

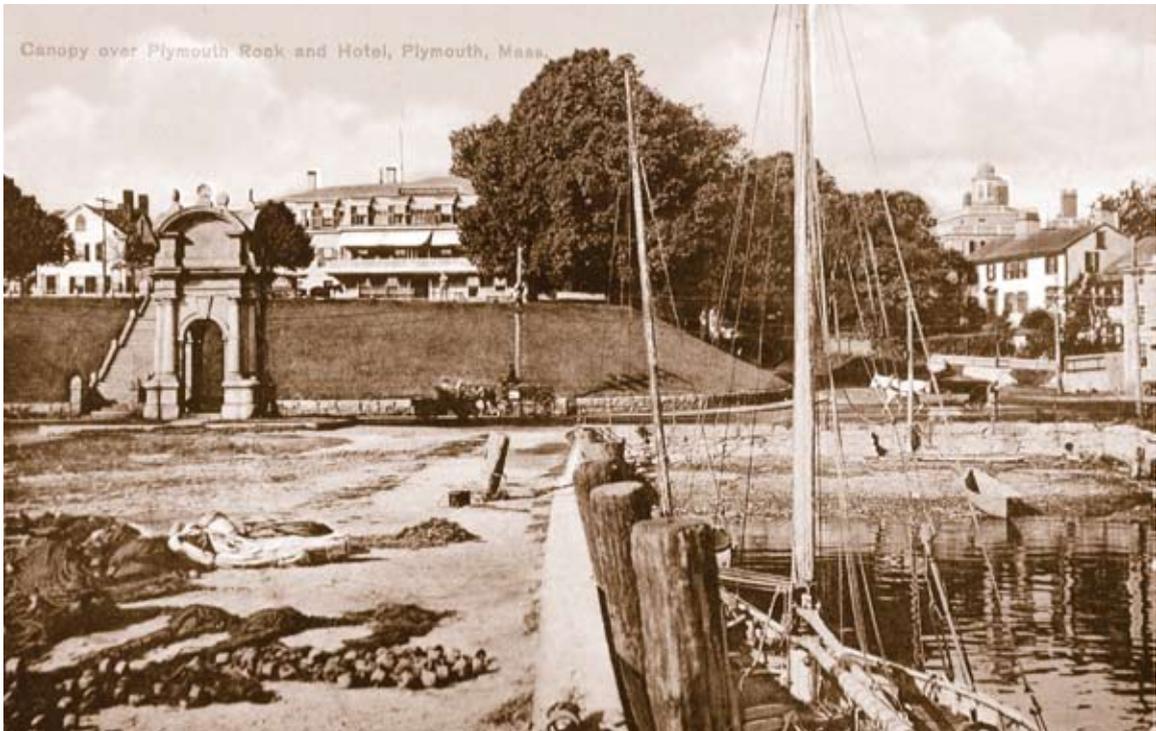
PLYMOUTH HISTORIC DISTRICT COMMISSION HANDBOOK





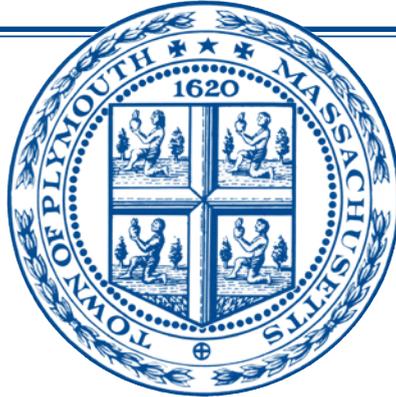
Leyden Street, Plymouth, Mass. The first street in New England.

Leyden Street, c. 1900



Canopy over Plymouth Rock and Hotel, Plymouth, Mass.

Canopy over Plymouth Rock, c. 1900



PLYMOUTH HISTORIC DISTRICT COMMISSION HANDBOOK

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January 2008

Approved January 16, 2008
by the Plymouth Historic District Commission

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PLYMOUTH HISTORIC DISTRICT COMMISSION HANDBOOK

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I. INTRODUCTION TO THE DISTRICT

A. PURPOSE OF THIS HANDBOOK

This Handbook contains the Design Review Guidelines and procedural Rule and Regulations of the Plymouth Historic District Commission. The Handbook is intended for use by members and staff of the Plymouth Historic District Commission, home and business owners within the district, and applicants before the commission, including contractors and architects.

Section II provides information for applicants on the procedural aspects of the Historic District review process, including how to prepare an application, and what to expect at a Plymouth Historic District Commission hearing.

Section III contains the Commission's Design Review Guidelines. These Guidelines have been adopted by the Commission and govern their decision-making. While every case has unique elements, these Guidelines are intended to ensure consistency and predictability for those applying for certificates or otherwise affected by the Plymouth Historic District. The Guidelines not only assist the Commission in their deliberations, but should be used by owners and applicants within the district as they prepare applications for Commission review.

Finally, in the Appendix you will find additional support information, including Architectural Definitions and Diagrams, a Glossary of Architectural Styles in the Plymouth Historic District, Commercial Storefront Rehabilitation Examples, Rules and Regulations that govern the work of the Commission and a Boundary Map of the Plymouth Historic District.

B. CREATING THE HISTORIC DISTRICT

Most historic districts in Massachusetts are created according to a procedure established by the Massachusetts Historic District Act, Mass. Gen. Laws Ch. 40C (Ch. 40C). According to Ch. 40C, the purpose of an Historic District is to promote the welfare of the public “through the preservation and protection of the distinctive characteristics of buildings and places significant in the history of the commonwealth and its cities and towns or their architecture, and through the maintenance and improvement of settings for such buildings and places and the encouragement of design compatible therewith.”

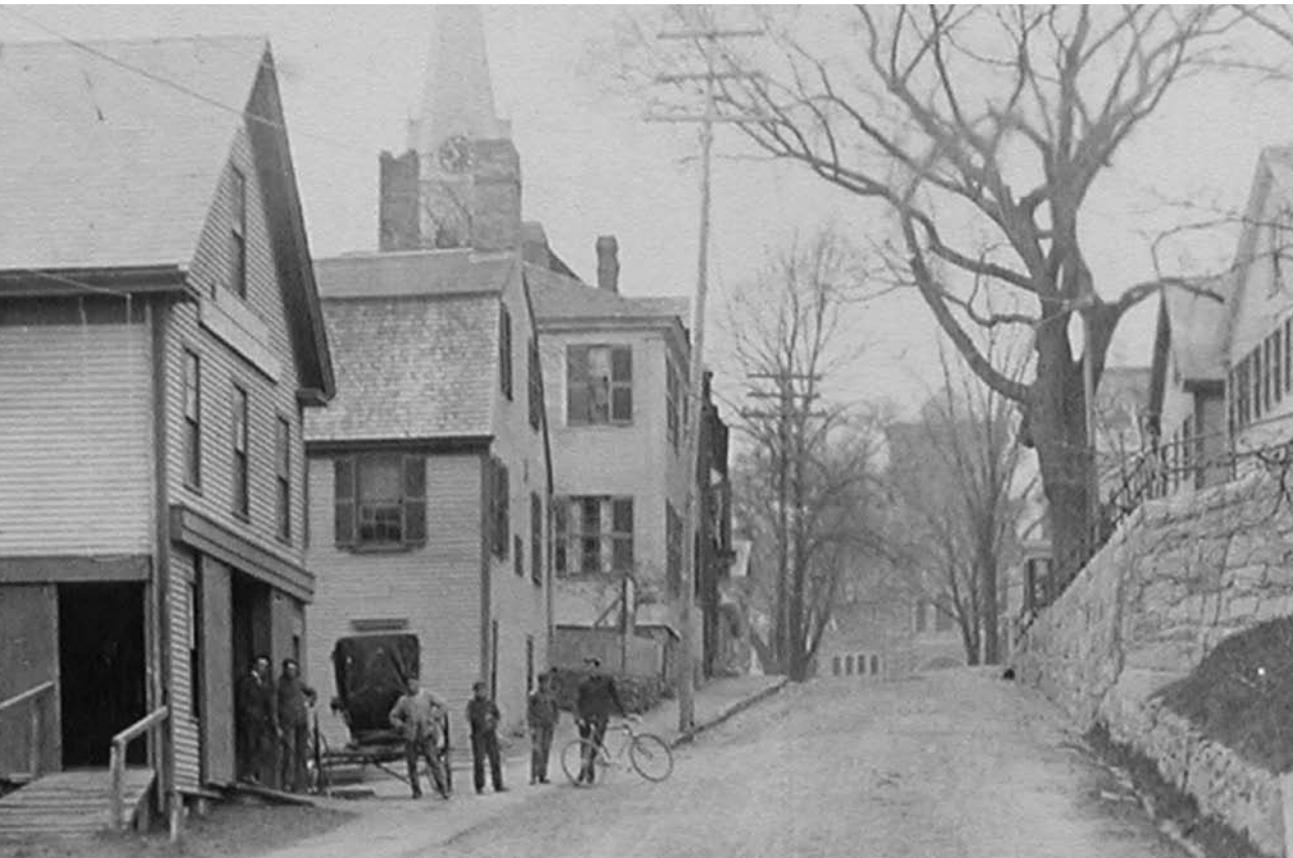


PHOTO: PILGRIM SOCIETY

Looking up Leyden Street from Water Street c. 1900.

To date, 120 towns in the Commonwealth have adopted over 220 local historic districts. Plymouth's historic district was created pursuant to Ch. 40C and was approved at the annual Town Meeting in 1974. The Plymouth Historic District is one of the oldest such districts in Massachusetts. The District was expanded in 1977 and again in 1990 and now comprises some 286 properties.

The Plymouth Historic District Boundary map is included in the Appendix, and is also available for purchase or viewing at the Department of Planning and Development in the Town Office Building.

C. HISTORY OF PLYMOUTH CENTER

The Plymouth Historic District includes a major portion of the first townscape to be established as a permanent English settlement in the United States. Some streets in the District were laid out as early as 1621 and provide major visual evidence of the early period of Plymouth's history. This core area of the historic district retains the original small-scale urban character, including Leyden Street (1620), Middle Street (1725), and North Street (1633) which were laid out and at once plotted into house lots.

Throughout the District, seventeenth century houses were replaced with larger more permanent structures in the 18th and 19th centuries. Additional residential, civic and commercial development occurred in the early 20th century, and an additional layer of redevelopment occurred in the latter half of the 20th century to accommodate tourism. Today the area presents a charming series of commercial, residential and waterfront streetscapes.

Plymouth Center serves many functions; it is the commercial and civic heart of Plymouth, serves as a major tourist destination, and is home to many. Buildings in the district represent a range of 17th through early 20th century styles found in New England, from the elegant Georgian and Federal styles to the later more exuberant Victorian and Revival designs. Buildings within the District come in many forms,

from brick row houses to freestanding wood-frame houses, and from one-four story masonry commercial blocks to large high-style civic buildings. In addition to being bounded to the east by Plymouth Harbor, the District also contains two major open spaces: Brewster Gardens at the south end of Town Brook, and Coles Hill, an escarpment rising from the waterfront to the west and extending from Leyden to North Streets.

Not all of the buildings in the District are notable as historic architecture, but inappropriate changes to any building within a district can adversely affect the district's character and setting. The Historic District Commission is charged with reviewing changes to all building exteriors and new construction in order to ensure that such changes or additions are appropriate to their immediate surroundings and the District as a whole.



Main Street c. 1900

II. THE DESIGN REVIEW PROCESS

A. WHAT TRIGGERS REVIEW

Most modifications to exterior architectural features of any building, structure, or site located within the District (including demolition) and any new addition or new construction, must be approved by the Plymouth Historic District Commission **before the work is begun**. Commission approval consists of a Certificate of Appropriateness, a Certificate of Non-Applicability, or a Certificate of Hardship (see Section D for definitions). Failure to obtain a Certificate from the Commission before commencing work may result in a stop work order issued by the Building Department, and may make a property owner and his or her agents liable for both fines and related legal expenses.

There are four important limitations to this review authority:

1. Ordinary maintenance or repair of any exterior feature within the Historic District which does not involve a change in design, material, color, or the outward appearance of a building or structure does not require a Certificate by the Commission.
2. Replacement in kind of any exterior architectural feature is exempt from review, provided the replacement matches the existing in material, color, size, and design.
3. The Commission only has review authority over alterations or construction visible from a public way.
4. The use of plant material in site improvements is exempt from review.

It is recommended that you contact Commission staff to determine whether your proposed work requires Commission review and approval, and contact the Building Department to determine if other review processes are required.

B. PREPARING AN APPLICATION

1. Introduction

The process of applying to the Plymouth Historic District Commission for approval of work within the District is a simple one. The first step is to contact the Commission in order to find out which Certificate is necessary. Commission staff is located in the Plymouth Department of Planning and Development, 11 Lincoln Street (508-747-1620 x144). They can provide information about the process and any required fees. If any portion of a building or structure is within the District, then the whole building or structure is deemed to be within the District.

Commission staff schedules all discussions and hearings on applications for Certificates. In order to allow required legal notice in a local newspaper, completed applications, application materials and fees must be submitted to Commission staff at least three weeks prior to the scheduled hearing.

2. Informal Meetings

Owners who wish to alter their properties or engage in any construction or demolition are encouraged to take advantage of the opportunity to meet with the Commission informally to discuss the appropriateness of any changes before submitting an application. The Commission may make suggestions or ask for additional information which can expedite the formal review process. Contractors, architects, and/or other consultants are welcome to attend with the owner. An informal meeting is free of charge, and generally held during regularly-scheduled Commission meetings. It must be scheduled in advance with the Commission staff. Depending on the matters scheduled for that particular Commission meeting, time for discussion may be limited by the Commission Chair. An informal meeting can save applicants time, money, and effort in moving forward with their proposed work.

3. Application Materials Required for Commission Hearings

In addition to a completed application form, supporting materials must be submitted. These materials must be submitted at the time the application is filed unless Commission staff gives permission for later submission. The materials that are required vary by type and scope of project and are described below. If the Commission does not have materials and information adequate to make a decision on the application at the hearing, the application may be denied or continued until another Commission meeting so that further material can be presented.

a. Applications for Additions, Major Alterations, and New Construction.

Please contact Commission staff to confirm the level of documentation required for your application. For **minor alterations**, such as window replacement or roofing, submission of Photographs and Materials, may be adequate. For additions, major alterations and new construction, the applicant must provide the Commission with two (2) copies of the following information:

- ◆ **Site Plan**

Site Plan showing property lines, existing buildings and structures, and proposed changes. For large and more complex projects, the site plan should include adjacent properties. Plans no larger than 11" x 17" are preferred, or digital files in PDF or similar format.

- ◆ **Elevation Drawings and Floor Plans**

Scaled drawings of exterior elevations showing all exterior features accurately and completely, of *existing and proposed* conditions. Detail drawings at larger scale may be required for important proposed character-defining elements. Floor plans are helpful to understand exterior design intent. Plans no larger than 11" x 17" are preferred, or digital files in PDF or similar format. At its discretion, the Commission may require the applicant to provide a model showing the proposed construction in relation to the surrounding area, perspective drawings and/or floor/area ratios for the proposed building and surrounding buildings.

- ♦ **Photographs**

Photographs of the existing building, including all elevations, and photographs showing the relationship of the building to the surrounding neighborhood. Historical photographs (if available) are recommended and may be obtained at the Public Library. Size and quality of photographs must be adequate to read details of building. Polaroid photographs are not acceptable.

- ♦ **Materials**

Manufacturers' brochures with illustrations and specifications for proposed new material or products, including color and dimensions.

The color of paint often varies from manufacturers' samples and catalogs. The applicant, therefore, should bring a sample of the material to be painted with the actual paint on it. The sample should be 8 1/2 x 11 inches.

b. Applications for Signs

Please note that signage applications **must first be submitted to the Building Commissioner** to ensure compliance with Chapter 205-19 of the Plymouth Zoning Bylaw. A copy of the zoning permit must be submitted with the application. For hearings on signs and signage, the applicant must present two (2) copies of the following information:

- ♦ **Sign drawings**

Scaled drawings for proposed signs, including moldings and other design details; 1/2 inch = 1 foot minimum or photographs of the proposed sign (min. 4" x 6").

- ♦ **Elevation drawings**

Drawings of building elevations showing exact locations of proposed signs, scaled at 1/8 inch = 1 foot minimum.

- ♦ **Photographs**

Photographs of the storefront elevations, and photographs showing the relationship of the building to the surrounding neighborhood. Historical

photographs (if available) are recommended and may be obtained at the Public Library. Size and quality of photographs must be adequate to read details of building. Polaroid photographs are not acceptable.

- **Materials**

Samples and specifications for materials and colors to be used. The paint sample should be 8 1/2 x 11 inches.

- **Installation details**

Details and product specifications for proposed brackets/hangers, posts, installation methods, and light fixtures.

c. Applications for Demolition

Demolitions are strongly discouraged and require clear documentation of necessity. For hearings on demolitions, the applicant must present two (2) copies of the following information:

- **Photographs**

Photographs of the existing building, including all elevations, and

photographs showing the condition of the building and the relationship of the building to the surrounding neighborhood. Photographs should be minimum size of 4" x 6". Polaroid photographs are not acceptable.

- **Owner's Structural Report**

Detailed report from a qualified professional, including a structural engineer or architect with experience analyzing historic buildings regarding the soundness of the building.



Buildings at the corner of Market and Summer streets c. 1960 prior to demolition.

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- **Town’s Structural Report**

Opinion from the Town Building Inspector regarding the soundness of the building.

- **Additional information**

For an historically significant building, the Commission may require evidence of efforts to sell the building to a purchaser willing and able to preserve and/or move the building.

d. Time Frames for Applications

Once an application and required documentation are submitted to the Commission staff, a formal hearing is scheduled, not less than three weeks later. Staff are required to place an advertisement for the hearing in a local newspaper, and inform abutters (see Abutter Notification, Section 5 of the Plymouth Historic District Rules and Regulations in Appendix D).

On the date of the formal hearing the application is heard by the Commission. A decision must be made by the Commission within 60 days of receipt of the application, unless the applicant allows further time for consideration in writing. The Plymouth Historic District Commission normally approves or denies an application within a much shorter period.

Within seven business days after a decision by the Commission, approved applicants are provided with the appropriate Certificates.

C. THE HEARING PROCESS

1. Public meetings

Regular meetings of the Commission are held twice a month, usually the first and third Wednesday. Notice of date, time and location of all meetings shall be posted in Town Hall at least 48 hours prior to a scheduled meeting. Work conducted during public *meetings* includes review and approval of minutes, review of violations, discussion of

public relations, and other administrative issues that may come to the attention of the commission. Items scheduled for the meeting portion of an agenda do not require the fourteen day notification necessary for certificate applications. Business items can be added at any time, including at the time of the meeting itself.

2. Public hearings

Public hearings are held to consider applications requesting Certificates. Notice of date, time and location as well as subject matter shall be posted in the Town Hall at least fourteen days (14) prior to the hearing. In addition, notices of public hearings shall be sent to applicants, owners/abutters of the property for which an application has been made, and to others who have requested notification in writing. Applicants or their representatives are strongly encouraged to be present at the hearing at which their application for a Certificate is being heard.

3. Work Sessions

Owners contemplating major alterations, additions or new construction are encouraged to meet with the Commission during a Public Meeting prior to submission of an application. This is an opportunity to receive guidance or answer questions before preparing applications and supporting materials.

4. Continued Hearings

In some instances the Commission will ask that adjustments to the plans be made or additional information or materials provided. The Public Hearing will be continued for a determined length of time. There are no additional fees for this Continued Hearing. The applicant will be requested to waive the 60-day deadline for decision in order to allow further time for consideration of the application.

5. Cancellation of Meetings.

If there is no Commission business to conduct, the Chairperson, or other officer of the Commission in the absence of the Chairperson, may dispense with a meeting by

giving notice to all members, and by posting a notice of the cancellation in the Town Hall at least 48 hours prior to the scheduled time.

6. Jurisdiction

The Commission can only review and approve alterations and construction according to its authority established in the Plymouth Historic District Commission Bylaw and the state historic district legislation, Mass. Gen. Laws Ch. 40C. Issues such as land uses, noise, and impacts on private property are outside of the Commission's purview and cannot be addressed by the Commission.

D. CERTIFICATES

The Historic District Commission can consider applications for three types of certificates to approve work proposed in the District:

1. Certificate of Appropriateness

A Certificate of Appropriateness is issued when the construction or alteration for which the application is made will be appropriate for or compatible with the preservation or protection of the Historic District.

2. Certificate of Non-Applicability

A Certificate of Non-Applicability is issued when the work does not involve any exterior architectural feature, the proposed work is not visible from a public way, or involves an exterior architectural feature which is not subject to review by the Commission because the Commission has previously decided to exclude the feature, building or structure from its review.

3. Certificate of Hardship

An applicant may apply directly for a Certificate of Hardship or the Commission may determine in evaluating an application for a Certificate of Appropriateness that a Hardship certificate is in order.

For Certificates of Hardship, the commission must determine whether, owing to conditions especially affecting the building or structure involved, but not affecting the 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 public welfare and without substantial derogation from the intent and purposes of the District.

4. Denials

Applications which have been denied may not be resubmitted for a period of one year unless the application has been substantially changed. In all cases, resubmittal requires a new application.

E. AFTER APPLICATION APPROVAL

1. Time limits

Work must commence within one year from the time the Certificate is signed unless an extension is requested and approved by the Commission. If work does not commence within one year, a new application must be submitted for Commission review.

2. Modifications

During the construction phase of a project, the applicant must notify the Commission of any exterior changes to the original approved plans. Changes need approval before being implemented. The Commission will appoint a liaison to monitor progress of the work. Alterations made without Commission notification and approval may be treated as violations and may result in fines, replacement of inappropriate materials at owner's expense, or other remedial action. Failure to follow approved plans may lead to revocation of a Building Permit or delay the issuance of a Certificates of Occupancy. Modification requests which would substantially change the nature of the original application may, at the Commission's discretion, be treated as a separate case requiring a new application.

3. After Completion of the Work

Within 30 days after completion of the project, the property owner must submit a photograph of the completed work or project. No occupancy permit or final sign-off will be issued by the Building Department without confirmation from the Commission that the work was done according to the approved Certificate.

F. ENFORCEMENT

Failure to apply for and obtain proper Commission approval for work in the District constitutes a violation of the Bylaw and Ch. 40C and will be punished to the extent of the law, which specifies fines of up to \$500 per day for unapproved work.

By signing the “Application for a Certificate of Appropriateness” the applicant understands and agrees that individual Commission members may visit the property at their convenience to view the area and details to ensure compliance with the approved submission.

If there is a violation currently at a property, no application for new work will be accepted or reviewed until the violation has been resolved to the satisfaction of the Commission.

See the Rules and Regulation in Appendix D for an explanation of how violations are processed the Commission.

III. DESIGN REVIEW GUIDELINES

A. GENERAL GUIDELINES

The Plymouth Historic District contains architecturally and historically significant buildings and structures in a variety of styles, sizes, materials, uses and settings. Despite these differences, the principles of how to preserve them are the same. The Commission shall determine whether proposed construction, reconstruction, alteration or demolition of exterior architectural features will be appropriate to preserve the character and appearance of that resource, its setting, and the District as a whole.

The basic principle of historic preservation is to retain and preserve the historic character of a building or structure. The removal of historic materials or alteration

ANATOMY OF AN OLD HOUSE



COURTESY OF THE
GLOUCESTER HISTORIC DISTRICT COMMISSION

of features that characterize a building or structure should be avoided. Deteriorated historic features should be repaired rather than replaced whenever possible. When replacement is needed, the new feature should match the old in design, color, texture, and, where possible, materials. In addition, adding conjectural features or architectural elements from other buildings or structures is not appropriate.

Character defining features are those elements that express a building's style and age, such as the shape of roofs, use of decorative trim and ornament, and window and door configurations. The size, shape, materials and color of each of these elements contribute to the character of the building and the District.

Some buildings within the District have been altered over time. It is important for the Commission to determine whether existing additions have obtained significance in their own right. Significance can result from an addition reflecting characteristics of a later style, e.g. an Italianate porch added onto a Greek Revival façade. Significance can also be the result of an addition that reflects important historic developments, e.g. residential facades altered for commercial use. All architectural changes shall be appropriate either to the original style of the building or structure, if it has not been significantly altered, or to its altered style, if it has been significantly altered to reflect characteristics of a later style or period of development.

Buildings, structures, or additions thereof which are 50 years or older shall be treated as historic and contributing to the character of the District. Buildings less than 50 years old will be considered non-historic.

B. EXEMPTIONS

The Commission has not declared any items exempt from review. However, repointing does not require a hearing provided the conditions of the Repointing Guideline (13.d) are met. An application must still be filed with Commission staff.

C. ALTERATIONS TO BUILDINGS

1. Attachments



Items such as street numbers, flags and window boxes which are attached to a house or business can support or detract from the architectural character of the building. The size, material, design and location must not damage, obscure or detract from character defining features of the building. For street numbers, black metal or brass numbers are appropriate.

2. Air Conditioners/ HVAC

Temporary window-installed air conditioner units are generally exempt from review, but it is recommended that they be located where least visible from a public way.

Air conditioner and HVAC units that are attached to a building must be reviewed to ensure that no character defining features are damaged or obscured. Air conditioner and HVAC units should not be located on primary or highly visible locations.

HVAC units situated on a concrete pad adjacent to a building should not be located on primary or highly visible locations. If visibility cannot be avoided, the equipment must be screened by plantings or appropriate fencing.

3. Awnings and Canopies

Awnings and canopies are considered attachments to buildings and are subject to review. Signage on an awning or awning valance must be reviewed in the context of an overall sign plan – please refer to the Sign Guidelines, in Section E.

Approval of awnings will be made on a case by case basis. If approved, awnings must be properly maintained.

a. Commercial Buildings

Awnings may be approved for commercial buildings provided they comply with the following Guidelines:

- i. Awnings must be installed in a manner that does not obscure significant architectural detail. The awning should be attached above the display windows and below the cornice. The awning should reinforce the frame of the storefront and not cover the space between the second-story window sills and the storefront cornice.
- ii. A street level awning shall be mounted so that the valance is 8' above the sidewalk and projects out no more than 4' from the facade plane of the building.
- iii. Location of the awning shall be limited to the width of the storefront, and not be larger or smaller than a window opening, and may incorporate the entrance if integral to the storefront design.
- iv. Awning material shall be canvas or canvas-like in appearance.
- v. Awnings shall be designed with a valance scaled appropriately to the overall size of the awning. The lower portion of the valance may be loose and not fixed by a frame.
- vi. The design, shape and color of the awning must be appropriate to the building and surrounding buildings and to historic precedent for the appearance of awnings in the district. Hardware should also be appropriate to the historic surroundings, and should preferably be made operable.



Main Street Plymouth c. 1900.

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b. Storefronts in converted residential buildings

- i. The size and location of awnings on former residential facades shall not visually dominate the building. Awnings shall be limited to storefront windows and/or door openings and not span across other components of the residential façade, or be sized larger or smaller than the window opening.
- ii. Awnings shall be installed in a manner that does not obscure significant architectural detail.
- iii. Awning material shall be canvas or canvas-like in appearance.
- iv. Awnings must be designed with a valance, scaled appropriately to the overall size of the awning. The lower portion of the valance shall be loose and not fixed by a frame.
- v. The design and color of the awning must be appropriate to the building and surrounding buildings. Hardware shall also be appropriate to the historic surroundings.

c. Residential Buildings

Awnings are discouraged on residences except where marginally visible from a public way. If approved, they shall be limited to the size of the window opening and not obscure architecturally significant detail.



Without documentation of historic use, awnings will be approved on a case by case basis.

4. Chimneys

a. Existing chimneys

Chimneys are an important character-defining feature of many building types

and styles. Existing historically significant chimneys must be preserved. If re-pointing is required, refer to the Masonry Guideline (13.d) for mortar specifications. If a chimney requires replacement, the new chimney shall reuse the existing brick where possible, or otherwise match the original brick in color, shape, and size. Replacement chimneys must match the original in size, shape and design, including ornamental detail such as corbelling and other brick patterning. Brick chimneys shall not be painted unless supported by historic documentation. Chimney caps are discouraged because they were not common historically, but if desired should be made of stone or stone aggregate.

b. New chimneys in existing buildings

New chimneys shall be of a size, scale and design that is appropriate to the type and style of the building, as demonstrated by similar buildings in the District.



5. Doors

Note: These Guidelines apply to residential and commercial doors.

a. Replacement of Original or Historically Significant Doors

Historic doors shall be retained. Replacement of original or historically significant doors, if necessary, shall match the existing in material, size, design and location. In addition to the door itself, original or architecturally significant surround details, such as frames, fanlights, sidelights, transoms and other decorative trim shall be preserved or, if necessary, replaced in kind, including material.

b. Replacement of Non-Contributing Doors

If doors that are not original or architecturally significant are to be replaced, the replacement door, including design and material of the surround details and other decorative trim should be appropriate to the style and use of the building. The Commission encourages the restoration of missing original or historic doors, provided there is supporting photo or other documentation.

c. Removal or Relocation of Existing Doors

Removal or relocation of historic doors, or replacement doors in original locations, is generally not permitted. Relocation of non-historic doors may be permissible, provided the relocation does not alter an original or historically significant elevation, including pattern or rhythm of windows and doors.

d. Addition of New Doors

In general, the addition of new doors on primary or highly visible elevations of historic buildings is not appropriate. New doors may be added, provided they do not detract from an original or architecturally significant elevation, including original pattern or rhythm of windows and doors, and are minimally visible from a public way.

e. Addition, Relocation or Removal of Doors on Non-Historic Buildings

Doors on non-historic buildings may be added, relocated or removed provided such alterations are appropriate to the design of the building.

6. Dormers

a. Existing Dormers

Dormers that are original to the design of the building, or architecturally significant from a later alteration, shall not be altered. Replacement of original or historically significant dormers, if necessary, shall match the existing in material, size, design and location.



b. New Dormers

New dormers may be approved on a case by case basis using the following criteria.

i. Dormers on primary elevations or elevations that front on a public way are generally discouraged.

ii. A new dormer shall not dominate the roof slope or obscure significant architectural detail visible from a public way.

iii. The original roof slope shall be preserved unchanged at either side of, and below, the new dormer.

iv. Materials must be compatible with the building, including roof shingles, siding, cornice and trim details, and windows.*

v. The size and design of the dormer should be appropriate to the roof slope and the building overall, with either a gabled, hipped or shed roof configuration whichever is most suitable for the building's size and architectural style. In general, dormers which span more than 50% of a roof slope

are not appropriate. Shed dormers must be at least one foot from the lower edge of the roof. Multiple small dormers aligned with windows on the elevation are generally preferred to large shed dormers on primary elevations.

vi. The design of the dormer, including cornice, trim and window surrounds, should be appropriate to the style of the building.

* See Window Guideline (26) for new windows.

7. Egress stairs and openings

New stairs to accommodate egress required by the Massachusetts State Building Code must be located to minimize visibility where possible, and designed to be compatible with existing doors and the style of the building. Installation of egress stairs on primary elevations or elevations that front on a public way should be avoided. Historic openings should not be enlarged or otherwise altered in scale or design to accommodate egress.

8. Fire escapes

If necessary, fire escapes should be located to minimize visibility from a public way. In all cases, fire escapes should be designed to have a minimal impact on the appearance and integrity of the building.

9. Gutters and downspouts

Historic gutters and downspouts were typically constructed of wood or copper and should be preserved and repaired rather than replaced. Replacement gutters or downspouts should match the original in material, design and configuration, including the profile. In particular, if the original gutter was built into the eave profile, such a gutter design should be replicated.

Installation of new gutters and downspouts shall not remove or obscure significant architectural details, such as cornice trim, brackets and corner board profiles. New gutters shall be constructed of wood and/or copper. Painted aluminum may be approved for non-historic buildings or marginally visible gutters or downspouts on historic buildings.

10. Handicap access

Handicap accessibility is governed by federal law (Americans with Disabilities Act) and state law. In Massachusetts, the Architectural Access Board (AAB) governs the need and method of creating accessibility for buildings of public accommodation, which includes buildings constructed by a public entity, as well as privately-owned buildings that are open to and used by the public, such as restaurants. The AAB has

promulgated regulations for how to achieve accessibility, but has included the ability to obtain variances from full compliance for historic buildings.

