



AGENDA OF THE LANDMARKS COMMISSION

TUESDAY, FEBRUARY 1, 2022, 4:30 PM
Virtual Meeting. Public may join via Zoom.
Note: Date change from 1/31/22 to 2/1/22.

A. Zoom Meeting Information.

- I. This item contains Zoom information, instructions, and a link to the Virtual Comment Form.

B. Roll Call.

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

C. Approval of the Agenda.

- I. Approval of the agenda for the February 1, 2022, special meeting of the Landmarks Commission.

D. Regular Business.

- I. (COA 22-02) Consideration and possible action on a design review for foundation repairs at 515 Cass Street

E. Informational.

- I. Date of next meeting: Wednesday, February 16, 2022

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.

Virtual Meeting Instructions



Landmarks Commission

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/89692538356?pwd=azA0c1hWd3kxaklnCjZRXJQUW5qZz09>

Meeting ID: 896 9253 8356

Passcode: 973532

One tap mobile

+16468769923,,89692538356# US (New York)

+13017158592,,89692538356# US (Washington DC)

Dial by your location

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington DC)

+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

Passcode: 973532

Find your local number: <https://us02web.zoom.us/j/89692538356?pwd=azA0c1hWd3kxaklnCjZRXJQUW5qZz09>

Public Comments

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting.

Additional Information

1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must state their name and address for the minutes.
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order Newly Revised 12th edition*.
2. Please log into the Zoom meeting at least 10 minutes before the meeting begins to ensure a proper connection and that your technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
3. Once you are in the meeting please mute yourself.
 - a. You may unmute yourself when you are called upon to speak.
4. Waiting room
 - a. When you call in or connect via web or Zoom app, you will be placed in a “waiting room.”
 - b. The meeting host will then admit you to the meeting, and mute you upon entrance (you will still be able to hear and or otherwise observe the meeting).
5. 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 be tied to an email.
6. Raising your hand
 - a. Committee/Commission/Board members—you can either use CivicClerk and request to speak or you can also utilize the “raise your hand” tool in the Zoom platform (you'd need to use a computer or tablet) to let the host know you would like to speak. You can also un-mute yourself and start speaking.
 - b. Persons with items on the agenda or other interested parties—you can also utilize the “raise your hand” tool on the Zoom platform via computer or mobile device. You will be allowed to speak once the committee, commission, or board has moved to “open the floor for interested parties to speak.” Once discussion on your agenda item has concluded, the host will mute you, unless the committee opens the floor again.
7. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—in advance of the meeting, please download the Zoom Meeting app by using either the Apple Store or the Play Store. You will be asked to input your name, to identify you for the meeting.
 - d. Computer—you can access the meeting through a web browser by clicking on the meeting link, or through the Zoom Meeting app. If using the app, please download it in advance of the meeting. You will be asked to input your name, to identify yourself for the meeting.
 - e. For tablet and computer users—if you download the app you may be asked to verify your email.

8. Zoom etiquette
 - a. Muting yourself when you're not speaking 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 state your name and address before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourself.
9. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee/commission/board meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching a Common Council meeting live on YouTube will see a gray screen with the City logo during closed session.
10. Persons interested in attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number in the Zoom Meeting Information box.

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





Report to the
Landmarks Commission
of the City of Green Bay

MEETING DATE

February 1, 2022

PREPARED BY

Jason Flatt, Staff

AGENDA ITEM # D.I

(COA 22-02) Consideration and possible action on a design review for foundation repairs at 515 Cass Street

BACKGROUND

515 Cass Street is a contributing property in the Astor NRHP District, built c. 1920. The building retains a relatively low degree of integrity, with significant replacement material (siding, many windows, porch components, etc).

The request for COA calls for foundation repairs which will include removal of the porch deck (per contractor, but owner has yet to confirm) and replacement of much of the original foundation block with new blocks. The current foundation blocks are original—cast concrete with a cast rock face—and one of the only historic features of the exterior of the property.

