



VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

Phone: (608) 437-6884 Fax: (608) 437-3190

Email: mhinfo@mounthorebwi.info Web: mounthorebwi.info

HISTORIC PRESERVATION COMMISSION AGENDA

Wednesday, April 24, 2024 at 6:00 PM

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to order
 - a. Roll call
- 2) Agenda Items
 - a. Consideration of March 27, 2024 Meeting Minutes
 - b. Consideration of Historic Preservation Commission Role and Procedural Framework
 - c. Review of HPC forms and nominations process
 - d. Review of Racine Historic Preservation Plan
- 3) Future agenda items
- 4) Meeting adjournment.

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AGENDA ITEM REPORT

MEETING DATE

April 24, 2024

PREPARED BY

AGENDA ITEM # 2.a

Consideration of March 27, 2024 Meeting Minutes

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. Draft minutes 03 27 2024



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HISTORIC PRESERVATION COMMISSION AGENDA

Wednesday, March 27, 2024 at 6:00 PM

DRAFT MEETING MINUTES

1) Call to order

The Historic Preservation Commission met on the above date in the Board Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Chair Marc Schellpfeffer called the meeting to order at 6:00pm.

a. Roll Call

Present were Commissioners Megan Ince, Maura Overland, Jackie Sale and Destinee Udelhoven. Also present were Village Administrator Nic Owen and Assistant Clerk Jean Culberson.

2) Agenda Items

a. Consideration of February 28, 2024 Meeting Minutes

Udelhoven Motioned, Overland seconded to Consideration of February 28, 2024 Meeting Minutes. Motion carried by unanimous voice vote.

b. Review of Amended Committee Framework

The Commission reviewed the Role and Procedural Framework in the packet. Udelhoven will send Owen a few minor changes and suggested rewording the first sentence to review and consider approval vs. review and approve. Owen agreed.

c. Discussion on forms and process for nominations and certificate of appropriateness

Schellpfeffer gave an overview and Owen explained the forms in the packets were copies from the City of Portage. The Commission reviewed each form and discussed changes and updates including what documents or attachments would be necessary. The Committee tabled the forms for further review and discussion. Owen will update.

d. Discussion on Certified Local Government Letter of Application

Udelhoven gave an update on the Certified Local Government Letter of Requirements in the packet. Schellpfeffer recommended the Commission review Racine's 2019 Historical Preservation Plan and return next month for further discussion.

3) Future agenda items

The Commission members will continue to work on reviewing and revising the forms.

4) Meeting adjournment.

Overland Motioned to adjourn at 6:40pm and Sale seconded. The motion passed by unanimous voice vote.

Minutes by Jean Culberson, Assistant Clerk



AGENDA ITEM REPORT

MEETING DATE

April 24, 2024

PREPARED BY

AGENDA ITEM # 2.b

Consideration of Historic Preservation Commission Role and Procedural Framework

BACKGROUND

At our first two meetings, we reviewed and amended the framework document for the Commission. After the last round of revisions, I feel we're ready to approve the document. We can still have discussion and amend the document at the meeting if members see changes.

RECOMMENDATION

ATTACHMENTS

1. HPC Framework Proposed 4.16.24



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Historic Preservation Commission Role and Procedural Framework

The Mount Horeb Historic Preservation Commission (HPC) was created to assist the Village Board with preserving the historic nature and beauty of the Village by educating the public about historic preservation issues and opportunities; assisting property owners who are interested in the preservation of historic properties; identifying and recommending historic property and district additions to the Local Register of Historic Places; and reviewing and considering approval of Certificates of Appropriateness applications. The HPC is available to assist any property or business owner interested in improving the look of their storefront or building.

The HPC is comprised of five members with knowledge in or experience with preservation, public history, architecture, art and design, one of which is a Village Trustee.

The HPC will hold public hearings and make a recommendation to the Village Board regarding the designation of historic structures and sites and the creation of historic districts.

Furthermore, the HPC will be responsible for review and consideration of Certificate of Appropriateness applications to reconstruct, alter or demolish, all or any part of the exterior or construct any improvement upon properties designated on the Local Register. Commission decisions must be made within 45 days of the filing of the application.

The HPC will work with applicants to suggest changes to their plans to make them compliant with the Historic Design Standards. The design standards are defined in the Village Code §17.14 Design Review, and closely follow Section 106 of the National Historic Preservation Act of 1966 provisions and guidance.

Further details on the HPC can be found in Village Code § 17.17 Historic Preservation.



AGENDA ITEM REPORT

MEETING DATE

April 24, 2024

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 2.c

Review of HPC forms and nominations process

BACKGROUND

We will continue the discussion on the forms for the historic preservation process. We have some additional forms submitted by committee members to review. .

RECOMMENDATION

consid

ATTACHMENTS

1. DRAFT HPC Certificate of Appropriateness App Fillable
2. Draft HPC register sites process
3. Draft HPC Sites Nomination Form Fillable
4. Draft HPC Register district process form
5. DraftHPC District Nomination Form Fillable
6. HDC windows
7. HDC Work Permit Application 11_22_202212020950303300
8. LandmarksCommissionApplication Madison



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APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

General Information (please type or print clearly)

	Applicant/Agent	Owner
Name		
Address		
Phone		
Fax		

Property Information

Address of Property: _____ Mount Horeb, WI

Name of Property/Business: _____

Is property located in Historic District: ☐ No ☐ Yes, if Yes list District: _____

Description of Project (Attach additional pages if necessary.)

Describe proposed work, materials to be used, and impact on existing features. _____

Attachments The following information is enclosed.

- | | |
|---|---|
| ☐ Exterior photographs | ☐ Sketches, elevation drawings and/or annotated photographs. |
| ☐ Floor plans | ☐ Site plan showing relative location of adjoining structures. |
| ☐ Specifications | ☐ Other _____ |

Signatures: The undersigned person(s) hereby petition the Historic Preservation Commission of the Village of Mount Horeb, Wisconsin, to issue a Certificate of Appropriateness as described above.

APPLICANT: _____ DATE: _____

APPLICANT: _____ DATE: _____

OFFICE USE ONLY

Date Application Filed: _____ File Number: _____
Fee Paid/Receipt #: _____

Historic Preservation Commission Action & Date: _____

Conditions: _____

NOMINATION PROCESS FOR STRUCTURES, SITES OR ENTITIES PORTAGE MUNICIPAL REGISTER OF HISTORIC PLACES

**City of Portage Historic Preservation Commission
City of Portage, 115 West Pleasant Street, Portage, Wisconsin 53901**

1. A nomination form should be filled out and returned to the City Clerk for submission to the Historic Preservation Commission. The form is entitled "Nomination Form for Structures, Sites or Entities," and is available at City Hall, on the Historic Preservation webpage of the City of Portage website, or from any member of the City of Portage Historic Preservation Commission. The Commission is available to the property owners, cultural resource agent or other representative for advice and reference in completing the application.
2. Nomination applications are reviewed throughout the year at regularly scheduled Commission meetings. Evaluation will follow the standards and criteria set forth in the City Ordinance, and follow the Commission's published nomination procedure (as outlined in this document).
3. If the nominated structure, site or entity meets the criteria set forth in the ordinance, a preliminary review session date may be set for the property owner and concerned parties to meet with the Commission. This session does not require notification of surrounding property owners. If the nominated structure, site or entity does NOT meet the criteria set forth in the ordinance, it will not move forward in the nomination process.
4. If the nomination is formally accepted for consideration by the Commission, the application must meet the criteria stated in the ordinance, and a Public Hearing date will be set and published. This process requires notifying property owners, nominating parties (or party) and other concerned individuals, including those within 200 feet of the boundaries of the property affected.
5. Within (10) ten days of the Public Hearing for a structure, site or entity the Commission will approve or deny the nomination.
6. The City of Portage Historic Preservation Commission, subject to City ordinance, approves or denies the designation of structures, sites, or entities to the Portage Municipal Register of Historic Places. The vote for approval by the Historic Preservation Commission constitutes the designation, making the structure, site, or entity subject to all provisions of the City of Portage Historic Preservation Ordinance.



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NOMINATION QUESTIONNAIRE

Date: _____

The Mount Horeb Municipal Register of Historic Places

Nomination Form for Structures, Sites or Entities

Please provide as much complete information as you can to enable our staff to better evaluate the property.

1. What is the historic name of this property? _____

2. What is the current name of this property? _____

3. I wish to nominate this property because (check one or more boxes):

- ☐ Mount Horeb Municipal Register listing is an honor
- ☐ I wish to protect this property
- ☐ This property is threatened with demolition or destruction

4. Where is the property located?

Address (street and number) _____

Legal Description _____

Tax Parcel Number _____

5. What is the physical description of exterior and the state of its current condition?

6. Do you know any of the following information?

The architect's name was _____

The builder's name was _____

The date of construction was _____



7. since the building was built? Please check one or more boxes where applicable.

- | | |
|---|--|
| ☐ additions | ☐ replacement siding or re-siding |
| ☐ removal of porches | ☐ removal of decorative details |
| ☐ replacement doors and windows | ☐ interior remodeling or updating |
| ☐ moved from its original location (if moved, list why, from where, and when in description below) | |

The dates of major alterations or additions were: _____

Briefly describe any changes checked above:

8. Significance of the property

Why do you think that this property should be listed in the Municipal Register?

(In one or two paragraphs, please explain why the property is important.)

Period		Areas of Significance (check and justify below)			
	Prehistoric	Archeology-prehistoric	Community planning	Landscape architecture	Religion
	1400-1499	Archeology-historic	Conservation	Law	Science
	1500-1599	Agriculture	Economics	Literature	Sculpture
	1600-1699	Architecture	Education	Medicine	Social
	1700-1799	Art	Engineering	Military	Humanitarian
	1800-1899	Commerce	Exploration/settlement	Music	Theatre
	1900-1950	Communications	Historic personages	Native American life	Trails
	19??		Industry	Philosophy	Transportation
	20??		Invention	Politics/government	Other (specify)



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9. What do you know about the history of the property?

(If you need more room, please attach additional pages.)

10. List Sources of Information (or attach photocopies)

For statements of historical fact about the history of the property, please indicate your sources of information (keep in mind that our evaluation may depend solely on the information that you submit, therefore, your sources should be reliable).

Source: _____ Page: _____

Source: _____ Page: _____



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11. Attachments

* Photographs

Please submit clear, recent photographs that show all sides of the exterior of the structure and views of the interior of the structure. For properties with more than one building (i.e. farmsteads, industrial complexes or religious complexes), include photographs of all buildings and structures that make up the complex. The **photographs cannot be returned**, but will become a permanent part of our site records.

* Map

Please submit a copy of the parcel map from Dane County's land records system <https://accessdane.danecounty.gov/> showing the property.

For properties with more than one building, photographs of the outbuildings should be keyed to this parcel map in order to indicate the relative relationship of the components. Please also indicate the location of any former buildings if they once were part of the complex. When known, dates should be provided for all buildings.

* Photocopies of historic photographs

While not required, historic photographs can be useful in evaluating changes to the property. When available, please provide photocopies of historic images, listing the source and date of the photograph. **DO NOT SEND ORIGINALS.**

12. Person completing questionnaire:

Date: _____

Name: _____

Address: _____

Zip Code: _____

Telephone: _____

Email: _____

13. Owner (if different than above)

Name: _____

Address: _____

Zip Code: _____

Telephone: _____

Email: _____

Complete and return this form, along with recent photos and any additional attachments, to:

Historic Preservation Commission

Village of Mount Horeb

138 E Main Street

Mount Horeb WI 53572



Commission Activity

(to be left blank by applicant; for Commission use only)

Committee hearing date _____

Commission Decision (including brief justification) _____

Signature of Commission Chair _____ Date Acted Upon _____

Photograph Information Sheet

Please submit photos with your Municipal Register Questionnaire.

