

The Village of Tuxedo Park



Board of Architectural Review Design Guidelines

Introduction

The following guidelines set forth design principles intended to provide a framework for the design of future residential and landscape initiatives, both new and restoration projects. The purpose of these guidelines is to encourage respect for our historic design heritage over time, while simultaneously allowing flexibility for positive innovation and a variety of architectural styles. In addition the guidelines are a set of ideas intended to define a direction to positively influence those who design projects in the Village of Tuxedo Park.

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PREAMBLE

Design review is the local government practice of examining projects for aesthetic, architectural, or design quality and compatibility with nearby architectural style. Design guidelines are a necessary tool for evaluating new projects and maintaining a community's architectural heritage. Design guidelines are the tool used by review agencies such as our BAR to promote a consistent standard for good design practices - ranging in style from classical to modern. Guidelines publications are clearly written and amply illustrated documents that assist local boards and property owners with interpreting local laws and codes, toward the shared goals of preserving community assets and enhancing property values. Design guidelines identify design concerns and recommend approaches, illustrate techniques for planning and design, and provide an objective and fair basis for reviewing projects. Design guidelines reflect the designation of the entire Village as an historic site and its listing on the National Register of Historic Places by the United States Department of the Interior is both a recognition of the unique excellence of architecture and landscaping within the Village and a mandate to the Village to preserve the values and standards reflected in such excellence and such designation.

National Register Listing

The National Register of Historic Places is a list of sites and properties of historic significance that is maintained by the United States Secretary of the Interior. The Village of Tuxedo Park is so listed. As set forth in the Village Code, this listing is "a mandate to the Village to preserve the values and standards reflected in [the unique examples of architecture and landscaping within the Village]" that formed the basis of the National Register listing. (See Village Code § 100-50). The Board of Architectural Review ("BAR") has been designated by the Village as the Board responsible to carry out this mandate

for applications that are within its jurisdiction. These Guidelines have been adopted by the BAR to assist applicants before the BAR in complying with the Village Code's requirements of the criteria to used by the BAR in reviewing applications. The review of new applications by the BAR is designed to achieve its mandate to preserve those unique examples of architecture and landscaping within the Village that formed the basis of the Village's National Register listing. As dictated by the Village Code, BAR review of proposed new construction and modifications to existing structures must be "mindful of the unique planning, landscaping, architecture infrastructure and history of the Village of Tuxedo Park" and ensure that BAR approvals do not "dilute the Village's historic integrity or alter the tradition of quality design and construction in the Village" that formed the basis for the National Register listing. (See Village Code § 100-54).

Design Review Philosophy

The noted historic quality of design and quality of construction in the Village is a Village Code requirement that must be protected through careful consideration of any new construction and additions or changes to existing structures.

While Tuxedo Park has strong ties to history, adaptation for present day living standards as well as future demands and invention are not prohibited, provided the noted mandate is observed.

Design with historic references found generally within the Park is the most appropriate approach to new construction, and design with historic reference to the original structure, and/or related structure, is the most appropriate approach to additions or changes to existing structures.

Architecture and landscape are inseparable elements of place. The

elements of each will be reviewed with an equal degree of importance.

Quality is expected in every aspect of a proposal. Presentation, construction and maintenance should reflect the highest standards of quality.

Design Review Principles

The historic character of a property should be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property should be avoided. Use of materials that contradict that historic character will be rejected.

Each property should 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, should be avoided.

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

New additions, exterior alterations or related new construction that destroy historic materials, features and special relationships that characterize the property should be avoided.

New work should be compatible with the historic materials, features, size, scale, proportion and massing to protect the integrity of the property and its environment.

New additions and adjacent or related new construction, which, if removed in the future, would impair the essential form and integrity of the historic property and its environment, should be avoided.

New Construction, which creates anachronisms of time and style by placing structures of different periods within the same scope of vision, will not be permitted.

The architectural style or authenticity of new construction must be in keeping

with the Village's National Register listing.

Each applicant should be thoroughly familiar with the design criteria set forth in the Village Code at Section 100-54.

THE SECRETARY OF THE INTERIOR'S STANDARDS AND GUIDELINES FOR THE REHABILITATION OF HISTORIC BUILDINGS

Design guidelines provide

- A basis for making fair decisions
- Consistency in design review
- Incentives for investment
- Property value enhancement
- A tool for education

Local review of work proposals.

In the design review process, owners of locally designated landmarks and districts must get approval from a locally appointed historic preservation commission or architectural review board for major exterior alterations, additions, and new construction. Commission approval is in the form of a "certificate of appropriateness." To be approved, an application for must meet the design review criteria within the preservation ordinance that a community has adopted. Both the terminology and process may vary somewhat, depending upon the ordinance.

Clarifying the role of the guidelines.

The topic of local design guidelines always needs to be understood within its relationship to the local preservation ordinance. The ordinance is a law and the design review criteria are part of the law. Design guidelines are not, in and of themselves, mandatory like the ordinance and should not be confused with the ordinance. In most cases, guidelines are just that—helpful, interpretive, explanatory recommendations. Consisting of written and graphic information in a printed, book format, they are key support materials for administering design review and may be used to advantage by commissions, boards, and applicants alike in the review process.

Source www.cr.nps.gov/hps/ (see appendix)

Chapter 1

Building Materials

- 1.0 Conserve all historic fabric that is intact or can be consolidated. Infill repair with materials matching original in appearance, including color, texture, surface, grain, precise profile and dimensions. Add no “new conjectural embellishments” not known to have previously existed on the structure. If an element was known to have previously existed but no precise documentation is available, base the element on historic examples similar in period, scale and style to the building.

No new wall material will be installed over existing. Primary historic building materials should never be subjected to harsh cleaning treatments.

The BAR will consider new materials not specifically discouraged in these guidelines or the Village Code, but reserves the right of denial if they “dilute the Village’s historic integrity or alter the tradition of quality design and construction in the Village” that formed the basis for the National Register listing. (See Village Code § 100-54).

Artificial materials including but not limited to plastic, PVC, vinyl, rubber or similar material which are to be used as an exterior building material or architectural component are unlikely to conform to this standard and are strongly discouraged. This includes siding, gutters and leaders, eave vents, light fixtures, doors windows, trim, etc.

Traditional building materials and methods should be used when available.

Original and historically significant detailing is not to be removed.

Wooden Exterior Wall Materials and Trim

- 1.1 Trim refers to window and door casings, fascia, cornice and eave trim, corner boards, water table and all similar exterior non-siding elements. New or replacement trim should be of an appropriate material, dimension and proportion. In the case of replacement trim, matching existing or original is deemed appropriate.
- 1.2 Wood shingles should replicate original shingles in exposure and patterns. Shakes - determine whether existing shakes are hand split, taper split, and taper sawn or straight split and use new material to match existing. New construction of roofs or walls to be in shingles should use the highest quality material - No. 1, Blue Label as set forth by the Cedar Shake and Shingle Bureau.



Good construction methods are strongly encouraged as in the technique of alternating the exposed end of the shingles at the corners.

It is recommended to follow the guidelines for installation and maintenance as set forth by the Cedar Shake and Shingle Bureau. www.cedarbureau.org

- 1.3 Clapboards should replicate original in exposure and dimension. New and replacement clapboards should be of clear grade, solid material and of a board length no less than 48”.
- 1.4 Board and Batten should be authentically constructed and should follow historical proportions of repeat and sizes.
- 1.5 Half Timber construction should be authentic. The use of nogging, brick masonry fill, or wattle and dawb, plaster or stucco fill is preferred over any man made material. Non-traditional resin based stuccos are not acceptable.
- 1.6 Lattice shall be wood and follow traditional patterns and sizes. The sizes of the spaces shall be approximately the same as the width of the wood strips. All lattice panels, except those on trellises, shall be framed with casings having a minimum width of 3-1/2". Lattice shall have the wood strips running horizontal and vertical unless diagonal lattice can be historically documented.



This is an example of appropriate lattice. Note the proportion of open to closed space and the heavy frame for support.



This is an example of an inappropriate lattice. The openings are too large and there is no structural framing for support. It is also not preferable for the grid to be diagonal.

Columns and Posts

- 1.7 No Exposed steel pipe or 4x4 columns unless historically documented are acceptable.
- 1.8 The height of classical columns shall be in keeping with the proportions of the specific order used.

Masonry and Stucco



A fine example of scriffito - decorative panels of pebbles, glass or other material embedded in stucco or cement

- 1.9 Brick type, size, color and glaze must match existing when used in any repair or addition. Brick used in new construction should address overall color palette of materials.
- 1.10 The use of jumbo brick or any other brick of a proportion, color or glaze not generally found in a historic context is not acceptable. Bricks generally used as filler

- bricks (not intended to be visible on the exterior façade) are not acceptable.
- 1.11 Unpainted masonry should not be painted unless conforming to original or existing material.
 - 1.12 Sealants should not be applied to masonry as a “maintenance” measure, unless a sealant is necessary to prevent further deterioration of damaged brick and stone. The necessity for use of a sealant should be verified in a report supplied by a certified expert.
 - 1.13 Re-pointing masonry (sometimes referred to as tuck pointing) should be appropriate in terms of the type, color and aggregate of the mortar to be used and the width and profile of the joint.
 - Joints should not be widened when cutting out old mortar. New mortar should be kept off of the face of the masonry.
 - Do not use mortar with a high Portland cement content, which will be substantially harder than the brick and does not allow for expanding and contracting. The result is deterioration of the brick itself.
 - 1.14 Sandblasting should not be used to clean brick.
 - 1.15 Variegated or machine made bricks should not be used, unless to match an existing condition.
 - 1.16 Stucco should be repaired with a mixture that matches the original as closely as possible. Non-traditional resin based stuccos are not acceptable for either repairs, additions, restorations or new construction
 - 1.17 Copings on masonry walls shall be stone or brick.
 - 1.18 Stone construction should carefully consider the following components for historic authenticity or appropriateness:
 - Local material is preferred
 - Aggregate (size and/or combination of size)
 - Mortar color and profile
 - Layout should be appropriate to stone type and setting.
 - Cut or dress should be appropriate for stone type and style of overall design of structure(s).
 - 1.19 Terracotta components must be constructed with appropriate structural tie details and waterproofing details. Composition, glaze, and profile must match existing when used in repair or addition adjacent to existing.

Chapter 2 Windows and Shutters

- 2.0 Character defining features of historic windows and their distinctive arrangement in a wall should be preserved. In addition, new windows should be in character with the historic building and also in character with the overall design intent of new construction.

Aluminum or vinyl clad windows are not acceptable.



Cutout tree motifs on these shutters add character to this façade.

- 2.1 Existing original windows should be repaired, not replaced. Special consideration will be made for energy efficiency if replacement window conforms as closely to the original as is possible.

- If an applicant believes that an existing window cannot be repaired, the applicant's proposal for replacing windows[s] will be reviewed on a window-by-window basis.

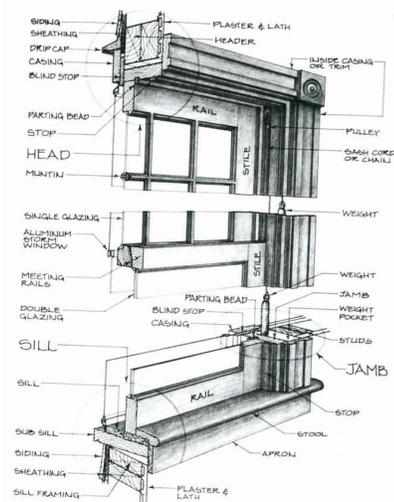
- If a replacement window is proposed, the material and design of the existing window, including the casing, size, number of panes and the type of window, should not be changed, unless a more historically accurate design can be documented. If the window is not a character-defining feature

of the primary façade, the Board may approve the minor changes in the proposed replacement window.

- If a wood replacement window is proposed, it should not have muntin bars greater than 7/8" wide unless otherwise historically documented.

- If a metal window is proposed it should match existing as closely as the current industry standard allows and should be appropriate to the style of the overall structure.

- 2.2 If a window in new construction has insulating glass, a true divided lite window is preferred. Should a simulated divided lite window be proposed, it should have permanently applied muntin bars no wider than 7/8" and internal spacer bars that closely match the paint finish of the exterior side of the window. Neither flat muntin grids nor removable muntin grids will be considered acceptable in any case.



- 2.3 Consider installing storm windows and screens on the inside face of the window.

- 2.4 Wood frames should not be metal panned and the dimensions of the window openings, jambs and sashes should not be changed.
- 2.5 Skylights should be installed only where minimally visible and never on a principal façade unless historically documented. A flat low profile in a dark color to blend with the roof is required.
- 2.6 Stained Glass, art glass or decorative windows that are original are not to be removed. Replacement glass should be diligently sought from original source or closest matching maker.



Shutters should be operable or placed on façade on the inside of the casing to imply that they are authentic.

- 2.7 Shutters shall be operable wood units that match the window opening height and $\frac{1}{2}$ widths. Shutters are discouraged without historical documentation or evidence of use. Shutters shall be mounted on the inside (window side) of casing.
- 2.8 Window box dimensions shall match the width of the windowsill. Wood construction is preferred to plastic or fiberglass.

Chapter 3 Roofs, Chimneys & Gutters

3.0 Historically appropriate roofing materials are required on historically significant buildings. Roofing materials that are inappropriate in combination with other exterior materials will not be acceptable.

3.1 New or replacement roof materials should convey a scale, color and texture similar to those used traditionally. Replacement materials should be similar to those used historically on comparably styled buildings. If a substitute is used, such as composition shingle, the roof material should be earth tone and have a matte, non-reflective finish. Flashing should be in scale with the roof material.

If copper flashing is to be used, it should be treated to establish a matte, non-reflective finish.

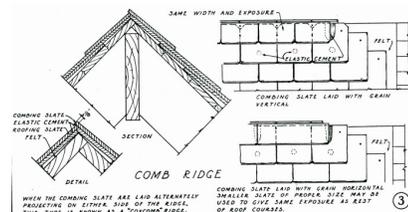
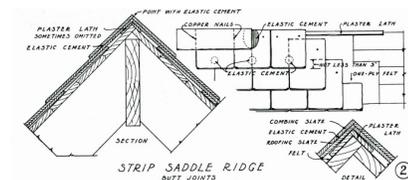
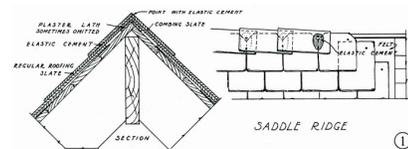
3.2 Avoid using conjectural features on a roof. Adding ornamental cresting, for example, where there is no evidence that it existed creates a false impression of the building's original appearance, and is inappropriate.

3.2 Preserve the original form of a roof. Do not alter the angle of a historic roof.

Instead, maintain the perceived line and orientation of the roof as seen from the street. Retain and repair roof detailing.

3.3 Preserve the original eave depth and detailing. The shadows created by traditional overhangs contribute to one's perception of the building's historic scale and therefore, these overhangs should be preserved.

3.4 Slate and terra cotta tile roofing should be repaired or replicated in kind, including color, decorative patterns and style. Synthetic slate or tiles are not to be used.



Three methods of constructing a slate ridge.

National Slate Association

3.5 Rubber membrane roofing should not be used except in minimally visible locations.

3.6 Cedar shakes or shingles -see information in Chapter 1 Wooden Exterior Wall Materials and follow all guidelines that apply to cedar shake or shingle roofs.

3.7 Existing roof trim including but not limited to cornices, fascias and rake- boards, should be retained.

- 3.8 Historic dormers should not be removed or enlarged.
- 3.9 Full masonry chimneys are preferred. An application that proposes a departure from this guideline must be supported by specific reasons, and will be considered by the BAR on a case by case basis consistent with its Village Code mandate vis-à-vis the Village's National Register listing. Full masonry chimneys require foundations and must comply with all regulations of the New York State Residential Code with regards to masonry chimneys.

The material of the exposed chimney must also be masonry and be of a suitable material for the main structure.



This chimney is not a full masonry structure (note the plywood sheathing and extended metal flue). It is not suitable for the Park.

- 3.10 A new chimney should be the same scale as those used historically. A new chimney should reflect the width and height of those used historically.
- 3.11 The height and dimensions of the chimneys should be maintained, along with any decorative brickwork patterns. No exposed metal or concrete block chimneys are acceptable.
- 3.12 Chimney pots, if existing, should remain. If replacement is required due to damage, pots should be replaced in kind.
- 3.13 All decorative metal including, but not limited to iron cresting, finials and weathervanes should be retained.
- 3.14 Gutters
- Wood gutters, when an integral part of an ornamental cornice or roof edge design, should be repaired and maintained.
 - Copper or zinc gutters, which duplicate the original molding profile of wood gutters, may be considered as a replacement for wood gutters.
 - Concealed gutters are preferable if appropriate. All leaders are to drain into a drywell or drain that is piped or conducted to daylight.
 - If gutters are to perform sufficiently, they must be large enough to handle the discharge and they must have sufficient pitch to carry the water off quickly.



Straps to support gutters should never be exposed as in this case.

- 3.15 Downspouts or leaders shall be in the same material as the gutters. Copper shall be natural, not painted. Other materials: zinc or paint to match siding or adjoining exterior trim.
- 3.16 Roof top ventilation with a continuous low profile ridge vent extended fully to the ends of the roof is recommended over box ventilators.



This ridge vent does not extend fully to the edge of the ridgeline. It is not an acceptable solution in the Park.

- 3.17 Roof decks and enclosures should not be added unless historically documented.
- 3.18 Antennas and Aerials must be located on the part of the building at the greatest distance from the street or from the most prominent public vantage point, or in a location of minimum visibility to the public.

Chapter 4 Doors

- 4.0 All doors visible from public ways must be wood which may be painted or have a clear finish unless documentation shows another material as original.

All new doors must be of a material appropriate to the overall design intent.

The doors shall be of a size, shape and style appropriate to the building.

Glass lights shall be similar in style to the adjoining windows and shall have true divided lights or permanent exterior or interior muntins.

Aluminum or vinyl clad doors are not acceptable.

French doors and side lights shall comply with all standards and guidelines for windows.



This is an example of a Dutch door with lead came, sidelight windows and a fan transom.

- 4.1 Existing doors and door openings, including transoms and sidelights, should be repaired, not replaced.

- If an applicant concludes that an existing door cannot be repaired or is an inappropriate door, the proposed replacement door should be made of wood and, if glazed with wood or lead muntin bars, have true divided lites or simulated divided lites meeting standards for windows.

Chapter 5 Steps and Porches

- 5.0 Where a porch has been a primary character-defining feature of a front façade, it should be maintained.

If the original porch is missing, a replacement should be constructed to be in character with the building, in terms of its scale, materials and detailing.



This is a fine example of repairing a porch to maintain it as a strong, character-defining element.

A porch as part of new construction should be designed appropriately in terms of its scale, materials and detailing.

- 5.1 Ornamental details, should be retained if original or part of an historic addition.
- 5.2 Decks should be located on less visible elevations and should be constructed of wood with railings, posts, balusters and a finish

consistent with the style of the structure.

Elevated decks should be furnished with an authentically fabricated lattice or vertical board skirting below the floor.

No exposed concrete block or concrete piers or pressure treated posts are allowed. Pressure treated wood is allowed for the deck floor only. The pressure treated wood must be stained and cannot be left exposed.

- 5.3 Decks, porches, patios, verandas, terraces and other above-grade exterior space shall:

- Be limited to a size that is appropriate to the size of the main structure (Please refer to The Village Code for further information regarding lot coverage, etc.).
- Be painted, stained or constructed of materials so as to harmonize with the main structure.
- Be provided with appropriate stairs and rails, and designed to prevent unnecessary hazards.
- Be maintained in an attractive, safe and structurally sound condition.

Chapter 6 Exterior HVAC Equipment

- 6.0 Condensers, compressors or any other exterior mechanical equipment should be located unobtrusively and is never acceptable on a primary façade.



These compressors are properly concealed behind a permanent structure. They are on the rear façade, painted a dark, complimentary color.

- 6.1 All equipment should be screened with fencing (including authentically constructed lattice fences) or other permanent screening.

The use of plantings alone to screen such equipment is not acceptable.

- 6.2 Utility meters shall be located so as not to be visible from the public way.



The electric meter and pull box shown here are concealed with architectural elements that coordinate with the surrounding architecture. This is a side façade that is also hidden from view by plantings at the left.

- 6.3 Utility wires shall be organized and located so as to be minimally visible.

Attachment and penetrations of utility wires shall not mar, obscure or damage the integrity of the exterior materials of structures.

Chapter 7

Accessory Buildings

- 7.0 When an accessory building is determined to be historically significant, it should be preserved.

This may include keeping the structure in its present condition, rehabilitating it or adapting it to a new use so that the building continues to serve a function.

- 7.1 Accessory buildings should be maintained in their original physical relationship to the main building.

As important and often rare historic structures, accessory buildings are governed by the same guidelines used for principal structures.

- 7.2 Conversions for other uses should respect existing, character-defining features such as fenestration patterns and large barn or garage door openings.

- 7.3 If an existing secondary structure is beyond repair, then replacing it is encouraged.

An exact reconstruction of the secondary structure may not be necessary in these cases.

The replacement should be compatible with the overall character of the historic primary structure, while accommodating new uses.

- 7.4 New accessory buildings should be properly proportioned to the main structure and should have a logical design approach to its character - either matching in style or a contrasting design approach that has individual integrity and adds to the beauty of the site. New accessory buildings will be reviewed with the same considerations as that

given to new primary construction.



This stable is part of a unified master site plan.

- 7.5 A garage door should be compatible with the character of the structure. A wood-clad hinged door is preferred.

If an overhead door is used, the materials should match that of the secondary structure.

If the existing doors are hinged, they can be adapted with an automatic opener.

- 7.6 Avoid moving a historic secondary structure from its original location.

A secondary structure may only be repositioned on its original site to preserve its historic integrity.

Chapter 8 Lighting

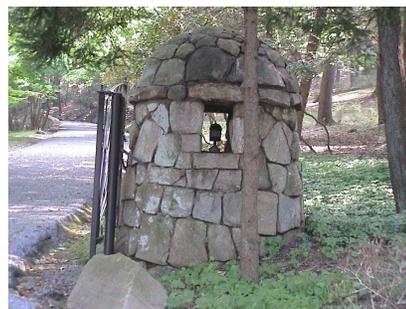
- 8.0 The use of lighting should be limited to the necessity for traffic, safety and security reasons.
- 8.1 Lighting should be kept at low levels, discretely designed to harmonize with the structure or landscaping and shielded to prevent glare or overspill of the light off of the property.
- 8.2 The style and materials of the light fixtures when visible from the public way should be appropriated to the historic character of the residence.



The materials of this lantern work well with the native stone of the pier.

- 8.3 Timers and motion detectors should be used wherever possible and sensibly set to allow short “on times” and reduced sensitivity to wind, cars and small animals passing by.

- 8.4 Lamp sources should be shielded from view and light source directed downward.
- 8.5 Security lighting should be installed so that light is directed toward the house or area of security concern. There should be no visible distraction for neighbors or cars on the streets. Wattage should be kept low and incandescent bulbs should be used.



This is a unique solution to light providing a marker for a driveway.

Chapter 9 Site Planning and Design

- 9.0 Alterations to existing site conditions should be approached in conformity with the Village Code requirements, including the BAR siting criteria contained in Village Code § 100-54.
- 9.1 Finished cut and fill slopes shall be constructed to blend with the existing landscape, curving with the natural contour of the land, avoiding straight lines, and/or geometric patterns.
- 9.2 Unwarranted cutting and filling should be avoided when constructing roads, driveways and other related structures, using measures such as laterally balancing cut and fills, alignment with natural contours and restricting development to gentle climbing gradients.
- 9.3 Significantly visible rock outcroppings should be preserved and incorporated into the site plan to the greatest extent possible.
- 9.4 Graded slopes should provide a variety of both slope percentages and slope direction in a three-dimensional undulating pattern that is similar to the existing natural terrain.
- 9.5 The proposed building and other site improvements shall be sited so as to minimize adverse effects on views from the adjacent public roadways.
- 9.6 The orientation and location of buildings, structures, open spaces and other features of the site plan (to the extent feasible) maintain and incorporate natural resources including, but not limited to, creek corridors, significant trees and shrubs, and maintains a compatible relationship to preservation of solar access of adjacent properties, and minimizes alteration of natural land forms.
- Building profiles, location, and orientation shall relate to natural land forms.
- Garages shall be oriented to avoid the placement of doors on the front elevation and also to avoid placement of doors facing the street.
- Terraces and patios that will be used for entertaining shall be placed away from the front of the house and situated to be as private as possible.
- 9.7 The site shall provide open space and landscaping which complements buildings and structures.
- Landscaping shall be used to separate and/or screen service and storage areas, separate and/or screen parking areas from other areas, break up expanses of paved area, and define open space for usability and privacy.
- 9.8 The site plan shall minimize the effect of site traffic on abutting roads through careful layout of the site with respect to location, dimensions of vehicular and pedestrian entrances. Parking should be kept away from the front façade of the house where possible and should be obscured from public view if feasible.
- 9.9 Buildings and structures shall be designed and oriented to make use of natural lighting wherever possible.

Chapter 10 Landscape Design

10.0 The components of landscape design will be considered on an equal par with architecture. All aspects of the design must be appropriate to the overall design intent of the architecture in quality, historic preservation and style. It must also compliment and aggrandize the natural setting and environment.

The applicant's landscape plan must encompass the entire lot and must not be excessive, inharmonious or naturally incompatible.

Planting

10.1 The existing, natural contours and topography of the landscape shall be preserved to the fullest extent possible.

The preservation of mature trees is strongly encouraged. Trees, plants and flowers native to Tuxedo Park shall be given preference over other varieties.

10.2 The use of deer resistant trees and other plants is strongly recommended in as much as it is in keeping with 11.1 above.

10.3 During any construction or landscape work, the removal of trees and mature shrubs shall be kept to the absolute minimum.

10.4 Protect existing trees and shrubs during construction by erecting a drip line boundary fence around each tree, shrub or tree mass.

10.5 Replacing cut trees with new trees is required. Any native tree greater or equal to 6 inches in diameter as measured 4 feet above grade that is removed due to construction activity shall be replaced with a suitable species of a size based on the following:

1. A tree removed that is greater than 6" - 12" in diameter is to be replaced with one deciduous tree that is 1.5" - 2" in diameter or one conifer that is 6-7 feet tall.

2. A tree removed that is greater than 12" and up to 18" in diameter is to be replaced with two deciduous trees that are 2" - 2.5" in diameter or two conifers that are 7-8 feet tall.

3. A tree removed that is greater than 18" and up to 24" is to be replaced with two deciduous trees that are 2.5" - 3" in diameter or two conifers that are 8-9 feet tall.

4. A tree removed that is greater than 24" in diameter is to be replaced by four deciduous trees and are 3" in diameter or four conifers that are 9-10 feet tall.

10.6 Plant all major forest type trees away from power, sewer and water lines and away from the house and accessory buildings of a distance equal to the mature height of the tree.

10.7 Plant all major forest type trees at least 8 feet from public roads to avoid tree damage during winter salting of roads.

Fences, Gates and Walls

10.8 Historic masonry walls and iron fences and posts should be maintained to the best standard practice.

10.9 Brick walls should use historically appropriate brick. Bricks and mortar joints should be compatible in color, aggregate and joint profile with the buildings.

- 10.10 Stone walls may be dry laid or set in a mortar that is historically appropriate in building method, color, aggregate and joint profile.



This dry laid wall is not appropriate to the Park. It is of non-native stone. The strong horizontal aspect is not in keeping with the historic walls of the Park.

- 10.11 Plastic fences, chain link fences (unless minimally visible within a hedgerow) and lattice fences (except as a side or rear yard garden element) are not acceptable.
- 10.12 Gates as part of a fence shall match the style of the fence. Individual gates not part of a fence shall comply with the guidelines for a fence.



This gate, post and wall are fine examples of elements that are complimentary to each other and in keeping with the character of the Park.

Swimming pools

Swimming pools and other related

structures are subject to the requirements of all regulating agencies having jurisdiction. No standard or guideline noted herein is intended to replace any requirement of such agencies.

- 10.13 Locate swimming pools, lap pools, hot tubs or similar water features away from public view.
- 10.14 Pool must be complete in-ground, flush to adjacent grades. Use appropriate retaining walls if necessary to achieve this.
- 10.15 The size and shape of the pool and related facilities shall be appropriate to the lot size, terrain and house design.
- 10.16 The material and color for decks, patios, etc. should compliment the house, the site and the historic nature of the environment.



The fence material of this pool is split rail with a fine, black metal mesh insert that discreetly restricts access but allows for expanded views.

- 10.17 Decks, porches, patios, verandas, terraces and other above-grade exterior space shall be painted, stained or constructed of materials so as to harmonize with the main structure.
- 10.18 Locate all pool equipment such as, but not limited to, pumps, heaters, tanks, cleaning tools and filtering systems away from public view. If screening is necessary to fulfill this requirement, it must be

- permanent screening. Planting alone will not be acceptable.
- 10.19 The retaining walls should compliment the house and the site environment. If natural materials such as stone are used, they should be similar to any walls that exist on the site in type, color(s), and aggregate, setting arrangement and mortar use and technique.
- 10.20 Minimize equipment noise to avoid disturbance of neighbors.

Tennis courts or other recreational facilities

- 10.21 Tennis courts or other recreational facilities shall be concealed from view by a fence that complies with the Village Code. The height of a recreational fence for the purpose of proper function or game regulation will be taken into consideration, provided it is consistent with the Village Code.
- 10.22 Given the considerable height of some tennis court fences, there must be particular care not to obstruct views consistent with Village Code § 100-54.

Refuse Receptacles

- 10.23 Receptacles for recycling or refuse must be completely screened by an architectural enclosure. Landscape planting alone is not an acceptable as screening. The location of this structure shall be out of view from the road and all neighbors and as otherwise restricted by the Village Code.

Chapter 11

Driveways, Sidewalks, Terraces & Swales, etc.

Driveways

11.0 Driveways, sidewalks, terraces and swales, etc. are subject to review for aesthetic integrity. Materials must be natural and complimentary to the main structure. The layout of these structures must be in keeping with the overall site design. Proper detailing that prevents premature maintenance is recommended.



This gravel drive has a border of native stone.



River stones are a material naturally suited to line a swale.



This is a fine example of a flagstone swale.

Chapter 12 Building Relocation & Foundations

12.0 Moving a historic structure is discouraged; however, in some instances this may be the only viable option, and it may be considered in limited circumstances to preserve the structure's integrity.

12.1 Preserving Building Locations and Foundations:

1. A relocated building must be carefully rehabilitated to retain original architectural details and materials.

2. Before a building is moved, a plan must be in place to secure the structure and provide a new foundation, utilities, and to restore the building.

3. In general, moving a building to an entirely different site or neighborhood is not approved as it would not be consistent with its historic significance.



The ruins of a house are important to the contextual history of the Park. Any work proposed to such structures must comply with all applicable regulations, standards and guidelines.

12.2 Moving an existing building that contributes to the character of a neighborhood should be avoided:

1. The significance of a building and the character of its setting will be considered.

2. In general, relocating a historic building requires great sensitivity. The impact may be significant because the relative positioning of it reflects patterns of development, including spacing of side yards and front setbacks, and may relate to other historic structures in the area.

3. During the approval process, and before any work commences, full documentation in the form of photographs and architectural drawings, including but not limited to elevations of the building and descriptions of existing materials and locations of adjacent buildings, is required. These are necessary components of a necessary relocation plan.

12.3 In general, if the BAR deems relocation appropriate, a structure must remain within the boundaries of its historic parcel. When relocating a historic building, it should be sited with an orientation similar to its historic arrangement.

12.4 A new foundation for a building relocation or when rebuilding any foundation that is subject to BAR approval should appear similar in design and materials to the historic foundation.

Where a stone foundation was used historically, and is to be replaced, the replacement should be similar in the cut of the stone and design of the mortar joints.

12.5 When rebuilding a foundation, locate the structure at its approximate historic elevation

above grade. Raising the building slightly above its original elevation may be acceptable if there is a threat of flooding or to compensate for foundation shift or settle. However, raising it substantially above the ground level is inappropriate.

Chapter 13

New Construction

Where applicable, new construction will conform to all standards and guidelines noted in previous chapters.

- 13.0 New structures shall not negatively impact the Park's integrity and standing as a historically designated place.

New structures shall be compatible with their immediate neighbors with respect to scale, massing and visual continuity. Simple shapes and volumes are preferable to overly ornate structures.

New construction of a style suitable to the historic precedents present in the Park is encouraged but unique, architectural intervention of any style that is sympathetic to the historic context of the Park will be fairly considered.

Nothing in these standards shall be construed to prohibit the use of modern construction methods and technologies, as long as the appearance and integrity of materials is appropriate to the Park.

- 13.1 Accessory buildings must be compatible with the primary building in scale, placement, style, materials, detail, and color.

They must be secondary in size, placement, visual impact and level of detail. Garages, for example, should not visually outweigh either the house to which they are an accessory or adjoining houses. Additions should not dwarf or obliterate the original building.

Typically, smaller masses are added to existing structures on a building axis or along a surface

plane. Large blank walls are discouraged in locations where highly articulated facades are the norm.

Proportions of new work should relate to the proportions of existing structures.

Scalar elements such as cornice lines, roof lines, trim bands, chimneys and foundation lines should reinforce patterns set in the Village.

- 13.2 Alterations and additions should be compatible with the character of the building and earlier additions in size, scale, proportion, roof pitch, massing, material, location and detail.

Additions should be designed so that the primary elevations of the original building remain clearly delineated.

- 13.3 The historic relationship of buildings to the street, including setbacks and open spaces, should be taken into consideration.

- 13.4 The BAR will consider the appropriateness of the size and shape of the building or structure both in relation to the land area upon which the building or structure is situated and also in relation to the buildings and structures in the vicinity.

Chapter 14

Additions to Existing Structures

A new addition should not dramatically change the form or scale of the existing building.

14.0 Every attempt shall be made to preserve an older addition that has achieved historic significance in its own right. Such an addition is usually similar in character to the original building in terms of materials, finishes and design.

14.1 A more recent addition that is not historically significant may be considered for removal with code required approvals.

14.2 A new addition should be designed to maintain the interpretation of the historic character of the primary building.

A new addition that creates an appearance inconsistent with the historic character of the primary building, or that seeks to imply an earlier period, is inappropriate.

An addition that seeks to imply an inaccurate variation of the primary building's historic style should be avoided.

An addition that covers historically significant features is inappropriate.

14.3 Design a new addition to be recognized as a product of its own time.

An addition should be made distinguishable from the historic building, while also remaining visually compatible with these earlier features. A change in setbacks of the addition from the historic building, a subtle change in material or a differentiation between historic, and more current styles are all techniques that may be considered to help

define a change from old to new construction.

14.4 An addition should be designed to be compatible in size and scale with the main building.

An addition that is lower than or similar to the height of the primary building is preferred.

14.5 When it is necessary to design an addition that is taller than a historic building, it should be set back substantially from significant facades and "connectors" should be used to link it to the historic building. A 1-story connector is preferred. The connector should be a minimum of 10 feet long between the addition and the primary building. The connector also should be proportional to the primary building.

14.6 An addition should be placed at the rear of a building or set back from the front to minimize the visual impact on the historic structure and to allow the original proportions and character to remain prominent. Locating an addition at the front of a structure is usually inappropriate.

Additional floor area may also be located under the building in a basement which will not alter the exterior mass of a building.

Additions should be set back from primary facades in order to allow the original proportions and character to remain prominent. A minimum setback of 10 feet on primary structures is recommended. One option is to construct an addition to the rear and link it to the main structure with a "connector."

14.7 Roof forms for additions should be similar to those of the historic

- building. Typically, gable, hip and shed roofs are appropriate. Flat roofs are generally inappropriate for additions on residential structures with sloped roofs.
- 14.8 Additions to a historic structure should be designed such that it will not destroy or obscure historically important architectural features. For example, loss or alteration of architectural details, cornices and eave lines should be avoided.
- 14.9 On a new addition, use exterior materials that are compatible with the historic materials of the primary building. The new materials should be either similar or subordinate to the original materials.

Building and Roof Forms

- 14.10 Building forms that are similar to those of the historic property should be used. They should not overwhelm the original in scale.
- 14.11 Roof forms that are similar to those seen traditionally in the neighborhood should be used.
- Sloping roofs such as gable and hip roofs are appropriate for primary roof forms. Flat roofs should be used only in areas where it is appropriate to the context.
- On a residential structure, eave depths should be similar to those seen traditionally in the context.
- Exotic building and roof forms that would detract from the visual continuity of the neighborhood or district are discouraged, including geodesic domes and “A” frames.
- 14.12 Roof materials should appear similar in scale and texture to those used traditionally. Roof materials should have a matte, non-reflective finish.

Materials

- 14.13 Building materials should be used that contribute to a traditional sense of human scale. Materials that appear similar in scale and finish to those used historically on the site are encouraged. Use of highly reflective materials is discouraged.
- 14.14 Exotic building and roof forms that would detract from the visual continuity of the historic property, neighborhood or district are inappropriate.

Chapter 15

Glossary

The following glossary of architectural terms is provided to assist in understanding both the Guidelines and conversations with the BAR. This glossary is not meant to contradict any term defined in the Village Code, or as interpreted by the Board of Zoning Appeals. To the extent that any term used herein appears to have such a contradiction, the Village Code definitions and BZA interpretations control.

Adaptive reuses. Refers to the recycling of an old building for use other than that for which it was originally constructed. This can involve a sensitive rehabilitation that retains much of a building's original character, or it can involve extensive remodeling.

Alignments. The arrangement of objects along a straight line

Appurtenances. An additional object added to a building; typically includes vents, exhausts hoods, air conditioning units.

Arch. A structure built to support the weight above an opening. A true arch is curved. It consists of wedge-shaped stones or bricks called Voussoirs (vu-swar.), put together to make a curved bridge that spans the opening.

Ashlar. A square, hewn stone used in building. It also refers to a thick, dressed, square stone used for facing brick walls.



Ashlar piece. A short vertical timber which runs down the inner face of the wall head, it is mortised into a rafter at a point near its foot, and is also usually connected to the rafter by a timber spanning the wallhead, which effectively forms a timber triangle. The ashler post, in pressing against the wallhead, prevents the roof from spreading outwards. (rather confusingly it has nothing to do with ashlar stonework).

Asphalt Shingles. A type of roofing material composed of layers of saturated felt, cloth or paper, and coated with a tar or asphalt substance and granules.

Association. As related to the determination of "integrity" of a property, association refers to a link of a historic property with a historic event, activity or person. Also, it refers to the quality of integrity through which a historic property is linked to a particular past time and place.

Balcony. A platform projecting from the wall of an upper story enclosed by a railing or balustrade, with an entrance from the building and supported by brackets, columns or cantilevered out.

