

WAYLAND HISTORIC DISTRICTS

DESIGN GUIDELINES



Wayland Historic District Commission

The Wayland Historic District Commission adopted the guidelines following a public hearing to which all property owners in the two local historic districts, as well as any interested persons, were invited. There were no comments and the Commission voted affirmatively to accept the guidelines.

These guidelines may be modified using the same process of proposing new language, holding a public hearing, and voting to amend.

Spring 2017

Amended Fall 2019

Amended Winter 2023

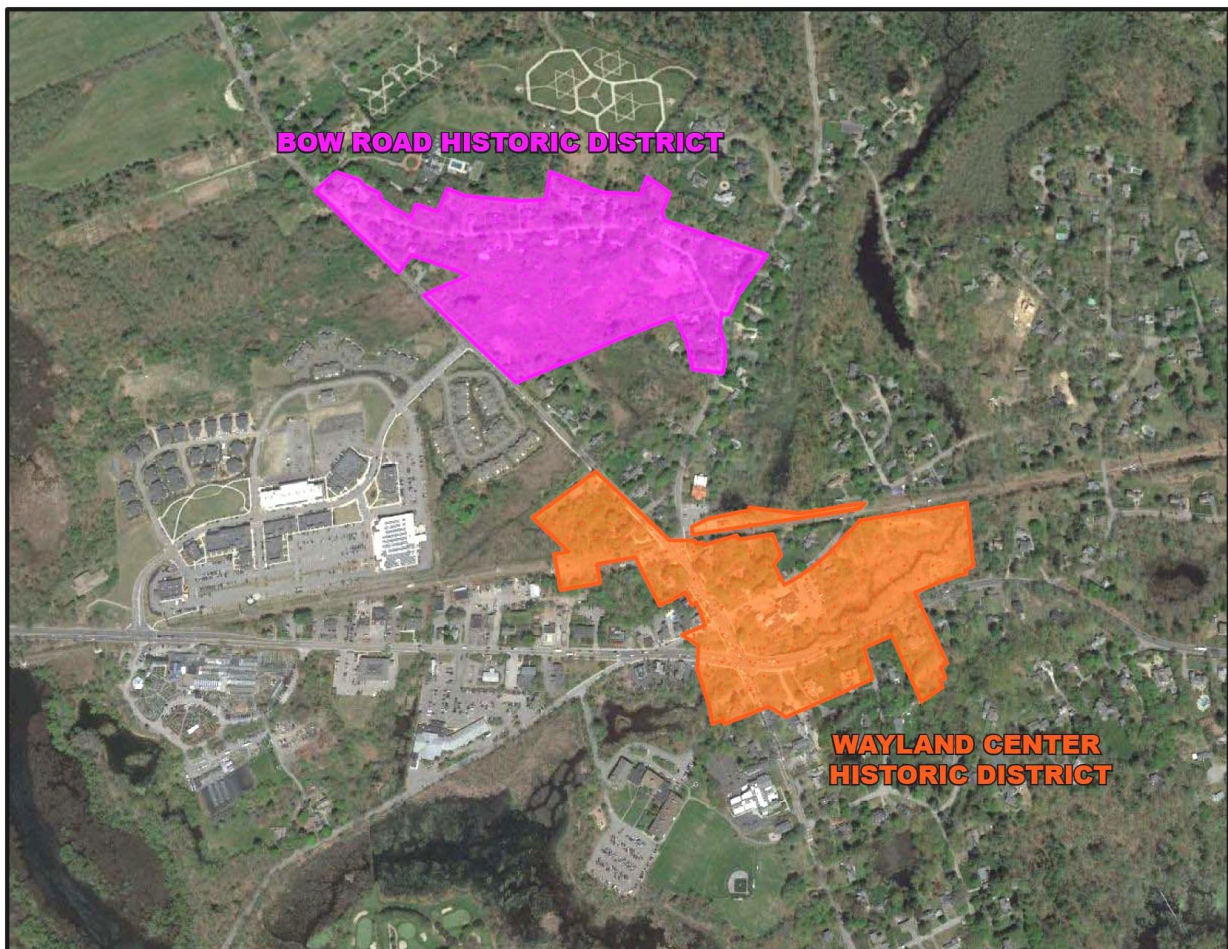


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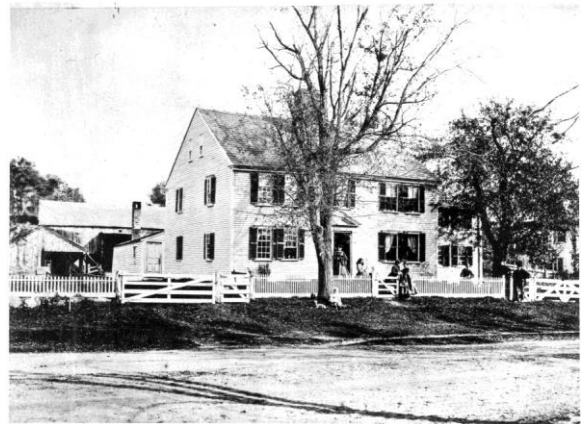
INTRODUCTION

BACKGROUND

Wayland's local historic districts were established under State enabling legislation, known as Massachusetts General Laws Chapter 40C, which is a local option. This means that the town voted at Town Meeting to designate its historic districts with the purpose of protecting the public interest in the Town's historic resources. The local historic district commission, established to administer the Bylaw, only reviews work proposed to exterior architectural elements of properties included in a prescribed geographical area, known as the district, and that are within the public view. Local historic district designation does not provide jurisdiction over the use of a property; it is not zoning.

Wayland first adopted a local historic district bylaw in 1965 when it formed a sixteen-lot historic district with 15 buildings at the Center. One lot was vacant until 1995 when a two-family duplex was built on it. The Wayland Center District has been expanded four times now to include 21 properties. Some of the new properties have multiple resources, such as the MBTA property, a site of several railroad artifacts that now are protected by the local historic district designation.

Wayland Center became the focus of Sudbury's East Precinct beginning in 1726. Prior to that time, residents gathered for worship and civic affairs at a meetinghouse close to the North Cemetery. The shift of the meetinghouse location to Wayland Center was made in part to accommodate the Cochituate farmers, who lived a couple of miles south. The meetinghouse, which by then was the fourth structure was moved from North Cemetery to Wayland Center, close to where Collins Market is located, but was subsequently replaced by a fifth meeting-house, today's First Parish Church, built in 1814-1815. The oldest extant property in the district is the Grout-Heard House, built ca. 1740 and enlarged ca. 1820. No other buildings in the historic districts from the 18th century survive.



Grout-Heard House as viewed in 1868

In 1841 the first municipal building, known as the Town House, took its prominent place in Wayland Center. That building subsequently became a grocery store, and was known as Collins Market, a name that it retains today. In the second half of the 19th century industrial or commercial activity was located in Cochituate due to the thriving shoe industries, while Wayland Center continued to be the institutional center with church, town hall, and library surrounded by farms. With the advent of the Massachusetts Central Railroad in 1881 came a gradual change in the community. The predominantly rural, agricultural area of north Wayland gave way to homes with commuters taking advantage of convenient passenger rail service to Boston. The Depot provided a waiting area for these passengers. Also a product of the rail service was the freight house across the street, which served



First Town Hall—Collins Market

the commerce of Cochituate as well as the farmers who

shipped farm products to Boston.

In 2003 Wayland added a second district consisting of 23 properties, the Bow Road Historic District. This second district is significant for its representation of a microcosm of two hundred years of Wayland's history through its modest everyday architecture recalling a long period of development and association with prominent Wayland families. Bow Road was part of the main route linking Sudbury's two precincts, East Sudbury and Sudbury. The road from Sudbury passed along Bow Road crossing to Mill Road toward the grist mill once located there. In 1780 East Sudbury separated from Sudbury and became its own municipality. In 1835 East Sudbury was renamed Wayland.



The Rev. Josiah Bridge House, ca. 1761

Nineteenth century development of the Bow Road area was limited to the north side of the road so that all properties had a southern exposure, a common orientation in the 18th century; but also logical topographically for the high hill rising behind the north side, which no doubt provided weather protection. The land on the south side of Bow Road was pasture land for the various farmers living on the north side including the Parmenters and the Drapers.



Street School, built 1841, moved to Bow Road 1854

Today's Wayland Center and residential Bow Road Historic Districts convey a sense of the evolving neighborhoods with extant properties representing over two hundred years of development within the cultural landscape of the past. Overall, the districts retain their historic context with examples of fine craftsmanship.

The placement and relationship of the parts of dwellings and outbuildings, the massing on modest lots, the variety of architectural design and materials to express those designs, the craftsmanship, and the patterns of development impart an overall understanding and feeling of these two

village neighborhoods that evolved throughout the 19th and into the mid-20th century. These characteristics have inspired many to settle here and preserve the heritage inherent in the buildings that make up the cohesive Center and Bow Road neighborhoods.

The dwellings in the Wayland Center District are two to two and one-half storied with Federal and Greek Revival architectural massing and detail. Most have a main entry centered on the façade with flanking double hung windows of various combinations of panes of glass. There are five institutional buildings in the Center District – the earliest being the First Parish Church (fifth meetinghouse) dating to 1815 and the companion carriage sheds; the other four are The First Town Hall, now referred to as Collins Market, built in 1841, the Wayland Passenger Station (now known as the Depot) and the Freight House both dating to 1881, and the Public Safety Building erected in 2003. Each of these structures has characteristics representative of its period of construction. The First Parish Church has highly articulated Federal detail in its four-stage bell tower, projecting portico and Palladian window. The monumental Tuscan columns of the First Town Hall mark it as a well-defined Greek Revival

structure. The board-and-batten siding of the Freight House and Depot and the wide bracketed overhang of the Depot are representative of Stick Style design.

Bow Road District is a collection of residential structures representing a continuum of domestic architecture. Most of the houses on the north side of Bow Road were built throughout the 19th century, while most of those on the south side were built in the mid-20th century. The earlier houses are two and one-half storied, most with gabled roofs and the mid-20th century dwellings are one and one-half story Capes. The three 18th and many 19th century dwellings represent several architectural styles, some of which have only a few examples in Wayland. In addition to the expected Georgian, Federal and Greek Revival styles, there are two houses that display Queen Anne features, two with Italianate features and one from the Arts and Crafts movement of the early 20th century.



*ca. 1775 Jonathan Maynard Parmenter House—
Federal/Greek Revival*



*ca. 1761 Josiah Bridge House—Georgian with Greek
Revival entry and porch*



1892 F. Eugene Bacon House—Queen Anne



ca. 1898 James Henry Small House—Queen Anne

THE HISTORIC DISTRICT REVIEW PROCESS

Changes made to the exterior of properties in the historic districts require approval from the Wayland Historic District Commission (HDC), whether or not a building permit is required. The applications are available on the town website on the HDC's webpage. Applications may be filled out and directed to the HDC at the Town Building. The HDC meets monthly and encourages the residents to attend meetings to learn about policies that may guide them. The HDC encourages applicants to repair rather than replace elements of buildings in the districts.

Changes that are reviewed on a case-by-case and require approval of the HDC include:

- o Exterior changes visible from a public way
- o Demolition, additions, new construction visible from a public way
- o Signs, structures such as walkways, fences, walls
- o Changes in paint color

Changes not reviewed by the HDC include:

- o Interior work not impacting exterior features. N.B. if interior work affects windows or doors viewed from the public way, review is required;
- o Landscape design not involving structures such as walkways, fences, walls;
- o Everyday repair and maintenance such as replacement of some rotted clapboards or painting with the same color currently on the structure.

The HDC will hold a hearing for those applications requiring review. Following a hearing, approvals are granted in the form of a Certificate. Each application will be evaluated on its own merits.

GENERAL GUIDELINES

The HDC shall decide whether proposed changes are appropriate in preserving the character and appearance of the resource and the district.

Each building or structure is recognized as a physical and cultural record of its time and place. Character-defining features of resources should be retained and preserved whenever possible; therefore the removal of such features should be avoided. Whenever possible deteriorated features should be repaired rather than replaced.

When replacement is necessary, materials should be replaced in-kind. Vinyl and aluminum are not appropriate and generally will not be approved. However as new materials are developed the HDC will consider them on a case-by-case basis.

Replacement of missing features is appropriate only if the features' existence can be documented through physical evidence or photographs. For example:

Is a proposed porch on the front of a house appropriate? In this case photographic evidence would help the district commission to make a decision about the appropriateness of a porch added to the house as it exists today.



Zachariah Bryant House—2014



*Zachariah Bryant House – 1900
(courtesy Wayland Historical Society)*

SPECIFIC GUIDELINES

ADDITIONS

Buildings in historic districts evolve over time reflecting ever-changing tastes, life-styles and technologies. There are two issues to consider relating to additions: whether an existing addition has gained significance; and, whether a new addition is appropriate. When reviewing proposed work on an existing addition, its significance should first be determined. Does the existing addition reflect historical developments of the past, such a late 19th century Italianate bay window added to an 1820 Federal house, or an addition connecting a barn and a house? If the Commission determines that an existing addition is significant, it must review changes to it as it would the primary structure.

Historic districts seek to promote changes that are in harmony with the existing context. Thus, new additions to historic buildings are reviewed to determine the appropriateness of design relative to the existing building and others in the district. Considerations for additions are: setting – size and scale – design. Additions do not have to match the existing building, but should be compatible, reflecting architectural elements of size, scale, and materials, but perhaps in a different design. A distinction between the old and the new is desirable so that one can understand the evolution of a structure. Differentiation can be achieved by repetitions of patterns and detailing as well as placement of the addition.

Setting. Additions are most successful in honoring the existing historic structure when they are attached to elevations that are less visible from the public way and distinguished from the existing building by setback from the facade. This means that a side wing may be set back from the main building in such a way as to distinguish it from the main part. The same holds true for a rear addition that may be visually distinguished from the original or main structure.

Size and Scale. Additions should be subordinate to the existing structure in overall size and height in particular. The size and scale of windows and doors should be similar to or compatible with existing fenestration patterns. Neither the addition itself nor its features should be larger than the existing building.

Design. Material for additions should be similar to or compatible with the existing building. Windows, doors and architectural trim should be in harmony with existing patterns and detailing. For instance, windows with 6/1 sash may be used in an addition of a 19th century house with 6/6 windows in an original structure as long as the windows are of similar size and scale.

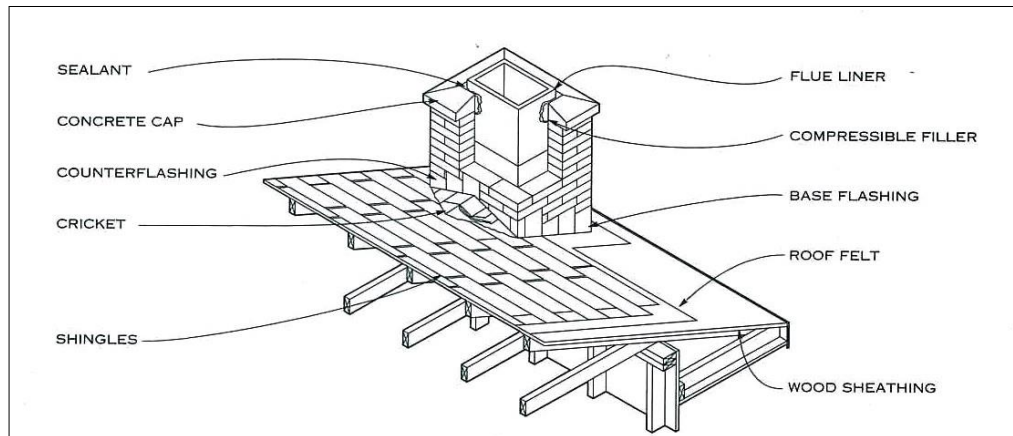


Main house with subordinate additions

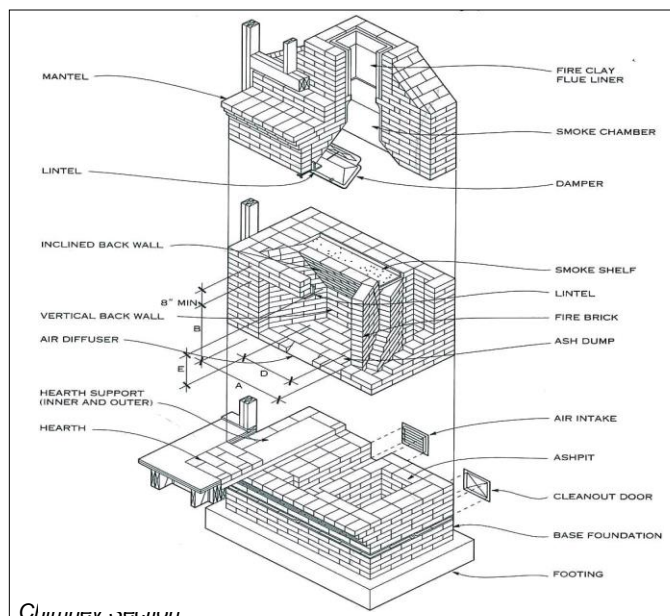
CHIMNEYS

Chimneys are “character-defining features,” which can yield useful information about the original structure as they vary depending upon the style and age of a house. The placement of a chimney and

its size can tell much about the interior plan of a house. Most of Wayland's 19th century dwellings in the historic districts have interior chimneys visible only above the roofline.



Chimney Detail



Chimney Section

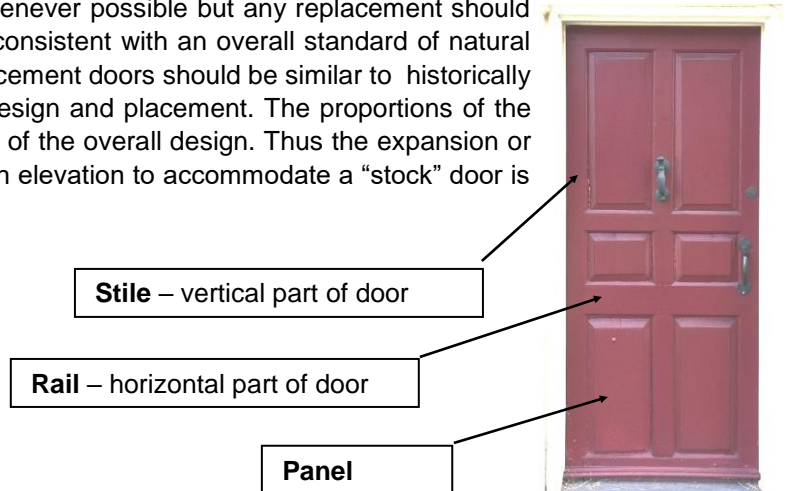
Chimneys often need attention from repointing of bricks to total replacement. Important factors to consider are the size, shape and color of the bricks, and the color of the mortar. Whenever possible one should reuse old bricks and rebuild a chimney to the same size, shape and overall design. Corbelling at the top and other patterns used in the original design should be maintained or replaced. Painting of some chimneys, generally white with a black rim as found on some houses in Wayland's historic districts, may be aesthetically and historically appropriate, but may not be appropriate for the condition of the bricks.

DEMOLITION AND REMOVAL

Demolition, even if partial, of architecturally or historically significant structures generally is prohibited except in unusual circumstances. In some instances the Commission may require documentation (drawings and photographs) of the building or part thereof proposed for demolition. All or part of later additions to an historic structure may be demolished if the addition is not significant. Such decisions are made by the Commission on a case-by-case basis.

DOORS

Original doors should be retained whenever possible but any replacement should be made of wood rather than metal consistent with an overall standard of natural materials in historic structures. Replacement doors should be similar to historically significant doors in materials, size, design and placement. The proportions of the original door are an important feature of the overall design. Thus the expansion or reduction of a door opening on a main elevation to accommodate a “stock” door is generally not appropriate



Pre-20th century doors generally consist of stiles and rails, and are often filled with wood panels and/or glass lights. The HDC discourages use of modern flush doors consisting of one flat panel.

Elements of an architecturally significant door that should be preserved are the door pattern of panels and lights, and also the surround including casing, pilasters, sidelights, transoms, fanlights or blind fans, canopies, etc. These features should be preserved. If preservation is not possible, the features should be replaced in-kind. However, if such features were not part of the architecturally significant door, they should not be added to the replacement.



Double-leaf door



Six-paneled door with sidelights



Paneled doors with square lights

Relocation of Existing Doors and Addition of New Doors. The HDC discourages removal of architecturally significant doors; however doors that are not part of a main or architecturally significant elevation may be moved. New doors should be consistent with the architecture of the building in materials, pattern, size, and overall design and should not alter the fenestration pattern of a main or architecturally significant elevation.

DORMERS AND SKYLIGHTS

Only a few homes in Wayland's historic districts have dormers, some of which were later additions to early-to-mid-19th century structures so as to provide additional light and interior space on upper floors, and others as part of the design of a newer building. Dormers and skylights are generally found only on late 19th century, Queen Anne style houses and early 20th century buildings, particularly Colonial Revival.

Small triangular dormers on main façade



Colonial Revival hipped roof shallow dormer



Dormers whether part of the original design or later additions, should not be altered. Replacement of these dormers should match the existing in material, size, design and location on the roof slopes. New or expanded dormers should neither dominate the roof slope nor obscure significant architectural detail visible from the public way. Thus new dormers should be of a scale appropriate to the roof slope and the building. Their material, design, detailing and windows should be compatible with the building.

The HDC discourages the placement of skylights on the main roof slope of buildings facing the public way. On other roof slopes, skylights should be mounted as close to the roof surface with as low a profile as possible. The HDC is unlikely to approve plastic domed skylights visible from the public way.

FENCES

Historically, fences ran along the property frontage to separate the sidewalk or the road from the adjacent land and buildings. These fences tended to be low and open. As such they afforded views of properties to passers-by. Overtime, however, roads within the historic districts have become heavily traveled thoroughfares. Property owners increasingly seek relief from the noise, dirt and fumes created by added traffic. Now in contrast to familiar low picket fences of years past, there sometimes have been requests for high board fences. These however are more appropriate for rear and side yards.

In an effort to preserve the view of historic properties from the street, low fences are more effective. All fences should be of traditional materials including wood, cast iron or stone (granite piers). The HDC is unlikely to approve vinyl fences since they are not appropriate just as chain link and light gauge metal fences are not appropriate. Such inappropriate fencing material would detract from the overall district setting.

Historically or architecturally significant fences should be retained and repaired or restored. When painting a fence, the color of the paint being considered should be proposed in the application.



Low wood picket fence provides view of building



High board fence obscures view of building

FOUNDATIONS

Buildings in Wayland's historic districts sit on foundations made of a variety of materials. Stone foundations under earlier buildings are generally low to the ground, while the later granite and brick foundations are raised and more visible. Brick foundations are usually unpainted, although paint has been applied to some in the 20th century. Several local buildings built from the turn of the 20th century rest on rubblestone and mortar foundations. Most buildings built after the 1920s rest on concrete foundations, either block or poured. Foundations' visibility often corresponds to the topography such that sloped lots may have more foundation exposed as the land slopes away from the façade.



Mixture of brick, stone and granite foundation



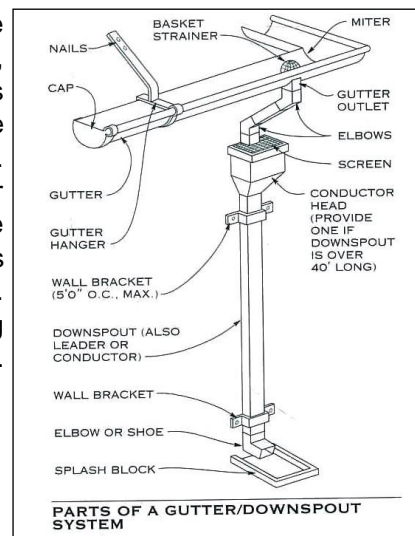
Rubblestone foundation

Repair and restoration of existing foundations should be completed with like materials. When repointing brick foundations, the width of mortar joints should be consistent and similar to the older pattern. Mortar should not be overlapped onto the brick. Every effort should be made to match the color and size of replacement bricks and mortar joints with the original foundation materials. Generally, foundations should not be painted. When foundation replacement is necessary, the foundation height should conform to original foundation unless current building code necessitates placement higher above grade in which case the foundation should be screened.

Gutters and Downspouts

Gutters and downspouts provide conduits for water runoff, and vital protection for buildings. Historically, gutters were not original to the building, and generally were not part of the original eave and trim design. However in the rare instances when they are, they should be repaired or restored with like materials.

Wood gutters would be ideal. Those gutters not integral to the eave should be installed without removing historical architectural detail, and connecting hangers should be concealed. In some instances when minimally visible or when there has been recurring failure, the Commission may approve seamless painted aluminum gutters. Wood downspouts in the district generally have been replaced over time due to rot, and aluminum downspouts may be acceptable replacements. However, if the building has copper downspouts every effort should be made to repair or replace with like materials. In all instances, every effort should be made to not obstruct existing architectural elements such as corner boards and cornice moldings.



LIGHTING



The Wayland Building Code provides some guidance on placement of lighting fixtures, whether free-standing or affixed to a building. New lighting fixtures should be of a scale and design that is consistent with the period and style of the building. Since intensity of light will significantly affect surrounding structures, every effort should be made to shield light to prevent spill onto adjacent properties as required by building code and to provide a warm low light appropriate to the districts. In some instances small unobtrusive up-lighting fixtures may be used. In general, fluorescent lights should not be used, and neon lights as well as flashing, blinking or color variations of light are not permitted by the Wayland Zoning Bylaw.



MODERN EQUIPMENT

With ever-changing types and sizes of modern equipment in today's world, installing modern amenities unobtrusively can be a challenge. Some modern equipment that is commonly installed includes meters, HVAC equipment, fans, ducts, propane tanks, antennae, satellite dishes, solar panels and cellular towers. With no historical precedent for these features, there is no form or style that would be considered appropriate. Since many of these are considered necessities in the 21st century, the goal is to select a preferred location that minimizes visibility from the public way. The Commission advises applicants to select color and design as well as screening that will best obscure or blend the equipment into its surroundings.

OUTBUILDINGS

Secondary structures such as garages, barns, other outbuildings, pool houses, play houses, or even landscape features such as a garden house or gazebo are considered outbuildings. In Wayland's two



Early 19th century barn



20th century garage

districts most outbuildings were utilitarian and subordinate to the main structure. In many cases they may retain detailing of the period of construction and contribute to the overall setting. Property owners are encouraged to preserve significant secondary structures and architectural elaboration on these structures.

New garages, barns and sheds should be subordinate to the main structure, whether a residence or other use, in location, size, scale, and massing, architectural detail and color.

PAINT COLOR

For the most part, Wayland's wood buildings are painted, including the clapboards or shingles and architectural trim. The range of paint colors tends to be conservative with a leaning toward colors that most associate with historic buildings. An appropriate color can be more accurately determined with historical documentation and paint analysis to learn about past colors used on the structure. Without research or paint analysis, one will want to consider the period and style of the building in selecting a color.

Some paint color history may help to guide the selection of a color that is appropriate for a particular building and something that will appeal to the owner's tastes. The most common colors in the 18th century were iron oxide (brownish reds) and yellow ochre (yellow mustards). By the early 19th century light greens, blues and grays were appearing, particularly in populated areas. Beginning in the 1840s, the Greek Revival period, white was a common color with dark green or black doors, shutters and window sash, particularly for well-defined Greek Revival structures such as Collins Market. An alternative may have been a light stone or straw color for the body of the building, white for the trim and dark green or black for doors and shutters. During the late 19th century earth tones became more popular and generally at least three or four colors were used. Trim often was painted in two colors to make the detail stand out, and often the doors were yet another color. By the early 20th century – the Colonial Revival period – the use of many shades of yellows and whites was seen referring back to the Colonial period and the Greek Revival period. Lighter shades of grays, blues and greens also were standard colors and nearly always shown with white or cream-colored trim.

Painting of non-wood surfaces such as brick and stone is generally discouraged as it can be harmful to the brick and stone; although it has been done historically such as seen on some chimneys. See Chimney Guideline.

The painting process requires a thoughtful approach since paint preparation is labor intensive and can be damaging if not managed properly. Given the pitting damage to wood or brick surfaces, sandblasting is not recommended. There are a number of bibliographic resources that may help a property owner select methods of surface preparation as well as paint colors. Refer to Suggested References, p.20 to p.25.

PARKING AND PAVING

In historic districts paving materials are considered structures and require review and approval of the HDC, particularly when changing materials or when paving new areas or driveways. The size, location



and materials of parking areas can dramatically affect the setting of an historic building, even though households in the districts have more vehicles today than when most of the dwellings were constructed. The HDC recommends that construction materials are compatible with the historic setting. When pavement is proposed, one way to minimize the visual impact of asphalt is to have stone dust rolled into hot asphalt. Much of the Wayland Center Historic District is an Aquifer Protection District - Zone II and the goal of the zoning is to protect ground water. To this end crushed stone or pavers may be used to reduce the negative impact of impervious surface. Generally, parking areas within the front yard of a building will not be

approved.

Brick and stone are often appropriate for walkways. Concrete may be appropriate in some instances. Asphalt walkways are discouraged.

PORCHES AND DECKS

Porches on historic buildings are important character-defining features that can tell much about the age



of a structure by the style, shape, columns, posts and balustrade as well as the foundation screening or base. Porches may span the width of the façade or simply the entry. Architecturally significant porches should be preserved and restored with like materials and in keeping with the design of the existing porch. The HDC will generally not approve removal of decorative features.

The HDC is unlikely to approve new porches on the main façade unless there is documentation of a pre-existing one. Replacement porches should be built according to documented shape, design and materials. The addition of decorative features such as columns or brackets should be in keeping with the architectural period of the building. A new porch on a rear or side elevation may be approved provided

that it does not obscure architectural elements of the building or damage them should the porch be removed at a later date.

New decks proposed at the front of a building are not appropriate; but may be added to a rear or side provided that they do not obscure architectural details.



Wrap-around Colonial Revival porch



Colonial Revival entry porch



Bracketed late 19th c. porch

ROOFS

The roof shape and its slope are important features of an historic building and often help to reveal the style and period of development. Neither should be altered during repair and replacement. Furthermore the roof shape and its slope on building additions should be compatible with that of the existing building, and not obscure the views of the original structure from the public way.

Roofing materials also tell about the period of development. However with the exception of a few slate roofs, most roofs have been converted to asphalt shingles. The Commission recommends that any remaining slate roofs be repaired wherever possible. Wood shakes are also encouraged particularly if they were the original roofing material. High-quality asphalt shingles, including architectural asphalt shingles, are worth the investment given their endurance and appearance. Replacement asphalt shingles should match existing as closely as possible unless documentation can show that a change is

more appropriate. In reviewing roof repair or replacement, the Commission will evaluate the texture, pattern and color, and exposure or extent of overlap of the shingles proposed. Metal roofs would be considered on a case-by-case basis.



Slate roof



Asphalt shingle roof



Wood shingle roof

SHUTTERS

Shutters were installed on windows in the 19th century to provide weather protection and therefore were cut to the size of the window. Thus appropriate replacement shutters are the height of the window and one-half the width so that when closed they will cover the window sash. Historically accurate shutters should be replaced with wood shutters of the correct dimensions. Most existing shutters are louvered as should be replacements. Replication of functional shutters is encouraged. Vinyl or metal shutters are not appropriate in the historic districts.



Full length wood louvered shutters flank windows



Closed shutters would cover sash

SIDING

All buildings in the two historic districts are wood clapboard or shingled and should be replaced with the same. The materials and patterns used for siding on buildings in the districts are important architectural features and should be retained and restored. During any siding replacement, attention to the exposure or overlap of existing clapboards or shingles will ensure that the same pattern is used throughout the structure. A few houses in the districts have decorative/patterned shingles that should also be replicated if in need of replacement. Flushboard siding should be replaced in kind or restored. In most

cases wood siding should be painted. Vinyl and aluminum siding are not appropriate materials in Wayland's districts.



clapboard



shingles



decorative shingles



board and batten



Patterned shingles and clapboards



Wood flushboard siding in gable peak

SIGNS

Wayland's historic districts have very few commercial properties and only a few institutional properties with signs indicating the location and use. In the districts, all signs must meet the standards set out in the Wayland Zoning Bylaw §198.501.1 Signs and Exterior Lighting. In addition the Town of Wayland Design Review Board issued Guidelines in February 2012 that should be consulted. These Sign Design Guidelines have been modified for signs in the Historic Districts.

Standards for signs for residential buildings and commercial buildings generally differ in size, scale and complexity of the lettering. The basic design, size, scale and color help to integrate signs with the architectural fabric of a building and surrounding landscape. Visual harmony with other signs in the streetscape improves the setting and generally is an enhancement of the district and businesses. An overall goal is to create signs that complement the architecture without creating visual clutter and at the same time reflect the historic use of signs in the district.

Design Standards.

Signs should be made of wood or wood-like material. Shapes should be simple geometric forms. Graphic content should include the name of the business and business logo. In some instances a few descriptive words may be appropriate. Sign graphics should be plain with a minimum number of words and rendered in non-neon colors. However visual contrast between text and background should be sufficient for clarity.



Lighting of Signs

Lighting of signs must conform to the Zoning Bylaw and must be limited to an indirect shielded light source. The HDC will approve gooseneck light sources with direct or downward-directed lighting to illuminate projecting signs. Lighting should be designed to minimize light spill. The size of the lighting fixture should be proportional to the sign so as to be inconspicuous.

Building-Mounted Signs.

See Town of Wayland Design Guidelines:

Projecting Signs.

See Town of Wayland Guidelines

Free-Standing Signs.

Free-standing signs should not be more than six feet high with the top of the sign at this six-foot level. Sign posts should appear to be of a natural material.



Free standing sign

Window Signs.

The HDC does not recommend window signs in the historic districts. If used they should be painted and cover no more than 25% of the window area. Store hours and open/close signs should be limited to 10% of the window area.

Temporary Signs - See Amendments, P. 23.

Address Signs

The HDC does not regulate locator signs such as building addresses since these must meet the public safety standard. Numbers are required to be at least 4" in size and placed in a location legible from the street.

Historic Date Plaques

The HDC permits historic date plaques issued by the Wayland Historical Commission. These historic markers are 12" x 18" of wood construction and have a framed edge. The text is applied vinyl letters and numbers applied to the wood. The HDC will be glad to assist in locating the placement of such signs; however, consultation is not required.



Historic house plaque

STAIRS AND RAILINGS

Most buildings in the districts have at least one or two steps often with a railing for the building's steps. The HDC focuses on stairs and railings visible from the public way. Steps of wood, granite or flagstone would be appropriate. The HDC recognizes that mid-to-late-20th century dwellings may have concrete steps. Original fabric and design elements should be retained or replaced in kind. If the historic fabrics are unknown, the HDC will approve elements that are consistent with the period and style of the building. If a railing is to be added, design should reflect the period of the building as well as any design details already part of the building. New railings should be wood or wrought iron and the design of the new railing should be included in an application to alter.

New additional stairs required for egress purposes should be located to the side or rear in order to be less visible, and should be designed to complement the architecture of the building.



STONE WALLS

Stone walls, free-standing or retaining, are part of the quintessential New England landscape. Historic stone walls are dry-laid unless they have been rebuilt in the modern period. The randomness of the stones and lack of mortar seams are key defining features. The HDC recommends that existing stone walls be repaired as unobtrusively as possible.

Construction of a new stone wall requires attention to detail and artful balance between the old and the new. The HDC finds color, size and shape of stones to be significant features so that the selection of new stones should reflect surrounding examples. Mortar joints should be recessed to minimize visibility. Free-standing stone walls should not exceed three feet in height. Since the location and height of a new wall on a property are critical, they must be shown on a plan accompanying the application.



TRIM

Nearly every building in the two districts has painted wood trim that is a character-defining feature of the structure, its period of development, and the district as a whole. Exterior trim consists of corner boards, cornices (rake board, soffit and fascia), window and door casings, porch columns, balusters, railings, water tables and other decorative architectural elements. This trim can be as modest as a plain corner board or as elaborate as an Adamesque swag panel on a Colonial Revival house. Property owners are encouraged to preserve trim and to replace rotted pieces in-kind using the same material and similar design.



Adamesque trim



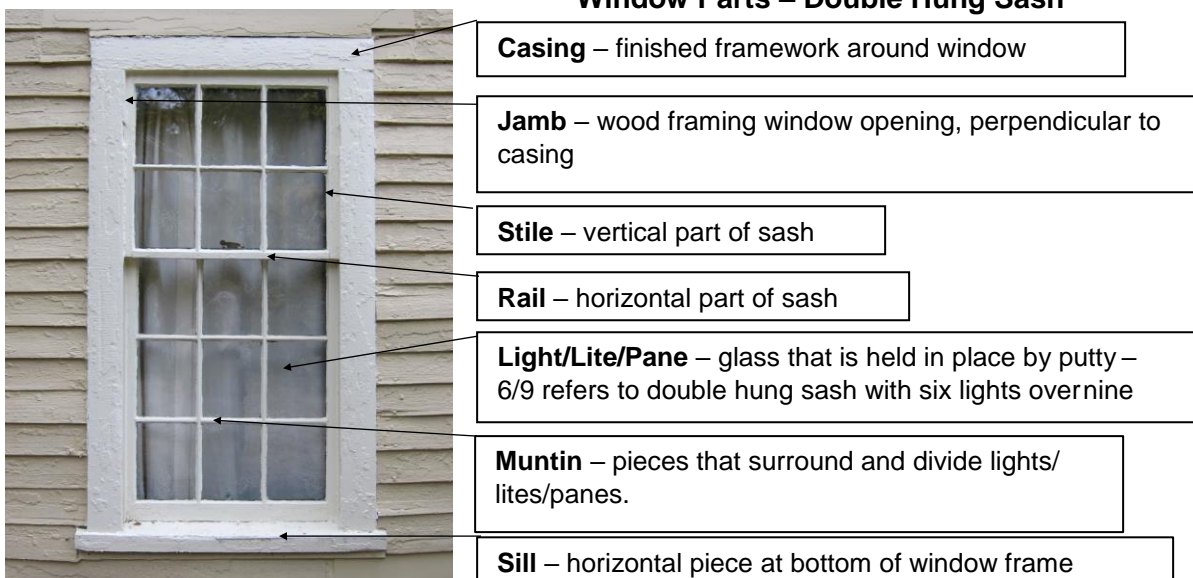
Window casings, corner board, cornice

When installing trim, as in the case of an addition, attention should be paid to its scale, simplicity, complexity and its surrounds. The HDC discourages the addition of trim from a different period. A different complexity would be inappropriate because it detracts from the history of the individual building and the neighborhood as a whole.

WINDOWS

Windows are one of the most important characteristics of an historic building. This means that the size, number and placement on the exterior wall, as well as, trim and sash details, such as casing, size, number of panes and type of window, are all of significance to the historic fabric of the district. In the case of a very simple building with little ornamentation, they may be the only distinguishing feature. Windows on historic properties were also designed to last and in New England they were almost always intended to be combined with good storm windows to form a tight barrier against the cold. The HDC's preference is to retain the original fenestration whenever possible, thus existing windows should be repaired, not replaced. For houses of particular historical significance (due to age, style, or association with historically prominent owners or events) this preference generally will not be waived. The HDC must review and approve all window changes; therefore the following information is provided to help home owners make choices that the HDC can deem appropriate in order to issue a Certificate of Appropriateness.

Window Parts – Double Hung Sash



Missing weather-stripping, sash cords and/or window glazing are considered routine maintenance issues and not deterioration. Energy efficiency can be accomplished by properly maintaining historic windows and adding good quality interior or exterior storm windows.

The HDC believes that historic character is embodied in windows. However, if an applicant believes and provides proof that an existing window cannot be repaired for whatever reason, the applicant's proposal for replacing window[s] will be reviewed on a window-by-window basis. Only replacement with matching components (i.e., all wood, true or simulated divided lights, same configuration, non-insert, single pane, etc) will be deemed a non-jurisdictional "replacement" under Wayland's Bylaw 196-107.5. In cases where use of replacement windows that do not meet these criteria is desired, it is the responsibility of the applicant to provide evidence that repair or replacement with matching components is not feasible, or that the existing windows are completely unsalvageable. An alternative to replacement windows may be salvage windows from one of the many New England companies that dismantle and sell building parts including old windows.

At a minimum, the HDC typically requires that the applicant provide a written evaluation of the window conditions prepared by a firm or individual specializing in the restoration of wood windows. Additional evidence might include photographic documentation of any extreme deterioration of the window(s) and/or scheduling a site visit for a commissioner(s) to view the windows prior to a hearing. If a new replacement window is proposed that does not meet the "replacement" criteria listed above, the new replacement window must replicate the materials and design of the existing window, including the casing, size, number of panes and type of window (e.g. double-hung sash, casement, etc.).

Thus, existing windows should be repaired, not replaced. However, if an applicant believes that an existing window cannot be repaired, the applicant's proposal for replacing any window[s] will be reviewed on a window-by-window basis using the following guidelines:

- o If a replacement window is proposed, the material and design of the existing window, including the casing, size, number of panes and type of window, should not be changed, unless the HDC has determined that the window is not a character-defining feature of a façade, in which case minor changes in the proposed replacement window may be approved by the HDC.
- o If a replacement window is proposed, it should not have muntin bars greater than 7/8" wide and should not have visible jamb liners contrasting in color to the windows.
- o If a window in new construction has insulating glass and if the division of the lights of glass by muntins is deemed appropriate by the HDC, it should have either "true divided lights with muntins" no wider than 7/8" or (i) permanently applied muntins no wider than 7/8" and (ii) dark colored internal spacer bars, but it should not have either flat muntin grids applied to the inside or outside panes nor removable muntin grids.
- o New and replacement windows should not be clad in non-historic materials. Vinyl or vinyl-clad and metal-framed sash, and replacement windows incorporating external storm panels that are integrated into the sash, should not be used.
- o Tinted "solar" glass should not be used.

- o Wood frames should not be metal panned and the dimensions of window openings, jambs and sashes should not be changed.
- o Stained glass or decorative windows should be retained.
- o Storm windows are reviewed by the Commission. The installation of the storm windows should not alter the existing windows or casings. Painting of the fixed portion of storm window frames is encouraged.

Decorative Windows and Trim



covering True-Divided Sash

Storm Windows



12/12 double hung sash with exterior storm



2/2 double hung sash with exterior storm

Other Window Factors to Consider

The best modern "organic seal" double glazing has a guaranteed life of only 20 years and will inevitably fail (cloud up). A sash with one sheet of glass, even with external applied muntins, reflects light differently from the multiple panes that are set in putty and found in a typical old sash. This remains apparent even when the old sash is behind a storm window. Similarly, the original glass found in most old sash is at least somewhat irregular, which also contributes to a liveliness of the reflections from old windows. Sheets of insulating glass bow inward during periods of higher atmospheric pressure and outward during lower pressure, producing a "fun house mirror" effect in their reflections.

Most replacement windows are factory-made to standard designs and will never exactly match existing sash in all dimensions. Most of the thermal benefits of insulated glass windows derive from the fact that there are two layers of glass with dead air between them and that the window and its installation in the wall is well sealed against air infiltration. A properly weather-stripped, well caulked, single-glazed window (new or rebuilt), with good quality storm windows will improve energy efficiency. Another solution is interior storm windows, which can be made with UV protection glass.

The Massachusetts Stretch Energy Code, which was adopted in Wayland in 2011, requires adherence to an increased energy efficiency code for new construction and alterations for which a building permit is needed. It does not apply to historic properties that are listed in the State Register of Historic Places, which includes buildings in the two local historic districts (Wayland Center and Bow Road).

Amendments to Design Guidelines

Temporary Sign Guideline—page 17: Adopted September 2019

Temporary signs are permitted consistent with Wayland Zoning Bylaw (ZBL) Section 198-501 and 502 and permits of the Zoning Board of Appeals. The HDC does not regulate real-estate signs as stated in ZBL 198-502.1.

Only one contractor sign, not exceeding nine (9) square feet in area, may be posted on a lot during construction (ZBL 198-502.2). In addition, no more than one contractor sign may be on the lot at any one time. For nonresidential site development, the sign shall not be erected prior to the issuance of a building permit and shall be removed upon completion of construction or the issuance of a certificate of occupancy, whichever comes first (198-502.3).

The HDC requests that contractor signs be removed when work is completed.

Event signs in the historic districts should not exceed the temporary sign size guidelines. Event banners in the historic districts shall not exceed thirty-two (32) square feet in aggregate and ten (10) feet in height including supporting structures. Event signs are to be removed the week following the event.

Lighting for temporary signs and banners must follow sign-lighting regulations of the ZBL. Lighting must be continuous (not flashing or blinking) and from a source shielded to illuminate only the sign with no glare onto roadways or adjacent property.

Solar Panels and other Alternate Energy Modifications Guidelines - Adopted February 2023

The primary objective is to preserve and maintain the integrity of properties within the Historic Districts while exploring installation of energy alternatives.

The basic goals are to:

1. limit visual impact of any such installation,
2. avoid any permanent alteration of the historic fabric of the property.

