



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final Historic Preservation Commission

Tuesday, February 14, 2017

3:00 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting

[17-169](#) HPC Minutes from 1-17-17

Attachments: [HPC Minutes 1-17-17.pdf](#)

4. Public Hearings/Apearances

5. Action Items

6. Information Items

[17-170](#) 2017 Historic Preservation Certificate Award Nominations
-Deadline extended to March 15, 2017

Attachments: [Call for Nominations News Story Posted on Website.pdf](#)
[Call for Nominations News Story Posted on Facebook.pdf](#)

[17-171](#) 2017 Local Historic Preservation Event Ideas
-Discuss tour of historic homes idea

Attachments: [2017 Local Historic Preservation Event Ideas.pdf](#)

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Any questions about items on this meeting are to be directed to Principal Planner Don Harp in the Community and Economic Development Department at 920-832-6468.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.



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Meeting Minutes - Final Historic Preservation Commission

Tuesday, January 17, 2017

3:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 3:00 p.m.

2. Roll call of membership

Present: 4 - Duba, Peregrine, 1st Alternate Werth and Alderperson Meltzer

Excused: 1 - 2nd Alternate Peterson

3. Approval of minutes from previous meeting

[17-070](#)

HPC Minutes from 5-17-16

Attachments: [HPC Minutes 5-17-16.pdf](#)

1st Alternate Werth moved, seconded by Duba, that the Minutes be approved.

Roll Call. Motion carried by the following vote:

Aye: 4 - Duba, Peregrine, 1st Alternate Werth and Alderperson Meltzer

Excused: 1 - 2nd Alternate Peterson

4. Public Hearings/Appealances

5. Action Items

6. Information Items

[17-071](#)

2016 Annual Activity Report of the City of Appleton Historic
Preservation Commission

Attachments: [2016 Annual Activity Report of HPC.pdf](#)

This Presentation was presented and discussed.

[17-072](#)

2017 Historic Preservation Certificate Award Nominations

Attachments: [2017 Historic Preservation Cert Award Nominations.pdf](#)

This Presentation was presented and discussed, and the Commission directed staff to extend the deadline for Stewardship and Historic Preservation/Restoration Certificate Award nomination forms to March 15, 2017 and publicize this new deadline on the City's website and social media.

[17-073](#)

2017 Local Historic Preservation Event Ideas

Attachments: [2017 Local Historic Preservation Event Ideas.pdf](#)

This Presentation was presented and discussed. It was decided to hold a tour of historic homes this year and to start thinking of homes to possibly include. This could be done in conjunction with other municipalities in the Fox Cities.

[17-076](#)

Updates to the City of Appleton Historic Preservation Commission Rules & Procedures Handbook 2009

This Presentation was presented and distributed to the Commission.

7. Adjournment

Peregrine moved, seconded by Meltzer, that the meeting be adjourned at 3:22 p.m. Roll Call. Motion carried by the following vote:

Aye: 4 - Duba, Peregrine, 1st Alternate Werth and Alderperson Meltzer

Excused: 1 - 2nd Alternate Peterson

News List

Call for Nominations for 2017 City of Appleton Historic Preservation Awards

Post Date: 01/19/2017

Do you know of a project, building or structure you would recommend for a 2017 preservation award? The City of Appleton Historic Preservation Commission invites you to participate in the nomination of property owners of residential and non-residential property who have taken care to preserve their property or have undertaken restoration or revitalization projects that have restored, rehabilitated, and/or preserved a part of the City's historical resources. Two types of certificates are awarded each year, one for Stewardship and one for Historic Preservation/Restoration.

Certificates for Stewardship are awarded for projects in which the exterior character of a building or structure has been maintained, restored or rehabilitated true to the documented, or the reasonably assumed intent, of the original historic design. Exterior paint work and color palette need not match the original to the building but must be consistent with those used at the time period which the historical style of the building represents.

Preservation/Restoration Certificates acknowledge projects where the exterior character of a historic building or structure has been preserved, restored or rehabilitated to standards true to its original design.



Past Award Recipient: Historic Preservation/Restoration Certificate

303 North Drew Street

John and Karen Chavlovich

Criteria for these certificates include the following:

- The property must be located within the City of Appleton.
- The nominated work must have been completed within the past 5 years.
- The building/structure must be 50 years or older.
- Restoration or revitalization projects must be completed and must have been completed by the current property owner.
- If required, the property owner must have obtained required City permits and approvals for the project.

- Significant archaeological resources affected by a project shall have been protected and preserved. If such resources were disturbed, mitigation measures must have been undertaken.
- Preservation Certificates are awarded for work done to the exterior of the building only and not for any interior restoration or modification.

The deadline to submit nominations has been extended to March 15, 2017 in order to be considered for the May awards program held at a May Common Council meeting in conjunction with National Historic Preservation Month.

Click [here](#) to submit online nominations for stewardship and click [here](#) to submit online nominations for historic preservation/restoration. You can also download the application form by clicking [here](#) or you may pick up an application on the first floor of City Hall or the fifth floor of City Hall in the Community and Economic Development Department.

Since the inception of the program in 2002, 81 awards have been presented to property owners that recognized their efforts in helping preserve the historic resources of Appleton. Maybe your property will be the next one recognized!

Please call the Community and Economic Development Department at 920-832-6468  with any questions.

[Return to full list >>](#)

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January 19 at 10:17am ·

You know great architecture when you see it. We've got some amazing examples of it sprinkled around #Appleton too. Now it's time to recognize those who are striving to preserve it.

Help us spread the word about our 2017 historic preservation awards by sharing this post. If you know someone involved in a preservation project, nominate that person at the link below!

<http://www.appleton.org/Home/Components/News/News/9486/18...>



Call for Nominations for 2017 City of Appleton Historic Preservation Awards

Do you know of a project, building or structure you would recommend for a 2017 preservation award? The City of Appleton Historic Preservation Commission...

APPLETON.ORG

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REPORT TO APPLETON HISTORIC PRESERVATION COMMISSION

Historic Preservation Commission Meeting Date: January 17, 2017

Item: Local Historic Preservation Event Ideas

Planning Staff: Don Harp, Principal Planner

The following list of ideas is for your consideration regarding promoting Historic Preservation in 2017.

- **Awards**

Sponsor an awards program to honor outstanding historic preservation efforts in your community. Invite the media and local officials to attend the awards ceremony.

- **Historic Building Owner Workshops**

Sponsor a "how to" workshop on rehabilitating older properties. Team up with local and state preservation experts for training and hands-on techniques.

- **Historic Markers & Plaques Dedication**

Sponsor a dedication ceremony for a new historic marker or plaque.

- **Host a Presentation from the Wisconsin Historical Society**

The Historic Preservation-Public History Division offers a presentation titled "Understanding Historic Preservation" that explains the basics of historic preservation and gives an excellent overview of how the Wisconsin Historical Society can assist with your local historic preservation efforts. You may contact us to schedule this free, 30-minute program in your community. All you need to provide is a meeting space and a receptive audience. Staff availability is limited, so please contact Joe DeRose for more information or to request this presentation.

If the Commission has any questions, Joe DeRose can be contacted by phone at 608-264-6512 or by email joe.deroserose@wisconsinhistory.org

- **House Genealogy**

Organize a workshop to teach people how to research a building's history through available documents and research materials.

- **Lectures/Symposium**

Host a lecture or symposium on a historic or archaeological topic.

- **A Night in a Historic Theater**

Sponsor vintage films in a local historic theater to highlight the beauty of a rare historic interior.

- **Open House**

Open your laboratory, historic home, or historic site to the public for a day or weekend.

- **Pass a Historic Preservation Resolution**

Contact a local government official about sponsoring a historic preservation resolution to be adopted by common council or Mayor Proclamation read at a common council meeting.

- **Preservation/Restoration**

Clean up a local cemetery.

- **Walking Tour**

Create a self-guided walking tour brochure for your community's favorite historic district, mound group or archaeological site.

- **Write an Op-Ed Piece**

"Op-Ed" is a newspaper's abbreviation for "opposite the editorial page," and it is fast becoming a standard feature of newspapers. The page usually carries columns, letters to the editor, cartoons and locally written opinion articles. Check with the page's editor several weeks in advance about writing an article describing the relationship between preservation and the community's "sense of place."

- **Host a Historic Preservation Workshop**

- Discuss and determine the topics and format of the workshop.
- Write a description of topics presented at the workshop.
- Determine guest presenters (craftsman, restoration and reproduction specialists).
- Agree on location, date and time.
- Reserve room location.
- Create a workshop agenda.
- Publicize workshop (draft press release, social media, City website, etc.)