



Village of New Glarus

319 Second St.
P.O. Box 399
New Glarus, WI 53574

Jim Salter, President

Phone: (608) 527-2510
Fax: (608) 527-2062

Dear New Glarus Property Owner,

Thank you for your interest in New Glarus Historic Landmark Designation status for your property. The Historic Preservation Commission has prepared this packet of information to help you understand the historic landmark designation process. Please review the information carefully. Also included are some brochures with information that we hope will be of interest to you as a property owner interested in historic preservation.

If you have any questions or need help with completing a Landmark Nomination, please contact the Village Clerk's office at 527-2510 and we will have someone from the Commission contact you to assist you.

Thank you again for your interest in preserving the cultural and historic resources of New Glarus!

Village of New Glarus
Historic Preservation Commission

Nicholas W. Owen
Administrator
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An equal opportunity/affirmative action employer

Lynne R. Erb, CMC, CMTW
Clerk - Treasurer
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Landmark Nomination

1. Name

historic _____

and/or common _____

2. Location

street & number _____

city, town _____

congressional district _____

state

WISCONSIN

code

055

county _____

3. Classification

Category

district
 building(s)
 structure
 site
 object

Ownership

public
 private
 both
Public Acquisition
 in process
 being considered

Status

occupied
 unoccupied
 work in progress
Accessible
 yes: restricted
 yes: unrestricted
 no

Present Use

agriculture
 commercial
 educational
 entertainment
 government
 industrial
 military

museum
 park
 private residence
 religious
 scientific
 transportation
 other:

4. Owner of Property

name _____

street & number _____

city, town _____

_____ vicinity of

state _____

ZIP _____

5. Location of Legal Description (In County Courthouse)

courthouse, registry of deeds, etc. _____

street & number _____

city, town _____

state Wisconsin

6. Representation in Existing Surveys

title _____

date _____

_____ federal _____ state _____ county _____ local

depository for survey records _____

city, town _____

state _____

7. Description

Condition

excellent
 good
 fair

deteriorated
 ruins
 unexposed

Check one

unaltered
 altered

Check one

original site
 moved

date _____

Describe the present and original (if known) physical appearance

8. Significance

(Continue on separate sheets if necessary)

Period	Areas of Significance—Check and justify below				
<input type="checkbox"/> prehistoric	<input type="checkbox"/> archeology-prehistoric	<input type="checkbox"/> community planning	<input type="checkbox"/> landscape architecture	<input type="checkbox"/> religion	
<input type="checkbox"/> 1400–1499	<input type="checkbox"/> archeology-historic	<input type="checkbox"/> conservation	<input type="checkbox"/> law	<input type="checkbox"/> science	
<input type="checkbox"/> 1500–1599	<input type="checkbox"/> agriculture	<input type="checkbox"/> economics	<input type="checkbox"/> literature	<input type="checkbox"/> sculpture	
<input type="checkbox"/> 1600–1699	<input type="checkbox"/> architecture	<input type="checkbox"/> education	<input type="checkbox"/> military	<input type="checkbox"/> social/ humanitarian	
<input type="checkbox"/> 1700–1799	<input type="checkbox"/> art	<input type="checkbox"/> engineering	<input type="checkbox"/> music	<input type="checkbox"/> theater	
<input type="checkbox"/> 1800–1899	<input type="checkbox"/> commerce	<input type="checkbox"/> exploration/settlement	<input type="checkbox"/> philosophy	<input type="checkbox"/> transportation	
<input type="checkbox"/> 1900–	<input type="checkbox"/> communications	<input type="checkbox"/> industry	<input type="checkbox"/> politics/government	<input type="checkbox"/> other (specify)	
		<input type="checkbox"/> invention			

Specific dates

Builder/Architect

Statement of Significance (Give specific sources for all statements of fact.)

LANDMARK NOMINATION GUIDELINES**

Village of New Glarus
Historic Preservation Commission
[Adopted Pursuant to New Glarus Code §16-10 G(1)]
Adopted 11/01/06

Initial Steps

1. Property owner(s) picks up a Landmark Nomination form from the Village Clerk-Treasurer and fills in as much information as possible on the property.
2. Property owner(s) uses local records and/or a local resource person to gather additional information on the property. If property owner(s) cannot find information or a local resource person, they contact the Village Clerk-Treasurer to have a member of the Commission assigned to assist them. In preparing the Landmark Nomination, the property owner(s) must pay particularly close attention to the Statement of Significance as this may be used in reference materials about the landmark.

Submit the Nomination

3. Property owner(s) submits the Landmark Nomination form to the Village Clerk-Treasurer with the following minimum information:
 - a. Legal description of the property; and
 - b. A timeline of the ownership of the property dating back to the origin of the building or landmark.
4. The Village Clerk-Treasurer places the Landmark Nomination on the agenda for the next meeting of the Commission and provides copies of the Landmark Nomination form to the Commission members.

Review of Landmark Nomination

5. The Commission reviews the proposed Landmark Nomination initially at its meeting. The Commission members have extensive knowledge of local history and can correct or add to information in the Landmark Nomination, or can suggest additional research resources to the property owner. Property owners are strongly encouraged to attend the initial meeting on the nomination.
6. The Commission may take the following action on its initial review of the nomination:
 - a. Approve the Landmark Nomination and schedule a public hearing;
 - b. Return the Landmark Nomination to the property owner to provide additional research and information on the property and to resubmit it; or
 - c. Decline to accept the Landmark Nomination.

Public Hearing and Landmark Designation

7. If the Commission approves the Landmark Nomination, the Commission schedules a public hearing on the nomination to allow the general public an opportunity to object to or comment on the nomination. At least 10 days prior to such a hearing, the Commission notifies property owners in whole or in part situated within 200 feet of the boundaries of the property affected. At the public hearing, the Commission may hear expert witnesses and shall have the power to subpoena witnesses and records it deems necessary. NGC §16-10 G(2)(b).
8. Within 10 days after the close of the public hearing, the Commission designates the property as a historic landmark or rescinds the designation. Notification will be sent to the property owner(s), the Village Clerk-Treasurer, the Building Inspector, the Plan Commission, and the Assessor. The Commission shall cause the designation or rescission to be recorded, at Village of New Glarus expense, in the County Register of Deeds office. NGC §16-10 G(2)(b).

Appeal Rights

9. Owners of the property that is the subject of the Landmark Nomination who disagree with any decision of the Commission may appeal to the Village Board by filing a petition to appeal with the Village Clerk-Treasurer within 30 days of the decision, stating the grounds for the appeal. NGC §16-10 G(a). The Village Board holds a public hearing and reaches its decision on the appeal pursuant to NGC §16-10 G(c) and (d).

Recognition

10. Subject to funding availability, the Commission will provide the property owner a plaque to affix to the property to identify the property as an officially designated historic landmark. NGC §16-10 E.
11. A photograph and description of the landmark may be included in materials produced by the Commission, including, but not limited to, brochures, photo displays, computer generated programs, and/or television programs.

Preservation

12. Once a property has been designated as a historic landmark, the Commission must issue a certificate of appropriateness prior to the property owner reconstructing, altering, improving, or demolishing all or any part of the exterior of the property. NGC §16-10 C(2). Ordinary maintenance and repairs do not require a certificate of appropriateness, provided they do not require a building permit. NGC §16-10 C(e). The Commission may request to photograph the landmark prior to and after any changes in order to document the history of the building.

****DISCLAIMER:** These are guidelines for the landmark designations as provided in NGC §16-10. These guidelines are summaries of the process used by the Commission, and are not intended to be or to replace legal advice. Property owners should review the New Glarus Code for further information and seek legal counsel for legal advice regarding the landmark designation process if they have further questions regarding the process.

Landmark Designations

Frequently Asked Questions

Prepared by the Village of New Glarus Historic Preservation Commission
Adopted 11/01/06

What Property Can be Designated as a New Glarus Historic Landmark?

The Village of New Glarus adopted §16-10 of the New Glarus Code to govern the designation of historic landmarks in New Glarus. Landmark designation is an honor bestowed on a property by the Village of New Glarus Historic Preservation Commission.

For purposes of landmark designation in the Village of New Glarus, a historic structure, site, or district can include any site, natural or improved, including any building, improvement, or structure located on a property, or any area of particular historic, architectural, archaeological, or cultural significance to the Village of New Glarus. Examples of possible landmarks include houses, barns, commercial buildings, churches, statues, identifiable natural areas, trees, bridges, wells, or hills. Historic districts may include residential or commercial blocks or areas of the Village.

A house or building does not need to be a mansion or an extravagant building to be recognized for its historical significance. To be designated as an official historic landmark, the property should meet one of the following five criteria:

1. It should exemplify the broad cultural, political, economic or social history of the nation, state or community;
2. It should be identified with an important historic person or with important events in nation, state or local history;
3. It should embody the distinguishing characteristics of an architectural type or specimen valuable for study of a period, style, method of construction, or of indigenous materials or craftsmanship;
4. It should be representative of the notable work of a master builder, designer or architect who influenced his or her age; **or**
5. It should have yielded or be likely to yield important information to prehistory or history.

Property located outside the Village limits but that is of historic, architectural, archaeological or cultural significance to the Village of New Glarus may be given honorary landmark status. This acknowledges the historic significance of the property but recognizes that it is outside the jurisdiction of the Village.

If you have a property that you think might qualify for historic landmark designation, pick up a Landmark Nomination form and the Landmark Nomination Guidelines from the Village Clerk-Treasurer. Note: This information is a summary of the relevant provisions of that Code. You should refer to the Code for the complete information about the historic landmark designation process.

What Are the Benefits to Property being Designated as a New Glarus Historic Landmark?

Preserving history helps to create a sense of place, a feeling of community, and an observable continuity with the past. By having your property designated as a landmark, you are preserving part of the history and community of New Glarus for future generations. In years to come, people will still be able to learn about the settlement, buildings, development, culture, and growth patterns of New Glarus because you helped to preserve its history. You can take pride in owning and preserving an important piece of New Glarus history!

At this time, the Village cannot afford tax benefits to property owners when their property is designated as a New Glarus Historic Landmark. However, the fact that a property is designated as a local landmark may help property owners seeking to be listed on the National Register of Historic Places or on the Wisconsin Register of Historic Places. Listing on these may have economic benefits for owners by increasing property values and providing tax breaks. For instance, owners of listed properties may be able to recover up to 25% of certain rehabilitation costs as tax credits if they get their project pre-approved. More than 23,000 Wisconsin buildings have been listed on the National Register of Historic Places since 1966.

What Restrictions will be on my Property if it is Designated as a New Glarus Historic Landmark?

Once a property has been designated as a New Glarus historic landmark, the Commission must issue a certificate of appropriateness prior to the property owner reconstructing, altering, improving, or demolishing all or any part of the exterior of the property. NGC §16-10 C(2). Ordinary maintenance and repairs do not require a certificate of appropriateness, provided they do not require a building permit. NGC §16-10 C(e). This generally does not apply to any changes to the interior of the property.

Practically and legally, unless the change would be so drastic that it would destroy the historic character of the building or site, the Commission will not withhold issuance of a certificate of appropriate. The Commission recognizes that circumstances change over time and that practical and financial restrictions may need to balance with preservation efforts. Most historic buildings continue to be changed and adapted by their owners to meet current needs and lifestyles. However, the process serves to document changes to the building. The Commission may request to photograph the landmark prior to and after any changes in order to maintain a record of the history of the building.

What is the Process for Having My Property Become a New Glarus Historic Landmark?

The law regarding becoming designated as a New Glarus Historic Landmark is contained in the New Glarus Code §16-10 G. The guidelines the Historic Preservation Commission uses to process the nominations for historic landmarks are contained in the Landmark

Nomination Guidelines available from the Village Clerk-Treasurer. You should review those documents to understand the historic designation process.

The process begins with the property owner submitting a Landmark Nomination form to the Village Clerk-Treasurer with information about the property and a statement of its historic significance. At a minimum, the Commission requires that the property owner provide the legal description and a historic timeline of the ownership of the property back to its origin. If you need assistance, a member of the Commission will be assigned to help you. The Commission reviews the Landmark Nomination and may correct or add to the information. If the Commission recommends that the property be designated as a New Glarus Historic Landmark, it holds a public hearing to allow comments from the public. Within 10 days after the close of the public hearing, the Commission must decide whether the property should be designated as a landmark and sends a notice to the property owner. The designation is provided to the Village Clerk-Treasurer and is recorded in the County Register of Deeds. Subject to funding availability, the Commission will provide the property owner with a plaque declaring that the property is a historic landmark.

Where can I Get More Information on Historic Property Designations?

For Designation by the Village of New Glarus:

New Glarus Code §16-10
Landmark Designation Guidelines of the Historic Preservation Commission
Landmark Nomination form
(608) 527-2510
<http://www.newglarusvillage.com>

For Designation by the State of Wisconsin:

Division of Historic Preservation
State Historical Society of Wisconsin
816 State Street
Madison WI 53706-1488
(608) 264-6500
<http://www.wisconsinhistory.org/hp>

For the National Register of Historic Places:

National Register of Historic Places
National Park Service
1201 Eye St., NW
8th Floor (MS 2280)
Washington, DC 20005
Main telephone: 202-354-2213
<http://www.cr.nps.gov/nr>

§ 16-10 Historic Preservation Commission.**A.**
Composition.

(1)
Members. The Historic Preservation Commission shall consist of seven members who shall be the following, if available in the community: a registered architect, a historian, a Village Trustee, a licensed real estate broker and three citizen members, all having a known interest in historic preservation. One citizen may be a resident of the Town of New Glarus.

(2)
Appointment. Appointment shall be made by the Village President and confirmed by the Village Board.

B.
Definitions. See § 305-106, Chapter 305, Zoning, in this Code.

C.
Duties.

(1)
General. The Commission shall have the power, subject to Subsection E, to designate historic structures and historic sites and to recommend designation of historic districts within the Village of New Glarus limits. Such designations shall be made based on Subsection G. Historic districts shall be approved by the Village Board. Once designated, such historic structures, sites and districts shall be subject to all the provisions of this section.

(2)
Regulation of construction, reconstruction, alteration and demolition.

(a)
No owner or person in charge of an historic structure, historic site or structure within an historic district shall reconstruct, alter or demolish all or any part of the exterior of such property or construct any improvement upon such designated property or properties or cause or permit any such work to be performed upon such property or demolish such property unless a certificate of appropriateness has been granted by the Historic Preservation Commission, and unless such certificate has been granted by the Commission, the Building Inspector shall not issue a permit for any work.

(b)
Upon filing an application for a certificate of appropriateness with the Commission, the Commission shall approve the application unless:

[1]
In the case of a designated historic structure or historic site, the proposed work would detrimentally change, destroy or adversely affect any exterior feature of the improvement or site upon which said work is to be done.

[2]
In the case of the construction of a new improvement upon an historic site or within an historic district, the exterior of such improvement would adversely affect or not harmonize with the external appearance of other neighboring improvements on such site or within the district.

[3]
In the case of any property located in an historic district, the proposed construction, reconstruction, exterior alteration or demolition does not conform to the purpose and intent of this section and to the objectives and design criteria of the historic preservation plan for said district.

[4]
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 Village of New Glarus and the 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 is self-created or is the result of any failure to maintain the property in good repair.

(c)

If the Commission determines that the 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 45 days of the filing of the application.

(d)

The issuance of a certificate of appropriateness shall not relieve the applicant from obtaining other permits and approvals required by the Village of New Glarus. 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)

Ordinary maintenance and repairs may be undertaken without a certificate of appropriateness, provided that the work involves repairs to existing features of an historic structure or site or the replacement of elements of a structure with pieces identical in appearance, and provided that the work does not change the exterior appearance of the structure or site and does not require the issuance of a building permit.

D.

Appeals. Should the Commission fail to issue a certificate of appropriateness due to the failure of the proposal to conform to the guidelines, the applicant may appeal such decision to the Village Board within 30 days. In addition, 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 section.

E.

Recognition of historic structures, sites and districts. At such time as an historic structure, site or district has been properly designated, the Commission, in cooperation with the property owner, may cause to be prepared and erected on such property, at Village of New Glarus expense, a suitable plaque declaring that such property is an historic structure, site or district.

F.

Designations. An historic structure, site or district designation may be placed on any site, natural or improved, including any building, improvement or structure located thereon, or any area of particular historic, architectural, archaeological or cultural significance to the Village of New Glarus, such as historic structures, sites or districts which:

(1)

Exemplify or reflect the broad cultural, political, economic or social history of the nation, state or community;

(2)

Are identified with historic personages or with important events in national, state or local history;

(3)

Embody the distinguishing characteristics of an architectural type or specimen inherently valuable for a study of a period, style, method of construction, or of indigenous materials or craftsmanship;

(4)

Are representative of the notable work of a master builder, designer or architect who influenced his age; or

(5)

Have yielded, or may be likely to yield, information important to prehistory or history.

G.

Procedures for designation.

(1)

Adoption of guidelines. The Commission shall adopt specific operating guidelines for historic structure, historic site and historic district designations, providing such are in conformance with the provisions of this section.

(2)

Historic structures and sites.

(a)

The Commission may, after notice and public hearing, designate historic structures and historic sites, or rescind

such designation or recommendation, after application of the criteria as established in Subsection F above. At least 10 days prior to such hearing, the Commission shall notify the owners of property in whole or in part situated within 200 feet of the boundaries of the property affected.

(b)

The Commission shall then conduct such public hearing and, in addition to the notified persons, may hear expert witnesses and shall have the power to subpoena such witnesses and records as it deems necessary. The Commission may conduct an independent investigation into the proposed designation or rescission. Within 10 days after the close of the public hearing, the Commission may designate the property as either an historic structure or an historic site, or rescind the designation. After the designation or rescission has been made, notification shall be sent to the property owner or owners. Notification shall also be given to the Village Clerk-Treasurer, Building Inspector, Plan Commission and Assessor. The Commission shall cause the designation or rescission to be recorded, at Village of New Glarus expense, in the County Register of Deeds office.

(3)

Procedures. Historic districts may be created or rescinded under Chapter 305, Zoning, § 305-22 of this Code.

(4)

Appeals of Historic Preservation Commission actions.

(a)

The Historic Preservation Commission shall notify by certified mail the owner(s) of record of any subject property of an action of the Commission relating to that property. The notice shall include notification of the thirty-day appeal period, a listing and clarification of the specific appeal criteria, and a description of the appeal process and hearing.

(b)

The owner(s) of record of the property may appeal an action of the Historic Preservation Commission relating to the designation of an historic structure, site or district, the regulation of construction, reconstruction or exterior alteration, regulation of demolition, or the issuance of a certificate of appropriateness. An appeal may be initiated by filing a petition to appeal, specifying the grounds for such an appeal, with the Village Clerk-Treasurer within 30 days of the date on which the final decision of the Commission is made.

(c)

The Village Clerk-Treasurer shall file the petition to appeal with the Village Board; a public hearing with the Village Board shall be scheduled. After a public hearing, the Village Board may, by a favorable vote of a majority of the Village Board, reverse or modify the decision of the Commission.

(d)

In modifying or reversing a decision of the Commission, the Village Board shall make one of the following findings:

[1]

That, owing to special conditions, the decision of the Commission would cause serious hardship to the property owner or preclude reasonable use of the property. Self-created hardship or expectation of increased economic return shall not be the basis for modifying or reversing a decision of the Commission.

[2]

That, in an action of the Historic Preservation Commission relating to the regulation of construction, reconstruction or exterior alteration, regulation of demolition, or the issuance of a certificate of appropriateness, the property owner's proposed external alterations, reconstruction or new construction materially or substantially complies with the Secretary of the Interior's Standards for Rehabilitation.

[3]

That, in an action of the Historic Preservation Commission relating to the designation of an historic structure, site or district, the property does not meet the criteria set forth in Subsection F above.

§ 305-22 H Historic District.**A.**

Purpose and intent. The purpose and intent of this district is to:

(1)

Declare as a matter of public policy that the protection, enhancement, perpetuation and use of improvements or sites of special character or special architectural, archaeological or historic interest or value is a public necessity and required in the interest of the health, prosperity, safety and welfare of the people.

(2)

Effect and accomplish the protection, enhancement, and preservation of improvements, sites and districts which represent or reflect elements of the Village of New Glarus' cultural, social, economic, political and architectural history.

(3)

Safeguard the Village of New Glarus' historic, prehistoric and cultural heritage, as embodied and reflected in such historic structures, sites and districts.

(4)

Stabilize and improve property values and enhance the visual and aesthetic character of the Village of New Glarus.

(5)

Protect and enhance the Village of New Glarus' attractions to residents, tourists and visitors and serve as a support and stimulus to business and industry.

B.

Creation of historic district.

(1)

For preservation purposes, the Historic Preservation Commission as established under Chapter 16, § 16-10 of this Code shall select geographically defined areas within the Village of New Glarus to be designated as historic districts and shall prepare a historic preservation plan for each area. An historic district may be designated for any geographic area of a particular historic, architectural or cultural significance to the Village of New Glarus, after application of the criteria in § 16-10F of this Code. Each historic preservation plan prepared for or by the Historic Preservation Commission shall include a cultural and architectural analysis supporting the historic significance of the area, the specific guidelines for development, and a statement of preservation objectives.

(2)

The Historic Preservation Commission shall hold a public hearing when considering the plan for an historic district. Notice of the time, place and purpose of the public hearing shall be sent by the Village Clerk-Treasurer to the Village Board and the owners of record who are within the proposed historic district or are situated in whole or in part within 200 feet of the boundaries of the proposed historic district. Said notice is to be sent at least 10 days prior to the date of the public hearing. Following the public hearing, the Historic Preservation Commission shall vote to recommend, reject or withhold action on the plan.

(3)

The Village Board, upon receipt of the recommendations from the Historic Preservation Commission, shall hold a public hearing, notice to be given as noted in § 305-98 of this chapter, and shall following the public hearing either designate or reject the historic district. Designation of the historic district shall constitute adoption of the plan prepared for that district and direct the implementation of said plan.

(4)

Appeal of designation shall follow § 16-10G(4) of this Code.