

**MINUTES
HISTORIC PRESERVATION COMMISSION
OF THE CITY OF GREEN BAY
Monday, February 11, 2013
Room 210, City Hall
4:00 p.m.**

PRESENT: Roger Retzlaff, Jeanine Mead, Jacqueline Frank, Alderman Mark Steuer, Chris Naumann, Susan Ley, Melissa Hauk

ALSO PRESENT: Bill Kloiber (Chief of Staff), Alderman David Boyce

The meeting was called to order by Roger Retzlaff at 4:00 p.m.

1. APPROVAL OF MINUTES AND AGENDA

- a. Approve January 14, 2013 Minutes

Motion made by Jacqueline Frank to approve the January 14, 2013 Minutes, seconded by Susan Ley. Four in favor, one abstention (Melissa Hauk). Alderman Steuer and Chris Naumann not present to vote (arrived later). Motion carried.

- b. Modify and adopt agenda

Motion made by Susan Ley to approve the agenda, seconded by Melissa Hauk. All in favor. Motion carried.

2. DESIGN REVIEW

- a. Review and discuss renovations at 414 Dousman Street

Sheri Omernik from Orde Sign was present at the meeting. The project involves installing a flag mounted sign on the front elevation and a flat wall sign on the rear of the building. The sign will be internally illuminated. The front flag mounted sign will have a decoration to make it appear historic. The main entrance to the building will be located near the parking lot.

Chris Naumann reported that representatives of Glass Nickel Pizza and Orde Sign, along with Roger Retzlaff, attended a recent On Broadway design meeting. The illuminated flag mount sign was discussed, along with a request to use On Broadway's design grant money for this project. On Broadway did not review the rear sign. On Broadway voted to move forward with the sign grant money.

Motion made by Jeanine Mead to approve the renovations at 414 Dousman Street, seconded by Susan Ley. All in favor. Motion carried.

3. **REPORTS**

a. Demolition waiting period

Roger reported he met with Attorney Kail Decker. Alderman Steuer indicated the next step is to meet with Bill Lockery (Planning & Inspection). Alderman Steuer is in the process of comparing the current historic preservation ordinances in De Pere and Allouez with the one in Green Bay and would appreciate help on this project. So far it looks like the Green Bay ordinance is not as restrictive. Alderman Steuer has put in a request to council to have the law department take a look at the current ordinance. The law department indicated it will need input from the HPC. Roger would like the Planning Department to also be involved. Alderman Steuer has spoken with Council President, Tom De Wane. Ald. De Wane is now waiting to hear back from the HPC.

b. Awards program

Discussion regarding advertising the HPC awards program. There is an announcement on the city web site. Notification should also be sent to the Downtown, Olde Main Street and On Broadway BIDs. Also discussed inviting representatives of Downtown Green Bay, Inc. and Old Main Street, Inc. to the monthly HPC meetings and asking presidents of the various neighborhood associations for award nominations. The awards ceremony will be held in the month of May.

c. Website update

Roger Retzlaff exchanged e-mail with Chris Rand in the IT department about updating the HPC website. An opening statement needs to be drafted to replace Michael Iwinski's letter which is currently on the homepage. Jeanine Mead volunteered to work on this. Roger asked the Commission Members to look at what is currently on the website and offer their input.

Bill Kloiber, Chief of Staff, is present at the meeting. He had specific questions about the needed press release regarding the HPC awards program [re: item "b", above]. He will send out a press release which will also include all business improvement districts, neighborhood associations and alderpersons.

d. Update to Historic Preservation Ordinance

i. CLG application

Nothing new to report on the CLG application, per Alderman Steuer. Chris Naumann indicated On Broadway used a consulting firm from the Milwaukee area (Heritage) to help with the Larsen Green historic designation application. Heritage has also worked with the City of Green Bay on various projects. They may be interested in working with the HPC on obtaining CLG status.

Alderman Steuer said he was contacted by Scott Williams from the *Press Gazette*. Scott is interested in doing an article about historic preservation and would like a list of the various buildings which have been taken down over the years.

4. **CORRESPONDENCE**

a. E-mail questions received

Roger received an email from a developer who wanted to know if there was a qualification form for national and state registration. Roger did some research and responded.

b. Phone call from Whitney School owner

Roger received a telephone call from the owner of Whitney School. Bellin has now moved out of the building and the owner would like to turn it into apartments. Roger replied to the owner that he look at the State Historical Society website to find out the process of getting the building registered in order to receive tax credits.

5. **OLD BUSINESS**

a. Morrow Street Historic District

This matter was originally brought up in a Planning Commission meeting. There is a home in this area which may be historically significant and discussion took place about possibly making this small [two block] area into a historic district. The HPC feels this would be an extensive process, the first step having an intensive survey done.

Forty six percent of the city is 50 years or older. Historic districts could potentially be established in just about every area of the city. The important question to ask is how to determine whether the area warrants historic recognition.

Regarding the Morrow Street area, Roger pointed out the following: (1) the HPC does not have a good concept of what the historic criteria for neighborhood would be; (2) the HPC would need some sort of historic analysis to establish boundaries and criteria for historic recognition. This would involve engaging professionals which could become costly. The city may not be willing to incur those costs at this time.

Upon reading the Planning Commission Minutes, Roger feels they believed a historic designation of this area would affect what goes on in this neighborhood. Roger does not agree and feels historic designation is not intended for social engineering.

Motion made by Chris Naumann to table this issue indefinitely until residents or the neighborhood association come forward with interest or there is more historic data available, seconded by Susan Ley. Five in favor, one abstention (Ald. Steuer left early to go to another meeting, one opposed (Retzlaff). Motion carried.

6. NEW BUSINESS

- a. Review monthly building permit report

A motion to receive and place on file the January monthly building report was made by Melissa Hauk, seconded by Susan Ley. All in favor. Motion carried.

- b. Strategic planning

- i. consolidate and prioritize projects

- ii. prospective additional projects list

- 1. periodic notification to property owners within historic districts
 - 2. historic preservation information and education campaign
 - 3. update to intensive survey
 - 4. provide more resources on website
 - 5. partner with other communities and historic organizations within community

- iii. review past goal setting documents

Roger would like the HPC to have a strategic planning meeting to help consolidate and prioritize their numerous projects. Jacqueline Frank added that it would make the HPC more productive as a group. This can be discussed further at next month's meeting. It was again suggested that the HPC should see about getting an intern to help with these projects.

The HPC discussed determining what their vision and goals for the future should be and will work on putting this in writing. The Commission thanked Roger Retzlaff for his leadership and helping keep them focused.

7. OTHER ANNOUNCEMENTS, CORRESPONDENCE AND NEWS

Susan Ley received a telephone call from Scott Williams of the *Press Gazette* asking about property owner rights versus historic preservation. Susan suggested Scott speak with people who have purchased historic properties in the Astor Park Neighborhood.

8. NEXT MEETING DATE

The next meeting date of March 11, 2013 at 4:00 p.m. was confirmed. Jeanine Mead indicated she will not be able to attend.

9. ADJOURNMENT

A motion to adjourn was made by Chris Naumann, seconded by Susan Ley. All members voted in favor of the motion. Motion carried.