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## STAFF MEMORANDUM

Meeting Date: March 14, 2024  
DATE: March 8, 2024  
TO: Newton Upper Falls Historic District Commission  
FROM: Barbara Kurze, Senior Preservation Planner  
SUBJECT: **Additional Review Information**

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The purpose of this memorandum is to provide the members of the Newton Upper Falls Historic District Commission (Newton Upper Falls HDC) with information about the significance of the properties being reviewed and the application process, which may be useful in the review and decision-making process of the Newton Upper Falls HDC. Additional information may be presented at the meeting that the Newton Upper Falls HDC can take into consideration when discussing a Local Historic District Review application.

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Dear Newton Upper Falls HDC Members,

The following is additional information for the Local Historic District Review applications that you should have received in your meeting packet.

### Applications

#### ***7 Lucille Place – Certificate of Appropriateness***

HISTORIC SIGNIFICANCE: The Post-War house was built in 1948.

APPLICATION PROCESS: This review is continued from a previous meeting. The owners want to build a second story addition. At the January 2024 meeting, commissioners agreed that adding a second story would be appropriate, but the proposed design was too contemporary and not appropriate. Commissioners said that the owners needed to submit a simpler, more traditional design (such as Colonial Revival) without contemporary features such as the balconies. Commissioners also noted that the application was missing required materials such as detail and section drawings and product cut sheets for all the proposed products and materials.

**Staff notes: The chair and staff reviewed what was required for the application submission and advised the applicants that if the commission determined that the submission was missing critical information, the commission would not be able to do a full review but would provide feedback on the project. The compiled file includes the revised design and the additional materials received to date.**

**Staff advised the applicants that:**

- **the proposed Hardie Plank Lap Siding needed to have a smooth exterior and that the applicants should advise what the proposed exposure was.**
- **The proposed front entry vinyl railing system would not be approved; the applicants agreed that the front entry railing system would be made of fir but the drawings and specs need to be updated.**

**MATERIALS PROVIDED:**

**Application:** <https://newtonma.viewpointcloud.com/records/813701>

**Compiled 7 Lucille addition 3-8-2024**

Assessors database map

Photos

Elevations and Roof Plan, Existing and Proposed

Detail and section drawings

Product and material information

MHC Form B

***Violation of the Historic District Ordinance at 18 Cliff Road***

***Request for Certificate of Appropriateness to Remediate Violation at 18 Cliff Road***

**HISTORIC SIGNIFICANCE:** The first known owner of the 1914 Craftsman house was F.A. Littlehale. The house is an example of the housing that was built for mill workers and local tradespeople well into the twentieth century.

**APPLICATION PROCESS:** The owners want to remediate the deck that was expanded without commission review and approval. They propose to return the deck dimensions to the approved 2006 dimensions and to repair and rebuild the structure like the 2006 approved deck. There are some material changes and design changes such as the addition of bracing. The owners are also asking for approval of fencing and a shed that were installed without commission review and approval.

The commission approved the original deck and stairs in 2006; the deck and structure were approved for repairs and rebuilding in-kind after a fire in 2014. The owners applied to the commission in 2020 for approval of the as-built deck and stairs; the as-built deck was expanded on the left side (as you face the back of the building.) The commission denied the as-built deck and the owner was required to either return it to the approved configuration or submit an appropriate design to replace the existing structure. The stairs are required as a means of egress. The submitted drawings are not complete as they do not show the bracing. And the product and material information are not complete; for example, no product details for the proposed railing.

The applicant advised Staff that the fence is the four-foot-tall picket fence with a gate. The six-foot-tall stockade fences are the neighbors' fences. We don't have complete information about the shed.

**Staff notes:**

**The commission needs to confirm that the deck and stairs are still in violation and confirm that the fence and shed are in violation.**

**The plans submitted for the deck and stairs are not complete as they do not include the proposed changes, such as the bracing, and do not include all the product and material specifications.**

**Staff uploaded a pdf file with the commission decisions and approved Historic and Building Permit plans as a reference to show that the current configuration was never approved. See "Compiled 18 Cliff decisions approved docs.pdf"**

**The applicant needs to confirm if the fence shown along the back property line is the only fence that was installed and what is the proposed remediation.**

**The applicant needs to provide more information about the shed and advise what is the proposed remediation.**

MATERIALS PROVIDED:

**Application:** <https://newtonma.viewpointcloud.com/records/817229>

**Compiled 18 Cliff deck etc**

Assessors database map

Photos

Project description

Drawings

Product and material information

MHC Form B

**Compiled 18 Cliff decisions approved docs**

2020 HDC decisions denying as-built work

2015 building permit plans

2014 HDC approval to repair and replace post-fire damage in-kind

2006 building permit plans

2006 application approved by HDC

**Administrative discussion:**

Meeting minutes: The January and February 2024 draft minutes are ready for review.