**APPENDIX A:**

**SUMMARY OF GUIDELINES AND RECOMMENDATIONS**

**CHAPTER FOUR: BUILDINGS**

**GUIDELINES FOR FOUNDATIONS**

**GF 2.A**. Original and historic foundations and related elements shall be retained and preserved wherever possible, including: pier size, vents, grilles, lattice, materials, and other significant details.

**GF 2.B.** Existing historic materials shall be retained and preserved wherever possible, rather than repaired. If repairs are necessary then the new foundation materials shall match the historic materials as closely as possible in size, texture, shape and other character defining characteristics. Replacement of a damaged portion shall not be a reason for wholesale replacement.

**GF 2.C.** If a historic foundation is deteriorated beyond repair, replacement shall be confined to only the damaged portion using the same materials and finishes as the original, or a substitute material that matches the original in size, shape, texture, finishes, and other character defining characteristics.

**GF 2.D.** New foundation vents or access doors shall be as inconspicuous as possible in location, and compatible with the character of the foundation and façade in color, size, shape and other defining characteristics. Where possible, basement access doors and other new openings should not be visible from the primary right of way.

**GF 2.E.** Existing above ground masonry foundation shall not be covered with another material.

**GF 2.F** Existing, unpainted historic foundations shall not be painted. Previously painted foundations should be repainted an appropriate color, or restored to original masonry finish.

**GF 2.G.** The new foundation walls or piers shall be compatible with the overall design of the buildings, as well as the design of the existing foundations or piers.

**GF 2.H.** When located in a flood prone area, the raised foundation shall be screened with plantings, sloped earth berms or both to reduce the perceived height of the elevated building on all facades visible from a public right of way.

**GF 2.I.** The design of foundation vents shall be compatible with the design of the foundation and facade in which they are located.

**RECOMMENDATIONS FOR FOUNDATIONS**

**RF 2.A.** Infill between existing or new foundation brick piers should be recessed a minimum of 1" behind the exterior face of the piers so the original piers stand out. Wood, or compatible substitute material, should be used for lattice or grilles to enclose spaces between foundation piers Concrete block may be used only if covered with a veneer of brick or sand-finished stucco. The use of masonry of any sort for new foundations could disturb piers. Piers foundations under porches should be open wherever possible to promote air circulation to prevent rot and deterioration.

**RF. 2.B.** The ground floor of a building in the ***“Flood Zone”*** should be raised to comply with the UDC Flood Area minimum floor height requirements.

**GUIDELINES FOR MASONRY FACADES & DECORATIVE ELEMENTS**

**GMF 3.A** Historic character defining masonry facades and decorative elements shall be retained and preserved whenever practicable, including walls, chimneys, columns and the like.

**GMF 3.B.** Historic character defining masonry facades and decorative elements shall be repaired and restored whenever possible, rather than replaced.

**GMF 3.C**. Sandblasting, high-pressure water blasting, and other abrasive methods which may damage historic masonry shall not be used to clean historic masonry facades and decorative elements.

**GMF 3.D** Repointing mortar shall be compatible with the historic mortar in color, strength, texture and joint finish. The historic joint width, joint profile, and bond patterns shall be maintained when making repairs

**GMF 3. E.** Deteriorated stone shall be repaired rather than replaced, using appropriate stone consolidants and fillers.

**GMF 3.F.**  If masonry units are too deteriorated to repair, they shall be replaced in kind, using new or used replacements that match the original units in size, shape, color, surface texture and other character defining features as closely as possible. Stone and Cast Stone replacement units may use appropriate substitute materials that match the original in size, color, shape, texture and other character deigning features.

**GMF 3.G.** Historically painted masonry facades and decorative features shall be repainted as required, removing peeling paint to a sound surface with hand tools, or if necessary appropriate paint strippers. Repainting should be done with compatible paint in historically compatible colors.

**RECOMMENDATIONS FOR MASONRY FACADES & DECORATIVE ELEMENTS**

**RMF 3.A**. Historic masonry facades and decorative elements should be cleaned using low-pressure water washing and mild detergents formulated for the specific application. Chemical cleaners formulated for historic masonry and the stain or biological to be removed should only be used if water and detergent cleaners are not effective.

**RMF. 3.B.** Water repellant sealers are almost never appropriate for use on historic masonry facades and decorative elements because they may trap moisture, causing deterioration or discoloration.

**RMF 3.C.** Use only hand tools to remove deteriorated mortar joints, under the direction of a skilled mason. Do not use power tools or saws to remove mortar joints.

**RMF 3.D V**egetation and vines should be removed from masonry to prevent structural or moisture damage.

**RMF 3. E.** Repainting historically painted masonry facades and decorative features should be done with compatible paint in historically compatible colors

**RMF 3.F.** When it is not technically or economically feasible to replace deteriorated masonry units in kind, a substitute material that matches the original in expansion, contraction, and aspect should be used (See Appendix for list of substitute materials).

**GUIDELINES FOR WOOD FACADES AND DECORATIVE ELEMENTS**

**GWF 4.A.** Existing original wood siding, trim, ornamentation, and decorative elements shall be preserved and maintained wherever possible.

**GWF 4.B**. Existing wood facades and decorative elements shall be preserved and repaired wherever possible, using appropriate preservation and repair techniques such as epoxies, splicing, and patching.

**GWF 4.C.** Replacing historic wood facades and decorative elements shall be considered only where the original material is too deteriorated to repair. If replacement is necessary, wood facades and decorative elements shall be replaced in kind with new wood, or appropriate substitute material, that matches the original as closely as possible in species, shape, profile, texture, and other character defining features.

**GWF 4.D.** Existing wood decorative elements, such as cornices, brackets, pilasters, door and window moldings, pediments, medallions, dentil and modillion molding, corner boards, and other character-defining architectural trim shall be retained and preserved, or repaired wherever possible. If decorative wood elements are too deteriorated to repair, then they shall be replaced in kind using the same wood species, size, shape, and other character defining features, or in an appropriate substitute material.

**GWF 4.E.** The design of replacement wood facades or decorative features shall be based on surviving examples or documentary evidence.

**GWF 4.F.** Wood surfaces requiring repainting should be prepared using the gentlest means possible. Sandblasting, high-pressure water blasting, and other abrasive cleaning methods which may damage historic wood facades and decorative elements shall not be used.

**RECOMMENDATIONS FOR WOOD FACADES & DECORATIVE ELEMENTS**

**RWF 4.A**. Insulating exterior wood cavity walls without a vapor barrier should not be undertaken as interstitial condensation is likely to occur. Avoid removing original exterior wood siding to install cavity wall insulation.

**RWF 4.B.** While the HPC does not regulate color, wood facades and decorative features should be painted the original colors or colors appropriate to the style of building. Original paint colors can be found by carefully hand sanding small areas to bare wood in expanding circles. Historically appropriate can be determined by consulting references contained in Appendix XX.

**RWF 4.C.** Loose paint should be removed by carefully sanding and priming bare areas prior to repainting. Mold and mildew, which will accelerate paint deterioration, should be removed.

**RWF 4.D.** For better adhesion, the same type of paint as existing (oil or latex) should be applied when wood facades and decorative elements are repainted.

**RWF 4.E.** Heavily encrusted paint that obscures profiles should be stripped to the bare wood by careful sanding or appropriate chemical strippers before priming and repainting. Prior to repainting, the soundness of the wood should be evaluated to determine if repair or replacement is necessary.

**RWF 4.F.** Painted wood facades constructed prior to 1978 should be tested for lead based paint before sanding and repainting by a reputable testing service. Maryland’s Department of the Environment has a list of certified lead paint testing and abatement services on its web site.

**RWF 4.G.** Repairs to wood facades and decorative elements should use epoxy or other appropriate wood consolidants, or patches that match the surround wood in species, texture, size, and profile, inserted. Prior to consolidation or patching rotted or insect damaged areas should be dry and treated with borate or other appropriate chemicals.

**RWF 4.H.** The use of composite wood, fiberboard and metal should be avoided when replacing wood siding.

**RWF 4.I** Removing or covering wood facades or decorative elements should not be undertaken as such action compromises character defining features of a building.

**RWF 4.J.** If replacing wood facades or decorative elements is not technically or economically feasible, then a substitute material of similar appearance when painted should be considered (See Appendix for list of appropriate substitute materials).

**RWF 4.K.** Blown in insulation should be placed in walls carefully, as not to disturb the integrity of the siding and the moisture control within the wall.

**GUIDELINES FOR NON-HISTORIC FACADE MATERIALS**

**GNHF 5.A.** Non-historic façade materials that are original to the building shall be retained and preserved. If they are replaced, the new material shall match the original as closely as possible in size, shape, texture and other character defining features.

**GNHF 5.B**. Damaged asbestos siding shall be replaced with an alternative material, such as non-asbestos fiber-cement shingles with similar texture, thickness, and size as the existing. After replacing, repaint to match the existing. Metal and vinyl siding shall be replaced in kind.

**RECOMMENDATIONS FOR NON-HISTORIC FACADE MATERIALS**

**RNHF 5. A.** Peeling paint should be carefully removed from asbestos facades without scrapping the surface of the shingle. Dirt may be rinsed off with a hose, and light stains removed with a mixture of trisodium phosphate cleaner and warm water in the proportions recommended by the manufacturer. Trisodium phosphate will also remove latex paint.

**RNHF 5.B.** Since the colors of metal and vinyl siding will fade over time, and since modern paint does not bond well with either material without extensive preparation, removing the non-historic material and repairing the underlying historic material should be considered. Dirt, mold and mild

**RNHF 5.C.** Hairline cracks in asbestos siding should be repaired with clear epoxy. Larger cracks should be patched with a thin grout made of Portland cement and water. Once the repair is dry, it should be repainted to match the existing color. Open joints in metal and vinyl siding should be made watertight with clear expandable epoxy.

**GUIDELINES FOR ROOFS**

**GR 5.A.** Original and character defining roof forms, shapes, materials, and major roof architectural elements such as dormers, gables, chimneys, and eaves overhangs shall be retained and preserved whenever possible.

**GR 5.B.** Historic roofing details and materials such as slate, standing seam metal, and tile shall be preserved, maintained, and repaired whenever practicable.

**GR 5.C.** Character defining damaged or deteriorated roofing materials shall be replaced in kind or with an appropriate substitute material.

**GR 5.D.** New roofing materials shall be compatible with either the existing or original roofing material, in color, shape, size, and texture.

**GR 5.E.** Character defining historic roof materials and features such as eaves, cornices, rake-boards, dormers, gables, chimneys, finials, cresting, steeples, belfries, cupolas, and railings., shall be retained and preserved whenever practicable.

**GR 5.F.** If the roof feature is damaged it should be repaired in kind. If the roof feature is too deteriorated to repair, it shall be replaced in kind or in a substitute material that matches as closely as possible the original in size, color, shape, texture and other character defining elements.

**GR 5.G.** The design and replacement of missing roof features shall be based on physical, contextual or documentary evidence.

**GR 5.H.** A historic roof slope shall not be altered, unless there is a compelling technical or economic reason. If a historic roof slope must be altered it shall be done in a manner that meets the Design Principles in Chapter Three.

**GR 5.I.**  Contemporary or non-historic roof features, such as skylights vents, or solar panels and collectors, shall only be installed on areas of the roof that are mostly concealed from view from the primary right of way (see UDC Regulations for Solar Panel, and in Appendix).

**GR 5.J.** Replacement gutters and downspouts shall be installed so that they do not damage or obscure character defining features of the roof or its elements such as the eaves. Replacement gutters and downspouts shall match the existing in size, shape and other character defining features.

**GR 5.K.** Ridge vents, where needed, shall be of the low-profile type and shall not diminish the original design of the roof or destroy any character-defining architectural details. Other vents, such as gable vents and roof-mounted vents, shall be installed so as not to be visible from the public view where possible. If they must be visible, these elements shall be installed to relate to the architectural details and character of the subject building.

**RECOMMENDATIONS FOR ROOFS**

**RR 5.A.** Alterations to existing roofs should not create a false sense of history, such as adding conjectural features lacking sufficient documentary evidence.

**RR 5.B.** A substitute material used to replace a deteriorated historic roof or feature should complement the visual appearance of the surviving parts of the roof or feature, and should be physically and chemically compatible.

**RR 5.C** If new dormers are contemplated, they should be located on side or rear elevations if they are not seen from the public right of way. The design of new dormers should be compatible with the design of the building, roof and any existing dormers. The new dormers should not duplicate existing dormers exactly.

**RR 5.D.** If the existing gutters and downspouts are not historically accurate, and need to be replaced, to the extent practicable, they should be replaced in kind or with ones that are historically accurate at least in size, shape & color, and material if possible.

**RR 5.E** Deteriorated flashing should be replaced in kind. Avoid installing California Valleys on roofs with existing metal valleys and shingle ridges on roofs with metal ridges.

