

AGENDA

Whitewater Landmarks Commission
Thursday October 4, 2012 - 6 PM
City Manager's Conference Room
312 Whitewater Street, Whitewater, WI 53190

CALL TO ORDER

- I. Call to Order and roll call
- II. Approval of agenda and possible rearrangement
- III. Approval of minutes of September 6, 2012, and September 6, 2012 (annual training session meeting).
- IV. Set date and time of next meeting - Thursday, November 1, 2012 - 6:00 P.M
- V. **Hear Citizen Comments:** No formal Landmarks Commission Action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however citizens are invited to speak to those specific issues at the time the Commission discusses that particular item.

REPORTS

- VI. Report from the Friends of the Mounds - FOTEM (Helmick)
Wisconsin Archeological Society Fall Meeting - Saturday Oct. 6 - Hoard Museum
- VII Update on restoration of Whitewater Passenger Depot (Marshall)
- VIII. Update on Walking Tour Brochure (Wendt)
- IX. Update on Birge Fountain (Loomer)
- X. Update on Local Landmarks/Main Street Historic District Brochures (Loomer, Marshall & Christ)
- XI. Update on Whitewater Effigy Mounds Preserve Preservation and Maintenance Plan (Helmick)

UNFINISHED BUSINESS

- XI. Status of FREE LIBRARY history panel for White Memorial Library
- XII. Implementing 17.08.040 of Title 17 re city-owned historically significant personal property.
- XIII. Nomination of Whitewater Passenger Depot to the National Register of Historic Places
- XIV. Corrections to Architectural and Historical Survey of Whitewater, WI 53190
- XV. Status on plan review documents

NEW BUSINESS

FUTURE AGENDA ITEMS

- XVI. Future designations of city-owned properties as local landmarks
- XVII. Plaques for Whitewater sites on the National Register of Historic Places

ADJOURNMENT

- XVIII. Call to Adjourn

Minutes

Whitewater Landmarks Commission
Thursday, September 6, 2012 – 6PM
City Manager's Conference Room
312 Whitewater Street, Whitewater, WI 53190

CALL TO ORDER

- I. Call to Order and roll call
Christ called the meeting to order at 6:08 PM.
Present: Carol Christ, Richard Helmick, Linda Loomer, Suzanne Haeslow
Staff present: None
Absent: Marilyn Keinbaum, Alan Marshall, Nancy Wendt, Latisha Birkeland
- II. Approval of agenda and possible rearrangement: Loomer/ Haeslow moved to approve the agenda as written.
Aye: Christ, Loomer, Haeslow, Helmick.
No: None
- III. Approval of minutes of April 18, 2012 (special meeting), June 7, 2012; June 28, 2012 (special meeting) and August 2, 2012.
 - A. April 18, 2012: Loomer/Christ moved to approve the minutes as written.
Ayes: Christ, Loomer, Haeslow, Helmick
Noes: None
 - B. June 07, 2012: Two spelling mistakes were corrected: Loomer/Haeslow moved to approve the minutes as corrected.
Ayes: Christ, Loomer, Haeslow, Helmick
Noes: None
 - C. June 28, 2012: One grammatical mistake was corrected: Loomer/Haeslow moved to approve the minutes as corrected.
Ayes: Christ, Loomer, Haeslow, Helmick
Noes: None
 - D. Aug. 02, 2012: Loomer/Haeslow moved to approve the minutes as written.
Ayes: Christ, Loomer, Haeslow, Helmick
Noes: None
- IV. Set date and time of next meeting - Thursday, October 4, 2012 - 6:00 P.M
The next meeting will be held on October 04, 2012 at 6:00 PM.
- V. Hear Citizen Comments: No formal Landmarks Commission Action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however citizens are invited to speak to those specific issues at the time the Commission discusses that particular item.
There were no citizens present.

REPORTS

- VI. Report from Friends of the Mounds – FOTEM (Helmick)
 - A. Work by FOTEM: Members participated in three work sessions to help eradicate burdock and other weeds at the WEMP.
 - B. Update on turf management. Matt Amundson has reported that the city is waiting for the State Historical Society to advise them on the proper method of seeding the mounds before they remove the turf.
 - C. The trail at the WEMP is not being mowed correctly. Matt Amundson plans to discuss the matter with city staff.
 - D. July/August FOTEM newsletter. The newsletter has been published and emailed to members.
- VII. Update on Walking Tour Brochure (Wendt)
No report
- VIII. Update on Birge Fountain (Loomer)
Roy Nosek has had difficulty arranging a meeting date for the committee.
- IX. Update on Local Landmarks/Main Street Historic District Brochures (Loomer, Marshall & Christ)
No report.

