



Historic Preservation Commission

Regular Meeting

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

Agenda

Monday, June 19, 2017	6:00 PM	De Pere City Hall Council Chambers
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Pursuant to Wisconsin Statutes 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, 2017** at **6:00 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

This meeting can be viewed LIVE at www.depere.tv. This meeting is also rebroadcast on TW Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at www.depere.tv.

Call to Order

1. Roll Call
2. Approval of the minutes of the May 15, 2017 Historic Preservation Commission meeting.
3. Discussion regarding the progress of the City of De Pere Intensive Survey Update.
4. Discussion and action regarding Historic Preservation Commission support for Wisconsin's Historic Tax credit.
5. Discussion and action regarding the HPC desired focus elements of a Certificate of Appropriateness.
6. Future Agenda Items.

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.

Agenda Sent To:

Alderspersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
Joe De Rose, Wisconsin Historical Society

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

MEETING DATE: June 19, 2017

DEPARTMENT: Planning

FROM: Kelly Barker

SUBJECT: Approval of the minutes of the May 15, 2017 Historic Preservation Commission meeting.

ATTACHMENTS:

- HPC_May2017_Minutes_Draft (PDF)



Historic Preservation Commission

Regular Meeting

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

Draft Minutes

Monday, May 15, 2017

6:00 PM

De Pere City Hall Council Chambers

Call to Order

The meeting was called to order at 6:00 PM by Vice Chairperson Brian Netzel

Attendee Name	Title	Status	Arrived
Scott Crevier	Aldersperson	Present	
Mike Fleck	Chairperson	Excused	
Gene Hackbarth	Commissioner	Present	
Brian Netzel	Vice Chairperson	Present	
Sue Sands	Commissioner	Present	
Adam Turriff	Commissioner	Excused	
Joanne Vomastic-Muka	Commissioner	Present	

Also present: City Planner Peter Schleinz.

- Introduction of newest De Pere Historic Preservation Commissioner, Joanne Vomastic-Muka, who was appointed to the Commission on April 18, 2017.

Vice-Chair Brian Netzel introduced Joanne Muka as the newest member of the Historic Preservation Commission and welcomed her to the commission.

RESULT: DISCUSSED

- Approval of the minutes of the April 17, 2017 Historic Preservation Commission meeting.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Scott Crevier, Aldersperson
SECONDER: Gene Hackbarth, Commissioner
AYES: Crevier, Hackbarth, Netzel, Sands, Vomastic-Muka
EXCUSED: Mike Fleck, Adam Turriff

- Follow-up discussion regarding the HPC nomination and designation and Common Council approval of the Queen Anne style "James Harbridge House" at 503 Fulton Street.

City Planner Peter Schleinz updated the Commission regarding the approval by the Common Council of the Queen Anne style home at 503 Fulton Street as a historic structure. He reported that the Council approved the nomination at their April 17, 2017 meeting. The final step in the process is a legal document which was signed by HPC Chair Mike Fleck and the property owners that will be recorded with the Register of Deeds office on May 16, 2017. Gene Hackbarth clarified that the filing fee of \$30 will be paid by the City of De Pere. Scott Crevier mentioned that the designation stays with the property itself rather than with the property owners. Sue Sands asked if a plaque will designate the property as a historic structure. Peter stated that the homeowners would like a plaque and he is working on getting this ordered when he places the order for the North Broadway plaques. Scott asked if the other two local designated properties (Polo Resto and White Pillars) have specific local plaques. Peter stated that they do not. Scott suggested that possibly all three local designated properties should have a specific, unique plaque different from the district plaques. Gene Hackbarth stated that he will reach out to other local historical societies as to what they do for designating local

Attachment: HPC_May2017_Minutes_Draft (5931 : Minutes)

landmarks with plaques and will report back to the Commission at June's HPC meeting. Scott added that verbage on the plaques should include that it is a historic site or historic structure. Because this is a discussion only item, no action needed to be taken at this time.

RESULT:	DISCUSSED
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5. Discussion regarding the HPC desired focus elements of a Certificate of Appropriateness.

Now that a local designation has been approved for the James Harbridge House at 503 Fulton Street, it is necessary to design a Certificate of Appropriateness for future designations. City Planner Peter Schleinze stated that the process is defined within the Code, but he would like the Commission members to identify high priority versus low priority items to be included on the certificate of appropriateness. Scott Crevier suggested to remove as much gray area as possible to make the whole process easier for the homeowner but also keep the criteria consistent for the HPC members. Gene Hackbarth agreed with Scott's recommendation. Scott asked if there are any examples of certificates of appropriateness from other municipalities that can be looked at as a guideline to start from. Gene stated that he would do some research and present his findings at the June meeting. Peter suggested breaking the item into smaller sub-committees to work on the project, possibly starting with the Queen Anne style and going through all the requirements necessary for that style, then taking another style and defining the requirements for each style one at a time. Brian Netzel recommended waiting to hear about Gene's findings first, then discuss Peter's approach at the June meeting. He feels that breaking it down by individual style may be too intensive and take a lot of work that may not be necessary. Peter's only concern is that if a homeowner approaches the building department for a permit, there may not be enough time to issue a certificate of appropriateness in a timely fashion if the homeowner wants to get started right away and the certificate of appropriateness is not ready. Both Brian and Gene expressed an interest in working on the sub-committee if that's the direction this project goes in. Since this is a discussion only item, no action needed to be taken at this time.

RESULT:	DISCUSSED
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6. Discussion regarding information learned by De Pere HPC attendee at the April 28-29, 2017 Wisconsin Association of Historic Preservation Commissions State Conference in Reedsburg, WI.

Gene Hackbarth thanked the Commission for allowing him to attend the conference. He reported that the main focus of the conference was new ideas for core historic preservation commission issues. He stated that there are three power-point presentations which he will share electronically with the Commission members. He noted that both federal and state historic commercial tax credits are under review and that the amount of money that will be available may be cut dramatically from where it has been in the past. Discussion followed regarding what action, if any the HPC should take in regard to the possible budget cuts of commercial tax credits. It was agreed that staff propose this as an action item at June's meeting. Since this is a discussion only item, no action needed to be taken at this time.

RESULT:	DISCUSSED
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7. Request for De Pere Historical Preservation Commission support for a Historic Window Restoration Workshop at the Heritage Hill State Historical Park.

A window restoration workshop was sponsored by the HPC in the past. Gene Hackbarth recommended that anyone who wishes to attend the workshop should register online or call Heritage Hill to sign up. Since this is a discussion only item, no action needed to be taken at this time.

RESULT:	NO ACTION
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8. Discussion regarding the progress of the City of De Pere Intensive Survey Update.

City Planner Peter Schleinz updated the Commission on the intensive survey progress. He reported that remaining site visits, driving reviews, and Historical Society research should be completed by the week of June 12. The project is within the "on-schedule" timeframe established by the HPC. Peter asked if any of the Commission members had any questions to be forwarded to the consultant. No one did. Since this is a discussion only item, no action needed to be taken at this time.

RESULT:	DISCUSSED
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9. Recommendation for the relocation of the Joliet Historical Marker 189.

Gene Hackbarth reported that he, Mike Fleck, and Brian Netzel have been working on the relocation of Joliet Historical Marker 189. Gene proposed that it be located at the triangle of Front and James Streets, plot ED-716, just south of the entry to Chateau De Pere. It will be located just east of the River Tyme boat docks in close proximity to some benches and a sidewalk that flows north & south along the shore of the river. Originally, it was going to be placed by the Fox River Tours boat dock but it was moved slightly north because that property is part of a lease agreement between River Tyme and the City of De Pere. Gene stated that the new location is still visible by people traveling by vehicle on Front Street and also by foot traffic along the Fox River Trail. Scott Crevier stated that he is concerned that it will not be visible from the Fox River Trail and that people would have to walk off the trail to be able to read the sign. He feels that it is most important for the sign to be visible when you're walking on the trail. Discussion followed and it was agreed that the sign should be located directly on the lawn alongside the Fox River Trail. City Planner Peter Schleinz reminded everyone to keep in mind that this location is already being proposed for the location of the Claude Allouez marker. The Commission members agreed that they would like the two markers to be placed in the same vicinity of one another. It was also decided that wording should appear on the back of the sign that reads "state historical marker". It was decided that Brian will work on a new mock picture showing the new location of the sign and Scott will contact the Parks Department regarding the logistics of adding lettering on the back of the sign. Scott will also work with Alderman Ryan Jennings to work out the details regarding the relocation of the Claude Allouez marker. Gene stated that he would like to see this item come back to the June meeting for further discussion, with the intent to bring it back as an action item to finalize the location. All Commission members agreed to table this item and take action on it at the June HPC meeting.

RESULT: **TABLED [UNANIMOUS]**

Next: 6/19/2017 6:00 PM

MOVER: Gene Hackbarth, Commissioner

SECONDER: Scott Crevier, Alderperson

AYES: Crevier, Hackbarth, Netzel, Sands, Vomastic-Muka

EXCUSED: Mike Fleck, Adam Turriff

Adjournment

Sue Sands moved, seconded by Gene Hackbarth, to adjourn the meeting at 7:15 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker

Attachment: HPC_May2017_Minutes_Draft (5931 : Minutes)

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE:	June 19, 2017
DEPARTMENT:	Planning
FROM:	Peter Schleinz
SUBJECT:	Discussion regarding the progress of the City of De Pere Intensive Survey Update.

The consultant, Heritage Research LTD, completed the necessary on-site research and fieldwork in the City of De Pere on June 13, 2017. Local research included field work, photographs, studies at the White Pillars museum, and meeting with Diana Penkiunas from the Wisconsin Historical Society to discuss eligible sites for the Registry. The consultant will now move into the research/analysis phase of the project.

The consultant had no questions for the HPC, but mentioned that the upcoming analysis may produce some recommendations for up to three sites for potential future historic districts and approximately 15 individual properties. The consultant asked if the HPC had any questions.

RECOMMENDED ACTION: This is a discussion item. No action required.

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: June 19, 2017

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Discussion and action regarding Historic Preservation Commission support for Wisconsin's Historic Tax credit.

During the May, 2017 HPC meeting, the topic regarding Wisconsin's Historic Tax Credit was briefly discussed due to a proposed \$10 million per year cap in the state budget for the program. The HPC members informally discussed the option of taking action to send a letter to support no change for the program to area Representatives and Senators at the June HPC meeting.

- * Attached is a draft letter for the HPC to consider sending to area Representatives and Senators.
- * Attached is a proposal for action from HPC member, Gene Hackbarth.
- * Attached to assist HPC with decision-making are "talking points" and a "Historic Tax Credit Program Overview" that was obtained from the Wisconsin Economic Development Association.

RECOMMENDED ACTION:

1. Review DRAFT letter prior to HPC meeting.
2. Approve supporting Historic Tax Credit Program as is.
3. Determine which legislators and Senators should receive letters and instruct staff to send signed letters.

ATTACHMENTS:

- Historic Tax Credit Support Letter - 2017 (DOCX)
- DP HPC Supports current HTC Program - 2017 (DOCX)
- HTC_Talking_Points - 2017 (PDF)
- HTCBakerTillyStudy Overview - 2017(PDF)

CITY OF DE PERE

335 South Broadway
De Pere, WI 54115
Fax No.: 920/339-4049
Web: <http://www.de-pere.org>



Representative / Senator Name
Room ### #####
State Capitol
Madison, WI #####

June 19, 2017

RE: Preserve the Historic Tax Credit

Dear (Representative / Senator last name):

On June 19, 2017, the City of De Pere Historic Preservation Commission made a motion to request your support for Wisconsin's Historic Tax Credit (HTC) program in its current form. As you know, Gov. Scott Walker's budget proposal would cap the popular program at \$10 million per year and link future credit awards to job creation. This would severely limit the program's impact and discourage historic preservation development projects. I would urge you to support efforts to remove the HTC modifications from the 2017-19 state budget bill.

The HTC is one of the state's most valuable economic development tools and successful tax policies. Since the program was expanded in 2014, over \$170 million in tax credits have been awarded to nearly 120 projects – projects that will drive significant economic activity. According to a recent Baker Tilly study, these projects will bring more than \$719 million to Wisconsin's economy in construction project output.

The projects will also result in substantial state income and local property tax growth. The Baker Tilly report shows the increased value and resulting taxes of the refurbished buildings will fully repay the cost of tax credit in four years – and will capture an estimated \$187 million in additional state tax revenue over a ten-year period. In short, the HTC is not a drain on state revenue, but rather a smart tax policy with an exceptional return on investment.

Capping the program at \$10 million annually would greatly diminish the statewide reach of the program. For example, if the proposed cap were applied to 2016, only 7 of the 38 approved projects would have received the tax credit. Simply put, many historic redevelopment projects would not happen without the tax credit. Lacking the assurance of the credit, investors and developers are hesitant to move forward on projects.

The job creation requirement and repayment penalty proposed by the governor will also have a chilling effect on investment and development. It's important to note the HTC, while a critical community development tool, is not necessarily a job creation program. Tying the credit to job creation is not a practical benchmark and will only serve to discourage businesses from utilizing this proven economic development tool.

Given the success of the HTC and the tremendous value it brings to Wisconsin's economy, I would again request your support for efforts to remove the Historic Tax Credit modifications from the budget bill. Thank you for your consideration of my request.

Sincerely,

City of De Pere Historic Preservation Commission
335 South Broadway
De Pere, WI 54115
PH: 902.339.4043 x2

Mike Fleck, Commission Chair

Brian Netzel, Commission Vice-Chair

Alderman Scott Crevier, Commissioner

Gene Hackbarth, Commissioner

Adam Turiff, Commissioner

Sue Sands, Commissioner

Joanne Vomastic-Muka, Commissioner

De Pere Historic Preservation Commission support statement to retain the current Historic Tax Credit Program in Wisconsin

The current Wisconsin Historic Tax Credit Program is truly a statewide program in which 67 percent of projects in 2016 were in communities with a population less than 100,000, attracting \$167.4 million of total investment to those communities. Since 2014, the Historic Tax Credit Program has been especially helpful in De Pere, where it helped in the rehabilitation of the M.A. McCall Building at 123 S. Broadway Street and the J. Baeten Building at 620 George Street.

The governor's 2017-19 budget bill proposes to make several changes to the Historic Tax Credit Program that would significantly reduce its positive economic impact throughout the state.

Based on the proven low-risk, high Return On Investment of the current Historic Tax Credit Program, the De Pere Historic Preservation Commission respectfully asks the De Pere Mayor and Common Council, plus the Wisconsin Legislature, to delete the 2017-2019 HTC provision changes and allow the program to continue its positive impact of generating economic investment, job creation, and tax base growth in Wisconsin communities.



Historic Tax Credit Talking Points

The State Legislature is currently considering Gov. Scott Walker's 2017-19 state budget bill (AB 64 / SB 30), which includes a provision to cap the Historic Tax Credit (HTC) program at \$10 million annually and tie the credit to job creation. WEDA opposes the budget proposal, as it would significantly limit the effectiveness of the HTC program.

- Since the HTC program was expanded in 2014, over \$170 million in tax credits have been awarded to nearly 120 projects. According to a recent Baker Tilly study, these projects will have a significant impact on economic activity in Wisconsin:
 - Provide more than \$719 million to Wisconsin's economy in construction project output
 - Increase local property tax revenue by \$16 million
 - Increase state tax revenues by \$187 million over a ten-year period
 - Create nearly 11,000 short-term construction jobs with wages of over \$1 billion
- The HTC is not a drain on state revenue, but rather a smart tax policy with an exceptional return on investment.
- Most potential HTC project sites are in blighted areas or on main streets. Redevelopment of historic buildings increase property values, both for the site itself and those nearby, and spur direct and indirect economic activity in surrounding areas.
- The proposed \$10 million HTC annual cap would significantly reduce the statewide reach of the program and greatly diminish its economic impact. For example, if the proposed cap were applied to 2016, only 7 of the 38 approved projects would have received the tax credit.
- The proposal to cap the HTC and tie credit awards to job creation criteria would create great uncertainty for investors and developers. Without assurance of receiving credits, investors and developers are hesitant to move forward on historic redevelopment projects, as they carry greater costs than other types of projects.
- The proposed HTC job creation requirement and repayment penalty for not meeting job creation goals will also have a chilling effect on investment and development. While the HTC is a critical community development tool, is not necessarily a job creation program. Tying the credit to job creation is not a practical benchmark and will only serve to discourage businesses from utilizing this proven economic development tool.
- In 2016, a significant portion of HTC projects were located in smaller communities. In fact, 69% of the projects were in communities with less than 100,000 population.

Wisconsin Historic Tax Credit Program 2014–2016

Using historic tax credit application material submitted to WI state agencies, property renovation and tenancy information and tax assessment histories that were provided, Baker Tilly has analyzed 118 projects that filed historic tax credit applications (Part II) between 2014 and 2016 and are expected to proceed through project completion and final HTC approval (Part III). These projects received contracts for more than \$171,095,000 of Wisconsin historic tax credits. Based upon the information provided, Baker Tilly was able to create an analysis and account for likely impacts on employment, economic output, and taxes for the projects. From 2014-2016, the relative increase in activity appears to suggest that the change from a 5% credit to a 20% credit significantly changed owner/developer interest (a 67% increase in development over a similar 3-year period).

