

SOUTHBURY HISTORIC DISTRICT
COMMISSION NUMBER 1



REGULATIONS
and
DESIGN
GUIDELINES

ADOPTED SEPTEMBER 20, 1993

SOUTHBURY • CONNECTICUT

**REGULATIONS and
DESIGN GUIDELINES
for Modification and
Construction**



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MISCELLANEOUS

Such as: Demolition Delay Ordinance;
Bed and Breakfast; etc..

GENERAL OVERVIEW

General Overview of Historic District No. 1

Southbury's Historic District No. 1 extends from Heritage Road to the Woodbury town line along both sides of Main Street North. The District is predominantly residential and rural in character, and abuts Woodbury's Historic District No. 2, which continues for a mile to the north. The following information is intended to guide property owners planning changes to their structures, or new construction, so as to maintain continuity within the District.

HISTORY

Grants of land at 'Pomperaug' were first made to a Stratford group in 1659. Originally part of the town of Woodbury that was settled in 1673, Southbury was incorporated in 1787. The rural character of the District traces its beginnings to the self-sufficient farms that were established in the fertile valley of the Pomperaug River. The development of the property has been linear, along the roadway.

BUILDINGS

STYLES. Historic District No. 1 contains a range of architectural styles, from the early seventeenth century "Graham" house, just north of Bucks Hill Road, to the more recent Munson Lovetere Funeral Home at the south end of the District. Generally, the District becomes more rural as it runs north.

SCALE. Most buildings are two and a half stories high, with the United Church of Christ's spire being the District's highest structure. The scale of the buildings in relation to one another is fairly uniform throughout the District, with the United Church of Christ having the most notable change in scale to its neighbors.

FACADES. In general facades tend to be broader than they are tall. Individual elements within facades tend to be narrow and their dimensions fairly uniform. These elements tend to be simple and balanced.

ARCHITECTURAL DETAILS. Details such as twelve over twelve and six over six double hung windows, transom lights and side lights, paneled entrance doors, and brick chimneys in center hall Georgian or Greek Revival houses are evident throughout the District.

PROJECTIONS. Porches are not a main feature in the District, but some entrance

projections are in evidence. Generally, all windows are set flush with the main wall of the structure.

MATERIALS. The preferred building material has been wood clapboard with four inches showing to the weather. Exceptions are Bullet Hill School, the Munson Lovetere Funeral Home, the Lutheran Home and the Houle house that are brick, and the Church of the Epiphany which is stone.

ROOF SHAPES. Gable roofs are most common, with some gambrel and a noticeable example of a hip roof appears on Bullet Hill School.

RELATIONSHIP TO IMMEDIATE NEIGHBORS

SPACING. In the south of the District, houses are spaced regularly in the center of smaller lots. As you travel north, the houses are sited on more spacious lots.

SETBACKS. The buildings are generally set well back from the street.

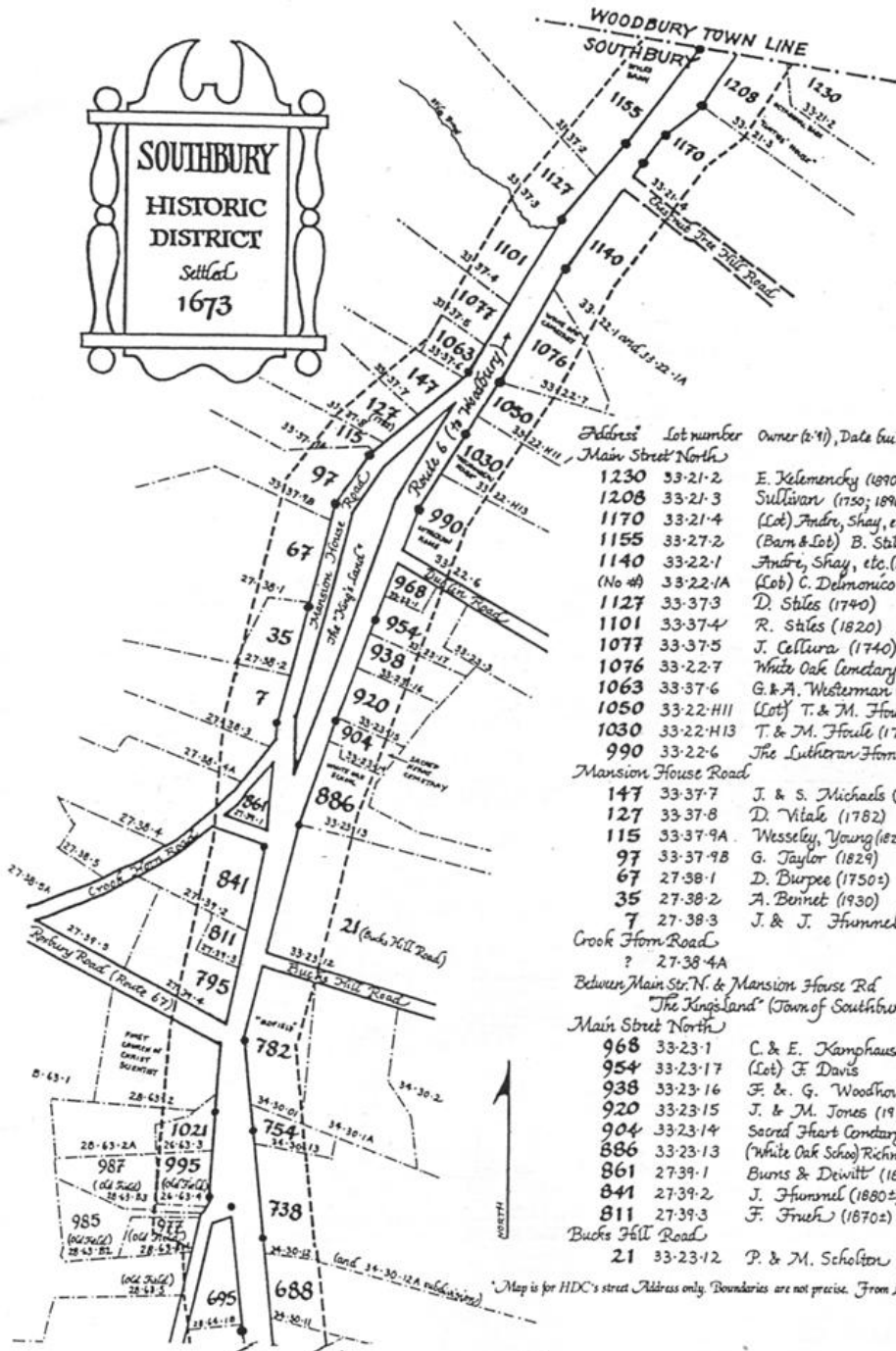
ENVIRONMENTAL FACTORS

PAVING MATERIALS. Driveways are most frequently asphalt, with some being gravel.

LANDSCAPE. In general, formal landscaping is not a contributing factor to the District. Views of the Pomperaug Valley can be seen from most of the District. Open land areas (such as the open meadow on the south side of 516 Main Street North and the "King's Land" at Mansion House Road in the north of the District) contribute to the 'rural' appearance of the District.

WALLS OF CONTINUITY. Picket, wood and iron rail, livestock, and stone fencing are in evidence. Limited stockade fencing facing the road appears and the Commission has found that because of their blocking any views of the District from the street, allowing such fencing in the future would be detrimental to the overall perception of the District.

RELATIONSHIP OF OUTBUILDINGS. Various out buildings, barns, garages, carriage houses, sheds, etc., remain throughout the District, a fact that also contributes to the 'rural' streetscape.

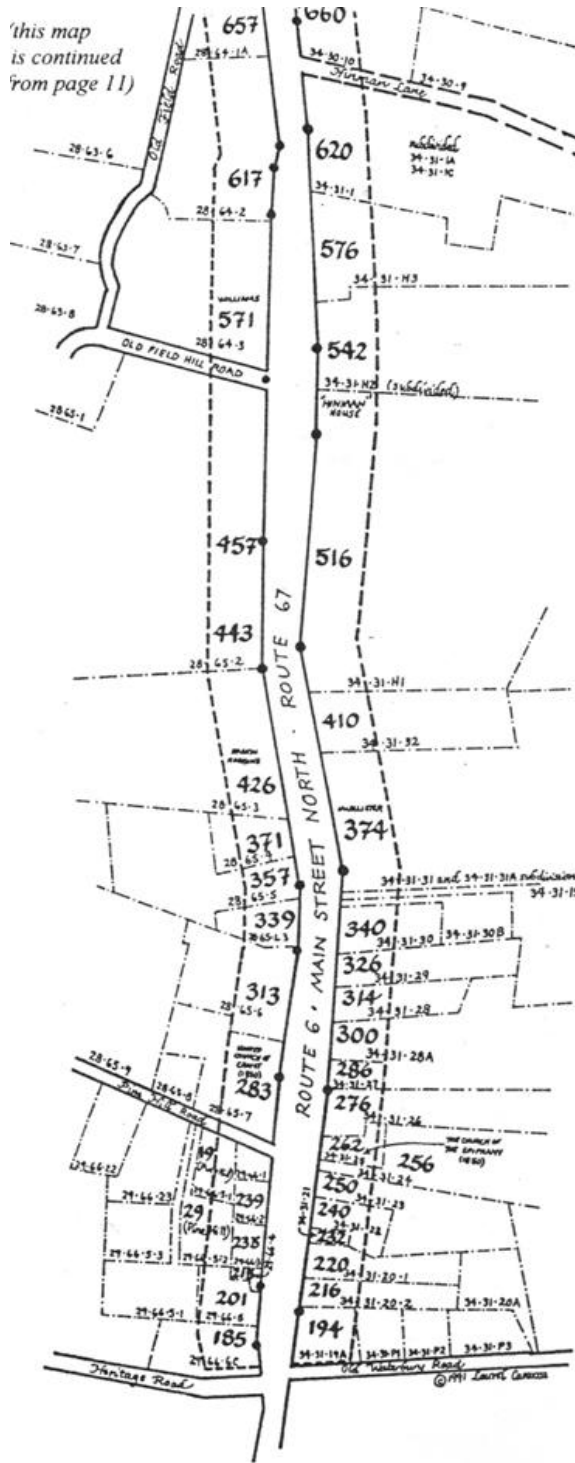


Address	Lot number	Owner (2/9), Date built
Main Street North		
1230	33-21-2	E. Kelemencky (1890±)
1208	33-21-3	Sullivan (1750; 1890±)
1170	33-21-4	(Lot) Andre, Shay, etc.
1155	33-27-2	(Barn & Lot) B. Stiles
1140	33-22-1	Andre, Shay, etc. (1782)
(No 4)	33-22-1A	(Lot) C. Delmonico
1127	33-37-3	D. Stiles (1740)
1101	33-37-4	R. Stiles (1820)
1077	33-37-5	J. Cellura (1740)
1076	33-22-7	White Oak Cemetery (1741)
1063	33-37-6	G. & A. Westerman (1910)
1050	33-22-H11	(Lot) T. & M. Houle
1030	33-22-H13	T. & M. Houle (1787)
990	33-22-6	The Lutheran Home (1918)
Mansion House Road		
147	33-37-7	J. & S. Michaels (1949)
127	33-37-8	D. Vitale (1782)
115	33-37-9A	Wessley, Young (1829; moved to site 1980)
97	33-37-9B	G. Taylor (1829)
67	27-38-1	D. Burpee (1750±)
35	27-38-2	A. Bennet (1930)
7	27-38-3	J. & J. Hummel (1967)
Crook Horn Road		
?	27-38-4A	
Between Main Str. N. & Mansion House Rd		
<i>"The Kings Land" (Town of Southbury)</i>		
Main Street North		
968	33-23-1	C. & E. Kampfhauser (1715)
954	33-23-17	(Lot) F. Davis
938	33-23-16	F. & G. Woodhouse (1947)
920	33-23-15	J. & M. Jones (1978)
904	33-23-14	Secret Heart Cemetery (1866)
886	33-23-13	(White Oak School) Richmond, etc. (1715)
861	27-39-1	Burns & DeWitt (1870±)
841	27-39-2	J. Hummel (1880±)
811	27-39-3	F. Frush (1870±)
Bucks Hill Road		
21	33-23-12	P. & M. Scholton

*Map is for HDC's street Address only. Boundaries are not precise. From Land Records; Feb. 1991.

(this map is continued on page 13)

this map
is continued
from page 11)



- Main Street North*
- 795 27-39-4 (Lot) C. & D. Strakosch, Sr.
 - 782 34-30-1 B. Taddia (1818)
 - ? 2A-63-2 First Church of Christ Scientist
 - 754 34-30-13 J. & V. Marlor (1800±)
 - 738 34-30-12 Coleman (1940)
 - (No #) 34-30-51 (Lot) C. Slapin
 - 34-30-52 (Lot) C. Slapin
 - 34-30-53 (Lot) C. Slapin
 - 34-30-54 (Lot) C. Slapin
 - 34-30-55 (Lot) C. Slapin
- Old Field Road*
- ? 28-63-2A S. Fluess (1760±)
 - 1021 26-63-3 F. B. Corporation (1880±)
 - 995 26-63-4 (Lot) F. Bennett, Jr.
 - 987 26-63-B3 (Lot) F. Bennett, Jr.
 - 985 26-63-B2 (Lot) D. Bennett
 - 977 26-63-B4
- Main Street North*
- 695 28-64-1B J. Douglas, etc. (1979)
 - 688 34-30-11 (White Oak Manor) J. Cleary, Jr. (1909)
 - 660 34-30-10 E. Preston (1877)
 - 657 28-64-1A A. & K. Marfield (1762)
 - 620 34-31-1 Hill (1992) {for 34-31-1A
34-31-1C}
 - 617 28-64-2 Est. of I. Weise (1748)
 - 576 34-31-H3 E. Williams (1800±)
 - 571 28-64-3 E. and S. Williams (1929)
 - 546 34-31-H2 (rear) A. Lilley
 - 542 34-31-H2 A. Lilley (1743)
 - 516 34-31-H1 J. Finnan (1743)
 - 457 } 28-65-2 { Old Field Estates (1956, 1967)
 - 443 } (PPD: Planned Development)
 - 425 28-65-3 Baskin Robbins (1950±)
 - 410 34-31-32 W. & A. McAllister (1954)
 - 374 34-31-31 W. & A. McAllister (1860)
 - 371 28-65-4 J. Grandahl (1940)
 - 357 28-65-5 Est. of L. Teglmeyer (1940)
 - 356 34-31-31A J. & M. McAllister (1989)
 - 348 34-31-30B Barrett, Camargo (1988)
 - 340 34-31-30 Sadtler (1819)
 - 339 28-65-13 (Lot) H. & L. Stone
 - 330 34-31-29 (rear) J. & J. Troha
 - 326 34-31-29 J. & J. Troha (1760)
 - 314 34-31-28 G. Stone, Jr. (1900±)
 - 313 28-65-6 H. & K. Stone, II (1780)
 - 300 34-31-28A (Barn) G. Stone, Jr. (1977)
 - 286 34-31-27 L. Stone (1946)
 - 283 28-65-7 United Church of Christ (1850)
 - 276 34-31-26 (House) Church of the Epiphany (1760)
 - 262 34-31-25 Church of the Epiphany (1850)
 - 256 34-31-24 E. Winship (1800)
 - 250 34-31-23 R. & N. Davis (1744)
 - 240 34-31-22 R. & E. Williams (1820)
 - (No #) 29-66-1 (Lot) United Church of Christ
 - 239 29-66-2 R. McDonald (1920)
 - 235 29-66-3 (Floral Home) J. Lovetere (1966)
- Pine Hill Road*
- 29 29-66-5-2 J. Lovetere
 - 19 29-66-5-1 Leonard, etc.
- Main Street North*
- 232 34-31-21 J. White (1820)
 - 220 34-31-20-1 J. & F. Fine (1783)
 - 216 34-31-20-2 J., F. & J. Fine (1969)
 - 215 29-66-4 (Bullet Hill School) Town of Southbury (1789)
 - 201 29-66-5 C. & S. Gluck (1928)
 - 194 34-31-19A T. & C. Thomas (1760)
 - 185 29-66-6C W. & D. Romanuskas (1770)

Regulations

The Southbury Historic District No. 1 includes all property located on both sides of Main Street North from Heritage Road and Old Waterbury Road to the Woodbury town line, Mansion House Road, and two properties at the north end of Old Field Road. The affected portion of the properties includes that which is visible from the road to a depth of two hundred (200) feet from the state highway "take line" as this line existed on September 1, 1967. A map of the District showing the affected properties is available in the Town Clerk's office.

The Southbury Historic District No. 1 is recognized by the state of Connecticut as a State Historic District and by the Federal Department of the Interior as a National Registry District. The Southbury Historic District Commission No. 1 regulates the District as a State District, while the Connecticut State Historical Commission oversees it as a National Registry District. The National Registry status serves mainly as a recognition of historic value and does not regulate construction on residential property. It can affect construction occurring on state owned property. The Connecticut State Historic District status governs all construction within the District subject to Connecticut State Statutes Sections 7-147a-k inclusive. The following regulations are taken from these State Statutes. For more information about the Commission, please refer to the *"Rules of Procedure"* (formerly *"Bylaws"*) of the *Historic District Commission of Southbury, Connecticut*, available from the Town Clerk.

DEFINITIONS

The following shall serve as definitions for terms used in these regulations:

APPROPRIATE. Not incongruous with those aspects of the Historic District which the Historic District Commission determines to be historically or architecturally significant.

ALTERED. Any structure or building that is changed, modified, rebuilt, removed, demolished, moved, or reconstructed.

BUILDING. Any combination of materials used in the forming of a shelter for persons, animals, or property.

COMMISSION. The Southbury Historic District Commission No. 1.

DISTRICT. The Southbury Historic District No. 1 and any other area that may be placed under the jurisdiction of the Southbury Historic District Commission No.1.

ERECTED. Constructed, built, installed, modified, or enlarged.

INCONGRUOUS. *Webster's Dictionary* defines this as "characterized by lack of harmony, consistence, or compatibility".

STRUCTURE. Any combination of materials, other than a building, which is affixed to the land. This includes, but is not limited to, signs, lighting, fences, walls, and parking other than that required for a residence.

VISIBLE. Open to view from a public street, way, or place.

CERTIFICATE OF APPROPRIATENESS

A "Certificate of Appropriateness" is the permit issued by the Commission (after a public hearing) that verifies that the visible work to be done has been planned and designed in keeping with the character of the District.

HOW TO OBTAIN AND WHY. Applications for a "Certificate of Appropriateness" may be obtained from the Building Inspector or the Town Clerk.

A Certificate of Appropriateness must be obtained before starting any visible work on a building or structure within the District. The application must be submitted to the Commission and approved by the Commission after a public hearing on the application. No building or demolition permit may be issued unless a Certificate of appropriateness has been obtained. A Certificate of Appropriateness must be obtained from the Commission whether or not a building permit is required.

Southbury Historic District Commission 1

Application For

Certificate of Appropriateness

Date: _____ Application Number: _____

Owner(s) Name(s): _____

Street: _____ Street Number: _____

Plot Number: _____ Owner's Phone Number: _____

Owner's Address (if different from above) _____

Type of Structure (check one) _____ Dwelling _____ Outbuilding
_____ Parking _____ Other (please specify below)

Nature of Work _____ New _____ Remodeling

Work to be Done by _____ Owner _____ Contractor

Estimated Project Dates _____ Start _____ Finish

Description of Work to be Done: (as it affects exterior appearance) Please attach additional information to describe your project such as architectural drawings and photographs.

Signature of Owner or Authorized Agent

Southbury Historic District Commission 1

Certificate of Appropriateness

Application Number: _____

Certificate Number: _____

The Southbury Historic District Commission has received an application for changes to be made to the property described below. A public hearing has been held as per State Statutes on this application. The Commission has determined that this application is acceptable according to the Commission Regulations. The Applicant understands that this certificate does not authorize the changes to be made unless all other requirements imposed by Town of Southbury land use regulations are met. The Applicant understands that any restrictions imposed by the Commission must be met. The Applicant and the Commission agree that the Building Inspector of the Town of Southbury is the enforcement agent for this Certificate, and may conduct on site inspections as needed. This Certificate is valid for one calendar year from the date of issue. Extensions may be granted at the discretion of the Commission as per Commission Regulations.

Date of Application: _____

Date of Issue: _____

Property Owner(s): _____

Expiration Date: _____

Street Name: _____

Street Number: _____

Owner Address (if different from above): _____

Brief Description of Changes: _____

Description of Restrictions (if any): _____

Signature of Owner or Agent

Signature of Historic District Commissioner

A Certificate of Appropriateness is required if:

1. The proposed alterations will be visible from the roadway, and within two hundred (200) feet from the state highway take line as established on December 1, 1967.
2. The proposed alterations change the appearance of the visible exterior portion of the structure or building, or involve the use of materials different from the existing materials on the exterior of the structure or building.

Structures constructed by the landowner on the State property between the road and the highway take line are generally not allowed by the State, and are subject to review by the State Highway Department. The Commission has the right to voice its recommendations or comments regarding any such alterations.

"In its deliberations, the historic district commission shall act only for the purpose of controlling the erection of buildings, structures, or parking which are incongruous with the historic or architectural aspects of the district." (Connecticut General Statute 7-147f(b)).

It is important to note that color selection of paint and interior design is NOT governed by the Commission.

ADMINISTRATIVE PROCEDURE OF MEETINGS

TIME AND LOCATION. Regular meetings are held on the third Monday of each month at 7:30 p.m. at the Southbury Town Hall. In the event of a legal holiday, the meeting will occur on the following day, same time and place. A list of the year's meeting dates is available from the Town Clerk.

AGENDA. The Chairman shall provide an agenda for each meeting consisting of those items available 48 hours before the meeting. A copy of the agenda shall be posted in the Town Clerk's office not less than 24 hours before the meeting. Legal notices will serve as agendas for public hearings.

MINUTES. Minutes of each meeting shall be taken by the secretary and submitted to the Town Clerk's office within seven (7) days of the meeting. Audio recordings or written record of the complete proceedings of a public hearing shall constitute the minutes of the hearing, included in the minutes of the regular meeting.

LEGAL NOTICES. A legal notice shall appear in a newspaper circulated in Southbury not more than fifteen days nor less than five days before any public hearing. A copy is filed with the Town Clerk.

PREHEARING PROCEDURE. The application and appropriate information should be presented to the Commission for a prehearing review of plans to identify and discuss areas of mutual concern prior to the formal submission of an application. Such reviews shall take place during a regularly scheduled meeting. This allows for the public hearing, which must be held for each application, to be noticed in a local paper as per state statutes.

NECESSARY DOCUMENTATION. The Commission reserves the right to request adequate documentation in addition to the application. This includes, but is not limited to architectural drawings, measurements, site plans, material specifications, and photographs. The Commission may also conduct site inspections.

PUBLIC HEARING PROCEDURE. "The historic district commission shall hold a public hearing upon each application for a certificate of appropriateness unless the commission determines that such application involves items not subject to approval by the commission ..." Public hearings shall be conducted in accordance with the requirements of Connecticut General Statutes 7-147e and 7-147d. The hearing should be attended by the property owner or an agent. The agent may be the owner's contractor, architect, etc..

These hearings shall be held at the same time and place as regularly scheduled commission meetings. Written communication concerning the application will be accepted and read. Audio recording or written record shall constitute the minutes of the hearing. "Notice of the time and place of such hearing shall be given by publication in circulation in the municipality not more than fifteen days nor less than five days before such hearing." (Connecticut General Statute 7-147e).

Public hearings are required by state law under the regulations of the Freedom of Information Commission. This is done to insure that the Historic District Commission serves notice of impending changes within the District, and prevents the Commission

from making decisions without allowing residents to voice their opinions. Freedom of Information regulations must be carried out as according to state law. Residents are advised to notify the Commission as soon as they decide to make alterations that will be visible from the street. This will avoid unnecessary delays in a project.

The order of a public hearing is as follows:

1. The meeting is called to order.
2. The Chairman reads the legal notice.
3. Applicant(s) (and /or agent[s]) introduces self and makes presentation to the Commission.
4. The Commission may question applicant.
5. People in favor of application may speak briefly.
6. People opposed to application may speak briefly.
7. Applicant has opportunity to rebut any comments.
8. People (pro or con) may add any new comments.
9. The public hearing is closed and there is a formal discussion period for the Commission only.
10. The Commission makes a formal motion to vote on the application (a decision must be made within 65 days).

DECISION PROCESS FOR A CERTIFICATE OF APPROPRIATENESS.

Applications may be approved as submitted, approved with written stipulations, or denied. When a Certificate of Appropriateness is denied, the Commission shall place upon its records and in its notice to the applicant, the reasons for its decision.

Written notice citing the Commission's decision shall be issued within sixty-five (65) days after the official date of receipt of the application. Failure of the Commission to render a decision within the 65 day limit shall constitute approval. The official date of receipt shall be the date of the first regularly scheduled meeting after the application has been submitted. Certificates of Appropriateness are valid for one year from the date of issuance. The Commission, at its discretion, and after receiving a written request, may extend this time limit.

APPEALS

"Any person or persons severally or jointly aggrieved by any decision of the historic district commission or of any officer thereof may, within fifteen days from the date when such decision was rendered, take an appeal to the superior court... . Procedure upon such appeal shall be the same as that defined in section 8-8." (Connecticut General Statutes Section 7-1471).

ENFORCEMENT PROCEDURE

The Commission has the right to enforce all decisions made by the Commission pursuant to Connecticut General Statutes Section 7-147-h.

