



HISTORIC PRESERVATION COMMISSION AGENDA

July 20, 2026 at 3:30 PM

**City Hall - Conference Room 207, 828 Center Avenue,
Sheboygan, WI**

It is possible that a quorum (or a reverse quorum) of the Sheboygan Common Council or any other City committees/boards/commissions may be in attendance, thus requiring a notice pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W.2d 408 (1993).

Persons with disabilities who need accommodations to attend this meeting should contact the Department of City Development, (920) 459-3377. Persons other than commission, committee, and board members who wish to participate remotely shall provide notice to the City Development Department at 920-459-3377 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose. All Commission members may attend the meeting remotely.

OPENING OF MEETING

1. Call to Order
2. Pledge of Allegiance

MINUTES

3. Approval of minutes from the April 20, 2026 meeting.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

4. Discuss the Commission vacancies and Historic Preservation Regulations
5. Report on the Wisconsin Association of Historic Preservation Commissions conference.
6. Report from Commissioner Assistance and Mentoring Program (CAMP).
7. Update on Urban and Farnsworth Middle Schools.
8. Discuss public outreach projects.

TENTATIVE DATE OF NEXT REGULAR MEETING

9. Tentative Next Meeting Date: August 17, 2026

ADJOURN

10. Motion to Adjourn

In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:

City Hall • Mead Public Library
Sheboygan County Administration Building • City's website

HISTORIC PRESERVATION COMMISSION MINUTES

Monday, April 20, 2026

OPENING OF MEETING

MEMBERS PRESENT: Wendy Schobert, Fern Lomibao, Travis Gross, Peter Mayer

STAFF/OFFICIALS PRESENT: Taylor Zeinert and Ellise Rose

OTHERS PRESENT: Bryan Kelly, William Protz, Jeffrey Freye, Tom Wright, Chris Hanson

OPENING OF MEETING

1. Call to Order

Wendy Schobert called the meeting to order.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

MINUTES

3. Approval of minutes from the March 23, 2026 meeting.

Motion by Peter Mayer, seconded by Travis Gross to approve minutes. Motion carried.

PUBLIC HEARING

4. Public hearing regarding the Historic Designation Application by William Protz for property located at 1330 Bluff Avenue.

William Protz thanked the commission for working with him to locally landmark his home.

Motion by Peter Mayer, seconded by Fern Lomibao to close the public hearing. Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5. Election of Officers: Chair and Vice Chair

Motion by Peter Mayer, second by Fern Lomibao to nominate Wendy Schobert as the Chair of the Historic Preservation Commission. Motion carried.

Motion by Travis Gross, second by Fern Lomibao to nominate Peter Mayer as the Vice-Chair of the Historic Preservation Commission. Motion carried.

6. Discuss the Historic Designation Application by William Protz for property located at 1330 Bluff Avenue

William Protz discussed his home and his efforts to get his home on the State or Nation Register of Historic Places.

Motion by Peter Mayer to designate 1330 Bluff Avenue under paragraph 105-1006(d)(1)(c) as a historic structure because it embodies the distinguishing characteristics of an architectural type or specimen inherently valuable for a study of a period, style, method of construction, or of indigenous materials or craftsmanship.

Fern Lomibao seconded with an amendment to the motion to designate with the acknowledgement of the proposed modification to the gutters.

Motion carried.

7. Discussion and possible action on Certificate of Appropriateness for the Grace Episcopal Church rectory at 630 Ontario Avenue.

Tom Wright discussed how the church is working to improve the rectory, and the proposed fence.

Motion by Peter Mayer, seconded by Travis Gross to grant the Certificate of Appropriateness. Motion carried.

8. Discuss 2025 Year End Review.

Wendy presented a draft slideshow for the year end review to Council.

9. Discuss designating the Fountain Park Monument.

Commission to review newspaper articles from Travis Gross.

10. Discuss designating Highland Terrace Neighborhood.

The commission discussed inviting neighbors of the Highland Terrace Neighborhood to a meeting in August.

11. Discuss signage for the former Armory site.

The commission discussed applying for a grant for the armory signage.

12. Discuss the Commission vacancies and Historic Preservation Regulations.

This item will be moved to the May agenda for a more robust conversation.

13. Discuss broadening the commission member background requirements.

The commission discussed removing the background requirements for commission members.

14. Discussion and possible action regarding meeting date and time for the Historic Preservation Commission.

Motion by Travis Gross, seconded by Peter Mayer to adopt the meeting day and time of the third Monday of the month at 3:30pm. Motion carried.

15. Update on Urban and Farnsworth Middle Schools.

Wendy introduced the school district with the Sheboygan County Museum.

TENTATIVE DATE OF NEXT REGULAR MEETING

16. Tentative Next Meeting Date: May 18, 2026

ADJOURN

17. Motion to Adjourn

Motion by Travis Gross, second by Peter Mayer to adjourn. Motion carried.

Being no further business, the meeting was adjourned at 5:22 p.m.

Sec 105-1006 Historic Preservation Regulations

(a) *Purpose and intent.* It is hereby declared a matter of public policy that the protection, enhancement, perpetuation and use of improvements or sites of special character or special architectural or historic interest or value is a public necessity and is required in the interest of the health, prosperity, safety and welfare of the people. The purpose of this section is to:

- (1) Effect and accomplish the protection, enhancement and preservation of such improvements, sites and districts which represent or reflect elements of the city's cultural, social, economic, political and architectural history.
- (2) Safeguard the city's historic, prehistoric and cultural heritage, as embodied and reflected in such historic structures, sites and districts.
- (3) Stabilize and improve property values and enhance the visual and aesthetic character of the city.
- (4) Protect and enhance the city's attractions to residents, tourists and visitors, and serve as a support and stimulus to business industry.

(b) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Certificate of appropriateness means the certificate issued by the historic preservation commission approving alteration, rehabilitation, construction, reconstruction or demolition of a historic structure, historic site or any improvement in a historic district.

Commission means the city historic preservation commission.

Historic district means an area designated by the city council on recommendation of the commission, that contains two or more historic improvements or sites.

Historic site means any parcel of land of historic significance due to a substantial value in tracing the history or prehistory of man, or upon which a historic event has occurred, and which has been designated as a historic site under this section, or an improvement parcel, or part thereof, on which is situated a historic structure and any abutting improvement parcel, or part thereof, used as and constituting part of the premises on which the historic structure is situated.

Historic structure means any improvement which has a special character or special historic interest or value as part of the development, heritage or cultural characteristics of the city, state or nation and which has been designated as a historic structure pursuant to the provisions of this section.

Improvement means any building, structure, place, work of art or other object constituting a physical betterment of real property, or any part of such betterment, including streets, alleys, sidewalks, curbs, lighting fixtures, signs and the like.

(c) *Historic preservation commission composition.* A historic preservation commission is hereby created, consisting of seven voting members. Of the membership, if available in the community, one shall be a registered architect; one shall be a historian; one shall be a licensed real estate broker; one shall be an alderperson; and three shall be citizen members with various backgrounds in areas such as finance, housing, construction and low-to-moderate income programs. The mayor shall appoint the commissioners subject to confirmation by the c

council. Of the initial members so appointed, the alderperson and one other member shall serve a term of one year, two shall serve a term of two years, and three shall serve a term of three years, so as to stagger the terms. Thereafter, with the exception of the alderperson member whose term shall be one year, the term of each member shall be three years.

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(d) *Historic structure, historic site and historic district designation criteria.*

- (1) For the purposes of this section, a historic structure, historic site, or historic district designation may be placed on any site, natural or improved, including any building, improvement or structure located thereon, or any area of particular historic architectural, archeological or cultural significance to the city such as historic structures, sites, or districts which:
 - a. Exemplify or reflect the broad cultural, political, economic or social history of the nation, state or community;
 - b. Are identified with historic personages or with important events in national, state or local history;
 - c. Embody the distinguishing characteristics of an architectural type or specimen inherently valuable for a study of a period, style, method of construction, or of indigenous materials or craftsmanship;
 - d. Are representative of the notable work of a master builder, designer or architect who influenced their age; or
 - e. Have yielded, or may be likely to yield, information important to prehistory or history.
- (2) The commission may adopt specific operating guidelines for historic structure, historic site and historic district designation providing such are in conformance with the provisions of this section.

(e) *Powers and duties. Designation.* The commission shall have the power subject to subsection (f) of this section, to designate historic structures and historic sites and to recommend designation of historic districts within the city limits. Such designations shall be made based on subsection (d) of this section. Historic districts shall be approved by the city council. Once designated, such historic structures, sites and districts shall be subject to all the provisions of this section.

(f) *Regulation of construction, reconstruction, alteration, and demolition.*

- (1) No owner or person in charge of a historic structure, historic site or structure within a historic district shall be issued a permit to reconstruct, alter or demolish all or any part of the exterior of such property or to construct any exterior improvement upon such designated property or properties or cause or permit any such work to be performed upon such property or demolish such property unless a certificate of appropriateness has been granted by the commission. Also, unless such certificate has been granted by the commission, the building inspector shall not issue a permit for any such work.
- (2) Upon filing of any application for a certificate of appropriateness with the historic preservation commission, the commission shall approve the application unless:
 - a. In the case of a designated historic structure or historic site, the proposed work would detrimentally change, destroy or adversely affect any exterior feature of the improvements or site upon which said work is to be done;
 - b. In the case of the construction of a new improvement upon a historic site, or within a historic district, the exterior of such improvement would adversely affect

or not harmonize with the external appearance of other neighborhood improvements on such site or within the district;

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- c. In the case of any property located in a historic district, the proposed construction, reconstruction, exterior alteration or demolition does not conform to the purpose and intent of this section and to the objectives and design criteria of the historic preservation plan for said district;
- d. The building or structure is of such architectural or historical significance that its demolition would be detrimental to the public interest and contrary to the general welfare of the people of the city and state;
- e. In the case of a request for the demolition of a deteriorated building or structure, any economic hardship or difficulty claimed by the owner is self-created or is the result of any failure to maintain the property in good repair.

- (3) If the commission determines that the application for a certificate of appropriateness and the proposed changes are consistent with the character and features of the property or district, it shall issue the certificate of appropriateness. The commission shall make this decision within 45 days of the filing of the application.
- (4) The issuance of a certificate of appropriateness shall not relieve the applicant from obtaining other permits and approvals required by the city. A building permit or other municipal permit shall be invalid if it is obtained without the presentation of the certificate of appropriateness required for the proposed work.
- (5) Ordinary maintenance and repairs may be undertaken without a certificate of appropriateness, provided that the work involves repairs to existing features of a historic structure or site or the replacement of elements of a structure with pieces identical in appearance and, provided that the work does not change the exterior appearance of the structure or site and does not require the issuance of a building permit.

(g) *Appeals.* Should the commission fail to issue a certificate of appropriateness due to the failure of the proposal to conform to the guidelines, the applicant may appeal such decision to the city council within 30 days. In addition, if the commission fails to issue a certificate of appropriateness, the commission shall, with the cooperation of the applicant, work with the applicant in an attempt to obtain a certificate of appropriateness within the guidelines of this section.

(h) *Recognition of historic structures, sites and districts.* At such time as a historic structure, site or district has been properly designated, the commission, in cooperation with the property owner may cause to be prepared and erected on such property at city expense, a suitable plaque declaring that such property is a historic structure, site or district.

(i) *Procedures.*

(1) *Designation of historic structures and historic sites.*

- a. The commission may, after notice and public hearing, designate of historic structures and historic sites or rescind such designation or recommendation, after application of the criteria in subsection (d) of this section. At least ten days prior to such hearing, the commission shall notify the owners of record, as listed in the city office assessor, who are owners of property in whole or in part situated adjacent to the boundaries of the property affected.
- b. The commission shall then conduct such public hearing and, in addition to the notified persons, may hear expert witnesses and shall have the power

subpoena such witnesses and records as it deems necessary. The commission may conduct an independent investigation into the proposed designation or rescission. Within ten days after the close of the public hearing, the commission may designate the property as either a historic structure or historic site or rescind the designation. After the designation or rescission has been made, notification shall be sent to the property owner or owners. Notification shall also be given to the city clerk, building inspector, plan commission and city assessor. The commission shall cause the designation or rescission to be recorded, at the city's expense, in the county register of deeds office.

(2) *Creation of historic district.* For preservation purposes, the commission shall select geographically defined areas within the city to be designated as Historic Districts and shall, with the assistance of the city department of community development, prepare a historic preservation plan for each area. A Historic District may be designated for any geographic area of particular historic, architectural or cultural significance to the city, after the application of the criteria in subsection (d) of this section. Each historic preservation plan prepared for or by the commission shall include a cultural and architectural analysis supporting the historic significance of the area, the specific guidelines for development, and a statement of preservation objectives.

(3) *Review and adoption procedure.*

a. *Historic preservation.* The commission shall hold a public hearing when considering the plan for a historic district. Notice of the time, place and purpose of such hearing shall be given by publication as a Class 1 notice under state statute in the official city paper. Notice of the time, place and purpose of the public hearing shall also be sent by the city clerk to the alderperson of the alderpersonic district in which the Historic District is located, and the owners of record, as listed in the city office assessor, who are owners of the property within the proposed Historic District or are situated in whole or in part adjacent to the boundaries of the proposed Historic District. Said notice is to be sent at least ten days prior to the date of the public hearing. Following the public hearing, the commission shall vote to recommend, reject or withhold action on the plan.

b. *The city council.* The city council, upon receipt of the recommendations from the commission shall hold a public hearing, notice to be given as notice in subsection (f)(2)b.1 of this section, and shall following the public hearing either designate or reject the historic district. Designation of the historic district shall constitute adoption of the plan prepared for that district and direct the implementation of said plan.

c. *Interim control.* No building permit shall be issued by the building inspector for alteration, construction, demolition, or removal of a nominated historic structure, historic site, or any property or structure within a nominated historic district from the date of the meeting of the commission at which a nomination form is first presented until the final disposition of the nomination by the commission or the city council unless such alteration, removal or demolition is authorized by formal resolution of the city council as necessary for public health, welfare or safety. In no event shall the delay be for more than 180 days.

d. *Penalties for violations.* Any person or persons violating any provision of this section shall be fined \$50.00 for each separate violation. Each and every day during which a violation continues shall be deemed to be a separate offense. Notice of violations shall be issued by the building inspector.

e. *Separability.* If any provision of this section or the application thereof to any person or circumstances is held invalid, the remainder of this section and t

application of such provisions to other persons or circumstances shall not be affected thereby.

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(Ord. of 2-7-2020, § 15.915)

HISTORY

Adopted by Ord. [3-23-24 RECODIFICATION](#) on 6/5/2023

Amended by Ord. [34-24-25](#) on 2/17/2025