

**MINUTES ARE NOT OFFICIAL UNTIL NEXT SUBSEQUENT MEETING**

**Village of New Glarus  
Historical Preservation Commission  
New Glarus Village Hall  
319 2<sup>nd</sup> Street  
November 16, 2011  
Minutes**

The meeting was called to order at 7:02 p.m. by Chair Kevin Budsberg. Members Present: Linda Schiesser, Harold Kiesz, Kris Baumgartner, Barb Kummerfeldt, Lexie Harris

Approval of Agenda: Motion by Linda Schiesser to approve the agenda, 2<sup>nd</sup> by Kris Baumgartner. Motion carried.

Approval of Minutes from 3/29/2011: Motion by Harold Kiesz to approve the minutes, 2<sup>nd</sup> by Lexie Harris. Motion carried.

Public Comment: No public comment.

Review/Consideration: Letter to Historic Building Owners regarding need for Certificate of Appropriateness for work on the exterior of historic buildings: Chair Budsberg drafted a letter to send to homeowners. Schiesser suggested that we include a line in the letter that states ordinary maintenance such as paint, window replacements, etc. should be communicated to the Commission even though they do not require a Certificate of Appropriateness. The Commission also discussed the idea of having an open house for all current owners of properties on the Registry. Chair Budsberg will revise the letter and send in an email to the other Commission members.

Discussion: Identification of Properties with Historic Characteristics: Linda Schiesser has a list from 1980 of historic buildings in New Glarus. Chair Budsberg proposed making copies of the list for all Commission members and selecting five properties that aren't on the current Registry to focus on. The Commission can then approach the property owners about adding their property to the Registry. Schiesser agreed to make a list of properties on the list that are not on the current Registry. Chair Budsberg will bring copies of the list to the next meeting for consideration by the Commission.

Historic Preservation Month 2012: Linda Schiesser offered to partner with Kim Tschudy to do a talk for Historic Preservation Month 2012 on how to research property history. Historic Registry property owners and potential future Registry property owners should be invited to the talk. The Commission also discussed hosting the open house for Historic Registry property owners during Historic Preservation month. The Commission also discussed awards for Historic Preservation projects during the month. Historic Preservation month is always held in May.

Discussion: List of items that need to be addressed by the Commission: Chair Budsberg suggested placing historic photos in the windows of empty storefronts downtown. Chair Budsberg also stated that currently only alterations to Historic Registry properties that require a building permit require approval from the Commission. The Commission needs to clarify how to deal with building openings, such as window and door replacements, which could change the appearance of historic properties. Chair

Budsberg made a motion to table items 7-B, 7-C, and 7-D to a future meeting. 2<sup>nd</sup> by Harold Kiesz. Motion passed.

Set next meeting date: The next meeting will be on Monday, January 9<sup>th</sup>, 2012. The next agenda will include a discussion of Historic Preservation Month activities, an Open House for current Historic Registry property owners, Review of a list of other historic properties in New Glarus, and a discussion of the level of work requiring a Certificate of Appropriateness, specifically with regard to building openings.

Adjourn: Motion was made by Linda Schiesser to adjourn, second by Lexie Harris. Motion carried.

Kris Baumgartner

**Village of New Glarus  
Historical Preservation Commission  
New Glarus Village Hall  
319 2<sup>nd</sup> Street  
March 29, 2011  
Minutes**

The meeting was called to order at 7:00 p.m. by Chair Kevin Budsberg. Members Present: Linda Schiesser, Harold Kiesz, Kris Baumgartner, Monika Pernot, Lexie Harris. Others Present: Ben Bedward, Joe DeRose.

Approval of Agenda: Chair Budsberg made a motion to move agenda items 3 and 4 after number 5. Baumgartner seconded the motion. Linda Schiesser moved to approve the agenda with the amendments, Monika Pernot seconded. Motion carried.

Discussion: Presentation/Discussion with Joe DeRose (State Historical Society) on Issues Related to Historical Preservation Commissions and their Function: Mr. DeRose asked the Commission to send future minutes and agendas to him. He also asked for a copy of the annual report. Chair Budsberg agreed to send the 2010 Annual Report to DeRose. DeRose handed out bookmarks to the Commission. DeRose also mentioned a 2-day workshop scheduled for Sept 23-24 in Stevens Point that includes a section on Commissions. DeRose presented a presentation on Standards for Rehabilitation from the Secretary of the Interior. The presentation listed 10 standards:

1. Don't pick a use that goes against the original structure's use
2. Don't destroy original features that define the character of the structure
3. Make sure modifications are period specific
4. Changes that have gained historic significance shall be retained
5. Don't destroy features such as windows and porches
6. Replace deteriorated materials only when necessary and match them – test tuck-pointing on the back of a building, don't use mortar that is harder than the brick.
7. Don't damage the building when removing paint, dirt, etc – no sandblasting
8. Archeological resources should not be damaged
9. Additions should be compatible but not try to look historic – put a divider between old and new

## 10. Make alterations reversible

Next, Mr. DeRose answered a series of questions that were compiled by the commission:

1. Q: What are the standards for exterior changes?  
A: The standards were reviewed above and are available on the National Park Service website.
2. Q: What types of change require approval (I read in a recent document that >\$500 did not require a certificate for the national hist. register...state may be different)?  
A: The National Register does not require approval. Local registers depend on local ordinances. For example, Cedarburg, WI regulates paint color which is unusual because it is reversible. Local ordinances should be tied to building permits and should apply only to designated landmarks.
3. Q: Is the priority of the Commission restoration or preservation?  
A: The role of the Commission should be education, not regulation. For example, owners of National Registry properties should be made aware there are tax credit programs available.
4. Q: What weight should be given to the current or proposed use, or should all consideration be on the historic nature of the changes?  
A: The new use should not be detrimental to the building.
5. Q: What is the balance between historic preservation and continued or expanded use?  
A: The Commission should offer advice only, not impede expansion.
6. Q: Are there criteria for the removal of a property from historic list?  
A: This should be in the local ordinance. Communities such as New Holstein, Platteville, and Fond du Lac have ordinances online for reference. A community may have a 6 month or 1 year moratorium for removal and must show the building has lost historical details or is causing economic hardship because a building will not sell. This is not usually the primary cause of a building not selling and should be proven before removed from the register.
7. Q: Some of our properties were included because an important business was once housed in the building (i.e., the saddle place in the Little Villager???). How does that translate into changes if the business is gone?  
A: The building should still retain historical character regardless of use. There is a historic building code which includes ways to meet modern codes with a historic building.
8. Q: What do other communities use standards for appeals?  
A: There should be checks and balances. The Commission can designate properties as landmarks without the owner's approval. The Commission is the voice for preservation. The board may appeal based on other criteria.
9. Q: Are there forms/documents from other communities that we can use?  
A: Yes, online
10. Q: How have other communities dealt with keeping a structure true with its original purpose?

A: Communities should be more concerned with the impact on a structure's character

11. Q: How would the state reconcile between swiss and historic characteristics?

A: Most commercial buildings have been changed so much, it doesn't matter anymore. If there is a commercial structure that is intact, it is worth preserving.

12. Q: What can we learn from other communities and the challenges they have faced/solved?

A: Come to the yearly meeting.

Approval of Minutes from 3/10/2011: Motion by Linda Schiesser to approve the minutes, 2<sup>nd</sup> by Lexie Harris. Motion carried.

Public Comment: No public comment.

Review: Preparation of Materials for May's Historic Preservation Month: Lexie Harris created a display titled "Celebrating America's Treasures" that highlights the four National Register landmarks in New Glarus. A typo was discovered on the plaque, which Harris will reprint. The display is going into the library case in April.

Set next meeting date: The next meeting will be on Thursday, June 9. Schiesser suggested we add an agenda item to create a list of properties we want on the local register and send letters to prospective property owners. Chair Budsberg stated that the Commission had also discussed sending letters to current property owners to reinforce what their responsibilities are as a historic property owner. Chair Budsberg also stated that packets for prospects interested in registering their property are available at the Village office and online.

Adjourn: Motion was made by Linda Schiesser to adjourn, second by Harold Kiesz. Motion carried.

Kris Baumgartner

**Village of New Glarus  
Historical Preservation Commission  
New Glarus Village Hall  
319 2<sup>nd</sup> Street  
March 10, 2011  
Minutes**

The meeting was called to order at 7:37 p.m. by Chair Kevin Budsberg. Members Present: Linda Schiesser, Harold Kiesz, Kris Baumgartner, Monika Pernot, Lexie Harris

Approval of Agenda: There was a question by Schiesser about agenda item 4: Public Comment. Chair Budsberg indicated that this is a new standard that has already been added to the Village Board and Library Board meeting agendas to allow input from the public. This will be a standing agenda item for Historical Preservation Commission meetings. Motion by Kris Baumgartner to approve the agenda, 2<sup>nd</sup> by Harold Kiesz. Motion carried.

Approval of Minutes from 1/20/2011: Chair Budsberg requested to add that the minutes were reviewed by him in addition to Lexie Harris. Linda Schiesser also asked for the spelling of her name to be corrected. Motion by Schiesser to approve the minutes with the requested corrections, 2<sup>nd</sup> by Harris. Motion carried.

Public Comment: No public comment.

Discussion: Preparation of Materials for May's Historic Preservation Month: Harold Kiesz stated that the Library case was not available for display in the month of May but it was available in April. Kiesz reserved the case for the Historic Preservation display in April. There was some discussion of an article in the local newspaper. Schiesser stated that it is difficult to get articles published in the month of May because of Graduation announcements. Schiesser also presented a proclamation of May as Historic Preservation Month, which Jim Salter signed in 2010. Chair Budsberg will present the proclamation to Salter to sign for 2011. The library has offered the use of a scanner if photos need to be scanned for the display in April. Linda Schiesser asked that any photos used in the display be credited to the owner. The other commission members agreed that this was a good practice. Several ideas for a local theme for the display were suggested. The national theme is "Celebrating America's Treasures". One idea was to recreate the street scenes depicted in the photos on the wall in the boardroom. The three scenes depict 1<sup>st</sup> Street, 2<sup>nd</sup> Street, and 5<sup>th</sup> Avenue in the early 20<sup>th</sup> Century. Displaying these along with current street scenes would highlight the changes that have taken place over the years. Another idea was to focus on school buildings in New Glarus over the years. Another idea was to choose buildings that are on the local historic register that we have historic photos of in order to promote the register. Schiesser suggested the idea of highlighting the four National Register properties in the village: the Blumer House, the Town Hall, the Schoolhouse, and the Depot. The commission agreed that this will be our theme. Linda Schiesser will provide photos to Lexie Harris who will design and set up the display. Harold Kiesz will write up captions and titles for the photos. Chair Budsberg noted that there are some funds available for reimbursement of materials for the display.

Distribution of 2010 Annual Report: A copy of the 2010 annual report was included with the meeting packet.

Set next meeting date: The next meeting will be on Tuesday, March 29<sup>th</sup>. Joe DeRose, a State Historical representative will attend the meeting and present to the commission. Mr. De Rose will be bringing a projector and materials for the meeting. The commission also agreed to set aside some time at the meeting to review materials for the April library display at this meeting.

Adjourn: Motion was made by Kris Baumgartner to adjourn, second by Monika Pernot. Motion carried.

Kris Baumgartner

**Amended 3-10-11**  
Village of New Glarus  
Historical Preservation Commission  
**New Glarus Village Hall**  
319 2<sup>nd</sup> Street  
January 20, 2011  
Minutes

The meeting was called to order at 7:04 p.m. by Chair Kevin Budsberg. Members Present: Barb Kummerfeldt, Lexie Harris, Monika Pernot, Kris Baumgartner, Linda Schiesser, Harold Kiesz, and Kevin Budsberg.

Agenda: Motion by Kris Baumgartner to approve the agenda, 2<sup>nd</sup> by Monika Pernot. Motion carried.

Approval of Minutes from 11/15/10: Motion by Linda Schiesser to approve, 2<sup>nd</sup> by Barb Kummerfeldt. Motion Carried.

Discussion: Feedback on guidelines and checklist documents for Certificate of Appropriateness:

Kevin whether the Certificate of Appropriateness should have guidelines like the Landmark Nomination Guidelines. Draft Guidelines for Certificates of Appropriateness were distributed for review. Linda showed a checklist she prepared, and stated that we absolutely should have similar documents for the Landmark Nomination & Certificate of Appropriateness.

It was also noted that there no mechanism in the NG Code for appeals of Certificates of Appropriateness. Barb raised the question of what criteria the Village Board would consider during such and appeal, and there may be different priorities between the HPC and Village, for example, preserving historical characteristics vs. business development. Budsberg stated that there really does need to be a clear set of criteria so any appeal is judged against the issues unique to the HPC. The Commission then began working on what changes should be proposed to be changed on the Certificate of Appropriateness Guidelines. Most significantly, the discussion focused on whether the applicant or designee should be required to attend the consideration of the application because the HPC is required to work with the applicant to arrive at a positive outcome. Linda stated that whoever is responsible for the changes should be there. Example given of the Wisconsin House. The Commission agreed that it is difficult if no one is there to talk to or ask questions, and consensus was that the guidelines should be written to strongly encourage attendance of the applicant or designee. Kevin will make the changes and submit to Nic for posting online. It was noted that these documents can be changed at any time, if they are not clear.

Discussion: Questions for State Historical Society representative visit in Spring: Linda stated that the visit date is set for March 29, 2011. It is a 25-40 minute overview of the State Historical Society. Linda

would like to submit any questions we have for Mr. DeRose beforehand, so he could bring along any necessary documents and have information prepared on those questions. Questions were discussed and were as follows:

1. What are the standards for exterior changes?
2. What types of change require approval (I read in a recent document that >\$500 did not require a certificate for the national hist. register...state may be different)?
3. Is the priority of the Commission restoration or preservation?
4. What weight should be given to the current or proposed use, or should all consideration be on the historic nature of the changes?
5. What is the balance between historic preservation and continued or expanded use?
6. Are there criteria for the removal of a property from historic list?
7. Some of our properties were included because an important business was once housed in the building (i.e., the saddle place in the Little Villager???). How does that translate into changes if the business is gone?
8. What do other communities use standards for appeals?
9. Are there forms/documents from other communities that we can use?
10. How have other communities dealt with keeping a structure true with its original purpose?
11. How would the state reconcile between swiss and historic characteristics?
12. What can we learn from other communities and the challenges they have faced/solved?

Discussion: Appeal for Certificate of Appropriateness: Kevin questioned how to proceed on language for appeal? Linda suggested that this topic be tabled till we are educated on it.

Discussion: Development of Appeal Process for Landmark Nominations and Certificates: Tabled till after March.

Update/Discussion: 2010 Historic Annual Report: Kevin questioned is there anything that the committee would like to cut or add? Linda stated that under 3. Public education, outreach service: Bullet Point 1 Lexie Harris should be added along with Linda Schiesser. Linda also stated that there wasn't an article in the Post Messenger, so under Bullet Point 2 "In conjunction, with the display \_\_\_\_\_ wrote an article for the Post Messenger Recorder" should be removed. Kevin & Linda agreed that this would be more consistent and transparent. Kevin agreed to make the changes, submit the report to the Village office, and return the final version to HPC members.

Set next meeting date: Kevin as chair suggested meeting sooner due to Historic Preservation Month being May to go over a outline or idea for library and paper or talk about it in the March meeting. A meeting was scheduled for 3/10 at 7:30 in the Village Hall Boardroom. A second meeting was scheduled for 3/29 at 7:00 in the Village Hall Boardroom for the presentation/discussion with Mr. DeRose from the State Historical Society.

Adjourn: Motion was made by Kris Baumgartner to adjourn, 2<sup>nd</sup> by Linda Schiesser. Motion Carried.

Lexie D. Harris & Kevin Budsberg

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