



# Tolland Green Historic District Design Guidelines



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# Preface

These guidelines try to anticipate the needs of property owners within the Tolland Green Historic District to expand, reduce, or otherwise modify their property to accommodate the continually changing situations that arise with the passage of time. The underlying principle being that when an old building is improved to meet modern functional standards or when constructing a new facility, it is essential that the architectural character of the building and the neighborhood not be lost in the process. These Guidelines are published by the Commission as a working framework which can evolve and change to meet the needs of the District.

These Guidelines provide the Tolland Green Historic District Commission and Historic District residents with standards which will aid in judging the appropriateness of proposed modifications and to establish a basis for consistency in making these decisions. They are not intended to be inflexible rules, but instead to offer advice for a consistent and reasonable approach to property improvements.

The Tolland Green Historic District Commission (as of April, 2023)

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# Introduction

The Tolland Green Historic District Commission is responsible for protecting and preserving the character and integrity of the Historic District. In so doing, it must determine and pass judgment on the appropriateness of any planned exterior architectural alteration, erection, or demolition visible from a public road way or place. The following guidelines are for use by residents and the Commission as standards upon which to base decisions, and also as an aid to anyone in Tolland considering work which involves historic architectural features.

The document breaks historic buildings down into individual features or components which are important to the building and the Historic District as a whole. Sections labeled 'maintain' and 'repair' will normally not require a certificate of appropriateness, but are included as preventative measures property owners may take to avoid more extensive changes or repairs. Other sections, including 'replace' and 'add', will usually require a certificate of appropriateness. In these sections, alternatives are provided to assist the owner in making decisions concerning the various options to be considered or avoided in rehabilitation. While the guidelines do not cover all situations or conditions found in the Historic District, reference material recommended in the text and described in the bibliography may be helpful for more particular problems or questions.

Even though slight changes may not affect the building's character and integrity, it is the understanding of the Commission and this plan that multiple small changes over the years can radically alter the appearance of a building. The Commission does not intend to turn Tolland's Historic District into a collection of dimly-lit museum-houses, but rather to provide room for contemporary needs and styles while remaining sensitive to the historic building's character and sense of place.

No building or structure shall be erected, altered, demolished, or removed within the district until an application for a certificate of appropriateness has been submitted to and approved by the Commission. A certificate of appropriateness shall be required regardless of whether or not a building permit is required. Reviewable actions include but are not limited to:

- Addition of a structure to a property
- Masonry replacement and repointing
- Any visible temporary or permanent additions to the house or site whether structural or technological, including; signs, generators, solar panels, fences, and outbuildings
- Any alteration or enlargement to parking areas
- The methods and reasons for total paint removal
- The addition, removal, alteration, or replacement of window shutters, porches, or any

architectural ornament

- The removal or replacement of window and door surround features
- Any partial or entire window, storm window, door, and storm door modification or replacement whether similar or different from the original.
- Any replacements that are not exact copies of the existing features including windows, doors, and gutters in both materials and appearance.

Changes that do not require a Certificate of Appropriateness:

- The addition or replacement of storm windows
- Minor surface repairs or replacements where a damaged part is replaced by one of the same geometry and material, but not necessarily the same color
- Roof repairs regardless of replacement material (alteration of roof line considered a replacement, not a repair)

When in doubt as to whether any planned work on a structure in the Historic District requires application for appropriateness, please bring any questions to Tolland's Development Office or a Historic District Commission member before beginning.

# Secretary of Interior's Standards for Rehabilitation

The Secretary of the Interior's 10 Standards for rehabilitation set forth the principles and purposes of historic preservation, and provide a good introduction to the more specific guidelines which follow them.

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 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.

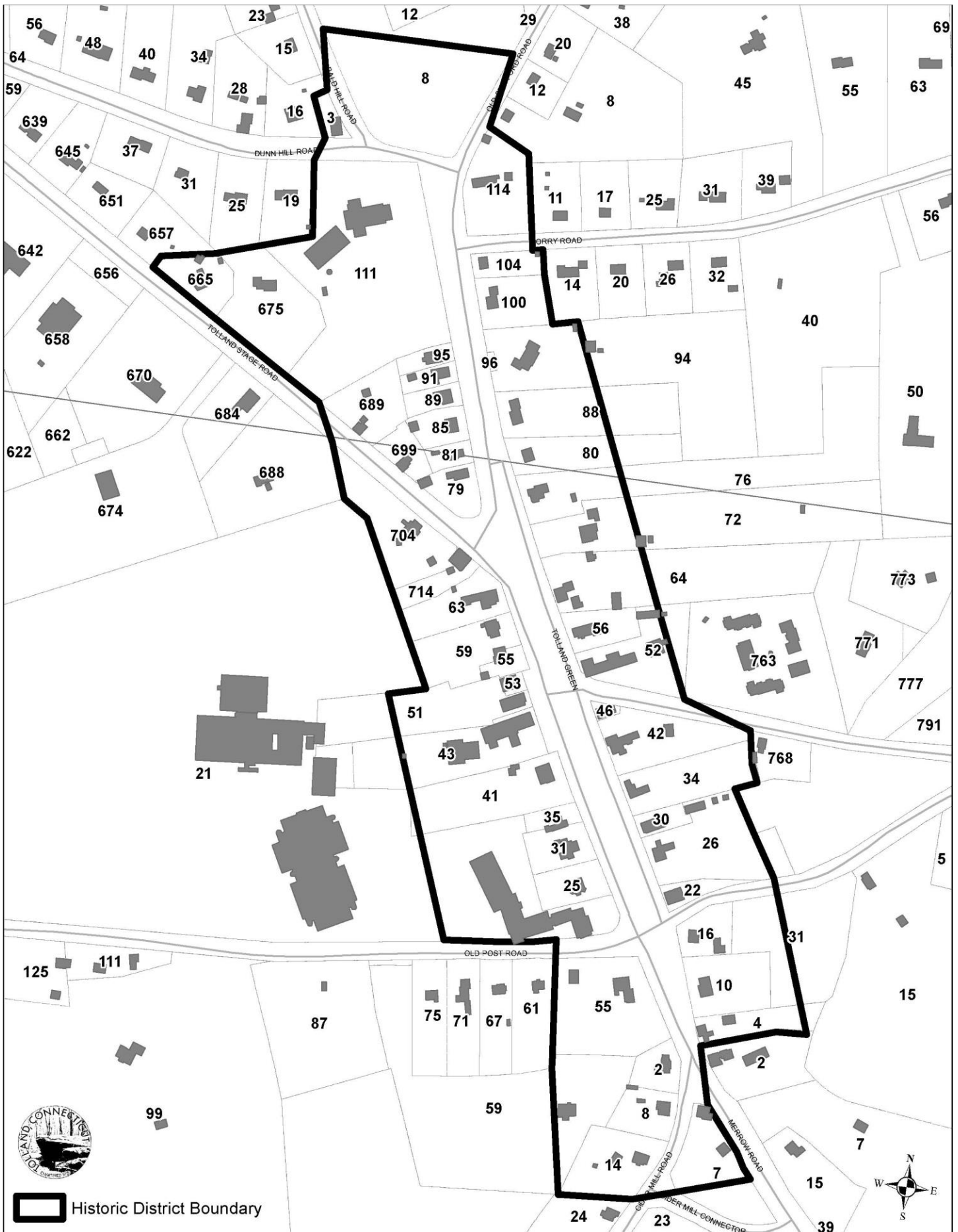
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

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.

More detailed information can be found in the National Parks Service's Preservation Briefs, mentioned throughout the text and referenced in the bibliography.





# Exterior Walls and Siding

## Maintain

Exterior walls and siding provide the building with an overall texture. The choice of materials and their relationships to each other help define the historic character of the building. Clapboard siding remains the earliest and most prevalent siding choice in the Historic District, although masonry, especially brick and Portland brownstone, has been used for municipal buildings, 'fashionable' homes, and foundations. Other siding materials include wood shingles, vinyl, and aluminum.

Masonry is a very durable material, and with proper care can last indefinitely. The primary cause for its deterioration is water damage due to improper drainage. Decay is usually found near the roof, at ground level, around mortar joints, or any horizontal surface such as window sills. Air pollutants can also be a reason for masonry decay. Maintenance for masonry walls and foundations include proper drainage systems and when necessary cleaning of the exterior surface. (See Preservation Brief #1)

Wood siding is also very durable material when properly cared for. Routine painting and caulking are usually the best preservatives. Moisture, insects, fungi, and vegetation growing close to its surface can all contribute to the siding's damage. Try to retain and preserve any hand-crafted detailing and finishing that is still present.



## Repair

Masonry repair normally consists of repointing and limited replacement. Both are rather technical procedures which will require further research. (See Preservations Briefs #1 and #2). When repairing, try to match the original course, color, texture, size, and pattern of the existing mortar joints and masonry. Take special care when repointing. Historic mortars are generally softer and used more lime than Portland cement; today's standard mortars, because of strength differences, can destroy historic masonry walls.

When wood decay is suspected there is an easy method 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. If paint is entirely removed a new coating should be reapplied to the exposed surfaces. Among the most destructive methods of paint removal is sandblasting which has become popular today as a ‘quick and easy’ way to remove paint. However, it is highly inappropriate for the Historic District, and alternative methods should be used.

## Replace

In 18th and 19th century Tolland, clapboards and weatherboards were the most common siding types. Synthetic siding was not invented until the 20th century. Texture, relief and patterns of siding give the walls light, shadow, and character, while sill boards, corner boards and roof lines define the building’s edges. Changes in material between stories and/ or gables reflect original stylistic intentions. Try to be sensitive to these effects when replacing original siding.





# Windows



## Maintain

Window material, type, arrangement, ornamentation, and construction are very often an important part of the character and style of a historic building. Their evolution has been concurrent with improvements in glass making and changes in building style. Consequently, a good fenestration study can often help in dating a building. The earliest window type still used in the Historic District is the 12/12 double-hung window, and many original examples remain. In addition to the more traditional window types, one can also find more decorative and unusual styles, especially in houses and additions of the 19th century. The window and its parts should be considered together as a related whole, and should therefore be preserved as such. Routine window maintenance can help insure the building's character and style, as well as thermal efficiency.



## Repair

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

## Replace

When replacing an entire window, the original features should be duplicated as best as possible. Since most windows in the Historic District are of wood construction, it is recommended to replace a window 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.



## Add

New windows can easily destroy the 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, as well as trying to conform to the buildings overall style, proportions, scale, and material.

## Storm Windows

Storm Windows and screens can be both appropriate and energy efficient for historic buildings, and when present, should be retained. Storm windows combined with an original window can provide better thermal efficiency than a modern (double glazed) replacement (see Section on Green Energy). 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, i.e. match color to trim.