The goal in reviewing a proposal for accessibility in an historic district is to ensure that significant character defining features of the building, including front stairs, porches, doors and door surrounds are minimally impacted. Where creating accessibility in the primary entrance or façade will obscure or destroy significant character defining features, the Commission has the authority to request the applicant to seek alternate means of accessibility, including secondary entrances, in consultation with the AAB and the MHC.

The AAB can be reached at 617-727-0660, the MHC at 617-727-8470.

11. Ironwork

Original or historic architectural ironwork shall be repaired and restored rather than replaced. If replacement is necessary, it must be replaced in kind including all decorative elements. New or replacement iron features shall be compatible with the style of the property on which they are to be installed.



12. Lighting

Note: For commercial signage lighting, see Sign Guidelines in Section E.



a. Existing Light Fixtures

Where original or historic light fixtures remain (whether electrified gas fixtures or early electric fixtures), they should be repaired and maintained rather than replaced. Where replacement is required due to deterioration, replacement should match the original in material and design and location.

b. New Light Fixtures – Historic Buildings

Light fixtures were traditionally located at entrances and gates, and were otherwise rarely used to illuminate facades, yards, plant material, or architectural details. New light fixtures, therefore, should be limited to such traditional locations. The design, materials, and size of the fixtures should be appropriate to the style of the building and not overwhelm or obscure existing architectural details. Where entryways are recessed, fixtures should be located in the ceiling of the recess and shielded to direct light downward. Electrical conduit and junction boxes should be located to minimize visibility from a public way.

c. New Light Fixtures – Non-Historic Buildings

New light fixtures in non-historic buildings should be simple and unobtrusive in terms of materials, size, and design. For example, where possible, recessed lighting fixtures should be used to direct light downward.

d. Facade and Yard Lighting

The Commission may allow illumination of facades, yards, plant material or architectural details, provided that the light fixtures and related equipment are minimally visible and shielded from the street, and the lumens of the fixture are low and approved by the Commission. Bare flood lights will not be approved.



13. Masonry Foundations and Elevations

a. Cleaning

Masonry elements of a building foundation or elevation should be cleaned only when necessary to halt deterioration. The gentlest cleaning method possible shall be used and should be tested on an inconspicuous area to be certain that it will not damage or change the material. Brick and stone shall not be sandblasted as it results in future deterioration. The application of water-repellent coatings or other treatments is discouraged, and samples of any proposed treatment must be tested and approved by the Commission before application.

b. Painting

Masonry facades shall not be painted unless there is evidence that the building was painted originally.

c. Repair

When rebuilding or repairing an existing brick or stone foundation or elevation, the existing brick should be reused. If reuse is not possible, replacement brick must match the original in color, size and profile.

d. Repointing

Repointing and replacement in kind of masonry pieces does not require a Commission hearing provided the following conditions are followed:

No mortar of a mixture stronger than 1 part cement to 2 parts lime to 7 to 9 parts sand shall be used (to allow expansion during freeze/thaw cycles). Mortar used for spot pointing shall match the adjacent mortar. Mortar used for total façade repointing shall match the original color of the mortar or shall match the aged or weathered mortar color. In all cases, joints shall be struck to match the original mortar joint profiles.

14. Modern Equipment

Modern equipment includes equipment and utility boxes located outside a building and visible from a public way that have come into common use in the modern era. New types of modern equipment continue to appear, but currently include utility meters, ducts, fans, antennas, cellular towers, satellite dishes, propane and other tanks, and dumpsters. Because there is no historical precedent for these types of equipment, there is no form or style in which they should appear. Modern equipment should, in general, be located to minimize visibility from a public way, and should not be located in a front yard. Visible elements shall be designed or use colors to blend the equipment into its surroundings and/or be screened by an appropriately designed and scaled fence or plant material.

15. Painting

a. General Considerations

The Commission requires review and approval for painting of wooden elements of buildings within the district. For painting of masonry elements, refer to the Masonry Guideline 13.b. For review of signage colors, refer to the Sign Guidelines in Section E.

Each period or style of architecture used a certain range of colors that were determined by technology and taste of the time. The Commission requires that the repainting of a wooden house or other building in the district reflect either the original paint color or use a color or colors appropriate to its period and style. Most historic paints used up to 1900 are based on naturally occurring earth pigments. Colors such as purple or maroon were not possible until the late industrial revolution. The following guide is provided to assist applicants.

b. Original Colors

Paint analysis is possible to reveal the original or first layer of paint. It is recommended that an owner hire a preservation consultant to analyze old paint chips and recreate the original color. Historic New England is one organization with qualified paint consultants.



PHOTO: PLYMOUTH PUBLIC LIBRARY CORP.

Hedge House when it was known as Lothrop House at its original Court Street location.



Hedge House today.

c. Appropriate Paint Colors by Period

Georgian, c. 1700-1790: This is the first period when painting of houses became common. Colors were derived from materials available in nature and were, therefore, muted. Body colors included mud ochres, greenish grays or yellowish ochre. Trim whites were more ivory.

Federal, c. 1780-1820: Similar colors were used for Federal houses with the distinction that colors and whites became whiter from improved pigments.

Greek Revival, c. 1820-1860: Colors similar to the Federal palette were used for this period, and this was the first time that white was commonly used as a body color.

Victorian-era, c. 1840's-1900: During this period, the use of colors found in nature came into fashion, with a muted palette of earth or plant tones, now available as ready-mixed products. Polychromatic façade treatments were also employed, most commonly in the northeast with the Queen Anne style. White was no longer used for trim or body color. Trim colors often matched the body color but in a darker tone. The Shingle Style used mossy greens and browns on trim to complement the weathered shingles.

Colonial Revival, c. 1880-1930: White became common again on Colonial Revival houses, sometime with black or dark green sash. Grays, yellows and light greens were also used as body colors, with ivory or white trim.

d. Trim, Doors and Window Sash Colors

For most houses built from the late Georgian period until the Victorian period, a two color scheme is appropriate in which the clapboards are painted the body color and all other trim is painted the trim color. As a general rule, the simpler the house, the fewer colors that should be applied; with the exception of Queen Anne or late Victorian houses as mentioned above. Georgian doors were often painted a dark color and this trend continued with Federal and Greek Revival houses. Shutters should be

painted either black or dark green and can match the door color. Without adequate documentation for original color of window sash, it is recommended that wooden window sash be either black or match the color of the trim. Care should be taken not to introduce white replacement sash that is brighter than the surrounding white trim color. Federal and Greek Revival sash tended to be a light color to match the trim. Victorian sash tended to be darker than the trim, usually deep reddish or chocolate brown, dark green, olive, or black.

e. Painting v. Staining

Stain is essentially thin paint with more oil to soak into the wood and less pigment to cover the surface. There are manufacturers of solid color stains which bear a close resemblance to paint because it penetrates deeply and covers the surface well. Such stains may be used in lieu of paint.

16. Plumbing and Mechanical Vents

Vent caps, pipes and fan exhausts that penetrate the roof or elevation (wall) of a building shall be located in a manner to reduce visibility from public ways, and should not be located on primary elevations or roof slopes. Materials must be used that minimize visibility. The use of unpainted PVC is not appropriate.

17. Porches, Decks, Balconies and Roof Decks

a. Existing Porches

Porches can be an important character-defining feature, and the ornamentation is often a clue to the style or period of the building. Original or architecturally significant porches, including their decorative elements, shall be retained and restored. Where replacement of deteriorated elements is necessary, the replacement shall match the original in appearance, material, and design.



Replacement of decorative elements with simpler design or synthetic materials generally will not be approved. Replacement of missing porches, or decorative elements on porches, should be documented by physical or pictorial evidence.

b. New Porches

The addition of new porches on the primary elevations of historic buildings generally is discouraged. The addition of porches on secondary elevations may be approved provided there is minimal visibility from a public way. If approved, the new porch must be designed in a way that does not obscure or destroy significant architectural features, including window and door openings and ornamentation.

c. Decks and Balconies

Decks and Balconies projecting off a building façade are not permitted on primary elevations, but may be permitted on side or rear elevations provided they do not obscure significant architectural details, and are designed in a manner that compliments the architectural style of the building. For purposes of this Guideline, a primary elevation means any elevation which either fronts on or is highly visible from a public way.

d. Roof Decks

Roof decks are generally discouraged, but may be permitted under the following criteria:

- i. The size and location of the roof deck shall not dominate the roof.
- ii. Roof decks should be located to minimize visibility from a public way. Design and materials shall be chosen to further reduce the degree of visibility and impact on the roofscape, including use of light gauge iron railing.
- iii. Railing design shall consist of wooden railing with captured balusters or light gauge iron railing.



18. Roofs and Roofing

a. Roofs

The shape of a roof is a key feature of an historic building and relates to the period of development as well as the style. There is a variety of roof shapes in the District; the most common is gable or shed roofs, but hipped and flat roofs are also found on some residential and commercial buildings. A key factor of roof shapes is the pitch of the roof slope. Altering the historic roof shape and slope is generally not permitted.



b. Re-roofing

Within the District, the roofs of most historic buildings were clad in cedar shakes, with a few prominent buildings clad in slate. Existing wooden shake shingle roofs must be replaced with the same material. Replacement wooden shake shingles must match the existing if original or architecturally appropriate, including shape, profile, and size. Where roof cladding has been replaced with asphalt shingles, it is encouraged, but not required, that traditional wood shakes be used, depending on documentation of the original cladding material and pattern. Where slate is intact, it should be retained and repaired, rather than replaced. Where replacement is necessary due to severe



deterioration, slate roofs should be replaced-in-kind, including size, shape, color, and pattern.

19. Shutters

The removal or replacement of existing shutters and the addition of new shutters requires Commission review. Shutters are only permitted for buildings on which they were historically used. When replacement or new shutters are installed, they must be wood-constructed

and match the height and one-half the width of the window opening and replicate a traditional shutter. Contemporary, vinyl, or metal shutters are prohibited. All shutters should be functional and properly secured with historically-appropriate shutter hardware.

20. Siding

Siding must be of materials appropriate to the age and style of the building. Clapboard and/or wood shingles are generally most appropriate for buildings in the District. Aluminum or vinyl siding is generally not appropriate in the District. The new generation of synthetic siding, including Hardi-plank and other cementitious siding is inappropriate for replacement on historic buildings, but may be considered for buildings less than 50 years old and new construction.

21. Skylights

Skylights are not allowed on elevations that front on a public street, but may be allowed on other elevations, under the following conditions:

The size, shape and number of skylights shall not dominate the roof slope. The proposed skylights must be minimally visible from a public way and have a low profile and flat glazing; skylights with plastic dome scuttles are inappropriate.

Restoration of missing historic roof scuttles or hatches may be permitted with adequate physical or photo-documentation of their prior existence.

22. Solar Panels

Solar panels, collectors or similar mechanical equipment will not be permitted on the roof of elevations that front on a public street. Such equipment may be allowed on other elevations, under the following conditions:

The size shall not dominate the roof slope. The solar panels shall be minimally visible from a public way. The profile shall be kept as low as possible, and the related piping and other materials must be located out of view to the greatest extent possible.

23. Steps, Stairways and Railings

a. Existing Steps, Stairways, and Railings

Steps, stairways, and railings can be an important character defining feature, and their ornamentation is often an important clue to the style or period of a building. Original or architecturally significant steps, stairways, and railings must be retained and restored. Where replacement of deteriorated elements is necessary, the replacement must match the original in appearance, material, and design. Replacement of a full set of missing steps, stairways, or railings should be documented by physical or pictorial evidence. Where railings or other decorative elements are deteriorated and require replacement, they must be replaced in kind, including material, design, and size.

b. New Steps, Stairways, and Railings

The addition of new steps, stairways, and railings onto architecturally significant buildings is generally discouraged, but may be permitted if such additional features do not significantly alter an architecturally significant elevation or pattern of features.

24. Storm Windows and Doors

a. Storm windows

Wood or aluminum storm windows are permitted. For aluminum storm windows, the aluminum frames must be painted to match the wood trim color. In all cases, the frame of the storm window must be narrow and the meeting rail of the storm window must align with the meeting rail of the underlying sash.

b. Storm doors

It is recommended but not required that storm doors be made of wood, which is a material more appropriate for historic buildings. Whether wood or metal, a new storm door must consist primarily of screen or storm window panel so that the underlying door is not obscured.

25. Trim and Ornamental Details



Decorative trim and ornamental details provide important clues to a building's style and age. The importance of preserving and/or replacing in kind such details is specifically discussed in the Porches, Decks and Roof Deck Guideline and the Step, Stairways and Railing Guideline. Decorative trim can also be found elsewhere on a building, including entablatures (cornice, frieze and architrave) and eaves, cornerboards, window sills and lintels, and door surrounds.

The removal of any decorative trim or ornamental details on an historic building in the District is prohibited. Such elements must be preserved and repaired if possible, or replaced in kind, including materials, if necessary.

New layers of decorative trim shall not be added to historic buildings within the District without photo or other documentation confirming prior existence.

26. Windows

a. History of Windows

Windows, their size, pattern, and location, are one of the most significant character-defining features of an historic



building. The appearance of windows evolved as technologies and tastes evolved. Houses built from the earliest period of development in Plymouth until the early-18th century had relatively few small casement (side-mounted) windows with small diamond-shaped lites (panes) of glass. Double-hung windows (one movable sash atop another) were first used in the 18th century and allowed for larger openings which were often aligned symmetrically across a façade. The panes of glass were now rectangular but still small, typically 7"x 9". Each window sash usually had 9 or 12



panes of glass (typically referred to as 12/12 or 9/9), with relatively thick wooden muntins (wood pieces that hold the glass panes in place). By the early-19th century, larger panes of glass became available and construction techniques progressed allowing for more elegant 6/6 sash with 8"x10" to 10" x 14" panes and thinner muntins (5/8"-7/8" wide). These windows were commonly used for Federal and Greek Revival houses.

During the Victorian era, technology progressed to allow even larger sash with only two panes (2/2) which necessitated thicker muntins (7/8" wide), and other windows with more fanciful patterns.

Window surrounds (the manner in which windows are framed into the façade) also play an important character-defining role for historic windows. Eighteenth century window casings were simple and protruded from the facade plane. In the 19th century, window casings became more decorative, sometimes employing ornamental trim or a pediment on the lintel of Greek Revival houses or brackets supporting the sill on Victorian-era houses. Each historic building should be analyzed to understand the component parts that comprise its window systems.

b. Replacement of Original or Historic Windows on buildings 50 years or older

Original or historic wooden sash should be repaired and restored. Removal of original or historic sash is discouraged. The applicant must provide documentation to the Commission that repair of such windows is not practically or economically feasible before replacement will be approved.

If the Commission determines that repair is not possible, replacement sash will be approved provided that it replicates the original or historic true-divided wooden sash in material, size, muntin pattern and profile, and all other visual qualities. Window surround details, including sill, lintel and casings, must be retained if possible, or replaced in kind including all dimensions, profiles and decorative elements.

Replacement of original or historic windows that are marginally visible from a public way may, at the discretion of the Commission, follow Guideline 26.c below.

See Guideline 24 for Storm Windows.

c. Replacement of Non-historic Windows on buildings 50 years or older

For replacement of windows that are not original or historically significant, thermal (double-paned) windows may be approved. However, if the majority of windows on an elevation or building are original or historically significant, replacement of non-historic windows should follow Guideline 26.b in order to unify the appearance of windows on the building. New windows should be appropriate to the period and style of the house and not replicate inappropriate replacement windows.

The Commission will maintain a list of window manufacturers who have replacement thermal window products that are most appropriate for historic settings. Applicants should contact Commission staff to obtain that list, or submit windows products that are similar in their appropriateness for historic settings.

Approval of replacement windows will be governed by the following considerations:

- i. Muntins pattern: The pattern of the window must be appropriate to the style of the building.
- ii. Muntin profile: The three-dimensional profile of the muntins must be as historically accurate as possible and be between 5/8" and 7/8" wide, depending on period or style of building.
- iii. Muntin attachment: The exterior-applied muntin must be integral to the sash frame to ensure durability. Spacer bars between the panes of glass should be included to further replicate the appearance of a true-divided window.
- iv. Glass: Only non-tinted and non-reflective Lo-E or energy efficient glass may be used.

v. Material: Exterior cladding on replacement windows will be permitted, provided it has a factory-applied finish that simulates a painted surface or is otherwise paintable.

vi. Screens: In order to read the window pattern from the outside, ½ screens should be utilized where feasible. New technology is providing screens that are more transparent (e.g. Andersen Windows' TruScene insect screen) and should be used where possible.

vii. Surrounds and casings: Historically significant window surrounds or casings should be preserved during the window replacement process. Where missing, such details should be restored, provided there is adequate documentation or evidence of their original appearance.

d. Replacement of Windows on Buildings less than 50 years old

For replacement of windows on buildings that are less than 50 years old, the selection of window should reinforce the character-defining features of the building itself and, where appropriate, the character of historic buildings within its immediate setting and streetscape. The replacement windows chosen must follow the quality standards established in Guideline 26.b and c.

e. Addition of New Windows on Buildings 50 years or older

The addition of new windows on the primary or highly visible elevations of a building 50 years or older is discouraged. New windows may be added on other elevations provided they do not detract from an original or architecturally significant arrangement, pattern, or rhythm of windows. The windows chosen must follow the quality standards established in Guideline 26.b or 26.c as appropriate.

f. Addition of New Windows on Buildings less than 50 Years old

The addition of new windows on buildings less than 50 years old is permitted provided that the location, number, and design of the new windows are appropriate to the age and style of the building and to the immediate surroundings of the building in

the District. The windows chosen must follow the quality standards established in Guideline 26.c.

27. Items not specifically listed above

These Guidelines are intended to be comprehensive, but it is not possible to cover all proposed alterations or new technologies. For items not specifically addressed in these Guidelines, the principles of the General Guidelines in Section A shall apply.

D. COMMERCIAL STOREFRONTS

Within the District, commercial storefronts have been built as original components of historic buildings as well as later alterations to historically significant residential buildings. Modern storefronts have also been added which could be redesigned to be more compatible with the historic context of the District. Each storefront should be analyzed as a record of its time, style and place.



Main Street c. 1900.

PHOTO: PLYMOUTH PUBLIC LIBRARY CORP.

The following Guidelines shall be considered:

1. Historic Storefronts

Historic storefronts, storefronts 50 years or older, shall be preserved or restored to the greatest extent possible, including material and design of windows, doors, trim and ornament.

2. Non-Historic Storefronts

Alterations to non-historic storefronts, storefronts less than 50 years old, must use design and materials that are compatible with the immediate historic commercial context of neighboring buildings on its street and the District as a whole. If the storefront is part of a commercial style building, reference should be made to historic storefronts in historic commercial buildings. If the alteration is part of a residential style building, reference should be made to historic storefront alterations in historic residential buildings.

In general, non-historic storefront elevations should have the traditional composition of sign frieze at the top, a band of storefront windows and entrance, and a base at the bottom. All components of the storefront elevation should be detailed in a manner which is consistent with the ornamentation and scale of other details on similar historic buildings.

If there is evidence that an existing non-historic storefront had replaced an earlier historic storefront, the Commission encourages restoration of the earlier storefront or design that is compatible to the style or period of the building. See Appendix C for examples of storefront restoration and redesign.

3. New Storefronts

The addition of new storefronts in historic façades is generally discouraged. If permitted, new storefronts shall be designed in a manner that retains the character defining features of the building as originally designed, or as altered if such alteration has gained architectural or historical significance. The new storefront shall also use design and materials that are compatible with the immediate historic context and the District as a whole and should have the traditional composition of sign frieze at the top, a band of storefront windows, and a base at the bottom.

E. SIGNAGE

1. Plymouth Zoning Bylaw

All applications to the Plymouth Historic District for signs must first be submitted to the Building Commissioner to ensure compliance with Chapter 205-19 of the Plymouth Zoning Bylaw.

2. General Considerations

The District includes buildings that were constructed for commercial purposes and residential or other building types that have been converted to commercial use. In reviewing signage, the Commission shall consider the appropriateness of the signage plan for the scale of the building that shall receive the signage. The overall goal is to create signage which complements the architecture without creating visual clutter, and which reflects the historic use of signage in the District.

Signs shall be placed so as not to interrupt character defining features of a building including but not limited to window openings, cornice line, decorative elements and roof line. Signage should be used for identification *and not for advertising or informational purposes*.

3. Number of Signs

Each store shall be limited to two signs: one signboard on the building facade, window sign or freestanding sign, and one blade sign. However, storefronts with two street elevations may treat each elevation as a separate storefront for purposes of signage numbers. Any interior window sign intended for view from a public way is subject to commission review. Hours of operation may be placed within the storefront windows (see Window Signs below).

4. Design Standards

All signs within the District shall be constructed of painted or natural finish wood, or material of equivalent appearance, and shall display painted, routed or raised lettering.

The shape of the signs shall be simple geometric forms such as squares, rectangles or ovals. The graphic content of the sign should be limited to the name of the business and the business logo. A few additional descriptive words may be appropriate. Colors should be muted in tone.

5. Projecting (Blade) Signs

Multiple businesses are permitted to utilize a single projecting sign. The Commission must review and approve the design of the bracket supporting the sign. The bracket should be constructed of iron or other dark metal and designed in a simple manner that complements but does not compete with the decorative elements of the building. The bracket and sign together should not project more than 4' from the façade plane of the building.

For projecting signage on upper stories, refer to Zoning Bylaw 205.19 Section G.2 for overall size limitations.

6. Signs Boards

In all cases, signs mounted on building elevations should be located so as not to obscure significant architectural detail. Commercial buildings often incorporated locations for signage within their design. These historic locations should be used. The size of the signboard should be appropriate to the storefront and the building overall.

7. Window Signs

The design, scale and size of a sign in a storefront window must be approved by the Commission. Signs placed inside of a store window but intended for view from outside fall within the jurisdiction of the Commission. Such signage must not dominate the storefront window, and must be limited to no more than 5% of the window opening. One such window sign is permitted per storefront.

In addition to identification signs, information signage may be approved on the outside or inside of a storefront window or door window. Information signage must

be limited to store hours. Information lettering shall be sized no larger than 4".

8. Freestanding Signs

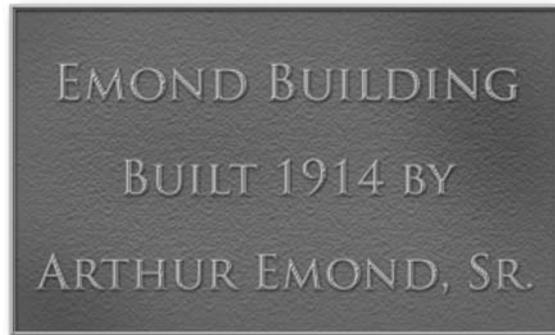
Freestanding signs must be no more than 6 square feet. The top of the sign must be a maximum of 15 feet above the ground. Sign posts must be reviewed by the Commission, be compatible in material and design to its building and be located in manner that is appropriate to surrounding buildings.

9. Flags and Banners

Flags and banners are considered signs, and they and their hardware must be reviewed by the Commission. Banners and flags must be installed in a manner that does not obscure or damage significant architectural detail.

10. Historical Markers

The size, materials, design and location of historical markers must be reviewed and approved by the Commission. Historical markers are an effective way of educating the public about the District and its historic buildings. It is encouraged that historical marker design and content be reviewed and approved by the Commission to create uniformity and accuracy throughout the District.



11. Replacement or Transfer of Existing Signs

Any replacement of an existing sign must be reviewed and approved by the Commission unless the replacement sign matches the existing in material, verbiage, design and all other visual qualities. For purposes of these Guidelines, the meaning of replacement shall conform to that found in the Zoning Bylaw, namely, if the content of a sign is altered, or if a sign is reconstructed or maintained in such a way as to replace fifty percent (50%) of its material.

The Commission must approve the transfer of an existing sign by one owner to another that results in any visual changes to the sign. The transfer of a sign from one business location to a new location within the District must be reviewed and approved by the Commission to ensure that the size, scale and design of the sign is appropriate in the new location.

12. Lighting of Signage

The lighting of signs must be limited to indirect shielded light sources. For signboards or other wall-mounted signs, historically appropriate gooseneck light sources may be used. The design, material, and location of such light sources must be reviewed and approved by the Commission to ensure that such lighting does not dominate the storefront or adversely effect historically significant features. Downward-directed lighting may be used to illuminate projecting signs. Neon, gas-filled tube type illuminated signs and internally illuminated signs are not in keeping with the historic character of the District and are not permitted.

13. Menu boxes

The size, materials, design and location of menu boxes must be reviewed and approved by the Commission. Menu boxes shall be installed in a manner that does not obscure or damage significant architectural detail.

14. Temporary signs

Temporary signage must comply with the Plymouth Sign Code and not obscure significant architectural detail.

E. ADDITIONS

1. New Additions to Historic Buildings

The District has continued to evolve over more than 250 years. The purpose of creating the District was not to stop all future changes within the District, but to manage those

changes so that alterations and new construction will be in harmony with existing historic buildings and their settings.

New additions shall conform to the following guidelines:

- i. Siting: Additions to the main façade, particularly to elevations that front on a public way, are generally prohibited. Additions should be located on secondary elevations that reduce visibility from a public way, and should be stepped back or otherwise separated from the façade of the main block.
- ii. Scale: The scale of the addition, including size and massing, should be subordinate to the primary building. Existing or historic roof slopes shall not be extended to an addition. The roof slope of new additions must be stepped down or otherwise differentiated from the original roof slopes.
- iii. Design: An addition to any elevation that significantly alters, obscures or destroys character defining features of the building is generally prohibited. The use of ornament, window and doors, siding, and other materials should be chosen to reflect the character defining features of the primary building, including rhythm, pattern and scale, while maintaining a clear delineation between the “old” and “new” portions of the building, and not copy historic architectural detail.
- iv. Materials: Materials, including foundation, siding, roofing, windows, doors and trim, must be compatible with historic materials of the existing building.

2. New Additions to Non-Historic Buildings

Additions and alterations to non-historic buildings should maintain the same principles of design. Whether the building is historic or modern, the addition should remain subordinate to the existing structure in siting and scale. Materials, including foundation, siding, roofing, windows, doors and trim, must be compatible with materials of the existing structure and compatible to surrounding historic architecture. The size, scale and shape of the addition must be compatible to the original building and to the surrounding historic context.

G. NEW CONSTRUCTION

1. General Principles and Goals for New Construction

The New Construction guidelines are intended to ensure that new buildings in the District will be compatible with their immediate surrounding and their sub-area (defined below) in terms of siting, setbacks, scale, design, materials, and site improvements. The goal is to protect the integrity of the District by ensuring that new construction respects Plymouth's architectural heritage and sense of place. New construction should be in harmony with the old and at the same time be distinguishable from the old so that the evolution of the District can be interpreted correctly. These guidelines are not meant to restrict creativity but to ensure the District against unsympathetic designs. Diversity and creative use of design and materials is important to ensure that new construction is differentiated from the District's historic architecture.

Within the boundaries of the Plymouth Historic District there are distinct sub-areas with different building forms, scales, historic uses and development patterns. In reviewing proposals for new construction, the immediate context of the street on which the new construction is proposed shall be considered first. The context of the street shall also be analyzed within its sub-area. The goal is to approve compatible new construction that respects and retains the historic development patterns of the immediate surrounding, within the context of its sub-area. Compatibility with the immediate surrounding and the sub-area may take into consideration both existing historic resources and historic resources that are no longer extant.

For purposes of design review for new construction, three sub-areas are recognized as having distinct historic development patterns and building forms against which new construction proposals should be considered:

Waterfront Corridor

The Plymouth downtown waterfront historically had both small-scale residential and commercial buildings and a few larger-scale industrial buildings along with maritime-related resources that are no longer extant. Today, the waterfront plays a prominent

role in the tourism economy, with its adjacency to Plymouth Harbor and related tourism resources. The built environment is defined by both 1-2 story commercial buildings and large 2-3 story hotel/commercial buildings. Most resources date from the 20th century and many are less than 50 years old. Most of the contributing historic resources in the District are constructed of wood, and the majority of all buildings are located close to the street and oriented onto Water Street. Water Street is also defined by significant opens spaces, including parks, promenades and monuments which contribute to the sense of place.



Main/Court Street Commercial Corridor

The Main/Court Street commercial corridor is the historic commercial and civic core of Plymouth Center. The built environment is defined primarily by one-four story commercial, mixed-use and residential buildings interspersed with institutional buildings; most buildings date from the mid-19th to the mid-20th century. Some buildings have been converted from residential to commercial uses, but many appear



to retain their historic uses. Building sizes vary including detached small-scale buildings, attached commercial and residential buildings, and large-scale freestanding commercial and institutional buildings. Most buildings are sited close to the street and oriented to Main/Court Street. Materials range from wood to brick to granite, with

most smaller scale buildings constructed of wood and larger buildings constructed of masonry. Three to four story buildings with commercial storefronts and large display

windows are a character defining element of the corridor. The Main/Court Street Commercial Corridor is also interspersed with small public spaces and monuments. The street has sidewalks of varying widths and materials, and street furniture, light fixtures and street trees.



Residential and mixed/use side streets

In addition to the two primary corridors, there are many residential and mixed-use side streets in the historic district. The historic built environment of these side streets varies; the historic core of this sub-area, Leyden, North, Summer and Middle Streets, contains some of the oldest and most densely built streets in Plymouth with both detached and row houses set close to the street. Other streets in this sub-area were less densely developed, with detached dwellings and vacant land. By the



early-20th century, some vacant land was developed for residential as well as larger-scale institutional and industrial uses. Buildings that contribute to the district range from the 18th to the 20th century. Most buildings are modest in scale on small lots, with some high-style larger houses on large lots. Earlier houses typically sit closer to the street and to each other, with later style houses

set further back on their lots, often with masonry or stone retaining walls or steps. Many have extant accessory carriage houses or garages. Buildings are constructed either of brick or wood.

2. Siting

The siting of a new building or structure, its setback from the street and side and rear yards, must be appropriate to and consistent with prevailing setbacks of its street and sub-area. Particular attention should be paid to the setback of historic buildings with similar uses and forms to the proposed new building. Siting may also take into account historical precedent if there is adequate documentation of a historically significant building no longer extant on that site.

3. Scale

Similar to the analysis for siting, the scale of the new building, including size, height and massing, must be appropriate to and compatible with the development patterns of its street and sub-area. As with siting, the Commission may take into account historical precedent for that lot if an historically significant building once stood on that site.

If the streetscape upon which the new building will be located has, or had, a strong historic context of buildings with similar heights and composition of parts, proposed new construction should reflect that historic context. Conversely, if a streetscape has a more heterogeneous context, with buildings of different forms, heights, setbacks and component parts, the Commission should consider what is most appropriate for the proposed building based on form and use.

For new buildings whose location borders on two sub-areas, consideration must be given to ensure that the building represents an appropriate transition between the scale and siting patterns of each sub-area.

4. Design

In reviewing a proposal for new construction in terms of design, the goal is not to require that a building represent a certain type, period or style. New construction should reflect the period when it is built and not be a replica of a prior design or period in time. Regardless of the style or design, all proposals for new construction

must be of a high quality that contributes to the character of the District.

In reviewing proposed new construction, the Commission shall take into account the following considerations in relation to its street and sub-area:

- the location and pattern of windows and door openings,
- the orientation of primary elevations to the street;
- the shape, height and orientation of roof slopes; and
- the use and scale of trim and ornamental details, including window and door surrounds, cornice details, ornament, and trim dimensions.

5. Materials

The choice of appropriate materials is also an important consideration in reviewing new construction proposals. Materials should be compatible to the street and sub-area, and the type of building proposed. For example, if the location, massing, scale and use of the new building reflect an historic commercial building, the material should be similarly compatible. If the location, massing, and scale of the new building reflect an historic house, the choice of materials should be compatible with the materials used on the historic house within its sub-area. In reviewing materials, all elements must be considered, including foundations, wall, trim, windows and doors, and roofing materials.

