



**Project Name/Address:** Landmarks Commission Policy and Procedure Manual  
**Legistar File ID #** [39571](#)  
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**Date Prepared:** August 11, 2015

## Summary

The Ordinance revision process identified the need to update the Landmarks Commission Policy and Procedure document. The Ordinance (33.19(2)(g)) specifies that the Landmarks Commission shall “Adopt policies and procedures, as necessary, to carry out its responsibilities.”

The following documents are provided as examples of Commission Manuals for reference:

- Current Landmarks Commission policy document (adopted 2011)
- Plan Commission Manual (adopted 2014)
- Milwaukee Historic Preservation Commission By-Laws and Procedures document (2011)

Staff recommends that the following items be included in the Landmarks Commission Policies and Procedures Manual:

### INTRODUCTION

Historic Preservation in Madison

Purpose of Manual

Manual updated every 2 years and filed with City Clerk

### RULES OF PROCEDURE

Officers – Annual Election of Chair and Vice Chair

Quorum

Attendance

Training

Ethics

Open Meetings

WHS Training Materials

Parliamentary Procedure

Secretary

Records

Agenda

Minutes and Action Reports

Communications – direct questions to Chair

Staff Reports

Advisory Reports

Public Record – electronic presentations

Conduct of Meetings

Speaking time

Sign in/green sheet

Review Process

Commission order of review (UDC and PC)

- Submission materials/deadlines
- COA Review by Commission
- COA Review by Designee
  - Designees
  - Types of work approved administratively
- Motions and Voting
  - COA motions
    - Approve
    - Deny
    - Refer
    - Suspend action (demolitions)
  - Adjacency recommendations
  - Advisory recommendation for demolitions
    - No known historic value
    - Regret the loss of vernacular style
    - Historic value based on historical, architectural or cultural significance
- Suspension of Rules
- Amendments