

**VILLAGE OF LARCHMONT
HISTORIC PRESERVATION TASK FORCE**

**ANNUAL REPORT
2017-2018**

May 10, 2018



May 10, 2018

Lorraine Walsh
Mayor, Village of Larchmont
Village Hall
120 Larchmont Avenue
Larchmont, NY 10538

Re: Village of Larchmont Historic Preservation Task Force Annual Report 2017-2018

Dear Mayor Walsh,

On behalf of the Village of Larchmont Historic Preservation Task Force members, I respectfully submit for your review and comment, the HPTF's Annual Report describing the group's work and activities since the Resolution to create an HPTF was passed in February of 2017.

Over the past year, we have been following the Preliminary Phase/Task Outline dated and submitted to you on February 13, 2017. We have nearly completed all tasks included in Phases I and II and are currently addressing items in Phase III.

The HPTF members and I thank you and the Board of Trustees for the opportunity to have performed this volunteer work during the past year. We have learned much about historic-preservation efforts, standards and protocols and still have much more to do as described herein.

We are also grateful that you and the Board of Trustees have considered our work to have been productive and instrumental to the ongoing process of addressing historic preservation concerns in our Village and have voted to extend the Resolution, enabling our work to continue for another year.

Sincerely yours,

Mauri Tamarin
Chair
Village of Larchmont Historic Preservation Task Force

ANNUAL REPORT

May 10, 2018

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I. Summary

The Village of Larchmont has a unique history expressed through its people, architecture and natural environment. Its distinctiveness is derived from its location on Long Island Sound and proximity to New York City, coupled with homes and other structures representing various periods and styles of architecture, carefully set within a plan of streets, avenues and parks originally surveyed by the nineteenth century master of landscape architecture, Frederick Law Olmstead. The Village's association with early settlement by the Native American Sinawoy people and later figures such as Samuel Palmer, Peter Jay Monroe, Thompson J. S. Flint, architect Frank A. Moore, sculptor C. Paul Jennewein, authors Jean and Walter Kerr and many others, link the community to wider historical and cultural significance.

Development pressure in southern Westchester County in general and in Larchmont in particular in the past 20+ years has resulted in the demolition, or threatened removal, of homes intrinsic to the Village's character. To ensure the long-term vitality of the community, the continuance of the qualities that attract home buyers and businesses to Larchmont, including the historic nature, quality and uniqueness of the housing stock, civic and religious buildings, schools, and waterfront, must be balanced with development to ensure appropriate choices regarding historic preservation, zoning and permitting are made.

In recognition of this transformation and pressure, and the community's resultant concern about these trends and its desire to protect and steward Larchmont's particular constitution and appeal, in February of 2017, the Village Board of Trustees and Mayor resolved to create the Historic Preservation Task Force (HPTF). (See Appendix A.) The primary aim was to research historic-preservation legislation and resources, Larchmont's "features and objects" of historic interest and value, community-outreach programs and to make recommendations regarding historic preservation in Larchmont.

This introductory section of the Annual Report includes a concise summary of our work to date, initial findings and ideas for continuing efforts. Expanded accounts of our work thus far can be found in Section II and is supported by additional documentation in Section III of this document. In total, the Report represents an accounting of the HPTF's many activities during the past year.

It must be stressed that our work and findings, while thorough, are preliminary at this time and that the process of research and community outreach is ongoing. The HPTF has as yet made no formal or final recommendations to the Village of Larchmont Mayor and Board of Trustees.

A. HPTF Work

The Village of Larchmont Historic Preservation Task Force has completed its first year of work. Our primary efforts have included:

1. Meeting regularly to plan, discuss and share information about historic-preservation processes, legislation and HPTF member efforts.
2. Conducting interviews either in person or by phone, with historic-preservation leaders in neighboring municipalities, New York State agencies, and professionals in private practice. (See Appendix C.)
3. Researching and evaluating the potential benefits and costs of implementing a Local Historic District and other preservation-based entities with the goal of preserving and enhancing the historic fabric of the built and natural environments of the Village. (See Appendix D.)
4. Reviewing Historic Preservation legislation enacted by communities in Westchester County and New York State and ordinance models created by state and national historic preservation agencies. (See Appendix E.)
5. Establishing a Student Internship Program with Iona College, New Rochelle. (See Appendix F.)
6. Reviewing and compiling extant archival data regarding Larchmont's historical resources.

B. Preliminary Findings

1. Twenty of the forty-three municipalities in Westchester County have adopted historic-preservation legislation and have established entities (such as an “Historic Preservation Commission”) which has as its core mission, the identification and preservation of historically significant sites (residential, commercial, civic, buildings and open spaces etc.) in their communities. This demonstrates that nearly half of our peer communities value historic preservation as a goal worth pursuing through legislation.
2. Historic-preservation leaders concur that local historic-preservation legislation is the best means by which the historic resources and architectural heritage of communities can be protected and stabilized.
3. Many communities have commissioned professional historic resource surveys and inventories to assist in their efforts to understand, enhance, and protect their historic environments. These surveys constitute an important role in developing local historic-preservation ordinances, community planning, landmarking efforts and crafting financial incentive programs and tourism initiatives.
4. The New York State Historic Preservation Office (SHPO) recommends establishing a Certified Local Government (CLG) in Larchmont, joining over seventy communities in New York State committed to developing and maintaining historic-preservation efforts as part of local land-use planning and development activities. This status, achieved after historic-preservation ordinances are adopted according to the state’s model Landmarks Preservation Law, provides technical and financial assistance for member communities that aid in efforts to preserve local historically-significant properties, neighborhoods and commercial districts through tax credits and grants.
5. As of December 2017, two-hundred and sixty-seven Westchester County sites are listed on the County, State and/or National Registers of Historic Places. Sixteen of these, (i.e. Thomas Paine Cottage, Van Cortlandt Manor, Boston Post Road Historic District) have National Historic Landmark status. While Larchmont has one registered site (the Post Office on Chatsworth Avenue), other communities have proceeded with landmarking efforts more vigorously. For example, our immediate neighbors such as New Rochelle (14 registered sites), Village of Mamaroneck (6), Rye Brook/City of Rye (11) and Portchester (8) have registered houses, cemeteries, religious buildings and war memorials, to name just a few categories.
6. Based on observation and initial research, there are many historic features, buildings and public spaces in the Village of Larchmont which may meet established criteria for landmarking, preservation and historic demarcation.
7. The economic impact of historic-preservation legislation has been studied and reported in universities and by various state and municipal entities across the country. The results of these studies are generally consistent, showing that local historic-districting enhances property values, property values in local historic districts appreciate faster than the market as a whole in most cases, and appreciate at rates equivalent to the market in the worst case. Historic districting also enhances civic pride by recognizing and protecting the character and fabric of a community. Other reports however, raise questions about the property-value assessment methodologies used in landmarking and historic districts studies and encourage further study.

The HPTF has made substantial progress in its work, and we are grateful the Village Board of Trustees and Mayor have voted to reauthorize us to continue our efforts for another year, at the end of which we anticipate submitting a set of recommendations for review by the Mayor, the Board of Trustees and the Village.

C. Next Steps

The HPTF aims to present a comprehensive set of historic-preservation and planning recommendations to the Village Mayor and Board of Trustees within the year. In order to accomplish this goal, we anticipate engaging in the following work:

1. Continue outreach to HP leaders in Westchester County, New York State and beyond; continue review of historic-preservation ordinances
2. Develop a sample historic-preservation ordinance for the Village of Larchmont which could be based on the highly regarded NYS Preservation League Model Landmarks Preservation Local Law, for review by the Mayor and the BOT.
3. Consider the implications of creating a Certified Local Government.
4. Consider the implications of creating Local Historic Districts in the Manor and Village.
5. Consider, with the Mayor and BOT, engaging an historic-preservation firm to conduct a **formal** Historic Resources Survey and Inventory based on the initial findings of the HPTF as documented in the preliminary Historic Resources Lists.
6. Continue Internship Program with Iona College Department of History.
7. Conduct community education and outreach programs including but not limited to:
 - a. Educational presentations and panels addressing the “nuts and bolts” of preservation. Participants might include staff from the NYS Preservation League and the New York State Historic Preservation Office, historic-preservation survey and inventory experts and the HPTF.
 - b. Exhibition of significant Village properties with supporting presentations and literature.
 - c. Publish letters and articles explaining historic preservation efforts in neighboring communities, in NY State and those envisioned for Larchmont.
 - d. Publication of Village of Larchmont historic-preservation information brochure. (See Appendix I.)
 - e. Outreach to Century Home Club property owners and preservation-minded residents, inviting them to be Historic Preservation “Champions” by spear-heading historic preservation efforts and volunteering to have their homes landmarked.
 - f. Publicly recognize and celebrate these Historic Preservation Champions.

II. Report

A. Empaneling the HPTF

In February 2017, official notices were published locally, inviting Village of Larchmont residents to submit letters of interest and resumes to Mayor Lorraine Walsh, Trustee and HPTF member Malcolm Frouman, and Mauri Tamarin, HPTF Chair, for review.

In May 2017, three candidates, Denise Fletcher, Rick Lefever and Michael Donnelly, were invited to join Frouman and Tamarin on the HPTF. The HPTF's first meeting was held in June. In September, two additional participants, Suzanne Moncure and Elliott Sclar, were added to the group for a total of seven volunteer members as stipulated by the Resolution.

Diverse in professional and experiential backgrounds, HPTF members, all long-time residents of Larchmont, share a commitment to the wellbeing, preservation and stabilization of the community and have devoted dozens of volunteer hours to the work of the HPTF, the results of which are documented herein.

For HPTF member Summary Biographies, see Appendix B.

B. Summary of Meetings with Historic-Preservation Leaders in Westchester County and Historic-Preservation Professionals

From June 2017 through February 2018, members of the HPTF conducted interviews either in person or by phone, with historic-preservation leaders in neighboring municipalities, New York State agencies, and professionals in private practice. Among the recommendations on which many interviewees agreed are:

1. A local historic-preservation ordinance should be adopted, providing the strongest protection of historic areas and individual properties.
2. Consider using the model legislation created by Preservation League of New York State. It is comprehensive and has served as the basis for legislation in many parts of the state.
3. An Historic Preservation Commission should be created to recommend areas and properties meriting preservation. This Commission can also perform as the reviewing body for proposed modifications to historic properties.
4. Consider hiring historic-preservation architects to create a professional survey and inventory in which properties meriting protection are identified and documented according to New York State and the Secretary of the Interior standards.
5. Mayoral and Board of Trustees support of historic preservation is essential.
6. Enlist community support through outreach (local newspapers, newsletters, informational brochures, presentations, etc.).
7. Enlist support of historic preservation-minded property owners and encourage them to designate their properties, serving as historic-preservation role models within the community.
8. Keep the community informed during the process.
9. The New York State Historic Preservation Office is a key resource.
10. Applying for SHPO's Certified Local Government (CLG) designation should be considered. This status allows access to grants, staff training, and professional surveys of local buildings. CLG status is only available after a municipality has enacted an historic-preservation ordinance according to the SHPO/NYS Preservation League of NYS model. CLG status includes the power to designate landmark status without owner consent.

As described in more detail in Appendix E., neighboring communities have adopted a variety of approaches to historic preservation. For example, Greenburgh and Ossining ordinances do not require owners' consent for landmarking, whereas, Scarsdale's approach is to seek owners' consent before landmarking.

C. Summary of Economic Impact of Historic Preservation Legislation, Landmarking and Districting

The economic value of properties in any community is a function of the building and site itself, its context and the condition of the national and local economies. There have been many attempts to quantify the economic impact of historic designation on property values. Studies from local communities similar to Larchmont in size and demographics would be the most appropriate and useful. Such specific information is difficult to find, but information from New York City and from a few smaller municipalities around the nation is obtainable and applicable. We have included summaries of five of those studies in Appendix D.

These studies tend to show that after controlling for property and neighborhood characteristics, market values of properties in historic districts are apt to be higher and increase faster compared with similar properties in non-designated neighborhoods or at least, districting tends to stabilize property values in periods of economic volatility. However, the studies caution that sufficient evidence to conclude unequivocally that districting itself causes higher prices or price appreciation needs to be researched further.

Some notable findings in our research show:

1. Historic-district designation typically increases residential property values by 5-35% per decade over values in similar, undesignated neighborhoods.
2. Both nationally-designated historic districts and locally-designated historic districts outperform similar, undesignated neighborhoods, but districts that carry both local and national designation experience the highest relative increases in property values.
3. The values of newer properties within designated-historic districts increase along with those of older properties.
4. Local historic-district designation decreases investor uncertainty and insulates property values from wild swings in the housing market.
5. Increasing property taxes due to rising property values in historic districts designated at the national or state levels can be offset by state and federal tax reduction programs.
6. These tax incentives also provide alternatives to demolition of historic homes, thereby providing stability to the built environments of neighborhoods.
7. Historic-district designation leads to increased levels of home ownership and longer residence by both homeowners and renters.
8. Designated historic districts tend to have higher rates of participation in neighborhood associations and improvement projects, which protect shared spaces from decline.
9. Proposed exterior renovations, demolitions, and new construction in locally designated historic districts are reviewed by neighborhood advisory groups and historical commissions, thereby ensuring community involvement in neighborhood planning.

The overall conclusion is that many studies show that historic designation does not have a negative effect on property values and indeed, many case studies indicate a quantifiable positive effect. In addition, while historic designation helps to stabilize property values monetarily, an important factor in designating and landmarking districts and properties is to recognize and protect their cultural value within a community, fostering civic pride.

D. Internship Program

The HPTF created an Internship Program for college students in pursuit of degrees in History, Urban Planning or Architectural, to assist in researching the history of the Village and its buildings. To date, one history major at Iona College is participating in the program and is collaborating with members of the HPTF and the Larchmont Historical Society, to research, collect, organize and verify existing data regarding structures, properties and features identified as significant and as possible landmarkable entities.

E. Summary of Historic-Preservation Ordinance Reviews

The consensus among historic-preservation leaders and professionals is that the only truly effective method of protecting and regulating the disposition of properties with architectural, community and historic significance is to enact local historic-preservation ordinances.

The HPTF has reviewed the current historic-preservation ordinances in effect for several Westchester communities. Among the communities which have implemented such programs are Pelham, Bronxville, New Rochelle, Village of Mamaroneck, Rye, Port Chester, Village of Scarsdale, White Plains, Ossining, Tarrytown, Greenburgh, Pound Ridge, Dobbs Ferry, and Irvington. This demonstrates the consensus among many of our peer communities that historic preservation is a goal worth pursuing through legislation.

Each community's legislation includes a rationale as to why they have implemented a historic designation process; the procedures for identifying and designating landmarks; processes for reviewing proposed modifications to or removals of designated properties and an appeals process.

Common features of these ordinances include:

1. Establishment of an Historic Preservation Commission (HPC). Responsibilities could include:
 - a. Recommending to the BOT criteria for regulations to be adopted locally that identify and catalogue significant historic landmarks.
 - b. Recommending to the BOT specific individual landmarkable properties and/or historic districts
 - c. Evaluating applications for certificates of appropriateness, approving with modifications or denying proposal for exterior changes to designated landmarks.
 - d. Evaluating applications for certificates of economic hardship.
 - e. Evaluating applications for certificates of appropriateness for demolition.
2. Landmarking designation ramifications:
 - a. Ownership of designated properties, or ownership of property within a designated historic district, requires owners to act as responsible stewards of the community's irreplaceable cultural heritage. To accomplish this, owners are required to obtain prior approval from the HPC before making exterior alterations or major landscape changes to ensure that the changes do not negatively affect the historic character of the property or district.
 - b. Designation does not freeze a property or district in time. Alterations and new construction can continue, after review by either the HPC or, as in some communities, the Architectural Review Board. to protect the historic integrity of the property or local historic district.
 - c. Except for routine maintenance and replacing "like for-like" materials, all exterior work on historic district properties or designated historic landmarks (including shed installations, permanent landscape alterations, and any change in windows) requires HPC/ARB review. Exterior work includes changes to existing structures as well as the construction of new structures on the property.
 - d. HPC approval is not required for ordinary maintenance and like-for-like repair of the exterior, or for interior alterations that do not affect the exterior.

- e. The historic-preservation law requires that designated properties be kept in good repair to prevent “demolition by neglect.” This regulation is similar to the legal requirement that all buildings in the community be maintained in safe condition.
- f. An owner may apply for a Certificate of Appropriateness to demolish a designated building if retaining it presents an extreme economic burden, with no possibility of earning a reasonable return. This standard is a strict one, however, requiring the owner to prove the hardship claim conclusively.

HPTF has also reviewed the model code developed by the New York State Preservation League and New York State Historic Preservation Office. This model has been cited repeatedly and is strongly recommended by historic-preservation leaders as the best and most comprehensive basis for local preservation legislation. Communities participating in and benefitting from SHPO’s Certified Local Government program are required to adopt this ordinance. The full template for this model code is included in Appendix E.

Dobbs Ferry’s code is representative and is included in Appendix E. Also in the Appendix is a summary of some of the features of several relevant codes from a number of Westchester County communities.

F. Going forward

The HPTF’s next goal is to present a comprehensive set of historic preservation and planning recommendations to the Village of Larchmont Board of Trustees and Mayor by February 2019. In order to accomplish this aim, we anticipate engaging in the following work, (not listed in chronological sequence):

1. Continue to reach out to historic preservation leaders and professionals in other municipalities, county, state and nation-wide.
2. Develop an historic-preservation ordinance for the Village of Larchmont which could be based on the recommended NYS Preservation League model
 - a. Consult Village Counsel to review ordinances
 - b. Review ordinances with Mayor and BOT
3. Consider the implications of creating a Certified Local Government
 - a. Consult with SHPO staff to document specific ramifications to Larchmont Village
 - b. Review CLG requirements and benefits with Mayor and BOT
4. Consider creating Local Historic Districts in the Manor and Village
 - a. Understanding NYS requirements for creating LHD
 - b. Research and collect data supporting districting option
 - c. Propose parameters and conditions of LHD
 - d. Consult with SHPO staff regarding districting potential
5. Consider engaging Historic-Preservation firm to conduct a formal Historic Resources Survey and Inventory
 - a. Request proposals from firms
 - b. Identify scope and end use
 - c. Review proposals with Mayor and BOT
 - d. Liaison with selected firm
6. Continue Internship Program with Iona College Department of History

8. Community Outreach

While detailing the beneficial aspects of enacting historic-preservation codes, most historic-preservation leaders the HPTF consulted stressed the importance of engaging the community in order to build an understanding of the implications of preservation practices and legislation, and the economic impact of landmarking and districting. They recommend this effort should be undertaken before and after enacting historic-preservation ordinances.

Preservation is not necessarily well understood in the same way by all Larchmont residents or for that matter in any community. Many residents are eager for preservation protections which would address changes to the Village's appearance, architectural cohesiveness and density. Some are attracted by the potential of tax benefits and other grants offered to owners of landmarked properties by state and national entities. Others are concerned that preservation might reduce the value of properties or prohibit them from altering or enlarging their homes, churches or civic buildings.

Our research indicates that there is a tremendous amount of information available on these topics that should be shared with the community. The care with which a preservation code is enacted, and the way community residents' opinions and aspirations are reflected in the law, predicts the success of the code.

Informing Village residents about historic preservation is especially important when determining legislation which defines landmarking processes. In Westchester County communities that have adopted historic-preservation ordinances, approximately half stipulate that landmarking is on a volunteer basis and the other half allow for landmarking by a designated entity (either an Historic Preservation Commission or the Village BOT) without owner consent. In some codes, landmarked properties are individually enumerated.

The HPTF intends to work to build interest in proposed preservation action and consensus within the Village. We understand that educating community residents on the importance of historical preservation and developing and obtaining individual and community commitment to the concepts of preservation are very important. We are therefore considering the following actions:

- a. Create community education and outreach programs to educate the community on what historic preservation means and its implications for Larchmont including but not limited to:
 - Presentations by HPTF members regarding the "nuts and bolts" of preservation
 - Exhibition of significant Village properties with supporting presentations and literature
 - Publish and distribute brochures explaining the impact and processes of historic-preservation legislation. Consider formats used in Town Brochures produced by New Paltz and New Rochelle, New York. (See Appendix I.)
 - Publish letters and articles explaining historic preservation efforts in neighboring communities, in NY State and those envisioned for Larchmont
- b. Recommend tours of communities that have had successful landmarking efforts such as Tarrytown and New Paltz.
- c. Arrange showings of an historic preservation informational video produced for the community of New Paltz, New York.
- d. Organize visits to landmarked properties and districts in Westchester County (i.e. John Jay Heritage Site, Rye; Thomas Paine Cottage, New Rochelle; Main Street, Ossining) allowing Larchmont residents to appreciate the effects of landmarking and the resultant pride communities feel about their historic preservation accomplishments.
- e. Present panel discussions with historic preservation professionals (i.e. NYS Preservation League, SHPO) about the fundamentals of local preservation actions and implications, addressing questions such as:
 - How are properties identified and deemed worthy of historic-preservation/landmark designation?
 - Who makes these determinations and by what process?
 - What are the pros and cons of preservation for the property owner and for the community?
 - How is a landmarked property preserved, expanded, protected?

- What modifications are allowed?
 - How are proposed modifications reviewed, by whom and by what process?
 - What is a hardship case? What is appeals process?
 - How could a property owner be induced to landmark?
 - tax abatements?
 - access to preservation specialists (architects, engineers, contractors)?
- f. Following the education phase, and while the BOT and community consider adopting formal historic-preservation legislation, we are considering encouraging voluntary landmarking of public and civic sites which are important to the community's heritage and are a source of community pride. We would urge community celebrations led by the Village of Larchmont Mayor and Trustees when these buildings are landmarked.
- g. Consider outreach to Century Home Club property owners and others to encourage them to be pioneering Historic-Preservation "Champions" by volunteering to have their homes landmarked. We would again recommend a significant celebration extolling the leadership of these property owners.

There is much more work to be accomplished and the steps outlined above will guide the HPTF during the months ahead with the goal of creating a comprehensive approach to historic preservation that will enable our Village to continue to feel pride in its history while maintaining its vibrancy and appeal.

III. Appendices

APPENDIX A

Preliminary Phase/Task Outline Proposal for HPTF; Resolution to Create an Historic Preservation Task Force

VILLAGE OF LARCHMONT HISTORIC PRESERVATION TASK FORCE

Preliminary Phase/Task Outline

Submitted to: Lorraine Walsh, Mayor

Submitted by: Mauri Tamarin, R.A.

Date: 13 February 2017

Objective:

Present preliminary outline describing steps to be taken by the Larchmont Village Historic Preservation Task Force.

Phases:

Phase I: Establish Larchmont Historic Preservation Task Force

Phase II: Research

Phase III: Create preliminary recommendations

Phase IV: Community outreach/engagement

Phase V: Revise/finalize recommendations

Phase I: Establish Task Force

1. Board of Trustees (BOT) to set criteria for and identify Task Force members
2. Convene Task Force
3. Create mission statement/Task Force objectives
4. Revise Preliminary Phase/Task Outline
5. Determine if professional consultants are required for work; identify scope of work; identify consultants
6. Create Phase/Task timeline estimate
7. Create preliminary budget estimate
8. Create preliminary man-power estimate
9. Review with BOT for confirmation

Phase II. Research

1. Identify and inventory "features and objects" within Larchmont Village having historic interest or value
2. Identify Westchester County communities with Historic Preservation Commissions (or similar)
3. Review existing pertinent codes; identify possible regulatory language templates
4. Contact Commissioners (or similar) from Westchester County communities to discuss initial historic preservation process and ongoing processes
5. Attend meetings of Historic Preservation Commissions (or similar) in Westchester County communities
6. Visit Westchester County Historic Districts and Properties
7. Review previous efforts in Larchmont/Westchester aimed at designating Historic Districts, individual properties and sites
8. Contact National and New York State Historic Preservation Offices for assistance in Historic Preservation planning and designation processes. Identify preservation regulation templates
9. Identify archival and internet resources
10. Identify studies describing effects/benefits/challenges of Historic designation (i.e. maintaining/raising property values, property taxes offset by state or federal tax reduction programs, stabilization of communities, property use parameters)
11. Identify community outreach and engagement programs which may be used in Larchmont

12. Conduct community outreach and engagement programs to familiarize Larchmont residents of Historic planning processes and implications
13. Consider a community survey to solicit input on historic preservation attitudes/concerns
14. Review with BOT
15. Revise Phase III task outline, if needed

Phase III: Create preliminary recommendations

(These tasks may be modified based upon results of Phases I and II)

1. Suggest potential Historic District designation: establish geographical parameters, recommended parameters for legislation
2. Consider whether there are individual properties which can be identified as potential candidates for Historic designation (including residential, civic, commercial and religious structures)
3. Articulate an array of Historic District designation processes
4. Articulate an array of individual property Historic designation processes. Include a method to aid property owners in the designation process (with Task Force member as aid?)
5. Identify a variety of existing applicable code/regulations from communities with Historic Preservation Commissions (or similar) to be considered as templates for Larchmont regulations
6. Identify possible regulatory incentives and property use parameters affecting owners for designating their properties as Historic
7. Identify properties/sites which could receive New York State or National Historic Markers; identify marking process
8. Make recommendations for community outreach and engagement programs to familiarize Larchmont residents of proposed properties/sites which could receive Historic Preservation designations and implications
9. Review with BOT
10. Revise preliminary recommendations as required
11. Review with BOT
12. Revise Phase IV task outline, if needed

Phase IV: Community outreach/engagement programs

1. Create presentation materials
2. Review presentation with BOT
3. Set/publicize presentation dates/locations
4. Hold public presentations; record feedback
5. Conduct community participation efforts (i.e. inventories, research projects, internships, art competitions)

Phase V: Revise, finalize and present recommendations

1. Consider community feedback
2. Revise/finalize recommendations
3. Review with BOT
4. Revise recommendations as required based on BOT feedback
5. Assist Mayor and BOT in implementation of recommendations, if applicable

RESOLUTION TO CREATE AN HISTORIC PRESERVATION TASK FORCE

Whereas the Village of Larchmont determines that the historical, architectural and cultural heritage of the Village is among the most important assets of the Village and,

Whereas it is in the public interest of this Village to engage in a comprehensive community-oriented review for the consideration of historic preservation processes and legislation,

Now, therefore be it resolved, that the Board of Trustees hereby creates the Historic Preservation Task Force (HPTF) according to the following guidelines:

The HPTF will be an advisory body comprised of seven (7) volunteer members who will be appointed by the Mayor with the approval of the Board of Trustees to serve without compensation.

And,

To the extent possible, the HPTF membership shall be required to have the following qualities:

- (1) at least one shall be an architect;
- (2) at least one shall be a historian;
- (3) at least one shall be a state-licensed real estate professional;
- (4) at least one shall have demonstrated significant interest in and commitment to the field of preservation planning as evidenced either by involvement in a local or regional historic preservation group, employment or volunteer activity in the field of preservation planning, or other serious interest in the field;
- (5) one shall be a member of the Larchmont Board of Trustees; and,
- (6) shall be a geographic cross-section of residents in the community.

And,

The HPTF will have the following objectives:

- Conduct research on existing historic preservation legislation, commissions, historic districts and sites within Westchester County
- Identify and inventory “features and objects” within Larchmont Village having historic interest or value
- Identify and contact historic preservation resources
- Research studies describing the potential effects of historic designation on a community
- Identify and conduct community outreach and engagement programs, including, but not limited to community surveys of attitudes and concerns regarding historic preservation
- Create preliminary recommendations for the consideration of the Board of Trustees
- To the extent requested by the Board of Trustees, conduct community outreach and assist the Board of Trustees in the implementation of said recommendations

And,

The Village Board shall have the authority to modify the terms of this Resolution at any time. Unless otherwise determined by the Village Board, the HPTF will stay in place for a term of one year and can be renewed by a vote of the Board of Trustees

And,

It is expected that the HPTF will conduct the review in an open and objective manner; to consider all the benefits and risks; and to respect the reasonable opinions of all sides; and ultimately to recommend a course of action which is in the best interests of the Village and most residents.

APPENDIX B

HPTF Member Biographies

Michael H. Donnelly

Michael Donnelly is an Attorney and Certified Financial Planner, specializing in tax and financial planning. He has been in practice in New York and New Jersey for over thirty-five years.

In his practice, special emphasis is given to the client's personal estate planning needs, including the preparations of Will and trusts, Durable Powers of Attorney, Health Care Proxies and the proper structuring of assets for maximum tax benefit and continuity. Consultation regarding elder care issues and Medicaid planning are also significant aspects of his work.

Throughout his career, Michael has been involved in hundreds of real estate transactions, several of which have been in Larchmont, requiring an understanding of building codes, survey encroachments, restrictive covenants and environmental concerns. As such, Donnelly is keenly aware of the transformations in the Village and their impact on real estate values.

Donnelly holds a JD from Hofstra University School of Law, a Master of Law (Taxation) from New York University School of Law and a BS (Finance) from the University of Maryland, College of Business management.

Denise Fletcher

A Resident of the Village since 1978, Denise has been active in the Village of Larchmont in many different capacities including Chair of the Zoning Board of Appeals for approximately 10 years, following approximately 3 to 5 years as a member of the Zoning Board of Appeals. She served on the Budget Committee, the Mamaroneck Schools Selection Committee and led the opposition to blasting for gravity-driven county sewers in Larchmont.

Denise is a member of Preserve Larchmont, Larchmont Historical Society and Larchmont Manor Park.

Professionally, Fletcher has been CFO of Bowne, DaVita, MasterCard and Vulcan, and prior to that Treasurer of the New York Times Company. She serves on three corporate boards and has previously served on three other public company boards. She is presently a member of the Council on Foreign Relations, the Harvard Club, Women Corporate Directors, the National Association of Corporate Directors. She is a graduate of Wellesley College and has a MCP from Harvard University.

Denise has been a NYS Real Estate Broker (license lapsed), running the building at 660 Madison Avenue, and undertaken a number of real estate acquisitions for the New York Times Co. In Seattle, Washington, Fletcher oversaw the redevelopment of 60 acres in the downtown district.

Malcolm Frouman

Malcolm Frouman is a Trustee of the Village of Larchmont.

Malcolm is the President of the Larchmont Mamaroneck Hunger Task Force, an all-volunteer organization, founded in 1993, that operates a food pantry in Mamaroneck. The pantry provides food for over 360 struggling families in the two communities. Frouman is on the Board of the Larchmont-Mamaroneck Local Summit, a volunteer organization that presents monthly public meetings where issues of local concern are addressed.

In his professional career as a publication designer, Frouman held the position of Art Director at several publications, including 22 years at Business Week magazine. He was also the Vice President of the Society of

Publication Designers, the Chairman of the McGraw-Hill Design Association and a member of the Queens College Journalism Advisory Board.

Malcolm has been a Larchmont resident since 1993. He is married to Anne Kimball, who taught Spanish at the Hommocks Middle School for 22 years.

Rick Lefever

Rick Lefever has been a Larchmont Resident since 1989. He has served locally as Pack Chairman of Cub Scout Pack 33, a Board member of the Larchmont Historical Society, a member of the Mamaroneck School District Building Committee, and is currently a member of the Architectural Review Board.

Professionally, Mr. Lefever is President and founder of Façade MD Architecture and Engineering, a professional firm headquartered in New York with offices in New Orleans and Washington, DC, that specializes in the design of restoration and historic-preservation projects for building exteriors. Mr. Lefever has managed façade, structural and waterproofing restoration, rehabilitation and historic-preservation projects for dozens of buildings throughout the eastern half of the United States. He was deeply involved with award-winning recovery efforts after the September 11 terrorist attack and Hurricane Katrina.

He is the current president of the Manhattan Chapter of the NY State Society of Professional Engineers and has held leadership positions in several other professional organizations.

Suzanne Cruickshank Moncure

Suzanne Moncure moved to Larchmont in 1985 and, due to her fascination with history and architectural preservation, she joined the Larchmont Historical Society. She has been involved with the Village of Larchmont Planning, Zoning and Historical Society Boards.

One of Westchester's top realtors for over 25 years, Suzanne specializes in Larchmont and Mamaroneck, New Rochelle and other Westchester communities. Her Spanish and French language skills have allowed her to work with a diverse international clientele who are an intrinsic and vibrant part of Larchmont Village.

Throughout her real-estate career, Suzanne has worked closely with local architects who assisted her clients with restorations, additions and renovations so that modifications were in keeping with the original architecture of the homes.

Suzanne holds a Master's Degree in International Finance and Economics is a Certified Public Accountant and was a Vice-President at Citibank.

Elliott Sclar

Elliott Sclar is the director of the Center for Sustainable Urban Development (CSUD) at Columbia University's Earth Institute. He is a Professor Emeritus of Urban Planning in Columbia's Graduate School of Architecture, Planning and Preservation.

Sclar was a co-coordinator of the Taskforce on Improving the Lives of Slum Dwellers, one of ten task forces set up by the United Nations Millennium Project to aid in the implementation of the UN's Millennium Development goals.

In 2000 Elliott led the Larchmont 2020 Taskforce established by Mayor Cheryl Lewy to focus on long-term issues that would face the Village.

He was the founding Board Chair of Trillium Asset Management, the first portfolio management firm to exclusively screen investment using both social and conventional investment criteria. He served on the board of Directors of the Wainwright Bank, at the time the largest community lender in Massachusetts.

Sclar holds an MA and PhD in economics from Tufts University.

Mauri Tamarin

Mauri Tamarin has lived in Larchmont over twenty years and is currently serving as the Chair of the HPTF. As a Village resident, she has served the community as Chair of the Selection Committee for the Mamaroneck School Board of Education, as a member of the Architectural Review Board and as a Trustee of the Larchmont Historical Society.

In her thirty-five-year professional career as a licensed architect, she has been dedicated to creating supportive housing and community facilities for not-for-profit agencies. She has been a strong proponent of sustainable design and development and the utilization of resources for housing, education and protecting the environment.

Mauri has served as project architect and building-design team leader for numerous not-for-profit client agencies and for commercial and health organizations. Several of her projects have included the adaptive reuse and restoration of historic properties including the Chrysler Building and Rockefeller Center in New York City.

At the World Monuments Fund Tamarin served as a researcher and Photographic Exhibition Coordinator. For the Seattle-Tashkent Sister City Park Project, Tamarin was the Project Team Coordinator and Designer and while at the Seattle Preservation and Development Authority she researched, wrote and co-coordinated neighborhood historic and architectural surveys.

Tamarin holds a BA in History from the University of Washington and a Master of Architecture from the University of Texas, Austin.

APPENDIX C

Notes from Meetings with Historic-Preservation Leaders and Professionals

HPTF members (noted in parenthesis) have contacted and interviewed the following individuals representing Westchester County and New York State communities and historic-preservation agencies. Summary notes of these conversations are included below:

New Rochelle, NY (Mauri Tamarin)

Barbara Davis
New Rochelle City Historian
New Rochelle Public Library. Community Relations
Chair, Historic Preservation Advisory Committee for county-owned properties
Former member of Westchester County Historical Society
Current member, Historical and Landmarks Review Board (HLRB)

Comments and Recommendations:

- Historic-preservation efforts must be undertaken with perseverance.
- Mayoral and Town Council support for HP efforts is key.
- Enlist community support.
- Larchmont should adopt a local Preservation Ordinance and establish an Historic Preservation Commission (HPC) to uphold the Ordinance (similar to and with equal status of the BAR, Planning and Zoning Boards).
- Local ordinance should state there is no C of O for new construction or renovation until proposed project involving a landmarked property is submitted and reviewed by an Historic Preservation Commission.
- Some form of demolition regulation is central to any type of HP local ordinance and should include a stay of demolition clause.
- National, state and county registries are important signifiers and should be pursued but do not offer any real protections.
- Properties must be locally identified, documented and landmarked according to local ordinances with teeth, to have any real effect. A local HP designation, established by a local Historic Preservation Commission working with adopted historic preservation ordinances is the only real protection for properties.
- Surveys are key prior to establishment Local Historic Districts. Initially these can be at the "Reconnaissance" level; taking photos of properties and structures and recording basic information. See "Blue Sheets".

Ossining, N.Y. (Mauri Tamarin)

Joanne Tall, AIA
Founding partner of Kamen Tall Architects
Chair, Ossining HP Commission

Comments and Recommendations:

- Historic-preservation efforts must be undertaken vigorously and with a great deal of patience and perseverance.
- Mayoral and Town Council support for HP efforts is key.
- Enlist community support.
- Adoption of local ordinances is key. Individual landmarked properties then fall under those protections.
- National, state and county registries are important signifiers, but properties must be locally landmarked according to local ordinances with teeth, to have any real effect.

- Zoning regulations can also provide protections.
- Consult your Planning Board’s land-use attorney.
- Consult a land-use historic-preservation attorney during formulation of ordinances.
- Conduct a survey of significant sites and structures; include commercial, religious, residential and landscaped areas.
- Identify HP minded property owners who are willing to landmark their property in initial stages.
- Acknowledge them publicly as early historic-preservation “Champions”. Enlist the Mayor’s efforts in acknowledging residents publicly with fanfare.

William Tyre (Mauri Tamarin)

Executive Director and Curator, Glessner House Museum, Chicago, IL

MA in Historic Preservation at the School of the Art Institute in Chicago

Established comprehensive historic-preservation ordinances and associated documents establishing the Waukegan, IL Historic Preservation Commission and protections.

Comments and Recommendations:

- Enact local HP ordinances. See recommended templates, i.e. National Trust for Historic Preservation (NTHP), Waukegan, IL,.
- Establish Historic Preservation Commission to recommend landmark properties according to set criterion (see Secretary of the Interior’s Standards for the Treatment of Historic Properties) and as review board.
- Once ordinances and HPC are set, seek property owners who are preservation oriented and ask them to be champions and designate their property to kick off the effort.
- Zoning Codes could be revised to disallow subdivisions.
- Public outreach is key.
- Articulate effect on property values from case studies.
- Connect with other historic-preservation leaders.
- National historic-district designation is merely an honorary designation providing no real protections. Local governmental designation with underlying ordinances provide the only real protections.

Neil Larson (Mauri Tamarin)

Larson Fisher Associates, Inc.

Historic Preservation and Planning Services

Comments and Recommendations:

- LFA is hired by many communities wishing to understand their historic resources for planning and historic preservation purposes.
- Understanding the building “stock” is fundamental to landmarking efforts both by Local Certified Governments, local municipalities with HP Ordinances and for landmarking on State and National Registers.
- Two levels of surveys are normally conducted:
Reconnaissance Level Surveys are the most basic approach for systematically documenting and evaluating historic buildings. It is designed for dealing with large groups of buildings rather than for single sites. Most reconnaissance surveys include all or a large portion of the buildings in a community. The primary purpose is to provide a "first cut" of buildings in a given area that appear to be eligible for listing in the National Register of Historic Places. Reconnaissance survey involves only a visual evaluation of properties, not an assessment of associated historical events or individuals. That information can only be obtained through historical research conducted as part of an "intensive level survey," the next level of survey.
Intensive Level Surveys are much more in depth and involve three separate tasks: (A) research on the property and its owners, (B) documentation of the property's physical appearance, and (C) completion of the Historic Site Forms (previously known as “Blue Sheets”). Information includes:

