



AGENDA OF THE LANDMARKS COMMISSION

MONDAY, FEBRUARY 28, 2022, 4:30 PM
Virtual Meeting. Public may join via Zoom.

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 28, 2022, special meeting of the Landmarks Commission.

D. Regular Business.

- I. (COA 22-03) Consideration and possible action on a design review for a new wall sign located at 107 N Broadway

E. Informational.

- I. Date of next meeting: Wednesday, March 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 28, 2022

PREPARED BY

Jason Flatt, Staff

AGENDA ITEM # D.I

(COA 22-03) Consideration and possible action on a design review for a new wall sign located at 107 N Broadway.

BACKGROUND

107 N. Broadway is a contributing property in the Broadway-Walnut NRHP District, built c. 1879. The primary façade on N. Broadway shows the historic character of the building, while other visible sides appear to have been rebuilt in the relatively recent past.

The COA proposes adding a 40" x 80" new illuminated sign on the rear façade, facing an alleyway, but visible to traffic approaching on Walnut from the west. No information has been provided on how the sign will be mounted to the building.

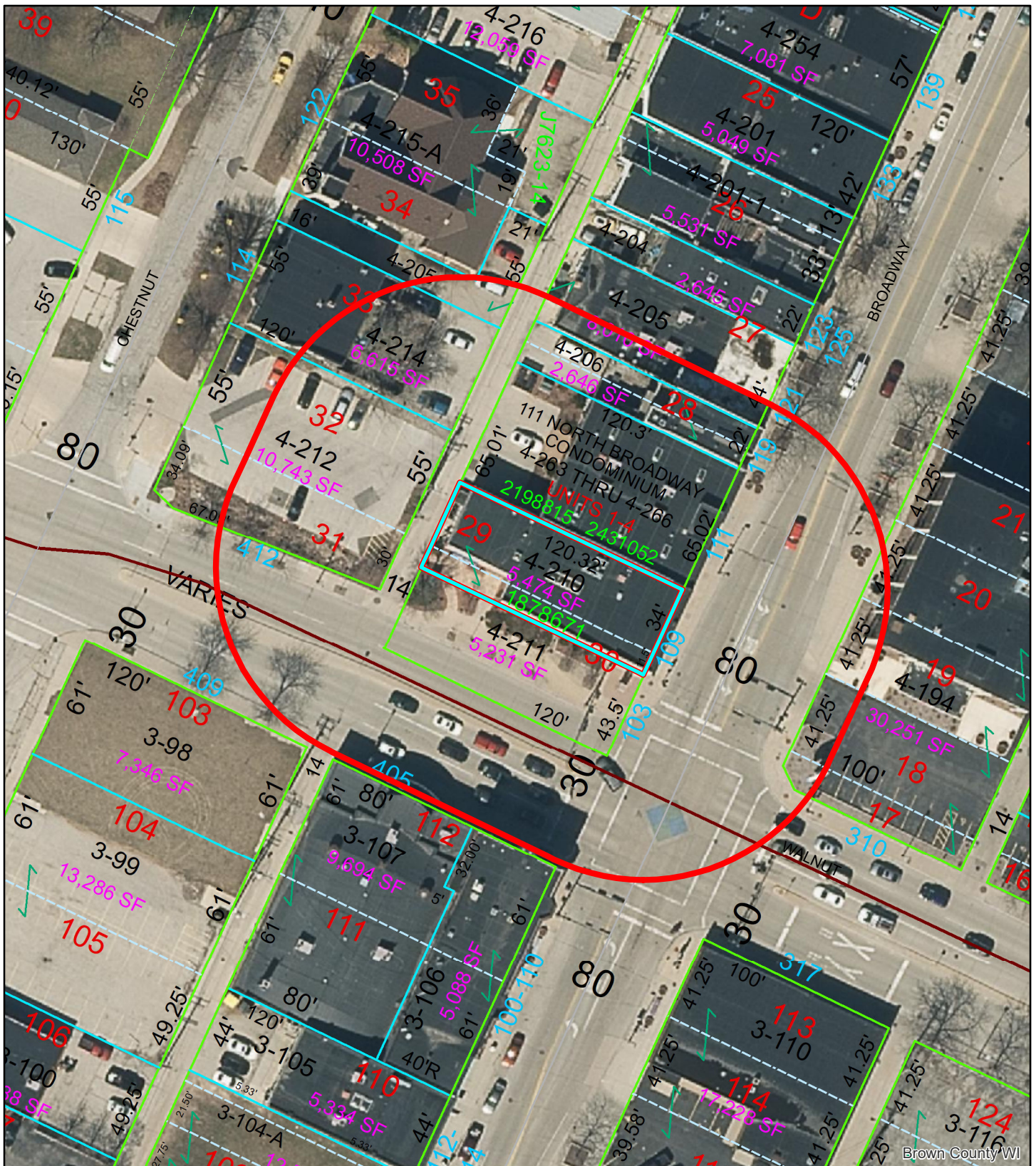
Staff believes this sign is appropriate for the district and will have no impact to the building or the district, provided that the method of mounting to the building is done in a manner that is unlikely to contribute to the premature failure of the wall materials. More information would be appropriate to facilitate this analysis & discussion.

RECOMMENDATION

Approval of the proposed sign installation provided that the foundation, mounting hardware, and other wall penetrations are not excessive and are all appropriately sealed.

FISCAL IMPACT**ATTACHMENTS**

1. COA 22-03 Map
2. COA 22-03 Sign Exhibit
3. COA 22-03 Sign Location
4. COA 22-03 Sign Permit Application



(COA 22-03) New Wall Sign 107 N Broadway

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. 23 Feb 2022 X:\Planning\Basemaps\template_8.5x11.mxd

- 107 N Broadway
- 100-ft. Notification Area



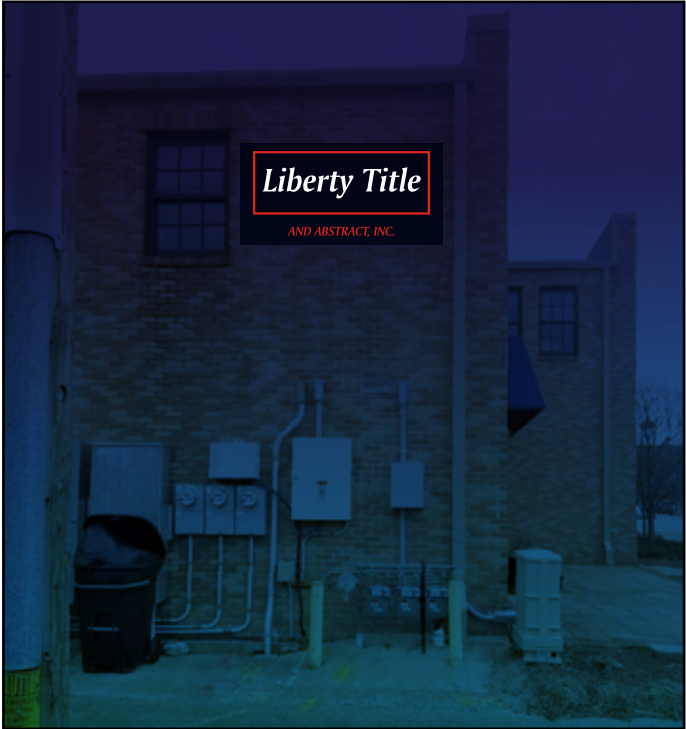
PROPOSED INTERNALLY ILLUMINATED S/F SIGN: 1” = 1’

DESCRIPTION:

Manufacture and install (1) internally illuminated sign.
Sign cabinet to be extruded aluminum. Sign face to be routed aluminum, backed with white acrylic. Sign to be internally illuminated with white LEDs.

COLOR SCHEDULE:

- Sign Cabinet: Painted White (MP202SP)
- Sign Face: 3M 3630-33 Red Translucent
- Sign Face: Painted to Match PMS 289c (MP 62320)

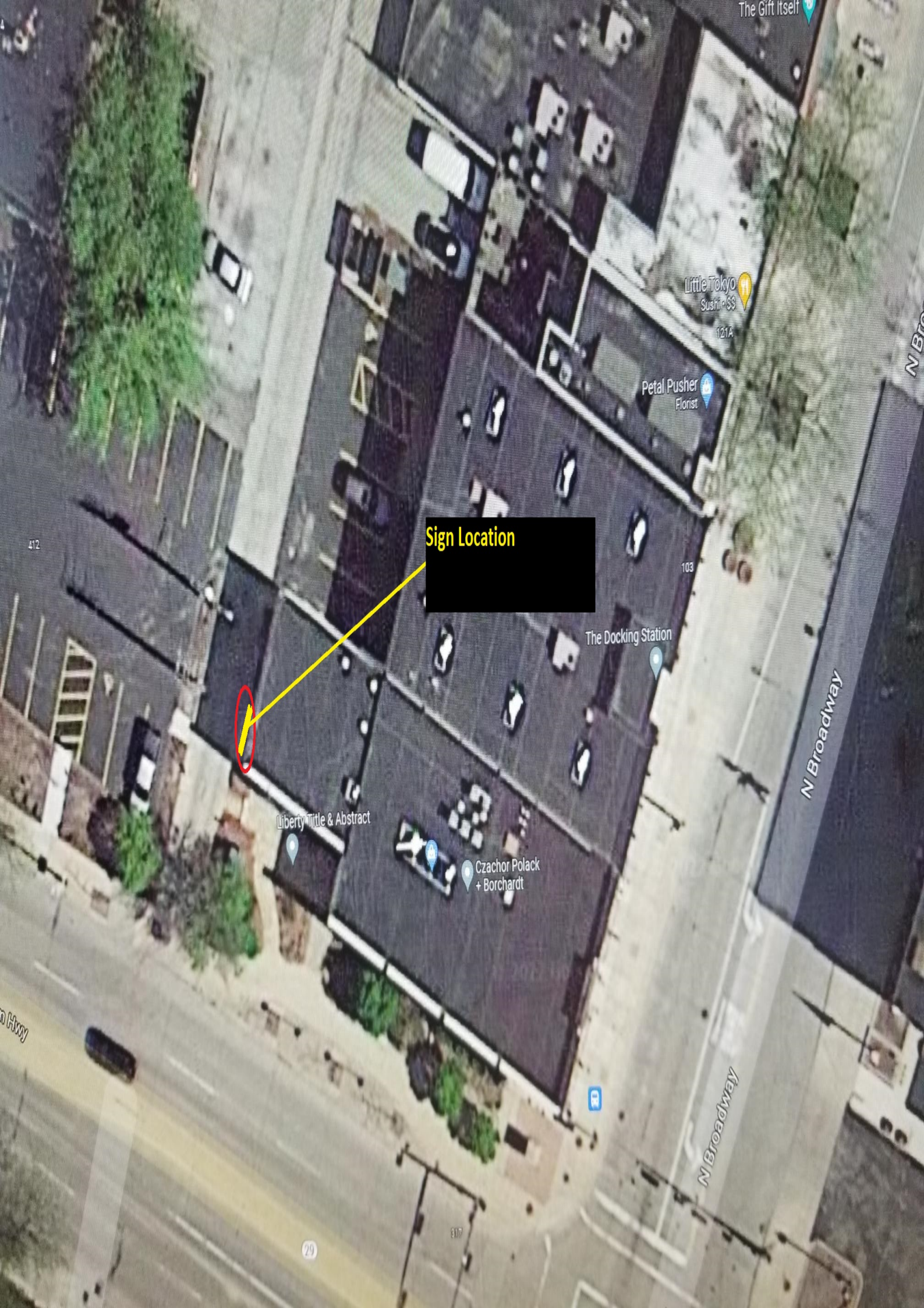


PROPOSED CONDITIONS(NIGHT VIEW): NTS



PROPOSED CONDITIONS(DAY VIEW): NTS

elevate97 (800) 514-1119 elevate97.com	DESIGN #: 11571	PAGE: 1	DESIGN STAGE	APPROVALS	©COPYRIGHT 2021 BY ELEVATE97
	CLIENT: LIBERTY TITLE ADDRESS: GREEN BAY, WI DATE: MARCH 29TH, 2021 SCALE: 1" = 1' A.C.: SCOTT BERTRAND DESIGNER: TK REVISED BY: TK	DATE: 4/8/21	☐ CONCEPTUAL ☒ FINAL JOB #:	WITH APPROVAL OF THIS DESIGN I HEREBY GIVE ELEVATE97 PERMISSION TO BEGIN PRODUCTION ON THE SIGNAGE ILLUSTRATED. I AGREE THAT ALL SPECIFICATIONS, SPELLING, COLORS AND ELEVATIONS LISTED ARE CORRECT AND APPROVED. ANY CHANGES MADE AFTER PRODUCTION HAS STARTED WILL RESULT IN ADDITIONAL CHARGES.	THE SUBMITTED DESIGN IS ORIGINAL AND PROTECTED UNDER COPYRIGHT LAWS OF THE UNITED STATES, TITLE 17 UNITED STATES CODE. YOU AGREE NOT TO COPY, PHOTOGRAPH OR MODIFY, DIRECTLY OR INDIRECTLY, ANY OF THE MATERIALS HELD BY YOU, NOR WILL ANY THIRD PARTY DO ANY OF THE FOREGOING WITHOUT WRITTEN CONSENT OF ELEVATE97 UNLESS PURCHASED BY PAYMENT. ANY VIOLATION SHALL CONSTITUTE A CHARGE OF INCURRED CONCEPTUAL/PRODUCTION EXPENSES.
			ITEMS NEEDED PRIOR TO FABRICATION		
