Historic Preservation Commission

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

Regular Meeting

Agenda

Monday, November 21, 2016 | 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 **November 21, 2016** 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 October 17, 2016 Historic Preservation Commission meeting.
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.
4. Discussion with Mr. Hackbarth regarding the 2016 Wisconsin Historical Society and Local History Conference that took place in Wisconsin Dells in October.
5. Update and discussion by Historic Preservation Commission regarding the status of the Common Council review of revisions to the Historic Preservation Ordinance.
6. Discussion and status regarding the status of the Joliet historic marker placement on City property.
7. Future Agenda Items.

Adjournment

Any person wishing to attend this meeting, who, because of disability, requires special accommodations should contact the City Planner's office at 339-4043 by Noon on the day of the meeting so that arrangements can be made.

Agenda Sent To:
Alderpersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce

City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE:	**November 21, 2016**
DEPARTMENT:	**Planning**
FROM:	**Kelly Barker**
SUBJECT:	**Approval of the minutes of the October 17, 2016 Historic Preservation Commission meeting.**

ATTACHMENTS:

- HPC_Oct2016_Minutes_Draft (DOC)

Historic Preservation Commission

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

Regular Meeting

Draft Minutes

Monday, October 17, 2016 6:00 PM De Pere City Hall Council Chambers

Call to Order

The meeting was called to order at 6:00 PM by Vice Chairperson Brian Netzel

Attendee Name	Title	Status	Arrived
Scott Crevier	Alderperson	Present	
Mike Fleck	Chairperson	Excused	
Gene Hackbarth	Commissioner	Present	
Brian Netzel	Vice Chairperson	Present	
Kate Sabel	Commissioner	Present	
Sue Sands	Commissioner	Present	
Adam Turriff	Commissioner	Excused	

Also present: City Planner Peter Schleinz and members of the public.

2. Approval of the minutes of the September 19, 2016 Historic Preservation Commission meeting.

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

3. Staff update to the Historic Preservation Commission regarding the N. Broadway District plaque project.

City Planner Peter Schleinz updated the board members on the N Broadway plaque project. He noted that a total of nine residents expressed an interest in purchasing a plaque. He stated that he will get new quotes from sign companies since the old quote for 56 plaques has expired. He stated that the price of each plaque may increase a bit due to the small quantity that is needed. He reported that 40% of homeowners were very interested in what the sign says. Some individuals were questioning if a second line could be added, while some wanted their own name, and some were aware of another historical significance associated with their property. Sue Sands asked if Peter is anticipating that the City will pay a portion of the sign cost. Peter replied yes. He anticipates that plaque costs will be paid for in 2016 with installation of the plaques taking place in 2017. Since this is an information only item, the Commission did not need to take action at this time.

RESULT:	**NO ACTION**

4. Update from Mr. Hackbarth to the Historic Preservation Commission regarding the Joliet Marker Placement on City property.

Gene Hackbarth reported on the possible relocation of the Joliet Marker. Just north of the former George Street landing, there is a landscape area that abutts the dock for River Tyme boat dock where the marker could be placed. Gene stated that he would like to move forward to the Parks Department for approval of this project. Scott Crevier asked if the text on the plaque will still be accurate if it is placed in the new location since it

Attachment: HPC_Oct2016_Minutes_Draft (5322 : Minutes)

references "east of this spot". Gene replied yes, since it is referencing the river. City Planner Peter Schleinz outlined the four steps that should be taken in order to place a monument, or a marker, on City property:
1. A written proposal should be created to accurately reflect the desired site location, the size of the monument (sketches and dimensions), the cost to build and install (budget source), upkeep, as well as supplemental needs like lighting, pathways, steps, and handicap accessibility, etc., that are not part of the physical "monument."
2. The proposal should be submitted to the Board of Park Commissioners for review and approval recommendation.
3. If approved, the project would need to go to the Common Council for approval because the monument location is proposed on City property.
4. The Common Council review includes determining if the possession, or ownership of the monument on City property, will become that of the City.
Brian Netzel stated that he would work with Gene on putting the written proposal together to present to the Parks Department. Scott Crevier questioned why this item would need to go before the City Council for final approval. Peter explained that it must go before the City Council because it is city property and they must approve it's location. Brian Netzel asked who owns the marker. Gene Hackbarth replied that the marker is City owned property. After discussion, it was decided that the Historic Preservation Commission will submit a proposal to the Parks Department for review.

RESULT: NO ACTION

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 summarized the actions of the Common Council regarding the Historic Preservation Ordinance at the October 4, 2016 meeting. He reported that two HPC board members were in attendance: Mike Fleck and Gene Hackbarth, along with Wisconsin Historical Society member Joe De Rose. He explained that the ordinance changes were divided into two parts for the Council review: Part A is related to how the public is notified in the designation and appeal processes. This part passed by a vote of 5-1. Part B is related to retaining CLG status by allowing local level designations. This part received a vote of 3-3; therefore, because there was a tie, Mayor Walsh broke the tie and the final vote was 4-3. Due to this, the item will be coming back for another vote at the next Common Council meeting on October 18, 2016. Gene Hackbarth suggested that the Historic Preservation Commission recommend that the Common Council approve Part A as is. But because there was a great deal of discussion about property owner rights and the role that HPC is required to take to retain CLQ status, he recommended that the HPC refer back to staff Part B to reword a couple of items in such a way that the Common Council is involved in the designation process. The following changes are proposed:
1.) Draft Section 38-5(a) changes::
Designation. The commission shall have the authority to initiate **and recommend approval to the Common Council**, subject to section 38-6, infra, designation of historic sites and historic structures.
2.) Draft Section 38-6(a) changes:
Designation of historic structures and historic sites.
The commission may, after notice and public hearing, designate **and recommend approval to the Common Council**, historic structures and historic sites or rescind such designation or recommendation after application of the criteria in section 38-4, above.

Attachment: HPC_Oct2016_Minutes_Draft (5322 : Minutes)

3.) (2) The commission shall.. Within ten days after the close of the public hearing, the commission **may recommend to the Common Council that it** designate the property as either historic structure or historic site, or rescind the designation.
Peter sought clarification that Gene is asking the HPC to reevaluate a few more changes to the ordinance and asking Council to refer that back to staff before going back to the Common Council again in November after the text changes have been made. Scott Crevier questioned whether item 6 of the requirements for CLG status states that recommendations may not be advisory, which would mean that the state wants a designation from the HPC, not the Common Council. He interpreted this to mean that the additional text changes would not allow the HPC to retain its CLG status. Gene stated that this is something that Peter will be able to work with Joe De Rose at the Wisconsin State Historical Society to clarify. Peter reaffirmed that the act of referring it back to staff will allow him the opportunity to work back and forth with the state Historical Society to make sure that if terminology in the CLG status requirements are not clear, the final words used in the ordinance changes do comply with the six requirements for CLG status. Scott then asked if this will require the Common Council to refer it back to staff at the October 18 meeting and not be voted on. Peter stated that it would be up to the Council to decide that. He explained that the Council could refer it back to staff without voting on it, or they could proceed forward with the vote without referring it back to staff for any changes. Scott replied that a third option the Council could pursue would be to decide to change the wording of the ordinance at the meeting tomorrow night and then vote on it also. He added that if more time is necessary to communicate with the Wisconsin Historical Society, then this option is probably not a possibility. Gene Hackbarth motioned, seconded by Kate Sabel, to make a recommendation to the Common Council to refer the ordinance changes back to staff to make the additional text changes that Gene outlined. Upon vote, motion carried 5-1.

RESULT:	**ADOPTED [4 TO 1]**
MOVER:	Gene Hackbarth, Commissioner
SECONDER:	Kate Sabel, Commissioner
AYES:	Gene Hackbarth, Brian Netzel, Kate Sabel, Sue Sands
NAYS:	Scott Crevier
EXCUSED:	Mike Fleck, Adam Turriff

6. Future Agenda Items.

None.

RESULT:	**NO ACTION**

Adjournment

Scott Crevier motioned, seconded by Gene Hackbarth, to adjourn the meeting at 6:34 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker

Attachment: HPC_Oct2016_Minutes_Draft (5322 : Minutes)

City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: **November 21, 2016**

DEPARTMENT: **Planning**

FROM: **Peter Schleinz**

SUBJECT: **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.**

Planning staff completed a draft of the proposed Request For Proposal (RFP) for an update to the 2001 Intensive Survey of Historical and Architectural Sites in the City of De Pere. If the HPC deems the document appropriate, the document will be distributed to consultants that may be interested in applying to complete the update.

Requirements of the projects are spelled out in detail within an online "survey manual" that is referenced in the "project description and report expectations" portion of the RFP. Per the request of the HPC, identifying high priority areas and public information was added to the same section of the RFP.

Funds to pay for the project will come out of a $19,000 sub-grant that was awarded to the De Pere Historical Preservation Commission in June 2016. If the HPC desires, one or two HPC members could be assigned to work with staff to select the winning consultant from the applications. Due to most candidates having done work of this nature in the past, there likely is not a need to ask consultants to provide live presentations in order to select a candidate consultant.

If staff distributes the RFP shortly after the November 21, 2016 HPC meeting, a consultant could be identified by the end of the year.

RECOMMENDED HPC ACTION: Approve RFP, with any necessary revisions, and direct staff to distribute the RFP to consultants for consideration. Determine if any HPC members are interested in participating in the consultant selection process (staff recommends no more than one or two HPC members).

ATTACHMENTS:

- DRAFT Request For Proposal (DOCX)

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.

Attachment: DRAFT Request For Proposal (5317 : Recommendation regarding a Proposed "Request For Proposal" for an Update to the 2001

Attachment: DRAFT Request For Proposal (5317 : Recommendation regarding a Proposed "Request For Proposal" for an Update to the 2001

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 includes and addresses 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.

Attachment: DRAFT Request For Proposal (5317 : Recommendation regarding a Proposed "Request For Proposal" for an Update to the 2001

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:	**November 21, 2016**
DEPARTMENT:	**Planning**
FROM:	**Peter Schleinz**
SUBJECT:	**Discussion with Mr. Hackbarth regarding the 2016 Wisconsin Historical Society and Local History Conference that took place in Wisconsin Dells in October.**

Mr. Hackbarth provided a summary report regarding the conference. The report is attached to this item.

No action is required from HPC.

ATTACHMENTS:

- WHS Local History Conference Report 2016 (PDF)

Attachment: WHS Local History Conference Report 2016 (5318 : Discussion with Mr. Hackbarth regarding the 2016 Wisconsin Historical Society

2016 Local History-Historic Preservation Conference
October 21 & 22, 2016
Report from Gene Hackbarth Member, De Pere Historic Preservation Commission

Workshop: Using Historic Places to engage local schools-Oral Report
Program: Disaster Planning for Historic Buildings-Oral Report
Program: New Ideas for Presenting Community History-Oral Report
Workshop: Creating Effective Interpretative Signage-Oral Report

Wisconsin Historical Society Upcoming Webinars available to the general public.

Proper Care and Maintenance of Local Government Records
Wednesday, December 14, 2016, 10:30 am - 12:00 pm

Andrew Baraniak, Archivist, Wisconsin Historical Society and Joshua Ranger, Archivist, Area Research Center, UW-Oshkosh

Learn how the Wisconsin Historical Society and Area Research Centers select, preserve, and provide access to historically important local government records throughout the state. The discussion will focus on how the Historical Society and the ARC Network care for historical local records, how state statutes mandate the management of public records, and how public records statutes impact both records creators and local historical societies.

Andrew Baraniak is the local government records archivist for the Wisconsin Historical Society. He graduated from Duquesne University (Pittsburgh) with a degree in Archival and Museum Studies in 2006. Before coming to the Historical Society, Andrew has worked in the archives of Carnegie Mellon University, Saint Francis University (PA), and the Wisconsin Veterans Museum.

Joshua Ranger has been the director of the UW Oshkosh Archives and Area Research Center since 1998. He is a 1998 graduate of the School of Library and Information Studies at the University of Wisconsin Madison. He also holds additional degrees from UW Madison and the University of Cape Town. Prior to taking the position in Oshkosh, Ranger worked in the state archives section of the Wisconsin Historical Society. He lives in Neenah and for many years was on the board of the Neenah Historical Society.

Register here: https://attendee.gotowebinar.com/register/3637930311322146563

JANUARY
What's So Special About Your Place? National Geographic's Sustainable Tourism MapGuide Program
Wednesday, January 4, 2017 10:30 am – 12:00 pm

James Dion, Program Manager, Sustainable Tourism, National Geographic

Attachment: WHS Local History Conference Report 2016 (5318 : Discussion with Mr. Hackbarth regarding the 2016 Wisconsin Historical Society

Find out about the National Geographic Maps Program, which encourages adoption of sustainable tourism strategies around the world as part of the National Geographic's dedication to inspiring people to care about the planet.

Jim Dion is the Vice President – National Geographic Partnership for Solimar International, a partner with the National Geographic Maps. National Geographic's Geotourism program is a program of the Maps Division. His work involves linking the world's most important tourism destinations to the design capabilities of National Geographic Maps to create innovative maps and interactive websites to increase knowledge about sustainable tourism and foster destination stewardship of cultural, historic, and natural resources.
Before joining Solimar International, Jim helped run the Center for Sustainable Destinations at National Geographic that inaugurated the Geotourism Program in 2003. Prior to that, he directed international ecotourism programs for conservation NGO's in Mexico, Central America, and Asia. Jim's interest in linking tourism to conservation and community development is an outgrowth of his more than 15 years of experience as a professional river and wilderness guide/outfitter. Jim founded and developed locally-run sustainable tourism businesses in Europe and North, Central, and South America.

Register here: https://attendee.gotowebinar.com/register/7086536437213846785

Transfer of Historic Preservation Tax Credits to Private Non-profits
Wednesday, January 11, 2017, 10:30 am – 12:00 pm

Craig Kwammen, Tax Specialist, Wisconsin Department of Revenue

The webinar will focus on describing the differences between the two Wisconsin historic rehabilitation credits: the supplement to the federal historic rehabilitation tax credit and the state historic rehabilitation tax credit. Topics will include the requirements to claim the credits, how to claim the credits on the tax return, and the mechanics of selling/transferring the supplement to the federal historic rehabilitation tax credit.

Craig Kvammen is a Tax Specialist for the Wisconsin Department of Revenue's Office of Technical Services, specializing in corporate franchise/income taxes and pass-through entity issues. He began his career with the department in 2000 and has held his current position since 2010. He previously held positions with the department as an Office Auditor, Field Auditor, and Reviewer/Trainer in Audit Technical Services. Craig graduated from Edgewood College and is a Certified Public Accountant.

Register here: https://attendee.gotowebinar.com/register/3223605742674621956

City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: **November 21, 2016**

DEPARTMENT: **Planning**

FROM: **Peter Schleinz**

SUBJECT: **Update and discussion by Historic Preservation Commission regarding the status of the Common Council review of revisions to the Historic Preservation Ordinance.**

November HPC Meeting Update:

Prior to the Tuesday October 18, 2016 City Council meeting it was identified that there was a method to alter the text within the proposed ordinance revision to allow the Historic Preservation Commission the ability to "locally designate" historic areas, but the designation had to be approved by the Common Council. It was felt that this would satisfy some of the concerns of the public and Council related to the designation of historic areas by improving the simplicity of the public's ability to contest a proposed designation.

