



Historic Preservation Commission

Regular Meeting

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

Agenda

Monday, February 20, 2017	6:00 PM	De Pere City Hall Council Chambers
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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 **February 20, 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 January 23, 2017 Historic Preservation Commission meeting.
3. Discussion regarding Historic Preservation Commission meeting schedule. Submitted by Alderman Scott Crevier.
4. Recommendation regarding Award Nomination Of The De Pere Historic Preservation Commission to the Wisconsin Association of Historic Preservation Commissions for creating, updating, and obtaining approval of the new Historic Preservation Ordinance, which clearly showed the economic impact that CLG status has meant for De Pere property owners. Submitted by Gene Hackbarth.
5. Recommendation regarding funding for Historic Preservation Commission members to attend the Wisconsin Association of Historic Preservation Commissions 32nd Annual State Conference in Reedsburg, Wisconsin on April 28-29, 2017. Submitted by Gene Hackbarth.
6. Discussion and recommendation regarding the process to approve a local designation of a site or property in De Pere, in preparation of considering the "James Harbridge House," located at 503 Fulton Street.
7. 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:

Alderpersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
Joe DeRose, Wisconsin Historical Society

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: February 20, 2017

DEPARTMENT: Planning

FROM: Kelly Barker

SUBJECT: Approval of the minutes of the January 23, 2017 Historic Preservation Commission meeting.

ATTACHMENTS:

- HPC_Jan2017_Minutes_Draft (PDF)



Historic Preservation Commission

Special Meeting

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

Draft Minutes

Monday, January 23, 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	Present	
Brian Netzel	Vice Chairperson	Present	
Kate Sabel	Commissioner	Excused	
Sue Sands	Commissioner	Present	
Adam Turriff	Commissioner	Excused	

Also present: City Planner Peter Schleinz.

- Approval of the minutes of the November 21, 2016 Historic Preservation Commission meeting.

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

- Recommendation regarding an adequately documented nomination to the National Register of Historic Places for the proposed St. Norbert College Historic District, bounded by Grant Street, Marsh Street, the Fox River, and Lee J. Roemer Mall (Multiple Parcels). Submitted by Wisconsin Historical Society.

City Planner Peter Schleinz reviewed the recommendation to the National Register of Historic Places for the proposed St. Norbert College Historic District. He explained that the Historic Preservation Commission should determine if it agrees with part of St. Norbert College being added as the next nationally recognized historic place in the City of De Pere. Gene Hackbarth made a motion, seconded by Brian Netzel, to support the nomination. Upon vote, motion carried by a vote of 4-0-1.

RESULT:	ADOPTED [4 TO 0]
MOVER:	Gene Hackbarth, Commissioner
SECONDER:	Brian Netzel, Vice Chairperson
AYES:	Mike Fleck, Gene Hackbarth, Brian Netzel, Sue Sands
ABSTAIN:	Scott Crevier
EXCUSED:	Kate Sabel, Adam Turriff

- Recommendation regarding the selection of the consultant, Heritage Research LTD, to perform an architectural and historical resource survey (intensive survey) update for the City of De Pere. Submitted by City of De Pere.*

City Planner Peter Schleinz reviewed the status for the selection of a consultant to perform the intensive survey update for De Pere. He reported that a sub-committee of HPC members went through the request for proposals to identify a top candidate for the

project. Out of 18 requests for proposals that were sent out, five responses were received. Three consultants expressed an interest but were unable to meet the proposed project timeline; two consultants submitted a proposal and fee structure. Out of these two proposals, Heritage Research LTD was chosen unanimously by staff and two Commission members as the top candidate. The selected firm proposed completing the project for \$18,981, which falls within the budgeted \$19,000 grant amount. Peter reported that he cross-checked their references and also checked with the Wisconsin Historic Society to make sure they are a reputable company. Peter explained that the next step is to develop a contract which will be reviewed by the City Council. Therefore, the Commission should either recommend support or rejection of Heritage Research LTD as the consultant to complete the intensive survey update and then ask that a contract be drafted for the Council to review. Gene Hackbarth requested that there be two public meetings: one at the outset of the research project and then another one just before the project is completed to give an opportunity for the Historic Preservation Commission as well as members of the City to be involved in the discussion. Peter replied that two meetings are already planned, one for as early as the February 20, 2017 Historic Preservation Commission meeting, with the second meeting likely occurring in August. Peter stated that public notices would go out for both of these meetings above and beyond what is typically done for a meeting notice.

Scott Crevier asked for clarification on how the amount of the grant was calculated. Gene explained that at the time the HPC submitted the subgrant application, he contacted the Wisconsin Historical Society and asked them approximately how much it would cost for an intensive survey update. Scott then asked if the consultants knew the amount of the City's grant when they submitted their proposals. Peter replied that he did not include the grant total when he sent out the RFP to the consultants. He did note that the consultants could have requested this information from the state since it is public information. Gene Hackbarth motioned, seconded by Sue Sands, to approve the recommendation. Upon vote, motion carried unanimously.

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

5. Update regarding Certified Local Government Annual Update Form for January 1, 2016 through December 31, 2016. Submitted by City of De Pere.

City Planner Peter Schleinz reported that he submitted a CLG Annual Update Form to the Wisconsin Historical Society on January 6, 2017 on behalf of the Historic Preservation Commission. Both chair Mike Fleck and vice-chair Brian Netzel reviewed the annual report before it was submitted. Peter stated that an amendment can be sent in if there is anything that looks to be missing. Gene Hackbarth motioned, seconded by Scott Crevier, to accept the annual update form as submitted. Upon vote, motion carried unanimously.

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

6. Discussion regarding potential upcoming projects for the Historic Preservation Commission to work on during the year 2017. Submitted by City of De Pere.

City Planner Peter Schlein reported that he is looking for comments from Commission members regarding the priority of upcoming projects for the HPC to work on in the year 2017. These sub-projects could be worked on independently or in small groups during the year outside of the regularly scheduled Commission meetings. Gene Hackbarth noted that he is very much in favor of all of the projects listed. He also stated that he would like to continue to work on the placement of the Joliet Historical Marker. Both Mike Fleck and Brian Netzel agreed to continue working on this project as well.

Scott Crevier added that he would like to continue working on the relocation of the Claude Allouez Marker, which was formally located at the old bridge approach. Gene stated that there has been some discussion to move to the marker to a location outside of the old George Street landing property. The proposal is that it would be placed on city property north of the George Street landing area, very close to the boat docks. Gene added that the Definitely De Pere Design Committee has been working on the relocation of the marker and the plan is to re-create the five layers of limestone with the monument sign placed on top of the stone. Scott stated that he will contact Alderperson Jennings, who is on the Definitely De Pere Design Committee to see when the project can be moved forward, possibly by this summer. Gene asked Peter whether the Historic Preservation Commission committed any funds in the 2017 budget for the relocation of the marker. Peter replied that when the budget was put together last fall, funding was not specifically set aside for this project. Gene replied that he is aware that Definitely De Pere has put aside some funding to get the ball rolling for the installation of the marker, plus they are planning to do some fundraising in concert with it. Gene Hackbarth motioned, seconded by Scott Crevier, to confirm the timeline for these upcoming projects. Upon vote, motion carried unanimously.

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

7. Future Agenda Items.

Gene Hackbarth requested that the Historic Preservation Commission recommend the reimbursement of travel expenses for him to represent the HPC at the nomination of the St. Norbert College Historic District on February 24th in Madison. Mike Fleck motioned, seconded by Brian Netzel, to approve the reimbursement of Gene's travel expenses. Upon vote, motion carried unanimously.

Gene noted that he would like to provide the members of the HPC a link for a Wisconsin Historic Preservation webinar regarding federal tax credits. It was decided that Gene will send the link to Peter who will forward to all HPC members.

Peter reported that a couple recently reached out to the City because they are interested in having their home at 503 Fulton Street designated as a local designation. The home is already recognized by the state and national registries as the James Harbridge House. At this time, they are seeking advice on going through the process of a local designation. Peter added that he will work as a liason to help them go through the local designation process. He stated that it is very likely that in February, there will be a local designation application brought before the Historic Preservation Commission. There have only been two local designations in the City, both of which were public buildings. Therefore, this would be the first active home that could potentially be designated in the history of the Historic Preservation Commission.

RESULT: NO ACTION

Adjournment

Gene Hackbarth moved, seconded by Sue Sands, to adjourn the meeting at 6:29 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker

Attachment: HPC_Jan2017_Minutes_Draft (5532 : Minutes)

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: February 20, 2017

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Discussion regarding Historic Preservation Commission meeting schedule. Submitted by Alderman Scott Crevier.

RECOMMENDATION: Discuss item.

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: February 20, 2017

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Recommendation regarding Award Nomination Of The De Pere Historic Preservation Commission to the Wisconsin Association of Historic Preservation Commissions for creating, updating, and obtaining approval of the new Historic Preservation Ordinance, which clearly showed the economic impact that CLG status has meant for De Pere property owners. Submitted by Gene Hackbarth.

Nominated in the "advocacy" award category by Mike Fleck, Chair, De Pere Historic Preservation Commission.

The De Pere Historic Preservation Commission Members, led by Chair, Mike Fleck, worked diligently with the Common Council to update the City's Historic Preservation Ordinance in order to meet recent State Legislative changes, while ensuring Certified Local Government status for the City. Mike Fleck led the HPC in the creation of supporting documentation for passing the new Ordinance which clearly showed the economic impact that CLG status has meant for De Pere property owners.

Nominations must be received by March 1st, 2017. Awards will be presented at WAHPC's Annual Meeting and Conference in Reedsburg, Wisconsin on Friday, April 28, 2017.

RECOMMENDATION: Recommend either approval or non-approval of award nomination from HPC to WAHPC. If approved, provide direction for completed form and any necessary supporting documentation to be submitted to WAHPC by March 1, 2017.

ATTACHMENTS:

- Nomination Form (PDF)
- Ordinance Support Memo for Council & Mayor (PDF)



Please print out the completed form, and mail it together with photos, supporting materials, and contact information for the nominees to:

Arlan Kay, AIA
Kontextarchitects
116 E. Dayton Street
Madison, WI 53703

Name of Person or Organization You Are Nominating:

De Pere Historic Preservation Commission

Their Contact Information:

325 S. Broadway, De Pere, WI 54115 PH: 920.339.4043

Award Category:

- | | | |
|---|--|---|
| ☐ Identification and designation | ☐ Economic Development/Revitalization | ☐ Historic Preservation Commission |
| ☐ Restoration/Rehabilitation | ☒ Advocacy | |

Nominated by:

Mike Fleck, Chair, De Pere Historic Preservation Commission

Their Contact Information:

1402 Charles Street, De Pere, WI 54115 PH: 920.336.3766

Please describe why you believe the nominee deserves this award. Be sure to include information about the individuals who were involved and what their contributions were to the project:

The De Pere Historic Preservation Commission Members, led by Chair, Mike Fleck, worked diligently with the Common Council to update the City's Historic Preservation Ordinance in order to meet recent State Legislative changes, while ensuring Certified Local Government Status for the City. Mike Fleck led the HPC in the creation of supporting documentation for passing the new Ordinance which clearly showed the economic impact that CLG Status has meant for De Pere property owners.

Nominations must be received by March 1st, 2017.

Awards will be presented at WAHPC's Annual Meeting and Conference in Reedsburg, Wisconsin on Friday, April 28, 2017.

The Conference will continue in Reedsburg on Saturday, April 29.

For further information, please contact:

admin@WisconsinAHPC.org

or call

(920) 227-7878

MEMO

DATE; December 5, 2016
FROM: De Pere Historic Preservation Commission
TO: Mayor Mike Walsh and Members of De Pere Common Council

**Support for passing changes to the City's Historic Preservation Ordinance
 Ordinance # 16-23A; Ordinance # 16-23B; Ordinance # 16-23B2.0**

The Financial Impact of De Pere's Certified Local Government (CLG) status:

Before 2001 & CLG status for De Pere, three eligible De Pere property owners claimed \$84,000 in Historic Tax Credits.

After CLG Status (2002-2016) \$76,000.00 in CLG Sub-grants saved De Pere building owners over \$1.765 Million.

How?

- CLG Sub-Grants awarded for an Intensive Survey of the City and National Register Nominations saved De Pere historic property owners roughly \$265,500.00. (177 structures X \$1,500 per NR Nomination)
- Between 2002 & today, 41 owners of De Pere's historic buildings claimed: \$1.5 Million in Historic Tax Credits
- \$265,500.00 (NR Nominations) + \$1.5 Million (Historic Tax Credits claimed) = \$1.765 Mil.

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: February 20, 2017

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Recommendation regarding funding for Historic Preservation Commission members to attend the Wisconsin Association of Historic Preservation Commissions 32nd Annual State Conference in Reedsburg, Wisconsin on April 28-29, 2017. Submitted by Gene Hackbarth.

The Wisconsin Association of Historic Preservation Commissions 32nd Annual State Conference takes place on April 28-29, 2017. If registration occurs by April 20, 2017, the cost per attendee for the conference is \$50. Special hotel rates are designated at Voyageur Inn.

The 2017 HPC budget has \$360 designated for conferences and \$950 designated for mileage. So far, there are no conference expenses and the first travel expense of the year relates to travel to and from Madison, Wisconsin in February.

To help remind the HPC who planned on attending the conference in the past so attendees may consider rotating, if desired, the conference was set up in 2016 for attendance by Mr. Fleck, Mr. Hackbarth, and Ald. Crevier.

RECOMMENDATION: Consider allowing up to two HPC members to attend the 2017 conference.

ATTACHMENTS:

- WAHPCCConferenceregistrationform2017 (PDF)



32nd Annual State Conference

New Ideas for Core Historic Preservation Commission Issues

April 28 & 29, 2017

Co-Sponsored by Wisconsin Trust for Historic Preservation

Voyageur Inn & Conference Center

200 Viking Drive

Reedsburg, WI 53959

PH: (608) 524-6431

Room Reservations: www.voyageurinn.com

Special Room Rate Deadline: April 13, 2017

Conference Overview

Friday, April 28 1:00PM-7:00PM

Saturday, April 29 8:00AM-2:30PM

Certified Local Government Requirements & Benefits Updates from Wisconsin Historical Society and Wisconsin Trust for Historic Preservation

WAHPC Historic Preservation Awards Ceremony

Details of Reedsburg and Statewide Historic Tax Credit Projects

Economic Impact of Annual Historic Tax Credits-WTHP

Roundtable Discussions

Digital and Guided Historic Building Tours of Reedsburg

REGISTRATION FORM

Name	HPC/Organization		
Address	City	State	Zip
Phone	Email		

Conference Registration Fee: \$50.00 per person for 1 or 2 days

(Please Check) I will attend ____ Friday ____ Saturday

Make Checks Payable To: **WAHPC**

Send Completed Registration Form and Check By April 20, 2017 To:

**WAHPC
P.O. Box 166
Winneconne, WI 54986**

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: February 20, 2017

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Discussion and recommendation regarding the process to approve a local designation of a site or property in De Pere, in preparation of considering the "James Harbridge House," located at 503 Fulton Street.

In January 2017, the owners of the "James Harbridge House," located at 503 Fulton Street in De Pere, expressed their desire to have the property locally designated as a historic property or site. The Queen Anne style James Harbridge House, built in 1867, was placed on State and Federal registries in 2006 and 2007. The house is also located in the North Michigan Street - North Superior Street Historic District.

In order to help the HPC prepare for the potential review and nomination approval process, a three page summary has been attached to this report, which is based on language from the Historic Preservation Ordinance:

1. How a local designation can begin.
2. Steps that must happen prior to the HPC making a formal nomination decision.
3. The need for a public hearing and the HPC nomination, including review criteria.
4. The Common Council review and approval consideration.
5. Criteria for the owner to obtain a "Certificate of Appropriateness" if property is locally designated.

Please note that the above process is slightly different when compared to the local designation of a historic district.

If the nomination is deemed appropriate the review and nomination/approvals could be considered on the following dates:

17 Apr 2017: HPC meeting to hold public hearing, consider request, and propose nomination to Council.
02 May 2017: Common Council may approve or reject the HPC Nomination.

If approved, the local nomination will be the first locally designated residence in the City that is still being actively used as a private residence. Also, this action could occur at the beginning of Historic Preservation Month 2017.

RECOMMENDATION: Review and become familiar with the steps that need to be taken for nomination of a local site or property. Encourage the property owners of the "James Harbridge House," located at

503 Fulton Street, to attend the two above referenced meetings related to the local designation review and approval process with the HPC and Common Council.

ATTACHMENTS:

- Local Site Designation - Approval Process (PDF)

Process to Locally Approve a Site or Property in De Pere

The local designation of "historic districts" varies.

A designation can begin when either of the following occurs:

1. A property owner can ask the HPC to nominate the designation of historic structures and sites.
2. The HPC can initiate a nomination on its own.

The following must happen PRIOR to the formal nomination decision:

1. The property owner must be notified by conducting a public hearing.
2. A Class I public hearing notice must be published (typically in the Green Bay Press Gazette).
3. Using first class mail 10+ days prior to the public hearing date, the owners of the structure/site, and owners of record of property within 100-feet of the boundaries of the subject property must be notified of the proposed designation. The time, date, and location of the public hearing needs to be identified in the mailing.
 - a. Owners within 100 feet have a right to confer with the HPC prior to the nomination action.
4. The HPC must notify the following and allow an opportunity for comments on a proposed designation or rescission.
 - a. Department of Public Works
 - b. Redevelopment Authority
 - c. Parks Department
 - d. Fire and police Department
 - e. Building Inspection Department
 - f. Plan Commission

The Public Hearing and Nomination steps:

1. The HPC holds a public hearing regarding the proposed nomination.
2. The HPC may also hear from expert witnesses and has the power to subpoena witnesses and records deemed necessary.
3. The HPC may conduct an independent investigation to determine if the structure or site meets the following five designation criteria from Ordinance section 38-4:
 - a. Exemplify or reflect the broad cultural, political, economic, or social history of the nature, state, or community;
 - b. Are identified with historic personages or with important events in national, state, or local history;

- c. Embody the distinguishing characteristics of an architectural type or specimen inherently valuable for a study of a period, style, method of construction, or of indigenous materials or craftsmanship;
 - d. Are representative of the notable work of a master builder, designer, or architect who influenced his or her age, or;
 - e. Have yielded, or may be likely to yield, information important to prehistory or history.
4. The HPC may recommend designation of the structure or site to the Common Council at this time or deny the proposal.

The Next Steps, Common Council review:

- 1. Using first class mail, within 10 days of the public hearing and any HPC designation recommendation, the property owner of the structure or site must be notified of any positive recommendation from HPC.
- 2. Any HPC positive recommendation must be forwarded to the Common Council.
- 3. The Common Council shall consider the recommendation and either approve or reject the designation upon receipt of the recommendation from HPC.

Follow-Up:

- 1. If a local designation is approved by Common Council, the Common Council will record the designation at the County Register of Deeds Office. City pays recording fees.

Owner's requirements when owning a locally designated property:

- 1. Any construction, reconstruction, alteration, and demolition requires a *"certificate of appropriateness"* in addition to any typical permits.
- 2. The certificate is granted by the HPC before the building inspector issues a permit for work.
- 3. Historic PreSection 38-5)b)(2) defines the 6 criteria used when considering the certificate.

In summary, a certificate is approved unless:

- a. Proposed work detrimentally changes, destroys, or affects exterior architectural features of the improvement.
- b. For construction or a new improvement on a historic site or in a Historic District, the exterior adversely affects or does not harmonize with the exterior appearance of other neighboring improvements.
- c. In a historic district it must conform to the purpose and intent of the Historic Preservation Ordinance as well as the objectives and design criteria of the historic preservation plan for that district.
- d. Demolition a detriment to public interest and contrary to the general welfare of the people of the city and state.

- e. The building is of such old and unusual or uncommon design, texture, and/or material that it could not be reproduced without great difficulty and/or expense.
 - f. For demolition of a deteriorated building or structure, any hardship or difficulty claimed by the owner is self-created or is the result of failure to maintain the property. See variations and 6-month deferment for buildings unfit for habitation.
4. When deciding if a certificate should be approved, weight can be given to the use for the following:
- a. Historic purpose or a new use with minimal changes to building/site characteristics.
 - b. Historic character is retained and historic material removals or feature alterations are avoided.
 - c. Property is recognized as a physical record of its time, place, and use with false sense of historic development avoided.
 - d. Changes in property over time that have also acquired historic significance shall be retained or preserved.
 - e. Distinctive features, finishes, construction techniques, or examples of craftsmanship that characterize the property shall be preserved.
 - f. Deteriorated historic features shall be repaired rather than replaced. When replacement is required due to severity of deterioration the new feature shall match the old in design, color, texture, other visual qualities, and (when possible) materials. Replacement of missing pieces should include documentation, physical, or photo evidence.
 - g. Chemical or physical treatments (like sandblasting) that damages historic materials shall not be used. Surface cleaning shall use gentlest means possible.
 - h. Significant archeological resources affected by a project shall be protected and preserved. If it must be disturbed then mitigation should be undertaken.
 - i. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. New work should be differentiated from the old and destroy

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: February 20, 2017

DEPARTMENT: Planning

FROM: Kelly Barker

SUBJECT: Future Agenda Items.
