



Historic Preservation Commission

Regular Meeting

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

Final Minutes

Monday, October 16, 2023

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
Patrick Boyd	Commissioner	Present	
Mike Fleck	Commissioner	Excused	
Gene Hackbarth	Vice Chairperson	Present	
Jonathon Hansen	Chairperson	Present	
Jane Schueller	Commissioner	Present	
Adam Turriff	Commissioner	Excused	

Also present: City Planner Peter Schleinz.

2. Approval of the August 21, 2023 Historic Preservation Commission meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gene Hackbarth, Vice Chairperson
SECONDER:	Patrick Boyd, Commissioner
AYES:	Patrick Boyd, Gene Hackbarth, Jonathon Hansen, Jane Schueller
EXCUSED:	Mike Fleck, Adam Turriff

3. 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.

There were no public comments. Jane Schueller introduced herself to the commission. She was appointed in September 2023.

RESULT:	DISCUSSED
----------------	------------------

4. Consideration and possible action on the proposed historic district signage project. Presentation by Jonathon Hansen, Adam Turriff, and Mike Fleck.

City Planner Peter Schleinz reviewed the proposed historic district signage project. The review phase has been completed. On September 29, 2023 the printing of the signs began, which could take about 4-5 weeks. Ald. Hansen reported that the team is now working on the method for notifying and distributing the signs to property owners. Peter suggested a notice be sent to everyone to notify them that the signs are available. Gene Hackbarth also suggested including instructions on how to properly affix the signs to the houses. Ald. Hansen moved, seconded by Gene Hackbarth, to receive and place the update on file. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jonathon Hansen, Chairperson
SECONDER:	Gene Hackbarth, Vice Chairperson
AYES:	Patrick Boyd, Gene Hackbarth, Jonathon Hansen, Jane Schueller
EXCUSED:	Mike Fleck, Adam Turriff

5. Consideration and possible action on the proposed local designation of three commercial properties and three residential properties. Presentation by Jonathon Hansen and Mike Fleck.

Ald. Hansen provided an update on the proposed local designation of three commercial and three residential properties. Letters were sent to the following addresses: 233 N Broadway St (CA Lawton Apartments), 807 N Broadway St, 823 N Broadway St, 922 N Broadway St, 935 N Broadway St, 400 Grant St (Old St Boniface Church/Birder Hall), and 380 Main Av (Old Public Library). The owner of 823 N Broadway St reached out to Ald. Hansen via telephone. She expressed her reservations with the process. She asked if the HPC members would be willing to set up a meeting to go over the process in more detail with her and the other homeowners on N Broadway St. City Planner Peter Schleinz suggested adjusting the timeline for this project so it would be ready for the December HPC meeting, with Council approval in January 2024. Gene Hackbarth added that there is no cost to the property owner to apply for local designation. Currently there are 4-5 properties in De Pere that are locally designated. Ald. Hansen made a motion, seconded by Gene Hackbarth, to receive and place the update on file. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jonathon Hansen, Chairperson
SECONDER:	Gene Hackbarth, Vice Chairperson
AYES:	Patrick Boyd, Gene Hackbarth, Jonathon Hansen, Jane Schueller
EXCUSED:	Mike Fleck, Adam Turriff

6. Consideration and possible action on the proposed federal and state historic designations of three properties. Presentation by Jonathon Hansen and Mike Fleck.

Ald. Hansen provided an update on the proposed federal and state designations of three properties. The property owners of 127 N Broadway St reached out to him in August with interest in a proposed designation. The letter of intent was submitted to the Wisconsin Historical Society on August 14, 2023. The letter of intent must be followed up with a full application by December 18, 2023. City Planner Peter Schleinz reported that the HPC can approve this project as complete. He added that the owner of 710 Waubaunauqua Trl recently inquired about state and federal designation. Discussion followed regarding adding this property to the grant in addition to 127 N Broadway St. Peter explained that he did not think that would be possible because it was not part of the original letter of intent. He suggested checking that property to make sure there is not anything that would make it ineligible for the grant. Gene Hackbarth noted that if the WHS does not allow the HPC to add the second property to this year's grant, the HPC could apply for another sub-grant in 2024. Gene Hackbarth moved, seconded by Patrick Boyd, to approve the completed project. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gene Hackbarth, Vice Chairperson
SECONDER:	Patrick Boyd, Commissioner
AYES:	Patrick Boyd, Gene Hackbarth, Jonathon Hansen, Jane Schueller
EXCUSED:	Mike Fleck, Adam Turriff

7. Consideration and possible action on the application for a 2024 CLG Sub-grant. Presentation by Gene Hackbarth.

Gene Hackbarth provided an update on the 2024 Sub-grant application. City Planner Peter Schleinz explained that staff needs to get quotes to include with the grant application that is due on December 18, 2023. Therefore, it is important to get everything done in time to submit the application by the deadline. Gene Hackbarth stated that he will talk to Jason Tish at the Wisconsin Historical Society regarding the possibility to add the second property at 710 Waubaunaqua Trl to the grant. Patrick Boyd moved, seconded by Ald. Hansen, to receive and place the update on file. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Patrick Boyd, Commissioner
SECONDER:	Jonathon Hansen, Chairperson
AYES:	Patrick Boyd, Gene Hackbarth, Jonathon Hansen, Jane Schueller
EXCUSED:	Mike Fleck, Adam Turriff

8. Consideration and possible action on the second educational/city heritage program for year 2023. Presentation by Jonathon Hansen and Mike Fleck.

Ald. Hansen stated that the historic walking tour is now live on Definitely De Pere's website. This was the first educational program for 2023. A suggestion was made to do an educational campaign to the homeowners who received plaques in the Daviswood and Mansion Street historic districts. This would include providing instructions on how to properly attach the signs to homes. Once the printing of the signs is completed, the HPC will discuss further details on this project. Ald. Hansen moved, seconded by Gene Hackbarth, to receive and place the update on file. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jonathon Hansen, Chairperson
SECONDER:	Gene Hackbarth, Vice Chairperson
AYES:	Patrick Boyd, Gene Hackbarth, Jonathon Hansen, Jane Schueller
EXCUSED:	Mike Fleck, Adam Turriff

Adjournment

Jane Schueller moved, seconded by Patrick Boyd, to adjourn the meeting at 6:28 pm. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker