



AGENDA OF THE LANDMARKS COMMISSION

WEDNESDAY, JANUARY 21, 2026, 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/89115121688?pwd=tZta3UxnmHIOTVhll8sc2jB9Rjzi9I.1>

Or call in by phone: +1 312 626 6799

Meeting ID: 891 1512 1688

Passcode: 400638

If you wish to leave a comment for this public meeting, 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, January 21, 2026, meeting of the Landmarks Commission.

D. Approval of Minutes.

- I. Approval of the minutes from the December 17, 2025, meeting.

E. Regular Business.

- I. (COA 26-01) Consideration with possible action on a design review for window work at 109 N Adams Street.

F. Informational.

1. Staff-level COA applications.
2. Semi-Annual Report of LC to Common Council
3. Staff update.
4. Next Meeting: February 18, 2026

G. Adjournment.

1. Adjournment of the Wednesday, January 21, 2026, meeting of the Landmarks Commission.

- 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

January 21, 2026

PREPARED BY

AGENDA ITEM # D.I

Approval of the minutes from the December 17, 2025, meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Landmark Commission Meeting Minutes 12172025



MINUTES OF THE LANDMARKS COMMISSION

WEDNESDAY, DECEMBER 17, 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=azA0c1hWd3kxaklncGJzRXJQUW5qZz09>

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.

Present: David Siegel, Ron Dehn, Susan Ley, Rebecca Derenne, Stephen Srubas, Jim Hutchison, Al Gonzalez Valentine

Stephen Srubas joined at 4:36pm.

C. APPROVAL OF THE AGENDA.

1. Approval of the agenda for the Wednesday, December 17, 2025, meeting of the Landmarks Commission.

Moved by Susan Ley, seconded by David Siegel to approve the agenda.

Motion Passed.

Yes - David Siegel, Ron Dehn, Susan Ley, Rebecca Derenne, Jim Hutchison, Al Gonzalez Valentine

No - None, Abstain - None.

D. APPROVAL OF MINUTES.

1. Approval of the minutes from the October 15, 2025, meeting.

Moved by Rebecca Derenne, seconded by Jim Hutchison to approve the minutes.

Motion Passed.

Yes - David Siegel, Ron Dehn, Susan Ley, Rebecca Derenne, Jim Hutchison, Al Gonzalez Valentine

No - None, Abstain - None.

E. REGULAR BUSINESS.

1. (COA 25-43) Consideration with possible action on a design review for a garage build located at 620 Lawe Street.

Moved by David Siegel, seconded by Susan Ley to approve the garage.

Motion Passed.

Yes - David Siegel, Ron Dehn, Susan Ley, Rebecca Derenne, Jim Hutchison, Al Gonzalez Valentin

No - None, Abstain - None.

2. (COA 25-44) Consideration with possible action on a design review for a new garage and driveway located at 643 S Jefferson Street.

Moved by Al Gonzalez Valentine, seconded by Rebecca Derenne to approve the new garage and driveway.

Motion Passed.

Yes - David Siegel, Ron Dehn, Susan Ley, Rebecca Derenne, Jim Hutchison, Al Gonzalez Valentine

No - None, Abstain - None.

F. INFORMATIONAL.

1. Staff-level COA applications.

There were 10 staff-level COA's.

2. Staff update.

Staff provided an update.

3. Next Meeting: January 21, 2026.

G. ADJOURNMENT.

1. Adjournment of the Wednesday, December 17, 2025, meeting of the Landmarks Commission.

Moved by David Siegel, seconded by Susan Ley to adjourn the meeting.

Motion Passed.

Yes - David Siegel, Ron Dehn, Susan Ley, Rebecca Derenne, Stephen Srubas, Jim Hutchison, Al Gonzalez Valentine

No - None, Abstain - None.



Report to the
Landmarks Commission
of the City of Green Bay

MEETING DATE

January 21, 2026

PREPARED BY

Jason Flatt, Staff

AGENDA ITEM # E.1

(COA 26-01) Consideration with possible action on a design review for window work at 109 N Adams Street.

BACKGROUND

109 N Adams, the former Schauer & Schumacher funeral home, is a contributing building in the Downtown Historic District, built in 1926. The building maintains a relatively high degree of integrity.

This request for COA calls for repair of existing windows and reproduction of missing windows in the 2nd & 3rd stories of the front façade. Information provided indicates that missing windows will be reproduced based on the design of existing windows. New windows will incorporate a double-pane design, but they will fit the original openings and match the historic appearance of original windows and maintain a visible light transmittance value of 74%.

Relevant sections of the Secretary of the Interior's (SOI) Standards for Rehabilitation include the following.

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

The proposed repair of existing windows and reproduction of missing windows appears to satisfy all SOI Standards.

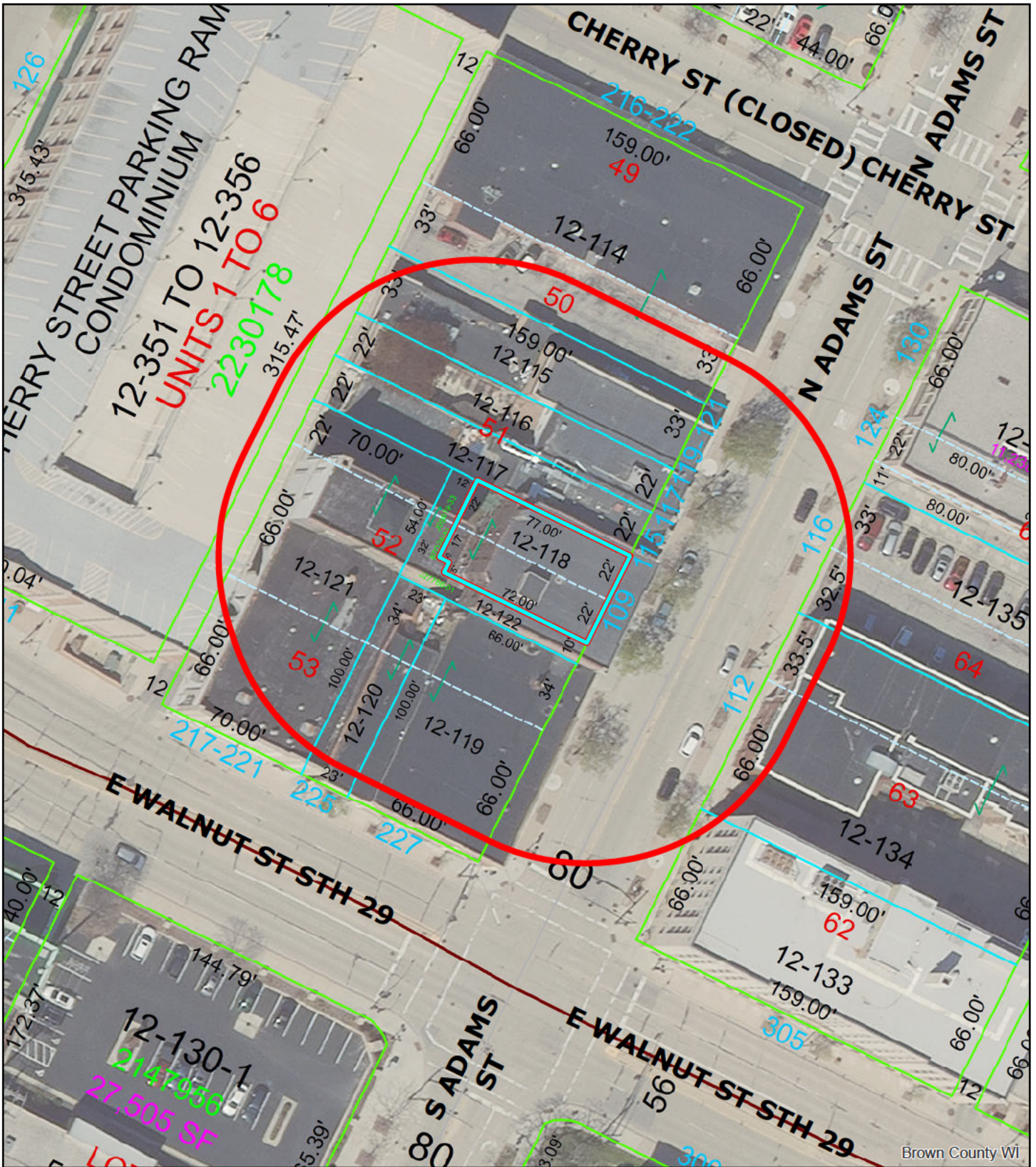
RECOMMENDATION

LC staff recommends approval of the proposed window repairs and reproductions noting that the information presented adheres to the Secretary of the Interior's Standards for Rehabilitation of historic buildings.

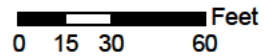
FISCAL IMPACT

ATTACHMENTS

1. COA 26-01 Map
2. COA 26-01 Application and Quote



(COA 26-01) Front Window Work
at 109 N Adams Street



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. 13 Jan 2026 X:\Planning\Basemaps\template_8.5x11.mxd

- 109 N Adams Street
- 100' Notification Area



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: 109 N Adams St, Green Bay

2. Parcel #: 12-118

3. Owner of record:	<u>Investment Creations, LLC</u>	Phone:	<u>414-793-7887</u>
	<u>PO Box 91</u>	<u>Neenah</u>	<u>WI 54957</u>
	(Address)	(City)	(State) (Zip)

4. Applicant's Name:	<u>Umer Sheikh</u>		
	<u>PO Box 91</u>	<u>Neenah</u>	<u>WI 54957</u>
	(Address)	(City)	(State) (Zip)
	<u>414-793-7887</u>	<u>414-793-7887</u>	<u>[REDACTED]</u>
	(Office Phone #)	(Cell Phone #)	(E-mail Address)

5. Present use of Property: Vacant - will be renovated to an office space for Everson Law

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.)

Missing and broken sashes for existing double hung windows. Sashes will be repaired and/
Repaired sashes will have double pane insulated glass. No tint/VLT of 74 (see specs)
Rebuilt sashes will be identical to existing/repared sashes.
Existing window frames will be salvaged/repared.

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 accessory structures
- Replacement of existing siding with identical siding
- Replacement or repair to porches identical to existing style and materials
- Commercial sign installation or replacement
- Installation of cell or utility towers
- Rooftop alterations or mechanicals not visible from the public right-of-way
- Repair or replacement of decks, porches, or balconies not visible from the public right-of-way
- Installation of skylights on the roof

Petitioner Signature: _____

Owner Signature:  _____

Date Received: _____ Staff: _____

AGC Glass Calculator Performance Data



Configuration:

Exterior Lite	1/8" (3 mm) Clear
Airspace	3/8" (10 mm)
Interior Lite	1/8" (3 mm) Clear Comfort E-PS#3

Visible Light

Transmittance (LT)	74%
Reflectance - Outdoors (LR)	17%
Reflectance - Indoors	16%

Solar Energy

Transmittance	60%
Reflectance - Outdoors (ER)	17%

U.V. Light

Transmittance	44%
Damage Weighted Index -ISO	64%

U-Values

Winter - Air / Argon	0.35/0.29
Summer - Air / Argon	0.36/0.31

Other Values

Solar Heat Gain Coefficient (SHGC)	0.73
Shading Coefficient	0.83
Relative Heat Gain - BTU/Hr/Sq. Ft.	172
Light to Solar Heat Gain Ratio	1.01



PACKERLAND GLASS PRODUCTS
 Pete Borremans
 3654 Packerland Drive
 DePere, WI 54115
 920-499-6214 Fax 920-499-7067
www.packerlandglass.com

*Performance values are based on representative production samples and product modeling data using LBNL Window Software. Actual values may differ due to variations in the manufacturing process.

**Thermal stresses or building codes may require the use of heat-treated glass. This document is not an evaluation of the risk of glass breakage from thermal stresses. Contact AGC's Technical Services Department to ensure the correct form of glass to be supplied for the structure, 1-888-234-8380

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ENERGY SELECT 25
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KRYSTAL PATTERNS
TEXTURED GLASS

KRYSTAL IMAGES
DIGITAL IMAGING

KRYSTAL KLEAR
PREMIUM LOW-IRON GLASS

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ACID-ETCHED GLASS

RESIDENTIAL

COMFORT SELECT
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COMFORT SELECT
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117 Elm St.
Neenah, WI 54956
920-213-6459

Proposal

DATE	PROPOSAL NO.
12/14/2025	3976

NAME / ADDRESS
Investment Creations P.O. Box 91 Neenah, WI 54957-0091

DESCRIPTION	PROJECT ADDRESS		
	109 N Adams		
DESCRIPTION	QTY	COST	AMOUNT
Remove remaining windows and parting stops. Repair sashes where practical and cut to fit new glass. Build new wood sashes as necessary. Install new insulated glass in all sashes. Prime and paint all sashes and new parting stop. Replace sash cords and install new jamb liners for lower sashes. Install sashes and new window locks.	18	2,950.00	53,100.00
Total			\$53,100.00



Report to the
Landmarks Commission
of the City of Green Bay

MEETING DATE

January 21, 2026

PREPARED BY

Stephanie Hummel, Staff

AGENDA ITEM # F.1

Staff-level COA applications.

BACKGROUND

- COA 25-49, 114 S Broadway, Sign

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Landmarks Commission
of the City of Green Bay

MEETING DATE

January 21, 2026

PREPARED BY

Stephanie Hummel, Staff

AGENDA ITEM # F.2

Semi-Annual Report of LC to Common Council

BACKGROUND

As directed by the Landmarks Commission, a Semi-Annual Report has been created and will be forwarded to the Common Council for their February 3, 2026, meeting. This report covers July through December 2025. We closed the year with a 100% approval rating for staff and Landmarks' level COA applications. Our overall approval rating increased from 97.3% to 97.6% since the Commission's start in 2018.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Semi-Annual Report to Common Council from Landmarks Commission, July-December 2025



MEMORANDUM

TO: Common Council

FROM: Stephanie Hummel, AICP, Planner II

RE: Semi-Annual Report of Landmarks Commission Activity, July - December 2025

DATE: February 3, 2026

Landmarks-Level COAs:

- The Landmarks Commission reviews major exterior work to all historic properties within the City.
- During this reporting period, the Landmarks Commission has reviewed eight (8) COAs:
 - Window Replacement, Approved
 - Roof-Mounted Solar, Withdrawn by Applicant
 - Porch Railing Replacement, Approved with Condition
 - Porch Step Replacement, Approved
 - Garage Demolition, Approved
 - Window Replacement, Approved
 - New Garage, Approved
 - New Garage & Driveway, Approved

Staff-Level COAs:

- Our staff can approve a variety of projects that are less complicated than applications reviewed by the Landmarks Commission.
- A Text Amendment was approved by Common Council on June 24, 2025, to allow for more projects to be approved at a Staff Level.
- During this reporting period, we have reviewed 19 staff-level COAs:
 - Roof, Approved
 - Signs, Approved with Condition
 - Roof, Approved
 - Porch, Approved with Conditions
 - Roof, Approved
 - Fence, Approved
 - Fence, Approved
 - Signs, Approved with Condition
 - Driveway, Approved
 - Walkway, Approved
 - Roof, Approved
 - Roof, Approved
 - Driveway, Approved
 - Sign, Approved
 - Fence, Approved
 - Roof-Mounted Solar Panels, Approved with Condition

- Fence, Approved
- Roof & Gutters, Approved
- Sign, Approved

2025 COA Approval Rate: 100%

COA Approval Rate since Creation of Landmarks Commission (August 2018): 97.6%

- 375 Total COAs
- 9 Denied
 - 5 of those redid their projects and received approval from the Landmarks Commission
 - 4 were appealed to Common Council
 - 2 were upheld
 - 2 were overturned

Historic Preservation Revolving Loan Funds:

- The goal is to administer two revolving loans per year to maintain the fund in a consistent manner that allows us to always have funds available.
- We have administered three \$10,000 loans in 2025:
 - Plumbing/Sewer Stabilization Work
 - House & Garage Painting
 - Window Replacement

cc: Alder Jim Hutchison
Landmarks Commission