Solar panels should be installed to be parallel to the roof plane and in a location not visible from any public way.

Careful consideration should be given to minimizing the impact of the panels on the visual integrity of the structure and to the basic elements of the building design, including roof type, window alignment, size, color, etc. Solar panels should be located on one roof plane, and arranged in a pattern matching the roof's general shape and configuration. Piecemeal or stepped layouts are not acceptable.

No installation should alter or permanently diminish the character-defining features of an historic resource, such as existing rooflines or dormers, or cause removal of trim or details.

In reviewing proposed energy installation alternates, the HDC will consider a building's architectural and historic importance, prominence and significance, as well as the visual impact of the proposed system, such as solar glare, on the surrounding streetscape.

Property owners/proponents must explain how the solar panel installation avoids diminution of the integrity of both the building's architectural features and the surrounding streetscape.

SUGGESTED REFERENCES

Architectural Styles and Terms

McAlester, Virginia & Lee. *A Field Guide to American Houses*. New York: Alfred A. Knopf. 1984.

<http://www.historicnewengland.org/preservation/your-older-or-historic-home/a-z-primer> This is a primer on architectural terms available from Historic New England intended to help owners of historic houses.

Paint Color

<https://www.cambridgema.gov/historic/aboutchc/paintinghistoricexteriors>

Cambridge Historical Commission. "Painting Historic Exteriors: Colors, Application and Regulation." 1998.

Moss, Roger W. ed. *Paint in America. The Colors of Historic Buildings*. National Trust for Historic Preservation. 1994.

Historic Paint Charts. Such as: Benjamin Moore, California, Martin Senour, etc.

Signs

Town of Wayland Zoning Bylaw. § 198-501 and 502. <http://ecode360.com/12360873>

Town of Wayland Design Guidelines. Prepared for The Town of Wayland, Massachusetts Planning Department, p. 8-9, February 2012. <https://www.wayland.ma.us/design-review-advisory-board>

Windows

Cambridge Historical Commission. Guidelines for Preservation and Replacement of Historic Wood Windows in Cambridge. Prepared by Paul Trudeau, May 2009.

<https://www.cambridgema.gov/historic/aboutchc/~media/FF5F4ACDDFB24C1A9A810EE179014735.ashx>

National Trust for Historic Preservation. "Historic Wood Windows" July 2008 Tip Sheet. Available on the Weston MA Historical Commission webpage. [Overview of Wood Windows: Tips from the National Trust for Historic Preservation \(PDF\)](#)

Washington Times. A Cover Story. "Repairing windows can beat replacing" by Kim A. O'Connell, January 12, 2012. <http://www.washingtontimes.com/news/2012/jan/12/repairing-windows-can-beat-replacing/?page=all#pagebreak>

GLOSSARY

Bay refers to the vertical sections of a building that generally are filled with a window and door opening across an elevation of a building. The bays that run vertically are counted horizontally so that a five-bay house generally has four windows and a door on the first story and five windows on the second story. Bay also refers to a window form that projects from the building. A projecting bay has multiple sides and may be called polygonal bay or hexagonal bay (with only one half of a hexagon protruding).

Casing refers to the trim around a door or window. The casing frames the window or door and may be a simple flat board or decorative. The elaboration of the casing can help to define the style and period of development. See window diagram under **Windows**.

Character-Defining Features refer to the aspects of the building architecture that inform one about the style and period during which the building's construction.

Context refers to the setting and surrounding area of a building, including the neighborhood, the landscape, and the building itself.

Corbelling refers to masonry that is placed to form a stepped decorative feature on top of a chimney or a structural vault or arch where one course of bricks or stones projects out from the one below supporting the ones above.

Elevation refers to a wall of a building – the side, the rear or the front of a building or its ells and wings.

Façade refers to the main elevation or the front wall generally where the main entry is located.

Fanlight refers to a decorative window feature over a door or window, often semi -rounded or semi -elliptical in form. It is glazed often with decorative lights and leaded muntins. A blind fan is a fanlight with a panel in place of the glass.

Fascia refers to a horizontal board, often called a fascia board, that is at the top of a wall surface where it joins with the eave overhang.

Fenestration refers to the arrangement of window openings on an elevation.

Gable peak refers to the feature formed by the slopes of the roof. It is found between the edges of the roof slopes that are generally triangular in shape and on the gable ends of a building.

Lintel refers to the top beam or horizontal structural piece over a window or door that carries the weight of the wall.

Light/Lite/Pane refers to the individual pieces of glass in a window sash.

Massing refers to the overall bulk or volume of a structure and its pieces.

Muntin refers to the narrow bars separating the glass or panes of a window. The profile or shape of the muntin bars is often reflective of the period or style of a building. See diagram under **Windows**.

Public Way refers to a publicly owned road, sidewalk, park, or railroad.

Rubblestone refers to rounded fieldstones often seen in early 20th century foundations.

Sash refers to the window part holding the lights or panes of glass, most commonly double-hung sash in Wayland's historic districts.

Scale refers to the proportion of a building to its surroundings and its elements to the building as a whole.

Soffit refers to the surface under a cornice or an arch.

Secretary of Interior Standards for Treatment of Historic Properties - Rehabilitation

The U. S. Secretary of Interior Standards are issued by the National Park Service to guide the treatment of historic properties. There are four standards: Preservation, Restoration, Rehabilitation and Reconstruction. Most local historic district design guidelines build on the Standards for Rehabilitation. They are:

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 alterations, 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.

FUN FACTS

FACT: When the Freight House was preserved in 2010 the moldings were custom-made starting with drill bits made specifically for the job with the same profile as the existing battens. The drill bits were deposited with the DPW for future use.

FACT: The Center Primary School was moved to Bow Road in 1854 and served as the Street School until 1897 after which it was converted to a residence.

FACT: Kirkside was the subject of the WGBH program “This Old House”. Aired in 1991 and 1992, 19 episodes featured Kirkside’s restoration.

FACT: Wayland is the only community along the old Central Massachusetts Railroad line retaining both its Passenger Station (the Depot) and its Freight House, both built in 1881.

FACT: The Dr. Ebenezer Ames House (24 Cochituate Road) was known as the “Teachers Lodge” where unmarried Wayland school teachers lived in the 1930s.

FACT: Some buildings were moved and one, more than once. The Fourth Meetinghouse was located near Collins Market. When the Fifth Meetinghouse was built in 1815 (First Parish) the fourth meetinghouse was disassembled and reconstructed as a general store with space to hold town meetings. It was known as Green Store and was situated next to the Fifth Meetinghouse. In 1888 the old store was purchased by Willard Bullard who converted it into his country estate that we now know as Kirkside (221 Boston Post Road). A twice moved house is the Grout- Heard House and Museum (12 Cochituate Road). In 1879 it moved northward on Old Sudbury Road for a new elaborate Shingle-Style Town Hall. In the 1950s, after Raytheon purchased the Old Sudbury Road property, the Grout-Heard House was offered to the Historical Society and returned to its original location since the Town Hall had been demolished. The Grout-Heard barn was moved to 15 Old Sudbury Road.

FACT: Collins Market has had many uses. Built in 1841 as Wayland ’s first town hall, called the Town House, it also had a school room and in 1850 a room for the Public Library. It narrowly escaped demolition in 1858. When a new town hall was constructed across the street the Town House was sold to the owners of the Jonathan Fiske Heard House (11 Cochituate Road) and turned into Lovell’s dry goods and grocery store. Wayland’s first telephone switch board was located here. At the turn of the 20th century Roman Catholic masses were held until the first St. Ann’s was constructed. In the 1920s it became Collins Market and served as a meat market and small grocery until the 1980s.

FACT: Howard Russell, author of *A Long Deep Furrow – Three Centuries of Farming in New England*, lived and farmed on Bow Road between WWI and WWII.

FACT: Bow Road was home to many well -known Wayland families such as Parmenters and Drapers.

FACT: Many of these facts and other interesting stories about Wayland ’s historic properties can be read in the Historic Resource Inventory on the Historical Commission’s webpage at:

<https://www.wayland.ma.us/historical-commission/pages/historic-homes-buildings-inventory>



WAYLAND HISTORIC DISTRICT BYLAW

CHAPTER 196.

ARTICLE I. Historic district; purpose, governance, appointments, officers.

§196-101. Purpose.

196-101.1. The purpose of this bylaw is to promote the preservation and protection of the distinctive characteristics of buildings and places significant in the history of the Town of Wayland, the maintenance and improvement of settings of such buildings and settings, and the encouragement of design compatible with the existing architecture.

§196-102. Definitions.

196-102.1. As used in this bylaw, the following terms shall be defined as set forth herein unless otherwise stated:

To alter, alteration: To rebuild, reconstruct, restore, remove, demolish or other similar activities, including a change in exterior color.

Building: A combination of materials forming a shelter for persons, animals or property.

Certificate: A Certificate of Appropriateness, a Certificate of Non-Applicability, or a Certificate of Hardship as set forth in this bylaw.

Commission: The historic district commission as established by this bylaw.

To construct, construction: To build, erect, install, enlarge, move and other similar activities.

District: The historic districts established pursuant to chapter 40C and this bylaw consisting of one or more district areas.

