



Historic Preservation Commission

Regular Meeting

335 South Broadway
De Pere, WI 54115
<http://www.de-pere.org>

Agenda

Monday, August 19, 2013

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 **August 19, 2013 at 6:00 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

1. Call to Order
 1. Roll Call
 2. Approve minutes of the July 15, 2013 regular meeting.
 3. Main Street Program Design Guidelines.
 4. Sign at the Fountain on James Street.
 5. Plaques for National Register Properties in Business Districts.
 6. Historic Preservation Division - sub grants.
 7. De Pere Neighborhood Preservation Plan and Local Landmarks Designation.
 8. Fall Conference of Wisconsin Historical Society - Historic Preservation and Local History Conference.
 9. Marker for St. Francis Xavier Mission.
 10. Guidelines for Building Inspector.
 11. Programs and Community Education.
 12. 2014 Draft Budget Review
2. Report on Properties and Status
3. Future Agenda Items
4. Adjournment

Notice is hereby given that a majority of the members of the Common Council of the City of De Pere may attend this meeting to gather information about a subject(s) over which they have decision-making responsibility.

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

AGENDA SENT TO:

Commission Members
Mayor
City Administrator
De Pere Chamber of Commerce
TV, Newspapers, & Radio Stations
Joe De Rose, Historic Preservation Division

City Planner
Alderpersons
City Attorney
Kress Family Branch Library

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: August 19, 2013

DEPARTMENT: Historic Preservation Commission

FROM: Carey Danen

SUBJECT: Approve minutes of the July 15, 2013 regular meeting.

ATTACHMENTS:

- minutes_07-15-13_revised (DOCX)

DRAFT

De Pere Historic Preservation Commission Meeting Minutes
City of De Pere, Wisconsin – July 15, 2013

A regular meeting of the Historic Preservation Commission was held on July 15, 2013, at 6:00 p.m. at De Pere City Hall, 335 S. Broadway, De Pere, Wisconsin.

1. Roll Call.

Chair Mary Jane Herber called the meeting to order. Members present: Mike Fleck, Gene Hackbarth, Brian Netzel, and Mary Jane Herber. Members excused: Tom Monahan, Carla Nicks, and Scott Crevier.

Also present: City Planning Director Ken Pabich and City Administrator Larry Delo.

2. Approve Minutes of the May 20, 2013 Regular Meeting.

Gene Hackbarth moved, seconded by Mike Fleck, to approve the minutes. Upon vote, motion carried unanimously.

3. Update on demolition of 129 S. Broadway.

Gene Hackbarth reported that Midland Commercial Development is working with interested contractors on salvaging materials prior to demolition. Pat Drury of Drury Designs is serving as the lead salvage contractor. The developer will work with the property owner to set up a walk-through to take photographs and select salvage items prior to the close of sale. There has been strong interest in many potential salvage items such as the cream city brick, cornices, iron entry posts, and historic glass. Ken Pabich reported that a date has not been set for demolition, that the site has been approved for a brown field grant, and that Midland Development is currently working on utility relocates.

4. Main Street Program.

Gene Hackbarth reported that the Main Street design committee is in the process of reviewing a draft of the design guidelines for the downtown district.

5. Sign at the Fountain on James Street, adjacent to the Union Hotel.

In 2003 the Historic Preservation Committee purchased a sign depicting the history of the De Pere Locks, and explaining that the fountain depicts the lock and dam. The sign was installed on James Street by city staff. The plastic film covering the sign has deteriorated to the point where replacement needs to be discussed. Blue Raven Creative, the company that possesses the graphic of the current sign, provided a quote with three options: an estimate for updating the graphics, as well as re-creating the original graphic on two different types of material. The committee agreed that the sign graphics do not need to be updated, other than the addition of photo credits to the De Pere Historical Society. Gene Hackbarth moved, seconded by Brian Netzel, to get a cost estimate on adding photo credits, as well as to inquire about the possibility of anti-graffiti coating. Upon vote, the motion carried unanimously.

6. Plaques for National Register properties in business districts.

Ken Pabich & Carla Nicks have been able to identify most of the owners of the LLC's. Mike Fleck reported that many of the owners have asked to see a sample of the plaque. Ken offered to make a mock-up in house (7" x 10" oval) once the committee provides him with the exact wording. Mary Jane Herber reminded the group that the plaque will contain the name of the

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original owner/builder of the property, not that of the current owner. The timeframe for completion of this project is fall 2013.

7. Historic Preservation Division – sub grants.

- a. Consultant Tim Heggland reported to Mary Jane Herber that the draft for the four nominated properties will be submitted soon.
- b. Letter of intent is due September 13 for '14-'15 nominations. Mike Fleck will talk to the owner of the State Bank property (127 N. Broadway).

8. De Pere Neighborhood Preservation Plan & Local Landmarks Designation.

- a. Mary Jane Herber has drafted a letter regarding Local Landmark Designation status which she will give to Harlan Kiesow prior to the next meeting of the Fox River Navigational System Authority on July 24.
- b. Mary Jane Herber reported that the Register of Deeds filing fee is \$30 to add 707 N. Broadway to the Local Landmarks Designation. Whenever homeowner Randy Lawton is ready, the committee will pursue this. Mary Jane suggested that the filing fee should be paid from the Historic Preservation Commission budget.

9. Fall Conference of Wisconsin Historical Society – Local History & Historic Preservation Conference.

Gene Hackbarth provided information to the group about the conference scheduled for October 11 & 12 in Wisconsin Rapids. It will be held at Hotel Mead and offer 24 sessions on a variety of topics. Fees for the conference have not yet been posted on the website.

10. Marker for St. Francis Xavier Mission.

In September 1899, the State Historical Society erected a sign commemorating the establishment of the St. Francis Xavier Mission in 1671 by Father Claude Allouez. The placement of the marker was part of the annual meeting of the State Historical Society. The event is significant because it was the first time the Society held its annual meeting outside of Madison. The marker was moved for the construction of the previous Claude Allouez Bridge, and the Commission is investigating the possibility of moving it from its current home at White Pillars Museum back to the original location. Mary Jane Herber has asked surveyor Les Van Horn to determine the exact location of the original marker (believed to be in the vicinity of Front & George Sts.). She anticipates this should be done in the next week or so.

11. Guidelines for Building Inspector.

- a. City Planning intern Kate Sorensen created maps for five historic districts. Ken Pabich asked the group if they prefer the maps to have footprints of the buildings or outlines of the parcels, and whether garages/outbuildings should be included on the maps. Mary Jane Herber will ask the Wisconsin Historical Society how their maps are prepared and report back to Ken. The group also identified some deletions (409 N. Broadway, 129 S. Broadway), and discussed whether the houses at 703 and 711 N. Wisconsin should be included because they are not part of either the North Broadway District or the Randall Ave Historic District. Ken will take care of those updates and create one large map for the next meeting.
- b. No update on razing permits.

Attachment: minutes_07-15-13_revised (1201 : Minutes)

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12. Programs & Community Education.

Mary Jane Herber is working with Realtors and the Builders Association to see if there would be an opportunity to provide training and education on historic restoration and tax credits.

13. Legislation to increase the tax credit on National Register listed commercial properties by the State of Wisconsin.

- a. Gene Hackbarth provided an update on Assembly Bill – 147. The budget that was passed a week ago includes a provision to raise the supplement for Wisconsin state tax credits from 5% to 10% on National Register listed commercial properties. This includes a stipulation that the project must be valued at \$50,000 or more. The federal tax credit remains at 20%. It should be noted that the credit applies to income tax, not property tax. There were no changes to the tax credit of 25% for residential properties (projects valued at \$10,000 or more over a 3 year period).

14. Report on properties and status.

Nothing to report.

15. Future Agenda Items.

None.

16. Adjournment.

Brian Netzel moved, seconded by Mike Fleck, to adjourn the meeting at 7:45 p.m. Upon vote, motion carried unanimously.

Respectfully submitted,

Carey Danen, Recording Secretary

Attachment: minutes_07-15-13_revised (1201 : Minutes)

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: August 19, 2013

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Main Street Program Design Guidelines.

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

MEETING DATE: August 19, 2013

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Sign at the Fountain on James Street.

ATTACHMENTS:

- HPC_AUGUST_AGENDA_ATTACHMENT (PDF)



CITY OF DE PERE SIGN BUDGET

This budget includes using same color palette and content, but finessing the graphics with more layers, blockouts and more visual interest.

Layout and Design — 2—48" x 30" panels or one 2-sided panel

• Layout, Production, Keyline (update Flying Fish Graphics)	900 - 1200
• Project Coordination and Fabrication Management	150 - 200
Subtotal	1050 - 1400

Fabrication HPL using manufacturer in Texas

(only 4 companies in the US manufacture HPL)

• Setup	150
• Manufacture of a 2-Sided High-Pressure Laminate Sign	1136
The panel has a black core and is impervious to moisture, fluctuations in temperature, rust, and even mold. Colors are guaranteed not to fade for 10 years.	
• Price includes crating, wrapping and shipping to De Pere	
Subtotal	1286

OR

Fabrication DIBOND using a manufacturer in Green Bay

• Manufacture of a 2-Sided Dibond Sign. UV coating guarantees fade resistance for 4-6 years depending upon amount of direct sunlight.	500
• You pick up, or crate, wrap and ship to De Pere	0 - 100
Subtotal	500 - 600

Installation not included.

Client Specified Changes and the Budget

Although cost within a specific line item in the budget may change during the process, be assured that the project as defined in the budget will not exceed the approved budget. Every project has some changes. Budgets are designed to incorporate some changes throughout the creative development stages. However, at times the client may find it necessary to change the scope or parameters of the assignment after the initial budget is approved. Be assured that any requested changes that impact the budget will be communicated in writing in the form of a job change order. You will not be held responsible for any costs not communicated in writing. There will be no surprises.

