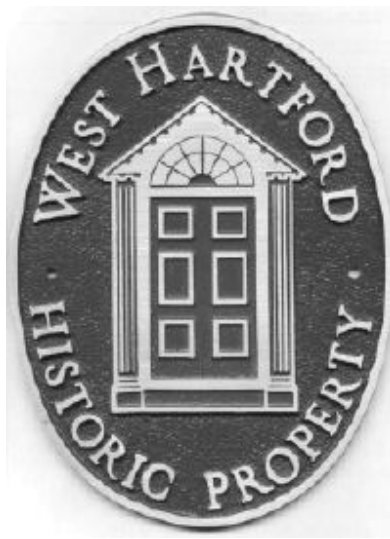


**HANDBOOK OF
THE HISTORIC DISTRICT COMMISSION**



WEST HARTFORD, CONNECTICUT

• 1991 •

Revised 1994

Table of Contents

Section One: Commission Regulations and Procedural Guidelines

I. Introduction	1
II. Commission Organization	1
III. The Certificate of Appropriateness	2
IV. Enforcement	3
V. Housing and Property Maintenance	3
VI. Sample of a Completed Application for Certificate of Appropriateness	4

Section Two: Design Review Guidelines

I. Introduction	8
A. Purpose of Historic Districts and Historic Properties	8
B. Responsibilities of the Historic District Commission and Owners of the Historic Properties	8
C. Purpose of the Guidelines for Design Review	9
II. General Guidelines for Preservation and Rehabilitation	10
III. Specific Guidelines for Construction and Alterations in Historic Districts and Properties	12
A. Introduction	12
B. Guidelines for New Construction or New Additions to Existing Construction	12
C. Guidelines for Restoration and Rehabilitation of Existing Construction	13
IV. Character-Defining Features of West Hartford's Historic District	19
A. Buena Vista District	19
B. Boulevard/Raymond Road District	22
C. West Hill District	24
D. Individually Designated Historic Properties	26
V. Bibliography	41

Section One:

**Commission Regulations and
Procedural Guidelines**

I. Introduction

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

These guidelines are intended to highlight the applicable laws and to explain the procedures by which the Commission operates and processes Certificates of Appropriateness.

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

II. Commission Organization

A. Function

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

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

B. Membership

The Commission consists of five regular and three alternate members, appointed by the Town Council for five-year terms. The work of alternate members is the same as that of regular members, except that alternate members vote only when designated to do so by the chairman in the absence of regular members. All members serve without compensation. At least one regular member and two alternate members must be owners of either individual Historic properties or properties in a Historic District.

C. Meetings

The Commission customarily meets once a month, except in July and August. Currently, meetings are held on the fourth Monday at 7:30 p.m. in the Town Hall. The Commission endeavors to hold one meeting a year in a Historic District or at an individual Historic Property. The Chairman may call special meetings. **All meetings are open to the public.**

D. Hearings

Every application for a Certificate of Appropriateness requires a public hearing. At the hearing, the petitioning property owner is invited to speak, other interested parties (such as nearby property owners) may do the same, and Commission members may ask questions. A general discussion often follows.

The public hearing usually is followed immediately by a meeting at which the Commission acts on the applications heard at the public hearing.

E. Public Notice

All meetings and public hearings are advertised by public notice in the newspaper, usually the *West Hartford News*. No other notice, such as a letter mailed to the owner or the applicant, is required by state law.

III. The Certificate of Appropriateness

A. Changes Requiring a Certificate

In general, a Certificate of Appropriateness, issued by the Historic District Commission, will be required for an new construction, demolition, or change to the exterior appearance of the **building, structure or site improvement feature** within a Historic District or a Historic Property, when such new construction or change is visible from any portion of the public street(s) on which the subject property fronts or abuts (see Fig. #1). In the case of Historic Districts, the portions of streets from which visibility is determined are only those within the established boundaries of the District (refer to District maps on pages 21, 22 and 24.)

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

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

Rear Yard Exemption: A Certificate of Appropriateness **shall not be required** for any change occurring in the area

shown shaded in Figure #2, even though visible from the street, **except for 1)** exterior alterations and enclosed or roof-covered additions to the main building, **2)** alterations to the doors and/or front wall of the garage, and **3)** fences.

B. Changes/Items of Work no requiring a Certificate

1. **Ordinary maintenance and repair** that involves no change in appearance, design or materials.
2. Modifications to the **interior of a building**, or to **exterior** portions of a building or structure **not visible** from public streets (see paragraph A above and Fig. #1).
3. **Installation of storm windows or storm doors**, provided, however, that no such windows or doors shall have any ornamental feature such as grilles, monograms, "scalloping", etc. Plain bars, when installed on the inside for the protection of glass or screens, shall be allowed.
4. **Installation or replacement of gutters and downspouts**, provided that no change is made to such exterior architectural features as eaves and soffits, exposed rafter ends, ornament such as brackets, crown mouldings, etc.
5. **Reroofing**, regardless of design and color, provided that the generic materials used are the same as those removed (slate for slate, wood shingle for wood shingle, etc.).
6. **Replacement of front doors and sidelights**, regardless of material, provided that they are identical in design to those removed.
7. Installation of **chimney caps, window boxes, light fixtures** affixed to a building, canvas window **awnings, mailboxes**, replacement window **shutters**;

8. **Masonry repointing and repair**
9. **Total or partial paint removal**
10. **Choice of paint color**
11. **Work required by the town** to eliminate hazardous conditions, provided that any permanent repairs meet the criteria for exemption from a C. of A. stated elsewhere in these regulations.
12. **Temporary signs** in connection with construction, repair, sale/rental of the property or local political campaigns,
13. **Landscaping**

Property Owners are strongly encouraged to contact a member of the Historic District Commission if they have any questions about the need for a Certificate of Appropriateness. A timely visit to the property can be arranged and, if it is determined that a Certificate is not required, a Waiver will be issued on the spot (or the following day) for presentation to the Building Inspection Division.

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

C. Design Consultations

Members of the Historic District Commission are available for consultations about your proposed work before you file an application. Contact the Commission chairperson (the Town Clerk can tell you his/her name if you don't know). Many property owners have found a design consultation with Commission members helpful, and it may well speed the process along.

CORNER PROPERTY

MID-BLOCK PROPERTY

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

NOT Exempt:

- 1) Fencing
- 2) Front of Garage
- 3) Rear of Main Building,
if visible

CORNER PROPERTY

MID-BLOCK PROPERTY

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

D. Application Procedure

Apply for a Certificate of Appropriateness by completing an application (see the attached sample) and submitting three (3) copies to the town's Building Department at Town Hall. Application forms are available at the Building Department.

You will normally file this application prior to applying for a building permit. Please note that a Certificate of Appropriateness is entirely separate from the building permit, it does not take the place of a building permit, and it is required even when a building permit is not.

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

The Building Department will forward your Certificate of Appropriateness to the Historic District Commission.

A public hearing on your application is the next step, and the Commission normally will consider your request at its next regularly scheduled meeting (See Section II.C above for more information about meetings.) You are encouraged to attend the hearing and meeting. If the Commission fails to reach a decision on your application within 65 days after you apply, your project is automatically approved.

E. Application Form

Attached to these Guidelines is a sample form Application for a Certificate of Appropriateness, together with a model completed application form with support materials.

F. Expiration Date

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

G. Right to Appeal

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

IV. Enforcement

A. Town Building Official & Fines

The Town Building Official has the duty to determine whether work being done has a Certificate of Appropriateness and to inspect work performed after issuance of a Certificate to ensure that it is being done correctly. The process is similar to enforcement of a building permit. Owners should contact the town Building Department when a project is completed so that it may be inspected.

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

V. Housing and Property Maintenance

Except as specifically described in these guidelines, the Historic District Commission has no control over the condition of individually designated Historic Properties or properties within Historic Districts. The Housing and Property Maintenance Code, however, does establish minimum standards and responsibilities for the maintenance of all premises. Owners of all property, historic or not, are subject to this code, which is contained in Chapter 105 of the West Hartford code of ordinances.

Sample Completed Form

TOWN OF WEST HARTFORD
WEST HARTFORD HISTORIC DISTRICT COMMISSION

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Date 8/12/90

FILE IN TRIPLICATE

Application is hereby made for the issuance of a Certificate Of Appropriateness for the proposed work described below:

Address of Proposed Work 1639 Boulevard, West Hartford

Owner's Name Joe Homeowner

Address Same

Home/Business Phone No. (indicate which) 561-0000 (home)

Agent or Contractor, and Phone No. Boulevard Contracting, 561-0000

Architect, and Phone No. Sam Architect, 521-0000

Proposed Work is:

Change Addition Demolition Moving New Construction

Work is to be done on:

Residential Building Accessory Building Other (including land)

Date work will start: 9/1/90 Date work will finish: 10/1/90

Description of Proposed Work (Be specific; include materials, Photographs of existing conditions, and scaled sketch of proposed Work. Attach additional sheets if necessary).

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

See attached photos and illustrations.

Joe Homeowner
Signature of Applicant

OFFICIAL ACTION

Date Application Filed _____ Date Received by Commission _____

Building Permit Required: Yes No

Date of Public Hearing _____

Application APPROVED as submitted

Application APPROVED as modified

Application APPROVED WITH CONDITIONS (described below)

Application DENIED

Date _____

Signed _____

(Commission Title)

Section Two:

Design Review Guidelines

PART I: Introduction

A. Purpose of Historic District and Historic Property Designation

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

B. Responsibilities of The Historic District Commission and Owners of Historic Properties

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

Proposed actions by property owners which are reviewable by the Historic District Commission include, but are not limited to:

1. **Construction of any new building or structure, including:**
 - a. Outbuildings of any kind (e.g., utility sheds)
 - b. Fences and walls

- c. Signs
- d. Driveways and parking areas
- e. Sidewalks and steps
- f. TV antennas and satellite dishes, and
- g. Freestanding lighting fixtures.

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

- a. A room addition
- b. Porch
- c. Installation of aluminum, vinyl or other artificial siding
- d. New or replacement gutters and/or downspouts
- e. Replacement of garage doors
- f. Addition or removal of shutters
- g. Total or partial paint removal or sandblasting
- h. Exterior lighting fixtures
- i. Storm/screen windows
- j. Masonry replacement and repointing, and
- k. Removal/addition of architectural ornament

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

C. Purpose of the Design Review Guidelines

The purpose of these guidelines is two-fold:

1. To provide the owners of a individual Historic Property, or property within a Historic District property a set of standards and criteria to be referred to when planning or designing changes or additions to their properties, and preparing applications for Certificates of Appropriateness for said changes or additions.
2. To provide the Historic District Commission with the tools for judging the appropriateness of proposed changes or additions, and to provide a basis for consistency in their decisions over time.

PART II: General Guidelines For Preservation And Rehabilitation

The Historic District Commission has adopted the following Standards for Rehabilitation by the Secretary of the Interior as an introduction to the more specific guidelines which follow them:

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

New Additions to Existing Buildings

No

Yes

Mass

Avoid single massive forms which are not compatible with the massing of the original building. Try to relate the addition to the type and variety of original forms and their composition.

No

Yes

Scale

Avoid out-of-scale additions. Try to be sensitive to the size and proportion of original building. Try to design and arrange additions to appear secondary in importance to the original.

No

Yes

Location

Avoid additions which obscure and/or damage the features of the original building. Try to locate the addition on non-character defining sides, set back from the principal façade of the original building, or out of view from the “public road, way or place.”

PART III: Specific Guidelines For Construction and Alterations on Historic Districts and Historic Properties

A. Introduction

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

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

B. Guidelines for New Construction or New Additions to Existing Construction

The following guidelines will serve as a "checklist" of considerations in preparing designs for new buildings and additions. They do not require new construction to be a reproduction or replication of any historic style or period, provided that the specific proposed structure be visually compatible with other

buildings on the same lot and, as appropriate, with the Historic District as a whole.

