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Regarding: **Landmarks Commission Procedures (Legistar #21101)**

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Date: October 3, 2011  
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**General Information:**

The Landmarks Commission has been reviewing the Landmarks Commission Policy and Procedures document and discussing potential revisions as time allows. The most recent revisions have been to the types of approvals that may be approved by designee(s). The items below are provided for discussion purposes as revisions to the current document and may spur the discussion of other items:

1. Projects that restore the original condition and appearance may be approved administratively and may be sent to the Landmarks Commission at staff's discretion.
2. Rework #2 of the document to discuss the appropriateness of metal standing or flat seam roofs on roof pitches at 3 and 12 and lower.
3. Vinyl, aluminum and cement fiber siding require vertical corner elements for installation purposes which adversely affects/destroys the mitered siding detail on some historic residences. Rework #3 to be specific about the treatment of mitered siding.
4. Rework #7 of the document to note that the property owner must demonstrate that every attempt has been made to repair the original wood windows and install storm windows before replacement is approved.

Staff suggests that the document be expanded to include a section about POLICY FOR LANDMARKS COMMISSION PROCEDURES which could address the following:

1. The possible use of a consent agenda.
2. Annually reviewing projects approved by the Commission.
3. Establish procedures for controversial cases to allow presentations by the organized opposition.
4. Provide specific reasons for referral and differentiating between "conditions of approval" and recommendations to the Common Council and/or applicant.
5. No direct media contact with staff and Commission members. The Chairperson and Alderperson may address media questions.