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Introduction

The Concord Historic Districts Commission (HDC) was established in 1960 by the Massachusetts legislature and Concord Town Meeting as the guardian of four (now six) Historic Districts in the Town. The Commission consists of five voting and five associate members appointed by the Board of Selectmen to serve rotating five-year terms. As stated in the Commission’s enabling act, the purpose of the Commission is “the preservation and protection of buildings, places and districts of historic or literary significance.” This is to be accomplished “through the development and maintenance of appropriate settings” and “through the maintenance of said buildings, places and districts as sites and landmarks compatible with the literary and historical tradition of Concord.”¹

Buildings and structures in the Historic Districts may not be constructed, altered, demolished or removed in a manner visible from a public way² without a Certificate of Appropriateness from the Commission. Each month, the Commission holds public hearings to consider the issuance of Certificates of Appropriateness for specific projects. The Building Commissioner will not issue a building permit without the requisite Certificate of Appropriateness from the Commission.

The following Design Guidelines are intended to provide direction for property owners and potential applicants before the Commission on the kinds of alterations that the Commission deems appropriate. The Guidelines are also intended to help the Commission make consistent and informed decisions about what is and is not appropriate. But as the title suggests, the Guidelines are intended as guides, not hard and fast rules, and neither applicants nor the Commission are bound to follow them in any given case. Each application before the Commission will be considered on a case-by-case basis, and the Guidelines will be a starting point, but not necessarily an ending point, in this process.

Alterations that Require Review

The following types of work require a hearing for a Certificate of Appropriateness:

- Any exterior changes visible from a public street, way, or place including the Concord, Assabet, and Sudbury Rivers (See **Definitions** section for more detail);
- The erection or demolition of any building or structure (see **Definitions**) visible from a public street, way, or place;
- Any change of exterior paint, roof or other material color;
- Any change in existing material or design of existing exterior elements;
- Any changes to existing signage or installation of new signage; and

¹ This introduction to the Design Guidelines provides a brief overview of the HDC’s jurisdiction and processes. For more detailed information, please see the Special Act of 1960 establishing the Historic Districts Commission located on Page 75 and the HDC’s Rules and Regulations available at www.concordma.gov/Pages/ConcordMA_HDC/index

² The term “Public Way” refers to any public street, way or place including navigable rivers and bodies of water.

- Changes to any landscaping structures or features (paving, walkways, retaining walls, etc.); and
- Changes to vegetation or plantings **if** the vegetation was specifically required as screening necessary to obtain a Certificate of Appropriateness.

Work that Does Not Require Review

The following work does not require a hearing for a Certificate of Appropriateness:

- Ordinary maintenance and repair of any exterior architectural feature of buildings and structures within the Historic Districts. (“Ordinary maintenance and repair” does not include replacement, or changes in the color, materials, design, or size of the existing feature.)
- The addition or removal of landscaping plant material does not require a hearing **unless** that material is referred to in a Certificate of Appropriateness as a condition of the granting of that Certificate.
- Temporary signs or structures for official celebrations, charitable drives, or other purposes that the Commission determines do not derogate from the purposes of Historic Districts Act. Temporary signs and structures must be removed within three days following the event under the Historic Districts Act.

Applications

Applications are available both in the Planning Division office (141 Keyes Road) and online at www.concordma.gov/Pages/ConcordMA_HDC/index. Please see the Commission’s webpage for further information on application deadlines and meeting dates.

Applications must be signed by the property owner (or the property owner’s duly authorized representative) and submitted with a signed release for the required legal ad and the \$25 application fee. At least nine calendar days prior to the hearing, two (2) copies of any documentation applicable to the project must be dropped off in the Planning Division office for review.

Requested documentation will vary depending on the type and scale of the changes proposed and specific information on what to submit can be found throughout this document under each applicable Guideline. General documentation materials may include the following:

- Photos of existing conditions as seen from a public way or place;
- Building façade elevation(s) drawn to scale;
- Site plan(s) drawn to scale;
- New construction checklist including all of the proposed changes;
- Manufacturer’s literature for any new materials; and,
- Additional information and materials as requested by the HDC and/or detailed in the specific Guidelines section(s).

Public Hearings

Public Hearings are held within forty-five days of the filing of an application or within such further time as the applicant may allow in writing. Public Hearings are generally held in the first floor conference room at 141 Keyes Road and specific dates and agendas are available at www.concordma.gov/Pages/ConcordMA_HDC/index. The Commission may request a site visit to view the property and better understand the proposed project within the context of the area prior to making a final determination.

Certificate of Appropriateness

At the conclusion of the hearing, two sets of plans are stamped and dated. One set is kept on file and the other set is submitted to the Building Division for the building permit review. After the plans are approved by the HDC, a Certificate of Appropriateness will be issued and filed with the Town Clerk and a copy sent to the applicant. No changes shall be made other than those approved by the Commission. If changes to the approved plan are proposed, a new application must be filed. Work must commence within six months from the date of the Certificate unless otherwise agreed upon by the Commission.

Enforcement

It is a misdemeanor punishable by a fine to violate Chapter 345 (the Concord Historic Districts Act). The hdc takes violations of the Act very seriously and will contact property owners before court action is taken to develop a course of remediation.

For more information on Chapter 345 (the Concord Historic Districts Act) see page 75 or www.concordma.gov/Pages/ConcordMA_Bylaws/histdist.

Historic Districts Commission and Historical Commission

The Historic Districts Commission and the Historical Commission are two separate commissions with distinct responsibilities. The Historic Districts Commission is the review authority responsible for design review only within Concord's six Historic Districts. The Historical Commission is the official agent of town government responsible for community-wide historic preservation planning and the administration of the Town's Demolition Delay Bylaw.

Concord's Historic Districts

In 1958, the Concord Board of Selectmen and Planning Board convened a citizen's group to address the need to preserve and protect the Town's historic, literary, and rural qualities. The following year, the Special Problems Group interviewed residents to define the areas to be protected and the methods for doing so. The result was an Act of Massachusetts Legislature, Chapter 345 of the Acts of 1960, approved at the Annual Town Meeting of March 6 and 13, 1961. Concord was the fourth community in Massachusetts to create Historic Districts.

The Act of 1960 created four Historic Districts. A fifth, Hubbardville, was approved by Town Meeting in May of 1998 and a sixth, Church Street, in April of 2005. New districts may be created by a two-thirds vote at any regular or special Town Meeting called for the purpose.

The following descriptions of each district illustrate the historic values identified by the Special Problems Group, and later inventoried in the Town's five-volume Survey of Historical and Architectural Resources available for review in the Planning Division offices, 141 Keyes Road, and at the Concord Free Public Library in Concord Center. The goal of the Commission is to protect, preserve, and, whenever possible, foster the restoration of those historic resources. The Commission considers these values in hearings for Certificates of Appropriateness.

The American Mile Historic District

History and Significance

In 1635, the only roadway leading from Boston to Concord was known as the Bay Road and was little more than a path through the woods. Concord's first houses and businesses were established along this route. These early dwellings were backed up to the Ridge and faced south towards the wetland meadows of the Mill Brook. Over time, this roadway became known as Lexington Road and when the Historic District was created, given the title of the American Mile for its contributions to national, cultural and literary history.

The American Mile has a unique place in the country's history. The District begins at Merriam's Corner, an entrance to the Minuteman National Historical Park and a key site in the first battle of the Revolutionary War where the Minutemen engaged the British soldiers on their retreat to Boston, and continues into Concord Center along the route of the British march into Concord on April 19, 1775. The homes of many Revolutionary War heroes, such as Dr. Samuel Prescott (343-355 Lexington Road) who finished Paul Revere's ride when the latter was captured, are along this road. Later notable properties including the Grapevine Cottage (491 Lexington Road), where the Concord grape was developed by Ephraim Bull, can also be found along this route.

In addition to its historical significance, there are many cultural and literary landmarks along Lexington Road. Orchard House (399 Lexington Road) was the home of Louisa

May Alcott and is the site of Bronson Alcott's School of Philosophy. Ralph Waldo Emerson owned several properties along Lexington Road, including his home, Bush (28 Cambridge Turnpike). Henry David Thoreau and Margaret Fuller were frequent guests at Bush. Today his home is a museum while the entire contents of his study are housed in another cultural institution, the Concord Museum, (200 Lexington Road) which was built on land that was part of Emerson's orchard to house the collections of the Concord Antiquarian Society. Nathaniel Hawthorne lived for a time at the Wayside (455 Lexington Road), as did Margaret Lothrop, who wrote the *Five Little Peppers* novels under the name of Margaret Sydney.

The American Mile includes several fine examples of Federal architecture (1780-1820). The narrow lots on which these large houses were built and the relatively dense streetscape approaching Concord Center are indications of its early prosperity. Many First Period (1635-1700) houses built along this road have also been incorporated into later additions and renovations. Several houses along this road may have sheltered runaway slaves as they moved along the Underground Railroad. Key properties were surveyed by Henry David Thoreau.

In general, houses near the center of Concord are larger, older, and closer together than those farther to the east. Arable land close to home was at a premium, and therefore the south side of Lexington Road was originally used for pasturage, grazing and barns. It was not until later when farming began to decline in the 20th century that the southern fields were divided into house lots. The early houses built along the south side of Lexington Road are set close to the road and imitative of the older houses while later houses have diverged from that model. An even more recent wave of construction can be seen in small infill houses built on the former side-lots, orchards and gardens of the older homes.

It is important to note that while every structure along Lexington may not have historical or literary value or architectural merit, every structure contributes to the overall tapestry of the streetscape and is important to the character of the area.

Preservation Goals

Nearly 400 years after the incorporation of Concord, Lexington Road still holds much of its original character. Imposing houses and churches near the Town center give way gradually to open space and a more rural appearance. The rugged line of the Ridge along its north side still offers protection to the houses lined up along the roadway while the Mill Brook and its floodplain provide open space and vistas across the former pastureland. No longer used for grazing, its continued preservation provides a wildlife sanctuary, while its virtually undisturbed contours give a sense of what made Concord attractive for early settlement.

The delineation of Lexington Road as an historic district was intended to maintain the historic structures and character of the area by establishing a review process which ensures that any new additions, construction, or other alterations are appropriate to the American Mile Historic District. It was also intended to encourage the protection of the historically open areas on the south side of Lexington Road through zoning changes to frontage, lot size, side yards and set-backs, and the consideration of new fencing.

The greatest threat to the American Mile comes from the tearing down of existing structures in order to replace them with newer and larger houses which take up more of the landscape and obscure views. The Mill Brook and the meadows along it are threatened by introduced plants, pollution and run-off.

The American Mile can almost be seen as an extension of Minuteman National Historical Park, and as such, is the first glimpse many visitors have of Concord. The vistas afforded by the meadows and the well-tended historic structures as well as the sense of history mingling with growth and change make Lexington Road an area that requires sensitive preservation.

Barrett Farm Historic District

History and Significance

The Barrett Farm Historic District traverses two of Concord's historically significant byways and is bounded by the Assabet River, Spencer Brook, Dakins Brook, and the Concord River. Concord's Historic Resources Masterplan recognizes Barrett's Mill Road/Lowell Road as one of Concord's three most significant archaeological areas. Open fields, cultivated farmland, fieldstone foundations, tumbled stone walls, and split rail fencing distinguish much of the landscape in this area. This open agricultural landscape gives Barrett's Mill Road its unique character and establishes the Barrett Farm Historic District as Concord's most rural District.

The Col. James Barrett Farm House is the centerpiece of the Barrett Farm Historic District and one of the most important sites of Concord's Revolutionary War history. The house predates the American Revolution and was home to Colonel James Barrett, commander of the provincials who fought at the North Bridge. Believing that munitions were stored at this farm, the British searched the property on April 19, 1775, but failed to find the stored ammunition which had been hidden in the adjacent fields. Many of these fields are still in agricultural use today, enclosed by the fragments of surviving stone walls. The Barrett Farmhouse was purchased by a local non-profit organization in 2005 and restored to its original ca. 1775 appearance at that time. Today, it is owned by the National Park Service as part of the Minuteman National Historical Park.

Other notable properties in this District include the Allishai Brown House/Tavern (71 Barrett's Mill Road). This property also shares in Concord's Revolutionary War history and is believed to have been a stopover for British Regulars who were returning from their unsuccessful search for munitions on the Barrett Farm property. The Temple/Stone/Munroe house (222 Barrett's Mill Road) was constructed in 1671 as part of the early development of the area near Spencer Brook and is the oldest house on Barrett's Mill Road. Portions of a barn's foundation still stand to the east of this house.

Remnants of Concord's agrarian and early industrial enterprises are also evident within this portion of the Barrett Farm district where remains of barns and mill stone foundations add to the architectural fabric. A gristmill stone is partially hidden by an

overgrowth of vines and broken tree limbs immediately adjacent to the Spencer Brook. The gristmill stone may date from 1684 and is located near an existing clapboard cottage (295 Barrett's Mill Road) that was built on the site in 1890. Across the street (322 Barrett's Mill Road) lies the field stone foundations and granite sluiceways of a sawmill that operated on this site into the twentieth century. The sawmill foundation fell into disrepair and was partially rebuilt with broader, flatter stones by the current owner of the Gambrel style Cape that was built immediately adjacent to the foundation in the mid-1980s.

At the corner of Lowell Road and Barrett's Mill Road is an area known as Hildreth's Corner. Beginning in the early to mid-19th century, this corner was home to a general store, cooper shop, blacksmith shop and a nearby inn and the cluster of commerce and community represented Concord's earliest secondary village. At the center of this former village is the Jonathan Hildreth House (8 Barrett's Mill Road). Built in 1750 it is one of Concord's finest examples of late-Georgian residential architecture and the only brick house in the Barrett Farm Historic District. Unusual in this area for its close proximity to the road, the Hildreth House with its formal wooden fence and entry gate stands in stark contrast to the sizeable open lots with 19th century "extended farmhouses" and large cupolated New England barns that stand next door at the ca.1880 William G. Barrett house (44 Barrett's Mill Road) and anchor Hildreth's Corner (646 and 625 Lowell Road).

From Lowell Road to Liberty Street the District is characterized by mid to late twentieth century homes on large, heavily wooded and well-spaced parcels. At the far end of the District sit two exceptions to this development – the Hunt/Hosmer House (320 Lowell Road) and the Hunt/Hosmer Barn (330 Lowell Road). The Hunt/Hosmer House is actually a combination of two structures – a ca. 1701 First Period building believed to be one of the best preserved of its style in Concord, and a ca. 1802 Federal Period addition to the west. The Hunt/Hosmer Barn is distinguished as one of the few "English" style barns still in existence in Concord. It is believed to date back to the 18th century and was converted into single family home in the late 2000s.

Preservation Goals

The inclusion of the Col. James Barrett Farm House into the Minuteman National Historical Park will undoubtedly bring greater attention to the rich history of the Barrett Farm District and in particular, to the three generations of the Barrett family who significantly shaped Concord's history. It will also draw attention to the District's agrarian history and the lands that have been continuously farmed from colonial times to the present.

The relationship of open fields, cultivated farmland, trees, rivers, streams, and wetlands are integral to the Barrett Farm Historic District's landscape. The visual interest of Barrett's Mill Road comes from the variety of architectural styles and historic periods that span the 17th to 21st centuries. Although much of the 20th century construction along Barrett's Mill Road is undistinguished, large lots are typical of the district and, generally, both antique and contemporary houses occupy a lesser rather than greater portion of the lot size. It is important that the existing historic fieldstone foundations,

building scale and diversity are preserved and maintained. Building, lighting and landscaping plans for Barrett's Mill Road should be carefully reviewed to be consistent with a rural agrarian landscape.

Church Street Historic District

History and Significance

Established in 2005, the Church Street Historic District consists of five buildings on four properties that, in addition to the West Concord Union Church on the opposite corner of Main Street, comprise the principal 20th century public institutions of West Concord. West Concord established its identity as a separate village and developed its current architectural character between the mid-1870s and the 1920s. During this period, the construction of a new railroad junction spurred both industrial and agricultural development in the area. The influx of new workers associated with these booming industries created a need both for new housing and educational and religious institutions to support the new community. The construction of the West Concord School, now demolished, in 1886 established the corner of Main Street and Church Street as the center of these village activities. Interestingly, the name "West Concord" was first used in connection with this school, which, along with the growing business community, helped to unite the three previous centers of Westvale, Warnerville, and the Reformatory into the West Concord we know today.

The Church Street Historic District holds the distinction of being entirely comprised of architect designed buildings constructed for institutional purposes. While each of the included buildings is of a different style, each is also uniquely characteristic of its period of construction and the popular architectural styles of that day. The New Church, formerly Our Lady Help of Christians (53 Church Street), is the earliest of these structures. Designed in 1904 in a late Queen Anne/Shingle style that was intended to harmonize with the original West Concord School located next door, it is a modest and well-preserved example of the style. Particularly noteworthy are its elegant stained glass windows which are important to the design of the structure and have been carefully researched and documented. Adjacent to this structure is the village's only green space, an open park and garden area which is also included within the District.

In sharp contrast to the modest New Church, the ca. 1918 Harvey Wheeler School (1276 Main Street) is an elaborate example of the Spanish Revival style popular in the first quarter of the 20th century. The only institutional building of this style in Concord, the long, low brick structure was considered to be the most progressive building in Town when it was constructed. The 2004 renovation of the building into a community center altered the building's interior and original doors and windows but its exterior decorative elements survived in their original form and continue to make the building a distinctive focal point of the village.

Across Church Street, Concord's only branch library, the Loring N. Fowler Memorial Library (1322 Main Street), is an example of the far more restrained Georgian Revival style of architecture popular in the 1920s and 1930s. The ca. 1930 structure is a well-

designed and preserved example of the style and its 1996 and 2010 additions are consistent with its original design.

This District also includes two recently constructed structures that, while modern in use and design, are clearly intended to echo the historic structures which surround them. The ca. 2002 Concord Children's Center (1300 Main Street) and ca. 2003 Parish Center (55 Church Street) are both contemporary structures which use their exterior materials, trim details, scale, and massing to harmonize with the other buildings of the District. These new buildings are excellent examples of how modern needs can be accommodated through new designs without detracting from the historic character of their surroundings.

Preservation Goals

The Church Street Historic District is a small district of extremely well preserved structures that has incorporated new construction without detracting from the overall character. The exclusively institutional use of these buildings and their location at the heart of the West Concord Village are important to understanding their history and design and should be taken into consideration whenever alterations are proposed.

The District also includes one of the village's last surviving open spaces, the green space and gardens adjacent to The New Church. This area serves as the unofficial village green of West Concord, and is open for the use and enjoyment of the public. Retaining this open vegetated space and its public access is important to both the setting of The New Church and the character of the District. In recognition of this importance, a conservation restriction was placed on this site when the land was sold to The New Church.

Building owners are encouraged to maintain and restore the original materials, design, and architectural elements of their historic structure whenever possible, and to use appropriate materials when making any changes or alterations. Careful consideration should also be given to how any proposed expansions or changes could affect the historic character of the building(s) and Historic District.

Hubbardville Historic District

History and Significance

The Hubbardville Historic District was established in 1998 at a bend in Sudbury Road. First settled in the 18th century by Deacon Thomas Hubbard and family, it gained significance in the 19th century as the home of the illustrious French family, of which renowned American sculptor Daniel Chester French was a member. The Hubbardville Historic District consists of only four buildings on three parcels but holds buildings of exceptional historic and artistic significance, two of which are also prime examples of their respective architectural styles.

The earliest house in Hubbardville is the Deacon Thomas Hubbard/Judge Henry French House (342 Sudbury Road). A wealthy farmer and Selectman, Deacon Hubbard built the house around 1787. The house is an extremely well preserved example of a high-style, late Georgian central chimney, hip roofed house with a pedimented façade pavilion. In 1865, the property was purchased by Judge Henry F. French, Assistant Secretary of the Treasury and father of Daniel Chester French. Judge French is responsible for planting the historic “Centennial Pines,” an avenue of pine trees planted on the property in 1875 to commemorate the hundredth anniversary of the Concord Fight of the Revolutionary War. This section of the site is also protected by a conservation restriction.

The second Hubbard house was built in 1840-1845 and is an example of a Concord “marriage house” built by a father for a son at his marriage. The Charles Hubbard House (352 Sudbury Road), is also one of Concord’s best examples of a pedimented, colonnaded Greek Revival style house. Charles Hubbard was a Selectmen and one of the top producing asparagus farmers in Concord. The barn with this property (350 Sudbury Road) is an English style barn possibly dating to the 18th century. It was converted in 1996 to residential use and the two buildings comprise a two unit condominium development.

Arguably the most significant building in Hubbardville today is the Daniel Chester French Studio (324 Sudbury Road). French designed the artist studio in 1879 as both a workspace and showroom and produced the designs for *John Harvard* and *Memory* here. The building design is early Queen Anne, which was considered avant-garde for its time.

Preservation Goals

Though small, the Hubbardville Historic District is of great significance as the setting for part of Concord’s farming and local governmental history; the residence of a nationally important sculptor during his formative years; and the site of a Revolutionary War memorial. Architecturally, the District also contains some of Concord’s best preserved examples of Georgian, Greek Revival, and Queen Anne style architecture.

The significance of these structures warrants careful consideration before changes are made. Building owners are encouraged to maintain and restore the original materials, design, and architectural elements of this historic structure whenever possible, and to use appropriate materials when making any changes or alterations.

Preservation is not only concerned with dwellings, but with their settings. It is important that the surviving open space and landscape be maintained in order to best preserve the character of the District as well as the views of the original architecture. Because this District also includes historically important landscape features, it is important that the impact of any changes to the site take their preservation into account as well.

Main Street Historic District

History and Significance

The Main Street Historic District comprises the early commercial center that grew up around the Milldam and early homes associated with Concord settlers once searched by British troop. The human scale of its village setting, as well as the siting of its structures both close to the road and to each other, gives much of the Main Street Historic District a prominence and integrity that warrants careful preservation.

At its core is the Milldam, properly the first block of Main Street and part of the early settlement of Concord. From its earliest configurations it has been the home of Concord's commercial center. The buildings have evolved over time and are stylistically varied, but still cross the Mill Brook and retain their small scale and close proximity to the street. The exception to this is the wood framed Union Block (18-26 Main Street), which was built in 1881 with a Mansard roofed third story. A second structure, the late 19th century masonry Garty's Block (3-13 Main Street), was also built with a Mansard roofed third story that was later removed. Aside from these structures, the majority of Main Street's commercial center is comprised of one story 20th century buildings interspersed between surviving two story 19th century stores. Of particular note is the former grist mill (42 Main Street) built in the 1830s which has been converted into numerous stores over time and now houses a café. The commercial village center extends up Walden Street, along what was originally the southwest side of the Mill Pond, and west along Main Street to the Concord Free Public Library (129 Main Street).

Branching away from the Milldam area to the north along Lowell Road and Keyes Road, the form, use, and structure of the buildings reflect an industrial history from the late nineteenth and early twentieth century. The scale of these buildings is larger, though low in profile, and structures are typically set well back from the street on larger, less dense parcels. This area holds the Main Street District's only 20th century shopping area, the Mill Brook Tarry (97-107 Lowell Road), as well as a campus of municipal buildings that include the Town's first electrical plant built in 1898 (141 Keys Road).

To the west and south of the commercial center, the Main Street District becomes entirely residential in form with many fine examples of Federal, Greek Revival, Italianate, Gothic Revival, Stick Style, Queen Anne, Shingle Style, and Colonial Revival architecture. Just west of the Center is the campus of the Concord Academy, which over time has converted many of the private homes for various academic uses while still maintaining their original character, detail and scale. Private residences in this easterly portion of Main Street reflect the affluence of their original owners both architecturally and through site amenities of high quality and attention to detail. Moving further west along Main Street and approaching the Sudbury River, the residences reflect a generally later period of development, predominantly the late 19th Century. While these residences do not vary significantly in size or architectural quality, the size of the lots themselves decreases significantly approaching the Sudbury River.

To the west of the Sudbury River, the structures become more mixed in both age and style. The South Bridge Boathouse (1891) is one of the last surviving structures of the Concord Home School and a Concord institution in its own right. Concord's history as a transportation hub is punctuated by the railroad bridge over the river and the overpass above Main Street. This area of the Main Street Historic District also includes some fine examples of late 19th and early 20th Century homes along Wood Street as well as the ca. early 18th century Joseph Hosmer House (572 Main Street).

While Walden Street from the Trinitarian Congregational Church (54 Walden Street) south contains a variety of non-residential buildings, its overall character is of a neighborhood of single family homes. Heywood Meadow provides a transition point between the village and rural areas and is the eastern boundary of the District. As seen on Main Street, the oldest structures and architectural styles can be found closest to the Center, with more recent examples located further away, reflecting the development pattern of Concord.

Preservation Goals

The early settlement pattern of Concord was dictated by its waterways and, particularly in the case of Concord Center, the Mill Brook. The relationship of the District's buildings to these waterways and the character of the landscapes and open spaces along them are historically significant and should be preserved.

The District's residential buildings are also significant elements of the village setting and their character must be protected and preserved. Buildings are generally comfortably close to each other and develop spatial relationships without encroaching on one another. This level of visual density should be preserved. The inventory of architectural styles in the Main Street Historic District is rich and varied and the entire District benefits from this diversity. Further, most buildings remain individually true to their original style, character, materials and construction. In considering changes or additions within the Main Street Historic District, it is important that the overall diversity of the District be maintained and that trends toward homogeneity avoided. At the same time changes to individual structures should be consistent with the scale, style and architectural elements of the original in order to be deemed appropriate.

It should be noted that many of the buildings in the Main Street Historic District hold great literary and/or historical significance due to associations with persons, events or works of note. These associations must be carefully considered in determining the appropriateness of proposed changes.

Architecturally, the commercial center of the Main Street Historic District reflects the prosperity of the Town in the mid to late nineteenth century. In comparison, while the group of buildings associated with Keyes Road and Lowell Road are not historically significant in themselves, or, with few exceptions, architecturally distinguished, their form does reflect the history of this area. As such their relationship to the surrounding structures and landscapes is significant and consideration is still warranted in their future alteration and development.

Monument Square/North Bridge Historic District

History and Significance

The Monument Square/North Bridge Historic District was established to support the protection of Concord's historic Town Center and the landscape leading to and surrounding the Old North Bridge section of the Minuteman National Historical Park. As with the Main Street Historic District, it includes a diverse cross-section of architectural styles and periods illustrating the development of the Town. Located adjacent to the Milldam, Monument Square is the site of the earliest settlement in Concord including the first Meeting House and Old Hill Burying Ground. As early as the late 1600s Concord was a regional commercial and judicial center. The Middlesex County Courts were housed in a variety of building in Monument Square over the next two hundred years, including the Concord Town House (22 Monument Square) and the surviving Middlesex County Courthouse (33 Monument Square). The various buildings that today make up the Colonial Inn (48 Monument Square) were at various times used as a storehouse, residence, retail store, and general public meeting space before being converted into its current use in the 1880s.

At the opposite end of the District is the Old North Bridge unit of the Minuteman National Historical Park. The local and national significance of this site is without question and the District extends to this location not to place any further protections over the National Park but to preserve the important structures, landscapes and setting which surround it. On Liberty Street, the District encompasses the muster fields where the Minutemen trained and waited on April 19, 1775 for the British soldiers to advance. On Monument, the Elisha Jones/Bullethole House (242 Monument Street) and Old Manse (269 Monument Street) were both witness to the first battle and have a long and significant history with the later development of the Town.

Between these two sites are residential neighborhoods of diverse housing styles characterized by 18th and 19th century homes, including some unusual Gothic Revival and Second Empire buildings not typically found in Concord. The lots are generally narrow and deep near Monument Square, with the lot sizes gradually increasing as one moves farther from the center. These lots were subdivided in the 20th century and the large houses interspersed with bungalows and Colonial Revival designs. Small neighborhoods have also developed on side streets and cul de sacs carved from these subdivided lots. Adjacent to the Concord River and National Park, much of the land has been conserved as open space, preserving the vistas and landscape of the historic sites.

Preservation Goals

Where the Monument Square/North Bridge abuts the Main Street Historic District and American Mile Historic District, preservation goals should support an appreciation of Concord's history from the earliest settlement through the American Revolution, as well as the significance of the Judicial Courts to Monument Square and the growth of the Town as a regional center through the 18th and 19th centuries. Many of the structures within this District are of the highest historic significance and many have architectural

and literary significance as well. It is important that all of these factors be considered in reviewing any potential changes within this District. As the landscape itself is also an important character in the history of this area, preservation goals should include retaining the open setting and view corridors with few if any changes to the topography. New additions and landscaping elements should be set into the existing contours of the land to minimize their impact on historic sites. The many stone walls and boundary features which typify the landscape in and around Concord should also be maintained and preserved in their existing locations and configurations.

Town of Concord

Historic District Design Guidelines

The prime objective of the Historic Districts Commission (HDC) is to preserve and protect the significant historic, literary, and architectural resources within Concord's Historic Districts. At the same time, the HDC must also be realistic in accommodating the changing needs of property owners and the pragmatic considerations of modern life. Preservation includes respecting not just the original structure but those accumulated changes which produce the unique features and juxtapositions, often spanning different architectural periods and styles, which provide the character and diversity of an historic community. Often the desire to update, modernize and unify structures involves removing these accumulated changes and features. The Commission seeks to maintain and enhance the Historic Districts by considering the long term preservation goals and the context of the community's interests when working with a property owner to find a solution for their immediate needs and desires.

The Commission supports the efforts of property owners to reduce the Town's collective environmental impact and believes preservation and informed advocacy can advance these efforts. Preservation is the highest form of environmental sustainability through the adaptive reuse and improvement of existing structures and property features. Historic structures by nature are far more sustainable than is commonly thought today and the Historic Districts represent one of the lowest impact areas in our community, serving as examples for responsible development. These structures also provide ample resources to demonstrate the efficiency and longevity of rehabilitation over replacement. Quality construction, energy efficiency and long term value should be considered in all new construction projects and work within the Historic Districts

Access

Accessibility improvements should be installed so that they improve access without having a negative impact on the historic or architectural character of a building or public space.

Since the nature of accessibility is unique in its complexity, the Commission will review proposals on a case-by-case basis with guidance from the resources listed below. No single solution for incorporating barrier-free access into historic buildings or districts is ideal for all circumstances. The Commission will work with property owners to find a solution that incorporates the desired goals for access with the HDC's mandate to preserve the historic character of the property.

The Americans with Disabilities Act is federal legislation that provides guidelines to the State for providing access to buildings which are open to the public. In Massachusetts, the federal guidelines provide the framework for the accessibility code (521 CMR) implemented by the Massachusetts Architectural Access Board. This legislation also recognizes the importance of historic buildings and in **Section 3.9 Historic Buildings** states that "An historic *building* or *facility* that is listed or is eligible for listing in the

National or State Register of Historic Places or is designated as historic under appropriate state or local laws may be granted a *variance* by the *Board* to allow alternate accessibility.” Further information on this process is also available at www.mass.gov/eopss/consumer-prot-and-bus-lic/license-type/aab/aab-rules-and-regulations-pdf.html.

Further Resources (available for review in the Planning Division’s Office) include:

National Park Service, Preservation Brief 32, “Making Historic Properties Accessible” www.nps.gov/tps/how-to-preserve/briefs/32-accessibility.htm.

Massachusetts Historical Commission, “Access to History: A Guide to Providing Access to Historic Buildings for People with Disabilities”

U.S. Department of the Interior, National Park Service, “Preserving the Past and Making it Accessible for People with Disabilities” www.okhistory.org/shpo/clg/accesspamphlet.pdf.

To Apply for Accessibility Changes:

All Accessibility applications should include:

- Manufacturers information on any new doors, windows, steps, ramps, railings, etc. to be installed, including information on the type of material and any paint colors; and
- Recent photographs of the existing building and site.

For changes to an historic structure, please also submit:

- Elevations of the area of the building to be altered, including a site plan (where applicable). Depending on the complexity of the project, a professionally completed site plan, done to scale with all relevant placement and elevation (topographic) information, may be required; and,
- A section of the area may also be requested when a significant change is proposed for the location of the entrance and/or the surrounding grade.

For changes to an historic site (including handrails, walkways, ramps, or changes in grade) please also submit:

- A site plan showing the location of the new materials and any changes to the existing grade. This plan should also include any new landscaping proposed to be installed as screening. Depending on the complexity of the project, a professionally completed site plan, done to scale with all relevant placement and elevation (topographic) information, may be required.

Additions

Additions should always be secondary to the main building and designed to work with, but not be identical to, the historic structure.

Historically a house was built to accommodate a family's basic requirements. As the family grew and their space needs changed, the house was expanded incrementally to meet those needs. Over several generations, additions were added in a manner that was consistent with what had come before, but also reflective of its own architectural period. It is often possible to "read" the history of such additions by looking at their size, placement and style.

Additions must be designed so that their size, placement, and design complement the existing building. At no time should the existing building be radically changed, obscured, damaged, destroyed, or rendered subordinate by the new addition. The existing streetscape and the scale and massing of the existing building should always be considered in the design of a new addition. The combined massing of the original building with the addition should be appropriate for the property size and spacing to other adjoining structures.

Applicants should keep in mind that Concord's Zoning Bylaw includes height and dimensional limits which may be greater than those appropriate within to a site within the Historic Districts. In those circumstances, the HDC may require that an addition conform to more restrictive height or dimensional requirements than those allowed by the Zoning Bylaw.

In short, additions should:

- be subservient to the original structure;
- be differentiated from the existing building (for example, set back from the existing wall plane);
- be in harmony with the original building in size, scale, style and materials;
- be located where least visible to the public view; and
- be sited so as to not obstruct the visual integrity of the original structure.

When adding additional stories to an existing building, care should be taken to make them as consistent with the design and character of the existing building as possible. Additional stories should also be set back from the main façade(s) to make them as inconspicuous as possible.

To Apply for a New Addition:

All applications for new additions should include:

- Elevations of the new addition and any façades of the existing building which it will connect with and/or have an impact on;
- Detailed architectural drawings and/or sections of any trim, entrances, or other key architectural elements of the new addition;

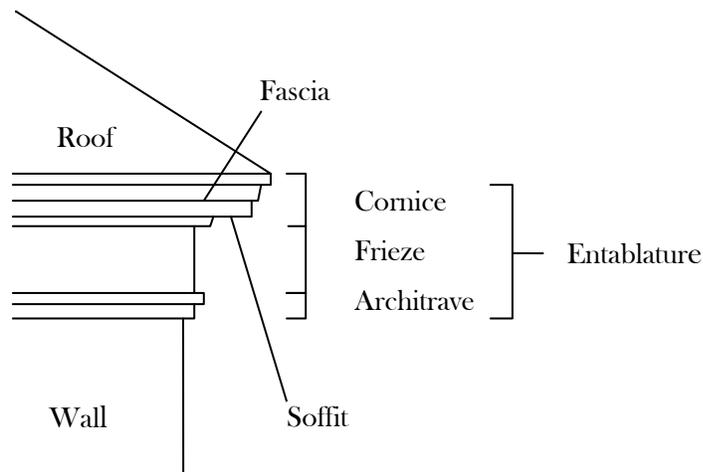
- A completed Construction Checklist noting the materials to be used on the building;
- Manufacturer’s information on any new materials, doors, windows, roofing, mechanical equipment, etc. to be installed with the new addition. Material samples may also be requested as part of this process;
- Paint chips for all exterior surfaces; and,
- Recent photographs of the existing building and site.

Architectural Elements

Original architectural elements should always be retained and restored. New architectural elements should be chosen with care to be in keeping with, but not to mimic, the architectural style and period of the structure.

Architectural elements include doors, windows, dormers, porches and balconies, as well as decorative details such as cornices, columns, pediments, railings, trim and similar features. Large or small, they play a key role in defining the style of a building and deserve particular attention and respect. Some of these specific elements are illustrated below:

Common Architectural Elements of Buildings:



Original elements should always be retained to the extent possible. When repairs to original elements are necessary, the work should be done to match the old in design, color, texture, and material. Alterations should be carried out so as never to damage or hide important architectural elements. When new architectural elements are added to an historic structure, there should be a clear understanding of what is original and what is new. New architectural elements that falsify or confuse the history of a building should be avoided. Additional information on specific architectural elements is available in later sections of these guidelines and should also be consulted.

Replacement or restoration of original elements should be substantiated by documentary and physical evidence. The Concord Free Public Library Special Collections has early photographs of many historic homes in Concord. These photographs can provide visual evidence of existing or pre-existing architectural elements. It may also be possible to find physical evidence of an outline on the building surface that provides clues to original or important features. Careful study of other buildings from the same period can supplement these clues. A more accurate replacement can then be correctly positioned on the building. Architectural salvage yards may be a good source for replacing period architectural elements that are known to have been removed or are damaged beyond repair.

To Apply for New Architectural Elements:

All applications for new architectural elements should include:

- Manufacturer's information on any new materials, doors, windows, roofing, mechanical equipment, etc. to be installed with the new addition. Material samples may also be requested as part of this process. Photographs of product samples may also be requested;
- Paint chips for all exterior surfaces;
- Recent photographs of the existing building and specifically any existing architectural elements that will be replaced or altered by the change; and,
- In some cases, detailed architectural drawings and/or sections of any trim, entrances, or other key architectural elements may be requested.

Awnings

Awnings should be designed to complement the building and should not detract from, or obscure, its architectural details.

Traditional canvas awnings are generally considered to be the most appropriate awning style for commercial properties within the Historic Districts. Awnings should always be attached to the building in such a way that it can be removed in the future without further damage to the surface. Awning skirts should be designed to hang free, and the color and design of the awning should be appropriate to the color scheme of the building and streetscape. Retractable awnings should provide an appropriate look when retracted and stored.

The lower edge of an awning can also be used as a location for signage or as a location for the name of the building. Applicants should be aware that when used for this purpose, an awning is considered to be signage and must meet the applicable requirements of the Concord Sign Bylaw.

Residential awnings should be appropriate to the structure and style.

Given the nature of awning materials, the Commission may condition the approval of awnings to insure that their appearance and function are maintained over time.

Please also see the **Signs** section for additional information.

To Apply for New Awnings:

All applications for new awnings should include:

- Scaled drawing(s) of the proposed awning including any proposed lettering, artwork, and/or colors;
- Manufacturer's information or drawings to show how the awning will be attached to the building (detailing both the extended and retracted conditions, if appropriate);
- Color chips or fabric samples for the proposed awning;
- Photograph(s) or scaled drawing(s) depicting the awnings proposed location on the building; and,
- Recent photographs of the existing building.

Balconies and Roof Walks

Balconies and roof walks which are original to the existing building should be maintained and preserved.

Balconies are generally associated with Italian Renaissance, French Colonial, Monterey, and Spanish Eclectic style buildings, while roof walks are associated with a seafaring heritage and are most commonly found in coastal towns. These architectural styles are not typical in Concord, and for this reason, balconies and roof walks are generally considered to be inappropriate additions to existing structures in Concord's Historic Districts.

Balconies or roof walks that are original features to historic buildings or structures should be preserved. New balconies or roof walks may be considered for existing buildings if there is documented evidence showing the historic use of a balcony or roof walk on the structure, or if the original, historic style of the structure is consistent with the addition of a balcony and restoration is proposed. Any new balconies should be proposed for locations that are out of the public view, and their railings should be made of either wood or wrought iron.

To Apply for a New Balcony or Roof Walk:

All applications for these new features should include:

- A detailed architectural drawing of the new balcony/roof walk showing how it will be incorporated into the existing structure;
- Detailed architectural drawings (to scale) of the railing design;
- Manufacturer's information on any new materials or stock items to be installed. Material samples and/or photographs of product samples may also be requested;
- Paint chips for all exterior surfaces; and,
- Recent photographs of the existing building and site.

Barns

Barns should always be preserved and maintained, with any original, character defining features retained and restored.

Barns are a very important part of Concord's agrarian heritage and contribute significantly to the Town's historic landscape. A barn's setting (its relationship to the surrounding land and/or its proximity to other outbuildings and the main house), and its form, materials, and door and window openings are important architectural features to be preserved. Barns were generally designed to be simple, functional and largely utilitarian structures. This simplicity in design is a significant element of a barn's architectural character, and every effort should be made to retain its simple appearance when alterations are made.

The maintenance and appropriate rehabilitation of barns is encouraged. When a barn is converted to a new use, its original setting, form, materials, and door and window openings should be preserved as noted above. Renovations should not change the integrity of the structure as a barn.

To Apply for alteration of an Existing Barn:

For major alterations:

- Detailed exterior elevations of all sides of the building;
- Site plan showing all related landscape features, visible access points to the barn and out buildings;
- A completed Construction Checklist noting the materials to be used on the building;
- Manufacturer's information on any new materials (doors, windows, architectural trim or elements) to be installed. Material samples and/or photographs of product samples may also be requested;
- Paint chips for all exterior surfaces,
- Recent photographs of the existing building and site; and,
- If additions are proposed, a site plan of the property showing the relation of the new addition to the barn and surrounding structures. Depending on the complexity of the project, a professionally completed site plan, done to scale with all relevant placement and elevation (topographic) information, may be required;

For minor alterations:

- Manufacturer's information on any new materials (doors, windows, architectural trim or elements) to be installed. Material and/or photographs of product samples may also be requested;
- Paint chips for all exterior surfaces to be altered (when applicable); and,
- Recent photographs of the existing building and site

Chimneys and Chimney Caps

Chimneys should not be altered or removed, but repaired with careful attention to the retention and maintenance of the original materials and exterior stack design.

Chimneys are an important architectural element integral to the exterior features that distinguish structures within the Historic Districts. The integrity of the exterior chimney stack should always be preserved even if an interior fireplace is to be removed. Repairs should always be made with replacement bricks and mortar that match the original material in color, texture, and profile. A red clay water struck brick with natural mortar is generally considered to be appropriate. New chimneys should always be masonry in a design that is appropriate to the style and period of the building. Appropriate historic metal chimney bracing is to be maintained.

The retention of historic chimney caps is recommended. New chimney caps will be reviewed on a case by case basis and allowed only where their style and material is appropriate to the architectural style and period of the house. Care should be taken to choose a new chimney cap that is as visually unobtrusive as possible. Metal caps with a dull finish will be considered; shiny stainless steel caps are not appropriate. Pipe extensions or other apparatus should be avoided. Clay chimney pots, where appropriate to the style of the building, are encouraged.

Please also see the **Masonry and Stucco** section for additional information.

To Apply for Chimneys or Chimney Caps:

All applications for chimneys should include:

- A sample of the proposed new brick and/or mortar (a photo(s) of the materials should also be included);
- Paint chips (when appropriate);
- Recent photographs of the existing building and specifically any existing architectural elements which will be replaced or altered by the change; and,
- For new chimneys, detailed architectural drawings may be required to show the details of the chimney work and how it will be installed on the building.

All applications for chimney caps should include:

- Manufacturer's information on the proposed cap including photographs, the proposed material(s), color, and dimensions. If the new cap will be a custom piece, a drawing or photograph may be submitted instead; and,
- Recent photographs of the existing chimney(s) as viewed from the street.

Decks

Decks should always be subservient to the historic structure, located in areas with little or no visibility, and designed and constructed with an attention to detail that preserves the design integrity of the existing structure.

Decks are contemporary additions and while not necessarily inappropriate, must be carefully designed so as not to detract from a building's historic character. All decks, in particular those that are elevated with railings, should be sited where they do not have an impact on the historic design of the structure. Whenever possible, new decks should be installed in areas that are not visible from the public way. Any railings should be designed to be in keeping with the architectural character of the main building, and should replicate existing or historic designs when possible. Appropriate screening should also be considered.

To Apply for a Deck:

All applications for these new features should include:

- Detailed architectural drawing(s) of the new deck (including any stairs or railings) which shows how it will be incorporated into the existing structure;
- A detailed architectural drawing (to scale) of the railing design;
- A site plan of the property showing the location of the new deck. Depending on the complexity of the project, a professionally completed site plan, done to scale with all relevant placement and elevation (topographic) information, may be required;
- Manufacturer's information on any new materials or stock items to be installed. Material samples may also be requested as part of this process. Photographs of product samples may also be requested;
- Paint chips and/or stain colors for all exterior surfaces; and,
- Recent photographs of the existing building and site.

Demolition and Removal

Any demolition, whether partial or complete, of a structure within the Historic Districts should only be considered once every possible option to restore and reuse the structure has been addressed. Demolition will only be permitted under very specific and limited circumstances.

There is always a presumption in favor of retaining all existing buildings and structures within the Historic Districts. Whether or not the structure is visible from the public way, any demolition or removal requires the express approval of the HDC. The Commission will issue such approvals for demolition only if the building or structure (or portion thereof) to be demolished has no historic or architectural merit, and has no historic relationship to the surrounding neighborhood or Historic Districts. Removal and relocation of a building or structure shall be considered only as an alternative to demolition, and only when all other options to restore and preserve the building in place have been thoroughly evaluated.

If an application for a demolition permit is based upon structural instability or deterioration, the applicant will be required to provide a technical report prepared by a structural engineer registered in Massachusetts detailing the nature and extent of the problems and a reasonably adequate estimate of the cost to correct them. Complete

documentation of the building or structure proposed to be demolished may be required as a condition of approval. Such documentation may include the completion of measured drawings for the building or structure, including both elevations and any details of specific notable architectural features, as well as photographs of the complete building, in accordance with those procedures established by the Historic American Building Survey (HABS). Documentation requirements are available at www.nps.gov/hdp/standards/habsguidelines.htm.

Where a new building or structure will replace a building or structure to be demolished and removed, approval of the new structure by the Commission will also be required. In addition to the plans and specifications ordinarily required for a new building or structure, the applicant should submit a timetable and such other guarantees and assurances for the completion and replacement of the building or structure as the Commission may require. Please also see the **New Construction and Structures** section for additional information.

To Apply for Demolition or Removal:

All applications for demolition should include:

- A statement explaining why the building must be demolished including, when appropriate, a technical report or affidavit from a structural engineer registered in Massachusetts detailing the nature and extent of the damage which prohibits the reuse of the building;
- Any available information on the history of the building and/or its previous occupants (Including resources available in the Special Collections Department in the Concord Free Public Library);
- Architectural plans and elevations for any new construction which will replace the existing structure. See the **New Construction and Structures** section for additional required materials; and,
- Complete photographic documentation of the existing building.
- A site visit may be required;

All applications for relocation should include:

- A statement explaining why the building must be relocated;
- Plans and details of all alterations proposed, including the new foundation, as well as the associated finishes and materials to be used;
- A site plan showing the proposed new location of the building including any additional changes to the site that are necessary to install the new building (changes in grade, new walkways, driveways, etc.). Depending on the complexity of the project, a professionally completed site plan, done to scale with all relevant placement and elevation (topographic) information, may be required ;
- Information on how the building will be moved and any alterations to the structure that may be required for this process; and,
- Complete photographic documentation of the existing building on its existing site.

Doors and Doorways

Historic doors and the surrounding doorways should always be maintained and repaired/restored with as little loss of original material as possible.

Doors and doorways (also termed entryways or door surrounds) are the focal point of an historic façade, and often include architectural details of great craftsmanship which provide important information on the style and history of the building. For this reason, original or later contributing entrance materials, elements, details and features, such as fanlights, sidelights, surrounds, canopies, transoms, etc., should be retained whenever possible and when necessary, repaired without loss of detail using in-kind materials.

Any replacement door or doorway should be based on physical or documentary evidence found either on the building or on ones of similar vintage. The new door and/or doorway should match the original in material, color, texture, size, shape, profile, configuration and detail of installation. Door and doorway materials, elements, features, and details should never be sheathed or otherwise obscured by other materials.

The original entrance design and arrangement of door openings should also be retained. The practice of enlarging or reducing entrance/door openings to accommodate stock doors (larger or smaller) is strongly discouraged, as are any new openings in existing walls. Buzzers, alarms, main boxes/ slots and intercom panels should, when possible, be located inside the recess of the entrance rather than on the face of the building.

Original wood storm and screen doors should also be maintained and restored whenever possible. Should original storm or screen doors need to be replaced, they should be replaced with new ones of the same material and style.

Whenever possible, original hardware should be retained and repaired. Replacement hardware should replicate the original hardware in material and design. Where original hardware no longer survives, new hardware should be chosen to be in keeping with the appropriate design and period of the building.

To Apply for Doors or Doorways:

All applications for doors or entrances should include:

- Manufacturer's information on the proposed door including photographs or pictures and its proposed material(s), color, and dimensions. If the new door will be a custom piece, a drawing or photograph may be submitted instead;
- Paint chips or stain colors;
- Recent photographs of the existing entrance as viewed from the street, including any other existing architectural elements which may have an impact on the proposed change; and,
- In some cases, detailed architectural drawings and/or sections of the proposed new doorway may be requested.

Dormers

New dormers should be designed to be in character with the architectural style, proportions, and scale of the building. Existing dormers should be preserved in their original configuration.

Dormers are sometimes original architectural elements of a building, and sometimes later additions to provide additional space. In either case, this is an historically appropriate way to expand a building, so long as care is taken to make sure that their scale and design is in keeping with that of the overall structure. Whether a dormer is being installed, relocated, or removed, the historic nature and original proportions of the roof itself should never be altered. Dormers should always be set well back from the wall plane below, and any dormer which gives the impression of adding an additional story to the building is inappropriate within the Historic Districts. Dormer windows should match the style of the house.

Dormers that are original to the design of a building should be retained and should not be altered in either scale or form. New dormers should match the design of existing ones, if any, with hipped, shed or gabled roof configuration depending on the style of the house. When no dormers presently exist on a building, any new dormers should correspond in style with the other architectural features of the building.

To apply for a new dormer:

All applications for new dormers should include:

- Detailed architectural drawing(s) of the new dormer (including any architectural trim or details) which shows how it will be located in relationship to the existing roof and surrounding facades;
- A roof plan of the building showing the location and size of the dormer in relationship to the surrounding roof planes;
- Manufacturer's information on any new materials or stock items to be installed, including windows. Material samples and/or photographs of product samples may also be requested;
- Roofing sample if different from the existing roof.
- Paint chips and/or stain colors if different from the existing color scheme; and,
- Recent photographs of the existing building.

Energy Collection Devices (Solar Panels)

Solar panels should be installed so that they are parallel to the roof plane and located in an area that is not visible from any public way.

While the HDC appreciates that there is a growing interest in conserving energy through the use of renewable energy technology, integrating these systems into historic buildings can be challenging and requires a great deal of care and planning. Solar panels are one of the most common options in use within the Historic Districts but may not be

appropriate for every site or structure. In reviewing these installations, the HDC will consider the building's architectural and historical importance, prominence and significance, as well as the visual impact of the proposed system, including its solar glare, on the surrounding streetscape.

Property owners should consider how the solar panels can be installed to avoid negatively impacting the integrity of both the building's architectural features and the property's surrounding streetscape. Solar panel installations which permanently alter the building's historic fabric or its defining architectural features are inappropriate to the Historic Districts and are strongly discouraged. Solar panels should always be installed in the least publically visible area possible, and ideally in an area which has no visibility from any public way(s). Any required framing, piping, or other mechanisms should be designed to blend in with the building's existing roof surface and where possible, installed in areas that are entirely concealed from view. Collectors should be mounted parallel to the existing roof slope and no more than 3 inches above its surface. The integration of solar collection materials in new windows, shutters, walls, siding, and roofing materials will be considered on a case by case basis.

Freestanding solar installations avoid the complications associated with altering an historic structure but are still not visually appropriate within the Historic Districts. As such, care should be taken to install these systems in areas where they will not be visible from the public way(s). Screening with fencing or vegetation may be an option for these installations and will be considered in the context of its suitability to the historic district and the specific streetscape.

Please also see the **Modern Equipment** section for additional information.

To Apply for New Energy Collection Devices:

All applications for solar panels should include:

- Manufacturer's information on the proposed solar panels including any installation material(s). Such information should include details on the materials, dimensions, colors, etc. as well as photographs of the proposed structures. A sample of the materials may also be requested;
- Recent photographs of the existing building(s) and site. Photos should also show the visibility of the proposed location from any surrounding public way(s); and,
- For roof or building mounted systems, detailed architectural drawing(s) may be required to show how the system will be incorporated into the existing structure; and,
- For freestanding fixtures, a site plan showing the proposed location of the solar panels and how they will be screened from view (if applicable). Depending on the complexity of the project, a professionally completed site plan, done to scale with all relevant placement and elevation (topographic) information, may be required.

Fences and Gates

Fencing should be chosen to be appropriate in style, height, detailing and materials to both the specific historic property and its general location within the Historic Districts.

Traditionally, fences within the historic district were generally located along the sidewalk in front of historic structures. These fences were open and low, providing an important contribution to the streetscape by complementing the structure without obstructing its view. Fences were historically constructed of wood and cast or wrought iron, combined with granite and stone walls in a variety of styles. Concord's surviving iron fences are a unique treasure and should be preserved.

Fencing, though, may not be appropriate in all areas of the Historic Districts. For example, those areas which are rural and agricultural by nature should not have fencing that would break up the open sight lines of the landscape. For this reason, when a fence installation is considered, the characteristics of the particular historic district should be understood and applied. The most appropriate solution will be one that is tailored to the specific property and its location - it would not be appropriate to install a split rail fence along the front yard of a property in Concord Center, nor would it be appropriate to erect a white picket fence along the wooded areas of Lowell Road.

For any new fencing, traditional materials (wood, cast or wrought iron, granite and stone) are always recommended. Vinyl fences and copper caps on fence posts are not appropriate in the Historic Districts. As noted above, the location of a fence can have a strong impact on its appropriate style, height, and material.

When fencing is proposed along a public street, way or place it should be open and low (not exceeding 42" in height) and should not block the public view. These fences should be compatible with the existing building in material, proportion, style and historic period and should be designed to enhance the streetscape. Architecturally significant fences should be maintained and repaired or restored whenever possible.

When fencing is proposed that is remote from public view, a taller, more solid fence may be appropriate. These fences should be located where they have minimal visual impact from public streets, ways or places, and be appropriate to the structure and the surrounding area. Five feet is the recommended maximum height, but six feet high fences may be approved for particular locations.

Wherever fences are located, care should be taken to modulate the length so as not to create a visual barrier. Landscaping should be considered in combination with fencing to relieve its visual impact on the streetscape. Ornamental fences which do not define a barrier completely or are not integral with the landscape (isolated "orphan fences sections") are to be discouraged.

Existing granite fence foundation stones which had been used with iron fences previously are common throughout several districts and are to be retained. The stones aid in maintaining both the sidewalk and the adjoining landscaping. Integral steps and stone

fence posts are to be retained as well.

To Apply for a Fence:

All applications for a new fence should include:

- A site plan of the property showing the location of the new fence. Depending on the complexity of the project, a professionally completed site plan, done to scale with all relevant placement and elevation (topographic) information, may be required.;
- A manufacturer's brochure or other information noting the style, height, and materials of the fence, including any gates or other decorative elements. If the fence is a custom design, then a scaled drawing of the proposed fence should be submitted;
- Paint chips and/or stain colors, unless the fence is specified to weather naturally; and,
- Recent photographs of the existing building and site.

Fire Escapes

Fire escapes should be installed in the least visible location on a building.

Fire escapes are conspicuous later additions that are generally out of character with the historic structure and are strongly discouraged. However, when absolutely necessary to the further use of a building, a fire escape should be placed at the rear of the building or where least visible from a public way. Fire escapes should be designed, constructed and finished with the same attention required for any other major alteration or architectural element and integrated into the design of the building as much as possible. Screening, either vegetative or permanent, may also be required as part of any approval. Required exterior lighting should be considered and included for review.

To Apply for a Fire Escape:

All applications for fire escapes should include:

- Detailed architectural elevation(s) showing the proposed location and how it will be attached to the historic structure so as to cause as little damage to the historic fabric as possible;
- A site plan of the property showing the location of the proposed fire escape in relationship to the public way. Depending on the complexity of the project, a professionally completed site plan, done to scale with all relevant placement and elevation (topographic) information, may be required;
- A manufacturer's brochure or other information noting the material and design of the proposed fire escape;
- Paint chips and/or stain colors (when applicable); and,
- Recent photographs of the existing building and site.

Flag poles

Flag poles should be of a size and position appropriate to the building and/or structure.

Flag poles, either freestanding or mounted on the building, should be scaled and positioned appropriately for the site and building. Flag poles should only be used for the display of flags and not signs or other promotional items. The lighting of flag poles will be considered on a case by case basis.

To apply for flag poles:

All applications for new flag poles should include:

- A site plan of the property showing the location of the proposed flag pole in relationship to the public way. Depending on the complexity of the project, a professionally completed site plan, done to scale with all relevant placement and elevation (topographic) information, may be required;
- Manufacturer's information which provides information on the design, profile, finishes, and materials of the flag pole. Information on the method of installation may also be required; and,
- Recent photographs of the existing building showing the locations of any existing flag pole(s).

Foundations

New foundations should be minimally visible above grade and faced with materials appropriate to the period of the neighborhood and style of the house. Existing foundations should be restored and repaired with like materials.

Many new houses today are designed with a significant portion of the foundation visible above grade. This relatively recent design development, though, is out of character with most historic structures and is generally not appropriate within the Historic Districts. New foundations should have an above-grade height consistent with the typical foundation height of the architectural style of the building. For example, a Cape Cod style house should have a maximum exposed foundation of 8". New foundations should also be in harmony with the exposed foundation heights of surrounding buildings. The foundation height and materials of an addition should match that of the existing structure. New foundations should be faced with a material that is consistent with the style of the house such as granite, stone, or brick; or covered with a parge coat of stucco or roughcast mortar to create a more historically appropriate appearance. Pier foundations should be screened.

Foundations should be left unpainted unless there is historical evidence to the contrary. Foundations should be repaired with in kind materials and care should be taken to match the strength and color of any new mortars or other binding materials to that of the existing elements.

Please also see the **Grading and Site Work** and **New Construction** sections for additional information.

To Apply for Foundation work:

All applications for alterations to existing foundations should include:

- Information on the proposed materials to be used including samples and/or photographs; and,
- Recent photographs of the existing foundation, building and site.

All applications for new foundations should include:

- Detailed architectural plan(s) that show its proposed location on the site, relationship to existing structures, and height above grade;
- A site plan of the property showing the location of the new foundation. Depending on the complexity of the project, a professionally completed site plan, done to scale with all relevant placement and elevation (topographic) information, may be required.;
- Information on the proposed materials to be used including samples and/or photographs; and,
- Recent photographs of the existing foundation, building and site. Photos showing the relationship of the new site to surrounding structures may also be requested.

Garages

Garages must be designed to complement the style of the main building and located so as to have a minimal impact on the streetscape. Garages should be oriented so that the bay doors face away from the street whenever possible.

Garages are relatively recent additions to many sites within the Historic Districts and traditionally take one of two forms – a detached structure set to the side or rear of the property or one attached to the house by an open breezeway or low “connector” addition, also typically located to the side or rear of the main structure. In either case, garages should generally be designed to complement the age and style of the main house but with simplified trim and detailing in keeping with the secondary nature of the structure. In some cases, it may be appropriate to design a garage to mimic another type of secondary building historically appropriate to the site, such as a barn or carriage house. However, this solution will not be appropriate in every circumstance.

The scale of the garage should be clearly subordinate to that of the main house, and it is recommended that it be no more than two bays wide unless well screened or distant from the public way. Whenever possible, garages should be sited behind or to the side of the main building and designed to have any bay doors face away from the street. Attached garages are considered to be contemporary additions in keeping with mid to late 20th century homes, and may not be appropriate for many properties within the Historic Districts. For this reason, detached garages are generally preferred.

When considering a new garage, it is important to view the structure in terms of its impact on the overall site. In addition to considering the proposed size, scale and placement of any new garage, the HDC will also consider its relationship to the size of the overall lot, other structures, and adjacent and nearby lots. Visually filling a site by situating the garage in a prominent location adjacent to the main structure can detract from the landscape component of the historic streetscape and is appropriate only for certain architectural periods. Likewise, garages in any form may not be appropriate for prominent and highly visible sites which lack any means of minimizing or otherwise screening a garage's visual impact on the streetscape.

Please see the **New Construction and Structures** and **Outbuildings** sections for additional information on specific structures and site work.

To Apply for New Garages:

All applications for new garages should include:

- Detailed architectural drawings, including full elevations of all sides of the new garage, and a roof plan. Sections of any trim, entrances, or other key architectural elements of the new structure may also be requested;
- A site plan showing the new garage in relation to the street, any existing building(s), and the overall site. Depending on the complexity of the project, a professionally completed site plan, done to scale with all relevant placement and elevation (topographic) information, may be required;
- A completed Construction Checklist noting the materials to be used on the building;
- Manufacturer's information on any new materials, garage doors, doors, windows, roofing, mechanical equipment, etc. to be installed as part of the new garage. Material samples may also be requested as part of this process;
- Paint chips for all exterior surfaces; and,
- Recent photographs of any existing building(s) and the overall site.

