



**STANDARDS AND GUIDELINES
FOR CERTIFICATES OF APPROPRIATENESS**

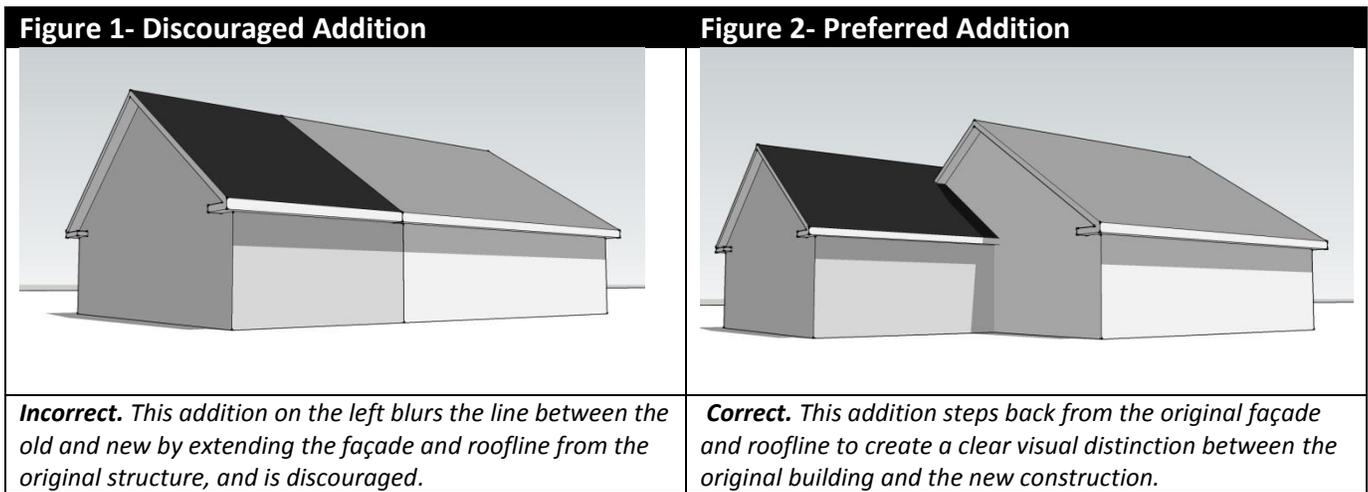
**Dated: November 18, 2011
Adopted by Town Board: December 7, 2011**

STANDARDS AND GUIDELINES FOR CERTIFICATES OF APPROPRIATENESS

The following requirements and recommendations shall apply to any alteration, reconstruction or addition involving a structure that requires a Certificate of Appropriateness due to its Designation as a Historic Structure. For additional guidance, property owners may wish to reference *The Secretary of the Interior's Standards for the Treatment of Historic Properties - Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings*, available from The National Park Service.

General

- In reviewing proposals for alterations and additions to a Designated Structure, the Design Review and Historic Preservation Board is not required to consider the surrounding context of houses in the neighborhood if it is determined that the surrounding context is not historically applicable.
- When constructing an addition to a Designated Structure, exact replication of styles and elements is not required, or necessarily desired. In these cases, it is generally preferred that any addition be separate and distinct from the original structure so that the form and character of the original building is retained. Constructing an addition which blurs the line between the old and new is discouraged. **[Figure 1]** New additions should instead seek to closely complement the original design, and may even present a sensitive modern-day interpretation. **[Figure 2]**



- When renovating or repairing a Designated Structure, exact replication of design and materials is not necessarily required. Where possible, existing design elements should be repaired, in lieu of replacement. If replacement is necessary, the scale and character of the replacement materials should closely resemble the original.
- Alterations to Designated Structures should be consistent with the character and spirit of their style. Reference is made to the Town's "Residential Styles Guide", dated November 18, 2011, as amended and supplemented, for additional guidance.
- Historic photos, if available, should be used whenever possible to determine the original design of the structure when exterior changes are contemplated

Massing

- New additions to a Designated Structure should be subordinate in massing and height to the original structure. Additions should not overwhelm or detract from the original structure.
- New additions should be distinct from the original structure, so that the boundaries of the addition are readily discernible from the shape of original house. **[Figure 2]**
- The massing of new additions should be similar or complimentary to the shapes and massing found on the original structure.
- The effective visible width of a structure—as viewed from the street—should be maintained whenever possible. New additions to the original massing should ideally be located toward the rear or less visible areas of the house.

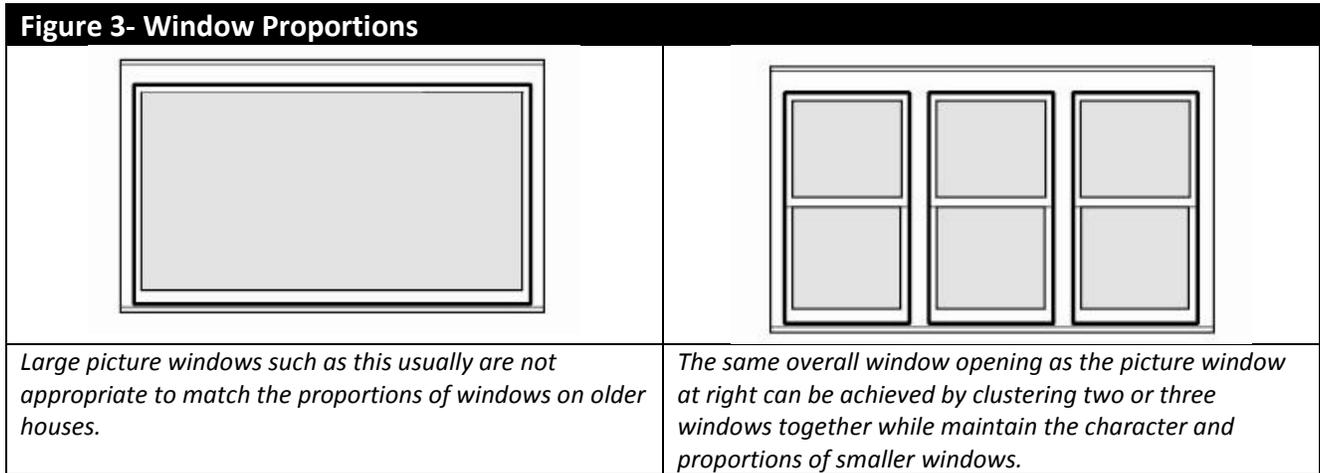
Roof Design

- New roof areas added as part of an addition should be distinct in form and massing from the original roof. **[Figure 2]**
- New roof areas added as part of an addition should attempt to match the slope and materials from the original roof.
- Original roof areas should be kept in character without adding new elements such as dormers, skylights or solar panels which are readily visible from the street, or modifying the roof slope.
- If replacement in-kind of the original roof materials is not feasible, care should be taken to select substitute materials which convey the same character and scale.

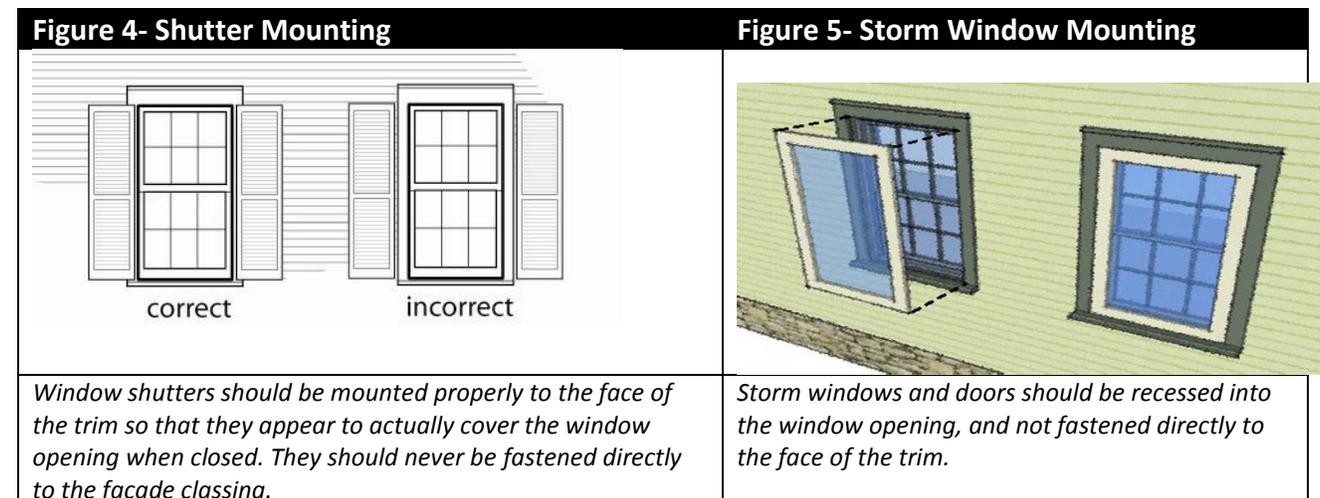
Fenestration

- The removal, infill or concealment of original windows or doorways is strongly discouraged. Windows or doorways which were previously in-filled or concealed—especially along the front and readily visible sides of the house—should be opened up and returned to their original state when possible.
- Repair or restore original windows and doors in lieu of replacement when possible. If replacing, replace with elements which are similar in design type, style and materials to the original.
- The alteration of the size, shape or proportion of an existing window or door opening is discouraged.
- New windows added as part of an addition should match the general style of those on the original house. (e.g., 6/6 divided lite double hung vs. casement, etc.)
- Simulated divided lite windows may be an acceptable substitute for matching the general style of divided lite windows on the original structure or additions, with approval of the Design Review and Historic Preservation Board, provided that they include muntins on the exterior of the glass.
- New or replacement windows should match or maintain the window trim found on the other existing windows. On older houses, this is a 1x4 wood casing along the sides and top of the window. A drip molding usually runs above the top trim.

- The proportion of any new windows should match the general proportion of windows on the original house wherever possible – particularly along the front and publically visible facades of the house. Larger window openings should be broken down into smaller windows clustered together if needed to match the scale and proportion of existing windows. **[Figure 3]**



- Window shutters should not be removed from a structure which originally had them, or added to a structure which did not originally have such elements.
- Window shutters, if used, should be mounted consistently and correctly. Avoid placing shutters on either side of a wide window which they would not be able to cover when closed, or using shutters which are too tall or short for the window.
- Window shutters should be mounted on the window trim, and not attached flat against the siding. **[Figure 4]**
- If window shutters are installed on an addition to a structure which also uses them, a similar shutter style and mounting method should be used.
- New storm windows and doors should be installed so that they are flush with or recessed into the trim casing of the opening, and not mounted onto the surface of the trim. **[Figure 5]**



- Storm doors should match the style and materials of the original structure, and can be painted the same color as the door to help them blend in. Avoid covering wood doors with metal storms, or using a style which does not match the architectural period.
- New or replacement windows should use clear glass, except in cases attempting to match a specialty window such as stained glass. Opaque, darkly tinted, mirrored or reflective glass is strongly discouraged.
- New windows should not be installed flush with the exterior wall, but should be recessed slightly and framed with trim to match the style and depth of existing windows.
- Garage doors, unless appropriate to the architectural period of the Designated Structure, should not be used on the original structure. Such doors, if used on an addition, should attempt to use materials and designs which complement the original architecture. Stamped metal raised panel doors or similar designs are highly discouraged.
- If garage doors are permitted to be included as part of an addition to a Designated Structure which does not historically have them, such doors should be oriented so that they are not visible from the street.

Front Porches & Entry Areas

- The enclosure or removal of an existing porch is strongly discouraged. The conversion of an existing open-air porch into a screened porch may be permitted, provided that the style and character of the original structure will not be substantially compromised. If approved, the new screened enclosure shall be erected behind the original columns and railings so as to preserve the original design and keep it visible. This new screened enclosure should be designed to minimize its visual appearance and to leave the original design elements visible. **[Figure 6]**

- The addition of a new front porch on a Designated Structure may not always be appropriate, especially if the original architecture was not designed to accommodate one. The addition of a new front porch in a neighborhood where they are uncommon may also be inappropriate.

- Porch and stair railings should be provided in an openwork of individual railings, columns and balusters in a regular-spaced rhythm which is in keeping with the style of the house. Railings constructed of solid panels or walls are strongly discouraged, except in cases of appropriate construction. Unarticulated railings or balusters are discouraged.

- New porch designs should consider the age and architectural style of the original house.



Figure 6- Enclosed Porch Example

This historic porch has been carefully enclosed so that the original columns, railings and details are retained and still highly visible. A similar treatment could be used for screened porch.

- Reconstruction or renovation of existing porches should utilize the same or similar materials and designs used on the original structure. Keep original woodwork and trim wherever possible. Any new or modern elements introduced should be sympathetic to the original design and materials.
- Renovations or alterations to an existing porch should maintain as much of the original design as possible. Alterations which may be required to bring the structure up to code should be designed in a sympathetic manner which works with the original design instead of replacing it.

