

Historic Sites Preservation Council Agenda

Date: Wednesday, February 14, 2024

Time: 8:30 AM

Videoconference OR
Jefferson County Courthouse
Room C1049
311 S. Center Avenue
Jefferson, WI 53549

Join Zoom Meeting

<https://us06web.zoom.us/j/82800249230?pwd=NEV1RkczcURvSmZjTXh3OFVVdEdwUT09>

Meeting ID: 828 0024 9230

Passcode: 987795

Dial by your location: 1 312 626 6799 US (Chicago)

1. Call to order
2. Roll call
3. Certification of compliance with open meetings law
4. Review of agenda
5. Public comment (Members of the public who wish to address the Council must register their request at this time)
6. Approval of minutes from the December 13, 2023 meeting
7. Communications
8. New Member Orientation
9. Discussion on Heirloom Apple Tree Removal at UW-Extension
10. Discussion on Jefferson County Potter's Field Study with University of Wisconsin-Whitewater
11. Discussion and Possible Action on Story Maps/GIS web Mapping
12. Discussion and Possible Action on Potential Historic Property Applications & Target Date to Launch Application Process.
13. Discussion and Possible Action on Historic Sites Preservation Council Ordinance
14. Discussion on 2024 Historic Sites Preservation Council Budget
15. Next Scheduled Meetings per the 2024 Proposed Meeting Schedule:
 - a. April 10, 2024
 - b.
16. Potential agenda items for Council's next meeting
17. Adjourn

A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at this meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

Historic Sites Preservation Council Minutes

Date: Wednesday, December 13, 2023

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1. Call to order

Untz called the meeting to order at 8:30 am

2. Roll call

Present: Callan, Gulig, Martin, Untz

Remote:

Others:

Staff Present: Truman, Cicero

3. Certification of compliance with open meetings law

Truman certified compliance

4. Review of agenda

Agenda approved as written

5. Public comment (Members of the public who wish to address the Council must register their request at this time)

No public comment

6. Approval of minutes from the October 11, 2023 meeting

Gulig/Callan to approve the October 11, 2023 minutes. Motion passes 4/0.

7. Communications

No communications

8. Discussion on Jefferson County Potter's Field Study with University of Wisconsin-Whitewater

Cicero – noted there is a map of Potter's Field included in the agenda packet. The map illustrates Jefferson County's Potter's Field locations of unidentified remnants of unclaimed individuals. A few years ago, the LWCD conducted an archival study. The study showed additional locations of grave sites, many of which are sunken and some have headstones. Recently a Crypt was installed in 202??? for today's indigents. The Land and Water Conservation Department has contacted the University of Wisconsin-Whitewater. The two entities will partner with UW-W staff and students, in Spring 2024, using ground penetrating radar in an effort to locate additional unknown gravesites.

Gulig – stated that ground conditions (frozen, snow free preferred) will define when the ground penetrating radar is most effective. Topic/updates will be brought back at the next meeting.

9. Discussion and Possible Action on Story Maps/GIS web Mapping

No discussion

10. Discussion and Possible Action on Potential Historic Property Applications & Target Date to Launch Application Process.

Process will launch the first meeting of 2024.

11. Discussion and Possible Action on Historic Sites Application Form and Submittal/Nomination Process, including Application Score Card

Gulig – indigenous misspelling to be corrected.

Callan – format consistent capitalizing.

Martin/Gulig motion to make edits and submit to Corp Counsel for review.

12. Discussion and Possible Action on Press Release Announcing Acceptance of Historic Property Applications

Callan – questioned (2nd full paragraph, last sentence) membership statement.

Untz/Callan motion to forward to Corp Counsel for final review, and publication after approval.

Motion passes 4/0.

13. Discussion and Possible Action on Insurance Disclaimers as they relate to Historic Property Tours

Untz – information shall be provided if/when asked for.

No action taken.

14. Discussion and Possible Action on Historic Sites Preservation Council Ordinance

Callan – questioned the use of acronyms and suggested to use the full description.

Untz – provided information on suggested language related to information contained on a public search site for an “opt out” of site information for private landowners upon change of ownership.

Truman – will discuss contact information with Wiesmann.

Gulig/Callan motioned to forward the revised Ordinance to Corp Counsel with the edits discussed at today’s meeting. Upon review and approval by Corp Counsel, forward to appropriate governing boards/committees.

Motion passes 4/0.

15. Discussion and Possible Action on New Council Member

Committee will reach out to contacts for new members.

Gulig will speak with Pete Killoran about membership.

No action taken.

16. Next Scheduled Meetings per the 2024 Proposed Meeting Schedule:

a. January 10, 2024

b. March 13, 2024

Truman will verify the calendar.

17. Potential agenda items for Council’s next meeting

Budget review

Story Maps

18. Adjourn

Gulig/Callan motion to adjourn at 9:19 am.

