



# Historic Preservation Commission

Regular Meeting

## Agenda

335 South Broadway  
De Pere, WI 54115  
[www.deperewi.gov](http://www.deperewi.gov)

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Monday, March 24, 2025

6:00 PM

Council Chambers and Virtual

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Pursuant to Wisconsin Statute 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 **March 24, 2025 at 6:00 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

**The Public or Members of the Historic Preservation Commission, which may count toward an official quorum, may attend the meeting either in person in the Council Chambers or telephonically or electronically via video conferencing or other appropriate technological means. Telephonic or electronic access to the meeting is provided below:**

Computer/smart phone accessing <https://www.gotomeet.me/DePere>

OR

**You can also dial in using your phone.**  
United States (Toll Free): [1 866 899 4679](tel:18668994679)  
United States: [+1 \(312\) 757-3117](tel:+13127573117)  
Access Code: 154-883-285

*This meeting may also be rebroadcast on TV throughout the week and available on demand at <https://deperewi.portal.civicclerk.com/>.*

- I. Call to Order
  1. Roll Call
  2. Approval of the minutes of the January 27, 2025 Historic Preservation Commission meeting.
  3. A Public Hearing to act on a change to the local historic designation status from “historic site” to “historic structure” at 403 N Broadway ST (Parcel ED-752).\*
    - A. Notice of Public Hearing.
    - B. Recommendation from staff.
  4. Public Comment on Matters not on the Agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Historic Preservation

Commission. §6-3(f) DPMC

5. Consideration and possible action for a Certificate of Appropriateness to permanently remove the west end, and to relocate the east end, of the White Pillars building at 403 N Broadway ST (Parcel ED-752).
6. Consideration and possible action about the status of five projects that Historic Preservation Committee members are working on in 2025. Projects include WAHPC award nominations, public education program #1, historic property designations, CLG Subgrant facilitation, and public education program #2.
7. Discussion about year 2024 revisions to the De Pere Home Improvement Loan Program to include owner-occupied homes with a historic district and a local historic designation as potentially eligible properties.
8. Adjournment.

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk's office at 339-4050 by Noon, the previous day 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  
Wisconsin Historical Society  
De Pere Historical Society



City of De Pere, Wisconsin

I.2

**Request for Historic Preservation Commission  
Action**

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**MEETING DATE:** March 24, 2025  
**DEPARTMENT:** Development Services  
**FROM:** Kelly Barker, Administrative Assistant  
**SUBJECT:** Approval of the minutes of the January 27, 2025 Historic Preservation Commission meeting.  
**RECOMMENDED ACTION:** Approval

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ATTACHMENTS:  
HPC\_Jan2025\_Minutes\_Draft



# Historic Preservation Commission

Regular Meeting

## Minutes

335 South Broadway  
De Pere, WI 54115  
[www.deperewi.gov](http://www.deperewi.gov)

Monday, January 27, 2025

6:00 PM

City Hall, Council Chambers 335 S. Broadway, De Pere, WI 54115

### I. Call to Order

#### 1. Roll Call

Also present City Planner Peter Schlein.

#### 2. Approval of the minutes of the October 28, 2024 Historic Preservation Commission Meeting.

RESULT:	Passed
MOVER:	Patrick Boyd
SECONDER:	Mark Reinhart
EXCUSED:	Kathy Achten, Jonathon Hansen, Jane Schueller
AYES:	Patrick Boyd, Gene Hackbarth, Mark Reinhart, Mary Ann Schumerth

#### 3. Public Comment on Matters not on the Agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Historic Preservation Commission §6-3(f) DPMC.

There were no public comments.

#### 4. Consideration and possible action about five projects that Historic Preservation Committee members expressed an interest in completing in 2025, and the potential redistribution of members into balanced groups for each project.

Gene Hackbarth asked the members for any suggested comments or changes to the potential list of projects for 2025. There were no suggestions or changes made. He then asked for the other members to nominate projects for nomination for the WAPAC awards between now and March 30. The awards will be awarded in April. He reviewed the various nomination categories.

Discussion followed on the remaining proposed projects. Gene stated he will work on the WAHPC Award Nominations. For the first education program, Mark Reinhard, Patrick Boyd, and Mary Ann Schumerth volunteered. Gene Hackbarth stated that he will work on completing a 2024 CLG Sub-grant for a federal and state designation at 127 N Broadway Street. For the second education program, Mark Reinhard, Patrick Boyd, and Mary Ann Schumerth offered to work on the project. Since the rest of the members were absent from the meeting, Gene assigned them to work on the last project, which is to target three residential and three commercial properties for national, state, and/or local designation. Gene then asked if anyone had any other suggestions for other project ideas. No one did. Patrick Boyd moved, seconded by Mark Reinhart, to approve the projects and which members would work on each one. Upon vote, motion carried unanimously.

RESULT: Passed  
MOVER: Patrick Boyd  
SECONDER: Mark Reinhart  
EXCUSED: Kathy Achten, Jonathon Hansen, Jane Schueller  
AYES: Patrick Boyd, Gene Hackbarth, Mark Reinhart,  
Mary Ann Schumerth

5. Adjournment.

Patrick Boyd moved, seconded by Mary Ann Schumerth to adjourn the meeting at 6:16 pm. Upon vote, motion carried unanimously.

RESULT: Passed  
MOVER: Patrick Boyd  
SECONDER: Mary Ann Schumerth  
EXCUSED: Kathy Achten, Jonathon Hansen, Jane Schueller  
AYES: Patrick Boyd, Gene Hackbarth, Mark Reinhart,  
Mary Ann Schumerth

Respectfully submitted,  
Kelly Barker

DRAFT



City of De Pere, Wisconsin

I.3

**Request for Historic Preservation Commission  
Action**

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**MEETING DATE:** March 24, 2025  
**DEPARTMENT:** Development Services  
**FROM:** Peter Schlein, City Planner/Zoning Administrator  
**SUBJECT:** A Public Hearing to act on a change to the local historic designation status from “historic site” to “historic structure” at 403 N Broadway ST (Parcel ED-752).\*  
**RECOMMENDED ACTION:** Public hearing and approval.

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**ATTACHMENTS:**  
None

Publish: March 14, 2025, in the Press-Times (Class 1 Notice – 10 day)

#### NOTICE OF PUBLIC HEARING

Notice is hereby given, that on **Monday, March 24, 2025**, at 6:00 PM or as soon thereafter as can be heard, a public hearing will be held by the Historic Preservation Commission of the City of De Pere to act on the local historic designation changing from historic site to historic structure at the following property:

**Parcel ED-752 at 403 N Broadway ST**, approximately 0.0 feet northwest from the N Broadway ST and Cass ST intersection.

The public may attend the meeting either in person in the Council Chambers (2nd Floor City Hall, 335 S Broadway ST, De Pere WI) or electronically. Electronic or telephonic access to the meeting is below: Computer/smart phone accessing <https://www.gotomeet.me/DePere> OR dial by phone: United States (Toll Free): 1-866 899-4679 United States: +1 (312) 757-3117 Access Code: 154-883-285.

**A map of the proposed historic structure is available by emailing Peter Schleinz at [pschleinz@deperewi.gov](mailto:pschleinz@deperewi.gov).**

Dated this 14th day of March, 2025.

BY ORDER OF THE HISTORIC PRESERVATION COMMISSION

Ald. Jonathon Hansen  
Historic Preservation Commission Chair

Carey E. Danen  
City Clerk

# CITY OF DE PERE MEMO



To: Historic Preservation Commission Members  
From: Peter Schlein, Senior Planner | Zoning Administrator  
Date: March 24, 2025

RE: **Recommendation from staff to approve changing the local historic designation status from “historic site” to “historic structure” at 403 N Broadway ST (Parcel ED-752).**

## Summary

On November 17, 2014, the entire property at 403 N Broadway ST, known as White Pillars, was locally designated as a “historic site” by the Historic Preservation Commission. The historic site is located within the North Broadway Street Historic District. The De Pere Historical Society submitted the following individual requests to the City of De Pere and Brown County:

- On November 14, 2025, a *Parcel Combination* was submitted for Brown County review to combine two parcels at 403-409 N Broadway ST.
- On January 6, 2025, a *Site Plan* was submitted for staff review to construct a new parking lot and a new building that encloses the remaining portion of the White Pillars building at 403-409 N Broadway ST.
- On January 31, 2025, a *Zoning Map Amendment* was submitted for Plan Commission and Common Council Review to remove an outdated Planned Development District overlay at 409 N Broadway ST.
- On February 12, 2025, a *Certificate of Appropriateness* was submitted for Historic Preservation Commission Review to permanently remove the west end of the White Pillars building, and to relocate the remaining east end.
- On February 20, 2025, a *change for a local historic designation* was submitted for Historic Preservation Commission and Common Council review to change the local historic status from ‘historic site’ to historic structure’ for the remaining, relocated White Pillars building.

If all of the above items are approved, the local historic site boundary for the original site of 403 N Broadway would change to identify the remaining, relocated White Pillars building at 403 N Broadway ST. If approved, future requests for certificates of appropriateness will be required only for the remaining portion of the historic building; a certificate of appropriateness will not be required for the proposed new additions to the property that can be found in the site plan.

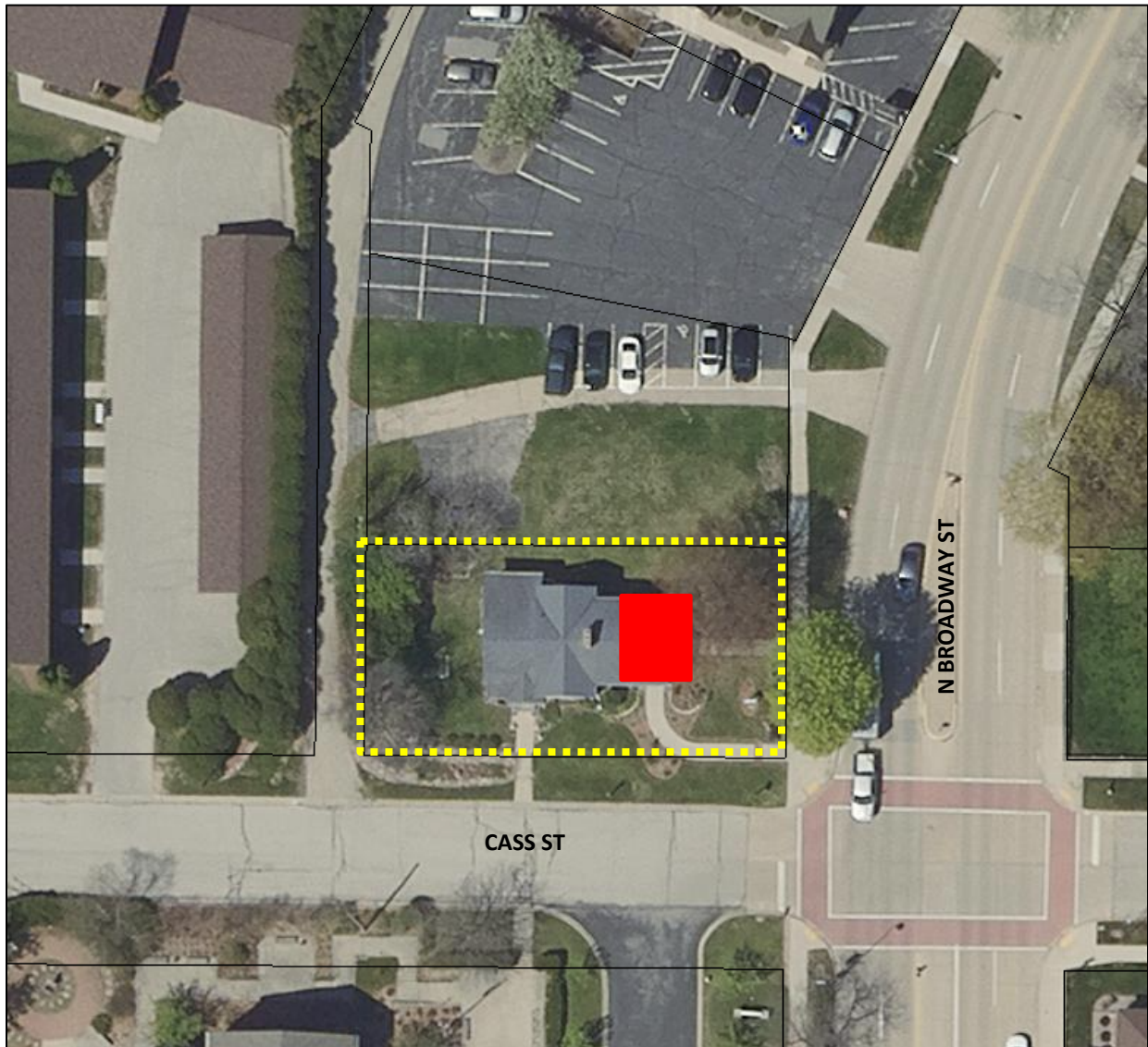
## Local Historic Destination Steps

To prepare for the Historic Preservation Commission review, staff published a Class 1 (10 day) public hearing notice, notices for the property owner and property owners within 100-feet, and notices for Department of Public Works, Redevelopment Authority (Chair), Parks Department, Fire Department, Police Department, Health Department, Development Services (Inspection Division), and Plan Commission (Chair).

## Staff Recommendation

Staff recommends approval of the request to change the local historic designation status from “historic site” to “historic structure” at 403 N Broadway ST, and forwarding the recommendation to Common Council for a final decision.

**Proposed Change in Historic Status  
from  
Locally Designated Historic Site (yellow outline)  
to  
Locally Designated Historic Structure (red polygon)**





City of De Pere, Wisconsin

I.4

**Request for Historic Preservation Commission  
Action**

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**MEETING DATE:** March 24, 2025  
**DEPARTMENT:** Development Services  
**FROM:** Kelly Barker, Administrative Assistant  
**SUBJECT:** Public Comment on Matters not on the Agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Historic Preservation Commission. §6-3(f) DPMC  
**RECOMMENDED ACTION:** Public Comments

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**ATTACHMENTS:**  
None



City of De Pere, Wisconsin

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**Request for Historic Preservation Commission  
Action**

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**MEETING DATE:** March 24, 2025  
**DEPARTMENT:** Development Services  
**FROM:** Peter Schlein, City Planner/Zoning Administrator  
**SUBJECT:** Consideration and possible action for a Certificate of Appropriateness to permanently remove the west end, and to relocate the east end, of the White Pillars building at 403 N Broadway ST (Parcel ED-752).  
**RECOMMENDED ACTION:** Staff does not make a recommendation for certificate of appropriateness requests. Historic Preservation Commission reviews the petition against the Historic Preservation Ordinance criteria and then makes a final decision of approval or denial within 45 days of the submittal date.

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**ATTACHMENTS:**

Memo to HPC, COA Review Sheet, Application and Support Documents 13 Feb 2025

# CITY OF DE PERE MEMO



To: Historic Preservation Commission Members

From: Peter Schlein, Senior Planner | Zoning Administrator

Date: March 24, 2025

**RE: Consideration and possible action for a Certificate of Appropriateness to permanently remove the west end, and to relocate the east end, of the White Pillars building at 403 N Broadway ST (Parcel ED-752).**

## Summary

On February 12, 2025, the De Pere Historical Society requested to permanently remove the west end, and to relocate the east end, of the White Pillars building at 403 N Broadway ST (see attached summary page). The property is a locally designated historic site and certificate of appropriateness requests require Historic Preservation Commission review. The purpose of the request is to enclose the remaining historic building inside a proposed new building.

- Historic Preservation Commission review is required for the review of certificate of appropriateness requests.
- The Historic Preservation Commission does not review related requests for combining parcels, zoning map amendments, and site plans.

*Note: The original De Pere Historical Society submittal included 113 pages of data, most of which was not necessary for a certificate of appropriateness review because the data related to the second above bullet. If a Historic Preservation Commission member desires a copy of the full 113 pages, please ask staff to email it directly prior to the February 24, 2025 meeting.*

## Criteria for Historic Preservation Commission Review

The authority and criteria used for the review of certificate of appropriateness requests is in the Historic Preservation Ordinance (Chapter 38), including Sections 38-5(2) and 38-5(3). For convenience a “COA Review Sheet” is included in the meeting packet to summarize the two sections. The Historic Preservation Commission should use the COA Review Sheet as a checklist to ensure that the data within the application is complete for review.

## Staff Recommendation

Staff does not make a recommendation for certificate of appropriateness requests. Historic Preservation Commission reviews the petition against the Historic Preservation Ordinance criteria and then makes a final decision of approval or denial within 45 days of the submittal date.

# Certificate of Appropriateness Request

From De Pere Historical Society

403 N Broadway ST

February 13, 2025

The certificate of appropriateness request is to permanently remove the west end of the White Pillars building (see red polygon, below) and relocate the remaining east end of the White Pillars building further to the east (green arrow, below).



## Certificate of Appropriateness Review

Upon filing of any application for a certificate of appropriateness with the Commission the Commission shall approve the application unless:

- In the case of a designated historic structure or historic site, the proposed work would detrimentally change, destroy, or adversely affect any exterior architectural feature of the improvement or site upon which said work is to be done;
- In the case of the construction of a new improvement upon an historic site or within an historic district, the exterior of such improvement would adversely affect or not harmonize with the external appearance of other neighboring improvements on such site or within the district;
- In the case of any property located in an historic district, the proposed construction, reconstruction, exterior alteration, or demolition does not conform to the purpose and intent of this chapter and to the objectives and design criteria of the historic preservation plan for said district;
- The building or structure is of such architectural or historical significance that its demolition would be detrimental to the public interest and contrary to the general welfare of the people of the city and state;
- The building or structure 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;
- Except as provided herein, in the case of a request for the demolition of a deteriorated building or structure, any hardship or difficulty claimed by the owner is self-created or is the result of any failure to maintain the property in good repair. Upon the request for a demolition permit for a structure determined to be unfit for human habitation, occupancy, or use by any authorized public official or agency, the commission may defer the granting of approval for a period of up to six months from the time of such application, during which time the commission and the property owner shall undertake serious and continuing discussion for the purpose of finding a method to save such property. During such period, the property owner and the commission shall cooperate in attempting to avoid demolition of the property. At the end of this six-month period, if no mutually agreeable method of saving the subject property bearing a reasonable prospect of eventual success is under way, or if no formal application for funds from any governmental unit or nonprofit organization to preserve the subject property is pending, the building inspector may issue the permit to demolish the subject property without the approval of the commission. If such mutually agreeable method for saving the subject property is not successful or no such funds to preserve the subject property have been obtained and available for disbursement within a period of two months following the end of such six-month period, the building inspector may issue the permit to demolish the subject property without the approval of the commission.

In addition, the Commission shall consider and may give decisive weight to any or all of the following standards, in determining whether to issue a certificate of appropriateness.

- A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical developments, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- Most properties change over time. Those changes that have acquired historic significance in their own right shall be retained and preserved.
- Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
- Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.
- Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- New additions, exterior alteration, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

If the commission determines that the application for a certificate of appropriateness and the proposed changes are consistent with the character and features of the property or district and with the above guidelines, it shall issue the certificate of appropriateness.



# Planning/Zoning Application

Planning & Zoning Department

**Submitted On:**

Feb 12, 2025, 01:54PM EST

<b>Parcel Number: (Include ALL parcels)</b>	ED-751, ED-752
<b>Nearest property address to the project site:</b>	<b>Street Address:</b> 403 N Broadway ST <b>City:</b> De Pere <b>State:</b> W <b>Zip:</b> 54115
<b>Check each project type that is being applied for:</b>	Certificate of Appropriateness
<b>Does the Certificate of Appropriateness require a building permit?</b>	Yes
<b>Which historic district is the project in?</b>	North Broadway Street Historic District
<b>Current De Pere Zoning Districts:</b>	PI-1
<b>Existing Site Land Uses:</b>	Public & Civic
<b>Proposed Site Land Uses:</b>	Public & Civic
<b>Does the project comply with the Comprehensive Plan?</b>	Yes
<b>Has City Staff been contacted for a preapplication meeting?</b>	No
<b>Property Owner:</b>	<b>First Name:</b> De Pere Historical Society <b>Last Name:</b> c/o McKim Boyd, President
<b>Is the property owner's address the same as the nearest property address?</b>	Yes
<b>Property Owner's Phone Number:</b>	920-615-1883
<b>Property Owner's Email Address:</b>	mckim1883@yahoo.com
<b>Is someone processing the project for the property owner as their authorized representative?</b>	Yes
<b>Authorized Representative's Name:</b>	<b>First Name:</b> Chris <b>Last Name:</b> Renier
<b>Authorized Representative's</b>	

<b>Business Name:</b>	C Renier Architects
<b>Authorized Representative's Phone Number:</b>	920-330-0500
<b>Authorized Representative's Email Address:</b>	chris@renierarch.com
<b>Please attach a PDF copy of color photographs of all affected areas and all sides of building.</b>	WhitePillars_PDS4_1-3-24_24x36.pdf
<b>Please attach a PDF copy of sketches and elevation drawings.</b>	WhitePillars_PDS4_1-3-24_24x36.pdf
<b>Please attach a PDF copy of material, design and color samples.</b>	WhitePillars_PDS4_1-3-24_24x36.pdf
<b>Please attach a PDF copy of a site plan showing the location of the project, adjoining structures, and fences.</b>	WhitePillars_PDS4_1-3-24_24x36.pdf
<b>Please attach a PDF copy with a project description summary. (Describe the above referenced materials, designs, colors, and dimensions.)</b>	CERTIFICATE OF APPROPRIATENESS APPLICATION 2025-01-18 .pdf
<b>How do you plan on paying for your application?</b>	Mail a check
<b>Total Due:</b>	\$0.00

**Signature Data**

First Name: McKim  
 Last Name: Boyd  
 Email Address: mckim1883@yahoo.com



Signed at: February 12, 2025 1:36pm America/New\_York

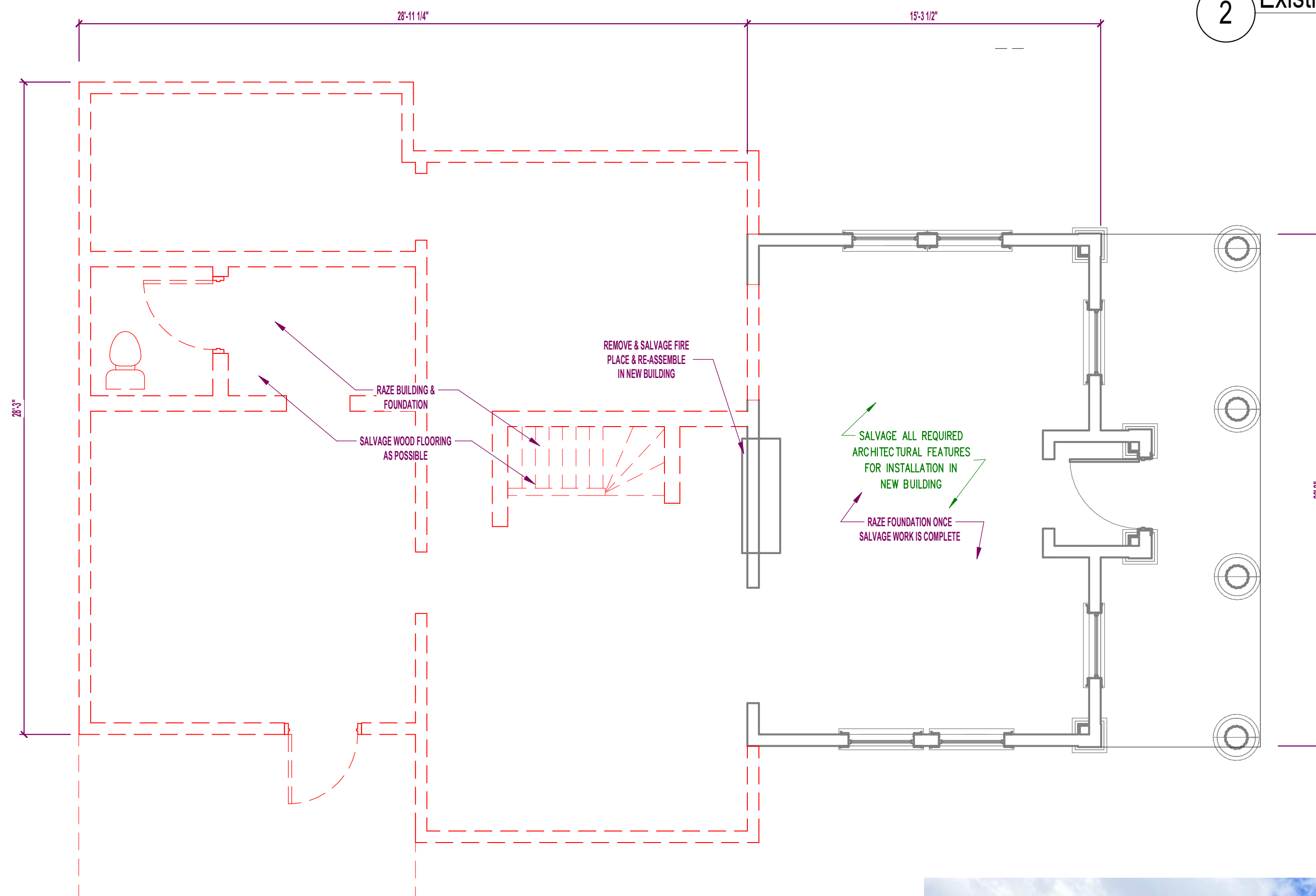




5 Existing N



2 Existing NE



1 EXISTING/DEMO PLAN  
1/4" = 1'-0"



4 Existing S



3 Existing SE

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Sheet Issue Date:  
10/18/24

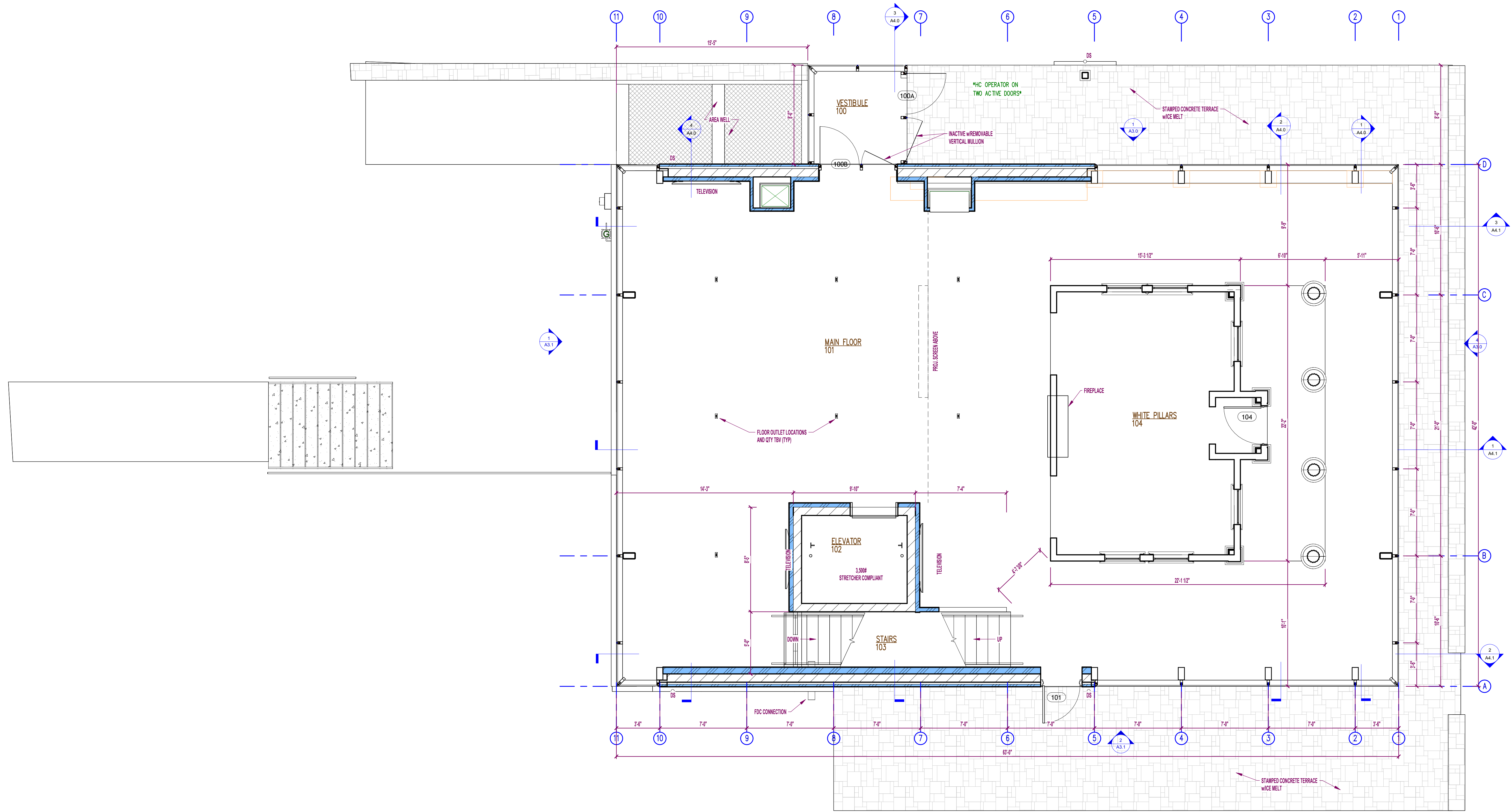
Revision History	
Revision Description	Revision Date
Rev 1	10/25/24
Rev 2	10/31/24
Rev 3	11/11/24
Rev 5	02/10/25

**PRELIMINARY  
DE PERE HISTORICAL SOCIETY BID SET  
NOT INTENDED FOR  
CONSTRUCTION**

PROJECT:  
**DE PERE HISTORICAL SOCIETY  
NEW WHITE PILLARS BUILDING**  
403 N BROADWAY

PROJECT NO.:  
**24-277**

SHEET NO.:  
**D1.0**



**1st Floor Plan**  
 1/4" = 1'-0"

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Sheet Issue Date:  
 10/18/24

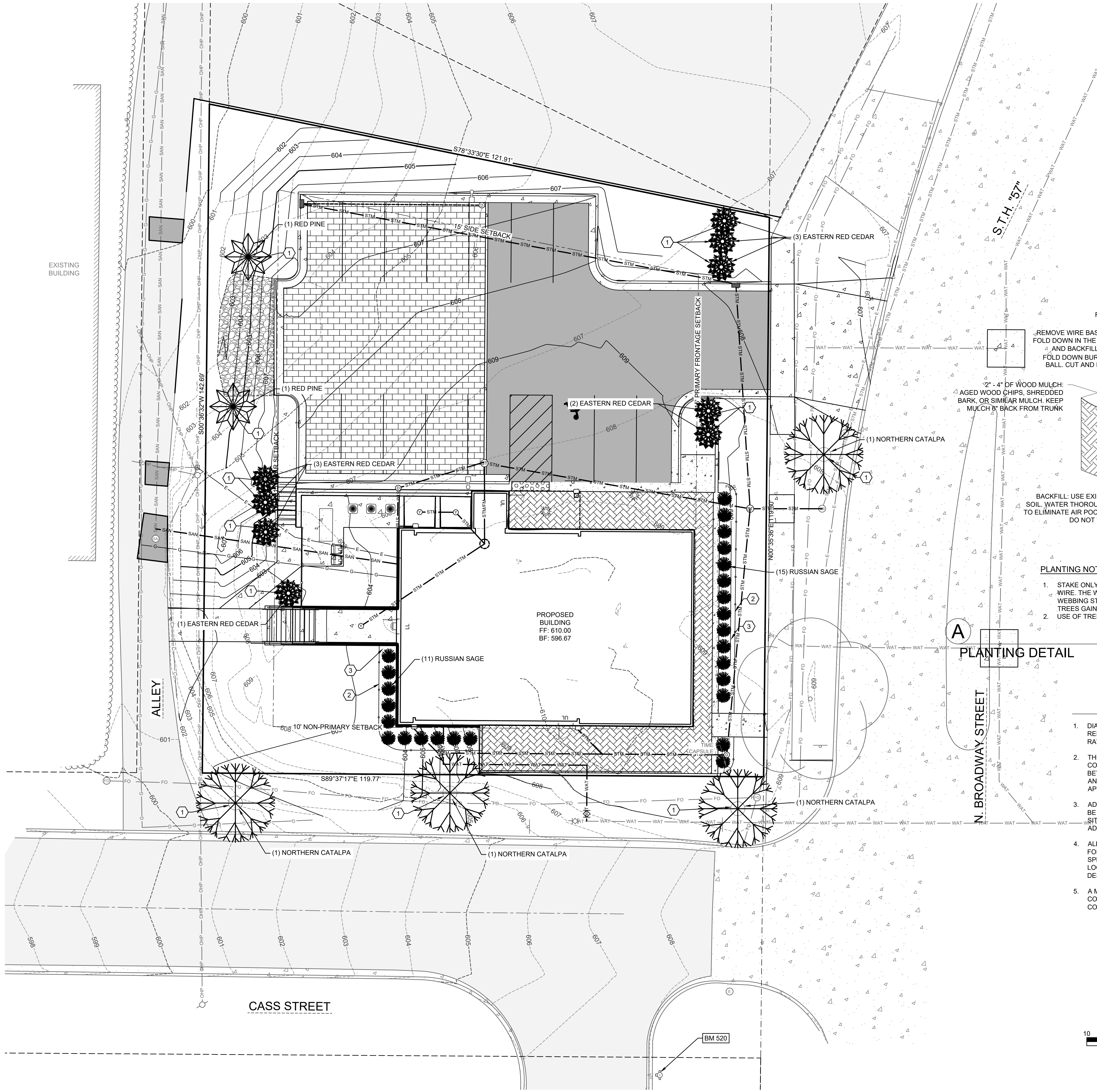
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Revision Description	Revision Date
Rev 1	10/25/24
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Rev 5	02/10/25

PRELIMINARY  
 DE PERE HISTORICAL SOCIETY BID SET  
 NOT INTENDED FOR  
 CONSTRUCTION

PROJECT:  
**DE PERE HISTORICAL SOCIETY BUILDING**  
 NEW WHITE PILLARS BUILDING  
 403 N BROADWAY

PROJECT NO.:  
**24-277**

SHEET NO.:  
**A1.0**

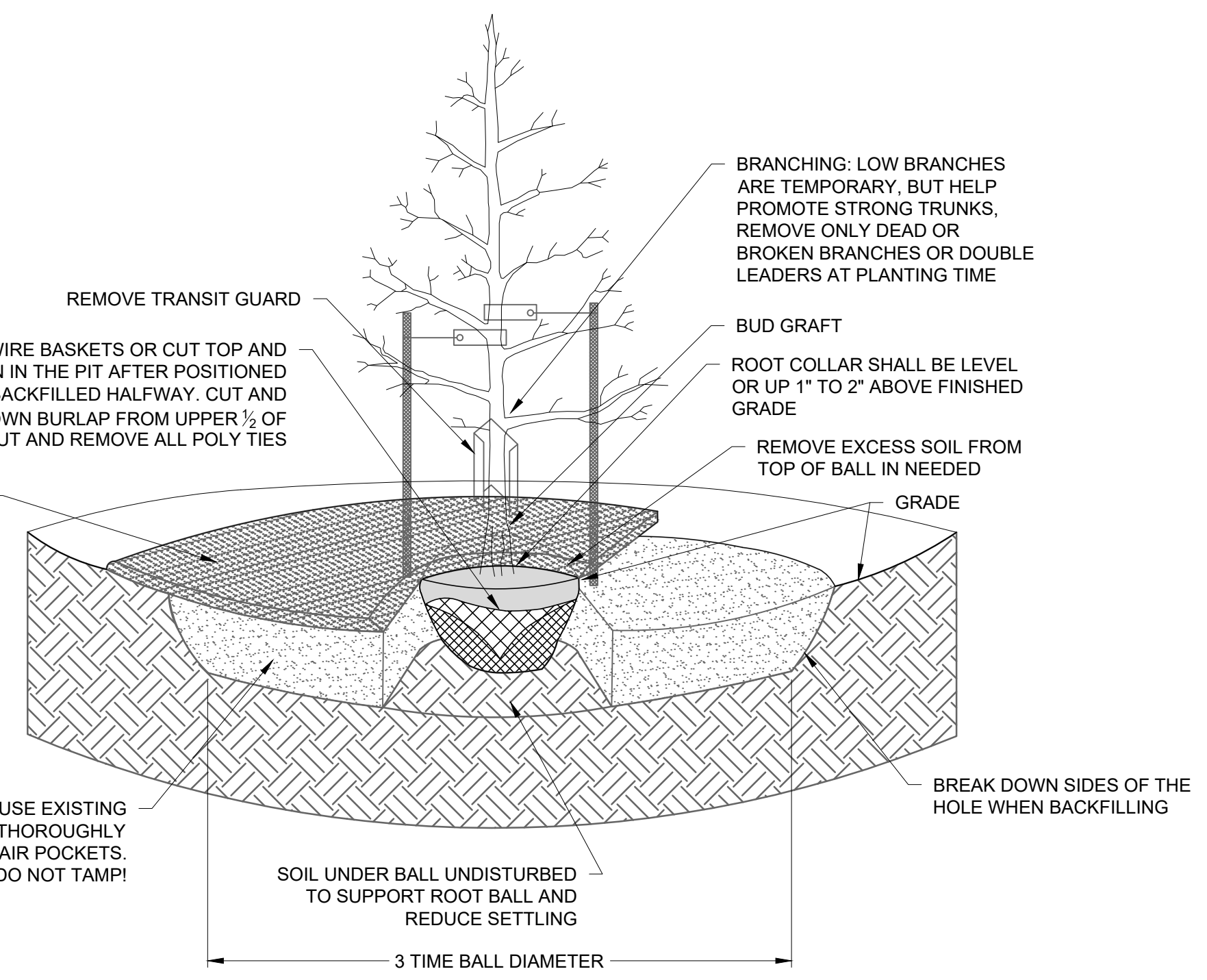


**SHEET KEY NOTES:**

- ① 6" DIAMETER SPADE EDGE & 3" HARDWOOD MULCH; SEE DETAIL A THIS SHEET
- ② PROFESSIONAL GRADE EDGING
- ③ 3" HARDWOOD MULCH OVER WEED BARRIER FABRIC
- ④ 5" NOMINAL Ø RIVER STONE OVER WEED BARRIER FABRIC

**PLANT TABLE**

SYMBOL	COMMON NAME	SCIENTIFIC NAME	QUANTITY	SIZE
⊗	NORTHERN CATALPA	CATALPA SPECIOSA	4	2" Ø & 10' HIGH
⊙	EASTERN RED CEDAR	JUNIPERUS VIRGINIANA	9	3' HIGH
⊖	RED PINE	PINUS RESINOSA	2	6' HIGH
⊕	RUSSIAN SAGE	PEROVSKIA ATRIPICIFOLIA 'RUSSIAN SAGE'	26	36" Ø



**PLANTING NOTES:**

1. STAKE ONLY IF HAVE TO. USE 2" - 3" WEBBING STRAPS AND SECURE TO STAKES WITH HEAVY GAUGE WIRE. THE WIRE SHOULD BE ABLE TO STICK STRAIGHT OUT FROM THE STAKE AND HOLD THE WEBBING STRAP UP, PREVENTING IT FROM SLIDING DOWN THE TREE. DO NOT STAKE TIGHTLY. TREES GAIN STRENGTH FROM MOVEMENT. REMOVE ALL STAKES AFTER ONE YEAR.
2. USE OF TREE WRAP IS NOT RECOMMENDED, AS IT CAUSES A NUMBER OF PROBLEMS FOR THE TREE

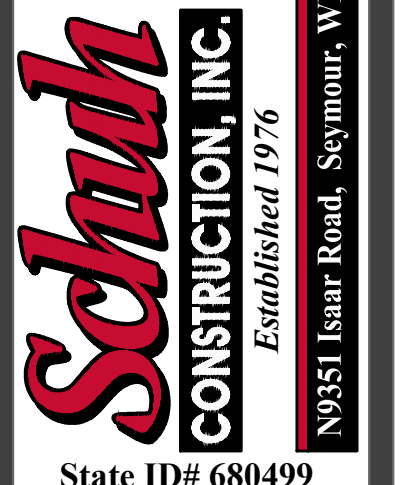
**LANDSCAPE NOTES**

1. DIAMETERS OF PLANT MATERIALS AS DRAWN ARE REPRESENTATIVE OF PLANTS AT OR NEAR MATURITY RATHER THAN AT INITIAL PLANTING SIZES.
2. THE PLANT LIST IS INTENDED AS A GUIDE FOR THE CONTRACTOR. IN THE EVENT OF DISCREPANCY BETWEEN THE NUMBER OF PLANTS ON THE PLANT LIST AND ON THE DRAWING, THE GREATER NUMBER SHALL APPLY.
3. ADJUSTMENTS IN LOCATIONS OF PLANT MATERIALS MAY BE NECESSARY DUE TO NEW OR EXISTING UTILITIES OR SITE OBSTRUCTIONS. REVIEW WITH ARCHITECT BEFORE ADJUSTMENTS ARE MADE.
4. ALL SHRUBS OCCURRING IN CONTINUOUS ROW OR FORMAL ARRANGEMENT SHALL HAVE UNIFORM HEIGHT, SPREAD AND HABIT OF GROWTH. FOR GROUNDCOVER LOCATIONS, FILL AREA WITH QUANTITY OF PLANTS DESIGNATED, EVENLY SPACED.
5. A MINIMUM OF 12" DEPTH OF 50% TOPSOIL AND 50% COMPOST SHALL BE PLACED IN ALL BED AREAS BY THE CONTRACTOR PRIOR TO PLANT INSTALLATION.
6. MULCH TREES WITH MIN. 3" DEPTH OF GRAVEL OR HARDWOOD MULCH AS NOTED ON PLAN AND PER DETAILS. MULCH SHALL EXTEND IN A CONTINUOUS LAYER WITHIN PLANTING BEDS FROM FACE TO FACE OF SITE STRUCTURES - WALKS, BUILDING, OR OTHER PLANT BED LIMITS.
7. PROTECT EXISTING LAWN AREAS; REPAIR ANY CONTRACT RELATED DAMAGE TO LAWN AREAS.
8. THE CONTRACTOR SHALL MAINTAIN ALL PLANTS AND BEDS FOR A 60 DAY PERIOD AFTER ACCEPTANCE OF THE WORK BY THE ARCHITECT. THIS INCLUDES REGULAR WATERING, WEEDING AND MOVING.
9. THE CONTRACTOR SHALL GUARANTEE ALL PLANT MATERIALS FOR ONE-YEAR FROM DATE OF ACCEPTANCE. BEFORE END OF WARRANTY PERIOD CONTRACTOR SHALL REPLACE ALL TREES, SHRUBS OR PLANTINGS NOT ALIVE OR IN A HEALTHY GROWING CONDITION.
10. SEED ALL DISTURBED AREAS WITH WDO# No. 40 GRASS MIX.



2260 Salscheider Court Green Bay, WI 54313  
 PH: 920-569-5765; Fax: 920-569-5767  
 www.mach-iv.com  
 Project Number: 2258-01-24  
 Date: FEBRUARY 11, 2025

DESIGN / BUILD  
 GENERAL CONTRACTING  
 STEEL FABRICATION  
 METAL BUILDINGS



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PROJECT: DE PERE HISTORICAL SOCIETY  
 WHITE PILLARS  
 403 NORTH BROADWAY STREET  
 DE PERE, WI 54115

PROJECT NO.: 24-277

SHEET NO.: L1.0

LANDSCAPE PLAN



**Request for Historic Preservation Commission  
Action**

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**MEETING DATE:** March 24, 2025  
**DEPARTMENT:** Development Services  
**FROM:** Peter Schlein, City Planner/Zoning Administrator  
**SUBJECT:** Consideration and possible action about the status of five projects that Historic Preservation Committee members are working on in 2025. Projects include WAHPC award nominations, public education program #1, historic property designations, CLG Subgrant facilitation, and public education program #2.  
**RECOMMENDED ACTION:** No formal HPC action is required at this time.

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**ATTACHMENTS:**  
Memo to HPC

# CITY OF DE PERE MEMO



To: Historic Preservation Commission Members  
From: Peter Schleinz, Senior Planner | Zoning Administrator  
Date: March 24, 2025

**RE: Consideration and possible action about the status of five projects that Historic Preservation Committee members are working on in 2025. Projects include WAHPC award nominations, public education program #1, historic property designations, CLG Subgrant facilitation, and public education program #2.**

## Summary:

On January 27, 2025, the Historic Preservation Commission (HPC) approved five projects to work on in year 2025. The HPC designated a timeline for each project and designated HPC members to work on each project. The table on the following page summarizes the HPC decisions that were made.

Below is a summary status for each specific project:

1. WAHPC award nominations.

No status change. Project to be completed by March 2025.

2. Public education program #1.

No status change. Project to be completed by May 2025.

