

Wakefield Heritage Commission

Historic District Guidelines

Background:

The Town of Wakefield voted in 1983 to establish a Historic District in Wakefield Corner. At that time a group of residents researched the history of houses in the village and submitted applications for, and was awarded with National Register of Historic Places designations for 27 houses that make up the District. A Commission was formed and general rules were recommended and subsequently adopted by Town Meeting in the Town's zoning ordinance to provide a basis for the District. In 1993 the enabling legislation was expanded and Wakefield chose to form a Heritage Commission, which remains today, that is tasked with the historical preservation of the Town in general in addition to oversight of the Historic District of Wakefield Corner. At that time the boundaries of the District were amended to included two (2) additional houses encompassed in the current District outline.

The District begins on Wakefield Road at the property known as the Paul Property (2569 Wakefield Road) and continues north along Wakefield Road to the Little Red Schoolhouse (2851 Wakefield Road). It branches northeast at the hay scale along Province Lake Road to the property commonly known as the Parsonage (54 Province Lake Road). It extends back from the center of the road for 150' on both sides of the road. The District boundaries are further depicted and described on the Wakefield Official Map found in the Zoning Ordinance.

Purpose

This Document is intended to establish a set of guidelines for use by the Heritage Commission and Town residents to clarify and establish protocols for home owners, Commission members, and interested townspeople that will reflect the Secretary of the Interior's Standards for Rehabilitation. These guidelines, effective October 29, 2013, have been compiled to assist you in the maintenance and preservation of your structure and ultimately the District. Additionally, these guidelines are the criteria used by the Wakefield Heritage Commission (WHC) when reviewing an application for a proposed change to a building within the Historic District of Wakefield Corner. The intent of the Historic District is not to freeze Wakefield Corner into any one period or to prevent future change. Much of its charm and character is derived from its evolution over two centuries and what the various buildings convey about changing lifestyles, ownership and uses. Its purpose is, rather, to ensure that the changes that occur in the District are compatible with the surrounding historic environment, ie: the buildings, sites, and overall setting of Wakefield Corner.

Wakefield Corner- A Short History

The first houses in the village appeared during the 1770s. Over the next 50 years most of the houses that comprise the village today were constructed. The ridge on which the village is situated is covered with a thick layer of clay just below the top soil. This retains water well. It provides moisture for crops and a solid base on which to build houses. The houses typically have partial basements (or root cellars) dug 4-5 feet below the ground level which are rock lined. Most of the structures originally had French drains (a natural drain that led to a dry well), but these have largely filled in with silt. Electric sumps now keep the cellars dry.

The concentration of houses soon became a community center. The town hall was built in the village, replacing the original on the Shore of Lovell Lake. A church anchored the village and housed the

Wakefield Academy on the second floor. Among the houses were a tavern, two stage coach inns, a mercantile, post office, law office, elementary school, pants factory, and millinery.

Among the early industries were two operations within the village. Tanning pits were located behind the Nathaniel Barker property (now Maurice and Ann Hatch). Just below the tanning operation was a potash operation.(MacRury 72) Potash is manufactured by boiling hardwood ash. The runoff is processed to become lye or potash. In the late 1700s to early 1800s potash was one of the biggest cash crops in America (wisegeek.com)

Much of the prosperity of Wakefield Corner can be traced back to the end of the war of 1812 and the return to Wakefield of Josiah Dow and his 9 daughters. He had been very successful in the marine trading business during the war and retired early to his family home at what is now the Bancroft estate on Rt. 153. (MacRury 971 – Merrill 510) In an effort to keep his daughters busy he founded the Dow Academy in 1815 on his property and hired a school master from Harvard to run the school. It was open to children of the area. Students came from as far away as Sanford, Maine and Portsmouth, NH to attend the school. These students boarded with local families. Many of the graduates of the academy went on to higher education at Dartmouth, Harvard, Tufts, and many of the fine finishing schools around Boston and along the North Shore.

