



Historic Preservation Commission

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Final Minutes

Monday, November 16, 2015

6:00 PM

De Pere City Hall Council Chambers

Call to Order

The meeting was called to order at 6:00 PM by Chairperson Mike Fleck

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

Also present: City Planner Sarah Wallace and members of the public.

2. Approval of the minutes of the October 19, 2015 meeting

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

3. General Historic Preservation Procedures Discussion

City staff recently met with two Commission members to clarify procedures; the two week agenda item submission deadline will be revised to one week. City Planner Sarah Wallace noted that certain items may require staff research in advance, and so would request as much advance notice as possible for those types of agenda items. Discussion followed regarding reminders for submittal deadlines and who can submit items. Staff requested that the item include the purpose and what type of action is required (i.e. a recommendation from the Commission, request for research, informational update, etc). Scott Crevier commented that if the only items submitted are updates, it should be considered whether a meeting is required or could be scheduled for the following month.

4. Review and Action of Certificate of Appropriateness for 403 N. Broadway (White Pillars) to remove and rebuild porch. Applicant - Reetz Builders

City Planner Sarah Wallace reported that the agenda packet contains the City's first Certificate of Appropriateness application as well as review guidelines. The White Pillars application did not include an official rendering of the rebuild, but the contractor indicated that it will be constructed with similar materials. The project is for the porch on the south side of the building only. Mike Fleck noted that the existing porch is in disrepair and the Historical Society is concerned that someone could fall through. Scott Crevier clarified that the Commission does not consider project cost as part of their review, but only whether the project meets design criteria. Gene Hackbarth motioned, seconded by Scott Crevier, to approve the Certificate of Appropriateness. Upon vote, motion carried with Mike Fleck abstaining.

RESULT:	ADOPTED [6 TO 0]
MOVER:	Gene Hackbarth, Commissioner
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Hackbarth, Netzel, Sabel, Sands, Turriff
ABSTAIN:	Mike Fleck

5. Update on the State and National Register of Historic Places for Nicolet High School
City Planner Sarah Wallace reported that Nicolet High School (currently the Pennings Activity Center on the St. Norbert campus) has been officially placed on the State and National Historic Registers; the accompanying documentation is on file at City Hall. Gene Hackbarth reported that he is working with the City Administrator and the SNC President's office to schedule their attendance at a future Common Council meeting to be recognized.
6. Update on 2016 CLG Subgrant Application
Brian Netzel reported that he and Gene Hackbarth have completed and submitted the application for a 2016 CLG Subgrant, requesting funds to update the 2001 intensive survey. Adam Turriff thanked them for their hard work.
7. Review and Discussion on Historic Plaques for the Residential N. Broadway State and National Historic District
City Planner Sarah Wallace summarized the initial work that had been done over the last year for this project. The agenda packet includes a photo of existing plaques, sample renderings, and a spreadsheet with information that was compiled about the homes in the district. The Commission needs to identify the process by which this research will be completed; Adam Turriff stated that homeowner interest also needs to be determined. Staff recommends obtaining new quotes, since the original price was obtained at least three years ago. Mike Fleck will research cost estimates to report at next month's meeting; he clarified that homeowners would pay a portion of the cost. Sarah will review the city's procurement policy to determine if a certain number of bids need to be obtained.
8. Review of 2015 Historic Preservation Budget Expenditures - Request for Carryover to 2016*
Mike Fleck asked if the \$5260 carryover line item in the budget report requires a motion. City Planner Sarah Wallace clarified that this amount was carried over already from 2014; none of those funds have been utilized, nor have the consulting funds that were budgeted in 2015. No action needs to be taken tonight, however Commission members should determine specifically what amount they would like to request for carryover into 2016.
9. Review and Discussion for Ideas for 2016 May Historic Preservation Month
Gene Hackbarth suggested that the re-installation of the historic bronze plaque that identifies the site of the St. Francis Xavier mission could be incorporated into Preservation Month activities. The Definitely De Pere design committee is interested in pursuing this project. Discussion followed regarding the marker's history and the issue of where it should be placed.
Adam Turriff suggested that the WAHPC Conference in April at Heritage Hill could be included in marketing efforts for Historic Preservation Month.

Scott Crevier observed that the walking tours conducted last year would be worth repeating.

Gene Hackbarth stated that he would be willing to organize another seminar on the historic tax credit program.

Adjournment

Gene Hackbarth motioned, seconded by Sue Sands, to adjourn the meeting at 6:32 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Carey Danen