



Historic Preservation Commission

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Agenda

Monday, April 18, 2016

6:00 PM

De Pere City Hall Council Chambers

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 **April 18, 2016** 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 March 21, 2016 Historic Preservation Commission meeting
3. May Historic Preservation Month Activities - Confirmation and Details
4. Update on N. Broadway Historic District Plaque Survey
5. Photo Report for 324 College Avenue and 335 Marsh Street
6. CLG Sub-Grant Update and Timeline
7. Review of the City's Historic Preservation ordinance subsequent to new state legislation
8. 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 Monday, April 18, 2016 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, Historic Preservation Division

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: April 18, 2016

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Approval of the minutes of the March 21, 2016 Historic Preservation Commission meeting

ATTACHMENTS:

- HPC_Apr2016_Minutes_Draft(PDF)



Historic Preservation Commission

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Draft Minutes

Monday, March 21, 2016
6:00 PM
De Pere City Hall Council Chambers

Call to Order

The meeting was called to order at 6:00 PM by Chairperson Mike Fleck

Attendee Name	Title	Status	Arrived
Scott Crevier	Aldersperson	Present	
Mike Fleck	Chairperson	Present	
Gene Hackbarth	Commissioner	Present	
Brian Netzel	Vice Chairperson	Present	
Kate Sabel	Commissioner	Present	
Sue Sands	Commissioner	Present	
Adam Turriff	Commissioner	Present	

Also present: City Planner Sarah Wallace and members of the public.

- Approval of the minutes of the February 15, 2016 Historic Preservation Commission meeting

Scott Crevier motioned, seconded by Kate Sabel, to approve the minutes. Gene Hackbarth motioned, seconded by Scott Crevier, to amend item #7 to clarify that the individual homes to be included are "historic register listed homes". Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gene Hackbarth, Commissioner
SECONDER:	Scott Crevier, Aldersperson
AYES:	Crevier, Fleck, Hackbarth, Netzel, Sabel, Sands, Turriff

- Update on social media activities during National Historic Preservation month. Matt Hohner, Executive Director of Definitely De Pere, will present.

Matt Hohner, director of Definitely De Pere, outlined plans for a social media scavenger hunt during Historic Preservation Month. He reported that they are also planning a St. Norbert College photo challenge that will be available to students. Scott Crevier has secured some door prizes for SNC students, and Matt is also soliciting gift cards for the city-wide challenge as well. Matt would also like to schedule a Definitely De Pere lunch and learn during Historic Preservation Month, and requested input from members for a potential speaker.

- Update on St. Norbert College campus tours during National Historic Preservation month. Erick Konop, St. Norbert College junior History major, will present.

Scott Crevier reported that the campus tours have been scheduled for Saturday, May 7th while students are still in session. SNC student Erick Konop has graciously offered to host the tours, which will include Main and Boyle Halls, the Pennings Activity Center, old St. Boniface and old St. Joes. Erick has created rough drafts for an informational handout, met with Scott to plan the route, and worked with campus safety on parking arrangements and access to the buildings. Scott is planning to assist with the group tours, which will be scheduled several times throughout the day between 10:00 and 2:30.

Attachment: HPC_Apr2016_Minutes_Draft (4598 : minutes)

Discussion followed regarding methods of promotion for the event, such as flyers and a press release. Sue Sands complimented Erick on the work he has done for the project.

5. Confirmation of WAHPC Conference registrations

Commission members Gene Hackbarth, Mike Fleck, and Scott Crevier will attend the WAHPC spring conference.

6. Planning Staff will provide an update to the Commission on the N. Broadway Historic District Plaque Survey

City Planner Sarah summarized the results that have been received to date. The survey deadline is this Friday, March 25. So far less than 50% of homeowners have replied, so complete results will be discussed at the next meeting.

7. Future agenda items

CLG sub-grant award to update the intensive survey.

Adjournment

Sue Sands motioned, seconded by Adam Turriff, to adjourn the meeting at 6:26 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Carey Danen

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

MEETING DATE: April 18, 2016

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: May Historic Preservation Month Activities - Confirmation and Details

Commission member Gene Hackbarth to provide an update on May Historic Preservation Month activities.

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: April 18, 2016

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Update on N. Broadway Historic District Plaque Survey

In late February, a survey was sent to 58 homeowners in the N. Broadway Historic District to gauge their interest in participating in the plaques project. 26 responses were received; the results of the survey are attached.

ATTACHMENTS:

- 2016 Survey Results (PDF)

[illegible]

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: April 18, 2016

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Photo Report for 324 College Avenue and 335 Marsh Street

On April 5, 2016, the City received demolition permits for 324 College Avenue and 335 Marsh Street. The attached photos were taken by the HPC of the property.

ATTACHMENTS:

- 324 College (PDF)
- 335 Marsh (PDF)











City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: April 18, 2016

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: CLG Sub-Grant Update and Timeline

The Wisconsin Historical Society has awarded \$19,000 to the City of De Pere, via a Certified Local Government Sub Grant, to conduct an intensive survey for historic properties in the City. The attached pages from the Sub Grant Application Guidelines outline the timeline for the project. Per this document, the City expects to receive a Memorandum of Agreement (MOA) in March or April (one had not been received to date). We expect an RFP to go out sometime after execution of the MOA but not later than August of 2016.

ATTACHMENTS:

- Grant Draft Schedule (PDF)

SUBGRANT FUNDING

The SHPO plans to award a total of approximately \$100,000 in Subgrants each year. Successful applicants, those that best meet the criteria established for this project period (see page 4), usually each receive subgrants ranging from \$2,000 (minimum) up to \$25,000 (maximum).

All project related costs are paid by the applicant/subgrantee, with periodic reimbursement of up to 75 percent of the award (federal reimbursement) prior to completion. The remaining 25 percent of the award is held until all final products are received and approved by the DHP.

TYPICAL SEQUENCE OF SUBGRANT ACTIVITIES

Prior to Beginning Work

- | | |
|-----------------------|--|
| July | 1. SHPO develops criteria and announces it in various Wisconsin preservation- related publications. |
| August to September | 2. SHPO accepts letters-of-intent. All letters-of-intent must be postmarked or received at the SHPO office by September 12, 2014. |
| September to November | 3. SHPO accepts signed applications (original plus five copies). They must be postmarked or received at the SHPO office by November 14, 2014. Applications faxed or post marked later will not be considered. |
| November to December | 4. The SHPO staff reviews all applications received for project eligibility and completeness. An analysis of each application, using the criteria established for this project period, is prepared for the Historic Preservation Review Board. |
| February | 5. The Historic Preservation Review Board reviews applications and approves award of subgrant funds. |
| February to March | 6. The SHPO sends applicants written notice of subgrant award and if the award amount is different from the application, the SHPO recommended changes to the products (work program) and/or budget. |
| February to March | 7. The SHPO publishes the "Project Information for Historic Preservation Professionals" on www.wisconsinhistory.org/hp/grants/consultants.asp and determines which interested candidates are "professionally qualified." |
| March to April | 8. The SHPO prepares the Memorandum of Agreement (MOA), work program with project schedule, and budget. It is then sent to the subgrantee "contact" for their review and signing as well as forwarding it to the Financial Officer/authorized agent for the same actions. |
| March to June | 9. Upon receipt of the MOA signed by the subgrantee officials, the SHPO completes the MOA signing and prepares the State Purchase Order. In about 20 days the signed Purchase Order, MOA, qualified consultant resumes, and reporting forms are sent to the subgrantee as notification that the project can begin. |

Initiation of Project Work

- | | |
|--|---|
| Per MOA
But no later
than August | 1. The subgrantee sends approved Request for Proposals (RFP), to all qualified candidates resulting from the " Project Information for Historic Preservation Professionals " posting. After the RFP deadline the subgrantee hires competitively with the assistance and prior approval of the SHPO. |
| Per MOA or
contract | 2. Once the consultant's (principal investigator) contract is signed, project can begin. Generally the subgrantee hosts an informational meeting to introduce the project, the contractor, and the SHPO Program Manager to the community. |

Monitoring the Project

- | | |
|-------------------------|--|
| Per MOA
or as needed | 1. Generally, the project director is responsible for the timely and accurate completion of the work program. This includes ensuring that procurement standards are followed, products are submitted when due, bills are paid on time, and auditable records are maintained. In addition, the project director maintains regular contact with the appropriate SHPO Program Manager to ensure any project work program questions are discussed before action is undertaken. |
| Per MOA | 2. The project director submits written progress reports and Reimbursement Requests to the SHPO. |

Project Completion

- | | |
|--|---|
| Per MOA | 1. Subgrantee hosts an informational meeting to present the products to the community. |
| | 2. Final work products MUST be submitted to the SHPO on or before the project completion date. |
| Per MOA but
no later than
August | 3. The SHPO will process the products and final reimbursement. The SHPO will withhold a minimum of 25 percent of the federal funds until all conditions of the MOA have been met and required records have been accepted by SHPO and NPS. |

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: April 18, 2016

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Review of the City's Historic Preservation ordinance subsequent to new state legislation

Gene Hackbarth has requested a change to the De Pere Historic Preservation Ordinance that would permit the Historic Preservation Commission to designate local landmarks without first receiving a request from the property owner.

De Pere's current ordinance states: Designation. Upon request of the property owner, the commission shall have the power, subject to section 38-6, infra, to designate historic structures and historic sites. The commission shall have the power to recommend designation of historic districts within the city limits. Such designations shall be made based on section 38-4 supra. Historic districts shall be approved by the common council. Once designated, such historic structures, sites, and districts shall be subject to all the provisions of this chapter.

If the Council approves the proposed ordinance change (attached), the Historic Preservation Commission could recommend local structures and buildings to be reviewed for local landmark status. That said, property owner consent would still be required to formally designate a structure or property as a local landmark per state statute (as indicated below). The proposed shift from property owner request to Historic Preservation Commission request reflects an operational change in how local designations are currently processed in the City of De Pere. Because of this, staff recommends that appropriate public outreach and notification be conducted before a proposed ordinance is presented to the City Council for review.

On a related note, an update of the Historic Preservation Ordinance is required to ensure that the City follows the recently passed legislation. 2015 Wisconsin Act 176 (2015 Assembly Bill 568) was approved in 2015 and made some changes to local regulations as related to Historic Preservation.

The Wisconsin Legislative Council writes: The Act requires a local unit of government to hold a public hearing before designating a local historic landmark or establishing a new local historic district and to notify any affected owner of the proposed designation or establishment. The Act also allows a property owner affected by a decision of a landmarks commission to appeal the decision to the governing body of the local unit of government, and allows that governing body to overturn the landmarks commission's decision by a simple majority vote.

Staff will begin working with the Legal Department to draft the required changes to the ordinance in order to be compliant with the recent state statute changes (target date: June or July). If the Historic Preservation Commission approves the requested ordinance change as attached, we will submit that as an additional option for the Council to consider.

ATTACHMENTS:

- HPC Ordinance review (PDF)

It has been brought to my attention that De Pere's historic preservation ordinance needs to be clarified. In section 38-5 (a), it states that individual properties can only be designated as local landmarks "upon request of the property owner." The historic preservation commission needs to have this ability as well to meet the Wisconsin State Historic Preservation Office requirements to be a CLG. Section 38-6 (a) (1) does seem to give the historic preservation commission the ability to designate properties without the request of the owner. I think this can be made consistent by adding the phrase ",or the commission," after "upon request of the property owner" in section 38-5 (a) and by using the same language in section 38-6 (a) (1). This is a good time to look at De Pere's historic preservation ordinance and make this change as all historic preservation ordinances need to comply with the newly enacted Act 176 as well as the CLG requirements of the Wisconsin State Historic Preservation Office. Let me know if you have questions regarding this.

Sec. 38-5. - Powers and duties of commission.

Designation. Upon request of the property owner, (or the commission) the commission shall have the power, subject to section 38-6, infra, to designate historic structures and historic sites. The commission shall have the power to recommend designation of historic districts within the city limits. Such designations shall be made based on section 38-4, supra. Historic districts shall be approved by the common council. Once designated, such historic structures, sites, and districts shall be subject to all the provisions of this chapter. Designation of historic structures and historic sites. Sec. 38-6 Procedures

Sec. 38-6. Procedures

(a)

(1)

The commission may, after notice and public hearing, designate historic structures and historic sites or rescind such designation or recommendation after application of the criteria in section 38-4, above. At least ten days prior to such hearing, the

commission shall notify the owners of record, as listed in the office of the city assessor, who are owners of property in whole or in part situated within 100 feet of the boundaries of the property affected. These owners shall have the right to confer with the commission prior to final action by the commission on the designation. Notice of such hearing shall also be published as a Class 1 Notice under the Wisconsin Statutes. The commission shall also notify the following: department of public works, redevelopment authority, parks department, fire and police departments, health department, building inspection department, and plan commission. Each such department may respond to the commission with its comments on the proposed designation or rescission.

(2)

The commission shall then conduct such public hearing and, in addition to the notified persons, may hear expert witnesses and shall have the power to subpoena such witnesses and records as it deems necessary. The commission may conduct an independent investigation into the proposed designation or rescission. Within ten days after the close of the public hearing, the commission may designate the property as either an historic structure or historic site, or rescind the designation. After the designation or rescission has been made, notification shall be sent to the property owner or owners. Notification shall also be given to the city clerk, building inspection department, plan commission, and the city assessor. The commission shall cause the designation or rescission to be recorded, at city expense, in the county register of deeds office.

(b)

Designation of historic districts.

(1)

For preservation purposes, the historic preservation commission shall select geographically defined areas within the city to be designated as historic districts and shall, with the assistance of the city planning department, prepare an historic preservation plan in ordinance form for each area. An historic district may be designated for any geographic area of particular historic, architectural or cultural significance to the city, which:

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: April 18, 2016
DEPARTMENT: Planning
FROM: Kimberly Flom
SUBJECT: Future agenda items
