



Historic Preservation Commission

Special Meeting

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

Agenda

Monday, January 23, 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 **January 23, 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 November 21, 2016 Historic Preservation Commission meeting.
3. 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.
4. 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.*
5. Update regarding Certified Local Government Annual Update Form for January 1, 2016 through December 31, 2016. Submitted by City of De Pere.
6. Discussion regarding potential upcoming projects for the Historic Preservation Commission to work on during the year 2017. Submitted by City of De Pere.
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:

Alderspersons
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: January 23, 2017

DEPARTMENT: Planning

FROM: Kelly Barker

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

ATTACHMENTS:

- HPC_Nov2016_Minutes_Draft (PDF)



Historic Preservation Commission

Regular Meeting

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

Draft Minutes

Monday, November 21, 2016

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	Present	
Sue Sands	Commissioner	Present	
Adam Turriff	Commissioner	Excused	

Also present: City Planner Peter Schleinz.

2. Approval of the minutes of the October 17, 2016 Historic Preservation Commission meeting.

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

3. Recommendation regarding a Proposed "Request For Proposal" for an Update to the 2001 Intensive Survey of Historical and Architectural Sites in the City of De Pere.

City Planner Peter Schleinz reviewed the Request for Proposal (RFP). He outlined the timeline for the project which began on November 22, 2016 when the request for proposals was issued. The deadline to submit proposals is December 20, 2016. Peter asked the HPC members if they would like to volunteer to review the applications for consultants, recommending 1-2 members. Mike Fleck and Gene Hackbarth both volunteered. Scott Crevier asked if the entire \$19,000 grant would be spent on paying the consultant. Peter replied that he is anticipating to incur a few thousand dollars of expenses, and expects that the quote from the consultant will be around \$15,000. He noted that the \$19,000 must be applied toward the costs associated with the intensive survey project only. He reported that he will request payment from the Wisconsin Historical Society to administer the payment upon completion of the project.

RESULT:	NO ACTION
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4. Discussion with Mr. Hackbarth regarding the 2016 Wisconsin Historical Society and Local History Conference that took place in Wisconsin Dells in October.

Gene Hackbarth thanked the members for allowing him to attend the conference. He found it extremely valuable to be able to provide information to the HPC members, as well as to the De Pere Historical Society. Gene reported on the conference, outlining the various workshops he attended:

Attachment: HPC_Nov2016_Minutes_Draft (5438 : Minutes)

"Using Historic Places to Engage Local Schools" - presenters Kurt Griesemer and Kris McDaniel. This presentation focused on how Historic Preservation Commissions can effectively work with local schools and historical societies to help answer the question: What makes this community what it is?

"Disaster Planning for Historic Buildings" - presenter Mark Buechel. This presentation focused on establishing a working relationship with emergency responders and knowing how their systems and practices operate so buildings, their contents, and family/staff are safe.

"New Ideas for Presenting Community History" - presenters Ariel Beaujot, Arie Recker, Calli Neimi, and John Mann. This presentation featured two highly successful programs developed by public history students in LaCrosse (HERE), and Eau Claire (Thru Daniel's Eyes).

"Creating Effective Interpretive Signage" - presenter Ron Zimmerman. This presentation focused on how well designed signs are an effective method for telling stories and shaping experiences.

A hard copy of Gene's report was made available to all HPC members for their reference.

RESULT:	NO ACTION
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5. Update and discussion by Historic Preservation Commission regarding the status of the Common Council review of revisions to the Historic Preservation Ordinance.

City Planner Peter Schleinz reported on the status of the HPC ordinance changes and where things stand at this time. At the November 1st Common Council meeting, it was identified that certain public citizens may not have been properly notified so the topic was delayed until the December 6th meeting where the topic will be considered. Gene Hackbarth noted that if the ordinance changes are not approved, the City of De Pere would not be eligible for any future grants. Scott Crevier wanted to clarify that the required changes were the result of language established by '2015 Wisconsin Act 176', not 172, which is what was stated in the agenda packet. The HPC members requested that Peter extend an invitation to Joe De Rose from the Wisconsin Historical Society to attend the December 6th Common Council meeting.

RESULT:	NO ACTION
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6. Discussion and status regarding the status of the Joliet historic marker placement on City property.

City Planner Peter Schleinz reported on the status of the replacement of the Joliet marker. This item still has to go through the Parks Department for approval. Peter mentioned that certain items have not been researched yet regarding the placement of the marker, such as whether there are utilities in the area or if the pole that the marker is attached to needs to be replaced. Gene Hackbarth stated that Don Melichar, the park superintendent/forester, is currently in possession of the sign. Scott Crevier suggested that the park board can determine if the current pole is sufficient or will need to be replaced. The next step will be for the HPC to finalize a proposal and obtain approvals during the winter so the sign can be installed in the spring.

RESULT: NO ACTION

7. Future Agenda Items.

City Planner Peter Schleinz suggested that the HPC bring up projects that they would possibly like to work on in smaller sub-groups, such as the Joliet marker replacement, and he can create a timeline for them to work on these projects in 2017.

Mike Fleck asked about the status of the North Broadway Plaque Program. Peter stated there are now about 15 people who have requested a plaque and he is still working on getting quotes at this time. Other items that were brought up as projects of interest:

- Discussion/educational project sponsored by the HPC during the month of May, which is National Historic Preservation Month. (Brought up by Gene Hackbarth)
- Potential relocation of the historic marker at the bridge approach. (Brought up by Scott Crevier.)
- Working with the Abbey about historic signage at the Hockers building (Old Minihan Stadium). Sue Sands and Brian Netzel had started this project but need to follow up on it. (Brought up by Sue Sands.)

RESULT: NO ACTION

Adjournment

Sue Sands motioned, seconded by Scott Crevier, to adjourn the meeting at 6:43 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: January 23, 2017

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: 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.

As a Certified Local Government, the City of De Pere Historic Preservation Commission has the ability to review and provide comments regarding properties that are proposed for listing on the National Register of Historic Places. The timeline to provide comments to the Wisconsin State Historic Preservation Review Board is sixty days; the comment period for the above-referenced proposed designation ends on February 17, 2017.

The subject site under review is part of St. Norbert College (see attached location map). The Commission should determine if it agrees with or if it has concerns regarding part of St. Norbert College being added as the next nationally recognized historic place in the City of De Pere.

Please note that if the site property is added to the National Register of Historic Places, the site is not automatically added to the City of De Pere list of locally designated sites. A local designation requires an additional designation process by the Commission.

STAFF RECOMMENDATION: Support of the subject nomination for national designation.

HISTORIC PRESERVATION COMMISSION ACTIONS:

1. The Commission should either recommend support or rejection of the proposed national designation with reasons.
2. The Commission should direct staff to submit the Commission recommendation (draft meeting minutes) and a copy of this report to the Wisconsin State Historic Preservation Review Board by February 17, 2017.

ATTACHMENTS:

- HPC National Designation Request from State Historical Society (PDF)
- SNC National Designation Location Map (PDF)



December 19, 2016

The Honorable Michael Walsh – Mayor
De Pere City Hall
335 S Broadway
De Pere, WI 54115

Dear Mr. Walsh,

This letter is to notify you that an adequately documented nomination for the following property located in the city of De Pere has been received by our office for nomination to the National Register of Historic Places:

- **St. Norbert College Historic District, bounded by Grant Street (north), Lee J. Roemer Mall (west), Marsh Street (south), and the west shore of the Fox River (east)**

In accordance with “Procedures for the Certification of Local Government in Wisconsin” copies of this nomination have been transmitted to the De Pere Historic Preservation Commission for review and comment regarding the eligibility of this property for listing in the National Register of Historic Places.

The report of the Commission will be forwarded to you for your recommendation regarding the eligibility of this property to the National Register. The Commission’s report and your recommendation should be transmitted to our office within 60 days of the Commission’s receipt of the nomination, in accordance with the Certification of Agreement between the City of De Pere and the Wisconsin State Historic Preservation Review Board.

If you have any questions regarding this matter, please contact me at (608) 264-6501 or by email at Peggy.Veregin@WisconsinHistory.org.

Sincerely,

Peggy Veregin
National Register Coordinator

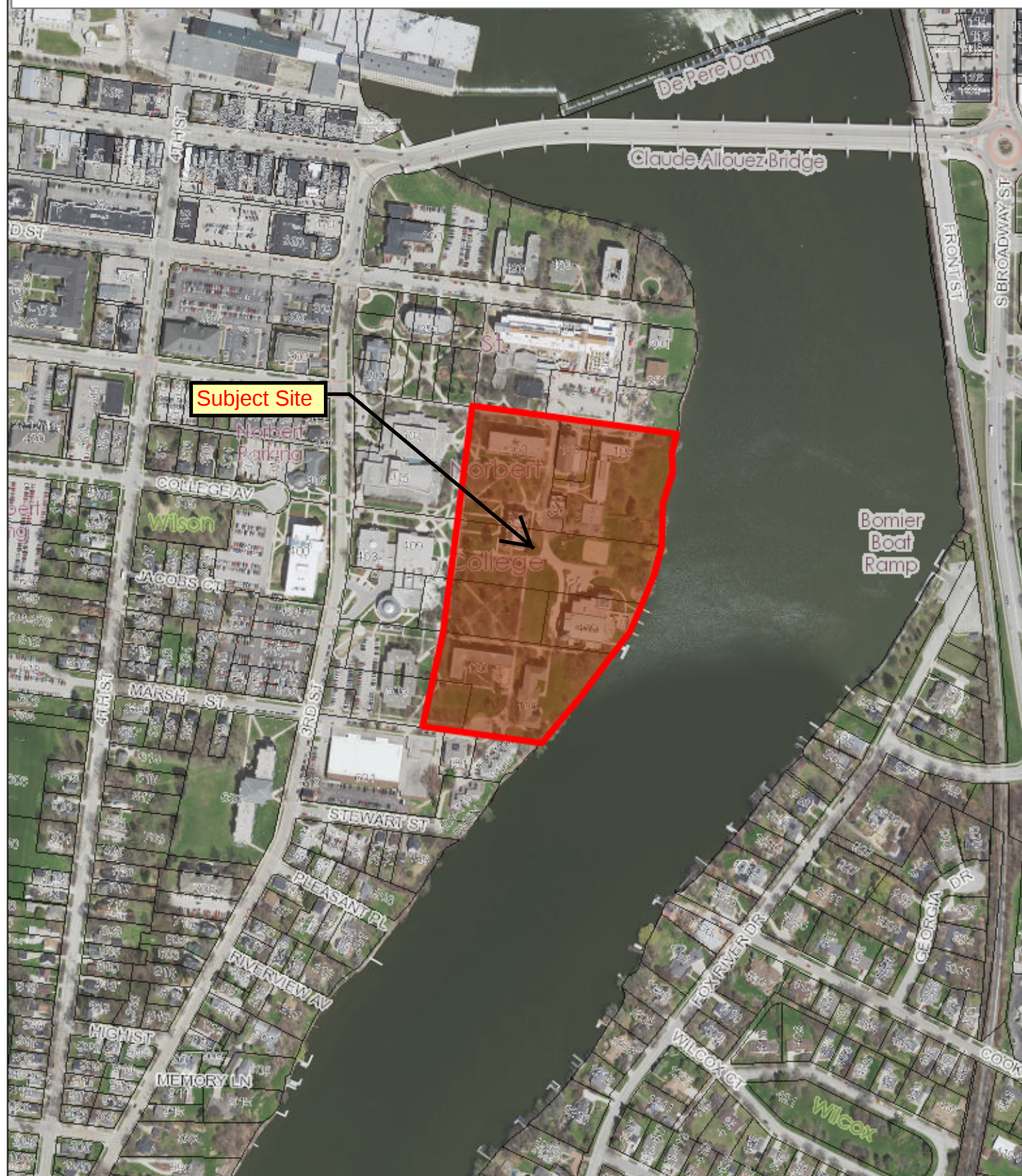
cc: Chair, De Pere Historic Preservation Commission

Collecting, Preserving and Sharing Stories Since 1846

816 State Street Madison, Wisconsin 53706

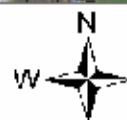
wisconsinhistory.org

SNC: Nomination for National Register of Historic Places



This map was produced utilizing a variety of sources the City of De Pere reasonably believes are reliable, including GIS data, some of which was under development at the time this map was produced. The City of De Pere makes no warranty, either expressed or implied, including no warranty as to fitness for a particular use, of the information contained in or comprising this map.

Map of De Pere, WI Provided By The De Pere Planning/GIS Department



01/16/2017

Packet Pg. 8

Attachment: SNC National Designation Location Map (5431 : Recommendation regarding an adequately documented nomination to the National

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: January 23, 2017

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: 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.*

At the November 2016 Historic Preservation Commission meeting two Commissioners volunteered to work with staff regarding the selection of consultants that are qualified to complete an intensive survey update for the City. The goal of the two Committee members and staff was to review and select the most suitable firm based on the responses to the Request For Proposal (RFP) and to report the findings to the Committee at the January meeting.

The attached RFP was sent in hard copy to 18 consultants. Five consultants responded to the RFP. Three consultants expressed an interest but were unable to meet the proposed project timeline; two consultants submitted a proposal and fee structure.

After reviewing the proposed candidates, staff and the two Commission members unanimously selected the firm Heritage Research LTD. The Committee vice-chair also reviewed the RFP's and suggested hiring Heritage Research LTD. For convenience, a copy of the response is attached to this report.

The selected firm proposed completing the project for \$18,981, which falls within the budgeted \$19,000 grant amount to complete the task.

STAFF RECOMMENDATION: Recommend approval of Heritage Research LTD as the consultant to complete the intensive survey update.

HISTORIC PRESERVATION COMMISSION ACTIONS:

1. The Commission should either recommend support or rejection of Heritage Research LTD as the consultant to complete the intensive survey update.
2. If approved, the Commission should forward the recommendation to Council for approval with a contract to be developed for the project approval that addresses the needs identified in the RFP and the firm proposal.

ATTACHMENTS:

- Proposal from Heritage Research LTD (PDF)
- Request For Proposal -- FINAL (PDF)



HERITAGE RESEARCH, LTD.

19 December 2016

Mr. Peter Schleinz
City Planner, City of De Pere
335 S. Broadway
De Pere, WI 54115

RE: PROPOSAL FOR THE COMPLETION OF AN ARCHITECTURAL AND HISTORICAL
RESOURCE SURVEY UPDATE FOR THE CITY OF DE PERE

Dear Mr. Schleinz,

Thank you for providing the 2001 report, as well as for addressing my questions this morning. As mentioned, I do prefer completing a drive-through of the community prior to the preparation of such proposals, however, a review of the images of previously surveyed properties (on WHPD, the state's database), combined with the ability to read the 2001 survey report in its entirety, helped immensely in preparing the attached proposal.

It is a pleasure submitting this proposal to you. If you have any specific questions regarding the proposal, please do not hesitate to call me at 262.251.7792 (office) or 262.366.0397 (cell) or email at tschnell@hrltd.org.

Yours truly,

Traci E. Schnell, M.A.
Senior Architectural Historian

**CITY OF DE PERE
ARCHITECTURAL & HISTORICAL RESOURCE SURVEY
UPDATE
(INCLUDING INTENSIVE SURVEY RECOMMENDATIONS)**

A PROPOSAL PREPARED FOR THE CITY OF DE PERE:

HERITAGE RESEARCH, LTD.

Primary Project Contact: Ms. Traci E. Schnell, Senior Architectural Historian
N91 W17194 Appleton Avenue, Suite 203
Menomonee Falls, WI 53051
Phone: 262.251.7792
e-mail: tschnell@hrltd.org

Heritage Research, Ltd., traces its history to 1980. The firm specializes in all aspects of Section 106 Compliance, as well as environmental history, National Register nominations, community planning services, general historical research and HABS/HAER documentation. HRL has numerous satisfied clients in the Upper Midwest who rely upon HRL's quality historical and environmental consulting services. The firm currently employs four full-time professionals. HRL is proud of the educational qualifications of its staff, which presently includes one Ph.D., two M.A.s and one M.S. The firm is fully insured. It carries professional and general liability, automobile and workers' compensation insurance coverage.

PROJECT OBJECTIVE:

To prepare an Architectural/Historical Resource Survey Update for the City of De Pere, with specific attention to properties built between the 1940s and 1980s.

PROJECT UNDERSTANDING/METHODOLOGY:

Previous survey work in De Pere was completed by Wisconsin Historical Society staff in 1975 and by Tim Heggland in 2000-2001. Following the 2001 survey, 574 historic resources were recorded in De Pere. To date, and per the Wisconsin Historic Preservation Database (WHPD; maintained by the Wisconsin Historical Society), De Pere is home to a total of 661 previously surveyed properties. A review of the 2001 survey results indicates that sixteen individual buildings were identified as significant, while six notable historic districts were also delineated and recommended for National Register eligibility. To date, nearly all of those properties (including districts) recommended as potentially eligible have since been listed in the National Register of Historic Places (WHPD currently identifies 273 properties in the city as listed in the National Register).

Fifteen years have passed since the last survey. While new properties will have since “come of age,” and some will have been restored, others are perhaps no longer considered surveyable and, yet others, are no longer extant. All of these factors suggest completion of a survey update.

Considering that information, the following scope is assumed for the project:

- (1) All previously surveyed properties (except those already listed in the National Register) will be re-photographed to update WHPD with color photos (even if no change has occurred to the property since its last survey date). Those properties (including the Fox River Drive Historic District) will be re-reviewed for potential National Register eligibility and recommendations provided. It is also possible that while doing this work that other properties may have been missed or not reviewed because they were not yet 50 years of age. A review of the 2001 survey report indicates that a solid effort was made to capture more recent properties (those built in 1950 and after) that were thought to offer architectural interest “in the future.” According to WHPD, there are 105 previously surveyed properties in the city that date to between 1940 and 1990 (38 of which are part of a listed National Register district).
- (2) A context update will be written if the surveyable resources merit such an update. Following a review of the 2001 survey report, it would appear that Significant Persons could well be a needed context chapter. Aside from the potential of entirely new chapters, existing chapter updates would likely include context regarding more recent architects/builders/contractors and architectural styles (beyond who/what was identified in 2000-2001), the Federal Housing Administration, Veterans Housing and Pre-Fabricated Housing, among others.
- (3) Photos will be taken of those properties that are currently missing a photo in the WHPD (approximately twelve photos appear to be missing at this time).
- (4) Every attempt will be made to include historic names (including the names of spouses, when applicable) for all surveyed properties, including new (2017) properties and for those previously surveyed.

As with the previous survey effort, identification of historic resources will be made through the following research materials: 1) Tax Rolls for the City of De Pere, which we understand are in the possession of the De Pere Historical Society; 2) De Pere Sanborn Fire Insurance maps (1884, 1890, 1895, 1900, 1914, 1925 & 1925 updated to 1953), copies of which HRL retains in digital format; 3) Building Permits; and 4) City Directories, among others. As well, our firm has a subscription to both www.newspapers.com (which includes the *Green Bay Press Gazette*) and www.Ancstry.com (which offers a significant amount of genealogical information). Furthermore, records/information/resources held by the Brown County Public Library and the De Pere Historical Society will, no doubt, prove to be useful. Schnell is also very adept at doing deed research, and a visit to the Brown County courthouse may also be warranted.

SURVEY DELIVERABLES:

Products generated by this project will include those deliverables cited in the general WHS Work Program and the Request for Proposals and consist of the following:

- A. A Reconnaissance Survey with Intensive Survey Results; physical products of which include (aside from the report itself) district survey maps (if any) and digital photographs to be uploaded to WHPD, which is maintained by the Wisconsin Historical Society (WHS). As has been the case with other communities, we would hope to work with the city's GIS department in printing off the survey map(s), upon which we would identify the surveyed properties.
- B. An Intensive Survey that includes resource-driven, thematic chapters not covered in the 2000-2001 survey (if any) or additions thereto, as well as a Chapter or Section that is generally entitled Recommendations, and includes site-specific research for, and color photographs of, all properties that offer National Register potential.
- C. In order to address specific concerns of De Pere's HPC, the final report will include a list that will attempt to prioritize the level of concern (high/moderate/low) regarding each of the National Register-eligible historic resources. This will help to guide the HPC with local designation efforts.
- D. Eight double-sided, bound copies of the final report, an unbound, double-sided copy on acid-free paper, as well as an electronic version in a PDF format on CD will be submitted to the WHS for their use. Although the RFP does not identify the number of copies requested for the City of De Pere, the standard request is for approximately 8 copies—with one being an unbound, double-sided copy on acid-free paper, as well as an electronic copy in a PDF format on a CD.

ADDITIONAL TASKS:

Aside from the actual survey work and deliverables, two public meetings will be held to solicit information from interested city residents and to keep the public apprised of the project and its progress. The RFP cites the following dates for the first and second meetings: January 23, 2017 and August 21, 2017. While neither date proposes any initial concerns regarding our own attendance, both meetings do require the attendance of Joe DeRose, Chief of Survey and Registration at the Wisconsin Historical Society. Therefore, coordination would need to be made with DeRose prior to scheduling both meetings. Please also know that of the surveys that HRL has completed, holding a second meeting during the close of the summer months is very often not chosen by the municipality/HPC due to summer vacations and other activities. Please know that the second meeting does not have to take place by the contract end date, but it should be scheduled.

PROJECT SCHEDULING:

The project award and completion dates noted in the Request for Proposals provide for an approximate 7-month work period. Accordingly, work will commence immediately upon receiving the Notice to Proceed (it is assumed that a contract can be in place by no later than January 23, 2017 and will conclude by no later than August 15, 2017).

To guarantee substantial and consistent progress for this project, Heritage Research proposes to schedule and complete work that requires certain tasks to be accomplished at certain project mileposts. Please know that survey generally occurs when foliage and snow are absent (or are at least minimal). Due to the tighter project time frame (7 months as opposed to approximately 12), it is very possible--and likely--that survey photos will have snow in them. However, we would propose to re-shoot photos of those properties that are recommended as potentially eligible for the National Register.

Tentative Project Schedule

Project Milepost	Task elements to be completed
January 23, 2017	Attend project kick-off meeting & present along with WHS survey historian Joe DeRose; initiate survey work, weather permitting.
May 1 st	Complete reconnaissance survey fieldwork/begin additional contextual thematic chapters (if any) that reflect resources surveyed; continue research for individual and historic district properties; review survey recommendations in the field with WHS staff.
June 30 th	Complete 100% of writing for the Recommendations chapter; submit survey report to the city for review and comments, if requested.
August 15 th	Incorporate city review comments (if any) in final report; complete 100% of project; submit final report and all appendices and exhibits to the City of De Pere and the WHS; complete 100% of data entry for the Wisconsin Historic Preservation Database and hold (or at least schedule) the 2 nd public meeting.

You will notice that there is no date identified for the review of the report by the WHS. This requirement is generally only requested of new consultants who may not be familiar with the format of the survey.

Throughout the project HRL would provide the HPC with updates for their scheduled meetings.

HRL PROJECT TEAM:

Heritage Research, Ltd., strongly believes that it brings to this project a staff of exceptionally well-qualified and talented individuals. Traci E. Schnell, M.A., Senior Architectural Historian, will serve as project manager and principal investigator for the project. She will be largely responsible for completing the fieldwork and preparing the subsequent, property-specific descriptions and information, as well as monitoring all daily activities for the project. Brian J. Faltinson, M.A., Project Historian, will direct and review all historical research associated with the project, as well as write some of the additional Context Chapters, if deemed necessary. Mike McQuillen, M.S., Project Historian, and John N. Vogel, Ph.D., HRL President and Senior Historian, will be available to assist the project if needed. Notably, Dr. Vogel was the author of the National Register nomination for the De Pere Lock & Dam Historic District, which was Register-listed in 1993.

Background/work experience for the two primary staff persons for this project is as follows:

Traci E. Schnell, M.A., Senior Architectural Historian

- M.A. in Art History & Criticism (Architectural History emphasis) from the University of Wisconsin-Milwaukee
- Over twenty-one years of full-time experience in Cultural Resource Management, all of which have been at HRL
- Led Historic Resource Planning Surveys (or resurveys) for the Wisconsin communities of Ashland (2000-2001 and a resurvey to be completed in 2017), Mukwonago (2001), Thiensville (2003), Neenah (2005), West Allis (2007), Menasha (2009), Fond du Lac (2011), New Holstein (2013), Waukesha (2014) and River Falls (2015). She also directed the fieldwork and property-specific research for the survey of Historic Resorts of Vilas County, Wisconsin (2004)
- Research chair, co-chair and/or member of the (Volunteer) Research Committee of Historic Milwaukee, Inc., from 2000 to 2014; former HMI Board of Directors (BOD) president
- Architectural/research advisor and/or researcher (volunteer) for the Wauwatosa Historical Society's (WHS) annual Tour of Homes from 2001 to 2015; former WHS BOD president
- Instructor for the biennial House History program held at the Milwaukee Public (Central) Library from 2003-2014; thereafter, and to date, held annually
- Directed and/or conducted research for over 10 years for the annual open-house tour held by Frank Lloyd Wright Wisconsin, the Board upon which she currently serves as a director
- Member, former Secretary and current President of the Brown Deer Historical Society

Brian J. Faltinson, M.A., Project Historian

- M.A. in American History from Marquette University
- Over eighteen years of full-time experience in Cultural Resource Management, all of which have been with HRL
- Largely responsible for writing and/or updating the historic contexts of the Historic Resource Planning Surveys for the Wisconsin communities of Ashland (2000-2001), Mukwonago (2001), Thiensville (2003) and West Allis (2007), as well as the primary reviewer of nearly all survey and re-survey efforts by HRL since 2000
- Former Member, Vice Chair and Chair of the Wauwatosa Historic Preservation Commission
- Completed a National Historic Landmark nomination for the Split Rock Light Station in Lake County, Minnesota (Listed in 2011), in addition to writing hundreds of pieces of historical documentation, including National Register nominations and Determinations of Eligibility (for the National Register of Historic Places)
- Command Historian of the Wisconsin Army National Guard since 2007

PRIOR EXPERIENCE:

Over the past sixteen years, HRL has completed extensive *Reconnaissance and Intensive Surveys and Reports for the Wisconsin communities of Ashland, Mukwonago, Thiensville, Neenah, West Allis, Menasha, Fond du Lac, New Holstein, Waukesha, River Falls and Onalaska*. All localities desired to identify those buildings, structures, districts and objects which met the criteria for listing on the National Register of Historic Places so that preservation priorities could be established, and significant properties factored into local planning efforts. The number of properties surveyed in each community where a survey had not already been done ranged from a low of 75 in Onalaska (pop. 18,000) to a high of over 1,000 in West Allis (pop. over 60,000). In those communities where a resurvey took place, we reviewed in some cases over 2,000 properties. Of the aforementioned communities for which survey and resurvey work has been done, almost all have since followed up with us for the completion of National Register nominations for either individual properties or districts. Digitized versions of the Neenah (2005), West Allis (2007), Menasha (2009) Fond du Lac (2011), Waukesha (2014) and River Falls (2015) surveys can be found on the websites of their corresponding municipality. Please go to <http://www.rfcity.org/Document Center/View/1551> to see an example of a standard survey recommendation (City of River Falls; Recommendations Chapter begins on page 9). Please note that the River Falls survey was only an update (and no additional context chapters were required). See the Waukesha report, available at <http://www.waukesha-wi.gov/DocumentCenter/Home/View/3140> for an update report that required additional context. Limited hard copies of past surveys are available upon request; however, we ask that they ultimately be returned.

To substantiate the quality of our community reconnaissance and intensive survey work (in communities that range in size from 3,200 to over 60,000), as well as our ability to complete quality WHS subgrant work, HRL is pleased to offer the following references:

Name: Mr. Shaun Mueller
Title/Position: Senior Planner
Municipality: City of West Allis
Phone #: 414.302.8470

Name: Mr. Tony Steiner
Title: City Planner
Municipality: City of River Falls
Phone #: 715.426.3424

Name: Mr. Terry Thiessen
Title/Position: President, New Holstein Historical Society, HPC Chair and
Historic Resource Survey Project Director
Municipality: City of New Holstein
Phone #: 920.948.7748

SURVEY BUDGET: DE PERE

A total of \$19,000 was awarded to the City of De Pere by the WHS

1. Direct Labor Cost

(Fieldwork, research and writing)

Senior Architectural Historian

205 hours x \$29.50/hr 6,047.50

Project Historian I

100 hours x \$25.00/hr 2,500.00

8,547.50

2. Direct, General & Administrative Overhead

Please note that maps, supplies, equipment, final document production, etc., is included in this category.

\$8,547.50 x .98

8,376.55

Subtotals (lines 1 & 2)

16,924.05

3. Fee (Profit) 7% of Direct Costs/Overhead

1,184.68

4. Direct Charges (Reimbursables*)

Photocopies of research material

25.00

Lodgings¹, Meals & Incidentals

200.00

Mileage* (estimate 1,200 miles @ .54/mile)

648.00

*This mileage considers trips from any combination of the following:

HRL's office, the primary researcher's home or her anticipated local lodgings. This could include attendance at HPC meetings. If any mileage monies are not used, they will be applied to additional hours/research into the project.

5. Total Compensation Proposed

\$18,981.00



HERITAGE RESEARCH, LTD.

¹ It is anticipated that gratis lodgings will be obtained during the project.

**REQUEST FOR PROPOSALS
FOR
AN UPDATE TO THE
INTENSIVE SURVEY OF HISTORICAL AND ARCHITECTURAL SITES
IN THE CITY OF DE PERE, WISCONSIN**

November 22, 2016

Project: Update to the 2001 Intensive Survey of Historical and Architectural Sites
Client: City of De Pere Historic Preservation Commission
Location: City of De Pere, Wisconsin
Organization: City of De Pere

Contact Person: Peter Schleinz
City Planner
335 S. Broadway
De Pere, WI 54115

pschleinz@mail.de-pere.org

920.339.4043 x2

Project Summary

The City of De Pere Historic Preservation Commission is requesting proposals for an intensive survey of historical and architectural sites in the City of De Pere, Wisconsin. Funding for the project is from a Wisconsin Historical Society Certified Local Government (CLG) Grant. Interested consultants are invited to submit proposals by December 20, 2016. Interviews and final consultant selection will be performed in January, 2017. The draft project shall be completed by May, 2017, with edits and final project being completed by August, 2017. Edits may be required by the City Historic Preservation Commission and/or the Wisconsin Historical Society.

Project Area Background

The project area includes all of De Pere, a city located in Brown County, Wisconsin. De Pere is located on both the east and west sides of the Fox River. De Pere, with a population of 24,724 (2015), is the second largest city in Brown County and the 33rd largest city in Wisconsin. De Pere contains a thriving downtown, St. Norbert College, six historic districts, growing residential neighborhoods, two large business/industrial parks, and many recreation areas.

Project Description and Report Expectations

All procedures and products shall comply with the Architecture-History Survey Manual provided by the Wisconsin Historical Society Division of Historic Preservation and the attached Work Program. An interactive PDF version of the manual is available online at the following link:

<http://www.wisconsinhistory.org/pdfs/hp/consultants/survey-manual/HPR-survey-manual.pdf>

Although not an all-inclusive list, it is expected that the final report include and process address the following topics:

1. Reconnaissance Survey
2. Survey Maps
3. Intensive Survey
4. Site Specific Research
5. Identification of High Priority Areas for potential Local Designation
6. Intensive Survey Final Report
7. Public Education and Informational Meetings

Proposal Requirements

Please submit proposals with a dated cover letter signed by the appropriate company official by December 20, 2016 and include the following information:

1. Company name, address, phone number, and primary project contact.
2. Names, titles, and responsibilities of individuals from your company that will be responsible for the project. Include a description of the composition of the team, listing backgrounds and work experience as it relates to the project.
3. Background experience and capabilities of your company and the project personnel.
4. List of references for projects similar in scope which your firm has prepared.
5. Appropriate fees to complete the proposed scope of work.
6. Proposed timeline to complete the project.

Timeline

The proposal shall be received at the above address by **December 20, 2016**. The selected firm will present the City with three hard copies of the final proposal as well as one electronic copy in MS Word or Adobe Acrobat format.

*Fax submissions **will not** be accepted.*

Request for Proposals issued	November 22, 2016
Proposal Due	December 20, 2016, 4:00pm CST
Project Awarded*	January 3-6, 2017 (week of)
Public Meeting with Historic Preservation Commission	January 23, 2017
Draft Report Completed for Review	May 1, 2017
Revise Report with HPC and State Historic Society	May 1-July 31, 2017
Public Meeting with Historic Preservation Commission	August 21, 2017
Final Report Completed	August 31, 2017
Final Report Submitted to State Historical Society	September 30, 2017

**If necessary, applicants may be requested to be interviewed.*

Additional Resources:

1. 2001 City of De Pere Intensive Survey Report
2. 2009 City of De Pere Comprehensive Plan
3. City of De Pere interactive map with parcels and air photographs

Compensation

Funds for this project are provided by a grant that was awarded to the City of De Pere. The payment schedule can be negotiated with the selected contractor; however, it is assumed that payment would be made upon completion of the project or tied into key milestones.

Submit three hard copies and one digital copy of your proposal to:

Peter Schleinz, City Planner
City of De Pere Planning Department
335 S. Broadway
De Pere, WI 54115

pschleinz@mail.de-pere.org
920.339.4043 x2

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: January 23, 2017

DEPARTMENT: Planning

FROM: Peter Schleinz

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

On behalf of the Historic Preservation Commission, staff submitted an Annual Update Form to the Wisconsin Historical Society on January 6, 2017. The annual update is a necessary step for communities with CLG status. The annual report was reviewed by the Commission chair and vice-chair before the document was submitted. A copy of the annual update is attached to this report for your records.

STAFF RECOMMENDATION: Receive Annual Update Form and place on file.

HISTORIC PRESERVATION COMMISSION ACTION: The Commission should either receive annual update form and place on file, or suggest further revisions and request that staff submit a revised annual update to the Wisconsin Historical Society.

ATTACHMENTS:

- 2017 De Pere - HPR-Wisconsin-CLG-Annual-Update (PDF)



WISCONSIN
HISTORICAL
SOCIETY

Wisconsin's Certified Local Government Annual Update Form

(to be completed by the CLG)

CLG: City of De Pere Year certified: 17 Sep 2002

Period of Review: 01 Jan 2016 through 31 Dec 2016

- | | Yes | No |
|--|-------------------------------------|--------------------------|
| I. CLG Administration | | |
| a. The local ordinance is enforced: | ☒ | ☐ |
| b. A qualified commission of members has been appointed: | ☒ | ☐ |
| c. Copies of commission minutes are sent to the SHPO: | ☒ | ☐ |
| d. Number of times the commission has met during the past 12 months: | <u>10</u> | |
| e. Number of reviews of building and demolition permits conducted during the past 12 months: | <u>15</u> | |
| f. Number of decisions appealed in the past year: | <u>0</u> | |

A copy of all HPC meeting agendas and minutes are online.

Comments: In addition to 10 HPC meetings, a smaller group met informally to work on details of historic marker project.

- | | Yes | No |
|--|-------------------------------------|--------------------------|
| II. National Register Nomination Review | | |
| a. Reviews and comments sent to SHPO within 60 day comment period: | ☒ | ☐ |

On 19 Jan 2016, the Common Council presented a certificate and congratulation to St. Norbert College for listing of Nicolet High School on the State and National List of Historic Places.

- | | |
|---|----------|
| III. Local Survey and Inventory System | |
| a. Number of properties added to the state survey during the past year: | <u>0</u> |
| b. Number of local landmarks designated (total): | <u>2</u> |
| c. Number of local landmarks added in the past year: | <u>0</u> |

Comments: The two local landmarks are the following:

1. Polo Resto
2. White Pillars (Fox River Hydraulic Company)

- IV. Public Participation
- | | Yes | No |
|---|-------------------------------------|--------------------------|
| a. The public is involved in the local preservation process, including the process of nominating properties to the National Register: | ☒ | ☐ |
| b. Commission minutes are accessible to the public: | ☒ | ☐ |
| c. Open meetings are conducted: | ☒ | ☐ |
| d. Property owners of proposed designations notified for public hearing: | ☒ | ☐ |

Comments: Regular meetings have published agendas and minutes in hard copy and online. All meetings include video available online. No local designations required a 2016 public hearing.

V. Education and Training Activities

- a. Number of historic preservation or CLG workshops or seminars attended in the past year by CLG staff or commissioners: 2
- b. Educational activities or projects sponsored by local government during the past 12 months: 5

Comments: HPC attended WAHPC and the Local History & Historic Preservation Conferences. Activities were historic month tours, photo contest, handouts, ordinance education, & press release.

- VI. Please note any concerns or successes over the past year:
 Concerns: HPC may have been limited from completing more 2016 projects due to support staff turnover and ordinance revision took longer than expected.
 Successes: Completed ordinance revision, completed SNC intensive survey, subgrant awarded for City intensive survey, finding project potentials for 2017.
 List of current commission members and their email addresses:

Mike Fleck, Chair, michael-fleck@att.net; Brian Netzel, Vice Chair, briann@performainc.com;
 Gene Hackbarth, genehackbarth@gmail.com; Scott Crevier, screvier@mail.de-pere.org;
 Adam Turriff, adam.turriff@resource1gb.com; Sue Sands, suesands@new.rr.com;
 Kate Sabel, peteleads@aol.com

Link to all parts of ordinance relating to landmark designation and review process:
 Historic Preservation Ordinance Chapter 38 updated on 09 Dec 2016 to meet state standards via Ordinance #16-23B.2.0 (attached). Update not yet online.
 "Designation" updated in Sec. 38-5(a), Sec. 38-6(a), & Sec. 38-6(b).
 "Review process" updated in Sec. 38-6(a), Sec. 38-6(b), & Sec. 38-9.

Completed by: Peter Schleinz, City Planner Date: 03 Jan 2016

For agency use only:

SHPO: _____ Date: _____

Ordinance meets state standards: Yes: ☐ No: ☐

Comments:

ORDINANCE #16-23B.2.0

AMENDING VARIOUS PROVISIONS OF CHAPTER 38 DE PERE MUNICIPAL
CODE REGARDING HISTORIC PRESERVATION IN COMPLIANCE
WITH 2015 WISCONSIN ACT 176 AND FOR CONTINUED
CERTIFIED LOCAL GOVERNMENT STATUS

THE COMMON COUNCIL OF THE CITY OF DE PERE, WISCONSIN, DO ORDAIN
AS FOLLOWS:

Section 1. Sec. 38-5(a), *Powers and duties of commission; Designation*, is hereby
repealed and recreated as follows:

(a) *Designation nomination and recommendation.* The commission shall have the power to nominate and to recommend to the common council that the Council approve local historic structure, site and district designations, subject to the procedures of Sec.38-6. Such designation recommendation shall be made based on the criteria set forth in Sec. 38-4. If designated by the council, such historic structures, sites, and districts shall be subject to all the provisions of this chapter.

Section 2. Sec. 38-6(a), *Procedures; Designation of historic structures and historic sites*, is hereby repealed and recreated as follows:

(a) *Designation of historic structures and historic sites.*

- (1) The commission may nominate the designation of historic structures and sites, after notification to the property owner(s) of the subject property, by conducting a public hearing thereon. Notice of the public hearing shall be published as a Class 1 Notice under Wisconsin Statutes. At least ten days prior to such hearing, the commission shall notify, by first class mail, the owner(s) of the structure or site subject to designation and the owners of record, as listed in the office of the city assessor, who are owners of property in whole or in part situated within 100 feet of the boundaries of subject property, of the proposed designation and of the time and place of the public hearing thereon. These owners shall have the right to confer with the commission prior to final action by the commission on the designation. The commission shall also notify the following: department of public works, redevelopment authority, parks department, fire and police departments, health department, building inspection department, and plan commission. Each such department may respond to the commission with its comments on the proposed designation or rescission.
- (2) The commission shall then conduct such public hearing and, in addition to the notified persons, may hear expert witnesses and shall have the power to subpoena such witnesses and records as it deems necessary, and the commission may conduct an independent investigation into the proposed designation or rescission, all as necessary to determine if the structure or site meets the designation criteria of Sec. 38-4. Within ten days after the close of the public hearing, if the commission determines to recommend designation of the structure or site to the common council, it shall notify the owner of

the property subject to designation of such decision by first class mail. The commission shall also forward its recommendation to the common council.

- (3) *The common council.* The common council, upon receipt of the recommendation from the historic preservation commission shall consider such recommendation, with notice of the council meeting at which the matter is to be considered given as noted in subsection (a)(1) above. The council shall either approve or reject the historic designation. Upon approval of the designation, the common council shall cause the designation to be recorded, at city expense, in the county register of deeds office.

Section 3. Sec. 38-6(b) is hereby amended as follows:

1. By adding “for nomination as an historic district” at the end of the first sentence of paragraph (1); and

2. By repealing and recreating paragraph (4) a. to read as follows:

- (4) Review and adoption procedure.

a. *Historic preservation commission.* The historic preservation commission shall hold a public hearing when considering the plan for an historic district. Notice of the time, place, and purpose of such hearing shall be given by publication as a Class 1 Notice under Wisconsin Statutes. Notice of the time, place, and purpose of the public hearing shall also be sent by first class mail by the city clerk to the council member of the aldermanic district or districts in which the historic district is located, and to all the owners of record, as listed in the office of the city assessor, who are owners of the property within the proposed historic district or are situated in whole or in part within 100 feet of the boundaries of the proposed historic district. Said notice is to be sent at least ten days prior to the date of the public hearing. Following the public hearing, the historic preservation commission shall vote to recommend, reject, or withhold action on the plan. This recommendation shall be sent to all the owners of record of property within the proposed historic district and to the city plan commission and the common council.

Section 4. Sec 38-6(c) is hereby created to read as follows:

(c) *Recission of historic designation.* The procedure for recission of historic structure or site designation shall follow the procedure as set forth in Sec. 38-6(a). The procedure for recission of an historic district designation shall follow the procedure set forth in Sec. 38-6(b).

Section 5. Sec 38-9, **Appeal of Commission Decision** is hereby created to read:

Sec. 38-9 –Appeal of Commission Decision

An owner of property affected by a decision of the commission may appeal the decision to the common council. Such appeal shall be in writing, and filed with the city clerk not later than 24 calendar days after receipt of the commission decision at issue. The

Ordinance #16-23B.2.0

Page 3 of 3

council may overturn the decision of the commission by a majority vote of the council present.

Section 6. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 7. This ordinance shall take effect upon its passage and publication.

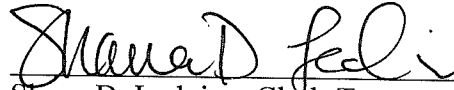
Adopted by the Common Council of the City of De Pere, Wisconsin, this 1st day of November, 2016.

APPROVED:



Michael J. Walsh, Mayor

ATTEST:



Shana D. Ledvina, Clerk-Treasurer

Ayes: 5

Nays: 4

Board/Committee Approval: 09/19/16

Publication Date: December 9, 2016

Effective Date: December 9, 2016

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: January 23, 2017

DEPARTMENT: Planning

FROM: Peter Schleinz

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

At the last Historic preservation Commission meeting, the Commission discussed concept projects that various Commission members could work on independently or in small groups during the calendar year 2017 outside of the regularly scheduled Commission meetings. The intent is to place a number of project ideas on the table in a manageable timeline with a lead Commission member so projects could come to completion in a reasonable amount of time without overlapping other projects or overwhelming the Commission and support staff.

The following were ideas that were briefly discussed with the lead person who had the idea:

North Broadway Plaque Program -- Lead is HPC and Staff

This project could be completed by the second quarter of 2017. Signage was not targeted for installation during winter.

Joliet Historical Marker -- Leads are Mr. Fleck, Mr. Netzel, and Mr. Hackbarth

A location has been identified. Pricing for a replacement pole has been identified at \$350-400. It is possible that Public Works can install the sign for \$50-100. The group could finalize the proposal so the project/installation can continue through the approval process by the second quarter of 2017.

A Historical Marker near the Former Bridge Approach -- Lead is Mr. Crevier

Details or magnitude of this marker were not discussed but could be a late summer 2017 project.

Historic Signage at Hockers Building, near the Abbey -- Lead is Ms. Sands

This is near the old Minihan stadium. Details or magnitude of this marker were not discussed but could be an appropriate end of year 2017 project. Requires coordination with the Abbey.

HPC sponsored educational project for National Historic Preservation Month -- Lead is HPC

This is a project or projects to be completed for the month of May 2017.

HISTORIC PRESERVATION COMMISSION ACTION: The Commission should confirm a timeline and responsible person for each item, if one is not already established, keeping in mind that all projects may not be able to be completed at the same time.

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: January 23, 2017
DEPARTMENT: Planning
FROM: Kelly Barker
SUBJECT: Future Agenda Items.
