

Columbus Historic Landmarks and Preservation Commission
Meeting Minutes
Thursday, January 19, 2023
Columbus Community Center
161 North Dickason Boulevard

The meeting was called to order by Chair Ruth Hermanson at 4:00 p.m.

Attendance: Present Commissioners Altschwager, Elling, Hermanson, Gilbertson, and Nichols. Commissioner Kaland arrived at 4:30 p.m. Council Liaison Gray and Recreation Director Meyers were also present. Commissioner Ulrich was absent and excused. Also present Ben Smith of Faust and Smith Accountants.

Notice of open meeting: Chair Hermanson noted that the meeting agenda had been posted and distributed per State Statutes.

Citizen comments on agenda items: No comments.

Approve agenda: Motion by Altschwager, second by Nichols, to approve the agenda as posted. Motion carried unanimously.

Approve minutes from the Regular Meeting December 7, 2022: Motion by Nichols second by Gilbertson to approve the minutes as presented. Motion carried unanimously.

Review of signage request for 134 North Dickason Boulevard: Ben Smith appeared at the request of Chair Hermanson to describe the proposed signage for the Faust and Smith Accountant business. The proposed sign was reviewed in comparison to the City's sign ordinance. The sign is a wall-mounted, exterior illuminated sign measuring 30" tall and 92" long. The commission took no action, but requested Mr. Smith contact Planner Bledsoe for approval procedures and permitting information.

Council Liaison Report: Council liaison Gray stated that there was still no action on the ARPA grant applications filed in August, 2022. He indicated that the Council may request money from the Water and Light Department for energy efficiency work at the Pavilion at Fireman's Park rather than the ARPA monies. He answered questions about the potential timeline for Council meetings if the RestHaven SHPO arrived in the near future. He encouraged the Commission to proceed on the Code update when the review from SHPO arrived.

Staff Report: Recreation Director Meyers reported that the reservations for the 2023 RestHaven site were proceeding, with notice to any applicants that their reservation may be cancelled if the site is under construction. She is recommending that secondary sites be considered or reserved. She also noted that the Council had included monies in the 2023 budget for replacing the exterior staircases at the Pavilion at Fireman's Park.

Treasurer's report: Altschwager presented the report as of January 19, 2023.

- Susan Stare Auditorium Fund (CD)		\$ 18,753.00
- Water Tower Fund	253474	\$ 3,312.67
- Mary Poser/ Former Columbus Auditorium Corporation	2502700 (CD)	\$ 30,512.58
- RestHaven Improvement	255362	\$ 71,146.89

- Façade Improvement Fund 255707	\$ 130.43
- Columbus Pavilion ADA Accessibility Fund 250968	\$ 3,833.59
- CHLPC Account 187450	\$ 33,415.50

Motion by Kaland, second by Nichols to approve payment of \$3,135.30 from account #255392 to Design Coalition for additional work documented in Invoice #1766 dated November 1, 2022. Motion carried unanimously. Since this was additional work outside of the approved contract, the Commission will need to develop a change order for Council approval. Chair Hermanson will confer with the City Treasurer on this process.

Commissioner Altschwager wanted to specifically thank City Clerk Goebel for her assistance in the transfer of signatures to the include the new City Treasurer Crystal Larson.

Report from Ordinance Review Subcommittee: Commissioners Elling, Gilbertson and Nichols presented notes from the meetings held on November 16 and 23, December 20, 2022 and January 11, 2023. The entire Commission and Alder Gray reviewed the changes recommended and modified the potential membership residency requirement. The draft is based on the City Attorney's 2021 draft as discussed on February 22, 2022.

Motion by Nichols, second by Gilbertson to accept the meeting notes as presented at the meeting. Motion carried unanimously.

The commissioners directed Secretary Elling to finalize the Draft Code and forward to Chair Hermanson. The commissioners then directed Chair Hermanson to send the revised Draft Code to Jason Tisch at the State Historic Preservation Office for review and comment. The group desires to have this review completed by the February 15, 2023 CHLPC meeting so that they can review the comments and make a formal recommendation to the Common Council. Alder Gray indicated that he will assist with scheduling Council reviews after we hear back from the SHPO.

