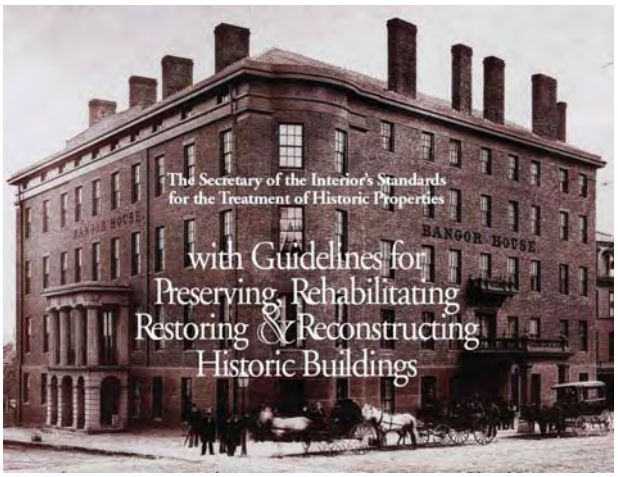
III. DESIGN REVIEW GUIDELINES

GENERAL GUIDELINES

The following guidelines are applied to evaluate the appropriateness of proposed changes to properties and structures within the District. The goal of the guidelines is to protect the character defining features of the structures and sites in the District by assisting property owners in determining whether the changes they wish to make protect the historic character of the structure. The guidelines provide advice about protecting the District's historic resources while maintaining a reasonable balance between the preservation of a historic structure and its need to function in a comfortable and efficient manner.

These guidelines are based on *The Secretary of the Interior Standards for the Treatment of Historic Properties With Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings (Standards)* by Kay D. Weeks and Anne E. Grimmer, published by the U.S. Department of the Interior in 1995, and *The Secretary of the Interior Standards for the Treatment of Historic Properties With Guidelines for the Treatment of Cultural Landscapes,* edited by Charles A. Birnbaum with Christine Capella Peters, published by the U.S. Department of the Interior in 1996.



The *Secretary of the Interior Standards* recommend that all work on historic structures follow these four principles:

- Deteriorated architectural features should be repaired rather than replaced wherever possible.
- When replacement of original building material is necessary, new materials should match the material being replaced in composition, design, color, texture and other visual qualities.
- Replacement of missing architectural features should be accurately duplicated based on historical or physical evidence rather than conjecture.
- Repair methods, such as surface cleaning of the building, should be undertaken using the gentlest methods possible.

The guidelines recognize that historic materials and details have proven records for durability and compatibility, and that routine maintenance at regular intervals avoids large investments in repairs. The careful consideration of materials, finishes, proportions and design elements, consistent with the style of the building, will maintain or add value to a property and enhance the character of the District. Inappropriate replacement materials detract from the character of a structure and the District.

The Standards offer four distinct approaches to the treatment of historic properties—preservation, rehabilitation, restoration, and reconstruction with guidelines for each.

Preservation is defined by the *Standards* as "the process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property" through the maintenance and repair of historic materials rather than extensive replacement and new construction. Preservation requires the retention of the greatest amount of historic fabric and may be appropriate if distinctive materials and features are intact. The goal of a preservation project is to stop deterioration. Preservation is the least intrusive approach to repairing a historic structure, and is generally reserved for buildings that will function as examples of their period, such as house museums. New exterior additions are not included in preservation.

Rehabilitation is defined by the *Standards* "as the act or process of making possible a compatible use for a property through repair, alterations, and additions, while preserving those portions or features which convey its historical, cultural, or architectural values". This approach acknowledges the need to alter or add to a historic building to meet modern uses while retaining a properties character defining features. This approach allows for appropriate change while not destroying or significantly altering historic fabric.

Restoration is defined by the *Standards* as the process of returning a building or landscape to a particular period in time, which is chosen for historical or architectural reasons. Restoration allows for the depiction of a building at a particular point in time by preserving materials from the significant period and removing materials from other periods. Due to the expense involved, large scale restoration is often limited to buildings or sites that have irreplaceable architectural significance. Examples of smaller scale restoration include window, door and storefront restoration. Any restoration work should be based on historical evidence such as period photographs or written descriptions. Barring concrete evidence, restoration may be based upon typical period treatments for buildings of a particular style, function and location. Researching the neighboring historical context may inform restoration decisions.

Reconstruction is defined by the *Standards* as the recreation or reproduction of a vanished building with new materials following the exact form and detail of the building as it appeared at a specific period of time and in its historic location. Reconstruction of a building or landscape is used primarily for interpretive purposes, such as Plimoth Plantation, or to replace a demolished structure.

While these guidelines do not provide specific solutions for every design problem or circumstance, they help identify the most common issues that need to be addressed in any successful preservation, rehabilitation, restoration, or reconstruction project.

Benjamin Rodman House

III. DESIGN REVIEW GUIDELINES

ACCESSIBILITY AND LIFE SAFETY CONSIDERATIONS

The Americans with Disabilities Act (ADA) mandates that places of public accommodation (buildings that are open to and used by the public) be accessible to all users. Modifications may need to be made to a historic building so that it will be in compliance with current accessibility code requirements. Modifications to introduce or enhance access for persons with disabilities must comply with current provisions of 521 CMR – The Rules and Regulations of the Massachusetts Architectural Access Board. Buildings listed on the National Register of Historic Places maybe eligible for a variance if compliance is impracticable.

Owners of historic properties open to and used by the public must comply with prevailing codes to the fullest extent feasible. Careful planning must be undertaken so that the work does not threaten or destroy the historic character of the structure, or result in the loss of character defining features, while at the same time providing the highest level of access.

The goal in reviewing a proposal for accessibility in an historic district is to ensure that significant character defining features of the building, including front stairs, porches, doors and door surrounds are minimally impacted. Where creating accessibility in the primary entrance or façade will obscure or destroy significant character defining features, the Commission has the authority to require the applicant to seek alternate means of accessibility, including secondary entrances, in consultation with the Architectural Access Board (AAB) and the Massachusetts Historical Commission (MHC). The AAB can be reached at 617-727-0660, and the Massachusetts Historical Commission at 617-727-8470.

Accessible entrance at New Bedford Whaling Museum

STOREFRONTS

Retain and preserve the variety of storefronts that contribute to the overall historic character, form, and vitality of the district's commercial buildings including their functional and decorative features and details. Repair or replace damaged elements with in-kind materials, matching details and finish. If possible, reuse existing original hardware and locks.

If an entrance will no longer be used, leave the door in place and secure it. Removal of the door and elimination of the opening is not recommended. Any alteration should be reversible, so that doorways can be used in the future with minimal work.

If a storefront is completely missing, replace it with a new feature that is based upon historical research and physical evidence of the original or is a new design compatible in scale, material, and detail with the historic character of the building and district.

An attempt to create a false history for a building by adding inappropriate elements such as an ornate doorway, stained glass, or other historically inaccurate features is not recommended.

Appropriate awning

AWNINGS AND CANOPIES

Awning and canopies are considered attachments to buildings and are subject to review.

INSTALLATION
Awnings must be installed in such a manner as to not obscure significant architectural detail and the installation shall not create damage or loss of fabric.

All such awnings or shades shall be supported from above, and shall not be less than eight (8) feet above the level of the sidewalk over which they are placed, and shall not reach within twenty-four (24) inches of a line perpendicular to the outer edge of the curbing of said sidewalk.

The length of the awning should be restricted to the width of the doorway, storefront or window opening; awnings should not continue over decorative piers. The vertical and horizontal dimensions should be proportional to the overall projection of the awning.

MATERIALS AND COLORS
Awnings should be canvas or canvas-like appearance and colors should be compatible with the building.

SIGNAGE
Lettering and graphics may be installed on awning valances; sizes should be proportional to valance dimensions.

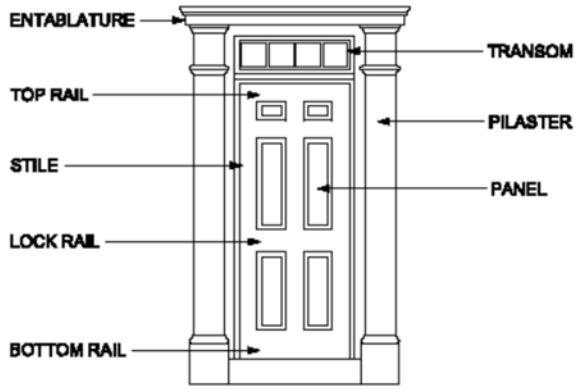
PHOTOGRAPHIC DOCUMENTATION
Historic photographs and drawings are a primary documentary resource used to determine an earlier awning configuration. Photographs have the benefit of providing information about the covering, such as stripe pattern, valance type, and lettering. When photographs indicate that the historic character of a building was defined in part by awnings, it is appropriate to install new awnings that replicate their appearance.

DOORS

Existing doors and door openings, including architecturally significant surround details such as transoms and sidelights, should be repaired, not replaced.

If an entrance will no longer be used, removing the door and filling in the opening is not recommended. The door should remain in place and be secured. Any alteration should be reversible so that a doorway can be used in the future.

Replacement of original or historically significant doors shall match the existing in material, size, design and location. If doors that are not original or architecturally significant are to be replaced, the replacement door, including design and material of the surround details and other decorative trim should be appropriate to the style and use of the building.



STORM / SCREEN DOORS

Storm doors are useful in protecting historic doors from weathering and improve sound muffling and energy conservation.

Storm/screen doors should be as simple as possible, with a full glass or screen insert.

STEPS, STAIRWAYS, AND RAILINGS

Original steps, stairways and railings shall be retained whenever possible and deteriorated materials shall be repaired or replaced with new materials that duplicate or match the original materials as closely as possible.

Where railings or decorative elements are deteriorated beyond repair and require replacement, they must be replaced in kind, including material, design, and size.

Many porches, particularly smaller stoops, were originally constructed without railings. When one undertakes a rehabilitation of a porch or stoop, current building codes may require the introduction of a railing. In these situations, the introduction of a simple rail which will not detract from the architectural integrity of the porch is recommended.

Entry stair at Louis Hathaway House

FIRE ESCAPES

A fire escape should detract as little as possible from the character defining features of the structure. Fire escapes should be placed on rear elevations if possible. Consideration should be given to the design and materials of the fire escape. Wood decks often result in fire escapes that detract from a historic building's character. At the present time the most historically compatible designs for fire escapes on historic structures are constructed of iron or aluminum, painted black. Metals provide greater strength than wood, open treads prevent snow and ice buildup and metal balustrades and rails can be thinner in profile than wood - resulting in a visually lighter assembly.

PORCHES, BALCONIES, AND DECKS

Porches and entrance porticos, including wooden railings, stairs, and ornamental details, shall be retained or replaced with materials that duplicate the original as closely as possible. If new moldings are needed, they should match the shape, scale, period style, and materials of the original. Replacing original wood posts, railings and decks with metal, plastic or pressure treated bare wood is not allowed.

Open porches and porticos on primary elevations should not be enclosed, and porches on secondary elevations should not be enclosed in a manner that changes the historic appearance of the building.

Balconies and decks on primary elevations are generally inappropriate but may be permitted on secondary elevations. The construction of the balcony and/or deck should not harm or obscure architectural character-defining features. Appropriate screening should be considered.

Balcony at 23 Center Street

RETENTION AND PRESERVATION

Some buildings in the District retain historic light fixtures. These are part of a building's character and should be preserved and maintained. When severely damaged historic light fixtures require replacement, install new fixtures that replicate the originals or other historic examples in appearance and materials.

REPLACMENT

If the light fixtures are missing, use light fixtures appropriate to the building's style. When appropriate fixtures are not available, simple designs and detailing are preferred to large, ornate reproductions. Attached fixtures should be small-scale (generally no more than 12" to 16" in height) and have a dark or burnished finish.

INSTALLATION

Ensure that the installation of new light fixtures does not damage or obscure architectural features or other building elements. On masonry walls, fixtures must be attached in mortar joints to prevent damage to historic masonry. Exposed conduit should be avoided if possible. If hiding conduit is not possible, it should be minimized in run length and perhaps nestle against a three dimensional run of trim profile.

Building mounted security lighting should be only for security. Flood lights should be mounted on the rear or sides of a building not visible from the street. High intensity overhead lights should not be used. These light fixtures should be small, simple in design, and their number kept to a minimum. The up-lighting of facades, signs, or landscape is generally not appropriate.

Compatible light fixture

REPAIR AND PRESERVATION

Repair and routine maintenance should preserve the historic appearance of historic masonry and prevent accelerated deterioration of masonry construction. Many modern techniques and materials used in contemporary masonry work are damaging to the softer materials found in historic brick and cast stone.

TYPE OF MORTAR

Repoint with mortar appropriate to the masonry. Mortar containing Portland cement as the primary ingredient is often problematic. Portland cement mortar is typically too hard for use with historic masonry. Mortar that is harder than the masonry it is binding will eventually cause the masonry to deteriorate. A lime/cement mix is often satisfactory. Analysis of original mortar is recommended and is useful in developing a restoration mortar specification.

REPAIR

Deteriorated original materials should be repaired or replaced, where necessary, with new materials that duplicate the old as closely as possible. Replacement bricks should be carefully matched in size, color, and composition to the original.

Original masonry and mortar should be retained whenever possible without the application of any surface treatment. Sealants, waterproofing, or water repellent coatings are prohibited unless required to solve a specific technical problem that has been studied and identified by a preservation specialist. In all cases, the use of sealants is subject to review by the Commission. Sealants and coatings shall be permitted only if they have been proven not to block the masonry's water vapor permeability, or to contribute to its long-term deterioration.

CLEANING

Masonry should be cleaned only when it is necessary to halt deterioration and always with the gentlest method possible, such as low pressure water and soft natural bristle brushes. DO NOT SANDBLAST MASONRY UNDER ANY CIRCUMSTANCES. Cleaning specifications shall be submitted to the Commission for review prior to commencement of the work.

REPOINTING

Masonry repointing shall be appropriate in terms of the type, color and aggregate of the mortar to be used and the width and profile of the joint. Old mortar shall be duplicated in composition, color, and texture. Joints should not be widened when cutting out old mortar. New mortar should be kept off the face of masonry. Laboratory analysis of samples of original mortar is recommended to insure that a compatible formula is used in repointing and repair.

Deteriorated mortar should be removed by hand raking the joints. Chisels should be selected that are smaller than the masonry joints, and care should be taken not to damage the edges of the brick. *Do not* use power tools, such as electric saws to remove mortar. They offer limited control and may cut into the masonry and destroy historic fabric. The use of power grinders may be acceptable along horizontal joints; however, only professionals with demonstrated experience should do all work only after thorough pre-qualification of the craftsman and successful execution of test patches. When use of power tools is approved, care should be given to workman fatigue.

