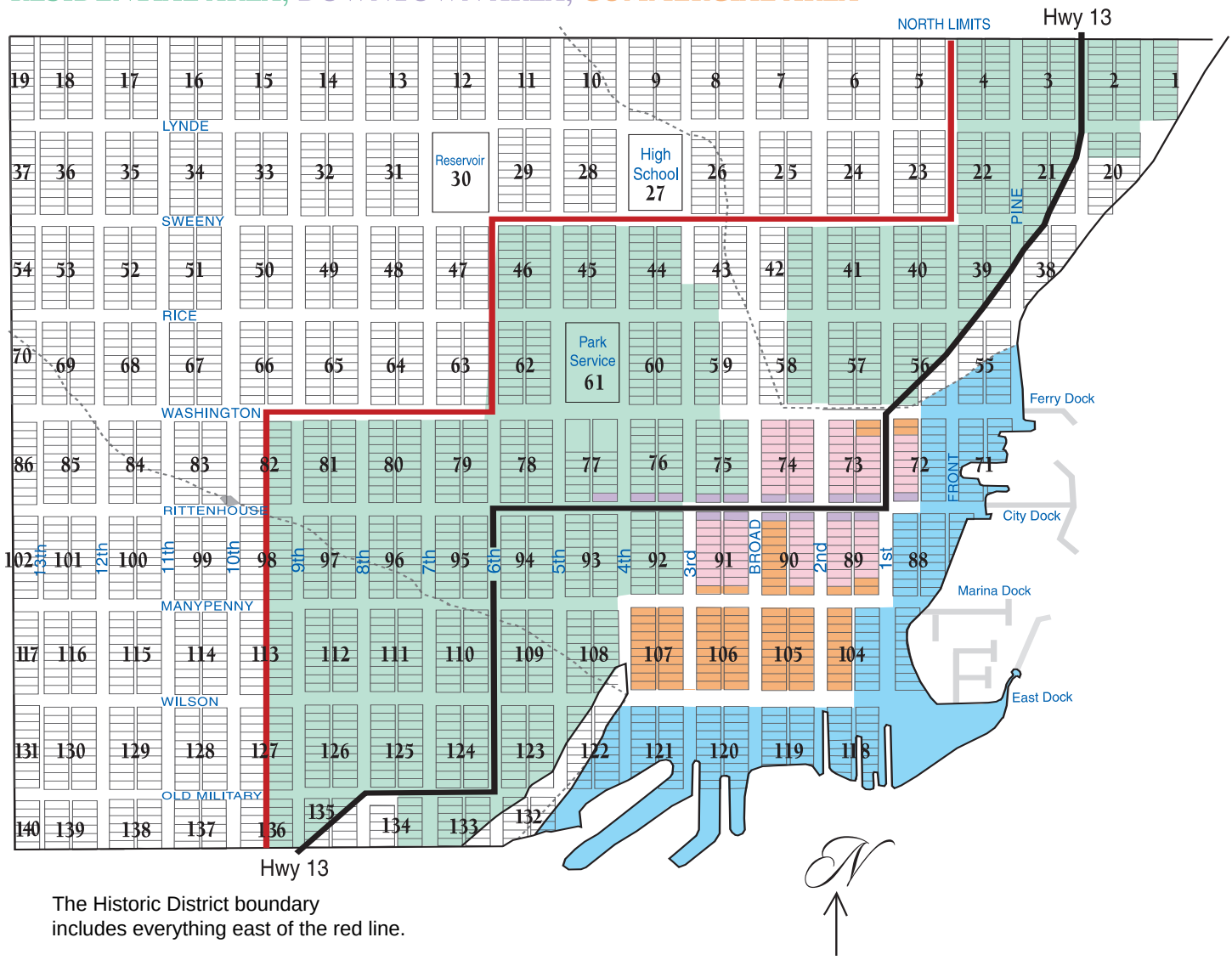
CITY OF BAYFIELD, WISCONSIN

Historic District Guidelines

Bayfield Historic District subsections: WATERFRONT AREA, DOWNTOWN CORRIDOR RESIDENTIAL AREA, DOWNTOWN AREA, COMMERCIAL AREA



The Historic District boundary includes everything east of the red line.

Adopted November 1, 2005

City of Bayfield

DESIGN GUIDELINES

for the

BAYFIELD HISTORIC DISTRICT

Adopted November 1, 2005

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Bayfield Historic District

The Original Bayfield Historic District was entered in the National Register of Historic Places on November 25, 1980. The Historic District includes most of the original plat of Bayfield that was filed in 1856 by Henry M. Rice, a United States Senator from Minnesota.

Authority

On November 12, 1998, the City of Bayfield adopted a Historic Preservation Ordinance designating the Bayfield Historic District, expanding its boundaries and setting forth architectural guidelines to help preserve it. A map of the District can be found on the cover. These Design Guidelines were adopted November 1, 2005 in order to supplement the Historic Preservation Ordinance and serve as a design tool for property owners, the City, the Architectural Review Board, the Plan Commission and the Public Works Committee.

Purpose of the Design Guidelines

The purpose of the Design Guidelines is to maintain the architectural and visual qualities of existing historic buildings and streetscapes and to encourage architecturally compatible new design in the Historic District. The guidelines are based on the Secretary of the Interior's *Standards for the Treatment of Historic Properties* as well as on an analysis of the specific characteristics of the Bayfield Historic district.

The Guidelines identify specific design-related issues that may affect the Historic District's overall integrity and define the criteria by which the City will evaluate both proposed changes and new construction in the Historic District.

Applicability

The design guidelines apply to all structures located within the Historic District. This publication is intended to serve as a comprehensive guide to the wide range of construction projects that take place in the Historic District. It is also recognized that there is great variety in the architecture of the Historic District and that not all guidelines will be appropriate for all projects.

These guidelines may also be used in an advisory capacity for any structure within the City of Bayfield regardless of whether or not it is located within the Historic District.

Pivotal Structures

Pivotal structures are those structures that constitute the most valuable historic and cultural resources of the Historic District and are listed as pivotal structures on the National Register of Historic Places. A list of pivotal structures is located in the Appendix.

Using the Design Guidelines

The design guidelines are divided into nine sections. Section One is an introduction to the guidelines and the Historic District. Section Two discusses the design review process and Section Three outlines the various construction categories and required documentation for each category.

Section Four, General Design Guidelines, applies to all structures in the Historic District. In addition to the General Design Guidelines, special guidelines are included in Sections Five through Nine that relate to specific geographic areas located within the Historic District:

Section Five	Residential Area
Section Six	Downtown Area
Section Seven	Downtown Corridor Area
Section Eight	Commercial Area
Section Nine	Waterfront Area

Refer to the Map of the Historic District on the Cover to determine the supplemental Section that applies to your structure.

Refer to appendix for surrounding structure representative data for height, area volume, visual aspects and other elements to be considered in the review process of the Architectural Review Board.

Please note that each **"shall"** in this document has an Ordinance Section listed for reference.

"Our thanks to the following people, organizations, committees and communities for their support, ideas & assistance;

1. *Rick Bernstein, Wisconsin Historical Society.*
2. *Dionne Johnston. City of Bayfield.*
3. *Billie Hoopman, City of Bayfield.*
4. *Laurel McGinnis, Bayfield resident.*
5. *Roslyn Nelson, Bayfield resident.*
6. *Becky Sue Neilson, Bayfield resident.*
7. *Eric Frank, Northland College student.*
8. *City of Georgetown, Colorado; Providence, Rhode Island; Stoughton, Wisconsin and others.*
9. *City of Bayfield Mayor & City Council.*
10. *City of Bayfield Architectural Review Board.*
11. *City of Bayfield Plan Commission.*
12. *Committee members:*

Lonna Baldwin	*Janet Batton*
Larry Cicero	*Kristin Edwards Connell*
Daniel Curran	*Joe Lievois*
Sandy Paavola	*Dwayne Szot*

Sincerely,

Larry MacDonald
Guidelines Committee Chairman

Architectural Review Board

The Architectural Review Board (ARB) is responsible for insuring that all exterior work to existing structures and new construction maintains the qualities and characteristics of the Historic District. The ARB uses the design guidelines as a basis to review each proposed project located in the Historic District.

Certificate of Approval

Property owners in the Historic District are required to obtain a Certificate of Approval before beginning any type of exterior construction, alteration, demolition or structure relocation.

Building Permits

The Certificate of Approval is a preliminary step in obtaining a building permit for proposed work. A Certificate of Approval certifies that the proposed work is consistent with the design guidelines and is appropriate within the Historic District context.

Zoning Code

In addition to obtaining a Certificate of Approval you are required to meet certain zoning regulations. The Zoning Code sets forth the development standards, allowable land uses, and review procedures for all projects within the City of Bayfield. The Zoning Administrator can help you determine your zoning district and what related zoning regulations (i.e., setbacks, parking, etc.) apply to your specific project.

Normal Maintenance or Repair

Normal Maintenance or Repair does not require a Certificate of Approval where no change is made to the appearance of a structure or site. Property owners may make the following changes without submitting a Certificate of Approval:

- Interior modifications
- Painting (except unpainted masonry or concrete)
- Replacement of window glass (but not windows)
- Repairs to walks, patios, fences, and driveways as long as replacement materials match the original or existing materials in detail and color;
- Replacement of small amounts of missing or deteriorated siding, trim, roof coverings, porch flooring, steps, etc., as long as replacement materials match the original or existing materials in detail and color;
- Replacement of existing gutters and downspouts as long as the new gutters have the same profile as those being replaced and the color matches the house trim color;

Categories of Review

The ARB reviews six major categories of "construction" activity. The design guidelines have been developed to address each type of activity, and its special circumstances.

- Repair/In-kind Replacement/Restoration
- Alterations
- Additions
- New Construction
- Accessory Structures
- Demolition/Relocation

Application Procedure

- Prior to obtaining a Certificate of Approval you are required to obtain any necessary approvals from the Planning Commission and Public Works Committee. The Zoning Administrator can assist you in determining the approvals required for your project.
- An Application for a Certificate of Approval may be obtained from the Zoning Administrator.
- Supporting documentation is required with each application and is dependent upon your project type.
- Documentation required for each project type is located in the Section Three of the Design Guidelines.
- The ARB meets on a monthly basis. The Zoning Administrator can provide you with meeting dates. Applications must be submitted seven business days prior to a scheduled meeting.
- After your completed application form and documentation has been submitted and reviewed by the Zoning Administrator, it will be placed on the agenda for the next meeting.
- Incomplete applications will not be accepted.
- The abutting property owners in your neighborhood will be notified by mail of your application.
- You will be notified of the ARB meeting at which your application will be reviewed.

Public Meeting

The ARB considers each application for a Certificate of Approval at its regular monthly public meeting.

Each application is introduced and the Chairman asks the applicant or applicant's representative to make a presentation of their project. Following the applicant's presentation, members of the public are given an opportunity to testify in support or opposition to the project and to make inquiries. The applicant will then have a second opportunity to respond to the comments made by the public.

Following the presentation, the ARB will discuss the application and may ask additional questions. When the ARB finishes the discussion, they will pass a motion to approve the application as submitted, approve the application with conditions, defer the application for restudy or deny the application.

An application approved with conditions will not receive a Certificate of Approval until the applicant provides the Zoning Administrator with updated drawings and any other supporting documentation that shows the conditions have been met.

In deferring an application for restudy, the ARB may provide guidance to the applicant on the specific terms or issues that the ARB finds problematic or which deserve further consideration or refinement. Though the ARB will not design the project for the applicant, it will elaborate on preservation principles or contextual design issues.

The ARB seeks to work with the applicant to achieve the goals of the design guidelines. Applications that are denied can be appealed to the Zoning Board of Review.

Amendments to Approved Projects

It is common for project details to change during the course of construction. However, a Certificate of Approval for any project is tied to a specific design and details as illustrated in the final approved drawings. All changes must be submitted to the ARB before construction proceeds on any changes.

Compliance with Certificate of Approval

Certificates of Approval are valid for one year to initiate work. During this time the City may inspect work for Certificate of Approval compliance. If work is done in violation of a Certificate of Approval, a citation or stop-work order may be issued.

REPAIRS, IN-KIND REPLACEMENT & RESTORIATION

Definitions

Repair
Work meant to remedy damage or deterioration of a structure or its appurtenances, which will involve no change in materials, dimensions, design, configuration, and texture or visual appearance.

In-kind Replacement
Replacement of an architectural feature, damaged or deteriorated beyond repair, where the new feature will match the feature being replaced in design, materials, dimensions, configuration and visual appearance.

Replacement features that will differ from the existing in design, materials, configuration, texture, dimensions and other visual qualities shall (HPO Sec. 15-5-4) be reviewed by the ARB as an alteration.

Restoration
Re-creating an original architectural element so that it closely resembles the appearance it had at some previous point in time.

Restoration of missing historic features, or of original or historical conditions, should be substantiated by documentation (e.g. historic photographs, drawings, and physical evidence).

Common Repair, Replacement and Restoration Items

- Siding & Trim
- Masonry
- Porches, railings and steps
- Roof and gutter systems
- Windows & Doors

General

Deteriorated architectural features should be repaired rather than replaced wherever possible; repair is often cost effective and conserves original historic material.

If replacement of a historic architectural feature is necessary, the new feature should match the existing as closely as possible in materials, dimensions, design, color, texture and other visual qualities.

Restoration of missing historic features, or of original or historical conditions, should be substantiated by documentation (e.g. historic photographs, drawings, and physical evidence).

Documentation Required

The following information must be filed with the City at least seven (7) business days before a scheduled ARB meeting. Staff or the ARB may request any additional information. Incomplete applications cannot be accepted for review.

- A completed application form for a Certificate of Approval signed by the applicant and the property owner, describing existing conditions and the scope of repairs or proposed work.
- Black and white or color photographs of the structure, showing the entire structure elevation(s) and close-ups of the area where work will occur. Photos are to be at least 4x6 inches and must be labeled with the street address, compass direction and date. Instant picture photographs are not acceptable due to a lack of clarity and long-term stability.
- Scaled drawings of alteration including dimensions of materials used.
- Manufacturer's specifications and product information, if available.

ALTERATIONS

Replacement or adding of features resulting in a change in material, dimension, design, texture or visual appearance, including work ordered by any regulatory agency to correct code violations.

Common Minor Alterations

- Fences and Gates
- Retaining Walls
- Driveways and parking areas
- Storm/Screen Windows and Doors
- Shutters and Blinds
- Awnings
- Small through wall vents
- Paint (exterior color schemes)

Common Major Alterations

- Changes in wall materials and surfaces, including installation of siding, installation of large through-wall vents in excess of 12 inches and air conditioners, and addition or removal of projections or recesses.
- Changes in fenestration, including installation or elimination of window and door openings.
- Changes in ornamentation including installation, covering or removal of trim, brackets, cornices, corner boards, belt courses and other decorative elements.
- Changes in roof elements, including cresting rails and balustrades, monitors, cupolas and skylights.
- Changes to porches, stairs and entryways, including enclosure with glass or screens and installation, alteration or removal of railings, steps, handrails, door hoods, transoms and sidelights.
- Changes to balconies or decks.
- Changes in grade levels and foundations.
- Installation, alteration or removal of storefronts.
- Changes to meet other regulatory codes, including installation of fire escapes, construction of wheelchair ramps, etc.

General

In reviewing proposed plans, the ARB shall (HPO Sec. 15-5-4) consider the historic and architectural significance of the structure and its appurtenances. The way in which the structure contributes to the historical and architectural significance of the district. The appropriateness of the proposed general design, arrangement, texture, materials, *color*, and placement, in relationship to the existing historic structure.

Documentation Required

The following information must be filed with the City at least seven (7) business days before a scheduled ARB meeting. Staff or the ARB may request any additional information. Incomplete applications cannot be accepted for review.

- A completed application form for a Certificate of Approval signed by the applicant and the property owner, describing existing conditions and the scope of proposed alterations.
- Black and white or color photographs of the structure, showing the entire structure elevation(s) and close-ups of the area where work will occur.
- Photos are to be at least 4x6 inches and must be labeled with the street address, compass direction and date. Instant picture photographs are not acceptable due to a lack of clarity and long-term stability.
- Scaled drawings of alteration including dimensions of predominant features and materials used.
- Manufacturer's specifications and product information, if available.

ADDITIONS

General

When planning an addition to a structure, consider the effect the addition will have on the adjacent and facing structures on the same block.

Mass & Scale

- An addition should be visually subordinate to the primary structure.
- An addition should respect the proportions, massing and siting of the primary structure.
- If an addition would be taller than the primary structure, set it back substantially from primary character-defining facades.
- If an addition is large, set the addition apart from the primary structure and utilize a small link, such an enclosed breezeway, to join the two.
- Reflect the floor heights, roof shape, massing and window and door types of the primary structure in the addition.

Design

- Design the addition so that it does not destroy important historic architectural features of the primary structure.
- The form and detailing of an addition should be compatible with the primary structure.
- The materials of an addition should be similar to that of the primary structure.

Documentation Required

The following information must be filed with the City at least seven (7) business days before a scheduled ARB meeting. Staff or the ARB may request any additional information. Incomplete applications cannot be accepted for review.

- A completed application form for a Certificate of Approval signed by the applicant and the property owner, describing existing conditions and proposed changes.
- Photographs of the site and where the proposed addition will occur.
- Photographs of the existing primary structure.
- Photographs of all abutting properties (abutters are those properties whose lot lines touch the lot lines of the subject property; streets are considered common property lines).
- Photos are to be at least 4x6 inches and must be labeled with the street address, compass direction and date. Instant picture photographs are not acceptable due to a lack of clarity and long-term stability.
- Ten (10) Sets of scaled detailed drawings of the proposed new construction. Drawings should be titled, indicating scale, labeled with the property address and dated. The scale should be sufficient to indicate clearly all aspects of the project.
- Site plan illustrating the location of all new construction in relationship to all other site elements, the property lines and structures on abutting properties. Site plans should be based upon data provided by a registered land surveyor, and shall (Zoning Sec. 13-1-173) clearly indicate the location of all design features of the proposed construction, including: building set backs, paved areas, parking areas, landscape features, fences, walls, mechanical equipment and other planned improvements. Indicate north arrow.
- Roof plan and exterior elevations showing the design concept for all four elevations, and the roof. Drawings should illustrate the relationship of the proposed structure to abutting structures, and shall (Zoning Sec. 13-1-173) clearly indicate all design features of the proposed construction, including: building materials and colors of all permanent exterior finish materials; location, configuration and type of doors and windows; overall dimensions; general details of roofing, siding, ornamentation and trim; location and type of any proposed signs; exterior mechanical equipment; and other structure or site features.
- May request three-dimensional drawings or model, illustrating the proposed construction in context with the surrounding area and abutting structures and conceptual floor plans.
- Manufacturer's specifications and product information, if available.
- One (1) set of scaled final design drawings.
- One (1) set of scaled construction drawings upon approval of final design drawings.

NEW CONSTRUCTION

General

The design of a new construction is critical to preserving the character of the Historic District. The new structure or addition should contribute to that character by respecting the location, design, materials and other character-defining elements of historic structures, as well as respecting the character of the landscape and other important features of the facing block and Historic District.

The key to design of a new structure that enhances the existing environment is compatibility with neighboring structures. Compatibility does not mean duplicating existing structures or environment. A compatible new structure should be a good neighbor, enhancing the character of the district.

When designing an addition or a new structure, consider the following architectural and site features in relationship to the existing structure and/or the surrounding structures:

- Height
- Scale, massing, form, proportions
- Roof shape
- Directional emphasis
- Siting and setbacks
- Height of foundation platform
- Sense of entry, porches, doors, stairs
- Rhythm and size of openings
- Color and texture of materials
- Architectural detail
- Topography
- Parking
- Landscaping

Documentation Required

The following information must be filed with the City at least seven (7) business days before a scheduled ARB meeting. Staff or the ARB may request any additional information. Incomplete applications cannot be accepted for review.

- A completed application form for a Certificate of Approval signed by the applicant and the property owner, describing existing conditions and proposed changes.
- Photographs of the site and where the proposed new construction will occur.
- Photographs of all abutting properties (abutters are those properties whose lot lines touch the lot lines of the subject property; streets are considered common property lines).
- Photos are to be at least 4x6 inches and must be labeled with the street address, compass direction and date. Instant picture photographs are not acceptable due to a lack of clarity and long-term stability.
- Ten (10) Sets of scaled architectural drawings of the proposed new construction. Drawings should be titled, indicating scale, labeled with the property address and dated. The scale should be sufficient to indicate clearly all aspects of the project.
- Site plan illustrating the location of all new construction in relationship to all other site elements, the property lines and structures on abutting properties. Site plans should be based upon data provided by a registered land surveyor, and shall (Zoning Sec. 13-1-173) clearly indicate the location of all design features of the proposed construction, including: building set backs, paved areas, parking areas, landscape features, fences, walls, mechanical equipment and other planned improvements. Indicate north arrow.
- Roof plan and exterior elevations showing the design concept for all four elevations, and the roof. Drawings should illustrate the relationship of the proposed structure to abutting structures, and shall (Zoning Sec.13-1-173) clearly indicate all design features of the proposed construction, including: building materials and colors of all permanent exterior finish materials; location, configuration and type of doors and windows; overall dimensions; general details of roofing, siding, ornamentation and trim; location and type of any proposed signs; exterior mechanical equipment; and other structure or site features.
- May require three-dimensional drawing or model illustrating the proposed construction in context with the surrounding area and abutting structures and conceptual floor plans.
- Manufacturer's specifications and product information, if available.
- One (1) set of scaled final design drawings.
- One (1) set of scaled construction drawings upon approval of final design drawings.
- In the case of commercial buildings, one (1) set of Department of Commerce approved plans.

ACCESSORY STRUCTURES

General

An accessory structure including sheds, studios, greenhouses and garages can provide much needed storage space on a site, but can also have significant impacts on the surrounding area. In order to avoid any negative impacts an accessory structure may have, it should be well-designed and constructed of durable materials that help it relate to the primary structure on the site.

Type & Location

- Locating an accessory structure to the rear of a lot is preferred.
- Locating an accessory structure to the side of the primary structure, but set back substantially, is also appropriate.
- Locating an accessory structure in the front yard is inappropriate.

Mass & Scale

- Construct an accessory structure that is subordinate in scale with the primary structure.
- In general, an accessory structure should be unobtrusive and not compete visually with the house. While the roofline does not have to match the house, it is best that it not vary significantly.
- An accessory structure should remain subordinate, in terms of mass, scale and height, to the primary structure.
- An accessory structure should be similar in character to those seen traditionally.
- Basic rectangular forms, with hip, gable or shed roofs, are appropriate.

Materials

- Appropriate siding materials for accessory structures include painted or stained wood lap siding, wood planks, vertical board and batten siding.
- Materials should be utilitarian in appearance. The use of muted, natural colors and finishes are particularly encouraged.
- Maintain the simple detailing found on accessory structures.

Documentation Required

The following information must be filed with the City at least seven (7) business days before a scheduled ARB meeting. Staff or the ARB may request any additional information. Incomplete applications cannot be accepted for review.

- A completed application form for a Certificate of Approval signed by the applicant and the property owner, describing existing conditions and proposed changes.
- Photographs of the site and where the proposed new construction will occur.
- For additions, includes photos of the existing primary structure, showing all building elevations.
- Photographs of all abutting properties (abutters are those properties whose lot lines touch the lot lines of the subject property; streets are considered common property lines).
- Photos are to be at least 4x6 inches and must be labeled with the street address, compass direction and date. Instant picture photographs are not acceptable due to a lack of clarity and long-term stability.
- Ten (10) Sets of scaled architectural drawings of the proposed new construction. Drawings should be titled, indicating scale, labeled with the property address and dated. The scale should be sufficient to indicate clearly all aspects of the project.
- Site plan illustrating the location of all new construction in relationship to all other site elements, the property lines and structures on abutting properties. Site plans should be based upon data provided by a registered land surveyor, and shall (Zoning Sec. 13-1-173) clearly indicate the location of all design features of the proposed construction, including: building set backs, paved areas, parking areas, landscape features, fences, walls, mechanical equipment and other planned improvements. Indicate north arrow.
- Roof plan and exterior elevations showing the design concept for all four elevations, and the roof. Drawings should illustrate the relationship of the proposed structure to abutting structures, and shall (Zoning Sec. 13-1-173) clearly indicate all design features of the proposed construction, including: building materials and colors of all permanent exterior finish materials; location, configuration and type of doors and windows; overall dimensions; general details of roofing, siding, ornamentation and trim; location and type of any proposed signs; exterior mechanical equipment; and other structure or site features.
- May require conceptual floor plans.
- Manufacturer's specifications and product information, if available.
- One (1) set of scaled final design drawings.

MOVING STRUCTURES

General

When a historic structure is moved from its original site, it loses its integrity of setting and its sense of time and place, which are important aspects of the historic structure and its environment. Their loss is irreplaceable. Ordinarily a contributing structure listed on the National Register of Historic Places (as are many of the structures in the Historic District) will lose its National Register status if moved from its original site.

Moving of historic structures into, within or out of the Historic District is strongly discouraged except as a last alternative to demolition. In any case, the selection of a new site, appropriate for the structure, plays a key role in the approval of the relocation project. Consider how the structure will relate to the proposed site and to its immediate context in terms of size, massing, scale, setback, texture of materials and parking; and how its architectural style relates to its surroundings and to the district as a whole.

Structures may be moved intact, partially disassembled and completely disassembled. It is important that a professional firm move the structure with experience in moving historic structures. Adequate insurance coverage must be provided for all phases of the operation.

The property owner will need to get approval from City agencies such as public works, police and fire and building departments; and from utility companies. The owner must provide proof of ability to comply with all local and state safety regulations, and supply the necessary equipment and vehicles.

Documentation Required

The following information must be filed with the City at least seven (7) business days before a scheduled ARB meeting. Staff or the ARB may request any additional information. Incomplete applications cannot be accepted for review.

- A completed application form for a Certificate of Approval, signed by the applicant and the property owner, describing existing conditions and the scope of proposed changes.
- Black and white or color photographs completely documenting the entire structure in context of its original site; and photos of the proposed site, if within the City limits, to which the structure will be located, including abutting properties on all sides.
- Photos are to be at least 4x6 inches and must be labeled with the street address, compass direction and date. Instant picture photographs are not acceptable due to a lack of clarity and long-term stability.
- If the structure is to be moved to another site within the City's:
- Site Plan ten (10) sets to scale, showing the proposed location of the structure, indicating its relationship to the new site and the surrounding neighborhood. Drawings should be titled, indicating the scale and north arrow, and noting the street address and date.
- Elevation drawings ten (10) sets to scale, showing the structure in its proposed new site in the district, showing its relationship to abutting structures on all sides; and a scaled foundation plan. Drawing should be titled, indicating the scale, and noting the street address and date.
- Certified reports from an engineer or the moving company describing the method of moving.

DEMOLITION

General

Demolition of a historic structure constitutes an irreplaceable loss to the Historic District and the City. Even the demolition of a non-contributing structure, or an accessory structure, can have serious consequences for the district as a whole. Consequently, demolition is strongly discouraged. The applicant must make a good faith effort to demonstrate that all alternatives to demolition have been evaluated.

All demolition proposals should include information about how the site will be treated once the structure is removed. Where demolition of a primary structure is proposed, plans for development of the site with new construction should be included with the application. Replacing a structure with a surface parking lot can seriously diminish the architectural integrity of the Historic District and is strongly discouraged.

Demolition by Neglect

Failure to maintain any structure or appurtenance within the district may be deemed to be demolition by neglect. In such cases, the property owner should be notified of such determination and required to begin repairs within 30 days. Failure to comply with such order may cause the City to make the required repairs and to place a lien against the property for recovery of expenses.

Review Criteria

The ARB shall (Zoning Sec. 13-1-142) use the following criteria in reviewing a Certificate of Approval for demolition.

Primary Structures

- The historic or architectural significance of the building or structure.
- The importance of the building or structure to the Historic District.
- The difficulty or the impossibility of reproducing such a building or structure because of its design, texture, material, architectural detail or unique location.
- Whether the building or structure is one of the last remaining examples of its kind in the Historic District, the county, or the region.
- Whether there are definite plans for reuse of the property if the proposed demolition is carried out, and what effect of those plans on the character of the surrounding area would be.
- The difficulty or impossibility of saving the building or structure from collapse.
- Whether the building or structure is capable of earning a reasonable economic return on its value.
- Whether there are other feasible alternatives to demolition.
- Whether the property no longer contributes to the Historic District or no longer has significance as a historic, architectural or archaeological landmark.

Accessory Structures

- The component is secondary in nature and lacking architectural significance.
- The component does not comprise a major portion of the historic site.
- The component is less than fifty years old and not within the period of significance of the Historic District.
- There is persuasive evidence that retention is neither technically nor economically feasible.

Additions to Structures & Structure Features

Demolition of an addition or non-significant feature of a structure is permissible under the following criteria.

- The feature is less than fifty years old.
- It is not a fine example of a significant architectural style and does not exhibit significant architectural design, materials, or workmanship.
- It does not contribute measurably to the period of significance described in the district nomination.
- It is in deteriorated condition and replacement would constitute a level of reconstruction not required in rehabilitation.
- It obscures earlier significant features.

Documentation Required

The following information must be filed with the City at least seven (7) business days before a scheduled ARB meeting. Staff or the ARB may request any additional information. Incomplete applications cannot be accepted for review.

- A completed application form for a Certificate of Approval, signed by the applicant and the property owner, describing existing conditions and the scope of proposed changes.
- Black and white or color photographs of the structure to be demolished, showing all elevations, close-ups of details and relationship to surrounding structures, including photos of any primary structures on the site.
- Photos are to be at least 4x6 inches and must be labeled with the street address, compass direction and date. Instant picture photographs are not acceptable due to a lack of clarity and long-term stability.
- Site Plan - Ten (10) sets to scale, showing the location of the structure proposed to be demolished in relationship to other structures on the property, and to the property lines.
- A written report from an engineer or building inspector licensed in Wisconsin, as to the structural soundness of the structure and its adaptability for rehabilitation.
- A description of the proposed replacement for the structure, including schematic plan and elevation drawings (see “New Construction”)

SITE PLAN

Site plans will be reviewed by the Architectural Review Board, Plan Commission and Public Works Committee.

Site Relationship and Building Orientation

A structure's historic significance includes its orientation and physical relationship to the street, alley and other structures on the site and adjacent properties. New construction and additions shall (HPO Sec. 15-5-4) maintain traditional patterns of site relationship and building orientation.

Location

- Historic structures should be preserved in their original location on the site including orientation, setbacks, building height and the relationship of the first floor to finish grade.
- Changing the grade of the site adjacent to a structure to permit development of a below-grade area is not appropriate if it would be visible from the street.

Open space

- The spacing of a new structure and additions should maintain the existing spacing rhythm found along the facing block.
- The spacing of new structures should be compatible with the average spacing of structures along the adjacent and facing structures on the same block.

Orientation

- Orient a new structure, including accessory structures, parallel to site lot lines, similar to that of historic building orientations.
- Orientation also should be compatible with any distinctive lot patterns the adjacent and facing structures on the same block.
- The gable end of a structure should face the street.

Entrances

- Orient the primary entrance of a structure toward the street.
- Buildings should have a clearly defined primary entrance. For example, provide a recessed entryway on a commercial structure, or provide a porch on a residential structure, to define its entry.
- Entrances on the rear or sides of structures should clearly be secondary to those on the front.

Directional Emphasis

The way a building reads as either vertical or horizontal refers to its directional emphasis. Buildings in Bayfield being one to two stories in height have a vertical emphasis. This should be continued in new construction.

- Structures should have a vertical emphasis.
- Window and door openings should reinforce the vertical emphasis of a structure.
- Where topography and the natural setting are a concern, deviations may be considered.

Building Setbacks

In many residential settings, a "hierarchy" of open space exists along the street. This hierarchy of open spaces within a residential setting should be maintained. By contrast, structures in commercial areas often were aligned immediately at the inside walkway edge. This contributes to a sense of visual continuity in such blocks, and should be maintained. In some cases, site constraints and zoning requirements may prevent aligning a new structure within the historic context.

Front and Rear Setbacks

- Where similar front setbacks are characteristic, maintain the alignment of uniformly setback facades.
- Where variety in building setbacks is a part of the historic context, locating a new structure within the traditional range of setbacks is appropriate.

Side Yard Setbacks

- Use side yard setbacks that are similar to those used historically. Setbacks should match the historic rhythm of building spacing in the facing block.
- Where historic patterns do not exist, setbacks should match those appropriate for the structure type or neighborhood.

SITE FEATURES

Site features will be reviewed by the Architectural Review Board, Plan Commission and Public Works Committee.

Residential Parking, Driveways and Garages

When the automobile was introduced, parking was an ancillary use and located to the rear of a site. This tradition should be continued, and in all cases, the visual impacts of parking-which includes driveways, garages and garage doors should be minimized.

Parking & Driveways

- Avoid parking in the front yard. Traditionally, front yards were not used as paved parking lots, and instead, yards provided views to facades and open spaces.
- Use paving materials that will minimize the impact a driveway will have on a streetscape and storm water runoff.
- Exposed aggregate concrete, concrete, gravel or chip and seal are appropriate paving materials.
- Alternatives to plain asphalt or black top are preferred.

Detached Garages

- A detached garage is preferred.
- A garage should be subordinate to the primary structure on the site.
- In order to minimize the impact of a garage on the street scene; locate it to the rear of the primary structure.
- Setting a garage back substantially from the primary structure front, may also be considered. This will help reduce the perceived mass of the overall development.

Attached Garages

- When a garage must be attached, the percentage of building front allocated to it should be minimized.
- A garage door should be designed to minimize the apparent width of the opening.

Materials

- The material and detailing of a detached garage should be utilitarian, to be compatible with other historic accessory structures.
- Materials should be similar to that of the wall surface of the primary structure. This will make it read as an integral part of the structure.
- Wood clad garage doors are preferred.
- An attached garage should be detailed as part of the primary structure.

Public and Commercial Parking

Public parking lots were not a part of Bayfield's early history. Therefore much of its historic character derives from a way of building in which the automobile was not a factor. The visual impacts of features associated with storage of automobiles, including driveways, garages and parking lots, therefore should be minimized. Care should also be taken to provide pedestrian circulation that is separate from, and does not conflict with, vehicular circulation.

- An on-site parking area should be located behind a structure, where its visual impacts will be minimized.
- Screen a parking area from view from the street and public right-of-way with plantings, fences and walls.
- When large parking lots are necessary, increase landscaping to screen the lot, and consider dividing the lot into smaller components. Provide landscaped "islands" in the interiors of lots. (These may double as snow storage zones in winter months.) This guideline is especially important for projects on large parcels of land.

Service Areas

Service areas include loading areas and storage areas for trash, recycling containers, snow, firewood and site maintenance equipment. Many of these require access year-round and should therefore be carefully planned as an integral part of a site. At the same time, the visual impacts of service areas should be minimized. When laying out a site, adequate provision should be made for service areas.

- Service areas should not be visible from major pedestrian ways.
- Locate a service area along the rear of a site.
- Trash areas, including large waste containers or dumpsters, should also be screened from view, using a fence, hedge or enclosure. For a larger storage area, consider using a shed to enclose it. (See also “Accessory Structures”)

Fences

Fences traditionally constructed in Bayfield were simple wood picket or metal fences. These were relatively low in height and had a "transparent" character. Where a historic fence or wall exists, it should be preserved. The height and design of a new fence or wall should be in character with those used traditionally in the neighborhood and they should relate in character to the principal structure on the lot.

Preservation

- Original fences should be preserved.
- Replace only those portions that are deteriorated.
- A historic wood fence should be protected against the weather with a painted surface.

New Fences

- Typical historic fence types seen throughout the

Historic District include: wood picket, wrought iron, cast iron, metal wire, short stone walls and plant materials.

- A new fence should be similar in character with those seen historically and should relate in character to the principal structure on the lot.
- A fence or wall that defines a front yard or a side yard on a corner lot is usually low to the ground and "transparent" in nature. A fence shall (Zoning Sec. 13-1-142) not exceed four feet in height.
- Solid, "stockade" fences do not allow views into front yards and are inappropriate. They may be considered in back yards and along alleys.
- A wood fence should be painted.
- Chain link, concrete block, unfaced concrete, plastic, fiberglass, plywood, slatted "snow" fences and mesh "construction" fences are inappropriate. High-density polyethylene picket fencing may be appropriate.

Retaining Walls

Stone retaining walls are used in some areas where yards slope down to the street. These walls are important assets of the Historic District and they should be preserved.

Preservation

- Original stone retaining walls should be preserved.
- Replace only those portions that are deteriorated beyond repair. Any replacement materials should match the original in color, texture, size and finish.
- Do not introduce mortar into drystack retaining walls.
- Painting a historic masonry retaining wall, or covering it with stucco or other cementious coatings, is inappropriate.
- Increasing the height of a wall to create a privacy screen is inappropriate.

New Retaining Walls

- Natural rock, brownstone, or stone should be used for a new retaining wall. Brick retaining walls will be considered on a case-by-case basis.
- Unfaced concrete and unfaced concrete block are inappropriate.
- Log and railroad ties may be used in areas of minimal visibility on a limited basis for retaining walls and terracing, provided that the horizontal method of construction is utilized.
- Where a wall is necessary, its height shall (Zoning Sec. 13-1-140) not exceed six feet. Use a series of terraces with short walls where the overall retaining height must be greater than four feet is preferred.
- Contour the site to reduce the need for retaining walls.

Landscaping

Traditionally, a simple palette of plant materials appeared in Bayfield, in response both to the limited availability of varieties and to the restricted range of plants that would grow successfully in Bayfield's climate.

While some variety in the landscaping is anticipated on individual properties, the overall character should be in keeping with that seen historically. Where landscape and site feature elements existed historically, they should be preserved. Plant materials should be used to create continuity among structures, especially in front yards and along the street edge.

A Certificate of Approval is not required for landscaping changes to existing structures, new structures or for additions.

- All native and commonly occurring vegetation is recommended. New plant materials should be appropriate in species and scale to the existing plant materials in the Historic District.
- The use of landscaping themes should reflect the architectural style of the structure directly related to the landscaping.
- The existing grade of a site should be retained wherever possible.
- Site grading shall (HPO Sec. 15-2-8) not adversely affect drainage or soil stability on adjoining properties.
- Original site features, such as walkways, walls, formal and informal gardens, fountains, and trellises should be retained.

Lighting

The character and level of lighting is a special concern of the community. Exterior lighting should be a subordinate element, so that the stars in the night sky are visible. Prior to choosing light fixtures, applicants should review the City's Light Ordinance.

Design

- Exterior lights should be simple in form and detail.
- Lighting fixtures should be appropriate to the structure and its surroundings in terms of style, size and intensity of illumination.

Location

- Do not wash an entire structure facade in light.
- Avoid placing lights in highly visible locations, such as on the upper walls of structures.

Utilities

Utilities that serve properties may include telephone and electrical lines, ventilation systems, gas meters, propane tanks, air conditioners and fire protection, telecommunication and alarm systems. Adequate space for these utilities should be planned in a project from the outset and they should be designed such that their visual impacts are minimized.

- Provide adequate space for utilities. Locate utilities at the rear of a property and screen them.
- Window air conditioning units or condenser elements should be located where they are not visible on a front façade or a side elevation if located on a corner lot.
- Screen rooftop appurtenances, such as mechanical equipment, satellite dishes and antennas, from view.
- Minimize the visual impacts of vents and exhaust hoods by integrating them into the structure design.
- Any utility device or piece of service equipment should have a matte or non-reflective finish and be integrated with the structure colors.
- Place new telephone and electrical lines underground when feasible.
- Solar devices should not block views or significantly detract from the setting.

ARCHITECTURAL FEATURES

Architectural Character

Traditionally, structures in Bayfield were simple in character. This is a fundamental characteristic that is vital to the preservation of the historic integrity of the City.

Historical Style

- Respect the sense of time and place in all projects.
- In all new construction, one should be able to perceive the character of the City as it was historically. Do not, however, attempt to create an exact perception of a point of time in the past.
- New interpretations of traditional building styles are encouraged. This will allow new structures to be seen as products of their own time yet compatible with their historic neighbors.

Ornamentation

- Avoid historical styles and stylistic ornamentation that confuses the history of Bayfield.
- Use ornamental details with constraint.
- Elaborate ornamentation, which is atypical in Bayfield, is discouraged.

Preservation of Historic Features

Historic features, including building and architectural details, building form and scale contributes to the character and significance of a structure and should be preserved.

- The best preservation procedure is to maintain historic features from the outset so that intervention is not required.
- Avoid removing or altering any historic or significant architectural features.
- Preserve features such as original doors, windows and porches in their original form and position.
- Maintain character-defining features. Then, repair only those features that are deteriorated. Finally, replace only those features that are beyond repair.
- Avoid adding features that were not part of the original structure.

Replacement of Historic Features

In the event replacement is necessary, the new material should match that being replaced in design, color, texture and other visual qualities. Replacement should occur only if the existing historic material could not be reasonably repaired.

- Replacement of missing elements may be included in repair activities. Replace only those portions that are beyond repair.
- Replace missing original features in-kind. Use the same kind of material as the original. However, a substitute material may be acceptable if the size, shape, texture and finish convey the visual appearance of the original material.
- Replacement of missing or deteriorated architectural elements should be based on accurate duplications of original features. The design should be substantiated by physical or pictorial evidence to avoid creating a misrepresentation of the building's genuine heritage.
- When reconstruction of an element is impossible, develop a new design that is a simplified interpretation of the original.
- Conjectural designs for replacement parts that cannot be substantiated by written, physical or pictorial evidence are generally inappropriate. However, consider designs that are based on details from similar structures within the Historic District, when there is evidence that a similar element once existed.

Third Stories

Historically, with the exception of the courthouse, all the structures in the Historic District were one- to two and one-half stories in height and, while each block contained a mix of these heights, an overall sense of unity in size was established.

- In a few cases, however, a structure may rise to three stories. While this exception should not become the rule, the ARB may, on a case-by-case basis, approve a third story.
- If a new three-story structure is proposed, the third story should appear as a subordinate "addition" to the structure.
- Height of structure from the lowest exposed foundation prior to excavating to the highest peek cannot exceed 35 feet.

Roofs

Typical residential roof shapes in Bayfield are gabled, hipped and shed. Gabled roofs are the most frequent, and usually the gable end is oriented toward the street. Most commercial buildings have gently sloping, almost flat, roofs, but some have gable and shed roofs. Because roof forms are often one of the most significant character-defining elements for some of the more simple structures in Bayfield, their preservation is important.

Roof Form

- Original roof forms shall (HPO Sec. 15-5-4) be preserved.
- Avoid altering the pitch of the roof.
- Maintain the perceived line of the roof from the street.
- Preserve decorative roof accessories such as cresting, ridgecaps and finials.
- Flat skylights mounted flush with the roof may be

considered in areas that minimize their visibility from public ways. Skylights are generally inappropriate.

Eave Depth

- The original eave depth should be preserved.
- The shadows created by traditional overhangs contribute to one's perception of the structure's historic scale and therefore, these overhangs should be preserved.
- The traditional roof overhang should not be altered by cutting back roof rafters and soffits or in other ways.

Roof and Dormer Additions

Dormers were sometimes used to create more headroom on floors that were not a full story. Most dormers had vertical emphasis, and only one or two were used on the side of a structure. A roof or dormer addition should be designed in a manner that does not alter the perceived scale of a structure.

- Roof additions should be in character with the style of the primary structure.
- The size of roof additions, including dormers, should be kept to a minimum and should be set back a minimum of five feet from the primary facade so that the roofline and form is perceived from the street.
- A new dormer should remain subordinate to the roof in scale and character.
- A new dormer should be lower than the primary ridgeline and set in from the eave.

Building Foundations

Many of Bayfield's historic houses were built on stone foundations. Some of these have deteriorated and must be replaced.

- The form, materials and detailing of a foundation wall should be similar to the original foundation or in new construction to that of nearby historic structures. Match the mortar in strength, detail, composition and color.
- Acceptable foundation materials include brownstone, rock, exposed aggregate concrete or brick.
- Plain concrete stucco may be used for foundations but should have a maximum of twelve inches of exposure.
- Unfaced concrete blocks are inappropriate.
- New foundation walls should not increase the height of the structure to the degree that the historic character or alignment of building fronts is compromised.
- If it is necessary to install windows and window wells in the foundation for egress, avoid placing them on the street facade, especially on historic structures.

Porches

Projecting elements, such as porches, help to provide visual interest to a structure, can influence its perceived scale, protect entrances and pedestrians from snow and provide shade in summer. A porch is often one of the most important character-defining elements of a residential facade.

Preservation

- Original open porches should be preserved.
- Replace missing posts and railings where necessary.
- Match the original proportions and the spacing of balusters.
- Avoid using wrought iron posts and railings.

Enclosed Porches

- Avoid enclosing an existing open porch.
- *An existing porch should not be enclosed with opaque materials that destroy the openness and transparency of an existing porch.*

Replacement

- If replacing a porch is necessary, reconstruct it to match the form and detail of the original using materials similar to the original.
- Avoid decorative elements that are inconsistent with the architectural style and history of the structure.
- If it is known that a structure had a porch, efforts should be made to accurately reconstruct it.

New Construction

- The use of a porch on residential structures is strongly encouraged.
- A porch should be similar in scale to those used historically, but should be large enough to function as more than just an entry landing.
- Railings should have a molded cap and balusters inserted between a top and bottom rail.

Decks

Decks are a modern expression of porches, but do not have a visual counterpart in historic structures. Compatible decks can be acceptable additions to historic structures and used in new construction if they are not a predominate feature and are properly designed. The compatibility of the materials, the details, the scale, and the color of proposed decks will be evaluated. The design of the deck's railing and the screening of its framing are both opportunities to tie the deck visually to the structure.

- Locate decks in inconspicuous areas, usually on the rear or least character-defining elevation of the structure.

- If a deck will be a prominent feature on a structure it should be properly integrated in the design and use of

materials.
- It is not appropriate to remove significant features or elements of a historic structure, such as a porch, to construct a deck.
- Generally, align the height of the deck with the floor level of the structure.
- If applicable, install compatible skirt boards and, where appropriate, lattice panels to screen deck framing.
- Cantilevered second story decks do not appear connected to a structure. Appropriately scaled supports should be incorporated into the structure.
- Design decks to be compatible in material, color, and detail with the structure.
- It is not appropriate to use raw lumber as the finished appearance of the deck. Paint or stain decks in colors compatible with the color of the structure.
- Design deck railings to be compatible in material, color, scale, and detail with the structure.
- Railings should have a molded cap and balusters inserted between a top and bottom rail.
- Attaching balusters to the outside/inside of the top and bottom rail is inappropriate.

Windows

Windows are one of the most important design features of any structure. The material, design and placement of the windows reflect the architectural and cultural character of the structure's period or style.

Openings

- Original window openings should be preserved wherever possible.
- An original opening should not be closed to accommodate a smaller window.
- Adding additional openings or removing existing openings on facades that are visible from the street is discouraged.
- Restoring original openings that have been altered over time is appropriate.
- New openings should be similar in location, size and type to those seen traditionally.

Solids & Voids

- Maintain the historic ratio of window openings to solid wall. This applies both to historic structures and new construction.
- Large surfaces of glass are inappropriate on residential structures and on the upper floors and sides of commercial structures.

Window Hoods

- Original window hoods should be preserved.
- Removing window hoods is inappropriate.
- Replace missing parts in the same material as the original.

Divided Lights

- Historic subdivisions of window lights should be maintained.
- Multiple panes should not be replaced with a single pane.
- Replacing true divided lights with snap-in muntins is inappropriate.
- On a replacement window, wooden pop-in muntins and mullions may be considered on a case-by-case basis.

Materials & Design

The functional and decorative features of original windows should be preserved.
- New windows should be appropriate to the structure in style, materials and proportions.
- A general rule for a window opening is that the height should be three times the dimension of the width.
- Glass in a window or door should be clear. Any type of tinting is inappropriate.
- Leaded glass and stained glass are appropriate.

Doors

Openings & Entrances

- Door openings and entrances should be preserved wherever possible.
- Changes to door size and configuration should be avoided.
- New entrances on the main elevation or ones that alter the character of a structure should be avoided.
- Installing a door in a new location may be considered where it does not substantially alter the character of a significant structure wall.

Materials & Design

- Altering original or historically significant entries (including reveals, doors, surrounds, vestibule sidewalks, transoms or fanlights, sidelights and other features) is not appropriate.
- New doors should be appropriate to the existing surround in style, material and proportions.
- Only paneled doors of appropriate design, material and assembly are appropriate
- Flush doors (with or without surface molding) and metal clad doors are not appropriate
- Door hardware should replicate the original or be of an appropriate design.

Storm Windows and Doors

Whenever possible original exterior windows, storm windows and doors should be preserved. Replacement/new storm windows and doors should provide minimal visual impact on the primary window or door.

Materials

- Wood, painted aluminum or anodized aluminum may be considered.
- Raw aluminum (with a silver finish) is not appropriate.
- Glass should be clear
- Acrylic is not appropriate.

Design

- Frame colors should match those of the window trim.
- Storm windows should have narrow perimeter framing, and the meeting rails between upper and lower panels should align with the meeting rails of the primary sash.
- Half screens are preferable to full screens covering the entire window opening.
- Storm and screen doors should be as simple as possible, with a plain glass or screen insert.

Dimensions

- Storm and screen windows and doors should be sized to fit the window and door opening.
- Rectangular storm windows are not appropriate on windows with unusual shapes.

Shutters and Blinds

Shutters (with solid panels) and blinds (with louvers) were traditionally used to control light and ventilation, and to improve privacy. Today, their primary use is decorative. Original shutters and blinds should be preserved.

Materials

- Use historic materials and design elements.
- Wood (painted a dark color) is the traditional material.
- Vinyl and metal do not adequately replicate the appearance of wood and are discouraged.

Design

- Each shutter or blind should match the height and one-half the width of the window opening.
- Shutters and blinds are generally inappropriate on windows that are wider than they are tall, such as picture windows.
- Shutters and blinds for arched windows should follow the shape of the window opening.

Awnings

Awnings can add color and architectural interest to a commercial or residential structure.

Residential

- Awnings should be placed only on structures for which they are appropriate, late and post-Victorian houses.
- Metal awnings should be placed only on post-World War II homes.
- Awnings should be made of canvas, vinyl-coated canvas, or acrylic.
- Awning color should complement, rather than match, the colors of a residence.
- Awnings should be mounted within the window opening, directly on the frame. If this is not possible, attach it just outside the opening. On masonry structures, attachments for awnings should be made in the mortar joints and not in the brick itself.
- Awnings should not be used where there is evidence of the previous use of shutters.

Commercial Structures

- Standard street level awnings should be mounted so that the valance is about eight (8) feet above the sidewalk and projects out about four (4) feet from the structure. A twelve (12) inch valance flap is usually attached at the awning bar.
- An awning may be attached above display windows. It may also be attached below the cornice or sign panel. It may be mounted between the transom and the display windows.
- An awning should reinforce the frame of the storefront and should not cover the piers or the space between the second story windowsills and the storefront cornice.
- Metal awnings are not allowed except on post-World War II structures.
- Awnings should be made of one of the following materials: canvas, vinyl-coated canvas, or other canvas-like synthetic materials.
- Awning color should compliment, rather than match, the colors of a structure.
- Awnings are appropriate on upper floor windows. If evidence indicates the structure originally had shutters, awnings should not be used.
- Arched awnings are appropriate for arched windows.

Chimneys and Stovepipes

A chimney is an important exterior design element.

- A historic chimney should not be removed.
- New or replacement chimneys should be in the historic style.
- The chimney shape should match that of the historic one being replaced or of those in the Historic District.
- The brick laying pattern and mortar should match that of the historic chimneys in Bayfield.

BUILDING MATERIALS

Traditionally, a limited palette of building materials - wood, brick and brownstone was used in Bayfield. Accessory structures were often constructed of a limited range of materials that were rustic and utilitarian in character.

The type of materials used should be selected from those used historically in the community and specifically in the facing block. Also, new materials should have a simple finish, similar to those seen historically.

Appropriate materials for primary structures include horizontal lap siding, board-and-batten, shingles (in limited applications), brick and brownstone.

Wood

The majority of structures in Bayfield utilize horizontal lap siding.

Preservation

- Original siding should be preserved.
- Avoid removing siding that is in good condition or that can be repaired in place.
- Only remove siding that is deteriorated and must be replaced.
- If portions of wood siding must be replaced, match the style and lap dimensions of the original.
- Maintain protective coatings to retard drying and ultraviolet damage. If the structure was painted historically, it should remain painted, including all trim.

Restoration

- Remove later covering materials that have not achieved historic significance.
- If original materials are presently covered, consider exposing them. For example, asphalt siding that covers original wood siding should be removed.
- If a property already has a non-historic building material covering the original, it is not appropriate to add another layer of new material, which would further obscure the original.
- Once the non-historic siding is removed, repair the original, underlying material.
- Original building materials should not be covered.

New Construction

- Exterior wood finishes should appear similar to those used historically.
- The lap dimensions of siding should be similar to that found traditionally (i.e., four to five inches of lap exposure).

Synthetic Materials

Newer, synthetic materials may be considered, if they appear similar in character and detailing to traditional building materials.

- New materials must have a demonstrated durability in this climate and have the ability to be repaired under reasonable conditions.
- Details of synthetic siding should match that of traditional wood siding. The lap dimensions of synthetic siding should be similar to that of historic wood-lap siding, which are typically four to five inches of exposure.
- Physical samples of any synthetic materials must be provided to the ARB, and their use will be approved on a case-by-case basis.

Masonry

Some of the structures in the Historic District area were built of brick or brownstone. Masonry construction should be preserved in its original condition.

Preservation

- Masonry features that define the overall historic character of the structure should be preserved. Examples include walls, cornices, pediments, steps and foundations.
- Avoid rebuilding a major portion of exterior masonry walls that could be repaired. Reconstruction may result in a structure that is no longer historic and is essentially new construction.
- Preserve the original mortar joint and masonry unit size, the tooling and bonding patterns, coatings and color.
- Original mortar, in good condition, should be preserved in place.
- Repoint mortar joints where there is evidence of deterioration.
- Brick or stone that was not painted historically should not be painted.
- Masonry naturally has a water-protective layer, or patina, to protect it from the elements. Painting masonry walls is inappropriate.
- Stucco is an inappropriate masonry finish and shall not be used.

New Construction

- Masonry should appear similar to that used historically in texture and color.
- Masonry unit sizes should be similar to those found traditionally.
- Stucco is an inappropriate masonry finish and shall not be used.

Trim

Exterior trim and mouldings are essential to defining and accentuating the architectural style of a structure and give it a sense of scale.

- Preserve original exterior trim, particularly carved or complexly machine pieces that would be difficult and expensive to duplicate today.
- High quality epoxy fillers and consolidants can be used to permanently repair even severely decayed or damaged decorative features.
- Covering or removing bargeboards, crown moulding, and gable ornamentation is inappropriate.
- Covering existing architectural features of the structure such as trim around windows and doors, under eaves, at the corners of building or horizontal bands is inappropriate.

Roof Materials and Components

Today, the use of composition shingles dominates. Roof materials are major elements in the street scene and contribute to the character of individual building designs.

Roofs

- Roof materials should be used in a manner similar to that seen traditionally and chosen based on its compatible appearance with the environs of the facing block.
- Asphalt, slate and wood shingled roofs are appropriate.
- Metal roofs will be considered on a case by case basis.
- Wood shake and clay tile roofs are inappropriate.

Flashing, gutters and downspouts

- Original materials should be preserved whenever possible.
- Aluminum gutter systems should be painted to blend in with the color of the structure to reduce their visibility.
- Vinyl gutters may be used provided they are consistent with the existing gutter system and the color matches the background color of the structure.
- Vinyl or PVC downspouts with a round profile are inappropriate.

Color

The colors of a structure should complement those of surrounding structures. Typically no more than three different colors should be used. Muted colors are appropriate for historic structures.

- Use colors that are appropriate to the architectural style of the structure.
- Colors should relate in a positive way to the natural materials found on the façade, and to existing elements, such as signs or awnings.
- Use of a single light color allows daylight to cast shadows and therefore reveals detail
- Use of multiple colors can display details to great advantage.
- Use of a single dark color makes shadows more difficult to see and therefore hides detail.
- When the surface to be painted has a quantity of three-dimensional detail, use light or mid-range color values, rather than extremely dark colors, so the details are not hidden.
- Paint manufacturers offer color charts based on documented historic colors. Some of these are: Benjamin Moore, "Historical Color Collection", Pratt and Lambert, "Early American Colours" from the Henry Ford Museum; and Sherwin Williams, "Preservation Palette."
- Historically, murals were not found on structures in Bayfield and are prohibited.

Introduction

The residential area of the Historic District represents a distinctive historic area within the City and contributes greatly to Bayfield's historic significance.

Key Characteristics

Key design characteristics of this area include the following:

- Single family residences are the dominant types of structure.
- Additions made to the rear of structures.
- Institutional uses (churches and parks) are also found here.
- Horizontal wood lap siding dominates.
- Variety of architectural styles exists.
- Similarity of building forms, materials and size.
- Gabled or hipped roofs dominate.
- Simple detailing on simple cottages.
- Houses and their elements have a predominantly vertical emphasis.

Design Goals

The residential area should continue to develop in a coordinated manner so that an overall sense of visual continuity is achieved. The dominant character of this area should be that of a single-family, residential neighborhood. Projects that include a primary structure with a subordinate secondary structure will aid in maintaining the historic character of this area.

The design goals for this area are:

- To emphasize the preservation and restoration of historic structures and building detailing.
- To continue the use of traditional building materials.
- When needed, to design an addition such that the early character of the original structure is maintained.
- To develop new structures which respect their historic neighbors.
- To maintain the small-size character of the area.
- To provide landscaping that defines public and private spaces on a site, similar to that seen historically
- To keep the automobile, and its associated storage, as an ancillary use on a site.

Mass and Size

The height, width and depth of a new structure shall (HPO Sec. 15-5-4) be compatible with historic structures in the community at large, within the residential area and especially with those structures that are immediately adjacent to the new structure.

- New construction shall (HPO Sec. 15-5-4) appear similar in mass and size to historic structures found in the residential area.
- Residences range from one- to two-stories, but are typically one and one-half story. The tradition of one- to two-story street facades should be continued.
- Break up the massing of larger structures into components that reflect this traditional size.
- New construction should be compatible with the average height of the historic structures within the facing block.
- A facade should appear similar in dimension to those seen historically in the town.
- Typically, a residential structure front ranges from 15 to 30 feet in width. Additional widths were accomplished with a setback or change in building plane.

Building and Roof Form

The traditional residential building form consists of a simple rectangular mass capped with a gabled or hipped roof. These characteristic forms should be preserved, in their height, width and depth, throughout the residential district. New construction that does not respect these existing form characteristics may diminish the integrity of the Historic District and the quality of life for surrounding residents.

Building Form

- Vertically oriented rectangular shapes are typical and are encouraged.
- One simple form should be the dominant element in a structure design.
- Building forms that step down in size to the rear of the lot are encouraged.
- Smaller, secondary structures should be simple rectangular shapes as well.

Roof Form

- Sloping roof forms, such as gabled, hip and shed, should be the dominant roof shapes. Avoid flat roofs.
- Traditional roofs are simple and steeply pitched and most have hip or gabled ends facing the street. Non-traditional roof forms are inappropriate.
- Orient ridge lines parallel with the floor planes and perpendicular to the street.

Introduction

Rittenhouse Avenue is the central historic commercial corridor of Bayfield. It contains some of the most picturesque historic commercial structures in the City and functions as the commercial core of activity for the City. Preservation of such historic and architectural assets is vital to the community.

Summary of Key Characteristics

Key design characteristics of this area include the following:

- Structures one to two stories in height
- structures aligned at the sidewalk edge
- two-story, traditional commercial structures
- mix of wood and masonry construction
- Large display windows and recessed entries
- transparent ground floor with smaller, rectangular windows "punched" into predominantly solid upper floors
- predominantly flat-roof structures, although gabled structures with false fronts exist

Design Goals

The design goals for this area are:

- To preserve all historic structures that significantly contributes to the integrity of the City.
- When needed, to develop additions to historic structures that are compatible in size, form, materials and design.
- To maintain the traditional mass, size and form of structures seen along the street.
- To design new commercial structures with storefront elements similar to those seen historically but without direct imitation of historic details.
- To design new construction that reinforces the retail-oriented function of the street and enhances its pedestrian character.

Mass and Size

Patterns are created along the street by the repetition of similarly sized building elements. For example, uniform facade widths evenly spaced along Rittenhouse Avenue create a rhythm that contributes to the visual continuity of the district. At a smaller size, the repetition of upper-story windows across most building fronts also creates a unifying effect. These features and similar patterns are some of the most important characteristics of the downtown historic area and should be respected in all rehabilitation and new construction.

- Maintain the average size of two-story structures at the sidewalk.
- Third story structures are not historical to this area and are inappropriate.
- New construction should present a tall one-story or two-story facade at the front property line.
- Facade heights of new structures should fall within the established range of the block, and respect the historic proportions of height to width.
- Floor-to-floor heights should appear similar to those of historic structures in the area.
- Traditional spacing patterns created by the repetition of uniform building widths along streets must be maintained.
- No facade should exceed 40 feet without a clear expression of this standard module.

Building and Roof Form

One of the most prominent unifying elements of Rittenhouse Avenue is the similarity in building form. Commercial structures were simple rectangular solids, deeper than they were wide. This characteristic is important and should be continued in new projects.

Building Form

- Rectangular forms should be dominant on commercial facades.
- Rectangular forms should be vertically oriented.
- The facade should appear as predominantly flat, with any decorative elements and projecting or setback "articulations" appearing to be subordinate to the dominant form.
- Along rear facades, a building form should step down in size, and not be a continuous two- or three-story facade plane.

Roof Form

- Use flat rooflines as the dominant roof form.
- Gabled roofs may also be used if a false front or parapet with horizontal emphasis obscures it.
- Parapets on side facades should step down towards the rear of the structure.

Dormers

- Historically, dormers were not found on structures in the downtown area and therefore are discouraged.

Building Setbacks

Buildings create a strong edge to the street because they traditionally aligned on the front lot line and were usually built out the full width of the parcel to the side lot lines. Although small gaps do occur between some structures, they are the exception. These characteristics are vitally important to the historic integrity of the district and should be preserved.

- Maintain the alignment of facades at the sidewalk's edge.
- Locating entire building fronts behind the established storefront line is inappropriate.

Recessed Entries

Most primary entrances to commercial structures are recessed, providing a shaded area that helps to define doorways and to provide shelter to pedestrians and increase product display. The repetition of this feature along the street contributes to the traditional or human scale of the area, and should be continued in future projects. Entrance doors were traditionally topped with transom windows that extend the vertical emphasis of these openings.

- Maintain the pattern created by recessed entryways.
- Set the door back from the front facade an adequate amount to establish a distinct threshold for pedestrians. A recessed dimension of four feet is typical.
- Where entries are recessed, the building line at the sidewalk edge should be maintained by the upper floor(s).
- Use transoms over doorways to maintain the full vertical height of the storefront.
- Oversized (or undersized) interpretations are discouraged.

Storefronts

The street level floors of traditional Bayfield commercial structures are clearly distinguishable from the upper floors. The street level is generally taller than the upper floors. Storefronts of 12 to 14 feet high are typical, whereas second floors of 10 to 12 feet are typical.

- Preserve the historic character of a storefront, when it is intact. This will help maintain the interest of the street to pedestrians.
- If a storefront is altered, restoring it to the original design is preferred.
- If evidence of the original design is missing, use a simplified interpretation of similar storefronts.
- Maintain the traditional spacing pattern created by upper story windows.

Detail Alignment

A strong alignment of horizontal elements exists that reinforces the low, one- and two-story size of structures. Alignment is seen at the first floor level with moldings that are found at the top of display windows. At upper floor levels, alignment is found among cornices, windowsills and headers. This alignment of horizontal features on building facades is one of the strongest characteristics of the street and should be preserved. It is important to note, however, that slight variations do occur, which add visual interest. Major deviations from these relationships, however, disrupt the visual continuity of the street and are to be avoided.

- The general alignment of horizontal features on building fronts should be maintained.
- Typical elements that align include window moldings, tops of display windows, cornices, copings and parapets at the tops of structures.
- When large structures are designed to appear as several structures, there should be slight variation in alignment between the facade elements.
- Express the traditional distinction in floor heights between street levels and upper levels through detailing, materials and fenestration. The presence of a belt course is an important feature in this relationship.

Corner Lots

Many structures on corner lots exhibit special features that add accent to both Rittenhouse Avenue and the crossing streets.

- Maintain a clear distinction between the primary facade and the side of the structure, when sides are visible, such as on corner lots.
- Traditionally, storefront windows at the first floor turned a corner, with one or two storefront windows on each side of the structure.
- Sides of structures generally had fewer windows and simpler detailing.

Introduction

Running from Front Street to Broad Street between Washington Avenue and Manypenny Avenue lays a portion of the Historic District that contains both residential and commercial uses. The downtown corridor area serves as a buffer between the original two-story commercial center of downtown and the surrounding, smaller residential structures.

Key Characteristics

Key design characteristics of this area include the following:

- mix of commercial and residential uses
- commercial and institutional structures aligned at the sidewalk edge
- residential structures set back with a front yard
- one- to two-story size
- wood frame construction dominates
- simple details seen on structures

Design Goals

This area district should continue to develop with small-size structures that relate to the original building forms. Preservation of the original "transitional" character is an important goal for this area.

The design goals for this area are:

- To preserve all historic structures that significantly contributes to the integrity of the City.
- To maintain the small-size character of the area.
- To reinforce the "transitional" nature between the commercial core and the surrounding residential areas
- To continue the wide range of uses found in the area including: houses, retail businesses, offices and public facilities
- To continue the use of traditional building materials found in the area

Mass and Size

The original residences and small, false- front commercial structures contribute greatly to the overall character of this area. Although a few larger structures exist, the smaller size and sloping roof forms of the simple residences and businesses dominated the scene historically and should continue to do so.

- Maintain the average size of one- and two-story structures.
- As a means of minimizing the perceived mass of a project, consider developing a set of smaller structures, with one primary structure and other subordinate structures, rather than one large structure.
- Maintain the similarity of building heights.
- The apparent height of the primary facade should not exceed two stories. This includes additions and new construction.
- Limit the height of foundation walls to those seen historically.

Building and Roof Form

Historically, individual building forms were simple rectangular solids with gabled roofs, and false-front facades obscuring them on commercial structures. This tradition should be continued in new developments.

Building Form

- Use building forms similar to those found traditionally.
- Vertically oriented rectangular shapes are typical and are encouraged.
- One simple form should be the dominant element in a building design.
- Building forms that step down in size to the rear of the lot are encouraged.
- Smaller, secondary structures should be simple rectangular shapes, as well.

Roof Form

- Use roof forms that are similar in form and size to those used historically.
- Sloping, gable roof forms should be the dominant roof shapes on residential type structures.
- Traditional roofs are simple and steeply pitched and most have hip or gabled ends facing the street.
- Use flat rooflines as the dominant roof form on commercial structures. Gabled roofs may also be used if a false front or parapet with horizontal emphasis obscures it.
- Roofs composed of a combination of roof planes, but simple in form, are also encouraged.

Building Setbacks

As a group, structures in this area do not relate to the street in a similar manner.

Commercial Structures

- When developing a commercial storefront type structure, site it at the sidewalk edge.
- Locating entire structure fronts behind an established line of commercial storefronts is inappropriate.

Residential Structures

- New construction should be set back to match the average alignment of historic structures on the street and to maintain the traditional front yard. This includes porches, bays and other building elements.

Introduction

The current character of the commercial area is comprised of commercial, industrial, public and institutional facilities. Historically this district's primary use was industrial.

Key Characteristics

Key design characteristics of this area include the following:

- structures set back from street edge
- variety of building styles
- free-standing signs
- auto-oriented / dominated

Design Goals

As this area continues to develop, it is important to the City that a coordinated image be established.

The design goals for this area are:

- To change the existing pattern of development.
- To serve as the gateway into to the downtown corridor and downtown areas, without imitating them or creating a false sense of history.
- To establish a coordinated image.
- To minimize the impact of the automobile and large trucks, by managing a parking system.
- To link existing and future developments with other projects and trail systems.
- To develop contemporary interpretations of the traditional context, not historic-look-alike structures.

Mass and Size

A variety of structure sizes existed in this area historically. While contemporary design approaches are encouraged, developments should continue to exhibit a variety in sizes, similar to the structures seen traditionally.

- A variety of sizes are appropriate in new developments.
- A primary structure facade should not exceed 40 feet in width, without a significant setback.
- Variations in facade treatment may be continued through the structure, including its roof line and front and rear facades to reduce the perceived size of the structure.
- Structure heights of larger projects should provide variety.
- A larger development should step down in height towards the street or smaller, surrounding structures.

Building and Roof Form

Developments in this area are expected to be larger than the rest of district. The predominant rectangular forms seen throughout the area should dominate.

<u>Building Form</u>

- Structures should have vertical proportions.
- Break up a larger structure into subordinate elements to reduce its apparent size, especially for structures on large parcels.

<u>Roof Form</u>

- Gable, hip and shed roofs are appropriate.
- Most primary roofs have a minimum pitch of 8/12.
- Flat skylights mounted flush with the roof may be considered in areas that minimize their visibility from public ways. Bubbled or domed skylights are not appropriate.
- Eave depths should be a minimum of 1 foot.
- Long ridgelines parallel to the street can be broken by dormers, setbacks or in some other fashion.
- Unbroken ridgelines generally should not be longer than one and one-half times the height of a one story structure.

Building Setbacks

Historically, a wide variety of building types has been found in this district. This variety dictated differing building siting patterns. New developments should build on this tradition and provide a variety of building setbacks.

- Coordinate site plans with surrounding properties to enhance the sense of open space, structure spacing and parking and service areas. By coordinating site plans certain site functions may be shared (e.g., parking, ingress, egress and service areas).
- A variety of building setbacks may be considered.
- This variety should include structures located both at the front and rear of properties. The majority of the structures should be closer to the street edge, however.
- Setbacks to large structures should be varied, and should be treated as positive open space, amenities to be enjoyed by pedestrians.
- Use landscaping to define the street edge and provide a separation between pedestrian and automobile routes.
- Siting a structure behind major areas of parking is strongly discouraged.

Positive Open Space

Open space that is planned and designed as an amenity improves the quality of life for the community and should be included in all projects. This may occur as a garden, courtyard or plaza. Undeveloped land that is "left over" after a structure is placed on a site is usually insufficient to function as positive open space.

- Include open spaces with special amenities that encourage use, such as benches and sitting areas.
- Where diversity in building setbacks is a part of the context, a varied setback may also help to create open space.
- If several buildings are proposed for a site, the spaces between the structures should contribute to the overall positive open space of the area.
- Structures should be positioned on the site in a manner that minimizes the apparent mass and size and maximizes open space.
- Where projects or structures within a project abut one another, open spaces should be organized in a manner that maximizes their areas.

Corporate and Franchise Designs

- One of the concerns in building design is that when national chain companies or their franchises construct structures in the district that they do so in a way that reinforces the design traditions of Bayfield. Building designs or styles shall (15-5-3) be compatible with the character of Bayfield and these design guidelines.

Introduction

The waterfront area is the historic commercial fishing and marine hub of the Historic District. The interaction of land activities with harbor activities creates the essential value and character of the waterfront area. Waterfront trade and industry were the historic building blocks of the City. The challenge for planning the waterfront area is to preserve and improve the existing intrinsic and scenic value of the waterfront.

Summary of Key Characteristics

Key design characteristics of this area include the following:

- Structures one to two stories in height
- Structures aligned at different setbacks
- Simple Wood construction
- Marine, commercial fishing and recreation oriented

Design Goals

The design goals for this area are:

- To emphasize the preservation and restoration of historic structures and simple building detailing.
- Additions to existing structures designed and constructed such that the early character of the original structure is maintained.
- To develop new structures which complement adjacent historic structures.
- To maintain the small-size character of the area.
- To maintain open spaces and lake views.
- Maintain public access to the waterfront.
- To reduce parking domination and visibility.

Mass and Size

The remaining historical structures in the waterfront area rarely exceed one and one-half stories in height. The placement, height and massing of new structures and additions should be visually compatible with surrounding structures in the district while still preserving the marine related identity of the area.

- Whenever possible structures should be one story in height to preserve views of the lake.
- Massing and placement of structures should be designed to minimize impacts on water views.
- Maintain the small scale of structures found in this area.

Building and Roof Form

The historic structures in this area are simple, rectangular structures with low sloped gabled roofs. This tradition should be continued in new developments.

Building Form

- Vertically oriented rectangular shapes are typical and are encouraged.
- Horizontal and vertical variation should be used to break large building expanses.

Roof Form

- Simple, pitched gable roofs with slopes between 6/12 and 8/12 are appropriate.
- Soffits with open with exposed rafter tails and gable fly rafters are appropriate.

Building Setbacks

A variety of building setbacks occur in this area. New construction should be compatible with the setbacks of those structures found in the facing block.

Positive Open Space

Open space in the waterfront area is of particular importance. Open space not only protects lake views but also provides public access to the waterfront. Whenever possible provide access to the waterfront through the use of open spaces when planning new construction or additions. Interest in water access for active and passive purposes is widespread and should be accommodated to the maximum extent possible to preserve this value.

- Structures should be positioned on the site in a manner that minimizes the apparent mass and size and maximizes open spaces.
- Include open spaces with special amenities that encourage use, such as benches and sitting areas.
- Whenever possible structures should be developed to give visitors and community residents access to the waterfront.

Parking

Parking in the area should be an ancillary use and should not visually dominate the area. Parking that is not directly marine-related should not be located along the water's edge.

Pedestrian Systems

Continuity of pedestrian systems in the waterfront area and along the waterfront is encouraged. Interconnection of public walkways from within the City to the waterfront is encouraged.


1 N. 1st Street


125 S. 1st Street


108 N. 3rd Street


17 S. 6th Street

20 N. 1st Street


138 N. 2nd Street


125 N. 3rd Street


109 S. 6th Street


21 N. 1st Street


36 N. 2nd Street


17 N. 4th Street


136 S. 6th Street


141 N. 1st Street


35 N. 2nd Street


17 N. 5th Street


229 s. 6th Street


231 N. 1st Street


2 N. 2nd Street


30 n. 6th Street


105 S. 7th Street


232 N. 1st Street


12 S. 2nd Street


5 S. 6th Street


21 S. 9th Street


27 S. 9th Street


141 N. Front Street


100 Rittenhouse


207 Washington


33 S. 9th Street


409 N. Front Street


126 Rittenhouse


333 Wing Ave


37 N. Broad Street


429 N. Front Street


200 Rittenhouse


17 S. Broad Street


829 Manypenny


201 Rittenhouse


34 S. Broad Street


621 Old Military


225 Rittenhouse


19 N. Front Street


7 Rice Avenue


301 Rittenhouse

- Alignment. The arrangement of objects along a straight line.
- Appurtenances. Other than primary or secondary structures which contribute to the exterior historic appearance of a property, including but not limited to paving, doors, windows, signs, materials, decorative accessories, fences, and historic landscape features
- Asphalt Shingles. A type of roofing material composed of layers of saturated felt, cloth or paper, and coated with a tar, or asphalt substance, and granules.
- Baluster. A short, upright column or urn-shaped support of a railing.
- Balustrade. A row of balusters and the railing connecting them. Used as a stair rail and also above the cornice on the outside of a building.
- Bargeboard. A projecting board, often decorated, that acts as trim to cover the ends of the structure where a pitched roof overhangs a gable.
- Board and Batten. Vertical plank siding with joints covered by narrow wood strips.
- Bracket. A supporting member for a projecting element or shelf, sometimes in the shape of an inverted L and sometimes as a solid piece or a triangular truss.
- Clapboards. Narrow, horizontal, overlapping wooden boards, usually thicker along the bottom edge, which forms the outer skin of the walls of many wood frame houses. The horizontal lines of the overlaps generally are from four to six inches apart in older houses.
- Column. A slender upright structure, generally consisting of a cylindrical shaft, a base and a capital; pillar: It is usually a supporting or ornamental member in a building.
- Composition Shingles. See asphalt shingles.
- Corbelling. A series of projections each stepped out further than the one below it; most often found on brick walls and chimney stacks.
- Cornice. The continuous projection at the top of a wall. The top course or molding of a wall when it serves as a crowning member.
- Doorframe. The part of a door opening to which a door is hinged. A doorframe consists of two vertical members called jambs and a horizontal top member called a lintel.
- Double-Hung Window. A window with two sashes (the framework in which windowpanes are set), each moveable by a means of cords and weights.
- Dormer. A window set upright in a sloping roof. The term is also used to refer to the roofed projection in which this window is set.
- Eave. The underside of a sloping roof projecting beyond the wall of a building.
- Elevation. A mechanically accurate, "head-on" drawing of a face of a building or object, without any allowance for the effect of the laws of perspective. Any measurement on an elevation will be in a fixed proportion, or scale, to the corresponding measurement on the real building.
- Facade. Front or principal face of a building, any side of a building that faces a street or other open space.
- Fascia. A flat board with a vertical face that forms the trim along the edge of a flat roof, or along the horizontal, or "eaves," sides of a pitched roof. The rain gutter is often mounted on it.
- Fenestration. The proportion and size of window and door openings and the rhythm and order in which they are arranged.
- Frame. A window component. See window parts.
- Gable. The portion, above eave level, of an end wall of a building with a pitched or gambrel roof. In the case of a pitched roof this takes the form of a triangle. The term is also used sometimes to refer to the whole end wall.
- Glazing. Fitting glass into windows and doors.
- Head. The top horizontal member over a door or window opening.
- In-Kind Replacement. Replacement of an architectural feature damaged or deteriorated beyond repair, where the new feature will match the feature being replaced in design, materials, dimensions, configuration, texture and visual appearance.
- Kickplate. The horizontal element or assembly at the base of a storefront parallel to a public walkway. The kickplate provides a transition between the ground and storefront glazing area.
- Lap Siding. See clapboards.
- Mass. The physical size and bulk of a structure.
- Masonry. Construction materials such as stone, brick, concrete block or tile.
- Module. The appearance of a single facade plane, despite being part of a larger building. One large building can incorporate several building modules.
- Molding. A decorative band or strip of material with a constant profile or section designed to cast interesting

shadows. It is generally used in cornices and as trim around window and door openings.

- Muntin. A bar member supporting and separating panes of glass in a window or door.
- Panel. A sunken or raised portion of a door with a frame-like border.
- Parapet. A low wall or railing often used around a balcony or along the edge of a roof.
- Opaque Fence. A fence that one cannot see through.
- Pediment. A triangular section framed by a horizontal molding on its base and two sloping moldings on each of its sides. Usually used as a crowning member for doors, windows and mantles.
- Porch Piers. Upright structures of masonry which serve as principal supports for porch columns.
- Post. A piece of wood, metal, etc., usually long and square or cylindrical, set upright to support a building, sign, gate, etc.; pillar; pole.
- Recessed Entry. A common component of a historic storefront. Display windows, which contained dry goods and other wares for sale, flanked the recessed entry historically.
- Repair. Work meant to remedy damage or deterioration of a structure or its appurtenances, which will involve no change in materials, dimensions, design, configuration, and texture or visual appearance.
- Restoration. Re-creating an original architectural element so that it closely resembles the appearance it had at some previous point in time, based on historical, documentary, physical or pictorial evidence.
- Roof. The top covering of a building. Following are some types:
- Flat roof has only enough pitch so that rainwater or melting snow can drain.
- Gable roof has a pitched roof with ridge and vertical ends.
- Hip roof has sloped ends instead of vertical ends.
- Shed roof (lean-to) has one slope only and is built against a higher wall.
- Sash. See window parts.
- Scale. The size of structure as it appears to the pedestrian.
- Semi-Transparent Fence. A fence that one can see partly through.
- Side Light. A usually long fixed sash located beside a door or window; often found in pairs.
- Siding. The narrow horizontal or vertical wood boards that form the outer face of the walls in a traditional wood frame house. Horizontal wood siding is also referred to as clapboards. The term "siding" is also more loosely used to describe any material that can be applied to the outside of a building as a finish.
- Sill. The lowest horizontal member in a frame or opening for a window or door. Also, the lowest horizontal member in a framed wall or partition.
- Size. The dimensions in height and width of a building's face.
- Stile. A vertical piece in a panel or frame, as of a door or window.
- Standing Seam Metal Roof. A standing seam roof is a roof with vertical panels. Historically, the panels were fitted together with hand rolled seams.
- Store Front. The street level facade of a commercial building, usually having display windows.
- Sreetscape. Generally, the streetscape refers to the character of the street, or how elements of the street form a cohesive environment.
- Transom Window. A small window or series of panes above a door, or above a casement or double hung window.
- Transparent Fence. A fence that one can see through.
- Window Parts. The moving units of a window are known as sashes and move within the fixed Frame. The sash may consist of one large pane of glass or may be subdivided into smaller panes by thin members called muntins or glazing bars. Sometimes in nineteenth-century houses windows are arranged side by side and divided by heavy vertical wood members called mulli.

CHAPTER 5

Historic Preservation

SEC. 15-5-1 PURPOSE AND INTENT.

It is hereby declared a matter of public policy that the protection, enhancement, perpetuation and use of improvements or sites of special character or special architectural or historic interest or value is beneficial and in the interest of the property, safety and welfare of the people of Bayfield. The purpose of this Chapter is to:

(a) Preserve and enhance Bayfield's attractions to residents and visitors, and serve as a support and stimulus to the local economy.
(b) Enhance the aesthetic character of Bayfield.
(c) Encourage and promote the protection, enhancement, and perpetuation of such improvements which represent elements of Bayfield's cultural, economic and architectural history.
(d) Consider Bayfield's heritage, as reflected in such historic structures.
(e) Foster civic pride in the notable accomplishments of the past.
(f) Raise public awareness of the desirability of Bayfield's historic preservation program and its effect on the quality of life.

SEC. 15-5-2 DEFINITIONS.

The following definitions shall be applicable in this Chapter:

(a) Plan Commission. The Plan Commission established by Section 2-4-4 of the City of Bayfield Code of Ordinances.
(b) Architectural Review Board (A.R.B.). The Architectural Review Board established by Section 2-4-8 of the City of Bayfield Code of Ordinances.
(c) Improvement. Any building structure, site, work of art or other object constituting a physical betterment of real property, or any part of such betterment, including lighting fixtures, signs and the like.

SEC. 15-5-3 DESIGNATION OF HISTORIC STRUCTURES, HISTORIC SITES AND HISTORIC DISTRICTS.

(a) **Criteria.** A historic structure, historic site, or historic district designation may be placed on any site, natural or improved, including any building, improvement or structure located thereon, or any area of particular historic, architectural or cultural significance to the City of Bayfield, such as a structure, site, or district which:
   (1) Exemplifies or reflects the cultural or architectural history of the community; or
   (2) Is identified with historic personages or with important events in national, state or local history; or
   (3) Embodies the distinguishing characteristics of an architectural type or specimen inherently valuable for a study of a period, style, method of construction; or
   (4) Is representative of the notable work of a master builder, designer or architect who influenced his or her age.

(b) **Procedures.**
   (1) Designation of Historic Structures and Historic Sites.
      a. The Plan Commission may, after notice and public hearing, recommend designation of historic structures and historic sites, or rescission of such designation, after application of the criteria in Subsection (a) above. At least thirty (30) days prior to such hearing, the Commission shall

notify the owners of record as listed in the office of the City Assessor, who are owners of property in whole or in part situated within two hundred (200) feet of the boundaries of the property affected, including the owner of the affected property. Such owners shall have the right to confer with the Commission at the scheduled public hearing. Notice of such hearing shall also be published as a Class 1 Notice, under Wisconsin Statutes. The Commission shall also notify the Architectural Review Board.

b. The Commission shall then conduct such public hearing, and, in addition to the notified persons, may hear expert witnesses. The Commission may conduct an independent investigation into the proposed recommendation. Within ten (10) days after the close of the public hearing, the historic structure or historic site, or recommend rescission. After the recommendation has been made, notification shall be sent to the property owner or owners.

c. Such recommendations shall then be sent to the Common Council for approval. Notification shall be sent to the property owner or owners of the Council's decision on the recommendations.

(2) **Designation of Historic Districts.**

a. The Plan Commission shall select specific geographically defined areas within the City to be recommended to the Common Council for designation as historic districts. A district may be designated for any geographic area of particular historic, architectural or economic significance to the City in accordance with the criteria in Subsection (a) above.

b. The Plan Commission shall hold a public hearing when considering a recommendation of a historic district. Notice of the time, place and purpose of such hearing shall be given by publication as a Class 1 Notice under the Wisconsin Statutes in the official City paper. Notice of the time, place and purpose of the public hearing shall also be sent by the City Clerk to the Alderperson of the Aldermanic District or Districts in which the historic district is located, and the owners of record, as listed in the office of the City Assessor, who are proposed owners of the property within the proposed historic district or are situated in whole or in part within two hundred (200) feet of the boundaries of the proposed historic district. Said notice shall be sent at least thirty (30) days prior to the date of the public hearing. Following the public hearing, the Plan Commission shall vote to recommend, reject or withhold action on the proposed district. This recommendation shall be forwarded to the Common Council within thirty (30) days.

c. The Common Council, upon receipt of the recommendations from the Plan Commission, must either designate or reject the recommended historic district. Before doing so, the Council reserves the right to hold another public hearing on the matter if they so choose. However, designation of the historic district shall be accomplished by adoption of the plan for the District in ordinance form. If the Common Council rejects the proposed historic district, it shall be remanded back to the Plan Commission for further consideration.

(c) **Interim Control.** No building permit shall be issued by the Zoning Administrator and/or Architectural Review Board for alteration, construction, demolition, or removal of a nominated historic structure, historic site, or any property or structure within a nominated historic district from the date of the meeting of the plan Commission at which a nomination form is first presented until the final disposition of the nomination by the Plan Commission or the Common Council unless such alteration, removal or demolition is authorized by formal resolution of the Common Council. In no event shall the delay be for more than ninety (90) days.

SEC. 15-5-4 REGULATION OF CONSTRUCTION, RECONSTRUCTUION, ALTERATION AND DEMOLITION.

(a) **Certificate of Approval Required.** No owner or person in charge of a historic structure, historic site, or property within a historic district shall reconstruct, alter or demolish all or any part of the exterior of such structure or any improvement on such site or property or construct a new improvement thereon unless a certificate of approval for such work has been granted by the Architectural Review Board.