The use of synthetic materials may be permitted provided it adequately simulates the appearance of historic building materials.

6. Site improvements

When reviewing a proposal for new construction, the Commission must also consider any site improvements, including driveways, walkways, and fences. In reviewing site improvements, refer to Guideline Section H.3, Alterations to Yards/ Site Improvements.

7. Outbuildings

See Guideline Section H.3.b.

8. Reconstruction

Reconstruction of a missing historic building may be considered under the following conditions: reconstruction must be based upon adequate documentation of the existence and appearance of the building; the building or structure must be reconstructed in its original location and in its original orientation; and reconstruction must replicate all visual qualities and materials. A plaque may be mounted on the building visible from the street which designates the date of construction.

H. ALTERATIONS TO YARDS/SITE IMPROVEMENTS

In addition to reviewing proposed alterations to existing buildings, site improvements can also have an impact on the setting of buildings within the district and are subject to review by the Commission.

1. Driveways

Driveways within the district are commonly located on the side of the lot, often to provide access to rear lot accessory buildings. The Commission generally will not approve the paving or resurfacing of front or side yards to accommodate increased parking. Proposed new driveways should reflect the pattern of driveways for similar buildings on their street.

Paver materials for resurfaced or new driveways may be made of several different materials: pea stone, brick, crushed shell, granite cobblestones (as well as pre-cast concrete cobblestones and bricks) or asphalt.

2. Fences

a. Existing Fences

Historically, fences have been used in a variety of contexts within the District. For most 19th century houses, fences were located at the front perimeter of the property, constructed of wood pickets between 30” and 48” high, and of a simple and linear design. Some fence designs and sizes became more elaborate, and also utilized other materials such as cast iron.

In all cases, historically or architecturally significant fences must be maintained, repaired and restored. Where replacement is necessary, new fences must match the original in material, design, size and location. Wrought iron fences were typically black or dark green. New iron fences should replicate that color palette. Wood fences must be natural wood (gray) or painted white in color.

Historically or architecturally significant fences may be altered where necessary to accommodate handicap access.

b. New Fences

New fences may be added provided they are appropriate to the style and type of property in terms of material, design, size, and location. Privacy fences, such as solid board fences, are generally discouraged in the District, but may be allowed if minimally visible from a public way and do not obscure visibility of historic buildings from a public way.

Stockade, chain link, light gauge metal and concrete block are not appropriate materials for fences and generally will not be approved. However, “thin wire” fencing may be installed inside hedges to make them impermeable.

3. Outbuildings

Outbuildings are subject to review and require approval if they are visible from a public way. Existing accessory buildings can make highly significant contributions to the

history and architectural significance of a site. The introduction of new outbuildings, such as garden sheds and gazebos, can also have an impact on both the setting of a house and streetscape.

a. Existing Outbuildings

Outbuildings which are architecturally or historically significant to the District must be retained and restored, and are subject to the relevant Guidelines including Windows, Siding, Foundations, Roofing and Trim and Ornamental Detail in Section C. If altered to accommodate a new use, historically significant outbuildings must retain their character defining elements, including roof slopes, siding, windows, doors and trim.

b. New Outbuildings

The construction of a new outbuilding may be approved by the Commission provided it is designed and located in a manner that respects the style of the other building(s) on its site, and respects the development pattern and siting of other historic outbuildings on its street and sub-area. The Commission will consider the size, scale, design, and location of new outbuildings. A site plan should be provided to indicate the relationship to other buildings and structures on the lot and neighboring lots. In general, new outbuildings such as garages or sheds should be located at the rear of a lot.

4. Landscaping (Hardscapes)

In addition to fences and driveways, other visible “hardscape” features of a yard require review and approval by the Commission, including the use of paving, stone terraces, walkways or patios, flagpoles, other fixed yard furniture, berms or any other form of designed topography. In all cases, the material, design and location of such elements shall complement and not obscure historically or architecturally significant buildings or structures, and should not otherwise dominate a yard or site.

Plant material is not subject to Commission review.

5. Permanent Recreational Equipment

Permanent recreational equipment site improvements should not be located on front yards and should be located in a manner that limits visibility from a public way.

6. Walls

Due to topography within the District, some properties include landscape improvements such as retaining or other masonry walls. In all cases, such walls which contribute to an original or historically significant property shall be retained and repaired, or replaced in kind if necessary.



New retaining or other masonry walls must be designed and located in a manner which is either consistent with historic patterns of similar buildings on it street and sub-area, or minimally visible from a public way.

7. Yard Lighting

See Section C, Lighting Guideline 12.d.

I. ALTERATIONS TO PUBLIC SPACE

The Plymouth Historic District Commission has review authority over not just privately owned resources within the District, but also improvements and alterations to public spaces, including sidewalks, signage, lighting fixtures, and street furniture such as benches and trash receptacles. Public improvements can have a dramatic impact on the overall setting and feeling of the District. While many public improvements are governed by other regulatory requirements, the Commission also retains review authority as well.

1. Light Fixtures

The design of lighting fixtures for public streets, parks, and parking areas should be based upon documentation of light fixtures historically used in the District. In general, the choice, size and location of light fixtures should reinforce the historic character of the District. Lumens should be chosen which do not overpower adjacent buildings.

2. Sidewalks

Decisions for replacement of sidewalk materials should be governed by documentation of original or early paver materials. In general, the use of brick pavers, laid on bituminous subsurface with dry butt-joint, is an appropriate treatment to reinforce the character of the District and achieve an even surface for safety considerations that is easily repairable.

3. Street Furniture

The material, design and location of benches and trash receptacles should reinforce the historic character of the District. Where possible, the design of proposed public improvements should be guided by historical documentation. Outdoor vending machines and newspaper boxes are generally not appropriate for the District.

J. DEMOLITION

1. General Considerations

No demolition or partial demolition, regardless of the age of the building, will be approved until the plan for the reuse of the space has been reviewed and approved. An application for demolition must include a timetable and other guarantees and assurances that the Commission may require to assure that the plans, including completion and replacement of the building or structure, will occur. In instances where the property to be demolished is 50 years or older, the Commission may require documentation of the building or structure to be demolished using the standards of the Historic American Building Survey recording (administered by the National Park Service), or other professional standards of photography and drawing of plans.

2. Demolition of Buildings 50 years or older

A Certificate of Appropriateness for demolition or partial demolition of any building or structure 50 years or older and deemed by the Commission to be valuable for the period of architecture which it represents and its importance to the District may be issued only if retention of such building or structure constitutes a hazard to the public safety, as determined by the Building Commissioner, which hazard cannot be eliminated by economic means available to the owner, including sale of the building or structure on its present site to any purchaser willing to preserve it.

Partial demolition shall include:

- a.) removal of one or more exterior walls or partitions of a building;
- b.) gutting of a building's interior to the point where exterior features (e.g. windows and doors) are impacted;
- c.) removal of more than 25% of a structure's overall gross square footage as determined by the Department of Inspectional Services.

3. Demolition of Buildings less than 50 years old

Demolition or partial demolition of buildings less than 50 years old may be permissible and are subject to review on a case-by-case basis.

Demolition or partial demolition of later additions to an historic building that are less than 50 years old may be permissible and are subject to review on a case-by-case basis. Where demolition of later additions is permitted, the applicant should provide plans for restoration of the building as it appeared prior to the addition.



IV. APPENDIX

- A. Architectural Definitions and Diagrams
- B. Glossary and Illustrations of Architectural Styles in the Plymouth Historic District
- C. Commercial Storefront Rehabilitation Examples
- D. Plymouth Historic District Rules and Regulations
- E. Plymouth Historic District Boundary Map

APPENDIX A ARCHITECTURAL DEFINITIONS AND DIAGRAMS

Architectural style: The exterior design of a building or structure as it expresses a particular time or fashion.

Architrave: The lower part of a classic entablature, resting directly on the capital of a column; the molding around a window or door.

Baluster: The upright support of a deck or porch rail.

Balustrade: A series of balusters with a rail.

Bargeboard (Vergeboard): A board, often carved, attached to the projecting edges of a gabled roof.

Bay: One unit of a building, usually defined by the number of window and door openings across an elevation.

Bracket: A decorative support element under eaves or overhangs.

Capital: The top, decorated part of a column or pilaster which supports the entablature.

Casement: A window with sash hung vertically and opening inward or outward.

Clapboard (Weatherboard): A long narrow board with one edge thicker than the other, overlapped horizontally to cover outer walls.

Cornice: The upper projecting section of an entablature; projecting ornamental molding along the top of a building or wall.

Double-hung sash window: A window with two sashes, one above the other, arranged to slide vertically past each other.

Eave: The projecting overhang at the lower edge of a roof.

Entablature: The part of a building between the column capital and the roof or pediment, or between the roof and wall, or over a door, comprised of the cornice, frieze, and architrave (from top to bottom).

Fenestration: The arrangement of windows in a wall.

Flutes: Regularly spaced vertical, parallel grooves on the shaft of a column or pilaster (as in “fluted pilaster”).

Form: Shape of a building as distinguished from its materials.

Frieze: The middle flat section of an entablature.

Gable: A triangular wall segment at the end of a gabled roof.

Gambrel: A ridged roof with two slopes on each side, the lower slope having the steeper pitch.

Hipped roof: A roof with four uniformly pitched sides.

Lintel: The main horizontal member forming the top of the window.

Mansard roof: A roof that has two slopes, the upper very shallow and the lower steeply pitched, on all four sides.

Mass: Expanse or bulk of a building.

Molding: A continuous decorative band that is either carved into or applied to a surface.

Mullion: A vertical member separating, and sometimes supporting, windows set in a series.

Muntin: A narrow bar that sub-divides window or door sash into panes.

Pediment: A triangular gable end supported by an entablature; any triangular crowning element used over doors or windows.

Pilaster: A shallow pier attached to a wall, sometimes decorated to resemble a classical column.

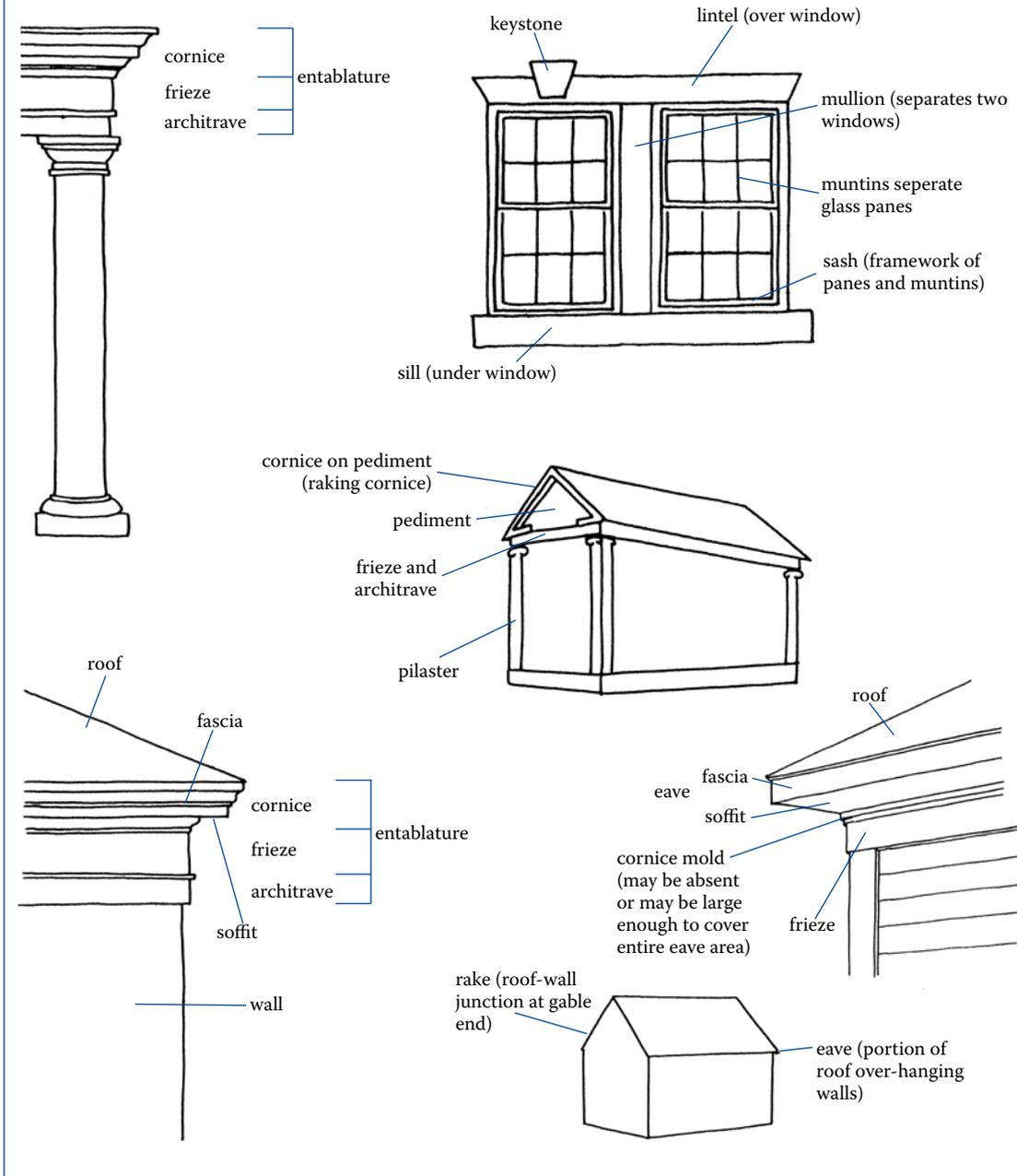
Quoin: Stone or brick units used to accentuate corners of a building.

Scale: Size of a building relative to its surroundings.

Sill: The main horizontal member forming the bottom of the frame of a window or door.

Definitions adapted in part from *A Field Guide to American Houses*, Virginia and Lee McAlester, 1984, Alfred A. Knopf, NY, and *A Glossary of Zoning, Development, and Planning Terms*, edited by Michael Davidson and Fay Dolnick. 1999, American Planning Association Chicago, IL.

PICTORIAL GLOSSARY



Diagrams adapted from A Field Guide to American Houses by Virginia and Lee McAlester

APPENDIX B

GLOSSARY AND ILLUSTRATIONS OF ARCHITECTURAL STYLES IN THE PLYMOUTH HISTORIC DISTRICT

The Plymouth Historic District contains a variety of building styles. This section provides a brief summary of how to identify building styles found within the Plymouth Historic District, whether the building is a single family house or a large commercial block. Photographs of certain styles found within the district are also provided. When analyzing a building to determine its style, keep in mind that many buildings are transitional in nature or contain features of more than one style or period.

FIRST PERIOD/COLONIAL, C. 1620-1700

Houses from this period typically have steeply pitched roofs, large central chimneys, and small casement windows, often with diamond panes and vertical board (batten) doors. These houses are covered in clapboard or shingles, with little or no cornice detailing.

GEORGIAN, C. 1700-1790

Houses from this period reflect the increased wealth in the colonies and utilize classical forms. Roof forms have shallow pitches and are found in side-gable, gambrel or hipped form. The cornice is detailed with dentil or other decorative molding. Windows are symmetrically aligned on the facade, double-hung with multiple lites, often 12/12, 9/9 or some variation. The panelled front door is typically centered on the house and surrounded by a decorative lintel supported by pilasters. Walls are clad in shingles or clapboard. This style is also found in wood-framed attached rowhouses.

FEDERAL, C. 1780-1820

The Federal style represented the first architecture of the new republic. Like the Georgian, it used classical forms but in a refined and simplified manner.

Characteristics of the Federal style include two-three story box-like buildings with low-pitched hip roofs and smaller chimneys on building ends. Cornices are detailed with dentil moldings. The front door has a more elaborate surround, often including a semi-circular fanlight. Windows are aligned vertically and horizontally and have double-hung sash with 6/6 lites.

GREEK REVIVAL, C. 1820-1860

As the name suggests, the Greek Revival style adapted ancient Greek temple forms for domestic, commercial and civic architecture. The most common building form for this style in Plymouth is the gable front wood-frame house. The gable end of houses often faces the street and the triangular pediment of the roof is emphasized with a wide simple entablature. The body of the house is often detailed with corner pilasters. Windows are symmetrically aligned and have double-hung sash with 6/6 lites. Doors typically have six panels, are often surrounded by sidelights, and can be supported by an entry porch or full-width porch supported by simple columns. The arched fanlight seen in Federal houses is no longer used in Greek Revival houses. Other types of buildings employed the Greek Revival style; the temple form was also used for large public buildings, and Greek-inspired ornament is found on rowhouses built during this period.

GOTHIC REVIVAL, C. 1840-1880

By the mid-19th century, the Romantic movement began to supplant ancient Greek and Roman ideals with a focus on the Christian medieval past. An early Victorian-era example of this stylistic trend is the Gothic Revival, evolving from an interest in English Gothic architecture, as evidenced by steep gabled roofs, ornamental bargeboards, foliated ornament (e.g. trefoils and quatrefoils), vertical batten siding and windows with little ornamental surround.

ITALIANATE, C. 1850S-1895

As the name suggests, the architecture of Italy inspired a new architectural expression that was widely used during the latter half of the 19th century. This style is found

in a variety of building types and forms. For domestic architecture, the Italian villa of northern Italy was adapted into an American house form with low roofs, overhanging eaves with paired decorative brackets, entrance towers, round-headed windows with hood moldings, arched porches and balustraded balconies. In the simpler form, these details can be seen ornamenting a gable front house that otherwise looks similar to the Greek Revival house form. This style was also used for flat and bow-fronted brick and brownstone rowhouses, and for large freestanding civic and commercial buildings.

SECOND EMPIRE, C. 1855-1885

The Second Empire style, also known as the Mansard style, is primarily identified by the use of the mansard roof - a dual-pitched hipped roof with dormer windows on the steep lower slope. Eaves normally have decorative brackets and windows and doors have substantial surround details. This style is found in both free-standing wood houses and masonry rowhouses.

QUEEN ANNE, C. 1875-1900

The Queen Anne style is identified by its eclecticism of shapes, materials and colors. This style is inspired by the architecture of English Queen Anne's reign (1702-1714), a time when classical ornament and medieval building forms were combined. Characteristics of the Queen Anne style include complicated building and roof shapes, including turrets and gables, a mixed use of siding surfaces and ornament, verandas and balconies with turned posts, and use of complex window patterns.

SHINGLE STYLE, C. 1880-1900

The Shingle Style is a uniquely American architectural style which adapted influences from the English Queen Anne, Richardsonian Romanesque and Colonial Revival styles. The Shingle Style removed much of the ornament found around windows and doors, cornerboards, and cornice details, and instead wrapped a complex building form of elevations, gables and towers in a smooth surface of shingles - hence the name. Roof forms are often asymmetrical, and include features such as cross-gables and eyebrow dormers.

COLONIAL REVIVAL, C. 1880-1930

After the American centennial in 1876, attention turned to America's own built history for inspiration. Houses and public buildings adapted Georgian and Federal forms and design elements in accentuated and freer ways in the late-19th century, and then in a more historically accurate manner in the early-20th century. Roof forms include hipped, gable, and gambrel.

CLASSICAL REVIVAL, C. 1890S-1950

Also referred to as Neoclassical, the Classical Revival gained popularity after the Worlds' Colombian Exposition in Chicago in 1893 where it was used for monumental pavilions. Typical features on both domestic, commercial and civic buildings include incorporation of full-height porches supported by classical columns and a symmetrical balance of windows and doors ornamented with classically-inspired surrounds.

CRAFTSMAN, C. 1905-1930

Craftsman houses are found in Plymouth's historic district. These houses, often referred to as bungalows, first appeared in California and through national publications spread to the rest of the country. Craftsman bungalows are characterized by low-pitched hipped or gabled roofs with wide eaves or overhangs and exposed rafters, and an entry or full width one-story porch supported by simple piers. Craftsman houses are sometimes clad in stucco in addition to shingle or clapboard.

Definitions adapted in part from *A Field Guide to American Houses*, Virginia and Lee McAlester, 1984, Alfred A. Knopf, NY, and *A Glossary of Zoning, Development, and Planning Terms*, edited by Michael Davidson and Fay Dolnick. 1999, American Planning Association Chicago, IL and *What Style Is It, A Guide to American Architecture*, John Poppeliers and Allen Chambers, John Wiley & Sons, Inc., 2003.

FIRST PERIOD/COLONIAL: 1620-1700



Figure 1. First Period, Sparrow House, 42 Summer Street, 1640s
(Right half built mid-18th century)



Figure 2. Colonial, mid-18th century, wooden rowhouses, 12-14 North Street

GEORGIAN: C. 1700-1790



Figure 3. 59 Main Street, 1722



Figure 4. Gambrel, 32 Middle Street

GEORGIAN: C. 1700-1790



Figure 3. 22 Summer Street, 1766



Figure 4. 26 North Street, 1782

FEDERAL: C. 1780-1820



Figure 7. 32 Court Street, 1805



Figure 8. 126 Water Street, 1809

FEDERAL: C. 1780-1820



Figure 9. Gambrel form, 33 Leyden Street, 1809



Figure 10. 29 Leyden Street

GREEK REVIVAL: C. 1820-1860



Figure 11. 75 Court Street, Pilgrim Hall, 1809



Figure 13. 25 Main Street

GREEK REVIVAL: C. 1820-1860



Figure 14. 14 Howland Street

VICTORIAN-ERA: 1840S -C. 1900



Figure 15. Victorian-era vernacular, gable front form, mid-19th century, 17 Howland Street

VICTORIAN-ERA: 1840S -C. 1900



Figure 16. Italianate gable front, 9 Brewster Street



Figure 17. Second Empire, brick rowhouses, 95-97 Court Street

VICTORIAN-ERA: 1840S - C. 1900



Figure 18. Second Empire, 20 Winslow Street



Figure 19. Shingle style, 7 Brewster Street

REVIVAL STYLES: 1880s- C. 1955



Figure 21. Colonial Revival, 83 Court Street, Plymouth Memorial Building, 1925



Figure 22. Classical Revival, North Street, Russell Library

REVIVAL STYLES: 1880S - C. 1955



Figure 23. Colonial Revival - Dutch Colonial, 10 Brewster Street, c. 1935

CRAFTSMAN: 1905-1930



Figure 24. 8 Brewster Street

APPENDIX C

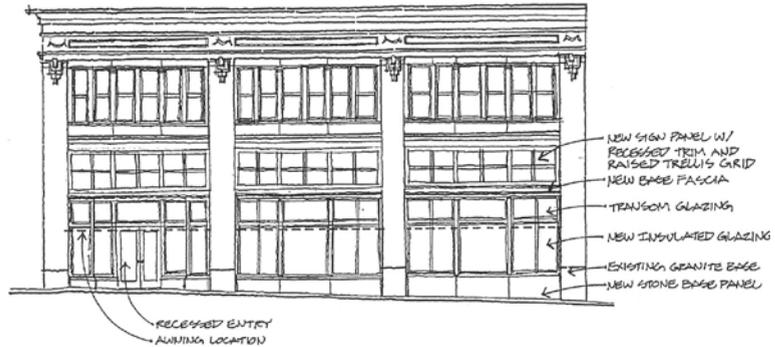
COMMERCIAL STOREFRONT REHABILITATION EXAMPLES

The drawings in this section are from
Design Guidelines for the Downtown/Harbor District, Plymouth Massachusetts, March 1992,
Plymouth Downtown/Harbor Corporation.

2 MAIN STREET



Before



Proposed

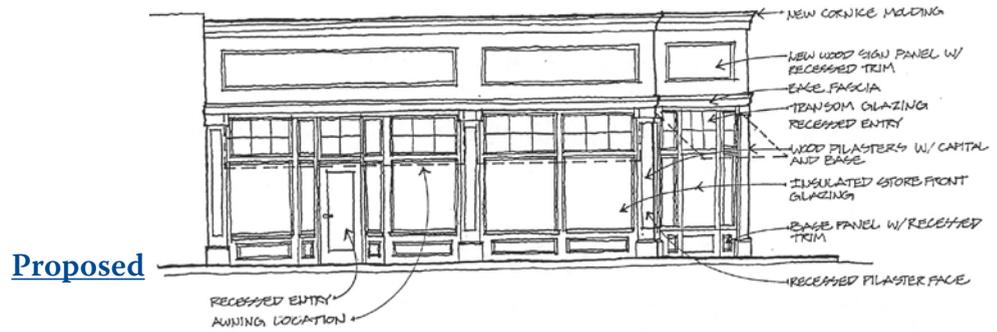


Today

COURT STREET & RUSSELL STREET



Before



Proposed



Today

58 COURT STREET



Before



Proposed



Today

1 COURT STREET



Before



Proposed

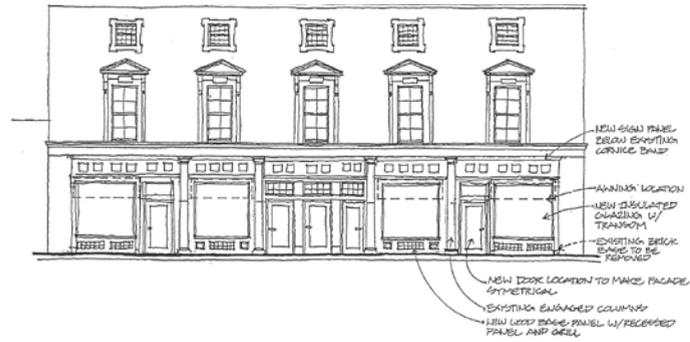


Today

19 COURT STREET



Before



Proposed



Today

37 COURT STREET



Before



Proposed

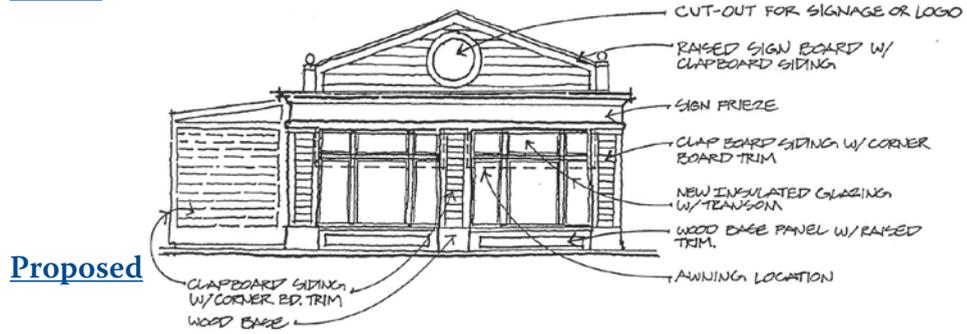


Today

WATER STREET



Before



Proposed



Today

APPENDIX D

PLYMOUTH HISTORIC DISTRICT RULES AND REGULATIONS

These Rules and Regulations are governed by and may not be in conflict with Mass. Gen. Laws Ch. 40C (Ch. 40C) and the Plymouth Historic District Bylaw.

1. DEFINITIONS

A “building” is defined as a “combination of materials having a roof and forming a shelter for persons, animals or property”.

An “external alteration” is any change to the architectural features of any building or structure including, but not limited to, additions, demolitions, windows, doors, color or materials, but also any added attachments, such as signs, banners and their related hardware.

An “external architectural feature” is defined as any portion of a building or structure that is open to view from a public street, public way, or public body of water.

A “public way or place” includes streets, private ways, alleys, walkways, cemeteries, parks, bicycle paths and bodies of water.

A “structure” is a combination of materials, other than a building, including signs, fences, stone walls, terraces, play structures, sculptures and monuments, light standards, sidewalks, driveways, and flag poles.

2. COMMISSION DUTIES

The Commission shall regulate the construction and/or alteration of any building(s) or structure(s) within the district over which it has jurisdiction in accordance with the provisions of the state enabling legislation, Ch. 40C, the Plymouth Historic District Bylaw, the Plymouth Historic District Guidelines and these Rules and Regulations. No building or structure within the District shall be constructed or altered in any way that affects exterior architectural features unless the Commission shall first

have issued a Certificate of Appropriateness, a Certificate of Non-Applicability or a Certificate of Hardship with respect to such construction or alteration.

The Commission may from time to time amend these Rules and Regulations in accordance with Ch. 40C and the Plymouth Historic District Bylaw, after holding a public hearing.

3. COMMISSION OFFICERS

a. Commission Chair shall be responsible for conducting meetings and hearings. Hearings may be conducted in the following manner, at the Chair's discretion:

1. Introduction of commissioners, confirm quorum, determine who will vote.
2. Introduction of applicant, including name, address, and nature of application.
3. Presentation by applicant.
4. Questions by Commissioners.
5. Comments/questions from public.
6. Discussion by Commissioners.
7. Making and seconding of Motion.
Motion content should include reference to all elements of an application, Guidelines cited for each element, and rationale for decisions.
8. Vote and recording of the Motion.

b. Vice-Chair shall act as Commission Chair when Chair is not present or unable to act on an application.

c. Clerk shall act as recording secretary when staff secretary not present.

4. MEETINGS

a. Public meetings

Regular meetings of the Commission are held twice a month, usually the first and third Wednesday. Notice of date, time and location of all meetings shall be posted in Town Hall at least 48 hours prior to a scheduled meeting. Work conducted during public *meetings* includes review and approval of minutes, review of violations, discussion of public relations, and other administrative issues that may come to the attention of the Commission. Items scheduled for the meeting portion of an agenda do not require the fourteen day notification necessary for certificate applications. Business items can be added at any time, including at the time of the meeting itself.

b. Public hearings

Public hearings are held to consider applications requesting Certificates. Notice of date, time and location as well as subject matter shall be posted in the Town Hall at least fourteen days (14) prior to the hearing. In addition, notices of public hearings shall be sent to applicants, owners/abutters of the property for which an application has been made, and to others who have requested notification in writing. Applicants or their representatives are strongly encouraged to be present at the hearing at which their application for a Certificate is being heard.

c. Work Sessions

Owners contemplating major alterations, additions or new construction are encouraged to meet with the Commission during a Public Meeting prior to submission of an application. This is an opportunity to receive guidance or answer questions before preparing applications and supporting materials.

d. Continued Hearings

In some instances the Commission will ask that adjustments to the plans be made or additional information/materials be provided. The public hearing will be continued for a determined length of time. There are no additional fees for this continued

hearing. The applicant will be requested to waive the 60-day deadline for decision to allow further time for consideration of the application.

e. Cancellation of Meetings.

If there is no Commission business to conduct, the Chairperson, or other officer of the Commission in the absence of the Chairperson, may dispense with a meeting by giving notice to all members, and by posting a notice of the cancellation in the Town Hall at least 48 hours prior to the scheduled time.

f. Jurisdiction

The Commission can only address issues within its statutory mandate. Issues such as land uses, noise, and impacts on private property are outside of the Commission's purview and cannot be addressed by the Commission.

g. Quorum

Quorum shall be four (4) members of the Commission. A quorum is required to conduct any business, including voting on applications for certificates. Four members are also the necessary majority to pass a motion.

5. ABUTTER NOTIFICATION

Ch. 40C requires that all abutters be notified of applications before the Commission for proposed work that will alter the appearance of a building or structure in the District. The Plymouth Historic District Commission defines abutters as owners of all adjoining property and other property deemed by the commission to be materially affected thereby as they appear on the most recent real estate tax list of the board of assessors, and to any person filing written request for notice of hearings.

Commission staff notifies abutters via mail, using the standard Historic District Commission Notification Form. Documentation of the notification, in the form of an original notarized list of abutters from the Assessor's Office, original stamped receipts from the mailing, and a copy of the Commission notification form will

become part of the application file. Applications without such documentation shall not be considered complete and will not be processed. Abutter notification is only required at the time an application is originally submitted, not for each time an application comes before the Commission. Once notified, it is the responsibility of the abutter to keep informed of the progress of an application. Information can be obtained from the Commission office.

The Commission welcomes comments from abutters and other interested members of the public about proposed work in the District. Those who wish to may submit comments to the Commission staff by noon the day before the formal hearing on an application. Abutters and interested parties are encouraged to submit concerns in writing, to be made part of the record.

In order to maintain a balance between the wishes of abutters and other interested parties to express their concerns on the one hand, and the need of the Commission to conduct its business in a timely fashion on the other, abutters and interested parties wishing to testify before the Commission shall be limited to three minutes of testimony. Only one representative from each abutting property or interested party shall be permitted to testify.

