



AGENDA OF THE LANDMARKS COMMISSION

WEDNESDAY, SEPTEMBER 15, 2021, 4:30 PM
Virtual Meeting. Public may join via Zoom.

A. Zoom Meeting Information.

- I. This item contains documents which provide call in information and instructions for the Zoom meeting.

B. Roll Call.

- I. Members: Chair Paul Martzke, Vice Chair Ron Dehn, Ald. Mark Steuer, Ian Griffiths, Susan Ley, David Siegel, and Rebecca Derenne

C. Approval of the Agenda.

- I. Approval of the agenda for the September 15, 2021, meeting of the Landmarks Commission.

D. Approval of Minutes.

- I. Approval of the minutes from the August 18, 2021, meeting of the Landmarks Commission.

E. Regular Business.

- I. (COA 21-21) Consideration with possible action on a design review for a new porch located at 312 Lawe Street.
2. (COA 21-23) Consideration with possible action on a design review for replacement windows located at 1000 S Jackson Street.

F. Informational.

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

4. Date of next meeting: Wednesday, October 20, 2021.

G. 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.

Virtual Meeting Instructions



Landmarks Commission 10-01-20

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/89692538356?pwd=azA0clhWd3kxaklnGjzRXjQUW5qZz09>

Meeting ID: 896 9253 8356

Passcode: 973532

One tap mobile

+1 646 876 9923,,89692538356# US (New York)

+1 301 715 8592,,89692538356# US (Germantown)

Dial by your location

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

Meeting ID: 896 9253 8356

Find your local number: <https://us02web.zoom.us/j/89692538356?pwd=azA0clhWd3kxaklnGjzRXjQUW5qZz09>

Additional Information

1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
3. Please log into the Zoom meeting 10 minutes before the meeting starts to ensure proper technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
4. Once you are in the meeting please mute yourselves.
 - a. You may unmute yourself when you are called upon to speak.
5. Waiting room
 - a. When you call in, all callers/participants will be placed in a “waiting room.”
 - b. Persons on the agenda will be admitted to the meeting, and then once the item is concluded, the host will permanently mute you from the meeting (you can still hear the meeting).
6. Using Zoom with a tablet or computer
 - a. Tablet—you will be asked to sign in. Download the app either with the Apple Store or the Play Store
 - b. Computer—you will be asked to sign in. You may download the app or click on the link to open Zoom in your browser.
7. Registering
 - a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You’ll receive another email confirming that you’re registered for the meeting.
 - b. If you’re using a phone, your registration will still be tied to an email.
8. Raising your hand
 - a. Committee members—you can either use CivicClerk and request to speak or you can “raise your hand” in the zoom meeting (you’d need to use a computer or tablet) to let the host know you’d like to speak. You can also un-mute yourselves and start speaking.
 - b. Persons on the agenda—you can “raise your hand” but you’d need to use a computer. You will be allowed to speak, per Wisconsin Open Meetings Rules, once the committee has “opened the floor for interested parties to speak.” Once the committee is finished with your agenda item, the host will mute you permanently, unless the committee opens the floor again.
9. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—well in advance of the meeting, please download the Zoom Meeting app before you join a meeting by using either the Apple Store or the Play Store. You will be asked to input your name, thus identifying you for the meeting. You’ll also be asked to verify your email.
 - d. Computer—well in advance of the meeting, please download the Zoom Meeting app, but you can also click on a link to open the Zoom Meeting in your browser. You will be asked to input your name, thus identifying you for the meeting.
 - e. For tablet and computer users—if you download the app you will be asked to verify your email.
10. Zoom etiquette
 - a. Muting yourselves when you’re not talking will prevent your background noise from interfering with others’ ability to listen to and participate in the meeting.
 - b. If you’re using a telephone, please identify yourself with your phone number and name before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourselves.
11. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching live on YouTube will see a gray screen with the City logo during closed session.
12. Persons interested in listening to the meeting can go to www.youtube.com/CityofGreenBay

Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
 - a. If you're using a smartphone, you can access the keypad by clicking "Keypad" on your screen



3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not need to talk, please make sure your phone is on **Mute**
 - a. If you're using a smartphone, look at your screen and click the Mute button



- b. If you're using a computer, you should see a Mute button in the Zoom application





Report to the
**Landmarks Commission
of the City of Green Bay**

MEETING DATE

September 15, 2021

PREPARED BY

Jason Flatt, Staff

AGENDA ITEM # E.1

(COA 21-21) Consideration with possible action on a design review for a new porch located at 312 Lawe Street.

BACKGROUND

312 Lawe Street is a contributing property in the Astor NRHP Historic District. The building currently maintains a low degree of historic integrity, with possibly no historic exterior features remaining.

The COA proposes:

- 1- Replacing rotting boards with new material – likely ordinary maintenance that does not require a COA.
- 2- Replacing the front concrete steps with wood material – which does require a COA.

LC Staff notes the following Secretary of the Interior's Standards for Rehabilitation.

2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.

5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.

6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

RECOMMENDATION

LC staff recommends approval of the COA in its entirety. LC staff notes that no historic materials, features, etc. remain or are being replaced. The proposed replacements have no negative impact to the historic integrity of this property or the surrounding properties.

FISCAL IMPACT

ATTACHMENTS

1. COA 21-21 Map
2. COA 21-21 Photos
3. 312 Lawe Property Detail Sheet
4. COA 21-21 Application



2015 photo, 312 Lawe at left



2019 photo

Address: 312 Lawe St
Parcel No.: 16-25
WI AHI No.: 52804

Historic Name:

Built: 1900 c. 1900 1903-1904 per Linton
Historic Use: house
Architectural Style: vernacular
Wall Material:
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 home is the largest on the block.
Owner: Robert Emmel"
- per NRHP nomination

Stewardship:

Character - Overall form & fenestration. Polygonal bay below west gable end.
Two-story, late Victorian, cross gable form. 1/1 windows.
Modest Queen Anne stylings.
Features - Possibly no remaining exterior features.
Alterations - Replacement siding & windows. Porch removed.
Altered fenestration (2nd story, front façade). 2-car detached garage.
Misc - See 306 & 308 Lawe.



CERTIFICATE OF APPROPRIATENESS APPLICATION

All fields must be completed before application will be processed.

Department of Community
and Economic Development
100 N. Jefferson Street, Rm 608
Green Bay, WI 54301-5026
(920) 448-3308 - phone
(920) 448-3426 - fax
www.greenbaywi.gov

File Number:

COA 21-211. Address: 312 Lauer St

2. Parcel #: _____

3. Owner of record: Justin Drascart Phone: 920-819-4708

312 Lauer St Green Bay WI 54301
(Address) (City) (State) (Zip)

4. Applicant's Name: Leigh Drascart

312 Lauer St Green Bay WI 54301
(Address) (City) (State) (Zip)

920 757 5733 ext 102 9715-364-6691 leigh.drascart@gmail.com
(Office Phone #) (Cell Phone #) (E-mail Address)

5. Present use of Property: home / duplex

6. Description of Project: Describe each item of the project separately. Include existing condition(s) when describing item. Also, describe the proposed work, material(s) to be used and the impact the item would have on existing historic or architectural features of the property. (Attach additional sheets if necessary.)

replace boards that are rotting w/ new
replace stairs to code with wood

7. Attachments:

- ☐ Site Plan of the lot (Please indicate direction of north, dimensions, structures, etc.)
- ☐ Sketches, drawings, building and streetscape elevations, and/or annotated photos
- ☐ Exterior photos
- ☐ Specifications (materials) for the project
- ☐ Phased development plan for the project (if proposed in phases)
- ☐ Inspection report (required for demolition requests only)
- ☐ Cost estimates for all the proposed work
- ☐ Other (please explain): _____

CERTIFICATE OF APPROPRIATENESS APPLICATION (Continued)

8. The following action is requested:

☐ Approval of COA by Landmarks Commission (projects not listed below)☐ Approval of COA by staff: (Check all that apply)

- ☐ Roof repair/replacement
- ☐ Gutter repair/replacement
- ☐ Private sidewalk and driveway repair/replacement of the same dimensions and orientation
- ☐ Chimney repair and tuckpointing according to the Secretary of the Interior standards and in appropriate color and design
- ☐ Installation of fences
- ☐ Storm window or storm door installation, repair, or replacement
- ☐ Installation of glass blocks in basement window openings
- ☐ Painting of existing unpainted brick
- ☐ Unattached nonvisible accessory structures
- ☐ Replacement of identical siding
- ☒ Replacement or repair to porches identical to existing style and materials
- ☐ Commercial sign replacement of identical dimensions

Petitioner Signature: _____

Owner Signature: _____

Date Received: _____

Staff: _____



Report to the
Landmarks Commission
of the City of Green Bay

MEETING DATE

September 15, 2021

PREPARED BY

Jason Flatt, Staff

AGENDA ITEM # E.2

(COA 21-23) Consideration with possible action on a design review for replacement windows located at 1000 S. Jackson Street.

BACKGROUND

1000 S. Jackson Street is a contributing property in the Astor NRHP District, built c. 1913. This house sits on a corner lot, facing Eliza Street to the north with the rear and sides visible from Eliza & S. Jackson. This house retains some historic features, including some original windows.

The COA proposes replacing three historic wooden windows with new vinyl windows. The windows to be replaced are described as two in the kitchen (west façade?) and one in the stairwell (south facade?). Few details have been provided on the appearance of the proposed replacement windows.

LC Staff notes the following Secretary of the Interior's Standards for Rehabilitation.

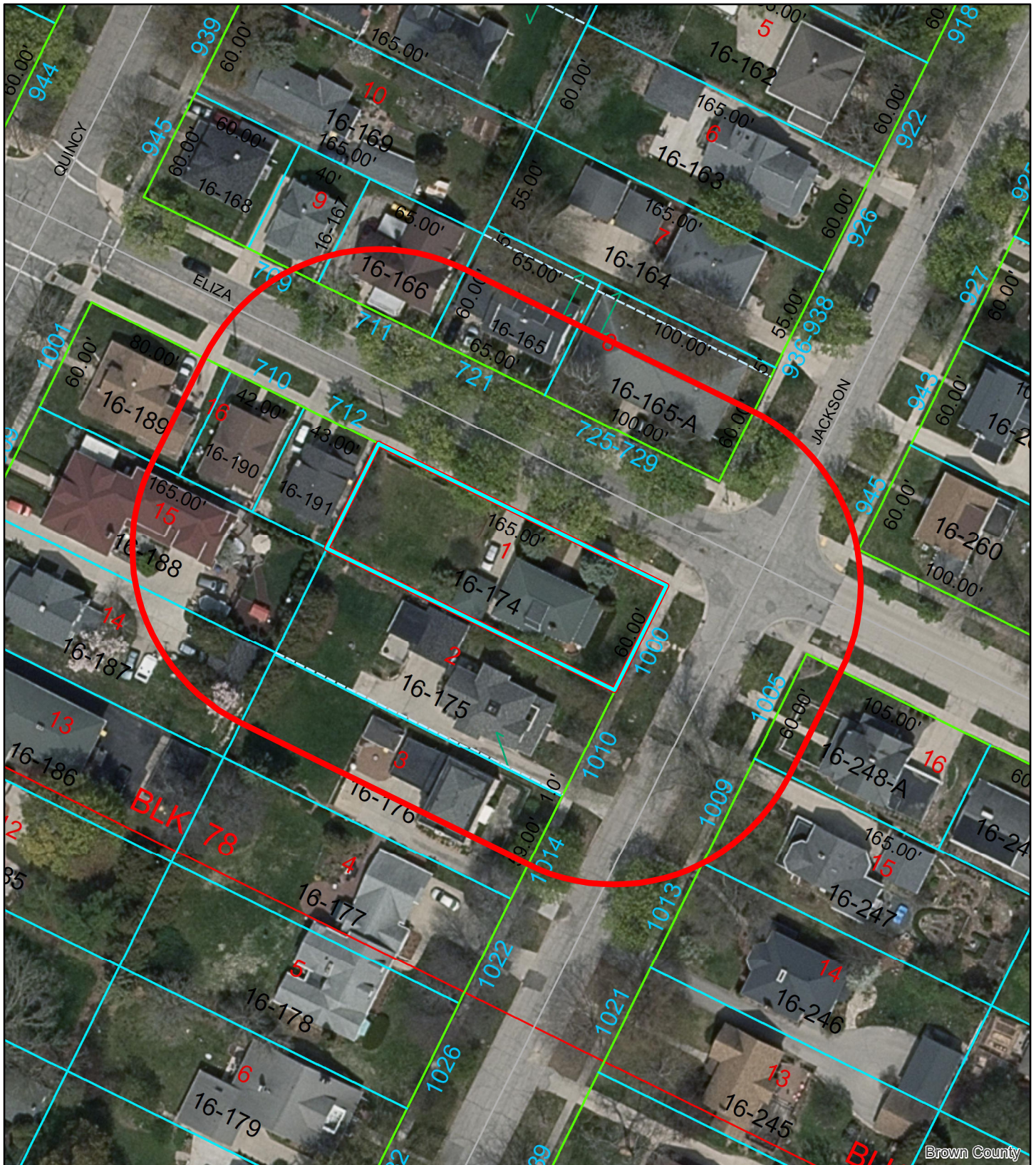
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

