



Historic Preservation Commission

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Agenda

Monday, January 19, 2015

6:00 PM

De Pere City Hall Council Chambers

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 19, 2015** at **6:00 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

Call to Order

1. Roll Call.
2. Approval of the minutes of the December 15, 2014 meeting.
3. 2014 budget review.
4. Update on plaque on the Minahan Stadium/Polo Field site.
5. National Register of Historic Places nominations update.
6. Research of St. Norbert College historic buildings.
7. Historic preservation sub-grants - February 27th Review Board meeting.
8. Plaques for properties on the National Register of Historic Places.
9. National Historic Preservation Month - May 2015.
10. St. Francis Xavier Mission marker.
11. Report on property sales within historic districts.
12. Future agenda items.

Adjournment

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the City Administrator's office at 339-4044 to make arrangements.

AGENDA SENT TO:

Commission Members

City Planner

Mayor

Alderspersons

City Administrator

City Attorney

De Pere Chamber of Commerce

Kress Family Branch Library

News Media

Joe De Rose, Historic Preservation Division

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: January 19, 2015

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Approval of the minutes of the December 15, 2014 meeting.

ATTACHMENTS:

- HPC_Minutes_Dec2014_Draft (PDF)



Historic Preservation Commission

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Draft Minutes

Monday, December 15, 2014

6:00 PM

De Pere City Hall Council Chambers

Call to Order

The meeting was called to order at 6:00 PM by Commissioner Mary Jane Herber

Attendee Name	Title	Status	Arrived
Scott Crevier	Aldersperson	Present	
Mike Fleck	Commissioner	Absent	
Gene Hackbarth	Commissioner	Present	
Mary Jane Herber	Commissioner	Present	
Brian Netzel	Commissioner	Present	
Sue Sands	Commissioner	Present	
Adam Turriff	Commissioner	Present	

Also present: City Planning Director Ken Pabich and members of the public.

2. Approval of the minutes of the November 17, 2014 meeting.

Gene Hackbarth motioned, seconded by Sue Sands, to approve the minutes as amended. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gene Hackbarth, Commissioner
SECONDER:	Sue Sands, Commissioner
AYES:	Crevier, Hackbarth, Herber, Netzel, Sands, Turriff
ABSENT:	Mike Fleck

3. 2014 budget review and carryover request.

Ken Pabich reported that the current balance of the 2014 HPC budget is \$5,563.19. This figure does not include any meeting or travel expenses that have not yet been submitted by Commission members. Ken requested that these be submitted as soon as possible so that the remaining 2014 balance can be finalized. Any amount that the Commission wants to request to be carried over to the 2015 budget can be discussed and finalized tonight, or at January's meeting.

4. Placement of a plaque on the Minahan Stadium/Polo Field site.

Gene Hackbarth motioned, seconded by Adam Turriff, to open the meeting for public comments. Upon vote, motion carried unanimously.

Abbot Gary Neville addressed the group and shared some of the history of the site, and the Norbertine community's desire to place a historical marker there.

Mary Jane Herber described the markers that are available from the State Historical Society. There are two size options: 72" x 54", or 36" x 24". The larger of the two has a base price of \$4,600. Ken Pabich displayed photos of several historical markers that have already been placed in the city: at Voyageur Park, White Pillars, Creviere Commons, and Union Congregational Church. Discussion followed regarding national register status, location, materials, price, and potential information to include on the marker. Gene Hackbarth suggested

Attachment: HPC_Minutes_Dec2014_Draft (3018 : Approval of the minutes of the December 15, 2014 meeting.)

forming a subcommittee to work with Abbot Neville on further research. Brian Netzel and Sue Sands offered to work on the subcommittee.

Gene Hackbarth motioned, seconded by Sue Sands, to return to regular order. Upon vote, motion carried unanimously.

5. National Register of Historic Places nominations update.

No update. Mary Jane Herber is working to get a complete list of national register nominations for the County, which she will then share with the group.

6. Research of St. Norbert College historic buildings.

Gene Hackbarth and Sue Sands have compiled an outline of goals, which they provided to Brian Pirman at St. Norbert. He will make it available to students who are interested in putting together an independent study project. Mary Jane has confirmed that Victoria Tashjian is also interested in offering the project to her students. St.. Norbert's spring semester begins January 25th.

7. Historic preservation sub-grants for 2014-2015.

Mary Jane Herber noted that the 2015 meeting schedule has not yet been published. She anticipates that someone from HPC will attend the February meeting, which is usually held in Madison.

8. Plaques for properties on the National Register of Historic Places.

The group reviewed a draft letter to be sent to homeowners in the North Broadway district. Ken Pabich reported that the Planning Department intern created mock ups of potential plaque styles to be included in the survey; the sample could be customized so the homeowner can see what their plaque would look like. The intern also researched original homeowner names; further research will be needed for at least 15 of the properties. Ken inquired whether the Commission would like to send the initial survey letter with a generic mock-up to gauge interest, and then conduct the research afterwards. Adam Turriff suggested putting house name on with an asterisk noting that research is required. Gene Hackbarth stated that he would be in favor of offering the homeowners the opportunity to research with trained individuals if they don't know the original name, and suggested including that option on the survey. Ken asked if they want to include the option of no homeowner name on the house. Mary Jane suggested bringing a revised draft letter back to the January meeting and she will work on the homeowner list. Discussion followed regarding the budget carryover request for the plaques project.

