



**Ward Yard Office for the First Ward
FINAL HISTORIC DESIGNATION STUDY REPORT**

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I. NAME

Historic: Ward Yard Office for the First Ward

Common Name: Ward Yard at Humboldt Avenue and Kane Place

II. LOCATION

1911 North Humboldt Avenue Aldermanic District 3, Ald. Michael S. D'Amato

Legal description - Tax Key No.: 354-0901-000-6

The Legal Description of the entire Ward Yard is as follows: Water Lots on Milwaukee River (Hubbard & Pearson's Add'n) in NW ¼ SEC 21-7-22 Lots 1 & 2 and E 20' LOT 3 Exc St.

NOTE: This nomination includes only Lot 1 where the Ward Yard Office and its granite block pavement is located

III. CLASSIFICATION

Building

IV. OWNER

City of Milwaukee
c/o City Real Estate
809 North Broadway
Milwaukee, WI 53202

V. DESIGNATION APPLICATION

Submitted by Donna Schlieman

VI. YEAR BUILT:

Designed 1934, built 1935

ARCHITECT: Attributed to Charles Malig

VII. PHYSICAL DESCRIPTION

The First Ward Yard is located on the city's lower east side approximately one and a half miles from the Central Business District. The ward yard occupies the northwest corner of the intersection of North Humboldt Avenue and East Kane Place and is bounded to the north by the Milwaukee River. Small-scale frame residences and tavern buildings characterize the area. Industrial buildings once occupied the land to the west but they have been razed. The vacant land is now about to be redeveloped with housing. There was once a bridge house immediately north of the ward yard office at the approach of the bridge spanning the Milwaukee River but it too has been razed.

The First Ward Yard consists of a parcel approximately 120-feet by 140-feet in dimension on which is located the brick ward yard office and a brick shelter shed. The office is positioned right up to the sidewalk toward the northeast corner of the property. The shelter shed is located at the southwest corner of the grounds. The yard area between the buildings is paved with granite pavers. The grounds are enclosed with chain link fencing. A concrete retaining wall secures the north boundary of the property along the Milwaukee River.

The ward yard office is a one-story, 44-foot by 16-foot, red brick structure with hip roof that was built in the Colonial/Georgian Revival style in 1935. The rectangular structure is oriented with its main façade to Humboldt Avenue and features a symmetrical front divided into three bays. The two end bays project from the body of the structure and have shallow pitched gable roofs and arched openings. The openings frame entry doors with sidelights and fanlights. The center bay features an entry door flanked by two 6-over-6-sash windows. These three bays correspond to the three interior partitions of the building consisting of an office, waiting room and tool room. In keeping with the Colonial/Georgian Revival style of the building, the gabled entrances feature cornice returns, stone is used for sill and keystones, doors (now boarded up) are of the 6-paneled type and the sidelights and fanlights have delicate muntins. A small stone capped brick chimney rises from center ridge of the roof. The roof itself was once clad with cement asbestos shingles and now has asphalt shingles. Copper flashings, gutter linings and roof ridges completed the picture.

The other elevations of the building are more utilitarian in nature. The south elevation features two windows. The west elevation has three windows and a door. The north elevation has one window and once had a staircase extending down the concrete retaining wall along the water's edge. Doors at the basement level opened onto this stair.

The building rests on a basement that housed a coal bin, boiler room and workroom. A small toilet room was always part of the office buildings at each ward yard and was located here in the basement. The main interior spaces feature plastered walls and wood floors, either maple or pine, and the tool room has wainscoting.

The shelter shed is a long rectangular red brick garage-like structure, approximately 28 feet by 70 feet in dimension, with a gabled roof. It was built in 1937. The primary feature of the building is the series of 6 openings along its east elevation. Five of these openings are 12-feet wide while the sixth opening is 13 feet 4 1/2 inches wide. The south three openings once had matching 32-panel wood overhead doors with 16 lights. Only two survive. The other three openings featured pairs of 6-panel wood doors with 12 lights that folded back into their openings. None of these survive and it appears that two of the openings have been permanently closed up. Two openings have vertical board double leaf doors today. Plans show that the roof consisted of green asbestos shingles and had copper box gutters and copper flashing. A chimney extends from the north gable end of the roof. Four of the interior bays were used for storage (probably vehicles) while a fifth housed sand storage and the sixth housed a tool room. The north elevation features two 6-over-6-sash windows. The south elevation also has a pair of sash windows and they are surmounted by stone-trimmed oculus in the gable end. The west elevation is clad with face brick and has no openings.

By and large, the ward yard office and shelter shed have remained virtually intact since their construction with relatively little alteration. The property has not served as a ward yard for some years and has been declared surplus and is currently for sale by the city.

VIII. SIGNIFICANCE

The Ward Yard office of the First Ward is significant as a representative of the high point in the design of the city's ward yards and a symbol of the progressive reformist ideals that characterized local government activities during the Great Depression. Ward yards served the city street sanitation crews and housed a multitude of equipment and materials needed to keep city streets clean and free of obstacles. Utilitarian by their very nature, ward yards were typically not built to any particular aesthetic standard in their early years even though they would be mostly located in the hearts of residential areas. The First Ward ward yard office in contrast was given architectural styling and the best in available construction materials. The choice of Colonial/Georgian Revival style was a natural one for a government body, with its associations of Americanism and patriotism in addition to its residential scale. It was a popular style during the 1920's and 1930's. Of the 33 ward yard sites identified in the W.P.A. appraisal report prepared in 1936, 13 ward offices were designed in the Colonial/Georgian Revival style. Of these 7 were clad in clapboard while 6 were of brick. Of these latter, only three remain, the ward yard office at Humboldt and Kane, and two smaller versions at 2857 S. Chase, and 6125 W. Burleigh. The First Ward yard office building is the sole, brick, three-bayed type to survive. Current sanitation yards have buildings that are more nondescript and utilitarian in design. The First Ward Yard site today is a reminder of the era when city services were housed within walking distance of most residents and a reminder of a time when even the humble sanitation crews were given well-built, stylish structures that reflected their importance to the community.

IX. HISTORY

How often have we heard that Milwaukee is one of the cleanest cities of its size in the United States? Newspapers like the Milwaukee Sentinel were touting that fact as early as 1924 at a time when the employees of the Bureau of Street Sanitation were nicknamed the "housewives of the city". Street maintenance has been an important function of local government since its beginnings. The first city charter of 1846 established the position of road commissioner who would be appointed by the Common Council. It had legal provisions requiring that roads, alleys and sidewalks be kept clear of encumbrances. All male residents were required to put in two days of labor toward the upkeep of highways, streets and alleys within the ward they resided. The charter of 1852 gave alderman the authority to grade streets and provide for other infrastructure amenities within their own wards. The state legislature created the Board of Public Works in 1869 which allowed for the coordination of all public works projects including streets, alleys, bridges, sewers, dredging of rivers and docks. (Goetsch, pp118-125)

Wards were political subdivisions comparable to today's aldermanic districts and provided the means by which city services could be administered to the public. Wards were budgeted and services came through the individual wards rather than through a centralized office. The more affluent wards could afford to pay for extra amenities like parks while the poorer had to be content with basic services.

As the city grew the scope of work by the street maintenance crews increased dramatically. Downtown streets, due to the nature of the heavy traffic and volumes of goods carted by wagons, were paved with a variety of hard surface materials from stone to brick to wood blocks. Residential areas in the more affluent neighborhoods were paved likewise but outlying streets frequently had surfaces of crushed stone or compacted earth. Sanitation records show a continual process of upgrading paving and employing the latest technology to provide for roadways that would withstand rain, snow, and traffic without degenerating into muddy quagmires. Removing debris, dead animals, garbage and horse droppings were all-important parts of the job early on. As roadways improved and technology changed duties included: the

collection and disposal of ashes; street and alley cleaning which entailed flushing, oiling and sprinkling roads to keep down the dust; cleaning catch basins; snow removal from streets and sidewalks; cutting weeds; the construction and maintenance of voting booths; maintenance of drinking fountains and skating rinks; and taking care of street barricades. By 1914 the city had some 537 miles of streets of which 89 were paved, 278 were macadamized, and 206 were unimproved. Those streets with "permanent paving" (mostly downtown and in industrial areas) were cleaned daily. Boulevards and smooth pavement streets were squeegeed one to two times weekly. Roads with streetcar tracks were flushed once a week. Sprinklers worked on residential districts daily and residential district streets had weekly cleanings with rotary brooms. Other streets and alleys were cleaned maybe 2 to 4 times per year. Statistics show that some 77,871 cubic yards of street sweepings were collected in 1913 alone. By 1947 the city had 824 miles of streets of which 216 were blacktop, 221 were concrete, 237 were macadam, 25 were stone/brick/creosote block, and 125 miles were unimproved. Some 366 miles of improved alleys also existed. (Clipping File on Streets, Legislative Reference Bureau, Milwaukee City Hall)

In order to administer the complexity of street sanitation, and keep track of employees, store necessary equipment, tools and vehicles, the ward yard evolved as the locus of street maintenance functions. Early yards were located in the populated and developed areas of the city and generally consisted of one to three or more adjacent lots. Common Council Proceedings show that many of these properties were leased in the 1880's but that the city began to purchase lots by the mid-to-late 1890's. Ward yards were somewhat ephemeral in nature. Locations changed as ward boundaries changed and often new yards were established in an existing ward due to changes in dumpsites and street openings or vacations. One yard was located in each ward of the city and as the number of wards increased, so did the numbers of yards. Sometimes located at corners, the yards could just as frequently be found in mid-block or even the center of the block. One upper middle class block located between North 24th, North 25th, West Wells Street and West Kilbourn Avenue had a ward yard right at its center, an odd location and puzzling given the nature of the adjacent upscale neighborhood. The unglamorous ward yard must have been quite a sight when residents looked out their rear windows.

The ward yard would be fenced in with wooden or wire fences and, later, chain link fences. Buildings within the compound would be lined up along the perimeter in order to keep the center of the yard clear and open so that wagons and carts and equipment could maneuver in and out. Buildings could number anywhere from two to five depending on the type of neighborhood served. Within the yard would be located the office where the foreman would keep records. It also housed tools and a toilet room for the workers. This would be the building in which the workers congregated while waiting for their assignments and it sometimes had lockers. In several instances the city acquired property with an existing residence and converted the house into the office. Other buildings in the ward yard included sheds for sand, gravel or coal. Garages housed vehicles and there were barns for horses in the early years. Election booths would also be stored on the premises.

Ward yards were not laid out with any set plan and the buildings varied in dimension from ward to ward. As documented in a W.P.A. report in 1936, the sheds were typically a single story, built of wood and often had open fronts. No specific architectural design guided the early ward yards and this was due in part to the ward or neighborhood focus of the street sanitation function. Ward yards were not looked upon as places to dress up with frills. Despite the fact that there was a Board of Public Works, street work was not coordinated from a central office. Street sanitation as a system grew "up by accretion under the exigencies of ward politics and the primitive necessities of municipal housekeeping, and whose draggle-tailed processes for insuring in a given time the best possible results at the greatest possible costs in taxes and the least possible in elbow grease have been a popular joke from time immemorial". (Milwaukee

Sentinel November 10, 1914) Ward yard workers, typically 15 to 30 men per yard, were often referred to as the “ward gang” and were said to be beholden to the local alderman who dispensed jobs as rewards for favorable votes. Eventually, workers were surreptitiously followed to document wasted time and trips to the tavern and also to record the slow pace of work. This slowness was said to be attributed to the more than 200 sanitation employees over the age of 65 still on the payroll. Prompted by the study of John Davis, the director of the Bureau of Municipal Research, reformers in 1914 sought to bring the system into the 20th century and give it a city wide rather than ward focus. Six districts would replace the 27 wards in terms of scheduling work and crews would specialize in a particular function thus saving the city money and delivering better services. Supervisory duties would be revamped and salaries adjusted accordingly. Backed by the mayor, department heads and the city treasurer, the reforms passed the Common Council and were implemented in 1915. (Clipping Files on Streets, Legislative Reference Bureau, Milwaukee City Hall)

Although reform had revamped the sanitation system, construction of new facilities continued the tradition of individual ward yards. Construction of ward yard buildings, especially offices, followed shortly after the city would acquire the site. The 27 wards and 33 sites documented in the 1936 W.P.A. report did not record the dates that the ward yard buildings were constructed. The dates of site acquisition and sketches made of the buildings show, however, that the greatest number of ward yards were built up between the late 1880's and World War I. Only three sites were acquired in the 1920's and seven in the 1930's.

The city's prosperity in the 1920's and the availability of in-house designers in the Department of Public Works led to some of Milwaukee's most interesting and well-constructed public buildings in its history. This era could be termed the “golden age” of civic architecture in Milwaukee. Fire houses were designed in the bungalow style and public restroom facilities at major public transit transfer points were dressed up in Georgian Revival garb. Parks were still under the ownership of the city and numerous English Revival, Colonial Revival and Mediterranean Revival pavilions were designed and built. Public streetcar shelters had innovative and distinctive profiles. City government under Socialist mayor Daniel Hoan sought to provide the best for its residents.

Ward yard offices were likewise treated to an upgrade in design. It was during the 1920's and 1930's that the offices were built in a definite style, the Colonial/Georgian Revival that gave them a residential character in keeping with their location in the community. Many of the records on individual ward yard offices have been lost but those that survive indicate that the three-bay type with arched entries was probably first built around 1923 when the 4th Ward Yard office was built at 454 north 10th Street (razed for the freeway). Clad with clapboard or drop wood siding the form was repeated at 131 West Florida Street (5th Ward), 1543 West vine Street (10th Ward/former 9th Ward), 2067 south 1st Street (12th Ward), 1200 East Clarke Street (13th Ward), and 2816 North 14th Street (25th Ward). A small two bay frame version was located at 2237 North 4th Street (6th Ward). Brick versions of this form appear to date from the 1930's and were constructed at 244 East Abert Place (21st Ward, 1931) as well as 1911 North Humboldt Avenue (1st Ward, 1935). Small one-bay versions, in essence Colonial Revival cottages, were constructed of brick and took two forms. Single bay versions were constructed at 6125 West Burleigh (26th Ward, 1933) and 2857 South Chase Street (17th Ward, 1935). Small ward yard offices with a pedimented front were constructed at 942 North Hawley Road (16th Ward) and 1605 East Park Place (18th Ward). Records do not specify that these latter brick buildings were built with W.P.A. funding but they do resemble some of the playground restroom buildings that are known to have been constructed with federal funds during the Depression. The playground buildings are of a smaller scale and not as articulated as the ward yard offices. In addition to the ward yard offices, shelter sheds, long 6-bay garage-like

structures, were also built of brick during the 1930's and were an aesthetic improvement from their shabby predecessors.

The First Ward Yard at North Humboldt Avenue and East Kane Place was the second location for a ward yard in the First Ward. The original ward yard was located at 1619 North Arlington Place and had been acquired in 1895. It was on part of the site of an old riding academy, The East Side Riding School, a vestige of the type of carriage trade businesses generated by the proximity of Milwaukee's wealthy elite living nearby on Prospect Avenue. When the W.P.A. report was being prepared in 1936 the property had ceased its function as a ward yard and was used as a temporary storage facility while awaiting sale. The property today forms the rear of the Boys and Girls Club building at 1640 North Franklin Place. The new ward yard site on Humboldt and Kane, a vacant parcel, was acquired in 1930 for the sum of \$18,000. Permits for the building were taken out on November 19, 1934 but actual construction did not begin until February of 1935. The permit records show Manuel Cutler as the engineer of the building but he was a departmental superintendent in the Department of Public Works. The permit is signed by Charles Malig who is known to be a designer with that department and who is credited with the design of numerous city buildings and bridges during his years of employment. Contracts to the various trades were issued from December, 1934 through March, 1935 for construction on the new ward yard. These contractors included: Eugene R. Grether (excavation, foundation, brick, stone); Joseph P. Jansen Co. (carpentry and millwork); Economy Sheet Metal Works (sheet metal work and asbestos shingle roof); A. F. Wagner Architectural Iron Works (structural steel, misc. iron work, standard safeguard chain link fence), Peter A. Johnson (painting, glass and glazing); John Wartchow (lathing and plastering); Otto A. Waskow (plumbing and sewerage); E. P. Knoll Inc. (heating); and The Good Electric Company (electrical).

