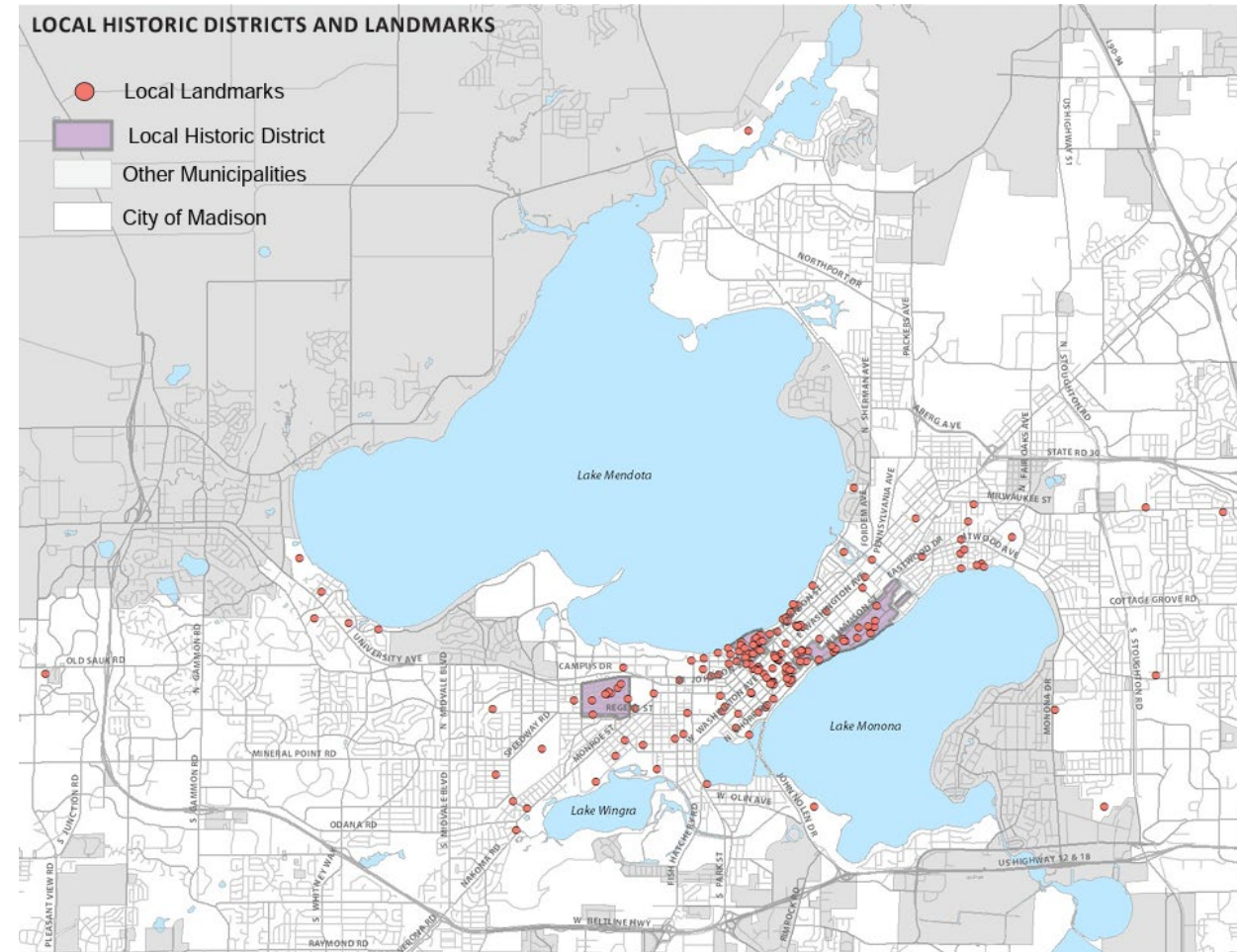


Madison Landmarks Commission Processes Training June 13, 2024

Purpose

- Created in 1972
- Fulfill the public trust as a steward of historic & cultural resources significant to the people of Madison
- Complete historic resource surveys
- Educate public on our shared past



41.01 - POLICY AND PURPOSE.



The Common Council recognizes that the City of Madison contains buildings, structures, signs, features, improvements, sites, and areas that have significant architectural, archaeological, anthropological, historical, and cultural value. The Common Council further recognizes that these historic resources represent the City's unique heritage, contribute to the health, prosperity, safety and welfare of the City's residents, and serve as a source of great interest to the City's residents and visitors. Therefore, the Common Council hereby finds that it is in the public interest to identify, protect, preserve, promote, conserve and use historic resources within the City. The purpose of this chapter is therefore to:

- (1) Accomplish the identification, protection, promotion, preservation, conservation and use of the City's historic resources, as embodied and reflected in the city's historic districts and landmarks.
- (2) Ensure that the City's growth sensitively incorporates the City's historic resources.
- (3) Enhance the visual and aesthetic character of the City by ensuring that new design and construction, when it happens, complements the City's historic resources.
- (4) Provide a framework for appropriate reinvestment in the City's landmarks and historic districts that ensures new design and construction, when it happens, complements the City's historic resources and conforms to the standards of the historic district.
- (5) Safeguard the City's historic resources and investment in them by establishing an obligation to maintain them, and encouraging the vigorous enforcement of this ordinance.
- (6) Recognize that the city's historic resources are economic assets that can attract residents and visitors, create jobs, stabilize and improve property values, and stimulate business and industry.
- (7) Foster civic pride in the beauty and noble accomplishments of the past.
- (8) Promote the use of and investment in historic districts and landmarks for the education, pleasure and welfare of the people of the City.
- (9) Provide a clear regulatory framework for implementing, balancing, and accomplishing the public policy announced in this chapter.



Roles

Staff

- Preservation practice expertise
- Municipal process
- BI Minimum Housing coordination
- Façade Grant team
- CDBG compliance reviews
- Conference/public presentations
- Administer grant projects
- State compliance

Landmarks Commission

- Oversee public process to enforce the preservation ordinance
- 7 members
 - Alder
 - Architect
 - Historian
 - Real Estate Professional
 - 1 At Large with Expertise in Construction
 - 2 At Large Members



Landmarks Commission

Always

- Project Review (Certificate of Appropriateness)
- Advisory recommendation on historic value of proposed demolitions

Sometimes

- Adjacency to a Landmark advisory recommendation
- Demolition by Neglect
- CLG comment on Federal undertakings
- CLG comment on National Register nominations
- Community partner presentations
- Technical Trainings
- Nominations



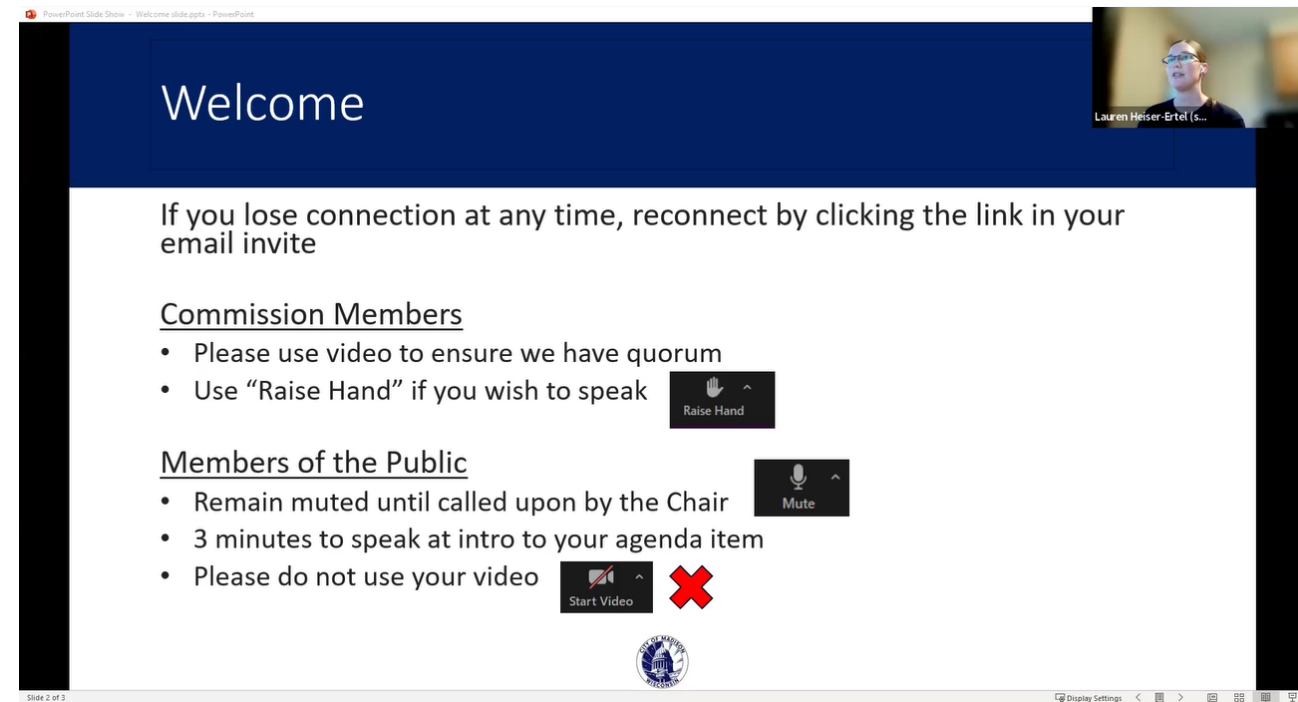
LANDMARKS COMMISSION	Agenda - Approved	May 1, 2023
CALL TO ORDER / ROLL CALL		
WELCOME NEW LANDMARKS COMMISSION MEMBER		
APPROVAL OF MINUTES		
April 3, 2023: http://madison.legistar.com/Calendar.aspx		
PUBLIC COMMENT		
1.	60576	Landmarks Commission Public Comment Period
DISCLOSURES AND RECUSALS		
Members of the body should make any required disclosures or recusals under the City's Ethics Code.		
PUBLIC HEARING - REQUEST FOR CERTIFICATE OF APPROPRIATENESS		
2.	77226	710 Orton Ct - Construction of a dormer addition and Exterior Alterations in the Third Lake Ridge Hist. Dist.; 6th Ald. Dist.
3.	77227	654 Williamson St - Land Combination in the Third Lake Ridge Hist. Dist.; 6th Ald. Dist.
4.	77228	1131 Jenifer St - Alternative Design Variance in the Third Lake Ridge Hist. Dist.; 6th Ald. Dist.
NEW BUSINESS		
5.	62133	Amendment to Landmarks Commission Policy Manual
REGULAR BUSINESS		
6.	75030	Secretary's Report - 2023 -2022 Planning Division Annual Report
7.	75031	Buildings Proposed for Demolition - 2023 -1412 Pflaum Road -1804 S Park Street -426 S Yellowstone Drive -911 Clymer Place -923 Clymer Place -209 Bernard Court -5005 Ferrite Drive

Landmarks Commission

Oversee public process to enforce the preservation ordinance

7 members

- Alder
- Architect
- Historian
- Real Estate Professional
- 2 Members at Large
- 1 w/ expertise in construction



PowerPoint Slide Show - Welcome slide.pptx - PowerPoint

Welcome

If you lose connection at any time, reconnect by clicking the link in your email invite

Commission Members

- Please use video to ensure we have quorum
- Use "Raise Hand" if you wish to speak

Members of the Public

- Remain muted until called upon by the Chair
- 3 minutes to speak at intro to your agenda item
- Please do not use your video

Lauren Heiser-Ertel (5...)

Slide 2 of 3

Display Settings



Project Review

Year	LC	Staff	Total
2017	64 (23%)	159	223
2018	54 (31%)	120	174
2019	51 (27%)	139	190
2020	40 (26%)	112	152
2021	50 (22%)	180	230
2022	43 (19%)	178	221
2023	29 (12%)	216	245

