



Historic Preservation Commission

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Regular Meeting

Final Minutes

Monday, October 28, 2024

6:00 PM

Council Chambers and Virtual

Call to Order

The meeting was called to order at 6:00 PM by Chairperson Jonathon Hansen

Attendee Name	Title	Status	Arrived
Kathy Achten	Commissioner	Present	
Patrick Boyd	Commissioner	Present	
Gene Hackbarth	Vice Chairperson	Present	
Jonathon Hansen	Chairperson	Present	
Mark Reinhart	Commissioner	Present	
Jane Schueller	Commissioner	Present	

Mary Ann Schumerth

Also present: Development Services Director Daniel Lindstrom and City Planner Peter Schleinz.

- Approval of the minutes of the August 26, 2024 Historic Preservation Commission meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gene Hackbarth, Vice Chairperson
SECONDER:	Patrick Boyd, Commissioner
AYES:	Achten, Boyd, Hackbarth, Hansen, Reinhart, Schueller

- Public comments upon 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.

Ald. Hansen welcomed the new member of the HPC, Mary Ann Schumerth. She introduced herself to the HPC.

Gene Hackbarth stated that he will possibly bring a Certificate of Appropriateness to the next HPC meeting because of the installation of a sump pump at his property at 933 Oakdale Avenue.

RESULT:	DISCUSSED
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- Discussion about information learned by the Historic Preservation Commission members that attended the 2024 Local History & Historic Preservation Conference on October 16-18, 2024 in Appleton, WI. Discussion led by the Historic Preservation Commission members that attended the conference.

Gene Hackbarth is the only HPC member who attended the conference. He provided a summary of the sessions he attended at the conference.

RESULT:	DISCUSSED
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- Consideration and possible action to select a consultant to prepare nomination paperwork for the federal and state designation of 127 N Broadway ST, funded by a 2024 CLG Gant that was awarded to the City of De Pere.

City Planner Peter Schleinz reported that an RFP was sent out to six consultants that qualified for the project. Of those six, two responded with interest. They are UW-

Milwaukee Archeological Research Laboratory Center and Legacy Architecture Inc. He noted that both candidates were equally qualified so the HPC chair and staff decided it would be best for the HPC members to make the final decision. Gene Hackbarth moved, seconded by Jane Schueller, to hire Legacy Architecture for the RFP. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gene Hackbarth, Vice Chairperson
SECONDER:	Jane Schueller, Commissioner
AYES:	Achten, Boyd, Hackbarth, Hansen, Reinhart, Schueller

6. Consideration and possible action on ARPA funded historic district descriptive signage. Presentation by Jane Schueller, Jonathon Hansen, and Patrick Boyd.

Ald. Hansen provided an update on the district signage project. The language for the signs has been approved by the three members, staff and Jones Sign Company. The signs are in the process of being printed. Staff recommended that the bullet points in the report be resolved by the HPC. The money must be spent by the end of the year, but the signs do not physically need to be in the ground by the end of the year. Jones Signs will be doing proofs and will also be installing the signs. Ald. Hansen moved, seconded by Patrick Boyd, to approve the sign locations and resolve the list of action items directed by staff. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jonathon Hansen, Chairperson
SECONDER:	Patrick Boyd, Commissioner
AYES:	Achten, Boyd, Hackbarth, Hansen, Reinhart, Schueller

7. Consideration and possible action on preparing national and state historic designation documentation for a 2025 CLG Grant application. Presentation by Gene Hackbarth and Patrick Boyd.

Gene Hackbarth provided an update on preparing national and state historic designation for the five properties that were identified for potential national and state designation. Ald. Hansen reported that letters were sent to all of the properties, but no responses have been received. He suggested waiting until June of next year to send out letters to follow up. Ald. Hansen moved, seconded by Gene Hackbarth, to close this project out as complete and apply for a grant next year during the 2026 grant cycle. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jonathon Hansen, Chairperson
SECONDER:	Gene Hackbarth, Vice Chairperson
AYES:	Achten, Boyd, Hackbarth, Hansen, Reinhart, Schueller

8. Consideration and possible action on preparing local historic designation documentation for consideration by the Historic Preservation Commission and Common Council. Presentation by Jonathon Hansen and Mark Reinhart.

Ald. Hansen reported that there are no candidates for local designation for this year but the HPC will focus on this item for next year. Ald. Hansen moved, seconded by Mark Reinhart, to approve this project as complete. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jonathon Hansen, Chairperson
SECONDER:	Mark Reinhart, Commissioner
AYES:	Achten, Boyd, Hackbarth, Hansen, Reinhart, Schueller

9. Consideration and possible action on the Historic Preservation Commission educational program #2 project related to the history of street names. Presentation by Patrick Boyd and Mark Reinhart.

Patrick Boyd reported that he and Mark Reinhart met with the City of De Pere's Communications and Marketing Manager a few weeks ago to discuss placing information on this project on the City website. The information on the history of street names will be posted on the website under the Historic Preservation heading. Patrick Boyd moved, seconded by Jane Schueller, to approve this project as complete. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Patrick Boyd, Commissioner
SECONDER:	Jane Schueller, Commissioner
AYES:	Achten, Boyd, Hackbarth, Hansen, Reinhart, Schueller

10. Consideration and possible action on the Historic Preservation Commission creating a procedure for submitting preliminary assessment to the Wisconsin Historical Society on behalf of property owners. Presentation by Jonathon Hansen and Mark Reinhart.

Ald. Hansen stated that this project will need to be a priority next year. Staff recommended closing this out as a 2024 project that the HPC doesn't have time for and re-opening it as a new project in 2025. Jane Schueller moved, seconded by Patrick Boyd, to close out this project. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jane Schueller, Commissioner
SECONDER:	Patrick Boyd, Commissioner
AYES:	Achten, Boyd, Hackbarth, Hansen, Reinhart, Schueller

11. Consideration and possible action on new projects proposed to be completed by the Historic Preservation Commission in year 2025, including the establishment of a timeline to complete each task.

Due to a lack of time to effectively discuss this item, staff recommended tabling it until the next HPC meeting. Ald. Hansen moved, seconded by Gene Hackbarth, to table the agenda item until the next HPC meeting. Upon vote, motion carried unanimously.

RESULT:	TABLED [UNANIMOUS]
	Next: 2/24/2025 6:00 PM
MOVER:	Jonathon Hansen, Chairperson
SECONDER:	Gene Hackbarth, Vice Chairperson
AYES:	Achten, Boyd, Hackbarth, Hansen, Reinhart, Schueller

Adjournment

Patrick Boyd moved, seconded by Gene Hackbarth, to adjourn the meeting at 6:54 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker