

WATERTOWN HISTORIC DISTRICT

Regulations

Rules of Procedure



WATERTOWN HISTORIC DISTRICT COMMISSION WATERTOWN, CONNECTICUT

Dear Neighbor,

*In this handbook the Historic District Commission **has** attempted to provide homeowners with the basic information they need concerning the historic district. In writing our regulations over the past several months, the Commission reviewed the regulations of various Connecticut towns with historic districts.*

*The regulations for the historic district provides guidance to property owners regarding factors to be considered in preparing an application for a certificate of appropriateness. They will be used by the Commission as a standard upon which to base its decisions **and** will be useful to anyone in Watertown who is considering work which alters historic architectural features.*

*Vincent Scully, renowned art historian, who was born in New Haven and **has** lived his whole life in Connecticut, wrote the following:*

*"The New England town was the first and is perhaps still the most beautiful of all those several syntheses of Europe **and** America, of the garden **and** the woodland, of the street and the savannah, which American architecture was to bring into being."*

*Owning a home in a historic district brings the responsibility to maintain the legacy of our local history. It brings the reward of a sense of reverence for the human environment created by earlier generations when so much of our country is affected by urban sprawl. Living in harmony with our past imparts stability to our lives **and** creates a legacy for future generations.*

Sincerely,

The Watertown Historic District Commission

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MAP REFERENCES

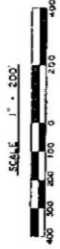
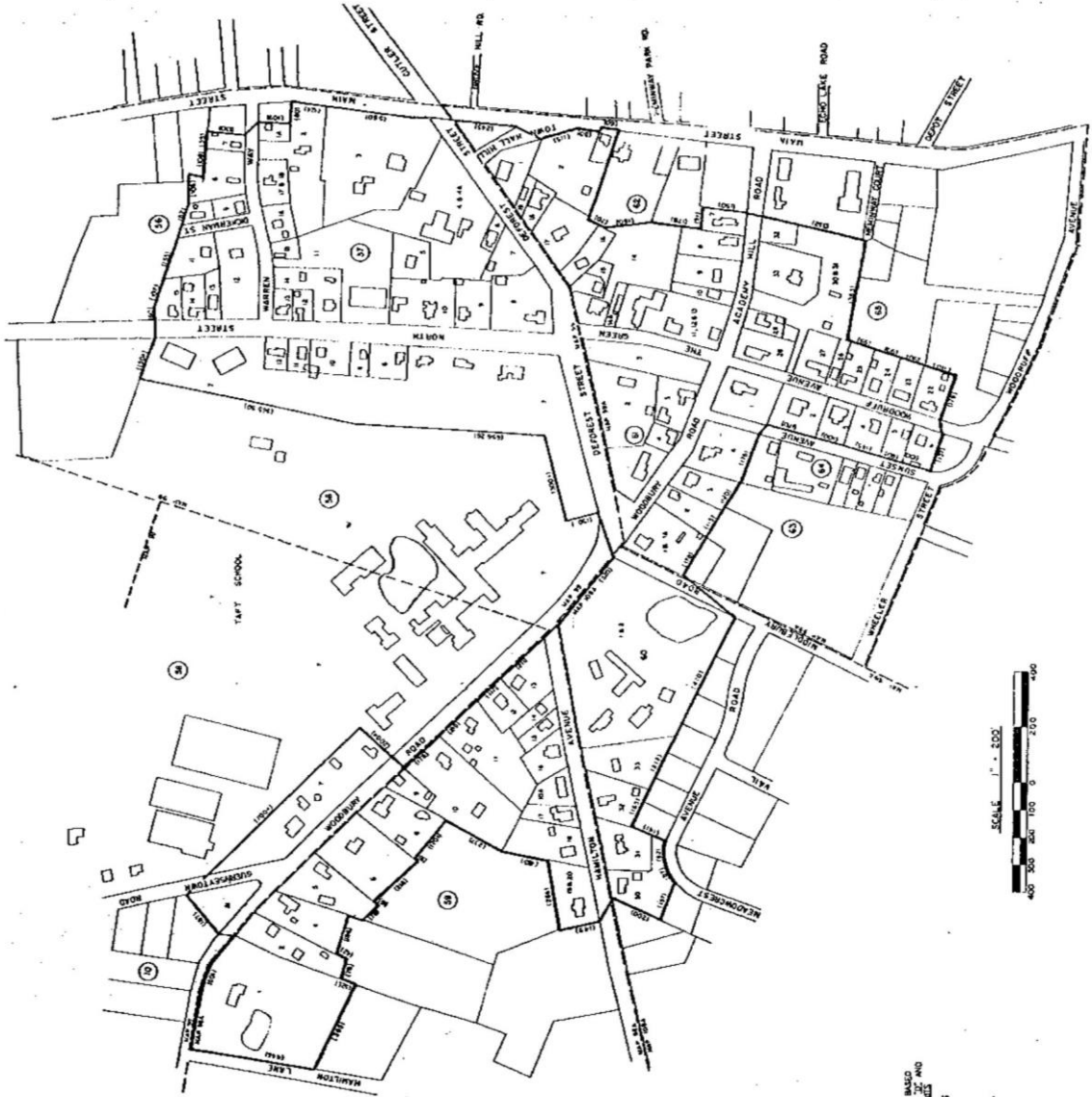
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2. TOWN ASSESSOR'S TAX MAPS

LEGEND

- HISTORIC DISTRICT BOUNDARY
- - - ASSESSOR'S TAX MAP BOUNDARIES

**TOWN OF WATERTOWN
MAP OF
HISTORIC DISTRICT**

ORDINANCE NO. 00-04-17-00
PREPARED BY TOWN OF WATERTOWN
ENGINEERING DEPARTMENT JANUARY 15, 1997



NOTE: THIS MAP WAS COMPILED FROM OTHER MAPS, RECORDS, RECORDS OF OTHER SOURCES OF INFORMATION. IT IS NOT TO BE CONSIDERED AS A SURVEY AND SHOULD NOT BE USED AS A BASIS FOR ANY LEGAL ACTION. THE MAP HAS BEEN PREPARED PURSUANT TO THE REQUIREMENTS OF CONNECTICUT STATE STATUTES SECTIONS 20-208B-1, 20-208B-20 AND 20-208B-21. THE TOWN ENGINEER HAS CONDUCTED A VISUAL INSPECTION OF THE LAND SHOWN ON THIS MAP AND HAS FOUND IT TO BE A CORRECT REPRESENTATION OF THE LAND SHOWN ON THE MAP. IT IS A CONSIDERATION OF THE ENGINEER TO BE USED FOR GENERAL INFORMATION OF THE PUBLIC AND TO BE KEPT ON FILE IN THE OFFICE OF THE TOWN ENGINEER. THE MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.

John P. [Signature] 9/26/01
DATE
PHYSICIAN P.E. No. 81131



REGULATIONS

SECTION 1. INTRODUCTION

Any town in Connecticut may under state statute decide to protect an area of outstanding historic value and architectural beauty by creating an historic district. In such a district a Town Commission must approve any demolition or architectural alteration that would be visible from a public street. In 1997 the Watertown Town Council approved the recommendations of the Watertown Historic District Study Committee to designate an area surrounding the Green in the center of town as Watertown's first historic district.

Historic districts are not museums, but places where people live and work. Like historic districts in other communities, ours contains a blend of architectural styles from previous decades and centuries. The Watertown district includes 113 buildings, primarily residences, three churches, a school building, the Town Hall, the Watertown Fire District office building, and the Munson House office of the Board of Education. These mixed styles have lived together gracefully and courteously for many years, and instead of detracting from the charm of the neighborhood, add to its historic richness. This process of growth can and should be continued to include styles that move into the 21st century.

In Watertown, the age and type of buildings in the district reflect the changing economic basis of the town during the first two-thirds of the 19th century. Until 1840 small farms, churches and a few merchants primarily occupied the area. In the 1840s, when several of these farmers and small business men including Eli Curtiss, George Woodruff, Alanson Warren, Nathaniel Wheeler, Merrit Heminway and Benjamin DeForest, began to engage in manufacturing endeavors, this area of town became the location for their grand homes. This period of prosperity extending through the turn of the century, was the era of the district's greatest growth. Relatively little building has occurred since then.

The area has excellent examples of Federal, Greek Revival, Italianate, Victorian Gothic, Queen Anne and Colonial Revival style buildings. Few Colonial homes remain in Watertown. This variety of styles, reflecting the quality of life in our town, is a heritage to be treasured. As a complete assemblage of buildings, the district forms a cohesive image that has remained virtually unchanged for the past 80 years.

The Historic District Commission, appointed by the Town Council, is responsible for reviewing proposed exterior changes to buildings and determining whether such a change is "appropriate" to the character of the district. This does not mean that the neighborhood must stay frozen in any one period of time. It does not mean that changes or additions must "look old" or "match" one building to another.

The underlying principle of the historic district is that, when bringing an old building up to modern functional standards, the architectural character of the building and the neighborhood shall not be lost in the process. The Commission will be most concerned with preserving the historic harmonies among the buildings in the neighborhood and their common environment. Commission regulations are intended to look at the general

questions of scale, quality of design, the relationship of one building to another, and the overall neighborhood streetscape. The Commission intends in implementing regulations to find ways to assist and advise property owners wherever possible.

SECTION 2. GENERAL PROVISIONS

2.1 Title. These Regulations shall be known as the Historic District Regulations for the Town of Watertown.

2.2 Authority. The Watertown Historic District Commission (the "Commission") adopts these Regulations in accordance with the provisions of the Connecticut General Statutes ("C.G.S.") Section 7-147(c) et seq.

2.3 Scope. Only properties within the Watertown Historic District (the "District") are affected by these Regulations. The boundaries of the District are illustrated on a map on file in the Town Clerk's office and the office of the Building Inspector.

2.4 Definitions. Terms used herein shall have the meanings set forth below:

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.

2.5 Certificate of Appropriateness Not Required. A Certificate of Appropriateness is not needed for the following activities:

- A. Any changes not visible from a public street, way or place.
- B. Routine maintenance not involving a change in materials, design, texture or another architectural feature.
- C. Re-roofing with the same materials presently visible.
- D. Paint color.
- E. Landscaping.
- F. Interior alterations.

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- G. The erection or alteration of any exterior architectural feature which the building inspector or similar agent certifies is required by the public safety because of a condition which is unsafe or dangerous due to deterioration.
- H. The erection or alteration of an exterior architectural feature under a permit issued by a building inspector or similar agent prior to the effective date of establishment of the district.

2.6 Certificate of Appropriateness Required. Unless exempted by section 2.5 above, no building permit or demolition permit shall be issued, and no building or structure shall be erected, altered, demolished, or removed within the Watertown Historic District until a Certificate of Appropriateness has been approved by the Commission. A Certificate of Appropriateness may be required even if a building permit is not required.

SECTION 3. GENERAL GUIDELINES

- Avoid removing, without replacing, any character-defining feature of a building which indicates the original style and period.
- Avoid covering, removing, or distracting from the character defining features or forms.
- If a feature can be repaired by patching or replacing deteriorated parts, this alternative should be studied and considered before replacement.
- When replacing, try to match new parts with existing features as best and accurately as possible.
- Additions should be compatible in size, scale and material to both the building and its historical prototype.
- In most cases, it is appropriate, and encouraged, to add missing historical details and decorative features.
- If a feature is not original, consider restoring the house to its original condition, providing the building's historical or architectural integrity is not lost.
- Avoid creating a "false" historical appearance; use pictorial and historical evidence whenever possible.

SECTION 4. DISTRICT REGULATIONS

4.1 Standards. The Commission shall apply the Secretary of the Interior's Standards for Rehabilitation (see Appendix A) to applications for Certificates of Appropriateness in a reasonable manner, taking into consideration economic and technical feasibility.

4.2 Guidelines. In general, the guidelines cover such portion of the exterior of a structure or building as is open to view, without regard to existing or proposed vegetation, from a public street, way or place. In addition to Sections 3 and 4.1 herein, the Commission shall base its decisions regarding applications for Certificates of Appropriateness on the following:

4.2.1 Exterior Walls and Siding. The overall historic character and texture of the building should be retained. For this reason, sandblasting is not an

appropriate method of paint removal or masonry cleaning because it damages the surface and can alter the character of the structure. Synthetic siding should be avoided whenever possible. Try to use siding which duplicates the width of existing clapboards. Avoid using a "clapboard" type siding over existing shingles or other materials bearing no resemblance to clapboard. Try to use corner boards and other flat trim pieces of the same width and appearance as the original. Avoid using artificial material to clad trim pieces such as balusters, brackets, cornices, moldings, posts and columns, even though the major wall areas may be covered. Avoid cladding all wall surfaces with the same type of siding irrespective of their original appearance. (For example, a shingled gable should not be clad in the same way as the clapboard body of the house.) Avoid the use of highly textured or "wood grain" patterns, since these rarely bear any resemblance to the original material. Avoid using artificial decorations, such as shutters, scrolls, grilles, etc., since these rarely have the appearance of original materials if, in fact, the building originally had such decorations at all.

4.2.2 Windows. The original window features should be duplicated when replacing an entire window. When adding new windows, place them on non-character-defining sides of the building, and try to conform to the building's overall fenestration.

4.2.3 Storm Windows. Storm windows or screens should not cover window details, damage the frame, or compromise the appearance. Storm windows/screen color should match the trim color. Muntin and trim should align with the original window.

4.2.4 Shutters. Adding shutters to buildings which historically did not have them should be avoided. Shutters should be the traditional wood-slat type, consistent with their original historic function of covering the entire window when closed. Shutters made from synthetic materials are rarely appropriate.

4.2.5 Entrances and Porches. Respect the "main entrance" to the building and its relationship to the site and the building form. Retain the original door design including panels, transom-, fan- and side-lights, and hardware, and, if replacement is required, try to duplicate the original design in form and material. Try to retain porches and steps in their original form. Avoid enclosing porches and steps in a manner that destroys their intended appearance.

4.2.6 Roofs and Roofing. Re-roofing with the same materials presently visible does not require a Certificate of Appropriateness. Replacement work should consider first the roofs original shape, features, color and materials. Chimneys and/or dormers should be compatible with the original style and period of the building. The replacement or addition of gutters and downspouts should not detract from the building's composition, color or architectural detail. Unless the roofing material is highly decorative, alternative materials, such as asphalt shingles, are usually appropriate. Additions to roofs in areas visible from the

public way are discouraged, except when proper documentation reveals missing features. When adding new features, such as skylights, dormers, satellite dishes, or solar collectors, place them out of view from the public way.

4.2.7 Architectural Ornamentation. The removal of original details, decorative, or character-defining features without replacing them should be avoided. Replacement ornamentation should be compatible in size, scale, rhythm, and material with the original. Any added ornamentation should be appropriate to the style and period of the principal building, and should be compatible in size, scale and material to both the building and its historical prototype. Original ornamentation patterns should be respected, using pictorial and historical evidence.

4.2.8 Additions. 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. 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. Creating a false historical appearance on additions should be avoided. In fact, a contemporary style addition specifically designed and planned for its context can often be more successful and appropriate.

4.2.9 New Construction. New construction should be visually compatible with the area in which it is proposed. New construction applications will require a hardline drawing to scale with a list of building materials.

4.2.10 Outbuildings. Existing outbuildings, such as garages, carriage houses, barns, etc., contribute significantly to the historical and architectural interest of the property. Because of this, they should be treated with no less respect than the major structure itself. Any modification or rehabilitation (e.g. replacement of garage doors) or new construction (e.g. construction of a tool shed) should be compatible with the principal building in material, scale, design and location. Small outbuildings such as sheds and doghouses should be located near the rear of the property and/or screened from public view. Avoid hasty demolition of deteriorated outbuildings without the thorough consideration of options for rehabilitation.

