

**LANDMARKS  
COMMISSION**

**Thursday, February 4, 2021**

**3:00 PM**

**McFarland Municipal Center**  
*Community Room*

AGENDA

You are invited to this meeting through a Zoom webinar. The Public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/81435905014>

Or by Telephone: +1 (312) 626-6799  
Webinar ID: 814 3590 5014

1. CALL TO ORDER
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
  - a. Review and possible approval of the November 12, 2020 Landmark Commission minutes
4. BUSINESS.
  - a. Discussion regarding potential additional historic designations of properties.
5. SCHEDULE NEXT MEETING DATE.
  - a. To be determined
6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or [cassandra.suettinger@mcfarland.wi.us](mailto:cassandra.suettinger@mcfarland.wi.us).

## LANDMARKS COMMISSION

### Working Draft Minutes

November 12, 2020

**Members Present:** Ron Larson, Gordon Kinder, Stephanie Brassington, Virginia Nichols

**Members Absent:** Kathy Krusiec

**Staff Present:** Andrew Bremer, Stephanie Miller, Karen Knoll

1. CALL TO ORDER

Brassington called the meeting to order at 3:00 p.m.

2. PUBLIC APPEARANCES

None.

3. APPROVAL OF MINUTES

Review and possible approval of the August 6, 2020 Landmarks Commission meeting minutes.

Motion by Kinder to approve the August 6, 2020 minutes, seconded by Larson. Motion carried 4-0.

4. BUSINESS

- a. Review of correspondence to owners of historic properties.

Bremer indicated per the previous meeting discussion he sent out letters to 19 property owners to introduce himself, and to touch bases with them as they own a property on the historic properties list, what that entails, work they could potentially do to the property and to let them know there may be grants through the state available for work they may do on the property. Bremer included a sample of the letter in packets. One owner did respond to the letter. Commissioners discussed the property located at 5979 Siggelkow Road, potential uses for the property along with the current Comprehensive Plan, current and future zoning, and the historic status of the property.

- b. Discussion of potential future additional historic designations of properties.

Bremer summarized they previously discussed looking at other properties that are in the Historic McFarland – A Walking Tour publication, which were not locally designated historic properties under the Village's Zoning Code. Possibly looking at a sample of about six properties along with the rating system used from past years. Bremer reviewed possibilities for rating system, as that should be in place before reviewing any properties.

Bremer went over the standards for designation of properties as provided in packets along with what is required per code section 62-394. In 1990 there were two sets of ratings that were followed, along with what was required by code. The two sets appear to have been “historical significance” and “conditions and quality” of the property. Larson was able to provide copies of the rating sheets used when the original list of historical properties was put in place. Bremer and Larson reviewed with Commissioners, the scoring system used, cut off points and how it was used with the properties.

Bremer and Commissioners reviewed categories, possible changes and options for combining some of the items under each category, along with the possibility of properties, which were not on the list, which at this time may meet criteria. Bremer pointed out if something did not score high enough in 1990 to be locally designated, it may be unlikely that conditions have changed to rate of higher importance at this time. There is also the property at 5407 Broadhead Street, which is a garage and is on the walking tour, but was not listed on the local Historic Registry; there are no records as to why this property was not scored previously. Bremer indicated this could be one to focus on as it is on the walking tour.

Commissioners concurred with moving section #2 under section 1c. Along with doing a trial run on one property, then looking at properties that did not make the cut off previously. Larson indicated there was a “b” list and some properties were not included due to age, which possibly could be looked at this time. Larson felt there could be two approaches; one to look at properties in the walking tour that did not make the cut off in 1990, and properties which are not in the walking tour but since 1990, could be considered a local landmark. Larson indicated there are areas, which were not looked at such as Edwards Park and properties near the lake; the view was concentrated on what was the older original part of McFarland. There are more properties than those on the “b” list to be considered. Kinder suggested a historical marker where the old boardwalk used to be and the former original Beach house. Kinder felt having a few historical markers placed on the sites of some of the original important structures would be historically beneficial. Larson inquired if Indian mounds should be considered as local landmarks. Kinder indicated the Village is aware of where they are but the locations are kept less public for privacy and respect of the sites. Bremer noted there are two such sites already on the National Historic Register, but the addresses are restricted.

Bremer suggested revising the scoring and guidelines and apply that methodology to a smaller sample of properties. We could also take from the assessment records and look for properties that were constructed from 1920-1930, which would give a range of properties to potentially be considered or sampled. Bremer would like to review the past scoring sheets to see where the potential cut off was. When the scoring system is revised, we would know what the past cutoff was in the previous decision process. Bremer advised there will be some revisions, he will develop some guidelines, then have Commissioners review the changes before looking at any properties. They would likely not be rescoring properties that did not make the list, as the facts for the property have not changed. Commissioners concurred they do not need to go back and regrade properties that did not rate high enough in 1990.

Bremer summarized he will come up with a new one page sheet per the discussion, review the past ratings to look for the cutoff and see what properties he can come up with that are in the 1920 -1930 timeframe. Depending on how many, they may break that into a five-year span.

5. SCHEDULING NEXT MEETING DATE

TBD – possibly January 7, 2021 or February 4, 2021, Commissioners will be contacted to see if those dates work and if there would be a quorum.

6. ADJOURNMENT

Nichols moved to adjourn, Kinder seconded the motion. Motion carried meeting adjourned at 4:06 p.m.

Working Draft

  
**VILLAGE OF**  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Thursday, February 4, 2021

**SECTION:** Business

**DEPARTMENT:** Community Development

**CONTACT:** Andrew Bremer, Comm & Eco Dev Director

**AGENDA ITEM:** Discussion regarding potential additional historic designations of properties.

**PREVIOUS ACTION:**

At the last Landmarks Commission meeting the Commission discussed working on the following items:

- Development a new scoring sheet for use by Commissioners when considering new historic property designations under Article II, Division 6 of the Village's Historic Preservation Ordinance.
- Develop a list of potential properties to score in the future, which have structures built in year 1920 through 1929.

**ISSUE SUMMARY:**

Within the packet is a new draft Historical Structure and Site Evaluation Form. This form reflects the requirements under Sec. 62-394(a)(1-4) and builds off the prior form used by the Commission in 1990. This is a draft form and the purpose of the meeting is to discuss further revisions as necessary.

Staff also reviewed the Village Assessor's property records and pulled out the following addresses that are identified with structures built in 1920 through 1929. Please note that it is not necessary for Commissioners to visit or review these properties for the February meeting. We can use the meeting to virtually review some of these properties to get familiar with their location and to discuss future opportunities for field scoring.

1. 5310 Broadhead Street
2. 5302 Broadhead Street
3. 5403 Broadhead Street (*was not rated in 1990*)
4. 5009 Card Avenue
5. 5406 Hough Street (*in the Walking Tour Publication, not designated historical in 1990*)
6. 4612 Dale Road
7. 6115 Exchange Street (*in the Walking Tour Publication, not designated historical in 1990*)
8. 6116 Exchange Street (*already designated*)
9. 6103 Overlook Drive
10. 4505 Field Avenue



11. 4515 Field Avenue
12. 4517 Field Avenue
13. 4509 Lakeview Avenue
14. 4510 Lakeview Avenue
15. 4511 Lakeview Avenue
16. 4512 Lakeview Avenue
17. 4604 Lakeview Avenue
18. 5125 Glen Road
19. 4507 Bellevue Court
20. 4511 Bellevue Court
21. 4513 Bellevue Court
22. 3408 & 3418 Elvehjem Road
23. 5116 Erling Avenue

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

Article II, Division 6 of the Village's Zoning Code.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

This item is presented for discussion only.

**ATTACHMENTS:**

1. Historic Designation Rating Form\_draft



LANDMARKS COMMISSION  
HISTORICAL STRUCTURE AND SITE EVALUATION FORM

Commission Member: \_\_\_\_\_

Structure or Site Name: \_\_\_\_\_

Structure or Site Location: \_\_\_\_\_

Historic McFarland A Walking Tour Site Number (as applicable): \_\_\_\_\_

**Historical Significance Scoring:**

Does the structure or site meet the historic structures and sites designation criteria from Sec. 62-394(a)(1-4) of the McFarland Municipal Code. (Score for each criterion applicable to the structure or site, 1=poor example of criteria, 10=excellent example of criteria).

- 1. Exemplify or reflect broad cultural, political, economic or social history of the nation, state or community.

Score: \_\_\_\_\_ Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2. Are identified with historic persons or with important events in national, state or local history.

Score: \_\_\_\_\_ Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



3. Embody the distinguishing characteristics of an architectural type specimen, inherently valuable for a study of a period, style, construction method, or of indigenous materials or craftsmanship.

Score: \_\_\_\_\_ Comments: \_\_\_\_\_

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Comments here may include the overall condition and quality of the historic structure (e.g. overall original character maintained, condition of structure or site)

4. Are representative of the notable work of a master builder, designer, or architect.

Score: \_\_\_\_\_ Comments: \_\_\_\_\_

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\*Total Score: \_\_\_\_\_

**Disclaimer:**

\*There is no minimum required total score that compels the designation of a historical structure or site. The Landmarks Commission members utilize this form to develop an average score per criterion and average total score. A high score in any one of the four criteria may be significant enough to warrant consideration for recommendation to the Village Board for the designation of a historic structure or site. Noting, per Sec. 62-394(b), the Landmarks Commission may adopt specific written operating guidelines for designation of historic structures, historic sites and historic districts providing such conform with the provisions of this Article.