

Historic Districts Guidelines

Concord Historic Districts Commission



Near Barrett House, ca. 1890-1895
Barrett Farm Historic District
Photographer: Alfred Winslow Hosmer



View down Main Street, Main Street Historic District,
Now Concord Academy. Photographer: Alfred Munroe



The Mill Dam from the north-west, March 31, 1921
Main Street Historic District.
Photographer: Herbert Wendell Gleason

Photographs courtesy Concord Free Public Library.

“Putting the three or four biggest cities aside, Concord, Massachusetts, had an identity more palpable to the mind, had nestled in other words more successfully beneath her narrow fold of the mantle of history, than any other American town.”

Henry James, *The American Scene*, 1907

Historic Districts Guidelines

Concord Historic Districts Commission

Sam Bird
Ardis Bordman
Patricia Lescalleet
John Mack
Audrey Schriefer
Judy Walpole
Kate Wharton
Jeffrey Wieand, Chair

Concord Historic Districts Commission
(As of adoption of these guidelines March 2002)

Carol Kowalski, AICP
Project Planner

Concord Board of Selectmen (March 2002)

Sally Schnitzer, Chair

Thomas H. Connors

Ruth C. Lauer

Gary R. Clayton

Richmond Edes

Town Manager

Christopher Whelan

Director of Planning and Land Management

Marcia Ast Rasmussen

Acknowledgements

We appreciate the work and assistance of Leslie Wilson, Joyce Woodman, Robert C. W. Hall, Jr., Anne McCarthy Forbes, the Massachusetts Historical Commission, John Bordman, and past members of the Historic Districts Commission in contributing to these guidelines.

Photo captions are taken from “Highlights of Concord’s Historic Resources,” published in 1995 by the Concord Historical Commission.

Historic District Maps by Elizabeth Newman, Staff Planner

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Main Street, south side of the Mill Dam, 1865. Main Street Historic District. The view is looking west. The prominent brick building in the background is the Hastings House, which once stood at the corner of Main and Walden Streets. The brick-ended building in the center still stands. Photograph courtesy Concord Free Public Library.

Introduction

The Concord Historic Districts Commission was established in 1960 by the Massachusetts legislature and Concord Town Meeting as the guardian of four (now five) historic districts in the Town. The Commission consists of five voting and five associate members appointed by the Board of Selectmen to serve rotating five-year terms. As stated in the Commission's enabling act, the purpose of the Commission is "the preservation and protection of buildings, places and districts of historic or literary significance." This is to be accomplished "through the development and maintenance of appropriate settings" and "through the maintenance of said buildings, places and districts as sites and landmarks compatible with the literary and historical tradition of Concord."

Buildings and structures in the historic districts may not be constructed, altered, demolished or removed in a manner visible to the public without a Certificate of Appropriateness (or Demolition Permit, as the case may be) from the Commission. Each month, the Commission holds public hearings to consider the grant of Certificates of Appropriateness for specific projects. The Building Commissioner will not issue a building permit without the requisite Certificate of Appropriateness from the Historic Districts Commission.

The following Guidelines are intended to provide direction for property owners and potential applicants before the Commission on the kinds of alterations that the Commission deems appropriate. The Guidelines are also intended to help the Commission make consistent and informed decisions about what is and is not appropriate. But as the title suggests, the Guidelines are intended as guides, not hard and fast rules, and neither applicants nor the Commission are bound to follow them in any given case. Each application before the Commission will be considered on a case-by-case basis, and the Guidelines will be a starting point, but not necessarily an ending point, in this process.

Alterations that Require Review

The following types of work require a hearing for a Certificate of Appropriateness:

- ◇ Any exterior changes visible from a public street, way, or place including the Concord, Assabet, and Sudbury Rivers. (See **Definitions** section for more detail.)
- ◇ The erection or demolition of any building or structure (see **Definitions**) visible from a public street, way, or place.
- ◇ Any change of exterior paint color (except those selected from the Approved Paint Colors list, as confirmed in writing by staff).
- ◇ Any signs in the historic district.
- ◇ Changes to any landscaping feature referred to in a Certificate of Appropriateness as a condition of the granting of that certificate.

Work that Does Not Require Review

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

- ◇ Ordinary maintenance and repair of any exterior architectural feature of buildings and structures within the historic districts. (“Ordinary maintenance and repair” does not include replacement, or changes of color, materials, design, or size of the existing feature.)
- ◇ The addition or removal of landscaping plant material does not require a hearing unless it is referred to in a Certificate of Appropriateness as a condition of the granting of that certificate.
- ◇ Temporary signs or structures for official celebrations, charitable drives, or other purposes that the Commission determines do not derogate from the purposes of Historic Districts Act. Temporary signs and structures must be removed within three days following the event.
- ◇ Paint color changes that are selected from the Approved Paint Colors List do not require a hearing or a Certificate of Appropriateness. Staff will provide written confirmation.

Applications

- ◇ Applications must be signed by the property owner (or the property owner’s duly authorized representative).
- ◇ Two (2) sets of the following must be submitted nine calendar days prior to the hearing:
 - photos of existing conditions as seen from the public way
 - elevation drawings to scale
 - site plan to scale
 - new construction checklist
 - manufacturer’s literature
- ◇ Additional information and materials may be requested by the Commission.

Hearings

Hearings are held within forty-five days of the filing of an application or within such further time as the applicant shall allow in writing. The Commission may request a site visit to view the property and better understand the proposed project within the context of the area prior to making a final determination.

Certificate of Appropriateness

At the conclusion of the hearing, both sets of plans are stamped and dated. One set is kept on file, one set is returned to the applicant. After the plans are approved, a Certificate of Appropriateness will be issued and filed with the Town Clerk. No changes shall be made from the approved Certificate. If changes to the approved plan are proposed, a new application must be filed. Work must commence within six months from the date of the Certificate.

Enforcement

It is a misdemeanor to violate Chapter 345 (the Concord Historic Districts Act) punishable by fine.

For more information see the Operating Rules and Procedures available in the office, and Chapter 345 (the Concord Historic Districts Act) appended.

Historic Districts Commission and Historical Commission

The Historic Districts Commission and the Historical Commission are two separate boards with distinct responsibilities. The Historic Districts Commission is the review authority responsible for regulatory design review within Concord's historic districts only. The Historical Commission is the official agent of town government responsible for community-wide historic preservation planning and administration of the Town's demolition delay bylaw.

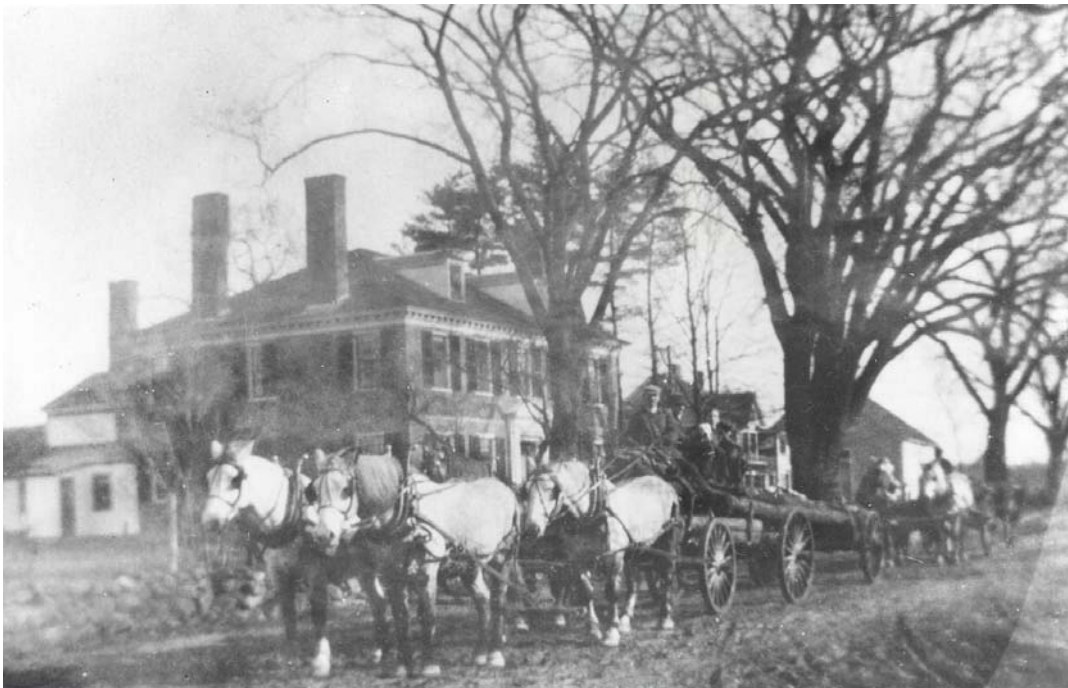


Concord's Historic Districts

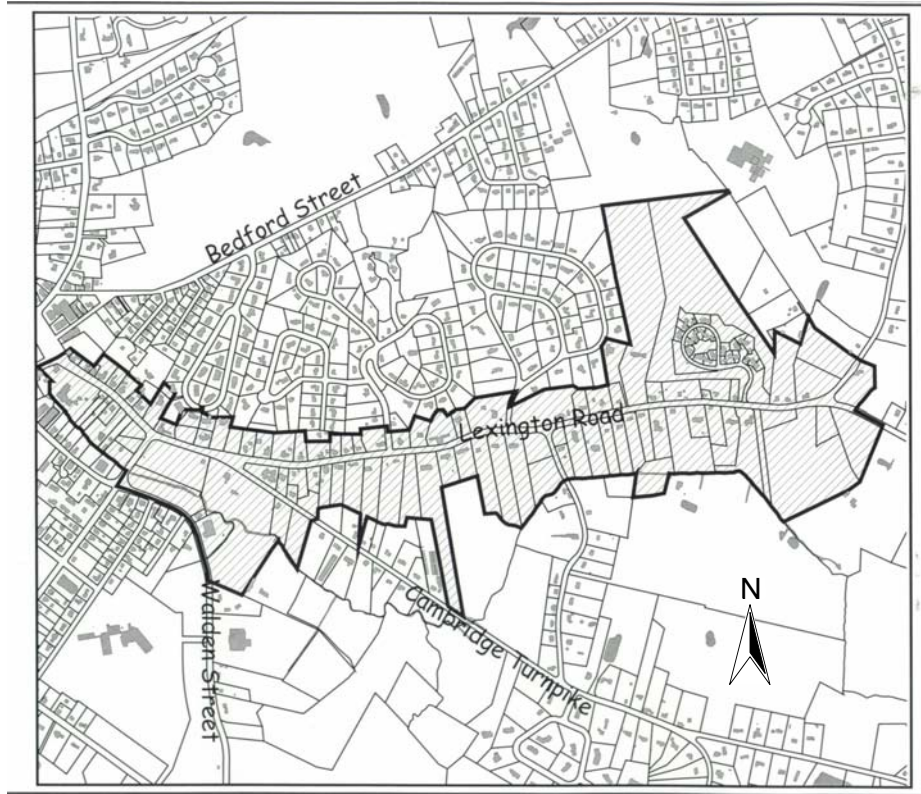
In 1958, the Concord Board of Selectmen and Planning Board convened a citizen's group to address the need to preserve and protect the town's historic, literary, and rural qualities. The following year, the Special Problems Group interviewed residents in the neighborhoods to define the areas to be protected and the methods for doing so. The result was an Act of Legislature, Chapter 345 of the acts of 1960, approved at the Annual Town Meeting of March 6 and 13, 1961. Concord was the fourth community in Massachusetts to create historic districts.

The Act of 1960 created four historic districts. A fifth, Hubbardville, was approved by Town Meeting on May 4, 1998. New districts may be created by a two-thirds vote at any regular or special Town Meeting called for the purpose.

The following descriptions of each district illustrate the historic values identified by the Special Problems Group, and later inventoried in the five-volume Survey of Historical and Architectural Resources available for review at the Department of Planning and Land Management, 141 Keyes Road, and at the Concord Free Public Library. The goal of the Commission is to protect, preserve, and whenever possible, foster the restoration of those historic resources. The Commission considers these values in hearings for Certificates of Appropriateness.



Logs on the way to the sawmill, corner of Barrett's Mill Road and Lowell Road, 1900-1905, Barrett Farm Historic District. Photograph courtesy Concord Free Public Library.



American Mile Historic District

The American Mile Historic District is significant because Lexington Road was the major highway or “Great Road” from the east. During the colonial era (1676-1775), the business district was clustered at the base of Lexington Road. Several structures, which housed artisans’ shops and stores, still stand. This district is significant for being the route of the British march on Concord on April 19, 1775, for the number of homes of Revolutionary War figures, and for having several good examples of Georgian and Federal architecture. The District is also significant for its literary landmarks, including the Ralph Waldo Emerson House, the Wayside (home of Nathaniel Hawthorne), and the Orchard House (home of the Alcotts). Because of properties such as these, the Commission is directed by the Act to consider literary, as well as historical, significance when considering applications for appropriateness.

Town Clerk and member of the Board of Selectmen Ephraim Jones built Wright Tavern at 8 Lexington Road, in 1747. The tavern owes its name to Amos Wright, who owned the tavern in 1775. Wright Tavern is historically significant for events related to the War of Independence. In 1774, 300 delegates from Massachusetts towns, led by John Hancock, assumed the government of the Province of Massachusetts Bay. Committees of this Provincial Congress convened in Wright Tavern, while the full Congress met in nearby First Parish Meeting House. The Provincial Congress adjourned April 15, 1775 giving formal status to the colonial rebellion by ending payment of taxes to King George and providing for armed forces ready to resist his authority.¹ The Concord Minutemen gathered at Wright Tavern in the early morning of April 19, 1775 before the British soldiers' arrival in Concord to seize the colonists' military supplies. Later that day, British officers Colonel Smith and Major Pitcairn waited at Wright Tavern stirring their drinks and vowing to stir Yankee blood that day. (National Register)



Wright Tavern, 8 Lexington Road, 1747. American Mile Historic District. Despite additions, the original section of the tavern retains its architectural integrity.

¹ Forbes, Anne McCarthy: Survey of Historical and Architectural Resources of Concord Massachusetts, Volume V, National Register of Historic Places Inventory-Nomination Form



Houses along lower Lexington Road, American Mile Historic District. The Capt. John Adams House, ca. 1817, center, displays the most stylish and well-preserved of any Federal style doorway in Concord.

The length of Lexington Road from Meriam's Corner to Wright Tavern was an obvious, unanimous² choice for a Historic District because of the many houses "rich in tradition and architectural appeal which should be protected."³ In addition, the creation of a historic district for the American Mile was intended to 1) ensure that structures that replace existing homes, and the construction of new homes, would fall under architectural review, 2) urge that open areas on the south side of Lexington Road which had not changed in 200 years be protected through zoning changes to frontage, lot size, side yards and set-backs, and 3) empower the Commission to enforce planting of suitable shrubs, trees and hedges when considering an application.⁴ Although not all of the suggestions were implemented or enacted, the Commission gives careful consideration to the qualities that were identified for protection.



Cyrus Pierce House, 23 Lexington Road, 1850. One of the town's few Gothic Revival houses, and unique in its interpretation of the style in granite block.

² Memorandum from Special Problems group to Planning Board, October 22, 1959

³ Ibid.

⁴ Ibid.



Thomas Dane House, 47 Lexington Road, ca. 1650. Perhaps the oldest remaining house on Lexington Road, it retains some First Period architectural characteristics, including massing in the steeply-pitched roof and one-room-deep arrangement of its main section. Enlargements and alterations occurred in the 18th C. One of the oldest houses in Concord.

Anne Forbes, in the narrative of the Survey of Architectural and Historical Resources, writes:

“The most notable cluster of Georgian buildings belonged to prominent citizens whose house lots were located on Lexington Road, (NR). Several represent enlargements and updatings of earlier houses. The Pellet House at 5/7 Lexington Road probably received its “rusticated” stuccoed façade, said to have inspired the similar finish at George Washington’s Mount Vernon, from Benjamin Barrett in the 1730’s. The ca. 1667 Bulkeley/[Reuben] Brown House acquired a modillioned cornice and a pedimented enclosed lobby entrance or “porch” with double pilasters, and the 1719 Brown/Beaton/Heywood House at 105 was updated later in the period by a double-leaf paneled door, pedi-



The Pellet /Barrett House; Ezekial Brown/Elisha Tolman House, 5/7 Lexington Road, ca. 1670’s/1728. The rear ell may date to the early 1670’s. One of the oldest houses in Concord.

⁵ Survey of Historical and Architectural Resources of Concord Massachusetts, Volume 1, p.7



Reuben Brown House, 77 Lexington Road, early 18th C. American Mile historic District.



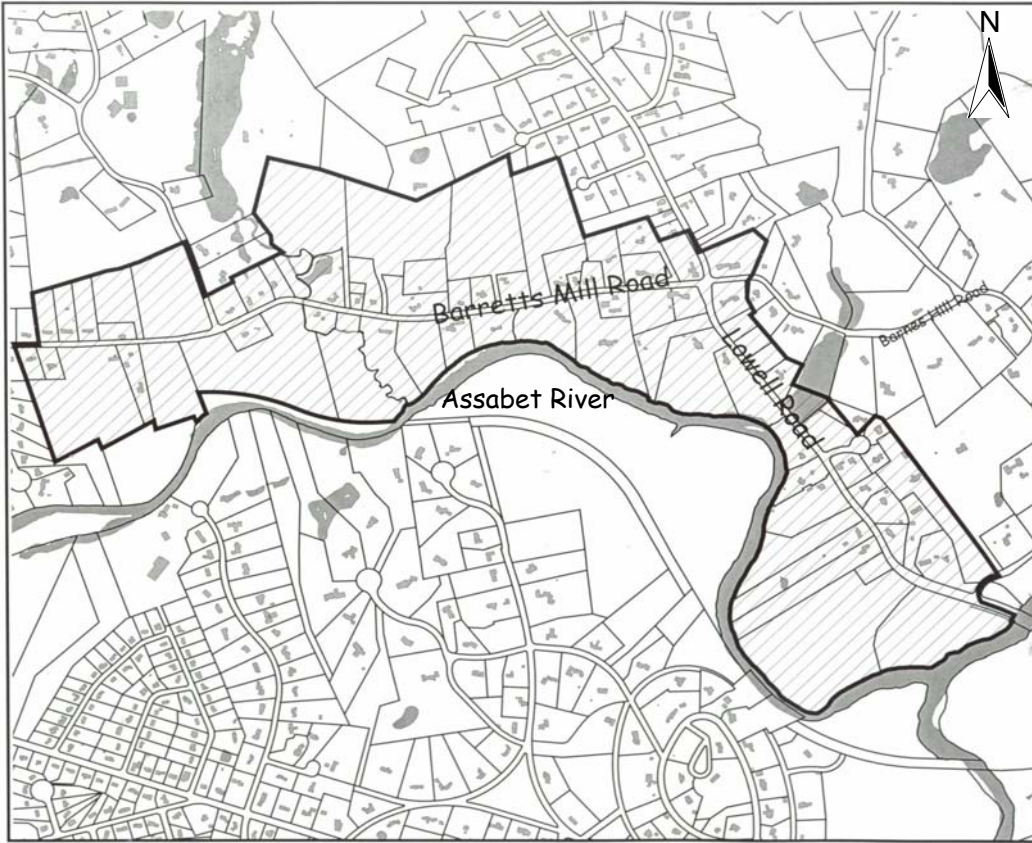
Brown/Beaton House; Fay/Heywood House, 105 Lexington road, ca 1719. One of Concord's largest and most stylish 18th C. "saltboxes", it has not changed much since the 18th C.



Staples/Huttman House (“The Old Gun House”), 215/217 Lexington Road, early 19th C./1880’s. Housed the two brass cannons of the Concord Artillery, which was incorporated in 1804. This house is significant for the magnificent late-Victorian Queen Anne structure designed by John Chapman seen today, and for a much earlier structure hidden inside. Part of the house was moved here ca. 1860.



Benjamin Barron House, 245/249 Lexington Road, ca. 1716. Built by Benjamin Barron, the owner of Concord’s best-known slave, John Jack, who bought his freedom. The ca. 1716 house is a First Period 2 1/2 story, 1-room-deep center-chimney structure with an asymmetrical 4-bay façade. Together with 255 Lexington Road this is a rare survivor of a house/shop arrangement once prevalent along Lexington Road.



Barrett Farm Historic District

The Barrett Farm Historic District was created for several reasons. One significant purpose was to preserve its historic open, rural farm setting, since the area has been farmed continuously since 1660. The Historic Districts Commission therefore gives great weight to this quality in its decision-making. The district was also warranted because of the significance of the historic grist and saw mills on Spencer Brook, and because it was the home of Colonel James Barrett, commander of the provincials who fought at the North Bridge on April 19, 1775. The Colonel James Barrett House at 448 Barrett's Mill Road was the farthest extent of the British march on the day of the battle. Musket balls and flints were hidden in barrels filled with feathers in the attic of the home. Powder kegs and other supplies were hidden from the British in the woods of Spruce Hollow, behind the field in back of the house. "This looks much the same as it did in 1775, about the last place left in Concord that gives the *feel* of men walking through the country—hiding behind trees and the very same stone walls that still exist today."⁶

⁶Presentation to area residents in January 1959 by the Special Problems Group

The Concord Survey of Historical and Architectural Resources states:

“The development of this section of Barrett’s Mill Road is associated both with the farms along it that were operated from the late seventeenth through early twentieth centuries, and with one of Concord’s earliest industrial enterprises, the mill complex on Spencer Brook. William Spencer of Cambridge, who accompanied Simon Willard at the purchase of Musketaquid [Concord] from the Indians in 1635, was the first owner of much of the land here, and Spencer Brook is named for him. His agents or tenants developed the mill privilege for him, and a gristmill was standing on the brook by 1684. From the eighteenth through much of the nineteenth century members of the Barrett family ran both the gristmill and a ca. 1730 sawmill here. At the time of the Revolution it was Deacon Thomas Barrett and his son Samuel who were the proprietors. They established a gunshop on the premises, utilizing the available machinery and water power...”⁷



Hunt/Hosmer Barn, 320 Lowell Road. Probably 18th Century. Barrett Farm Historic District. One of the few remaining early “English” barns in Concord, it may be one of Concord’s oldest outbuildings.

⁷ Survey of Historical and Architectural Resources of Concord Massachusetts, Volume 1, Form A-Area, 100-363 Barrett’s Mill Road, August 1994



Photograph courtesy Concord Free Public Library.

Hunt Hosmer House, 320 Lowell Road, ca. 1701/1802. One of Concord's most well-preserved First period buildings. Barrett Farm Historic District.



8 Barrett's Mill Road, Jonathan Hildreth House, 1750. Barrett Farm Historic District. Eminently important as one of Concord's finest examples of high-style late Georgian architecture at the point of transition to the Federal style. It is the town's only large brick house of the style, and an outstanding illustration of the work of master builder Reuben Duren. (Concord Survey of Historical and Architectural Resources, Vol. 1)



View of Barrett Farm Historic District from Strawberry Hill Road.



448 Barrett's Mill Road, Colonel James Barrett Farm, 1705. Barrett Farm Historic District. Highly significant both as the home of Colonel Barrett, Revolutionary War patriot and commander of the provincials who fought at the North Bridge on April 19, 1775, and as a storehouse for arms and supplies. Photograph circa 1958.



Hubbardville

Hubbardville is a section of Sudbury Road which was populated by the families related to Deacon Thomas Hubbard, and later by the family of renowned sculptor Daniel Chester French. Hubbardville has examples of Concord's eighteenth and early nineteenth century "marriage houses," in which a father provided a farm and built a house for his sons at the time of their marriage.⁸ The actual Hubbardville Historic District comprises only four buildings and three parcels.



352 Sudbury Road, Charles Hubbard House, circa 1849-45. Hubbardville Historic District. One of Concord's best examples of a pedimented, colonnaded Greek Revival house.

⁸Survey of Historical and Architectural Resources of Concord Massachusetts, Volume III



Photograph courtesy Concord Free Public Library.



324 Sudbury Road, Daniel Chester French Studio, 1879. Hubbardville Historic District. Designed by the famous sculptor in the early Queen Anne style, an avant-garde architectural style of the time. The only example of its kind in Concord.⁹

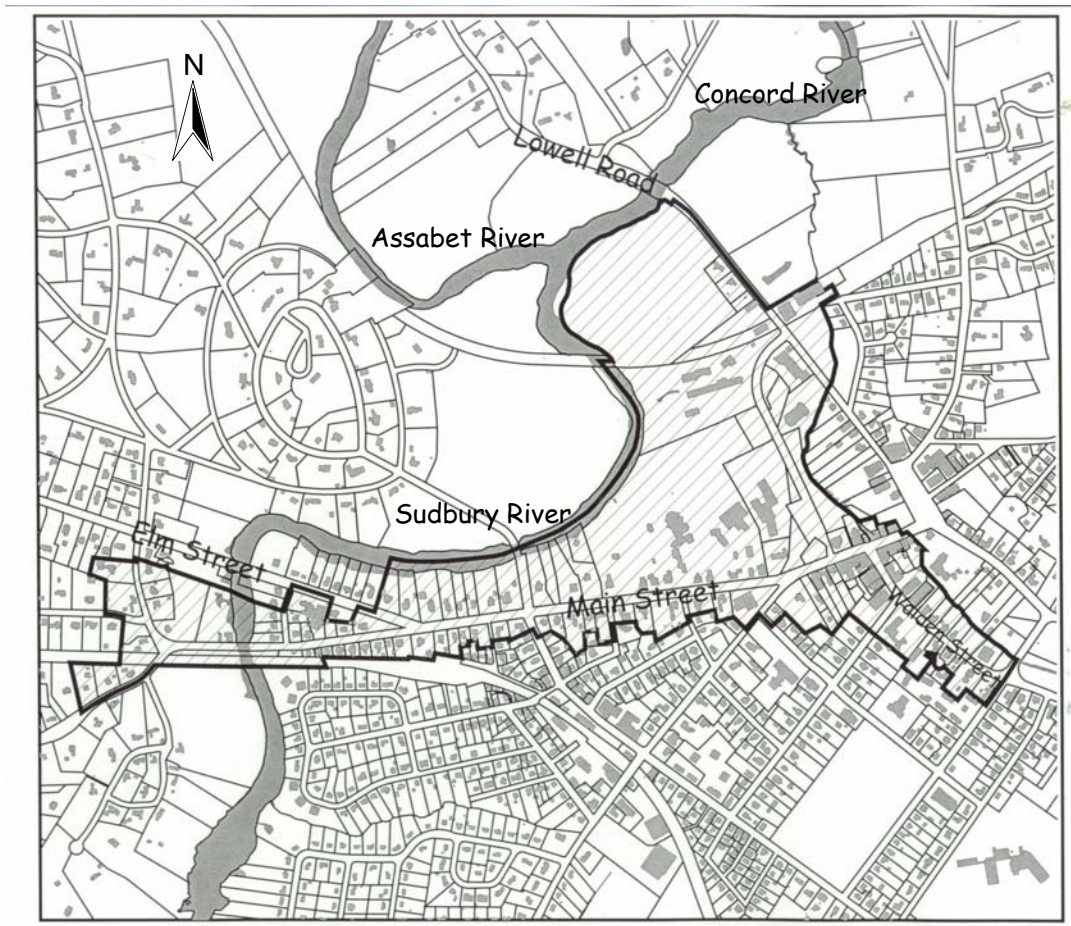


342 Sudbury Road, Deacon Thomas Hubbard House/Judge Henry French House, 1787. Hubbardville Historic District. The house, a high-style late Georgian, was built for Deacon Thomas Hubbard. Hubbard was a successful farmer, served as a Selectman, and provided shelter to the Native Americans on their annual trips to Concord. Judge Henry F. French, father of Daniel Chester French, purchased the house in 1865. It is the only building of its type in Concord.

