

HAMILTON HISTORIC DISTRICT HANDBOOK

I. Introduction to the District

A. Purpose of this Handbook

This Handbook contains the Design Review Guidelines for the Hamilton Historic District Commission (the “Commission”). The Handbook is intended for use by members and staff of the Commission, property owners within the district, and applicants before the Commission, including contractors and architects.

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

Section III contains the Commission’s Design Review Guidelines. These Guidelines have been adopted by the Commission at a public hearing and provide guidance in its 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 Hamilton Historic District. The Guidelines not only assist the Commission in its deliberations, but should be used by owners and applicants within the district as they prepare to submit an application for a Certificate for Commission review.

Finally, in the Appendix you will find additional supporting information, including Architectural Definitions, a Boundary Map of the Hamilton Historic District, the historic district by-law, and the Secretary of Interior’s Standards for Rehabilitation.

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 a 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.”

To date, over 120 towns and cities in the Commonwealth have adopted over 250 local historic districts. Hamilton’s historic district was created pursuant to Ch. 40C and was approved at the annual Town Meeting on June 6, 1972. The Hamilton Historic District is one of the oldest such districts in Massachusetts and comprises 33 properties. The district was also listed in the National Register of Historic Places in 1973.

C. History of Hamilton Historic District

Hamilton was first settled in 1638, then known as a section of Ipswich called The Hamlet. In 1641, Bay Road (Rt. 1A), was laid out and became The Hamlet’s major north-south transportation route. By the early 18th century, The Hamlet’s population had risen to over 300 individuals, and in 1713, the first meeting house was built on the location of the current First Congregational Church (630 Bay Road). As a

result, this stretch of Bay Road - now the Hamilton Historic District - became an early and important locus of residential development. Surviving examples of Georgian-style domestic architecture from the 18th century include the ca. 1700 Brown House (638 Bay Road) and the 1715 Wigglesworth-Cutler House (624 Bay Road).

The first meeting house building was replaced by the current building in 1762. By 1773, The Hamlet's population had swelled to 870 inhabitants, and in 1793, Hamilton was incorporated, named after Alexander Hamilton (1757-1804), one of the Founding Fathers and first Secretary of the Treasury. During the early-mid 19th century, this portion of Bay Road continued to attract substantial residential development, with houses built in the Federal and Greek Revival styles. The meeting house itself was substantially remodeled in the Greek Revival style in 1843.

While the opening of the Boston and Maine Railroad depot in South Hamilton in 1839 shifted residential, commercial and civic development to the south, this section of Bay Road continued to see residential development into the later-19th century, and contains excellent examples of Victorian-era domestic architecture, such as the Italianate-style 1866 Thomas Preston House (605 Bay Road). The construction in ca. 1860 of the Hamilton Post Office and Village Store (585-589 Bay Road), the establishment of Hamilton Cemetery in 1877 (623 Bay Road), and the construction of the imposing Colonial Revival-style Hamilton Town Hall in 1897 (577 Bay Road) helped solidify the importance of this section of Bay Road as the institutional center of Hamilton.

That importance was honored in 1972 when the Hamilton Historic District was adopted at Hamilton's annual town meeting, forever protecting its historic resources. And in 1973, the district's importance was further commemorated by being listed on the National Register of Historic Places.

II. The Design Review Process

A. What Triggers Review

Most modifications to exterior architectural features of any building, structure, or site, and any demolition, new addition, or new construction within the District must be approved by the Hamilton Historic District Commission **before the work begins**. 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 five 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 from 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. (Note: for purposes of determining what is visible from public view in the Hamilton Historic District, the Hamilton Cemetery is considered a public way.)

4. The use of plant material in site improvements is exempt from review. (Note: in some instances, vegetation may be specifically required as screening necessary to obtain a Certificate of Appropriateness.)
5. A list of additional alterations that are exempt from Commission review is provided in Section III. B of this Handbook.

It is recommended that you contact the Commission to determine whether your proposed work requires Commission review and approval (978-262-5202, <https://www.hamiltonma.gov/government/historic-district-commission/>), and contact the Building Department to determine if other review processes are required (978-620-5252, <https://www.hamiltonma.gov/government/building-department/>).

B. Preparing an Application

1. Introduction

The process of applying to the Hamilton Historic District Commission for approval of work within the District is a simple one. The applicant should first contact the Commission to determine whether an application is required, and whether the proposed changes require a hearing. You will be provided 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.

The Commission schedules all discussions and hearings on applications for Certificates on an as-needed basis, but generally 3-4 weeks in advance. In order to allow required legal notice in a local newspaper, completed applications, application materials and fees should be submitted to the Commission at least three weeks prior to the scheduled hearing.

2. Pre-Application Review

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 in advance of submitting an application 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. Such pre-application reviews shall be placed on the agenda of a scheduled meeting. Depending on the matters scheduled for that particular Commission meeting, time for discussion may be limited by the Commission Chair. Pre-application reviews 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 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 hearing so that further material can be presented. Refer to the application form for specific details on the required supporting materials and the form in which they must be submitted.

4. Time Frames for Applications and Notice

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, the Commission shall determine whether the application involves any exterior architectural features which are subject to approval by the Commission and schedule a public hearing.

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 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.

On the date of the formal hearing, the application is heard and reviewed 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 Hamilton Historic District Commission normally approves or denies an application within a much shorter period. Within seven business days after a decision has been made by the Commission, applicants are provided with the appropriate Certificate(s) or decision.

C. The Hearing Process

1. Public Meetings

The Commission schedules meetings on an as-needed basis. Notice of date, time and location of all meetings must 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

The Commission schedules public hearings on an as-needed basis. Public hearings are held to consider applications requesting Certificates. 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 for adjustments to the plans or additional information or materials be provided. The Public Hearing will be continued to a specific date and 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 more time to consider 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. If not known prior to the scheduled meeting, the Chairperson or designated member must be present to state that the meeting is cancelled.

6. Jurisdiction

The Commission can only review and approve alterations and construction according to its authority established in the Hamilton 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 outside the district are outside of the Commission’s purview and must not 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 proposed exterior 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. Reasons for denial must be stated in the decision. In all cases, resubmittal requires a new application.

5. Record Keeping

The Commission shall file with the town clerk and with any department of the town having authority to issue building permits a copy or notice of all certificates issued and determinations of approval or disapproval it issues.

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 its rules and regulations for the regulation of its affairs and the conduct of its business not inconsistent with Mass. Gen. Laws Ch. 40C. The Commission shall file a copy of any such rules and regulations with the city or town clerk.

E. Post-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 may appoint a Commission member to act as 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 Certificate 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.

F. Enforcement

Failure to apply for and obtain the proper Certificate for work in the District constitutes a violation of the Bylaw and Mass. Gen. Laws 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, 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.

III. Design Review Guidelines

A. General Guidelines

The Hamilton Historic District contains architecturally and historically significant buildings and structures in a variety of styles, sizes, materials, uses and settings. Despite differences in architecture, the principles of how to preserve them are the same. The basis for the Hamilton Historic District Guidelines are derived from the Secretary of Interior's Standards for Rehabilitation (see Appendix).

Each building or structure is recognized as a physical and cultural record of its time and place. The Commission must 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 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 be sympathetic in design, color, texture, and, where possible, materials. In addition, adding conjectural features or architectural elements from other buildings or structures is not appropriate. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, are 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. While paint color of already-painted surfaces is not reviewed by the HHDC, the color of materials can be significant in understanding a building's history.

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 must 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.

B. Exemptions

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

1. Ordinary maintenance and repair of any exterior architectural feature of buildings and structures within the Historic Districts. "Ordinary maintenance and repair" does not include replacement, or changes in materials, design, or size of the existing feature.
2. The addition or removal of landscaping plant material does not require a hearing unless that material is referred to in a Certificate of Appropriateness as a condition for granting that Certificate.
3. 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.
4. Terraces, walks, driveways, sidewalks and similar structures, or any one or more of them, provided that any such structure is substantially at grade level.
5. Walls or fences.
6. Storm doors and windows, screens, window air conditioners, lighting fixtures, antennae and similar appurtenances, or any one or more of them.
 - a. It is recommended that aluminum frames of storm windows be painted to match the wood trim color of the window surround, and storm window frames should be narrow and align with the meeting rail of the underlying sash.
7. The color of paint.