6. CONFLICTS OF INTEREST

Members of the Commission shall abstain from discussion and voting on an application when there is a direct conflict of interest and must disclose a perceived conflict of interest and determine whether recusal is advisable. In all cases, the Commissioner should consult with Town Clerk and the State Ethics Commission in advance of a hearing if possible to address any questions regarding proper compliance with Conflicts of Interest laws.

7. DECISIONS AND CERTIFICATES

All decisions, whether for approval or disapproval, must be dated and signed either by the chairman, the vice chairman, the clerk, or such other person designated by the

Chairman to sign certificates on behalf of the Commission. All decisions, whether for a certificate or a disapproval, shall be filed with the Town Clerk within sixty (60) days after the filing of a completed application for a Certificate of Appropriateness or a Certificate of Hardship, and following the public hearing that must be held prior to the decision being made. If the Commission fails to make a determination within sixty (60) days, the Commission shall issue a Certificate of Hardship.

8. CERTIFICATES

The Historic District Commission can consider applications for three types of certificates to approve work proposed on any building or structure in the District:

a. Certificate of Appropriateness

A Certificate of Appropriateness is issued when the construction or alteration for which the application is made will be appropriate for or compatible with the preservation or protection of the District.

b. Certificate of Non-Applicability

A Certificate of Non-Applicability is issued when the work does not involve any exterior architectural feature, or involves an exterior architectural feature which is not subject to review by the Commission because the Commission has previously decided to exclude the feature, building or structure from its review, or the proposed work is not visible from a public way.

c. Certificate of Hardship

An applicant may apply directly for a Certificate of Hardship or the Commission may determine in evaluating an application for a Certificate of Appropriateness that a Hardship certificate is in order.

For Certificates of Hardship, the commission must determine whether, owing to conditions especially affecting the building or structure involved, but not affecting the 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 public welfare and without substantial derogation from the intent and purposes of the District.

d. Denials

Applications which have been denied may not be resubmitted for a period of one year unless the application has been substantially changed. In all cases, resubmittal requires a new application.

9. RECORD KEEPING

Minutes shall be recorded for all posted meetings and hearings and shall be part of the public record filed in the Clerk's Office. They shall constitute a permanent record stating the Commission's decisions, transactions, resolutions and the vote of each member participating.

Draft copies of minutes shall be forwarded to Commission members for review and approval. In the event that a Secretary cannot attend a meeting or hearing, the Commission Clerk shall take minutes of the meeting and distribute draft copies to other Commission members for review and approval.

Certificates shall be recorded in the Clerk's Office within 60 days of the receipt of an application for a certificate, unless a Continuation has been agreed to, in which case the certificate shall be recorded within a reasonable time after the Commission reaches a decision. In addition copies of the Certificate will be sent to the property owner, and placed in the Historic District Commission files. Copies of all Certificates will be sent to the Building Commissioner.

10. REVIEW OF APPLICATIONS

In reviewing applications for Certificates of Appropriateness, the commission shall consider compliance with the Historic District Guidelines, the Plymouth Historic District Bylaw, and these Rules and Regulations.

11. APPEAL AND ENFORCEMENT

a. Appeal

An applicant aggrieved by a determination of the Commission may, within 20 days after the filing of the notice with the Town Clerk, file a written request with the Commission for review by a person or persons of competence and experience in such matters designated by the regional planning agency. The findings of the person or persons making such review shall be filed with the Town Clerk within 45 days after the request and shall be binding on the applicant and the Commission unless further appeal is sought in Superior Court as provided in M.G.L. C. 40C, Sec. 12A.

b. Enforcement

The Commission is authorized to institute any and all actions and proceedings consistent with the provisions of the Plymouth Historic District Bylaw, as amended, as it deems necessary and appropriate to obtain compliance with the requirements of this bylaw and the determinations, rulings and regulations issued pursuant thereto. The Plymouth Superior Court shall have jurisdiction to enforce the provisions of the Plymouth Historic District Bylaw. Whoever violates any provisions of this Bylaw may be subject to a fine of \$500.00. Each day during which any portion of such violation continues to exist shall constitute a separate offense.

The following process will be followed by the Commission in pursuit of violation enforcement:

Step 1: Once a violation is reported by the Commission, town officials, or district residents, a letter is sent to the owner to cease and desist work if ongoing and to appear at the next scheduled meeting of the Commission. Prior to attending the meeting, the owner must complete an application for the subject work, including necessary documentation.

Step 2: At the hearing, the Commission will review the work done without a certificate and determine if some or all of the work is appropriate under the

District Guidelines. If the work is deemed appropriate, or if a hardship is found, the appropriate Certificate will be issued. If the Commission finds that some or all of the work is not appropriate under the District Guidelines, an Order will be drafted outlining the work needed to be done to correct the violation. At its discretion, the Commission may also impose a fine of up to \$500/day until the conditions of the Order are met.

Step 3: Once the work is completed by the Owner pursuant to the Order, the Commission will schedule a meeting to review and dismiss the violation.

If the owner fails to comply with Steps 1 or 2, the Commission may at any time impose or increase the daily fine to the maximum allowable and/or refer the violation to town counsel for further enforcement action. The Commission will instruct the Building Commissioner not to issue any further building permits for the property in question until the violation has been dismissed by the Commission.

APPENDIX E
PLYMOUTH HISTORIC DISTRICT BYLAW

Chapter 90 - HISTORIC DISTRICT

- ♦ **90-1. Statutory Authority.**
- ♦ **90-2. Establishment.**
- ♦ **90-3. Historic District Commission.**
- ♦ **90-4. Powers and Duties of Commission.**
- ♦ **90-5. Appeals.**

[HISTORY: Adopted by the Annual Town Meeting of the Town of Plymouth 4-16-1974 by Art. 58 as Art. 14 of the 1974 Bylaws. Amendments noted where applicable.]

♦ **90-1. Statutory Authority.**

This chapter is adopted pursuant to the Historic District Act, MGL c. 40C, in consideration of the purposes set forth in Sections 2 and 7 of the Act.

♦ **90-2. Establishment.**¹

There is hereby established in the Town of Plymouth an historic district as shown on a plan entitled “Proposed Historic District” prepared for the Historical District Study Commission, Town of Plymouth, Massachusetts, dated October 18, 1972, by Delano & Keith, Inc., a copy of which is on file in the Town Clerk’s office.

♦ **90-3. Historic District Commission. [Added 10-26-2005 ATM by Art. 26 (Changes to A and E)]**

A. There is hereby established the Plymouth Historic District Commission, which shall consist of ~~five~~ seven members, including one member from two nominees

1 Editor’s Note: Under Art. 70 of the 1977 Annual Town Meeting, the town voted to extend the present historic district. See the town meeting records for a more detailed description of the action.

submitted by the Society for the Preservation of New England Antiquities, one member from two nominees submitted by the Chapter of the American Institute of Architects covering the Town of Plymouth, one member from two nominees of the Board of Realtors, one property owner resident in the Plymouth Historic District, two registered voters of the Town of Plymouth and one Town of Plymouth resident interested in the preservation and protection of places of significance in the history of the Town of Plymouth.

B. All members shall be appointed by the Board of Selectmen for the Town of Plymouth.

C. If within 30 days after submission of a written request for nominees to any of the organizations herein named no such nominations have been made, the Selectmen may proceed to make their appointments without nominations by such organization.

D. Wherever possible, all members shall be citizens of the Town of Plymouth.

E. Each term shall be for three years, except for the terms for the original members, which shall be as follows:

- (1) New England Antiquities nominee: three years.
- (2) American Institute of Architects nominee: three years.
- (3) Board of Realtors nominee: two years.
- (4) Resident property owner: two years.
- (5) Interested Plymouth resident: one year.
- (6) One registered voter of Plymouth for two years, and one registered voter of Plymouth for three years.

F. In the event that an appointment is made without nominations as aforesaid, the term of the member appointed shall be the same as if nominations had been made.

♦ 90-4. Powers and Duties of Commission.

The Plymouth Historic District Commission (Commission) established herein and as from time to time existing shall have the powers, authority and duties granted by MGL c. 40C and the powers, authority and duties provided by this chapter.

A. The Commission may adopt and amend such rules and procedures not inconsistent with the provisions of MGL c. 40C as it deems necessary or desirable for the exercise of its power, authority and duties.

B. It may employ clerical and technical assistants or consultants and incur other expenses appropriate to the carrying on of its work within the amounts from time to time appropriated to it by the town and may accept money gifts and expend the same for such purposes.

C. The Commission may administer, on behalf of the Town of Plymouth, any properties and/or easements, restrictions or other interests in real property which the town may have or may accept as gifts or otherwise and which the town may designate the Commission as the administrator thereof.

D. The Commission shall have the powers and duties of an Historical Commission as provided in MGL c. 40, § 8D.

♦ 90-5. Appeals. [Added 4-1-1997 STM by Art. 16]

Any applicant aggrieved by a determination of the Commission may, within 20 days after the filing of the notice with the Town Clerk, file a written request with the Commission for review by a person or persons of competence and experience in such matters designated by the regional planning agency. The finding of the person or persons making such review shall be filed with the Town Clerk within 45 days after the request and shall be binding on the applicant and the Commission unless further appeal is sought in the Superior Court as provided in MGL c. 40C, § 12A.

APPENDIX F

CHAPTER 40C. HISTORIC DISTRICTS

Section 1. This chapter shall be known and may be cited as the Historic Districts Act.

Section 2. The purpose of this chapter is to promote the educational, cultural, economic and general welfare of the public through the preservation and protection of the distinctive characteristics of buildings and places significant in the history of the commonwealth and its cities and towns or their architecture, and through the maintenance and improvement of settings for such buildings and places and the encouragement of design compatible therewith.

Section 3. A city or town may, by ordinance or by-law adopted by two-thirds vote of the city council in a city or by a two-thirds vote of a town meeting in a town, establish historic districts subject to the following provisions:— Prior to the establishment of any historic district in a city or town an investigation and report on the historical and architectural significance of the buildings, structures or sites to be included in the proposed historic district or districts shall be made by an historic district study committee or by an historic district commission, as provided in this section and in section four, who shall transmit copies of the report to the planning board, if any, of the city or town, and to the Massachusetts historical commission for their respective consideration and recommendations. The buildings, structures or sites to be included in the proposed historic district may consist of one or more parcels or lots of land, or one or more buildings or structures on one or more parcels or lots of land. The Massachusetts historical commission may consult with the director of economic development, the director of housing and community development and the commissioner of environmental management with respect to such reports, and may make guidelines for such reports, and, after public hearing, establish rules as to their form and manner of transmission. Not less than sixty days after such transmittal

the study committee shall hold a public hearing on the report after due notice given at least fourteen days prior to the date thereof, which shall include a written notice mailed postage prepaid, to the owners as they appear on the most recent real estate tax list of the board of assessors of all properties to be included in such district or districts. The committee shall submit a final report with its recommendations, a map of the proposed district or districts and a draft of a proposed ordinance or by-law, to the city council or town meeting.

An historic district may be enlarged or reduced or an additional historic district in a city or town created in the manner provided for creation of the initial district, except that (a) in the case of the enlargement or reduction of an existing historic district the investigation, report and hearing shall be by the historic district commission having jurisdiction over such historic district instead of by a study committee; (b) in the case of creation of an additional historic district the investigation, report and hearing shall be by the historic district commission of the city or town, or by the historic district commissions acting jointly if there be more than one, instead of by a study committee unless the commission or commissions recommend otherwise; and (c) if the district is to be reduced written notice as above provided of the commission's hearing on the proposal shall be given to said owners of each property in the district.

Any ordinance or by-law creating an historic district may, from time to time, be amended in any manner not inconsistent with the provisions of this chapter by a two-thirds vote of the city council in a city or by a two-thirds vote of a town meeting in a town, provided that the substance of such amendment has first been submitted to the historic district commission having jurisdiction over such district for its recommendation and its recommendation has been received or sixty days have elapsed without such recommendation.

No ordinance or by-law creating an historic district, or changing the boundaries of an historic district, shall become effective until a map or maps setting forth the

boundaries of the historic district, or the change in the boundaries thereof, has been filed with the city clerk or town clerk and has been recorded in the registry of deeds for the county or district in which the city or town is located, and the provisions of section thirteen A of chapter thirty-six shall not apply.

Section 4. An historic district study committee may be established in any city or town by vote of the city council or board of selectmen for the purpose of making an investigation of the desirability of establishing an historic district or districts therein. The study committee shall consist of not less than three nor more than seven members appointed in a city by the mayor, subject to confirmation by the city council, or in a town by the board of selectmen, including one member from two nominees submitted by the local historical society or, in the absence thereof, by the Society for the Preservation of New England Antiquities, one member from two nominees submitted by the chapter of the American Institute of Architects covering the area, and one member from two nominees of the board of realtors, if any, covering the area. If within thirty days after submission of a written request for nominees to any of the organizations herein named no such nominations have been made the appointing body may proceed to appoint the study committee without nominations by such organization.

Whenever an historic district is established as provided in section three an historic district commission shall be established which shall consist of not less than three nor more than seven members. An historic district commission shall be appointed in a city by the mayor, subject to confirmation by the city council, or in a town by the board of selectmen, in the same manner as an historic district study committee unless (a) the report recommending its establishment recommends alternate or additional organizations to submit nominees for membership and states reasons why such alternate or additional organizations would be appropriate or more appropriate for the particular city or town, the Massachusetts historical commission does not recommend otherwise prior to the public hearing on the establishment of the district, and the ordinance or by-law so provides; or (b) there is an existing

historic district commission in the city or town which the report recommends should administer the new district, and the ordinance or by-law so provides. Unless the report recommends otherwise on account of the small number of residents or individual property owners, and the ordinance or by-law so provides, the members of the historic district commission shall include one or more residents of or owners of property in an historic district to be administered by the commission. If within thirty days after submission of a written request for nominees to an organization entitled to submit nominations for membership on the commission no such nominations have been made the appointing body may proceed to make the appointment to the commission without nomination by such organization. The appointments to membership in the commission shall be so arranged that the term of at least one member will expire each year, and their successors shall be appointed in the same manner as the original appointment for terms of three years. Vacancies shall be filled in the same manner as the original appointment for the unexpired term. Ordinances or by-laws adopted hereunder may provide for the appointment of alternate members not exceeding in number the principal members who need not be from nominees of organizations entitled to nominate members. In case of the absence, inability to act or unwillingness to act because of self-interest on the part of a member of the commission, his place shall be taken by an alternate member designated by the chairman. Each member and alternate shall continue in office after the expiration of his term until his successor is duly appointed and qualified. All members shall serve without compensation. The commission shall elect annually a chairman and vice-chairman from its own number and a secretary from within or without its number.

Section 5. As used in this chapter the word “altered” includes the words “rebuilt”, “reconstructed”, “restored”, “removed” and “demolished” and the phrase “changed in exterior color”; the word “building” means a combination of materials forming a shelter for persons, animals or property; the word “commission” means the commission acting as the historic district commission; the word “constructed”

includes the words “built”, “erected”, “installed”, “enlarged”, and “moved”; the words “exterior architectural feature” means such portion of the exterior of a building or structure as is open to view from a public street, public way, public park or public body of water, including but not limited to the architectural style and general arrangement and setting thereof, the kind, color and texture of exterior building materials, the color of paint or other materials applied to exterior surfaces and the type and style of windows, doors, lights, signs and other appurtenant exterior fixtures; the words “person aggrieved” mean the applicant, an owner of adjoining property, an owner of property within the same historic district as property within one hundred feet of said property lines and any charitable corporation in which one of its purposes is the preservation of historic structures or districts; and the word “structure” means a combination of materials other than a building, including a sign, fence, wall, terrace, walk or driveway.

Section 6. Except as the ordinance or by-law may otherwise provide in accordance with section eight or said section eight or nine, no building or structure within an historic district shall be constructed or altered in any way that affects exterior architectural features unless the commission shall first have issued a certificate of appropriateness, a certificate of non-applicability or a certificate of hardship with respect to such construction or alteration.

Any person who desires to obtain a certificate from the commission shall file with the commission an application for a certificate of appropriateness, a certificate of non-applicability or a certificate of hardship, as the case may be, in such form as the commission may reasonably determine, together with such plans, elevations, specifications, material and other information, including in the case of demolition or removal a statement of the proposed condition and appearance of the property thereafter, as may be reasonably deemed necessary by the commission to enable it to make a determination on the application.

No building permit for construction of a building or structure or for alteration of an exterior architectural feature within an historic district and no demolition permit for demolition or removal of a building or structure within an historic district shall be issued by a city or town or any department thereof until the certificate required by this section has been issued by the commission.

Section 7. In passing upon matters before it the commission shall consider, among other things, the historic and architectural value and significance of the site, building or structure, the general design, arrangement, texture, material and color of the features involved, and the relation of such features to similar features of buildings and structures in the surrounding area. In the case of new construction or additions to existing buildings or structures the commission shall consider the appropriateness of the size and shape of the building or structure both in relation to the land area upon which the building or structure is situated and to buildings and structures in the vicinity, and the commission may in appropriate cases impose dimensional and set-back requirements in addition to those required by applicable ordinance or by-law. When ruling on applications for certificates of appropriateness for solar energy systems, as defined in section one A of chapter forty A, the commission shall also consider the policy of the commonwealth to encourage the use of solar energy systems and to protect solar access. The commission shall not consider interior arrangements or architectural features not subject to public view.

The commission shall not make any recommendation or requirement except for the purpose of preventing developments incongruous to the historic aspects or the architectural characteristics of the surroundings and of the historic district.

Section 8. (a) Any city or town may provide in the ordinance or by-law establishing a district or in any amendment thereof that the authority of the commission shall not extend to the review of one or more of the following categories of buildings or structures or exterior architectural features in the historic district, and, in this event, the buildings or structures or exterior architectural features so excluded

may be constructed or altered within the historic district without review by the commission:

(1) Temporary structures or signs, subject, however, to such conditions as to duration of use, location, lighting, removal and similar matters as the commission may reasonably specify.

(2) Terraces, walks, driveways, sidewalks and similar structures, or any one or more of them, provided that any such structure is substantially at grade level.

(3) Walls and fences, or either of them.

(4) Storm doors and windows, screens, window air conditioners, lighting fixtures, antennae and similar appurtenances, or any one or more of them.

(5) The color of paint.

(6) The color of materials used on roofs.

(7) Signs of not more than one square foot in area in connection with use of a residence for a customary home occupation or for professional purposes, provided only one such sign is displayed in connection with each residence and if illuminated is illuminated only indirectly; and one sign in connection with the nonresidential use of each building or structure which is not more than twelve square feet in area, consist of letters painted on wood without symbol or trademark and if illuminated is illuminated only indirectly; or either of them.

(8) The reconstruction, substantially similar in exterior design, of a building, structure or exterior architectural feature damaged or destroyed by fire, storm or other disaster, provided such reconstruction is begun within one year thereafter and carried forward with due diligence.

(b) A commission may determine from time to time after public hearing that certain categories of exterior architectural features, colors, structures or signs, including,

without limitation, any of those enumerated under paragraph (a), if the provisions of the ordinance or by-law do not limit the authority of the commission with respect thereto, may be constructed or altered without review by the commission without causing substantial derogation from the intent and purposes of this chapter.

(c) A city or town may provide in its ordinance or by-law, or in any amendment thereof, that the authority of the commission shall be limited to exterior architectural features within a district which are subject to view from one or more designated public streets, public ways, public parks or public bodies of water, although other portions of buildings or structures within the district may be otherwise subject to public view, and, in the absence of such provision of the ordinance or by-law, a commission may determine from time to time after public hearing that the authority of the commission may be so limited without substantial derogation from the intent and purposes of this chapter.

(d) Upon request the commission shall issue a certificate of nonapplicability with respect to construction or alteration in any category then not subject to review by the commission in accordance with the provisions of paragraph (a), (b) or (c).

Section 9. Nothing in this chapter shall be construed to prevent the ordinary maintenance, repair or replacement of any exterior architectural feature within an historic district which does not involve a change in design, material, color or the outward appearance thereof, nor to prevent landscaping with plants, trees or shrubs, nor construed to prevent the meeting of requirements certified by a duly authorized public officer to be necessary for public safety because of an unsafe or dangerous condition, nor construed to prevent any construction or alteration under a permit duly issued prior to the effective date of the applicable historic district ordinance or by-law.

Section 10. The commission shall have the following additional powers, functions and duties:—(a) If the commission determines that the construction or alteration for which an application for a certificate of appropriateness has been filed will be

appropriate for or compatible with the preservation or protection of the historic district, the commission shall cause a certificate of appropriateness to be issued to the applicant. In the case of a disapproval of an application for a certificate of appropriateness the commission shall place upon its records the reasons for such determination and shall forthwith cause a notice of its determination, accompanied by a copy of the reasons therefor as set forth in the records of the commission, to be issued to the applicant, and the commission may make recommendations to the applicant with respect to appropriateness of design, arrangement, texture, material and similar features. 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 fourteen 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 to be issued to the applicant.

(b) In the case of a determination by the commission that an application for a certificate of appropriateness or for a certificate of nonapplicability does not involve any exterior architectural feature, or involves an exterior architectural feature which is not then subject to review by the commission in accordance with the provisions of section eight, the commission shall cause a certificate of nonapplicability to be issued to the applicant.

(c) If the construction or alteration for which an application for a certificate of appropriateness has been filed shall be determined to be inappropriate, or in the event of an application for a certificate of hardship, the commission shall determine whether, owing to conditions especially affecting the building or structure 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 chapter. If the commission determines that owing to such conditions failure to approve an application will involve substantial hardship to the applicant and approval thereof may be made without such substantial detriment or derogation, or in the event of failure to make a determination on an application within the time specified in section eleven, the commission shall cause a certificate of hardship to be issued to the applicant.

(d) Each certificate issued by the commission shall be dated and signed by its chairman, vice-chairman, secretary or such other person designated by the commission to sign such certificates on its behalf.

(e) The commission shall keep a permanent record of its resolutions, transactions, and determinations and of the vote of each member participating therein, and may adopt and amend such rules and regulations not inconsistent with the provisions of this act and prescribe such forms as it shall deem desirable and necessary for the regulation of its affairs and the conduct of its business. The commission shall file a copy of any such rules and regulations with the city or town clerk.

(f) The commission shall file with the city or town clerk and with any department of the city or town having authority to issue building permits a copy or notice of all certificates and determinations of disapproval issued by it.

(g) A commission may after public hearing set forth in such manner as it may determine the various designs of certain appurtenances, such as light fixtures, which will meet the requirements of an historic district and a roster of certain colors of paint and roofing materials which will meet the requirements of an historic district, but no such determination shall limit the right of an applicant to present other designs or colors to the commission for its approval.

(h) The commission may, subject to appropriation, employ clerical and technical assistants or consultants and incur other expenses appropriate to the carrying on of its work, and may accept money gifts and expend the same for such purposes.

The commission may administer on behalf of the city or town any properties or easements, restrictions or other interests in real property which the city or town may have or may accept as gifts or otherwise and which the city or town may designate the commission as the administrator thereof.

(i) The commission shall have, in addition to the powers, authority and duties granted to it by this act, such other powers, authority and duties as may be delegated or assigned to it from time to time by vote of the city council or town meeting.

Section 11. Meetings of a commission shall be held at the call of the chairman and shall be called at the request of two members of the commission and in such other manner as the commission shall determine in its rules. A majority of the members of a commission shall constitute a quorum. The concurring vote of a majority of the members of the commission shall be necessary to issue a certificate of appropriateness, a certificate of non-applicability or a certificate of hardship.

A commission shall determine promptly, and in all events within fourteen days after the filing of an application for a certificate of appropriateness, a certificate of non-applicability or a certificate of hardship, as the case may be, whether the application involves any exterior architectural features which are subject to approval by the commission. If a commission determines that such application involves any such features which are subject to approval by the commission the commission shall hold a public hearing on such application unless such hearing is dispensed with as hereinafter provided.

The commission shall fix a reasonable time for the hearing on any application and shall give public notice of the time, place and purposes thereof at least fourteen days before said hearing in such manner as it may determine, and by mailing, postage prepaid, a copy of said notice to the applicant, to the owners of all adjoining property and other property deemed by the commission to be materially affected thereby as they appear on the most recent real estate tax list of the board of assessors, to the planning board of the city or town, to any person filing written request for notice of

hearings, such request to be renewed yearly in December, 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 such lesser period as the ordinance or by-law may provide, or within such further time as the applicant may allow in writing, the commission shall make a determination on the application. If the commission shall fail to make a determination within such period of time the commission shall thereupon issue a certificate of hardship.

A public hearing on an application need not be held if such hearing is waived in writing by all persons entitled to notice thereof. In addition, a public hearing on an application may be waived by the commission if the commission determines that the exterior architectural feature involved or its category or color, as the case may be, is so insubstantial in its effect on the historic district that it may be reviewed by the commission without public hearing on the application, provided, however, that if the commission dispenses with a public hearing on an application notice of the application shall be given to the owners of all adjoining property and other property deemed by the commission to be materially affected thereby as above provided and ten days shall elapse after the mailing of such notice before the commission may act upon such application.

Section 12. A city or town may provide in its ordinance or by-law or in any amendment thereof, for a review procedure whereby any person aggrieved by a determination of the commission may, within twenty days after the filing of the notice of such determination with the city or town clerk, file a written request with the commission for a review by a person or persons of competence and experience in such matters, designated by the regional planning agency of which the city or town is a member. If the city or town is not a member of a regional planning agency, the department of community affairs shall select the appropriate regional planning agency.

The finding of the person or persons making such review shall be filed with the city or town clerk within forty-five days after the request, and shall be binding on the applicant and the commission, unless a further appeal is sought in the superior court as provided in section twelve A.

Section 12A. Any person aggrieved by a determination of the commission, or by the finding of a person or persons making a review, if the provisions of section twelve are included in a local ordinance or by-law, may, within twenty days after the filing of the notice of such determination or such finding with the city or town clerk, appeal to the superior court sitting in equity for the county in which the city or town is situated. The court shall hear all pertinent evidence and shall annul the determination of the commission if it finds the decision of the commission to be unsupported by the evidence or to exceed the authority of the commission, or may remand the case for further action by the commission or make such other decree as justice and equity may require. The remedy provided by this section 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 with gross negligence, 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 of the commission unless it shall appear to the court that such party acted in bad faith or with malice in making the appeal to the court.

Section 13. The superior court sitting in equity for the county in which the city or town is situated shall have jurisdiction to enforce the provisions of this chapter and any ordinance or by-law enacted hereunder and the determinations, rulings and regulations issued pursuant thereto and may, upon the petition of the mayor or of the board of selectmen or of the commission, restrain by injunction violations thereof; and, without limitation, such court may order the removal of any building, structure or exterior architectural feature constructed in violation thereof, or the substantial restoration of any building, structure or exterior architectural feature

altered or demolished in violation thereof, and may issue such other orders for relief as may be equitable.

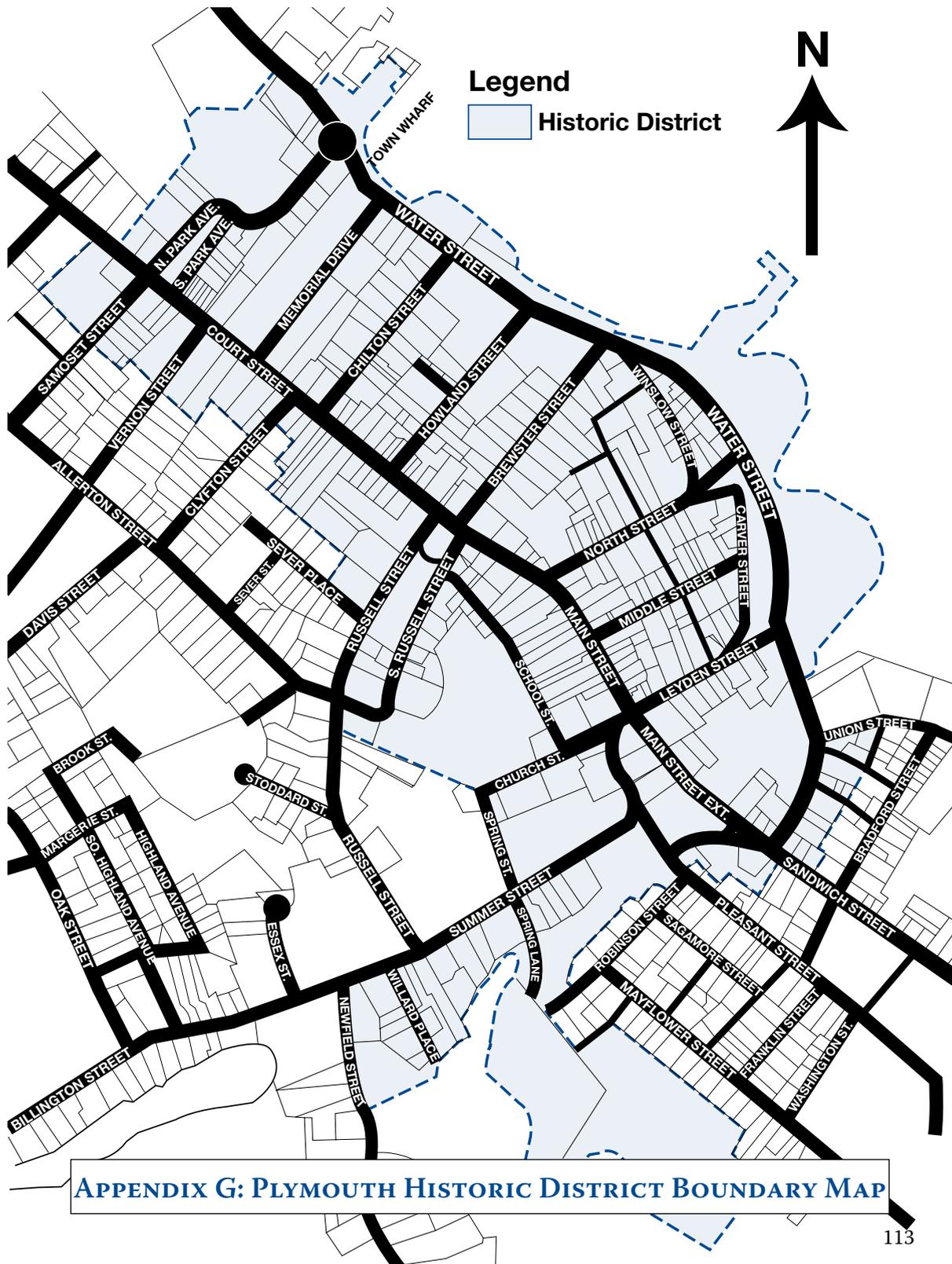
Whoever violates any of the provisions of this chapter shall be punished by a fine of not less than ten dollars nor more than five hundred dollars. Each day during any portion of which a violation continues to exist shall constitute a separate offense.

Section 14. If the city council or town meeting so votes a commission established hereunder shall have the powers and duties of an historical commission as provided in section eight D of chapter forty and, in this event, a commission may be entitled an historical commission.

Section 15. All ordinance or by-laws creating an historic district adopted by a city or town under authority of this chapter and under authority of any special law, unless the special law shall otherwise provide, amendments thereto, maps of historic districts created thereunder, and annual reports and other publications of commissions, and rosters of membership therein, shall be filed with the Massachusetts historical commission.

Section 16. A city or town in which there is located an historic district established under a special law may, upon recommendation of the historic district commission having jurisdiction over such district, accept the provisions of this chapter with respect to such district by a two-thirds vote of the city council in a city or by two-thirds vote of a town meeting in a town, and thereafter such historic district shall be subject to the provisions of this chapter notwithstanding the terms of any special act pursuant to which such historic district was created. The provisions of this chapter shall not impair the validity of an historic district established under any special act.

Section 17. The provisions of this chapter shall be deemed to be severable. If any of its provisions shall be held to be invalid or unconstitutional by any court of competent jurisdiction the remaining provisions shall continue in full force and effect.





View of Plymouth from the Harbor, c. 1888



Town Square, c. 1888

