



Historic Preservation Commission

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Agenda

Monday, May 19, 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 **May 19, 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 April 21, 2014 meeting.
3. Update on pending nominations to the National Register of Historic Places.
4. Razing permits - procedure for notification.
5. Preserve America signage.
6. Review of City of De Pere website.
7. 2013/2014 budget review and request for carryover.
8. Local landmark status request - De Pere Historical Society.
9. Historic Preservation Month activities.
10. Report on property sales within Historic Districts.
11. 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: May 19, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Approval of the minutes of the April 21, 2014 meeting.

ATTACHMENTS:

- HPC_Minutes_April2014_draft (PDF)



Historic Preservation Commission

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Draft Minutes

Monday, April 21, 2014

6:00 PM

De Pere City Hall Council Chambers

Call to Order

The meeting was called to order at 6:10 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	Excused	
Adam Turiff	Commissioner	Excused	

Also present: City Planning Director Ken Pabich and members of the public.

2. Approval of the minutes of the March 17, 2014 meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mike Fleck, Commissioner
SECONDER:	Gene Hackbarth, Commissioner
AYES:	Scott Crevier, Mike Fleck, Gene Hackbarth, Mary Jane Herber
EXCUSED:	Brian Netzel, Adam Turiff

3. Update on sign at the fountain on James Street.

Gene Hackbarth reported that the sign has been delivered and installed. All invoices have been paid by the city and the project is now complete.

4. Update on plaque installation for National Register buildings.

Mary Jane Herber reported that Carla Nicks worked with Reinhold Sign during the second week of April to install the plaques. The property owners were very pleased with the plaques and their placement. Other property owners have inquired about obtaining a plaque for their building; when the next intensive survey is done, there may be more buildings that will be eligible. Gene Hackbarth motioned, seconded by Mike Fleck, to thank Carla and commend her for her time and effort on this project, and for the rapport that she established with local business owners. Mike requested that City Council send her a letter of appreciation.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gene Hackbarth, Commissioner
SECONDER:	Mike Fleck, Commissioner
AYES:	Scott Crevier, Mike Fleck, Gene Hackbarth, Mary Jane Herber
EXCUSED:	Brian Netzel, Adam Turiff

5. Razing permits - procedure for notification.

The new ordinance that was adopted in January of this year specifies that completed razing permit applications shall be forwarded to the Historic Preservation Commission to determine if the structure is listed on the National Register or included in a historic district. Ken Pabich stated that the purpose of the discussion is to determine if the Commission feels a need to modify the existing application form. Discussion followed about adding language specific to razing, as well as the notification procedure. Ken will have city staff create a draft for review at the next meeting.

Attachment: HPC_Minutes_April2014_draft (2214 : Approval of the minutes of the April 21, 2014 meeting.)

6. Preserve America signs.
Ken Pabich provided the Commission with an inventory of community-related signs. Discussion followed about the types, sizes, and location of the signs on the inventory. Ken has informed City Engineer Eric Rakars & Director of Public Works Scott Thoresen of the Commission's desire to add a Preserve America sign on Hwy 57/32, to which they had no objection. Discussion followed regarding population signs. Alderman Crevier stated that he thought it was important to have population signs on state highways and county trunks entering the city. The sign on Scheuring Road was removed during construction; there was general consensus that this particular area has become a significant entry point into the city and that the population sign should be replaced. Mary Jane Herber expressed her opinion that it would be valuable to have a Preserve America sign paired with the population sign, because it notifies motorists that De Pere has an interesting downtown that they may want to visit. Ken will follow up with City Police Chief Derek Beiderwieden regarding the population sign on Scheuring, and request permission for one additional Preserve America sign to be placed there as well.
7. Review of City of De Pere website.
The Commission voted to request that the following keywords be added to the City website's A-Z index: Historic Districts/Structures; Maps, Historic Properties; National Register of Historic Places; Tax Credits, Historic Properties. Gene Hackbarth volunteered to review website content for each of the historic districts. He will then submit any necessary updates to city staff.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mike Fleck, Commissioner
SECONDER:	Gene Hackbarth, Commissioner
AYES:	Scott Crevier, Mike Fleck, Gene Hackbarth, Mary Jane Herber
EXCUSED:	Brian Netzel, Adam Turriff

8. 2013/2014 budget review.
Ken Pabich confirmed with City Finance Director Joe Zegers that the Commission's carryover request is on the May 13th Finance Committee meeting agenda. He noted that the only items outstanding from the carryover request are the Reinhold Signs invoice and the money budgeted for additional Preserve America signs. Discussion followed on the process for carryover requests.
9. Local landmark status request - De Pere Historical Society.
At last month's meeting, Mike Fleck submitted a request for local landmark status designation for the Polo Resto Filling Station. Mary Jane Herber inquired whether the De Pere Historical Society would be interested in requesting it for the White Pillars building as well; if so, it would be best to wait and submit both requests together. Mike agreed to propose this to the Historical Society. Discussion followed about necessary criteria and the process for acquiring local landmark status.
- Scott Crevier motioned, seconded by Mike Fleck, to open the meeting for public comments.
- Jim O'Rourke, local realtor, inquired whether neighbors could request local landmark status, and was informed by the Commission that the request must come from the property owner.
- Mike Fleck motioned, seconded by Gene Hackbarth, to go back to regular order.

10. Programs and Community Education - report on meeting for Historic Building Tax Credits on March 27th.
Gene Hackbarth reported on the meeting in Green Bay which was presented by two employees of the Wisconsin Historical Society: Jim Draeger, Architectural Historian, and Mark Buechel, Senior Preservation Architect. There were five De Pere property owners in attendance, several of whom expressed interest in pursuing the program. Gene felt the meeting was very informative and provided extremely valuable information. He noted that the property owner must submit the application PRIOR to beginning the project. Gene has assembled information and website links which he shared with city staff. Income-generating commercial properties on the National Register of Historic Places will now be eligible for a 20% federal tax credit, in addition to a 20% state tax credit. A new program administered by the Wisconsin Economic Development Corporation is also available for commercial properties built prior to 1936, which provides for a 10% federal and 20% state tax credit.
11. Potential Historic Preservation Month activities.
Mary Jane Herber reported that Mark Buechel has been scheduled for May 15th at the Kress Family Library, with presentations at 4:00 and 6:00 PM. The Commission will work with Alyson Watson of Definitely De Pere to publicize the event. She suggested notifying local accounting firms as well. Ken Pabich recommended recording the presentation to be broadcast on the City's public access channel. Mary Jane will obtain Mark's approval to record the presentation. The 4:00 presentation will focus on commercial income-generating properties and commercial structures built prior to 1936. The 6:00 presentation will focus on residential properties that are not income-generating.
Scott Crevier reported that a tour of St. Norbert College historic buildings will have to be tabled due to scheduling conflicts on campus. Discussion followed about potential tours at a later date as well as maps/informational pamphlets.
Gene Hackbarth is working on a tour of the Lockkeeper's House for Saturday May 31st. He has made contact with Kavarna Coffeehouse, as well as Harlan Kiesow with the Fox River Navigational System Authority to find out if the locktender on duty that day would be able to provide historic information.
Gene is also working on a tour of properties that have used the tax credit program. He has confirmed interest with Tom Gavic, 301 Main Av, and has a call in to Ameriprise Financial at 113 S. Broadway.
Gene requested confirmation of May 31st as the date. He suggested dovetailing the times so that the west side tour would be conducted along with Gavic's property, and the east side tour with Ameriprise. The tour could then conclude at the De Pere Lock & Dam.
Discussion followed on inviting city council members and property owners to a plaque dedication ceremony on the evening of May 22nd. Mary Jane suggested creating an accompanying handout of the history of each building.
12. Report on property sales within Historic Districts.
123 S. Broadway (S. Broadway Historic District) was purchased by SAKS Holdings, LLC.
121 S. Broadway (non-contributing building within the S. Broadway district) was purchased by Pumpkin Heads, LLC.