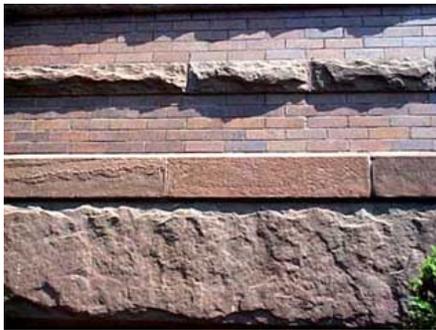
Baluster. A short, upright column or urn-shaped support for a railing.

Balustrade. A row of balusters and the railing that connect them. Used as a stair or porch rail.

Bargeboard. A projecting board, often decorated, that acts as trim to cover the ends of the structure where a pitched roof overhangs a gable.

Bay Window. A window or set of windows which project out from a wall, forming an alcove or small space in a room; ordinarily begins at ground level, but may be carried out on brackets or corbels.

Beltcourse. A flat, horizontal member of relatively slight projection, marking a division in the wall plane.



Board and Batten. Vertical plank siding with joints covered by narrow wood strips.

Braces. Pieces of reinforcing timbers set diagonally between structural members. An arched brace comprises two curved timbers forming an arch.

Bracket. A supporting member for a projecting element or shelf, sometimes in the shape of an inverted L and sometimes as a solid piece or a triangular truss.

Building. A resource created principally to shelter any form of human activity, such as a house.

Clapboards. Narrow, horizontal, overlapping wooden boards, usually

thicker along the bottom edge that forms the outer skin of the walls of many wood frame houses. The horizontal lines of the overlaps generally are from four to six inches apart in older houses.

Collar beam. A horizontal timber which ties rafters together at a height above the wall plate, i.e. above the level of a tie beam.

Column. A slender upright structure, generally consisting of a cylindrical shaft, a base and a capital; a pillar. Usually a supporting or ornamental member in a building.

Composition Shingles. (See "asphalt shingles.")

Conjectural. Design based on or involving guesswork or an unsubstantiated theory.

Contributing Resource. A building, site, structure, or object adding to the significance of a historic district.

Corbelling. A series of projections each stepped out further than the one below it; most often found on brick walls and chimney stacks.

Cornice. The continuous projection at the top of a wall. The top course or molding of a wall when it serves as a crowning member.

Design. As related to the determination of "integrity" of a property, design refers to the elements that create the physical form, plan, space, structure and style of a property.

Dormer. A window set upright in a sloping roof. The term is also used to refer to the roofed projection in which this window is set.

Dentil Molding. A molding with a series of small blocks that look like teeth, usually seen under a cornice.

Eave. The underside of a sloping roof projecting beyond the wall of a building.

Elevation. A mechanically accurate, "head-on" drawing of a face of a building or object, without any allowance for the effect of the laws of perspective. Any measurement on an elevation will be in a fixed proportion, or scale, to the corresponding measurement on the real building.

Facade. Front or principal face of a building; any side of a building that faces a street or other open space.

False Front. A front wall, which extends beyond the sidewalls of a building to create a more imposing facade.

Fascia. A flat board with a vertical face that forms the trim along the edge of a flat roof, or along the horizontal, or "eaves," sides of a pitched roof. Rain gutters are often mounted on it.

Fenestration. The arrangement and design of windows in a building.

Finial. The decorative, pointed terminus of a roof or roof form.

Form. The overall shape of a structure (e.g., most structures are rectangular in form).

Frame. A window component. (See also "window parts.")

Gable. The portion that is above eave level, on an end wall of a building with a pitched or **gambrel roof**. In the case of a pitched roof, this takes the form of a triangle. The term is also used sometimes to refer to the entire end wall.

Gambrel. A ridged roof finishing at each end on a small vertical gable below which the roof slopes to meet the gable wall.



Glazing. Fitting glass into windows and doors.

Half-hipped. A ridged roof finishing at a gable of which a small section of the top part is angled or hipped, the rest vertical. In effect the opposite of gambrel. See jerkin head

Hammerbeam roof. A hammerbeam is a horizontal timber projecting at wall head level towards the centre of the roofspace, like a tie beam without a central section. Supported on corbels, they carry a vertical timber, the hammer post, which supports a purlin, and is usually braced to a collar beam.

Head. The top horizontal member over a door or window opening.

Helm. A four sided roof, rising to a point, and sitting on four gabled walls.

Hipped. Where the ends of the roof are sloped rather than vertical.

Historic District. A significant concentration of sites, buildings, structures or objects united historically or aesthetically by plan or physical development and so designated by the a national, regional or local jurisdiction.

In-Kind Replacement. To replace a feature of a building with materials of the same characteristics, such as material, texture, color.

Jerkin head. A ridged roof finishing at a gable of which a small section of the top part is angled or hipped, the rest vertical. In effect the opposite of gambrel.



King post. A vertical timber rising from the centre of a tie beam to support the ridge.

Lancet Window. A narrow, vertical window that ends in a point.

Lap Siding. (See "clapboards.")

Lean to. A roof with one slope only, built against a vertical wall.

Lintel. A heavy horizontal beam of wood or stone over an opening of a door or window to support the weight above it.

Mansard. A roof with a double slope in which the top part is shallower.

Mass. The physical size and bulk of a structure.

Masonry. Construction materials such as stone, brick, concrete block or tile.

Material. As related to the determination of .integrity. of a property, material refers to the physical elements that were combined or deposited in a particular pattern or configuration to form a historic property.

Modillion. The projecting decorated bracket used in a series to support a cornice.

Module. The appearance of a single facade plane, despite being part of a larger building. One large building can incorporate several building modules.

Molding. A decorative band or strip of material with a constant profile or section designed to cast interesting shadows. It is generally used in cornices and as trim around window and door openings.

Muntin. A bar member supporting and separating panes of glass in a window or door. Also called Mullion although this term is usually used for heavier separating elements.



Non-contributing Resource. A building, site, structure or object that does not add to the historic significance of a property.

Oriel Window. A projecting bay with windows, which emerges from the building at a point above ground level. It is often confused with a bay window, which ordinarily begins at ground level.

Orientation. Generally, orientation refers to the manner in which a building relates to the street. The entrance to the building plays a large role in the orientation of a building. Generally the entrance, and thus the orientation, faces the street.

Parapet. A low wall or railing often used around a balcony or along the edge of a roof.

Pediment. A triangular section framed by a horizontal molding on its base and two sloping moldings on each of its sides. Usually used as a crowning member for doors, windows and mantles.

Period of Significance. Span of time in which a property attained the significance.

