

## Community Development Department

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**MINUTES**  
**HISTORIC PRESERVATION COMMISSION**  
**January 10, 2018 at 5:30 p.m.**  
**Training Room**

Members Present: Heidi Heinze, Sean Downing, Mark Anderson, Jayne Hoffman, Denton Anderson  
Members Absent: Pam Friede  
Staff Present: Brandy Howe, Amy Peterson  
Others Present: Jeff Bjork

### **CALL TO ORDER**

Meeting convened at 5:33 p.m.

### **APPROVAL OF MINUTES**

M/Hoffman, S/M. Anderson – motion carried 4-0 (D. Anderson arrived at 5:40)

### **PUBLIC COMMENTS**

Council member Bjork addressed the Commission. He indicated that he leads the River Falls High School Alumni Association which is working on a project that would create programming for the local cable channel. The concept would be interviews with local persons of interest regarding local history and stories. Bjork asked the Commission for their opinion on the project. Members indicated they support the project and are grateful that someone is taking on this initiative.

### **CURRENT ITEMS**

#### **HPC Regroup – Purpose and Intent, Membership, Meeting Time and Location**

Heinze provided a refresher on the Historic Preservation ordinance, Section 17.76 of the Municipal Code. This section addresses the purpose and intent of the Commission as well roles, responsibilities, and membership requirements. Commission consists of seven members. Of the membership, if available in the community, one member should be a registered architect, one a historian, one a licensed real estate broker, one alderperson, and three shall be citizen members. There is currently one vacancy on the Commission; given the current makeup of the Commission, it would be preferred to appoint a new member that is either an architect or a real estate broker. The question was raised on whether or not members must reside in the City. Staff will investigate this question.

Heinze proposed moving the meeting location to the Council Chambers and asked to change the time. After discussion, it was agreed to adjust the start time to 6:00 p.m. for all future meetings and to meet in the Council Chambers.

#### **Historic Preservation Conference Report**

Heinze and Hoffman both attended the conference in October and provided a brief update on the sessions they attended. Hoffman emphasized the importance of this conference as a learning opportunity for members and inquired if there was room in the budget for more members to attend in the future. Staff will investigate this request during this year's budget process.

## **OLD BUSINESS/UPDATES**

### **River Falls Academy**

The Commission discussed the School District's request for HPC support of razing the River Falls Academy building. It was decided that staff would draft a letter on behalf of the Commission stating the Commission's purpose and intent to preserve and protect historic sites and structures in the community. Staff will distribute the draft letter to the Commission via email. Commission members may respond to staff on a one-on-one basis to prevent conflicts with the open meetings law. The letter will be signed by the Commission Chair.

### **Photo Project**

This item was deferred to the February meeting.

## **CALENDAR**

The next HPC meeting will be held on Wednesday, February 14, 2018 at 6:00 p.m. in the Council Chambers.

## **AJOURNMENT**

Downing made a motion to adjourn at 6:45 p.m.

M/Downing, S/M. Anderson – motion carried 4-0 (D. Anderson departed prior to adjournment)

Respectfully submitted,



Brandy Howe, AICP, Senior Planner