



Historic Preservation Commission

Regular Meeting

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

Final Minutes

Monday, February 20, 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	Excused	
Kate Sabel	Commissioner	Excused	
Sue Sands	Commissioner	Present	
Adam Turriff	Commissioner	Present	

Also present: City Planner Peter Schlein.

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

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

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

Scott Crevier voiced his concern regarding changing the meeting schedule for the March HPC meeting. He stated that he strongly disagrees with changing the schedule because he feels it causes confusion. Mike Fleck stated that the reason the meeting had to be rescheduled was due to the fact that neither the consultant hired to conduct the intensive survey nor the representatives from the State Historical Society were available to attend the regularly scheduled meeting on March 20th. They all need to be in attendance for the public unveiling of the intensive survey. City Planner Peter Schlein stated that waiting to hold the meeting until April 20th would be two months into the project and ideally, the public should be notified before the survey begins. Therefore, the March meeting was rescheduled. Scott replied that the project should be postponed until next year rather than reschedule a meeting. Once the meeting schedule is published, he feels that the meeting times should not be changed. Adam Turiff asked if the public has been notified regarding the rescheduled March meeting. Peter replied that the March meeting has been changed on the City's website. He also stated that, including the agenda, the notification is posted in at least five different ways: press release, public hearing-type notice, City's Facebook page, City website, and De Pere TV among others. No other commission members had any comments regarding the meeting schedule. Since this was a discussion only item, no action needed to be taken by the HPC at this time.

RESULT: NO ACTION

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.

Gene Hackbarth stated that he believes the De Pere Historic Preservation has accomplished a great deal in the last several months and deserves to be recognized in the area of advocacy. Gene Hackbarth motioned, seconded by Adam Turriff, to submit a nomination to WAHPC for the advocacy award. Upon vote, motion carried unanimously. City Planner Peter Schleinz asked if staff should submit the nomination on behalf of the HPC or if one of the members would like to submit the nomination. Gene replied that he would take care of submitting the nomination to WAHPC.

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

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.

Gene Hackbarth stated that he is planning on attending the Wisconsin Association of Historic Preservation Commissions Annual State Conference on April 28 & 29 and would like his travel expenses to be reimbursed by the HPC. Sue Sands moved, seconded by Adam Turriff, to approve the reimbursement. Scott Crevier asked for clarification on the total dollar amount that will be reimbursed. City Planner Peter Schleinz explained that there is a total of \$360 in the budget for conferences and \$950 for travel and lodging expenses for 2017. Gene is requesting reimbursement for the \$50 conference registration fee, hotel stay for one night, and his mileage to Reedsburg and back. Discussion followed and it was determined that the total dollar amount will not exceed \$350 for this conference. Mike Fleck asked if anyone else was planning to attend. The other members replied that they needed to check their schedules. Mike stated that if anyone else would like to attend that they should let Peter know as soon as possible. Upon vote, motion carried unanimously.

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

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.

City Planner Peter Schleinz reviewed the steps outlining the process to approve a local designation, in preparation for the James Harbridge House designation. He explained

that the homeowners contacted him earlier this year and expressed an interest in having their home locally designated. Since the updated ordinance revisions have gone through, some of the rules have changed, so Peter wanted to go through the local designation process with the commission members in preparation of this designation. Peter reviewed the summary for the potential review and nomination approval process, highlighting the process with the following five steps:

1. How a local designation can begin: Either the HPC can nominate a property, or the property owner can initiate the designation.
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.

Peter stated that the owners of 503 Fulton Street have expressed a very strong interest and have verbally expressed their desire to go through the designation process, but the request is not in writing yet. Peter requested the commission members to encourage him to approach the property owners and invite them to make their request for nomination at the April HPC meeting. Mike Fleck asked if there were any costs associated with the designation. Peter explained that there is no cost to the property owners. There is a \$30 recording fee for the designation to be filed with the Register of Deeds office, which would be paid for by the City. Discussion followed regarding the public hearing process and Peter clarified that the public would have the opportunity to confer with the HPC members at the public hearing. Once the public hearing was over, the nomination recommendation of the property could occur. Both of these steps can be taken at the April HPC meeting. Gene Hackbarth moved, seconded by Scott Crevier, to recommend staff to continue the process of a local designation of 503 Fulton Street with a public hearing at the April 17th Historic Preservation Commission meeting. Upon vote, motion carried unanimously.

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

7. Future Agenda Items.

Mike Fleck asked if the Mayor has nominated a new replacement for Kate Sabel. City Planner Peter Schleinz stated that he has spoken with Mayor Walsh and stressed that it would be beneficial to have a new replacement start before the March meeting so the person will be involved throughout the entire intensive survey project.

RESULT:	NO ACTION
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Adjournment

Sue Sands moved, seconded by Scott Creiver, to adjourn the meeting at 6:44 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker