



Historic Preservation Commission

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Agenda

Monday, October 19, 2015

6:01 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 19, 2015** at **6:01 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 September 21, 2015 meeting.
3. Presentation on the historic building rehabilitation project at 355 Main Av.
4. Request from City of Green Bay Council Member Mark Steuer for input on the De Pere Historic Preservation Commission's experience with the Certified Local Government (CLG) program.
5. Consideration of "Demolition by Neglect" provision in the Historic Preservation ordinance.
6. Discussion of razing permit wait period revisions.
7. Discussion of procedures for documentation of an historic building prior to the issuance of a razing permit.
8. Correspondence.
9. 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 Monday, October 19, 2015 so that arrangements can be made.

Commission Members

Alderspersons

Mayor

City Administrator

Department Heads

News Media

De Pere Chamber of Commerce

Kress Family Library

Joe De Rose, Historic Preservation Division

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: October 19, 2015
DEPARTMENT: Planning
FROM: Sarah Wallace
SUBJECT: Approval of the minutes of the September 21, 2015 meeting.

ATTACHMENTS:

- HPC_Sep2015_Minutes_Draft(DOC)



Historic Preservation Commission

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Draft Minutes

Monday, September 21, 2015
6:00 PM
De Pere City Hall Council Chambers

Call to Order

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

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

Also present: City Attorney Judith Schmidt-Lehman.

2. Approval of the minutes of the August 17, 2015 meeting.

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

3. Update on the N.E.W. Master Gardener Association Riverwalk landscape project.

Gene Hackbarth invited Claudia Schultz and JoAnn Holloway from the N.E.W. Master Gardener Association to report on their landscaping project, for the benefit of Commission members and citizen viewers. He commended them for their work to enhance the De Pere Lock & Dam Historic District.

Ms. Holloway explained that while touring the Riverwalk a few years ago, she noticed that the landscaping was in need of attention. The Master Gardener Association approached the Fox River Navigational System Authority (FRNSA), which manages the locks, about taking on the project. FRNSA provided input about their wishes for the area as well as some restrictions that needed to be followed. The group also obtained approval from City Parks Director Marty Kosobucki. A group of 18 gardeners spent many hours preparing the site, planning the design, and raising funds. Stone Silo Prairie gardens donated some plantings, and the City provided mulch and water. Over half of the project was completed this year; cover crops were planted in the remaining area until the project can be completed. One of the missions of their organization is teaching, so they included signage for educational purposes. If citizens are interested in volunteering, they should contact the N.E.W. Master Gardener Association. Discussion followed regarding potential funding sources for the remainder of the project, and City staff provided information about available Community Service grants.

4. Review and Discussion of Historic Preservation.

A. Review Historic Preservation ordinance

Commission members Gene Hackbarth and Mike Fleck requested the ordinance review for the benefit of the newer board members. City Attorney Judy Schmidt-Lehman

explained that the Historic Preservation Commission was established by the City Council many years ago, and was reconstituted in 1998. The current ordinance was created at that time, and provided for the designation of local historic sites and local historic districts. When the ordinance refers to a "historic site or district", it pertains only to a local designation. Federal and State historic sites/districts are not covered by the City ordinance. The City currently has two local historic sites - White Pillars and the Polo Resto - and no local districts.

The Commission has the authority to designate an individual site if requested by the property owner. If a group of property owners express a desire to become a local historic district, the ordinance outlines the procedures to be followed by this Commission. City Council has the final authority over the creation of the district. The ordinance currently does not require a certain percentage of property owners to sign on; however Judy noted that it would be highly unlikely to be approved by Council if there were a high number of residents objecting.

Mike Fleck inquired about the process to establish a local district. Judy explained that the procedures are outlined in section 38-6 of the ordinance. To summarize, the Historic Preservation Commission would identify the geographic area to be designated, and establish the criteria for the designation. The Commission would put together a preservation plan specific to that district, which is then reviewed at a public hearing. It would also require approval by the Plan Commission, and finally City Council. City Planner Sarah Wallace is in the process of creating resources to define and spell out the process. Staff from the state Historical Society will review before completion, at which point it will be presented to the Commission for review and comment prior to publishing. Mike stated that when the ordinance was created, he assumed that it pertained to local districts also. Judy stated that the ordinance adopted by the City was based on a state model. Members were directed to the sample preservation plan provided on the City website. Online training is also available to HPC members on the State Historical Society website.