Exterior Materials

- All exterior materials should attempt to match the materials and/or character found on the original structure whenever possible, based on the specific recommendations listed below.
- The concealment or removal of existing exterior materials, trim or ornamentation is discouraged.
- The removal of any imitation or synthetic siding and trim which had previously concealed the original construction underneath is highly encouraged.
- When replacing siding, it is recommended to replace in-kind to match the design and appearance of the original. Replacements which significantly alter the siding reveal, change between clapboard and shingle or change between masonry and wood, are discouraged.
- Samples of all proposed exterior materials and colors shall be submitted to the Design Review and Historic Preservation Board for consideration.
- The materials generally recommended for use, and those that are generally discouraged, are outlined in the following table as a guide. The Design Review and Historic Preservation Board should approve or disapprove any proposed materials, colors or applications based on the specific project conditions.
- Some materials may be appropriate on one house, but not another due to age and style. For example, stucco may be appropriate on an early 20th century Tudor house, but not on a nineteenth century Queen Anne farmhouse.

Table 1 Exterior Materials Guide

	Recommended Materials	Discouraged Materials
Façade & Trim	Common red brick or multi-toned brick Bare or painted (approved color)	Multi-colored brick, imitation brick siding, asphalt or asbestos siding
	Natural stone With appropriate coursing pattern	Concrete masonry units (CMU) Precast concrete panels Stamped or textured concrete Imitation stone
	Wood clapboard or shingle Finished grade (painted or stained approved color) Wood board and batten (with approval) Finished grade wood trim (painted or stained approved color) Fiber reinforced cement siding/Hardi-Plank (painted approved color)	Imitation/synthetic wood clapboard or trim Vinyl, aluminum, polyvinyl chloride (PVC) Wood paneling Plywood or T-111 Composite medium density overlay (MDO) Unfinished, lumber grade wood Corrugated metal Mirrored or highly reflective siding or panels
	Stucco	E.I.F.S. (Exterior Insulation Finish System)
	Wood windows, Wood or steel doors Approved Color Clear, etched, frosted or stained glass Copper or colored metal flashing Painted 1x4 wood casing trim True divided lites Simulated divided lites with exposed wood exterior muntins. Expressed lintels over masonry openings Brick, limestone, granite Colored or bare precast concrete (with approval)	Vinyl clad, PVC, aluminum or metal frame Mirrored or highly reflective glass Dark tinted glass below 70% VLT (visible light transmission) Colored glass Glass block (unless found on original structure) Bare, unfinished or reflective flashing Simulated divided lites which are interior snap-in, applied or sandwiched between glass panes. Concealed lintels over openings Concealed headers, steel plate or angle which is not reflected on outside façade. Brick mold trim on a wood frame house.
Roof (Sloped/Visible)	Natural wood shingle or shake Asphalt architectural shingle (approved color) Natural or imitation slate Natural or imitation clay/terracotta tile Standing seam metal (approved color) Small seam width Aluminum or copper flashing or eave guard Parapet & Chimney Caps Stone, limestone or precast concrete Brick, stucco or natural stone chimney	Light colored or otherwise highly reflective materials Corrugated or unfinished metal Chimney made of concrete block, or enclosed in exterior siding.
(Table continued on next page.)		

Table 1 Exterior Materials Guide (Continued)

	Recommended Materials	Discouraged Materials
Other / Misc.	<p>Front walkway areas and paths</p> <ul style="list-style-type: none"> Poured concrete, colored or bare Stamped concrete Brick pavers Gravel, pea stone <p>Awnings</p> <ul style="list-style-type: none"> Canvas/Fabric, 2 color max, with approval <p>Fences and Walls</p> <ul style="list-style-type: none"> Natural wood (painted or stained approved color) Aluminum, wrought iron (approved color) <p>Porches, railings or ramps</p> <ul style="list-style-type: none"> Natural wood (painted or stained approved color) Synthetic wood products (approved color – horizontal walking surfaces only) <p>Masonry</p>	<p>Front walkway areas and paths</p> <ul style="list-style-type: none"> Asphalt, stamped asphalt <p>Awnings</p> <ul style="list-style-type: none"> Plastic, Vinyl or similar synthetic materials <p>Fences and Walls</p> <ul style="list-style-type: none"> Chain link fence PVC, Vinyl fence <p>Porches, railings or ramps</p> <ul style="list-style-type: none"> Synthetic wood products (on vertical or non-walking surfaces) Unfinished, lumber grade wood <p>Preservative treated wood used for finished trim</p>
Lighting	<p>Incandescent or “soft light” fluorescent bulb fixtures.</p> <p>Shielded, downward facing fixtures to minimize glare and light trespass onto neighboring properties.</p>	<p>Commercial floodlights or wall packs.</p> <p>High intensity fixtures</p> <ul style="list-style-type: none"> High pressure sodium Metal halide