



AGENDA OF THE LANDMARKS COMMISSION

WEDNESDAY, MARCH 19, 2025, 4:30 PM
City Hall, Room 604 - The Harry Maier Room.
Virtual attendance is also available via Zoom.

A. Zoom Meeting Information.

- I. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/89692538356?pwd=azA0c1hWd3kxaklnGjzRXJQUW5qZz09>

Or call in by phone: +1 312 626 6799

Meeting ID: 896 9253 8356

Passcode: 973532

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

B. Roll Call.

- I. Members: Chair Ron Dehn, Ald. Jim Hutchison, Stephen Srubas, Susan Ley, David Siegel, Rebecca Derenne, and Al Gonzalez Valentine.

C. Approval of the Agenda.

- I. Approval of the agenda for the Wednesday, March 19, 2025, meeting of the Landmarks Commission.

D. Approval of Minutes.

- I. Approval of the minutes from the Wednesday, February 19, 2025 meeting and the Thursday, March 13, 2025 special meeting.

E. Regular Business.

- I. (COA 25-05) Consideration with possible action on a design review for art banners on the building exterior located at 305 E Walnut Street.

F. Informational.

1. Staff-level COA applications.
2. Staff update.
3. Date of next meeting: April 16, 2025.

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.



Report to the
Landmarks Commission
of the City of Green Bay

MEETING DATE

March 19, 2025

PREPARED BY

Jason Flatt, Staff

AGENDA ITEM # E.1

(COA 25-05) Consideration with possible action on a design review for art banners on the building exterior located at 305 E Walnut Street.

BACKGROUND

305 E Walnut, the Northern Building, is a contributing building in the Downtown Historic District, built in 1930. The building underwent renovations in 1994 to become government offices for Brown County, but a high degree of exterior design integrity has been maintained.

This request for COA calls for a temporary banner to be hung. The bottom edge of the banner will align to window hardware on the third story. Three separate banner panels will be hung, each having 3/8" galvanized cable run on both sides of the vertical length. The middle banner will be out in front with 10" of overlap for each side.

The window foundations include 2x10 boards for the exterior and interior panels with a 2x6 used for the middle panel that the window will sit on. Foam cushioning will be placed anywhere these panels touch the windowsill or building. The extension bar that holds the cable away from the building will be mounted to the 2x10s.

Parapet saddles made of painted steel and attached to 2x10s hold the top of the cables. Four of these saddles will be placed in total, one at the edge of each of three banner panels.

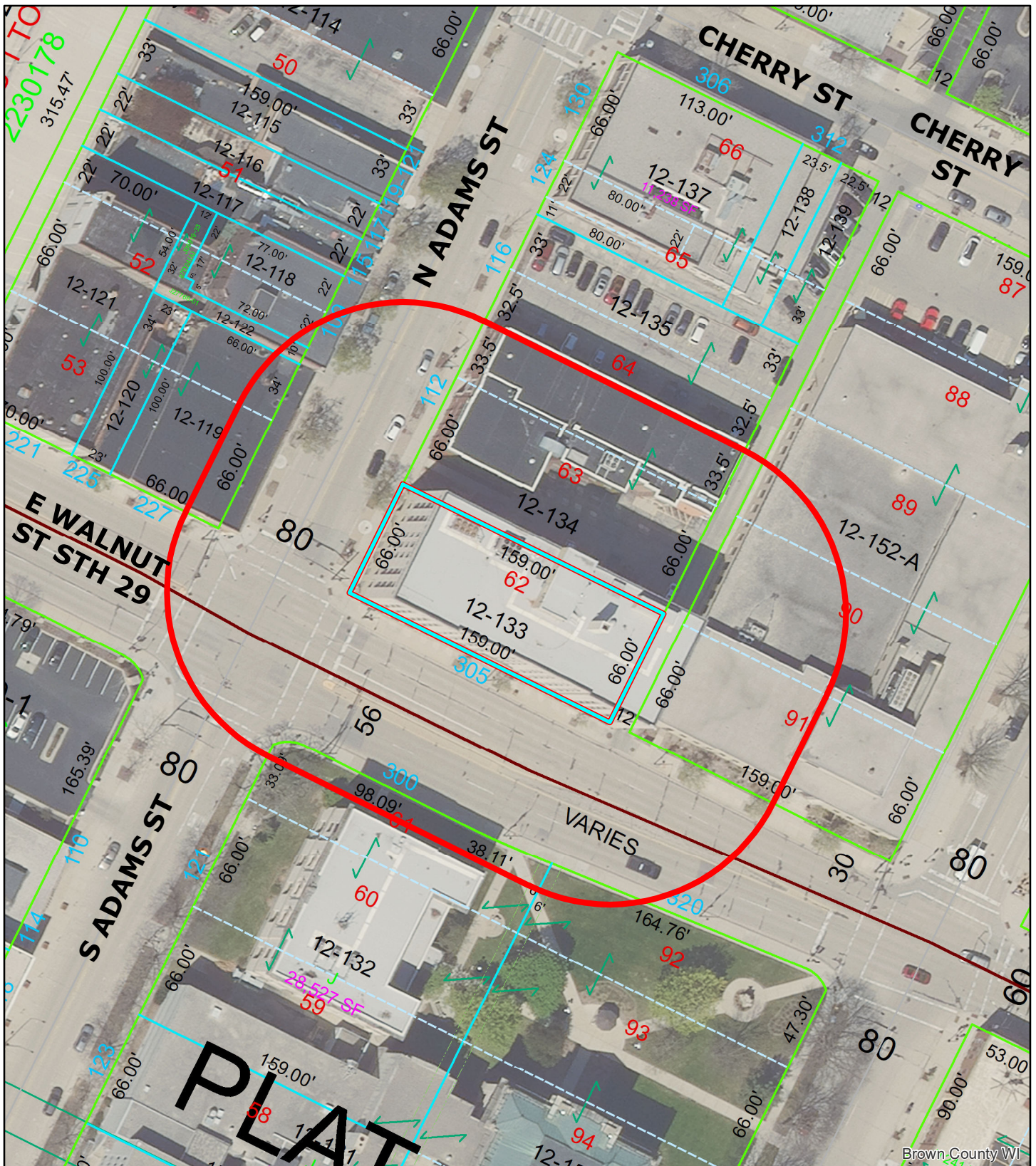
None of the hardware for this temporary banner installation requires any change to the physical material of the building (no holes to be drilled, etc; it is all removable).

