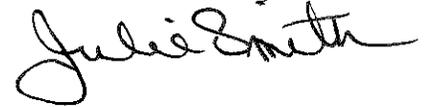


HBDC Design Guidelines and Procedures

CHATHAM HISTORIC BUSINESS DISTRICT – DESIGN GUIDELINES AND PROCEDURES

I. Design Review Guidelines	
A. Introduction	p. 2
B. Definitions	p. 2
C. Exemptions	p. 3
D. Administrative Approvals	p. 4
E. General Guidelines	p. 5
F. Alterations	p. 6
1. Awnings	p. 6
2. Chimneys	p. 6
3. Color	p. 6
4. Commercial Storefronts	p. 7
5. Doors and Door Surrounds	p. 8
6. Dormers	p. 8
7. Handicap Access	p. 9
8. Light Fixtures	p. 9
9. Masonry – Foundations and Elevations	p. 10
10. Mechanical and Utility Equipment	p. 10
11. Ornamental Trim	p. 10
12. Porches	p. 11
13. Roofs and Roofing	p. 11
14. Roof Decks	p. 12
15. Siding	p. 12
16. Skylights	p. 12
17. Solar Panels	p. 12
18. Steps, Stairways and Railings	p. 12
19. Windows and Casings and Sills	p. 13
20. Other Alterations	p. 14
G. Additions	p. 14
H. New Construction	p. 15
I. Site Improvements	p. 16
J. Demolition and Relocation	p. 18
II. Signage Design Guidelines and Procedures	
A. Introduction	p. 19
B. Signage Definitions (from the Town of Chatham Sign Code)	p. 19
C. Exemptions	p. 20
D. Signs Requiring a Certificate of Appropriateness	p. 20
E. Checklist for Sign Applications	p. 20
F. Sign Guidelines	p. 21
III. Procedural Regulations	
A. The District	p. 23
B. Certificates	p. 23
C. Application Process	p. 24
D. Hearing Materials and Presentation	p. 26
E. Approvals	p. 26
F. Appeals	p. 26
G. Violations	p. 27
H. Invalidity of a Section	p. 27
I. Amendments to Regulations	p. 27
J. HBDC Procedures	p. 28
IV. Architectural Styles	p. 30

**A True Copy, ATTEST:
Chatham Town Clerk**



HBDC Design Guidelines and Procedures

I. DESIGN REVIEW GUIDELINES

A. Introduction

The Chatham Historic Business District Commission (the HBDC) is charged with reviewing alterations and additions to building exteriors, new construction, demolition, signage and site improvements in order to ensure that changes to both historic and non-historic buildings within the Chatham Historic Business District (the District) are appropriate to their immediate surroundings and the District as a whole. Not all buildings in the District are notable as historic architecture, but inappropriate changes to any building within the district can adversely affect the District's character and setting.

The purpose of the Design Review Guidelines herein, and the Signage Design Guidelines in Section II, is to guide property owners, contractors and architects in planning alterations, additions, new construction, signage and site improvements and demolition and to assist the HBDC in determining whether proposed work is appropriate to preserve and protect distinctive historic buildings and places in the District through the maintenance and improvement of such buildings, structures and places.

These Guidelines are to be used by the Commission in their deliberations, and should also be used by owners and applicants as they prepare applications for Commission review. While every case has unique elements, these Guidelines are intended to ensure consistency and predictability for both the commissioners and the applicants.

B. Definitions (See Section II for Signage Definitions)

Altered/Alteration: the process that changes the exterior architectural feature of a building or structure including, but not limited to, change of materials, additions, color changes, construction, reconstruction, demolition or removal of any building or structure or portion thereof.

Building: any structure having a roof supported by columns or by walls and intended for the shelter, housing or enclosure of persons, animals or stored material.

Compatible: being the same or similar to in scale and design, or to be in harmony with.

Construction: the act of adding to or changing an existing structure or building or the erection of a new structure or building on a property.

Demolition: any act or process that destroys or razes in part or in whole any building or structure, or removes the building in part or in whole from the property permanently.

Exposure: that portion of an exterior surface material, e.g., shingles or clapboard siding, which is visible or open to weather.

Exterior Architectural Feature: such portion of the exterior of a building or structure as is open to public view from a public street, public or private way, or public park including, but not limited to, the architectural style and general arrangement and setting thereof, the kind, color and texture of exterior building materials, the color of paint or other materials applied to exterior surfaces and the type and style of windows, doors, lights, signs and other appurtenant exterior features.

Green Space: an open area of grass, trees, shrubs or other plantings.

Hardscaping: any structural landscape feature including, but not limited to, walls, fences, driveways, walkways, and the surface finish and components of parking areas except the planning and layout of parking areas which are subject to Site Plan Review of the Planning Board. Hardscaping also includes manipulation of terrain including construction of berms or ponds.

HBDC Design Guidelines and Procedures

Historic: any building or structure located within the District which is, in whole or in part, 75 years old or more; or any building which is or has been designated by the Chatham Historical Commission (the CHC) to be a historically significant building or structure, following a finding by the CHC that such building or structure:

- (1) is associated with one or more historical persons or events, or with the cultural, economic, social or political history of the Town or Commonwealth; or
- (2) possesses architectural value or significance in terms of period, style, method of construction, or association with an historically prominent architect or builder, either by itself or in conjunction with a group of buildings or structures; or
- (3) is listed individually on the National Register of Historic Places or is listed as a contributing building in a National Register district..

Landscaping: adding to, installation or removal of/use of plant materials including trees, shrubs, gardens, lawns and other green space areas.

Removal: relocation of a building or structure on its site or to another site, or taking off an exterior architectural feature.

Structure: any combination of materials assembled or maintained at a location on or in the ground or attached to something located on the ground, including but not limited to, buildings, tennis courts, swimming pools and retaining walls.

Way: a street or way (i) owned, or normally maintained and repaired by any federal, state, county or municipal entity; (ii) shown on a plan approved by the Planning Board; (iii) established by a subdivision plan approved under the provisions of the Subdivision Control Law; (iv) in existence when the Subdivision Control Law became effective in the town; or (v) a street or way shown on a land court plan.

C. Exemptions

The following alterations are exempt from review by the HBDC. These items do not need a Certificate of Appropriateness. However, an application is required.

1. **Flags**
Governmental flags and "Open" flags are exempt, as provided in the Chatham Sign Code. Flagpoles themselves are subject to review, see Sub-section I, Site Improvements below.
2. **Interiors**
Alteration or construction of building interiors is exempt.
3. **Landscaping**
Landscaping is exempt provided the landscaping is not resulting from work that requires a Certificate of Appropriateness, including hardscaping, additions, demolition, removal or relocation of a building or structure, or new construction of a building or structure.
4. **Maintenance**
Routine maintenance, repair or repainting that does not change the exterior appearance, material, or color is exempt. For replacement of siding and roofing, see Sub-section D, Administrative Approvals.
5. **Parking areas**
Parking areas which are subject to Site Plan review under Section VI of the Zoning Bylaw are exempt from the requirement for a Certificate of Appropriateness.

HBDC Design Guidelines and Procedures

6. Play equipment
Play equipment, such as swing sets and splash pools, is exempt provided that no hardscaping and attendant landscaping is included in the scope.
7. Street numbers
Street numbers are exempt provided they conform with the Massachusetts Building Code, including a minimum size (4" high). The HBDC further requires that they be a maximum of 6" high.
8. Temporary structures
Temporary structures for official celebrations or charitable drives, or directly connected with permitted construction, which shall be removed promptly when they are no longer necessary are exempt.
9. Work not visible
Alterations to the exterior of a building, structure or site that is not visible from a public or private way or public park are exempt.

The burden of proof is on the applicant to demonstrate that an architectural feature or building elevation is not visible from a public way. Applications must include photo-documentation and/or site plans demonstrating lack of visibility. The HBDC reserves the right to make site inspections to confirm lack of visibility. For the purposes of determining visibility, existing and proposed fences and landscaping (including trees and shrubs) may not be considered as blocking sight lines from a public street or way.

D. Administrative Approvals

The following alterations require an application but may be approved by the Chatham Community Development Department in conjunction with a sub-committee of the HBDC.

1. Gutters and Downspouts
Gutters and downspouts, provided they are the same color as the underlying trim.
2. Historic Markers
Historic markers, provided the size and material are appropriate for the building or structure to which they are attached. The applicant must also provide documentation supporting the information to be placed on the marker.
3. Industrial Zones – Alterations and Additions
Alterations and additions to buildings in Industrial zoning districts are subject to administrative approval. Particular attention will be paid to changes to wood-framed buildings in order to protect their architectural integrity and their context in the District. Additions should reflect the character of the existing building.
4. Reroofing
Reroofing when red cedar shingles are being replaced-in-kind, or where asphalt roofing is being replaced with red cedar shingles (or similar appearing wood shingle) of an historically appropriate size and exposure, or where asphalt roofing that is appropriate in size and exposure is being replaced with asphalt roofing that approximates the color of weathered cedar shingles (gray).
5. Siding Replacement
Wood shingle siding: Replacement-in-kind of wood shingles, provided the new wood shingles match the original in shape and reveal, including any patterned shingles.

HBDC Design Guidelines and Procedures

Wood clapboard siding: Replacement-in-kind of wood clapboards, provided the new wood clapboards match the original in size, profile and reveal. The HBDC encourages the retention and repair of historic wood clapboard siding where possible.

6. Storm doors

Storm doors and screen doors are accepted, provided that the door consists primarily of a full undivided screen or storm window panel so that the underlying door is not obscured, and provided that storm doors are painted or have a factory-applied finish to match the door color. Decorative embellishments to the storm door frame are not appropriate. It is recommended but not required that storm or screen doors be made of wood, which is a material more appropriate for historic buildings, but metal doors are acceptable.

7. Storm windows

Wood or aluminum storm windows are accepted, provided the storm windows are painted or have a factory-applied finish to match the window trim color. In all cases, the frame of the storm window should be narrow so as not to obscure the underlying window sash and the meeting rail of the storm window should align with the meeting rail of the underlying window.

8. Window Shutters

The installation of wood window shutters provided they meet the following conditions: Shutters are only permitted for buildings on which they were historically used. When replacement or new shutters are installed, they should match the height and one-half the width of the window opening and replicate a traditional shutter. Shutters made of wood or a synthetic material that matches traditional wood shutters is size, depth and design. Shutters should appear to be functional and be properly secured with historically-appropriate shutter hardware.

E. General Guidelines

1. The purpose of the District is to promote the cultural, economic and general welfare of the inhabitants of the Town of Chatham through the appropriate development of commercial and business districts (including any residential properties therein) by: (1) protecting and preserving the distinctive characteristics of buildings and places significant in the history and development of Chatham; (2) maintaining and improving the settings of these buildings and places; and (3) encouraging designs which are compatible with buildings existing in the area, so as to continue to maintain the rural, fishing and residential character and other qualities which distinguish the town as a desirable community for permanent and summer residence.
2. The HBDC, in passing judgment upon the appropriateness of exterior architectural alterations, additions, new construction, demolition and site improvements, shall keep in mind the provisions of Chapter 641, Acts and Resolutions of 1985, as amended from time-to-time (the "Act"), and the purposes set forth in these regulations. The HBDC shall consider, among other things, the general design, scale, color, location on the lot, arrangement, texture, material of the building or structure, setting, topography, landscaping, hardscaping and lighting, and the comparison of such features to similar features of buildings and structures in the surrounding area, and the position of such buildings or structures in relation to the streets or ways and to other buildings or structures.
3. When appropriate every effort shall be made to use the building, structure or site in a way that requires minimal alteration to that existing building, structure or site, including topography, natural growths, trees, shrubs and indigenous plants.
4. Distinctive stylistic features or examples of craftsmanship that characterize a building, structure or site should be treated with sensitivity. Every effort should be made to maintain the intrinsic distinguishing qualities and characteristics of such building, structure and site. Architectural details should be retained and restored wherever possible. In the event that replacement is

HBDC Design Guidelines and Procedures

necessary, the new material should match the former in design, color, texture and other visual qualities. Repair or replacement shall be based on accurate duplications, substantiated by historical, physical or pictorial evidence rather than on conjecture or available elements from other structures.

5. Changes to a property that have acquired historic significance in their own right should be retained and preserved.

F. Alterations

Note: These Guidelines apply to the primary buildings on a parcel and all accessory buildings, including barns, garages, and other outbuildings.

1. Awnings

Awnings became a common form of energy conservation starting in the early-19th century and are visually appropriate for many historic buildings. They may be allowed under the following conditions:

Location

Awnings should be limited to the size of the window or door opening, and should not obscure architecturally significant features.

Shape

Traditionally, awnings had a triangular, shed-roofed profile, usually with a loose valance hanging down the outside edge. Shed awnings are appropriate for most historic window and door installations. If supported by historic documentation, other shapes may be permitted.

Color

The color should be in keeping with the historic character of the building and District.

Material

Material should be canvas, canvas blends, or acrylics that resemble canvas. Vinyl or other reflective material is not appropriate. New awning hardware should not be installed in a way that damages historic materials.

Note: for Commercial Awning Signage, see Section II, Signage Guidelines.

2. Chimneys

Existing chimneys on historic buildings should be preserved and may not be removed. If re-pointing or cleaning is required, refer to the Masonry guideline below for specifications. Where repair of deteriorated features is not feasible, the replacement should reuse the existing brick where possible and/or replacement bricks that matches the existing bricks. Brick chimneys may not be painted unless supported by historical precedent.

New chimneys shall be of a size, scale, design and location that are appropriate to the type and style of the building, as demonstrated by buildings of similar style and/or age in the District. Non-masonry chimneys are not permitted. Chimney caps should be of a simple design and should be made of stone, ceramic or dark metal such as copper.

3. Color

Many buildings in the District are sided with unpainted wood shingles. However, many other building elements, and in some cases entire buildings, are painted colors which contribute to the significance of the building.

HBDC Design Guidelines and Procedures

Each period or style of architecture used a certain range of colors that were determined by technology and taste of the time. When repainting an historic building, the HBDC encourages the use of a color or colors appropriate to its period and style.

As a general guide, the following is a summary of colors appropriate for each style or period of architecture found in the HBDC:

Georgian, ca. 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. Window sashes were either black or the color of the trim. Doors were often a dark color. Shutters were either black or dark green.

Federal, ca. 1780-1820: Similar colors to the Georgian era were used for Federal houses with the distinction that colors and whites became brighter from improved pigments.

Greek Revival, ca. 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 as well as trim color.

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

Colonial Revival, ca. 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.

Post-1930: For painting of buildings built after 1930, the colors should be appropriate for the style and form of the building, and be compatible to the surrounding historic buildings. In general, siding should be unpainted wood shingles or clapboard painted white. Trim should be painted white. Windows sash should be either black or white, but not whiter than the window trim. Doors should be dark in color, such as dark green, red or black.

The HBDC may provide additional guidance on paint colors.

For painting of masonry features, refer to the Masonry guidelines herein; for review of signage colors, refer to Signage guidelines in Section II.

4. Commercial Storefronts

Alterations to Historic Storefronts

Historic storefronts should be preserved and restored, or replaced in-kind if restoration is not possible, including design, materials, windows, doors, trim and ornamental features. In reviewing alterations or additions to commercial storefronts, refer to these Guidelines for individual components, such as windows, doors, siding, and ornamental features. Each storefront should be analyzed as a record of its time, style and place.

Alterations to Non-Historic Storefronts

Non-historic storefronts should also have the traditional composition of sign frieze at the top, a band of storefront windows and entrance, and a base at the bottom. Alterations to non-historic storefronts should use design and materials that are compatible with historic storefronts of neighboring buildings on its street and in the District. If there is evidence that a non-historic

HBDC Design Guidelines and Procedures

storefront replaced an earlier historic storefront, the HBDC encourages restoration of the earlier storefront when alterations are being considered.

New Storefronts

New storefronts should be designed in a manner that is compatible with the immediate historic context and the District as a whole. The storefront should take one of the following approaches: have the traditional composition of sign frieze at the top, a band of storefront windows and entrance, and a base at the bottom; be designed in a manner that is minimally intrusive to the existing building; or be designed in a manner that reflects historic storefronts found on similar building types and/or styles in the District.

5. Doors and surrounds

Historic Buildings

Historic doors should be retained and not removed or relocated. Where repair of historic doors is not feasible, the replacement should match the existing in material, size, design and location. In addition to the door itself, original or architecturally significant surround features, such as fanlights, sidelights, transoms, hoods and other decorative trim should be preserved or, if necessary, replaced-in-kind, including material. Hardware should be appropriate in material and appearance to what was historically used.

If a door that is not historic is to be replaced in the same location as the original historic door, the replacement door, including design and material of the door surround and other decorative trim, should replicate the original historic door, if known, or an historically appropriate door.

The addition of new doors on primary elevations of historic buildings is generally not appropriate. New doors on non-primary elevations may be added, provided they are minimally visible from a public way. The design of the new door and surround should be compatible with the building. For example, if the house currently has 6-panel wood doors, that door design would be the most appropriate for additional doors. The new door surround can be simpler than the surround of historic doors, but should nonetheless have sufficient width and depth to be compatible with the historic doors and the building as a whole. Alternative materials for new doors may be approved by the HBDC provided they match the appearance of a painted wood door.

Non-Historic Buildings

Doors on non-historic buildings may be added, relocated or removed provided such alterations are appropriate in appearance, size and design for the building and the District. For residential buildings, 6-panel doors made of wood or that have the appearance of painted wood are the most appropriate. For commercial buildings, full-light doors, with or without exterior applied muntins, are the most appropriate. Door surrounds may have modest detailing but should have a width that is compatible with historic buildings in the District, which were typically 4"-6" wide.

6. Dormers

Dormers are sometimes original architectural elements of a building, and sometimes later additions to provide additional space. In either case, this is an historically appropriate way to expand a building, so long as care is taken to make sure that their scale and design is in keeping with the building. Whether a dormer is being installed, relocated, or removed, the historic nature and original proportions of the roof itself should not be altered. Dormer windows should match the style of the house, and follow the Windows guidelines below.

