

HISTORIC DISTRICT COMMISSION
POLICY STATEMENT ON STAFF ADMINISTRATIVE APPROVALS

CITY OF NEWPORT

DEPARTMENT OF ZONING AND INSPECTIONS

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Newport, Rhode Island

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By city ordinance the Commission has the authority to delegate some decisions on Certificates of Appropriateness to the city staff. This delegation is hereby put into effect with the details and amplifications outlined below.

By motion of the Historic District Commission at their January 21, 2020 meeting, in accordance with Newport Ordinance the authority was granted to the Preservation Planner to process applications for the following within the historic districts:

1. **Repairs and/or In-kind Replacements:** Staff may process applications for any exterior repairs to include, but not limited to siding, roofing, fenestration and foundation work using standards adopted by HDC and that do not change the appearance of the structure.
2. **Signage:** Staff may process applications for signage, using the standards adopted by HDC on signs, except for signs and/or murals painted on the building.
3. **Mechanical Units:** Staff may process applications for location of service meters and HVAC systems and generators and any necessary screening.
4. **Telecommunications Equipment.** Staff may process applications for telecommunications equipment replacing existing equipment or new equipment not attached to a contributing building. All other installations should be reviewed by HDC.
5. **Windows and Doors:** Staff may process window and door replacements following guidelines and standards adopted by HDC standards on Windows and Doors.*
6. **Landscape Elements:** Staff may process applications for walks, permanent planters, screening of garbage cans, pools, firepits, trellises, arbors, gazebos and historic walls (see Newport Ordinance Chapter 17.74 – “Historic Stone Walls”).*
7. **Accessory Buildings:** Staff may process applications for the construction of minor accessory buildings that are minimally visible from the public right-of-way.*
8. **Demolitions:** Staff may process applications of detached garages, utility buildings, and additions or annexes that are of no historic or architectural value, and are considered non-contributing in their context.*
9. **Approval Extensions:** Staff may approve an extension request from the applicant if a written request is received before the one-year expiration date of the original approval. If approval has expired, applicant must request extension from HDC. If approval has already been extended for one-year, another extension request must go to HDC. If more than two years has passed from original approval date, application must go to HDC for full review.

10. **Minor Modifications to Plans:** Staff may approve minor modifications to plans previously approved by the commission.*

11. **Fees.** Staff may approve the waiver of application fees for demonstrated financial hardship.

* ALL APPLICATIONS FOR ALTERATIONS TO CONTRIBUTING STRUCTURES of PROPERTIES ARE TO BE CONSIDERED BY THE HISTORIC DISTRICT COMMISSION AND ARE NOT INCLUDED IN THE ABOVE LIST EXCEPT FOR NUMBERS 1, 2, 3 AND 12.

STAFF RESERVES THE RIGHT TO REFER ANY APPLICATION TO THE BOARD. APPLICANTS MAY APPEAL ANY STAFF DECISION TO THE ZONING BOARD OF APPEALS.


Definitions:

"In-kind replacement" means replacement of an architectural feature, damaged or deteriorated beyond repair, where the new feature will match the feature being replaced in dimensions, design, configuration, texture and visual appearance, and match materials as closely as possible. Replacement which differs from the existing in material, design, configuration, texture, dimensions and other visual qualities is an alteration and not an in-kind replacement.


"Major alteration" means an alteration which significantly 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.

"Minor alteration" means an alteration which does not significantly affect the historic, cultural, or architectural integrity, interpretability, or character of a building, structure, site or district. Generally it includes the kind of work which is normally done without the aid of a professional drafter or professional quality plans.

"Minor modification" means a revision to approved plans that is deemed to be minor in nature and not incongruous with all other approved elements of that plan.

APPROVED BY RESOLUTION:


Chair, Historic District Commission



Date