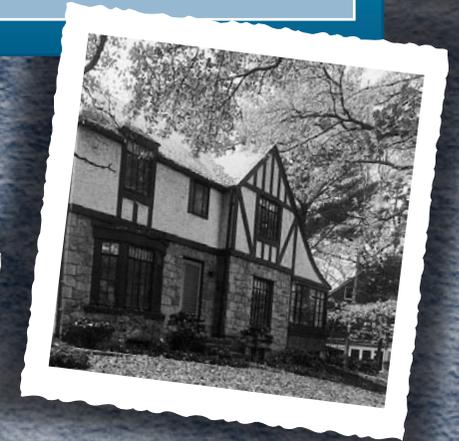




Great Neck Plaza

HISTORIC PRESERVATION PROGRAM

*Guidelines for
Property Owners
and Residents*



Village of Great Neck Plaza
PO Box 440, Gussack Plaza
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11 Middle Neck Rd, built c. 1913

OVERVIEW

The Village of Great Neck Plaza was incorporated in 1930 as one of nine communities in the Great Neck peninsula. At this early age the Village was a bustling community with both residential and commercial buildings, estates, boasting an express train to New York City and other amenities. Since that time the Village has grown into a modern suburban community yet retained many of its original historic buildings, a fact that makes the Village notable on Long Island.

Since 1976 the Village has taken several important steps to preserve our history and architecture, an effort that continues to be a priority for this administration. In 1976 the Village adopted its first landmark ordinance that gave the Village the power to designate historic landmarks and districts. Three sites were nominated and added to the State and National Registers of Historic Places: the United States Post Office, 11 Middle Neck Road and 8 Bond Street. In 1998 the Village amended its historic preservation ordinance to include the creation of a

Historic Preservation Commission that would have the power to nominate local landmarks and districts for the Village Board of Trustees' approval. In 2004 the Village designated the Bond Street Historic District, the Community Church and the United States Post Office as local landmarks.

In 2002 the Village was designated by the New York State Historic Preservation Office and the National Park Service as a Certified Local Government (CLG), joining a select group of communities on Long Island. In 2004 the White House and the Advisory Council on Historic Preservation designated the Village as a "Preserve America" community, the only one to-date on Long Island.

Our goal in this publication is to assist historic property owners in maintaining their landmark so that future generations of residents and visitors can appreciate the legacy that is part of our Village's history and culture. We look forward to working with you in this effort, and together we will share the proud tradition of preserving our historic architecture.



Middle Neck Road looking north, c. 1924

HISTORIC PRESERVATION COMMISSION



US Post Office, 1 Welwyn Road, built c. 1939

Under the Village Ordinance for the Historic Preservation Commission, there are at least five members of the Historic Preservation Commission that shall include:

- ≈ an architect
- ≈ an historian
- ≈ a licensed real estate broker
- ≈ an attorney
- ≈ a resident of a landmark or an historic district
- ≈ a person who has demonstrated significant interest in and commitment to the field of historic preservation
- ≈ at least one resident of the Village of Great Neck Plaza

All members shall have an interest in historic preservation and architectural development within the Village of Great Neck Plaza. Commission members serve for a term

of three years that is subject to renewal. The Chair and Vice Chair of the Commission shall be appointed by the Village Board of Trustees from among the members of the Commission. The Commission has the power to employ staff to carry out the duties of the Commission including surveys and research for nominations. The Commission has the power to determine the criteria for the identification of significant historic, architectural, and cultural landmarks and for the delineation of historic districts, as stated by the National Park Service and the US Department of Interior.

The Commission meets monthly to review applications for designation, owner requests for Certificates of Appropriateness, and other matters that reflect the Commission's mission. These dates are posted on the Village's web site or can be found by calling the Village. An annual report is submitted to the Village Board of Trustees describing the Commission's activities.

THE REVIEW PROCESS

The Village's landmark ordinance outlines the process by which individual sites and historic districts are designated. The first step is to propose to the Historic Preservation Commission that the site be designated. The Commission then determines if the site has been surveyed and whether it is eligible for listing according to the criteria established by the National Park Service for landmarks and districts. If the site has been surveyed then the Village's preservation consultant or a member of the commission outlines the reason(s) why the site should be landmarked. The Village notifies the property owner and owners of adjacent buildings of the date of the Commission's review meeting at least 2 weeks prior to the meeting. All building permits requested by the owner at this time are suspended until the nomination process and decision on the proposed designation are completed.

At the Commission review meeting a presentation is made outlining why the site should be landmarked, according to the criteria established by the National Park Service. Generally there are three elements considered:

- ≈ Architectural design and construction
- ≈ Historical significance
- ≈ Cultural significance

A site may have one or more of these elements to be considered for listing. The Commission meeting to consider designation is an open public meeting in which the proposed site and adjoining property owners are invited to attend and provide comments. The Commission asks all in attendance,

including the property owner, if they wish to comment on the proposed nomination. The Commission then takes a vote either to recommend the site or district for landmark status or to reject the nomination. If the nomination is rejected no further action is taken. However the property or district may be nominated again at a future date.

If the Commission recommends the site for landmark status the recommendation is then reviewed by the Village and Board of Trustees. If the Board of Trustees determines the proposed site is worthy of landmarking, the Board will schedule a public hearing to consider its designation. Another round of notifications is mailed to the property owner and owners of adjacent buildings at least 14 days prior to the date of the public hearing. A presentation is also made on why the site should be listed. The public is again encouraged to comment on the nomination. After public comments the record is closed and a vote is taken by the Board. If the Board approves the nomination the property is listed and the owner is notified of the decision. Should the nomination be rejected an appeal can be made to the Board after 60 days.



Citibank, 51 Middle Neck Road, built c.1919

BENEFITS OF LANDMARK DESIGNATION

There are many benefits to being designated a local historic landmark. According to the National Trust for Historic Preservation, property values increase for owners, who routinely sell their properties at higher prices than owners of ordinary buildings. Owners of designated sites are eligible for listing on the State and National Register of Historic Places. Owners of income producing properties can apply for the Federal Historic Preservation Tax Credit which allows them to deduct from their federal taxes 10 to 20% of the cost of rehabilitating their buildings. Other benefits of designation include making the site an important marketing device for tourism and educational programs, higher visibility in the region,

recognition within the community by residents and added prestige to the site. Owners of landmarked retail sites have traditionally experienced higher sales, and have priority when state and federal agencies need to lease office space.

To assist property owners the Village provides a prominent and professionally designed historic bronze marker to all designated sites including those in historic districts. In addition the Village provides guided tours of designated sites as part of its walking tours. In this way and many others we hope to partner with all landmark owners. If you have suggestions on how we can help you, we would like to hear from you.

8 Bond Street, built c. 1926



CERTIFICATE OF APPROPRIATENESS APPLICATION

Once a site is landmarked the property owner must request permission from the Village's Historic Preservation Commission for any exterior changes they wish to make to the site, including signage, painting, renovation, remodeling, moving and demolition. This includes property owners in historic districts. The property owner must complete an application for a Certificate of Appropriateness (CoA) that will be reviewed by the Commission at its next scheduled meeting. Meetings are usually held monthly. The dates are posted on the Village's web site: www.greatneckplaza.net. To find out when the next meeting is scheduled call the Village building department at (516) 482-4500. The site owner is encouraged to attend this review meeting in case there are questions by the Commissioners.



Westminster Apartments
4 Maple Drive, built c. 1929

Common requests include:

- ~ Adding or replacing a sign, awning, doors and windows
- ~ Repairing a roof
- ~ Painting the façade or repairing brickwork
- ~ Removing a fence
- ~ Adding a story or wing

The CoA is available on the Village's web site: www.greatneckplaza.net and at the end of this manual. The CoA is a 1-page form that requires the following information:

- ~ Description of the proposed change
- ~ Photographs of the site as it currently exists
- ~ Photographs and/or drawings of the proposed change
- ~ Sample of the material to be used where appropriate
- ~ Deposit and filing fees as required by the Village

While some applications are simple to evaluate, such as painting and adding signs, others are more complex, such as requests to replace windows and roof materials. One of the prime concerns of the Commission is to closely examine actions that can significantly affect the outside appearance of a building. This is because more permanent changes can significantly alter the appearance of the building, which affects its architectural and historical integrity. In the next section are some general design guidelines that owners should keep in mind as they consider changes to their building.

