

November 14, 2016 Minutes

Fort Atkinson Historical Preservation Commission Meeting

Dwight Foster Library - Wisconsin Room

Meeting called to order on Monday, November 14, 6:30 p.m., at Dwight Foster Public Library by Commission Co-President Tammy Doellstedt

Also present: Commission members: Jenni Landowski, Jim Jorgenson, Julia Chady

Visitor: Fort Atkinson Building Inspector, Brian Juarez

Absent: Vern Zech

AGENDA:

1. Code of Ordinances – Brian Juarez met with the group to review the Code of Ordinances, Chapter 42.
 - A. Local landmarks and district status within the City is different than the State and Federal designations. The HPC does not have any jurisdiction on the State and Federal designations, unless they are also designated as local landmarks or districts.
 - B. Brian suggested there be an annual review of property owner listings. If a property changes owners, the Commission would send out notice/reminder that the property is a Local Landmark.
 1. Commission members agreed this is a good idea.
 - C. A scoping statement would help clarify what the Ordinance affects. This would describe the Federal & State vs. Local Landmark.
 - D. City Council has final jurisdiction.
 1. A process needs to be established to put any documentation (e.g. Certificate of Appropriateness) in the permanent address file that is maintained at the City of Fort Atkinson (with City Building Inspector) and with the (Jefferson) County Register of Deeds office.
 - a. Tammy will send a copy of the Certificate of Appropriateness that was submitted for the Blackhawk Senior Center.
 2. Any appeals of Historic Preservation Commission determinations would go to the City Council for review.
 - E. Add listing of guidelines that will be approved, so that owners have an idea of what they can do with their properties.
 1. The Commission will look at examples from other Historic Preservation Commission review guidelines.
 - F. The Commission will create a “handbook” of regular activities, rules, etc. as a framework for members going forward to use as a guide.
 - G. Immediate priorities: sending out reminder letter to existing Local Landmark owners regarding getting approval for changes to the exterior of their building, sending documentation to the Register of Deeds (Julia will contact to find out cost) and revision of the Ordinance, chapter 42.
2. Approval of October Minutes – Minutes approved.

3. Treasurer's Report –

- A. Premier Water Tower Fund - \$6,976.46. (This is not current. Balance to be updated at next meeting.)
- B. Preservation City Budget- \$429.02 (This is not current. Balance to be updated at next meeting.)

Old Business

4. Local Landmarks-

A. Water Tower

- 1. Tours report – 457 visitors in 2016
 - a. The Daily Union put an ad for tours through the winter in error. Tammy will call to get that retracted.
- 5. Website/social media – no news. Jenni will add note that the Water Tower is closed until May.
- 6. Kiosk poster – still waiting for final document and fee.

New Business:

- 1. Fort Atkinson Club – going for National Register and anticipates going for Local Landmark status. This will happen on December 2nd at the Wisconsin Historical Society. Tammy and Merilee will be attending.
- 2. Tammy talked about becoming a Certified Local Government. She has an example of verbiage for Evansville's document.
- 3. Tammy will talk to Merilee Lee about having a table together for the Winter Market.

Adjournment Motion to adjourn. Motion carried. Meeting adjourned at 7:57 p.m.

Next meeting: Monday, December 12th, at 6:30 p.m. the Dwight Foster Public Library.

Minutes submitted by Jenni Landowski.

11/13/2016