

## Pawtucket Zoning Ordinance Article V: Historic Districts

### Property Nomination

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- 1.) To be eligible for a Local Historic Property Designation a home must meet one or more of the criteria stated in the [Property Nominee Criteria Form](#). The property owner must then submit a [Property Nomination Form](#) including photos of the property to the Pawtucket Planning Department.
- 2.) At a public meeting the HDC will review the property nomination application based upon the stated [criteria](#). The HDC will vote to approve, approve with conditions, or deny the application.
- 3.) If approved, Planning Department staff will record the HDC decision and the application moves forward to the City Council.
- 4.) At a public meeting the City Council Ordinance Committee will review the property nomination application and vote on whether to advance the application to the full City Council.
- 5.) If approved by the City Council Ordinance Committee, the property nomination will be then voted upon at a public meeting of the City Council. The applicant will be responsible for the costs associated public notices prior to the hearing.
- 6.) If approved by the full City Council the property nomination is fully adopted and the property owner shall receive a signed copy of the approved Zoning Map Amendment designating their property as a Local Historic District. After approval, the property owner may discuss their eligibility for potential tax benefits with the City Tax Assessor.

### Certificate of Appropriateness

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- 1.) Any properties located within the Pawtucket Local Historic District for which exterior alterations are proposed must apply to the HDC for a [Certificate of Appropriateness](#). Application forms should be submitted to Planning Department staff. Please refer to the [HDC Standards & Guidelines](#) for information on the project review process and making alterations to historic properties.
  - Activities that require review and approval include, **but are not limited to**, installation of rooftop solar, new construction, buildings additions and demolition, alterations or replacements for the roof, windows, doors, siding, gutters, fascia, soffit, etc.
  - Minor exterior alterations which involve the replacement of a feature with identical materials may be reviewed and approved administratively by staff. See **Appendix A** for the list of activities exempt from any level of review.
- 2.) The HDC shall review the application at a public meeting and will vote to approve, approve with conditions, or deny the application
- 3.) If approved, Planning Department staff will contact the applicant with copy of the decision and the applicant may proceed with the approved activities.
  - Please note that if a property owner makes unapproved exterior alterations to a property, they risk losing the property's Local Historic designation which may impact property their eligibility for certain tax benefits

## Demolition Review

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- 1.) Demolition is defined as the act of pulling down, destroying, removing or razing a building or commencing the work of total or substantial destruction. Any structure in the City which is in the Local Historic District, National Historic District, or is 50 years or older is subject to Demolition Review by the HDC.
  - If a structure is located in the Local Historic District then the applicant is required to receive a [Certificate of Appropriateness](#) from the HDC to proceed with demolition.
  - If the structure is in a National Historic District then the applicant shall submit project plans/materials to the HDC which shall provide an advisory opinion to the appropriate State or Federal agency.
  - If a structure is neither Local Historic nor National Historic, but is 50 years or older and referred to the HDC by the Pawtucket Planning Department, the HDC shall review the demolition and has the ability to impose a 6-month demolition delay if they deem the structure to be of significant historical value.
- 2.) If the applicant requires a Certificate of Appropriateness, the HDC shall review the application at a public meeting and vote to approve, approve with conditions, or deny the application.
  - All other projects that qualify for Demolition Review shall also be reviewed at a public meeting of the HDC
- 3.) If the Certificate of Appropriateness is approved, the applicant will receive a copy of the decision from Planning Department staff and the applicant may proceed with the demolition, pending a demolition permit to be approved by the Pawtucket Zoning Department.

## **Appendix A: Actions Exempt from HDC Review**

- Painting: preparation, materials or colors.
- Decorating: holiday or other.
- Normal landscaping, including shrubs, trees, flowers, window flower boxes and other plantings; also exterior lighting and flags and flagpoles.
- Repair of any existing walkway, driveway, wall, and fence or terrace in the same location and with the same materials.
- Window air-conditioning units.
- Temporary structures or signs used for special events and whose duration will not exceed any guidelines established by the Commission.
- The reconstruction, in the same design, of a building, structure or exterior architectural feature damaged or destroyed by fire, storm or other disaster, provided that such reconstruction is begun within one year and is continued to completion without substantial interruption.
- Storm doors, storm windows and canvas awnings.
- All ordinary maintenance and repair of any of the existing features or building that does not involve a change in design, materials or the outward appearance.
- The removal of deteriorated, damaged or dangerous building features, provided that unapproved new ones are not installed. This includes but is not limited to porches, stairs, shutters, porticoes, car parks, fences and walls.