



Historic Preservation Commission

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

Regular Meeting

Agenda

Monday, April 15, 2024

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 15, 2024 at 6:00 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

The Public or Members of the Historic Preservation Commission, which may count toward an official quorum, may attend the meeting either in person in the Council Chambers or telephonically or electronically via video conferencing or other appropriate technological means. Telephonic or electronic 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://depercitywi.igmp2.com/>.

Call to Order

1. Roll Call
2. Approval of the minutes of the February 19, 2024 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. Consideration and possible action on the proposed 2024-2025 Wisconsin Historical Society grant for the Federal and State Registries designation of the Former State Bank of De Pere at 127 N Broadway ST. Presentation by Gene Hackbarth.
5. Consideration and possible action on Educational Program #1. Presentation by Mark Reinhart and Patrick Boyd.
6. Consideration and possible action on historic district sign distribution, instructions, and installation. Presentation by Jonathon Hansen and Mark Reinhart.
7. Consideration and possible action on ARPA funded historic district descriptive signage. Presentation by Jane Schueller, Jonathon Hansen, and Mark Reinhart.
8. Discussion about the Historic Walking Tour update. Presentation by Jonathon Hansen.

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 15, 2024

DEPARTMENT: Historic Preservation

FROM: Kelly Barker

SUBJECT: Approval of the minutes of the February 19, 2024 Historic Preservation Commission meeting.

ATTACHMENTS:

- HPC_Feb2024_Minutes_Draft(PDF)



Historic Preservation Commission

Regular Meeting

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

Draft Minutes

Monday, February 19, 2024

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
Patrick Boyd	Commissioner	Present	
Gene Hackbarth	Vice Chairperson	Present	
Jonathon Hansen	Chairperson	Present	
Mark Reinhart	Commissioner	Present	
Jane Schueller	Commissioner	Remote	
Adam Turriff	Commissioner	Excused	

Also present: City Planner Peter Schleinz.

2. Approval of the minutes of the December 18, 2023 Historic Preservation Commission meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Patrick Boyd, Commissioner
SECONDER:	Gene Hackbarth, Vice Chairperson
AYES:	Boyd, Hackbarth, Hansen, Reinhart, Schueller
EXCUSED:	Adam Turriff

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.

City Planner Peter Schleinz noted that the June 17, 2024 HPC meeting will include a guest speaker from the Wisconsin Historical Society. This meeting will need to start at 5 pm instead of the regular 6 pm meeting time. There were no other public comments.

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

4. Discussion on the 17th Annual History & Historic Preservation Conference that was attended by Gene Hackbarth on October 18-20, 2023, in La Crosse, WI. Presentation to be made by Gene Hackbarth.

Gene Hackbarth provided a summary of the topics he learned about at the 2023 Annual History & Historic Preservation Conference in October 2023. He thanked the commission members for allowing him to attend the conference.

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

5. Consideration and possible action on Historic Preservation Commission members attending the Wisconsin Association of Historic Preservation Commissions (WAHPC) 2024 Spring Conference on April 25-26, 2024 in Mineral Point, WI.

City Planner Peter Schleinz noted that the annual budget to attend any conferences in 2024 is \$750. Gene Hackbarth stated that he would like to attend the spring WAHPC Conference. Jane Schueller, Patrick Boyd, and Ald. Hansen noted that they are unable to attend the spring conference. Ald. Hansen moved, seconded by Patrick Boyd, to approve

Gene Hackbarth attending the spring 2024 WAHPC conference. Motion carried unanimously, with Gene Hackbarth abstaining from the vote.

RESULT:	ADOPTED [4 TO 0]
MOVER:	Jonathon Hansen, Chairperson
SECONDER:	Patrick Boyd, Commissioner
AYES:	Patrick Boyd, Jonathon Hansen, Mark Reinhart, Jane Schueller
ABSTAIN:	Gene Hackbarth
EXCUSED:	Adam Turriff

6. Consideration and possible action on Historic Preservation Commission members, support staff, and Definitely De Pere staff attending the National Alliance of Preservation Commissions' (NAPC) webinar titled, "Incorporating Art into Historic Districts" on February 29, 2024.

City Planner Peter Schleinz noted that Definitely De Pere reached out to him and expressed their interest in attending the National Alliance of Preservation Commissions webinar titled "Incorporating Art into Historic Districts". Patrick Boyd stated that he would be interested in attending the webinar. The webinar is 12-1:30 pm on February 29th. Jane Scheuller also stated that she would possibly be interested in attending. Staff noted that the members who would like to attend should register themselves and submit their expense for reimbursement to staff. Ald. Hansen moved, seconded by Gene Hackbarth, to approve Definitely De Pere staff, City staff and HPC members to attend the conference in an amount not to exceed \$100. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jonathon Hansen, Chairperson
SECONDER:	Gene Hackbarth, Vice Chairperson
AYES:	Boyd, Hackbarth, Hansen, Reinhart, Schueller
EXCUSED:	Adam Turriff

7. Consideration and possible action about ten projects that each Historic Preservation Committee member expressed an interest in completing in 2024, and the potential redistribution of members into balanced groups for each project.

City Planner Peter Schleinz stated that he received feedback from three HPC members on which projects they wished to work on. He asked the remaining members to comment on which projects they would like to work on. Patrick Boyd stated that he would work on educational program #1, preparing proposed national and state designation candidates, and AARPA funded historic district signage. Jane Scheuller then stated that she would work on educational program #2, target six national, state and local designation properties, and AARPA funded historic district signage. Discussion followed regarding time frames for the projects. The historic district signage project distribution would be a spring deadline. The AARPA funded historic district signage project must be completed by the end of 2024 in order to use the funds. Staff suggested a March-October deadline. Staff will get status updates on the projects in April at the next HPC meeting. Ald. Hansen asked Peter to send an updated list of the projects to all HPC members. Mark Reinhart moved, seconded by Gene Hackbarth, to approve the assignment of projects and deadlines. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mark Reinhart, Commissioner
SECONDER:	Gene Hackbarth, Vice Chairperson
AYES:	Boyd, Hackbarth, Hansen, Reinhart, Schueller
EXCUSED:	Adam Turriff

8. Discussion about two additions (houses) to the State and National Registries and one removal (former school) from the State and National Registries.

City Planner Peter Schleinz reviewed the addition of two houses to the State and National Registries and the removal of one site from the State and National Registries. The two residential homes are the Agnes and Ruth Lenfesty Mark House at 1336 Ridgeway Boulevard and the Edward and Jean Kohl House at 815 Nicolet Avenue. The Nicolet High School (aka - St. Norbert College Pennings Activity Center) was removed and the building was razed in preparation of the new Schneider School of Business that will be built on the site. Gene Hackbarth asked if the City send out letters to the homeowners. Peter stated that the Wisconsin Historical Society sent letters to the homeowners. This item was received and placed on file.

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

Adjournment

Patrick Boyd moved, seconded by Gene Hackbarth, to adjourn the meeting at 6:52 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: April 15, 2024

DEPARTMENT: Historic Preservation

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 15, 2024

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Consideration and possible action on the proposed 2024-2025 Wisconsin Historical Society grant for the Federal and State Registries designation of the Former State Bank of De Pere at 127 N Broadway ST. Presentation by Gene Hackbarth.

STAFF REPORT:

On February 26, 2024, staff was informed via email that a grant will be awarded to the City in the amount of \$6,000, which is \$1,489 less than the requested amount of \$7,489. No action is required from the Historic Preservation Commission until after City staff receives a Memorandum of Agreement (MOA) and a Scope of Work (SOW) for review and signature. In the past the MOA and SOW were received for review in June and July.

STAFF RECOMMENDATION:

Receive and place on file.

ATTACHMENTS:

- GANTT for 2024 HPC Projects - 22 Feb 2024 (PDF)

General Timeline for Various HPC Projects
Based on Year 2024

Last Updated 21 Feb 2024

		January	February	March	April	May	June	July	August	September	October	November	December
Complete the 2024-2025 WHS Grant for a Federal and State Designation													
1 Grant applications are reviewed by WHS.	Gene												
2 City "may" be informally noticed if grant will be awarded.													
3 Formal notice of any grant awards.													
4 Agreements/contracts setup between City and WHS.													
5 RFP for consultant.													
6 Hire consultant.													
7 Complete project by August 2025.													
Educational Program #1 (topic unknown)													
1 Select Topic.	Mark Patrick												
2 Prepare Topic.													
3 Present Topic.													
Historic District Sign Distribution, Instructions, and Installation.													
1 Establish method for notifying, distributing, installation instructions.	Jonathon Mark												
3 Establish how it will be verified that installation occurs.													
4 Does public still get a sign if they don't want to install?													
5 Notice the public.													
6 Distribute to the public.													
7 Verify where installation occurred.													
ARPA Funded Historic District Descriptive Signage (topic unknown)													
1 Details unknown to staff assist with conceptual timeline.	Jane												
2 ?	Jonathon												
3 ?	Mark												
Target Six National, State, and Local Designation Properties													
1 Research potential candidates.	Jane Jonathon Mark												
2 Narrow down selection to a total of six.													
3 Determine if Surveys support a designation.													
4 Site review for recent property changes that eliminate designation.													
5 Reach out to remaining potential candidate owners for interest.													
6 If owners interested, explain process options and timing.													
7 Forward candidates to two HPC teams working on applications.													
Submitting WHS Preliminary Assessments for Property Owners													
1 Research preliminary assessment procedures on WHS website.	Jonathon Mark												
Review HPC Ordinance to determine if revision would be needed.													
2 Consult with WHS staff to determine that HPC can submit requests.													
3 Prepare a test sample:													
3a Select a test property.													
3b Prepare test assessment information.													
3c Submit test request to WHS (let WHS know if site is test or real).													
4 Prepare response to HPC about ease to do for property owners.													
5 HPC determines if preliminary assessments are new HPC activity.													
2025 CLG Grant Letter of Intent and Application													
1 Evaluate projects that were forwarded for designations.	Gene												
2 Submit Letter of Intent to WHS (specific date unknown).													
3 Prepare application.													
4 Submit application (specific date unknown).													
Preparing Proposed National and State Designation Candidates													
1 Evaluate projects that were forwarded for designations.	Gene Patrick												
2 Obtain price quotes from three consultants.													
3 Share quotes with Gene for CLG Grant.													
4 Obtain research information that Gene needs for application.													
5 Direct property owner about what to do if not using a grant.													
Preparing Proposed Local Designation Candidates													
1 Evaluate projects that were forwarded for designations.	Gene Jonathon Mark												
2 Get written confirmation from owners of interest in designation.													
3 HPC notifies DPW, RDA, Parks, Fire, Police, Health, Building, PC.													
4 Review agency responses for concerns or objections.													
5 Prepare research information for a valid review, per Ordinance.													
6 First class letter to property owner and owners within 100' (10 day).													
7 Publish Class 1 Public Hearing (10 day).													
8 Public Hearing.													
9 HPC Review.													
10 Common Council Approval (Council directive for owner support).													
Educational Program #2 (topic unknown)													
1 Select Topic.	Gene												
2 Prepare Topic.	Jane												
3 Present Topic.	Jonathon												

Last Updated 21 Feb 2024



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: April 15, 2024

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Consideration and possible action on Educational Program #1.
Presentation by Mark Reinhart and Patrick Boyd.

Presentation by Mark Reinhart and Patrick Boyd.



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: April 15, 2024

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Consideration and possible action on historic district sign distribution, instructions, and installation. Presentation by Jonathon Hansen and Mark Reinhart.

Presentation by Jonathon Hansen and Mark Reinhart.



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: April 15, 2024

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Consideration and possible action on ARPA funded historic district descriptive signage. Presentation by Jane Schueller, Jonathon Hansen, and Mark Reinhart.

Presentation by Jane Schueller, Jonathon Hansen, and Mark Reinhart.



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: April 15, 2024

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Discussion about the Historic Walking Tour update. Presentation by Jonathon Hansen.

Presentation by Jonathon Hansen.

ATTACHMENTS:

- Historic Walking Tour Memo - April 15 (PDF)

Memo Re: Historic Walking Tour Update

To: Historic Preservation Commission

From: Ald. Jonathon Hansen

Meeting Date: April 15, 2024



The Historic Walking Tour has been a joint project between the Historic Preservation Commission (with me serving as the Commission's representative) and Definitely De Pere. An initial committee worked on the project, and it went live on Definitely De Pere's website last year after all the information was reviewed by a consultant. The plan was to expand the project in phases, including eventually adding more photos, as well as replacing or fixing some of the photos that appear pixelated on the site.

Earlier this year, I reached out to Definitely De Pere and requested that we create a new subcommittee that would be tasked with taking a fresh look at the photos. A subcommittee was created consisting of myself, Definitely De Pere Project Manager Kendall Dworak, and Holly Williams from Definitely De Pere's Design Committee. We met on March 14 at City Hall to perform an initial review of the existing photos.

In late March, I reached out to St. Norbert College to request assistance for the St. Norbert College Historic District, Old St. Boniface Church / Dudley Birder Hall, and Old St. John Lutheran's Church / Cassandra Voss Center. Jenna Patton, processing archivist at the Mulva Library, was very helpful, and sent us some new photos for those three sites.

On April 9, Kendall and I met with De Pere Historic Society Director/Curator Amanda Reif. We identified sites that still need more (or better) photos. Amanda has a busy workload right now, but she will try to send them to us within the next two weeks. Additionally, Amanda and De Pere Historic Society Board President McKim Boyd determined that some of the photos that were originally uploaded for the South Broadway Historic District were actually photos of North Broadway St, so those photos are being removed.

We are planning a major public launch of the revised Historic Walking Tour once everything is finalized. I spoke with City Administrator Larry Delo, and he indicated that the City's communications director, Andrew Pantlaff, can also assist with the rollout, including promoting the walking tour on the City's social media platforms.

###