



Historic District Handbook

Guidelines for
Residents and Commissioners

Town of Windsor, CT
Adopted September 2016

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OVERVIEW

What is the Historic District Commission?

The Historic District Commission was established in 1963 with the purpose of promoting “the educational, cultural, economic and general welfare of the Town of Windsor through the preservation and protection of buildings, places and districts of historic interest and to preserve and protect the many architectural phases of the oldest town in the State, which was settled in 1633.” The Historic District Commission is composed of five members and three alternates. The Historic District Commission reviews all exterior changes to buildings in the Historic District and issues Certificates of Appropriateness.

What is the Historic District?

The Historic District extends along Palisado Avenue from the Farmington River north to Bissell Ferry Road, along North Meadow Road from the Palisado Green to the Farmington River, and 500 feet from Palisado Avenue along Pierson Lane.

What is a Certificate of Appropriateness?

If you are planning exterior work to a building in the Historic District, a Certificate of Appropriateness may be required. A Certificate of Appropriateness must be issued by the Historic District Commission prior to beginning work.

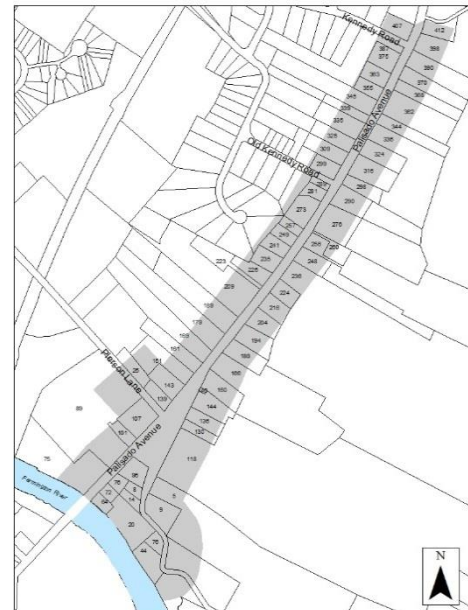
A Certificate of Appropriateness is needed:

- If the alterations you propose involve a change of materials, design or texture and the alterations are visible from a public way.
- If you propose construction or demolition within the District.

A Certificate of Appropriateness is not needed:

- If you plan routine maintenance or repair that does not require any changes in material, design, or texture.
- If the proposed changes are not visible from a public way.
- If you are painting your house a different color.

Please refer to pages 37 through 40 for more information



How do I apply for a Certificate of Appropriateness?

- 1) Please visit the Planning Department webpage and print an application for a Certificate of Appropriateness, available here <http://www.townofwindsorct.com/planning>.
- 2) Complete the application and attach any supplemental information (site plan, pictures, material samples, etc.).
- 3) Submit the application and supporting documents to the Planning Department, located on the third floor in Town Hall. The application may be mailed, emailed, or delivered to Town Hall. There is no application fee.
- 4) Once the application is received, the Historic District Commission will schedule a public hearing. You will be notified of the hearing date.
- 5) At the hearing you or a representative will present the application and describe the project. The Commission will then determine whether or not to issue the Certificate of Appropriateness for the proposed work.
- 6) Once a Certificate of Appropriateness is issued, you can then apply for a Building Permit (if a permit is required for the work) through the Building Department. A Building Permit can not be issued until an application for a Certificate of Appropriateness is approved by the Commission.

What happens if I do work without obtaining a Certificate of Appropriateness?

If work is completed without a Certificate of Appropriateness, fines of not less than \$10.00 nor more than \$100.00 per day shall be imposed on any individual involved in the violation. Where the violation is found to be willful, the convicted person(s) shall be fined not less than \$100.00 nor more than \$250.00 for each day that such violation continues. (Fines are current as of the effective date of this Handbook, 2016.)

GUIDE TO THIS HANDBOOK

TO FIND A HISTORY OF WINDSOR:

Pages 7 -9: This section provides a brief history of the Town of Windsor.

TO FIND HISTORIC BACKGROUND OF THE COMMISSION:

Pages 13 - 16: The first document is taken directly from the first Historic District brochure written and produced in the early 1960s. This document was written by Lloyd W. Fowles, a local historian and former member of the Historic District Commission.

Pages 27 - 29: The *Windsor Code* is the Town document that established the Windsor Historic District in compliance with the *Connecticut General Statutes*, as identified in the *Code*.

Page 23 - 24: Windsor's Palisado Historic District was accepted on the listing of the *National Register of Historic Places* in 1987. Effective September 27, 1991, Windsor was granted status as a Certified Local Government. This status means that the Commission meets certain federal and state standards as determined by *The National Historic Preservation Act* and, through the State Historic Preservation Office, has made the Town eligible for federal and state expertise in historic preservation and possible grants.

TO FIND CURRENT POLICIES AND PROCEDURES:

Pages 29 - 40: In 1993, the Historic District Commission drafted and adopted bylaws. These expand and clarify certain aspects of earlier documents. *This is the document to which you should refer for current information about the Commission's policies.*

Pages 43 - 44: As part of the 1993 bylaws, the Commission adopted the *Secretary of the Interior's Standards for the Rehabilitation of Historic Buildings*. These are the guidelines that are summarized and explained as the *National Historic Register Guidelines*. Though you may receive a copy of the *Secretary of the Interior's Standards*, this summary should answer most of your questions.

For further questions, it is suggested that you contact Windsor's Planning Department:

Phone | 860.285.1980
E-mail | planning@townofwindsorct.com

NOTE: Though a cooperating organization that is invested in preserving Windsor's heritage, the Windsor Historical Society is a private organization operated for public benefit and is separate from the Historic District Commission. The Windsor Historical Society may be contacted by email info@windsorhistoricalsociety.com or phone (860) 688-3813 for more information. The Historic District Commission is a town-appointed commission responsible to the Windsor Town Council.

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History of Windsor

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HISTORY OF WINDSOR

Located in north central Connecticut, much of Windsor's early development is attributed to its strategic location at the confluence of the Connecticut and Farmington Rivers. The rivers provided fish for sustenance and fertile soil for agriculture for early inhabitants; Native American people are known to have inhabited the region as early as 10,000 years ago. By the early 1600s, several tribes, including the Wampanoags, were known to inhabit the region, living nomadic lives as hunter/gatherers supplemented by subsistence farming.

Colonial Settlement

In 1614, Dutchman Adriaen Block sailed through Long Island Sound and up the Connecticut River, eventually leading to the establishment of a trading post and fort in Hartford in 1633. In that same year, a company from Plymouth Colony established a trading post at the strategic confluence of the Connecticut and Farmington Rivers. The resulting settlement gives rise to Windsor's claim as the oldest town in Connecticut.

The 17th century was marked by agriculture and early industry in Windsor. The fertile alluvial soils found in the floodplains of both major rivers supported subsistence agriculture. As Windsor's population increased, so did demand for additional farmland. Growth and abundant water power led to the construction of Connecticut's first gristmill around 1639, followed by sawmills, textile mills, and tool shops. By 1641, the Bissell Ferry, which spanned the Connecticut River, gave Windsor a strategic edge. This vital river crossing connected the two roads used to travel between Hartford and Springfield.

By the mid-1700s, residents were involved in agricultural activities, brick-making, shipbuilding, and the production of "wooden ware" as well as other lumber products. The productivity of Windsor's farmers helped make Connecticut a "breadbasket" of the Revolutionary War. By 1790, Windsor had grown to a community of about 2,700 residents.

Since the Connecticut River was not navigable much farther beyond Windsor, merchant ships trading with Europe and the West Indies made Windsor an important trading center for tobacco, beef, lumber, wooden utensils, bricks, grain and cotton products. This changed after the first stone bridge was built in Hartford in 1810, effectively blocking up-river passage.

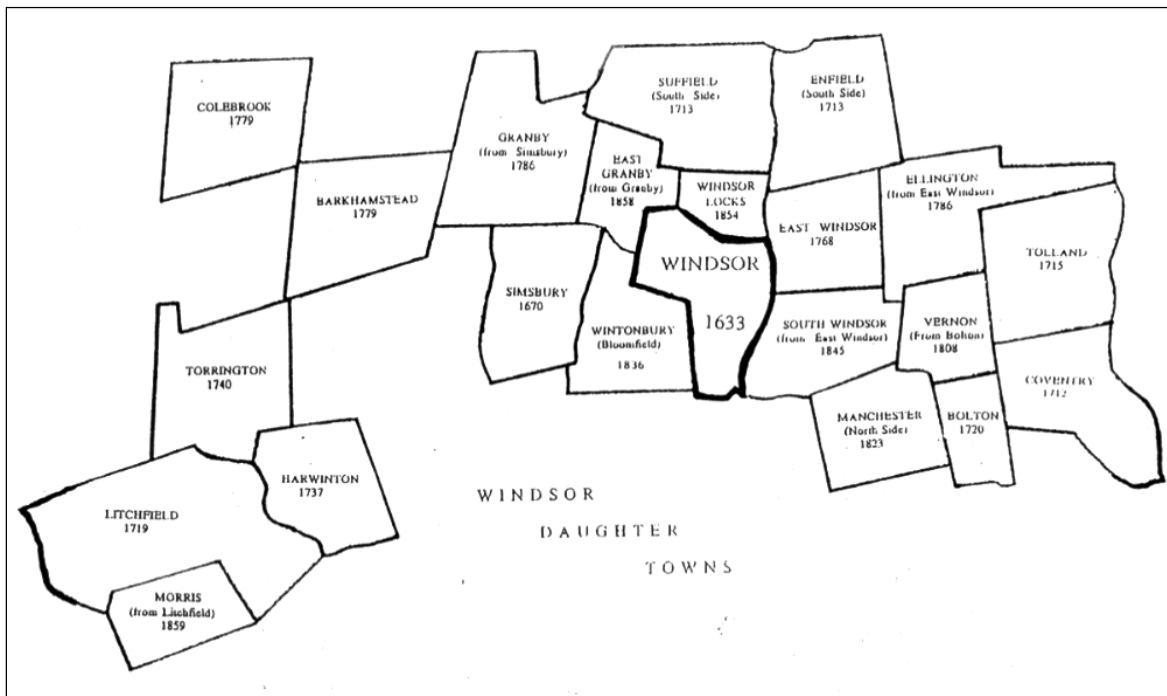
While agriculture was still the major economic activity in Windsor, other activities were also significant. Brick-making was a major industry and over one-fourth of the bricks used in Connecticut by 1845 were made in Windsor. Mills located in the Poquonock area (powered by the Farmington River) produced paper and cotton products.

Establishment of Other Communities

Like other early communities in Connecticut, Windsor originally encompassed a large geographic area, covering 16,000 acres and extending as far west as present day Litchfield and as far east as Coventry. Windsor proprietors (property owners) were granted land rights in other parts of Connecticut as well.

As Windsor's population spread, the distances between homes, mills, meeting halls and churches became unmanageable for the transportation modes of the day. As a result, petitions were made to the General Assembly, creating 22 separate parishes, and later towns, out of the original Town of Windsor and the holdings of its proprietors.

Windsor's Influence on Connecticut Municipalities



Community Evolution

The arrival of the railroad in 1844 coincided with the Industrial Revolution, a period of economic transformation in the country. Despite agriculture remaining the principal economic activity in town, Windsor saw significant change during this period. The Eddy Electric Company, a major national supplier of electroplating equipment after 1885, became the main industry in town and was eventually sold to the General Electric Company in 1910. The Windsor Canning Company, established in 1894, was well known for commercial canning of locally grown produce. The first Rainbow Dam was constructed in 1890 to harness the Farmington River for the production of electricity.

The introduction of trolley cars in 1895 marked the beginning of Windsor's transformation into a suburban community as trolley routes connected Windsor to both Hartford and Springfield, allowing residents to work in Hartford and other surrounding towns. Between 1900 and 1940, Windsor's population increased from about 3,600 people to about 10,000 people.

The first shade tent in New England was established in Poquonock in 1900, recreating the tropical growing conditions found in locations such as Sumatra that are ideal for shade leaf tobacco used for cigar wrappers. The Windsor Company, established in 1918 by John Luddy, produced tentcloth for shading tobacco and other plants. A Tobacco Experiment Station was established in 1921 at Bloomfield Avenue to experiment with refinements in growing shade leaf tobacco and by 1935 Windsor was the center of the shade tobacco industry in Connecticut.

Post-War Suburbanization

Windsor, like many towns, experienced a surge of post- World War II housing development as soldiers returned home to start families and purchase new homes and federal policies encouraged suburban single-family housing. The construction of Interstate 91 and the emergence of the automobile as the predominant form of transportation in the 1950s fueled suburban residential expansion and led to the establishment of the Day Hill Road industrial area.

Between 1950 and 1970, Windsor's economy shifted from predominantly agricultural to industrial as companies such as the Taylor and Fenn Company, the Hartford Machine Screw Company, and Combustion Engineering swelled the number of manufacturing jobs in Windsor from 100 to roughly 5,400. Windsor's population nearly doubled during this period, increasing from nearly 12,000 to over 22,500 residents.

Lessons of History

Throughout its history, Windsor has taken advantage of its strategic location, beginning with its settlement at the confluence of two major rivers through today with its easy access to Interstates 91 and 291 as well as Bradley International Airport. From its earliest start as a trading post, through transitions to agricultural, industrial and now service based economies, Windsor continues to maintain a diversified economy. These factors that have contributed to Windsor's growth and prosperity, together with a diverse housing stock, an abundance of amenities, community character and overall quality of life, are expected to continue attracting future residential and commercial growth.

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History of Windsor Historic District and Commission

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HISTORY OF THE WINSOR HISTORIC DISTRICT AND COMMISSION

The Windsor Historic District Commission wishes to provide information about the relationship of property owners in the Historic District to the Commission. This section describes the background of the District and explains the purposes and procedures of the Historic District Commission. In this way, the individual property owner can be assisted in any problems that relate to the District as a whole.

HISTORIC DISTRICT BACKGROUND

Windsor first began to study the feasibility of creating an historic district after the State Legislature passed Public Act No. 340, an *Act Concerning the Establishment of Historic Districts* in 1961. As the oldest town in the State, it seemed fitting to use all possible means to preserve existing historic features. The *Act* outlined procedures that were to be followed for the creation of an historic district. First, an historic district study committee was appointed by the Town Council to investigate and report “on the historic significance of the buildings, structures, features, places or surroundings to be included in a proposed historic district or districts”. A report of the study committee recommending the creation of an historic district was then made to the Connecticut Historical Commission and to Town authorities before a public hearing was held. Some residents of the area opposed the creation of an historic district in 1962 and it was not until the following year that more than 75% of the area’s residents approved the plan. In March of 1963, the Windsor Town Council passed an ordinance to create an Historic District and Commission. The Historic District extends along Palisado Avenue from the Farmington River north to Bissell Ferry Road, along North Meadow Road from the Palisado Green to the Farmington River, and 500 feet from Palisado Avenue along Pierson Lane. The Commission has authority only in the area so designated and has no control over the interior of a building or the appearance of any property not visible from the street line.

THE WINDSOR HISTORIC DISTRICT COMMISSION

The formal statement in the ordinance of the purpose of the Commission declares the intent of promoting “the educational, cultural, economic and general welfare of the Town of Windsor through the preservation and protection of buildings, places and districts of historic interest and to preserve and protect the many architectural phases of the oldest town in the State, which was settled in 1633”.

PROCEDURES FOR PROPERTY OWNERS

Written into the revised statutes of 1966 and the Town ordinance is the crux of the relationship between the property owner and the Historic District Commission. This part of

the *Act* reads as follows: “No building or structure shall be erected, altered, restored, moved or demolished within an historic district until after an application for a *Certificate of Appropriateness* as to exterior architectural features has been submitted to the Commission and approved by said Commission”. For the purposes of this section, exterior architectural features shall include such portion of the exterior of a structure as is open to view from a public street, way, or place.

The style, material, size, and location of outdoor advertising signs within an historic district shall also be under the control of the Commission. The provisions of this section shall not be construed to extend to the color of paint used on the exterior of any building or structure. The Commission does urge, however, that the paint used on any building be historically appropriate.

