

NOTE TO COMMISSION
Landmarks Commission Procedures
Legistar ID # 17835

The informal document, authored by Katherine Rankin dated August 2008, was generally revised to include updated contact information and is attached for review.

Rebecca Cnare and Amy Scanlon
7/2/10

LANDMARKS COMMISSION PROCEDURES

August , 2008

This is not a formally approved document, but a guide for staff to use when Landmarks Commission staff are not available. This is to supplement the information in *Landmarks and Historic Districts in Madison: A Guide for Property Owners*.

When a person comes in for a building permit for exterior work, the Building Inspection counter staff refers to the Assessor's database (GQPMT screen) to determine whether or not the building is a designated landmark or in an historic district.

If it is a designated landmark or in a local historic district, the inspectors ask what they are planning to do. If the project involves reroofing of a typical asphalt or fiberglass roof with a similar product, Mike Van Erem and Steve Rewey are authorized to approve the issuance of a Certificate of Appropriateness for the project without review by Landmarks staff. If the project is for repairs that will not change the appearance, they are authorized to approve this work also.

All other projects are referred to Landmarks staff. Landmarks staff is authorized to approve certain kinds of projects that involve small changes to the exterior design, certain sheds, etc. (please refer to the official Designee Policy adopted by the Landmarks Commission). I also usually okay signage that in my opinion will not harm the historic building or district.

Proposals for projects that will change the appearance are scheduled for the next available Landmarks Commission meeting. All proposals must be submitted at least one week before the Landmarks meeting. The Landmarks Commission meets two times a month (please see enclosed meeting schedule). Documents required are elevations of all affected sides of the building. Also required when changes to the footprint are involved is the plot plan they prepare for Zoning review. The drawings do not have to be professionally done, but they should be clear enough and provide enough detail that the Commission can tell what the final project will look like.

In University Heights, changes to the footprint of more than 100 square feet require a public hearing. We need the plans three weeks in advance. All property owners within 200-feet are notified, as are all tenants (see MGO). All demolitions of primary buildings in an historic district require a public hearing. When new buildings are proposed, some sort of notice is done in conjunction with the Alder as a courtesy (not required by ordinance).

PROCEDURES FOR LANDMARKS MEETINGS

A packet is sent to all Landmarks Commissioners on approximately the Wednesday or Thursday before the meeting. Staff prepares a recommendation that is attached to the top of the submitted materials. The recommendations are based on the criteria for each historic district that are enumerated in the ordinances. Criteria for Landmarked buildings are simply that the work must be compatible with the building. The recommendations and submitted materials are copied by Lana for each member, along with the Agenda and Minutes. Lana has the mailing labels and does almost all of the mailing.

PROCEDURE FOR LANDMARKING A PROPERTY

Anyone can prepare and submit a landmark nomination. Staff reviews it to make sure it is complete and then schedules a preliminary consideration. If the Landmarks Commission believes the form is filled out properly and the building has any potential for listing, they move to schedule a public hearing. The City agencies and the Alderperson are notified at least 30 days in advance (see the ordinance for more information). Also all owners within 200-feet are notified at least ten days in advance and notice is put in the newspaper. (Ruth knows how to do that.)

PROCEDURE FOR COMMENTING ON PLAN COMMISSION ITEMS

The Plan Commission staff sends me tentative Agendas and notices of staff committee review items. If a project may affect a potential historic property, I discuss it with the Plan Commission staff and they decide if they want the Landmarks Commission to provide comment to the Plan Commission. If so, it is listed under a discussion item on the Agenda and a staff recommendation and copies of the plans are sent to each Commission member. Usually there is plenty of time for the Landmarks Commission to discuss an issue before the Plan Commission deals with it. In rare cases, the issue is scheduled for the same day with staff providing the Landmarks recommendation to the Plan Commission staff at their meeting.

THE MOST COMMON QUESTIONS

1. Is my building a Landmark or in a local district? Anyone can look this up in the Assessor's records.
2. What are the rules I have to follow when I plan my project? The criteria are listed in the ordinance for each historic district. The criteria for a landmark is simply that the work must be compatible with the historic character of the building.
3. What is the history of my house? It's too complicated to explain. Just tell them to wait until I get back.
4. Where can I get a copy of the ordinance? It is on the Internet on our home page under ordinances – Section 33.19.
5. Do you have an application for proposed projects? No.
6. Are there any financial programs to help me restore my building? Yes, if your building is on or eligible for the National Register, you may qualify for income tax credits. Call the State Historical Society at 608.266.6490. There are no other grant programs specifically earmarked for historic preservation.

When is the next Landmarks Commission meeting?

The deadline for submissions is two Wednesdays before the meeting.

Note: Additions over 100 square feet in University Heights require a public hearing and a deadline of three weeks before the scheduled meeting.

What do I have to submit?

Elevations and the plot plan that you prepare for Zoning (if footprint is changing larger). Twelve (12) copies of everything are required.

Is there an application form?

No.

My building is in a National Register District (not a local one) and the Inspectors said I have to see you.

The review I do for these projects is not required by law. I review them to make sure the work is compatible, and I might say something to them about ways to make it look better, but I have no say over what they do. If you want to just not review such projects, it's okay with me. Just let the Building Inspection counter know.

I understand that my building is in a National Register historic district and I am interested in the tax credits.

Call Jennifer Davel: 608.264.6490. *(contact info updated July 2010)*
State Historical Society

POLICY FOR DESIGNEE APPROVAL OF CERTAIN PROJECTS FOR LANDMARKS AND BUILDINGS IN HISTORIC DISTRICTS

According to Madison General Ordinance Section 33.19(5)(b)2., all projects to reconstruct or alter the exterior of a landmark or building in an historic district or add an improvement to such a property must be reviewed by the Landmarks Commission before a building permit can be issued. The ordinances further provide that for certain projects that will have little effect on the exterior appearance of the property, a designee or designees may approve the project, so that the owner may receive his or her building permit without the need to delay the beginning of the project until after the next meeting of the Landmarks Commission.

The following policy outlines the types of projects that may be approved by the designee(s). Please note that the designee(s) or property owner may ask for a full Commission review for any project, including projects that fall into the categories listed below.

1. Repairs to existing structures that will not change the appearance.
2. Reroofing projects using three-in-one tab asphalt or fiberglass shingles or other rectangular asphalt or fiberglass shingles of a similar scale or saw wooden shingles. Reroofing with tile or slate may be approved if there is historical documentation that the building once had a tile or slate roof. Reroofing projects on buildings or parts of buildings with flat roofs or shed roofs that are not visible from the street may be approved. If a house is shingled in the French method, new shingles of the same design may be approved. Small attic ventilators that match the roof in color may be approved.
3. Residing with narrow gauge clapboard aluminum or vinyl on the following conditions:
 - The original material must be clapboard.
 - The new siding must approximate the width of the original siding.
 - Any decorative woodwork, such as molding on windows, decorative bargeboards, porch posts, spindles, etc. should be retained or covered with new material in such a way as to duplicate the appearance of the original. All trim should be from the siding. Soffits may be covered with aluminum, provided that they are ventilated.
 - All later layers of siding must be removed before the new siding is applied, or else all trim should be built up to project from the siding approximately the same amount as the original.
4. Gutters and downspouts of enameled or anodized metal (not raw aluminum), provided that any decorative downspout or gutter details are retained. If existing gutters are raw aluminum and only parts are being replaced, then the designee(s) may approve matching the existing gutters.
5. Handrails designed to be compatible with the style of the house.

6. Project that will result in only a minor change of appearance and that will not destroy significant architectural elements, such as converting a door to a window on the rear of the house, or adding a flat skylight on a roofline not visible from the street.
7. Replacement of windows that have true divided lights with windows of the same size and configuration that have interior or exterior applied grids provided that the windows historically have had exterior storm/screen windows.
8. Projects that will result in a moderate change of appearance provided that there are no compelling reasons for beginning work before the next Landmarks Commission meeting (such as emergency structural repairs or the onset of bad weather) provided that there has been precedent set by previous Landmarks Commission decisions to demonstrate that such a project probably would be approved if presented to the full Commission. Such projects must also be approved by the Chair of the Landmarks Commission, or in his/her absence the Vice Chair.
9. Replacement of the face of an existing sign with new information and the installation of awnings, provided that the proposed design will not detract from the character of the building or district.
10. The demolition of garages or other accessory buildings that have no historical significance whatsoever.
- 11. The construction of garden sheds, less than 10'x10' in the rear yard of a property provided that the sheds are of simple design, with gable, hip or shed roofs and provided that the shed design is compatible with the design of the house and the neighborhood.**

Projects that should in most circumstances be reviewed by the Landmarks Commission.

1. Any project that creates a significant change in appearance, such as altered windows, new porches, alterations to the roofline, enclosing porches, etc.
2. Additions, including decks.
3. New structures (**excluding garden sheds under 10'x10'**).
4. Permanent removal of historic original materials, trim, decorative elements, etc.

DESIGNEES

Amy Scanlon is hereby appointed as the designee to review projects. William Fruhling, Rebecca Cnare, Mike Van Erem, Fred Rehbein and Steve Rewey are hereby reappointed to review projects that fall into Categories 1 (repairs that will not change the appearance) and 2 (reroofing projects) above. On occasions when Ms. Scanlon will be out of the office for several days, she may appoint William Fruhling or Rebecca Cnare to review other projects also. **No one else** is

permitted to sign permits on behalf of the Landmarks Commission. (*Contact info updated July 2010*)

Policy adopted by the Madison Landmarks Commission January 24, 1983, and amended by the Madison Landmarks Commission May 4, 1991, December 7, 1992, May 17, 1999 and August 11, 2008.

PROCEDURE FOR LANDMARKS COMMISSION PUBLIC HEARINGS

Public hearings are required for the following:

1. Demolitions of primary buildings in historic districts or on landmark parcels.
2. Any project in University Heights that will add over 100 square feet to the footprint of the building, including garages, but not including unheated spaces like porches. Also for new construction of primary buildings.

Procedure

1. Get mailing labels from Bill Lanier or Sherri Milleville for all owners within 200-feet.
2. Use plcommon/kitty2/publichearingnoticeletter.doc as a template for the letter to send to property owners and make sure it gets mailed at least ten (10) days before the meeting.
3. Use plcommon/kitty2/publichearingnoticeforwsj.doc as a template for the public hearing notice for the newspaper. Send it via email to Ruth Ethington and have her get it printed in the WSJ on the Friday before the meeting and the Friday before that.
4. Special procedure for University Heights: On the mailing label list, note those properties for which the owner lives at a different address. Look in the Assessor's database and find out how many units each one has. Make mailing labels for "Resident Unit 1, Resident Unit 2, etc." and send notices to those people too.
5. Notify the area's Alderperson.