



AGENDA OF THE LANDMARKS COMMISSION

WEDNESDAY, AUGUST 19, 2026, 4:30 PM
City Hall, Room 604 - The Harry Maier Room.
Virtual attendance is also available via Zoom.

A. Zoom Meeting Information.

1. 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.

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

C. Approval of the Agenda.

1. Approval of the agenda for the Wednesday, August 19, 2026, meeting of the Landmarks Commission.

D. Approval of Minutes.

1. Approval of the minutes from the June 17, 2026 meeting.

E. Regular Business.

1. Election of Officers
2. Consideration with possible action on a Declaration of Demolition by Neglect at 402 Dousman Street.

3. (COA 26-21) Consideration with possible action on a design review for a driveway replacement and a new backyard patio located at 837 S Jackson Street.

F. Informational.

1. Staff-level COA applications.
2. Staff update.
3. Next Meeting: September 16, 2026

G. Adjournment.

1. Adjournment of the Wednesday, August 19, 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

August 19, 2026

PREPARED BY

AGENDA ITEM # D.I

Approval of the minutes from the June 17, 2026 meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Landmarks Commission Minutes 06_17_2026



MINUTES OF THE LANDMARKS COMMISSION

WEDNESDAY, JUNE 17, 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=tZta3UxnmHIOTVhI8sc2jB9Rjzi9I.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.

Present: David Siegel, Susan Ley, Rebecca Derenne, Stephen Srubas

Absent: Ron Dehn, Jim Hutchison, Al Gonzalez Valentin

C. APPROVAL OF THE AGENDA.

- I. Approval of the agenda for the Wednesday, June 17, 2026, meeting of the Landmarks Commission.

Moved by Stephen Srubas, seconded by Rebecca Derenne to approve the agenda.
Motion Passed.
Yes - David Siegel, Susan Ley, Rebecca Derenne, Stephen Srubas
No - None, Abstain - None.

D. APPROVAL OF MINUTES.

- I. Approval of the minutes from the May 20, 2026 meeting.

Moved by Stephen Srubas, seconded by Rebecca Derenne to approve the minutes.
Motion Passed.
Yes - David Siegel, Susan Ley, Rebecca Derenne, Stephen Srubas
No - None, Abstain - None.

E. REGULAR BUSINESS.

- I. Declaration of Demolition by Neglect at 402 Dousman Street.

Moved by David Siegel, seconded by Stephen Srubas to open the floor.
Motion Passed.
Yes - David Siegel, Susan Ley, Rebecca Derenne, Stephen Srubas
No - None, Abstain - None.

Speakers:

Michael Schwantes - 319 N Broadway

Susan LaCrosse - N1623 Townhall Rd, Kewaunee

Moved by Stephen Srubas, seconded by David Siegel to close the floor.
Motion Passed.
Yes - David Siegel, Susan Ley, Rebecca Derenne, Stephen Srubas
No - None, Abstain - None.

2. (COA 26-14) Consideration with possible action on a design review for a new porch located at 422 Cass Street.

Moved by Susan Ley, seconded by Rebecca Derenne to approve the design.
Motion Passed.
Yes - David Siegel, Susan Ley, Rebecca Derenne, Stephen Srubas
No - None, Abstain - None.

3. (COA 26-15) Consideration with possible action on a design review for a new garage located at 621 S Monroe Avenue.

Moved by Stephen Srubas, seconded by Susan Ley to approve the design.

Motion Passed.

Yes - David Siegel, Susan Ley, Rebecca Derenne, Stephen Srubas

No - None, Abstain - None.

4. (COA 26-17) Consideration with possible action on a design review for window replacement located at 310 Pine Street.

Moved by David Siegel, seconded by Rebecca Derenne to approve the design.

Motion Passed.

Yes - David Siegel, Susan Ley, Rebecca Derenne,

No - None, Abstain - Stephen Srubas.

5. Consultant Selection for New Historic District Nomination.

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

Motion Passed.

Yes - David Siegel, Susan Ley, Rebecca Derenne, Stephen Srubas

No - None, Abstain - None.

F. INFORMATIONAL.

1. Staff-level COA applications.

2. Staff update.

3. Next Meeting: July 15, 2026

G. ADJOURNMENT.

1. Adjournment of the Wednesday, June 17, 2026, meeting of the Landmarks Commission.

Moved by Rebecca Derenne, seconded by Stephen Srubas to adjourn the meeting.
Motion Passed.

Yes - David Siegel, Susan Ley, Rebecca Derenne, Stephen Srubas

No - None, Abstain - None.



Report to the
Landmarks Commission
of the City of Green Bay

MEETING DATE

August 19, 2026

PREPARED BY

AGENDA ITEM # E.I

Election of Officers

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the Landmarks Commission of the City of Green Bay

MEETING DATE

August 19, 2026

PREPARED BY

Jason Flatt, Staff

AGENDA ITEM # E.2

Consideration with possible action on a Declaration of Demolition by Neglect at 402 Dousman Street.

BACKGROUND

402 Dousman Street is in the Broadway-Dousman Historic District.

The property owner received a Certificate of Appropriateness (COA) in September 2023 (COA 23-52) to remove the concrete block “storm windows” from the 2nd and 3rd floors of the property with the condition that a COA for permanent replacement windows must be submitted within 60 days of removing the existing concrete block storm windows.

This application was received and approved in February 2024 in conjunction with a Commercial Façade Grant. The COA (COA 24-10) approved replacement windows with the following conditions:

1. Such as there is no existing glass block in the transom window area, as displayed by applicant.
2. The steel header above the first-level storefront windows will be maintained and not covered by smooth metal panels.
3. All windows will have a painted finish and will not have an adonized finish.
4. The visual light transmittance for the first-level windows will be 72%.

No work was done with this COA and no extension was requested. In looking to extend their Façade Grant timeline, a new COA application was required (COA 25-10). This was approved for the same windows/project, with only conditions #4 from above being retained as the rest had been addressed. This COA was set to expire on April 17, 2026, but the owner asked for an extension, which expires on June 30, 2026.

Since 2023, many staff in Community and Economic Development, including our Inspection Division, have been involved in this property. The owner has been afforded ample opportunity to correct the issue with the missing windows, as well as the other building issues.

On June 2, 2026, our Inspection Department met with Landmarks Staff to determine the best path forward for preserving this historic building. Inspection sent the attached Violation Notice, which lists the major damage and deterioration of the property. We believe that a Finding of Demolition by Neglect is appropriate for this property as we have been working with the owner for a minimum of three years and we do not want a Raze order placed against this property.

If the Landmarks Commission finds this to be Demolition by Neglect, the provisions of Green Bay Municipal Code Section 13.1507(d) will apply. They are as follows:

Demolition by neglect. Neglect in maintaining, repairing, or securing a designated historic structure, designated historic site, or a structure in a designated historic district that results in deterioration of an exterior feature of the structure or site or the loss of structural integrity of the structure or site constitutes demolition by neglect. Upon a finding by the LC that a designated historic structure, designated

historic site, or structure in a designated historic district is threatened by demolition by neglect, such neglect constitutes a violation of this ordinance and the LC may do either of the following:

- (1) Require the owner of the property to repair all conditions contributing to demolition by neglect; or
- (2) If the owner does not make repairs within sixty (60) days, the LC or its agent may elect to, but is not required to, enter the property and make such repairs as are necessary to prevent demolition by neglect, provided:

a. That an estimate of the anticipated cost is provided to LC and it authorizes going forward with the repairs, designating a source of the funds to be made available; or

b. The LC, through grants, donations, or other efforts on its own, provides the funding necessary to accomplish the necessary repairs. Such funds shall be handled and accounted for in accordance with Section 13-1507 (l) of the Municipal Code.

The costs of the work shall be charged to the owner, and may be levied by the city as a special assessment against the property. The LC or its agents may enter the property for purposes of this section upon obtaining an order from the circuit court. All funds recovered from a property owner pursuant to this provision shall be returned to the same source from which it was obtained.

The goal is to repair this building using the above section of code. This can be accomplished through new ownership, grants, loans, property stabilization, etc. Finding this as Demolition by Neglect offers the Landmarks Commission and its staff an opportunity to save this historic building. If a finding is approved by the Commission, staff will prepare a letter to the property owner, as well as add language to the forthcoming Repair order about the Demolition by Neglect clause. From there, we will work with the property owner to create a plan to save the structure.

RECOMMENDATION

Confirmation of Finding of Demolition by Neglect

FISCAL IMPACT

ATTACHMENTS

1. 402 Dousman CompViolationLetter20260602115839 (1)
2. Demo by Neglect, 402 Dousman Street, Map (1)



Community & Economic Development Department
100 North Jefferson Street - Room 608
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3300
Fax 920.448.3426

To: **SAMS INVESTMENTS LLC**
319 N BROADWAY
GREEN BAY WI 54303

June 02, 2026
Case #: **139437**
(Initial Inspection 8/6/2025)

Property Address: 402 DOUSMAN ST, 5-593

Dear Property Owner:

An inspection was recently conducted at your property. Results of this inspection identified Municipal Ordinance violation(s) that need to be addressed by you, the property owner. Please note the "Correct By" date for correcting each item listed below. Unless I hear from you prior to the Correct By date(s), a re-inspection to check for compliance will be performed on or shortly after each date listed. The City greatly appreciates your effort and commitment to improving the quality of life in our neighborhoods. **Please contact me directly** if you have any questions regarding this notice. Again, thank you for maintaining your property in a code compliant condition.

Rob Cormier, Building Inspector
(920) 448-3304 Rob.Cormier@greenbaywi.gov

Violations Notice:

Order Number	Findings	Correct By	Inspector Comments
GBMC Sec 8-276	1. Repair or replace damaged and deteriorated doors and windows. All doors and window openings shall have doors and windows that are in a good state of repair and fully functional and weathertight; 2. Repair or replace damaged and deteriorated floors. All floor framing systems shall be structurally sound and in a good state of repair; 3. Repair or replace damaged and deteriorated ceilings. Ceiling systems shall be in a good state of repair; 4. Repair or replace damaged and deteriorated walls. All wall systems including framing, insulation, and interior and exterior coverings shall be structurally sound and in a good state of repair; 5. Repair or replace damaged electrical systems. The electrical systems throughout the building shall be inspected by a licensed master electrician and shall comply with applicable electrical codes. Repairs and component replacement will be required as identified by the master electrician and/or electrical inspector; 6. Repair or replace damaged plumbing systems. The plumbing systems shall be inspected by a master plumber	7/2/2026	

	and shall comply with applicable plumbing codes. All plumbing systems, components and fixtures shall be sound and functioning as intended; 7. Repair or replace all damaged structural systems. All structural components must be shown to be code compliant and sufficient to carry all loads present or intended and maintained in a good state of repair; 8. Repair or replace all damaged and inoperable Hvac systems and components. All Hvac systems and components shall be inspected by a licensed Hvac contractor and made to be compliant with applicable codes and perform as intended; 9. Repair or replace damaged and deteriorated foundations. The foundation shall be repaired as needed and shall be structurally sound and in a good state of repair; 10. Structural analysis and plans shall be prepared by a licensed architect or engineer and show compliance with the International Existing Building Code; 11. Permits are required prior to any repair or renovation work commencing on any electrical, building, hvac and plumbing systems. All work shall comply with applicable State and Municipal codes and ordinances.		
GBMC Sec. 8-276	Sec. 8-276. - Building maintenance. (a)Hazardous conditions. A person who owns, leases, or occupies a building shall keep the building from structural or other conditions that constitute a substantial hazard to the health or safety of its occupants or create an unreasonable risk of personal injury as a result of any reasonably foreseeable use of the building other than negligence by an occupant.(b)Common areas. A person who owns a commercial building and leases the building to multiple tenants shall keep all common areas of the building maintained in a manner that is safe, functioning, sanitary, and undamaged.(c)Building exterior. A person who owns a building shall keep all exterior and weatherproofing components maintained in a manner that is safe, functioning, cleanable, and undamaged.(d)Other structures. Accessory structures, temporary structures, fences, and other structures shall be kept in a manner that is safe, functioning, cleanable, and undamaged.(e)Insufficient repairs. A person who owns a building shall ensure all repairs to the building are performed in a workmanlike manner. The term "workmanlike manner" includes, but is not limited to:(1)The use of materials that have a consistent texture, color, quality, or appearance with adjacent materials.(2)The complete performance of a job	7/2/2026	

	which does not leave unfinished edges, exposed nails or screws, loosely attached materials, or similar conditions.		
--	--	--	--

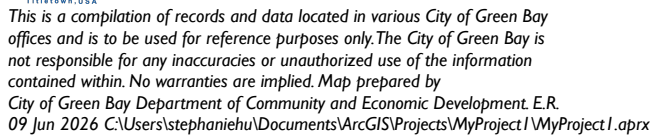
All cited violations must be corrected by the date(s) indicated above unless an extension of time is granted. A re-inspection fee in the amount of seventy-five dollars (\$75) will be assessed for each re-inspection required after the above noted correction date or extension date passes and the property is still in non-compliance. In addition, each day that violations continue after this notice shall constitute a separate offense and may be subject to additional re-inspection fees and/or the issuance of Municipal Court citations.

An owner of real property shall give notice to any purchaser that a notice has been issued concerning code violations, where the condition giving rise to the notice of violation has not been corrected.



Rob Cormier, Building Inspector
(920) 448-3304,
Rob.Cormier@greenbaywi.gov

June 02, 2026
Date



A horizontal number line is shown with tick marks at 0, 15, 30, and 60. The word "Feet" is written at the right end of the line. The region between 15 and 30 is shaded gray.



- 402 Dousman Street
- Buffer



Report to the
Landmarks Commission
of the City of Green Bay

MEETING DATE

August 19, 2026

PREPARED BY

Jason Flatt, Staff

AGENDA ITEM # E.3

(COA 26-21) Consideration with possible action on a design review for a driveway replacement and a new backyard patio located at 837 S Jackson Street.

BACKGROUND

837 S Jackson Street is a contributing property in the Astor NRHP District. This house retains integrity of location, setting, and design, but changes to date have noticeably impacted integrity of workmanship and materials (notably the modern siding material).

The COA proposes replacing the current concrete driveway with a new concrete driveway of identical dimensions (approx. 8'-6" x 90'; 774 sq. ft.) as well as adding a new concrete patio behind the house (approx. 21' x 16'; 336 sq. ft.) where only concrete sidewalks are currently present.

The most relevant, high-level portions of the Secretary of the Interior's Standards 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.
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.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

RECOMMENDATION

LC staff recommends approval of the proposed driveway replacement and rear patio. The proposed hardscape work will have a negligible impact on the historic integrity of this property and the district.

FISCAL IMPACT

ATTACHMENTS

1. 837 S Jackson COA
2. 837 S JACKSON ST - A.YOUNG
3. 837 S. Jackson St. Exterior Photos



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: Project #124951

1. Address: 837 S Jackson St, Green Bay, WI 54301

2. Parcel #: 16-282

3. Owner of record: Alex and Amanda Young Phone: [REDACTED]

<u>837 S Jackson St</u>	<u>Green Bay</u>		
(Address)	(City)	(State)	(Zip)

4. Applicant's Name: Alex Young

<u>837 S Jackson St</u>	<u>Green Bay</u>	<u>WI</u>	<u>54301</u>
(Address)	(City)	(State)	(Zip)

<u>[REDACTED]</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>
(Office Phone #)	(Cell Phone #)	(E-mail Address)

5. Present use of Property: Single-family residential

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.)

Remove existing 8 ft. 6 in. x 90 ft. concrete driveway (approx. 774 sq. ft.)

Install replacement driveway in the same direction/orientation with a broom finish.

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): _____

Rev 7/2025

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:  Alex Young  Amanda Young 07/22/26

Owner Signature:  Alex Young  Amanda Young 07/22/26

Date Received: _____ Staff: _____

837 S. JACKSON STREET - ALEX YOUNG



Driveway Replacement







Report to the
Landmarks Commission
of the City of Green Bay

MEETING DATE

August 19, 2026

PREPARED BY

AGENDA ITEM # F.I

Staff-level COA applications.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None