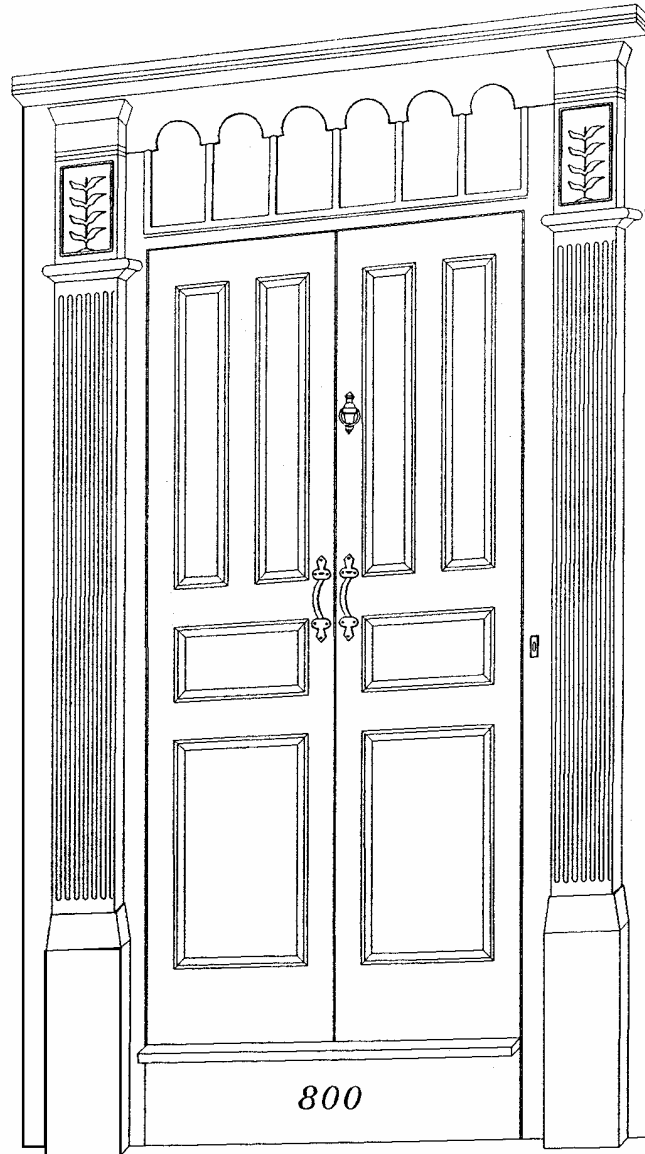


Handbook
of the
Historic District Commission



Simsbury, Connecticut
January 3, 1991



Historic District Commission
Town of Simsbury
P.O. Box 495
Simsbury, Connecticut 06070



Anita L. Mielert, Chairman
Bradford Mead, Vice Chairman
Sarah McQuilkin, Clerk
Julia Gengras
Elizabeth Woollacott

Michael Lanza (Alternate)
Gail Gene Nettles (Alternate)
Kandace Somerville (Alternate)

Dear Neighbor,

The Historic District Commission has attempted to compile in this volume all the information needed by a homeowner within a historic district. Much of this information has been offered previously, but the significant new element in this book is the section on Design Guidelines.

We have developed these guidelines over the course of the past few years in an attempt to provide guidance to property owners as to factors to be considered in preparing an application for a certificate of appropriateness.

In beginning our discussions, we defined our goals as follows:

1. to foster preservation, restoration, and renovation;
2. to relate new buildings to existing ones in an appropriate manner;
3. to prevent compromise of the historical character of the district;
4. to maintain the rural character of the district;
5. to maintain and enhance what is old and significant;
6. to encourage excellence of design; and
7. to maintain the desirability of historic homes as homes for today.

The Commission wishes to acknowledge the assistance of the East Hartford Historic District Commission's *Design Guidelines* for materials helpful in preparing this booklet. In addition we would like to thank Simsbury artist Sarah McQuilkin for her original drawings, Julia Gengras for compiling the Guidelines, and Anita Mielert for editing the *Handbook*.

Owning a home in a historic district brings responsibilities to maintain the legacy of our local history and the unique contributions of our Yankee past to today's culture.

But living in such a community also brings its rewards: a reverence for the human environment created by earlier generations; an appreciation for the values of an older, perhaps wiser, America; and for us here in Simsbury, enjoyment of the rich, fertile rural landscape. Living in harmony with our past imparts a sense of stability to those individuals and communities who understand their stewardship.

Sincerely,

The Simsbury Historic District Commission

Table of Contents

	Page
HISTORY OF THE EAST WEATOGUE DISTRICT OF SIMSBURY.....	1
NATIONAL REGISTER HISTORIC DISTRICT.....	5
GUIDELINES.....	6
<i>Need for a Certificate of Appropriateness.....</i>	<i>6</i>
<i>Secretary of the Interior's Standards for Rehabilitation.....</i>	<i>7</i>
<i>Design</i>	
<i>Guidelines.....</i>	<i>8</i>
MAP OF THE EAST WEATOGUE DISTRICT.....(Centerfold)	
<i>Bibliography.....</i>	<i>25</i>
SAMPLE FORMS USED BY THE COMMISSION.....	26-28
<i>Application for a Certificate of Appropriateness.....</i>	<i>26</i>
<i>Stop-Work Order.....</i>	<i>27</i>
<i>Notice of Historic District Violation.....</i>	<i>28</i>
ORDINANCE ESTABLISHING AN HISTORIC DISTRICT AND.....	29
HISTORIC DISTRICT COMMISSION	
RULES AND PROCEDURES.....	31

History of the East Weatogue District of Simsbury

Simsbury is in a verdant Connecticut valley, lying on both sides of the Farmington River, bounded on the east by the Talcott Mountain Range and on the west by the West Mountains. Ancient Simsbury once embraced an area bounded to the south by Avon and to the north by the low area of Southwick or Congamond Ponds at the Massachusetts State line. Ancient Simsbury's borders once encompassed Granby, East Granby, Canton, and the western section of Bloomfield. The Farmington River, called "The Rivulet" by the people of Windsor and "The Tunxis" by the Massaco settlers, created in its wandering across the valley floor Simsbury's fertile meadow lands. Abundant lakes, ponds, and springs endowed the valley with a network of brooks, which established an environment rich in fish and wildlife. It was the valley's bountiful environment that attracted both Indian and white settler.

The Massacoe Indians first inhabited this valley. The Massacoes belonged to the Algonquin Nation and were one of the sixteen tribes of the Connecticut Indians. The tribal lands of the Massacoes included what are now Simsbury, Barkhamsted, Canton, East Granby, and part of Granby. They were bounded by other Indian tribes: on the north by the Agawams (Southwick and Suffield), on the east by the Ponquonocks (Windsor), on the south by the Tunxis (Farmington), and on the west by the Mohawks. They called the Farmington River "Wattunkshausepo", meaning fast-flowing or winding stream. If they where they came from, they said "Connecticut", meaning "long-river."

The Indians planted corn, beans, squash and tobacco, but the valley itself provided the richness of their existence. The rivers and brooks abounded in salmon, shad and trout. The wetlands, ponds and lakes supported a variety of waterfowl, beavers, muskrats and otters. The woodlands ran with bear, moose, deer, wolves and wildcats. Turkey, grouse and quail were found in the meadows. In the lowland thickets grew hopvines and a variety of berries.

In Simsbury, two village sites are known. The main one was Weatogue, meaning home place. Indian artifacts found on three farms within the district enrich the ancient history of East Weatogue. Several sites have been the subject of study in the Farmington River Archaeological Project of the Department of Anthropology of Central Connecticut State University. Dr. Kenneth Feder, head of the project, maintains that objects discovered in these sites offer "evidence of continuous habitation from 8,000 years ago to the present."

Legend ascribes a knoll directly north of the falls of King Phillip Brook, or "Hell Hole" or "Cat Hole" as called by the Indians, as the site of an Indian workshop. Noah A Phelps' history records an Indian burying ground near the house of the late Col. James Cornish. During the excavation for this house, human bones were found. This is probably the Louis Epstein house at 25 East Weatogue Street. Another burial ground "on a pitch of rising ground in the rear of the house of Mrs. T.L. Bissell" is most likely in the area east of the Caldeira Nursery at 16 East Weatogue Street and north of the residence of Mr. Caldeira. Indian artifacts have also been found in the meadow west of Old Bacon homestead, now the Willis home at 11 East Weatogue Street.

Just how early white settlers from Windsor immigrated to the land of the Massacoes is not known. The earliest extant record of settlement is April 1642 when the Central Court of Hartford issued the following order: "Its ordered that the Governor and Mr. Heynes shall have liberty to dispose of the ground upon that part of Tunxis River called Mossocoive, to such inhabitants of WyndSOR as they shall see cause." Simsbury then became annexed to Windsor, and was referred to as the Massacoe Plantation.

The Windsor settlers came to Simsbury for various reasons, including the acquisition of new farmland for their children, and exploitation of the natural resources of pitch and tar employed in shipbuilding. Religious turmoil in Windsor led to the migration of many prominent Anglicans, including John Moses, Michael Humphrey, Jonas Westover, and James Eno.

Although no record exists to show if the 1642 order was carried out, nor that of another order of the General Court in 1647, there exist records of settlement for the East Weatogue District dating to 1660 when the Windsor Committee, acting for the General Court's order of 1653, made grants to John Moses, Josiah Hull, Nathan Gillett and Daniel Clark.

The next stage of settlement came in 1663 when the General Court appointed a committee composed of Captain Newbury, Edward Griswold, John Moore (adding later Simon Wolcott) to parcel out the remaining undivided lands of the Massacoe Plantation. Having compiled a list of subscribers, the committee began laying out lots, starting at Nod Meadow on the Avon line, going northerly up the valley to Hop Meadow, then to Terry's Plain, and on to the falls at Tariffville. In 1666 the committee stipulated that land allocated to the settler must be built upon and occupied within two years. Complying with an order of the General Court, the committee drew up and sent to the Court a list of names: "These are the stated inhabitants of Massacoe, and have been freemen for Windsor: Thomas Barber, John Case, Samuel Fillen, John Griffin, Micall Hournfrey, Josua Holcom, Thomas Maskell, Luk Hill, Samuel Pinne, Joseph Phelps, John Pettibon, Joseph Skinner, Peter Buell."

In *A Record and Documentary History of Simsbury*, written in 1888 by Dr. Lucius Barber, he quotes the Simsbury Record Book 1:

"At Wetaug.

" 'We measured the upland By John Moses his house and Mikls Humphrys, & leaving a sufficient highway by the Mountaine syde to go down to Tho: Maskills. They also measured out their several allotments to Mr. Rose, Mike Humphries, John Moses, Sam Marshall, Joseph Phelps.' Here it will be observed, the original Wetaug was on the east side of the river."

The appointment by the General Court in 1669 of John Case as Simsbury's first constable marked the beginning of the Town's independence from Windsor. Shortly thereafter, a town meeting of freemen named John Case and Joshua Holcomb to petition the General Court for town privileges. At the session on May 12, 1670, the Court granted the petition, and appointed Case and Holcomb "Deputies of the General Court for Simsbury" and established the boundaries.

Simsbury, not long an autonomous entity, had its destiny reshaped by the Indians. Fearing an Indians attack, the town council on March 3, 1676 instructed the inhabitants to remove themselves to other plantations. That attack transpired on Sunday, March 26, 1676. Abandoned by settlers, the town was an easy prey for the Indians who pillaged and finally burned everything, destroying about forty dwellings along with barns and outbuildings. Legend attributes the conflagration to King Philip, who reportedly sat in the large cave on Talcott Mountain to view the spectacle. Simsbury absorbed the fury of the Indian attack, the only Indian attack suffered by any Connecticut town.

The East Weatogue District of Simsbury figures significantly in the era of rebuilding after King Philip's War. Finding many landowners hesitant to reinhabit Simsbury after the fire, the town council sent a petition in 1679 to persuade the General Court to order the owners to rebuild. They determined that five proprietors should build at Terry's Plain, fifteen at Hop Meadow, eleven at Hoskin's Station, four at Weatogue, and thirteen at East Weatogue. The homes in the East Weatogue Street District of today show, in their respective construction, the evolution of Simsbury after King Philip's War.

By 1710 Simsbury had begun to rebuild. There were fifty houses stretching along both sides of the river. During the period of the French and Indian War, the Revolutionary War and the War of 1812, this area revolved largely around a simple agricultural life. The few industries could be termed "home and farm industries" such as soap and candle making.

The Revolutionary War produced one of Simsbury's noted heroes. He was Noah Phelps, who was born in the house of 11 East Weatogue Street, which is now the home of Mark and Patricia Willis. Phelps played a little-known but decisively important role in the capture of Fort Ticonderoga by Ethan Allen and his Green Mountain Boys. Though a ruse, he managed to get inside the fort and observed

the conditions, such as crumbling wall and wet gunpowder. With this information, Ethan Allen was able to capture the fort with but slight injuries to his men, one a sentry and the other an officer.

In 1776 the General Assembly recognized Phelps' valor and appointed him Captain of a company to be raised for the Continental Army. In 1777 he became Lieutenant Colonel and later Major General of the Militia. He was at the battle of Fort Lee and battles of Trenton and Princeton.

Simsbury's first industry originated when a rich deposit of copper ore was found in what is now East Granby on the site of Newgate Prison. The town began to mine the copper and it became incumbent on the property owners to share the responsibility of the operation as well as their right to a share in the profits. The more taxes paid by a property owner, the greater his share of the profits. Some of the largest property owners and wealthiest men lived on East Weatogue Street; this first industry had a bearing on their lives for as long as the mine was in production.

In 1750, the English Parliament passed a law forbidding such industrial development in the colonies because the Crown wanted the New World to be a market for their goods. This was one of the factors that contributed to the Revolutionary War.

In a way, the first industry of Simsbury was responsible for the second industry in Simsbury. In 1827 the state gave up its lease of Newgate Prison, and the Phoenix Mining Co., with Richard Bacon as manager, began again to mine copper. In need of a more dependable fuse, Mr. Bacon went to England to investigate a safety fuse invented by William Bickford. He returned to the United States as the agent for the English firm and soon after a partnership was formed. The fuses were produced in barns on Bacon's property, 11 East Weatogue Street. After these barns, as well as a small factory building, burned down, a new factory was built on the site where the brook known as Devil's Stairs issues from the hillside. This is now 34 East Weatogue Street.

In 1839 a young bookkeeper, whose name was Joseph Toy, was sent from England to America to safeguard the interests of the English firm. His English partners felt that Richard Bacon's wide range of interests and undertakings did not leave sufficient time for him to concentrate on the fledgling safety fuse company.

When his factory burned down in 1851, there was reluctance on the part of Richard Bacon to rebuild. Joseph Toy carried a letter which authorized him to do what was necessary to protect the interest of the parent company. The partnership with Richard Bacon was dissolved, and Joseph Toy bought property across the river on Hop Brook where the company now known as Ensign-Bickford stands. When the company left East Weatogue Street, it no longer played a part in the future of the district; however, it certainly figures largely in the history of Simsbury. In William Vibert's book *Three Centuries of Simsbury*, he writes, "To say that the company has a vested interest in the town would be an understatement, as it would also be to say that the town has a vested interest in Ensign-Bickford."

Besides the district schoolhouse which was known as Weatogue East, now the home of Howard Stewart at 19 East Weatogue Street, the home of Wolfried Mielert at 57 East Weatogue Street was once a private school and was also a place where religious services were held.

Simsbury had two local newspapers in the late 19th century. Both were published in the year 1887. The first was the *Simsbury Siftings* and was printed by Henry E. Case on his property on 42 East Weatogue Street. This is now the property of his descendant, Elnora Case. When the *Siftings* stopped printing, Mr. Case published and printed his own paper called *The Simsbury Echo*. This paper was printed for two years until his death. Copies of *The Echo* are in the possession of the Case family and some copies of *The Siftings* may be seen at the Simsbury Historical Society.

Simsbury remained relatively unchanged through the years until World War II. A change in labor patterns greatly affected the town. War plants took workers from Simsbury, and Ensign-Bickford, which had a policy of employing local help, began to replace these losses with outsiders. This pattern turned Simsbury outward to an extent that had never been experienced before. The rapid increase in

population began after the war, and was reflected in the East Weatogue Street area, as the majority of the 20th century houses began to be built from this time on to the present.

Standing on Talcott Mountain above the same cave where King Phillip witnessed the destruction of Simsbury, one may enjoy the entire vista of the East Weatogue Street District. What is immediately striking is that its character remains unspoiled. In the 300 years since that petition of 1679, the hand of man has been respectful of this area. The road retains its original placement, running very close to the hillside. The meadows and wetlands that gently slope to the meandering, tree-lined Farmington River are a verdant and unspoiled as they were when the Massacoe Indians inhabited them. Somewhere in those meadows are two Indian burial grounds. Somewhere, too, is a barrel full of pewter hidden during the evacuation of 1676m but never found.

The East Weatogue District stands as a living monument to our cultural heritage. Looking at the valley from the mountain, its beautiful character seems timeless.

National Register Historic District

On July 19, 1990, the East Weatogue National Register District was listed on the National Register of Historic Places. The district was given this honor because it meets criteria for historic and architectural significance. The district is significant historically because it is an exceptionally well preserved rural village which has survived in spite of its proximity to the major city of Hartford, Connecticut. The district is significant architecturally because it displays good examples of architectural styles from the Colonial to the Colonial Revival in there original setting and relationship to one another, little altered over time.

“The land and the people worked together to form a community of exceptional longevity. Today the houses and the fields continue to give the sense of place that can only be developed gradually over the centuries. The architecture of the houses and the agricultural function of the land constitute an entity that is a significant cultural resource. The continued use of the land over the centuries for agricultural purposes compliments the historic architecture that has survived in well preserved condition in the shadow of a large city.” from the NRHP Registration Form by David Ransom.

The National Register Does

1. Identify historically significant buildings, structures, sites, objects, and districts, according to the National Register Criteria for Evaluation.
2. Encourage the preservation of historic properties by documenting the significance of historic properties and by lending support to local preservation activities.
3. Enable federal, state, and local agencies to consider historic properties in the early stages of planning projects.
4. Provide for review of federally funded, licensed, or sponsored projects, which may affect historic properties.
5. Make owners of historic properties eligible to apply for federal grants-in-aid for preservation activities.
6. Encourage the rehabilitation of income-producing historic properties, which meet preservation standards through tax incentives.
7. Provide protection from unreasonable destruction, pursuant to the provisions of Connecticut General Statutes, Section 22a-19a.

The National Register Does Not

1. Restrict the rights of property owners in the use, development, or sale of private historic property.
2. Lead automatically to historic district zoning.
3. Force federal, state, local or private projects to be stopped.
4. Provide for review of state, local or privately funded projects, which may affect historic properties.
5. Guarantee that grant funds will be available for all significant historic properties.
6. Provide tax benefits to owners of residential historic properties, unless those properties are rental and treated as income-producing by IRS.

Design Guidelines

Simsbury's Historic District Commission is responsible for protecting and preserving the character and integrity of its historic districts. The Commission determines the appropriateness of any proposed exterior alteration, erection, or demolition visible from a public road, way or place.

The following Guidelines will be used by the Commission as a standard upon which to base its decisions, and will be useful to anyone in Simsbury who is considered work, which alters historic architecture features. The Commission would like the landowner to view them as reflecting our approach to preservation issues, not as strict standards.

The Guidelines are divided into sections covering maintenance, repairs, replacement, and new construction. "Maintenance" and "Repairs" generally do not require a Certificate of Appropriateness, but are included as a guide for Historical District homeowners. Work involving "Replacement" or "New Construction" will generally require a Certificate of Appropriateness. The Guidelines provide alternatives to assist the homeowner in making decisions concerning some options to be considered or avoided in building or restoration. While the Guidelines do not cover every situation or condition which may arise in the historic district, information material can be found through Bibliography and through the Commission.

Slight Changes may not affect a building's character and integrity; however, it is the position of the Commission that even small changes over the years can radically alter the appearance of a building. Therefore, the Commission attempts to be sensitive both to the contemporary needs of homeowners and to the historic significance of the district as a whole.

Need For A Certificate Of Appropriateness

No building or structure shall be erected, altered, demolished, or removed within the district until an application for a Certificate of Appropriateness as to exterior architectural features has been submitted to, and approved by, the Commission. A Certificate of Appropriateness shall be required regardless of whether or not a building permit is required. For a sample application form for a Certificate of Appropriateness, please see page 26. Reviewable actions by property owners include, but are not limited to:

- Masonry replacement and repointing.
- Extensive or total replacement of any siding and roofing materials whether similar to or different from the original.
- Any visible temporary or permanent additions to the dwelling, accessory buildings or site, whether structural or technological. This includes signs, T.V. antennas, solar panels, fences, pools, decks, outbuildings, and outdoor lighting fixtures.
- Any construction, alteration or enlargement to driveways or parking areas, walkways, walls and patios.
- The methods and reasons for total paint removal.
- Any partial or entire window, storm window, door, storm door modification, or replacement, except exact replacement.
- The addition, removal or replacement of window shutters.
- The addition, removal or replacement of any architectural detail or ornament as defined in the Guidelines.
- Outdoor signs and billposters. Please see page 24 for Signage Guidelines.
- When a building permit is issued, you need a Certificate of Appropriateness first. The Building Inspector will require the Commission's approval before issuing a permit.

No Need For A Certificate Of Appropriateness

You do not need a Certificate of Appropriateness when you do routine maintenance which does not involve change in materials, design, or texture. The Commission is concerned only if changes will be “open to view from a public street, way or place”; therefore all interior and many exterior changes to the rear of buildings are exempt. Paint color is not within the Commission’s jurisdiction.

To file for a Certificate of Appropriateness, turn to Section V of the Rules of Procedure on page 40. The Commission may also provide information to property owners, suggest legislation, initiate planning and zoning proposals, cooperate with other groups interested in preservation, render advice on landscape and street improvements, and consult with experts.

When in doubt as to whether any planned work on a structure or site in the Historic District requires application for a Certificate of Appropriateness, please bring questions to the Building Inspector’s office in the Town Hall, or to an Historic District Commission member.

Standards For Rehabilitation

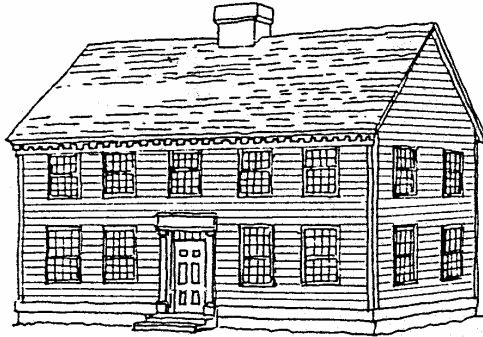
The Secretary of the Interior’s Standards for Rehabilitation set forth the principles and purposes of historic preservation, and provide a good introduction to the more specific Guidelines which follow them. Copies of the Standards for Rehabilitation are available in the Building Department in the Town Hall, and from the Commission, and are summarized as follows:

- 1) A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- 2) The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- 3) Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as conjectural features or architectural elements from other buildings, shall not be undertaken.
- 4) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- 5) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- 6) Deteriorated historic features shall be repaired rather than replaced. Where the severity of the deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities, and where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- 7) Chemical or physical treatments, such as sandblasting, that cause damage to historical materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- 8) Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall not be undertaken.
- 9) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- 10) New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

House Facades in Simsbury's Historic Districts

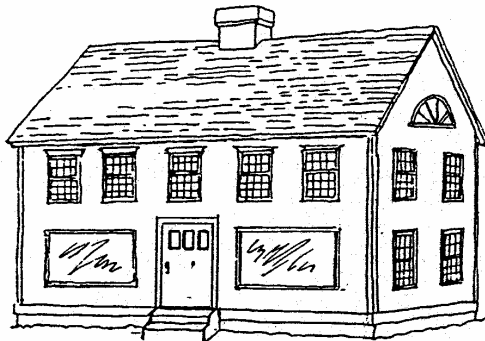
Original ca. 1700-1780 Georgian Period Styling

Character-Defining Features



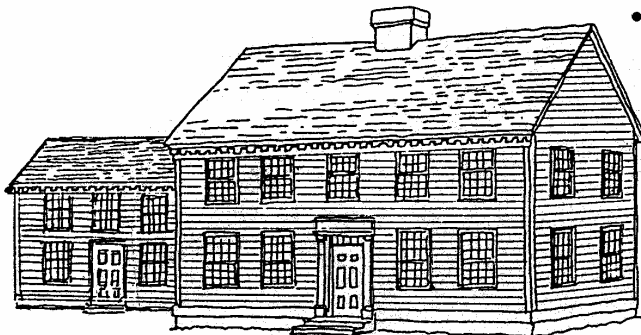
- Small panes, usually $\frac{1}{6}$, $\frac{1}{12}$ or $\frac{1}{8}$, $\frac{1}{6}$ or the reverse.
- Windows aligned vertically and horizontally in symmetrical rows, five-ranked on front facade.
- Decorative dentil moldings.
- Panelled door, decorative pilasters, crown, rows of "lights" within door or transom above.
- Side-gabled roof predominates over occasional gambrel, hipped, or centered-gabled roof.
- Central chimney, occasional paired interior chimneys.

Inappropriate Modifications



- Stylistic alterations to original materials or design, e.g. removal of first story windows with modern replacements.
- Modern door with glass panes.
- Covering of original clapboard with artificial siding.

More Appropriate Modifications




- Additions which blend in size and proportion.

(This requires some research to discover what other styles of architecture might have been contemporary with your house. Not all professional architects can be counted on to know this information. The Hartford Architecture Conservancy might be a good starting source.)

House Facades in Simsbury's Historic Districts

Original ca. 1890 Queen Anne Victorian


Character-Defining Features



A line drawing of a two-story Queen Anne Victorian house. It features a steep gable roof with a small dormer window. The facade is asymmetrical, with a prominent front porch supported by turned columns. The house has varying textures of siding, including cut shingles in the gable and plain clapboard elsewhere. There are decorative brackets and gingerbread under the eaves.

- Varying textures of siding: cut shingles, plain clapboard, flushboard, molding.
- Asymmetrical massing.
- Often has a porch with turned and/or carved woodwork.
- Unique bracket and/or gingerbread under eaves.


Inappropriate Modifications



A line drawing of a Queen Anne Victorian house that has been modified inappropriately. The original porch has been removed. A fanlight has been added to the gable, and a picture window has been inserted into the first floor. The siding is now uniform, and the original asymmetrical design is obscured.

- Removal of original features, e.g. the porch.
- Insertion of inappropriate features such as the ca. 1830 fanlight in the gable or the ca. 1950 picture window.
- Creation of a uniform texture in the siding, i.e. destruction of the original variety of textures.
- Additions which obscure the original asymmetrical design.

More Appropriate Modifications



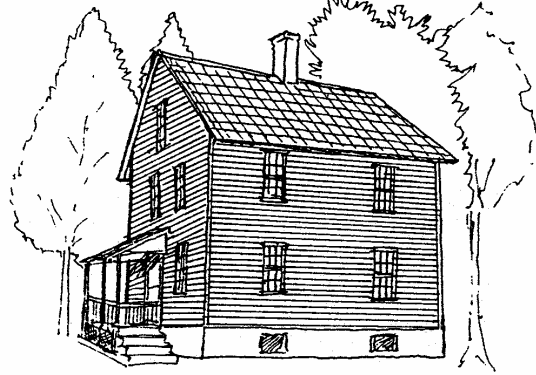
A line drawing of a Queen Anne Victorian house that has been restored with more appropriate modifications. The porch has been restored, and missing brackets and features have been added. The original textures and colors of the siding have been preserved.

- Restoration of brackets and features which are obviously missing, as shown by marks on the building, old photographs or pieces possibly stored in the attic, cellar or barn.
- Addition of authentic wood shutters.
- Painting of trim and different textures of siding in different colors; three to four harmonizing colors were standard treatment for this style.

House Facades in Simsbury's Historic Districts

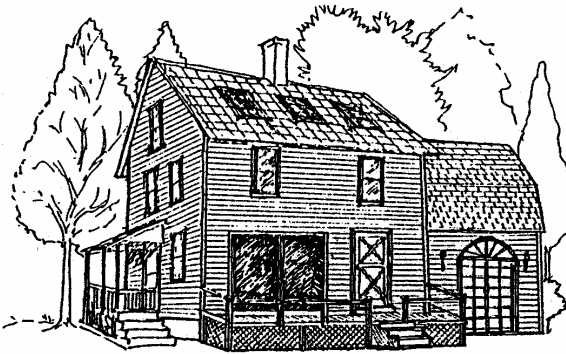
Original ca. 1927 Vernacular Style

Character-Defining Features



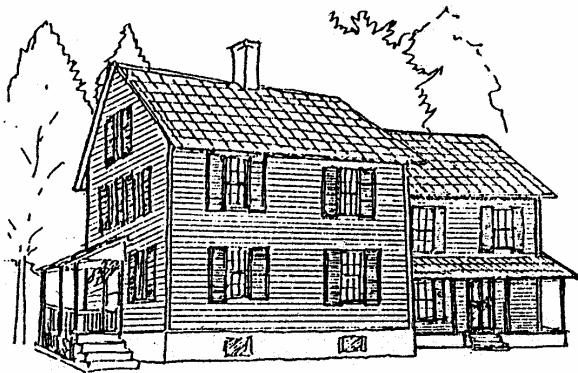
- Utilitarian styling, reminiscent of its simple 200-year old ancestors.
- Slightly larger panes in windows than original colonials.
- Some textural variety in siding.

Inappropriate Modifications



- Lack of harmony between the two pieces.
- Windows a different style.
- Addition overpowers main block.

More Appropriate Modifications



- Consideration for scale and proportion of main block.
- Continuation of character of the main block—in this case the rectangular patterning of the windows—into the addition.

Historic Facades in Simsbury's Historic Districts

Original ca. 1970's Shingled Cape

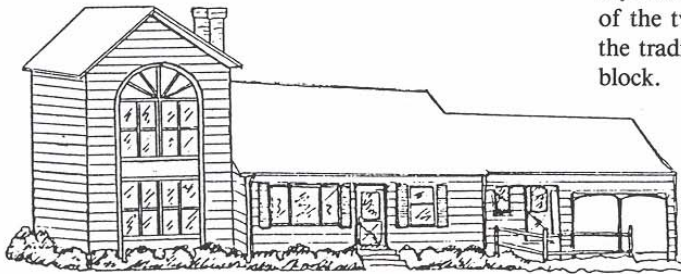
Character-Defining Features

- Single story.
- Low-pitched roof sloping toward street.
- Asymmetricality.



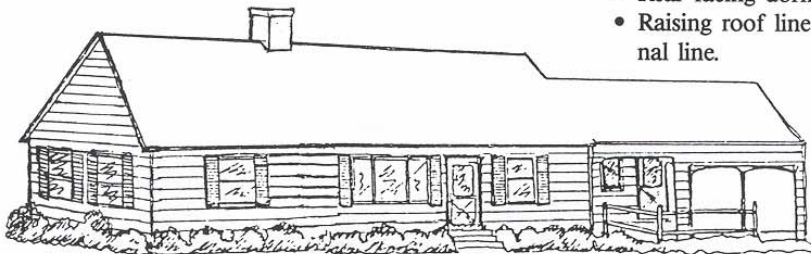
Inappropriate Modifications

- Addition dwarfs main house.
- Stylistic clash: the Romanesque arch of the two-story does not blend with the traditional simplicity of the main block.



More Appropriate Modifications

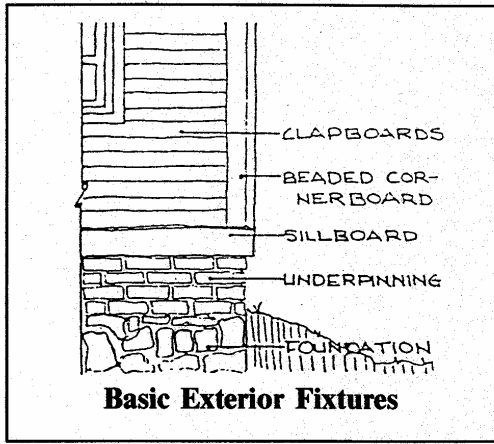
- Similar lines, proportions.
- Similar detail.
- Rear facing dormer.
- Raising roof line not exceeding original line.



Exterior Walls And Siding

Maintenance

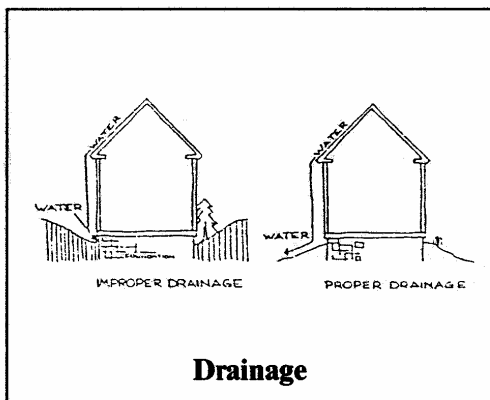
Exterior walls and siding provide the building with an overall texture. The choice of materials and their relationships to each other help in defining the historic character of the building.



Basic Exterior Fixtures

Wood clapboard is the most prevalent siding material within the Historic District. Other siding materials include wood shingle, vinyl and aluminum siding, and brick.

Masonry is a very durable material and with proper care can last indefinitely. The major cause of deterioration is inappropriate cleaning and waterproofing which leads to water damage. Decay is usually found near the roof, at ground level, around mortar joints, or on any horizontal surface such as windowsills. Air pollution also can lead to masonry decay. Maintenance for masonry



Drainage

walls and foundations includes proper drainage systems and, when necessary, cleaning of the exterior surface. See *Preservation Briefs 1: The Cleaning and Waterproof Coating of Masonry Buildings* for more detailed information.

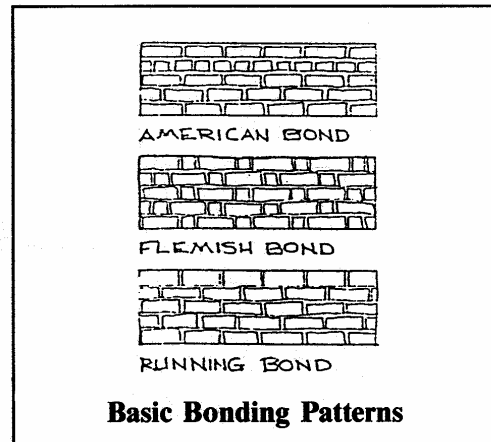
Wood Siding is also a very durable material when properly maintained. Routine painting and caulking are usually the best preservatives: water, insects, fungi, and vegetation growing too close to its surface can all contribute to siding damage. Handcrafted detailing and finishing should be carefully preserved when maintenance and/or repairs take place.

Foundations within the historic district are predominately redstone ashlar.

Repair

Masonry repair normally consists of repointing and limited replacement. Both are rather technical procedures which require research on the part of the homeowner. When repairing, try to match the original color, texture, size, and pattern of the existing mortar joints and masonry. Special care should be taken when repointing. Historic mortars are generally softer and use more lime than Portland Cement. Today's standard mortars can destroy historic masonry walls. See *Preservation Briefs 2: Repointing Mortar Joints in Historic Brick Buildings* for additional information.

When wood decay is suspected, there are easy methods for detecting affected areas. Limited replacement or repair for decayed, warped,

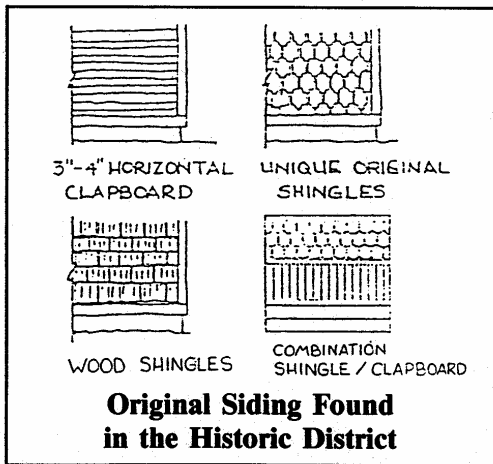


Basic Bonding Patterns

or missing siding pieces should be considered if they are no longer providing adequate weather protection. Try to match patching materials with existing siding in size, shape, texture, pattern, and color.

Paint

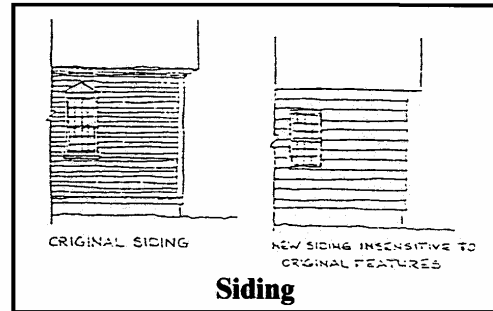
Paint is used on both masonry and wood to provide protection, color, and articulation of details. When reapplication is needed, normally every five to eight years, cleaning, light scraping and hand sanding is generally sufficient and recommended. Different paint problems require different treatments. In most instances, total paint removal is not recommended or necessary, and if removed, a new coating should be reapplied to the exposed surface. There are several paint removal methods, some of which are not satisfactory for historic surfaces. Among the most destructive methods is sandblasting. Although it is a quick and easy way to remove paint, it is highly inappropriate for the Historic District,



and alternative methods should be used. See *Preservation Briefs 6: Dangers of Abrasive Cleaning to Historic Buildings* and *Preservation Briefs 10: Exterior Paint Problems on Historic Woodwork*.

Replacement

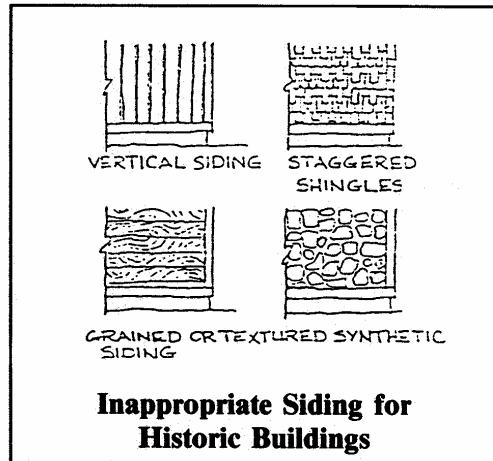
In Simsbury, clapboards and weatherboards were the most siding types in the 18th and 19th centuries. Synthetic siding is a 20th century invention. Synthetic siding does not enhance historic structures, as it cannot duplicate the texture, relief and detail of wood. Texture, relief and patterns give the walls their light,



shadow, and character, and give sillboards, corner boards and rooflines their edges. Changes in material between stories and/or gables reflect original stylistic intentions. Try to be sensitive to these effects when replacing original siding.

Addition

In some cases, synthetic siding may be permitted, but it is not recommended for



historic buildings, and its advantages and disadvantages should be weighed carefully. When such a material is installed, care should be taken to match width, spacing and direction of original siding, and to replicate or preserve surrounding architectural features such as window and door trim, corner or sillboards, cornices, brackets, and/or eave details. See *Preservation Briefs 8: Aluminum and Vinyl Siding on Historic Buildings* for additional information. Changing the style of the siding – for instance from clapboard to brick, or shingle to clapboard – is considered inappropriate.

Windows

Maintenance

Window material, type, arrangement details/ornamentation, and construction are an important part of the character and style of a building. Window evolution has been parallel to advancements in glass making and changes in building style. Consequently, a good fenestration study can help in dating a building. The earliest known window type in our district is the 12-over-12 double hung window. Other traditional windows include 9-over-6 and 12-over-8 double hung. There are also more decorative and unusual styles, especially in houses of the 19th century. The window and all its parts should be considered together as a whole, and should therefore be preserved as such. Routine maintenance can help insure the building's character and style, as well as thermal efficiency. Good reproductions are available.

Repair

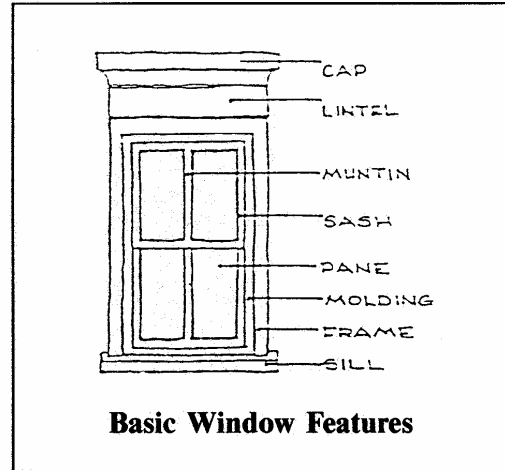
A window can often be repaired through patching or replacing deteriorated parts. It is recommended that this alternative be studied and considered before replacing the entire window.

Replacement

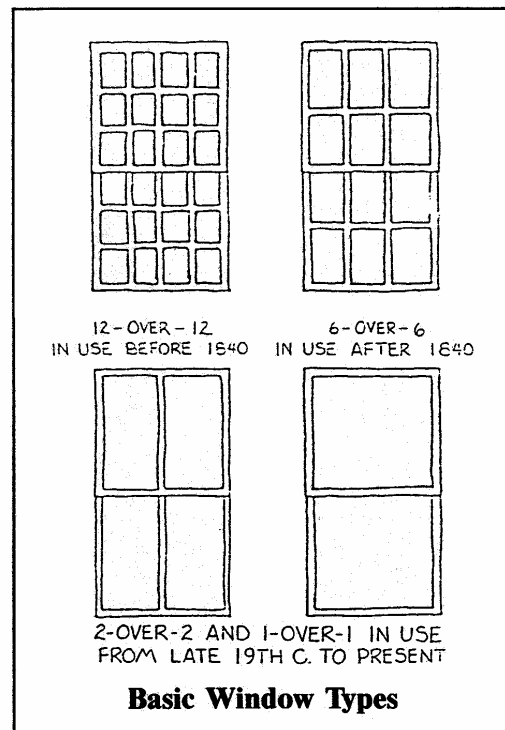
When replacing an entire window, the original features should be duplicated. Since most windows in the historic district are of wood construction, it is recommended that windows be replaced using the same material. If this is not possible, a substitute material, such as metal, should match the color of other windows or surrounding elements. When replacing a non-original window, attempt to obtain window types appropriate to the building's style and period.

Addition

New windows can easily destroy a building's integrity. The placement, type, and number of windows contribute and conform to



Basic Window Features

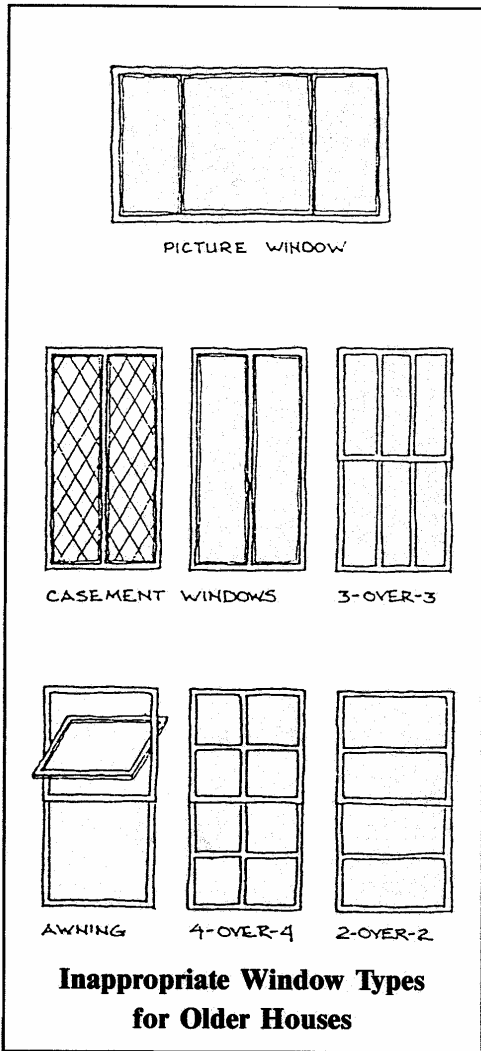


Basic Window Types

both the original function and appearance of the building. Attempts should be made to place new windows on non-character-defining sides of the building, and try to conform to the building's overall style, proportion, scale and material.

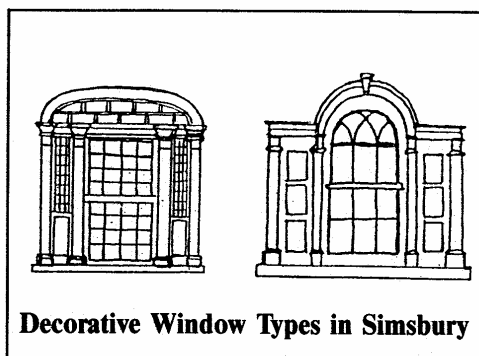
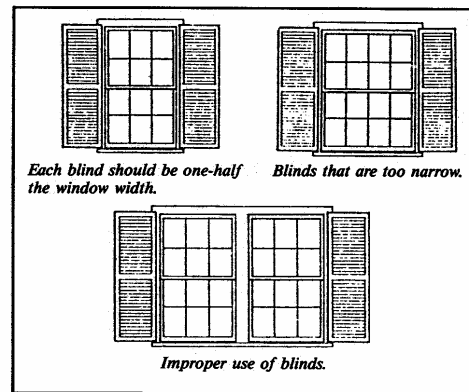
Storm Windows

Storm windows and screens can be both appropriate and energy efficient for historic buildings and when present, should be retained. Storm windows combined with an original window can provide better thermal



Shutters

Window shutters were not used until the end of the 18th century, though at this time many were added to older buildings. Their first function was to provide insulation and privacy, but have since been used and abused merely as decorative features. Adding non-original shutters to historic homes is not recommended. If shutters are desired, they should be the traditional woodslat type capable of closing and covering the window completely, in line with their original historic function.

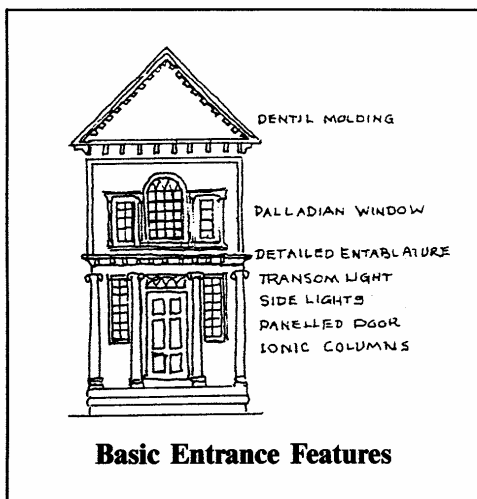


efficiency than a modern (double glazed) replacement can. When choosing and installing a storm window or screen, attempts should be made not to cover window details, damage to frame, or visually impair the appearance, e.g. match color to trim. Muntins and trim should line up with original window.

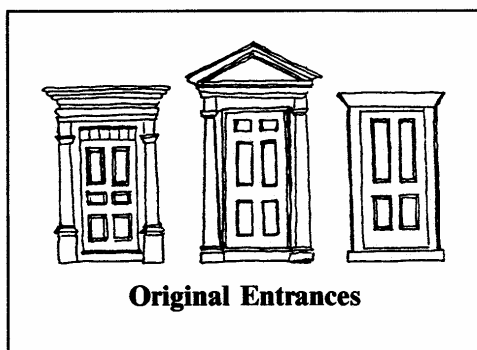
Entrances and Porches

Maintenance

Entrances and porches can be the focal point of a building's façade. Together with their functional and decorative features such as doors, steps, balustrades, pilasters, and entablatures, they can be extremely important in defining the overall historic character of a structure. Furthermore, they can be the most individually expressive part of the building with many variations existing within each architectural style. Unfortunately, particularly for porches, they are also often the part of the house which undergoes the most change. This phenomenon is a result of faster deterioration due to greater exposure, stylistic trends, personal taste, or the inhabitants, special needs.



Basic Entrance Features



Original Entrances

Repair

Most entrances and porches in older homes are constructed of wood, and, for

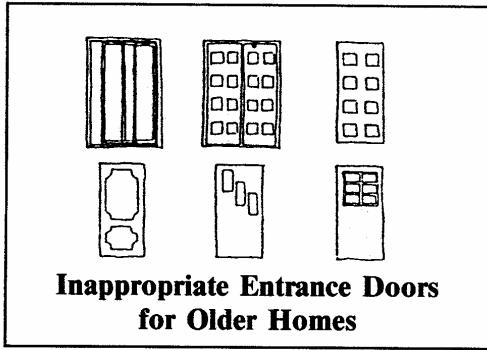
reasons mentioned above, are more easily prone to deterioration, and need to be monitored in order to keep replacement and reinforcement to a minimum. Decorative woodwork often gives the structure its unique character. When repairing, try to match new parts with existing features as best and accurately as possible.

Replacement

Replacement of doors and their features, such as transom-, fan- and side-lights, pilasters, caps, panels and hardware, should try to confirm to the original building style, façade proportion, and material. It is sometimes possible to find used doors of the same period, and this may be a good solution if size or design is a problem. Certain woodworkers also specialize in period reproductions. Avoid removing the original features on an entrance without replacing them with visually compatible elements.

Porches did not come into use until the middle of the 19th century, and, like shutters, they were added to older homes. When replacing a porch, try to determine whether it is original or a later addition. If the porch is original to the house, it is an integral part of the total design, and its replacement should convey the same visual appearance. When adding a porch to a house which originally had one, photographic or physical documentation is particularly helpful. The Simsbury Historical Society is one source for old photographs. A new porch which resembles the old material, arrangement, scale and proportions may often be appropriate and even help restore the house's original character and integrity.

If the porch is not original, consider restoring the house to its original condition, providing the building's historical or architectural integrity is not lost. Be careful about removing an old porch from an even older house, as this construction may make an historical statement. Furthermore, a significant amount of the earlier material may have been removed or destroyed to construct the later addition.



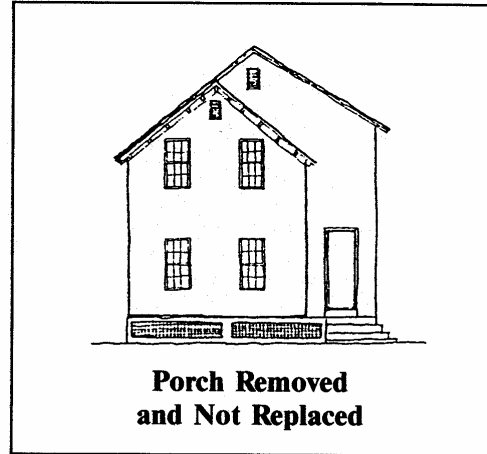
**Inappropriate Entrance Doors
for Older Homes**

Addition

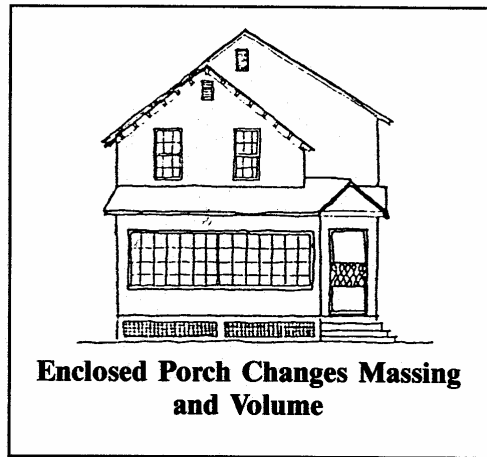
Generally, the addition of new entrances or decks should be confined to the sides or back of a building, not visible from the public way.

Some houses have enclosed porches in order to provide more interior space, greater privacy, or better thermal efficiency. Often these goals can be achieved in more appropriate and less visually disturbing ways, by using larger sheets of glass behind the porch supports, rails and details, installing removable screens for seasonal use, and/or using weather stripping in existing windows and doors.

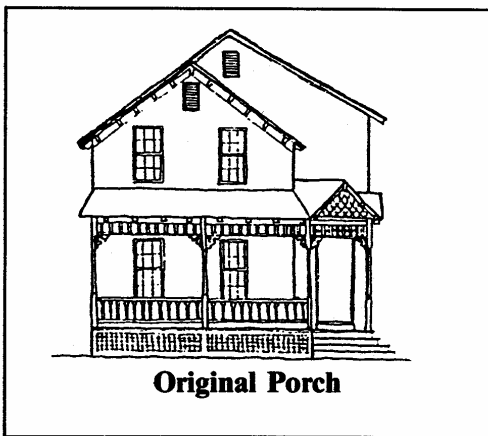
Storm doors are often very prominent features which can distract from the original door. Avoid inappropriate detail, and try to choose a storm door which resembles the main door in proportion, color and material.



**Porch Removed
and Not Replaced**



**Enclosed Porch Changes Massing
and Volume**



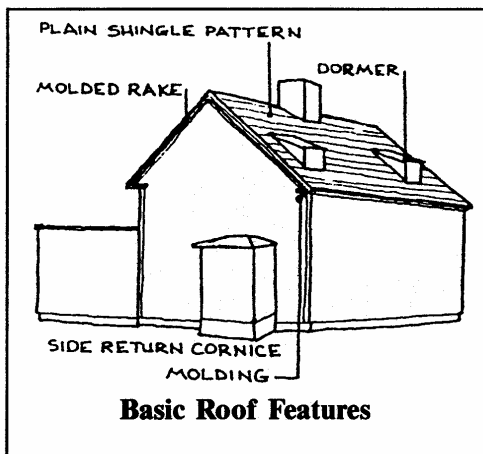
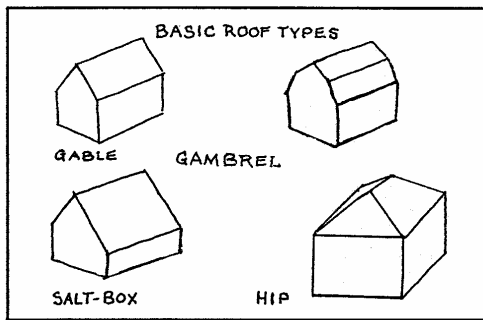
Original Porch

Roofs and Roofing

Maintenance

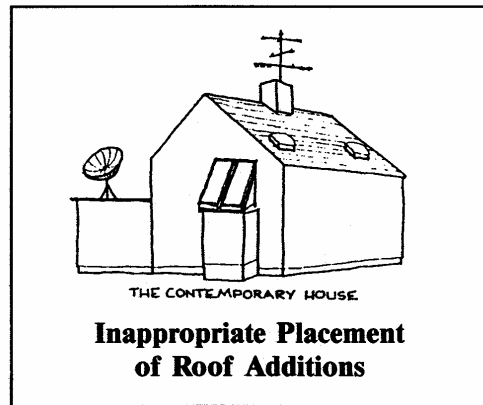
The roof's shape, particular features, material and color can be important in defining the building's external appearance and overall character. Along with this design role, the roof is essential for the preservation of the entire structure and should be maintained to provide a weathertight cover.

In this area, wood shingle has been the predominant roofing material since Colonial times. Slate tiles, forming colorful and decorative patterns, and metal were also used in the 19th century, while in the 20th century asphalt has become popular for both roofing and reroofing, and is now the most prevalent roofing material in the district.



Replacement

When damage and/or wear is too extensive, or when limited repair is not possible, replacement work should consider first the roof's original shapes, features, color and materials. Any substitutions such as new chimneys and downspouts should be compatible with the original style and period of the building. Gutters and downspouts are often highly visible, and replacements should not detract from the building's composition, color or special detail. Avoid using removing, without replacing, any character defining feature of a building which indicates the original style and period. Alternative material, such as asphalt shingle, are usually appropriate, except when the roofing material is highly decorative.



Addition

Additions to roofs are generally discouraged, except when proper documentation reveals missing features. When adding new features such as skylights, dormers, satellite dishes, or solar collectors, consider placing them out of view from the public way, and avoid covering, removing, or distracting from the character-defining features or forms. For example, use skylights of the flat variety, placed at the rear of the house if possible. Also, keep in mind that a T.V. antenna can function just as efficiently when in the attic.

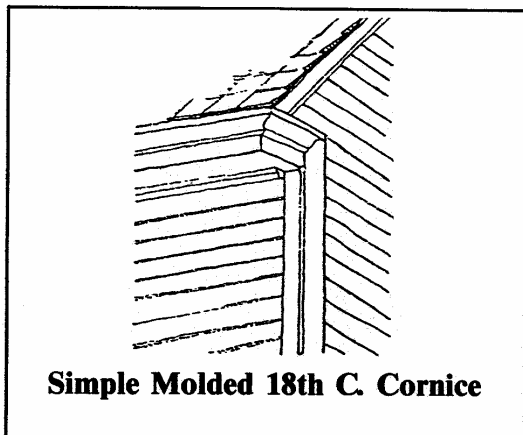
Architectural Ornament

Maintenance

The earliest Colonial houses had little elaborate ornamentation, although simple hand carved cornice moldings were applied. By the end of the 18th century, these moldings had become more prominent and refined.

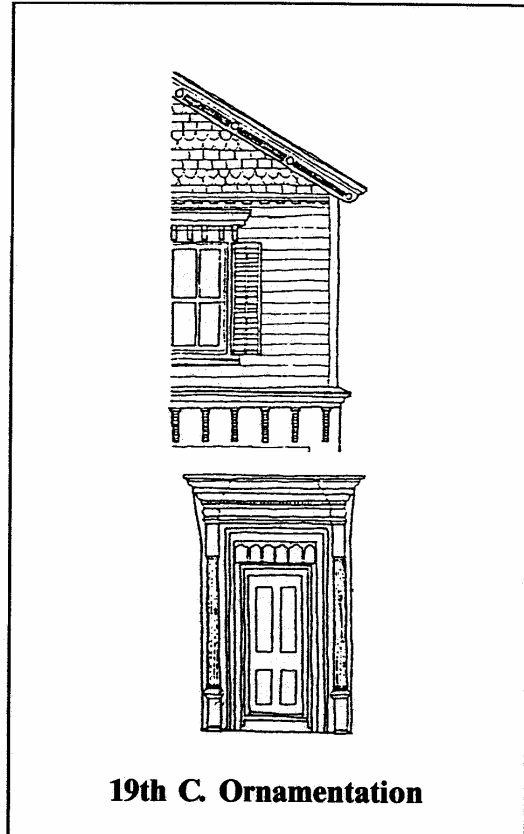
Later, by the end of the Civil War, and with the perfection of the bandsaw and turning techniques, many architectural styles became known for their prolific ornamentation.

Details and trim, such as cornices, rakes, brackets, columns, beaded joints, corner boards, entablatures, and balustrades, give each building its own special character and charm. The type and variety of ornament and decoration often help emphasize and define the building's form, use and style. Original features, whether simple or elaborate, are integral to and consistent with the building as a whole, and should be maintained and retained as such.



Repair

Since most details and decorative elements are commonly made from wood, their maintenance and repair is similar to any wood construction. Depending on whether the feature is structural or applied ornamentation, its repair may consist of refastening, reinforcement, piecing-in, patching, or limited replacement. Often, partially rotten wood may be preserved and reconditioned using contemporary materials such as epoxies, polyesters, and other synthetic resins.



Replacement

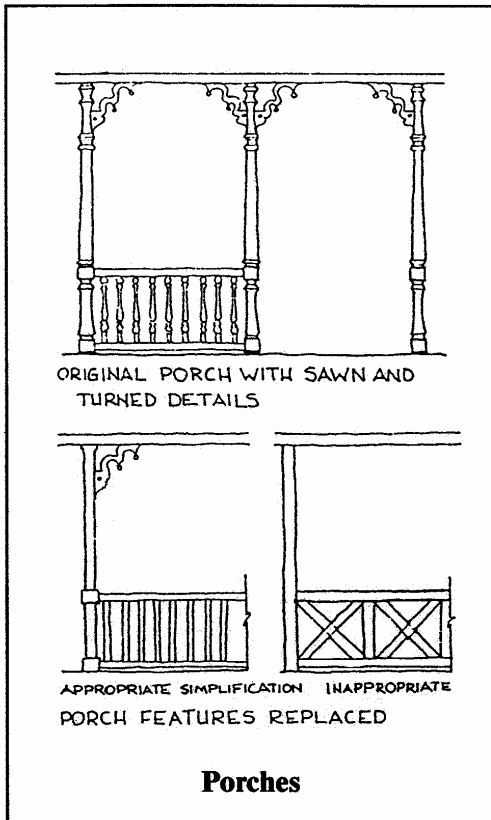
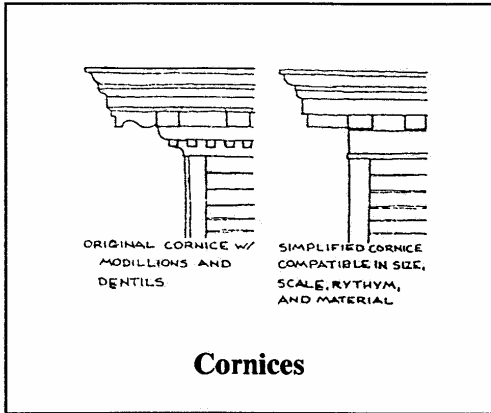
When it is necessary to replace a detail or decorative feature, closely examine the original, its parts, and how they are combined or constructed. If duplication of the original design is not possible, approximation or careful simplification, which conveys similar visual appearance, may be appropriate. Any replacement should be compatible in size, scale, rhythm, and material. If the feature is too deteriorated to allow for proper examination, consider looking for similar features of another building. Avoid removing original details or decorative features without replacing them.

material to both the building and its historical prototype.

New Additions

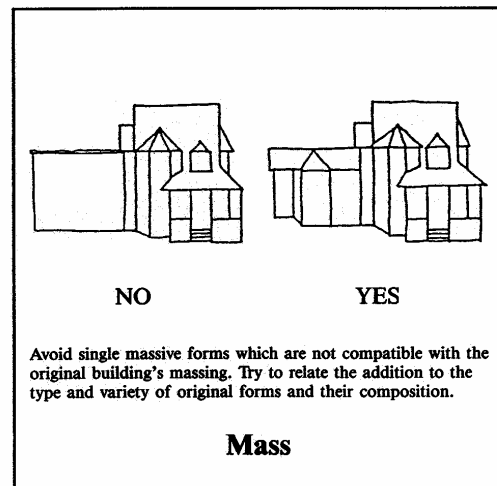
An attached exterior addition to an historic building expands its outer limits to create a new profile. Such expansion has the capability to radically change the historic appearance. If a new use cannot be met by altering non-character-defining interior spaces, then an attached exterior addition exterior addition is usually an acceptable alternative. New additions should be designed and constructed so that the character-defining features of the historic building are not radically changed, obscured, damaged, or destroyed in the process.

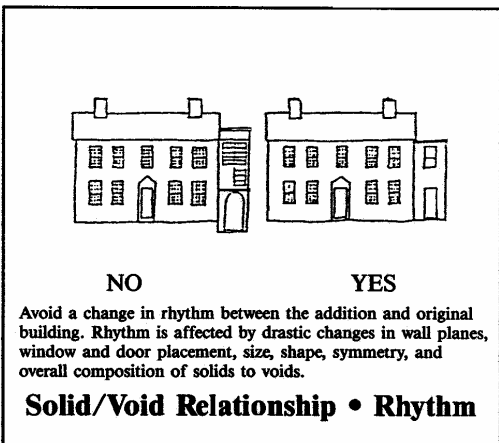
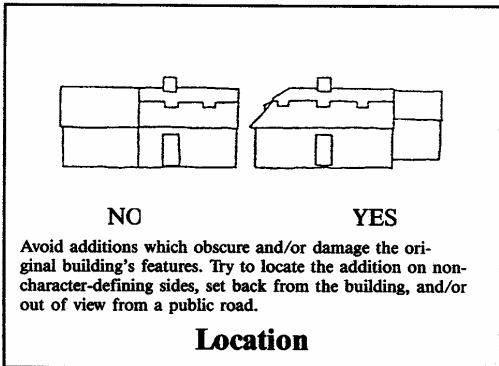
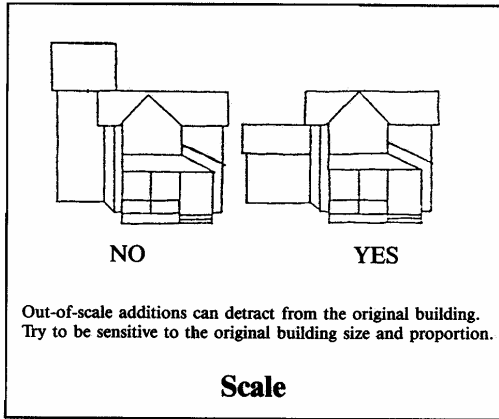
Some houses in the historic district have been added to, and many of these additions are sensitive to, and compatible with, the older structure. These may serve as models for future additions. The new addition should attempt to be compatible with the historic in terms of mass, materials, proportion, location, scale, and relation, of solids to voids. This is not to say that additions must imitate an historic style or period. In fact, a contemporary style addition specifically designed and planned for its context can often be more successful and appropriate.



Addition

In most cases, it is appropriate, and encouraged, to add missing historic details and decorative features. Any additions should be appropriate to the style and period of the building. Try to respect original ornamentation patterns using pictorial and historical evidence, and avoid creating a 'false' historical appearance. Additions should be compatible in size, scale, and





New Construction

The statutory mandate of an historic district does not require reproduction or replication of historic styles, or strict adherence to any architectural style, provided a proposed structure is visually compatible with the area. After all, historic districts and properties are not museums, but places where people live and work. Virtually all districts contain a blend of styles from previous

decades and centuries, and this process can and should be tastefully continued to include styles from the 1990's and into the next century.

Important considerations for totally new structures will include, among other criteria:

- qualities of the building form, including mass, scale and roofing;
- qualities of the façade, including doors and windows, architectural style, details of embellishment and roof material;
- relationship to immediate neighbors, including architectural compatibility and placement of buildings on the site;
- relationship to the district as a whole, including materials, texture, projections (porches, ells, etc.) and color, other than color of paint, and
- environmental factors, including paving, fences, lighting fixtures, signs and relationship to open space.

New construction applications will require a hardline drawing to scale with a list of building materials. A second review of the finished project will be held prior to issuing a certificate of occupancy.

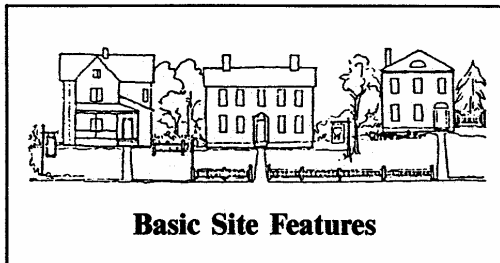
Outbuildings

Outbuildings found in the Historic District include garages, toolsheds, greenhouses and barns. Some of these are historically significant in their own right. For example, a number of barns reflect the history of Simsbury as a farming community. Every effort should be made to maintain and repair these historic outbuildings in keeping with previous sections of these guidelines. The complete deterioration which can result in loss of these structures causes an even greater loss to the character of the historic district. Consider rehabilitation or adaptive re-use options before demolishing a deteriorated historic building.

New construction, such as garages and toolsheds, should be compatible with the major building in material, scale, design, and location. If possible try to locate these structures near the rear of the property and/or screened from public sight.

Site

The relationship between an historic building or buildings and the site helps to define and often enhance the character of an historic property. The site's features, such as outbuildings, fences, signs exterior lighting fixtures, walkways, driveways, and vegetation can all contribute to, or detract from the historic, as well as the contemporary, building. Site features are an integral part of the streetscape.

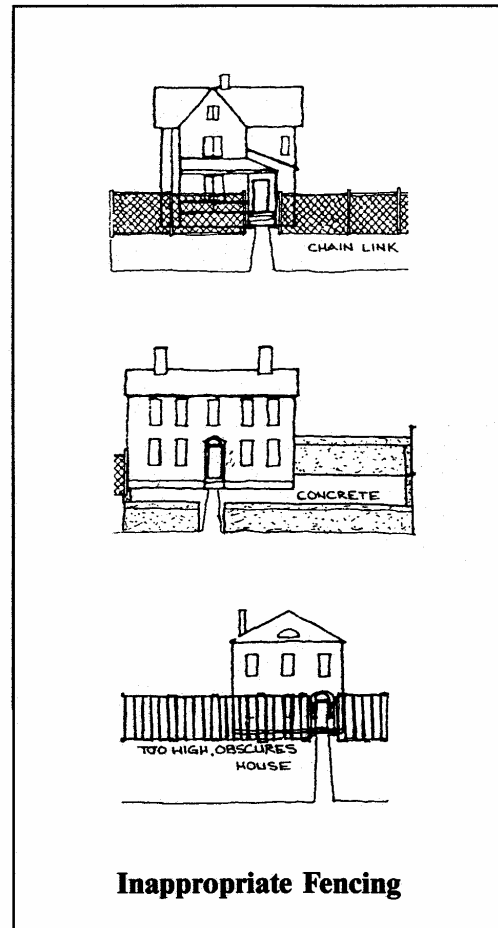


Landscaping

Under Connecticut State Statute landscaping is not regulating in a historic district. For this reason, portions of a structure which are screened from the public way by vegetation will be considered as though vegetation did not exist when an application is being considered.

Fences and Walls

New fences and walls should be compatible with the building's style and character. Fences compatible with rural lifestyle, such as livestock fencing are also considered appropriate. Fences and walls within the district include simple wooden fences, picket fences, stone walls, and stone posts with wooden fence rails. Concrete walls and chain link fences are not recommended.



Signs

New signs are subject to zoning regulations and review by the Historic District Commission. As a rule, signs simple in shape and color are most effective, easiest to read and usually appropriate for any building. The sign should relate to and not obscure its surroundings. Furthermore, it should be compatible in design, material and details to the building and its style. More specific guidelines are provided in the Signage Guidelines, which are included on the next page.

Walkways and Driveways

Large expanses of paved surfaces can visually detract from the historic house. When repaving consider either material originally used or something compatible in color and texture to the building site. Avoid large areas

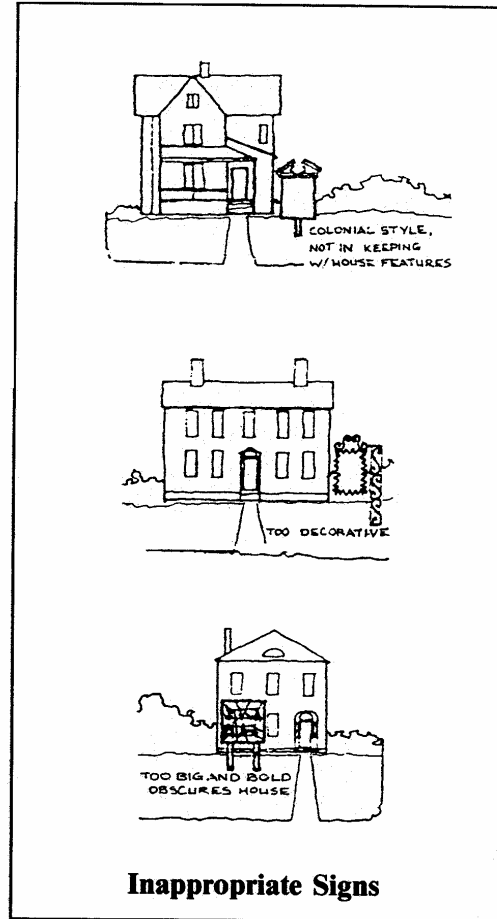
of blacktop. Alternatives such as crushed stone, rolled into a sticky base, or gravel should be considered.

Utility Lines

In new buildings, utility lines from the street to the house should be buried underground. It is a long-term goal of the commission to bury all utility lines within the district in order to restore the historic character of the district, and allow mature trees to assume their natural shape.

Mailboxes

Mailboxes should conform to U.S.P.S. regulations. They should be mounted on a wood post. Excess ornamentation should be avoided.



Signage Guidelines

The Historic District Commission shall require that the appearance, size, position, method of attachment, texture of materials, and design of signs is in keeping with the collective characteristics of the structures located within the Historic District. A Certificate of Appropriateness will be required for all signs except real estate “For Sale” signs (g) and temporary (h). Signs as may allowed within as Historic District shall be further limited as follows:

- (a) Off-site signs shall not be permitted.
- (b) Business signs shall be regulated on an individual basis.
- (c) Maximum area of any permanent sign located in an Historic District shall be two (2) square feet, except for the signs which identify the District.
- (d) No sign may extend above the top of the nearest façade, eaves, or firewall of a building or structure.
- (e) No sign that flashes, blinks, revolves, or is not in motion by the atmosphere shall be permitted. No visible bulbs, neon tubing, luminous paints, or plastics will be permitted as part of any sign.
- (f) Buildings and signs within the Historic District may be illuminated by remote light sources, provided that these light sources are shielded to protect adjacent properties.
- (g) One real estate sign shall be permitted per property, not to exceed one (1) square foot in size. Real estate shall be removed within two (2) days after the closing of the sale of a house or lot.
- (h) Temporary outdoor signs for political, charitable, and civic purposes shall be permitted under the following conditions:
 - (1) No temporary signs shall exceed (6) square feet.
 - (2) Political signs must be removed the day after Election Day.
 - (3) Tag sale signs will be allowed two days prior to and the day of the sale.
 - (4) All other temporary signs must be removed within 24 hours of completion of purpose.

Bibliography

A Field Guide to American Houses, Virginia and Lee McAlester, New York, A. A. Knopf, 1984.
Design Guidelines, A Plan of Appropriateness and Protection, Historic District Commission, East Hartford, 1988.

Design Review in Historic Districts, Alice Meriwether Bowsher. Washington D.C., The Preservation Press, 1978.

Identifying American Architecture, Old House Journal Staff, Brooklyn, N.Y., Old House Journal Corporation, 1988.

Preservation Briefs, U.S. Department of the Interior, National Park Service, Preservation Assistance Division, Technical Preservation Services, Washington, D.C.

Report of the Historic District Study Committee—East Weatogue Historic District Simsbury, Connecticut, 1987.

This bibliography is intended to show homeowners a small sample of the variety of materials available to assist those who are interested in various aspects of historic preservation. These and other materials are available at the Simsbury Town Hall in the planning department, through Historic District Commission members, at the Simsbury Public Library, and at the Connecticut Historical Commission in Hartford.

Application for a Certificate of Appropriateness
Historic District Commission
Town of Simsbury, Connecticut # _____

Application is hereby made for the issuance of a Certificate of Appropriateness under the Historic District Ordinance of Simsbury, Connecticut, enacted pursuant to the enabling authority contained in Chapter 97, Section 7-147d, as amended, of the General Statutes of Connecticut, for proposed work as described below (and, where applicable, as shown on plans, drawings, or other supplementary material accompanying this application):

Address of Proposed Work _____
Owner of Record _____
Owner's Address (if different) _____
Architect (when applicable) _____
Contract (when applicable) _____
Approximate dates of commencement and completion of work _____

Proposed work is in connection with: Dwelling _____; Accessory Bldg. _____:

Other _____. If other, please describe: _____

National and Description of proposed work. Please be as *specific* as possible, including all pertinent design elements. The Commission reserves the right to require site plans, elevations, photographs, or other information deemed necessary for a determination. Please use attachments.

Signature of Owner of Record and Date of Submission

FOR COMMISSION USE ONLY:

Formal Filing Date of Application _____
Date of Hearing: _____
Date of Determination by Commission: _____ Valid for one year.

Application as above made: Granted _____ *Denied* _____

Granted with Stipulations as noted _____

Signature of Commission Officer

Historic District Commission

Date

Personally Handed To:

Re (address):

Stop-Work Order

In accordance with the provisions of Connecticut Statue Chapter 97, Section 7-147d, as amended, you are advised that the work is proceeding in violation of the Simsbury Historic District Ordinance:

- () Work proceeding without a Certificate of Appropriateness.
- () Work proceeding contrary to the detail statement or plan approved by the Commission.

You are therefore notified that all work is to be stopped immediately and work shall not be resumed until the following conditions have been met:

The unlawful continuance of this work shall result in the violations being referred for prosecution and civil suit.

If you have any questions concerning this Stop-Work Order, please call the Building Department in the Simsbury Town Hall at 651-3751 for assistance.

Sincerely,

Richard G. Lacus
Historic District Enforcement Officer

Personally Handed By:

cc: Historic District Commission

Witnessed By:

Historic District Commission

Re (Address):

Dear:

Notice of Historic District Violation Connecticut General Statutes Chapter 97, Section 7-147d, as amended

You are hereby notified that an inspection of the above premises on

_____ (date) disclosed the following violation(s) of the provisions of the Town of Simsbury Historic District Ordinance:

The regulations require that you take the following action. Failure to correct the listed violation(s) may subject you to legal action and/or other penalties provided by law.

1. Prompt discontinuance or correction of the listed violation(s).
2. Violation(s) shall be removed or corrected by _____ (date).
3. Reinspection to determine compliance will be conducted on _____ (date).

If you have any questions concerning this notice, please call the undersigned at 651-3751.

Very truly yours,

Richard G. Lacus
Historic District Enforcement Official

By

Historic District Field Inspector

cc: Richard G. Lacus
and
Historic District Commission Chairman

Ordinance Establishing an Historic District and Historic District Commission

BE IT ORDAINED:

1. **PURPOSE.** In order to perpetuate and preserve the historic features of Simsbury and to promote the educational, cultural, economic, and general welfare of the public through the preservation and protection of the distinctive characteristics of buildings and places associated with the history of or indicative of a period or style of architecture of Simsbury, of Connecticut, or of the nation, there is hereby established an historic district to be known as the *East Weatogue Historic District* and an Historic District Commission.
2. **BOUNDARIES.** The boundaries of the East Weatogue District shall be those described on Schedule A attached hereto and made a part hereof and are shown on a map entitled *East Weatogue Historic District*, which map is incorporated herein by reference.
3. **HISTORIC DISTRICT COMMISSION.**
 - (a) The Historic District Commission (the *Commission*) shall consist of five (5) regular members and three (3) alternate members, all of whom shall be electors of Simsbury and none of whom shall hold a salaried public municipal office in Simsbury. At least three (3) regular members and two (2) alternate members of the Commission shall be owners of record or residents within the East Weatogue Historic District.
 - (b) Within fifteen (15) days of the effective date of this ordinance, the Board of Selectman shall appoint five (5) regular members to the Commission, whose terms shall expire five (5) years, four (4) years, three (3) years, two (2) years and one (1) year from the effective date of this ordinance; and the Board of Selectman shall appoint three (3) alternate members to the Commission, whose terms shall expire three (3) years, two (2) years, and one (1) year from the effective date of this ordinance. Thereafter, the Board of Selectmen shall appoint successors to regular and alternate members to terms of five (5) years, except that an appointed to fill a vacancy shall be for the duration of the unexpired term of a regular or alternate member. Any member or alternate may be appointed for another term or terms. All regular and alternate members shall serve without compensation.
 - (c) Within thirty (30) days after appointment of the members of the first commission, and annually thereafter on a date that the Commission shall establish, the members shall meet, organize, and elect a chairman, vice chairman, and a clerk from its own number. Alternate members shall not participate in any election of officers of the Commission.
 - (d) The presence of four (4) regular or alternate members shall constitute a quorum. No resolution or vote, except a vote to adjourn or to fix the time and place of the Commission's next meeting, shall be adopted by less than three affirmative votes.
4. **POWERS AND DUTIES OF THE COMMISSION.** The Commission shall have such powers, shall perform such functions, shall have such duties, and shall be subject to such limitations as limitations as shall from time to time be prescribed by the enabling legislation, Title 7, Chapter 97, Section 7-147 (a) through 147 (k) of the Connecticut General Statutes, as amended from time to time. Without limiting the powers and duties of the Commission as set forth in the enabling legislation, as it may be amended from time to time, the Commission's powers and duties shall include the following:
 - (a) To hear and determine applications for certificates of appropriateness regarding the erection, alteration, or demolition or removal of a building or structure or the use of premises for parking within the East Weatogue Historic District;

- (b) To adopt rules of practice and regulations to provide guidance to property owners as to factors to be considered in preparing an application for a certificate of appropriateness;
 - (c) To employ and technical assistants or consultants;
 - (d) To accept grants and gifts;
 - (e) To incur expenses appropriate to the carrying on of its work, subject to appropriateness by the municipality or receipt of grants or gifts; and
 - (f) To take action to prevent illegal acts and to enforce its regulations and the enabling legislation.
5. **EFFECTIVE DATE.** This ordinance shall be in full force and effective from and after its passage.

December 16, 1987

SIMSBURY HISTORIC DISTRICT COMMISSION

East Weatogue Historic District

Simsbury, Connecticut

Rules and Procedures

Adopted July 7, 1988

SECTION I GENERAL

A. Purpose. The purpose of these regulations is to provide procedures and guidelines for the following:

1. Organization of the Commission
 - a. Membership
 - b. Officers and Duties
 - c. Committees
2. Meetings and Public Hearings
 - a. Meetings Defined
 - b. Schedule
 - c. Conduct of Meetings
 - d. Public Hearings
3. Administrative Procedures
 - a. Agenda
 - b. Minutes
 - c. Regulation Enforcement
 - d. Conflict of Interest
 - e. Amendments and Revisions
4. Certification of Appropriateness
 - a. Application Procedure
 - b. Standards for Determining Appropriateness
 - c. Exempted Acts

B. Jurisdiction

The Commission will operate in accordance with Connecticut General Statutes Sections 7-147a-k inclusive, and the enabling Ordinance of the Town of Simsbury, dated December 16, 1987, as said Statutes and Ordinance may be amended from time to time.

1. The boundaries of the District are shown on a map entitled "East Weatogue Historic District and dated June 1987, which is on file with the Town Clerk and the office of the Building Inspector.
2. As used in these regulations, "altered" means changed, modified, rebuilt, removed, demolished, restored, razed, moved, or reconstructed; "erected" means constructed, built, installed, or enlarged; "exterior architectural features" means such portion of the exterior of a structure or building as is open to view from a public street, way, or place; "building" means any combination of materials forming a shelter for persons, animals, or property; "structure" means any combination of materials, other than a building, which is affixed to the land, and shall include, but not be limited to, signs, fences, and walls; "appropriate" means not incongruous with those aspects of the District which the Commission determines to be historically or architecturally significant.
3. No building or structure shall be erected or altered within the District until after an application for a Certification of Appropriateness as to exterior architectural features has been submitted to the Commission and approved by said Commission. A Certification of Appropriateness shall be required whether or not a building permit is required. The provision of General Statutes Sections 7-147a-k inclusive, and these regulations shall not apply to any property owned by a non-profit institution of higher education, for so long as a non-profit institution of higher education owns such property.

SECTION II ORGANIZATION OF THE COMMISSION

A. Membership

The Commission shall consist of five (5) members and three (3) alternate members, all of whom shall be electors of the Town, holding no salaried Town office. At least three (3) of the regular members and two (2) of the alternate members shall be owners of record or residents of the Historic District; and at least one of the regular or alternate members shall be a resident of the Historic District who is willing to serve. The members of the Commission shall be appointed by the Board of Selectmen, and the regular members shall be appointed in such a manner that the term of one member shall expire each year from the effective date of the Ordinance establishing the Commission; and the Board of Selectmen shall also appoint three (3) alternate members to the Commission, whose terms shall expire three, two, and one year from said effective date. Thereafter, the Board of Selectmen shall appoint successors to regular and alternate members to fill a vacancy shall be for the duration of the unexpired term of a regular or alternate member. Any member or alternate may be appointed for another term or terms. All members shall serve without compensation. Each member and alternate member shall continue in office until his successor is duly appointed.

B. Officers and Duties

Within thirty (30) days after the appointment of the regular members of the first Commission, and thereafter at the regular January meeting of the Commission, the members shall meet, organize, and elect a Chairman, Vice Chairman, and a Clerk from its own number. Alternate members shall not participate in any election of officers of the Commission

1. Chairman
 - a. The Chairman shall preside at all meetings and hearings of the Commission;
 - b. Shall appoint alternatives to fill a vacancy caused by the absence of a regular Commission member at a meeting;
 - c. Shall appoint committees;
 - d. Shall appoint a Clerk pro tem in the absence of the elected Clerk;
 - e. Shall file with the Connecticut Historical Commission and the Town Clerk of Simsbury any publication of the Historic District Commission, the roster of the Commission's membership, and at least once every year a brief summary of the Commission's actions during that year, including a statement of the number and nature of Certificates of Appropriateness issued, any changes in the membership of the Commission, and any other information deemed appropriate by the Commission; and
 - f. Shall be an ex officio member of all committees.
2. Vice Chairmen
 - a. The Vice Chairman shall act for the Chairmen in the Chair's absence and shall have the authority to perform duties prescribed for that office; and
 - b. Shall maintain a monthly record of the Commission's expenditures on a fiscal year basis.
3. Clerk
 - a. The Clerk (or a secretary under the supervision of the Clerk) shall keep the minutes and records of the Commission;
 - b. Shall provide notice of all meetings to all Commission members;
 - c. Shall arrange proper and legal advertisements of Public Hearings;
 - d. Shall attend to the correspondence of the Commission; and
 - e. Shall perform other duties as are normally carried out by a Clerk.
4. Alternatives
 - a. Alternates to the regular Commissioners shall be appointed on as close to a rotating basis as possible so that they shall act as nearly an equal number of times as possible. When any alternative is not available in accordance with the rotation schedule, such fact shall be recorded in the minutes of the meeting

- b. Alternate members shall, when seated, have all powers and duties of a member of the Commission.
- c. Alternates may serve on any committees.

C. Committees

Committees will be appointed and dissolved as needs and projects require. Membership will be at the discretion of the Commission.

SECTION III MEETINGS AND PUBLIC HEARINGS

A. Meetings Defined

There are three types of meetings other than Public Hearings. The meetings consist of regular monthly meetings and special and emergency meetings. The special meetings are held to transact business on an exception basis or to permit the Commission to develop rules or procedures for the administration of the District or with respect to establishing guidelines for architectural renovations. All meetings are open to the public and are conducted in compliance with the Freedom of Information Act.

B. Schedule

1. Regular meetings are held on the first Thursday of each month at 7:30 PM in the Town Offices, 933 Hopmeadow Street, Simsbury. The schedule of regular meetings for each new calendar year is available from the Town Clerk. The annual meeting for election of officers and regular changes in Commissioners' terms will be January.
2. Special meetings are held on an as-needed basis. Meeting notices will be posted with the Town Clerk at least twenty-four (24) hours prior, stating time, place, and business to be transacted. No other business except that posted on the notice shall be considered at special meetings.
3. Emergency meetings may dispense with the notice requirements, but minutes explaining the nature of the emergency and the business transacted will be filed with the Town Clerk within seventy-two (72) hours.

C. Conduct of Meetings

1. Quorum shall consist of four (4) members of the Commission or their designated alternatives for the transaction of all business either at meetings or Public Hearings.
2. No resolution or vote, except a vote to adjourn or to fix the time and place of the Commission's next meeting, shall be adopted by less than three (3) affirmative votes.
3. Order of Business
 - a. Roll Call and Appointment of Alternatives, if necessary
 - b. Public Hearing, if applicable
 - c. Reading and Approval Of Minutes of Preceding Meeting
 - d. Public Audience
 - e. Unfinished Business
 - f. Report of Committees

- g. New Business
- h. Adjournment

D. Public Hearings

1. Frequency. Public Hearings shall be held:
 - a. Upon the receipt of an application for a Certificate of Appropriateness;
 - b. At the discretion of the Commission when significant questions or concerns arise relating to the administration of the District; or
 - c. To adopt the Rules and Procedures of the Commission.
2. Legal Notices
 - a. Legal notices will be sent to The Farmington Valley Herald or The Hartford Courant. Publication will occur once between the 15th and 5th day before the Public Hearing date. An additional copy of the notice will be posted in the Town Office.
 - b. The legal notice will contain the purpose as well as the time, date, and place of the Hearing.
 - c. A copy of the legal notice will be mailed to the owner of record who is applying for the Certificate of Appropriateness.
 - d. Notice of Public Hearings may be mailed to abutting landowners.
3. Conduct of Public Hearings concerning Certificate of Appropriateness
 - a. Any individual may appear in person, by agent or attorney, or by written communication.
 - b. Applications are heard in the order in which they are placed on file and as shown on the call for the Hearing.
 - c. In order to maintain procedural order and promote fairness, the following order has been adopted:

(See Page 8)
4. Evidence at Hearings
 - a. The proceedings for each application, in addition to the minutes taken by the Clerk, will be recorded by a sound recording device.
 - b. Attachments to each application will be recorded by the Clerk as exhibits in numerical order. Additional material presented during the Public Hearing will be recorded in like manner.
5. Within not more than sixty-five (65) days after the filing of any application as required herein, the Commission shall pass upon such application and shall give written notice of its decision to the applicant by certified mail. When a Certificate of Appropriateness is denied, the Commission shall place upon its records and in the notice to the applicant the reasons for its determination, which shall include the basis for its conclusion that the proposed activity would not be

appropriate. In the notice to the applicant, the Commission may make recommendations relative to design, arrangement, texture, material, and similar features. The Commission may issue a Certificate of Appropriateness with stipulations. Evidence of approval, as referred to in General Statutes Section 7-147d, shall be by Certificate of Appropriateness issued by the Commission. Failure of the Commission to act within said sixty-five (65) days shall constitute approval, and no other evidence of approval shall be needed. The notice of the Commission's action shall be mailed to the applicant by certified mail within forty-eight (48) hours of the rendering of the Commission decision, exclusive of Saturdays, Sundays, and legal holidays. If the Commission approves the application, a Certificate of Appropriateness will be issued. Certificates will be valid for one year. Extension of a six-month period may be granted upon request. Three (3) copies of the Certificate will be issued: one to the applicant, one to the Building Inspector, and one for the Commission's records.

6. Any person or persons severally or jointly aggrieved by any decision of the Commission or of any officer thereof may, within fifteen (15) days from the date when such decision was rendered, take an appeal to the Superior Court for the Judicial District of Hartford/New Britain in accordance with General Statutes Section 7-147i. Notice of such appeal shall be given by leaving a true and attested copy thereof in the hands of or at the usual place of abode of the Chairman or Clerk of the Commission within twelve (12) days before the return date to which such appeal has been taken.

RULES AND PROCEDURES FOR A PUBLIC HEARING CONCERNING A Certificate of Appropriateness

1. Call to order.
2. The roll call will be read by the Clerk.
3. The Clerk shall read notice of the Public Hearing from the legal notices.
4. The Clerk shall read the rules for speaking:
 - a. Only one person may speak at a time.
 - b. Person must be recognized by Chair before he/she may speak.
 - c. Even Commissioners must be recognized by Chair in order to speak or question other speakers.
 - d. Each speaker other than a Commissioner must identify self by name and address.
 - e. If speaker is an expert or consultant, he/she must give his/her credentials as they apply to the case.
5. The applicant and his/her expert consultants shall give a detailed description of the application as well as present any supporting evidence such as blueprints, drawings, specifications as to materials, etc.
6. Upon completion of the presentation, the Commission shall have the opportunity to question the applicant and his/her consultants.
7. The Chairman will ask for supporting testimony or comments of interested parties.
8. The Commission shall then have the opportunity to question those in support of the application.

9. Upon the close of hearing supporting comments, the Chairman will ask for comments by those in opposition to the application.
10. The Commission will then have the opportunity to question those in opposition to the application.
11. Applicant (or his/her agent) may briefly rebut objections raised.
12. Those in opposition may briefly comment if they have anything new to offer.
13. Determination is made if Hearing is to be closed, continued, or record kept open.

SECTION IV ADMINISTRATIVE PROCEDURES

A. Agenda

1. The Chairman shall be responsible for the compilation of the agenda.
2. The agenda and relevant resource material shall be distributed to Commissioners and interested parties no later than five (5) days prior to a regular meeting.
3. A copy of the agenda shall be submitted to the Town Clerk for posting in the Town Office not less than twenty-four (24) hours before the meeting.
4. The Commission may discuss items not listed on the agenda of a regular meeting upon the affirmative vote of at least two-thirds of those members present.
5. Any person who is not a regular, alternate, or non-voting member of the Commission may have a matter placed upon the agenda of a regular meeting after filing a request with the Chairman at least seven (7) days before the date of such a meeting.

B. Minutes

1. Minutes of meetings of the Commissions shall be taken by the Clerk or, in the Clerk's absence, by another person designated by the Chairman.
2. Minutes and the record of the vote of each member will be available in the office of the Town Clerk for public inspection within the time period prescribed by the Freedom of Information Act.
3. Typed copies of the minutes will be sent to each Commissioner with the next meeting's agenda.
4. The Clerk has the option to use a tape recorder to assist in accuracy. Tapes shall be kept on file until minutes are approved.
5. The Commission shall keep a permanent record of its resolutions, transactions and determinations, and of the vote of each member participating therein. These records shall be maintained by the Clerk of the Commission in the office of the Town Planner, in addition to any records already on file with the Town Clerk.

C. Regulation Enforcement

1. The Historic District Enforcement Officer will be the Town Building Inspector.
2. The Commission will take action to prevent the violation of any Rule or Procedure contained herein, or any Section of the applicable Connecticut State Statues, specifically Section 7-147h.
3. Fines of not less than ten dollars (\$10.00) nor more than one hundred dollars (\$100.00) per day shall be imposed on any individual in the violation. Where the violation is found to be willful, the fine shall be not less than one hundred dollars (\$100.00) nor more than two hundred and fifty dollars (\$250.00) for each day that such violation continues.

D. Conflict of Interest

All members shall conduct their activities in accordance with the provisions of Chapter XII, Section 1203, of the Charter of the Town of Simsbury, and any Code of Ethics Ordinance of the Town of Simsbury then in effect.

E. Amendments and Revisions

1. Amendments and revisions to these Rules and Procedures will be sent in writing to each regular member and alternate at least ten (10) days in advance of the meeting at which it is proposed that they be considered.
2. A majority vote of the Commission is required to adopt any revision or amendment.

SECTION V CERTIFICATE OF APPROPRIATENESS

The Historic District Commission will hear and determine applications for a Certificate of Appropriateness in accordance with the provisions of the Connecticut General Statutes, Sections 7-147a-k inclusive, as the same may be amended from time to time.

A. Application Procedure

1. Applications for a Certificate of Appropriateness may be obtained from the office of the Building Inspector at the Town Office or from any Commissioner.
2. Applications should be accompanied by drawings, showing the nature of the work to be performed as well as by a list of materials to be used.
3. The Commission may request such plans, elevations, photographs, specifications, materials, and other information, including in the case of demolition or removal a statement of the proposed condition and appearance of property after such demolition or removal, as may be reasonably deemed necessary by the Commission to enable it to make a determination.
4. With respect to signs, the application should state the style, materials, size, and location(s).
5. The completed application must be returned to an officer of the Commission. It will then be dated and numbered. The formal filing date is established by the Commission.
6. Completed applications will be heard at the next scheduled meeting of the Commission, provided applications are received ten (10) days in advance of that meeting. Applications received after that date will be carried over to the next meeting.
7. Please refer to Section III, D, "Public Hearings", of this document for the Public Hearing procedure. Legal notice will also be sent to each applicant stating the date, time, and place of the Hearing for the application.

B. Standards for Determining Appropriateness

1. In passing on appropriateness as to exterior architectural features, buildings, or structures, the Commission shall consider, in addition to other pertinent factors, the type and style of exterior windows, doors, light fixtures, signs, aboveground utility structures, mechanical appurtenances, and type and texture of building materials.
2. The Commission shall also consider, in addition to other pertinent factors, the historical and architectural value and significance, architectural style, scale, general architectural features involved and the relationship thereof to the exterior

architectural style and pertinent features of other buildings and structures in the immediate neighborhood.

3. Parking Areas

- a. No area within an Historic District shall be used for industrial, commercial, business, home industry, or occupational parking, whether or not such area is zoned for such use, until after an application for a Certificate of Appropriateness has been applied for and granted. This shall apply to the enlargement or alteration of existing lots.
- b. The Commission shall consider the size of a parking area, the visibility of cars parked therein, the closeness of such area to adjacent buildings, and other similar factors.

4. Variations

Where, by reason of topographical conditions, District borderline situations, or because of other unusual circumstances solely with respect to a certain parcel of land and not affecting generally the Historical District, the strict application of any provision of General Statutes Sections 7-147a-k inclusive, as the same may be amended from time to time, would result in exceptional practical difficulty or undue hardship upon the owner of any specific property, the Commission in passing upon applications shall have power to vary or modify strict adherence to said Sections or to interpret the meaning of said Sections so as to relive such difficulty or hardship; provided such variance, modification, or interpretation shall remain in harmony with the general purpose and intent of said Sections of the Statutes so that the general character of the District shall be conserved and substantial justice done. In granting variations, the Commission may impose such reasonable and additional stipulations and conditions as well, in its judgement, better fulfill the purpose of said Statutory Sections. In addition to the filing required by Section III, D-5, of these regulations, the Commission shall, for each variation granted, place upon its records and in the notice to the applicant the reasons for its determinations.

C. Exempted Acts

Nothing in these Rules and Procedures shall:

1. Be constructed to extend to the color of paint used on the exterior of any building or structure;
2. Prevent the ordinary maintenance or repair of any exterior architectural feature in the District which does not involve a change in the appearance or design thereof;
3. Prevent the erection or alteration of any such feature which the Building Inspector or a similar agent certifies is required by the public safety because of a condition which is unsafe or dangerous due to deterioration; or
4. Prevent the erection or alteration of any such feature under a permit issued by a Building Inspector or similar agent prior to the effective date of the establishment of the District.