

AGENDA

Whitewater Landmarks Commission

Thursday, July 7, 2016 – 6:00 PM

**Municipal Building, City Manager's 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 – June 2 and June 16, 2016
- Set date and time of next meeting – Thursday, August 4, 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 Report: Basin repair and lighting (Luckett)
- Restoration of Landmark Plaques (Main Street Historic District) (Luckett)
- Report on budgetary items to City Manager (Luckett)
- Report of settlement action regarding tile project (Blackmer)
- Report on Whitewater Historic Homes Photo Project (Richardson)
- Report on Historic Preservation Display at Library 2017 (Blackmer)
- Strand water system study for replacing Starin Park Watertower (Singer)
- Full moon walk at Effigy Mounds Preserve (Haselow)
- City inventory system (Blackmer)

Unfinished Business

- Mounds Preserve signage project update (Oberle/Kienbaum)
- Acquisition of GIS/LIDAR by Walworth County (Richardson)
- Research of/naming of/possible plaque information for Brickyard Park (Kienbaum)
- Repair of Interactive City Map on web site
- Addition of recent Local Landmarks to brochure(s) (Richardson)
- Five year strategic plan priorities
- Lyman Wight Octagon House garage addition oversight
- Cases for the original Birge Cherubs built by DPW
- Possible endorsement by City Council regarding burial site preservation law

New Business

- Individual Commission members action plan for August
- July Landmarks Commission meeting
- Inservice regarding Whitewater City Landmarks Ordinance for city staff and Landmarks Commission members
- Discussion regarding replacement of Luckett as staff liaison to Landmarks Commission

- August 2nd Meeting of the Legislative Council Study Committee revisiting burial site preservation laws in Madison

Future Agenda Items

Good of the Order

Adjournment



Whitewater Landmarks Commission

Minutes

Thursday, June 2, 2016 – 6:00 PM

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

Call to Order

- Call to Order and roll call
Chairperson Blackmer called the meeting to order at 6:03 PM
Present: Patricia Blackmer, Kori Oberle, Suzanne Haselow, Daniel Richardson,
Ken Kienbaum, Richard Helmick
Absent: Patrick Singer
Staff present: Alan Lockett
Guests: Charlotte Troutman (almost a first grader)
- Approval of Agenda
MSC Haselow/Oberle to approve the agenda as posted.
Ayes: Blackmer, Oberle, Haselow, Richardson, Kienbaum, Helmick
Nays: None
Abstain: None
- Approval of Minutes – May 5, 2016
There were two spelling corrections. MSC Oberle/Richardson approve as corrected.
Ayes: Blackmer, Oberle, Haselow, Richardson, Kienbaum, Helmick
Nays: None
Abstain: None
- Set date and time of next meeting – Thursday, July 7, 2016 - 6:00 PM
The next meeting of the Landmarks Commission will occur on Thursday, July 7, 2016 at 6:00 PM in the City Manager's Conference Room.
- 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.

Reports

- Whitewater Effigy Mounds Preserve (Helmick/Oberle)

- On Sunday, May 16, the WEMP was promoted at a Man Mound program outside of Baraboo WI. There were approximately 75 people in attendance.
- There will be a free, informational program presented by the Friends of the Effigy Mounds on Monday, July 13, 2016 in the community room at the city library from 6:30 – 7:45 PM. There will be a brief business meeting followed by the program entitled “Effigy Mounds, Fact or Fiction” presented by Dr. George Christiansen, Director of the Center for Wisconsin Archaeology.
- Birge Fountain Report (Lockett)
Lockett is looking into a new lighting system. The lower basin needs to be repaired. It will be lined with a rubberized sheet using a two part epoxy for adherence. Oberle will research funding and outdoor metal water fountain conservators by the Birge Fountain Committee’s fall meeting, and will draft specs for professional assessment, triage restoration tasks, and a cyclical preventive maintenance plan.
- Wisconsin Historical Society Webinar: Landmark Ordinances (Oberle)
The webinar was cancelled and may be rescheduled at a later date.
- Report on action regarding tile project (Blackmer)
As yet, there has been no information forwarded by the city attorney. Blackmer has sent an email to Taylor McDarison informing her that the Commission will not go forward with the project and to expect further communication from the city attorney.
- Report on Whitewater Historic Homes Photo Project (Richardson)
This will be an ongoing project most likely lasting through the summer and into the fall.

Unfinished Business

- Budget items to share and approximate dollar cost
Conservative estimates at this time were projected and discussed. Capital items will be a separate request from annual expenses. Discussion ensued regarding the private funding of selected, capital projects. It was suggested that a separate committee be appointed to determine the cost of digitizing and reframing the Pescheret paintings held by the city. Lockett will talk with the city manager regarding the budget. Specific, budget categories and estimated amounts are:

Convention fees (two conferences).....	1500.00
Mailings and postage.....	50.00
Professional dues (to maintain CLG status).....	40.00
Speaker fees.....	500.00
Receptions.....	150.00
Office supplies.....	50.00
Library display (annual event).....	100.00
Advertising/publicity.....	200.00
- Mounds Preserve signage project update (Oberle/Kienbaum)
The boulders have been gathered together at Kienbaum Excavation. Oberle will be calling Chuck Nass for permission to place the boulders at the Preserve. Once placed, the plaques will be installed. It was suggested that this would be an opportunity for some good publicity for the city and the Preserve. The possibility of reaching out to the Ho Chunk Nation for attendance was discussed.
- Research of/naming of/possible plaque information for Brickyard Park (Kienbaum)

Kienbaum will be continuing to research information through the Whitewater Public Library.

- Repair of Interactive City Map on web site
A new intern has been hired by the city to assist in GIS mapping. Luckett will be working with the intern to make the map totally interactive and functioning. An update will be provided at the next Commission meeting.
- Potential Public History Intern from UW-Whitewater Update
There is no report. The professor is out of state until fall semester begins. The item will be brought back to the Commission at its September meeting.
- Advertising Costs/ *Good Morning Advertiser*
Oberle reported that GMA would print 2 columns by 3 inches for \$68.40 and 2 columns by 6 inches for \$136.80. She suggested that a public service announcement / press release in the papers would be a cheaper way to promote projects. Another idea is to find a sponsor for projects to help defray printing costs. Discussion ensued. Haselow will come back at the next meeting with a proposal regarding her suggested project to promote local Landmarks.
- Addition of recent Local Landmarks to brochure(s)
The City Armory and the Starin Water Tower need to be added to the brochure with informational blurbs. Richardson will compose the information on each one and get it to Luckett. Luckett then will add the photos and information to the brochure.
- Digital/audio recording of meeting minutes
There will be at least one meeting each year that will be video recorded.

New Business

- Restoration of Landmark Plaques (Main Street Historic District)
Luckett reported that the plaques are in need of cleaning. Discussion ensued and it was decided that both maintenance cleaning, such as removing bird feces, and deep cleaning, such as removing tarnish from metal surfaces, is needed. Luckett will arrange light cleaning of Hamilton House plaque and Kienbaum will research to find the best procedure and products for deep cleaning.
- Tagging City-owned historic property
Haselow distributed examples of informational labels that could be attached to city-owned historic property. She suggested that property be labeled in order to avoid accidental misplacement or loss. Not all property would need to be labeled. Large, heavy outdoor pieces that are difficult to move would not need the labels. Smaller, more portable pieces would need them. Concern was raised over possible damage to the property by affixing the label. Oberle suggested the Commission see what type of labeling/cataloging, if any, the city uses in other areas and then determine if it would be applicable to the Commission's needs. Blackmer will contact the city clerk to find out.
- Possible construction cases for the original zinc Birge Fountain cherubs
It was reported that Chuck Nass has volunteered to have his staff build the cases over the coming winter. They will look similar to the present case housing the Maid of the Mist.
- Individual Commission members action plan for July
Oberle – contact Chuck Nass to establish a date to place signage boulders at the Preserve; have plaques ready for attachment.
Kienbaum – continue research on the Brickyard; research appropriate cleaning materials for the plaques designating city landmarks along Main Street.

Richardson – continue with the photo project; compose informational blurbs on recent landmarks and give to Lockett.

Haselow – contact Matt Amundson for permission to conduct an after hours program at the Mounds Preserve.

Blackmer – contact the city clerk regarding labeling/cataloging city property; discuss with Singer possible city council action in response to proposed state legislation concerning the state’s burial law.

Lockett – fix the interactive map on the city web site; discuss budget items with the city administrator; add new information on city landmarks to the brochure.

- Sen. Loudenbeck’s Legislative Council Study Committee to revisit burial site preservation law
Blackmer called attention to upcoming plans to revise the State’s burial sites preservation law. This is of great concern in maintaining the integrity, cultural respect and significance of all burial mounds. Discussion ensued. Oberle stated that the focus is solely on privately-owned mounds, and not those owned by the public. Also, the Ho-Chunk Nation has representation on the Study Committee. Commissioners need to keep aware of the work of the pending legislation. Blackmer will talk with Singer regarding possible city council action. Lockett suggested that commissioners, as public individuals, could write letters of concerns to their legislatures.
- Full moon walk at Effigy Mounds Preserve
Haselow suggested Friday, September 17, from 8:00 – 10:00 PM. Lockett said that Matt Amundson, Parks Director, needs to be contacted for permission because the Preserve closes at sunset. Invitations should also be sent to property owners adjacent to the Preserve. Haselow will contact Amundson. Oberle suggested that the Friends of the Effigy Mounds might be able to assist with tour guides.
- Fundraising campaign for Pescheret Collection archival preservation/conservation
A subcommittee was established for this item. Members are Blackmer, Richardson, Lockett, and Oberle.
- Wisconsin Historical Society Preservation Conference: October 21/22, 2016
Any commissioner who would like to attend should contact Blackmer.

Future Agenda Items

- Octagon House construction project.
- In-service for city staff on procedures regarding landmarked properties per ordinance.

Good of the Order

Adjournment

Blackmer adjourned the meeting at 7:48 PM.

Respectfully submitted,

R. Helmick, secretary



Minutes

Whitewater Landmarks Commission Special Meeting

Thursday, Jun 16, 2016 – 6:30 PM

Municipal Building, City Manager's Conference Room, 2nd Floor

312 Whitewater Street, Whitewater, WI 53190

Call to Order

- Call to Order and roll call
Chairperson Blackmer called the meeting to order at 6:30 PM.
Present: Patricia Blackmer, Kori Oberle, Suzanne Haselow, Ken Kienbaum, Daniel Richardson, Patrick Singer, Richard Helmick
Absent: None
Staff present: Alan Luckett, Cameron Clapper
Guests: Joe Hajewski, Shannon Hajewski
- Approval of Agenda
MSC Richardson/Singer to approve the agenda as posted.
Ayes: Blackmer, Oberle, Haselow, Kienbaum, Richardson, Singer, Helmick
Nays: None
Abstain: None
- 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.

New Business

- Review of application and determination of same presented by Joe Hajewski concerning relocation of utility shed and building of a 22' x 36' garage on the landmark site of the Lyman White Octagon House located at 127 N. Newcomb St.

Blackmer greeted all present and thanked them for their attendance. She then read a statement to be placed in the minutes (attached).

Blackmer disseminated Hajewskis' plans, as given to the city, and displayed photographs of their proposed project. Explanations of the project were discussed. A check list detailing the procedures for alternations of landmark properties was disseminated.

Oberle suggested that the Commission review the criteria, as presented in the ordinance, for new construction or alterations on a landmark site. In particular, she drew attention to the five criteria listed in 17.16.070 of the city's ordinance.

The Hajewskis briefly summarized their plans for the new construction. Attention was directed to the front of the building, in particular on possible façade details and the planned gable.

Oberle then began to guide commissioners through discussion of the criteria listed in the city's ordinance for new construction. Richardson asked if the siding intended for the garage would be the same as the siding on the house. He suggested that the siding would be more appropriate to match the house. It would have a more uniform presentation. Joe Hajewski said that in the future he is planning to reside the house to match the new siding on the garage.

Oberle redirected attention to 17.16.070 (2). She suggested that a good visual tie-in with the house would be to add similar façade details as well as design the windows to replicate the looks of those on the house. Singer stated that he did not think the commission should nitpick through the criteria. That should have been done by the city staff prior to the project coming to the commission. Luckett suggested that the windows could easily have a four-pane look, similar to those on the house. Oberle explained that the commission should be following the steps outlined in the ordinance. Discussion of the criteria presented in the ordinance resumed.

Richardson questioned the look of the large, front facing garage door. Joe Hajewski said that the plans submitted did not have the exact style of door they would eventually select. Different styles were discussed. Joe Hajewski said the cost of the door would have to be considered.

Blackmer continued to read the rest of the criteria presented in 17.16.070. There were no further concerns presented. She then asked if Clapper had any questions or something to he wanted to add. He stated that the former garage on the property was removed because it had become derelict. He then asked if the Hajewskis have already paid the fees to the city associated with the project. When they said they had, Clapper said, due to the city's missteps that the city would like to wave those fees for them in consideration of their patience. He stated that he would take care of it.

Singer apologized for the mistakes that the city staff have made to this point. He appreciates the work the Hajewskis are prepared to do to make the property look better.

Oberle said her main concern at this point is to have the two buildings present a similar look. She suggested that the Hajewskis continue with their plans, keeping Chairperson Blackmer notified as work proceeded.

Blackmer summarized the applicants' proposal. MSC Singer/Oberle to allow the Hajewskis to proceed to build their garage with attention to the following considerations:

1. Siding of the garage and the house be of similar design,
2. Garage windows should replicate the look of those on the house as closely as possible,
3. Façade elements (decorative scrolling) upon the house should be considered for placement on the front of the garage,
4. The Chairperson of the Landmarks Commission should be kept informed of progress.

Blackmer called for a roll call vote on the motion.

Blackmer	aye
Oberle	aye
Haselow	aye
Kienbaum	aye
Richardson	aye
Singer	aye
Helmick	aye

The motion was approved.

Good of the Order

No statements were offered.

Adjournment

Blackmer again thanked everyone for their attendance and adjourned the meeting at 7:30 PM.

Respectfully submitted

Richard Helmick, secretary

(1 attachment)

DRAFT

Chairperson Blackmer's statement summarizing the Hajewskis' application process to build a garage on their property located at 127 North Newcomb Street.

On behalf of the Landmarks Commission, I would like to thank you for your attendance this evening at the special meeting to address the application submitted by the Hajewski family regarding the moving of a utility shed on their property and the construction of a 22x36x16 foot high garage on their local landmark property site. Before we deal directly with the application, I feel that we need to do a brief review of the application process that the Hajewski's confronted. In no way was the Landmarks Commission responsible for the miscommunication or lack of proper procedure that occurred in dealing with their application. I would like to proceed with my comments and will entertain, any discussion of these comments when I have concluded.

On April 29, 2016 the Hajewski's submitted an application to the City of Whitewater Building Inspector for a building permit as well as a permit for electrical work. According to City Ordinance 17 this application should have been forwarded to the Landmarks Commission within two weeks of receipt by the building inspector. This did not occur. After several trips to the Neighborhood Services Office (NSO) for guidance, Joe Hajewski commented to me that he felt that he "received the run around" from individuals that he spoke with. In addition to miscommunications, he was also referred to the Wisconsin State Historical Society. Since the Lyman Wight Octagon House is not on the National or State Register of Historic Homes, this referral was virtually pointless. The house is in fact a local Whitewater Landmark and the State has no authority over decisions made by the property owner. The Landmark structure falls under the auspices of the City of Whitewater Ordinance governing Landmark structures and sites. The Hajewski's returned to the NSO office on May 24th with a check in the amount of \$132.50 for the permits. They were given their original paperwork consisting of the application, permits and architectural rendering of the garage along with their check.

A third party, represented by a business in Whitewater, then shared the Hajewski's plans with a member of the Landmarks Commission. On May 31st this commissioner, without authorization from the Landmarks Commission and acting on his own, approached the family and obtained the application documents. The commissioner then proceeded to bring the documents to the home of the Chairman of the Landmarks Commission on the evening of May 31st. I believe the intention of the commissioner who had obtained the documents from the Hajewski's was to have the application placed on the agenda of the Landmarks Commission meeting on June 2nd. Because appropriate protocol regarding the submission of the application to the Landmarks Commission was not followed and the deadline for the June meeting agenda was past, the Chairman called Joe Hajewski and explained the dilemma. The Landmarks Chairman also met with the Neighborhood Services Director on June 1st and returned the original documents and check to the office for safe keeping and questioned why the proper procedure detailed in the ordinance was not followed. I would also mention that the commissioner who had contacted the Hajewski's returned to their home for two more visits which were unsolicited by the family.

Realizing that this had a direct effect on public relations regarding the City of Whitewater dealing with residents, the Chairman and Vice Chairman of the Landmarks Commission met with City Manager

Clapper to discuss the ramifications on June 6th. Within the week a check list dealing with applications to the City of Whitewater regarding Designated Local Landmark Alterations was developed for use by city employees. I have disseminated this list to each of you so that you can clearly see the timelines involved and the responsibilities of the city employees in the application process.

To expedite this application, the Chairman in agreement with the Hajewski family, has called this special meeting of the Landmarks Commission to review and make a determination regarding this request on June 16th even though the building inspector has not yet passed the paperwork on to the Commission and the deadline for consideration of this request by the Commission has passed.

So ultimately, I am sure that you will agree that we are here to work with Hajewski's to find a mutually satisfactory means to move this application forward.

DRAFT