Property Assessments	
Value Before HTCs	\$112,829,353
Est. Value After HTCs	\$685,642,123
Net Gain in Assessments	\$572,812,770

2014	Historic Tax Credits	Number of Projects	% of Projects
Cities & Towns <100k	\$6,568,741	13	39.4%
Cities & Towns >100k	\$3,075,233	6	18.2%
City of Milwaukee	\$33,795,185	14	42.4%
Total	\$43,439,159	33	

2015	Historic Tax Credits	Number of Projects	% of Projects
Cities & Towns <100k	\$12,029,289	22	45.8%
Cities & Towns >100k	\$13,924,415	6	12.5%
City of Milwaukee	\$48,581,973	20	41.7%
Total	\$74,535,677	48	

2016	Historic Tax Credits	Number of Projects	% of Projects
Cities & Towns <100k	\$32,024,051	25	67.6%
Cities & Towns >100k	\$5,118,912	4	10.8%
City of Milwaukee	\$15,977,362	8	21.6%
Total	\$53,120,325	37	

Key Findings

Direct Economic Output

Construction materials and labor costs: \$683 million (construction) and \$149 million in anticipated annual operations output. These projects are projected to generate more than \$719 million in overall construction and \$162 million in overall annual operation output.

Job Creation

A combination of 15,680 new FTE construction and permanent jobs in local communities: 10,955 construction jobs created (9,882 direct, 1,073 supply chain) and 4,725 permanent FTE jobs (4,376 direct, 349 supply chain) are anticipated to be derived from the projects.

Small Community Benefits

Communities with less than 100,000 in population: 69% of projects. In 2016 a significant percent of the projects – (based on both the number of projects and the overall construction investment) - were located in small communities.

Credit Repayment

Year 4 operations pay-back: Using direct figures for construction period + 4 years operations. The increased value and resulting taxes of the reused buildings pay the initial tax credit back in 4 years, and over a ten-year period, the state gains an estimated net \$187.75 million in tax revenue.

Property Tax Change

Sixteen million dollars in projected new property taxes reflects a significant increase in tax revenue (a 637% increase): Increases in school tax revenues of \$5.39 million to local districts annually (592% increase) and \$730,700 in new tax revenue annually (a 532% increase) to WI Technical Colleges. Additionally, 16 formerly tax-exempt properties are estimated to create more than \$1.07 million annually in new property taxes.

Community Impact

Community Spending

Construction project output for the 118 evaluated projects is estimated to bring more than \$719 million to Wisconsin's economy, with direct spending accounting for \$683 million. Annual output from operations is estimated to bring almost \$162 million, with \$149 million attributed to direct spending.

Total Construction Economic Output	
Direct	\$683,028,918
Total	\$719,123,977

Total Operations Economic Output	
Direct	\$149,072,834
Total	\$161,905,253

Job Creation

For the \$171 million awarded in historic tax credits since January 1, 2014, the 118 evaluated projects supported by the program are anticipated to create over 10,955 jobs as a result of construction activities and 4,725 permanent jobs in the state. Associated labor income from wages is expected to create over \$1.04 billion in construction wages and more than \$303.6 million annually in wages from permanent employment operations.

Total Construction FTE Jobs	
Direct	9,882
Total	10,955

Total Construction Labor Income	
Direct	\$630,557,579
Total	\$1,049,020,565

Total Operations FTE Jobs	
Direct	4,376
Total	4,725

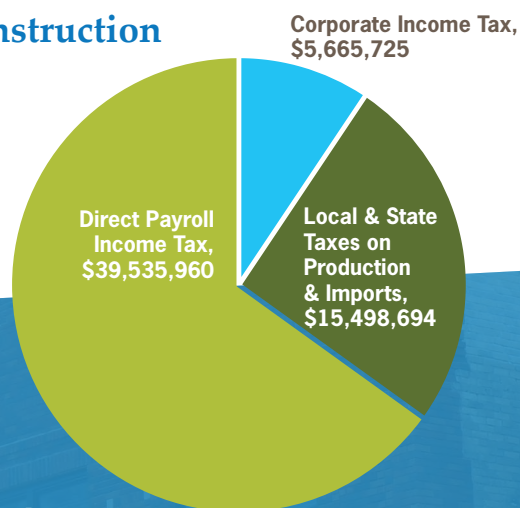
Total Operations Labor Income	
Direct	\$190,034,961
Total	\$303,629,957



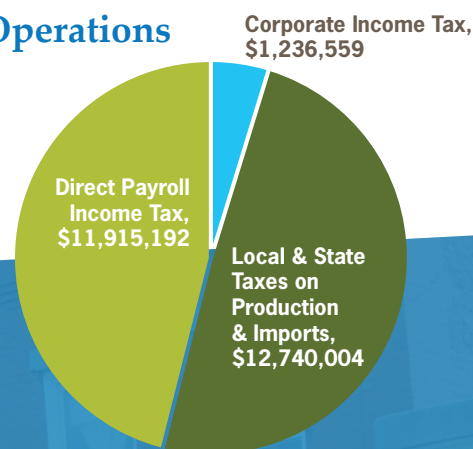
Tax Impact

The program is projected to generate a 633% increase in real estate tax cumulatively. This change in the tax base is projected to increase school tax revenues by 592% annually. Additional tax impacts are projected to be derived from construction and operations activities. Construction is anticipated to provide for \$65.7 million in WI based income tax revenue; \$39.5 million from labor. Once placed in service the projects are anticipated to provide for \$18.7 million in operations employment based tax revenues annually.

Construction



Annual Operations



Repayment

Roughly \$61 million of state tax revenue is estimated from direct construction activity. The historic tax credits are not an expense to taxpayers until construction is complete and the projects are placed into service. This initial layer of tax benefit is received prior to any expense and accelerates value to the State. Years 1-4 of project operations are estimated to generate roughly \$110 million in direct State of Wisconsin tax revenue based on Year 1 operations and annual trending at 3% (rounded). Hence the projects are anticipated to repay the projected expense by the end of year four once credits have been taken by the projects.



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Background information, public records and other data for these 118 properties were provided by the University of Wisconsin-Milwaukee Historic Preservation Institute (HPI). Analysis figures on construction and operations employment and revenue figures were calculated using IMPLAN and EMSI, economic modeling software programs that create models of the local economy for each project and estimates the impact of a change in local spending on output, employment, and wages. Totals are a combination of direct, indirect and induced IMPLAN and/or EMSI estimates. Wisconsin state property and income tax revenue is based on actual property assessment data, the anticipated hard costs for construction, projected wages and anticipated revenues of the projects.

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: June 19, 2017

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Discussion and action regarding the HPC desired focus elements of a Certificate of Appropriateness.

This item is a continuation of a discussion that began at the May 15, 2017 HPC meeting. During that meeting, the HPC discussed the need to develop a Certificate of Appropriateness (COA) for locally designated sites and structures in De Pere. The HPC members agreed to obtain various COA examples for review at the June 19, 2017 HPC meeting. Attached are copies of four good COA examples that were submitted by the HPC for evaluation.

- * COA from Evansville, WI
- * COA from Milwaukee, WI
- * COA from New Glarus, WI
- * COA from Raleigh, NC

Staff reviewed the samples. The guidelines from the New Glarus sample and the efficiency of the Milwaukee sample appear to work best for what the De Pere HPC would want to be reviewing. The Evansville sample appears long-winded and intimidating for a property owner to complete due to multiple pages. The Raleigh example is satisfactory, but the hybrid of the New Glarus/Milwaukee sample already meets the needed criteria.

RECOMMENDED ACTION:

1. Review various Certificate samples provided by HPC members prior to meeting.
2. Identify the best elements from the samples and direct staff to model a certificate for De Pere.
 - a. Staff suggests a New Glarus/Milwaukee hybrid.

ATTACHMENTS:

- COA - Evansville WI (DOCX)
- COA - Milwaukee WI (PDF)
- COA - New Glarus WI (PDF)
- COA - Raleigh NC (PDF)



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

CITY OF EVANSVILLE HISTORIC PRESERVATION COMMISSION
31 S. Madison St, Evansville, WI 53536

This is a request for issuance of a Certificate of Appropriateness (COA) by the Historic Preservation Commission (HPC) for work proposed to be performed on the exterior of a structure located in any Historic District or designated by the City of Evansville as a historic building or historic site. Complete all sections of this form, it is used to determine if staff approval of work can be done, or if it requires commission review. **Please contact the Community Development Director, Jason Sergeant, at: (608)-882-2285 or jason.sergeant@ci.evansville.wi.gov to obtain assistance in completing this form.**

SECTION	APPLICANT AND PROPERTY OWNER INFORMATION	
1	Date application completed:	Date received:
	Applicant name: J	
	Historic property address:	Parcel Number: 6-27-_____
		Phone:
		Email:
	Owner name (if different from above):	Owner Phone (if different):
Owner address (if different from above):	Owner Email (if different):	

INSTRUCTIONS: Complete all portions of this form and submit the form to City Hall with attachments required in Section 5 of this form, attach additional sheets as needed:

Submittal Checklist:

- ☐ Clear photo(s) of any portion of the property that will be affected by the work
- ☐ Historic photograph (if available)
- ☐ Exterior elevations or sketches of existing conditions and proposed work
- ☐ Samples or specifications of proposed materials
- ☐ Site plan (if applicable)

All applications for HPC review are to be submitted ten (10) days prior to the HPC meeting. The HPC typically meets on the third Wednesday of each month at 6:30pm in City Hall. Applicants are encouraged to appear in person or by authorized representative.

Thank you for helping to value and protect "one of the most intact nineteenth century townscapes in southern Wisconsin" and "the finest collection of 1840s – 1915 architecture of any small town in Wisconsin" – Wisconsin State Historic Society

SUBMITTED BY: _____

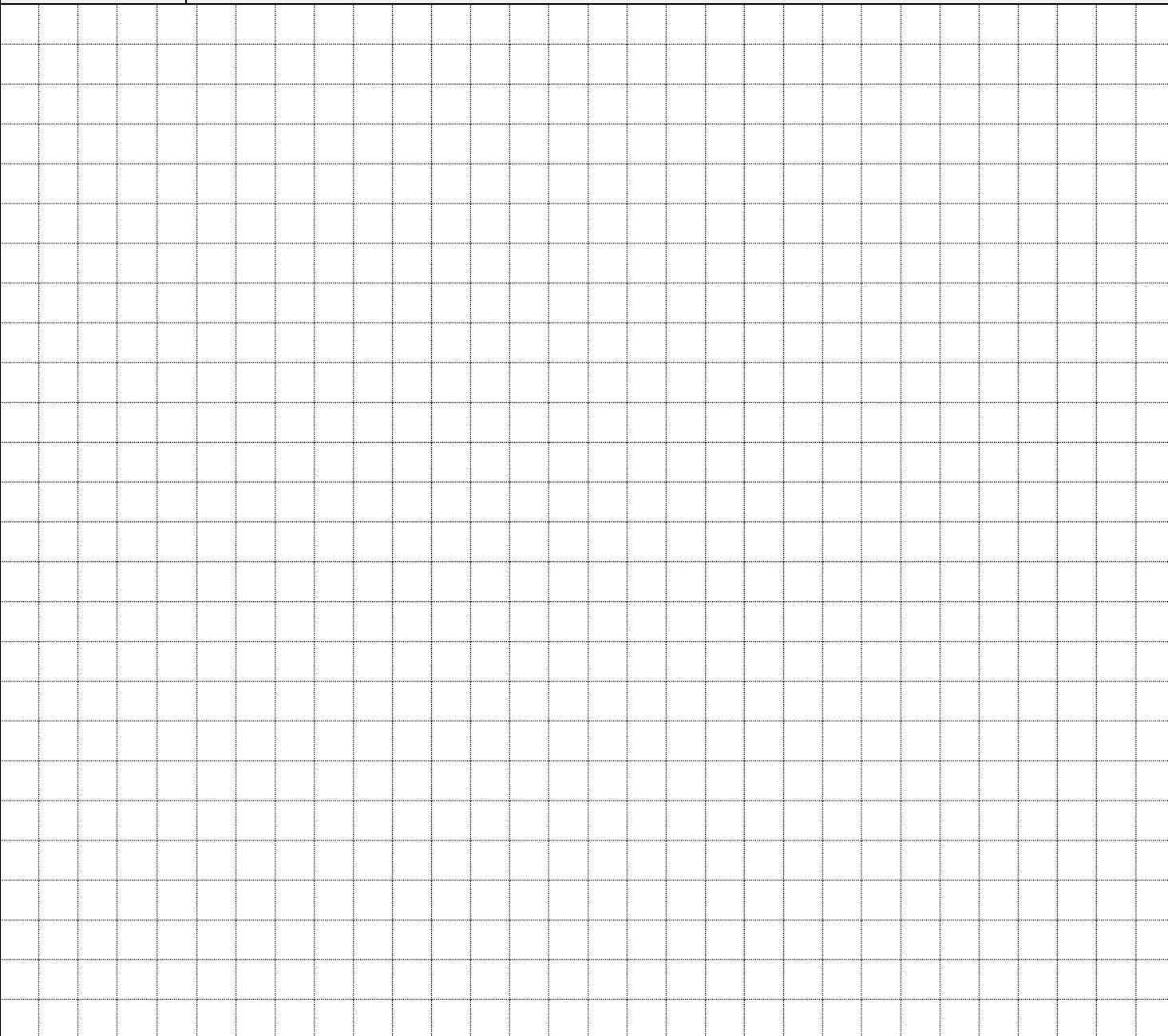
Owner/Applicant Signature

SECTION	PROPOSED WORK CHECKLIST	
2	Please Check all boxes that apply and provide more detail in Sections 3 and 4	
Work Category		Work category details
☐ Roofing	☐ Replacement ☐ Minor repair	☐ shingles only ☐ soffit, fascia, or trim work ☐ matching existing materials ☐ change of materials (EG, replacing asphalt with metal)
☐ Gutters	☐ New or Repair ☐ Replacement ☐ Removal	☐ Change of materials ☐ Match existing <u>historic</u> materials (metal, etc.) ☐ Use new <u>modern</u> materials (vinyl, etc.)
☐ Siding	☐ Minor Repair ☐ Replacement	☐ Change of materials ☐ Match historic materials (Wood, cement board, etc.) ☐ Use modern materials (Plastic, Vinyl aluminum, etc.)
☐ Exterior windows and doors	☐ Add new ☐ Replacement ☐ Removal	☐ Change in Dimension or location (Height, Length) ☐ Match Historic materials (Wood, Metal, Glass, etc.) ☐ Use modern material (Plastic, Vinyl aluminum, etc.) ☐ Removal, covering or alteration of original trim
☐ Fences	☐ New ☐ Repair ☐ Replacement	☐ Use new modern materials (vinyl, aluminum, etc.) ☐ Matching historic materials (Wood, Stone, etc.)
☐ Porch	☐ Minor Repair ☐ Replacement ☐ Removal ☐ Add new	☐ Match historic material (Wood, Metal, etc.) ☐ Use new modern material (Plastic, Vinyl aluminum, etc.) ☐ Column, Railing or Skirting ☐ Decking
☐ Sidewalk or paving	☐ New ☐ Repair ☐ Replacement	☐ recreating ☐ Matching Existing Materials
☐ New Construction	☐ addition ☐ new building ☐ façade alteration	☐ Recreating missing architectural features ☐ Removing architectural features
☐ Signage and Exterior Lighting	☐ New ☐ Repair ☐ Replacement	☐ <u>Please also complete and attach a sign application.</u> ☐ New Alternative Materials ☐ Matching Existing Materials
☐ Other	☐ New ☐ Repair ☐ Replacement ☐ Removal	☐ New modern Materials ☐ Match Existing Materials ☐ Removal or altering of original architectural details ☐ _____

SECTION	PROPOSED WORK SUMMARY
3	For each Item that was checked above, please summarize the work proposed to be done. (If changing the location, product, or material of the existing structure, describe the material's type, color, quality, and reason for change. If providing attachments of products, materials, or construction specifications please refer to the applicable attachment.)

SECTION	SUPPLEMENTAL QUESTIONS
4	Will the proposed work alter any of the distinctive features or historic architectural details of the property?
	Please describe how the proposed work will conform to the Standards and Guidelines of the Secretary of the U. S. Department of the Interior for the Rehabilitation of Historic Properties (www.nps.gov/tps/standards/rehabilitation.htm) and available at City Hall.)
	Adherence to the Standards and Guidelines will help assure your property will be eligible for the certification required for available state and federal tax credits.

SECTION	REQUIRED ATTACHMENTS
5	Please attach the following required items using the space below or additional sheets as necessary: ☐ Clear photo(s) of any portion of the property that will be affected by the work ☐ Historic photograph (if available) ☐ Exterior elevations or sketches of existing conditions and proposed work ☐ Samples or specifications of proposed materials ☐ Site plan (if applicable) ☐ Additional attachments that may assist in understanding the proposed work
EXHIBIT: _____	

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SUBMITTED BY: _____

Owner/Applicant Signature



DECISION FORM FOR CERTIFICATE OF APPROPRIATENESS

CITY OF EVANSVILLE HISTORIC PRESERVATION COMMISSION
31 S. Madison St, Evansville, WI 53536

This decision form will be completed by the chair of the HPC or the Community Development Director.

Certificate of Appropriateness Decision Criteria:

The Historic Preservation commission is authorized to grant certificates of appropriateness when the standards found in section 62-36(10) of the municipal ordinances are met:

- ☐ *The proposed work does not have an adverse effect on the immediate site*
- ☐ *The proposed work does not have an adverse effect on adjacent properties*
- ☐ *The proposed work does not have an adverse effect on the entire district*
- ☐ *Historic character is preserved*

Describe reasons why proposal does or does not meet each standard:

Certificate of Appropriateness is hereby:

- ☐ **Approved**
- ☐ **Not approved**
- ☐ **Approved with conditions:**

Approved by: _____
Community Development Director or HPC Chairperson Signature

Date: _____

HISTORIC PROPERTY INFORMATION

Historic property address: _____

Parcel Number: 6-27-_____

**CERTIFICATE OF APPROPRIATENESS APPLICATION FORM**

Incomplete applications will not be processed for Commission review.
Please print legibly.

Attachment: COA - Milwaukee WI (5952 : Discussion and action regarding the HPC desired focus elements of a Certificate of Appropriateness.)

1. **HISTORIC NAME OF PROPERTY OR HISTORIC DISTRICT:** (if known)

ADDRESS OF PROPERTY:

2. **NAME AND ADDRESS OF OWNER:**

Name(s):

Address:

City:

State:

ZIP:

Email:

Telephone number (area code & number) Daytime:

Evening:

3. **APPLICANT, AGENT OR CONTRACTOR:** (if different from owner)

Name(s):

Address:

City:

State:

ZIP Code:

Email:

Telephone number (area code & number) Daytime:

Evening:

4. **ATTACHMENTS:** (Because projects can vary in size and scope, please call the HPC Office at 414-286-5712 for submittal requirements)

A. REQUIRED FOR MAJOR PROJECTS:

Photographs of affected areas & all sides of the building (annotated photos recommended)

Sketches and Elevation Drawings (1 full size and 1 reduced to 11" x 17" or 8 ½" x 11")
A digital copy of the photos and drawings is also requested.

Material and Design Specifications (see next page)

B. NEW CONSTRUCTION ALSO REQUIRES:

Floor Plans (1 full size and 1 reduced to a maximum of 11" x 17")

Site Plan showing location of project and adjoining structures and fences

**PLEASE NOTE: YOUR APPLICATION CANNOT BE PROCESSED UNLESS
BOTH PAGES OF THIS FORM ARE PROPERLY COMPLETED
AND SIGNED.**

5. DESCRIPTION OF PROJECT:

Tell us what you want to do. Describe all proposed work including materials, design, and dimensions. Additional pages may be attached.

6. SIGNATURE OF APPLICANT:

Signature

Please print or type name

Date

This form and all supporting documentation **MUST** arrive by 12:00 noon on the deadline date established to be considered at the next Historic Preservation Commission Meeting. Any information not provided to staff in advance of the meeting will not be considered by the Commission during their deliberation. Please call if you have any questions and staff will assist you.

Hand Deliver or Mail Form to:

Historic Preservation Commission
City Clerk's Office
200 E. Wells St. Room B-4
Milwaukee, WI 53202

PHONE: (414) 286-5722

FAX: (414) 286-3004

www.milwaukee.gov/hpc

Or click the **SUBMIT** button to automatically email this form for submission.

CERTIFICATE OF APPROPRIATENESS GUIDELINES**

Village of New Glarus
Historic Preservation Commission
ADOPTED - JANUARY 20, 2011

Initial steps

1. ☐ Property owner(s) obtains a Certificate of Appropriateness application from the Village Clerk-Treasurer or online at newglarusvillage.com and fills in as much information as possible on the property.
2. ☐ The property owner(s) use documentation originally submitted in the Landmark Nomination application and additional materials gathered to support the proposal of exterior change to the building. Particular attention should be paid to the features of the property/building that were specified in the Landmark Nomination application, which were why the property was protected. The Historic Preservation Commission may be used as a resource.

Submit the Application

3. ☐ Property owner(s) submit completed application form at least 10 days before the meeting at which the Commission will consider the application, along with all relevant plans, drawings, specifications, and supplemental materials.
4. ☐ Your application will be scheduled onto the next agenda for the Historic Preservation Commission.
5. ☐ Each exterior change constitutes a separate application; however, a set of changes may be submitted together. Each change will be considered separately by the Commission.

The applicant or designee is strongly encouraged to attend the meeting at which the application will be considered to answer any questions the Commission may have.

Consideration of the Application

6. ☐ The Application will be considered on the following criteria:
 - a. Is the work proposed consistent with the details specified in the original Landmark Nomination Application?
 - b. Will the proposal adversely affect or not harmonize with the external appearance of other neighboring improvements?
 - c. Does the proposal conform to the objectives and design criteria of the historic plan for the district, if applicable?
 - d. If the proposal includes demolition, is architectural or cultural significance altered in such a way as to be detrimental to the public interest and contrary to the general welfare of the people of the village and state?
 - e. Applicant is encouraged to submit any detail to support their application including pictures, material samples and renderings that demonstrate compliance.
7. ☐ The Historic Preservation Commission is obligated to act on every application within 45 days of receipt by the Village Clerk. If the Commission fails to issue a Certificate of Appropriateness, the Commission shall, with the cooperation of the applicant, work with the applicant in an attempt to obtain a Certificate of Appropriateness within the guidelines.

****DISCLAIMER:** These are guidelines for Certificate of Appropriateness as described in the Municipal Code of the Village of New Glarus §16-10. These guidelines are summaries of process used by the Commission, and are not intended to be or replace legal advice. Property owners should review the Municipal Code of the Village of New Glarus for further information and seek legal counsel for legal advice regarding the landmark designation process if they have further questions regarding the process.

VILLAGE OF NEW GLARUS
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
NEW GLARUS HISTORICAL LANDMARK

APPLICATION DATE: _____

APPLICANT NAME: _____

ADDRESS: _____

TELEPHONE: _____

LANDMARK NAME: _____

SITE ADDRESS: _____

IF LANDMARK, DATE RECORDED _____

IF HISTORIC DISTRICT, PROVIDE MAP OF DISTRICT SHOWING PROPERTY LOCATION.

PROPOSED PROPERTY OR LANDMARK IMPROVEMENT [Attach detailed drawing and/or explanation of work or repair to be made] _____

NOTE: Ordinary maintenance and repairs may be undertaken without a certificate of appropriateness provided the work involves repairs to existing features of structure or site, or replacement of elements of a structure with pieces identical in appearance of the structure or site and does not require a building permit.

IF APPROVAL FOR DEMOLITION, INDICATE HARDSHIP OR DIFFICULTY CLAIMED _____

WILL PROPOSED CONSTRUCTION ADVERSELY AFFECT OR NOT HARMONIZE WITH EXTERNAL APPEARANCE OF OTHER NEIGHBORING IMPROVEMENTS ON SUCH SITE OR WITHIN DISTRICT? _____

DOES THE PROPOSED CONSTRUCTION, RECONSTRUCTION, EXTERIOR ALTERATION OR DEMOLITION CONFORM TO THE PURPOSE AND INTEN OF SECTION 16-10 AND THE OBJECTIVES AND DESIGN CRITERIA OF THE HISTORIC PRESERVATION PLAN FOR THE DISTRICT? _____

IF DEMOLITION, IS ARCHITECTURAL OR HISTORICAL SIGNIFICANCE SUCH AS TO BE DETRIMENTAL TO THE PUBLIC INTEREST AND CONTRARY TO THE GENERAL WELFARE OF THE PEOPLE OF THE VILLAGE OF NEW GLARUS AND STATE OF WISCONSIN? _____

Applicant Signature

Municipal Ordinance
§ 16-10
Rev. 1/2007

APPLICATION RECEIVED: _____

REFERRED TO HISTORIC COMMISSION: _____

HISTORIC COMMISSION REVIEW: _____

DATE: _____

APPEAL

PRESENTED TO VILLAGE BOARD:

DATE: _____

Village President

Raleigh Historic Development Commission – Certificate of Appropriateness (COA) Application



DEVELOPMENT SERVICES DEPARTMENT

Development Services
Customer Service Center
One Exchange Plaza
1 Exchange Plaza, Suite 400
Raleigh, North Carolina 27601
Phone 919-996-2495
eFax 919-996-1831



- ☐ Minor Work (staff review) – **1 copy**
- ☐ Major Work (COA Committee review) – **10 copies**
- ☐ Additions Greater than 25% of Building Square Footage
☐ New Buildings
☐ Demo of Contributing Historic Resource
☐ All Other
- ☐ Post Approval Re-review of Conditions of Approval

For Office Use Only

Transaction # _____

File # _____

Fee _____

Amount Paid _____

Received Date _____

Received By _____

Property Street Address

Historic District

Historic Property/Landmark name (if applicable)

Owner's Name

Lot size

(width in feet)

(depth in feet)

For applications that require review by the COA Committee (Major Work), provide addressed, stamped envelopes to owners of all properties within 100 feet (i.e. both sides, in front (across the street), and behind the property) not including the width of public streets or alleys ([Label Creator](#)).

Property Address	Property Address

Attachment: COA - Raleigh NC (5952 : Discussion and action regarding the HPC desired focus elements of a Certificate of Appropriateness.)

I understand that all applications that require review by the commission's Certificate of Appropriateness Committee must be submitted by 4:00 p.m. on the application deadline; otherwise, consideration will be delayed until the following committee meeting. An incomplete application will not be accepted.

Type or print the following:

Applicant	
------------------	--

Mailing Address

City

State

Zip Code

Date

Daytime Phone

Email Address

Applicant Signature

Will you be applying for rehabilitation tax credits for this project? ☐ Yes ☐ No

Did you consult with staff prior to filing the application? ☐ Yes ☐ No

Office Use Only	
Type of Work	_____

Design Guidelines - Please cite the applicable sections of the design guidelines (www.rhdc.org).

Section/Page

Topic

Brief Description of Work (attach additional sheets as needed)	
The project involves the design and construction of a new building for the City of Los Angeles. The building is a multi-story structure that will serve as a new office space for the City. The design is a modern, sustainable building that will incorporate green building practices and materials. The construction will be completed within a 12-month timeline.	

Minor Work Approval (office use only)

Upon being signed and dated below by the Planning Director or designee, this application becomes the Minor Work Certificate of Appropriateness. It is valid until _____. Please post the enclosed placard form of the certificate as indicated at the bottom of the card. Issuance of a Minor Work Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City Code or any law. Minor Works are subject to an appeals period of 30 days from the date of approval.

Signature (City of Raleigh) _____ Date _____

TO BE COMPLETED BY APPLICANT			TO BE COMPLETED BY CITY STAFF		
	YES	N/A	YES	NO	N/A
Attach 8-1/2" x 11" or 11" x 17" sheets with written descriptions and drawings, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to be sure your application is complete. Minor Work (staff review) – 1 copy Major Work (COA Committee review) – 10 copies					
1. Written description. Describe clearly and in detail the nature of your project. Include exact dimensions for materials to be used (e.g. width of siding, window trim, etc.)	☐				
2. Description of materials (Provide samples, if appropriate)	☐				
3. Photographs of existing conditions are required. Minimum image size 4" x 6" as printed. Maximum 2 images per page.	☐				
4. Paint Schedule (if applicable)	☐	☐			
5. Plot plan (if applicable). A plot plan showing relationship of buildings, additions, sidewalks, drives, trees, property lines, etc., must be provided if your project includes any addition, demolition, fences/walls, or other landscape work. Show accurate measurements. You may also use a copy of the survey you received when you bought your property. Revise the copy as needed to show existing conditions and your proposed work.	☐	☐			
6. Drawings showing existing and proposed work ☐ Plan drawings ☐ Elevation drawings showing the façade(s) ☐ Dimensions shown on drawings and/or graphic scale (required) ☐ 11" x 17" or 8-1/2" x 11" reductions of full-size drawings. If reduced size is so small as to be illegible, make 11" x 17" or 8-1/2" x 11" snap shots of individual drawings from the big sheet.	☐	☐			
7. Stamped envelopes addressed to all property owners within 100 feet of property not counting the width of public streets and alleys (required for Major Work). Use the Label Creator to determine the addresses.	☐	☐			
8. Fee (See Development Fee Schedule)	☐				

Attachment: COA - Raleigh NC (5952 : Discussion and action regarding the HPC desired focus elements of a Certificate of Appropriateness.)

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: June 19, 2017

DEPARTMENT: Planning

FROM: Kelly Barker

SUBJECT: Future Agenda Items.
