

**HISTORIC PRESERVATION COMMITTEE MINUTES**  
**OF October 9th, 2006**

Meeting called to order by Chairperson Guensburg at 4:00 PM in the Executive Conference Room of City Hall Plaza.

**PRESENT:** Carl Scott, Jeff Cichantek, Iris Guensburg, David Korth, Alderman Mike Feirer, Peter Drachenberg

**ABSENT:** None

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

**Minutes of the June 12, 2006 meeting.**

**HP06-16** Motion by Feirer, second by Cichantek to approve the minutes of the 6/12/06 meeting.

**All Ayes.**

**Motion Carried.**

**Approval of Final Expenditures for Historic Preservation Month 2006**

Lyman Smith submitted an invoice for payment in the amount of \$283.40. The bill included material and installation costs for a stainless steel pedestal installed on the Hardacre property @ 512 South Quentin Avenue to support a plaque to recognize the historic status of the home. Miller noted that while historic plaques/markers are provided for local register properties at city expense, the bills to do this work need to be pre-approved per policy. The bill for the plaque was pre-approved and paid back in June. This bill for the pedestal was not pre-approved. Installation costs have never been paid in the past, only the costs of the materials.

**HP06-17**- Motion by Feirer, second by Cichantek to approve payment of the bill to cover costs of materials in the amount of \$233.40.

Scott noted his concern on how we deal with labor costs with this invoice and being consistent on future bills/payment. He requested a letter be sent to owner stating that the payment was for material only and not labor.

**All Ayes.**

**Motion Carried.**

**CLG Grant Update**

Curtiss reported that that Historic Preservation Consultant Timothy Heggland was selected to prepare the National Register Nominations. Mr. Heggland has started the project, mostly research at this point. Wisconsin Historical Society CLG and NRHP Coordinators suggested a letter to keep property owners notified and updated on progress of the project. After nominations are complete and before submittal to the State Review Board, we're required to hold an informational meeting with the affected property owners.

**HP06-18** – Motion by Scott, second by Drachenberg directing staff to send a letter to all property owners included in the National Register of Historic Places nominations to explain the grant project.

**All Ayes.**

**Motion Carried.**

### **Historic Placemats Update**

Curtiss noted that over half (5,000+) of the placemats have been distributed to several area restaurants and a couple service organizations. Feirer mentioned that the American Legion used the placemats for steak feeds and people were picking up the mats and reading the information.

### **Other Old Business**

Curtiss asked about requests for information from a couple of property owners regarding historic status or repairs to their homes. Guensburg researched the history of the home @ 309 S. Cherry and has tried to contact owner with this information. The house is eligible for local listing.

### **Stewardship Recognition Program**

At the June meeting Scott introduced the idea of recognizing stewardship of properties, providing an article in the Appleton newspaper of a similar program. The idea was thought to be a good way to get people energized about restoration projects and promote preservation. The Committee discussed a possible certificate of recognition and opportunities to present the certificate to property owners at Council meetings. Staff will get more information on the Appleton program. Other ideas were to poll for stewardship properties on the web site, recognize stewardship properties in a newspaper ad or feature in a future placemat.

### **Review of HPC Meeting Date/Time**

City Clerk confirmed that the regular HPC meeting date/time was not set by ordinance and could be changed by the Committee. The first Monday of the month seemed to work better for most Committee members.

**HP06-19** – Motion by Cichantek, second by Korth to move the regular meeting date to the first Monday of the month starting with November 6<sup>th</sup>, 2006 @ 4pm.

**All Ayes.**

**Motion Carried.**

### **Education Program for HP Committee Members**

The Committee discussed ideas and schedule for the next education program. Miller suggested a practical preservation program with workshops featuring restoration/renewal projects such as tuck pointing, windows, etc. She also mentioned that this idea was discussed at a WHEDA meeting and they were interested in possibly co-sponsoring the event. Wisconsin Homebuilders Association may be another interested co-sponsor. The group agreed that March would be a good timeframe for the program.

### **Set next agenda.**

Stewardship recognition program, plaque program

The next meeting will be November 6, 2006.

Motion by Feirer, second by Scott, to adjourn at 4:50PM. Motion Carried.

Respectfully submitted,

Bonnie Curtiss

Planner/Zoning Administrator