Respectfully Submitted,

Mary S. Truman

Adv. Program Assistant

DRAFT 12.13.2023

Jefferson County Historic Sites Preservation Council Announces New Historic Preservation Countywide Registry

Published on _____

Jefferson County has launched a countywide historic registry in efforts to recognize and preserve a wide range of local history and historic sites including but not limited to sites of cultural, social, natural and agricultural significance. The application period is now open.

On February 14, 2017, the Jefferson County Board of Supervisors dissolved the Historical Sites Preservation Commission and created the Historical Sites Preservation Council. Made up of five members; one member of the County Board, who is also a member of the Jefferson County Parks Committee and the remaining members are Jefferson County Board Supervisors or members of the public consisting of experts in historic preservation and Jefferson County history. The Council meets every other month throughout the year and members are appointed by the County Board Chair. Current members include Robin Untz, Joan Callan, Anthony Gulig, Anita Martin, ~~is~~ ~~A~~ additionally, ~~to~~ many former members ~~who~~ have contributed to this project's development.

“There are many organizations, businesses and individuals that are caretakers and maintain historic buildings and sites throughout Jefferson County which are valuable to preserve, document and share. The Historic Preservation Council’s goal is to create a listing of these sites that are placed on an interactive “Story Map” a digital mapping system, which is available to the public to explore online and can be used as a tool for boosting history based tourism throughout the county” states Robin Untz, Council Chairperson.

The registry will provide information about each listing, including photos and will indicate if the site can be visited by the public; disclosure of exact location is dependent on nature of the site. The registry and story map provides a unique opportunity to collaborate with the historic property owners and invest in the future of preservation in Jefferson County. The registry will provides opportunities for communities to develop tours of historic neighborhoods, encourage strategic and comprehensive planning for historic districts/areas within municipalities, as well as provide a network of information about historic tourism sites including the numerous historical societies throughout Jefferson County. The registry will be a tool to support projects that:

- Enhance the understanding of Jefferson County’s history and unique historic character
- Support distinctive, quality, and meaningful cultural experiences in Jefferson County
- Foster community partnerships and advance the vision and values of the Jefferson County Historic Sites Preservation Council
- Preserve the historic built environment we enjoy and appreciate

“We are excited about the opportunity to collaborate with the Jefferson County community and think creatively about how to share our history,” said Historic Sites Preservation Council Member- Anthony Gulig.

About the Program

Eligible sites must show unique historic significance for consideration. For example, during the review, the Council may consider whether or not the proposed historic site is important for local history due to its ethnic, social, agricultural or natural history? Is the site associated with a person or event that is historically significant or is the site/structure architecturally or artistically distinctive? A determination by the Council that a structure, site or district is historic is for recognition purposes only and does not obligate the owner or occupant to maintain or preserve the structure, site, or district in any particular manner or in any way limit or restrict changes that can be made to the structure, site or district, site or restrict the use or changes made, although While preservation is encouraged, the purpose of the historic designation termination is to capture the history so it can be shared, appreciated and its value recognized through education, tourism and overall enjoyment of our area.

How to Apply

The application period is open through the year. Applications will be evaluated by the Council at the next meeting of the Council. A separate application will be required for each site proposal.

Applicants must be at least one of the following:

- Any individual or entity that has a physical property address in Jefferson County;
- An institution, community group, and/or organization that serves Jefferson County and/or utilizes a historic property that can legally act as an agent for the proposed historic site;

The application process is digital but a pdf or paper application is available upon request.

Historic Sites Preservation Council will consider applications. A formal letter will be sent to applicants after the review within 90 days of submission.

For application assistance visit jeffersoncountywi.gov and type in "How do I apply for historic registry?" to visit the Historic Informational page of the County website or contact

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ORDINANCE NO. 2023-___

Amending the Historic Sites Preservation Council Ordinance

Executive Summary

[INSERT SHORT PARAGRAPH REGARDING REASON FOR CHANGES]

The Historic Sites Preservation Council recommended these proposed amendments to the Park Committee. The Parks Committee considered these recommendations at its meeting on February 8, 2024 and recommended forwarding them to the County Board for approval.

NOW THEREFORE, BE IT ORDAINED by the Jefferson County Board of Supervisors that the Historic Sites Preservation Council Ordinance, adopted on February 14, 2017, is amended as follows:

1.01 PURPOSE AND INTENT.

(1) It is hereby declared a matter of public policy that the protection, enhancement, perpetuation and use of improvements of special character or special historical interest or value are in the public interest. The purpose of this section is to:

(a) Promote the protection, enhancement and perpetuation of such improvements and of districts which represent or reflect elements of the County's cultural, social, economic, political, engineering, anthropological, archaeological and architectural histories ~~and prehistory~~;

(b) Safeguard the County's historic, prehistoric, and cultural heritage, as embodied and reflected in such historic structures, sites and districts;

(c) Stabilize and ~~protect~~ ~~improve~~ property values;

(d) Foster civic pride in the beauty and noble accomplishments of the past;

(e) Protect and enhance the County's attractions to residents, tourists and visitors, ~~and serve as a support and stimulus to business and industry~~;

(f) Strengthen the economy of the County; and

(g) Promote the use ~~and understanding~~ of historic ~~and prehistoric~~ structures, sites, and districts for the education, pleasure and general welfare of the people of the County.

1.02 DEFINITIONS.

(1) In this section, unless the context clearly requires otherwise:

(a) Council means the Historic Sites Preservation Council created under this section.

(b) Historic structure means any improvement which has a special character or is of meaningful special historic interest or value as part of the ~~development,~~ heritage or cultural characteristics of the County, state or nation.

(c) Historic site means any ~~parcel of land location or region whose wherein or upon~~ historic significance is ~~derived in part to a substantial value in tracing from the archeological, anthropological, colonial, national, territorial, state, or county history or prehistory of native American people,~~ or upon which a historic event ~~has~~ occurred, and which has been designated as a historic site under this section, ~~or an improvement parcel, or part thereof, on which is situated a historic structure and any~~ abutting an improvement parcel, ~~or part thereof,~~ used as and constituting part of the premises on which the historic structure is situated.

(d) History is defined to include all geological, archeological, colonial, national, territorial, state, or county periods or events. ~~prehistoric periods also.~~

1.03 MEMBERSHIP.

(1) The Historic Sites Preservation Council is hereby created consisting of 5 members. Such members shall be eligible for meeting fees, mileage and other expense reimbursement in the same manner as members of Boards, Commissions and other Bodies of the County Board. One member shall be a Jefferson County Board Supervisor who shall also be a member of the Jefferson County Parks Committee. The remaining members may be Jefferson County Board Supervisors or members of the public, and insofar as possible, should include experts in historic preservation and Jefferson County history. The Council shall meet no more than 6 times per year. Additional meetings may be held if authorized by the County Board Chairperson prior to the additional meetings being held.

(2) The Jefferson County Board Chairperson shall appoint members to the Council subject to confirmation by the Jefferson County Board of Supervisors. Members shall serve two-year terms except for the initial appointments which may be longer or shorter than two years at the discretion of the Board Chairperson. The Council shall conduct business as prescribed in the Jefferson County Board of Supervisors Rules of Order section 3.07 Rules of Committees, Boards, Commissions, and Other Bodies.

1.04 HISTORIC STRUCTURES AND SITES DESIGNATION CRITERIA.

(1) Upon request, a historic structure or historic site designation may be placed on any site, natural or improved, including any building, improvement or structure located thereon, or any area of particular historic, geological, archaeological, architectural or cultural significance to the County of Jefferson or the region that became Jefferson County, ~~such as historic structures of sites~~ which:

(a) Exemplify or reflect the ~~broad~~natural, cultural, political, or economic or social history of the region, nation, state, ~~regional~~ or local community; or

(b) Are identified with historic personages or with important events in regional, national, ~~territorial~~, state or local history; or

(c) Embody the distinguishing characteristics of any architectural type or specimen, inherently valuable for a study of a period, style, method of construction, or of indigenous materials or craftsmanship; or

(d) Are representative of the honorable work of a master builder, designer or architect whose individual genius influenced his/her age; or

(e) Have yielded, or may be likely to yield, information important to ~~prehistory or~~ historical understanding; or

(f) Contains archeological sites.

(2) Removal from Jefferson County Historic Sites Registry

(a) Any property owner may petition in writing for removal of their property from the Jefferson County Historic Sites Registry. The Jefferson County Board of Supervisors shall remove the subject property, after recommendation from the Historic Sites Preservation Council and the Jefferson County Parks Committee, if it finds either of the following:

(i) Additional information shows that the property does not possess sufficient significance to be designated a historic site.

(ii) The designation of the property was made based upon inaccurate information which has since been disproven.

(b) As the Jefferson County Historic Sites Registry is honorary in nature, properties which cease to meet the criteria for designation because the qualities which caused it to be originally listed have been lost or destroyed are not automatically removed from the registry. The historical record of the property remains for future education and reference purposes.

(c) Private addresses and site location may be redacted from the public registry upon written request of the property owner.

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(1) Designation. The Council shall:

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(b) assist owners of historic structures and sites, to include such designated properties as a historic structure or site in the National Register of Historic Places, National Parks Service and/or State Historical Society;

(c) work for the continuing education of the citizens about the historic heritage of Jefferson County and its historic structures and sites;

(d) identify structures and sites of historic importance to Jefferson County;

(e) recognize the owners of historic structures and sites who have excelled in preserving and maintaining those properties;

(f) cooperate with local historical societies in preserving and publicizing the history of Jefferson County;

(g) make recommendations to the County Board on ways that Jefferson County government can preserve, maintain and publicize the history of the County and its historic structures, sites and districts; and

(h) provide a quarterly report to the Parks Committee.

BE IT FURTHER ORDAINED, this ordinance amendment shall be effective after passage and publication as provided by law.

Fiscal Note:

Referred by:
Parks Committee

2-13-2024

REVIEWED: Corp. Counsel ____; Finance Director ____

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