



City of Somerville
PLANNING, PRESERVATION & ZONING DIVISION
City Hall 3rd Floor, 93 Highland Avenue, Somerville MA 02143

May 3, 2023

To: City Council
From: PPZ Division
Re: Order #22-0569

Honorable Members of the City Council -

This memo relates to Order # 22-0569¹ submitted by Councilor Gómez Mouakad and to follow-up questions on the same received from Councilor Burnley².

Somerville regulates only exterior changes that are visible from a public way for properties that are in a designated Local Historic District (LHD). Staff assumes that Order #22-0569 refers to LHD-designated properties. No other buildings, regardless of their age, come under regulatory review by the Historic Preservation Commission (HPC) for exterior changes visible from a public way. (Please see attached list of LHD properties.)

From a regulatory standpoint, there is no prohibition (nor has there been) on installing photovoltaics, weatherization, insulation, electrification, or similar on LHD-designated properties. In our experience with the City, neither the HPC nor Staff has denied an applicant the installation of solar panels, weatherization, insulation, or electrification. Rather, these measures are encouraged, and advice is frequently provided to property owners on how additional climate-sensitive measures may help prevent additional building materials from entering the waste stream.

The HPC has now designated Staff to review and approve solar panel installation and the installation of small mechanicals (for example, heat pumps) on their behalf. Insulation and similar weatherization proposals are also reviewed and approved at Staff level. The ability for Preservation Staff to review and approve such changes on behalf of the Commission reduces the amount of time that an applicant must wait to receive their HPC approvals by roughly 6 weeks. Changes that cannot be reviewed and approved at Staff level must be heard by the HPC at a public hearing where public comment is taken. It can take several weeks for an LHD alteration application to be placed on a regular meeting agenda of the

¹Order (ID# 22-0569) Sent for Discussion by Councilor Gómez Mouakad. That the Director of Planning & Zoning and the Director of the Office of Sustainability and Environment report on strategies to integrate and implement photovoltaics, weatherization, and electrification in Historic Properties.

² Based on the response I've received from Councilor Gómez-Mouakad, it seems the hope is to have a discussion about the process, even a how-to presentation, which would hopefully include the piece about not having to have a public meeting. Apparently, a Ward 5 resident has had some difficulties in the past navigating this process, particularly as it relates to windows. If a written response contained all those pieces, that would be acceptable as well.

HPC due to legal notification requirements, the publication schedule of the local newspaper of record, the level of completeness of submitted applications, and the iterative reviews of the application that are conducted by Staff.

Staff endeavors to make the process as clear as possible and provides applicants with checklists of required information for different types of LHD building alterations projects. (Please see attached checklist.)

The basic components of an application to alter an LHD property are the same regardless of alteration type. Staff works individually with each applicant to ensure that any additional clarifying documentation that is necessary for Staff to thoroughly evaluate a proposal is requested in a timely manner. However, this can be an iterative process of discovery.

The basic steps for any LHD property alteration project are as follows:

Commission Review	Staff-level Review
Submit application form and supporting docs	Submit application form and supporting docs
Review application for completeness	Review application for completeness
Schedule public hearing and issue legal notices	Write and file decision
Write Staff memo	
Hold public hearing	
Write and file decision	

Staff is currently unable to provide any specific feedback to Councilor Burnley’s inquiry regarding difficulties experienced by a Ward 5 resident without a specific property reference, knowing what the difficulties were, or when they were experienced by this applicant. We would encourage the resident to reach out via historic@somervillema.gov with questions and are happy to guide them through the process.

Respectfully submitted,

Sarah White, *MDS-HP*
Senior Planner

Address	Street	Local Historic District (LHD)
12	Adams Street	L
15	Adams Street	L
37	Albion Street	L
6	Aldersey Street	L
8	Aldersey Street	L
12	Aldersey Street	L
14	Aldersey Street	L
16	Aldersey Street	L
18	Aldersey Street	L
9-11	Aldersey Street	L
17-19A	Aldersey Street	L
1	Arlington Street	L
10	Arlington Street	L
36	Atherton Street	L
40	Atherton Street	L
48	Atherton Street	L
53	Atherton Street	L
58	Atherton Street	L
60	Atherton Street	L
61	Atherton Street	L
25-35	Atherton Street	L
44-46	Atherton Street	L
28	Beacon Street	L
30	Beacon Street	L
32	Beacon Street	L
33	Beacon Street	L
34	Beacon Street	L
36	Beacon Street	L
94	Beacon Street	L
101	Beacon Street	L
102	Beacon Street	L
245	Beacon Street	L
12	Benton Road	L
18	Benton Road	L
81	Benton Road	L
85	Benton Road	L
2	Bigelow Street	L
17	Bonner Avenue	L
65	Boston Street	L
83	Boston Street	L
91	Boston Street	L
17	Bow Street	L
26	Bow Street	L
30	Bow Street	L

33	Bow Street	L
34	Bow Street	L
36	Bow Street	L
42	Bow Street	L
46	Bow Street	L
50	Bow Street	L
56	Bow Street	L
38-40	Bow Street	L
39-49	Bow Street	L
58-68	Bow Street	L
9	Brastow Avenue	L
257	Broadway	L
333	Broadway	L
392	Broadway	L
394	Broadway	L
396	Broadway	L
398	Broadway	L
400	Broadway	L
404	Broadway	L
419	Broadway	L
438	Broadway	L
838	Broadway	L
1170	Broadway	L
359-361	Broadway	L
363-365	Broadway	L
7	Campbell Park	L
13	Campbell Park	L
15	Campbell Park	L
19	Campbell Park	L
3-5	Campbell Park	L
9-11	Campbell Park	L
15	Central Street	L
137	Central Street	L
139	Central Street	L
141	Central Street	L
143	Central Street	L
145	Central Street	L
158	Central Street	L
170	Central Street	L
178	Central Street	L
181	Central Street	L
183	Central Street	L
187	Central Street	L
192	Central Street	L
194	Central Street	L

196	Central Street	L
198	Central Street	L
200	Central Street	L
8	Cherry Street	L
36	Cherry Street	L
20	Chester Street	L
23	Chester Street	L
24	Chester Street	L
27	Chester Street	L
7	Clarendon Avenue	L
11	Clark Street	L
25	Clyde Street	L
40	College Avenue	L
88	College Avenue	L
21	College Hill Road	L
27	Columbus Avenue	L
41	Columbus Avenue	L
45	Columbus Avenue	L
47	Columbus Avenue	L
50	Columbus Avenue	L
53	Columbus Avenue	L
55	Columbus Avenue	L
56	Columbus Avenue	L
57	Columbus Avenue	L
58	Columbus Avenue	L
59	Columbus Avenue	L
61	Columbus Avenue	L
63	Columbus Avenue	L
67	Columbus Avenue	L
68	Columbus Avenue	L
69	Columbus Avenue	L
70	Columbus Avenue	L
73	Columbus Avenue	L
76	Columbus Avenue	L
78	Columbus Avenue	L
75-77	Columbus Avenue	L
23	Craigie Street	L
59	Cross Street	L
8	Cross Street East	L
10	Cross Street East	L
12	Cross Street East	L
14	Cross Street East	L
16	Cross Street East	L
62	Dane Street	L
64	Dane Street	L

65	Dane Street	L
66	Dane Street	L
72R	Dane Street	L
21	Dartmouth Street	L
49-55	Davis Square	L
30	Day Street	L
34	Day Street	L
21-23	Elm Place	L
81	Eustis Street	L
14	Everett Street	L
13-15	Fairmount Avenue	L
14	Flint Street	L
22	Flint Street	L
11-13	Flint Street	L
15-17	Flint Street	L
15-17	Flint Street	L
67	Florence Street	L
30	Forest Street	L
47	Franklin Street	L
74	Franklin Street	L
80	Franklin Street	L
20	George Street	L
20	George Street	L
14	Hall Avenue	L
15	Hall Avenue	L
1	Harvard Place	L
3	Harvard Place	L
9	Harvard Place	L
10	Harvard Place	L
11	Harvard Place	L
12	Harvard Street	L
10	Henderson Street	L
13	Henderson Street	L
28	Highland Avenue	L
52	Highland Avenue	L
66	Highland Avenue	L
76	Highland Avenue	L
79	Highland Avenue	L
93	Highland Avenue	L
125	Highland Avenue	L
130	Highland Avenue	L
137	Highland Avenue	L
140	Highland Avenue	L
343	Highland Avenue	L
117-119	Highland Avenue	L

13-19	Highland Avenue	L
48-50	Highland Avenue	L
16	Hinckley Street	L
80	Hinckley Street	L
53	Hudson Street	L
6	Kent Court	L
44	Kidder Avenue	L
45	Laurel Street	L
16-18	Laurel Street	L
20	Lincoln Avenue	L
12-14	Lincoln Avenue	L
16	Lincoln Street	L
11	Linden Avenue	L
60	Linden Avenue	L
48	Line Street	L
302	Lowell Street	L
342	Lowell Street	L
52	Main Street	L
27	Maple Avenue	L
27	Meacham Road	L
38	Meacham Road	L
42	Meacham Road	L
44	Meacham Road	L
45	Meacham Road	L
46	Meacham Road	L
47	Meacham Road	L
48	Meacham Road	L
51	Meacham Road	L
54	Meacham Road	L
56	Meacham Road	L
57	Meacham Road	L
58	Meacham Road	L
62	Meacham Road	L
64	Meacham Road	L
39-41	Meacham Road	L
53-55	Meacham Road	L
53-55	Meacham Road	L
371	Medford Street	L
399	Medford Street	L
399A	Medford Street	L
23	Monmouth Street	L
25	Monmouth Street	L
31	Monmouth Street	L
33	Monmouth Street	L
53	Moore Street	L

140	Morrison Avenue	L
142	Morrison Avenue	L
144	Morrison Avenue	L
146	Morrison Avenue	L
148	Morrison Avenue	L
197	Morrison Avenue	L
204	Morrison Avenue	L
221	Morrison Avenue	L
222	Morrison Avenue	L
10	Mossland Street	L
8	Mt. Vernon Street	L
16	Mt. Vernon Street	L
17	Mt. Vernon Street	L
20	Mt. Vernon Street	L
29	Mt. Vernon Street	L
46	Mt. Vernon Street	L
47	Mt. Vernon Street	L
64	Mt. Vernon Street	L
68	Mt. Vernon Street	L
74	Mt. Vernon Street	L
0	Munroe Street	L
15	Munroe Street	L
88	Munroe Street	L
97	Munroe Street	L
39	Myrtle Street	L
37-39	Myrtle Street	L
53-55	Myrtle Street	L
485	Mystic Valley Pkwy	L
67	Oak Street	L
97	Orchard Street	L
31	Pearl Street	L
81	Pearl Street	L
70	Pearl Street	L
94	Pearl Street	L
77	Perkins Street	L
84	Perkins Street	L
132	Perkins Street	L
143-145	Perkins Street	L
155-157	Perkins Street	L
65-67	Perkins Street	L
11	Pleasant Avenue	L
12	Pleasant Avenue	L
15	Pleasant Avenue	L
18	Pleasant Avenue	L
20	Pleasant Avenue	L

22	Pleasant Avenue	L
23	Pleasant Avenue	L
24	Pleasant Avenue	L
4-6	Pleasant Avenue	L
22	Porter Street	L
23	Porter Street	L
52	Powderhouse Blvd	L
29	Powderhouse Terrace	L
16	Preston Road	L
20	Preston Road	L
122	Prospect Street	L
61	Putnam Street	L
5-11	Putnam Street	L
25	Russell Street	L
18	Sanborn Avenue	L
50	Sargent Avenue	L
101	School Street	L
117	School Street	L
156	School Street	L
193	School Street	L
205	School Street	L
237	School Street	L
5	Smith Avenue	L
9	Smith Avenue	L
10	Smith Avenue	L
13	Smith Avenue	L
380	Somerville Avenue	L
430	Somerville Avenue	L
437	Somerville Avenue	L
365-367	Somerville Avenue	L
439-441	Somerville Avenue	L
439-441R	Somerville Avenue	L
15	Spring Street	L
34	Spring Street	L
38	Spring Street	L
42	Spring Street	L
47	Spring Street	L
49	Spring Street	L
50	Spring Street	L
54	Spring Street	L
18-20	Spring Street	L
1	Summer Street	L
22	Summer Street	L
24	Summer Street	L
104	Summer Street	L

125	Summer Street	L
151	Summer Street	L
152	Summer Street	L
170	Summer Street	L
381	Summer Street	L
16	Summit Avenue	L
18	Summit Avenue	L
26	Summit Avenue	L
17	Summit Street	L
58	Sycamore Street	L
78	Sycamore Street	L
143-145	Sycamore Street	L
35	Temple Street	L
45	Tennyson Street	L
11	Thorpe Street	L
67	Thurston Street	L
45	Vinal Avenue	L
47	Vinal Avenue	L
48	Vinal Avenue	L
49	Vinal Avenue	L
50	Vinal Avenue	L
54	Vinal Avenue	L
56	Vinal Avenue	L
37	Walnut Street	L
45	Walnut Street	L
60	Walnut Street	L
67	Walnut Street	L
8-10	Walnut Street	L
141-143	Walnut Street	L
56-58	Walnut Street	L
24	Warren Avenue	L
26	Warren Avenue	L
27	Warren Avenue	L
28	Warren Avenue	L
29	Warren Avenue	L
30	Warren Avenue	L
31	Warren Avenue	L
32	Warren Avenue	L
33	Warren Avenue	L
113	Washington Street	L
117	Washington Street	L
215	Washington Street	L
237	Washington Street	L
384	Washington Street	L
275-277	Washington Street	L

13	Webster Avenue	L
1	Webster Street	L
1	Westwood Road	L
2	Westwood Road	L
3	Westwood Road	L
5	Westwood Road	L
6	Westwood Road	L
7	Westwood Road	L
8	Westwood Road	L
9	Westwood Road	L
10	Westwood Road	L
11	Westwood Road	L
12	Westwood Road	L
14	Westwood Road	L
15	Westwood Road	L
16	Westwood Road	L
17	Westwood Road	L
18	Westwood Road	L



City of Somerville

Historic Preservation Commission

Preservation Planning Application Checklist

Work to an LHD property requires an application to the Historic Preservation Commission. If you are submitting a request for an application, the below documents and/or plans are required to meet the Planning Preservation Division’s minimum submittal requirements.

