

**MINUTES**  
**HISTORIC PRESERVATION COMMISSION**  
**Monday, August 14, 2017**  
**City Hall, Room 310**  
**4:15 p.m.**

***\*\*For more detailed information regarding the meeting, please see the meeting video on our website at <http://greenbaywi.gov/event/historic-preservation-commission-meeting-21> and follow the time stamp listed on each item.***

**MEMBERS PRESENT:** Ald. Mark Steuer, David Boyce, Patricia Olson, Susan Ley, Roger Retzlaff, and Dennis Doucette

**MEMBERS ABSENT:** Jeanine Mead

**ALSO PRESENT:** Jason Flatt, Stephanie Hummel, Wendy Townsend, Jim O'Rourke, Suo Suo You, and Jonathan Anderson

**APPROVAL OF MINUTES:**

Approval of the minutes from the June 12, 2017, HPC meeting & the July 26, 2017, HPC special meeting

A motion was made by D. Boyce and seconded by R. Retzlaff to hold approval for the minutes from the June 12, 2017, HPC meeting & the July 26, 2017, HPC special meeting until the next meeting. Motion carried.

**COMMUNICATIONS:**

NA

**OLD BUSINESS:**

NA

**NEW BUSINESS:**

Design Reviews:

1. Consideration with possible action on a sign permit application for 313 N Broadway.  
(02:07)

Zhem Sun, appeared and stated she and her husband are opening a restaurant called Sushi Lover.

R. Retzlaff stated that the building is non-contributing and the signage is small. J. Flatt confirmed it is non-contributing as it was built around 1970.

A motion was made by R. Retzlaff and seconded by D. Doucette to approve the sign permit application for 313 N Broadway. Motion carried.

**REPORTS:**

2. Review June & July 2017 Building Activity Report (05:58)

D. Boyce inquired if the date the permit was issued could be added to the report; otherwise the report is out of context and doesn't have much significance. S. Hummel replied she will check to see if the issue date could be added.

A motion was made by D. Boyce and seconded by R. Retzlaff to receive and place on file the June & July 2017 Building Activity Report. Motion carried.

3. Review City Raze/Repair Orders and Demolitions (08:54)

Ald. Steuer inquired if pictures could be provided of these properties in the future. J. Flatt replied he will take pictures of these properties to include in future packets.

A motion was made by R. Retzlaff and seconded by S. Ley to receive and place on file the City Raze/Repair Orders and Demolitions, subject to providing photographs to the Commission. Motion carried.

4. Staff project updates (13:09)  
a. Loan Program

J. Flatt stated during an earlier meeting he passed out information regarding this program for comments or suggestions. Discussion followed on which standing committee would need to grant approval for this program.

J. Flatt stated that Pastor Green at the Divine Temple Church contacted him regarding their interest in applying for a loan to repair their roof problems. The building is on the National Register and they can take advantage of tax credit. They may be a good candidate for the first loan issued through the HPC loan program, and if this Commission agrees he will begin the application process. J. Flatt stated it is his understanding that the loan program has been approved and the funding is earmarked and set aside. He reported that Pastor Green is seeking estimates for repairing the roof.

J. Flatt also noted that our request for the downtown historic district wasn't on the August agenda for the Wisconsin Review Board. They meet quarterly and he believes we may make it on their December agenda.

A motion was made by D. Boyce and seconded by R. Retzlaff to invite a representative from the Divine Temple Church to appear at our next meeting to discuss the loan. Motion carried.

**INFORMATIONAL:**

5. Ordinance Update (21:32)

J. Flatt stated he has reviewed some minor changes for the proposed ordinance and will discuss them with S. Hummel this week to see what the next steps should be. S. Hummel stated they have ideas on how to get the information out to the public for their input on the proposed ordinance.

Discussion followed on ordering plaques for the HPC award winners and what the remaining HPC budget is.

**OTHER:** (24:19)

A motion was made by R. Retzlaff and seconded by P. Olson to open the floor. Motion carried.

Jim O'Rourke, 2339 Oakwood Avenue, Allouez, appeared and stated seven years ago he proposed that this Commission use ground penetrating radar for the Ft. Howard Site to see if the fort could actually be located. At tomorrow night's Common Council meeting the Redevelopment Authority is seeking to sell this land, where the fort stockade was believed to be, for condo development. He is requesting that this Commission hire Kevin Cullen, an archeologist at the Neville Public Museum, to use their ground penetrating radar to scan the 1.75 acres where the stockade actually was prior to the condos being built. The scan should reveal 3-D images of building foundations and fireplaces. He believes the cost for this service could be \$5,000 to \$10,000.

R. Retzlaff stated that this Commission designated the Ft. Howard site as an historic one; therefore, any development projects have to come before this Commission for review. This was done in order to provide recognition of the site if any development was made to it.

Ald. Steuer stated it would be nice to have this information on hand, but was concerned whether the cost factor would be worth it. He reported that he will put in a communication request for this scan for the Common Council meeting and remind them that it is a historic site so any changes made to the property must go through this Commission first for review.

A motion was made by R. Retzlaff and seconded by S. Ley to close the floor. Motion carried.

**ADJOURNMENT**

A motion was made by S. Ley and seconded by D. Doucette to adjourn at 4:57 p.m. Motion carried.

**NEXT MEETING DATE:** Monday, September 11, 2017, 4:15 p.m.