



Historic Preservation Commission

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Agenda

Monday, June 16, 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 **June 16, 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 May 19, 2014 meeting.
3. 2014 budget review.
4. Election of officers.
5. Update on pending nominations to the National Register of Historic Places.
6. Plaques for properties on the National Register of Historic Places.
7. Razing permits.
8. Update on placement of Preserve America signage at Scheuring Rd.
9. Review of City of De Pere website - Historic Preservation Commission pages.
10. Local landmark status request - De Pere Historical Society.
11. Review of community education programs.
12. Certified Local Government report to the Department of the Interior.
13. Report on property sales within historic districts.
14. 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: June 16, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Approval of the minutes of the May 19, 2014 meeting.

ATTACHMENTS:

- HPC_minutes_May2014_draft(PDF)



Historic Preservation Commission

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Draft Minutes

Monday, May 19, 2014

6:00 PM

De Pere City Hall Council Chambers

Call to Order

The meeting was called to order at 6:00 PM by Committee Member Mary Jane Herber

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

Also present: city Planning Director Ken Pabich.

2. Approval of the minutes of the April 21, 2014 meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mike Fleck, Commissioner
SECONDER:	Gene Hackbarth, Commissioner
AYES:	Crevier, Fleck, Hackbarth, Herber, Netzel, Turriff

3. Update on pending nominations to the National Register of Historic Places.
The State Historical Society has confirmed that the Krause and Baeten buildings will go before the Department of the Interior by the end of summer. All four of the nominated buildings are already listed on the state register, and as such are eligible for the state income tax credit. Gene Hackbarth reported that 250 properties in De Pere are listed on both the state and national Historic Registers; this figure includes individually listed properties as well as contributing buildings. The total does not include the four properties currently going through the nomination process.
4. Razing permits - procedure for notification.
The Commission reviewed the razing permit application draft created by city staff. Insurance and bond requirements were updated with the new ordinance, and additional conditions were added to cite the new 10 day waiting period. Mike Fleck suggested adding a question to the project information section whether the property is listed on the state/national register. The group requested that section A of the ordinance be added to the application. Ken Pabich will verify the terms of the 10 day waiting period with the city attorney; i.e., whether the permit can be issued early if the Commission determines the structure has no historical significance. Staff will update the draft for next month's meeting.
5. Preserve America signage.
Ken Pabich reported that the population sign location for Scheuring Road is a county right-of-way, so Scott Thoresen will request permission from them. If a population sign can be placed, then the Commission has approval to add a Preserve America sign as well.
6. Review of City of De Pere website.
City staff have added the index keywords requested by the Commission to the city website. It was decided to review website content one district at a time to make updates and corrections.

Attachment: HPC_minutes_May2014_draft (2313 : Approval of the minutes of the May 19, 2014 meeting.)

7. 2013/2014 budget review and request for carryover.
Ken Pabich reported that the Finance Committee approved the Commission's carryover request at its last meeting. Beginning next month, the budget report will display current expenses only.
8. Local landmark status request - De Pere Historical Society.
Mike Fleck confirmed with the De Pere Historical Society that they will request local landmark status for White Pillars as well. Discussion followed regarding the cost to add local landmark status to the deed once it is completed. Ken Pabich inquired whether the process requires a council and public hearing; Mary Jane Herber reported that a hearing is only required for districts, not individual properties.
9. Historic Preservation Month activities.
Gene Hackbarth reported on the presentations by Mark Buechel, Senior Architect with the State Historical Society. There were nine attendees at the commercial session, and 30 at the residential session.

The plaque dedication ceremony is scheduled for Thursday May 22nd in the business districts; it will begin on the east side at 6:30 PM at Lampshades Unlimited, and at 7:15 PM on the west side at Nell & Associates. Mayor Walsh will be in attendance.

Gene distributed a handout describing the goals and itinerary of the May 31st tour. City staff and Riverwalk partners will be invited to attend. The event will be advertised on the Definitely De Pere website and newsletter. Gene is looking for one or two boaters to demonstrate the operation of the lock around 2:00; their fee would be waived.

Gene requested information from the State Historical Society on the value of projects and tax credits received since 1997:

Commercial projects were valued at \$2,148,000. Owners received \$107,400 in state tax credits, and \$429,600 in federal credits.

Residential project investments totaled \$990,000, and received \$247,500 in state tax credits. There are currently no federal tax credits available for residential properties.

The total private investment (residential and commercial) was \$3.138 million. State income tax credits totaled \$354,900, and the sum of all state and federal credits was \$784,500.
10. Report on property sales within Historic Districts.
232 N. Michigan St was purchased by Janet A Oswald.
423 N. Superior St was purchased by Ron Nohre.
11. Future agenda items.
Gene Hackbarth will report on the Department of the Interior questionnaire for Certified Local Governments.

Adjournment

Brian Netzel motioned, seconded by Alderperson Crevier, to adjourn the meeting at 7:10 pm. Upon vote, motion carried unanimously.

Respectfully submitted,
Carey Danen

Attachment: HPC_minutes_May2014_draft (2313 : Approval of the minutes of the May 19, 2014 meeting.)

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: June 16, 2014
DEPARTMENT: Historic Preservation Commission
FROM: Mary Jane Herber
SUBJECT: 2014 budget review.

ATTACHMENTS:

- HPC_Budget Report_June (PDF)

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
<u>Known remaining bills</u>		
Total Expenses		\$0.00
Difference		
Requested Carryover		\$5,782.19
Proposed Final 2014 Budget Balance		

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: June 16, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Election of officers.

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: June 16, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Update on pending nominations to the National Register of Historic Places.

There are currently four properties that have been approved for nomination to the National Register of Historic Places. The two commercial properties, 106 S. Broadway (the Julius Krause Building) and 622 George St (the John Baeten Building) will be first to move through the review process at the Department of the Interior in Washington D.C. The two residential properties, 403 S. Michigan (the Heyrman House) and 603 S. Michigan (the Geuthnecht House) will follow.

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

MEETING DATE: June 16, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Plaques for properties on the National Register of Historic Places.

The John Baeten Building and the Julius Krause Building will be the next commercial buildings eligible for plaque placement. Discussion of residential plaque placement.

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

MEETING DATE: June 16, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Razing permits.

Continued discussion on form and process with the adoption of the new razing ordinance. Notification of Historic Preservation Commission on issuance of permit.

ATTACHMENTS:

- Razing Permit_Draft2 (PDF)

