

# Florence Township Heritage Preservation Commission

<http://www.florencetwp.org/heritagecommission.html>

March 18, 2008 HPC meeting minutes:

**Call to Order** The meeting was called to order at 7:05 with the following members present: Clay Ruggles, Char Henn, Cory Koplín, Bill Flies, and Dan Staker.

**Secretary's Report** The minutes of the February 19, 2008 meeting were approved as posted.

**Treasurer's Report** The treasurer's report was approved as posted. The HPC's Park's has a \$6,426.61 current balance. After including projected income and expenses the projected balance is \$4,926.61. Township HPC balance was \$541.70 with a projected balance of \$3,541.70.

**Town Board Meeting** February Meeting Results: nothing to report.  
Annual Meeting Results: Clay Ruggles, HPC board member who had represented the town board chose not to run for re-election. He was replaced by Joe Ellingson. The town board representative to the HPC is to be decided at the upcoming March town board meeting.

## Design Review Applications (DRA)

Bill Flies representing Chateau Frontenac Homes presented an application to add a semi-attached (connected only by a covered walkway) garage to the existing Schaller house within the Chateau Frontenac Homes property. The HPC approved the application with accompanying drawings as presented.

## Committee Reports

### DRA Follow Up

Cory Koplín requested that the February 19, 2008 Commission action be included within these minutes to state that a discussion of the necessary *Finding of Fact* items were discussed prior to the approval of the DRA submitted by Chateau Frontenac Homes requesting permission for the construction of a replicate Fern Cottage home and to demolish the existing Fern Cottage. The February meeting's minutes, having been already been approved as posted, I include it in this meetings minutes as an amendment to note that in this case where Fern Cottage is concerned the facts regarding the demolition were discussed by the HPC Board and the findings were discussed but not written into the meeting's minutes. A discussion of working up a "Findings of Fact" checklist that would be included with each DRA (Design Review Application) presented so that the HPC can be assured that the design guidelines are conformed to on the DRA's. Contained within the *Design Guidelines* section of the **Residents' Resource Guide to the Frontenac Historic District** is a **Finding of Fact** section outlining the factors the HPC must consider in approving a DRA. It is felt that by developing a list of these items and including it as separate sheet to accompany the DRA it would benefit both the applicant and HPC in the final approval process and ensure compliance and satisfy the requirements outlined in the guidelines. Bill Flies volunteered to develop this checklist.

Chateau Frontenac Plat Status: No new progress to report. The status is in the court and awaiting review an approval.

Villa Angela Plat Status: Nothing to report.

Villa Maria County 2 Property Plat Status: Nothing to report

## Fill Open HPC Terms

Clay Ruggles is no longer a Town Board Supervisor but has joined HPC as a board member.

New Town Board Supervisor HPC Member: Should be appointed by the next Town Board meeting

## Preservation Day

The board approved a proposed agenda for the Preservation Day to be held at the shelter house in Wakondiota Park on Saturday May 3 from 9:00am to noon. The agenda is included as an addendum to these minutes.

### **Walking Tour Brochure**

The board reviewed a draft of a walking tour brochure that we plan to make available to the public at the Preservation Day celebration. Once completed the brochure will be available at our HPC website, at the updated park shelter, and from Commission members.

### **Park Surveys and Markers**

The survey is complete and we will be placing wooden marker posts at each of the survey stakes.

### **Buckthorn Teams**

The formation of teams to eradicate the buckthorn is encouraged. A list of existing Buckthorn Teams was presented as well as a Buckthorn Team signup form that will be available on Preservation Day.

### **Park Supervisor Job Status**

There have been several applicants for the part-time position and a selection by the Town Board will occur at their March 24, 2008 meeting.

### **Valhalla Vistas**

Removal (which will only involve a single tall tree), clearing, and the replanting of height appropriate trees will commence soon.

### **Wakondiata Park Status and Plans**

Clean up will recommence when the snow is gone and ground is solid.

### **Wakondiota Interpretive Park Shelter**

There were plans presented for review and suggestions. To these alterations and improvements were discussed. We will have preliminary plans on view at the Preservation Day program for the public input.

### **Bench Sponsorship**

There have been requests for three additional bench sponsorships. We will have to determine where additional placements will be best made.

### **Quiet Dust Book Distribution**

None to report. Copies will be available for sale at the Preservation Day celebration.

### **New Business**

#### **Commission Objectives & Review of Ordinance**

For the past two years the board has not been successful in recruiting new board members. Originally, there were only five members on this board. Flies will approach the board at the March 24, 2008 meeting about reducing the membership from 7 to 5 members. Members also requested a copy of the 2006 revised HPC Ordinance and Bylaws and Flies volunteered to email to all members.

#### **2008 Objectives & Assignments**

A review of HPC upcoming and ongoing projects and priorities was held.

#### **2009 CLG Grant Direction**

With the incorporation of an interpretative center into the Wakondiota park shelter house, we intend to apply for a CLG grant.

#### **Revised Calendar**

A revised 2008 Calendar was passed out.

**Election of Officers:** Although officer election was on the agenda, a review of the bylaws verified that the election is to be held at the HPC annual meeting which is always the scheduled May meeting which will be on May 20, 2008.

#### **Next HPC Meeting & Planned Absences**

Of members present Clay Ruggles said he would be absent at the next HPC meeting scheduled for April 15, 2008

#### **Adjournment**

Meeting adjourned at 8:55 pm

Addendum to March 18, 2008 HPC board meeting:

## **Preservation Day 2008**

**Where:** Wakondiota Park shelter (Old Frontenac)

**When:** Saturday, May 4, 2008 - 09:00 am to 12:00 Noon

**Agenda:** **Bringing Back the Lilacs**  
Free Bare Root Lilacs to Frontenac residents (One Per)  
Location & Intent of HPC Lilac Garden

### **Wakondiota Park Shelter**

Display Collection of Design Ideas  
Solicit Resident Design Ideas (Paper & Pencils)  
Solicit Volunteer Labor and Materials Signup (Paper & Pencils)  
Solicit Other Shelter Amenities (Paper & Pencils)

### **Buckthorn Management Teams**

Samples of Buckthorn & Treatment Methods Displays  
Map Showing Current Team Signup areas  
Solicit New Teams & Locations (Paper & Pencils)

### **Bench Sponsorship**

### **Frontenac Remembered**

Display Samples of Heritage Event Examples  
Area to Record New Events (Tape, Paper, & Pencils)  
Signup Sheet for Future Recordings – Name, Event(s), Time

**Display of Past HPC Accomplishments – Last 5 Years**

**Display of Potential HPC Projects**

**Resident Suggestions Box**

**Commission Member Sign Up**

**Park Bench Sponsorship**

### **Frontenac Books Sale**

“This Quiet Dust”  
Sources for “Growing with the Grass”  
Charles King Books & Display of Author, Books  
Resident Resource Guides - Extra Copy Sales

**Walking Tour Handouts**

**Resident Resource Guide Handouts**

**Resident Email, Address, and Phone Contacts (Paper & Pencils)**

**Coffee & Cookies**