In 1815 the original meeting house, built on the shores of Lovell Lake, needed a more convenient location within the town. A new building was erected in 1816 on land belonging to the Wiggin family. By 1827 some of the returning scholars from the now defunct Dow Academy had become the professional cadre in Wakefield. In 1827 they formed the Wakefield Academy. The land that held the church was conveyed by Henry L. and Joseph C. Wiggin to the trustees of the Wakefield Academy. The deed stated that, "The room on the second floor of the building house an Academy for literary purposes and the first floor of said house be finished in a suitable manner for a house of religious worship and appropriate for that purpose." The original trustees came from many of the homes in the village and many were graduates of the Dow Academy. They were Josiah H. Hobbs, Joseph Wiggin, Alvah H. Sawyer, Henry L. Wiggin, George W. Carter, Charles Carter, William Sawyer, Jr., Ichabod Richards, Elisha Rollins, Porter K. Wiggin, Thomas Lindsay Jr., and Benjamin Pierce Gove. The first preceptor was also the second pastor of the church Nathaniel Barker. (MacRury 985) The Academy continued until 1889. A large percentage of its graduates went on to higher education. Many of these returned to Wakefield Corner as doctors, lawyers, teachers and mill owners.

The influence of the Dow family is evident through several generations. In the late 1800 Seth Lowe, married to Josiah Dow's daughter greatly expanded the homestead turning it into a beautiful agricultural estate. Lowe a former mayor of Brooklyn, NY and president of Columbia University commissioned the principle architect at Columbia to rebuild the house and barn. In 1902 he endowed the Wakefield Library and gave the present building, built as a small version of the Columbia University Library that bears his name. The Bancrofts, descended from Seth Lowe, now manage the estate. It is one of the largest tracts of land in Wakefield and includes a significant shore line on Great East Lake. The Bancroft family maintains the property as their home and values its position in Wakefield history. (Bancroft)

During the prosperous post-Civil War years when the railroad opened up the area to logging, ice harvesting, manufacturing, and tourism, the village, which became known as Wakefield Corner, housed the professional people of the town along with some of the mill owners and business people, as the center of commerce shifted to the rail center in Sanbornville. There is a very strong period influence in

the houses from this period as successful home owners added space to their homes, updated the facades, and adapted the homes to stoves, away from the central chimney form of heat. Nearly all of the houses were painted white, picket fences enclosed the yards, and the general exterior look of the houses was established and has remained largely unchanged through the present day.

Within the village three structures that are quite unique still remain. The hay scale is located at the junction of Wakefield Road and Province Lake road in a traffic triangle. There is a stone trough with a well and hand pump that is at the edge of the road near the top of the hill, where horses could drink. Located at the north end of the village is the original town pound. It is a stone enclosure with a gate that is restored to its original condition. Four houses, the original church, and several barns have either been destroyed by fire or razed. The church and two of the houses have new structures on their sites. The Wakefield Tavern was rotated 90 degrees to face the main street, when the Range road that ran from the village to Bulkhead road was abandoned. The barn at the Wakefield Tavern was cut in half, and moved to the bottom of the hill where it remains today. (Brown, Hatch, & Hall)

Much of the charm of Wakefield Corner is the large percentage of cleared land behind the houses. Fields are mowed each summer to maintain the open space. The cleared land provides vistas in all directions enhancing the natural beauty of the place. Interspersed among these fields are several lanes, or cow paths that would lead cattle across hay fields to the more appropriate pasture lands in the wet areas at the bottom of the ridge.

Sources:

Footsteps of Pride to the Past Elizabeth Banks MacRury, 1987

A History of Carroll County Georgia Drew Merrill

Recollections of family history from Ann Hatch, Nancy Hall, Peter Brown

Conversations with Nancy Bancroft

Excerpt of the Wakefield Zoning Ordinance enabling the Heritage Commission

ARTICLE 10 – HISTORIC OVERLAY ZONING DISTRICT.

A. PURPOSE. New Hampshire State Law declares that preservation of cultural resources, and particularly of structures and places of historic, architectural and community value is a public purpose. Pursuant to the above, it is the specific purpose of this Ordinance to preserve and safeguard the heritage of the Town of Wakefield by making it possible for the citizens of the town to create one Historic District that will:

- 1. Preserve for generations to come the picturesque and unique settings and collections of historically, architecturally and culturally significant buildings and structures, which are found within the Town of Wakefield;*
- 2. Encourage the maintenance and restoration of such buildings and structures and their settings, and insure that new buildings and structures and alterations to those existing within the District, are in visual harmony with their neighbors in order to preserve that which reflects the cultural, social, economic, political and architectural history of the Town of Wakefield; and*

3. Foster civic pride and beauty, strengthen the local economy, conserve and maintain property values in the District and provide an opportunity to enhance the education, pleasure and welfare of the citizens of the visitors to the Town of Wakefield.