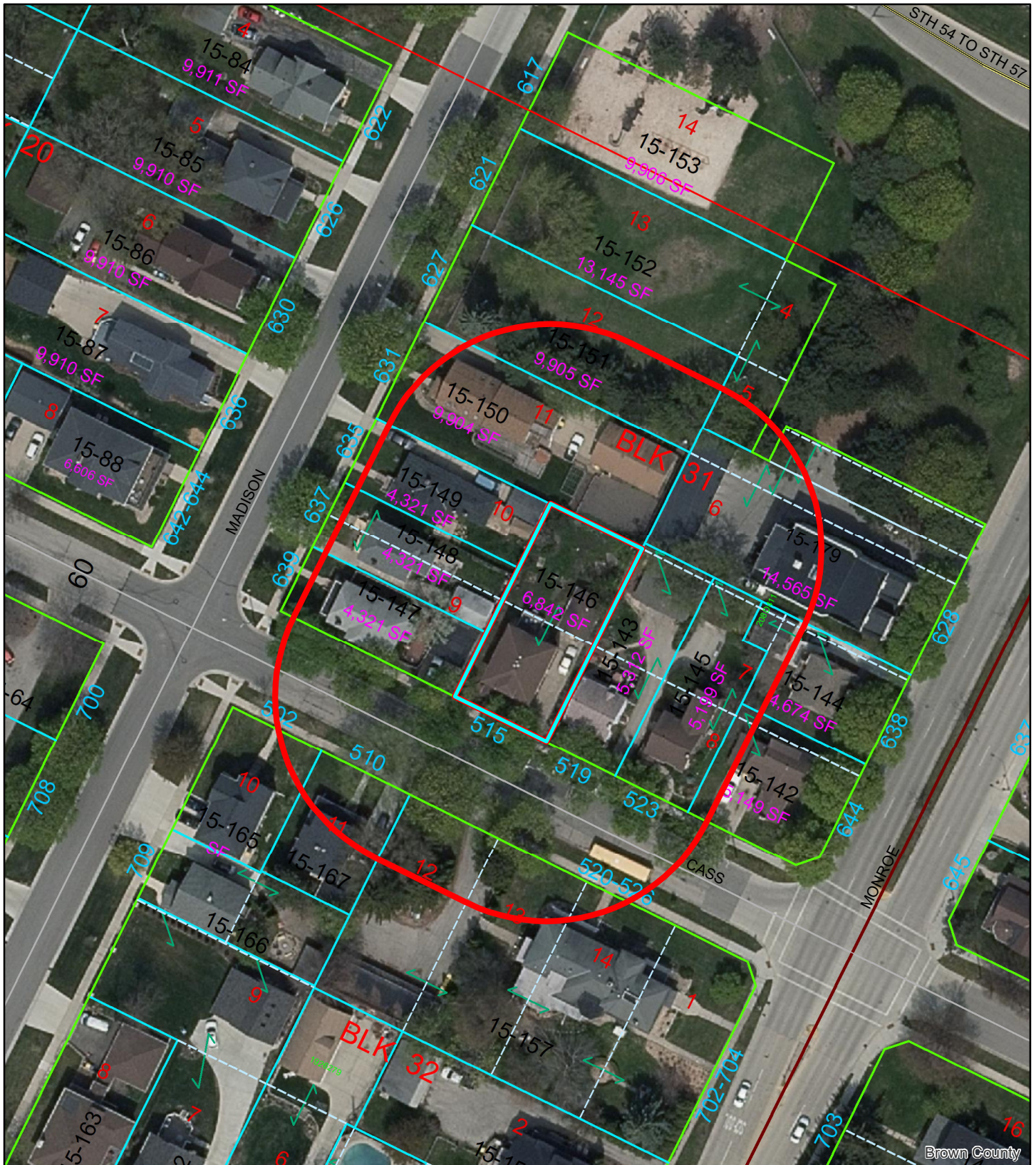
New foundation stones proposed are split face concrete blocks.

RECOMMENDATION

LC staff recommends approval of the proposed foundation work. LC staff notes that the scope of porch alterations, if any, should be defined as part of this discussion and resulting COA. Given the relatively low historic integrity of this property, new foundation material will have a negligible impact on both the house and the district. LC staff notes that foundation repair is eligible for 25% homeowner state preservation tax credits, as are many of the other repairs planned for this house. Work must be approved by SHPO before it is begun in order to qualify.

FISCAL IMPACT**ATTACHMENTS**

1. COA 22-02 Map
2. COA 22-02 Exhibit
3. COA 22-02 Estimate
4. COA 22-02 Building Permit Application
5. 515 Cass Street, Property Details



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. sjh 20 Jan 2022 X:\Planning\Basemaps\template_8.5x11.mxd

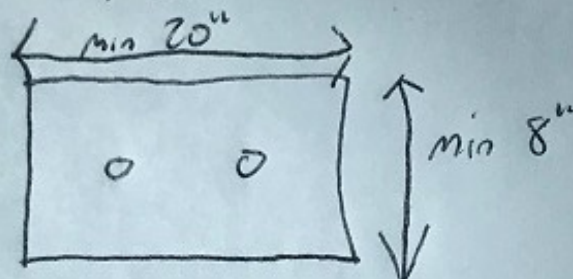
(COA 22-01) Foundation Repair at 515 Cass Street

0 20 40 80 Feet

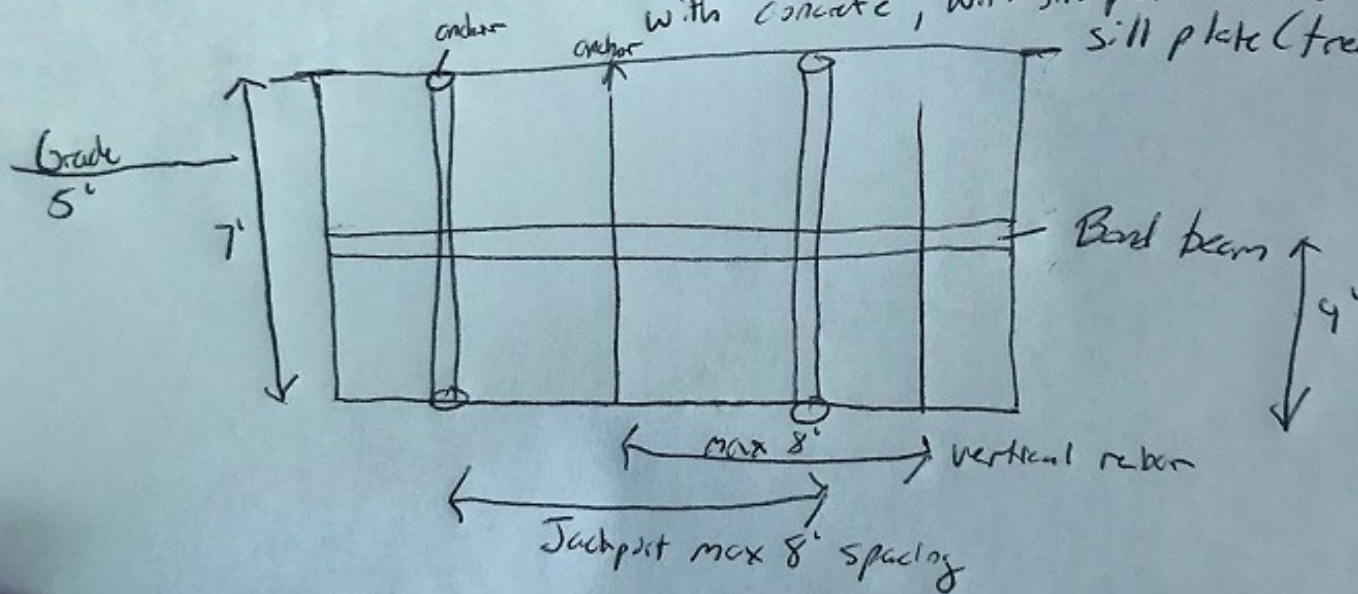


- 515 Cass Street
- 100-ft. Notification Area

Footing - min 20" wide x 8" thick with 2 nos
of $\frac{1}{2}$ " rebar



8" Block Wall - Jackpost is well secured to footing & sill plate
Vertical rebar in between Jackpost slushed
with concrete, with sill plate anchors
sill plate (treated 2x8)





PO Box 263

Black Creek, WI 54106-0263

bob@deerviewconstruction.com

License # 061000125 / 111300078

Proposal: Date: 11-30-21

Customer: Jason Muenster

Customer email: jasonmuenster@yahoo.com

Customer phone: 920 360-4353

Job Address: 515 Cass St Green Bay

Job Notes: foundation rebuild, block, 2 story home, negative grading, rear excavation, per inspection report, owner to remove front porch and overhang, owner to remove back fence and deck, owner to remove landscape block, owner to remove contents out of basement, **this estimate is based on the discussion we had on site**

Our recommendation: rebuild south and west walls, half of north wall (no windows included)

Remove, reset and recharge air conditioner \$0 (**owner to do**)

Temporarily brace house, excavate half north wall 14', south wall 27', west wall 33', remove old block walls, **pour new footings \$1700**, install new 8" block walls, rod, slush, bond beam, install exterior water proof system, install sock tile and tie into new sump crock and pump located on east wall, plumbed to exterior with flex hose, (**if we have to tie into storm sewer per city it will be additional not included in estimate price**) backfill with $\frac{3}{4}$ " clear stone to grade.

Approx. 74' rebuild: \$19,600 (normal block above grade) we will install flashing at grade

Footings: \$1700

New sump crock: \$500

Install new sump pump \$500

Install new dedicated electrical outlet for pump \$450 (owner may elect to do this)

Lawn repair \$950 (includes top stone trench with fabric, top soil, seed, and straw blanket, no other landscaping)

Tent and heat charge: \$1700

*Deerview Construction LLC to obtain permit, call diggers hotline, provide 25 year transferable warranty on new walls, add 3% service fee if paid with credit card

Total Estimate: \$25400

Terms: 50% down, balance due upon completion, terms negotiable

Acceptance of proposal: _____



PROJECT PERMITS 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
inspmail@greenbaywi.gov

www.greenbaywi.gov

All fields must be completed before permit will be processed.

