



Historic Preservation Commission

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

Regular Meeting

Final Minutes

Monday, April 17, 2017

6:00 PM

De Pere City Hall Council Chambers

Call to Order

The meeting was called to order at 6:00 PM by Commissioner Gene Hackbarth

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

Also present: City Planner Peter Schleinz.

With both the Chairman and Vice Chair excused from the meeting, it was necessary to elect a chair pro-tem to run the meeting. Scott Crevier moved to nominate Gene Hackbarth. Upon vote, motion carried unanimously.

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

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

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).

City Planner Peter Schleinz called the public hearing to order at 6:03 PM. He summarized the details regarding the nomination and designation of 503 Fulton Street, making note that all adjacent property owners within 100 feet of the site, along with the homeowners themselves, who are also the petitioners, were notified of the public hearing. Peter called three times for anyone to speak. No one was in attendance to speak. Peter called the hearing to a close at 6:06 PM.

A. Notice of Public Hearing

The notice was available to the HPC members and public at the meeting.

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.*

Gene Hackbarth reviewed the steps that must be followed upon the nomination and designation of a historic site. Because there have been very few local designations in the City of De Pere (just two), Gene asked that Peter review what the Historic Preservation Commission's responsibilities would be, as well as the local property owners' responsibilities. Peter reviewed what the homeowner's responsibilities will be in the event

that the property is designated as a historic site. He stated that it mostly impacts the exterior facade of the structure, not the interior nor the landscaping. If the property owner chooses to replace windows, siding, or other exterior features, they would need to get a certificate of appropriateness, which would be submitted to the Historic Preservation Commission for review and approval before they could proceed with any project. Gene asked where the property owner would get the form to apply for a certificate of appropriateness. Peter replied that the form is in the design phase at this time since the City does not currently have a form on file. Peter, along with the building inspection department, is in the process of developing the form and it should be completed shortly. This form, once completed, will be available online. Scott Crevier asked whether it is the HPC who approves the certificate of appropriateness, or if it needs to be approved by Council. Peter answered that it only needs to be approved by the Historic Preservation Commission. Scott then asked for clarification of the difference between a historic structure, historic site, or historic district. He asked that, since this nomination is for only the house, should it be designated as a historic structure rather than a site, since the garage is not included in the nomination. Peter replied that it is up to the HPC to decide whether to designate the house as a site or a structure. Since the garage was built in 2006, the commission would not include it in the nomination of the house. Peter mentioned that there are five criteria used to nominate a historic structure and the commission members can use any or all of the criteria in their nomination. Gene stated that he would be comfortable nominating the property as a historic structure. Scott then asked Gene to identify which of the five criteria he is basing his approval on. Peter outlined the five criteria, of which 3 of the 5 are met by this property. Gene added that it is important to note that when the historic district was created, the property met both the State Historical Society and the Department of the Interior's criteria for designation. Gene Hackbarth moved, seconded by Scott Crevier, to nominate and recommend designation of the house at 503 Fulton Street as a local historic structure. Upon vote, motion carried unanimously. Scott Crevier added that he would like this information to be provided to the City Council.

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

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

City Planner Peter Schleinzi reminded everyone that the second quarter has begun and reviewed the timeline of second quarter projects, which includes:

- Historical Marker - led by Brian Netzel, Gene Hackbarth, and Mike Fleck.
- N. Broadway Plaques - led by Peter Schleinzi.
- May Historic Preservation Month - entire Commission.

Since this is a discussion only item, no action is required at this time.

RESULT:	DISCUSSED
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6. Discussion regarding the progress of the City of De Pere Intensive Survey Update.

City Planner Peter Schleinzi reviewed the progress of the intensive survey. The consultant will be starting her survey work shortly and it will continue throughout April & May. Peter stated that the project is very close to being on schedule at this time. He

asked if any HPC members have any questions of the consultant at this time. No one did. Gene Hackbarth mentioned that the curator of the De Pere Historical Society is very willing to work with the consultant to provide information regarding the intensive survey. Peter replied that he will pass on that information to the consultant. Because this is a discussion only item, no action is needed at this time.

RESULT:	DISCUSSED
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7. Discussion regarding placement of Wisconsin Preservation & Archeology Month posters. Discussion followed regarding the placement of the two posters. It was decided that the posters would be placed at the library and the Community Center and that Peter would be in charge of their placement at these locations.

RESULT:	DISCUSSED
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8. Future Agenda Items

Gene Hackbarth stated that he should have a recommendation for the relocation of historical marker 189 at the May meeting. He is also working on a proposal to the commission for sponsoring or co-sponsoring a historic window workshop for people who own buildings that need renovation. He will have more information regarding this project at the May meeting as well. Scott Crevier stated that he contacted the St. Norbert College student who offered tours of six historic SNC buildings on campus last year to see if he'd like to do it again this year during May's Historic Preservation Month. Scott replied that he is waiting to hear back from the student and will update the commission when he does.

RESULT:	DISCUSSED
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Adjournment

Scott Crevier moved, seconded by Adam Turriff, to adjourn the meeting at 6:40 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker