street	62	109
Regent Avenue Elementary School	101 Regent Avenue	65	206
Colt-Brady Company Chrysler-Plymouth	1 Reservoir Avenue	51	4
Providence Buick Company	25 Reservoir Avenue	51	5
California Artificial Flower Company	364 Reservoir Avenue	126	7
Beaman & Smith	95 Reynolds Avenue	48	1005
J & H Electric Company	200 Richmond Street	20	352
Little Nemo Manufacturing Company	222 Richmond Street	21	132
C.P. Henry Novelty Company	69 Sassafras Street	53	319
Blue Ribbon Bottling Company	69 Silver Lake Avenue	110	311
New England Ice Company	170 Silver Lake Avenue	110	375
Builders Iron Foundry	4 Sims Avenue	27	258
Providence Steel & Iron Company	27 Sims Avenue	27	2
Lunnie's Garage	290 Smith Street	67	91
Smith Street Elementary School	396 Smith Street	67	44
Oakdale Manufacturing Company	161 South Main Street	12	470
Fall River Iron Works	213 South Main Street	16	27
Providence Steam Engine Company	555 South Main Street	18	8
Mechanical Fabric Company	40 Sprague Street	30	392
Mechanical Fabric Company	50 Sprague Street	30	389
Mechanical Fabric Company	68 Sprague Street	30	412
Mechanical Fabric Company	40R Sprague Street	30	390
Mechanical Fabric Company	50R Sprague Street	30	391
Congdon & Carpenter Company Building	5 Steeple Street	10	39
Congdon & Carpenter Company Building	9 Steeple Street	10	43
J. P. Haskins Building	111 Summer Street	29	367
Screw Machine Products Corporation	134 Thurbers Avenue	54	217
Harris Avenue Realty Company	69 Tingley Street	27	32
Crown Worsted Mills	43 Troy Street	35	546
Crown Worsted Mills	45 Troy Street	35	323
Welsh Manufacturing Company	54 Troy Street	37	8
Providence Dyeing, Bleaching & Calendering Co.	60 Valley Street	35	571
Providence Dyeing, Bleaching & Calendering Co.	60 Valley Street	35	570
National & Providence Worsted Mills	166 Valley Street	62	393
United States Rubber Company	355 Valley Street	65	195
United States Rubber Company	411 Valley Street	27	261
United States Rubber Company	475 Valley Street	27	263
United States Rubber Company	501 Valley Street	27	260
General Fitting Company	17 Virginia Avenue	58	785
Goodwin & Gregory	30 Virginia Avenue	101	634
Genser Manufacturing Company	41 Waldo Street	43	797
Providence Insulated Wire Company	52 Waldo Street	43	747
Kimball & Colwell Company	459 Washington Street	29	489
Kimball & Colwell Company	465 Washington Street	29	155
American Emery Wheel Works	331 Waterman Street	15	8
Armstrong Tobacco Company	210 West Exchange Street	26	329
Summerfield Company	242 West Exchange Street	26	269
General Fire Extinguisher Company	260 West Exchange Street	26	279
George S. Smith Engraving Company	300 West Exchange Street	26	363
RI Society for the Prevention of Cruelty to Animals	376 West Fountain Street	29	429
Combination Ladder Company	381 West Fountain Street	29	442
The Foxon Company	233 West Park Street	67	321
The Foxon Company	235 West Park Street	67	324
Providence Tool Company	148R West River Street	100	15
Wilfred J. Paquin's Storage	42 Westfield Street	30	394
Phillips Baker Rubber Company	49 Westfield Street	30	355

Burrows Block	735 Westminster Street	29	121
Rhode Island Supply Company	747 Westminster Street	29	122
John C.B. Wood Estate Building	819 Westminster Street	29	129
John C.B. Wood Estate Building	825 Westminster Street	29	131
John Hancock Mutual Life Ins. Co.	1107 Westminster Street	32	50
L. Vaughn Company	1153 Westminster Street	32	452
Westminster Garage	1229 Westminster Street	32	392
M. Corrigan Building	1607 Westminster Street	35	471
Doherty Building	1910 Westminster Street	35	353
F.W. Woolworth Company	1928 Westminster Street	35	354
McLellan Stores	1938 Westminster Street	35	53
American Silk Spinning Company	115 Whipple Street	68	776
Providence Public Market Garage	35 Wilson Street	30	255

Section 5: This Ordinance shall take effect upon passage.

IN CITY COUNCIL  
 FEB. 21, 2002  
 FIRST READING  
 READ AND PASSED  
*Michael R. Clement*

IN CITY COUNCIL  
 MAR 7 2002  
 FINAL READING  
 READ AND PASSED  
*Michael R. Clement*

APPROVED  
 MAR 12 2002  
*Vincenta Cranci*  
 MAYOR

A true copy.  
 Attest:  
*Michael R. Clement*  
 Michael R. Clement  
 City Clerk

# City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

5

## CHAPTER 2002-23

**No. 408                      AN ORDINANCE**

AMENDING THE CITY OF PROVIDENCE ZONING ORDINANCE CHAPTER 1994-24 No. 365, APPROVED JUNE 27, 1994, AS AMENDED, BY AMENDING SECTION 103 OFFICIAL ZONING MAP AS FOLLOWS.

*Approved July 8, 2002*

***Be it ordained by the City of Providence:***

**Section 1.**     Section 501.14 – Industrial and Commercial Buildings District shall apply to the following lots:

Zoning Map	Lot	Number	Street	Building Name
85	115	667	Academy	Providence Fire Station, Hose 23 (Providence Housing Authority)
51	324	425	Adelaide	Gorham Carriage House
3	147	10	Ambrose	Louis Fink Building
67	391	30	Arline	RI State Board of Public Roads
26	220	120	Atwells Ave.	John Carter Brown II House
28	363	263	Atwells Ave.	A.F. Cappelli Block
67	274	38	Bath	Wescott Slade & Balcom Building
26	120	71	Bradford	J.B. Mathewson House
4	174	20	Brownell	YMCA/Masonic Temple
24	641	160	Broad	YMCA Building
29	99	3A-3B	Cargill	United Transportation Company
30	67	41	Central	Providence Fire Station
42	13	743	Cranston	Koltar Building
31	49	316	Cranston	Scott Building
31	359	260	Dexter	Virginia & Spanish Peanut Co.
31	88	297	Dexter	Hadley Company
87	296	1376	Eddy	Carter Candy Company
23	576	486	Friendship	Cogan House
37	75	100	Pilsudski	Atlantic Coal Company
23	79	498	Pine	Harold Gordon Service Station
65	977		Valley and Atwells	Eagle Square Buildings
30	304	51	Warren	A.T. Cross Pencil Company
29	438	357	West Fountain	United Transportation Company
29	443	361	West Fountain	United Transportation Company
29	427	372	West Fountain	RI Society for the Prevention of Cruelty to Animals
25	250	703-705	Westminster	S. Chiappinelli Building
25	249	711	Westminster	Abingdon Hotel
25	248	719	Westminster	"The Paris"
29	136	865	Westminster	Tom's Restaurant

**Section 2.** This Ordinance shall take effect upon passage.

CHAPTER  
AN ORDINANCE

FILED

JUN 6 12 45 PM '02

RECEIVED  
PROVIDENCE, R. I.

IN CITY COUNCIL  
JULY 2 2002  
FINAL READING  
READ AND PASSED

*Richard R. Clement*  
PRESIDENT  
CLERK

APPROVED

JUL 0 8 2002

*Michael R. Clement*  
MAYOR

THE COMMITTEE ON

Recommends

CLERK

THE COMMITTEE ON  
OFFICER  
Approves First  
The Mayor's

IN CITY COUNCIL  
JUN 20 2002  
FIRST READING  
READ AND PASSED

*Michael R. Clement*  
CLERK

6 11 11 AM '02  
Attest:

*Michael R. Clement*  
Michael R. Clement  
City Clerk

CITY COUNCIL

FIRST READING  
JUN 20 2002



City of Providence Department  
of Planning and Development

**Proposed Additions to Commercial  
and Industrial Buildings District**

**Map Layers**

-  Parcels w/in 200 Feet
-  Proposed for Addition
-  200 Foot Radius

0 2,500  
Feet

**ATTACHMENT 1.2**

**Providence Historic District Commission  
Rules & Regulations**

**Industrial & Commercial Buildings District  
Standards & Guidelines**

# PROVIDENCE HISTORIC DISTRICT COMMISSION

## RULES AND REGULATIONS

*Adopted 10/28/91; Amended 12/16/91, 2/24/92, 7/26/93, 1/24/94, 7/25/94, 6/24/96, 1/28/02, 7/22/02.*

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- 1.2 Purpose
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## SECTION 1 - GENERAL PROVISIONS

- 1.1 **AUTHORITY:** These rules and regulations are adopted pursuant to Article V, Section 501 of the Providence Zoning Ordinance (Chapter 1991-29, No. 564, adopted 10/24/91), authorizing the Providence Historic District Commission (HDC) to adopt rules and regulations which are necessary to carry out its functions.
- 1.2 **PURPOSE:** To establish procedures for processing applications for Certificates of Appropriateness, for enforcement, and for the internal management of the HDC.
- 1.3 **GENERAL RULES:** The HDC shall be governed by the terms of Article V, Section 501, Historic District Zoning, of the Providence Zoning Ordinance (Chapter 1991-29, No. 564), and by the terms of R.I.G.L. 45-24.1 et seq., Historical Area Zoning.
- 1.4 **JURISDICTION:** Under Article V, Section 501 of the Providence Zoning Ordinance (Chapter 1991-29, No. 564), the HDC shall have the authority to regulate the construction, alteration, repair, demolition and moving of any structure or appurtenance which results in a change to the exterior of the structure and/or appurtenance within any Historic District in the City, as designated in accordance with the Providence Zoning Ordinance and shown on the official Zoning Map.

## SECTION 2 - ORGANIZATION

- 2.1 **MEMBERSHIP:** The HDC shall be constituted in accordance with Article V, Section 501 of the Providence Zoning Ordinance (Chapter 1991-29, No. 564) and R.I.G.L. 45-24.1-3.
  - A. **Chair:** A Chair shall be appointed by the Mayor. The Chair shall preside over all HDC meetings and shall decide all points of order and procedure, unless directed otherwise by a majority of the HDC in session at the time. The Chair shall appoint any committees found necessary to investigate any matters before the HDC.
  - B. **Vice Chair:** A Vice Chair shall be elected by the HDC from among its members, by majority vote of its members, and shall be eligible for re-election. The Vice Chair shall serve as acting Chair in the absence of the Chair. At such times, the Vice Chair shall have all the same powers and duties as the Chair. The Vice Chair shall be elected at the first regular meeting of each calendar year.
  - C. **Deputy Vice Chair:** A Deputy Vice Chair shall be elected by the HDC from among its members in the same manner as the Vice Chair, and shall be eligible for re-election. S/he shall serve as acting Chair in the absence of the Chair and Vice Chair, and at such times shall have the same powers and duties as the Chair. The Deputy Vice Chair shall be elected at the first regular meeting of each calendar year.

- 2.2 STAFF: The Department of Planning and Development shall supply staff for the HDC's day-to-day operations, and a member of the staff shall serve as the secretary to the HDC. Staff shall not be eligible to vote upon any matter before the HDC. The duties of staff shall be as follows:
- A. Keep all records, conduct all correspondence of the HDC, provide public information, and handle the clerical and administrative work of the HDC.
  - B. Act as liaison between the HDC and all other agencies, departments and organizations to which it must relate in the conduct of its affairs.
  - C. Consult with applicants and property owners regarding the procedures, rules and regulations, and standards and guidelines of the HDC.
  - D. Prepare a written analysis of each application pending before the HDC, discussing the historical and architectural significance of the property, consistency of the proposal with standards and guidelines, preservation issues, and other pertinent information.
  - E. Issue in-house staff approvals for applications for Certificates of Appropriateness for in-kind replacement and repairs, and for other work as defined in the HDC standards and guidelines. The HDC may, by action at a public hearing, direct to staff the approval of any application. In-house staff approvals shall be consistent with the standards and guidelines. Staff may not deny an application, but shall refer such action to the HDC for a hearing.
  - F. Perform such duties and assume such other responsibilities as the HDC may from time to time direct.
- 2.3 RECORDS: The HDC shall keep written records of its meetings, deliberations, and decisions. The Secretary of the HDC shall have the primary responsibility for keeping the records. The HDC may also require a verbatim, recorded or stenographic record. All records shall be open to the public.
- A. Review of HDC Records: Requests to view the HDC's records shall be in writing. Records shall be made available within ten (10) calendar days of the receipt of the request. Copies of the records will be made available for a fee.
  - B. Minutes: Minutes of HDC hearings shall show the vote of each member on each question, including absences and abstentions. At minimum, minutes shall contain:
    - 1. A listing of HDC members present and absent;
    - 2. A listing of others present, specifically staff, city solicitor, public agency staff, applicants and/or representatives;
    - 3. Approval of the minutes of the previous meeting;

4. Summary of applications for Certificates of Appropriateness and the preservation issues presented, including a description of the relevant features of the building, structure or appurtenance which will be affected;
5. Summary of arguments and materials presented for each application, including supporting documents, objections and corrections;
6. Summary of HDC deliberations for each application, including all references to the HDC standards and guidelines used; and,
7. Findings of fact made, conclusions reached, and actions or motions taken on each application or other general business before the HDC.

2.4 OFFICE: The HDC's office shall be located in the Department of Planning and Development.

2.5 LEGAL COUNSEL: The City Solicitor's office shall be requested by the HDC to assist in all legal matters.

### **SECTION 3 - MEETINGS**

3.1 REGULAR MEETINGS: The HDC shall establish a schedule of regular meetings for the calendar year and post it in the City Clerk's office and the Department of Planning and Development. Regular meetings shall be held on the fourth Monday of each month at 4:00 p.m. in the offices of the Department of Planning and Development or at such other day, time or location accessible to the public announced at least seven (7) days prior to the regular meeting. *[Amended 6/24/96.]*

3.2 BUSINESS MEETINGS: The HDC may hold a business meeting for the purposes of discussing standards and guidelines, rules and regulations, procedures, and such other business as may come before it, including any overflow of applications for Certificates of Appropriateness which could not be heard at a regular meeting because of time limits. Business meetings may be held during a regular meeting, or separately on the second Monday of each month at 3:30 p.m. at the offices of the Department of Planning and Development, or at such other day, time or location accessible to the public announced at least seven (7) days prior to the regular meeting. *[Amended 2/24/92.]*

3.3 SPECIAL MEETINGS: Special meetings of the HDC may be called at any time by the Chair. At least forty-eight (48) hours notice of the time and place of the special meeting shall be given by the Secretary or the Chair to each member of the HDC and shall be posted in the City Clerk's office and the Department of Planning and Development.

3.4 CANCELLATION OF MEETINGS: When in the opinion of the Chair there is good cause, the Chair may dispense with a regular meeting by giving notice to all members and all applicants scheduled for the meeting, not less than twenty-four (24) hours prior to the time set for the meeting.

- 3.5 ATTENDANCE: The HDC shall advise the Mayor of any member of the HDC who fails to attend more than five (5) consecutive regular meetings and shall request that the position be declared vacant and a new member be appointed. Absences due to sickness, death, or other emergencies of like nature may be recognized as excused absences. The staff shall notify a member when s/he is approaching the maximum number of unexcused absences. When a member has exceeded the maximum number of unexcused absences, the staff shall notify the HDC. (Providence Home Rule Charter Article XII, Section 1202.)
- 3.6 CONDUCT OF MEETINGS: All meetings shall be open to the public. The order of business at regular meetings shall include:
- A. Call to order;
  - B. Roll call;
  - C. Approval of the minutes of the previous meeting;
  - D. Committee reports;
  - E. Old business, including continued applications;
  - F. New business, including applications for Certificates of Appropriateness;
  - G. Adjournment.
- 3.7 EXECUTIVE SESSION: For purposes authorized by the open meeting law, the HDC may on a motion duly adopted and for reasons stated on the record, adjourn to executive session.

#### **SECTION 4 - PROCEDURES**

- 4.1 PUBLIC HEARING: The HDC shall hold a public hearing on an application for Certificate of Appropriateness.
- A. Applications shall primarily be scheduled for a public hearing at the HDC's regular meeting on the fourth Monday of the month. The last application shall be heard at 7:00 p.m. unless a quorum of the HDC agrees that the meeting may carry on after that time. Applications not heard by 7:00 p.m. shall be rescheduled to a business meeting on the second Monday of the next month, unless the applicant agrees to a further extension. *[Amended 2/24/92.]*
  - B. Applications involving repair and in-kind replacement, or those items delegated to in-house review under the HDC standards and guidelines, shall not require a public hearing unless referred to one by the HDC staff.
- 4.2 NOTICE: Notice of the hearing shall be given to the applicant, property owner, and other persons listed on the application form, to abutting property owners, to the HDC members, and to other persons requesting notice, at least seven (7) days prior to the public hearing, by regular mail. The applicant shall supply the HDC with a list of the names and addresses of all abutting property owners from the most current records of the City Tax Assessor.
- 4.3 QUORUM: A majority of the duly appointed members shall constitute a quorum.

- 4.4 VOTING: The majority vote of the members making up the required quorum of the HDC at a duly noticed meeting shall be necessary to approve or disapprove of any plans before the HDC, or to amend these rules and regulations or the HDC standards and guidelines. Proxy voting is not allowed. *[Amended 1/28/02.]*
- 4.5 CONFLICT OF INTEREST: No HDC member shall take part in the consideration or determination of any application for a Certificate of Appropriateness in which s/he is a party or has a financial interest, except as noted in the Rhode Island Ethics Commission Advisory Number 8, dated November 30, 1989. It shall be the responsibility of the HDC member having a potential conflict of interest to disclose such conflict in writing and to recuse him/herself from participation in the discussion or the vote. Minutes shall state that the member has recused him/herself from consideration of the matter.
- 4.6 CONDUCT OF MEMBERS: Members of the HDC shall be discouraged from expressing individual opinions on the proper judgement of any application with any persons prior to the determination on that application, except in accordance with these rules.
- 4.7 SITE VISITS: A subcommittee of the HDC, or the staff, shall be available to meet on site with the applicant or his/her representatives at any time in the design process in order to advise them informally concerning the HDC's procedures and guidelines, the nature of the area where the proposed construction is to take place, and other relevant factors. The applicant shall agree, by signing the application, to allow the HDC, as a group or individually, or the staff to make site visits from time to time as deemed necessary.
- 4.8 ADVISORY OPINIONS: Outside a regular meeting, the HDC shall refrain from any indication of approval or disapproval, but shall not, for that reason, be barred from a reasonable discussion of the applicant's proposals. No advice or opinion given, or reported as having been given, by any member of the HDC at a pre- application hearing, at a site visit, or at an informal meeting shall in any way be official or binding upon the HDC. Only the official vote of the HDC shall be binding.
- 4.9 APPEALS: Any person aggrieved by a determination of the HDC may appeal that decision within twenty (20) days of the date of the written resolution. Appeals are made to the Zoning Board of Review. *[Amended 7/26/93, 7/25/94.]*

## **SECTION 5 - APPLICATIONS FOR CERTIFICATE OF APPROPRIATENESS**

5.1 APPLICATIONS: An application for Certificate of Appropriateness is required for any change which affects the exterior appearance of a structure or its appurtenances located in a historic district, including construction, alteration, repair, moving or demolition. An appurtenant feature is a feature other than a primary or secondary structure which contributes to the exterior appearance of a property.

A. Application Categories: Applications may be accepted in the following categories:

1. New construction/additions;

2. Alterations/minor modifications;
3. Signage;
4. Awnings/shutters and blinds;
5. Site improvements;
6. In-kind replacement/repairs;
7. Demolition;
8. Moving of structures.

B. Preliminary Applications: An applicant seeking a Certificate of Appropriateness for new construction, additions or major alterations shall first file a preliminary application for Conceptual Approval from the HDC. The HDC shall use the same order of business as in reviewing Certificates of Appropriateness, and may grant or deny Conceptual Approval. Conceptual Approval shall provide that the applicant file an application for Certificate of Appropriateness for approval of final details.

C. Pre-Application Hearing: An applicant may seek a pre-application hearing with the HDC when new construction, additions or major alterations are proposed. Such requests shall be submitted in writing. Staff shall review the pre-application request to determine if it warrants HDC review, and may accept the request. The HDC shall use the same order of business as in reviewing Certificates of Appropriateness, with the following exceptions:

1. No formal determination to approve or deny the proposal shall be made.
2. The HDC may provide agencies of the City with advisory opinions, which shall identify preliminary preservation issues, and may suggest solutions.
3. After a pre-application hearing the HDC shall provide the applicant with a written advisory. Advisory opinions shall be non-binding.

5.2 **FILING OF APPLICATIONS**: An application for a Certificate of Appropriateness must be filed in person and by appointment with the HDC staff at least twelve (12) calendar days before the regular meeting on the fourth Monday of the month, except in cases of demolition or economic hardship. Applications for demolition or economic hardship shall be filed at least thirty (30) and no more than forty-five (45) calendar days before a regular meeting. All applications must be signed by the property owner and applicant. Applications must be accompanied by all documentation reasonably necessary to evaluate the proposal, including photographs, drawings, plans, or other information as requested by the HDC or staff. It is the owner/applicant's responsibility to submit all required documentation. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.** *[Amended 2/24/92, 7/26/93, 1/24/94.]*

5.3 **ACCEPTANCE OF APPLICATIONS**: Staff shall review all applications for completeness of documentation, according to minimum standards published in the HDC standards and guidelines. Incomplete applications will not be scheduled for a hearing. The HDC shall vote at the beginning of the hearing on each application, before any presentation or testimony begins, whether an application is complete and can be accepted. Upon acceptance, the formal review period begins.

Acceptance of an application does not preclude the HDC from requesting any additional information it determines to be necessary to make a decision on the application. *[Amended 2/24/92.]*

- 5.4 ZONING VARIANCES: Projects which will require relief from the provisions of the Providence Zoning Ordinance (Chapter 1991-29, No. 564) shall obtain any necessary variances before an application for a Certificate of Appropriateness is filed. Written confirmation that all variances have been granted shall be submitted along with the application; however, the fact that a zoning variance has been granted shall not guarantee that the project will receive a Certificate of Appropriateness. Applications seeking Conceptual Approval may be exempted from this requirement. The HDC may also waive this requirement if the zoning issue is not related to the physical condition of the property or will not compromise the HDC standards and guidelines. Zoning status shall be determined by the Department of Inspection and Standards. *[Amended 7/26/93.]*

## SECTION 6 - ACTIONS ON AN APPLICATION

- 6.1 REVIEW CRITERIA: In reviewing applications for Certificates of Appropriateness, the HDC shall use the criteria set forth in R.I.G.L. 45-24.1 et. seq. and Article V, Section 501 of the Providence Zoning Ordinance (Chapter 1991-29, No. 564). The HDC may designate more explicit design standards and guidelines as it deems necessary.
- 6.2 CONSIDERATION OF APPLICATIONS: The applicant or his/her designated agent shall appear at the hearing on his/her application. All testimony shall be sworn. The order of business for consideration of applications for Certificates of Appropriateness shall be determined by the Chair and may include the following:
- A. A preliminary statement concerning the application.
  - B. A presentation by the applicant, including arguments and material in support of the application. The presentation shall present the material in a way that both the HDC and the public audience may hear, see and understand the verbal and graphic description of the proposed work and its impact on the features of the buildings, structures, appurtenances and historic landscape features of the property and the district in which it is located.
  - C. A staff report, project review comments and/or subcommittee report.
  - D. Statements or arguments submitted by any official, commission or department of the City of Providence, any state agency, or any local historical, preservation or neighborhood organization.
  - E. Public comments from interested parties, abutters, etc.
  - F. HDC members' questions of the applicant, staff, or subcommittee concerning the application.

- G. A summary of the application, arguments and materials presented.
- H. After closing the hearing to public comment, HDC deliberation regarding a Certificate of Appropriateness, based upon evidence submitted, adopted Standards and Guidelines, and the impact of the project on the features of the buildings, structures, appurtenances, and historic landscape features of the property.
- I. Findings of fact, motion(s) to approve or deny the application, and voting.

6.3 **LIMIT OF TIME FOR TESTIMONY:** The Chair may limit the amount of time allowed at a public hearing for verbal testimony regarding any application or other business before the HDC. Such limit shall be announced at the beginning of the hearing, and noted on the written public notice of the hearing. Written testimony may be submitted for HDC consideration in cases where verbal testimony is limited. *[Amended 2/24/92.]*

6.4 **DETERMINATIONS:** An application for a Certificate of Appropriateness may be approved, denied, or approved with amendments or conditions by the HDC. Motions to grant or deny a Certificate of Appropriateness shall include findings of fact and a specific reference to the review criteria under which the proposal has been judged.

A. Resolutions: All decisions of the HDC shall be in writing. The HDC shall articulate and explain the reasons and basis of each decision on a record in the form of a Resolution. In the case of a decision not to issue a Certificate of Appropriateness, the HDC shall include the basis for its conclusion that the proposed activity would be incongruous with those aspects of the structure, appurtenances, or the district which the HDC has determined to be historically or architecturally significant.

B. Issuance of a Certificate of Appropriateness: Upon granting a Certificate of Appropriateness, the HDC or its designee shall:

1. Stamp three (3) sets of all application documents, including the application form and all plans and drawings. The documents will be dated, stamped and signed by the Chair or the staff as directed by the Chair.
2. Return two (2) sets of signed and stamped documents to the applicant along with a copy of the resolution. It is the responsibility of the applicant to file one (1) set of stamped and signed documents and a copy of the resolution with the Department of Inspection and Standards for the necessary permits.
3. Retain one (1) set of stamped and signed documents for the HDC files at the Department of Planning and Development.

C. Conditional Approval: The HDC may issue a Certificate of Appropriateness/Conditional Approval where an application would otherwise be approved except that one (1) or more necessary city, state or federal agency approvals are pending. If other necessary approvals are

not obtained within 180 days of the Conditional Approval, then the Certificate will become null and void and a new application will be required to proceed with the project. If other agency reviews result in changes to the project approved by the HDC, then those changes shall be brought back to the HDC for approval. *[Amended 12/16/91.]*

## 6.5 FAILURE TO ACT

A. Automatic Approval: The failure of the HDC to act within forty-five (45) days from the date of the acceptance of a completed application in accordance with these rules and regulations shall be deemed to constitute approval unless an extension is agreed upon mutually by the applicant and the HDC.

B. Extensions:

1. In the event that the HDC shall make a written finding of fact within this forty-five (45) day period that a particular application requires further time for additional study and information, then the HDC shall have a period of up to ninety (90) days from the date of acceptance of a completed application within which to act on such application.
2. Nothing in this section shall be construed to prevent the applicant and the HDC from mutually agreeing to an extension beyond the ninety (90) days.

6.6 **MODIFICATIONS TO A CERTIFICATE OF APPROPRIATENESS**: Changes to a project after a Certificate of Appropriateness is issued shall require a new application for Certificate of Appropriateness. Such application shall be submitted before construction of the changes begins, unless the HDC determines at a pre- application hearing that a full application is not required. New applications will be reviewed in accordance with these rules and regulations and the Providence Zoning Ordinance. Any change not so approved shall be deemed a violation of the Certificate of Appropriateness and of the Zoning Ordinance.

6.7 **MODIFICATIONS TO AN APPLICATION**: A pending application for a Certificate of Appropriateness may be modified by a written request from the applicant to the HDC. Such request shall include a description of the proposed change and shall be accompanied by elevations, plans, photographs and/or sketches as necessary. If an application is modified, it shall be considered a new application and shall be handled in accordance with these rules and regulations.

6.8 **EXPIRATION OF A CERTIFICATE OF APPROPRIATENESS**: Any Certificate of Appropriateness granted by the HDC shall expire one (1) year after the date of the approval, unless the applicant shall, within the one (1) year, obtain a legal building permit and proceed with construction, or obtain a certificate of occupancy when no legal building permit is required. The HDC, upon written request and for cause shown prior to the expiration of the initial one (1) year period, may renew the Certificate of Appropriateness for a six (6) month period. An applicant's failure to act within the six (6) month extension shall cause the Certificate to become null and void and will require the applicant to file a new application with the HDC. *[Amended 7/22/02.]*

- 6.9 RESUBMITTAL OF A DENIED APPLICATION: An application for Certificate of Appropriateness which has been denied by the HDC shall not be heard again for a period of one (1) year from the date the application was denied, unless the majority of the HDC present at a meeting agrees to waive this requirement.
- 6.10 RECONSIDERATION OF A DENIED APPLICATION: An applicant may request the HDC to reconsider its decision on an application. Such request may be made before the end of the meeting at which the decision was made, or afterwards in writing within a period of one (1) year from the date of the decision. The order of business for reconsideration of applications for Certificates of Appropriateness which have previously been denied shall be as follows:
- A. The Chair shall entertain a motion from a member of the HDC that the applicant be allowed to present evidence in support of the request for reconsideration. Such evidence shall be limited to that which is necessary to enable the HDC to determine whether or not there has been substantial change in the facts, evidence or conditions relating to the application; provided, however, that the applicant shall be given the opportunity to present any other additional supporting evidence if the HDC decides to reconsider the application.
  - B. After receiving the evidence, the HDC shall proceed to deliberate whether or not there has been a substantial change in the facts, evidence or conditions relating to the application which would warrant reconsideration. If the HDC finds that there has been such a change, it shall treat the request as a new application.

## **SECTION 7 - ENFORCEMENT**

- 7.1 ENFORCEMENT: Enforcement of HDC jurisdiction and decisions shall be through the Director of the Department of Inspection and Standards, in accordance with Article VIII of the Providence Zoning Ordinance.
- 7.2 VIOLATIONS: Any exterior work to a structure or appurtenance within a historic district, which proceeds without a Certificate of Appropriateness from the HDC, or which does not comply with the provisions of a Certificate of Appropriateness, shall be deemed a violation of the Providence Zoning Ordinance (Chapter 1991-29, No. 564). Work in progress or already completed without a Certificate of Appropriateness may be deemed a violation.
- 7.3 PROCEDURES:
- A. Any person may report a violation to the HDC.
  - B. Staff will confirm that the work is a violation and report it to the Department of Inspection and Standards; if the work is in progress, staff will request the Department of Inspection and Standards to issue a stop-work order.
  - C. Whether the work is in progress or already completed, staff will contact the property owner to request that an application for Certificate of Appropriateness be filed within 30 days.

- D. The HDC shall review the application in accordance with these rules and regulations; any modifications required to bring the work into compliance with the standards and guidelines shall be made conditions of approval, and a deadline for completion shall be set.
- E. Failure of the property owner to file an application for a Certificate of Appropriateness within thirty (30) days, or to correct the violation as directed within the deadline set by the HDC, shall cause the matter to be referred to the Department of Inspection and Standards for enforcement.
- F. If the HDC issued conditions of approval for work done in violation, staff shall inspect the property to confirm that the violation has been corrected. If so, staff shall inform the Department of Inspection and Standards that the violation may be dismissed.
- G. Written records of all violations shall be kept in the HDC's files.

## **SECTION 8 - AMENDMENTS AND SEVERABILITY**

- 8.1 **AMENDMENTS:** These rules may be amended at any time by an affirmative vote of the HDC.
- 8.2 **SEVERABILITY:** The provisions of these rules and regulations are severable; if any such provision or provisions shall be held invalid or unconstitutional by any decision of any court of competent jurisdiction, such decision shall not impair or otherwise affect any other provision of these rules and regulations.

# **PROVIDENCE HISTORIC DISTRICT COMMISSION**

## **STANDARDS AND GUIDELINES FOR THE INDUSTRIAL AND COMMERCIAL BUILDINGS DISTRICT (ICBD)**

**A SUPPLEMENT TO THE STANDARDS AND GUIDELINES, DATED 3/24/97**

**ADOPTED JANUARY 29, 2002.**

### **I. INTRODUCTION**

The Providence Historic District Commission (PHDC) was established by City Council in 1960 to safeguard and preserve buildings and districts which reflect elements of the City's cultural, social, economic, political and architectural history. The PHDC Standards and Guidelines have been adopted (in accordance with R.I.G.L. 45-24.1-10 and Chapter 1991-29, No. 564, Section 501.3C of the Providence Zoning Ordinance) to assist the property owner and the PHDC in processing applications for Certificates of Appropriateness. The first historic district, College Hill, has been expanded and now the City has seven separate districts throughout the City. The PHDC reviews proposed work affecting the exterior appearance of each structure, site or its appurtenances designated as a landmark building or district including major alterations, additions, and demolition. PHDC staff determines if any of the proposed exterior work listed above will need review by the PHDC. Once the review process has been completed, staff issues a Certificate of Appropriateness, which is required before commencing any of the exterior work listed above. Building permits for exterior work on a landmark building or in a district cannot be issued without a Certificate of Appropriateness. If it is determined that no review by the PHDC is required, staff issues a release form to the Department of Inspection and Standards. In certain instances, a building permit may be required for work that is not reviewed by the PHDC.

The intent of the Standards and Guidelines is to guide the inevitable changes to the exteriors of landmark buildings and buildings within a district. As each individual structure and its site is unique, each application is considered on its own merits in accordance with these Standards and Guidelines. A copy of the PHDC Standards and Guidelines for the seven historic districts can be obtained from the Providence Department of Planning and Development.

This supplement to the PHDC Standards and Guidelines is intended to implement Section 501.14 of the Zoning Ordinance, also known as the Industrial and Commercial Buildings Zoning District (Landmark District) that became effective on March 12, 2002. The Industrial and Commercial Buildings Zoning District established historic landmark status to certain lots throughout the City that were designated by the City Council by amendment to the zoning map. Unlike the seven districts, these sites are not in any contiguous zone, but nonetheless are subject to the regulations contained herein.

### **DEFINITIONS**

Definitions contained in the PHDC Design Guidelines for the Downtown (Jewelry) Historic District, amended on 6/25/95 shall apply to these standards and guidelines.

## **A. WHAT MUST BE REVIEWED BY THE HISTORIC DISTRICT COMMISSION**

The following projects are reviewed by the PHDC at a public meeting and require a Certificate of Appropriateness in accordance with these Standards and Guidelines for the Industrial and Commercial Buildings District. Applications for demolition shall be reviewed at a public hearing.

### **DEMOLITION:**

The demolition of any building, structure or unique architectural feature including towers, turret, entrance porticos, etc.

### **MAJOR ALTERATIONS:**

Any exterior alteration which affects a total of 10% or more of the surface area of a given façade or elevation that can be seen from any public right-of-way, or other place upon which the public is regularly allowed or invited to traverse through, travel upon or gather. Any alteration undertaken pursuant to these standards and guidelines shall not be cumulative, meaning that if 10% or more of the surface area of a given façade or elevation is altered after January 29, 2002, no further alterations shall be permitted. Such exterior alterations include the following:

- *Changes to window and door openings* - creation of new openings or irreversible blocking-up of existing openings when the changes affect 10% or more of the surface area of the elevation.
- *Changes to exterior materials* - cladding, siding or resurfacing over original material when the change affects 10% or more of the surface area of the elevation. Sand blasting is not permitted under any circumstances. Replacing or the covering of brick with stucco or EFFIS is considered irreversible.
- *Changes to rooflines and roof slopes* - roof top additions and changes to roof shapes that affect 10% or more of the roof surface area.

### **ADDITIONS:**

Additions shall be reviewed when the proposed addition covers or engages 10% or more of any original facade or elevation.

## **B. WHAT IS NOT REVIEWED BY THE HISTORIC DISTRICT COMMISSION**

The following items will not be reviewed by the PHDC and do not require a Certificate of Appropriateness. Some of the items will require a building permit. (Please check with the Department of Inspections and Standards before commencing any work).

- Alterations that are reversible or do not have an adverse effect on the integrity of the structure
- Demolition or Renovations of non-contributing structures on the same lot as contributing structures
- New Construction independent of other structures
- Replacement of Windows and Doors
- Repairs, In-Kind Replacement and Restoration
- Storage Sheds and Dumpsters
- Awnings and Canopies
- Portable Window Air Conditioners
- Storm Windows
- Hardware and Electrical Devices
- Paving/Site Improvements

- Window Boxes
- Skylights
- Signs, Banners and Flags
- Painting of Previously Painted Surfaces/Paint Color
- Safety and Security Devices
- Barrier-Free Access
- Striping for Parking Areas
- Fire Escapes
- Mechanical and Communications Equipment
- Sidewalks and Street Paving
- Lighting

## II. APPLICATION REVIEW PROCESS

1. **Confirm that the property is located within the Industrial and Commercial Building District** Contact the PHDC staff at 351-4300.
2. **Determine if PHDC review is required.** If staff determines that the building is a non-contributing structure or that the proposed alterations are reversible and do not have an adverse effect on the integrity of the structure, no review will be necessary. If staff determines that the building is a contributing structure or that the alterations are not reversible or adversely affects the integrity of the structure, an application will be required for PHDC review.
3. **Arrange a site visit with staff to discuss the proposed work.** Consultation with PHDC staff and a site visit are recommended before filing an application.
4. **Contact the Department of Inspection and Standards.** Some projects will require a building Permit, which cannot be issued until a Certificate of Appropriateness has been obtained from the PHDC. Contact Department of Inspections and Standards at (401) 421-7740 or visit the office at 190 Dyer Street, Providence.
5. **If applying for State and Federal Tax Credits,** contact the Rhode Island Historical Preservation Commission at (401) 222-2678, 150 Benefit Street, Providence for more information.
6. **File an application for certificate of appropriateness.** Applications may be prepared by the property owner or a representative, but must be signed by the property owner. Applications should be filed in person by appointment with the PHDC staff **at least fourteen (14) days prior** a scheduled PHDC meeting. Applications for demolition must be **filed at least thirty (30) days prior** to a scheduled hearing for review. Make sure all necessary information accompanies the application when it is filed.

Any necessary **zoning variances** shall be obtained prior to filing an application for Certificate of Appropriateness. It is the applicant's responsibility to find out whether a zoning variance is needed and to obtain one. Contact the Zoning Board of Review at (401) 421-7740 for more information.

7. **Staff determines if the application is complete.** If the application is complete, it is accepted for review. If the application is not complete, staff informs the applicant what additional information will be required. The official review period does not begin until the application is complete and accepted for review. Acceptance of an application does not preclude the PHDC from requesting any additional information that may help it to make a determination on the application.

8. **Staff determines how the application will be reviewed: at a public hearing or public meeting before the PHDC.** The application will be directed to the PHDC for review at the next available public meeting. The PHDC meets regularly on the 4<sup>th</sup> Monday of each month. Applications for demolition require a public hearing and 14-day advance notice in the *Providence Journal* (advertising, postage and stenographic services, if needed, to be paid for by the applicant).
9. **The application is reviewed by the PHDC.** Public Meeting: An agenda is mailed to applicants, owners, abutters, and PHDC members 7 days before the meeting, listing the time and place of the meeting, and the order in which the applications will be heard. Staff also prepares a written report on each application that is distributed to PHDC members before the hearing and is available to applicants upon request. Applicants are required to attend the hearing to present the proposal to the PHDC. Public comment is taken. The testimony of applicants, owners, and other interested parties is sworn. After all testimony is received, the PHDC deliberates the proposal and makes a determination to approve as submitted, approve with conditions, or deny. (An application may also be continued to a future PHDC meeting, with the applicant's consent, if additional information is needed.) After the hearing, a written resolution describing the decision of the PHDC is mailed to the applicant.
10. **If the application is approved,** a Certificate of Appropriateness placard and two sets of all accompanying drawings are stamped, signed, and delivered to the Department of Inspections and Standards (DIS), 190 Dyer Street, Providence. The applicant must appear in person at DIS to claim the certificate and one set of stamped drawings; a copy of the certificate and the other set of stamped drawings is retained by DIS, which will also determine if a building permit is necessary for the project. Building permits for exterior work within historic districts cannot be issued until PHDC approval has been obtained.

A Certificate of Appropriateness placard must be displayed on the property where the work will occur. Certificates of Appropriateness are valid only for the work specifically approved. Any changes to the project which result from other reviews, or which are made during construction, must be brought back to the PHDC for approval prior to commencing work. Certificates are valid for six (6) months, and may be extended upon request. A project cannot be reviewed unless all variances have been approved by the Department of Inspection and Standards.

**It is the applicant's responsibility to obtain all necessary building permits and zoning variances for their project!**

11. **If the application is not approved,** the decision may be appealed. Appeals of PHDC decisions are made to the Zoning Board of Appeal (which will only review for procedural errors or if the HDC had sufficient evidence to make its decision) within 20 days of the date of the written resolution. Without substantial changes, a denied application may not be resubmitted for one year from the date of the decision.
12. **A permanent record of each application is retained in the PHDC's files.**

### III. DOCUMENTATION REQUIREMENTS FOR APPLICATIONS

Applications for Certificates of Appropriateness must be accompanied by photographs, drawings, and other information to illustrate a proposal and its impact on an individual structure or site, as well as its impact on the district as a whole. Documentation requirements vary depending on the scope of work and are listed below. If your project is not listed herein, contact staff for advice. Incomplete applications cannot be accepted for review. Staff or the PHDC may request additional information.

#### A. MAJOR ALTERATIONS AND ADDITIONS

An application for major alterations and additions that requires PHDC review pursuant to Section I A of these Standards and Guidelines (*What Must Be Reviewed By the Historic District Commission*)

- ❑ A completed application form for a Certificate of Appropriateness, signed by the applicant and the property owner, describing existing conditions and proposed changes.
- ❑ 35mm or digital photographs of the building, showing the entire building elevation(s) and close-ups of the area where the work will occur. Photos must be labeled with the street address, compass direction and date. Color Polaroid may be acceptable if the images reproduce clearly. Xeroxed photographic prints and instant (Polaroid) snapshots are not acceptable due to their poor quality.
- ❑ Three (3) sets of scaled plan, elevation and section drawings as necessary, illustrating existing conditions as well as proposed changes in relationship to major architectural features. **INCLUDE ONE (1) COMPLETE SET OF DRAWINGS REDUCED TO 11X17 INCHES FOR MAILING PURPOSES.** Drawings should be titled, indicate the scale, labeled with the street address and dated. Examples of the drawings needed for varying types of projects are listed below. This is not an exhaustive list; check with staff about documenting your particular project.
- ❑ Site Plan: for projections and recesses, additions, etc. Show the entire building, adjacent buildings, and property lines. Indicate north arrow.
- ❑ Floor Plans: for projections and recesses, window and door openings, additions, storefronts, etc.
- ❑ Roof Plan: for headhouses, decks and changes to the roofline, including volumetric additions. Indicate north arrow.
- ❑ Elevations: for changes in wall materials and surfaces, fenestration, ornamentation, roof forms and elements, foundations, storefronts, etc. Show front and side views of three-dimensional elements.
- ❑ Sections: for projections and recesses, volumetric additions and changes in roof form.
- ❑ Copy of any required zoning, building, or access code variances obtained for the project.
- ❑ Manufacturer's specifications or literature for elements such as windows and doors, etc. indicating all dimensions, details and finishes.
- ❑ List of the names and mailing addresses of all abutting property owners, derived from the most current records of the City Tax Assessor. "Abutter" is defined as any property whose lot lines touch the front, side or rear lot lines of the subject property; since streets are common property lines, properties across the street are included as

abutters. Properties on a corner should include the three opposite corner properties as abutters, in addition to those sharing side or rear lot lines.

## **B. DEMOLITION**

An application for demolition that requires PHDC review pursuant to Section I A of these Standards and Guidelines (*What Must Be Reviewed By the Historic District Commission*).

- ❑ A completed application form for a Certificate of Appropriateness signed by the applicant and the property owner, describing existing conditions and proposed changes.
- ❑ 35mm or digital photographs of the building, showing the entire building elevation(s) and close-ups of the area where the work will occur. Photos must be labeled with the street address, compass direction and date. Color xeroxes may be acceptable if the images reproduce clearly. Xeroxed photographic prints and instant (Polaroid) snapshots are not acceptable due to their poor quality.
- ❑ List of the names and mailing addresses of all abutting property owners, derived from the most current records of the City Tax Assessor. "Abutter" is defined as any property whose lot lines touch the front, side or rear lot lines of the subject property; since streets are common property lines, properties across the street are included as abutters. Properties on a corner should include the three opposite corner properties as abutters, in addition to those sharing side or rear lot lines.
- ❑ Written description of the architectural and historic significance of the building.
- ❑ Written evaluation of the structural condition of the building and its adaptability for rehabilitation, by the building inspector or professional structural engineer licensed in Rhode Island. All dangerous conditions should be identified. Include a copy of any outstanding building codes violations cited on the property.
- ❑ An itemized breakdown of the feasibility of all possible alternatives to demolition that were considered, and reasons why such alternatives were rejected. Alternatives may include rehabilitation, adaptive reuse, relocation, or sale of the property to another owner willing to preserve it.
- ❑ 3 copies of a site plan, to scale, showing the location of the structure proposed to be demolished in relationship to other structures on the property, and to the property lines. Also, one additional set of drawings reduced to 11x17 inches for mailing purposes.
- ❑ Form of ownership of the property, including the names and addresses of the owners. If the owner is an organization, governmental entity or corporation, include the name, address and telephone number of a contact person.
- ❑ The fair market value of the property, as determined by a qualified professional expert.
- ❑ The amount paid for the property, the date of purchase, and the name of the seller, including the relationship between the applicant or owner of record and the party from whom the property was purchased.
- ❑ The price asked for the property and any offers received in the previous three years.

- If the property is commercial or income-producing: the gross annual income from the property for the past three years, the itemized operating and maintenance expenses for the previous three years, the depreciation deduction and annual cash flow before and after debt service for the previous three years.
- The remaining balance on any mortgage or other financing secured by the property and the annual debt service for the past three years.
- Three bids for the cost of the proposed demolition compared to the cost of stabilizing or "mothballing" the structure, and compared to the cost of rehabilitating the structure.
- A list of all economic incentives for preserving the structure available to the applicant through federal, state, city or private programs.

#### IV. STANDARDS FOR MAJOR ALTERATIONS AND ADDITIONS TO EXISTING BUILDINGS

**A. LIMIT OF JURISDICTION.** Only those structures or portions of a structure or site determined to be contributing and which are visible from a public right-of-way will be subject to review by the PHDC.

**B. GENERAL.** For those structures that meet the jurisdictional criteria in A above, the following will apply:

Height. The PHDC may not approve additions in height to the maximum allowable limit if such additions would be incompatible with the historic facade, scale, and proportions of the structure.

Scale. The historic scale of buildings and streetscapes should be retained.

Street facades. Historic or original street facades should be preserved.

Reconstruction. Reconstruction or portions of original buildings may be appropriate if sufficient documentation exists to assure that the reconstruction is accurate.

Alteration. Any change or addition should be compatible with the original design of the building. Never try to make a building look older than it really is by using details from periods before the building was built.

#### C. CORNICES AND ROOFS

Cornices. Historic or original cornices should be retained and preserved.

Roofing materials. Original roofing materials such as slate and copper should be retained and preserved on roofs visible from a public way. Repair is encouraged over replacement. If replacement is necessary, new materials should be consistent with the original in texture, dimensions, design and color: natural materials are preferred over synthetics, but substitute materials may be considered. New copper should be allowed to weather naturally. Flashing should be copper or other metal with a dark finish.

Rooftop Additions. Vertical additions to buildings must not exceed the height limit set forth the Zoning Ordinance. If an addition is feasible, it should be set back from the street out of view from the public way so that it will not alter the original scale of the building facade, and so that it will be compatible with surrounding buildings.

#### D. EXTERIOR WALLS/MASONRY

General. Avoid concealing original facade materials, especially on historic buildings. Wherever possible, original facade materials should be preserved.

Finishes. The original finish of masonry is historically important and should be retained. In most cases, painting masonry will not help stabilize it, unless the condition is so poor that a protective coating is necessary. It is preferable to leave masonry unpainted unless it was painted originally. If masonry has previously been painted, it may be advisable to repaint rather than attempt to remove the paint: removal of paint is very difficult and can be harmful to the facade surface. If repainting previously painted masonry, use a breathable masonry paint and choose a color that matches that of the original masonry as closely as possible. Avoid cladding exterior walls with any new materials including stucco, vinyl or aluminum siding, corrugated metal, synthetic stucco systems, etc.

## V. STANDARDS FOR DEMOLITION

### A. GENERAL

Demolition is discouraged. The loss of a historic structure constitutes an irreplaceable loss to the City of Providence. In order to preserve the historic fabric of the city, demolition of historic or contributing structures or appurtenances, or the removal of a portion of a portion of a historic or contributing structure, is discouraged.

Structures or Appurtenances Deemed Valuable to the City, State or Nation. A Certificate of Appropriateness for demolition of a structure or appurtenance deemed by the PHDC to be valuable to the city, state or nation may be issued only if the PHDC is satisfied that the retention of such structure or appurtenance constitutes a hazard to public safety, which hazard cannot be eliminated by economic means available to the owner, including sale of the structure or appurtenance to any purchaser willing to preserve such structure or appurtenance. In such cases, the PHDC may require that the historic structure be recorded at the owner's expense according to documentation standards of the Historic American Buildings Survey (HABS) and the Historic American Engineering Record (HAER), for deposit with the PHDC.

### B. CRITERIA TO ALLOW DEMOLITION

Structures or Appurtenances Deemed Valuable for the Period or to the District. A Certificate of Appropriateness for demolition of a structure or appurtenance deemed by the PHDC to be valuable for the period of architecture which it represents and its importance to the district may be issued only if at least one of the following exists:

- a. Retention of such structure or appurtenance constitutes a hazard to the public safety, which hazard cannot be eliminated by economic means available to the owner, including sale of the structure or appurtenance on its present site to any purchaser willing to preserve such structure or appurtenance.
- b. Preservation of such structure or appurtenance is a deterrent to a major improvement program which will be of substantial benefit to the community.
- c. Preservation of such structure or appurtenance would cause undue or unreasonable financial hardship to the owner, taking into account the financial resources available to the owner including sale of the structure or appurtenance to any purchaser willing to preserve such structure or appurtenance.
- d. Preservation of such structure or appurtenance would not be in the interest of the majority of the community.

Seek Alternatives. The applicant and the PHDC have an affirmative obligation in good faith to attempt the sale of the property, to seek tenants for it, and to explore potential reuses. Before approving any application for demolition, the PHDC will work with the applicant to investigate alternatives to demolition, including:

- a. Sale of the structure on its present site;
- b. Whether there is a reasonable likelihood that some person or group other than the owner is willing to purchase, move and preserve such structure;
- c. Whether the owner has made continuing bona fide and reasonable efforts to sell the structure to any such purchaser willing to move and preserve such structure: and

- d. Whether any public or quasi-public agencies have any potential use for the property, know of any potential users or purchasers for it, or have financial programs that could assist in the preservation of the structure.

Demolition By Neglect. Failure to maintain any structure or appurtenance within the district may be deemed to be demolition by neglect. In such cases, the property owner shall be notified of such determination and required to begin repairs within 30 days. Failure to comply with such order shall cause the City to make the required repairs and to place a lien against the property for recovery of expenses.

## DEFINITIONS

The following terms are used throughout these guidelines:

### MAJOR ALTERATION

An alteration which affects the historic, cultural, or architectural integrity, interpretability, or character of a building, structure, site or district. Generally includes the kind of work which is normally done with the aid of a professional drafter or professional quality plans.

### APPURTENANCES

Features other than primary or secondary structures which contribute to the exterior historic appearance of a property, including but not limited to paving, doors, windows, signs, materials, decorative accessories, fences, and historic landscape features.

### BUILDING CHARACTERISTICS

Fenestration: The proportion and size of window and door openings and the rhythm and order in which they are arranged.

Height: The vertical distance from the average grade level to the average level of the roof.

Proportions: The dimensional relationship between one part of a structure or appurtenance and another. Facade proportions involve relationships such as height to width, the percent of the facade given to window and door openings, the size of these openings, and floor-to-ceiling heights. Often described as a ratio, proportions may be vertical (taller than wide), horizontal (wider than tall), or non-directional (equally tall and wide).

Scale: The relative proportion of a building to neighboring buildings, or of a building to a pedestrian observer.

Setback: The horizontal distance between a structure's vertical planes and a reference line, usually the property line.

### CONTRIBUTING (BUILDING/STRUCTURE/SITE)

A building, structure or site which reinforces the visual integrity or interpretability of a historic district. A contributing building is not necessarily "historic" (50 years old or older). A contributing building may lack individual distinction but may add to the district's status as a significant and distinguishable sociocultural entity.

### DEMOLITION

An act or process that destroys or razes a structure or its appurtenances in part or in whole, or permanently impairs its structural integrity, including its ruin by neglect of necessary maintenance and repairs.

### MOVING

The relocation of a structure on its site or to another site.

### NON-CONTRIBUTING (BUILDING/STRUCTURE/SITE)

A building, structure or site which detracts from the visual integrity or interpretability of a historic district.

## ORDINARY MAINTENANCE AND REPAIR

Work meant to remedy damage to deterioration of a structure or its appurtenances, which will involve no change in materials, dimensions, design, configuration, color, texture or visual appearance.

## PRESERVATION

Keeping an existing building in its current state by a careful program of maintenance and repair.

## REHABILITATION

Making a structure sound and usable again, through repair or alteration, without attempting to restore to any particular period appearance but respecting and preserving those portions and features of the property which are significant to its historic, architectural and cultural values.

## RESTORATION

Repairing or re-creating the original architectural elements in a building so that it closely resembles the appearance it had at some previous point in time.

## STOREFRONT COMPONENTS

Awning: A roof-like cover extending over a window or door, intended to provide the pedestrian protection against sun, rain and wind. Awnings are usually made of soft canvas or other fabric and may be fixed or adjustable.

Corice: A horizontal projecting band that caps an architectural composition.

Display Window: Large area of glass within the storefront opening. The display window is used to show merchandise and provide a means of interaction between the public outside and the business inside.

Entrance Area: The point of entry into the storefront, traditionally recessed to provide additional window display, weather protection, and protection from the outward swing of a door. Made up of the following components: door, transom window (above the door), sidelights or display windows, floor area.

Kickplate: The solid panels (usually wood) below the display window. The kickplate provides the base support for the display window frame.

Lintel: A horizontal structural element (usually a steel beam covered by masonry) which spans the storefront opening and supports the upper portion of the facade wall above it. Also defines the upper boundary of the storefront.

Ornamentation: Decorative objects which are used to increase the beauty of the facade.

Sign: A lettered board or other display, mounted either parallel or perpendicular to the building face somewhere above the display window, used to identify or advertise a place of business. The sign is one of the most important components on the facade because it is the first perception of the business image. A window sign is applied to or located behind glass.

Storefront Columns: Slender vertical elements within the storefront opening which help support the lintel.

Support Wall or Pier: Large vertical masses on either side of the storefront opening which support the lintel and define the right and left boundaries. In large buildings, support walls (piers) define bays which may contain individual storefronts and/or display windows.

Transom: Glass panel above a horizontal frame bar (transom bar) atop a display window or door, used to allow greater light into the store interior.

Upper Facade: The mostly solid part of the wall above the display window. May be a plain surface on a one-story building, or contain rows of windows defining the number and location of floors in a multi-story building. May include decorative bands or patterns. Usually presents the largest surface of color on the building, since the first floor is mostly glass.

## STRUCTURE

Anything constructed or erected, which requires permanent or temporary location on the ground or attachment to something having a location on the ground. including but not limited to buildings, gazebos, billboards, outbuildings, and swimming pools.

## VISIBILITY FROM A PUBLIC WAY

Able to be seen from any public right-of-way, or other place, whether privately or publicly owned, upon which the public is regularly allowed or invited to be.

**ATTACHMENT 1.5**

**Sample Approval Letter**



## PROVIDENCE HISTORIC DISTRICT COMMISSION

*"Preserving the Past for the Future"*

May 21, 2002

### APPLICANT

Joseph E. Newsome  
550 Broad Street  
Providence, RI 02907

### OWNER

South Providence Development Corporation  
550 Broad Street  
Providence, RI 02907

### RESOLUTION 02-23

} Application 02.01

WHEREAS, the applicant, Mr. Joseph E. Newsome, applied to the Providence Historic District Commission for a Certificate of Appropriateness for Major Alterations to include the construction of a roof garden and clerestory at 17-21 Gordon Avenue, Plat 48, Lot 1023; and

WHEREAS, the Commission held a meeting on the matter on May 20, 2002 at which time testimony was heard from Mr. Richardson Ogidan, and Mr. Robert Stillings, architect; and

WHEREAS, the Commission members individually viewed the site which is the subject of the application; and

WHEREAS, based upon the evidence presented, the Commission makes the following findings of fact:

1. 17-21 Gordon Avenue is a structure of architectural and historic significance, and contributes to the architectural and historic significance of the Industrial and Commercial Building Historic District.
2. The work as proposed consists of Major Alterations to include the construction of a roof garden and clerestory.
3. The alterations are incongruous with the structure, its appurtenances, or the surrounding historic district.
4. The work may be consistent with PHDC Standards 8 and 9 in the following ways:

- a) The work will be done in such a manner that if removed in the future, the essential form and integrity of the structure and site will remain unimpaired.
- b) The work is compatible with the massing, size, scale and architectural features of the property and district.

Based upon the above findings of fact, the Commission determines that the alterations specified above are appropriate, and hereby give approval for the application for a Certificate of Appropriateness, with the following conditions:

- i. Any changes to the project are to be submitted for review before work begins.

A copy of the documentation submitted for the execution of the work described herein is hereby made a part of this Resolution. Three copies of the revised plan are to be submitted to be stamped and signed (one copy goes to the building department, one to the applicant, and one to the PHDC files).

When the plan is approved, stamped and signed, the Certificate and a copy of accompanying documentation may be claimed from the Department of Planning and Development, 400 Westminster Street, before applying for a building permit at the Department of Building and Inspection, 190 Dyer Street. The approval is valid for six months from the date of the Resolution.



Clark Schoettle  
Clark Schoettle  
Acting Chair

cc: Ed Paxson  
David Salvatore

## **ATTACHMENT 1.6**

### **Project and Violation Summaries**

## PROJECT SUMMARIES - OCTOBER 1, 2001 through SEPTEMBER 30, 2002

### Summary of Projects

Total Applications Reviewed:	211
Applications Reviewed by HDC: (Alterations, Demolition, New Construction, Relocation)	56
Applications Reviewed by Staff: (Repairs, Replacements in Kind, Restorations, Minor Alterations)	155

### Breakdown by Project Type<sup>1</sup>

Project Type	Totals	Approved	Denied	Pending <sup>2</sup>	Withdrawn	Appealed
In-House <sup>3</sup>	155	153	0	1	1	0
Alterations	51	41	1	7	2	0
Demolitions	3	2	0	0	1	0
New Construction	4	3	0	1	0	0
Relocations	0	0	0	0	0	0
<b>TOTALS</b>	<b>213</b>	<b>199</b>	<b>1</b>	<b>9</b>	<b>4</b>	<b>0</b>

<sup>1</sup> Some applications might cover two types (i.e.: fences & sign). This would account for any discrepancy in the number of applications by type and number of total application reviewed.

<sup>2</sup> Pending includes applications that are either incomplete or that are complete and the review is ongoing.

<sup>3</sup> In-House projects include repairs, replacement in kind, awnings, signs, storm windows, fences and gates, site improvements, mechanical equipment, shutters and blinds, roofs and gutter systems, and other minor alterations. All in-house projects are reviewed by staff on behalf of the HDC; no public meeting is required.

**PROJECT SUMMARIES - OCTOBER 1, 2001 through SEPTEMBER 30, 2002**

**Breakdown by District**

<b>District</b>	<b>Totals</b>	<b>Approved</b>	<b>Denied</b>	<b>Pending</b>	<b>Withdrawn</b>	<b>Appealed</b>
Armory	<b>12</b>	12	0	0	0	0
Broadway	<b>24</b>	21	0	1	2	0
College Hill	<b>128</b>	120	0	7	1	0
Downtown/Jewelry	<b>3</b>	3	0	0	0	0
North Elmwood	<b>10</b>	7	0	3	0	0
South Elmwood	<b>27</b>	25	1	1	0	0
Stimson Avenue	<b>5</b>	5	0	0	0	0
ICBD <sup>1</sup>	<b>2</b>	2	0	0	0	0
<b>TOTALS</b>	<b>211</b>	<b>195</b>	<b>1</b>	<b>12</b>	<b>3</b>	<b>0</b>

**Total applications Compared Over Five Years**

	<b><u>Totals</u></b>
1996-1997	<b>220</b>
1997-1998	<b>186</b>
1998-1999	<b>176</b>
1999-2000	<b>203</b>
2000-2001	<b>191</b>
2001-2002	<b>211</b>

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<sup>1</sup> Industrial & Commercial Buildings District-A non-continuous district designated in 2001 with less restrictive Standards & Guidelines than the seven other historic districts which are primarily residential in composition.

## VIOLATIONS SUMMARY - OCTOBER 1, 2001 through SEPTEMBER 30, 2002

### Violations Cited By Type, 2001-2002

Repairs/ Replacements In-Kind	4
Alterations	28
Fences/Site Improvements	8
Signs	2
New Construction/Additions	0
Demolition	0
<b>TOTAL</b>	<b>42<sup>1</sup></b>

### Violations Cited By District, 2001-2002

District	Buildings in District-% total of buildings within all LHDs <sup>2</sup>	Cited	Resolved	Resolution Pending <sup>3</sup>	Requested Enforcement <sup>4</sup>	Change in Citations from 1999-00
Armory	109-6%	6	2	0	0	+6
Broadway	164-9%	7	4	0	0	+4
College Hill	945-52%	18	13	2	0	+14
Jewelry	25-1%	0	0	0	0	-2
N. Elmwood	123-7%	7	3	1	0	+2
S. Elmwood	148-8%	3	1	0	0	-6
Stimson Avenue	32-2%	0	0	0	0	0
ICBD <sup>5</sup>	275-15%	0	0	0	0	0
<b>TOTALS</b>	<b>1821</b>	<b>41</b>	<b>21</b>	<b>3</b>	<b>0</b>	<b>+22</b>

<sup>1</sup> Some violations issued might cover two types (i.e.: fences & sign). This would account for any discrepancy in the number of violations by type and number of violations issued

<sup>2</sup> First number is the number of buildings within the particular district. The eight Local Historic Districts (LHD) are comprised of 1546 individual buildings. - Percent of LHD buildings that are located within the individual district.

<sup>3</sup> "Resolution Pending" indicates those violations for which property owners have filed an application for a Certificate of Appropriateness, and the application is either incomplete or undergoing review.

<sup>4</sup> "Requested Enforcement" indicates those violations where the property owner has failed to respond to an initial Notice of Violation (NOV) from the PHDC or has failed to correct the violation as directed by the PHDC. When a NOV is issued, the Department of Inspection & Standards (DIS) receives a copy and issues an official building violation notice. A lien is then placed on the building until the issue is resolved.

<sup>5</sup> Industrial & Commercial Buildings District-A non-continuous district designated in 2001 with less restrictive Standards & Guidelines than the seven other historic districts which are primarily residential in composition.

**VIOLATIONS SUMMARY - OCTOBER 1, 2001 through SEPTEMBER 30, 2002**

**Status of Violations Cited 1991-2000**

The PHDC has maintained a record log of violations since 12/01/91. Of the violations cited over the past 10 years, excluding those cited in the previous table for 2001-2002, 286 have been resolved and 120 remain outstanding. Of the remaining outstanding violations, 41 have applications for Certificates of Appropriateness on file and are working toward dismissal of the violation. Various discrepancies have arisen concerning the request for enforcement (RFE) status of building violations issued and the issuance of liens on properties with outstanding violations. Staff has planned a complete review and update of RFE and lien status for Winter 2002-3.

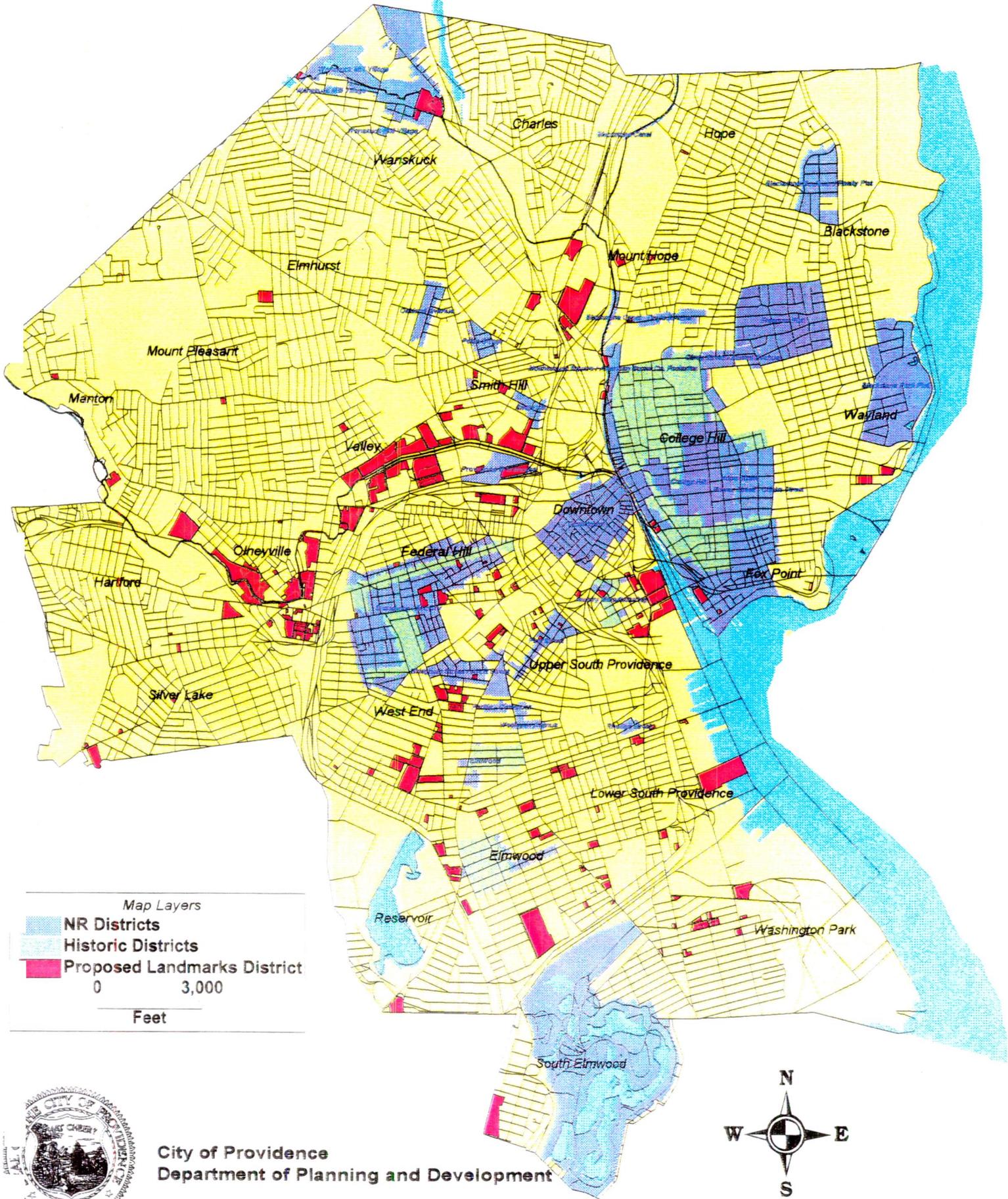
<b>District</b>	<b>Cited</b>	<b>Resolved</b>	<b>Resolution Pending</b>		<b>Requested Enforcement</b>	
			<b>91-99</b>	<b>00-01</b>	<b>91-99</b>	<b>00-01</b>
Armory	24	12	7	0	7	0
Broadway	79	37	11	1	27	0
College Hill	166	133	17	0	19	0
Jewelry	14	13	0	0	0	0
N. Elmwood	32	23	2	0	9	0
S. Elmwood	9	57	7	0	19	0
Stimson	2	2	0	0	0	0
ICBD	0	0	0	0	0	0
<b>Subtotals</b>			<b>40</b>	<b>1</b>	<b>80</b>	<b>0</b>
<b>TOTALS</b>	<b>406</b>	<b>286</b>	<b>41</b>		<b>80</b>	

**ATTACHMENT 1.7**

**Industrial & Commercial Buildings District Map**

# Providence Industrial & Commercial Buildings District

With National Register and Local Historic Districts - February, 2002



Map Layers

- NR Districts
- Historic Districts
- Proposed Landmarks District

0 3,000

Feet



City of Providence  
Department of Planning and Development



**ATTACHMENT 2.1A-1B**

**Commission Member List and Resumes**

**PHDC Membership List and Meeting Attendance Record  
October 1, 2001 – September 30, 2002**

<b>Name</b>	<b>Appointment Status</b>	<b>Meetings Attended</b>	<b>Resume on File</b>
Clark Schoettle (Acting Chair)	term expires 9/05 (re-appointed 9/02)	12	yes
Cornelis de Boer (Vice Chair)	term expires 9/05 (re-appointed 9/02)	9	yes
Glen Fontecchio (Vice Chair)	term expires 9/03	12	yes
Mildred Parrillo	term expires 9/05 (re-appointed 9/02)	10	yes
Catherine Lund	term expires 9/03	11	yes
Neal Kaplan	term expires 9/04	11	yes
Erin Chase	term expires 9/04 (appointed 1/7/02; replaces Malcolm Chase)	3	no
Tina Regan	term expire 9/04 (appointed 9/1/02; replaces Lisa Watt Ardente)	1	yes
Councilwoman Patricia Nolan	term expires 1/03	5	yes
Senator Frank Caprio	term expires 9/04	0	no

1 VACANCY: Regular Member – Luis Vargas; resigned 7/02

1 VACANCY: Alternate Member – unfilled all year

1 VACANCY: City Council Member – Councilman Lombardi's appointment vacant; assumed Mayoral duties

1 VACANCY: General Assembly member, House of Representatives – unfilled all year

**Staff**

Samuel Shamoan, Director, DPD	4	-
Jason Martin, Preservation Planner, PHDC Staff	12	-
David Salvatore, counsel	3	-

LUIS E. VARGAS  
194 ADELAIDE AVE.  
PROVIDENCE - RI 02907  
TEL/FAX 401-461-0872

7-12-02

Clark Schoettle, Chair  
Providence Historic District Commission  
Department of Planning and Development  
400 Westminster St.  
Providence, RI 02903

Dear Mr. Schoettle:

Please accept this letter as my resignation to the PHDC effective as of today.

To have served as an appointed commissioner was a fulfilling and enriching experience, regretfully my present work demands are not allowing me to dedicate the required time and attention to PHDC activities.

It was a pleasure to participate on the Committee under your chairmanship, your dedication and the support of the rest of the commissioners and staff made this an enjoyable journey.

Respectfully,

A handwritten signature in black ink, appearing to read "Luis E. Vargas". The signature is written in a cursive style with a horizontal line underneath the name.

Luis E. Vargas

*Tina C. Regan  
Curriculum Vitae*

*Profile: Life time resident of Providence  
Married to Fredrick E. Regan Jr  
They have three children*

*Education: Educated in local schools  
Attended University of RI, Extension  
Courses in Culinary Arts at Johnson & Wales  
Courses in Architectural History at RI School of Design*

*Employment: Caldo/Fredo Gourmet and Catering, Manager  
Developed a cooking class for Jr. High School, Instructed  
Providence Preservation Society, Preservation Specialist  
Historic Collaborative, LLC Preservation Specialist*

*Life Experience:  
Chaired West Broadway Project Area Committee  
Founding Board Member West Broadway Neighborhood Association  
Providence Preservation Society, Tour Guide  
Providence Preservation Society, Board Trustee  
Providence Preservation Society Revolving Fund, Board Trustee  
Keep Providence Beautiful, Board Trustee  
Advisory Committee for Community Development  
Providence Preservation Society, Planning & Architectural*

*Continued:*

*Providence Historic District Commission, Member*

*Providence Historic District Commission, Chair*

*Downcity Design Review Committee, Member*

*Elmwood Neighborhood Association, Board Member*

*Alliance of Historic District Commissions, Member*

*Alliance of Historic District Commissions, Chair*

*Served on Committees for Festival of Historic Houses*

*Awards:*

*Presidents Award*

*Providence Preservation Society*

*Statewide*

*Antoinette Downing Award*

*Providence*

*350 year Citizen Award*

## **ATTACHMENT 2.4**

### **Professional Training**

**Conference****Attendee(s)**

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National Trust for Historic Preservation, National Conference  
Providence, RI October 2001

Clark Schoettle  
Cornelis de Boer  
Tina Regan  
Glen Fontecchio  
Jason Martin

Rhode Island State Historic Preservation Conference  
Westerly, RI April 2002

Clark Schoettle  
Cornelis de Boer  
Tina Regan  
Glen Fontecchio  
Jason Martin

American Institute of Architects, RI Chapter  
Building Rehabilitation Code Seminar

Cornelis de Boer

American Planning Association, Region I Conference  
Providence, RI September 2002

Tina Regan

Newport Historical Society Conference  
The Restoration of the Wanton-Lyman-Hazard House  
Newport, RI 2002

Tina Regan

National Association of Homebuilders  
International Builders Show 2002

Neal Kaplan

Rhode Island Builder's Association  
RI State Building Code Workshop 2002

Neal Kaplan