HISTORIC PRESERVATION COMMITTEE MINUTES
OF NOVEMBER 08, 2004

Meeting called to order by Chairperson Fuelleman at 4:05 PM in the Executive Conference Room of City Hall Plaza.

PRESENT: Sarah Fuelleman, Alderman Mike Feirer, David Korth, Lyman Smith, Jeff Cichantek
ABSENT: Pete Turney, Iris Guensburg (Excused)
ALSO PRESENT: Bonnie Curtiss, Planner/Zoning Administrator, Amber Miller, Director of Planning & Economic Development

Minutes of the September 13, 2004 meeting were presented for approval.
HP04-31 Motion by Feirer, second by Korth to approve the minutes of the 9/13/04 meeting with minor corrections noted.
All Ayes.
Motion Carried

Update on brochure status -printing bids.
The Committee reviewed a color copy of the final product. Staff presented quotes from Heinzen and Speedy Print for the printing job with quotes on 1,000, 5,000 and 10,000 copies using 80# and 100# matte paper.
HP04-32 Motion by Korth, second by Fuelleman to approve the lowest bid of $545 for 5,000 copies of the brochure using 80# matte paper, and approve an additional $75 for the costs of final revisions to the document. All Ayes.
Motion Carried.

Discussion/review of Committee's policies/procedures regarding 'owner's consent' for local register nomination.
Miller presented the revised document and summarized the changes. A property owner's signature will be required on an application to indicate understanding and either agreement or disagreement with the nomination. An application will be considered 'incomplete' and will not be placed on the agenda without owner's signature. Staff shall notify the owner by certified mail within 10 days of receipt of a complete application and identify the HPC meeting date. Miller noted that since it is very difficult to define an 'extraordinary circumstance', Staff proposes that a unanimous vote of the Committee members be required in order for a nomination to move forward without owner's consent. Written notification of the Committee's action on historic designation application shall be sent to both the applicant and owner. If an application is recommended to Plan Commission, owner will again be notified by certified mail of the public hearing and meeting date. In another update to the policies/procedures, the Committee will be required to have a minimum of one public televised educational session annually to promote the interest and understanding of the local historic register and designation process. Additional procedures on the certificate of appropriateness applications were carried forward from the previously drafted document.

Smith agreed with Staff that it would be difficult to define an extraordinary circumstance when the Committee may choose to recommend a nomination without owner's consent; however, he felt that requiring a unanimous vote would be too restrictive. Smith felt this policy might place too much power in one person's hands to stop the Committee in their charge to be the City's advocate for historic resources and raise the flag if the resource were extraordinarily significant.

HP04-33 – Motion by Smith, second by Korth to adopt the policies/procedures as recommended by Staff with the exception to require a 2/3 vote of members present for a nomination to move forward without owner's consent. Smith, Korth and Fuelleman voted 'Aye'. Feirer and Cichantek voted 'No'.
Motion Carried.

Review of revised 'Historic Site Designation Application' form.
Staff presented the revised application including an owner consent section with an area for the owner's signature and check-off on whether they understand and concur with the recommendation or whether they are not interested in the designation at this time. The 'Significance' section was expanded to include the four criteria of significance listed in the code and requiring the applicant to indicate the significance criteria that relate to the site or structure.
HP04-34 Motion by Fuelleman, second by Cichantek, to approve the revised application.
All Ayes.
Motion Carried.

Next agenda.
Review of HPC budget decision, planning for Historic Preservation Week/Month 2005, review of Plan Commission report to Council regarding adoption of policies/procedures, annual member & public education program

The next meeting will be December 13, 2004.

Motion by Korth, second by Smith, to adjourn at 4:53PM. Motion Carried.

Respectfully submitted,
Bonnie Curtiss
Planner/Zoning Administrator