HISTORIC PRESERVATION COMMITTEE MINUTES
OF December 4th, 2006

Meeting called to order by Chairperson Guensburg at 4:04 PM in the Executive Conference Room of City Hall Plaza.

PRESENT: Carl Scott, Iris Guensburg, David Korth, Alderman Mike Feirer, Pete Drachenberg
ABSENT: Jeff Cichantek (Excused)
ALSO PRESENT: Bonnie Curtiss, Planner/Zoning Administrator (arrived @ 4:04); Amber Miller, Director of Planning & Economic Development; Mayor Mike Meyers

Minutes of the November 6, 2006 meeting.
HP06-21 Motion by Korth, second by Scott to approve the minutes of the 11/6/06 meeting, subject to corrections. Corrections were noted.
All Ayes.
Motion Carried.

Stewardship Recognition Program
Curtiss suggested/reviewed some general guidelines for the program. The intended purpose of the program is promotional, to promote public awareness and support for historic preservation within the community. Similar to Appleton's program, property owners will be recognized and publicly thanked for their efforts to take care of or improve their properties. The HPC will receive/review nominations for award recipients. HPC will recognize award recipients at a Common Council meeting and the Mayor will present certificates. Curtiss suggested a press release to announce the stewardship award program. The press release could announce the awards & invite the public to participate in nominating properties.

The Committee didn't want to the awards to be exclusive to just "listed" or otherwise eligible historic properties or neighborhoods, but instead wanted to open the eligibility to almost any property. Miller suggested using a time period as a basis for eligibility, such as structures built prior to 1950. The group discussed that the exterior work didn't necessarily need to qualify under Secretary of Interior Standards. The idea is to publicly thank property owners for taking care of their property, whether it's as simple as a fresh coat of paint and good exterior cleanup or a complete exterior renovation. The Committee preferred the awards be presented on an annual or semi-annual basis.

Staff will summarize the program with changes noted and draft a press release.

Plaque Program for Locally Designated Properties
Curtiss reviewed drafted policies for Marshfield Historic Register Plaque Program. The Municipal Code provides that the City may, with consent of the owner, prepare and erect, at city expense, a suitable plaque or sign declaring the property is a historic structure or site. The code does not provide additional detail, however, on what constitutes a "suitable plaque or sign." Curtiss proposed specific design specifications for plaques, i.e., the material used, shape/dimensions, wording, location on property, etc. The drafted policy also clarifies that the HPC will pay for material costs only and volunteers will be sought to install the plaques/pedestals.

The Committee reviewed photos of existing plaques for locally designated properties to aid in the discussion on proposed design standards.

Drachenberg wanted to know what happens if the owner doesn't want a granite plaque, but a bronze plaque instead like those at the Laird House or Upham Mansion. Does the owner then not get a plaque? Miller mentioned that cost of materials is a big consideration given a limited budget. Bronze plaques are more expensive compared to the granite plaques. The granite plaques are produced by Marshfield Monument and run around $175. The polished granite plaques also exhibit a dignified look and hold up over time.

HP06-22 – Motion by Scott, second by Korth to approve the proposed plaque policies with an amendment to allow bronze plaque as an option, if a property owner pays the cost difference between the bronze plaque and granite plaque.
All Ayes.
Motion Carried.

Other Old Business
None.

Zoning in Vicinity of Pleasant Hill Residential Historic District
At the November meeting, Curtiss suggested the Committee review existing zoning designations in and adjacent to the historic district to ensure compatibility of density, use, and physical character to the established neighborhood and historic district. Curtiss agreed there's a need to review the adjacent B-4 commercial zoning district along the north boundary of historic district. The B-4 district increases development pressure, sale, potential alterations, or changes in use of residential structures in the historic district, resulting in possible loss to the historic integrity or overall character. Curtiss presented a GIS map detailing the boundaries of the Pleasant Hill Historic District and zoning districts. The majority of the Pleasant Hill Historic District is zoned "R-5" Medium Low-Density Single- and Two-Family Residential with the exception of one property, the residence at 104 S. Vine Street is zoned "B-4" General Commercial District. The home, built in 1890, is included in the Pleasant Hill Historic District as a noncontributing resource. The owner of 104 S. Vine Avenue also owns two adjacent 44-ft. wide lots on Vine Street. The two lots will be difficult to very develop due to a 50-ft building setback from Veterans Parkway and additional setbacks from Vine Ave and adjacent residential uses. The three lots together could possibly be developed, but would involve a demolition or commercial conversion of the residential structure. A demolition, alteration or change in use could harm the historic integrity of the residential district.

A question came up about change in use. Miller clarified that under B-4 zoning the structure could be converted to a commercial structure and commercial use. The B-4 district is the most inclusive commercial district in the City's zoning ordinance and allows some uses not compatible adjacent or within a residential neighborhood.

The Committee agreed that a review of zoning along the entire north boundary of the Pleasant Hill Historic District is necessary, given the new Veterans Parkway corridor, access restrictions and other conditions in the area that could lead to development pressures on edges or within the historic neighborhood.

HP06-23 Motion by Korth, second by Drachenberg to recommend Plan Commission review the zoning on the north boundary of the Pleasant Hill Residential Historic District.
All Ayes.
Motion Carried.

Cultural Resources Section of the Comprehensive Plan
Miller pointed out that a draft of the Plan Element was included in the packets. Cultural Resources will be discussed at the December 14th meeting of the Citizen Planning Team. Historic Preservation Committee members are invited to attend the meeting or provide additional comments to staff. Miller further noted that a copy of the HPC Local Preservation Plan was provided to the consultant. The HPC agreed at a previous meeting that the preservation plan goals were still valid and should be used in the comprehensive plan process.

Other New Business
None.

Set next agenda.
Review final draft of proposed stewardship award program and a draft of a press release to announce the program to the public.

Miller announced that the next meeting will be Monday, January 8, 2007 @ 4pm due to the first Monday being a holiday.

Motion by Scott, second by Feirer, to adjourn at 5:04PM. Motion Carried.

Respectfully submitted,
Bonnie Curtiss
Planner/Zoning Administrator