

MINUTES ARE NOT OFFICIAL UNTIL NEXT SUBSEQUENT MEETING

**VILLAGE OF NEW GLARUS
HISTORICAL PRESERVATION COMMISSION
VILLAGE HALL BOARDROOM
10/13/2015 6:30 PM
Minutes**

Members Present: Barb Anderson, Kris Baumgartner, Linda Schiesser, Barb Kummerfeldt, Dorene Disch
Absent: Lexie Duval Harris, Harold Kiesz

1. Call to Order: Chair Anderson called the meeting to order at 6:30 PM
3. Approval of Agenda
 - Linda Schiesser made a motion to approve the agenda with the addition of approval of the minutes from 8/10/2015 in addition to those from 8/17/2015
 - Dorene Disch made a motion to approve the agenda as amended, Second by Schiesser. Motion carried.
4. Approval of minutes
 - Motion by Schiesser to approve the minutes of 8/10/2015, Second by Disch. Motion carried.
 - Motion by Disch to approve the minutes of 8/17/2015, Second by Kummerfeldt. Motion carried.
5. Update: Chalet of the Golden Fleece
 - Board approval to move ahead with roof and chimney repair
 - New issue with leaking toilet
6. Implementation of Architectural Survey
 - Coordinate with historical event in March
7. Discussion: 2016 Historical Preservation Week Activities
 - Send letter to property owners to invite to March event
 - Educate owners on benefits of National district designation
 - Letter went out 3/4/2015 to invite property owners to last year's presentation, 15-20 showed up
 - Include details in Library monthly email
 - Local newspaper – article this year including summary of survey, with details of grant from National Park Service, and mention event in March
 - Another article in newspaper early next year with details of March event

- Schedule March event around tax time so people tie historic designation to tax benefits
 - Barb will check to see if the electronic copy of the survey is on the Village website
 - Advertise survey and March event in Village newsletter and website
 - Create program for event
 - Include handouts at event with packet of information on how to apply for historic designation
 - Barb will check with Carol on dates in March that might work for her to attend and present at the event
 - Kris Baumgartner will put together blurb for the newspaper about the survey, send to Committee members, and include date of next meeting
 - Barb Kummerfeldt asked about authority of Committee to hold property owners responsible for maintenance of historic properties
8. Update: Historic Preservation
- Linda thought this agenda item was to review attendance at the Historic Preservation conference
 - No one from the Committee attended the conference, but someone from the Swiss Center went
9. Set next meeting date and time
- Monday, January 11, 6:30 pm
10. Adjournment
- Motion by Schiesser, second by Disch. Motion carried.

**VILLAGE OF NEW GLARUS
HISTORICAL PRESERVATION COMMISSION
VILLAGE HALL BOARDROOM
8/17/2015 6:30 PM
Minutes**

Members Present: Barb Anderson, Kris Baumgartner, Lexie Duval Harris, Linda Schiesser, Harold Kiesz, Barb Kummerfeldt, Dorene Disch
Others Present: Joe DeRose, Carol Cartwright, members of the community

2. Call to Order: Chair Anderson called the meeting to order at 6:30 PM
3. Approval of Agenda
- Kris Baumgartner made a motion to approve the agenda, Second by Kiesz. Motion carried.
4. Approval of minutes

- Motion by Schiesser to table approval of the minutes of 8/10/2015, Second by Kiesz. Motion carried.
5. Presentation by Joe DeRose: National Registry of Historic Places
 - Joe Informed the audience that the study being presented was the result of a grant to the Village of New Glarus from the National Park Service to photograph and research the architecture of the village
 - Structures eligible for the National Registry must be at least 50 years old, have historical integrity, and have historical significance
 - The properties found to have these characteristics will be added to the State Historical Society's list of historically significant properties
 - The website WisconsinHistory.org contains an architectural and historical inventory, National Registry database, pages for property owners, and photographs
 6. Presentation by Carol Cartwright
 - Carol presented the results of her study
 - Copies of the study will be available in the library
 - Any updates to properties listed in the study can be sent to Joe DeRose
 7. Set next meeting date and time
 - October 12, 2015 6:30 pm
 8. Adjournment
 - Motion by Baumgartner, second by Harris. Motion carried.

**VILLAGE OF NEW GLARUS
HISTORICAL PRESERVATION COMMISSION
VILLAGE HALL BOARDROOM
8/10/2015 6:30 PM
Minutes**

Members Present: Barb Anderson, Kris Baumgartner, Lexie Duval Harris, Linda Schiesser, Harold Kiesz, Barb Kummerfeldt

Members Absent: Dorene Disch

Others Present: Kim Tschudy, Carol Cartwright

9. Call to Order: Chair Anderson called the meeting to order at 6:30 PM
10. Approval of Agenda
 - Linda Schiesser made a motion to add an update on the roof at the Chalet of the Golden Fleece to the agenda. Baumgartner Seconded motion. Motion carried.

- Motion by Schiesser to approve the agenda with the amendment, Second by Kiesz. Motion carried.

11. Approval of minutes

- Motion by Schiesser to approve minutes of 7/13/2015, Second by Kiesz. Motion carried.

12. Presentation by Carol Cartwright: Architectural Survey

- Carol stated that the purpose of tonight's meeting is to touch base on next week's public meeting.
- Joe DeRose will give slide show to public on National Register of Historic Places
- Carol will give Powerpoint presentation on the findings of her study
- An unbound copy of the study will go to Joe DeRose
- The Village will get one or more copies of the study, as will the Commission
- Carol will also give copies to the Historical Society, the Library, the Green County Historical Society, and will keep one for herself
- Digital copies of the study will also be available
- Carol presented the Results section of the study to the commission
- Schiesser suggested changing the listing of the Shooting Park in the report to be "honorary" because it is outside Village limits
- The results include a section of potential historic districts
- The presentation will include a discussion of the First Street commercial district with the Swiss facades that were added around 50 years ago
- There will be a recommendation to keep the First Street facades as is and only approve changes that preserve the current look, as that district will be eligible for the Registry in a few years
- The Village does not need to approve the report. Barb will present it to the Board for their information.
- Schiesser suggested bringing Carol back for a presentation in the Spring for National Preservation Month and Carol confirmed that she could do that
- Carol will also be providing copies of the Village properties to the Commission along with the study

13. Update: Reminder of Public Hearing on 8/17 for Public Hearing on Architectural Survey

- Meeting will start at 6:30 pm

14. Update on Roof Replacement for Chalet of the Golden Fleece

- Board had not seen Condition Report when presented for approval
- Cost of replacing half logs on roof was quoted at \$3,000
- Board noted that the chimney also needs repair (the condition report indicates that this is a cosmetic repair only)
- Board tabled the motion until they have more answers

- Kim Tschudy sent a letter to the Historical Society asking to hold off on replacing logs until next year and apply for grant from Community Foundation
 - The item is on the agenda for the Parks and Rec meeting on Wednesday
 - Schiesser moved to recommend roof be replaced with delayed replacement of logs and stones. Second by Baumgartner. Motion carried.
8. Adjournment
- Motion by Kiesz, Second by Baumgartner. Motion carried.

**VILLAGE OF NEW GLARUS
HISTORICAL PRESERVATION COMMISSION
VILLAGE HALL BOARDROOM
7/13/2015 6:30 PM
Minutes**

Members Present: Barb Anderson, Kris Baumgartner, Dorene Disch, Linda Schiesser, Harold Kiesz, Barb Kummerfeldt
 Members Absent: Lexie Duval Harris
 Others Present: Kim Tschudy, Mike - High Top Roofing

15. Call to Order: Chair Anderson called the meeting to order at 6:30 PM
16. Approval of Agenda
- Linda Schiesser suggested adding the approval of the June 10 meeting minutes to the agenda
 - Motion by Baumgartner to approve the agenda with the amendment, Second by Disch. Motion carried.
17. Approval of minutes
- Motion by Kiesz to approve minutes of 4/20/2015, Second by Schiesser. Motion carried.
 - Motion by Schiesser to approve minutes of 6/10/2015, Second by Kiesz. Motion carried.
18. Consideration: Appointment of Chair of Commission
- Anderson expressed desire to appoint one of the other commission members to the chair position. After discussion Anderson agreed to retain chair position.
19. Consideration: Certificate of Appropriateness Application: Chalet of the Golden Fleece Roof Repairs

- Mike of High Top Roofing attended the meeting with shingle samples
 - Linda Schiesser expressed concern that the Village did not follow protocol in coming before the Commission before soliciting bids for the roofing project
 - The accepted bid for roofing repair was presented to the Commission for consideration
 - The replacement shingles will be three tab asphalt shingles. Kim Tschudy confirmed that this would be the historically appropriate shingle for that structure
 - The bid includes a line for removing and re-installing the rocks and boards on the roof
 - Mike from High Top Roofing stated that the half-log boards currently on the roof are rotting and would need to be replaced at some point in the future
 - Motion by Schiesser to accept the bid with the addition of the cost to replace the half-log boards, second by Kiesz, motion carried
 - Mike presented the shingle samples and suggested the color and style that most closely matched what is currently there
 - Motion by Anderson to approve Owens Corning Supreme Shingles in Brownwood color, second by Schiesser, motion carried
20. Next Commission meeting will be Monday, August 10
- Carol Cartwright would like to attend meeting to provide update on architectural study
 - Schedule public meeting after next meeting date, tentatively Monday, August 17

9. Adjournment

- Motion by Kiesz, Second by Disch. Motion carried.

Meeting Minutes
Village of New Glarus
Historical Preservation Commission
6/10/15 1:00 P.M.

Members Present: Barbara Anderson, Linda Schiesser, Kris Baumgartner, Harold Kiesz, Lexi Duval-Harris

Also present: Carol Lohry Cartwright, Daina Penkiunas (Deputy State Historic Preservation Officer), Leah ???, Kim Tschudy

This informal meeting was called to learn the preliminary findings from the architectural survey of the Village. Ms. Cartwright informed us that there are a number of homes that she has identified that could potentially be included on the National Register of Historical Places. There is also potential for more than one Historic District in New Glarus. She will be doing more research before her final report which will include recommendations, as the information that she shared at this time was very general.

**VILLAGE OF NEW GLARUS
HISTORICAL PRESERVATION COMMISSION
VILLAGE HALL BOARDROOM
4/20/2015 6:30 PM
Minutes**

Members Present: Petra Streiff, Kris Baumgartner, Lexie Duval-Harris, Linda Schiesser, Harold Kiesz, Barb Kummerfeldt

1. Call to Order: Chair Streiff called the meeting to order at 6:30 PM

2. Approval of Agenda
 - Motion by Baumgartner to accept the agenda, Second by Duval-Harris. Motion carried.

3. Approval of 3/31/2015 minutes
 - Suggestion to correct spelling of Harold Kiesz' name (from Kiez). Motion by Duval-Harris to approve minutes with revision, Second by Baumgartner. Motion carried.

4. Consideration: Approval of Door Replacement for Certificate of Appropriateness: Carroll Capital Group, Inc. (400 2nd St)
 - Linda noted that this was not an original door location.
 - Linda also suggested that both north doors should be replaced with the same style door.
 - The suggested door fits with the style of the six-over-six windows that are present in that addition to the property.
 - The minutes from the previous meeting suggest that the door color will be white. Re-visit color when siding is to be replaced in next phase of renovations.
 - Motion by Baumgartner to approve the door as submitted with consideration to use the same style for all exterior doors except the front (west) door. Second by Kiesz. Motion carried.

5. Discussion/Recommendation: Wisconsin Association of Historic Preservation Commissions Membership
 - Petra received a publication from the group asking for participation
 - Village agreed to pay \$40 annual membership fee

- Membership includes a forum for member participants which is scheduled for April 25, 2015

- Linda suggested signing up after the event so that we can evaluate the group before next year's event
- Motion by Schiesser to register in May to join Wisconsin Association of Historic Preservation Commissions group for one year and evaluate benefits of membership. Second by Kiesz. Motion carried.

6. Next Commission meeting will be Monday, June 1 at 6:30 pm

8. Adjournment

- Motion by Schiesser, Second by Kiesz. Motion carried.

**VILLAGE OF NEW GLARUS
HISTORICAL PRESERVATION COMMISSION
3/31/2015 6:30 PM**

Meeting called to order at 6:30 p.m. by Chair Petra Streiff. Members Present: Petra Streiff, Kris Baumgartner, Lexie Duval-Harris, Linda Schiesser and Harold Kiesz. Absent: Paul Fredrickson and Barb Kummerfeld. Also attending: Kim Tschudy, Brent Peters representing Carrol Capital Group LLC, and Administrator Nicholas Owen.

Agenda: Motion by Lexie Duval-Harris to approve the agenda, second by Harold *Kiesz*. Motion carried.

Approval of 2/16/2015 minutes: Motion by Linda Schiesser to approve the minutes of 2/16/15, second by Lexie Duval-Harris. Motion carried.

Consideration: Certificate of Appropriateness: Carrol Capital Group, Inc. (400 2nd Street): Brent Peters presented his phased plan for improvement of the building. The first phase will happen this year including the replacement of the concrete on the north side of the building; he will match the sidewalk at Swiss Church and place grass and trees in the median, replace downspouts and connect them to the storm sewer, remove the chimney, replace the stainless steel entry door with a more appropriate door and construct a containment fence for the dumpster and recycling bins. Phase 2 will happen next year and include vinyl siding matching the west and east side of the building installed on the north side, replacement of windows with vinyl replacements matching the size of the existing openings. Phase three in the third year will include replacing the second story apartment entrance, finishing vinyl siding on the south side, window replacement and downspouts will be replaced and tied into the storm sewer. Phase 4 in the fourth year will include removing and relocating the stairs north of the building to create room for additional off street parking. Additionally the paint on the storefront will be stripped, repairs will be made as needed and it will be repainted the same current colors.

Consensus of the committee was that they were satisfied with the plan and thanked Peters for providing the whole plan. The committee would like each phase of the development to come

back to the committee for review and to provide additional details such as a picture of the replacement door, details on the siding and paint samples. Linda Schiesser expressed her concern that Peters take great care in his renovations as he may be eligible for tax credits for the repairs and recommending he check with the Wisconsin Historical Society to verify materials. The committee expressed concern that removal of the chimney would affect the historical status of the building; Kim Tschudy indicated he did not believe it would. Tschudy added that he would assist Peters with the preparation of a prequalification application for the Historic Register which would provide input on the changes from the State Historical society and allow the property to be listed on the register if desired.

Motion by Kris Baumgartner to approve the certificate of appropriateness for Carrol Capital Group, Inc for phase one of the renovations contingent on submission of a picture of the replacement door, second by Linda Schiesser. Lexie Harris asked if the additional phases will come back to this committee for approval. The consensus of the committee was yes each phase should come back to the committee with additional details on the improvements. The original motion of Baumgartner carried.

The committee encouraged Peters to follow up with the prequalification application and to speak with the Village's Architectural Survey consultant to receive input on the repairs.

Update: Historic Preservation Month Activities: Petra Streiff indicated she is looking for feedback on the month's activities. Consensus of the committee was that the program went well and was well attended with 15-20 attendees including the committee and presenters. Schiesser added that the presentation generated interest from a few property owners on joining the Historic Register.

Discussion: Follow up with Carol Lohry Cartwright on Architectural Survey: Petra Streiff wanted input from the committee on how often we should follow up with Carol and who the contact should come from. The contract states Carol should be done with field work and begin research in early April. Linda Schiesser said that since the contract for the survey is with the Village she feels the contact should come from the Village. Administrator Owen indicated he would contact Carol for an update and to see if she can attend the next meeting.

Set Next Meeting Date and Time: The committee set the next meeting for Monday June 1st at 6:30.

Adjournment: Motion by Kris Baumgartner to adjourn, second by Harold Kiez. Motion carried.

Nicholas Owen, Administrator

**VILLAGE OF NEW GLARUS
HISTORICAL PRESERVATION COMMISSION
2/16/2015 6:30 PM**

Meeting called to order at 6:30 p.m. by Chair Petra Streiff. Members Present: Petra Streiff, Kris Baumgartner, Lexie Duval-Harris, Linda Schiesser and Harold Kiesz. Absent: Paul Fredrickson and Barb Kummerfeld. Also attending: Joe DeRose (Wisconsin Historical Society), Carol Lohry Cartwright, Elizabeth Miller and Administrator Nicholas Owen.

Agenda: Motion by Harold Kiesz to accept the agenda moving closed session to precede regular business, second by Linda Schiesser. Motion carried.

Chair Streiff announced that Commission will meet in Closed Session under 19.85(1)(e) for interviews of consultants to perform architectural survey.

Convene into Closed Session: Motion by Kris Baumgartner to convene into closed session, second by Lexie Harris. Roll Call: Baumgartner – aye; Harris – aye; Kiesz – aye; Schiesser – aye; Streiff - aye. Motion carried. Time: 6:34 p.m.

Reconvene into Open Session: Motion by Lexie Harris to convene into closed session, second by Kris Baumgartner. Roll Call: Baumgartner – aye; Harris – aye; Kiesz – aye; Schiesser – aye; Streiff - aye. Motion carried. Time: 7:39 p.m.

Recommendation of Consultant for Architectural Survey: Motion by Kris Baumgartner to recommend award of the contract for the architectural survey to Carol Lohry Cartwright for \$10,500, second by Harold Kiesz. Motion carried with Schiesser opposing.

Approval of 1/12/2015 minutes: Motion by Harold Kiesz to approve the minutes of 1/12/15, second by Kris Baumgartner. Linda Schiesser requested the addition of Petra Streiff as assisting with the review of files under Update/Discussion Updating files of Existing Registered Properties and the word “application” in the first sentence of the item Discussion/Recommendation Chalet of the Golden Fleece Nomination to the National Register of Historic Places between the words “the” and “twice”. Motion on the amended minutes carried.

Discussion: Preservation Month in 2015: Linda Schiesser reported she will set up the display case in the library on March 2nd.