1. For Properties in Historic Districts:

a. Mood and Character:

- Try to carefully assess the mood and character of the neighborhood where the new construction is to occur.
- Avoid new construction which in its form, texture, color, etc. is not consistent with the mood and character of the neighborhood, even though it may be appropriate in scale.

b. Siting:

- Try to be aware of setbacks and yard sizes predominant in the neighborhood.
- Try to be aware of the prominence of your property or building site with respect to the immediate neighbors and to the District as a whole.
- Avoid siting new construction in a way which breaks the rhythm or pattern established by the placement of neighboring buildings.

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

a. Compatibility:

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

b. Design:

- Try to use contemporary design and construction for new buildings (provided the qualities of design element criteria are met).

- Avoid unauthentic reproduction or imitation of older architectural styles.
- Try to design substantial new additions in such a way that they can be clearly differentiated from and, therefore, do not appear to be a part of an historic structure to which they are attached.
- Avoid design and construction of new additions that radically change, obscure, damage or destroy character defining features of the historic building to which they are attached.

C. Guidelines for Restoration and Rehabilitation of Existing Construction

1. General:

a. Replacement of Original Materials:

- Try to re-use original materials to the greatest extent possible. Where original materials is unavailable or deteriorated, use new materials in the same form and with the same method of installation as the original.

b. Use of New Materials:

- Avoid selecting new building materials which are out of scale, character, or otherwise present an appearance distinctly different from the original building. Likewise, avoid, if possible, use of materials which were not available at the time of the building's construction.

c. Restoration:

- Try to research the history of the structure and restore it as nearly as can be determined to its original form, or to a significant era of its history.
- Try to make use of the most current methods of restoration of partially deteriorated materials.

- Avoid "gutting" of a structure before new functional arrangements have been carefully planned.

2. Foundations:

- Try to maintain the original appearance of the foundation material. For stone foundations avoid patching with stones which are not generally the same shape and size as the original. With brick or stone, try to use mortar of the same color and strength as the original. Avoid over-mortaring joints or tooling to a profile inconsistent with the original.

3. Walls:

a. Frame Walls:

- Try to retain and restore original materials whenever possible.
- Avoid removal of existing materials such as clapboards or shingles, since these form a major part of the building's texture.
- When deteriorated, material must be replaced or repaired, try to use material that duplicates the old as nearly as possible. Be aware of the use of different materials on a single building, such as a shingle gable over a clapboard first story, and replace or repair with similar materials.
- Avoid resurfacing frame buildings with material which changes the textural appearance of the original building or which was not available at the time of its construction.

b. **Masonry Walls:**

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

c. **Low Maintenance Siding:**

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

Despite the efforts of the manufacturers to duplicate the appearance of other building materials, these products nearly always have a glossy uniformity which reveals their true nature. In addition, even though these products are sold to reduce maintenance problems, especially when used as a cosmetic treatment to hide difficulties, such as peeling paint, stains or other indications of deterioration of the original.

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

- Try to use siding which duplicates the width of existing clapboards. Avoid using a "clapboard" type siding over existing shingles or other materials bearing no resemblance to clapboard.
- Try to use corner boards and other flat trim pieces of the same width and appearance as the original. Avoid using artificial material to clad trim pieces such as balusters, brackets, cornices, moldings, posts and columns, even though the major wall areas may be covered. Avoid cladding all wall surfaces with the same type of siding, irrespective of their original appearance. For example, a shingled gable should not be clad in the same way as the clapboard body of the house.

- Avoid the use of highly textured or “wood grain” patterns, since these rarely bear any resemblance to the original material.
- Avoid using artificial decorations, such as shutters, scrolls, grilles, etc., since these rarely have the appearance of original materials if, in fact, the building originally had such decorations at all.

d. **Sandblasting:**

Sandblasting should be avoided, since it can damage siding and other architectural features.

