Historic Preservation Commission

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

Regular Meeting

Agenda

Monday, July 21, 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 **July 21, 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 June 16, 2014 meeting.
3. 2014 budget review.
4. Tours of St. Norbert College historic buildings.
5. Update on the status of the Historic Tax Credit programs.
6. Plaques for properties on the National Register of Historic Places.
7. Local History - Historic Preservation Conference - October 24th-25th in Elkhart Lake.
8. Update on placement of Preserve America signage at Scheuring Rd.
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.

AGENDA SENT TO:
Commission Members
City Planner
Mayor
Alderpersons
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:	**July 21, 2014**
DEPARTMENT:	**Historic Preservation Commission**
FROM:	**Mary Jane Herber**
SUBJECT:	**Approval of the minutes of the June 16, 2014 meeting.**

ATTACHMENTS:

- HPC_minutes_June2014_draft (PDF)

Historic Preservation Commission

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

Regular Meeting

Draft Minutes

Monday, June 16, 2014 **6:00 PM** **De Pere City Hall Council Chambers**

Call to Order.

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

Also present: City Administrator Larry Delo.

2. Approval of the minutes of the May 19, 2014 meeting.
Gene Hackbarth motioned, seconded by Scott Crevier, to add a phrase to agenda item #3 to clarify that contributing buildings "within historic districts" are included. Mike Fleck motioned, seconded by Scott Crevier, to approve the minutes. Upon vote, motion carried unanimously to accept the minutes as amended.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Mike Fleck, Commissioner
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Fleck, Hackbarth, Herber, Turriff
EXCUSED:	Sue Sands, Brian Netzel

3. 2014 budget review.
Gene Hackbarth requested clarification on what memberships have been deducted from this year's budget. Mary Jane Herber expressed her opinion that the Fox River Heritage Parkway membership should not be part of the Historic Preservation Commission budget because the parkway is supported by the city in general, and the membership requires city council approval. Larry Delo responded that all Commission actions are on behalf of the city and represent the council. No matter which budget supplies the funds, the money is from the same source. Gene stated that last year was the first year that the city became a partner/member, and the council had to approve a proclamation in support of it. Mary Jane stated that the fee was paid out of the 2012 budget, not the 2013 budget. Larry stated that if the Historic Preservation Commission is the body asking the city to fund the membership, create a proclamation, etc., then it's appropriate for the money to come out of their budget. If the Commission prefers that it does not, it could go to a different budget. Scott Crevier suggested that the Commission review all memberships to ensure that they are still beneficial, and if so, request a budget increase next year.

4. Election of officers.
Mike Fleck nominated Mary Jane Herber for the position of Commission Chair, seconded by Adam Turriff. Gene Hackbarth expressed concern about electing officers without the full board present; Scott Crevier concurred but indicated that it was still possible to vote. Upon vote, motion carried unanimously. Gene motioned to elect Mike Fleck as Vice Chair, seconded by Mary Jane Herber. Upon vote, motion carried unanimously. It was

Attachment: HPC_minutes_June2014_draft (2416 : Approval of the minutes of the June 16, 2014 meeting.)

agreed that the position of Secretary is no longer necessary now that a member of city staff takes minutes and maintains meeting records.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Gene Hackbarth, Commissioner
SECONDER:	Mary Jane Herber, Committee Member
AYES:	Crevier, Fleck, Hackbarth, Herber, Turriff
EXCUSED:	Sue Sands, Brian Netzel

5. Update on pending nominations to the National Register of Historic Places.
Mary Jane Herber reported that the revised timeline for the Krause & Baeten buildings is now October due to the workload at the State Historical Society. She noted that the building owners can start to move forward with projects even though the process is not yet complete.

6. Plaques for properties on the National Register of Historic Places.
The Commission discussed initiating the purchase of plaques for residential property owners. Discussion included items such as which district to begin with, determining correct dates for the plaques, and plaque design. Gene Hackbarth made a motion to work towards completing residential plaques for the N. Broadway district in 2015, and requesting those funds for the 2015 budget. Motion was seconded by Mike Fleck. Discussion followed regarding pricing for the 47 properties in that district, as well as property owner contribution towards the plaques. Scott Crevier suggested withdrawing the motion until more details are determined, and the group concurred.

7. Razing permits.
One razing permit application was submitted this past month for a detached garage. Because the Commission does not have a complete procedure in place, a majority of the members performed a visual review of the building and concluded that the structure was of no historical significance.

   The committee reviewed the second draft of the razing permit application and requested the addition of "and/or" to the application question "is the structure listed on the State or National Register". Discussion followed about changing the wording in the "Additional Conditions" section from "property" to "building", because the word "property" generally refers to land and is not necessarily a structure. Gene Hackbarth noted that State and National nomination documents utilize the term "buildings". Staff pointed out that the language in this section was taken directly from City Ordinance 54-8 and cannot be changed without a formal recommendation to the city attorney to amend the ordinance. Scott Crevier motioned, seconded by Mike Fleck, to approve the razing draft with the "and/or" correction, and the stipulation that if the ordinance is updated in the future, the Additional Conditions section shall be updated as well. Upon vote, motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Scott Crevier, Alderperson
SECONDER:	Mike Fleck, Commissioner
AYES:	Crevier, Fleck, Hackbarth, Herber, Turriff
EXCUSED:	Sue Sands, Brian Netzel

8. Update on placement of Preserve America signage at Scheuring Rd.

Attachment: HPC_minutes_June2014_draft (2416 : Approval of the minutes of the June 16, 2014 meeting.)

The group discussed whether population signs have been placed at Scheuring Road and the Hwy 57 entrance to the city.

9. Review of City of De Pere website - Historic Preservation Commission pages.
Updates to the information on individual historic districts will be submitted to city staff. Discussion followed as to whether the Commission needs to approve each update.

10. Local landmark status request - De Pere Historical Society.
Mary Jane Herber provided clarification on the hearing process for local landmark status requests. Individual properties require a hearing within the Historic Preservation Commission; designating a district as a local landmark would require a public hearing at the council level.

Mary Jane will meet with the president of the De Pere Historical Society to review their application for White Pillars and the Polo Resto.

11. Review of community education programs.
Gene Hackbarth expressed appreciation to the participants and speakers for Historic Preservation Month events.

The Historic Tax Credits presentation by Mark Buechel of the Wisconsin Historical Society on May 15th had nine attendees at the commercial session, and 30 at the residential session. The plaque dedication ceremony on May 22nd had 14 attendees on the east side, and 12 on the west side. The May 31st public tour of downtown commercial districts included interior tours of Credo (201 Main Av), Nell & Associates (380 Main Av), and Ameriprise Financial (113 S. Broadway). There were 70 attendees for this tour. The restaurant was open on the main floor of the Locktender's house, and the second floor was open for tours as well. Mary Jane Herber noted that this was one of the more successful preservation months held by the Commission, and commended Gene for his work on the project. Discussion followed regarding potential ways to publicize next year's events. Mary Jane asked Scott Crevier to obtain a contact at St. Norbert for logistical help in setting up a potential fall tour of historic campus buildings.

12. Certified Local Government report to the Department of the Interior.
Gene Hackbarth has submitted the Certified Local Government report to the Department of the Interior, and will respond to their questions about past submissions.

13. Report on property sales within historic districts.
622 N. Wisconsin St purchased by John Merline.

821 Oakdale Av purchased by Brandon & Katherine Longley.

503 Ridgeway Blvd purchased by Gerald & Christine Wied.

903 N. Broadway St purchased by Lee & Patricia Adams.

615 N. Broadway St purchased by Louis Lajoe.

121 N. Huron St purchased by Adam McMullen.

524 N. Broadway St purchased by Resource One Realty.

14. Future agenda items.
Future requests for National Register nominations.

Adjournment.

Attachment: HPC_minutes_June2014_draft (2416 : Approval of the minutes of the June 16, 2014 meeting.)