With the suggestion for a text change, the topic was referred back to staff for editing and returned to the Common Council for consideration on November 1, 2016. At that meeting it was identified that certain public citizens may not have been properly notified so the topic was delayed until the December 6 Common Council meeting where the topic will be considered.

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The following status was provided to the HPC for the October meeting:

At the October 4, 2016 Common Council meeting the Council considered text revisions to the Historic Preservation Ordinance (Chapter 38). The ordinance review was divided into the following two parts:

First, the Council considered the revisions that confirmed the method in which property owners are notified about local designations as well as revisions for the method established for property owners to appeal a local designation. This was considered first as the required changes were the result of language established by '2015 Wisconsin Act 172.' The Council voted to approve the revision by a vote of 5-1.

Second, the Council considered the revisions that would give the Historic Preservation Commission the ability to locally designate historic property and buildings without property owner consent. The council clarified that the revision relates only to local designations and not designations made at the state or federal level. This change would allow the City to qualify for grants again through the Wisconsin Historic Society and would allow the retention of Certified Local Government (CLG) status in Wisconsin. The Council approved the revision by a vote of 4-3.

Because both items were not approved unanimously, a second reading of the ordinance is required. The next Common Council review of the ordinance revisions is on Tuesday, October 18, 2016 at 7:30pm.

City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: **November 21, 2016**

DEPARTMENT: **Planning**

FROM: **Peter Schleinz**

SUBJECT: **Discussion and status regarding the status of the Joliet historic marker placement on City property.**

Three members of the HPC met with staff on November 4 to discuss the Joliet historical marker placement on City property and to begin the development of a written proposal for the Board of Park Commission. To keep the HPC abreast of the development of the proposal, the following is a summary of the project development:

1. The group identified an appropriate location for the sign that was comparable to what the HPC reviewed in October 2016 and determined that extra features, including landscaping and lighting, would not be needed. A location near the water and between the two ramps to the tour boat on the Fox river's east side was identified as the best location. The sign should be placed at a slight angle and be read while facing the Fox River.

2. Brian Netzel developed a set of photographs with a scaled animated sign to provide a visual representation of what the final product could look like. The images are included with this packet.

3. Gene Hackbarth provided dimensions of the overall sign and pole, as well as photographs of the existing sign.

4. Peter Schleinz obtained estimates of the cost of installing the sign, if the installation was done by the City today. The cost would be $50. If done privately the cost would likely be $100-200.