**RR 5.F.** If replacement of a roof material in kind is not technically or economically feasible, a substitute material with similar color, texture, size, shape and other character defining features should be considered, including: lead coated copper for terne plate or zinc; synthetic slate for slate; and synthetic wood shakes or shingles for wood shakes or shingles. Since flat roofs are usually not seen from a public right of way, a single ply roof membrane should be considered as a suitable.

**GUIDELINES FOR WINDOWS AND DOORS**

**GWD 7.A**. Historic windows and doors, including all significant related elements such as frames, sashes, shutters, hardware, glazing, sills, moldings, decorated jambs, sidelights and fanlights, and panels shall be retained and preserved if in good condition.

**GWD 7.B.** Existing historic windows and doors and their related elements with only minor deterioration shall be repaired where possible, rather than replaced, using appropriate wood epoxies and patches.

**GWD 7.C**. If deterioration is so advanced that a window or door must be replaced, it shall be replaced in kind, matching the original design as closely as possible, including materials, number of lights, and other character defining features. If replacement in kind is not technically or economically feasible, they shall be replaced in an appropriate substitute material, that matches the original in size, shape, texture, color, number of lights and panels, and other character defining features.

**GWD 7.D**. Prior to replacing original windows, an in-depth survey of their conditions shall be conducted, their conditions documented, and HPC Staff shall confirm that the window or door must be replaced.

**GWD 7.E**. If existing deteriorated true divided light windows are replaced, the replacements shall be true divided light, or Simulated Divided Lights (SDL) windows, with appropriate muntins. Thermal glazed windows are permitted.

**GWD 7.F**. Window and door replacement shall fit the existing opening as closely as possible. Openings shall not be blocked down or enlarged to fit replacement windows or doors. Changes or reductions of window opening sizes on secondary and rear façades shall be subject to review by HPC on a case-by case basis.

**GWD 7.G.** If storm windows and doors are added to improve energy efficiency, the new storm units shall be compatible with the design, color and finishes other character defining features of the façade in which they are located. Unpainted aluminum shall not be permitted.

**GWD 7.H.** Storm windows for double hung sash shall have horizontal dividers that are in alignment with the horizontal meeting rails of the original upper and lower sashes. Energy panels shall be undivided, fitted to each sash.

**GWD 7.I.** Storm doors shall be compatible with the character defining features of the door to which it is attached, in size, texture, and color, and have a single pane that does not obscure the original door.

**GWD 7.J**. Tinted glass or applied film shall not be permitted for windows, doors, or storm windows and doors that are visible from the public right of way. Clear energy efficient glass such as low-E glass, may be used.

**GWD 7.K.** All shutters shall be installed so that they will fit the window frame opening if closed. If shutters are operable, they shall be provided with appropriate operable hardware.

**GWD 7.L.** If shutters are added to windows or doors, they shall be louvered or paneled shutters if there is documentary evidence that the building once had shutters. Shutters may be operable or fixed. The method of attachment of the shutters shall not compromise the integrity of the historic facade.

**GWD 7.M.** New window and door openings shall not alter significant character defining features of a building, and shall be located on facades that are not visible from the public right of way if at all possible. New window and door openings shall be compatible with the character defining features of the facade in which they are located.

**RECOMMENDATIONS FOR WINDOWS AND DOORS**

**RWD 7.A.** Historic windows and doors should not be replaced solely to improve energy efficiency, rather, appropriate storm windows or doors should be added.

**RWD 7.B.** Missing or deteriorated glazing putty and caulking should be replaced with paintable putty or caulking. Missing or deteriorated weather stripping in windows and doors should be replaced in kind or with weather stripping appropriate to the window’s or door’s material.

**RWD 7.C**. If a residential window or the upper story windows of commercial building originally had awnings, appropriate fabric awnings should be used if they are replaced. Awnings should fit the enframing opening of the window and be compatible in color and design to the façade to which they are attached

**RWD 7.D.** If glass requires replacement it should be the same as the existing in color, reflectivity, texture and other defining characteristics.

**RWD 7.E.** If new screen doors are installed, they should be of wood, painted to be compatible with the color and character defining features of the door.

**RWD 7.F.** Original or historic shutters should be retained, preserved, and repaired. If shutters are too deteriorated to repair, they should be replaced in kind or with ones that are historically appropriate to the building.

**GUIDELINES FOR PORCHES AND FRONT STEPS**

**GPF 8.A.** Historic porches, and front steps including character defining features such as railings, posts or columns, ceilings, steps, lattice, flooring, piers, ornamental trim, and other character defining elements shall be retained and preserved, if possible.

**GPF 8.B.** Historic porch and front steps shall be repaired, rather than replaced, using materials and methods that preserves historic material, including patching, epoxy repair, reinforcing, or splicing-in of new wood in place of deteriorated sections.

**GPF 8.C.** If a historic porch or front steps is too deteriorated to repair, it shall be replaced in kind or in an appropriate substitute material that matches the existing in size, shape, texture, color, and other character defining features.

**GPF 8.D.** Replacing deteriorated or missing elements of a porch or front steps shall be based on existing elements or documentary evidence. Creating a false historical appearance, such as adding Victorian ornament to a plain early 20'h century porch, shall not be permitted.

**GPF 8.E.** Enclosing open porches that are seen from the public right of way shall not be undertaken except for adding screening. Porches that are not seen from the from the public right of way may be enclosed or screened if the enclosure is designed and constructed in a manner that preserves the historic character defining features of the porch.

**GPF 8.F**. Winterizing a screened porch by permanently attaching plastic sheeting or other material shall not be permitted.

**GPF 8.G**. Adding inappropriate floor covering such as indoor-outdoor carpeting to weather-proof a porch floor shall not be permitted.

**GPF 8.H.** Removing a porch or front steps that are not repairable and not replacing them, or replacing it with a new porch that does not convey the same character as the removed porch or steps shall not be permitted.

**GPF 8.I.** Adding a new porch or front steps to facades visible from the public right of way shall not be permitted unless they historically existed based on documentary evidence, or there is a functional reason why they should be constructed. If permitted, the design of the new porch should follow the Design Principals in Chapter 3 and 6.

**GPF 8.J.** The design of new stairs and ramps shall be compatible with the design of the facade to which they are attached. Consider retaining the existing stairs in front of residential buildings, and adding a landing and additional stair to access the elevated building.

**RECOMMENDATIONS FOR PORCHES AND FRONT STEPS**

**RPF 8.A.** Wood that is naturally rot resistant, and has the texture and printability of the original wood used for front steps or porch floors, railings, columns, and other character defining elements should be considered when replacing a front step or porch or their components in kind.

**RPF 8.B.** Gates on porches to restrain pets or young children should be temporary and reversible, and attached in a manner that does not harm or compromise historic material or details.

**GUIDELINES FOR STOREFRONTS**

**GS 9.A.** Existing storefronts that are compatible with the design of the facade of the commercial building shall be retained and preserved.

**GS 9.B**. If repair of a storefront is necessary, it shall be repaired in kind or using a substitute material that is compatible with the existing in size, shape, color, texture and other character defining features.

**GS 9.C.** If the existing storefront is too deteriorated to repair, it shall be replaced in kind using the same materials if economically or technically feasible, or if not using substitute materials that resemble the original materials in size, shape, color, texture, and other defining characteristics.

**GS 9.D.**  A replacement storefront shall be designed to fit within the enframing storefront piers and cornice. Drawing of enframing storefront elements. The replacement storefront shall not be recessed behind the front facade except for the entry. (Entrances in new storefronts should usually be recessed).

**GS 9.E.** Storefronts shall retain the traditional composition of bulkhead, large display windows, and signboard cornice, and enframing piers. If the use of the ground floor requires more privacy than allowed by the large display windows, privacy curtains, blinds, or other interior screening devises shall be installed. Blocking down storefront display windows shall not be permitted.

**GS 9.F.** Storefront awning frames shall fit within the enframing opening to which it is attached. The shape of the awning shall also complement the design of storefront or window to which it is attached.

**GS 9.G.** Canvas duck, nylon textured to resemble canvas duck or matt-finished vinyl shall be used for awning material. Metal, shiny vinyl, or semi-transparent backlit material or another inappropriate awning fabric shall not be permitted.

**RECOMMENDATIONS FOR STOREFRONTS**

**RS 8.A.** Missing storefront elements should be replaced, in kind, or in a compatible substitute material, based on existing evidence or on documentary. If none exists, the replacement element should be designed to be compatible in size, shape, profile, color and character of the storefront.

**RS 8.B.** Entrances in replacement storefronts should usually be recessed.

**RS 8.C.** If appropriate to the design of the storefront, fixed or operable transom windows should be part of a replacement storefront’s design.

**RS 8.D.** If storefront security systems are added, they should be electronic systems that do not alter the appearance of the storefront.

**RS 8. E.** Creating a false sense of history in a replacement storefront, such as one with Colonial features, should be avoided.

**RS 8.F** Storefront awnings should have a minimum clearance of 8’ – 0” above the sidewalk, and should be located a minimum of 1’ – 0” behind the vertical plane of the street curb.

**RS 8. G.** No more than two colors should be used on an awning. The underside of an awning should be opening, not enclosed.

**RS. 8. H.** Awnings signs should be on the valance or returns, not on the slope.If a sign is included on the awning, no more than three colors should be used.

**RS 8. I.** Depending on the material of the existing or original storefront, appropriate substitute materials may include GFRC, fiberglass, cementitious boards, and polyurethane or polypropylene. Plexiglas is not an appropriate substitute material for glass since it tends to yellow or fog when exposed to sunlight.

**RS 8.J.** Alternatively, if the existing storefront is not original, and documentary evidence existing for the original storefront, the deteriorated storefront may be replaced with a reproduction of the original using materials that are compatible with the façade in which the storefront occurs.

**RS 8.K.** Awning colors should complement the colors of the facade to which it is attached. No more than two colors should be used. If a sign is included on the awning, no more than three colors should be used.

**GEE.10.A** Utilities connections, such as HVAC units, meter boxes, antennae, and satellite dishes shall be located in side or rear yards if possible, and shall not be visible from the public right of way by appropriate screening with plantings, fencing, or other means.

**GEE.10.B** Thru-wall or thru-window AC units should ideally not be visible from the primary public right of way if at all possible. If they are visible from the primary public right of way, they should be screened from view.

**GEE.10.C** New or replacement systems shall be installed with a minimum of damage to the historic building and shall be visually compatible with the architecture of the building. They should be installed in a way that is easy to service, maintain, and upgrade in the future.

**GEE.10.D** Where possible, condensers, solar panels, chimney stacks, vents, skylights or other equipment shall not be mounted on visible portions of roofs or at significant locations on the site.

**GEE.10.E** Solar panels shall not be mounted on primary roof facades. Where possible, solar panels shall be mounted in the least visible locations, such as side or back yards or outbuildings. Solar panels shall not be mounted in a vertical position, where their appearance is most noticeable, but on horizontal or sloped surfaces not facing a primary public right-of-way.

**GEE.10.F** When placed on the roof, the solar panels shall not affect the roof façade elevation or roof line. Solar panels shall be low profile and exposed hardware, frames and piping shall have a matte finish and be of a color similar to the roofing material color.

**GEE.10.F** Non historic, noncontributing out buildings solar panels shall be permitted if the panels are mounted flush with the roof line and shall have a matte finish and be of a color similar to the roofing material color.

**RECOMMENDATIONS FOR EXTERNAL EQUIPMENT**

**REE.10.A** On-site solar technology should be considered only after implementing all appropriate treatments to improve energy efficiency of the building, which often have greater life-cycle cost benefit than on-site renewable energy.

**REE.10.B** A solar device should be installed on the historic building only after other locations have been investigated and determined infeasible.

**REE.10.C** Where roof mounted, solar panels should be ﬂush with the roof to the extent feasible.

**RECOMMENDATIONS FOR NATURAL LANDSCAPES**

**RNL 5.2.A.** Historic public and private natural landscapes visible from the public right of way that contribute to the character of the historic district, including open spaces, streetscapes, and yards should be preserved and maintained.

**RNL 5.2.B.** When removal of a component of a natural landscape becomes necessary due to disease or death, the replacement should be in kind or in a similar plant species and size when mature.

**RNL 5.2.C.** If a mature tree requires removal due to disease or death, it should be certified by a licensed arborist that the tree must be removed.

**RNL 5.2.D.** If a tree must be trimmed because it interferes with overhead lines, the trimming plan should be reviewed by the HPC before work proceeds. If a tree must be removed because it interferes with overhead or underground utilities, the utility company shall provide appropriate evidence to the HPC before the work proceeds

**RNL 5.2.E.** Prior to any additions or new construction on a property, the owner should determine if potential or known archeological sites may be affected and take appropriate measures to preserve them.

**RNL 5.2.F.** All new plant materials selected for replanting or new planting in publicly visible areas should complement as much as possible those found on the site and in the surrounding area.

**RNL 5.2.G**. New natural landscapes visible from a public right of way should reinforce the existing character of the streetscape.

**RNL 5.2.H**. Owners should consider using drought resistant plantings that resemble the existing when replacing diseased or dead natural landscapes.

**RNL 5.2.H** On properties within close proximity to the water or in low lying areas, appropriate plantings may be those that tolerate moist conditions.

**CHAPTER FIVE: LANDSCAPE**

**GUIDELINES FOR CONSTRUCTED LANDSCAPES**

**GCL 5.3.A**. Historic fence and retaining walls shall be retained, preserved, and repaired wherever possible. Repairs shall be in kind or in a substitute material that closely resembles the original in size, shape, texture, color, and other character defining features.

**GCL 5.3.B.** The design new fences shall be compatible with the associated building, site, and streetscape in height, proportion, scale, color, texture, material and design. Fence types such as wire, hurricane, chain-link, corrugated metal, and wooden post and rail, and other non-traditional fence types shall not be permitted if visible from the public right of way, but may be permitted if otherwise located.

**GCL 5.3.C**. Fences shall not exceed a height of four feet in front and side yards or other areas that can be readily be seen from the public right of way. Fences located so they are not readily seen from the public right of way may be up to six feet high.

**GCL 5.3.D**. New retaining walls shall not exceed a height of two feet, except if site conditions and topography dictates it must be higher. New retaining walls shall be constructed or faced with brick or stone laid in a manner that is compatible with the design of the building and natural landscape on the property.

**GCL 5.3.E**. The historic materials of sidewalks, driveway and other paved areas shall be preserved, maintained, and repaired in kind or in a compatible new material. New sidewalks, driveways and other paved areas such as patios shall be paved in materials compatible with the detailing, color, and finish the existing paved areas on the property.

**GCL 5.3.G**. Non-traditional paving edging materials such as landscape timbers, railroad ties and plastic edging or concrete parking bumper shall not be permitted in areas visible from a public right of way.

**GCL 5.3.H.** Historically or architecturally significant constructed landscape features, such as garages and other outbuildings, shall be retained, preserved, and repaired in kind or in appropriates substitute materials.

**GCL 5.3.I.** Historically or architecturally significant constructed landscape features, such as garages and other outbuildings, that are too deteriorated to repair shall be replaced in kind or removed completely if economically and technically feasible, or in appropriate substitute materials if using the original materials is not economically or technically feasible.

**GCL 5.3.J.** New tool sheds, decks, pergolas, gazebos, swimming pools and other non-traditional constructed landscape features and other traditional constructed landscape may be visible from the public right of way, but shall be compatible with the design of the main structure on the property as well as the Design Principals in Chapter 3.

**GCL 5.3.K.** New decks or other constructed landscape features that are connected to the main structure shall be done in such a way as not to damage or remove character defining features of the face to which it is attached.

**GCL 5.2. L.** New structures constructed on docks, boardwalks or piers shall be compatible with the character defining features of the main building on the site.

**CHAPTER SIX: ADDITIONS, NEW BUILDINGS, RELOCATED BUILDINGS, ACCESSIBILITY AND EGRESS**

**GUIDELINES FOR ADDITIONS TO HISTORIC BUILDINGS**

**GA. 6.1.A.** New additions shall be located at the side or rear so that they have a minimal impact on the facade and other primary elevations of the affected building or adjacent properties.

**GA. 6.1.B**. Design of a new addition shall be compatible with that of the existing building in setback, height, scale, proportion, and massing so as not to overpower it visually.

**GA. 6.1.C.** The design of a new addition shall be compatible with the existing building in materials, roof shape, rhythm, orientation, and details and ornamentation

**GA. 6.1.D.** New additions shall be designed to be harmonious with adjacent properties and surrounding streetscape, and compatible with the rhythm and scale of buildings and landscapes in the surrounding streetscape.

**GA. 6.1.E.** New additions shall be constructed so that they can be removed without irreversible damage to character defining features of the existing building.

**GA. 6.1.F.** Character defining features of new additions, including the design and materials of foundations, facades, windows, doors, steps, porches, details and ornamentations, roof membranes, and the like shall be compatible with the character defining features of the original building.

**GA. 6.1.G**. Roof top additions, including decks, mechanical equipment, additional floors and the like shall be located far enough behind an existing cornice so that it is cannot be seen from the public right of way. If this is not possible, the design of the addition or its screening should be compatible with the character of the building. Roof top additions to buildings with sloping roofs shall be located so they are not visible from a public right of way.

**GA. 6.1.H.** The area in which the new addition is located shall be examined for potential archeological resources prior to start of construction.

**RECOMMENDATIONS FOR ADDITIONS TO HISTORIC BUILDINGS**

**RA. 6.1.A**. Rooflines of new additions should be compatible in form, pitch, and eave height with the roofline of the original building.

**RA. 6.1.B.** A new addition should not be taller or shorter than one story difference from than the height of the building to which it is attached.

**RA. 6.1.C.** The colors of a new addition should be compatible with the colors of the building to which it is attached.

**GUIDELINES FOR NEW CONSTRUCTION**

**GNC 6.2.A.** New constructed landscape features, including outbuildings and accessory structures, shall be placed in side and rear yards. Locating new constructed landscape features so they obscure the existing principal building's character defining architectural, natural or constructed landscape features shall be avoided.

**GNC. 6.2.B**. The area in which the new construction is located shall be examined for potential archeological resources prior to start of construction. Also see requirements for Limits of Disturbance Plan in HPC Application & Building Permit.

**GNC. 6.2.C**. The scale of new construction shall be compatible with the scale of contributing structures on the block or same side of the street.

**GNC 6.2.D**. The proportions the new construction and its character defining features shall be designed to be compatible with the proportions of surrounding contributing buildings including their character defining features.

**GNC. 6.2.E.** Windows and doors visible from the public right of way in new construction shall be compatible in proportion, scale, and rhythm, with windows and doors of surrounding contributing buildings~~.~~

**GNC. 6.2.D.** Traditional or approved substitute material shall be used in a traditional manner.

**RECOMMENDATIONS FOR NEW CONSTRUCTION:**

**RNC. 6.2.A**. Front setbacks should be compatible with the setbacks of neighboring existing buildings.

**RNC. 6.2.B.** The pattern of building separation and lot coverage that is found on a streetscape should be maintained.

**RNC. 6.2.C.** If a contributing building was demolished or moved from the site, design the new construction to be compatible in height, scale, massing, and location as the previous contributing building.

**RNC. 6.2.D.** Façade materials and details and ornamentation of new construction should be consistent with the materials traditionally used on surrounding buildings.

**RNC. 6.2.E**. An indication of the date of the new construction should be included on the facade in an appropriate location.

**GUIDELINES FOR RELOCATING EXISTING BUILDINGS**

**GRB. 6.3.A.** Relocating a contributing building from one site to another shall only be permitted when the only alternative is demolition.

**RECOMMENDATIONS FOR RELOCATING EXISTING BUILDINGS**

**RRB. 6.3.A**. When a building is relocated to another site or vertically, the owner should:

1) have the existing conditions documented in drawings, photographs, and text as required to preserve a record of the primary building, and natural and constructed landscapes prior to relocation;

2) utilize professional building movers to prepare the building for relocation, move the building, and lower it onto the new foundations;

3) position the relocated building in the same orientation and setbacks to be compatible with its new location;

4) provide new foundations that are compatible with the façade of the building.; and

5) if moved to a different site, select one that is within the historic district with a compatible streetscape and surrounding buildings as existed at the original site.

**GUIDELINES FOR ACCESSIBILITY INTO STRUCTURES**

**GA. 6.4.A.** Handicapped ramps shall be designed to be compatible with the facade to which they are attached.

**GA. 6.4.B.** Handicapped ramps shall be designed so that they do not damage or obscure character defining features of the existing building.

**RECOMMENDATIONS FOR ACCESSIBILITY INTO STRUCTURES**

**RA. 6.4.A.** Handicapped ramps should be located, if possible, on non-primary facades.

**RA. 6.4.B.** Handicapped ramps should be screened from view from a public right of way if possible.

**RA. 6.4.C.** Handicapped ramps shall be attached to the building in a manner that allows future removal of the ramp without damaging the historic structure.

**RA. 6.4D.** Prior to designing a handicapped ramp, property owners should consult with Cambridge’s Zoning Officer to determine how to locate and design the ramp.