PAINTING

Unpainted masonry shall not be painted.

Modern equipment includes utilities and other equipment outside a building, such as air conditioning (central and window units), antennas, satellite dishes, utility meters, plumbing and mechanical vents, fire alarms, solar collectors and their associated means of attachment.

Modern equipment should, in general, be located to minimize visibility from a public way. Visible elements should be designed or use colors to blend the equipment into its surroundings and/or be screened by an appropriately designed and scaled fence or plant material.

AIR CONDITIONING

Air conditioning units shall include window units and condenser units for central air conditioning systems that are viewable from a public way.

Air Conditioning units shall be installed in such a manner to ensure; that the installation of such units does not create damage or loss of historic fabric, that the installation is temporary or reversible and that the placement of these units cause the least possible visual impact on the historical integrity of the building and district as a whole.

METERS

Preferably, meters for water, gas and electricity should never be installed on the front facade of a building. Traditionally they have not been, but have been placed on a side wall, near the front facade where they are readily accessible for reading.

PLUMBING AND MECHANICAL VENTS

The Commission needs to approve the location of all visible vent caps, pipes and fan exhausts in the District. Modern equipment must be located in places which reduce visibility from a public way to the greatest extent possible, and be attached to historic buildings in a manner which does not harm or obscure architectural character-defining features. If possible, flues and vents should be concealed in chimneys. The use of unpainted PVC is not allowed.

SATELLITE DISHES/ANTENNAS

The Commission must approve the location of satellite dish/antenna in the District. Devices no longer in use shall be removed.

Satellite dish/Antennas shall not be readily visible from the public way.

Significant architectural character defining features shall not be removed, damaged or covered by the installation of any antenna.

Satellite dish/Antennas shall employ colors that tend to mask their appearance and that are appropriate to colors of structures they are mounted on. In all cases, the color shall be neither bright, reflective, nor metallic.

SOLAR COLLECTORS

Installation of solar panels should not permanently change or alter any architectural feature. Framing, piping and insulation, etc. should match the roof surface. Piping should be concealed from view. The Commission will consider, among other things, a building's historic significance, as well as the visual impact of the solar panels. Review of solar collector installation will be based on visual impact from the public way. The intent of the guidelines is to promote solar collection while requiring minimal visual change from the public way.

GREEN ROOFS

The guidelines encourage the use of green roofs, provided they meet the outlined preservation standards. Green roofs are a modern development and would not have appeared during the district's period of significance. Introduction of green roofs should not be visible from the public way.

The primary purpose of paint is to prevent moisture penetration, and paint is one of the least expensive ways to maintain a building's historic fabric. Paint color also helps give the building its identity, and a good color scheme accents a building's architectural features. A Certificate of Appropriateness is required to change the color of any structure in the District.

Avoid painting surfaces that have never been painted. Unpainted stone lintels, sills, and foundations should remain unpainted.

PAINT HISTORY

Paint colors changed with advances in technology. During the eighteenth century structures were unpainted or painted in colors derived from natural sources, and the color palette was limited to reds, browns and yellows. Most buildings were monochromatic, and a contrasting color was painted only on elements that moved, such as the doors and window sash. During the early nineteenth century ground white lead pigment became less costly, and the arrival of Greek Revival architecture dictated that houses should be painted white in imitation of marble. Greek Revival houses were also monochromatic, and the window sash was typically painted black.

PERIOD COLORS

In the mid nineteenth century earth tones made their appearance. Buildings designed in the Gothic Revival, Italianate, and Second Empire styles were often painted in shades of gray, yellow, and tan, as well as red and brown. After 1870 noticeably darker colors, including greens, dark reds and orange were introduced. Distinction between the trim and body of the building was made, and the trim was often painted a darker color that complimented the lighter color of the house. The palette for structures during this era sometimes incorporated three or more colors, using contrasting colors to highlight decorative details. After 1900, painters moved away from the previous era's vitality and chose simple, lighter colors such as cream, yellow and white, to complement the simple forms of the buildings.

PAINT REMOVAL

Paint weathers by chalking, peeling and alligatoring, and requires regular renewal. Painted elements should be repainted every five to eight years or as needed. Paint removal, with the exception of cleaning, light scraping, and hand sanding as part of routine maintenance, should be avoided unless absolutely essential. Accumulated paint layers may be removed from decorative features prior to repainting, using the gentlest means possible. Hand scraping and hand sanding is the preferred method of paint removal. Chemical removal can produce excellent results, but extreme care must be taken with the products, and the process can be expensive. Rotary sanders that may damage wood and the use of heat guns, which can result in fire, are strongly discouraged.

Paint preparation and application specifications for historic properties have been prepared by Historic New England and can be found on their website:

http://www.historicnewengland.org/preservation/your-older-or-historic-home/historic-homeowner-resources/paint-specifications

LEAD PAINT

Federal and State law requires de-leading or interim control of lead hazards existing in homes built before 1978 where children under age six live. Lead paint hazards include loose lead paint and lead paint on windows and other surfaces accessible to children. Owners are responsible for complying with the law. This includes owners of rental property as well as owners living in their own single family home. Financial help is available through tax credits, grants and loans.

ORIGINAL PAINT COLOR

Paint color, appropriate for the structure's age and architectural style, is recommended. Original paint color can sometimes be determined by scraping underneath clapboards or in corners where paint has built up. Laboratory paint analysis provides the most accurate means of determining original color. Paint analysis is recommended for selecting finish color on architecturally significant buildings.

Historic Color Palette. An appropriate historic color palette for the District has been developed by the New Bedford Preservation Coalition and can be found in Section VI of this guide.

Paint analysis determined the historic contrasting color scheme of this property

ROOFS

The shape and design of a roof is an integral part of many architectural styles in the District. Several Federal style properties are capped by hipped roofs while Greek Revival style properties are capped by front gable or side gable roofs and many of the commercial structures are capped by a flat roof, a few hidden behind parapets.

A Certificate of Appropriateness is required if the color or material of the roof is to be changed. Roof color was typically dark and recessive. Standard 3-tab asphalt shingles are preferred on pitched roofs. Articulated, Architectural shingles are usually inappropriate.

Retain and preserve roofs that contribute to the overall historic character. Preserve the integrity of the original or later important roof shape(s) and roof pitch. All distinctive roof features, such as cornices, metalwork, and chimneys shall be retained.

Replace in-kind any portion of a roof that is damaged or deteriorated beyond repair. Match the original in design, material, dimension, pattern, detail, texture, and color. Limit replacement to the damaged area if possible. Consider substituting compatible roof materials for the original only if it is not technically feasible to replace in kind.

DORMERS

Existing original or architecturally significant dormers should be preserved and not altered in scale or form. If repair or replacement is necessary the materials should be in-kind, matching the details and finish of the original as closely as possible.

Careful consideration should be made before dormers are added to a historic building. The overall roof shape should not be altered. The dormers should be designed in correct proportion with the original building, and the materials and details should be compatible with the historic structure. Dormer windows should be of the same style as those on the building, and in proportion for the dormer.

New gable dormers should be narrow, usually one window in width. The details of the dormer, such as the window surround, rake boards and roofing material, should match the details of the historic structure.

New wall or shed dormers should be placed on secondary elevations. The details of the dormer, such as the window surround, rake boards and roofing material, should match the details of the historic structure.

SKYLIGHTS

Skylights are recommended as an effective alternative to dormers only if placed on secondary elevations and flat in design. The placement of skylights on the roof should co-ordinate with the existing window fenestration, either as a continuation of the vertical rows or perhaps between. Curved plastic or bubble skylights are not permitted.

ROOF DECKS

Adding a deck to the roof of a historic building is very difficult without altering the character of the property. Decks should be located so that they are not visible from the public way, do not significantly alter the massing of the property, and do not result in the alteration or loss of significant architectural features. Roof access structures/stairs should not be visible from the public way. If a roof deck will be visible from the public way, the design of the portion of the deck visible from the street should be compatible with the proportion, scale, materials, color and other character-defining elements of the building.

CHIMNEYS

Many buildings in the District have one or more chimneys. Chimneys are an important architectural feature of the District. While early structures have simple, unarticulated chimneys, as the nineteenth century progressed and architectural styles changed chimneys became more articulated.

Existing chimneys shall be retained and repaired, even if an interior fireplace is to be removed. The height and original pattern of brickwork on chimneys shall be maintained.

Chimneys should be checked annually for spalling brick and loose mortar, and repointed as necessary.

Repointing mortar mix should match the original in strength, color, texture, and hardness (density and porosity). In general, mortar should be slightly weaker than the masonry unit. Laboratory analysis of samples of original mortar is recommended to insure that a compatible formula is used in repointing and repair. The use of premixed mortar is not recommended because it creates a harder joint than the original and makes the bricks susceptible to deterioration.

Flashing repairs should match the original in color, dimensions, shape, and material as closely as possible.

GUTTERS AND DOWNSPOUTS

The most common system used in the District is an exterior drainage system, which includes gutters and downspouts, made of wood or metal, and flashing. Gutters are installed along the cornice level of pitched-roof buildings to conduct water to the downspouts. Metal gutters come in a variety of shapes within the District, including half-round or formed ogee, and typically are made of galvanized metal, copper, lead-coated copper or aluminum. Half-round gutters with round downspouts are a common style on many buildings. A few of the properties retain their original built-in drainage systems, in which lined gutters are built into the cornice, making the system less visible than external gutter systems. The elements of historic drainage systems contribute to the character of the building, and careful consideration should be given to choosing the same or similar materials when undertaking any repair to the drainage system.

Drainage systems constructed of historic materials should be retained and repaired as necessary. Repairs should be made using in-kind materials, matching the profile and finish as closely as possible.

Refasten loose downspout support brackets in mortar joints. Do not reattach brackets to brick or stone surfaces. Refasten loose gutter support straps under the roofing material. Do not secure to the roof surface. Replace any broken or missing brackets with compatible brackets.