TAKING PICTURES

- They should be **recent** and **clear** photos.
- If you are using a digital camera, set it to the **highest quality** possible.
- **Stand back** far enough that you can see the whole building from top to bottom in one photo.
- If there are multiple buildings on the property (as with a farmstead), please photograph each building **separately**. Include a **parcel map** from Dane County's land records system <https://accessdane.danecounty.gov/> of the property and key the photographs to this map.
- Photograph every side of each structure.
- Interior photos are also very helpful. Photograph defining features of the house (i.e. fireplaces, staircases, built-in furniture, decorative trim). It is not necessary to photograph every room.

SUBMITTING THE PHOTOS

1. As a set of standard size, commercially-produced prints, printed at a store. OR
 2. Saved to a flash drive. Submit the **flash drive and print-outs** of each photo. Print-outs can be done at home on standard printer paper.
- Save the images to a flash drive as a **high quality jpeg**. Use the file name to describe the photo (i.e. front of house, back of barn, second floor staircase in main house).
 - **DO NOT** crop or resize the images prior to saving them to a flash drive.
 - Remember to include a hard copy of the photos. You can print them out on your home printer on regular printer paper.

CONTACT: Direct questions regarding photo requirements to _____

NOMINATION PROCESS FOR HISTORIC DISTRICTS MOUNT HOREB REGISTER OF HISTORIC PLACES

**Village of Mount Horeb Historic Preservation Commission
138 E Main Street, Mount Horeb WI 53572**

1. A nomination form should be filled out and returned to the Village Clerk for submission to the Historic Preservation Commission. The form is entitled "Nomination Form for Historic Districts," and is available at the municipal building, on the Historic Preservation webpage of the Village website, or from any member of the Historic Preservation Commission. Please note that a district nomination requires a Historic Preservation Plan be presented to the Commission with the nomination application. The Commission is available to the property owners, cultural resource agent or other representative for advice and reference in completing the application.
2. Nomination applications are reviewed throughout the year at regularly scheduled Commission meetings. Evaluation will follow the standards and criteria set forth in the Village Ordinance, and follow the Commission's published nomination procedure (as outlined in this document).
3. If the nominated district meets the criteria set forth in the ordinance, a preliminary review session date may be set for the property owner and concerned parties to meet with the Commission. This session does not require notification of surrounding property owners. If the nominated district does NOT meet the criteria set forth in the ordinance, it will not move forward in the nomination process.
4. If the nomination is formally accepted for consideration by the Commission, the application must meet the criteria stated in the ordinance, and a Public Hearing date will be set and published. This process requires notifying property owners, nominating parties (or party) and other concerned individuals, including those within 200 feet of the boundaries of the proposed district.
5. Within (10) ten days of the Public Hearing for a district nomination, the Commission will recommend the district or deny the nomination, either action being subject to approval by the Common Council.
6. The municipal register designation is only accomplished upon the recommendation of the Commission and approval by the Village Board.
7. The Village of Mount Horeb Historic Preservation Commission, subject to Village ordinance, recommends approval or denial of historic districts to the Village Board for the Mount Horeb Municipal Register of Historic Places. The vote for approval by the Village Board constitutes the designation, making the district subject to all the provisions of the Village of Mount Horeb Historic Preservation Ordinance. Additionally, when the plan and application are approved by the Village Board, the Preservation Plan becomes a village ordinance.



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The Village of Mount Hore Register of Historic Places Nomination Form for Historic Districts

1. Name of Property _____
Historic Name _____
Other names/Archeological Site Number _____
Address _____

2. Classification:

		Number of Resources		
Ownership/Designations (Check One in Each Section)	Property Category (Check One)	Contributing	Non-Contributing	
☐ Private	☐ Building(s)			Buildings
☐ Public	☐ District			Sites
☐ Municipal Register	☐ Site			Structures
☐ State Register	☐ Structure			Objects
☐ Federal Register	☐ Object		TOTAL	

3. Attach one of the following*:

- Complete copy of State/Federal National Register application with maps and photographs
- Complete copy of draft of State/Federal Register application that is to be submitted, with maps and photographs
- Partial draft of State/Federal application with questions for commission appended

***Contact the State Historic Preservation Office of the Wisconsin Historical Society for further information and to obtain the necessary forms to fulfill this requirement.**

4. Attach Historic Preservation Plan*.

5. Form prepared by:

Name/Title _____
Organization _____ Date _____
Street Address _____ City/Town _____
State _____ Zip Code _____ Telephone _____
Fax _____ Email Address _____

6. Zoning District(s) _____ Aldermanic District(s) _____
Zoning Designations _____

Commission Actions

(for Commission use only)

Committee hearing date _____

Committee Recommendation (including brief justification) _____

Signature of Commission Chair _____ Date _____



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Historic District Fact Sheet

Windows

This Fact Sheet is not a substitute for the ordinance, but addresses common questions about City ordinances. For further information, please contact the Preservation Planner.

All permit applications are available from the Building Department and at cityofypsilanti.com/permits.

Completed applications may be dropped off at the Building Department.

City Hall

One South Huron
Ypsilanti, MI 48197

Building

3rd Floor, City Hall
Phone: (734) 482-1025
cityofypsilanti.com/157

Planning

3rd Floor, City Hall
Phone: (734) 483-9646
cityofypsilanti.com/planning

Historic District

3rd Floor, City Hall
Phone: (734) 483-9646
cityofypsilanti.com/hd

All permits, fees, and factsheets can be found at cityofypsilanti.com/permits.

The Importance of Historic Windows

Windows are the “eyes” of a building. Even the simplest of windows can be considered character-defining elements of a building. Historic windows are often unique in their size, dimension, and design; and therefore are not easily replicated. Additionally, historic windows are made from components that can be individually replaced; while if a component breaks on a replacement window, generally the whole unit must be replaced again. Preserving historic windows makes sense economically and environmentally. The Historic District Commission encourages rehabilitation or repair of historic windows and reviews replica or replacement windows on a case-by-case basis. This fact sheet provides guidance for common window questions.

CONTACT THE PRESERVATION PLANNER BEFORE YOUR WINDOW PROJECT.

Rehabilitation and Re-glazing Historic Windows

Window rehabilitation often results in considerable energy cost savings while at the same time preserving original architectural materials. Epoxy wood-consolidating materials and polyurethane glues make it possible to repair even badly deteriorated wood windows.

Repair Process

- Remove the sash and lay it on a flat surface.
- Examine the exterior window frame, especially the sill, for rot or other deterioration.
- Dig out and replace bad sections with new wood or epoxy repair material. The epoxy works like auto body filler or spackle. Mix it up and pack it tightly into any depression or hollow in the wood. When hardened, it can be sanded, primed and painted.
- Then remove paint or varnish on both interior and exterior of the sash, re-glue where necessary, replace cracked glass and loose or missing glazing putty.
- Sand, apply a coat of linseed oil, prime with oil-based primer, and paint the sash with latex paint.
- Replace sash cord if windows are counterweighted.
- Return sash to window.
- Nail stops back into place.

For more information on wood window rehabilitation, see NPS Preservation Brief 9: The Repair of Historic Wooden Windows, available at <http://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm>.

Be aware of the dangers of lead in window repair, and take the necessary precautions. See https://www.mhpn.org/wp-content/uploads/2012/12/MHPN_-_Lead_Resource_Guide_FINAL.pdf for more information.

Energy Efficiency and Historic Windows

In most cases, home energy loss from window openings is 10-15% of the total loss. The often promised savings of modern replacement windows seldom outweigh the cost of installation. Before undertaking the expense of window replacement, check first that the attic is well insulated. Often, air loss through windows can be mitigated by simple nonintrusive measures, such as interior or exterior storm windows; curtains; or reglazing.

Screen Windows and Storm Windows

Any new screen or storm must be compatible with the window it is covering.

Metal combination screen/storms are permitted, although wood screens and storms are encouraged for better appearance and more efficient energy conservation. If a metal-framed screen/storm is installed, it must fit within the exterior trim. The metal frame must be either painted or factory-finished, not mill (raw metal) finish. Re-caulking and weather stripping are required and will improve the thermal efficiency.

Shutters

Wood shutters are permitted as a way to close off an unnecessary window. They must be hinged, fit within the window frame and painted. Non-functioning shutters may be permitted on a case-by-case basis, if they are considered appropriate for the structure and must match the opening size of the window.

Creating New Windows or Doors

New openings transform a building's character, often threatening historic integrity, and are not generally allowed. New openings are considered on a case-by-case basis.

Requirements for a Window Replacement Application

In some cases, replacement windows are approved by the Historic District Commission. *In order for the commission to approve replacement windows, the applicant must provide detailed information and meet certain conditions.*

1. If the existing windows are historic to the building, i.e. over 50 years old, every effort should be made to preserve them. If the applicant is citing poor condition as a reason for replacement, then they must provide documentation to that extent. At minimum, this should include detailed photos of each window proposed for replacement. Close-up shots showing the damage should be provided.
2. Large projects, particularly for commercial rehabilitation, may require a third party condition assessment of windows.
 - a. This assessment should be made by an unbiased professional, such a tradesperson, or historic architect, who will provide a report on the condition and reparability of windows.
 - b. The assessment cannot be made by a replacement window company or contractor.
3. If the applicant claims keeping historic windows will cause undue financial hardship, a cost comparison of replacement windows vs. repairing the originals by qualified tradespersons must be submitted as well.

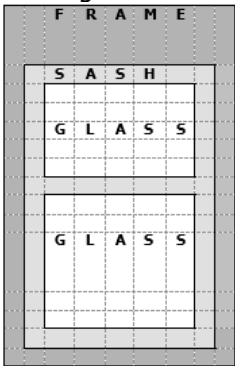
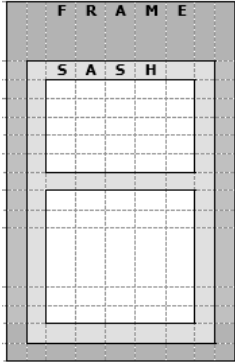
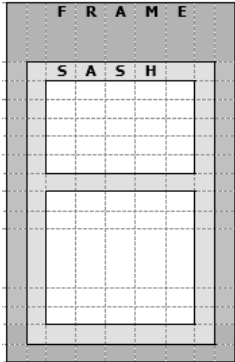
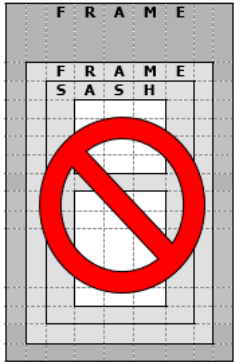
Requirements for Appropriate Window Replacements

Approval for replacement windows will be granted on a case by case basis. In all cases, the Commission will require an installation which does not reduce the glass area of any window. Wood replacement windows are preferred. Wood windows clad in aluminum or fiberglass may be approved in some cases. If the applicant is proposing a new material, such as composite windows, they are encouraged to include photos of it in use and bring a sample. *Solid vinyl and vinyl clad windows will not be approved.*

The new window shall be the same configuration as the window it is replacing. For example, three panes over one, one over one, etc. Panes of glass in the replacement must match the size and shape of the original. The exterior trim installed after replacement must match the original. In cases of replacement windows where the glass is not physically divided into panes by muntins, the Commission will require that muntins be permanently adhered to the exterior of the window to replicate the appearance of the original windows.

Clear glass is considered appropriate for the district; smoked or tinted glass may be approved on a case-by-case basis.

Breakdown of Window Rehabilitation and Replacement Methods

Frame Type	Description	Result	Can it be Permitted?
#1 Original Window 	Original frame and sash are intact. Routine maintenance is done to preserve the window, including regular painting and infilling damage wood with such materials as epoxy.	The building retains its historic character-defining elements and there is no loss to historic integrity.	YES- General repairs to the window may not require a permit, however full rehabilitations may be reviewed by the HDC. Contact the Preservation Planner to find out if your project requires a permit.
#2 Sash Kit installed in Old Frame/Replica Wood Sash 	Sash kits consist of a sash replacement only. The sash is the part of the window that holds the glass and moves up and down within the frame. Sash kits are installed by removing the old sash, leaving the old frame in place, and inserting the new sash in the old frame. Replica sashes that match the originals are also an option.	The windows retain some of their historic fabric and the original glass area is preserved.	YES- This installation is appropriate and can be approved on a case-by-case basis.
#3 Full Frame Replica installed in a Rough Opening 	The old sash and the old frame are removed. The replacement window, ideally designed to replicate the historic window is inserted in the <u>rough opening</u> . The <u>glass area is not reduced</u>	Although the historic fabric of the windows is lost, the overall historic integrity of the building is retained because the replacements match the original.	YES- This installation is appropriate and can be approved on a case-by-case basis.
#4 Full Frame Replacement Installed in Old Frame 	The old sash is removed, but the old frame is left in place. The replacement window (sash and frame) is inserted in the old frame. This results in two frames, the old frame and the replacement frame. The glass area is reduced	Although some historic fabric remains, the reduction of glass area substantially alters the historic character of the building.	NO- This installation diminishes the historic integrity of the building and is not generally permitted.



City of Ypsilanti
Historic District Commission
Work Permit Application

One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646
Fax: (734) 483-7260
www.cityofypsilanti.com

Office Use Only:

Receipt: _____

Method: _____

Action/Study Item

PHDC- _____

To complete this application:

1. Complete this form.
2. Attach the following documents:
 - a. Photo(s) showing an overview of the building and all locations where work is proposed (can be emailed).
 - b. Catalog cut sheets or similar details for windows, doors, light fixtures, and any other manufactured or preassembled components—this includes information from catalogues, professional quotes, or websites (can be emailed).
 - c. Dimensioned drawings of any new construction or modifications to existing structures, including awnings and signs.
 - d. A sketch plan, if proposal is for work on the grounds and not just the main structure (e.g., installing a new driveway, fence, or shed). This can be drawn on a scaled copy of a mortgage survey.
3. Applications and materials must be received by the Building Department **no later** than 4pm on the Friday eleven (11) days prior to the meeting.

INCOMPLETE APPLICATIONS WILL BE REJECTED

Property

Address

Applicant

**If applicant is not owner of property, a written statement from the owner authorizing this application must be included.*

Name		
Address		
City	State	Zip
Phone / Fax		E-Mail <i>*Staff will contact you primarily via email</i>

Contractor

Contractor Name & Contact Info

Type of work

- | | | |
|--|--|--|
| ☐ Roofing | ☐ Porches | ☐ Painting |
| ☐ Window/Door Replacement | ☐ Sign | ☐ Application Amendment |
| | ☐ Fence (or other sitework) | ☐ Other |

Complete Description of Proposed Work:**Materials (for paint include color chips or samples with application):****Permit Application Fee (action items only)**

The fee is \$45 for the first \$3,000 in construction cost plus \$5 for every additional \$1 - \$3,000 of construction cost. There is a flat fee of \$10 for painting only. *An additional fee of \$50 applies to HDC work started without the applicable permit.*

Construction Cost:

Permit fee:

\$45 + _____ =

Signature

I hereby attest that the above information is accurate. I am authorized to and grant permission to the City of Ypsilanti staff to be on the subject property for the purposes of preparing staff reports and/or evaluating this application.

I further affirm that this property has, or will have before the proposed work is completed, a fire alarm system or smoke alarm complying with the Stille-DeRossett-Hale single-state construction code, PA 230 of 1972, as amended.

Signature:

Date:

Print Name:

If you have questions about what the HDC generally permits or does not permit, or what they need to see in an application to render a decision, please call the office at 734-483-9646, email us at ethackery@cityofypsilanti.com, or view our factsheets at cityofypsilanti.com/hd.

All other necessary Building Permits must be acquired before beginning work.



City of Ypsilanti Historic District Commission Work Permit Application Checklist

Is your application complete? Do you have the following?

For painting projects:

- ✓ A detailed description of what you will be painting (trim, siding, deck, etc.).
- ✓ A list of all the materials you plan to use (paint brands, color names, etc.).
- ✓ Color chips or samples of the proposed paint colors.
- ✓ Photographs of the property.
- ✓ A description of how you plan to prep your surfaces for new paint (the HDC does not allow power washing or sand blasting).

For roofing projects

- ✓ A detailed description of the proposed roof work (Removing existing shingles? Replacing entire roof or portions?).
- ✓ Information about your plans for venting (can vents are generally not permitted in the district).
- ✓ Plans for the flashing and drip edge—what color will they be?
- ✓ Brand name and style of proposed new roofing—include a cut sheet, catalogue sheet, or print-out with details about proposed shingles.
- ✓ Color of the new shingles.

For window projects:

- ✓ A detailed description of your plans for the windows—are you replacing them entirely? Just the sashes?
- ✓ A cut sheet, catalogue sheet, or print-out with a photo of the proposed window, its dimensions and its materials (vinyl windows are generally not permitted in the district).
- ✓ Photographs of the existing windows showing their deterioration or lack of functionality.

For fencing projects:

- ✓ Site plan or drawing of lot showing placement of fence in relation to buildings/property.
- ✓ Proposed fencing material and style.
- ✓ Color chip or sample of proposed paint or stain (wood must be finished with an opaque stain or paint).

For all other projects:

- ✓ A detailed description of the proposed work.
- ✓ A list of all materials to be used in proposed work.
- ✓ Samples or chips of any paint or stain
- ✓ A site plan for any application involving the installation of something on the site (fencing, outbuildings, major landscaping, etc.).
- ✓ Cut-sheets, catalogue sheets, or print-outs with details on any materials you are using (like composite wood materials, solar panels, siding, shingles, alternative materials, or anything with specific dimensions).
- ✓ Detailed photographs showing the project area, as well as an overview of the building—including the front, even if the work is on the rear.
- ✓ Recommendations from historic preservation/restoration specialists, if applicable.
- ✓ If cost is a factor, please include estimates of restoration vs. replacement.
- ✓ Samples of any paint chips or stains.

****Without this required information, your application will be considered incomplete and will not be added to the agenda until the necessary information is received****

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: _____ 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 \$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 12:00pm 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

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;
 - ☐ 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 _____

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 to ensure the project considered by the Landmarks Commission meets Zoning requirements.

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



AGENDA ITEM REPORT

MEETING DATE

April 24, 2024

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 2.d

Review of Racine Historic Preservation Plan

BACKGROUND

Developing a historical preservation plan is part of the process for being recognized as a certified local government by the State Historic Society. Racine's Code was mentioned as a gold standard. You can find that code [here](#). The code is probably more intensive than what we need but provides us with an example to start our process.

RECOMMENDATION

ATTACHMENTS

None