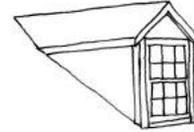
HBDC Design Guidelines and Procedures

Existing Dormers

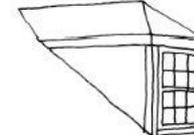
Existing dormers that are original to the design of an historic building, or part of an architecturally significant alteration, should be preserved. Where repair of deteriorated features is not feasible, the replacement should match the existing in material, size, design and location.

New or Expanded Dormers

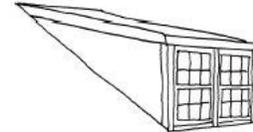
New or expanded dormers on any building should not dominate the roof slope, and should be set well back from the gable ends of the roof. A dormer which gives the impression of adding an additional story to the building is inappropriate. Gable dormers are the most appropriate design for primary elevations of most architectural styles, but other styles, including shed and hipped dormers may be considered. The design of the dormer surround, including ornamental features, trim details and materials should be appropriate to the style of the building.



Gable dormer



Hip dormer



Shed dormer

7. Handicap access

The HBDC has review authority over the location, design and material of handicap accessibility. However, when planning to make alterations for accessibility, refer to the Massachusetts Architectural Access Board (AAB) which 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. Their definition of historic buildings includes all properties within a local historic district. The goal in reviewing a proposal for accessibility in an historic district is to ensure that significant character defining features of the building, including front stairs, porches, doors and door surrounds are minimally impacted. If creating accessibility in the primary entrance or façade will obscure or destroy significant character defining features, the HBDC has the authority to require the applicant to seek alternate means of accessibility, including secondary entrances, in consultation with the AAB and the MHC. The AAB can be reached at 617-727-0660, the Massachusetts Historical Commission at 617-727-8470. Creating accessibility for private buildings which do not offer public accommodation is not subject to AAB review, but the same considerations should apply.

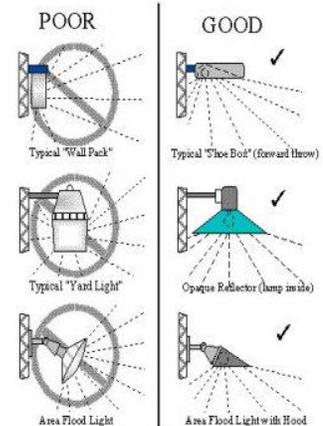
8. Light fixtures

Note: For commercial signage lighting, see Sign guidelines in Section II; for Yard lighting see Site Improvements guidelines in Sub-section I below.

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

Lamps (light bulbs), in general, should be fully shielded inside the fixture so that the lamp is not visible from adjacent buildings, pedestrians, and motorists.

EXAMPLES OF SOME COMMON LIGHTING FIXTURES



HBDC Design Guidelines and Procedures

9. Masonry - Foundations and Elevations

The material and design of masonry foundations and elevations, including use of brick, field stones and granite, can be an important character-defining feature and should be preserved, restored. If replacement is necessary, new materials should match the original.

Cleaning

Masonry features of a building foundation or elevation should be cleaned only when necessary to halt deterioration. The gentlest cleaning method possible should 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 should not be sandblasted as it exposes the material to future deterioration. The application of water-repellent coatings can also damage or alter the appearance of a building. Samples of any proposed treatment must be tested and approved by the HBDC before application.

Painting

Unpainted masonry facades should not be painted unless there is evidence that those elements of the building were painted originally.

Repointing

Mortar used for spot pointing must match the adjacent mortar. Mortar used for total façade repointing must match the aged or weathered mortar color. In all cases, joints should be struck to match the original mortar joint profiles.

10. Mechanical and Utility Equipment

Mechanical and utility equipment includes, but is not limited to, antennas, satellite dishes, propane and other tanks, utility equipment, sprinkler system manifolds, alarm systems, vent caps, pipes and fan exhausts, and HVAC equipment (including air conditioners, heating units, ducts, vents, and fan exhausts). Note: Solar panels are treated individually, see Solar Panel guidelines below.

Mechanical and utility equipment should be located in places which reduce their visibility from a public way to the greatest extent possible, and be attached to historic buildings in a manner which does not damage or obscure character-defining features. If unable to minimize visibility, modern equipment should be screened by appropriate vegetation, walls or fences and/or painted to blend in with the building and surroundings.

Window-mounted air conditioners should be located in windows less visible from a public street or way.

11. Ornamental Trim

Ornamental trim and ornamental features such as cornices, cornerboards, columns, pediments, window sills and lintels, door surrounds, shingle patterns, and railings, provide important clues to identify a building's style and age. The removal of any decorative trim or ornamental features on a historic building is prohibited. Such features should be preserved and repaired if possible. Where repair of deteriorated features is not feasible, the replacement features should match the original in scale, design, location and materials.

Restoration of missing historic ornamental features must be substantiated by documentary and physical evidence. The addition of architectural features that falsify or confuse the history of a building is not appropriate.

Ornamental features on non-historic buildings may be added, relocated or removed provided such alterations are appropriate in scale, design, location and materials for the building and the District. The dimension of ornamental trim should be compatible with dimensions of similar

HBDC Design Guidelines and Procedures

features on historic buildings in the District. Cornerboards, for example, typically had a minimum width of 4", depending on the scale of the building. Cornerboards on non-historic buildings should have a similar dimension. For windows and door surrounds, see the Windows and Doors guidelines herein.

12. Porches

Historic Porches

Historic porches, including their decorative features, should be retained and repaired. Where repair of deteriorated features is not feasible, the replacement should match the original in design and materials. Restoration of missing porches, or decorative features on porches, is allowed but must be documented by physical or pictorial evidence.

Non-Historic Porches

If historic porches have been inappropriately altered in the past or new porches added to a historic building, any further alterations to these porches should be made in a manner which returns such features to a historically appropriate appearance, including design and material.

New Porches and Decks

The addition of new porches on the primary elevations of historic buildings is not appropriate. The addition of porches on secondary elevations may be approved provided there is minimal visibility from a public way. If approved, the new porch should be designed in a way that does not obscure or destroy significant architectural features, and compliments the architectural style of the building in terms of design and material.

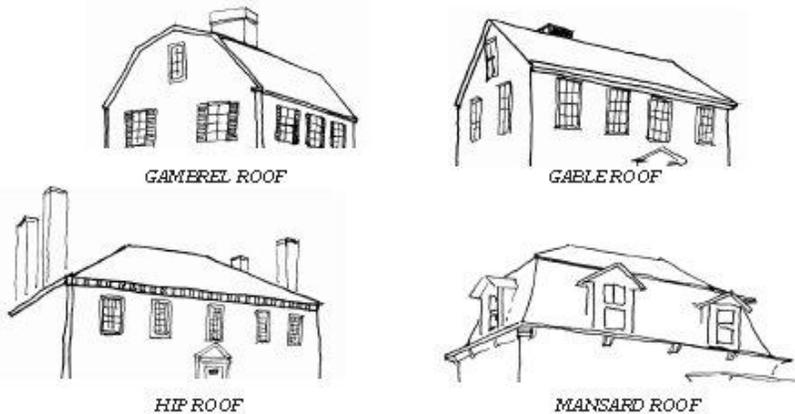
Porches on Non-Historic Buildings

Porches on non-historic buildings may be added, relocated or removed provided such alterations are appropriate in scale, design, location and materials to the building and the District.

13. Roofs and Roofing

Roof shapes

The shape of a roof is a key feature of an historic building and relates to the building's period of development as well as the style. There are a variety of roof shapes in the District; the most common is gable or shed roofs. Less common forms include gambrel, hip and mansard roofs.



For historic buildings, altering the historic roof shape, height and pitch is generally not permitted. Altering roof shapes on non-historic buildings may be permitted provided the alteration is appropriate in scale and design to the building and the District. If dormers are being considered, refer to Dormer guideline.

Roofing material

Most 18th and 19th century historic buildings were originally clad in wood shingles, typically either White pine or cedar shake, with a few prominent buildings clad in slate. By the late-19th century, asphalt shingles were available, but wood shingles remained a popular roofing material for late-Victorian and Colonial Revival styles.

HBDC Design Guidelines and Procedures

Existing wood shingle roofs should be replaced-in-kind. Replacement with asphalt shingles is also permissible provided the asphalt shingles approximate the size and color of weathered cedar shingles, i.e. gray. See Administrative Approvals in Sub-section D of these Design Review Guidelines.

14. Roof decks

Roof decks on historic or non-historic buildings are generally discouraged, but may be permitted under the following criteria: the size of the roof deck should not dominate the roof; the roof deck should be located to minimize visibility from a public street or way; and design and materials should be chosen to further reduce the degree of visibility.

15. Siding

Historic buildings

Original or historic siding on historic buildings should be preserved. In particular, historic clapboards were often made from old-growth wood and should be retained. If repair is not feasible, the replacement materials should match the original in scale, pattern, and materials. If the siding is brick, stucco or other masonry, see Masonry guidelines for repair specifications.

