



Historic Preservation Commission

Regular Meeting

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

Agenda

Monday, June 19, 2023

6:00 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statute 19.84, Notice is hereby given to the public that a meeting of the **Historic Preservation Commission** of the City of De Pere will be held on **June 19, 2023 at 6:00 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET, DE PERE.**

The public may attend the meeting either in person in the Council Chambers or electronically/telephonically. Electronic or telephonic access to the meeting is provided below:

Computer/smart phone accessing <https://www.gotomeet.me/DePere>

OR

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(312\) 757-3117](tel:+13127573117)

Access Code: 154-883-285

This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at <http://deperewi.igmp2.com/>.

Call to Order

1. Roll Call
2. Approval of the minutes of the April 17, 2023 Historic Preservation Commission meeting.
3. 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
4. Discussion about a recently completed 2023 Project: Review of Historic Preservation Ordinance for user-friendliness when used by Certificate of Appropriateness applicants.
5. Consideration and possible action on the proposed educational/city heritage program for an HPC member-driven public announcement about the virtual historic walking tour. Presentation update by Jonathon Hansen and Mike Fleck.
6. Consideration and possible action on the proposed historic district signage project. Presentation by Jonathon Hansen, Adam Turriff, and Mike Fleck.
7. Consideration and possible action on the proposed state and federal historic designations of three properties. Presentation by Jonathon Hansen and Mike Fleck.
8. Consideration and possible action on the proposed local designation of three commercial properties and three residential properties. Presentation by Jonathon Hansen and Mike Fleck.

Adjournment

Any person wishing to attend this meeting, who, because of disability, requires special accommodations should contact the City Planner's office at 339-4043 by noon on the day of the meeting so that arrangements can be made.

*Items with an asterisk require City Council approval.

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

Wisconsin Historical Society



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: June 19, 2023

DEPARTMENT: Historic Preservation Commission

FROM: Kelly Barker

SUBJECT: Approval of the minutes of the April 17, 2023 Historic Preservation Commission meeting.

ATTACHMENTS:

- HPC_Apr2023_Minutes_Draft(PDF)



Historic Preservation Commission

Regular Meeting

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

Draft Minutes

Monday, April 17, 2023

6:00 PM

Council Chambers and Virtual

Call to Order

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

Attendee Name	Title	Status	Arrived
Mike Fleck	Commissioner	Present	
Gene Hackbarth	Vice Chairperson	Present	
Adam Turriff	Commissioner	Present	
Jonathon Hansen	Chairperson	Present	

Also present: City Planner Peter Schleinz.

2. Approval of the minutes of the February 20, 2023 Historic Preservation Commission meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mike Fleck, Commissioner
SECONDER:	Adam Turriff, Commissioner
AYES:	Fleck, Hackbarth, Turriff, Hansen

3. 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

There were no public comments.

RESULT:	DISCUSSED
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4. Annual election of the Chair and Vice Chair.

Gene Hackbarth nominated Ald. Hansen as Chair and Adam Turriff nominated Gene Hackbarth as Vice Chair. Upon vote, motions carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gene Hackbarth, Vice Chairperson
SECONDER:	Adam Turriff, Commissioner
AYES:	Fleck, Hackbarth, Turriff, Hansen

5. Consideration and possible action on the proposed educational/city heritage program for an HPC member-driven public announcement about the virtual historic walking tour. Presentation by Jonathon Hansen and Mike Fleck.

Ald. Hansen reported on the educational/city heritage program. He noted that he reached out to Definitely Executive Director Tina Quigley to conduct a joint public rollout of the historic walking tour in the month of May, which is Historic Preservation month. He added that there are some issues with some of the photos on Definitely Depere's website, but he and Tina are working on resolving the issues. The website has been live since January. Ald. Hansen made a motion, seconded by Gene Hackbarth, to receive the update and place it on file and that the HPC continue to work on this project with Definitely De Pere.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jonathon Hansen, Chairperson
SECONDER:	Gene Hackbarth, Vice Chairperson
AYES:	Fleck, Hackbarth, Turriff, Hansen

6. Consideration and possible action on the proposed historic district signage project. Presentation by Jonathon Hansen, Adam Turriff, and Mike Fleck.

Ald. Hansen noted that Gene, Mike and himself have been working on this project. The proposed size for the signs is 7 inch by 10 inch. City Planner Peter Schleinz noted that he reached out to four local sign companies for price quotes. He stated that the budget is \$6,400. Gene Hackbarth stated that he prefers the oval shape for the sign and the rest of the HPC members agreed. Adam Turriff suggested that staff get a sample of the sign prior to ordering the signs. The cost of a plastic type sign is \$57 each, while a bronze sign costs \$450. There is a total of 60 houses in the historic district. Once a sample plaque has been chosen, Adam Turriff suggested that a survey may be sent out to the homeowners. Ald. Hansen suggested that staff get a quote for installation of the signs. Gene Hackbarth made a motion, seconded by Ald. Hansen, to approve the oval shape of the sign, as well as the plastic sign, in addition to getting more information on installation costs and procedures. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gene Hackbarth, Vice Chairperson
SECONDER:	Jonathon Hansen, Chairperson
AYES:	Fleck, Hackbarth, Turriff, Hansen

7. Discussion about the proposed Historic Preservation Ordinance review to assist applicants with Certificate of Appropriateness applications. Presentation by Adam Turriff and Mike Fleck.

City Planner Peter Schleinz clarified that the members working on this project are Adam Turriff and Gene Hackbarth, not Mike Fleck. Adam requested that staff send him the current application. Gene noted that he contacted Jason Tish at the Wisconsin Historical Society. Gene will send the members a link to the Madison and Beloit ordinances for review. No action needed to be taken on this item.

RESULT:	DISCUSSED
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8. Discussion about the consideration of the de-listing of 106 S Broadway at the upcoming, May 26, 2023, State Historic Review Board Meeting.

City Planner Peter Schleinz updated the HPC on the de-listing of 106 S Broadway, which will be reviewed at the May 26, 2023 State Historic Review Board meeting. There was no additional discussion.

RESULT:	DISCUSSED
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9. Consideration and possible action on the proposed state and federal designation of three historic properties. Presentation by Jonathon Hansen and Mike Fleck.

Ald. Hansen reviewed the project to send letters to properties to solicit interest to be designated on the national and state registers. Discussion followed regarding specific properties in which letters have already been sent out. These included the following:

107 N Broadway (Old National Bank of De Pere building) - letters sent in December 2020 and May 2022, no response.

127 N Broadway (Old State Bank of De Pere building) - letters sent in December 2020 and May 2022, no response.

1207 Fox River Dr - letter sent in May 2022, no response.

1334 Fox River Dr - letter sent in December 2020, potentially good candidate to send another letter to.

416 George St (Old Post Office building) - letters sent in 2020 and 2021, property owner declined.

713 Glenwood Ave - letter sent in December 2020, declined.

514 Lewis St - letters sent August 2021 and May 2022, no response.

301 Main Ave (Credo building) - letter sent December 2020, declined.

405 S Wisconsin St - letter sent 2022, declined.

Ald. Hansen asked the members if there was any preference on which three properties to reach out to this year. Gene Hackbarth recommended both 107 N Broadway and 127 N Broadway since no reply was received after May 2022 letters were sent. Staff suggested using the letter that was sent in the past. Adam Turriff suggested waiting until May to send out the letters, stating that it would be a good time since May is Preservation month.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jonathon Hansen, Chairperson
SECONDER:	Gene Hackbarth, Vice Chairperson
AYES:	Fleck, Hackbarth, Turriff, Hansen

Adjournment

Gene Hackbarth moved, seconded by Adam Turriff, to adjourn the meeting at 6:43pm. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: June 19, 2023

DEPARTMENT: Historic Preservation Commission

FROM: Kelly Barker

SUBJECT: 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



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: June 19, 2023

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Discussion about a recently completed 2023 Project: Review of Historic Preservation Ordinance for user-friendliness when used by Certificate of Appropriateness applicants.

The following 2023 project is complete:

1. Review of Ordinance to make it user-friendly for Certificate of Appropriateness applicants.
 - Target start by 17 Apr.
 - Target completion by 18 May.
 - Actual completion on 02 Jun.
 - Scheduled follow-up HPC discussion by 19 Jun - ON TIME.
 - Project team was Adam Turriff and Gene Hackbarth.

The following 2023 projects are in progress and appear as separate agenda items:

- * First educational/heritage program (Feb - May).
 - Project team is Jonathon Hansen and Mike Fleck.
- * Signage for two residential districts (Feb - Jun).
 - Project team is Adam Turriff, Jonathon Hansen, and Mike Fleck.
- * Identify three state/federal designation properties (Apr - May).
 - Project team is Jonathon Hansen and Mike Fleck.
- * Identify six local designation properties, three commercial and three residential (Jun - Oct).
 - Project team is Jonathon Hansen and Mike Fleck.

The following 2023 projects have not begun yet:

- A. Letter of Intent for a 2024 CLG sub-grant (Jun - Aug).
 - Project team will be Gene Hackbarth.
- B. Second educational/heritage program (Jul - Sep).
 - Project team will be Jonathon Hansen and Mike Fleck.
- C. Submit application for 2024 CLG subgrant (Oct - Dec).
 - Project team will be Gene Hackbarth.



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: June 19, 2023

DEPARTMENT: Planning

FROM: Peter Schlein

SUBJECT: Consideration and possible action on the proposed educational/city heritage program for an HPC member-driven public announcement about the virtual historic walking tour. Presentation update by Jonathon Hansen and Mike Fleck.

Jonathon Hansen and Mike Fleck to provide a project update. This project has been proposed to be extended by one month to be completed in June.

Link to the Tour: <https://definitelydepere.org/places/category/historic-walking-tour/>



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: June 19, 2023

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Consideration and possible action on the proposed historic district signage project. Presentation by Jonathon Hansen, Adam Turriff, and Mike Fleck.

Jonathon Hansen, Adam Turriff, and Mike Fleck to provide a project update. Approximately 55 signs are being ordered. It is of no surprise to the team and the HPC that the ordering/printing process takes longer than estimated. This was discussed with HPC early in the project.



City of De Pere, Wisconsin

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MEETING DATE: June 19, 2023

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Consideration and possible action on the proposed state and federal historic designations of three properties. Presentation by Jonathon Hansen and Mike Fleck.

Jonathon Hansen and Mike Fleck to provide a project update.



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: June 19, 2023

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Consideration and possible action on the proposed local designation of three commercial properties and three residential properties.
Presentation by Jonathon Hansen and Mike Fleck.

Jonathon Hansen and Mike Fleck to provide a project update.