



AGENDA OF THE LANDMARKS COMMISSION

WEDNESDAY, MARCH 15, 2023, 4:30 PM
City Hall, Room 604 - The Harry Maeir Room.
Virtual attendance is also available via Zoom.

A. Zoom Meeting Information.

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

B. Roll Call.

1. Members: Chair Ron Dehn, Vice Chair Paul Martzke, Ald. Brian Johnson, Ian Griffiths, Susan Ley, David Siegel, and Rebecca Derenne

C. Approval of the Agenda.

1. Approval of the agenda for the March 15, 2023, meeting of the Landmarks Commission.

D. Approval of Minutes.

1. Approval of the minutes from the February 15, 2023, meeting of the Landmarks Commission.

E. Regular Business.

1. (COA 23-04) Consideration with possible action on a design review for a new deck located at 625 S Quincy Street.
2. (COA 23-05) Consideration with possible action on a design review for a new porch, new deck, and partial window replacement located at 515 Cass Street.

F. Informational.

1. Public Meeting on Completed Phases 5-7 of Intensive Survey Update.
2. Staff-Level COA Applications.

3. Staff Update.
4. Date of next meeting: Wednesday, April 19, 2023.

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

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/89692538356?pwd=azA0c1hWd3kxaklnCjZlRXJQUW5qZz09>

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=azA0c1hWd3kxaklnCjZlRXJQUW5qZz09>

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.

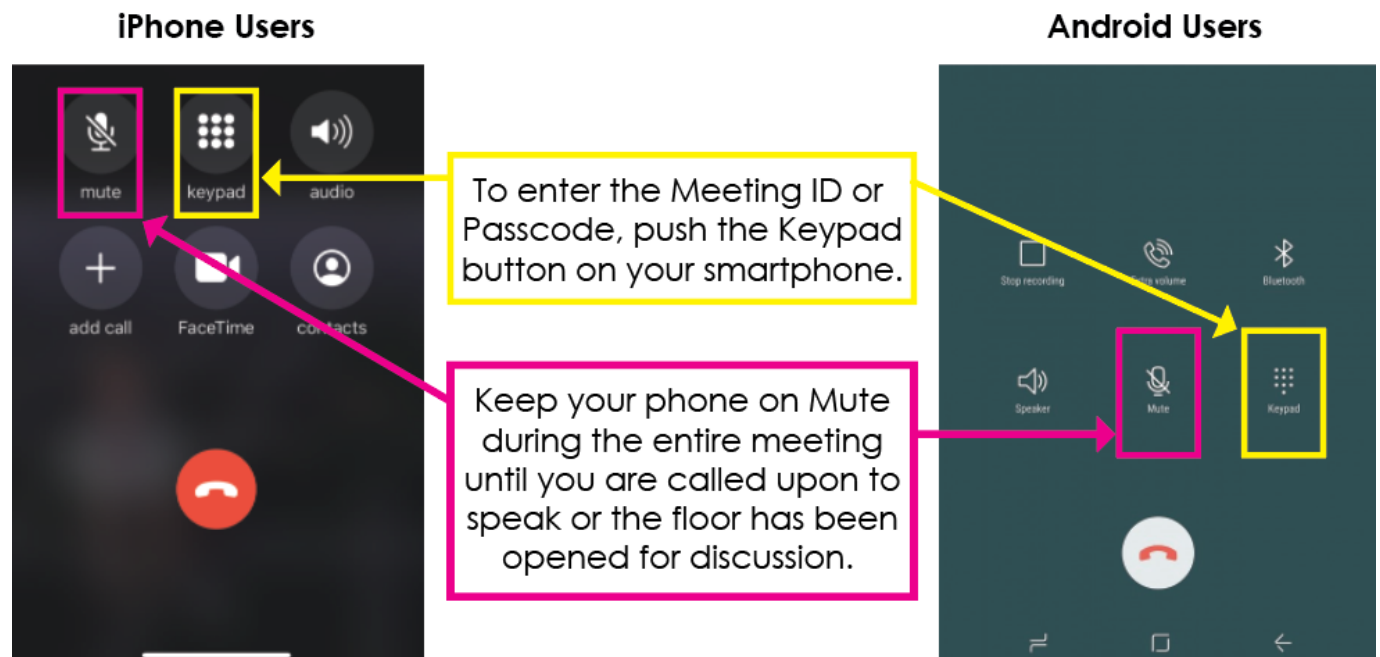
Additional Information

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

March 15, 2023

PREPARED BY

Jason Flatt, Staff

AGENDA ITEM # E.I

(COA 23-04) Consideration with possible action on a design review for a new deck located at 625 S Quincy Street.

BACKGROUND

625 S Quincy Street is a contributing property in the Astor NRHP District, built c. 1900. The house maintains a relatively modest degree of integrity, with replacement siding, replacement windows, and somewhat altered form (enclosed second-story porch, above historic porch).

The current COA application is to remove an existing 18'x18' wood deck on the rear of the house and replace that with a new 18'x27' composite deck. The increased length (from 18' to 27') appears to be an extension of the end of the deck furthest from the house, reaching further into the back yard. Proposed handrails are coated aluminum. Proposed composite deck material will be in two colors (dark border, light center).

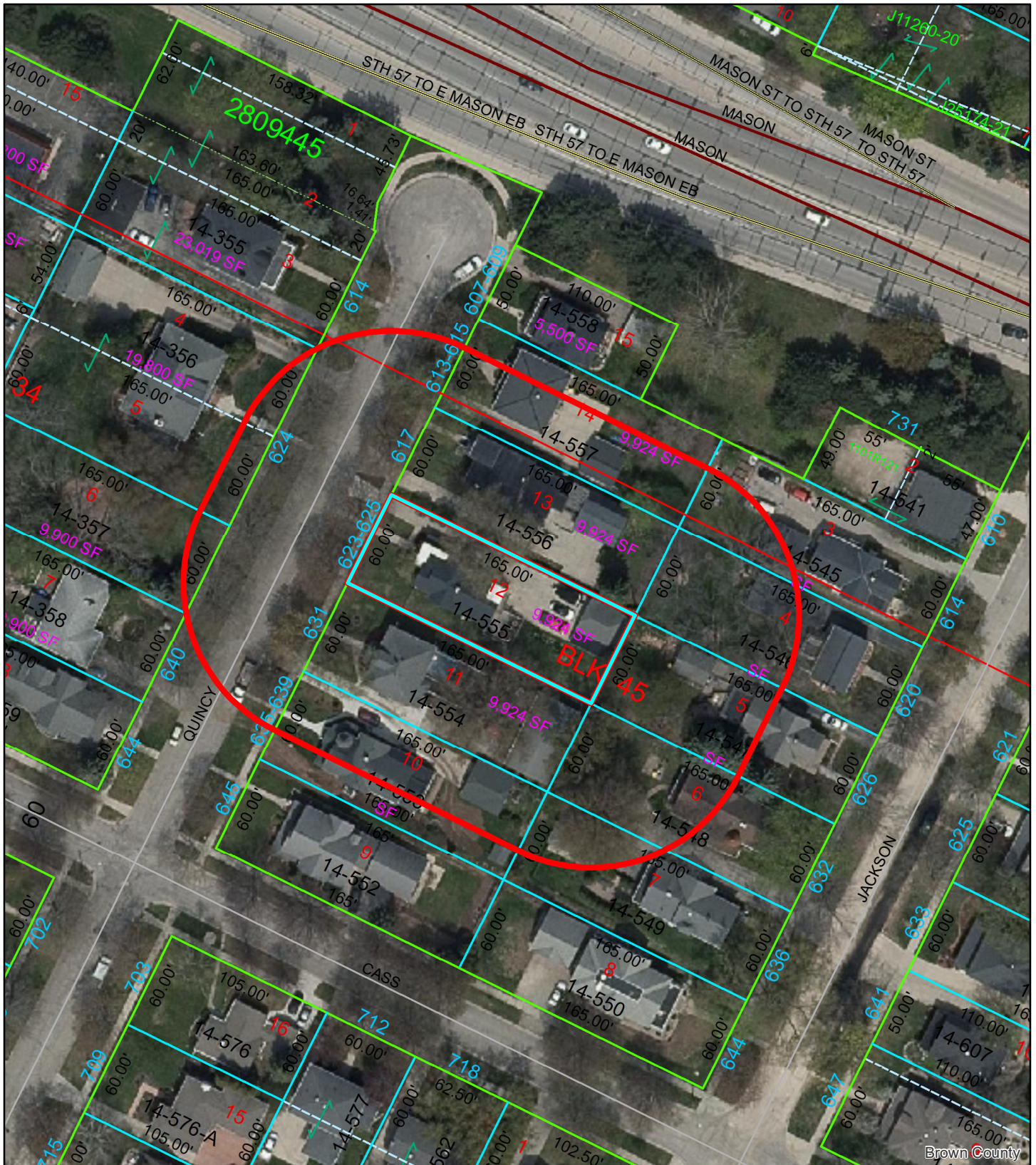
The proposed deck appears to have no impact on the house and is generally not visible from any public right-of-way. The proposed work will have no impact on any remaining historic materials.

RECOMMENDATION

LC staff recommends approval of the proposed deck.

FISCAL IMPACT**ATTACHMENTS**

1. COA 23-04 Map
2. COA 23-04 Photos, Materials, Layout
3. 625 S Quincy Property Details
4. COA 23-04 Application



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 Mar 2023 X:\Planning\Basemaps\template_8.5x11.mxd

(COA 23-04) Rear Deck 625 S Quincy Street

0 20 40 80 Feet



- 625 S Quincy Street
- 100-ft. Notification Area

We would like to complete the following project at the same time as our approved siding project: Replace our current 18x18 wood deck which is starting to deteriorate with a 18x27 composite deck with the below colors. We are removing the hot tub that is currently built into the deck. We are moving the stairs from the driveway into the back yard.

Pictures of current deck





New deck materials

Hand Rails:

Westbury Aluminum Handrail Beach Sand Fine Texture

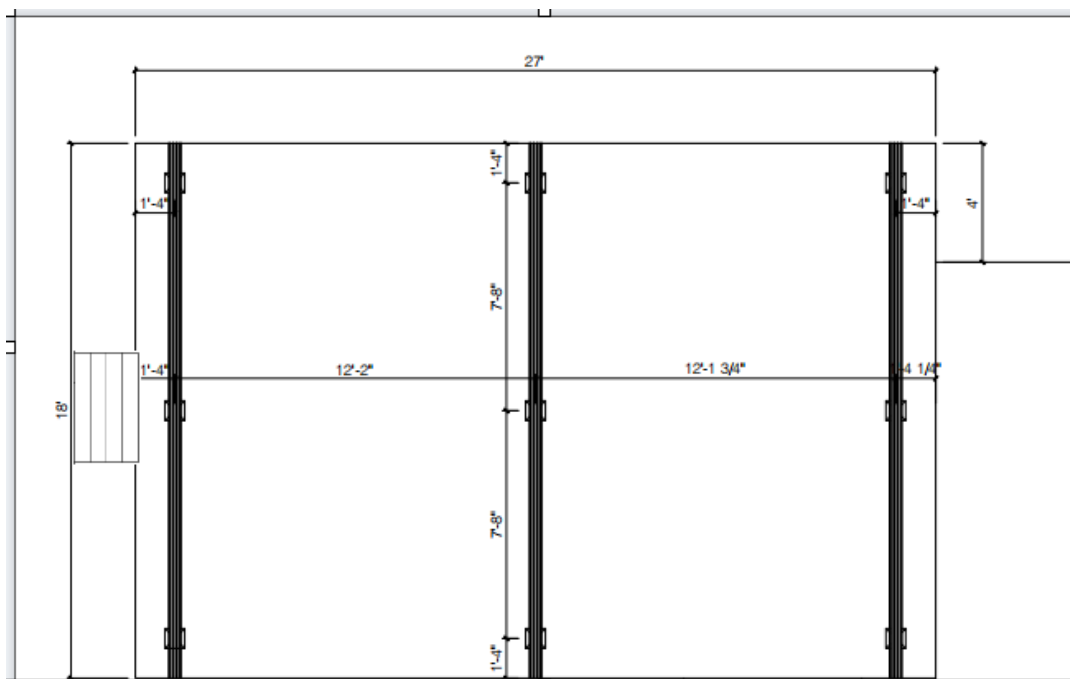
Board Colors:

Inside will be Beach Sand wood grain (lighter color)

Outside border will be Coastal Driftwood wood grain(darker color)



Sketch of new deck



Address:	623	S Quincy	St			
Parcel No.:	14-555					
WI AHI No.:	53312					
Historic Name:						
Built:	1900	c. 1900				
Historic Use:						
Architectural Style:						
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:						
	"The siding of this two story frame home was added at a later date. A full porch extends across the façade at both the first and second stories. The upper level is enclosed.					
	Owner: Henry Heironimczak"					
	- per NRHP nomination					
Stewardship:						
Character -	Overall form & fenestration. Cross gabled form with a hipped corner above porch. Clapboard profile siding with decorative shingles in gables. South wing has windows in chamfered corners. 1/1 windows. Queen Anne style. L-shaped front porch.					
Features -	Corbels on south wing at chamfered corners. Other features appear to have been covered, removed, or replaced.					
Alterations -	Replacement siding & windows. All porch elements (columns, balusters, railing, brackets, running trim, etc) replaced. 2nd story porch enclosure not original per 1907 Sanborn Map. Likely some slightly altered fenestration (window sizes).					
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: 625 S Quincy St Green Bay WI, 54301

