



Historic Preservation Commission

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Agenda

Monday, September 15, 2014

6:00 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a Regular Meeting of the **Historic Preservation Commission** of the City of De Pere will be held on **September 15, 2014 at 6:00 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

Call to Order

1. Roll Call
2. Approval of the minutes of the August 18, 2014 meeting.
3. 2014 budget review and 2015 budget discussion.
4. National Register of Historic Places status complete.
5. Tours of St. Norbert College historic buildings.
6. Wisconsin Economic Development Corporation - tax credit programs.
7. Plaques for properties on the National Register of Historic Places.
8. Local History - Historic Preservation Conference - October 24-25 in Elkhart Lake.
9. Historic Preservation sub-grants for 2014-2015.
10. Report on local landmark status request for De Pere Historical Society.
11. Report on property sales within historic districts.
12. Future agenda items.

Adjournment

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the City Administrator's office at 339-4044 to make arrangements.

Commission Members

City Planner

Mayor

Alderspersons

City Administrator

City Attorney

De Pere Chamber of Commerce

Kress Family Branch Library

News Media

Joe De Rose, Historic Preservation Division

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: September 15, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Approval of the minutes of the August 18, 2014 meeting.

ATTACHMENTS:

- HPC_Minutes_Aug2014_Draft (PDF)



Historic Preservation Commission

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Draft Minutes

Monday, August 18, 2014
6:00 PM
De Pere City Hall Council Chambers

Call to Order

The meeting was called to order at 6:10 PM by Commissioner Mary Jane Herber

Attendee Name	Title	Status	Arrived
Scott Crevier	Aldersperson	Present	
Mike Fleck	Commissioner	Present	
Gene Hackbarth	Commissioner	Present	
Mary Jane Herber	Commissioner	Present	
Brian Netzel	Commissioner	Present	
Sue Sands	Commissioner	Present	
Adam Turriff	Commissioner	Present	

Also present: city Planning Director Ken Pabich.

2. Approval of the minutes of the July 21, 2014 regular and special meetings.

Scott Crevier motioned, seconded by Gene Hackbarth, to approve the minutes as amended. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Aldersperson
SECONDER:	Gene Hackbarth, Commissioner
AYES:	Crevier, Fleck, Hackbarth, Herber, Netzel, Sands, Turriff

3. 2014 budget review and 2015 budget discussion.

Ken Pabich noted that there have been no new expenditures since last month's meeting. He added a new column to the monthly budget report entitled "Estimate" to aid in calculating next year's proposed budget.

Ken reviewed the proposed 2015 budget for the Historic Preservation Commission. The first six columns include historical trends; column seven displays the 2014 year end estimate. Column eight, the 2015 Department Head Proposed Budget, has the same total (\$5,395) as the current budget, but looks different because detailed expense lines have been added. Ken pointed out that these figures can be adjusted for the draft. City staff were given the directive to come in at 0%, or as close as possible unless justification is provided. He noted that the final column, Percent of Change, looks different because of the line item breakdown but the requested total remains the same.

Ken requested written confirmation from Mike Fleck & the De Pere Historical Society of their budgeted amount for next year; for the draft version he submitted the same figure as previous years. The text for the budget has not changed; however Ken would like input from the Commission on 2015 performance measures and 2014 measurement data. The timeline for the budget is as follows: initial drafts were submitted to Finance Director Joe Zegers last week. Joe will compile the drafts from all departments and meet next week with the City Administrator and department heads. The final budget will be presented to Council in November. Discussion followed regarding funding for the

Attachment: HPC_Minutes_Aug2014_Draft (2632 : Approval of the minutes of the August 18, 2014 meeting.)

plaques project. Ken placed those dollars under the "Consulting" heading because it is a contracted service; creating a line item for capital outlay would be more restrictive.

At the end of 2014, the Commission should look at any remaining funds and determine if there is a need to submit a carryover request. This would be placed on the January 2015 agenda to submit to the Finance Committee.

4. Tours of St. Norbert College historic buildings.

Gene Hackbarth has been in contact with Amy Sorenson at St. Norbert College. He also met with Todd Danen and Chris Betcher in the Alumni office. Tours will be conducted at Old St. Joseph Church, Main Hall, and the Pennings Activity Center. They discussed a tour length of approximately 30 minutes, running from 10 am until 4 pm. The Alumni office is working to secure volunteers to act as tour guides. The Commission will need to put together the information that the tour guides will present to the guests; Gene requested assistance from board members to compile this information. Discussion followed regarding methods to obtain the necessary information. The SNC Alumni office is willing to print copies needed for tour guides, as well as assemble photo boards to display.

5. Wisconsin Economic Development Corporation - tax credit programs.

The WEDC has requested assistance in publicizing a survey for commercial property owners of buildings listed on the State or National Register, or those built prior to 1936. WEDC would like to compile information regarding potential tax credit projects to present to the State legislature in January. There is no published deadline to participate in the survey. Discussion followed regarding a potential mailing to property owners, as well as advertising the survey through local groups such as Definitely De Pere and the Chamber of Commerce.

6. Plaques for properties on the National Register of Historic Places.

Mary Jane Herber presented examples from plaques in the Astor Park district in Green Bay. There are forty seven eligible homes in the N. Broadway district; a decision must be made on how many can be purchased from this year's budget. Ken calculated a total estimate of \$8600 without any homeowner contribution. Discussion followed regarding potential owner contribution, and scheduling a meeting with the homeowners in the district to get assistance with the project.

7. Local History - Historic Preservation Conference - October 24th-25th in Elkhart Lake.

Gene Hackbarth encouraged any members considering the conference to attend the Wisconsin Preservation Stories session on Friday afternoon. Ken Pabich stated that if members submit their registration forms to the city, staff will submit payment so that members would not have to request reimbursement.

8. Historic Preservation sub-grants for 2014-2015.

Gene Hackbarth reported that he will be meeting on August 26th at St. Norbert College to discuss the impact of National Register status, and tax credits for buildings owned by the college. Mark Buechel of the Wisconsin Historical Society will also be at the meeting. The Letter of Intent for the 2015-2016 cycle must be submitted to the Historic Preservation Division by September 12, 2014. The complete request must be submitted by November 14th.

9. Report on local landmark status request for De Pere Historical Society.
Mike Fleck and Mary Jane Herber will begin the process. Ken Pabich requested advance notice so that the Class I notice can be published. The Historical Society requested information on potential advantages and/or disadvantages to obtaining Local Landmark status; it would impact any future plan to add on to the structure, because it would require Historic Preservation Commission approval.
10. Report on property sales within historic districts.
No sales to report through August 2nd.
11. Future agenda items.
None.

Adjournment

Gene Hackbarth motioned, seconded by Adam Turriff, to adjourn the meeting at 7:34 PM.

Respectfully submitted,
Carey Danen

Attachment: HPC_Minutes_Aug2014_Draft (2632 : Approval of the minutes of the August 18, 2014 meeting.)

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: September 15, 2014
DEPARTMENT: Historic Preservation Commission
FROM: Mary Jane Herber
SUBJECT: 2014 budget review and 2015 budget discussion.

Discussion of how many plaques for the N. Broadway District can be done with current budget.

ATTACHMENTS:

- HPC_Budget Report_September (PDF)
- HPC_2015 Draft Budget (PDF)
- HPC_2015 Operations Plan (PDF)

Packet Pg. 7

3.2

City of De Pere
2015 General Fund
Adopted Budget

EXPENDITURES

Account Title			2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Actual	2014 Adopted Budget	2014 6 mos Actual	2014 Year End Estimate	2015 Dept Head Proposed	2015 / 2014 Budget % Of Change
HISTORIC PRESERVATION COMMISSION											
			CONTRACTUAL SERVICES								
100	55150	212	Seminars and Conferences	\$0	\$0	\$0	\$0	\$0	\$0	\$ 1,000	NA
100	55150	215	Consulting	\$0	\$0	\$0	\$0	\$0	\$0	\$ 3,195	NA
			Subtotal	0	0	0	0	0	0	\$ 4,195	NA
			SUPPLIES AND EXPENSE								
100	55150	310	Office Supplies	0	0	0	0	0	0	\$ 390	NA
100	55150	320	Memberships/Subscriptions	0	0	0	0	0	0	\$ 310	NA
100	55150	330	Mileage Reimbursement	0	0	0	0	0	0	\$ 500	NA
100	55150	391	Historic Preservation Supplies	\$ 780	\$ 5,395	\$ 782	\$ 1,687	\$ 5,395	\$ 4,386	\$ 6,500	-100.00%
			Subtotal	780	5,395	782	1,687	5,395	4,386	6,500	-77.76%
			GRANTS, CONTRIBUTIONS, INDEM								
100	55150	701	Historical Society	5,050	5,050	0	5,050	5,050	5,050	5,050	0.00%
			Subtotal	5,050	5,050	0	5,050	5,050	5,050	5,050	0.00%
			TOTAL	\$ 5,830	\$ 10,445	\$ 782	\$ 6,737	\$ 10,445	\$ 9,436	\$ 11,550	\$ 10,445 0.00%

Historic Preservation Commission

Program Full Time Equivalents: 0

Program Mission:

The purpose of the Commission is to affect and accomplish the protection, enhancement, perpetuation, and use or improvement of sites, which represent or reflect elements of the City's cultural, social, economic, political or architectural history. The Commission serves to foster civic pride in the notable accomplishments of the past.

List of Program Service(s) Descriptions:

- 1) *Citizen Contact* - Receive input/questions from citizens on projects related to the areas of responsibility.
- 2) *Historic Districts / Places* – Responsible for the creation and maintenance of historic sites and districts.
- 3) *Historic District Plans* – Responsible for the development, update and implementation of historic district plans for each district.
- 4) *Historic District Education* – Responsible for the continuing education of the citizens about the historical heritage of the city and the historic properties designated.

Important Outputs:

- 1) *Preservation of historic structures, site and districts.* Funding provided through tax levy and state/federal grants. Preservation is important since the City of De Pere is known for its historic heritage, sites and districts.
- 2) *Creation of new historic sites and districts.* Funding provided through tax levy and state/federal grants. Studying and creating new districts is important since more building and areas qualify as the City ages.
- 3) *Education programs related to the program.* Funding provided primarily through grants. Education is important to help maintain and increase the overall quality of the City's historic background.

Expected Outcomes:

- 1) Maintain citizen contact levels in a manner that meets or exceeds the needs of the community.
- 2) Maintain or increase the overall quality of life of residents and visitors through the implementation of the City's historic preservation policies.

- 3) Maintain or increase the overall quality of life for the citizens in De Pere with a historic preservation program that enhances the historical heritage of the City.
- 4) Increase the awareness on the City's heritage and provide education to maintain the historic sites and districts in the City.

2015 Performance Measures:

- 1) Begin Historic District signage for the residential districts. Signage is important for the identification of the historic buildings and is also educates the community on the historic districts.
- 2) Continue implementation of the City Intensive Survey by working on historic building / district designations. The Intensive Survey provides a work plan for the establishment of future historic buildings in the City.
- 3) Provide at least two education programs that continue the education on the historical heritage of the City. Educational programs are important for property owners and citizens in understanding both the history of the community and also the programs that are available to historic properties.

2014 Performance Measurement Data:

- 1) Complete Historic District signage for the business districts and establish framework for residential districts.
 - a. Result: Commission completed the two commercial historic districts.
- 2) Continue implementation of the City Intensive Survey by establish a local landmark program.
 - a. Result: Two nominations were submitted to the State and approved. National designation is in progress.
- 3) Provide at least two education programs that continue the education on the historical heritage of the City.
 - a. Result: Completed.

Significant Program Achievements:

- Assistance on Historic Tax Credit program.
- Commercial district signage.
- Lock Keepers house future use assistance.
- Successful education programs offered to the community. Historic Preservation month, SNC Day, State Tax credit programs for both residential and commercial properties.
- Complete Historic District maps for each district which identify contributing and non-contributing buildings.

Existing Program Standards Including Importance to Community:

- 1) Conduct a regular meeting of the Historic Preservation Commission on the third Monday of the month.
 - a. Community Importance.
 - i. Allows actions required or requested on behalf of the community to be acted upon in a timely manner.
 - ii. Establishes a routine schedule for community involvement.

Costs and Benefits of Program and Services:

The adopted 2014 Historic Preservation program cost is \$10,445. The program benefits the community by providing citizens with representation in the discussion and implementation of the City's historic preservation program. The program also benefits the community by providing education on the historical heritage of the city.

2015 Program Objectives:

- 1) Begin Historic District signage for the residential districts. Signage is important for the identification of the historic buildings and is also educates the community on the historic districts.
- 2) Continue implementation of the City Intensive Survey by working on historic building / district designations. The Intensive Survey provides a work plan for the establishment of future historic buildings in the City.
- 3) Provide at least two education programs that continue the education on the historical heritage of the City. Educational programs are important for property owners and citizens in understanding both the history of the community and also the programs that are available to historic properties.

2014 Budget Significant Expenditure Changes:

- 1) Historic Preservation Commission: The total budget amount of \$5,395 did not change from 2014. The funds were divided into expense accounts to match up better with actual spending.
- 2) Acct 212 Seminars and Conferences: Budget is \$1000 for annual Historic Preservation Conference and other historic seminars available in the area.
- 3) Acct 215 Consulting: Budget is \$3,195 for contribution towards historic plaques in residential historic district.
- 4) Acct 320 Memberships / Subscriptions: Budget is \$310. \$40 WI Associations of Historic Preservation, \$20 National Trust for Historic Preservation, \$100 National Alliance of Preservation Commissions, \$150 Fox River Heritage Parkway.
- 5) Historical Society: The total budget amount of \$5,050 did not change from 2014.

City of De Pere, Wisconsin**Request For Historic Preservation Commission Action**

MEETING DATE: September 15, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: National Register of Historic Places status complete.

The Julius Krause Building, 106 S. Broadway, entry date August 18, 2014.
The John Baeten Store, 620 George St., entry date August 8, 2014.

ATTACHMENTS:

- National Register Entry Notices (PDF)



NOTICE OF ENTRY IN THE NATIONAL REGISTER AND/OR STATE REGISTER OF HISTORIC PLACES

Name of property: Julius Krause Store Building

Location: 106 S. Broadway, De Pere, Brown County, Wisconsin

Date of Entry: August 18, 2014

Designation: ☒ State Register of Historic Places
☒ National Register of Historic Places

The property listed above has been entered in the National Register of Historic Places by the Secretary of the Interior, and listed in the State Register of Historic Places by the State Historic Preservation Office.

Accordingly, this property is entitled to the benefits and protections of the National Historic Preservation Act of 1966, as amended and under Chapter 44, Wisconsin Statutes. It will receive limited protection from encroachment by federal or state assisted or licensed projects or state facilities development projects, and may be eligible to apply for matching grants for research, restoration, acquisition, or stabilization. Certain tax incentives are available to depreciable properties listed in the State Register or National Register.

The State Register and National Register programs are administered by the Division of Historic Preservation-Public History of the Wisconsin Historical Society, Jim Draeger, State Historic Preservation Officer. Questions about the State Register and National Register programs in Wisconsin should be addressed to:

Division of Historic Preservation-Public History
Wisconsin Historical Society
816 State Street
Madison, WI 53706
Telephone: 608/264-6501



NOTICE OF ENTRY IN THE NATIONAL REGISTER AND/OR STATE REGISTER OF HISTORIC PLACES

Name of property: John Baeten Store

Location: 620 George Street, De Pere, Brown County, Wisconsin

Date of Entry: August 8, 2014

Designation: ☒ State Register of Historic Places
 ☒ National Register of Historic Places

The property listed above has been entered in the National Register of Historic Places by the Secretary of the Interior, and listed in the State Register of Historic Places by the State Historic Preservation Office.

Accordingly, this property is entitled to the benefits and protections of the National Historic Preservation Act of 1966, as amended and under Chapter 44, Wisconsin Statutes. It will receive limited protection from encroachment by federal or state assisted or licensed projects or state facilities development projects, and may be eligible to apply for matching grants for research, restoration, acquisition, or stabilization. Certain tax incentives are available to depreciable properties listed in the State Register or National Register.

The State Register and National Register programs are administered by the Division of Historic Preservation-Public History of the Wisconsin Historical Society, Jim Draeger, State Historic Preservation Officer. Questions about the State Register and National Register programs in Wisconsin should be addressed to:

Division of Historic Preservation-Public History
Wisconsin Historical Society
816 State Street
Madison, WI 53706
Telephone: 608/264-6501

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: September 15, 2014
DEPARTMENT: Historic Preservation Commission
FROM: Mary Jane Herber
SUBJECT: Tours of St. Norbert College historic buildings.

Discussion of time constraints and information needed which caused for cancellation of tours.

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: September 15, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Wisconsin Economic Development Corporation - tax credit programs.

The Wisconsin Economic Development Corporation survey of property owners and developers who may be considering projects which would utilize tax credits as part of their financing structure. The survey is for Historic Preservation Tax (HTC) Credit and Qualified Tax Credit properties. Can the Commission contact property owners to encourage participation in the survey the WEDC is conducting on tax credit usage.

City of De Pere, Wisconsin**Request For Historic Preservation Commission Action**

MEETING DATE: September 15, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Plaques for properties on the National Register of Historic Places.

Discussion on setting up a meeting with home owners in the North Broadway district. Discussion of what will be needed to have accurate data for the plaques. Involvement of the property owner will be needed.

City of De Pere, Wisconsin**Request For Historic Preservation Commission Action**

MEETING DATE: September 15, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Local History - Historic Preservation Conference - October 24-25 in Elkhart Lake.

Discussion on the value of the conference and who plans to attend.

ATTACHMENTS:

- HPC_Conference Attachments(PDF)

INTRO/ABSTRACT/MESSAGE/STATEMENT:

The following report was created by the researchers of the Historic Preservation Institute and the Real Estate Development Program at UWM's School of Architecture and Urban Planning. The intent of this report is to examine the economic and social impact of the recently elevated Wisconsin Historic Tax Credits. Though the program has been in place since 1986, the newly expanded tax credit amount, from 5% to 20% of qualified rehabilitation costs, has stimulated a new desire to examine the program's virtues. Through a careful investigation of its economic impact at both the state and local level, we hope that this report will offer the necessary information to effectively discuss the programs ultimate economic value and social impact.

Professor Matthew Thomas Jarosz AIA

Director, Historic Preservation Institute, UWM, SARUP

Professor Harvey Rabinowitz AIA

Director, Real Estate Certificate Program, UWM, SARUP



School of Architecture & Urban Planning

CONTENTS

1. **Opening message** – intro, purpose/intent/audience, researchers/sponsors (MJ, HR)
2. **Executive summary** - impact of program on WI, current/future, 2 page summary (MJ, HR, SK, DR, RS)
3. **Methodology** – Analysis techniques, metrics, research models, PIEM, UWM RE, (NTHP, Rypkema, HR)
4. **Brief history of Fed. program** – general economics, process, impact, contacts (NPS, NTHP, Tyler, Murt)
5. **HTC programs in adjoining, midwestern states** – comparative analysis (NTHP econ studies, Minn stud)
6. **Brief history of the WI program** – original implementation and recent news stories (SK, WEDC, SHPO)
7. **The State of Wisconsin** – maps of pop, legislativ districts, landmark bldg/districts, (SK, SHPO, WAHPC)
8. **Case Studies** – large/small, rural/city, complete/incomplete, main costs, etc.(SHPO, WEDC, Develop's)
9. **HTC Catalytic impact** – Adjoining bldgs/businesses, jobs, prop value, occupancy,invest (NTHP/Rutgers)
10. **WI Tax Credit Investing** – when/how, corporate vs personal, structuring the deal, tax laws (JB, WL)
11. **A Tax Credit project vision in Wisconsin** – small town hypotheticals around Wisconsin – (MJ, HR)
12. **Frequently asked questions/suggestions** – appli info, process simplification...(Developers and Users)
13. **Appendix** - Acknowledgements, internet links, references, contacts, archives, resources (SK, DR, RS)



City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: September 15, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Historic Preservation sub-grants for 2014-2015.

Information on the letter of intent to the Preservation Division of the DPHPC intention to apply for the sub-grant which was due September 12th. The St. Norbert College Historic District has been submitted for nomination review and grant money requested.

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: September 15, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Report on local landmark status request for De Pere Historical Society.

The De Pere Historical Society has requested that the De Pere Historic Preservation Commission establish Local Landmark status for "White Pillars" at 403 N. Broadway and the "Polo Resto". How to proceed will be discussed.

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: September 15, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Report on property sales within historic districts.

City of De Pere, Wisconsin**Request For Historic Preservation Commission Action**

MEETING DATE: September 15, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Future agenda items.