Standards

MGO 41.18: Obtaining a CoA

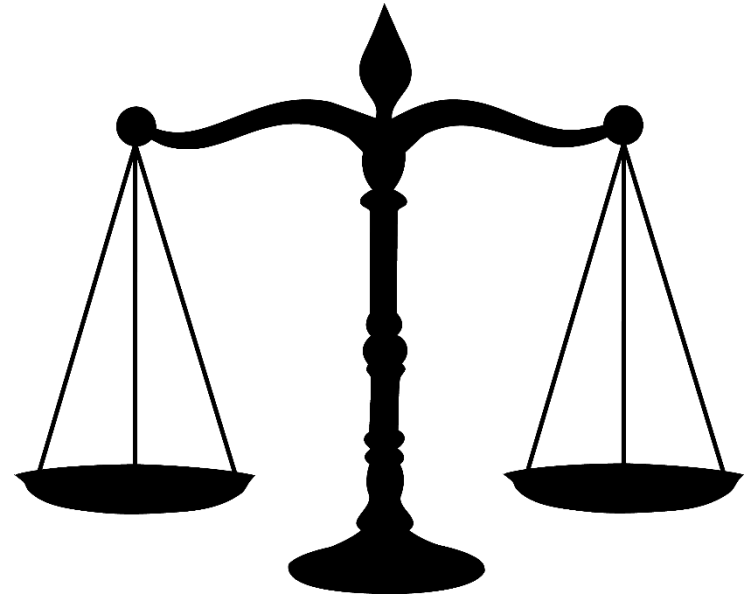
- 1) New construction or exterior alteration
- 2) Demolition or Removal
- 3) Signs
- 4) Land Divisions and Combinations

MGO 41G: Historic District Standards



Project Review

- Fair & balanced process
 - Same standard for everyone
 - Exemptions for tax credit projects?
- Quasi-judicial process
 - Appeals to Common Council
- Ex parte communications



Focus on Facts

- Can't be personal
- "Help us get to a yes"
- Sometimes "no" is the only answer



Findings

- Motion should cite compliance with code/ordinance
- Exceptions need specific findings
 - Precedent
 - Policy
 - Arbitrary & Capricious

7-11 N Pinckney St Findings



Andrzejewski closed the public hearing.

Arnesen said there were excellent points made by the applicants and Ald. Verveer. He said that under 41.19(7)(a), he doesn't see how they could find anything but that the proposed building provides unique and high-priority benefits to the public. He pointed out that Madison has been growing tremendously, and as Brad Binkowski said, the types of businesses who are able to pay and want to locate downtown are in the technology sector. He said that ULI will clearly create a unique project that will benefit the public, continue growth, and be instrumental in the continued success of downtown Madison. Regarding 41.19(7)(c), Arnesen said that he does not believe there are reasonable alternatives to this project. He spoke from personal experience to emphasize the importance of parking to commercial tenants and pointed out that office buildings require more parking than residential. He said that Binkowski was correct in that one cannot build underground parking further down E Washington Avenue, and the reason some of that development was able to be successful without the ability to build their own parking is the City-owned parking ramp that was built nearby. He pointed out that there is little chance to do a similar project west of the Capitol Square because the university owns so much property, there is a lot of student housing, and there is not enough space to do a large-scale project like this. He concluded that there is not a reasonable alternative for the project other than where it is currently proposed. Speaking to 41.19(7)(b), Arnesen said that one of the best points that was made was with regard to the American Exchange Bank building being one of the crown jewels of the square in terms of historic resources. He said that buildings with no parking are struggling to maintain tenants, and being able to adapt that space into a more standard office floor plate would ensure the long-term viability of the American Exchange Bank building. Regarding 7-11 N Pinckney, he said that what we have now is some nice detailing on the 2nd floor exterior façade, and while he understands it isn't great practice in the historic preservation world, it would be reconstructed and we would still have that detailing if this project goes through. He said that from a practical standpoint, the project is proposing many other benefits, and he agreed with Ald. Verveer that it is too important to kill it at this juncture without it being properly vetted over the next year by various groups, neighborhoods, and city commissions. He added his agreement that the N Webster Street side of the block is a blight, as one sees an old bank drive-thru and surface parking when coming downtown.

A motion was made by Arnesen, seconded by Taylor, to approve the request for the Public Interest Variance to allow the demolition of a Designated Madison Landmark.

Speaking to 41.19(7)(a), Taylor said that this is a unique opportunity being right on the corner of the Capitol Square, and with all of the building occurring on E Washington Avenue and around this site, it will be a great addition. Ald. Martin said that Arnesen's points were well-founded, and she agreed.

Application & COA

- Both must be understandable to the general public
- Be specific in expectations

LANDMARKS COMMISSION 2020 Meeting & Submission Schedule	
Please contact the Department of Planning & Community & Economic Development at (608) 266-4635 or the Preservation Planner at (608) 266-6552 or landmarkscommission@cityofmadison.com with questions.	
All meetings begin at 5:00 pm in Room 153 of the Madison Municipal Building, 215 Martin Luther King Jr Blvd.	
SUBMISSION DEADLINES (12:00 pm):	MEETING DATES:
December 23	January 13
January 27	February 17
February 10	March 2
February 24	March 16
March 16	April 6
March 30	April 20
April 13	May 4
April 27	May 18
May 11	June 1
June 1	June 22
June 22	July 13
July 6	July 27
July 27	August 17
August 10	August 31
August 24	September 14
September 14	October 5
September 28	October 19
October 12	November 2
October 26	November 16
November 16	December 7
All requests for Certificates of Appropriateness must be filed by 12:00 pm on the submission date with the Preservation Planner, Planning Division, Department of Planning & Community & Economic Development, located at 215 Martin Luther King Jr Blvd, Suite 017. At 12:00 pm on the submission deadline date, applications will be reviewed for all required materials. If an application is deemed incomplete, the Applicant will have until 4:00 pm on the submission deadline date to provide required additional materials. Applications submitted after the submission date will be postponed to the next scheduled filing time. For a complete list of required materials, please review the checklist provided on the application form.	
NOTICE REGARDING LOBBYING ORDINANCE: If you are seeking approval of a development that has over 40,000 square feet of non-residential space, or a residential development of over 10 dwelling units, or if you are seeking assistance from the City with a value of \$10,000 (including grants, loans, TIF or similar assistance), then you likely are subject to Madison's lobbying ordinance (Sec. 2.40, MGO). You are required to register and report your lobbying. Please consult the City Clerk's Office for more information. Failure to comply with the lobbying ordinance may result in fines.	

LANDMARKS COMMISSION 2024 Meeting & Submission Schedule	
Contact Preservation Planner at (608) 266-6552 or landmarkscommission@cityofmadison.com with questions.	
All meetings begin at 5:00 pm. Meetings will be held virtually.	
SUBMISSION DEADLINES (12:00 pm):	MEETING DATES:
November 13, 2023	December 4, 2023
December 13, 2023	January 8, 2024
January 17	February 12
February 21	March 18
March 20	April 15
April 10	May 6
April 24	May 20
May 8	June 3
June 5	July 1
June 26	July 22
July 10	August 5
July 24	August 19
August 14	September 9
September 11	October 7
October 16	November 11
November 13	December 9
<ul style="list-style-type: none"> • Send submittals to landmarkscommission@cityofmadison.com • Submittals due by 12:00 pm • Attachments must be less than 20MB in single email • Late submissions or incomplete applications will be placed on next scheduled meeting date • Complete list of required materials on page 2 of application form 	
NOTICE REGARDING LOBBYING ORDINANCE: If you are seeking approval of a development that has over 40,000 square feet of non-residential space, or a residential development of over 10 dwelling units, or if you are seeking assistance from the City with a value of \$10,000 (including grants, loans, TIF or similar assistance), then you likely are subject to Madison's lobbying ordinance (Sec. 2.40, MGO). You are required to register and report your lobbying. Please consult the City Clerk's Office for more information. Failure to comply with the lobbying ordinance may result in fines.	

LANDMARKS COMMISSION APPLICATION

LC

Complete all sections of this application, making sure to note the requirements on the accompanying checklist (reverse).

If you need an interpreter, translator, materials in alternate formats or other accommodations to access these forms, please call (608) 266-4635

City of Madison
 Planning Division
 215 Martin Luther King Jr Blvd, Ste 017
 PO Box 2985
 Madison, WI 53701-2985
 (608) 266-4635



1. LOCATION

Project Address: _____ Aldermanic District: _____

2. PROJECT

Project Title/Description: _____

This is an application for: (check all that apply)

- New Construction/Alteration/Addition in a Local Historic District or Designated Landmark (specify)**:**
 - Mansion Hill Third Lake Ridge First Settlement
 - University Heights Marquette Bungalows Landmark
- Land Division/Combination in a Local Historic District or to Designated Landmark Site (specify)**:**
 - Mansion Hill Third Lake Ridge First Settlement
 - University Heights Marquette Bungalows Landmark
- Demolition**
- Alteration/Addition to a building adjacent to a Designated Landmark**
- Variance from the Historic Preservation Ordinance (Chapter 41)**
- Landmark Nomination/Rescission of Historic District Nomination/Amendment**
(Please contact the Historic Preservation Planner for specific Submission Requirements.)
- Other (specify):** _____

DPCED USE ONLY	Legistar #:
	DATE STAMP
	Preliminary Zoning Review
	Zoning Staff Initial:
	Date: / /

3. APPLICANT

Applicant's Name: _____ Company: _____

Address: _____
Street City State Zip

Telephone: _____ Email: _____

Property Owner (if not applicant): _____

Address: _____
Street City State Zip

Property Owner's Signature: _____ Date: _____

NOTICE REGARDING LOBBYING ORDINANCE: If you are seeking approval of a development that has over 40,000 square feet of non-residential space, or a residential development of over 10 dwelling units, or if you are seeking assistance from the City with a value of \$10,000 (including grants, loans, TIF or similar assistance), then you likely are subject to Madison's lobbying ordinance (Sec. 2.40, MGO). You are required to register and report your lobbying. Please consult the City Clerk's Office for more information. Failure to comply with the lobbying ordinance may result in fines.

4. APPLICATION SUBMISSION REQUIREMENTS (see checklist on reverse)

All applications must be filed by 12:00 pm on the submission date with the Preservation Planner. Applications submitted after the submission date or incomplete applications will be postponed to the next scheduled filing time. Submission deadlines can be viewed here: https://www.cityofmadison.com/dpced/planning/documents/LC_Meeting_Schedule_Dates.pdf

LANDMARKS COMMISSION APPLICATION

LC

APPLICATION SUBMISSION REQUIREMENTS CHECKLIST:

In order to be considered complete, every application submission shall include at least the following information unless otherwise waived by the Preservation Planner. **All application materials should be submitted electronically to landmarkscommission@cityofmadison.com.** Please note that an individual email cannot exceed 20 MB.

- Landmarks Commission Application w/signature of the property owner.
- Narrative Description/Letter of Intent addressed to the Landmarks Commission, describing the location of the property and the scope of the proposed project.
 - Photographs of existing conditions;
 - Photographs of existing context;
- Architectural drawings reduced to 11" x 17" or smaller pages which may include:
 - Dimensioned site plans showing siting of structures, grading, landscaping, pedestrian and vehicular access, lighting, signage, and other features;
 - Elevations of all sides showing exterior features and finishes, subsurface construction, floor and roof;
 - Floor Plan views of levels and roof;
 - For proposals of more than two (2) commercial or residential or combination thereof units, a minimum of two (2) accurate street-view normal perspectives shown from a viewpoint of no more than five (5) feet above existing grade.
- **** Landmarks Commission staff will preliminarily review projects related to the construction of additions and/or new construction with Zoning staff in order to determine the completeness of the submission materials. Applicants are encouraged to contact Zoning staff to discuss projects early in the process;
- Any other information requested by the Preservation Planner to convey the aspects of the project which may include:
 - Perspective drawing
 - Photographs of examples on another historic resource
 - Manufacturer's product information showing dimensions and materials;
 - Other _____

CONTACT THE PRESERVATION PLANNER:

Please contact the Preservation Planner with any questions.
 City of Madison Planning Division
 215 Martin Luther King Jr Blvd, Suite 017
 PO Box 2985 (mailing address)
 Madison, WI 53701-2985
landmarkscommission@cityofmadison.com
 (608) 266-6552

LANDMARKS COMMISSION APPLICATION

LC

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City of Madison
 Planning Division
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 PO Box 2985
 Madison, WI 53701-2985
 (608) 266-4635



1. LOCATION

Project Address: _____ Alder District: _____

2. PROJECT

Project Title/Description: _____

This is an application for: (check all that apply)

New Construction/Alteration/Addition in a Local Historic District

or Designated Landmark (specify):

- Mansion Hill Third Lake Ridge First Settlement
 University Heights Marquette Bungalows Landmark

Land Division/Combination in a Local Historic District

or to Designated Landmark Site (specify):

- Mansion Hill Third Lake Ridge First Settlement
 University Heights Marquette Bungalows Landmark

Demolition

Development adjacent to a Designated Landmark

Variance from the Historic Preservation Ordinance (Chapter 41)

Landmark Nomination/Rescission or Historic District Nomination/Amendment

(Please contact the Historic Preservation Planner for specific Submission Requirements.)

Informational Presentation

Other (specify): _____

DPCED USE ONLY	Registrar #:
	DATE STAMP

3. APPLICANT

Applicant's Name: _____ Company: _____

Address: _____
Street City State Zip

Telephone: _____ Email: _____

Property Owner (if not applicant): _____

Address: _____
Street City State Zip

Property Owner's Signature: _____ Date: _____

NOTICE REGARDING LOBBYING ORDINANCE: If you are seeking approval of a development that has over 40,000 square feet of non-residential space, or a residential development of over 10 dwelling units, or if you are seeking assistance from the City with a value of \$30,000 (including grants, loans, TIF or similar assistance), then you likely are subject to Madison's lobbying ordinance (Sec. 2.40, MGO). You are required to register and report your lobbying. Please consult the City Clerk's Office for more information. Failure to comply with the lobbying ordinance may result in fines.

4. APPLICATION SUBMISSION REQUIREMENTS (see checklist on reverse)

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LANDMARKS COMMISSION APPLICATION

LC

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- Landmarks Commission Application w/signature of the property owner.
- Narrative Description/Letter of Intent addressed to the Landmarks Commission, describing the location of the property and the scope of the proposed project.
 - Photographs of existing conditions;
 - Photographs of existing context;
 - Photographs of comparable historic resources within 200 feet of subject property;
 - Manufacturer's product information showing dimensions and materials.
- Architectural drawings reduced to 11" x 17" or smaller pages which may include:
 - Dimensioned site plans showing siting of structures, grading, landscaping, pedestrian and vehicular access, lighting, mechanicals, signage, and other features;
 - Elevations of all sides showing exterior features and finishes, subsurface construction, floor and roof;
 - Floor Plan views of levels and roof;
 - For proposals of more than two (2) commercial or residential or combination thereof units, a minimum of two (2) accurate street-view normal perspectives shown from a viewpoint of no more than five (5) feet above existing grade.
- Any other information requested by the Preservation Planner to convey the aspects of the project which may include:
 - Perspective drawing
 - Other _____

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CONTACT THE PRESERVATION PLANNER:

Please contact the Preservation Planner with any questions.

City of Madison Planning Division
 215 Martin Luther King Jr Blvd, Suite 017
 PO Box 2985 (mailing address)
 Madison, WI 53701-2985
landmarkscommission@cityofmadison.com
 (608) 266-6552



Planning Division

Heather Stouder, Director

215 Martin Luther King Jr Blvd, Suite 017
P.O. Box 2985
Madison, Wisconsin 53701-2985
Phone: (608) 266-4635
Fax (608) 267-8739
www.cityofmadison.com

October 15, 2019

Cody Kieffer
Hansen & Sons
3242 Progress Rd
Madison, WI 53716

Re: Certificate of Appropriateness for 2002 Chamberlain Avenue

In accordance with the provisions of the Historic Preservation Ordinance, I have reviewed your plans to alter the exterior of the structure located at 2002 Chamberlain Ave., located within the University Heights Historic District, and am able to provide administrative approval to complete the following:

- Replace concrete cap and 2 courses of brick with materials in-kind
- Replacement mortar and tuckpointing will use a Type N
- Hand rake out mortar joints

This letter will serve as the "Certificate of Appropriateness" for the project described above. When you apply for a building permit, take this letter with you to the Building Inspection Counter, Department of Planning and Development, 215 Martin Luther King Jr Blvd, Suite 017.

Please note that any scope of work or design changes from the alterations approved herein must receive approval by the Landmarks Commission, or staff designee, prior to commencing with the work. This Certificate is valid for 24 months from the date of issuance.

Please also note that failure to comply with the conditions of your approval is subject to a forfeiture of up to \$500 for each day during which a violation of the Landmarks Commission ordinance continues (see Madison General Ordinances Chapter 41, Historic Preservation Ordinance).

Please contact me at 608-266-6552 or landmarkscommission@cityofmadison.com with any questions.

Sincerely,

Heather L. Bailey, Ph.D.
Preservation Planner
City of Madison Planning Division

cc: City preservation property file

MADISON LANDMARKS COMMISSION			
CERTIFICATE OF APPROPRIATENESS			
NOTICE OF NON-COMPLIANCE Failure to comply with the conditions of this approval is subject to a forfeiture of up to \$500 for each day during which a violation of the Landmarks Commission ordinance (MGO 41) continues.	SITE ADDRESS	617 North Shore (Brittingham Boathouse)	
	PROJECT	<ul style="list-style-type: none"> - Prepare wood components on west side of structure for repainting. - Replace any wood components too deteriorated to repair with materials in kind. - Replace broken glass as needed. 	
This permit card must be displayed in a conspicuous location unobstructed from public view.	APPLICANT	Amy Loewenstein Scanlon	
	APPROVED		
	ISSUED	6/22/2022	EXPIRATION 6/22/2024
1 YR EXTENSION		PRESERVATION PLANNER: (608) 266-6552	

Obtaining a Certificate of Appropriateness (CoA)

APPROVAL	DATE	EXPIRATION

The Landmarks Commission must approve exterior alterations, new construction, and demolitions on designated Landmarks and properties in [Local Historic Districts](#). These approvals help protect the historic character of buildings, streetscapes, and neighborhoods as they evolve for ongoing uses. Applicants proposing an exterior project on such a property must secure a Certificate of Appropriateness (CoA) from the Madison Landmarks Commission prior to acquiring a building permit or beginning work.

Standards for Review

- Landmarks: [Secretary of the Interior's Standards for Rehabilitation](#) *PDF*.
- Local Historic Districts: [District Standards](#) *PDF*.

How to Apply

1. Use the Standards for Review linked above and our [Illustrated Design Guidelines](#) *PDF* to plan your project.
2. Prepare your submission materials. Smaller projects can be approved by staff, and require at least **pictures of existing conditions, a narrative scope of work, and a list of proposed materials or product specifications**. Projects that require Landmarks Commission approval need to meet all submittal requirements on page 2 of the [Landmarks Commission Application](#) *PDF*.
3. Email submission materials to landmarkscommission@cityofmadison.com. Note:
 - Individual emails cannot exceed 20 MB. If you divide emails to meet the file size constraints note the email number in the subject: "Landmarks Application -123 Elm Street - email 1 of 4", "...2 of 4", etc.
 - Files must be common formats such as .doc, .pdf, .jpg, .png, etc.
 - Label attachments "Site Plan 1 of 3", "...2 of 3", etc.

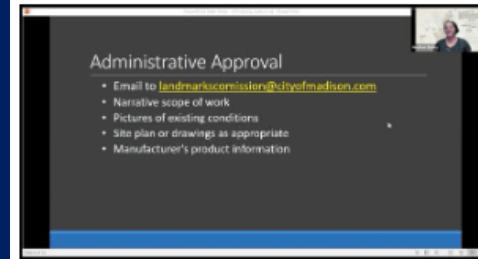


Review Process

Staff will review submissions in the order they are received. Smaller projects can be approved administratively by staff, and if approved applicants will receive an email with the Certificate of Appropriateness. Larger projects must be reviewed by the Landmarks Commission. Please see the [commission schedule](#) *PDF* for submittal and meeting dates.

Application Video Tutorial

For assistance on how to obtain a Certificate of Appropriateness, see the video below:



What is a Certificate of Appropriateness? Go to second 50

How to fill out the Landmarks Commission form? Go to minute 2:24

Administrative Approval process? Go to minute 6:00

What standards are we using for designated landmarks? Go to minute 7:41

What is contained with it the Historic District Standards? Go to minute 10:00