⁹Survey of Historical and Architectural Resources of Concord Massachusetts, Volume III

Main Street Historic District

The Main Street Historic District comprises the early commercial center that grew up around the Mill Dam and early homes associated with Concord settlers once searched by British troops. This district also includes many fine transitional Federal to Greek Revival and true Greek Revival buildings, as well as examples of Italianate, Gothic Revival, Stick Style, Queen Anne, Shingle Style, and early modern residential architecture. The human scale of its village setting, and the siting of its structures often close to the road and close to each other, give much of the Main Street Historic District a prominence and integrity that warrants careful preservation by the Historic Districts Commission.





110 Walden Street, T. Wheeler/Cyrus Stowe House, pre-1750/1851-52. Main Street Historic District. Possibly containing a 17th century section. Henry David Thoreau designed the fence and is said to have built it, as well.



1 Sudbury Road, George Brooks House, ca. 1872, Main Street Historic District. Virtually the only house in Concord of the true Italianate villa type. George Brooks was a Selectman, State Representative and Senator, Congressman, and Middlesex County Probate Judge.



169 Main Street, Colonel William Whiting House, ca 1800-10/1823. Main Street Historic District. One of Concord Center's largest and most stylish transitional Federal/Greek Revival houses. Col. Whiting was vice-president of the state Anti-Slavery Society and sheltered runaway slaves as an active participant in the underground railroad.



185 Main Street, Prescott/Munroe House, ca. 1810/1844. Main Street Historic District. Although built in the Federal period, it was remodeled in the mid-1840's in the Greek Revival style. The 1827 -35 home of the John Thoreau family as tenants, including Henry Thoreau who was ten upon moving in. Bought in 1844 by William Munroe, Sr., best known today as the inventor of the first American-made lead pencils, an industry taken up by several others in the Concord area including the Thoreaus.



349 Main Street, Charles Brown House, ca. 1884. Main Street Historic District. One of the most stylish examples of early Queen Anne residential architecture in Concord.



324 and 330 Main Street, Main Street Historic District. An excellent example of two variations on the popular 1920's Dutch Colonial Revival style.



41 Wood Street, Ephraim Wood, Jr. House (Concord Home School), 1763. Main Street Historic District. Excellent example of late Georgian vernacular farmhouse architecture.



63 Wood Street, Hunt/McManus House, ca. 1872-73. Main Street Historic District. Highly significant as one of Concord's representatives of the late 19th C. Stick Style.



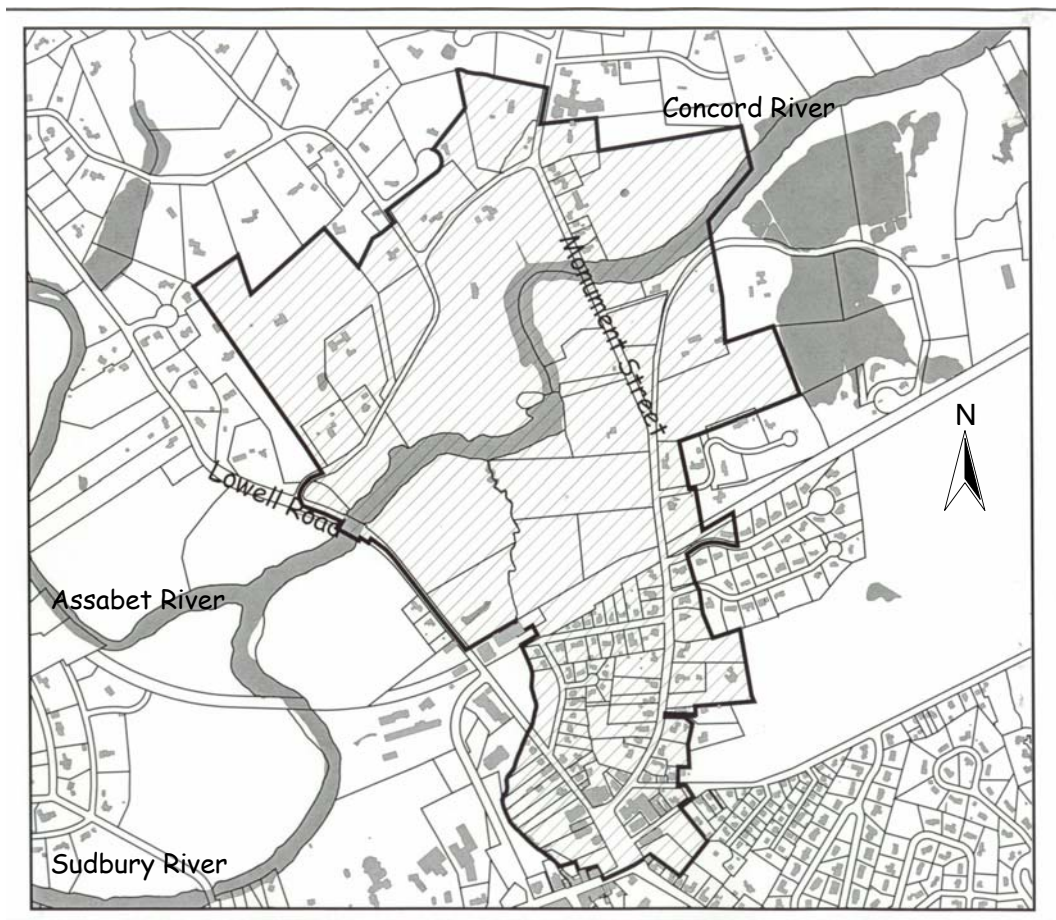
572 Main Street, Joseph Hosmer House, ca. 1672, Main Street Historic District. The core of the structure is a First Period house, the home of Obadiah Wheeler, an original Concord settler. Major Joseph Hosmer, a well-known cabinet maker and farmer, probably added the rear portion and gambrel ell ca. 1757. The house retains many important early features and decoration. One of the oldest houses in Concord.



Near this spot stood the ancient oak known as Jethro's Tree beneath which Major Simon Willard and his associates bought from the Indians the "6 myles of land square" ordered by the General Court for the plantation of Concord September 12, 1635.

Monument Square/North Bridge Historic District

The Monument Square/North Bridge Historic District was created “to provide the best control over Monument Street which leads directly to the Battle Ground,” and to support protection of the area which was soon to become part of the Minuteman National Park. As with all of Concord’s historic districts, the ability of the Commission to consider the relationship between building mass and surrounding space when determining appropriateness was further reason to create the Monument Square/North Bridge Historic District.





Simon Brown House “River Cottage”, 49 Liberty Street, ca. 1845. Monument Square/North Bridge Historic District. One of Concord’s best examples of the early Gothic Revival style, reflecting the design principles of architect Andrew Jackson Downing.



Fifield/Fay House, 93 Monument Street, ca. 1825. Monument Square/North Bridge Historic District. Important example of Greek Revival and Gothic Revival styles combined. Recognized as a stop on the Underground Railroad prior to the Civil War.



36, 42, 52 Bow Street, ca. 1875-76. Monument Square/North Bridge Historic District, the only cluster of mansard cottages in Concord.



475 Monument Street, J. Monroe (Darby Ferguson House), early 19th C. Monument Square/North Bridge Historic District. Significant as the only one of the town's few early-19th C. 1 1/2 story "half cottages" that has not been greatly enlarged.



242 Monument Street, Elisha Jones/Bullethole House, pre-1775/1865-66. Monument Square/North Bridge Historic District. The original building was repaired and renovated by John S. Keyes in 1865-66, but materials from the pre-1775 structure are believed to remain.



242 Monument Street, Elisha Jones/Bullethole House as it may have appeared in 1775 prior to the Keyes renovation. Image courtesy Concord Free Public Library.



On this hill the settlers of Concord built their meeting-house near which they were buried. On the southern slopes of the ridge were their dwellings during the first winter. Below it they laid out their first road and on the summit stood the liberty-pole of the revolution.



The Wayside, “Hillside” as the Alcotts called it, sheltered two fugitive slaves during the winter of 1846-1847 as they fled north to freedom in Canada. A young Louisa May Alcott learned first-hand lessons about slavery that would influence her life and writing. The Wayside, a unit of Minute Man National Historic Park, makes a significant contribution to the understanding of the Underground Railroad in American history and qualifies for inclusion in the National Underground Railroad Network to Freedom.

Town of Concord

Historic Districts Guidelines

Access

The Americans with Disabilities Act is federal legislation with guidelines to the States for providing access to buildings open to the public. In Massachusetts, the federal guidelines provide the framework for the accessibility code (521 CMR) implemented by the Massachusetts Architectural Access Board. “For registered historical buildings or districts, owned or protected by the government, the Massachusetts Architectural Access Board may allow alternate accessibility.”¹⁰

Since the nature of accessibility is unique in its complexity, the Commission reviews proposals on a case-by-case basis with guidance from the resources listed below. No single solution for incorporating barrier-free access into historic buildings or districts is ideal for all circumstances. The Commission will work with the property owner to find a solution that incorporates the desired goals of access and preservation.

Resources (available for review in the Historic Districts Commission Office):

National Park Service, Preservation Brief 32
<http://www2.cr.nps.gov/tps/briefs/brief32.htm>

Massachusetts Historical Commission, “Access to History: A Guide to Providing Access to Historic Buildings for People with Disabilities”

U.S. Department of the Interior, National Park Service, “Preserving the Past and Making it Accessible for People with Disabilities”

Additions

Historically a house was built to accommodate a family’s basic requirements. When their need for space grew, the house was expanded incrementally. Over several generations, additions were added in a manner that was consistent with what had come before but reflective of its own period. It is often possible to “read” the history of such additions due to their size, placement and style.

Additions should be designed so that the character of the existing building is not radically changed, obscured, damaged, destroyed, or rendered subordinate to the addition. Additions should:

¹⁰ Smith, William D & Tara Goodwin Frier, *Access to History: A Guide to Providing Access to Historic Buildings for People with Disabilities*, Massachusetts Historical Commission, Appendix A, p. 20

- be subservient to the original structure,
- be differentiated from the existing building (i.e., set back from the existing wall plane),
- not obstruct the visual integrity of the original structure,
- be in harmony with the original in size, scale, style and materials,
- located where least visible from public view.

The streetscape should also be considered in the design of additions. Additional stories should be set back from the existing facades and be as inconspicuous as possible.

Architectural Elements

Architectural elements are such features as doors, windows, dormers, porches and balconies, decorative details such as cornices, columns, pediments, and railings, and similar features. Large or small, they play a key role in defining the style of a building and so deserve particular attention and respect.

Original elements should be retained to the extent possible. Alterations should be carried out in a way that does not damage or hide these elements. New architectural elements should match the old in design, color, texture, and, where possible, material.

Architectural elements that falsify or confuse the history of a building should be avoided. Replacement of original elements should be substantiated by documentary and physical evidence.

The Concord Free Public Library Special Collections has early photographs of many historic homes in Concord. These photographs can provide visual evidence of existing or pre-existing architectural elements. It may also be possible to find physical evidence of an outline on the building surface that provides clues to original or important features. Careful study of other buildings from the same period can supplement these clues. A more accurate replacement can then be correctly positioned on the building.

Architectural salvage yards can be a good source for period architectural elements. Reproductions can also be produced or purchased.

See also Details section.



Barns

Barns are a very important part of Concord's heritage and contribute significantly to its historic landscape. Barns should be preserved and maintained. A barn's setting (its relationship to surrounding land or its proximity to other outbuildings and the main house), form, materials, door and window openings are important features to be preserved.

The maintenance and appropriate rehabilitation of barns is encouraged. If a barn is converted to a new use, its original setting, form, materials, door and window openings should be preserved. Renovations that destroy the integrity of the structure as a barn (e.g., by making it look like a house) are discouraged.

Barn preservation publications and fact sheets are available for review at the Department of Planning and Land Management office at 141 Keyes Road.





Chimneys

Chimneys are distinctive roof features and should be retained in most cases. Chimneys should not be altered, shortened, or removed, but rather, repaired as necessary. Even if an interior fireplace is to be removed, every effort should be made to retain the existing exterior stack. Metal chimneys inside false work are discouraged since they are not authentic and often result in loss of original historic brick materials. A red clay water struck brick with natural mortar is generally appropriate.

Details of chimney work, to scale, and samples of brick and mortar must be submitted.

Metal caps, pipe extensions, etc. should be avoided. Clay chimney pots, where appropriate to the style, are encouraged.

(See also Masonry for treatment and maintenance).



Demolition and Removal

Demolition or removal of a building or structure located in an historic district (whether or not the structure is visible to the public) requires a demolition or removal permit from the Commission. The Commission will issue a demolition permit only if the building or structure to be demolished has no historic merit or historic relationship to the historic districts. There is a presumption in favor of retaining all existing buildings and structures. Removal and relocation shall be considered only as an alternative to demolition.

If an application for a demolition permit is based upon structural instability or deterioration, the applicant may be required to provide a technical report prepared by an architect or engineer registered in Massachusetts detailing the nature and extent of the problems and a reasonably adequate estimate of the cost to correct them.

Where a new building or structure will replace a building or structure to be demolished or removed, approval of the new structure by the Commission is required as a condition to granting a certificate of demolition or removal. In addition to the plans and specifications ordinarily required for a new building or structure, the applicant shall submit a timetable and such other guarantees and assurances for the completion and replacement of the building or structure as the Commission may require.

Documentation of a building or structure proposed to be demolished may be required, including elevations, details of specific notable architectural features, through measured drawings and photographs, in accordance with procedures established by the Historic American Building Survey.

Doors

In general, existing original or later appropriate doors visible from a public way should be retained and repaired wherever possible, including fanlights, sidelights, surrounds, canopies, transoms, and other features which the doorway comprises. The original entrance design and arrangement of door openings should be retained. Enlarging or reducing entrance/door openings for the purpose of fitting stock doors (larger or smaller) will not generally be allowed.





Dormers

Although dormers may be installed, relocated, or removed, subject to the guideline for Architectural Elements, the historic nature (original proportions) of the roof should be retained. Dormers should be small in scale, and facades visible from the public way should not appear as though an additional story has been added. Dormers that were part of the original design should not be altered in scale or form. New dormers should match existing ones. Where no dormers presently exist, new dormers should correspond in style with the other architectural features of the building.

Fences

Traditionally, fences were located along the sidewalk in front of historic structures. These fences were open and low. They complemented the structure without obstructing the view of it and provided an important contribution to the streetscape. Fences were constructed of wood and cast or wrought iron, combined with granite and stone walls in a variety of styles. Concord's iron fences are a unique treasure and should be preserved.

Traditional materials (wood, cast or wrought iron, granite and stone) are recommended. Vinyl fences and copper caps on fence posts are not appropriate in the historic districts.

Fences along a public street, way or place.

When a fence is proposed in front of a building, it should be open and low (not exceeding 42" in height) so as not to block the public view. Fences should be compatible with the existing building in material, proportion, style and historic period and should enhance the streetscape. Architecturally significant fences should be maintained and repaired or restored whenever possible.

Fences remote from public view.

More solid, taller fences are appropriate to provide privacy or safety but should be located where they have minimal visual impact from public streets, ways or places. These fences should also be appropriate to the structure and surrounding area. Five feet is the recommended maximum height, but six feet high fences may be approved for particular locations.

Wherever fences are located, care should be taken to modulate the length so as not to create a visual barrier. Landscaping should be considered in combination with fencing to relieve the visual impact of a long fence.



Between the sidewalks and the street was a strip of grass two to three feet wide cared for by the abbutor with as much attention as he gave to his lawn, and on the other side of the walk usually a fence of wood or iron, rails or pickets, and always as well or better painted than the house. In front of each gate was a block of granite 6 – 8 inches high, to make the steps into the carriage easier, and one or often two stone hitching posts or a plain wooden post maybe with an iron cap to keep the horses from eating it. I don't remember any of the fancy iron posts we see treasured as antiques today. I think they came from the cities.

“Concord at the Turn of the Century,” Lawrence Eaton Richardson
Concord Antiquarian Society 1960



Fire Escapes

Fire escapes are conspicuous features and are strongly discouraged if in public view.

Generally, fire escapes visible from the public way are not appropriate. A fire escape is more likely to be found appropriate by the Commission if it is placed at the rear of the building or where it is least visible from a public way. If visible to the public, fire escapes should be designed and constructed with the same attention required for other major alterations. The Commission as part of the approval may require vegetative screening.

Foundations

In new construction, foundations should be of a height consistent with the typical foundation height of the architectural style of the house, for example, 8” maximum for Cape Cod style houses. New foundations should also be in harmony with foundation heights of buildings in the surrounding area. The foundation height of an addition should match that of the existing structure.

Foundations should be left unpainted.

See also the guideline on Grading.

Grading and Site Work

The existing, natural contours and topography of the landscape should be preserved to the fullest extent possible. Proposed building heights are measured from the original grade prior to any site work. For sites on which high groundwater is a factor and onsite septic systems are necessary, the Commission takes into consideration the need to raise the height of the grade.

In designing the site, natural features such as large trees, watercourses, scenic or historic spots, aquifers, floodplains, habitats of rare or endangered species, and similar community assets, should be preserved.



Gutters, Downspouts and Drainage

Gutters may be of wood or copper and in some cases painted aluminum. Unpainted mill-finished aluminum is generally not appropriate for flashing, gutters and downspouts.

Removing trim pieces from the roofline in order to more easily attach gutters is generally not appropriate. In older buildings, gutters were often designed as part of the eave profile. In these cases, the gutters become a particularly important architectural feature and should be repaired whenever possible; if they are beyond repair, they should be replaced with like materials and design. Hung gutters (those not designed as part of the eave) should be as unobtrusive as possible. Downspouts should not obstruct the view of the structure's corner wall elements

Natural stone splash beds near the foundation at the drip edge are appropriate, and should be considered.



Landscaping

The following changes to landscaping features require approval:

(1) The erection or removal of any landscaping structure visible from a public way or place, such as a fence, wall, permanent bench, deck, pole light, railing, walkway, or play structure; and (2) the removal or material alteration of any plantings which have been made a necessary condition to the granting of a certificate of appropriateness, (such as a vegetative screening required in approving an air conditioning unit).

Except as noted above, approval is not required for planting, pruning, trimming or removing trees, shrubs, flowers and other plants. However, before removing vegetation, careful consideration should be given to the role of such vegetation in screening. For example, if a proposed new structure or an addition is shielded from public view by existing vegetative screening, it may be easier to obtain approval. Thus, the removal of existing trees and other vegetative screening may affect the subsequent approval of such new structure or addition.

The Commission encourages the preservation of mature trees. The Commission also suggests that native trees, plants and flowers be given preference over other varieties (exotics).

Information on landscape design for different architectural styles, a bibliography of historic landscaping books, and a library on historic fences, gazebos and brick paving are available for review at 141 Keyes Road.

Also see guidelines on Grading and Site Work



Lighting

All lighting fixture changes visible from a public street, way or place require a hearing, including:

- a) Lighting fixtures as an appurtenance to the structure (such as on a building exterior, porch, deck, pathway, driveway, post, and any area visible to the public), as elements of the landscape, and elements of architectural ornamentation.
- b) Quality of illumination on the site and on building exteriors.
- c) Certain kinds of interior lighting, especially if intended to be seen from the public way or place, such as advertising.
- d) The intensity and distribution of light is also taken into account, particularly as it affects neighboring properties and the ambience of the district.
- e) Illumination of signs.

Although the Act does not permit the Commission to consider safety, convenience, or energy efficiency, the Commission will work with applicants to arrive at a solution consistent with the concerns of other regulatory boards.

Original historic light fixtures

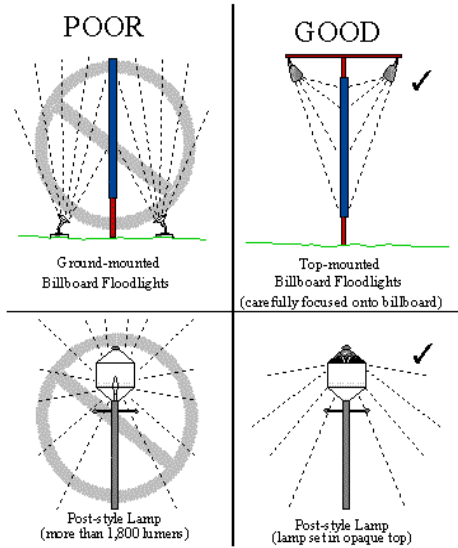
Original light fixtures, where they survive, can be important and rare architectural features, contributing significantly to the structure's historic resource value. For this reason, original or later appropriate light fixtures should be retained, and if possible, repaired using recognized preservation methods. Deteriorated or missing elements should be replaced with like materials. Replacement should be based, if possible, on physical or documentary evidence.

New light fixtures should be of a design and scale that is appropriate to the style and period of the building rather than imitate styles earlier than the building or structure. Historical style lighting fixtures may appear appropriate in the daylight, but many of these authentic-looking fixtures are among the worst in creating nighttime glare from their unshielded lamps or bulbs.

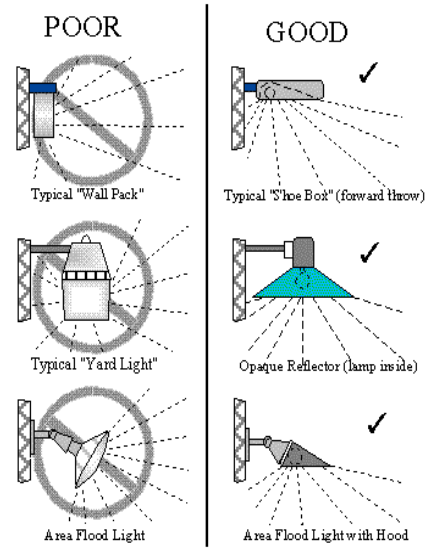
Fixtures

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. It may be appropriate in some cases to have a low lumen lamp (25 watts incandescent) as an alternative. Many historic-style (non-original) fixtures can be easily altered to shield the lamp. In the best case, light is ordinarily directed below the horizontal plane of the fixture (typically referred to as a "full cut-off" fixture). Light should be maintained on the property, not spilling beyond the bounds of the property line.

EXAMPLES OF SOME
COMMON LIGHTING FIXTURES



EXAMPLES OF SOME
COMMON LIGHTING FIXTURES



Images courtesy New England Light Pollution Advisory Group (NELPAG) and the International Dark-Sky Association <http://www.darksky.org/ida/gnol.html>

Up-lighting and façade lighting

Up-lighting, such as for facades, signs, fountains, and landscaping, are generally not appropriate. Lighting of entire building facades is limited to special cases of buildings that are considered community landmarks. Lighting of the landscape or “wash” lighting of buildings or trees is not permitted.

Pole lights

The Commission discourages pole-mounted lights on residential properties because of glare, light spillover, and their contribution to suburbanizing Concord’s rural character. If walkway lighting is necessary, a low-to-the ground, baffled fixture is preferred.

Low output

The Commission recommends a maximum of 210 lumens per fixture (equivalent to a 25-watt incandescent light bulb) for exterior lighting, and recommends a light quality equivalent to warm incandescent. In applications for significant additional lighting, the Commission may consider a “lumen budget”, or “lumens per acres”, as described in the Outdoor Lighting Code Handbook published by the International Dark-Sky Association.



Farm lights, wall packs, and box floods will not be approved. It is recommended that they be removed and replaced with shielded, low-glare fixtures aimed at the object intended for illumination, or retrofitted with a shield and aimed to keep the illumination below a 180 degree plane with the fixture. Incandescent lamps, or other lamps that produce similar quality light, should replace high-pressure sodium lamps. Mercury vapor lamps will not be approved.

Motion Detectors

Wherever possible, exterior lights in the historic districts should be connected to motion detectors to ensure that lights are on only when they are needed. Planned “on-all-night” lighting will not be approved.

Any lighting plan and its total effect on property should be carefully considered. Give thought to the task or activity that requires illumination and to the minimum amount of light needed.

Town of Concord Street Lighting

Public street lighting should be as neutral as possible so as to blend with the setting and should follow the guidelines in this section, with a Color Rendering Index of 80, as per Town of Concord lighting guidelines found in Administrative Policy & Procedure (APP) #38.

See the Lighting Information Sheet available from the Department of Planning and Land Management, the Concord Zoning Bylaw Section 7.7.4.10, and APP #38, including the 2001 report of the Outdoor Lighting Committee.

Mailboxes

The Concord Postmaster has acknowledged that, unless future safety issues arise, the following streets in the historic districts are not appropriate for curblines, rural mailboxes, and that no new curblines mailboxes will be required in this area.

Monument Square
Monument Street to the Concord River
Court Lane
Bedford Street to Court Lane
Lowell Road east of 97 Lowell Road
Main Street to the Sudbury River
Heywood Street
Walden Street to Heywood Street
Lexington Road to Heywood Street

In areas where rural mailboxes are necessary, federal regulations govern their height and size. Most manufactured mailboxes follow these federal regulations. Postal regulations allow custom mailboxes, which must be approved by the local postmaster. A Certificate of Appropriateness from the Historic Districts Commission is also required for custom mailboxes. Concord Public Works only repairs basic mailboxes, not custom mailboxes, if damaged by snowplows. Concord Public Works forbids the placement of mailboxes in the sidewalk pathway or obstructing a crosswalk or handicap access ramp.



