



Historic Preservation Commission

Regular Meeting

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

Agenda

Monday, April 17, 2017

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 17, 2017** 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 13, 2017 Historic Preservation Commission meeting.
3. Public Hearing on a property owner request to nominate and designate the Queen Anne style James Harbridge House at 503 Fulton Street in De Pere, built in 1867, as a local historic site (Parcel #ED-448).
 - A. Notice of Public Hearing
4. Recommendation regarding the nomination and designation of the Queen Anne style James Harbridge House at 503 Fulton Street in De Pere, built in 1867, as a local historic site (Parcel #ED-448). Submitted by Roger and Susan Dart.*
5. Discussion regarding the proposed second quarter 2017 projects that the Historic Preservation Commission agreed to attempt to complete.
6. Discussion regarding the progress of the City of De Pere Intensive Survey Update.
7. Discussion regarding placement of Wisconsin Preservation & Archeology Month posters.
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 the day of the meeting 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, Wisconsin Historical Society
Roger & Susan Dart

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: April 17, 2017

DEPARTMENT: Planning

FROM: Kelly Barker

SUBJECT: Approval of the minutes of the March 13, 2017 Historic Preservation Commission meeting.

ATTACHMENTS:

- HPC_Mar2017_Minutes_Draft (PDF)



Historic Preservation Commission

Special Meeting

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

Draft Minutes

Monday, March 13, 2017

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	Excused	
Brian Netzel	Vice Chairperson	Present	
Kate Sabel	Commissioner	Excused	
Sue Sands	Commissioner	Present	
Adam Turriff	Commissioner	Excused	

Also present: City Planner Peter Schleinz, Joe DeRose from the Wisconsin Historical Society, and Heritage Research LTD consultant, Traci Schnell.

- Approval of the minutes of the February 20, 2017 Historic Preservation Commission meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Aldersperson
SECONDER:	Brian Netzel, Vice Chairperson
AYES:	Scott Crevier, Mike Fleck, Brian Netzel, Sue Sands
EXCUSED:	Gene Hackbarth, Kate Sabel, Adam Turriff

- Update regarding the February 24, 2017 review of the proposed St. Norbert Historic District by the Wisconsin Historical Society's Historic Preservation Review Board.

City Planner Peter Schleinz reviewed the February 24th meeting of the Wisconsin Historical Society's Preservation Review Board, regarding the review of St. Norbert College as a historic district. He reported that the nomination was accepted, and will proceed to the US Department of the Interior for review. He stated that this process typically takes about three months to complete. There were no further questions or comments. Because this item is a discussion item only, no action needed to be taken by the commission at this time.

RESULT:	DISCUSSED
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- Presentation from the Wisconsin Historical Society and Heritage Research LTD regarding a reconnaissance resurvey for the City of De Pere in order to update the City's 2001 Intensive Survey.

Joe De Rose from the Wisconsin State Historical Society provided an update to the reconnaissance survey for the City of De Pere. He stated that the last survey was done in 2001. The State Historical Society recommends that surveys get updated every 15-20 years. Money comes from the National Parks Service and makes it available to certified local governments through grants to identify buildings which are eligible to be nominated for the National Registry. Joe stated that the consultant, Heritage Research LTD will look at buildings that are 40 years and older so the new survey does not expire as quickly as the last survey. They will look at residential, commercial, churches, educational,

Attachment: HPC_Mar2017_Minutes_Draft (5729 : Minutes)

government buildings, with a focus on modern architecture from approximately 1960-1975. The primary focus of the survey is to identify properties that are eligible for listing on the National Registry of Historic Places. Other uses of the survey include: mapping of all properties to add to the GIS database and updating the report of the last survey which occurred in 2001. For the final report, a copy goes to the local library, one goes to the Wisconsin Historical Society, one goes to the National Parks Service, and one will be posted online. Joe reported that there are both honorific and economic incentives for people to restore properties on the national registry. There is also a state tax credit program, which he will discuss in more detail at the meeting at the end of the project. Joe introduced Traci Schnell, the consultant from Heritage Research LTD, who will be conducting the survey. The project is scheduled to begin in early April and will end in August. Traci addressed the commission, stating that her sole purpose to be here is to introduce herself so if anyone sees her in town taking photographs, they will know her purpose is to conduct research for the survey. She encouraged the HPC members to provide any additional historic information that may be useful for the survey. Mike Fleck asked if she would be looking at identifying possible new historic districts. Traci replied yes. The members thanked both Joe De Rose and Traci Schnell for taking the time to attend the meeting. Because this item is a discussion item only, no action needed to be taken by the commission at this time.

RESULT:	DISCUSSED
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Adjournment

Brian Netzel moved, seconded by Sue Sands, to adjourn the meeting at 6:31 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, 2017

DEPARTMENT: Planning

FROM: Peter Schlein

SUBJECT: Recommendation regarding the nomination and designation of the Queen Anne style James Harbridge House at 503 Fulton Street in De Pere, built in 1867, as a local historic site (Parcel #ED-448). Submitted by Roger and Susan Dart.*

SUMMARY

The request has been initiated by the existing property owners, Roger and Susan Dart. The proposed nomination and designation is for the "house only" at 503 Fulton Street in De Pere. The garage and landscaping on the property are not part of the proposed nomination and designation.

If nominated and designated, the site will be the first locally designated historic site in De Pere that is still used as a residential property. The proposal, if approved, is in line to be completed during the first week of May, which is known as Historic Preservation and Archaeology Month.

HISTORY

The Queen Anne style house at 503 Fulton Street is known historically as the "James W. Harbridge House," which was built in 1867 and added onto in 1882. In the years 2006 and 2007 the house was included on State and National Registers when the N. Michigan Street - N. Superior Street Historic District was created. The house has never been locally designated by the City of De Pere as a historic site.

PROPERTY OWNERS THAT WERE NOTIFIED

Using first class mail, the existing property owners of 503 Fulton Street and all property owners of record within 100 feet of 503 Fulton Street (13 properties total) were notified of the April 17, 2017 public hearing and HPC meeting, and the potential May 2, 2017 Common Council meeting related to the nomination and designation process.

Using a Class 1 Public Hearing Notice, published in the Green Bay Press Gazette on April 10, 2017, the public was informed of the April 17, 2017 public hearing related to the nomination and designation process.

CITY DEPARTMENTS THAT WERE NOTIFIED

Using inter-office email with a digital memo, the following departments were notified of the April 17, 2017 public hearing and HPC meeting, and the potential May 2, 2017 Common Council meeting related to the nomination and designation process (comments included):

Department of Public Works - No comment unless designation impacts things in the right-of-way.
 Parks Department - No response.
 Fire Department - No comment.
 Police Department - No comment.
 Building Inspection Department - No response.
 Planning Department - No comment.

REVIEW/APPROVAL NEXT STEPS

If the HPC chooses to nominate and recommend designation of the house at 503 Fulton Street as a historic site, the following should occur:

1. Within 10 days of the public hearing and HPC action (by April 27, 2017) the property owner must be notified of any positive recommendation via first class mail.
2. The proposal should be forwarded to the May 2, 2017 Common Council meeting.
3. If the designation is approved by Common Council, the City records the designation with the Brown County register of Deeds office.

RECOMMENDED ACTION

The HPC should consider "nominating" the house as a local historic site. The HPC should then consider "recommending" the designation of the house as a local historic site. If nominated and recommended, the HPC should forward the recommendation to the Common Council for consideration during the May 2, 2017 Council meeting.

ATTACHMENTS:

- Adjacent Owner Pre-HPC Letter (DOCX)
- Department Comments Pre-HPC Memo (DOCX)
- Public Hearing Notice (DOCX)
- WHS - 503 Fulton ST (DOCX)

CITY OF DE PERE

335 South Broadway
De Pere, WI 54115
Fax No.: 920/339-4049
Web: <http://www.de-pere.org>



April 3, 2017

RE: Proposed Local Historic Site Proposed at 503 Fulton Street in the City of De Pere

Dear Property Owner:

This mailing has been sent to inform you that the property owners at **503 Fulton Street** (Parcel ED-448) made a request to have the City of De Pere designate their house as a **local historic site**. The Queen Anne style house at 503 Fulton Street (see map on back of this letter) is known historically as the "James W. Harbridge House," which was built in 1867 and added onto in 1888. In the years 2006 and 2007 the house was included in State and National Registers when the N. Michigan Street – N. Superior Street Historic District was created, but the house was not locally designated by the city as a historic site.

A public hearing, to allow public input regarding the local historic site request, will take place before the City of De Pere Historic Preservation Commission on **Monday, April 17, 2017 at 6:00 pm**. The request will then be considered by the City of De Pere Historic Planning Commission shortly after the public hearing on **Monday, April 17, 2017 at 6:00 pm**. A final decision will be made by the City of De Pere Common Council meeting regarding the request on **Tuesday, May 2, 2017 at 7:30 pm**.

The public hearing and meetings will be located in the Council Chambers on the second floor of De Pere City Hall. Copies of the meeting agendas will be available on the City of De Pere webpage at <http://www.de-pere.org/> a few days prior to each meeting.

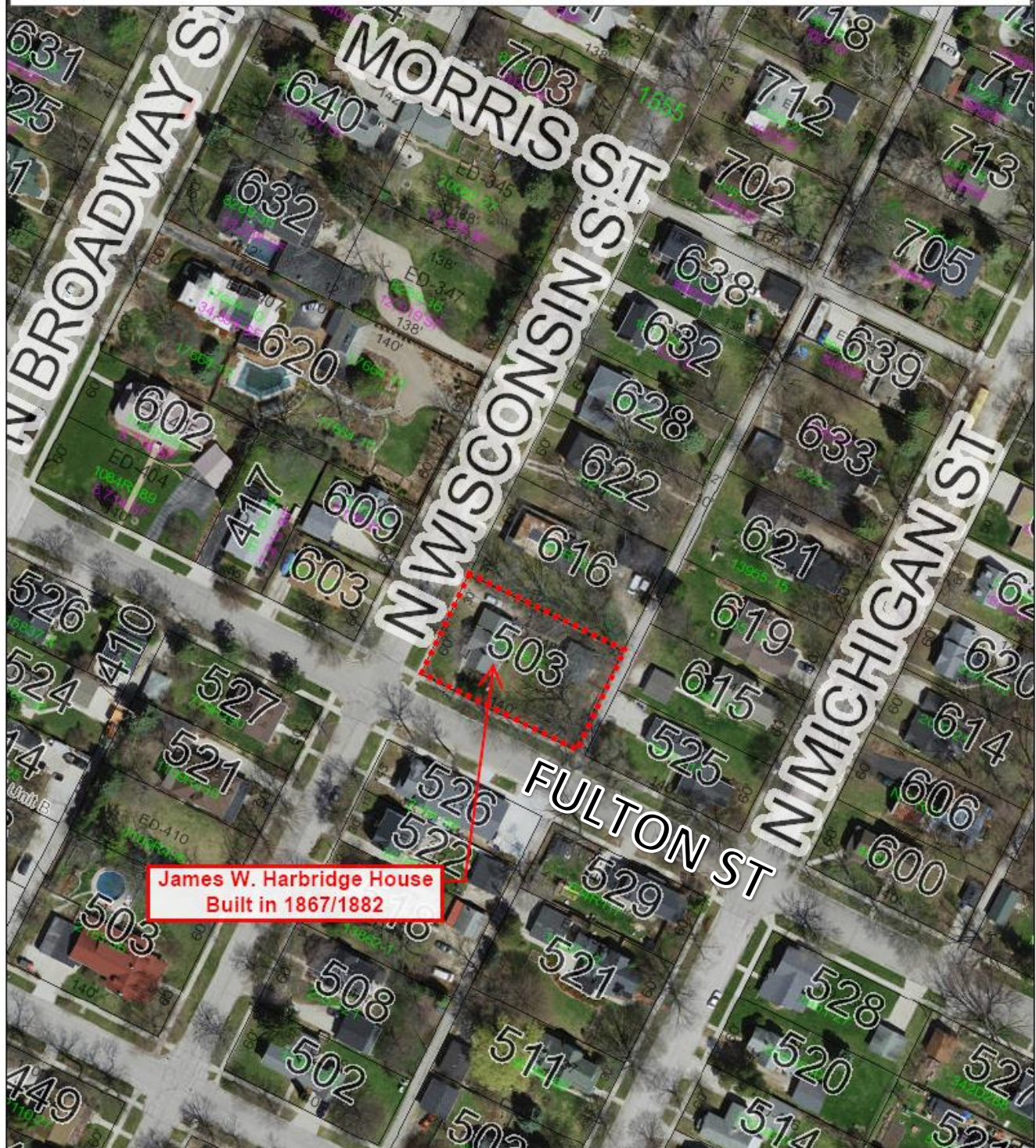
You are welcome to attend the meetings to learn about the proposal and provide comments. If you have additional questions or comments regarding the proposal, or if hard copies of the meeting agendas are desired, contact me at (920) 339-4043 or pschleinz@mail.de-pere.org.

