



**Rules and Regulations
Of the
Prospect Hill
Historic District Committee**

-1998-
Lawrence, Massachusetts
(Revised and Amended through September 25, 2006)

I. Definitions:

- A. **Prospect Hill Historic District** - That historic district bounded and described by section 15.36.020 of the Revised Ordinance of the City of Lawrence, encompassing those properties bounded and described as follows: Beginning at the intersection of Ferry Street and Prospect Street, the district heads in a Southerly direction along Prospect Street, encompassing the dwellings on the East and West sides of Prospect Street until it reaches East Haverhill Street. The district then continues east, up East Haverhill Street, encompassing all the properties on both the North and South sides of East Haverhill Street, until intersecting with Ferry Street. The district also contains properties located at 115 Ferry Street, 121 Ferry Street, 136 Ferry Street as well as 186 East Haverhill Street.
- B. **Committee** – refers to the Prospect Hill Historical District Committee.
- C. **Building** – A combination of materials forming a shelter for persons, animals, or property.
- D. **Structure** – a combination of materials other than a building, including a sign, fence, wall, terrace, walk, or driveway.
- E. **Constructed** – Includes the words “built”, “erected”, “installed”, “enlarged”, and “moved”.
- F. **Altered** – Includes the words “rebuilt”, “reconstruction”, “restored”, “removed”, and “demolished”.
- G. **Exterior architectural feature** – Such portion of the exterior of a building or structure as is open to view from the 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, and texture of exterior building and materials, or other materials applied to exterior surfaces and the type and style of windows, doors, lights, signs, and other appurtenant exterior fixtures.
- H. **Certificate of Appropriateness** – This certificate will be issued by the committee, if the committee determines that the construction or alterations, for which an application for Certificate of Appropriateness has been filed, will be appropriate for or compatible with the preservation or protection of the district.
- I. **Certificate of Non-applicability** – This certificate will be issued by the committee if the Committee determines that an application for a Certificate of Appropriateness or for a Certificate of Non-applicability does not involve any exterior architectural feature which is not then subject to review by the Committee.
- J. **Certificate of Hardship** – If the construction or alteration for which an application for Certificate of Appropriateness has been filed shall be determined to be inappropriate, or in the event of an application for a Certificate of Hardship, the committee shall determine whether owing to conditions especially affecting the building or structure involved, but not affecting the Historic District generally, failure to approve an application will involve a substantial hardship, financial or otherwise, to the applicant and whether such application may be approved without substantial detriment to the public welfare and without substantial derogation

from the intent and purposes of these Rules and Regulations, Lawrence City ordinances and Massachusetts General Laws Chapter 40C. If the committee determines that owing to such conditions failure to approve an application will involve substantial hardship to the applicant and approval thereof may be made without such substantial detriment or derogation, or, in the event of failure to make a determination on an application within 30 days of filing, the Committee shall cause a Certificate of Hardship to be issued on the applicant.

K. Jackson Terrace Historic District -That Historic District bounded and described by Section 15.36.021 of the Revised Ordinances of the City of Lawrence, encompassing those properties bounded and described as follows: Beginning at the intersection of Newbury Street and Newbury Place, the district heads in a westerly direction along Newbury Place, Jackson Terrace, and Jackson Court, respectively, encompassing the dwellings and land on the north and south sides of Newbury Place, Jackson Terrace, and Jackson Court, up to the rear lot lines of the buildings with frontage on Jackson Street. The district contains the following properties identified by current Lawrence Tax Assessor's Map and Lot numbers: 3-5 Jackson Terrace, Assessor's Map 107, Lot # 55; 6-8 Jackson Terrace, Assessor's Map 107, Lot # 60; 7 Jackson Terrace, Assessor's Map 107, Lot # 56; 10 Jackson Terrace, Assessor's Map 107, Lot # 58; 11 Jackson Terrace, Assessor's Map 107, Lot # 57; 5 Jackson Court, Assessor's Map 107, Lot # 53; 7-9 Jackson Court, Assessor's Map 107, Lot #54; 8A Jackson Court, Assessor's Map 107, Lot # 61; 58 Newbury Street, Assessor's Map 107, Lot # 75; 60-62 Newbury Street, Assessor's Map 107, Lot # 76.

L. North Common Historic District -That Historic District bounded and described by Section 15.36.02.2 of the Revised Ordinances of the City of Lawrence, encompassing those properties bounded and described as follows: Beginning at the intersection of Common and Jackson Streets, the district heads in a northerly direction along Jackson Street to the intersection of Haverhill Street, then the district turns west and heads westerly along Haverhill Street to the intersection of Lawrence Street, then the district turns south and heads southerly along Lawrence Street to the intersection of Common Street, then the district turns east and heads easterly along Common Street to the intersection of Jackson Street, the point of beginning, encompassing the dwellings and land with frontage on said streets up to the rear lot lines of the buildings, and the Common itself. The district contains the following properties identified by current Lawrence Tax Assessor's Map and Lot numbers: 200 Common Street, Assessor's Map 106, Lot # 5; Campagnone Common, Common Street, Assessor's Map 106, Lot # 6; 170 Common Street, Assessor's Map 106, Lot # 7; 180 Common Street, Assessor's Map 106, Lot # 8; 182 Common Street, Assessor's Map 106 Lot # 9; Common Street (43 Appleton Way), Assessor's Map 106, Lot # 10; 160 Common Street, Assessor's Map 106, Lot # 46; 144-146 Common Street, Assessor's Map 106, Lot # 71; 150-152 Common Street, Assessor's Map 106, Lot # 72; 154-156 Common Street, Assessor's Map 106, Lot # 73; 261 Common Street, Assessor's Map 126, Lot # 19; 234 Common Street,

Assessor's Map 126, Lot # 22; 226-232 Common Street, Assessor's Map 126, Lot # 23; 266 Common Street, Assessor's Map 126, Lot # 56; 131-133 Haverhill Street, Assessor's Map 107, Lot # 8; 143-145-147 Haverhill Street, Assessor's Map 107, Lot # 6; 149-157 Haverhill Street, Assessor's Map 107, Lot # 5; 163 Haverhill Street, Assessor's Map 107, Lot # 4; 165 Haverhill Street, Assessor's Map 107, Lot # 3; 169-171 Haverhill Street, Assessor's Map 107, Lot # 2; 173-175 Haverhill Street, Assessor's Map 107, Lot # 1; 215-217 Haverhill Street, Assessor's Map 127, Lot # 17; 207 Haverhill Street, Assessor's Map 127, Lot # 18; 205 Haverhill Street, Assessor's Map 127, Lot # 19; 203 Haverhill Street, Assessor's Map 127, Lot # 20; 201 Haverhill Street, Assessor's Map 127, Lot # 21; 183 Haverhill Street, Assessor's Map 127, Lot # 22; 223 Haverhill Street, Assessor's Map 127, Lot # 2; 22-36 Jackson Street, Assessor's Map 106, Lot # 7; 13-27 Jackson Street, Assessor's Map 106, Lot # 46; 31-33 Jackson Street, Assessor's Map 106, Lot # 91; 29 Jackson Street, Assessor's Map 106, Lot # 92; 67-69-77 Jackson Street, Assessor's Map 107, Lot # 21; 65 Jackson Street, Assessor's Map 107, Lot # 36; 59 Jackson Street, Assessor's Map 107, Lot # 50; 57 Jackson Street, Assessor's Map 107, Lot # 51; 55 Jackson Street, Assessor's Map 107, Lot # 52; 45 Jackson Street, Assessor's Map, 107, Lot # 62; 30-36 Lawrence Street, Assessor's Map 126, Lot # 20; 38 Lawrence Street, Assessor's Map 126, Lot # 21; 11-21 Lawrence Street, Assessor's Map 126, Lot # 24; 44-50 Lawrence Street, Assessor's Map 127, Lot # 23; 54 Lawrence Street, Assessor's Map 127, Lot # 28.

M. Mechanics' Block Historic District.-That Historic District bounded and described by Section 15.36.02.3 of the Revised Ordinances of the City of Lawrence, encompassing those properties bounded and described as follows: Beginning at the northeast corner of the intersection of Union Street and Garden Street, the district heads in a westerly direction along Garden Street until the intersection of Newbury Street, then turning in a northerly direction along Newbury Street until the intersection of Orchard Street, then turning in an easterly direction along Orchard Street until reaching the intersection of Union Street, then turning in a southerly direction and proceeding along Union Street to the point of beginning, and also including the parcels of land at 150 Garden Street and 127-129 Orchard Street, encompassing all the dwellings and land within the block defined by borders of Union, Garden, Newbury and Orchard Streets, and the property at 150 Garden Street and 127-129 Orchard Street, up to the rear lot lines. The district contains the following properties identified by current Lawrence Tax Assessor's Map and Lot numbers: 107 Garden Street, Assessor's Map 87, Lot # 21; 109 Garden Street, Assessor's Map 87, Lot # 20; 111-113 Garden Street, Assessor's Map 87, Lot # 19; 115 Garden Street, Assessor's Map 87, Lot # 18; 117 Garden Street, Assessor's Map 87, Lot # 17; 119 Garden Street, Assessor's Map 87, Lot # 16; 121 Garden Street, Assessor's Map 87, Lot # 15; 123-125 Garden Street, Assessor's Map 87, Lot # 14; 127 Garden Street, Assessor's Map 87, Lot # 13; 129 Garden Street, Assessor's Map 87, Lot # 12; 131-133 Garden Street,