Pier. The part of a wall between windows or other openings. The term is also used sometimes to refer to a reinforcing part built out from the surface of a wall; a buttress.

Pilaster. A support or pier treated architecturally as a column, with a base, shaft and capital that is attached to a wall surface.

Post. A piece of wood, metal, etc., usually long and square or cylindrical, set upright to support a building, sign, gate, etc.; pillar; pole.

Preservation. Keeping an existing building in its current state by a careful program of maintenance and repair.

Principals. The main inclined timbers in a roof.

Property. Area of land containing a single historic resource or a group of resources.

Protection. The act or process of applying measures designed to affect the physical condition of a property by defending or guarding it from deterioration, loss or attack, or to cover or shield the property from danger of injury. In the case of buildings and structures, such treatment is generally of a temporary nature and anticipates future historic preservation treatment. In the case of archaeological sites, the protective measure may be temporary or permanent.

Purlin. A continuous horizontal timber running parallel to the ridge; sometimes referred to as side timbers.

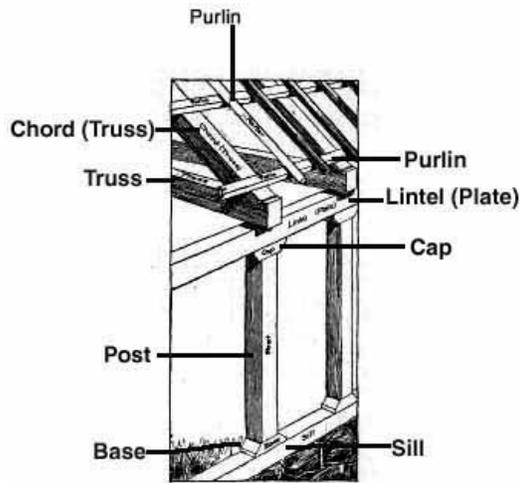


FIG. 7—NEW HAMPSHIRE
BARN FRAME

Queen post. A pair of vertical timbers rising from a tie beam to support purlins.

Quoin. (koin) Dressed stones or bricks at the corners of buildings, laid so that their faces are alternately large and small. Originally used to add strength to the masonry wall, and later used decoratively.

Rafter. Any of the beams that slope from the ridge of a roof to the eaves and serve to support the roof.

Reconstruction. Involves recreating a historic building that has been damaged or destroyed by erecting a new structure that resembles the original as closely as possible. A reconstruction may be built with new or recycled building materials.

Recessed Entry. A common component of a historic storefront. Historically display windows, which contained dry goods and other wares for sale, flanked the recessed entry.

Rehabilitation. Making a structure sound and usable again, without attempting to restore any particular

period appearance. Rehabilitation respects the original architectural elements of a building and retains them whenever possible. Sometimes also called "reconditioning."

Remodeling. Changing the appearance and style of a structure, inside or out, by removing or covering over original details and substituting new materials and forms. Also called "modernizing."

Renovation. Similar to rehabilitation, except that in renovation work there is a greater proportion of new materials and elements introduced into the building.

Repair. To restore to a sound or good state after decay, dilapidation, or partial destruction; to mend.

Restoration. The repair or recreating of the original architectural elements in a building so that it closely resembles the appearance it had at some previous point in time. As compared with rehabilitation, restoration implies a more active approach to reproducing architectural features that may have been removed.

Ridge. The line formed where two sides of a sloping or pitched roof meet. The ridge piece is a main timber running along the apex of the roof.

Roof. The top covering of a building.

Sash. See "window parts."

Shape. The general outline of a building or its facade.

Side Light. A usually long fixed sash located beside a door or window; often found in pairs.

Siding. The narrow horizontal or vertical wood boards that form the outer face of the walls in a traditional wood frame house. Horizontal wood siding is also referred to as clapboards. The term "siding" is also more loosely used to describe any material that can be applied to the outside of a building as a finish.

Sill. The lowest horizontal member in a frame or opening for a window or door. Also, the lowest horizontal member in a framed wall or partition.

Simulated Divide Lite Window. A window (or door) with one large insulated glass system usually consisting of two panes of glass with and air space in between of Argon or other gas with insulating qualities higher than air as well as divider strips that align with applied muntins. This glass panel is held in place by the stiles and rails of the window (or door) and the grid of applied muntins simulates a traditional divided lite window.

Size. The dimensions in height and width of a building's face.

Soffit. The underside of a structural part, as of a beam, arch, etc.

Sprocket. A short timber placed at the foot of a rafter to project over the wall head.

Stile. A vertical piece in a panel or frame, as of a door or window.

Stabilization. The fact or process of applying measures designed to

reestablish a weather resistant enclosure and the structural stability of an unsafe or deteriorated property while maintaining the essential form as it exists at present.

Standing Seam Metal Roof. A roof with vertical panels. Historically, the panels were fitted together with hand rolled seams.

Streetscape. Generally, the streetscape refers to the character of the street, or how elements of the street form a cohesive environment.

Stucco. An exterior wall covering that consists of Portland cement mixed with lime, applied over a wood or metal lath. It is usually applied in three coats.

Tie beam. A horizontal beam which joins the feet of the principals at wall head level.

Traditional. Based on or established by the history of the area.

Transom. A window located above a door or larger window.

True Divided Light window. A window (or door) with individual panes of plate glass or individual panes of an insulated glass system usually consisting of two panes of glass with and air space in between of Argon or other gas with insulating qualities higher than air. These glass panels are held in place in the traditional manner of muntins that are structurally capable of holding each pane of glass in place.

Truss. Name given to rigid frame of principals and tie beams or collar beams.

Vernacular. This means a building that has details associated with common regional

Characteristics. Generally a simple building with modest detailing and form. Historically, factors often influencing vernacular building were things such as local building materials, local climate and building forms used by successive generations.

Visual Continuity. A sense of unity or belonging together that elements of the built environment exhibit because of similarities among them.

Wall plate. A timber laid along the top of a wall, rafter ends and studs and posts from below may be joined to it.

Window Parts. The moving units of a window are known as sashes and move within the fixed frame. The sash may consist of one large pane of glass or may be subdivided into smaller panes by thin members called muntins or glazing bars. Sometimes larger window divisions called mullions are used.

Appendices

I. The National Register of Historic Preservation Designation

(See attached)

II. The Secretary of the Interior's Standards and Guidelines for the Rehabilitation of Historic Buildings

www.cr.nps.gov/hps/

III. Historic Preservation Briefs

www.cr.nps.gov/hps/tps/briefs/brief01.htm

IV. U.S. General Services Administration Historic Preservation Technical Procedures

[Http://w3.gsa.gov/web/p/hptp.nsf](http://w3.gsa.gov/web/p/hptp.nsf)