

# AGENDA

## TOLLAND GREEN HISTORIC DISTRICT COMMISSION

Wednesday, February 16, 2022 at 7:00 p.m.

### REMOTE MEETING

#### Regular Meeting

1. Call to Order
2. New Business
  - 2.1 Commission workshop with Mary Dunne, Deputy State Historic Preservation Officer from the Department of Economic and Community Development and Stacey Vairo, Circuit Rider from Preservation Connecticut
3. Miscellaneous
  - 3.1 Discuss updating application form for Certificate of Appropriateness
  - 3.2 Discuss implementation of an improved date/tracking system for Certificate of Appropriateness
  - 3.3 Set goals for the spring in coordination with the Public Works Department
4. Approval of Minutes from November 17, 2021 Regular Meeting
5. Adjournment

#### To View Meeting Materials:

See <https://www.tolland.org/historic-district-commission/pages/remote-meeting-packets-audio-recordings>

#### To Join Zoom Meeting:

If using a computer, tablet or smartphone, download Zoom app prior to the meeting.

Go to: <https://us06web.zoom.us/j/85998734073?pwd=eEl2OHppa2NrUHVYbzRqbGFYRVNaZz09>

Meeting ID: 859 9873 4073

Passcode: 02162022

Or call: 929-205-6099 and enter meeting ID 859 9873 4073

Meeting password is 02162022

If you receive an error message after entering the password:

Enter the password again.

If it does not work, click on the meeting link.

If you still cannot get into the meeting, call in.

# Agenda Item 2.1

# Administration of Municipal Historic Districts in Connecticut

Tolland, CT  
February 16, 2022



# Authority

- Connecticut General Statutes, Section 7-147
  - [https://www.cga.ct.gov/current/pub/chap\\_097a.htm](https://www.cga.ct.gov/current/pub/chap_097a.htm)
- *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.*



# Historic District Commission (CGS Sec. 7-147c)

- 5 Regular members
- 3 Alternate members
  - Such alternate members shall, when seated as provided in this section, have all powers and duties of a member of the commission***
- 1 District resident
  - if any persons reside in any such district and are willing to serve on such commission.***
- CLG commission members must have a demonstrated interest, competence or knowledge in historic preservation as well as members with professional qualifications that are acceptable under 36 CFR 61, Attachment A.
- 1 or more expiring term per year



# Primary Responsibilities of HDC

- Rules of Procedure
  - Conflict of Interest
- Annual Report on Membership and Activities 7-147c (g)
  - CLG commissions also report federally
- Adopt regulations “*to provide guidance to property owners as to factors to be considered in preparing an application for a certificate of appropriateness*”



# Review and Meeting Best Practices

- Reference your guidelines-not personal opinion
- Be a resource, but don't redesign a project
- Don't ask questions that are outside your purview
- Use facts to support your decision
- Avoid participating in side conversations
- Announce conflicts of interest/recuse yourself before an item is opened
- Get as much information as you can
- Acknowledge the public and ask for comment as applicable
- Come prepared-read the application have questions ready



# Establishing Design Review Guidelines

- Use the Secretary of the Interior's Standards as a basis
- Identify the Character-Defining Features of a Particular District
- Get input from the Property Owners





# Secretary of Interior's Standards for the **Rehabilitation** of Historic Properties

A list of guidelines to be applied in a reasonable manner taking into consideration economic and technical feasibility

## Highlights:

- Historic character shall be retained and preserved
- Distinctive Features, Finishes and Construction Techniques shall be Preserved
- Deteriorated Historic Features Shall be **Repaired Rather Than Replaced. Severely deteriorated features** should be **replaced in kind.**
- Chemical or Physical Treatments that Cause Damage to Historic Materials Shall Not be Used

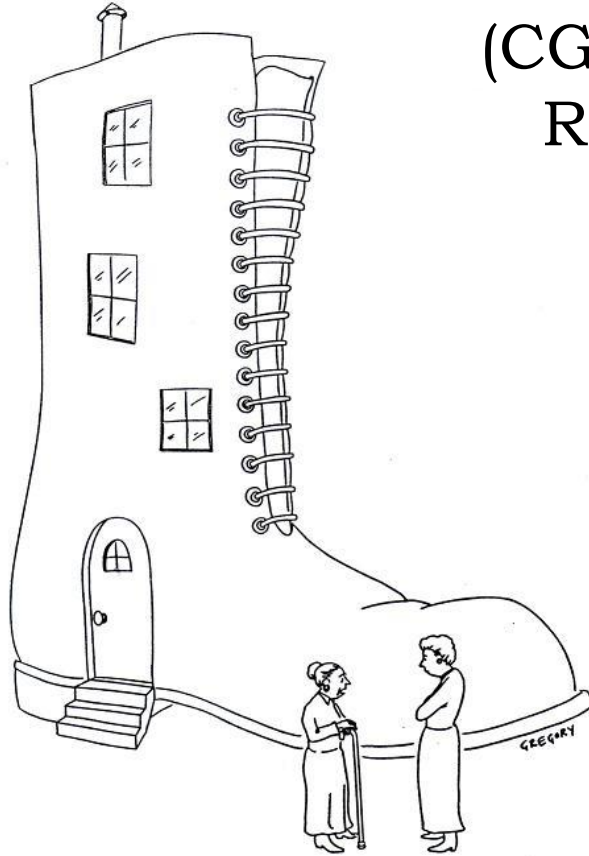


Secretary of Interior's  
Standards for the  
**Rehabilitation** of Historic Properties  
Cont'd

- Changes to a property that have acquired historic significance in their own right shall be retained and preserved
- Changes that create a false sense of historical development shall not be undertaken.
- New construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible in massing, size, scale, and architectural features



# Certificate of Appropriateness (COA) (CGS Sec. 7-147d) Required for...



*"Once, I tried to change the laces, and the Landmarks Commission came down on me like a ton of bricks."*

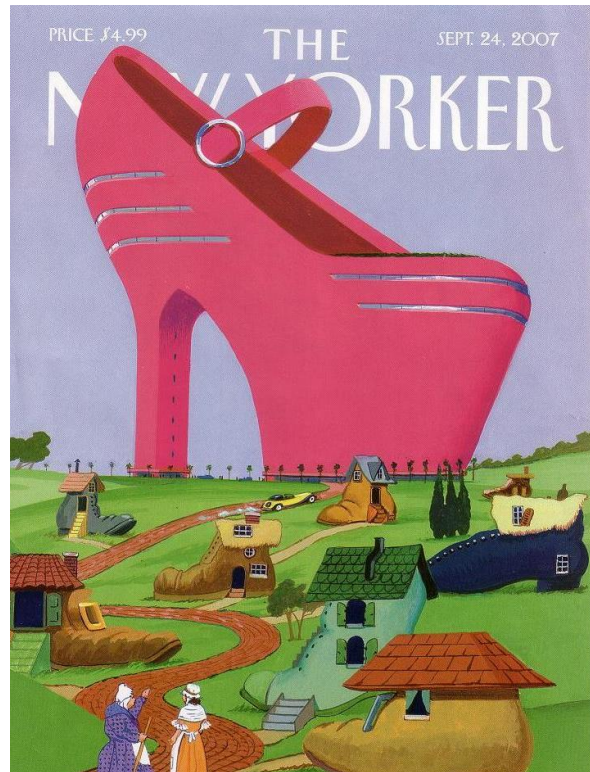
- Building Permit to Erect or **Alter** a Building or Structure



# General Considerations...

## (CGS Sec. 7-147f)

- Historical and architectural value and significance
- Architectural style, scale, general design arrangement, texture and materials
- Relationship to architectural style and features of other buildings



# Certificate of Appropriateness (COA) Required for...

- Demolition Permit
- Size and visibility of parking, proximity to other buildings or structures



*"Our hobby is finding old, run-down Victorian houses and levelling them."*

## Procedures... (CGS Sec. 7-147e)

- Public hearing notice 5-15 days in advance
- Quorum present (majority of members)
- Majority vote
- Action within 65 days of filing
- COA may include stipulations



# Exemptions from Review (CGS Sec. 7-147j(a))

- Paint Color
- State Properties
- Ordinary Exterior Maintenance or Repair (no change in appearance, design, materials)
- Alterations to Correct Public Safety Violations (certified by Bldg. Inspector)
- Permits Issued Prior to Date of Establishment of Historic District
- Any Property Owned by a Nonprofit Institute of Higher Education



## Enforcement by town (CGS Sec. 7-147h)

- Zoning enforcement officer or building inspector
- Superior court action
- Daily fines of \$10-100 or \$100-250





## Appeals by property owner... (CGS Sec. 7-147i)

- Within 15 days of HDC decision
- Superior Court



## Demolition Delay with HD (CGS Sec. 7-147j(b))

- 90 days from issuance of demolition permit
- Notify SHPO
- Attempt to find purchaser to retain or remove building or present alternative to demolition
- No obligation for owner to sell the building
- Abatement of property taxes for 90 days



# Certified Local Government (CLG) Program

- Direct way for local governments to participate in the Federal Historic Preservation program (over 2000 currently in the US)
- Builds a strong partnership between CLGs, SHPOs, and NPS
- Provide technical and financial assistance from the Federal and State level for local communities



## Connecticut CLGS

- **Berlin**
- **Bridgeport**
- **Brookfield**
- **Canton**
- **Chaplin**
- **Cheshire**
- **Clinton**
- **Colchester**
- **Colebrook**
- **Danbury**
- **East Hartford**
- **East Lyme**
- **Enfield**
- **Fairfield**
- **Glastonbury**
- **Groton**
- **Greenwich**
- **Guilford**
- **Hamden**
- **Hartford**
- **Harwinton**
- **Hebron**
- **Killingly**
- **Ledyard**
- **Lyme**
- **Milford**
- **New Fairfield**
- **New Haven**
- **New London**
- **New Milford**
- **Norwich**
- **Old Lyme**
- **Old Saybrook**
- **Orange**
- **Plymouth**
- **Ridgefield**
- **Roxbury**
- **Salisbury**
- **Simsbury**
- **Southbury**
- **South Windsor**
- **Stamford**
- **Suffield**
- **Tolland (August 11, 1992)**
- **Vernon**
- **Waterford**
- **Westport**
- **Windham**
- **Windsor**
- **Woodbury**
- **Woodstock**

## What Are the Benefits?

- *Education and training in historic preservation (NAPC membership)*
- *A stronger preservation influence in the community*
- *Participate in the establishment of regional and state historic preservation objectives*
- *Have a formal role in the National Register of Historic Places nomination review process*
- *Eligible for Grants*



# Funding Opportunities For Certified Local Governments (CLG)

- *Historic Preservation Enhancement Grants*
- *Supplemental CLG Grants*



# Historic Preservation Enhancement Grants (HPEG)

- *Non-matching Federal Funds*
- *Reimbursable*
- *Up To \$20,000*



To Support Activities Sponsored By ***Municipal Historic District Commissions***

### **Public Education and Awareness**

- Historic preservation public education events or publications
- Development and publication of design review guidelines
- Technical booklets on various preservation topics

### **Promotion**

- Historic preservation publications, including books, brochures, and magazine features
- Town website development or updates to promote historic preservation
- Heritage tourism materials that emphasis historic preservation
- Walking tours of historic districts

### **Outreach**

- Workshops that provide technical assistance to owners of historic properties
- Public presentations on local historic preservation issues and tools

### **Visioning**

- Publications that result from preservation problem-solving activities
- Preservation “tool kits”





# Supplemental Certified Local Government Grant (SCLG)

- *Up to \$30,000*
- *Reimbursable*
- *Funded by Community Investment Act*
- *Requires non-state matching funds...*
- *Except for survey work*



# Purpose:

Supplemental Certified Local Government Grants May Be Used To ***Support Activities Sponsored By Municipalities*** For A Wide Range Of Historic Preservation Planning Activities Including:



# SCLG Grants

## ***Eligible Activities***

- **Historic Designation Reports**
  - National Register of Historic Places Nominations
  - Connecticut State Register of Historic Places Nominations
  - Local Historic District or Properties Reports
- **Municipal Historic Preservation Planning Reports**
- **Pre-Development Studies**
  - Feasibility or Adaptive Reuse Studies
  - Condition Assessment Reports
  - Architectural Plans and Specifications
- **Historic Resources Inventories**



## “Popular” SHPO Inquiries

- What constitutes a public way?
- What is a structure?
- Jurisdiction over **use** of property
- Archaeological considerations
- Reviewing:
  - synthetic/substitute materials
  - Reconstruction of new features
  - solar panels
    - CGS 7-147f.
    - NPS Sustainability Guidelines



# Solar Technology in Historic Districts

Considerations For Review



# Solar Technology

## Statutory Authority

**7-147f. Considerations in determining appropriateness. Solar energy systems. (a)** 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



# Solar Technology

## Considerations

- Review the work in the context of your design review guidelines
- What other appropriate treatments to the building have been undertaken to improve its energy efficiency?
- Options for Placement of Solar Technology
  - Ground mounted array
  - New Addition or auxiliary building
  - Roof Mounted:
  - Solar Roof Shingles



# Solar Technology

## Ground-Mounted Arrays or Auxiliary Building

- Install in visually unobtrusive area
- Use vegetation or a compatible screen to further reduce the visual impact of installations.
- Mount panels on roof of outbuilding, new construction or rear addition





# Solar Technology



- Minimally visible
  - Don't project above the roof ridge
  - Install panels close to the roof to minimize their profile
  - Side facing gable
  - Rear porch roof
  - Low sloping gable
  - Cross gable
- Avoid altering the architectural character of the building
- Avoid damaging historic roof materials.
- Panels are generally reversible. Can be removed at end of lease/life

## Roof-Mounted



# Solar Technology

## Integrated Shingles

- This material is not reversible
- The product should have a uniform, compatible appearance across the entire roof. Many shingle systems are installed in combination with asphalt shingles creating a distinct contrast between the two materials.
- Applicant should provide specifications on the shingles and photographs of the shingles already installed on a building in Connecticut for reference.
- Is the product highly reflective causing it to appear shiny or glossy?
- Make sure the roofing structure will not be changed or damaged in the process of installation



# Solar Technology

## Resources

### **State Historic Preservation Office:**

[https://portal.ct.gov/DECD/Content/Historic-Preservation/03\\_Technical\\_Assistance\\_Research/Energy-Efficiency-For-Historic-Houses](https://portal.ct.gov/DECD/Content/Historic-Preservation/03_Technical_Assistance_Research/Energy-Efficiency-For-Historic-Houses)

### **National Park Service:**

Illustrated Guidelines on Sustainability

<https://www.nps.gov/tps/standards/rehabilitation/sustainability-guidelines.pdf>

### ***Solar Panels on Historic Properties***

<https://www.nps.gov/tps/sustainability/new-technology/solar-on-historic.htm>



# For More Information and Assistance

Mary Dunne  
Department of Economic and Community Development  
State Historic Preservation Office

[mary.dunne@ct.gov](mailto:mary.dunne@ct.gov)

(860) 500-2356

Stacey Vairo  
Preservation Connecticut

[svairo@preservationct.org](mailto:svairo@preservationct.org)

(475)355-0067



# Questions?



# Agenda Item 3.1



## TOLLAND GREEN HISTORIC DISTRICT COMMISSION

### Application for a Certification of Appropriateness

#### Property Information

Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Phone Number: \_\_\_\_\_

#### Applicant Information

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Project Information

Type of Building: \_\_\_\_\_

Nature and description of work to be done as it affects exterior appearance. Attach appropriate drawing or plans giving the position of the house or structure on the site, ground plan of house with proposed addition, and all pertinent elevations showing size and style of windows, dormers, doors, exterior wall finishes, roofing material, chimneys, vents and ornamentation. *(If more space needed, attach sheet to application.)*

Estimated Start and Completion Dates:

Start: \_\_\_\_\_

Complete: \_\_\_\_\_

1. Attach a photograph of the existing structure or place to be changed as viewed from the street showing that portion of the structure to be altered, together with a drawing of the proposed alteration or change.
2. Application fee of \$75.00 must accompany application *(make checks payable to Town of Tolland)*.
3. Application form, fee, plans, photograph and drawing must be submitted to **Planning & Building Department**. Public Hearings will be scheduled within not more than sixty-five days after the filing of an application.

This application form and all accompanying plans and materials are accurate and complete:

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### OFFICE USE ONLY

Received & Fee Paid:		Hearing Scheduled:	
Hearing Advertised:		Action:	
Notice of Action to Applicant:			

# **Agenda Item 3.2**



# **Agenda Item 3.3**

# Agenda Item 4

**MINUTES**  
**TOLLAND GREEN HISTORIC DISTRICT COMMISSION**  
**Wednesday, November 17, 2021 at 7:00 p.m.**  
**REMOTE MEETING**

**Public Hearing:**

1. Call to Order at 7:03 PM

2. Roll Call: Jodie Coleman-Marzialo, Chair; Rod Hurtuk, Vice-Chair; Kathy Bach, Clerk; Tim Malone; Ann Deegan, Co-Clerk; Celeste Senechal Alt.

Guests: Theodore Jick, Lisa and Fred Day-Lewis, Mike Bobey, Jeff Swartz, Heather McCann, Rebecca Risley, Tracy and Brian Hurlburt, Linda and Tom Calabrese, Kate Vallo, Brenda Falusi-Council Liaison

3. 89 Tolland Green

3.1 Consideration of Application for a COA for a fence made of wood lattice – discussed fence purpose. What would be appropriate in the period of the house 1790. Further discussion of painting and framing the existing lattice, adding plantings.

3.2 Neighbor comments, both for and against - Kate Vallo, 80 T.G. is OK with the current look, Rod Hurtuk asked homeowner if he looked into the shared driveway agreement at town hall.

3.3 Close of Public Hearing: Motion Rod Hurtuk, 2<sup>nd</sup> Ann Deegan, Vote, Unanimous

4. 30 Tolland Green

4.1 Consideration of Application for a COA for window replacement. Existing window is rotting and homeowner wishes to replace with wooden window style like the rest of the house. See application.

4.2 Neighbor comments, both for and against - none

4.3 Close of Public Hearing: Motion Kathy Bach, 2<sup>nd</sup> Rod Hurtuk, Vote, Unanimous

5. 63 Tolland Green

5.1 Consideration of Application for COA for roof-mounted solar. Sun Power presentation by Jeff Swartz. Discussion and questions about black, 3-1/2 inch high profile panels to be installed on the back roof of main house and the south facing side of the back ell. Much commission discussion and questioning.

5.2 Neighbor comments, both for and against – Mariah Bumps, 25 T.G. south side roof is visible seeks another solution, Kate Vallo, 80 T.G. supports sustainability, Rebecca Risley 103 Mt. Spring Road supports the Day-Lewis application, Heather McCann supports the Day-Lewis application, Linda Calabrese, 59 T.G. read a letter into the record supporting sustainability and the Day-Lewis application, Celeste Senechal, 46 T.G. The Red & White, spoke about reduce, reuse and recycle option.

5.3 Decision to table the COA for 63 T.G to allow the development of alternative placement of panels at the direction of the chair as suggested by commissioners. Motion to table until December 15<sup>th</sup> meeting: Kathy Bach, 2<sup>nd</sup> Tim Malone, Vote, Unanimous

## **Regular Meeting:**

1. Call to Order at 8:48 PM

2. New Business

2.1 Motion to grant a COA for 89 Tolland Green for a fence made of lattice with the following stipulations: 1. the front street facing panels and gate will be framed and painted, 2. there will be substantial plantings added to the front of this area of fencing, 3. the remainder of the fence will be allowed to remain natural.

2.2 Motion to grant a COA for 30 Tolland Green for window replacement as presented by Kathy Bach, 2<sup>nd</sup> by Tim Malone, Vote Unanimous

2.3 Determination of COA for 63 Tolland Green and vote thereon – tabled to 12/15/21

3. Miscellaneous

- FYI-Pool House being added at #93 T. G.- beyond the 300' designation
- Chair would like to request that the town crew edge the granite sidewalks around Green
- Chair would like to pursue additional antique street lights with grant money
- Mike McGee, T. G. resident, has indicated his candidacy to the open alternate seat on the HDC to the Town Council.

4. Approval of Minutes from October 20, 2021 Regular Meeting: Motion by Rod Hurtuk, 2<sup>nd</sup> by Tim Malone, Vote Unanimous

5. Adjournment at 9:14 PM: Motion by Kathy Bach, 2<sup>nd</sup> by Rod Hurtuk, Vote, Unanimous

Respectfully Submitted,

Kathy Bach, Commissioner Clerk