			☐ FIELD SURVEY / MEASUREMENTS REQUIRED ☐ ELECTRONIC FILE OF LOGO REQUIRED ☐ COLORS TO BE DETERMINED	CLIENT SIGNATURE:	DATE:



The Gift Itself

Little Tokyo
Sushi - \$9

121A

Petal Pusher
Florist

Sign Location

103

The Docking Station

Liberty Title & Abstract

Czachor Polack
+ Borchardt

N Broadway

N Broadway

n Hwy

29

817



SIGN 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

General Information: Complete application and submit copy of plan and sign details with supporting documentation demonstrating compliance with Section 13.2000, Regulation of Signs, Green Bay Municipal Ordinance, prior to commencing installation.

Project Address: 107 N. BROADWAY	Parcel #:	Zoning:	Project #:
Applicant Applicant is: ☐ Property Owner ☒ Sign Contractor		Property Owner (Required if other than Applicant)	
Name SCOTT BERTRAND	Name TIM POLACK		
Company ELEVATE 97	Company LIBERTY TITLE & E		
Address 1085 PARKVIEW RD	Address 107 N. BROADWAY		
City, State, Zip GREEN BAY, WI 54304	City, State, Zip GREEN BAY, WI 54303		
Phone # 920.737.2354 Fax #	Phone # 920.435.7708 Fax #		
Email sbertrand@elevate97.com	Email tim@libertytitlegb.com		

Site Plan: [13-2004(a)] Provide a scaled site plan showing property lines, street(s), location of buildings, structures, drives, parking areas, and location of proposed sign and its supporting structure. Also, list all existing signs on the property below.

List and describe all existing signs on property (provide additional sheet if necessary) **Check if NON-CONFORMING** ☐

1. ☐

2. ☐

3. ☐

Construction Specifications: [13-2004(b)] Provide scaled drawings showing sign design, size, materials to be used, method of construction, lighting, and means of attachment to the building or the ground. Illuminated signs are required to have labels attached, one from a listed nationally recognized testing lab and separate label indicating the manufacturer's name, input amperes, and voltage. Both labels must be visible from the ground after installation and the sign must have an externally operable disconnect.

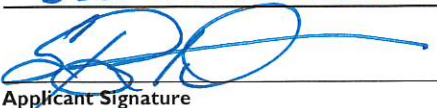
Sign Type: ☐ Awning ☐ Canopy ☒ Building ☐ Pole ☐ Monument ☐ Off-Premise Billboard ☐ Projecting ☐ Temporary - Display Period _____

Fixed Face: Width 80" X Height 40" Area 22.23 SF Illuminated ☒ Internally ☐ Externally, # of Faces _____

Reader Bd: Width _____ X Height _____ Area _____ SF Illuminated ☐ Internally ☐ Externally, # of Faces _____

Sign Construction Aluminum, Poly Carbonate Estimated Sign Cost \$ 2,800 -

Sign Contractor	Electrical Contractor (Required if sign is illuminated)
Name SCOTT BERTRAND	Name BUTCH PIONTEK License # (s.17.07) 171024
Company ELEVATE 97	Company VOS ELECTRIC
Address 1085 PARKVIEW RD	Address 3131 MARKET ST
City, State, Zip GREEN BAY, WI 54304	City, State, Zip GREEN BAY, WI
Phone # 920.737.2354 Fax #	Phone # 920.336.0781 Fax #
Email sbertrand@elevate97.com	Email


Applicant Signature

REB 21, 2022
Date

- If work herein authorized is suspended or abandoned for one year any time after commencing work, this permit shall become null and void.
- All signs exceeding 150 sq. ft. in area per side shall be designed by, and within five days of installation, shall be certified by a professional engineer registered in the State of Wisconsin that such sign meets all state and local construction requirements.
- Signs having an electrical permit require a final inspection by the electrical inspector.



LICENSED CONTRACTOR ELECTRICAL 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

All fields must be completed before permit will be processed.

Project Address: 107 N. Broadway
Owner's Name: Elevate 97
Owner's Email: shertrunk@elevate97.com Phone #: 920-737-2354
Electrical Contractor: Vos Electric
Contractor's Address: 3131 Market St. Green Bay, WI 54304
Contractor's Email: jspectens@voselectric.com
Contractor's Phone #: 920-336-0781 Cell #: 920-371-0210
Value of work: —

This section for City use only

Project #: _____
Permit Code: _____
Permit Fee: _____
Parcel #: _____
Receipt #: _____
Date: _____

OCCUPANCY (check appropriate box):

☐ Single-Family ☒ Commercial ☐ Educational ☐ Multi-Family ☐ Number of Units _____
☐ Two-Family ☐ Manufacturing ☐ Other _____

NATURE OF WORK (check all that apply):

☐ Alteration ☐ Repairs ☐ Addition ☐ Hot tub/spa ☐ Swimming Pool
☐ Remodeling ☒ Sign ☐ Detached Garage ☐ Other _____

JOB DESCRIPTION:

sign installation & wiring

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.

CONTRACTOR STATEMENT: I hereby certify that the above wiring upon completion will be in compliance with the applicable federal, state, and local electrical codes and utility service rules.

"ENERGIZING THE DESCRIBED WIRING WILL IN NO WAY CREATE A HAZARD"

State of WI Electrical Contractor Certification # 641807 and WI Master Certification # 171024
(REQUIRED) (REQUIRED)
[Signature]
Signature (Master Electrician Responsible For Work) Date 2-17-22

INSPECTOR STATEMENT: I hereby certify the work completed as of date signed complies with applicable codes.

Inspector Signature _____

Date _____

☐ Check box for Online Payment

The information below must be provided for notification of project number and permit fee. This information is required to make payment on-line.

☐ Phone _____ ☐ Fax _____ ☐ Email _____