Assessor's Map 87, Lot # 11; 135 Garden Street, Assessor's Map 87, Lot # 10; 137 Garden Street, Assessor's Map 87, Lot # 9; 139 Garden Street, Assessor's Map 87, Lot # 8; 150 Garden Street, Assessor's Map 86, Lot # 82; 45 Newbury Street, Assessor's Map 87, Lot # 7; 47-47A Newbury Street, Assessor's Map 87, Lot # 6; 49-51A Newbury Street, Assessor's Map 87, Lot # 4; 53-53A Newbury Street, Assessor's Map 87, Lot # 3; 55-55A Newbury Street, Assessor's Map 87, Lot # 2; 57-57B Newbury Street, Assessor's Map 87, Lot # 1; 6 Orchard Street, Assessor's Map 87, Lot # 30; 8 Orchard Street, Assessor's Map 87, Lot # 31; 10 Orchard Street, Assessor's Map 87, Lot # 32; 12 Orchard Street, Assessor's Map 87, Lot # 33; 14 Orchard Street, Assessor's Map 87, Lot # 34; 16 Orchard Street, Assessor's Map 87, Lot # 35; 18 Orchard Street, Assessor's Map 87, Lot # 36; 20 Orchard Street, Assessor's Map 87; Lot # 37; 22 Orchard Street, Assessor's Map 87, Lot # 38; 24 Orchard Street, Assessor's Map 87, Lot # 39; 26 Orchard Street, Assessor's Map 87, Lot # 40; 28 Orchard Street, Assessor's Map 87, Lot # 41; 30 Orchard Street, Assessor's Map 87, Lot # 42; 32 Orchard Street, Assessor's Map 87, Lot # 43; 34 Orchard Street, Assessor's Map 87, Lot # 44; 36 Orchard Street, Assessor's Map 87, Lot # 45; 38 Orchard Street, Assessor's Map 87, Lot # 46; 27 Orchard Street, Assessor's Map 87, Lot # 57; 29 Orchard Street, Assessor's Map 87, Lot # 56; 38 Union Street, Assessor's Map 87, Lot # 22; 40 Union Street, Assessor's Map 87, Lot # 23; 42 Union Street, Assessor's Map 87, Lot # 24; 44-44.5 Union Street, Assessor's Map 87, Lot # 25, 46 Union Street, Assessor's Map 87, Lot # 26; 48 Union Street, Assessor's Map 87, Lot # 27; 50 Union Street, Assessor's Map 87, Lot # 28; 52 Union Street, Assessor's Map 87, Lot # 29.

II Legislation & History :

In 1960 the Commonwealth of Massachusetts enacted legislation enabling the creation and protection of Historic Districts. The Historic Districts Act, Chapter 40C of the General Laws, made it possible for cities and towns in the state to establish Committees for preservation of areas of historic interest.

III Locations of the Historic District :

1. **Prospect Hill Historic District:** -Beginning at the intersection of Ferry and Prospect Street, the district heads in a Southerly direction along Prospect Street, encompassing the dwellings on the East and West sides Prospect Street until it reaches East Haverhill Street. The district then continues East, up East Haverhill Street encompassing all properties on both the North and South sides of East Haverhill Street until intersecting with Ferry Street. The district also contains the properties located at 115 Ferry Street, 121 Ferry Street, 136 Ferry Street, as well as 186 East Haverhill Street.
2. **Jackson Terrace Historic District:** Beginning at the intersection of Newbury Street and Newbury Place, the district heads in a westerly direction along

Newbury Place, Jackson Terrace, and Jackson Court, respectively, encompassing the dwellings and land on the north and south sides of Newbury Place, Jackson Terrace, and Jackson Court, up to the rear lot lines of the buildings with frontage on Jackson Street. The district contains the following properties identified by current Lawrence Tax Assessor's Map and Lot numbers: 3-5 Jackson Terrace, Assessor's Map 107, Lot # 55; 6-8 Jackson Terrace, Assessor's Map 107, Lot # 60; 7 Jackson Terrace, Assessor's Map 107, Lot # 56; 10 Jackson Terrace, Assessor's Map 107, Lot # 58; 11 Jackson Terrace, Assessor's Map 107, Lot # 57; 5 Jackson Court, Assessor's Map 107, Lot # 53; 7-9 Jackson Court, Assessor's Map 107, Lot #54; 8A Jackson Court, Assessor's Map 107, Lot # 61; 58 Newbury Street, Assessor's Map 107, Lot # 75; 60-62 Newbury Street, Assessor's Map 107, Lot # 76."

3. **North Common Historic District** : Beginning at the intersection of Common and Jackson Streets, the district heads in a northerly direction along Jackson Street to the intersection of Haverhill Street, then the district turns west and heads westerly along Haverhill Street to the intersection of Lawrence Street, then the district turns south and heads southerly along Lawrence Street to the intersection of Common Street, then the district turns east and heads easterly along Common Street to the intersection of Jackson Street, the point of beginning, encompassing the dwellings and land with frontage on said streets up to the rear lot lines of the buildings, and the Common itself. The district contains the following properties identified by current Lawrence Tax Assessor's Map and Lot numbers: 200 Common Street, Assessor's Map 106, Lot # 5; Campagnone Common, Common Street, Assessor's Map 106, Lot # 6; 170 Common Street, Assessor's Map 106, Lot # 7; 180 Common Street, Assessor's Map 106, Lot # 8; 182 Common Street, Assessor's Map 106 Lot # 9; Common Street (43 Appleton Way), Assessor's Map 106, Lot # 10; 160 Common Street, Assessor's Map 106, Lot # 46; 144-146 Common Street, Assessor's Map 106, Lot # 71; 150-152 Common Street, Assessor's Map 106, Lot # 72; 154-156 Common Street, Assessor's Map 106, Lot # 73; 261 Common Street, Assessor's Map 126, Lot # 19; 234 Common Street, Assessor's Map 126, Lot # 22; 226-232 Common Street, Assessor's Map 126, Lot # 23; 266 Common Street, Assessor's Map 126, Lot # 56; 131-133 Haverhill Street, Assessor's Map 107, Lot # 8; 143-145-147 Haverhill Street, Assessor's Map 107, Lot # 6; 149-157 Haverhill Street, Assessor's Map 107, Lot # 5; 163 Haverhill Street, Assessor's Map 107, Lot # 4; 165 Haverhill Street, Assessor's Map 107, Lot # 3; 169-171 Haverhill Street, Assessor's Map 107, Lot # 2; 173-175 Haverhill Street, Assessor's Map 107, Lot # 1; 215-217 Haverhill Street, Assessor's Map 127, Lot # 17; 207 Haverhill Street, Assessor's Map 127, Lot # 18; 205 Haverhill Street, Assessor's Map 127, Lot # 19; 203 Haverhill Street, Assessor's Map 127, Lot # 20; 201 Haverhill Street, Assessor's Map 127, Lot # 21; 183 Haverhill Street, Assessor's Map 127, Lot # 22; 223 Haverhill Street, Assessor's Map 127, Lot # 2; 22-36 Jackson Street, Assessor's Map 106, Lot # 7; 13-27 Jackson Street, Assessor's Map 106, Lot # 46; 31-33 Jackson Street, Assessor's Map 106, Lot # 91; 29 Jackson Street, Assessor's Map 106, Lot # 92; 67-69-77 Jackson Street, Assessor's Map 107, Lot # 21; 65 Jackson Street, Assessor's Map 107, Lot # 36;

59 Jackson Street, Assessor's Map 107, Lot # 50; 57 Jackson Street, Assessor's Map 107, Lot # 51; 55 Jackson Street, Assessor's Map 107, Lot # 52; 45 Jackson Street, Assessor's Map, 107, Lot # 62; 30-36 Lawrence Street, Assessor's Map 126, Lot # 20; 38 Lawrence Street, Assessor's Map 126, Lot # 21; 11-21 Lawrence Street, Assessor's Map 126, Lot # 24; 44-50 Lawrence Street, Assessor's Map 127, Lot # 23; 54 Lawrence Street, Assessor's Map 127, Lot # 28.

4. **Mechanics' Block Historic District:** Beginning at the northeast corner of the intersection of Union Street and Garden Street, the district heads in a westerly direction along Garden Street until the intersection of Newbury Street, then turning in a northerly direction along Newbury Street until the intersection of Orchard Street, then turning in an easterly direction along Orchard Street until reaching the intersection of Union Street, then turning in a southerly direction and proceeding along Union Street to the point of beginning, and also including the parcels of land at 150 Garden Street and 127-129 Orchard Street, encompassing all the dwellings and land within the block defined by borders of Union, Garden, Newbury and Orchard Streets, and the property at 150 Garden Street and 127-129 Orchard Street, up to the rear lot lines. The district contains the following properties identified by current Lawrence Tax Assessor's Map and Lot numbers: 107 Garden Street, Assessor's Map 87, Lot # 21; 109 Garden Street, Assessor's Map 87, Lot # 20; 111-113 Garden Street, Assessor's Map 87, Lot # 19; 115 Garden Street, Assessor's Map 87, Lot # 18; 117 Garden Street, Assessor's Map 87, Lot # 17; 119 Garden Street, Assessor's Map 87, Lot # 16; 121 Garden Street, Assessor's Map 87, Lot # 15; 123-125 Garden Street, Assessor's Map 87, Lot # 14; 127 Garden Street, Assessor's Map 87, Lot # 13; 129 Garden Street, Assessor's Map 87, Lot # 12; 131-133 Garden Street, Assessor's Map 87, Lot # 11; 135 Garden Street, Assessor's Map 87, Lot # 10; 137 Garden Street, Assessor's Map 87, Lot # 9; 139 Garden Street, Assessor's Map 87, Lot # 8; 150 Garden Street, Assessor's Map 86, Lot # 82; 45 Newbury Street, Assessor's Map 87, Lot # 7; 47-47A Newbury Street, Assessor's Map 87, Lot # 6; 49-51A Newbury Street, Assessor's Map 87, Lot # 4; 53-53A Newbury Street, Assessor's Map 87, Lot # 3; 55-55A Newbury Street, Assessor's Map 87, Lot # 2; 57-57B Newbury Street, Assessor's Map 87, Lot # 1; 6 Orchard Street, Assessor's Map 87, Lot # 30; 8 Orchard Street, Assessor's Map 87, Lot # 31; 10 Orchard Street, Assessor's Map 87, Lot # 32; 12 Orchard Street, Assessor's Map 87, Lot # 33; 14 Orchard Street, Assessor's Map 87, Lot # 34; 16 Orchard Street, Assessor's Map 87, Lot # 35; 18 Orchard Street, Assessor's Map 87, Lot # 36; 20 Orchard Street, Assessor's Map 87; Lot # 37; 22 Orchard Street, Assessor's Map 87, Lot # 38; 24 Orchard Street, Assessor's Map 87, Lot # 39; 26 Orchard Street, Assessor's Map 87, Lot # 40; 28 Orchard Street, Assessor's Map 87, Lot # 41; 30 Orchard Street, Assessor's Map 87, Lot # 42; 32 Orchard Street, Assessor's Map 87, Lot # 43; 34 Orchard Street, Assessor's Map 87, Lot # 44; 36 Orchard Street, Assessor's Map 87, Lot # 45; 38 Orchard Street, Assessor's Map 87, Lot # 46; 27 Orchard Street, Assessor's Map 87, Lot # 57; 29 Orchard Street, Assessor's Map 87, Lot # 56; 38 Union Street, Assessor's Map 87, Lot # 22; 40 Union Street, Assessor's Map 87, Lot # 23; 42 Union Street,

Assessor's Map 87, Lot # 24; 44-44.5 Union Street, Assessor's Map 87, Lot # 25, 46 Union Street, Assessor's Map 87, Lot # 26; 48 Union Street, Assessor's Map 87, Lot # 27; 50 Union Street, Assessor's Map 87, Lot # 28; 52 Union Street, Assessor's Map 87, Lot # 29.

IV The Prospect Hill Historic District Committee:

- 1.** The committee shall consist of not less than seven nor more than nine members: seven shall be regular members, two shall be alternate members, and three of the regular members shall hold positions in the Committee as Chairman, Vice Chairman and Secretary.
- 2.** The Committee members shall be appointed by the mayor and confirmed by the Lawrence City Council. Their names shall be available from the City Clerk or the City of Lawrence Office of Planning and Development.
- 3.** Appointments shall be made for a period of up to three years, and so arranged that the term of at least one member expires each year; if a member resigns, or if a position is otherwise left vacant, before the completion of their appointment, one of the alternates, or a new member, shall be appointed to fill out the resigning member's term.
- 4.** Membership of the Committee shall include, whenever possible, one or more residents or owners of property in each of the historic district administered by the Committee.
- 5.** Membership of the Committee shall include, if possible, at least one architect and one licensed real estate agent.
- 6.** Members of the Committee must be residents of the City Of Lawrence.
- 7.** The Committee members shall vote to elect a Chairman, Vice Chairman and a Secretary once every year in January.

V. Changes Requiring Committee Approval

1. Architectural Alterations :

All changes in the appearance of a building or a building site located within a Historic District and visible from a public street, public way, public park, or public body of water, shall require Committee approval. The following list of examples is provided only as a guide; it does not limit the scope of changes requiring approval to the examples cited.

- 1.1 The construction of a new structure.
- 1.2 The demolition of an existing structure
- 1.3 The construction or removal of an addition.
- 1.4 The construction or installation of any temporary structure exceeding 90 days.

In no case shall a building permit be issued until the committee has made a determination under the applicable provisions of this ordinance.

2. Signs

The placement of permanent or temporary signs on or about any building or building site must be approved by the Committee. Note that all provisions of the Lawrence Zoning Law relating to signs must first be followed. The Committee's primary interest in reviewing signs is to pass on the appropriateness of their placement, design, size, and execution.

Although every sign will be reviewed for appropriateness in the context of its immediate environment, the following guidelines will apply:

2.1 All lettering must be executed in a professional manner.

3. Siding:

The use of artificial clapboard siding (aluminum, vinyl, or the like) shall not be approved for use on any new construction in the Historic District. The use of artificial siding on any other structure will be allowed provided the installation is performed within the guidelines outlined below:

- a) Side only over horizontal clapboards.
- b) Do not side over any existing window framing.
- c) The application of exterior wall material should not require the removal or enclosure of any cornice, fascia, soffit, bay, porch, hood, window, or door casing or any other protruding decorative element.

4. The Zoning Board shall notify the Historic District Committee upon receiving an application of a subdivision proposal.

VI.

Changes Not Requiring Committee Approval:

1. Approval is not required for:

- 1.1 Exterior changes that cannot be seen from a public street, public way, public park, or public body of water.
- 1.2 Interior changes that cannot be seen from outside the building
- 1.3 Routine repairs not changing the exterior design appearance.
- 1.4 Removing existing signs.
- 1.5 Reconstruction of a building, structure or exterior architectural feature which has been damaged or destroyed by fire, storm, or other disaster, provided that the exterior design is substantially similar to the original.

VII.

Applications for Approval:

- 1.** Application for approval or proposed changes may be obtained from the Office of Planning and Development, 147 Haverhill Street, Lawrence, MA 01840. The owner, trustee, or representative of the property concerned must sign.
- 2.** Applications must be signed by the owner, trustee, or representative of the property concerned. Applications made out by a lessee will be accepted only when accompanied by a notarized authorization signed by the property owner.
- 3.** Completed applications received at the Building Commissioner's office by the end of the week prior to the Committee's regular meeting will be scheduled for hearing in the order received.
- 4.** Application for alterations liable to be of concern to abutters must be filed three weeks prior to the meetings so that notices can be sent to the abutters. Costs of notification shall be charged to the applicant.
- 5.** If a prospective applicant wishes to discuss proposed alterations with the Committee before making a formal application; a place on the agenda can be reserved by writing or telephoning the Chairman. Any representation made at any such meeting will have no standing and must be formally approved at a later meeting, following the prescribed ordinance.
- 6.** The agenda for each meeting, and thus the time schedule for each applicant, shall be posted on the bulletin board at the City Clerk's Office at least 48 hours prior to the meeting. Copies of the agenda shall also be delivered to the City Council.
- 7.** New applications, which do not meet the 3-week criteria established in section VII, para. 4 and requests for preliminary hearings may also be given to the Committee at the start of any regularly scheduled meeting; the Committee may, by 2/3 approval of those present, hear and act upon their cases after all previous business has been taken care of. Otherwise, they shall be heard at the start of the next meeting.
- 8.** All applications for a Certificate of Appropriateness must include the following:
 - 8.1** The completed application form.
 - 8.2** Photographs of the building or site before the proposed alterations.
 - 8.3** Drawings sufficient to describe in detail the work proposed. All drawings should have a scale to demonstrate size.
 - 8.4** Paint color samples if the work includes repainting or staining. (to be included for advisory discussion if necessary)

8.5 Roofing samples or manufacturer's literature if the work includes re-roofing. (to be included for advisory discussion if necessary)

8.6 Samples, and/or literature on all other appropriate materials or products that will be used and visible in the alteration.

8.7 If the application concerns a sign it shall include:

- a) A photograph of the proposed site of the sign.
- b) A drawing of the proposed support of the sign.
- c) A full-scale outline or reduced-scale drawing the sign. If a reduced-scale drawing is shown, the scale must be shown. For example: 1inch equals 1 foot.
- d) The words to be painted on the sign.
- e) The style, size, and placement of the lettering, along with the color scheme of the sign.
- f) The name of the sign painter.

8.8 The Committee may request any other pertinent materials.

9. Although not required, the applicant's presence will usually expedite the review process, and may result in the acceptance of an application that might otherwise be disapproved for lack of complete information.

10. If an application does not contain enough information for the Committee to determine the appropriateness of the proposed work, it may be:

10.1 discussed with the applicant, if present, in order to obtain the missing information,

10.2 returned to the applicant, if present, for withdrawal and reapplication at a later time,

10.3 or voted on and disapproved as incomplete. In this case, all supporting material shall be returned to the applicant.

11. The Committee shall keep all approved applications on file at the City of Lawrence Office of Planning and Development. Several examples of complete and successful applications shall be available at the Office of Planning and Development for the benefit of prospective applicants.

VII.

The Committee's Regular Meetings:

1. The Committee shall hold regular, open Public Meetings starting at 7:00 pm. On the fourth Monday of every month unless otherwise posted at the City Clerk's Office.
2. Notice of the date, time, and location of these Public Meetings shall be posted at City Clerk's Office 48 hours in advance of said meetings.
3. No meetings shall be held unless a quorum of three Committee members is present.
4. Every meeting shall start with the distribution of the agenda for that meeting.
5. The next order of business shall be the review and acceptance of the prior meeting's minutes, followed by the disposition of matters pending.

6. The committee shall then take up the review of applications in order of their original receipt, as scheduled on the agenda. Exceptional applications may be rescheduled for review at a Special Hearing.
7. If the Committee approves to continue with new applications as outlined in section VII, para 7, the committee shall then review any applications that have been brought to the meeting without prior notice.
8. The Secretary of the Committee shall send copies of the meeting's minutes in a timely fashion to the City Council and Building Commissioner. The Committee members will receive their copy at the next scheduled meeting. A public file will be made available at the Office of Planning and Development.

IX

The Committee's Special Hearings:

1. The Chairman may call a special Hearing, by majority vote of the Committee.
2. A Special Hearing may be called for one or more of the following reasons:
 - 2.1 Application is being made for an important new construction or alteration likely to be of general interest to the neighborhood or the city.
 - 2.2 The application being made is controversial and may require extended discussion.
 - 2.3 The alterations proposed are likely to be of concern to the abutters, and the application was not received in time to notify them 48 hours prior to the meeting.
 - 2.4 Unless, due to extenuating circumstances, the applicant will require a determination before the date of the next Regular Meeting.
 - 2.5 Any other reasons which may cause the Chairman, or a majority of the Committee members, to call for a Special Hearing.
3. The time, place, and date of any Special Hearing shall be posted at the City Clerk's Office and advertised in a paper of local circulation at least one (1) week before the Hearing.
4. Copies of that advertisement shall be sent to the applicant, the abutters, the City Council, the Planning Board, and to such other persons, as the Committee shall decide.
5. The costs of notification shall be paid by the owner of the property involved.

VIII.

Ruling on the Application:

1. In reviewing each application, the Committee shall consider the historic and architectural value and significance of the site, building, or structure involved; the general design, arrangement, texture, and material, involved and the relation of such features to similar features of buildings and structures in the surrounding area.
2. In the case of new construction of additions to existing buildings or structures, the Committee shall consider the appropriateness of the size, shape, and design of the building or structure, both in relation to the land area upon

which it is situated and to buildings and structures in the vicinity. The Committee may, in appropriate cases, impose dimensional and setback requirements in addition to those required by applicable city ordinances.