RestHaven SubCommittee Report: Chair Hermanson reported that the subcommittee submitted their plans to the State Historic Preservation Office on November 9. They have had several conversations with the state reviewer and have replied with modified drawings (presented at the January 19, 2023 meeting). They do not have a SHPO Permit in hand for review and recommendation. Depending on the timing of the state review, Chair Hermanson questioned the ability to hold a special meeting. The commissioners agreed that she could call a meeting with a minimum 48-hour notice for posting requirements. There will be an alternate bid package prepared for HVAC installation.

Recreation Director Meyers reviewed the remaining approval process for the RestHaven project:

- State Historic Preservation Office review and approval
- Subcommittee review of SHPO-approved plans and recommendation to CHLPC
- CHLPC review and recommendation to City Council
- City Council review of plans and approval to proceed to construction drawings and bid packet
- Architect prepares construction drawings, City Attorney prepares bid notifications
- CHLPC reviews construction drawings and recommends to City Council
- City Council reviews construction drawings and authorizes bid notifications/publishing
- Notice of bids in newspaper and to various contractors
- Receipt of bids by City Clerk
- Review bids by City staff with recommendation to City Council

- Recommendation on funding source by CHLPC based on potential awarded bid amount
- Acknowledge funding of project by City Council
- Award/Rejection of bid by City Council

Report on the 2023 Calendar: Calendars remain for sale at six local businesses.

Lanyards for members: Commissioner Nichols presented information from Minuteman Press.

Motion by Nichols, second by Gilbertson to approve purchase of fifty (50) lanyards from Minuteman Press at the price of \$2.25 each. Money to come from the City Budget account for Historic Preservation Commission supplies - #100-511210-312. Motion carried unanimously.

Summer Concert Series 2023: Chair Hermanson noted that several local bands had contacted her to ask about dates for the series in 2023. The group agreed to consider this project again, with Chair Hermanson, Commissioner Nichols and Commissioner Gilbertson forming a task force to present dates and information at the February 15 meeting.

Items February agenda: RestHaven plans from SHPO, RestHaven architect invoice, Ordinance update status, possible CD for Commission funds, concert series dates, introduction of Brandon Bledsoe as additional staff support for the CHLPC.

Next Meeting date Wednesday, February 15, 2023 at 4:00 p.m.

Motion by Altschwager, second by Kaland, to adjourn at 5:45 p.m. Carried Unanimously.

Respectfully submitted, Henry J. Elling, CHLPC Secretary

**Columbus Historic Landmarks and Preservation Commission
Ordinance Review Subcommittee
Meeting Notes
November 16, 23, 2022
December 20, 2022 and
January 11, 2023
Columbus Library Annex
251 West James Street**

The meetings were all posted via the City Clerk's office as required by local ordinances and state statutes.

The meetings were all held in a public location at the Columbus Public Library Annex as noted in the agenda postings. The November meetings were attended by Commissioners Gilbertson, Nichols and Elling. The December 20 and January 11 meetings were attended by Commissioners Gilbertson, Nichols and Elling along with Chair Hermanson. There were no members of the public or other City officials in attendance at any of the meetings.

As there were no members of the public in attendance, there was no public input on the various items under discussion.

Throughout their discussions, the group reviewed the current City Code Section 114 and the draft City Code Section 117 from the City Attorney, dated July 21, 2021. The group used the July 21, 2021 draft code as the starting point for the updated Code Draft. They also referenced the February 22, 2022 comments from Jason Tisch of the State Historic Preservation Office that were received at the February 22, 2022 City Council Ordinance Review Subcommittee meeting.

The group used the Ordinances from the City of Fond du Lac and DePere for reference as recommended by Jason Tisch of the State Historic Preservation Office.

At the November 16 and 23 meetings the subcommittee reviewed the background from the City Council Ordinance Review Subcommittee, the City Attorney's draft ordinance, Jason Tisch's comments and Chair Hermanson's written comments dated February 22, 2022. They also discussed various enforcement issues and procedural concerns with application submittals, paperwork format and the existing Certificate of Appropriateness.

At the December 20 meeting the subcommittee reviewed the updated draft with various changes. The group specifically discussed issues related to City staff responsibilities, enforcement procedures and responsibilities, review timelines, painting and exterior finishes, funding and fundraising options.

At the January 11 meeting the subcommittee reviewed the updated draft in comparison with the existing Chapter 114 of the City Code. They concluded that the draft was sufficient to recommend to the entire Columbus Historic Landmarks Preservation Commission meeting on January 19 for discussion and possible referral to the State for review. They unanimously requested that Chair Hermanson would include these notes and the Draft Chapter 117 document on the January 19, 2023 CHLPC agenda for discussion and possible referral to the State Historic Preservation Office for review and comment.

Notes prepared and respectfully submitted:

Henry J. Elling, CHLPC secretary and subcommittee member.

Change description by Section of the Draft Chapter 117 dated January 11, 2023 (by Henry J. Elling)

The following pages are intended to identify the rationale for the various proposed changes highlighted in red throughout the DRAFT Ordinance.

The group should know that the Subcommittee did not attempt to rewrite the entire work that had already been done by the City Council Subcommittee. We started with the materials prepared by the City Attorney for the February 22, 2022 Subcommittee meeting. We expect that the City Attorney's draft was already in compliance with any changes to State Statutes relative to Historic Preservation law. We also expect that the formatting was appropriate for eventual City Council review.

- Section 117-1 No changes proposed
- Section 117-2 No changes proposed
- Section 117-3 (1) Rearranges the language to provide for cleaning and painting of masonry surfaces separate from building permit language so that we can regulate the painting of these surfaces even though they may not require a building permit. This has been the major deficiency in the current code, especially as it relates to downtown commercial buildings. The proposed language will require property owners to apply for a Certificate of Appropriateness when painting or sandblasting or otherwise cleaning masonry buildings. This is necessary because the painting or cleaning of these century-old bricks can damage the surface water protection and lead to deterioration of the façade and eventually destroy the outer surface of the building.
- Any other building permit requirements remain the same.
- Section 117-3(2) Removes the language that the Council issues the Certificates after recommendation by the Commission. This was done to preserve the City's status as a Certified Local Government for historic preservation grants, tax credits, etc. This requirement was specifically noted in Jason Tisch's February 22, 2022 memo.
- Section 117-3(6) Removes the final phrase since a historic structure is no longer designated separately from the site. At Jason Tisch's recommendation, we have removed the potential to only designate a historic structure. Instead, we identify the historic structure as part of the site designation, thus allowing for review of all the property for impact on the historic structure, not just the structure itself.
- Section 117-4 In the overall description, we propose additional language to allow for the seven-member Commission to include membership from outside the City limits. *[This is not a unanimous recommendation]*
- Section 117-4(2) Expands the potential background interests for commissioners.
- Section 117-4(5) Includes the potential for the Commission to adopt policies that will assist in review and action for the commissioners. An example of potential policy would be "to allow paint sample colors from a color wheel or color board, not actual paint on the surface of a board".
- Section 117-5(3) Includes the Commission as the grantor of the Certificates, not the City Council.
- Section 117-5(8) Uses the correct name of the State Historic Preservation Office.

- Section 117-5(9) The language for fundraising has not been changed. [*This is not a unanimous recommendation*]
- Section 117-6(2) Deletes a portion of the introductory language since the paragraphs (a) through (f) are more specific and to remove any confusion on the criteria.
- Section 117-7(3) Clarifies that the action of the Common Council will be by Ordinance. In the past there has been no written record of the Council's action other than a motion and vote. The format of an Ordinance will require the Commission and Council to specify the reasons for the designation of a historic site or district so there is a basis for future actions to reinforce these standards.
- Section 117-7(4) The property owners have been notified of a public hearing in Section 117-7(2). The property owners have been notified of the Commission's recommendation in Section 117-7(3). The City Clerk will also file a deed restriction on each property as noted in Section 117-7(5). Therefore, we recommend the notice of City Council action be removed in Section 117-7(4) as redundant.
- Section 117-7(5) Recommends the City Clerk file the deed restrictions resulting from the Common Council action in Section 117-7(4). The Clerk is the official in charge of documenting the Common Council actions, not the Commission.
- Section 117-8 We noted that there is language in the State Code to require notice of new construction adjacent to historic districts. We would like the State SHIPO to assist with determining this language and what should be included in the City Code.
- Throughout this Section we have returned the Certificate of Appropriateness approvals to the Commission from the Common Council. This is to comply with the State requirement for certification as a Certified Local Government.
- Section 117-8(4) Adds the language to define parts (a) through (h) as standards.
- Section 117-8(5) Clarifies that the items in Section (4) are standards and again return the approval to the Commission from the Council.
- Section 117-8(6) Since the definition of work that requires a Certificate has been amended in Section 117-3(1) we also need to amend the approval process when they can begin work after the Certificate of Appropriateness has been approved.
- The Commission has a requirement to act within sixty days of filing the application.
- Section 117-9 This language appears in the current City Code Chapter 114-180. We recommend that this process continue to be available for property owners.
- Section 117-10 This language appears in the current City Code Chapter 114-182. We recommend that this process continue to be available for property owners.
- Section 117-12 This language appears in the current City Code Chapter 114-183. We recommend that this language remain in the Code.
- Section 117-17 Since the Commission is now the final actor on Certificate of Appropriateness applications, we include an appeal process. The language in this Section is taken from the City of DePere Code Section 38-12.



**Columbus Historic Landmarks & Preservation Commission
Rest Haven Special Sub Committee Meeting Agenda
Monday January 16, 2023 - 4:00 p.m.
City Hall Council Chambers**

Join Zoom Meeting:

<https://us02web.zoom.us/j/83080985883?pwd=Y1BXdklxMkhPbmlvNytscmptK0FWZz09>

Meeting ID: 830 8098 5883

Passcode: 413805

Dial by your location: 1 312 626 6799

1. Call meeting to order – Meeting was called to order at 4:04pm
2. Roll call: Present, Jamie Nichols, Carolyn Fredericks, Libby Gilbertson, Amy Jo Meyers and Ruth Hermanson
3. Notice of an Open & Posted Meeting: Noted as posted
4. Citizen comments on agenda items: None to note
5. Approve agenda: Motion by Fredericks to approve, 2nd by Nichols
6. Approve Minutes from past meetings: Tabled until next meeting for approval
7. Old Business
 - a. Review scope drawing highlighted areas and bathroom finish ideas from architect: the subcommittee discussed the option of a single door vs. a double door in the front entranceway. Alex & WHS had conversations about on existing conditions on how the egress is aligned. Standard window detail.
 - b. Review ADA entrance with Push Bottom Access for ADA layout updates: the subcommittee is fine with either the side door for the push button access or the front door. Whichever is recommended the committee will go along with
 - c. Overall plan ceiling heat/cool option: Important to know that this will be bid out separate from the original plan, possible heating and cooling options later on depending on the extent of the work and the costs
 - d. Lighting: tabled
 - e. Windows: tabled
 - f. Questions for Roger Smith the Architect: Committee overall felt as though Roger had enough documents to follow up with Alex on our concerns about the double vs single door. Looking for an answer ASAP
 - g. Schedule of Documents Timeline: Amy Jo shared that once the SHPO is approved, go to council on the COW for February 21 and at that time Roger will zoom in to answer any questions of council, two weeks later approval (Hopeful) at the regular meeting, go out for bids, secure permits, etc.

- h. **Donation update:** Hermanson mentioned how appreciative the committee is and how lucky the community is for the generous donation offer from the Rest Haven donor.

8. New Business

- a. **Review to present any updates to CHLPC Regular meeting:** CHLPC has a regular scheduled meeting for Thursday January 19, 2023
- b. **Article for news or updates to press:** Tabled
- c. **SHPO Review:** Hermanson has been tasked with following up with Alex and Roger in one to two weeks for a follow up on the status of the SHPO approval.

9. Next Special Meeting Date: Tentative date of January 30, 2023

10. Adjourn: Motion by Gilbertson to adjourn at 5:50pm, 2nd by Fredericks.