Project Address 515 Cass St. Green Bay		Parcel # 15-1416	Project # (assigned by City) 107209
Property Owner		Contractor	
Name Jason Muenster		Name Deerview Construction	
Company (if applies)		Company Bob Brugger	
Address 515 Cass St. Green Bay		Address P.O. Box 263 B	
City, State, Zip Green Bay Wi.		City, State, Zip Black Creek W. 54106	
Phone # 920-944-7779		Phone # 920-422-1728	
Email		Email bob@deerviewconstruction.com	
Current Land Use, Flood Plain & Zoning (check which applies)			
Land Use: ☐ Vacant Lot ☐ 1-Family ☐ 2-Family ☐ Multi-Family # of units ☐ Commercial (describe) _____			
Zoning: ☐ R-1 ☐ R-2 ☐ R-3 ☐ RR ☐ OR ☐ NC ☐ D ☐ C-1 ☐ C-2 ☐ C-3 ☐ LI ☐ GI ☐ BP ☐ PI ☐ CON ☐ TND			
Flood Plain: ☐ Yes Base Flood Elevation (BFE) ☐ No			
Project Scope: ☐ New ☐ Addition ☐ Alteration ☒ Repair ☐ Move ☐ Raze (demolish) ☐ Change-of-use			
(check all that apply) Height Area: Finished Unfinished Total Bldg:			
Description of Project ↓:		Estimated Cost of Construction \$ 25,400	
Foundation rebuild approx 75 ft. w/ new footers West, South North walls			
Plan Approvals			
☐ PLBG Plan # _____ ☐ City ☐ SBD \$ _____			
☐ SWR Plan # _____ ☐ City ☐ SBD \$ _____			
☐ Foot & Found Only # _____ ☐ City ☐ SBD \$ _____			
☐ Erosion Control # _____ ☐ City ☐ SBD \$ _____			
☐ Building Plan # _____ ☐ City ☐ SBD \$ _____			
☐ HVAC Plan # _____ ☐ City ☐ SBD \$ _____			
☐ Site Plan # _____ ☐ City ☐ SBD \$ _____			
Contractors (UDC Numbers Required): DCC # 0111300078 DCQ # 061000125			
☐ BLDG -		Bldg Fee \$	
☐ ELEC -		Elec Fee \$	
☐ HVAC -		Hvac Fee \$	
☐ PLBG - # of Fixtures		Plbg Fee \$	
☐ SWRS -		Swrs Fee \$	
☐ Water Fee \$ _____		☐ Storm Fee \$ _____	
☐ Sanitary Fee \$ _____		☐ Assessment \$ _____	
☐ CERTIFICATE OF OCCUPANCY		C.O. \$	
☐ EROSION CONTROL		Erosion Ctrl \$	
☐ ADDITIONAL PERMITS (Sprinklers # _____, Curb Cut, Flood Plain, Temp. Occupancy, Etc.) (Please List)		Addl. Fee \$	
☐ DOUBLE FEE PERMIT [s.8-47(g)(2)] If application for a building permit has not been obtained prior to commencement of the job, applicable permit fee shall be doubled.		Double Fee \$	
Application Signature The applicant certifies that information submitted herein is accurate; agrees to comply with the Wisconsin Administrative Code, Municipal Ordinance, and with the conditions of this permit; and understands that permit issuance creates no legal liability, expressed or implied, on the Department or Municipality.			
Signature of Applicant 		Date 12-22-21	
For Office Use Only			
Reviewed By	Credential #	Class Code	Census
		Receipt No.	Total Fee

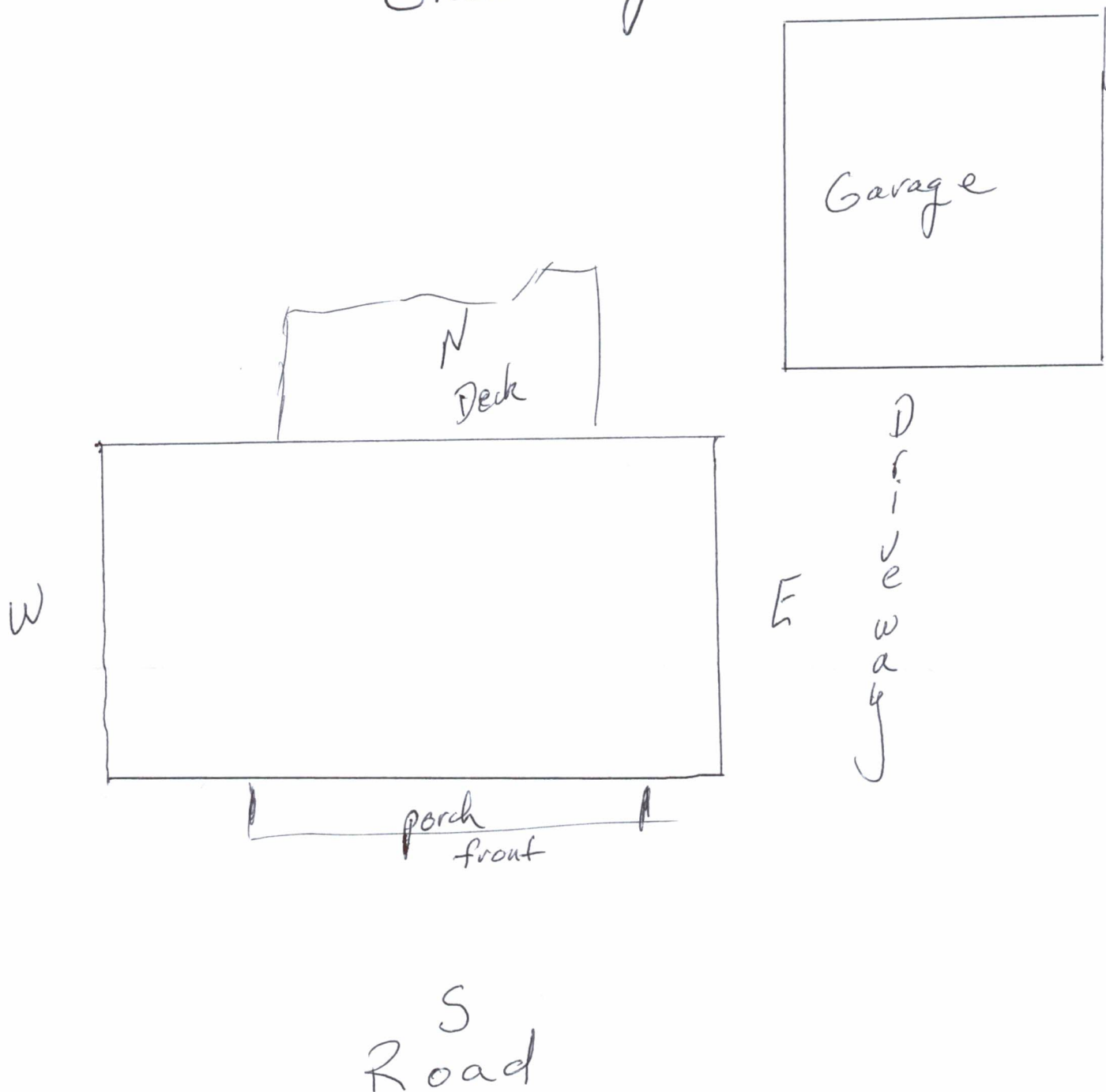
To schedule an inspection, submit an online Inspection Request or call (920) 448-3300 at least one business day in advance. Final inspections are required for all projects.

White - Office

Yellow - Applicant

(Rev 6/20)

515 Cass St.
Green Bay, WI





EROSION CONTROL PERMIT 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
inspmail@greenbaywi.gov

Small Site ☐ **General Instructions:** Submit this application and erosion control plan demonstrating compliance with Ch. 16-31, Green Bay Municipal Ordinance and/or Ch. SPS 321.125, Uniform Dwelling Code, for sites covering less than one acre and/or one- or two-family residential construction prior to commencing land-disturbing construction or land-development activity to Room 610.

Large Site ☐ **General Instructions:** Submit application and erosion control plan demonstrating reasonable compliance with Ch. 16-31 Green Bay Municipal Ordinance, for sites one acre or greater in size prior to commencing land-disturbing construction or land-development activity to Room 610.

Excavation within Public Rights-Of-Way ☐ **General Instructions:** Submit this application and erosion control plan demonstrating compliance with Ch. 16-31, Green Bay Municipal Ordinance for land disturbances covered within section 16-34(a)(1) 1. 4,000 SF; 4. 100 LF of drainage conveyance impacts; 6. 300 LF of underground utility work; and/or 7. 100 CY or greater of excavation volume prior to commencing land-disturbing construction or land-development activity to Room 300.