- a. Identification: Address, Owner, Township, Range, Section, Latitude/Longitude, USGS Map Name & Date, Tax Number, Legal Description
 - b. Status/Use: Property Category, Evaluation (Historic Significance), Use
 - c. Documentation: Photos/Dates, Drawings and Plans, Research Sources, Bibliographical References, Researcher/Organization, Date
 - d. Architectural Description: Building Style/Type, No. Stories, Foundation Materials, Wall Materials, Additions, Alterations, Number of associated outbuildings and/or structures, Brief written description of property
 - e. History: Description, Date of Construction, Historic Themes, History (chronological history with the names of the owners, the dates of their ownership or occupation, biographical information, and other historical information pertaining to the construction and use of the building, etc.)
- Intensive Level Surveys can be used for submitting applications to the national and state register of historic places for land marking the structures, parks, etc. locally.
 - Communities with serious intentions of enacting historic-preservation ordinances commission a Historic -Resource Survey to be undertaken by a historic preservation architectural firm.
 - LFA has produced “Intensive Level Surveys” for communities all over the country. Westchester County surveys have included communities such as:
 - a. Rochelle Heights, Rochelle Park and Sutton Manor, New Rochelle, NY
 - b. Town of Greenburgh, NY
 - c. Town of Yorktown, NY
 - d. Peekskill, NY

Linda Mackey (Mauri Tamarin)

Historic Preservation Specialist / Survey & Evaluation Unit
 Certified Local Government (CLG) Representative, Eastern New York
 New York State Parks, Recreation & Historic Preservation

Comments and Recommendations:

- The New York State Historic Preservation Office (SHPO) is located in the Division for Historic Preservation in the Office of Parks Recreation and Historic Preservation. SHPO helps preserve the state’s heritage through programs authorized under the State and National Historic Preservation Acts.
- Compared to the State and National Register of Historic Places, a local preservation ordinance provides the strongest protection for a broader range of historic resources, including private property.
- One program, the Certified Local Government (CLG) Program, along with National and State Registers of Historic Places, federal historic rehabilitation tax incentives, historic resources surveys, grants etc. can help achieve community stabilization and enrich community economic development through preservation.
- CLG requirements ensure that the local historic-preservation program is operating under “best practices,” is effective, and that actions are legally defensible.
- SHPO recommends establishing a CLG in Larchmont, joining over 70 communities in New York State with the primary goal being to encourage municipalities to develop and maintain historic-preservation efforts as part of local land-use planning and development activities.
- When a municipality adopts a local law creating a historic-preservation program that meets state and federal program qualifications, it can then apply for “certification”. This status provides technical and financial assistance for member communities that aid them in their efforts to preserve local historically-significant properties, neighborhoods and commercial districts.
- The program’s primary goal is to encourage municipalities to develop and maintain historic-preservation efforts as part of local land use planning and development activities. Participation in the CLG program allows municipalities to partner with the state and federal governments throughout the processes of identifying and evaluating community resources and protecting historic properties.

- Historic preservation helps advance local economic development and revitalization goals, strengthens community identity and pride, enhances community character, improves the quality of community life, and provides a foundation for heritage tourism.
- SHPO's must distribute 10% of its funds to CLGs through a competitive grant program. CLGs can use this funding for historic and archeological resources surveys that aid local planning efforts, nominations of properties to the National Registers of Historic Places, workshops, design guidelines, newsletters and tour programs.
- SHPO staff can provide technical assistance and training to local commissions, produce a quarterly newsletter on local preservation topics, and administer a listserv that allows New York State CLGs to communicate statewide.
- CLGs work with SHPO to review nominations of local properties to the National Registers of Historic Places and make recommendations to the SHPO staff.
- Through this review process, CLGs actively participate in the identification and recognition of local historic resources. CLGs also become part of a national technical assistance network that offers increased access and participation in federal and state preservation programs and services.

Bedford, N.Y. (Malcolm Frouman)

Deirdre Courtney-Batson
 Chair, Katonah Historic District
 Former Chair of the Bedford Planning Board

Comments and Recommendations:

BEDFORD HISTORIC BUILDING PRESERVATION COMMISSION

- Formed in order to protect and preserve buildings in the Town of Bedford.
- The commission is comprised of five members that are appointed by the Town Board.
- The Town's Historic Building Preservation Law requires commission approval for demolition or significant exterior alteration of a Historic Building.

BEDFORD VILLAGE HISTORIC DISTRICT REVIEW COMMISSION

- Established to protect and perpetuate places and buildings having a special historic or aesthetic interest or value within the Bedford Village hamlet.
- The Review Commission is charged with regulating the construction of new buildings and the reconstruction, alteration and demolition of existing buildings, including outbuildings, walls, fences, steps and signs.

KATONAH HISTORIC DISTRICT

- The Commission is responsible for maintaining the historic character of the hamlet, a rare surviving example of a turn-of-the-century planned.
- Bedford created an historic district in the 1960's.
- It is a town-wide historic ordinance.
- Bedford and Katonah had already been listed in the National Register as having historic significance.
- The Katonah historic district has complete authority over new construction. There is no Architectural Review Board
- Bedford hired historic-preservation architects to advise on establishing an historic district.
- Bedford also hired a group of architectural professionals to identify properties for preservation.

Deirdre Courtney-Batson's considerations and recommendations for Larchmont:

- Consider whether establishing historic districts rather than individual houses is the best approach.
- Professional experience is essential. i.e. historic-preservation professional. Historians.
- The ability to legally defend decisions.

- Establish a commission to enforce historic-preservation. laws and to identify properties worthy of preservation.
- Only regulate exteriors.
- Don't regulate exterior paint colors.

Dobbs Ferry, NY (Malcolm Frouman)

Sonya Terjanian
Chair of the Dobbs Ferry's Historic Preservation Task Force

Sonya's email to Mayor Lorraine Walsh 2/17:

Comments and Recommendations:

- The most effective protections for historic landmarks are the ones implemented/regulated on the municipal level.
- Our task force was made up of residents, representatives from all the statutory boards and village departments, and a representative from the DF Historical Society.
- Sought advice from the New York State Historic Preservation Office.
- Received tactical advice from the Preservation League of New York State.
- The PLNYS has created model legislation for local municipalities that want to set up a preservation ordinance. Formed a subcommittee of our task force to adjust this legislation to our village's specific needs/processes and integrate it into our existing code.
- Key issue: Whether to obtain Certified Local Government status, which opens the door to grant money.
- Placed lots of stories into our local newspaper and the Historical Society newsletter, to inform the community of our activities.

8/17/17 MF/ST phone conversation:

- Dobbs Ferry passed legislation in June 2017 and is being reviewed by NYS.
- She is applying for historic -district status in her neighborhood.
- Started the process by inviting speakers from The NYS Preservation League to public forums in Dobbs Ferry.
- Then the Task Force was formed.
- A subcommittee comprised of 4 people wrote the legislation
- Historic preservation enforcement was assigned to their Architectural Review Board.

8/10/17 phone conversation with Stephen Tilly:

- Much of what he said echoed Sonya Terjanian's information.
- He worked on Cold Spring NY's HP guidelines in 1999. They are currently being rewritten.
- The Dobbs Ferry Task Force included skeptics.

Village of Mamaroneck (Denise Fletcher)

Robert Galvin, Consulting Village Planner
Gregory Cutler, Village Planner

Comments and Recommendations:

- Mr. Galvin presently holds consulting assignments with VOM and Nyack. He has also worked for the Village of Scarsdale. He is also involved with the Village of Tarrytown.
- VOM has been inactive in the last ten years or so with Historical Preservation. In the mid 1980's they were quite active.

- They used their Historical Society to propose buildings for preservation. These proposals were then submitted to a landmark commission. The landmark commission disbanded in the 1990's. Now, should an issue come up, it seems that the BAR would fulfill the function of the old landmark board.
- The approach of VOM, which they described as being in keeping with the National Register and State guidelines, is based on a voluntary system. Once a property was deemed to be appropriate for designation, the owner had to agree. Owner had to be convinced of the advantages.
- They stressed that, if an area or a street is recommended for designation, there must be a vote where the majority want the area designated as Historical.
- They felt that to convince owners there might be an incentive: Maybe tax credits, maybe free architectural services.
- They stressed that commercial-property owners as well as residential property owners need to be convinced of advantages.

Scarsdale (Denise Fletcher)

Mayor Dan Hochvert, Mayor
Liz Marriman, Head of Planning
Wayne Esannason, Village Attorney

Comments and Recommendations:

- Policy can be reactive or proactive.
- Policy should not conflate preservation and development control.
- A proactive policy should be with the consent of homeowner.
- Scarsdale's approach is reactive, and they described it as a demolition-control policy. Scarsdale opted to go reactive because of huge community push back when they started talking about preservation. If someone wants to demolish more than 51% they have to apply for a demolition permit. At that point, the Committee for Historic preservation (CHP) obtains information on the house to determine if it should be preserved. They have not prevented many demolitions for a number of reasons, mostly technical. There is one property right now that has been denied a demolition permit and the owner has brought an article 78 proceeding against the Village.
- In 2012 Scarsdale conducted a survey of the Village to see what historical inventory they had. It was a "reconnaissance level" survey and a first step. They hired Andrew Dolkart, Planning Professor at Columbia. This "cursory" view cost approximately \$60,000.
- City of Rye has implemented a proactive policy. This is expensive, time-consuming and politically very difficult. The city of Rye litigated their approach with regard to the Jay property. While NYS law allows designation of private properties without owner's consent, the Mayor stressed that the best way to deal with community concerns is:
 - a. Designation with consent of owner. Many people are afraid that it will impact the value of their home negatively due to restrictions, others feel that it will enhance the value of the property.
 - b. Having a proactive policy means that people know what to expect as opposed to having to find out where the CHP will end up.
 - c. Before suggesting any designation of private properties be sure you understand the impact of designation on real estate values.
 - d. They have now streamlined the process by removing the ARB. Demolition decisions are made by the CHP and then the Board of Trustees. Make sure that all committees use the same criteria. That was not the case in Scarsdale before streamlining.
- Village Attorney stressed the importance of being very clear as to designation criteria and being sure they are evenly applied. High litigation risk if preservation is a camouflage for development control.
- Planning Head suggested using tax incentives and maintenance grants to encourage people to want their home designated for preservation.
- In Scarsdale, voluntary designation has been key to avoiding negative emotions in this locality.

Simeon Bankoff (Rick Lefever)

Executive Director of Historic Districts Council (HDC)

- Typical means of regulating possibly historic properties is either through zoning regulations or through enactment of a Historic Preservation ordinance.
- Historic Preservation ordinances are often generated using a “Model Law” prepared by the Preservation League of New York State, a membership organization supported in part by grants from NY State. Preservation League of NY also publishes a guide on how to use the Model Law.
- Society for Preservation of Long Island Antiquities (as of 01/10/18 “Preservation Long Island”)
- National Trust for Historic Preservation – NY Office, and “Main Street” program.

Michael Lynch (Rick Lefever)

Division Director, Division of Historic Preservation
NY State Historic Preservation Office (NY SHPO).

Comments and Recommendations:

- Agrees that typical means of regulating historic preservation in municipalities is zoning and a separate historic-preservation ordinance.
- Strongly encourages municipalities to enact protective measures of this kind (either way), and offers assistance of local staff. Particularly recommends contacting the Preservation League of New York State for Landmarks Preservation Local Law model and support.
- NY SHPO offers the Certified Local Government (CLG) program. Municipalities apply through NY SHPO.
- Benefits of CLG program – Federal grant money available for Committee and staff training, and for professional surveys of local building stock to recommend extent and content of potential historic districts.
- Negatives of CLG program – CLG status only available after municipality has enacted a Historic Preservation ordinance (re: NY State General Municipal Law Article 5, Section 96-a and 119aa-119dd). This will include the power to designate landmark status without consent of property owners.

Robert Galvin (Rick Lefever)

Consulting Planner for the Village and Town of Mamaroneck

He has held similar positions with Tarrytown and Nyack

(Mr. Galvin met with Mauri Tamarin, Denise Fletcher, Suzanne Moncure, Eliot Sclar, and Rick Lefever)

Comments and Recommendations:

- The Local Waterfront Revitalization Program (LWRP) for Mamaroneck has a “historical building section”.
- The Village of Mamaroneck (VOM) Historic Preservation Law was enacted in 1982, establishing the VOM Landmarks Advisory Committee.
- To date, most designated landmark buildings have been public structures, with a few private properties also designated.
- Owner consent is required.
- While the VOM Historic Preservation Law was not based on the NY State Model Law, it is very similar, with the VOM Board of Trustees making landmark designations based on recommendations by the VOM Landmarks Advisory Committee.
- NY State law requires approval of at least 51% of property owners within a proposed Historic District, and some municipalities require even higher approval percentages. Pound Ridge requires approval from 70% of property owners prior to designation of an historic district.
- Property-owner consent is required in more than half of the historic preservation/landmark laws in Westchester County.
- Municipalities that do not require property-owner consent for landmark designation have language allowing the property owner to contest designation.

- The designation process requires property surveys and research so the designation can be defended.
- Municipalities offer incentives for landmark designation, including local tax abatements and property-density allowances such as building additions beyond local zoning limits.
- Tarrytown has been particularly successful with incentives despite a confusing landmarks law.
- Public-safety requirements supersede landmark law language, and specific language about permission to demolish landmark structures, or portion thereof, should be included in the law.

Erin Tobin (Rick Lefever)

VP for Policy and Preservation, Preservation League of New York State

- Many municipalities in NY State have used the PLNYS Model Law as the basis for local Historic - preservation laws. Each set of laws is tailored to the individual needs and desires of the community.

City of Rye (Rick Lefever)

Building Department

Comments and Recommendations:

- Rye has a historic-preservation ordinance (Code Chapter 117 – Landmarks Preservation), which was enacted in 1977.
- Property designation is based on recommendations submitted by the Landmarks Advisory Committee.
- Designation is not possible without consent of the property owner, unless the property is already listed on the National Register of Historic Places, or under consideration for listing on the National Register of Historic Places.
- Designation is possible either as a specifically identified individual property, or as a property within a designated local historic district. Identification of one historic district and 10 individual historic buildings have been made.
- There have been few complaints regarding the designation of the district and the individual buildings.

Sarah Kautz (Rick Lefever)

Preservation Director, Preservation Long Island

Comments and Recommendations:

- Smaller municipalities usually do separate Landmark Ordinances – they can use existing ARB or create new Historic-Preservation Commission. Examples include Villages of Sag Harbor, Greenport and Great Neck Plaza.
- Larger municipalities usually do special zoning, or Zoning Overlay, which is more complicated. This uses existing bureaucracy effectively.
- Ordinances by Sag Harbor, Greenport and Great Neck Plaza all appear to be based on Model Law.
- Great Neck Harbor provides guide for locals on the ordinance and ramifications.

Other colleagues and historic-preservation officials Rick Lefever has contacted provided essentially identical comments, recommendations and suggestions. They include:

Mark Anderson

Vice President, Westerleigh Improvement Society (of Staten Island)

William Neeley

Deputy Director of Preservation, NYC Landmarks Preservation Commission

David Abramson

Former Commissioner, Historic Preservation Commission of Newark, NJ

APPENDIX D

Summaries of Historic Preservation Economic Impact Studies

HPTF members have reviewed sources documenting the economic impact of historic-preservation ordinances and landmarking measures. Some of this information has been included in the body of the report, above. Summary notes of some of these sources are included below:

“Historic Districts Are Good for Your Pocketbook: The Impact of Local Historic Districts on House Prices in South Carolina” – January 2000

By: Elizabeth Morton, of the State Historic Preservation Office at the South Carolina Department of Archives and History

Points quoted from the document:

1. “Recent studies in South Carolina found that local historic district status increases house values. The market recognizes the extra protection offered by local historic status and rewards owners with a higher rate of return on their investments.”
2. “In Columbia house prices in local historic districts increased 26% per year faster than the market as a whole.”
3. “In Beaufort, houses in the locally protected historic district sold for 21% more, all other factors being equal, than similar houses not in the district.”
4. “In Greenville, establishing a local historic district caused prices of houses in the district to go up. House prices rose, on average, over 50% in just a few years.”
5. “In six smaller towns and cities across the state, local historic district status was a positive factor in determining the value of a house. For example, in Georgetown, houses in the local historic district sold for 11% more than comparable non-district houses, while in Anderson, district houses sold for 36% more.”

“The Impact of Historic Districts on Residential Property Values” – September 2003

By: Alan Treffeisen, of the New York City Independent Budget Office

Points from the document:

1. New York City Independent Budget Office is a publicly-funded agency that provides nonpartisan information about New York City’s budget to the public and their elected officials.
2. This study was requested by City Council members, and “IBO used standard regression techniques to control for differences in property characteristics and Department of Finance data for sales of one-, two- and three-family houses from 1975 through 2002.”
3. All else equal, prices of houses in historic districts are higher than those of similar houses outside historic districts.”
4. “Although prices for historic properties at times increased less rapidly than for similar properties outside historic districts, overall price appreciation from 1975 through 2002 was greater for houses inside historic districts.”
5. “IBO found clear evidence that, after controlling for property and neighborhood characteristics, market values of properties in historic districts were higher than those outside historic districts for every year in the study, but there is not sufficient evidence to conclude that districting itself causes higher prices of price appreciation.”

“Preservation and Residential Property Values: The Case of Philadelphia” – January 2005

By: Prema Katari, Thesis for Master of Historic Preservation degree at the University of Pennsylvania

Points from the document:

1. The author was concerned about opposition to the historic designation process:

“The possibility of increased rehabilitation costs associated with local districting provoked strong, but often unproven, responses. Some responses were purely emotional; for example, there was one comment that preservation was, merely the enforcement of an aesthetic “fetish” of a powerful minority. However, discussions about the economic impact of designation were at best speculative but at worst fantastical. At the meetings, I heard preservation designation erroneously described as a “taking,” implying the complete loss of economic value. I overheard sweeping and definitive statements that local historic designation would unequivocally lead to soaring, stagnant, or plummeting property values in particular neighborhoods”.

2. As a result of this study, the author concluded:

“Many of the popular myths about local historic district designation were found to be unequivocally untrue in Philadelphia. In none of the cases examined, did property values decrease, either in real terms or when compared to trends in comparable neighborhoods. In none of the cases did wild fluctuations in property value occur. In none of the cases were property values frozen. In none of the cases would a homeowner been likely to have lost money on a property because of designation on the Philadelphia Register of Historic Places.

It is important to note that three of the five districts were designated in the last five years; as time passes, knowledge about the historic district is disseminated, interest rates increase, and the real estate cycle shifts downward, only time will tell if the designated area maintains its strong position. Further study is needed to determine if historically designated properties resist downturns in the ambient market, as has been suggested by others.

Finally, one caveat: in any study of the economic impact of historic preservation, it is important to remember that local historic districts are not created solely for their economic impact. Buildings and districts are designated because of their cultural value to a community. Districts are not and should not be designated with only economic gain in mind. It is, however, entirely reasonable for property owners to be concerned about the effects of designation on their property’s value. This thesis found that designation was followed by positive effects for property values. Since designation seems to not be pursued in some cases in Philadelphia at least partially because of misinformation about economics, it is hoped that this thesis will contribute to this dialogue.”

“Benefits of Residential Historic District Designation for Property Owners” – June 7, 2007

By: Jonathan Mabry, PhD – Historic Preservation Officer, Department of Urban Planning and Design, City of Tucson, Arizona

Points quoted in the document:

1. “A study of the Speedway-Drachman National Register Historic District in Tucson showed that between 1987 and 2007 the average assessed value of homes in this district appreciated 15 percent higher than the average in a nearby neighborhood with housing stock of similar age, construction, and design.”

2. "A study of 25,975 single family homes sold in Phoenix in 2005, including 212 located in National Register historic districts, showed that historic designation increased the average marketable sales price of a house by 31%, or more than \$100,000."
3. "A study in Mesa comparing house market value changes between 1997-2004 in the Mesa Evergreen National Register Historic District compared to those in two comparable, undesignated neighborhoods identified a +26 percent difference in the historic district."
4. "Comparison of a number of independent studies of local historic districts in New Jersey, Texas, Indiana, Georgia, Colorado, Maryland, North and South Carolina, Kentucky, and Virginia showed that this economic effect of local designation is typical across the country. The results of these studies are remarkably consistent: property values in local historic districts appreciate significantly faster than the market as a whole in the vast majority of cases and appreciates at rates equivalent to the market in the worst case. Simply put—local historic districts enhance property values."
5. "Local historic district designation has proven to insulate property values from wild swings in the housing market, including both downturns tied to larger economic trends, and "bubbles" caused by cycles of real estate speculation. This stability is related to investor confidence that, because there are explicit design limits in the zoning code, home investments in historic districts will not be adversely affected by construction of an inappropriate, out-of-scale building next door. It is also due to the fact that neighborhoods with stable values do not offer opportunities for "flipping" (purchase followed by quick resale at a high profit margin). In these ways, local historic district designation reduces the uncertainty facing the buyer regarding the future value of the investment.
6. In short, it may be that historic districts are more likely to experience a certain indemnification from extremely modulating property values, perhaps because of a higher degree of investor confidence in these officially recognized and protected areas."
7. "Designation as a historic district raises the value of investments, promoting increased levels of home ownership and longer residence. This stabilizing effect on residence patterns has been documented by a study conducted in Indiana, which found that designated historic districts have higher rates of owner-occupation, and longer durations of residence by both homeowners and renters, than do similar, undesignated neighborhoods."
8. "Neighborhoods with a significant proportion of owner-occupied homes tend to have higher rates of participation in neighborhood associations and improvement projects, which protects shared spaces from decline. All proposed exterior modifications, new construction, and demolitions in locally designated historic districts require review by neighborhood advisory groups and historical commissions, thereby ensuring community involvement in neighborhood planning."
9. "The findings of recent comparative studies of the effects of historic district designations over time, conducted in many different regions of the U.S., converge on a few key findings:
 - a. Historic-district designation typically increases residential property values by 5-35% per decade over the values in similar, undesignated neighborhoods.
 - b. Both nationally-designated historic districts and locally-designated historic districts outperform similar, undesignated neighborhoods, but districts that carry both local and national designation experience the highest relative increases in property values.
 - c. The values of newer properties within designated historic districts increase along with those of older properties.
 - d. Local historic-district designation decreases investor uncertainty and insulates property values from wild swings in the housing market.

- e. Increasing property taxes due to rising property values in historic districts designated at the national or state levels can be offset by state and federal tax reduction programs.
- f. The tax incentives also provide alternatives to demolition of historic homes, thereby providing stability to the built environments of neighborhoods.
- g. Historic-district designation leads to increased levels of home ownership and longer residence by both homeowners and renters.
- h. Designated historic districts tend to have higher rates of participation in neighborhood associations and improvement projects, which protects shared spaces from decline.
- i. Proposed exterior renovations, demolitions, and new construction in locally-designated historic districts are reviewed by neighborhood advisory groups and historical commissions, thereby ensuring community involvement in neighborhood planning.”

“Measuring Economic Impacts of Historic Preservation – A Report to the Advisory Council on Historic Preservation” – November 2011

By: Donovan Rypkema and Caroline Cheong of PlaceEconomics, and Randall Mason, PhD, of the University of Pennsylvania, School of Design, Historic Preservation Program

Points from the document:

1. The authors eloquently summarize the essential conflict of designation:

“Because of concerns of “property rights” and a widespread suspicion of regulation among property owners, the creation of local historic districts is not infrequently an issue of heated debate. Among the arguments used by opponents is “a local historic district will constitute another layer of regulation and more regulation, prima facie, will have an adverse effect on property values.” Historic property owners may also resent being regulated more than their neighbors, when they may have already agreed through their stewardship to devote extra care for a historic resource. Because of this, the relationship between local historic districts and property values has been the most studied area of preservation economics in the United States.”

2. The document described an elaborate and thoughtful economic valuation analysis methodology, but draws no conclusion other than additional, and careful, study is required. For reference, attached is some of that discussion:
3. “What is measured? Most studies of the relationship between historic designation and property value look at the value of the affected properties, the rate of value change of the properties, or the contributory value of being within a local historic district. In the first category two approaches are common:
 - a. Simple value comparison. What is the difference in value between a property in a historic district with a similar property not in the district?
 - b. Before and after designation. What was the average value of houses in the neighborhood before historic designation and after historic designation?
 - c. In the second category common types of analysis are:
 - ii. Appreciation compared to the local market. At what rate did properties in the historic district appreciate (or decline) in value over time and how does that value change compare with properties in the local market that are not in a historic district?
 - iii. Appreciation compared to similar neighborhood. At what rate did properties in the historic district appreciate (or decline) in value over time and how does that value change compare with properties in a similar neighborhood that is not a historic district?

- h. The third category of analyses is the most sophisticated and attempts mathematically to identify the monetary contribution of each of the significant variables that affect the price of a property (size, number of bedrooms, garage, pool, etc.). Once all the other variables are accounted for the difference, if any, of being within a local historic district can be isolated.
- 4. How is it measured?
 - a. Property values (and value changes) are measured in two alternative ways: actual transactions in the marketplace, or a proxy for those transactions. Since in most places in the United States, property taxes are levied on an ad valorem basis, the assessed value for taxation purposes can usually be effectively used as a proxy for sales prices.
- 5. The advantages of using assessed valuation are:
 - a. The numbers of properties are large, obviating the small sample problem that is encountered when using actual transactions.
 - b. The assessed data is generally in the public record so can be easily accessed (which is not always the case with Multiple Listing Services of local Boards of Realtors®).
 - c. Many jurisdictions have all of their property records computerized so sorting and evaluating becomes easier.
 - d. Most of the variables between properties (size of lot, zoning, size of house, number of bathrooms, etc.) are usually included in the property records.
 - e. Assessed value databases facilitate the use of GIS representation of findings.”

APPENDIX E

Review of Local and Model Historic-Preservation Ordinances

Summary of Ordinances

The HPTF reviewed several Historic Preservation Ordinances adopted by Westchester County communities including:

1. Bedford (Town of; including Villages of Bedford and Katonah)
2. Dobbs Ferry (Village of)
3. Mamaroneck (Village of)
4. New Rochelle (City of)
5. Ossining (Town of)
6. Rye (City of)
7. Scarsdale (Village of)
8. Tarrytown (Village of)
9. White Plains (City of)

The HP professionals all strongly recommend the use of the NYS Model Law from the Preservation League of New York State.

Common Elements in these local historic preservation Ordinances include:

1. Articulation of Purpose, Intent and Definitions
2. Enabling Legal Authority
3. Historic Preservation Commission Name and Members – (between 5 and 8 members recommended)
4. Powers and Duties - Autonomous vs. Advisory
5. Criteria for Designation of Historic Properties
6. Means of Public Notification and Hearings
7. Certificate of Appropriateness for Modifications and Demolition - Criteria, Procedure
8. Hardship Exceptions
9. Enforcement and Penalties
10. Appeals

Dobbs Ferry Landmark and Historic District Designation Code

Chapter 300, Article XI, Section 300-43

A. Purpose.

(1) The Board of Trustees finds that there exist within the Village places, sites and structures that have a special character or special historical or aesthetic interest or value in American, New York State and local history, architecture and culture; that it is feasible to preserve and continue the use of such places, sites and structures; and that such places, sites and structures face the danger of being demolished and destroyed without adequate consideration of the irreplaceable loss to the people of the Village of the aesthetic, cultural and historical values represented by such improvements.

(2) The purpose of this chapter is to promote the general welfare by providing for the identification, protection, enhancement, perpetuation, and use of buildings, structures, signs, features, improvements, sites, and areas within the Village that reflect special elements of the Village's historical, architectural, cultural, economic or aesthetic heritage for the following reasons:

- (a) To foster public knowledge, understanding, and appreciation in the beauty and character of the Village and in the accomplishments of its past;
- (b) To ensure the harmonious, orderly, and efficient growth and development of the Village;
- (c) To enhance the visual character of the city by encouraging new design and construction that complements the Village's historic buildings;
- (d) To protect and promote the economic benefits of historic preservation to the Village, its inhabitants and visitors;
- (e) To protect property values in the Village;
- (f) To promote and encourage continued private ownership and stewardship of historic structures;
- (g) To identify as early as possible and resolve conflicts between the preservation of historic landmarks/districts and alternative land uses; and
- (h) To conserve valuable material and energy resources by ongoing use and maintenance of the existing built environment.

(3) Enabling authority. Pursuant to Article 5, § 96-a; Article 5-G, Article 5-J and Article 5-K, § 119-dd of the General Municipal Law; Article 14 of the Parks, Recreation and Historic Preservation Law; and § 10 of the Municipal Home Rule Law, it is hereby declared as a matter of public policy that the protection, enhancement and perpetuation of landmarks and historic districts are necessary to promote the cultural, economic and general welfare of the public.

B. The Village Board may designate historic landmarks and historic districts.

(1) Pursuant to the procedures in this subsection, the Board of Trustees may by resolution:

- (a) Designate as an historic landmark an individual building or other feature or an integrated group of structures or features on a single lot or site having a special character and historical, architectural or aesthetic interest or value;
- (b) Designate as an historic district a contiguous area containing a number of sites, buildings, structures or features having a special character and historical, architectural or aesthetic interest or value, and constituting a distinct section of the Village; and
- (c) Amend designations to add features or property to or from the historic landmark or historic district.

(2) Upon designation, historic landmarks, scenic landmarks, and contributing properties within historic districts included in any such designation are subject to all the requirements of this chapter.