If replacement of gutters or downspouts is required, the new gutter should match the original in color, dimensions, and shape. Seamless metal gutters can be made to match original profiles. Replacing original internal, or boxed-in, gutter systems with suspended gutters is not allowed or recommended.

Signs should complement the architecture or site where they are placed as well as make a positive contribution to the District. The overall goal is to create signage which complements the architecture without creating visual clutter and which reflects the historic use of signage in the District.

PERMANENT SIGNS

Permanent Signs include those signs that are fixed to a building or structure or installed in a secure fashion by which means of a bracket, pole or other fixed method.

DIRECTORY SIGNAGE

Grouped building directory signage is encouraged as opposed to individual business signage. Building directory signage should be located near the primary entrance and may be placed on the façade or placed in a blade sign. The sign should be designed to accommodate change of business occupants. Street level individual signage is often acceptable in the form of blade signage for first level businesses.

WINDOW SIGNAGE

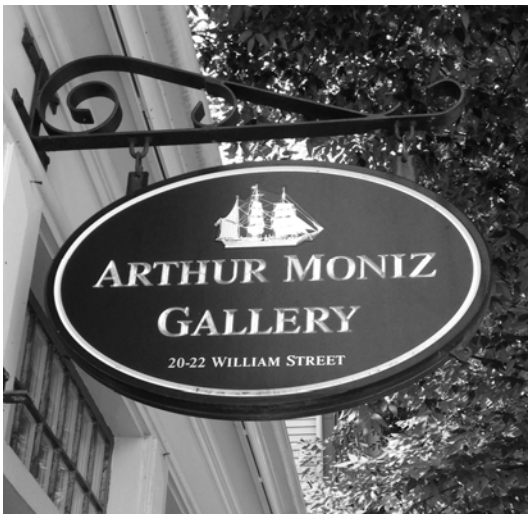
Signage placed within windows for advertising is not permitted. Stencils with hours of operation and business names are permitted.

NUMBER OF SIGNS

Each store shall be limited to two signs: one on the building façade, and one blade sign. However, storefronts with two street elevations may treat each elevation as a separate storefront for purposes of determining signage numbers.

GENERAL GUIDELINES:

- All signs shall be installed in such a manner as to ensure that the installation does not create damage or loss of historic fabric and that the installation is temporary or reversible.
- Signs painted on buildings shall be dependent on historic evidence and precedence.
- The size and shape of the sign should be proportionate with the scale of the structure.
- Sign materials should be chosen to complement the property that the sign identifies.
- Signs that require lighting should be spot lit with shielded, incandescent bulbs in order to prevent light scatter. Internally lit and neon signs are not permitted and are inappropriate in the District.



Appropriate signage

TEMPORARY SIGNS

Temporary signs include, but are not limited to: promotional banners, feather flags, open flags, for sale/rent/lease signs, political signs and free-standing a-frame/sandwich boards.

All temporary signs shall have a specified time for the duration of use.

- For sale signs - installed for duration no greater than ninety (90) days and removed no later than seven (7) days following the closing of the sale, rent, or lease.

- Political signs - installed for the duration no greater than thirty (30) days prior to the election (primary or final) and removed no later than seven (7) days following the final election.

- Promotional banners - installed for duration no greater than seven (7) days prior to the event and removed no later than two (2) days following the event.

- Flags - installed for a duration that is to be determined on a case by case basis.

- Free-standing a-frame signs/sandwich boards - installed for a duration that is to be determined on a case by case basis.

The Flag of the United States, the Commonwealth of Massachusetts, or other flags or insignias of government entities or agencies may be displayed and not counted as signage.

Historical markers shall not be considered signs and do not count for purposes of maximum signage limitations.

Appropriate signage

DRIVEWAYS AND PARKING LOTS

Driveways in the District are currently constructed of asphalt or gravel. Repairs to driveways should duplicate the existing, using the same materials, colors, textures and designs. New driveways should be in keeping with adjacent properties and appropriate both to the District and to the style of the principle structure on the property. New paved areas should not be paved in asphalt, but rather in crushed stone, cobbles or pavers.

Off-street parking lots tend to break the rhythm and consistency of a streetscape, and they should therefore be placed at the rear (or side) of a building or lot whenever possible and should be screened from view. The design and materials for parking lots must be approved by the Commission prior to construction.

FENCES/GATES AND WALLS

The few fences/gates and site retaining walls in the District are significant architectural features and should be repaired or replaced whenever possible with new materials that duplicate the original. Cast iron fences/gates shall be preserved.

New fences and site walls should not prevent or restrict views of buildings from a public way. The design should be appropriate in scale, materials, and architectural style to the building, its site and the surrounding properties.

LANDSCAPING (HARDSCAPE)

Retain historic hardscape features including, walkways, steps and sidewalks, in their original locations. When deteriorated, repair with materials that match or are compatible to the original.

New hardscape elements including walkways, terraces and patios require review and approval by the Commission. In all cases, the material, design and location(s) of such elements shall complement and not obscure historically or architecturally significant buildings or structures.

Historic ironwork

LIGHT FIXTURES

Retain and preserve exterior lighting fixtures that are important in defining the overall historic character of the district. If new light fixtures are needed either replace with like design and scale or select reproductions that are compatible with the style and character of the District.

Introduce new exterior lighting fixtures, if needed, that are compatible with the human scale and the historic character of the building or site. Compatibility of exterior lighting and lighting fixtures is assessed in terms of design, material, location, size, scale, color, finish, and brightness.

SIDEWALKS

Existing historic sidewalks should be retained and maintained. Replace only those portions that are deteriorated beyond repair. If replacement is necessary, the replacement shall replicate the original design.

A new sidewalk should align with those that already exist along a block. Use materials that match existing in design and appearance to reinforce the historic character of the district's features.

STREET FURNITURE

BENCHES
Existing benches should be retained and maintained. Introduction of additional benches should reinforce the historic character of the District. Limit the quantity of benches and place them in less prominent locations. Bench furniture should only be used if the sidewalks are wide enough to accommodate them and should not obscure pedestrian paths or existing architectural features.

BIKE RACKS
Simple, modern/contemporary-style bike racks are encouraged. Limit the quantity placed along the primary right-of-way and assure appropriate pedestrian and wheelchair passage width is maintained.

PUBLIC ART AND MURALS
The addition of public art in outdoor spaces and the painting of murals on the exterior walls of buildings should be created in active response to the character and history of the site. Public art needs to be appropriate in scale to the district and placed so that it does not diminish the historic character of the associated properties or the district. Public art should represent high standards of design and execution and should consider issues of maintenance and longevity.

Historic public art should be preserved on its original site. Retain and maintain historic murals and existing public art installations.

Murals will only be allowed on secondary elevations such as party walls at vacant lots and where they will not obscure architectural features.

TRASH CANS AND PLANTERS
Trash receptacles and Planters in the District should be uniform in design, material, size, color, and finish. The material, design and location of trash receptacles and planters should reinforce the historic character of the District. These features should appear along sidewalks in an unobtrusive fashion. Introduction of municipal trash cans requires Historical Commission review.

SIDEWALK CAFÉ SEATING
Seating arrangement and placement shall be approved by the Historical Commission. Temporary bollards or other means of cordoning off the seating area shall be reviewed and approved by the Commission. A uniform design for cordoning off café seating areas throughout the District is strongly encouraged.

WINDOWS

In many historic buildings, the window sash, frame, and surround are a major character-defining feature of the building. It is important to retain the original window details, such as the size of the opening, type of sash, sills, lintels, and decorative moldings. Windows in the district are typically double-hung. The exceptions are large storefront display windows and awning basement or gable windows.

RETENTION OF HISTORIC WINDOWS

Historic window sash and window surrounds should be retained and repaired if necessary to preserve the historic fabric. Deteriorated pieces of wood sash or surrounds should be replaced in-kind, using wood of the same species, dimensions, and appearance.

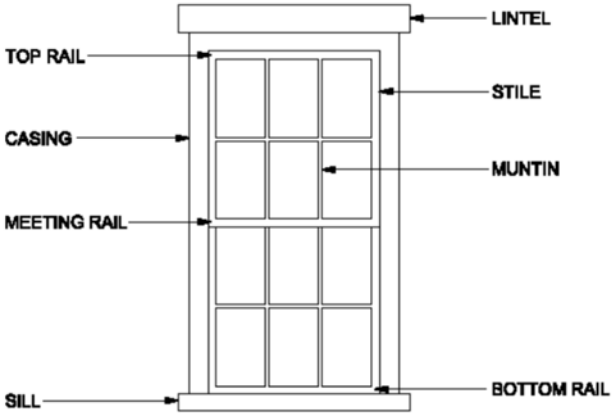
WINDOW REPAIR

Generally, the repair and rehabilitation of existing windows, including the installation of weather-stripping and good quality storm windows, can be accomplished at no greater cost than replacement with new insulating glass windows and, if properly maintained, original windows will last much longer.

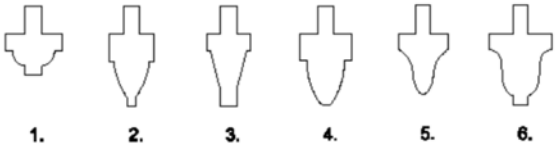
WINDOW REPLACEMENT

If replacement is necessary, new windows shall match the existing window pattern, proportions and scale, and be in character with the building's style.

- All parts of the replacement windows (such as exterior molding and/or casing, exterior frame, and exterior sash members) should match the original or existing historic windows.
- The muntin thickness and profile should closely match those of the original. Muntins, whether structural or applied, must have an exterior three-dimensional profile and a width appropriate to the building's style. New windows with interior applied or removable muntin bars are not acceptable.
- Glass should be clear, not tinted or frosted and have minimal reflectivity. Low-e glass should appear as standard clear glass and not be visually apparent.
- Wood replacement sashes are preferred. Aluminum clad exteriors are acceptable, provided the profile reasonably matches the existing window muntins.



TYPICAL WINDOW MUNTIN PROFILES



1. EARLY 19TH CENTURY
2. EARLY TO MID 19TH CENTURY
3. MID TO LATE 19TH CENTURY
4. MID TO LATE 19TH CENTURY
5. MID TO LATE 19TH CENTURY
6. LATE 19TH CENTURY TO PRESENT

Existing windows that are not original or in keeping with the style and character of the building shall be considered non-contributing features. They might be repaired, replaced in kind, or restored with appropriate materials based on historic documentation.

Alteration of the number, location, size, or glazing pattern of windows by cutting new openings, infilling windows, or installing historically inappropriate replacement sash is typically not recommended. New windows may be introduced on secondary facades if they result in no erosion of significant architectural features or patterns.

NEW CONSTRUCTION AND ADDITIONS

- The number of lights within a window should be consistent with the original units, if present, or with the number of lights historically used in the period.
- The style and operation of the window shall be consistent with the architectural style of the building. Window types or arrangements that create a large area of glass are usually not appropriate. Unity and harmony are usually achieved when the same window style and scale is used consistently on all visible facades.

SHUTTERS

Historically, shutters were used on buildings for practical purposes, including weather protection, ventilation, and security. Mounted on hinges, shutters closed tightly over windows and were fastened with shutter dogs.

Historic shutters should be retained, and repaired using in-kind materials as necessary.

Shutters should not be installed on a structure unless there is evidence that the building had shutters in the past. If a structure originally had shutters, physical evidence such as hinges, hooks, shutter dogs or ghosts in the window trim usually still exist. Old photographs may also provide clues.

If new shutters are installed, they should be true operable shutters and sized correctly for the window. The shutter should be mounted on the window surround and cover only the casing. New shutters should be installed correctly, so the slats face upwards.

STORM/SCREEN WINDOWS

Storm windows reduce air infiltration, a major factor of heat loss in single glazed historic windows. The addition of a good quality storm window to a restored historic window can result in better insulating properties than a new double pane window will achieve. Exterior storm windows also reduce noise and protect historic windows from weathering.

Storm/screen windows should be selected with frames that are similar in width and finish to the original window unit, and should fit tightly. Meeting rails should align with the primary sash. Color of the exterior frames should match the exterior window frames, and the glass of the storm should be clear.

Storm/screen windows that detract from the original design of the window are not recommended. Full insect screens are not recommended. Half screens are preferred and should be a dark, recessive color.

SIDING

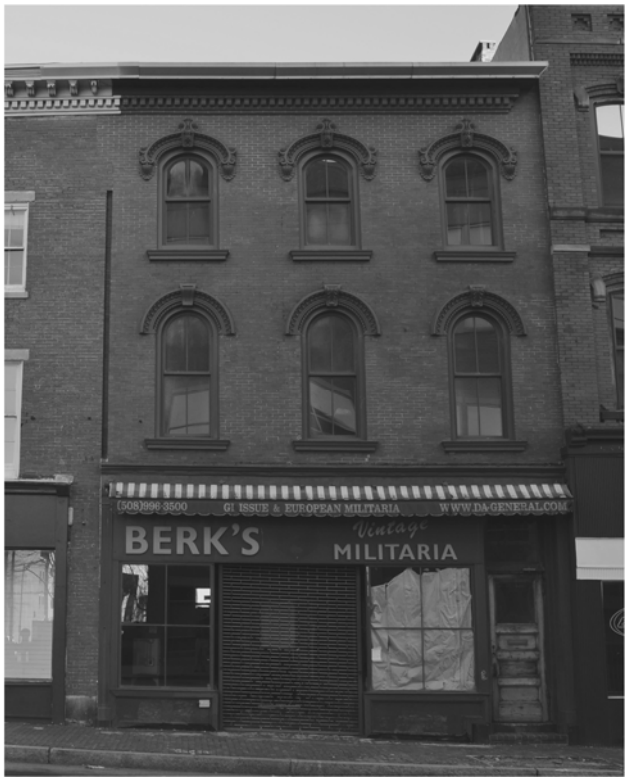
Original siding materials shall be retained whenever possible and deteriorated siding shall be repaired or replaced with new materials that duplicate or match the original materials as closely as possible.

Appropriate siding materials are clapboard, brick, and on certain historical building styles; wood shingles. Siding materials such as aluminum, vinyl, asphalt, mineral or synthetics that were unavailable when a building was originally constructed are not appropriate and their installation will not be approved. Removal of inappropriate siding is encouraged.

Exception: Composite siding materials may be considered on a case by case basis. Determining factors include but are not limited to its recessive appearance, durability, application, and visibility of the material from a public way. Samples of composite siding materials must be submitted for consideration.

TRIM & ORNAMENT

Trim and ornament are essential architectural features that give scale to the exterior of a building and identify the historical style. Trim and decorative elements shall be retained. Property owners considering rehabilitation should preserve existing trim or replace it to closely match the original. Applicants are strongly encouraged to replicate missing trim or ornamentation and shall base restoration design on historic photographic evidence.



Decorative Italianate hoods