UNFINISHED BUSINESS

- X. Petition for rescission of landmark designation for Nelson Salisbury House - 404 W. North (Christ)
Christ discussed the issue with the real estate agent, Marv Krohn. According to Krohn, the seller wants to put the process on hold because the potential buyer is interested in keeping it listed as a landmark.
- XI. Status of FREE LIBRARY history panel for White Memorial Library
Loomer reported that the wording is being drafted and donations will be sought for the panel.
- XII. Implementing 17.08.040 of Title 17 re city-owned historically significant personal property.
No report.
- XIII. Nomination of Whitewater Passenger Depot to the National Register of Historic Places
Loomer, on behalf of the Landmarks Commission, wrote a letter to the State Historical Society supporting the nomination. The WSHS met last month. No word from WSHS has been received on the status of the nomination. Loomer will follow up with the WSHS to inquire on the status of the proposed designation.
- XIV. Corrections to Architectural and Historical Survey of Whitewater, WI 53190
Christ is still waiting to hear from Carol Cartwright about the needed corrections.
- XV. Status on plan review documents
Christ is in discussion with Birkeland to develop a process that city staff can use. More information will be presented at next month's meeting.

NEW BUSINESS

State Conference on Historical Preservation, Madison, September 28-29.

None of the commissioners volunteered to attend.

FUTURE AGENDA ITEMS

- XVI. Future designations of city-owned properties as local landmarks
- XVII. Plaques for Whitewater sites on the National Register of Historic Places

ADJOURNMENT

- XVIII. Call to Adjourn
The meeting was adjourned at 6:44 PM.

Respectfully submitted,

Richard Helmick, Secretary, Landmarks Commission

Minutes

Whitewater Landmarks Commission
Thursday September 6, 2012 - 6:30 PM
City Manager's Conference Room
312 Whitewater Street, Whitewater, WI 53190

Annual Training Session

- I. Call to Order and roll call
Christ called the meeting to order at 6:45 PM.
Present: Carol Christ, Linda Loomer, Suzanne Haeslow, Richard Helmick
Absent: Marilyn Kienbaum, Alan Marshall, Nancy Wendt
Staff: No staff was present
- II. Approval of agenda
Loomer/Haeslow moved to approve the agenda as presented.
Ayes: Christ, Loomer, Haeslow, Helmick
Noes: None
- III. Train commissioners on Secretary of the Interiors Standards and Guidelines for the Treatment of Historic Properties
Christ presented a booklet of informational materials to each of the commissioners on the following topics. Discussion on each ensued. Commissioners were encouraged to view additional materials on the state's web site.
 - A. Preserving
 - B. Rehabilitating
 - C. Restoring
 - D. Reconstructing
- IV. Review Title 17.12.040 Rescission of a Landmark
Christ distributed a handout to each of the commissioners detailing conditions to be considered in such an action.
- V. Review Title 17.12.060 Voluntary Restrictive Covenants
Discussion ensued.
- VI. Adjournment
Meeting was adjourned at 7:33 PM.

Respectfully submitted,

Richard Helmick, Secretary, Landmarks Commission

CITY OF WHITEWATER LANDMARKS COMMISSION

Plan review

PROPERTY ADDRESS:

DESCRIPTION OF WORK:

DATE ISSUED:

In accordance with Chapter 17 of the City of Whitewater Municipal Code, the Landmarks Commission has approved for the work listed above. The work was found to be consistent with preservation guidelines. The following conditions apply:

All work must be done in a craftsman-like manner, and must be completed within one year of the date this certificate is issued. Landmarks Commission must approve any changes or additions to this certificate before work begins. Work that is not completed in accordance with this certificate may be subject to correction orders or citations.

If building permits are required, you are responsible for obtaining them from the Neighborhood Services Office, 312 W. Whitewater Street, Whitewater, Wisconsin

Chairperson, Whitewater Landmarks Commission

APPLICATION FOR LANDMARKS COMMISSION APPROVAL

Chapter 17 of the City of Whitewater Municipal Code requires Landmarks Commission approval prior to any act of alteration or demolition of any property designated as a Landmark in the City. These requirements apply to exterior portions of a structure or building. All applications go before the Landmarks Commission for approval.

PETITIONER INFORMATION:

Name _____ Phone _____
Address: _____
Location of Landmark Property: _____
Historic Name / Information / Background of property (if applicable): _____

Local Register Date: _____ National Register Date: _____
Current Use of Property: _____
Detailed description of work to be completed: _____

Description of how this work will meet the goals and standards of preservation: _____

The applicant shall submit 10 copies of the following information:

1. A complete description of the proposed work with drawings and dimensions.
2. Photographs showing all elevations of property.
3. Photocopy of historical photograph(s) showing the exterior of the property, or other documentation of the building's original appearance.
4. Any applicable background information on the history/status of the affected structure.

The Commission may require additional information. Please check with the Neighborhood Services Director staff prior to completing the application to review rehabilitation guidelines.

Proposed product samples (i.e. roofing material, siding, windows, paint colors, brackets, balusters, product information, etc.) are not required, but would greatly assist the Commission when considering an application.

The applicant hereby acknowledges and understands the following requirements:

1. No Application will be presented to the Landmarks Commission for review until the applicant has submitted all requested information to the Neighborhood Services staff.
2. If the owner(s) of record do not intend to appear in person before the Landmarks Commission, the owner(s) must submit a letter to the Neighborhood Services staff authorizing an agent to apply for the Certificate of Appropriateness for the proposed rehabilitation prior to the public meeting scheduled to consider said application.
3. The applicant is hereby advised and agrees that no work affecting the exterior of the structure and requiring a city permit may proceed until the Landmarks Commission has approved said work.
4. Applications shall be reviewed using the Secretary of Interior's Standards. The four treatment approaches are Preservation, Rehabilitation, Restoration, and Reconstruction, outlined below in hierarchical order. (Further information can be found at the link following each standard)

Preservation, places a high premium on the retention of all historic fabric through conservation, maintenance and repair. It reflects a building's continuum over time, through successive occupancies, and the respectful changes and alterations that are made.

http://www.nps.gov/history/hps/tps/standguide/preserve/preserve_index.htm

Rehabilitation, the second treatment, emphasizes the retention and repair of historic materials, but more latitude is provided for replacement because it is assumed the property is more deteriorated prior to work. (Both Preservation and Rehabilitation standards focus attention on the preservation of those materials, features, finishes, spaces, and spatial relationships that, together, give a property its historic character.)

http://www.nps.gov/history/hps/tps/standguide/rehab/rehab_index.htm

Restoration, the third treatment, focuses on the retention of materials from the most significant time in a property's history, while permitting the removal of materials from other periods.

http://www.nps.gov/history/hps/tps/standguide/restore/restore_index.htm

Reconstruction, the fourth treatment, establishes limited opportunities to re-create a non-surviving site, landscape, building, structure, or object in all new materials.

http://www.nps.gov/history/hps/tps/standguide/reconstruct/reconstruct_index.htm

The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings are intended to provide guidance to historic building owners and building managers, preservation consultants, architects, contractors, and project reviewers prior to treatment. As noted, while the treatment Standards are designed to be applied to all historic resource types included in the National Register of Historic Places--buildings, sites, structures, districts, and objects--the Guidelines apply to specific resource types; in this case, buildings.

The Standards, revised in 1992, were codified as 36 CFR Part 68 in the July 12, 1995 Federal Register (Vol. 60, No. 133). The revision replaces the 1978 and 1983 versions of 36 CFR 68 entitled *The Secretary of the Interior's Standards for Historic Preservation Projects*.

5. Landmarks Commission approval does not relieve the applicant from applying for and receiving all appropriate City permits. The applicant must contact the Neighborhood Services Department at 312 W. Whitewater Street, Whitewater, Wisconsin, to apply for all necessary permits prior to beginning any work at 262-473-0540.
6. If the Landmarks Commission denies the Applicant, the applicant may file a written appeal to the Common Council within 30 calendar days of notification of denial. Appeals should be directed to the City Clerk.
7. In the event work has been completed without the required approval the applicant and persons performing such work may be charged pursuant to Chapter 17 of the City of Whitewater Municipal Code.

(Applicant or Authorized Representative)

Date: _____