



COMMUNITY DEVELOPMENT DEPARTMENT

222 Lewis Street
River Falls, WI 54022

Phone (715)425-0900
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AGENDA
HISTORIC PRESERVATION COMMISSION
Wednesday, March 9, 2016
5:30 p.m.
City Hall – Training Room

6:00 p.m. CALL TO ORDER/ROLL CALL

APPROVAL OF MINUTES
February 10, 2016

PUBLIC COMMENTS – Non-Agenda Related Topic
Welcome New Member- Rebecca Prendergast
Legislative Update, Assembly Bill 568

OLD BUSINESS ITEMS
1. Review of Historic Preservation Commission Bylaws
2. Review of Work Plan Ideas
3. Update on Historic Preservation Sub Grant Application

NEW BUSINESS
Agenda Items for April 13, 2016 Meeting

ADJOURNMENT

*Council members may be in attendance for informational purposes only.
No official Council action will be taken.*

Notification: River Falls Journal, 03/2/16
Post: City Hall Bulletin Board and Library 03/2/16



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MINUTES
HISTORIC PRESERVATION COMMISSION
Wednesday, February 10, 2016 at 6:00 pm
Training Room

CALL TO ORDER/ROLL CALL – Meeting convened at 6:00 pm

Members Present: Heidi Heinze, Jayne Hoffman, Pam Friede, Hal Watson

Members Absent: Jeff Bjork

Staff Present: Tony Steiner – *City Planner*

Others Present: None

APPROVAL OF AGENDA/MINUTES

MSC Heinze/Hoffman to approve the minutes of the December 9th Meeting – unanimous

PUBLIC COMMENT

None.

OLD BUSINESS

Staff Introduction

Mike Huth, who has been the Staff member working with the HPC has moved on to a new job. Tony Steiner will be the Staff person for the HPC. Tony has worked with the HPC in the past and gave a brief introduction.

Election of Chairperson and Vice Chairperson

In December, Jeanne Zirbel and Betty Most retired from the HPC after many years of service. The HPC briefly discussed the duties of the Chairperson and then moved forward to fill the position. MSC Friede/Hoffman to nominate Heidi Heinze as Chairperson. The vote to elect was unanimous. The HPC briefly discussed the duties of the Vice Chairperson. MSC Heinze/Friede to nominate Jayne Hoffman as Vice Chairperson. The vote to elect was unanimous.

Staff also noted that the terms for Friede, Hoffman and Bjork are expiring. Staff requested that the members submit a note to the Mayor for reappointment. Also there are two openings created by the retirement of Zirbel and Most. The Mayor has invited Rebecca Prendergast to fill one position and is in discussion with another person to fill the other.

Work Plan Ideas

Staff and HPC members discussed work plan ideas. Staff will bring the 2015 work plan to the next meeting for review and update. Jayne Hoffman provided an overview of a media (film) preservation event that could possibly be funded through grant money. This

event would allow people with film reels to bring items to a professionally trained preserver to capture the images. Another item was that the HPC would like to see the historic image postcards distributed at the River Falls Days parade again, with a new image.

West Maple Street Plaque

Staff noted that we now have a special recognition plaque for 315 West Maple Street. A date for presentation of the plaque to the property owners will take place in the spring. A specific date will be discussed at a future meeting.

Update on Historic Preservation Fund Sub Grant

Staff has submitted the grant application to the State of Wisconsin to fund the nomination of the Glen Park Suspension Footbridge to the State and National Register of Historic Places. As of this writing we have not heard any word. Staff will update the members on the status of the application as soon as we receive word from the state.

NEW BUSINESS

Agenda Items for March 9, 2016 Meeting:

- Review of Historic Preservation Commission Bylaws.
- Review and update of work plan.
- Update on Historic Preservation Sub Grant Application

ADJOURNMENT – Meeting adjourned at 6:45 p.m.

Respectfully submitted,



Tony Steiner, City Planner



COMMUNITY DEVELOPMENT DEPARTMENT

MEMORANDUM

TO: Historic Preservation Commission

FROM: Tony Steiner, City Planner 

DATE: March 9, 2016

RE: Legislative Update Assembly Bill 568

This legislation was introduced in 2015 and sponsored by Rep. Robert Brooks (R-Saukville) and Sen. Frank Lasee (R-De Pere); the bill covered a number of issues relating to the following issues:

- terminating a tenancy for criminal activity or drug-related criminal activity; disposition of personal property left in rental property by a trespasser;
- preexisting sprinkler ordinances that are stricter than the multifamily dwelling code;
- towing vehicles illegally parked on private property;
- terminating limitations on the authority certain tenancies for breaches other than failure to pay rent;
- political subdivisions to regulate rental units, **historic properties**, and signs;
- prohibit local governmental units from imposing real property purchase or residential real property occupancy requirements;

With regards to historic properties the bill would prohibit municipalities from designating properties as historic landmarks without the consent of their owners. It would also ban municipalities from requiring or prohibiting actions by owners related to the "preservation of special character, historic or aesthetic interest, or any other significant value of the property" without the owners' consent.

AB 568 was signed into law by the Governor as Act 176 on March 1, 2016. The historic preservation piece was watered down significantly since introduction. The Act requires that a property owner be given notice of a public hearing on whether to designate his or her property as an historic landmark. The owner then may appeal the designation made by the landmarks commission to the governing body which can overturn the commission's decision by a majority vote.

From a practical point of view our historic preservation ordinance requires a public hearing and public notice when a property is proposed for designation as a historic land mark. Also the municipal code provides for an appeal process if the owner or an aggrieved party does not agree with a decision of a Board or Commission.



COMMUNITY DEVELOPMENT DEPARTMENT
MEMORANDUM

TO: Historic Preservation Commission

FROM: Tony Steiner, City Planner *LAS*

DATE: March 9, 2016

RE: March Historic Preservation Commission Meeting Agenda Items

Item 1: **RE: Review of Historic Preservation Commission Bylaws**

Each organization has the ability to adopt, as a parliamentary authority, a code that governs the procedures of the organization in all situations not covered by rules from a higher source, in this case, the State of Wisconsin. The Historic Preservation Commission has adopted a set of rules to govern their proceedings. Attached for your review are the "City of River Falls Historic Preservation Commission Bylaws and Rules of Procedure" which were updated in September of 2011. At our last meeting we discussed familiarizing members with the bylaws as there has been a significant change in membership since 2011. Staff will be discussing the major points of the bylaws at our March meeting and will answer questions you may have.

Item 2: **RE: Review and Update of Work plan**

Staff would like the HPC members to bring work plan ideas to the March 2016 meeting so the yearly work plan can be organized. At the last meeting a brief discussion occurred regarding ideas that should be included. Attached is draft work plan for the rest of the year that we can review, amend and use as a basis for moving forward.

Item 3: **RE: Update on Historic Preservation Fund Sub Grant**

Staff has received notice from the State Historical Society that our grant application to fund the work necessary to nominate the Glen Park Suspension Footbridge to the State and National Register of Historic Places has been approved. Attached is a draft press release for your review. The State has procedural requirements (same as the Intensive Survey completed in 2015) and staff will briefly go over these at our meeting.

**CITY OF RIVER FALLS
HISTORIC PRESERVATION COMMISSION
BYLAWS AND RULES OF PROCEDURE**

The following Bylaws and Rules of Procedure are adopted by the City of River Falls Historic Preservation Commission to facilitate the performance of its duties pursuant to the City of River Falls Municipal Code under Title 17, Chapter 17.76, and Sections 17.76.050 and 17.76.060.

ARTICLE I. MEETINGS

- A. **Open Meetings** – Subject only to the holding of closed sessions, consistent with § 19.85, Wisconsin Stats., all regular, special meetings and hearings at which official action is taken shall be open to the general public. A notice shall be published in the Official Newspaper during the week prior to the scheduled meeting stating the date, time and place.
- B. **Regular Meetings** – The Historic Preservation Commission shall hold one regular meeting on the 2nd Wednesday of each month beginning at 5:30 p.m. in the Kinni Room of City Hall, 222 Lewis St., River Falls, WI 54022. When a regular meeting falls on a legal holiday or upon a day resulting in conflict, the Historic Preservation Commission shall, if possible, hold the meeting on the 3rd Wednesday of the month at the same time unless otherwise changed by the Historic Preservation Commission at the meeting preceding the holiday, provided the notice of such change is published the week prior to the rescheduled meeting.
- C. **Special Meetings** – Special meetings may be called by the Chairperson, majority of members of the Historic Preservation Commission or at the request of City Council. All members of the Historic Preservation Commission must be notified at least 24 hours prior to a special meeting stating the purpose, time, location and topics of business that will be considered and whether, if any, topics require action. No other business may be considered except by unanimous consent of the Historic Preservation Commission and then only in compliance with the open meetings law. Minutes from prior meetings are not read at special meetings. Minutes following the special meeting are read and approved at the following regular meeting.
- D. **Deadline for Public Hearing Items** – The Historic Preservation Commission will accept all applications to be heard before it, no later than fifteen (15) working days preceding the regular Historic Preservation Commission meeting. Upon written notice to the Community Development Director prior to the Historic Preservation Commission meeting, an application may be withdrawn. Once an application is withdrawn, it must be re-filed with the Community Development Director, City of River Falls, before any Historic Preservation Commission hearing is held. Failure to submit a complete application and/or any required component of the application will result in the case being withdrawn from consideration. Applications placed before the Historic Preservation Commission for its consideration shall be scheduled to be heard by it at a forthcoming

meeting and at such meeting, application presentations will be heard by the Historic Preservation Commission in the order in which they were filed with the Community Development Director.

- E. **Quorum** – Four (4) members of the seven (7) member Historic Preservation Commission shall constitute a quorum for the transaction of business and the taking of official action on all matters. Whenever a quorum is not present at a regular or special meeting, those present may adjourn the meeting to a later time. In the event that a public hearing is scheduled for a meeting at which a quorum of the Historic Preservation Commission is not present, thus requiring that the hearing be postponed, the secretary shall cause the hearing to be rescheduled to a date and time certain and the members of the Historic Preservation Commission present shall recess the hearing accordingly. No further notice of the rescheduled hearing shall be published; however, the open meetings law notice of that meeting shall include it as an item of business for the Historic Preservation Commission. No official action of the Historic Preservation Commission may be taken without a quorum present.

- F. **Voting** – Voting shall be by voice and recorded as “ayes” or “nays”, however, Historic Preservation Commission members may abstain from voting whereas a member identifies a personal conflict of interest. A roll call vote may be demanded by any member of the Historic Preservation Commission. All motions to adjourn into closed session shall require a roll call vote. A record of the roll call vote shall be kept as part of the Minutes.

The City Attorney and other officials of the City may participate in the Historic Preservation Commission’s discussion, but shall not vote, introduce motions, be counted towards quorum or initiate any other parliamentary action.

- G. **Conflict of Interest** – In the appearance of fairness, any member of the Historic Preservation Commission who has an interest in any matter that would prejudice his/her official duties shall be excused from any business or transaction and refrain from voting with respect to the matter in question.

- H. **Order of Business**
 - 1. **Agenda Items** – The Community Development Department shall be in charge of coordinating the preparation and public hearing of the agenda which shall be listed in the following order:
 - a. Call Historic Preservation Commission Meeting to Order
 - b. Roll Call
 - c. Approval of Agenda and Minutes
 - d. Public Comments (non-agenda items)
 - e. Public Hearings
 - f. Old Business
 - g. New Business
 - h. Update and Information
 - i. Calendar
 - j. Adjournment

I. Procedure of Public Hearings

1. **Public Hearings** – The purpose of a hearing is to collect information in order for the Historic Preservation Commission to develop a recommendation and/or decision. Public hearings conducted by the Historic Preservation Commission during all regular or special meetings shall be run in an orderly and timely fashion which shall be accomplished by adhering to the following:
 - a. Motion to open public hearing
 - b. Chairperson shall state the case to be heard
 - c. Chairperson shall advise Community Development Director and/or staff to present official report/recommendation
 - d. Chairperson shall ask individual/group wishing to address the Historic Preservation Commission to state their name(s) and address from the designated area
 - e. Chairperson shall ask the applicant to present his/her case as a concise statement including questions and/or concerns
 - f. Public in favor and/or opposed to the proposed change may address the Historic Preservation Commission
 - g. Chairperson shall close the public hearing when all public comments have been received
 - h. Historic Preservation Commission members shall engage in general discussion concerning the matter at hand
 - i. Action by Historic Preservation Commission

During a public hearing Historic Preservation Commission members may ask questions that will be helpful and insure that the member understands the opinions being expressed, or may answer questions if a member seeks clarification. However Historic Preservation Commission members shall not enter into arguments with speakers or express opinions during the hearing.

