



Historic Preservation Commission

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Regular Meeting

Final Minutes

Monday, August 26, 2024

6:00 PM

Council Chambers and Virtual

Call to Order

The meeting was called to order at 6:00 PM by Chairperson Jonathon Hansen

Attendee Name	Title	Status	Arrived
Kathy Achten	Commissioner	Excused	
Patrick Boyd	Commissioner	Present	
Gene Hackbarth	Vice Chairperson	Present	
Jonathon Hansen	Chairperson	Present	
Mark Reinhart	Commissioner	Present	
Jane Schueller	Commissioner	Excused	

Also present: City Planner Peter Schleinzi.

- Approval of the minutes of the April 15, 2024 and June 17, 2024 Historic Preservation Commission meetings.

Ald. Hansen recommended an amendment to the April 15, 2024 meeting minutes: Item 7, page 2: "ineligible for funding due to CLG funding", not ARPA funding. Staff noted that the change would be made before approving the final minutes. Ald. Hansen moved, seconded by Gene Hackbarth, to make the suggested change to the minutes. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jonathon Hansen, Chairperson
SECONDER:	Gene Hackbarth, Vice Chairperson
AYES:	Patrick Boyd, Gene Hackbarth, Jonathon Hansen, Mark Reinhart
EXCUSED:	Kathy Achten, Jane Schueller

- Public comments upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Historic Preservation Commission. §6-3(f) DPMC.

Mark Reinhart reported on the new building for White Pillars, which will break ground in Spring 2025. There were no other public comments.

RESULT:	DISCUSSED
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- Consideration and possible action on historic district sign distribution, instructions, and installation. Presentation by Jonathon Hansen and Mark Reinhart.

City Planner Peter Schleinzi reported that the letters for the Daviswood District were mailed on Friday, August 23. Ten of the 35 homeowners replied to the poll for delivery of their signs. Ald. Hansen noted that the Mansion Street signs need to be reprinted due to an error in the name of the district. They are in the process of being reprinted so those 14 letters will be mailed out once the signs arrive. All HPC members in attendance noted that they would be available to help with the sign distribution as their schedules allow. Ald. Hansen asked for guidance for the location placement of the signs. Peter noted that to the side of the front door would be ideal, but it will depend on the specific layout of certain homes. Staff would like confirmation from the HPC members once the signs have been distributed to confirm that the sign has been installed. Gene Hackbarth moved,

seconded by Patrick Boyd, to approve the project as complete with only the notification and delivery of signs remaining. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gene Hackbarth, Vice Chairperson
SECONDER:	Patrick Boyd, Commissioner
AYES:	Patrick Boyd, Gene Hackbarth, Jonathon Hansen, Mark Reinhart
EXCUSED:	Kathy Achten, Jane Schueller

5. Consideration and possible action on ARPA funded historic district descriptive signage. Presentation by Jane Schueller, Jonathon Hansen, and Patrick Boyd.

Ald. Hansen provided an update on the ARPA funded historic district signage. Staff has contacted sign contractors for price quotes for printing of the signs, which will likely cost over \$5,000. Due to the size of the project, it is likely that an RFP will be needed. City Planner Peter Schleinz reviewed the concept sign and reminded the HPC members that this project must be completed by the end of the year. Ald. Hansen moved, seconded by Gene Hackbarth, to receive the update & place on file. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jonathon Hansen, Chairperson
SECONDER:	Gene Hackbarth, Vice Chairperson
AYES:	Patrick Boyd, Gene Hackbarth, Jonathon Hansen, Mark Reinhart
EXCUSED:	Kathy Achten, Jane Schueller

6. Consideration and possible action on identifying up to six national, state, and local level historic designation properties. Presentation by Jane Schueller, Jonathon Hansen, and Patrick Boyd.

Ald. Hansen reported that the members of the committee held a meeting to identify up to six national, state and local level historic designation properties and suggested focusing on properties from the 2017 Intensive Survey since the letter of intent is due by the middle of September. Discussion followed and it was decided to identify the following properties for designation:

- St Norbert Abbey-1016 N Broadway (State & National)
- Ahlstrom Nicolet Mill -200 Main Ave (State & National)
- Old St Boniface Church/Dudley Birder Hall-400 Grant St (State & National)
- Old Post Office-416 George St (State & National)
- 903 Fox River Dr (State & National)
- CA Lawton Apartments-233 N Broadway (Local)

Ald. Hansen moved, seconded by Patrick Boyd, to approve the project as complete. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jonathon Hansen, Chairperson
SECONDER:	Patrick Boyd, Commissioner
AYES:	Patrick Boyd, Gene Hackbarth, Jonathon Hansen, Mark Reinhart
EXCUSED:	Kathy Achten, Jane Schueller

7. Consideration and possible action on a 2025 CLG Grant Letter Of Intent (LOI). Presentation by Gene Hackbarth.

Gene Hackbarth stated that the letter of intent needs to be received by the Wisconsin Historical Society by September 13, 2024. He will prepare and submit the NOI by the deadline in order to be considered for a 2025 CLG subgrant. Ald. Hansen moved, seconded by Gene Hackbarth, to approve the project as complete. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jonathon Hansen, Chairperson
SECONDER:	Gene Hackbarth, Vice Chairperson
AYES:	Patrick Boyd, Gene Hackbarth, Jonathon Hansen, Mark Reinhart
EXCUSED:	Kathy Achten, Jane Schueller

8. Consideration and possible action on preparing national and state historic designation documentation for a 2025 CLG Grant application. Presentation by Gene Hackbarth and Patrick Boyd.

Ald. Hansen noted that the documentation is only needed if the City is approved for the CLG grant. City Planner Peter Schleinz stated that the application deadline is late November or early December. Patrick Boyd moved, seconded by Mark Reinhart, to receive the item and place on file. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Patrick Boyd, Commissioner
SECONDER:	Mark Reinhart, Commissioner
AYES:	Patrick Boyd, Gene Hackbarth, Jonathon Hansen, Mark Reinhart
EXCUSED:	Kathy Achten, Jane Schueller

9. Consideration and possible action on preparing local historic designation documentation for consideration by HPC and Common Council. Presentation by Jonathon Hansen and Mark Reinhart.

Ald. Hansen noted that the local designation would need to be approved by the Common Council. City Planner Peter Schleinz stated that this project could go into 2025. Ald. Hansen moved, seconded by Gene Hackbarth, to receive the item and place on file. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jonathon Hansen, Chairperson
SECONDER:	Gene Hackbarth, Vice Chairperson
AYES:	Patrick Boyd, Gene Hackbarth, Jonathon Hansen, Mark Reinhart
EXCUSED:	Kathy Achten, Jane Schueller

10. Consideration and possible action on Historic Preservation Commission members attending the 2024 Local History & Historic Preservation Conference on October 16-18, 2024 in Appleton, WI.

The current budget remaining in 2024 is \$540. Gene Hackbarth stated that he wants to attend the conference. Patrick Boyd stated that he would possibly attend also. Ald. Hansen and Mark Reinhart are both interested in attending one day. Staff will divide the \$540 among the members who attend the conference. Ald. Hansen moved, seconded by Patrick Boyd, to receive the item and place on file. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jonathon Hansen, Chairperson
SECONDER:	Patrick Boyd, Commissioner
AYES:	Patrick Boyd, Gene Hackbarth, Jonathon Hansen, Mark Reinhart
EXCUSED:	Kathy Achten, Jane Schueller

Adjournment

Gene Hackbarth moved, seconded by Patrick Boyd, to adjourn the meeting at 6:55 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker