



# Historic Preservation Commission

Regular Meeting

## Agenda

335 South Broadway  
De Pere, WI 54115  
[www.deperewi.gov](http://www.deperewi.gov)

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Monday, January 27, 2025

6:00 PM

Council Chambers and Virtual

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Pursuant to Wisconsin Statute 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 **January 27, 2025** at **6:00 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

**The Public or Members of the Historic Preservation Commission, which may count toward an official quorum, may attend the meeting either in person in the Council Chambers or telephonically or electronically via video conferencing or other appropriate technological means. Telephonic or electronic access to the meeting is provided below:**

Computer/smart phone accessing <https://www.gotomeet.me/DePere>

OR

**You can also dial in using your phone.**  
United States (Toll Free): [1 866 899 4679](tel:18668994679)  
United States: [+1 \(312\) 757-3117](tel:+13127573117)  
Access Code: 154-883-285

*This meeting may also be rebroadcast on TV throughout the week and available on demand at <https://deperewi.portal.civicclerk.com/>.*

- I. Call to Order
  1. Roll Call
  2. Approval of the minutes of the October 28, 2024 Historic Preservation Commission Meeting.
  3. Public Comment on 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.
  4. Consideration and possible action about five projects that Historic Preservation Committee members expressed an interest in completing in 2025, and the potential redistribution of members into balanced groups for each project.
  5. Adjournment.

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk's office at 339-4050 by Noon, the previous day so that arrangements can be made.

\*Items with an asterisk require City Council approval.

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

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Kress Family Library

De Pere Chamber of Commerce



# Historic Preservation Commission

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

## Regular Meeting

### Draft 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	Commissioner	Present	

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.

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

- 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.

<b>RESULT:</b>	<b>DISCUSSED</b>
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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.

<b>RESULT:</b>	<b>DISCUSSED</b>
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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.

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

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.

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

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.

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

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.

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

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.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Patrick Boyd, Commissioner
<b>SECONDER:</b>	Jane Schueller, Commissioner
<b>AYES:</b>	Achten, Boyd, Hackbarth, Hansen, Reinhart, Schueller, Schumerth

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.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jane Schueller, Commissioner
<b>SECONDER:</b>	Patrick Boyd, Commissioner
<b>AYES:</b>	Achten, Boyd, Hackbarth, Hansen, Reinhart, Schueller, Schumerth

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.

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

### 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

# CITY OF DE PERE MEMO



To: James Boyd, Mayor  
Historic Preservation Commission Members  
From: Peter Schleinz, Senior Planner | Zoning Administrator  
Date: January 27, 2025

**RE: Consideration and possible action about five projects that Historic Preservation Committee members expressed an interest in completing in 2025, and the potential redistribution of members into balanced groups for each project.**

## Summary:

On December 2, 2024, each Historic Preservation Commission (HPC) member was asked via email to identify projects that they were interested in working on during the year 2025. The HPC has done this for the past two years and identified that projects are able to be completed faster, the status of in-progress projects was easier to monitor, and the reallocation of work was more efficient when needed.

The below table represents proposed new project ideas that were submitted by the HPC members. The table also includes projects from the HPC budget.

The HPC should decide on members that will work on each project, and the target timelines for each project to be completed. Projects should be balanced through the year so that there is not an overload of projects at any given time.

## RECOMMENDATION:

Add HPC member names to be assigned to each project and establish a time frame for completion of each project.

*Please note that dates in bold are preset timelines that should not be modified.*

## PROPOSED HPC MEMBER PROJECTS

**27 Jan 2025**

Topic	Approximate Timeframe	Project Recommending HPC Member	Potential HPC Member Project Redistribution
Consider WAHPC Award Nominations	<i>Jan -- Mar</i>	Gene	
Education program #1 of 2 on the historical education of the City. <i>(Ideas: Discovering Brown County, Immigrant City, Transportation Then and Now, Urban Archaeology)</i>	<i>Jan – May</i>	Annual Budget  (Ideas from Mark)	
Target three residential properties and three commercial properties for national, state, and/or local designation.	<i>Jan – Jul</i>	Annual Budget	
Complete a 2024 Certified Local Government Sub-grant for a federal and state designation at 127 N Broadway ST (State Bank of De Pere).	<i>Jan – Sep</i>	Gene	
Education program #2 of 2 on the historical education of the City. <i>(Ideas: Discovering Brown County, Immigrant City, Transportation Then and Now, Urban Archaeology)</i>	<i>Jun – Dec</i>	Annual Budget  Ideas from Mark)	
-	-	-	
-	-	-	

	Projects starts during FIRST quarter of year.
	Project starts during SECOND quarter of year.
	Project starts during THIRD quarter of year.
	Project starts during FOURTH quarter of year.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
WAHPC												
ED #1												
TARGET												
CLG												
ED #2												