

HISTORIC PRESERVATION COMMITTEE MINUTES
OF MAY 3, 2010 MEETING

Meeting called to order by Vice Chairperson, Carl Scott at 4:00 PM in Conference Room 108 of City Hall Plaza.

PRESENT: Alderman Dave LaFontaine, Carl Scott, Vice-Chairperson, Ken Wood, Gary Gray, and Scott Noble

ABSENT: Iris Guensburg, Chairperson and David Korth

ALSO

PRESENT: Denise Sonnemann, Executive Director of Main Street Marshfield; Josh Miller, Planner/Zoning Administrator; Candace Zeinert, Planning Intern

Approval of the Minutes of April 05, 2010 Meeting.

HP10-22 Motion by Wood, second by LaFontaine to approve the minutes of the 4/05/2010 meeting
All 'Ayes' Motion Carried.

Approval of the Minutes of April 23, 2010 Special Meeting.

HP10-23 Motion by LaFontaine, second by Wood to approve the minutes of the 4/23/2010 special meeting
All 'Ayes' Motion Carried.

Citizen Comments.

Alderman LaFontaine stated that he wanted to commend Shirley Mook and staff of the North Wood County Historical Society for organizing an outstanding Veteran's display at the Thomas House Museum.

Election of Chairman and Vice Chairman of the Committee.

Nominations were held for Historic Preservation Committee Chairperson. Alderman LaFontaine nominated Carl Scott, second by Noble.

HP10-24 Motion by Wood, second by Gray to close nominations for Carl Scott for Chairperson of the Historic Preservation Committee.
All 'Ayes' Motion Carried

Nominations were held for Historic Preservation Committee Vice-Chairperson. Alderman LaFontaine nominated Ken Wood. Gray nominated Noble.

HP10-25 Motion by Alderman LaFontaine, second by Gray to close nominations and cast vote by ballot for Vice-Chairperson of the Historic Preservation Committee.
All 'Ayes' Motion Carried

The votes were counted and Ken Wood was voted in as Vice Chairperson.

Review of Marshfield Historic Register Plaque Program Policy.

Miller presented that the current Historic Preservation Committee plaque program policy only allows the Committee to pay for a granite plaque which is considerably less expensive than the bronze plaque. It was discussed that in the case of a public building, where the Committee prefers a bronze plaque or other type of plaque above and beyond a granite plaque, that the Committee should be able to budget money to pay for it.

Sec. 5 of Policy 7.120 regarding the Marshfield Historic Register Plaque Program states the following:

“The City of Marshfield Historic Preservation Committee will incur all costs for the granite plaque and pedestal materials. If a property owner desires a bronze plaque, the property owner must pay the cost difference.”

Staff is proposing the following changes:

“The City of Marshfield Historic Preservation Committee will incur all costs for the granite plaque and pedestal materials. If a private property owner desires a bronze or similar style plaque, the property owner must pay the cost difference. However, if the property is owned by the City, and the Historic Preservation Committee recommends a bronze or similar style plaque, the Committee may also budget and pay for the additional costs.”

The Committee will be holding a public hearing on the change in policy and has asked staff to put the proposed changes on the website and look into getting it on public access. The Committee also suggested the notice include that written comments will be accepted by mail or email.

Review and update of the Historic Preservation Plan.

HP10-26 Motion by Wood, second by Gray to accept the changes to the Historic Preservation Plan.

All ‘Ayes’ Motion Carried.

Miller explained that Carl Scott provided the remainder of his notes from last year’s special planning workshop that was held in February that included objectives for goals 1-3. This allowed staff to compile these comments and add them to the Historic Preservation Plan.

Review of 2006 – 2010 budgets.

At the April 23, 2009 Special Meeting of the Historic Preservation Committee, staff was asked to investigate what past budgets have been. Miller explained that the Finance Department provided summaries of each year’s budget going back to 2006.

Discussion of potential 2011 budget items.

The Committee stated that there are a number of unknowns to determine what the budget should be for 2011 and that they would rather guess over and have excess budget than not have enough money to complete the projects they want to. Miller explained that is the reason we are starting the budget process now so we have a good idea of what projects the Committee wants to work on and so we can get a good estimate of what those costs might be.

Noble mentioned that we need to include an item for continuing education in future budgets. Alderman LaFontaine added that the Committee should think about including a bronze plaque for Engine 2442 and

suggested that Miller look at what the costs for reprinting the historic walking tour brochures in color would cost. Scott also suggested that Miller look up specific items and categories the Committee had in past budgets.

Wood said that he asked the librarians from the different school libraries about the Hartl Manor information and most of them were not interested. He stated that the Public Library would be interested and that maybe the UW-Wood County library might also be interested in having a binder on the Hartl Manor. He also mentioned that maybe Cedar Rail or Parkview could also be interested in binders. He would follow up and ask them. He estimates the cost for all four binders would be between \$30-\$35.

Discuss Central Business District portion of the Sign Code.

Sonnemann and Miller explained to the Committee what the Central Business District Sign Oversight Committee had been working on regarding the changes to the design guidelines. At this point, a draft of the changes is complete and will be up for review by the Main Street Board at their May meeting. The hope is to modify the guidelines and adopt them by ordinance so they can be enforced. Alderman LaFontaine requested that this item be placed on the Committee agenda for informational purposes.

Review of 2010 Stewardship Award Applications.

HP10-27 Motion by LaFontaine, second by Gray to congratulate the City of Marshfield and Main Street Marshfield for receiving the 2009 Best Public – Private Partnership in Downtown Revitalization award for the Façade Improvement Program from the Department of Commerce and giving recognition to all the participants that were involved in the program.

HP10-28 Motion by LaFontaine, second by Wood to approve the nomination for Lorraine Hugg of 201 W 4th Street for a 2010 Stewardship Award.

Gray abstaining from the vote

Remainder of the Committee voted All ‘Ayes’ Motion Carried.

Scott stated that the program was started a few years ago and was modeled after Appleton, Wisconsin’s program. Two Stewardship Award Nominations were made in March. The nominations for the Stewardship Awards include the City of Marshfield Common Council for the exemplary stewardship in historic preservation by funding the 2009 and 2010 Downtown Façade Improvement Program, and Clifford (now deceased) and Lorraine Hugg of 201 W 4th Street for their tireless efforts of historic preservation and good stewardship of this historic Marshfield property.

Review of Meeting Notice Requirements for Agenda Items.

Miller explained that the Historic Preservation Committee does have a schedule and informal policy for accepting agenda items and is listed on the Historic Preservation Website. Additionally, Miller explained that under a “good cause” situation, we could add something to an agenda up to 2 hours in advance. The Committee added that they would prefer not to add an agenda item at the last minute.

Review of Historic Preservation Committee Procedures.

Gray said he wanted this item on the agenda out of his concern for when items get placed on the agenda. He wants to make sure the Committee has ample time to prepare for agenda items including possible

presenters. He felt that the Committee should be notified ahead of time when there will be special presenters for specific agenda items.

Miller added that there was a Robert's Rules of Order workshop at 5:30 on May 10, 2010 regarding Parliamentary Procedure.

Discuss Developing a Policy Regarding Preservation/Demolition of Historic Structures.

Miller stated that a policy to preserve buildings is something that the Committee talked about developing in the future. Currently, the Committee has no formal policy or procedure in place on how to go about trying to both identify and protect historically significant properties. Miller reminded the Committee that in order to be able to properly protect structures from potential demolition, there needs to be some financial backing.

Scott said that the Committee should receive notification about the possible future demolition of older buildings. If we come up with a list of buildings that are priority to the Committee, the City should notify the Committee about future demolition applications or orders. Wood explained that the Committee should identify which types of buildings it wants to protect.

Alderman LaFontaine said we need to find out if the City has an ordinance regarding the demolition of older buildings. He suggested we ask the Building Inspector to attend a future meeting to discuss. Maybe the Committee could develop language for an ordinance that would include a delay of a certain amount of days before it could be demolished. Unless there is a fire or safety hazard, then the waiting period could be waved. Scott suggested staff look at Columbus, WI as an example. Gray suggested staff look at Chicago, IL as well.

Discuss Historic Preservation Related Grant Opportunities.

Scott said the deadline for the Jeffris Family Preservation Fund grant is June 1, 2010. The Committee suggested staff look at writing a grant for funding for the Fall Conference. Look at a past grant written by Bonnie Curtis, previous Planner/Zoning Administrator.

Set Meeting Date and Future Agenda Item.

The next Historic Preservation Committee meeting will take place on June 7, 2010. The agenda should include approval of the May meeting minutes, discussion/comments regarding changes to the Central Business District sign code, 2011 budget and budget items, discussion on the plaque policy verbiage, public hearing for the plaque policy, policy regarding preservation/demolition of historic structures, historic preservation related grant opportunities, and if available an updated draft sprinkler ordinance.

Adjourn.

Motion by LaFontaine, seconded by Gray to adjourn meeting at 5:20 PM.

All 'Ayes' Motion Carried

Respectfully submitted,

Josh Miller
Planner/Zoning Administrator