Respectfully,

Peter Schleinz
City Planner

Attachment: Adjacent Owner Pre-HPC Letter (5738 : Recommendation regarding the nomination and designation of the Queen Anne style

Proposed Local Historic Site Designation at 503 Fulton Street.



James W. Harbridge House
Built in 1867/1882



This map was produced utilizing a variety of sources the City of De Pere reasonably believes are reliable, including GIS data, some of which was under development at the time this map was produced. The City of De Pere makes no warranty, either expressed or implied, including no warranty as to fitness for a particular use, of the information contained in or comprising this map.

Map of De Pere, WI Provided By The De Pere Planning/GIS Department



03/28/2017
Scale 1:1200



Memorandum

To: Scott Thoreson, Director, Department of Public Works
 Marty Kosobucki, Director, Parks Department
 Alan Matzke, Fire Chief, Fire Department
 Derek Biederwieden, Police Chief, Police Department
 David Hongisto, Chief Inspector/Assistant Assessor, Building Inspection Department

Copy: Historic Preservation Commission File

From: Peter Schleinz, City Planner

Re: Proposed Local Historic Site Proposed at 503 Fulton Street (Private Residence)

Date: March 28, 2017

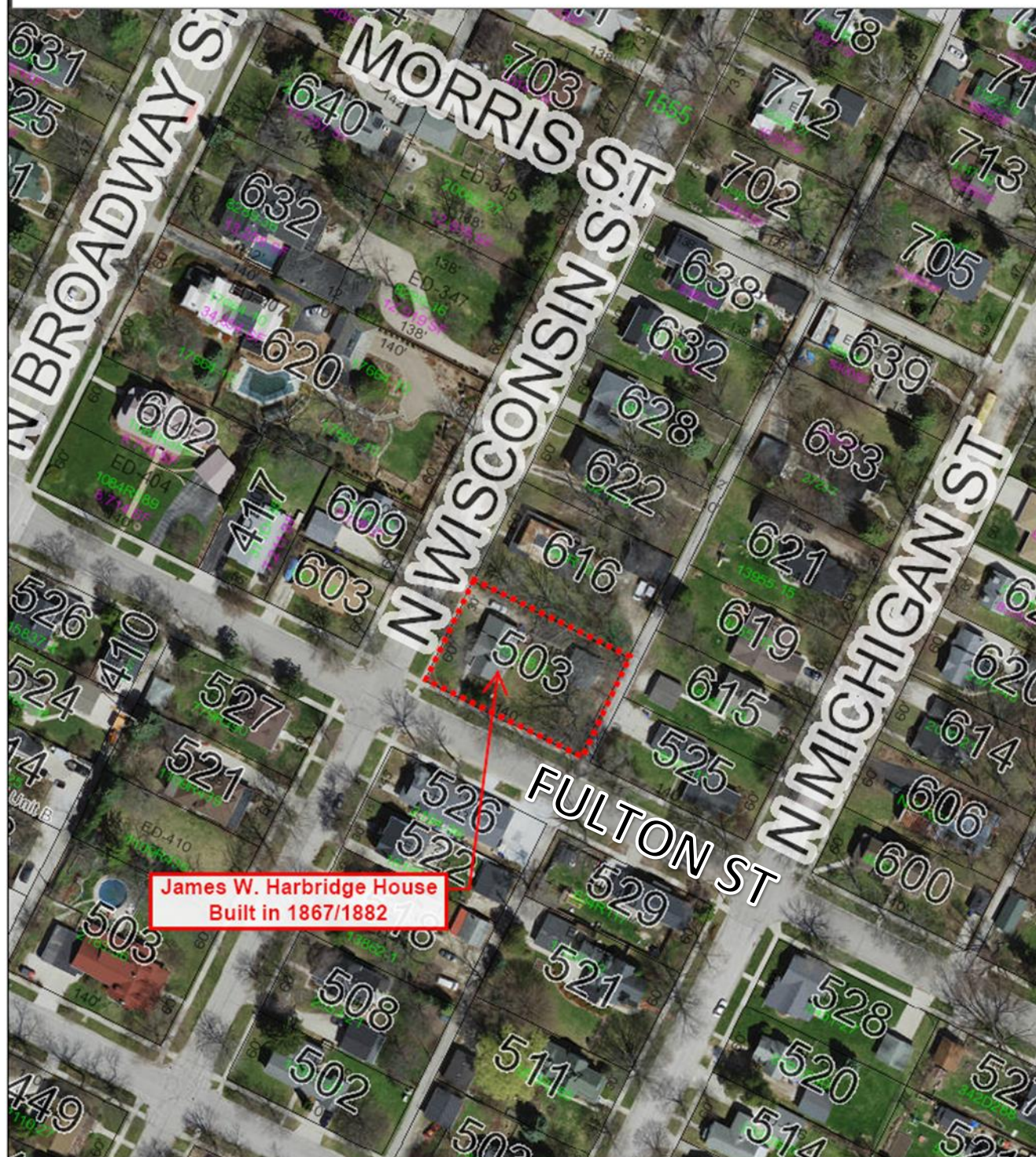
The property owners at **503 Fulton Street** (Parcel ED-448) made a request to have the City of De Pere Historic Preservation Commission and Common Council designate their house only as a **local historic site**. The Queen Anne style house at 503 Fulton Street (see location map included with this memo) is known historically as the "James W. Harbridge House," which was built in 1867 and added onto in 1888. In the years 2006 and 2007 the house was included in State and National Registers when the N. Michigan Street – N. Superior Street Historic District was created, but the house was not locally designated by the city as a historic site.

