



Historic Preservation Commission

Regular Meeting

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

Agenda

Monday, April 17, 2023

6:00 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statute 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 17, 2023 at 6:00 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET, DE PERE.**

The public may attend the meeting either in person in the Council Chambers or electronically/telephonically. Electronic or telephonic access to the meeting is provided below:

Computer/smart phone accessing <https://www.gotomeet.me/DePere>

OR

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(312\) 757-3117](tel:+13127573117)

Access Code: 154-883-285

This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at <http://deperewi.com/>.

Call to Order

1. Roll Call
2. Approval of the minutes of the February 20, 2023 Historic Preservation Commission meeting.
3. 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
4. Annual election of the Chair and Vice Chair.
5. Consideration and possible action on the proposed educational/city heritage program for an HPC member-driven public announcement about the virtual historic walking tour. Presentation by Jonathon Hansen and Mike Fleck.
6. Consideration and possible action on the proposed historic district signage project. Presentation by Jonathon Hansen, Adam Turriff, and Mike Fleck.
7. Discussion about the proposed Historic Preservation Ordinance review to assist applicants with Certificate of Appropriateness applications. Presentation by Adam Turriff and Mike Fleck.
8. Discussion about the consideration of the de-listing of 106 S Broadway at the upcoming, May 26, 2023, State Historic Review Board Meeting.
9. Consideration and possible action on the proposed state and federal designation of three historic properties. Presentation by Jonathon Hansen and Mike Fleck.

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 the day of the meeting so that arrangements can be made.

*Items with an asterisk require City Council approval.

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

Jason Tish, Wisconsin Historical Society



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: April 17, 2023

DEPARTMENT: Historic Preservation Commission

FROM: Kelly Barker

SUBJECT: Approval of the minutes of the February 20, 2023 Historic Preservation Commission meeting.

ATTACHMENTS:

- HPC_Feb2023_Minutes_Draft(PDF)



Historic Preservation Commission

Regular Meeting

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

Draft Minutes

Monday, February 20, 2023

6:00 PM

Council Chambers and Virtual

Call to Order

The meeting was called to order at 6:00 PM by Chairperson Jonathon Hansen

Attendee Name	Title	Status	Arrived
Mike Fleck	Commissioner	Excused	
Gene Hackbarth	Vice Chairperson	Present	
Noah Tetzner	Commissioner	Excused	
Adam Turriff	Commissioner	Present	
Joanne Vomastic-Muka	Commissioner	Present	
Jonathon Hansen	Chairperson	Present	

Also present: City Planner Peter Schlein.

2. Approval of the minutes of the December 19, 2022 Historic Preservation Commission meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gene Hackbarth, Vice Chairperson
SECONDER:	Adam Turriff, Commissioner
AYES:	Gene Hackbarth, Adam Turriff, Joanne Vomastic-Muka, Jonathon Hansen
EXCUSED:	Mike Fleck, Noah Tetzner

3. 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

There were no public comments.

RESULT:	DISCUSSED
----------------	------------------

4. Consideration and possible action about eight projects that each Historic Preservation Committee member expressed an interest in working on completing in 2023, and the potential redistribution of members into balanced groups for each project.

City Planner Peter Schlein reviewed the list of potential projects for 2023. He asked for the HPC members to review the list of projects to decide if they would like to reorganize the names to balance the size of each group working on the projects. Peter noted that if a person had a question mark next to their name, it meant that when the person indicated their desire to work on the project, they put a maybe for working on the project. Ald. Hansen stated that he would add his name to the first educational/city heritage program to work with Mike Fleck on the project. Discussion followed. Adam Turriff stated that he would work on the Code Review for COA Applications and the Historic District Signage, but would like to remove his name from the State/Federal Designation Properties and the Local Designation Properties. It was also decided to remove Mike Fleck from the Code Review for COA Applications. The rest of the project list will remain as is. Ald. Hansen moved, seconded by Gene Hackbarth, to accept the project list, with the changes made at the meeting. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jonathon Hansen, Chairperson
SECONDER:	Gene Hackbarth, Vice Chairperson
AYES:	Gene Hackbarth, Adam Turriff, Joanne Vomastic-Muka, Jonathon Hansen
EXCUSED:	Mike Fleck, Noah Tetzner

5. Discussion about an educational/city heritage program and a historic district signage project that the Historic Preservation Commission members will begin working on in February.

City Planner Peter Schleinz reviewed the two projects that the HPC members need to consider working on in February in order to stay on schedule with the timeline. The first project is the educational/city heritage program which has a target end date of May 31, 2023. Ald. Hansen and Mike Fleck are signed up to work on this project. They should consider details to present to the whole commission in April, which should include the following: develop a topic to prepare for the program, set location to meet before the next HPC meeting, develop materials, a venue (if needed) and advertisement preferences, and a program date and time.

The second project is offering historic district signage to the two newest historic districts which has a target end date sometime in June. Ald. Hansen, Mike Fleck, and Adam Turriff are signed up to work on this project. They should consider details to present to the whole commission in April, which should include the following: establish a concept design and materials for the signage that is cost effective for property owners, establish a list of potential candidates that can apply for signage in 2023, establish a format for reaching out to property owners about the signage, and establish how signage will be reviewed/verified once installed. Gene Hackbarth asked if money was set aside in the HPC budget for this project. Peter replied that approximately \$3,000 was approved in the budget as a cost-share with the homeowners. Peter added that the last sign project was done prior to 2016, so costs may have likely increased since then. This is a discussion-only item, so no action was required.

Peter noted that staff would be available to provide assistance to both groups if they needed additional information.

RESULT:	DISCUSSED
----------------	------------------

Adjournment

Before adjourning the meeting, Gene Hackbarth mentioned that the annual WAPAC Conference is scheduled for April 21, 2023. He invited the HPC members to attend the conference.

Gene Hackbarth moved, seconded by Adam Turriff, to adjourn the meeting at 6:27 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: April 17, 2023

DEPARTMENT: Historic Preservation Commission

FROM: Kelly Barker

SUBJECT: 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



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: April 17, 2023

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Annual election of the Chair and Vice Chair.



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: April 17, 2023

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Consideration and possible action on the proposed educational/city heritage program for an HPC member-driven public announcement about the virtual historic walking tour. Presentation by Jonathon Hansen and Mike Fleck.

Jonathon Hansen and Mike Fleck identified that the program is an HPC member-driven public announcement about the virtual historic walking tour that has been operational since January 2023. The HPC last discussed the tour as a formal HPC agenda item on December 19, 2022.

Link to the Tour: <https://definitelydepere.org/places/category/historic-walking-tour/>



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: April 17, 2023

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Consideration and possible action on the proposed historic district signage project. Presentation by Jonathon Hansen, Adam Turriff, and Mike Fleck.

Jonathon Hansen, Adam Turriff, and Mike Fleck identified that up to 49 historic district neighborhood signs may be needed if everyone requested a sign. This is specifically for the two most recently designated residential districts. They also identified 9 additional properties that may be considered for 2023 if timing and budget allows.

Project status:

1. Total number of potential signs have been identified as 58.
2. The design concept at this time is a 10-inch by 7-inch oval with the historic district name at the top with the house name (if established) on the second line, year of construction in the center, and "National Register...." and "De Pere Historic Preservation Commission" for the lower two lines.
3. Sign companies are reviewing and bidding on a "per sign" cost at this time because each sign is unique to the property the sign represents. Because of the individual signs, pricing is taking longer than the schedule-estimated time.

Note: Based on sign company reviews, the size, shape, text configuration, and material for the signs may change.

This group is proud to announce that they have successfully taken steps that allowed the project budget to be doubled.



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: April 17, 2023

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Discussion about the proposed Historic Preservation Ordinance review to assist applicants with Certificate of Appropriateness applications. Presentation by Adam Turriff and Mike Fleck.

This project will start within the next week. Adam Turriff and Mike Fleck likely will not have a formal presentation aside from noting the project is beginning.

The HPC may wish to preview the ordinance and offer general suggestions that will be helpful for the public and the group working on the project.



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: April 17, 2023

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Discussion about the consideration of the de-listing of 106 S Broadway at the upcoming, May 26, 2023, State Historic Review Board Meeting.

The HPC recommended the de-listing of the property at 106 S Broadway in March 2020, and the project has finally made it to the upcoming May 26, 2023, State Historic Review Board Meeting. The HPC already made a recommendation in 2020 and staff provided additional support information and photos in 2023. No further action is required of HPC at this time.



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: April 17, 2023

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Consideration and possible action on the proposed state and federal designation of three historic properties. Presentation by Jonathon Hansen and Mike Fleck.

This project just started in April 2023. Jonathon Hansen and Mike Fleck will have only selected three potential properties (addresses) by the time of the HPC meeting.