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Regarding: **Policy for designee approval of certain projects for Landmarks and buildings in Historic Districts. (Legistar #21101)**

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Date: January 24, 2011  
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**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 non-original 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 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**).
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 Alan Harper 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, William Fruhling or Rebecca Cnare may review other projects also. **No one else** is permitted to sign permits on behalf of the Landmarks Commission.