3. Historic property designations.

No status change. Project to be completed by July 2025.

4. CLG Subgrant facilitation: Historic designation of 127 N Broadway ST.

Status from staff: On February 10, 2025, the contract to prepare documentation was signed by both the City and the HPC selected consultant, Legacy Architecture, Inc. The project is on schedule and the HPC should receive information for action to be taken during the June 23, 2025, HPC meeting. Gene Hackbarth should maintain his communications with the property owners to ensure they are aware that the consultant will be reaching out to them to access the building and property. Project to be completed by September 2025.

5. Public education program #2.

The project does not need to start until June 2025.

## RECOMMENDATION:

No formal HPC action is required. Receive the information and place on file.

## PROPOSED HPC MEMBER PROJECTS

REVISED 24 Mar 2025

Topic	Timeframe	Project HPC Member	Project Status
Consider WAHPC Award Nominations	Jan – Mar	Gene	In progress.
Education program #1 of 2 on the historical education of the City. <i>(Ideas: Discovering Brown County, Immigrant City, Transportation Then and Now, Urban Archaeology)</i>	Jan – May	Mark Mary Ann Patrick	In progress.
Target three residential properties and three commercial properties for national, state, and/or local designation.	Jan – Jul	Jane Jonathon Kathy	In progress.
Complete a 2024 Certified Local Government Sub-grant for a federal and state designation at 127 N Broadway ST (State Bank of De Pere).	Jan – Sep	Gene	In progress. Next HPC action is June 23, 2025.
Education program #2 of 2 on the historical education of the City. <i>(Ideas: Discovering Brown County, Immigrant City, Transportation Then and Now, Urban Archaeology)</i>	Jun – Dec	Mark Mary Ann Patrick	Starts in June.

	Project starts during FIRST quarter of year.
	Project starts during SECOND quarter of year.
	Project starts during THIRD quarter of year.
	Project starts during FOURTH quarter of year.

## PROPOSED HPC MEMBER PROJECT TIMELINE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
WAHPC												
ED #1												
TARGET												
CLG						HPC	CC					
ED #2												



City of De Pere, Wisconsin

I.7

**Request for Historic Preservation Commission  
Action**

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**MEETING DATE:** March 24, 2025  
**DEPARTMENT:** Development Services  
**FROM:** Peter Schlein, City Planner/Zoning Administrator  
**SUBJECT:** Discussion about year 2024 revisions to the De Pere Home Improvement Loan Program to include owner-occupied homes with a historic district and a local historic designation as potentially eligible properties.  
**RECOMMENDED ACTION:** No formal HPC action is required.

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**ATTACHMENTS:**

Memo to HPC, New De Pere Housing Improvement Program Information 2024

# CITY OF DE PERE MEMO



To: Historic Preservation Commission Members  
From: Peter Schlein, Senior Planner | Zoning Administrator  
Date: March 24, 2025

**RE: Discussion about year 2024 revisions to the De Pere Home Improvement Loan Program to include owner-occupied homes with a historic district and a local historic designation as potentially eligible properties.**

## **Summary:**

The City of De Pere's Home Improvement Loan Program intends to modernize and improve the housing stock in De Pere while maintaining affordability for homeowners and buyers. The program is administered by the City of De Pere Development Services Department and the City of De Pere Redevelopment Authority. This program will work to achieve the goals outlined in the City of De Pere Comprehensive Plan. Establishing such a program will work to achieve the Comprehensive Plan's Housing Goal Statement by "Providing an adequate supply of affordable housing for individuals of all income levels throughout each community."

Funds from the program will be available as a primary or second mortgage loan at 1.5 percentage points below the 10-year treasury rate over the 15-year life of the loan at the time of the loan. The loan program's total allocation is \$500,000, of which \$100,000 is funded through the City's allocation of American Rescue Plan Act (ARPA) funding and \$400,000 from the Affordable Housing Fund.

## **Historic Home Eligibility References:**

In December, 2024, revisions to the De Pere Home Improvement Loan Program were made to include the following eligible properties: Owner-occupied homes with a historic district and a local historic designation with an assessed value at or below 150% of the median assessed value of single-family residential property in the City. Furthermore, eligible homes include those in the City of De Pere being purchased in a historic district whose sale price is valued at or below 150% of the median assessed value of residential property in De Pere.

The eligible properties references are in Section C of the attached document. Eligible uses of loan funds are summarized in Section D, and ineligible load expenditures are summarized in Section E.

## **RECOMMENDATION:**

No formal HPC action is required.



## **Home Improvement Loan**

## **City of De Pere, Wisconsin**

**Development Services Department  
December 2024**

**A. Summary Description**

The City of De Pere's Home Improvement Loan intends to modernize and improve the housing stock in De Pere while maintaining affordability for homeowners and buyers. The program is administered by the City of De Pere Development Services Department and the City of De Pere Redevelopment Authority. This program will work to achieve the goals outlined in the City of De Pere Comprehensive Plan. Establishing such a program will work to achieve the Comprehensive Plan's Housing Goal Statement by "Providing an adequate supply of affordable housing for individuals of all income levels throughout each community."

Nearly 47% of De Pere's housing stock was constructed before 1980, and although many homes have been well maintained, many of the older housing stock no longer meets the needs of today's households, particularly young families with children. The program will make De Pere a more affordable option for existing owners by removing the cost burden of necessary upgrades and may attract homebuyers looking to use the upgrades to customize the home to their specific needs and wants.

Funds from the program will be available as a primary or second mortgage loan at 1.5 percentage points below the 10-year treasury rate over the 15-year life of the loan at the time of the loan. Program funds will be funded through TIF funds from the closure of TID No. 6 and any future TIDs, in addition to any funding made available from the City and City Partners. Important by-products resulting from home improvements made through this program include sustaining a school-age population of children, improving the energy efficiency of the City's housing stock, stabilizing the City's tax base, and building and enhancing community capacity, and improving aesthetics.

The loan program's total allocation is \$500,000, of which \$100,000 is funded through the City's allocation of American Rescue Plan Act (ARPA) funding and \$400,000 from the Affordable Housing Fund.

**B. Eligibility Requirements**

Eligible applicants include those purchasing or residing in a home within the City of De Pere and looking to make substantial system or structural improvements to the home to enhance its efficiency and bring it to modern standards.

Owner-Occupied Single-Family Home:

The funding applicant must occupy homes as the owner for the entirety of the loan. The program is limited to those making 120% or less than the area county median income reported by the US Department of Housing and Urban Development (HUD). The household's housing costs may not exceed 30% of household income and the total loan-to-value for all mortgages shall be less than 90%.