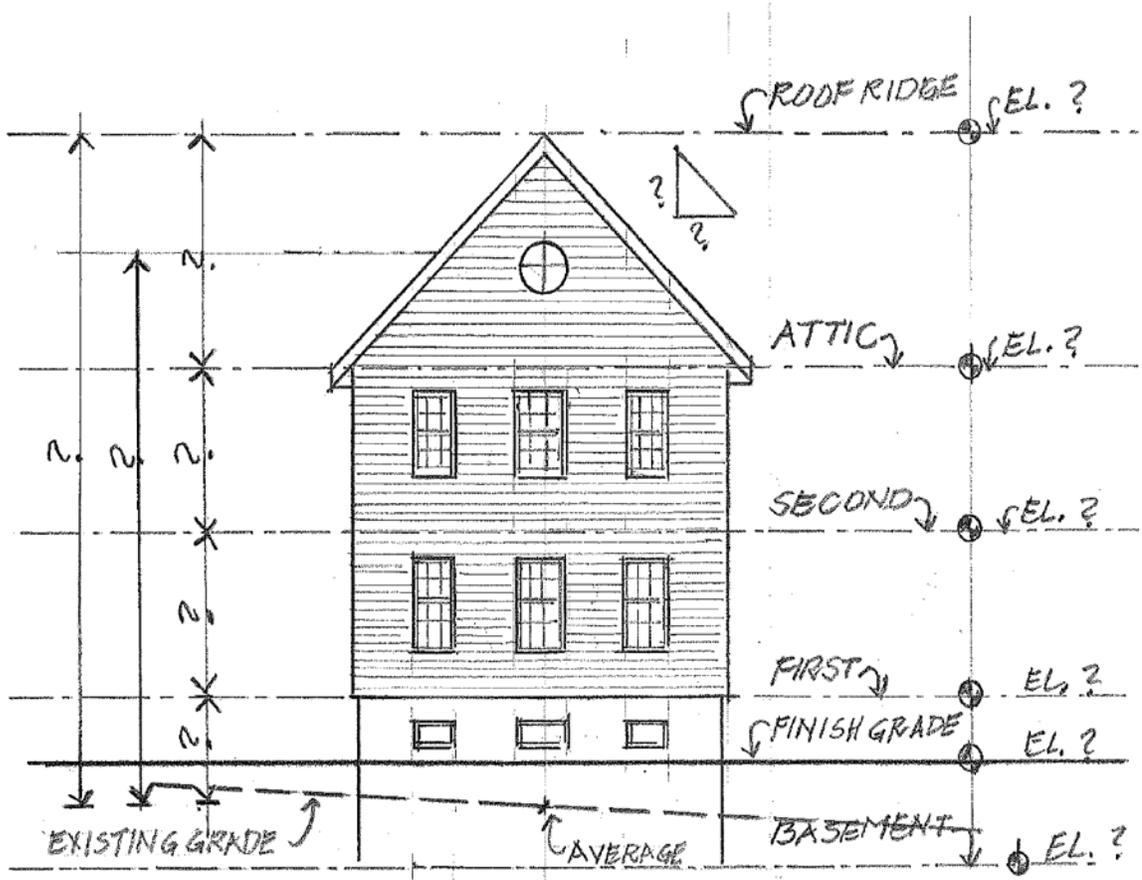
Grading and Site Work

Alterations to the grade or natural contours of a site should be avoided whenever possible.

The existing, natural contours and topography of the landscape should be preserved to the fullest extent possible. Changing the existing grade of a site should only be considered when all other possible solutions have been reviewed and determined to be inadequate. For sites where high groundwater is a factor and onsite septic systems are necessary, the HDC will take into consideration the need to raise the height of the grade. Such proposals, though, should consider how these changes can be made with minimal impact on the public view of the site or the natural character of the area.

In designing the site, natural features such as large trees, watercourses, scenic or historic spots, aquifers, floodplains, habitats of rare or endangered species, and similar community assets, should always be preserved. When changes in grade are proposed for

new construction, it is important to note that the height of the proposed new building(s) will be measured from the original grade prior to any site work. Raising the average grade of a site in order to meet zoning height requirements for a new building will not be approved.



To Apply for a Change in Grade or Sitework:

All applications for alterations should include:

- Detailed architectural plan(s) of any retaining walls or other structures required to accomplish the change in grade;
- Detailed site plan(s) of the property showing the location and extent of the proposed changes. Depending on the complexity of the project, a professionally completed site plan, done to scale with all relevant placement and elevation (topographic) information, may be required;
- Manufacturer’s information on any proposed materials to be used including samples and/or photographs; and,
- Recent photographs of the existing site including any buildings or significant natural features.

Gutters and Downspouts

The original material and design of gutters and downspouts should always be maintained. When replacement is necessary, in-kind materials should always be used. New gutters and downspouts should be designed to recede from view using materials consistent with those already found on the building.

Concord's earliest homes were most likely built without either downspouts or gutters, but by the early 18th century both were a common architectural feature on area buildings. These early gutters were wooden and in their simplest form, constructed with two boards to create a V shape which captured the water and diverted it to an accompanying wood downspout formed out of four squared boards or hewn logs. By the Colonial period, wood gutters had evolved into the U shape still commonly found today and in later years, metal linings were introduced. Wood gutters remained popular in New England through WWII, and are still in use on many homes today. The HDC encourages the regular maintenance of wood gutters and their in-kind replacement whenever possible. In some circumstances, fiberglass gutters may also be considered as an alternative to wood. Fiberglass gutters can provide a good visual match to many wood gutters, can carry a greater capacity of water, and have fewer maintenance requirements.

Metal gutters were also available by the Colonial Period and generally had a half round form made by bending metal sheets around a cylinder or pole. Lead was the most commonly used material until the Revolutionary War when its military uses encouraged the development of gutters in other materials such as tinplate and copper. While these pole style gutters would remain popular through the early 20th century, a second form of hanging metal gutter began to be widely used during the Industrial Revolution. These machined gutters were available in several different styles in terne, copper, iron, steel, and aluminum. These hanging gutters were the predecessors of today's metal gutters and the K style, ogee profile most commonly used today became popular by 1940. As with wood gutters, historic metal gutters should be maintained whenever possible and any replacements completed with gutters of the same design and material.

Built in gutter systems began to be found on high style buildings in the 18th century and allowed for water to be properly diverted without impacting the building's detailing or design. These gutters were generally integrated into the cornice of the building and were most commonly wood with a metal, usually lead, lining. In these cases, the gutters are an integral part of an important architectural feature and should be repaired whenever possible. When beyond repair, gutters should be replaced with new ones of the same material and design.

Where completely new hanging gutters (those not designed as part of the eave) are necessary, the gutters should be designed to be as unobtrusive as possible and blend in with the surrounding trim. The material of any new gutters should be consistent with the design and period of the building. Removing trim pieces from the roofline in order to more easily attach gutters is considered to be an inappropriate change to the building.

Many historic homes have had their original wood or copper gutters replaced over time with painted aluminum gutters. Where aluminum gutters exist, they may be replaced in

kind. In very limited circumstances, the HDC may consider their use where they do not previously exist so long as they recede from view. When aluminum gutters are considered, however, they must be paintable and designed to have a profile that is consistent with the historic character of the building. Unpainted mill-finished aluminum is considered inappropriate for flashing, gutters or downspouts.

While the earliest downspouts were made of wood, they never gained popularity and were quickly replaced with round metal alternatives by the mid-18th century. For this reason, round metal downspouts are generally encouraged within the Historic Districts. All downspouts should be of a material and design which is consistent with the gutters on the building. New downspouts should be installed so as to not obstruct the view of the structure's corner wall elements.

Property owners should also consider the use of natural stone splash beds near the foundation or at the drip edges of buildings. These structures assist with removing water from the vicinity of the building and are generally considered to be appropriate additions to a site.

To apply for Gutters and Downspouts:

All applications for new gutters and downspouts should include:

- Manufacturer's information which provides information on the design, profile, and materials of the new gutters and/or downspouts. Information on their installation may also be required;
- Paint chips and/or stain colors if different from the existing color scheme;
- Recent photographs of the existing building showing the locations of the existing gutters; and,
- If additional downspouts are proposed to be installed and/or the design of the gutters are proposed to be changed, detailed elevations and/or architectural drawings may be requested to illustrate the proposed change.

Landscaping

While changes to vegetation are only reviewed under very specific circumstances, the installation of permanent landscape features such as fencing, stone walls, paving, play structures, etc. must always be reviewed and approved.

Landscaping changes are subject to review under two specific circumstances – if plants are installed as screening or if landscaping structures (i.e. walkways, fences, lawn ornaments, retaining walls, etc.) are involved. In the first case, review is required if the change involves the removal or material alteration of any plantings which have been made a necessary condition to the granting of a Certificate of Appropriateness. In most cases, this will involve coniferous (evergreen) plantings installed as vegetative screening so that an inappropriate addition to a property, such as an air conditioning unit, is not visible from the public way. These plantings must be retained and maintained as stated in the Certificate of Appropriateness, and cannot be removed without the HDC's approval. If such plantings die or do not grow as originally anticipated, the HDC may request that a property owner replace them or consider other, more permanent screening solutions.

More typically, though, landscaping reviews center on the second circumstance and involve more permanent structures installed as landscaping fixtures or features. Review and approval is required for the installation or removal of any landscaping structure visible from a public way or place including, but not limited to, fences, walls, permanent seating or benches, patios, pole lights, railings, walkways, or play structures. Property owners should carefully consider both the existing landscaping of the property and the style and period of the structure when looking at the type and location of any new landscaping fixture.

Except in the circumstances noted above, the ordinary planting, pruning, trimming or removal of trees, shrubs, flowers and other plants does not require review and may be completed by the property owner at any time. Before removing vegetation, though, careful consideration should be given to the role of such vegetation in the appearance of the site and the historic character of the property. For this reason, the HDC strongly encourages the preservation of mature trees whenever possible, and urges property owners to take such trees into consideration when planning any significant alterations or additions to the site. The HDC also suggests that native trees, plants and flowers be given preference over other varieties (exotics) when considering new plantings.

Nothing in these guidelines should be interpreted to discourage routine maintenance of landscaping items (i.e. routine pruning). Special considerations should be given to plantings adjoining and/ or touching structures. These may cause damage to the structure by preventing air and light circulating around the structure.

Please also see the **Fences, Grading and Site Work, Stone Walls, and Street Furniture** sections for additional information.

To Apply for a Landscaping changes:

All applications for changes to previously approved landscape screening should include:

- A copy of the previous approval for the site which specifies the screening to be used;
- Information on the new planting(s) to be installed in place of the approved ones;
- Recent photographs of the existing site and the area to be changed; and,
- In some circumstances, a site plan of the property showing the location of the proposed new fixture(s) or feature(s) may also be required. Depending on the complexity of the project, a professionally completed site plan, done to scale with all relevant placement and elevation (topographic) information, may be required.

All applications for new landscaping fixtures or features should include:

- A site plan of the property showing the location of the proposed new fixture(s) or feature(s). Depending on the complexity of the project, a professionally completed site plan, done to scale with all relevant placement and elevation (topographic) information, may be required ;
- Information on the type of material and/or manner of construction of the new element. Such information may include any manufacturer's brochure or other

- information noting the style, height, and materials of the fixture. For custom-made items, a drawing or other representation of the feature may be required;
- Paint chips and/or stain colors, unless the fixture is to weather naturally; and,
 - Recent photographs of the existing site and the area to be changed.

Lighting

Lighting has a significant impact on an historic district’s character and plays an important role in how a site is understood and interpreted. All lighting changes, whether they involve replacing an existing fixture or installing a new one, are subject to review.

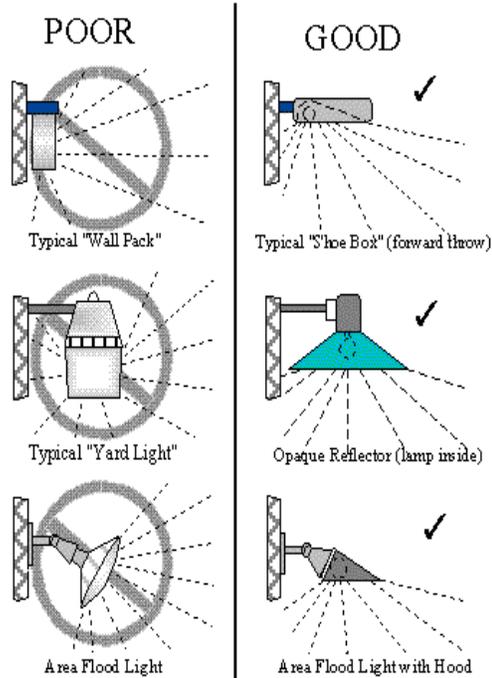
In reviewing proposed changes to lighting within the Historic Districts, the HDC takes into account both the fixture itself and the illumination it provides. As such, property owners should carefully consider each of the following points when selecting new lighting fixtures:

- The lighting fixture’s design and how it contributes to the site either as an element of the landscape (when considering driveway, post, or path lighting) or as an element of architectural ornamentation (when installed on a building, garage, porch, or deck);
- The quantity and quality of the existing illumination on the site (including interior light intended to be seen from the exterior) and how the proposed new fixtures will impact it;
- The color, intensity and distribution of the light produced, particularly as it affects neighboring properties and the character of the historic district(s); and,
- The location and use of the lighting (pathways, entrances, sign illumination, and in limited cases, interior lighting intended for exterior viewing).

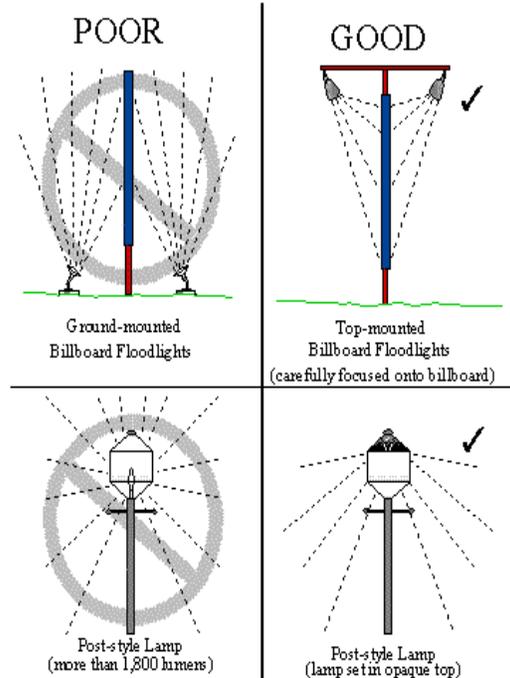
Both the HDC and the Town of Concord as a whole take light pollution and its effects on the surrounding community very seriously. As a general rule, property owners are encouraged to consider how their lighting goals can be met by using the fewest fixtures possible to light the specific target area. Property owners are also encouraged to avoid fixtures that allow light to send glare onto streets, public ways, or adjacent properties, including open spaces, by using **Dark Sky Friendly** fixtures instead. The **International Dark Sky Association** regularly reviews light fixtures and certifies designs which reduce glare and cut down on unnecessary light pollution. **Dark Sky Friendly** fixtures are designed so that the light is directed below the horizontal plane of the fixture (a style typically referred to as “full cut-off”) to illuminate only the area specified. Typically, these fixtures are designed so that the light bulb is fully shielded within the fixture and is not visible to adjacent properties, pedestrians, or motorists, in the process reducing the amount of glare produced. A list of **Dark Sky Friendly** fixtures and further information on the **International Dark Sky Association** is available at www.darksky.org.

Examples of good and poor lighting fixtures are shown below:

EXAMPLES OF SOME COMMON LIGHTING FIXTURES



EXAMPLES OF SOME COMMON LIGHTING FIXTURES



Images courtesy of New England Light Pollution Advisory Group.

Any lighting plan and its total effect on property should be carefully considered. Give thought to the task or activity that requires illumination and to the minimum amount of light needed.

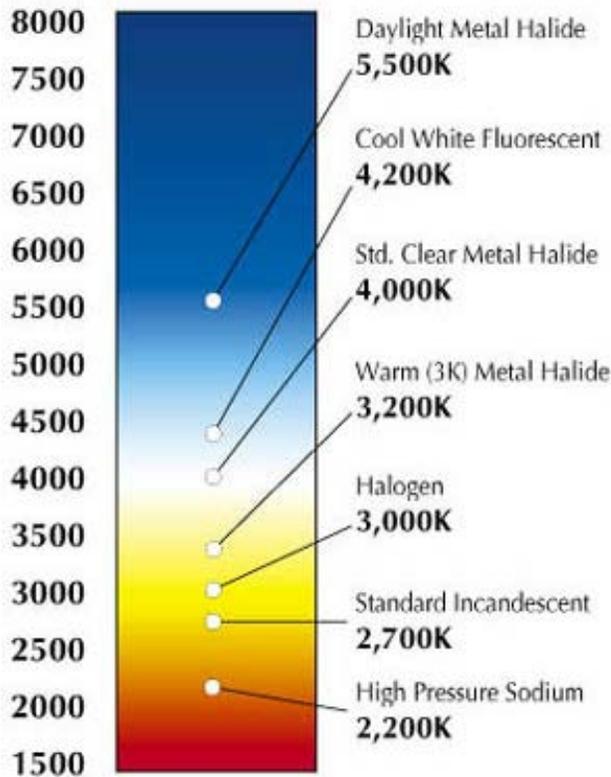
New light fixtures should be of a design and scale that is appropriate to the style and period of the building rather than imitate earlier styles. Keep in mind, however, that “historic” style fixtures can appear appropriately authentic in the daylight and yet be amongst the worst in creating nighttime glare from unshielded bulbs. Many such fixtures can be easily altered to shield the light bulb to prevent the light from traveling horizontally across the site. The use of frosted glass (or its equivalent) can also help to limit glare but **Dark Sky** style fixtures which are specifically designed to properly shield and direct the light are generally a better solution for even the most historic properties.

The total amount of visible light emitted by a light fixture is measured in lumens. The lumen equivalents of common incandescent bulbs are:

- 100W incandescent bulb = 1,300 – 1,400 lumens
- 75W incandescent bulb = 920 – 970 lumens
- 60W incandescent bulb = 700 - 750 lumens
- 40W incandescent bulb = 410 - 430 lumens

Given the wide variety of light sources on the market, the Commission may limit the total

output of the proposed fixtures and provide a total lumen equivalent for the project as a whole. The HDC recommends a maximum of 430 lumens per fixture (equivalent to a 40W incandescent light bulb) for exterior lighting, and recommends a light quality equivalent to warm incandescent. In applications for significant additional lighting, the Commission may look at the lighting of the site as a whole and consider a lower number per fixture if appropriate.



For LED fixtures, the Commission will also ask for information on the Color Temperature of the light, which is measured in Kelvin (K). The chart to the left illustrates how the Color Temperature relates to daylight as well as other standard types of lighting. The HDC generally requests that LED fixtures have a “Warm” temperature, which is around 3,000 K. This provides a yellowish light similar to firelight which is considered to be the most appropriate color temperature range within the Historic Districts.

Although the Act directs the HDC to consider the historic and architectural appropriateness of a change rather than its role in the safety, convenience, or energy efficiency of a site, the Commission will work with applicants to arrive at a solution consistent with the concerns of other regulatory boards.

In addition to the general lighting guidelines listed above, property owners should also consider the following fixture specific guidelines:

Flood Lights

Farm light (round, open fixtures with bulb suspended below), wall pack (industrial style wall mounted lights), and box flood style fixtures are all examples of lights with minimal shielding and exposed bulbs which are intended to provide intense lighting over a large area. As a result, these light fixture styles typically produce a great deal of glare and are never considered to be appropriate within the Historic Districts. Instead, the HDC recommends that they be removed and replaced with shielded, low-glare fixtures aimed at the object intended for illumination, or retrofitted with a shield and aimed to keep the illumination below a 180 degree plane with the fixture. Incandescent lamps, or other lamps that produce similar quality light, should replace high-pressure sodium lamps

whenever possible. Mercury vapor lamps are also not appropriate within the Historic Districts.

Motion Sensitive Fixtures

Wherever possible, exterior lights should be connected to motion detectors or timers to ensure that the lighting is on only when absolutely necessary. Planned “on-all-night” lighting is not appropriate in the Historic Districts.

Original Light Fixtures

Original light fixtures are important and rare architectural features which contribute significantly to the structure’s historical significance. For this reason, original or later appropriate light fixtures should be retained, and if possible, repaired using recognized preservation methods. Deteriorated or missing elements should be replaced with like materials. Replacement should be based, if possible, on physical or documentary evidence.

Post or Pole Lights

The HDC discourages the use of post or pole mounted lights on residential properties for two reasons – their design tends to create glare from light spillover; and they are suburban elements which are out of keeping with Concord’s rural character. When path or walkway lighting is necessary, a low-to-the ground, baffled fixture is recommended instead.

Up-lighting and Façade Lighting

Up-lighting, such as for facades, signs, fountains, and landscaping, is generally considered to be inappropriate to the character of the Historic Districts. The lighting of entire building facades is limited to a small number of buildings that are considered to be community landmarks. Landscape or “wash” lighting of buildings or trees is not permitted.