Masonry & Stucco

Original masonry and mortar should be retained, wherever possible, without the application of any surface treatment. Old mortar should be duplicated in composition, color, and texture. New mortar should reproduce original in joint profile and size, and should be applied using the same method as the original or existing mortar.

Care must be taken in repointing to match the existing joint width and to avoid overcutting of the joints. Joints should not be overfilled with mortar onto the face of brick.

Replacement brick and mortar should be carefully matched in size and color to the originals, and follow traditional brick coursing if visible from a public way.

Foundations should be repaired or extended with the materials of the existing foundation.

Existing stucco should be repaired with stucco mixture that duplicates the original in appearance, i.e., color and texture.

The applicant may be required to provide a sample of proposed masonry materials.

Materials

Traditional materials including, but not limited to, wood, stone, slate, brick, copper, are appropriate.

Synthetic or imitation materials (such as vinyl, and in some cases, aluminum, etc.) are not appropriate and will normally not be approved. As new materials are developed that are indistinguishable from natural or traditional products, the Commission will consider their use on a case-by-case basis.



Modern Equipment

Modern equipment includes utility and other mechanical equipment located outside a building and visible from a public way, including antennas, cellular towers, satellite dishes, propane and other tanks, dumpsters, utility meters, alarm systems, HVAC equipment (including air conditioners, heating units, ducts, fans, and solar collectors) and associated mounting devices, strapping, fasteners, cables, and related equipment.

Modern equipment should, in general, be as small and inconspicuous as possible.

All modern equipment should be installed in locations which (a) create the least disturbance to the historical appearance of the building, (b) involve the least additional structural alterations and (c) are screened, hidden or otherwise shielded from view to the extent possible.

Modern equipment placed on the ground should be sited in the rear of the building and may be screened by vegetation, walls or fences. Front yard locations are strongly discouraged. If modern equipment is mounted on a roof, it should be located behind chimneys, sloped roofs and parapets or placed in the central portion of flat roofs behind sight lines as seen from ground level or other portions of the roof not visible from any public way. Flues and vents should be concealed in chimneys or cupolas. Electrical wires and other cables should be run inside the building, underground, or along the foundation.

Modern equipment should be painted to blend in with the building and surroundings. Window air-conditioning mounting equipment should be painted the same color as the window trim. Vents should be painted to match the color of the surface on which they are installed.

Utilities should be underground, where possible. (Consult the Concord Municipal Light Plant regarding rebates.)

Seasonal air-conditioning units do not require a Certificate of Appropriateness, but the Commission encourages discreet placement at the rear or sides of the building.

Alternatives to modern equipment (attic fans instead of air conditioning units, cable TV instead of satellite dishes and antennas) are encouraged. Underground utilities are more appropriate than aerial installations.

Applications to the Commission for approval of modern equipment shall specify the location, dimensions, and describe outward appearance of all such equipment.





Outbuildings

Outbuildings, including garages, sheds, greenhouses, gazebos and playhouses, are subject to approval if they are visible from a public way or place. Visually filling the lot from side to side with house and outbuildings detracts from the landscape component of the historic streetscape, and is not appropriate. The Commission will consider size, scale and placement of the outbuilding itself, as well as its (their) relation to the lot size and other structures on the lot and adjacent and nearby lots.



Painting

The Act states that the Commission “shall pass upon the appropriateness of changes in exterior color features of buildings and structures within the historic districts wherever such features are subject to view from a public street, way or place.”

A hearing before the Commission is not required to repaint a building or structure the same (existing) color.

A hearing before the Commission is not required to change the color of the building or structure provided that the chosen color scheme is in keeping with the period and style of the building or structure from the historically accurate list available in the Commission office *and* the choice is confirmed by the Commission staff. A written record of the appropriate color choices, along with sample chips, is required to go on file. Please consult Commission staff. If it is determined that the colors are proximate to those on the Approved List, given the architectural style, the owner will be informed in writing that a hearing is not necessary. Any other color choices require a hearing before the Historic Districts Commission at one of its regularly scheduled meetings with samples of color choices.



Color compatibility with adjacent structures should be considered in choosing your colors to promote visual harmony of the streetscape. However, several houses with identical color schemes in one area may not be appropriate.

Additional procedures on preparing for a paint color hearing, copies of the “pre-approved” appropriate color list, and additional resources on choosing historic paint colors are available for review in the Commission office.

Parking

Most older buildings were not designed with parking in mind, so the storage of today's vehicles may detract from the historic districts.

Providing off-street parking may be a significant alteration to a property. Applicants are encouraged to carefully consider parking alternatives and design options. Enlarging driveways results in reduced green space. Although changes may be necessary, designs should be discreet and conservative in the amount of open space converted to paving. Front yards and front entry walkways should not be converted to parking area. Parked vehicles should not dominate the view of the structure from the public street, way or place.

Landscaping should be integrated with parking areas to minimize the visual impact of the parking surface area, and especially to shield the view of stored vehicles from the street. Existing trees should not be removed to expand parking area. If necessary to accommodate parking, existing front fences should be converted to gates rather than removing fence sections.

For appropriate surface materials, please see "Paving."

Paving

Paving can be divided into pavement for walkways and pavement for driveways. Although many common paving materials can be used for both functions, the appropriateness may vary for different uses. Historically, hard paving material was used sparingly with nearly all vehicular routes being "paved" with only a hard packed gravel. Although urban areas such as Boston saw cobblestone streets by the mid-19th century, Concord's streets remained gravel until well into the 20th century. Later, roads began to be treated with oil creating "macadam" surfaces. At the same time the borders of streets within the Town began to receive granite curbing. Eventually the macadam was overlaid with asphalt paving, which makes up the roads today. Private driveways constructed after the advent of the automobile used a variety of materials. Often the drive consisted of two parallel tracks of poured concrete leading from street to garage. Many driveways remained packed gravel long after the roads were paved and a number remain gravel today. Still others received a macadam coating and eventually asphalt.

Pedestrian areas were often packed gravel with wooden ‘duck boards’ placed over the gravel during wet, snowy or icy weather. Towards the end of the 19th century, walks were paved with brick or occasionally flat fieldstone stepping-stones. Some walks were composed of peastone contained by either a row of bricks or wooden boards placed on edge. By the 1940s, most walks were brick or concrete poured in place.

Driveways

The most appropriate driveway pavement for a pre-1900 house is packed gravel. This has the softest and most historical appearance. If asphalt is desired, it is appropriate that stone dust be rolled into the surface while hot to mitigate the “ink black” look. Many different surface treatments are available for asphalt to gain the appearance of gravel or pea stone and in general these are encouraged. Poured concrete may be acceptable based on the age of the house. Stamped asphalt and concrete made to simulate other material is not appropriate. Pavers of concrete or asphalt made to simulate brick or stone are not generally appropriate. Real brick or granite cobblestones are appropriate.

Walkways

Brick and stone are appropriate in most cases. For early period homes, gravel or pea stone (with duckboards) is recommended. For more utilitarian areas, plain concrete or exposed aggregate concrete is often acceptable. Asphalt is discouraged and concrete and asphalt made to simulate other material is not acceptable.





Porches, Entryways, Decks, Balconies

Porches

Proposals to add, alter, remove, or enclose a porch that is visible from a public street, way, or place require a hearing. Size, proportions, style, detailing, decorations, and features such as columns and railings are important elements of a porch design. Original or later porches and stoops that contribute to the historic appearance of the structure should be retained. New porches should be consistent with the period and style of the building. Enclosing porches and steps so as to modify their original appearance is discouraged.

Entryways

The original entrance design and arrangement of door openings should be retained. New openings in existing walls are discouraged. Altering the size of the original door openings for the purpose of fitting stock doors will generally not be allowed. Original or later contributing entrance materials, elements, details and features (functional and decorative), including transoms and side-lights, should be retained and, if necessary, repaired using recognized preservation methods.

When replacement is necessary, it should be based on physical or documentary evidence and be replaced with material and elements that match the original in material, color, texture, size, shape, profile, configuration and detail of installation. If using the same material is not feasible, then compatible substitute materials may be considered. Entryway materials, elements, features and details shall not be sheathed or otherwise obscured by other materials. Buzzers, alarms, and intercom panels should be located inside the recess of the entrance rather than on the face of the building.

Decks

Decks (elevated, with rail) should not be sited where they detract from the historic design of the structure. Appropriate vegetative screening should be considered. They should be designed and constructed with an attention to detail that preserves the design integrity of the structure.

Balconies and Roof Walks

Balconies are sometimes found on Italian Renaissance, French Colonial, Monterey, and Spanish Eclectic styles. Roof walks are associated with a seafaring heritage. Few of these architectural styles are typical in Concord. Balconies and roof walks are, for this reason, generally inappropriate additions to existing structures in Concord's historic districts. If balconies are proposed, they should be located out of public view, and railings should be wood or wrought iron. A detailed drawing to scale of railing design must be provided in advance of the hearing. Balconies that are original features to historic buildings or structures should be preserved. If documented evidence shows the historic use of a balcony or roof walk on the structure, or if the original, historic style of the structure is consistent with the addition of a balcony, they may be considered.



Roofs

The roof shape and slope shall be preserved as integral to the period of the building. In new construction, harmonious roof pitches are a major consideration. The roof shape, slope, and materials should be appropriate to the style of building or structure. The color and texture of the roofing material should reflect the color of the original, historic roofing material.

Slate is an important historical material. Its maintenance and repair is encouraged. Repairs and re-roofing should be of like material (e.g., slate roofs repaired with slate; cedar roofs repaired with cedar, asphalt shingles with asphalt). When using like materials and color, repairs do not require a hearing. Re-roofing from 3-tab to “architectural” shingles of the same color as original does not require a hearing.



Septic Mounds

The Commission regards septic mounds as structures, not landscaping, so a certificate of appropriateness is required for septic mounds visible from a public way. The Commission understands the need to find a suitable site for a septic system and has a policy of working with applicants to help formulate the best location. Screening may be required when appropriate.

Shutters

The placement of shutters on the outside of buildings did not appear until the Federal period (1790-1820). Shutters seen today on colonial houses were likely added during the mid or late 1800s when it became a very popular architectural feature. In restoring 17th or 18th century structures, shutters may not be appropriate.

If appropriate for the building, existing shutters shall be retained and repaired whenever possible. Shutter removal requires approval. Where replacement is necessary, new shutters shall match original or be of an appropriate type for the building. Shutters shall be made of wood. Vinyl, aluminum or metal shutters are not permitted. Shutters should reflect their original use. That is, their size should be such that they cover the entire window when closed (arched windows should have arched shutters, etc.) Hang shutters so as to appear operable and base shutter dimensions on window dimensions. The slats should point up when shutters are open, and down when closed over the window.





Siding

Original siding material should be retained whenever possible and deteriorated material repaired or replaced, with new material that duplicates the original as closely as possible

Appropriate siding materials are clapboard, brick, and on certain historical styles, wood shingles or flushes or rusticated boarding (not pressed board siding).

The removal of non-original siding materials, trim and imitation wood clapboards such as vinyl and aluminum is encouraged.

Vinyl and aluminum siding are not appropriate in the historic districts, and will not be approved.

A brochure on the disadvantages of synthetic siding to a structure is available in the Commission office.

Signs

The basic design, color, size and scale of a sign help to determine whether it integrates with the architectural character of a building and the streetscape. Variety and creativity is appreciated. An applicant should note existing signs in the vicinity to retain visual harmony and enhance the visual integrity of the area. Wooden signs are appropriate in the historic districts. Synthetic signs are generally not appropriate.

Raised or carved letters are encouraged. Fonts should be Serif (that is, any font that includes the fine lines that finish the main strokes of a letter). Raised, cove, or beveled sign edges are strongly recommended. Sign lettering on building facades should be no more than 12” high.

Corporate logos did not exist at the time Concord’s historic structures were built, and they can contribute to visual clutter. Corporate logos also hasten the transition to a suburban or urban appearance, overpowering the more subtle historic features of a building, structure, or district. Franchised companies and organizations with registered set logos may be asked to modify their signage to comply with an appropriate appearance for the historic district.

Copy should be limited to the entity’s name. An additional descriptive word or two may be appropriate.



The Mill Dam 1920 viewed from Monument Square. Photograph courtesy Concord Free Public Library.

Sign lighting is rarely appropriate. If proposed, the lighting should be in keeping with the style of the sign and appropriate to the business it represents. Lighting should illuminate the sign with as little spillage as possible. Up-lighting and colored lights are not appropriate. (See lighting guidelines).

Materials to submit with a sign application:

- Scaled drawings for proposed signs 1/2" = 1 foot minimum, including thickness of sign, specifications for materials, colors, and typeface to be used
- Actual sample of sign material with actual samples of paint and finishes proposed
- Photographs or elevations of building showing exact locations of proposed sign
- Details and specifications for proposed brackets/hangers, colors, installation methods, light fixtures, etc.
- Lighting plan, if any

See Lighting section of these guidelines and the Town of Concord Sign Bylaw available from the Building Department, 141 Keyes Road.

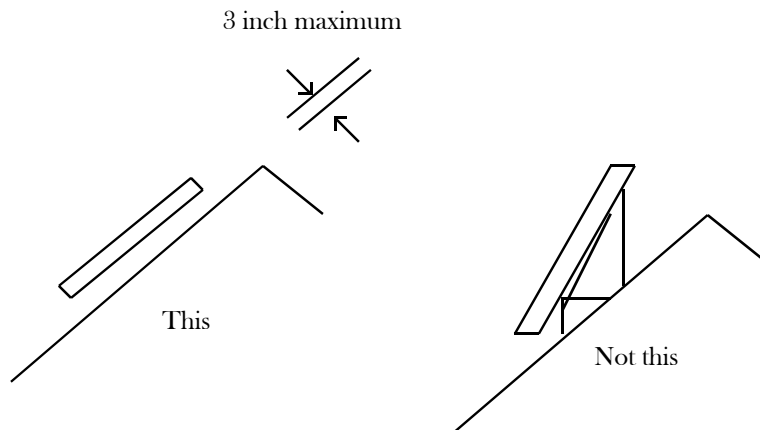
Skylights

Skylights are strongly discouraged as inappropriate in historic districts. If skylights are proposed, they should be located so as not to be visible from a public street, way, or place.

Curved plastic or bubble skylights will not be approved.

Other skylights may be approved in specific cases if it can be established that the skylights are appropriate for the architectural style of the building, or if the skylight can be appropriately screened from view. In reviewing skylights, the nighttime appearance with interior illumination will be considered as well as the daylight appearance.

Approval may be conditional on vegetative screening to avoid light spillage visible from the public way.



Solar Panels

Installation of solar collectors shall not permanently change any architectural feature. A minimum of 2 feet of roof surface should be visible surrounding the collector array. Framing, piping insulation, etc. should match the roof surface. Collectors should be mounted to match roof slope (parallel to roof and no more than 3 inches above the roof surface.) Piping should be concealed from view.

A Certificate of Appropriateness is required for all solar panel installations within a Historic District visible from a public way or place. In deciding whether to issue a Certificate of Appropriateness, the Commission will consider, among other things, a building's importance, prominence and historic significance, visual impact and glare.

See also Modern Equipment section of these Guidelines.



Steps, Stairways, Railings

Steps, stairways and railings are important features of entryways and porches. Where possible, original features and detailing should be retained or repaired in the same design and material. When existing features are not original, replacement design and materials should be appropriate to the style of the building.

Deteriorated or missing elements and decorative ornamentation shall be replaced with materials and elements to match original, or be appropriate to the original. Stonework may be repaired, replaced or extended using the existing type of stone or brick. New work should be appropriate to the period and character of the building. Railings may be wood or wrought iron. A drawing of railing design must be provided.



Stone Walls

Stonewalls are a distinctive element of Concord's historic landscape. Many of the original stone walls were simply elongated piles of stones, placed along field divisions and property lines to get them out of the way. They were held together by friction and gravity.

A higher skill of dry stone masonry however was required for cellar walls. Many of the fieldstones had split surfaces, which enabled the mason to lay up a smooth vertical surface. No cement was necessary. Walls along New England town streets were commonly made from large split stones with smooth faces and level tops, as were church yard and cemetery walls. This was, however, a sign of prosperity.

Concord was not blessed with many 17th and 18th century walls of distinction. A burst of activity in the late 19th and early 20th centuries produced masterpieces along Garfield Road and Liberty Street. Various estates lined Monument Street, including the Hutchins Farm diversion. The walls on William Wheeler's Nashawtuc Hill and adjacent pasture have few equals in eastern Massachusetts. Quarried granite, laid dry, and steam-drilled boulders were supplied by at least two of Concord's three railroads. Much of that stone disappeared into house and barn cellars, leaving only the granite sills showing above ground. In this area, most of the stone in the walls comes from central Massachusetts. Stone that is rusty or heavily soil-stained is not visually attractive. Fresh-split granite and schist will be bright when newly installed but will weather with time.



What is compatible with Concord's historical appearance is a dry fieldstone wall between 24 and 30 inches high. It should be rough surfaced with fairly open joints. At least 50% of the significant face stones should be larger than a square foot, and none of the top stones should be less than 5 inches thick. If cement is used, the wall must have "blind joints" so that it does not show from the front visible from the public way. Cement in the visible joints on the top is usual and will soon lose its brightness as it weathers.

Walls constructed obviously of veneer stone, too neat, too fine-jointed, of uniform flatness such as shale or laid up like a vertical picture puzzle are never appropriate in the historic district.

Applicants must provide a site plan showing the location of the stone wall, a schematic scale drawing of proposed stone walls, including dimensions, description and geographical source of proposed materials, construction method, and mortar. Applicants should also provide a photograph of a sample stone wall of similar materials, construction and dimension previously constructed by the chosen contractor.



Photograph courtesy Concord Free Public Library



Storefronts & Awnings

Established setback and spacing patterns between buildings should be maintained. Buildings should be oriented with their front façades along the street façade. Maintain similar proportions and scale of neighboring historic structures. Relate new building heights to height of adjacent historic buildings. New buildings should be within about 10% of the average height of adjacent historic buildings. (See also the Town of Concord Zoning Bylaw: Section 6.2.11 and Table of Dimensional Regulations). Maintain similar roof form, pitch, style, and materials. Design should be consistent with the form and massing of neighboring historic buildings and the directional emphasis of the established streetscape.

Continue alignment characteristics that have been established on adjacent storefronts for building height, cornice line, and upper story windows. Maintain established façade patterns and proportions. Continue the relationship of solid wall to openings (doors, windows). Storefronts should have more area of opening (window) than wall on the first floor and more walls on the upper floors. Design on a human, pedestrian scale.

Examples of craftsmanship, ornamentation, and architectural detailing are encouraged. Detailing that relates to, and reflects the character of the area is encouraged. Storefront façades should not obscure the basic architectural framework or details of the building.

Generally, traditional canvas awnings are acceptable. Awnings should not detract from the form of the building, or obscure its details. Awnings should be attached in a way that permits later removal without damaging the materials to which they are fastened. Awning skirts should not be held in place to appear permanent, but should hang free. New awning installations require a hearing.

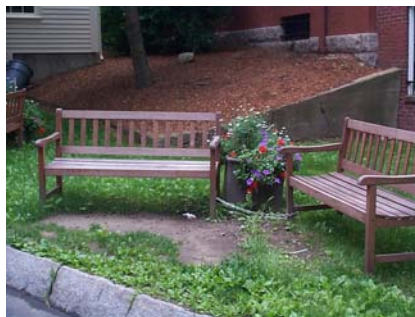
Street Furniture

Street furniture includes seating, trash and recycling containers, planters, public telephone areas, enclosure walls, information signs, display cases, drinking fountains, clocks, bike-racks, and similar site furnishings (for Street Lighting guidelines see section of this document on Lighting.)

Street furniture should complement the architectural period of the area in which it is sited. Materials, design, and their placement should be consistent with the period and style of the structure, and reflect formal or informal character of the surroundings. Seating should be made of natural materials that can withstand weather, such as wood and stone.

No advertising should appear on any exterior surface.

Street furniture should be placed so as not to detract from its immediate environs or larger streetscape.





Windows

“Original and old windows are the most threatened element in preservation today...”

--Michael Lynch, Vice President for Properties & Preservation, Society for the Preservation of New England Antiquities¹¹

Original or later windows, trim and features should be retained and repaired except in cases when they are beyond repair. The complete replacement of all windows in a building in which only a few are in disrepair will not generally be approved. Retrofitting original window sashes with weather-stripping and/or insulated glass is encouraged. When a determination has been made that the window is beyond repair, the replacement must be based on physical, photographic, or documentary evidence. The replacement window shall be all wood, and of the same dimensions for muntin and frame, same design, and same number of panes as the original or existing window. For new construction, windows should be wood, true divided light. Single-paned, historically accurate, true divided light wood windows are most appropriate, but simulated divided light windows may be considered depending on age, significance, and prominence of structure. Windows with snap-in or removable muntins not supporting glass

¹¹ “Caring for Your Old Windows,” *Historic New England* magazine of the Society for the Preservation of New England Antiquities, Fall 2000, page 1

will not ordinarily be approved. Vinyl, aluminum or metal replacement sash, (including metal-clad or vinyl-clad) are not generally appropriate. No vinyl or clad windows shall replace wood windows. The number of lights within a window (e.g., 6/6, or 2/2) should be consistent with the original units, if present, or with the number of lights historically used in the period.

The style of the window should be consistent with the architectural style of the building or addition. Window types or arrangements that create a large wall-area of glass are usually not appropriate. Casement windows, bow windows, and awning windows (jalousie) are not appropriate on historic buildings in Concord unless there is evidence of their historic use. Unity and harmony are usually achieved when the same window style and scale is used consistently on all visible facades.

Storm windows are usually appropriate, but require a hearing. The color of the storm window frames should conform to the color scheme of the building.

Additional information and assistance on these window guidelines is available from the Commission library and from staff, including:

Window Questions and Answers Concord Historic Districts Commission, 2002

Working Windows: A Guide to the Repair & Restoration of Wood Windows by Terence Meany New York: Lyons Press, 1998 (reference copy available for review at the Concord Commission office, 141 Keyes Road).

Save Your Wood Windows. Leeke, John. Portland, Maine: Practical Restoration Reports, 2000

“Wood Windows: Repair or Replace?” Fishman, Michael, *Traditional Building* March/April 2001, pp. 114-118

Preservation brief #9, Technical Preservation Services, National Park Service, <http://www2.cr.nps.gov/TPS/briefs/brief09.htm>

“Reviving Old Windows” *This Old House*, Spring 2001, p. 58

Definitions

Act: Chapter 345, act of the legislature, May 2, 1960 and subsequently amended. The law establishing the Concord Historic Districts.

Building: a combination of materials having a roof and forming a shelter for persons, animals or property.

Color Rendering Index (CRI): a measurement of the amount of color shift that objects undergo when lighted by a light source as compared with the color of those same objects when seen under a reference light source of comparable color temperatures. CRI values range from 0 to 100.

Commission: the Historic Districts Commission established by Section Four of Chapter 345, Acts of the Massachusetts Legislature, 1960

Contributing (building, structure, feature): any element that adds to the historic district's sense of time, place and historic and literary development.

Historic Districts: the districts established by Section 2 of Chapter 345, Acts of the Massachusetts Legislature, 1960.

Repair: Replacement of deteriorated or damaged materials in-kind.

Structure: a combination of materials, other than a building, sign or billboard, but including a stone wall. Additional examples of structure include fences, play structures, swing sets, and flag poles.

Subject to View from a Public Street, Way or Place: A certificate of appropriateness is required for the erection, change or removal of exterior architectural features of buildings, structures and signs in the historic districts when those features are "subject to view from a public street, way or place."

A "public street" includes any paved or unpaved road maintained for public use. According to section 1.3.13 of Concord's Subdivision Rules and Regulations, a "public way" is any street which has been accepted as a public way pursuant to G.L. c. 82 and any way known as a public way before 1846 or any way established by court decree to be a public way by dedication, prescription or otherwise. A "public place" includes any publicly-owned land and the Concord, Sudbury, and Assabet Rivers. Although the feature that is to be erected, changed or removed must be in an historic district, the public street, way or place may be anywhere in the Town of Concord.

Something need not be subject to public view at all times in order to require a certificate of appropriateness. Approval may be necessary for things subject to public view at

some times, but not others, and during some seasons, but not all. The fact that public view is currently blocked by vegetation does not eliminate the need for a certificate of appropriateness. A feature located inside a structure (such as a sign in a window) may be subject to public view if it is designed or intended to be visible from a public street, way or place.



491 Lexington Road, Ephraim Bull/Grapevine Cottage. Pre-1716. American Mile Historic District.

Ephraim Wales Bull planted seeds of a Labrusca Grape found growing on this hillside which after three generations through his work and wisdom became in this garden in September 1840 the Concord Grape.

Additional Resources

Concord Department of Planning and Land Management
141 Keyes Road
Concord, MA 01742
(978) 318 - 3290

<http://www.concordnet.org/hdc/index.html>

Staff provides technical assistance on the process of applying for a Certificate of Appropriateness, preparing for a hearing, selecting appropriate paint colors, window repairs, landscaping, and other guidance on alterations in the historic districts.

Special Collections
Concord Free Public Library
(978) 318-3342

<http://www.concordnet.org/library/scollect/scoll.html>

Special Collections is a non-circulating archive documenting Concord history, life, literature, and people from 1635 to the present time. It includes manuscript records and papers, photographs and other images, publications, and related materials that may be of assistance in researching buildings and structures in the historic districts.

Society for the Preservation of New England Antiquities (SPNEA)
141 Cambridge Street
Boston, MA 02114
<http://www.spnea.org>

Historic Massachusetts, Inc.
45 School Street
Boston, MA 02108
617-723-3383
<http://www.historicmass.org/education.html>

Massachusetts Historical Commission
220 Morrissey Boulevard, Boston, Massachusetts 02125
617) 727-8470
<http://www.state.ma.us/sec/mhc/mhcidx.htm>

Preservation Briefs
<http://www2.cr.nps.gov/tps/briefs/presbhom.htm>
Easy-to read guidance on preserving, rehabilitating and restoring historic buildings available on the web, published by the National Park Service.



Haying in the vicinity of Lowell Road, late 19th century.
Photo courtesy Concord Free Public Library.



Haying off Lexington Road, Minuteman National Historical Park, 2002.

Appendix

Architectural Design Concepts

Style

Architectural style is the term used to denote the overall appearance and common features of buildings erected in a certain time period and certain region to meet the particular fashion and tastes of the time. Styles may also be common to certain groups of people with a common background. Examples common to Concord would include Federal, Queen Anne, Shingle-styles, Italianate, Second Empire and Colonial Revival, to name a few. Style is determined by the careful combination of architectural elements according to the traits and “rules” of the particular style. These “rules” often evolved over the period of the style resulting in slightly differing traits, hence terms such as “Early Shingle-style” or “Late Federal”. Transitional styles were common as well. Because styles were a function of various times, regions, owners and architects, many buildings are not purely one style but rather selectively use traits of two or more styles. These buildings are often referred to as eclectic, and may be predominantly of one style with traces of another or may be a hybrid of major elements. It is not unusual for a building to have been changed in style over its history as its owner wished to stay current with the changing fashion. Often minor changes were made and the flavor of the original style is still apparent; in other cases the changes eliminate all trace of the building’s previous style. The Concord Historic Districts contain examples of buildings pure in style as well as others which are more eclectic or which have been extensively modified.

An architectural style brings together qualities of massing, scale, proportion, materials, rhythm, detail and color according to the parameters of that style. Typically the traits of a particular style evolved over time and were a response to the widely held tastes of the period. Because of this, adherence to the “rules” of a given style will result in a balanced and well thought-out design, free of the appearance of architectural experimentation. While some flexibility exists within the bounds of a particular style, varying too widely out of those bounds creates a building that has the appearance of either a poorly designed example of the style or a hybrid of several styles. A clear understanding of the boundaries of a building’s style is critical to preserving its character while maintaining, altering or adding to it.

Context

Context encompasses all the elements that surround the subject building, including both the physical surroundings and the cultural surroundings. These surrounding features will interact with the building and will form a key part of the decision as to whether the proposed design is appropriate. Physical features to which the building must relate include adjacent buildings (their mass, style, spacing, age.) topography, lot sizes, setbacks, landscape and similar qualities. Intangible features, which constitute

context, include historical events, cultural landmarks, literary importance, and activity types in the area and the general exposure of the property to the public.

Massing

“Massing” refers to the overall size and orientation of a building. In viewing a building, one can analyze the massing by considering the building as a large block or series of blocks assembled into a form, and massing is the juxtaposition of the blocks and consideration of their size and form as assembled. Massing is an important consideration in determining the appropriateness of a building, as every style of architecture has a particular massing signature. Massing which is outside of that signature will ultimately appear incorrect, disproportionate, and inappropriate.

Scale

Scale is the size of a building relative to its surroundings, occupants and the components of the building. The relative size of the building and its components is an important consideration. The scale of an addition to an existing structure is of particular importance. Current trends in house construction tend to be larger than houses of the past, leading to designs of additions that overwhelm the existing historic structure.

Scale is a significant factor in relating to the context of a street or neighborhood. It is important to keep projects within the existing scale of the surrounding area. In this sense, the factors affecting the appropriateness of scale would not only be the actual measured height of the building but also its volume and massing. Often there are methods for visually decreasing the apparent scale of a building through detailing, proportion and color.

Materials

Material choices and how they are used are key elements in defining an architectural style. In fact, the Shingle-style takes its very name from the defining use of wood shingles. Proper materials often lend a texture to the appearance of a building that, although subtle, can make all the difference between an appropriate appearance and an obvious imitation.

Some materials have been in use in building construction for hundreds of years (wood, stone, brick, mortar, copper, glass) while others (plastics, aluminum, concrete, steel) have only been used recently. In other cases, advances in technology have radically changed the way certain materials can be used. For example, glass in the 18th Century was available only in very small pieces, thus necessitating multi-pane windows. Today, plate glass is readily available in huge sheets used in storefront windows. Introduction of large expanses of glass would compromise the historical integrity of an 18th Century house.

Details

Details are a key defining element of every architectural style. Details are the smaller scale features used either for functional reasons or purely for ornament. Every style has its vocabulary of details that are common to that style. Particular defining details include the profile and size of the cornice, method and arrangement of casings at windows and doors, treatment of the vertical corners of the building and type and placement of applied ornaments (brackets, dentils, moldings, 'gingerbread').

Rhythm

Rhythms exist throughout any building and are also a vital component of the rules that define a particular style. Rhythms are set up by any reoccurring elements. These would include windows, doors, and articulations in the façade or repetitive ornament. Some styles require strict adherence to certain rhythms and alignments while others are more flexible. Of particular note for most styles are the placement of windows and the relation of windows to the area of wall between. Many styles also demand a certain amount of symmetry and balance among the elements of the façade.

Proportion

Proportion refers to the ratios of height, width and depth of the building itself and its various elements. Proportions are one of the most studied aspects of classical architecture, and many complex formulae have been developed over the centuries in order to define the perfect proportions mathematically. Proper proportion can be one of the most difficult attributes to capture in the design process as most two dimensional graphic methods for describing a design fall short of conveying scale. Often a model, however rough, reveals a great deal about the scale and proportions of a building. Each historical style has its own 'rules' of scale. For some styles these rules may be quite flexible while for others they may be rigid. In any event, disturbing a style's sense of scale can make a building awkward and ungainly. Windows too small for a façade, a cornice too large for the style of the house, or an addition that overpowers the main house are examples of elements that are out of scale.

Three Centuries of Architecture

Colonial (1660-1740):

This style is characterized by the large center chimney and, in very early examples, asymmetric placement of the windows on the second floor. The roof is often a "saltbox" type on the earliest examples. Doorways tend to be simple with glazing found only above the door in the form of a transom (if any). Window panes measure only 6" x 8", and sashes are usually small. In Concord and Bedford, sometime a small portico is used to bring the front door forward by about three feet. The house footprint is usually 30x40 feet for a two-room deep design, or 20x40 feet for a one-room type. Shutters are never used and colors are limited to earth pigments (see paint chart).



Georgian (1740-1780):

Houses of this period could either have a single central chimney, or two as seen here. Pediments become more elaborate above doorways and windows are more evenly spaced. Dental molding under the eaves and entablatures above windows are found on wealthier houses. Gambrel roofs begin to be seen (although somewhat rare). Sometime the ends of the house are constructed of brick while the front and rear are clapboard; a feature that is unique to Concord and the surrounding area.



Federal (1780-1820):

This style features the chimneys at the ends of the house. Doorways are typically more elaborate and make use of more glass to illuminate the central stairway. The size of the panes have increased to 7"x9" and even 9"x11" on wealthier houses. Shutters are introduced only on early 19th century Federal houses, while those from the late 18th century have them omitted. The color white becomes more popular around 1810 as the cost of this paint decreases.



Greek Revival (1820-1850):

The most significant change in this period is the end-view orientation of the house. The use of white paint and the addition of columns typifies the theme of a Classical Greek temple. Shutters are almost always used and are painted a rather lively green. Windows become much more elongated with larger panes and few divisions (muntins).



Italianate (1840-1880):

Based primarily on styles of the Italian Renaissance, these houses break the rules of symmetry that have dominated American architecture since the colonial era. Many different types of windows are used simultaneously and the old rectangular house form gives way to many different volumes that press out and sink in. Walls are not clapboard but are flat, using either large boards or stucco. Roofs are barely pitched, giving the illusion of flatness.



Gothic Revival (1850-1870):

Sometimes referred to as "gingerbread houses" these structures stress the vertical. This can be seen clearly in the steep roof pitch, decorative spires, and elongated windows. Moldings are highly decorative and delicate. Porches are a common feature.



Victorian (1850-1890):

Houses of this period incorporate all sorts of whimsical forms, decorative moldings, and many contrasting colors (although not in this illustration). Round or octagonal pointed turrets with elaborate spires are a common feature. Glass in these round turrets is sometimes also curved, and windows are very large with a single pane of glass in each sash.



Colonial Revival (1890-1920):

Although not truly reproducing the style of the Colonial period, these houses borrow a handful of features from the past and combine them with other more recent ones.

As Amended Through May 1998

**TOWN OF CONCORD
HISTORIC DISTRICTS ZONES**

CHAPTER 345

AN ACT ESTABLISHING AN HISTORIC DISTRICTS COMMISSION FOR THE TOWN OF CONCORD AND DEFINING ITS POWERS AND DUTIES, ESTABLISHING HISTORIC DISTRICTS IN THE TOWN OF CONCORD, AND PROVIDING FOR HISTORIC ZONING DISTRICTS.

Be it enacted etc., as follows:

SECTION 1. PURPOSE. The purpose of this Act is to promote the educational, cultural, economic and general welfare of the public through the preservation and protection of buildings, places and districts of historic or literary significance through the development and maintenance of appropriate settings for said buildings, places and districts and through the maintenance of said buildings, places and districts as sites and landmarks compatible with the literary and historic tradition of Concord.

SECTION 2. ESTABLISHING OF DISTRICTS.

(a) There is hereby established in the town of Concord the following historic districts:

**BARRETT FARM DISTRICT.
AMERICAN MILE DISTRICT.
NORTH BRIDGE - MONUMENT SQUARE DISTRICT.
MAIN STREET DISTRICT.
HUBBARDVILLE DISTRICT.**

(b) The locations and boundaries of the historic districts shall be as shown on the map on file in the office of town clerk entitled "HISTORIC DISTRICTS, TOWN OF CONCORD" scale of 1" = 100', consisting of 15 sheets, dated January 1985 as may be amended from time to time in accordance with section twelve.

(c) For purposes of interpretation of the "HISTORIC DISTRICTS" map, the following shall apply:

- (1) Boundaries which appear to follow streets, railroad rights of way, or rivers and streams, shall coincide with the centerline thereof.
- (2) Where a district boundary appears to divide a lot, the entire lot shall be considered to be within the historic district for the purposes of this act.

SECTION 3. DEFINITIONS. As used in this Act, the following words and terms shall have the following meanings:

"*Building*", a combination of materials having a roof and forming a shelter for persons, animals or property.

"*Building inspector*", the building inspector of the Town of Concord.

"*Commission*", the historic districts commission established by Section Four.

"*Erected*", the word "erected" includes the words "built", "constructed", "reconstructed", "restored", "altered", "enlarged", and "moved".

“Exterior architectural feature”, the architectural style and general arrangement of such portion of the exterior of a building or structure as is designed to be open to view from a public street, way or place including the kind, color and texture of the building materials of such portion and the type and style of all windows, doors, lights, signs and other fixtures appurtenant to such portion.

“Historic districts”, the districts established by Section Two.

“Lot”, an area of land in one ownership with definitive boundaries ascertainable from a recorded deed or recorded plan.

“Person”, the word “person” includes an individual, a corporate or unincorporated organization or association and the Town of Concord.

“Structure”, a combination of materials, other than a building, sign or billboard, but including a stone wall.

SECTION 4. CREATION AND ORGANIZATION OF HISTORIC DISTRICTS

COMMISSION. There is hereby created in the Town of Concord an Historic Districts Commission consisting of five unpaid members who shall be residents of the Town of Concord, to be appointed by the Selectmen of the Town. One member shall be appointed from one of two candidates nominated by the Concord Antiquarian Society; the term of such member will expire in the case of the first appointment one year from January first following the year of that appointment and every five years thereafter. One member shall be appointed from one of two candidates nominated by the Trustees of the Concord Public Library; the term of such member will expire in the case of the first appointment two years from January first following the year of that appointment and every five years thereafter. One member shall be appointed from one of two candidates nominated by the Concord Planning Board; the term of such member will expire in the case of the first appointment three years from January first following the year of that appointment and every five years thereafter. One member shall be appointed from one of two candidates nominated by the Concord Conservation Commission; the term of such member will expire in the case of the first appointment four years from January first following the year of that appointment and every five years thereafter. One member shall be appointed at large by the Selectmen; the term of such member will expire five years from January first following the year of that appointment and every five years thereafter.

The Selectmen also shall appoint for terms of five years from January first following the year of such appointments five associate members of the commission selected from candidates nominated by the aforesaid organization, trustees, planning board and commission, each such organization, trustees, board and commission to nominate two each when two or more associate members are to be appointed and to nominate one each when only one associate member is to be appointed. In case of the absence, inability to act, or interest on the part of a member of the commission his place may be taken by an associate member designated by the chairman of the commission. In case of a vacancy on said commission the chairman may designate an associate member to serve as a member of the commission until said vacancy is filled as provided in this Section. As the term of any member or associate member expires, his successor shall be appointed in like manner for a term of five years. Vacancies in the commission shall be filled in the same manner for the unexpired term. Every member and associate member shall continue in office after the expiration of his term until his successor is duly appointed and qualified. Any member or associate member may be removed for cause by the appointing authority upon written charges and after a public hearing.

The commission shall elect a chairman and secretary from its membership. In the case of absence of the chairman from any meeting, the commission shall elect a chairman pro tempore for such meeting.

SECTION 5. LIMITATIONS.

- (a) No building or structure, except as provided under Section Six, shall be erected within the historic districts unless and until an application for a certificate of appropriateness as to exterior architectural features which are subject to view from a public street, way or place shall have been filed with the commission and either a certificate of appropriateness or a certificate that no exterior architectural feature is involved, shall have been issued by the commission.
- (b) No building or structure within the historic districts, except as provided in Section Six, shall be changed as to exterior color features which are subject to view from a public street, way or place unless and until an application for a certificate of appropriateness as to change in such color features shall have been filed with the commission and such certificate shall have been issued by the commission.
- (c) No building or structure within the historic districts, except as provided under Section Six, shall be demolished or removed unless and until an application for a permit to demolish or remove the same shall have been filed with the commission, and such permit shall have been issued by the commission.
- (d) No occupational, commercial or other sign, except as provided under Section Six, and no billboard which is subject to view from a public street, way or place shall be erected or displayed within the historic districts unless and until an application for a certificate of appropriateness shall have been filed with the commission, and such certificate shall have been issued by the commission. In the case of any such sign or billboard erected or displayed prior to the effective date of this Act, there shall be allowed a period of five years, subsequent to said effective date, in which to obtain such certificate.
- (e) No landscaping feature which was considered in granting a certificate of appropriateness or permit for demolition or removal and referred to in such certificate or permit as a necessary condition to the granting of such approval shall be changed, except for ordinary maintenance.
- (f) Except in cases excluded by Section Six:
 - (1) No permit shall be issued by the building inspector for any building or structure to be erected within the historic districts, until a certificate of appropriateness or a certificate that no exterior architectural feature is involved has been issued under Section Nine.
 - (2) No permit shall be issued by the building inspector for the demolition or removal of any building or structure within the historic districts until a permit has been issued under Section Nine.

SECTION 6. EXCLUSIONS.

- (a) Nothing in this Act shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature of any building or structure within the historic districts; nor shall anything in this Act be construed to prevent landscaping changes except landscaping changes, involving more than ordinary maintenance, which relate to landscaping features considered in granting a certificate of appropriateness or permit for demolition or removal and referred to in such certificate or permit as a necessary condition to the granting of such approval; nor shall anything in this Act be construed to prevent the erection, construction, reconstruction, restoration, alteration or demolition of any such feature which the building inspector shall certify is required by the public safety because of an unsafe or dangerous condition; nor shall anything in this Act be construed to prevent the erection, construction, reconstruction, alteration or demolition of any such feature under a permit issued by the building inspector prior to the effective date of this Act.

- (b) The following structures and signs may be erected or displayed within the historic districts without the filing of an application for, or the issuance of, a certificate of appropriateness:
 - (1) Temporary structures or signs for use in connection with any official celebration or parade, or any charitable drive in the Town; provided, that any such structure or sign shall be removed within three days following the termination of the celebration, parade or charitable drive for which said structure or sign shall have been erected or displayed. Any other temporary structures or signs which the commission shall determine from time to time may be excluded from the provisions of Section Five without substantial derogation from the intent and purposes of this Act.
 - (2) Real estate signs of not more than three square feet in area advertising the sale or rental of the premises on which they are erected or displayed.
 - (3) Occupational or other signs of not more than one square foot in area and not more than one such sign, irrespective of size, bearing the name, occupation or address of the occupant of the premises on which such sign is erected or displayed where such premises are located within a single residence district as defined in the Zoning By-Law of the Town of Concord.
- (c) The exterior color of any building or structure within the historic districts may be changed without the filing of an application for, or the issuance of, a certificate of appropriateness to any color or any combination of colors which the commission shall determine from time to time may be used without substantial derogation from the intent and purposes of this act.

SECTION 7. APPLICATION TO BE FILED WITH COMMISSION. Excepting cases excluded by Section Six, any person who desires to erect, build, construct, reconstruct, restore, alter, move, demolish, remove or change the exterior color features of any building or structure now or hereafter within the historic districts, or to erect or display within the historic districts any sign or billboard for which a certificate of appropriateness is required under paragraph (d) of Section Five, shall file with the commission an application for a certificate of appropriateness or a permit for demolition or removal, as the case may be, together with such plans, elevations, specifications, material and other information drawn to scale, as shall be deemed necessary by the commission to enable it to make a determination on the application.

SECTION 8. MEETINGS, HEARINGS, TIME FOR MAKING DETERMINATIONS.

Meetings of the commission shall be held at the call of the chairman and also when called in such other manner as the commission shall determine in its rules. Five members, including associate members, of the commission shall constitute a quorum. The commission shall determine promptly, and in all events within fourteen days, after the filing of an application for a certificate of appropriateness as to exterior architectural features, whether the application involves any such features. If the commission determines that such application involves any exterior architectural features, the commission shall hold a public hearing on such application. The commission also shall hold a public hearing on all other applications required to be filed with it under this Act, except that the commission may approve an application for a change in exterior color features without holding a hearing if it determines that the color change proposed is appropriate.

The commission shall fix a reasonable time for the hearing on any application and shall give public notice thereof by publishing notice of the time, place, and purpose of the hearing in a local newspaper at least fourteen days before said hearing and also, within seven days of said hearing, mail a copy of said notice to the applicant, to the owners of all property deemed by the commission to be affected thereby as they appear on the most recent local tax list, to the

planning board of the Town, and to such other persons as the commission shall deem entitled to notice.

As soon as convenient after such public hearing but in any event within forty-five days after the filing of the application, or within such further time as the applicant shall allow in writing, the commission shall make a determination on the application. If the commission shall fail to make a determination within said forty-five days, or within such further time allowed by the applicant, the commission shall be deemed to have approved the application.

SECTION 9. POWERS, FUNCTIONS, AND DUTIES OF COMMISSION. The commission shall have the following powers, functions and duties:

(a) It shall pass upon:

- (1) The appropriateness of exterior architectural features of buildings and structures to be erected within the historic districts wherever such features are subject to view from a public street, way or place.
- (2) The appropriateness of changes in exterior color features of buildings and structures within the historic districts wherever such features are subject to view from a public street, way or place.
- (3) The demolition or removal of any building or structure within the historic districts. The commission may refuse a permit for the demolition or removal of any building or structure of architectural or historic interest, the removal of which in the opinion of the commission would be detrimental to the public interest.
- (4) The appropriateness of the erection or display of occupational, commercial or other signs and billboards within the historic districts wherever a certificate of appropriateness for any such sign or billboard is required under paragraph (d) of Section Five.

In passing upon appropriateness, demolition or removal, the commission shall determine whether the features, demolition or removal, sign or billboard involved will be appropriate for the purposes of this Act and, if it shall be determined to be inappropriate, shall determine whether, owing to conditions especially affecting the building, structure, sign or billboard involved, but not affecting the historic 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 the public welfare and without substantial derogation from the intent and purposes of this Act. If the commission determines that the features, demolition or removal, sign or billboard involved will be appropriate or, although inappropriate, owing to conditions as aforesaid, failure to approve an application will involve substantial hardship to the applicant and approval thereof may be made without substantial detriment or derogation as aforesaid, the commission shall approve the application; but if the commission does not so determine, the application shall be disapproved.

In passing upon appropriateness the commission shall consider, among other things, the historical and literary value and significance of the site, building or structure, the general design, arrangement, texture, material and color of the features, sign or billboard involved, and the relation of such factors to similar factors of sites, buildings and structures in the immediate surroundings. The commission shall consider the appropriateness of the size and shape of the building or structure in relation to (a) the land area upon which the building or structure is situated, (b) the landscaping and planting features proposed by the applicant and (c) the neighboring sites, buildings or structures within the district. The commission shall also consider the applicable zoning

and other by-laws of the Town. The commission shall not consider detailed designs, interior arrangement and other building features not subject to public view.

In approving an application the commission may impose conditions which, if the certificate of appropriateness is acted upon, shall be binding upon the applicant, the owner of the property and his successors in title. Prior to approving an application subject to conditions, the commission may notify the applicant of its proposed action and permit the applicant to express his opinion thereon. The concurring vote of three members, including associate members, of the commission shall be necessary to make a determination in favor of the applicant on any matter upon which the commission is required to pass under this Act.

- (b) In the case of an approval by the commission of an application for a certificate of appropriateness or a permit for demolition or removal, or in the event an application is deemed approved through failure to make a determination within the time specified in Section Eight, the commission shall cause a certificate of appropriateness or a permit for demolition or removal, as the case may be, dated and signed by its chairman or chairman pro tempore, to be issued to the applicant.
- (c) In the case of disapproval of an application for a certificate of appropriateness or a permit for demolition or removal, the commission shall cause a notice of its determination, dated and signed by its chairman or chairman pro tempore, to be issued to the applicant, setting forth therein the reasons for its determination, and, as to applications for a certificate of appropriateness, the commission may make recommendations to the applicant with respect to appropriateness of design, arrangement, texture, material, color and similar factors. Prior to the issuance of any disapproval, the commission may notify the applicant of its proposed action accompanied by recommendations of changes in the applicant's proposal which, if made, would make the application acceptable to the commission. If within ten days of the receipt of such a notice the applicant files a written modification of his application in conformity with the recommended changes of the commission, the commission shall cause a certificate of appropriateness or permit for demolition or removal, as the case may be, dated and signed by its chairman or chairman pro tempore, to be issued to the applicant.
- (d) In the case of a determination by the commission that an application for a certificate of appropriateness does not involve any exterior architectural feature, the commission shall cause a certificate of such determination, dated and signed by its chairman or chairman pro tempore, to be issued forthwith to the applicant.
- (e) The commission shall keep a permanent record of its resolutions, transactions, and determinations, and may make such rules and regulations consistent with this Act and prescribe such forms as it shall deem desirable and necessary.
- (f) The commission shall file with the Town Clerk a notice of all determinations made by it, and approvals of applications through failure of the commission to make a determination within the time allowed under Section Eight, except that no notice of a determination that an application for a certificate of appropriateness does not involve any exterior architectural feature shall be filed.
- (g) The commission may incur expenses necessary to the carrying on of its work within the

amount of its appropriation.

SECTION 10. APPEALS. Any person aggrieved by a determination of the commission or by an approval of an application through failure of the commission to make a determination within the time allowed under Section Eight, whether or not previously a party to the proceeding, or any officer or board of the Town may, within twenty days after the filing of a notice of such determination or approval with the Town Clerk, appeal to the Superior Court sitting in equity for the County of Middlesex. The court shall hear all pertinent evidence and determine the facts and if, upon the facts so determined, such determination or approval is found to exceed the authority of the commission, the court shall annul such determination or approval and remand the case for further action by the commission. The remedies provided by this action shall be exclusive; but the parties shall have all rights of appeal and exception as in other equity cases. Costs shall not be allowed against the commission unless it shall appear to the court that the commission acted in bad faith or with malice in the matter from which the appeal was taken.

Costs shall not be allowed against the party appealing from such determination or approval of the commission unless it shall appear to the court that said party acted in bad faith or with malice in making the appeal in court.

SECTION 11. ENFORCEMENT. Any person who violates any of the provisions of this Act shall be guilty of a misdemeanor, and upon conviction thereof shall be fined not less than ten dollars nor more than five hundred dollars.

The Superior Court sitting in equity for the County of Middlesex shall have jurisdiction to enforce the provisions of this act and the determinations, rulings and regulations issued thereunder and may restrain by injunction violations thereof and issue such other orders for relief of violations as may be required.

SECTION 12. CHANGES IN HISTORIC DISTRICTS. The districts described in Section Two may be enlarged or reduced and new districts may be created by a two-thirds vote at any regular or special Town Meeting called for the purpose. Prior to any such action, the planning board shall hold a public hearing, duly advertised, thereon and shall report its recommendations to the Town Meeting.

SECTION 13. HISTORIC ZONING. The Town of Concord by a two-thirds vote at any regular or special Town Meeting called for the purpose may enact additions, changes or amendments to its zoning By-laws to assist in carrying out the purpose of this Act. Prior to any such enactment, the planning board shall hold a public hearing, duly advertised, thereon and shall report its recommendations to the Town Meeting.

SECTION 14. SEVERABILITY OF PROVISIONS. The provisions of this Act shall be deemed to be severable; and in case any section, paragraph or part of this Act shall be held unconstitutional by any court of competent jurisdiction, the decision of such court shall not affect or impair the validity of any other sections, paragraphs or parts of this Act.

SECTION 15. This Act shall take effect upon its acceptance by the Town of Concord at an annual Town Meeting or at any special Town Meeting called for the purpose.

Approved May 2, 1960.

Amendments:

- Chapter 499, Acts of 1972 (as authorized by Article 65, Annual Town Meeting, March 1972) *(Section 4 Amended)*
- Article 8, Special Town Meeting, October 1972 *(Section 2 Amended)*
- Articles 52 and 53, Annual Town Meeting, March 1973 *(Section 2 Amended)*
- Chapter 223, Acts of 1983 (as authorized by Article 38, Annual Town Meeting April 1983) *(Section 6 Amended)*
- Chapter 213, Acts of 1985 (as authorized by Article 25, Annual Town Meeting, April 1985) *(Sections 2 and 3 Amended)*
- Article 45, Annual Town Meeting, May 1998 *(Section 2 Amended)*

United States Rehabilitation Standards

These federal standards are provided to further assist applicants.

The U.S. Secretary of the Interior's Standards for Rehabilitation:

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alteration, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.¹²

¹²Weeks, Kay D. and Anne E. Grimmer, *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings* U.S. Department of the Interior National Park Service Cultural Resource Stewardship and Partnerships Heritage Preservation Services, Washington DC 1995, p 62.

In summary, the guidelines developed as part of the U.S. Rehabilitation Standards advise property owners to:

- Identify, retain, and preserve historic materials and features.
- Protect and maintain historic materials and features.
- Repair historic materials and features.
- Replace deteriorated historic materials with the same material if deterioration or damage precludes repair. If replacing with the same material is proven to be infeasible technically or economically, compatible substitute material may be considered.
- Design for the replacement of missing historic features should be compatible with the remaining character-defining features of the historic building in size, and scale.