



Historic Preservation Commission

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

Regular Meeting

Final Minutes

Monday, June 17, 2024

5:00 PM

Council Chambers and Virtual

Call to Order

The meeting was called to order at 5:00 PM by Chairperson Jonathon Hansen

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

Also present: City Planner Peter Schleinz and Wisconsin Historical Society representative Jason Tish.

- Approval of the minutes of the April 15, 2024 Historic Preservation Commission meeting.

RESULT:	ADOPTED [UNANIMOUS]
AYES:	Achten, Boyd, Hackbarth, Hansen, Reinhart, Schueller

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

Gene Hackbarth noted that Definitely De Pere received a Mainstreet award in April for Sachs Holdings best facade rehab at 100 S Broadway Historic District. Ald. Hansen welcomed Kathy Achten as the newest member of the HPC. She introduced herself to the commission.

RESULT:	DISCUSSED
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- Discussion about Historic Preservation Commissioner Basics, related to the De Pere Historic Preservation Ordinance, historic designated properties, etc. Discussion by Jason Tisch, Certified Local Government Coordinator and Preservation Education Coordinator from the State Historic Preservation Office.

City Planner Peter Schleinz introduced Jason Tish from the Wisconsin Historical Society to the commission. Jason explained that De Pere was certified for the CLG program in 2002. At that time, the City adopted an ordinance (Chapter 38) that meets requirements of a CLG program and established a Historic Preservation Commission empowered to administer. Surveys were conducted in 1975, 2001 and 2017. Gene Hackbarth noted that he has a printed copy of a survey from 1980. Jason requested a copy of that document. In the City, there are 13 individual properties and 9 Historic Districts (5 are residential) listed on the National Register of Historic Places (NRHP). Jason explained the eight parts of a typical historic preservation ordinance. Discussion followed regarding standards for alteration and construction. Next Jason presented an overview of running an effective HPC meeting. Ald. Hansen asked for clarification on tax credits. Jason explained that state law is written for residential and commercial properties while federal law is written for commercial properties only. Ald. Hansen asked about checking for potential eligibility of a property. Jason explained that there is a National Register questionnaire, which is a

short form that anyone can fill out to get an initial determination within 2 weeks if a property is eligible for nomination. Anyone can submit the form, not just the owner. The commission members thanked Jason for his time. No action needed to be taken since this was a discussion-only item.

RESULT: DISCUSSED

5. Consideration and possible action regarding a Memorandum of Agreement, Scope of Work, and Template for Consultant Contract for funding up to \$6,000 from the federal Historic Preservation Fund through a subgrant from the Wisconsin State Historic Preservation Office to the City of De Pere, Wisconsin, to nominate the State Bank of De Pere at 127 N Broadway ST to the State and National Registers of Historic Places (Parcel ED-768.*

City Planner Peter Schleinzi reviewed the Memorandum of Agreement, scope of work and RFP template. Gene Hackbarth noted that there is an error on Page 20 of the packet within the draft RFP. Peter noted that the RFP is just a sample of the model that will be used to write the actual RFP for the grant proposal so the HPC members are familiar with the model that will be used when the actual RFP is written. Gene Hackbarth moved, seconded by Jane Schueller, to approve the Memorandum of Agreement, Scope of Work, and Template for Consultant Contract and forward it to Common Council for consideration. Upon vote, motion carried unanimously.

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

Adjournment

Patrick Boyd moved, seconded by Mark Reinhart, to adjourn the meeting at 6:57 pm. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker