



# Historic Preservation Commission

335 South Broadway

De Pere, WI 54115

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

## Regular Meeting

### Agenda

**Monday, October 20, 2014**

**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 **October 20, 2014** 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 September 15, 2014 meeting.
3. 2014 budget review and membership approval.
4. National Register of Historic Places.
5. Tours of St. Norbert College historic buildings.
6. Wisconsin Economic Development Corporation - tax credit programs.
7. Plaques for properties on the National Register of Historic Places.
8. Local History - Historic Preservation Conference.
9. Historic Preservation sub-grants for 2014-2015.
10. Report on local landmark status request for De Pere Historical Society.
11. National Historic Preservation Month May 2015.
12. Report on property sales within historic districts.
13. 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

News Media

Joe De Rose, Historic Preservation Division

City of De Pere, Wisconsin



**Request For Historic Preservation Commission Action**

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**MEETING DATE:** October 20, 2014

**DEPARTMENT:** Historic Preservation Commission

**FROM:** Mary Jane Herber

**SUBJECT:** Approval of the minutes of the September 15, 2014 meeting.

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**ATTACHMENTS:**

- HPC\_Minutes\_Sep2014\_Draft(PDF)



# Historic Preservation Commission

335 South Broadway

De Pere, WI 54115

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

## Regular Meeting

### Draft Minutes

Monday, September 15, 2014

6:00 PM

De Pere City Hall Council Chambers

#### Call to Order

The meeting was called to order at 6:00 PM by Commissioner Mary Jane Herber

| Attendee Name    | Title        | Status  | Arrived |
|------------------|--------------|---------|---------|
| Scott Crevier    | Aldersperson | Present |         |
| Mike Fleck       | Commissioner | Present |         |
| Gene Hackbarth   | Commissioner | Present |         |
| Mary Jane Herber | Commissioner | Present |         |
| Brian Netzel     | Commissioner | Present |         |
| Sue Sands        | Commissioner | Present |         |
| Adam Turriff     | Commissioner | Present |         |

Also present: City Planning Director Ken Pabich.

#### 2. Approval of the minutes of the August 18, 2014 meeting.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Mike Fleck, Commissioner  
**SECONDER:** Sue Sands, Commissioner  
**AYES:** Crevier, Fleck, Hackbarth, Herber, Netzel, Sands, Turriff

3. 2014 budget review and 2015 budget discussion.  
 The Commission reviewed the proposed 2015 budget. Sue Sands inquired whether application expenses for the St. Norbert College subgrants need to be included; Mary Jane Herber stated it was not necessary. If the application is denied, the process would be put on hold for that year. Gene Hackbarth motioned, seconded by Mike Fleck, to approve the proposed 2015 budget in the amount of \$5,395. Upon vote, motion carried unanimously.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Gene Hackbarth, Commissioner  
**SECONDER:** Mike Fleck, Commissioner  
**AYES:** Crevier, Fleck, Hackbarth, Herber, Netzel, Sands, Turriff

4. National Register of Historic Places status complete.  
 On August 8th and 18th, the Julius Krause building at 106 S. Broadway and the John Baeten building at 620 George St were entered on the State and National Register of Historic Places. Mary Jane Herber will verify whether the owners would be available for the October 7th Council meeting, and then confirm with Ken Pabich so that it can be added to the agenda for recognition.
5. Tours of St. Norbert College historic buildings.  
 Gene Hackbarth conducted some initial research for this project in conjunction with St. Norbert staff, but they were unable to collect sufficient data prior to SNC Day on the 13th. Therefore, formal tours were not held as part of the event. The alumni office did station volunteers at the building entries (Main Hall, old St. Joseph Church, and Pennings Activity Center), to distribute handouts with some

- historic information. Gene hopes to conduct full tours of the historic buildings next year.
6. Wisconsin Economic Development Corporation - tax credit programs.  
Gene Hackbarth has contacted the executive directors of Definitely De Pere and the Chamber of Commerce and confirmed that both organizations have publicized the WEDC survey through social media and their newsletters. He will also forward the link to staff to be added to the City website. Gene asked Commission members to encourage their contacts in the community to complete the survey.
  7. Plaques for properties on the National Register of Historic Places.  
The Commission discussed scheduling a meeting with residential property owners and will work to secure a venue for October 6th. A packet of information will be prepared to share with homeowners at the meeting. Ken Pabich suggested that funds from the current budget year could be used for the down payment on the plaque order; the balance could then be allocated from next year's budget. Commission members will draft a letter regarding the meeting and provide to City staff for mailing.
  8. Local History - Historic Preservation Conference - October 24-25 in Elkhart Lake.  
Commission members discussed attendance at the conference. Ken Pabich reminded members that they can submit their registration to city staff; if they pay directly they should save receipts for reimbursement. Adam Turriff indicated that he probably will attend on Friday, October 24. Mary Jane Herber plans to attend both days.
  9. Historic Preservation sub-grants for 2014-2015.  
On August 26th, Gene Hackbarth and Mary Jane Herber met with St. Norbert College representatives and Mark Buechel of the State Historical Society to discuss potential nominations of certain campus buildings to the State & National Registers. SNC has submitted a letter indicating their full support for the application submission. Mark Buechel has suggested conducting a re-survey of the campus because the last one was done in 2001; he also recommended including all buildings 40 years and older.
  10. Report on local landmark status request for De Pere Historical Society.  
Ken Pabich presented an overview of the process for establishing local landmark status. The City must publish a Class I notice at least seven days prior to the public hearing, and surrounding owners within 100 feet must also be notified. The departments of Public Works, Fire, Police, Building Inspection, and Health, as well as the Redevelopment Authority and Plan Commission, will be allowed to submit comments to the Historic Preservation Commission. After the public hearing is closed, the Commission has ten days to accept the designation and notify the property owner, City Clerk, Building Inspector, Assessor, & Plan Commission, and record it with the Register of Deeds. Ken suggested that the hearing could be timed to occur at the next Historic Preservation Commission meeting.
  11. Report on property sales within historic districts.

524 N. Broadway - Sanjaya Sananake.

620 N. Broadway - James Rosenberg.

12. Future agenda items.  
None.

#### Adjournment

Adam Turriff motioned, seconded by Brian Netzel, to adjourn the meeting at 7:00 PM.  
Upon vote, motion carried unanimously.

Respectfully submitted,  
Carey Danen

City of De Pere, Wisconsin



**Request For Historic Preservation Commission Action**

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**MEETING DATE:** October 20, 2014

**DEPARTMENT:** Historic Preservation Commission

**FROM:** Mary Jane Herber

**SUBJECT:** 2014 budget review and membership approval.

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**ATTACHMENTS:**

- HPC\_Budget Report\_September (PDF)
- HPC\_Membership Invoice (PDF)

**Packet Pg. 7**

3.a



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STATEMENT DATE: 9/1/2014  
58289133 R2BR1U 01/2015

DePere Hist, Pres. Comm.  
City of De Pere  
335 South Broadway St.  
De Pere, WI 54115-2526



58289133 R2BR1U

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

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**MEETING DATE:**                   **October 20, 2014**

**DEPARTMENT:**                   **Historic Preservation Commission**

**FROM:**                           **Mary Jane Herber**

**SUBJECT:**                       **National Register of Historic Places.**

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Recognition of property owners Jerry Turba and Kathryn Royal for their individual properties.

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

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**MEETING DATE:**                   **October 20, 2014**

**DEPARTMENT:**                   **Historic Preservation Commission**

**FROM:**                               **Mary Jane Herber**

**SUBJECT:**                           **Tours of St. Norbert College historic buildings.**

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Discussion on contacts with faculty for student involvement on the history of buildings.

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

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**MEETING DATE:** October 20, 2014

**DEPARTMENT:** Historic Preservation Commission

**FROM:** Mary Jane Herber

**SUBJECT:** Wisconsin Economic Development Corporation - tax credit programs.

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Continued discussion on these tax credits being continued. Community contacts that will help to encourage the continuance of the program.

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

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**MEETING DATE:**                   **October 20, 2014**

**DEPARTMENT:**                   **Historic Preservation Commission**

**FROM:**                           **Mary Jane Herber**

**SUBJECT:**                       **Plaques for properties on the National Register of Historic Places.**

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Discussion on setting up a meeting with home owners in the North Broadway district. Discussion of what will be needed to have accurate data for the plaques. Involvement of the property owner will be needed.

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

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**MEETING DATE:**                   **October 20, 2014**

**DEPARTMENT:**                   **Historic Preservation Commission**

**FROM:**                           **Mary Jane Herber**

**SUBJECT:**                       **Local History - Historic Preservation Conference.**

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Commend Joe Seroogy and McKim Boyd for their presentation at the Wisconsin Historical Society Local History and Preservation Conference.

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

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**MEETING DATE:** October 20, 2014

**DEPARTMENT:** Historic Preservation Commission

**FROM:** Mary Jane Herber

**SUBJECT:** Historic Preservation sub-grants for 2014-2015.

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The sub-grant is due on November 14 for the St. Norbert College survey. Discussion on the preparation of the grant request.

## City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

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**MEETING DATE:** October 20, 2014

**DEPARTMENT:** Historic Preservation Commission

**FROM:** Mary Jane Herber

**SUBJECT:** Report on local landmark status request for De Pere Historical Society.

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The De Pere Historical Society has requested that the De Pere Historic Preservation Commission establish Local Landmark status for "White Pillars" at 403 N. Broadway and the "Polo Resto". How to proceed will be discussed.

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

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**MEETING DATE:** October 20, 2014  
**DEPARTMENT:** Historic Preservation Commission  
**FROM:** Mary Jane Herber  
**SUBJECT:** National Historic Preservation Month May 2015.

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Beginning discussion on what the Commission will do to promote Historic Preservation.

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

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**MEETING DATE:** October 20, 2014

**DEPARTMENT:** Historic Preservation Commission

**FROM:** Mary Jane Herber

**SUBJECT:** Report on property sales within historic districts.

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

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**MEETING DATE:** October 20, 2014

**DEPARTMENT:** Historic Preservation Commission

**FROM:** Mary Jane Herber

**SUBJECT:** Future agenda items.

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