

# TOWN OF MILTON

## Historic Structures and Places Committee

### Heritage Preservation Guidelines

This shall be known and cited as “The Heritage Preservation Guidelines of the Town of Milton, Saratoga County, New York” and shall apply to those areas of the Town of Milton that are outside the corporation limits of the Village of Ballston Spa. This addresses and promotes the objective added to the 2001 Milton Comprehensive Plan through 2006 Resolution #41: “Strive to protect Milton historic structures and places that are the foundations of the present and future of the Town of Milton.”

Both National and New York State legislation provide municipalities the authority to enact laws and rules to identify and protect historic and cultural resources. The Town of Milton has many such resources that reflect its heritage and in 2005 the Town Board established a Historic Structures and Places Committee to consider and recommend measures to protect these resources. The Committee has developed the following guidelines for implementation of fair and equitable procedures to protect Milton historic structures and places. It is not the intent of the committee to tell property owners what they can and cannot do, rather to provide recommendations and guidance.

- I. Historic Structures and Places Committee Goals
  - A. Identify, map, photograph and describe historic structures and places.
  - B. Preserve, protect and promote the distinctive historical character of the Town.
  - C. Foster community awareness, interest and pride in recognizing and respecting all aspects of Milton heritage.
  - D. Promote and encourage the physical and visual attractiveness of historic structures and places for residents, businesses, visitors/tourists, and the traveling public.

- E. Review and respond to proposed changes and alterations involving Milton historic structures and places.
- F. Protect the rights of Milton property owners through a fair and just procedure and implementation.
- G. Encourage future economic growth and development integrated with the Town's history and accomplishments of the past.

## II. Historic Structures and Places Committee

- A. The Historic Structures and Places Committee shall be appointed on January 1 of each calendar year by the Town Board as its organizational meeting as follows:
  - 1. The Town Historian and another town employee representative, a heritage property owner plus no fewer than three other members, all of whom shall have a demonstrated interest in local history and preservation and shall be residents of the Town of Milton.
  - 2. To the extent possible members of the committee shall have knowledge and interest in fields such as agriculture, architecture/building, archeology, education, genealogy, history and/or real estate.
  - 3. Continuity of the membership is important to the workings of the Committee. The willingness and the commitment to serve and attend meetings regularly and as called, shall be a consideration of appointment.
  - 4. The Town Historian can act as a Chairman and/or Coordinator, Recorder and Liaison to the Town Board, Planning Board and Zoning Board shall be named annually by and from the members of the Committee.

## III. Committee Duties and Responsibilities

- A. Meet at least monthly with special meetings called as necessary. A quorum of three committee members shall be required to conduct business.

- B. Prescribe rules and regulations governing its internal organization and procedures. A quorum of three is necessary to make decisions and recommendations.
- C. Maintain the Official copy of the Town of Milton Listing of Historic Structures and Places in the Historian's Office.
- D. Provide copies of the Listing and updates to the Town Board; Town Clerk; Planning Board; Zoning Board of Appeals; Assessor's Office; Building Department; Highway Department; Parks, Recreation and Buildings and Grounds.
- E. Notify all new owners of properties included on the Listing.
- F. Research, document and record revisions and additional entries on the Listing providing update copies/notices as above.
- G. Serve in an advisory capacity to the Town of Milton Boards and Departments to review, comment and recommend action on requests from the owners of properties on the Historic Structures and Places Listing.
- H. Select and notify to the Town Board a historic structure or place from the Listing to receive the annual Milton Historic Recognition and Preservation Award and plan the award plaques and pictures for presentation during a regular meeting of the Town Board.
- I. Develop, prepare, and present publications and programs that define and recognize Milton historic and cultural legacy.
- J. Gather information about state, federal, and/or private funds to promote historic preservation and recommend utilization of such to the heritage property owner and the Town Board
- K. Meet with and assist property owners requesting information about maintenance and preservation of historic structures and places.

IV. Criteria for Placement on Town of Milton Listing of Historic Structures and Places.

A. A property must be at least 100 years old as determined through researched documentation by the Historic Structures and Places Committee AND meet one or more of the following criteria as related to the historic heritage of the Town of Milton, Saratoga County, New York State, or the Nation:

1. Significant inherent historic and cultural value through integrity of location, design, setting, materials, and workmanship that convey a particular and individual heritage; OR
2. Associated with an event/s that have contributed significantly to patterns of history and heritage; OR
3. Associated with a person/s who have contributed significantly to cultural, political, economic, social, and ethnic history and heritage; OR
4. Represents and embodies distinguishing characteristics of a type, style, period, or example of a recognized architectural or construction style and material; OR
5. Represents an established and familiar visual feature and its economic and/or cultural use within a neighborhood; OR
6. Has yielded or may be likely to yield significant pre-history or history related to the area;  
OR
7. Part of or related to a distinctive historic feature or an element of municipal planning, such as a hamlet, square, center or district.

B. A property or area that has achieved exceptional significance through other than the above criteria may be reviewed by the Historic Structures and Places Committee and added to the Listing.

C. Should a property no longer meet these criteria, the Historic Structures and Places Committee may consider removing it from the Listing.

## V. Implementation of Heritage Preservation Guidelines

- A. When an application for a Building Permit and/or Demolition Permit, as required by the NYS Uniform Code, NYS Energy Code and Town of Milton Code is received by the Building Department for a property on the Town of Milton Listing of Historic Structures and Places, the Historic Structures and Places Committee shall be notified with a copy of the application. The committee shall review, comment and make recommendation regarding the request within a week or by a date that is mutually agreed upon with the building department.
- B. When an application for the Planning or Zoning Board, as required by the NYS Uniform Code, NYS Energy Code and Town of Milton Code is received by the Building Department for a property on the Town of Milton Listing of Historic Structures and Places, the Historic Structures and Places Committee shall be notified with a copy of the application. The committee shall review, comment and make recommendation regarding the request within two weeks.
- C. When the assessor's office receives notice of a deed transfer for any of the properties on the Town of Milton Listing of Historic Structures and Places, the Historic Structures and Places Committee shall be notified.
- D. The Historic Structures and Places Committee will consider only exterior changes as viewed from the public highway where the property is located. Changes made to the interior of a structure will not be considered unless the structure is open to the public.
- E. The Historic Structures and Places Committee considerations shall be based on the following principles:
  1. The property contributes to the historic and cultural character of the Town and should be retained with exterior features altered as little as possible;
  2. Exterior alterations of existing property should be compatible with its historic and cultural character and that of the surrounding area;

3. New exterior construction should also be compatible with the local historic and cultural character;
4. Nothing in this outline shall be construed to prevent the ordinary maintenance and repair of any existing exterior architectural feature/s.

F. The Committee shall consider the following factors when reviewing compatibility:

1. General exterior design, character and appropriateness to the property of the proposed alteration or new construction;
2. The scale of the proposed exterior alteration or new construction in relation to the property itself, surrounding properties and the neighborhood;
3. The importance of the exterior historic, architectural or other features to the historic heritage significance of the property.