

HISTORIC PRESERVATION COMMITTEE MINUTES
OF FEBRUARY 8, 2011 MEETING

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

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

ABSENT:

ALSO

PRESENT: Michael Feirer, Alderman; Tom Buttke, Alderman; Chris Meyer, Mayor; Steve Barg, City Administrator; Denise Sonnemann, Executive Director of Main Street Marshfield; Josh Miller, Planner/Zoning Administrator.

Approval of the Minutes of January 10, 2011 Meeting.

HP11-05 Motion by Gray, second by Noble to approve the minutes of the 1/10/2011 meeting.
All 'Ayes' Motion Carried.

Approval of the Minutes of January 24, 2011 Special Meeting.

HP11-06 Motion by Alderman LaFontaine, second by Gray to approve the minutes of the 1/24/2011 Special meeting.
All 'Ayes' Motion Carried.

Citizen Comments.

Steve Barg, the City Administrator introduced himself to the Historic Preservation Committee. Gray asked if he would be willing to attend a future Committee meeting and share his experience with the City of Ripon.

Miller stated he was contacted by Patricia Mabie about the building plans and historical photos of the Hartl Manor. Wood said he would check with the Marshfield Public Library to see if they have space to store them if the City would be able to acquire the documents.

Scott recognized the passing of Augusta Roddis.

Gray stated that he felt the Historic Preservation Committee was often invisible and recognized that it was nice that Alderman Feirer and Buttke attended the meeting as well as the City Administrator.

Certificate of Appropriateness Application by Christopher Bibbo for a skylight on 1101 W 5th St.

Mayor Meyer explained why this was administratively approved. He acknowledged that the ordinance does require the review process; however this process was circumvented because we are in the process of amending the ordinance, the skylight was in the corner of the home, barely visible from the street, and the guidelines were still adhered to. The Mayor stated that future changes to the ordinance should make the process more responsive to residents. The Committee did express their concern for skipping the review process and hoped that this would not happen in the future.

HP11-07 Motion by Wood, second by Alderman LaFontaine to approve the Certificate of Appropriateness for Christopher Bibbo for a skylight on 1101 W 5th St.
Noble voted ‘Nay’; rest voted ‘Aye’.
Motion Carried.

Update on Recommended Changes to the Certificate of Appropriateness Requirements.

Miller recommended that the changes should include an allowance for more administrative approvals for minor projects and projects not impacting the streetscape of the property. He also suggested that the Design Review Committee for the Downtown Façade Program should be the group that reviews the projects in the Central Avenue Historic District.

Scott suggested we look at what De Pere has done in their ordinance. Alderman LaFontaine asked staff to bring copies of what the Committee requirements are in the Municipal Code. Miller will come back with examples from other communities as well as the Committee requirements.

HP11-08 Motion by Noble, second by Wood to hold a special meeting on Monday, February 21, 2011 for the purpose of discussing changes to the Certificate of Appropriateness requirements.
All ‘Ayes’ Motion Carried.

Discussion to Approve Expenditure for WI Landmarks Newsletter.

HP11-09 Motion by Wood, second by Gray to approve spending \$40 for the WI Landmarks Newsletter.
All ‘Ayes’ Motion Carried.

Update on Detailed 2011 Budget.

Miller presented the 2011 budget. Gray asked that the budget be on a separate sheet of paper and include an itemized list of what the Committee has spent money on.

Update on Walk Tour Brochures.

Miller stated that based on the quote from Heinzen Printing to complete the four walking tour brochures, the estimate to print 2,400 color copies of each brochures as well as the setup fee is \$3,620.

HP11-10 Motion by Alderman LaFontaine, second by Wood to approve spending \$3,620 to make color walking tour brochures for the four remaining historic districts print 2,400 copies of each.
Gray voted ‘Nay’; rest voted ‘Aye’.
Motion Carried.

Update on Having a Display at the Cultural Fair on Saturday, February 26, 2011.

Noble stated that he received confirmation for the booth at the Cultural Fair. Miller gave Noble copies of the historic walking tour brochures and a handout listing what the Historic Preservation Committee has done. Changes were suggested for the handout. Miller will make the changes and print out copies for the event.

Update on the Saturday Review Session of the Local Historic Preservation Plan.

The meeting will be held on Saturday, March 12, 2011 from 8:00 am – 1:00 pm.

Review List of Potential Buildings/Sites to Consider for Historic Designation.

The Committee will continue to review this list and will look to add information about each building as research is conducted. This list will be discussed in greater detail at the Saturday review session in March.

Discussion of 2012 Budget Items.

The Committee discussed including home school students at the high school level in the writing contest for next year.

Set Meeting Date and Future Agenda Items.

A Special Historic Preservation meeting will take place on Monday, February 21, 2011 to review the Certificate of Appropriate Guidelines. The next regular Historic Preservation Committee meeting will take place on Monday, March 7, 2011. The agenda should include approval of the February 8, 2011 meeting minutes and February 21, 2011 special meeting minutes, review of detailed 2011 budget, review list of buildings/sites to preserve, review of special meeting and recommended changes to the Certificate of Appropriateness design guidelines, 2012 budget items, and discussion of joint meeting with Main Street Marshfield.

Adjourn.

Motion by Alderman Lafontaine, second by Wood to adjourn meeting at 5:22 P.M.
All 'Ayes' Motion Carried

Respectfully submitted,

Josh Miller
Planner/Zoning Administrator