

**Minutes**  
**Landmarks Commission Meeting**  
**August 17, 2016**  
**4:30pm**

Chair O'Connor called the meeting of the Monona Landmarks Commission to order at 4:30pm.

Present: Chair Mary O'Connor, Mr. Rick Bernstein, Ms. Rebecca Holmquist, Mr. Matt Aro  
Excused: Ms. Branda Weix  
Also present: City Planner & Economic Development Director Sonja Reichertz

**Approval of Minutes**

A motion by Mr. Bernstein, seconded by Ms. Holmquist, to approve the minutes of July 20, 2016 carried without corrections.

**Unfinished Business**

**A. Commissioner Updates on Additions to the Wisconsin Historical Society Architectural Survey Database and WVMO Radio Recordings.**

Mr. Bernstein added an item to the WHS Database for a Lustron home at 208 Starry Ave. There was discussion regarding other existing Lustron homes that could be added to the database including at 404 Lamboley and 5112 Tonyawatha. Commissioners should send any new information or photos that they want added to the online database to Chad at the WHS. Ms. Holmquist noted that the property at 1001 Femrite, listed on the database, was the former location of the home of Edna Taylor. It is now the 7<sup>th</sup> Day Adventist Church.

All previously assigned short radio readings have been recorded with WVMO except for Mr. Aro's on Effigy Mounds. The Commission discussed interviewing Jan Marshall Fox of the Bungalowen Landmark property. Commissioners were encouraged to schedule this and any additional recordings on their own. It was noted that the Bungalowen owners are considering nominating their property for the national register. Mr. Bernstein noted that he would volunteer on behalf of the Commission to help the owners with the nomination process. The Commission could then organize a celebration with a plaque dedication (perhaps for Preservation month). The Commission also discussed advertising the sale of the Landmarks book on the radio and in the city's newsletter.

**B. Consideration of Action to Hire Preservation Architect Regarding Springhaven Pagoda Condition Assessment and Identification of Treatment Alternatives.**

The Commission discussed the total Landmarks Commission budget of \$4,500. The Commission discussed the proposal from Charles Quagliana for historic preservation architectural services that totaled \$3,400. The scope of work includes a condition assessment, evaluation of treatment options, and preparation of a final report. There was consensus that hiring an expert was needed in order to have a comprehensive understanding of treatment options and costs. This information is critical for future evaluation by the Council of whether to allocate future capital funds to a restoration project. The Commission agreed to have Mr. Quagliana remove the following line from page 2 of the proposal: "Analysis of concrete, if needed, would be an additional cost. Likely direct invoiced to the City of Monona." It was determined that a lab analysis of concrete will not be done and the contractor will instead rely on traditional historic concrete mixes.

Reichertz noted that Public Works will be able to use their mini excavator around the base of the pagoda. The Commission requested to be notified so they may be on site during the excavation.

Mr. Bernstein also asked if Mr. Quagliana could separate out the cost for the film that needs to be applied to the columns. Does the film have to be applied before winter? Can Public Works apply the film? Also, we need to replace the tarp on the pagoda before winter.

A motion was made by Ms. Holmquist, seconded by Mr. Bernstein, to approve the scope of work from Charles Quagliana with removal of the line regarding additional cost for analysis of concrete.

The motion carried unanimously.

### **C. Discussion of Potential Archaeological History Projects.**

Reichertz noted that she would work with Attorney Cole for a memo on preservation covenants.

### **New Business**

#### **A. Discussion of Forms and Process for Landmark Site/Building Nomination.**

Mr. Aro and Ms. Holmquist explained their desire to have a more formal landmark nomination form. They explained various reasons for having a form including (1) allows the public to complete a form to nominate a landmark for Commission review, (2) provides a consistent framework for nominating all future landmarks and each form would request the same information and require justification for nomination of the landmark, (3) allow for better record keeping as to why landmarks were nominated over time, and (4) serve as a useful tool for communicating to the Council as landmarks are nominated in the future.

Ms. Holmquist said she would like to see more categories on the form so you could choose site, structure, or building, and that these should be defined. We could also define if something on a site is contributing or non-contributing to the historic nature of the site.

Mr. Aro said he likes the preparation guide on the Madison example and he would like to see Monona use something similar.

Reichertz will research if Fitchburg uses a specific nomination form or process.

There was discussion of incorporating the nomination process into an ordinance revision.

#### **B. Discussion of Items for Future Agenda.**

The next meeting will be October 12<sup>th</sup>. We will discuss updates on the Pagoda project and a draft nomination form.

### **Upcoming Meetings**

The regularly scheduled meeting for September 21, 2016 is cancelled. The next meeting will be held on October 12, 2016 at 4:30pm at the Library, not the regularly scheduled time on October 19, 2016.

### **Adjournment**

A motion by Mr. Bernstein, seconded by Ms. Holmquist to adjourn was carried. (5:45 pm)

Respectfully submitted by: Sonja Reichertz, City Planner