4.2.11 Fences and Walls. New fences and walls should be compatible with the building's style and character. In this district, some examples of appropriate fences are picket fences, ornamental metal-work fences, and stone walls. Concrete walls, vinyl and chain-link fences are not appropriate.

4.2.12 Signs. Signs should conform to the Watertown Fire District regulations. Signs should be compatible in design, material and details to the principal building and its style. Signs should relate to and not obscure their surroundings. .

4.2.13 Lighting. Lighting fixtures, whether attached to a building or mounted on a post, contribute to the character of a structure and should be compatible to that structure in size and design.

4.2.14 Parking. No area within the Historic District shall be used for industrial, commercial, business, home industry, or occupational parking, whether or not such area is zoned for such use, until after an application for a Certificate of Appropriateness has been applied for and granted. This shall also apply to the enlargement or alteration of existing lots. The Commission shall consider the size of a parking area, the visibility of cars parked therein, the closeness of such area to adjacent buildings, and other similar factors.

4.3 Issuance of Certificates of Appropriateness. Within not more than sixty-five (65) days after the Filing Date of any application as required herein, the Commission shall pass upon such application and shall give written notice of its decision to the applicant by certified mail, return receipt requested, and by first class mail. When a Certificate of Appropriateness is denied, the Commission shall place upon its records and in the notice to the applicant the reasons for its determination, which shall include the basis for its conclusion that the proposed activity would not be appropriate. In the notice to the applicant, the Commission may make recommendations relative to design, arrangement, texture, material, and similar features. The Commission may issue a Certificate of Appropriateness with stipulations. Evidence of approval, as referred to in C.G.S. Section 7-147d, shall be by Certificate of Appropriateness issued by the Commission. Failure of the Commission to act within said sixty-five (65) days shall constitute approval, and no other evidence of approval shall be needed. The notice of the Commission's action shall be mailed to the applicant by certified mail, return receipt requested, and by first class mail within forty-eight (48) hours of the rendering of the Commission decision, exclusive of Saturdays, Sundays, and legal holidays but in no event later than the sixty-fifth day after the Filing Date as defined in Section 5.3 herein. If the Commission approves the application, a Certificate of Appropriateness will be issued. Certificates will be valid for one year. Extension of a six-month period may be granted upon request. Three (3) copies of the Certificate will be issued: one to the applicant, one to the Building Inspector, and one for the Commission's records.

4.4 Considerations in Determining Appropriateness. 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

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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 for 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 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.

4.5 Transferability. A Certificate of Appropriateness is transferable upon approval of the Commission, which approval shall not be unreasonably withheld.

SECTION 5. ADMINISTRATION AND ENFORCEMENT

5.1 Applications. Applications for a Certificate of Appropriateness shall be made on the proper form (see Appendix B) and be submitted to the Office of the Watertown Building Inspector. Complete applications received no later than 12:00 noon on the 15th day of the month will be set (or public hearing at the next regular meeting of the Commission (typically held the first Thursday of the month). Application forms are available at the office of the Building Inspector.

5.2 Completeness. Applications for a Certificate of Appropriateness shall be accompanied by plans, elevations, specifications, locations and/or sketches drawn to scale depicting the proposed activity, materials lists, photographs, and any other appropriate documentation. The Commission may request such additional material as may be reasonably deemed necessary to make a determination. In the case of demolition or removal, a statement of the proposed condition and appearance of the property after such demolition or removal shall be required.

5.3 Filing Date. The Filing Date of an application for a Certificate of Appropriateness shall be the day such completed application is received by the Commission. Such application, although submitted to the Building Inspector, shall not be considered received until the first subsequent regular meeting of the Commission.

5.4 Hearing Required. A public hearing shall be held by the Commission on all applications for Certificates of Appropriateness.

5.5 Notification. In addition to mailing notice of hearing to the applicant at least five (5) days prior to such public hearing, notification of the time and place of the public hearing shall be made by the Commission in the form of a legal advertisement appearing

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in a newspaper having a substantial circulation in Watertown not more than fifteen days nor less than five days before such hearing.

5.6 Commission Action - Notice. The Commission shall reach a decision on an application for a Certificate of Appropriateness and provide the applicant written notice of such decision via first class and certified mail, return receipt requested, within 65 days from the Filing Date. Said 65-day time frame shall not be extended even if the applicant consents.

5.7 Enforcement. These Regulations shall be enforced as provided for in C.G.S. Section 7-147h.

5.8 Variations. Where, by reason of topographical conditions, District borderline situations or because of other unusual circumstances solely with respect to a certain parcel of land and not affecting the District generally, 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. The Commission shall, for each variation granted, place upon its records and in the notice to the applicant the reasons for its determinations.

SECTION 6. SEVERABILITY

The provisions of these Regulations are severable. If any court of competent jurisdiction shall invalidate any provision herein, such invalidation shall not affect any other provision of these Regulations. If any court of competent jurisdiction shall invalidate the application of any provision of these Regulations to a particular case, such invalidation shall not affect the application of said provision to any other case within the town.

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RULES OF PROCEDURE

SECTION 1 PURPOSE

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 Town of Watertown, State of Connecticut and through the development of appropriate settings for such buildings and places, there is hereby established an historic district in the Town of Watertown to be known as the "Watertown Historic District."

SECTION 2 NAME

The Commission shall be known as the Watertown Historic District Commission.

SECTION 3 OFFICE OF COMMISSION

The office of the Watertown Historic District Commission shall be located within the office of the Building Inspector, Watertown, CT, where all commission records will be kept. Copies of all official documents, records, maps, etc. will be filed or recorded in the office of the Town Clerk.

SECTION 4 MEMBERSHIP

The Commission shall consist of five (5) members and three (3) alternate members, all of whom shall be residents and electors of the Town of Watertown holding no salaried town office. The members and alternate members of said Commission shall be appointed by the Watertown Town Council. The members and alternate members shall be appointed in such a manner that the term of at least one (1) member or alternate member shall expire each year, with their successors to be appointed in like manner for terms of five (5) years. The Watertown Town Council is further empowered to make appointments to fill vacancies, which appointments shall be for the duration of the vacated unexpired term. The Watertown Town Council may remove any regular or alternate member for cause provided each such member shall be afforded notice and hearing before the Watertown Town Council prior to removal. Two of the five members of the Commission shall reside within the Historic District as shall two of the three alternate members if any such residents are willing to serve on the Commission. Two members and one alternate member may reside outside the district and the fifth member shall have qualifications either as an architect or as a person in the field of historic preservation.

Alternate members shall not participate in any election of officers of the Commission. In all other matters, in case of an inability to act because of absence, sickness or self-interest on the part of any member of the Commission, that Commissioner's place shall be taken by an alternate member designated by the Chairman. All members shall serve without compensation. The Commission may, subject to appropriation, employ clerical or technical assistance or consultants. The Commission may accept grants and gifts and expend the same for such purposes as they deem appropriate.

SECTION 5 OFFICERS AND THEIR DUTIES

5.1 The officers of the Commission shall consist of a Chairman, a Vice Chairman and a Clerk.

5.2 The Chairman shall preside at all meetings and hearings of the Commission and shall have the duties normally conferred by parliamentary usage on such officers. The Chairman shall have the authority: to appoint committees; to the extent that funds are available, certify expenditures of funds up to \$100. without prior approval of the Commission; call special meetings and generally perform other duties as may be prescribed in these rules of procedure.

5.3 The Chairman shall be one of the Commission members, and shall have the privilege of discussing all matters before the Commission and of voting thereon.

5.4 The Vice Chairman shall act for the Chairman in the absence of the Chairman and have the authority to perform the duties of the Chairman and have the authority to perform the duties prescribed for that office. The Vice Chairman shall be a Commission member.

5.5 The Clerk shall keep the minutes and records of the Commission; shall prepare the agenda of regular and special meetings under the direction of the Chairman; shall provide notice of all meetings to Commission members; shall arrange proper and legal notice of hearings; shall attend to correspondence of the Commission; shall at least once each year file with the Connecticut Historical Commission and the Town Clerk a brief summary of the Commission's actions 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 Commission and shall perform other duties as are normally carried out by a Clerk. The Clerk shall also keep a permanent record of the Commission's resolutions, transactions and determinations and the vote of each member participating therein.

5.6 In the absence of the Clerk, the Chairman shall appoint a Clerk pro tern.

5.7 In the absence of all elected officers of the Commission, the senior member of the Commission shall preside as Chairman at a duly called meeting and shall have the duties normally conferred by parliamentary usage of such officer.

5.8 The Commission shall have all powers and duties set forth in Connecticut General Statutes or any Special Act relating to the Town of Watertown with respect to Historic District matters.

SECTION 6 ELECTION OF OFFICERS

6.1 An organizational meeting shall be held on the first meeting date in February, at which time officers will be elected.

6.2 Nominations shall be made from the floor at the organizational meeting and elections of the officers specified in 5.1 of Section 5 shall follow immediately thereafter.

6.3 A candidate receiving a majority vote from the voting membership of the Commission shall be declared elected and shall serve for one year or until a successor shall take office.

6.4 Vacancies in offices shall be filled by regular election procedure as prescribed in the ordinance establishing the Commission.

6.5 Resignations from the Commission shall be in written form and transmitted to the Chairman, who will then forward same to the Chairman of the Town Council and Town Clerk.

SECTION 7 MEETINGS

7.1 Regular meetings will be held on the 1st Thursday of each month at 7 PM in the Watertown Building Inspector's office or at such other time and place as the Commission votes upon. In the event of conflict with holidays or other events, a majority at any meeting may change the date of a future meeting.

7.2 The agenda, copies of the previous meeting's minutes, and relevant resource material shall be distributed to Commissioners and interested parties no later than three (3) days prior to a regular meeting. A copy of the agenda shall be submitted to the Town Clerk for posting in the Town Hall not less than three (3) days before each regular meeting.

7.3 Conduct and order of business in meetings shall be as follows:

7.3.1 A majority of the Commission membership (3) shall constitute a quorum and the number of votes necessary to transact business shall be a majority of those Commission members present. The notice of such a meeting shall specify the purpose of such a meeting and no other business may be considered except the Commission may discuss items not listed on the agenda of a regular meeting upon the affirmative vote of at least two-thirds of those members present.

7.3.2 A Roll call
B Conduct public hearing, if applicable
C Public participation
D Approval of minutes
E Report of committees
F Old business
G New business
H Adjournment

7.4 All Commission meetings shall be open to the public when in session. However, the meeting shall be closed to the public when in Executive Session. The Commission may meet in Executive session to discuss the topics specifically included as executive session items in the Freedom of Information Act (hereafter "FOIA") when so voted by an affirmative vote of two thirds (2/3) of the Commission members present and voting.

7.5 A concurring vote of a majority (3) of the members of the entire Commission shall be necessary to issue a Certificate of Appropriateness. A concurring vote of a majority of those members present shall be sufficient to take all other actions.

7.6 The Commission shall schedule and hold public hearings as required by law. Such public hearings will normally be conducted at regular meetings.

7.7 Special meetings may be held on an as-needed basis. Except in the event of an emergency meeting as set forth in the FOIA, special meeting notices must be posted with the Town Clerk at least twenty-four (24) hours prior, stating time, place and business to be transacted. No other business except that posted on the notice shall be considered at special meetings. Field trips scheduled by the Commission shall be considered special meetings.

7.8 Unless otherwise specified, *Robert's Rules of Order* (latest revision) shall govern the proceedings at the meetings of the Commission.

7.9 The Commission Clerk shall be responsible for delivering the recording tapes to the Towns minutes transcriber on the next business day following any Commission meeting and shall file the motion sheet with the Town Clerk. The Commission Clerk shall orally report the status of each application to the Building Inspector.

SECTION 8 PUBLIC HEARINGS FOR A CERTIFICATE OF APPROPRIATENESS-- CONDUCT AND ORDER OF BUSINESS

8.1 A notice of a public hearing, including the time and place, shall be sent via first class mail to the applicant at least five (5) days prior to the beginning of a public hearing. In addition, notification of the time and place of the public hearing, complete with the details of the proposed activities contained in the application, shall be published by the Building Inspector at the direction of the Commission, in the form of a legal advertisement appearing in a newspaper having a substantial circulation in Watertown not more than (15) fifteen days nor less than (5) five days before such hearing.

8.2 A stenographer shall take the evidence, or the evidence shall be recorded by a sound recording device, at each public hearing before the Commission. Supporting materials (maps, photos, blueprints, etc.) will be entered into the record in numerical order. Additional material or correspondence presented to the Commission during the hearing will be entered into the record in a like manner. Proceedings of the hearing shall be incorporated into the minutes book of the Commission to be a permanent part of the record.

8.3 Call to order.

8.4 The roll call will be read by the Clerk

8.5 The Clerk shall read the notice of the Public Hearing from the legal notices and shall note the dates and newspapers in which the advertisements appeared.

8.6 The Clerk shall read the rules for speaking:

- 8.6.1 Only one person may speak at a time. Comments shall be limited to the subject advertised for the hearing.
- 8.6.2 Person must be recognized by Chair before he/she may speak.
- 8.6.3 Commissioners must be recognized by Chair in order to speak or question other speakers.
- 8.6.4 Each speaker other than a commissioner must identify self by name and address.
- 8.6.5 If speaker is an expert or consultant, he/she must give his/her credentials as they apply to the case.

8.7 The applicant and his/her expert consultants shall give a detailed description of the application as well as present any supporting evidence such as photographs, blueprints, drawings, specifications as to materials, etc.

8.8 Upon completion of the presentation, the Commission shall have the opportunity to question the applicant and his/her consultants.

8.9 The Chairman will ask for supporting testimony or comments of interested parties.

8.10 The Commission shall then have the opportunity to question those in support of the application.

8.11 Upon the close of hearing supporting comments, the Chairman will ask for comments by those in opposition to the application.

8.12 The Commission will then have the opportunity to question those in opposition to the application.

8.13 Applicant (or his/her agent) may briefly rebut objections raised.

8.14 Determination is made if Hearing is to be closed, continued or record kept open.

SECTION 9 REGULATION ENFORCEMENT

9.1 The Historic District Enforcement Officer will be the Town Building Inspector.

9.2 The Commission will take action to prevent the violation of any Rule or Procedure contained herein, or any Section of the applicable Connecticut General Statutes, specifically Section 7-147h.

9.3 As provided in Connecticut General Statutes Section 7-147h (b), fines of not less than ten dollars (\$10.00) nor more than one hundred dollars (\$100.00) per day shall be imposed on any individual involved in the violation. Where the violation is found to be willful, the fine shall be not less than one hundred dollars (\$100.00) nor more than two hundred fifty dollars (\$250.00) for each day that such violation continues.

SECTION 10 AMENDMENTS AND REVISIONS

10.1 Amendments and revisions to these Regulations and Rules of Procedure will be sent in writing to each Commission member at least ten (10) days in advance of the meeting at which it is proposed that they be considered. No such Regulation or amendment shall become effective or changed until after a public hearing in relation thereto, held by a majority of the members of the Commission at which parties in interest and citizens shall have an opportunity to be heard. Notice of the time and place of such hearing shall be published in the form of a legal advertisement appearing in a newspaper having a substantial circulation in Watertown not more than fifteen days nor less than five days before such hearing.

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

Town of Watertown, Connecticut
Ordinance No. 01-06-97-209
Historic' District Ordinance

Be **it** ordained by the Town of Watertown to adopt the following historic district ordinance, pursuant to the provisions of Sections 7-147a *et seq.* of the Connecticut General Statutes:

SECTION I:

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 Town of Watertown, State of Connecticut and United States of America and through the development of appropriate settings for such buildings and places, there is hereby established an historic district in the Town of Watertown to be known as the "Watertown Historic District."

