

28.05 Powers And Duties

1. DESIGNATION. (Am. #9-13) The Commission shall have the power, subject to Common Council approval and §28.06 of this Code, to designate landmarks, landmark sites and historic districts within the City limits, based upon the criteria established under §28.04. Once the Common Council approves their designation, such landmarks, landmark sites and historic districts shall be subject to all the provisions of this chapter.
2. RECOGNITION OF LANDMARKS AND LANDMARK SITES. Upon designation of a landmark or landmark site in accordance with §§28.04 and 28.06 hereof, the Commission shall, with the owner's permission, cause to be prepared and erected on such property, at City expense, a suitable plaque declaring that such property is a landmark or landmark site. This plaque shall be so placed as to be easily visible to passing pedestrians and shall state the accepted name of the landmark or landmark site and other information deemed proper by the Commission.
3. (Am. #47-05) REGULATION OF CONSTRUCTION, RECONSTRUCTION, EXTERIOR ALTERATION AND DEMOLITION.
 - a. Certificate Required. No owner or person in charge of a historic structure, historic site, or structure within a Historic District shall reconstruct, alter or demolish all or any part of the exterior of such property or construct any improvement unless a Certificate of Appropriateness has been granted by the Landmarks Commission. Unless such Certificate has been granted by the Commission, the Building Inspector shall not issue a permit for any such work.
 - (1) All applications for a Certificate of Appropriateness shall be made on a form furnished by the Department. Depending on the proposed work, additional submittal items may be required, including but not limited to estimates or contracts from a building professional detailing the project, photos of impacted areas, elevation drawings and/or site plans, and material or color samples.
 - (2) All applications for a Certificate of Appropriateness shall be accompanied by a non-refundable fee as shown in a fee schedule published by the Department and amended from time to time.
 - (3) Site work, minor repairs, and work of an inherently temporary nature, such as repainting surfaces that have already been painted, do not require Certificate of Appropriateness approval.
 - b. Factors Considered. Upon the filing of an application for a Certificate of Appropriateness with the Commission, the Commission shall consider the following:
 - (1) Whether the proposed work would detrimentally change, destroy or adversely affect any exterior feature of the improvement upon which said work is to be done;
 - (2) Whether the proposed work is consistent with the Design Guidelines published by the Commission and amended from time to time.
 - (3) In the case of the construction of a new improvement on a historic site, or within a historic district whether the exterior of such improvement would adversely affect or harmonize with the external appearance other neighboring improvements on such site or within the district;
 - (4) In the case of a request for demolition, Whether the building or structure is of such architectural or historical significance that its demolition would be detrimental to the public interest and contrary to the general welfare of the people of the City and State;

- (5) In the case of a request for the demolition of a deteriorated building or structure, any economic hardship or difficulty claimed by the owner shall not be self-created or the result of any failure to maintain the property in good repair.
- c. Review and Approval. If, after applying the factors set forth in (b) above, the Commission determines that the completed application for a Certificate of Appropriateness and the proposed changes are consistent with the character and features of the property or district, it shall issue the Certificate of Appropriateness. The Commission shall make this decision within forty-five (45) days of the filing of a completed application.
- (1) The Commission may impose conditions to ensure that work will be consistent with the factors noted in Section b above.
 - (2) Should the Commission find that an application does not include sufficient information to make a determination of Appropriateness, and should the applicant be unable to provide such information in a timely manner, the Commission may place an application on hold for a period of up to one month.
 - (3) In cases where work has begun without a Certificate of Appropriateness, or has been inconsistent with the conditions of an approved Certificate of Appropriateness, and the Landmarks Commission finds that corrections must be made to return the property to compliance, the Commission may impose deadlines of not less than ninety days for said corrective work to be completed.

- d. Other Permits Required. The issuance of a Certificate of Appropriateness shall not relieve the applicant from obtaining other permits and approvals required by the City. A building permit or other municipal permit shall be invalid if it is obtained without the presentation of the Certificate of Appropriateness required for the proposed work.
- e. Continuing Obligation. If the Commission fails to issue a Certificate of Appropriateness, the Commission shall, with the cooperation of the applicant, work with the applicant in an attempt to obtain a Certificate of Appropriateness within the guidelines of this ordinance.
- f. Appeals. The Department shall provide notice in writing of any decision of the Landmarks Commission to approve or deny a Certificate of Appropriateness. Said notice must include any conditions of approval and, in the case of denial, must include the reasons for denial. The applicant may appeal such decision to the Common Council by filing an appeal with the City Clerk within 30 days of receipt of said notice of the determination.
- g. Common Council Review. If a timely appeal is filed with the City Clerk, the Common Council shall promptly review the decision of the Commission applying the factors set forth in 3(b) above. The Council may reverse or affirm wholly, partly, or may modify the decision of the Commission. Procedure for Common Council review shall be as described in Section 28.06(5) of this ordinance.

4. SALE OF LANDMARKS AND LANDMARK SITES. (Am. #9-13) Any person listed as the owner of record of a landmark site at the time of its designation, who can demonstrate to the Commission that by virtue of such designation the owner is unable to find a buyer willing to preserve such landmark or landmark site, even though he has made reasonable attempts in good faith to find and attract such a buyer, may petition the Commission for a rescission of the designation. Following the filing of such petition with the secretary of the Commission:

- a. The owner and the Commission shall work together in good faith to locate a buyer for the property who is willing to abide by its designation.
- b. (Am. #9-13) If at the end of a period not exceeding 2 months from the petition date no such buyer can be found, and if the owner still desires to obtain such rescission, the Common Council shall rescind the designation of the property.
- c. In the event of such rescission, the Commission shall notify the City Clerk, Building Inspector, City Attorney and the City Assessor of the rescission, and shall cause the same to be recorded, at its own expense, in the office of the Waukesha County Register of Deeds.
- d. (Am. #9-13) Following any such rescission, the subject property may not be redesignated as a landmark or landmark site within 5 years following the date of rescission, without the owner's permission.

5. REGULATION OF DEMOLITION. (Rep. #47-05)

6. OTHER DUTIES. (Ren. #47-05) The Commission shall have the following duties in addition to those previously specified:

- a. Actively work for the passage of enabling legislation which would encourage landmark owners to carry out the intent of this chapter.
- b. Work closely with appropriate individuals and agencies in attempting to include landmarks or landmark sites on the National Register of Historic Places.
- c. Work to educate and inform the citizens concerning the City's historic heritage, landmarks and landmark sites as designated in this section.

- d. As it deems advisable, receive and solicit funds for the purpose of landmarks preservation in the City. Such funds shall be placed in a special City account for that

purpose.