

**ATTACHMENT D**

## **HOFFMAN SCHOOL**

**3060 Durrell Avenue**

### **ALTERATION AND REHABILITATION REVIEW CRITERIA:**

#### **GENERAL GUIDELINES**

1. Avoid removing or altering historic material or distinctive architectural features; If it's original and in fairly good condition, try to keep it and repair it.
2. Don't try to make the building look older than it really is. This also applied to any future additions to the building. Do not try and make new additions look like they are original to the building.
3. A later addition to an old building may have gained significance on its own. Don't assume it's worthless just because it's not part of the original building.
4. Repair rather than replace whenever possible. If replacing, replicate the original
5. Be sensitive to distinct features and examples of skilled craftsmanship.
6. Surface cleaning should be done by the gentlest means possible. Don't sandblast or use other abrasive methods. Cleaning may not be necessary at all.
7. New additions should look new. They should be compatible with the existing structure but should not try to copy the old building.
8. Uncover original design features that may be buried under layers of improvements.

#### **1. MATERIALS: REPAIR OR MATCH THE ORIGINAL AS CLOSELY AS POSSIBLE.**

Original materials should be repaired, restored and reused whenever possible. Original materials should not be removed or covered. Where necessary, missing or deteriorated material should be replaced with appropriate recycled or new materials that match the original as closely as possible to:

type of material	size of unit	color
shape	configuration	texture
type of joint	placement	detailing
location.		

#### **2. WINDOWS: SHOULD REMAIN OPEN**

The original pattern of window openings and their shape and configuration should not be altered. Window openings should not be reduced, enlarged or filled in on street facades. Replacement windows should match the original in size, shape, design and material. Vinyl replacement windows shall not be permitted.

Building code and egress requirements are different from what they were when the buildings were constructed. Conversion of window openings to door openings is allowed in order to meet egress and life and safety requirements.

**3. ORNAMENTATION: KEEP ORIGINAL ORNAMENTATION**

The existing architectural features that give buildings their character such as decorative piers, columns, brackets, decorative brickwork and terra cotta should be preserved. The addition of inappropriate and out-of-character features should be avoided.

**4. MASONRY CLEANING: NEVER SANDBLAST OR DON'T CLEAN**

Cleaning of masonry is generally discouraged. If cleaning is necessary, it should be done by the least damaging method available, ranging from washing with a mild detergent and soft bristle brushes to chemical cleaning. Sandblasting is not an acceptable method for cleaning: it destroys brick and lessens the life of buildings. Sandblasting brick severely damages the surface.

**5. SILICONE: AVOID WATER REPELLENT COATINGS**

Water repellent coatings (silicone) should never be used unless there is actual water penetration through the masonry units themselves, and if the problem is not caused by faulty or missing mortar, poorly functioning gutters and downspouts, or rising ground water.

If water is penetrating through the masonry to interior surfaces, then only the affected area should be treated, and only after the masonry has been allowed to dry. Painting is more permanent and provides a good measure of waterproofing to masonry walls.

**6. PAINTING: IF IT WAS PAINTED, PAINT IT AGAIN**

Painted brick buildings should be repainted rather than stripped or cleaned to reveal the natural brick color. The color of trim and decorative detailing on a building should contrast with the wall paint color.

**7. REPOINTING: USE THE RIGHT CEMENT AND MATCH MORTAR JOINTS.**

Remember that older, softer bricks require a softer mortar. In general, the mortar joint should be concave, as this gives the greatest bond of mortar to brick. Have a test sample analyzed and match the composition and color.

**8. APPURTENANCES/AWNINGS: DO NOT COVER IMPORTANT FEATURES**

All appurtenances, such as light fixtures and signs, should be compatible with the building upon which they are to be installed. The installation of canvas canopies and awnings is permissible but should not obscure or require the removal of significant architectural features. Canopies and awnings made of material other than canvas are discouraged unless there is precedence for the building or architectural style.

**9. UTILITY/SYSTEM INSTALLATION: PLACE THEM INCONSPICUOUSLY**

The installation of utility and mechanical systems such as water or gas meters, and central air conditioning units, should be inconspicuously placed and screening should be provided; the installation of such systems should be avoided on the street façade.

**10. WALLS AND FENCES: RETAIN THE ORIGINAL**

Existing retaining walls, gates and fences should be repaired and retained whenever possible. The installation of chain link fence shall be prohibited on the property.

**11. PARKING: LOTS SHOULD BE SCREENED AND LANDSCAPED.**

Parking should be designed so as not to detract from the visual quality of the building.

Screening should be sufficient to minimize the view of parked vehicles from other properties, from the street, and other public areas. Screening may employ masonry walls, landscaping and fencing. The design of this screening should be compatible with the district.

Within the interior of parking lots, there should be adequate landscaping, including planting islands containing trees to provide shade and to break up large areas of paving.

**12. DEMOLITION:**

Demolition of the building shall not be permitted, except as provided below:

(A) The demolition request concerns an inappropriate addition, and the Historic Conservation Board determines that such request will not adversely affect the historic integrity of the remaining portions of the building.

## **NEW CONSTRUCTION/ADDITIONS: COMPATIBLE BUT NOT REPLICAS**

New construction and additions on the site should not try to imitate the old, but should be compatible with respect to the following:

**MATERIALS:** The type of materials and their color, texture, scale and detailing should be compatible with the original building. Predominant materials are brick and stone.

**SCALE:** The scale of additions and its constituent parts should be compatible with the original building and the scale of its parts but should not overpower the original building.

**FORM:** the shape, massing and proportions of additions should be compatible with the original building.

**DETAILING:** the detailing including, but not limited to, the following features and their placement on additions and new construction should be compatible with the building and adjacent context:

Walls	roofs	windows
Eaves	cornices	chimneys
Doors	appurtenances	

**HEIGHT:** The height of an addition should not exceed the height of the original building.

**SETBACK:** The setback of new buildings should be comparable to the siting of the original building.

**HISTORIC INTEGRITY:** Compatibility of new work to original work is required, but imitation of old work in new construction should be avoided.

If original openings are filled in on the side or rear elevations, the outline of the original opening should remain apparent by setting new infill material back from the surface and leaving original sills and lintels in place.

## **THESE GUIDELINES ARE NOT CAST IN CONCRETE.**

They do not force you to do work on your property. They do not force you to “take the property back to the way it was.” They can be waived or adjusted if the owner shows that sticking to the guidelines would cost more than he/she could afford. Ordinary repair and maintenance does not require review by the Historic Conservation Board.

Applicants are encouraged with consult with Historic Conservation Board staff before they finalize their plans and formally apply for a building permit.