

City of Green Bay Historic Preservation Commission (HPC) Historic Designation Procedure

A. NOMINATION PROCEDURES

To nominate a structure, site or district for historic designation within the City of Green Bay, a Historic Designation Application shall be completed and submitted to the Planning Department. Applications shall be completed in full and consideration will be given to applications where one or more of the following criteria have been met, per Chapter 13-1502, Green Bay Zoning Code:

- (a) Exemplify or reflect the broad cultural, political, economic, or social history of the nation, state, or community; or
- (b) Are identified with historic personages or with important events in national, state, or local history; or
- (c) 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; or
- (d) Are representative of the notable work of a master builder, designer, or architect who influenced his age; or
- (e) Have yielded, or may be likely to yield, information important to prehistory or history.

Applications for properties that have historic status on either the National or Wisconsin Register of Historic Places need only indicate such status and include information submitted to or available from either the National Park Service or the State of Wisconsin. All properties that enjoy such status either at the time that these procedures are adopted or hereafter shall be presumed to satisfy the criteria for designation in the City of Green Bay Historic Preservation Ordinance.

Anyone, including members of the Historic Preservation Commission (HPC) acting in their official capacity, may submit a Historic Designation Application to the Commission. Application forms will be available in the Planning Department, Room 608, City Hall and, if available, on the HPC website: www.ci.green-bay.wi.us/HistoricPreservation. There is no application fee.

Upon receipt of a Historic Designation Application, a copy shall be forwarded to the property owner together with a copy of these procedures. The entire HPC shall then review the Application to determine whether the information presented in the Application may satisfy one or more of the criteria described above for designation as a Historic Structure, District or a Historic Site. If the HPC determines that the property may satisfy one or more of the criteria, the HPC shall then proceed to the Designation Procedure below. The property owner may terminate the designation process at any time prior to designation by declining to participate.

B. DESIGNATION PROCEDURE

The HPC shall schedule a public hearing, discussion and vote on the designation in compliance with the provisions of the Chapter 13-1503, Green Bay Zoning. Notification of the meeting shall be sent to the owner of the property at least 20 days before the hearing by certified mail, return receipt requested. In addition, property owners within 100 feet of the subject site shall be notified not less than 10 days prior to the meeting.

Notice shall also be published or posted as appropriate at City Hall and given to the all persons who submitted an Application for the subject property, Mayor, Director of Public Works, Parks and Recreation Department, Building Inspections Superintendent, Zoning Administrator, and Planning Director. The Commission may seek additional comments, studies or information from other outside sources, including but not limited to public agencies or professionals with expertise in history or architecture.

At the public hearing, the HPC shall review the Application and any other supporting documentation. The HPC may take testimony on the Application from anyone present and wishing to speak as well as accept written comments submitted to the Commission concerning the Application. If the HPC recommends a Historic Structure, District or a Historic Site for designation, the HPC shall make a recommendation to the Common Council. The owners of record of shall be notified in writing by the HPC of the date, time, and place the Common Council will act on its recommendation.

If approved by the Common Council, the historic designation shall be placed on the City's Official Zoning Map. The HPC may present to the owner a certificate declaring the property to be a Historic Structure or a Historic Site. A plaque may also be affixed to the property or located on a particular site and/or district within the requirements of the Green Bay Zoning Code.

HISTORIC DESIGNATION APPLICATION
City of Green Bay Historic Preservation Commission (HPC)

Case Number: _____ **Date Filed:** _____

Request: Structure, Site or Historic District: _____

Address of subject property or proposed district boundaries:

Petitioner's Name: _____ **Phone Number:** _____

Petitioner's Address: _____

Owner's Name: _____ **Phone Number:** _____

Owner's Address: _____

Please respond to the following questions as applicable.

1. A legal description and map of the proposed property or district.
2. Provide photographs of the structure(s) proposed for designation. If the district contains several structures, provide a representative sampling.
3. Provide copies of any listing on a state or national registry or historic survey information pertinent to the property(s).
4. If the designation is proposed on grounds other than architectural significance, supply evidence of the historic linkages described. Such evidence as deed transfers, maps, City Directory, written histories, when available, or oral histories may be used.

One of the following criteria must be met for the Historic Preservation Commission to proceed with the designation:

- (a) Exemplify or reflect the broad cultural, political, economic, or social history of the nation, state, or community; or
- (b) Are identified with historic personages or with important events in national, state, or local history; or
- (c) 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; or
- (d) Are representative of the notable work of a master builder, designer, or architect who influenced his age; or
- (e) Have yielded, or may be likely to yield, information important to prehistory or history.

Please describe which criteria above apply and provide supporting documentation.