Program: The program will be Sunday March 15th at 2:00 p.m. in the Village Hall Community Room. The program will begin with the kickoff meeting for the architectural survey and introducing Carol Lohry Cartwright to the community. Kim Tschudy and Linda Schiesser will then give a presentation on historic preservation anticipated to last about one hour. Petra Streiff will send out the letter inviting owners of properties on the local register and place a letter in the Post/Messenger/Recorder.

Adjournment: Motion by Linda Schiesser to adjourn, second by Lexie Harris. Motion carried.

Nicholas Owen, Administrator

**VILLAGE OF NEW GLARUS
HISTORICAL PRESERVATION COMMISSION
1/12/2015 6:30 PM**

Meeting called to order at 6:30 p.m. by Chair Petra Streiff. Members Present: Petra Streiff, Kris Baumgartner, Lexie Duval-Harris, Linda Schiesser, Harold Kiesz and Barb Kummerfeld. Absent: Paul Fredrickson. Also attending: Joe DeRose (Wisconsin Historical Society), Kim Tschudy and Administrator Nicholas Owen.

Agenda: Motion by Harold Kiesz to accept the agenda with the suggested modification, second by Lexie Harris. Motion carried.

Approval of 11/10/2014 minutes: Motion by Linda Schiesser to approve the minutes of 11/10/14 as presented, second by Harold Kiesz. Motion carried.

Presentation: Joe DeRose from Wisconsin Historical Society on Architectural Survey: Joe DeRose is responsible for administration of the Certified Local Government Program (CLG) for the Wisconsin Historical Society; including awards of grants to CLG's. Janesville was recently awarded a grant for an architectural survey but a firm donated the work so the funds are now available for other projects and if not used by September of this year will have to be given back to the Federal Government. The Historical Society thought New Glarus could benefit from the survey and that is why DeRose approached the Village about this project.

The survey will identify and photo graph homes 40 years and older and if deemed eligible for the National Register of Historic places additional research will be done on the properties. The findings will be reported back to DeRose and this committee on potential historic districts and homes.

If the committee is in favor of proceeding DeRose will advertise for consultants, once letters of response are received and screen eligible applicants will be sent a request for proposals (RFP). Joe will assist the Village in interviewing firms but the Village is responsible for making the selecting. Once the contractor is selected we will hold a kickoff meeting to inform the community of the survey and generate interest and a second meeting will be held to release the findings. The

grant is 100% reimbursable: the Village will have to pay the costs upfront and will be reimbursed by the state.

Linda Schiesser asked what the Commissions' role will be.

Administrator Owen said he sees the Commission taking the lead in interviewing and recommending the selection of the consultant to the Village Board.

Consensus of the committee was to proceed with the architectural survey and set the following timeline: letters of interest to be submitted by the end of January, RFP's sent in February with a 2 week response time, anticipated selection of consultant by end of February.

Update/Discussion: Updating files of Existing Registered Properties: Linda Schiesser reported that she has updated the existing files with some additional photos and thanked Kris Baumgartner, Petra Streiff and Lexie Harris for their work on sorting information. Schiesser then presented a list of additional properties that she has information on in case the committee is approached by homeowners looking for information on their property.

A. Discussion: Timeline for distribution of Letter: Petra Streiff indicated the letter would be sent out in late February for the presentation in March.

B. Discussion: Brochure: Streiff indicated she picked up and distributed additional old brochures around the Village. Consensus of the committee was to wait for the results of the architectural survey for updating the brochure.

Discussion: Preservation Month in 2015

A. Program: The committee discussed the proposed date for the program and consensus of the committee was to move the program to a Sunday afternoon and combine the program with the kickoff meeting for the architectural survey. The tentative date will be March 15th.

Discussion: Goals for 2015: The committee is doing well with their goals for 2015: having a good start on the grant for the architectural survey and updating of the existing files.

Discussion/Recommendation: Chalet of Golden Fleece Nomination to National Register of Historic Places: Schiesser indicated she has reviewed the application twice and it is perfect. Motion by Linda Schiesser to recommend approval of the nomination of the Chalet of the Golden Fleece

to the National Register of Historic Places, second by Harold Kiesz.
Motion carried.

Streiff asked for comments on the application to submit to the Historical Society along with the recommended approval. Schiesser stated "the application was consistent, perfect and accurate. It highlighted the importance of the local history and the entire lifespan of the property".

The next meeting was set for Monday February 16th and the Commission anticipates interviewing consultants for the Architectural Survey.

Adjournment: Motion by Harold Kiesz to adjourn, second by Kris Baumgartner. Motion carried.

Nicholas Owen, Administrator

MINUTES ARE NOT OFFICIAL UNTIL NEXT SUBSEQUENT MEETING