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

Person aggrieved: The applicant, an owner of adjoining property, an owner of property within the same historic district as property within one hundred (100) feet of said property lines and any charitable corporation which has as one of its purposes the preservation of historic structures or districts.

Sign: Any symbol, design, or device used to identify or advertise any place of business, product, activity or person.

Structure: A combination of materials other than a building, including a sign, fence, wall, terrace, walk or driveway.

§196-103. District.

196-103.1. The district shall consist of one or more district areas as listed in §196-201 of this bylaw and as delineated in the map or maps identified in §196-201 of this bylaw.

196-103.2. Prior to the establishment of additional districts, an investigation and report on the historical and architectural significance of the buildings, structures or sites to be included in the proposed district shall be made by the existing district commission(s) acting as an historic district study commission pursuant to the provisions of G.L. C. 40C, sections 3 and 4. The buildings, structures or sites to be included in the proposed district may consist of one or more parcels or lots of land, or one or more buildings or structures on one or more parcels or lots of land. Copies of the report shall be transmitted to

the planning board and to the Massachusetts Historical Commission for their respective consideration and recommendations. Not less than sixty (60) days after such transmittal, the study committee shall hold a public hearing on the report after due notice given at least fourteen days prior to the date thereof, which shall include a written notice mailed postage prepaid, to the owners as they appear on the most recent real estate tax list of the board of assessors of all properties to be included in such district or districts. The committee shall submit a final report with its recommendations, a map of the proposed district or districts and a draft of the proposed bylaw to the Town Meeting for its consideration. Adoption of such bylaw shall require a two-thirds (2/3) vote of the Town Meeting.

196-103.3. In the case of the enlargement or reduction of an existing district, the investigation, report and hearing shall be conducted by the historic district commission having jurisdiction over such district. In the case of a creation of an additional historic district, the investigation, report and hearing shall be conducted by the existing historic district commission or commissions acting jointly if there is more than one historic district commission, provided, however, that the existing historic district commission(s) may relinquish all power relative to the establishment of an additional district(s) as permitted by G.L. C. 40C, section 3, in which event an historic district study committee shall be appointed by the Selectmen to perform all acts required of historic district commission(s) for the establishment of additional districts.

196-103.4. A district created pursuant to this bylaw or any amendment to the boundaries of an existing district shall not become effective until a map or maps setting forth the boundaries of the new district, or the change in the boundaries of an existing district has been filed with the town clerk and recorded in the Middlesex South Registry of Deeds.

§196-104. District Commissions.

196-104.1. The district(s) shall be administered by a commission consisting of seven (7) members, appointed by the Selectmen. Initial terms shall be as follows: two (2) members shall be appointed for one (1) year; two (2) members shall be appointed for two (2) years and three (3) members shall be appointed for three (3) years. The Selectmen shall fill the vacancies in membership arising from expired terms by appointments for a term of three (3) years. Appointments to membership shall be so arranged that the term of at least one member will expire each year, and their successors shall be appointed in the same manner as the original appointment. Any vacancy in the membership of the commission shall be filled for the unexpired portion of any member's term by the Selectmen.

196-104.2. A commission shall include one (1) member from two (2) nominees submitted by the local chapter of the American Institute of Architects; one (1) realtor from two (2) nominees submitted by the Board of Realtors covering Wayland; one (1) member from two (2) nominees submitted by the Wayland Historical Society; and one (1) or more resident(s) or property owner(s) in an historic district administered by the commission. If within thirty (30) days after submission of a written request for nominees to any of the organizations herein named no such nominations have been made, the Selectmen may proceed to appoint members without nomination by such organization.

196-104.3. The Board of Selectmen may appoint up to two alternate members to the Commission. Alternate members need not be from nominees of organizations entitled to nominate members. In the event that a permanent member is absent or unable to act for any reason, the chairman of the commission shall designate an alternate member to act in place of a permanent member. The initial appointments of alternate members shall be for terms of two (2) or three (3) years, with appointments thereafter being for three (3) year terms.

196-104.4. Each member and alternate member to a commission shall continue to serve in office after the expiration date of his or her term until a successor is duly appointed.

196-104.5. Meetings of a commission shall be held at the call of the chairman, at the request of two permanent members and in such other manner as the commission shall determine.

196-104.6. Four (4) members of a commission shall constitute a quorum.

§196-105. District Commission Powers and Duties.

196-105.1. The Commission shall regulate the construction and/or alteration of any building(s) or

structure(s) within the district over which it has jurisdiction in accordance with the provisions of G.L. c. 40C and the procedures and criteria established by this bylaw. Except as otherwise provided in section (H) of this bylaw, no building or structure within a district shall be constructed or altered in any way that affects exterior architectural features unless the commission having jurisdiction over that district shall first have issued a certificate of appropriateness, a certificate of non-applicability or a certificate of hardship with respect to such construction or alteration.

196-105.2. The commission may adopt and/or amend reasonable rules and regulations which are consistent with the provisions of this bylaw and with G.L. c. 40C, and which set forth such procedures as it deems desirable and necessary for the regulation of and conduct of its business, including requirements for the contents and form of applications for certificates, fees, hearing procedures, and other matters. The commission shall file a copy of any such rules and regulations with the town clerk.

196-105.3. A commission shall at the beginning of each fiscal year hold an organizational meeting and elect a chairman, a vice chairman, and secretary from among the permanent members, and file notice of such election with the town clerk.

196-105.4. The commission shall keep a permanent record of its decisions, transactions, resolutions, and of the vote of each member participating therein.

§ 196-106. Procedures for Review of Applications for Certificates of Appropriateness, Non-Applicability and Hardship.

196-106.1. Any person who desires to obtain a certificate from the commission shall file an application with the commission. The application shall be accompanied by such plans, elevations, specifications, photographs, material and other information, including in the case of demolition or removal a statement of the proposed condition and appearance of the property thereafter, as may be reasonably deemed necessary by the commission to enable it to make a determination on the application. The date of the filing of an application shall be the date on which a copy of such application is received at the town building. The commission shall determine within fourteen (14) days after the filing of an application for a certificate whether the application involves any exterior architectural features which are subject to approval by the commission.

196-106.2. If the application involves any exterior architectural features which are subject to review and approval under this bylaw, the commission shall hold a public hearing within forty-five (45) days after the filing of a completed application for a certificate of appropriateness or a certificate of hardship unless additional time is agreed to by both the applicant and the commission or unless such hearing is dispensed with as provided in §196-106.3 of this bylaw. At least fourteen (14) days before said public hearing, public notice shall be given by posting in the Town Building and in a newspaper of general circulation in Wayland. Such notice shall identify the time, place and purpose of the public hearing. Concurrently, a copy of said public notice shall be mailed to the applicant, to the owners of all adjoining properties and to other property owners deemed by the commission to be materially affected thereby, and to any person filing written request for notice of hearings and to such other persons as the commission shall deem entitled to notice.

196-106.3. A public hearing on an application for a certificate need not be held if such hearing is waived in writing by all persons entitled to notice thereof. In addition, a public hearing on an application for a certificate may be waived by the commission if the commission determines that the exterior architectural feature involved or its category, as the case may be, is so insubstantial in its effect on the district that it may be reviewed by the commission without public hearing on the application, provided, however, that if the commission dispenses with a public hearing on an application, notice of the application shall be given to the owners of all adjoining property and other property deemed by the commission to be materially affected thereby as above provided, and ten (10) days shall elapse after the mailing of such notice before the commission may act upon such application.

196-106.4. A commission shall render a decision within sixty (60) days after the filing of a completed application for a certificate of appropriateness unless further time for a decision is allowed, in writing, by the applicant. If the commission shall fail to make a determination within sixty (60) days, the commission shall thereupon issue a certificate of hardship.

196-106.5. In the case of a disapproval of an application for a certificate of appropriateness, the commission shall place upon its records the reasons for such determination and shall forthwith cause a notice of its determination, accompanied by a copy of the reasons therefore as set forth in the records of the commission, to be issued to the applicant, and the commission may make recommendations to the applicant with respect to appropriateness of design, arrangement, texture, materials, and similar features. 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 fourteen (14) days of the receipt of such 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 to be issued to the applicant.

196-106.6. The concurring vote of a majority of the members of the commission shall be required to issue a certificate.

196-106.7. In issuing certificates, the commission may, as it deems appropriate, impose certain conditions and limitations, and may require architectural or plan modifications consistent with the intent and purpose of this bylaw.

196-106.8. If the commission determines that the construction or alteration for which an application for a certificate of appropriateness has been filed will be appropriate for or compatible with the preservation or protection of the district, the commission shall issue a certificate of appropriateness.

196-106.9. If a commission determines that an application for a certificate of appropriateness or for a certificate of non-applicability does not involve any exterior architectural feature, or involves an exterior architectural feature which is not subject to review by the commission, the commission shall cause a certificate of non-applicability to be issued to the applicant.

196-106.10. If the construction or alteration for which an application for a certificate of appropriateness has been filed shall be determined to be inappropriate and therefore disapproved, or in the event of an application for a certificate of hardship, the commission shall determine whether, owing to conditions especially affecting the building or structure involved, but not affecting the district generally, failure to approve an application will involve a substantial hardship, financial or otherwise, to the applicant and whether such application may be approved without substantial detriment to public welfare and without substantial derogation from the intent and purposes of this ordinance. If the commission determines that owing to such conditions failure to approve the application will involve substantial hardship to the applicant and approval thereof may be made without such substantial detriment or derogation, the commission shall issue a certificate of hardship.

196-106.11. Each certificate issued by the commission shall be dated and signed by the chairman or such other person designated by the commission to sign such certificates on its behalf.

196-106.12. The commission shall send a copy of certificates and disapprovals issued to the applicant and shall file a copy with the town clerk and the building commissioner.

196-106.13. Any person aggrieved by a determination of the commission, may, within twenty (20) days of the filing of the notice of such determination with the town clerk, file a written request with the commission for a review by a person or persons of competence and experience in such matters, designated by the Metropolitan Area Planning Council. The finding of the reviewers shall be filed with the Town Clerk within forty-five (45) days after the request, and shall be binding on the applicant and the commission, unless further appeal is sought in superior court as provided in G.L. c. 40C, section 12A. The filing of such further appeal shall occur within twenty (20) days after the finding of the reviewers has been filed with the town clerk.

§196-107. Criteria for Determination.

196-107.1. In deliberating on applications for certificates, the commission shall consider, among other things, the historic and architectural value and significance of the site, building or structure, the general design, arrangement, texture, material and color of the features involved, and the relation of such features to similar features of buildings and structures in the surrounding area.

196-107.2. In the case of new construction or additions to existing buildings or structures, the commission shall consider the appropriateness of size and shape of the building or structure both in relation to the land area upon which the building or structure is situated and to buildings and structures in the vicinity, and the Commission may in appropriate cases impose dimensional and set-back requirements in addition to those required by applicable zoning bylaw.

196-107.3. The commission shall not consider interior arrangements or architectural features not subject to public view.

196-107.4. The commission shall not make any recommendation or requirement except for the purpose of preventing developments incongruous to the historic aspects or the architectural characteristics of the surroundings and of the district.

196-107.5. Nothing in this bylaw shall be construed to prevent the ordinary maintenance, repair or replacement of any exterior architectural feature within a district which does not involve a change in design, material or the outward appearance thereof, nor to prevent landscaping with plants, trees or shrubs, nor construed to prevent the meeting of requirements certified by a duly authorized public officer to be necessary for public safety because of an unsafe or dangerous condition, nor construed to prevent any construction or alteration under a permit duly issued prior to the effective date of any bylaw or amendment thereto listing a specified district.

196-107.6. The commission may determine from time to time after a public hearing, duly advertised and posted at least fourteen (14) days in advance in a conspicuous place in the Town Building and in a newspaper of general circulation in Wayland, that certain categories of exterior architectural features, colors, structures or signs, including, without limitation any of those enumerated under G.L. c.40C s.8, under certain conditions may be constructed or altered without review by the commission without causing substantial derogation from the intent and purpose of this bylaw.

§196-108. Exclusions.

196-108.1. This bylaw shall not adopt any items for exclusions from review as set out in Chapter 40C Section 8.

§196-109. Enforcement.

196-109.1. The commission, as defined herein, is authorized to institute any and all actions and proceedings, in law or in equity, in any court of competent jurisdiction, consistent with the provisions of G.L. c. 40C, § 13, as amended, or its successor, as it deems necessary and appropriate to obtain compliance with the requirements of this bylaw and the determinations, rulings and regulations issued pursuant thereto. Whoever violates any of the provisions of this bylaw shall be punished by a fine not exceeding three hundred dollars (\$300.00) for each offense. Each day any violation of this bylaw shall continue shall constitute a separate offense.

§196-110. Severability.

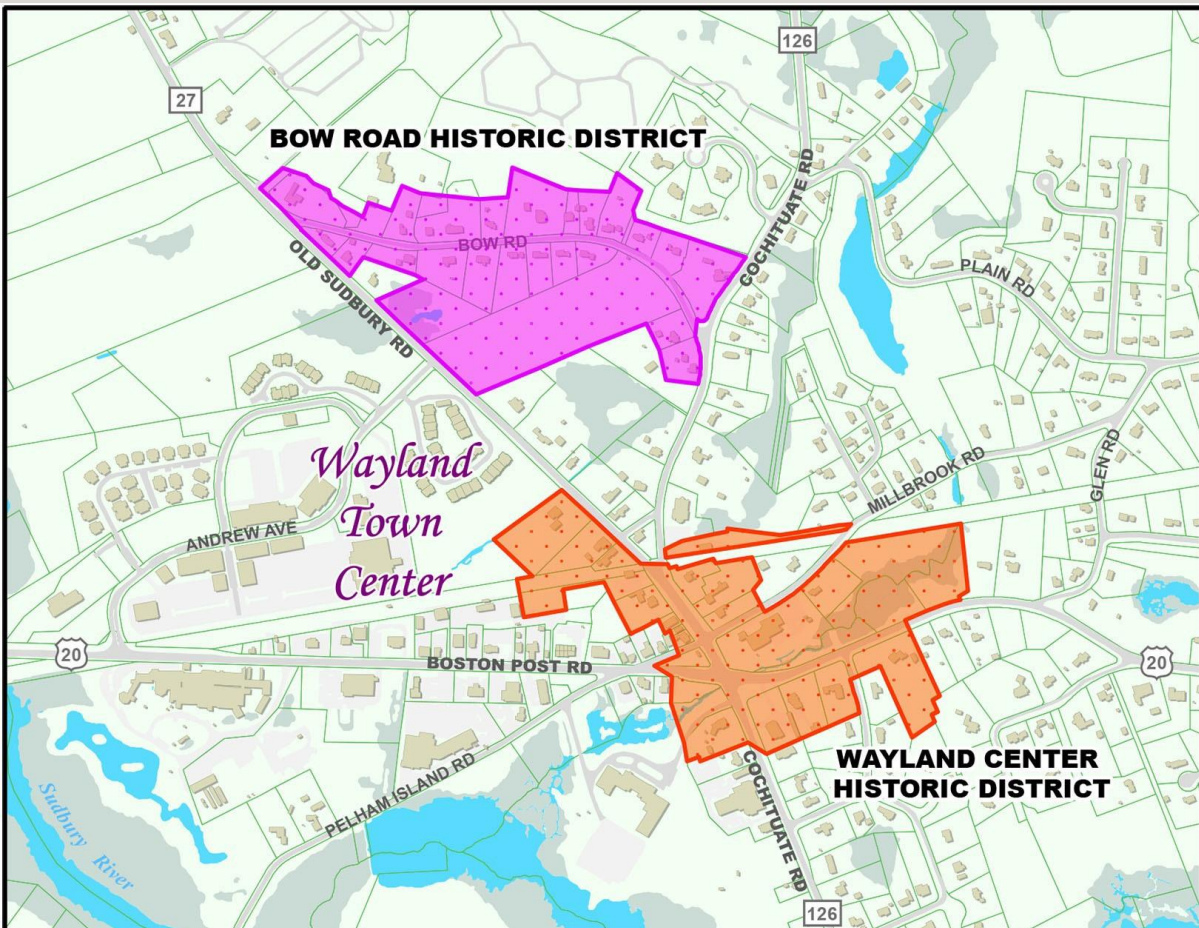
196-110.1. The provisions of this bylaw shall be deemed to be severable. If any of its provisions shall be held to be invalid or unconstitutional by any court of competent jurisdiction the remaining provisions shall continue in full force and effect.

§196-201. Establishment of Districts: boundaries and maps.

196-201.1 Wayland Historic District; established, boundaries. There is hereby established pursuant to Massachusetts General Laws Chapter 40C and this bylaw, an historic district to be known as the Wayland Historic District. The location and boundaries of the Wayland Historic District are defined and shown on the map entitled "Plan Showing Proposed Historic District Changes in Wayland, Massachusetts 2001 Annual Town Meeting" dated "2-1-2001," which map is attached to and made part of this bylaw. This district includes the original district established pursuant to a vote of the 1965 Annual Town Meeting on March 10, 1965 as shown on a plan entitled "Plan of Proposed Historic District" dated January 19, 1965, and enlarged by vote of the 1966 Annual Town Meeting on March 9, 1966, the 1973 Annual Town Meeting on March 9, 1973, the 1994 Annual Town Meeting on April 28, 1994, the 1995

Annual Town Meeting on May 1, 1995, the 2000 Annual Town Meeting on April 27, 2000 and the 2001 Annual Town Meeting on April 26, 2001. Said plan is recorded as plan number 1036 of 2001 in the Middlesex County Registry of Deeds.

196-201.2 Bow Road Historic District; established, boundaries. There is hereby established pursuant to Massachusetts General Laws Chapter 40C and this bylaw, an historic district to be known as the Bow Road Historic District, bounded and described as shown on the map entitled, "Plan of Land in Wayland, Massachusetts showing Bow Road Historic District," dated "September 25, 2003," which map is attached to and made part of this bylaw. Said plan is recorded as plan number 1208 of 2003 in the Middlesex County Registry of Deeds.



The members of the Wayland Historic District Commission
commend the Chair, Gretchen G. Schuler, for her leadership
in the preparation of these Design Guidelines