

MINUTES
HISTORIC PRESERVATION COMMISSION
Monday, September 12, 2016
City Hall, Room 210
4:00 p.m.

MEMBERS: Ald. Steuer, Roger Retzlaff, David Boyce, Susan Ley, Patti Olson, Dennis Doucette; and Jason Flatt, HPC Staff Person

MEMBERS EXCUSED: Jeannine Mead

ALSO PRESENT: Wendy Townsend, Ald. David Nennig, Kathy Johnson, and Petra Sitnikau

APPROVAL OF MINUTES:

Approve August 8, 2016 minutes

A motion was made by R. Retzlaff and seconded by S. Ley to approve the August 8, 2016 minutes. Motion carried.

It was noted that Susan Ley's last name was misspelled on item #3.

APPROVAL OF AGENDA:

Modify and adopt agenda

A motion was made by D. Boyce and seconded by P. Olson to approve the agenda. Motion carried.

DESIGN REVIEWS:

No requests were received.

COMMUNICATIONS:

No communications were received.

CONTINUING BUSINESS:

1. Report by Jason Flatt on projects and initiatives from August and projected for September. A schedule for future meetings with various neighborhood associations and other groups will be discussed.

J. Flatt reported that he has completed approximately 340 property descriptions in the Astor Park area and stated that they will constitute the appendix of the Astor Neighborhood Plan. He will begin working on the text shortly and would like to meet with that neighborhood association again.

J. Flatt stated the meeting with downtown east side private property owners to discuss placement on the national register is set for September 27 at 6:00 p.m. backstage at the Meyer Theater. J. Flatt briefly summarized the businesses included in this area.

Economic Development will host the meeting and Mayor Schmitt will give a speech. Daina Penkiunas, Deputy SHPO, will give a presentation covering what it means to be a national registered district, and discuss property rights and tax benefits. Kevin Vonck, Director of Community and Economic Development, will give the closing remarks and a Q & A period will follow. Invitations have been created and Wendy Townsend, Economic Development Project and Program Manager, will send them out to private property owners and other businesses that have expressed interest in this meeting. At least 50.1% of the private property owners would have to either agree or not protest to this status in order for it to gain NRHP designation. Although invited to attend, owners of government buildings do not get to vote.

J. Flatt stated that W. Townsend has been working very hard to put this meeting together. W. Townsend presented two variations of the invite for the Commission's opinion. A press release will be prepared as well.

Ald. Steuer stated he thought it would be important to have GIS maps on the City website showcasing the neighborhood districts.

Ald. Steuer suggested everyone on this Commission attend this meeting as it will bring us closer to CLG status.

2. Status Report on the Common Council revising HP ordinances in order for Green Bay to achieve CLG status.

Ald. Steuer stated that Atty. Joe Faulds, in the City Attorney's Office, worked on the draft ordinances.

J. Flatt suggested presenting the draft ordinances to the Astor Park Neighborhood District to gain their input, as they may want their own representative if they are designated as historic districts.

- a. Discussion of proposed draft amending portions of Chapter 13-200, Green Bay Municipal Code, Relating To Historic Preservation.

J. Flatt stated a big change is in SECTION 5 13-217 changing the power and duties from an advisory position and giving them power to recommend designation of historic structures, sites and districts with approval through the Common Council.

J. Flatt stated he reviewed other historic preservation ordinances throughout the state and incorporated their definitions into ours.

Ald. Steuer stated he would contact the Mayor's Chief of Staff to ensure that the terms are up to date for the members of this Commission. Discussion that followed included: adding members from historic districts,

number of members allowed, definitions of professions that would qualify a member, and changing the wording in SECTION 3 13-215 from 'real estate broker' to real estate agent.

Ald. Steuer stated when this Commission reaches CLG status it must become more active in its duties, such as attending available workshops in order to achieve a better understanding of real estate laws and perhaps meeting bi-monthly.

Ald. Steuer also discussed: the importance of following through on their rights as a Commission if a home or business owner does not or cannot comply with restoration/modification requirements; developing a comprehensive list of funding agencies; request funds from the Packers excise tax by September 23 to help citizens in their efforts to maintain the historical features of their property; create a guideline booklet, a Facebook page, news blog, website, and data base of contractors experienced with historic preservation; conduct surveys of neighborhoods; and lastly to request funds for the purpose of historic preservation in the City at next budget hearing.

R. Retzlaff stated that under SECTION 1 13-214 he would like to add 'to maintain and enhance the historical urban context related to the historic districts and properties', and include a description of urban context.

- b. Discussion of proposed draft amending portions of Chapter 13-1500, Green Bay Municipal Code, Relating To Historic Preservation.

J. Flatt stated this Chapter deals with Certificate of Appropriateness and penalties for violations. The ordinance has a lot of tools with strict language that would benefit the HPC in protecting historic properties.

Ald. Steuer suggested adding "demolition of a portion of a building" to SECTION 4 13-507(b)(1), and start requiring permits for roofing, siding or window replacement.

- 3. Status Report on the Common Council implementing a waiting period for razing buildings.

Ald. Steuer reported he was receiving negative feedback from the Inspection Department regarding the timeline for this item.

Discussion included residences and businesses that were razed in the historic district without this Commissions knowledge.

R. Retzlaff stated a 30-day waiting period should be listed on the permit itself and come before this Commission for approval. The 30-day waiting period should be listed as a separate ordinance under the building code. Discussion included consideration of the age of the building being razed, and having all demolition

permits approved by the HPC before an actual permit is issued. Demolition permits of properties that may be historically valuable can have a 60-day review period.

4. Eastside downtown historic district update.

This was covered in Item #1.

NEW BUSINESS:

5. Local Historic Designation for the Ft. Howard Land Area.

R. Retzlaff distributed a map of the City of Green Bay and stated the area highlighted should be locally designated as an historic area. He would like to prepare a list of properties for the Commission to look over in order to get it recorded so any development that may occur will have to come before HPC for review.

6. Review August 2016 Building Activity Reports.

Ald. Steuer stated that several homes near Lombardi and South Ridge Road were razed, but they didn't have any historic significance to them. A historic Queen Anne cottage at 719 N. Broadway was put on the market by the City; however, due to the amount of work that needs to be done there weren't any buyers for it. The City will salvage what they can before razing it.

7. Review City Raze/Repair Orders and Demolitions.

Ald. Steuer stated there wasn't anything to report.

OTHER ANNOUNCEMENTS AND NEWS

Ald. Steuer reported that the Ten O Club at 1001 W. Main Street recently suffered severe smoke damage due to arson. The business was closed at the time of the fire. He suggested sending a letter of support from the Commission to the property owner, and perhaps find a way to apply for enhancement funds for repairing the fire damage.

A motion was made by R. Retzlaff and seconded by D. Doucette to suspend the rules to receive comments from the floor. Motion carried.

Kathy Johnson, 720 S. Jefferson Street, appeared and stated she purchased her home a year ago. It was built in 1910 and appears on the National Historic Registry. As a condition of purchase the roof was to be replaced; however, the contractor did a terrible job, ruined her gutters and she had to hire someone to fix the mistakes that were made. K. Johnson stated that Inspector Tim Meves suggested she come before this Commission to receive information on how to do projects to the home's exterior while keeping its historic features and while staying on a budget.

K. Johnson stated she is considering installation of a fence, a 10 x 10 garden shed, a garbage corral, and a concrete driveway in the future. R. Retzlaff stated the shed

should look like the house in terms of color, and have horizontal vinyl siding with a gable roof. She would also like to install windows on the rest of the house and asked for suggestion on how to make the windows look historical.

D. Doucette briefly mentioned the PACE Equity program where any enhancements or development that involved energy efficiency enhancement would be financed separately and the finance charges go to tax rolls but the lender takes it as equity in the property. K. Johnson stated she invested approximately \$15,000 in replacement windows and other home improvements but didn't qualify for tax credit.

Ald. Steuer recommended she also contact NeighborWorks for advice. He stated he would look into the City enhancement funds for her and contact her with his findings.

K. Johnson stated it would be nice if the City had a welcome packet for people purchasing homes in the historic register informing them what they can and cannot do to the property.

A motion was made by Ald. Steuer and seconded by S. Ley to return to regular order of business. Motion carried.

NEXT MEETING DATE: October 10, 2016

ADJOURNMENT

A motion was made by S. Ley and seconded by R. Retzlaff to adjourn at 6:05 p.m.