PLANNING DIVISION STAFF REPORT

October 15, 2021

PREPARED FOR THE LANDMARKS COMMISSION

Regarding: Amendment to Landmarks Commission Policy Guide

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Background

It is time to evaluate the commission's policy guide. For this draft, staff has added another designee from the Planning Division to complete administrative approvals (page 2). Staff would also like to discuss with the commission the categories for level 2 and level 3 approvals (pages 6-7).

At the previous review of the manual, the commission had deferred adoption of the tribal consultation process (page 9) to wait and see what the feedback was from the Wisconsin Inter-Tribal Repatriation Committee. Staff is preparing a Certified Local Government grant to address how to better engage with tribal parties and get a better inventory of archaeological sites in the city. In the meantime, staff has been utilizing the tribal consultation procedure for inquiries related to landmarked archaeological sites. Staff would recommend that we formally adopt this procedure and if after we finish our grant process, we find that we need to fine tune the procedure, we can do so at that time.

While the window policy (page 9) has been largely helpful in reviewing proposed window replacement requests, staff still struggles to get detailed information from applicants. Staff reached out to the tax credit reviewers with the Wisconsin Historical Society and they recommended sending applicants the window documentation diagrams from the National Park Service. Staff could include these as part of our window replacement instructions on our website as illustrative of the instructions that the commission adopted, but we could also include them formally in the policy manual.

Finally under general policies, there are two items highlighted that we and not fully complying with (page 10). The commission should have a discussion on if we should amend or remove these items from the policy guide.