4. **Trim and Decorative Features:**

a. **Cornices, Brackets, Columns, Posts, Balusters, Etc.:**

- Try to retain and repair such decorations and trim, since they are usually an essential part of the building’s character and appearance. When severe deterioration requires, try to replace or reconstruct such features as nearly as possible to their original form. Avoid removing or cladding these important elements, since this would significantly alter the appearance of the building.

b. **Ornamental Metal Work:**

- Try to clean, repair and restore decorative metal work such as railings, fences, and other trim. On iron work, try to clean areas of rust and halt further rusting by repainting to match the original color.
- Avoid painting of non-ferrous metals such as brass or copper. Brass should be cleaned of oxidation, when possible, and copper should be left to oxidize naturally.

c. **Door and Window Trim:**

- Try to retain and restore door and window trim, such as lintels, sills, architraves, pediments, hoods, etc., to their original form. Avoid cladding door and window trim, especially when ornamental or decorative, with artificial siding products.

d. **Shutters:**

- Try to research the original design of the structure to determine if shutters were actually used. If so, try to restore the originals or replace them with shutters which match the originals in form and material. Avoid installing prefabricated or mass-produced shutters of artificial materials, such as aluminum or vinyl.

5. **Doors:**

a. **Primary Doors:**

- Try to respect the “main entrance” to the building and its relationship to the site and the building form. Avoid relocating or introducing new doors into the principal elevations of the building. Try to retain original door design, including panels, lights and hardware, and if replacement is required, try to duplicate the original design in form and material.

b. **Secondary Doors:**

- While less important visually than primary doors, secondary doors such as back or side doors, basement doors and hatches, etc., should be retained or replaced in a way that respects their original form. If new secondary doors must be introduced, avoid locating these in a way that destroys the original composition or symmetry of the façade.

c. Storm Doors

- Although pre-20th century buildings were not usually equipped with storm doors or windows, the energy conscious property owner of today often finds these to be essential in reducing heat loss. When used, storm doors should be selected to compete as little as possible with the design of the main door.
- Try to use wood frame storm doors. If metal storm doors must be used, try to select a frame color which is the same as the door trim.
- Avoid using bright aluminum colored frames. Try to select a design and arrangement of lights which complements rather than detracts from the design of the door.
- Avoid decorative grilles, scrolls or scalloped patterns which may be inappropriate to the design or character of the building.

6. Windows:

a. In Walls:

- Try to retain existing window sash whenever possible. If replacement is required, try to respect the stylistic period of the building by selecting sash design and arrangement of lights which reflect the building's original form.
- Avoid creating new window openings which destroy the original composition or symmetry of the façade. Be aware that some styles used subtle color changes for sash and trim; try to duplicate this as closely as possible.

b. In Dormers:

- Avoid creating dormers in roofs where their form would be inappropriate to the historical integrity of the building. Try to retain all dormer windows in their original style, including the arrangement of lights and the sash detail.

c. Storm Windows:

- The early windows were wood framed single units which covered the entire window opening. They were used in place of the window screens in winter and, like the screens, hooked onto clips at the top piece of window trim. When installing storm windows on buildings of the early 20th century style or older, try to use this type of wood frame window, painted to match the existing window trim. If metal storm windows must be used, try to select a color which is close to that of the existing trim. Avoid using bright aluminum colored frames where the color would be inappropriate to the character of the house.

7. Porches and Steps:

- a. Try to retain porches and steps in their original form. Remember that porches and steps which were added later often reflect evolving architectural styles, and are important to the building's historical integrity. Avoid stripping porches of original materials or features, such as handrails, balusters, columns, brackets, or decorations of wood, metal, tile or masonry.
 - Try to repair or replace deteriorated architectural features with new material that duplicates the old as closely as possible.
 - Avoid enclosing porches and steps in a manner that destroys their intended appearance. If it is essential to enclose a porch, try to do this inside the columns and railings, and do so in a way which preserves the original form and character of the building.

8. Roofs:

a. Form and Features:

Try to retain the original roof form, including gables and eaves, hips, dormers, etc.

Avoid introduction of forms inappropriate to the original form of the roof, such as oversized dormers, skylights, etc.

Try to retain or replace the original architectural features which give the roof its essential character, such as dormers, cupolas, cornices, brackets, cresting and weather vanes.

b. Roofing Material:

Try to replace deteriorated roofing material with the same material originally used. If new material must be substituted, try to select one which matches the old in composition, texture, size, shape and color.

