

Madison Historic District Regulations and Guidelines



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Groton Historic District Guidelines
South Windsor Historic District Guidelines
Guilford Historic District Commission
Old Lyme Historic District Guidelines
Connecticut Historic Districts

Marilyn Ozols, Planning & Zoning Administrator

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INTRODUCTION

The Town of Madison has changed dramatically since the first European settlers entered the area in the middle of the 17th century. From its beginning as a part of neighboring Guilford, the area has slowly grown – first into the separate parish of East Guilford and then into an independent community of its own. Once the new Town, with the new name of Madison, was established in 1826 it continued to prosper and fill with residents. In the second half of the 19th century, the railroad brought new goods and new growth to the Town. The area along the shoreline was developed with recreation and summer residents in mind. When the automobile, and even more dramatically the New England Thruway, narrowed the distance between Madison and state’s commercial centers, the Town became a bedroom community serving New Haven, Hartford, Bridgeport, and even lower Fairfield County. Throughout these transitions, one element has remained constant in the Town: the central place of The Green and the surrounding neighborhood.

The Town’s government recognized the important place of The Green and the surrounding area in the history of the community when they established the Madison Historic District and appointed the Madison Historic District Commission. The Historic District provides another layer of protection to an area whose significance has been recognized by placing it on the National Register of Historic Places.

MAP Madison Historic District



PREFACE

This handbook contains a review of procedural requirements for application to the Historic District Commission, and guidelines for appropriate design in the historic context.

Since 1961, any municipality in Connecticut has been enabled by state law to:

“establish within its confines an historical district or districts to promote the educational, cultural, economic and general welfare of the public through the preservation and protection of the distinctive characteristics of buildings and places associated with the history of or indicative of a period or style of architecture of the municipality, of the state or of the nation.”

The Town of Madison’s regulated historic district has been created by a public process. By state law, Madison’s Historic District was approved by a minimum 2/3 majority of the property owners within the district that returned ballots and subsequent approval of the Board of Selectmen. The Town of Madison Historic District Commission was established to review any and all alterations, demolition, or construction of buildings and other structures within the boundaries of Madison’s designated historic districts and which is open to view from a public street, way, or place. The Commission is empowered to exercise all powers, duties, and functions enumerated under the Connecticut General Statutes, Title 7, Sections 7-147a to 7-147k, inclusive and as amended. The Commission is a branch of local government and its decisions are binding under the law. The jurisdiction of the Historic District Commission is independent of and equal to that of any other local governmental authority except a court of law upon appeal.

In addition to its review functions, the Historic District Commission is empowered by state law to act in a number of discretionary ways to promote the preservation of historic resources. It may, for instance, interact with both governmental and private agencies on matters of mutual concern and can make proposals to the same. It can recommend an expansion of an existing district or that additional districts be created. It can advise or otherwise make information available to the public on historic preservation matters. It can comment on zoning variances and special exception permits in historic districts. The Commission also can consult with experts who are not members of the Historic District Commission.

The Historic District Commission has published this handbook of application procedures and design guidelines to provide a common reference for the planning and design of regulated activities. Both public and private sectors are required to abide by the rules and procedures pertaining to historic districts. The guidelines that follow in this handbook are provided to facilitate the design and review process, but cannot be expected to provide precise and fixed standards for design.

In the words of the Historic Preservation and Museum Division of the Connecticut Commission on Culture and Tourism:

“historic district designation carries with it no inherent restrictions, only a review process to prevent incongruous change.”

The mandate of the Commission is to preserve and wherever possible enhance the historic and architectural character of the Town's historic districts. The historic context or setting is itself the primary concern of the Commission. It is the intention of the Historic District Commission to promote excellence in design, and design which is not incongruous with an historic district.

The goal of historic preservation is to preserve continuity with the past, not the isolation of the past. Indeed, the continuity of our cultural heritage both anticipates and encourages ongoing change and development. Historic properties are resources important to the ongoing development of our community.

This handbook is divided into two major parts plus a series of appendices. The first part deals with the necessary application procedures, and outlines activities which are regulated under the Historic District Ordinance. The second part presents guidelines for appropriate design in the historic context. An appendices section includes copies of pertinent enabling statutes, the ordinance, the Secretary of the Interior's "short list" Standards for Rehabilitation and other reference and application information.

APPLICATION PROCEDURES

Regulated Activities:

General:

No building or structure shall be erected, added to, moved or demolished, nor shall any exterior architectural feature of any building or structure be altered, within a historic district without first obtaining a Certificate of Appropriateness from the Town of Madison Historic District Commission, except as specifically exempted below. However, because a construction activity is regulated does not mean that it necessarily is prohibited -- the appropriateness or inappropriateness of all regulated activities will be reviewed and decided upon by the Historic District Commission during the application and review process described in the following sections of this handbook.

Maps of the Town's regulated historic districts are delineated in the previous section of this handbook. Note also that all buildings and structures located within a historic district, including those without individual historic or architectural significance, are regulated.

To fall under the jurisdiction of the Historic District Commission, a proposed construction activity must be visible from the public view. Public view is not necessarily limited to public streets, sidewalks, and parks, but may include any place customarily open to the public, such as private parking lots. The public viewpoint also can be from navigable waterways, boardwalks, wharves, as well as from railways. A building or structure which is hidden by landscaping is considered to be in the public view if it would be visible without such landscaping.

The Land Use Office will require a Certificate of Appropriateness approved by the Historic District Commission before issuing a building permit for any construction activity in any of the Town's Historic Districts. Moreover, a Certificate of Appropriateness may be required whether or not a building or zoning permit also is required. Failure to comply with Historic District regulations may make a property owner and his or her agents liable for both fines and related legal expenses, and any unauthorized and inappropriate construction work can result in a court injunction requiring the removal or rectification of the same as approved by the Historic District Commission.

The following activities are typical of those regulated under the Town of Madison Historic District Ordinance. However, this list is offered only to facilitate the application procedure, and should not be construed to be a complete and final itemization of all activities that may be regulated by the Historic District Commission. When in doubt as to the necessity for application, questions should be directed to the Land Use Office, or to the Historic District Commission at any regularly scheduled meeting.

APPLICATION PROCEDURES

List of Regulated Activities: Any new construction, demolition, or removal of, or addition to, or alteration of any of the following with respect to Local Historic Districts or Properties, if in public view.

ALL PRINCIPAL BUILDINGS

OUTBUILDINGS:

- Garages
- Sheds
- Barns
- Greenhouses
- Gazebos
- Bandstands

ARCHITECTURAL ELEMENTS:

- Doors & entranceways
- Porches
- Windows frames, sash, & muntins
- Storm doors and windows.
- Shutters
- Architectural trim & ornaments
- Substantial removal or replacement of siding & roofing
- Addition of aluminum, vinyl or similar siding
- Substantial paint removal to bare surface
- Exposed foundations
- Chimneys
- Dormers
- Skylights
- Sunrooms
- Awnings
- Light fixtures
- Replacement or removal of historic gutters (addition of new gutters is not regulated if the historic gutters are not removed)

SITE FIXTURES & STRUCTURES:

- Driveways
- Parking areas
- Walkways
- Decks
- Fences & masonry walls
- Retaining walls
- Trellises, pergolas, & arbors
- Exterior lighting fixtures
- Above-ground swimming pools
- Dumpster enclosures & routinely placed dumpsters
- Above ground storage tanks

APPLICATION PROCEDURES

List of Regulated Activities (continued):

PARKING AREAS:

- Size
- Location
- Visibility of vehicles
- Paving materials
- Lighting

PUBLIC RIGHT-OF-WAY:

- Paving materials
- Sidewalks
- Curbs
- Retaining walls
- Guard rails
- Street lights
- Above-ground utility poles and related structures
- Street & traffic signs
- Anchored sidewalk furniture.
- Permanent statuary & monuments
- Anchored or routinely placed trash receptacles, mail boxes, news stands, and similar sidewalk fixtures
- Free-standing flagpoles
- Designated scenic roads

WATERFRONT STRUCTURES:

- Wharves
- Docks
- Boardwalks
- Dams
- Bridges
- Seawalls & river bulkheads

SIGNS:

- Business (retail, office, industrial, marine, etc.)
- Multi-family residential
- Street & traffic signs

MISCELLANEOUS FIXTURES & STRUCTURES:

- Solar panels
- Wind powered energy devices
- Replacement of historic gutters
- Exterior air condition units, exhaust vents, coolers, etc.
- Satellite dishes, ham radio and other specialized antennae
- Temporary structures such as tents, in place for more than 30 days
- Vending machines in place for more than 30 days

APPLICATION PROCEDURES

List of Non-Regulated Activities: The following activities are related construction items which are allowed by right and do NOT require application to the Historic District Commission for a Certificate of Appropriateness.

CONSTRUCTION NOT VISIBLE FROM PUBLIC VIEW

INTERIOR ALTERATIONS

ROUTINE MAINTENANCE & REPAIRS:

- Paint removal that does not damage the structural surface
- Painting and paint color
- Masonry repair & repointing which match existing exactly
- Siding & roofing repairs which match existing exactly
- EXACT replacement of existing architectural and site features

LANDSCAPE PLANTING

TEMPORARY SIGNS:

- Real estate sales signs
- Construction signs
- Tag sale signs
- Political signs
- Event banners

TEMPORARY FIXTURES & STRUCTURES:

- Event tent structures in place less than 30 days
- Construction dumpsters
- Construction trailers
- Construction toilets
- Construction security fencing
- Temporary construction utilities

MISCELLANEOUS FIXTURES:

- Boats
- Conventional TV antennae
- Standard Postal Service approved mail boxes
- Flag staffs attached to building facades
- Free-standing flag poles not in the public Right-of-Way
- Residential patios and terraces on grade
- In-ground swimming pools
- Residential playground equipment
- Movable site furniture for any use
- Incidental through-roof plumbing vents
- New gutters, only if historic gutters are not removed

APPLICATION PROCEDURES

Pre- Application Meeting:

The Pre-Application Meeting is an informal session held by the Historic District Commission with an applicant, prior to submission of a formal application. It is the primary goal of the Pre-Application Meeting to engage in dialogue and to gauge the Commission's stance on appropriateness. If the applicant has already engaged the services of an architect and/or contractor, he/she is encouraged to attend as well. This preliminary review process is held prior to the submission of any formal application materials, though the applicant is asked to bring any available materials, which might be pertinent. The Pre-Application Meeting does NOT begin the statutorily defined 65-day time period for consideration of an application, as no application is submitted at this stage. It is also suggested that before requesting a Pre-Application Meeting, the applicant review both the application procedures and design guidelines outlined in this handbook.

The Pre-Application Meeting is entirely optional but is encouraged by the Historic District Commission as a means to expedite the ultimate application review process for both the applicant and the Commission. Pre-Application Meetings are held during the Commission's regularly scheduled monthly meetings, though in exceptional instances a special meeting may be scheduled. A Pre-Application Meeting should be scheduled in advance through the Land Use Office. Note that the Commission can make no final decisions during this pre-application review process, except to determine that a formal application is not in fact required for a particular project.

The Pre-Application Meeting may include the following:

1. Discussion of proposed scope of work.
2. Review of preliminary plans, specifications, and/or photos, if available.
3. Determination if Certificate of Appropriateness is required.
4. Clarification of application procedures.
5. Identification of additional materials necessary for submittal.
6. Advice on matters of appropriate design.
7. Suggestion of resources for consultation by applicant.

APPLICATION PROCEDURES

Submission Requirements:

All proposed construction activities which are regulated under the Town of Madison Historic District Ordinance (see pages 7-8) must be submitted for review to the Town of Madison Historic District Commission. An Application for Certificate of Appropriateness may be downloaded from the Town website at www.madisonct.org or obtained at the Land Use Office:

Land Use Office
Madison Historic District Commission
Madison Town Campus
8 Campus Drive
Madison, CT 06443
(203) 245-5632

The Historic District Commission suggests that the applicant request a Pre-Application Meeting in advance of submitting a formal application as discussed in the preceding section of this handbook. However, this Pre-Application Meeting is at the option of the applicant.

A sample application form follows in this section of the handbook. In addition to the completed application, supporting materials **MUST** be submitted that delineate the proposed construction activity in sufficient detail for the Historic District Commission to render a decision as to appropriateness. As a minimum, the supporting materials listed in the following table are required with submission of a completed application. The Historic District Commission reserves the right to request any additional or waive any required information that it deems necessary or unnecessary to make a determination as to the appropriateness. The application form and all plans shall be submitted in duplicate; upon approval one set shall remain in the Historic District Commission files at the Land Use Office, and the second shall be returned to the applicant stamped approved by the Commission. Only one set of photos is required but these shall be retained in the Historic District Commission files.

The application shall be deemed officially received on the date of submission to the Land Use Office. The Commission shall schedule a public hearing and render a decision as to appropriateness no later than 65 days after such receipt.

Note that historic properties may be allowed special exceptions from building, life safety, and zoning codes, as well as from the American Disabilities Act. However, all such waivers or modifications must be directed to the Building Official, Zoning Official, or Fire Marshal as appropriate

APPLICATION PROCEDURES - SUPPORTING MATERIALS	Demolition & Removal	New Construction	Additions & Alterations	Parking Areas	Site Improvements	Signs
Photographs which show nearby structures, and the spatial relationships of these buildings within the immediate neighborhood. Photographs should be arranged to show the entire street frontage for at least 2 successive properties in all pertinent directions.	X	X	X	X	X	X
Photographs showing all facades of related buildings and/or structures on the subject property, and/or of subject grounds if site features are affected or site improvements proposed.	X	X	X	X	X	X
Historic photographs of the subject property and environs are recommended (the Madison Historical Society, and Charlotte Evarts have many photos).	X		X		X	
Vicinity plan showing at least 2 successive properties in all pertinent directions, and any related street and topographic features. This vicinity plan may be in sketch form, but shall adequately describe the general scale and relationships of nearby buildings. (Aerial photographs might be a source of some of this information).	X	X	X	X	X	
Sketch site plan showing proposed location and relationship to immediately adjacent properties, at a minimum scale of 1" = 10', is recommended.	X				X	X
Detailed site plan showing proposed new construction, any proposed site improvements such as parking areas, driveways, walkways, fences, decks etc., and the relationship of the same to immediately adjacent properties, at a minimum scale of 1" = 10'.		X	X	X		
Sketch perspective drawing of proposed work is recommended.		X	X			
Scale drawings and plans of existing subject property, if deemed architecturally significant by the HDC, at a minimum scale of 1/4" = 1'.	X					
Architectural drawings (elevations) of all proposed building facades and relevant site features, at a minimum scale of 1/4" = 1'.		X	X		X	
Architectural floor plans of all new, added, and/or altered exterior architectural elements, at a minimum scale of 1/4" = 1'.		X	X			
Details of proposed primary architectural and site features, at a minimum scale of 1-1/2" = 1', are recommended.		X	X	X	X	
Detailed drawings and specifications for lighting, signage, and other related fixtures, showing size, materials, colors, lighting source etc.				X	X	X
Copies of product literature with photographs for any proposed prefabricated site fixture or structure.					X	
A written statement of the proposed condition and appearance of the subject property after demolition or removal. Such statement shall include an explanation of the practical difficulty and hardship which precludes preservation of the subject structure. The applicant must demonstrate that there is no prudent alternative to demolition or removal.	X					
Copy of all applications and approvals required by other jurisdictions for demolition or removal of the designated historic structure, including but not necessarily limited to the Connecticut Historic Commission.	X					

APPLICATION PROCEDURES

Public Hearing:

Public Access to Meetings & Records

Connecticut State Statutes require a public hearing for all applications. The Commission must advertise any scheduled public hearing in a newspaper having a substantial local circulation at least once not more than 15 and not less than 5 days before the public hearing. By law, all Commission meetings which constitute a quorum of its members, except executive sessions, must be open to the public and have a posted agenda and adequate public notice. Four members of the Commission constitute a quorum. Public hearings are held during the regular meetings of the Historic District Commission. Any person may request in writing to be notified of any pending meetings. All records are available for public review at the Land Use Office.

Special meetings may be held for any reason, and at anytime and location. Special meetings may include (but are not necessarily limited to) workshops, seminars, inter-agency discussion involving mutual interests, consultation with professional experts and technical consultants, and discussions with private groups and individuals. Special meetings may also be held at the option of the Commission to expedite lengthy proceedings continued over from a regular meeting. Special meetings which constitute a quorum of the Commission members must be open to the public, and notice and agenda for the same must be posted at the Town Clerk's office at least 24 hours before such meeting, though no other advertising is required.

Time & Location of Public Hearings

Public hearings are scheduled in conjunction with the regular meetings of the Historic District Commission, which are held on the second Thursday evening of every month (except holidays) at 7:00 p.m. at:

Madison Town Campus
Meeting Room B
Madison, CT 06443
(203) 245-5632

APPLICATION PROCEDURES

Hearing Procedure:

At the public hearing, the Chairperson will first call the meeting to order. The Clerk of the Commission then will read the advertised notices of public hearings, which will be heard in the order that the Commission deems proper. In respective order, the Chairperson will ask the applicant or agent of the applicant to be recognized. After introducing him/herself, the applicant shall make a presentation to the Commission, explaining the proposed work. At this time and at the option of the applicant, any other additional materials that may support the application may be presented for review. Also at the applicant's option, the applicant may introduce expert consultants first, and other interested parties (such as neighbors) second, who may make further presentation to the Commission.

Upon completion of the applicant's presentation, the Chairperson and Commission members may direct questions to the applicant and his or her representatives. At this time the Commission may also make suggestions as to design modifications. After questioning and comment by the Commission, the Chairperson will ask for and hear any comments from the audience; such audience members must first introduce themselves by name and address. Those audience members who wish to speak in favor of the project will be asked to speak first. Audience members who wish to speak against a project will be asked to do so only after all proponents have been heard, again after introducing themselves for the record. After hearing comments against, if any, the applicant will be allowed to rebut any objections. Those in favor or opposed will be invited to respond only if they have something new and pertinent to offer. At all times during public hearing, only one person shall be allowed to speak at a time.

After comments and rebuttal have been heard, the Chairperson will call the public hearing closed, and proceed to the next scheduled hearing. The Historic District Commission may vote on any application upon completion of said hearing, or may elect to defer such vote until later in the same meeting or to a subsequently scheduled regular meeting, or if necessary to a specially scheduled meeting. Upon completion of all public hearings and any votes pertaining thereto, the Commission will proceed to other business matters.

The Commission must vote on an application within 65 days of officially recorded receipt of the application. Decisions granting or denying an application shall be approved by a minimum of three Commission members. However, if the Commission determines that an application is insufficiently complete to make a proper determination, it shall have no recourse but to deny the application, unless the applicant elects to withdraw the application. The applicant may withdraw an application in writing at any regular meeting, or during normal office hours at the Land Use Office. A withdrawn application may be submitted in the same or revised form at any time thereafter but, for the purposes of determining the 65-day review period, such resubmission shall be considered a new application effective as of the date it is submitted.

APPLICATION PROCEDURES

Certificate of Appropriateness:

Determination of Appropriateness

The Historic District Commission is charged with determining the appropriateness of all proposed construction activities that are regulated under the Historic District Ordinance. These regulated activities are outlined on pages 7-8 of this handbook. The Commission shall make a determination as to appropriateness based on the submitted application materials and duly recorded comments of the public hearing. In evaluating the impact of proposed construction activities, the Commission will consider:

- Compatibility of setting within the larger spatial relationships of its immediate environs, and of the district as a whole, in terms of size, scale, massing, and proportion.
- Compatibility with the characteristic styles and building traditions of the subject property itself, and of its immediate environs, and of the district as a whole, in terms of general design, massing, proportion, arrangement, materials, texture, and architectural features.
- The relative historic and architectural significance and value of the subject property, and of its immediate environs.

The reader is referred to page 19 – Design Guidelines of this handbook, which provides an in-depth discussion of both the general objectives and specific criteria considered in the Commission’s determination of appropriateness of design. However, it is essential to understand that these guidelines are provided to assist the applicant in design matters, but should not be considered to represent absolute standards, which can and must be applied in all instances. The Historic District Commission ultimately must make a determination as to appropriateness based on its own judgment as to a proposal’s appropriateness within the characteristic setting and building traditions of the historic district.

Decisions granting or denying an application shall be approved by a minimum of three Commission members (four Commission members present constitutes a quorum). All decisions shall be in writing, and may include stipulated conditions for approval, and shall include all reasons for any denial.

The Historic District Commission is required to hold a public hearing and make a decision on an application within 65 days of the official receipt of the application. If an application is withdrawn, any subsequently resubmitted application shall be considered to be a new application effective as of the date of receipt of such new application.

APPLICATION PROCEDURES

Certificate of Appropriateness:

If the Commission denies the application, written notice shall be sent to the applicant, the Building Official, and the Zoning Enforcement Officer, stating the basis for such denial. At its discretion, the Historic District Commission may approve an application with additional stipulations. If the applicant does not wish to implement such stipulated conditions, the applicant's only recourse is to reapply with modified design proposal, or appeal the Commission's decision in Superior Court.

Upon approval of an application by the Historic District Commission, a Certificate of Appropriateness will be issued to the applicant, with a copy filed at the Land Use Office. No construction or demolition may commence, whether or not a building or zoning permit is required, nor shall any building permit be granted prior to issuance of such Certificate of Appropriateness.

A Certificate of Appropriateness is valid for five years from date of issuance. An applicant may apply for, and the Commission may approve, an extension only before expiration of the original Certificate of Appropriateness. Any change in detail or scope of work from that authorized by the Certificate of Appropriateness requires approval of a new Certificate of Appropriateness by the Historic District Commission. Any work stipulated as a condition of a Certificate of Appropriateness must be completed in conjunction with other work, or a Notice of Violation may be imposed by the Historic District or its Agent. A Notice of Violation may result in both fines and court mandated remedial work.

Appeals

Any party aggrieved by any decision of the Historic District Commission may appeal to the Superior Court. An appeal must be made within 15 days from the date of an adverse decision and it must be made returnable to such court in the same manner as any other civil action.

APPLICATION PROCEDURES

Enforcement and Non-Compliance:

Stop-Work Orders & Notices of Violation

By Connecticut General Statutes, Section 7-14h – Action by Commission to Prevent Illegal Acts, the Historic District Commission or its Agent is:

authorized to inspect and examine any building, structure, place or premises and to require in writing the remedying of any condition found to exist therein in violation of any provision of the regulations or orders made under the authority of said sections or of any regulation or ordinance adopted under said sections.

The Zoning Enforcement Officer may issue a Cease and Desist Order or the Building Official may issue an immediate Stop-Work Order for any construction or demolition activities which are proceeding in violation of the Historic District Ordinance, or in violation of any Historic District Commission regulations or ruling. A Notice of Violation may be issued for any work which already has been completed in violation of the same. Any such order or notice shall state the general nature of the violation, and shall order the property owner to appear before the Historic District Commission for its determination both as to required remedial work and schedule for completion of same.

Should any violation persist, Section 7-147h of the Connecticut General Statutes permits the Historic District Commission to institute action in Superior Court to restrain such violation and to issue orders that the violation be corrected or removed. Such action could result in such extremes as requiring the demolition of a new building or structure erected in violation of ordinance or regulations, or the complete reconstruction of a building demolished in violation of the same. Specifically, *Section 7-147h* states that:

Such order may direct the removal of any building, structure or exterior architectural feature erected in violation of said sections or any bylaw or ordinance adopted under said sections or the substantial restoration of any building, structure, or exterior architectural feature altered or demolished in violation of said sections or any regulation or ordinance adopted under said sections.

APPLICATION PROCEDURES

Fines for Non-Compliance

Section 7-147h of the Connecticut General Statutes stipulates that the superior court may impose a fine of not less than \$10 nor more than \$100 for each day that a violation of an historic District Commission regulation or ruling continues, and if the violation is found to be willful, a fine of not less than \$100 nor more than \$250 for each continuing day. Moreover, all legal costs, fees, and expenses, as well as attorney's fees, incurred in conjunction with actions taken against a violator may be assessed against the violator. After payment of such expenses, any funds collected as fines shall be used for the restoration of the affected property, and any remaining amounts shall accrue to the municipality.

Liable Parties

Section 7-147h of the Connecticut General Statutes stipulates that any party who assists in or maintains a property in violation of Historic District Commission regulations or rulings may be found liable for fines and legal expenses resulting from such. Such parties may include, but are not necessarily limited to, any or all of the following:

- *Property owner.*
- *Lessee or tenant.*
- *Architect.*
- *Engineer.*
- *Builder.*
- *Contractor.*
- *Agent for any of the above*

DESIGN GUIDELINES

Introduction and List of Objectives

Introduction

The primary goal of the Historic District Commission is to preserve and where possible reinforce the overall character of the Town's historic districts. It is recognized that historic districts have evolved over time and are generally made up of different architectural styles and building types which reflect this evolution. Yet, these same districts, and in particular the smaller neighborhoods that might make up a larger district, often can be characterized by a number of distinct building traditions. Thus, it is the intention of the Historic District Commission, and of these design guidelines, to promote construction activities which blend harmoniously with the characteristic building traditions of the community.

The following objectives are basic to the design guidelines which are the subject of this part of the handbook. Note that these objectives and the guidelines that follow pertain only to regulated activities which are in public view, or would be if obstructing landscaping were removed; for similar reason, interior spaces are not regulated (see pages 7-8 for a discussion of regulated activities).

It is stressed that the following sections are guidelines and not absolute standards for appropriate design. Because of the often individual and sometimes unique aspects of any given proposal, the Historic District Commission must in the end use its own discretion in determining appropriateness.

Short List of Design Objectives

- New construction shall be made harmonious with its immediate historic environs by reflecting both the characteristic scale and building traditions of those environs. However, new construction is discouraged from false pretense to antiquity, unless historic precedence exists for such reproduction architecture on a given site. Excellence of new design is encouraged which is compatible with its characteristic environs.
- Additions to an historic structure shall be harmonious with the characteristic massing and architectural features of that structure, or of the characteristic structures of the immediate environs, and shall not destroy the main character defining elements of such structure, nor be incongruous with the immediate environs.
- Alterations to an historic structure shall be consistent with the design of the original structure and of any later additions, which are architecturally significant in

their own right. Alterations or removal of characteristic architectural features, including architecturally significant additions, should be avoided. Whenever possible, restoration of original features is encouraged.