City of De Pere 335 S. Broadway De Pere, WI 54115 (920) 339-4053 Phone (920) 330-9491 Fax dpbldg@mail.de-pere.org	RAZING PERMIT Application and Record 	Permit #: _____ Fee: _____ Receipt #: _____ Date: _____
PROJECT LOCATION		GENERAL CONTRACTOR
Site Address: _____		Company Name: _____
Owner Name & Address: _____		Mailing Address: _____
Phone #: _____		Phone #: _____
E-mail: _____		E-mail: _____
PROJECT INFORMATION		
Parcel ID: _____	Zoning: _____	Sq Ft: _____
Type of Building: (i.e., Single, Multi-Family, Commercial) _____		
Description of Building: (i.e., 2 story brick) _____		
Is the structure listed on the State or National Register of Historic Places? ☐ Yes ☐ No		
INSURANCE & BOND REQUIREMENTS		
De Pere City Ordinance Chapter 54-8 requires the following: The applicant shall include with such application a surety bond in the sum of \$250,000.00, which bond shall indemnify the city from any costs and expenses which may accrue against the city as the result of granting such permit.		
No permit to move or raze any building shall be granted until the applicant files a certificate of insurance naming the city as an additional insured with city clerk-treasurer, giving evidence of liability insurance in the following amounts: Bodily injury: \$1,000,000.00 each occurrence, \$2,000,000.00 aggregate. Property damage: \$500,000.00 each occurrence, \$2,000,000.00 aggregate.		
Insurance Company: _____	Policy #: _____	Expiration Date: _____
ADDITIONAL CONDITIONS		
Except as provided below, a raze permit may be issued not less than 10 calendar days following the building inspector's receipt of a fully completed application.		
a. The building inspector shall forward such completed application to the chair of the historic preservation commission for it to determine whether structure subject to the raze permit is listed on the national, state or local register of historic places or if the structure is included in a federal, state or local historic district as a contributing structure. The historic preservation commission may document such structure within the ten calendar day period as permitted by property owner.		
b. If such structure is listed as on the local register of historic places or if such structure is listed as a contributing property in a local historic district under § 38-6 of this Code, the regulations of that chapter shall govern the issuance of any permit to raze the structure.		
c. This subsection shall not apply to structures for which an order has been issued for razing or rehabilitation in accordance with Wis. Stats. § 66.04 or § 94-12 of this Code.		
(Ord. No. 14-01, § 1, 1-7-2014)		
APPLICANT'S STATEMENT		PERMIT APPROVAL
I certify that the information provided on this form is complete and accurate and hereby agree to comply with all applicable statutes of the State of Wisconsin and ordinances of the City of De Pere, Wisconsin. I further understand that the issuance of this permit creates no legal liability, express or implied, on the City of De Pere, Wisconsin.		Upon signature of an authorized member of the Building Inspection Department, this becomes a permit to conduct the above described work in accordance with all existing laws, ordinances, and regulations.
Signature: _____		Inspector: _____
Date: _____		Date: _____ Certification #: _____

SECOND DRAFT

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: June 16, 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: June 16, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Review of City of De Pere website - Historic Preservation Commission pages.

Review of the narrative and architectural design for the houses in the North Broadway Historic District. Some adjustments will be needed, with additions and corrections.

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: June 16, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Local landmark status request - De Pere Historical Society.

The De Pere Historical Society has submitted a request for both White Pillars (403 N. Broadway) and the Polo-Resto Filling Station (northwest corner of Williams and Front Sts). Procedure for local landmark status request to be reviewed.

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: June 16, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Review of community education programs.

Report on the outcome of Historic Preservation Month activities including the May 22nd dedication of National Register plaques on commercial buildings, and the May 31st tour of the Main Av and South Broadway Historic Districts and the Lockkeeper's House. Discussion on the possibility of a St. Norbert College campus tour in the fall.

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: June 16, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Certified Local Government report to the Department of the Interior.

ATTACHMENTS:

- CLG_Questionnaire (PDF)

OMB Control Number 1024-0038
Expiration Date: August 31, 2014

USE THIS FORM: 1) IF YOU HAVE NOT PREVIOUSLY COMPLETED A BASELINE FORM, 2) IF YOUR PRIOR BASELINE FORM NEEDS CORRECTIONS, OR 3) IF YOU DID NOT SUBMIT AN ANNUAL FORM FOR EACH OF THE YEARS SUBSEQUENT TO YOUR MOST RECENTLY SUBMITTED CUMULATIVE BASELINE QUESTIONNAIRE.

National Park Service
Heritage Preservation Assistance Programs
State, Tribal, and Local Plans and Grants Division

National Park Service Cumulative Baseline Questionnaire for CLGs

CLG NAME: City of De Pere STATE: WI
PERSON WHO CAN ANSWER QUESTIONS
ABOUT RESPONSES TO THIS FORM: Ken Pabich TELEPHONE: 920.339.4043
BASELINE FEDERAL FISCAL YEAR: 2012 E-MAIL: kpabich@mail.de-pere.org

Please read Guidance for Completing the National Park Service Cumulative Baseline Questionnaire for CLGs. This guidance defines terms, explains what to count, answers frequently-asked questions, etc.; e.g., a) the definition of "cumulative" for each question below and b), the "Baseline Federal Fiscal Year" usually is the year before the most recently completed Federal Fiscal Year.

1. CLG Inventory Program

What is the net cumulative number (or your best estimate of the number) of historic properties in your CLG inventory as of September 30th of the Baseline Year? 250

2. Local Register (i.e., Local Landmarks and Historic Districts) Program

- a. During the Baseline Year, did your local government have the legal authority to create local landmarks/local historic districts (or a similar list of designations created by local law)? Yes ☒ No ☐
- b. If the answer to question 2a is "No," please leave question 2b's blank empty and proceed to question 3a. If the answer is "Yes," what is the net cumulative number (or your best estimate of the number) of historic properties (i.e., contributing properties). In local historic districts/landmarks as of September 30th of the Baseline Year? _____

3. Local Tax Incentives Program

- a. During the Baseline Year, did your local community have a tax incentives program/process under local law that could be used to benefit (directly or indirectly) historic properties? Yes ☐ No ☒
- b. If the answer to question 3a is "No," please leave question 3b's blank empty and proceed to question 4a. If the answer is "Yes," what is the cumulative number (or your best estimate of the number) of historic properties whose owners have taken advantage of those incentives as of September 30th of the Baseline Year? _____

(Continued on next page)

CLG NAME: City of De Pere STATE: WI
(Cumulative Baseline Questionnaire -- Continued from the previous page)

4. Local "Bricks and Mortar" Grants/Loans Program

- a. During the Baseline Year, did your community have a local government-funded grants/loans program that could be used for rehabilitating/restoring/preserving historic properties? Yes ☒ No ☐
- b. If the answer to question 4a is "No," please leave question 4b's blank empty and proceed to question 5a. If the answer is "Yes," what is the cumulative number (or your best estimate of the number) of historic properties assisted by these Grants/loans as of September 30th of the Baseline Year? 18

5. Local Design Review/Regulatory Compliance Program

- a. During the Baseline Year, did your local government have a historic preservation regulatory law(s) (e.g., an ordinance requiring Commission/staff review of 1) local government activities and/or 2) changes to or impacts on properties within a local historic district)? Yes ☒ No ☐
- b. If the answer to question 5a is "No," please leave question 5b's blank empty and proceed to question 6a. If the answer is "Yes," what is the cumulative number (or your best estimate of the number) of historic properties that your local government has reviewed under that process as of September 30th of the Baseline Year? 0

6. Local Property Acquisition Program

- a. During the Baseline Year, aside from eminent domain, did your local government have a program that could be used to acquire (or help others to acquire) historic properties in whole or in part through purchase, donation, or other means? Yes ☐ No ☒
- b. If the answer to question 6a is "No," please leave question 6b's blank empty. You have finished the questionnaire. If the answer is "Yes," what is the cumulative number (or your best estimate of the number) of historic properties with a property interest acquisition assisted or carried out by your local government as of 30th of the Baseline Year? _____

Notes/Comments:

Thank you for filling out this form. For maximum benefit, please send it, no later than May 23, 2014, to:

State, Tribal, and Local Plans & Grants Division Attention: John Renaud
Heritage Preservation Assistance Programs
National Park Service
1201 Eye Street NW (Organization Code 2256),
Washington, DC 20005.

Alternatively, feel free to send the report to John Renaud by fax at 202-371-1794 or at John_Renaud@nps.gov by e-mail. If you want an electronic (Word) or other available version of this format and accompanying guidance, please contact John by e-mail. There is also an on-line data entry option that is available for State CLG Program Coordinators and a Google forms option that is available to you. If you have any questions, please contact John by telephone at 202-354-2066, by fax, or by e-mail.

Because of its long-term uses, it will never be too late to provide this report's information. For information collection burden language, see the guidance for completing the questionnaire.

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

MEETING DATE: June 16, 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: June 16, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Future agenda items.
