

*The Castine Historic Preservation*  
***Design Manual***

Prepared for  
**The Castine Historic Preservation Commission**  
**Town of Castine, Maine**

Sara K. Martin, Architectural Historian  
Bangor, Maine

**2007**



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This manual is a revision of *The Castine Historic Preservation Design Manual*, written in 1997 by Russell Wright, Architect.

All contemporary photographs were taken by the author. The historic photographs and postcards are from the Castine Historical Society. The line drawings were completed by Russell Wright and used in the 1997 version of *The Castine Historic Preservation Design Manual*. The map of Castine's National Register Historic District and the map of Castine's Historic Preservation District originally appeared in the 1997 *Design Manual*. The first is a USGS quadrangle map and the second is from a base map from the James W. Sewell Co. donated to Castine; both were adapted by Russell Wright for this project and further revised by this author.

Cover photo of Court Street, undated, courtesy Castine Historical Society.

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## EXECUTIVE SUMMARY

*The Castine Historic Preservation Design Manual* was created to help Castine residents understand the laws that govern the protection of historic resources in the town, particularly its historic architecture. The *Castine Historic Preservation Ordinance*, most recently approved in March of 2006 (there was another preservation ordinance prior to this revision), outlines the local regulations that affect properties in the Town's historic district. The ordinance requires that property owners in the historic district obtain a Historic Preservation Certificate (HPC) before they can make exterior changes to their houses that can be seen from the public right of way. A property owner acquires an HPC by presenting his or her proposed changes to the Castine Historic Preservation Commission, a seven-member municipal body comprised of volunteers. The Commission, following prescribed standards delineated in the Ordinance and based on federal standards, either approves or disapproves of the applicant's proposal. Part 1 of this manual, "Policies and Procedures," contains a discussion of Castine's Historic Preservation Ordinance; the difference between nationally-recognized and locally-designated historic properties; the role of the Castine Historic Preservation Commission; and a summary of how to obtain an HPC. Part 1 can be found on pages 5 through 20. Residents who are curious about the criteria that are used to identify historic properties or districts can consult the text box on page 9. Property owners considering a change to their historic properties may be particularly interested in the flow chart on pages 18 and 19, which illustrates the process for obtaining an HPC. Those interested in having a property or a district designated as historic under the Castine Historic Preservation Ordinance will be interested in Appendix 1: "Establishing Historic Properties in Castine," starting on page 83.

The Castine Historic Preservation Commission uses "Standards for Evaluating Proposed Work" as criteria for making decisions about proposed changes to properties in Castine's historic districts. The "Standards for Evaluating Proposed Work" are part of the Castine Historic Preservation Ordinance. They are based on the United States Secretary of the Interior's *Standards for Rehabilitation*, which are used as the basis for the standards used by all federally-certified preservation design review boards in the country. (Castine is certified by the Secretary of the Interior as a Certified Local Government because its preservation ordinance and preservation commission meets criteria set out by the National Park Service.) The *Standards for Rehabilitation* allow for alterations to buildings for new uses provided that character-defining features of the historic buildings are not removed, obscured, or otherwise diminished. Ways of identifying character-defining features on historic buildings can be found in Part 2: "Standards for Evaluating Proposed Work," on pages 27 to 37. Part 2 also examines each of the eleven standards in the Castine ordinance. It provides an explanation of each standard for rehabilitating historic buildings, plus photographs of examples of buildings that conform well to each standard and photographs of buildings where the standard was neglected. The standards and

the accompanying discussions and photographs can be found on pages 23 through 44. In addition, Part 2 contains discussions about Castine's preservation ordinance standards for the construction of new buildings and structures in historic districts, beginning on page 44, and the requirements that need to be met before a historic building can be demolished or removed, beginning on page 46. Guidelines about changes to streets and sidewalks are found on page 47.

The standards the Commission uses to evaluate proposed work for historic properties are thoughtfully-crafted criteria to help Commission members assess the merits of rehabilitation projects in the historic districts. The standards also help property owners plan exterior changes to their historic properties. Part 3 of this manual, "Guidelines for Maintaining the Historic Character of Castine," provides specific steps a property owner or manager should take when approaching a rehabilitation project that will help him or her meet the standards. The information in this chapter is based on the Secretary of the Interior's *Guidelines for Rehabilitation Historic Buildings*, which often accompanies the Secretary of the Interior's *Standards for Rehabilitation*. The Guidelines cover particular components of historic buildings, such as their roof or windows, as well as particular materials, such as wood or masonry.

Regardless of the aspect of the rehabilitation the Guidelines address, they all follow the same process of deciding how to approach a rehabilitation project. First, a project owner or manager should identify the character-defining aspects of the building; the standards discussed in Part 2 of this manual (particularly pages 27 to 37) will help with that step. Secondly, the project manager should seek to retain and preserve those character-defining features. Throughout this process and after the project is complete, the character-defining elements of the building should be properly protected and maintained. If a character-defining feature is in poor condition, it should be repaired to the degree possible. Repair can include limited replacement. While it is preferable to use the same kind of material as the original in the repair, it is acceptable to use a substitute if it is visually compatible with the original. If a feature is too deteriorated to repair, it can be replaced if the structure and detailing of the original piece remains. The replacement must match the original in size, scale and detailing, and it is preferable if it is made of the original material. If it is not economically or technically feasible to use the original material, then a substitute material can be used, as long as it is visually compatible with the original. Information about the decision-making process when approaching a rehabilitation project can be found on pages 50 to 51.

If a historic feature is missing entirely, a property owner may decide to replicate it, but this should only be done if there is adequate evidence of what the original looked like, either from some remains of the missing feature, historic photographs, or a detailed historic account. As with replacement features, the reconstructed element should be the same size, scale and detailing as the original and it is best if it is made of the original material. If it is not possible to

use the original material, then a visually-compatible substitute may be used. If there is inadequate historic evidence of the historic element, a new feature may be constructed, but it should be compatible with the size, scale, material and color of the historic building. However, it should be clearly differentiated from the historic building; using conjectural elements (such as copies of features from surrounding buildings) is prohibited. It is advisable to use a preservation architect or other design professional when replacing missing historic features. A more detailed discussion on the guidelines for replacing missing features can be found on pages 51 to 52. The guidelines covering individual features and materials starts on page 53.

Constructing new buildings in a historic district poses additional design challenges, because it is vital to retain the historic character of the district. Fortunately, if new buildings are designed carefully, they will not detract from the district's unique quality. The design manual contains information about factors to consider when designing new construction in historic districts, starting on page 75.

It is important to note that historic districts may contain non-contributing structures—that is, buildings or other structures that by themselves do not contribute to the character of the historic district. Nonetheless, they come under review of the Castine Historic Preservation Commission, because changes to their exterior may affect the nature of the district as a whole.

Given that many of the buildings outside of Castine's designated historic districts are historic or are surrounded by historic buildings, it would be in the best of interest of every property owner to abide by the standards and guidelines described in the design manual. Choosing to follow the standards and guidelines would help to maintain the historic quality of the town and ultimately preserve the property owner's investment, as well as retain or increase the value of every property in town. Moreover, properly rehabilitated historic properties contribute to the overall quality of life in Castine.

Further information can be found in the resources section in Appendix 2 (starting page 87), which lists preservation organizations, books and websites.

## INTRODUCTION

Castine is a beautiful seaside Maine village steeped in history. Incorporated as a town in 1796, it has witnessed many important events in American history, including its position as a fishing center for the Penobscots in the summer months; its occupation by the British during the Revolutionary War and the War of 1812; its importance in the ship-building and fishing industry and maritime commerce in the nineteenth century; its role as a summer destination beginning in the late nineteenth century; and its continuing haven for writers in the twentieth and twenty-first centuries. Castine has preserved its history through its museums, the Wilson Museum and the Castine Historical Society, but also through its built environment. Unlike many small towns whose visible history has fallen to neglect or progress, Castine's residents have preserved most of the town's historic fabric. There are a remarkable number of beautifully-restored Federal-style buildings in the village, as well as Greek Revival, Italianate, and Adirondack and Shingle-style homes. Earle Shettleworth, Jr., Maine's State Historian and the Director of the Maine Historic Preservation Commission, has called Castine one of Maine's three best-preserved communities. In addition to its buildings, the village contains other historic structures and sites: Dyce's Head Lighthouse, three forts (one, the Pentagoet, is a National Historic Landmark), the *Bowdoin*, an Arctic Exploration Schooner (also National Historic Landmark), and the Castine Town Cemetery and smaller burial grounds. Moreover, the town has stunning sea and landscape features: Witherle Woods, the Town Common, the British Canal, Wadsworth and Hatch's Cove, the fields and forest in the off-neck part of the town, and a remarkable collection of American Elm trees. Castine is surrounded by water on three sides, bounded by Penobscot Bay to the west and the Bagaduce River to the east, contributing to the town's unique sense of place. However, the town is not stuck in the past--its busy town wharf is home to a seafood restaurant, an ice cream stand, and *The State of Maine*, the training vessel for the Maine Maritime Academy, which has called Castine home since 1941. The town has a year-round population of 850, which increases to over 1,800 in the summer months. Castine's heritage contributes to its vibrant culture, which is enjoyed by young and old alike.

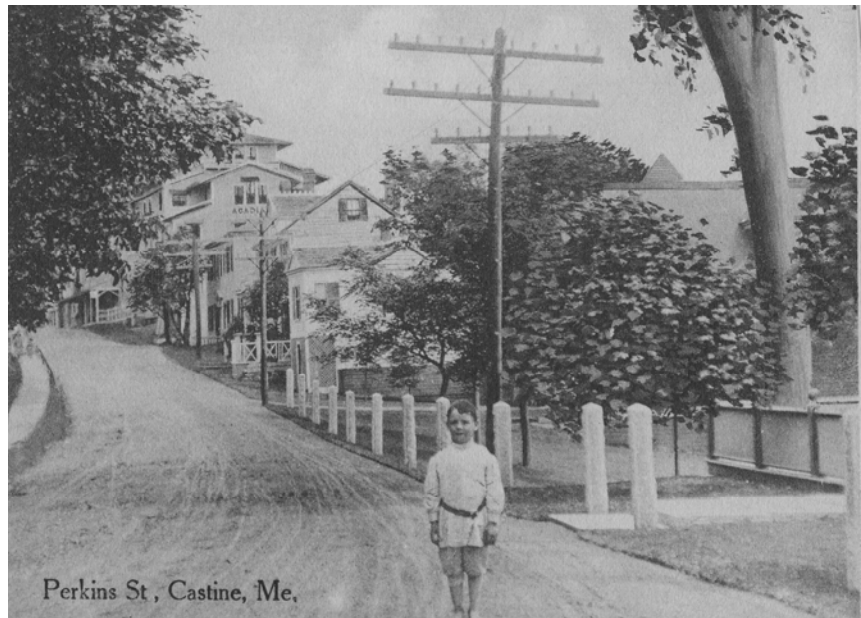
The sensitive preservation of the town's historic features has economic as well as aesthetic benefits. The fact that there are so many carefully-maintained buildings and so little incompatible new construction in Castine is one of the factors that leads to



*Dyce's Head Light, Castine,  
undated postcard, courtesy  
Castine Historical Society*

the community atmosphere of the town, and invites active participation in the village's public, recreational and volunteer affairs. Since a large proportion of residents have settled in Castine by choice, their strong connection to the village leads to a stable local tax base, contributing to a strong local economy. The economy of the region is also strengthened by the historic rehabilitation industry, by creating jobs in the area and a market for local construction materials.

*Perkins Street,  
Castine, undated  
postcard, courtesy  
Castine Historical  
Society*



In addition to helping to strengthen the local economy, historic preservation efforts benefit owners of historic properties, particularly if they live in a locally-designated historic preservation district. First, the design standards mandated by a local historic district ensure high-quality rehabilitation projects, which lead to generally higher property values of the district as whole. Since individual property values are determined in part by the condition of nearby properties, the well-tended buildings of the neighborhood result in higher property values for individual buildings in the district. So, while people may fear that living in a local historic district will lower their property values, in fact, the opposite is true. Property values increase due to both large and small-scale preservation projects. While local design standards impose restrictions on what owners are allowed to do with their properties, they ultimately create a more stable neighborhood, and protect the property owner's investment. Property owners can rest assured that other properties in the immediate vicinity will retain their value, protecting everyone in the district from large fluctuations in the housing market.



The local design standards in Castine are codified in the “Castine Historic Preservation Ordinance.” The Castine standards are called “Standards for Evaluating Proposed Work,” and are based on the United States Secretary of the Interior’s *Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*. The Castine Historic Preservation Commission is a volunteer municipal board appointed by the Castine Board of Selectmen to make decisions about proposals for rehabilitation projects in historic districts by interpreting the standards outlined in the ordinance.

This manual outlines the policies and procedures followed by the Castine Historic Preservation Commission, provides an in-depth, illustrated explanation of Castine’s “Standards for Evaluating Proposed Work,” and the Secretary of the Interior’s *Standards for Rehabilitation*. In addition, it contains a detailed, illustrated section of guidelines on how to meet the standards, based on the Secretary of the Interior’s *Guidelines for Rehabilitating Historic Buildings*. Finally, it includes two appendices: one contains resources to locate further information and the other outlines the procedures for establishing historic properties in Castine.



*View of Castine from Penobscot Bay, undated photograph, courtesy Castine Historical Society.*

**PART 1:**  
**CASTINE HISTORIC PRESERVATION COMMISSION**  
**POLICIES AND PROCEDURES**

**The Castine Historic Preservation Ordinance**

*The intent of this Ordinance is to provide a legal framework within which the residents of the Town of Castine can protect the historic, architectural and cultural heritage of significant areas, landmarks and sites in Castine, while accepting as appropriate new construction that is compatible. The intent of the ordinance is to safeguard, in the face of intensified growth pressures, the structures and areas that give beauty and pleasure to residents, attract visitors and new residents, give the town its distinctive character, and educate the community about its past (Town of Castine, Castine Historic Preservation Ordinance 2006, 1).*

The Castine Historic Preservation Ordinance is part of the Castine Municipal Code designed to protect the historic character of the town. The Town of Castine is a Certified Local Government (CLG); it has enacted a local historic preservation ordinance that created a local historic preservation commission and a review process for protecting the town's cultural resources. It is certified by the state and federal governments because it has met the program requirements of the Maine Historic Preservation Commission and the National Park Service. CLG status confirms that the Town ordinance adheres to state and national standards, particularly the U. S. Secretary of Interior's *Standards for the Treatment of Historic Properties and Guidelines for Rehabilitating Historic Buildings*. CLG status also qualifies the Town to apply for grant funds specifically for historic preservation projects, such as conducting architectural and archaeological surveys; preparing National Register of Historic Places nominations; carrying out education programs; and managing preservation, rehabilitation and restoration projects. Castine is one of nine CLGs in Maine.

The Town of Castine created the Ordinance to preserve individual historic properties and the structures in Castine's historic districts, and thereby act as responsible stewards of the

village's unique architectural heritage. The Ordinance covers (1) locally-designated individual properties and (2) buildings, structures, sites, and objects that are located in a locally-designated historic district. The Castine Historic Preservation Ordinance codifies the means to help sustain Castine's historic character in the following ways:

1. It protects the outward appearance and architectural features of individual historic properties, historic landmarks, historic sites, objects, and structures within historic districts;
2. It prevents the demolition or removal of individual historic properties, historic landmarks, historic sites, objects, and significant historic structures within historic districts;
3. It preserves the essential character of individual historic properties and historic districts by protecting relationships between groups of buildings and structures;
4. It accepts new buildings and structures in historic districts that are designed and built in a manner that is compatible with the character of the district (Town of Castine 2006, 1).

*Historic Preservation Certificate (HPC):* A document issued by the Historic Preservation Commission that assures compliance with the provisions of the Castine Historic Preservation Ordinance. A Historic Preservation Certificate must be issued for a property in a historic district before a property owner can go ahead with his/her project. In some communities, Historic Preservation Certificates are called Certificates of Appropriateness (COA).

These four measures—protecting the exterior appearance of individual historic structures and sites and those within a historic district; preventing the demolition of historic structures; protecting the relationships between historic buildings; and accepting compatible new buildings and structures within a historic district—form the basis for assessing applications for a Historic Preservation Certificate (HPC). The Ordinance expands on these basic tenets by providing nineteen standards for evaluating applications for an HPC (called “Standards for Evaluating Proposed Work”). These standards are based on the “Secretary of the Interior’s Standards for Rehabilitation.” These are federal standards that allow for sensitive alterations while preserving the architectural character of the structure. They are accompanied by guidelines for meeting the Standards. (Each standard is explored in detail in this manual in Part 2, “Standards for Evaluating Proposed Work.”)

In addition to outlining the standards that the CHPC uses to evaluate project proposals, the Ordinance establishes the Commission as a municipal body, and stipulates the Commissioners’ terms of service as well as their duties and

powers. It also establishes criteria and procedures for designating historic districts, historic sites, individual historic properties and historic landmarks. Further, it describes the existing historic districts, outlines activities requiring an HPC, details the application procedure to obtain an HPC, explains the appeals process, and spells out the administration and enforcement of the CHPC's decisions. The Ordinance also includes a list of definitions, which this manual follows.

### **Historic Properties**

Historic properties can be recognized at the local, state, and national level. The level of legal protection they receive depends on whether they are designated as historic at the local or the national level. A building, structure or site recognized at the national level is placed on the National Register of Historic Places. Listing in the National Register is a great honor, but it does not necessarily confer any legal protections if its owner wants to alter it. However, if a local community designates a property as historic, the property owner has to abide by the legal restrictions (such as a preservation ordinance) enacted by that community.

Buildings and sites can be recognized as individual historic places or as part of a group of buildings and landscapes, such as in a historic district. Historic districts, like individual buildings and structures, can be designated locally, nationally, or both.



*The John Perkins House, Castine,  
postcard, date unknown, courtesy  
Castine Historical Society*

### *National Register of Historic Places*

The National Register of Historic Places is the list of places that are considered significant by the United States government. The National Historic Preservation Act of 1966 established the National Register as an inventory of the nation's cultural resources. The National Park Service, which is part of the U. S. Department of the Interior, administers the National Register.

The National Register confers national recognition to properties that are significant in American history, architecture, archeology, engineering, and culture. The properties can be important to a community, to a state, or to the nation. Properties on the National Register must meet high standards for integrity and historic significance. Besides receiving federal recognition, inclusion in the National Register may make income-producing properties eligible for Federal and State of Maine tax benefits; enables federal, state and local agencies to take historic preservation into consideration when planning projects; requires review of federally-funded, licensed, or sponsored projects that



*Adams-Cate House, Castine, photograph, c. 1940, courtesy Castine Historical Society*

*Contributing structure:* In an historic district, a building that contributes to the character of that district.

*Non-contributing structure:* In an historic district, a building that does not contribute to the historic or architectural character of the district.

may affect historic properties; and may make the property eligible for grants for historic preservation projects.

Listing in the National Register of Historic Places is a great distinction that can include tangible benefits. However, it does not prevent the alteration or even the demolition of a property. It does not automatically lead to historic district zoning. In Maine, only local ordinances offer legal protection to historically-significant properties.

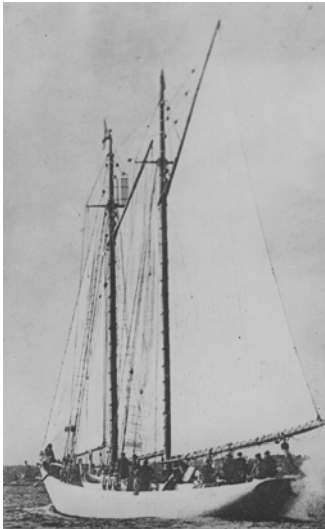
The National Register includes individually-listed buildings and historic districts.

A *building*, as defined by the National Register, was “created principally to shelter any form of human activity. ‘Building’ may also be used to refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn (National Register of Historic Places 2002).” Examples of buildings are schools, town halls, garages, and forts. The John Perkins House and the Cate House are buildings in Castine on the National Register.

A *district* “possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development (National Register of Historic Places 2002).” Examples of districts are residential areas, rural villages, business districts, and college campuses. Historic districts can contain buildings and structures that contribute to the historic character of the district and those that do not contribute to the character of the historic district. Castine has two National Register historic districts: the Castine Historic District and the Off-the-Neck Historic District.

The National Register also includes three other types of properties: structures, objects, and sites.

The National Park Service uses the term *structure* “to distinguish from buildings those functional constructions made usually for purposes other than creating human shelter (National Register of Historic Places 2002).” Examples of structures include boats and ships, fences, lighthouses, and earthworks. The *Bowdoin*, an Arctic exploration schooner, is an example of a structure in Castine that is on the National Register.



*The Bowdoin, property of the Maine Maritime Academy, undated postcard, courtesy Castine Historical Society*

An *object* is defined as “those constructions that are primarily artistic in nature or are relatively small in scale and simply constructed. Although it may be, by nature or design, movable, an object is associated with a specific setting or environment (National Register of Historic Places).” Examples of objects are sculpture, fountains, monuments, and boundary markers.

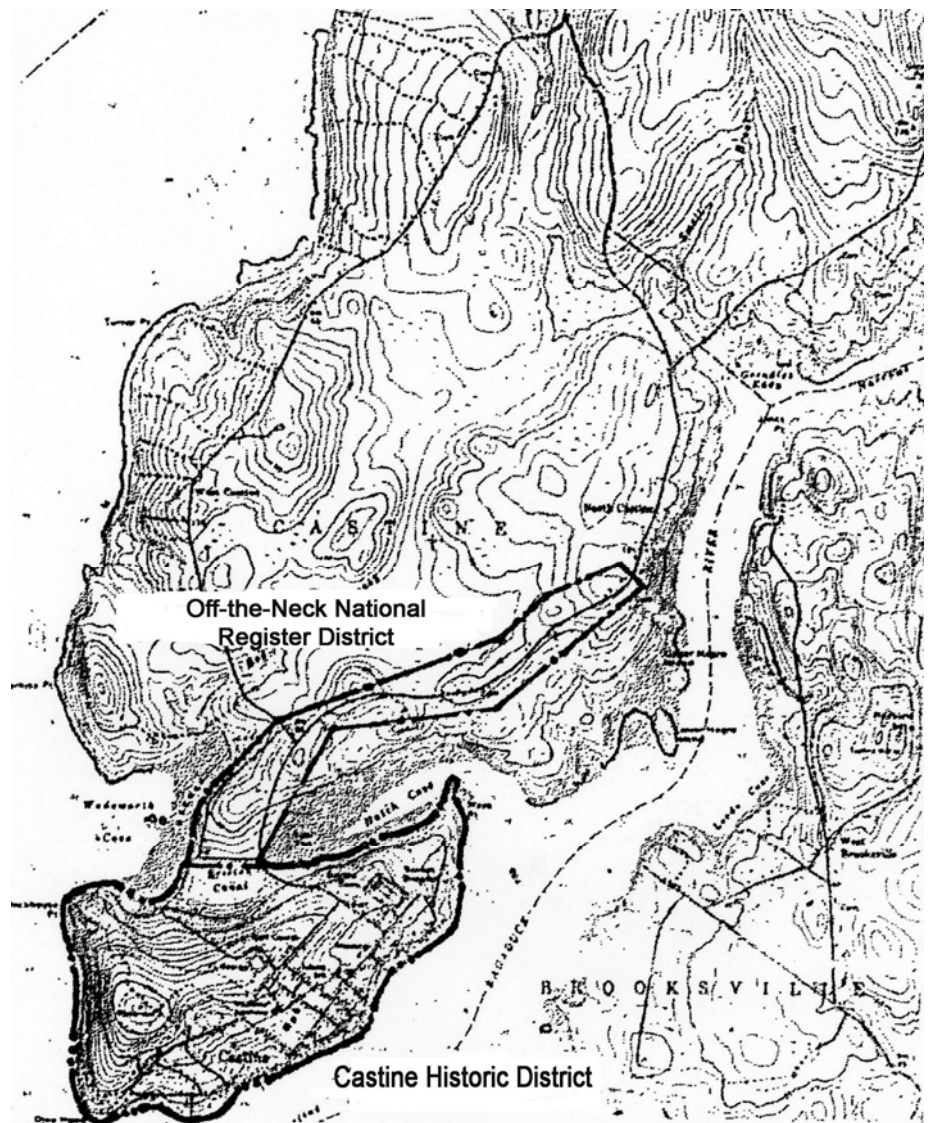
A *site* “is the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archeological value regardless of the value of any existing structure (National Register of Historic Places).” Examples of sites are battlefields, shipwrecks, ruins of a building or shelter, and designed landscapes.

Archeological properties can also be listed in the National Register of Historic Places, and can be categorized as buildings, districts, structures, objects, or sites, but they are most commonly listed as districts and sites. Castine has one archeological district listed in the National Register, the Pentagoet Archeological District.

The National Park Service uses four criteria for evaluating which properties should be listed in the National Register, which are listed in the box below.

The quality of significance in American history, architecture, archeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:

- A. That are associated with **events** that have made a significant contribution to the broad patterns of our history; or
- B. That are associated with the lives of significant **persons** in our past; or
- C. That embody the distinctive characteristics of a **type, period, or method of construction**, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- D. That have yielded or may be likely to yield, **information** important in history or prehistory (National Register of Historic Places 2002).



*Map 1. Castine's National Register Historic Districts: Off-The-Neck National Register District & Castine Historic District*

*National Historic Landmarks* are properties that are exceptionally significant to the nation's history, architecture, engineering or culture. All National Historic Landmarks are listed on the National Register of Historic Places. Castine is the home of two of Maine's forty-one National Historic Landmarks: the *Bowdoin* and the Pentagoet Archeological District.

**National Register of Historic Places:  
Listings in Castine**

| <i>Property</i>                              | <i>Date Listed</i> | <i>Comments</i>            |
|--|--------------------|----------------------------|
| <i>Bowdoin</i> (Arctic Exploration Schooner) | 2/12/1980          | National Historic Landmark |
| Castine Historic District                    | 2/23/1973          |                            |
| Cate House                                   | 1/26/1970          |                            |
| Fort George                                  | 12/30/1969         |                            |
| Off-the-Neck Historic District               | 9/25/1986          |                            |
| Pentagoet Archeological District             | 4/12/1993          | National Historic Landmark |
| John Perkins House                           | 12/30/1969         |                            |

*Locally-designated properties in Castine*

As in the National Register of Historic Places, the Castine Historic Preservation Ordinance designates both individually-listed properties and historic districts. Historic districts contain multiple related properties.

The Castine Historic Preservation Ordinance defines an individual historic property as "a property that is worthy of preservation because it possesses historic integrity and local, regional, state, or national significance. Important structures may include structures, sites, and objects significant in American history, archeology, architecture, engineering, or culture which have been designated as such in accordance with this ordinance (Town of Castine 2006)." (The Castine Ordinance defines *structure* somewhat differently than the National Park Service: the Castine ordinance defines structure as anything built for human activity or for any other use, as long as it is associated with a construction that has a fixed location on the ground. It can include either permanent or temporary constructions.) Amending the Castine Historic Preservation



*A historic district can include buildings that do not add to the historic character of the district, either because they have been built too recently (generally within the past seventy-five years); they do not meet the standards set forth in the Ordinance; or they have lost integrity. Changes to these **non-contributing** properties still need to be evaluated by the Castine Historic Preservation Commission because any alterations to them could affect the overall quality of the historic district.*

Ordinance to include an individual historic property may only be done if it is put forward by the property's owner.

The Castine Historic Preservation Ordinance defines historic districts as "a geographically definable area possessing a significant concentration or linkage of sites, buildings, structures or objects united by past events or aesthetically by plan or physical development. . . . Such historic districts may also comprise individual elements separated geographically, but linked by historical association (Town of Castine 2006)."

In addition, the Castine Historic Preservation Ordinance designates historic landmarks and historic sites. A *historic landmark* is "any improvement, building or structure of particular historic or architectural significance to the Town relating to its heritage, cultural, social, economic or political history, or which is associated with historic personages or important events in local, state or national history." A *historic site* is "a parcel of land of special significance in the history or prehistory of the Town and its inhabitants, or upon which a historic event has occurred, or a historic site by virtue of usage. . . . The term 'historic site' shall also include any improved parcel or part of it on which is situated an historic landmark, and any abutting parcel or part of it used as and constituting part of the premises on which the historic landmark is situated (Town of Castine 2006)."

The Castine Historic Preservation Ordinance uses the following criteria to designate individual historic properties and districts, which are based in part on the National Register criteria:

1. The property or district is associated with events that "represent . . . the broad cultural, political, economic, military, social or sociological **history** of Castine and the nation . . ." (Town of Castine 2006).
2. The property or district has a strong connection with notable **historic persons**.
3. The property or district has a strong association with a **great idea or ideal**.
4. The property or district is a good representation of **architectural quality**: it represents a period, style, or method of building construction, town design, or landscaping; it is a notable structure or site representing the work of a master builder, designer, architect or landscape architect; or it contains remnants of examples of architectural types valuable for study.
5. The property contributes to the **visual continuity of a historic district**.

6. The property is listed in or eligible for listing in the **National Register of Historic Places** or is designated or eligible to be designated as a **National Historic Landmark**.

### **The Castine Historic Preservation Commission**

The Castine Historic Preservation Commission is a municipal body established by the Castine Historic Preservation Ordinance. It is comprised of seven regular Commissioners and two associate Commissioners. Members are appointed by the Board of Selectmen. They must be residents of the Town of Castine and must have the interest, knowledge, experience, capability and desire to promote historic preservation in Castine. Regular Commissioners serve for staggered terms of three years, and associate Commissioners serve for one-year terms. Commissioners may serve up to two consecutive full terms. The Commission elects a chairperson, vice-chairperson, and secretary annually (normally at its June meeting) by a vote of its members. The Board of Selectmen may appoint a replacement to serve the unexpired term of a Commissioner in the event of a vacancy. Commissioners serve without compensation.

### *Duties and Powers of the Castine Historic Preservation Commission*

The Castine Historic Preservation Commission was established to ensure the good stewardship of Castine's historic properties. Its primary duties are to review applications for Historic Preservation Certificates; educate the community about historic preservation issues; conduct regular surveys of the town's historic properties; and recommend the establishment or revision of historic sites, landmarks and districts. The following is a detailed list of CHPC's duties and powers as specified in the Castine Historic Preservation Ordinance.

1. Educate residents, property owners, and Town officials about the physical and financial aspects of the preservation and rehabilitation of historic and archeological sites, structures, buildings and landmarks.
2. Educate residents, property owners, and Town officials about the requirements of the Castine Historic Preservation Ordinance.
3. Educate the community about historic preservation issues.
4. Process applications for Historic Preservation Certificates and Historic Preservation Certificates for Demolition.
5. Advise the Town government regarding Castine's historical and cultural resources.

6. Recommend the establishment and/or revision of historic and archaeological sites, historic landmarks, and historic districts to the Board of Selectmen.
7. Review all proposed National Register of Historic Places nominations within the Town of Castine.
8. Conduct continuing surveys of local historic and cultural resources in accordance with the guidelines of the Maine Historic Preservation Commission.
9. Recommend a fee schedule for an application to obtain a historic Preservation Certificate.
10. Solicit grants, fees, appropriations, monetary gifts, and recruit volunteers to carry out its duties; hire clerical and technical assistance as necessary.
11. Request reports and recommendations about applications from Town departments, other organizations and sources when necessary.
12. Appoint special committees to help the Commission carry out its duties as necessary.
13. Adopt bylaws and/or additional procedures consistent with the intent of the Ordinance and other applicable local, state and federal legislation.
14. Waive any procedural rules adopted by the Commission with good cause and the approval of a majority of voting Commissioners.

Commission members are encouraged to develop their knowledge of historic preservation. To this end, they are expected to attend a yearly training about preservation issues offered by the Maine Historic Preservation Commission.

The Board of Selectmen may dismiss, prior to the expiration of his or her term, any commissioner for just cause, after notice and hearing.

#### *Castine Historic Preservation Commission Meetings*

All meetings of the Castine Historic Preservation Commission will be open to the public. Public notice of upcoming meetings, including the agenda, will be posted at the municipal office seven days before the meeting, except for work sessions, which will be posted two days beforehand. Meetings will be conducted in accordance with the most recent version of *Robert's Rules of Order*. A quorum of three Commissioners must be present to conduct the business of the meeting. When a regular Commissioner is absent from a meeting, the chairperson appoints an associate Commissioner to stand in for the absent Commissioner and to vote on applications. Otherwise, associate

Commissioners participate in meetings, but they do not vote. If a Commissioner has a direct or indirect personal or financial interest in the subject of review, he or she may refrain from deliberations and voting on the item. The remaining Commission members will decide by vote when a conflict arises. A majority of three affirmative votes is required to decide every question.

The secretary keeps the minutes of the proceedings of the Commission and records how each Commissioner votes on each question that comes before the Commission. These are public records kept by the Town and may be viewed during normal business hours at the town office.

### **Obtaining a Historic Preservation Certificate**

The Historic Preservation Commission issues a Historic Preservation Certificate (HPC), which assures compliance with the Castine Historic Preservation Ordinance. The property owner of a historic landmark, historic site, individual historic property, or property within a historic district needs to obtain an HPC for any change in the exterior appearance of their property that is visible from the street or visible from public land, with the exception of exterior painting. A property owner also needs to obtain an HPC for new construction of a building (whether it is a principal or accessory building) in a historic district if it is visible from the street or from public land. Moreover, a property owner needs to obtain an HPC for demolishing or moving a historic landmark, an individual historic property, or any structure in a historic district. Any project—such as lighting, utility distribution, paving and curbing—that either affects a historic site or landmark or is located within a historic district but is beyond the right-of-way of any town road or street, also requires an HPC.

*Visible from the street: Any historic site, building or structure, including objects such as fences, sidewalks, or lighting features that can be seen from any town street or way abutting the subject property.*

If a project requires an HPC and also requires a Building and Use permit, the property owner must obtain the HPC before the Town Code Enforcement Officer issues the permit. If a project requiring an HPC also requires a Site Plan Review and Approval, the Castine Planning Board will condition its approval upon the applicant obtaining an HPC before the Code Enforcement Officer issues any permit.

The ordinary maintenance and repair to exterior features of a historic site, landmark, individual historic property or structure in a historic district does not require an HPC as long as that repair does not entail a change in design, material, or appearance. Impermanent or reversible modifications, such as storm

windows and doors, window air conditioners, shutters, paint color or signs, do not require an HPC.

Public works projects located within the right-of-way of any town road, street, or way does not require an HPC. However, the Castine Historic Preservation Ordinance includes sidewalk and street guidelines, which are listed in Appendix 2. If the Code Enforcement Officer certifies that the construction, reconstruction, alteration, restoration, or demolition of a feature is required to ensure public safety because of unsafe conditions, then that activity does not require an HPC.

#### *Applying for a Historic Preservation Certificate*

To apply for an HPC, a property owner submits an application to the Code Enforcement Officer, who then forwards the application to the Historic Preservation Commission and places the application on the next regular meeting of the Commission. A notice about the meeting to review the application and an agenda for the meeting is sent by mail to the applicant, abutting property owners, and owners of property within one hundred feet of the property. If the applicant, any other person receiving notice of the meeting, or if the Commission feels it is necessary, the CHPC will conduct a public hearing on the application. If not, the Commission considers the application at its next regular meeting. The property owner(s) should be at the meeting, or send an agent to represent him/her. At the meeting, the Commission determines whether the changes proposed in the application are major or minor. If the Commission concludes that the alteration is minor, the application will ordinarily be approved without conditions. If the Commission decides that the alteration is a major design change, it may obtain the judgment of a professional consultant in reviewing the application. Within fifteen days of the meeting, the Commission must approve the application, approve the application with conditions, or deny the application. The Commission and the applicant may decide to extend the review period for a designated length of time. This agreement must be on record at the public meeting.

#### The Decision

If the Commission finds that the application meets the Standards of Evaluation, it will grant an HPC. Within seven days of its decision, the Commission will furnish the applicant a copy of the application; a written decision, including written findings of fact supporting the decision; and any written recommendations.

#### *Standards of Evaluation:*

The guidelines the Castine Historic Preservation uses to assess applications for a Historic Preservation Certificate, as outlined in the Castine Historic Preservation Ordinance. They are based on the U. S. "Secretary of the Interior's Standards for Rehabilitation." They are discussed in detail in the next section of this manual.

If the Commission does not find that the application meets the standards of evaluation, it will either decide to grant an HPC with conditions, or to deny an HPC. Within seven days of its decision, the Commission will furnish the applicant with a copy of the application; a written decision, including any conditions of approval; and written findings of fact supporting the decision. Whether the application is approved or denied, copies of these documents will be forwarded to the Code Enforcement Officer to file in the Town Map and Lot files.

*An application for a Historic Preservation Certificate (HPC) should include:*

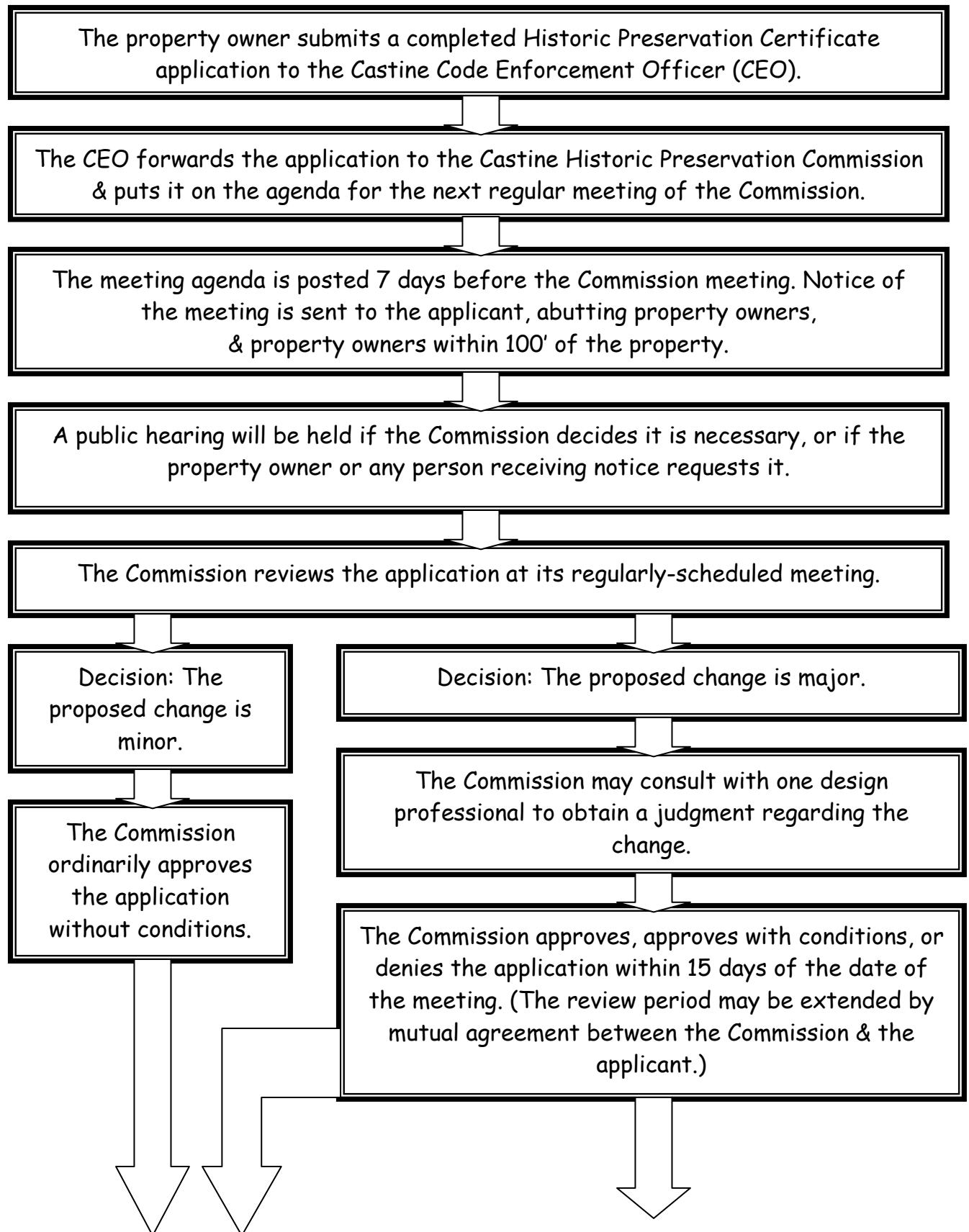
1. The property owner's name and mailing address.
2. The applicant's name, mailing address, and interest in the property, if not the property owner.
3. The 911 address and Tax Map and Lot number of the property (these can be obtained at the Town Hall).
4. The present use and zoning classification of the property (available at the Town Hall).
5. A description of the activity requiring an HPC.
6. A drawing (or drawings) showing the design and location of any proposed alterations or new construction to the exterior of the structure. The drawings should include plans and exterior elevations drawn to scale. The drawings should include enough detail to depict the architectural design, materials, and visual textures of the exterior. Drawings do not need to be professionally prepared, but should be clear, complete and specific.
7. Samples of materials used in the project.
8. Photographs of the structures involved and adjacent structures.
9. A site plan indicating improvements, such as fences, walls, walkways, terraces, accessory buildings, and lights.

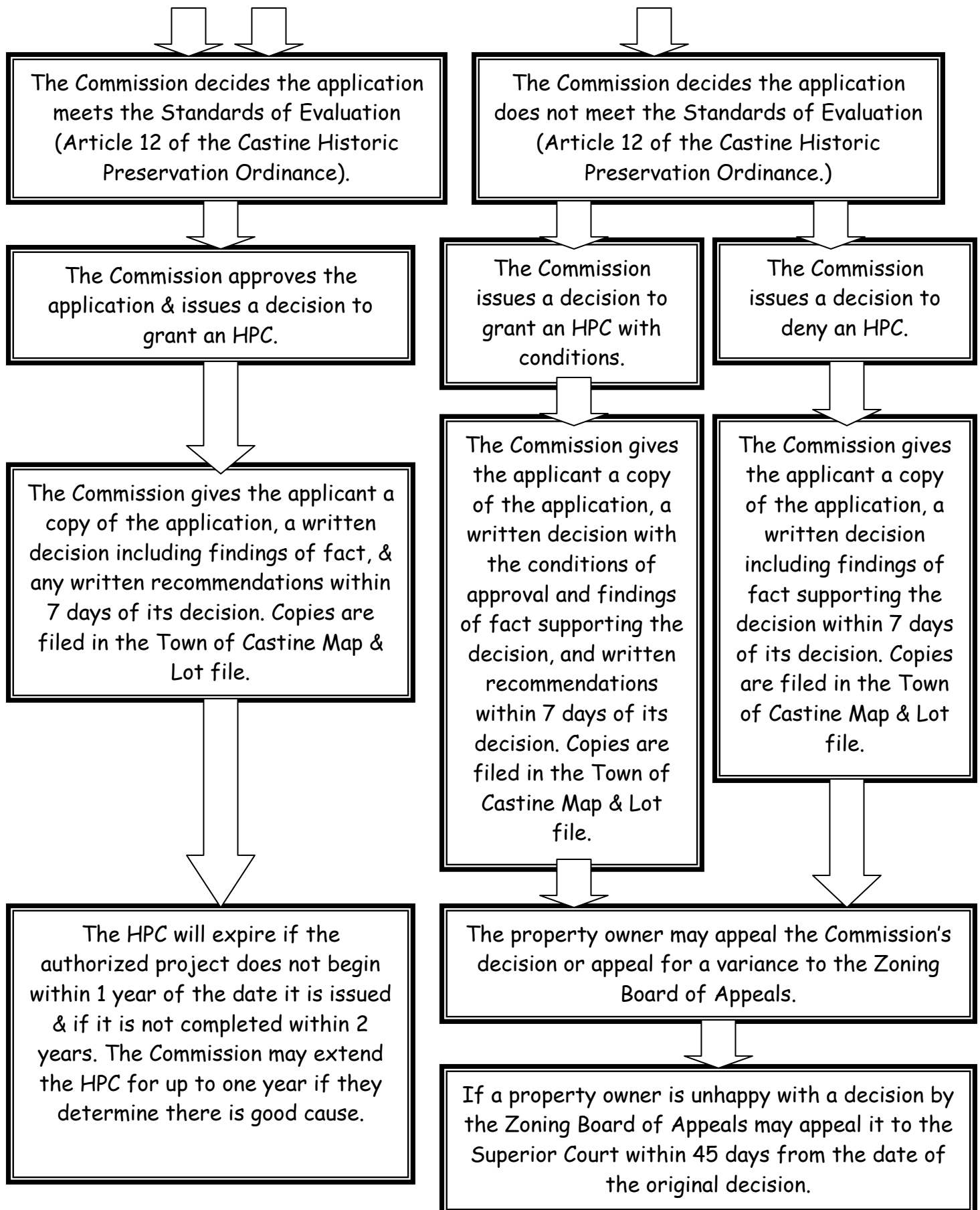
The Commission provides an application form, available at the Town hall.

### The Appeals Process

If the applicant or property owner does not agree with the Commission's decision, he or she can appeal the decision to the Zoning Board of Appeals. They can also take an appeal for a variance to the Zoning Board of Appeals. If an applicant is not satisfied after going before the Zoning Board of Appeals, he or she can appeal that decision to Superior Court with forty-five days from the date of the original decision.

*Figure 1. Flow chart of the process for obtaining a Historic Preservation Certificate:*







### *Administration & Enforcement of the Castine Historic Preservation Ordinance*

The Castine Historic Preservation Ordinance is administered by the Historic Preservation Commission and enforced by the Town of Castine's Code Enforcement Officer (CEO). The CEO will keep complete records of all transactions involving the Ordinance—applications submitted, HPCs granted or denied, variances granted or denied, revocations actions, violations investigated, violations found, and fees collected.

The HPC will expire if the authorized activity does not begin within one year of the date the decision is issued and if the activity is not completed within two years of that date. However, if there is good cause the Commission reserves the right to extend the HPC for up to one year.

The CEO investigates complaints of alleged violations of the Ordinance, and ensures compliance with HPCs by conducting on-site inspections. If the CEO finds a violation of the Ordinance, he or she will notify the violator in writing, explaining the violation and the action needing to correct it. Copies of the notice will be given to the property owner, the Board of Selectmen, the Historic Preservation Commission, and filed in the Town Map and Lot file. A notice does not necessarily need to precede legal actions for violations.

The Board of Selectmen institutes all actions and proceedings against violators of the Ordinance, either legal or equitable, including seeking injunctions against violators and imposing fines. The Ordinance authorizes the Board of Selectmen, or their authorized agent, to enter into consent agreements for the purpose of eliminating violations to the Ordinance and assessing fees without a Court action. Consent agreements should not allow an illegal structure or use to continue unless there is compelling evidence that the violator received erroneous advice from a municipal official and the violator had acted in good faith.

Anyone, including a landowner, a landowner's agent, or a contractor, who orders or works on a project in violation of the Ordinance will be assessed a fine on a per-day basis (Title 30-A M.R.S.A., §4452).

## PART 2: STANDARDS FOR EVALUATING PROPOSED WORK

*“Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing changing uses while retaining the property’s historic character.”*

National Park  
Service

The Castine Historic Preservation Commission reviews applications for alterations to historic properties based on the “Standards for Evaluation” in the *Castine Historic Preservation Ordinance* (Article 12), as well as *The Secretary of Interior’s Standards for Rehabilitation* and *Standards for the Treatment of Historic Properties*. Castine’s “Standards for Evaluation” are based on the Secretary of the Interior’s *Standards for Rehabilitation*. They are national standards, distributed through the National Park Service, that are structured to accommodate necessary alterations to older buildings, allowing them to be used for contemporary lifestyles while still preserving their architectural character. The *Standards for Rehabilitation* are used as the basis for preservation planning and review of historic properties by local historic preservation commissions across the country. The National Park Service uses the *Standards for Rehabilitation* to evaluate rehabilitation projects for federal tax credits. As a Certified Local Government (CLG), Castine is required to use the Secretary of the Interior’s *Standards for Rehabilitation* as a basis for the criteria it uses for making decisions about historic properties.

Castine’s “Standards for Evaluation” and the Secretary of the Interior’s *Standards for Rehabilitation* provide models, or goals, for the rehabilitation of historic properties. The next section, “Guidelines for Maintaining Castine’s Historic Character,” provides concrete suggestions for how to reach those goals. It is important to keep in mind that the Castine Historic Preservation Commission reviews every application for a Historic Preservation Certificate on an individual basis. Every property and every project is unique and needs to be evaluated on its own merits and for how it affects the rest of the historic district. The “Standards for Evaluation” apply to individual historic properties, historic landmarks, historic sites, and structures within historic districts. Non-contributing structures (those structures that because of age or loss of integrity do not add to the architectural character of a historic district) do not need to comply with these standards unless alterations to them affect the viewscape of the historic district.

*The Secretary of the Interior's Standards for Rehabilitation*

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

*Viewscape:* The public setting in which a structure, site, or landmark is located. It is the immediate visible neighborhood of the street or public land associated with such a structure, including such things as fences, sidewalks and lights. Every kind of structure is considered in context of its viewscape. A district may include many viewsapes (Town of Castine 2006, 4).

### **Castine's Standards for Evaluation**

The Standards for Evaluation in the Castine Historic Preservation Ordinance cover alterations to structures, new construction, and demolition in the historic district. Each standard from the Ordinance is listed below in italics, followed by an explanation and examples.

#### ***Reconstruction, Renovation, and Alterations:***

- *A building or structure designated as a historic landmark or site, or a building or structure located in a designated historic district, or related structures, buildings or sites, such as walls, fences, light fixtures, steps, paving located in a designated historic district shall not be altered, and no Historic Preservation Certificate shall be issued for such actions unless these actions will preserve or enhance the historical and architectural character of the building or structure, and are visually compatible with the viewscape [§12.2.1].*

Buildings located in Castine's historic district should be preserved to the fullest extent possible. Any proposed alteration should not change the historic character of either the building or the district. That is, any changes to a historic building should not detract from its design; instead, changes should be in keeping with the building's architectural character.

*An example of a building that has retained its architectural character.*



*The window moldings around the dormers indicate that this was once a handsome building. It has unfortunately lost much of its historic character due to insensitive treatment.*



Since buildings form only one element of a historic district, other structures should be preserved as well. Alterations to elements such as walls, fences, light fixtures, steps, and paving need to be carefully considered, as these features help to establish the character of the neighborhood and changing them may diminish the quality of the district.

*The light fixtures, granite steps, and boot scrappers on this historic house enhance the character of the house and the neighborhood.*





Similarly, any alterations to buildings, structures or sites within the district should preserve or enhance the visual nature of the district as a whole. The buildings in the district, as well as other elements such as fences and sidewalks, work together to form the district's character, or sense of place. One small change may not seem to have a large effect on the district as a whole, but many small changes may serve to destroy that which makes the district unique. Any proposed alteration must therefore be evaluated for its effect on the integrity of the district's viewscape, or how the area is seen from the street.

*The similar size and scale of these houses, in addition to the well-kept sidewalk and street, contribute to the character of this historic district.*



- *Every reasonable effort shall be made to use a property for its originally intended purpose or to provide compatible use for a property that requires minimal alteration to the building, structure, site and its environment [§12.2.2].*

All buildings were designed for a specific purpose, and that purpose should be respected. If possible, a building should be used for its original purpose. This Standard reflects the understanding that historic properties and districts should be vibrant places, which sometimes requires that their function needs to evolve. In that case, the property should be altered as little as possible. Any alterations made to a building, structure or site should preserve those features that give it its character, such as the symmetry of a Federal-style house, the broad porch of a Queen Anne residence, or a historically-important

greenspace such as Castine's Town Common. The Commission will also evaluate proposals for changes in use for other changes the proposal may require, such as off-site parking, fire escapes and accessibility accommodations like wheelchair ramps.



*This building has been in constant use as a church since it was constructed in the 1820s.*

*This former house is now used as administrative offices for the Maine Maritime Academy in Castine. While its function has changed, it still looks like a domestic building.*



*This residence has been converted to commercial use. The insertion of the large picture window and the awning on the first story compromise the building's integrity and detract from its historic neighborhood. The house could have been sensitively adapted for use as a barbershop without altering its character.*



- *Rehabilitation work shall not destroy or displace the distinguishing features or character of a building, structure and setting. Distinctive stylistic features such as chimneys, molding, brackets, windows, doorways, porches, sidewalks, fences, and lighting that characterize historic structures shall be preserved wherever possible [§ 12.2.3].*

The historic character of buildings results from their distinctive spaces, features, and materials. The basic size and shape of the building, its roof, openings in the exterior walls (such as windows and doors), projections or recesses, trim, materials, craft details, and its setting can contribute to the building's character. An architectural style is the result of a combination of these distinguishing elements. When such features are destroyed through removal, neglect, or insensitive treatment, the historic character of the building may be lost, and the building will lose its integrity.

It is important to identify what the character-defining features of the building are before beginning rehabilitation work, so those features can be preserved, and the historic character of the district retained.



- The **size and shape** of a building are distinctive features, including its symmetry or asymmetry, and how different shapes of a building fit together, such as wings or ells.

*The size and shape of these houses contribute to their historic character. The symmetry and simple shape of this Federal house is an integral part of its architectural identity. . .*



*. . .while the variety of shapes and asymmetrical composition of the Italianate house form an important aspect of its character.*



*The addition to the corner of this house detracts from its tower, oriel window, porch and other defining shapes of its Queen Anne style.*

- The building's **roof**, including its shape, materials, and features, such as chimneys, dormers, or weather vanes, can also contribute to the historic character of the building.

*The dormers in the roof are distinguishing features of this house in a historic district.*





*The slate mansard roof is one of its most distinguishing features of this house. However, the roof is in disrepair and could eventually lead to the demolition of the building.*

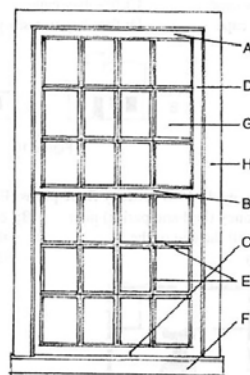
*Fenestration:*

The pattern of doors and windows and other openings in a building's elevation.

- The openings in the exterior of the building, including the distinguishing features of windows and doors and the fenestration of the façade are often character-defining features of a building. Distinguishing features of windows may include their type (casement, single-hung, double-hung, sliding, picture, etc.), their elements (frame, sash, muntins, glazing, sills), and their material. Distinguishing features of doors include their type (divided door, Dutch door, paneled door, French door, etc.), their elements (panel, muntin, stile, etc.), the door surround (decorative elements around a doorway), and lights (windows), either in the door or surrounding it. The hardware on windows and doors can also be character-defining.



*The windows & doors of this Federal house have retained their architectural integrity. The windows have their original 12 over 12 pane configuration & the door has retained its fanlight & pediment over the door.*



**Window details**

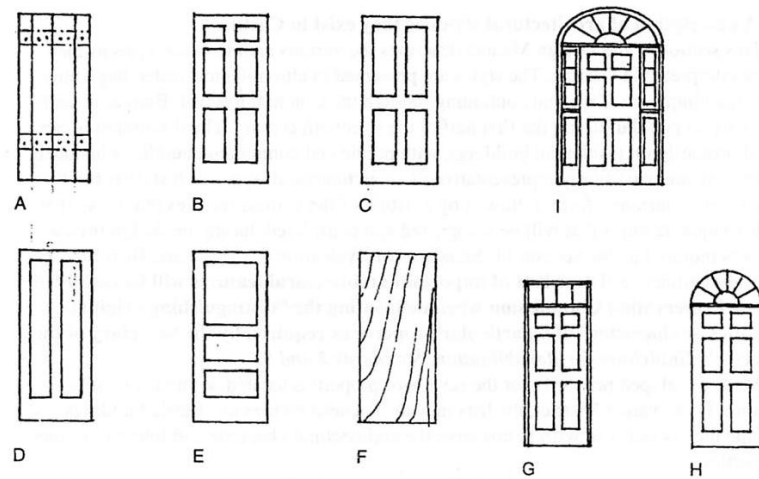
- A:** top rail
- B:** meeting rail
- C:** bottom rail
- D:** stile
- E:** muntin
- F:** sill
- G:** lights (glazing)
- H:** window casing, or frame

*Figure 2. Elements of windows*



*The boarded-up semi-circular openings above the windows were formerly filled with stained-glass. Their absence, along with the vinyl replacement windows, severely diminishes the beauty of this once-grand home.*

*Figure 3. Door styles from different eras found in Castine.*



#### **Doors and transoms**

**A:** board and batten door, in Castine late 18<sup>th</sup> – early 19<sup>th</sup> centuries

**B:** six-panel door, late 18<sup>th</sup> – mid 19<sup>th</sup> century

**C:** four-panel door, early 19<sup>th</sup> century – to c.1860

**D:** two-panel door, c.1850 – c.1900

**E:** paneled door with upper panel glazed c.1850 – c.1930s

**F:** mid 20<sup>th</sup> century solid door

**G:** flat transom, late 18<sup>th</sup> through late 19<sup>th</sup> centuries

**H:** semicircular light transom, late 18<sup>th</sup> through early 19<sup>th</sup> centuries

**I:** fanlight transom, Federal period

*The door and windows of this Federal house is obscured by the frame addition and the exterior stairway.*



- The projections and recesses of a building are very often distinctive elements of a building. Projections include porches, cornices, balconies, bay windows, towers, or turrets. Recesses include arcades, open galleries, inset porches, and recessed balconies.



*The well-kept projections on this house—the porch & balcony—contribute to its historic character.*

*The recessed doorway of this 19<sup>th</sup>-century mill office building enhances the historical integrity of the structure.*



- The trim around windows and doors, on cornices, gables, porches and exterior walls, and railings, shutters, fences and other decorative elements can help to define the historic character of a building. They should be preserved.



*The trim around the windows and doors on Castine's Trinitarian Church contribute to its beauty.*



- The materials of a building often contribute to its character, both from a distance and up close. Some examples of character-defining material are foundations of field stone or decorative concrete block; exterior wall cladding such as brick, stucco, scalloped wall shingling, cedar shingles, wood clapboards, board and batten siding, or stone work; and roof materials such as slate, clay tiles, or shingles. The craft details found on a building, either handmade or machine-made, can be character-defining. Examples of craft details are recessed mortar joints in a brick wall or circular saw marks on wooden shingles.

*The brick and granite exterior walls & tile roof are an integral part of the architectural character of the Witherle Memorial Library.*



*The vinyl siding that has been applied to the front façade has destroyed the character of this brick house.*



- The building's setting can also inform its historic or visual character. A grand mansion once surrounded by large, well-kept grounds would be diminished if other buildings were constructed too closely. A farmhouse would lose much of its essential character if it were no longer framed by farmland and outbuildings. A street of houses of a similar size would lose its character if a building of a different scale and setback were constructed there.

The setting includes the amount of green space surrounding the building; its site, such as being located on a hill or near a river; the building's relationship with other nearby buildings; and its relationship to other features in the landscape, such as fences, walkways, terracing, plantings, sidewalks, and street furniture like street lamps and benches.



*The Abbott School's location on Castine's Town Common is an important aspect of its character. The trees & plantings on the Common on near the building also contribute to its setting.*

*Vernacular  
Architecture:*

Buildings that were  
not designed by  
professional architects  
and are not considered  
high style;  
commonplace,  
ordinary buildings.

Different architectural styles and buildings from different eras will have their own unique combination of character-defining features. For example, the Federal style is characterized by its symmetry, its double-hung sashes, its cornice of decorative moldings, and often by a fanlight over the principal doorway; while the Second Empire style is distinguished by its mansard roof, heavy window surrounds and strong cornice brackets. Not every building of a particular style will have all the distinguishing features of that style (many Federal style buildings have a lintel over the entry rather than a fanlight, for instance), and some buildings are a combination of styles. Vernacular buildings that cannot be assigned a particular style may still have some character-defining features, such as the porch or the double-hung, wooden windows of a modest home. If a building has distinguishing features, they should not be altered in any way. Therefore, if a Federal-style house has a fanlight and dentils on its cornice, those elements should be preserved. Likewise, the heavy brackets and window surrounds of a Second Empire building and the porch of a vernacular bungalow should be preserved.

- *All buildings, structures and sites shall be recognized as products of their own time [§12.2.4].*

The features of buildings, structures and sites reflect the period of time in which they were built and, equally important, how they changed over time. Removing historic features would therefore detract from the structure's visual character.

Similarly, adding elements that are typical of buildings from another historical period detracts from the authenticity of the building. For example, adding a Queen Anne tower to a Federal-style house or adding Italianate brackets to a Craftsman bungalow would present a false sense of the building's history.

*All of the exterior features of this well-preserved Federal house in Castine reflect its mid-18<sup>th</sup>-century construction period.*



- *Changes that may have taken place in the course of time are evidence of the history and development of a building, structure or site and its environment. These changes may have acquired significance in the own right, and this significance shall be recognized and respected. Features not original to the building and that have not acquired their own significance are deemed non-contributing and, therefore, can be replaced according to standards under §12.2.7 or §12.2.10 (discussed below) [§12.2.5].*

Buildings evolve over time as their occupants' needs change and they alter the property to suit their purposes. Sometimes these changes become significant, such as when they provide an indication of the historical development of the building or its community, or they are an important example of an architectural style, material, or method of construction. The Commission will review alterations to an original building for their quality of construction as well as their compatibility with the original building when determining if the changes are significant. If the alterations are significant of their own accord, they should be preserved. If they are not significant in their own right, they are non-contributing and can be removed or replaced.

*The Unitarian Church in Castine is a good example of a building that has alterations that are significant in their own right, particularly the latter addition of the steeple, which was designed by Charles Bulfinch, a renowned early American architect.*



- *Distinctive stylistic features or examples of skilled craftsmanship that characterize a building, structure or site shall be treated with sensitivity [§12.2.6].*

This Standard of Evaluation is similar to Standard 3, but Standard 3 is primarily concerned with the distinguishing features of historic properties and Standard 6 is focused on the individual details of historic properties. Many historically important buildings, structures, sites and historic districts have architectural features and materials that are examples of skilled craftsmanship, which that help define their visual character and are evidence of their period of construction. Changing these elements could diminish the historic integrity of the property. For example, replacing a granite lintel with cast concrete would result in the loss of this important masonry detail.

*The hard-fired glazed brick, the egg and dart frieze, the unique drain pipe and the granite quoins are good examples of distinctive stylistic features that characterize a building.*



- *Deteriorated architectural features of buildings, structures, or settings, such as balustrades, brackets, windows, porches, doorways, fences, sidewalks, and lighting, shall be repaired rather than replaced whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplication of features, substantiated by historic, physical or pictorial evidence, rather than on conjectural designs or the availability of different architectural evidence from other buildings or structures [§12.2.7].*

If any architectural feature of a historic building or structure is deteriorated, it is best to repair it. If it is not possible to repair the feature, it should be replaced in-kind; that is, with a feature that is visually similar and made of the same material if feasible. If the feature is missing, it should be reconstructed, either from old photographs or similar features on the structure. The Castine Historical Society, the Witherle Memorial Library, and the Wilson Museum have collections of historic photographs and postcards of Castine that may include the structure in need of rehabilitation—these should be consulted if needed. The replacement should be as visually compatible with the original feature as possible. If it is not feasible to construct the replacement out of the original material, the substitute material should match the original as closely as possible. Missing features should not be replaced with conjectural elements or with features from other buildings. If there is no evidence of how the missing feature looked, a new one can be designed to replace it. The new feature should be compatible with the size, scale, material and color of the building, but it should be clearly differentiated from the historic building. This concept is covered in more detail in Part 3.



*The replacement windows in this house, particularly the first-story window on the façade, detract from the historic character of the house almost as much as the incompatible second-story addition and synthetic siding.*



- *The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other methods that will damage the historic building materials shall not be undertaken [§12.2.8].*

Using harsh or abrasive cleansers on historic materials can damage them, so it is important to use gentle agents for cleaning. Sandblasting, in particular, can ruin brick and masonry by wearing away the surface. It can also pit most metals. Harsh chemical agents can also damage historic materials. The National Park Service publishes Preservation Briefs that describe the best way to clean various historic materials; a web address for these briefs is listed in the Resources section in Appendix 2 of this manual.

- *Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to, any project [§12.2.9].*

Archaeological sites have the potential to reveal important information about the history of a culture or an area. Damaging archaeological resources can result in the loss of irreplaceable pre-historical or historical evidence. If a construction or rehabilitation site is considered to contain archeological material by the Commission or the Maine Historic Preservation Commission, the Commission must review the project, even if the proposed work would not ordinarily require a Historic Preservation Certificate. If archeological resources are during construction, such as when digging a foundation for a new addition, work should stop and an archeologist should be brought in to evaluate the site. The archeological site should then be preserved in place or the archeological material should

be documented and recovered. If human remains are found, work should stop immediately and state and local officials should be notified. In Castine, particular care should be taken when doing rehabilitation work near the Pentagoet Archeological District, so that sites related to the district are not disturbed.

*Archaeological dig at the Pentagoet District, photo 1980s, courtesy Castine Historical Society*



- *Contemporary design for alterations and additions to existing properties is permitted when it does not destroy significant historical, architectural or cultural material, and the design is compatible with the size, scale, material and character of the property, neighborhood or environment [§12.2.10].*

*“New work that imitates the old cheapens the integrity of the original. It alters the historic continuum . . . that makes a district unique.”*

*~Russell Wright,  
The Castine Historic  
Preservation Design  
Manual, 1997.*

This Standard grew out of the recognition that if historic properties are to remain vibrant, change will likely occur, and that the property will retain its value if its historic aspects are protected. If a property owner would like to put an addition onto his or her historic property, it should be designed so that it accomplishes three goals: it should not damage the original building's historic fabric; it should be compatible with the original structure; and it should be distinguishable from the original building. Therefore, the property owner needs to ensure that distinctive historic features of the original building are protected and not obscured by the new addition. It should also be compatible with the original building in terms of its massing, size, scale, setback, rhythm and proportion. The new construction should also be easily distinguishable from the old. That is, a casual observer should be able to easily tell that the

addition is a later construction. The new construction should never be designed to look as though it was built in an earlier time period in an attempt to “blend in” with the original construction. The new construction should be secondary to the original building and as unobtrusive as possible. It is generally preferable to build new additions to the rear of the original building or structure so it does not eclipse the original’s façade. (New additions to historic buildings will be covered in detail in Part 3, “Guidelines for Maintaining Castine’s Historic Character.”)

*The addition to the Adams School in Castine is a good example of a contemporary design, because it is compatible with, yet distinguishable from, the older portion of the school. Its design complements rather than detracts from the original building.*



- *Whenever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired [§12.2.11].*

The Secretary of Interior’s Standard on which this is based is sometimes called the “Principle of Reversibility,” which means that if any alteration made to a structure is removed in the future, the building could revert to its form before the change was made. It is very important to ensure that the historic property’s distinguishing features or historic fabric are not damaged in making the change. One example is to drill holes in mortar rather than brick, because the mortar can be filled in, but drilling holes in brick ruins them. In order for the historic property to retain its essential form, it cannot be compromised by demolishing its character-defining features to make way for new alterations or additions. Also, the new alterations should not



obscure the primary elevation(s) of the original building; any changes should be made to less significant sides of the building or to its rear, where it is less likely to have character-defining features.

*The alterations to this early-twentieth century house cannot be reversed, which adversely affects its neighborhood's sense of place.*



### **Construction of New Buildings & Structures in Historic Districts:**

- *The construction of a new building or structure shall be in keeping with the surrounding area and of such design, form proportion, mass, texture and location on the lot as will be compatible with other buildings and structures in the historic viewscape to which it is related [§12.3.1].*

New construction in a historic district—sometimes referred to as “infill” construction—should be compatible with the historic properties within the district and should observe the context of the district. New construction standards are similar to the standards for new additions to historic properties: the new construction should not damage the historic district's character-defining features, including important landscape features and open space; the new construction should be compatible with the historic properties and landscape features that are in the district; and the new construction should not try to mimic earlier historic styles. Therefore, new construction should not impinge upon or overpower the historic properties in the district. It should be designed to be compatible in form, proportion, proportions of

openings within the façade, mass, texture, and location on the lot. For example, if most buildings along a street in a historic district are two stories tall, the new construction should not be four stories tall, or even one story tall, as it will look out of context with its surroundings. This standard is not meant to curtail contemporary design, but to ensure that it is compatible with the historic district. New construction should be a product of its own time, and should not be designed to look like it was built in an earlier era. Since every street in Castine's historic district is unique, the Castine Historic Preservation Commission will evaluate each proposal for new construction on an individual basis. Part 4, "Guidelines for Maintaining Castine's Historic Character" will discuss guidelines for designing new construction in detail.

These standards apply to new construction in Castine's historic districts, but since all of Castine is filled with historic properties, they can be applied to any new construction in the town to maintain the continuing historic character of the town as a whole.

- *The Commission shall review such elements as screening, off-street parking, sidewalks, driveways, entrances, fences and lighting to protect the district's viewscape [§12.3.2].*

A historic district is comprised of more than its historic buildings, so the Commission needs to consider structures such as sidewalks, driveways, off-street parking, fences, screening, entrances and lighting to protect the historic character of a historic district. The Commission will evaluate proposals for structures to make sure they are compatible with the historic district and that they fit in with the district's historic context.



*This light fixture is compatible with the historic district. Its simple shape fits with the context of its surroundings*

#### ***Demolition or Removal of Historic Buildings:***

*An historic landmark, or any building or structure in an historic district or any attached structure, whether residential or commercial, shall not be demolished or removed and an Historic Preservation Certificate to do so shall not be issued unless one of the following conditions is met:*

- *the building or structure has been identified by the Commission as non-contributing with the historic district in which it is located, or [§12.5.1]*
- *the property owner can demonstrate that it cannot be renovated or reconstructed so as to earn an economic return on its value in its present location as determined by a qualified real estate appraiser, or [§12.5.2]*
- *the property owner can demonstrate that he/she has offered the property for sale through a real estate broker for at least one hundred eighty (180) days and that there has been no bona fide offer to buy the property from any person or entity that is willing to preserve and restore the property [§12.5.3].*

It is strongly not recommended for a historic landmark or building or structure within a historic district to be demolished or removed, as these actions diminish the visual character of Castine. However, non-contributing properties in historic districts may be demolished or removed. (Non-contributing properties are buildings, structures or sites in a historic district that do not add to the district's sense of time, place and

historical development, or its integrity has been lost due to severe deterioration.)

*Deterioration from Neglect:* Deterioration of any structural or exterior architectural feature of a property from inadequate maintenance to the extent that it creates an irremediable detrimental effect on the life and character of that historic structure or landmark and/or creates health and safety violations (Town of Castine 2006, 2).

A historic property can also be demolished or removed if the property owner can establish that he or she cannot renovate it sufficiently to obtain an economic return on his or her investment in its present location. In order to meet this standard, the property owner needs to obtain a written evaluation by a qualified real estate appraiser that the property is unusable. The property owner must estimate the costs of providing the alterations needed to put the building into productive use. He or she must also present plans for the reuse of the lot after the building or structure is demolished or removed, as well as his or her financial ability to carry out the project. The abandoned site cannot be used for surface parking. The *Castine Historic Preservation Ordinance* provides a safeguard against property owners who may allow their properties to fall into disrepair by failing to provide adequate maintenance, or deterioration by neglect. The Code Enforcement Officer will notify the property owner if his or her building is at risk of deteriorating beyond repair.

A property owner can obtain a Historic Preservation Certificate to demolish or remove a building or structure if he or she can demonstrate that he/she has had the property for sale through a real estate broker for at least 180 days, and there were no realistic offers to purchase the property and preserve it. The property owner needs to show that he or she had made good faith attempts to sell the property by widely advertising its sale.

#### ***Sidewalk and Street Guidelines:***

The Castine Historic Preservation Ordinance contains guidelines for sidewalk and street construction and repair.

- All street surfaces should be constructed of asphalt.
- The varying width and position of the sidewalks as they presently occur should remain the same. Efforts should be made to retain a grassy buffer strip between sidewalk and curb.
- As sidewalks are repaired, they should be replaced with “old-fashioned” pebbly concrete. There should be no “scribing” of the concrete.
- If curbing is necessary, it should be granite. Curbing should not be added to all areas just to have curbs.
- The levels of the sidewalks should be adjusted where necessary but not entirely redesigned.

- When sidewalks are replaced, they should conform to ADA regulations (Town of Castine 2006, 29).

### **PART 3: GUIDELINES FOR MAINTAINING THE HISTORIC CHARACTER OF CASTINE**

Castine contains a unique collection of buildings that contribute to its historic character. After identifying the character-defining elements of an individual historic building, it is important to know how to go about making sensitive changes to it. These guidelines outline how property owners and residents can alter their historic buildings while still preserving them and protecting the historic district.

*Main Street,  
Castine,  
1930s  
photograph,  
courtesy  
Castine  
Historical  
Society*



These guidelines are based on the United States Secretary of the Interior's *Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* and the Town of Castine's "Standards for Evaluation," in the "Castine Historic Preservation Ordinance." The Standards are just that—standards, or criteria—to use when evaluating a potential rehabilitation project. The principles set forth in the Standards should inform the decision-making process when approaching a rehabilitation project, but since every project is unique, some Standards will apply more than others. Moreover, a property owner or manager needs to assess the property as a whole and will necessarily have to balance the needs for one part of the project against the needs for another part of the project in making decisions about how to proceed.

The guidelines outline a process used to steer a property owner or manager through the decisions he or she will make

when planning the rehabilitation project. Keep in mind that the Secretary of the Interior's *Standards for Rehabilitation* and the "Castine Historic Preservation Ordinance" allow for adaptations for new uses as long as the character-defining features are not diminished. The process delineated in the guidelines is designed to help the property owner or manager make alterations to their historic property that meet their needs while also preserving the historic character of the building, its site, and the historic district as a whole.

In general, these guidelines follow a consistent hierarchy. That is, the first thing to do is to identify the character-defining elements of the historic property. Because this step is crucial in planning a rehabilitation project, the guidelines are organized around the various character-defining features that were discussed in Part 2. For each character-defining feature, the next step is to **retain** and **preserve** the historic elements of the building and its landscape to the degree that is possible. Preserving character-defining features includes making sure they are visible, so it can involve removing material that obscures the feature.

Throughout this process it is necessary to **protect** and **maintain** the historic property, especially before the project begins. Of course, it is also important to maintain the property after the rehabilitation work is complete.

Naturally, features of the historic property may have fallen into disrepair, either through neglect, weathering, or damage. If that is the case, those elements should be **repaired** rather than replaced if technically and economically feasible. Repair can involve limited replacement; that is, replacing the missing piece with an identical replacement piece. Any kind of replacement involves a hierarchy of its own. The most desirable solution when conducting a repair is to use the same kind of material as the original. If that is not possible, using a substitute material is acceptable as long as the material is visually compatible with the remaining material. Of course, the replacement piece must match to remaining pieces in design, size, and color—it should appear the same as the original pieces.

*In-kind:* Using the same type of material as the original for a repair or a replacement piece.

There are times when an entire character-defining feature is beyond repair, so it needs to be **replaced**. In that case, if the basic structure and detailing of the deteriorated piece is still apparent, then it can be used as a model on which to

reconstruct the replacement piece. It is preferable to use in-kind material, but if that is not possible, a visually-compatible substitute material may be used. It is important to keep in mind that replacement of an entire feature is an acceptable strategy for rehabilitation only if it is not possible to repair the original. The replacement must match the original in size, scale, and detailing.

If a property owner decides to replace a **missing historical feature**, he or she should proceed very carefully. The first step is to locate evidence about what the feature looked like. This documentation can be pictorial (historic photographs), historic (a detailed historical account of the missing feature), or physical (some remains of the missing feature). These types of documentation may be used to create a reproduction of the missing feature, but they need to be used with care. For example, a past owner of the historic structure may have added an incongruous feature that has since been removed. In that instance, it would *not* be desirable to use that photograph as “proof” of what “should” be done to the building. The key thing to remember is that whatever changes are made to the building should be visually compatible with its historic character. It is often best to hire a design professional with experience in historic preservation for these types of projects. As with replacing historic features, it is preferable to use an in-kind material. If that is not possible due to the material’s availability or economic or technical constraints, then a substitute material may be used, as long as it is visually compatible with the original material.

A second (but less desirable) option for replacing the missing feature is to design a feature that is compatible with the character of the building. The feature should be visually-compatible with the size, scale, material and color of the historic building, but it should also be clearly differentiated from the building. Using conjectural elements (such as copies of features from surrounding buildings) is prohibited, as it risks creating a false historical appearance. This is another case where the property owner should consider hiring a design professional with experience in preservation before starting on such a project.

If a new use for the historic building requires the construction of an addition, the process for making decisions about how to build are very similar to making alterations to the existing



building. The main concern is to not destroy or obscure character-defining features of the original building and to make sure that any new construction is clearly differentiated from the historic construction. This is most easily done by constructing additions to the rear of the historic property, where they are less visible from the public right-of-way. Additions to roofs should be set back from the original roof line, both to keep it from impinging on the historic viewscape and to ensure that it is visibly different from the historic elevations of the building. New construction in the historic district follows a similar logic: it should not conflict with the existing historic buildings in size or scale, or with the rhythm of buildings and spaces in the district.

Keep in mind that each property and each project is unique and the Castine Historic Preservation Commission's decisions about granting a Historic Preservation Certificate (HPC) will need to be made on a case-by-case basis. Moreover, different properties may rely more heavily on one or more of the guidelines than others, depending on the project. So, while one project may specify a new addition, another may require work on the historic wooden windows—each project would, in turn, draw on different guidelines. There is necessarily some overlap among the guidelines. If a property owner wants to repair a slate roof, for example, he or she would turn to the guidelines regarding how to treat historic masonry and the guidelines regarding how to treat roofs. The most important aspect of the guidelines is that it is a consistent *process* that one uses when planning a rehabilitation project.

The National Park Service publishes a series of Preservation Briefs, which discuss in detail a number of topics addressed by the guidelines (e.g., how to repoint mortar joints in a historic building). The Resources section in Appendix 2 covers how to find Preservation Briefs.

It is important to remember that these guidelines apply to *contributing* buildings in a historic district. If a non-contributing building is in a historic district, it is not subject to the same level of scrutiny as contributing buildings. However, changes made to a non-contributing building in a historic district that negatively affect the appearance of the district will not receive an HPC. For instance, adding an extra story to a two-story non-contributing house in a residential historic district characterized by two-story

buildings will most likely not be allowed because of its impact on the rest of the district.

The following guidelines pertain to obtaining a request for an HPC and the hierarchy of treatment that members of the Commission will use in evaluating proposals for a project in the historic district.

### **Guidelines for Rehabilitating Buildings**

*Many buildings in Castine are in historic areas, so The Guidelines for Rehabilitating Buildings are applicable to any historic property in town whose property owner is interested in preserving his or her investment.*

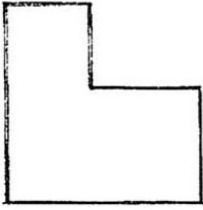
- 1 Building Function
  - 1.1 Historic buildings should be used for their original purpose whenever possible.
  - 1.2 When a building cannot be used for its original purpose, the building should be used for a compatible purpose that requires as little change as possible to the exterior of the building and its site as seen from the road.



*This former army barracks has been successfully rehabilitated into a domestic residence.*

- 2 Size, shape, proportion and balance
  - 2.1 Size. Buildings in the historic district should remain their current size as seen from the street, and should not be altered by the addition or subtraction of a story.

*Footprint:* The size and shape of the mark a building would leave on the ground if it could be lifted off the ground.



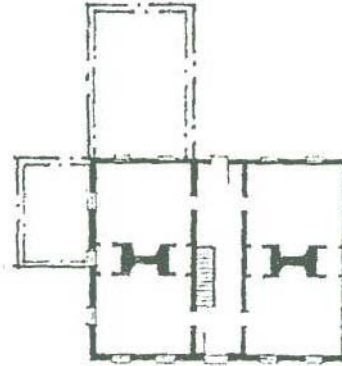
**Figure 5. A building's footprint**

*Proportion:* The proportion of a building is the relationship of a building's height to its width.



**Figure 4. A historic building should not be altered by the addition or subtraction of a story.**

- 2.2 Shape. Alterations to the footprint of a contributing building in a historic district should not change its appearance as seen from the street. New additions should be constructed to the rear of contributing buildings, or set back along a side elevation.

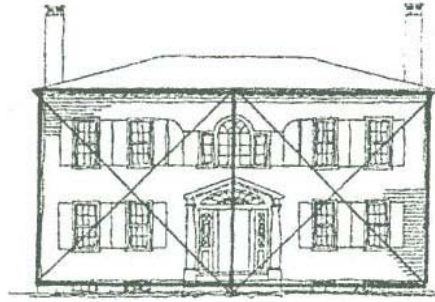


**Figure 6. Changes to the footprint of a building should not alter the appearance of its façade from the public right-of-way.**

- 2.3 Proportion. The original proportions of the building should be maintained. It is particularly important to preserve the proportion of the façade.

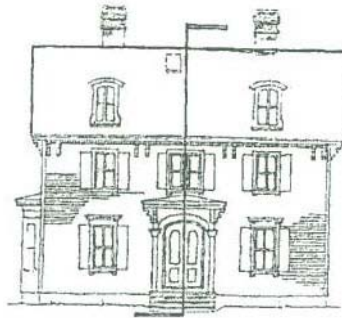
*Façade:* The architectural front of a building; its “face.”

Proportion = 2:1, width to height



*Figure 7. This building has a 2:1 proportion, meaning it is twice as wide as it is tall.*

- 2.4 Balance. Balance in a building is achieved by the placement of its features, such as windows, doors, columns, and its projections, such as porches, towers, and bay windows. The balance of a building as seen from the public right-of-way should not be disturbed by the addition of new construction or the removal of significant features. Many of the houses in Castine are symmetrical, but some are asymmetrical, so changes that affect the balance within a building need to be evaluated on an individual basis.



*Figure 8. A vertically symmetrical building. Each half of the house is nearly identical.*

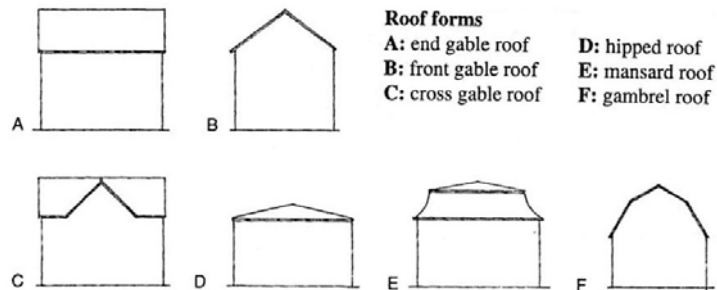
*Figure 9. An asymmetrical building. Although this house is not symmetrical, it is still balanced, because its several porches, dormers, doors and windows balance each other. Any additions to a building such as this need to be carefully considered so that the balance is not disrupted.*



### 3. Roof

#### 3.1 Roof Shape.

Radically altering a roof's shape should be avoided, particularly those sections that can be seen from the public right-of-way.



*Figure 10. Common roof shapes.*

#### 3.2 Roof Materials

3.2.1 The materials of a roof of a contributing building in a historic district should be maintained so that it remains in good condition for as long as possible.

3.2.2 Preserve the historic materials of the roof to the extent possible.

3.2.2.1 Retain and reuse as much of the roof covering (such as slate, clay tiles, wooden shingles) as possible. For example, if only the roofing substrate needs to be replaced, it is preferable that the roof material (such as slate or tile) be reused.

3.2.2.2 It is not acceptable to remove sound historic material (e.g., slate, clay tile, wooden shingles) from a roof for the purpose of replacing it with material that is not compatible with the building. For example, it would not be acceptable to remove sound slate shingles from a historic building and replace them with a tin roof.

- 3.2.2.3 Do not apply paint or other coatings to roofing material that has historically not been coated.
- 3.2.3 Repair portions of the roof if possible before replacing the entire roof.
  - 3.2.3.1 It is best to replace portions of deteriorated roof material in-kind.
  - 3.2.3.2 If that is not possible, it is acceptable to use material that is visually compatible. If a substitute material is used, it should have the same appearance (including color and pattern) as the remaining roof material.
- 3.2.4 If the entire roof needs to be replaced, it is best to use the original, character-defining material.

