

AGENDA # 3

City of Madison, Wisconsin

REPORT OF: LANDMARKS COMMISSION	PRESENTED: 10/18/21
TITLE: Amendment to Landmarks Commission Policy Manual	REFERRED:
	REREFERRED:
	REPORTED BACK:
AUTHOR: Heather Bailey, Preservation Planner	ADOPTED: POF:
DATED: 10/21/21	ID NUMBER: 62133

Members present were: Anna Andrzejewski, Katie Kaliszewski, Arvina Martin, and Maurice Taylor. Members excused were: Richard Arnesen and David McLean.

SUMMARY:

Bailey said that last year, the commission reviewed the policy manual in order to look at how they review properties with tribal associations. At that point, they decided to get feedback from tribal partners, which initiated a larger process including potentially formalizing an agreement on engaging with tribal partners. She asked commissioners if they would like to adopt the previously discussed changes including a formal notification to tribal partners when reviewing properties with tribal associations, or if they would like to wait until the larger agreement with the tribal partners is complete.

Bailey discussed other proposed changes to the policy manual as outlined in the staff report. She suggested additional staff be added as a designee to complete administrative approvals and potentially moving items from level 3 to level 2 approvals, such as handrails and gutters. She said that the new window replacement request policy has been helpful, but staff still struggles to get the necessary details from applicants. The Wisconsin Historical Society shared a window component documentation example from the National Park Service that they use for tax credit applications. She suggested they add it to the window replacement request instructions on the website, not formally adopting it as part of the policy manual. She also referenced items in the policy manual that they are not doing, including new alder orientation and an education series, and asked if those items should be removed.

Andrzejewski suggested they remove new alder orientation and keep the education series because it is aspirational. Martin agreed that new alders receive so many materials at orientation that it would be more effective to have individual orientations when requested, as staff is currently doing. She said that Landmarks is nuanced and deserves to have more information shared when it can be properly processed. Kaliszewski agreed. Taylor asked what would go in place of the new alder orientation if alders want more information. Martin said that new alders not serving on the Landmarks Commission generally don't urgently need to know about it and should be encouraged to reach out to staff if they have questions or interest. Andrzejewski said that often Landmarks Commission comes to the fore at Plan Commission or Common Council, so she has gone to Plan Commission to explain what the Landmarks Commission does, which she finds more effective than a handout. She said that if needed, she or staff could go to Common Council or Plan Commission meetings for this purpose.

Martin said that she wanted to add the information on tribal consultation for now, and once they get through the larger process, they can make additional changes as appropriate. Andrzejewski and Kaliszewski agreed.

Andrzejewski and Kaliszewski agreed on adding the window component documentation to the website rather than adopting in the policy manual.

Bailey suggested they move gutters and handrails from category 3 to 2 in order to make it easier and faster for staff to approve projects. Kaliszewski said she was okay with moving handrails, but some people have strong feelings about gutters. Andrzejewski said that if it makes it easier and speeds along the approval process, they could move handrails; however, because it can be a thorny issue, they could keep gutters in category 3.

Commissioners agreed to add additional staff as a designee to complete administrative approvals.

Bailey said they received written correspondence from Alex Saloutos requesting they refer the item to give the public time to review the document.

Andrzejewski said that the staff should put together a draft of the changes authorized by the commission to give the public time to comment on the draft before their next meeting on November 1, 2021.

ACTION:

A motion was made by Taylor, seconded by Martin, to refer the item to the November 1, 2021 Landmarks Commission meeting. The motion passed by voice vote/other.