Appendix B
Machine Shop Village Neighborhood Conservation District Design Guidelines

No building permit for construction of a building or structure or for alteration of an exterior architectural feature within the Machine Shop Village Neighborhood Conservation District and no demolition permit for demolition or removal of a building or structure within the Machine Shop Village Neighborhood Conservation District shall be issued by any town department until a Certificate to Alter has been issued by the Commission.

GENERAL

There are many elements that contribute to the character of both a building and a neighborhood that are considered by the Commission in its deliberations. These include architectural style, individual architecturally significant elements, and the degree of visibility for work under construction. The design strategy used in the context of the Neighborhood Conservation District recommends that changes made are consistent with the materials, scale, proportions, detailing, character, and stylistic features of the building.

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, and material of the 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. 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 surrounding and of the Machine Shop Village Neighborhood Conservation District.

The Commission recommends the following general guidelines:

1. Original materials and features should be kept and not removed or altered; if a replacement is necessary it should match the original in material and design.
2. New openings on visible facades are discouraged, except to restore original or pre-existing conditions.

3. Restoration of missing design features should be documented by photographic, physical or historical evidence.
4. Deteriorated architectural features should be repaired rather than replaced, whenever possible.
5. Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed at a later date, the essential form and integrity of the structure would be unimpaired.
6. The use of new materials not originally found on the building is discouraged.
7. The commission generally encourages the retention of existing original windows.

NEW CONSTRUCTION AND ADDITIONS

New construction requires much careful planning. The Commission reviews proposals on a case by case basis.

1. Additions should, if possible, be on the least visible façade. The Commission prefers the least disruption to the external appearance of the building and the streetscape.
2. Typically additions should blend or harmonize with the existing character of the building, taking into account size, scale, massing, material, location and detail. It is also desirable that the original portion of the building continues to be recognizable, apart from the addition, by means of massing, articulation, trim or other devices.
3. New construction should be compatible and harmonious with the existing historic streetscape. The historic relationship of buildings to the street, including setbacks and open spaces, shall be maintained. Attention will be given to construction materials, scale, massing, and architectural details.

WINDOWS

Windows are one of the most important design features of any structure. The material, design and placement of the windows reflect the architectural and cultural character of the building's period or style. There are several aspects to consider—including the original casing, size, and number of panes, rhythm, patterns, placement, and type of window.

1. Typically the number and arrangement of panes in new windows should be compatible with similar sized and proportioned windows in the building, e.g. "two over one', "six over six", etc.
2. It is desirable to repair and retain existing elements, such as sash, casings and muntins (or mullions), whenever possible. If replacement is necessary, it should be an exact replication of the original—e.g. with the same number and size of panes and dimensions of components.
3. New window openings and changes in existing window opening dimensions are generally discouraged, especially on principal facades.
4. Where double glazing intended to look like traditional wood sash is used, for instance on new construction, the commission generally prefers sash with a single sheet of double glazing and externally and internally adhered wood muntins

combined with appropriately colored internal glazing bars between the layers of glass.
5. Removable storm windows are preferred to replacement of original wood sash. We encourage storm windows that have a baked enamel finish that blends in with the paint scheme of the building or has a paintable surface.
6. Stained glass or decorative windows should be retained.

MASONRY

1. The painting of masonry, which has never been painted, is strongly discouraged.
2. Tuck pointing (laying new mortar in old mortar joints of an existing brick wall) can change the appearance and character of a brick or stone walls. Repointing should be discussed with the Commission in advance.
3. Retain the original mortar whenever possible. If it is necessary to repoint, duplicate the old mortar as nearly as possible in type, color, size, texture and joint profile.
4. New bricks should match the old brick as closely as possible in size, color, and bond.
5. The use of sealers for bricks is strongly discouraged, as it tends to trap moisture.
6. If brick needs cleaning, sandblasting is not permitted. It will destroy the brick's hard outer crust and accelerate its deterioration.

CLAPBOARD, SHINGLES, TRIM AND DETAILS

1. The covering of clapboard and shingles with any artificial siding or any other material is discouraged, except in accordance with the bylaw. The replacement of the original historic material is encouraged.
2. Existing trim should be retained and repaired wherever possible.
3. Removal of any architecturally or historically important trim is strongly discouraged. Such trim should be restored or replaced with an exact duplication.
4. The covering of trim with any artificial siding or any other material is discouraged.

ROOFS-CHIMNEYS-DORMERS

1. All distinctive roof features-patterned shingles, iron cresting, chimneys, and weathervanes should be retained.
2. The retention of original rooflines is strongly encouraged.
3. Skylights and dormers are reviewed on an individual basis. It is recommended that these elements be placed on the rear or least visible façade whenever possible.
4. Original dormers and trim should not be removed.

DOORS-ENTRANCES-PORCHES

1. Historic door openings should be retained.
2. Existing doors and door elements should be retained, including, but not limited to, transoms and sidelights.
3. Efforts should be made to replicate existing door hardware.
4. Plywood, metal, or other non-wood doors are not acceptable, except in accordance with the bylaw.

5. The replacement of original elements or features appropriate to the style and age of a building is normally encouraged, when those features have been replaced with clearly unsuitable substitutes.
6. Removable storm doors, like removable storm windows, are permitted as "reversible changes". However, their installation should not destroy the integrity of original doorway.
7. Entrance porticos and porches shall be maintained, wherever possible
8. Enclosing porches and steps so as to destroy their intended appearance is strongly discouraged.

SIGNS

Signage within the Machine Shop Village Neighborhood Conservation District should contribute to and be in keeping with the historic character of the area. Traditional wood or wood like carved or painted signs are encouraged. Spot lighting is permitted. All new signs are subject to review by the commission. Signs made of the following types and/or materials will not be approved:

1. Plastic signs illuminated from the inside are not permitted.
2. No neon signs.
3. Existing neon signs can remain in place for a period of three years from the date that these guidelines come into effect.
4. Permanent vinyl banners will not be permitted.
5. Temporary vinyl banners or signs will be permitted for a period of time not to exceed 60 days.

SEVERABILITY

The provisions of these design guidelines 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.