Staff reserves the right to require additional information.

Document Type	Description	Required for In-kind*	Required for Alteration from extant	Before submitting; do you have this document?
Required documents for all application types				
Signed Application form	Signed by Owner & Applicant.	Yes	Yes	
Description of proposed work	A brief description, in narrative form, of all proposed work in the application.	Yes	Yes	
Current color photo of the front of the property	JPEG only.	Yes	Yes	
Current color photo(s) of the proposed work location(s)	Include close-up images; JPEG only.	Yes	Yes	
Current color photos of all elevations	These photos should try to capture the entire façade, if possible. Multiple photos to show one façade is acceptable.	Yes	Yes	
Material Specification	Specify which materials are to be used.	Yes	Yes	
Manufacturer’s Brochure and/or catalogue photo of proposed replacements	Submit manufacturer’s brochure specifying the replacement materials (must be in color).	Yes	Yes	
Copy of the deed to the property	Quitclaim deed accepted.	Yes	Yes	
Check for \$250**	Make out to City of Somerville Memo line: <i>Insert Address</i> – Legal ad fee.	Yes	Yes	

Document Type	Description	Required for In-kind*	Required for Alteration from extant	Before submitting; do you have this document?
Required documents specific to windows & doors				
Keyed current color photo(s) of all elevations	Each window and/or door that is to receive work should be indicated and numbered. If different windows are to receive different scopes of work- key the windows in the photo to the types of work.	Yes	Yes	
Close up photos of windows and/or doors	Color photos showing details of the windows so that Staff can see condition of windows. Windows must be numbered to correspond to elevation.	Yes	Yes	
Required documents specific to driveways, sidewalks, walkways, patios, fencing, walls, etc.				
Existing and proposed site plan	Must show location and include measurements such as width and length. For walkways and driveways, include design pattern.	Yes	Yes	
Required documents specific to decks/porches/ pergolas				
Existing and proposed elevations of the deck/porch/pergola	These must be shop drawings and not hand drawn.	No	Yes	
Measurements for existing and proposed deck/porch/pergola	Measurements should include height, width, length, etc. for all beams, railings, posts, etc.	No	Yes	
Details on how the deck/porch/pergola will be attached to the main structure	Show and describe how the deck/porch/pergola will attach to the structure- whether joists, screws, etc.	No	Yes	
Required documents specific to signage, marquees, and awnings				
Elevation and/or photo with proposed sign superimposed	Staff will need to see how the proposed sign will look on the property when installed.	No	Yes	
Measurements for existing and proposed sign	Measurements should include height, width, depth, and length.	Yes	Yes	
Details on how the sign will be mounted	Specify and describe details on how the signage will be mounted/attached to the structure.	No	Yes	

Document Type	Description	Required for In-kind*	Required for Alteration from extant	Before submitting; do you have this document?
Documents specific to solar panels				
For slate roofs: details on slate preservation, and exact slate tiles to be removed for installation	Specify which slate tiles are to be removed for solar panel installation.	Yes	Yes	
Include roof plan and site plan	Depict location of solar panels on the roof, and associated mechanicals on the property.	Yes	Yes	
Documents specific to gutters and/or downspouts				
Proposed profile	Show the proposed profile of the gutter and/or downspout.	No	Yes	
Measurements for existing and proposed downspout	Staff will need to know the current and existing width.	No	Yes	
Specification of which portions of the gutters and/or downspouts will be replaced	State whether all gutters/downspouts will be removed, and if only portions to be replaced, specify which portions. This can be addressed in the description of proposed work.	No	Yes	
Documents specific for interior work				
Please see required documents for all application types.				
Documents required for steps, siding, trim, additions, rooves, etc.				
Please see required documents for all application types. Staff reserves the right to require additional information.				

* In-Kind means same material, location, size, design, etc. as what is existing.

** Staff is required to publicly advertise all items going before the HPC for a hearing. This fee pays for that legal advertisement. If Staff decides your application does not require review by the Historic Preservation Commission, the check will be voided and returned.