



CITY OF NEWTON, MASSACHUSETTS

Chestnut Hill Historic District Commission

*** A G E N D A ***

Date: **January 25, 2021**
Time: 7:00 p.m. to 9:00 p.m.
Place: **Fully Remote**

Ruthanne Fuller
Mayor

Barney S. Heath
Director
Planning and Development

Barbara Kurze
Sr. Preservation Planner

The City of Newton is taking significant steps to protect the health and safety of the community and employees and to help slow the spread of the coronavirus, COVID-19. The City Council, Boards and Commissions will meet fully remotely using Zoom software to run meetings online. The remote conferencing software ZOOM will allow City Councilors, Board and Commission members and the public to virtually participate.

This virtual meeting method is in place for the Monday, January 25, 2021 Chestnut Hill Historic District Commission meeting which starts at 7:00 p.m.

No in-person meeting will take place at City Hall.

To view and participate in this virtual meeting on your computer, at the above date and time, go to <https://us02web.zoom.us/j/85019522825>

Or go to www.zoom.us, click "Join a Meeting" and enter the Meeting ID: 850 1952 2825

To view and participate in this virtual meeting on your phone, download the "Zoom Cloud Meetings" app in any app store or at www.zoom.us. At the above date and time, use one tap mobile +16465588656,,85019522825# US (New York)

Or click on "Join a Meeting" and enter the Meeting ID: 850 1952 2825

ADMINISTRATIVE REVIEW

1. Rules and Regulations

John Wyman and Susana Lannik will lead the review of the Commission Rules and Regulations. Continuation.

2. Design Guidelines

Peter Vieira and Matthew Montgomery will lead the review of the Commission Design Guidelines. Continuation.

1000 Commonwealth Ave.
Newton, MA 02459
T 617-796-1120
F 617-796-1142

www.newtonma.gov

*Supplementary materials are available for public review on the City of Newton website by one week before the meeting. For more information contact Barbara Kurze at bkurze@newtonma.gov.



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Department of Planning and Development
1000 Commonwealth Avenue Newton, Massachusetts 02459

Telephone
(617) 796-1120
Telefax
(617) 796-1142
TDD/TTY
(617) 796-1089
www.newtonma.gov

Barney S. Heath
Director

**MINUTES OF PUBLIC MEETING AND PUBLIC HEARINGS
CHESTNUT HILL HISTORIC DISTRICT COMMISSION**

DATE: September 22, 2020

PLACE/TIME: Fully Remote

ATTENDING: Peter Vieira, FAIA, Chair
Brett Catlin, Member
Susana Lannik, Member
Matthew Montgomery, Vice Chair
Rick Wetmore, Member
John Wyman, Member
Barbara Kurze, Commission Staff

ABSENT: Robert Imperato, Secretary
Samuel Perry, Alternate

The fully remote meeting was called to order at 7:00 p.m. with Peter Vieira presiding as Chair. Voting permanent members were B. Catlin, S. Lannik, M. Montgomery, R. Wetmore, and J. Wyman. Councilor Baker was also present. B. Kurze acted as recording secretary and the meeting was recorded on Zoom.

The meeting was scheduled as an Administrative Review of the Commission Rules and Regulations and Design Guidelines. J. Wyman proposed that the Commission also consider recommendations to make the hearing process more efficient in terms of time and input on the applications. He thought having an architect as an alternate would be helpful.

Process

There was discussion as to whether the owners and applicants needed to be present. J. Wyman said for the first ten years of the Commission, applicants were not required to be present. Some possible scenarios where the applicants did not need to be present were: if it was determined before the meeting that the application was straightforward and there enough information to have a full review; or if it was a continuation.

P. Vieira said the Commission should structure the discussion and steer it to critical issues.

Commission members said that the submission requirements needed to be more explicit, and applications needed better screening to determine if they were complete before being put on the agenda. J. Wyman asked

if the Commission should consider changing the submission deadline to allow for more time to review the materials.