- Additions and/or alterations to an existing structure, when such structure is not architecturally significant and is deemed in its present state to detract from the overall character of its environs, should mitigate such existing adverse impact through the design of new elements which will make the structure as a whole more harmonious with its environs.
- Exact replacement of original architectural elements, such as windows and siding, is not prohibited. However, the Historic District Commission encourages the repair rather than replacement of deteriorated architectural features wherever practical.
- Demolition of structures which contribute to the overall scale of an historic district shall not be permitted unless there is no prudent alternative. Moving of historic structures should be considered only as a last resort.
- Incidental site structures and fixtures, including but not necessarily limited to outbuildings, fences, street lighting, signs, utilities, and paved surfaces, shall be consistent with the characteristic scale and style of the environs. Fixtures which are to be located in a public way, whether or not that public way is publicly owned, shall be compatible with Historic District Commission guidelines. Placement of utilities underground is encouraged.
- Parking and related traffic areas, wherever possible, should be appropriately concealed or screened from public view. The impact of large areas of parking shall be mitigated through the use of traditional paving materials and suitable landscaping.
- Recognized archaeological resources shall be protected wherever possible. Professional archaeological survey is encouraged when such resources are encountered.
- Land use is not regulated by the Historic District Commission, and adaptive reuse of historic properties is not discouraged by the Historic District Commission when it is essential for the practical preservation of a structure. However, the Commission encourages any such change of use to be compatible with the historic building and site so as to require minimal alteration to both. Wherever possible, the Historic District Commission encourages the retention or restoration of original building and property use.

Design Guidelines

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

The Guidelines are divided into sections dealing with a variety of architectural elements such as: windows, entrances and porches, roofs and roofing, etc. Each section is further divided into sections covering maintenance, repairs, replacement or new construction. Generally, maintenance and repairs do not require a Certificate of Appropriateness when new materials are the same as those being repaired, but are included as a guide for historic district homeowners. Work involving replacement addition 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 a historic district, informational material can be found through the Bibliography and through the Commission.

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

Changes requiring review by the Historic District Commission include but are not limited to:

- a. Additions to primary buildings or secondary buildings (i.e., garages or barns), such as adding rooms, roofed porches, dormers, skylights, and chimneys;
- b. Alterations to the exterior walls of primary or secondary buildings, such as adding new windows or doors, or altering existing windows or doors (including garage doors);
- c. Masonry replacement and repointing
- d. Extensive or total replacement of any siding and roofing materials, whether similar to or different from the original;
- e. 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;
- f. Any construction, alteration or enlargement to driveways or parking areas, walkways, walls and patios;
- g. The methods and reasons for total paint removal;
- h. Any partial or entire window, storm window, door, and storm door modification, or replacement;
- i. The addition, removal or replacement of window shutters;
- j. The addition, removal or replacement of any architectural detail or ornament as defined in the Guidelines.

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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 centered-gabled roof.
- Central chimneys, occasional paired interior chimneys.

Inappropriate Modifications



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

More Appropriate Modifications



- Additions which blend in size and proportion.

This requires some research to discover what other styles of architecture might have been contemporary with your house. Not all professional architects can be counted on to know this information.

Original ca. 1830–1860 Federal/Greek Revival Styling

Character-Defining Features



- 6/6 pane window sash and projecting window heads and sills.
- Overall sizes and placements of windows/doorway.
- Front doorway and porch, including columns/pilasters, entablature, sidelights, door and stoop.
- Narrow-exposure wood clapboard siding.
- Fully pedimented and molded front gable (the slightly projecting triangle formed by the molded rakes and the projecting cornice on the frieze).
- Overall proportions/massing of façade.

Inappropriate Modifications



- Replacement of original gable window with a round "Colonial" gable vent.
- Replacement of original 6/6 pane double-hung window sash with various modern window types (all inappropriate).
- Removal and replacement of all original porch and entry details.
- Siding replacement (first-story original horizontal clapboards removed and replaced by vertically grooved Texture 111 exterior plywood panels).

More Appropriate Modifications



- Example of a porch addition which in terms of location massing, size materials and detailing is sympathetic to, and respectful of, the original façade, which still dominates the overall design composition.

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

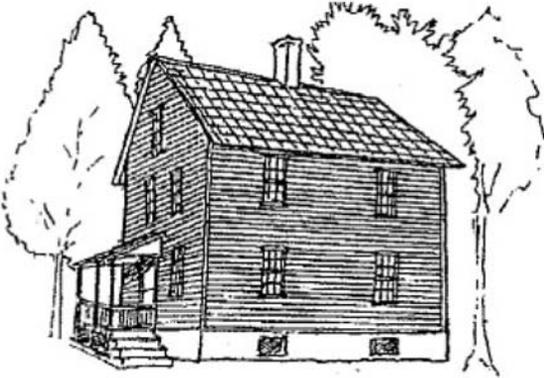
More Appropriate Modifications



- 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.

Original ca. 1927 Vernacular Style

Character-Defining Features



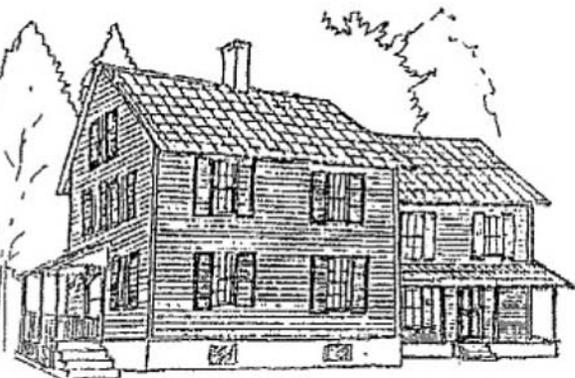
- Utilitarian styling, reminiscent of its simple 200-year old ancestors.
- Slightly larger panes in windows than original colonials.
- Some textural variety in siding.

Inappropriate Modifications



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

More Appropriate Modifications

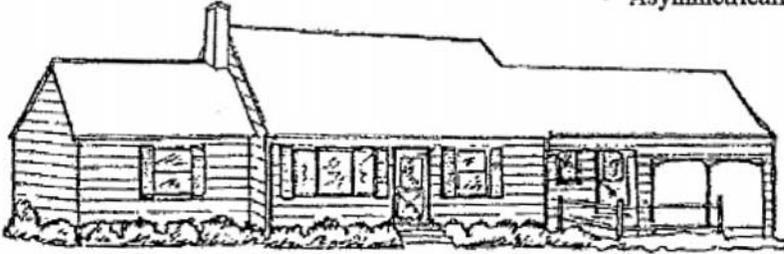


- Consideration for scale and proportion of main block.
- Continuation of character of the main block – in this case the rectangular patterning of the windows – into the addition.

Original ca. 1970's Shingled Cape

Character-Defining Features

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



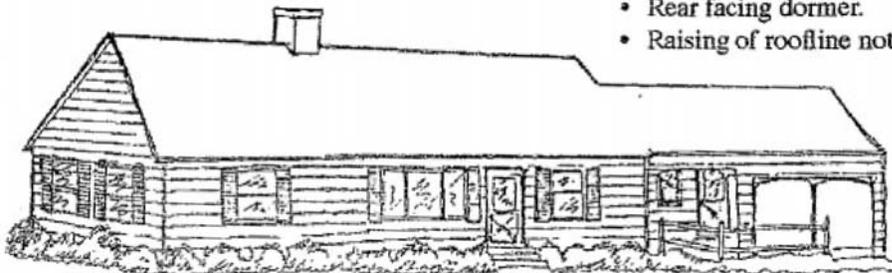
Inappropriate Modifications

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



More Appropriate Modifications

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



Exterior Walls and Siding

MAINTENANCE

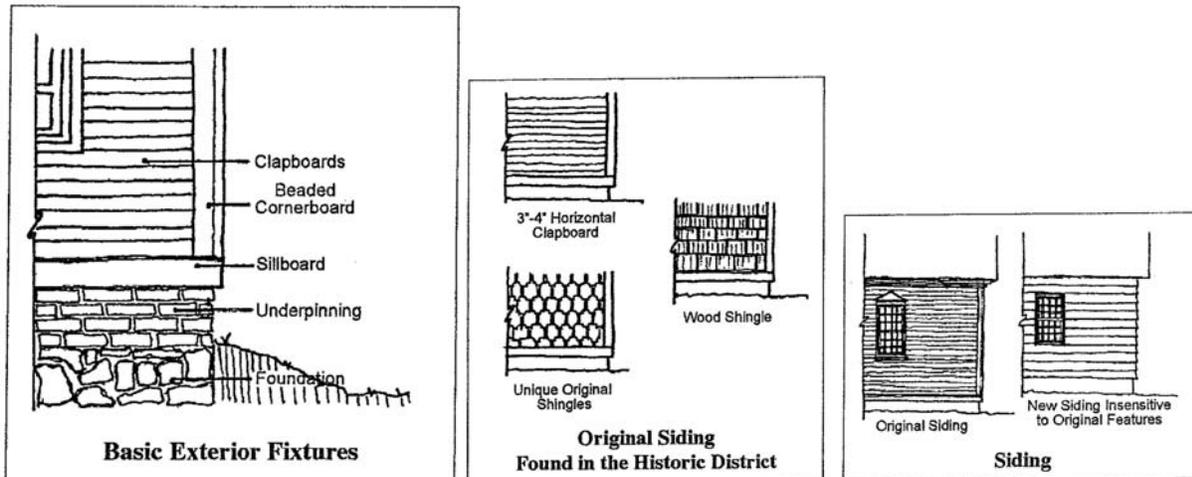
Exterior walls and siding provide the building with an overall texture. The choice of materials and their relationships to each other help in defining the historic character of the building.

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

Masonry is a very durable material and with proper care can last indefinitely. The major cause of deterioration is inappropriate cleaning and waterproofing which leads to water damage. Decay is usually found near the roof, at ground level, around mortar joints, or on any horizontal surface such as windowsills. Air pollution also can lead to masonry decay. Maintenance for masonry walls and foundations includes proper drainage systems and, when necessary, cleaning of the exterior surface. See *Preservation Briefs, 1: "The Cleaning and Waterproof Coating of Masonry Buildings,"* for more detailed information.

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

Foundations within the Historic District are predominately brick or stone.



REPAIR

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

When wood decay is suspected, there are easy methods for detecting affected areas. Limited replacement or repair for decayed, warped, 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 is sandblasting. Although it is a quick and easy way to remove paint, it is highly inappropriate for an historic house, and alternative methods should be used. See *Preservation Briefs, 6: "Dangers of Abrasive Cleaning to Historic Buildings,"* and *Preservation Briefs, 10: "Exterior Paint Problems on Historic Woodwork."*

REPLACEMENT

In Madison, clapboards and weatherboards were the most common siding types in the 18th and 19th centuries. Synthetic siding is a 20th century invention, and does not enhance historic structures, as it cannot duplicate the texture, relief and detail of wood. Texture, relief and patterns give the walls their light, shadow and character, and give sillboards, corner boards and rooflines their edges. Changes in material between stories and/or gables reflect original stylistic intentions. Try to be sensitive to these effects when replacing original siding.

On any requested change, the Commission will apply the standards enumerated in the Connecticut General Statutes, as amended. The Commission favors maintaining the original appearance and will consider favorably an application for a change in siding only if extraordinary hardship is shown or if such change will give the structure a more authentic historic appearance.

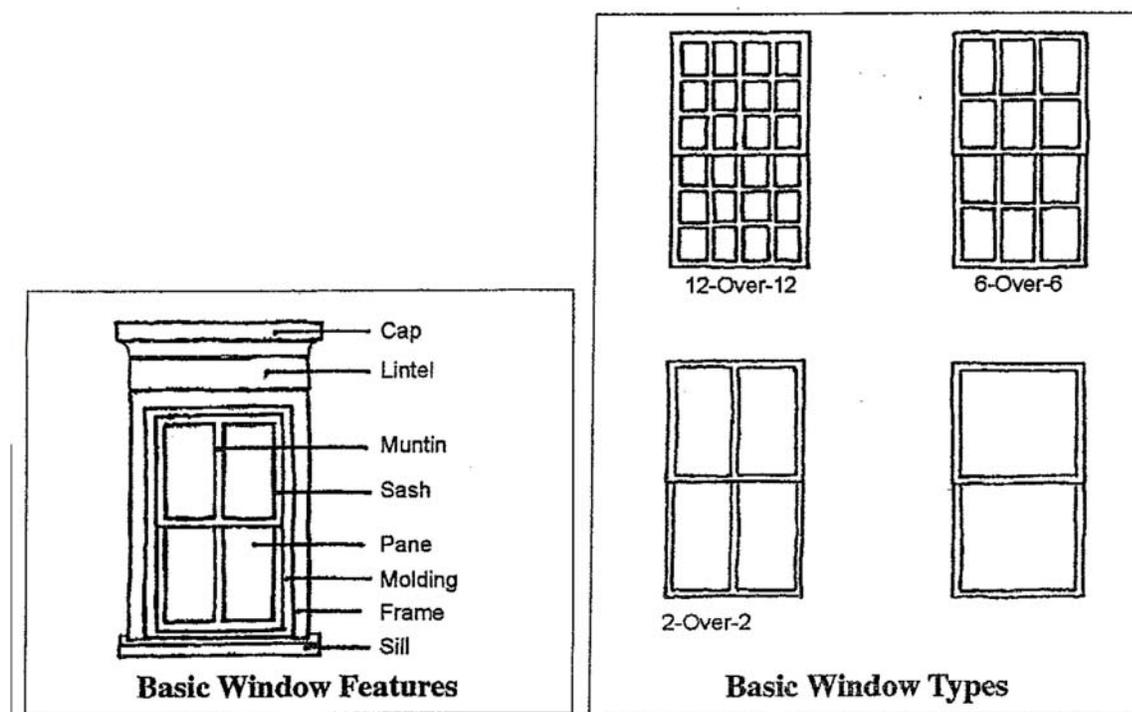
ADDITIONS

Synthetic siding is not recommended for historic buildings, and its advantages and disadvantages should be weighed carefully. In order for such material to be considered, care should be taken to match width, spacing and direction of original siding, and to replicate or preserve surrounding architectural features such as window and door trim, corner- or sill-boards, cornices, brackets, and/or eave details. See *Preservation Briefs, 8: "Aluminum and Vinyl Siding on Historic Buildings,"* for additional information. Changing the style of the siding, for instance from clapboard to brick, or shingle to clapboard is considered inappropriate.

Windows

MAINTENANCE

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

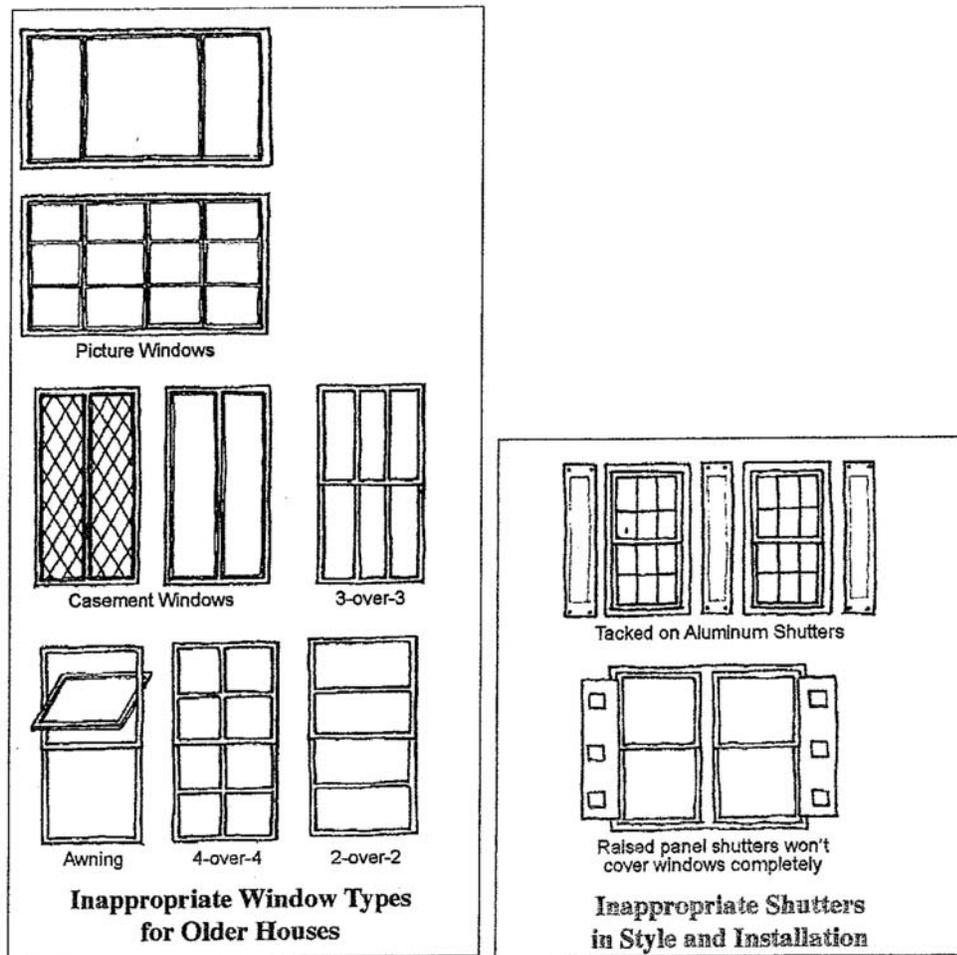


REPAIR

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

REPLACEMENT

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



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; try to conform to the building's overall style, proportion, scale and material.

SHUTTERS

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

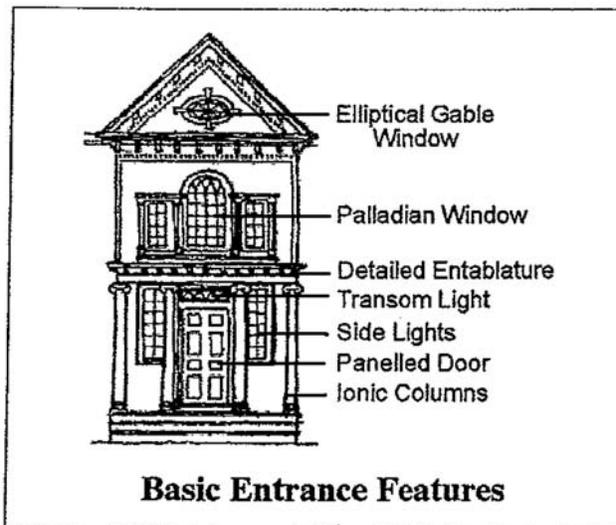
STORM WINDOWS

Storm windows and screens can be both appropriate and energy efficient for historic buildings. Storm windows combined with an original window can 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.

Entrances and Porches

MAINTENANCE

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



REPAIR

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

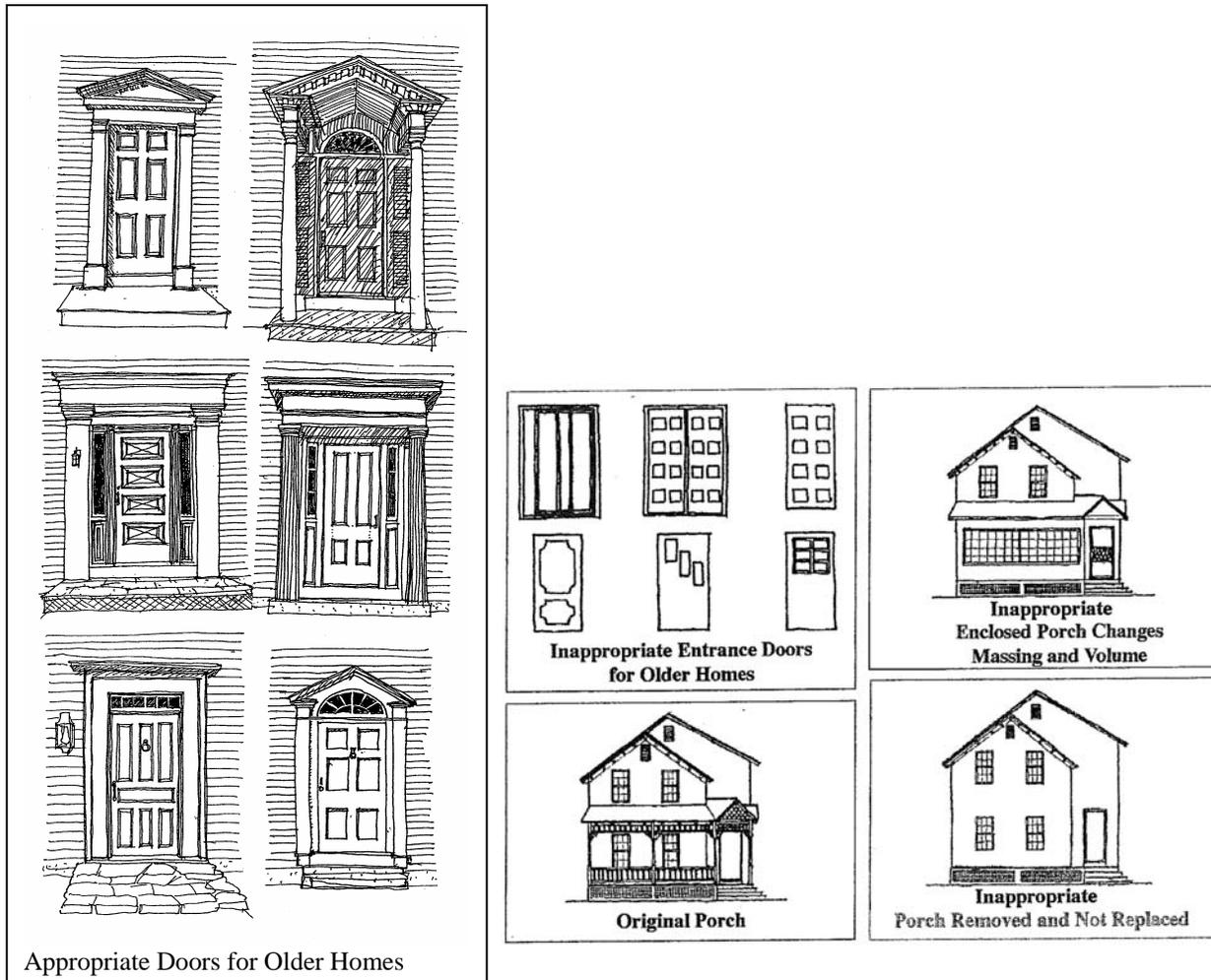
REPLACEMENT

Replacement of doors and their features, such as transom-, fan-, and side-lights, pilasters, caps, panels and hardware, should try to 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.

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 Charlotte Evarts Memorial Archives 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 its 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.

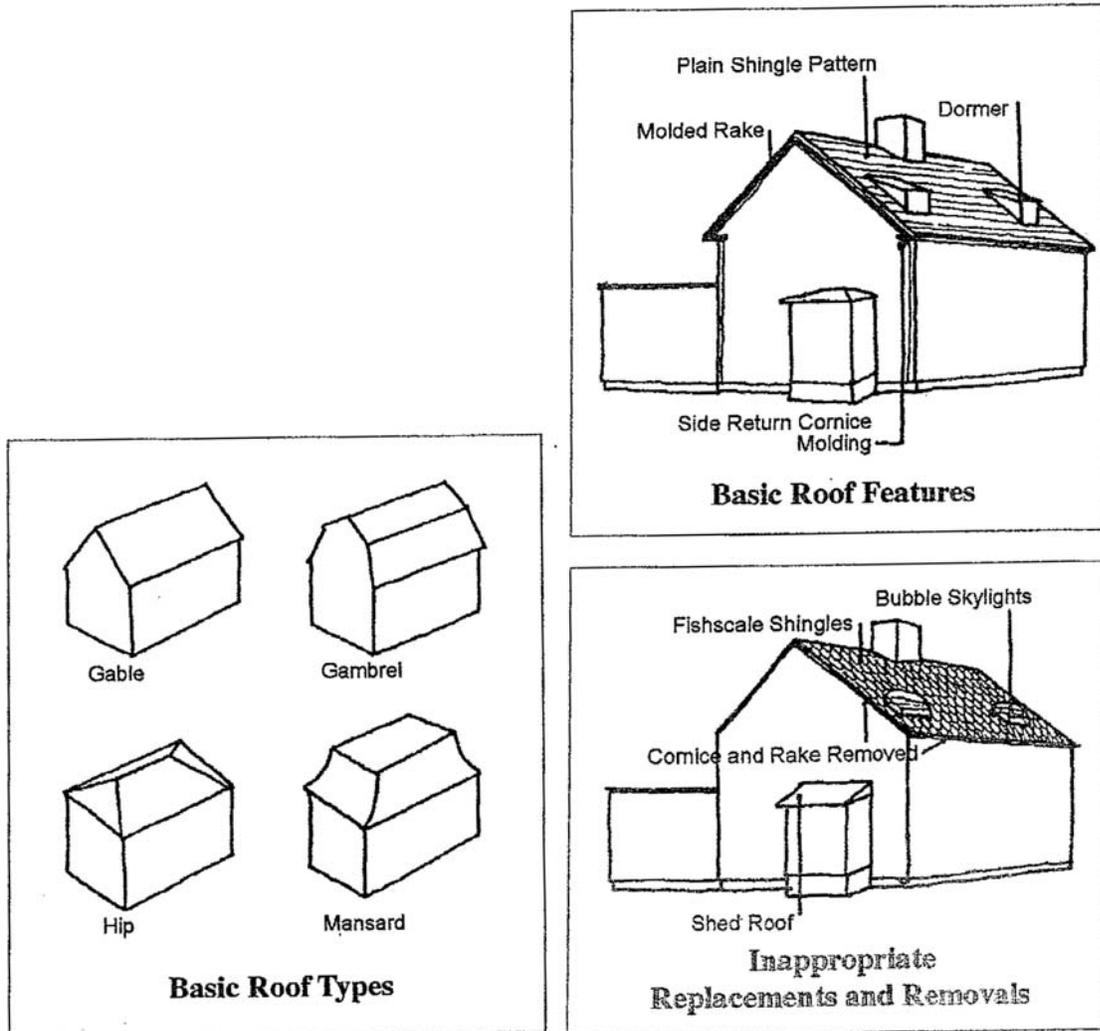
Some houses have enclosed porches or porticoes in order to provide more interior space, greater privacy, or better thermal efficiency. Often these goals can be achieved in more appropriate and less visually disturbing ways, by using larger sheets of glass behind the porch supports, rails and details, 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

MAINTENANCE

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



In this area, wood shingle has been the predominant roofing material since colonial times. Slate tiles, forming colorful 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

When damage and/or wear is too extensive, or when limited repair is not possible, replacement work should consider first the roof's original shape, features, color and materials. Any substitutions such as new chimneys and dormers should be compatible with the original style and period of the building. Gutters and downspouts are often highly visible, and replacements should not detract from the building's composition,

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

When new roofing is installed on buildings within the Madison Historic District, every effort should be made to have the material and color harmonize with the building and the architectural period it represents. Wood shingles or slate will be recommended for any building erected before 1910. Alternative roofing may be considered, providing it resembles wooden or slate shingles and is appropriate for the architectural style of the house.

ADDITIONS

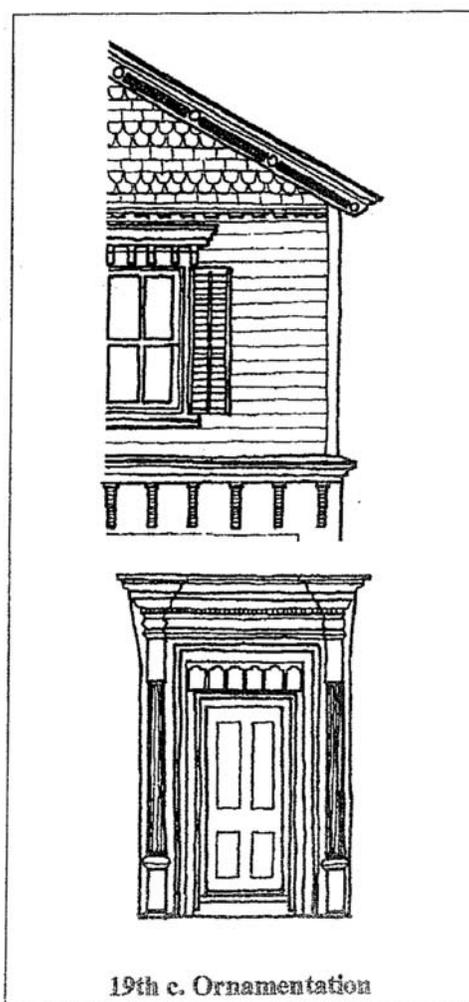
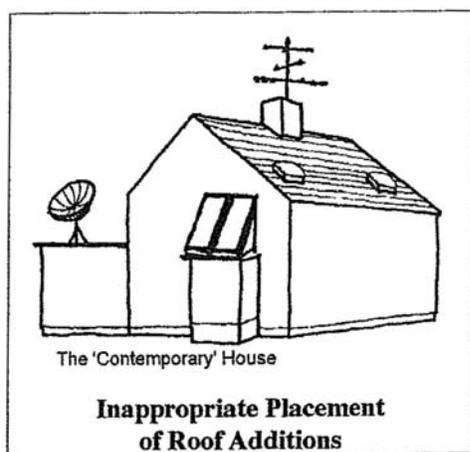
Additions to roofs are generally discouraged, except when proper documentation reveals missing features. When adding new features such as skylights, dormers, satellite dishes, or solar collectors, consider placing them out of view from the public way, and avoid covering, removing, or distracting from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

Architectural Ornamentation

MAINTENANCE

The earliest Colonial houses had little elaborate ornamentation, although simple hand carved cornice moldings were applied. By the end of the 18th century, these moldings had become more prominent and refined. Later, by the end of the Civil War, and with the perfection of the bandsaw and turning techniques, many architectural styles became known for their prolific ornamentation.

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



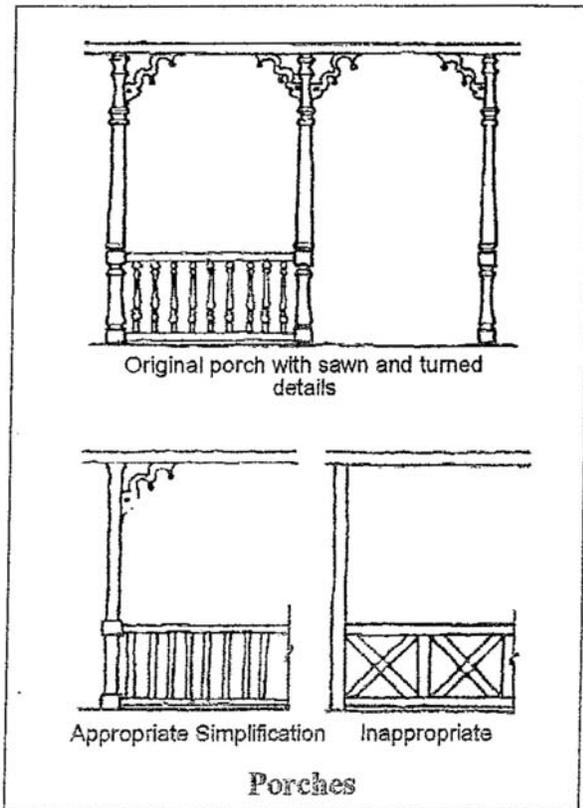
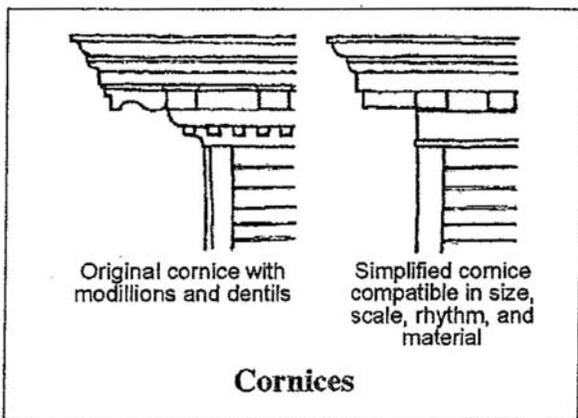
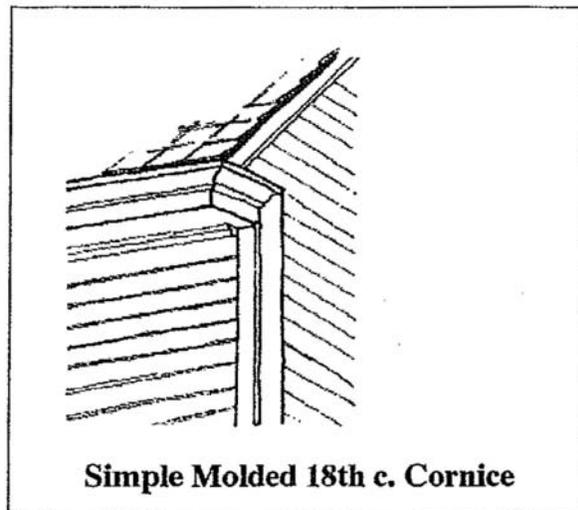
REPAIR

Since most details and decorative elements are commonly made from wood, their maintenance and repair is similar to any wood construction. Depending on whether the feature is structural or applied ornamentation, its repair may consist of refastening, reinforcement, piecing-in, patching, or limited replacement. Often, partially rotten wood

may be preserved and reconditioned using contemporary materials such as epoxies, polyesters, and other synthetic resins.

REPLACEMENT

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



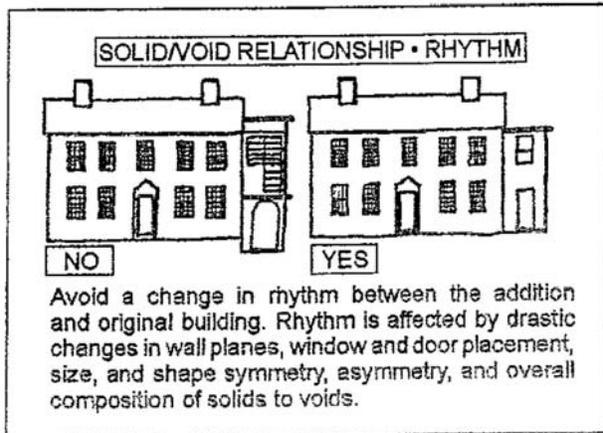
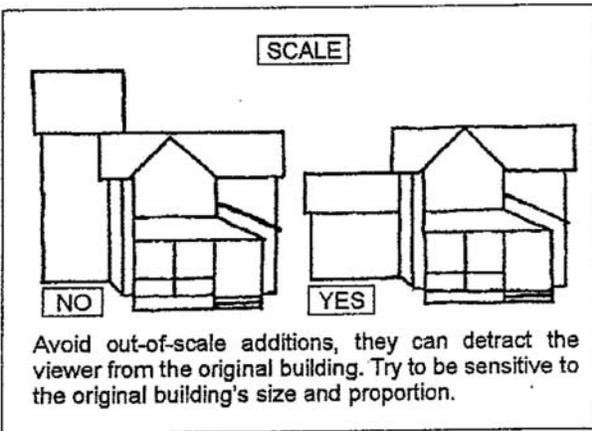
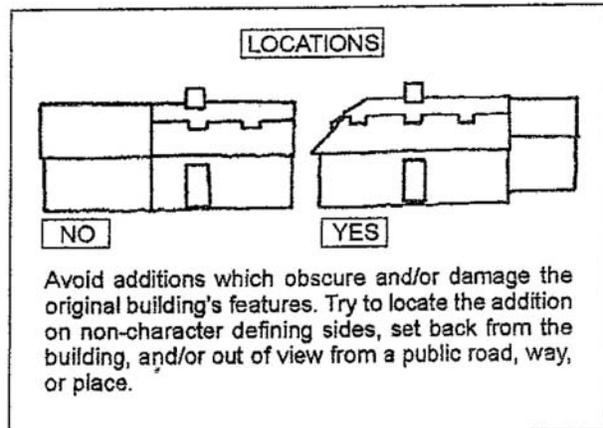
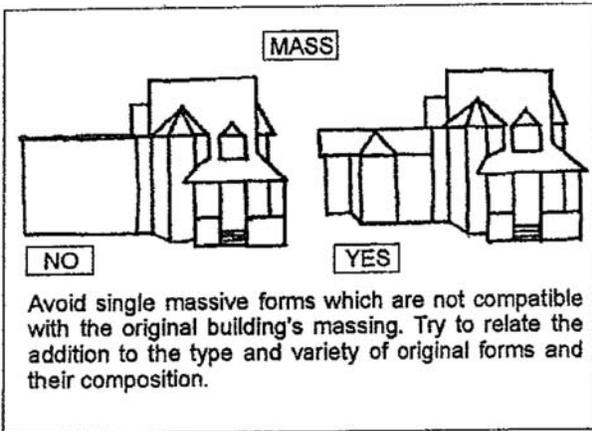
ADDITIONS

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 is usually an acceptable alternative. New additions should be designed and constructed so that the character-defining features of the historic building are not radically changed, obscured, damaged, or destroyed in the process.



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

New Construction

The statutory mandate of an historic district does not require reproduction or replication of historic styles, or strict adherence to any architectural style, provided a proposed structure is visually compatible with the area. After all, historic districts and properties are not museums, but places where people live and work. Virtually all districts contain a blend of styles from previous decades and centuries, and this process can and should be tastefully continued to include styles from the 21st century.

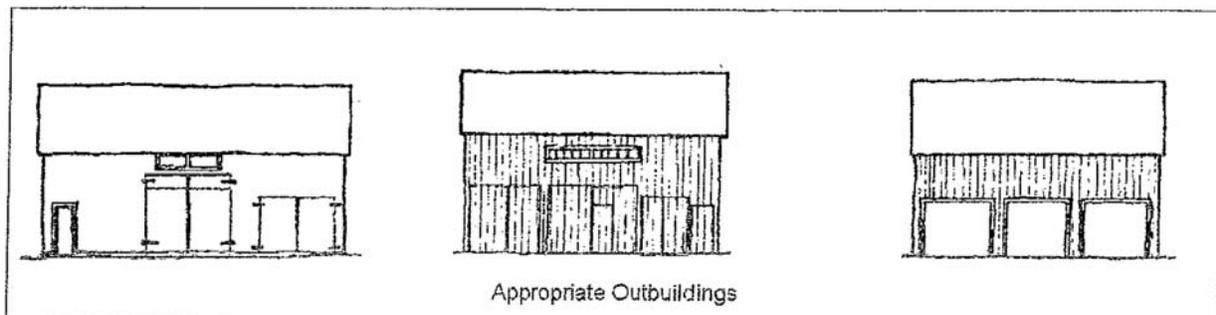
Important considerations for totally new structures will include, among other criteria:

- a. Qualities of the building form, including mass, scale and roofing;
- b. Qualities of the façade, including doors and windows, architectural style, details of embellishment and roof material;
- c. Relationship to immediate neighbors, including architectural compatibility and placement of buildings on the site;
- d. Relationship to the District as a whole, including material texture, projections (porches, eaves, 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 hard-line drawing to scale with a list of building materials. A second review of the finished project will be held prior to issuance of a certificate of occupancy.

Outbuildings

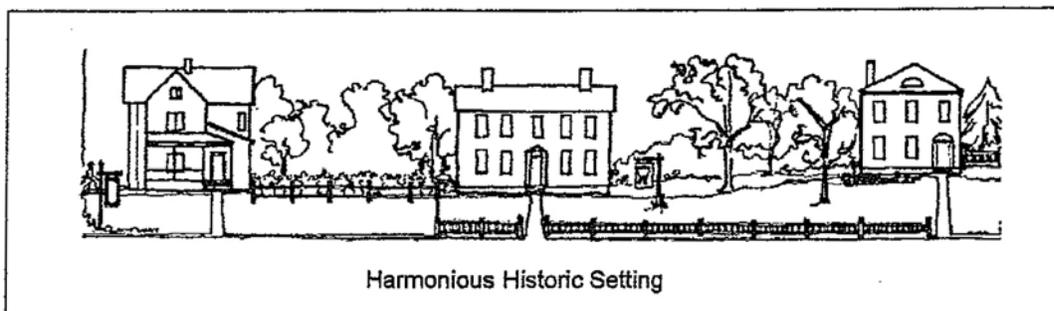
Outbuildings found in the Historic District include garages, tool sheds, and barns. Some of these are historically significant in their own right. Every effort should be made to maintain and repair these historic outbuildings in keeping with previous sections of these guidelines. The complete deterioration, 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 lighting fixtures, walkways, driveways, and vegetation can all contribute to, or detract from, the historic, as well as the contemporary, building. Site features are an integral part of the streetscape.

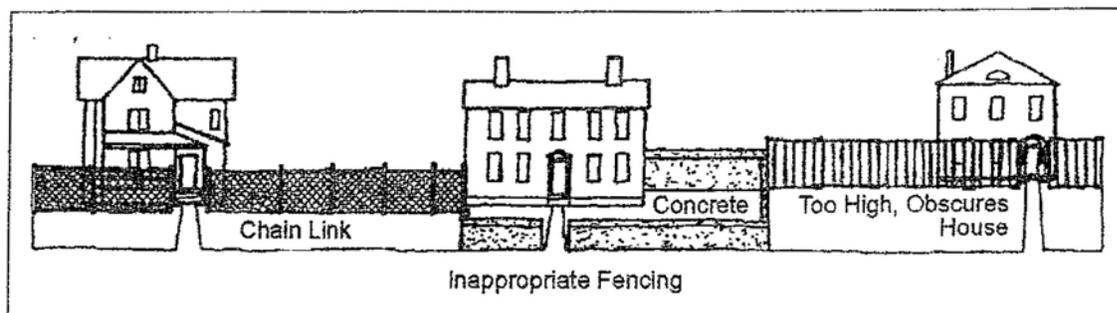


LANDSCAPING

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

FENCES AND WALLS

New fences and walls should be compatible with the building's style and character. Fences and walls within the District include simple wooden fences, picket fences, stone walls, and stone posts with wooden fence rails. Concrete walls and chain link fences are not recommended.



SIGNS

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

SIGNAGE GUIDELINES

The Historic District Commission suggests that the appearance, size, position, method of attachment, texture of materials, and design of signs be 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 signs (h). Signs as may be allowed within a 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 shall be two (2) square feet, except for civic building signs and 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. 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.

UTILITY LINES

It is a long-term goal of the Commission to bury all utility lines within the District in order to restore the historic character of the District, and to allow mature trees to assume their natural shape.

MAILBOXES

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

LIGHTING

Whether attached to a building or mounted on a post, lighting fixtures contribute greatly to the general character of an area and are therefore under the jurisdiction of the Commission. Lighting should be compatible with the period and scale of the structure. Light color should be appropriate to the use of the building and the general character of the Historic District. Excessive lighting contributing to light pollution should be avoided.

Appendices

Application

Supporting Materials Checklist

Permit Process for Residential Properties in the Historic District

The Secretary of the Interior's Standards for Rehabilitation

Historic District Enabling Legislation – State of Connecticut

Madison Historic District Ordinance

References and Resources



MADISON HISTORIC DISTRICT COMMISSION
Application for Certificate of Appropriateness

TOWN OF MADISON
Land Use Office, 8 Campus Drive, Madison, CT 06443
203 245-5632

(FOR OFFICE USE ONLY)

Appl. No. _____

Date Filed _____

Fee Paid _____

INSTRUCTIONS: Submit two copies (except for photographs) of completed form and all required supporting materials (see attached list). One set of supporting materials shall be returned with the Commission's decision.

1. **LAND LOCATION AND DESCRIPTION:** Map: _____ Lot: _____ Zoning District: _____
Street Address: _____

2. **APPLICANT:** Name: _____
Mailing address: _____
Phone: _____ Fax: _____ Email: _____

3. **RECORD OWNER** (if different): Name: _____
Mailing Address: _____ Phone: _____

4. **ARCHITECT or CONTRACTOR:** Name: _____
Mailing Address: _____
Phone: _____ Fax: _____ Email: _____

5. **Type of Construction:** dwelling outbuilding sign other: _____

6. **Nature of Work to be Done:** new construction renovation

7. **Description of Proposed Work:** _____

_____ Cost: _____

8. **Signatures:**
APPLICANT: _____ signature _____ date _____ OWNER: _____ signature _____ date _____
(if different from applicant)

To be completed by the Historic District Commission.

The Madison Historic District Commission on _____ (date) rendered the following decision:

- Approved Approved subject to the conditions stated below
- Disapproved (for the reasons stated below)

Expiration (5 years from date of issuance): _____

Chairman, Historic District Commission

Note: Approvals/Permits may also be required from Zoning, Building, and/or Health Departments before work can commence.

APPLICATION PROCEDURES - SUPPORTING MATERIALS	Demolition & Removal	New Construction	Additions & Alterations	Parking Areas	Site Improvements	Signs
Photographs which show nearby structures, and the spatial relationships of these buildings within the immediate neighborhood. Photographs should be arranged to show the entire street frontage for at least 2 successive properties in all pertinent directions.	X	X	X	X	X	X
Photographs showing all facades of related buildings and/or structures on the subject property, and/or of subject grounds if site features are affected or site improvements proposed.	X	X	X	X	X	X
Historic photographs of the subject property and environs are recommended (the Madison Historical Society, and Charlotte Evarts have many photos).	X		X		X	
Vicinity plan showing at least 2 successive properties in all pertinent directions, and any related street and topographic features. This vicinity plan may be in sketch form, but shall adequately describe the general scale and relationships of nearby buildings. (Aerial photographs might be a source of some of this information).	X	X	X	X	X	
Sketch site plan showing proposed location and relationship to immediately adjacent properties, at a minimum scale of 1" = 10', is recommended.	X				X	X
Detailed site plan showing proposed new construction, any proposed site improvements such as parking areas, driveways, walkways, fences, decks etc., and the relationship of the same to immediately adjacent properties, at a minimum scale of 1" = 10'.		X	X	X		
Sketch perspective drawing of proposed work is recommended.		X	X			
Scale drawings and plans of existing subject property, if deemed architecturally significant by the HDC, at a minimum scale of 1/4" = 1'.	X					
Architectural drawings (elevations) of all proposed building facades and relevant site features, at a minimum scale of 1/4" = 1'.		X	X		X	
Architectural floor plans of all new, added, and/or altered exterior architectural elements, at a minimum scale of 1/4" = 1'.		X	X			
Details of proposed primary architectural and site features, at a minimum scale of 1-1/2" = 1', are recommended.		X	X	X	X	
Detailed drawings and specifications for lighting, signage, and other related fixtures, showing size, materials, colors, lighting source etc.				X	X	X
Copies of product literature with photographs for any proposed prefabricated site fixture or structure.					X	
A written statement of the proposed condition and appearance of the subject property after demolition or removal. Such statement shall include an explanation of the practical difficulty and hardship which precludes preservation of the subject structure. The applicant must demonstrate that there is no prudent alternative to demolition or removal.	X					
Copy of all applications and approvals required by other jurisdictions for demolition or removal of the designated historic structure, including but not necessarily limited to the Connecticut Historic Commission.	X					

Preliminary Meeting with Historic District Commission
(recommended)

Apply for Certificate of Appropriateness
in the Land Use Office

Public Hearing by Local
Historic District
Commission

Not
Approved

Approved

Notice with
reasons to
Applicant

Abandon, Revise
and Reapply, or
Appeal Decision

Downtown
Village District
Minor Alteration

Downtown
Village District
Major Alteration

Application to
Planning & Zoning

P&Z Public Hearing

Not
Approved

Approved

Abandon, Revise
and Reapply, or
Appeal Decision

**Permit Process
for
Residential Properties
in the
Local Historic District**

Apply for
Building Permit

Reviewed by Staff;
Modified if Required for
Code Compliance

Permit
Issued

Construction and
Required Inspections

Certificate of
Occupancy

The Secretary of the Interior's Standards for Rehabilitation

The Secretary of the Interior's Standards for Rehabilitation are ten basic principles created to help preserve the distinctive character of a historic building and its site, while allowing for reasonable change to meet new needs.

The Standards (36 CFR Part 67) apply to historic buildings of all periods, styles, types, materials, and sizes. They apply to both the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. Rehabilitation projects must meet the following Standards, as interpreted by the National Park Service, to qualify as "certified rehabilitations" eligible for the 20% rehabilitation tax credit. The Standards are applied to projects in a reasonable manner, taking into consideration economic and technical feasibility.

In Connecticut, these Standards are generally used as the basis for specific design guidelines developed by Local Historic Districts.

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.

State of Connecticut Historic District Enabling Legislation

Sec. 7-147a. Historic districts authorized. Definitions. (a) As used in this part: "Altered" means changed, modified, rebuilt, removed, demolished, restored, razed, moved or reconstructed; "erected" means constructed, built, installed or enlarged; "exterior architectural features" means such portion of the exterior of a structure or building as is open to view from a public street, way or place; "building" means a combination of materials forming a shelter for persons, animals or property; "structure" means any combination of materials, other than a building, which is affixed to the land, and shall include, but not be limited to, signs, fences and walls; "municipality" means any town, city, borough, consolidated town and city or consolidated town and borough; "appropriate" means not incongruous with those aspects of the historic district which the historic district commission determines to be historically or architecturally significant.

(b) Any municipality may, by vote of its legislative body and in conformance with the standards and criteria formulated by the Connecticut Commission on Culture and Tourism, establish within its confines an historic district or districts to promote the educational, cultural, economic and general welfare of the public through the preservation and protection of the distinctive characteristics of buildings and places associated with the history of or indicative of a period or style of architecture of the municipality, of the state or of the nation.

(c) The legislative body of any municipality may make appropriations for the purpose of carrying out the provisions of this part.

Sec. 7-147b. Procedure for establishment of historic district. Prior to the establishment of an historic district or districts, the following steps shall be taken:

(a) The legislative body shall appoint or authorize the chief elected official of the municipality to appoint an historic district study committee for the purpose of making an investigation of a proposed historic district or districts. The legislative body of a municipality which proposes to establish more than one district may establish more than one committee if the proposed districts are not contiguous to each other nor to any existing historic district. Each committee established under the provisions of this section shall consist of five regular and three alternate members who shall be electors of the municipality holding no salaried municipal office. Such alternate members shall, when seated as provided in this section, have all powers and duties of a member of the committee. If a regular member of such committee is absent or has a conflict of interest, the chairman of the committee shall designate an alternate to so act, choosing alternates in rotation so that they shall act as nearly equal a number of times as possible. If any alternate is not available in accordance with such rotation, such fact shall be recorded in the minutes of the meeting.

(b) The historic district study committee shall investigate and submit a report which shall include the following: (1) An analysis of the historic significance and architectural merit of the buildings, structures, places or surroundings to be included in the proposed historic district or districts and the significance of the district as a whole; (2) a general description of the area to be included within the district or districts, including the total number of buildings in each such district or districts listed according to their known or estimated ages; (3) a map showing the exact boundaries of the area to be included within the district or districts; (4) a proposed ordinance or proposed ordinances designed to create and provide for the operation of an historic district or districts in accordance with the provisions of this part; (5) such other matters as the committee may deem necessary or advisable.

(c) The historic district study committee shall transmit copies of its report to the Connecticut Commission on Culture and Tourism, the planning commission and zoning commission, or the combined planning and zoning commission, of the municipality, if any, and, in the absence of such a planning commission, zoning commission or combined planning and zoning commission, to the chief elected official of the municipality for their comments and recommendations. In addition to such other comments and recommendations as it may make, the Connecticut Commission on Culture and Tourism may recommend either approval, disapproval, modification, alteration or rejection of the proposed ordinance or ordinances and of the boundaries of each proposed district. Each such commission, board or individual shall deliver such comments and recommendations to the committee within sixty-five days of the date of transmission of such report. Failure to deliver such comments and recommendations shall be taken as approval of the report of the committee.

(d) The historic district study committee shall hold a public hearing on the establishment of a proposed historic district or districts not less than sixty-five nor more than one hundred thirty days after the transmission of the report to each party as provided in subsection (c) of this section, except that, if all such parties have delivered their comments and recommendations to the committee, such hearing may be held less than sixty-five days after the transmittal of the report. The comments and recommendations received pursuant to subsection (c) of this section shall be read in full at the public hearing.

(e) Notice of the time and place of such hearing shall be given as follows: (1) Written notice of the time, place and purpose of such hearing, postage prepaid, shall be mailed to the owners of record of all real property to be included in the proposed historic district or districts, as they appear on the last-completed grand list, at the addresses shown thereon, at least fifteen days before the time set for such hearing, together with a copy of the report of the historic district study committee or a fair and accurate synopsis of such report. A complete copy of the report, a copy of all recommendations made under subsection (c) of this section, a map showing the boundaries of the area to be included in the proposed district and a copy of the proposed ordinance shall be available at no charge from the town clerk during business hours or shall be mailed, upon request, to any owner of record of real property in the proposed historic district or districts with the notice of the hearing; and (2) by publication of such notice in the form of a legal advertisement appearing in a newspaper having a substantial circulation in the municipality at least twice, at intervals of not less than two days, the first not more than fifteen days nor less than ten days and the last not less than two days before such hearing.

(f) The historic district study committee shall submit its report with any changes made following the public hearing, along with any comments or recommendations received pursuant to subsection (c) of this section, and such other materials as the committee may deem necessary or advisable to the legislative body and the clerk of the municipality within sixty-five days after the public hearing.

(g) The clerk or his designee shall, not later than sixty-five days from receipt of such report, mail ballots to each owner of record of real property to be included in the proposed district or districts on the question of creation of an historic district or districts, as provided for in sections 7-147a to 7-147k, inclusive. Only an owner who is eighteen years of age or older and who is liable, or whose predecessors in title were liable, to the municipality for taxes on an assessment of not less than one thousand dollars on the last-completed grand list of the municipality on real property within the proposed district, or who would be or would have been so liable if not entitled to an exemption under subdivision (7), (8), (10), (11), (13), (14), (15), (16), (17), (20), (21), (22), (23), (24), (25), (26), (29) or (49) of section 12-81, may vote, provided such owner is the record owner of the property, thirty days before the ballots must be returned. Any tenant in common of any freehold interest in any land shall have a vote equal to the fraction of his ownership in said interest. Joint tenants of any freehold interest in any land shall vote as if each joint tenant owned an equal, fractional share of such land. A corporation shall have its vote cast by the chief executive officer of such corporation or his designee. No owner shall have more than one vote.

(h) The form of the ballot to be mailed to each owner shall be consistent with the model ballot prepared by the Historic Preservation Council of the Connecticut Commission on Culture and Tourism established pursuant to section 10-409. The ballot shall be a secret ballot and shall set the date by which such ballots shall be received by the clerk of the municipality. The ballots shall be mailed by first class mail to each owner eligible to vote in such balloting at least fifteen days in advance of the day on which ballots must be returned. Notice of balloting shall be published in the form of a legal advertisement appearing in a newspaper having a substantial circulation in the municipality at least twice, at intervals of not less than two days, the first not more than fifteen days or less than ten days and the last not less than two days before the day on which the ballots must be returned. Such ballot shall be returned to the municipal clerk, inserted in an inner envelope which shall have endorsed on the face thereof a form containing a statement as follows: "I, the undersigned, do hereby state under the penalties of false statement that I am an owner of record of real property to be included in the proposed historic district and that I am, or my predecessors in title were, liable to the municipality for taxes on an assessment of not less than one thousand dollars on the last grand list of the municipality of real property within the district, or who would be or would have been so liable if not entitled to an exemption under subdivision (7), (8), (10), (11), (13), (14), (15), (16), (17), (20), (21), (22), (23), (24), (25), (26), (29) or (49) of section 12-81." Such statement shall be signed and dated. Any person who intentionally falsely signs such ballot shall be guilty of false statement as provided in section 53a-157b. The inner envelope, in which the ballot has been inserted by the owner, shall be returned to the municipal clerk in an outer envelope endorsed on the outside with the words: "Official ballot". Such outer envelope shall also contain, in the upper left corner of

the face thereof, blank spaces for the name and return address of the sender. In the lower left corner of such outer envelope, enclosed in a printed box, there shall be spaces upon which the municipal clerk, before issuance of the ballot and envelopes, shall inscribe the name, street and number of the elector's voting residence and the date by which the ballot must be returned, and before issuance the municipal clerk shall similarly inscribe such envelope with his name and address for the return thereof. All outer envelopes shall be serially numbered. The ballots shall be returned to the municipal clerk by the close of business on the day specified, and such clerk shall compare each ballot to the list of property owners to whom such ballots were mailed to insure that each such ballot has been properly signed and returned.

(i) If two-thirds of all property owners voting cast votes in the affirmative, the legislative body of the municipality shall by majority vote take one of the following steps: (1) Accept the report of the committee and enact an ordinance or ordinances to create and provide for the operation of an historic district or districts in accordance with the provisions of this part; (2) reject the report of the committee, stating its reasons for such rejection; (3) return the report to the historic district study committee with such amendments and revisions thereto as it may deem advisable, for consideration by the committee. The committee shall submit an amended report to the legislative body within sixty-five days of such return. The committee need not hold a public hearing other than the one provided for in subsection (d) of this section, notwithstanding any changes in its report following such hearing, unless the legislative body has recommended a change in the boundaries of the proposed district or districts. The legislative body of the municipality may authorize another ballot of the owners within a proposed district or districts to be cast, other than the balloting provided for in subsection (g) of this section, notwithstanding any changes in the proposed ordinance following such balloting, if the boundaries of the proposed district in which the owners' property is situated are changed.

(j) Any ordinance, or amendment thereof, enacted pursuant to this part, which creates or alters district boundaries, shall contain a legal description of the area to be included within the historic district. The legislative body, when it passes such an ordinance, or amendment thereof, shall transmit to the municipal clerk a copy of the ordinance or amendment thereof. Such ordinance, or amendment thereof, shall be recorded in the land records of the municipality in which such real property is located and indexed by the municipal clerk in the grantor index under the names of the owners of record of such property.

Sec. 7-147c. Historic district commission. (a) Once an historic district has been established, the historic district study committee shall cease to exist and thereafter an historic district commission shall perform all the functions of the committee relative to the new district and to administering the provisions of this part.

(b) The historic district commission may from time to time, by following the procedure for creation of an historic district provided for in section 7-147b, suggest that an historic district be enlarged or that additional districts be created. Where additional property is to be included within an existing district, the owners of such additional property shall vote pursuant to subsection (g) of section 7-147b.

(c) Notwithstanding the provisions of section 7-147b, the legislative body of the municipality may enact amendments to the ordinance or ordinances of an historic district established pursuant to this part if such amendments do not involve changing district boundaries or the creation of new districts. No amendment shall be enacted until the substance of such amendment has first been submitted to the historic district commission having jurisdiction over the district affected for its comments and recommendations and either its comments and recommendations have been received or sixty-five days have elapsed without receipt of such comments and recommendations. The historic district commission may suggest amendments to the legislative body.

(d) The historic district commission established under the provisions of this part shall consist of five regular and three alternate members, who shall be electors of the municipality in which the district is situated holding no salaried municipal office. The ordinance shall provide that one or more of the members or alternates of the historic district commission shall reside in an historic district under the jurisdiction of the commission, if any persons reside in any such district and are willing to serve on such commission. Such alternate members shall, when seated as provided in this section, have all powers and duties of a member of the commission. If a regular member of said commission is absent or has a conflict of interest, the chairman of the commission shall designate an alternate to so act, choosing alternates in rotation so that they shall act as nearly equal a number of times as possible. If any alternate is not available in accordance with such rotation, such fact shall be recorded in the minutes of the meeting. The method of appointment shall be fixed by ordinance. The appointments to membership in the commission

shall be so arranged that the term of at least one member shall expire each year, and their successors shall be appointed in like manner for terms of five years. Vacancies shall be filled for the unexpired term and in the same manner as the original appointment. The commission shall elect annually a chairman, a vice-chairman and a clerk from its own number. Each member and alternate shall continue in office until his successor is duly appointed. All members and alternates shall serve without compensation. Any member or alternate may be appointed for another term or terms.

(e) The historic district commission shall adopt rules of procedure not inconsistent with the provisions of this part. The commission may adopt regulations not inconsistent with the provisions of this part to provide guidance to property owners as to factors to be considered in preparing an application for a certificate of appropriateness.

(f) The historic district commission shall keep a permanent record of its resolutions, transactions and determinations and of the vote of each member participating therein.

(g) A copy of any ordinance creating an historic district adopted under authority of this part, amendments to any such ordinance, maps of any districts created under this part, annual reports and other publications of the historic district commission and the roster of membership of such commission shall be transmitted to the Connecticut Commission on Culture and Tourism. The historic district commission shall also file with the Connecticut Commission on Culture and Tourism at least once every year a brief summary of its actions during that year, including a statement of the number and nature of certificates of appropriateness issued, any changes in the membership of the commission and any other information deemed appropriate by the historic district commission.

(h) The historic district commission may accept grants and gifts, employ clerical and technical assistance or consultants and incur other expenses appropriate to the carrying on of its work, subject to appropriation by the municipality or receipt of such grants or gifts and may expend the same for such purposes.

(i) A municipality which has more than one historic district may establish more than one historic district commission if the districts are not contiguous.

(j) Any historic district commission established under this section may, unless prohibited by charter, ordinance or special act: (1) Make periodic reports to the legislative body; (2) provide information to property owners and others involving the preservation of the district; (3) suggest pertinent legislation; (4) initiate planning and zoning proposals; (5) cooperate with other regulatory agencies and civic organizations and groups interested in historic preservation; (6) comment on all applications for zoning variances and special exceptions where they affect historic districts; (7) render advice on sidewalk construction and repair, tree planting, street improvements and the erection or alteration of public buildings not otherwise under its control where they affect historic districts; (8) furnish information and assistance in connection with any capital improvement program involving historic districts; (9) consult with groups of experts.

Sec. 7-147d. Certificate of appropriateness: Parking areas. (a) No building or structure shall be erected or altered within an historic district until after an application for a certificate of appropriateness as to exterior architectural features has been submitted to the historic district commission and approved by said commission.

(b) No building permit for erection of a building or structure or for alteration of an exterior architectural feature within an historic district and no demolition permit for demolition or removal of a building or structure within an historic district shall be issued by a municipality or any department, agency or official thereof until a certificate of appropriateness has been issued. A certificate of appropriateness shall be required whether or not a building permit is required.

(c) The historic district commission may request such plans, elevations, specifications, material 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 on the application. The style, material, size and location of outdoor advertising signs and bill posters within an historic district shall also be under the control of such 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.

(d) No area within an historic district shall be used for industrial, commercial, business, home industry or occupational parking, whether or not such area is zoned for such use, until after an application for a certificate of appropriateness as to parking has been submitted to the commission and approved by said

commission. The provisions of this section shall apply to the enlargement or alteration of any such parking area in existence on October 1, 1973.

Sec. 7-147e. Application for certificate. Hearing. Approval. (a) The historic district commission shall hold a public hearing upon each application for a certificate of appropriateness unless the commission determines that such application involves items not subject to approval by the commission. The commission shall fix a reasonable time and place for such hearing. Notice of the time and place of such hearing shall be given by publication in the form of a legal advertisement appearing in a newspaper having a substantial circulation in the municipality not more than fifteen days nor less than five days before such hearing.

(b) Unless otherwise provided by ordinance, a majority of the members of the commission shall constitute a quorum and the concurring vote of a majority of the members of the commission shall be necessary to issue a certificate of appropriateness. Within not more than sixty-five days after the filing of an application as required by section 7-147d, the commission shall pass upon such application and shall give written notice of its decision to the applicant. 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 bases 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 section 7-147d, shall be by certificate of appropriateness issued by the commission. Failure of the commission to act within said sixty-five days shall constitute approval and no other evidence of approval shall be needed.

Sec. 7-147f. Considerations in determining appropriateness. Solar energy systems. (a) If the commission determines that the proposed erection, alteration or parking will be appropriate, it shall issue a certificate of 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, above-ground utility structures, mechanical appurtenances and the type and texture of building materials. In passing upon appropriateness as to exterior architectural features the commission shall also consider, in addition to any other pertinent factors, the historical and architectural value and significance, architectural style, scale, general design, arrangement, texture and material 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. No application for a certificate of appropriateness for an exterior architectural feature, such as a solar energy system, designed for the utilization of renewable resources shall be denied unless the commission finds that the feature cannot be installed without substantially impairing the historic character and appearance of the district. A certificate of appropriateness for such a feature may include stipulations requiring design modifications and limitations on the location of the feature which do not significantly impair its effectiveness. In passing upon appropriateness as to parking, the commission shall take into consideration the size of such parking area, the visibility of cars parked therein, the closeness of such area to adjacent buildings and other similar factors.

(b) In its deliberations, the historic district commission shall act only for the purpose of controlling the erection or alteration of buildings, structures or parking which are incongruous with the historic or architectural aspects of the district. The commission shall not consider interior arrangement or use. However, the commission may recommend adaptive reuse of any buildings or structures within the district compatible with the historic architectural aspects of the district.

Sec. 7-147g. Variations, permissible when. Where, by reason of topographical conditions, district borderline situations or because of other unusual circumstances solely with respect to a certain parcel of land and not affecting generally the district in which it is situated, the strict application of any provision of this part 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 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 sections. In

addition to the filing required by subsection (b) of section 7-147e, the commission shall, for each variation granted, place upon its records and in the notice to the applicant the reasons for its determinations.

Sec. 7-147h. Action by commission to prevent illegal acts. (a) If any provision of this part or any action taken or ruling made by the historic district commission pursuant to the provisions of said sections or of any regulation or ordinance adopted under said sections has been violated, the commission may, in addition to other remedies, institute an action in the superior court for the judicial district wherein such violation exists, which court shall have jurisdiction to restrain such violation and to issue orders directing that the violation be corrected or removed. Such order may direct the removal of any building, structure or exterior architectural feature erected in violation of said sections or any bylaw or ordinance adopted under said sections or the substantial restoration of any building, structure, or exterior architectural feature altered or demolished in violation of said sections or any regulation or ordinance adopted under said sections. Regulations and orders of the commission issued pursuant to said sections, or to any regulation or ordinance adopted under said sections, shall be enforced by the zoning enforcement official or building inspector or by such other person as may be designated by ordinance, who may be authorized to inspect and examine any building, structure, place or premises and to require in writing the remedying of any condition found to exist therein or thereon in violation of any provision of the regulations or orders made under the authority of said sections or of any regulation or ordinance adopted under said sections.

(b) The owner or agent of any building, structure or place where a violation of any provision of this part or of any regulation or ordinance adopted under said sections has been committed or exists, or the lessee or tenant of an entire building, entire structure or place where such violation has been committed or exists, or the owner, agent, lessee or tenant of any part of the building, structure or place in which such violation has been committed or exists, or the agent, architect, builder, contractor, or any other person who commits, takes part or assists in any such violation or who maintains any building, structure or place in which any such violation exists, shall be fined not less than ten dollars nor more than one hundred dollars for each day that such violation continues; but, if the offense is wilful, the person convicted thereof shall be fined not less than one hundred dollars nor more than two hundred fifty dollars for each day that such violation continues. The superior court for the judicial district wherein such violation continues or exists shall have jurisdiction of all such offenses, subject to appeal as in other cases. Each day that a violation continues to exist shall constitute a separate offense. All costs, fees and expenses in connection with actions under this section may, in the discretion of the court, be assessed as damages against the violator, which, together with reasonable attorney's fees, may be awarded to the historic district commission which brought such action. Any funds collected as fines pursuant to this section shall be used by the commission to restore the affected buildings, structures, or places to their condition prior to the violation wherever possible and any excess shall be paid to the municipality in which the district is situated.

Sec. 7-147i. Appeals. Any person or persons severally or jointly aggrieved by any decision of the historic district commission or of any officer thereof may, within fifteen days from the date when such decision was rendered, take an appeal to the superior court for the judicial district in which such municipality is located, which appeal shall be made returnable to such court in the same manner as that prescribed for other civil actions brought to such court. Notice of such appeal shall be given by leaving a true and attested copy thereof in the hands of or at the usual place of abode of the chairman or clerk of the commission within twelve days before the return day to which such appeal has been taken. Procedure upon such appeal shall be the same as that defined in section 8-8.

Sec. 7-147j. Exempted acts. Delay of demolition. (a) Nothing in this part shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature in the historic district which does not involve a change in the appearance or design thereof; nor to prevent the erection or alteration of any such feature which the building inspector or a similar agent certifies is required by the public safety because of a condition which is unsafe or dangerous due to deterioration; nor to 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 establishment of such district.

(b) If a building in an historic district is to be demolished, no demolition shall occur for ninety days from issuance of a demolition permit if during such time the historic district commission or the Connecticut Commission on Culture and Tourism is attempting to find a purchaser who will retain or remove such building or who will present some other reasonable alternative to demolition. During such ninety-day period the municipality may abate all real property taxes. At the conclusion of such ninety-day period, the

demolition permit shall become effective and the demolition may occur. Nothing in this section shall be construed to mandate that the owner of such property sell such property or building.

Sec. 7-147k. Prior districts unaffected. Validation of prior creations and actions. Nonprofit institutions of higher education excluded. (a) The provisions of this part shall in no way impair the validity of any historic district previously established under any special act or the general statutes. Any and all historic districts created under the general statutes, prior to October 1, 1980, otherwise valid except that such districts, district study committees, municipalities or officers or employees thereof, failed to comply with the requirements of any general or special law, and any and all actions of such districts or historic district commission, are validated.

(b) The provisions of this part shall not apply to any property owned by a nonprofit institution of higher education, for so long as a nonprofit institution of higher education owns such property.

Secs. 7-147l and 7-147m. Method of balloting; eligibility to vote; balloting on prior districts. Sections 7-147l and 7-147m are repealed.

Secs. 7-147n and 7-147o. Reserved for future use.

Town of Madison Historic District Ordinance

HISTORIC DISTRICT

Sec. 15-61. Definitions. As used in this Ordinance, the following terms shall have the meaning indicated:

- (a) "altered" means changed, modified, rebuilt, removed, demolished, restored, razed, moved or reconstructed;
- (b) "erected" means constructed, built, installed or enlarged;
- (c) "exterior architectural features" means such portion of the exterior of a structure or building as is open to view from a public street, way or place;
- (d) "building" means a combination of materials forming a shelter for persons, animals or property;
- (e) "structure" means any combination of materials, other than a building, which is affixed to the land, and shall include, but not be limited to, signs, fences and walls;
- (f) "appropriate" means not incongruous with those aspects of the historic district which the historic district commission determines to be historically or architecturally significant.

Sec. 15-62. Established.

In order to promote the educational, cultural, economic and general welfare of the Town and others through the preservation and protection of buildings and places of historic interest and through the development of appropriate settings for such buildings and places, a Madison Historic District is hereby established pursuant to Section 7-147a to 7-147o inclusive, as may be amended, of the Connecticut General Statutes.

Sec. 15-63. Establishment of Madison Historic District Commission.

A Madison Historic District Commission, consisting of five (5) members and three (3) alternate members is hereby established. It shall be the purpose of the Commission to perform the duties and functions of a Historic District Commission as provided in Sections 7-147a to 7-147o, inclusive, as may be amended, of the Connecticut General Statutes.

Sec. 15-64. Organization of Historic District Commission.

The Board of Selectmen shall appoint five (5) members and three (3) alternate members to the Commission in such a manner that the terms of one member shall expire on the first day of January of each year commencing in 2007 and continuing to 2011 inclusive, and the terms of one alternate member shall expire on the first day of January of each year commencing in 2007 and continuing to 2009 inclusive. All subsequent appointments shall be made by the Board of Selectmen and shall be for a term of five (5) years each except that an appointment to fill an unexpired term shall be for the duration of such unexpired term only. At all times one or more of the members or alternates of the Historic District Commission shall be residents in an historic district under the jurisdiction of the commission, if there are such residents willing to serve on such commission. Members and alternate members shall be electors of the Town holding no salaried Town office. Within a period of thirty (30) days after the appointment of members to the first Commission, such members shall meet, organize, and elect a chairman, vice-chairman and clerk from its own members. Within a period not exceeding thirty (30) days after the first day of January of each succeeding year commencing in 2007, the members of the Commission shall elect a chairman, vice-chairman and clerk from its own members. When a member of the Commission is unable to act at a particular time because of absence, illness or self interest, or other good reason, he shall notify the chairman of the Commission, and the chairman shall designate an alternate member to serve in place of the member. All members and alternate members shall serve without compensation.

Sec. 15-65. Powers of Historic District Commission.

The Historic District Commission shall be vested with all powers and shall faithfully perform all duties imposed upon Historic District Commissions in Sections 7-147a to 7-147o inclusive, as may be amended, of the Connecticut General Statutes. The Commission shall fix the time and place of its regular meetings. The presence of four (4) members or alternate members shall constitute a quorum, and no resolution or vote shall be adopted by less than three (3) affirmative votes. The Commission may adopt regulations, rules of procedure and orders to carry out the purpose of this article.

Sec. 15-66. Certificate of Appropriateness.

- (a) No building or structure shall be erected, altered, restored, moved or demolished within the 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 the Commission. 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. A Certificate of Appropriateness shall be required whether or not a building permit is required. 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.
- (b) The Commission may request such plans, elevations, specifications, material and other information, including in the case of demolition or removal, a statement of the proposed conditions and appearance of the property after such demolition or removal, as may be reasonably deemed necessary by the Commission to enable it to make a determination on the application.

Sec. 15-67. Application for Certificate; Hearing; Approval.

- (a) The Historic District Commission shall hold a public hearing upon each application for a Certificate of Appropriateness. Notice of time and place of such hearing shall be given by publication in the form of a legal advertisement appearing in a newspaper having a substantial circulation in the Town not more than fifteen days or less than five days before such hearing. The Commission shall pass upon such application and shall give written notice of its decision to the applicant. 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. 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 Section 6, shall be a Certificate of Appropriateness issued by the Commission. Failure of the Commission to act within sixty-five (65) days shall constitute approval and no evidence of approval shall be needed. The Commission shall keep a record of all applications for Certificates of Appropriateness and of its entire doings.

Sec. 15-68. Considerations in Determining Appropriateness.

- (a) If the Historic District Commission determines that the proposed erection, construction, restoration, alteration or razing will be appropriate, it shall issue a Certificate of 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, above-ground utility structures, and mechanical appurtenances and the type and texture of building materials. In passing upon appropriateness as to exterior architectural features the commission shall also consider, in addition to any other pertinent factors, the historical and architectural value and significance, architectural style, scale, general design, arrangement, texture and material 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. A Certificate of Appropriateness may be refused for any building or structure, the erection, reconstruction, restoration, alteration or razing of which, in the opinion of the Commission, would be detrimental to the interest of the Historic District.
- (b) In its deliberations, the Historic District Commission shall not consider interior arrangement or use and shall take no action except for the purpose of preventing the erection, reconstruction, restoration, alteration or razing of buildings in the Historic District obviously incongruous with the historic aspects of the District.

Sec. 15-69. Variances and Modifications.

Where, by reason of topographical conditions, district borderline situations, immediately adjoining existing developments or because of other unusual circumstances, the strict application of any provisions of Sections 7-147a to 7-147o, inclusive, as may be amended, of the Connecticut General Statutes 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 the sections or to interpret the meaning of the 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 such sections so that the general character of the district shall be conserved and substantial justice

done. In granting variances, the Commission may impose such reasonable and additional stipulations and conditions as will in its judgment better fulfill the purpose of such sections.

Sec. 15-70. Action by Historic District to Prevent Illegal Acts.

- (a) If any action or ruling taken by the Commission pursuant to the provisions of Sections 7-147a to 7-147o inclusive, as may be amended, of the Connecticut General Statutes. has been violated, the Commission may, in addition to other remedies, institute an action or proceeding to prevent such unlawful erection, construction, reconstruction, alteration, razing, maintenance or use or to restrain, correct or abate such violation or to prevent the occupancy of such building, structure or land. Regulations and orders of the Commission issued pursuant to such sections of the Connecticut General Statutes shall be enforced by the zoning enforcement officer, building official, or the designee of the First Selectman who is hereby authorized to inspect and examine any building structure, place or premises and to require in writing the remedying of any condition found to exist therein or thereon in violation of any provision of the regulations or orders made under the authority of such sections of the General Statutes.
- (b) The owner or agent of any building or premises where such a violation has been committed or exists, or where the lessee or tenant of an entire building or entire premises where such violation has been committed or exists, or the owner, agent, lessee or tenant of any part of the building or premises in which such violation has been committed or exists, or the agent, architect, builder, contractor, or any other person who commits, takes part or assists in which such violation exists, shall be fined not more than one hundred dollars (\$100.00) for each day that such violation continues, but, if the offense is willful, the person convicted thereof shall be fined not more than two hundred fifty dollars (\$250.00) for each day that such violation continues. The superior court for the judicial district wherein such violation continues or exists shall have jurisdiction of all such offenses, subject to appeal as in other cases. Each day that a violation continues to exist shall constitute a separate offense.

Sec. 15-71. Appeals.

Any person severally or jointly aggrieved by any decision of the Historic District 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 New Haven which appeal shall be made returnable to such court in the same manner as that prescribed for civil actions brought to such court. Notice of such appeal shall be given by leaving a true and attested copy thereof in the hands of or at the usual place of abode of the chairman or clerk of the Commission within twelve (12) days before the return day to which such appeal has been taken. Procedure upon such appeal would be the same as that defined in Section 8-8 of the Connecticut General Statutes.

Sec. 15-72. Exempted Acts.

Nothing in this article shall be construed to prevent the ordinary maintenance or repair of any exterior feature in the Historic District which does not involve a change of design thereof nor to prevent the construction, reconstruction, alteration, or demolition of any such appearance or feature which the building inspector certifies is required by the public safety because of an unsafe or dangerous condition; nor to prevent the construction, reconstruction, alteration or demolition of any feature under a permit issued by the building inspector prior to the effective date of establishment of the district.

Sec. 15-733. Boundaries.

The boundaries of the Madison Historic District shall be defined as follows:

Starting on the north side of Meetinghouse Lane at the intersection with Copse Road, the northern boundary runs easterly along the rear lot lines of the properties on Meetinghouse Lane and School Street across Academy Street to include the property at 581 Boston Post Road. The eastern boundary follows the eastern property line of 581 Boston Post Road, proceeds westerly along the centerline of Boston Post Road, then follows the easterly property line of 558 Boston Post Road on the south. The southern boundary runs westerly along the rear property lines of 558 through 438 Boston Post Road, except that at 8 West Wharf Road, it follows a line that connects the rear corners of 498 and 448 Boston Post Road. The western boundary line follows the western property line of 446 Boston Post Road, proceeds easterly along the centerline of Boston Post Road, then follows the western property line of 1 Advent Hill. The north boundary line follows the rear property lines from 1 Advent Hill east along Boston Post Road and Britton Lane to Copse Road where it follows the centerline of the road to the starting point.

References and Resources

Websites:

- Charlotte L. Evarts Memorial Archives, 8 Meetinghouse Lane, Madison; (203) 245-5667
<http://www.evartsarchives.org>
- Madison Historical Society, 853 Boston Post Road, Madison; (203) 245-4567
<http://www.madisoncthistorical.org>
- National Park Service History and Culture Home Page
<http://www.nps.gov/history/index.htm>
- National Park Service - The Secretary of the Interior's Standards for the Treatment of Historic Properties Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings
http://www.nps.gov/history/hps/tps/standguide/overview/choose_treat.htm
- Preservation Briefs
<http://www.nps.gov/history/hps/tps/briefs/presbhom.htm>
- National Register Database
<http://www.nps.gov/history/nr/research/nris.htm>
- National Trust for Historic Preservation; also NTHP Resources for Homeowners
<http://www.preservationnation.org>
<http://www.preservationnation.org/resources/homeowners/>
- Connecticut Commission on Culture and Tourism, Historic Preservation and Museum Division
<http://www.cultureandtourism.org/cct/cwp/view.asp?a=2127&q=302272&cctNav=|>
- Connecticut Trust for Historic Preservation
<http://www.cttrust.org/>
- PreservationDirectory.com
<http://www.preservationdirectory.com>

Books:

- ***New Rooms for Old Houses: Beautiful Additions for the Traditional Home***
(Nat Trust for Historic Preservation) (Hardcover) by Frank Shirley
- ***Creating a New Old House: Yesterday's Character for Today's Home***
(American Institute Architects) (Paperback) by Russell Versaci
- ***Working Windows, 3rd: A Guide to the Repair and Restoration of Wood Windows***
(Paperback) by Terry Meany
- ***The Preservation of Historic Architecture: The U.S. Government's Official Guidelines for Preserving Historic Homes***
(Paperback) by Department of Interior
- ***A Field Guide to American Houses***
(Paperback) by Virginia McAlester
- ***Get Your House Right: Architectural Elements to Use & Avoid***
(Hardcover) by Marianne Cusato
- ***The Green People, A Walking Tour of the Green, Madison, Connecticut***
(Paperback) by Warner P. Lord