

CITY OF MERRILL
HISTORIC PRESERVATION COMMITTEE
Wednesday, September 8, 2021 at 6:00 P.M.
City Hall Council Chambers
1004 E. First Street

AGENDA

Voting members of Committee: Alderperson Paul Russell, Chairman, Bea Lebal, Elizabeth McCrank, Michael Caylor, Jr. and Alderman Steve Sabatke.

To attend remotely, call 813-964-3947 and meeting PIN 436 985 487#

1. Call to order
2. Approval of August 4, 2021 minutes
3. Update and Discussion on Ordinance Changes from 9-7-21 City Plan Commission
4. Consider changes to the Historic Preservation Repair Guidelines
5. Admirable street names
6. Update on Legion building
7. Public comment
8. Set date, time of next meeting.
9. Adjourn

Agenda prepared by Shari P. Wicke
Agenda reviewed by Chairman Paul Russell

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**City of Merrill
Historic Preservation Committee
Wednesday, August 4th, 2021 at 5:30 P.M.
City Hall Common Council Chambers, 1004 East First Street**

Voting Members Present (4 of 5): Alderman Paul Russell (Chairperson), Alderman Steve Sabatke, Elizabeth McCrank (arr. 6:08) and Bea Lebal. Michael Caylor was excused.

Others meeting attendees (either in-person or remotely) included: City Administrator Dave Johnson, Building Inspector/Zoning Administrator Darin Pagel, City Attorney Tom Hayden, Alderman Steve Hass, Al Wix, Jon Malm, Mark Bares and City Clerk Bill Heideman. Merrill Productions was present to videotape the meeting.

Call to order

Alderman Russell called the meeting to order at 5:30 P.M.

Minutes of previous meeting(s)

The minutes were in the meeting packet.

Motion (Sabatke/Lebal) to approve the July 7th, 2021 minutes. Carried.

Changes to Historic Preservation Ordinance made by City Plan (8/3/21)

At a meeting on July 7th, the Historic Preservation Committee referred the ordinance to the City Plan Commission, so that a public hearing could be held. At a meeting on August 3rd, following a public hearing, the City Plan Commission made amendments to the ordinance, as follows:

1. Consent of the property owner would not be required to submit historic nomination requests.
2. A \$150 fee would be required when submitting historic nomination requests. Property owners nominating their own property and Common Council members would be exempt from the nomination fee.

The ordinance, as amended, will be considered at the August 10th Common Council meeting. There was discussion that the ordinance could be subjected to further amendments at that meeting.

Consider changes to the Historic Preservation Repair Guidelines

Information was in the meeting packet.

Building Inspector/Zoning Administrator Pagel reported that, if the committee wants to make the guidelines advisory rather than regulatory, the word "shall" could be changed to "may" in several places. Sabatke suggested the word "should".

There seemed to be agreement to change the word "shall" to "may" in several places, to make the guidelines advisory. Building Inspector/Zoning Administrator Pagel will make those changes and submit the document to the next meeting for consideration.

A request was made to grant floor privileges to Mark Bares. Without objection, it was so ordered.

Mark Bares urged the committee to "reach out" to people who are buying and/or renovating historic homes.

Update on former American Legion building (Livingston Center)

Alderman Sabatke stated that he favors designating the building as a historic structure. City Attorney replied that doing so now would be premature, and should be considered only after a potential new Historic Preservation ordinance is adopted by the Common Council.

It was noted the City is currently waiting for a legal opinion on ownership of the property.

A request was made to grant floor privileges to Jon Malm. Without objection, it was so ordered.

Jon Malm explained his plans for the building, in the event he purchases it. He is currently waiting for a response from the City on his proposal.

Public Comment Period

City Administrator Johnson provided a verbal update on the T.B. Scott Tower relocation. Landscaping in the area of the tower is pending.

Alderman Sabatke reported that a comprehensive document (from 1992) related to local historic preservation and structures has now been scanned and is available for viewing.

The Committee then made comments and discussed several items that were not on the agenda.

Building Inspector/Zoning Administrator Pagel provided a clarification related to the City being a Certified Local Government.

Elizabeth McCrank stated that she supports the sale of the former American Legion building and the proposal to make it an art center.

Establish date, time and location of next meeting

Wednesday, September 8th, 2021 at 6:00 P.M. in the City Hall Common Council Chambers.

Adjournment

Motion (Sabatke/McCrank) to adjourn. Carried. Adjourned at 6:18 P.M.

Minutes prepared and submitted by:

William N. Heideman CMC, WCMC
City Clerk

Advisory Historic Building Guidelines for Designated Historic Properties within the City of Merrill

All additions, exterior alterations and repairs are recommended to be compatible with the historic character of the building and retain a “Streetview Perspective” of the original structure.

Porches. Porches that are original to the building, or that pre-date 1930 and blend with the historic character of the building, should be retained whenever possible. If such a porch is on a street facade, and is beyond repair, then a new porch should be constructed in its place, although the dimensions of the new porch do not necessarily have to duplicate the dimensions of the old. Construction of new porches to approximate the dimensions of original porches is encouraged.

All porches should present a finished appearance, e.g., all floor joists hidden from view and all porches finished with ceilings and frieze boards. Porch ceilings should have the appearance of narrow beaded boards. First floor porch flooring should be tongue-in-groove boards. Carpeting or two-by-four decking on the porch is not recommended. All wood on exterior porches, except flooring and stair treads, should be painted or opaque stained.

All railings on porches should be constructed of wood with top and bottom rails. Bottom rails should be raised above the floor level and should be no higher than 3.5" from the floor. All balusters on porch railings should be square posts, unless a different design is original to the building. Railings on stairways should be either wood to match the railings on the porch or wrought iron with one-by-one plain vertical balusters. Twisted or other decorative wrought iron is not recommended. All balusters should be constructed such that a 4" ball may not pass through the railing at any point. All balusters should be located in between the top and bottom rail and should not extend across the face of either. Siding on porch rails is not recommended unless the existing “original” rail was sided. Porch posts should be trimmed with decorative molding at the top and bottom of the posts.

All porches and stairways should be enclosed between the frieze under the first floor and the ground with a framed lattice. The lattice should be designed such that a 3" ball could not pass through any portion of the lattice. All stairways should have solid wood risers.

Porches on street facades may be enclosed by storm windows. Storm windows on porches should have the appearance of double-hung or casement windows, with or without a transom, and shall fill the space between the top of the railing and the upper frieze board. When porches are enclosed the railing underneath may be filled in with solid framed panels. Porches on street facades should not be enclosed as a four-season heated space.

Decks. Decks, if constructed, should be to the rear of the building, closely follow the porch design guidelines listed above if possible, never replace an entrance porch, and not detract from the historic character of the building and neighborhood.

Windows. On the front facade, and within ten feet of the front facade on the side facades, all original windows, or pre-1930 windows that are compatible with the historic character of the building should retain their existing historic size, appearance and trim detail. If any of the original windows or pre-1930 windows that are compatible with the historic character of the building have true divided lights (i.e., with small panes of glass between muntin bars), replacement sash should duplicate the existing appearance and have true divided lights. If windows have been altered in the past, restoration to the original appearance is encouraged. If installing new windows, insulated glass units are acceptable as long as they conform to the original historic size, style and appearance especially in the area of sash widths.

On the building sides not within ten feet of the front facade and on the rear facade, the sills of original windows or pre-1930 windows that are compatible with the historic character of the building may be raised to serve bathrooms and kitchens. In all other respects the design should duplicate the original appearance of the existing window. On the sides of the building beyond ten feet of the front facade and on the rear facade, new windows in locations where no window previously existed may be installed. They should retain a similar ratio of height to width as the original windows, be the same type of window as others on the building (e.g., double-hung or casement) and be trimmed and finished to match the appearance of the other windows.

Entrance Doors. If the entrance door is original or is pre-1930 and blends with the historic character of the building, it should be retained unless it is beyond repair. If beyond repair, the door should be replaced with a wood door that closely duplicates the original door. Other material doors such as fiberglass or metal should only be used if wood is not available and should blend with the historic appearance of the building and the original door.

Patio Doors. Patio doors are not recommended to be installed anywhere except to the rear of the building, always have frames similar to full view doors, and always be hinged doors, rather than sliding doors. Raw aluminum doors or other metallic appearing door finishes are not recommended. Patio doors should be painted or finished with a material that resembles a painted finish. They may also be stained and varnished.

Storm Windows and Doors. Storm windows and doors may be enameled, painted or otherwise coated with a colored surface to resemble a painted surface. Raw aluminum or other metallic finishes on storm windows and doors are not recommended. Painted or varnished storm doors of wood and glass to match the original design on the building are encouraged. Storm doors of simple design with no stylistic references and full view storm doors may be used. Storm doors with metal grills are not recommended.

Skylights. Skylights are not recommended unless they were an original feature and retain that appearance.

Roof Materials. Roofing should be done with asphalt shingles, fiberglass or other rectangular composition shingles similar in appearance to 3 -in- 1 tab asphalt singles. Sawn wood shingles, or shakes appearance shingles as those used on the Christ Methodist and Christ Evangelical Episcopal Churches in Merrill may also be recommended. Modern shingles as thick wood shakes, Dutch lap, French method and interlock shingles are not recommended. Vents shall be as inconspicuous as possible and should be similar in color to the color of the roof. Ridge vents are one method of being fairly inconspicuous. Rolled roofing, tar-and-gravel, rubberized membranes and other similar roofing materials are not recommended except for use on flat or slightly sloped roofs that are not visible from the ground.

Dormers and other Roof Alterations. New dormers should match the appearance of original dormers on the building in roof shape and material, width of overhang, siding, window design and trim details whenever feasible. If the original roof shape is not practical, another shape may be acceptable provided that it does not detract from the historic character of the building or the neighborhood. Other roof alterations should be compatible with the roof shape and other historic features of the building, such as siding and trim details.

Chimneys. The exterior appearance of original or pre-1930 chimneys visible from the street should be maintained in good repair. The removal of the exterior portions of such chimneys is not recommended. Chimneys not visible from the street may be removed. New chimneys should be constructed of brick or other historically accurate material; metal chimneys are not recommended.

Siding. Restoration of original wood siding and original decorative details is encouraged, other materials that retain the character and "Streetview Perspective" of the original structure are acceptable. Soffits may be replaced or sided with wood or artificial materials provided the appearance of the proposed material matches as closely as possible the original appearance.

All architectural details including, but not limited to, window trim, frieze boards, cornices and other ornament should either remain uncovered or be duplicated exactly in appearance and should project beyond the siding the same dimensions as the original. Restoration of lost architectural trim is encouraged.

Original brick, stone and stucco siding should be retained. Unpainted brick should never be painted. Mortar and other materials used in brick repair should match the original in color, hardness and appearance.

Foundations. All original foundation masonry, such as brick, stone or rusticated concrete block, should be retained unless significant repairs are required, in which case replacement with materials to duplicate the original appearance is encouraged. If duplicating the original appearance is not practical, other materials can be used provided they blend with the historic character of the building.

Additions. New additions on the front of the building are not recommended, except for open porches. Additions on the sides or rear should be compatible with the building in architectural design, scale, color, texture, and proportion of solids to voids and proportion of widths to heights of doors and windows. Additions and exterior alterations that exactly duplicate the original materials in composition are encouraged. Additions or exterior alterations that involve demolition require Committee approval. Side additions should not detract from the design composition of the main facade. Siding on new additions should be the same as the building, unless the building is masonry, in which case narrow gauge clapboards (alternate: or narrow-gauge steel that duplicates the look of wood clapboards and is not wood-grained, textured or glossy) may be permitted. Foundation material on new additions should duplicate the original foundation material whenever practical and if allowed by the building code. Other foundation materials may also be permitted provided they do not detract from the historic character of the building.

Fire Escapes and Rescue Platforms. Fire escapes and rescue platforms should be located such that they are as unobtrusive from the street as possible. No fire escapes or rescue platforms shall be permitted on the front facade of a building unless the Building Inspector determines no other location is practical. The design of fire escapes and rescue platform should comply with the requirements of the (porches) above, except that balusters on fire escapes and second exit platforms can be metal with one-by-one plain vertical balusters, painted to blend with the colors of the house. Twisted or other decorative wrought iron is not recommended.

Shutters. The installation of new shutters is not recommended. Shutters should be compatible with the historic character of the building and are of a size that, if the shutters were workable, would cover the window opening.

Repairs. Repairs to buildings shall either match the existing or the original appearance. Restoration to the original appearance is encouraged.

Garages. Garages and accessory buildings should be compatible with the characteristics of the principal building in appearance, color, and construction and should not be placed to detract from the front facade.

Fences. Fences should be compatible and not detract from the historic character of the principal structure.

Retaining Walls. Retaining walls should be compatible and not detract from the historic character of the principal structure.