In keeping with the Colonial/Georgian Revival style popular in the 1920's and 1930's, the First Ward Yard office was constructed of red brick and has a front façade arranged in a symmetrical manner. Doors are of a multi-paneled design with sidelights and fanlights, windows are multi-paned and shuttered, there are cornice returns at the gabled entrances and stone is used for sills and keystones. The office was constructed so that it fronted Humboldt Avenue and be accessible from the intersection with Kane Place. Records do not indicate any temporary wooden sheds being constructed on the site. It was not until 1937 that the present shelter shed was built at the rear or west end of the premises. Essentially a six bay garage-like building, the shelter shed was designed to match the ward yard office and was built of brick with details similar to the office: multi-paned windows, stone sills, asbestos shingled roof and an oculus in the gable end. Contractors for the shelter shed include: Eugene R. Grether (excavation, foundation, brick, masonry, cut stone); Benjamin Van Echteren (carpentry and millwork); Knoerr & Fischer, Inc. (electrical); A.F. Wagner Iron Works (structural steel, misc. iron work and standard safeguard chain link fence); Paul E. Wagner (painting, glass, glazing); and Atlas Sheet Metal Works (sheet metal, asbestos shingle roofing). The yard itself is paved with granite pavers. The Ward Yard for the First Ward remained in use for many decades and has served as a storage facility in recent years. Very little alteration has occurred to the two buildings. The shelter shed had had some of its doors replaced. The buildings are currently for sale and the windows are boarded up. The property will likely be sold in the near future for residential development that is occurring along the river. Only the Ward Yard office and the granite paving are being considered in this nomination.

Virtually none of the ward yards documented in 1936 exist today. As needs changed and larger yards were required for the storage of salt, snowplows and big vehicles, the small neighborhood yards were phased out. Some parcels were used for general storage and the buildings razed before the properties were sold off. Some disappeared for the construction of

freeways or urban renewal. Some belong now to the city's Housing Authority and have new rental duplexes on them. Some like the 13th Ward Yard at 1200 East Clarke and the 18th Ward Yard at 1605 East Park Place have been built up with new private sector housing. Of the 13 buildings designed in the Colonial/Georgian Revival style, seven were clapboard sided while six were of brick. One frame example stands at 2067 South First Street and belongs to the Milwaukee Fence Company. It has been sided with aluminum, the center entrance has been removed and the two arched entries have been converted into windows. Two of the Colonial/Georgian Revival cottage types survive, one at 2857 South Chase Street, now part of a manufacturing complex, and one at 6125 West Burleigh Street, now used as commercial storage. The First Ward Yard office is the sole surviving example of the brick, three-bay type left in the city. Current sanitation yards are located at 6732 North Industrial Road (North Area I); 2931 West Cameron Avenue (North Area II); 1345 North 33rd Street (Central Area I); 1610 North 14th Street (Central Area II); 2363 South 35th Street (South Area I); 4031 South 6th Street (South Area II). There is also a cart and utility shop located at 1912 West Pierce Street.

X. Architect

The design of the First Ward Yard office and shelter shed is attributed to Charles E. Malig who worked for 38 years as a staff architect for the city's Department of Bridges and Buildings. An article about his retirement in 1949 indicates that he "became an architect the hard way". Malig took special engineering and design courses and then apprenticed to various local architects. For 10 years he was a director and instructor in architecture at the Rheude & Heine College, a local architectural and engineering school. He began working for the city in 1911 and during his tenure is credited with the design of South View Hospital (begun in 1911) at 2320 W. Mitchell street/1640 South 24th Street, the Matthew Keenan Health Center (1932) 3200 North 36th Street, the Johnston Emergency Hospital (1930) 1230 West Grant Street; the Kilbourn Avenue and Cherry Street bridges and all or most of the fire houses and police stations built during his 38 years at the city. He is also said to have designed the 10th and 24th Ward schoolhouses while in private practice.

Private firms designed many municipal structures, but during the Great Depression when construction work had nearly ground to a halt, city government took a more active role in the design and construction of public buildings. School Board proceedings and other records indicated the cost savings and timesavings that resulted from having an in-house permanent design staff. The consistency in design in buildings erected by the Department of Bridges and Buildings throughout the 1920's and 1930's attests to the continuity of its staff, especially Charles Malig. While period revival designs dominated the public restroom facilities and ward yard buildings in the 1920's and 1930's and bungalow fire houses prevailed in the 1920's, Malig turned to the burgeoning Art Deco style for the Matthew Keenan Health Center and Third District Police Station among other buildings in the late 1920's and early 1930's. Malig's later work reflects the growing interest in Modernism, and buildings became starker in appearance with fewer historical references. Malig can be credited, along with his staff, for helping create the "golden age" of municipal buildings in Milwaukee.

Malig and his wife Kate lived for many years in the Washington Heights neighborhood at 2251 North 51st Street. After his retirement at the age of 70 in 1949, the Maligs moved to a new house at 7222 West Burleigh Street where they lived until Charles Malig's death in 1960 at the age of 81.

XI. STAFF RECOMMENDATION

Staff recommends that the Ward Yard office and granite paving for the First Ward at 1911 North Humboldt Avenue be given historic designation as a City of Milwaukee Historic Structure as a result of its fulfillment of criteria e-1, e-5, e-6 and e-9 of the Historic Preservation Ordinance, Section 308-81(2)(e) of the Milwaukee Code of Ordinances.

- e-1. Its exemplification of the development of the cultural, economic, social or historic heritage of the City of Milwaukee, State of Wisconsin or of the United States.
- e-5. Its embodiment of the distinguishing characteristics of an architectural type or specimen.
- e-6. Its identification as the work of an artist, architect, interior designer, craftsperson or master builder whose individual works have influenced the development of the City of Milwaukee, State of Wisconsin or of the United States.
- e-9. Its unique location as a singular physical characteristic which represents an established and familiar visual feature of a neighborhood, community or the city of Milwaukee.

SOURCES

Common Council Proceedings, City of Milwaukee. 1872 through 1896

Goetsch, Herbert A. "From Bridge Wars to Sewer Wars: Contributions by Public Works to Milwaukee's Urban Experience". *Milwaukee History*. Milwaukee County Historical Society. Vol.20, No. 4. Winter, 1997.

Legislative Reference Bureau, City of Milwaukee. Clipping Files on Streets and Street Maintenance c.1900-present.

"Many Recognize Structures This Retiring Man Designed". Charles Malig. Unidentified Clipping, Sunday February 13, 1949.

Milwaukee List of Contracts Awarded 1923 to 1937, Department of Public Works, City of Milwaukee.

Permit Records 1911 North Humboldt Avenue, City of Milwaukee Development Center.

Report of the Common Council, City of Milwaukee, Department of Public Works, 1928-1934.

W.P.A. Project No. 2489, City of Milwaukee Appraisal of City Owned Property as of July 1st, 1936. Ward Yards.

XII. PRESERVATION GUIDELINES

The following preservation guidelines represent the principal concerns of the Historic Preservation Commission regarding this historic designation. However, the Commission reserves the right to make final decisions based upon particular design submissions. Nothing in these guidelines shall be construed to prevent ordinary maintenance or the restoration and/or replacement of documented original elements.

A. Roofs

Retain the roof shape. Skylights or dormers are discouraged but may be added to roof surfaces if they are not visible from the street or public right of way. Avoid making changes to the roof shape that would alter the building height, roofline or pitch. If replacement is necessary, duplicate the appearance of the original roofing as closely as possible.

B. Materials

1. Masonry

- a. Unpainted brick, terra cotta, or stone should not be painted or covered. Avoid painting or covering natural terra cotta or stone. This is historically incorrect and could cause irreversible damage if it was decided to remove the paint at a later date.
- b. Repoint defective mortar by duplicating the original in color, style, texture and strength. Avoid using mortar colors and pointing styles that were unavailable or were not used when the building was constructed.
- c. Clean masonry only when necessary to halt deterioration and with the gentlest method possible. Sandblasting limestone, terra cotta, or cream brick surfaces is prohibited. This method of cleaning erodes the surface of the material and accelerates deterioration. Avoid the indiscriminate use of chemical products that could have an adverse reaction with the masonry materials, such as the use of acid on limestone.
- d. Repair or replace deteriorated material with new material that duplicates the old as closely as possible. Avoid using new material that is inappropriate or was unavailable when the building was constructed.

2. Wood/Metal

- a. Retain original material, whenever possible. Avoid removing architectural features that are essential to maintaining the building's character and appearance such as the fanlights and sidelights framing the entry doors.
- b. Retain or replace deteriorated material with new material that duplicates the appearance of the old as closely as possible. Avoid covering architectural features with new materials that do not duplicate the appearance of the original materials. Covering wood trim with aluminum or vinyl is not permitted.

C. Windows and Doors

1. Retain existing window and door openings. Retain the existing configuration of panes, sash, surrounds and sills, except as necessary to restore to the original condition. Avoid making additional openings or changes in existing fenestration by enlarging or reducing window or door openings to fit new stock window sash or new stock door sizes. Avoid changing the size or configuration of windowpanes or sash. Use storm windows or protective glazing which have glazing configurations similar to the prime windows and which obscure the prime windows as little as possible.
2. Respect the building's stylistic period. If the replacement of doors or window sash is necessary, the replacement should duplicate the appearance and design and material of the original window sash or door. Avoid using inappropriate sash and door replacements. Avoid the filling-in or covering of openings with inappropriate materials such as glass block or concrete block. Avoid using modern style window units, such as horizontal sliding sash or casements, in place of double-hung sash or the substitution of units with glazing configurations not appropriate to the style of the building. Vinyl or metal clad prime window units are not permitted. Glass block basement windows are not permitted, except on elevations where they will not be visible from the street.
3. Steel bar security doors and window guards are generally not allowed. If permitted, the doors or grates shall be of the simplest design and installed so as to be as unobtrusive as possible.

D. Trim and Ornamentation

There should be no changes to the existing trim or ornamentation except as necessary to restore the building to its original condition. Replacement features shall match the original member in scale, design, color and appearance.

E. Additions

No additions will be permitted on the east (front) elevation as this would destroy the character of the ward yard office building. Any other addition requires the approval of the Commission. Approval shall be based upon the addition's design compatibility with the building in terms of height, roof configuration, fenestration, scale, design, color, and materials, and the degree to which it visually intrudes upon the principal elevations or is visible from the public right of way.

F. Signs/Exterior Lighting

The installation of any permanent exterior sign or light fixture shall require the approval of the Commission. Approval will be based on the compatibility of the proposed sign or light with the historic and architectural character of the building. Plastic internally illuminated box signs are not permitted.

G. Site Features

New plant materials, paving, fencing, or accessory structures shall be compatible with

the historic architectural character of the building if visible from the public right of way. Retention of the granite pavers is essential in maintaining the character of the yard.

H. Guidelines for New Construction

It is important that new construction be designed to be as sympathetic as possible with the character of the structure.

1. Siting

New construction must respect the historic siting of the building. It should be accomplished so as to maintain the appearance of the building from the street as a freestanding structure.

2. Scale

Overall building height and bulk, the expression of major building divisions including foundation, body and roof, and individual building components, such as overhangs and fenestration that are in close proximity to a historic building must be compatible to and sympathetic with the design of the commercial building.

3. Form

The massing of the new construction must be compatible with the goal of maintaining the integrity of the building as a freestanding structure. The profiles of roofs and building elements that project and receded from the main block should express the same continuity established by the historic building if they are in close proximity to it.

4. Materials

The building materials that are visible from the public right-of-way and in close proximity to the building should be consistent with the colors, textures, proportions, and combinations of cladding materials used on the building. The physical composition of the materials may be different from that of the historic materials, but the same appearance should be maintained.

I. Guidelines for Demolition

Although demolition is not encouraged and is generally not permissible, there may be instances when demolition may be acceptable if approved by the Historic Preservation Commission. The Commission shall take the following guidelines, with those found in subsection 9(h) of the ordinance, into consideration when reviewing demolition requests.

1. Condition

Demolition requests may be granted when it can be clearly demonstrated that the condition of a building or a portion thereof is such that it constitutes an immediate threat to health and safety and is beyond hope of repair.

2. Importance

Consideration will be given to whether or not the building is of historical or architectural significance or displays a quality of material and craftsmanship that does not exist in other structures in the area.

3. Location

Consideration will be given to whether or not the building contributes to the neighborhood and the general street appearance and has a positive effect on other buildings in the area.

4. Potential for Restoration

Consideration will be given to whether or not the building is beyond economically feasible repair.

5. Additions

Consideration will be given to whether or not the proposed demolition is a later addition that is not in keeping with the original design of the structure or does not contribute to its character.