C. BUILDING, STRUCTURES AND USE PERMITS. Buildings, structures and uses within the Historic District shall be those permitted in the Planning and Zoning Ordinance provisions for any site in question except that within any historic District, no building or structure shall be erected, moved or demolished unless, upon written application, a Certificate of Approval shall have been issued therefore by the Wakefield Heritage Commission.

D. CERTIFICATE OF APPROVAL.

1. In the Wakefield Historic District, no building permit shall be issued for any purpose or for any construction or demolition until the Wakefield Heritage Commission has issued a corresponding Certificate of Approval;

2. A Certificate of Approval is required prior to the construction, alteration, moving or demolition of any structure within the Historic District;

3. The Application for Certificate of Approval will be obtained from the Board of Selectmen or its duly authorized agent when obtaining a building permit. In cases where no building permit is required, the Application for Certification of Approval will be obtained from the Heritage Commission Secretary; and

4. A Certificates of Approval shall be applied for in writing to the Wakefield Heritage Commission, stating the location, nature and, where pertinent, the materials, color and texture of the matter or item for which such certificate is sought. Any site plans, building plans, elevations, samples, photographs, sketches, or other information reasonably required by the Commission shall be made available by the applicant.

5. The following activities do not require a Certificate of Approval (however may they be subject to other permits from the Building Department).

a. Building maintenance when a feature is being repaired or replaced, without change to the design, material, or color.

b. Cleaning of a building's exterior.

c. Changes to interior elements of a structure that do not impact an exterior feature.

d. General landscaping maintenance that does not significantly impact on the overall appearance of the site.

E. REVIEW AND DECISION BY THE WAKEFIELD HERITAGE COMMISSION. In its review of applications and in reaching its decision for the granting or denial of a Certificate of Approval pertaining to properties located within the boundaries of the Historic District, the Wakefield Heritage Commission shall consider, but not be limited to, the following guidelines:

1. The Commission may hold a public hearing on the Certificate of Approval in the following manner: Within ten days after the filing of an application for a Certificate of Approval or application for demolition, the Commission shall determine the properties deemed by it to be materially affected by such application and shall forthwith cause its secretary to give by mail (postage prepaid) to the applicant and to the owners of all such properties as they appear on the most recent real estate tax Wakefield list, not less than ten days' notice of a public hearing before the Commission on such application. In any case, notice shall be given to the owner of each property abutting the property to which the application pertains;

2. The Commission shall consider the appropriateness of proposed features, buildings, structures, and appurtenant fixtures, location on the lot, and the removal or demolition of any building or structure or appurtenant fixture in the District, wherever such features, buildings, structures, and appurtenant fixtures, are subject to public view;

3. The Commission shall keep in mind the specific purpose of this District as stated in this Ordinance, and shall consider, among other things, the historic and architectural style, the general design, arrangement, textures, materials, and color of the building or structure or appurtenant fixtures in question, the relation of such features to similar features of buildings in the immediate surroundings, and the position of such building or structure in relation to the street or public way and to other buildings and structures;

4. The Commission shall request reports and recommendations regarding the feasibility of the applicant's proposal from the Planning Board, Fire Chief, Building Inspector, Health Officer and such other administrative officials as may possess information pertinent to the application. The Commission also shall seek advice from such professional, educational, cultural or other groups or persons to include technical assistance and consultants, as may be deemed necessary for the determination of a reasonable decision, at the expense of the Commission; and

5. The Commission shall not make any recommendations or requirements except for purposes of historic preservation and of preventing developments, construction, or changes incongruous with the historic District, its buildings, sites and surroundings.

F. GRANTING OF CERTIFICATES OF APPROVAL.

1. Within a period of forty-five (45) consecutive days after the filing of such application or within such further time as the applicant may in writing allow, the Commission shall determine whether the action or usage proposed will be appropriate in its opinion in the Historic District in accordance with the purpose of this Article and shall file a Certificate of Approval or notice of disapproval with the Wakefield Board of Selectmen or other duly delegated authority. Failure to file said certificate or notice by the Commission within the specified period of time shall be deemed to constitute approval. In such instances, the Applicant may apply to the Town Clerk for official notification that his application for Certificate of Approval was approved by default;

2. Notwithstanding that the action or usage proposed may be deemed inappropriate, the Commission may find that failure to issue a Certificate of Approval will involve a peculiar and unusual hardship to the

applicant. In the event of such findings, the Commission shall issue a limited Certificate of Approval in which the Commission may impose such conditions as are necessary in its opinion to avoid substantial derogation from the objectives of historic preservation in the District;

3. If the Commission determines that a Certificate of Approval should not be issued, the reasons for such determination shall be entered in its records, and may include recommendations respecting the proposed construction, reconstruction, alteration, moving, or demolition; and

4. Whatever its findings, the Commission shall forthwith notify the applicant and the Board of Selectmen or its duly authorized agent of its determination and shall furnish the applicant in writing a copy of the reasons therefore and of its recommendations, if any, as appearing in the records of said Commission.

G. HISTORIC DISTRICT APPEALS. Any owner or tenant of property wholly or partly within the Historic District, and by any other person, agency, or group aggrieved by a ruling of the Historic District Commission may appeal to the Wakefield Zoning Board of Adjustment. The Zoning Board of Adjustment shall hear and act upon such appeals within the periods of time prescribed by New Hampshire Statutes.

H. INTERPRETATION. Nothing in this Ordinance shall be construed to prevent ordinary maintenance or repair of any structure or place within the Historic District nor to prevent construction, alteration, repair, moving or demolition of any structure under a permit issued by the Board of Selectmen or its duly authorized agent or other duly delegated authority prior to the establishment of any such District.

Architectural Styles and Building Types

The majority of buildings were built between 1770 and 1840. They are primarily Georgian or Federal Style. The two oldest houses in the District are Cape Cod style 1 ½ story structures with the same central chimney layout of the larger 2 story houses. During the latter half of the 19th century, with the advent of the railroad and large number of mills in the area, Wakefield Corner became home to the professionals, business owners, and more affluent residents of the town.

Almost all of the houses had major improvements done during this period. The Victorian influence is evident throughout the village as a result. Many central chimneys were razed in favor of smaller chimneys which serviced stoves. Six over six and nine over six windows were replaced with two over two windows. In keeping with the fashion of the period, all of the houses were painted white with dark green or black shutters and trim. This is borne out by early photographs.

Of the buildings built after 1840, one is a neo-colonial built in 1914, one is a beautiful example of Greek revival (Wakefield Library), one is a Cape Cod style built in 1934 and the Lovell Union Grange Hall built in 1924

Five houses in the District have been destroyed by fire or razed.



Federal Style with decorative door



1902 – Greek Revival style

General Guidelines

Whenever possible, you are encouraged to:

- Use the least amount of intervention to maintain your structure;
- Preserve the architectural character of your property. Try to retain original materials and features. Avoid actions that may affect the structure's historic character;
- Repair rather than replace. Patch, piece-in, splice, consolidate, or reinforce using recognized preservation methods and techniques. Repairing also includes limited replacement of extremely deteriorated or missing parts of features;
- Replace entire character-defining features or materials only when deterioration prevents repair. Do not replace with a new material when a feature can be repaired. The preferred replacement option is to replace an entire feature using the same material of the original;
- Restore your structure to its former state and period. Use historical, pictorial and physical documentation to help determine your replacement feature. The *Wakefield Heritage Commission* can be an excellent resource in your research. Make sure the replacement feature is consistent with the size, scale, and material of the structure and is compatible with the remaining character-defining features of the building;
- Avoid radical changes that obscure or destroy character defining spaces, materials, features or finishes.

All buildings, structures, and sites shall be recognized as products of their own time. Alterations with no historical basis that seek to create an earlier appearance shall be discouraged. Also, buildings and structures should not necessarily be frozen in time based on their appearance at the time of designation as the Historic District.

Design Guidelines

These guidelines are not intended to prevent you from performing ordinary maintenance or repair to your property, but are a sincere effort to preserve the historic "uniqueness" to Wakefield Corner. There are two levels of maintenance or modification to consider:

1. **Building Maintenance:** The appearance of the village has remained consistent throughout many decades. During this time, roofs have been replaced, sills repaired, siding re-done. Most of this work is done by home owners without the involvement of the Heritage Commission. This practice is within the bounds of this guideline. The following items do not need Heritage Commission approval: *
 - a. Washing or cleaning a structure
 - b. Painting with the same color of base and trim
 - c. Repairing or replacing clapboards or shingles with like natural wood materials
 - d. Repairing or replacing trim boards with like natural wood materials
 - e. Repairing or replacing shutters with like natural wood materials
 - f. Repairing or replacing storm windows, storm doors or screens with like natural wood materials
 - g. Pointing up chimneys
 - h. Repairing or replacing fences with like natural wood materials.
 - i. Repairing or replacing significant yard structures: well curbs, etc.
 - j. Changes to interior elements that do not impact an exterior feature.
 - k. General landscaping that does not impact the overall appearance of the site.
 - l. Repairing or replacing roofing with like materials and similar color
 - m. Installation, repair, or replacing gutters with wood or aluminum that match the color of the house and trim

It is understood that any item repaired or replaced will be with like materials.

