

HISTORIC PRESERVATION COMMITTEE MINUTES
OF JUNE 1, 2009 MEETING

Meeting called to order by Chairperson Guensburg at 4:02 PM in Conference Room 108 of City Hall Plaza.

PRESENT: Iris Guensburg, Gary Gray, Carl Scott, Alderman Dave LaFontaine, Ken Wood, Scott Noble (arrived 4:07PM), David Korth

ABSENT: None

ALSO PRESENT: Bonnie Curtiss, Planner/Zoning Administrator; Jason Angell, Director of Planning and Economic Development

Minutes of May 4, 2009 Meeting.

HP09-20 Motion by LaFontaine, second by Wood to approve the minutes of the 5/4/2009 meeting.
All 'Ayes' Motion Carried.

Citizen Comments.

None.

2010 Budget.

Angell reviewed the 2010 Budget Parameter and Budget Schedule. City Department's proposed budgets are due July 24th to the City Administrator. Planning and Economic Development is responsible for the Historic Preservation Committee Budget. The 2009 HPC budget is \$8,800 which includes \$6,000 for historic district signs and \$1,350 in grants & donations for walking tour brochures. At the next meeting, Angell will provide year-to-date expenditures. The Committee discussed their current sign and walking tour brochures projects and current funding, cost estimates, anticipated expenditures and timelines for each. Angell was asked to review the carryover policy. Carryover of funds may be approved by Council for specific projects with justification. Angell asked Committee to be thinking about projects that might need to be addressed in the 2010 Budget.

2002 Local Preservation Plan.

Curtiss summarized local preservation planning and recapped the Committee's 2002 Plan Update process and progress to date. Earlier this year, the HPC reviewed their 2002 Plan, approved a vision statement, and updated their goals and objectives. The Plan Update is back on the agenda for the Committee to consider prioritizing goals/objectives and developing an action plan. General discussion followed on goals and objectives. Gray sees a need for historic preservation education/awareness. He suggested a public presentation on "What is Historic Preservation?" Noble and Wood suggested the use of sub-committees to enable the group to work more effectively. Sub-committees could study various preservation topics and report back to the full committee. The sub-committee topic raised related questions regarding the powers and duties of the "Committee" -- Could a Committee appoint sub-committees? What's the difference between the two types of governing structure, Committee vs. Commission?

HP09-21 Motion by Wood, second by Scott to direct staff to prepare a comparison of a Historic Preservation Committee vs. Historic Preservation Commission related to procedures, organization and powers and duties.

All ‘Ayes.’ Motion Carried.

LaFontaine requested the Preservation Plan topic on next month’s agenda for the Committee to prioritize goals and objectives. Curtiss will distribute a worksheet with the next agenda.

Update – Walking Tour Brochures Project.

Guensburg updated the Committee on the Project. The Downtown and West Park Street brochure texts have been drafted; the brochure subcommittee will meet in the next couple of weeks to review progress and discuss photos. LaFontaine asked if the current budget was expected to cover costs for all 5 historic districts brochures. Curtiss said the goal of the project, as stated in the grant proposal, is to develop a series of walking tour brochures, one for each district. The first in the series will be the updated brochure for the downtown district. The idea was to develop a template design and get as many completed as possible under the current budget. Curtiss explained that the Committee reviewed several example brochure designs, and then directed staff to obtain estimates for their top three preferred designs. Committee ended up going with the design with the lowest cost estimate for set-up and printing – which was from Heinzen for \$200 initial setup and \$299 for 500 black/white copies of each.

LaFontaine asked Curtiss to provide a total cost estimate summary to finish all 5 brochures, based on the low estimate. Curtiss will prepare this for the next meeting.

Update - Historic District Marker Signs

Curtiss asked for direction on the inscription for the marker signs. The amount of inscription determines size of lettering and only a certain amount of lettering will fit on the markers. She passed around a couple examples of historic district roadside marker signs with various inscriptions. Common inscriptions are: historic name of district, established date, listing in NRHP, etc.

HP09-22 Motion by LaFontaine, second by Wood to use simple inscription on markers with “name,” “historic district” and “established date.”

All ‘Ayes’ Motion Carried

Curtiss will send to manufacturer to format on 24” x 18” marker styles and request proof and final costs for review/approval of committee prior to ordering.

Old Business.

Gray asked about the deadline for submittals for the 2010 Visitors Guide. Curtiss will check with CVB prior to the next meeting. Committee discussed continuing the cooperative efforts to expand the social networking of the various HP groups.

New Business.

None.

Motion by Korth, second by Gray to adjourn meeting @ 5:30 PM.

Motion Carried.

Respectfully submitted,

Bonnie Curtiss

Planner/Zoning Administrator