C. Initiation of designation for historic landmarks, scenic landmarks, and historic districts.

(1) The designation of an historic landmark, scenic landmark, or historic district is legislative in nature, with the designation being by resolution adopted by the Board of Trustees, based on a determination and recommendation made by the Architectural and Historic Review Board. Designations or amendments to an historic landmark, scenic landmark, or historic district may be initiated by:

- (a) Resolution of the Planning Board or the Architectural and Historic Review Board; or

- (b) The application of an owner of an individual property proposed for designation as an historic landmark (or their authorized agents).
- (2) Pre-submission process: Applicants should submit a letter of intent to the Building Inspector. The Building Inspector will then hold a meeting with applicants to explain the application process.
- (3) Application process: Applicants for historic district status shall complete and submit an historic district application, as well as individual property forms for each property within the district. Applicants for historic landmark or scenic landmark status shall submit an individual property form. The individual property form will set forth a scoring system as part of an evaluation of whether a property or properties should be designated as an historic landmark, a contributing property within an historic district, or a noncontributing property within an historic district. The scoring system in the individual property form is a nonbinding guideline to be taken under advisement by the AHRB and the Board of Trustees.
 - (a) Appendix K: Historic District Application and Individual Property Form.[1]
- (4) Upon receipt of a complete application, the Architectural and Historic Review Board shall call for a public hearing. Such hearing shall be advertised at least once in a newspaper of general circulation in the Village not less than five days prior to such hearing and notice thereof shall be served by the applicant by certified mail postmarked at least five days prior to the day of the public hearing upon the owner or owners of the proposed landmark or the owners of the properties within the proposed historic district as shown by the current tax rolls of the Village. In the event the designation process has been initiated by one of the Village boards and not an individual applicant, the Village shall be responsible for serving the foregoing notice. If the designation process has been initiated by a property owner or owners, then the expense is to be borne by the property owner or owners.
- (5) Criteria for recommendation.
 - (a) Historic landmark: The AHRB may recommend, and the Board of Trustees may so designate, an individual property as an historic landmark if it meets the definition set forth in § 300-14.
 - (b) Historic district: The AHRB may recommend, and the Board of Trustees may so designate, a group of properties within the Village as an historic district if a majority of properties therein:
 - [1] Meet one or more of the criteria for designation as an historic landmark, regardless of having within its boundaries other properties or structures that are not of such historic and/or architectural significance to be designated as landmarks, and are therefore designated as "noncontributing properties;" and
 - [2] Constitute a unique section of the Village by reason of possessing those qualities that would satisfy such criteria.
 - (c) Scenic landmark: The AHRB may recommend, and the Board of Trustees may so designate, a structure, feature or resource that is not a building, such as bridges, piers, parks, gateways, cemeteries, sidewalks, clocks, or trees, which meet the definition of an historic resource, as a scenic landmark. Recommendations for designation must be accompanied by such historical and architectural information as is required by the AHRB to make an informed recommendation concerning the application.
 - (d) Properties that have achieved significance within the past 50 years are not considered eligible for designation under this chapter unless they are:
 - [1] Integral parts of historic districts that meet the criteria for designation; or
 - [2] If they are properties of exceptional importance.
- (6) The AHRB shall adopt specific written findings and conclusions recommending that the property be deemed historic and shall forward said recommendation to the Board of Trustees. The recommendation shall include a description of characteristics of the landmark or district justifying its designation, a description of the particular features that should be preserved, and a list of contributing and noncontributing properties and structures. The AHRB may also indicate alterations that would have a significant impact upon or be potentially detrimental to the landmark site or the district. The boundaries of each individual landmark, scenic landmark, or historic district shall be specified in detail with reference to the Tax Map identification number. The recommendation shall be filed, in writing, in the Village clerk's office and there made available for review by the public.
- (7) Board of Trustees resolution designating historic landmark, scenic landmark, or historic district.

(a) After receipt of a recommendation from the Architectural and Historic Review Board recommending approval of a proposed designation, amendment or revocation of an historic landmark, scenic landmark, or historic district, the Board of Trustees shall consider the recommendation at a public hearing.

(b) After the public hearing date prescribed by Subsection C(4)(a) above, unless otherwise mutually agreed upon by the Board of Trustees, the applicant and the owner, if other than the applicant, the Board of Trustees shall adopt specific written findings and conclusions. The findings and conclusions will address whether the designation meets the purposes and standards set forth in this chapter in balance with the goals and policies of the Dobbs Ferry Vision Plan. The Board of Trustees shall approve (with or without modifications) or disapprove the proposed designation.

(c) In each resolution designating an historic landmark, scenic landmark, or historic district, the Board of Trustees shall include a description of characteristics of the landmark or district justifying its designation, a description of the particular features that should be preserved, the location and boundaries of the landmark site or district, and a list of contributing and noncontributing properties and structures. The Board may also indicate alterations that would have a significant impact upon or be potentially detrimental to the landmark site or the district.

(d) When the Board of Trustees has designated a landmark or historic district, the Village Clerk shall promptly notify the owners of the property included therein, and a copy of the designating ordinance shall be recorded in the Village Board minutes, with a copy forwarded to the Village Clerk and Land Use Officer. Designated historic districts shall be noted on the Village Zoning Map, and an indication of landmark designation shall be added to the property card for each property.

The Model Landmarks Preservation Local Law for New York State Municipalities (dated 2014) is included as a separate PDF for review.

APPENDIX F

Internship Program

VILLAGE OF LARCHMONT HISTORIC PRESERVATION TASK FORCE

INTERNSHIP PROGRAM PROPOSAL (for college credit)

5 December 2017

(Updated 1 February 2018)

Historic Preservation is a very important concern across Westchester County. The Larchmont Historic Preservation Task Force seeks student interns to assist in research on the history of the Village and its buildings. Students will gain archival research skills and assist in the production of a report to be presented to the Mayor and Trustees of the Village of Larchmont.

Internship Objectives:

Provide students with pedagogical guidance and supervision regarding research methodologies utilizing internet and local archival resources pertaining to the architectural heritage of Larchmont, NY.

Students will collaborate with members of the Larchmont Historic Preservation Task Force (HPTF) and Larchmont Historical Society (LHS) to refine the HPTF's preliminary research plan which states objectives, identifies resources and outlines the contents of the final (end of semester) work product.

At the end of the semester, students will organize and present their findings to members of the Advisory/Supervisory Team (see below), HPTF and LHS.

Advisory/Supervisory Team (AST):

A. Lynne Crowley

LHS Archivist

B. Barbara Davis

City Historian and Community Relations Coordinator, New Rochelle Public Library

C. Susan Emery

LHS Co-President, Researcher/Writer; Chair, Century Homes Club Committee

D. Lynn Hillman

LHS Researcher/Writer/Editor for Annual House Tour Publication

E. Mauri Tamarin

Architect, HPTF Chair, LHS Board of Trustees member

Preliminary Schedule (based on 4-month Iona College Spring Session calendar):

A. Month 1

1. Meet with AST to review and refine preliminary research plan and identify expectations
2. Orientation with AST for introduction to resources and methodologies
3. Commence research
4. Review progress with designated AST member and HPTF Chair weekly

B. Months 2 and 3

1. Continue research
2. Adjust research plan as required
3. Review progress with designated AST member weekly; HPTF Chair monthly

C. Month 4

1. Review final work product requirements
2. Plan final presentation to AST, HPTF and (possibly) Village of Larchmont Mayor and Board of Trustees
3. Present findings to parties mentioned above
4. Final assessment with designated AST members and Iona college supervising professor

Preliminary list of research topics (subject to change):

1. Identify and document Landmarking processes for use in guiding properties research process and document formatting
2. Work with AST members to create a list identifying Village of Larchmont sites that are potentially significant according to established Historic-Preservation Law criterion.

APPENDIX G

Landmarking Processes

Landmark Criteria Used by the National Register of Historic Places

Date Added to National Register of Historic Places

County Landmark is located in

Rough Boundaries of Landmark

Amount of Land of Landmark (in acres)

Number of Buildings in Landmark

Number of Structures in Landmark

Historic Significance

Architectural Style

Area of Significance

Period of Significance

Owner

Historic Function

Historic Sub-function

Current Function

Current Sub-function

Source: <http://www.nationalregisterofhistoricplaces.com/ny/westchester/districts.html>

Additional Information and Criteria for State and National Registers of Historic Places:

What are the State and National Registers?

The State and National Registers of Historic Places are the official lists of buildings, structures, districts, objects, and sites significant in the history, architecture, archeology, engineering, and culture of New York and the nation. The same eligibility criteria are used for both the State and National Registers. The National Historic Preservation Act of 1966 and the New York State Historic Preservation Act of 1980 established the National and State Registers programs. In New York, the Commissioner of the New York State Office of Parks, Recreation and Historic Preservation, who is also the State Historic Preservation Officer (SHPO), administers these programs.

What are the results of listing?

1. Registered properties and properties determined eligible for the Registers receive a measure of protection from the effects of federal and/or state-agency sponsored, licensed or assisted projects through a notice, review, and consultation process.
2. Owners of depreciable, certified historic properties may take a 20 percent federal income tax credit for the costs of substantial rehabilitation as provided for under the Tax Reform Act of 1986.
3. Municipal and not-for-profit owners of listed historic properties may apply for matching state historic preservation grants.

There are no restrictions placed on private owners of state or nationally registered properties. Private property owners may sell, alter or dispose of their property as they wish. These designations are basically honorary and do not provide protections.

Criteria for Evaluation:

The following criteria are used to evaluate properties for listing on the New York State and National Registers of Historic Places.

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:

1. that are associated with events that have made a significant contribution to the broad patterns of our history; or
2. that are associated with the lives of persons significant in our past; or
3. 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 distinguishable entity whose components may lack individual distinction; or
4. that have yielded, or may be likely to yield, information important in prehistory or history.

Criteria Considerations:

Ordinarily, cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years shall not be considered eligible for the State and National Registers. However, such properties will qualify if they are integral parts of districts that do meet the criteria or if they fall within the following categories:

1. a religious property deriving primary significance from architectural or artistic distinction or historical importance; or
2. a building or structure removed from its original location, but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or
3. a birthplace or grave of a historical figure of outstanding importance if there is no other appropriate site or building directly associated with his productive life; or
4. a cemetery that derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or
5. a reconstructed building when accurately executed in a suitable environment and presented as part of a restoration master plan, and when no other building or structure with the same association has survived; or
6. a property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own historical significance; or
7. a property achieving significance within the past 50 years if it is of exceptional importance.

Application Forms:

<https://parks.ny.gov/shpo/national-register/documents/NRAApplicationForm.pdf>

<https://parks.ny.gov/shpo/national-register/documents/NRAApplicationInventoryForm.pdf>

<https://parks.ny.gov/shpo/national-register/documents/NRStatementOfOwnerSupport.pdf>

APPENDIX H

Sample Town Historic-Preservation Brochures

See separate PDF documents, attached.

New Paltz, NY

New Rochelle, NY