**These guidelines pertain to the Heritage Commission only. Check with the Building Inspector concerning the necessity of a building permit for your project.*

2. **Structural or Aesthetic Changes:** In general all other changes modifications, or repairs to a building or feature will require approval from the Heritage Commission before a building permit can be issued. The Commission will have within its discretion to determine whether the change will require a public hearing.

In an effort to make this process objective and fair, the following discussion of components is intended to provide a baseline for homeowners and Commission members alike to make decisions that will enhance the unique character of Wakefield Corner without stifling it.

Walls and Trim

Clapboards on the front and sides of the buildings with natural wood shingles on the backs of barns and ells are the prevalent choice of siding. These will continue to be the material employed when replacing siding

Synthetic siding such as vinyl or aluminum will not be allowed. Not only do they detract from the historical character of the building, but the materials create moisture problems and will deteriorate more rapidly than a wooden exterior.

Trim boards

The houses in the District primarily have plain trim boards that were prevalent at the time of construction. A few of the houses show evidence of an upgrade to a more decorative type of trim board. Changes in the style of trim boards will require approval from the Heritage Commission and generally will not be allowed. Replacement materials for trim boards will be wood or other material acceptable to the Commission.

Painting and Color

In general it is appropriate to retain the color that is on the building. The predominant color in the District is white. This became popular in the last half of the 19th century and has remained consistent for the last 150 years. There is little or no photographic evidence of alternative colors on any of the houses. Alternative colors will be discouraged. Trim colors are principally green or black.

Windows and Blinds

Windows like many of the architectural features of the buildings are significant in maintaining the historical appeal of the District. Over time, though replacement windows that predate historical preservation movements, have altered the appearance of the windows. Many of the houses have had the nine over six, or six over six single hung windows replaced with double hung two over two windows. Fortunately the size of these windows has remained constant. Important aspects of windows include the original casing, window size, number of panes, pattern, sills, and type of window. Whenever possible, retain and repair all window and existing elements including sash, sills, panes or lites, lintels, casings, and muntins. If replacement is necessary, replicate the original, e.g., the same number of panes and muntins of the same size and profile. Simulated muntins, including snap-ins, are strongly discouraged. The number of panes should be compatible with the style of the house.

Storm windows are a necessity for winter conditions. Aluminum storm windows with white painted frames or wooden storm windows should be used. Shutters were predominant in the village in a photographic album of District buildings taken in 1951. Home owners are encouraged to repair or replace shutters whenever and wherever possible. Vinyl or metal shutters are not allowed

Roofs and Chimneys

The predominant structure in the District is a gable roof with the gable of the main structure perpendicular to the road. Ells and barns, either attached or adjacent have the gable end of the structure facing the road. Exceptions are the public buildings and two houses that were built later in the history of the village. At least four of the buildings have added a second story to the original house or ell. The shape of these existing roof structures should not be altered.

The color style and type of shingles or roofing materials must be approved by the Heritage Commission; however, replacing shingles with like shingles is permitted without approval from the commission (Design Guidelines Section 1 (I)). Replace deteriorated roof covering with materials that match the old in composition, color, size, shape, texture and installation detail to the extent possible. Preserve the architectural features that give the roof its distinctive character, such as cornices, gutter, cupolas, chimneys, weathervanes, and dormers. Maintain the original roof lines. The predominant material used in the District is asphalt. This is the preferred material. Shingles should generally be of a dark or neutral

color. Metal roofs should only be used on barns or ells do not predominantly face the street. Home owners are encouraged to retain the vertical board pattern of the original roof. Overlaying plywood on the original boards is discouraged as it detracts from the shape that the shingles develop when nailed to the vertical boards.

Chimneys were modified significantly in the late 19th century. Several central chimneys were taken down and replaced with twin chimneys that more efficiently drafted heat from a variety of parlor type stoves. Cast iron cooking stoves replaced hearth cooking. Every effort should be made to maintain the chimneys in the District intact, rebuilding or replacing them in the same position, when needed. New chimneys when required should be masonry and should not be installed on an exterior wall. Television receivers should be installed on the rear of the building whenever possible.

If installing new gutters, take particular care to avoid damaging or removing significant building details. Down spouts and gutters are allowed, however, they should be inconspicuous and colored to match the color of the siding.

Entrances

The entrances to the buildings in Wakefield Corner are varied. They range from plain original entrances to fans over the doors to a large Victorian entrance from the 1870s. They speak to the attitudes and values of the residents over the years. Whenever possible they should be maintained in the same condition and form that they currently are. Metal doors or vinyl enclosures will not be allowed. . Two examples of such entrances are displayed below.



Original utilitarian entrance



Victorian modification to a Federal house

In general, try to retain original elements whenever possible. Alterations and renovations should not hide or damage them. Repair is preferable to replacement. If replacement is necessary, use pictorial or physical evidence to find an accurate replacement for the feature. Repairs should match the original in material, color, size and shape. Retain original and later important door opening, entrance designs and door elements, including transoms and sidelights. If replacement is necessary, select a door or feature that is the appropriate style and age for your structure.

Do not use a storm door that will destroy the integrity of your original doorway. Simple and full view storm doors are preferred so that they do not hide or compete with the door and doorway features. It should be a color that matches or complements the door trim. Wooden storm doors in period styles are encouraged.

New Additions to Existing Buildings

An addition to an historic structure should not overpower it in size nor should it deviate from the historical character of the original structure. Since most of the buildings in the District are constructed with a series of ells and barns attached to the rear or the side of the house, this precedent should be followed when designing an addition. It should be placed on a secondary elevation, preferably to the rear of the structure. Materials, roof styles, shapes and trim should be compatible with the surrounding structures.

Site Considerations

Wakefield Corner is distinctive with a series of picket fences along the street and some side yards. These fences are wooden with a consistent pattern of pickets. There are three fences that reflect a more decorative form. Every effort should be taken to maintain these structures. Painting is typically white. Home owners are encouraged to construct fences of this type where appropriate.

Dry laid stone walls along the roads where there are no houses should be retained and kept free of foliage. New fences should follow the picket style and be supported by square posts with caps, or rough cut granite posts. Stockade, board, or chain link fences are not allowed except for animal pens.

Energy Improvements

The addition of generators, solar panels, solar collectors, and more energy efficient materials shall be permitted where they allow the least visual and structural interference with the structure. For example generators should be placed in a position where they are not visible from the street. Solar panels should be placed on roof structures facing away from or perpendicular to the road. Modern materials, such as cement clapboards will be allowed that do not alter the visual effect of the structure.

New Construction

There are several potential lots within the District that could support a house. A well designed building that evokes the general period of the District will provide an enhancement. It is noted that several buildings have been lost in the history of the District. Positioning on the lot, setback, gable orientation, and secondary building settings should follow the example of buildings already in existence. Two of the most recent buildings provide a good guideline for any future construction projects.



Examples of houses that have been added to the District and are in keeping with the style and form

Demolition

Demolition of all or part of a structure is considered an alteration and as such must be approved by the Heritage Commission. It irreversibly alters the building and the District and should be a last resort. Only when damage from natural causes such as fire or hurricane occurs will demolition of an historic building be considered for approval.

In the event of economic hardship or deterioration, a technical report from an architect or professional engineer registered in New Hampshire will be required with a plan for replacing the structure. The Commission will require elevations and architectural features to assure that a new construction is appropriate for the District,

Relocation

Relocation of buildings from the District will not be allowed. Buildings relocated to the District must be appropriate in use, style and setting.

Procedures

1. Application Process

Applications are available from the building inspector. No building permit may be issued in the District without an approval from the Heritage Commission. *Exceptions to this requirement are listed in Design Guidelines: Section 1 on page xx. A Certificate of Approval required by this section shall be in addition to and not in lieu of any building permit that may be required by any ordinance, rule or regulation of the Town of Wakefield.*

Most changes to buildings will be dealt with during a regular meeting of the Heritage Commission. In the event of a major change to a structure, new construction, demolition or relocation, the Commission may require a public hearing to receive input from abutters and interested townspeople prior to acting on an application.

2. Pre-Application Review

In addition to these guidelines, applicants are strongly encouraged to consult with the Heritage Commission prior to commencing any modifications. Scheduling a pre-application review at a regularly scheduled Heritage Commission meeting is encouraged. At this meeting an applicant can lay out plans and get guidance from the on what is required to meet town requirements.