## Shutters

Exterior window blinds and shutters were not used until the end of the 18th century, though at this time, many were added to old buildings. Their first function was to provide insulation and privacy, but have since been used merely as decorative features. People have become so accustomed that houses oftentimes look ‘bare’ without them. In many cases, it is not recommended to add non-original shutters to a house, but when desired, attempt to use traditional wood slat types which can close and cover the window completely.





# Entrances and Porches

## Maintain

Entrances and porches are often 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. Furthermore, they can be the most individually expressive part of the building, and many variations can exist within each architectural style. Unfortunately, for porches in particular, they are also often the part of the house which undergoes the most change. This is a result of faster deterioration due to greater exposure, stylistic trends, personal taste, or special needs. Such changes have occurred in the Historic District, and in some instances, these changes were important to the architectural history of the house and / or sympathetic to the building's scale, massing proportion, and integrity as exhibited in the pictures. Entrance and porch retention, protection, and repair should be carefully considered when planning rehabilitation work.



## Repair

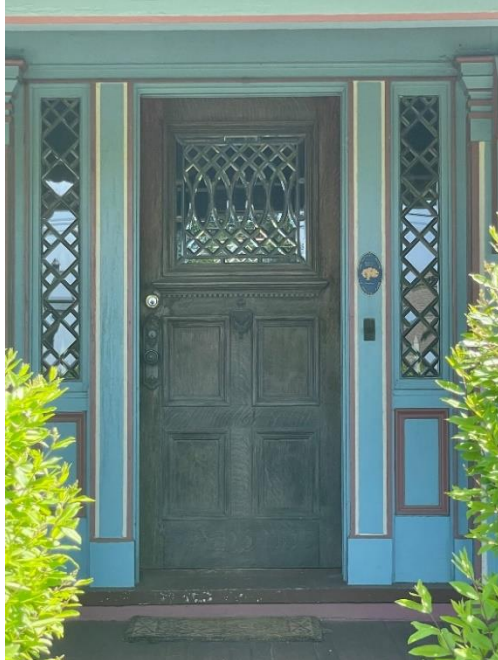
Most entrances and porches in the Historic District are constructed from wood, and are therefore more prone to deterioration. Try to watch for this in order to keep limited replacement and reinforcement to a minimum. Decorative woodwork often gives the entrance or porch its unique character, and when repairing, try to match new parts with existing features as best and accurately as possible.

## Replace

Replacement of doors and their features such as transom, fan, and sidelights, pilasters, caps, panels, and hardware, should try to conform to the original building



style, façade proportion, and material. It is sometimes possible to find used doors of the same period, and this may be a good solution if size or design is a problem.



Avoid removing the original features or an entrance without replacing them with visually compatible elements. Porches did not come into use until the middle of the 19th century when lifestyles and architectural concepts of space began to change. At that time, like shutters, they were added to older houses as well. When replacing a porch, try to determine whether it is a later addition. If so, one may consider restoring the house back to its original condition, providing the building's historical and architectural integrity is not lost. If the porch is part of the original house, it is an integral part of the total design and its replacement should convey the same visual appearance.

## Add

Generally, the addition of new entrances, porches, or decks should be confined to the sides of a building, not visible from a public road or place. Additionally, they should not damage or destroy character-defining features. When adding a porch to a house which originally had one, photographic or physical documentation is particularly helpful. 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. Some houses in the Historic District have enclosed their porches or porticoes in order to provide more interior space, greater privacy, and/or better thermal efficiency. Often these goals can be achieved in more appropriate and less visually disrupting ways such as using large sheets of glass behind the porch supports, rails, and details; installing removable screens for seasonal use; and/or weather stripping existing windows and doors.

Storm doors are often very prominent features which can distract from the original door. Avoid excessive details such as scrollwork, and try to choose a simple one which resembles the main door in size, proportion, and color.



# Roofs and Roofing

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

In Tolland, wood has been the predominant roofing material since colonial times. Slate tiles forming colorful and decorative patterns and metal were also used in the 19th century; while in the 20th century, asphalt has become popular for both roofing and re-roofing, and is now the most prevalent roofing material in the Historic District, especially as a replacement for wood shingles.



## Repair

When repairing the roof, attempts should be made to retain its original features, forms, and details. Roofing material will often require limited replacement and should be compatible with the existing material in size, shape, color, and texture, so as not to look patched.



## Replace

When damage is too extensive or when limited repair is not possible, replacement should consider first the roof's original shapes, features, 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 try not to

detract from the building's composition, color, or special details. Avoid removing, without replacing, any character defining feature of a building which indicates the original style and period. Alternative materials, such as asphalt shingle, are usually appropriate, except when the original roofing material is highly decorative or where the wood shingle is an integral part of the



house's style. Exceptions such as this should be maintained as long as possible or replaced in kind.

## Add

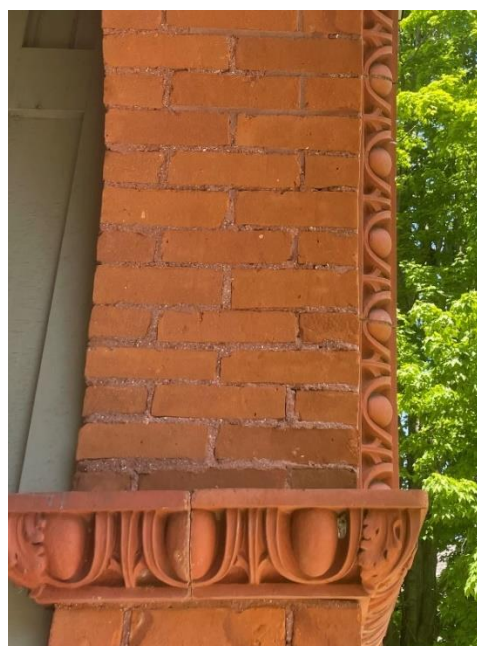
Additions to roofs are generally discouraged except when proper documentation reveals missing features. When seeking to add new features such as skylights, dormers, satellite dishes, or solar collectors, place these items out of view from a public road or place, and try to avoid covering, removing, or distracting from the character defining features or forms.

For example, the use of flat-style skylights at the rear of a house greatly diminishes their visibility from the street.

# Architectural Ornament

## Maintain

The earliest colonial houses rarely received any kind of ornamentation, yet in the first part of the 18th century, simple hand-carved cornice moldings began to be applied. By the end of the 18th century, these moldings had become more prominent and refined. Tolland has some elaborate and distinctive examples of this kind of treatment. Later, by the end of the Civil War and with the perfection of the band saw and turning techniques, many architectural styles become known for their prolific ornamentation.







Details and trim, such as cornices, columns, corner boards, entablatures, balustrades, etc., 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. As original features, whether simple or elaborate, they are integral to and consistent with the building as a whole, and should be maintained 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 ornament, its repair may consist of refastening, reinforcement, piecing-in, patching, or limited replacement. Often partially rotted wood may be preserved and

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

## Replace

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 a 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 at a similar feature on another building. Avoid removing original details or decorative features without replacing them.

## Add

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.



## Site

The relationship between a historic building or buildings and their site helps to define and often enhance the character of a historic property. The site's features, such as outbuildings, walkways, drives, vegetation, fences, and signs, can all contribute to, or detract from, the historic building. Even though most features are not regulated by the Commission, (these include walkways, drives, and vegetation), they are nevertheless an integral part of Tolland's streetscape while also reflecting inhabitants individual tastes.

### Accessory Buildings

Accessory buildings found in the Historic District include garages, toolsheds, cottages, carriage houses, and barns. Some of these are historically and architecturally important in their own right. For example, a number of barns reflect the history of Tolland as an agricultural community. Every effort should be made to maintain and repair these historic accessory buildings in keeping with the previous sections. Consider rehabilitation or adaptive re-utilization





options before demolition of a deteriorated historic accessory building: they can often satisfy contemporary needs that are not accommodated in an historic house.

New construction, such as garages and toolsheds, should be compatible with the major building in material, scale, design, and location. If possible, try to locate these new structures near the rear of the property and/or screened from public sight. (See section on new additions.)



## Walkways and Drives

Large expanses of paved surfaces can visually detract from the historic house. When repaving, try to choose either material originally used or something compatible in color and texture to the building and site. Avoid large areas of concrete or blacktop, aside from being historically incorrect, they retain heat and are more susceptible to cracking and buckling than alternative materials. Consider alternatives such as sod (for paths), water-struck brick, flat stones, gravel, or crushed stone rolled into a sticky base. Avoid driving and parking on historically significant walkways.



## Signs

New signs are subject to zoning regulations and review by the Historic District Commission. Signs simple in shape and color are usually appropriate for any building. The sign should relate to and not obscure its surroundings. Furthermore, it should be compatible in design, material, and details to the building and its style. For example, avoid a 'colonial' style sign in front of a Victorian structure.



## Vegetation

Trees, shrubbery, and flowers should provide sufficient privacy but not hide the building. Vegetation too close to or on the house can cause rapid deterioration of foundations and walls due to excessive moisture and physical contact.



## Fences

New fences should be compatible with the building's style and character. Simple wooden fences are usually appropriate for any building; though a more elaborate house may choose a more elaborate fence, provided it is in keeping with the house's style and detailing. Since many stone fence supports remain in the Historic District try to retain and use them when fencing in a property. Concrete walls and chain link fences are not recommended. New fences should not obscure the building.

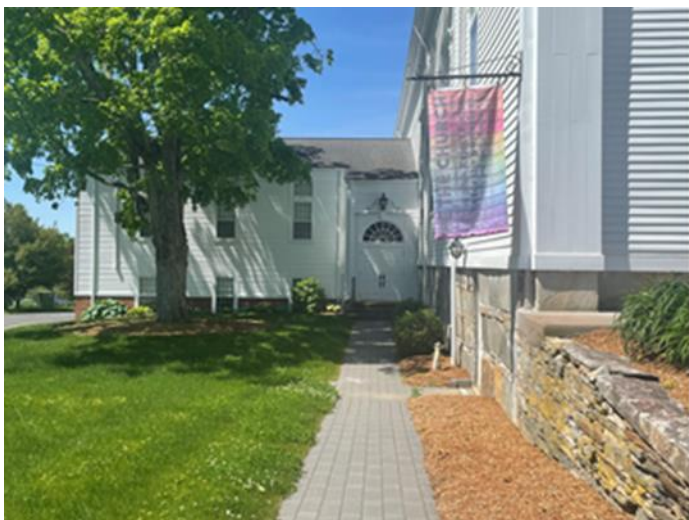
## New Additions

An attached exterior addition to a 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. Additions should reflect the original era of construction yet still be differentiable.



Many houses in the Historic District have been expanded in the past, with some additions over 200 years old. Additions are often sensitive to and compatible with the older structure, and many serve as paradigms 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 should imitate a historic style or period; in fact, a





contemporary styled addition specifically designed and planned for its context may be more successful and appropriate.

When designing a new addition, avoid single massive forms which are not compatible with the original building's massing. Try to relate the new addition to the type and variety of original forms and their composition. Be sensitive to the original building's size and proportion and build to an according scale so as not to detract from the aesthetic qualities of the original building. Do

not build any addition that will obscure any character defining sides of the building or those most visible to the public. For this reason, additions are generally best built off the back or sides of the building. Additionally, the new addition should continue the rhythm of the original building. Rhythm is affected by drastic differences in wall planes, window and door placement, size, and shape symmetry, asymmetry, and overall composition of solids to voids.

## Green Energy and Energy Efficiency

Buildings in the Historic District were originally designed with energy efficiency in mind. The structures needed to conserve as much warmth as possible in times before modern heating techniques. Design aspects such as small windows and central fireplaces helped to conserve and distribute heat during cold winters. However, as the buildings age and settle, gaps and air leaks begin to form, weakening the original efficiency. Additionally, modern technology is available which can further bolster the energy efficiency of a building beyond what was possible centuries ago.

When looking to increase the energy efficiency of an historic building, the first step is often the completion of a professional energy audit. The results of the audit will suggest which actions need to be taken to further strengthen the building's energy efficiency. Some simple, possible suggestions may be to replace old light bulbs with compact fluorescent lights, update the thermostat, replace old shower heads with low flow versions, and seal off external air leaks with caulk and weather stripping. Often, these changes can be completed by the energy auditors.

Additionally, there are several more complex or costly methods for increasing the energy efficiency of historic buildings without altering or destroying their historic integrity.

## Storm Windows for Efficiency

Storm windows can help improve the energy efficiency of a historic building by providing an extra layer of insulation against heat loss. When possible, new storm windows should be installed on the interior so as not to detract from the exterior elevations. The addition of a storm window is often cheaper and more energy efficient than replacing the old window with a modern alternative. (See Windows and subsection Storm Windows)

## Vegetation for Efficiency

Trees can be planted near a historic building to increase its energy efficiency. Deciduous trees can be planted so as to shade windows in the summer to provide relief from the heat. In the winter, when the leaves drop, the sun can once again help warm the building. Coniferous trees can be planted around the building to shield it from heavy winds which exacerbate heat loss. In either case, be sure to leave adequate space between the building and the tree to ensure it has room to grow and that its proximity will not damage the building.



## Solar Panels

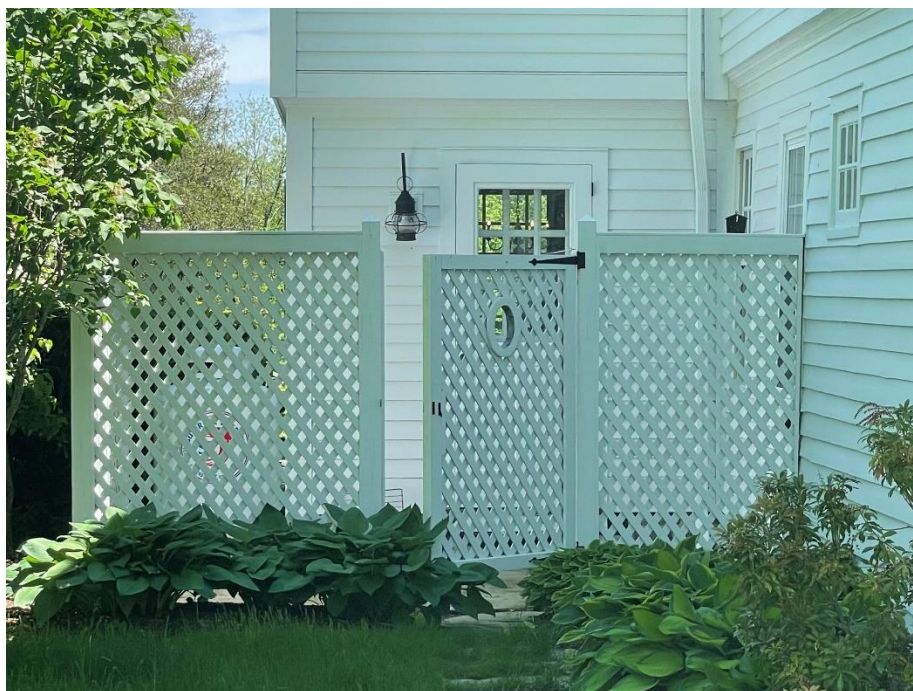
Solar panels should be installed so they are not visible from the street. Panels should not be installed in a vertical position where their appearance is most noticeable, but rather on horizontal or sloped surfaces. When placed on the roof, solar panels shall not affect the roof façade or roof line. Panels shall be low-profile and exposed hardware, frames, and piping shall have a matte finish, and be of color similar to the roofing material color. Consider solar shingles, a shingle that looks and functions like common roofing materials; however, it absorbs sunlight as a source of energy for generating electricity. Solar shingles facing the street will need to be approved through the COA process. If equipment must be located such that it is visible from the street, proper screening materials such as shrubbery or fencing material should be utilized. Connecticut General Statutes Section 7-147F stipulates:

“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.” *Chapter 97a - Historic Districts and Historic Properties*. (2023). Ct.gov. [https://www.cga.ct.gov/current/pub/chap\\_097a.htm#sec\\_7-147f](https://www.cga.ct.gov/current/pub/chap_097a.htm#sec_7-147f)



## Utilities

Place electric, telephone, and cable services underground whenever possible. HVAC equipment, utility meters, utility boxes, wires, piping, and conduits should be installed in the least visible and unobtrusive locations. If possible, any utility housing should be painted to match the exterior surface to which it is applied. Where underground placement is not possible, utilize the rear or a non-visible side of the property when possible. Exterior conduit and housing should be located inconspicuously. Central air conditioning units should be located at a side or rear elevation and screened with fences and landscaping. Window air conditioning units should be installed on a non-visible elevation whenever possible. Through-the-wall installations are discouraged (because they damage historic fabric and disturb the overall façade configuration), but may be allowed on a non-visible elevation. If mechanical equipment must be located such that it is visible from the street, proper screening materials such as shrubbery or fencing material should be utilized.