The Southbury Building Inspector shall act as enforcement officer for Commission decisions.

VARIANCES

Variances (approvals of construction contrary to the "Guidelines") may be allowed in accordance with Connecticut General Statutes Sections 7-147g and 7-147v.

REVISIONS

Revisions to these regulations must be reviewed at a public hearing. A majority vote of the Commission is required to enact any revisions.

DESIGN GUIDELINES

Guidelines for Additions and Modifications

The following information is provided as a *general* guide for the owner planning changes or new construction. It should be understood that this information is *general* and is not all inclusive. The Commission considers each situation individually. No guidelines herein are to be construed so as to supersede any Zoning Codes of the town of Southbury.

BASIS FOR DESIGN CRITERIA

Connecticut's enabling statute allows the Historic District Commission to consider the following in determining appropriateness: architectural style, design, arrangement, texture, and material of architectural features, and relationship to style and features of other buildings and structures in the immediate neighborhood. These design elements may be grouped into five broad categories: qualities of the building form, qualities of the facade, relationship to neighboring structures, relationship to the District as a whole, and environmental factors.

BUILDING FORM: i.e., height, scale, arrangement, massing, style, and history.

QUALITIES OF FACADE: i.e., materials, design, proportions and placement of various elements, such as doors and windows, to the overall building design.

RELATIONSHIP TO NEIGHBORING STRUCTURES: i.e., setbacks, spacing of buildings, details, roof shapes, projection treatments.

RELATIONSHIP TO THE DISTRICT AS A WHOLE: i.e., materials, textures, color of materials (NOT the color of paint), architectural details, roof shapes, projections.

ENVIRONMENTAL FACTORS: i.e., walls or fences, landscape (natural as well as designed), paving materials, parking areas, signage, lighting, relationship of outbuildings.

INTENT

It is the intent of the Commission to encourage improvements to the buildings and structures within the District which will insure that their architectural character is maintained. The design and character of the original building or structure, and the preservation of that theme, will be the guidelines by which the Commission will render judgements as to the appropriateness of alterations. Materials used should be the same as the existing unless the replacement materials more closely match the original. The use of alternative materials may be approved at the discretion of the Commission.

GUIDELINES FOR ADDITIONS AND MODIFICATIONS

Recommended

Not Recommended

Recommended

Not Recommended

NEW ADDITIONS

Constructing a new addition so that there is the least possible loss of historic materials and so that character-defining features are not obscured, damaged or destroyed.

Locating the attached exterior addition at the rear or on an inconspicuous side of a historic building and limiting its size and scale in relationship to the historic building.

Designing new additions in a manner that makes clear what is historic and what is new.

Expanding the size of the historic building by constructing a new addition when the new use could be met by altering non-character-defining interior spaces.

Attaching a new addition so that the character defining features of the historic building are obscured, damaged, or destroyed.

Designing a new addition so that its size and scale in relation to the historic building are out of proportion, thus diminishing the historic character.

Duplicating the exact form, material style, and detailing of the historic building in the new addition so that the new work appears to be part of the historic building

Imitating a historic style or period of architecture in new additions, especially for contemporary uses such as drive-in parks or garages.

NEW ADDITIONS (cont'd)

Considering the attached exterior addition both in terms of the new use and the appearance of other buildings in the historic district or neighborhood. Design of the new work may be contemporary or may reference design motifs from the historic building. In either case, it should always be clearly differentiated from the historic building and be compatible in terms of mass, materials, relationship of solids to voids, and color.

Placing new additions such as balconies and greenhouses on non-character-defining elevations and limiting the size and scale in relationship to the historic building.

Designing additional stories, when required for the new use that are set back from the wall plane and are as inconspicuous as possible when viewed from the street.

Designing and constructing new additions that result in the diminution or loss of the historic character of the resource, including its design, materials, workmanship, location, or setting.

Using the same wall plane, roof line, cornice height, materials, siding lap of window type to make additions appear to be a part of the historic building.

Designing new additions such as multistory greenhouse additions that obscure, damage, or destroy character-defining features of the historic building.

Constructing additional stories so that the historic appearance of the building is radically changed.

GUIDELINES FOR ADDITIONS AND MODIFICATIONS

Recommended

Not Recommended

Recommended

Not Recommended

WOOD

Identifying, retaining, and preserving wood features that are important in defining the overall historic character of the building such as siding, cornices, brackets, window architraves and doorway pediments and their paints, finishes, and colors.

Applying chemical preservatives to wood features such as beam ends or outriggers that are exposed to decay hazards and are traditionally unpainted.

Retaining coatings such as paint that help protect the wood from moisture and ultraviolet light. Paint removal should be considered only where there is paint surface deterioration and as part of an overall maintenance program which involves repainting or applying other appropriate protective coatings.

Inspecting painted wood surfaces to determine whether repainting is necessary or if clearing is all that is required.

Removing damaged or deteriorated paint to the next sound layer using the gentlest method possible (hand scraping and hand sanding), then repainting.

Using with care electric hot-air guns on decorative wood features and electric heat plates on flat wood surfaces when paint is so deteriorated that total removal is necessary prior to repainting.

Using chemical strippers primarily to supplement other methods such as hand-scraping, hand sanding and the above-recommended thermal devices detachable wooden elements such as shutters, doors, and columns may - with the proper safeguards - be chemically dip-stripped.

Applying compatible paint coating systems following proper surface preparation.

Removing or radically changing wood features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Removing a major portion of the historic wood from a facade instead of repairing or replacing only the deteriorated wood, then reconstructing the facade with new material in order to achieve a uniform or "improved" appearance.

Radically changing the type of finish or its color or accent scheme so that the historic character of the exterior is diminished.

Stripping historically painted surfaces to bare wood, then applying clear finishes or stains in order to create a "natural look."

Stripping paint or varnish to bare wood rather than repairing or reapplying a special finish i.e., a grained finish to an exterior or wood feature such as a front door.

Using chemical preservatives such as creosote, which can change the appearance of wood features unless they were used historically.

Stripping paint or other coatings to reveal bare wood, thus exposing historically coated surfaces to the effects of accelerated weathering.

Removing paint that is firmly adhering to, and thus protecting, wood surfaces.

Using destructive paint removal methods such as propane or butane torches, sandblasting, or water-blasting. These methods can irreversibly damage historic woodwork.

Using thermal devices improperly so that historic woodwork is scorched.

Failing to neutralize the wood thoroughly after using chemicals so that new paint does not adhere.

Allowing detachable wood features to soak too long in a caustic solution so that the wood grain is raised and the surface roughened.

Failing to follow manufacturers' product and application instructions when repainting exterior woodwork.

WOOD (cont'd)

Repainting wood features by patching, piecing-in, consolidating or otherwise reinforcing the wood using recognized preservation methods. Repair may also include the limited replacement in-kind or with compatible substitute material - of those extensively deteriorated or missing parts of features where there are surviving prototypes such as brackets, moldings or sections of siding.

Replacing in-kind an entire wood feature that is too deteriorated to repair — if the overall form and detailing are still evident — using the physical evidence to guide the new work. Examples of wood features include a cornice, entablature or balustrade. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Designing and installing a new wood feature such as a cornice or doorway when the historic feature is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation or be a raw design that is compatible with the size, scale, material, and color of the historic building.

Replacing an entire wood feature such as a cornice or wall when repair of the wood and limited replacement of deteriorated or missing parts are appropriate.

Using substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the wood feature or that is physically or chemically incompatible.

Removing an entire wood feature that is un-repairable and not replacing it or not replacing it with a new feature that does not convey the same visual appearance.

Creating a false historical appearance because the replaced wood feature is based on insufficient historical, pictorial, and physical documentation.

Introducing a new wood feature that is incompatible in size, scale, material and color.

GUIDELINES FOR ADDITIONS AND MODIFICATIONS

Recommended

Not Recommended

Recommended

Not Recommended

MASONRY

Identifying, retaining and preserving masonry features that are important in defining the overall historic character of the building such as walls, brackets, railings, cornices, window architraves: door pediments, steps, and columns; and joint and unit size, tooling and bonding patterns, coatings, and color.

Protecting and maintaining masonry by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.

Cleaning masonry only when necessary to halt deterioration or remove heavy soiling.

Carrying out masonry surface cleaning tests after it has been determined that such cleaning is necessary. Tests should be observed over a sufficient period of time so that both the immediate effects and the long range effects are known to enable selection of the gentlest method possible.

Cleaning masonry surfaces with the gentlest method possible, such as low-pressure water and detergents, using natural bristle brushes.

Inspecting painted masonry surfaces to determine whether repainting is necessary.

Removing damaged or deteriorated paint only to the next sound layer using the gentlest method possible (e.g., hand-scraping) prior to repainting.

Applying compatible paint coating systems following proper surface preparation.

Removing or radically changing masonry features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Replacing or rebuilding a major portion of exterior masonry walls that could be repaired so that as a result the building is no longer historic and is essentially new construction.

Applying paint or other coatings such as stucco to masonry that has been historically unpainted or uncoated to create a new appearance.

Removing paint from historically painted masonry.

Cleaning masonry surfaces when they are not heavily soiled to create a new appearance, thus needlessly introducing chemicals or moisture into historic materials.

Cleaning masonry surfaces without testing or without sufficient time for the testing results to be of value.

Sandblasting brick or stone surfaces using dry or wet grit or other abrasives. These methods of cleaning permanently erode the surface of the material and accelerate deterioration.

Using a cleaning method that involves water or liquid chemical solutions when there is any possibility of freezing temperatures.

Cleaning with chemical products that will damage masonry, such as using acid on limestone or marble, or leaving chemicals on masonry surfaces.

Applying high-pressure water cleaning methods that will damage historic masonry and the mortar joints.

Removing paint that is firmly adhering to, and thus protecting, masonry surfaces.

Using methods of removing paint which are destructive to masonry, such as sandblasting, application of caustic solutions, or high-pressure water blasting.

Failing to follow manufacturers' product and application instructions when repainting masonry.

MASONRY (cont'd)

Repairing masonry walls and other masonry features by re-pointing the mortar joints where there is evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose bricks, damp walls, or damaged plasterwork.

Removing deteriorated mortar by carefully hand-raking the joints to avoid damaging the masonry.

Duplicating old mortar in strength, composition, color, and texture.

Duplicating old mortar joints in width and in joint profile.

Repairing stucco by removing the damaged material and patching with new stucco that duplicates the old in strength, composition, color, and texture.

Repairing masonry features by patching, piecing-in, or consolidating the masonry using recognized preservation methods. Repair may also include the limited replacement in kind—or with compatible substitute material—of those extensively deteriorated or missing parts of masonry features when there are surviving prototypes such as *terzo-cotta* brackets or stone balusters.

Applying new or non-historic surface treatments such as water repellent coatings to masonry only after re-pointing and only if masonry repairs have failed to arrest water penetration problems.

Replacing in kind an entire masonry feature that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence to guide the new work. Examples can include large sections of a wall, a cornice, balustrade, column, or stairway if using the same kind of material is not technically or economically feasible, then a compatible substitute may be considered.

Designing and installing a new masonry texture such as steps or a door pediment when the historic feature is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation, or be a new design that is compatible with the size, scale, material and color of the historic building.

Removing non-deteriorated mortar from sound joints, then repointing the entire building to achieve a uniform appearance.

Using electric saws and hammers rather than hand tools to remove deteriorated mortar from joints prior to re-pointing.

Repointing with mortar of high Portland cement content (unless it is the content of the historic mortar). This can often create a bond that is stronger than the historic material and can cause damage as a result of the differing coefficient of expansion and the differing porosity of the material and the mortar.

Repointing with a synthetic caulking compound

Using a "scrub" coating technique to re-point instead of traditional repointing methods.

Changing the width or joint profile when repointing.

Removing sound stucco: or repairing with new stucco that is stronger than the historic material or does not convey the same visual appearance.

Replacing an entire masonry feature such as a cornice or balustrade when repair of the masonry and limited replacement of deteriorated or missing parts are appropriate.

Using substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the masonry feature or that is physically or chemically incompatible.

Applying waterproof, water-repellent, or non-historic coatings such as stucco to masonry as a substitute for repointing and masonry repairs. Coatings are frequently unnecessary, expensive and may change the appearance of historic masonry as well as accelerate its deterioration.

Removing a masonry feature that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.

Creating a false historical appearance because the replaced masonry features based on insufficient historical, pictorial, and physical documentation.

Introducing a new masonry feature that is incompatible in size, scale, material, and color.

GUIDELINES FOR ADDITIONS AND MODIFICATIONS

Recommended

Not Recommended

Recommended

Not Recommended

ROOFS

Identifying, retaining and preserving roofs—and their functional and decorative features—that are important in defining the overall historic character of the building. This includes the roof's shape, such as hipped, gambrel and mansard; decorative features such as cupolas, cresting, chimneys, end weathervanes and roofing material such as slate, wood, clay tile, and metal, as well as its size, color, and patterning.

Replacing in-kind an entire feature of the roof that is too deteriorated to repair—if the overall form and detailing are still evident using the physical evidence to guide the new work. Examples can include a large section of roofing, or a dormer or chimney. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Designing and constructing a new feature when the historic feature is completely missing, such as a chimney or cupola. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material and color of the historic building.

Installing mechanical and service equipment on the roof such as air conditioning, transformers, or solar collectors when required for a new use so that they are inconspicuous from the public right-of-way and do not damage or obscure character-defining features.

Designing additions to roof such as residential office or storage spaces; elevator housing; deck and terraces or dormers or skylights when required by a new use so that they are inconspicuous from the public right-of-way and do not damage-obscure character-defining features.

Radically changing, damaging, or destroying roofs which are important in defining the overall historic character of the building so that, as a result the character is diminished.

Removing a major portion of the roof or roofing material that is repairable, then reconstructing it with new material in order to create a uniform or 'improved' appearance.

Changing the configuration of a roof by adding new features such as dormer windows, vents, or skylights so that the historic character is diminished.

Stripping the roof of sound historic material such as slate, clay tile, wood, and architectural metal

Applying paint or other coatings to roofing material, which has been historically uncoated.

Replacing entire roof feature such as a cupola or dormer when repair of the historic material and limited replacement of deteriorated or missing parts are appropriate.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the roof or that is physically or chemically incompatible.

Removing a feature of the roof that is unrepairable such as a chimney or dormer and not replacing it; or replacing it with a new feature that does not convey the same visual experience.

Creating a false historical appearance because the replaced features are based on insufficient historical, pictorial and physical documentation.

Introducing a new roof feature that is incompatible in size, scale, material, and color.

Installing mechanical or service equipment so that it damages or obscures character-defining features; or is conspicuous from the public right of way.

Radically changing a character-defining roof shape or damaging or destroying character-defining roofing material as a result of incompatible design or improper installation techniques.

WINDOWS

Identifying, retaining, and preserving windows—and their functional and decorative features—that are important in defining the overall historic character of the building. Such features can include frames, sash, muntins, glazing, sills, heads, hoodmolds, paneled or decorated jambs and moldings, and interior and exterior shutters and blinds.

Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, i.e., if repairs to windows and window features will be required.

Repairing window frames and sash by patching, splicing, consolidating, or otherwise reinforcing. Such repair may also include replacement in kind of those parts that are either extensively deteriorated or are missing when there are surviving prototypes such as architraves, hoodmolds, sash, sills and interior or exterior shutters and blinds.

Replacing in kind an entire window that is too deteriorated to repair—if the overall form and detailing are still evident—using that physical evidence to guide the new work. If using the same kind of material is not technically or economically feasible, then a compatible substitute may be considered.

Designing and installing new windows when the historic windows (frame, sash and glazing) are completely missing. The replacement windows may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the window openings and the historic character of the building.

Providing a setback to the design of dropped ceilings when they are required for the new use to allow for the full height of the window openings.

Removing or radically changing windows which are important in defining the overall historic character of the building so that as a result, the character is diminished.

Changing the number, location, sash or glazing pattern of windows, through cutting new openings, blocking-in windows and installing replacement sash, which does not fit the historic window opening.

Changing the historic appearance of windows through the use of inappropriate designs materials finishes, or colors which radically change the sash, depth of reveal, and muntin configuration; the reflectivity and color of the glazing, or the appearance of the frame.

Obscuring historic window trim with metal or other material.

Stripping windows of historic material such as wood, iron, cast iron, and bronze

Retrofitting or replacing windows rather than maintaining the sash, frame, and glazing.

Replacing an entire window when repair of materials and limited replacement of deteriorated or missing parts are appropriate.

Failing to reuse serviceable window hardware such as brass fits and sash locks.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the window or that is physically or chemically incompatible.

Removing a character-defining window that is unrepairable and blocking it in or replacing it with a new window that does not convey the same visual appearance.

Creating a false historical appearance because the replaced window is based on insufficient historical, pictorial and physical documentation.

Introducing a new design that is incompatible with the historic character of the building.

Installing new windows, including frames, sash, and muntin configuration that are incompatible with the building's historic appearance or obscure, damage, or destroy character-defining features.

Inserting new floors or furred-down ceiling which cut across the glazed areas of windows so that the exterior form and appearance of the windows are changed.

GUIDELINES FOR ADDITIONS AND MODIFICATIONS

Recommended

Not Recommended

Recommended

Not Recommended

ENTRANCES AND PORCHES

Identifying, retaining, and preserving entrances and their functional and decorative features that are important in defining the overall historic character of the building such as doors, fanlights, sidelights, pilasters, entablatures, columns, balustrades and stairs.

Evaluating the overall condition of materials to determine whether more than protection and maintenance are required; that is if repairs to entrance and porch features will be necessary.

Repairing entrances and porches by reinforcing the historic materials. Repair will also generally include the limited replacement in-kind or with compatible substitute material of those extensively deteriorated or missing parts or repeated features where there are surviving prototypes such as balustrades, cornices, entablatures, columns, sidelights, and stairs.

Replacing in kind an entire entrance or porch that is too deteriorated to repair if the form and detailing are still evident using the physical evidence to guide the new work. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Designing and constructing a new entrance or porch if the historic entrance or porch is completely missing. It may be a restoration based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the building.

Designing enclosures for historic porches when required by a new use in a manner that preserves the historic character of the building. This can include using large sheets of glass and recessing the enclosure wall behind existing scrollwork, posts, and balustrades.

Designing and installing additional entrances and porches when required for a new use in a manner that preserves the historic character of the building, i.e., limiting such operation to non-character-defining elevations.

Removing or radically changing entrances and porches which are important in defining the overall historic character of the building so that as a result, the character is diminished

Stripping entrances and porches of historic material such as wood, iron, cast iron, terra-cotta, tile and brick.

Removing an entrance or porch because the building has been re-oriented to accommodate a new use.

Cutting new entrances on a primary elevation.

Altering utilitarian or service entrances so they appear to be formal entrances by adding paneled doors, fanlights, and sidelights.

Replacing an entire entrance or porch when the repair of materials and limited replacement of parts are appropriate.

Using a substitute material for the replacement parts that does not convey the visual appearance of the surviving parts of the entrance and porch or that is physically or chemically incompatible.

Removing an entrance or porch that is unrepairable and not replacing it; or replacing it with a new entrance or porch that does not convey the same visual appearance.

Creating a false historical appearance because the replaced entrance or porch is based on insufficient historical, pictorial, and physical documentation.

Introducing a new entrance or porch that is incompatible in size, scale, material, and color.

Enclosing porches in a manner that results in a diminution or loss of historic character such as using solid materials such as wood, stucco, or masonry.

Installing secondary service entrances and porches that are incompatible in size and scale with the historic building or obscure, damage, or destroy character-defining features.

DISTRICT/NEIGHBORHOOD

Identifying, retaining and preserving buildings and streetscape and landscape features which are important in defining the overall historic character of the district or neighborhood. Such features can include streets, alleys, paving, walkways, street lights, signs, benches, parks and gardens, and trees.

Retaining the historic relationship between buildings and streetscape and landscape features such as a town square comprised of row houses and stores surrounding a communal park or open space.

Evaluating the overall condition of building streetscape and landscape materials to determine whether more than protection and maintenance are required, that is, if repairs to features will be necessary.

Repairing features of the building, streetscape or landscape by reinforcing the historic material. Repair will also generally include the replacement in-kind—or with a compatible substitute material—of those extensively deteriorated or missing parts of features when there are surviving prototypes such as porch balustrades, paving materials, or streetlight standards.

Replacing in kind an entire feature of the building, streetscape or landscape that's too deteriorated to repair—when the overall form and detailing are still evident—using the physical evidence to guide the new work. This could include a storefront, a walkway, or a garden. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Designing and constructing a new feature of the building, streetscape, or landscape when the historic feature is completely missing such as row house steps, a porch, streetlight, or terrace. It may be a restoration based on historical, pictorial, and physical documentation or be a new design that is compatible with the historic character of the district or neighborhood.

Removing or radically changing those features of the district or neighborhood, which are important in defining the overall historic character so that, as a result, the character is diminished.

Destroying streetscape and landscape features by widening existing streets, changing paving material, or introducing inappropriately located new streets or parking lots.

Removing or relocating historic buildings, or features of the streetscape and landscape, thus destroying the historic relationship between buildings, features, and open space.

Stripping features from buildings or the streetscape such as wood siding, iron fencing, or terra-cotta balusters; or removing or destroying landscape features.

Failing to undertake adequate measures to assure the preservation of building streetscape and landscape features.

Replacing an entire feature of the building, streetscape or landscape such as a porch, walkway, or streetlight, when repair of materials and limited replacement of deteriorated or missing parts are appropriate.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the building streetscape or landscape feature or that is physically or chemically incompatible.

Removing a feature of the building, streetscape, or landscape that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.

Creating a false historical appearance because the replaced feature is based on insufficient historical, pictorial, and physical documentation.

Introducing a new building, streetscape or landscape features that is out of scale or otherwise inappropriate to the setting's historic character, e.g., replacing picket-fencing with chain link fencing.

GUIDELINES FOR ADDITIONS AND MODIFICATIONS

Recommended

Not Recommended

Recommended

Not Recommended

BUILDING SITE

BUILDING SITE (cont'd)

Identifying, retaining, and preserving buildings and their features as well as features of the site that are important in defining its overall historic character. Site features can include driveways, walkways, lighting, fencing, signs, benches, fountains, wells, terraces, canal systems, plants and trees, berms and drainage or Infection ditches; and archaeological features that are important in defining the history of the site.

Retaining the historic relationship between buildings, landscape features, and open space.

Minimizing disturbance of terrain around buildings or elsewhere on the site, thus reducing the possibility of destroying unknown archaeological materials.

Surveying areas where major terrain alteration is likely to impact important archaeological sites.

Protecting, e.g., preserving in place, known archaeological material whenever possible.

Planning and carrying out any necessary investigation using professional archaeologists and modern archaeological methods when preservation in place is not feasible.

Protecting the building and other features of the site against arson and vandalism before rehabilitation work begins, i.e., erecting protective fencing and installing alarm systems that are keyed into local protection agencies.

Removing or radically changing buildings and their features or site features which are important in defining the overall historic character of the building site so that as a result, the character is diminished

Removing or relocating historic buildings or landscape features, thus destroying the historic relationship between buildings, landscape features, and open space.

Removing or relocating historic buildings on a site or in a complex of related historic structures - such as a mill complex or farm - thus diminishing the historic character of the site or complex.

Moving buildings onto the site, thus creating a false historical appearance.

Lowering the grade level adjacent to a building to permit development of a formerly below-grade area such as a basement in a manner that would drastically change the historical relationship of the building to its site.

Introducing heavy machinery or equipment into areas where their presence may disturb archeological materials.

Failing to survey the building site prior to the beginning of rehabilitation project work so that as a result, important archaeological material is destroyed.

Leaving known archaeological material unprotected and subject to vandalism, looting, and destruction by nature: elements such as erosion.

Permitting unqualified project personnel to perform data recovery so that improper methodology results in the loss of important archeological material.

Permitting buildings and site features to remain unprotected so that plant materials, fencing, walkways, archaeological features, etc., are damaged or destroyed.

Stripping features from buildings and the site such as wood siding, iron fencing, masonry balustrades: or removing or destroying landscape features, including plant material.

Repairing features of buildings and the site by reinforcing, the historic materials. Repair will also generally include replacement in kind with a compatible substitute material of those extensively deteriorated or missing parts or features where there are surviving prototypes such as fencing and paving.

Replacing in-kind an entire feature of the building or site that is too deteriorated to repair if the overall form and detailing are still evident using the physical evidence to guide the new work. This could include an entrance or porch, walkway, or fountain. If using the same kind of material is not feasible, then a compatible substitute material may be considered.

Designing and constructing a new feature of a building or site when the historic feature is completely missing, such as an outbuilding, terrace, or driveway. It may be based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the building and site.

Replacing an entire feature of the building or site such as a fence, walkway, or driveway when repair of materials and limited replacement of deteriorated or missing parts are appropriate.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the building or site feature or that is physically or chemically incompatible.

Removing a feature of the building or site that is unrepairable and not replacing it: or replacing it with a new feature that does not convey the same visual appearance.

Creating a false historical appearance because the repaired feature is based on insufficient historical, pictorial, and physical documentation.

Introducing a new building or site feature that is out of scale or otherwise inappropriate.

Introducing a new landscape feature that is visually incompatible with the site or that destroys site patterns or vistas.

Placing parking facilities directly adjacent to historic buildings where automobiles may cause damage to the buildings or landscape features or be intrusive to the building site.

Introducing new construction onto the building site which is visually incompatible in terms of size, scale, design, materials color, and texture or which destroys historic relationships on the site.

