

**HISTORIC PRESERVATION COMMITTEE MINUTES**  
**OF SEPTEMBER 13, 2004**

Meeting called to order by Chairperson Fuelleman at 5:00 PM in the Executive Conference Room of City Hall Plaza.

**PRESENT:** Iris Guensburg, Sarah Fuelleman, Alderman Mike Feirer, David Korth, Lyman Smith (left at 5:30), Jeff Cichantek

**ABSENT:** Pete Turney

**ALSO PRESENT:** Bonnie Curtiss, Planner/Zoning Administrator, Amber Miller, Director of Planning & Economic Development, Shirley Mook,

Minutes of the August 9, 2004 meeting were presented for approval.

**HP04-26** Motion by Korth, second by Guensburg to approve the minutes of the 8/9/04 meeting. All Ayes.

**Motion Carried**

**Final review of edited version of Historic Preservation Brochure.**

Miller mentioned that after receiving the final proof from designer, the next step is to seek bids for printing job.

**HP04-27** Motion by Fuelleman, second by Guensburg to direct Staff to begin bid process for the printing job for 5,000-10,000 copies of the brochure. All Ayes.

**Motion Carried.**

**Draft example and concept for a Committee 'working list'.**

Curtiss presented an example of 'working list' concept for the Committee to note historically significant properties to aid in focusing their future preservation efforts. This would allow the Committee to summarize/prioritize those known historical resources, track contact with owners. Contact with owners would include education on historical significance and the local register and ordinance procedures. This concept or something similar could be used as a 'tool' to track and carry forward preservation efforts of the Committee. Korth noted that the Committee should talk to the Parkins Dairy owners, since they already are interested in historic preservation, and explain the local preservation program. Mook updated the Committee on the National Register nomination in progress for Parkins Dairy. Guensburg noted contacting the Park Street Residential District, gather owners together to educate on the local district, encourage additional meetings and discussions to assess the interest of the owners for the first 'local historic district' in Marshfield. Mook offered the National Register nomination for the Park Street district for the Committee to use for historical information on the residences.

**Update on Historic Preservation Subgrant for intensive survey project.**

The RFP selection committee met to evaluate/rate the proposals against the criteria and identified the top two consultants to interview. Curtiss and Fuelleman completed interviews and will offer contract to selected consultant. Two additional public meetings are being negotiated in the contract to provide a total of four public meetings during the process.

**Discussion & Review of policies, plans, regarding owners consent.**

Curtiss summarized that the Committee previously recommended leaving code 'as is' and now she asked the Committee to look at updating policies, plans to identify strategy/goals to involve owners, educate owners on local preservation, to establish some framework in the Committee's preservation efforts. Curtiss recommended changing and updating the adopted 2002 Preservation Plan. Korth favors

keeping the ordinance 'as is', but also favors owners consent. Miller mentioned that currently there is nothing in policies or procedures where owners even have to be notified prior to HPC review and recommendation. Cichantek asked for summary of the designation process. Smith noted he had no objection to notifying owner and suggested adding somewhere to policies/procedures or plans. Curtiss presented the preservation plan adopted by the Committee in 2002. Also, provided them with a copy of 'procedures' that were drafted for the Committee. Some questions on whether drafted procedures were ever formalized by the Committee.

Smith didn't understand why the Plan Commission was evaluating the code and some confusion on what was being discussed tonight. Miller explained why Common Council referred the evaluation of the code to the Plan Commission. She then explained that the Committee should look at whether or not to update and adopt policies/procedures, then the group would have official document on what they should do instead of just what they've done in the past. Curtiss suggested also updating the 'preservation plan' to add specific steps or strategies for owner involvement upfront, educating, laying the framework, etc. Fuelleman suggested looking at both the drafted 'procedures' and adopted 'preservation plan' and possibly merging or updating.

Miller suggested looking at the policy to insert that the Committee notifies a property owner upfront, educate on property and local ordinance before proceeding with review and recommendation. Feirer represented Common Council's concern on property owner not having a say in Committee's advisory recommendation to the Plan Commission. Feirer feels that owner should not be put in position to go the next level if they do not want to be placed on the local register. Miller noted Atty Hutchinson's comments regarding local designation not considered 'a taking' and the fact that zoning already places restrictions on a property. Curtiss followed that the discussion on the agenda item was not intended for the Committee to rehash discussion on the code, committee has already done that and recommended no change. This item was to create discussion on planning a framework for future preservation efforts of the Committee, specifically how the committee is going to involve the owners and community in the preservation efforts. Fuelleman mentioned that it is important to agree upon a procedure to contact the owner well in advance and how are we going to do this and explain how we want to include the owner in the very beginning. Miller felt it was appropriate for Committee to make a motion for Staff to come up with a draft or update of plan and policy to specifically implement owner notification. Cichantek felt it is important for the Committee to set down with an owner and explain process, timelines, and ordinances in the very beginning; in order to get the owner's agreement. He mentioned if his home were nominated with no contact at all, he would not agree.

**HP04-28** Motion by Cichantek, second by Fuelleman, to direct Staff to review & draft procedures and plans to identify how Committee is going to identify and involve owners in any preservation efforts. Four voted 'aye'. One 'naye'.

**Motion Carried.**

**Review/report on nomination of 'Marshfield Senior High School' to the National Register of Historic Places.**

Miller explained that in accordance with procedures of 'Certified Local Government', a copy of nomination is forwarded to Committee for review and report to the WHS. The Committee is to report to the state on the historical significance of structure.

**HP04-29** Motion by Korth, second by Cichantek, to table to next meeting, Three 'ayes'. Two 'nays'.

**Motion Carried.**

**Discussion on changing the time of meetings.**

**HP04-30** Motion by Fuelleman, second by Korth, to move time of meetings to 4pm on 2<sup>nd</sup> Monday of each month. All Ayes.

**Motion Carried.**

**Next Agenda**

Update on brochure status, presentation of staff draft of plans or policies for Committee to consider.

The next meeting will be October 11, 2004.

Motion by Korth, second by Guensburg, to adjourn at 6:30PM. Motion Carried.

Respectfully submitted,  
Bonnie Curtiss  
Planner/Zoning Administrator