# House Façades in Tolland

## Character Defining Features

Strict symmetry

Decorative woodwork features

2 over 2 double hung windows

Use of wood shingles on overhangs

Historically accurate decorative window

Appropriate signage

Clean, manicured landscaping





## Graphic Representation of Inappropriate Modifications

Vinyl windows, historically inappropriate

Use of modern-material roofing on overhangs

Doors made of metal, differing in color from window trim

Over-grown vegetation

Signage uses lights to portray image



# Bibliography and Further Information

Tolland Green Historic District Commission Website

<https://www.tollandct.gov/historic-district-commission>

Town of Tolland's Town Code *Chapter 96: Historic Districts*

<https://ecode360.com/11927407>

General Statutes of Connecticut *Chapter 97a: Historic Districts and Historic Properties*

[https://www.cga.ct.gov/current/pub/chap\\_097a.htm](https://www.cga.ct.gov/current/pub/chap_097a.htm)

Connecticut Trust for Historic Preservation

<https://preservationct.org/>

Secretary of the Interior's Standards for Rehabilitation

<https://www.nps.gov/orgs/1739/secretary-standards-treatment-historic-properties.htm>

Preservation Briefs

<https://www.nps.gov/orgs/1739/preservation-briefs.htm>

#1 Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings

<https://www.nps.gov/orgs/1739/upload/preservation-brief-01-cleaning-masonry.pdf>

#2 Repointing Mortar Joints in Historic Masonry Buildings

<https://www.nps.gov/orgs/1739/upload/preservation-brief-02-repointing.pdf>

#3 Improving Energy Efficiency in Historic Buildings

<https://www.nps.gov/orgs/1739/upload/preservation-brief-03-energy-efficiency.pdf>

#4 Roofing for Historic Buildings

<https://www.nps.gov/orgs/1739/upload/preservation-brief-04-roofing.pdf>

#6 Dangers of Abrasive Cleaning to Historic Buildings

<https://www.nps.gov/orgs/1739/upload/preservation-brief-06-abrasive-cleaning.pdf>

#8 Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials

<https://www.nps.gov/orgs/1739/upload/preservation-brief-08-aluminum-vinyl-siding.pdf>

#9 The Repair of Historic Wooden Windows

<https://www.nps.gov/orgs/1739/upload/preservation-brief-09-wood-windows.pdf>

#10 Exterior Paint Problems on Historic Woodwork

<https://www.nps.gov/orgs/1739/upload/preservation-brief-10-paint-problems-exterior-woodwork.pdf>

#14 New Exterior Additions to Historic Buildings: Preservation Concerns

<https://www.nps.gov/orgs/1739/upload/preservation-brief-14-exterior-additions.pdf>



# Glossary of Terms

## A

**Accessory (or Ancillary) Building** - A subordinate building or a portion of the main building, the use of which is located on the same lot and is incidental to the dominant use of the main building or premises.

**Alteration** - Any change in size, shape, character, occupancy, or use of a building or structure.

**American Bond** - Also known as Common Bond. The pattern of laying bricks in which several horizontal rows (usually an odd number - three, five, or seven) of stretchers are placed between every row of headers. (See “Brick Bonds”)

**Applied** - Placed upon. For example, a thin strip of molding may be applied to a wider plain board to give the total effect of the boards having been molded as one piece.

**Appropriate** - Typical of the historic architectural style, compatible with the character of the historic district, and consistent with local preservation criteria.

**Architectural Shingles** - Composition asphalt roof shingles that are heavier weight and are irregularly sized and that resemble the random textured look of wood shingles.

**Architectural Style** - A category of architectural of similar buildings distinguished by similar characteristics of construction, design, materials, etc.

## B

**Bay Window** - A window built in a recess or bay, in a room projecting from the outer wall and usually having windows on three sides.

**Blind (Exterior)** - A louvered panel of wood or metal made to close over a window. An exterior blind is usually referred to as a shutter, although technically a shutter is solid, not louvered. (See “Shutter”)

**Bracket** - A support element under eaves, shelves or other overhangs; often more decorative than functional.

**Brick Bonds** - Patterns in which bricks are laid, determined by the inter-relationship of headers and stretchers.

**Building** - A habitable structure with a roof and walls, such as a house, school, store, or factory.

## C

**Certificate of Appropriateness (COA)** - An authorization, awarded by a preservation commission or local architectural review board, allowing alteration, demolition, or new construction to a historic site, provided the changes are consistent with the property’s character.

**Character** - Attributes, qualities, and features that make up and distinguish a particular place or development and give such a place a sense of definition, purpose, and uniqueness.

**Character-Defining** - Those architectural materials and features of a building that define the historic nature of that building. Such elements may include the form of the building, exterior cladding, roof materials, door and window design, exterior features, exterior, and interior trim, etc.

## D

**Demolition** - An act or process that destroys or razes a structure or its appurtenances in part or in whole, or permanently impairs its structural integrity.

**Dentils** - Small rectangular blocks in a series - like teeth - usually on a molding. **Design Guidelines** - A set of directions that have been adopted for historic buildings to guide rehabilitation, additions, and other construction, in order to retain the building’s (and the district’s) original design features and ensure compatibility between the old and the new.

**Detail** - A small piece of the overall character of a building, which contributes to its architectural significance.

**Doric Order** - A classical order most readily distinguished by its simple, unornamented capitals. (See "Order")

**Dormer** - A window set upright in a sloping roof. The term is also used to refer to the roofed projection in which this window is set.

**Double-Hung** - A window where both sashes slide up and down by means of cords and weights.

## E

**Elevation** - A flat representation of one side of a building. The front elevation is often referred to as the façade. (See "Façade")

**Elliptical** - Shaped like a flattened circle.

**Entablature** - In classical architecture, the part of a structure between the column capital and the roof or pediment; comprised of the architrave, frieze, and cornice.

**Entry** - A door, gate, or passage used to enter a building. **Erect** - To build or construct, as in a structure.

**Exterior Features** - The architectural style, design, and general arrangement of the exterior of a historic structure, including the nature and texture of building material, and the type and style of all windows, doors, light fixtures, signs, or similar items found on or related to the exterior of a historic structure.

## F

**Façade** - The primary elevation of a structure, typically containing the main entrance.

**Fanlight** - A semicircular or semielliptical window above a door.

**Fence** - An artificially constructed barrier of any material, or combination of materials, erected to enclose, screen, or separate areas.

**Fenestration** - The arrangement of windows and doors in a wall.

**Form** - The overall shape of a structure (i.e., most structures are rectangular in form).

**Frame** - A window component. See window parts.

## G

**Gable** - The triangular wall segment at the end of a ridged roof.

**Gable Roof** - A roof which forms a gable at each end. It is also referred to as a peak roof.

**Gambrel** - A ridged roof with two slopes on each side, the lower slope having the steeper pitch.

**Gambrel Roof** - A roof with two slopes of different pitch on either side of the ridge with the flatter slope adjoining the ridge.

**Glazing** - Fitting glass into windows and doors.

## H

**Header** - The short end of a brick when laid toward the face of a wall.

**Historic** - Important in history; distinguished from "historical," which conveys the sense of things or events related to the past.

**Historic Building** - A building important because of its association with a historic event or with the history of a locality.



**Historic District** - A definable geographic area that contains a number of related historic structures, features, or objects united by past events or aesthetically by plan or physical development, and that has been declared as a Historic District.

**Historic Fabric** - Those elements and features of a historic building that are original and contribute to the integrity of the historic building.

## I

**Integrity** - The ability of a property to convey its historic significance through the retention of location, design, setting, materials, workmanship, feeling, and association.

## L

**Landscape** - The whole of the exterior environment of a site, district, or region, including landforms, trees, plants, rivers, and lakes and the built environment.

**Lintel** - A beam over an opening in a wall, such as for a window or door, or over two or more pillars.

## M

**Maintenance and Repair** - Any work meant to remedy damage or deterioration of site elements or a structure or its appurtenances that involves no change in materials, dimensions, design, configuration, texture, surface coating, or visual appearance. A COA is not needed for regular maintenance and repair. This work may include cleaning, repainting, in-kind repairs, or yard maintenance.

**Mansard roof** - A roof that has two slopes on all four sides.

**Mass or Massing** - Building mass is established by the arrangement and proportions of its basic geometric components- the main block and side blocks, the roof, and the foundation. Similarly massing helps create rhythm along the street, which is one of the appealing aspects of historic districts.

**Masonry** - Construction materials such as stone, brick, concrete block or tile.

**Material** - Material refers to the physical elements that were combined or deposited in a particular pattern or configuration to form a historic resource.

**Modify/Modification** - To make changes to an existing structure; those changes made to an existing structure.

**Modillion** - An ornamental bracket or console used in series under the cornice of the Corinthian order and others.

**Molding** - A continuous decorative band that is either carved into or applied to a surface.

**Mortar** - The materials used to fill the joints of masonry.

**Mortar Joint** - Masonry joint between masonry units, such as brick or stone, filled with mortar to transfer the load, provide a bond between the units, and keep out the weather.

**Mortar**- The composition (and proportions of these ingredients) of the mortar used in masonry.

## N

**New Construction** - The act of adding to an existing structure or erecting a new principal or accessory structure or appurtenances to a structure, including but not limited to buildings, extensions, outbuildings, fire escapes, and retaining walls.

## O

**Ordinary Maintenance** - Work that does not alter the exterior fabric or features of a site or structure and has no material effect on the historical, archaeological, or architectural significance of the historical site or structure. Exterior features include the architectural style, design, and general arrangement of the exterior; the color, nature, and texture of building materials; and the type and style of all windows, doors, light fixtures, signs, and similar items found on, or related to the

exterior of a designated historic structure or landmark. Basically, ordinary maintenance is that which will have no material effect on the historical, architectural, cultural, or archaeological value of the designated historic structure, site or landmark.

**Original** - Features, components, materials, or other elements of a structure that were part of its initial construction; or, structures that were part of the initial development of a site (such as accessory structures built at the same time as the related primary structure). Features or structures that are not original to the structure or site may have gained historic significance in their own right and may still be considered “historic.”

**Ornamentation** - Any decorative objects or series of objects, which are added to the basic structure to enhance its visual appearance.

## P

**Panel** - A sunken or raised portion of a door with a frame-like border.

**Parking Areas** - Any off-street, unenclosed, ground-level facility used for the purposes of temporary storage of vehicles. Enclosed parking facilities or those associated with single-family and two-family residential developments are not included within this definition.

**Pilaster** - A flat-faced representation of a column against a wall.

**Pitch** - The angle of slope.

**Porch** - A covered and floored area of a building, especially a house, that is open at the front and usually the sides.

**Portico** - A large porch having a roof, often with a pediment supported by columns or pillars.

**Preservation** - The adaptive use, conservation, protection, reconstruction, restoration, rehabilitation, or stabilization of sites, buildings, districts, structures, or monuments significant to the heritage of the people of Tolland (or any area).

**Protection** - The security of a resource as it exists through the establishment of the mechanisms of historic preservation.

**Proportion** - The dimensional relationship between one part of a structure or appurtenance and another. Façade proportions involve relationships such as height to width, the percent of the façade given to window and door openings, the size of these openings, and floor-to-ceiling heights. Often described as a ratio, proportions may be vertical (taller than wide), horizontal (wider than tall), or non- directional (equally tall and wide).

**Protected** - An architectural or landscaping feature that must be retained and its historic appearance maintained, as near as is practical, in all aspects.

**Protection** - The act or process of applying measures designed to affect the physical condition of a property by defending or guarding it against deterioration, or to cover or shield the property from danger or injury.

## R

**Reconstruction** - The act or process of duplicating the original structure, building form, and materials by means of new construction based on documentation of the historic condition.

**Rehabilitation** - The act or process of making possible a compatible use for a property through repair, alterations, and additions, while preserving those portions or features which convey its historic, cultural, or architectural values.

**Repair** - Fixing a deteriorated part of a building, structure, or object, including mechanical or electrical systems or equipment, so that it is functional; may involve replacement of minor parts.

**Replacement** - To interchange a deteriorated element of a building, structure, or object with a new one that matches the original element.

**Repointing** - Repairing existing masonry joints by removing defective mortar and installing new mortar.



**Restoration** - The process of accurately recovering all or part of the form and detail of a resource and its setting, as it appeared at a particular period of time, by means of the removal of later work and the replacement of missing earlier work.

**Rhythm** - A regular pattern of shapes including but not limited to windows, doors, projections, and heights within a building, structure, or monument.

## S

**Scale** - The harmonious proportions of parts of a building, structure, or monument to one another and to the human figure.

**Screening** - Construction or vegetation of which the essential function is to separate, protect, conceal, or shield from view but not support.

**Shape** - The general outline of a building or its face.

**Shutter** - A solid panel of wood or metal made to close over a window. Technically, a louvered panel is an exterior blind, but it is usually referred to as a shutter.

**Sidelight** - Narrow windows on either side of a door to admit light.

**Sign** - Any structure or part thereof or any device, permanently or temporarily attached to, painted on, supported by, or represented on a building, fence, post, or other structure which is used or intended to be used to attract attention.

**Shape** - The physical configuration of structures of buildings or monuments and their component parts, including but not limited to roofs, doors, windows, and façades.

**Site** - The land upon which a building or another feature is located.

**Streetscape** - The character of the street, or how elements of the street form a cohesive environment.

**Structure** - Anything constructed or erected, the use of which requires permanent location on the ground, or which is attached to something having a permanent location on the ground. This includes, but is not limited to, main and accessory buildings, advertising signs, billboards, poster panels, fences, walls, driveways, sidewalks, and parking areas.

**Surround** - The trip applied to the outside of a window or door opening. It is also called "casing."

## T

**Texture** - The feel, appearance, or consistency of a surface or substance.

**Transom** - A narrow horizontal window over a door or part of a door.

**Trellis** - An open grating or latticework of either wood or metal placed vertically on a site and typically supported by wood columns; often used as a screen and usually supporting climbing vines.

## U

**Utility Structure** - is an above-ground structure that provides utility services to customers, and excepting an antenna or utility pole and appurtenances, is affixed to something having a permanent location on or under the ground. The above-ground telephone/cable equipment box.

# About Us...

The Tolland Green Historic District Commission is assembled of volunteer residents responsible for the preservation and maintenance of Tolland's historic properties. The Commission was established in 1990 to evaluate any and all modifications, demolition or erection of buildings or other structures within the boundaries of the Tolland Green Historic District.

Tolland's Historic District consists of a multitude of architectural styles including: Colonial, Federal, Greek Revival, Gothic Revival, Italianate, and Victorian designs. The Town Green displays a village-style open space where residents and visitors to Town partake in community events. Holiday celebrations, parades, and tours take place along some of the oldest homes in Tolland, dating back to the early 18<sup>th</sup> century.

The Historic District travels along two significant northeastern Connecticut routes which capture the picturesque historical attributes that highlight the charm of this New England town. Due to the ongoing efforts and projects facilitated by the Commission, the Town boasts a nomination for the National Register of Historic Places as well as designated a State of Connecticut Scenic Roads (routes 74 and 195). Along these routes are a mixture of historical properties that include residences, religious entities, retailers, museums, and an art center.

The Commission has worked diligently to ensure the traditional integrity of the Town is sustained. Besides some modern modifications, such as paved roadways and electricity, the form and appearance of the Historic District has been preserved in the 19<sup>th</sup> century. The dedication to historical representation in the Town will continue with the support of fellow neighbors and the Tolland Green Historic District Commission.