Removing a historic building in a complex, a building feature, or a site feature, which is important in defining the historic character of the site.

GUIDELINES FOR ADDITIONS AND MODIFICATIONS

Recommended

Not Recommended

Recommended

Not Recommended

ENERGY RETROFITTING

ENERGY RETROFITTING (cont'd)

Installing free standing solar collectors in a manner that preserves the historic property's character-defining features.

Designing attached solar collectors, including solar greenhouses, so that the character-defining features of the property are preserved.

Installing passive solar devices such as a glazed "trombe" wall on a rear or inconspicuous side of the historic building.

Placing solar collectors on non-character-defining roof or roofs of non-historic adjacent buildings.

Utilizing the inherent energy-conserving features of a building by maintaining windows and louvered binds in good operable condition for natural ventilation.

Improving thermal efficiency with weather-stripping, storm-windows, caulking, interior shades, and, if historically appropriate, blinds and awnings.

Installing freestanding solar collectors that obscure, damage, or destroy historic landscape or archaeological features.

Locating solar collectors where they radically change the property's appearance: or damage or destroy character defining features.

Installing passive solar devices such as an attached glazed 'trombe' wall on primary or other highly visible elevations or where historic material must be removed or obscured.

Placing solar collectors on roof when such collectors change the historic roofline or obscure the relationship of the roof to character-defining roof features such as dormers, skylights, and chimneys.

Removing historic shading device; rather than keeping them in an operable condition.

Replacing historic multi-paned sash with new thermal sash utilizing false muntins.

Installing exterior storm windows which do not damage or obscure the windows and frames.

Utilizing the inherent energy-conserving features of a building by maintaining porches and double vestibule entrances in good condition so that they can retain heat or block the sun and provide natural, ventilation.

Placing new additions that have an energy-conserving function such as a solar greenhouse on non character-defining elevations.

Installing new exterior storm windows which are inappropriate in size or color, which are inoperable.

Replacing windows or transoms with fixed thermal glazing or permitting windows and transoms to remain inoperable rather than utilizing them for their energy-conserving potential.

Using tinted or reflective glazing on character-defining or other conspicuous elevations.

Enclosing porches located on character-defining elevations to create passive solar collectors or airlock vestibules. Such enclosures can destroy the historic appearance of the building.

Installing new additions such as multi-story solar greenhouse additions which obscure, damage, destroy character-defining features.

Guidelines for Construction of New Buildings or New Structures

Recommended

Not Recommended

Recommended

Not Recommended

DESIGN

Utilizing an exterior design that is compatible with the use and appearance of the existing buildings or surroundings in terms of mass, materials, scale, relationships of solids to voids, and colors.

Designing a new structure that is visually incompatible with the scale or traditional theme already established within the District.

MAIN ENTRANCE

Installing a standard 6'8" x 3'0" doors.

Using flat doors, glass doors or doors with large glass panels.

Using traditional, paneled single, double or Dutch type doors.

Traditional window treatments, above or appropriate side lights can be utilized

SIDING

Using material compatible with the 4" to 5" to the weather wood clapboards or 5' to 6" to the weather wood shingles that are most prevalent in the District.

Utilizing siding materials such as concrete, concrete block, novelty siding, composition siding, or asphalt siding that would be incongruous with the overall appearance of the District.

FOUNDATIONS

Having more than 12 inches visible above ground.

WINDOWS

Designing and spacing windows and openings so they are compatible with the existing District, such as double hung 12 over 12 or 6 over 6 paned windows that are not erratically spaced.

Using oversized windows or projecting bays

STEPS AND PORCHES

Utilizing an entrance step of stone, brick masonry, or concrete.

A wooden step can be used as part of a total porch construction.

Traditional treatments above an entrance or appropriate sidelights can be utilized

GUIDELINES FOR NEW ADDITIONS AND NEW CONSTRUCTION

Recommended

Not Recommended

Recommended

Not Recommended

ROOFS

Constructing a roof that is flat low pitched

A design that incorporates at least or a 6" to 12" pitch and is in proportion to the building size. Porch & shed roofs may have less pitch.

A roof of dark wood shingles: heavy architectural asphalt shingles.

CHIMNEYS

Constructing chimneys of brick, cut stone, of fieldstone.

Chimneys constructed of concrete, concrete block, or wood faced.

A design that has the exposed portion in a scale appropriate to the size and style of the building.

FENCING

Traditional picket, stone or rail fences are appropriate as part of an overall landscape plan.

Stockade, chain link, or plastic fencing parallel to the front of the property.

Agricultural fencing (other than stockade type) for restraining livestock or protecting crops.

LANDSCAPING

Designing an overall plot plan. Changes in existing does not need Commission approval.

Landscaping designed to hide structures with questionable design elements.

Maintaining open areas where they contribute to the 'rural' streetscape.

DRIVEWAYS

Gravel or asphalt.

Concrete.

PARKING AREAS

Gravel or asphalt.

Front yard parking.

Must be approved by the Commission for office and customary home enterprise.

Not visible from the street..

OUTDOOR LIGHTING

Standard residential fixtures.

Mercury or sodium vapor lamps.

SIGNAGE

(Office and Customary Home Enterprise)

Made of Wood.

Mounted on brackets on a post. • Attached to the building.

Two square feet or smaller in area.

SIGNAGE (Historical Identification Plaques)

Same design and specifications as those provided by The South-bury Historical Society.

A plaque not of the same design as that designed by The South-bury Historical Society.

16" x 10" x r poplar with a beveled edge.

Background painted white with a black enamel routed pinstripe border.

Lettering: Roman capitals with small capital letters, sized to fit width, brush-stroked in black enamel.

Position: Visibly mounted on the left front of the structure, approximately 5' to 6' from the bottom edge of the house siding.

Mounted in a place that would detract from or interfere with the integrity of the structure.

OTHER STRUCTURES

ANY visible construction affixed to the land needs Commission approval.

APPENDIX

ZONING: RECONSTRUCTION C? NON-CONFORMING HISTORICAL STRUCTURES
DAMAGED 3? CASUALTY

SECTION 13 - NONCONFORMITY

13.10 Casualty: If any nonconforming building or other structure or any building or structure containing a nonconforming use shall be destroyed by fire or other casualty to an extent of more than 50% of its assessed valuation on the last complete tax assessment list of the Town of Southbury, such building or other structure shall not be reconstructed or repaired and such use shall not be resumed unless the building, structure and use are made to conform in all respects to these Regulations. Where the destruction is 50% or less of its assessed valuation, as above determined, the building or other structure may be reconstructed or repaired and any nonconforming use resumed, provided that such reconstruction is started within a period of one (1) year from such casualty and is diligently prosecuted to completion. In the event of failure to start such reconstruction or repair within a period of one (1) year from such casualty and to complete the same within 18 months from such casualty, or within such additional period, not exceeding six (5) months, as the Zoning Commission may grant upon written application made to it, the right under this Paragraph to reconstruct or repair such building or other structure and the right to resume such nonconforming use shall be lost and terminated.

13.10.1 Casualty - Historic Structures: Notwithstanding the provisions of Par. 13.10, an historic structure, as defined in Par. 1.7, which is a nonconforming building or structure and which shall be destroyed by fire or other casualty to an extent of more than 50% of its assessed valuation on the last complete tax assessment list of the Town of Southbury may be reconstructed and repaired and any nonconforming use thereof resumed, provided that reconstruction is commenced and diligently prosecuted to completion in accordance with the time limits and time extensions specified in par. 13.10., and provided further that the following additional requirements are met:

- a. If the structure is located in an historic district established by ordinance of the Town of Southbury under the provisions of Chapter 97a of the Connecticut General Statutes, a certificate of appropriateness for the reconstruction and repair shall have been obtained from the applicable historic district commission; or
- b. If the structure is located outside such a Town historic district, a report shall have been obtained from the Southbury Historic Preservation Commission confirming that the reconstruction and repair proposed is substantially a restoration of the structure to pre-casualty conditions.

SECTION 1 - GENERAL PROVISIONS Under Par. 1.7

Definitions and the definition of Historic Structure;

Historic Structure: The term "historic structure" includes historic building and means any structure or building that is in any of the following categories:

- a. Listed individually in the National Register of Historic Places (a listing maintained by the U. S. Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting requirements for individual listing on the National Register;
- b. certified or preliminarily determined by such Secretary of the Interior as contributing to the historical significance of a National Register historic district or a district preliminarily determined by the Secretary to qualify as a National Register historic district;
- c. listed individually on the Connecticut State Inventory of Historic Resources, Buildings and Structures; and/or
- d. listed individually as contributing to an historic district or as constituting an historic property, as established by ordinance of the Town of Southbury under the provisions of Chapter 97a of the Connecticut General Statutes.

DEMOLITION DELAY
ORDINANCE REQUIRING NOTICE
OF DEMOLITION PERMIT
APPLICATIONS

Be it Ordained* by the Board of Selectmen of the Town of Southbury that:

(a) Each person filing an application for a permit to demolish a building in the Town of Southbury which is more than fifty years old shall also file a notice of such application. Such notice shall be filed with the Town's building official on forms provided by the building official. Such forms shall contain any information required by the building official and (1) the address of the building to be demolished, (2) the name and address of the building's owner, (3) the date on which demolition is desired to begin, and (4) the approximate age and type of building to be demolished.

(b) Upon receipt of an application and notice, the building official shall publish a copy of the notice in a newspaper having a substantial circulation in the Town. Such notice

shall be published not later than fifteen (15) days after its receipt by the building official. The building official shall also mail such notice, not later than the date of its publication, to the Historic District Commissions, the Municipal Historian, and to any organization which has requested such notification by a written document delivered to the building official. Each such request for notification shall be renewed annually.

(c) The purpose of such notice is to provide public awareness of the intent to demolish a building more than fifty years old so that proper consideration may be given to its historical, architectural, and/or cultural significance to the Town. If the building official has received no pertinent written objection to the application within fifteen (15) days after such notice is published, he shall issue a demolition permit. If the building official receives a pertinent

written objection to the issuance of a permit, he shall delay the issuance of a permit for up to ninety (90) days following the date on which he received the application and notice.

(d) If the building official, in consultation with the Historic District Commissions and/or the Municipal Historian, makes a written finding that the building which is proposed to be demolished is not of an age, style, location, and/or character to be of historical, architectural, and/or cultural significance to the Town, he may waive the provision of the Ordinance requiring notice or the provision requiring delay in the issuance of a demolition permit.

(e) Any person aggrieved by the decision of the building official in writing such provisions may appeal to the Board of Selectmen and such appeal shall be heard by the Board at its next regularly scheduled meeting.

BED AND BREAKFAST ZONING AMENDMENT

A. Bed and Breakfast:

1. Under SECTION 3 • PERMITTED USES BY DISTRICT, amend "Schedule A - Permitted Uses" by adding under PART A: RESIDENTIAL AND FARMING USES a new "Line A-11. Bed-and-breakfast transient lodging" and by designating such line A-11 use with the code "E" (means a use permitted in the district, subject to the securing of a SPECIAL EXCEPTION from the Board of Appeals as provided in Section 6) under the R-20, R-30, R-60 and

R-SO Districts and with the code "X" • (means a use prohibited in the district) under all other Districts.

2. Under SECTION 8 • SPECIAL EXCEPTIONS, add a new Par. 8.8 Bed-and-Breakfast establishing special standards for grant of a Special Exception for bed-and-breakfast transient lodging, which standards pertain to a) required location on a lot fronting on a State Highway and in an established historic district, b) preservation of architectural style, and other

building requirements, c) owner to reside on premises, d) parking requirements, e) maximum of four (4) rooms for lodging, and occupancy and bathroom requirements, f) Approved water and sewer systems and g) stay limited to seven consecutive days, and food service limited to breakfast.

The aforesaid amendment is initiated by petition from Attorney James T. Ryan for Nelson Curtis.

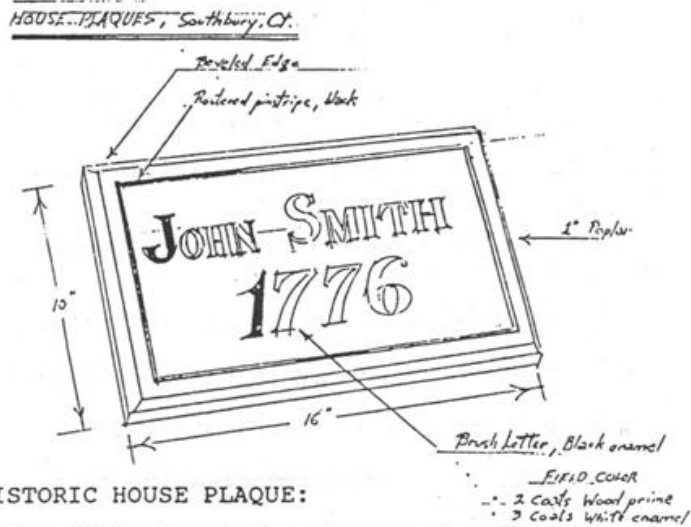
OFFICE AND CUSTOMARY HOME ENTERPRISE
(Southbury Code)

3.3 *Additional Standards:* The following are requirements applicable to particular uses listed on SCHEDULE A - PERMITTED USES and are supplementary to or in addition to requirements set forth elsewhere in these Regulations:

3.3.1 *Dwelling Unit - Office and Customary Home Enterprise:* A professional or business office and customary home enterprise in a dwelling unit, or a building accessory thereto, are activities conducted for gain and to which the public is invited or may visit in the conduct of the activity. Such uses shall conform to the following standards and are additional uses for which an APPLICATION for a ZONING PERMIT and a CERTIFICATE OF ZONING COMPLIANCE are required:

- a. The person or persons conducting the office or home enterprise shall be a member of the family occupying the dwelling unit; there shall be no more than one (1) non-family member or non-resident person engaged in the office or home enterprise activity at any time.
- b. The floor area used for such office or home enterprise shall not exceed an area equal to 25% of the floor area of the dwelling unit, as defined in Par. 1.7, or 400 square feet, whichever is less.
- c. No finished consumer goods shall be acquired outside the dwelling unit for sale on the premises in connection with such office or home enterprise.
- d. There shall be no evidence of any office or home enterprise outside the building in which it is located, except one (1) sign of the type permitted under Par. 10.4.Ic and identifying only the name of the office or home enterprise and the activity conducted.
- e. The office or home enterprise and the conduct thereof shall not impair the residential character of the premises nor impair the reasonable use, enjoyment and value of other residential property in the neighborhood.
- f. The APPLICATION for a ZONING PERMIT shall be signed by the person or persons proposing to conduct the office or home enterprise and shall be accompanied by a detailed description of the proposed use. Each CERTIFICATE OF ZONING COMPLIANCE shall automatically terminate when the applicant no longer resides in the dwelling unit.

HISTORICAL IDENTIFICATION PLAQUES (Southbury Historical Society)



To order your HISTORIC HOUSE PLAQUE:

Please fill out the following order blank and send with your check for ~~\$45.00~~ each to: (price may change)

SOUTHBURY HISTORICAL SOCIETY, INC.
Box 124, Southbury, CT 06488

Be sure to specify name and date you wish on the plaque. Your order will be promptly confirmed giving estimated delivery date. The Society reserves the right to cancel the project and return your check if an insufficient number of orders is received to achieve the goal of identification of many of the Town's historic structures in a common format.

To Southbury Historical Society: Date _____

I wish to order _____ HISTORIC HOUSE PLAQUES per proposal dated March 6, 1992. My check for _____ is enclosed. Please have the inscribed name(s) and date(s) read as follows:

My name is _____ Tel _____

My address _____

Address of the historic structure _____

____ I'd like help with naming and/or dating the property.

PUBLICATIONS OF INTEREST TO HISTORIC DISTRICT PROPERTY OWNERS

Preservation Briefs. The series of Preservation Brief's compiled by the Technical Preservation Services Division of the National Park Service, U.S. Department of the Interior, are an invaluable resource. When available, they are free upon request from the Connecticut Historical Commission, 59 South Prospect Street, Hartford, CT 06106.

Of special interest to historic district and historic properties commissions in Connecticut are:

- f 1 The Cleaning and Waterproof Coating of Masonry Buildings.
- f 2 Repointing Mortar Joints in Historic Brick Buildings.
- | 3 Conserving Energy in Historic Buildings.
- f 4 Roofing for Historic Buildings.
- f 6 Dangers of Abrasive Cleaning to Historic Buildings.
- # 8 Aluminum and Vinyl Sidings on Historic Buildings.
- # 9 The Repair of Historic Wooden Windows.
- |10 Exterior Paint Problems on Historic Woodwork.
- 111 The Rehabilitation of Historic Storefronts.
- f!2 The Preservation of Historic Pigmented Structural Glass.
- #13 The Repair and Thermal Upgrading of Historic Steel Windows.
- #14 New Exterior Additions to Historic Buildings: Preservation Concerns.
- #15 Preservation of Historic Concrete: Problems and General Approaches.
- #16 The use of Substitute materials on Historic Building Exteriors.
- #17 Architectural Character: Identifying the visual aspects of Historic Buildings as an Aid to Preserving Their Character.
- #18 Rehabilitating Interiors in Historic Buildings.