2. Parcel #: _____

3. Owner of record: Jenny Jeffers Phone: 920-810-2149

<u>625 S Quincy St</u>	<u>Green Bay</u>	<u>WI</u>	<u>54301</u>
(Address)	(City)	(State)	(Zip)

4. Applicant's Name: Jenny Jeffers

<u>625 S Quincy St.</u>	<u>Green Bay</u>	<u>WI</u>	<u>54301</u>
(Address)	(City)	(State)	(Zip)

<u>920-810-2149</u>	<u>jpthellma@yahoo.com</u>
(Office Phone #)	(E-mail Address)

5. Present use of Property: Dwelling

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.)

See attached

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

March 15, 2023

PREPARED BY

Jason Flatt, Staff

AGENDA ITEM # E.2

(COA 23-05) Consideration with possible action on a design review for a new porch, new deck, and partial window replacement located 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). This house was the subject of COA 22-02 (March 2022), which approved foundation work, but the staff recommendation at that time noted that any porch alterations would require definition and discussion.

The new request for COA calls for approval of work done without a COA. The COA application lacks text, so LC staff has inferred the scope of work based on photos provided. As a result, the scope of work, detailed below, may not be entirely complete or accurate.

Photos of the completed work, submitted with the incomplete COA application, show new front porch deck, stairs, rails, balusters, and newels. Compared to the previous porch design, the significant alterations are:

1. the replacement of the previous (metal?) balusters (which were attached at their ends to the upper and lower rails) with new, bulkier, wood balusters that are “face-nailed” to the top and bottom rails,
2. the addition of newels between columns, noting that these newels are also “face-nailed” to the exterior of the deck structure below and are a significant design alteration, and
3. all rails are now face-mounted to the columns, whereas they had previously been appropriately attached to the sides of the columns (the rails used to be “intercostal” structures, now they are continuous and lapped across the exterior faces of the columns and interior faces of the new newels).

LC staff notes that the new deck material appears to be roughly equal to what had been present previously and that the existing (previous) columns appear to have been re-used.

Additional new work requiring a COA includes:

1. a small rear deck with steps, hidden from view from public right-of-way,
2. one replacement window on the side of the house adjacent to the driveway,
3. replacement exterior doors adjacent to the driveway and on the rear of the house, and
4. new gutter downspouts.

None of these changes resulted in the loss of historic material or adversely impact the remaining historic integrity of the house.

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.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

(LC staff notes that the NRHP nomination from 1979/1980 mentions that the front porch had round columns).

LC staff also refers to The Secretary of the Interior's Standards for the Treatment of Historic Properties With Guidelines For Preserving, Rehabilitating, Restoring, & Reconstructing Historic Buildings – page 111 for rehabilitation, “RECOMMENDED - Replacing in kind an entire entrance or porch that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature match. If using the same kind of material is not feasible, then a compatible substitute material may be considered. // NOT RECOMMENDED - Using a substitute material for the replacement that does not convey the same appearance of the surviving components of entrance or porch features or that is physically incompatible.”

LC staff further refers to the National Park Service’s Preservation Brief 45: Preserving Historic Wood Porches, which speaks to maintaining the historic appearance of historic porches. This 20-page document, published in 2006, begins with the statement, “Few architectural features evoke more romantic notions or do more to define a building’s historic character than the American porch. The size, style, detailing, and location of a porch can tell volumes about the age and use of a building. Each component, from handrail or baluster to column or post, enhances the architectural character of the porch.”

LC staff notes that new railings/balusters/newels have been installed prior to applying for a COA. LC staff note that the new railing systems are noticeably different (particularly the design, feeling, and workmanship aspects of “integrity”) than those present in 2022. This change in design includes abandoning historically appropriate “end-nailed” balusters in favor of “face-nailed” balusters and continuous, lapped railings. The addition of newel posts (where there had been none) may be permissible, but their method of attachment to the exterior face of the porch structure below is obtrusive.