### 3.3 Roof features

- 3.3.1. Chimneys, dormers, cupolas and weather vanes and other roof features should be properly maintained and kept in good condition.
- 3.3.2 Chimneys, dormers, cupolas, weather vanes and other historic roof features should be preserved.
  - 3.3.2.1 It is not acceptable to remove a roof feature from a historic building and not replace it. A (rare) exception to this is if the roof feature is an addition from an earlier era that is not visually compatible with the building; it may be removed if the property owner desires it. One must be certain that the roof feature has not acquired significance in its own right. Removing a roof feature needs to be very carefully considered and should not be done before consulting with the Castine Historic Preservation Commission.
  - 3.3.2.2 Do not construct a roof feature such as a chimney or cupola where one never existed historically, as it would change the historic configuration of



*The cupola of the Abbott School after repair.*

the roof and present a false historical appearance.

- 3.3.3 Roof features such as chimneys, dormers, cupolas and weather vanes should be repaired rather than replaced if possible.
  - 3.3.3.1 It is preferable to use in-kind materials in the repair.
  - 3.3.3.2 If it is not possible to use in-kind materials, substitute materials may be used, as long as they are visually compatible with the building.
- 3.3.4 If a roof feature is damaged or deteriorated beyond repair, it should be replaced using the original feature as physical evidence to reproduce it. The new feature must look the same as the one it is replacing, both in shape, size, placement, style, and detailing. It is a good idea to hire a design professional when contemplating the design of a reproduction roof feature.
  - 3.3.4.1 The reproduction should use the same materials as the original if possible.
  - 3.3.4.2 If it is not economically or technically feasible to use in-kind materials, visually compatible materials may be used.
- 3.3.5 When a historic feature from a building is completely missing, it is recommended that the feature be replaced if sufficient documentation exists. The property owner should approach this type of project very carefully, and may be best served by hiring a design professional with experience with such projects.
  - 3.3.5.1. If historic, pictorial, or physical evidence exists, it should be consulted carefully when used to make an accurate reproduction.
  - 3.3.5.2 If no documentation exists, it is recommended to create new features that are compatible with the building in size, scale, material and color. It is important that the new feature can be recognized as a contemporary design and that it does



*Perkins Street rooftops,  
undated photo, courtesy  
Castine Historical Society*



not create a false historical appearance.

- 3.3.6 When making decisions about alterations and additions that are required for a new use for the property, it is important to place any new roof features required for the new use sensitively.

3.3.6.1 New roof features required by the new use of the building, such as dormers, skylights, decks, or additions for residential, office or storage space, should be added to the rear or side of the building to minimize their visibility from the sidewalk or street. If dormers or other roof features are added to side roofs, they should be set back from the front elevation to minimize the change to the façade. The new features should not damage, conceal, or obscure character-defining features. The design of the feature should be well-matched to the size, scale, material, and detailing of the original building.

3.3.6.2 Mechanical or service equipment, such as air conditioning, transformers, or solar collectors necessary for a new or expanded use for a building, should be placed on the roof in such away that the equipment cannot be seen from the public right of way, and does not damage, conceal, or obscure the character-defining features of the roof.



*The fire escape required for the new use of this building could have been placed more sensitively to help preserve its historic character.*

#### 4 Windows

4.1 Windows should receive regular cleaning and maintenance to keep them in good condition for as long as possible.

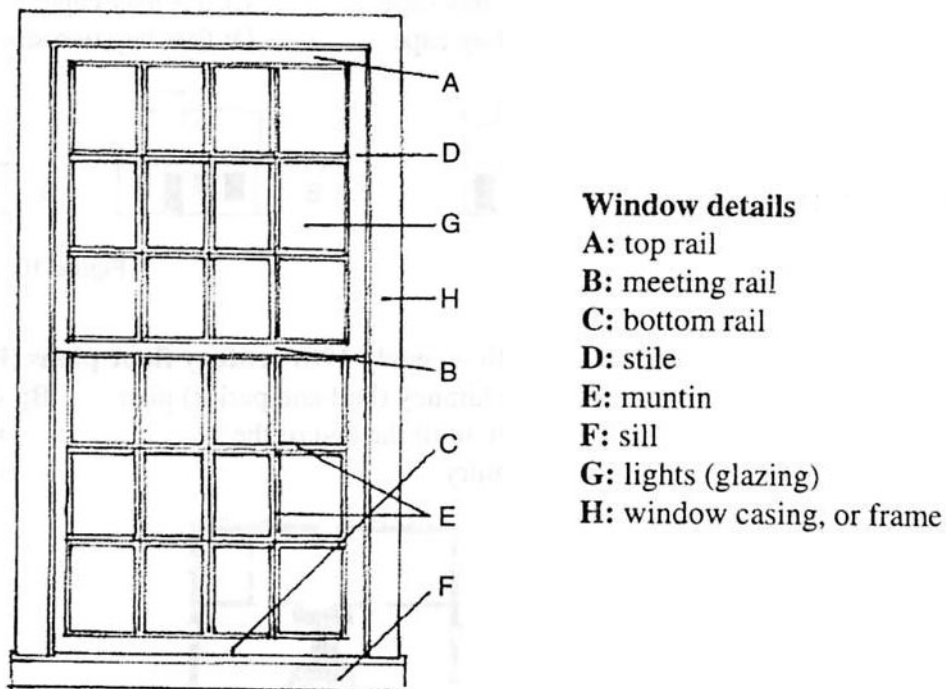
4.2 Preserve historic windows and fenestration patterns that are part of the historic district's viewscape.

4.2.1 Do not remove a deteriorated window and block in the opening or replace it with a



window that is incompatible with the character of the original window.

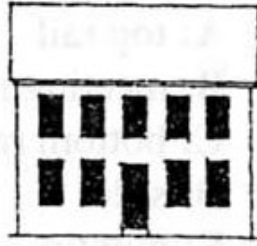
- 4.2.2 Preserve as much of the historic material from character-defining windows as possible. This includes any trim surrounding the window(s), the window shutters, and the component parts of the windows themselves, whether they are made of wood or metal. Component parts of the window include the rails, stiles, muntins, sills, lights (window panes, also called glazing), window casings (frame), and any historic window hardware.



*Figure 11. Window Details*

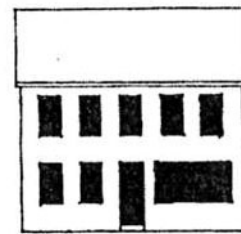
- 4.2.3 Do not obscure windows with storm windows that do not fit properly or look too contemporary for the building. Do not obscure character-defining window trim with synthetic siding or other cladding material.
- 4.2.4 Retain the historic pattern of windows (the fenestration pattern) on the elevation(s) of the building that can be seen from the street. Do

not cut openings in the elevation for new windows or block in existing windows.



*A fenestration pattern that retains the historic character of the building.*

*A fenestration pattern that diminishes the historic character of the building.*



**Figure 12. Fenestration patterns**

- 4.3 Repair windows, including window trim, shutters, and window components, to the extent that it is technically and economically feasible. Repairing windows can include patching, splicing, consolidating or reinforcing the component parts of the windows. It also includes limited replacement of material.
  - 4.3.1 Do not replace an entire window when it is possible to repair it and replace limited sections of it.
  - 4.3.2 Replace missing pieces with in-kind material if possible.
  - 4.3.3 If the in-kind material is not available, or it is not economically or technically feasible to use the original material, replace missing pieces with a visually-compatible substitute material.
  - 4.3.3 Reuse existing window hardware such as sash lifts and sash locks.
- 4.4 If a window (or window trim or shutters) is deteriorated beyond repair, then it is permissible to replace it with a new one, using the existing window as a model.

- 4.4.1 The new window should duplicate the color, the configuration of window panes in the frame, the frame width, glass-to-frame ratio, and other significant components of the window.
- 4.4.2 If the historic window trim or shutters are too deteriorated to repair, they should be duplicated using the deteriorated feature as a model for color, size, shape and detailing. It is best to use the same type of material as used on the original, but if that is not possible, a substitute material should be used that is visually compatible.
- 4.4.3 It is preferable to use historic materials for replacement windows, window trim, and shutters, such as using wood to replace windows that were historically wooden.
- 4.4.4 If it is not possible to use the original material, then a substitute material may be used, as long as it is visually compatible with the building.
- 4.5 If a window (or window trim or window shutters) is completely missing from an elevation that can be seen from the street, a new window should be designed for the opening.
  - 4.5.1 If other historical windows, window trim, or shutters are intact on the same elevation of the building, the new window can be duplicated from those. Otherwise, the new window, window trim, or shutters can be designed by carefully consulting historic photographs and other historic and physical documentation.
    - 4.5.1.1 Do not create a false historical appearance by replacing a window based on inadequate historical, pictorial or physical documentation.
    - 4.5.1.2 If possible, use the same materials in the reproduction window as were used in the original.
    - 4.5.1.3 If the materials are not available, or are technically or economically unfeasible, then substitute materials can be used as long as they are visually compatible with the original.



*Well-maintained windows in Castine's historic district.*

- 4.5.2 If it is not possible to find adequate pictorial, written, or physical documentation to replace a missing window, then it is acceptable to use a completely new design for the window. It is recommended that property owners hire a design professional experienced in preservation for projects such as these, as they can be complicated. The new design should be compatible with the size of the window opening and the scale, materials, and color of the historic building.
  - 4.6 When altering or adding to a historic building for a new use, install new windows in such a way that is sensitive to the character-defining features of the building.
    - 4.6.1 It is best to install new windows required for the new use on the rear of the building or towards the rear of the side elevations so they do not interfere with the historic district's viewscape. The new windows should be compatible with the size, scale, materials, and color of the historic building. It is not necessary to replicate the fenestration pattern of the façade or other character-defining elevations.
    - 4.6.2 If the interior of the new use in the historic building interferes with the appearance of the windows from the exterior, changes should be made to the interior to mitigate that effect.
      - 4.6.2.1 Allow for the full height of character-defining windows by providing a setback for any dropped ceilings required for the new use.
      - 4.6.2.2 Do not install new floors, ceilings, or walls that cut across the glazed areas of windows so that the appearance of character-defining windows are altered.
- 5 Doors and entrances
- 5.1 Protect and maintain historic doors to keep them in good condition for as long as possible.
  - 5.2 Historic doors are generally an important element on the façade of a building; they should not be altered from their current form, as that would diminish the historic character of the building.

- 5.2.1 A historic door on an elevation seen from the public right-of-way should not be removed, nor should the remaining opening be boarded in with wood or any other material.
- 5.2.2 New entrances should not be cut into the façade or any elevation that can be seen from the street, as that would disturb the historic character of the structure.
- 5.2.3 Do not obscure a historic door with an incompatible screen door. If screen doors are used, they should be compatible with the historic character of the building.
- 5.2.4 If a door is starting to deteriorate, as much of its historic material as possible should be preserved. This includes any trim surrounding the door, any windows in the door or entry, any hardware on the door, and the material of the door itself.
- 5.2.5 Utilitarian doors or service entries should not be changed to look like they are formal entrances to the building by adding trim around the door and finishes such as paneling to the door itself.



*A well-maintained entrance in Castine's historic district.*

- 5.3 Repair doors and entrances when necessary, including the door itself, its hardware, and the trim surrounding the entry. Repairing the doors and entrances can include limited replacement of missing material.
  - 5.3.1 It is best to use in-kind replacement of the historic material.
  - 5.3.2 If it is not feasible to use the same type of material, a substitute material may be used, as long as it is visually compatible with the original material.
- 5.4 If an entire historic door or entrance is too deteriorated to repair, then replace it with a new one based on the existing door or entry as a model.
  - 5.4.1 When replacing an entire door or entry, the reproduction should match the original in size, scale and detailing of the original door, its trim, and hardware, including any glazing in the door or door surround, such as fanlights or sidelights. The door should fit well into the door opening.
  - 5.4.2 If possible, it is best to use historic materials for the replacement door, such as using

- brass hinges for a door that historically had brass hinges.
- 5.4.3 If it is not technically or economically feasible to use the historic materials, then substitute materials may be used, as long as they are visually compatible with the building.
- 5.5 When an entire character-defining door is missing it should be replaced with a new door.
  - 5.5.1 It is best to base a design for the new door on historical evidence of the door, such as historic photographs. Historical evidence needs to be carefully consulted to determine the design for the new door, and so it is often a good idea to hire or consult with a design professional.
    - 5.5.1.2 It is preferable to construct the door of the same type of material as was used historically.
    - 5.5.1.2 If the historic material is not available, or it is not economically or technically feasible to use the historic material, a visually compatible substitute material may be used.
  - 5.5.2 If there is no evidence of how the door may have looked, then it is necessary to use a completely new design.
    - 5.5.2.1 The new door should be in keeping with the scale, material, and color of the historic building and be sized to fit the existing opening.
    - 5.5.2.2 Avoid creating a false sense of history by using conjecture to come up with a design for the new door.
- 5.6 A new use of a historic building often requires new doors and entrances. They should be designed sensitively to preserve the historic character of the building.
  - 5.6.1 Limit the new doors and entrances to the rear portions of the building, where they cannot be seen from the public right-of-way.
  - 5.6.2 If an entrance needs to be enclosed that was previously opened, it should be done in such a way that it retains any character-defining features, such as trim work.

## 6 Porches

6.1 Protect historic porches with regular care and maintenance to their character-defining features and materials.

6.2 Historic porches—especially front porches—are an important architectural element on many historic buildings, and their historic character should be preserved. The historic character of other porches visible from the street should also be preserved.

6.2.1 Historic porches that can be seen from the street should not be removed, nor should their character-defining porch elements, whether they are integral to the porch itself (such as stone foundations) or decorative (such as trim).

6.2.2 Property owners should avoid making radical changes to their porches by enclosing them in such away that destroys their character-defining features or obscuring their character-defining features with screening.



*A porch that maintains the historic character of this historic house in Castine.*

6.3 If a porch is in need of repair, as much of the historic material as possible should be retained.

6.3.1 Repairs can be made by reinforcing the structure and material of the porch, and replacing limited elements of the porch, such as missing balustrades.

6.3.1.1 It is best to use an in-kind material (wooden balustrades, for example).



- 6.3.1.2 If it is not economically or technically possible to use the original material, a substitute material may be used as long as it is visually compatible with the original.
- 6.3.2 It is not advised to remove an entire porch when portions of the historic fabric are intact and the deteriorated parts can be replaced with a suitable material.
- 6.4 If an entire character-defining porch is in a state of such decline that it cannot be repaired, it should be replaced using the existing porch as a model.
  - 6.4.1 The reproduction porch should be as good a replica of the original as possible, including its size, scale, and detailing.
  - 6.4.2 If technically and economically feasible, use the same materials as the original (for instance, use a wrought iron railing if that is what the original porch contained).
  - 6.4.3 If it is not possible to use an in-kind material, it is acceptable to use a substitute, as long as it is visually compatible with the original.
- 6.5 If a historic porch is entirely missing from a historic building, or if the porch that is on the building is a later, incompatible addition, then it is a good idea to design a new porch to replace it.
  - 6.5.1 If there is historic evidence available to document how the historic porch looked, then it should be consulted to design a reproduction porch. Be very careful when using historical materials such as photographs, as they may be misleading. The property owner may be best served by hiring a design professional experienced in historic preservation in this case.
    - 6.5.2.1 If sufficient evidence survives to design a porch reproduction, it is best if the same material is used to construct the porch.
    - 6.5.2.2 If it is not technically or economically feasible to use the material originally used on the porch, it is acceptable to use a material that looks the same as the original when viewed from the public right-of-way.

- 6.5.3 If there is not enough historical evidence available to design a reproduction porch, then an entirely new porch should be designed.
    - 6.5.3.1 The new design should be clearly differentiated from the historic building while still compatible with it, including its size, shape, material and color.
    - 6.5.3.2 One should never use conjecture to recreate a porch design, as this can create a false sense of history.
  - 6.6 A new use of a historic building often requires alterations to existing porches or the construction of new ones. They should be sensitively designed to preserve the historic character of the building.
    - 6.6.1 Limit new porches to the rear portions of the building, where they cannot be seen from the public right-of-way. The new porches should be differentiated from the historic building, so to not create an inaccurate sense of history.
    - 6.6.2 If a porch needs to be enclosed, it should be done in such a way that it retains its character-defining features, such as using large sheets of glass for the enclosure wall, and placing it behind any posts or columns.
- 7 Historic Exterior Material: Wood
  - 7.1 Wood is used as a construction material for structural, functional and decorative components of buildings, and so it should be protected and maintained.
  - 7.2 Character-defining wooden features such as cornices, brackets, dentils or exterior cladding should be preserved.
    - 7.2.1 Intact, architecturally-defining wooden features should not be removed, particularly those that are part of the historic district's viewscape.
    - 7.2.2 It is best to avoid obscuring historic wooden cladding and features with applied synthetic siding.
    - 7.2.3 The type of covering and finish historically applied to wood should not be radically changed. For example, if the cornice topping a historic porch was painted, it should not be stripped of the paint to achieve a "natural"

look. Similarly, if the cedar shakes on a Shingle-style house were stained historically, the stain should not be painted over.

7.3 Deteriorating wood features that help define the building should be repaired to the extent possible.

7.3.1 It is appropriate to patch, piece-in, and reinforce wood as long as the repair is well-done.

7.3.2 If a part of a wooden feature needs to be replaced—part of the trim along a porch, for example—it is best to replace the part with a replica made to resemble surviving similar pieces that remain.

7.3.2.1 It is best to use wood to construct the missing feature.

7.3.2.2 If it is not technically or economically feasible to replace the piece with wood, it is acceptable to use a substitute material, as long as it is compatible with the surviving parts of the feature.

7.4 If a wooden feature of the historic building is beyond repair, then it can be replaced based on surviving features used as models on which to base the new design. For example, if a wooden column is missing, a new column can be constructed using any surviving columns as prototypes.

7.4.1 The wooden feature should be as close as possible to the prototype, including its size, scale and detailing.

7.4.2 Ideally, wood should be used to construct the replacement feature.

7.4.3 If it is economically or technically impossible to use wood, a substitute material, such as a wood composite, is acceptable.

7.5 If a character-defining wooden feature is entirely missing from the building, it should be replaced. For example, if the cornice of an Italianate house is entirely missing from a historic building, a suitable cornice can be built to replace it.

7.5.1 If historic evidence—whether pictorial, archival, or physical—exists that depicts what the missing piece looked like, it should be carefully consulted to make an accurate reproduction of the missing piece.



*Well-maintained wooden clapboards and window trim on the Trinitarian Church in Castine.*

7.5.1.1 The new feature should ideally be made out of wood.

7.5.1.2 If using wood is not possible, it can be made out of a visually compatible substitute material.

7.5.2 If there is insufficient documentary evidence to construct the new feature, a new one should be designed that is compatible with the size, scale, and material of the building.

7.5.2.1 The new feature should be clearly differentiated from the historic building.

7.5.2.2 One should never attempt to recreate a wooden feature from another historic era, as it could create an erroneous sense of history.

## 8 Historic Exterior Material: Masonry

8.1 Masonry materials such as bricks, mortar, concrete, and various types of stone should be protected before starting a rehabilitation project. Regular maintenance should be part of an ongoing process. Any cleaning to be done should use the gentlest means possible.

8.2 Intact, character-defining masonry should be preserved as much as possible.

8.2.1 Character-defining masonry elements such as cast concrete decorative pieces should not be removed from the building or site.

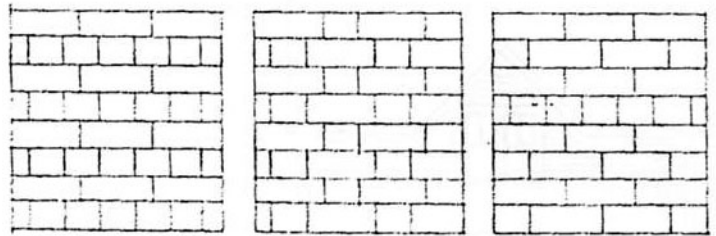
8.2.2 Character-defining historic masonry elements should not be hidden from view. An example would be a field stone foundation that is completely obscured by new construction.

8.2.3 Masonry elements should be coated as they were historically. That is, if they were historically unpainted (or uncoated with another product such as varnish), they should remain uncoated. If they were coated—such as a brick house that was painted—then the coating should not be removed permanently and it should be maintained properly. In addition, the type of paint or coating or its color should not be radically changed.

8.3 Masonry elements that are in disrepair should be repaired to the degree possible, including the limited replacement of materials.

8.3.1 An entire masonry element should not be removed if part of it can be repaired. For example, if some concrete blocks in a foundation are crumbling, those blocks should be replaced, rather than removing the entire foundation. In some instances, the damaged element can be patched, as in removing damaged stucco and patching with new stucco that matches the original.

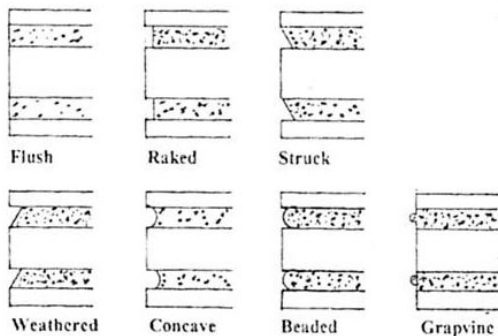
**Figure 13.** The brick pattern in masonry construction—the **bond**—should be retained when repairing or replacing a brick wall or foundation. From left to right: **English bond**, **Flemish bond**, and **American or common bond**.



8.3.2 If a masonry feature requires a limited replacement, it is best to replace it with the same design as similar features that remain, including size, shape, color and detail. For these types of projects, it is best to hire a mason with experience in historic preservation projects.

8.3.2.1 If possible, use the same type of material when replacing the feature. When repointing mortar, avoid damaging the masonry by taking care to hand-rake the joints. In addition, the mortar joints should be duplicated in color, width, and joint profile.

8.3.2.2 If it is not possible to use the original material because of availability or technical and economic constraints, then it is permissible to use a substitute material, as long as it is visually compatible with the original. When repointing crumbling mortar, one needs to be particularly careful about using a substitute mortar, because modern mortar may cause damage to historic bricks or stone.



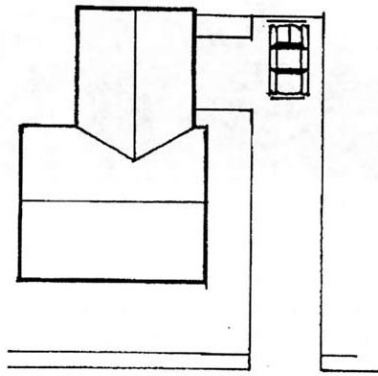
**Figure 14.** When repointing brick, take care to use the same type of mortar joints as the original.

- 8.4 If an entire masonry element is too deteriorated to repair, it is acceptable to replace it, as long as the original element is available to use as a model on which to design the reproduction.
  - 8.4.1 It is best to use the same type of material in the replacement, such as using granite to replace a granite lintel.
  - 8.4.2 If the original material is not available, or if it is not economically or technically feasible to use the same material, a substitute material may be used, as long as it conveys the same appearance as the original.
- 8.5 If a masonry feature is missing entirely from a building, a new feature can be designed to replace it.
  - 8.5.1 It is preferable if the new feature is an accurate reproduction based on historical, pictorial or physical documentation, such as using historic photographs with the missing piece to recreate the feature.
    - 8.5.1.1 It is best to use the same type of material that was used in the original.
    - 8.5.1.2 If it is not possible to use the same type of material used in the original, then a material that is visually compatible should be used.
    - 8.5.1.3 Be very careful not to create a false historic appearance by using inaccurate historical documentation.
  - 8.5.3 If there is no evidence available to use to design an accurate reproduction, then it is best to create an entirely new design that is in keeping with the size, scale, material and color of the historic building.

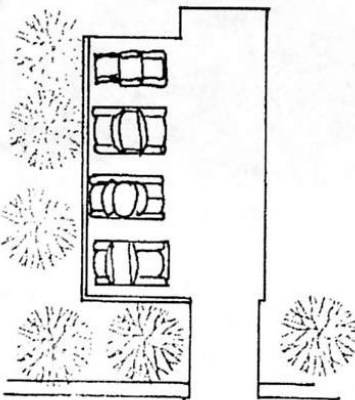
## 9 Site

The building site is the area immediately surrounding the historic building. It is important to be aware of character-defining features of the site, including circulation systems (such as paths, walkways and parking); furnishings (such as lights and fences); landforms (such as terracing and grading); decorative elements (such as sculpture or statuary); and vegetation (such as trees and gardens). Also be aware of how new landscape features, such as parking areas, affect the site. If a building site is





**Figure 15.** *Placing the parking area toward the rear of the property protects the viewscape of the historic district.*



**Figure 16.** *Another solution for adding parking while still protecting the historic viewscape: placing the parking area behind natural screening, such as a tree line.*

significant in its own right—for its historically-important formal gardens, for instance—it will require a greater level of preservation efforts than building sites that are simply the location of a historic building.

- 9.1 Protect and maintain the site through regular maintenance, including proper drainage so that water does not erode the foundation and other building materials.
- 9.2 Preserve and retain the character-defining elements of the site that can be seen from the public right-of-way.
  - 9.2.1 Retain and preserve the character-defining features of the site. Do not make radical alterations to such features, including changing the grade on the property, especially near the building, as it could destroy the character-defining features of the site and the building and cause drainage problems.
  - 9.2.2 Before beginning a rehabilitation project, make sure that there are no archeological remains that will be disturbed by the project. If archeological remains are discovered, contact the Maine Historic Preservation Commission (listed in Appendix 2: Resources) for instructions on how to proceed.
  - 9.2.3 Retain the relationship between the historic buildings, including outbuildings, and features on the site. For example, do not move outbuildings from one site to another on a complex of buildings such as a farm.
  - 9.2.4 If possible, remove any non-contributing features from the site that diminish the property's historic significance.
  - 9.2.5 Do not install contemporary structures on the site where they can diminish the viewscape, such as parking areas.
  - 9.2.6 Do not install conjectural features or move buildings onto the site, such as period reproduction lamps, fences or fountains, as it conveys a false sense of historical development.
- 9.3 Repair features of the site using historically-accurate materials.

- 9.3.1 Do not replace an entire feature if some of the historic material can be preserved.
- 9.3.2 Repair those portions of the feature that can be preserved, including limited replacement of parts of it.
  - 9.3.2.1 If possible, use historic materials to make the repair.
  - 9.3.2.2 If the historic material is not available to make the repair, use one that is visually compatible.
- 9.4 If an entire feature is beyond repair, then it can be replaced as long as the overall form and detailing of the original feature are still apparent. The original can then be used as a model for the reproduction.
  - 9.4.1 The deteriorated feature should be replaced rather than removed from the historic site.
  - 9.4.2 The new feature must match the original in size, scale and detailing of the original feature.
    - 9.4.2.1 It is best if the historic material is used in the reproduction.
    - 9.4.2.2 If the historic material cannot be used in replacing the deteriorated feature, then a substitute material can be used, as long as it is visually compatible with the original.
- 9.5 If a historic landscape feature is missing entirely, a new one can be designed to take its place.
  - 9.5.1 If accurate historical documentation exists, it should be used as evidence to design the new feature. For example, if a gazebo once stood on the site of a historic house, historic photographs that depict the gazebo can be used to design an accurate reproduction. The reproduction gazebo should then be placed on its historic spot on the site.
    - 9.5.1.1 It is best if the replacement feature is constructed of its historic material.
    - 9.5.1.2 If the historic material is not available or if it is not economically or technically feasible to use the historic material, then a substitute material may be used.
    - 9.5.1.3 It is inappropriate to replace a historical feature based on inadequate historical, pictorial, or

physical documentation, or to replace a historical feature based on conjecture (such as copying a feature from another historic property). These would create a false historical appearance.

- 9.5.2 If there is no reliable historic documentation available to use on which to base an accurate reproduction, then a new design for the missing feature may be created as long as it is compatible with the historic character of the building and site in size, scale, and color.
- 9.6 A new use for a historic building may create the need for changes on its site.
  - 9.6.1 Design new features, such as parking and ramps, so they do not affect the viewscape of the historic district or the relationship between the features on the site.
  - 9.6.2 Design new additions to the historic building in such a way that they are compatible with the historic character of the site.

### **Guidelines for New Construction in Historic Districts**

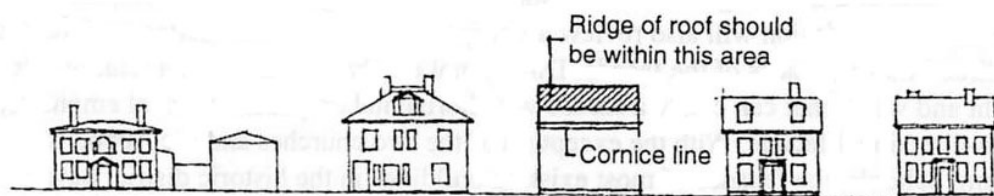
The historic district is more than a collection of buildings: it also includes natural landscape features; open spaces such as parks; structures such as fences, light fixtures, public monuments, and statuary; and public facilities such as streets, sidewalks, and curbing. All of these things, plus their relationship to one another, contribute to the character of the historic district.

New construction has the potential to disrupt the buildings and other features of the historic district, but if new buildings are sensitively designed to be compatible with the district's historic structures and spaces, they will not diminish the quality, or character, of the district. Preserving the character of the historic district as a whole involves the same steps as preserving individual buildings: (1) avoid *removing* buildings, structures, landscape features, spaces and their relationships that contribute to the historic district; (2) avoid *obscuring* buildings, structures, landscape features, spaces and their relationships that contribute to the historic district; and (3) *retain* the buildings, structures, landscape features,

spaces and their relationships that contribute to the historic district. As with new additions to historic buildings, new construction in historic districts should be clearly distinguished from historic buildings so it will be recognized as belonging to its own time and place.

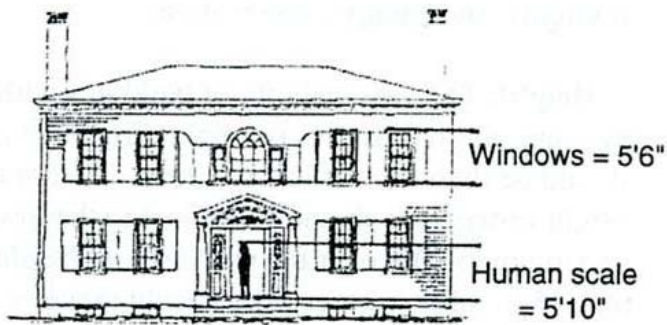
- 1 Historic buildings, structures, and landscape material should not be removed from the historic district.
  - 1.1 For the conditions under which buildings can be demolished or removed in a historic district, see “Demolition or Removal of Historic Buildings” in Part 2, “Standards for Evaluating Proposed Work.”
  - 1.2 Existing landscape material around proposed new construction, especially trees, should be retained as much as possible.
- 2 New construction should not obscure buildings, structures, landscape features, spaces and their relationships that contribute to the historic district.
  - 2.1 New construction should be built to the same scale as nearby historic buildings.
    - 2.1.1 New construction should be of a similar height in its street front elevation as nearby buildings in the historic district.
    - 2.1.2 Cornice lines of new construction should relate visually to nearby historic buildings, particularly in tightly-knit streetscapes.

*Cornice:* Any horizontal projection that crowns the top of a wall or an elevation where it meets the edge of the roof. It is often ornamented.



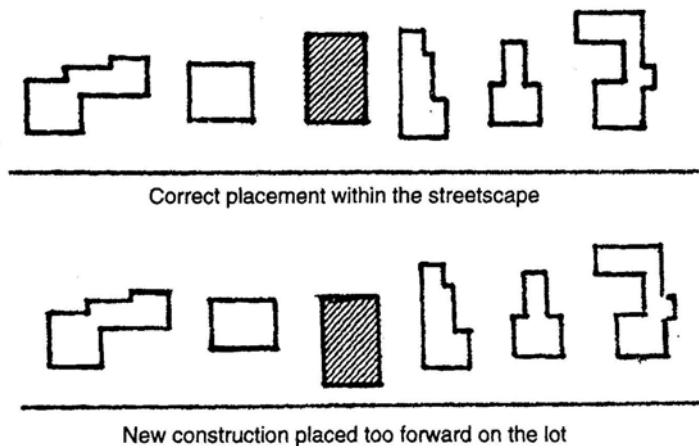
**Figure 17.** An example of acceptable building heights & cornice alignments for new construction in historic districts.

- 2.2 New construction should be of pedestrian scale. Pedestrian scale is dictated by the size of windows, doors, porches and other design features that can be related to the size of a human being.



**Figure 18.** *Pedestrian (or human) scale of a building*

- 2.3 New construction should have a similar setback as nearby historic buildings, so as not to obscure their visibility from the public right-of-way.

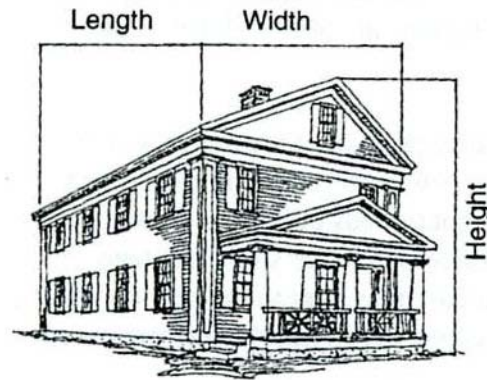


**Figure 19.** *Appropriate setbacks for new construction in a historic district.*

- 3 New construction should preserve the character of the historic district.
  - 3.1 New construction should not be built on historic or archeological sites or on historically-recognized public greenspaces.
  - 3.2 New construction should preserve the rhythm of the streetscape.
    - 3.2.1 New construction should be of similar volume, or bulk, as nearby historic buildings. That is, new buildings should not consume a

greater portion of its lot than is typical of nearby historic buildings.

*Massing: The three-dimensional form of a building.*



**Figure 20.** Building volume, or bulk.

- The bulk of a building can be moderated by breaking up its volume into separate parts, which creates “complex massing.” Complex massing reduces the visual impact of a building.