If any exterior change from existing conditions is desired, it is necessary to file an application for a *Certificate of Appropriateness* with the Planning Department at Town Hall. The Commission will subsequently hold a public hearing and notify the applicant of its decision. In accordance with the statutes, all hearings and all meetings of the Commission where decisions are made are open to the public. A proposed change that would be “incongruous with the historic or architectural aspects of the district” is the only legal basis on which an application may be denied.

GAINS FOR ALL PROPERTY OWNERS

The advantages to the Town of Windsor, as well as to the District itself, have been shown in the years since the Historic District Commission was created in 1963. As all citizens know, Windsor is the oldest town in the State, and all aspects of this heritage are valuable and should be maintained. The attempt to retain an important area(s) through a duly-appointed town commission guarantees the interest and rights of all. Historic pride in the Town, pride of ownership in the homes of the District, pride of contributing to the maintenance of our country’s heritage – all of these factors are combined in the Commission’s deliberations. The results have been the stability of property values, increased awareness by residents of the historic importance of the area, and in short, the preservation of an area with distinction and one that fulfills an important cultural and historic purpose.

DISTINGUISHED FEATURES OF THE HISTORIC DISTRICT

The entire area within the Palisado Historic District is connected with the earliest origins of the Town of Windsor. Palisado Avenue, comprising the majority of the District, derives its name from the *palisado* that the inhabitants built in the center of their small settlement north of the Little River (now known as the Farmington River) to protect them from the Native

Americans during the Pequot War in 1637. As the town developed, the open land in the middle of the surrounding houses thus became known as the Palisado Green.

Also in this area, the community's first church (now called The First Church in Windsor, located at 107 Palisado) was erected in 1639. The site of the church was later changed to its present location and the building now in use was erected in 1794. Behind this church to the west is the colonial burying ground that contains some of the oldest gravestones in Connecticut. Reverend Ephraim Huit's distinctive 1644 tombstone with its quaint epitaph is considered the oldest such monument in the State.

Around the Palisado Green are several houses that illustrate the varied architectural styles from different periods of the Town's growth. Buildings within the Historic District open for public tours are the circa 1758 Strong-Howard House (96 Palisado Avenue) and the 1767 Dr. Hezekiah Chaffee House (108 Palisado Avenue), maintained as house museums by the Windsor Historical Society. The Oliver Ellsworth Homestead (778 Palisado Avenue), property of the Daughters of the American Revolution and home of one of Windsor's most distinguished citizens, is also open to the public, although it is a short distance north of the Historic District.

Around the Palisado Green and on North Meadow Road are several 18th century clapboard houses, generally featuring large colonial chimneys and fireplaces. The First Church parsonage (101 Palisado Avenue), the Hooker House where the poet Edward Rowland Sill was born (118 Palisado Avenue), and the Hayden House with its double-hipped roof (5 North Meadow Road), are all excellent examples of 18th century architecture.

An outstanding example of the substantial brick house with gambrel roof, which denoted a refinement in building during the latter part of the 18th century, is the Chaffee House that faces the Palisado Green on the east (108 Palisado Avenue). This house and the adjacent Hooker House symbolize Windsor's prosperity and maritime importance during the Revolutionary period and shortly thereafter when Windsor experienced an extensive sea trade.

To the north on Palisado Avenue are several other houses that are distinguished examples of mid-18th century architecture and construction. Among these are a house built by Alexander Ellsworth in 1740 with a noticeable roof overhang and excellent interior paneling (273 Palisado Avenue), the Horace Hooker House constructed circa 1790 (204 Palisado Avenue), and two houses built by Elijah Mather (248 and 256 Palisado Avenue). Two other houses in this general area are exceptional in their historical and architectural significance. The house built by Dr. Elisha Sill circa 1800 (209 Palisado Avenue) has been studied at the Yale School of Architecture for its fine detail, as it represents the fullest development of the gable end with two large chimneys, one of which was unfortunately later removed.

Historically, the house has great significance because it was used as the Town Office before the first Town Hall was built in 1878. The other house (336 Palisado Avenue), one of the most attractive in the Historic District, has a double-hipped roof with balustrade, quoins accenting the corners, and a distinctive restored front entrance with a broken scroll pediment. Another historically important home is 299 Palisado Avenue, which was the summer home of Joseph Rainey, the first African American member of the U.S. House of Representatives.

Other types of houses with different architectural features abound in the District. Brick houses of the Federal and Victorian periods, their wood-framed counterparts, and 20th century dwellings all coexist on Palisado Avenue. There are eighteen buildings in the district that predate 1800.

In addition to these structures, other valuable reminders of Windsor's history can be found. Distinctive among these is a memorial to the early settlers in the center of the Palisado Green, a monument designed by Evelyn Longman Batchelder, which carries the names of these pioneers and the dedication:

To the Founders of Windsor and First
Congregational Church in Connecticut,
which came to America in the *Mary and John*
with its pastor John Warham, May 30, 1630,
settled in Dorchester, Massachusetts and
migrated to Windsor in May and October
1635. This memorial is erected on the site of
the first church building in Connecticut.

The Historic District Commission is established to protect the valuable character of the District for the best interests of the Town and the area's residents. The Historic District Commission's goal is to preserve the historical importance inherent in this section and it is proud to have this responsibility and opportunity for service.

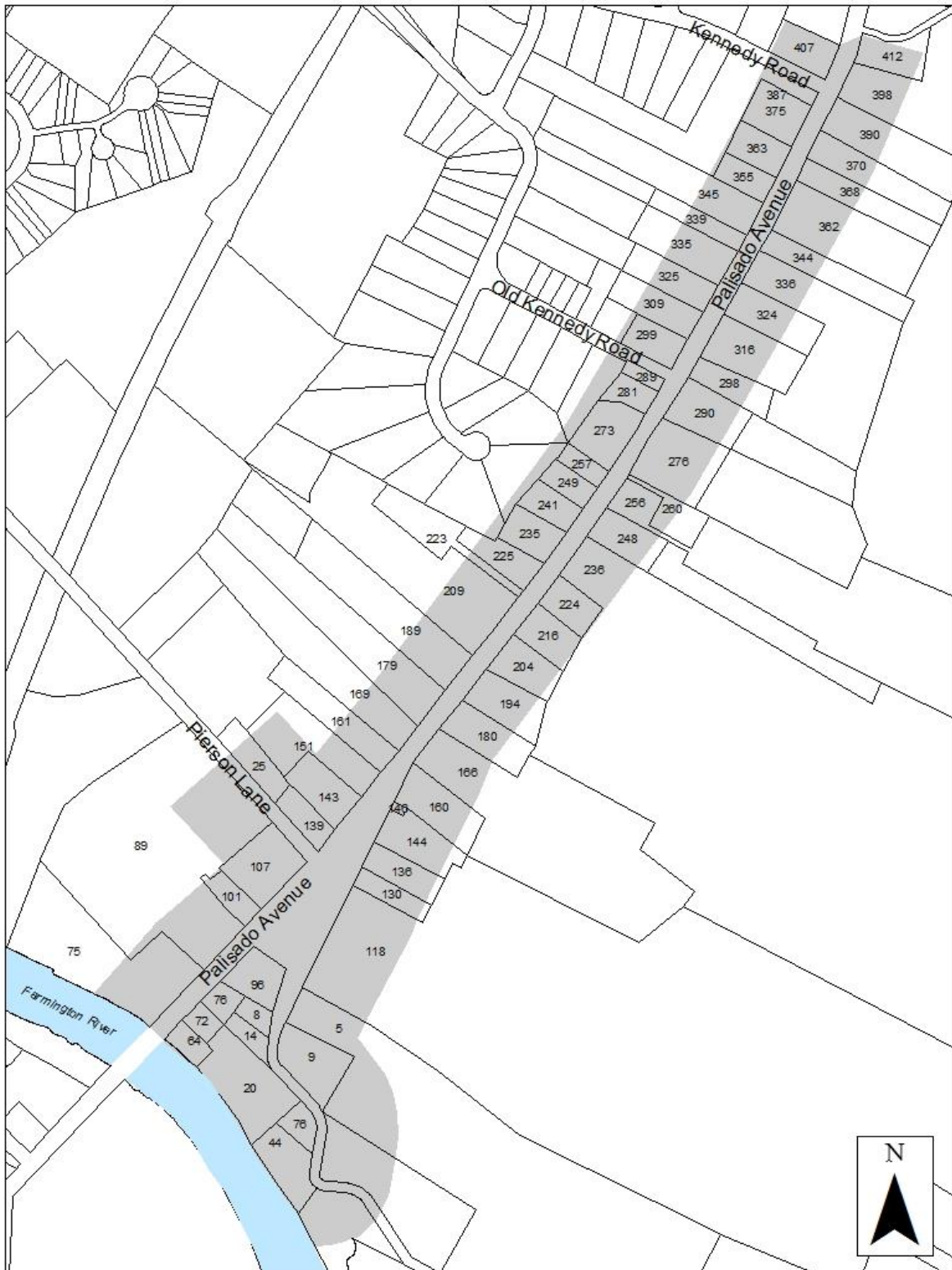
The Commission wishes to express its appreciation of the work in preserving the history of Windsor done by the late Lloyd W. Fowles, who prepared this portion of the report while he was a member of the Windsor Historic District Commission.



Map of Historic District

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MAP OF THE HISTORIC DISTRICT



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National Register Designation

1722



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HISTORIC DISTRICT'S NATIONAL REGISTER DESIGNATION

On August 25, 1987, the Palisado Avenue Historic District was listed on the National Register of Historic Places.¹ The National Register is the official listing of the nation's cultural resources kept by the National Park Service under the Department of the Interior. The District was given this honor because it meets criteria for historic and architectural significance. The District is significant historically because the first English settlers in Windsor (and in the Connecticut Valley) lived on either side of the Farmington River along Palisado Avenue, and the Palisado Green remained the center of the town's civic and ecclesiastic affairs until the 1750s. The Palisado Avenue Historic District is also significant because it embodies the distinctive characteristics of architectural styles from the early 18th century through the early 20th century. The buildings include examples of several architectural styles: 18th Century Vernacular, Georgian, Federal, Greek Revival, Italianate, Second Empire, Victorian Vernacular, Queen Anne, Tudor Revival, and Colonial Revival. The architecture is distinctive for the high concentration (for Connecticut) of brick construction from the 18th and 19th centuries.

THE NATIONAL REGISTER DOES

- 1) Identify significant buildings, structures, sites, objects, and districts.
- 2) Encourage the preservation of historic properties by documenting their significance 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 qualified owners of historic properties eligible for federal and state grants for preservation activities.
- 6) Encourage the rehabilitation of income producing historic properties through tax incentives.
- 7) Provide eligibility for the CT Historic Homes Rehabilitation Tax Credit program for owner-occupied historic homes in targeted urban areas.
- 8) Provide protection from unreasonable destruction, pursuant to the provisions of Connecticut General Statutes, Section 22a-19a.
- 9) Allow consideration of fire and life safety code compliance alternatives when rehabilitating historic buildings.

¹ The boundaries of the National Register district, extending to include the Palisado Bridge, are slightly larger than the local Historic District. Both the local Historic District and the National Register district are listed on the State Register of Historic Places.

THE NATIONAL REGISTER DOES NOT

- 1) Restrict the rights of private property owners in the use, development, or sale of private historic property.
- 2) Require that properties be maintained, repaired, or restored.
- 3) Automatically lead to historic district zoning or landmark designation.
- 4) Force federal, state, local or private projects to be stopped.
- 5) Provide for review of state, local or privately funded projects which may affect historic properties.
- 6) Guarantee that grant funds will be available for all significant historic properties or projects.
- 7) Provide federal tax credits to owners of residential historic properties, unless those properties are rental and treated as income-producing by the IRS.
- 8) Provide a marker plaque for registered properties (owners may purchase a plaque from the SHPO).

A photograph of a two-story brick building with a white portico and a black street lamp in the foreground. The building has a shingled roof and two chimneys. The text "Windsor Historic District Commission Organization and Operating Procedures" is overlaid on the image in white. A small plaque on the building reads "DARBY HOUSE & OFFICE 1765".

Windsor Historic District Commission Organization and Operating Procedures

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WINDSOR HISTORIC DISTRICT COMMISSION

ORIGINAL WINDSOR CODE ESTABLISHING HISTORIC DISTRICT COMMISSION

Sec. 14-50. Establishment of district and commission.

Pursuant to the enabling authority contained in sections 7-147a and 7-147c, the General Statutes, there is hereby established:

- 1) A historic district within the town, and
- 2) A Historic District commission of five (5) members and three (3) alternates, who shall be electors of the town, and at least three (3) members of said commission and at least two (2) of the alternates to be residents of the so-called historic district, or historic districts, who shall be empowered to perform all the functions appointed to them by sections 7-147a through 7-147k of the General Statutes.

(Code 1961, § 13.17.01; Ord. of 3-13-63)

Sec. 14-51. Purpose.

It is the intent of this article to promote the educational, cultural, economic and general welfare of the Town through the preservation and protection of buildings, places and districts of historic interest within the Town, and to preserve and protect the many architectural phases of the oldest Town in the state, which was settled in 1633. (Code 1961, § 13.17.02; Ord. of 3-13-63)

Sec. 14-52. Historic District Commission members and officers.

The initial appointments of members of the Commission and alternate members shall be made by the Town Council in such manner that the term of at least one member shall expire on the second Monday of October of each year. Prior to November first of each year the Commission shall elect from its own number a chairperson, vice chairperson and clerk. (Code 1961, § 13.17.08; Ord. of 3-13-63)

Sec. 14-53. Administration.

The Historic District Commission shall administer the provisions of said statutes as implemented by this article within the limits of the appropriation made by Town Council. The clerical, technical and consulting services necessary to the work of the Commission shall be provided by Building Inspector's office or such departments as the Town Manager may designate. (Code 1961, § 13.17.03; Ord. of 3-13-63)

Sec. 14-54. Rules, regulations, orders.

The Commission may adopt rules of procedure, regulations and orders which it deems necessary to carry out the intent of said statutes and the intent expressed in this article. (Code 1961, § 13.17.04; Ord. of 3-13-63)

Sec. 14-55. Effect on land use regulations.

All powers of the Town Planning and Zoning Commission and the Town Zoning Board of Appeals having to do with the use of land within the historic district shall not be impaired by this article. (Code 1961, § 13.17.05; Ord. of 3-13-63)

Sec. 14-56. District boundaries and name.

The boundaries of the historic district shall be as follows:

A strip of land, 250 feet wide on either side of Palisado Avenue, starting at Bissell Ferry Road, and running south along said Avenue to the Farmington River, together with a strip of land up to 250 feet wide on either side of North Meadow or Great Meadow Road from Palisado Green to the Farmington River and a strip of land 250 wide on either side of Pierson Lane for a distance of 500 feet from Palisado Avenue, which shall be designated as the Palisado Historic District. (Code 1961, § 13.17.07; Ord. of 3-13-63)

Sec. 14-57. Plan.

The Commission shall prepare a plan of appropriateness and protection for the historic district as a standard by which to determine the appropriateness of historic architectural features of any new building or of any modification of existing building within the district.

The plan shall include a list of paints, construction materials and architectural arrangements considered appropriate for the district, such list to be illustrative, but not necessarily comprehensive or extensive and to serve as a general guide for the information of persons contemplating work involving historic architectural features within the district. (Code 1961, § 13.17.09; Ord. of 3-13-63)

Sec. 14-58. Procedure.

All work on any type of structure which would change the appearance of any property within the historic district when viewed from the street line shall not be begun until the property owner has filed an application with the Building Inspector and has received a certificate of appropriateness from Historic District Commission. No certificate of appropriateness need be obtained for ordinary maintenance and repair of structures within the historic district,

which do not involve change of design, material, or outward appearance thereof. For the purposes of this article, the Building Inspector shall require the applicant to provide such information on those forms devised by the Historic District Commission as may be adopted or modified from time to time by the Commission. Prior to considering each application for a certificate of appropriateness, the Commission shall set a date for a public hearing to be held within forty-five (45) days of receipt of the application. Notice of the time and place of said hearing shall be given by publication in the form of a legal advertisement appearing in a newspaper having substantial circulation in the municipality at least seven (7) days before such hearing.² Within sixty (60) days of filing of an application, the Commission shall pass upon such application and shall give written notice of its decision to the applicant. Failure to act within the sixty (60) days shall constitute approval of the application. All hearings and meetings of the Commission at which decisions are made shall be open to the public. (Code 1961, § 13.17.06; Ord. of 3-13-63)

RULES AND PROCEDURES, ADOPTED OCTOBER 12, 1993

The Commission will operate in accordance with *Connecticut General Statutes Sections 7-147a-k* inclusive, and the Town of Windsor's enabling ordinance, dated April 10, 1963, both as may be amended from time to time.

1. The boundaries of the District are a strip of land, 250 feet wide on either side of Palisado Avenue, starting at Bissell Ferry Road and running south along said avenue to the Farmington River, together with a strip of land up to 250 feet wide on either side of North Meadow or Great Meadow Road from the Palisado Green to the Farmington River and a strip of land 250 feet wide on either side of Pierson Lane for a distance of 500 feet from Palisado Avenue, all of which shall be designated as the Palisado Historic District. These boundaries are shown on a map entitled "Palisado Historic District" and dated February 27, 1964, which is on file with the Town Clerk and the Planning Department.
2. The following definitions are to be used in these regulations:
 - a. altered – changed, modified, rebuilt, removed, demolished, restored, razed, moved, or reconstructed;
 - b. appropriate – not incongruous with those aspects of the District that the Commission determines to be historically or architecturally significant;
 - c. building – any combination of materials forming a shelter for persons, animals, or property;

² Public hearing notices are published in the Hartford Courant. All applications are posted on the Planning Department webpage and are available in the Planning Department for review.

- d. erected – constructed, built, installed, or enlarged;
 - e. exterior architectural features – such portion of the exterior of a structure or building as is open to view from a public street, way, or place;
 - f. structure – 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.
3. No building or structure shall be erected or altered within the District until after 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 whether or not a building permit is required.

ORGANIZATION OF THE COMMISSION

COMMISSION MEMBERSHIP

The Commission shall consist of five (5) regular members and three (3) alternate members, all of whom shall be residents of the Town and holding no salaried Town office. At least three (3) of the regular members and at least two (2) alternate members shall be residents of the Historic District(s). The members of the Commission shall be appointed by the Town Council. Regular members shall be appointed so that the term of one member shall expire each year. The Town Council shall appoint regular members to terms of five (5) years and alternate members to terms of two (2) years, except that an appointment to fill a vacancy shall be for the duration of the unexpired term of a regular or alternate member. All members shall serve without compensation.

OFFICERS AND DUTIES

At the annual January meeting, the Commission shall elect a Chairperson, Vice Chairperson, and a Clerk from its membership.

- 1) Chairperson
 - a) The Chairperson shall preside at all meetings and hearings of the Commission;
 - b) Shall appoint alternates 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 State Historic Preservation Office and the Windsor Town Clerk any publication of the Historic District Commission; the roster of the Commission's membership; and an annual report summarizing the Commission's

actions during that year, including a statement of the number and nature of Certificates of Appropriateness issued, any changes in the Commission's membership, and any other information the Commission deems appropriate; and
f) Shall be an ex officio member of all committees.

2) Vice Chairperson

a) The Vice Chairperson shall act for the Chairperson in his/her absence and shall have the authority to perform duties prescribed for that office.



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 Public Hearing advertisements;
- d) Shall attend to the correspondence of the Commission; and
- e) Shall perform other duties as are normally carried out by a Clerk.

4) Alternates

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

5) In the absence of the Chairperson and Vice Chairperson, the Commissioners present shall elect a Chairperson pro tem.

COMMITTEES

Committees shall be appointed and dissolved as needs and projects require.

MEETINGS AND PUBLIC HEARINGS

MEETING SCHEDULES

- 1) The annual meeting for election of officers and regular changes in Commissioners' terms shall take place in January.
- 2) All other meetings shall be held on an as-needed basis and shall be deemed to be Special Meetings. Meeting notices shall be posted in the Town Clerk's Office at least twenty-four (24) hours prior to the meeting's commencement and shall state the time, place, and business to be transacted. No other business other than that posted in 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 shall be filed in the Town Clerk's Office within seventy-two (72) hours of the meeting's adjournment.

CONDUCT OF MEETINGS

- 1) Quorum shall consist of three (3) regular members of the Commission or their designated alternates 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 fewer than three (3) affirmative votes.
- 3) Order of Business
 - a. Attendance and Appointment of Alternates, if necessary.
 - b. Public Hearings for Certificate of Appropriateness, if applicable.
 - c. Reading and Approval of Minutes of Preceding Meeting.
 - d. Public Communications & Petitions, if applicable.



- e. New Business
- f. Old Business
- g. Report of Committees
- h. Adjournment

PUBLIC HEARINGS

1) Frequency

- a. Public Hearings shall be held within forty-five (45) days of receipt of an application for a Certificate of Appropriateness.
- b. Public Hearings shall be held at the discretion of the Commission when significant questions or concerns arise relating to the administration of the District or to adopt and revise the Rules and Procedures of the Commission.

2) Legal Notices & Agendas

- a. Legal notices shall appear in a newspaper having substantial circulation in the Town of Windsor. Publication will occur once between the 5th and 7th day prior to the Public Hearing.
- b. The legal notice shall contain the purpose as well as the time, date, and place of any public hearing.
- c. Notice of public hearings may be mailed to abutting landowners.

3) Conduct of Public Hearings concerning Certificates 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 received by the Planning Department and as shown on the Agenda.
- c. In order to maintain procedural order and promote fairness, the Windsor Historic District Commission's Procedures for a Public Hearing concerning a Certificate of Appropriateness shall be followed.

4) Evidence at Hearings

- a. A recording device shall record the proceedings for each application in addition to the minutes taken by the Clerk.
- 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.

NOTICE OF DECISION

Within sixty (60) days after the filing of any application for a Certificate of Appropriateness, the Commission shall render a decision and shall give written notice of its decision to the applicant by 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 (60) 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 within forty-eight (48) hours of the rendering of the Commission's decision, exclusive of Saturdays, Sundays, and legal holidays. If the Commission approves an application, a Certificate of Appropriateness shall be issued. Certificates shall be valid for one year. Extension of a six-month period may be granted upon request.

APPEALS OF DECISION

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 with the Town Clerk within twelve (12) days prior to the return date to which such appeal has been taken.

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 the Notice of 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 the Chairperson before he/she may speak.
 - c) Even Commissioners must be recognized by the Chairperson in order to speak or question other speakers.
 - d) Each speaker other than a Commissioner shall identify him/herself by name and address.
 - e) If the speaker is an expert or consultant, he/she must give his/her credentials as they apply to the application at hand.
- 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 blueprint 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 Chairperson 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) After hearing supporting comments, the Chairperson 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 wishing to speak neither in favor nor in opposition to the application may briefly comment if they have anything new to offer.
- 13) Determination is made by the Commission if the Hearing is to be closed, continued, or tabled.

ADMINISTRATIVE PROCEDURES

AGENDA

- 1) The Chairperson shall be responsible for the compilation of the agenda.

- 2) The agenda and relevant resource material shall be distributed to Commissioners and applicant(s) no fewer than five (5) days prior to a regular or special meeting.
- 3) A copy of the agenda shall be filed in the Town Clerk's Office, posted on the Commission Notice Board, and posted online at least twenty-four (24) hours prior to 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 member 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 Chairperson at least seven (7) days before the date of such a meeting.

MINUTES

- 1) Minutes of meetings of the Commission shall be taken by the Clerk or by any other person designated by the Chairperson.
- 2) Minutes and the records 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 within ten (10) days after the meeting also 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 Chief Building Official, in addition to any records already on file with the Town Clerk.

REGULATION ENFORCEMENT

- 1) The Historic District Enforcement Officer will be the Town Chief Building Official.
- 2) The Commission will take action to prevent the violation of any Rule or Procedure contained therein, or any Section of the applicable Connecticut State Statutes 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 involved in the violation. Where the violation is found to be willful, the convicted person(s) thereof shall be fined not less than one hundred dollars (\$100.00) nor more than two hundred fifty dollars (\$250.00) for each day that such violation continues.

CONFLICT OF INTEREST

All members shall conduct their activities in accordance with the provisions of Article IV, Code of Ethics, Sec. 2-20 through 2-32 of the Town of Windsor Ordinances.

AMENDMENTS AND REVISIONS

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.

A majority vote of the Commission is required to adopt any revision or amendment.

CERTIFICATE OF APPROPRIATENESS

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

APPLICATION PROCEDURES

Applications for a Certificate of Appropriateness may be obtained from the Planning Department or online here <http://www.townofwindsorct.com/planning/>. Applications



should be accompanied by drawings and photographs showing existing conditions and the nature of the work to be performed as well as a list of materials to be used. 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. With respect to signs, the applicant should state the style, materials, size, and location(s).

The completed application must be returned to the Planning Department. It will then be time stamped with the date as having been filed and received by the Commission. Completed applications will be heard at the next scheduled meeting of the Commission, provided applications are received fifteen (15) days in advance of that meeting. Applications received after that date would be carried over to the next meeting. 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.

STANDARDS FOR DETERMINING APPROPRIATENESS

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 the type and texture of building materials.

The Commission shall also consider, in addition to other pertinent factors, the historical and architectural value and significance, architectural style, scale, general design, arrangement, texture, and materials of the architectural features involved and the relationship thereof to the exterior architectural style and pertinent features of other buildings and structures in the immediate neighborhood.

The Commission has adopted as guidelines, the Secretary of the Interior's Standards for Rehabilitation of Historic Buildings.

Parking Areas: No area within the 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 also apply to the enlargement or alteration of existing lots.

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.

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 not affecting generally the Historic 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 relieve

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 will, in its judgment, better fulfill the purposes of said Statutory Sections. In addition to the filing required by Section III, D-S, 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.

EXEMPTED ACTS

Nothing in these Rules and Procedures shall:

- 1) Be construed 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 Chief Building Inspector or a similar agent certifies is required due to public safety concerns; 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.

WHEN A CERTIFICATE OF APPROPRIATENESS IS REQUIRED

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 for all changes that are visible from a public way, regardless of whether or not a building permit is required. For a sample application form for a Certificate of Appropriateness, please see the Appendix. Applications are also available on the Planning Department webpage. 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.

- Any visible temporary or permanent additions to the dwelling, accessory building or site, whether structural or technological. This includes signs, TV 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 windows, doors, and 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 bill posters. Please see page 62 – 63 for signage guidelines.
- When a building permit is issued, you need a Certificate of Appropriateness first. The Building Official will require the Commission’s approval before issuing a permit.

For information on filing for a Certificate of Appropriateness, turn to the Rules and Procedures section (page 29). 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 landscaping and street improvements, and consult with experts.

WHEN A CERTIFICATE OF APPROPRIATENESS IS NOT REQUIRED

You do not need a Certificate of Appropriateness when you do routine maintenance, which does not involve a 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. Examples when a Certificate of Appropriateness is not required includes:

- Fixing a fallen fence.
- Patching driveways.
- Repairing loose shingles.
- Reshingling with like shingles.
- Putting up and taking down screens, storm windows, etc.

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 Planning Department in the Town Hall or to a Historic District Commissioner. Please visit <http://www.townofwindsorct.com/commissions/members.php> for a list of current Commissioners.



Design Guidelines

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DESIGN GUIDELINES

Windsor's Historic District Commission is responsible for protecting and preserving the character and integrity of its historic district. 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 Historic District Commission to assist in its decisions and will be useful to anyone who is considering work which alters the historic architectural features. Because of the often individual and sometimes unique aspects of any given proposal, the Historic District Commission ultimately must make a determination as to appropriateness based on its best judgment as to a proposal's appropriateness within the characteristic setting and building traditions of the Historic District.

The guidelines are divided into sections dealing with a variety of architectural elements such as windows, entrances and porches, roofs, etc. Each section is further divided into sections covering general background, maintenance/repair, replacement, and new construction. Generally, maintenance and repairs do not require a Certificate of Appropriateness when new materials are the same as those being repaired, but information is included about appropriate maintenance and repairs to assist homeowners when working on their home. 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, informational material can be found through the References and Resources section, through the Commission, and through the Windsor Historical Society.

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 Historic District as a whole.

SECRETARY OF THE INTERIOR'S 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 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 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 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 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 FAÇADES IN WINDSOR'S HISTORIC DISTRICT AND MODIFICATIONS

ORIGINAL CA. 1700-1780 GEORGIAN PERIOD STYLING



Character-Defining Features

- Small panes, usually 9/9, 12/12 or 12/8, 9/6 or the reverse.
- Windows aligned vertically and horizontally in symmetrical rows, five-ranked on front façade.
- Decorative dentil moldings.
- Paneled door, decorative pilasters, crown, rows of “lights” within door or transom above.
- Side-gabled roof predominates over occasional gambrel, hipped or center-gabled roof.
- Central chimneys, 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.

FEDERAL 1780 - 1820



Character-Defining Features

- Hipped roof.
- Prominent two chimneys.
- Corner boards.
- 6/6 or 12/12 panes.
- Floating sidelights.
- Brick or wood construction.

Inappropriate Modifications

- Replacement of original window sash with various modern window types (all inappropriate).
- Removal and replacement of entry details.
- Siding replacement (first-story original horizontal clapboards removed and replaced by vertically grooved Texture 111 exterior plywood panels).

More Appropriate Modifications

- Restoration of original wood siding.
- Additions that maintain mass and scale.

GREEK REVIVAL 1825 - 1860



Character-Defining Features

- Entry is off-centered, allowing sufficient space for parlor and dining hall.
- Gabled roof typically low to medium in pitch with gable end facing the street.
- Windows typically 6/6.
- Porches common.
- Front door surrounded by narrow side lights.
- Columns, either actual or faux.

Inappropriate Modifications

- Windows of a different style and size.
- Addition overpowers the structure and disrupts balance.

More Appropriate Modifications

- Consideration for scale and proportion.
- Continuation of characters of the main block, such as consistent patterning of windows in the addition.

ITALIANATE 1850 - 1885



Character-Defining Features

- Two or three stories, typically asymmetrical.
- Tall, narrow windows frequently embellished with heavy crown molding or pediments.
- Porches common, centered or full width.
- Shallow or flat roof.

Inappropriate Modifications

- Removal of porch.
- Insertion of inappropriate features such as a picture window.

More Appropriate Modifications

- Restoration of original windows and porch.

ORIGINAL CA. 1890 QUEEN ANNE VICTORIAN



Character-Defining Features

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

Inappropriate Modifications

- Removal of original features, e.g. the porch.
- 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

- 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.

1970'S SHINGLED CAPE



Character-Defining Features

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

Inappropriate Modifications

- Addition dwarfs main house.
- Stylistic clash, for example a two story, ornate addition that does not blend with the traditional simplicity of the main house.

More Appropriate Modifications

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

EXTERIOR WALLS AND SIDING

BACKGROUND

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.

Wood clapboard is the most prevalent siding material within the Historic District. Other siding materials include wood shingle 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 can also lead to masonry decay. Maintenance for masonry 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.)³

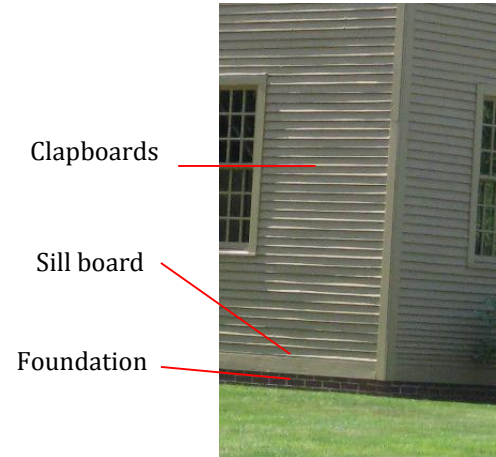
Wood siding is also a very durable material when properly maintained. Routine painting and caulking are usually the best preservatives: water, insects, fungi, and vegetation growing too close to its surface can all contribute to siding damage. Handcrafted detailing and finishing should be carefully preserved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

Foundations within the historic district are predominately brick and stone.

MAINTENANCE AND 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.)

Basic Exterior Features



³ Preservation Briefs are available through the National Park Service. Please see References in the Appendix.

When wood decay is suspected, there are easy methods for detecting affected areas. Limited replacement or repair for decayed, warped, 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.) It is important to be aware that some structures may have lead-based paint. Property owners should consult a certified lead abatement contractor (please see References in the Appendix).

REPLACEMENT

In Windsor, clapboards and weatherboards were the most common siding types in the 18th and 19th centuries. When replacing siding, the use of historically traditional building materials is strongly encouraged.

Examples of Siding



Wood Shingle Horizontal Clapboard Unique Original Shingles

When considering any request for approval for a change in siding of an existing wood structure, the Commission will give more favorable consideration to a structure erected after 1940. For a structure erected before 1940 the Commission favors maintaining the original appearance and will consider favorably an application for a change in

Basic Bonding Patterns



Running Bond



English Bond



Flemish Bond

siding only if extraordinary hardship is shown or if such change will give the structure a more authentic historic appearance.

While the Commission strongly favors the use of historically traditional building materials, the Commission may consider approving siding products that replicate the look of the original material in appearance and texture. For example, vinyl or cementitious siding may be considered in some cases provided the material duplicates the texture, relief and detail of wood. 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 windows and door trim, corner or sill boards, cornices, brackets, and/or eave details (see Preservation Briefs & Aluminum and Vinyl Siding on Historic Buildings for additional information). Furthermore, changes in siding materials between stories and/or gables reflect original stylistic intentions. Try to be sensitive to these effects when replacing original siding.

Changing the style of the siding, for instance from clapboard to brick, or shingle to clapboard, is considered inappropriate.

ADDITIONS

Any addition should be compatible in material to the existing structure. In some cases, synthetic siding may be permitted for additions (please see guidance above under 'Replacement').

WINDOWS

BACKGROUND

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 the Historic District is the 12-over-12 double-hung window. Other traditional windows include

Basic Window Types



12 - Over - 12



6 - Over - 6



2 - Over - 2



1 - Over - 1



6 - Over - 1

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.

MAINTENANCE AND 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

While the Commission strongly encourages the repair and restoration of existing historical windows, if a window is beyond repair and must be replaced, the original features should be duplicated. Since most windows in the Historic District are of wood construction, it is recommended that the windows be replaced using the same material. If this is not possible, the Commission may consider the use of a substitute material, such as aluminum clad, vinyl, vinyl clad, or composite windows. The replacement window should match the color of other windows or surrounding elements and should match in dimensions, profile and overall appearance. When replacing a non-original window, all efforts should be made to obtain window types appropriate to the building's style and period.

ADDITIONS

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

STORM WINDOWS

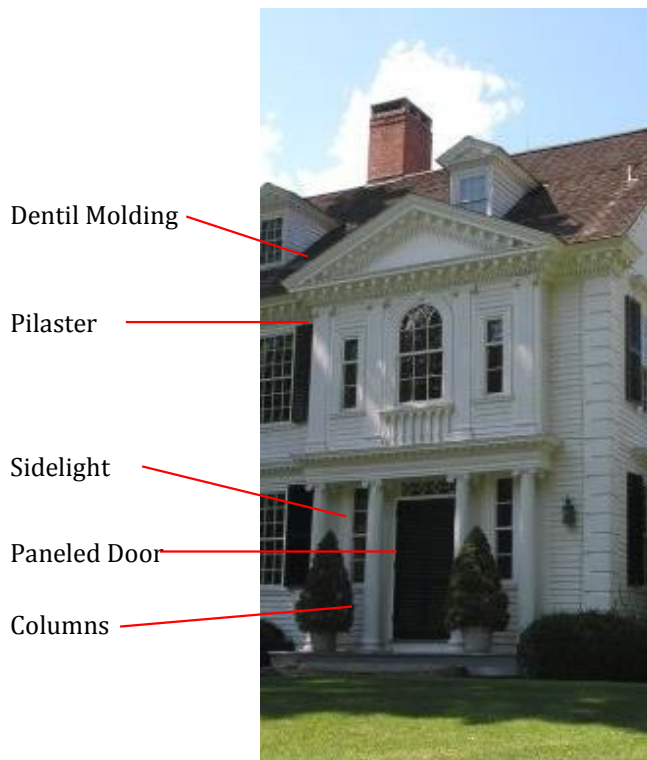
Storm windows and screens can be both appropriate and energy efficient for historic buildings, and when present, should be retained. Storm windows combined with an original window may provide better thermal efficiency than a modern (double glazed) replacement. When choosing and installing a storm window 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.

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 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.

ENTRANCES AND PORCHES

Entrance Features



BACKGROUND

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 inhabitant's special needs.

MAINTENANCE AND 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 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 transoms, fanlights, sidelights, pilasters, caps, panels, and hardware, should try to conform 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.

Front Porch



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 Windsor Historical Society is one source for old photographs. A new porch which resembles the old in material, arrangement, scale and proportion 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.

ADDITIONS

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 or porticoes 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.

ROOFS AND ROOFING

Basic Roof Types



Gambrel



Gable



Saltbox



Mansard

BACKGROUND

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 weather tight 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 re-roofing, and is now the most prevalent roofing material in the district.

REPLACEMENT

Restoration/repair of original roofing materials is always encouraged. However 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. Alternative material, such as asphalt shingle, is usually appropriate, except when the roofing material is highly decorative.

When roofing is installed on buildings within the Windsor Historic District, every effort should be made to have the material and color harmonize with the building and the architectural period which it represents. The Commission encourages the return to original roofing materials. Wood shingles or slate will be recommended for any building erected before 1910. If this causes a hardship to the applicant, other

roofing will be acceptable providing it resembles wooden or slate shingles and is appropriate for the architectural style of the house. There are various synthetic products that may simulate historic roof materials including an imitation slate made out of composite rubber, imitation wood shingles made out of cement fiber board, and various asphalt and bituminous products. The Commission may consider the use of these materials.

While the Commission encourages property owners to maintain or return to the original roofing material when replacing a roof, property owners are permitted to replace existing asphalt shingle roofs with asphalt shingles. If the color matches the existing roof and the type of shingle is to remain the same, the building owner does not need to apply for a Certificate of Appropriateness. If a property owner proposes to replace three tab asphalt shingles with architectural shingles, a Certificate of Appropriateness is not required provided the color is to remain the same.

If a property owner proposes a change in roofing material, the Commission will consider the proposal provided the material closely resembles what is appropriate to the period of the structure. For example tin roofing was popular in the United States in the late 19th century. Such roofs were commonly painted red or green to resemble the patina of copper. The Commission may also consider cedar and slate shingles if appropriate to the period of the building.

Efforts should be made to ensure roofs on any outbuilding are compatible to that of the main structure.

ADDITIONS TO ROOFS

Additions to roofs are generally discouraged, except when proper documentation reveals missing features. When adding new features consider placing them out of view from the public way, and avoid covering, removing, or distracting from the character-defining features or forms.

Skylights

Skylights are generally not encouraged. However, if proposed, low profile skylights are preferable and they should be placed at the rear of the house.

Dormers

New dormers may be appropriate provided they are compatible with the original style and period of the building.

Chimneys

Chimneys should be maintained in the original height, form, and design and all original decorative elements should be maintained. If a new chimney is proposed to be added to a building, it should match the existing chimney in style and material. Care should be taken to maintain massing and balance.

