

TOWN OF COLCHESTER, CONNECTICUT

Historic District Handbook

Revised 5/18/09

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Part 1: Introduction

Town Meeting established the Colchester Historic District and the Historic District Commission by Ordinance on November 7, 1984. The District covers 26 properties around the Town green. The purpose of the Ordinance was "To promote the... preservation and protection of the distinctive characteristics of buildings and places associated with the history of... the Town of Colchester." The establishment of the Local Historic District was a major step in a long term commitment to integrated historic preservation in Colchester.

In 1991 the Town funded an Historic Resources Study which served as the basis for the designation, in 1992, of Colchester as a Certified Local Government by the Department of the Interior. In 1994, much of the Town Center was identified as the "Colchester Village Historic District" and listed as a district on the National Register of Historic Places. Two additional activities directed

toward the preservation of the Town's cultural heritage were the 1995 Colchester Town Center Plan to identify processes to preserve and enhance the historic resources, and the adoption in 1996 of the Historic Preservation Overlay Zoning District pursuant to the 1995 Plan recommendations.

In April of 1998, the Connecticut Historical Commission awarded the Town of Colchester the first "Connecticut Local Government Achievement Award for Historic Preservation." In his citation, Paul Loether, the Certified Local Government Coordinator stated that Colchester was chosen on the basis of its commitment to historic preservation.

This Handbook has been designed to assist Historic District property owners in obtaining a Certificate of Appropriateness from the Historic District Commission. To facilitate the process, the Commission has developed this Handbook that includes Regulations, Standards, Guidelines, and other pertinent information for reference when considering any change to an historic property.

If you have any additional questions, or need assistance with the interpretation of these regulations and guidelines, please contact the Department of Planning and Zoning, Town Hall, at 860-537-7280, or FAX 860-537-7287, or the Historic District Commission via the First Selectman's Office at 860-537-7220.

Part 2: Regulations

Town Of Colchester, Connecticut HISTORIC DISTRICT REGULATIONS

SECTION 1 INTRODUCTION

1-1 Title: These Regulations shall be known as the Historic District Regulations for the Town of Colchester.

1-2 Authority: The Colchester Historic District Commission (Commission) adopts these Regulations in accordance with the provisions of the Connecticut General Statutes (CGS) Section 7-147c.

1-3 Purpose: The purpose of these Regulations is to protect and preserve the character and integrity of the Colchester Historic District, and to provide guidance to property owners as to factors to be considered in preparing an application for a Certificate of Appropriateness pursuant to CGS Sections 7-147d and 7-147e.

1-4 Scope of Application: Only properties within the Colchester Historic District are affected by these Regulations. Because the Colchester Historic District is also within the National Register Historic District, the Town Zoning Regulations for the Historic Preservation Overlay Zone also apply, as will any other pertinent code or regulation.

SECTION 2 GENERAL PROVISIONS

2-1 Establishment of Districts: The Colchester Historic District Ordinance (Ord. No. 211) was adopted at a Special Town Meeting on November 7, 1984, which Ordinance established the Colchester Historic District and the Commission, and is on file in the office of the Town Clerk.

2-2 Historic District Map: The Official Historic District Map was adopted by Ordinance Number 211 at a Special Town Meeting on November 7, 1984, which Map is on file in the office of the Town Clerk.

2-3 Certificate of Appropriateness Re-

quired: Unless exempted by Section 2-4 herein, no building permit or zoning permit shall be issued, and no building or structure shall be erected, altered, demolished, or removed within the Colchester Historic District until a Certificate of Appropriateness has been approved by the Commission. A Certificate of Appropriateness may be required even if a building permit is not required. Activities for which a Certificate of Appropriateness shall be required shall include, but are not limited to the following:

- A. Re-siding.
- B. Building additions, including rooms, roofed porches, dormers, skylights, chimneys and out-buildings.
- C. Site improvements such as fences, walls, walks, steps, driveways, parking areas, satellite dishes, TV antennas, solar panels, permanent signs, pools, patios, decks, outbuildings, outdoor lighting fixtures and flagpoles.
- D. Replacement, addition or modification of windows, doors, storm windows or doors, and shutters.
- E. The addition, removal or replacement of any architectural detail or ornament.

2-4 Exemption from Regulations: A Certificate of Appropriateness is not needed for the following activities:

- A. Any activity not visible from a public street, way or place.
- B. Routine maintenance not involving a change in materials, design, or texture.
- C. Re-roofing with same materials presently visible.
- D. Painting and paint color.
- E. Interior alterations.

SECTION 3 DISTRICT REGULATIONS

3-1 Standards: The Commission shall apply the Secretary of the Interior's *Standards for Rehabilitation* to applications for Certificates of Appropriateness in a reasonable manner, taking into consideration economic and technical feasibility, as well as the Zoning Regulations. Copies of the "Standards" are available in the Department of Planning and Zoning, in Town Hall.

3-2 Guidelines: In addition to Section 3-1

herein, the Commission shall base its decisions regarding applications for Certificates of Appropriateness on the following:

3-2.1 Exterior Walls and Siding: The overall historic character and texture of the building should be retained. Synthetic siding should be avoided whenever possible.

3-2.2 Windows: The original window features should be duplicated when replacing an entire window. When adding windows, place new windows on non character-defining sides of the building, and try to conform to the building's overall fenestration.

3-2.3 Shutters: Shutters should be the traditional wood-slat type, capable of closing and covering the window completely, consistent with their original historic function. Adding shutters to buildings which historically did not have them should be avoided.

3-2.4 Storm Windows: Storm windows or screens should not cover window details, damage the frame, or compromise the appearance. Storm window/screen color should match the trim color. Muntins and trim should align with original window.

3-2.5 Entrances and Porches: Doors and their features, such as transom-, fan- and sidelights, pilasters, caps, panels and hardware, should conform to the original building style, facade proportion, and material. The removal of the original features on an entrance without replacing them with visually compatible elements should be avoided. A new porch should resemble the old in material, arrangement, scale and proportion. The addition of new entrances or decks should be confined to the sides or back of a building, less visible from the public way. Inappropriate detail should be avoided, and storm doors should resemble the main door in proportion, color and material.

3-2.6 Roofs and Roofing: Replacement work should consider first the roof's original shape, features, color and materials. Chimneys and/or dormers should be compatible

with the original style and period of the building. The replacement of gutters and downspouts should not detract from the building's composition, color or architectural detail. The removal, without replacing, of any character-defining feature of a building that indicates the original style and period should be avoided. Unless the roofing material is highly decorative, alternative materials, such as asphalt shingles, are usually appropriate. Additions to roofs in areas visible from the public way are discouraged, except when proper documentation reveals missing features.

3-2.7 Architectural Ornamentation: The removal of original details, decorative, or character-defining features without replacing them should be avoided. Replacement ornamentation should be compatible in size, scale, rhythm, and material with the original.

3-2.8 Additions: Any additions should be appropriate to the style and period of the principal building, and should be compatible in size, scale, and material to both the building and its historical prototype. Original ornamentation patterns should be respected, using pictorial and historical evidence. Creating a false historical appearance on additions should be avoided.

3-2.9 New Construction: New construction should be visually compatible with the area in which it is proposed. Important considerations for new structures include:

- a) Building and roof form, mass, scale and proportion;
- b) Façade style, including doors and windows, details of embellishment and roof material;
- c) Relationship to immediate neighbors, including architectural compatibility and placement of buildings on the site;
- d) Relationship to the district as a whole, including materials, texture, projections (porches, ells, etc.); and

e) Site features, including paving, fences, lighting fixtures, landscaping and open spaces and signs.

3-2.10 Outbuildings: Existing outbuildings should be maintained in keeping with these guidelines. New construction, such as garages and tool sheds, should be compatible with the principal building in material, scale, design, and location. Outbuildings should be located near the rear of the property and/or screened from public view.

3-2.11 Fences and Walls: New fences and walls should be compatible with the building's style and character. Simple wooden fences, picket fences, stone walls, and stone posts with wooden fence rails are appropriate. Concrete walls and chain link fences should be avoided.

3-2.12 Signs: Signs should be compatible in design, material and details to the principal building and its style. Signs should relate to and not obscure their surroundings.

3-2.13 Utility Lines: Whenever practicable, all utility lines should be placed underground.

3-2.14 Mailboxes: Excess ornamentation should be avoided. Freestanding mailboxes should be mounted on a wood post.

SECTION 4 ADMINISTRATION AND ENFORCEMENT

4-1 Applications: Applications for a Certificate of Appropriateness shall be made on the proper form and be submitted to the Department of Planning and Zoning. Complete applications received no later than 12:00 noon on the tenth working day prior to the next regularly scheduled meeting will be set for public hearing at the next regular meeting of the Commission (typically held the second Monday of the month). Application forms are available at the office of the Department of Planning and Zoning in Town Hall. (Amended 9/08)

4-2 Completeness: Applications for a Certificate of Appropriateness shall be accompanied by plans, elevations, or sketches drawn to scale de-

pecting the proposed activity, materials lists, photographs, and any other appropriate documentation.

4-3 Day of Receipt: The day of receipt of an application for a Certificate of Appropriateness shall be the day such completed application is submitted to the Department of Planning and Zoning.

4-4 Hearing Required: A public hearing shall be held by the Commission on all applications for Certificates of Appropriateness.

4-5 Notification: Notification of the time and place of the public hearing shall be made by the Commission in the form of a legal advertisement appearing in a newspaper having a substantial circulation in Colchester not more than fifteen days nor less than five days before such hearing.

4-6 Commission Action - Notice: The Commission shall reach a decision on an application for a Certificate of Appropriateness and provide the applicant written notice of such decision within 65 days from the day of receipt. In the event that a violation of the Historic District Regulations exists at the property for which a Certificate of Appropriateness is being applied for, the Historic District Commission may require correction of the violation as a condition of the approval of an application. (Amended 5/18/09)

4-7 Enforcement: These regulations shall be enforced as provided for in CGS Section 7-147h (a).

SECTION 5 SEVERABILITY

The provisions of these Regulations are severable. If any court of competent jurisdiction shall invalidate any provision herein, such invalidation shall not affect any other provision of these Regulations. If any court of competent jurisdiction shall invalidate the application of any provision of these Regulations to a particular case, such invalidation shall not affect the application of said provision to any other case within the town.

Part 3: Secretary of the Interior's Standards

The following is a summary of the Secretary of the Interior's *Standards for Rehabilitation*. These standards are to be applied by the Commission to projects requiring a Certificate of Appropriateness in a reasonable manner, taking into consideration economic and technical feasibility.

- 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 adding 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 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 historic materi-

als 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 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.

Complete copies of the *Standards* are available at the Department of Planning and Zoning in Colchester Town Hall, or may be downloaded from the Town's web site.

Part 4: Local Guidelines

The Historic District Commission has prepared the following guidelines to offer advice and provide information about various maintenance and repair projects owners of historic properties will encounter. These guidelines are an expansion of the Guidelines listed in Section 3-2 of the Historic District Regulations, and should prove useful generally, whether or not a Certificate of Appropriateness is required for the specific project. Preserving the historic fabric and character of Colchester is the Commission's goal, and your continued efforts will ensure achievement of that goal.

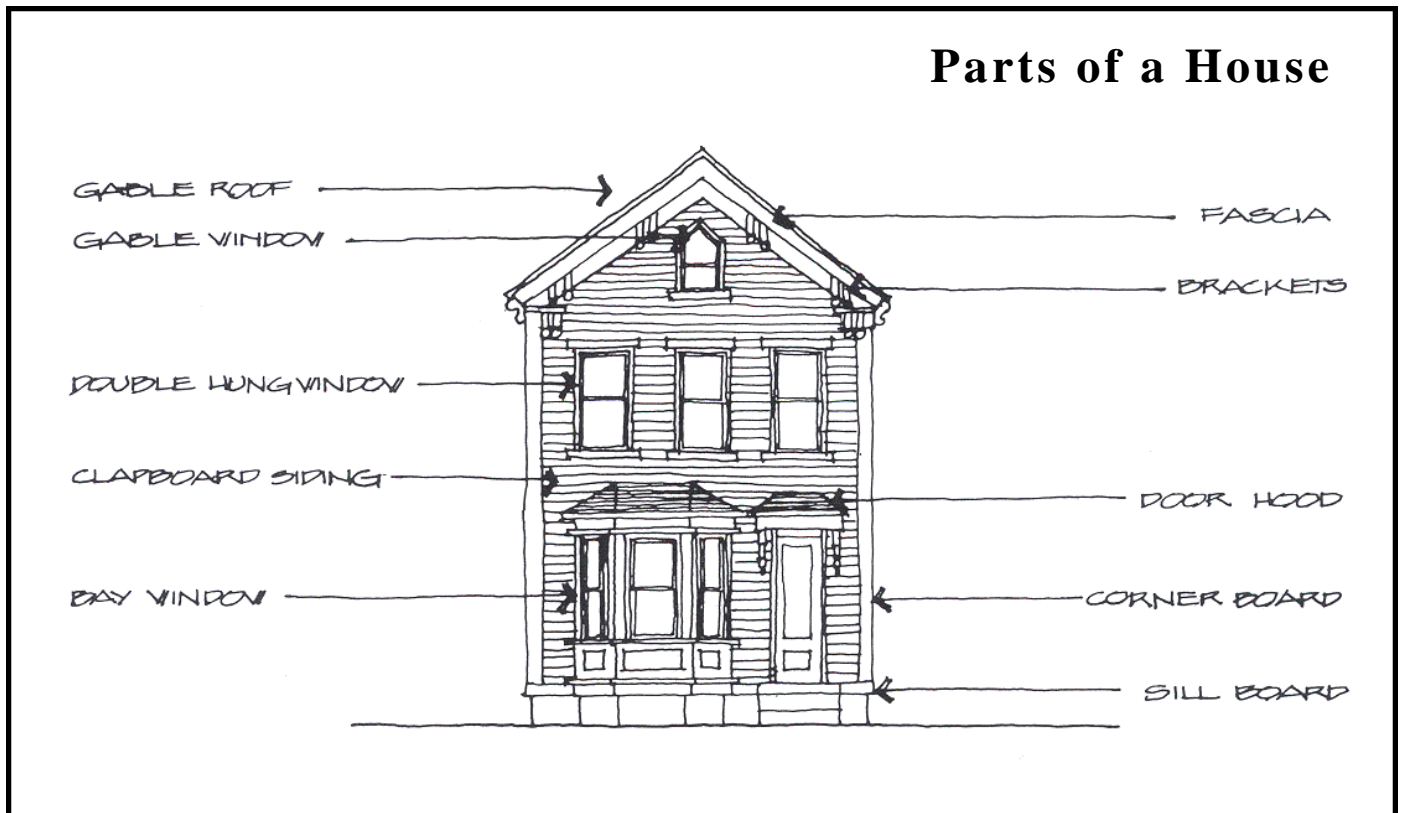
Exterior Walls and Siding

Exterior walls and siding provide the building with its overall texture. The materials and their relationships to each other help in defining the historic character of a building. Clapboards and weatherboards were the most common siding types in the 18th and 19th centuries in Colchester. Today, wood clapboard is still the most prevalent siding material within the Historic District.

Wood siding is a very durable material when properly maintained, so 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. Hand-crafted detailing and finishing should be carefully preserved when maintenance and/or repairs take place. Limited replacement or repair for decayed, warped, or missing siding pieces should be considered when they no longer provide adequate weather protection. Patching materials should be matched with existing siding in size, shape, texture, pattern, and color.

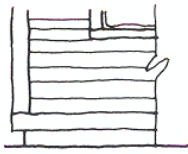
When repainting, (normally every five to eight years) cleaning, light scraping and hand sanding is generally sufficient and recommended. Remember, paint provides not only protection, but color, and articulation of details. Total paint removal is usually not recommended or necessary, and if removed, a new coating should be reapplied to the exposed surface. Of the several paint removal methods, sandblasting is the most destructive, and is highly inappropriate for the Historic District.

Siding texture, relief and patterns give the exterior



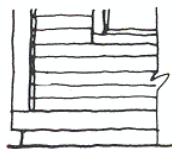
Siding Materials

YES

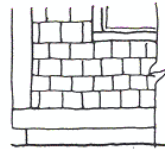


ORIGINAL CLAPBOARDS

ORIGINAL SIDING AND TRIM ARE ALWAYS THE BEST CHOICE. SYNTHETIC SIDING OR SHINGLES MAY BE USED IF PROPERLY SIZED AND IF TRIM IS RETAINED



VINYL OR ALUMINUM

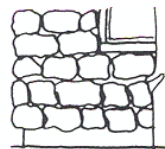


SHINGLE

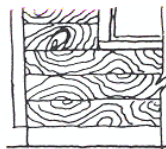
NO



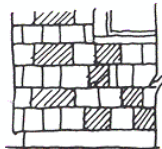
VERTICAL SIDING



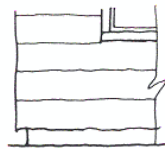
ARTIFICIAL STONE



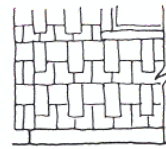
GRAINED VINYL



ASBESTOS SHINGLE



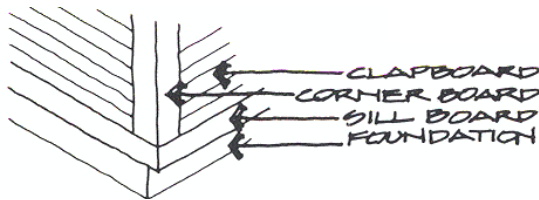
WIDE VINYL OR ALUMINUM



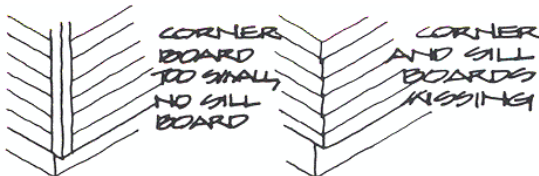
STAGGERED BUTT SHINGLE

Corner Treatment

YES



NO



walls their light, shadow, and character, and give sillboards, corner boards and rooflines their edges. Original stylistic intentions were often reflected by changes in siding material between stories and/or gables. Any siding replacement should be sensi-

tive to these effects, so changing the style of the siding (i.e. from clapboard to brick, or shingle to clapboard) is inappropriate.

Synthetic siding for historic buildings is inappropriate, does not enhance historic structures, and cannot duplicate the true texture, relief and detail of real wood. If synthetic siding must be used, its advantages and disadvantages should be weighed carefully, and care should be taken to match width, spacing and direction of original siding, and to replicate or preserve surrounding architectural features.

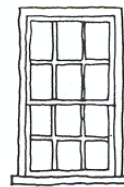
Windows

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 improvements 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

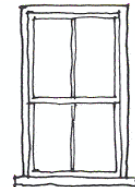
Replacing Windows

YES



FEDERAL/GK. REVIVAL

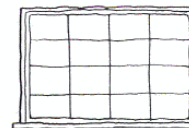
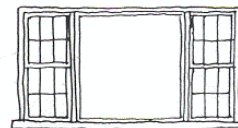
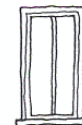
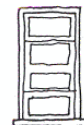
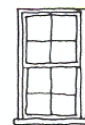
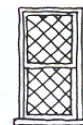
BEFORE 1850



VICTORIAN

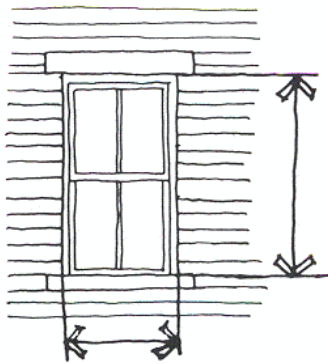
AFTER 1850

NO



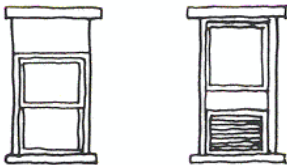
Proper Window Size

YES _____



FULL HEIGHT AND WIDTH OF ORIGINAL WINDOW OPENING ARE RETAINED

NO _____



WINDOW OPENING IS PARTIALLY CLOSED BY BLOCKING DOWN OR BY ADDITION OF AIR CONDITIONING UNIT. OPENING LOOKS TOO SMALL

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 as a whole, and should be preserved as such. Routine maintenance will insure the building's character and style, as well as thermal efficiency. Although good reproductions are available, a window can often be repaired through patching or replacing deteriorated parts. It is recommended that this alternative be considered before replacing the entire window.

If it is necessary to replace an entire window, the original features should be duplicated. Since most windows in the historic district are of wood, it is recommended that wood replacement windows be used. If this is not possible, substitute materials should match the color of other windows or surrounding elements. When replacing a non-original window, attempt to obtain an original window type appropriate to the building's style and period. New not-to-type windows can easily destroy a building's integrity. The placement, type, and number of windows are essential to the original function and appearance of the building. If not-to-

type windows must be used, attempts should be made to place them only on non-character defining sides of the building, and try to conform to the building's overall style, proportion, scale and material.

Shutters

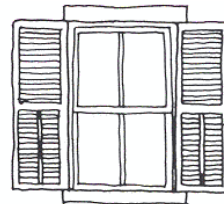
Window shutters were not used until the end of the 18th century, though at that time many were added to older buildings. Their first function was to provide insulation and privacy, but have since been used (and abused) merely as decorative features. Adding non-original shutters to historic homes is not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

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

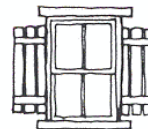
Shutter Types

YES _____

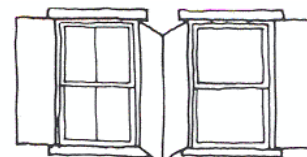
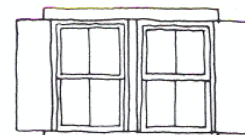
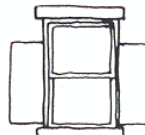


TRADITIONAL PAINTED WOODEN SLATED SHUTTERS ARE ALWAYS APPROPRIATE.

NO _____



RANCH OR ALUMINUM SHUTTERS ARE NOT APPROPRIATE



AS WELL AS BEING PROPERLY SIZED, SHUTTERS SHOULD HAVE ENOUGH WALL SPACE BETWEEN THEM TO LIE FLAT ON THE WALL WHEN OPEN.

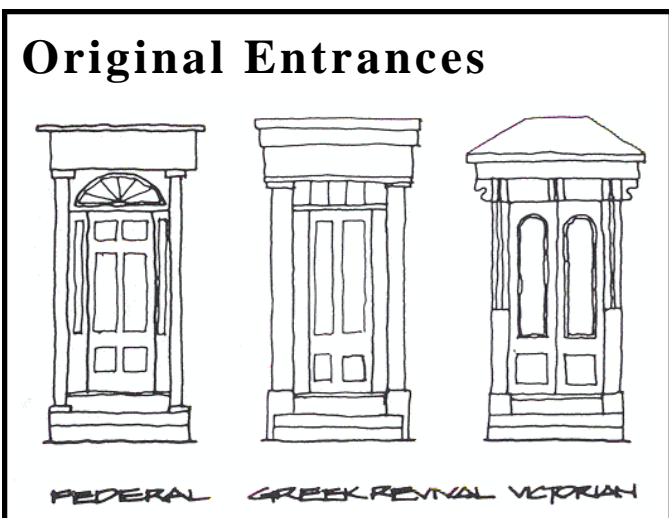
equal thermal efficiency to a modern, double glazed replacement. When installing a storm window or screen, attempts should be made not to cover window details, damage the frame, or visually impair the appearance, e.g. match color to trim. Muntins and trim should line up with original window.

Entrances and Porches

Entrances and porches can be the focal point of a building's facade. Their functional and decorative features such as doors, steps, balustrades, pilasters, and entablatures, are extremely important in defining the overall historic character of a structure. Unfortunately, they are often the part of the house which undergoes the most change.

Most entrances and porches in older homes are wood, so are prone to deterioration, and need to be monitored to keep replacement and reinforcement to a minimum. Decorative porch woodwork often gives the structure its unique character, and when repaired, new parts should match with existing features as best and accurately as possible.

Replacement of doors and their features, such as transom-, fan- and side-lights, pilasters, caps, panels and hardware, should conform to the original building style, facade proportion, and material. It is often 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 replac-



Entrance Treatment

YES

ORIGINAL ENTRY:
WELL BALANCED

NO

TRIM REMOVED,
DOOR LOOKS OUT
OF PROPORTION

Door Treatment

YES

PANELED WOODEN DOORS OR WOOD-EN STORM DOORS ARE APPROPRIATE. DOORS SHOULD BE OF THE ORIGINAL SIZE AND SHOULD BE PAINTED

NO

ing them with visually compatible elements.

Porches did not come into use until the middle of the 19th century, and, like shutters, 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 that originally had one, photographic or physical documentation is particularly helpful. The Colchester Historical Society is one source for historic photographs. A new porch which resembles the old in material, arrangement, scale and proportion will help restore the house's original character and integrity.

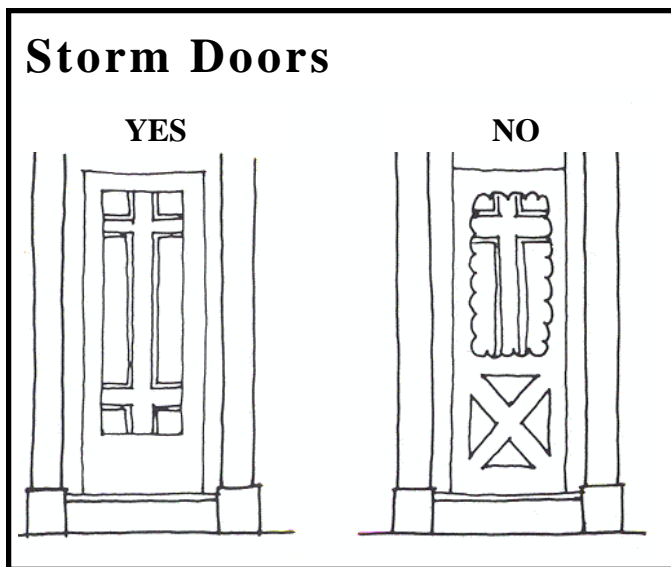
The addition of new entrances or decks should be confined to portions of a building not visible from the public way. On porches that have been enclosed, enclosure can be achieved in less visually disturbing ways, such as using larger sheets of insulated glass behind the porch supports, rails and details.

Storm Doors

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

Roofs and Roofing

The roof's shape, particular features, material and color are important in defining a building's appearance and overall character. In New England, wood shingles have been the predominant roofing material since Colonial times. Slate tiles and metal



were also used in the 19th century, although in the 20th century asphalt has become popular for roofing/re-roofing, and is now the most prevalent roofing material in the district.

Roof repair and/or replacement work should consider the roof's original shapes, features, color and materials. Any substitutions, including new chimneys and dormers, should be compatible with the

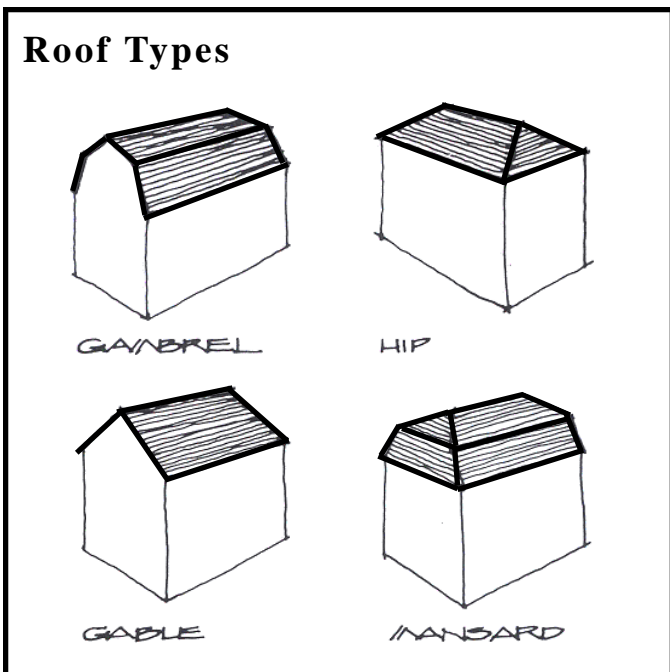
original style and period of the building. Also, gutters and downspouts are usually highly visible, and replacements should not detract from the building's composition, color or special detail.

Avoid removing, without replacing, any character-defining feature of a building which indicates the original style and period. Alternative materials, such as asphalt shingles, are usually appropriate, except when the roofing material is highly decorative.

Additions to roofs are generally discouraged, except when proper documentation reveals missing features. New features such as skylights, dormers, satellite dishes, or solar collectors, however, should not be used except when placed out of view from the public way, and when not covering, removing, or distracting from character-defining features or forms. A TV antenna can function just as efficiently when in the attic (and, there's cable).

Architectural Ornamentation

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 band saw 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 retained.

Most details and decorative elements are made of wood. 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 rotted wood may be preserved and reconditioned using contemporary materials such as epoxies, polyesters, and other synthetic resins.

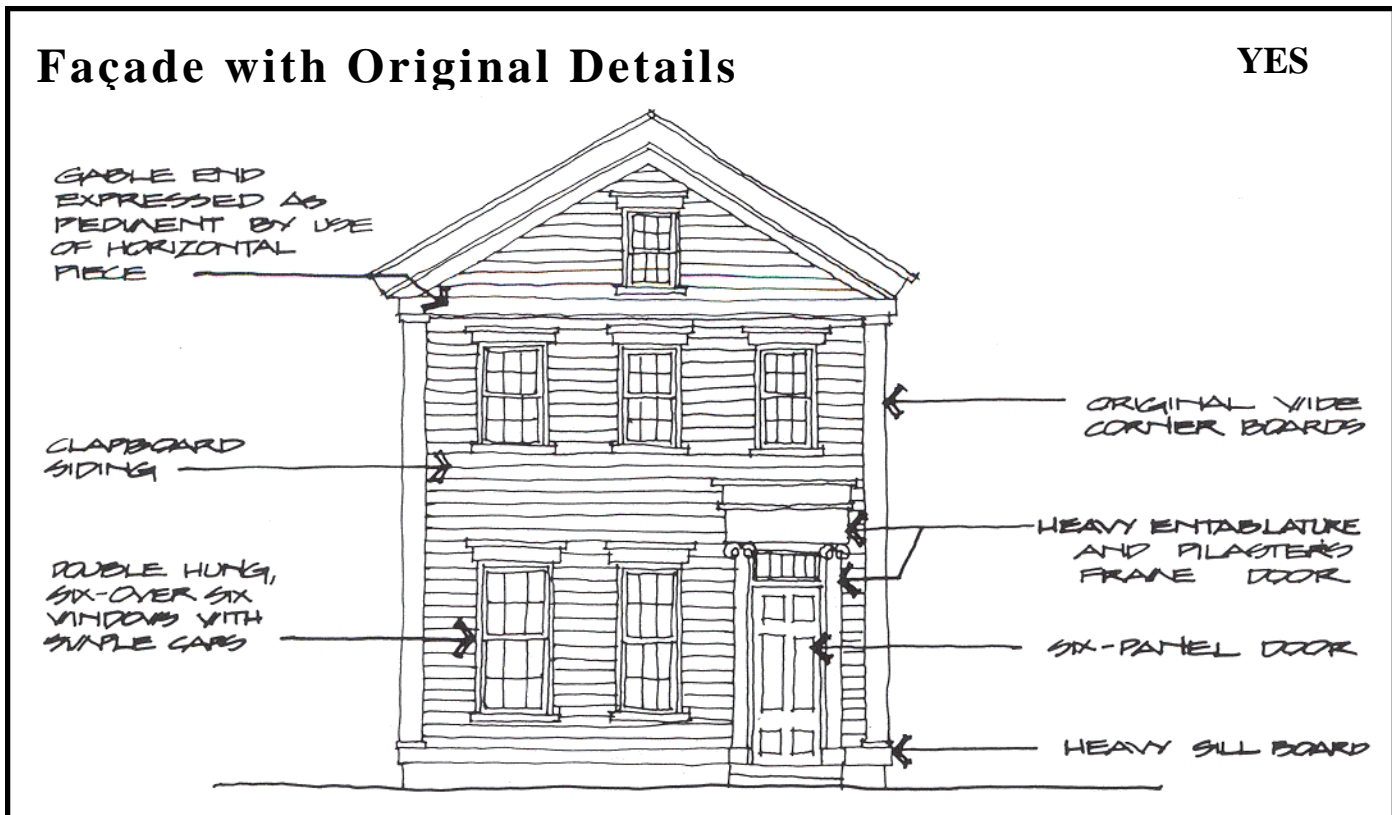
When replacement of a decorative feature is necessary, closely examine the original, its parts, and how they are combined or constructed. If duplication of the original design is not possible, approximation or careful simplification, which conveys

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, look for similar features of other buildings. Avoid removing original details or decorative features without replacing them.

In most cases, it is appropriate, and encouraged, to add missing historic details and decorative features. Any such additions should be appropriate to the style and period of the building. Original ornamentation patterns can be respected by using pictorial and historical evidence. Avoid creating a false historical appearance.

Additions

Any addition to a building has the potential to radically change the appearance of an historic structure, and should be compatible in size, scale, and material to both the building and its historical prototype. If a proposed use cannot be accommodated by altering non-character-defining interior spaces, then an historically sensitive addition can be an acceptable alternative. Such additions should be designed and constructed so that the character-



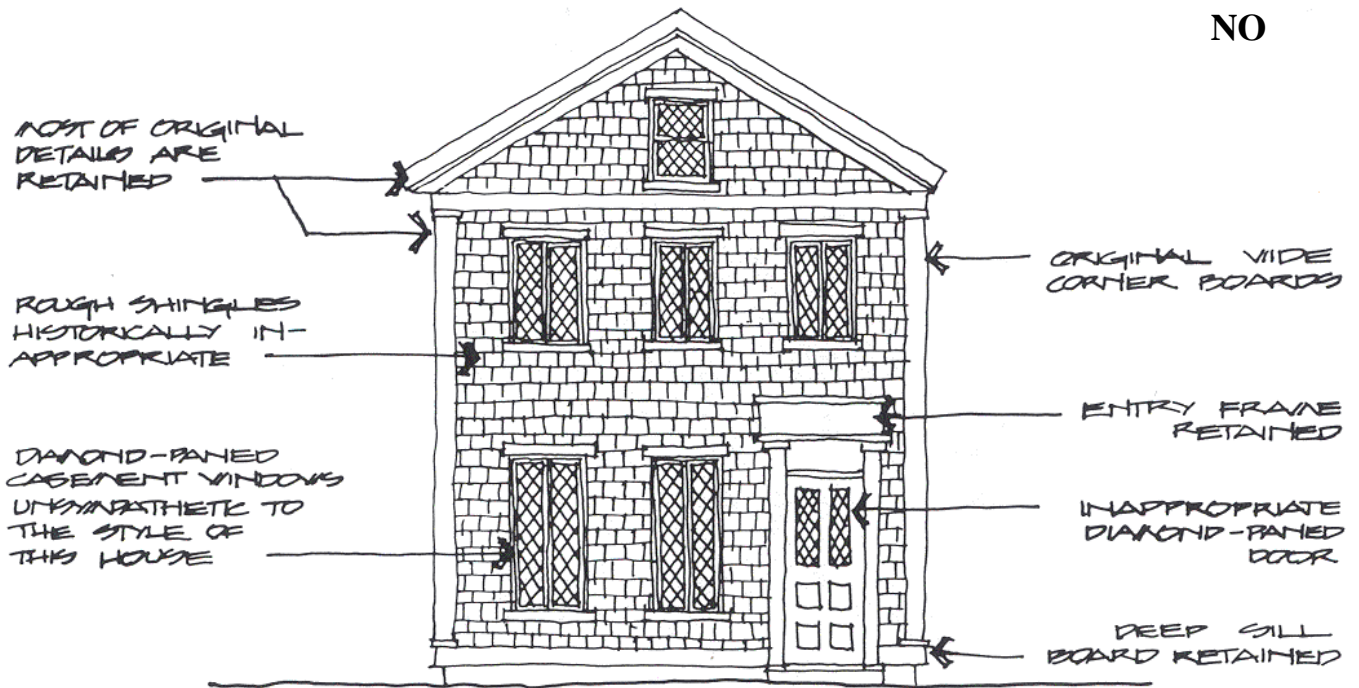
Inappropriate Remodeling

NO



Inappropriate Treatment of House Style

NO



defining features of the historic building are not radically changed, obscured, damaged, or destroyed in the process.

All additions need not imitate an historic style or period, however they should be specifically de-

signed and planned for their context, and be sensitive to the original building size and proportion. Out-of-scale additions will detract from the original building, therefore single massive-form additions not compatible with the building's original massing should be avoided. Further, additions

Inappropriate Renovation

NO

SOME OF CORNICE
BOARDS REMOVED

TWO-OVER-TWO EACH
INAPPROPRIATE FOR A
GREEK REVIVAL HOUSE;
SHOULD BE SIX-OVER-SIX

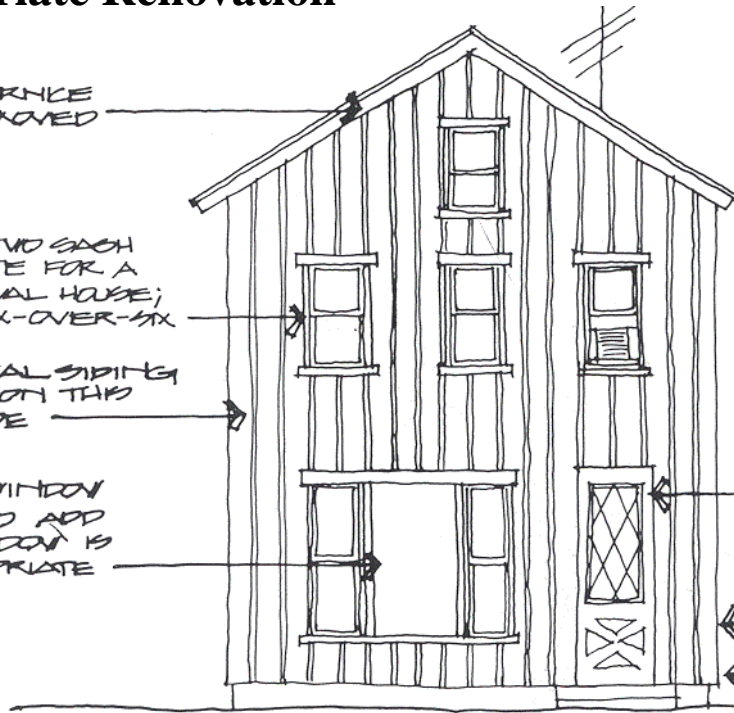
ALL VERTICAL SIDING
INCORRECT ON THIS
STYLE HOUSE

CHANGING WINDOW
OPENING TO ADD
PICTURE WINDOW IS
NOT APPROPRIATE

AIR CONDITIONER
AND TV ANTENNA
SHOULD BE OUT
OF SIGHT FROM
THE STREET SIDE

INAPPROPRIATE
"COLONIAL" DOOR

CORNER AND
SILL BOARDS
ARE COVERED



should be located on non-character defining sides of the historic structure, and/or out of view from a public way, and should avoid a change in rhythm between the addition and the original building.

Some houses in the historic district have already been added to in ways that are sensitive to, and compatible with, the original structure. These may serve as models for future proposed additions.

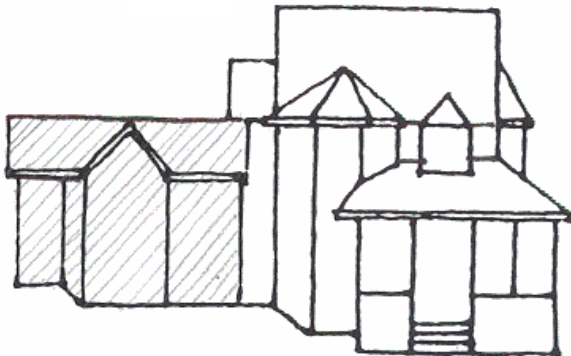
New Construction

The Historic District contains 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 include:

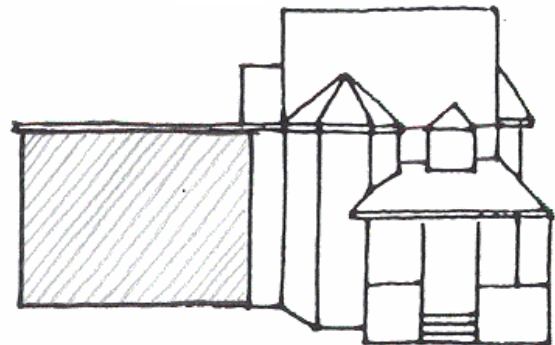
- a) qualities of the building form, including mass,

Additions to Existing Buildings - Massing

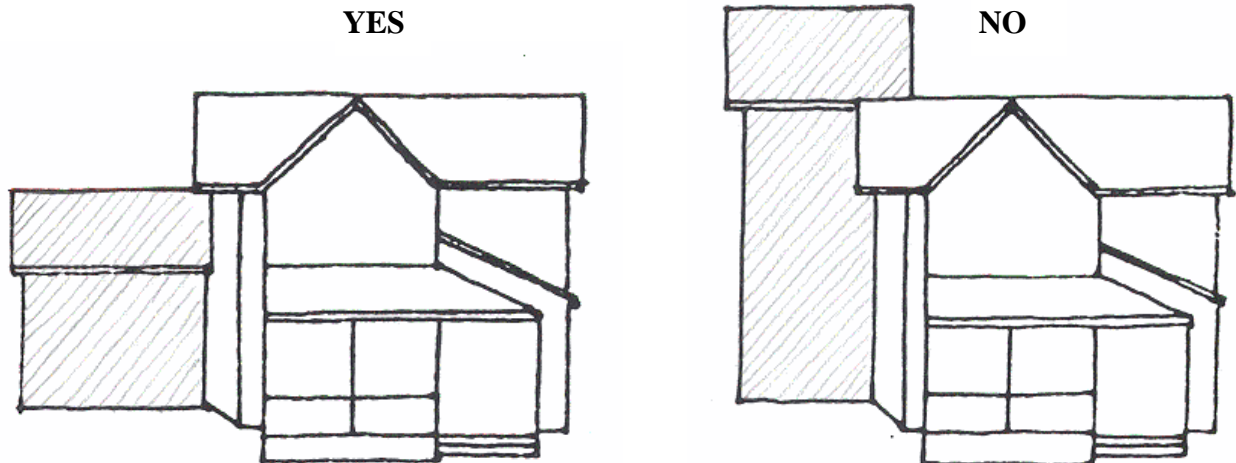
YES



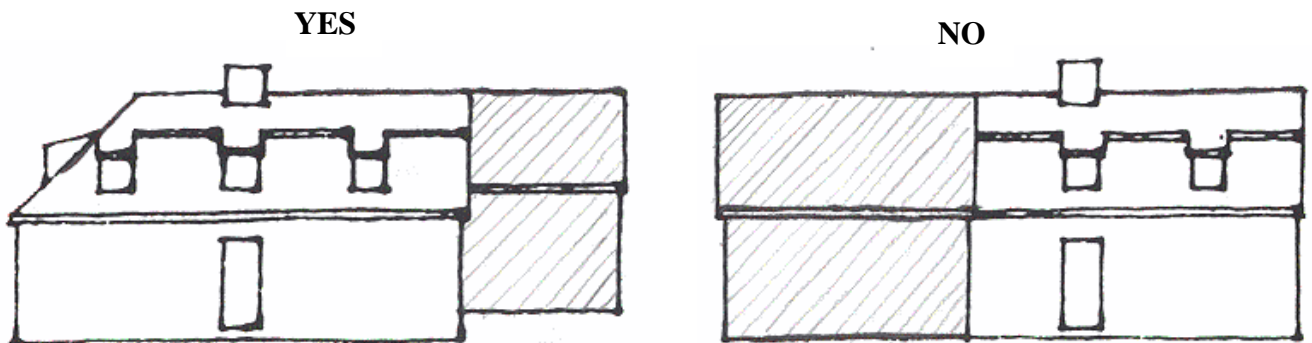
NO



Additions to Existing Buildings - Scale



Additions to Existing Buildings - Location



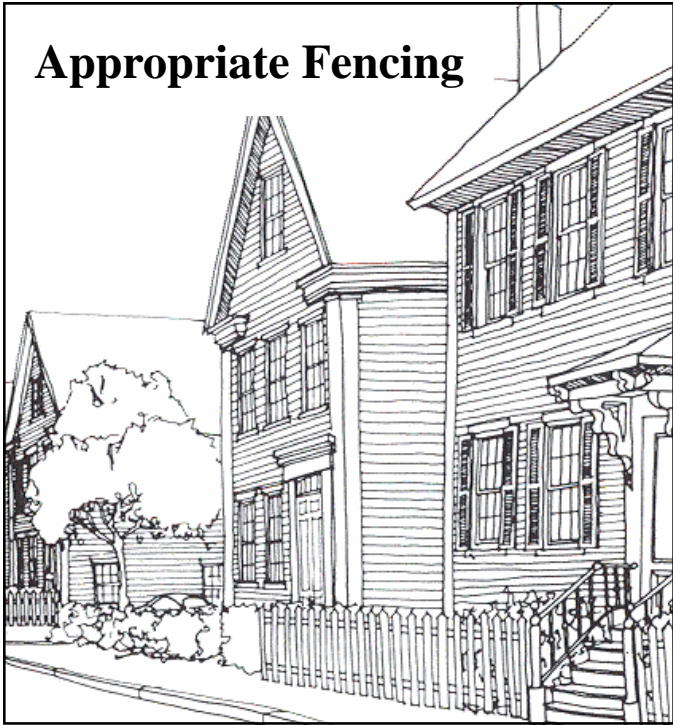
- scale and roofing;
- b) qualities of the facade, including doors and windows, architectural style, details of embellishment and roof material;
- c) relationship to immediate neighbors, including architectural compatibility and placement of buildings on the site;
- d) relationship to the district as a whole, including materials, texture, projections (porches, eaves, etc.) and color, other than color of paint; and
- e) environmental factors, i.e. paving, fences, light fixtures, signs and relationship to open space.

garages and tool sheds, they should be compatible with the major building in material, scale, design, and location. Try to locate these structures near the rear of the property and/or screened from public view.

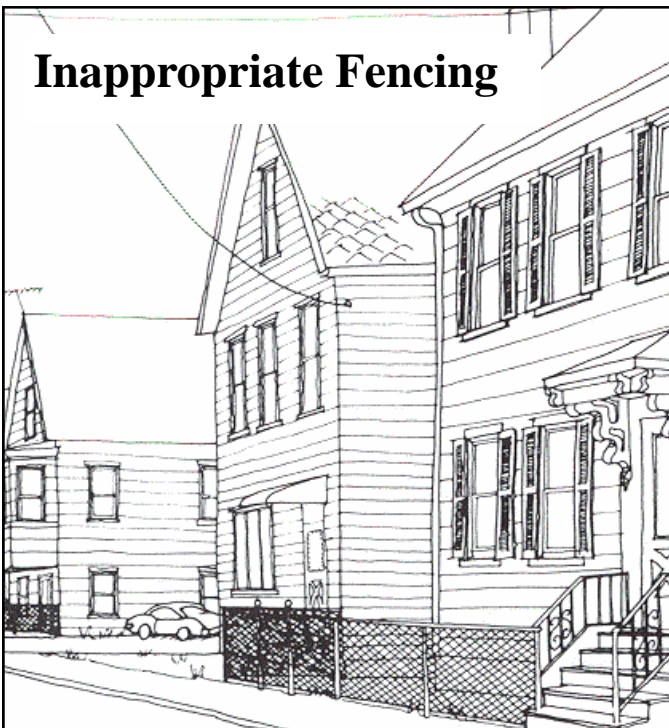
Outbuildings

If new outbuildings are to be constructed, such as

Appropriate Fencing



Inappropriate Fencing



Fences

New fences and walls should also be compatible with the building's style and character. Currently, 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 should definitely be avoided.

The Overall Site

The relationship between an historic building or buildings and the overall site helps to define and enhance the character of an historic property. The site's overall 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 regulated 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.

Walkways and Driveways

Large expanses of paved surfaces can visually detract from an historic house. When re-paving, consider either material originally used or something compatible in color and texture to the building site. Avoid large areas of blacktop, especially if visible from the public way. 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 to allow mature trees to assume their natural shape.

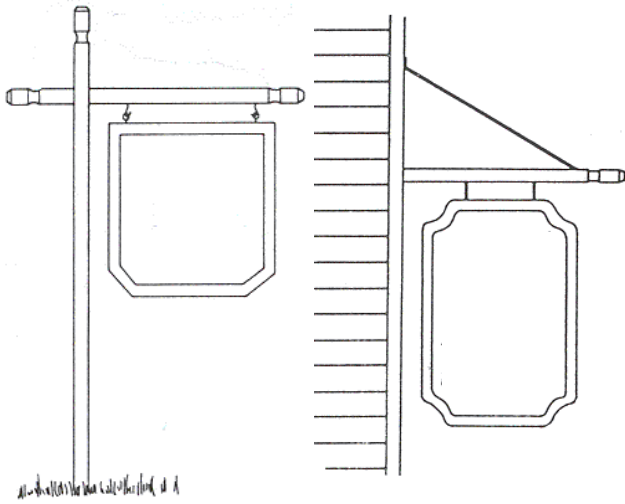
Mailboxes

While mailboxes should conform to U.S.P.S. regulations, there are some design elements to consider. Excess ornamentation should be avoided, and freestanding mailboxes should be mounted on a wood post.

Signs In The Historic District

New signs are subject to the Zoning Regulations and review by the HDC. Generally, signs that are simple in shape and color are the most effective, easiest to read and usually appropriate for any building. Signs should relate to and not obscure their surroundings, and should be compatible in

Acceptable Sign Types

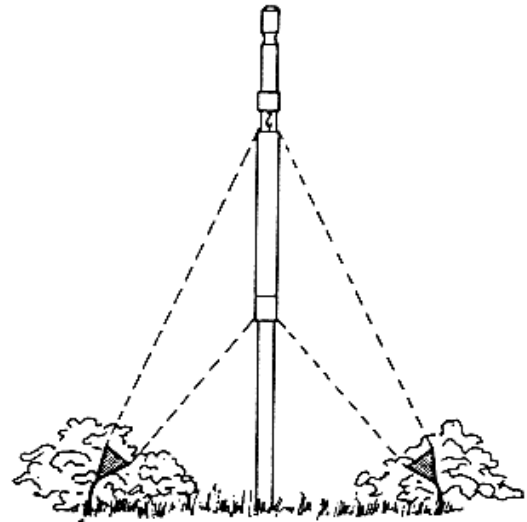


**Freestanding /
Ground Sign**

Projecting Sign

design, material and details to the building and its architectural style. Signs shall not exceed the Zoning requirements in area, and should not cover or obscure significant details and features of a building. In most cases, the removal of signs that are inappropriate to the architectural style of a building will dramatically improve the appearance of the building. Signs should also relate to the pedestrian scale of the surrounding area. Older signs of historic or architectural value should be retained if possible. It is inappropriate for signs in the Historic District to be internally illuminated. Rather, simple, wooden signs should be illuminated with indirect lighting where the light source is itself screened from view. Signs incorporating flashing, intermittent, or neon lighting, mechanical or moving parts, or signs that depict motion, are also inappropriate and should be avoided.

Acceptable Illumination



Indirect Illumination – Ground Sign

Where possible, signs should be placed on a bracket mounted on a post and/or hanging from the building. Buildings with more than one business should have one sign listing all businesses, preferably in the form of a directory sign. On a row of storefront-type entrances, additional signs to designate the individual businesses are permitted for each storefront entrance. Signs may be erected for adjacent parking areas if the signs are deemed necessary and in the public interest.

Additional Sign Types



COLCHESTER HISTORIC DISTRICT COMMISSION

APPLICATION REQUIREMENTS & SUPPORTING MATERIALS

Completed application form.

Plans drawn to scale depicting proposed activity.

Elevations drawn to scale depicting proposed activity in relation to existing conditions.

Sketches with dimensions.

Materials List, indicating size, number, color, texture, material, etc.

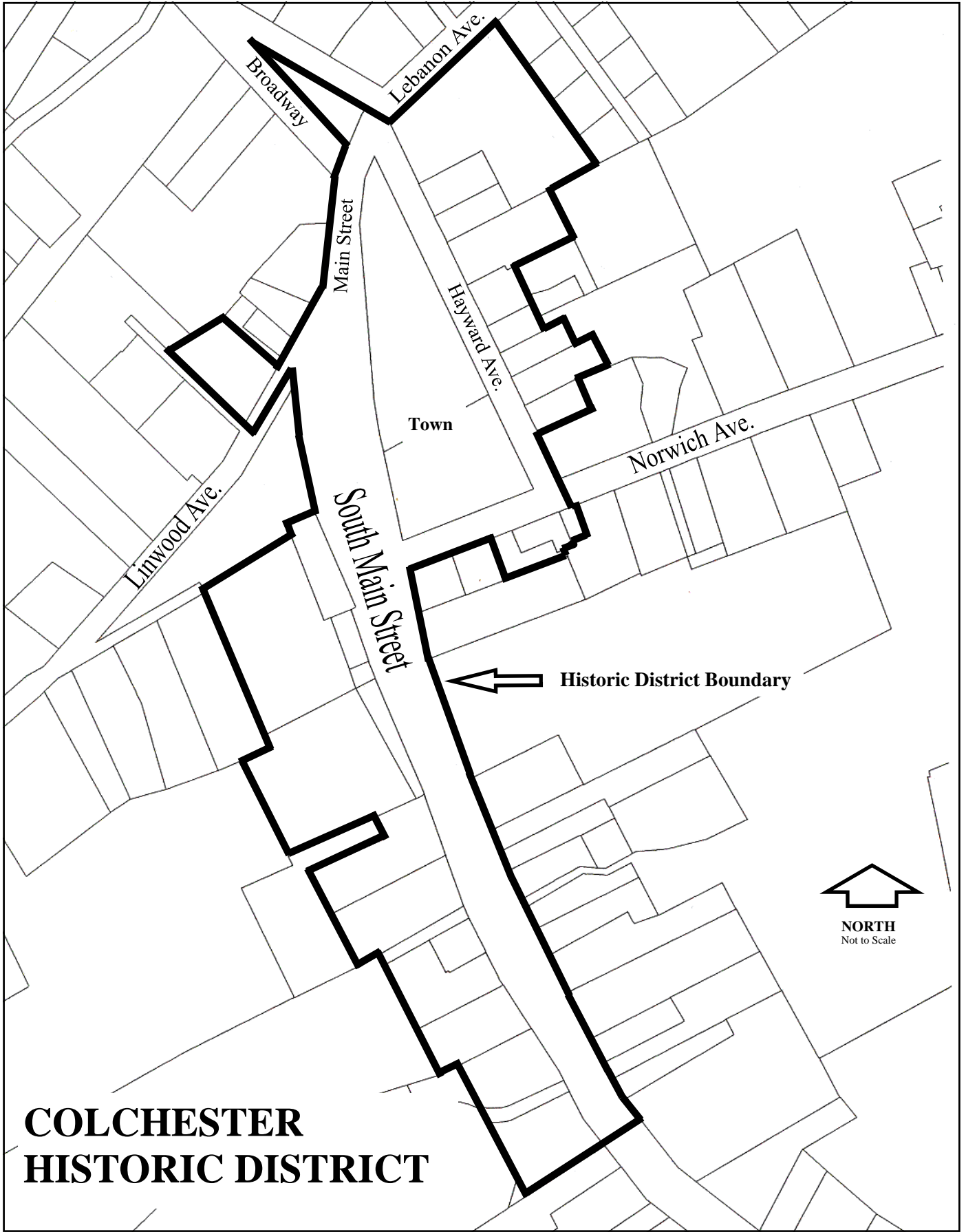
Photographs of existing conditions and of other sites similar to proposed activity.

Site Plan drawn to scale depicting proposed activity in relation to existing conditions.

Written statement of proposal, giving reasons for options used, materials selected, etc.

Other information, approvals from other Boards, Commissions, etc.

	Demolition	New Construction	Re-siding	Additions & Alterations	Site Improvements, Signs, Parking	Doors, Windows, Shutters	Architectural Ornamentation
Completed application form.	●	●	●	●	●	●	●
Plans drawn to scale depicting proposed activity.	●	●		●	●		
Elevations drawn to scale depicting proposed activity in relation to existing conditions.		●		●	●	●	●
Sketches with dimensions.	●	●	●	●	●	●	●
Materials List, indicating size, number, color, texture, material, etc.		●	●	●	●	●	●
Photographs of existing conditions and of other sites similar to proposed activity.	●	●	●	●	●	●	●
Site Plan drawn to scale depicting proposed activity in relation to existing conditions.		●		●	●		
Written statement of proposal, giving reasons for options used, materials selected, etc.	●	●	●	●	●	●	●
Other information, approvals from other Boards, Commissions, etc.	●	●		●	●		



COLCHESTER HISTORIC DISTRICT