(b) **Criteria for Approval.** Upon filing of any application for a Certificate of Approval with the Architectural Review Board, the Architectural Review Board shall approve the application unless:

(1) In the case of a designated historic structure or historic site, the proposed work would adversely effect the exterior appearance of he structure; or

(2) In the case of the construction of a new improvement or the reconstruction or alteration of an existing improvement within a historic district, the exterior of such improvement would adversely affect the external appearance of other neighboring improvements; or

(3) In the case of a proposed demolition, the building or structure is of such architectural or historical significance that its demolition would be detrimental to the City of Bayfield, or the demolition would adversely affect the external appearance of other neighboring improvements, or any hardship or difficulty claimed by the owner is self-created or is the result in the loss of all economically reasonable and beneficial use of the property; or

(4) Subject to the provisions in Subsection (b)(3) above, the proposed action does not substantially comply with the following standards:

a. The historic character of a property shall be retained and preserved.

b. Each property shall be recognized as a physical record of its time, place and use. Changes that nullify historical developments, such as adding conjectural features or architectural elements, shall be carefully undertaken making sure new construction complements current architectural design.

c. Most properties change over time; those changes that have historical significance in their own right shall be retained and preserved.

d. The surface cleaning of historic structures, if appropriate, shall be undertaken using the gentlest means possible. The State Historical Society may be consulted to determine gentlest means.

e. New work shall be compatible with the massing, size and architectural features to protect the historical integrity of the property and its environment.

f. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

(5) In determining whether Subsections (b)(1)-(3) above are applicable to a proposed action, the Architectural Review Board shall consider the following guidelines where applicable:

a. All new structures should be constructed to a height visually compatible with the building and environment with which they are visually related.

b. The gross volume of any new structure shall be visually compatible with the buildings and environment with which it is visually related.

c. In the Street elevation of a building, the proportion between the width and height in the façade should be visually compatible with the building and environment with which it is visually related.

d. The proportions and relationships between doors and windows in the street façade should be visually compatible with the buildings and environment with which it is visually related.

e. The rhythm of solids to voids, created by openings in the façade, should be visually compatible with the buildings and environment with which it is visually related.

f. The existing rhythm created by existing building masses and spaces between them should be preserved.

g. The materials used in the final façade should be visually compatible with the buildings and environment with which it is visually related.

h. The texture inherent in the façade should be compatible with the buildings and environment with which it is visually related.

i. Colors and patterns used on the façade (especially trim) should be visually compatible with the buildings and environment with which it is visually related.

j. The design of the roof should be visually compatible with the buildings and environment with which it is visually related.

k. The landscape plan should be sensitive to the individual building, its occupants and their needs. Further, the landscape treatment should be visually compatible with the buildings and environment with which it is visually related.

l. The street facades should blend with other buildings via directional expression. When adjacent buildings have a dominant horizontal or vertical expression, this expression should be carried over and reflected.

m. Architectural elements should be incorporated as necessary to relate the new with the old and to preserve and enhance the inherent characteristics of the area.

(c) **Procedures.**

(1) Upon approval of an application for a Certificate of Approval, the Architectural Review Board shall issue the Certificate of Approval. Upon the issuance of such certificate, a building permit shall be issued by the City if all other permits have been obtained.
(2) Should the Architectural Review Board fail to issue a Certificate of Approval due to the failure of the proposal to conform to the requirements of this Chapter, the applicant may appeal such decision to the Zoning Board of Appeals within thirty (30) days of denial.
(3) If the Architectural Review Board fails to issue a Certificate of Approval, it shall, with the cooperation of he applicant, work with the applicant in an attempt to obtain a Certificate of Approval within the requirements of this Chapter.

(d) **Applicability to Agencies, Utilities and Transportation Companies.** Agencies of the City of Bayfield and all public utility and transportation companies undertaking projects affecting historic structures, historic sites or historic districts, shall be required to obtain a Certificate of Approval prior to initiating any major changes in the character of street paving, sidewalks, utility installations, lighting, walls, fences, structures, and buildings on property, easements, or street owned or franchised by the City of Bayfield.

(e) **Other Permits, Appeals and Ordinances.** The issuance of a Certificate of Approval shall not relieve the applicant from obtaining other permits and approvals required by the City. A building permit or other municipal permit shall be invalid if it is obtained without the presentation of the Certificate of Approval required for the proposed work. Insofar as they are applicable to a historic structure, historic site, or improvement in a historic district designated under this Section, any provision of the plumbing code, electrical code, or building or housing codes of the City shall apply, unless waived by the appropriate state or City officials. The Architectural Review Board may support or propose such waivers before the appropriate state or City appeals body.

(f) **Compliance with Certificate.** Work authorized by a Certificate of Approval shall be started within twelve (12) months following said issuance of the certificate or the certificate shall expire and require reissuance. The work shall conform to the provisions of the Certificate. The City may inspect the work during and after construction in order to assure compliance. Failure to comply with a Certificate of Approval or failure to obtain a Certificate of Approval shall be a violation of this Section. In addition to other penalties and remedies, the City shall issue a stop work order. Once a stop work order has been issued, work on that portion of the project must cease immediately. However, work on other portions of the project may continue provided they comply with the other provisions in this Chapter.

(g) **Ordinary Maintenance and Repairs.** Ordinary maintenance and repairs as defined by the Architectural Review Board may be undertaken without a Certificate of Approval provided that the work involves repairs to existing features of a historic structure or site or the replacement of elements of a structure with pieces similar in appearance and provided that the work does not substantially change the exterior appearance of the structure or site and does not require the issuance of a building permit.

(h) **Emergency Conditions.** In any case where the Building Inspector determines that there are emergency conditions dangerous to life, health, or property affecting a historic structure, site or property in a historic district, the Building Inspector may order the remedying of these conditions without the approval of the Architectural Review Board. The Building Inspector shall promptly notify the Architectural Review Board of the action being taken. When the emergency conditions do not require demolition, the Building Inspector shall make every effort to carry out the intent of this Chapter and to use the design guidelines of the Architectural Review Board when remedying the emergency conditions.

(i) **Other Duties of the Architectural Review Board (A.R.B.).** In addition to those duties already specified in this Section, the Architectural Review Board may:
(1) Work cooperatively with other entities to ensure the continuing education of the citizens about the historic heritage of the City and the historic properties designated under the provisions of this Section.
(2) Cooperate with the State of Wisconsin historic preservation officer and the State Historic Preservation Review Board in attempting to include such properties hereunder designated as landmarks or landmark sites, or historic districts in the National Register of Historic Places and the State Register of Historic Places.
(3) Make recommendations for designation of historic sites, structures, or districts to the Plan Commission for its consideration.
(4) As it deems advisable, may receive and solicit funds for the purpose of historic preservation in the City. Such funds shall be placed in a special City account for such purpose.

SEC. 15-5-5 MAINTENANCE OF HISTORIC STRUCTURES, HISTORIC SITES, AND IMPROVEMENTS WITHIN HISTORIC DISTRICTS.

(a) Every owner or person in charge of a historic structure, historic site or improvement in a historic district shall maintain the same or cause or permit it to be maintained in a condition consistent with the provisions of this Chapter. The Common Council may appoint a Building Inspector to enforce this Chapter. The duties of the Inspector shall include periodic inspections at the direction of the Common Council, of designated historic structures, historic sites and historic districts.

(b) Every owner or person in charge of a historic structure, site, or improvement in a historic district shall keep in good repair all of the exterior portions of all structures and improvements 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, including but not limited to:
   (1) The deterioration of exterior walls or other vertical supports;
   (2) The deterioration of roofs or other horizontal members;
   (3) The deterioration of external chimneys;
   (4) The deterioration or crumbling of exterior plasters or mortar;
   (5) The ineffective waterproofing of exterior walls, roofs, and foundations, including broken windows or doors;
   (6) The excessive peeling of paint, rotting, holes, and other forms of decay;
   (7) The deterioration of surrounding environment, e.g., fences, gates, sidewalks, steps, signs, accessory structures, and landscaping;
   (8) The deterioration of any features so as to create or permit the creation of any hazardous or unsafe condition or conditions.
   (9) All interior portions thereof which may cause the exterior to deteriorate or become damaged or otherwise to fall into a state of disrepair.

(c) **Exceptions for Economic Hardships.**
   (1) An owner or person in charge of a historic structure, historic site, or improvement within a historic district may seek an exception to the requirements of Subsections (a) and (b) above on grounds that compliance would cause undue economic hardship and that the granting of an exception would not unduly interfere with the intent and purpose of this Chapter.
   (2) An application for an exception shall be submitted to the Architectural Review Board which, after consideration of the application, shall make a recommendation for its approval or denial to the Common Council. The Common Council, after consideration of the application and the recommendation of the Architectural Review Board, shall then approve or deny the application.
   (3) In determining whether the grounds stated in Subsection (c)(1) above have been met, the Architectural Review Board and Common Council shall consider the following factors:
      a. The financial resources of the applicant.
      b. Other financial resources available to the applicant.
      c. The costs of compliance.
      d. The impact of the exception on the historic structure, site, or district in question.

SEC. 15-5-6 PENALTIES FOR VIOLATIONS.

Any person or persons violating any provision of this Chapter may be fined not less than Fifty Dollars ($50.00) nor more than Five Hundred Dollars ($500.00) for each separate violation, and a stop work order shall be issued if necessary or appropriate. Each and every day which a violation continues may be deemed to be a separate offense. Notice of violations may be issued by the Building Inspector. If the violations remain uncorrected after the time specified in the notice, the City may, at its election, impose fines and /or have the violations corrected at City expense and have a lien placed against the property equal to the cost of the repairs, plus applicable fines and administrative costs.

2nd Street (Rittenhouse to Washington)
HISTORIC PRESERVATION SURVEY - RESIDENTIAL ASPECT

	12 N.2nd	20 N. 2nd	36 N. 2nd	17 N. 2nd	19 N. 2nd	29 N. 2nd	37 N. 2nd	41 N. 2nd
No. of Lots	1	2	3	1	2	1.5	1.5	1
Const. Date	1900	1900	1880	Unknown	1896	1900	1895	1910
Use	Residential Single Family	Residential Duplex	Residential Single Family	Abandoned Parking Lot	Residential Single Family	Civic	Residential Single Family	Residential Single Family
Arch Style	Cottage	Victorian	Victorian	Victorian	Colonial	Greek Revival	Folk Victorian	Victorian
Massing	Single Detached	Single Detached	Single Detached	Single Detached	Single Detached	Single Detached	Single Detached	Single Detached
Dimensions	32 x 50	20 x 45	37 x 47	20 x 45	25 x 37	28 x 56	20 x 47	30 x 40
Foot Print Square Ft.	1,600	900	1,739	900	925	1,568	940	1,200
Front Setback	11.5	Unknown	20	Unknown	25	21	22	22
Rear Setback	60	Unknown	50	Unknown	58	33	55	55
% Green Space	66.66%	90.63%	85.50%	81.25%	90.36%	78.22%	86.94%	75.00%
Stories	1	2	2	2	1.5	1	1.5	2
Floor Plan	Irregular	Rectangular	Rectangular	Rectangular	Rectangular	Rectangular	Rectangular	Rectangular
Siding Material	Lap & Asphalt Shingles	Asphalt Shingles	Beveled Lap	Composite Lap	Beveled Lap	Brick	Beveled Lap	Composite Lap
Roof Material	Asphalt	Metal	Asphalt	Asphalt	Asphalt	Asphalt	Asphalt	Asphalt
Foundation Type	Rock & Stone	Rock & Brownstone	Stone	Stone	Stone	Concrete	Stone	Stone
Exterior Paint	Lavender	Tan/Green	Multi	White	Light Brown	Red Brick	Gray	White
Exterior Trim	White	White	White	White	Light Brown & Green	White	Dark Gray	Light Gray
Roof Color	Gray	White	Unknown	Brown	Green	Tan	Gray	Gray
Roof Shape	Offset Gable	High Gable	Cross Gable & Offset Gable	Medium Gable	High Gable		Medium Hip	Medium Hip
Roof Pitch	8 on 12	9 on 12	9 on 12					9 on 12
Window Type	Double hung	Double Hung	Double Hung	Double Hung	Double Hung	Double Hung	Double Hung	Double Hung
ADDITIONAL NOTES	Addition	Enclosed Porch; original siding covered	In Hill Walk Out Basement; retains most original features	Turret Stained Glass Windows Original siding covered	Dormers Modified Porch	Walk out basement; Columns on front porch	Original cut railing; tear drop shake shingles	Rear addition; front porch addition