The new generation of synthetic siding, including HardiPlank and other cementitious siding is inappropriate for replacement on historic buildings. Aluminum, vinyl, cementitious, or other synthetic or composite siding is also not appropriate, except for use on non-historic additions.

If the existing siding is not historic, the replacement material should be appropriate to the age and style of the building. Clapboard and/or wood shingles are generally most appropriate for buildings in the District.

Non-Historic Buildings

Siding on non-historic buildings should use materials and patterns appropriate to the style of the building and to the District. Wood clapboard and/or wood shingles are generally most appropriate for non-historic buildings in the District, but alternative materials may be approved provided they replicate the appearance and texture of painted wood.

16. Skylights

Skylights are not allowed on primary or highly visible roof slopes of historic buildings, but may be allowed on other roof slopes provided the size, shape and number of skylights do not dominate the roof slope. The proposed skylights should be minimally visible from a public way and have a low profile and flat glazing. The skylights should be made with anodized aluminum or other dark metal finish to closely match that of the roofing material. Skylights may use tinted glass. Skylights with plastic dome scuttles are inappropriate.

Skylights on non-historic buildings are permitted provided their size, profile and/or number do not dominate the roof slope.

17. Solar panels

Solar panels, collectors or similar equipment are discouraged for historic buildings on the roof of elevations that front on a public way. Such equipment may be allowed on other elevations, under the following conditions:

- a. The size should not dominate the roof slope;
- b. the solar panels should be minimally visible from a public way;
- c. the profile should be kept as low as possible;
- d. the related piping and other materials should be located out of view to the greatest extent possible;
- e. and all exposed materials should be dark and match the roofing material.

HBDC Design Guidelines and Procedures

18. Steps, Stairways and Railings

Historic Buildings

Steps, stairways and railings are important architectural features. Any original features and detailing should be retained or repaired in the same design and with the same material. If repair is not possible, these features should be replaced-in-kind, including ornamental details.

Non-historic Buildings

Stairs on non-historic buildings may be added, relocated or removed provided such alterations are appropriate in scale, design, location and materials to the building and the District. New stairs should have simple wood railings with captured balusters.

Fire escapes and egress stairs

If necessary, fire escapes or new egress stairs required by the Chatham Building Department should be located to minimize visibility from a public way. In all cases, fire escapes and egress stairs should be designed to have a minimal impact on the appearance of the building.

19. Windows and Window Casings and Sills

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

Replacing Windows on Historic Buildings

Historic wooden windows should be repaired and restored where feasible. Where repair of deteriorated windows is not feasible, the replacement should match the original in design and materials, including muntin pattern and profile, and use of single-glazed, true-divided glass, sill depth, and rail and stile dimensions.

Thermal (double-paned) windows may be approved provided they meet the above requirements. Spacer bars between the panes of glass should be included to further replicate the appearance of a true-divided window, and where possible the spacer bars should be the same color as the exterior muntins.

Wood is the most historically appropriate material for replacement windows, but metal-clad or vinyl-clad window units (sash and frames) may be approved in some cases provided they have a finish that simulates the appearance of painted wood.

Only non-tinted and non-reflective Lo-E or energy efficient glass may be used. In order to be able to read the window pattern from the outside when using thermal replacement windows, half screens on double-hung sash should be utilized.

Window casings and sills can be an important character-defining feature for historic buildings. Original or historically-significant casings and sills should be repaired or, if necessary, replace-in-kind, including design and materials.

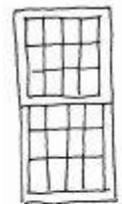
New Windows on Historic Buildings

The addition of new windows on the primary elevation of historic buildings is not permitted. New windows may be added on non-primary elevations provided they do not detract from an original or architecturally significant arrangement, pattern, or rhythm of openings (windows and doors). The new windows should follow the quality standards established in this Guideline for historic windows.

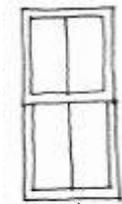
Replacing Windows on Non-Historic Buildings

For replacement of windows and window trim on non-historic buildings, the windows should be appropriate in material, size and design to the style of the building and, where appropriate, the character of the District. The sill depth, and rail and stile dimensions should approximate and be

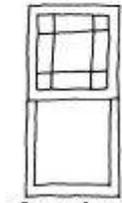
SASHES



2 2/2



2/2



Queen Anne

HBDC Design Guidelines and Procedures

compatible with window casings and sills of similar historic buildings in the District. Window casings and sills in the District are frequently 1" x 4" and sills are 2" deep.

New Windows on Non-Historic Buildings

The addition of new windows on non-historic buildings is permitted provided that the location, size, material, number, and design of the new windows are appropriate to the age and style of the building and, where appropriate, the character of the District. The sill depth, and rail and stile dimensions should approximate and be compatible with window casings and sills of similar historic buildings in the District. Window casings and sills in the District are frequently 1" x 4" and sills are 2" deep.

20. Other Alterations

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 this section of the Design Review Guidelines, the principles of the General Guidelines shall apply.

G. Additions

1. Additions to Historic Buildings

The purpose of the District is not to stop all future changes, but to manage those changes so that alterations and new construction will be in harmony with existing historic buildings and their settings. New additions to historic buildings should conform to the following guidelines:

Location

Additions to the main façade, particularly to elevations that front on a public way, are generally prohibited. Additions should be located on secondary elevations in order to reduce visibility from a public way, and should be stepped down or otherwise separated from the façade of the main block.

Scale and Proportion

The scale of the addition, including size and massing, should be subordinate to the primary building. Existing or historic roof slopes should not be extended for an addition. The roof slope of new additions should be stepped down from the original roof slopes, but should otherwise match the roof slope profile.

Design

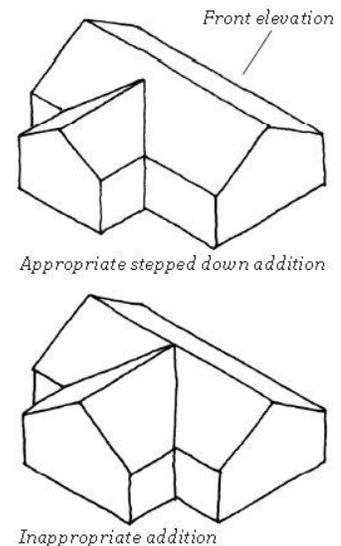
Additions should be comfortably nestled into and subordinate to the existing building. Additions should not alter, obscure or destroy character-defining features of the building. The rhythm of windows and doors, use of ornament, and choice of siding, and other building components of the addition, should be compatible with, but do not need to match, the character-defining features of the historic building. Trim elements such as cornerboards, window casings and sills, and roof cornices should be adequately detailed and appropriate for the style and period of the building. .

Materials

Materials for windows, doors and trim, siding, roofing, and foundation on the addition should be compatible with the materials on historic building.

2. New Additions to Non-Historic Buildings

Additions to non-historic buildings should be compatible with the character-defining features of the building, and compatible with surrounding historic architecture in terms of size, scale and



HBDC Design Guidelines and Procedures

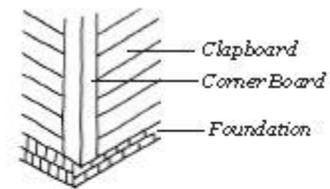
location of the addition. As with historic buildings, the addition should remain subordinate to the existing building in siting and scale. The design and materials, including foundation, siding, roofing, windows, doors and trim, should be compatible with, and may replicate, materials of the existing building.

H. New Construction

1. Design

New buildings should have a high quality of design that contributes to the character of the District. The use of trim and ornamental details, including window and door surrounds, cornice details, cornerboards, and cornices should be scaled and designed in a manner which reflects building traditions of surrounding historic buildings and the District as a whole. If the new building is designed to reflect a particular architectural style, the trim and ornamental details should be appropriate in design and scale for that style. The number and rhythm of windows and doors (so-called "solid-to-void" ratio) should be consistent with surrounding historic buildings. For example, primary elevations with few or no windows or doors would not be considered compatible.

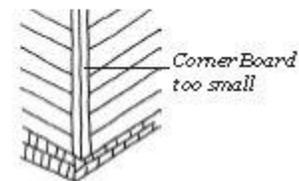
Appropriate Corner Treatment



2. General Goals for New Construction

These New Construction guidelines are intended to ensure that new buildings in the District will be compatible with historic buildings in their immediate vicinity and with historical setting in the District as a whole. Different parts of the District have their own character, but the considerations for new construction are the same: compatibility with surrounding historic buildings in terms of siting, setbacks, scale, design, materials, and site improvements. New construction should be in harmony with historic buildings.

Inappropriate Corner Treatment



3. Siting

The siting of a new building, its setback from the street and side and rear yards, should be appropriate to and consistent with prevailing setbacks of its immediate vicinity, including the setback of historic buildings with similar uses and forms to the proposed new building.

4. Scale

As with siting, the scale of a new building, including size, height and massing, should be compatible with the development patterns of its immediate surrounding. If the street upon which the new building will be located has a strong historic context of buildings with similar heights and massing (e.g. roof shapes, wings, eaves), proposed new construction should reflect that historic context. Conversely, if a streetscape has a more heterogeneous context, with buildings of different forms, heights, setbacks and massing, the HBDC may allow more latitude in terms of scale. However, the scale of a new building should not be disproportionately large or small in relation to historic buildings in its immediate surrounding and the District.

5. Materials and Colors

The choice of materials and colors is an important consideration in reviewing new construction proposals. Materials and colors should be compatible with historic resources in the immediate surrounding and the District. In reviewing materials and colors, all elements should be considered, including foundations, wall, trim, windows and doors, and roofing materials. The choice of materials should be compatible with the materials used on historic buildings within its context. The use of alternative materials for siding or trim may be permitted, subject to HBDC approval. See the Color guidelines, Sub-section E.3 for Post-1930 buildings for further guidance.

HBDC Design Guidelines and Procedures

6. New Accessory Buildings

The construction of a new accessory building may be approved by the HBDC provided it is designed and located in a manner that is compatible with the period and style of the building(s) on its site, and respects the development pattern, siting, design and materials of similar accessory buildings in the District.

7. Reconstruction

Reconstruction of a missing historic building may be considered based upon adequate documentation of the existence and appearance of the building. The building should be reconstructed in its original location and orientation, and reconstruction should replicate all visual qualities and materials. A plaque should be mounted on the building visible from the street which designates the date of construction.

8. Site Improvements

Refer to Site Improvements guidelines below.

I. Site Improvements

Landscaping, hardscaping and other structures often contribute to the distinctive character of buildings and their settings within the District. The following guidelines are intended to enhance the appearance of the District.

1. Driveways and Parking Areas

The HBDC will not approve the paving or resurfacing of front yards to accommodate increased parking. Proposed new driveways should reflect the size and location of driveways for similar buildings on its street and District. Paver materials for resurfaced or new driveways may use pea stone, brick, crushed shell, granite cobblestones or asphalt.

Note: Parking areas which are subject to Site Plan review under Section VI of the Zoning Bylaw are exempt from the requirement for a Certificate of Appropriateness.

2. Fences

Historically, fences were typically located at the front and side perimeters of the property, and were constructed of wood in a variety of styles and patterns depending on the style and size of the building. In most cases they were painted white, with a few exceptions for Victorian-era fences.

Existing historic fences should be maintained, repaired and restored. If replacement is necessary, new fences should match the original in material, design, size and location.

New fences may be added to historic or non-historic properties provided they are appropriate to the style and type of property in terms of material, design, size, and location. Solid wood fences, such as stockade or vertical board fences, are generally discouraged, but may be allowed if minimally visible from a public way and do not obscure visibility of historic buildings from a public street or way. Synthetic fences which replicate the appearance of painted wood surfaces with a matte finish are also permitted for board fences. Chain link, light gauge metal and concrete block are also not appropriate materials for fences.

3. Flagpoles

Flagpoles were traditionally made of white-painted wood. New flagpoles should be made of white-painted wood or material that approximates the appearance of white-painted wood. Flagpoles should be sited in locations traditional for flagpoles.

HBDC Design Guidelines and Procedures

4. Hardscaping

In addition to driveways, fences and walls, other visible “hardscape” features of a yard, such as terraces, walkways, patios, fountains and man-made topography such as berms or ponds are subject to HBDC review. In all cases, the material, design and location of such elements should complement and not obscure historic buildings, and should not otherwise dominate a site.

5. Landscaping

The HBDC may consider landscape elements when an applicant proposes work that includes hardscaping, additions, construction, demolition, removal or re-location of any building or structure, or new construction of a building or structure.

Plantings may be used to screen or soften the effect of certain building or structural elements that would otherwise be undesirable. Landscaping should not impede public viewsheds of historic buildings. Where possible, it is desirable to avoid altering the natural topography of the lot. The cutting of existing trees and native vegetation shall be limited. Disturbed surfaces should be covered with mulch, grass or other plantings. The use of natural crushed stone or shells for driveways instead of asphalt or concrete should be considered. For trees, the applicant should consider: (a) whether evergreen or deciduous plantings are most appropriate on a year-round basis, and (b) how the property will look when trees and shrubs being planted reach their full growth and height.

6. Mechanical and Utility Equipment (Freestanding)

Freestanding mechanical and utility equipment, including ATM machines and ice machines, should be minimally visible from a public way and screened by fences and/or plant material.

All electrical and telephone lines should be placed underground or approach the building from the rear. Vending machines and donation boxes visible from a public way are not permitted.

7. Outdoor Display and/or Sale of Goods

The amount, size, arrangement, and type of outdoor displays (or outdoor sales) may be limited in order to help maintain the aesthetic continuity of the Historic Business District and its sense of orderliness and tone. The HBDC will consider whether a single item (or grouping of items) will be displayed in a free standing manner or placed on, upon or against the exterior of the structure as well as the duration of the proposed display or sale of goods. The HBDC may place a limit on the size, height, type, arrangement and placement of such item (or grouping of items) giving consideration to the setting, physical dimensions and historical context of the structure and as may be determined to be in keeping with the purpose of District. The HBDC may also consider proximity to the road of the display and the proposed duration of the display. The HBDC has no jurisdiction over outdoor displays from the rotary to Mulford Howes Lane.

8. Recreational Facilities

The material, design and location of recreational facilities, such as tennis courts and swimming pools, should complement and not obscure historic buildings, and should not otherwise dominate a yard or site. For required fencing, see the Fences guidelines herein.

9. Solar Panel Arrays (Freestanding)

Freestanding solar arrays should be located in a manner that greatly reduces or eliminates their view from a public way. Screening with walls and or landscaping which complies with these Guidelines may also be considered to remove visibility.

10. Masonry Walls

Historic Walls

HBDC Design Guidelines and Procedures

In addition to fences, stone walls were sometimes used to demarcate fields or property lines, or used as a landscape feature such as retaining walls for steps. In all cases, such walls can contribute to a historic property and should be retained and repaired, or replaced-in-kind if necessary. Partial modification for driveways or other needs may be approved.

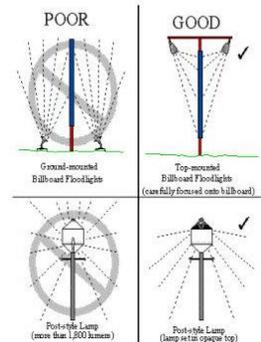
New Walls

New masonry walls should be designed and located in a manner which is either consistent with historic patterns of similar buildings on its street and the District, or minimally visible from a public way. Retaining walls, if composed of concrete, should be screened with plantings or faced with an appropriate material.

11. Yard and Façade Lighting

Exterior lighting should be compatible with the surrounding area. New exterior lighting fixtures should be kept low, be shielded and directed as closely as possible to the object to be illuminated. Generally, a greater number of short poles with lower intensity are preferable to fewer tall, bright fixtures; provided, however, that sufficient lighting is allowed for safety.

EXAMPLES OF SOME COMMON LIGHTING FIXTURES



J. Demolition and Relocation

1. Demolition or Relocation of Historic Buildings/Structures

The HBDC may refuse to grant a permit to demolish or relocate all or part of an historic building or structure which, in the judgment of the HBDC, is of such architectural or historic interest that to do so would be detrimental to the public interest. In making its determination, the HBDC may consider the following:

- a. The age and historical/architectural significance of the building or structure.
- b. The reason for demolishing or relocating the building or structure.
- c. What would be put in its place and when would that occur.
- d. If the building or structure is to be relocated, where it would be relocated and can it be done without significant damage to the existing site or surrounding areas or to the building or structure itself.
- e. Alternatives to demolition or relocating the building or structure. The HBDC can request individuals and organizations for help and assistance in seeking alternatives to demolition.
- f. The effect on surrounding properties and the District of the proposed action.

2. Demolition or Relocation of Non-Historic Buildings/Structures

Demolition or relocation of all or part of a non-historic building or structure may be permissible and is subject to review on a case-by-case basis. Considerations will include the appropriateness of any proposed replacement building or structure and/or the impact on the District of the site being left vacant if no new construction is planned.

II. SIGNAGE DESIGN GUIDELINES AND PROCEDURES

A. Introduction

The primary function of a sign is to identify a property or business and direct the public clearly and easily to the desired location. A sign is one of the most influential elements in the make-up of the overall streetscape. Well-coordinated signage can have a unifying effect by presenting an organized pattern of information.

Signs located within the boundaries of the Chatham Historic Business District (the District) are regulated both by the Town of Chatham Sign Code, Section 225, and by the Chatham Historic Business District Commission (the HBDC). The Town Sign Agent is responsible for determining that a proposed sign meets the requirement of the Code and for the issuance of a sign permit. The HBDC then should approve the appropriateness of the sign's appearance and the appropriateness of its placement in relation to its surroundings. Certain types of signs, i.e., free-standing and sandwich boards, are not permitted by the Sign Code within the District. However, other signs are exempt from approval by both the Town and the HBDC, and others, such as non-governmental flags and banners, may require approval from the HBDC. Preliminary advice may be sought from the HBDC on an informal basis before seeking a permit from the Sign Agent.

