

VILLAGE OF THIENSVILLE  
HISTORIC PRESERVATION COMMISSION  
AGENDA

DATE: Tuesday, September 7, 2021

LOCATION: 250 Elm Street  
Thiensville, WI

TIME: 6:00 PM

I. CALL TO ORDER

II. ROLL CALL

Chair: Jennifer Abraham

|                |                    |                         |
|----------------|--------------------|-------------------------|
| Commissioners: | Angelina Apostolos | Ronald Heinritz         |
|                | Philip Eckert      | Nathan Matson (excused) |
|                | Mary Giuliani      | Joseph Miller           |

Director of  
Community Services/Public  
Works: Andy LaFond

III. CITIZENS TO BE HEARD

Open to any resident or taxpayer on items not subject to a public hearing. Please be advised per State Statute 19.84(2), information will be received from the public. Village policy limits a three (3) minute time period per person, with time extension by the presiding official's discretion or a vote of 2/3 of the Board or Committee; be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments. Written comments on agenda items are encouraged to be sent and addressed to the intended body by noon on the day of the meeting.

Comments received timely will be forwarded to all members of the body. If you wish to speak, you must pre-register by emailing the Village Clerk at [ALANGLOIS@VILLAGE.THIENSVILLE.WI.US](mailto:ALANGLOIS@VILLAGE.THIENSVILLE.WI.US) by 4:00 PM on the day of the meeting or by signing in immediately prior to the meeting.

IV. DATE AND TIME OF NEXT MEETING

A. Next Meeting Scheduled For Tuesday, October 5, 2021 At 6:00 PM (If Needed)

V. APPROVAL OF MINUTES

A. Approval Of Minutes

1. August 3, 2021

Documents:

[8-3-2021 HPC MINUTES.PDF](#)

VI. BUSINESS

- A. Review And Action Regarding Certificate Of Appropriateness, Residing And Painting Home, New Colors, Kathleen Schreiner, 171-175 Green Bay Road

Documents:

[171-175 COA.PDF](#)

- B. Review And Action Regarding Certificate Of Appropriateness, Raise Bay Windows, Reclaimed Brick To Match Existing Brick To Accommodate New Opening, Remove Grilles In Center Bay Window, Nathan And Keeley Matson, 225 Elm Street

Documents:

[225 ELM ST. COA 8-20-21.PDF](#)

[225 ELM PHOTOS.PDF](#)

[MATSON 225 ELM ST. 8-20.PDF](#)

- C. Discussion And Review Of Guidelines For Village Of Thiensville Historic Preservation District Standards And Guidelins
- D. Discuss Guidelines For Roof Materials
- E. Discuss Property Maintenance Policy, Pending Property Issues
- F. Discuss Tax Credits
- G. Discuss Possible Site For Historic Marking Plaque

VII. STAFF REPORT

VIII. ADJOURNMENT

Amy L. Langlois, Village Clerk

September 3, 2021

Please advise the Thiensville Municipal Hall, 250 Elm Street (242-3720) at least 24 hours prior to the start of this meeting if you have disabilities and desire special accommodations.

Notice is hereby given that a quorum of the Village Board and/or Village Committees may be in attendance at this meeting to present, discuss and/or gather information about a subject over which they have decision-making responsibility, although they will not take any formal action thereto at this meeting.

**VILLAGE OF THIENSVILLE  
HISTORIC PRESERVATION COMMISSION  
MINUTES**

**DATE:** Tuesday, August 3, 2021

**LOCATION:** 250 Elm Street  
Thiensville, WI

**TIME:** 6:00 PM

**I. CALL TO ORDER**

Chair Abraham called the meeting to order at 5:57 PM.

**II. ROLL CALL**

|                |                         |                 |
|----------------|-------------------------|-----------------|
| Chair:         | Jennifer Abraham        |                 |
| Commissioners: | Angelina Apostolos      | Ronald Heinritz |
|                | Philip Eckert           | Nathan Matson   |
|                | Mary Giuliani           | Joseph Miller   |
| Administrator: | Colleen Landisch-Hansen |                 |

**III. CITIZENS TO BE HEARD**

Open to any resident or taxpayer on items not subject to a public hearing: Please be advised per §19.84(2), information will be received from the public. Village policy limits a three (3) minute time period per person, with time extension by the presiding official's discretion or a vote of 2/3 of the Board or Committee; be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments. Written comments on agenda items are encouraged to be sent and addressed to the intended body by noon on the day of the meeting. Comments received timely will be forwarded to all members of the body. If you wish to speak, you must pre-register by emailing the Village Clerk at [alanglois@village.thiensville.wi.us](mailto:alanglois@village.thiensville.wi.us) by 4:00 PM on the day of the meeting or by signing in immediately prior to the meeting.

There were no citizens present to be heard or correspondence submitted.

**IV. DATE AND TIME OF NEXT MEETING**

A. Next meeting scheduled for Tuesday, September 7, 2021 at 6:00 PM (if needed)

**V. APPROVAL OF MINUTES**

A. Approval of Minutes  
1. July 6, 2021

**MOTION** by Commissioner Miller, **SECONDED** by Commissioner Eckert to approve the July 6, 2021, Minutes.  
**MOTION CARRIED UNANIMOUSLY.**

**VI. BUSINESS**

- A.** Review and action regarding Certificate of Appropriateness, Window Replacement, Exterior Trim, Re-Cladding and Paint, Gordie Boucher, 101 North Main Street

Chair Abraham noted this is a modification of plans considered by the Historic Preservation Commission several months ago. Peter Damsgaard of Groth Design Group was present and is the second architect to work on the project. Groth Design Group plans to do the work proposed in the previous submission with several exceptions. The updated proposal does not include lowering the first floor. As a result, the existing window openings will remain with new replacement windows going in on the first floor. Additionally, the tile above the windows and in several other locations is in disrepair. The updated plans call for removing the tile and replacing it with fiber cement siding that will match the siding on the second-floor bay window. Pebble cement stucco on the west and south elevations will be removed and an ADA entrance will be added on the north elevation. The pebble stucco on the underside of the south bay window and the underside of the front door overhang will be replaced with material painted to match the trim. A proposal for signs will be brought forward at a future meeting. Mr. Damsgaard brought unpainted samples of the fiber cement.

Commissioner Heinritz inquired if the stucco would be used with the smooth or rough side out. Mr. Damsgaard noted it would be the rough side, but would not be averse to making this change. The Commission recommends using the smooth side. Commissioner Heinritz also suggested using a 6-inch reveal with the fiber cement.

Commissioner Heinritz also inquired about the storefront window frames. These will be clear anodized aluminum in silver. A discussion ensued about different color options. Mr. Damsgaard noted if he were to select a different color from the available options, he prefers bronze to black.

