

**Village of Egg Harbor
Architectural Review & Historic Preservation Board Meeting
Minutes - July 15th, 2024, at 1:00 PM**

**This meeting will be conducted IN PERSON at the Paul J Bertschinger Center
7860 STH 42 Egg Harbor, WI 54209**

Meeting Link:

<https://villageofeggharbor.zoom.us/j/82663501290?pwd=zxT3Xg3WrFwGCvKgJWrN3zMBFuWC34.1>

Phone Number: +1 312-626-6799 Meeting ID: 826 6350 1290

Chris Roedl, Chair
Kathy Navis, Member
Jim Vander Heiden, Member

Vacant, Member
Paul Brophy, Member

1. Call the meeting to order
 - Chris Roedl called the meeting to order at 1:01 PM.
 - Board members in attendance: Chris Roedl, Kathy Navis, Paul Brophy, Jim Vander Heiden
 - Staff members in attendance: Megan Sawyer

2. Approve the agenda
 - Paul Brophy suggested flipping the order of item 5 and item 6. Everyone agreed.

 - **Paul Brophy moved to amend the agenda as discussed, Kathy Navis seconded, motion carried.**

3. Approve June 3rd 2024, Architectural Review and Historic Preservation meeting minutes
 - **Paul Brophy moved to approve the June 3rd, 2024 Architectural Review and Historic Preservation meeting minutes, Kathy Navis seconded, motion carried.**

4. Open Session
 - Kathy Navis questioned whether or not both the painting of the Mojo's building and the new façade of Door County Massage should be coming before this Board. Megan Sawyer answered that the Door County Massage building encroachment removal agreement was signed in July of 2022, which was before this Board existed. Megan Sawyer indicated that the painting of Mojo's was not known. Everyone agreed that it should be discussed before this Board. Megan Sawyer will follow-up with Kim Jensen and let her know that she needs to come before this Board to discuss the painting intentions for the building.

5. Discussion on becoming a certified local government and certified local government grant program through the Wisconsin Historic Preservation Office.
 - Megan Sawyer's Executive Summary: *Since the last meeting, I had an opportunity to follow up with Jason Tish with the Wisconsin State Historic Preservation Office to follow up about the Village becoming a certified local government and potentially applying for a certified local government grant for a historical property survey.*

Jason believes we may need to make some minor changes to our ordinance to meet the

requirements for becoming a certified local government and he is currently reviewing our ordinance and will get back to me on anything that needs to be amended.

We will need complete the ordinance amendments and have the Village Board pass the letter requesting the Village become and certified local government. Jason said the ordinance amendments need to be completed prior to the Village Board approving the letter.

The ARHP Board can review the necessary ordinance amendments and letter at their next meeting and we will bring them to the Village Board for final approval.

I also discussed the current grant cycle with Jason. The deadline for filing an intent to apply letter is mid-September. Jason said if we are unable to complete the certified local government process by that deadline he can be flexible on that deadline if we are well within the process of completing the requirements for certification, which I believe we will be.

Final grant applications are then due in December.

- The Board asked Megan Sawyer to follow up on the grant timeline between when the grant applications are submitted and when they are awarded, as well as the likelihood of getting a grant.
 - Jim Vander Heiden asked if there was any downside to becoming a certified local government. Megan Sawyer answered that she doesn't think so as the only expectation is the annual report that has to be filed. She will ask for a copy of what this annual report consists of so that the Board is prepared to answer if there are any questions from the Village Board.
6. Discussion of historic properties evaluated for local historic property designation – 7710/7708 STH 42 & 7838 STH 42
- Megan Sawyer's Executive Summary: *At last month's meeting, the Board held a public hearing regarding the two properties above and deliberated on the evaluation for local historic property designation for both.*

After that deliberation, the Board thought it was necessary to recreate a form and format for documenting the evaluation of these properties and determined that staff should develop a form and format for further deliberation before formal action was taken on either property.

Based on this discussion, staff completed some research and developed the attached Application for Historic Designation Form.

Then, based on last month's discussion, staff completed the application form, for the two properties referenced above that are under review.

Staff's expectation is that the ARHP Board work through the questions on page 4 of the

application. Once a response is provided for each question by the ARHP Board, then action can be formally taken, and the Official Designation of a Historic Structure will be completed as appropriate for each property.

- The Board discussed the application for each of the two properties currently being evaluated. They used property narratives created by the Egg Harbor Historic Society and John Vogel to determine which criteria of the form the property meets.
 - 7708/7710 - Stella Maris: The Board determined that the property qualifies under Criteria 1 & 3 of the application based on the property narrative.
 - **Paul Brophy moved that 7708/7710 STH 42 Stella Maris Church and Rectory be officially designated by this Board as historically significant, Kathy Navis seconded.**
 - Paul Brophy asked Megan if the potential forthcoming changes to the ordinance might influence or negate such action. Megan Sawyer answered that she didn't think so as this property is already eligible for the National History Registry.
 - Megan Sawyer clarified that the motion language should be "I motion to approve the official designation of historic structure for the property address on the basis of criteria 1 and 3."
 - **Motion carried.**
 - 7838 STH 42 – Cupola House: The Board determined that the narrative is missing some information. Paul Brophy stated that we should get the information from the National Registry. Megan Sawyer said that she would get that information and have it ready for the next meeting.
 - **Chris Roedl motioned to table this until the next meeting, Kathy Navis seconded, motion carried.**

7. Open Session

- Paul Brophy asked if the Plan Commission is going through a rezoning exercise. Megan Sawyer answered yes, they are working on updating the zoning ordinance. He asked if the Board should proactively consider developing an aesthetic plan for properties that are currently owned by the Village to ensure any future looks of the properties if they were to be sold in the future.
- Jim Vander Heiden asked if there was a timeline for the Plan Commission to have any rezoning completed. Megan Sawyer that there is no official timeline but it's at least a year out.
- Kathy Navis explained that the Plan Commission is working through defining more commercial districts, as well as modifying residential districts to allow for smaller lot sizes and setbacks to allow for more housing.

8. Next Meeting

- The next meeting is scheduled for August 12, 2024, at 1:00pm.

9. Adjournment

- **Chris Roedl motioned to adjourn, Paul Brophy seconded, motioned carried.**
- The meeting ended at 2:20pm.

The meeting minutes were completed by Lynette Oman on July 18, 2024. Meeting minutes submitted for review and approval on August 12, 2024.

Bold – Official Action