



AGENDA

HISTORIC PRESERVATION/ DESIGN REVIEW COMMISSION

Members

- Chairperson Tim Siebert
- Alderperson Tori Jennings
- Mary McComb
- Sarah Scripps
- Joseph Debauche
- Eric McFarland (Alternate 1)
- Ginger Keymer (Alternate 2)

Date and Time: February 3, 2021
2:00 PM

Location: **Zoom Teleconferencing**
By Computer:
<https://us02web.zoom.us/j/89959692112?pwd=Y3dXNXFNd0Y3MEZYRUNUQnlLN3ptUT09>

Meeting ID: 899 5969 2112
Passcode: 753375

By Phone: +1-312-626-6799
Meeting ID: 899 5969 2112
Passcode: 753375

1. Roll Call

Discussion and Possible Action on the Following:

2. Report of the January 6, 2021 meeting of the Historic Preservation / Design Review Commission
3. Discussion on the collective goals of the Historic Preservation / Design Review Commission
4. Staff Update
5. Adjourn

PLEASE TAKE NOTICE that any person who has special needs while attending these meetings or needs agenda materials for these meetings should contact the City Clerk as soon as possible to ensure that a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569 or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Maps further defining the above area(s) may be obtained from the City of Stevens Point Department of Community Development, 1515 Strongs Avenue, Stevens Point, WI 54481, or by calling (715) 346-1567, during normal business hours.

PLEASE TAKE FURTHER NOTICE that a quorum of the Common Council may be in attendance at this meeting.

REPORT OF THE HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

January 6, 2021 – 2:00 PM
Zoom Conference Call Meeting

PRESENT: Chairperson Siebert, Alderperson Jennings, Commissioner McComb, Commissioner Scripps, Commissioner Debauche, Commissioner McFarland, and Commissioner Keymer.

ALSO PRESENT: Director Kernosky, Associate Planner/Zoning Administrator Kuhn, Secretary Mohr, Alderperson Zarazua, Makenzi Peyton, and unidentified audience members via Virtual Zoom Meeting.

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1. Roll Call

Discussion and Possible Action on the Following:

2. Introduction of Ginger Keymer as Commissioner of the Historic Preservation / Design Review Commission
3. Report of the November 11, 2020 meeting of the Historic Preservation / Design Review Commission
4. Request from Judah Haas, representing Alchemy Concrete, Inc., for a demolition and design review to demolish an existing deck and construct a new patio at 1009 First Street (Parcel ID 281240832200505).
5. Roles and responsibilities of the Historic Preservation / Design Review Commission
6. 2021 strategic goals of the Historic Preservation / Design Review Commission
7. Staff Update
8. Adjourn

1. Roll Call

Present: Siebert, Jennings, Scripps, Debauche, McFarland

Absent: McComb, Keymer

2. Introduction of Ginger Keymer as Commissioner of the Historic Preservation / Design Review Commission

Commissioner Keymer was not present at the time of the agenda item.

3. Report of the November 11, 2020 meeting of the Historic Preservation / Design Review Commission

Motion by Alderperson Jennings to approve the report of the November 11, 2020 meeting of the Historic Preservation / Design Review Commission; seconded by Commissioner Debauche.

Motion carried 5-0.

4. Request from Judah Haas, representing Alchemy Concrete, Inc., for a demolition and design review to demolish an existing deck and construct a new patio at 1009 First Street (Parcel ID 281240832200505).

Associate Planner/Zoning Administrator Kuhn provided a summary of the request:

1. Demolition and design review to demolish an existing deck originally built in 2002, and to construct a patio space. The existing deck was being utilized for outdoor seating and was enclosed with fencing and planters.
2. Existing aerial street photos, and review of historic use and photographs.
3. Review of proposed upper and lower patio, noting that the height of the deck would determine setback requirements.
4. Demolition and Design Review guidelines pertaining to the request.
5. Staff recommendations to approve with conditions outlined in the staff report.

Commissioner Keymer arrived at 2:05 PM

Commissioner McComb arrived at 2:05 PM.

Commissioners had the following comments:

1. Clarification requested on the reconstruction of the fencing, to which staff explained that it wouldn't extend further westward and would generally be in the same location. Any major changes would need to meet Clearview and setback requirements so there were no vision or traffic issues.
2. Inquiry as to whether the original building built in 1981 had been demolished or if façade work had been performed. Staff confirmed the original site building had been demolished to make way for the existing building.
3. Inquiry as to the location of the bike rack in the proposed design, to which staff stated that the contractor was available to answer specific design questions, but that any proposed design elements would need to meet ADA requirements per the Building Inspector.

Makenzi Peyton, applicant with Alchemy Concrete, clarified that bicycle parking would not extend into the parking lot, but rather be flush to the parking lot heading west.

Motion by Commissioner Scripps to approve the request from Judah Haas, representing Alchemy Concrete, Inc., for a demolition and design review to demolish an existing deck and construct a new patio at 1009 First Street (Parcel ID 281240832200505).

1. All applicable Building and Zoning Code requirements shall be met prior to demolition of the deck and prior to the construction of patio space.
2. All required permits shall be obtained for both the deck demolition and construction of the patio space.
3. The existing bicycle rack shall be relocated as to not interfere with traffic flow.
4. Future fencing design shall be subject to the review and approval of staff meeting applicable Commission Design Guidelines and Zoning Code requirements.
5. The applicant shall obtain design review approval from the Historic Preservation / Design Review Commission prior to the construction of a future shade structure.

**6. Staff shall have the authority to review and/or approve minor amendments to the project.
seconded by Alderperson Jennings**

Motion carried 5-0.

5. Roles and responsibilities of the Historic Preservation / Design Review Commission

Associate Planner/Zoning Administrator Kuhn, as part of the 2021 Goal Setting Session introduction, reviewed the following Powers & Duties of the Historic Preservation / Design Review commission:

1. Designation of historic structures and historic sites.
2. Regulation of construction, reconstruction, alteration and demolition.
3. Expiration of a design review certificate.
4. Rescission of designation.
5. Recognition of historic structures, sites and districts.
6. Creation of a historic preservation plan.
7. Work for the continuing education of the citizens about the historical heritage of this city and the historic properties designated under the provision of this section.
8. Cooperate with the State of Wisconsin historic preservation officer and the state historic preservation review board in attempting to include such properties hereunder designated as landmarks or landmark sites, or historic districts in the National Register of Historic Places and the State Register of Historic Places.
9. As it deems advisable, receive and solicit funds for the purpose of historic preservation in the city. Such funds shall be placed in a special city account for such purpose.

Director Kernosky further explained that the Community Development Department was beginning to look into setting goals for each commission or committee that they staffed, as sometimes they needed further direction on how to proceed with policies, procedures, or documents. Specifically, for this commission, the seven items under the Purpose and Intent section, or page 25, of Chapter 22, provided a good starting point for goal setting.

Commissioners made the following comments:

1. Didn't recall commission ever designating historic structures or sites and have only dealt with structures already designated. Proceeding with that type of role would be more proactive.
 2. Previously discussed producing a brochure that detailed the historic significance of each building within the historic district, which could aid in education.
 3. Stated that they also had the Intensive Survey Report produced the State's Historical Society Timothy Heggland to use as a resource. To which there was an inquiry if each informational item within the survey had been matched with a site, or if there was a visual map or aid. Staff confirmed that they could use both documents, including Wendell Nelson's book, Houses That Grew, to further update a larger central document with a map.
6. 2021 strategic goals of the Historic Preservation / Design Review Commission

Chairperson Siebert inquired on the February meeting's purpose, to which Director Kernosky went over the following:

1. January Meeting: Provide an overview of the roles of the commission and introduce goal setting.
 2. February Meeting: Review and identify overlapping goals, explore those consistencies, and establish collective goals.
 3. March Meeting: Review and adopt the goals into a document format and work towards implementation.
 4. Reviewed Goal Setting Worksheet to draft goals.
 5. Asked that commissions review, digest, reflect, and come up with goals, using the worksheet as a guide. Those goals would need to be submitted to staff by January 22nd to prepare for the following meeting.
 6. Inquiry if staff wanted commissions wanted to reach out to local entities they had connections with when exploring goal setting, to which staff confirmed that additional input from the community may be beneficial.
7. Staff Update.
- Director Kernosky noted that while he couldn't delve too far, the Common Council would be reviewing an item pertaining to a local historic property which could prove like a unique opportunity. The commission would be kept posted the sooner
2. Introduction of Ginger Keymer as Commissioner of the Historic Preservation / Design Review Commission
- Item 2 was moved back to this part in the agenda.
- Commission Keymer introduced herself to the commission. As an academic librarian and historic district resident, she was excited to begin working with the community.
8. Adjourn.

Meeting adjourned at 2:40 PM.

A recording of this meeting can be viewed/heard at: <https://stevenspoint.com/365/AgendasMinutesVideos>



MEMORANDUM

To: Historic Preservation / Design Review Commission

From: Adam Kuhn, Associate Planner / Zoning Administrator

CC: Ryan Kernosky, Director of Community Development

Date: February 3, 2021

RE: 2021 HPDRC Goal Setting Sessions – Collective Goals

On January 6, 2021, City staff introduced to you the concept of goal setting in an effort to establish strategic goals for the Historic Preservation / Design Review Commission. These strategic goals will allow the Commission to begin working towards implementing your duties as a governing body in a way that provides City staff further direction.

After the January 6th meeting, each of you provided goals that you would like to see the Commission take on in the short-term (e.g., 2021) and long-term (e.g., 2022-2025). Also included were steps needed to achieve the goal, who should take the lead on implementing the goal, and how long it will take to achieve the goal.

Submitted goals were disseminated by staff and are outlined in the following pages. The purpose of the February 3rd meeting is to carefully analyze each goal to further outline the steps needed for implementation and who should coordinate these efforts. Actions taken during this meeting will culminate in a draft strategic goals document that is reviewed and potentially adopted during the March meeting. Following the adoption of a strategic goals document, staff will begin implementing the collective goals of this questions.

If you have any questions, please do not hesitate to contact Community Development staff.

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2021 Goals

1) **Enact a demolition by neglect ordinance.**

Timeline: By December 2021, produce a demolition by neglect ordinance that is reviewed and approved by the Historic Preservation / Design Review Commission and Common Council. The focus should be on properties that are located within the City's Historic Districts, along with any locally-recognized landmarks located outside of a historic district.

Who: City staff, with consultation from HPDRC.

2) **Make the City's website more interactive and user-friendly when navigating HPDRC-related web pages.**

Timeline: Ongoing 2021. Include media produced in subsequent goals within City webpages. Example: <https://historicmt.org/items/show/19>.

Who: City staff (Community media).

3) **Review the City's Façade Improvement Grant Program to increase citizen participation.**

Timeline: Ongoing 2021. Review program requirements and produce modifications as needed. Any changes to the program would require the review of this Commission, the Finance Committee and Common Council. Create educational programming to bring awareness and encourage more property owners to apply.

Who: City staff will review the program requirements. HPDRC, with consultation from City staff, will determine ways to encourage more property owners to apply (e.g., flyers, videos, etc.).

4) **Educate property owners within the City's historic and design review districts of the responsibilities and procedures for owning properties.**

Timeline: Ongoing 2021. Create flyers to property owners reminding them of the Commission's design review requirements and resources available for any building/property improvements sought.

Who: City staff will take the lead with consultation by HPDRC.

5) **Create a map of all buildings and landmarks located in the 2011 Historic Intensive Survey Report.**

Timeline: Ongoing 2021-2022. City staff will need to review the report to ensure its accuracy for today's use. The map would better highlight recognized buildings and landmarks located outside of a historic and design review district.

Who: City staff (Community Development and GIS) will review the report and produce the map.

6) Develop historic tours of the Downtown and other historic areas in the city.

Timeline & Who: Ongoing 2021-2022. City staff and HPDRC will need to determine what types of tours are desired (e.g., produce a video where citizens and visitors can use it for a self-guided tour, partner with local businesses to highlight what the historic areas have to offer, etc.). In-person activities are likely to be pushed off due to COVID-19.

2022-2025 Goals

1) Introduce additional signage in the historic districts to promote wayfinding.

Timeline & Who: Ongoing 2021-2023. HPDRC members should determine what types of signage are desired (e.g., street signs designating what historic district the street is located in, signs designating the direction to local landmarks/businesses, etc.). Consultation with the Public Works Department would occur for signs located in the right-of-way. Potential collaboration with Create Portage County?

2) Establish a Historic Preservation Plan.

Timeline: 2022-2023. The creation and requirements of a historic preservation plan are outlined in Chapter 22 of the Revised Municipal Code (pages 9-10: <https://stevenspoint.com/DocumentCenter/View/104/Chapter-22---Historic-Preservation-Design>). The plan should tie in cultural preservation and a cultural analysis of locations in the city.

Who: City staff should determine additional public and private parties who can assist in understanding the historic and cultural preservation of the area (e.g., Wisconsin Historical Society, Tribal Historic Preservation Officers, UWSP, etc.). The Historic Preservation Plan would require the review and approval of HPDRC, the Plan Commission and the Common Council.

3) Create a strategic plan for areas to be locally designated as a historic district and nominated to the State and National Register of Historic Places.

Timeline: 2022-2025. The City, in partnership with the Wisconsin Historical Society and a contracted consultant, have been planning to nominate additional historic districts and properties to the State and National Register of Historic Places. Maps showing the location of proposed districts and properties are found [here](#).

Who: City staff in consultation with HPDRC. The strategic plan should outline the following:

- Do the planned historic districts still meet the standards for local, state and federal designation?
- Which regions are desired to be designated on the local, state and national level?
- Are the steps that the City originally outlined for state and national nomination still applicable/desired? The steps for district nomination on the state and national level include the following: staff meets with the Wisconsin State Historic Preservation Office to determine eligibility of a district nomination, hold historic district workshops, create a letter of intent

to apply for Certified Local Government Funds, submit a Certified Local Government application, and select a consultant to submit a district nomination application.