



AGENDA OF THE LANDMARKS COMMISSION

**MONDAY, DECEMBER 10, 2018, 4:30 PM
CITY HALL, ROOM 310**

A. Roll Call.

1. Members: Chair Paul Martzke, Vice-Chair Susan Ley, Ald. Veronica Corpus-Dax, Justin Balsley, Ron Dehn, Ian Griffiths, and David Siegel

B. Approval of the Agenda.

1. Approval of the agenda for the December 10, 2018, meeting of the Landmarks Commission.

C. Approval of Minutes.

1. Approval of the minutes from the November 12, 2018, meeting of the Landmarks Commission.

D. Regular Business.

1. (COA 18-14) Consideration with possible action on the alteration of fenestration, window installation, and new siding at 838 S. Jackson Street.
2. (COA 18-15) Consideration with possible action on a new commercial sign at 220-222 N. Adams Street.
3. (COA 18-06) Consideration with possible action on new windows and doors at 112-114 S. Broadway.

E. Informational.

1. Staff-Level COA Applications
2. Review City Raze/Repair Orders and Demolitions
3. Staff Update

4. Date of next meeting: Monday, January 14, 2019.

F. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Landmarks Commission meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.



MINUTES OF THE LANDMARKS COMMISSION

**MONDAY, NOVEMBER 12, 2018, 4:30 PM
CITY HALL, ROOM 310**

A. ROLL CALL.

I. Members: Justin Balsley, Ald. Veronica Corpus-Dax, Ron Dehn, Ian Griffiths, Susan Ley, Paul Martzke, and David Siegel

Present: Susan Ley, David Siegel, Ron Dehn, Ald. Veronica Corpus-Dax, Paul Martzke, Justin Balsley and Ian Griffiths. Excused: None

Others Present: Ald. Mark Steuer

B. APPROVAL OF THE AGENDA.

I. Approval of the agenda for the November 12, 2018, meeting of the Landmarks Commission.

Moved by Susan Ley, seconded by Ian Griffiths to approve. Motion carried.

Yes-David Siegel, Ian Griffiths, Paul Martzke, Ron Dehn, Susan Ley, Ald. Veronica Corpus-Dax and Justin Balsley, No-None, Abstain-None

C. ELECTION OF OFFICERS.

I. Discussion and action on the annual Election of Officers of the Landmarks Commission- Chair and Vice-Chair.

Moved by Susan Ley, seconded by Justin Balsley to nominate Ian Griffiths as Chairperson. Griffiths declines nomination.

Moved by Ian Griffiths, seconded by Ron Dehn to nominate Paul Martzke as Chairperson. Motion carried.

Yes-David Siegel, Ian Griffiths, Paul Martzke, Ron Dehn, Susan Ley, Ald. Veronica Corpus-Dax and Justin Balsley, No-None Abstain-None

Moved by Ian Griffiths, seconded by Justin Balsley to nominate Susan Ley as Vice-Chairperson. Motion carried.

Yes-David Siegel, Ian Griffiths, Paul Martzke, Ron Dehn, Susan Ley, Ald. Veronica Corpus-Dax and Justin Balsley, No-None, Abstain-None

D. LEGAL REVIEW.

No action required.

E. APPROVAL OF MINUTES.

I. Approval of the minutes from the August 13, 2018, meeting of the Historic Preservation Commission.

Moved by Susan Ley, seconded by Ald. Veronica Corpus-Dax to approve the minutes. Motion carried.

Yes-David Siegel, Ian Griffiths, Paul Martzke, Ron Dehn, Susan Ley, Ald. Veronica Corpus-Dax and Justin Balsley, No-None, Abstain-None

F. REGULAR BUSINESS.

None.

G. INFORMATIONAL.

I. Staff-Level COA Applications

Moved by Ron Dehn, seconded by Ald. Veronica Corpus-Dax to receive and place on file. Motion carried.

Yes-David Siegel, Ian Griffiths, Paul Martzke, Ron Dehn, Susan Ley, Ald. Veronica Corpus-Dax and Justin Balsley, No-None, Abstain-None

2. Review City Raze/Repair Orders and Demolitions

Moved by Ald. Veronica Corpus-Dax, seconded by Ron Dehn to receive and place on file. Motion carried.

Yes-David Siegel, Ian Griffiths, Paul Martzke, Ron Dehn, Susan Ley, Ald. Veronica Corpus-Dax and Justin Balsley, No-None, Abstain-None

3. Staff Update

Moved by David Siegel, seconded by Ald. Veronica Corpus-Dax to open the floor for discussion. Motion carried.

Yes-David Siegel, Ian Griffiths, Paul Martzke, Ron Dehn, Susan Ley, Ald. Veronica Corpus-Dax and Justin Balsley, No-None, Abstain-None

Moved by Ald. Veronica Corpus-Dax, seconded by David Siegel to close floor for discussion. Motion carried.

Yes-David Siegel, Ian Griffiths, Paul Martzke, Ron Dehn, Susan Ley, Ald. Veronica Corpus-Dax and Justin Balsley, No-None, Abstain-None

4. Date of next meeting: Monday, December 10, 2018.

No action required.

H. ADJOURNMENT.

Moved by Ian Griffiths, seconded by Ald. Veronica Corpus-Dax to adjourn. Motion carried.

Yes-David Siegel, Ian Griffiths, Paul Martzke, Ron Dehn, Susan Ley, Ald. Veronica Corpus-Dax and Justin Balsley, No-None, Abstain-None



Report to the
Landmarks Commission
of the City of Green Bay

MEETING DATE

December 10, 2018

PREPARED BY

Jason Flatt, Staff

AGENDA ITEM # D.I.

(COA 18-14) Consideration with possible action on the alteration of fenestration, window installation, and new siding at 838 S. Jackson Street.

BACKGROUND

838 S. Jackson is a contributing property in the Astor NRHP District, built 1903.

On November 8, 2018, LC staff noticed altered fenestration and incomplete work in the second story above the driveway. This exterior-altering work was done without input from the HPC/LC. Further review of photographs reveals that two first story windows above the driveway have also been replaced with new windows, smaller than the historic window openings (also without HPC input), resulting in further altered fenestration. Per municipal code, HPC/LC input was required for both first and second story window alterations prior to work commencing, but the HPC/LC was not notified of these changes.

The LC is now tasked with issuing a binding determination on how best to uphold the purpose and intent of the City of Green Bay's preservation ordinance. Potential options include:

1. Deny the application for a COA and require the property owner to restore the exterior of the house to the condition it was in before the inappropriate work was conducted (13-1507, 7.b).
2. Deny the application for a COA, recognize that the work cannot be restored, and request the Common Council to establish a fee (13-1507, 7.b).
3. Approve the application for a COA and, for the area in way of the second story window alteration, select a final exterior design that best satisfies the purpose and intent of the city's preservation ordinance. A fine may still apply.

In arriving at a determination, the LC shall refer to the guidelines set forth in Municipal Code 13-1510(I), considerations (a) through (i). LC staff provides the following input related to 13-1510(I).

Consideration (b) – The historic character of this property is defined, in part, by its overall form and fenestration (see attached 'Stewardship' notes). Altering fenestration does impact the historic character of the property, but the degree to which this alteration impacts the historic character is subjective.

Consideration (i) – The Secretary of the Interior's Standards for Rehabilitation offers guidance on windows, including, "not recommended.....Changing the number, location, size or glazing pattern of windows, through cutting new openings, blocking-in windows, and installing replacement sash that do not fit the historic window opening."

LC staff notes that the current preservation ordinance was enacted on August 21, 2018. The earlier preservation ordinances required property owners to bring proposed exterior alterations to the HPC prior to commencing work (with a fine for failing to do this), but the resulting HPC determination was advisory only, with no penalty for work done without the endorsement of the HPC. The current preservation

ordinance grants binding approval authority to the LC, with penalties for work done without a COA.

LC staff notes that the new first and second story windows at 838 S Jackson were possibly installed prior to August 21, 2018. This does not mean that the work completed is exempt from the requirements of either the previous or current preservation ordinances, but it does potentially put the LC in the difficult position of enforcing an obsolete code or a current code that would not have yet applied had the property owner followed the requirements of the then-existing (obsolete) municipal code prior to commencing work.

RECOMMENDATION

For the first story windows: LC staff assumes that all work for these windows was completed prior to August 21, 2018, and no work remains to be done. LC staff recommends no action be taken, and suggests that a COA was not required for this work due to the timing involved with the enactment of the current preservation ordinance. LC staff notes that this work was done in violation of the preservation ordinance in place prior to August 21, 2018, and may be subject to a fine. LC staff recommends that no fine be levied given the timing of the work and the obsolescence of the previous ordinance.

For the second story window: LC staff assumes that the previous window was removed and the smaller window installed prior to August 21, 2018. LC staff recommends no action be taken regarding the removal and installation of the smaller window, and suggests that a COA was not required for this work due to the timing involved with the enactment of the current preservation ordinance. LC staff notes that this work was done in violation of the preservation ordinance in place prior to August 21, 2018, and may be subject to a fine. LC staff recommends that no fine be levied given the timing of the work and the obsolescence of the previous ordinance.

LC staff notes that significant exterior work associated with this window replacement remains to be done, but this remaining portion of work could, under these unique circumstances, be considered to be a stand-alone project in itself. As a result, a COA for the installation of new siding is required for work to progress. For the installation of new siding, LC staff recommends that a COA be issued for work yet to be completed. Of the work yet to be completed, the property owner has submitted three proposals, but no sketches or drawings. The three proposals are listed below.

1. Fill old window void below the new window with new shingle siding to match existing siding with fancy cut ends and color match of existing shingles. The shake siding would be pre-painted before installation.
2. Frame out the void with window casing under the new window and fill the inside with new fancy end cut shake siding that matches the existing shakes on the house. The window casing would be painted white while the shake siding would match the rest of house color.
3. Frame out the void with window casing under the new window and fill the inside with new fancy end cut shake siding that matches the existing shakes on the house. The window casing would be painted white and the siding would be painted white as well to give the appearance at a glance of a full window.

LC staff recommends issuing a COA for either Proposal 2 or Proposal 3, using fancy cut wood shingles, appropriately back-primed prior to installation, to match those present elsewhere in the second story. These options would best maintain the historical symmetric character of the second story and avoid difficulty in matching fancy cut shingles to create a seamless appearance. Proposals 2 and 3 also refrain from attempting to create a false historical appearance by acknowledging the historical symmetry of second story fenestration that contributes to the historic character of the house.

FISCAL IMPACT

ATTACHMENTS

1. 838 S Jackson - Property Detail Sheet
2. 838 S Jackson, September 2015
3. 838 S Jackson, December 2018
4. COA 18-14, Window Photo

Address:	838	S Jackson	St			
Parcel No.:	16-147					
WI AHI No.:	2260					
Historic Name:						
Built:	1903					
Historic Use:	house					
Architectural Style:	Colonial Revival					
Wall Material:	clapboard					
Architect:						
National Register:	2/27/1980					
State Register:	1/1/1989					
Other:						
NRHP nomination link:						
	http://focus.nps.gov/pdfhost/docs/NRHP/Text/80000107.pdf					
(district nomination)						
Notes:						
	"This two story frame house has a porch supported by four round columns. The second story, with its decorative shinglework, extends over the porch. Owner: Wayne Jahnke"					
	- per NRHP nomination					
	"Side gabled dormer with circular window. Front gable w/ projecting peak & 1/2 round window. Gable supported by columns over veranda."					
	- WI AHI					
	"This house resembles the Shingle Style of architecture, in that the second story, with its decorative shinglework, extends over the porch. The porch is supported by four round columns. The reported date of construction is 1903. Joseph F. Denis occupied the house in 1914-15 (City Directory); he was a Great Lakes Captain."					
	- Astor book					
Stewardship:						
Character -	Overall form & fenestration. Front-gabled with large gabled dormers. Semi-circular bay to north under dormer. Upper gables with closed pediments and windows (half-round or round). Clapboard siding 1st story, fancy cut shingles (flat, round, & octagon) in 2nd story & bay. Central brick chimney. Transitional Queen Anne / Colonial Revival stylings ("Edwardian" form). Full width porch under 2nd story.					
Features -	Some original windows (incl. leaded glass types). Brackets in gables. Porch columns & railings.					
Alterations -	Some replacement windows. 1st story clapboard siding replaced (?). Attic windows now vents. Attic gable shingles possible replacements (reveal too wide). Porch stair newels.					
Misc -						
	(11/8/2018) window fenestration, 2nd story side, in way of driveway, altered 2018 without COA					
	(12/3/2018) window fenestration, 1st story side, in way of driveway, altered (since 2016 - maybe also 2018?) without COA					









Report to the
Landmarks Commission
of the City of Green Bay

MEETING DATE

December 10, 2018

PREPARED BY

Jason Flatt, Staff

AGENDA ITEM # D.2.

(COA 18-15) Consideration with possible action on a new commercial sign at 220-222 N. Adams Street.

BACKGROUND

220-222 N. Adams, the three-story former Odd Fellows Temple No. 19, was identified as a contributing property in the Downtown Wisconsin State Historic district (designated Feb. 16, 2018), built c. 1870 and fitted with an Art Deco façade in 1935. The historic Art Deco façade was removed during the summer/fall of 2018, effectively making the property Non-contributing within the historic district.

The proposed signage is not detrimental to either the Non-contributing building at 220-222 N. Adams or to the remainder of the historic district. There is no preservation-related basis upon which to recommend denial of this sign application.

RECOMMENDATION

Recommend approval of the proposed signage.

FISCAL IMPACT

ATTACHMENTS

- I. COA 18-15, 220-222 N Adams, Sign



SITE PLAN



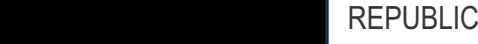
N.T.S.

WORK SCOPE

HC.1 HALO LIT CHANNEL LETTER - QTY 1

CODE ALLOWANCE

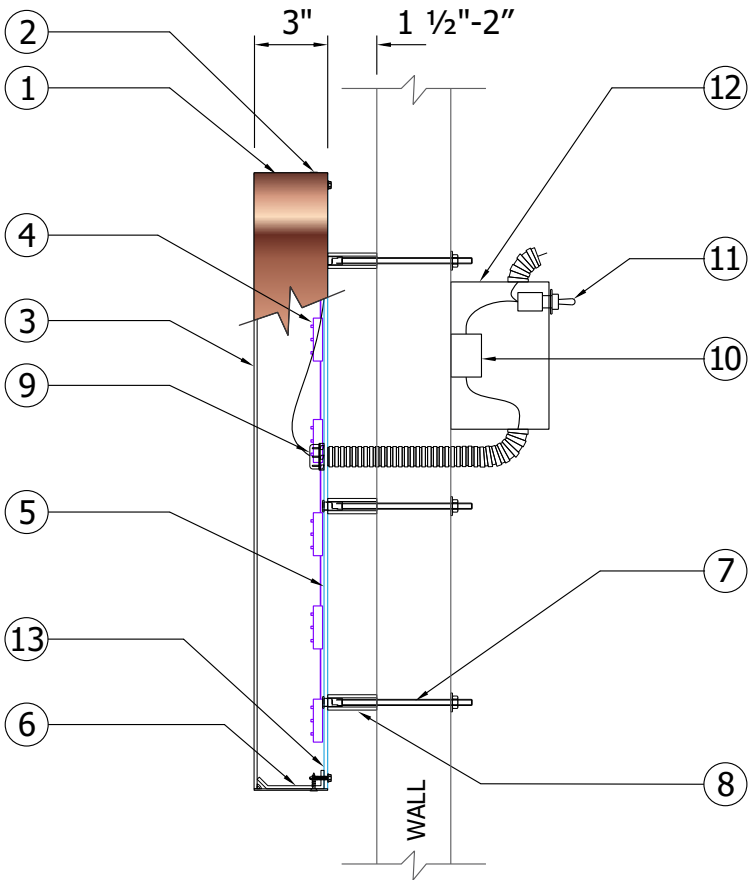
CODE INFORMATION...

JONES SIGN Your Vision. Accomplished. WWW.JONESSIGN.COM	EST #: 6027-R2	REV.	DATE	BY	DESCRIPTION	CLIENT APPROVAL	DATE		REPUBLIC CHOPHOUSE	SHEET NUMBER
	DATE: 10.23.18	1	10.25.18	TD	REMOVED OPTION 2				218 N Adams St.	1.0
	DESIGNER: Taylor Dekker	2	10.26.18	TD	UPDATED ARTWORK	LANDLORD APPROVAL	DATE		Green Bay, WI 54301	
	SALES REP: Jeff Crowell	3	00.00.00	XX	XXXX				DESIGN PHASE: CONCEPTUAL	
	PROJ MGR: Kirstin Hurd	4	00.00.00	XX	XXXX	QC	QC APPROVED			
		5	00.00.00	XX	XXXX					
		6	00.00.00	XX	XXXX					
		7	00.00.00	XX	XXXX					
		8	00.00.00	XX	XXXX					
		9	00.00.00	XX	XXXX					
		10	00.00.00	XX	XXXX					

HC.1 HALO LIT CHANNEL LETTER - QTY 1

SQUARE FOOTAGE: 49

FIELD SURVEY REQUIRED

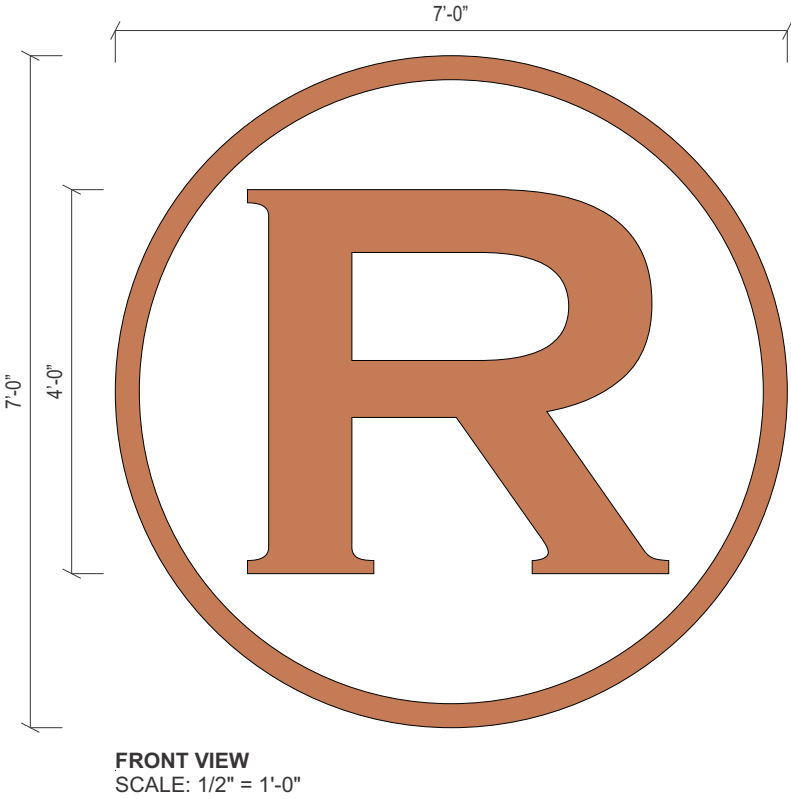


REMOTE WIRED HALO LIT REVERSE CHANNEL LETTERS

SCALE: NTS

- ① .063" X 3" ALUMINUM RETURNS PAINTED **P-1** WELDED TO ALUMINUM FACE
- ② COUNTERSUNK SCREWS
- ③ .125 ALUMINUM FACES PAINTED **P-1**
- ④ WHITE LEDS
- ⑤ .150" WHITE POLYCARBONATE BACK TEK SCREWED TO ALUMINUM TABS
- ⑥ .125 ALUMINUM TABS FASTENED TO RETURNS WITH COUNTERSUNK SCREWS
- ⑦ MOUNTING HARDWARE (TBD BY WALL CONSTRUCTION)
- ⑧ 3/8" OD PVC SPACERS PAINTED **P-2**
- ⑨ 7/8" ELECTRICAL HOLE / 3/4" COUPLER WITH FLEXIBLE CONDUIT TO TRANSFORMER BOX
- ⑩ LED POWER SUPPLY INSIDE POWER SUPPLY BOX
- ⑪ TOGGLE SWITCH MOUNTED TO POWER SUPPLY BOX
- ⑫ POWER SUPPLY BOX
- ⑬ 1/4" DIA. WEEP HOLES IN BACK (EXTERIOR APPLICATIONS ONLY)

- COLORS/FINISHES**
- P-1** MP 52234 WARM COPPER METALLIC (VERIFY)
 - P-2** MP TO MATCH PAC-CLAD METAL MIDNIGHT BRONZE



JONES SIGN
Your Vision. Accomplished.
WWW.JONESSIGN.COM

EST #: **6027-R2**
DATE: 10.23.18
DESIGNER: Taylor Dekker
SALES REP: Jeff Crowell
PROJ MGR: Kirstin Hurd

REV.	DATE	BY	DESCRIPTION
1	10.25.18	TD	REMOVED OPTION 2
2	10.26.18	TD	UPDATED ARTWORK
3	00.00.00	XX	XXXX
4	00.00.00	XX	XXXX
5	00.00.00	XX	XXXX
6	00.00.00	XX	XXXX
7	00.00.00	XX	XXXX
8	00.00.00	XX	XXXX
9	00.00.00	XX	XXXX
10	00.00.00	XX	XXXX

DocuSigned by: CLIENT APPROVAL <i>Patrick Neph</i>	DATE
LANDLORD APPROVAL	DATE
QC QC APPROVED By Dawn Moore at 12:27 pm	



REPUBLIC CHOPHOUSE
218 N Adams St.
Green Bay, WI 54301
DESIGN PHASE: CONCEPTUAL

SHEET NUMBER
2.0



Report to the
Landmarks Commission
of the City of Green Bay

MEETING DATE

December 10, 2018

PREPARED BY

Jason Flatt, Staff

AGENDA ITEM # D.3.

(COA 18-06) Consideration with possible action on new windows and doors at 112-114 S. Broadway.

BACKGROUND

112-114 S. Broadway is a contributing property in the Broadway-Walnut NRHP Historic District, built c. 1883. As originally designated in 1999, this historic district consisted of 25 buildings (21 contributing, 4 non-contributing). Since that time, 6 buildings have been razed (4 contributing, 2 non-contributing) and 4 buildings have been constructed as in-fill. The neighboring buildings at 110 S. Broadway and 100 S. Broadway are both contributing within the district.

The current front façade of this building, particularly the first story storefront, is largely the product of a 2001 rehabilitation. That rehabilitation included a restored/recreated first story façade, window replacement, two rehabilitated commercial spaces on the first floor, and four office suites on the second floor (ref. "Funktion Design Studio"). Total project costs were \$301,942 (ref. NPS).

The property owner is proposing the following changes, as noted in the Commercial Façade Improvement Program Application.

- Concrete replacement on lower front side of 114 S. Broadway
- New windows across full storefront to mimic current window design
- New front doors (three total)
- New paint on first story storefront
- Lighting fixtures at entrances
- Awnings
- Repair metal tread plate at entrance of 114 S. Broadway

LC staff notes that the current wood-frame windows, installed c. 2001, have not been regularly maintained. Similarly, the wood doors, installed c. 2001, show signs of requiring maintenance. None of this material is actual historic fabric, but it was a good design choice for the rehabilitation of a designated historic building. The property owner proposes to replace the wood elements with metal and/or fiberglass.

RECOMMENDATION

LC staff contacted Mark Buechel, Wisconsin Historical Society preservation architect, for input. Mr. Buechel has provided the following recommendations for the work to qualify for tax credits and to best maintain the historic integrity of the property.

- All glass should be clear, not low-e

- Metal window frames should be powder coated or have a baked-on finish. No exterior metal finishes shall be anodized (window frames, doors, etc.).
- Exterior doors cannot be stained wood (painted wood is ok).
- Exterior doors cannot have a fake stamped wood grain or the appearance of a wood stain finish (smooth is ok).
- No painting of unpainted exterior brick. Previously painted brick can be painted again.

LC staff recommends approval of the proposed work, subject to the conditions listed above.

FISCAL IMPACT

ATTACHMENTS

1. COA 18-16, Existing Facade
2. COA 18-16, Concept Exhibit





412 DOUSMAN ST.
PROPOSED EXTERIOR DESIGN r01



Report to the
Landmarks Commission
of the City of Green Bay

MEETING DATE

December 10, 2018

PREPARED BY

Stephanie Hummel, Staff

AGENDA ITEM # E.I.

Staff-Level COA Applications

BACKGROUND

- .COA 18-13, 815 S. Jackson Street, Porch Roof Repair

RECOMMENDATION

Receive and Place on File

FISCAL IMPACT

ATTACHMENTS

None