



AGENDA OF THE LANDMARKS COMMISSION

WEDNESDAY, SEPTEMBER 16, 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, Susan Ley, David Siegel, Rebecca Derenne, Al Gonzalez Valentine, and Ian Griffiths.

C. Approval of the Agenda.

- I. Approval of the agenda for the Wednesday, September 16, 2026, meeting of the Landmarks Commission.

D. Approval of Minutes.

- I. Approval of the minutes from the August 19, 2026 meeting.

E. Regular Business.

- I. (COA 26-27) Consideration with possible action on a design review for metal caps over areas of front facade located at 109 N Adams Street.

F. Informational.

1. Staff-level COA applications.
2. Staff update.
3. Next Meeting: October 21, 2026.

G. Adjournment.

1. Adjournment of the Wednesday, September 16, 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

September 16, 2026

PREPARED BY

AGENDA ITEM # D.I

Approval of the minutes from the August 19, 2026 meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Landmarks Commission Minutes 08_19_2026



MINUTES 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.

- 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

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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

Excused: Jim Hutchison

Absent: Ron Dehn, Al Gonzalez Valentine

C. APPROVAL OF THE AGENDA.

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

Moved by Stephen Srubas, seconded by Susan Ley 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 June 17, 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. Election of Officers

Moved by Stephen Srubas, seconded by David Siegel to approve the election of Ron Dehn as the Chair of the Landmarks Commission.

Motion Passed.

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

No - None, Abstain - None.

Moved by Susan Ley, seconded by Stephen Srubas to approve the election of David Siegel as the Vice Chair of the Landmarks Commission.

Motion Passed.

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

No - None, Abstain - None.

2. Consideration with possible action on a 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.

Speaker: Michael Schwantes - 319 N Broadway

Moved by Susan Ley, seconded by Rebecca Derenne to close the floor.

Motion Passed.

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

No - None, Abstain - None.

Moved by David Siegel, seconded by Stephen Srubas to approve finding of Demolition by Neglect.

Motion Passed.

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

No - None, Abstain - None.

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.

Moved by Stephen Srubas, seconded by Susan Ley to approve the driveway replacement and new backyard patio.

Motion Passed.

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

No - None, Abstain - None.

F. INFORMATIONAL.

1. Staff-level COA applications.

There were 3 staff-level COA's.

2. Staff update.

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: Alex Young - 837 S Jackson Street

Moved by Susan Ley, seconded by Rebecca Derenne to close the floor.

Motion Passed.

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

No - None, Abstain - None.

3. Next Meeting: September 16, 2026

G. ADJOURNMENT.

I. Adjournment of the Wednesday, August 19, 2026, meeting of the Landmarks Commission.

Moved by Stephen Srubas, seconded by David Siegel 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

September 16, 2026

PREPARED BY

Jason Flatt, Staff

AGENDA ITEM # E.1

(COA 26-27) Consideration with possible action on a design review for metal caps over areas of front facade located 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 (Berners-Schober design). The building maintains a relatively high degree of integrity (location, setting, design, workmanship, feeling, association, and materials – note changes to design and materials at parapet).

This request for COA calls for installation of powder-coated metal panels to cover areas of deteriorated façade details (classical meander / Greek key details and S&S name).

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.
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.

The proposed panels are not, strictly speaking, in keeping with the best practices of historic building rehabilitation; however, the proposed panels are also not entirely antithetical to preservation practices. Regarding the SOI Standards above:

#2 – The proposed panels do not require the removal or alteration of any historic material; however, the visual historic character of the property is changed. Depending on perspective, this change is either diminished (compared to the original, undamaged design) or enhanced (compared to the extant, badly damaged state of the original historic features).

#5 – The proposed panels may have the effect of preserving the damaged state of distinctive features, but only through hiding those features. The proposed panels do nothing to repair the damaged features.

#6 – The proposed panels neither repair nor replace the deteriorated historic features. The visual result of the proposed panels may give the impression of replacement. The proposed panels do not match the design of the damaged distinctive features.

#9 – The proposed panels may be considered an exterior alteration. As noted above, this alteration does not

destroy historic material. The proposed panels are differentiated from the old work and compatible with the massing, size, and scale of the extant features – if not entirely compatible with the architectural features themselves.

LC staff notes that repair of the damaged features is preferable to installing panels as proposed (see SOI # 6), but the individuals with the skillset required to effect these repairs may be difficult to find. This building was designed by Berners-Schober, suggesting that some information concerning the fabrication of the original details may be available.

LC staff notes that metal panels and custom metalwork that replicate the historic character of the classical meander detail are available and relatively easy to source (ref. W. F. Norman Corp. website & catalog -- <https://wfnorman.com/>).

LC staff notes that the method for attaching the proposed panels is not yet specified beyond “mechanically secured”.

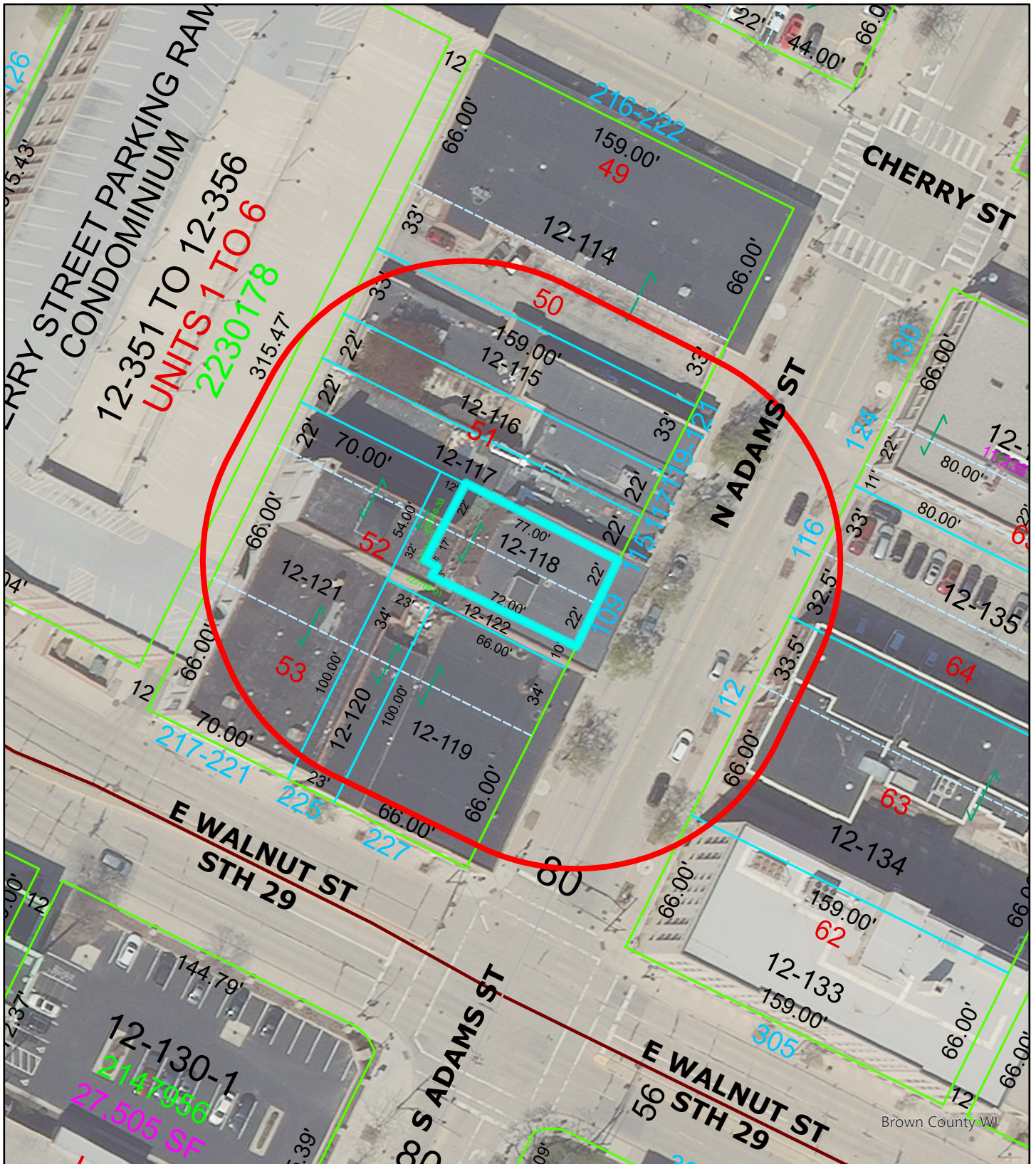
RECOMMENDATION

LC staff recommends approval of the overall concept of installing metal panels over discrete areas of extensively damaged historic features noting that: 1) repair of the features may not currently be possible or practical, and 2) no damage is done to the extant damaged features as a result of installing the panels. LC staff recommends discussion as to the finished appearance of the metal panels and whether it may be appropriate to attempt to replicate the original design &/or color with the new panels.

FISCAL IMPACT

ATTACHMENTS

1. COA 26-27 Map
2. COA 26-27 Application and Exhibits - redacted



(COA 26-27) Metal Caps on Part of Building Facade

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. 09 Sep 2026 C:\Users\stephaniehu\Documents\ArcGIS\Projects\MyProject2\MyProject2.aprx

- 109 N Adams Street
- 100' Notification Area

CERTIFICATE OF APPROPRIATENESS

SUBMITTAL PACKAGE

109 N Adams Street

Green Bay, Wisconsin

Owner / Applicant	Investment Creations, LLC
Parcel / Tax Key	12-118
Present Use	Everson Law - Office Space
Historic Resource	Schauer and Schumacher Studio
Historic District	Green Bay Downtown Historic District - Contributing Resource
Project	Powder-coated metal caps over localized areas of facade deterioration

Prepared September 8, 2026

ORIGINAL COA APPLICATION

The following two pages reproduce the City of Green Bay Certificate of Appropriateness application exactly as provided by the applicant.



CERTIFICATE OF APPROPRIATENESS APPLICATION

All fields must be completed before application will be processed.

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

File Number: _____

1. Address: 109 N Adams St, Green Bay
2. Parcel #: _____
3. Owner of record: Investment Creations, LLC Phone: [REDACTED]

<u>PO Box 91</u>	<u>Neenah</u>	<u>WI</u>	<u>54957</u>
(Address)	(City)	(State)	(Zip)
4. Applicant's Name: Investment Creations, LLC

<u>PO Box 91</u>	<u>Neenah</u>	<u>WI</u>	<u>54957</u>
(Address)	(City)	(State)	(Zip)
<u>[REDACTED]</u>		<u>[REDACTED]</u>	
(Office Phone #)	(Cell Phone #)	(E-mail Address)	
5. Present use of Property: Everson Law - Office Space
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.)

Installation of powder-coated metal caps over areas of facade deterioration (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): _____

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

SIGN

Petitioner Signature: _____

Owner Signature:  _____

Date Received: _____ Staff: _____

EXHIBIT A - PROJECT NARRATIVE

Existing condition. Localized portions of the decorative facade bands at the first-story level exhibit substantial surface loss, spalling, and deterioration, as documented in the existing-condition photographs in Exhibit C.

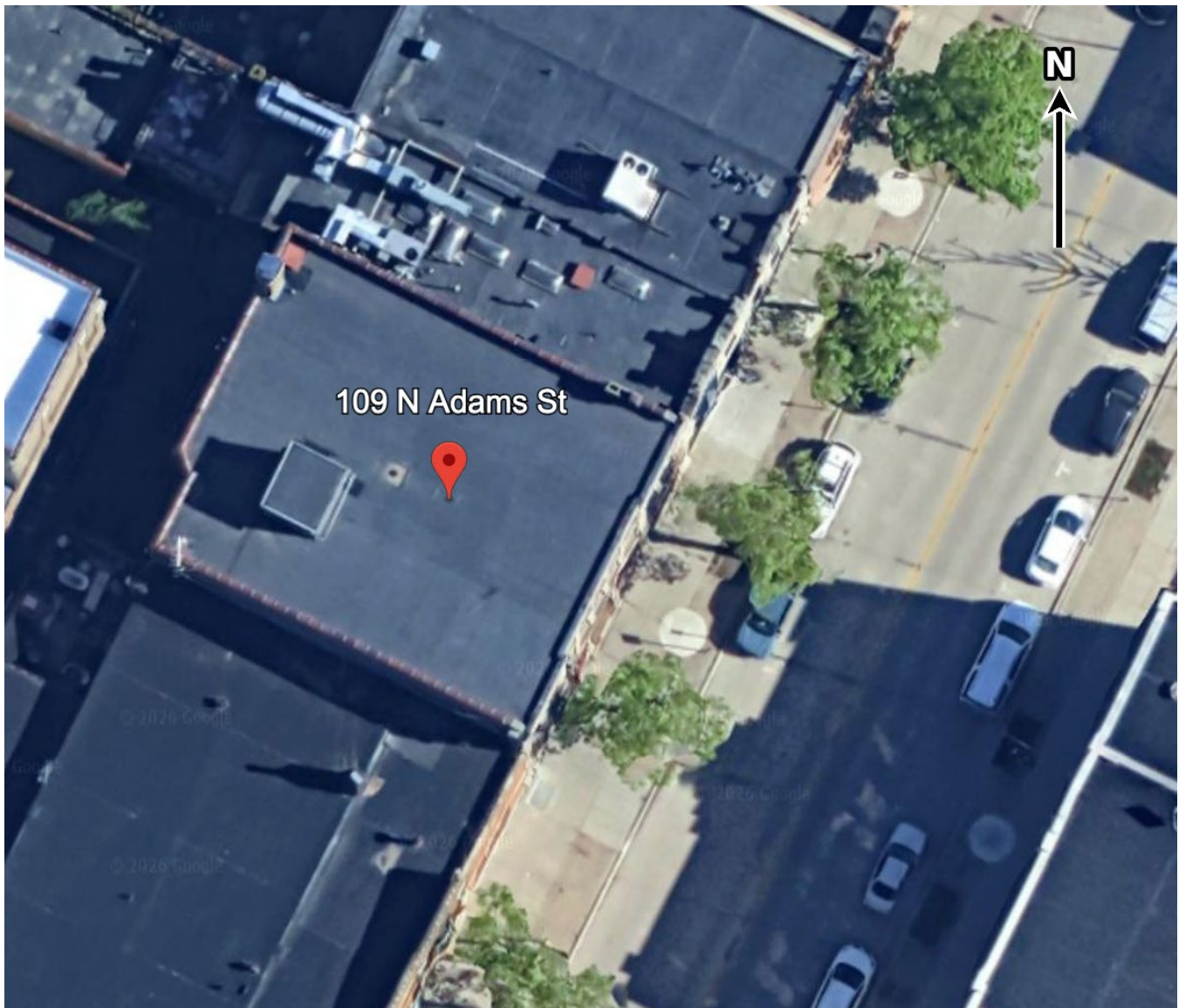
Proposed work. Install custom-fabricated, powder-coated metal caps over the localized deteriorated facade areas. The existing facade material behind the caps will remain in place.

Design intent. The proposed caps are simple, low-profile, dark charcoal/black elements intended to visually recede from the historic limestone, brick, windows, decorative relief work, and entrance composition. Existing openings, facade divisions, masonry detailing outside the covered areas, and overall building massing will remain unchanged.

Scope. The work is limited to the deteriorated horizontal facade bands shown in the photographs and proposed-condition rendering. No enlargement of openings, window replacement, masonry painting, or wholesale facade recladding is proposed.

EXHIBIT B - SITE / PARCEL PLAN

Aerial site context for 109 N Adams Street. The image is oriented with north at the top; the north arrow is shown for clarity. The aerial is provided for site orientation and is not a boundary survey.



Aerial site / parcel context - 109 N Adams Street, Parcel 12-118. North is up.

EXHIBIT C - EXISTING CONDITION PHOTOGRAPHS

The following unedited photographs document the existing facade and the localized deterioration that is the subject of this COA request.



Existing facade - front elevation with areas of deterioration identified.



Existing facade - oblique streetscape view looking along N. Adams Street.



Existing facade - oblique view showing the building and adjacent streetscape.



Existing condition detail - localized deterioration at decorative facade band.



Existing condition detail - localized loss at decorative Greek-key band.



Existing condition detail - deterioration at central entrance surround and adjacent facade band.



Existing condition detail - deterioration above window opening.



Existing condition detail - deterioration at decorative band above window opening.

EXHIBIT D - PROPOSED APPEARANCE

Conceptual proposed-condition rendering showing the dark powder-coated metal caps in relation to the existing facade, windows, masonry, entrance, passageway, and streetscape.



Proposed-condition rendering - dark powder-coated metal caps over the localized deteriorated facade bands.

EXHIBIT E - MATERIAL DESCRIPTION

Material: Custom-fabricated exterior sheet-metal caps.

Finish: Powder-coated dark charcoal/black finish consistent with the proposed-condition rendering.

Configuration: Low-profile folded metal pieces sized to cover the localized deteriorated facade surfaces. Existing facade material will remain behind the new caps.

Installation: Caps will be field measured and mechanically secured by the installer/fabricator. Final fabrication dimensions, metal gauge, coating selection, and attachment details will be determined prior to installation.

EXHIBIT F - PROPERTY & HISTORIC CONTEXT

Property identification. 109 N Adams Street, Green Bay, Wisconsin; Parcel 12-118; owner of record Investment Creations, LLC.

Historic resource. The property is identified by the Wisconsin Historical Society as the Schauer and Schumacher Studio / Design Studio (Architecture & History Inventory Reference No. 29448), designed by Berners-Schober and classified as Commercial Vernacular.

Historic district. The property is a contributing resource within the Green Bay Downtown Historic District.

Project relationship to historic facade. The proposed work is localized to the deteriorated decorative bands shown in Exhibit C and is intended to leave the balance of the facade composition unchanged.

Reference sources. Wisconsin Historical Society Architecture & History Inventory, Property Record HI29448; City of Green Bay parcel data for Parcel 12-118.