

CHAPTER 14 HISTORIC PRESERVATION

14.01 INTRODUCTION

14.0101 Title

This ordinance shall be known as, referred to, and cited as the "Historic Preservation Ordinance", of the City of Hartford, Wisconsin.

14.0102 Purpose

It is hereby declared a matter of public policy that the protection, enhancement, perpetuation and use of property, improvements, and materials of special architectural character or special historical interest or value is a public necessity and is required in the interest of health, prosperity, safety and welfare of the people.

14.0103 Intent

An Historic Preservation and Enhancement Committee (hereafter referred to as the "Committee") is hereby established, the intent of which will be to:

- a) Effect and accomplish the protection, enhancement and perpetuating of such property, improvements and materials which represent or reflect elements of the City's cultural, social, economic, political and architectural history.
- b) Establish Landmarks and Historic Architecture Preservation and Enhancement Overlay (HAPEO) Districts within the City of Hartford which encompass such elements of the City's history.
- c) Safeguard the City's historic and cultural heritage, as embodied and reflected in such Landmarks and HAPEO Districts.
- d) Foster civic pride in the beauty and noble accomplishments of the past.
- e) Protect and enhance the City's attractiveness to residents, tourists and visitors, and serve as a support and stimulus to business and industry, thereby improving and stabilizing property values.
- f) Relate municipal programs for preserving housing and revitalizing commercial areas to the objectives of historic and architectural preservation.
- g) Provide educational opportunities to the public regarding landmark designation and historic preservation.
- h) Act as a clearinghouse to aid and assist individuals and public entities in the designation of their properties for local and/or National Register Status.
- i) Act as advisor to the Plan Commission, and where authorized, other City commissions,

committees and agencies in the preservation and enhancement of sites, buildings, and structures having historic value.

- j) Encourage infill development that respects the context of existing built environmental characteristics in order to maintain the general quality and appearance of neighborhoods.
- k) Recognize built environmental characteristics as a major part of the City's identity and positive image.
- l) Promote local design qualities.
- m) Stabilize and improve property values.
- n) Reduce conflicts between new construction and existing development.

14.02 HISTORIC PRESERVATION COMMITTEE

14.0201 Committee Established

The Historic Preservation and Enhancement Committee (Committee) as hereby created shall be composed of seven (7) members. One (1) member shall be an Alderperson, appointed by the Mayor and confirmed by the Common Council. Six (6) members shall be appointed by the Mayor and confirmed by the Common Council. Members should reside within or have an established business within the City and have, to the extent practicable, a knowledge of or interest in historic, cultural and architectural preservation and enhancement. They should also represent a broad segment of the community. (AMENDED 4/28/86--ORDINANCE NO. E-46)

14.0202 Organization

The committee, at its first meeting and each May thereafter, shall elect a Chairperson, Vice-chairperson, and Secretary who shall conduct and record the meetings of the committee. Vacant positions on the committee shall be filled in the same manner as above described and for the unexpired term.

14.0203 Powers and Duties

The Committee shall adopt rules of operation which include but are not limited to: establishing and publishing meeting or hearing notices and agendas; establishing the priority of topics of discussion; determining the form and method of formal action; and, determining the scope and content of all minutes and other records, and their publication, disposition, and maintenance. In all matters and unless specifically set forth to the contrary, Robert's Rules of Order shall be followed in all proceedings. The Committee shall adopt as part of its rules that meetings will be held at least once in each successive two-month period throughout the calendar year.

The Committee's jurisdiction shall be limited to the incorporated area of the City of Hartford. In addition to adopting rules and regulations for its own operations, the Committee shall:

- a) Maintain or cause to be maintained a comprehensive survey of sites, structures, and

districts in the City identifying the City's historic, cultural, and architectural resources.

- b) Prepare or cause to be prepared a current list and recommendations of potential sites, structures, and districts to be designated as historical, cultural, or architectural Landmarks or HAPEO Districts.
- c) Prepare or cause to be prepared a physical plan and policy that will establish a proper course of action for preservation and enhancement of historic buildings and sites in the City.
- d) Utilize the information and plans compiled to delineate and designate at least two specific types of historic areas and/or districts in the City, including:
 - 1. Individual Landmarks;
 - 2. Historic Architecture Preservation and Enhancement Overlay (HAPEO) Districts as established in Chapter 13 of the Municipal Code.
- e) When requested by the general public or by officially designated agencies or agents of the City, review and make recommendations to said agents or agencies regarding proposals for construction, renovation, maintenance, and moving and demolition of buildings, structures, fences and accessory objects.
- f) Consider, and issue or deny, Certificates of Appropriateness authorizing the alteration, demolition, or exterior change to any landmark or improvement within a HAPEO District as requested by the Zoning Administrator.
- g) Prepare or cause to be prepared when necessary, measured drawings, photographs, and appropriate documentation for sites and structures that are clearly endangered.
- h) Administer on behalf of the City any historical materials, property, easements, or other interests in real property which the City may have or may accept as gifts or grants or may otherwise acquire and for which the Common Council may designate the Committee the administrator thereof.
- i) Subject to any appropriation by the Common Council, or funds from other sources, the Committee may employ clerical and technical assistants or consultants and incur other expenses appropriate to carrying out its work, and may accept and expend appropriated funds for such purposes, subject to municipal purchasing practices.
- j) As it deems advisable, and subject to Common Council review, shall receive funds, on behalf of the City, for the Purpose of Landmark and HAPEO District preservation, which funds shall be placed in a special City account for such purpose.

14.03 DESIGNATION OF SPECIFIC LANDMARKS

For purposes of this chapter, the Committee may place a Landmark designation on any site, including any building, improvement or structure located thereon, or any area of particular historic, architectural, or cultural significance to the City of Hartford. In making such designation the Committee will follow the criteria set forth herein.

The Committee shall also adopt specific guidelines for maintenance and improvement of designated Landmarks, which guidelines shall be included as appendices to this chapter.

14.04 DESIGNATION OF HAPEO DISTRICTS

For preservation purposes, the Committee shall select, nominate and name geographically defined historically architecturally or culturally significant areas within the City of Hartford to be designated as HAPEO Districts.

Each HAPEO District nomination made by the Committee shall include a cultural and architectural analysis supporting the architectural and historic significance of the District, specific criteria met, and a statement of preservation objectives. The Committee shall, with the assistance of the Director of Planning and Community Development and other assigned City staff, also prepare historic preservation guidelines for each such HAPEO District, which guidelines shall be included as appendices to this chapter.

14.05 NOMINATING LANDMARKS AND HAPEO DISTRICTS

14.0501 Criteria

A Landmark or HAPEO District designation may encompass any site, building, structure, or geographic area of particular historic, architectural or cultural significance for which one or more of the following concerns can be substantiated:

- a) It has character, interest or value as part of the development, heritage or cultural characteristics of the City of Hartford, State of Wisconsin or the United States.
- b) It is a site of a significant historical event.
- c) It can be identified with a person or persons who significantly contributed to the culture and development of the City of Hartford.
- d) It exemplifies, the cultural, economic, social or historic heritage of the City of Hartford.
- e) It is a portrayal of the environment of a group of people in an era of history characterized by a distinctive architectural type.
- f) It embodies distinguishing characteristics of an architectural type or specimen.
- g) It can be identified as the work of an architect or master builder whose individual work has influenced the development of the City of Hartford.
- h) It embodies elements of architectural design details, materials or craftsmanship which represent a significant architectural innovation.
- i) It has a relationship to other distinctive buildings, structures or areas which are eligible for preservation according to an historic, cultural or architectural design or motif.
- j) It has a unique location or singular physical characteristic representing an established and familiar visual feature of a neighborhood or the City of Hartford.

14.0502 Eligible Nominations

Landmark nominations may be presented to the Committee by any Committee member. Nominations for landmarks are eligible for consideration by the Committee upon preliminary conclusion that the structure, site, or area is applicable to one or more of the criteria established in Section 14.0501.

HAPEO District nominations may be presented to the Committee by a majority of property owners in the proposed area. Nominations for HAPEO Districts are eligible for consideration by the Committee upon preliminary conclusion that the area is applicable to one or more of the criteria established in Section 14.0501.

14.06 REVIEW, RECOMMENDATION, AND DESIGNATION PROCEDURES FOR LANDMARKS AND HAPEO DISTRICTS

Upon reaching a preliminary conclusion that a nomination is eligible for consideration, the Committee shall contact the owner or owners of such property and outline the reasons and the effects of its proposed designation as a Landmark or HAPEO District. Following such initial contact the Committee shall:

- a) Schedule a public meeting or if appropriate a public hearing on the question of the proposed designation. A notice of the time, place, and purpose of the meeting or hearing shall be transmitted to the City Clerk, to the Alderpersons or districts in which the proposed designation is located, to the owner or owners of property situated in whole or in part within the proposed designated area, and to the owner or owners of property situated in whole or in part within two hundred (200) feet of the proposed designation.
- b) Conduct such public meeting or hearing and, in addition to the notified persons, may hear expert witnesses and may subpoena such witnesses and records as it deems necessary. The Committee may also conduct an independent investigation into the proposed designation.
- c) In the designation of a Landmark or a HAPEO District the Committee shall within ten (10) days following a public meeting or hearing, and after review, vote in the case of a Landmark to create such Landmark, and in the case of a HAPEO district, to make a specific affirmative or negative recommendation to the City Plan Commission which Commission shall review the proposal and follow the procedures for rezoning as set forth in the City Zoning Ordinance.

14.07 CERTIFICATE OF APPROPRIATENESS

14.0701 Procedures for Issuance of a Certificate of Appropriateness

Except as otherwise provided in this Chapter, it shall be unlawful for any person to construct, alter, demolish or remove the exterior or any aspect of the exterior of any landmark or any improvement located within an historic preservation district, or to construct an improvement located within an historic preservation district unless a certificate of appropriateness has been issued authorizing such work. A certificate of appropriateness shall not be required for ordinary repair and maintenance.

14.0702 Applications for a Building Permit

All applications for a building permit, including sign permits, or a demolition permit shall be accompanied by an application for a certificate of appropriateness if the work for which the permit is sought will result in the alteration, demolition, construction or removal of a designated landmark or of an improvement located within an historic preservation district. The application for certificate of appropriateness shall be filed with the Building Inspector, in coordination with all other necessary permit applications, who shall transmit a copy of the application for the building or demolition permit and a copy of the application for certificate of appropriateness to the Zoning Administrator for review as described below. (AMENDED 4/12/94--ORDINANCE NO. E-259)

14.0703 Application for a Certificate of Appropriateness

The application for a certificate of appropriateness shall include plans and specifications for the proposed work, or such other statement of the proposed work as is acceptable to the Building Inspector under the building or other applicable codes. The application shall also include such other information as the Zoning Administrator or Committee may, by rule, require from time to time. (AMENDED 4/12/94--ORDINANCE NO. E-259)

Within seven (7) days of the filing of an application under this Section, the Building Inspector and Zoning Administrator shall approve the building permit and certificate of appropriateness or determine that it must be reviewed and approved by the Committee. The Building Inspector and Zoning Administrator can only approve a certificate of appropriateness if the application clearly satisfies the standards as outlined in this Chapter. If it is determined that the applicant must appear before the Committee, the application will be placed on the agenda at the next regularly scheduled meeting. (AMENDED 4/12/94--ORDINANCE NO. E-259)

14.08 APPEALS

If upon review by the Committee, the application for a certificate is denied or conditions are recommended which cannot be accepted by the applicant, then that decision may be appealed to the Plan Commission by the applicant. After hearing, the Plan Commission will issue instructions to the Building Inspector. The applicant may appeal the action of the Plan Commission to the Common Council which shall hold a public hearing and following such hearing may, by majority vote of its members (contrary provisions of the zoning code notwithstanding) reverse or modify the action of the Commission.

14.09 PENALTIES

Any violation of this Chapter will be considered a violation of the City of Hartford building code and zoning ordinance, and subject to penalties established in Chapter 42 of the Municipal Code.

14.10 DEMOLITION

14.1001 Regulation of Demolition

No permit to demolish or move all or part of a Landmark, or a building or structure in a HAPEO District shall be granted by the Building Inspector except as follows:

1. Any application for a permit to demolish or move all or part of a Landmark, or a building or structure within a HAPEO District shall be filed with the Committee. No owner or operator of such a site, building or structure shall be granted a permit to demolish or move such property unless a Certificate has first been granted by the Committee.
2. Upon receipt and review of an application for a permit to demolish or move such property, the Committee may issue a Certificate, deny such Certificate, or request suspension of a period of not to exceed six months to allow time for negotiations or other actions to proceed. If the Committee suspends action on the application, the Committee and the applicant shall undertake serious and continuing discussions for the purpose of finding a mutually agreeable method of preserving the subject property. During the suspension period the owner shall take whatever steps are necessary to prevent further deterioration of the building. At the end of the six (6) month period the Committee shall act on the suspended application by either granting or denying, a Certificate for the proposed demolition or moving. Failure to issue a Certificate within 30 days of the date of application or to issue a written recommendation to suspend action shall be deemed approval of a Certificate for the demolition or removal, provided that the determination period may be extended an additional 30 days by mutual written stipulation of the applicant and the Committee.
3. In determining whether a Certificate should be issued for any demolition or moving, the Committee shall consider and may give decisive weight to any or all of the following:
 - a) Whether the building or structure is of such architectural or historic significance that its demolition or moving would be detrimental to the public interest and contrary to the general welfare of the people of the City and the State;
 - b) Whether the building or structure, although not itself a Landmark building, contributes to the distinctive architectural or historic character of the HAPEO District as a whole and therefore should be preserved for the benefit of the people of the City and State;
 - c) Whether demolition or moving of the subject property would be contrary to the purposes and intent of this Chapter and to the objectives of the historic preservation plan(s), design(s), criteria, or guidelines for the applicable HAPEO District as duly adopted by the Common Council;
 - d) Whether the building or structure is of such old and unusual or uncommon design, texture and/or material that it could not be reproduced or be reproduced only with great difficulty and/or expense;
 - e) Whether retention of the building or structure would promote the general welfare of the people of the City and the State by encouraging study of American history, architecture and design or by developing an understanding of American culture and heritage;
 - f) Whether the building or structure is in such a deteriorated condition that it is not structurally or economically feasible to preserve or restore, (provided, however, that any hardship or difficulty claimed by the owner which is self-created, or which is the result of any failure to maintain the property in good repair, cannot qualify as a basis for the issuance of a Certificate); or,
 - g) Whether any new structure proposed to be constructed, or change in use proposed to be made, is compatible with the buildings and environment of the HAPEO District in which the subject property is located.

4. An appeal from the decision of the Committee to grant or deny a Certificate whether this determination is made upon receipt of the application for a demolition or moving permit, or at the end of the six month period (in a case where action on the application has been suspended), or to suspend action on a demolition or moving application, may be made to the Plan Commission. The applicant for the Certificate or any Alderperson of the District in which the subject building or structure is located may initiate such appeal. Such appeal shall be initiated within 30 days of the date the application was denied by notifying the City Clerk in writing. After a hearing, the Commission may by favorable vote of two-thirds (2/3) of its members, reverse or modify the decision of the Committee if, after weighing the interest of the public in preserving the subject property and the interest of the owner in using the property for his or her own purposes, the Commission finds that, owing to special conditions pertaining to the specific property, failure to grant the Certificate for the proposed demolition will preclude all reasonable use of the property and/or will cause serious hardship for the owner, (provided that any self-created hardship shall not be a basis for reversal or modification of the Committee's decision). (AMENDED 5/9/95--ORDINANCE NO. E-290)

The applicant may also appeal the action of the Commission to the Common Council which shall hold a public hearing and following such hearing may, by favorable vote of two-thirds (2/3) of its members, modify the action of the Commission.

14.11 GUIDELINES FOR RESTORATION, REHABILITATION AND NEW CONSTRUCTION

14.1101 General

In considering proposed changes to Landmarks or structures located within a HAPEO District, the Committee shall consider the following:

1. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the exterior of a building, structure or site and its environment.
2. The distinguishing original qualities or character of a building, structure or site and its environment should not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
3. All buildings, structures, and sites shall be recognized as products of their own specific time (era) of construction. Alterations that have no historical basis and which seek to create an earlier or later design and construction period appearance shall be discouraged.
4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. Changes which may have acquired design or construction significance in their own right shall be recognized and weighed as a factor.
5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site must be treated with sensitivity.

6. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, size and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different elements from other buildings or structures.
7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that may damage the historic building materials shall not be undertaken without authorization by the Committee.
8. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project.
9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, district, neighborhood or environment.
10. Wherever possible, new additions or alterations to structures shall be accomplished in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.
11. Contemporary design used in any new construction should correspond in height, width, proportion, relationship to street, roof forms, composition, rhythm, proportion of openings, materials and color to the existing buildings in the district.

14.1102 Specific guidelines for restoration, rehabilitation and new construction

Specific guidelines for the restoration and rehabilitation of existing structures and new construction for specific designated Landmarks or properties within HAPEO District shall be formulated by the Committee prior to the formal designation or delineation of such Landmark or HAPEO District by the Committee.

14.12 MAINTENANCE OF LANDMARKS, SITES AND HAPEO DISTRICTS

Every person in charge of an improvement on a Landmark site or in a HAPEO District shall keep in good repair all of the exterior portions of such improvement and all interior portions thereof which, if not so maintained, may cause or tend to cause the exterior portions of such improvement to fall into a state of disrepair. This provision shall be in addition to all other provisions of the Codes and Ordinances of the City requiring such improvement to be kept in good repair.

14.13 DEFINITIONS

Accessory Object - Objects constructed by man which enhance the cityscape by serving as amenities, i.e. fountains, cemetery monuments, statues and works of art.

Alteration - Any substantive change in the external architectural features of any historic structure or structure within an historic district or on a landmark site.

Building - Any structure having a roof supported by columns or walls used or intended to be used for the shelter or enclosure of persons, animals, equipment, machinery or materials.

Commission - The City Plan Commission.

Committee - The Historic Preservation and Enhancement Committee as created under Chapter 14.

Demolition - The substantial deterioration or complete or substantial removal or destruction of any historic building, structure, fence or accessory object which is located within an historic district or on a landmark site.

Exterior Architectural Features - The general architectural arrangement of such portion of the exterior of any building or structure as is designed to be viewed from a public way, including but not limited to the kind, color, and texture of the building material, the type and design of all windows, doors, lights, signs, and other fixtures appurtenant to such exterior.

Fences - A wooden, masonry or metal structure intended to enclose an open space for purposes of security, confinement, or aesthetic ornamentation.

HAPEO District - An area designated by the Plan Commission on recommendation of the Committee and after public hearing, that contains improvements which a) have a special character or special historical significance or value; b) represent one or more periods of one or more eras in the history of the City, and; c) cause such area, by reason of such factors, to constitute a distinct section of the City.

Improvement - Any place, structure, building, fixture, or object which in whole or in part constitutes an exterior betterment, adornment or enhancement of any real property.

Landmark - Any improvement which has a special character or special historic interest or value as part of the development, heritage or cultural characteristics of the City, State, or nation and which has been designated a landmark pursuant to the provisions of this chapter.

Measured Drawing - An architectural drawing of an existing building or structure measured and drawn to scale.

Maintenance - Work intended to repair or replace any part of any improvement, to correct any deterioration or decay of or any damage to such improvement or any part thereof and to restore same, as nearly as practicable, to its condition prior to the occurrence of such deterioration, decay or damage.

Rehabilitation - The process of improving property through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which have significant historic, architectural, and cultural value.

Restoration - The process of bringing a property back to its original or unimpaired state. Authenticity of a restoration would require the removal of incompatible exterior elements and

the repair or replacement of damaged or deteriorated elements with exact replicas of the same design, dimensions, and materials.

Site - Any parcel of land of historic significance due to a substantial value in tracing the history of aboriginal man, or upon which a historic event has occurred, and which has been designated as a landmark site under this section, or an improvement parcel, or part thereof, on which is situated a landmark and any abutting parcel, or part thereof, used as and constituting part of the premises on which the landmark is situated.

Structure - Any construction, erected by man not intended for shelter, such as bridges, flagpoles, street clocks, and street signs.

(CHAPTER 14 AMENDED APRIL 22, 1997--ORDINANCE NO. E-358)

APPENDIX A

SPECIFIC GUIDELINES FOR RESTORATION, REHABILITATION AND NEW CONSTRUCTION IN THE HARTFORD DOWNTOWN COMMERCIAL HISTORIC ARCHITECTURAL PRESERVATION AND ENHANCEMENT OVERLAY (HAPEO) DISTRICT

I. JUSTIFICATION OF DISTRICT BOUNDARIES

The Historic Preservation and Enhancement Committee finds that the area of the City described as the Hartford Downtown Commercial HAPEO District and delineated on the map designated as Exhibit A attached hereto has special historical, architectural, community and aesthetic value; with distinct visual characteristics representative of the central commercial areas of smaller Midwestern towns of the late nineteenth and early twentieth centuries, characteristics as yet largely disturbed by the disruptive effects of mid-twentieth century urban growth, and that these characteristics and the historical associations they call to mind are worthy of protecting, enhancing and perpetuating for the people of Hartford, Washington County, Wisconsin and the Nation. The Plan Commission agrees with this finding. The Common Council also agrees with this finding and therefore hereby creates the Hartford Downtown HAPEO District encompassing the area of the City shown on Exhibit A attached hereto.

II. CHARACTER OF DISTRICT

The Hartford Downtown Commercial HAPEO District is composed largely of commercial buildings, two to three stories in height, constructed of masonry materials and placed immediately adjacent to the street right-of-way and abutting adjoining buildings at the side property line (no set-backs).

Facades are generally contiguous and parallel to the street. Buildings front Main Street on both sides forming a corridor. The similarity of architecture of the facades originally gave the street a consistent and coordinated appearance contributing to its character. The major period of initial construction in the Downtown HAPEO District extends from post-Civil war into the 1930's and elements of late 19th-early 20th century historic styles are evident. Although no building is an outstanding example of a specific style, considered collectively they project a sense of place and an image of Hartford, Wisconsin.

III. PARTS OF THE TYPICAL HARTFORD DOWNTOWN COMMERCIAL BUILDING

- A. The Shopfront - The shopfronts are of late 19th-early 20th century styles consisting of large expanses of glass contained between piers or columns. Often wooden panels were placed at the base of the show windows. An entry door was placed centrally or to either side. In many cases entry to the second floor is directly from the street.
- B. Horizontal Division Between 1st and 2nd Story - Usually some form of horizontal architectural element such as a continuous lintel, string course or contrasting trim separates the first floor shopfront from upper stories.

- C. Upper Story Windows - Generally, double hung windows appear either singly or in pairs, and occasionally there are bays on upper stories. Windows are for the most part rectangular with an occasional round head or segmental arch and their height is greater than their width. They are often 1 over 1, 2 over 2, and only occasionally 4 over 4.
- D. Terminating Element - Most buildings have a terminating element at the roofline such as a sheet metal cornice, corbeled masonry, or coping.
- E. Roofline - Rooflines are flat or almost flat and not visible from the street.
- F. Materials - The commercial buildings in downtown Hartford are for the most part of masonry construction, either of dressed stone or common brick of a red, cream or buff color. Brick is not wildly variegated but generally displays an evenness of tone. Building surfaces appear visually as brick or stone, with recessed mortar joints.
- G. Side Walls - In most cases buildings have abutting side walls or party walls.
- H. Building Line - Buildings are generally placed immediately adjacent to the street right-of-way.
- I. Relationship of Building to Lot - Generally buildings fill the lot.

IV. CATEGORIES OF PROPERTY IN THE DOWNTOWN COMMERCIAL DISTRICT AND THE TYPE OF PRESERVATION TREATMENT REQUIRED

- A. Intact Building - That building which still retains its original appearance. It requires routine maintenance in conformity with the existing design to keep it in a satisfactory state of preservation. A Certificate of Appropriateness is required for any action.
- B. Altered Historic Building - That building which conforms in age, size, height, material and character to others in the area but which has undergone stylistic modification. Restoration or rehabilitation in keeping with or sympathetic to the original architectural style shall be permitted. A Certificate of Appropriateness is required for any action.
- C. Intrusion - That building which does not conform to the general character of the district in architectural style, size, height, texture and material. It should remain until it is no longer useful and eventually should be remodeled or replaced with a more compatible building (see guidelines for new construction). A Certificate of Appropriateness is required for any action.
- D. Vacant Lot - A Certificate of Appropriateness is required before erecting a new building on a vacant lot in an Historic District. (See guidelines for new construction.)
- E. New Construction on a Lot Already Occupied - A Certificate of Appropriateness is required before erecting an addition to an existing structure in the HAPEO District or before beginning new construction on any lot already occupied.

V. GUIDELINES FOR REHABILITATION OR RESTORATION

A. Height - Alterations which create more than a one story difference between a building and those on either side should not be permitted.

B. Major Facade -

1. Shopfronts

- a) Shopfronts should be restored relying on historic photographs, original drawings, physical evidence, and other documents and rehabilitated in keeping with or sympathetic to the architectural style of the building.
- b) Shopfronts should fit inside the original shopfront opening and should not ordinarily be allowed to extend beyond the original opening.
- c) Display windows should be restored to their original appearance or design utilizing large sheets of glass in keeping with the architectural era. Small paned, 18th century windows should not ordinarily be permitted nor should solid or translucent materials in place of windows.

2. Upper Story Windows

- a) Upper story windows should be restored to their original appearance or be rehabilitated to fit the original frame in a double hung one-over-one arrangement.
- b) Round or segmentally arched windows should contain window frames and panes which follow the exterior configuration. A less desirable alternative of partial blocking to form a rectangular opening may occur but--if proposed--should block up the least possible amount of the opening to preserve to the greatest extent possible, the original proportions of the window.
- c) Upper story windows should not be block up.
- d) Generally shutters should not be used and should only be considered when they are appropriate to the architectural era and when their design is proportionately and stylistically compatible with the building. Shutters may be used if there is evidence that they were in the original building design.
- e) Mill finish aluminum storm windows should not be used.

3. Cornices

Existing cornices should be retained and kept in good repair.

4. Roofs

- a) Roofs are to be flat or gently sloping or otherwise not visible from the street.
- b) Mansards, pents, gables, gambrels or other exotic roof shapes not characteristic of the architectural era should not be allowed.

5. Other Sides

The Committee should be less rigorous in the application of these guidelines with respect to secondary facades.

6. Guidelines

All guidelines shall not conflict with State Building Codes or energy conservation codes.

Preservation treatments not compatible with the original character of the district as specified in Sections II and III should not be favorably reviewed. For illustrative purposes, examples of architectural styles which tend to have elements incompatible with Hartford's historic styles include (with no attempt to be inclusive) Spanish Mission Colonial, Scandinavian Modern, Bavarian, and French Provincial.

The Committee should produce and promote descriptive literature with photographs and drawings, to assist owners and tenants in the district in planning to preserve and enhance existing structures.

C. Materials -

1. Materials used in original construction should also be used in restoration. In rehabilitation, materials that give the same visual appearance as existing original parts of the building should be used. Generally, in Hartford, this is either brick or dressed stone but in some cases, clapboard, board and batten or stucco, etc. may be in keeping with original construction.

Brick and other materials used in restoration should be selected to conform to the dimensions of existing-original materials. Brick should also conform in color, texture and surface treatment to existing-original brick. Other materials should coordinate in color, texture and surface treatment with nearby buildings.

2. Exposed aggregate, fieldstone, boulders, split rock, concrete or cinder block, aggregate panels, aluminum, steel, or vinyl siding should not be permitted. Vertical or horizontal board and batten, shingles, or clapboards should not be permitted unless they are aesthetically acceptable and compatible with the style of the building and nearby buildings.

3. Mortar Joints

The masonry wall should appear visually as masonry. In restoration, care should be taken not to damage the brick thereby creating larger joints than were original to the specific building. No exaggerated, uneven or oddly colored mortar joints should be used. Mortar should not contrast vividly with the masonry.

4. Glazing

Clear or slightly tinted glass or polymeric glazing material should be used. No mirror glass should be permitted. Glass blocks are also out of character and thus inappropriate.

5. Materials and methods of construction which will lead to deterioration should be avoided.

D. Cleaning or Painting -

1. Buildings should be cleaned with the gentlest method possible to accomplish the task, therefore sandblasting should not be permitted on brick or soft stone surfaces.
2. Masonry buildings which have never been painted should not be painted unless authorized by the Committee.

VI. GUIDELINES FOR NEW CONSTRUCTION

- A. General - Contemporary design is encouraged in new construction. New buildings should correspond in height, width, proportion, relationship to street, roof forms, composition, rhythm, proportion of openings, materials and color to the existing buildings in the district.
- B. Height - Floor heights on main facades should appear visually in proportion to those of adjoining buildings. There should be no more than one story difference between a new building and those on either side. Buildings should be not more than three stories in height.
- C. Width - New buildings should reflect the characteristic rhythm of facades along the street. If the site is large, the mass of the facade can be broken into a number of smaller bays. In Hartford, these bays should be of no less than 20 feet nor more than 40 feet in width.
- D. Proportion - The characteristic proportion (relationship between height and width) of existing facades should be maintained.
- E. Relationship to Street - New buildings should be built to the property lines like adjoining buildings.
- F. Roof Forms - Flat or gently sloping roofs, not visible from the street, should be used. Roof forms should be similar to those on adjacent buildings. Mansards, pents, gables, gambrels, or other out-of-character roof shapes should not be used. Roofs should not overhang.
- G. Composition - The organization of the various parts of the facade should be similar to that of surrounding facades. In this district the composition consists of:
1. A shopfront on the first floor which should contain display windows that are aesthetically acceptable and compatible with the style of the building and nearby buildings. In most cases, display windows should be large.
 2. A traditional visual horizontal division between the first and second stories such as corbelling, a string course, or contrasting stone.
 3. Upper story windows should have a minimum height of 1-1/2 times their width and be double hung one-over-one, two-over-two, or four-over-four.
 4. Bay windows should be used only on upper stories.

5. A terminating feature such as a cornice, corbelled brick, a parapet, or coping stone should complete the facade at the roofline.
- H. Architectural Rhythm - Architectural rhythm which carries throughout the block (such as window spacing) should be incorporated into new facades. In this district, on the first floor, this suggests large expanses of display windows (no small paned windows should be permitted) and on upper stories double hung, rectangular, round or segmentally arched windows should be placed singly or in pairs.
- I. Proportion of Openings - The size and proportion of window and door openings should be similar to those on surrounding facades. The same applies to the ratio of window area to solid wall for the facade as a whole. Where appropriate, soft fabric awnings should be used for shade, color or style.
- J. Materials - New construction in the Hartford Downtown Commercial HAPEO District should be composed of materials which complement adjacent and nearby facades. New buildings should not contrast sharply with others which meet the descriptions in Sections II and III. For illustrative purposes, examples of architectural styles which would tend to have elements which are incompatible with Hartford's historic styles (found in nearby facades) include (with no attempt to be inclusive) Spanish Mission, Colonial, Scandinavian Modern, Bavarian and French Provincial. In addition:
1. In this District, masonry (brick or stone) facing should normally be used. Brick should be of standard size (8" x 2-1/3" x 4") and of even coloration. Exposed aggregate, fieldstone, boulders, split rock, concrete or cinder block, aggregate panels, aluminum, steel or vinyl siding should not be permitted. Vertical or horizontal board or batten, shingles, or clapboards should be permitted only if aesthetically acceptable.

One suggestion of aesthetic acceptability would be evidence that non-masonry construction was used on a previous building of the same approximate configuration and style in the same location. Generally, though, non-masonry new construction should be discouraged, and--if proposed--evidence of meeting Section VIII of Chapter 14 may be requested.
 2. Mortar Joints--Masonry walls should appear visually as masonry--not as joints. No oversize mortar joints, skintling, or other uncommon joints should be permitted. Black mortar or other mortar which contrasts with the masonry should not be used.
 3. Glazing--Clear or slightly tinted glass or polymeric glazing materials should be used. No mirror glass, deeply smoked glass or glass blocks should be permitted.
- K. Color - Colors chosen for new construction should correspond to those of neighboring buildings within the block or the District. (See facade renderings by R. Hartmann 1980-1982.)
- L. Guidelines - All guidelines shall not conflict with state building codes or energy conservation codes. The Committee should produce and promote descriptive literature, with photographs and drawings, to assist property owners in the district in planning new construction which is complementary with existing facades.

- M. Signs - Signs convey necessary information, and, if harmonious, add to the visual character of place. They should be easy to read and unobtrusive. Signs should not obscure architectural details of a building.

Each sign should be integrated with the building's facade, and requires individual attention to design. Multiple signs intended for the same structure should be designed as a unified scheme.

The booklet Sign Design: Guidelines for signs in Hartford's Historic District shall be used as a general guide for the design evaluation of signs in any historic district. (SECTION M. CREATED 4/12/94--ORDINANCE NO. E-259)

- N. Modern Fixtures - TV antennas and similar receptacles shall be placed on roofs toward the rear, and should not project above the roof crest if possible.

Utility meters should be placed on foundation walls as low as feasible. Above-ground service connections should be to the rear of the property.

Room air-conditioning apparatus should be positioned to the side or rear, where it is least visible. Where this cannot be accomplished, the device should be put in an existing window, without disturbing the trim. Any infill of window space around the device should be accomplished with opaque, weather-resistant material, and should be painted to match the trim color of the window.