3. Member of the Committee shall abstain from deliberating and voting on an application when there is any possibility of conflict of interest. Some examples would be:
 - 3.1 A member who is making an application.
 - 3.2 A member who is a relative, close friend, business associate, or employee of the applicant.
 - 3.3 A member who has a financial interest in the outcome of the application.
 - 3.4 A member who owns property, which directly abuts the site of the proposed construction or alteration.
4. If the Committee finds that some parts of the proposed changes outlined in an application are inappropriate, it will make every effort to suggest ways in which the application could be amended so that approval could be assured. Discussion among members and with the applicant, if present, shall focus on arriving at a solution satisfying all concerned.
5. After adequate discussion, or by the end of the time allotted to the application on the agenda, the Committee shall either vote on the application or request its withdrawal so that a revised application may be made at a future time.
6. The Chairman shall vote only when a tie exists. In the event of a tie, the vote of the acting Chairman shall carry. A majority vote shall carry.
7. The Secretary shall record each member's vote in the minutes.

IX.

The Certificate of Appropriateness:

1. After approving an application, the Committee shall issue a Certificate of Appropriateness, within 60 days, for the work proposed in that application. This Certificate shall be sent to the Applicant, with copies to the City Council and Building Inspector.
2. Each certificate issued by the Committee shall be dated and signed by the Chairman or the Secretary.
3. Certificates of Appropriateness are valid for the original applicant for a period of one year from the date of issuance. If the work for which the Certificate was granted has not been completed by the end of that time, application for an extension will have to be made.

4. If the property changes ownership, and the new owners wish to complete changes previously approved, they must identify themselves to the Committee in order to receive a new Certificate of Appropriateness in their own name.
5. Any applicant wishing to make any design changes after a Certificate of Appropriateness has been issued must file a new application for those changes.
6. In the case of an application, which has been disapproved, the Committee shall record the reasons for such a determination and shall send a notice of these reasons to the applicant. Copies of this document shall be sent to the City Council and the Building Commissioner.
7. Any applicant or abutter wishing to contest the approval or disapproval of an application for a Certificate of Appropriateness may have recourse to the remedies noted in section 12A of Chapter 40C of the Massachusetts General Laws.

X. After Completion of the Work:

1. When work for which a Certificate of Appropriateness was granted has been completed, the Applicant shall notify the Committee.
2. Before the next regular meeting, one or more members of the Committee may review the work on site in order to confirm it has been carried out as originally approved and to substantiate the findings of the Building Commissioner.
3. If the work matches the approved application, and the Committee shall send a signed report to that effect to the applicant, the City Council, and the Building Inspector. The issuance of this notice closes the file on the application.
4. If the work does not match the approved application, and the Committee finds the changes allowable, the Committee shall request the applicant to file a new application covering those changes before the next regular meeting.
5. If the Committee finds the changes unallowable, it shall request the applicant to have the work corrected.
6. In the event that the applicant fails to correct the work in a timely fashion (60 days), the Committee shall have recourse to the provisions of enforcement authorized in Section 13, Chapter 40C, of the Massachusetts General Laws.

XI. Enforcement :

1. If unapproved work is carried out in the Historic District, the owner of the property involved shall be held responsible. Violations of the Prospect Hill

Historic District Ordinance shall result in a letter of warning being sent to the owner with copies to the City Council and Building Commissioner. If the owner, owner's agent, or lessee continues to violate the provisions of Chapter 40C, these Rules and Regulations, or the decisions of this Committee, resort shall be made to fines or injunctions, or both, as authorized in Section 13 of the Historic Districts Act, Chapter 40C, of the Massachusetts General Laws.

XIII

FINES:

Whoever violates any of the provisions of this ordinances shall be punished by a fine of not less than ten dollars nor more than five hundred dollars. Each day during any portion of which a violation continues to exist shall constitute a separate offense.

XIV

AMENDMENTS:

1. These Rules and Regulations may be amended or repealed by vote of a majority of the members present at any Regular Meeting or Special Meeting provided that: (1) a quorum is present; and (2) notice of the general character of the proposed amendment is mailed to each member at least five days prior to such meeting.

When proposed amendments are properly before any meeting for consideration, they may, before final action is taken thereon, be changed by a majority vote, provided that the change is germane to the subject of the amendment under consideration.