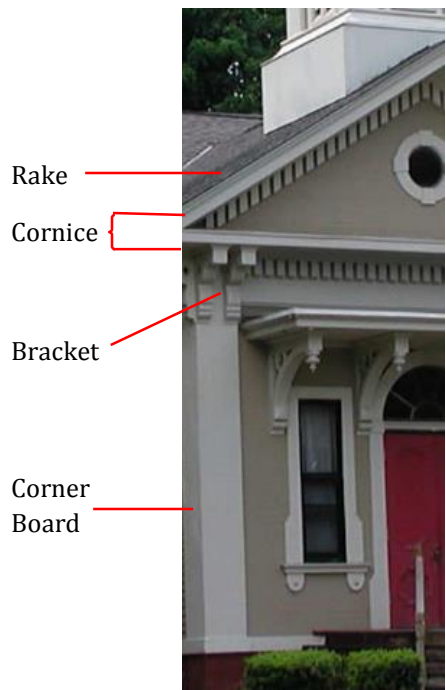
Gutters and downspouts

Gutters on buildings in the American colonies were typically constructed of wood consisting of two boards in a V-shape. Over time, improvements were made to wooden gutters and not only did they become more effective drainage components, but they became important architectural features. At the turn of the 19th century, half-round lead gutters and cylindrical lead downspouts were used on many buildings. The metal K-style gutter commonly seen today was not introduced until the 1950's.

When replacing gutters and downspouts, replacements should not detract from the building's composition, color or special details. A Certificate of Appropriateness is needed if a change in material for the replacement gutter is proposed or if removing original gutters from a building. A Certificate of Appropriateness is not needed if replacing gutters with the same style and color gutter.

ARCHITECTURAL ORNAMENTATION

Ornamentation



BACKGROUND

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 maintained and retained as such.

MAINTENANCE AND 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 rotted 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 on another building. Avoid removing original details or decorative features without replacing them.

ADDITIONS

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 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 may be 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.

Furthermore the new addition should be compatible with the historic building in terms of mass, materials, proportion, location, scale, and relation of solids to voids.

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 new styles.

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

- a) Qualities of the building form, including mass, scale, and roofing;
- b) Qualities of the façade, including doors and windows, architectural styles, 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 Historic District as a whole, including materials, texture, projections (porches, ells, etc.) and color, other than color of paint; and
- e) 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 product will be held prior to issuing a certificate of occupancy.

OUTBUILDINGS

Outbuildings found in the Historic District include garages, tool sheds, greenhouses and barns. Some of these are historically significant in their own right. For example, a number of barns reflect the history of Windsor 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 tool sheds, 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 light fixtures, walkways, driveways, and vegetation can all contribute to, or detract from, the historic building.

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.

FENCES AND WALLS

Existing walls and fences should be preserved whenever possible; restoration is always preferred to replacement. If replacement is needed, 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 Historic District include simple wooden fences, picket fences, stone walls, and stone posts with wooden fence rails. The Commission may consider alternative materials for fence replacement, provided the fence resembles historic design. Concrete walls and chain link fences are not recommended. Privacy (stockade) fences are not recommended in the front yard; such fences should be located in side and rear yards and should not be highly visible from the public way. Compliance with the Zoning Regulations is also required for all fences and walls.

Examples of Appropriate Fences



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.

The Historic District Commission suggests 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. Signs as may be allowed within the 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 a 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 signs 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 sign shall exceed six (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.

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.

BUILDING AND SITE UTILITIES

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.

Solar Panels

When solar panels are to be mounted on the roof, they should be installed on rear slopes or other locations not easily visible from the public way. Panels should be installed flat and not alter the slope of the roof. If possible, solar panels should be positioned behind existing architectural features such as dormers and chimneys. The color of the panels and mounting equipment should be compatible in color to the roof. The removal of historic materials or alteration of features is highly discouraged when installing solar panels.

Freestanding solar panels should be installed in locations that minimize visibility from the public way. If panels may be visible from the public way, they should be screened with materials found elsewhere in the District such as fencing or vegetation of suitable scale for the District and setting.

Mechanical Units

Permanently installed equipment, such as air conditioning units, generators, etc. should be placed out of public view wherever possible. If the equipment may be visible from the public way, it should be screened with materials found elsewhere in the District such as fencing or vegetation of suitable scale for the District and setting.

Other Utilities

All other utilities, structures, attachments, and service connections (telephone, TV signal, well heads, etc.) should be placed out of public view wherever possible. If visible from the public way, they should be screened with materials found elsewhere in the District such as fencing or vegetation of suitable scale for the District and setting.

MAILBOXES

Mailboxes should conform to United States Post Office Standard regulations. They should be mounted on a wood post. Excess ornamentation should be avoided.

Appendix

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BUILT
BY
HERKUM CRITCHEE
1765



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APPLICATION FOR CERTIFICATE OF APPROPRIATENESS



WINDSOR HISTORIC DISTRICT COMMISSION



Application for a Certificate of Appropriateness

Please complete the Application for a Certificate of Appropriateness and submit it to the Planning Department.
Please contact the Planning Department at (860) 285-1980 if you have any questions.

Address of Proposed Work: _____

Applicant: Name: _____ Phone: _____

Mailing Address: _____ Email: _____

Owner: Name: _____ Phone: _____

(if different)

Mailing Address: _____ Email: _____

Contractor/Agent Name: _____

Proposed Work Start Date: _____ Estimated Work Completion Date: _____

Nature of Proposed Work (check all that apply):

- New Construction
- Addition
- Alteration/Replacement
- Relocation of Structure
- Demolition/Removal

Type of Structure:

- Residential Building
- Non-Residential Building
- Accessory Structure
- Other: _____

Nature and Description of Proposed Work. Please include any additional materials (e.g., floor plan, plot plan, architectural drawings) or pertinent details that describe the change. _____

Please use reverse side or attach additional pages if needed.

Applicant Signature _____ Owner Signature _____

If the Commission approves the application, a Certificate of Appropriateness will be issued.
Certificates are valid for one year.

FOR OFFICE USE ONLY

Fee \$ None Application Received By: _____ Date Received: _____

Certificate No. HDC- _____ Approved Disapproved Withdrawn Date: _____

Rev. 9/2016

PAINT COLOR

While paint color is not regulated by the Historic District Commission, it does play a critical role in the appearance of the District. The Commission has compiled the following information that can be used as a guide when selecting paint color.

1700-1780 Georgian Period Styling

Georgian style homes were typically painted yellow, tan/brown, red, orange or white.

Federal/Greek Revival Styling

Rich creams, softer yellows, and soft white colors were common for Federal style homes while Greek Revival homes were typically painted white or gray, with dark green or black shutters.

1890 Queen Anne Victorian

Queen Anne homes were commonly painted deep greys, reds, olive green, tan or brown. Trim was painted two or three different colors to harmonize with the base color.

REFERENCES AND RESOURCES

These resources and references are 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 materials also assisted in development of the Handbook. Additional information and assistance may be provided by the Planning Department staff at the Windsor Town Hall, Historic District Commission members, and the Windsor Historical Society.

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.

Handbook of the Historic District Commission, Historic District Commission, Simsbury, 1991.

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.

Town of Windsor Historic Survey, Town of Windsor Planning Department, Windsor, CT, 1981.

Wethersfield Historic District Commission Handbook, Wethersfield Historic District Commission, Wethersfield, CT, 2012.

Historic Districts and Properties Handbook, Fairfield Historic District Commission, Fairfield, CT, 2014.

Roofing for Historic Buildings: Gutters and Downspouts, National Park Service, Technical Preservation Services, Washington, D.C.

Sample Guidelines for Solar Systems in Historic Districts, National Alliance of Preservation Commissions, Athens, GA, 2011.

Windsor Plan of Conservation and Development, Windsor Town Planning and Zoning Commission, Windsor, CT, 2015.

Alternative Materials and Their Use in Historic Districts, Thomason and Associates, Nashville, TN, 2013.

Architectural Style Guide, Historic New England, Boston, MA, 2016.

Roofing for Historic Buildings, Old House Journal, Sweetser, 2016.

National Register of Historic Places Fact Sheet, State of Connecticut Department of Economic and Community Development, 2016.

For lead abatement information and questions, please contact the Windsor Health Department at 860 285 1823.

For additional information, you may also contact:

State Historic Preservation Office
One Constitution Plaza, 2nd Floor
Harford, CT 06103
860 256 2800

Connecticut Trust for Historic Preservation
940 Whitney Avenue
Hamden, CT 06517
203 562 6312 | Cttrust.org

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Cover, First Church: Historic Buildings of Connecticut, Sterner

1970's Shingled Cape: Google Images

Bonding Patterns: Encyclopedia Britannica

Entrance Features: Historic Buildings of Connecticut, Sterner