



Historic Preservation Commission

Regular Meeting

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

Final 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
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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 name had a question mark next to it, then that person was interested in a project but not necessarily signed up to work 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
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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