



Historic Preservation Commission

Regular Meeting

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

Agenda

Monday, February 20, 2023	6:00 PM	Council Chambers and Virtual
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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 **February 20, 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 December 19, 2022 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 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.
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.

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: February 20, 2023

DEPARTMENT: Historic Preservation Commission

FROM: Kelly Barker

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

ATTACHMENTS:

- HPC_Dec2022_Minutes_Draft (PDF)



Historic Preservation Commission

Regular Meeting

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

Draft Minutes

Monday, December 19, 2022

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	Present	
Gene Hackbarth	Vice Chairperson	Present	
Noah Tetzner	Commissioner	Present	
Adam Turriff	Commissioner	Present	
Joanne Vomastic-Muka	Commissioner	Present	
Jonathon Hansen	Chairperson	Present	

Also present: City Planner Peter Schlein. Commissioner Mike Fleck arrived at the meeting at 6:10 pm.

2. Approval of the minutes of the October 17, 2022 Historic Preservation Commission meeting.

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

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
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4. Discussion and update on the historic walking tour. Presentation to be made by Chair Jonathon Hansen.

Ald. Hansen provided an update on the historic walking tour. The walking tour app will be embedded on Definitely De Pere's new website. They have been having IT issues with the new website but are hoping that it is resolved and the website is launched in early 2023.

RESULT:	DISCUSSED
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5. Consideration and possible action on a Gant Chart that identifies seven projects to be completed by the Historic Preservation Commission members in 2023.

City Planner Peter Schlein reviewed the gant chart that identifies the seven projects to be completed by the HPC in 2023. Peter identified possible start and end dates for each project. He displayed a calendar showing where each project fits into the yearly schedule. He also suggested that the HPC members decide which projects they would like to work on. He added that they could decide during this meeting or think about it and decide at a later date. Gene Hackbarth noted that he would be willing to work on the COA item as well as items 6 & 7. Ald. Hansen asked if residents would be charged for the historic

signage. Peter replied that there would be a cost to the residents. Ald. Hansen stated that he would be interested in working on the signage project and the local designation project. Adam Turriff requested that staff email the list to the HPC members so they can better decide what projects they would like to be involved in and get back to staff. Ald. Hansen requested that all the HPC members email staff by the end of the year to let them know which projects they would like to work on. Ald. Hansen moved, seconded by Mike Fleck, to receive and place the gant chart on file. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jonathon Hansen, Chairperson
SECONDER:	Mike Fleck, Commissioner
AYES:	Fleck, Hackbarth, Tetzner, Turriff, Vomastic-Muka, Hansen

6. Consideration and possible action on the HPC meeting on a bi-monthly basis in 2023.

City Planner Peter Schleinz requested that the HPC go to a bi-monthly meeting schedule in 2023. He explained that the HPC only met a total of five times in 2022 and a bi-monthly meeting schedule may work out better and be more efficient. Gene Hackbarth noted that he would be in favor of a bi-monthly schedule, meeting on the odd number months. Adam Turriff stated that he feels that starting with the even number months would be better, with the first meeting of 2023 taking place in February, because there are no January agenda items. Peter added that he agreed with starting in February. Discussion followed and it was decided to go to a bi-monthly schedule, with the even number months of February, April, June, August, October, and December. Peter noted that if something did come up for the odd number months, a meeting could still be held during those months on an as-needed basis. Adam Turriff moved, seconded by Gene Hackbarth, to adopt a bi-monthly meeting schedule in 2023. Upon vote, motion carried unanimously.

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

Adjournment

Ald. Hansen moved, seconded by Gene Hackbarth, to adjourn the meeting at 6:28 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: February 20, 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: February 20, 2023

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: 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.

In December 2022 the HPC reviewed a Gant chart with proposed projects to complete during the 2023 calendar year. The Gant chart included proposed project start and completion dates.

Following the December 2022 HPC meeting, each HPC member was asked to identify projects that they were interested in working on. The attached table represents the response that staff received. A blank was added at the right end so that the HPC can decide if they would like to reorganize their names to balance the size of each group working the projects.

The table is color coded. The two green rows are projects that need to start shortly after this meeting. Both projects are included within the next agenda item.

REQUESTED ACTION:

Consider reorganizing HPC member names for each project. Recognize that the two projects highlighted in green start first. Make motion to accept the project list.

ATTACHMENTS:

- HPC members working on 2023 projects (RTF)

HPC MEMBER PROJECTS

20 Feb 2023

Topic	Approximate Timeframe	Interested HPC Members	Potential HPC Member Project Redistribution
Educational/City Heritage Program	Feb-May	Mike	
Educational/City Heritage Program	Jul-Sep	Jonathon Mike Noah	
Code Review for COA Applications	Apr-May	Adam Gene Mike (maybe?)	
Historic District Signage	Feb-Jun	Adam Jonathon Mike	
State/Federal Designation Properties	Apr-May	Adam (maybe?) Jonathon Mike	
Local Designation Properties	Jun-Oct	Adam (maybe?) Jonathon Mike	
Letter of Intent for CLG Sub-Grant	Jun-Aug	Gene	
2024 CLG Sub-Grant Application	Oct-Dec	Gene	
Other	-	-	

	Projects starts during FIRST quarter of year.
	Project starts during SECOND quarter of year.
	Project starts during THIRD quarter of year.
	Project starts during FOURTH quarter of year.



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: February 20, 2023

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: 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.

There are two projects that the HPC members need to consider working on this month in order to stay on schedule with the timeline for projects in 2023. The timelines for both projects have been modified to accommodate the HPC meeting schedule, however, the completion dates remain the same.

The first project is an educational/city heritage program. The HPC and the group working on the project should consider details to present to the whole commission in April, including the following:

- * A topic to prepare for the program.
- * When, where, and how often to meet before the next HPC meeting.
- * Development of materials, a venue (if needed), and advertisement preferences.
- * Program date and time.

The second project is offering historic district signage to the two newest historic districts. The HPC and the group working on the project should consider details to present to the whole commission in April, including the following:

- * Establish a concept design and materials for the signage that is cost effective for property owners. (It has been several years since we have done this so some decisions will need to be made).
- * Establish a list of potential candidates that can apply for signage in 2023.
- * Establish a format(s) for reaching out to property owners about the signage. (This is new to our two districts so they won't have a next-door neighbor to compare to).
- * Establish how signage will be reviewed/verified once installed.

ATTACHMENTS:

- HPC Simplified Timeline for February (XLSX)

Historic Preservation Commission Activities for 2023

City of De Pere
Comprehensive Plan

Project Start:	Wed, 2/1/2023	
Display Week:	1	

[illegible]