

MINUTES
HISTORIC PRESERVATION COMMISSION
Monday, November 11, 2013
City Hall, Room 210
4:00 p.m.

MEMBERS: Chairperson Roger Retzlaff, Vice Chairperson Jacqueline Frank, Alderman Mark Steuer, Alderman Dave Boyce, Susan Ley, Jeanine Mead, Chris Naumann

ALSO PRESENT: Kevin King, Bill Kloiber

EXCUSED: Melissa Hauk

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

1. APPROVAL OF MINUTES AND AGENDA

- a. Approve October 14, 2013 Minutes

A correction should be made under item 7(a). The name "Susan Ley" should be changed to "Jeanine Meade" in the second paragraph.

Motion made by Chris Naumann to approve the October 14, 2013 Minutes as amended, seconded by Jeanine Mead. All in favor. Motion carried.

- b. Modify and adopt agenda

Motion made by Roger Retzlaff to move item 6(b) up to item 2 in the agenda, seconded by Jacqueline Frank. All in favor. Motion carried.

2. DESIGN REVIEWS

- 6(b). Discuss properties at 434 S. Monroe Avenue, 436 S. Monroe Avenue, 519 Chicago Street and 521-523 Chicago Street

Kevin King stated these buildings are located on the northwest corner of Chicago and S. Monroe Streets. They were "chopped up" to use as apartments. The Green Bay Redevelopment Authority has acquired these properties and intends to redevelop this corner.

Kevin indicated 434 S. Monroe Avenue will be relocated and the other properties will be demolished. 521-523 Chicago could be saved if someone came forward with an interest to move it to another location. This is a two family home. Whatever is salvageable with be

given to Habitat for Humanity or NeighborWorks. 436 S. Monroe is scheduled for demolition next week.

Once the leases run out, tenants in 434 S. Monroe, 519 Chicago Street and 521-523 Chicago Street will have to move out so demolition can begin. Kevin King stated there are discussions taking place with a developer. The City used neighborhood enhancement dollars to acquire these properties. The developer interested in 434 S. Monroe is contemplating moving and remodeling the entire structure to a nearby lot which is owned by the city.

Kevin stated there have been a lot of police calls, inspection issues and calls to the health department regarding these properties.

On a side note, Ald. Steuer asked Kevin where the intensive survey is located on the website. Kevin said he will send him the direct link. Ald. Steuer stated he spoke with Rob Strong about getting the pictures scanned in and Ald. Steuer will follow up on this.

At this time, Jeff Knutson spoke up stating he would like a minute of their time. He appeared before the Commission last month regarding 401 N. Broadway. At that time, he received approval to replace three doors and a window. He forgot to mention one more door. It originally was a door but was later converted to a window. He wants to return it to a door because he's putting in handicapped units and wants this to be a private entrance. The HPC stated they do not see any problem with this.

3. **REPORTS:** None

4. **CORRESPONDENCE:** None

5. **CONTINUING BUSINESS**

a. Strategic Planning – led by Jacqueline Frank and Chris Naumann

Jacqueline Frank asked the Commission members to step back and assess where they are overall. An important item for discussion is to "Identify Planning Process Issues and Outcomes," specifically their values, beliefs and guiding principles. This will help determine what their vision statement will be.

Jacqueline would like the HPC to work with the city to improve and update the website. It is very difficult to even locate it. Ald. Steuer spoke to Chris Rand and once they submit items to him, he will post them. Jacqueline also had difficulty locating the committee's minutes and agendas. The website isn't user friendly.

The current mission statement states as follows: The purpose of the Commission is to carry out directives of the Green Bay Historic Preservation Ordinance and to foster preservation and appreciation of the historic built environment and archeological sites within the City.

Jacqueline then asked the following questions: “How well are we achieving our mission and how can we have a greater impact?”

Ald. Steuer feels obtaining certified local government status and a stronger preservation ordinance is an important factor.