2. **Rules of Conduct** – To provide a fair and efficient forum for the conduct of business at Historic Preservation Commission meetings, the following rules of conduct shall be observed:
 - a. No person shall address the Historic Preservation Commission without first obtaining the recognition from the Chair. With the express exception of public hearings at which the public has the right to address the Historic Preservation Commission, the Chair reserves the right to restrict or prohibit public comment during all or part of Historic Preservation Commission meetings where such commentary is merely disruptive or in the opinion of the Chair will interfere with the orderly conduct of the business of the Historic Preservation Commission.
 - b. Each person who requests the opportunity to present evidence or opinions to the Historic Preservation Commission shall be afforded the ability to do so, subject to the permission of the Chair and the rules of the Historic Preservation Commission. In the discretion of the Chair, presentations

may be limited to 3 minutes apiece, subject to the exception under c., below.

- c. A speaker representing an organization shall be allowed five (5) minutes.
- d. In the interest of fairness to the public, statements should be as concise as possible.
- e. No person who has been provided with an opportunity to address the Historic Preservation Commission shall be afforded the right to speak again until every other person who wishes to address the Historic Preservation Commission has also been granted his or her initial opportunity to do so and then only with the permission of the Chair, if he or she has something additional to state beyond that presented during his or her first address to the Historic Preservation Commission shall do so.
- f. Chairperson reserves the right to terminate a presentation or ask for final conclusions if comments become excessively repetitive or stray from the issues at hand.
- g. The public in attendance at Historic Preservation Commission meetings shall conduct itself in a manner conducive to the undertaking of business by the Historic Preservation Commission. Any failure to maintain decorum or refusal to obey orders of the Chair may result in persons in attendance being asked to leave and at all times the Chair reserves the right to adjourn a meeting in the event of disruptions that interfere with the business of the Historic Preservation Commission.
- h. The petitioner or applicant may appear in person or by an agent or attorney. In the absence of an appearance for or against any petition or application, the Historic Preservation Commission may table or take action to deny, authorize, or make a recommendation to deny or grant the petition or application.

3. **Consideration of Matter by Historic Preservation Commission** – The Historic Preservation Commission may take the following actions on the matter:

- a. Approve the request as presented
- b. Approve the request with conditions
- c. Table/Adjourn the matter to a future meeting
- d. Deny the request as presented

J. **Rules of Procedure** – All meetings of the Historic Preservation Commission shall be governed by these Bylaws. Where the Bylaws do not state otherwise, Historic Preservation Commission meetings shall then be governed by the parliamentary rules and procedures contained in the current edition of *The Standard Code of Parliamentary Procedure*.

ARTICLE II. ORGANIZATION

A. **Membership** – Historic Preservation Commission members are appointed by the City Council pursuant to the City charter, as amended, and in accordance with the State

Statutes. Membership is accepted as a public service. Except at public meetings of the Historic Preservation Commission, members shall not discuss the resolution of specific cases scheduled or likely to come before the Historic Preservation Commission with applicants, their representatives or others with a direct interest.

B. **Officers** – The officers of the Historic Preservation Commission shall consist of a Chairperson, Vice-Chairperson and a Secretary. In the absence of the Chairperson, the Vice-Chairperson shall be the Council representative. In the event that neither the Chairperson nor Vice-Chairperson is present at a meeting, the Historic Preservation Commission shall elect a temporary Chairperson by a majority voice vote of the members present. The City shall provide a secretary.

