

**VILLAGE OF THIENSVILLE
HISTORIC PRESERVATION COMMISSION
MINUTES**

DATE: Tuesday, July 6, 2021

LOCATION: 250 Elm Street
Thiensville, WI
Board Room

TIME: 6:00 PM

I. CALL TO ORDER

Chair Abraham called the meeting to order at 6:00 PM.

II. ROLL CALL

Chair:	Jennifer Abraham	
Commissioners:	Angelina Apostolos	Ronald Heinritz
	Philip Eckert	Nathan Matson
	Mary Giuliani	Joseph Miller
Director of Community Services/Public Works:	Andy LaFond	

III. CITIZENS TO BE HEARD

Open to any resident or taxpayer on items not subject to a public hearing: Please be advised per §19.84(2), information will be received from the public. Village policy limits a three (3) minute time period per person, with time extension by the presiding official's discretion or a vote of 2/3 of the Board or Committee; be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments. Written comments on agenda items are encouraged to be sent and addressed to the intended body by noon on the day of the meeting. Comments received timely will be forwarded to all members of the body. If you wish to speak, you **must** pre-register by emailing the Village Clerk at alanglois@village.thiensville.wi.us by 4:00 PM on the day of the meeting or by signing in immediately prior to the meeting.

No citizens registered to speak.

IV. DATE AND TIME OF NEXT MEETING

A. Next meeting scheduled for Tuesday, August 3, 2021 at 6:00 PM (if needed)

V. APPROVAL OF MINUTES

A. Approval of Minutes
1. June 22, 2021

MOTION by Commissioner Miller, **SECONDED** by Commissioner Eckert to approve the June 22, 2021, Minutes.
MOTION CARRIED UNANIMOUSLY.

Historic Preservation Commission Minutes
July 6, 2021
Page two of four

VI. BUSINESS

- A.** Review and action regarding Certificate of Appropriateness, Exterior Paint, Pinnacle Real Estate, Robert Ollman, 140 South Main Street

Robert Ollman was in attendance and provided color samples to Commissioners. The siding will be the darker color and the tan will be the exterior trim around the windows and doors. Mr. Ollman is considering an accent color for the front door. Commissioner Heinritz noted that accent colors help bring out the features of the building and add to the appearance. Mr. Ollman anticipates the same painting crew currently working at Remington's will continue with this project.

Chair Abraham noted that while these colors are close, they are not the approved Sherwin Williams historic shades. Mr. Ollman noted other historic properties that are in need of repair. Chair Abraham replied that the parties mentioned all have been approached repeatedly. Chair Abraham noted that there are several close shades of paint that fit into the guidelines. Mr. Ollman has not purchased paint yet and would be happy to use similar colors from the approved palette. After reviewing color samples, Mr. Ollman noted that there were no close matches after looking at about a dozen samples to attempt to match the color of the windows. Commissioner Heinritz noted he was satisfied with the color shades Mr. Ollman is proposing.

MOTION by Commissioner Apostolos, **SECONDED** by Commissioner Heinritz to approve Certificate of Appropriateness, Exterior Paint (Applicant's Submitted Colors), Pinnacle Real Estate, Robert Ollman, 140 South Main Street. **MOTION CARRIED UNANIMOUSLY.**

- B.** Review and action regarding Certificate of Appropriateness, Paint (Same Color), Remington's River Inn, Robert and Amy Ollman, 130 South Main Street

Bob Ollman was present. Chair Abraham noted that Remington's is being repainted the same colors.

MOTION by Commissioner Apostolos, **SECONDED** by Commissioner Miller to approve Certificate of Appropriateness, Paint (Same Color), Remington's River Inn, Robert and Amy Ollman, 130 South Main Street. **MOTION CARRIED UNANIMOUSLY.**

- C.** Discussion, review and action regarding Format of Certificate of Appropriateness

Chair Abraham noted that the Commission traditionally has received the Certificate of Appropriateness application but not the two pages of guidelines that are attached when applicants receive the application form, and stated those guidelines could use revisions. Director LaFond noted that staff already had been working on an updated application form that will be a fillable PDF that matches Plan Commission and Small Projects applications. Chair Abraham asked if the Village Planner gets involved with applications. Director LaFond responded that the Village Planner likely would prepare a Plan Commission report for a larger project. The goal would be to have such a report prepared in time so that the Historic Preservation Commission could also review the report. Chair Abraham asked to make clear that applicants would not be responsible for paying a review fee for the Village Planner.

Commissioner Giuliani inquired how the Village handles situations where work such as painting occurs prior to Historic Preservation Commission approval. Director LaFond noted that painting does not require a building permit. In cases of

Historic Preservation Commission Minutes
July 6, 2021
Page three of four

work that requires a building permit, a stop-work order can be issued. Director LaFond also noted that this is a reason for the staff-approval proposal so that routine work can be handled more efficiently and added education is a part of the process.

The Village mailed a letter approximately a year ago to all property owners in the Historic District reminding them about the Certificate of Appropriateness process. Similar reminders could be sent every year or two.

Commissioner Eckert suggested the form could ask applicants when they intend to begin work. Commissioner Apostolos suggested including information about approved paint colors. There was general agreement that it would be helpful to provide applicants with information about where to find the recognized historic paint color palettes.

Chair Abraham noted there was nothing on the form that addresses if someone is putting an addition on their building. Director LaFond stated that would be covered as part of the Plan Commission submission. Commissioner Matson suggested that requesting a photo of the building could be part of the application. Commissioner Miller added that applicants should be made aware up-front about acceptable and unacceptable materials. For instance, aluminum siding is not desirable. Director LaFond stated that guidelines of what is preferred and acceptable can be developed with the applicants then guided to that information.

Director LaFond noted staff will re-type and re-format the guidelines that accompanied the old Certificate of Appropriateness application. That will be used for the time-being until new guidelines are adopted. The form does not require Historic Preservation Commission approval, but the revised form will be brought back for review. It was noted that the specifics about signs on the old Certificate of Appropriateness application can be covered through the sign application.

D. Discussion, review and action regarding Certificate of Appropriateness Staff Approval Policy

A revised Staff Approval Policy was shared with the Commission. Commissioner Eckert clarified that applicants still must complete the Certificate of Appropriateness application for items that can be approved at the staff level. The Historic Preservation Commission will receive a report at each meeting with what has been approved.

MOTION by Commissioner Giuliani, **SECONDED** by Commissioner Eckert to approve the Certificate of Appropriateness Staff Approval Policy. **MOTION CARRIED UNANIMOUSLY.**

E. Discussion and review Sample Guidelines for Village of Thiensville Historic Preservation District Standards and Guidelines

Chair Abraham noted there were sample guidelines from other communities that had been distributed to Commissioners and suggested that the new guidelines the Village adopts be divided into categories that applicants can review when they apply for a Certificate of Appropriateness. Commissioner Eckert liked the guidelines from Platteville that were specific about what was recommended and not recommended. Chair Abraham agreed. Commissioner Matson added that the Platteville guidelines are user-friendly.

Chair Abraham suggested the guidelines give Historic District business owners an opportunity to appear before the Commission to obtain guidance and suggestions before filing an application. Director LaFond noted that this has occurred before with the Historic Preservation Commission, but consultations now occur more frequently with the Plan Commission. That way, applicants are happier with the result when the application is considered and plans are not being redesigned on the fly.

Historic Preservation Commission Minutes
July 6, 2021
Page four of four

Commissioners discussed what they liked and did not like from the guidelines of other communities. It was decided to modify the Platteville guidelines and include a cover page modeled on Burlington that provides details about how the process works. Portions of the existing Thiensville regulations will be retained and worked in. The draft will be brought back to the Historic Preservation Commission to review. Commissioner Eckert added that a map of the Historic District should be included. Commissioner Apostolos noted that photos similar to those in the Burlington guidelines could be incorporated.

Chair Abraham summarized that the Certificate of Appropriateness will be revised and targeted for approval at the next meeting. The staff approval guidelines have been adopted. Commissioners will continue working at the next meeting on the guidelines for the Historic District. There will be a meeting August 3, 2021 if needed. If no applications are received, staff and Chair Abraham will discuss the progress on the guidelines and determine if an August meeting will be conducted.

Chair Abraham inquired if there were other topics Commissioners wanted to discuss. Commissioner Heinritz noted that some property owners should be encouraged to perform maintenance. Chair Abraham suggested the topic could be an agenda item at the next meeting. Director LaFond noted some property maintenance issues are dealt with by staff by sending a letter by Certified Mail giving a timeframe during which ordinance violations must be corrected with the Police Department being notified. Ultimately, a violation can lead to a property maintenance citation. A discussion about ways to encourage property maintenance will take place at the next Historic Preservation Commission meeting.

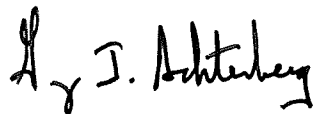
VII. STAFF REPORT

No Staff Report.

VIII. ADJOURNMENT

MOTION by Commissioner Miller, **SECONDED** by Commissioner Giuliani to adjourn the meeting at 7:05 PM.
MOTION CARRIED UNANIMOUSLY.

Prepared by,



Gary Achterberg
Administrative Assistant

Submitted by,



Amy L. Langlois
Village Clerk/Deputy Treasurer