DESIGN GUIDELINES

The design and appearance of buildings reflect the architect or builder's vision at the time of construction, and subsequent changes made by owners through time. As a result of this process most buildings have features from different time periods, although well-preserved sites contain many significant original features.

The Commission's goal is to preserve those features that contribute to the overall impression one gains in looking at the site. These include the siding material used, the types of windows and placement, roof style and materials, entrance and chimney placement, signs and banners for stores and apartment buildings, and landscaping features such as gardens and trees. The Commission does not review changes to the interior of a site unless it is visible from the outside, such as a sign hanging in a window. Home and co-op owners have complete freedom to remodel the interior of their homes and residences unless it is visible from the outside.

This section is intended to provide some guidance in changes that will be reviewed by the Commission. These suggestions are included to assist you in preserving your site. We hope they will be helpful to you and inspire you to preserve your historic site. The Commission is open to discussing your plans and to assisting you.

Siding & Facades

Many of the historic sites surveyed in Great Neck Plaza are made of either stone or brick, although some have 19th century wood clapboards or shingles. The commercial storefronts generally boast stone or brick facades. While some storeowners have replaced these



Wychwood Apartments, 8 Barstow Road, built c. 1928

facades with synthetic materials, in general the commercial sites have retained these original features.

Over time these elements can be damaged by the natural environment, resulting in rotting brickwork, stone masonry cracks and deteriorated wood shingling. The Commission understands that some owners might want to replace these original materials with newer synthetic ones, but would encourage the owner to repair these defects, using a specialist in historic restoration. There is substantial evidence that aluminum and synthetic siding accelerates deterioration by trapping moisture within the structure. If siding is unavoidable, it is strongly recommended that the siding not cover the wood trim features surrounding the entrances, windows, corners and roof lines.

Windows

One of the most noticeable features of a building is its windows. We usually notice especially attractive historic windows, such as three-sided bay windows or decorative stained glass windows. Other historic windows seen



Window at the Community Church, built c. 1924

in Great Neck Plaza include fanlight windows, Palladian windows, Chicago style windows and oculus windows. Over the years some property owners have either replaced or enlarged their window openings, destroying the scale and original appearance in the process. As a result we first require that you examine alternatives to replacing the window if the original windows are intact. If changes are necessary, we strongly encourage you to replace it with a similarly designed one, and not remove the trim surrounding the window. The Commission recommends that you seek a manufacturer who makes a window that is as close to the original as possible. This is particularly important in storefronts, where original facades have changed dramatically because historic windows and entrances were removed and replaced with oversized windows that extended from the ground level to the roof level. In cases where windows have already been replaced the Commission will work with the owner to review appropriate changes.

Roofs

Throughout history there have been many types of roofing materials, ranging from slate and wood shingles to modern day asphalt and composite materials. In the Village there are several buildings that are topped with decora-

tive slate shingles, such as the Thomaston Building at 8 Bond Street, the Community Church and St. Paul's Church, while others have copper roofs such as the Telephone Building on Barstow Road. Over time some owners have replaced their original roofs with newer materials, such as the Long Island Rail Road, which replaced its historic slate roof with an inexpensive asphalt shingle, causing a major change in residents' appreciation of this historic structure. Other less noticeable changes include the roofs of Dutch colonial-style sites that are fully visible at street level on garden apartments and single-family homes, such as the historic Dunstone-Barstow garden apartment at 19 Barstow Road.



Great Neck Train Station South Station Plaza, built c. 1924

The Commission would prefer wherever possible the preservation of an existing roof that is sheathed with its original materials. This is especially important in historic slate roofs. If necessary the Commission will review requests for replacing an original roof with a different material, based on the design features, durability and aesthetic cohesion with the original materials. The Commission may require an assessment by a historic roofing specialist hired by the building owner as part of its review. In cases where a roof has already been replaced the Commission will review requests with a preference towards a material that has improved features over existing ones.



Community Church, 2 Stoner Avenue, built c. 1924

Roof Trim

Large institutional structures such as banks, places of worship and government buildings have elaborate formal designs and decorations that often include full entablatures and pediments, concrete pilasters, and symbols that were common at the time of their construction and were included to attract particular kinds of customers and residents respectively. Some of these features can be seen at the Community Church with its decorative triangle-shaped pediment and entablature under its roof line, the limestone and entablatures as seen at Citibank, or simple

wood fascia trim and pediments as seen at the Village Gardens apartments. These decorative features are important visual elements that add character to otherwise very simply designed structures that reflect popular architectural styles. As a result the Commission places a high priority on preserving these historic decorative features. If an owner wishes to make siding or façade changes to buildings with these features, the Commission will encourage owners to preserve these important details.

Roof-Top Additions

When we think of suburban "skylines" we typically associate them with low building heights so that we can easily see the natural landscape. Yet there have been attempts to build higher throughout the Village's history. In the mid-1950s one developer sought permission to build a seven-story apartment building at Grace Park. As a result of these actions there is generally a watchful attitude towards rooftop additions, especially on a historic building. In those cases where an addition is proposed, the Commission prefers applications that continue the existing style and design to the site. For instance, a second story addition made at 10 Grace Avenue is an almost exact replica of the ground floor



10 Grace Avenue, built c. 1947

features. The addition also duplicated the curved shape of the existing structure. This is an excellent example of a “sympathetic” addition.

Building Additions

Through time many property owners, both residential and commercial, find that they need additional space for a variety of needs and uses. These can include storage, floor space for stores, larger living space and additional parking. It is very common for owners to expand, using contemporary materials. These changes appropriately stand out as modern additions. The Commission prefers applications that:

- ≈ respect the original design features of the site yet reflect its own period of addition
- ≈ use similar materials and colors to the existing ones
- ≈ are in proportion in size and scale to the existing building.

By keeping these elements in mind we hope that future additions will complement the existing sight lines and streetscape of the original views.

Signs & Banners

Most commercial buildings have some sort of awning or banner that proudly displays their business name. All signs must be reviewed by the Village under its Sign Ordinance and receive approval from the Village before installation. These signs can reflect artistic trends just as the design of the building mirrored styles popular at the time. Understanding this concept, the Commission welcomes applications that use contemporary styles but does not detract from the appearance of the actual structure. The Commission will work with the owner to suggest ways of preserving historic signs. For new signs,



Sign from 10 Grace Avenue, built c. 1947

applicants should provide proper material samples, and make necessary lighting arrangements with their contractor. Applications are typically approved although occasionally some modifications are necessary.

Landscaping

As a suburban community, one of the key features of Great Neck Plaza is its attention to landscaping including the plantings and trees found throughout the Village, many of which date from the late 19th and early 20th century. In order to attract New York City residents, developers frequently advertised Great Neck’s bucolic setting and serene surroundings, designed by Calvert Vaux and Frederick Law Olmstead, or more modest efforts at various garden apartments found throughout the Village. Many of these gardens and plantings have survived, along with historic trees and views.

In special cases the Village will landmark the building and the entire site in order to preserve these unique architectural and landscaping ensembles. Requests to alter these features will be reviewed by the Commission in a similar manner to those for the structure itself. Owners should keep in mind that once a landscape, unlike a building, is changed there are few options for restoration. Therefore owners should carefully research alternatives to changing the landscape features designated by the Village.

TECHNICAL RESOURCES FOR PROPERTY OWNERS

There are several excellent sources for information about documenting and preserving your historic site. They include:

American Institute of Architects
www.aia.org

Long Island Traditions
www.longislandtraditions.org

National Trust for Historic Preservation
www.nthp.org

National Park Service
www.cr.nps.gov/buildings.htm

National Register of Historic Places
www.cr.nps.gov/places

New York Landmarks Conservancy
www.nylandmarks.org/

New York State Historic Preservation Office
www.nysparks.state.ny.us/shpo

Preservation League of New York
www.preservenys.org

Society for Preservation of Long Island Antiquities
www.splia.org

Although we cannot recommend specific companies that manufacture appropriate windows, doors and other materials, there are a number of online discussion groups where owners share their experiences. These include:

Old House Journal
www.oldhousejournal.com/talk/index.shtml

Preservation Directory
www.preservationdirectory.com

Restoration Trades
www.restorationtrades.com



Great Neck Plaza's Preservation Ordinance

The purpose of the Village's preservation ordinance, under the Village Code Chapter 121 is:

- ☞ To protect and enhance landmarks and historic districts within the Village as they reflect the Village's identity and history in order to promote the economic, cultural, educational and general welfare of the public.
- ☞ Foster civic pride in the accomplishments of the past.
- ☞ Protect and enhance the Village's attractiveness to visitors and to stimulate its economy.
- ☞ Insure the harmonious, orderly and efficient growth and development of the Village.

In order to accomplish these objectives the ordinance stipulates that a Commission be created with the following responsibilities:

- ☞ Conduct surveys of significant historic, architectural and cultural landmarks and delineate historic districts.
- ☞ Recommend designations to the Village Board of Trustees of identified properties and districts.
- ☞ Recommend acquisition of property and façade easements to the Village Board of Trustees.
- ☞ Increase public awareness of the value of historic preservation.
- ☞ Review applications by property owners of designated sites for changes to their landmark through the Certificate of Appropriateness.
- ☞ Create historic marker and interpretive programs.



The Commission meets monthly at Village Hall. The calendar is posted on the Village's web site at: www.greatneckplaza.net.

You can also call the Village's Building Department for information at 516-482-4500.



Village of Great Neck Plaza, Inc.
GUSSACK PLAZA • PO BOX 440 • GREAT NECK, NY 11022 • (516) 482-4500 • FAX (516) 482-3503

Historic Preservation Commission

Application for Certificate of Appropriateness

MAYOR
Jean A. Celender
DEPUTY MAYOR
Ted M. Rosen
TRUSTEES
Jay S. Ferkins
Joel L. Liebowitz
Ted M. Rosen
Gerald Schneiderman
CLERK-TREASURER
Patricia O'Byrne
VILLAGE ATTORNEY
Richard Gabriele

APPLICANT (PETITIONER):	
NAME _____	PROPERTY ADDRESS _____
TELEPHONE NO. _____	CITY & ZIP CODE _____
PROPERTY OWNER'S NAME (if different from applicant) _____	
ADDRESS _____	
DESCRIPTION OF PROPOSED WORK:	

A. By Attachment, the Applicant herewith submits with this application the following **required items**:

- Photographs of the property, from as many directions as possible; e.g. north, south, east and west.
- Samples of color and/or materials to be used.
- Perspective drawings, including the relationship to the adjacent properties, if available.
- Elevation drawings of the proposed changes, if available.

B. Where the proposed exterior alterations include signs or lettering, the following **required items** are also **attached**:

- Scale drawing showing the type(s) of lettering to be used, all dimensions and colors.
- Description of materials to be used.
- Description of the method and specifications for illumination, if applicable.
- Plan showing the sign's proposed location on the property.
- Additional information (explain): _____

C. This application form is meant to be a checklist of materials typically required by the Commission in order to review a proposed historic building alteration. Other information, which the Commission may deem necessary in order to visualize and review the proposed work, may also be requested of the Applicant by the Commission.

The certificate of appropriateness shall be in addition to and not in lieu of any building permit that may be required.

Date application received:	Commission review date:
_____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied

The CoA is also available on the Village's web site: www.greatneckplaza.net