- a. Note: this exemption only applies to color of paint on surfaces already painted.
 - b. Paint recommendations are provided in the Appendix for suggested guidance.
8. The color of materials used on roofs.
 9. 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.
 10. 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.
 11. Temporary or seasonal window-installed air conditioner units are exempt from review, but it is recommended that they be located where least visible from a public way.
 12. Window and door awnings and canopies.

Note: While these elements are exempt from review, the Commission encourages applicants to meet with the Commission to discuss these features. Paint colors, for example, can play an important role in identifying the style and period of a building.

C. Alterations to Historic Buildings

1. Balconies and Roof Decks

Balconies are generally associated with Italian Renaissance, French Colonial and Spanish Eclectic style buildings, while roof walks are associated with a seafaring heritage and are most commonly found in coastal towns. These architectural styles are not typical in Hamilton, and for this reason, balconies and roof walks are generally considered to be inappropriate additions to existing structures in the District. As with other features, balconies or decks that are not visible from a public way are exempt from review.

2. Chimneys

a. Existing chimneys

The placement of a chimney and its size can tell much about the interior plan of a house. Chimneys are an important character-defining feature of many building types and styles. Existing historically significant chimneys must be preserved. The integrity of the exterior chimney stack should be preserved even if an interior fireplace is to be removed. If re-pointing is required, refer to the Foundation Guideline (Sec. C.7.d) for mortar specifications. If a chimney requires replacement, the new chimney must 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 must 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. If metal caps are to be used, they must be as unobtrusive as possible in size, particularly height, and must be of a dull or black finish.

b. New chimneys in existing buildings

New chimneys must 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.

3. Decks

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

4. Doors

a. Replacement of Original or Historically Significant Doors

Historic doors and door surrounds (also termed doorways or entryways) are the focal point of a historic façade, and often include architectural details of great craftsmanship which provide important information on the style and history of the building. Historic doors, including ornamental panels, windows and hardware, must be retained. Replacement of original or historically significant doors or door surrounds, if necessary, must match the existing in material, size, design and location. In addition to the door itself, original or architecturally significant surround details, such as fanlights and transoms, sidelights, pilasters, lintels and canopies, and other decorative trim must be preserved or, if necessary, replaced-in-kind, including material.

b. Replacement of Non-Historic 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 of 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.

5. Dormers

Dormers are sometimes original architectural elements of a building, and sometimes were later additions to provide additional space.

a. Existing Dormers

Dormers that are original to the design of the building, or architecturally significant from a later alteration, must not be altered. Replacement of original or historically significant dormers, if necessary, must be sympathetic to 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 must not dominate the roof slope or obscure significant architectural detail visible from a public way.
- iii. The original roof slope must be preserved unchanged at either side of, and below, the new dormer.
- iv. Materials must be appropriate to 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.
- vi. The design of the dormer, including cornice, trim and window surrounds, should be appropriate to the style of the building.

* See Window Guideline 20 for new windows.

6. 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.

7. Foundations and Masonry 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 must 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 must 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 must not be painted unless there is evidence that the surfaces were painted originally or an existing painted surface is being maintained.

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 must be used (to allow expansion during freeze/thaw cycles). Mortar used for spot pointing must match the adjacent mortar. Mortar used for total façade repointing must match the original color of the mortar or must match the aged or weathered mortar color. In all cases, joints must be struck to match the original mortar joint profiles.

8. Gutters and Downspouts

Gutters and downspouts provide conduits for water runoff, and vital protection for buildings. Historically, gutters and downspouts were not original to the building, and generally were not part of the original eave and trim design. By the early-18th century, both were a common architectural feature on area buildings. These early gutters were wooden and in their simplest form, constructed with two boards to create a V shape, and wood downspout were formed out of four squared boards. By the Colonial period, wood gutters had evolved into the U shape still commonly found today and in later years, metal linings were introduced. Wood gutters remained popular in New England through WWII. The Commission encourages the regular maintenance of wood gutters and their in-kind replacement whenever possible.

Metal gutters were also available by the Colonial Period and generally had a half round form made by bending metal sheets around a cylinder or pole. While these pole style gutters remained popular through the early-20th century, a second form of hanging metal gutter began to be widely used during the Industrial Revolution. These machined gutters were available in several different styles in copper, iron, steel, and aluminum. These hanging gutters were the predecessors of today's metal gutters and the K style, ogee profile most commonly used today became popular by 1940. As with wood gutters, historic metal gutters should be maintained whenever possible and any replacements completed with gutters of the same design and material.

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

Installation of new gutters and downspouts must not remove or obscure significant architectural details, such as cornice trim, brackets and corner board profiles. New gutters must be constructed of wood, copper or painted aluminum in a rectangular, round or K-style, non-corrugated, profile.

9. 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 current examples 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 must be designed to use colors that blend the equipment into its surroundings and/or be screened by an appropriately designed and scaled fence or plant material.

For Solar Panels, see Solar Panel Guideline below.

10. Porches and 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 historically significant porches, including their railings, posts or columns and other decorative elements, must be retained and restored. These porches may not be enclosed. Where replacement of deteriorated elements is necessary, the replacement must 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 and Restoration of Missing Porches

The addition of new porches on the primary or street-facing elevations of historic buildings is not permitted unless property owner can show evidence of an original or historically significant porch or deck that has since been demolished. 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.

11. Roofs and Roofing

a. Roofs

The shape of a roof is a key feature of a historic building and relates to the period of development as well as the style. The majority of roof shapes in the District are gable or shed roofs, with one gambrel roof. Another key factor of roof shapes is the pitch of the roof slope. Altering the historic roof shape or slope generally is not permitted.

b. Re-roofing

The roofs of most historic buildings in the District were originally clad in cedar shakes, but have been replaced by asphalt shingles. When new roofing is installed, the roofing patterns must be compatible with the traditional shape, pattern and scale of traditional shake. The use of shingles with a non-historic pattern and/or profile is not permitted. Asphalt shingle colors should be compatible with the color of weathered gray cedar shingles.

12. 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.

13. Siding

The materials and patterns used for siding on buildings in the District are important architectural features and should be retained and restored. The elevations of all buildings in the District are clad in wood clapboard and/or wood shingles and must be replaced with the same unless there is sufficient evidence that an alternate material or pattern had originally been employed. The use of decay-resistant material for the watertable or clapboards is permitted to a height of 16” above ground. For any siding replacement, the exposure or overlap of existing clapboards or shingles must be replicated to ensure that the same pattern is used throughout the building.

Aluminum or vinyl siding, as well as the new generation of synthetic siding, including Hardiplank or similar cementitious siding, or Azek or similar PVC-based siding, are inappropriate for replacement on historic buildings. The removal of non-original siding materials such as vinyl and/or aluminum trim and clapboards is always encouraged.

14. Signage

Commercial signage is subject to Section 6.2 of the Hamilton Zoning By-law. Signage is also subject to review and approval by the Commission. Signage design, materials, and location should reflect the architectural context of the building for which a sign is proposed. Signs should be located at or near the public entrance and should not cover, obscure, or visually detract from the existing architectural features and proportions. New signage should always be installed so that it can be removed without damaging or permanently altering the building or its architectural elements. Signage should be visible, but it should not dominate the façade of a building and should not obstruct the visibility of surrounding signs.

The height and size of freestanding signs must be reviewed and approved by the Commission. For freestanding signs, sign posts should be compatible in material and design to its building and be located in a manner that is appropriate to its site and surrounding buildings.

It is recommended that the color of the sign, including lettering, be compatible with the color palette of the building to which it is attached.

It is recommended that the applicant meet with the Commission for guidance before generating a sign design.

15. Skylights

Skylights are contemporary architectural elements which are out of keeping with the architectural character of most historic buildings. Skylights are not permitted on roof surfaces that are visible from a public way.

16. Solar Panels (Energy Collecting Devices)

Solar panels, collectors or similar mechanical equipment will not be permitted on the roof of elevations that front on or are highly visible from a public street, but may be allowable on less visible elevations depending on the following conditions:

- a. The size of the panels must not dominate the roof slope.
- b. The solar panels must be minimally visible from a public way.
- c. The profile of the equipment must be kept as low as possible, and the related piping and other materials must be located out of view to the greatest extent possible.
- d. The framing and related equipment must be finished in a non-reflective material.

17. 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. Historical significance will be determined by the Commission. 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.

18. Trim and Ornamental Details

The materials and patterns used for historic trim and ornamental details on buildings in the District are important architectural features. This can include the roof entablature with its cornice and frieze; window surrounds, including sills and lintels; and door surrounds, sometimes including pilasters, sidelights, lintels and pediments.

Existing trim or ornamental details may or may not be original, and will be reviewed on case-by-case basis for their historical significance. If deemed significant by the Commission, such trim or ornamental details should be retained and restored, including window and door surrounds, cornerboards, and roof cornices. If replacement is required, trim and ornamental details must be replaced-in-kind, including material. The use of alternate materials, such as cementitious or PVC-based products, may be considered in limited application; approval will be made on a case-by-case basis and depend on the degree of visibility of the feature, complexity of replicating the design, and other factors as determined by the Commission.

19. Universal Accessibility

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 a historic district, whether for buildings of public accommodation or private dwellings, is to ensure that significant character-defining features of the building, including front stairs, porches, doors and door surrounds are minimally impacted. Design and installation should allow for an ease of reversibility. 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. In the cases of building of public accommodation, the Commission must consult with the AAB.

The AAB can be reached at 617-727-0660. Additional information is available at: <https://www.mass.gov/orgs/architectural-access-board>.

20. Windows

a. History of Windows

Windows constructed in the early 20th century or older are typically constructed with “old-growth” wood, which refers to wood from trees that belonged to virgin forests that grew naturally and more slowly, resulting in more growth rings. A majority of today’s lumber is harvested from trees that have been cultivated to grow rapidly, so the wood is not as dense (has many fewer rings) and is, as a result, considerably weaker than “old-growth” wood. Restoring windows constructed of “old-growth” wood will almost certainly outperform any new wood windows purchased today.

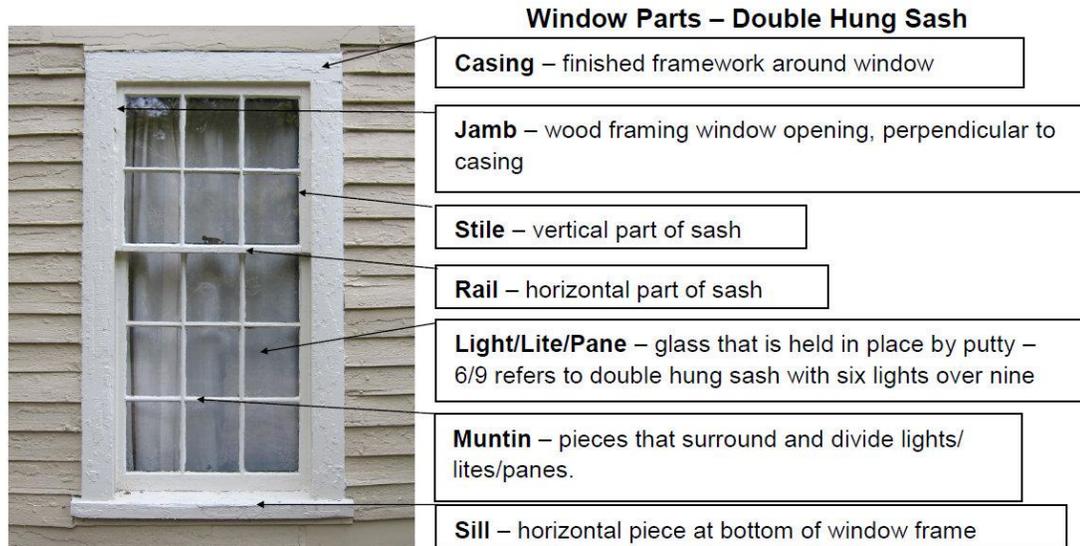
Window size, pattern, and location are some of the most significant character-defining features of a historic building. The appearance of windows evolved as technologies and tastes evolved. Houses built from the earliest period of development in New England until the early 18th century had relatively 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 (e.g. 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-style 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-style houses or brackets supporting the sill on Victorian-era houses (refer to Trim and Ornamental Detail Guidelines). Each historic building should be analyzed to understand the component parts that comprise its window systems.

The Commission must decide on a case-by-case basis whether a window is original or historically significant.



- b. Replacement of Original or Historically Significant Windows (“Historic windows”)**
Where possible, historic windows must be retained. If replacement is necessary, the new windows must match the existing in material, size, design and location. Installation of new windows must not frame down the existing window opening or result in smaller windows.
- c. Replacement of Non-Historic Windows**
If non-historic windows are to be replaced, the replacement window, 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 replaced/missing historic windows, provided there is adequate supporting photo or other documentation.
- d. Removal or Relocation of Existing Windows**
Removal of windows in original locations is generally not permitted. Relocation of non-historic windows may be permissible, provided the relocation does not alter an original or historically significant elevation, including pattern or rhythm of windows and doors.
- e. Addition of New Windows**
In general, the addition of new windows on primary or highly visible elevations of historic buildings is not appropriate. New windows may be added on other elevations, 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.

21. 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 III. A apply.

D. Additions to (Historic) Buildings

1. New Additions to Historic Buildings

The District has continued to evolve since the 1700s. 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. Additions shall be reviewed by the Commission on a case-by-case basis. In making their deliberations, the Commission will refer to the following guidelines:

a. Siting and Scale

Additions to the main or front elevation, particularly to elevations that front on a public way, are generally prohibited. Additions should follow the traditional pattern of side or rear ells that are stepped down or “telescoping” from the main block or are otherwise separated from the main block. The scale of the new addition, including size and massing, should be subordinate to the primary building. Existing or historic roof slopes must not be extended to an addition. The roof slope of new additions must be stepped down or otherwise differentiated from the original roof slopes.

b. Design

An addition to any elevation that significantly alters, obscures, destroys or detracts from character-defining features of the building is generally prohibited. The use of new ornament, window and doors, siding, and other materials on the addition should be chosen to be sympathetic with, but also differentiated from, the historic features and should not distract from or overwhelm the historic features.

c. Materials

Materials used in the addition, including foundation, siding, roofing, windows, doors and trim, must be compatible with the 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.

E. Alterations to Yards / Site Improvements

1. Outbuildings

Outbuildings, such as barns, garages and sheds, can have a variety of functions but are generally secondary structures installed to enhance a property’s character or provide functional or service space. Outbuildings are subject to review and require approval if they are visible from a public way. Existing outbuildings 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, as determined by the Commission, must be retained and restored, and are subject to the relevant Guidelines including Windows, Siding, Foundations, Roofing and Trim and Ornamental Detail in Section III. 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

New outbuildings should be subordinate to the main structure, whether a residence or other use, in location, size, scale, massing, and architectural detail. 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. 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.

2. Mailboxes

The Commission reviews both the design and placement of any new mailboxes, with the understanding that property owners must also comply with Federal regulations on their design and placement, including a mailbox's height and size. Most manufactured mailboxes follow these Federal regulations. Custom mailboxes are allowed but must be approved by both the local postmaster and the Commission. The size, design, material and finish of the mailbox, and the post on which it is mounted, should complement but not distract from the historic character-defining features of the property. Burnished granite posts are not permitted.

3. Modern equipment

New types of modern equipment continue to appear, but currently include utility and other mechanical equipment such as cellular towers, satellite dishes, propane and other tanks, dumpsters, utility meters, HVAC equipment. In general, every effort should be made to keep modern equipment as small and inconspicuous as possible. Installations should be made in areas that are not visible from the public way, or are well screened by existing or proposed structures (buildings, walls or fences), or in some limited circumstances, vegetation. Modern equipment should never be installed on the front yard of the building. Visible side yard locations are also discouraged.

4. Permanent Recreational Equipment

Permanent recreational equipment, such as pools, basketball courts and swing sets, fountains or other water features, should not be located on front yards and should be located in a manner that limits visibility from a public way.

5. Subdivisions and roadways

New roads laid out as part of a subdivision to access new construction must be approved by the Planning Board, and therefore must meet subdivision regulations. These regulations require a minor road to have a 50' right-of-way with 32' of pavement. These dimensions do not reflect historic development patterns. Every effort should be made to request waivers to these regulations to 20' particularly if the new road is providing access to only two or three buildings.

6. Yard lighting

Lighting fixtures attached to buildings are exempt from review. Yard lighting is subject to Commission review. The Commission discourages the use of post or pole mounted lights on residential properties as they are suburban elements which are out of keeping with Hamilton's rural character. When path or walkway lighting is necessary, a low-to-the ground, baffled fixture

is recommended. In all cases, lumens of exterior light fixtures approved by the Commission are also subject to Commission review and should be low. Bare flood lights will not be approved.

