



**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

(CC approved Plan Commission's recommendation on this date, officially adopting these procedures into the City's Policies and Procedures Manual)

DEPARTMENT OF PRIMARY RESPONSIBILITY: Planning & Economic Development

APPROVED: _____
**Michael D. Meyers, Mayor, Chairperson
Plan Commission**

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 granite plaque and pedestal materials. If a property owner desires a bronze plaque, the property owner must pay the cost difference.

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