Scott Crevier requested a summary of the benefits of a local designation. Gene responded that state and national designation allows homeowners to access historic tax credits for exterior renovations. A local designation makes a statement to the community and future homeowners that maintaining the integrity of the building is important and you want it to be continued. Local designation would allow the Historic Preservation Commission to work with you on following design guidelines for meeting historic tax credits, and allow you to use the resources of the HPC and City staff. A Certificate of Appropriateness (CoA) would be the request that you or a future homeowner would use to ensure that the architectural and cultural integrity of the structure will be retained. Sarah pointed out that the CoA applies only to exterior work; this Commission would review an applicant's proposed change to the structure based on the preservation plan in place. Mike stated that a local designation protects against construction in the district that is not in keeping with the historic nature of surrounding properties. He pointed to a recent experience on Fox River Drive as an example.

Discussion followed regarding whether a home listed as contributing in a State/National district can request local designation. Staff confirmed that it is allowed.

B. Review Razing and Moving of Buildings Ordinance

Two years ago, the City amended the razing ordinance to include a 10 calendar day waiting period, in order to allow the Commission chair to seek the property owner's permission to document features of the structure. Staff noted that the waiting period does not apply if a building is being condemned for habitability purposes or safety reasons.

Scott Crevier inquired if the City could re-evaluate the 10 day period, which currently applies to every razing permit, to avoid holding up projects for buildings that have no historic impact. He would like to see a balance between unnecessary delays and having a historically significant building come down without the Commission's knowledge. City Attorney Judy Schmidt-Lehman explained that the reason the ordinance applies to all properties is because the HPC chair can determine if it is on the register or has any historical significance. If certain property criteria were specified, then it would need to be the responsibility of the Building Inspection department, which would be difficult. Scott reported that some Council members have expressed concern about the HPC's ability to delay the process, which could go against the wishes of the property owner. He noted that the language "may be issued not less than 10 days" is causing confusion. Judy suggested that this discussion should be handled as a separate item on a future agenda. If the City is considering changes to the ordinance, the community should be notified.

C. Review Secretary of Interior Standards

The Secretary of the Interior's Standards for the Treatment of Historic Properties were provided by staff as a resource for Commission members. Members were directed to contact the City Planning office if they have questions. Mike Fleck suggested that topics can be added to a future agenda for further discussion. City Planner Sarah Wallace asked that such requests include specifics regarding the end goal of the item, so that staff can prepare the agenda with sufficient detail. For example, would Commission members want staff to provide suggestions, conduct research, or create a list of discussion items to be covered.

C. Review Historic Building Article

An article entitled "Is Your Building Historic?" was provided by staff for review by Commission members.

5. Future agenda items.

None.

Adjournment

Sue Sands motioned, seconded by Scott Crevier, to adjourn the meeting at 7:09 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Carey Danen

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: October 19, 2015

DEPARTMENT: Planning

FROM: Sarah Wallace

SUBJECT: Presentation on the historic building rehabilitation project at 355 Main Av.

Property owner Bridget O'Connor has been invited to present on this renovation project which was aided by informational resources from the Historic Preservation Commission and assistance from the City's Downtown Facade Grant program.

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

MEETING DATE: October 19, 2015

DEPARTMENT: Planning

FROM: Sarah Wallace

SUBJECT: Request from City of Green Bay Council Member Mark Steuer for input on the De Pere Historic Preservation Commission's experience with the Certified Local Government (CLG) program.

Green Bay District #10 Council Member Mark Steuer has asked for the Commission's response to the following questions:

- A. How did De Pere secure CLG status and what advantages does CLG status provide for the City of De Pere?
- B. Approximately how much money has De Pere received from CLG sub-grants?
- C. Why would you suggest that Green Bay, or any other community, seek CLG status?

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

MEETING DATE: **October 19, 2015**

DEPARTMENT: **Planning**

FROM: **Sarah Wallace**

SUBJECT: **Consideration of "Demolition by Neglect" provision in the Historic Preservation ordinance.**

Staff is waiting for additional information from the City of Madison.

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: October 19, 2015

DEPARTMENT: Planning

FROM: Sarah Wallace

SUBJECT: Discussion of razing permit wait period revisions.

ATTACHMENTS:

- HPC (razing permit wtg period) 10-5-15-148-002-13 (PDF)
- Ord 54-8 waiting period redlined (PDF)

CITY OF DE PERE

MEMO

To: Mike Fleck, Chair
Members of the Historic Preservation Commission

From: Judith Schmidt-Lehman, City Attorney
David Hongisto, Chief Building Inspector
Sarah Wallace, Associate Planner

RE: Razing Permit Wait Period Revisions

Date: October 5, 2015

Aldersperson Scott Crevier requested that city staff provide the Commission with a recommendation on whether the current 10 day wait period for a razing permit under §54-8(f) should be changed. It is our consensus that this provision should be changed by specifically allowing the Commission Chair to reduce the wait time by notifying the Chief Building Inspector or Assistant Building Inspector of the Commission non-interest in or completion of the documentation process.