Modern fixtures are generally considered to disfigure historic structures. However, they do have important functions, and if well designed, need be no more disturbing than the fixtures of the past. (SECTION N. CREATED 4/12/94--ORDINANCE NO. E-259)

VII. DISTRICT BOUNDARIES

- A. Mapping - The boundaries of the proposed Downtown Commercial HAPEO District shall be those on EXHIBIT A attached hereto.

EXHIBIT A

LEGAL DESCRIPTION OF THE HISTORIC PRESERVATION DISTRICT

That part of the NE 1/4 of the SE 1/4 and the S 1/2 of the NE 1/4 of Section 20, and that part of the NW 1/4 of the SW 1/4 and the SW 1/4 of the NW 1/4 of Section 21, T10N, R18E, City of Hartford, Washington County, Wisconsin, more fully described as follows:

Beginning at the center of the intersection of West Sumner Street and Johnson Street, thence north along the center line of North Johnson Street to the center line of West Jackson Street; thence Southwesterly, along said center line and its extension, to the center line of the Rubicon River; thence generally Westerly, along the center line of said river, to the Northwest corner of Lot 1, of C.S.M. 3009; thence S 00° 05' 00" W, 56.00 feet; thence N 48° 58' 53" W, 55.54 feet; thence S 00° 05' 00" W, 77.91 feet; thence N 89° 23' 00" W, 75.00 feet; thence N 00° 05' 00" E, 33.00 feet; thence West, 120 feet, thence North, 220 feet; thence West, 46 feet; thence South to the center line of the Rubicon River; thence generally Westerly along the center line of said river, to the Southeast corner of Lot 1 of C.S.M. 2343; thence Southeasterly to the Northeasterly right-of-way line of W. B. Place Drive; thence Southeasterly and Southerly to the North right-of-way line of West Sumner Street; thence West, along said North right-of-way line, to the East right-of-way line of Grant Street; thence Northerly, along said East right-of-way line, to the Southwest corner of Lot 1 of C.S.M. 2343; thence S 78° 50' 53" E, along the South line of said Lot 1, 332.29 feet to a meander corner; thence N 28° 40' 54" E, along a meander line, 228.91 feet to a meander corner; thence N 34° 08' 07" E, 173.40; thence N 75° 54' 07" E, 106.80 feet; thence S 44° 35' E, 50.37 feet; thence S 11° 15' E, 224.69 feet; thence S 13° 15' E, 220 feet; thence N 89° 55' 07" E, 63.12 feet; thence N 00° 28' W, 664.80 feet to the South right-of-way line of the Wisconsin and Southern Railroad; thence Southeasterly, along said South right-of-way line, to the center line of North Rural Street; thence South, along said North Rural Street center line, to the center line of West Wisconsin Street; thence East, along the West Wisconsin Street center line, to the center line of North Johnson Street; thence North, along the center line of North Johnson Street to a point 132 feet south of the south line of West State Street, thence N 89° 41' 37" E along the south line of Lot 7, Block 5 of the Original Plat of Hartford to the west line of Lot 8, Block 5 of said Plat, thence northward along said west line to the center line of West State Street, thence easterly along the center line of West State Street to a point 65 feet west of the West line of North Main Street, thence North 80 feet, thence east to the center line of North Main Street, thence North along the center line of North Main Street to the center line of Union Street thence East to a point 144 feet east of east line of Union Street, thence south to the center line of East State Street, thence west 45 feet, thence south 93 feet, thence East 36 feet, thence south 61 feet, thence East to a point 16 feet east of west line of Lot 14, Block 6 of Original Plat, thence south to south line of the right of way of the Wisconsin and Southern Railroad, thence southeasterly along said south right of way line 60 feet, thence south to the north line of outlot 289, thence easterly, southerly, westerly and northerly along outlot 289 to the center of the east line of Park Avenue, thence westerly along the center line of Park Avenue to the center line of Mill Street, thence south along the center line of Mill Street to a point 94 feet north of north line of East Sumner Street, thence East 109 feet, thence North 47 feet, thence East 44 feet, thence south to the center line of East Sumner Street, thence south along the center of South Street 123 feet, thence west 132 feet, thence south 68 feet, thence west 35 feet, thence south to the north line of Lecounts Addition, thence West along the north line of Lecounts Addition to a point 18 feet west of the East line of Lot 1 of said Lecounts Addition, thence south to the center line of Church Street, thence West to the center line of Branch Street, thence

Northwest along center line of Branch Street to the center line of South Main Street, thence south along the center line of South Main Street, to a point 75 feet south of the south line of Kossuth Street, thence west to a point 50 feet east of east line of South Johnson Street, thence south to the south line of Lot 3, Block 1 of Musgrove and Freemanns Addition, thence westerly along said South line to the center line of South Johnson Street, thence north along the center line of South Johnson Street to the center line of West Sumner Street and the place of beginning.

(AMENDED 2/28/95--ORDINANCE NO. E-285)