Avoid using roofing material which is so light or bright in color or tone that it detracts from the character of the building or the continuity of the neighborhood.

c. Gutters and Downspouts:

Try to retain original gutters and downspouts. If replacement is necessary, try to use materials which are similar in form and color to the original. Remember that gutters and downspouts can be strong visual elements, and avoid introducing new ones in locations where they will detract from the original composition or symmetry of the building.

d. Rooftop Equipment:

Try to place rooftop equipment such as T.V. antennae, air conditioners, exhaust fans, vents and solar collectors in a location where they cannot be seen from the street. Where solar collectors must face the street (south) for efficiency, try to mount them in a way which minimizes their profile and makes them as inconspicuous as possible.

9. Chimneys:

- a. Try to retain the original height and form, number and location of the chimney(s), since these are critical links with the historical development of the structure. Avoid adding new chimneys, especially false ones, which give the building an appearance it never had. Try to maintain existing chimney, following the guidelines for masonry walls (3b).

10. Outbuildings:

a. Garages, Carriage Houses, Barns:

Buildings such as these often contribute significantly to the historical or architectural interest of the property. Because of this, they should be treated with no less respect than the major structure itself.

Try to follow the procedures for the particular features and types of construction covered elsewhere in these guidelines. Try to retain and repair as needed those buildings and their features which are important to the historical integrity of the property. When modifications or rehabilitation are required, such as installing new "garage" type doors on a garage or carriage house, try to keep the design compatible with that of the major structure and its site. (Refer to guidelines for New Construction).

11. **Fences:**

New fences should be compatible with the style and character of the building. Simple wooden fences are usually appropriate for any building; a more elaborate house may suggest a more elaborate fence provided it is in keeping with the style and detailing of the house. Try to retain, repair, extend existing fencing.

Inappropriate Fencing

Chain Link

**Concrete or
Concrete Masonry**

Solid Fencing
Too high: obscures house

PART III: Character-Defining Features of West Hartford's Historic Districts

A. Buena Vista Historic District

1. Qualities of Building Form

a. **Height:** 1 ½ to 2 ½ stories

b. **Scale:**

Residential scale maintained throughout district

c. **Massing:**

Mixed between balanced and unbalanced

2. Qualities of Façade

a. **Proportion:**

With few exceptions, broader than tall; regular rhythm of doors and windows (solids and voids); vertical openings predominate

b. **Directional Expression of Façade:**

Mixture of vertical and horizontal, with stress on vertical.

c. **Degree of Complexity within Façade:**

Predominantly simple and balanced with few architectural details.

3. Relationships to Neighborhood or District As A Whole

a. **Materials:**

Mixture of painted brick, natural brick, stained and painted shingles, wood clapboard; includes 2 examples of artificial siding. Glass block and stucco also found within district. Asphalt shingle predominant roofing material.

b. **Textures:**

Mixtures: Some houses are of mixed textures (example – brick with shingled dormers).

c. **Colors:**

Painted and natural brick. All wood siding treated in some way (stain, paint); color range from white to dark brown.

d. **Architectural Details:**

Decorative details minimal, but where pertinent are significant; brick chimneys predominant; details include: cornices, pediments, Doric columns, pilasters, balustrades, Palladian windows, quarter round windows, side lights, bonnets, bay windows, leaded windows, dormers; good examples of exposed rafter ends and decorative eave and rake brackets.

e. **Roof Shapes:**

Predominantly gable, but examples of gambrel and hipped

f. **Projections:**

Several examples of one-car garages set back. Most additions are smaller and are attached to mass of house. In one portion of district existence of large front porches; no predominant trend.

4. Relationships To Immediate Neighbors

a. **Building Setbacks:**

Predominantly uniform among residential properties with one rear lot exception. Clubhouse not related to street.

b. **Spacing of Buildings:**

Consistent rhythm and visually unified streetscape along Buena Vista Road. Side yards less than width of building. Spacing varies along Mountain Road. Porches are in line and do not distract.

c. **Rhythm of Entrance/Porch Projections:**

Where applicable, porches are in line and do not distract. Nature and function of projections vary.