**Estimated Maximum Family Income Limits at Percent (%) of HUD Estimated 2024 County Median Income**

% of AMI	COUNTY	FAMILY SIZE								
		ONE	TWO	THREE	FOUR	FIVE	SIX	SEVEN	EIGHT	NINE
20%	Brown	\$ 13,720	\$ 15,680	\$ 17,640	\$ 19,600	\$ 21,180	\$ 22,740	\$ 24,320	\$ 25,880	\$ 27,440
30%	Brown	\$ 20,580	\$ 23,520	\$ 26,460	\$ 29,400	\$ 31,770	\$ 34,110	\$ 36,480	\$ 38,820	\$ 41,160
40%	Brown	\$ 27,440	\$ 31,360	\$ 35,280	\$ 39,200	\$ 42,360	\$ 45,480	\$ 48,640	\$ 51,760	\$ 54,880
50%	Brown	\$ 34,300	\$ 39,200	\$ 44,100	\$ 49,000	\$ 52,950	\$ 56,850	\$ 60,800	\$ 64,700	\$ 68,600
60%	Brown	\$ 41,160	\$ 47,040	\$ 52,920	\$ 58,800	\$ 63,540	\$ 68,220	\$ 72,960	\$ 77,640	\$ 82,320
70%	Brown	\$ 48,020	\$ 54,880	\$ 61,740	\$ 68,600	\$ 74,130	\$ 79,590	\$ 85,120	\$ 90,580	\$ 96,040
80%	Brown	\$ 54,880	\$ 62,720	\$ 70,560	\$ 78,400	\$ 84,720	\$ 90,960	\$ 97,280	\$ 103,520	\$ 109,760
90%	Brown	\$ 61,740	\$ 70,560	\$ 79,380	\$ 88,200	\$ 95,310	\$ 102,330	\$ 109,440	\$ 116,460	\$ 123,480
<b>100%</b>	<b>Brown</b>	<b>\$ 68,600</b>	<b>\$ 78,400</b>	<b>\$ 88,200</b>	<b>\$ 98,000</b>	<b>\$ 105,900</b>	<b>\$ 113,700</b>	<b>\$ 121,600</b>	<b>\$ 129,400</b>	<b>\$ 137,200</b>
110%	Brown	\$ 75,460	\$ 86,240	\$ 97,020	\$ 107,800	\$ 116,490	\$ 125,070	\$ 133,760	\$ 142,340	\$ 150,920
120%	Brown	\$ 82,320	\$ 94,080	\$ 105,840	\$ 117,600	\$ 127,080	\$ 136,440	\$ 145,920	\$ 155,280	\$ 164,640

**C. Eligible Properties**

Properties must be located within the City of De Pere, with preference given to homes constructed prior to 1980. Homes eligible for improvements under this program include owner-occupied homes in the City of De Pere whose most recent assessed value is at or below 100% of the median assessed value of single-family

residential property. Furthermore, eligible homes include those in the City of De Pere being purchased whose sale price is valued at or below 100% of the median assessed value of residential property in De Pere.

Also, homes eligible for improvements under this program include owner-occupied homes with a historic district and a local historic designation with an assessed value at or below 150% of the median assessed value of single-family residential property in the City. Furthermore, eligible homes include those in the City of De Pere being purchased in a historic district whose sale price is valued at or below 150% of the median assessed value of residential property in De Pere.

This determination will be based on the most recent values from the City of De Pere assessment data or the US Census Bureau at the time of the loan application. For example, on the 2018-2022 ACS, the median assessed value of residential property was \$332,979.

#### **D. Eligible Uses of Loan Funds**

Many of the older existing homes in the near downtown neighborhoods in the City of De Pere are smaller and could be considered less desirable to new home purchasers looking for more living space. Therefore, program funds may be used to add or remodel living space. Please note that funds may only be used for improvements made on the primary housing structure, not any accessory structures on a particular lot unless an accessory dwelling unit or backyard cottage is added to a structure or lot. Work on garages where the primary use is parking cars used by the resident household is an eligible use of loan funds; however, higher priority will be given to attached garages or garages where the primary use is parking cars – other accessory garages do not qualify.

Funds may also be used to upgrade home systems, including electrical, plumbing, mechanical, or other systems or functionally outdated systems, to comply with current standards and codes or to modernize them to current quality, efficiency, and performance levels. Funds shall not be used to replace or maintain home components that are expected to be replaced periodically, such as water heaters, appliances, and fixtures. Repayment of any loan application fees incurred as part of this program is an eligible use of loan funds received. All systems (listed above) impacted by improvements shall be brought into full code compliance before receiving an occupancy permit. In addition to home system upgrades, loan funds may be used for sump pump connection, window replacement, insulation improvements, or other measures to increase the home's heating and cooling efficiency and overall performance.

The maximum amount of any loan award will be \$50,000 of which a maximum of 30% can be used for interior improvements. All decisions regarding loan fund disbursements, loan eligibility, and the uses of loan funds will be made by the City of De Pere in its sole discretion.

Applicants must obtain up to three quotes from contractors for the proposed scope of work. The property owner will select which contractor they would like to complete the project, and all parties must sign the final paperwork before work commences. The owner is not required to select the lowest bidding contractor.

#### **E. Ineligible Loan Expenditures**

1. The repair or replacement of dog houses or any other structure for animals.
2. Any interior projects to the detached garage or accessory building.
3. Materials that have been purchased or projects that are completed or underway prior to issuance of a signed loan commitment with the City.
4. Purchasing permanent equipment or tools (ladder, paint sprayers, etc.) is not an eligible expense.
5. Proposed projects that are solely demolition.
6. Project costs that demolish a structure or part of a structure and do not replace the structure in kind to protect the character of the home or neighborhood.

#### **F. Loan Terms and Conditions**

The maximum amount of any loan award will be \$50,000. Loans will consist of interest rate of 1.5 percentage points below the 10-year treasury rate for up to 15-year loan term, and act as a second mortgage with no principal or payments due for 6 months following the award of the loan, at which the monthly loan amortization payment would initiate until the close of the loan or at sale (or refinancing) of the home, or when homeowner ceases to occupy home as primary residence, whichever comes sooner. At the end of the loan term, the amount of the loan must be repaid in full.

Applicants must be the owner as registered with the Brown County Register of Deeds Office. Applicant must sign a lien and promissory note on the property. If home was purchased on a Land Contract, the vendor must also sign the loan documents. Applicants may work with financial institutions to cover the balance of home improvement costs not covered by the loan. Construction on improvements must begin within thirty (30) days of loan approval and shall be completed within 1 year of the start of construction. The applicant shall submit documentation of all mortgages or liens on the property with their formal application.

The City of De Pere staff or designee will keep a record of the dates of loan approval and the start of construction. The De Pere City staff shall provide a letter authorizing the subordination of this improvement mortgage to the existing mortgage holders in the event the homeowner/applicant wishes to refinance. The De Pere City Staff reserves the right to take and use photographs, as well as develop project summaries of improvements for publicity purposes.

#### **G. Process**

1. Submit the completed application form, with necessary attachments, to the Development Services Department. The Redevelopment Authority will act on complete applications within sixty (60) days. Depending upon the project, the applicant may need to also seek Zoning Administrator and/or Plan Commission design review concurrent with the Redevelopment Authority review. A separate application form must be completed if a site plan or design review is necessary for a project. Applications that include exterior work must apply for a Certificate of Appropriateness from the Historic Preservation Commission (HPC) if the home is located within a historic district or is designated as a historic structure. The Senior Planning/Zoning Administrator and/or Building Inspection Division may be consulted to determine whether a design review and/or Certificate of Appropriateness is required.
2. Upon all necessary committee and staff approvals, the applicant or contractor prepares final plans, cost estimates, and construction schedules, which must be submitted to the Building Inspection Division for review and issuance of a building permit. If the final plans are not substantially similar to plans approved by staff or any necessary committees, additional review will be required.
3. The Building Inspection Division will send a letter or permit to the applicant upon approval of the building plans.
4. Upon loan commitment, the property owner enters into an agreement with the contractor to do the work, and the contractor obtains the necessary permits (application approval does not release the applicant from obtaining all relevant building permits).
5. The Common Council and applicant approve the loan agreement, outlining the terms of the agreement and the proposed scope of work approved by the Building Inspection Division.
6. Appropriate documentation, such as invoices, must be submitted to the Development Services Department for documentation.
7. The City and the Applicant complete the loan approval and transfer funds.

The City reserves the right to amend the process for large renovation projects that could require multiple months with contractor draw requests.

**H. Questions and Contacts**

City of De Pere

ATTN: Quasan Shaw

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De Pere, WI 54115

Email: [gshaw@deperewi.gov](mailto:gshaw@deperewi.gov)

**EXHIBIT A: EXAMPLE AMORTIZATION SCHEDULE**