SECTION II:

The Watertown Historic District shall encompass the following:

Beginning at a point at the northwest corner of Lot 15, of Block 56, on Map 99 of the Watertown Tax Assessor's map; thence easterly along the northern boundaries of Lots 15, 11, the northerly end of Dickerman St., 10, 8, 7 to the northeast corner of Lot 7, Block 56, Map 99; thence southerly along the eastern boundary of said Lot 7 to its southeast corner at the intersection of Warren Way; thence crossing Warren Way to the northeast corner of Lot IA, Block 57, Map 99; thence southerly along the eastern side of said Lot IA to the southeast corner of said Lot IA; thence easterly to the northeast corner of Lot 2 at its intersection with Main Street; thence southerly along the eastern boundaries of Lots 2 & 3 along Main Street; thence crossing DeForest Street and continuing along the westerly street line of Main Street; thence crossing Town Hall Hill Road to the northeast corner of Lot 2 and thence running in a southerly direction along the eastern boundaries of Lots 2 & 3 of Block 62, Map 99A on Main St. to the southeast corner of said Lot 3; thence westerly along the southerly boundaries of Lots 3 & 2 to the northwesterly corner of Lot 4B; thence southerly along the eastern boundaries of Lots 17, 16, 14, 8 to the northwest corner of Lot 7; thence easterly along the northern boundary of Lot 7 to its northeast corner; thence southerly along the eastern border of said Lot 7, Block 62, Map 99A to its intersection with Academy Hill Rd.; thence crossing Academy Hill Rd. to the northeast corner of Lot 32, Block 64, Map 99A; thence southerly along the eastern boundaries of Lots 32, 31 & 30 to the southeastern corner of said Lots 31 & 30 at Heminway Court; thence in a westerly direction along the southern boundary of said Lots 30 & 31 to their southwestern corner, thence southerly along Lots 26, 25, 24, 23, 22 of Block 65, Map 99A to the southeast corner of said Lot 22; thence westerly along said Lot 22's southerly boundary to its southwest corner; thence crossing Woodruff Ave. to the southeast corner of Lot 6, Block 64, Map 99A; thence westerly along the southerly boundary of said Lot 6 to its intersection with the east side of Sunset Ave.; thence northerly along the westerly boundaries of Lots 6, 5, 4, 3, 2, & 1 of Block 64, Map 99A on the eastern side of Sunset Ave., across Sunset Ave., to the southeast corner of Lot 4, Block 63, Map 99A; thence westerly along the southerly boundaries of Lots 4, 3, 2, 1 & IA, Block 63,

Map 99A to the southwestern corner of Lots I & IA where they intersect the eastern side of Middlebury Rd.; thence crossing Middlebury Rd. to the southeast corner of Lots I & 2, Block 60, Map 108A on the westerly side of Middlebury Rd.; thence westerly along the southerly boundary of said Lots I & 2 and Lots 33 & 32, Block 60, Map I08A to the southwestern corner of said Lot 32; thence southerly along the easterly boundaries of Lots 31 and 30 to the southeast corner of Lot 30; thence westerly along the southerly boundary of Lot 30, to its southwest corner; thence northerly along the westerly boundary of said Lot 30, to its intersection with Hamilton Ave.; thence crossing Hamilton Ave. to the southwestern corner of Lots 19 & 20, Block 59, Map 98A; thence northerly along the westerly boundaries of said Lots 19 & 20 to their northwestern corner; thence northeasterly along said lots' northwesterly boundaries to their northeast corner; thence northerly along the westerly boundaries of Lots 18 & 10, Block 59, Map 98A, to the southeasterly corner of Lot 8, Block 59, Map 98A; thence northwesterly along the southerly boundaries of Lots 8, 6, 5, 4, 2 & I of Block 59, Map 98A, to the southwest corner of said Lot I; thence northerly along the westerly boundary to said Lot I's northwestern corner; thence easterly along said Lot I's northerly boundary on the southern side of Woodbury Rd., across Woodbury Rd., to the southwesterly corner of Lot 21, Block 10, Map 98; thence northerly along Lot 21's westerly boundary to its northeast corner; thence crossing Guernseytown Rd. to a point being the intersection of the centerline of the stream and the easterly street line of Guernseytown Rd.; thence following the centerline of the stream through Taft School land in a southeasterly direction, approximately 700 feet, to a large catch basin and the westerly edge of a Taft exit road leading to a gate on Woodbury Rd.; thence following the western edge of said exit road in a southerly direction to its intersection with the northerly side of Woodbury Rd.; thence crossing Woodbury Rd. to the northeast corner of Lot 9, Block 59, Map 98A; thence southeasterly along the northeast boundaries of Lots 10, 11, 12, 13 of Block 59, Map 98A, on the southerly side of Woodbury Rd. to the southeast corner of said Lot 13 which is at the intersection of Hamilton Ave. and Woodbury Rd.; thence crossing Hamilton Ave. to the northerly corner of Lots I & 2, Block 60, Map I 08A; thence southeasterly along said Lots I & 2's northerly boundaries to their intersection with Middlebury Rd. at said Lots I & 2's northeast corner; thence crossing Woodbury Rd. to an EX CHD monument on the northerly side of DeForest St.; thence northwesterly 150' along a line perpendicular to the southerly line of Taft School as shown on H. W. Hart map & survey for the Taft School Corp. dated 5/2/90, revised 5/10/93; across Taft School property to a point; thence northeasterly parallel to said southerly line of Taft School, approximately 300' to its intersection with Taft's survey line, per said Taft map; thence northwesterly N 26 degrees, 48 minutes, 00 seconds along said Taft survey line to a point; thence along said line N 17 degrees, 58 minutes, 49 seconds W to its intersection with the southerly boundary of Lot 13, Block 58, Map 99(Evergreen Cemetery); thence easterly along the southerly boundary of said Lot 13(Evergreen Cemetery) to its intersection with North St.; thence crossing North St. to the northwest corner of Lot I5, Block 56, Map 99 to the place of beginning.

The above-described historic district will be further set forth on a map to be prepared and recorded in the Watertown Town Clerk's Office simultaneously with the recording of this ordinance.

SECTION III:

Subject to Connecticut Law and the Watertown Town Charter, an Historic District Commission is hereby established, which shall consist of five (5) members and three (3) alternate members, all of whom shall be residents and electors of the Town of Watertown holding no salaried town office. The members and alternate members of said Commission shall be appointed by the Watertown Town Council. The members and alternate members shall be appointed in such a manner that the term of at least one(!) member or alternate member shall expire each year, with their successors to be appointed in like manner for terms of five (5) years. The Watertown Town Council is further empowered to make appointments to fill vacancies, which appointments shall be for the duration of the vacated unexpired term. The Watertown Town Council may remove any regular or alternate member for cause provided each such member shall be afforded notice and hearing before the Watertown Town Council prior to removal. Two of the five members of the Commission shall reside within the Historic District as shall two of the three alternate members if any such residents are willing to serve on the Commission. Two members and one alternate member may reside outside the district and the fifth member shall have qualifications either as an architect or as a person in the field of historic preservation.

Within a period of thirty (30) days after the appointment of the original members of the Commission, the regular members shall meet and elect a Chairman, Vice Chairman and Clerk from among the membership. Alternate members shall not participate in any election of officers of the Commission. In all other matters, in case of an inability to act because of absence, sickness or self-interest on the part of any member of the Commission, that Commissioner's place shall be taken by an alternate member designated by the Chairman. All members shall serve without compensation. The Commission shall adopt rules of procedure not inconsistent with the provisions of the General Statutes of the State of Connecticut and may, subject to appropriation, employ clerical or technical assistance or consultants and may accept money gifts and expend the same for such purposes.

SECTION IV:

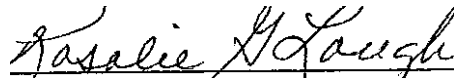
The Historic District Commission shall have powers and perform such functions and shall be subject to such limitations as shall, from time to time, be provided by the General Statutes of the State of Connecticut, Sections 7-147a *et seq.* and any and all applicable provisions of the Watertown Town Charter.

SECTION V:

This ordinance shall take effect on the twenty-first (21st) day after its publication in a newspaper having a circulation in the Town of Watertown, following its final passage, and shall be subject to any and all applicable provisions of the Watertown Town Charter and Connecticut Law.

Dated at Watertown, Connecticut this 6th day of January, 1997.

Date Introduced: 12-2-96
Date of Public Hearing: 12-18-96
Date Adopted: 1-6-97
Date of Publication: 1-16-97 *Town Times*
Effective Date: 2-6-97


Rosalie G. Loughran, Chairman

Watertown Town Council

APPENDIX A

Summary Of Secretary Of The Interior's Standards For Rehabilitation

Because of the size of the Standards (89 pages), it is not included in this booklet. Copies are on file with the Town Clerk, the Building Inspector and the Library. They may also be accessed online at: <http://www2.cr.nps.gov/tps/tax/rhb/stand.htm>

APPENDIX B

**Application for a Certificate of Appropriateness
Watertown Historic District Commission**

Application is hereby made for the issuance of a Certificate of Appropriateness under the Historic District Ordinance of Watertown, Connecticut, enacted pursuant to the enabling authority contained in Chapter 97a, Section 7-147d, as amended, of the General Statutes of Connecticut, for proposed work as described below (and, where applicable, as shown on plans, drawings, or other supplementary material accompanying this application):

Address of Proposed Work _____

Owner (s) of Record _____

Mailing address (if different) _____

Architect (when applicable) _____

Contractor (when applicable) _____

Approximate dates of commencement and completion of work _____

Proposed work is in connection with: Dwelling _____ Accessory Bldg. _____

Other _____. If other, please describe: _____

Attach a description of the proposed work. Please be as specific as possible, including all pertinent design elements. The Commission reserves the right to require site plans, elevations, photographs, or other information deemed necessary for a determination. Two (2) copies of documents such as blueprints should be submitted at the time of application.

Signature of Owner of Record

Signature of Owner of Record

Date of Submission: _____

FOR COMMISSION USE ONLY:

Application# _____

Formal Filing Date of Application _____

Date of Hearing. _____

Date of Determination by Commission _____

Valid for one year.

Application as above made: Granted _____ Denied _____

Granted with Stipulations as noted: _____

Signature of Commission Officer