RECOMMENDATION

LC staff notes that preferred preservation practice is to repair rather than replace historic windows. However, LC staff notes that the LC has been very receptive to approving high-quality replacement windows. Few details have been provided on the appearance of the proposed replacement windows. In the absence of those details, LC staff recommends approval of this COA on the condition that the replacement windows fit within the existing window openings (without need for spacer material to fill the openings or need to enlarge the openings) and that the style of replacement windows matches the existing window styles (number of panes, muntin patterns, etc).

FISCAL IMPACT**ATTACHMENTS**

1. COA 21-23 Map
2. COA 21-23 Photos
3. COA 21-23 Attachments
4. 1000 S Jackson Property Detail Sheet
5. COA 21-23 Application



(COA 21-23) Window Replacement at 1000 S Jackson Street

0 15 30 60 Feet



This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied. Map prepared by City of Green Bay Department of Community and Economic Development. E.R. 07 Sep 2021 X:\Planning\Basemaps\template_8.5x11.mxd

1000 S Jackson Street

100-ft. Notification Area



1000 S Jackson, as viewed from Eliza, in 2015



1000 S Jackson, as viewed from S Jackson, in 2019





Job#: 2833998 G3
 Customer: Hendrickson - Blair - Kate - Garrett
 Address: 1000 South Jackson St Green Bay
 Sales Comments: _____

In Home Measure
 Appt. Date: 8-11-21
 Appt. Time: 9:00
 Inspector: Covey

Existing Window Type
 Wood Slider Alum. Steel
 Double Hung Picture Casement
 Flanged Awning Hopper
 Plastic Track Clad Weighted
 Gls Block Milled Frm.

Vinyl
 Single Hung
 Patio Door
 Metal Trk.
 Milled Frm.

HOA/CONDO INFO
 Name: _____
 Contact #: _____
 Email/Web: _____

Line	Qty	Style Code	Location	Tech Measure		Inspector Comments	Color In	Color Out	Grids	Obscured	Full Screens	Tempered	Instops	Hinge (Int.)	Fillers	Brickmold	Seal	Stool	Casing	Full Frm.	Awning	Shutters	2nd Story	AC
				Width	Height																			
1	1	DH	Hall	29 1/2	53 1/4	In stannell	white	white				X											X	
2	1	DH	Kit	33 1/2	45 1/2		↓	↓				X												
3	1	DH	Kit	33 1/2	45 1/2																			
4																								
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16																								

Spoke with:

Lead: <u>ON KOB</u>	Type of Home Brick <u>Frame</u> Stucco	Tech Notes: <u>* Stucco House.</u> <u>Live 1 is 2nd Floor only</u> <u>Balcony</u>	Custom Exterior Trim Coil Color: <u>white</u> <u>Alum.</u> <u>Kate P. B.</u> (Customer Signature)	Instops Pine Oak White Eng Wal Golden R/R Stops 1/2 x 3/4 Base Shoe SQ 3/4 x 3/4 Quarter Rnd. Cove 11/16 x 1-1/8 Cove	Casing Pine Oak Wh Engl Gold 2-1/4" 3-1/4" Colonial Ranch Other:	Bow - Bay Window Info: Wall Depth: _____ Soffit Proj: _____ Max Depth: _____ Casing: _____ Soffit Blend: _____ Roof: _____
Year Built: <u>1914</u>	Existing Capping Cut Back Siding Aluminum Vinyl <u>wood</u>					



SAMPLE PRE-RENOVATION FORM

This sample form may be used by renovation firms to document compliance with the Federal pre-renovation education and renovation, repair, and painting regulations.

Occupant Confirmation

Pamphlet Receipt

- ☒ I have received a copy of the lead hazard information pamphlet informing me of the potential risk of the lead hazard exposure from renovation activity to be performed in my dwelling unit. I received this pamphlet before the work began.

Kate Blair

Printed Name of Owner-occupant

Kate Blair

Signature of Owner-occupant

08/11/2021

Signature Date

Renovator's Self Certification Option (for tenant-occupied dwellings only)

Instructions to Renovator: If the lead hazard information pamphlet was delivered but a tenant signature was not obtainable, you may check the appropriate box below.

- ☐ Declined – I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below at the date and time indicated and that the occupant declined to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit with the occupant.
- ☐ Unavailable for signature – I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below and that the occupant was unavailable to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit by sliding it under the door or by (fill in how pamphlet was left).

Printed Name of Person Certifying Delivery

Attempted Delivery Date

Signature of Person Certifying Lead Pamphlet Delivery

Unit Address

Note Regarding Mailing Option — As an alternative to delivery in person, you may mail the lead hazard information pamphlet to the owner and/or tenant. Pamphlet must be mailed at least seven days before renovation. Mailing must be documented by a certificate of mailing from the post office.

Address: 1000 S Jackson St
Parcel No.: 16-174
WI AHI No.: 52454

Historic Name:

Built: 1913
Historic Use: house
Architectural Style: vernacular
Wall Material:
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 stuccoed house has square dimensions, strong horizontal lines and exaggerated extended eaves. Small French windows surround the building.

Owner: Martha Valentine"

- per NRHP nomination

Stewardship:

Character - Overall form & fenestration. Hipped roof. Primary façade faces Eliza St. Wide overhanging eaves. Stucco. Rectangular 1-story bay on front, east of door. 1-story wing at east, towards S Jackson. Multi-pane windows w/ concrete sills. Brick chimney. Prairie style. One entry sidelight.

Features - Some original windows. Stucco. Corbel at entry.

Alterations - Some replacement windows (?). Soffit sheathing. Wing may be addition.

Misc -



CERTIFICATE OF APPROPRIATENESS APPLICATION

Department of Community
and Economic Development
100 N. Jefferson Street, Rm 608
Green Bay, WI 54301-5026
(920) 448-3300 - phone
(920) 448-3426 - fax
www.greenbaywi.gov

All fields must be completed before application will be processed.

File Number: _____

1. Address: 1000 S Jackson St

2. Parcel #: _____

3. Owner of record: Kate Hendrickson and Jarrett Blair Phone: (414)405-7695

<u>1000 S Jackson St</u>	<u>Green Bay</u>	<u>WI</u>	<u>54301</u>
(Address)	(City)	(State)	(Zip)

4. Applicant's Name: Kim Gorecki - Mad City Windows and Baths

<u>2340 Holly Rd</u>	<u>Neenah</u>	<u>WI</u>	<u>54956</u>
(Address)	(City)	(State)	(Zip)
<u>(414)635-9618</u>		<u>kgorecki@madcitywindows.cc</u>	
(Office Phone #)	(Cell Phone #)	(E-mail Address)	

5. Present use of Property: Residential Home

6. Description of Project: Describe each item of the project separately. Include existing condition(s) when describing item. Also, describe the proposed work, material(s) to be used and the impact the item would have on existing historic or architectural features of the property. (Attach additional sheets if necessary.)

Replacing three double hung windows with vinyl windows that are the same size and location.

Two are in the kitchen and one is in the stairwell. The exterior color would be changing from green to white.

7. Attachments:

- ☐ Site Plan of the lot (Please indicate direction of north, dimensions, structures, etc.)
- ☐ Sketches, drawings, building and streetscape elevations, and/or annotated photos
- ☒ Exterior photos
- ☒ Specifications (materials) for the project
- ☐ Phased development plan for the project (if proposed in phases)
- ☐ Inspection report (required for demolition requests only)
- ☐ Cost estimates for all the proposed work
- ☐ Other (please explain): _____

CERTIFICATE OF APPROPRIATENESS APPLICATION (Continued)

8. The following action is requested:

☐ **Approval of COA by Landmarks Commission** (projects not listed below)

☐ **Approval of COA by staff:** (Check all that apply)

- ☐ Roof repair/replacement
- ☐ Gutter repair/replacement
- ☐ Private sidewalk and driveway repair/replacement of the same dimensions and orientation
- ☐ Chimney repair and tuckpointing according to the Secretary of the interior standards and in appropriate color and design
- ☐ Installation of fences
- ☐ Storm window or storm door installation, repair, or replacement
- ☐ Installation of glass blocks in basement window openings
- ☐ Painting of existing unpainted brick
- ☐ Unattached nonvisible accessory structures
- ☐ Replacement of identical siding
- ☐ Replacement or repair to porches identical to existing style and materials
- ☐ Commercial sign replacement of identical dimensions

Petitioner Signature: _____

Owner Signature: _____

Date Received: _____ Staff: _____