We believe this revision will best satisfy the needs of the Commission in documentation and satisfy the needs of the public in the prompt issuance of a permit. The attached shows the proposed revision to the current ordinance.

If you have any questions or concerns, feel free to contact Judy at 339-4042, Dave at 339-4053 or Sarah at 339-4043.

JSL:jld

Attachment

H:\jdupont\Memos\2015\HPC (razing permit wtg period) 10-5-15-148-002-13.docx

Attachment: HPC (razing permit wtg period) 10-5-15-148-002-13 (4078 : razing permit wait period)

• **Sec. 54-8. - Moving or razing buildings.**

(a) *Permit required.*

(1) Except as provided below, a permit is required to move or raze any building in the city. Before such permit is granted by the building inspector, the party applying therefore shall submit a properly completed application for the permit to the building inspection department. Such application shall include:

- a. Name of applicant;
- b. Name and address of property owner(s);
- c. Address and legal description(s) of property involved;
- d. Description of work to be completed, including street route and travel time where building moving is involved; and
- e. Such other information as determined necessary by the building inspector.

(2) The permit shall require the applicant to indemnify and hold harmless the city from any and all liability arising from said moving or razing activities.

(3) A permit shall not be required for moving or razing private accessory sheds.

(b) *Bond required.* The applicant shall include with such application a surety bond in the sum of \$250,000.00, which bond shall indemnify the city from any costs and expenses which may accrue against the city as the result of granting such permit.

(c) *Insurance requirements.* No permit to move or raze any building shall be granted until the applicant files a certificate of insurance naming the city as an additional insured with the city clerk-treasurer, giving evidence of liability insurance in the following amounts:

(1) *Moving permit.*

- a. Public liability:
 - i. Bodily injury: \$1,000,000.00 each occurrence, \$2,000,000.00 aggregate.
 - ii. Property damage: \$500,000.00 each occurrence, \$1,000,000.00 aggregate.
- b. Auto liability:
 - i. Bodily injury: \$100,000.00 each occurrence, \$300,000.00 aggregate.
 - ii. Property damage: \$100,000.00 each occurrence.

(2) *Razing permit.*

- a. Public liability:
 - i. Bodily injury: \$1,000,000.00 each occurrence, \$2,000,000.00 aggregate.
 - ii. Property damage: \$500,000.00 each occurrence, \$2,000,000.00 aggregate.

(d) *Compliance with state law.* The permit holder shall comply with all relevant state statutes and other applicable provisions of this Code.

(e) *Additional conditions for moving permit.*

(1) Applicant shall obtain a street closure permit from the department of public works. Such permit request shall include all necessary approvals from public utilities or communications carriers.

(2) The street closure permit may order the move to occur between the hours of 6:30 p.m. and 6:00 a.m. for public safety reasons.

(3) The progress in moving any building shall be as continuous as possible during the hours of the day, and day by day, and night if the building inspector or street closure order requires, until complete, with the least possible obstruction of traffic movement.

(4) No building shall be allowed to remain overnight on any street crossing or intersection so near thereto as to prevent easy access to any fire hydrant, driveway or within 50 feet of the property line of the intersection of the street extended. Any building left in the street overnight shall be barricaded to protect traffic in accordance with the latest state department of transportation Manual of Uniform Traffic Devices.

(5) Tree trimming.

a. No permit shall be granted to move a building in, along or upon the public streets of the city if the measurements shown on the application indicate that street trees along the proposed route will be injured. Trees and shrubs shall not be trimmed or otherwise disturbed without the approval of the director of parks, recreation and forestry and their owner.

b. If it is necessary to trim any city-owned trees or shrubs to move the building and such trimming is approved by the director of parks, recreation and forestry, such department will trim the trees or shrubs and bill the party receiving the permit. The sureties referred to in this section shall be held until full payment of the costs of such trimming is received from the permit holder.

(f) *Additional conditions for razing permit.*

(1) Except as provided below, a raze permit may be issued not less than 10 calendar days following the building inspector's receipt of a fully completed application-, unless the Chair of the Commission, in writing, earlier notifies the chief building inspector or assistant building inspector of its non-interest in or completion of documentation of the property.

a. The building inspector shall forward such completed application to the chair of the historic preservation commission for it to determine whether the structure subject to the raze permit is listed on the national, state or local register of historic places or if the structure is included in a federal, state or local historic district as a contributing structure. The historic preservation commission may document such structure within the ten calendar day period as permitted by property owner.

b. If such structure is listed as on the local register of historic places or if such structure is listed as a contributing property in a local historic district under section 38-6 of this Code, the regulations of that chapter shall govern the issuance of any permit to raze the structure.

c. This subsection shall not apply to structures for which an order has been issued for razing or rehabilitation in accordance with Wis. Stats. § 66.0413 or section 94-12 of this Code.