Terms and Conditions

50% Down Payment. All accounts are due and payable in ten (10) days following date of invoice. Finance charge of 1.5% per month (18%APR), on all past due accounts. This proposal may be withdrawn by Blueraven Creative, LLC, if not accepted within 30 days.

Authorized Signature

TRICA Peterson

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: August 19, 2013

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Plaques for National Register Properties in Business Districts.

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: August 19, 2013

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Historic Preservation Division - sub grants.

- A. 2012-2013 Sub grants - Tim Heggland
 - a. Progress on National Register Nominations.
 - b. Information for property owners of listed buildings.
- B. 2014-15 Sub grants
 - a. State Bank of De Pere, 129 N. Broadway.
 - b. Additional projects.

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: August 19, 2013

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: De Pere Neighborhood Preservation Plan and Local Landmarks Designation.

- A. Lockkeeper's District - Local Landmark Designation - Harlan Kiesow
Fox River Navigational System Authority
- B. Residential property - 707 N. Broadway - Randall Wilcox House

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: August 19, 2013

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Fall Conference of Wisconsin Historical Society - Historic Preservation and Local History Conference.

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: August 19, 2013

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Marker for St. Francis Xavier Mission.

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: August 19, 2013

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Guidelines for Building Inspector.

- A. Update on the status of historic district boundaries on city website.
- B. Progress on the city's ordinance change to razing permits.

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: August 19, 2013
DEPARTMENT: Historic Preservation Commission
FROM: Mary Jane Herber
SUBJECT: Programs and Community Education.

A. Program for real estate brokers.

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: August 19, 2013
DEPARTMENT: Historic Preservation
FROM: Ken Pabich
SUBJECT: 2014 Draft Budget Review

ATTACHMENTS:

- Draft 2014 Historic Preservation Commission Budget Items (PDF)

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.

2014 Performance Measures:

- 1) Complete Historic District signage for the business districts and establish framework for residential districts.
- 2) Continue implementation of the City Intensive Survey by working on two historic designations.
- 3) Provide at least two education programs that continue the education on the historical heritage of the City.

2013 Performance Measurement Data:

- 1) Complete Historic District signage for the business districts and establish framework for residential districts.
 - a. Result: Commission has developed a sign design and is working with properties in the businesses districts for signage.
- 2) Continue implementation of the City Intensive Survey by establish a local landmark program.
 - a. Result: Commission is working with contractor on two possible nominations.
- 3) Provide at least two education programs that continue the education on the historical heritage of the City.
 - a. Result: Completed.

Significant Program Achievements:

- Lock Keepers house future use assistance.
- Signage for locks with Fox River Navigation Authority.
- Assistance on Historic Tax Credit program.
- Successful education programs offered to the community.

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.

2014 Budget Significant Expenditure Changes:

- 1) N/A

City of De Pere
2014 General Fund
Adopted Budget

EXPENDITURES

Account Title			2011 Year End Actual	2012 Adopted Budget	2012 6 mos Actual	2012 Year End Actual	2013 Adopted Budget	2013 6 mos Actual	2013 Year End Estimate	2014 Dept Head Proposed	2014 / 2013 Budget % Of Change
HISTORIC PRESERVATION COMMISSION											
Account Number			PERSONAL SERVICES								
			SUPPLIES AND EXPENSE								
100	55150	391	Historic Preservation Supplies	\$ 740	\$ 5,395	\$ 15	\$ 780	\$ 5,395	\$ 782	\$ 4,614	\$ 5,395 0.00%
			Subtotal	740	5,395	15	780	5,395	782	4,614	5,395 0.00%
			GRANTS, CONTRIBUTIONS, INDEM								
100	55150	701	Historical Society	56,930	5,050	5,050	5,050	5,050	-	5,050	5,050 0.00%
			Subtotal	56,930	5,050	5,050	5,050	5,050	-	5,050	5,050 0.00%
			TOTAL	\$ 57,670	\$ 10,445	\$ 5,065	\$ 5,830	\$ 10,445	\$ 782	\$ 9,664	\$ 10,445 0.00%

Program Account NumberPROGRAM BUDGET TITLE

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<u>5% ALTERNATIVE EXPENDITURE REDUCTIONS</u>			
<u>Account Number</u>	<u>Description of Expenditure Reduction</u>	<u>Dollar Amount (Difference Between proposed 2014 and adopted 2013)</u>	<u>% of Total Proposed 2014 Program Expenditures</u>
701	Historical Society	\$ 525	5%
	TOTAL PROPOSED REDUCTIONS	\$ 525	5%
<u>5% ALTERNATIVE REVENUE SOURCES</u>			
<u>Account Number</u>	<u>Description of Revenue Sources</u>	<u>Dollar Amount</u>	<u>% of Total Proposed 2014 Program Revenues</u>