



CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

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Policies and Procedures

SUBJECT: Marshfield Historic Register Plaque Program

POLICY NUMBER: 7.120

PAGES: 2

APPROVAL DATE: January 23, 2007

REVISION DATE: July 13, 2010

(CC approved Historic Preservation Committee's recommendation on this date, officially amending these procedures into the City's Policies and Procedures Manual)

APPROVED BY: _____
Carl Scott, Chairman
Historic Preservation Committee

Section 1. Purpose of Policy

The purpose of this policy is to outline standard procedure and format for the Marshfield Historic Register Plaque Program.

Section 2. Goals of the Plaque Program

The goals of the Program are:

- To provide incentive to property owners to apply for listing in the Marshfield Historic Register; and
- To stimulate community awareness of historic resources and historic preservation.

Section 3. Format of the Plaque Program

Recognition of Historic Structures, Sites and Districts. After a historic structure, site or district has been so designated in accordance with Municipal Code Section 18-134, the Marshfield Historic Preservation Committee may with consent of the owner cause to be prepared and erected on such property at city expense a suitable plaque or sign declaring that the property is a historic structure or site. Such marker shall be easily visible to pedestrians.

Section 4. Design standards for plaques and pedestals.

- Plaques:**
- Size: 14”H x 22”L
 - Material: Granite plaque w/ polished finish; or option for property owner to pay additional costs for a bronze metal-coated plaque
 - Color: Black
 - Location: Pedestal-mounted in the front yard of the property, installed in a location to be accessible and viewable by pedestrians and to promote future “walking tours.” Building-mounted where buildings have zero-setbacks.
- Pedestals:**
- Material: Stainless steel or brushed aluminum
 - Size: Platform to match size of plaque
 - Height: Four (4) feet

Section 5. Costs

The City of Marshfield Historic Preservation Committee will incur all costs for the granite plaque and pedestal materials. If a private property owner desires a bronze or similar style plaque, the property owner must pay the cost difference. However, if the property is owned by the City, and the Historic Preservation Committee recommends a bronze or similar style plaque, the Committee may also budget and pay for the additional costs.

Committee members will seek volunteers to install the plaques and pedestal structures.

Section 6. Information on plaques

Plaques shall contain the following minimum information:

- Historic name of the structure (if applicable)
- Year built
- Brief summary of historical significance
- Declaration of listing in Marshfield Historic Register