B. Signage Definitions (from the Town of Chatham Sign Code)

Banner: A piece of cloth, plastic or similar material attached by one or more points to a pole, staff or other support.

Directional Signs: Signs indicating "Entrance," "Exit," "Parking." Or the like erected on a premise for the direction of persons or vehicles.

Ground Sign: A sign, single or double-faced, supported from ground level by posts or similar vertical supports.

Hanging Sign: A sign suspended by a bracket, perpendicular to the vertical wall of a building or structure.

Ladder Sign: A multi-panel sign, either single or double-face, supported by a common bracket or stanchion.

Menu Boxes and Displays: An enclosed box holding a menu or a display board or panel on which a menu is printed or attached. Internal lighting is not permitted.

Roof Sign: A sign attached to a roof of a building not extending higher than the roof line, and no higher than 3'.

Sign: A sign shall mean any material or any structure or part thereof or device attached thereto on which is painted, represented, displayed or included a letter, word or figure which attracts attention to itself. Signs herein shall also mean all advertising devices or insignia, whether lettered or not, designed to promote a business, the sale of a product or of a service. The word sign shall also include any letter or worded advertisement not outdoors which is visible and is intended to be read from the outdoors. The term shall not include any flag, badge or insignia of any government or government agency or of any civic, charitable, religious, patriotic or fraternal organization. Sign face shall mean the side of a sign intended to be read.

HBDC Design Guidelines and Procedures

Temporary Sign: A sign intended to be displayed for a limited period for the purpose of advertising a special sale or promotion or announcing a bona fide charitable, religious, educational or civic event, or promoting the election of a political candidate.

Wall Sign: A sign attached parallel to, or painted on, the vertical wall of a building exterior.

Way: A street or way (i) owned, or normally maintained, normally repaired by any federal, state, county or municipal entity; (ii) shown on a plan approved by the Planning Board; (iii) established by a subdivision plan approved under the provisions of the Subdivision Control Law; (iv) in existence when the Subdivision Control Law became effective in the town; or (v) a street or way shown on a land court plan.

Window Sign: A sign displayed on or within the window of a building visible from outside the building.

C. Exemptions

The following actions do not require an application for a Certificate of Appropriateness:

1. The removal of any sign.
2. Any one sign less than two feet by six inches (one square foot in size).
3. Temporary signs as defined and allowed by the Sign Code.
4. No more than two directional signs where each one is under one square foot in size.
5. Minor changes that do not alter the colors, dimensions or lettering style of an existing sign, e.g. personal name changes from professional offices, changes in hours of operation, or phone number changes.

D. Signs Requiring a Certificate of Appropriateness

1. All signs exceeding one square foot in size, except for temporary signs.
2. More than one sign for each business under one square foot in size on any lot, building or structure.
3. Banners or flags that are not governmental, civic or religious.

Note: Free-standing displays, such as sandwich boards and A-frames, are not permitted within the District.

E. Checklist for Sign Applications

Items to be included in the application for signs:

1. For new signs, a good quality scale drawing showing dimensions, size and style of lettering, details of sign support structures (such as post and brackets), and details of molding, finials and other appropriate trim.
2. For new signs, samples of colors(s) to be used except black or white.
3. For existing signs and supporting structure(s), a photograph may be included in lieu of a drawing and color samples.

HBDC Design Guidelines and Procedures

4. A photograph of the area where the sign is to be located, including all of the building to which it is attached.
5. A plot plan showing where the sign will be located relative to streets, parking lots, buildings, and any other relevant feature. If the sign is to be wall mounted, a building elevation drawing or photograph with a mock-up showing sign placement and dimensions will be required.
6. If sign is to be lit or illuminated, provide details such as style of fixture and placement of conduit.
7. A check for the filing fee.

F. Sign Guidelines

1. Scale, Shape and Placement

The sign shall complement the architectural character of the building, site and surrounding signs. Signs shall not obstruct any significant architectural feature or detail of a building.

Roof mounted signs are discouraged because they often obstruct or diminish the significant architectural features or details of a building. Roof signs will be considered only when the applicant demonstrates that all the alternatives for placement are determined to be less desirable.

Thoughtful landscaping around the base of a ground sign can enhance the sign and the image of the business, and may include ground-based lighting.

2. Colors

Colors should be selected to contribute to legibility and design integrity. Contrast is an important influence on the legibility of signs. A substantial contrast should be provided between the color and material of the background and the letters or symbols to make the sign easier to read. Light letters on a dark background or dark letters on a light background are most legible. Sign colors should complement the colors used in the sign's surroundings.

3. Legibility

A brief message should be used whenever possible. Fewer words are more effective for a sign. A sign with a brief, succinct message is easier to read and looks more attractive. Telephone numbers and web addresses are examples of sign clutter.

4. Style of Lettering

Letters and words should be spaced carefully. Crowding of letters, words or lines will make any sign more difficult to read. Conversely, over-spacing these elements causes the viewer to read each item individually, again obscuring the message. As a general rule, letters should not occupy more than 75% of sign panel area. The number of lettering styles should be limited in order to increase legibility. A general rule to follow is to limit the number of different letter types to no more than two for small signs and three for larger signs. Intricate typefaces and symbols that are difficult to read reduce the sign's ability to communicate.

5. Lighting

Sign lighting fixtures should be unobtrusive and placed inconspicuously. Lighting is preferred which is directed downward toward the sign itself. No exposed neon or similar tube type of illumination, including open light bulbs, or flashing, blinking or rotating lights (temporary or permanent), or internally lighted signs, are permitted. All sign or advertising lights shall be shaded, shielded, directed or maintained at a sufficiently low level of intensity and brightness so as not to (i) adversely affect neighboring premises or the safe vision of operators of vehicles moving on public roads or (ii) reflect or shine on or into residential structures to an extent that would adversely affect them.

HBDC Design Guidelines and Procedures

Backlighting of an awning or similar device in order to increase its visibility will generally not be permitted.

6. Materials

The use of wood or dura-ply (medium density overlay, a specially faced plywood product) as the basic sign material is strongly encouraged and is preferable to plastic or metal signs.

7. Ladder Signs

In a ladder sign, all of the individual panels should utilize the same colors and be consistent with each other in terms of font style, size and color.

8. Holding Devices/Supporting Structures

The post, bracket, and visible mounting hardware should be consistent with the style of the building to which it is connected.

9. Menu Displays and Boxes

In addition to signs permitted above, restaurants may have one menu box or display. The size, materials, design and location of the menu boxes must be reviewed and approved by the HBDC for compatibility with the building to which they are attached. Menu boxes or displays should be installed in a manner that does not obscure or damage character-defining features.

10. Awning Signage

Signage on awnings should be located on the valance of the awning, as provided in the Sign Code. Letters should be scaled appropriately to the awning. The wording may either be painted on the awning material or applied using non-reflective materials. Awning signage is only allowed on street-facing awnings.

11. Window Signage

Window signage, whether in a store window or a door window, should not dominate the storefront window, and must be limited to no more than 10% of the window opening. One window sign is permitted per window, with a maximum of 2 (two) per storefront.

III. PROCEDURAL REGULATIONS

A. The District

The Chatham Historic Business District (the District) includes all the land within the following commercially-zoned Districts in effect on 09/09/1985; General Business (GB-1), General Business-2 (GB-2), General Business-3 (GB-3), Limited Business-1 (LB-1) and Residential Business (RB). The District also includes the entire area of parcel 13G-37-C29 off Oyster Pond Furlong as voted at the May 10, 2010 Annual Town Meeting. Any land, including town-owned and operated property, within the areas encompassed by said Districts is included within the District without exception. The District is administered by the Chatham Historic Business District Commission (the HBDC).

B. Certificates

1. Certificate of Exemption

A certificate issued by the Chatham Community Development Department on behalf of the HBDC for alterations which are exempt from review by the HBDC.

2. Administrative Approval

A certificate issued by the Chatham Community Development Department on behalf of the HBDC for alterations which are minor in nature.

3. Certificate of Appropriateness (or "COA")

A certificate issued by the HBDC approving the erection, reconstruction, alteration, restoration, demolition or movement of a building or structure, or the erection, placement or replacement of a sign, located within the District. The Certificate may indicate that the application was approved as submitted or that it was approved subject to conditions or alterations as directed by the HBDC.

Applications that have received a COA may be scheduled for a new hearing without filing a new application for minor changes to the original COA.

4. Certificate of Hardship

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

For Certificates of Hardship, the HBDC 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.

5. Denial

For applications for a COA or Hardship which have been denied by the HBDC, the HBDC shall state its reasons therefore in writing. The HBDC may make recommendations to the applicant with respect to appropriateness of design, scale, location on lot, arrangement, color, texture and material of the building or structure involved, and other features referred to in the HBDC Guidelines.

For applications which have been denied by the HBDC, the applicant may submit a new application for the same project at any time in the future, providing that the new application is substantively different from the original application.

HBDC Design Guidelines and Procedures

6. Constructive Approval

If the HBDC fails to take a final vote on any application within sixty (60) days after the receipt of an application for a Certificate of Appropriateness or a Certificate of Hardship, the application shall be deemed to be approved except where the applicant has assented to an extension of time and the same is agreed to by a formal vote of the HBDC.

C. Application Process (See Section II for Signage applications)

1. Application Fees

The HBDC is empowered to charge reasonable application fees to defray its expenses. Any changes in the amount of said fees voted by the HBDC shall be effective thirty (30) days after publication and posting as provided for notices of meetings.

2. Pre-Application Conference

Prior to the formal submission of plans or application, the HBDC recommends that each potential application schedule an informal conference at which time the applicant should be prepared to discuss concepts concerning the proposed alteration or construction project. Such a conference can lead to increased understanding on the part of both applicant and HBDC as to what are the applicant's needs and how, through shared understanding of the concept of the project, the goals of the applicant, as well as the HBDC may most easily and expeditiously be achieved. No binding commitments shall be made between the applicant and the HBDC at this conference. The purpose of the pre-application meeting shall be to understand what is proposed, what is possible, and what may be acceptable.

3. Applications Materials

The following is a summary of materials that should be included in applications for Exemptions, Administrative Approvals, and for Certificates of Appropriateness.

a. *General Application Requirements*

- Twelve copies of all application materials must be submitted. Drawings must be 8 ½" x 11" or 11" x 17", and photographs and of all other required information must be attached to each copy of the application. All drawings and plans must be signed by the applicant or his/her authorized agent, and all attachments must be signed or initialed by the applicant.
- Drawings must be accurate in scale, including all exterior features, show finish grade at the foundation wall and ground level, and indicate all colors, materials and unusual details. Photographs must show current conditions and include several different views of affected elevations or areas.
- All applications should state the age of the building or structure, if available, and include available documentation supporting that date. Applicants are encouraged to include the Massachusetts Historical Commission Form B if such exists.
- The applicant must be the owner of the property or designated person to represent the owner. Unless a Power of Attorney or Agent Authorization Form is provided to the Commission prior to the scheduled hearing date.

b. *Application for Exemption and Administrative Approval*

- Photographs of the existing building showing location of changes and adjacent areas, and including views from all public streets or ways.
- Color swatches for paint colors.
- HBDC may require, at its discretion, samples, models, specifications, or other representative materials.

c. *Application for COA for Alterations and Additions*

HBDC Design Guidelines and Procedures

- Photographs of the existing building showing location of changes and adjacent areas, and including views from all public streets or ways.
- Drawings showing exterior elevations outline plans and schedule of colors and exterior materials.
- Color swatches for paint colors.
- Landscaping /Hardscaping plan of the affected area including proposed lighting fixtures, fences and other structures.
- HBDC may require, at its discretion, samples, models, specifications, or other representative materials.

d. Application for COA for New Construction

- Photographs of site, including views from all public streets or ways.
- Site plan showing existing and proposed grade changes.
- Complete exterior elevations.
- Schedule of all exterior materials and products (e.g. windows, doors, lighting), including samples and color swatches.
- Landscaping/Hardscaping plan (see Site Improvements below).
- HBDC may require, at its discretion, samples, models, specifications, or other representative materials.

e. Application for COA for Site Improvements

- Photographs of site, including views from all public streets or ways.
- Plans showing existing and proposed plantings with types, number and sizes of new plantings.
- Show fences, trees, walls, walks, lights, drives, flagpoles, swimming pools, parking areas and existing and proposed changes in grade (except parking areas which require Site Plan approval by the Planning Board).
- When a commercial building or structure is involved, a professional landscaping/hardscaping plan is desirable and will normally be expected by the HBDC. When only a single-family residential dwelling is involved, a non-professional plan may be offered initially, detailing any trees or shrubs being removed or relocated, areas of plantings and grass, types of fencing and driveway materials, and areas being left natural.

f. Application for COA for Demolition

- Photographs of site and all buildings and/or structures on the site, including views from all public streets or ways.
- The reason for demolishing, moving, or relocating the particular building or structure, including its age and history.
- What would be put in its place and when would that occur.
- If the building/structure is to be moved, where it would be relocated and can it be done without significant damage to the existing site or surrounding areas or to the building/structure itself.
- Evidence that the applicant has explored alternatives to demolition, moving, or re-locating the building or structure.

4. Coordination with the Planning Board

The Planning Board also reviews landscaping when it makes a Site Plan Review of a project under Section VI of the Protective Bylaw. If an application within the District has been filed with the Planning Board, the Planning Board will ask the HBDC to review the plan and furnish a written recommendation regarding the landscaping. The HBDC may also be present at any hearings and the Planning Board may request further review or approval of the HBDC as part of this process. When the Planning Board issues its final written decision, a copy will be furnished to the HBDC. The HBDC will incorporate any such conditions in its decision if a COA is required.

HBDC Design Guidelines and Procedures

Where the Planning Board has not made any review of landscaping, then the applicant is required to file and obtain approval from the HBDC for any landscaping being done:

- a. in connection with proposed exterior changes to a building or structure;
- b. together with any proposed Hardscaping.

As a general rule, Planning Board's Site Plan Review focusses on the layout and function of proposed improvements, while the HBDC's review focuses on the appearance of the improvements and their consistency with other sites in the District.

C. Hearing Materials and Presentation

1. Copies of all application materials must be brought to the hearing for display on the provided easel so that they are available for home television viewers. Larger size drawings and photographs are preferred. (TS)

Additional material as required by staff.

D. Approvals

1. Conformity with the Design Guidelines
HBDC review of applications will follow the Design Review Guidelines and the Signage Guidelines. Deviations from these guidelines shall be explained as part of the decision by the HBDC.
2. Issuance of a Certificate of Exemption or Administrative Approval
The Community Development Department, in consultation with a sub-committee of the HBDC, shall review and determine whether an application qualifies for a Certificate of Exemption or an Administrative Approval, in which case the HBDC shall cause a Certificate of Exemption or Administrative Approval dated and signed by a member of the HBDC sub-committee to be issued to the applicant. Such Certificates will be placed on a later agenda for ratification by the full Commission.
3. Issuance of Certificate of Appropriateness, Certificate of Hardship, Denial
Upon a majority vote, or super-majority as provided in Sub-section F.1 above, the HBDC shall cause a Certificate of Appropriateness, Certificate of Hardship, or Denial dated and signed by the Chair or Acting Chair of the HBDC to be issued to the applicant.
4. Two Year Limitation on Approval (Sunset Clause)
If a COA is issued by the HBDC, work must commence within two (2) years from the date of issuance unless a one (1) year extension is requested and approved by the HBDC. If work does not commence within two years from the date of issuance, the COA is deemed expired and new application must be submitted for HBDC review prior to commencement of any work.

E. Appeals

1. Appeals to Board of Selectmen
Any person aggrieved by the ruling of the HBDC may take an appeal to the Board of Selectmen within fourteen (14) calendar days of the date appearing on the HBDC's written decision on appropriateness. The Board of Selectmen shall hear such appeals promptly and the decision of the Board shall be determined by a majority vote of the members of the Board.
2. Appeals to the Superior Court

HBDC Design Guidelines and Procedures

Any person, or the HBDC, aggrieved by the decision of the Board of Selectmen, may appeal to the Superior Court, sitting in equity for Barnstable County, provided that such appeal is filed in said Court within twenty days after such decision has been mailed to all parties concerned. The Court shall hear all pertinent evidence and determine the facts and upon the facts so determined, annul such decision if found to exceed the authority of such Board, or make such other decree as justice and equity may require. The foregoing remedy shall be exclusive, but the parties shall have all the rights of appeal and exception as in other equity cases.

3. Appeal costs

Costs shall not be allowed against the HBDC or the Board of Selectmen unless it shall appear to the Court that the HBDC or the Board, in making the appealed decision, acted with bad faith or with malice.

4. Appeal Against Appellant

Costs shall not be allowed against the party appealing the decision of the HBDC or the Board of Selectmen unless it shall appear that said appellant or appellants acted in bad faith or with malice in making the appeal to the Court.

5. Superior Court Jurisdiction

The Superior Court shall have jurisdiction in equity to enforce the provisions of the Act, these Regulations, and the rulings issued hereunder any may restrain by injunction, violations thereof.

F. Violations

Any person who violates any of the provisions of these Regulations shall be subject to a fine not to exceed Three Hundred (\$300.00) Dollars, which fine shall enure to the Town. Each day that a violation continues shall constitute a separate offense. Alternatively, such violations shall be subject to the provisions of MGL ch. 40, Section 21D providing for non-criminal disposition

G. Invalidity of a Section

In case any section, paragraph, or part of these regulations is, for any reason, declared invalid or held unconstitutional by any Court of Last Resort, every other section, paragraph or part shall continue in full force and effect.

H. Amendments to Regulations

The Regulations of the HBDC may be amended at any time and from time to time in accordance with the following procedures:

1. The HBDC, at a regular or special meeting called for that purpose and by majority vote of the members, shall approve in writing the proposed amendment(s) of one or more of the existing Regulations.
2. A copy of the proposed amendment(s) shall be forwarded to the Board of Selectmen and to the Historic Business District Review Committee (if such Committee is then outstanding) and to the applicable staff personnel of the Town for their review and comments to be held at a public meeting or meetings at which due notice has been given.
3. Upon receipt of such review and comments, the HBDC shall then formally schedule a public hearing to consider the proposed amendment(s). Notice of the time and place of the hearing shall be posted by the HBDC and given by publication in a newspaper of general circulation in the

HBDC Design Guidelines and Procedures

Town once each week for two successive weeks, so as to allow not less than fourteen (14) days from the date of the first publication to the date of the hearing.

4. At the conclusion of such public meeting or meetings, the HBDC may then vote upon the proposed amendment(s) or schedule additional public meetings if necessary, and if such amendments are so approved by a majority of the HBDC, then they shall go into effect at the next meeting of the HBDC or at such other date as the HBDC shall determine, following filing of such amendments with the Town Clerk.

I. HBDC Procedures

1. Meetings

Regular meetings of the HBDC are normally held on the 1st and 3rd Wednesdays of each month at the Town Hall Annex, unless otherwise voted on by the HBDC and posted on mytowngovernment.org; provided, however, that the HBDC shall meet within twenty-one (21) days after notification by the Secretary/Clerk of the receipt of an Application for a Certificate of Appropriateness or a Certificate of Hardship. Special or emergency meetings may be called by the Chairperson or any two members upon notice to all other members of the purpose of the meeting and upon proper posting.

2. Notice of Meetings and Agenda

The Notice and Agenda of each Meeting shall be prepared by the Chairperson (unless otherwise designated by the HBDC) published in a local newspaper prior to the meeting.

3. Members

The HBDC shall consist of five (5) members and two (2) alternate members whose qualifications, terms, and appointments shall be as set forth in the Act.

4. Officers

The HBDC shall elect a Chairperson, Vice-Chairperson and Secretary/Clerk for a term of one year to commence on the first July meeting. Vacancies shall be voted upon by the HBDC to fill the unexpired term(s) of such officer(s). The Chairperson shall preside over each meeting, but in case of his/her absence, the Vice-Chairperson shall act as presiding officer.

5. Quorum and Voting

In order to conduct business of any kind, there shall be a quorum consisting of three or more voting members. All decisions taken must be voted on by a majority of the HBDC.

6. Alternate Members

Alternate members may take part in the business of the meeting, but shall not vote unless one or more regular members is absent or is recused from voting. In such case, their place or places shall be filled, without further action and by rotation, by the alternate members present at the meeting, each of whom shall become a voting member or members for such meeting only. The Secretary/Clerk shall keep a record of the order of rotation of the alternate members and the dates of the meeting at which they voted.

7. Minutes

The Secretary/Clerk shall keep the minutes of each meeting. In the absence of the Secretary/Clerk, the Chairman shall designate a voting or alternate member to keep the minutes for such meeting. A copy of the minutes shall be presented to and formally voted on for acceptance and/or amendment by the HBDC at a following meeting, and forwarded to the Town Clerk for safekeeping, with an additional copy forwarded to the office of the Board of Selectmen.

8. Issuance of Certificates

HBDC Design Guidelines and Procedures

The HBDC shall adopt appropriate application forms for Certificates of Exemptions, Administrative Approvals, Certificates of Appropriateness, Certificates of Hardship and Denials. A Certificate, when issued, and a copy of the approved plan along with standard and special conditions, if any, shall be signed and dated by the Chair or presiding Chair of the HBDC, unless otherwise provided herein, and delivered to the applicant in person or sent by certified mail or USPS at the address shown on the Application. Where appropriate, the Certificate shall set forth the reasons for the decision. A copy of the Certificate, along with the above documents and the minutes of the meeting(s) at which the Certificate was reviewed, shall be retained in the files.

9. Town of Chatham Appointed Committees Rules and Regulations Handbook

Unless otherwise set forth above, the organization and procedures of the HBDC shall be as stated in the Town of Chatham Appointed Committees Rules and Regulations Handbook (July 1, 1998), as amended from time to time.

IV. ARCHITECTURAL STYLES

The term “architectural style” encompasses many elements, including a building’s form, ornamentation and materials. It also represents the aspirations and technologies of its time, providing us a window into the past. Summarized here are the architectural styles most commonly found within the Chatham Historic Business District.

Federal, ca. 1780-1820

The Federal style, as its dates suggest, represented the first architecture of the newly-formed United States. It used classical forms, Roman and also Greek, but in a refined and simplified manner. Characteristics of the Federal style include two-story box-like houses with low-pitched hip or shed roofs. The front door sometimes has an elaborate surround, including sidelights, pilasters and transom lights. Windows are aligned vertically and horizontally on the front elevation, usually with double-hung windows with 6/6 sash, which means six panes over six panes.



Greek Revival, ca. 1820-1860



This style reflected the country’s increasing wealth and confidence. It adapted Greek temple forms and expressed America’s belief that it was the natural successor of ancient Greece’s democratic ideals. The most common residential form for this style is the gable-front house, with the roof profile forming a triangular pediment evoking the Greek temple form. In high style examples, this pediment forms the top of an open porch supported by columns. The body of the house is often detailed with corner pilasters and windows are almost always 6/6 sash. Door surrounds are similar to the Federal style but sometimes include more overt Greek details, such as fluted pilasters.

Gothic Revival, ca. 1840-1880

By the mid-19th century, the Romantic movement began to supplant ancient Greek and Roman ideals with a focus on the Christian medieval past. This resulted in an interest in English Gothic architecture as a new source of inspiration. The Gothic Revival style never achieved wide acceptance like the Greek Revival style, but is nonetheless well-represented in Chatham. The most character-defining feature for this style is the more-steeply pitched gable roof. In high-style examples, the building also has board-and-batten siding and decorative bargeboards along the roof eaves. The invention of the scroll saw, or jigsaw, made it easier to replicate the complicated



HBDC Design Guidelines and Procedures

ornamental details of this and other Victorian-era styles.

Italianate, ca. 1850s-1895

As the name suggests, the architecture of Italy inspired a new building style that was widely used during the latter half of the 19th century. For residential architecture, they are often similar to the gable-front Greek Revival-style houses, but have more deeply projecting roof cornices with brackets that are often paired. Windows are often set in bays and use 2/2 sash, exploiting the evolution of glass manufacturing that enabled larger sheets of glass to be economically produced. These houses often include heavy door hoods with ornamental brackets. More elaborate examples evoked the shape of Italian villas.



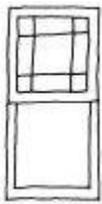
Second Empire, ca. 1855-1885



The Second Empire style, also known as the Mansard style, is primarily identified by the use of the mansard roof – a dual-pitched hipped roof designed to create a more usable attic level. These roofs sometimes convex or concave shapes. This roof form was developed by 17th-century French Renaissance architect Francois Mansart and was popularized during the reign of Napoleon III in the 19th century. Other character-defining features include cornices with decorative brackets, flat or round-headed windows with heavy surrounds, porches supported by elaborate posts, and paired doors. High style examples sometimes have towers.

Queen Anne, ca. 1875-1900

The Queen Anne style is identified by its eclecticism of forms, materials and colors. This style was inspired by the architecture of Queen Anne's reign in England (1702-1714), when classical ornament was combined with medieval building forms. Characteristics of the Queen Anne style in America include complicated roof forms such as multiple gables and corner turrets, a mixture of different siding materials and shingle patterns, porches with turned posts, and the use of so-called Queen Anne windows, which often employed stained glass.



HBDC Design Guidelines and Procedures

Colonial Revival, ca. 1880-1930

After the Centennial Exhibition in 1876, architects started looking back for the first time to early American architecture as a source of inspiration, studying our own Georgian and Federal-style buildings. Rather than exact copies, early examples of the Colonial Revival style were relatively free interpretations, utilizing details such as gambrel roofs and classical ornament, but adapting them to the scale and uses of their time. By the turn of the century, however, the Colonial Revival style became more “correct” in its replication of earlier building forms and details. This style remained popular, especially for residential buildings, throughout the 20th century.



Craftsman (Bungalow), ca. 1905-1930



The Craftsman style bungalow emerged from the architecture of Greene and Greene in Pasadena, California. Eventually, popular pattern books and mail-order house kits helped Craftsman bungalows style become the most popular small house style in the country. Character-defining features of bungalows include the low-pitched gable or hip roof with exposed rafter ends, full or partial-width front porches supported by square (or tapered) columns, and windows with complicated muntin patterns. High-style examples included ornamental details of the Arts & Crafts movement both on the exterior and interior.

Cape

Architectural history is often focused on “style” but equally important can be an understanding of “form.” That is best seen with the so-called Cape Cod house or Cape. Cape is not a style. Cape signifies a specific building form that has three basic variations: the ½ Cape, the ¾ Cape and the full Cape. Capes were built during the periods of Colonial, Georgian, Federal, Greek Revival and Colonial Revival styles. Differences can be subtle. Provided here are a two examples showing different styles and sub-forms.

HBDC Design Guidelines and Procedures