RECOMMENDATION

LC staff recommends approval of the temporary banner and associated hardware noting that there are no proposed changes to the building material and noting that the wood packing material proposed will protect the building surfaces.

FISCAL IMPACT**ATTACHMENTS**

1. COA 25-05 Map
2. COA 25-05 Banner Exhibit
3. COA 25-05 Application

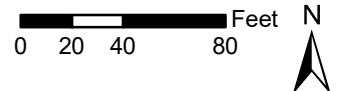


Brown County WI



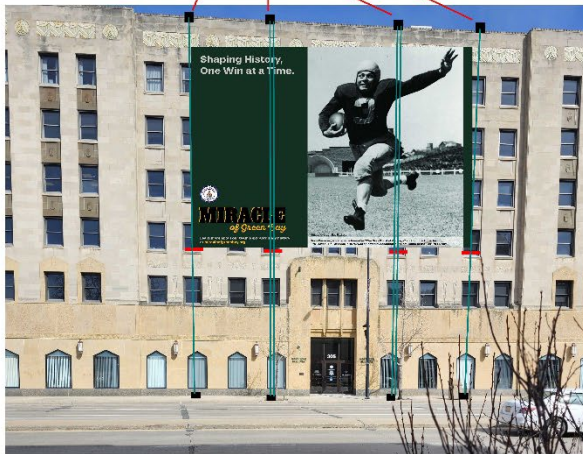
This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied. Map prepared by City of Green Bay Department of Community and Economic Development. E.R. 11 Mar 2025 X:\Planning\Basemaps\template_8.5x11.mxd

(COA 25-05) Art Banners on 305 E Walnut Street



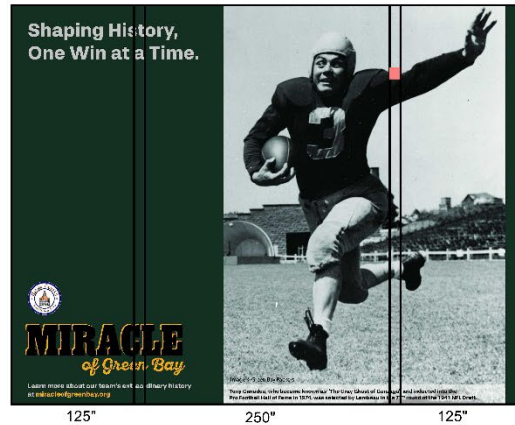
- 305 E Walnut Street
- 100' Notification Buffer

Saddle Mount Spaced To Ends of Banner Panels

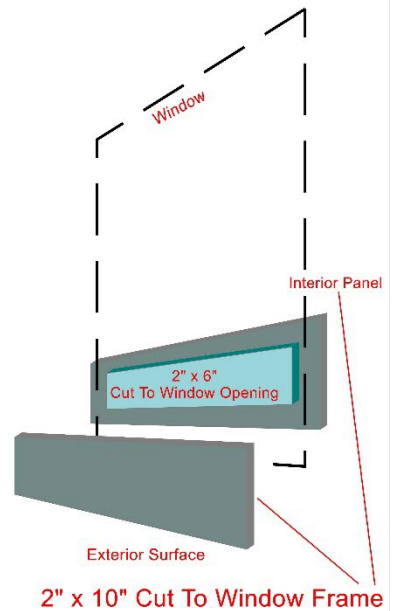
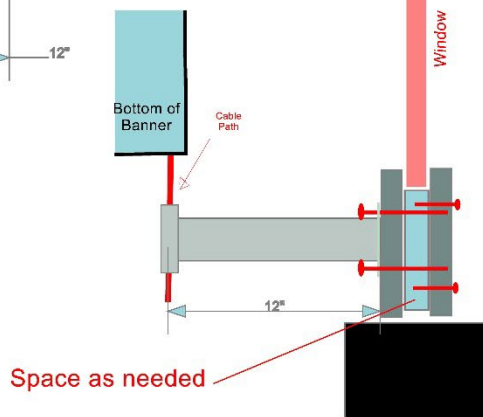
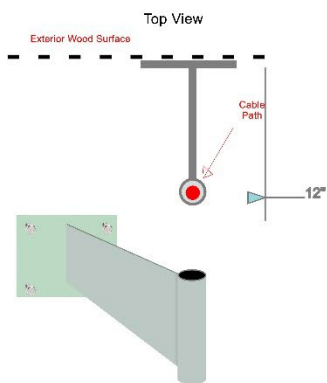


3 PANELS

10 INCHES OF OVERLAP



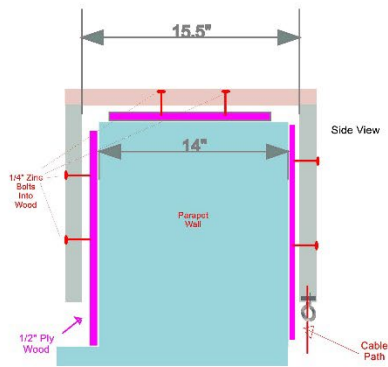
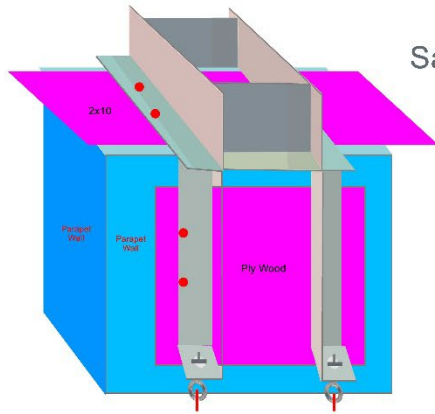
Vertical Anchor



Parapet Saddle

Carbon Steel - Painted

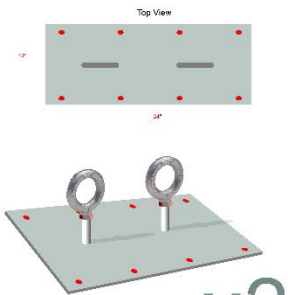
Saddle Mount Spaced To Ends of Banner Panels



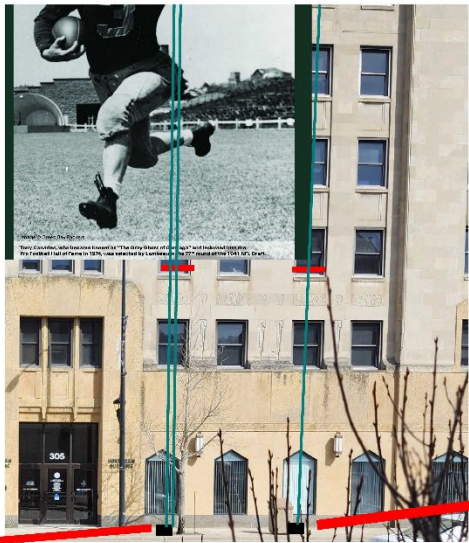
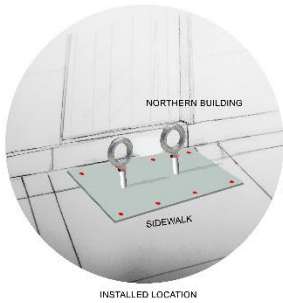
45' 2x10 Wood Top



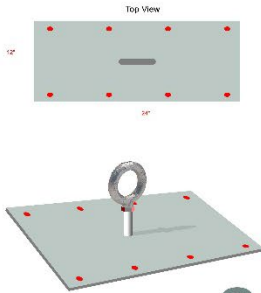
Sidewalk Anchors



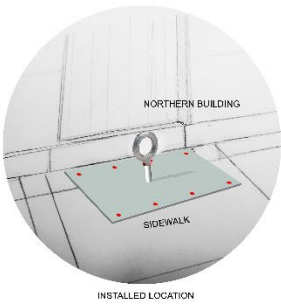
x2



Carbon Steel - Painted



x2





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: _____

2. Parcel #: _____

3. Owner of record: _____ Phone: _____

(Address) (City) (State) (Zip)

4. Applicant's Name: _____

(Address) (City) (State) (Zip)

(Office Phone #) (Cell Phone #) (E-mail Address)

5. Present use of Property: _____

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.)
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: Heather TenHaken

Owner Signature: _____

Date Received: _____ Staff: _____