As part of the review process for designating local historic sites, the Historic Preservation Commission must notify your departments in order to allow an opportunity for comments. This memo serves as the notification from the Historic Preservation Commission.

- ***Respond to me with either a no comment statement or a comment summary by April 10, 2017.***

The Historic Preservation Commission will be holding a public hearing and considering the request at a regularly scheduled meeting on April 17, 2017 and the Common Council will make a final decision on May 2, 2017. If you have additional questions or comments regarding the proposal contact me at phone x1349 or email pschleinz@mail.de-pere.org.

Proposed Local Historic Site Designation at 503 Fulton Street.



James W. Harbridge House
Built in 1867/1882



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Map of De Pere, WI Provided By The De Pere Planning/GIS Department



03/28/2017
Scale 1:1200

Publish: April 10, 2017 in the Green Bay Press-Gazette (Class 1 Notice)

NOTICE OF PUBLIC HEARING

Notice is Hereby given, that on **Monday, April 17, 2017** at 6:00 PM or as soon thereafter as can be heard in the Council Chambers of the De Pere City Hall, 335 S. Broadway St, De Pere, WI, a public hearing will be held by the Historic Preservation Commission of the City of De Pere to consider a local historical site designation for the following property:

Residential site on Parcel ED-448 (503 Fulton ST).