To Apply for New Lighting Fixtures:

All applications for new lighting fixtures should include:

- Manufacturer’s information on the proposed new fixtures which includes photographs, dimensions, materials, and detailed information on the wattage and lumens in the proposed fixture. Information may also be requested on the height and dimensions of any posts or other installation features;
- Recent photographs of the existing building(s) showing the location of the proposed new fixture and any existing fixtures on the building;
- For post or path lights, a site plan showing the location of the proposed new lights and any existing lighting on the site will be required. Depending on the complexity of the project, a professionally completed site plan, done to scale with all relevant placement and elevation (topographic) information, may be required; and,
- For new additions and new construction, the location of the proposed new lights should be shown on any elevations or site plans submitted as part of the overall project.

Mailboxes

The HDC reviews the material, location and design of all new mailboxes, as well as replacement mailboxes when a change in design or color is proposed.

The HDC reviews both the design and placement of any new mailboxes, with the understanding that for curblines, or rural, mailboxes, property owners must also comply with both Federal and Concord Public Works (CPW) regulations on their design and placement. Curblines mailboxes are generally discouraged within the Historic Districts, and the Concord Postmaster has acknowledged that unless future safety issues arise, the following streets in the Historic Districts are not appropriate for curblines mailboxes and no new curblines mailboxes will be required: Bedford Street, Court Lane, Heywood Street, Lexington Road (to Heywood Street), Lowell Road (to 97 Lowell Road), Main Street (to the Sudbury River), Monument Square, Monument Street (to the Concord River), and Walden Street.

In areas where rural mailboxes are required, Federal regulations govern a mailbox's height and size. Most manufactured mailboxes follow these Federal regulations. In addition, CPW forbids the placement of mailboxes in the sidewalk pathway or in locations which may obstruct a crosswalk or handicap access ramp. Custom mailboxes are allowed but must be approved by both the local postmaster and the HDC. Property owners should note that CPW will only repair basic mailboxes, not custom mailboxes, if damaged by snowplows.

To Apply for New Mailboxes:

All applications for new mailboxes should include:

- A site plan or assessor's map with the location of the new mailbox specifically noted;
- Manufacturer's information on the proposed mailbox which includes pictures, dimensions, and information on the proposed material(s). Information may also be requested on the material, height and dimensions of any posts;
- Paint chips and/or stain colors; and,
- Recent photographs of the existing site showing the location of the proposed new mailbox.

Masonry and Stucco

Original masonry, mortar and stucco should always be retained and repaired with historically appropriate materials and applications.

Original masonry, stone work and mortar should be retained and repaired wherever possible without the application of any surface treatment. When replacement brick and mortar is absolutely necessary, it should be carefully matched in size and color to the original materials and follow traditional brick coursing particularly when visible from a public way. Replacement stone work should match original materials and be historically accurate in color and finish.

Old mortar should always be duplicated in composition, color, and texture. New mortar should also reproduce the original in joint profile and size, and should be applied using the same method as the original or existing mortar. Property owners should take particular care when repointing a masonry structure to match the existing joint width and to avoid any overcutting of the joints. Joints should never be overfilled with mortar so that it bulges onto the face of the brick, and the strength of the mortar should be appropriate to the masonry to avoid future deterioration and damage.

Existing stucco should be repaired with a stucco mixture that duplicates the original in composition, color and texture. Only true stucco (on lathe) should be used within the Historic Districts. Synthetic stucco products are inappropriate replacement materials which generally fail to adequately replicate the appearance and durability of true stucco, and are strongly discouraged within the Historic Districts.

Foundations should always be repaired or extended with the materials of the existing foundation. Please also see the **Foundation** section for additional information on this type of work.

To Apply for Masonry or Stucco work:

All applications for alterations to existing masonry or stucco should include:

- Information on the proposed materials to be used including samples and/or photographs;
- Recent photographs of the existing foundation, building and site; and,
- In certain cases, a site visit may also be requested to confirm that the proposed samples adequately match the original material.

All applications for new masonry or stucco applications should include:

- Detailed architectural plan(s) that show the proposed location of the masonry on the site and its relationship to any existing structures. When included as part of a new addition or structure, elevations that show the location of the masonry element and note the materials to be used should be submitted;
- A site plan of the property showing the location of the new foundation. Depending on the complexity of the project, a professionally completed site plan, done to scale with all relevant placement and elevation (topographic) information, may be required;
- Information on the proposed materials to be used including samples and/or photographs; and,
- Recent photographs of the existing foundation, building and site. Photos showing the relationship of the new site to surrounding structures may also be requested.

Materials

Traditional materials including, but not limited to, wood, stone, stucco, slate, brick, and copper, are always recommended and should be used for all repair and new construction work

The original exterior material of a building, whether it be brick, stucco, wood, or another material, should always be maintained in a manner that is consistent with its historic appearance. For example, wood clapboard should generally be maintained as a painted surface, while wood shingles might be painted or allowed to weather, depending on the history, age and period of the building. Property owners are encouraged to avoid painting architectural features which were never painted in the past, such as masonry or brick.

Synthetic or imitation materials (such as vinyl, and in some cases, aluminum) are not appropriate within the Historic Districts as these replacement materials do not adequately replicate the appearance of the original materials and their installation often requires the loss of original architectural details and the character defining features which make the building unique. Further, these materials will age and weather differently than natural materials, often giving the building a worn or faded appearance. Replacement of traditional materials with such synthetic alternatives is strongly discouraged and will generally not be approved.

Today there are also many new materials on the market which purport to mimic the appearance of natural materials better than the synthetic alternatives noted above. Many of these products, such as Azek or Hardiplank, are composite materials which may provide reliable alternatives to the original building materials in very specific situations where their visibility is limited or at a significant distance, while others are considerably less successful. As new materials are developed that are indistinguishable from natural or traditional products, the HDC will consider their use on a case-by-case basis.

To Apply for New Materials:

All applications for new materials should include:

- Manufacturer's information will be required for any non-traditional (synthetic or composite) building materials. Material samples and photographs may also be requested as part of this process;
- Paint chips for all exterior surfaces;
- Recent photographs of the existing building and specifically the areas where original materials will be replaced or altered by the change; and,
- When the material to be replaced involves an architectural detail or trim piece, detailed architectural drawings and/or sections may be requested. Please see the **Architectural Detail** section for additional information on this type of change.

Modern Equipment

All modern equipment should be installed in locations which have little or no impact on the historical appearance of the building; involve the least additional structural alterations; and are screened, hidden or otherwise shielded from view to the largest extent possible.

Modern equipment can be difficult to incorporate into an existing structure or landscape and great care should be taken at the start of any project to consider where and how new equipment will be installed. Modern equipment may include, but is not limited to, utility and other mechanical equipment such as antennas, cellular towers, satellite dishes, propane and other tanks, dumpsters, utility meters, alarm systems, HVAC equipment (including air conditioners and condensers, heating units, ducts, fans, kitchen exhaust fans, and electric vehicle charging stations) and associated mounting devices, strapping, fasteners, cables and related equipment. In general, every effort should be made to keep modern equipment as small and inconspicuous as possible.

Installations should be made in areas that are not visible from the public way, or are well screened by existing or proposed structures (buildings, walls or fences), or in some limited circumstances, vegetation. Modern equipment should never be installed on the front façade of the building and visible side yard locations are also discouraged. When installing equipment on the ground, a well screened or non-visible area at the rear of the house is preferred. When equipment is to be located on the roof of a building it should be situated in such a way that it is not visible from the ground. This could include placing it at the center of a flat roof, on a rear slope, behind a parapet, or within a chimney or cupola. Flues and vents should be similarly located and screened, or concealed in chimneys or cupolas where possible.

Every effort should be made to run electrical wires and other cables on the inside of the building. Utility wires should be located underground where possible. Utility meters should be screened from view. Utility transformers, and distribution boxes should be located in vaults where possible.

When the equipment must be placed in a visible location, then it should be painted to blend in with surrounding structures. Vents in the sides of buildings should be painted to blend in with the rest of the walls.

Seasonal air-conditioning units do not require review, but the HDC encourages discreet placement at the rear or sides of the building, with any mounting equipment painted to match the existing window trim. Alternatives to modern equipment which require fewer exterior alterations (attic fans instead of air conditioning units, cable TV instead of satellite dishes and antennas) are encouraged.

To Apply for New Modern Equipment:

All applications for new modern equipment should include:

- Manufacturer's information on the proposed new fixtures which includes photographs, dimensions, and materials. Information may also be requested on the type and dimensions of any installation features and associated noise levels;
- Recent photographs of the existing building(s) showing the location of the proposed new equipment to the building and public way;
- For ground mounted equipment, a site plan showing the proposed location and how it will be screened, as well as information on how the equipment will be connected to the building. Depending on the complexity of the project, a

- professionally completed site plan, done to scale with all relevant placement and elevation (topographic) information, may be required;
- For new additions and new construction, the location of the any proposed new equipment should be shown on any elevations or site plans submitted as part of the overall project;
 - For rooftop equipment, architectural elevations showing screening and sight line studies defining if and where equipment is visible from the public way; and,
 - If screening is necessary, architectural drawing(s) of the proposed wall or fencing, as well as information on its material and location on the site will be required. Manufacturer's information and/or photographs of similar fencing may also be required. If vegetative screening is proposed, the proposed plants and their proposed location should be noted on the site plan, including the minimum heights and sizes.

New Construction and Structures

New structures must not detract from the preservation and protection of the Historic Districts, and should be in harmony with the existing site and surrounding streetscape.

Careful consideration is required when reviewing a proposal for any new structure, whether it be a house, barn, garage or outbuilding. This is true whether the new structure is proposed for a previously unoccupied location, or involves the demolition and removal of an existing structure (in which case the **Demolition and Removal** section should first be consulted). The HDC will consider the impact of the proposed structure on the existing streetscape, its visibility from the public way(s), and the building's proposed materials, style, location, and details. In addition, the size, scale, and massing of the building must be appropriate in relation to the land area, neighboring structures, and the surrounding streetscape.

The relationship of the new structure to the street should not disrupt the pattern of the historic streetscape or views of the surrounding landscape. Applicants should keep in mind that Concord's Zoning Bylaw includes height and dimensional limits which may be greater than those appropriate within to a site within the Historic Districts. Setbacks, height and dimensional requirements may be imposed by the Commission that are in addition to those imposed by zoning and other land use regulations.

A new structure's design will be considered on a case by case basis; however, outright mimicry of an existing structure or a pure historic style is generally considered to be inappropriate. A new design should always take into account the size, scale, and materials used in nearby historic structures, but should be clearly differentiated from them so that a false historical appearance is not created. Contemporary styles may be appropriate where they do not distract from the historic district's character.

Construction of a new structure should never be accompanied by radical alterations to the site. Extensive cutting of existing trees and vegetation, the addition of fill or other alterations to the existing grade, or the introduction of massive retaining walls, such that,

if removed in the future, the essential form and integrity of the historic property and the surrounding district would be impaired, is inappropriate in the Historic Districts and should be avoided.

Please see the **Outbuilding** and **Grading and Site Work** sections for additional information on specific structures and site work.

When demolition of an existing structure is required to allow for new construction, the HDC will first review the historic and architectural significance of the existing building and will make a determination on its demolition before beginning any discussions on the proposed new design. Please review the **Demolition and Removal** section before considering the replacement of any existing structures in the Historic Districts. All applications for New Construction must adhere to the **New Construction Policy** which is available for review on the HDC webpage.

To Apply for New Construction and Structures:

All applications for new construction should include:

- Detailed architectural drawings, including full elevations of all sides of the building, a roof plan, and sections of any trim, entrances, or other key architectural elements of the new structure;
- A site plan showing the new building in relation to the street, any existing building(s), and the overall site. Depending on the complexity of the project, a professionally completed site plan, done to scale with all relevant placement and elevation (topographic) information, may be required;
- A completed Construction Checklist noting the materials to be used on the building;
- Manufacturer's information on any materials, doors, windows, roofing, mechanical equipment, etc. to be installed as part of the new structure. Material samples may also be requested as part of this process;
- Paint chips for all exterior surfaces; and,
- Recent photographs of any existing building(s) and the overall site.

Outbuildings

Outbuildings, including sheds, boathouses, greenhouses, gazebos and playhouses must be carefully designed and located to enhance both the existing site and streetscape.

Outbuildings can have a variety of functions but are generally secondary structures installed to enhance a property's character or provide functional or service space. When considering the installation of a new outbuilding, it is important to view the structure in terms of its impact on the overall site. The HDC will consider the size, scale and placement of the outbuilding itself, as well as its relationship to the size of the lot, other structures, and adjacent and nearby lots. Visually filling the lot from side to side with a

house and outbuildings detracts from the landscape component of the historic streetscape, and is appropriate only for certain architectural periods.

In general, outbuildings should be located behind or to the side of the main building. The scale and design of an outbuilding should be clearly subordinate to that of the main house. Exterior siding and roofing materials should be consistent with those found on the main building and any decorative details should be of a scale and level of detail appropriate to a secondary structure.

New docks and boathouses are to be discouraged to preserve the natural appearance of the riverways.

Please see the **Garages** and **New Construction and Structures** sections for additional information on specific structures and site work.

To Apply for New Outbuildings:

All applications for new outbuildings should include:

- A site plan showing the new building in relation to the street, any existing building(s), and the overall site. Depending on the complexity of the project, a professionally completed site plan, done to scale with all relevant placement and elevation (topographic) information, may be required;
- A completed Construction Checklist noting the materials to be used on the building;
- Manufacturer's information on any materials, doors, windows, roofing, mechanical equipment, etc. to be installed as part of the new structure. Material samples may also be requested as part of this process;
- Paint chips for all exterior surfaces;
- Recent photographs of any existing building(s) and the overall site;
- If the outbuilding is custom made: Detailed architectural drawings, including full elevations of all sides of the building, a roof plan, and sections of any trim, entrances, or other key architectural elements of the new structure may be requested; and,
- If the outbuilding is prefabricated or from a kit, manufacturer's information including photographs, materials, dimensions and design specifications will be required.

Painting

Any changes in the paint color of exterior features of buildings and structures, including walls, trim and details such as doors, shutters, fences and other such architectural features, must be reviewed if visible from a public street, way or place. However, a public hearing may not always be required.

When a change is proposed for an exterior color feature, the type of review required, whether it is by the HDC at a public hearing or a preliminary review conducted with the

help of the HDC's staff, is determined by the age and period of the building, its use and location, and the color scheme proposed. A public hearing is not required to repaint a building or structure the same (existing) color as there will be no change in the building's exterior color features. In these cases, though, property owners are still asked to submit a written statement that the building or structure is being repainted with the existing colors for inclusion in the property file. A paint chip or the name of the color to be used is also appreciated.

Antique or Period Residential Structures

Many properties in Concord can be identified as belonging to a specific architectural period. Below is a list of common architectural styles in Concord for which paint color information is available:

- Colonial, 1700-1740
- Georgian, 1740-1780
- Federal, 1780-1830
- Greek Revival, 1830-1850
- Italianate, 1840-1880
- Gothic Revival/Early Victorian, 1850-1870
- Mansard or Second Empire, 1855-1885
- Colonial Revival, 1895-1940

A book of suggested colors is available in the Planning Division office for potential applicants considering a changing in color. As noted above, if simply repainting the structure in the same color(s), a letter or email should be sent informing the HDC, keeping in mind that several houses with similar/identical color schemes in one area may not be appropriate.

For Commercial Structures

Many commercial structures are contiguous to other structures and form a unit within the streetscape. It may be necessary to consider the paint colors or other finishes of nearby buildings when picking a new paint scheme.

For Any Other Structure

The best method for most property owners is to write a letter to the HDC, including a photograph of the building as seen from the public way, and the paint sample cards for new siding, trim, doors and/or shutter colors. The HDC will consider the colors at its next scheduled meeting. (Applicants do not have to appear.) If the HDC considers the colors appropriate, you will be informed in writing that the colors have been approved. If the HDC recommends that the color choice be heard at a public hearing, you will be asked to complete an application for a hearing before the Commission.

To Apply to Change the Paint Color(s):

All applications for changes to paint color(s) should include:

- Paint chips for all exterior surfaces to be altered;
- Recent photographs of any existing building(s) and the overall site; and,

- For Commercial Structures, additional information on the colors of adjacent buildings may also be required.

Parking and Paving

Parking areas should be placed in the least prominent location possible and well screened to avoid detracting from the property's historic character. Paving should be used sparingly and the material chosen appropriate to the period and design of the building or site.

Paving includes walkways, driveways, sidewalks and parking lots. Although many common paving materials can be used for more than one of these purposes, the appropriateness of the material will depend on the proposed use. Historically, hard paving material was used sparingly and primarily only on roadways. Even then, nearly all vehicular routes were “paved” with only hard packed gravel, and Concord’s streets remained gravel until well into the 20th century. Later, roads were treated with oil, creating “macadam” surfaces while at the same time, the borders of streets within the Town began to receive granite curbing. Eventually the macadam was overlaid with asphalt paving, which makes up the roads today. Private driveways constructed after the advent of the automobile used a variety of materials. Often the drive consisted of two parallel tracks of poured concrete leading from street to garage, while others were finished with gravel or peastone. Many driveways remained packed gravel long after the roads were paved and a number remain gravel today. Still others received a macadam coating and eventually asphalt.

The HDC encourages property owners to minimize the amount of paving on historic district sites as much as possible. As noted above, the appropriate material and treatment is dependent on the use and location of the paving on the site. Common uses include the following:

Driveways

Most older buildings and properties were not designed with parking in mind, so care must be taken to ensure that vehicle storage and access requirements are met as discretely as possible as providing off-street parking may be a significant alteration to a property. Applicants are encouraged to consider carefully parking alternatives and design options. Enlarging driveways is generally discouraged as it reduces the existing green space and requires additional paving which can be out of character with an historic site. When changes to a driveway are necessary, the new design should focus on how best to meet the needs of the site with as little paving as possible. Parked vehicles should never dominate the view of the structure from the public street, way or place so any new driveway design will need to be both discreet in its placement on the site and conservative in the amount of new paving required. Converting front yards and front entry walkways into parking areas is never appropriate within the Historic Districts.

The most appropriate driveway pavement for a pre-1900 house is packed gravel because it has the softest and most historic appearance. If asphalt is preferred, applicants should

have a topcoat rolled into the surface of the asphalt to mitigate the initial “ink black” appearance which can detract from a site’s historic character. Many different surface treatments are available for asphalt which provide the appearance of gravel or pea stone in a solid, stable surface, and these are generally encouraged by the HDC. Poured concrete may be acceptable for some sites based on the age of the house. Stamped asphalt and concrete made to simulate other materials is not appropriate to any site. Concrete or asphalt pavers which are made to simulate brick or stone are also generally considered to be inappropriate within the Historic Districts. Real brick or granite cobblestones may be appropriate to some specific sites depending on the age, style and location of the building or structure.

Whenever possible, landscaping should be integrated into the driveway design both to minimize the visual impact of the parking surface area and to shield the view of stored vehicles from the public way. Existing trees should never be removed to expand parking areas. When an alteration to a fence is necessary to accommodate parking, the existing fencing should be converted into gates rather than having those fence sections completely removed.

Roadside parking areas

When planned roadway parking is to be created (where the roadway does not have a defined stone curb), sand and gravel paving is to be used in keeping with the rural nature of the District.

Walkways

Pedestrian areas were often packed gravel with wooden ‘duck boards’ placed over the gravel during wet, snowy or icy weather. Toward the end of the 19th century, walks were paved with brick or occasionally flat fieldstone stepping-stones. Some walks were composed of peastone contained by either a row of bricks or wooden boards placed on edge. However, by the 1940s, most walkways in Concord were brick or concrete poured in place.

Based on this historical information, brick and stone are appropriate for most walkways within the Historic Districts. For early period homes, a gravel or pea stone walkway (with duckboards) is recommended instead. For more utilitarian areas, plain concrete or exposed aggregate concrete is often acceptable. Asphalt is strongly discouraged and as noted above, concrete or asphalt which is designed to simulate other materials is never appropriate.

Sidewalks and Commercial/Municipal Parking Areas

Concord’s Historic Districts also include commercial districts, parking lots and miles of municipally maintained sidewalks. Concord’s Historic Districts have a wide range of existing sidewalks including stonedust, asphalt, brick and concrete. In the residential areas, sidewalks are typically stonedust or asphalt pavement. In the commercial areas, sidewalks are more typically concrete, although brick, asphalt and stonedust can also be found in these areas. Whenever possible, the original material of the sidewalk should be retained and maintained. When repaving is necessary, asphalt is generally considered to be the most appropriate material so long as a layer of stonedust, gravel, or peastone is rolled into the top coat of the paving to soften its appearance as noted above. In some

circumstances, brick, concrete or stone may also be appropriate. Plain asphalt paving is generally not considered to be an appropriate material for sidewalks within Concord's Historic Districts.

Parking lots present a challenge as they are necessary to the modern life of the historic district's commercial centers but have no historical precedents. Because of these challenges, changes and modifications to existing parking areas should only be undertaken in consultation with the HDC. Care should be taken to minimize the "jet black" appearance of the asphalt surface whenever possible, but stonedust will not be required for any parking area that is regularly treated with salt during the winter. (The reason for this exception is that the large amount of salt used in a parking lot over one season is generally all that is needed to permanently bleach and soften the asphalt's appearance.)

The use of plantings and other materials to screen the visibility of parking areas and limit their visual impact on public ways is strongly encouraged. Granite or cobblestone curbing may be appropriate in certain circumstances to soften the edges of a parking area.

To Apply for Paving or Parking Changes:

All applications to replace existing paving materials should include:

- Information on the type of material to be used (including any curbing) including photographs and product information when appropriate; and,
- Recent photographs of the existing site and the area(s) to be changed.

All applications to install additional paving or relocate paving should also include:

- A site plan of the property showing the location of the proposed new paving as well as any existing paving on the site and any landscaping proposed as visual screening. Depending on the complexity of the project, a professionally completed site plan, done to scale with all relevant placement and elevation (topographic) information, may be required.

Porches

Existing porches should be maintained and, when necessary, restored with all existing architectural trim and design details intact. New porches should be designed to be in keeping with the architectural style and period of the building.

Porches play an important role in the function and design of a building and their design, detailing and location on a building can provide important information on the history of the structure and its occupants. Front porches can also have a significant impact on the streetscape and overall character of the Historic District. Wherever their location on a building, existing porches should be maintained whenever possible and their important architectural elements, including any stairs, railings, columns, and architectural trim and detailing, retained. When considering alterations to an existing porch or the addition of a new porch, these details and other defining characteristics such as the proposed size, proportions, and style of the new or altered porch should be taken into account.

Original or later porches and stoops that contribute to the historic appearance of the structure should be retained. New porches should be consistent with the period and style of the building. When considering the replacement of a previously removed porch, care should be taken to research historic information or photographs to confirm the original design and detailing of the porch before construction.

Enclosing existing porches and steps or otherwise modifying their original appearance is strongly discouraged.

To Apply for a Porch:

All applications for changes to existing porches should include:

- Manufacturer's information on any new materials or stock items to be installed. Material samples may also be requested as part of this process. Photographs of product samples may also be requested;
- Paint chips and/or stain colors for all exterior surfaces;
- Recent photographs of the existing building and site; and,
- If a change in the footprint of the porch is proposed, a detailed site plan showing the location of the porch on the site and the impact of the proposed change on the building. Depending on the complexity of the project, a professionally completed site plan, done to scale with all relevant placement and elevation (topographic) information, may be required;
- In certain instances, detailed architectural drawing(s) of any proposed changes to the footprint and/or new or difference architectural detail to be installed may also be required.

All applications for new porches should include:

- Detailed architectural drawing(s) of the new porch (including any stairs, columns, railings or other architectural details) which shows how it will be incorporated into the existing structure;
- A detailed architectural drawing (to scale) of the railing design;
- A site plan of the property showing the location of the new porch;
- Manufacturer's information on any new materials or stock items to be installed. Material samples may also be requested as part of this process. Photographs of product samples may also be requested;
- Paint chips and/or stain colors for all exterior surfaces; and,
- Recent photographs of the existing building and site.

Relocation

Relocating an historic structure, whether it is to a different site or a new location on the same site, is discouraged and should be considered only when there are no other viable options for the preservation of the structure.

An historic structure's integrity is derived in part from its placement on its site and relationship to the surrounding neighborhood. For this reason, the original siting and

location of any structure within the Historic Districts is important not only to the individual property but to the Historic District as a whole. Moving an existing structure, whether it is elsewhere on its current site or to a new location, will compromise its historic and architectural integrity and is generally discouraged.

However, the HDC realizes that there may be cases when relocation will not substantially affect the integrity of a property and/or no other viable option exists for preserving the historic structure. Concord has a long history of relocating historic structures when their original location is no longer sustainable, and the HDC will consider the relocation of structures when their rehabilitation can be assured as a result.

Careful consideration is required when reviewing a proposal to relocate an existing structure, whether it is a house, barn, garage or outbuilding, and each proposal is considered on a case by case basis. The new location should consider the original orientation of the building to the street and neighboring parcels and maintain similar setbacks whenever possible. The new foundation should have the same design and be made of the same materials used in the original foundation. Any relocated structure should always be installed at the new site at its original elevation above grade.

If the new site is also within the Historic Districts, the HDC will consider the impact of the installation of the structure on the existing streetscape, its visibility for the public way(s), and the building's materials, style, location, and details. In addition, the size, scale, and massing of the relocated building must be appropriate in relation to the land area, neighboring structures, and the surrounding streetscape. The relationship of the relocated structure to the street should not disrupt the pattern of the historic streetscape or views of the surrounding landscape.

Before a building is moved, a plan must be in place to secure the structure in its existing location and for its restoration once the move is complete. Approval from the Board of Selectmen is required if the building is being transported to another site, and all necessary utility companies must be consulted. The removal of any trees or the regrading of the site to accommodate the relocation of a structure is strongly discouraged. As the relocation of any structure is likely to require the demolition of a foundation and may also require the removal of chimneys or later additions, the **Demolition and Removal** section must also be consulted.

Please see the **Demolition and Removal** and **New Construction** sections for additional information.

To Apply for Relocation:

All applications for relocation should include:

- A written statement explaining why the structure can no longer be preserved in its current location and outlining how the building will be restored and/or preserved in its future location;
- If portions of the existing structure are being removed to accommodate the move, detailed architectural drawings, including full elevations of all sides of the

- building, of any new entrances, additions, stairs, landings or other architectural features will be required;
- Site plans showing the existing and proposed location of the structure in relation to the street, any existing building(s), and the overall site(s). A professionally completed site plan, done to scale with all relevant placement and elevation (topographic) information, may be required before final approval is granted;
 - A completed Construction Checklist noting the materials of any new or replaced elements of the structure;
 - Manufacturer's information on any new materials, doors, windows, roofing, mechanical equipment, etc. to be installed as part of the restoration of the relocated structure. Material samples may also be requested as part of this process;
 - Paint chips for all exterior surfaces (if applicable); and,
 - Recent photographs of the existing structure(s) and the overall site.

Roofs

A roof's shape, slope, and materials should be appropriate to the architectural style of the building or structure. The color and texture of new roofing materials should reflect the color of the original, historic roofing material.

The roof of a house is regarded as an important architectural design element. Careful consideration should be given the traditional methods and details used for rain, ice and snow management. Understanding these will help to preserve the roof and the structure it protects. Attention should be paid to both the roof as well as areas at the ground level of the structure (Areas subject to damage from rain water/ ice accumulation and poor drainage). Applicants should be aware of the benefits of roof insulation and ventilation in preventing freeze/thaw cycling, ice dams and snow damage associated with excessive heat loss at the roof.

For existing buildings, the existing roof shape and slope should be preserved as integral to the design and period of the building or structure. In new construction, harmonious roof pitches will be a major consideration in addition to the form, material, and overall design of the proposed roof.

Roof trim and other architectural features are considered to be highly valued components of a roof's design. All original roof trim should be retained and repaired whenever possible. If beyond repair, the roof trim should be replaced with in-kind materials. This includes trim elements such as cornice trim, fascias, and rake boards. Original architectural features to the roof such as brackets, dormers, chimneys, cupolas and weathervanes should also be retained and repaired whenever possible. If unsalvageable, these elements should also be replaced with ones of like material and in-kind design. New trim, rain diverters, and snow guards (snow brakes) should not be added to roofs without justification.

Repairs and re-roofing should be completed with like material (e.g., slate roofs repaired with slate, cedar roofs repaired with cedar, asphalt shingles with asphalt). The

maintenance and repair of important historical materials, such as slate, is strongly encouraged. Replacement materials should match the original in composition, shape, profile, color, and size. Property owners should also consider any flashing, gutter, or downspout repair or replacement work that may be included with the roofing project and provide information on these as well.

When repairs or re-roofing is completed with new materials that exactly match the material, design, color and appearance of the existing roofing, no further review or public hearing is required. Re-roofing a 3-tab asphalt shingle roof with architectural grade asphalt shingles of the same color as the original 3-tab shingles also does not require a hearing. However, property owners are still asked to notify the HDC through the Planning Division about any upcoming work and the materials to be used.

Please also see the **Architectural Elements, Balconies and Roof Walks, Dormers and Gutters and Downspouts** sections for additional information.

To Apply for Roofing changes:

All applications for changes to roof colors or materials should include:

- Manufacturer's information on any new materials including the roofing, flashing, trim, etc. Samples or photographs of the proposed materials may also be requested;
- Recent photographs of any existing building(s); and,
- If a change is proposed to the design or pitch of the roof, detailed architectural drawing(s) of the new roofs showing how they will be incorporated into the existing structure.

Septic Mounds

Septic Mounds are structures which should be located in the least prominent place possible and well screened from view.

The HDC regards septic mounds as structures, not landscaping. As such, any new mounds or alterations to existing mounds must be reviewed if they are located in an area that is visible from a public way. The HDC understands the need to find a suitable site for a septic system and has a policy of working with applicants to help formulate the best location. Screening, including landscaping, may be required when appropriate.

Please also see the **Grading and Site Work** sections for additional information.

To Apply for a Septic Mound:

All applications for Septic Mounds should include:

- Detailed architectural plan(s) of any retaining walls or other structures required to accomplish the change in grade;
- Detailed site plan(s) of the property showing the location and extent of the proposed changes. Depending on the complexity of the project, a professionally

- completed site plan, done to scale with all relevant placement and elevation (topographic) information, may be required;
- Recent photographs of the existing site including any buildings or significant natural features: and,
 - When appropriate, a detailed landscaping plan or information on other screening devices to be installed.

Shutters

Original shutters should be retained and repaired whenever possible. New shutters should be installed only when they are appropriate to the design and period of the building.

Shutters were not typically installed on the outside of buildings until the Federal period (1790-1820) but became a very popular architectural element to add to buildings in the mid to late 1800s. During that period, shutters were added to many existing Colonial era houses and for this reason, it may not always be appropriate to retain the existing shutters, or to install new shutters, when restoring 17th and 18th century structures. Before considering their replacement or restoration, property owners should use Concord's many historic resources outlets to study the history of their building and determine whether it was designed to have shutters. Property owners should note, however, that the removing shutters does require the HDC's approval.

If appropriate for the building, existing shutters should be retained and repaired whenever possible. Where replacement is necessary, new shutters should match the original in material and design, or be of an appropriate style for the building. Shutters should be made of wood and vinyl, aluminum or metal shutters are not considered to be appropriate substitutes within the Historic Districts. New shutter dimensions should be based on the dimensions and design of the window itself – for example, arched windows should have arched shutters, etc. Shutters should reflect their original use by being appropriately sized so that they can cover the entire window when closed; installed so as to appear operable; and hung so that the shutter's slats point up when the shutters are open and down when closed over the window.

Please also see the **Architectural Elements** and **Materials** sections for additional information.

To Apply for New Shutters:

All applications for new shutters should include:

- Historical information and photos to document the authenticity of the shutters (if available);
- Manufacturer's information on the proposed new shutters (if stock items will be used) and any hardware involved in the installation. Material samples may be requested as part of this process. Photographs of product samples may also be requested;
- Paint chips for all exterior surfaces;

- Recent photographs of the existing building; and,
- If custom shutters are proposed, detailed architectural drawings may be requested.

Siding

Original siding material should be retained whenever possible. Deteriorated material should be repaired or replaced with new material that duplicates the original as closely as possible.

Appropriate siding materials within the Historic Districts include wood clapboard and shingles, brick, and on certain historical styles, stonework, rusticated boarding (but not pressed board siding), and fishscale or other decorative shingles. The type of siding to be used should be determined by the architectural period and style of the building or structure, with consideration given to any historic additions or alterations made over time.

The removal of non-original siding materials such as vinyl and/or aluminum trim and clapboards is always encouraged. As previously noted in the **Materials** section, vinyl and aluminum sidings are never considered to be appropriate within the Historic Districts because they do not adequately replicate the appearance of the original (wood) materials and can have other serious disadvantages for historic buildings. Siding made from composite materials may be appropriate in certain very specific and limited circumstances.

Please also see the **Materials** sections for additional information.

To Apply for New Siding:

All applications for new siding should include:

- Historical information and photos to document the authenticity of the shutters (if available);
- Paint chips for all exterior surfaces;
- Recent photographs of the existing building; and,
- If an alternative material is proposed, manufacturer's information on the proposed new siding including information on its installation. Material samples may be requested as part of this process. Photographs of product samples may also be requested.

Signs

Signage design, materials, and location should reflect the architectural context of the building for which a sign is proposed. A sign should identify primary information such as the name or function of a business.

Signage is one of the most prominent visual elements in a streetscape. Concord

businesses rely on signs to provide information regarding products and services. These signs should express the special character of the associated business and be of a size that is in scale with the building and surrounding streetscape. Carefully designed and crafted signage can enhance and add visual interest to the Historic Districts' commercial center.

A sign is any structure, device, letter, word, model, banner, pennant, insignia, trade flag or representation used as, or which is in the nature of, an advertisement, announcement or direction. All signs, no matter what their form or proposed location, must be reviewed and approved by the HDC. Typical sign styles include, but are not limited to: blade signs, wall/lintel signs, post signs, awnings, window signs, directory signs, flags, menu boxes, chalkboards and temporary signs.

Applicants should begin the application process by evaluating the existing signs in the vicinity to determine how a new sign can be designed to retain the visual harmony of the area. The basic design, color, size and scale of a sign, as further described below, help to determine whether it integrates into the architectural character of a building and the overall streetscape.

Size and Location

The appropriate size of a sign is determined by its proposed location on the building and the size of any surrounding signs, as well as by the building's proportions and the architectural character of the street and neighboring buildings. Many of Concord's commercial buildings were designed with a horizontal lintel or "sign space" across the top of the storefront. Where no "sign space" exists on a building, a wall sign or a blade sign may be more appropriate.

Signs should be located at or near the public entrance and should not cover, obscure, or visually detract from the existing architectural features and proportions. New signage should always be installed so that it can be removed without damaging or permanently altering the building or its architectural elements. Signage should be visible, but it should not dominate the façade of a building and should not obstruct the visibility of surrounding signs. Applicants should also take care to avoid adding too many signs to an area as this can create visual clutter in the streetscape which detracts from its historical integrity and is inappropriate to the Historic Districts.

Any sign that is moved to another location, whether on the same structure or to another site, shall be considered a new sign and a new approval will always be required.

Material, Lettering and Color

The material of a new sign should reflect its historic context. Wood signs are generally preferred. Synthetic material (composite) signs may be allowed under specific conditions and circumstances. All sign surfaces must be painted. Both the sign's material and paint are expected to be durable and appropriate for outdoor use, and should maintain their appearance for the life of the sign.

Lettering which is traditional in appearance and style and has an historic precedent is preferred. Serif fonts (a font that includes the fine lines that finish the main strokes of a letter) are historically appropriate and are recommended. Raised or carved letters are also

recommended. Raised, cove, or beveled sign edges are strongly recommended. Lettering on signage attached to building facades should be no more than 12” high. Vinyl lettering is generally discouraged within the Historic Districts.

A darker background with lighter lettering and graphics is encouraged as traditional and historically appropriate. Gold lettering and ornamentation are also historically appropriate.

Content

A sign should provide the name of a business or facility, the nature of the business or service conducted on the premises, the street number of the premises, and/or the year the business was established. Signage in Concord should generally not be used to list specific products or services. Signs should never include the telephone number, email, or web address of a business; its rates; or other business locations.

Corporate Logos

Corporate logos, whether for a single storefront or a retail chain, did not exist at the time Concord’s historic structures were built and are generally discouraged. Corporate logos can hasten the transition to a suburban or urban appearance, overpowering the more subtle historic features of a building, structure, or district. Franchised companies and organizations with trademarked or registered logos may be asked to modify their signage to address these concerns and are encouraged to consider a simple text treatment as discussed above.

Sign Support

Sign brackets and standards were traditionally made of wrought iron or wood and these materials are still encouraged today. A sign bracket should extend the full length of the sign. Applicants who wish to use sign supports should include the specifications for the support (including dimensions, materials, design and colors) in the sign application.

Lighting

Lighting of signs within the Historic Districts is strongly discouraged. When lighting is absolutely necessary, it must be exterior to the sign and in accordance with the HDC’s guidelines for lighting.

Concord’s Sign Bylaw

Applicants should note that the HDC’s review is in addition to, and not instead of, the Town’s existing Sign Bylaw which places specific limits and requirements on the number, location, and type of signs that can be installed anywhere in Concord. The HDC may impose additional requirement or conditions on signage within the Historic Districts. Please consult the Building Division and Concord’s Sign Bylaw to confirm compliance with these regulations prior to completing any HDC application for signage.

Please also see the **Architectural Elements, Awning, Lighting, Materials and Storefronts** sections for additional information.

To Apply for New Signs:

All applications for new sign(s) should include:

- Scaled drawing(s) of the proposed sign(s) including the lettering type, layout, material, artwork, and colors;
- Photograph(s) or scaled drawing(s) depicting the sign's proposed location on the building;
- Material samples may be requested if an alternative (synthetic) material is proposed;
- Paint chips for all proposed signage colors; and,
- Recent photographs of the existing building.

Skylights

Skylights should always be low profile in design and installed in areas that are not visible from any public way.

Skylights are contemporary architectural elements which are out of keeping with the architectural character of most historic structures and so are strongly discouraged. Skylights may be approved in certain specific circumstances, though, if it can be established that the proposed skylights are appropriate for the architectural style of the building, or if the skylight can be significantly screened from view. Skylights should never be installed on the front or street-facing slope of a roof but should be located on the rear roof plane, ideally in an area which is not visible from any public street, way, or place. Any new skylight should be flat or low profile in design to blend in with the existing roof plane as much as possible. Curved plastic or bubble skylights draw unnecessary attention to the element and are never appropriate within the Historic Districts.

Skylights can also produce unwelcome and unnecessary light spillage, which can negatively impact the streetscape as a whole. In reviewing skylights, the nighttime appearance with interior illumination will be considered as well as the daylight appearance. Approval may also be conditional on vegetative or other screening to avoid light spillage visible from the public way

To Apply for a New Skylight:

All applications for new skylights should include:

- Manufacturer's information on the proposed new skylight which includes the material, color, dimensions, and profile height of the fixture. Material samples may also be requested as part of this process. Photographs of product samples may also be requested;
- Recent photographs of the existing building and specifically the area(s) to be altered; and,
- In some cases, detailed architectural drawings and/or sections may be required to show how and where the new skylight will be installed.

Steps, Stairways and Railings

Historic steps, stairways and railings should always be maintained and repaired or restored with as little loss of original material or detailing as possible.

Steps, stairways and railings are important architectural features of a façade and can play a significant role in defining the style and design of a building. Any original features and detailing should be retained or repaired in the same design and with the same material. When replacement is absolutely necessary, care should be taken to retain or reproduce any associated architectural elements or decorative features including balusters, handrails, brackets, or other features. Deteriorated or missing elements and decorative ornamentation should be replaced with materials and elements which match, or are appropriate to, the original. However, any replacement elements should be appropriate to the style of the building and where possible, substantiated by physical evidence and/or historical documentation. Any new work should always be appropriate to the period and character of the building.

When existing features are not original to the building, a determination should be made as to whether they should be retained because of an historic association with the building, or removed as being out of character with the original structure. Property owners are encouraged to seek guidance from the HDC or its staff in making this determination.

Steps, stairways and railings within the Historic Districts are most often constructed of wood, but historic stone and wrought iron examples can also be found here. Stone and brick work should be repaired and the masonry repointed as described in the **Masonry and Stucco** section. When more extensive repairs are needed, or the area is proposed to be extended, a similar or matching brick or stone should be used. Railings should be wood or wrought iron, depending on the period and style of the building.

Please also see the **Doors and Doorways, Masonry and Stucco, Materials and Porches** section for additional information.

To Apply for New Stairs, Stairways, or Railings:

All applications for stairs, stairways or railings should include:

- Detailed architectural drawing(s) of any proposed changes to the footprint, layout or design and/or new or difference architectural detail to be installed;
- If a change in the location or footprint of the existing stairway is proposed, a detailed site plan showing the location of the stairway on the site and the impact of the proposed change on the building. Depending on the complexity of the project, a professionally completed site plan, done to scale with all relevant placement and elevation (topographic) information, may be required;
- Manufacturer's information on any new materials or stock items to be installed. Material samples may also be requested as part of this process. Photographs of product samples may also be requested;
- Paint chips and/or stain colors for all exterior surfaces; and,
- Recent photographs of the existing building and site.

Stone Walls

Stone walls should be retained in their existing location and reconstructed when necessary. New stone walls should be constructed in a design appropriate to their specific setting and location.

Stone walls are a distinctive element of Concord's historic landscape. Its earliest stone walls were simply elongated piles of stones, located along field divisions and property lines and were held together by friction and gravity. Many of the fieldstones had split surfaces, which enabled the mason to lay up a smooth vertical surface with no cement necessary. Later walls found around church yards and cemeteries were commonly made from large split stones with smooth faces and level tops.

More formal and distinctive walls appeared in the Historic Districts in the late 19th and early 20th centuries, and today these masterpieces are still in place along Liberty Street and at various estates lining Monument Street. Dry-laid quarried granite and steam-drilled boulders were supplied by at least two of Concord's three railroads, but most of the stone used in the Historic Districts' stone walls actually comes from central Massachusetts. When considering stonewall repairs or reconstruction, property owners should avoid stone that is rusty or heavily soil-stained as it is not visually attractive. Fresh-split granite and schist are preferred and will be bright when newly installed but will weather with time.

The most appropriate appearance for a stone wall within Concord's Historic Districts is a dry-laid fieldstone wall between 24 and 30 inches high. New walls should be rough surfaced with fairly open joints. At least 50% of the significant face stones should be larger than a square foot, and none of the top stones should be less than 5 inches thick. The visible use of cement in these walls is strongly discouraged. If cement is necessary, the wall must be constructed with "blind joints" so that the cement is not visible from any side. Cement in the visible joints on the top is a common treatment found on many walls within the Historic Districts but is generally not recommended.

Many historic stone walls have a rough, haphazard quality which is part of their charm and character. Walls which have obviously been constructed with veneer stone; are too neat or fine-jointed; have a uniformly flat and vertical appearance (often found in walls made from shale); or which are laid up like a vertical picture puzzle are never appropriate within the Historic Districts.

Please also see the **Grading and Site Work, Landscaping, and Masonry and Stucco** sections for additional information.

To Apply for New Stone Walls:

All applications for stone walls should include:

- Detailed architectural plan(s) and/or scaled sections showing the design and dimensions of the proposed wall;
- Detailed site plan(s) of the property showing the location of the proposed wall(s). Depending on the complexity of the project, a professionally completed site plan,

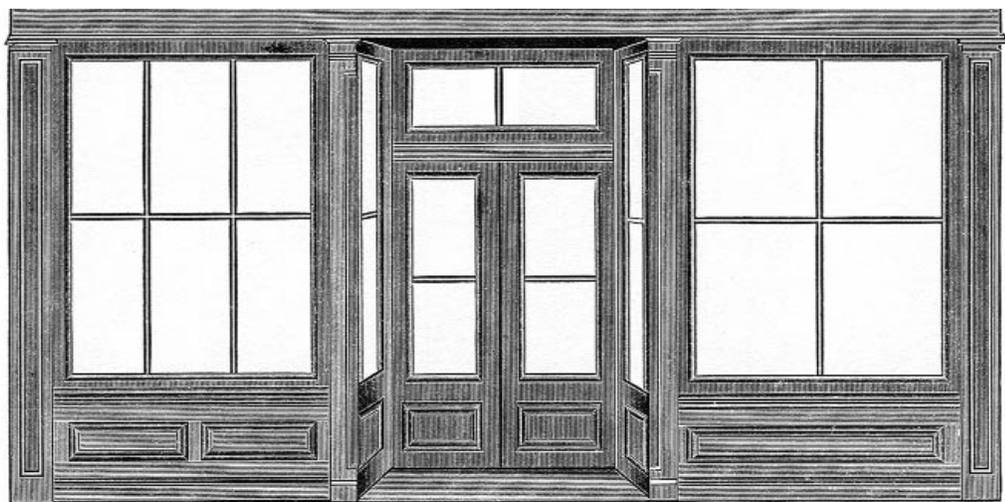
done to scale with all relevant placement and elevation (topographic) information, may be required;

- Information on the method of construction and mortar (if any) to be used; and,
- Information on any proposed materials to be used including samples and/or photographs;
- Photograph(s) of sample stone walls of similar materials, construction and dimension previously constructed by the chosen contractor may also be requested; and,
- Recent photographs of the existing site including any buildings or significant natural features.

Storefronts

Storefronts should be maintained in their existing configuration whenever possible. Renovations should strive to retain the established façade pattern, and continue the relationship of solid wall to openings seen in surrounding structures

Concord Center's Mill Dam streetscape is largely defined by the late 19th and early 20th century commercial structures and storefronts which line Main Street and Walden Street, so the form and detailing of each existing and proposed storefront is important to the character of the area. Each of the existing storefronts has its own unique style, yet most follow a common form. Storefronts typically stretch across the entire first floor of the structure, with a significantly higher ratio of window to wall area throughout. These windows are typically large single or multi-paned glass windows trimmed in wood paneling or, particularly in the 20th century examples, masonry. Entrance doors are incorporated into the storefront's design and are substantially glass and recessed. Storefronts are commonly aligned with those of adjacent structures to present a continuous pattern of trim and cornice line along the street.



*Example of a wood storefront showing two alternative designs for multi-paned windows from a millwork manufacturer's trade catalogue originally published in 1893 (the *Muliner Catalogue of 1893, 1995*). Simple wood storefronts with either four or six light windows were common from the mid-nineteenth century right into the 1930's.*

When altering an existing storefront, every effort should be made to maintain established façade patterns and proportions and to continue the relationship of solid wall to openings (doors and/or windows) seen in surrounding structures. Storefront windows should be consistent in height and design with storefront doors to create a cohesive appearance. And while the storefronts should be in keeping with the overall building, it is important that the distinction between individual storefronts, the entire building façade, and adjacent properties be maintained.

The use of ornamentation and architectural detailing is encouraged, as is any example of craftsmanship that relates to or reflects the character of the area. When considering a new storefront, or renovating an existing one, it is important that the new façade does not obscure the basic architectural framework or details of the building. Most façades consist of an architectural framework designed to identify individual storefronts. Each storefront should respect this architectural framework and not extend beyond it. Property owners should also consider utilizing the horizontal band at the top of each storefront for business signage. Any signage or lighting installed as part of the storefront should be specifically noted and will be considered as separate elements of the application.

Please also see the **Awnings, Doors and Doorways, Lighting, Materials, Signs and Windows** sections for additional information.

To Apply for a New Storefront:

All applications for alterations to storefronts should include:

- Elevations of the new storefront and surrounding façade(s), including those of the existing building(s) which it will connect with and/or have an impact on;
- Detailed architectural drawings and/or sections of any trim, entrances, or other key architectural elements of the new storefront;
- A completed Construction Checklist noting the materials to be used on the storefront;
- Manufacturer's information on any new materials, doors, windows, awnings, etc. to be installed. Material samples may also be requested as part of this process;
- Paint chips for all exterior surfaces; and,
- Recent photographs of the existing building which include the other existing storefronts in the immediate area.

Street Furniture

Street furniture should complement the streetscape and be in keeping with the architectural period of the area in which it is sited.

Street furniture can cover a number of categories—it can be decorative and add character to an area or it can provide seating or other amenities for enjoying the existing streetscape. Concord's Historic Districts currently include a wide variety of street furniture including, but not limited to, benches, trash and recycling containers, planters, decorative enclosure walls, information kiosks, display cases, sculptures, drinking

fountains, and bike racks. There is also an interesting variety of historic street furniture features including horse hitch posts, gate posts, mile marker posts, stone fence foundations, planters and other items.

New street furniture should be consistent with the existing streetscape and serve to enhance and not detract from its historic and architectural character. The materials, design, color and placement of new street furniture should complement the architectural period of the area and its existing structures and reflect the formal or informal character of its surroundings. New street furniture should always be sited so that it does not obstruct existing walkways, impede pedestrian traffic or reduce the width of a sidewalk to less than four feet. A commemorative metal plaque may be appropriate for certain installations but advertising should never be installed on any exterior surface.

In addition to the HDC's review, applicants should also be familiar with any additional reviews or regulations which must be met before street furniture can be installed. For example, the Town of Concord has an existing policy on the donation of benches and other memorial items to be placed on Town land which must be addressed prior to submitting an application to the HDC. Further, applicants should be aware that Concord's policy on the utilization of sidewalks for the display of merchandise including the proviso that sidewalks may be used for display only from April 1 to November 1. Please see Administrative Policies and Procedures (APP) #28 for further information.

To Apply for New Street Furniture:

All applications for new street furnishings should include:

- A site plan showing the proposed location of any new street furnishings. Depending on the complexity of the project, a professionally completed site plan, done to scale with all relevant placement and elevation (topographic) information, may be required;
- Manufacturer's information on the proposed new fixtures which includes photographs, dimensions, colors and materials. Information may also be requested on the type and dimensions of any installation features;
- Paint chips for all exterior surfaces (if applicable); and,
- Recent photographs of the existing area showing the proposed location of the new fixtures in relationship to surrounding buildings, sidewalks and the street.

Windows

Historic windows should always be retained and restored or repaired when necessary. Replacement should only be considered as a solution of last resort.

Windows are one of the most important architectural elements of a structure and assist in defining a building's architectural style and period. The HDC takes any request to remove original and historic fabric from a building very seriously and applicants should familiarize themselves with the condition and age of their existing windows, as well as the window repair process, before considering any window replacement work.

Energy and environmental concerns have raised awareness of the need for energy efficient building envelopes which in recent years has increased the focus on windows as a building component. While the HDC wishes to acknowledge and encourage energy efficiency, it cannot compromise its primary charge to preserve the architectural character and historic fabric of Concord's Historic Districts.

In many cases, preservation, environmental protection and energy efficiency can share a common goal and work well together. However, the issue of preserving historic windows often seems to place these goals in conflict. It has been the HDC's experience that there is a widespread misunderstanding of both the technical function windows play in the thermal efficiency of an entire building envelope and what options are available to refurbish and restore existing windows. Much of the confusion is promulgated by exaggerated claims for energy savings by the purveyors of various replacement window units. A great deal of energy efficiency can be gained without wholesale window replacement by repairing and tightening existing window sashes and increasing the insulation in the areas surrounding the existing window openings. Applicants are strongly encouraged to educate themselves on the repair options available to them before moving forward with any window replacement application. Additional information and pertinent articles on historic wood windows are available at www.concordma.gov/Pages/ConcordMA_HDC/index.

Existing Windows

Historic windows can include both windows which are original to the house as well as older windows installed at a later date but which contribute significantly to its historic character and architectural style. These windows, including the casings, sills and any other attached features, should be retained and repaired except in cases when the windows are beyond repair. The complete replacement of all windows in a building when only a few are in disrepair is inappropriate to the Historic District and is strongly discouraged. Retrofitting original window sashes with new energy efficient glazing, interior or exterior storm windows and/or weather stripping is always preferable to replacement and is strongly encouraged.

Replacement Windows

Because of the importance of historic windows to the character of a building, significant additional information is required for any replacement requests. Applicants submitting proposals to replace original or historic windows should be prepared to demonstrate conclusively that the existing windows are completely beyond repair. A written opinion from a reputable window restoration contractor may be required to confirm that the windows are beyond repair. If the applicant desires to replace functional or repairable existing windows in order to effect significant energy conservation, the applicant should be prepared to demonstrate both that the windows to be replaced have little or no historic significance AND that the claim of significant energy efficiency is backed by solid engineering and building science practices substantiated with detailed building envelope performance calculations made available to the Commission for review. Unsubstantiated claims for energy savings made by those marketing the products involved will be disregarded.

When a determination has been made that a window is beyond repair, the replacement window should be all wood (both sash and frame) and have the same dimensions, style of operation, muntin pattern, frame and sash details, and trim sizes and style as the existing window. When the historic window is not available for comparison, the style of the replacement window will be based on photographic, documentary, or other physical evidence. The number of lights (e.g. 6 over 6 or 2 over 2) should be consistent with the original units, if present, or with the number of lights historically used in the period. Casement windows, bow windows, awning windows and/or jalousie windows are generally not appropriate for Concord's historic buildings unless there is evidence of their historic use.

In historically significant buildings, an all wood window will be mandated. Single-paned, historically accurate, true divided light wood windows are generally most appropriate but simulated divided light (SDL) windows will also be considered depending on the structure's age, significance and prominence. In no case will any approval of simulated divided light windows be considered a precedent for subsequent applications in either the same or other structures.

Vinyl, aluminum or metal replacement sash, including metal-clad or vinyl-clad windows are generally not appropriate within the Historic Districts and are strongly discouraged.

Installing new window openings or deleting existing window openings on principal or highly visible facades is considered to be inappropriate within the Historic Districts and should generally be avoided. Window openings should never be enlarged or reduced to fit stock window sizes or sashes as custom wood windows are readily available for any size and configuration of window

New Construction or Additions

In any new construction, the windows should be consistent with the architectural style of the building or addition. This includes the window styles, sizes, and overall arrangement in the building, as well as the specific details of each window: the number of lights in each sash, the muntin size and profile, its shadow lines, and material. All wood, true or simulated divided light (SDL) windows and frames are preferred for any new construction within the Historic Districts but alternative materials may be considered in specific circumstances based on the location and visibility of the proposed new windows.

Storm windows

Aluminum storm windows, often referred to as "triple track" storms, are generally considered to be appropriate additions to historic structures because they preserve the original architectural fabric of the primary wood windows. Installing storm windows can reduce drafts and increase energy efficiency with minimum impact on existing windows and do not require the windows to be either removed or replaced. Storm windows also offer "reversibility" in that they can be removed at any time without damage to the original building components. The color of the storm window frames should be chosen to match the color scheme of the building.

Additional information and assistance on window guidelines is available in the Planning Division offices at 141 Keyes Road and on the HDC's webpage.

Please see **Additions, Materials, New Construction** and **Storefronts** sections for additional information.

To Apply for a New Window:

All applications for windows should include:

- A completed Construction Checklist noting the type(s) of windows to be installed and their location;
- Manufacturer's information which includes photographs, dimensions, colors and materials. Material samples may also be requested as part of this process;
- Paint chips for all exterior surfaces;
- Recent photographs of the existing building including any other existing windows; and,
- When a new window location is proposed, elevation(s) showing the location of the new opening on the façade and how it will be integrated into the overall design of the building.

Definitions

Act: Chapter 345, Special Act of the Legislature, May 2, 1960 and subsequently amended. This is the law establishing the Concord Historic Districts and Commission.

Building: A combination of materials having a roof and forming a shelter for persons, animals or property.

Color Rendering Index (CRI): A measurement of the amount of color shift that objects undergo when lighted by a light source as compared with the color of those same objects when seen under a reference light source of comparable color temperatures. CRI values range from 0 to 100.

Commission: The Historic Districts Commission established by Section Four of Chapter 345, Acts of the Massachusetts Legislature, 1960

Contributing (building, structure, feature): Any element that adds to the Historic District's sense of time, place and historic and literary development.

Historic Districts: The districts established by Section 2 of Chapter 345, Acts of the Massachusetts Legislature, 1960, and added by Town Meetings in 1998 and 2005.

Parge coat (concrete): A thin coat of a [cementitious](#) or [mortar](#) (such as stucco) applied to concrete for refinement of the surface.

Repair: Replacement of deteriorated or damaged materials in kind.

Structure: A combination of materials, other than a building, sign or billboard, but including a stone wall. Additional examples of structure include fences, play structures, swing sets, and flag poles.

Subject to View from a Public Street, Way or Place: A Certificate of Appropriateness is required for the erection, change or removal of exterior architectural features of buildings, structures and signs in the Historic Districts when those features are "subject to view from a public street, way or place."

A "public street" includes any paved or unpaved road maintained for public use. According to section 1.3.13 of Concord's Subdivision Rules and Regulations, a "public way" is any street which has been accepted as a public way pursuant to G.L. c. 82 and any way known as a public way before 1846 or any way established by court decree to be a public way by dedication, prescription or otherwise. A "public place" includes any publicly-owned land and the Concord, Sudbury, and Assabet Rivers. Although the feature that is to be erected, changed or removed must be in an Historic District, the public street, way or place may be anywhere in the Town of Concord.

Something need not be subject to public view at all times in order to require a Certificate of Appropriateness. Approval may be necessary for things subject to public view at some

times, but not others, and during some seasons, but not all. The fact that public view is currently blocked by vegetation does not eliminate the need for a Certificate of Appropriateness. A feature located inside a structure (such as a sign in a window) may be subject to public view if it is designed or intended to be visible from a public street, way or place.

Appendix

Architectural Design Concepts

Context

Context encompasses all the elements that surround the subject building, including both the physical surroundings and the cultural surroundings. These surrounding features will interact with the building and will form a key part of the decision as to whether the proposed design is appropriate. Physical features to which the building must relate include adjacent buildings (their mass, style, spacing, age.) topography, lot sizes, setbacks, landscape and similar qualities. Intangible features, which constitute context, include historical events, cultural landmarks, literary importance, and activity types in the area and the general exposure of the property to the public.

Details

Details are a key defining element of every architectural style. Details are the smaller scale features used either for functional reasons or purely for ornament. Every style has its vocabulary of details that are common to that style. Particular defining details include the profile and size of the cornice, method and arrangement of casings at windows and doors, treatment of the vertical corners of the building and type and placement of applied ornaments (brackets, dentils, moldings, 'gingerbread').

Massing

"Massing" refers to the overall size and orientation of a building. In viewing a building, one can analyze the massing by considering the building as a large block or series of blocks assembled into a form, and massing is the juxtaposition of the blocks and consideration of their size and form as assembled. Massing is an important consideration in determining the appropriateness of a building, as every style of architecture has a particular massing signature. Massing which is outside of that signature will ultimately appear incorrect, disproportionate, and inappropriate.

Materials

Material choices and how they are used are key elements in defining an architectural style. In fact, the Shingle-style takes its very name from the defining use of wood shingles. Proper materials often lend a texture to the appearance of a building that, although subtle, can make all the difference between an appropriate appearance and an obvious imitation.

Some materials have been in use in building construction for hundreds of years (wood, stone, brick, mortar, copper, glass) while others (plastics, aluminum, concrete, steel) have only been used recently. In other cases, advances in technology have radically changed the way certain materials can be used. For example, glass in the 18th Century was available only in very small pieces, thus necessitating multi-pane windows. Today, plate glass is readily available in huge sheets used in storefront windows. Introduction of large expanses of glass would compromise the historical integrity of an 18th Century house.

Rhythm

Rhythms exist throughout any building and are also a vital component of the rules that define a particular style. Rhythms are set up by any reoccurring elements. These would include windows, doors, and articulations in the façade or repetitive ornament. Some styles require strict adherence to certain rhythms and alignments while others are more flexible. Of particular note for most styles are the placement of windows and the relation of windows to the area of wall between. Many styles also demand a certain amount of symmetry and balance among the elements of the façade.

Proportion

Proportion refers to the ratios of height, width and depth of the building itself and its various elements. Proportions are one of the most studied aspects of classical architecture, and many complex formulae have been developed over the centuries in order to define the perfect proportions mathematically. Proper proportion can be one of the most difficult attributes to capture in the design process as most two dimensional graphic methods for describing a design fall short of conveying scale. Often a model, however rough, reveals a great deal about the scale and proportions of a building. Each historical style has its own ‘rules’ of scale. For some styles these rules may be quite flexible while for others they may be rigid. In any event, disturbing a style’s sense of scale can make a building awkward and ungainly. Windows too small for a façade, a cornice too large for the style of the house, or an addition that overpowers the main house are examples of elements that are out of scale.

Scale

Scale is the size of a building relative to its surroundings, occupants and the components of the building. The relative size of the building and its components is an important consideration. The scale of an addition to an existing structure is of particular importance. Current trends in house construction tend to be toward larger structures than houses of the past, leading to designs of additions that can overwhelm the existing historic structure.

Scale is a significant factor in relating to the context of a street or neighborhood. It is important to keep projects within the existing scale of the surrounding area. In this sense, the factors affecting the appropriateness of scale would not only be the actual measured

height of the building but also its volume and massing. Often there are methods for visually decreasing the apparent scale of a building through detailing, proportion and color.

Style

Architectural style is the term used to denote the overall appearance and common features of buildings erected in a certain time period and certain region to meet the particular fashion and tastes of the time. Styles may also be common to certain groups of people with a common background. Examples common to Concord would include Federal, Queen Anne, Shingle-styles, Italianate, Second Empire and Colonial Revival, to name a few. Style is determined by the careful combination of architectural elements according to the traits and “rules” of the particular style. These “rules” often evolved over the period of the style resulting in slightly differing traits, hence terms such as “Early Shingle-style” or “Late Federal”. Transitional styles were common as well. Because styles were a function of various times, regions, owners and architects, many buildings are not purely one style but rather selectively use traits of two or more styles. These buildings are often referred to as eclectic, and may be predominantly of one style with traces of another or may be a hybrid of major elements. It is not unusual for a building to have been changed in style over its history as its owner wished to stay current with the changing fashion. Often minor changes were made and the flavor of the original style is still apparent; in other cases the changes eliminate all trace of the building’s previous style. The Concord Historic Districts contain examples of buildings pure in style as well as others which are more eclectic or which have been extensively modified.

An architectural style brings together qualities of massing, scale, proportion, materials, rhythm, detail and color according to the parameters of that style. Typically the traits of a particular style evolved over time and were a response to the widely held tastes of the period. Because of this, adherence to the “rules” of a given style will result in a balanced and well thought-out design, free of the appearance of architectural experimentation. While some flexibility exists within the bounds of a particular style, varying too widely out of those bounds creates a building that has the appearance of either a poorly designed example of the style or a hybrid of several styles. A clear understanding of the boundaries of a building’s style is critical to preserving its character while maintaining, altering or adding to it.

As Amended Through June 2015

TOWN OF CONCORD

Special Act—Historic Districts Commission

AN ACT ESTABLISHING AN HISTORIC DISTRICTS COMMISSION FOR THE TOWN OF CONCORD AND DEFINING ITS POWERS AND DUTIES, ESTABLISHING HISTORIC DISTRICTS IN THE TOWN OF CONCORD, AND PROVIDING FOR HISTORIC ZONING DISTRICTS.

Be it enacted etc., as follows:

SECTION 1. PURPOSE.

The purpose of this Act is to promote the educational, cultural, economic and general welfare of the public through the preservation and protection of buildings, places and districts of historic or literary significance through the development and maintenance of appropriate settings for said buildings, places and districts and through the maintenance of said buildings, places and districts as sites and landmarks compatible with the literary and historic tradition of Concord.

SECTION 2. ESTABLISHING OF DISTRICTS.

(a) There is hereby established in the town of Concord the following historic districts:

BARRETT FARM DISTRICT.

AMERICAN MILE DISTRICT.

NORTH BRIDGE – MONUMENT SQUARE DISTRICT.

MAIN STREET DISTRICT

HUBBARDVILLE DISTRICT

CHURCH STREET DISTRICT

(b) The locations and boundaries of the historic districts shall be as shown on the map on file in the office of town clerk entitled “HISTORIC DISTRICTS, TOWN OF CONCORD” scale of 1” = 100’, consisting of 15 sheets, dated January 1985 as may be amended from time to time in accordance with section twelve.

(c) For purposes of interpretation of the “HISTORIC DISTRICTS” map, the following shall apply:

(1) Boundaries which appear to follow streets, railroad rights of way, or rivers and streams, shall coincide with the centerline thereof.

(2) Where a district boundary appears to divide a lot, the entire lot shall be considered to be within the historic district for the purposes of this act.

SECTION 3. DEFINITIONS.

As used in this Act, the following words and terms shall have the following meanings:

“Building”, a combination of materials having a roof and forming a shelter for persons, animals or property.

“Building inspector”, the building inspector of the Town of Concord.

“Commission”, the historic districts commission established by Section Four.

“Erected”, the word “erected” includes the words “built”, “constructed”, “reconstructed”, “restored”, “altered”, “enlarged”, and “moved”.

“Exterior architectural feature”, the architectural style and general arrangement of such portion of the exterior of a building or structure as is designed to be open to view from a public street, way or place including the kind, color and texture of the building materials of such portion and the type and style of all windows, doors, lights, signs and other fixtures appurtenant to such portion.

“Historic districts”, the districts established by Section Two.

“Lot”, an area of land in one ownership with definitive boundaries ascertainable from a recorded deed or recorded plan.

“Person”, the word “person” includes an individual, a corporate or unincorporated organization or association and the Town of Concord.

“Structure”, a combination of materials, other than a building, sign or billboard, but including a stone wall.

SECTION 4. CREATION AND ORGANIZATION OF HISTORIC DISTRICTS COMMISSION.

There is hereby created in the Town of Concord an Historic Districts Commission consisting of five unpaid members who shall be residents of the Town of Concord, to be appointed by the Selectmen of the Town. One member shall be appointed from one of two candidates nominated by the Concord Antiquarian Society, doing business as The Concord Museum, the term of such member will expire in the case of the first appointment one year from January first following the year of that appointment and every five years thereafter. One member shall be appointed from one of two candidates nominated by the Trustees of the Concord Free Public Library Corporation; the term of such member will expire in the case of the first appointment two years from January first following the year of that appointment and every five years thereafter. One member shall be appointed from one of two candidates nominated by the Concord Planning Board; the term of such member will expire in the case of the first appointment three years from January first following the year of that appointment and every five years thereafter. One member shall be appointed from one of two candidates nominated by the Concord Natural Resources Commission; the term of such member will expire in the case of the first appointment four years from January first following the year of that appointment and every five years thereafter. One member shall be appointed at large by the Selectmen; the term of such member will expire five years from January first following the year of that appointment and every five years thereafter.

The Selectmen also shall appoint for terms of five years from January first following the year of such appointments five associate members of the commission selected from candidates nominated by the aforesaid organization, trustees, planning board and commission, each such organization, trustees, board and commission to nominate two

each when two or more associate members are to be appointed and to nominate one each when only one associate member is to be appointed. In case of the absence, inability to act, or interest on the part of a member of the commission his place may be taken by an associate member designated by the chairman of the commission. In case of a vacancy on said commission the chairman may designate an associate member to serve as a member of the commission until said vacancy is filled as provided in this Section. As the term of any member or associate member expires, his successor shall be appointed in like manner for a term of five years. Vacancies in the commission shall be filled in the same manner for the unexpired term. Every member and associate member shall continue in office after the expiration of his term until his successor is duly appointed and qualified. Any member or associate member may be removed for cause by the appointing authority upon written charges and after a public hearing. If the Trustees of the Concord Free Public Library Corporation, the Planning Board, the Natural Resources Commission, or the Concord Antiquarian Society, doing business as the Concord Museum, fail to nominate candidates in accordance with this section within ninety days of a written request by the Board of Selectmen for nominees, the Board of Selectmen may proceed with an appointment to fill the vacancy.

The commission shall elect a chairman and secretary from its membership. In the case of absence of the chairman from any meeting, the commission shall elect a chairman pro tempore for such meeting.

SECTION 5. LIMITATIONS.

- (a) No building or structure, except as provided under Section Six, shall be erected within the historic districts unless and until an application for a certificate of appropriateness as to exterior architectural features which are subject to view from a public street, way or place shall have been filed with the commission and either a certificate of appropriateness or a certificate that no exterior architectural feature is involved, shall have been issued by the commission.
- (b) No building or structure within the historic districts, except as provided in Section Six, shall be changed as to exterior color features which are subject to view from a public street, way or place unless and until an application for a certificate of appropriateness as to change in such color features shall have been filed with the commission and such certificate shall have been issued by the commission.
- (c) No building or structure within the historic districts, except as provided under Section Six, shall be demolished or removed unless and until an application for a permit to demolish or remove the same shall have been filed with the commission, and such permit shall have been issued by the commission.
- (d) No occupational, commercial or other sign, except as provided under Section Six, and no billboard which is subject to view from a public street, way or place shall be erected or displayed within the historic districts unless and until an application for a certificate of appropriateness shall have been filed with the commission, and such certificate shall have been issued by the commission. In the case of any such sign or billboard erected or displayed prior to the effective date of this Act, there shall be allowed a period of five years, subsequent to said effective date, in which to obtain such certificate.

- (e) No landscaping feature which was considered in granting a certificate of appropriateness or permit for demolition or removal and referred to in such certificate or permit as a necessary condition to the granting of such approval shall be changed, except for ordinary maintenance.
- (f) Except in cases excluded by Section Six:
 - (1) No permit shall be issued by the building inspector for any building or structure to be erected within the historic districts, until a certificate of appropriateness or a certificate that no exterior architectural feature is involved has been issued under Section Nine.
 - (2) No permit shall be issued by the building inspector for the demolition or removal of any building or structure within the historic districts until a permit has been issued under Section Nine.

SECTION 6. EXCLUSIONS.

- (a) Nothing in this Act shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature of any building or structure within the historic districts; nor shall anything in this Act be construed to prevent landscaping changes except landscaping changes, involving more than ordinary maintenance, which relate to landscaping features considered in granting a certificate of appropriateness or permit for demolition or removal and referred to in such certificate or permit as a necessary condition to the granting of such approval; nor shall anything in this Act be construed to prevent the erection, construction, reconstruction, restoration, alteration or demolition of any such feature which the building inspector shall certify is required by the public safety because of an unsafe or dangerous condition; nor shall anything in this Act be construed to prevent the erection, construction, reconstruction, alteration or demolition of any such feature under a permit issued by the building inspector prior to the effective date of this Act.
- (b) The following structures and signs may be erected or displayed within the historic districts without the filing of an application for, or the issuance of, a certificate of appropriateness:
 - (1) Temporary structures or signs for use in connection with any official celebration or parade, or any charitable drive in the Town; provided, that any such structure or sign shall be removed within three days following the termination of the celebration, parade or charitable drive for which said structure or sign shall have been erected or displayed. Any other temporary structures or signs which the commission shall determine from time to time may be excluded from the provisions of Section Five without substantial derogation from the intent and purposes of this Act.
 - (2) Real estate signs of not more than three square feet in area advertising the sale or rental of the premises on which they are erected or displayed.
 - (3) Occupational or other signs of not more than one square foot in area and not more than one such sign, irrespective of size, bearing the name, occupation or address of the occupant of the premises on which such sign is erected or displayed where such premises are located within a single residence district as defined in the Zoning By-Law of the Town of Concord.

- (c) The exterior color of any building or structure within the historic districts may be changed without the filing of an application for, or the issuance of, a certificate of appropriateness to any color or any combination of colors which the commission shall determine from time to time may be used without substantial derogation from the intent and purposes of this act.

SECTION 7. APPLICATION TO BE FILED WITH COMMISSION.

Excepting cases excluded by Section Six, any person who desires to erect, build, construct, reconstruct, restore, alter, move, demolish, remove or change the exterior color features of any building or structure now or hereafter within the historic districts, or to erect or display within the historic districts any sign or billboard for which a certificate of appropriateness is required under paragraph (d) of Section Five, shall file with the commission an application for a certificate of appropriateness or a permit for demolition or removal, as the case may be, together with such plans, elevations, specifications, material and other information drawn to scale, as shall be deemed necessary by the commission to enable it to make a determination on the application.

SECTION 8. MEETINGS, HEARINGS, TIME FOR MAKING DETERMINATIONS.

Meetings of the commission shall be held at the call of the chairman and also when called in such other manner as the commission shall determine in its rules. Five members, including associate members, of the commission shall constitute a quorum. The commission shall determine promptly, and in all events within fourteen days, after the filing of an application for a certificate of appropriateness as to exterior architectural features, whether the application involves any such features. If the commission determines that such application involves any exterior architectural features, the commission shall hold a public hearing on such application. The commission also shall hold a public hearing on all other applications required to be filed with it under this Act, except that the commission may approve an application for a change in exterior color features without holding a hearing if it determines that the color change proposed is appropriate.

The commission shall fix a reasonable time for the hearing on any application and shall give public notice thereof by publishing notice of the time, place, and purpose of the hearing in a local newspaper at least fourteen days before said hearing and also, within seven days of said hearing, mail a copy of said notice to the applicant, to the owners of all property deemed by the commission to be affected thereby as they appear on the most recent local tax list, to the planning board of the Town, and to such other persons as the commission shall deem entitled to notice.

As soon as convenient after such public hearing but in any event within sixty days after the filing of the application, or within such further time as the applicant shall allow in writing, the commission shall make a determination on the application. If the commission shall fail to make a determination within said forty-five days, or within such further time allowed by the applicant, the commission shall be deemed to have approved the application.

SECTION 9. POWERS, FUNCTIONS, AND DUTIES OF COMMISSION.

The commission shall have the following powers, functions and duties:

(a) It shall pass upon:

- (1) The appropriateness of exterior architectural features of buildings and structures to be erected within the historic districts wherever such features are subject to view from a public street, way or place.
- (2) The appropriateness of changes in exterior color features of buildings and structures within the historic districts wherever such features are subject to view from a public street, way or place.
- (3) The demolition or removal of any building or structure within the historic districts. The commission may refuse a permit for the demolition or removal of any building or structure of architectural or historic interest, the removal of which in the opinion of the commission would be detrimental to the public interest.
- (4) The appropriateness of the erection or display of occupational, commercial or other signs and billboards within the historic districts wherever a certificate of appropriateness for any such sign or billboard is required under paragraph (d) of Section Five.

In passing upon appropriateness, demolition or removal, the commission shall determine whether the features, demolition or removal, sign or billboard involved will be appropriate for the purposes of this Act and, if it shall be determined to be inappropriate, shall determine whether, owing to conditions especially affecting the building, structure, sign or billboard involved, but not affecting the historic district generally, failure to approve an application will involve a substantial hardship, financial or otherwise, to the applicant and whether such application may be approved without substantial detriment to the public welfare and without substantial derogation from the intent and purposes of this Act. If the commission determines that the features, demolition or removal, sign or billboard involved will be appropriate or, although inappropriate, owing to conditions as aforesaid, failure to approve an application will involve substantial hardship to the applicant and approval thereof may be made without substantial detriment or derogation as aforesaid, the commission shall approve the application; but if the commission does not so determine, the application shall be disapproved.

In passing upon appropriateness the commission shall consider, among other things, the historical and literary value and significance of the site, building or structure, the general design, arrangement, texture, material and color of the features, sign or billboard involved, and the relation of such factors to similar factors of sites, buildings and structures in the immediate surroundings. The commission shall consider the appropriateness of the size and shape of the building or structure in relation to (a) the land area upon which the building or structure is situated, (b) the landscaping and planting features proposed by the applicant and c) the neighboring sites, buildings or structures within the district. The commission shall also consider the applicable zoning and other by-laws of the Town. The commission shall not consider detailed designs, interior arrangement and other building features not subject to public view.

In approving an application the commission may impose conditions which, if the certificate of appropriateness is acted upon, shall be binding upon the applicant, the owner of the property and his successors in title. Prior to approving an application subject to conditions, the commission may notify the applicant of its proposed action

and permit the applicant to express his opinion thereon. The concurring vote of three members, including associate members, of the commission shall be necessary to make a determination in favor of the applicant on any matter upon which the commission is required to pass under this Act.

- (b) In the case of an approval by the commission of an application for a certificate of appropriateness or a permit for demolition or removal, or in the event an application is deemed approved through failure to make a determination within the time specified in Section Eight, the commission shall cause a certificate of appropriateness or a permit for demolition or removal, as the case may be, dated and signed by its chairman or chairman pro tempore, to be issued to the applicant.
- (c) In the case of disapproval of an application for a certificate of appropriateness or a permit for demolition or removal, the commission shall cause a notice of its determination, dated and signed by its chairman or chairman pro tempore, to be issued to the applicant, setting forth therein the reasons for its determination, and, as to applications for a certificate of appropriateness, the commission may make recommendations to the applicant with respect to appropriateness of design, arrangement, texture, material, color and similar factors. Prior to the issuance of any disapproval, the commission may notify the applicant of its proposed action accompanied by recommendations of changes in the applicant's proposal which, if made, would make the application acceptable to the commission. If within ten days of the receipt of such a notice the applicant files a written modification of his application in conformity with the recommended changes of the commission, the commission shall cause a certificate of appropriateness or permit for demolition or removal, as the case may be, dated and signed by its chairman or chairman pro tempore, to be issued to the applicant.
- (d) In the case of a determination by the commission that an application for a certificate of appropriateness does not involve any exterior architectural feature, the commission shall cause a certificate of such determination, dated and signed by its chairman or chairman pro tempore, to be issued forthwith to the applicant.
- (e) The commission shall keep a permanent record of its resolutions, transactions, and determinations, and may make such rules and regulations consistent with this Act and prescribe such forms as it shall deem desirable and necessary.
- (f) The commission shall file with the Town Clerk a notice of all determinations made by it, and approvals of applications through failure of the commission to make a determination within the time allowed under Section Eight, except that no notice of a determination that an application for a certificate of appropriateness does not involve any exterior architectural feature shall be filed.
- (g) The commission may incur expenses necessary to the carrying on of its work within the amount of its appropriation.

SECTION 10. APPEALS.

Any person aggrieved by a determination of the commission or by an approval of an application through failure of the commission to make a determination within the time allowed under Section Eight, whether or not previously a party to the proceeding, or any officer or board of the Town may, within twenty days after the filing of a notice of such determination or approval with the Town Clerk, appeal to the Superior Court sitting in

equity for the County of Middlesex. Notice of the action with a copy of the complaint shall be given to the Town Clerk so as to be received with such twenty days. The court shall hear all pertinent evidence and determine the facts and if, upon the facts so determined, such determination or approval is found to exceed the authority of the commission, the court shall annul such determination or approval and remand the case for further action by the commission. The remedies provided by this action shall be exclusive; but the parties shall have all rights of appeal and exception as in other equity cases. Costs shall not be allowed against the commission unless it shall appear to the court that the commission acted in bad faith or with malice in the matter from which the appeal was taken.

Costs shall not be allowed against the party appealing from such determination or approval of the commission unless it shall appear to the court that said party acted in bad faith or with malice in making the appeal in court.

SECTION 11. ENFORCEMENT.

Any person who violates any of the provisions of this Act shall be guilty of a misdemeanor, and upon conviction thereof shall be fined not less than ten dollars nor more than five hundred dollars.

The Superior Court sitting in equity for the County of Middlesex shall have jurisdiction to enforce the provisions of this act and the determinations, rulings and regulations issued thereunder and may restrain by injunction violations thereof and issue such other orders for relief of violations as may be required.

SECTION 12. CHANGES IN HISTORIC DISTRICTS.

The districts described in Section Two may be enlarged or reduced and new districts may be created by a two-thirds vote at any regular or special Town Meeting called for the purpose. Prior to any such action, the planning board shall hold a public hearing, duly advertised, thereon and shall report its recommendations to the Town Meeting.

SECTION 13. HISTORIC ZONING.

The Town of Concord by a two-thirds vote at any regular or special Town Meeting called for the purpose may enact additions, changes or amendments to its zoning By-laws to assist in carrying out the purpose of this Act. Prior to any such enactment, the planning board shall hold a public hearing, duly advertised, thereon and shall report its recommendations to the Town Meeting.

SECTION 14. SEVERABILITY OF PROVISIONS.

The provisions of this Act shall be deemed to be severable; and in case any section, paragraph or part of this Act shall be held unconstitutional by any court of competent jurisdiction, the decision of such court shall not affect or impair the validity of any other sections, paragraphs or parts of this Act.

SECTION 15.

This Act shall take effect upon its acceptance by the Town of Concord at an annual Town Meeting or at any special Town Meeting called for the purpose.

Approved by the State Legislature May 2, 1960
Authorized under Article 56, Town Meeting, March 1960
Adopted at the Annual Town Meeting under Article 51, March 6 & 13, 1961
Chapter 499, Acts of 1972 (as authorized by Article 65, Annual Town Meeting, March 1972)(§4
Amended)
Article 8, Special Town Meeting, October 1972 (§2 Amended)
Articles 52 and 53, Annual Town Meeting, March 1973 (§2 Amended)
Chapter 223, Acts of 1983 (as authorized by Article 38, Annual Town Meeting April 1983) (§6
Amended)
Chapter 213, Acts of 1985 (as authorized by Article 25, Annual Town Meeting, April 1985) (§§2
and 3 Amended)
Article 45, Annual Town Meeting, May 1998 (§2 Amended)
Article 34, Annual Town Meeting, April 2005 (§2 Amended)
Article 44, Annual Town Meeting, April 2008 (Main Street District extended)
Chapter 108, Acts of 2010 (as authorized by Article 70, Annual Town Meeting April 2010 &
previously by Article 38, Annual Town Meeting, April 2007) (§§4, 8 and 10 Amended)