

RESOURCE GUIDE I: DESIGN STANDARDS A-Z

As you consider repairs, updates or changes to your property, it is important to assess the dominant style of your building. In [Appendix IV](#), there is a guide to the various architectural styles found in the Village. If you aren't able to determine the relevant style, or aren't able to determine which of several styles is most prominent, you are invited to schedule a workshop with the HDRB to review necessary work and discuss options most suitable for your property, prior to the design phase. Often earlier builders did not always follow prevailing trends, and designs on your building may be atypical. The HDRB will consider atypical designs that can be documented in physical evidence, photos, vintage sketches and publications.

While the Board must review changes to any elements visible from the public right of way, there is a hierarchy of primary versus secondary facades, and historic volumes versus new construction or additions, as well as an understanding that modifications made "in history" do not necessarily constitute historically-appropriate changes, now or then. Further, changes in the Building Code and the Energy Code may require some compromise between a strict adherence to historic construction and accommodating new technology. Making those compromises without sacrificing integrity is a

goal the HDRB can help you reach. The following Standards represent the most common questions and topics property owners face. Not all guidelines are necessarily relevant to all styles or ages of buildings. If you feel the information given is not the best course of action for your project, please schedule a workshop with the Board to discuss options. If you have questions about whether your project warrants Board review, please contact the Code Enforcement Officer.

ACCESSORY BUILDING

For the purposes of these Design Standards, "accessory building" shall refer to barns, sheds, outbuildings, garages, carriage houses and the like. Proposals for modifications to existing accessory buildings are reviewed under the same criteria as any other structure. For construction of new accessory buildings, see [Context & Compatibility](#).

AIR CONDITIONING / UTILITY MECHANICAL EQUIPMENT

Air conditioning and other mechanical equipment on grade and visible from the public right of way are assessed on a case-by-case basis. Screening may be appropriate in some cases but it should not be vegetative because plants may wither and/

or die. No ductwork may be exposed. Through-the-wall units are not permitted on primary facades. Window air conditioners are allowed but may not be installed so that elements of historic windows are damaged or removed. Units may not be installed in storefront transoms when removal of the glass would be required. Split-system units are recommended.

AERIALS/ROOF EQUIPMENT

Must be located on the part of the building at the greatest distance from the street or from the most prominent public vantage point, or in a location of minimum visibility to the public. See [Solar Panels](#).

ARCHITECTURAL ORNAMENT

Architectural ornament is an important element in defining a building's character. Retain and conserve all historic fabric as much as possible. This means trying to keep or preserve the materials and using the methods of the original construction. When infill repair is approved it shall be with material matching the original in appearance, including texture,



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surface, grain, precise profile, and dimensions. When replacements are approved, new fabric shall be consistent with style and character of the structure. Materials shall be compatible with the permitted siding. Duplication of elements in non-original, paintable materials may be allowed on an upper story on a case-by-case basis. Add no new “conjectural” embellishments not known to have previously existed on the structure. If an element was known to exist but no precise documentation is available, base the proposed new work on historic examples similar in period, scale, and style to the building. Update image.



AWNING/COMMERCIAL

Must be operable shed fabric type with maximum 10” eave drop. Sides and top shall align with storefront windows and doors, sign panel above, and other architectural façade elements and adjacent facades. Awning shall

be scaled to match or fit inside the opening of the window or doorway it shades. Fixed framed awnings are not permitted. Installation of awnings must be considerate of the substrate it is being attached to.

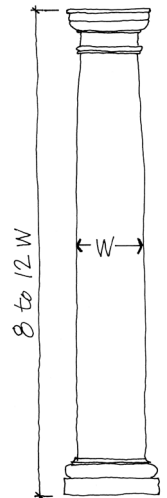
METAL CHIMNEYS, VENTS, FLUES, EXHAUSTS AND STOVEPIPES

Whenever possible, metal chimneys, vents, flues, exhausts, and stove pipes should be run within the building envelope for the greatest extent possible. Exposed portions should be shall be located away from public view to the greatest extent possible. They shall be finished in a color and texture of minimal contrast to adjoining materials. Metal chimneys proposed for existing buildings may be boxed in with masonry, and they shall extend vertically with a minimum of offsets. New chimney volumes shall extend from grade.

COLUMNS/PILASTERS/POSTS

Columns shall be consistent with the overall style of the structure or be consistent with existing or documented historical precedents. Wood is recommended. Column bases in historically accurate profiles may be permitted in non-original, paintable materials, but only with the review of a detailed cut or sample of the material. No

column height shall exceed 20 times its width. The height of “Classical” columns (round or square columns with base and capital) shall be between 8 and 12 times the column diameter.



DECK

No decks shall be constructed on the side of a building facing a street. No exposed concrete block concrete piers or pressure treated posts should be visible. Crawl spaces shall be screened with lattice. Pressure treated wood may be permitted for structural elements as long as it is concealed. Exposed pressure treated wood is allowed for the deck floor only. All pressure treated wood must be stained or painted. Composites are permitted for decking if samples are submitted and approved. See [LATTICE](#).

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DOORS

All doors visible from public rights of way shall be wood which may be painted, stained, or have a clear finish. The doors shall be of a size, shape, and style appropriate to the building. The doors shall be paneled unless historic documentation indicates otherwise. Glass lights and muntin divisions in doors shall be compatible in style to the adjoining windows. Muntins shall be true divided lights or simulated divided lights. Storms and screen doors visible from the public rights of way shall be wood. Metal storm or screen doors with



narrow stiles and rails allowing full, uninterrupted views of the primary door will be approved on a case by case basis.

DORMERS

Features of dormers added at roofs shall be as follows:

- Use dormer shapes that adopt forms from or are compatible with the existing building and are sized to preserve its overall balance
- Dormers shall be subsidiary elements to the volumes below
- Architectural features such as trim and fascia shall match that of the roof
- Vertical surfaces shall match the siding of the elevation below except for accents (e.g. fish scale shingles) if they are documented for the building style
- Roofing material shall match the roofing of the main roof

- Windows shall be similar in style to the other windows of the facade below
- Louvers shall be compatible with the siding used.



DRIVEWAYS

See [PAVING in Context & Compatibility](#)

EXTERIOR LIGHTING

See [Exterior Lighting in Context & Compatibility](#)

FENCE

See [FENCES in Context & Compatibility](#)

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FIRE ESCAPES & STAIRS

Exit stairs, enclosures or similar features shall be kept as compact and simple as possible and concealed from the primary public view to the greatest extent possible.

FLAG POLES & MOUNTINGS

The material, configuration and placement of flagpole and mounts are reviewed by the HDRB. Placement shall have minimal impact on historic fabric and be compatible with the historic site. Commercial/Promotional flags displayed on the front façade for commercial promotion shall be considered signs and are subject to review. See [SIGNAGE](#) in Context & Compatibility

FURNITURE, STREET

See [STREETSCAPE](#) in Context & Compatibility

GARAGE

See [ACCESSORY BUILDING](#). Also see [NEW CONSTRUCTION](#) in Context & Compatibility

GUTTERS & DOWNSPOUTS/ LEADERS

Gutters and downspouts shall be placed to minimally affect a structure's historic appearance.



Gutters shall be metal; if natural copper is used it shall be unpainted. Half round or simple box profiles are preferred; on some 20th Century homes, K-style gutters may be appropriate. Downspouts or leaders shall be the same material as the gutters and shall be positioned to have least impact on publicly visible facades and to achieve maximum water shedding around the building's foundation.

INSULATION

The energy performance of historic structures can be greatly improved through the careful application of insulation and air-tightening mechanisms guided by building science expertise. Insulation upgrades from the interior of the structure are preferred. Impact on the exterior appearance and character-defining features of the structure must be kept to a minimum.

MASONRY



For these guidelines, the term “masonry” includes all brick, block, stone, terra cotta and ceramic tile. For further information regarding masonry see [Resource Guide VI: SELECTED GUIDANCE ON MATERIALS CONSERVATION: MASONRY](#).

ORNAMENTAL IRON AND STEEL WORK



For these guidelines, the term “ornamental iron and steel work” includes decorative elements such as cresting and finials. No new

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ornamental metals shall be used on historic structures without documentation of their use in the proposed manner on the proposed site. Ornamental iron and steel work shall be compatible with the style and character of the structure to which they are attached. They should not be used to replace original wood railings or columns. For fences and railings, see [Selected Elements](#) in Context & Compatibility.



PAINT

The HDRB does not regulate non-permanent colors for elements within the Historic District. More information in care of painted elements and historic color schemes, see [Resource Guide](#).

Permanent colors, such as those integral to composite materials, powder finishes and masonry are addressed in the [Context & Compatibility](#) section of this document.

PATIOS AND PAVING

See [PAVING](#) in Context & Compatibility

PORCH

Avoid undocumented, overly ornate designs. Where no precedent or documentation exists, porches must compliment the style, scale and proportion

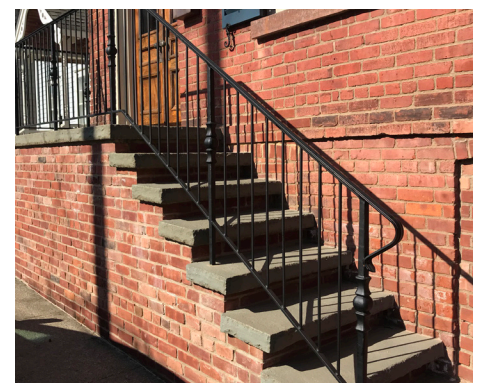
of the building and its site. See [RAILINGS](#) for handrails, guardrails, and posts. Pressure-treated wood may be allowed for the floor and underlying structure only; all visible pressure treated wood must be painted. Composite materials may be allowed for floors and decorative elements on a case by case basis and with a sample submitted for approval. Open areas under porches may be required to be screened. Exposed concrete piers are not permissible unless they are not visible from a public right of way.

Any alterations to enclose a previously open porch — or any efforts to open up a previously enclosed porch — are subject to Board review. In instances where a porch, stoop or vestibule has been enclosed with glass or mesh screening any changes to the doors, windows, siding, trim or other adornment located “within” the enclosed porch, and visible from the public right-of-way, will still be considered “exterior”

changes and subject to review. Similarly, any changes to original exterior architectural elements visible within glass conservatories, greenhouses, sunrooms or passageways added to a structure are subject to Board review.

RAILING

Use historic types appropriate to the style of the building. Avoid undocumented, overly ornate designs. Where no precedent or documentation exists, use the spacing, profile and scale of railings of buildings similar in style to yours. Certain dimensions such as height and spacing of opening may be governed by the Building or Zoning Code. Wood and/or metal are preferred materials; painted composite materials may



be allowed on a case by case basis and with a sample submitted for approval by the HDRB. See [FENCE](#), [ARCHITECTURAL ORNAMENT](#) and [STEPS](#) for additional requirements regarding features.

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ROOFING SYSTEMS



Roofing shall match historic precedent in material, size, exposure, color, and texture. Ornate or rustic patterns are discouraged unless a historic precedent can be documented. Simple shapes and patterns are recommended for asphalt/fiberglass shingles. Flashing shall be in visually compatible, low contrasting material. Where valleys are deemed character-defining features, they shall be flashed in compatible, traditional materials. Natural roofing materials like slate shall not be painted.

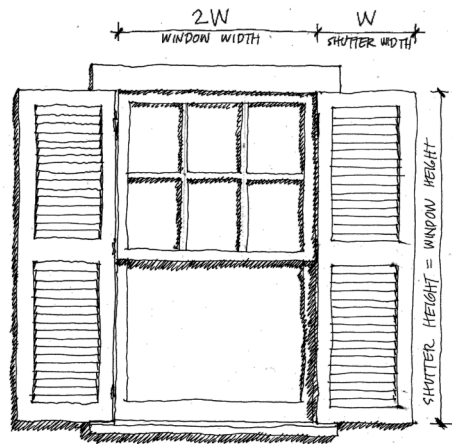
SCREENING AND SKIRTING MATERIALS

Shall be wood and follow patterns and sizes compatible with the structure. Screening panels such as latic shall be framed with casings.

SHED

See [ACCESSORY BUILDING](#).

SHUTTER



Shutters shall be wood, shall match the height and width of the window opening, and shall be of a design that has historic precedent. Shutters are discouraged without historic documentation or evidence of use. Shutters shall be mounted on inside (window side) of casing and be operable units.

SIDING

Restoration and preservation of original siding material is encouraged to the greatest extent possible. New siding shall be the same dimension, thickness and texture as originally installed on the building. In the absence of such information, the siding shall be historically documented material appropriate to the style

of the structure itself and others in the Village. New siding shall not be installed over siding material already in place. Recladding in vinyl or aluminum siding shall not be permitted unless those materials were original to the structure. Sidings made of composite materials may be allowed in new construction on a case by case basis and with a sample submitted to and approved by the HDRB. Siding shall not cover or otherwise obscure masonry, trim and architectural ornament.

SIGNS

See [Signage, Banners & Flags in Context & Compatibility](#)

SKYLIGHTS/SOLAR TUBES

Shall not be permitted on the primary facade unless historically documented. No “bubble” skylights permitted anywhere. Solar tube terminations should have minimal visual impact from the public right away.

SOLAR PANELS



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Solar arrays shall be at the same angle as the existing roof and shall be evaluated on a case by case basis. Surface-routed conduits and cables shall be installed in locations with the least visible impact from the public right of way.

STEPS

Repair with identical components and match existing profiles. Replacements shall be of materials, size, style, and detail appropriate to the building, with matching nosings, tread thickness, and overhangs. Pressure treated wood is allowed for steps and components in contact with the ground but shall be clad or painted. Steps and components made of composite materials may be allowed on a case by case basis and with a sample submitted to and approved by the HDRB. Exposed concrete piers are not permissible unless they are not visible from a public right of way. Site specific conditions may require under-stair screening; see [Screening and Skirting](#).

STOREFRONT

See [Storefront in Context & Compatibility](#)

STOVEPIPES

See [Metal Chimneys, Vents, Flues, Exhausts and Stovepipes](#).

TRIM

Trim refers to window and door casings, fasciae, cornice and eave trim, corner boards, water table and all similar exterior non-siding elements. Trim shall follow historic pattern on building or its similar neighbors, in size, scale, profile, location, and material. Replacement decorative trim should match original patterns, where known, or should attempt to replicate trims of the stylistic era or eras of comparable buildings in the District. See [ARCHITECTURAL ORNAMENT](#).

Windows must have casing trim on top and sides of sufficient thickness to stand off from siding or background material.

Trimless windows are not acceptable—unless they are essential to a contemporary design.

WALLS

Landscape and retaining walls, shall be stone, brick or masonry. Use of unfinished or ornamental block and railroad ties is not permitted. See “[WALLS in Selected Elements](#)” in the [Context & Compatibility, Resource Guide VI](#). See also [MASONRY](#).

WALKWAYS

See [PAVING in Context & Compatibility](#).

WINDOWS

Windows shall be wood with Divided (DL) or Simulated Divided Lights (SDL). Metal-framed windows are permitted only if there is evidence of their historic use. Windows shall include an exterior sill or apron; see [TRIM](#) no picture-frame casing is allowed. Aluminum-clad wood windows are permitted only in a finish historically consistent with the building. Units must be constructed in a manner in keeping with historic wooden windows.

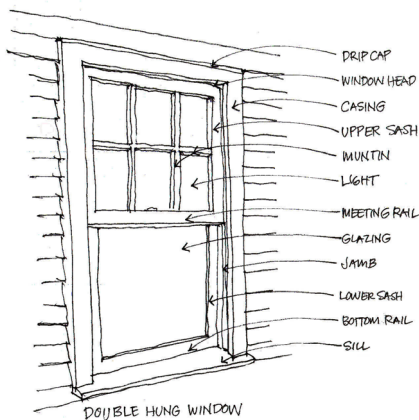


Windows constructed of, or clad in, a synthetic or composite material, or proprietary compounds, may be permitted only with a material sample

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approved by the HDRB. Such samples are approved on a case-by-case basis. The presence of existing units elsewhere in the District does not constitute continued approval by the Board, as suitability and appropriateness to the District may change as the aging/weathering of new materials is observed. Approval of a synthetic or composite window material does not automatically constitute approval of matching trims or casings.

All applications must include manufacturers' cut-sheets for approval. Custom window applications should be accompanied by a detailed shop drawing.



Double hung units with simple light patterns using vertical rectangles or squares are recommended. Fancy patterns or colored glass are not permitted unless historically documented. The proportions of any new

window (widths of stiles, rails and muntins) should match historic precedent as closely as possible. In the event that casement windows are required for egress, muntin patterns should match adjacent windows as closely as possible.

Updated windows and doors should not enlarge or shrink historic openings; they should only minimally impact percentage of glazing.

There are two types of windows commonly available:

Replacement or insert replacement windows, wherein the sashes of an historic window are removed and a new entire unit of frame and sashes is inserted within the remaining opening are not permitted.

New Construction or full-frame replacement windows wherein the interior and exterior trims are removed and the new window is attached directly to the historic studs and framing are the only approved method of replacing windows in the district. Be sure to consult with the manufacturer and the installer to confirm your intended windows will be full-frame replacements.

Sometimes, buildings have had windows replaced piecemeal and a result have a mix of window styles. When updating windows, strive to unify the overall pattern including glass

divisions (panes or muntins) as one that relates to the original style and configuration of the building.

The installation of interior storm windows and screens is recommended, or exterior units constructed of wood. Triple track combination screen and storm windows are permitted where the stabilizing rail matches the meeting rail on the original windows and the storm window finish matches the window finish.

WINDOW BOX

Window boxes shall be removable. The width shall not exceed the width of the window sill. On masonry structures, installation of the hardware and brackets shall be in the mortar joint, not into the masonry unit. If installation into a masonry wall cannot be achieved without damaging the masonry unit, the project should be abandoned.

WIRES

Utility wires shall be concealed wherever possible, organized and located so as to be minimally visible. Attachment and penetrations of utility wires shall not mar, obscure or damage the integrity of the exterior materials of historic structures.