**Figure 21.** An example of complex massing

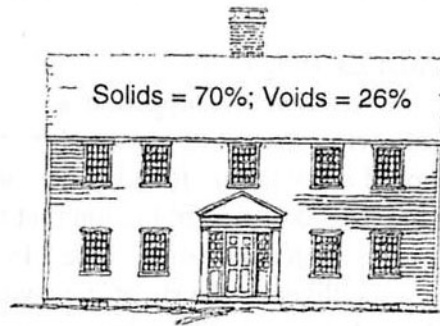
*“Rhythm is the result of the regular spacing of openings and other architectural elements that create patterns of light and shade, and establishes visual movement along the façade.”*

*~Russell Wright,  
The Castine Historic  
Preservation Design  
Manual, 1997*

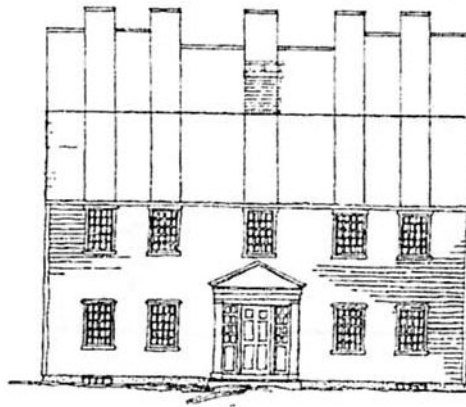
- 3.2.2 The rhythm of the façade of a proposed new building should be compatible with the rhythm of the façade of nearby historic buildings. The rhythm of the façade is determined by the regular spacing of openings (windows and doors) and the relationship of solids (walls) to voids (windows and doors) within the façade of the building.



**Figure 22.** An example of the relationship of solids to voids



6.5/4.5/6.0/4.5/10.0/4.5/10.0/4.5/6.0/4.5/6.5



**Figure 23.** Rhythm of a façade

- 4 New construction should be clearly differentiated from the surrounding historic buildings. It should “read” as a product of its own time and should not, therefore, be designed to look like it is from an earlier era.

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- National Park Service. 1990. *The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*. Washington, D. C.: U. S. Government Printing Office.
- U. S. Department of the Interior, National Park Service, National Register, History and Education. 2002. *National Register Bulletin: How to Apply the National Register Criteria for Evaluation*.  
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## **APPENDIX 1: ESTABLISHING HISTORIC PROPERTIES IN CASTINE**

Historic sites, landmarks, individual historic properties, and historic districts are established by an amendment to the Castine Historic Preservation Ordinance. Amendments may be proposed by the Castine Board of Selectmen, the Planning Board, a petition signed by fifty registered Castine voters, or the property owner in the case of an individual historic property.

### **The Process of Adding a Historic Property:**

1. A proposal is submitted to the Castine Historic Preservation Commission.
2. The Commission researches the proposal and forwards a draft of the proposal to the Maine Historic Preservation Commission in Augusta for review and comment. The Castine Historic Preservation Commission makes a report to the Board of Selectmen on every request to add historic properties to the Castine Historic Preservation Ordinance that it receives.
3. The Commission holds a public hearing on the proposal after giving due notice about the hearing. (Due notice requires that a notice is published twice in the local newspaper at least twelve and seven days before the hearing, and written notice is provided to the applicants, owners of all property abutting or included in the proposed designation, and anybody else who is may have a special interest in the proposal at least ten days before the hearing.) A copy of the proposal is sent at this time to the chairperson of the Planning Board for review and recommendation at the next regular meeting of the Planning Board.
4. The Commission sends a final report with its recommendations regarding the proposal to the Board of Selectmen no later than sixty days after the public hearing.
5. If the Commission agrees that it is a good idea to accept the proposal, it drafts an amendment to Article 6 of the Castine Historic Preservation Ordinance, which should include a description of the historic property with the date it was adopted.
6. After receiving the Commission's recommendation to amend the Ordinance, the Board of Selectmen, at its next regular meeting, will place the proposed amendment on the warrant for the next town meeting.

*Proposals to designate historic sites, landmarks, individual properties and districts must include:*

### **Historic Sites & Landmarks:**

1. A brief description of the structure or site, including a physical description and a statement of its historical significance. Its physical description should include its scale, materials, workmanship, and architectural style. A concise summary of its historical significance should include when it was built, when it achieved significance and why (i.e., What era in its history contained the broad patterns of history with which it is associated? When did the historic person with whom it is associated inhabit it? When did a

- historical event take place? Which era in its construction history did it become significant?, etc.).
2. A concise statement of how the structure or site is historically significant and how it meets Castine's review criteria listed above and in Article 4 of the Castine Historic Preservation Ordinance.
  3. A series of photographs of the structure and/or a site map, illustrating how the structure or site is historically significant.

**Historic Districts:**

1. A brief statement of the structures that justify making the proposed area a historic district, and a description of the building types, architectural styles, and historic periods represented.
2. A concise statement of how the district is historically significant and meets Castine's review criteria listed above and in Article 4 of the Ordinance.
3. A written justification of the boundaries of the district.
4. A description of the types of structures that do not contribute to the significance of the district and an estimate of the percentage of non-contributing structures.
5. A map showing all district structures, identifying the contributing structures.

**Expansion of Existing Districts:**

1. A brief statement of the physical aspects of the area that justify an expansion of the existing district, an explanation of how the expansion is consistent with the character of the district, and a description of the building types, architectural styles, and time periods represented in the proposed expanded area.
2. A concise statement of how an expansion of an existing district meets Castine's review criteria listed above and in Article 4 of the Ordinance.
3. A statement justifying the expanded boundaries of the district.
4. A description of the structures that do not contribute to the significance of the district and an estimate of the percentage of non-contributing structures in the proposed area.
5. A map showing all the structures in the proposed expansion area with the contributing structures identified.

**Individual Historic Properties:**

*Note: The procedure for amending the Ordinance differs slightly for an individual historic property than for other types of historic properties. Only the owner of the property can propose that his or her property be designated as historic under the Ordinance. The property owner fills out the proper form, which is given to the chairperson of the Commission, with copies to the Town Manager and the Code Enforcement Officer. The Commission will then meet within thirty days of the receipt of the form to prepare a recommendation about the proposed amendment.*

1. A brief description of the physical aspects of the property that make it historically significant and a description of the building type, its architectural style, and the time period represented.
2. A concise statement of how the property is historically significant and how it meets Castine's review criteria listed above and in Article 4 of the Ordinance.
3. A map showing the location of the structure.

## APPENDIX 2: RESOURCES

### *Organizations:*

Castine Historical Society, located in the Abbott School, Castine Town Common, P. O. Box 238, Castine, ME 04421 (207)326-4118. The Castine Historic Society collects and preserves material about the Castine-Bagaduce River area, including a collection of historic photographs  
<http://www.castinehistoricalsociety.org>.

Maine Historic Preservation Commission, 55 Capitol Street, 65 State House Station, Augusta, Maine, 04333-0065 (207)287-2132. This is the State Historic Preservation Office (SHPO) for the State of Maine. It nominates properties to the National Register of Historic Places; reviews and comments on the effect of federal undertakings on historic properties; assists owners of income-producing properties to obtain federal and state rehabilitation tax credits; oversees the identification and evaluation of archeological sites as well as historic buildings, objects and districts; and promotes historic preservation through planning and public education  
<http://www.maine.gov/mhpc>.

Maine Preservation, 500 Congress Street, Portland, Maine 04101 (207)775-3652. Maine Preservation is a state-wide membership organization providing education and advocacy about historic preservation issues. They have links to a number of resources about preservation on their website <http://www.maine Preservation.org>.

Wilson Museum, 107 Perkins Street, Castine, Maine 04421 (207)326-9247. The Willson Museum's collection contains local history archives, and it gives tours of the John Perkins House, a c. 1763 house on the National Register of Historic Places [www.wilsonmuseum.org](http://www.wilsonmuseum.org).

Witherle Memorial Library, 41 School Street, Castine, Maine 04421 (207)326-4375. The library contains materials about the history and genealogy of Castine, including many books about local history  
<http://witherle.lib.me.us/index.html>.

### *Books:*

Carley, Rachel. *The Visual Dictionary of American Domestic Architecture*. New York: Henry Holt and Co., 1997. A guide to the architectural styles of American houses. Beautiful line drawings illustrate both exterior and interior aspects of styles. Unlike many style guides, it also includes a brief history of styles, putting the evolution of styles into its cultural context

Lee, Antoinette J., ed. *Past Meets Future: Saving America's Historic Environments*. Washington, D. C.: The Preservation Press, 1992. A



collection of essays by leaders in the field about many aspects of historic preservation in America.

McAlester, Virginia, and Lee McAlester. *A Field Guide to American Houses*. New York: Alfred A. Knopf, 1995. An excellent guide to architectural styles of American houses. The authors use line drawings to illustrate the styles and numerous photographs as examples.

Murtagh, William J. *Keeping Time: The History and Theory of Preservation in America*. New York: Sterling Publishing Company, Inc., 1993. One of the most comprehensive and accessible accounts of the history and theory of the historic preservation movement in America.

Rypkema, Donovan D. *The Economics of Historic Preservation: A Community Leader's Guide*. Washington, D. C.: National Trust for Historic Preservation, 1994. A concise summary of the many and varied economic benefits of historic preservation.

#### *Publications:*

National Park Service, *The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*," Washington, D. C.: U. S. Government Printing Office, 1990. The standards and guidelines upon which the Castine Ordinance design standards are based. Available from the Maine Historic Preservation Commission and the U. S. Government Printing Office or on the web at [www.cr.nps.gov/hps/tps/standards/index.htm](http://www.cr.nps.gov/hps/tps/standards/index.htm).

#### *Websites:*

National Park Service, "About the Federal Tax Incentives for Historic Preservation," United States Department of the Interior, National Park Service, Technical Preservation Services, [www.nps.gov/history/hps/tps/tax/brocure1.htm](http://www.nps.gov/history/hps/tps/tax/brocure1.htm). This site describes the federal tax incentive programs for rehabilitating income-producing historic properties. Available in web-based or PDF formats.

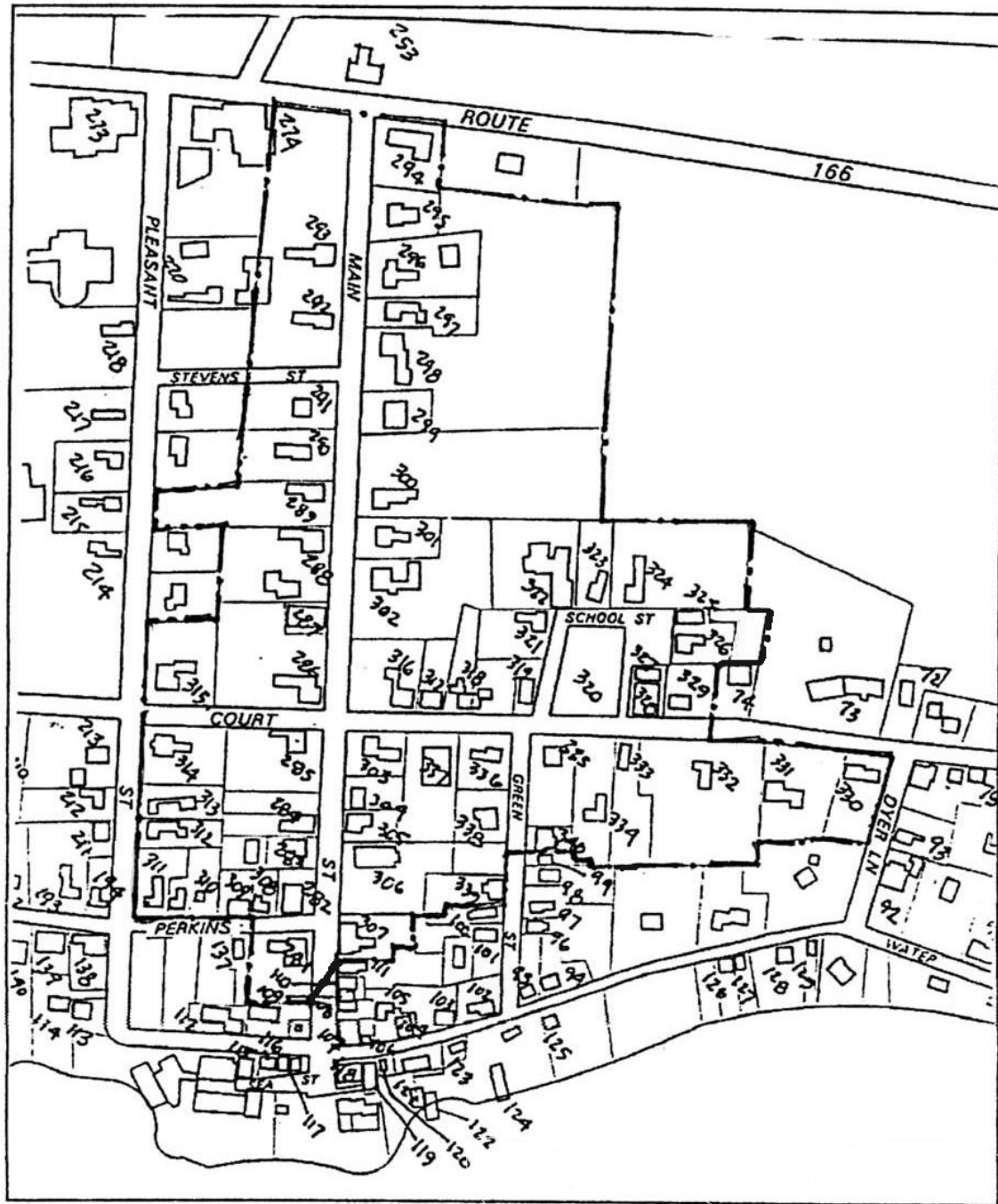
National Park Service, "Electronic Rehab: An Interactive Web Class on the Secretary of the Interior's Standards for Rehabilitation," United States Department of the Interior, National Park Service, Technical Preservation Services, [www.nps.gov/history/hps/tps/e-rehab/indx.htm](http://www.nps.gov/history/hps/tps/e-rehab/indx.htm). This site provides an in-depth look at the Secretary of the Interior's Standards for Rehabilitation. To examine each of the ten standards individually, click on "enroll now" on the home page, then on "Apply All 10 Standards."

National Park Service, "Illustrated Guidelines for Rehabilitating Historic Buildings," United States Department of the Interior, National Park Service, Technical Preservation Services,

- [www.nps.gov/history/hps/tps/tax/rhb/index.htm](http://www.nps.gov/history/hps/tps/tax/rhb/index.htm). This website provides guidelines for rehabilitating historic buildings, including recommendations for identification of building elements and how to protect, maintain, and repair them, as well what to do if they need to be replaced and how to sensitively alter buildings for a new use.
- National Park Service, "Incentives! A Guide to the Federal Historic Preservation Tax Incentives Program for Income-Producing Properties," United States Department of the Interior, National Park Service, Technical Preservation Services, [www.nps.gov/history/hps/tps/tax/incentives/index.htm](http://www.nps.gov/history/hps/tps/tax/incentives/index.htm). This site provides a step-by-step guide to the federal tax incentive programs for rehabilitating income-producing historic properties.
- National Park Service, "National Historic Preservation Act: 40<sup>th</sup> Anniversary," United States Department of the Interior, National Park Service, <http://www.nps.gov/history/40th/>.
- National Park Service, "National Register Bulletin: How to Apply the National Register Criteria for Evaluation," U. S. Department of the Interior, National Park Service, National Register, History and Education, <http://www.cr.nps.gov/nr/publications/bulletins/nrb15/index.htm>. This site provides an in-depth look at the criteria the National Park Service uses to list a property in the National Register for Historic Places. It is useful for property owners and anybody else who is interested in listing a property on the National Register or to understand how the National Park Service determines which properties are eligible.
- National Park Service, "National Register of Historic Places," U. S. Department of the Interior, National Park Service, <http://www.nps.gov/history/nr/index.htm>. This is an informational website about the National Register of Historic Places. It includes information for homeowners as well as a searchable database of National Register properties.
- National Park Service, "Preservation Briefs: Celebrating Thirty Years (1975-2005)," United States Department of the Interior, National Park Service, Technical Preservation Services, [www.nps.gov/history/hps/tps/briefs/presbhom.htm](http://www.nps.gov/history/hps/tps/briefs/presbhom.htm). This site includes technical information about a variety of preservation issues, such as roofs, windows, or repointing bricks. You can follow the links to individual topics or order hard copies from the National Park Service.
- National Park Service, "Rehab Yes/No," United States Department of the Interior, National Park Service, Technical Preservation Services, [www.nps.gov/history/hps/rehabyes-no/index.htm](http://www.nps.gov/history/hps/rehabyes-no/index.htm). This site contains case

studies of rehabilitation projects illustrating the Secretary of the Interior's Standards for Rehabilitation.

National Park Service, "Walk Through Historic Buildings: Learn to Identify the Visual Character of a Historic Building," United States Department of the Interior, National Park Service, Technical Preservation Services, <http://www.nps.gov/history/hps/tps/walkthrough/>. This National Park Service website provides a step-by-step method for identifying the visual character of historic buildings. It includes a checklist that you can take to a historic building to help you identify its distinguishing features.



Map 2. The Castine Historic Preservation District  
 (Numbers refer to site numbers as they are  
 recorded in the Castine Architectural Survey.)