

AGENDA

Whitewater Landmarks Commission

Thursday, February 4, 2016 – 6:00 PM

**Municipal Building, City Manager Conference Room 2nd Floor
312 Whitewater Street, Whitewater, WI 53190**

Call to Order

- Call to Order and roll call
- Approval of Agenda
- Approval of Minutes – January 7, 2016
- Set date and time of next meeting – Thursday, March 3, 2016 - 6:00 PM
- 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

- Whitewater Effigy Mounds Preserve (Helmick/Oberle)
- Birge Fountain Condition Report (Lockett)
- Report on status of city owned property monitored by Landmarks Commission, Part 3 (Blackmer)
- Report on progress of May event for presentation of plaques/ceremony (Haselow/Blackmer)

Unfinished Business

- Continue discussion and prioritize items on which the Landmarks Commission should focus over the next five years
- Mounds Preserve signage project update (Oberle/Kienbaum)
- Update Landmark's/City web site to include Armory and Starin Park Watertower
- Richardson appointed to Landmark's Commission by City Council

New Business

- Request from Melinda Roberts (Wisconsin Historical Markers blogspot) to use the content of our Landmarks brochure on her website
- Grant money for survey of Effigy Mounds Preserve (appoint committee to work on grant preparation)
- Committee to work on May Preservation/Archeological display at library
- Permission from commission to do a media release to area papers regarding local landmark status for Starin Water Tower

Future Agenda Items

Good of the Order

- Assembly Bill 620
- Richardson has volunteered to start a photographic inventory of historic homes in Whitewater to be discussed at the March Meeting

Adjournment



Landmarks Commission Minutes

Whitewater Landmarks Commission Meeting

Thursday, January 7, 2016

Cravath Lake Front Pavilion

241 S. Fremont Street, Whitewater, WI 53190

This monthly public meeting of the Landmarks Commission focused solely on strategic planning for 2016 – 2020. Public was invited to attend. Commission will return to regular meeting agenda at its February meeting.

Call to Order

Call to Order and roll call

Chairperson Blackmer called the meeting to order at 6:36 PM. (From 6:00 to 6:36 PM commissioners enjoyed a meal provided by Pat Blackmer and Daniel Richardson.)

Present: Patricia Blackmer, Kori Oberle, Suzanne Haselow, Ken Kienbaum, Richard Helmick

Staff present: Alan Lockett

Absent: James Langnes III

Guests: Daniel Richardson

Approval of Agenda

MSC Oberle/Kienbaum to approve the agenda as printed.

Ayes: Blackmer, Oberle, Haselow, Kienbaum, Helmick

Nays: None

Abstain: None

Approval of Minutes – December 3, 2015

MSC Oberle/Kienbaum to approve the minutes as printed.

Ayes: Blackmer, Oberle, Haselow, Kienbaum, Helmick

Nays: None

Abstain: None

Set date and time of next meeting – Thursday, February 4, 2016 - 6:00 PM

The next meeting of the Landmarks Commission will be held on February 4, 2016 at 6:00 PM in the City Manager's Conference Room, 2nd floor, City Hall.

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 citizen comments.

- Brainstorm tasks within these 4 strategic categories
 - Administrative
 - Landmarks
 - Existing Landmarks
 - Privately owned
 - City owned
 - Properties to Pursue for Landmark Status
 - Privately owned
 - City owned
 - Education / Outreach
 - Promotion / Marketing

Unfinished Business

Commissioners continued discussion and creation of a list of prioritized strategic tasks on which the Commission will focus on between 2016 – 2020.

- From 6:36to 7:12 PM, Commission reviewed responsibilities of Landmarks Commission as outlined within the City’s Landmark Ordinance. Blackmer directed commissioners to read aloud the City’s ordinance pertaining to the Commission’s eight major responsibilities, inserted here:

17.08.040 - Powers and duties. (Of Whitewater Landmarks Commission)

The commission shall have the following powers and duties:

(1) To develop appropriate criteria and standards for identifying and evaluating neighborhoods, places, structures, improvements, and city-owned historically significant personal property which might be classified as landmarks, landmark sites, historic districts or specially designated landmarks or city-owned historically significant personal property;

(2) To designate landmarks, landmark sites and historic districts or city-owned historically significant personal property within the city limits. Once designated by the commission, such landmarks, landmark sites historic districts and city-owned historically significant personal property shall be subject to all the provisions of this section;

(3) To compile a list of structures which would be eligible for specially designated landmark status. Such structures may be within or outside of an historic district. The commission may negotiate with the owners of such structures for an agreement binding the owner and property. Such agreement may be for a specified period of time and shall be binding on subsequent owners until the end of the time specified. Structures covered by such agreements are eligible to receive an historical marker;

(4) To cooperate with federal, state and local agencies in pursuing the objective of historic preservation and to nominate properties designated hereunder to the National Register of Historic Places;

(5) To develop and recommend ordinances, legislation and programs and otherwise provide information on historic preservation to the city council;

(6) To designate appropriate markers for specially designated landmarks and historic districts;

(7) To take all steps necessary, including the taking and collecting of photographs, drawings, descriptions, recorded interviews, written data and documentation, to permanently record the origin, development, use and historical significance of each landmark, landmark site, historic district, or city-owned historically significant personal property;

(8) To promote public education, interest and support for the preservation and enhancement of such landmarks, landmark sites, historic districts and historically significant personal property.

Commissioners discussed these specific issues under each responsibility as they were read:

- review and answer questions relating to the city ordinance governing the Landmarks Commission;
 - need for central storage of Landmarks materials;
 - proposed new state legislation regarding municipal landmarks ordinances.
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- From 7:12 until 8:30 p.m., the commissioners brainstormed tasks within these four strategic categories as Chair Blackmer read through the following document which was compiled during autumn 2015. (Commissioner input at this 1/7/2016 meeting is shown via underlining within the corresponding category of the Five Year Plan.)

Whitewater Landmarks Commission

Five Year Plan Proposal Draft 2 (10-01-2015)

Administrative Duties

- Continue to produce and deliver annual reports to Whitewater City Council, WI Historical Society, and Nat'l Park Service
- Review and update existing preservation lists
 - Existing local landmarks
 - Existing Nat'l Register District properties
 - City-owned "personal property" : to review the list of historic, personal property to make sure that they are still in place;
- designate a storage for digital and non-digital storage of materials;
- once designated, there should be an annual review of the materials to make sure they are complete;
- review and answer questions relating to the city ordinance governing the Landmarks Commission;

- research with City Staff best way to develop a budget and use 2016 expenses to document recurring, annual expenses and put it in the form of a budget request memo to the city.
- Investigate and secure grants to promote preservation
- Review, revise, update website hosted by City
- Ongoing education for commission members thru monthly meeting reviews, conferences, etc.
- Anticipate commission vacancies and recruit new qualified members

Landmarks

Potential **Local** Nominations: Compile a list of structures which would be eligible for local landmark status, such as:

- Starin Park Water Tower
- Downtown Historic District(s)
- Spooner-Ambrose House, 724 Center St., (Fred & Sue Cerkoney)
- John S. Partridge House, 745 Center St., (Jim & Claire Stewart)
- Warte/Leland House, 614 W. Main St., (Richard & Bobbie Landsee)
- Krumb (sp) House, 227 S. Boone Ct., (Richard Helmick)

Potential **Nat'l Register** Nominations: Compile a list of structures which would be eligible for Nat'l Register landmark status, such as:

Create "too far gone to be preserved/nominated for Landmark status" standing agenda item for monthly review and assignment for documenting properties at risk.

Effigy Mounds Preserve (Local Landmark and NRHP)

- Grow Friends group membership
 - Host Mounds neighborhood event
- Co sponsor educational events with other like-minded groups
- There is joint program being scheduled with the Urban Forestry Commission on prairie planting to be held Monday, February 1, 2016 at the Irvin Young Library.
- The Panther Mound at the Preserve was professionally surveyed on 12/6/15. Securing grant in 2016 to survey all other mounds in 2017.
- LiDAR photography to determine mound boundaries
- LiDAR is still being pursued through Walworth County. It may be available by late Spring/early Summer, 2016;
- Complete sign project
- Signage project is in process. Kienbaum is hopeful the glacial boulders can be delivered to City Garage within a couple of weeks;
- Rebuild missing pieces of mounds

- Rebuilding missing or damaged portions of the mounds will wait until after LIDAR and the survey are completed. More research is needed.
- Keep Ho-Chunk Nation aware & involved in Effigy Mounds Preserve and secure approval of restoration activities.

Document all existing local landmarks, Nat'l Register landmarks (individual & district) and city-owned historically significant personal property: photograph, description, recorded interviews, written data, etc.

Education Outreach

- review/update the Landmarks brochure;
- create walking tour of local landmarks and/or National Register District;
- continue to give tours of Mounds Preserve to requesting groups;
- develop a digital story telling map for the downtown area
- Develop educational materials; possibly develop curricular materials;
- Provide info on local history and historic preservation to Whitewater & Walworth County school systems; outreach to the public schools and UW-Whitewater;
- Continue to publish written materials about local historic landmarks (updates)

Promotion

- Continue annual celebration of Historic Preservation Month and Archaeology Month each May
- Public reception for the new landmark plaques in 2016;
- Develop long range publicity campaign for local landmarks and Effigy Mounds Preserve through media to included area newspapers, the Banner, Facebook, etc.
- Designate a/some "brochure distribution persons" to periodically assure supply of Landmarks brochures is sufficient around area.
- Assist Whitewater community in promoting historic preservation in conjunction with Whitewater Historical Society, Downtown Whitewater Inc., Tourism / Chamber of Commerce, City Council, Walworth County Historical Society.

(End of review of Long Range Plan Document.)

- **Prioritize tasks in each of the four categories for 2016-2020.**

As it was 8:30 p.m. by the time the Commission reached this point, this item was tabled for discussion at a future time yet to be determined.

- Discuss how tasks will be accomplished to include expectations/availability of all commissioners.

As it was 8:30 p.m. by the time the Commission reached this point, this item was tabled for discussion at a future time yet to be determined.

Adjournment

The meeting was adjourned by Chairperson Blackmer at 8:34.

Respectfully submitted

R. Helmick, Secretary

DRAFT