C. **Duties** – The duties and powers of the officers of the Historic Preservation Commission shall be as follows:

1. **Chairperson**

- a. Presides over all meetings of the Historic Preservation Commission and shall act as parliamentarian of the Historic Preservation Commission
- b. Appoints committees and performs such duties as may be ordered by the Historic Preservation Commission
- c. Sign resolutions, communications and other representations of Historic Preservation Commission action
- d. Sees that all actions of the Historic Preservation Commission are properly taken
- e. Calls special meetings of the Historic Preservation Commission in accordance with these bylaws
- f. Works with appropriate City staff in organizing agendas of all general Historic Preservation Commission meetings

2. **Vice-Chairperson**

- a. The Vice-Chairperson shall perform the duties of the Chairperson in the latter's absence

3. **Secretary**

- a. Take roll at all meetings
- b. Keeps record of all minutes of Historic Preservation Commission meetings and gives originals to the City Clerk to be put in an appropriate minute book
- c. Signs all minutes of the Historic Preservation Commission as well as other official documents of the Historic Preservation Commission

ARTICLE III. MISCELLANEOUS

- A. **Amendments** – These Bylaws and Rules of Procedure may be amended at any regular meeting by two-thirds (2/3) majority vote of the members of the Historic Preservation Commission, provided notice of the proposed change was submitted in writing at a previous meeting.
- B. **Suspension of Rules** – The Historic Preservation Commission may suspend any of these Bylaws or Rules of Procedure by a two-thirds (2/3) vote of those members present.
- C. **Review** – The contents of these Bylaws and Rules of Procedure should be comprehensively reviewed, evaluated and modified where necessary at a minimum every five years.
- D. **Attendance and Removal** – Upon acceptance of an appointment to the Historic Preservation Commission, each member agrees to abide by City Municipal Code 2.36.030. Per the City Municipal Code, this agreement states that no member shall reach a total number of unexcused absences during a calendar year equivalent to twenty-five (25) percent of the total number of meetings scheduled through that point in time. Upon reaching this number, the member shall be removed from further service on the Historic Preservation Commission.
- E. **Conflict** – Whenever any conflict occurs between these standing rules and the laws of Wisconsin or ordinances of the City, the State laws and the City ordinances shall prevail.



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**Community Development
MINUTES
Historic Preservation Commission Meeting
September 14, 2011
6:30 p.m. City Hall- Kinni Room**

CALL TO ORDER/ROLL CALL – Meeting convened at 6:30 p.m

Members present: Betty Most, Audrey Alton, Daniel Geister, Jeanne Zirbel, David Reese and Heidi Rushmann
Members absent: Kirby Symes (excused)
Staff present: Tony Steiner, City Planner
Others present: Manny Kenney, Stacy Johnson Meyers

APPROVAL OF MINUTES –

MSC Most/Geister to approve the minutes of the July 13, 2011 meeting- Unanimous.

PUBLIC COMMENTS-

Manny Kenney and Stacy Johnson Meyers representing the River Falls School Board spoke on the upcoming referendum in November. Formal decision will be made by School Board on Monday September 19th. The referendum will have three questions.

1. Question 1 covers energy efficiency, sustainability, safety security and accessibility.
2. Question 2 addresses educational deficiencies, i.e., class room updates and additions.
3. Question 3 deals strictly with the Academy Building.

A citizens committee is being formed to help inform public and School Board Member Kenney stated it would be appropriate for a member of the HPC to serve.

OLD BUSINESS –

Review Progress on Plaques

The Commission reviewed the language for the three plaques they are currently working on. The final language for all three will be reviewed once more at the October meeting. Pictures for the plaques will also be chosen. Dan will bring pictures for Commission consideration. The goal is to have plaques ready for casting before the end of the year. Staff will get estimates of cost for each before plaques are ordered.

HPC Member Reese left meeting at 7.25 p.m

Restoration and Preservation of Glover School House

In August the Commission was scheduled to tour the building and site. There was no quorum. The Commission will coordinate with Park Board to discuss their role in furthering the development and use of the school house.

City of River Falls Historic Preservation Commission Bylaws and Rules of Procedure

The Commission reviewed the draft and after a brief discussion saw nothing of concern in the draft. Minor changes were made per the recommendation of Staff.

MSC Most/Rushmann to adopt Bylaws and Rules of Procedure for the River Falls Historic Preservation Commission

NEW BUSINESS –

Agenda Items for October 12, 2011

1. Final Review of Language and Pictures for Plaques
2. Background Information on Grant Research Process
3. Disposition of Historic Plaque for Lunds Hardware

ADJOURNMENT – Meeting adjourned at 7.55 p.m.

Respectfully submitted,


Tony Steiner, City Planner

2016 HPC Work Program Overview

The following short and long term goals listed below are a framework for HPC members to review. The intent of the list is guide the HPC throughout 2016 and into the coming years.

2016 Short Term Goals

- Establish Landmark Priority List Criteria April 2016 \$0
 - Establish criteria to determine how landmarks are placed on the Landmark Priority List.

- Landmark Priority List May 2016
 - \$150 per residential plaque
 - \$ 800 per commercial (\$400 city/\$400 property owner)
 - \$ 1,000 per pedestal style
 - Review of 2015 landmark list and determine candidates for the 2016 list. Once determined, pursue plaque installation at landmarks (one per third of the year)

- Historic Preservation Month Promotion May 2016 \$0
 - City Proclamation of Historic Month
 - Ice Cream Social at Glover School House
 - RF schools visit to Glover School House

- Continued Building/site plaque display installations
 - Ongoing : Completion of the historical overview portion and creation of plaque.
July 2016 \$400 (property owner)

- Presentation to Council July 2016 \$0
 - Chairperson and Staff will present a status update to the City Council regarding HPC 2015 Work Program and Goals. Presentation will be made at an August 2016 council meeting.

- Historic Preservation Commission Promotion July 2016 \$100
 - Handout reprint of historic photo (11"x17") at River Falls Days.

- Self-Guided Historic Walking Tour September 2016 \$0
 - A catalog of building plaques to create an inventory for all existing historical buildings within the downtown district. This will be used to map their locations for the creation of a downtown walking tour.

- River Falls History Presentation December 2016 \$0
 - A comprehensive historical presentation (Power Point) regarding River Falls based on the Intensive Architectural and Historic Survey updated in 2015 .

- Joint Meeting between HPC and Park and Recreation Advisory
December 2016 \$75 (food)
- HPC members and staff attend the 2016 Wisconsin Historical Conference, Date to be determined.
\$300/ person (includes hotel and conference)
- Finish up Glover School House (DeSanctis Park) December 2016 \$0
 - Work to be completed by Public Works: Install Bell, touch up doors, complete front entrance side room, additional desk assembly, install new front windows, add trim over windows, installation of plaque.

Long Term 2016 and beyond

- Grant Possibilities/Exploration December 2016 \$0
 - Investigate grant opportunities for 2016 submittals based on work plan items.
- River Falls Historical Museum December 2016 \$0
 - Create subcommittee to concentrate on museum topic
 - Determine the goal of the museum
 - Determine the scale/style of museum
 - Identify locations that would be conducive for a museum



City of River Falls News Release

For Immediate Release:

March 10, 2016

For More Information Contact:

Tony Steiner, City Planner

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RIVER FALLS AWARDED HISTORIC PRESERVATION GRANT

The Wisconsin Historical Society has awarded a historic preservation grant of \$4,000 to the City of River Falls to prepare a National Register Nomination for the “Glen Park Suspension Footbridge”, more commonly referred to as the “Swinging Bridge”. The grant is part of a federal program administered by the Wisconsin Historical Society. River Falls is a Certified Local Government with an approved historic preservation program. Only units of government with approved preservation programs such as the City of River Falls are eligible to apply for these funds.

The Glen Park Suspension Footbridge was built in 1925 in order to connect pedestrian traffic north of Cascade Avenue to Glen Park, which was established as a city park in 1898. The bridge was designed and built by the Minneapolis Bridge Company who had just completed the Junction Falls Bridge (no longer extant). Financing for the construction of the bridge, which cost a reported \$4,800, was raised by the Women’s Improvement League, who had a long history with improvements made to Glen Park. Work on the bridge began in July 1925. Upon its completion in October, the River Falls Journal reported that the bridge “...is universally declared as one of the best improvements the City has made in a long time.” In 1986, the bridge was rehabilitated and it continues to serve as a pedestrian access to Glen Park.

The Glen Park Suspension Footbridge is a rare resource type in the state. There are only two other known examples in Wisconsin of pedestrian suspension bridges similar to the Glen Park Suspension Footbridge — one located in Boyd Park in Eau Claire and another in Copper Falls State Park in Ashland County. It is also important for its association with the Planning and Development history of River Falls in general and with Glen Park, specifically. A historic preservation consultant will be selected by mid-summer and the nomination will be completed by the summer of 2017.

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