



Historic Preservation Commission

Regular Meeting

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

Final 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.

2. 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

3. 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

4. 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

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
----------------	------------------

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 Schleinz 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
----------------	------------------

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
----------------	------------------

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
----------------	------------------

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
----------------	------------------

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 the 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