



Historic Preservation Commission

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Agenda

Monday, November 18, 2013

6:00 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a Regular Meeting of the **Historic Preservation Commission** of the City of De Pere will be held on **November 18, 2013 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 October 21, 2013 meeting.
3. Main Street Program Design Guidelines.
4. Update on the sign at the fountain on James Street.
5. Update on plaques for National Register properties in business districts.
6. Historic Preservation Division - 2012-2013 Sub Grants.
7. Historic Preservation Division - 2014-2015 Sub Grants.
8. Assembly Bill 147 - Historic Property Tax Credits.
9. Update on salvage of materials from 129 S. Broadway.
10. Review draft code changes to Chapter 54-8 of De Pere Municipal Code for the moving or razing of buildings.
11. Membership Renewals.
12. Discussion of Urbandale plat - eastern portion.
13. Programs and Community Education.
14. Report on Properties and Status.
15. 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

Alderpersons

City Administrator

City Attorney

De Pere Chamber of Commerce

Kress Family Branch Library

TV, Newspapers, & Radio Stations

Joe De Rose, Historic Preservation Division

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: November 18, 2013

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Approval of the minutes of the October 21, 2013 meeting.

ATTACHMENTS:

- minutes_10-21-13_draft (PDF)



Historic Preservation Commission

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Draft Minutes

Monday, October 21, 2013
6:00 PM
De Pere City Hall Council Chambers

Call to Order

The meeting was called to order at 6:10 PM by Committee Member Mary Jane Herber

Attendee Name	Title	Status	Arrived
Scott Crevier	Alderpersion	Present	
Mary Jane Herber	Committee Member	Present	
Carla Nicks	Commissioner	Present	
Tom Monahan	Commissioner	Absent	
Gene Hackbarth	Commissioner	Present	
Mike Fleck	Commissioner	Present	
Brian Netzel	Commissioner	Present	

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

- Approval of the minutes of the September 16th, 2013 Historic Preservation Commission Meeting.

The minutes were unanimously accepted as amended.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Gene Hackbarth, Commissioner
SECONDER:	Mike Fleck, Commissioner
AYES:	Crevier, Herber, Nicks, Hackbarth, Fleck, Netzel
ABSENT:	Tom Monahan

- Main Street Program Design Guidelines.**

Ken Pabich presented the draft of the Main Street Program design guidelines to the group. He is soliciting input to submit to the Plan Commission meeting on October 29th. Ken plans to recommend that they take input only at this time. The draft will come back in November with edits made for this group to review. Discussion of potential draft revisions followed. Ken confirmed that implementation of the sign ordinance is governed by the Building Inspector's office and that signage standards are different for the downtown district than for other areas of the city.
- Sign at the Fountain on James Street.**

Gene Hackbarth presented three proposals for consideration by the group. The proposal from Systeme Huntingdon is for a different type of material called "custom alto graphic panel" at a cost of \$1687. The quote from I-Zone Imaging is \$1530.99 for 2 separate 1/2" high density laminate panels. Fossil Industries is proposing \$1,125 for 1 single 1/2" high density laminate panel, with the graphics to be printed on both sides. Blue Raven Creative Group recommended to Gene that the high density laminate is the preferred material; they also felt that a one panel piece would have the same durability as two; however if one side deteriorates more than the other, it would not be possible to re-do one side. Gene also reported that there will be a \$60 charge from Blue Raven to add photo credits. Gene's recommendation is to proceed with the quote from Fossil Industries at \$1125 with the following caveat: a single panel may be too small for the current frame. Gene has requested a quote from Orde Sign to see if they could fit the sign retainer frame to the new panel. Gene Hackbarth motioned, seconded by Scott Crevier, to order the sign

Attachment: minutes_10-21-13_draft (1605 : Approval of the minutes of the October 21, 2013 meeting.)

from Fossil Industries IF the total cost from Orde to retrofit the sign frame + the sign cost is less than \$1530. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gene Hackbarth, Commissioner
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Herber, Nicks, Hackbarth, Fleck, Netzel
ABSENT:	Tom Monahan

5. Plaques for National Register Properties in Business Districts.
City attorney Judy Schmidt-Lehman has drafted a letter to property owners containing the indemnification clause for installation, and requesting payment of \$60 for the owner's portion of the cost of the plaque. Carla is still working with Judy on final changes to the letter. She also noted that a receipt will be sent to property owners for the \$60 payment. Carla requested clarification on the plaque wording for the Stowe building; Mary Jane Herber will confirm this and report back.
6. Historic Preservation Division - 2012-2013 Sub Grants.
Tim Heggland has submitted the nominations for the Guthnecht and Heyrman houses to the state Historical Society for review. The Krause and Baeten buildings are going to the review board on November 22 in Madison. In the past Mary Jane Herber & Gene Hackbarth have attended those meetings; they will contact property owners to see if they want to attend as well. Residential nominations will likely go to the review board in February.
7. Historic Preservation Division - 2014-2015 Sub Grants.
The grant for the State Bank property at 127 N. Broadway will need to be submitted by November 15th. Mary Jane Herber asked Gene Hackbarth to write the grant, and will provide him with a copy of last year's to use as a template. Mary Jane also confirmed that a potential nomination for the old Nicolet High School building cannot be submitted until 2015-2016.
8. Assembly Bill 147 - Historic Tax Credits.
Bill 147 - Historic Tax Credits has passed the state Assembly 88-4. According to Assemblyperson Chad Weininger, the bill will go to a special session of the Senate in early November with the following amendments: the taxpayer may not claim rehab credits without first being certified for the credits by the Wisconsin Economic Development Corporation. The amendment also requires taxpayers to provide WEDC (instead of the Department of Revenue) with certain documentation relating to the historic status of the property. Gene encourages anyone interested in the passage of this bill to contact their state senators to voice their support. Gene Hackbarth motioned, seconded by Mike Fleck & Scott Crevier, to open the meeting for public comments. Jim O'Rourke, a local realtor, inquired how this bill would impact some of the older commercial buildings on George St. Mary Jane Herber stated that the building must be on the National Register to qualify. Jim questioned whether non-registered properties could qualify for a smaller percentage. Mary Jane recommended that he contact bill co-author Chad Weininger, and Gene recommended contacting Jim Draeger, architectural historian from the state Historical Society. Gene motioned, seconded by Mike Fleck, to go back to regular order.
9. Report on Fall Conference of the Wisconsin Historical Society - Historic Preservation and Local History Conference.

The fall conference attracted approximately 300 attendees from around the state. Members of the commission who attended summarized their findings for the group. Carla Nicks attended presentations on brick preservation and maintenance; the Main Street presentation; and one by the Jeffris foundation. Gene Hackbarth attended a half day workshop about researching historic structures, which was presented by a Society archivist. Gene also attended a presentation on landscaping and the use of native flowers, which he felt was pertinent to his Main Street program work. The last session he attended dealt with the importance of design guidelines when doing a nomination for historic structures. It described architectural and cultural elements that can make a structure valuable in addition to its age. Mary Jane Herber attended a session on state statutes as they pertain to preservation. Gene stated that Power Point presentations from the conference will be made available on the state's Historical Society website.

10. Review the draft code changes to Chapter 54 to include permits for the moving or razing of buildings.
Ken Pabich has worked with city attorney Judy Schmidt-Lehman on chapter 54 of De Pere's municipal building code, specifically the section titled Moving (54-8). They have drafted a modification of that section to include the razing of buildings, and have defined a waiting period of 10 calendar days before a razing permit can be issued. There are two exceptions: if the property is located within a local historic district, or if an emergency condition exists. If located in a local historic district, the razing application would go through this body and a Certificate of Appropriateness must be issued first. Ken stated that this commission will need to develop a notification policy. Any amendment to this ordinance will be driven by the Historic Preservation Commission. Whatever recommendations are made at this level will be forwarded to the Plan Commission. He also stated that January would be a likely timeframe before any changes are adopted.
11. Programs and Community Education.
No update on submission of the article for the Brown County Home Builders Association newsletter. Gene Hackbarth suggested that Chip Brown, of the Wisconsin Historical Society, be asked to make a presentation similar to the one that he did in Wisconsin Rapids to interested groups in Brown County. This could include Preservation Commissions, Historical Societies, and Preservation Groups.
12. Report on Properties and Status.
129 & 135 S. Broadway have been sold to Midland Commercial Development.
13. Future Agenda Items.
Scott Crevier motioned, seconded by Mike Fleck, to open the meeting to the public. Jim O'Rourke, local realtor, stated that the National Park Service recently issued a bulletin regarding the designation of historic residential suburbs as part of the National Register of Historic Places. He requested that the commission investigate nominating the Urbandale subdivision for this designation. Under national register status, homes in the subdivision would qualify for credits for basement foundation repair work. The committee agreed to take it under advisement.

Adjournment

Mike Fleck motioned, seconded by Brian Netzel, to adjourn the meeting at 7:45 p.m. Upon vote, motion carried unanimously.

Respectfully submitted,
Carey Danen

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City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: November 18, 2013
DEPARTMENT: Historic Preservation Commission
FROM: Mary Jane Herber
SUBJECT: Main Street Program Design Guidelines.

ATTACHMENTS:

- Main St Design Guidelines Attachment (PDF)

Masonry

Sandblasting

Sandblasting is prohibited. It is the most detrimental, especially when considering brick. Sandblasting removes the outer surface of the brick, exposing the softer inner surface. This leaves the brick more susceptible to weathering. Sandblasting also pits the surface, leaving horizontal areas and pockets for moisture and dirt to collect.

Repointing

Weathering of masonry also involves the mortar joints. If masonry is to be cleaned, the addition of new mortar to the joints is often necessary. This is called repointing. The joints are first thoroughly cleaned out to existing sound mortar. Then, new mortar is filled in and finished to match the depth and style of the intended original joint. Mortar can be pigmented to match any existing color. After repointing, the surrounding masonry must be cleaned as it is impossible to fill joints without touching them with mortar.

Toothing

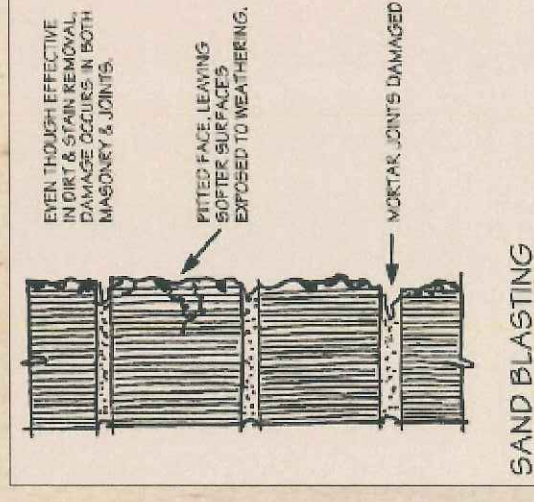
An occasion may arise when an opening must be cut into or enlarged in the existing masonry wall. As the opening is cut into the wall, every masonry unit is cut back to the adjacent vertical joint. This allows new masonry units to be set in such a way as to blend in with existing masonry while creating a stronger joint.

General Maintenance

For general maintenance concerns, refer to preservation briefs. However some basic guidelines for masonry to follow are:

- Sandblasting is prohibited.
- Do not use power tools
- Do not paint
- Do not use waterproof sealant
- Consider the softness -Portland cement/ Lime mortar type. The type of mortar can be determined through a testing process to ensure a match.

4. Maintenance & Repair



FOR MORE INFORMATION ON
MASONRY REPAIR REFER TO:

[http://www.nps.gov/tps/how-to-preserve/
briefs/2-repoint-mortar-joints.htm](http://www.nps.gov/tps/how-to-preserve/briefs/2-repoint-mortar-joints.htm)

[http://www.nps.gov/tps/how-to-preserve/
briefs/6-dangers-abrasive-cleaning.htm](http://www.nps.gov/tps/how-to-preserve/briefs/6-dangers-abrasive-cleaning.htm)

Signage

Signage is governed by the City of De Pere municipal code in chapter 98. Signs are important to the store owner for advertising, identity, and image. As they are an extremely visible element of the storefront, signs must be used carefully so as not to detract from facades. With a little forethought and careful planning, signage can embrace other store owners needs and De Pere's image.

Placement

Storefronts should be limited up to three signs - one primary and two secondary.

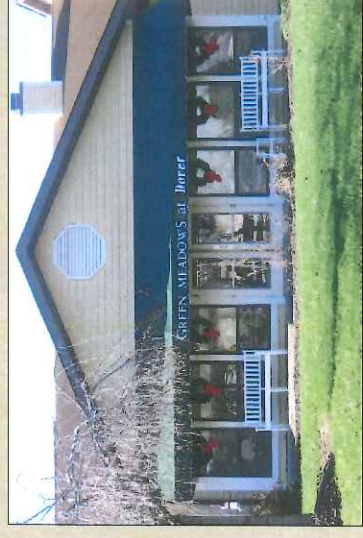
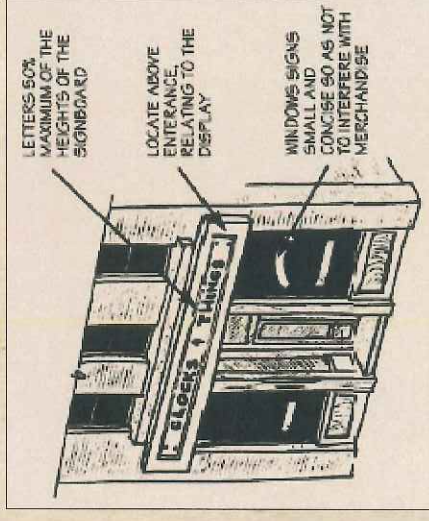
The primary sign should be located above storefront display windows but below the sills of the second floor windows. On many examples of turn-of-the-century buildings a continuous brick ledge or corbelling is used to separate the second floor and above from the storefront below. This space is ideal for sign placement, as it was often created for this purpose. In some instances, newer buildings contain areas above the highest windows for signage. (This location is acceptable but should be avoided if possible, as a great majority of De Pere's buildings were designed to accept signage above the display windows.) Another option for a primary sign location can be an awning, provided the awning is properly integrated with the building.

Types of secondary signage include hanging, window, awning, blade, or any sign that is located below the primary sign. If a projected sign is planned, placement will be critical to avoid interferences with adjacent signs and architecture of the storefront itself. These signs should be located

so the bottoms are no less than eight feet above the sidewalk. Window signs should consist of a material and color that contrasts with the display, while being small enough to not interfere with display area.

- The architecture of the building often identifies specific locations for signs, and these locations should be used.
- The size of signs shall be in proportion to the size of their location.
- Signs are limited to the business name only.
- To minimize irreversible damage to masonry, all mounting and supports should be inserted into mortar joints and not into the face of the masonry. This technique does not damage the surface and allows for easy removal.
- Signs that are replaced on stucco exteriors can result in unattractive "patched" areas. These potential maintenance problems shall be addressed during the approval process for the sign replacement.
- Signage on awnings is suggested to be placed on the awning fringe or lip at the bottom

6. Signage



Recommended signage placement on awnings

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: November 18, 2013

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Update on the sign at the fountain on James Street.

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

MEETING DATE: November 18, 2013

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Update on plaques for National Register properties in business districts.

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: November 18, 2013

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Historic Preservation Division - 2012-2013 Sub Grants.

- a. Wisconsin Historic Preservation Review Board meeting - Friday, November 22, 2013
Julius Krause building at 106 S. Broadway
John Baeten building at 622 George St

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

MEETING DATE: November 18, 2013

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Historic Preservation Division - 2014-2015 Sub Grants.

- a. State Bank of De Pere building at 127 N. Broadway
- b. Polo Resto at entrance to Voyageur Park

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: November 18, 2013

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Assembly Bill 147 - Historic Property Tax Credits.

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: November 18, 2013

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Update on salvage of materials from 129 S. Broadway.

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: November 18, 2013

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Review draft code changes to Chapter 54-8 of De Pere Municipal Code for the moving or razing of buildings.

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: November 18, 2013

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Membership Renewals.

- a. Wisconsin Trust for Historic Preservation
- b. Brown County Trust for Historic Preservation
- c. Fox-Wisconsin Heritage Parkway

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: November 18, 2013

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Discussion of Urbandale plat - eastern portion.

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: November 18, 2013

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Programs and Community Education.

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

MEETING DATE: November 18, 2013

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Report on Properties and Status.

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

MEETING DATE: November 18, 2013

DEPARTMENT: Historic Preservation Commission

FROM: Mary Jane Herber

SUBJECT: Future Agenda Items.