Gene Hackbarth motioned, seconded by Scott Crevier, to adjourn the meeting at 7:30 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Carey Danen

Attachment: HPC_minutes_June2014_draft (2416 : Approval of the minutes of the June 16, 2014 meeting.)

City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: **July 21, 2014**

DEPARTMENT: **Historic Preservation Commission**

FROM: **Mary Jane Herber**

SUBJECT: **2014 budget review.**

ATTACHMENTS:

- HPC_Budget Report_July (PDF)

2014 Historic Preservation Commission Budget

Historic		Budgeted	Actual
2014 Budget		$5,395.00	$5,395.00
Carryover Request (from 2013*)			$4,772.91
	Zimmerman Foundries	$1,924.75	($1,924.75)
	Reinhold Plaque Install (35@25)	$875.00	($805.00)
	Fossil	$450.00	($450.00)
	Orde Sign	$390.61	($390.61)
	Glenbow Museum	$50.00	($50.00)
	Travel (Mary Jane)	$605.47	($605.47)
	Preserve America Signs	$490.00	
Historic Plaques		3195	
Education / Training Sessions		500	
Memberships		200	($150.00)
Meeting Expenses		1000	
Mileage Expense		500	
Commission Member Nameplate			($9.89)
2014 Balance			$5,782.19

Known remaining bills .....

Total Expenses	$0.00
Difference	

Requested Carryover $5,782.19

Proposed Final 2014 Budget Balance

Attachment: HPC_Budget Report_July (2418 : 2014 budget review.)

City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: **July 21, 2014**

DEPARTMENT: **Historic Preservation Commission**

FROM: **Mary Jane Herber**

SUBJECT: **Tours of St. Norbert College historic buildings.**

Contacts have been made with staff of St. Norbert College about tours of the campus focusing on those buildings which are listed on or eligible for the National Register of Historic Places. Discussion of what staffing will be needed.

City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE:	**July 21, 2014**
DEPARTMENT:	**Historic Preservation Commission**
FROM:	**Mary Jane Herber**
SUBJECT:	**Update on the status of the Historic Tax Credit programs.**

Information about the reinstatement of the 20% state tax credits on commercial properties and tax credits available for commercial properties built prior to 1936.

City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE:	**July 21, 2014**
DEPARTMENT:	**Historic Preservation Commission**
FROM:	**Mary Jane Herber**
SUBJECT:	**Plaques for properties on the National Register of Historic Places.**

At last month's meeting it was discussed that the North Broadway Historic District should be the first residential district to get plaques. This is the oldest historic district in the city. Discussion of what will be needed to have accurate data for the plaques. Involvement of the property owner.

City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE:	**July 21, 2014**
DEPARTMENT:	**Historic Preservation Commission**
FROM:	**Mary Jane Herber**
SUBJECT:	**Local History - Historic Preservation Conference - October 24th-25th in Elkhart Lake.**

Discussion of the value of the conference, which members of the Commission would like to attend.

City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE:	**July 21, 2014**
DEPARTMENT:	**Historic Preservation Commission**
FROM:	**Mary Jane Herber**
SUBJECT:	**Update on placement of Preserve America signage at Scheuring Rd.**

City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE:	**July 21, 2014**
DEPARTMENT:	**Historic Preservation Commission**
FROM:	**Mary Jane Herber**
SUBJECT:	**Historic Preservation sub-grants for 2014-2015.**

The sub-grants letter of intent is due in mid-September. Discussion of what grant request(s) the commission may submit to the Historic Preservation Division of the Wisconsin Historical Society.

City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE:	**July 21, 2014**
DEPARTMENT:	**Historic Preservation Commission**
FROM:	**Mary Jane Herber**
SUBJECT:	**Report on local landmark status request for De Pere Historical Society.**

City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE:	**July 21, 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:	**July 21, 2014**
DEPARTMENT:	**Historic Preservation Commission**
FROM:	**Mary Jane Herber**
SUBJECT:	**Future agenda items.**