A map of the proposed site is available at the City of De Pere Planning Department, 335 S. Broadway St., De Pere, WI 54115.

Dated this 10th day of April, 2017.

BY ORDER OF THE HISTORIC PRESERVATION COMMISSION

Michael Fleck
Chair

Carey Danen
City Deputy Clerk-Treasurer

PROPERTY RECORD

503 FULTON ST

Architecture and History Inventory

 PRINT
  EMAIL A FRIEND
  FACEBOOK
  TWITTER
  MORE...



NAMES ›

Historic Name: **James Harbridge House**

Other Name:

Contributing: **Yes**

Reference Number: **121393**

PROPERTY LOCATION ›

Location (Address): **503 FULTON ST**

County: **Brown**

City: **De Pere**

Township/Village:

Unincorporated Community:

Town:

Range:

Direction:

Section:

Quarter Section:

Quarter/Quarter Section:

PROPERTY FEATURES ›

Year Built: **1867**

Additions: **1882**

Survey Date: **2001**

Historic Use: **house**

Architectural Style: **Queen Anne**

Property Type: **Building**

Structural System:

Wall Material: **Aluminum/Vinyl Siding**

Architect:

Other Buildings On Site:

Demolished?: **No**

Demolished Date:

DESIGNATIONS ›

National/State Register Listing Name: **N. Michigan St.- N. Superior St. Historic District**

National Register Listing Date: **2007-07-19**

State Register Listing Date: **2006-10-13**

National Register Multiple Property Name:

NOTES ›

Additional Information:

Bibliographic References: Tax rolls.

RECORD LOCATION ›

Wisconsin Architecture and History Inventory, Division of Historic Preservation-Public History,

Wisconsin Historical Society, Madison, Wisconsin

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: April 17, 2017

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Discussion regarding the proposed second quarter 2017 projects that the Historic Preservation Commission agreed to attempt to complete.

During January and February, the HPC developed a timeline of projects to attempt to complete during calendar year 2017 on a quarterly basis. April marks the beginning of second quarter and the following is a summary list of projects that the HPC should focus on for completion by the end of June (lead persons for each project team is listed):

1. Joliet Historical Marker -- Project leads are Brian, Gene, and Mike.
2. North Broadway Plaques -- Project lead is Peter.
3. HPC sponsored project(s) for Historic Preservation Month -- Project leads are all Commissioners.

RECOMMENDED ACTION: No approvals required. The HPC should discuss and organize times to get together in teams with the project lead(s) to accomplish tasks during second quarter.

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: April 17, 2017

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Discussion regarding the progress of the City of De Pere Intensive Survey Update.

Planning staff discussed the status of the Intensive survey update project with the consultant, Heritage Research LTD. The consultant is in the review phase of the inventory. The survey work in De Pere will begin on April 24, 2017.

The consultant does not have any questions for the HPC at this time. If the HPC has questions or information to share, staff will forward the inquiries to the consultant.

According to the timeline, the consultant should be in the project development phase. Even with the later-than-expected start for the project the consultant is not far off schedule for completing the project on time.

RECOMMENDED ACTION: No approval required. If HPC has any questions, staff will share the questions with the consultant.

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: April 17, 2017

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Discussion regarding placement of Wisconsin Preservation & Archeology Month posters.

Staff received two 18x24 inch Wisconsin Preservation and Archeology Month Posters in the mail from the Wisconsin Historical Society. The posters included a cover letter encouraging the HPC to celebrate Wisconsin Preservation and Archaeology Month in May. The cover letter also encouraged the HPC to add any special local events to a statewide online calendar at the following location:

www.wisconsinhistory.org/hp/hpmonth

RECOMMENDED ACTION: No approval action needed. Discuss items to add to the calendar and discuss appropriate locations to place the two posters for public viewing.

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: April 17, 2017
DEPARTMENT: Planning
FROM: Kelly Barker
SUBJECT: Future Agenda Items