Chris Naumann feels the HPC should be an important resource for people bringing proposals for HPC approval. They should not just be a “rubber stamp group.” They should be a commission which people value.

Ald. Steuer stated he had a lengthy discussion with the Personnel Committee regarding getting a historical preservation planner or officer for the city. Rob Strong and Bill Lockery proposed this be a 20 percent position. It will be studied further.

Susan Ley believes the HPC needs a stronger presence in the community. This has been a challenge over the years, whether it is support from council, media coverage or support for their awards ceremony.

Roger believes these strategic planning sessions should create some type of project management plan. What is their first priority? As a group, the HPC should provide leadership to the city to make the ordinance work. What are the resources they would like preserved? This could be incorporated into the comprehensive plan with the city so that everyone has the same goal.

Chris Naumann agrees the HPC should be an important resource for city staff. Ald. Steuer believes the Economic Development Department does consider the HPC an important resource and works well with them.

Roger’s focus has been to make sure the HPC gets as much information from the city as early as possible when there is an issue with a building. Roger stressed the importance of the Commission looking at this material so they can take some type of action on their own if there is a need.

Bill Kloiber now arrived.

Roger feels the limitation is not being part of the process with Economic Development and the Redevelopment Authority. They push ahead with ideas but do not consult with the HPC.

Chris Naumann stated Economic Development typically knows what the RDA is doing and agrees the HPC has a good working relationship with Economic Development. One idea would be to create a flow chart showing city processes in relation to the Historic Preservation Commission. Ald. Steuer agrees some members might understand the whole process, but a flow chart would be helpful and provide that visual.

Jacqueline asked, "What do we need specifically? What is our ultimate goal?"

Members agree that having one person one day a week is a start, but ultimately their goal would be to have one person as a full time preservation officer.

Roger pointed out that the current ordinance lays out the expectation that a certain number of the HPC are qualified in historic preservation. They need to substantiate those qualifications by their actions and activity so that they can bring current information and the best knowledge to the process. If they do eventually get a staff person, and that person doesn't have the qualifications, they have to bring those qualifications to them. The HPC may need to attend conferences to improve their understanding of historic preservation. As a group, they should become more and more knowledgeable about available resources. They need to find ways to improve their capabilities.

At a recent council budget meeting, Ald. Steuer said there was discussion about sending a commissioner from the Planning Commission to go to the National APA conference. Perhaps Roger could attend an historic preservation conference. Another goal is to increase the HPC's budget to cover these types of things.

Chris Naumann wonders if the HPC should have its own Facebook page, or perhaps tie into another one. Jacqueline feels this is something to consider after they work on their overall big picture.

Jacqueline asked what the HPC is looking at regarding its financial viability. How is this going to be supported? Chris Naumann stated it is partially funded by grants. Neighborhoods Division and Planning handle a lot of those monies, but some of them have very specific uses. One idea is to have the new historic preservation officer coordinate the block grants. There is also support from the city on the line item side.

Chris Naumann wondered about the possibility of the HPC getting a percentage of money from the permits they review. Ald. Steuer thinks this a good idea.

Ald. Steuer suggested having an article put on the website twice a month.

- b. Demolition Waiting Period

No discussion at this time.

6. **NEW BUSINESS**

- a. Review monthly building activity report

A motion to receive and place on file the October monthly building report was made by Chris Naumann, seconded by Jeanine Mead. All in favor. Motion carried.

7. **OTHER ANNOUNCEMENTS, CORRESPONDENCE AND NEWS**

Chris Naumann reported that the Funky Monkey is set to open next Friday. A press release will go out this week. Also, there is an interior demo permit in place for 520 N. Broadway. There will be rummage sales in early December for the surplus office furniture.

Roger stated he would like each member to put together a 1/3 or 1/2 page resume before the next meeting for the website.

8. NEXT MEETING DATE

The next meeting date of December 9, 2013 at 4:00 p.m. was confirmed.

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.