LC staff notes that ‘back deck’ railings differ from traditional porch railings and often include face-nailed vertical balusters as opposed to end-nailed balusters. Decks, and the practice of face-nailing balusters, became popular in the mid-twentieth century and are generally not appropriate for front porches in this historic district.

RECOMMENDATION

LC staff recommends approval of the replacement doors, replacement window, and rear deck as the new material is substantially equivalent to the non-historic items that they replace. In the case of the rear deck, its relatively hidden location mitigates any impact to the historic integrity of the larger district.

Regarding the front porch, LC staff notes that the as-built design of the current porch railing system (completed without a COA) constitutes a significant “alteration of features” per Secretary of the Interior’s Standards for Rehabilitation line #2, as detailed in Preservation Brief 45, and is “incompatible” with this historic house and historic district (under Secretary of the Interior’s Standards for Rehabilitation line #9).

As conditions of approving similar COA applications on previous projects, LC staff has typically called for the following.

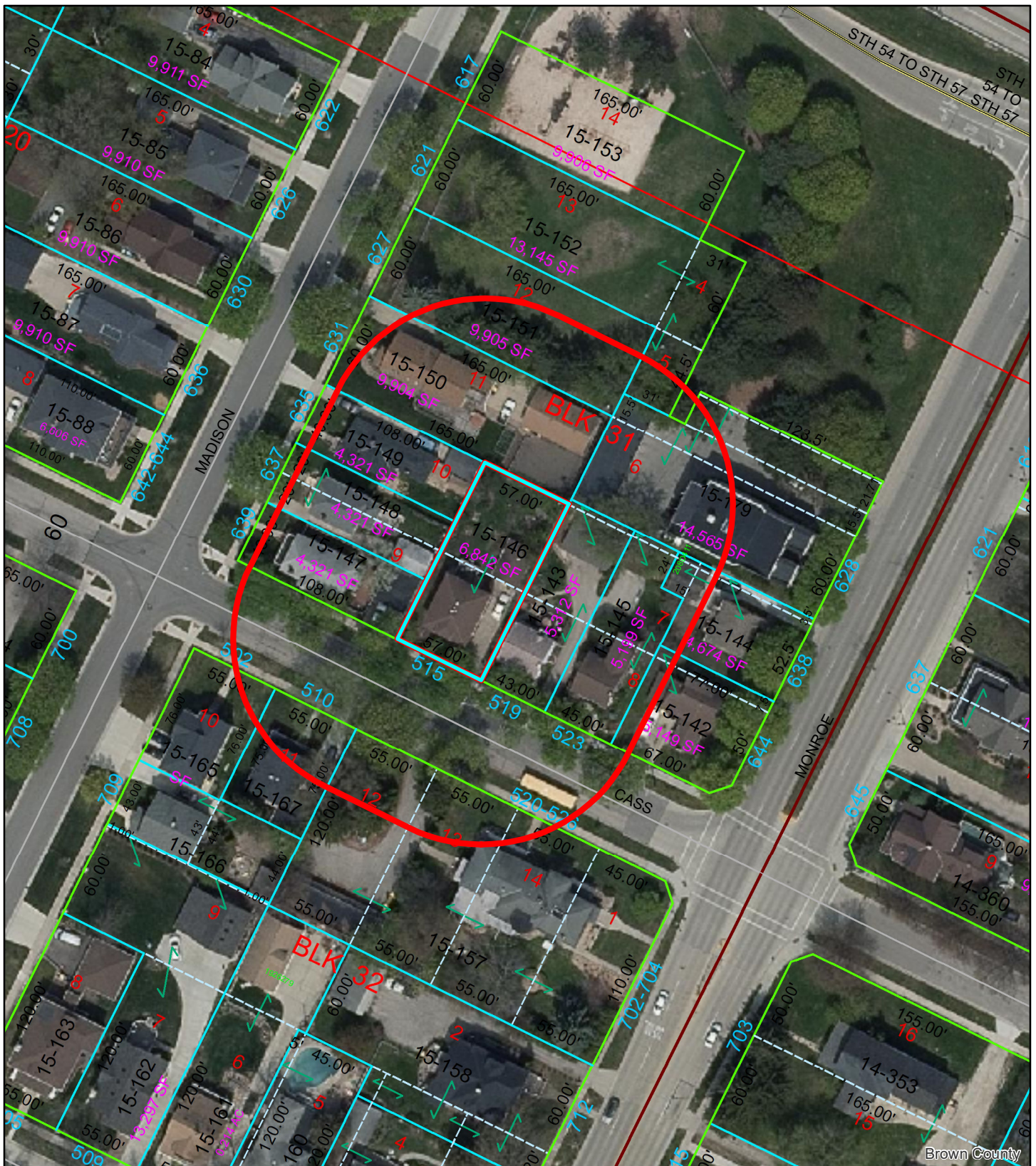
- All new material is to be painted.
- The balusters (on porch and porch steps) should not be face-mounted to the upper and lower railings. Rails are to be attached at the top and bottom ends of the balusters.
- Newels should be attached behind the exposed porch beams that support the porch deck (or mounted independently of the porch beams).
- Porch rails should not be lapped across the front of porch columns, but rather should be “intercostal” elements, supported at the ends between each pair of columns.

These conditions may be incompatible with the as-built (without COA) design of the replacement railings & balusters or may require significant re-work of the current, as-built appearance.

FISCAL IMPACT

ATTACHMENTS

1. COA 23-05 Map
2. 515 Cass 2019
3. COA 23-05 Exhibit
4. COA 23-05 Pic 1 (front porch)
5. COA 23-05 Pic 2 (downspout)
6. COA 23-05 Pic 3 (rear deck)
7. COA 23-05 Pic 4 (downspout)
8. COA 23-05 Pic 5 (window)
9. COA 23-05 Pic 6 (rear deck)
10. COA 23-05 Pic 7 (rear deck)
11. COA 23-05 Pic 8 (gutter)
12. COA 23-05 Pic 9 (old window)
13. COA 23-05 Application 1
14. COA 23-05 Application 2
15. 515 Cass St Property Details



(COA 23-05) Porch, Deck, & Window 515 Cass Street

0 20 40 80 Feet

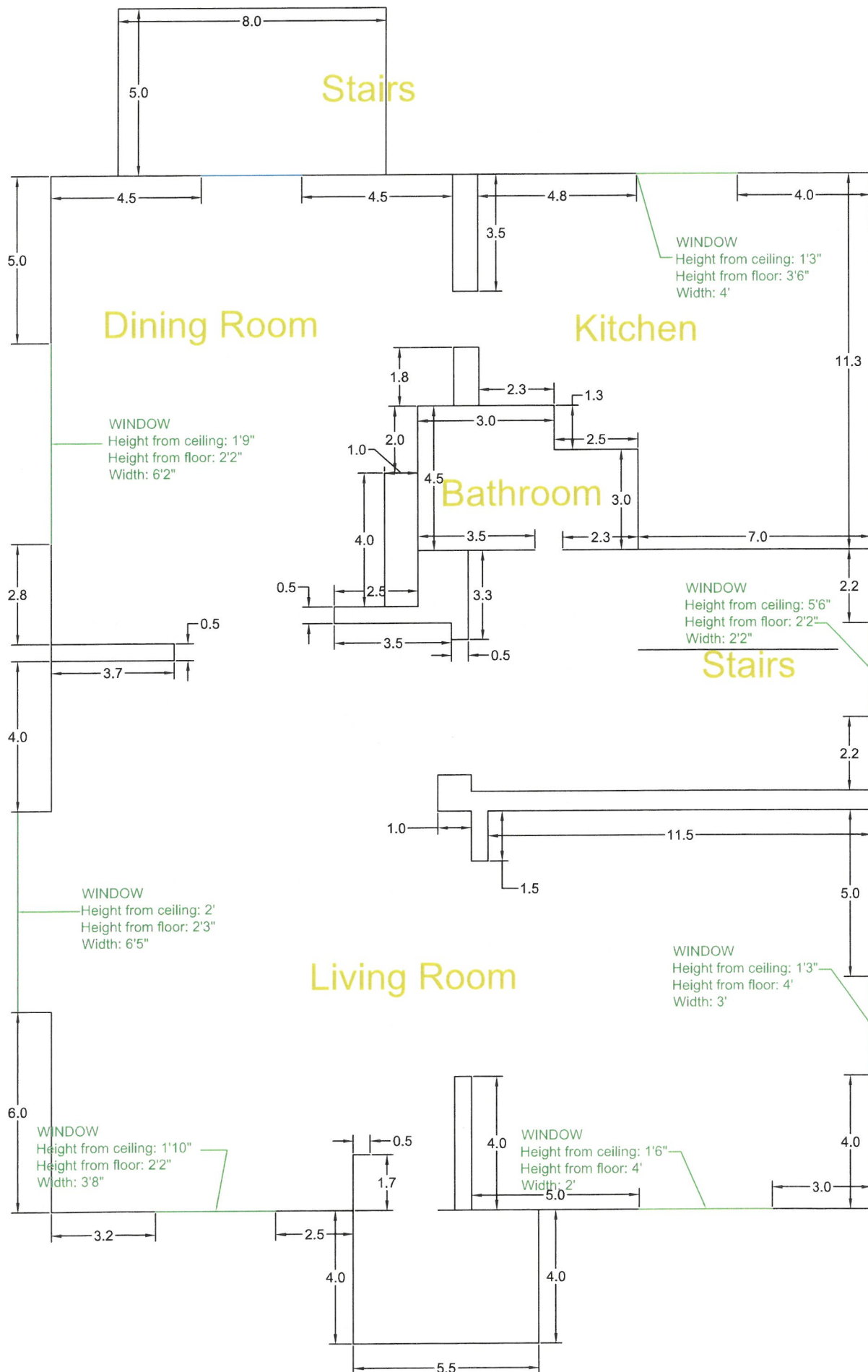


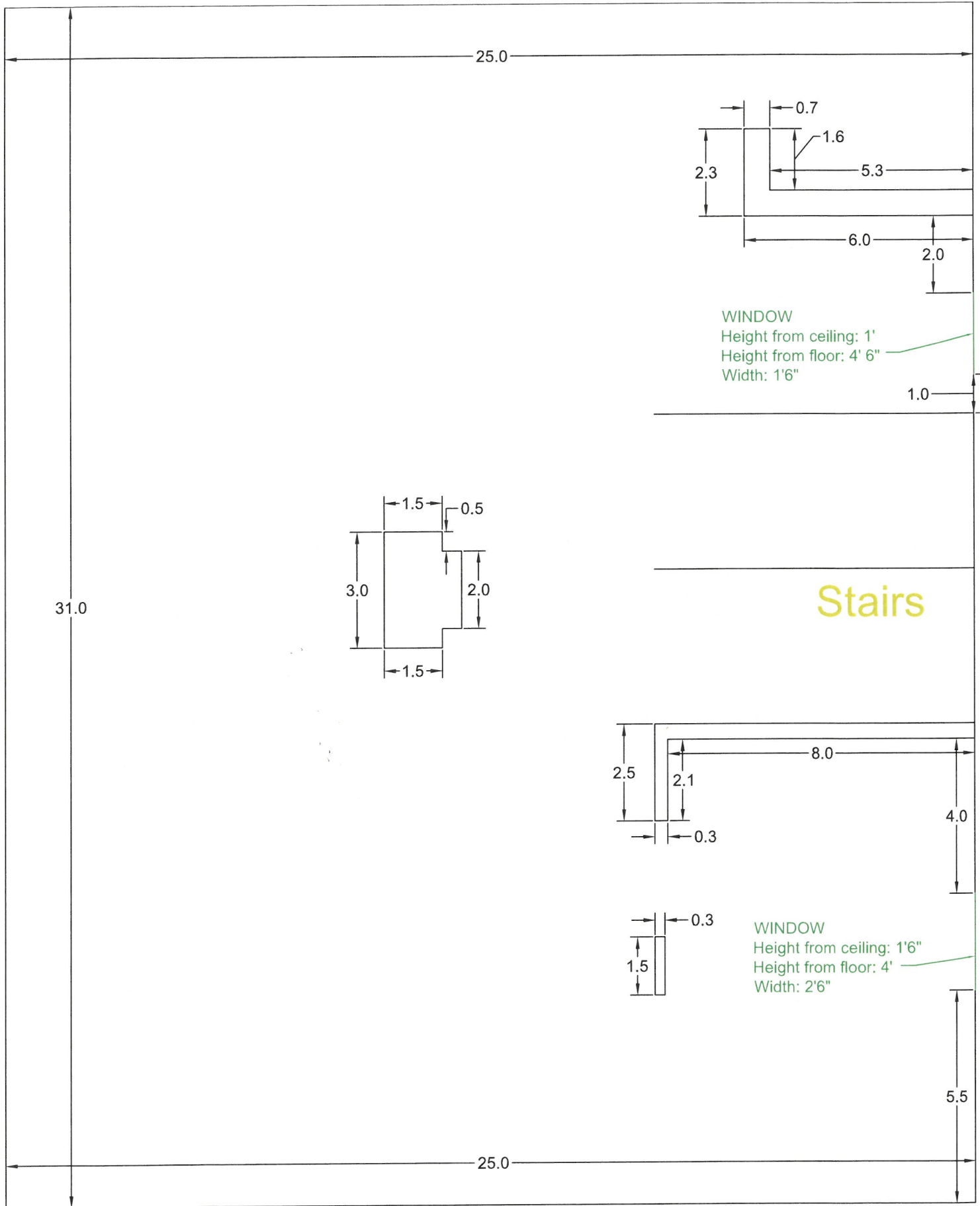
This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied. Map prepared by City of Green Bay Department of Community and Economic Development. E.R. 07 Mar 2023 X:\Planning\Basemaps\template_8.5x11.mxd

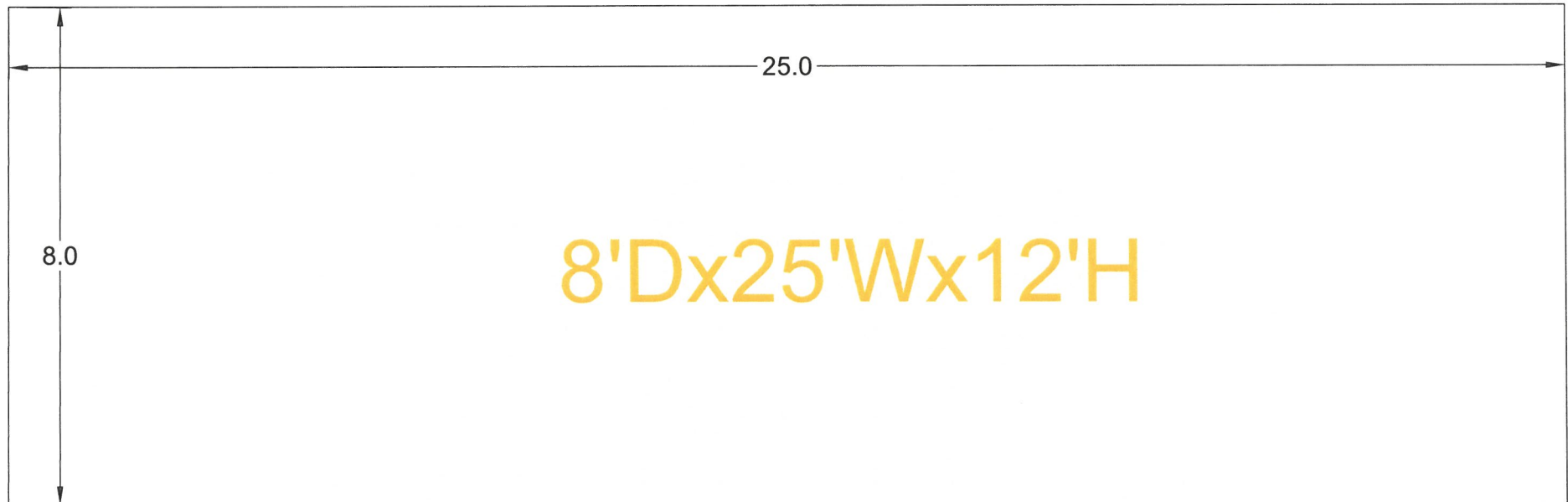
- 515 Cass Street
- 100-ft. Notification Area











Ariel view of front deck









GREEN BAY
RECYCLES













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: 515 Cass Street

2. Parcel #: 15-146

3. Owner of record: Impact Ventures, LLC Phone: 920-360-4353

<u>W3250 Krueger Road</u>	<u>Seymour</u>	<u>WI</u>	<u>54165</u>
(Address)	(City)	(State)	(Zip)

4. Applicant's Name: Jason Muenster

<u>W3250 Krueger Road</u>	<u>Seymour</u>	<u>WI</u>	<u>54165</u>
(Address)	(City)	(State)	(Zip)

<u>920-360-4353</u>	<u>920-360-4353</u>	<u>jasonmuenster@yahoo.com</u>
(Office Phone #)	(Cell Phone #)	(E-mail Address)

5. Present use of Property: vacant property - being renovated

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.)

7. Attachments:

- ☐ Site Plan of the lot (Please indicate direction of north, dimensions, structures, etc.)
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- ☐ 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: Jason Muenster

Owner Signature: Jason Muenster

Date Received: _____ Staff: _____

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					