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

MEETING DATE: October 19, 2015

DEPARTMENT: Planning

FROM: Sarah Wallace

SUBJECT: Discussion of procedures for documentation of an historic building prior to the issuance of a razing permit.

The Historic Preservation Commission should define the types of photographic documentation needed to adequately record an historic building's interior and exterior prior to its demolition.

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

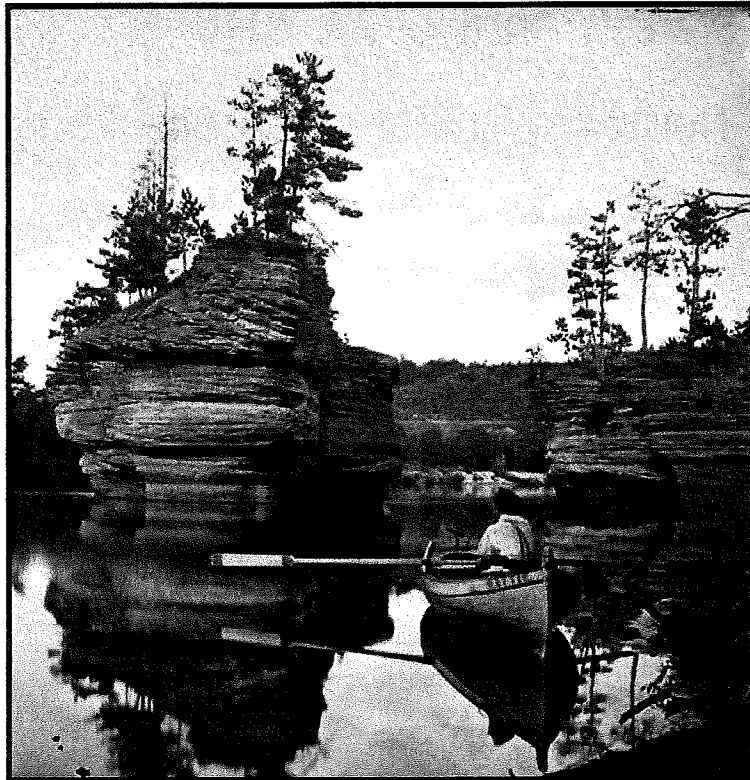
MEETING DATE: October 19, 2015**DEPARTMENT:** Planning**FROM:** Sarah Wallace**SUBJECT:** Correspondence.

The attached "Save the Date" conference flyers and award nomination form have been provided for Commission members.

ATTACHMENTS:

- WI Local History Conference_2016 (PDF)
- WAHPC Spring Conference_2016 (PDF)
- WAHPC Excellence Awards_2016 (PDF)

MARK YOUR CALENDARS FOR 2016
**LOCAL HISTORY AND
HISTORIC PRESERVATION CONFERENCE**
WISCONSIN DELLS, WI
OCTOBER 21 & 22, 2016



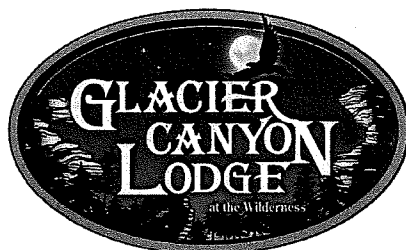
Located at the
Glacier Canyon Conference Center

Glacier Canyon Lodge at the Wilderness

45 Hillman Rd,

Wisconsin Dells, WI 53965

<http://www.glaciercanyonlodge.com/groups-meetings>



SAVE THE DATE

Wisconsin Association of Historic Preservation Commissions, Inc. Spring Conference

April 22-23, 2016

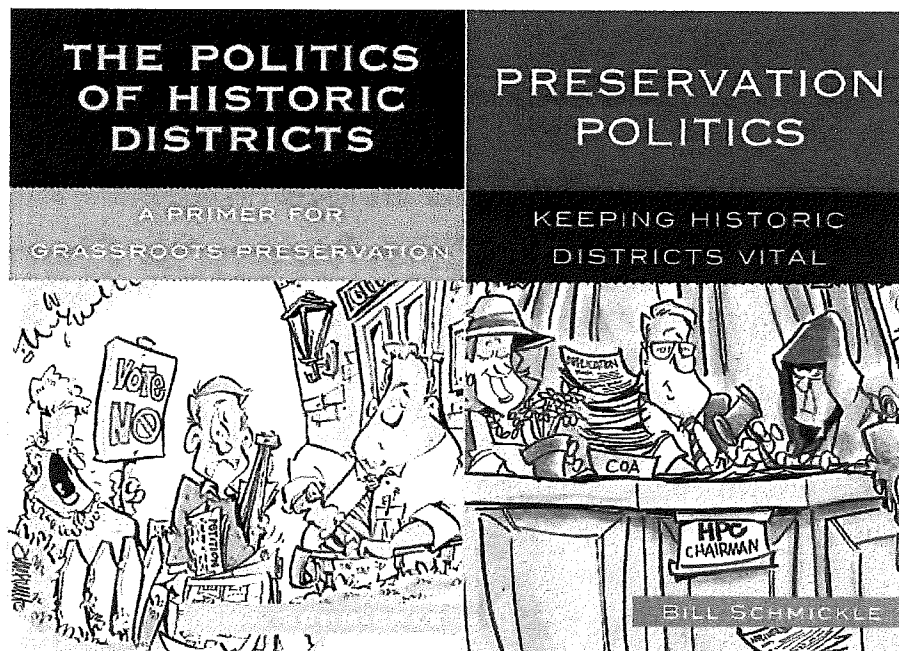
Heritage Hill State Historical Park

Guest Speaker

Bill Schmickle

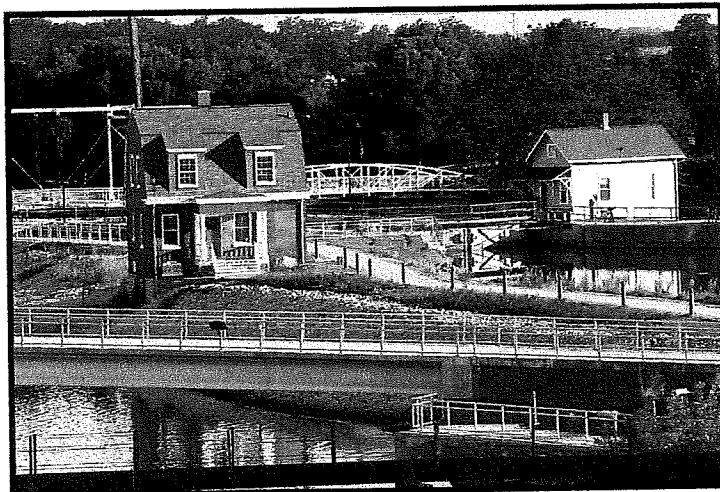
Author of

"The politics of historic districts: a primer for grassroots preservation" and
"Preservation politics: Keeping historic districts vital"



Wisconsin Association of Historic Preservation Commissions

2016 Historic Preservation Excellence Awards



2015 Honorable Mention in Restoration/Rehabilitation Category
De Pere Lock Tender's House – Photo Credit: Amy Ritter

The Wisconsin Association of Historic Preservation Commissions is accepting nominations for its **2016 Historic Preservation Excellence Awards**. Award categories are listed below.

Award Categories

- 1) Identification and designation – This award would go to a historic preservation commission that sponsored a significant architectural or archaeological survey, the nomination of a property (or properties) to the State and National Register of Historic Places, or designation as a local landmark.
- 2) Economic Redevelopment/Revitalization – This award would go to a private non-profit group or historic preservation commission that used accepted preservation practices as tools in revitalizing an area or neighborhood.
- 3) Restoration/Rehabilitation – This award would go to a private non-profit organization or historic preservation commission for the significant restoration or rehabilitation of a local historic property.
- 4) Historic Preservation Commission – This award would go to a historic preservation commission that through the exercise of its project review authority, made a significant difference in the outcome of a particular property or project.
- 5) Advocacy – This award would go to either a historic preservation commission or a private historic preservation organization for its advocacy work that had a real and beneficial impact on the local community.

Nominee name _____

Nominee address (Please include contact info): _____

Award Category (choose one from the list above): _____

Nominated by (name and contact info): _____

Describe why you feel the nominee deserves this award. Separate attachments are acceptable.
(Please be sure to include information about the individuals who were involved and what
their contributions were to the success of the project):

**Nomination must be postmarked or received by March 18, 2016. Submit nominations to:
John Decker, 143 W. Main Street, Evansville, WI 53536**

**Awards will be presented at WAHPC's Spring Conference at Heritage Hill State
Historical Park on April 22, 2016.**

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: October 19, 2015

DEPARTMENT: Planning

FROM: Sarah Wallace

SUBJECT: Future agenda items.