Brian Netzel motioned, seconded by Gene Hackbarth, to request that the remaining 2014 budget balance be carried over to the 2015 budget to fund the plaques project. Upon vote, motion carried unanimously.

9. National Historic Preservation Month - May 2015.

The group discussed potential speakers for Preservation Month, such as Mark Buechel of the Wisconsin Historical Society, as well as local property owners who have used the tax credit program in the past. The Brown County Trust for

Historic Preservation could also be involved. Gene Hackbarth suggested inviting Nick Backhaus, restoration manager at Heritage Hill, who does presentations and hands-on demonstrations for maintenance, i.e. windows. Mary Jane Herber asked if the Parks Department or the Fox-Wisconsin Heritage Parkway are planning anything for the spring. Gene stated that the Fox-Wisconsin Heritage Parkway is raising funds for accessible kayak/canoe access ramps on either side of the lock; he also suggested inviting executive director Candace Mortara to a meeting to give an update. Ken will ask city Parks Director Marty Kosobucki if they have anything planned for that space for May. Discussion followed regarding the scavenger hunt, and Mary Jane asked each member to come back with two ideas for next month's meeting. She stated that it should be something architecturally unique that can be identified, and visible from street level.

10. Historic tax credit program recognition letter.

Property owners Curt & Ann Beilke of Systems Furniture were able to use the 40% tax credit for work on the Broadway face and infrastructure work of their building. Ken Pabich displayed before and after photos of the project, explained the city's facade grant program, and described how the owners worked with a design specialist from the Main Street program for the renovation.

11. Report on property sales within historic districts.

No report available.

12. Future agenda items.

Discussion about resources to determine original location of the St. Francis Xavier monument, which was located in the vicinity of the old Claude Allouez bridge.

Adjournment

Gene Hackbarth motioned, seconded by Brian Netzel, to adjourn the meeting at 7:21 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Carey Danen

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: January 19, 2015

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: 2014 budget review.

ATTACHMENTS:

- HPC_Jan_Budget Report (PDF)

2014 Historic Preservation Commission Budget

Historic	Budgeted	Actual
2014 Budget	\$5,395.00	\$5,395.00
Carryover Request (from 2013*)		\$4,772.91
Zimmerman Foundries	\$1,924.75	(\$1,924.75)
Reinhold Plaque Install (35@25)	\$875.00	(\$805.00)
Fossil	\$450.00	(\$450.00)
Orde Sign	\$390.61	(\$390.61)
Glenbow Museum	\$50.00	(\$50.00)
Travel	\$605.47	(\$605.47)
Preserve America Signs	\$490.00	(\$139.00)
Historic Plaques	3195	
Education / Training Sessions	500	(\$60.00)
Memberships	200	(\$170.00)
Meeting Expenses	1000	
Mileage Expense	500	(\$57.86)
Commission Member Nameplate		(\$9.89)
2014 Balance		\$5,505.33
 <u>Known remaining bills</u>		
Travel (Mary Jane)		
Total Expenses		\$0.00
Difference		
Requested Carryover		\$5,505.33
Proposed Final 2014 Budget Balance		

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: January 19, 2015

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Update on plaque on the Minahan Stadium/Polo Field site.

Continuation of the discussion of the placement of a plaque on the site of the former stadium.

City of De Pere, Wisconsin**Request For Historic Preservation Commission Action**

MEETING DATE: January 19, 2015

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: National Register of Historic Places nominations update.

Discussion of Heyrman and Guthnecht houses and if the Department of the Interior has okayed the nominations.

City of De Pere, Wisconsin**Request For Historic Preservation Commission Action**

MEETING DATE: January 19, 2015

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Research of St. Norbert College historic buildings.

Update on students from St. Norbert College working on the background of the oldest buildings on the campus.

City of De Pere, Wisconsin**Request For Historic Preservation Commission Action**

MEETING DATE: January 19, 2015

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Historic preservation sub-grants - February 27th Review Board meeting.

Discussion about member(s) of the Commission attending the meeting. In the past it has been productive for the Commission to attend this meeting.

City of De Pere, Wisconsin**Request For Historic Preservation Commission Action**

MEETING DATE: January 19, 2015

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Plaques for properties on the National Register of Historic Places.

Continuing discussion on the placement of plaques on National Register properties.

City of De Pere, Wisconsin**Request For Historic Preservation Commission Action**

MEETING DATE: January 19, 2015
DEPARTMENT: Historic Preservation Commission
FROM: Mary Jane Herber
SUBJECT: National Historic Preservation Month - May 2015.

Discussion of the possibility of a scavenger hunt during May 2015 and programs.

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: January 19, 2015
DEPARTMENT: Historic Preservation Commission
FROM: Mary Jane Herber
SUBJECT: St. Francis Xavier Mission marker.

Request from Commission member about the original location of the marker.

City of De Pere, Wisconsin**Request For Historic Preservation Commission Action**

MEETING DATE: January 19, 2015

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Report on property sales within historic districts.

City of De Pere, Wisconsin**Request For Historic Preservation Commission Action**

MEETING DATE: January 19, 2015

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Future agenda items.