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

F. Demolition

1. General Considerations

No demolition, including 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 ensure that the plans, including completion and replacement of the building or structure, will occur. In instances where the property is deemed historically significant by the Commission, 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.

* Partial demolition includes:

- a. Removal of one or more exterior walls 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 Building Department.

3. Demolition of Historic Buildings

Demolition of historic buildings within the District is generally not permissible. A Certificate of Appropriateness or Hardship for demolition or partial demolition of a historic building may be issued only if retention of such building constitutes a hazard to the public safety, as determined by the Building Inspector, 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.

3. Demolition of Non-Historic Buildings

Demolition or partial demolition of non-historic buildings or structures, or later additions to a historic building that are not themselves historic (typically meaning 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, or provide plans for a new addition to be approved by the Commission.

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 surroundings and the District as a whole in terms of siting, scale, design, materials, and site improvements. The goal is to protect the integrity of the District by ensuring that new construction does not obscure or detract from the District'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 protect 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.

2. Siting

The siting of a new building or structure, its setback from the street and side and rear yards, and its orientation to the street, must be appropriate to and consistent with prevailing setbacks of its immediate surroundings and the District as a whole. The location of ells and attached garages should follow the historic pattern of such building components in the District, including the orientation to Bay Road. 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 immediate surroundings and the District as a whole. As with siting, the Commission may take into account historical precedent for that lot if a historically significant building once stood on that site.

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 must take into account the following considerations in relation to historic buildings of similar size and scale in the District:

- a. location and pattern of window opening (fenestration) and door openings;
- b. orientation of primary elevations to the street;
- c. shape, height and orientation of roof slopes; and
- d. use and scale of trim and ornamental details, including window and door surrounds, cornice details, ornament, and trim dimensions.

5. Materials

Materials should be compatible with the District and the materials used for historic buildings in the District of similar period. 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 in limited applications, provided they adequately simulate the appearance of historic building materials.

6. Site improvements

When reviewing a proposal for new construction, in reviewing site improvements subject to review, refer to Guideline Section V.

IV. Appendix

A. Architectural Definitions

B. Paint Recommendations

C. Hamilton Historic District Boundary Map

D. Secretary of Interior's Standards for Rehabilitation (36 CFR 37)

A. Architectural Definitions

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

Bracket: A decorative support element under eaves or overhangs.

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.

Corbelling: Brick masonry that is placed to form a stepped decorative feature on top of a chimney.

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.

Entablature: The part of a building between the roof and wall comprising the cornice and frieze boards.

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

Fenestration: The arrangement of windows in a wall.

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

Frieze: The lower section of a roof entablature under the cornice or eave.

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

Gable roof: Two roof sections sloping in opposite directions and placed such that the highest, horizontal edges meet to form the roof ridge.

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

Hipped (hip) roof: A roof with four uniformly pitched sides.

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

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. Typically found at building corners or as part of a door surround.

Scale: Size of a building and its parts relative to its surroundings and itself.

Shed roof: A roof shape utilizing a single roof slope.

Sidelights: Narrow multi-paned windows set on either side of an entrance door.

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

Transom lights: Small windows sometimes found over an entrance door as part of the door surround.

Definitions adapted in part from *A Field Guide to American Houses*, Virginia and Lee McAlester, 1984.

B. Paint Recommendations

The color of paint is exempt from Commission review. The following guidelines are provided by the Commission as recommendations.

1. General Considerations

Each period or style of architecture used a certain range of colors that were determined by technology and taste of the time. Most historic paints used up until about 1900 were based on naturally occurring earth pigments. For example, ochres (for orange-yellows) and iron oxides (for reddish browns) combined with other pigments produced a variety of shades. Lampblack and white lead were used alone or combined with other pigments. Colors such as purple or maroon, however, were not possible until the late industrial revolution.

2. 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 (www.historicnewengland.org/).

3. Appropriate Paint Colors by Period and Style

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. 1840s-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.

4. 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.

5. Painting vs. Staining

Stain is essentially thin paint with more oil to soak into the wood and less pigment to cover the surface. There are manufactures 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.

D. Secretary of Interior's Standards for Rehabilitation (36 CFR 37)

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.