There was discussion about requiring applicants to use design professionals to prepare the submissions. Commission members thought it might depend on the property.

Staff noted that the Rules and Regulations and the Design Guidelines needed City Council approval and that the final approved versions needed to be published on the City website. J. Wyman said that the original documents were published in 1991 and printed to make them available to the public, but were not formally revised or put on the website.

Rules and Regulations

John Wyman and Susana Lannik led the review. J. Wyman had drafted the original Rules and Regulations; they were amended in 2005. He proposed adding information about conflict of interest. J. Wyman and S. Lannik review the document again, but there probably were not any other substantive changes.

Design Guidelines

Peter Vieira and Matt Montgomery led the review.

P. Vieira said that focus on character-defining features and the harmony of the parts was critical; for example, the different types of siding at 9 Old Orchard Road. L. Baker noted that windows were an important character-defining element and that all-wood windows were a unifying characteristic; most houses had existing all-wood windows. He said that the Commission should set the expectation that windows should be restored to preserve the existing historic fabric. There was discussion whether replacement windows needed to be all-wood as the quality of wood had deteriorated. R. Wetmore said the Commission should start at the most conservative level – restoring windows or replacing them with all-wood windows – and expand on a case-by-case basis.

J. Wyman was said that another character-defining feature of the district was the openness and transparency of the streetscapes. He was concerned that incremental changes were altering that characteristic.

P. Vieira raised the issue of formal versus informal setting elements, especially with hardscaping and driveway aprons and borders.

There was discussion about the appropriateness of composite materials. M. Montgomery thought fiberglass gutters could be considered on a case-by-case basis. Composite materials might be appropriate for fencing and decks that were set back and minimally visible.

Next steps:

- Add conflict of interest information to the Rules & Regulations
- Continue discussions about visibility. Many commissions consider fences, plantings and trees as impermanent and elements that are behind them are still considered visible for purposes of review.
- Discuss guidelines around paint and color palettes
- Finalize language around "character-defining" features discussed:
 - Open and transparent nature of the district
 - Informal nature of the district
 - Setting elements such as terraces, walks and sidewalks

- Harmony of the parts (understanding how elements of the specific property work - 9 Old Orchard has different types of siding that were deliberately preserved or chosen by Chandler; some properties had distinct asymmetrical elements such as the windows at 100 Old England)
- Windows
- Continue discussions about window restoration and window replacement
- Continue discussion of composite materials
- Determine if there are other character-defining features or elements that should be discussed

Process to approve:

- Commission must vote to adopt the final Rules & Regulations and the Design Guidelines; the Law Department also needs to review the drafts
- The adopted drafts will go to the full City Council for a vote
- Once the documents are approved by the full City Council, they can be published on the website

The meeting was adjourned at 9:00 p.m.

Recorded by Barbara Kurze, Senior Preservation Planner

Rules and Regulations
of
Chestnut Hill Historic District

Meetings

1. There shall be one regular meeting per month held on the third Thursday of each month commencing at ~~7:30 P.M.~~ 7:00 P.M.. Additional meetings shall be held at the call of the Chairman or at the request of two permanent members.
2. Notice of all meetings shall be duly posted with the City Clerk in compliance with the Open Meeting Law (MGL Chapter 39, Section 23A, et. seq.). Whenever possible, notices will be posted at least fourteen days before the meeting. Notice shall include the date, time, and location of the public meeting. Notices and agendas shall be routinely mailed to Commission members and others who have requested notification.
3. A quorum of four voting members, which may include alternate members, is necessary to hold a meeting.
4. At the beginning of each meeting, the voting members shall be named by the Chairman. In the absence of one or more permanent members, alternate members shall be appointed by the Chairman to vote at the meeting. Alternate members who are present and who are not appointed to vote in place of an absent permanent member shall be entitled to otherwise participate in all meetings and hearings.
5. All meetings shall be recorded and minutes and records of votes shall be filed with the City Clerk.
6. There shall be one organizational meeting per year on the third Thursday in July at which a Chairman, Vice-Chairman, and Secretary shall be elected from the permanent members. The City Clerk shall be notified of the elections.

Chairman

1. The Chair shall conduct monthly meetings and properly noticed hearings in accordance with the Open Meeting Law (MGL Chapter 39, Section 23A, et. seq.). In the absence of the Chairman, the Vice-Chairman or an Acting Chairman elected by a quorum of those members present (and alternates if a quorum of members is not present) shall preside.
2. ~~The Chair~~ Staff shall publish the agenda for meetings and hearings at least fourteen days prior to the scheduled meeting or hearing time.

Secretary

1. ~~The Secretary Staff~~ shall take minutes at all regular meetings and hearings. The assistance of a ~~tape recorder~~ recording device is permitted.
2. ~~The Secretary Staff~~ shall publish minutes including decisions made by the Commission and shall distribute copies of the minutes to all permanent and alternate members as well as the City Clerk and other officials requesting minutes.

Certificates

1. Certificates of Appropriateness, Certificates of Non-Applicability, and Certificates of Hardship are issued by the District Commission following the approval of an application.
2. Each certificate shall be dated and signed by the Commission Chairman or Secretary or by another person specifically authorized by the Commission to do so such as Staff.
3. Each certificate shall be sent to the applicant and a copy shall be filed with the Commissioner of Inspectional Services, the City Clerk, and the Director of Planning and Development.
4. Each certificate is valid for a period of one year.
5. An applicant wishing to make design changes after a certificate has been issued must file a new application for the changes.
6. If an application for a certificate has been disapproved, the Commission shall record the reasons for such determination and shall send a notice of these reasons to the applicant, the Commissioner of Inspectional Services, City Clerk, and Director of Planning and Development. See Section (f) (5) and (10) of City Ordinance governing local historic districts.
7. No application for a Certificate of Appropriateness, Non Applicability, or Hardship under Newton Rev. Ord. 1995, Section 22-40 or 22-42, as amended, which has been unfavorably and finally acted upon by the District Commission shall be acted favorably upon within one (1) year after the date of final unfavorable action unless the said District Commission finds, by a vote of two-thirds (2/3) of those members present, specific and material changes in the condition upon which the previous unfavorable action was based, and the Commission accordingly describes such changes in the written record of its proceedings, but only after due notice is given to parties in interest of the time and place of the proceedings when the question of the existence of such specific and material changes will be considered.

Commented [N1]: Our pre-COVID process: hard copy was mailed to the applicant and filed with the City Clerk, ISD and in HDC building file. Electronic copy saved in the Planning Drive and uploaded to the ISD/Planning and Development Community Plus system.

Our current COVID process: certificate is emailed to the applicant and filed with the City Clerk. Electronic copies are saved in the Planning Drive and uploaded to the ISD/Planning and Development Community Plus system.

Commented [N2]: Commission voted to allow Certificates of Appropriateness to be extended to 24 months but to keep the 1 year limit for Certificates of Non-Applicability and Hardship. According to the Law Department, the Commission has to vote to add those changes to the Rules&Regs, which did not happen.

Commented [N3]: We have a separate amendment form which I am inclined to get rid of. There's no reason applicants can't use the application forms and state that they are requesting changes to a previously approved project.

Commented [N4]: See #3 above.

**Hearings and Rulings on Applications for
Certificates of Appropriateness and Hardship**

1. Notice of a hearing on an application for a Certificate of Appropriateness and a Certificate of Hardship shall be posted at least fourteen days prior to the meeting and shall include the date, time, location, and address of the property for which the hearing shall be held. Notice of a hearing shall be filed with the City Clerk who posts all City meetings. Notice of a hearing shall be sent to the applicant, to all abutters, and to any other City officials and persons who have requested routine notification.
2. Commission members must comply with the City of Newton Code of Conduct Policy for Board, Commission and Committee members.
3. In reviewing each application, the Commission shall consider the historic and architectural value and significance of the site, building, or structure involved. -Also to be considered is the general design, arrangement, texture, and material of the features involved and the relation of such features to similar features of buildings and structures in the district.
- 2-4. The Commission has jurisdiction over elements visible from a public or private way. Fences, plantings and trees are not considered obstructions; elements that would be visible from a public or private way if there were no fences, plantings or trees, are determined to be visible.
- 3-5. In the case of new construction or additions to existing buildings or structures, the Commission shall consider the appropriateness of the size, shape, and design of the building or structure, both in relation to the land area upon which it is situated and to buildings and structures in the district.
- 4-6. Members of the Commission shall abstain from discussion and voting on an application when there is a conflict of interest. If the member is (a) the applicant, (b) a relative, close friend or business associate of the applicant, (c) an abutter to the applicant, or (d) one with a financial interest in the application, the member will remove himself/herself from the process. The City follows the laws and rules enforced by the State Ethics Commission.
- 5-7. The Commission will make every effort to suggest ways in which an application can be amended so that an approval can be assured. Discussion among members and the applicant shall focus on arriving at a solution satisfying all concerned. Time permitting, the Commission will make itself available after each of its meetings for informal review with interested persons who may be considering alterations or other action which might require issuance of a certificate by the Commission.
- 6-8. At the end of the discussion and within ~~forty-five~~ sixty days of the filing ~~or of~~ a completed application, unless the applicant and the Commission agree to a longer time, the Commission shall vote on an application.
- 7-9. At least four votes in favor of the action is required to issue a certificate.

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Commented [N6R5]:

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Commented [N7]: Link to the State Ethics Commission website: [Summary of the Conflict of Interest Law for Municipal Employees | Mass.gov](#)

Commented [N8R7]:

8.10. Each member's vote shall be recorded in the minutes.

Applications for Certificate of Non-Applicability

1. Applications for Certificates of Non-Applicability shall include a statement of reasons why the proposed alteration is not subject to review by the Commission together with evidence such as photographs, plans, or title documents that may be necessary to support the application.
2. The Commission may consider and vote upon an application for a Certificate of Non-Applicability at any regular or special meeting.
3. The Chairman, Vice-Chairman, Secretary or staff of the Commission may, without vote of the Commission, issue a Certificate of Non Applicability with respect to alterations falling within the exclusions set forth in subsection (h) (1) of Section 22-40 of the Newton City Ordinances.

Updated 2/6/01

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City of Newton, Massachusetts

Office of Human Resources

Telephone
(617) 796-1260

Fax
(617) 796-1272

Setti D. Warren
Mayor

City of Newton Code of Conduct Policy for Board, Commission and Committee Members

The City of Newton sets a high priority on encouraging residents to participate in the City of Newton's government. Members of Newton's many citizen boards, commissions and committees are key players in achieving this goal. Members must comply with the following Code of Conduct when serving on any board, commission or committee:

- Members must administer board positions with integrity, honesty, truthfulness and adherence to the absolute obligation to safeguard the public trust.
- Members will strive to appreciate differences in approach and point of view and treat citizens, city employees, partner organizations and other board, commission or committee members with courtesy, respect, and professionalism.
- Attendance and participation is an important part of appointments to a board, commission or committee. In some instances, members may find that various laws apply, such as the Open Meeting Law, Conflict of Interest statute, or Public Records Law to their participation.
- The committee chair will ensure that all members have the opportunity for input of fair and balanced knowledge and perspectives.
- Members should commit to studying and analyzing the problems and issues that come before them, listen to requests/questions, ask for clarification if necessary, and provide complete, knowledgeable, accurate, precise information regarding inquiries. Members should work with others to seek solutions to problems.
- Members should disclose any personal or business interest which may result in actual or perceived conflicts of interest.
- Disorderly conduct, including rude or intimidating behavior, utilizing obscene, abusive, threatening or intimidating language or actions will not be tolerated.
- As representatives of the City of Newton, members are expected not to discriminate against, or harass, anyone with regard to race, sex, color, religion, national origin, citizenship, marital status, sexual orientation, gender identity and expression, age, disability, military, veteran status or any other protected status or classification under federal, state or local law:

Failure to abide by the above Code of Conduct may result in termination of an appointment.

Print Name: _____

Board/Commission/Committee: _____

Signature: _____

Appointed as: _____

Date: _____

Term Ending: _____

2020 CHHDC Administrative Review – Design Guidelines

Proposed Topics for Discussion

1. Material Use

- a. Trend: Many recent applications have proposed the use of low/no-maintenance materials in lieu of natural materials. Some of the applications have cited the approved use of such materials in other historic districts, as well as generally within the historic preservation community. **Discussion started 9-22-2020.**
- b. Examples:
 - i. Composite trim in lieu of painted wood
 - ii. Clad (aluminum, vinyl) windows in lieu of wood windows
 - iii. Engineered masonry (thin) in lieu of conventional masonry
 - iv. Composite gutters in lieu of wood gutters
- c. Considerations:
 - i. Except for the very high end, commercially available wood windows are of mediocre quality. This has not been an area of great innovation for the residential window industry, whereas advances in cladding have been.
 - ii. In the past, the Commission has generally only approved the use of non-wood replacement windows for Tudor-style homes.
 - iii. Composite trim (which has different quality levels associated with it) are increasingly being used within the industry, even by quality builders.

2. Sustainability and Environmental Responsibility

- a. Trend: Many recent applications have proposed the use of energy efficiency exterior features.
- b. Examples:
 - i. High-performance window coatings (affecting reflectivity and tint)
 - ii. Rooftop photovoltaic (PV) arrays
 - iii. Photovoltaic (PV) roofing tiles/shingles
 - iv. Solar thermal arrays
- c. Considerations:
 - i. The use of performance window coatings is an area of inconsistency for the Commission—clear glazing has not been uniformly required.
 - ii. To date, rooftop PV arrays have only been approved for use when not visible from a public way.
 - iii. A PV roof shingle was recently approved for use on a non-historic property in the District.

3. Openness and Transparency **Discussion started 9-22-2020**

- a. Trend: Many recent applications have proposed the incorporation of features that reduce openness and transparency in the interest of greater privacy.
- b. Examples:
 - i. High and/or opaque fences

- ii. Dense landscaping that blocks, rather than screens, views
 - c. Considerations:
 - i. Some applicants have observed the increased traffic along streets and roads within the District as the reason for desiring more privacy.
- 4. Formal versus Informal Character **Discussion started 9-22-2020**
 - a. Trend: Many recent applications have incorporated features that are more formal in character. These have the potential to diminish the rural/rustic character of the District.
 - b. Examples:
 - i. Granite curbs
 - ii. Asphalt curbs
 - iii. Cobbled driveway aprons
 - iv. Bordered driveways and walks
 - v. Asphalt or concrete driveways in lieu of chip seal
- 5. Application of Ordinance
 - a. Issue: Ensure that Commission is accurately applying the requirements of the ordinance. There may be areas where the Commission is exercising more jurisdiction than permitted in the Ordinance.
 - b. Examples:
 - i. Terraces, walks and sidewalks when substantially at grade level.

Next steps from 9-22-2020 Meeting:

- Discuss guidelines around paint colors and color palettes; include information about stucco
- Finalize language around "character-defining" features discussed:
 - Open and transparent nature of the district
 - Informal nature of the district
 - Setting elements such as terraces, walks and sidewalks
 - Harmony of the parts (understanding how elements of the specific property work - 9 Old Orchard has different types of siding that were deliberately preserved or chosen by Chandler; some properties had distinct asymmetrical elements such as the windows at 100 Old England)
 - Windows
- Determine if there are other character-defining features or elements that should be discussed
- Continue discussions about window restoration and window replacement
- Continue discussion of composite materials

DESIGN REVIEW GUIDELINES

FOR

CHESTNUT HILL HISTORIC DISTRICT

Staff notes:

1. The Planning and Development ordinances (Sec. 22-40; starts page 16) define what the HDCs have jurisdiction to review. Items excluded from review start on p. 22, BUT CH HDC can review some of these items - Sec. 22-42 starts on page 22 and details other items that the CHDC has jurisdiction to review, such as paint color, ...
2. The CH HDC final study report published in 1990 would have been the starting point for the Design Guidelines (p. 28 of the Study Report doc)
3. Design Guidelines from 2004 (p. of the Study Report doc)
4. The Study Report Doc has study reports and design guidelines from all of the districts
5. The City has published Historic Preservation Design Guidelines which can be found on the website: <http://www.newtonma.gov/gov/planning/histpres/reports/default.asp>

Field Code Changed

INTRODUCTION

Chestnut Hill has been recognized as an architecturally important and intact historic neighborhood displaying the results of early subdivision plans and development spanning more than a century. In 1988 and 1990, the Old Chestnut Hill Historic District was listed on the National Register of Historic Places, clearly acknowledging the historical significance and architectural integrity of the District. The National Register Nomination describes the District as having commodious architect-designed houses with attention to landscape detail.

The Chestnut Hill Historic District consists almost entirely of residential structures, most dating from the late nineteenth and early twentieth centuries. The dwellings are characteristically large, with lushly landscaped lots, affording privacy and a sense of seclusion. Typically, lot contours reflect the natural terrain. The winding streets in the district also respond to the topography.

Demolition of any structure within the District is strongly discouraged and will only be considered when all other possible options for reusing a structure have been exhausted. Further, it is the responsibility of the applicant to establish that the structure to be demolished has no architectural or historical character relating to the development of the Chestnut Hill Historic District. Instead, the Commission encourages applicants to consider creative solutions or modifications which will achieve the same goal while preserving the original character of the structure.

Characteristics which are encouraged and which contribute to the uniqueness of the District include:

- the degree of privacy created by distance and/or plant material;

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- unique designs that are residential in scale and have domestic scale elements such as porches, balconies, terraces, bay windows, dormers, etc.
- emphasis on craftsmanship for overall design as well as detail;
- use of natural materials;
- low density ratio of building mass (bulk) to land;
- variety of New England architectural styles;
- informal attitude of building styles and settings. (Discussed in 9-22-2020 meeting).
- Open and transparent nature of the district (discussed in 9-22-2020 meeting).
- Are there other character-defining elements or features that should be added.

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The Chestnut Hill local historic district is administered by the local historic district commission which reviews and advises on all proposals for change, including alterations, demolition, and new construction that are visible from a public or private street, or way; or public park, or body of water. Fences, plantings, and trees are not considered obstructions to what is visible. The Commission serves as a resource and can direct one to publications and information about appropriate design and use of materials.

WHAT IS REVIEWED

The purpose of establishing the Chestnut Hill Local Historic District is to preserve and enhance the streetscapes and overall community character by ensuring elements of appropriate bulk, material, and detail. To ensure that the new elements and the removal or modification of existing elements have a positive effect on the physical character of the District, proposals will be reviewed for compatibility with existing architecture in terms of land coverage, massing (bulk), proportions, and materials. The compatibility will be assessed for its general principles as well as its specific elements of design. It is not the intent to dictate style or taste by the review process. The Commission also has jurisdiction over paint color and proposals to change the exterior color palette will be reviewed for consistency with the style and age of the property.

Commented [N1]: The ordinance details additional items that the CH HDC has jurisdiction to review including streetscapes, settings, paint colors,

The Commission strongly discourages demolition of any structure.

It is the Commission's responsibility to determine whether a property is visible from a public or private street, way, park, and/or body of water and to proceed with the review when appropriate. Those properties which are only viewed from a distance will be considered for those aspects which are perceptible.

CRITERIA FOR REVIEW

In its mission to preserve the architectural and historical integrity of the district, the Chestnut Hill Historic District Commission will review each proposal in terms of general principles of design and in terms of specific elements of design.

The general principles of design refer to the site, streetscape, and community. The specific elements of design refer to the individual properties or elements of the site design.

General Principles of Design

- **Character** - Is the proposal appropriate to the existing community character which is illustrated by the variety of architectural styles set in private, landscaped, informal settings with attention to detail and craftsmanship?
- **Harmony** - Does the proposal have a consistency and unity of form and detail?
- **Site Context** - How successful is the relationship between a proposal and its surroundings relative to setbacks, heights, and the harmony and character of streetscape and/or existing structure(s).
- **Landscaping** - Do grade changes, garden structures, and fencing, which can articulate a site and create physical edges, maintain an informal character?
- **Spatial Relationship** - Does the proposal address the issue of varying sizes of front, side and rear spaces in relation to site and adjacent properties?

Specific Elements of Design

- **Scale** - Does the proposal demonstrate a balanced relationship in the parts of the design and a domestic scale consistent with other structures in the district?
- **Height** - Is there a relationship of height with adjacent properties which tends to be consistent within streetscapes of specific neighborhoods?
- **Massing/Bulk** - Is there an overall relationship of the building size and scale relative to the lot and to surrounding properties?
- **Setback** - Does the relationship to site and to streetscape maintain balance and harmony within the streetscape?
- **Roof** - Are the shapes and angles consistent with surrounding roof shapes and pitches to maintain balance and setbacks and visual lines?
- **Fenestration** - Do the patterns and rhythms of windows and doors maintain a balance, which can be symmetrical or asymmetrical, and convey a sense of function?
- **Materials** - Is the exterior cladding, roof, window, door, and architectural trim compatible with materials used in the community which are predominantly of natural materials? Discussed whether more consideration could be given to the use of composite materials in 9-22-2020 meeting.
- **Surface treatments** - Is there an overall harmony of texture and detail? Are proposed color palettes consistent with the age and style of the buildings?
- Other elements discussed 9-22-2020: setting elements such as terraces, walks and sidewalks; harmony of the parts; wood windows; window restoration versus window replacement.

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The criteria are specific to certain design principles without dictating the specific styles of proposals. Modern design is appropriate in historic districts when it is reflective of these guidelines for size, scale and massing.

WHAT TO SUBMIT

The applicant will want to provide information that demonstrates how the proposal meets the standards of the district. The amount of material varies according to the size and scale of the project. Standard items may include the following:

1. Photographs of existing site conditions,
2. Site plan showing adjacent properties. (1"- 20'scale)
3. Building elevations (1/4"-1' or 1/8=19),
4. Materials literature and/or samples.
5. Historical information (old photos, etc.)

For NEW CONSTRUCTION, it is important to convey the size, height and massing of a proposed building and how that new construction will relate to the land and adjacent topography and structures. In addition to the items listed above, applications for new construction should include:

6. Photographs - 4 view from cardinal points looking to the site or subject and to relevant adjacent streetscapes and individual structures.
7. Drawings/plans of proposed building construction - one bound and one unbound set.
8. Site sections and topographic information.

ADDITIONAL INFORMATION

For additional information about procedures and appropriate documentation, you may contact the Preservation Planner, in the Planning and Development Department at 617-796-1129.

Commented [N2]: The Submission Materials checklist has detailed information about what is required for different types of projects. Pg 3 of the "Compiled 2020 LHD Application" pdf file.