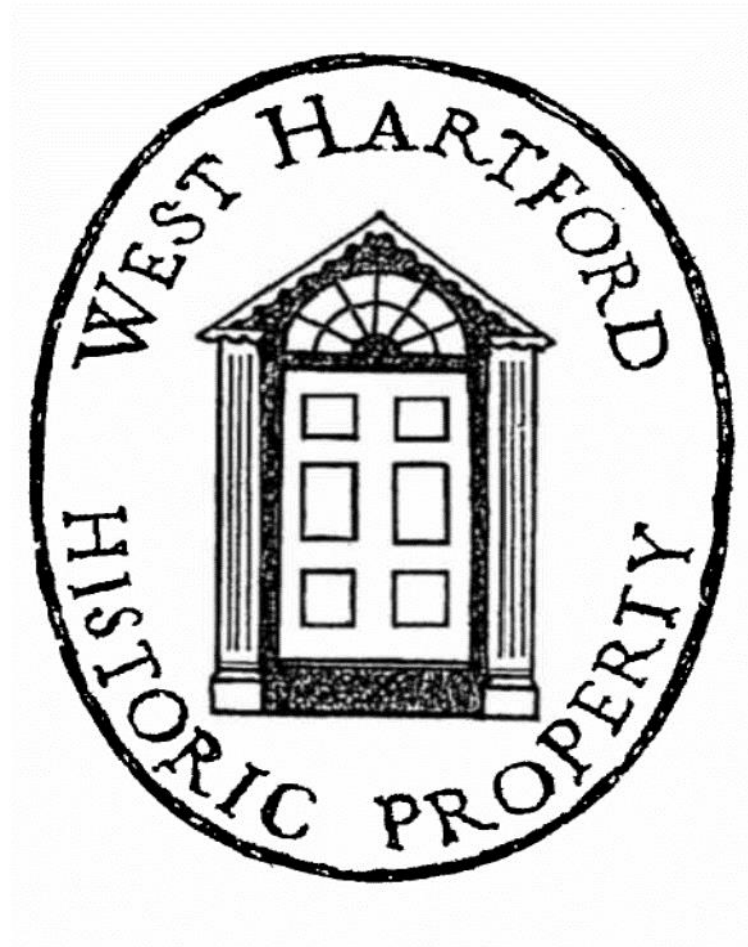


**HANDBOOK OF
THE WEST HARTFORD HISTORIC
DISTRICT COMMISSION**



WEST HARTFORD, CONNECTICUT

• 1991 •

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PART ONE:

REGULATIONS AND PROCEDURAL GUIDELINES

1. INTRODUCTION

All buildings and structures in West Hartford's local Historic Districts, and individual properties designated as Historic Properties, come under the review of the West Hartford Historic District Commission (WHHDC). The powers, duties and responsibilities of WHHDC are set forth in detail in state and local law. For reference, see Section 7-147a through 1-147y of the Connecticut General Statutes, and Sections 5-57 through 5-59 and Chapter 103 of the West Hartford Code of Ordinances.

These guidelines are intended to summarize the applicable laws and to explain the procedures by which WHHDC operates and processes Certificates of

Appropriateness (COA). This handbook does not supersede any state law or local ordinance. Where specific questions exist about the application of any law to a specific situation, applicants and others are encouraged to read the laws or consult their own counsel.

Read these guidelines in conjunction with the separate Design Review Guidelines in Section Two of the handbook for a complete understanding of WHHDC's operation.

2. WHHDC ORGANIZATION

A. FUNCTION

The WHHDC's purpose is to ensure the continuity and enhancement of the historic character of the Historic Districts and individual Historic Properties. WHHDC's concern and responsibility is to maintain the high visual quality of these properties, as seen from public thoroughfares.

WHHDC's chief vehicle or instrument for discharging its responsibilities is the COA. Changes in the exterior appearances and/or materials of properties under WHHDC's jurisdiction can be made only after the issuance of a COA for the work. See Section III for more detail.

B. MEMBERSHIP

WHHDC consists of five regular and three alternate members appointed by the Town Council for five-year terms. The work of alternate members is the same as that of regular members, except that alternate members vote only when designated to do so by the chairman in the absence of regular members. All

members serve without compensation. At least one regular member and one alternate member must be owners of properties in a Historic District.

C. MEETINGS

WHHDC customarily meets once a month, except in November and December. Currently, meetings are generally held on the fourth Monday at 7:30 p.m. in Town Hall. A schedule of regular meetings is adopted by WHHDC annually and may be found on the Town's website. The Chairman may call special meetings as needed. All meetings are open to the public.

D. PUBLIC HEARINGS

Every application for a COA requires a public hearing unless the WHHDC determines that a COA is not actually required. At the hearing, the petitioning property owner is invited to speak, other interested parties (such as nearby property owners) may do the same, and WHHDC members may ask questions. A general discussion often follows and then the WHHDC

will vote on the application unless additional information is required.

E. PUBLIC NOTICE

All meetings and public hearings are posted at the Town Clerk’s office at least 24 hours prior to the time

of the meeting (excluding days when the Clerk’s office is closed). Hearings are also advertised by public notice in the newspaper, usually the *West Hartford News*, not more than fifteen days nor less than five days before the date of the hearing. No additional notice, such as a letter mailed to the owner or the applicant, is required by state law.

3. THE CERTIFICATE OF APPROPRIATENESS

A. CHANGES REQUIRING A COA

In general, a COA, issued by the WHHDC, will be required for any new construction, demolition, or change to the exterior appearance of the building, structure or site improvement feature within a Historic District or a Historic Property, when such new construction or change is visible from any portion of the public street(s) on which the subject property fronts or abuts. In the case of Historic Districts, the portions of streets from which visibility is determined are only those within the established boundaries of the District.

Such visible changes include (but are not necessarily limited to) the following, **except as modified by the Rear Yard Exemption and Section B below:**

- 1. **Additions to the main building**, including rooms, roofed porches, dormers, skylights, and chimneys;
- 2. **Alterations to the exterior walls of the main building**, including new or altered windows and doors, siding, trim, architectural details and ornament, and window shutters;
- 3. **Roofing**, if a change in material is proposed;
- 4. **Site improvement features** such as fences and walls, walks and front steps, driveways and parking areas, pole-supported lighting fixtures, satellite dishes, permanent signs, and raised wood decks;
- 5. **Outbuildings of any kind**, including any parts of them, such as garage doors;
- 6. **Installation or replacement of gutters and downspouts**, if any change is made to such exterior architectural features as eaves and

soffits, exposed rafter ends, ornament such as brackets, crown moldings, etc.

Rear Yard Exemption: A COA shall not be required for any change occurring in the rear yard, even though visible from the street, **except for:**

- 1. Exterior alterations and enclosed or roof covered additions to the main building,
- 2. Alterations to the doors and/or front wall of the garage, and
- 3. Fences.

B. CHANGES/ITEMS OF WORK NOT REQUIRING A COA

Certain changes or types of work do not require a COA (see list below). These situations are usually fairly clear. On occasion, however, property owners may want formal confirmation from the WHHDC before they undertake time-consuming or expensive renovations or improvements to their property. Property owners are strongly encouraged to contact a member of the WHHDC if they have any questions about the need for a COA. A property owner may also submit an application for a COA that specifically requests the WHHDC’s determination that no such COA is required. In the event that the WHHDC determines that no such COA is required, it shall issue a formal exemption letter to the property owner. If it is determined that a COA is required, the matter will be set for public hearing by the WHHDC at its next meeting.

In the event of an emergency, contact a member of WHHDC, who will be happy to advise you about the appropriate action to take.

Items Not Requiring a COA:

1. **Ordinary maintenance and repair** that involves no change in appearance, design or materials;
2. Modifications to the **interior of a building**, or to **exterior** portions of a building or structure **not visible** from public streets (see paragraph A above);
3. **Installation of storm windows or storm doors**, provided, however, that no such windows or doors shall have any ornamental feature such as grilles, monograms, "scaloping", etc. Plain bars, when installed on the inside for the protection of glass or screens, shall be allowed;
4. **Reroofing**, regardless of design and color, provided that the generic materials used are the same as those removed (slate for slate, wood shingle for wood shingle, etc.);
5. **Replacement of front doors and sidelights**, regardless of material, provided that they are identical in design to those removed;
6. Installation of **chimney caps, window boxes, light fixtures** affixed to a building, canvas window **awnings, mailboxes**;
7. **Masonry repointing and repair** provided that material matches original in color and texture;
8. **Total or partial paint removal**;
9. **Choice of paint color**;
10. **Work required by the town** to eliminate hazardous conditions, provided that any permanent repairs meet the criteria for exemption from a COA stated elsewhere in these regulations;
11. **Temporary signs** in connection with construction, repair, sale/rental of the property or local political campaigns;
12. **Landscaping**.

C. DESIGN CONSULTATIONS

Members of the WHHDC are available for consultations about your proposed work before you file an application. Contact WHHDC chairperson (available on the town website or from the Town Clerk). Many property owners have found a design consultation with WHHDC members helpful, and it may speed the process along.

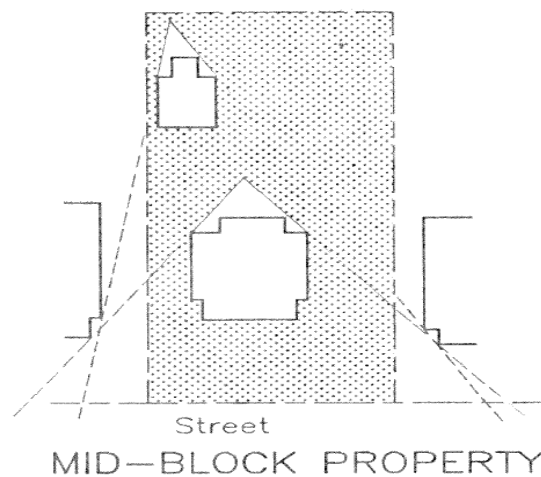
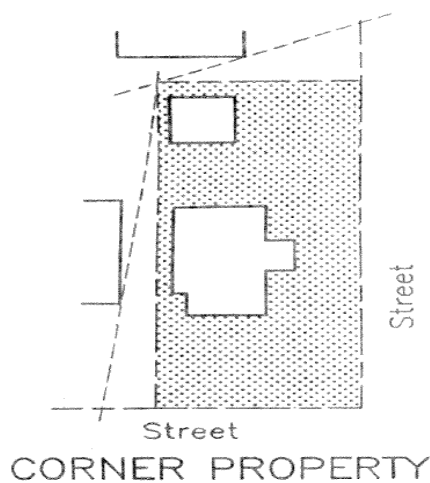


FIGURE #1 The shaded areas are considered visible from the street (s) unless otherwise obscured by fencing or landscaping.

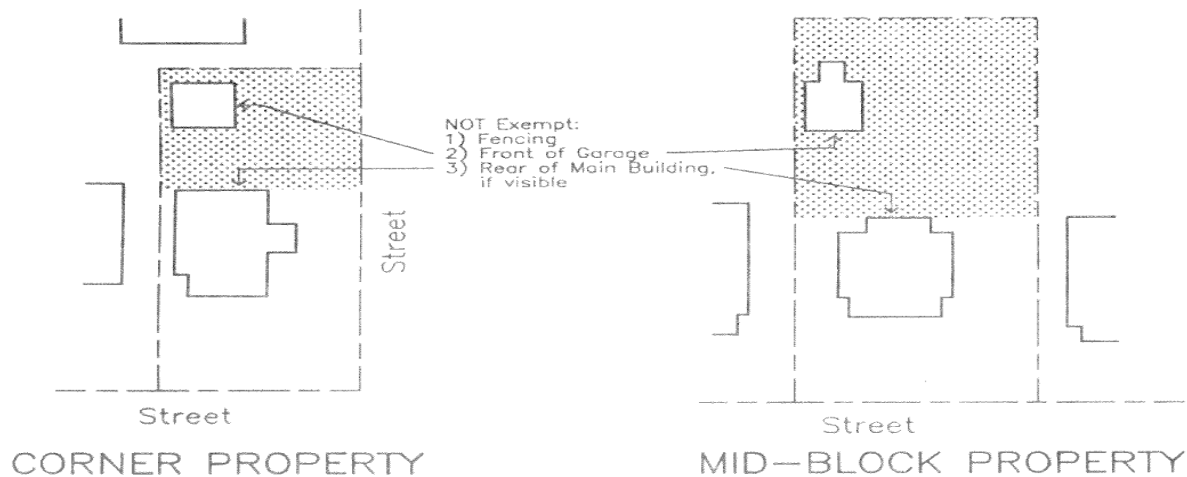


FIGURE #2 Changes within the shaded areas are exempt from Certificate of Appropriateness requirements except as noted above and in the text.

D. APPLICATION PROCEDURE & FORM

Apply for a COA by completing an application (see the attached sample) and submitting three (3) copies to the Town Clerk at Town Hall. Application forms are available in the Town Clerk's office and online.

The application must be filed and approved prior to applying for a building permit. Please note that a COA is entirely separate from the building permit, does not take the place of a building permit, and is required even when a building permit is not.

The application is brief and easy to complete. Always attach a drawing of the proposed work and photographs of the existing conditions.

The Town Clerk will forward your COA to the WHHDC for consideration.

A public hearing on your application is the next step, and WHHDC normally will consider your request at its next regularly scheduled meeting if received in time

for the notice requirements to be met. (See Section II above for notice, hearing and meeting information). You are encouraged to attend the hearing and meeting. If WHHDC fails to reach a decision on your application within 65 days after you apply, your project is automatically approved.

Attached to these guidelines is a sample form application for a COA, together with a model completed application form with support materials.

E. EXPIRATION DATE

The work covered in the COA must be completed within six (6) months after it is issued. If not, another COA must be obtained.

F. RIGHT TO APPEAL

Anyone aggrieved by an action of the WHHDC may, under state law, appeal to the Superior Court. Appeal must be made within 15 days after the action of WHHDC is taken.

4 ENFORCEMENT

A. TOWN BUILDING OFFICIAL & FINES

The Town Building Official has the duty to determine whether work being done has a COA and to inspect work performed after issuance of a COA to ensure that it is being done correctly. The process is similar

to enforcement of a building permit. Owners should contact the town Building Department when a project is completed so that it may be inspected.

If a change is made without the required COA, or in violation of a COA, WHHDC will require that the work be corrected. If necessary, WHHDC may impose fines with the approval of the Superior Court.

5 HOUSING AND PROPERTY MAINTENANCE

Except as specifically described in these guidelines, the WHHDC has no control over the condition of individually designated Historic Properties or properties within Historic Districts. The Town's Housing and Property Maintenance Code, however, does establish minimum standards and responsibilities for the maintenance of all premises. Owners of all property, historic or not, are subject to this code, which is contained in Chapter 105 of the West Hartford Code of Ordinances. The Code may be viewed on-line at the Town's website.

PART TWO:

DESIGN REVIEW GUIDELINES

1 INTRODUCTION

A. PURPOSE OF HISTORIC DISTRICT AND HISTORIC PROPERTY DESIGNATION

West Hartford's Historic Districts and Historic Properties have been designated to protect not only specific historic structures and groups of structures, but also the context in which these structures exist. While it is important to recognize that neighborhoods evolve, that old buildings must be brought up to modern functional standards to continue to be viable and that new construction is inevitable, it is essential that the architectural character of the buildings, the neighborhood, and the streetscape not be lost in the process.

B. RESPONSIBILITIES OF THE WHHDC AND OWNERS OF HISTORIC PROPERTIES

The WHHDC is responsible for protecting and preserving the character and integrity of the individual Historic Districts and Historic Properties. It is, therefore, required that before any building, structure or property located within a Historic District or a Historic Property shall be erected, altered, demolished, moved or removed, a COA as to exterior architectural features visible from a public street or place shall be applied for and approved by the WHHDC. A COA shall be required, regardless of whether or not a building permit is required.

Proposed actions by property owners that are reviewable by the WHHDC include, but are not limited to:

1. Construction of any new building or structure, including:

- a) Outbuildings of any kind (e.g., utility sheds);
- b) Fences and walls;
- c) Signs;
- d) Driveways and parking areas;
- e) Sidewalks and steps;
- f) TV antennas and satellite dishes;
- g) Freestanding lighting fixtures.

2. Any alteration, removal, or addition to an existing building or structure, including changes such as the following:

- a) Room additions;
- b) Porches;
- c) Installation of aluminum, vinyl or other artificial siding or coatings;
- d) New or replacement gutters and/or downspouts;
- e) Replacement of garage doors;
- f) Addition or removal of shutters;
- g) Exterior lighting fixtures;
- h) Storm/screen windows;
- i) Masonry replacement;
- j) Removal/addition of architectural ornamentation.

If, in the opinion of the WHHDC, a proposed change is not visible from a public street or place, a COA will not be required. Please note, however, that the WHHDC, not the property owner, will make this determination. Please refer to Section One of the handbook for a listing of actions for which a COA is not required.

C. PURPOSE OF THE DESIGN REVIEW GUIDELINES

The purpose of these guidelines is two-fold:

1. To provide the owners of an individual Historic Property, or property within a Historic District property a set of standards and criteria to be referred to when planning or designing

changes or additions to their properties, and preparing applications for COAs for said changes or additions.

2. To provide the WHHDC with the tools for judging the appropriateness of proposed changes or additions, and to provide a basis for consistency in their decisions over time.

2 GENERAL GUIDELINES FOR PRESERVATION AND REHABILITATION

The WHHDC has adopted the following Standards for Rehabilitation by the Secretary of the Interior as an introduction to the more specific guidelines that follow them:

1. Every reasonable effort shall be made to provide a compatible use for a property that requires minimal alteration of the building structure or site and its environment, or to use a property for its originally intended purpose.
2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided.
3. All buildings, structures and sites shall be recognized as products of their own time. Alterations which have no historical basis and which seek to create an earlier appearance shall be discouraged.
4. Changes that may have taken place in the course of time are evidence of the history and development of a building, structure or site and shall be treated with sensitivity.
5. Distinctive stylistic features or examples of skilled craftsmanship that characterize a building, structure or site shall be treated with sensitivity.
6. Deteriorated architectural features shall be repaired, rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplication of features, substantiated by physical or pictorial evidence rather than on conjectural designs or on the availability of different architectural elements from other buildings or structures.
7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
8. Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to, any project.
9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size,

scale, color, material, and character of the property, neighborhood, or environment.

New additions or alterations to structures shall be done in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

3 SPECIFIC GUIDELINES FOR CONSTRUCTION AND ALTERATIONS ON HISTORIC DISTRICTS AND HISTORIC PROPERTIES

A. INTRODUCTION

West Hartford's Historic Districts and Historic Properties embrace a wide variety of architectural styles that document the evolution of West Hartford and establish the town's uniqueness. The design elements that establish the character of each District are summarized in the section entitled, "CHARACTER-DEFINING FEATURES" immediately following these guidelines. The design elements of each individual Historic Property are set forth in its respective Historic Resources Inventory Form, a copy of which follows these guidelines.

These features will be referred to by WHHDC in judging the appropriateness of applications for new construction, additions and alterations to properties within the Districts or Historic Properties. It is urged, therefore, that applicants consider them carefully during the planning of their projects. It will be the responsibility of applicants to provide sufficient documentation clearly to show how the proposed constructions or alterations relate not only to abutting or adjacent buildings, but, in this case of Historic Districts, also to the district as a whole.

B. GUIDELINES FOR NEW CONSTRUCTION OR NEW ADDITIONS TO EXISTING CONSTRUCTION

The following guidelines will serve as a "checklist" of considerations in preparing designs for new

buildings and additions. They do not require new construction to be a reproduction or replication of any historic style or period, provided that the specific proposed structure be visually compatible with other buildings on the same lot and, as appropriate, with the Historic District as a whole.

1. For Properties in Historic Districts:

a. Mood and Character:

- i. Carefully assess the mood and character of the neighborhood where the new construction is to occur.
- ii. Do not create new construction that in its form, texture, color, etc. is not consistent with the mood and character of the neighborhood, even though it may be appropriate in scale.

b. Siting:

- i. Be aware of setbacks and yard sizes predominant in the neighborhood.
- ii. Be aware of the prominence of your property or building site with respect to the immediate neighbors and to the District as a whole.
- iii. Do not site new construction in a way that breaks the rhythm or pattern established by the placement of neighboring buildings.

2. For Properties in Historic Districts and Individual Historic Properties:

a. Compatibility:

- i. Keep new construction consistent or compatible with abutting, adjacent, and/or surrounding structures in mass, materials, proportions, location (of additions to structures), scale and relation of solids to voids.

b. Design:

- i. Do not design and construct new additions that radically change, obscure, damage or destroy character-defining features of the historic building to which they are attached.

C. GUIDELINES FOR RESTORATION AND REHABILITATION OF EXISTING CONSTRUCTION

1. General:

a. Replacement of Original Materials:

- i. Re-use original materials to the greatest extent possible. Where original materials are deteriorated, use new materials in the same form and with the same method of installation as the original used.

b. Use of New Materials:

- i. Do not select new building materials that are out of scale, character, or otherwise present an appearance distinctly different from the original building.
- ii. Do not use new materials that are different from the original construction or were not available at the time of the building's construction.

c. Restoration:

- i. Research the history of the structure and restore it as nearly as can be determined to its original form, or to a significant era of its history.
- ii. Make use of the most current methods of restoration of partially deteriorated materials.
- iii. Do not "gut" a structure before new functional arrangements have been carefully planned.

2. Foundations:

- a. Maintain the original appearance of the foundation material. For stone foundations, do not patch with stones that are not generally the same shape and size as the original. With brick or stone, use mortar of the same color and strength as the original.

- b. Avoid over-mortaring joints or tooling to a profile inconsistent with the original.

3. Walls:

a. Frame Walls:

- i. Retain and restore original materials whenever possible.
- ii. Do not remove existing materials such as clapboards or shingles, since these form a major part of the building's texture.
- iii. When deteriorated, material must be replaced or repaired, using material that duplicates the old as nearly as possible. Be aware of the use of different materials on a single building, such as a shingle gable over a clapboard first story, and replace or repair with similar materials.
- iv. Do not resurface frame buildings with material which changes the textural appearance of the original building or

which was not available at the time of its construction.

b. Masonry Walls:

- i. Retain the original masonry and mortar without the application of surface treatment.
- ii. Do not apply water repellent coatings unless their use has been carefully studied and recommended for a specific problem. These materials are often unnecessary and can, in fact, hasten deterioration by trapping moisture in the masonry.
- iii. If repointing is necessary, duplicate the original mortar joint in color, texture, size and profile. Do not repoint with mortar of high Portland cement content which can create a bond stronger than the original material. This can result in differing coefficients of expansion and cause cracking of existing joints.
- iv. Clean masonry, when necessary, using the gentlest method available, such as soft brushes and low pressure water. Do not sandblast or use harsh chemicals that may react with masonry. These methods destroy the material's natural ability to repel water.
- v. Repair or replace deteriorated masonry and stucco with materials that match the original.
- vi. Do not indiscriminately remove paint from masonry surfaces, since this may have been originally applied for aesthetic or practical reasons.
- vii. Do not use artificial materials such as simulated brick or stone siding, since these were not available at the time of construction and will give the structure an artificial appearance.

c. Low Maintenance Siding:

Aluminum or vinyl clapboards, asbestos or asphalt shingles, are products of the mid-20th century and, as such, are by nature inappropriate for use on historically significant buildings in West Hartford.

Despite the efforts of the manufacturers to duplicate the appearance of other building materials, these products nearly always have a glossy uniformity that reveals their true nature. In addition, even though these products are sold to reduce maintenance problems, they can mask issues indicating deterioration of the original structure.

In spite of this, there will be some property owners who still wish to use low maintenance siding on their homes. In this situation, certain guidelines should be followed in order to preserve, to the greatest degree possible, the architectural integrity of the structure.

- i. Use siding that duplicates the width of existing clapboards.
- ii. Do not use a "clapboard" type siding over existing shingles or other materials bearing no resemblance to clapboard.
- iii. Use corner boards and other flat trim pieces of the same width and appearance as the original.
- iv. Do not use artificial material to clad trim pieces such as balusters, brackets, cornices, moldings, posts and columns, even though the major wall areas may be covered.
- v. Do not clad all wall surfaces with the same type of siding, irrespective of their original appearance. For example, a shingled gable should not be clad in the same way as the clapboard body of the house.
- vi. Do not use highly textured or "wood grain" patterns, since these bear little resemblance to the original material.

- vii. Do not use artificial decorations, such as shutters, scrolls, grilles, etc., since these rarely have the appearance of original materials if, in fact, the building originally had such decorations at all.

d. **Sandblasting:**

Sandblasting is prohibited, since it damages any surface it comes in contact with.

4. **Trim and Decorative Features: Cornices, Brackets, Columns, Posts, Balusters, etc.:**

Retain and repair such decorations and trim, since they are usually an essential part of the building's character and appearance. When severe deterioration requires, replace or reconstruct such features as nearly as possible to their original form. Do not remove or clad these important elements, since this would significantly alter the appearance of the building.

a. **Ornamental Metal Work:**

- i. Clean, repair and restore decorative metal work such as railings, fences, and other trim. On ironwork, clean areas of rust and halt further rusting by repainting to match the original color.
- ii. Do not paint non-ferrous metals such as brass or copper. Brass should be cleaned of oxidation, and copper should be left to oxidize naturally.

b. **Door and Window Trim:**

- i. Retain and restore door and window trim, such as lintels, sills, architraves, pediments, hoods, etc., to their original form. Do not clad door and window trim, especially when ornamental or

decorative, with artificial siding products.

c. **Shutters:**

- i. Research the original design of the structure to determine if shutters were actually used. If so, restore the originals or replace them with shutters that match the originals in form and material. Do not install prefabricated or mass-produced shutters of artificial materials, such as aluminum or vinyl.

5. **Doors:**

a. **Primary Doors:**

- i. Respect the "main entrance" to the building and its relationship to the site and the building form. Do not relocate or introduce new doors into the principal elevations of the building. Retain original door design, including panels, lights and hardware, and if replacement is required, duplicate the original design in form and material.

b. **Secondary Doors:**

- i. While less important visually than primary doors, secondary doors such as back or side doors, basement doors and hatches, etc., should be retained or replaced in a way that respects their original form. If new secondary doors must be introduced, do not locate these in a way that destroys the original composition or symmetry of the façade.

c. **Storm Doors**

- i. Although pre-20th century buildings were not usually equipped with storm doors or windows, the energy conscious property owner of today often finds these to be essential in reducing heat loss. When used, storm doors should be

selected to compete as little as possible with the design of the doors and windows.

- ii. Use wood frame storm doors. If metal storm doors must be used, select a frame color that is the same as the door trim.
- iii. Do not use bright aluminum colored frames. Select a design and arrangement of lights that complements the design of the door.
- iv. Do not use decorative grilles, scrolls or scalloped patterns that may be inappropriate to the design or character of the building.

d. **Garage Doors**

- i. Retain original garage door design, including panels, windows, if any, and hardware, and if replacement is required, duplicate the original design in form and material.

6. **Windows:**

a. **In Walls:**

- i. Retain existing window sash whenever possible. If window replacement is required, respect the stylistic period of the building by selecting sash design, using original materials and retaining the original number of panes in order to reflect the building's original form.
- ii. Do not create new window openings that destroy the original composition or symmetry of the façade. Be aware that some styles used subtle color changes for sash and trim; duplicate this as closely as possible.

b. **In Dormers:**

- i. Do not create dormers in roofs where their form would be inappropriate to the historical integrity of the building. Retain all dormer windows in their

original style, including the arrangement of lights and the sash detail.

c. **Storm Windows:**

- i. Early storm windows were wood framed single units that covered the entire window opening. They were used in place of the window screens in winter and, like the screens, hooked onto clips at the top piece of window trim. When installing storm windows on buildings of the early 20th century style or older, use this type of wood frame window, painted to match the existing window trim. If metal storm windows must be used, select a color that is close to that of the existing trim. Do not use bright aluminum colored frames where the color would be inappropriate to the character of the house.

7. **Porches and Steps:**

- a. Retain porches and steps in their original form. Remember that porches and steps that were added later often reflect evolving architectural styles, and are important to the building's historical integrity. Do not strip porches of original materials or features, such as handrails, balusters, columns, brackets, or decorations of wood, metal, tile or masonry.
- b. Repair or replace deteriorated architectural features with new material that duplicates the original as closely as possible.
- c. Do not enclose porches and steps in a manner that destroys their intended appearance. If it is essential to enclose a porch, do this inside the columns and railings, and do so in a way that preserves the original form and character of the building.

8. **Roofs:**

a. **Form and Features:**

- i. Retain the original roof form, i.e.: gables and eaves, hips, dormers, etc.
- ii. Do not introduce forms inappropriate to the original form of the roof, such as oversized dormers, skylights, etc.
- iii. Retain or replace the original architectural features that give the roof its essential character, such as dormers, cupolas, cornices, brackets, cresting and weather vanes.

b. **Roofing Material:**

- i. Replace deteriorated roofing material with the same material originally used. If new material must be substituted, select one that matches the old in texture, composition, size, shape and color.
- ii. Do not use roofing material that is so light or bright in color or tone that it detracts from the character of the building or the continuity of the neighborhood.

c. **Gutters and Downspouts:**

- i. Retain original gutters and downspouts. If replacement is necessary, use materials that are similar in form and color to the original. Remember that gutters and downspouts can be strong visual elements, and do not introduce new ones in locations where they will detract from the original composition or symmetry of the building.

d. **Rooftop Equipment:**

- i. Place rooftop equipment such as TV antennae, air conditioners, exhaust fans, vents and solar collectors in a

location where they cannot be seen from the street.

- ii. Where solar collectors must face the street (south) for efficiency, mount them in a way that minimizes their profile and makes them as inconspicuous as possible.
- iii. Also consider freestanding solar units. It is understood that no application for a COA for an exterior architectural feature, such as a solar energy system, designed for the utilization of renewable resources shall be denied unless WHHDC finds that the feature cannot be installed without substantially impairing the historic character and appearance of the district.

e. **Chimneys:**

- i. Retain the original height and form, number and location of the chimney(s), since these are critical links with the historical development of the structure.
- ii. Do not add new chimneys, especially false ones that give the building an appearance it never had. Maintain the existing chimney, following the guidelines for masonry walls (3b).

9. **Outbuildings:**

a. **Garages, Carriage Houses, Barns**

- i. Buildings such as these often contribute significantly to the historical or architectural interest of the property. Because of this, they should be treated with no less respect than the major structure itself.
- ii. Follow the procedures for the particular features and types of construction covered elsewhere in these guidelines.
- iii. Retain and repair, as needed those buildings and their features that are important to the historical integrity of

the property. When modifications or rehabilitation are required, such as installing new garage doors on a garage or carriage house, keep the design compatible with that of the major structure and its site. (Refer to guidelines for new construction).

- b. Retain, repair, extend existing fencing when possible
- c. Do not use inappropriate fencing, i.e. chain link, plastic, concrete or solid fencing that obscures the house.

10. **Fences:**

- a. New fences should be compatible with the style and character of the building. Simple wooden fences are usually appropriate for any building; a more elaborate house may suggest a more elaborate fence provided it is

4 CHARACTER-DEFINING FEATURES OF WEST HARTFORD'S HISTORIC DISTRICTS

A. BUENA VISTA HISTORIC DISTRICT

1. QUALITIES OF BUILDING FORM

- a. **Height:** 1 ½ to 2 ½ stories
- b. **Scale:** Residential scale maintained throughout District
- c. **Massing:** Mixed between balanced and unbalanced

2. QUALITIES OF FAÇADE

- a. **Proportion:** With few exceptions, broader than tall; regular rhythm of doors and windows (solids and voids); vertical openings predominate
- b. **Directional Expression of Façade:** Mixture of vertical and horizontal, with stress on vertical.
- c. **Degree of Complexity within Façade:** Predominantly simple and balanced with few architectural details.

3. RELATIONSHIPS TO NEIGHBORHOOD OR DISTRICT AS A WHOLE

- a. **Materials:** Mixture of painted brick, natural brick, stained and painted shingles, wood clapboard; includes two examples of artificial siding. Glass block and stucco also found within district. Asphalt shingle predominant roofing material.
- b. **Textures:** Mixtures: Some houses are of mixed textures (example – brick with shingled dormers).
- c. **Colors:** Painted and natural brick. All wood siding treated in some way (stain, paint); color range from white to dark brown.
- d. **Architectural Details:** Decorative details minimal, but where pertinent are significant; brick chimneys predominant; details include: cornices, pediments, Doric columns, pilasters, balustrades, Palladian windows, quarter round windows, side lights,

bonnets, bay windows, leaded windows, dormers; good examples of exposed rafter ends and decorative eave and rake brackets.

- e. **Roof Shapes:** Predominantly gable, but examples of gambrel and hipped
- Projections:** Several examples of one-car garages set back. Most additions are smaller and are attached to mass of house. In one portion of district existence of large front porches; no predominant trend.

4. RELATIONSHIPS TO IMMEDIATE NEIGHBORS

- a. **Building Setbacks:** Predominantly uniform among residential properties with one rear lot exception.
- b. **Spacing of Buildings:** Consistent rhythm and visually unified streetscape along Buena Vista Road. Side yards less than width of building. Spacing varies along Mountain Road. Porches are in line and do not distract.
- c. **Rhythm of Entrance/Porch Projections:** Where applicable, porches are in line and do not distract. Nature and function of projections vary.

B. BOULEVARD-RAYMOND ROAD HISTORIC DISTRICT

1. QUALITIES OF BUILDING FORM

- a. **Height:** 1 ½ to 2 ½ stories
- b. **Scale:** Residential scale maintained throughout District
- c. **Massing:**

5. ENVIRONMENTAL FACTORS

- a. **Walls of Continuity:** Not applicable.
- b. **Paving Materials:** Asphalt driveways predominate with some examples of brick and flagstone walkways and gravel driveways.
- c. **Relationship of Open Space to Structures:** Houses defined by fairly rhythmic side yards; a few examples of open space surrounding or to side of structures, especially Art League Schoolhouse and Salt Box Gallery. Mature plantings and tall trees predominate.
- d. **Relationship of Dependencies:** Not applicable.

6. BUENA VISTA DISTRICT OVERVIEW

<http://www.lhdct.org/district/buena-vista-historic-district>

7. BUENA VISTA DISTRICT INVENTORY LIST

<http://www.lhdct.org/district/list/buena-vista-historic-district>

8. BUENA VISTA DISTRICT MAP

<http://www.lhdct.org/district/view/buena-vista-historic-district>

- i. Boulevard: Northside generally balanced; Southside generally unbalanced
- ii. Raymond Road: Generally unbalanced

2. QUALITIES OF FAÇADE

- a. **Proportion:**

- i. Boulevard: Generally broader than tall
- ii. Raymond Road: Generally taller than broad

- b. **Directional Expression of Façade:**
 - i. Overall: Horizontal, porches on sides, eaves facing street.
 - ii. Boulevard: North side features largely three-bay groupings of openings; south side varied, occasional decorative windows, such as oval, diagonal, palladium and round head types.
- c. **Degree of Complexity within Façade:** Prominent street-facing gables, columned front porches and sun porches; some enclosed front porches on Raymond Road.

3. RELATIONSHIPS TO NEIGHBORHOOD OR DISTRICT AS A WHOLE

- a. **Materials:** Predominately shingle or clapboard siding, some stucco, some shingled gables; at least one rough-sawn shingle gable.
- b. **Textures/Colors:** Most wood painted; sidings are horizontal.
- c. **Architectural Details:** Colonnaded porches with round and square columns; exposed rafter ends, some decorative; balustrade porches; a variety of innovative windows; decorative shingle treatments.
- d. **Roof Shapes:** Gable, gambrel, hip and shed dormer; gabled dormers.
- e. **Projections:** Front porches: Most full width and one story; many octagonal bays; some two-story, some “towers”; many one-story side wings and porches.

4. RELATIONSHIPS TO IMMEDIATE NEIGHBORS

- a. **Building Setbacks:** Generally even, with one notable exception on south side of Boulevard.

- b. **Spacing of Buildings:** Generally regular; spaces between buildings are generally less than width of buildings.
- c. **Rhythm of Entrance/Porch Projections:** Both front and side porches represented. Front porches generally in line, conforming to common setback lines.

5. ENVIRONMENTAL FACTORS

- a. **Walls of Continuity:** Not applicable.
- b. **Paving Materials:** Front walks generally concrete; some brick; most driveways are asphalt.
- c. **Relationship of Open Space to Structures:** Open space is primarily side yards between buildings, and these are of generally consistent width. The effect is of a regular rhythm of open area to structures. The outstanding open space feature of the District is the median strip of the Boulevard itself.
- d. **Relationship of Dependencies:** The District features a predominance of detached garages, both one and two-car widths in the rear corners of lots.

6. BOULEVARD-RAYMOND ROAD DISTRICT OVERVIEW

<http://www.lhdct.org/district/boulevard-raymond-road-historic-district>

7. BOULEVARD-RAYMOND ROAD DISTRICT INVENTORY LIST

<http://www.lhdct.org/district/list/boulevard-raymond-road-historic-district>

8. BOULEVARD-RAYMOND ROAD DISTRICT MAP

<http://www.lhdct.org/district/view/boulevard-raymond-road-historic-district>

C. WEST HILL DRIVE HISTORIC DISTRICT

1. QUALITIES OF BUILDING FORM

- a. **Height:** 2 ½ stories
- b. **Scale:** Residential scale maintained throughout District
- c. **Massing:** Predominantly balanced, with some unbalanced.

2. QUALITIES OF FAÇADE

- a. **Proportion:** Predominantly taller than broad; rhythmic positioning of doors and windows; vertical openings.
- b. **Directional Expression of Façade:** Mixture of vertical and horizontal, stressing vertical.
- c. **Degree of Complexity within Façade:** Predominantly simple and balanced with few architectural details.

3. RELATIONSHIPS TO NEIGHBORHOOD OR DISTRICT AS A WHOLE

- a. **Materials:** Mixture of brick, stucco, stone, wood half-timber, shingles, and clapboard); cinderblocks and artificial siding; slate predominant roofing material, with asphalt shingle also present.
- b. **Textures:** Mixtures, with some mixed as well.
- c. **Colors:** Mixture of paint and stain (black, brown, white) and natural, some in combination.
- d. **Architectural Details:** Extensive decorative details, including: multiple gables and dormers; roofs with hips and valleys; Georgian columns; dental trim, half-pediments, quarter round windows; bay windows; arched doors;

leaded windows; gristmill wheel with zodiac sign; keystones over windows; lattice work; wrought iron decorative trim at windows and doors; side lights; multiple brick chimneys, some ornate.

- e. **Roof Shapes:** Predominantly gable, with examples of gambrel and hipped
- f. **Projections:** Most garages are not visible from street; porch additions attached to building mass and consistent in material, texture and color; few additions visible.

4. RELATIONSHIPS TO IMMEDIATE NEIGHBORS

- a. **Building Setbacks:** Predominantly uniform along front of property, with two exceptions.
- b. **Spacing of Buildings:** Little rhythm across properties given diversity of architectural styles; most lots are narrower than deep, so buildings tend to be closely situated to each other.
- c. **Rhythm of Entrance/Porch Projections:** Where applicable and visible, porches are integral to and consistent with building façade; mixture of covered and recessed entrance ways.

5. ENVIRONMENTAL FACTORS

- a. **Walls of Continuity:** Brick walls, hedges, side fences (cyclone, picket, stockade).
- b. **Paving Materials:** Asphalt and concrete drives; concrete, brick, and flagstone walks.
- c. **Relationship of Open Space to Structures:** Most property sits behind buildings with a few exceptions.
- d. **Relationship of Dependencies:** Not applicable.

6. **West Hill Drive District Overview**

<http://www.lhdct.org/district/west-hill-drive-historic-district>

7. **West Hill Drive District Inventory List**

<http://www.lhdct.org/district/list/west-hill-drive-historic-district>

8. **West Hill Drive District Map**

<HTTP://WWW.LHDCT.ORG/DISTRICT/VIEW/WEST-HILL-DRIVE-HISTORIC-DISTRICT>

D. INDIVIDUALLY DESIGNATED HISTORIC PROPERTIES

- a. Brace-Cadwell House – 11 Flagg Road
<HTTP://WWW.LHDCT.ORG/DISTRICT/BRACE-CADWELL-HOUSE>
<http://www.lhdct.org/district/view/brace-cadwell-house>

<http://www.lhdct.org/district/view/goodwin-house>

- b. Duffy House – 208 North Main Street
<http://www.lhdct.org/district/duffy-house>
<http://www.lhdct.org/district/view/duffy-house>

- e. Millard House – 374 South Main Street
<http://www.lhdct.org/district/millard-house>
<http://www.lhdct.org/district/view/millard-house>

- c. Timothy Goodman House – 567 South Quaker Lane
<http://www.lhdct.org/district/timothy-goodman-house>
<http://www.lhdct.org/district/view/timothy-goodman-house>

- f. Elisha Seymour Jr. House – 410/412 Park Road
<http://www.lhdct.org/district/elisha-seymour-jr.-house>
<http://www.lhdct.org/district/view/elisha-seymour-jr.-house>

- d. Goodwin House – 1198 New Britain Avenue
<http://www.lhdct.org/district/goodwin-house>

- g. Steele House – 258 Mountain Road
<http://www.lhdct.org/district/steele-house>
<http://www.lhdct.org/district/view/steele-house>

- h. John Wells Jr. House – 505 Mountain Road

E. WEST HARTFORD HISTORIC DISTRICTS AND HISTORICAL PROPERTIES

<http://www.lhdct.org/maps/city/West-Hartford>

5 BIBLIOGRAPHY

A short list of documents and publications of possible interest to Owners of properties within Historic Districts or of individual Historic Properties. Most of these publications can be purchased from The Preservation Book Shop, The National Trust for Historic Preservation, Washington, D.C. (202) 63-4200.

BOWSHER, ALICE M.

DESIGN REVIEW IN HISTORIC DISTRICTS

Washington, D.C. The Preservation Press, 1978

NATIONAL TRUST FOR HISTORIC PRESERVATION, ed.

OLD AND NEW ARCHITECTURE-DESIGN RELATIONSHIP

Washington, D.C., The Preservation Press, 1980

NATIONAL PARK SERVICE, U.S. DEPARTMENT OF INTERIOR

“Preservation Briefs”, especially the following:

#1 The Cleaning and Waterproof Coating of Masonry Buildings

#2 Repointing Mortar Joints in Historic Brick Buildings

#3 Conserving Energy in Historic Buildings

#4 Roofing for Historic Buildings

#6 Dangers of Abrasive Cleaning to Historic Buildings

#8 Aluminum and Vinyl Siding on Historic Buildings

#9 The Repair of Historic Wooden Windows

#10 Exterior Paint Problems on Historic Woodwork

#14 New Exterior Additions to Historic Buildings: Preservation Concerns

#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

“The Secretary of the Interior’s Standards for Historic Preservation Projects”

National Park Service, U.S. Department of Interior, Rev. 1983

McALESTER, VIRGINIA AND LEE

A FIELD GUIDE TO AMERICAN HOUSES

New York, Alfred A. Knopf, 1984

6 APPENDIX

Appendix A: Sample Completed Application for Certificate of Appropriateness

Appendix B: Historic District Boundary Maps

APPENDIX A: SAMPLE COMPLETED APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

**SAMPLE COMPLETED FORM
TOWN OF WEST HARTFORD
WEST HARTFORD HISTORIC DISTRICT COMMISSION**

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS/
DETERMINATION THAT NO CERTIFICATE IS REQUIRED**

NOTICE: Applications must be received in time to be placed on the agenda and for notice to be published. Please consult with the Town Clerk regarding upcoming meeting deadlines if you have particular time constraints.

Date 2/22/2016

FILE IN TRIPLICATE

Application is hereby made regarding the proposed work described below for:

☒ The issuance of a Certificate of Appropriateness; or for ☐ A determination that no such certificate is required

Address of Proposed Work: 1569 Boulevard, West Hartford

Owner's Name: Joe Homeowner

Home/Business Phone No.(Indicate which) (860)555-0000 (Home)

Agent or Contractor, and Phone No.: Boulevard Contracting (860) 555-1111

Architect, and Phone No. Sam Architect (860) 555-2222

Proposed Work is:

☐ Change ☐ Addition ☐ Demolition ☐ Moving ☒ New Construction

Work is to be done on:

☒ Residential Building ☐ Accessory Building ☐ Other (including land)

Date work will start: 9/1/16 Date work will finish: 10/1/16

Description of proposed work (be specific; include materials, photographs of existing conditions, and scaled sketch of proposed work. Attach additional sheets if necessary).

Demolish existing concrete & wood front porch steps, and first 4' section of sidewalk. Build new (wider) sidewalk to support new pressure-treated stairs. Build new wood stairs & railings with balusters. Repair worn wood porch decking as required, and paint. See attached photos and illustrations.

Signature of Applicant _____

OFFICIAL ACTION

Date Appl. filed _____ Date Rec'd by Commission _____

Building Permit Required: ☐ Yes ☐ No

Date of Public Hearing _____

☐ Application APPROVED as Submitted /as Modified

☐ Application APPROVED WITH CONDITIONS (described below)

☐ Application DENIED

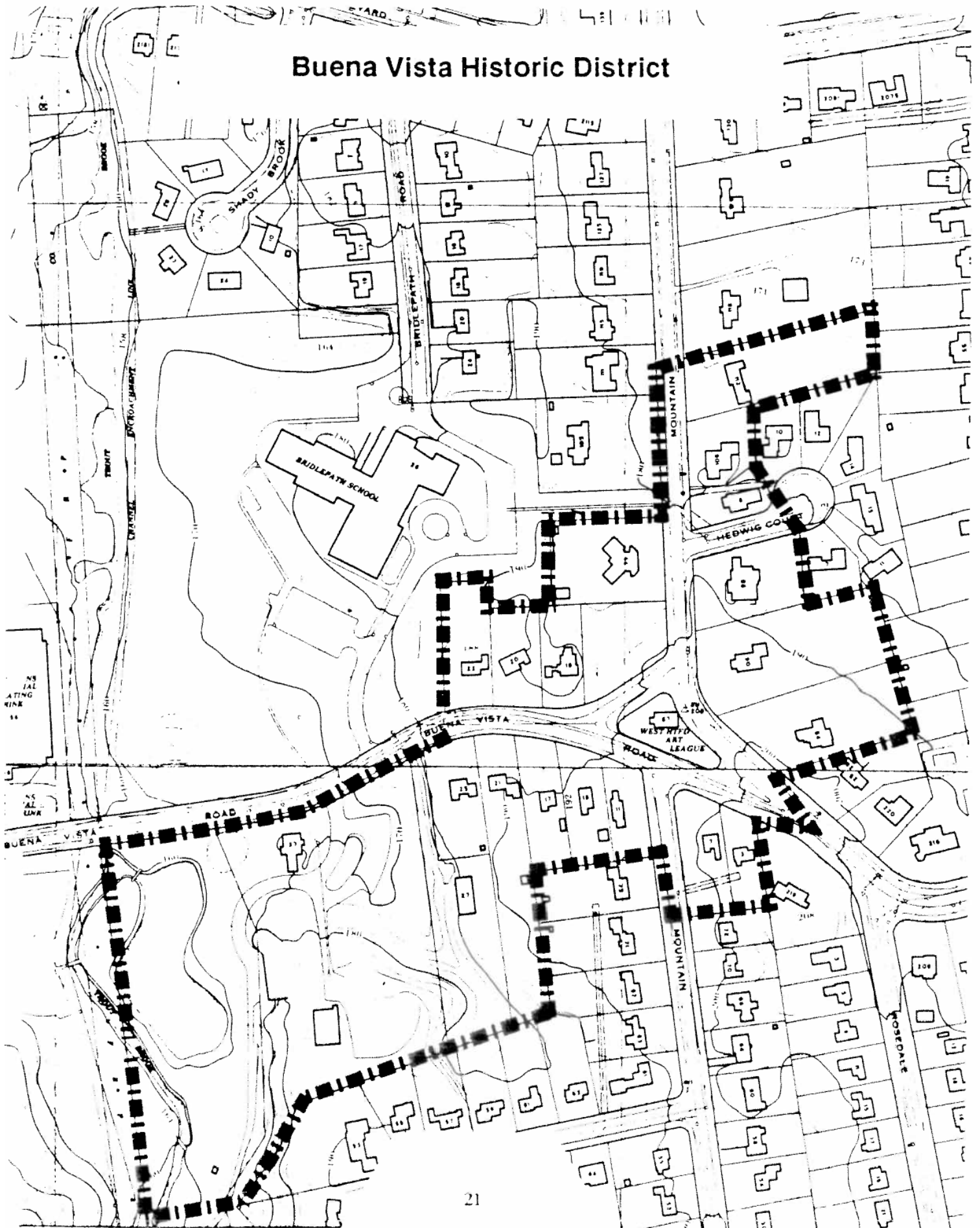
Date _____

Signed _____

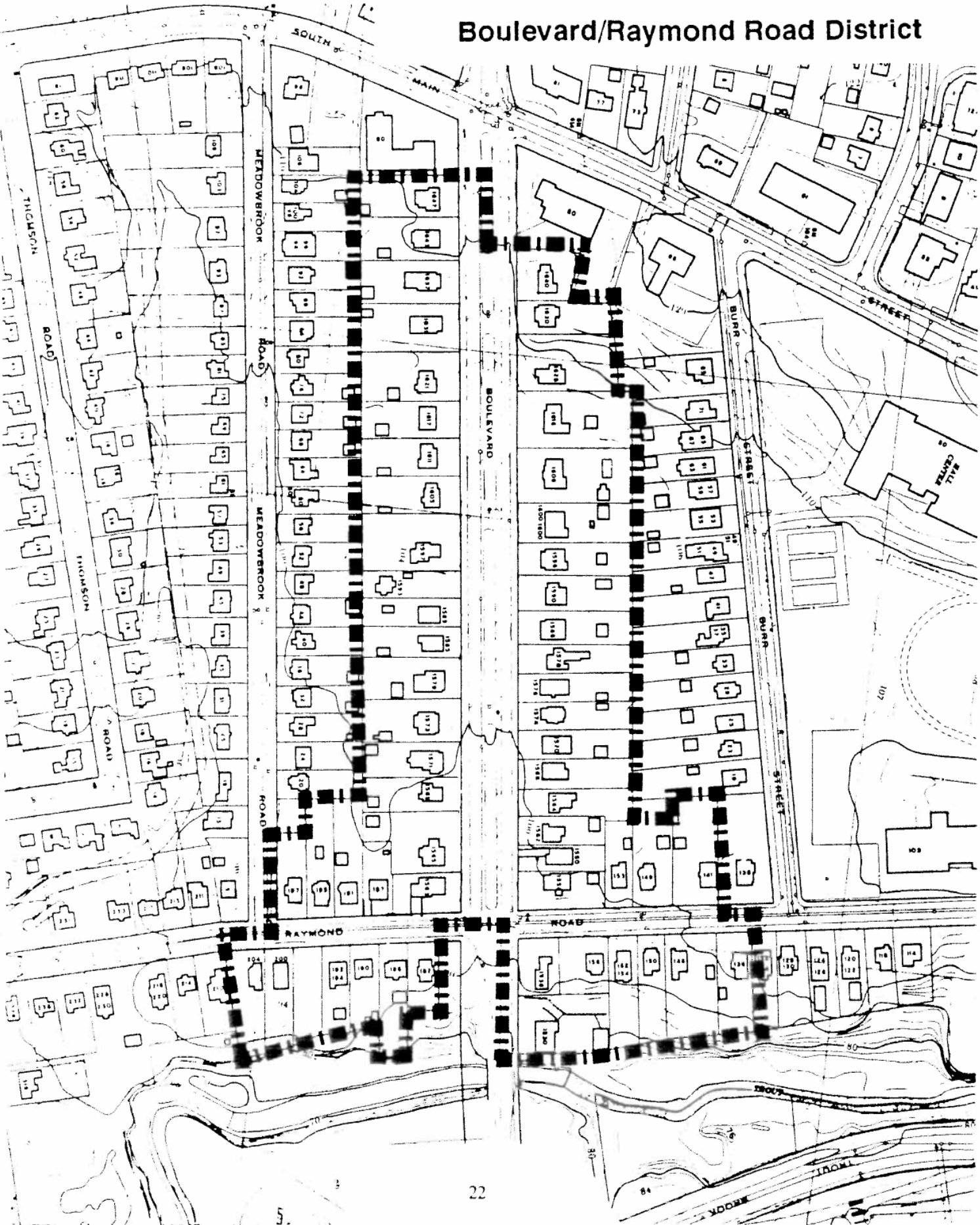
_____(Commission Title)

APPENDIX B: HISTORIC DISTRICT BOUNDARY MAPS

Buena Vista Historic District



Boulevard/Raymond Road District



West Hill Historic District