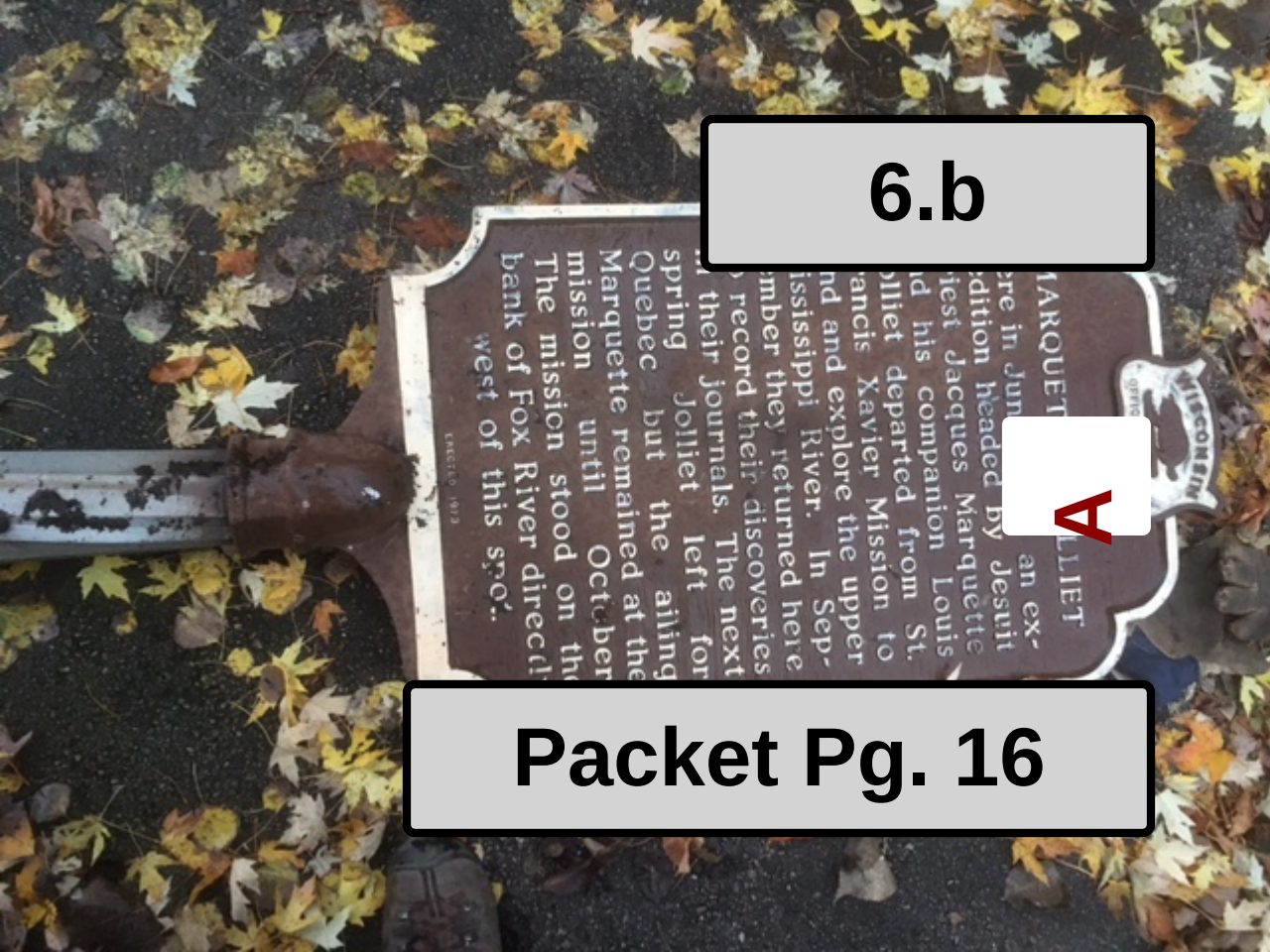
The group did not go into any other details related to the installation of the sign. Likewise, a formal proposal has not yet been written for the Board of Park Commission.

The HPC may wish to discuss next steps regarding this project. The HPC may want to finalize a proposal and obtain approvals during the winter so a sign can be installed in the spring, after thaw.

ATTACHMENTS:

- Animated Historic Marker A (JPG)
- Photo of Actual Sign on Ground (JPG)
- Photo of Actual Sign Pole (JPG)
- Concept Joliet Marker Location (PDF)

Attachment: Animated Historic Marker A (5320 : Discussion and status regarding the status of the Joliet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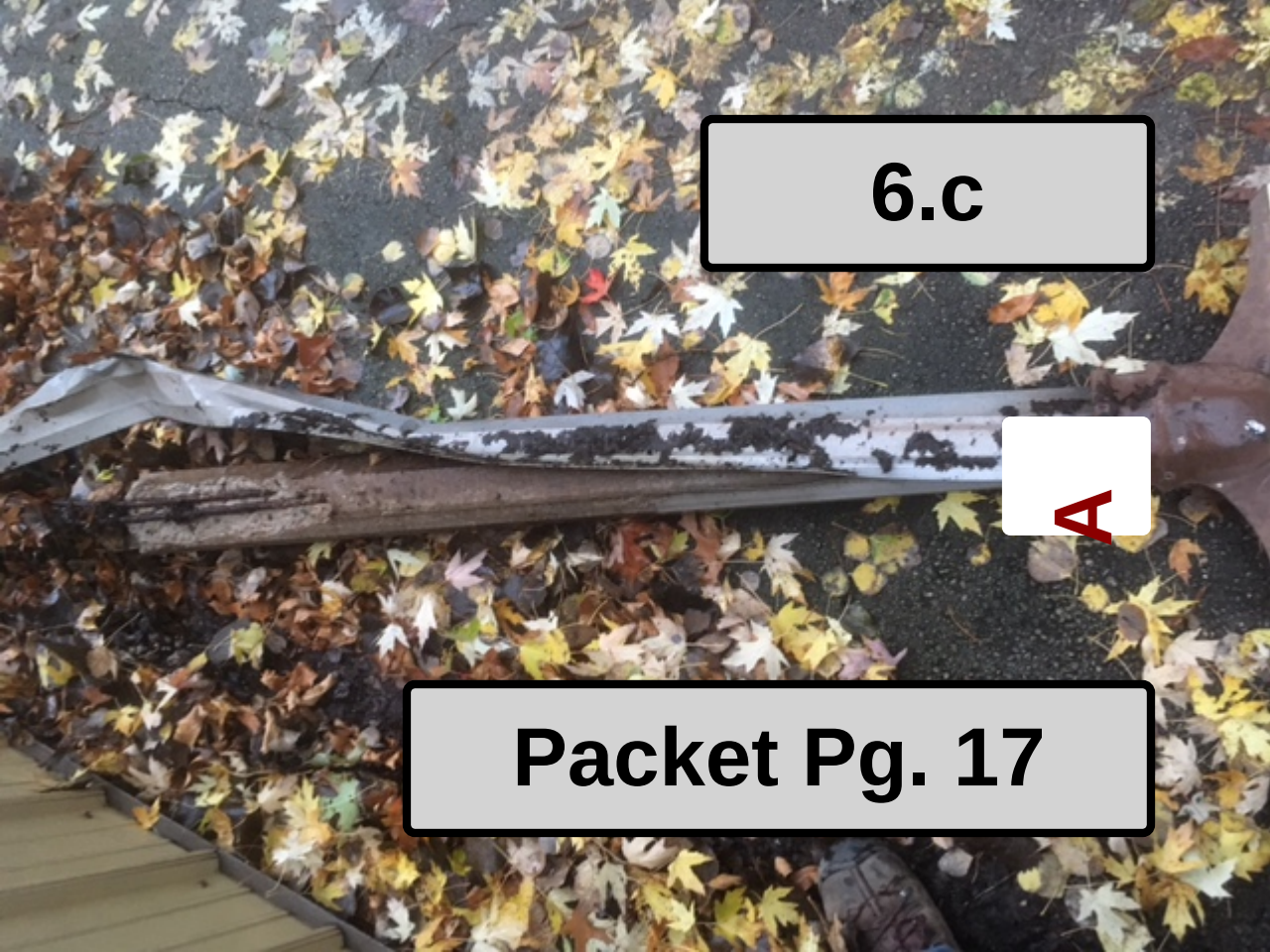
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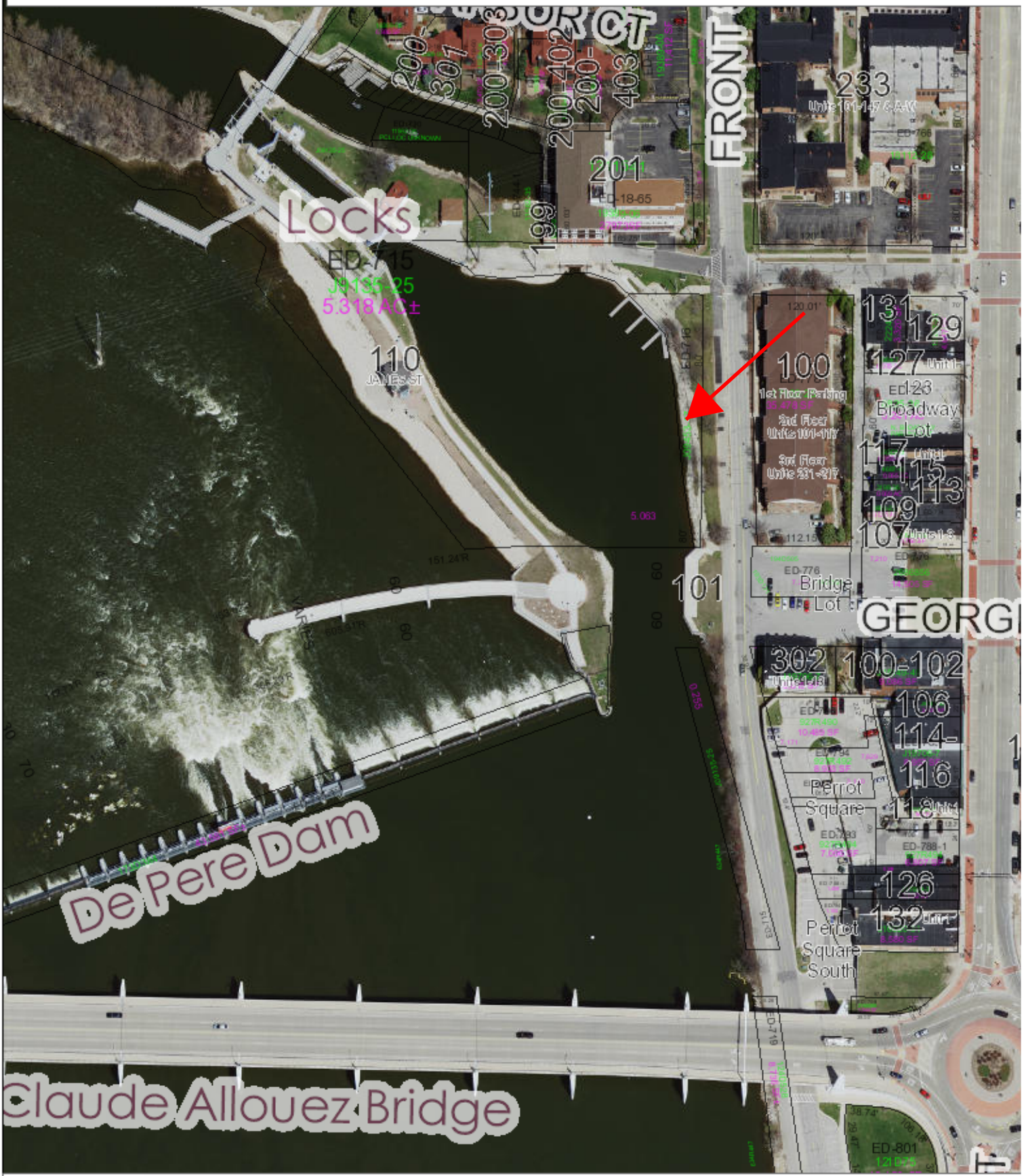
Concept Location for Joliet Marker -- HPC



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.

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

10/13/2016

Attachment: Concept Joliet Marker Location (5320 : Discussion and status regarding the status of the Joliet historic marker placement on City

City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE:	**November 21, 2016**
DEPARTMENT:	**Planning**
FROM:	**Kelly Barker**
SUBJECT:	**Future Agenda Items.**