112-114 N. Broadway (Steckart-Falck Double Block - south half) was purchased by Starry Development, LLC.

13. Future agenda items.
None.

Adjournment

Mike Fleck motioned, seconded by Gene Hackbarth, to adjourn the meeting at 8:00 pm. Upon vote, motion carried unanimously.

Respectfully submitted,
Carey Danen

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: May 19, 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: May 19, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Razing permits - procedure for notification.

Continued discussion on form and process of notification to the Historic Preservation Commission with the adoption of the new razing ordinance.

ATTACHMENTS:

- Razing Permit Application - Draft (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) _____		
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 the 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. 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. This subsection shall not apply to structures for which an order has been issued for razing or rehabilitation in accordance with Wis Stats. § 66.0413 or § 94-12 of this Code.		
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 #: _____

DRAFT

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

MEETING DATE: May 19, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Preserve America signage.

Continue discussion on the placement of a Preserve America sign at the Scheuring Road entrance to the city.

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

MEETING DATE: May 19, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Review of City of De Pere website.

Review of the narrative and architectural design for the houses in the North Broadway district. Some adjustments, additions, and corrections are needed. Please refer to the text that was included in April's agenda packet, or the HPC web page at www.de-pere.org.

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: May 19, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: 2013/2014 budget review and request for carryover.

ATTACHMENTS:

- HPC Budget Report (PDF)

2013 Historic Preservation Commission Budget

Historic	
2013 Budget	\$5,395.00
Carryover Request (from 2012)	\$2,000.00
WAHPC	(\$40.00)
Travel (Gene)	(\$211.16)
Indoff	(\$103.34)
United Sign	(\$427.00)
State Historic Society	\$8,000.00
Tim Heggland (Grant - Contractor)	(\$6,800.00)
City (Grant - Intern)	(\$935.00)
BadgerLand (Grant)	(\$265.00)
Travel (Gene)	(\$183.74)
Nation Historic Preservation	(\$20.00)
NAPC	(\$100.00)
Travel (Carla)	(\$216.00)
Fossil Industries	(\$675.00)
Plaque Income (25@60)	\$1,500.00
Zimmerman Foundries	(\$1,924.75)
Zimmerman Foundries	(\$161.10)
Blueraven	(\$60.00)
End of 2013 Balance	\$4,772.91

Known remaining bills

e Zimmerman Foundries	(\$1,924.75)
e Reinhold Plaque Install (35@25)	(\$875.00)
e Fossil	(\$450.00)
e Orde Sign	(\$390.61)
e Glenbow Museum	(\$50.00)
e Travel (Mary Jane)	(\$605.47)
p Preserve America Signs	(\$490.00)
Total Expenses	\$4,785.83
Difference	(\$12.92)

Requested Carryover \$4,772.91
Proposed Final 2013 Budget Balance \$0.00

existing project
proposed project

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

A:/Administration/Planning/Historic/historic.xls

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

MEETING DATE: May 19, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

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

Report on the De Pere Historical Society's potential request for Local Landmark status for White Pillars.

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: May 19, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Historic Preservation Month activities.

Programming for May which is Historic Preservation Month has begun. There will be a report on the May 15th Tax Credit programs for residential and commercial properties which were conducted by Mark Buechel of the State Historical Society.

Thursday, May 22nd dedication of plaques on National Register buildings in business districts.

Saturday, May 31st tour of Main Av Historic District, South Broadway Historic District, and the Lockkeeper's House with completed plans.

The tour of a restored property which has made use of tax credits for preservation of the building is pending and will be discussed and finalized.

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: May 19, 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: May 19, 2014

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Future agenda items.
