



**CITY OF MARSHFIELD, WISCONSIN
POLICIES AND PROCEDURES**

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|-------------------|-------------------------|---|
| 1. COMMON COUNCIL | 4. FINANCIAL | 7. PLANNING AND ECONOMIC DEVELOPMENT |
| 2. ADMINISTRATIVE | 5. PUBLIC WORKS | 8. INFORMATION TECHNOLOGY |
| 3. PERSONNEL | 6. PARKS AND RECREATION | |

CHAPTER: Plan Commission
SUBJECT: Historic Preservation Committee Procedures
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(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. Agenda Deadline. All requests to the Historic Preservation Committee shall be received by the Planning & Economic Development office no later than noon, fourth Friday of each month prior to the Committee meeting at which they are to be considered. All requests shall be submitted on the appropriate application form. The Planning & Economic Development staff shall determine whether the form is adequately complete for inclusion on the Committee agenda.

Section 2. Order of Business. At the regular meetings of the Committee, the following shall be the order of business, and unless otherwise provided for, with respect to the procedure at meetings, Roberts Rules of Order shall apply:

1. Roll call
2. Approval of minutes of previous meeting(s)
3. Old business

4. New business
5. Adjournment

The Committee may, however, consider any item out of the above order if a member so requests and there is no objection from the remaining members of the Committee. Items carried over from one meeting to the next shall, at subsequent meetings, be placed first in the order of business.

Section 3. Sign-in Policy. Public attending the Committee meetings shall register with the secretary for an official record of attendance. Public wishing to speak on agenda items shall also register with the secretary.

Section 4. Procedure for consideration of individual agenda items.

1. Presentation by staff of its report and recommendation.
2. Questioning of the staff report by Committee members.
3. Presentations by proponents of the item.
4. Presentations by opponents of the item.
5. Discussion of the item by Committee members and expression of individual positions.
6. Decision to approve, deny, conditionally approve, or continue the item.

Section 5. Terms

1. COMMITTEE Refers to the Marshfield Historic Preservation Committee appointed under Section 18-133 of the Marshfield Municipal Code.
2. HISTORIC DISTRICT, SITE OR STRUCTURE An area, within the city, declared by the Common Council to be of historic or architectural significance and designated a “Historic district, site, or structure”. This area may be of any territorial size or configuration, without a maximum or minimum size limitation, and may consist of multiple or single historic properties, sites, structures, or any combination of them.
3. CERTIFICATE OF APPROPRIATENESS Once an area is designated, a person may not construct, alter, or demolish any exterior structure or feature in the area, until the person has filed with the staff of the Committee an application for a Certificate of Appropriateness, plans, specifications, and other materials prescribed, and a Certificate of Appropriateness has been issued. However, this does not:
 - a. Prevent the ordinary maintenance or repair of any exterior architectural structure or feature that does not involve a change in design, or outward appearance and does not require a building permit.
 - b. Prevent any structural change certified by the Building Inspector as immediately required for the public safety because of hazardous conditions.

4. ELEVATION A drawing showing the elements of a building as seen in a vertical plane.
5. NEW CONSTRUCTION Any work undertaken on a new building or structure is considered new construction.
6. PLAN A drawing illustrating the elements of a building as seen in a horizontal plane.
7. REHABILITATION Any work undertaken on an existing building, regardless of the age of the building.
8. STREETSCAPE A view or picture of the street setting depicting the proposed or existing building in relationship to other buildings on the streets.

Section 6. Historic Designation Applications.

1. The Committee, property owner, or any third party can nominate a historic site, a historic structure or a historic district for local landmark designation.
2. Upon request, the staff shall send an applicant a Historic Designation Application form with a list of minimum submittal requirements.
3. The staff shall review the Historic Designation Application for accuracy and completeness. If the application is incomplete, the staff shall contact the applicant and identify the deficiencies. Only complete applications will be scheduled for HPC consideration at a regular meeting.

***An application will be considered incomplete unless the property owner has signed the application, either agreeing or disagreeing with the nomination.*

4. The Committee shall process all complete applications in the order they are received. If two or more applications are received on the same property, the first application received shall be the recognized application. The HPC does not designate sponsors, nor does it favor any group over another. The interest of all groups and individuals is invited as the Committee considers the merits of a designation.
5. The staff shall notify the owner by certified mail within 10 days of receipt of a complete application for his/her property of the scheduled HPC meeting date. All attempts will be made to have the owner present at the meeting when their property is being considered
6. The Committee shall review the application and the staff recommendation at a regularly scheduled meeting. When practical, the review shall include a color slide presentation depicting the site and its environs. The Committee shall consider whether the nomination satisfies any of the designation criteria contained in the ordinance. After consideration, the Committee shall vote to either:
 - a) Recommend approval of the site or district and submit to the City Plan Commission for a Public Hearing;
 - b) Request that the petitioner amend the request or provide additional information;
 - c) Table the petition for consideration at a later date; or
 - d) Deny the petition.

*** If the Committee chooses to nominate a property against the property owner's wishes, the decision must be by a two-thirds vote of Committee members present at the meeting. Without a two-thirds vote, the nomination will not proceed forward to the Plan Commission.*

Written notification of the action of the Committee shall be transmitted to the applicant and the owner.

7. If the Committee determines that the nomination satisfies at least one criteria of significance, it may recommend the item to the City Plan Commission for public hearing and approval. Notification of the time and location of the hearing will be sent to the owner of the subject property at least 15 days in advance by certified mail, return receipt requested. The applicant, if not the owner, will also be notified. Notification shall include a copy of the Historic Designation Application. The Historic Designation Application shall be available for public scrutiny at the office of the City Clerk, 630 South Central Avenue, Marshfield, WI or upon individual request.
8. As part of the process for expanding our local historic register, the Committee is required to have a minimum of one public televised educational session each year to promote the interest and understanding of the local historic designation.

Section 7. Certificates of Appropriateness.

1. APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

In order to construct any exterior architectural feature or reconstruct, alter, or demolish any exterior structure or feature in an historic area, a Certificate of Appropriateness must be applied for and granted. A Certificate is required before a building permit can be issued.

2. APPLICATION FILING DEADLINES

Applications for a Certificate of Appropriateness are due by noon the fourth Friday of the month prior to the Committee meeting at which they are to be considered. If the applicant needs assistance in filling out the application or has questions regarding the proposed work, the Building Services Division and the Zoning Administrator are available for technical assistance. Applicants are encouraged to call for an appointment.

3. DOCUMENTATION OF APPLICATIONS FOR CERTIFICATES OF APPROPRIATENESS

All work requiring a Certificate of Appropriateness must be reviewed and approved by the Committee. Applications for Certificates of Appropriateness must be complete to allow for a proper and speedy review. Incomplete applications will be returned to the applicant with a list of items requiring additional documentation. Only complete applications will be scheduled for review by the Committee.

A. Documentation Required for New Construction Applications

- 1) Site plan or measured drawing indicating the following:
 - a) Existing location of structures, driveways, curb cuts, property lines, right-of-ways, existing planting materials and size; and other pertinent information, including but not limited to lot and parcel number, existing zoning, existing variances and easements.

- b) Proposed building(s) footprint with dimensions relative to property lines, right-of-ways, and building(s) setbacks; demolition or removal of site features, including: new parking and driveways, utilities, planting and landscaping, sidewalks and patios, mechanical equipment, and other appurtenances.
- 2) Color Pictures showing:
- a) A general view of the street showing building site and adjacent properties (streetscape).
 - b) Individual photographs of the buildings immediately adjacent to and across the street and/or alley from the site.
- 3) Building(s) elevations:
- a) Design of all elevations.
 - b) Vertical dimensions, grade lines, depth of foundation, and roof slopes.
 - c) Fenestration and entrances to building(s), indicating type of operation, dimensions, and materials.
 - d) Porch(es) configurations(s).
 - e) All mechanical vents and equipment.
 - f) Location and type of outdoor light fixtures.
 - g) Proposed materials of walls, roofs, chimney flues, gutters and downspouts, exterior stairs, and all other exterior features.
- 4) Elevation of Streetscape, depicting the street façade of the building and a minimum of one existing buildings on each side of the proposed site. If the site is a corner location, then the streetscape drawing shall depict the buildings adjacent to the site on both sides of the street.
- 5) Floor Plans, depicting the arrangement of interior spaces.
- 6) Materials specification outline with samples, brochures, and/or photographs of all exterior materials, finishes, and fixtures.
- 7) Narrative describing the project its intended use, density of development; pertinent marketing facts, if applicable; and anticipated date of construction and completion.
- 8) Phased development plan, if applicable. Documentation must include items 1 through 7 in addition to a construction development schedule, and final construction documents for each phase to be submitted prior to commencing work.
- a) Prior to commencing work on each phase, the staff must review the proposed construction.
 - b) Any modification to the development plan requires a new application for Certificate of Appropriateness.

A minimum of one copy of the following documents must be submitted with the application:

- Site plan
- Building elevations
- Materials specifications outline
- Phased development plan, when applicable

These documents will remain in the possession of the Marshfield Historic Preservation Committee.

B. Documentation Required for Rehabilitation of Existing Structure Applications

The following requirements apply to those items of work in a rehabilitation project that constitute a change in the present exterior appearance of a property.

All applications require photographs of the building elevations depicting the existing features and present conditions of the structure. Photographs should be a minimum of 3" x 5" format in color or black and white and must be labeled to indicate location and photo direction.

- 1) Change to siding and/or trim of a building:
 - a) Drawings of proposed changes indicating dimensions, configuration, type of materials, and where these are to be applied; for siding, indicate the area (square feet) of the siding to be replaced. One copy is required.
 - b) Written description (when necessary) of proposed work indicating the condition of existing materials or method of installation for new work.
 - c) Material samples.
- 2) Changes to roofing materials, gutters and/or downspouts
 - a) Written description of gutter system (whether box, roof mounted, hung, fascia-mounted, or other type), indicating type of material, size, and finish; description of downspouts (round, square, or rectangular), indicating type of material, size and finish.
 - b) Written description of proposed replacement gutter and/or downspouts (type, size, material, and finish).
 - c) Detail drawings if the proposed system is a modification or change from the existing system. Two copies are required.
3. Structural alterations (remodeling, new additions, new porches, & outbuildings):
 - a) Photographs of each side of the building, depicting existing conditions.
 - b) Site plan drawn to scale showing the building footprint; location of proposed addition or porch to be built or removed; location of all trees more than 6" in diameter, identified according to species (common name); location of existing sidewalks, and material and dimensions; and location of garages and other buildings. One copy is required.
 - c) Floor plan and elevations for new additions or porches, showing dimensions and location of columns, windows, doors, vents, materials, and finishes. One copy is required.

- d) Samples and brochures of roofing, siding, and paint materials; brochures or photographs of new windows, doors, light fixtures, hardware, skylights, ventilators, and other fixtures or equipment, as applicable.

4. Removal of significant existing additions, porches, features or outbuildings:

- a) Photographs of each side of the building depicting existing conditions.
- b) Site plan drawn to scale showing the building footprint and the relationship of the feature or architectural element to the main structure and the property lines. One copy is required.
- c) Written statement indicating the date of construction of the feature with supporting evidence.
- d) Description of the structural system, if applicable, and the material components, as well as its physical dimensions.
- e) Description of its present use.
- f.) Written Statement giving the reasons for the proposed removal of architectural elements or features.
- f) Additional supporting materials and substantiating documentation may be required as per subsection C – Documentation Required for Demolition of Structures, items 2, 3, and 4 of HPC Procedures.

5. New landscaping and fixtures or changes to existing landscape:

- a) Site plan drawn to scale showing location of the footprints of the main structure and existing out-buildings with respect to property lines; all trees of more than 6” in diameter; all bushes identified according to species (common name); and all existing appurtenances. One copy is required.
- b) Elevation and detail drawings indicating dimensions of all proposed site fixtures including: fences, fountains, gazebos, play equipment, retaining walls, and other appurtenances; brochures and photographs of equipment or manufactured fixtures may be submitted in lieu of measured drawings; manufacturer and item model number or designation must be included. One copy is required.
- c) List of all proposed planting materials indicating their size at the time of installation and at their maturity.

C. Documentation Required for Demolition of Structures

- 1) Photographs of all sides of the building or structure for which demolition is proposed. Photographs should be 3” x 5” minimum format in black and white or color and must be labeled to identify location and photo direction.
- 2) An inspection report, certified by a registered architect, professional engineer, or a building official of the city, affirming the structural condition of the building. This would be required only if the owner maintains that the structure cannot be saved due to structural integrity problems.

- 3) Proof of economic hardship or insubstantial effect, if required.

D. Documentation Required for Moving Structures to a Historic Area

- 1) Photographs* showing:

- a) Each side of the structure or building at its present site and a general view of its surroundings that will include the adjacent buildings.
- b) The front of the proposed new site that will include at least two of the adjacent buildings or sites.

*Photographs should be 3” x 5” minimum format in black and white or color and must be labeled to identify location and photo direction.

- 2) Historic profile of the building to be moved which includes the date of construction, if known; a chronology of ownership; real estate transactions associated with the property (i.e., chain of title); and other pertinent documentation.
- 3) Site plan of the proposed new site indicating the location and dimension of the property lines with respect to any existing right-of-ways, of any utility easements, and of building set-backs. A footprint of the building at its proposed location must also be included on the site plan.
- 4) Legal description of the new site.
- 5) A copy of any deed restrictions or covenants on the property and improvements, existing or to be attached to it as a condition for the relocation of the building.
- 6) Comprehensive scope of the work for the moving operation and the rehabilitation of the building once relocated indicating materials, exterior finishes, modifications if any, and a projected schedule.
- 7) Floor plans and elevation if modifications or additions are to be made.
- 8) Explanation of why the building must be moved.
- 9) Statement explaining the intended use of the property.
 - i. whether new construction is architecturally compatible with the property and to historic and architecturally significant structures that either adjoin, abut or face the property,
 - ii. whether the character of property is to be preserved, and
 - iii. whether the work is necessary in order to provide structural stability.

E. Conditional Certificates of Appropriateness

The Committee may direct issuance of a Certificate of Appropriateness, without scheduling a public hearing, conditioned upon the applicants’ express written agreement to make specified changes in the project necessary to bring it into conformance with the design guidelines or to submit revised plans,

material samples etc. to a subcommittee of the committee for approval. The Committee may, at its discretion, grant staff the ability to approve a Certificate of Appropriateness on minor projects to expedite the process.

F. Public Hearing on Disapproved Certificates

Failure of the Committee to approve or conditionally approve a Certificate of Appropriateness will result in the scheduling of a Public Hearing within 30 days if so requested by the applicant.