Address/Street of land-disturbing activity:		Parcel #:	Zoning District:	Project #:	Site #
APPLICANT ☐ Property Owner ☐ General Contractor		EROSION CONTROL CONTRACTOR ☐ Same as Applicant			
Name <u>Bob Brugger</u>		Name			
Company <u>Deerview Construction</u>		Company			
Address <u>P.O. Box 263</u>		Address			
City, State, Zip <u>Black Creek, WI</u>		City, State, Zip			
Phone <u>920-422-1728</u>		Phone			
Email <u>bob@deerviewconstruction.com</u>		Email			

Description of Activity:

☐ Raze Site ☐ Fill Site ☐ Excavation Site ☐ Construction Site Acres _____ Start _____ End _____

Erosion Control Plan: (provide 3 copies) *Must demonstrate compliance with Ch. 16-31, Green Bay Municipal Ordinance and/or Ch. SPS 321.125 UDC, including but not limited to all of the following:

1. Application
2. Property legal description
3. Existing site map / plan
4. Final site map / plan
5. Site construction plan
6. Soil loss prediction tool / spreadsheet
7. Erosion & Sediment Control Plan Statement (Narrative description of who, what, when, where, how things will be completed on the proposed site(s)).

Applicant Signature: Bob Brugger Date: 12-22-21

Following sections to be completed by the City of Green Bay

Plan Approval: Permit is void unless signed by the Erosion Control Specialist.

Erosion Control Plan reviewed and approved by Erosion Control Specialist: _____ Date: _____

Permit Issuance:

1. **Duration** - This erosion control permit shall remain valid for a period of 180 days or for the length of the building permit, whichever is longer. The Erosion Control Specialist or designated representative may extend the period one or more times for up to an additional 180 days, and may require additional erosion control measures as a condition of the extension if necessary to meet the requirements of this ordinance.

Permit Expiration Date: _____

2. **Surety Bond** - As a condition of approval and issuance of the permit, the Public Works Director may require the applicant to deposit a surety bond or irrevocable letter of credit to guarantee a good faith execution of the erosion control plan.

Surety Bond Amount \$ _____ Date Filed: _____

3. **Conditions of Approval** - This permit approval requires the applicant to:

- a. Notify the Erosion Control Specialist / designated representative at least 48 hours before commencing any land-disturbing construction or land-development.
- b. Notify the Erosion Control Specialist / designated representative of completion of any erosion control measures within seven days after their installation.
- c. Obtain permission in writing from the Erosion Control Specialist / designated representative prior to modifying the erosion control plan.
- d. Install all erosion control measures as identified in approved erosion control plan.
- e. Maintain all road drainage systems, storm water drainage systems, control measures, and other facilities identified in erosion control plan.
- f. Repair any siltation or erosion damage to adjoining surfaces and roadways resulting from land-developing construction or land-disturbing activities.
- g. Inspect the construction erosion control measures after each rain of 0.5" or more and at least once each week and make needed repairs.
- h. Allow the Erosion Control Specialist / designated representative to enter the site for the purpose of inspecting compliance with the erosion control plan or for performing any work necessary to bring the site into compliance with the erosion control plan.
- i. Keep a copy of the approved erosion control plan on the site.
- j. Submit weekly inspection reports to the Erosion Control Specialist via e-mail at erosioncontrol@greenbaywi.gov

Failure to comply with any of these conditions may subject the permittee to corrective action, fines, and/or revocation of the permit at permittees sole expense.

Permit Issued By: _____

Date: _____

Revised 01/16/17

Address:	515	Cass	St			
Parcel No.:	15-167					
WI AHI No.:	51950					
Historic Name:						
Built:	1920					
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 house has stuccoed second story and a full porch supportet by four rounded columns. The foundation of the house is stone, with stone pilings supporting the porch columns.					
	Owner: Duane Kelsey"					
	- per NRHP nomination					
Stewardship:						
Character -	Overall form & fenestration. American foursquare stylings. Hipped roof with front-facing dormer. Rectangular oriel.					
	Full width front porch.					
Features -	Block (cast?) foundation. Leaded glass window(s).					
Alterations -	Replacement siding & windows. Porch header, columns, rails, spindles, deck, skirts, & pilings replaced (footprint possibly original).					
	Note siding formerly stucco.					
Misc -	n/a					