Chair Abraham inquired about the ADA ramp. This will be constructed out of wood and painted the same color as the trim. Commissioner Heinritz suggested upgrades to the ramp railing to add charm. Mr. Damsgaard is open to this discussion and added that he would prefer not to call too much attention to the ramp; if it is overly decorative, it will become a statement. Chair Abraham noted that the proposed location is the only acceptable place for the ramp. Mr. Damsgaard will include in the plans decorative finials at the bottom of the ADA ramp.

Commissioner Matson noted that the applicant will return with a sign plan and that sign approval is not part of any action taken this evening.

**MOTION** by Commissioner Apostolos, **SECONDED** by Commissioner Heinritz to approve Certificate of Appropriateness, Window Replacement, Exterior Trim, Re-Cladding and Paint, With Stucco to Be Smooth Side Out, 6 Inch Reveal with Fiber Cement, Decorative Finials at the Bottom of the ADA Ramp, Gordie Boucher, 101 North Main Street. **MOTION CARRIED UNANIMOUSLY.**

- B.** Discussion, review and action regarding Revised Certificate of Appropriateness

A revised Certificate of Appropriateness (COA) application form was distributed to Commissioners. The two things that were discussed adding to the draft document were: 1) anticipated start date and 2) a request for a photo of the building. Commissioner Eckert noted it would be helpful to have a photo of the existing building and a rendering of its appearance with any proposed changes. Commissioner Heinritz suggested listing the different types of signs with boxes that could be checked, however, Commissioner Eckert noted that the COA application form references a completed sign review application which would include those details.

## Historic Preservation Commission Minutes

August 3, 2021

Page three of four

**MOTION** by Commissioner Apostolos, **SECONDED** by Commissioner Giuliani to approve Revised Certificate of Appropriateness Form, Adding an Anticipated Start Date, Request for a Photo of the Building and Correction of a Typographical Error.

Discussion was held regarding the length of time in which work needs to be completed. Administrator Landisch-Hansen suggested to make clear that work permitted by the Certificate of Appropriateness must commence within one year.

Motion below was made by Commissioner Apostolos adding a “Friendly Amendment” to include, in the motion, a one-year expiration date to the Certificate of Appropriateness Application Form.

**MOTION** by Commissioner Apostolos, **SECONDED** by Commissioner Miller to approve Revised Certificate of Appropriateness, Adding an Anticipated Start Date, Request for a Photo of the Building and Correction of a Typographical Error, Add a One-year Expiration Date to the Certificate of Appropriateness Application Form.  
**MOTION CARRIED UNANIMOUSLY.**

Chair Abraham took up Item D. next.

### C. Discussion and review of Guidelines for Village of Thiensville Historic Preservation District Standards and Guidelines

Chair Abraham suggested several additions to the draft guidelines including reference to the Village of Thiensville’s architectural guidelines and information about paint options from historic color palettes. The guidelines initially can be sent to all properties in the district along with information on available tax credits. Commissioner Apostolos noted that there was a discussion about adding photos to the guidelines. Chair Abraham confirmed that this is still planned. Commissioner Eckert noted that the proposed guidelines are much more user-friendly than what now is available. When the guidelines are finalized, they will be added to the Village website. Commissioner Heinritz added that he would like to see additional information about replacement windows that are suggested. Chair Abraham asked Commissioner Heinritz to provide some suggested wording related to windows. Commissioner Heinritz noted he would look into the window guidelines that the state uses as it considers projects for tax credits.

### D. Discussion and review of Historic Tax Credit Growth and Opportunity Act of 2021

Commissioner Heinritz distributed information about the Historic Tax Credit Growth and Opportunity Act of 2021 and suggested it would be helpful to research the tax credits and be prepared to present the option to property owners. The effort to educate residents about tax credit opportunities should be ongoing. Jason Tish, Certified Local Government Coordinator with the State Historical Society, is a good resource. The state architect for the southern portion of Wisconsin, Paul Porter, also may be contacted. Residents also can be referred to information that is online. One of the eligibility requirements is to be in a historic district that is on the National Register. There are two carved-out districts within Thiensville’s Historic District that are on the National Register.

Administrator Landisch-Hansen inquired if Mr. Tish from the State Historical Society would be willing to attend a future meeting to make a presentation. Commissioner Heinritz suggested that Mr. Tish or state architect Paul Porter could be possible presenters. Administrator Landisch-Hansen noted it would be helpful to have a handout that could be given to applicants for potential eligible projects. Chair Abraham suggested the information be sent to all properties in the district.

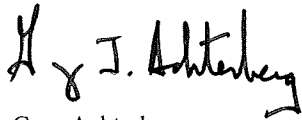
**VII. STAFF REPORT**

Chair Abraham noted that the addition of a Staff Report is new to the Historic Preservation Commission but is a routine item on the Plan Commission agenda. Chair Abraham shared that re-painting at Bay's Nails, 163 South Main Street, recently was approved by staff. The same painter that Remington's hired will be doing the work at Bay's Nails. The colors chosen by Bay's Nails are blue-gray with white trim and gray accents. The colors are within the historic color palette.

**VIII. ADJOURNMENT**

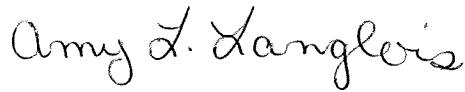
**MOTION** by Commissioner Heinritz, **SECONDED** by Commissioner Miller to adjourn the meeting at 7:05 PM.  
**MOTION CARRIED UNANIMOUSLY.**

Prepared by,



Gary Achterberg  
Administrative Assistant

Submitted by,



Amy L. Langlois  
Village Clerk/Deputy Treasurer

**CERTIFICATE OF APPROPRIATENESS**  
**APPLICATION FORM FOR PROPERTIES IN THE**  
**THIENSVILLE HISTORIC DISTRICT**



Applicant: Kathleen Schreiner (Katie)

Name of Business: \_\_\_\_\_

Street Address: 171-175 Green Bay Rd City: Thiensville State: WI Zip: 53092

Home Phone: \_\_\_\_\_ Cell Phone: 262 510-7381 Business Phone: \_\_\_\_\_

Email: K8tschreiner@gmail.com

Property Owner: Kathleen Schreiner, Lynn Toigo, David Gwilt

Mailing Address: 2805 N. Barker Rd. 414-688-0518

City: Brookfield State: WI Zip: 53045 Lynn

Contact Phone Number: 262-510-7381 715-614-4587  
Katie

Description of Project: Residing of home & new paint colors

Material, color and impact on existing feature: (INCLUDE COLOR SAMPLES) and photos or sketches and include specifications.

(Fiber Cement) Windows, trim & porches will remain the current red color  
main siding will be gray with white accents  
in the peaks to be shakes (shakes near windows-white)

Proposed Sign(s): Wall \_\_\_\_\_ Monument/Ground \_\_\_\_\_ Pole \_\_\_\_\_ Projecting \_\_\_\_\_ Marquee, Awning or Canopy \_\_\_\_\_

Sandwich Board \_\_\_\_\_ Directional Sign \_\_\_\_\_ (Please attach 9 copies of colored sign for HPC including size dimensions, material, and placement of sign)

Signature of Applicant: Kathleen Schreiner Date: 7/16/2021

Print Name Kathleen Schreiner



Thiensville Historic Preservation Commission: Project Approved \_\_\_\_\_ Project Not Approved \_\_\_\_\_

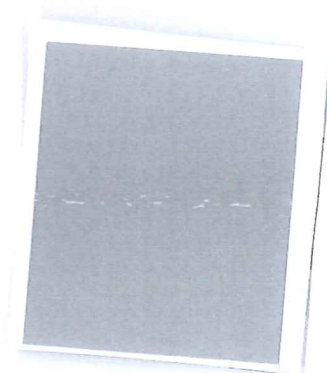
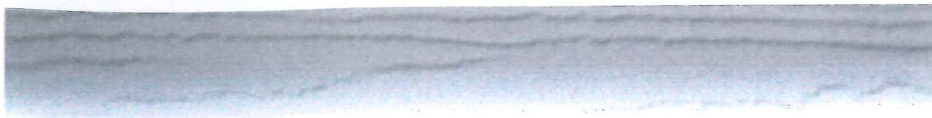
Commission Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Comments/Stipulations from HPC): \_\_\_\_\_

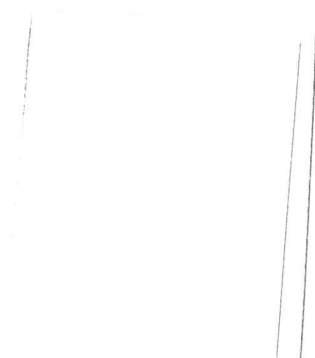


Red door & windows  
No color change

Green would be painted white  
beige would be Gray siding



— Siding  
Fiber  
Cement



— white  
Shakes  
4" area around  
windows



— Red — windows  
— doors  
— decks



# Village of Thiensville

## Historic Preservation

### Certificate of Appropriateness



Property Address: 225 Elm Street, Thiensville WI 53092

12-050-06-09-000

Tax Key #

Historic R-2

Current Zoning

#### Property Owner

Nathan & Keeley Makson

Name

225 Elm Street

Address

N/A

Phone

N/A

Email address

Applicant ☐ Same as owner

Jackson Levenetz (Design Group Three)

Name

5050 N. Port Washington Rd, Milwaukee, WI 53217

Address

414-962-5560 ext. 200

Phone

Jackson @ designgroupthree.com

Email address

**Project description** - Please describe your project in detail. Include details about height and dimensions, color, materials used and setbacks from the street and property lines. Describe exterior architectural feature affected, such as windows, roofs, porches, cornices or masonry. Briefly describe the feature or materials and give the approximate date it was constructed, if known. Describe in detail the proposed work and how it will impact the existing feature. If more space is needed, continue on a separate page.

Kitchen Remodel, resulting in the need to raise the sill height of Bay windows for new counter top in that location. ~~Reclaimed~~ Reclaimed brick to match will accommodate the new window openings. Owner would also like to remove grilles in center-bay picture window.

Jackson Levenetz  
Applicant's Signature

8/20/21  
Date

A complete application shall be submitted by the deadline stated on the meeting schedule to the Village Clerk. In order for an application to be considered complete, the application shall include the required number of site plans/maps, and all of the necessary supporting information as indicated on the Project Review Checklist. Owner, architect, builder or owner's representative must attend the Historic Preservation Commission meeting for action to be taken. See staff approval policy for projects that may not require commission approval. Some projects will require Plan Commission approval and paid and approved building permit. Projects not completed within 1 year of approval date must apply for renewal.

**Application Checklist:** 10 Paper copies and an electronic copy with files in PDF format (plan size 11X17) must be submitted for all applicable items below for review and the Historic Preservation Commission Packet.

**Submit Applicable Items Below**

- ☐ Submit scaled site plan with proposed location and setbacks with accurate dimensions indicating the property size, its relationship to surrounding properties, existing topography, key natural features and show the location of all existing and proposed:
- ☐ **Exterior Painting** – Color selection with samples of colors. List items to be painted. Provide color samples. See HPC Guidelines for color palate recommendations
- ☐ **Repairs and Maintenance** – Detail of items to be repaired and materials to be used. If possible, include samples of materials to be used.
- ☒ **Replacement of Windows, Doors, Siding, etc.** – Detail of items to be replaced and type of materials to be used.
- ☐ **Roofs** – Type of roofing material and color pattern. Provide roofing sample
- ☐ **Lighting plan;** photometric plan, type of fixtures, wattage and location and height of lighting structures.
- ☐ **Signs** – Type of sign, dimensions, text and color. If sign is to be illuminated, provide lighting details. Completed Village of Thiensville sign review application
- ☒ **Documents** - Plans, drawings, specifications and colored elevations of proposed alterations, new construction, accessory structures, fencing, or alterations to site plan showing finished exterior treatment and a listing of building materials. Completed Plan Commission application if needed.

=====

**VILLAGE STAFF REVIEW**

☐ Application Complete. Items needed: \_\_\_\_\_

Submitted to Village Clerk on \_\_\_\_\_ Staff Review Completed on \_\_\_\_\_

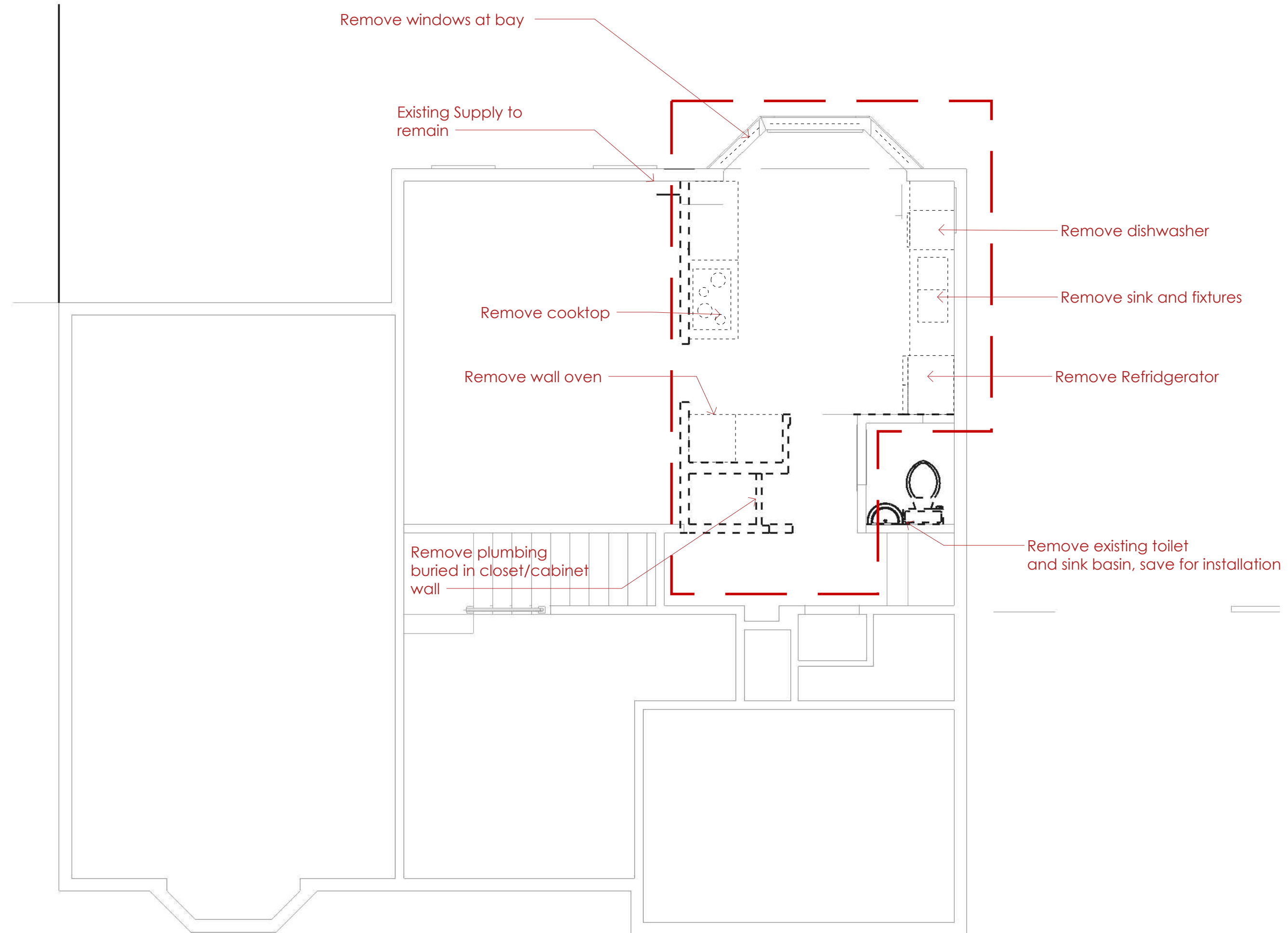
HPC Meeting Date \_\_\_\_\_

ADDITIONAL  
REMARKS/CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Village Staff Title Date



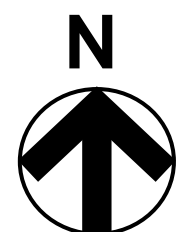




1  
A-1

### Existing/Demolition Plan

Scale: 1/4" = 1'-0"



ARCHITECTURE  
RENOVATION  
CONSTRUCTION

5050 N. Port Washington Rd.  
Milwaukee, WI 53217  
414.962.5560  
designgrouphree.com

#### CLIENT APPROVAL:

SIGNATURE

SIGNATURE

DATE

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Kitchen Remodel for:

**Nate & Keely Matson Residence**

225 Elm Street  
Thiensville, WI 53092

DRAWN BY:  
DMoore

DATE: 2021.08.20

SHEET NO.:

**A-1**  
1 OF 10



1  
A-2

**Floor Plan**  
Scale: 1/4" = 1'-0"



ARCHITECTURE  
RENOVATION  
CONSTRUCTION

5050 N. Port Washington Rd.  
Milwaukee, WI 53217  
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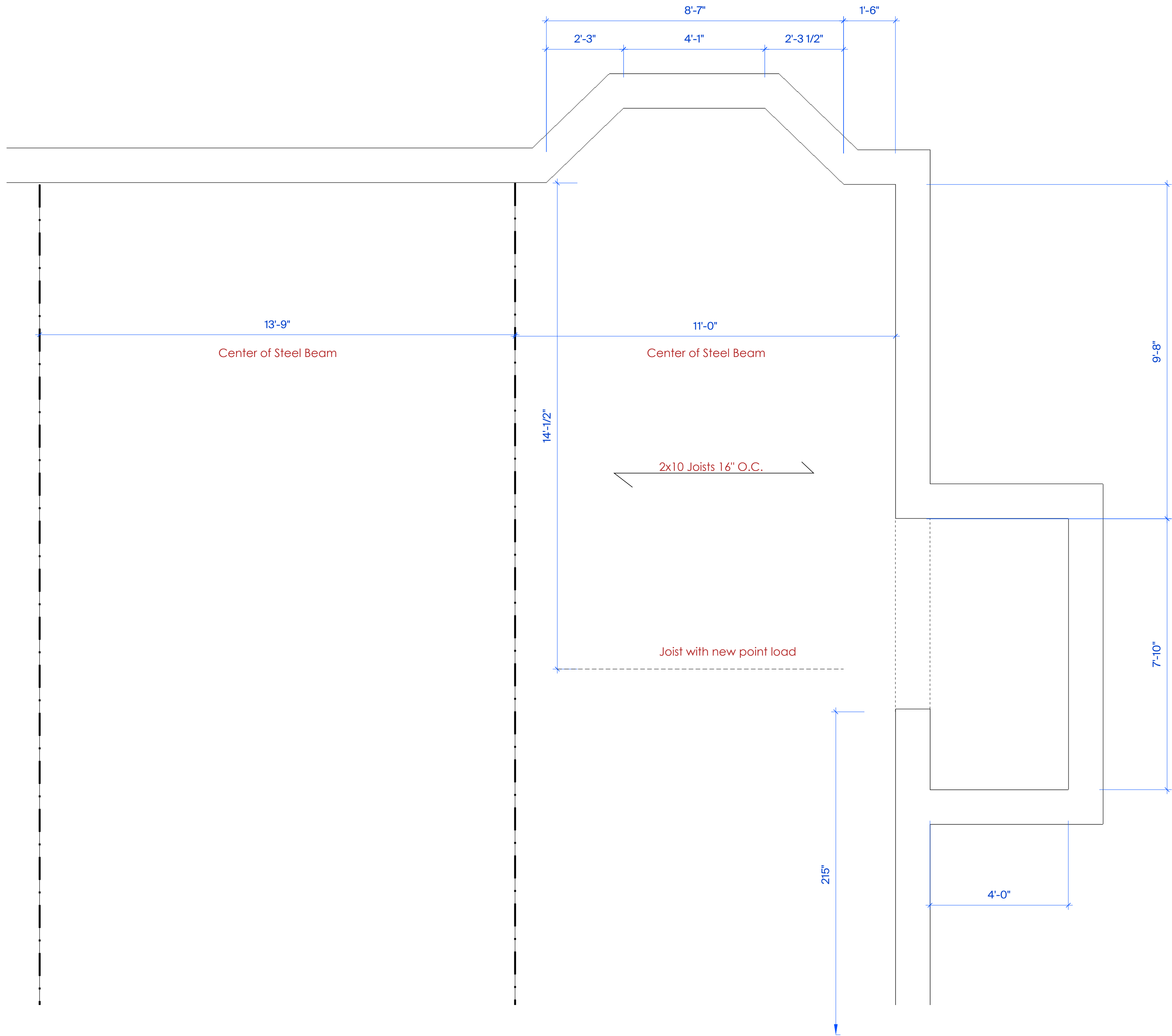
Kitchen Remodel for:  
**Nate & Keely Matson Residence**  
225 Elm Street  
Thiensville, WI 53092

DRAWN BY:  
DMoore

DATE: 2021.08.20

SHEET NO.:

**A-2**  
2 OF 10



1  
A-3

**Basement Plan**  
Scale: 1/2" = 1'-0"



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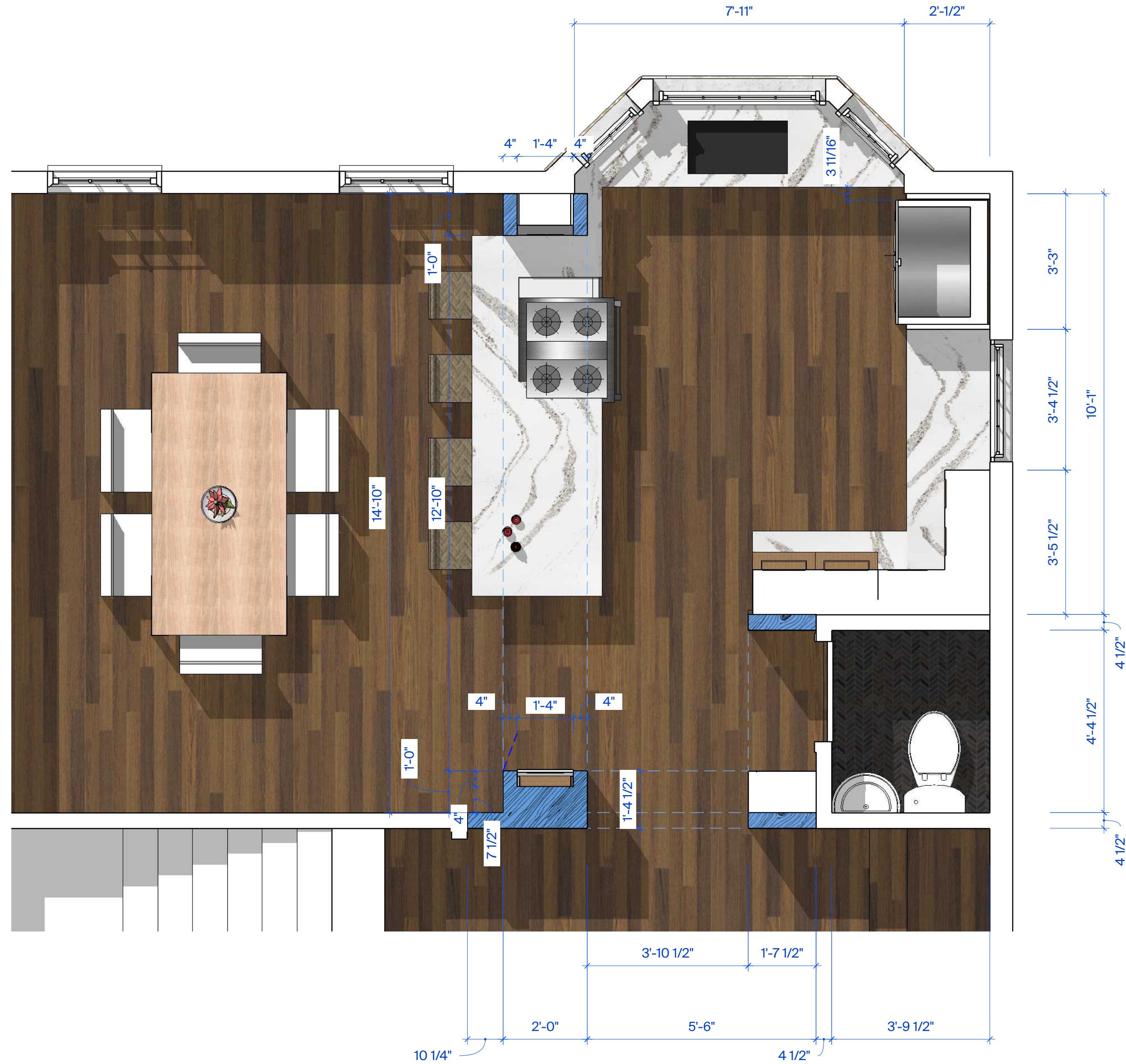
Kitchen Remodel for:  
**Nate & Keely Matson Residence**  
225 Elm Street  
Thiensville, WI 53092

DRAWN BY:  
DMoore

DATE: 2021.08.20

SHEET NO.:

**A-3**  
3 OF 10



1  
A-4

### Floor Plan - Color

Scale: 1/2" = 1'-0"



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DATE

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Kitchen Remodel for:

Nate & Keely Matson Residence

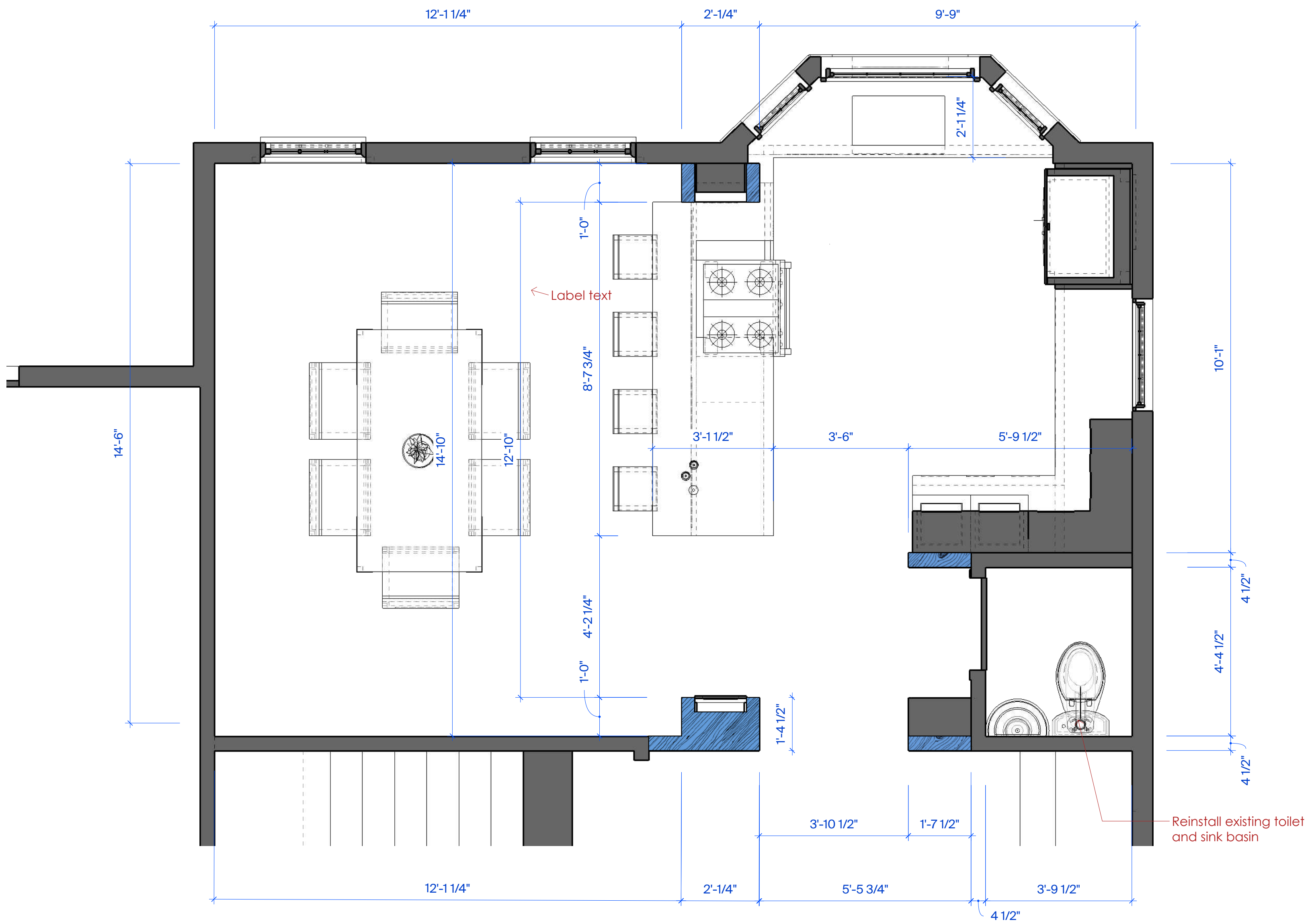
225 Elm Street  
Thiensville, WI 53092

DRAWN BY:  
DMoore

DATE: 2021.08.20

SHEET NO.:

A-4  
4 OF 10



1  
A-5

**Floor Plan - BW**  
Scale: 1/2" = 1'-0"



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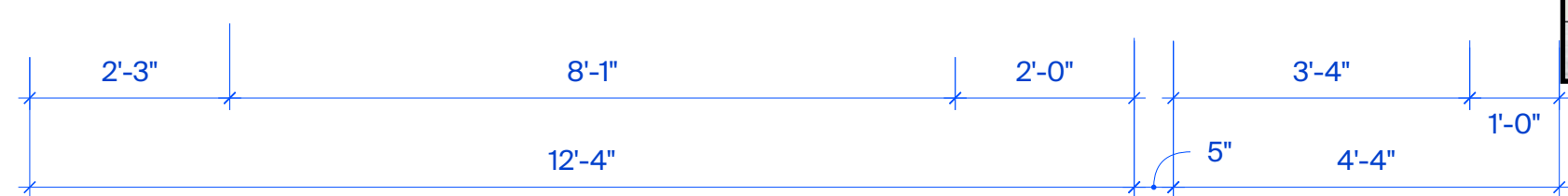
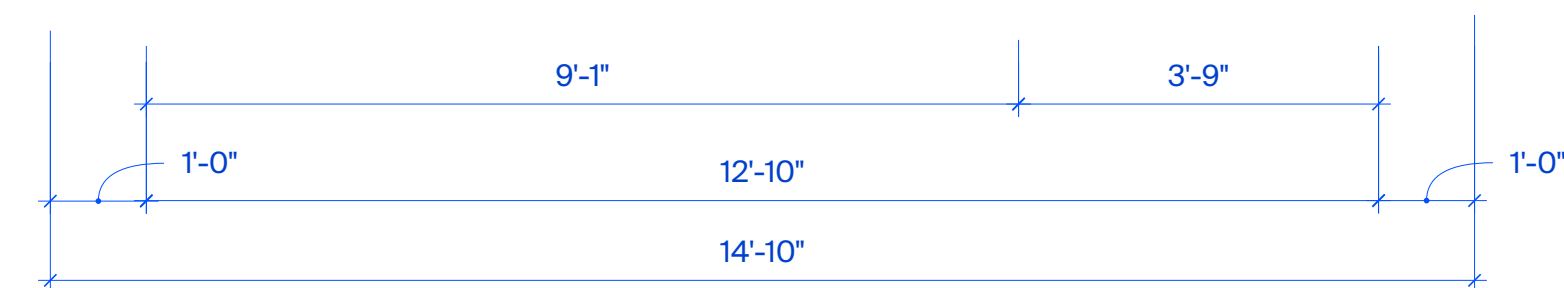
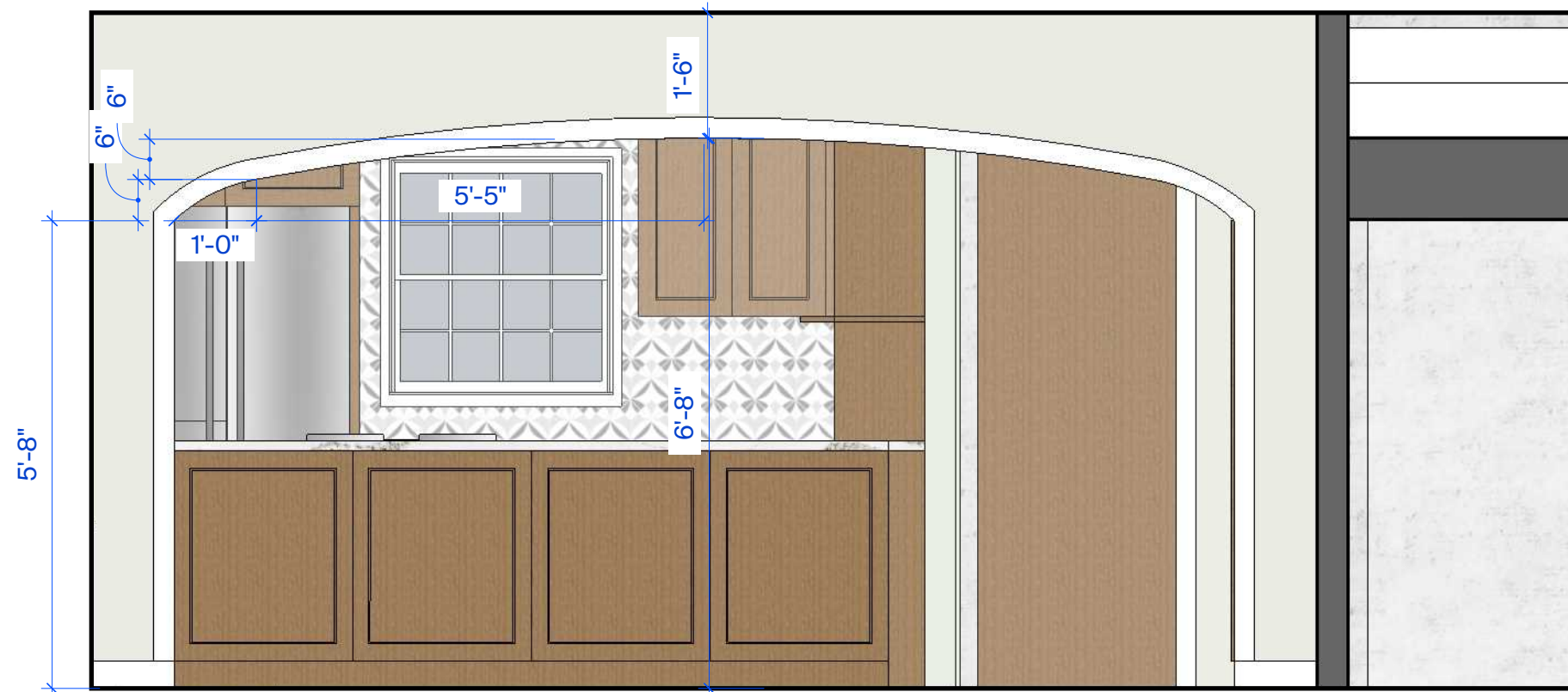
Kitchen Remodel for:  
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225 Elm Street  
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DRAWN BY:  
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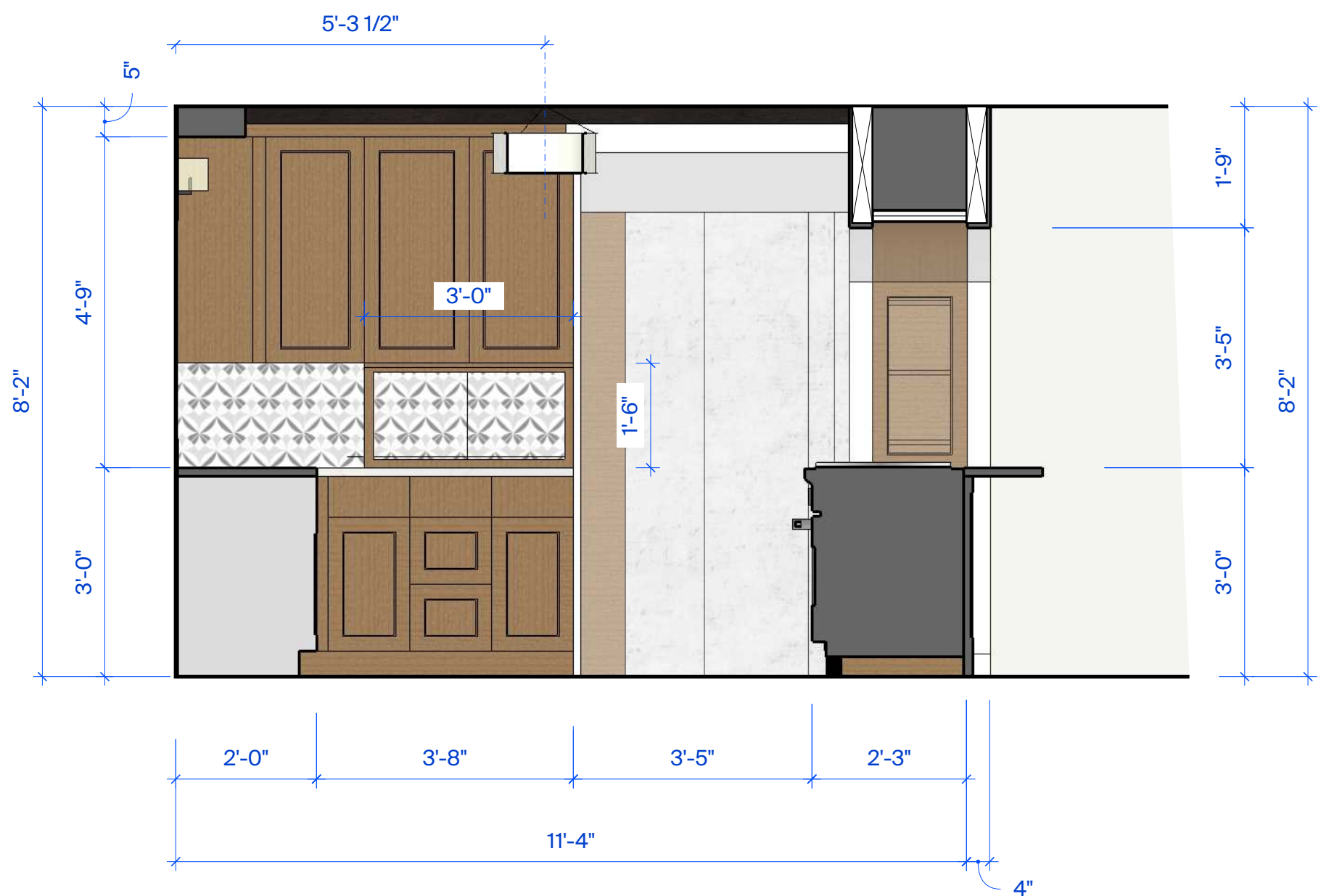
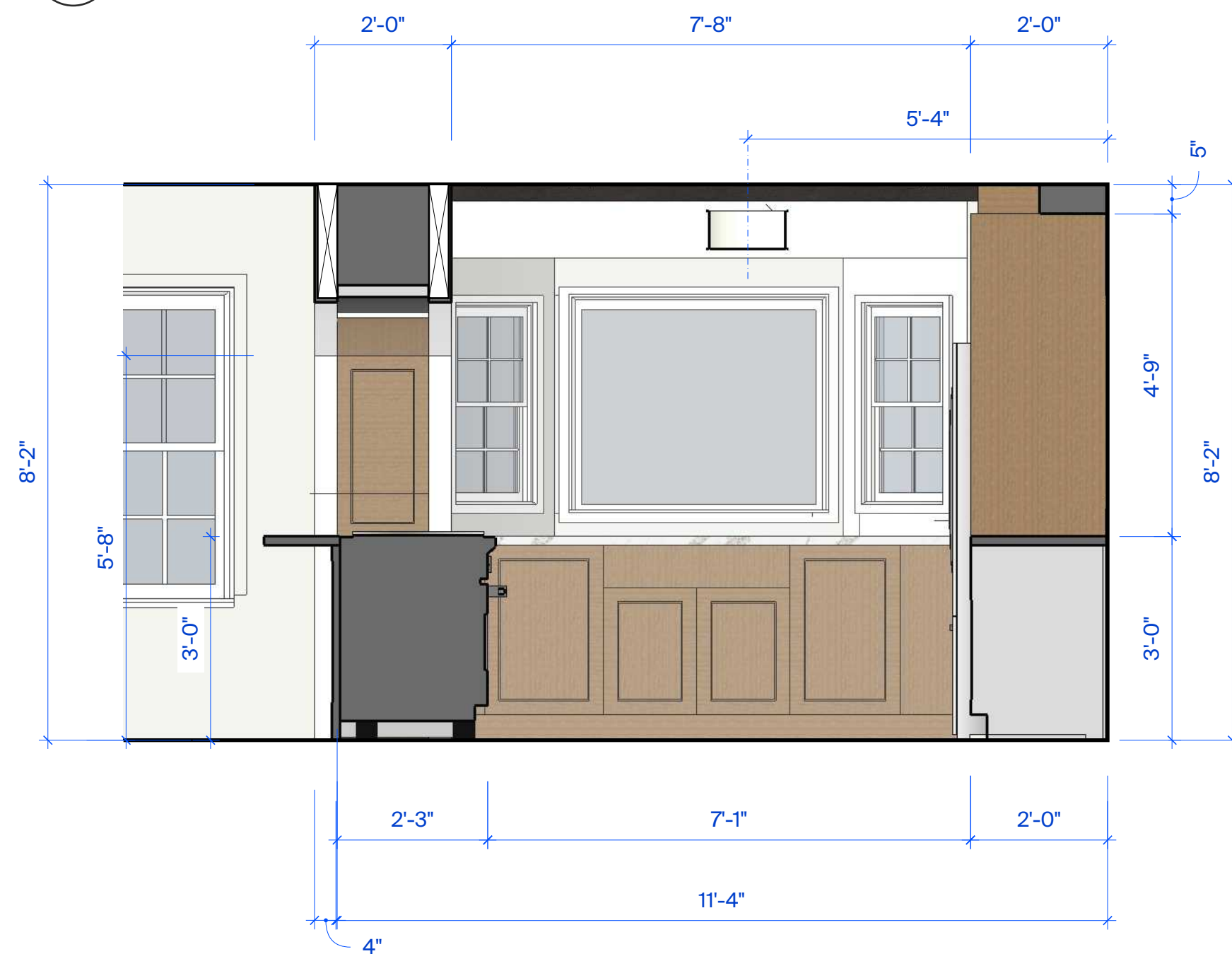
SHEET NO.:

**A-5**  
5 OF 10



1  
A-6 Living Room East Elevation  
Scale: 1/2" = 1'-0"

1  
A-6 Kitchen East Elevation  
Scale: 1/2" = 1'-0"



1  
A-6 Kitchen North Elevation  
Scale: 1/2" = 1'-0"

1  
A-6 Living Room East Elevation  
Scale: 1/2" = 1'-0"

CLIENT APPROVAL:

SIGNATURE

SIGNATURE

DATE

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Kitchen Remodel for:

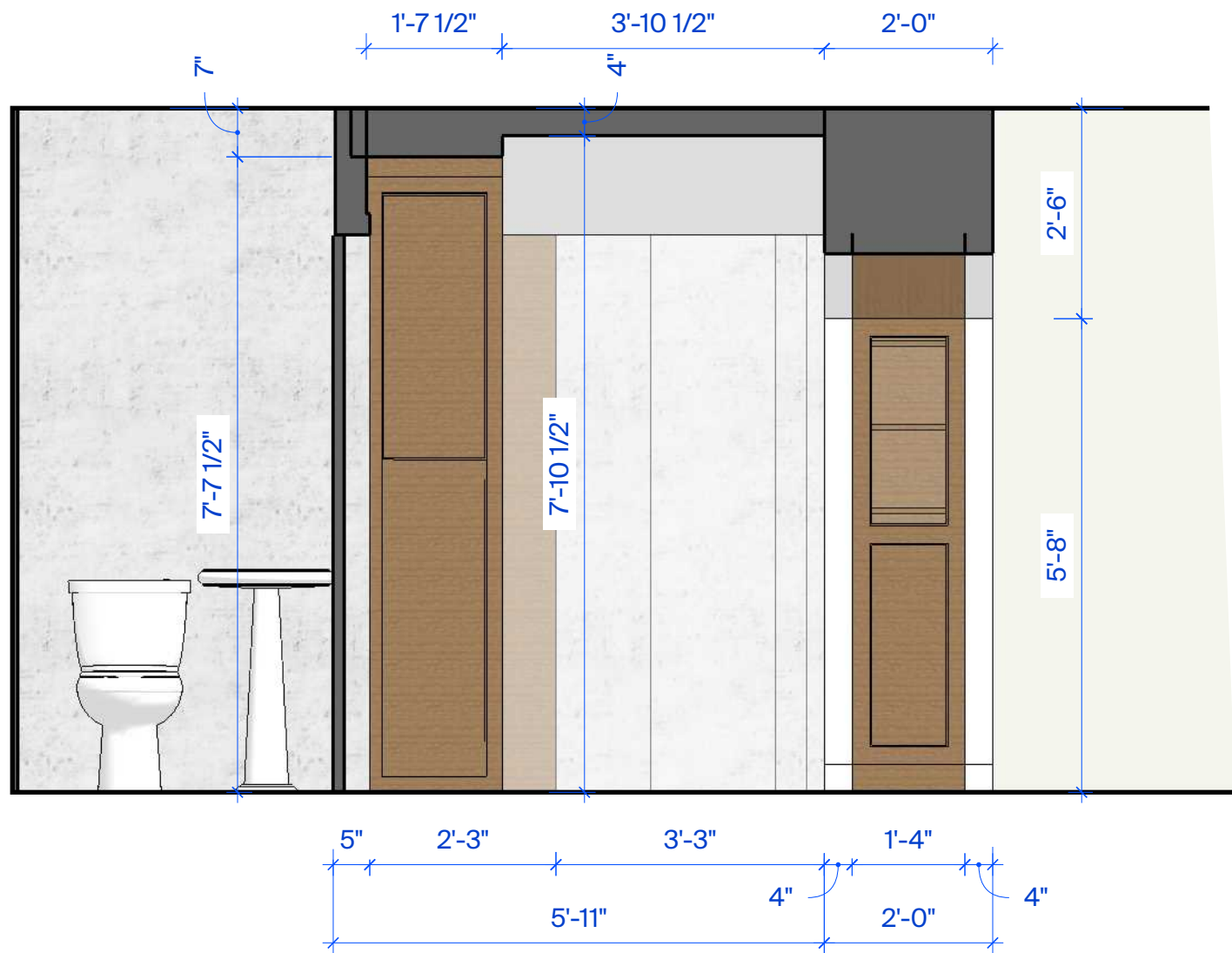
Nate & Keely Matson Residence  
225 Elm Street  
Thiensville, WI 53092

DRAWN BY:  
DMoore

DATE: 2021.08.20

SHEET NO.:

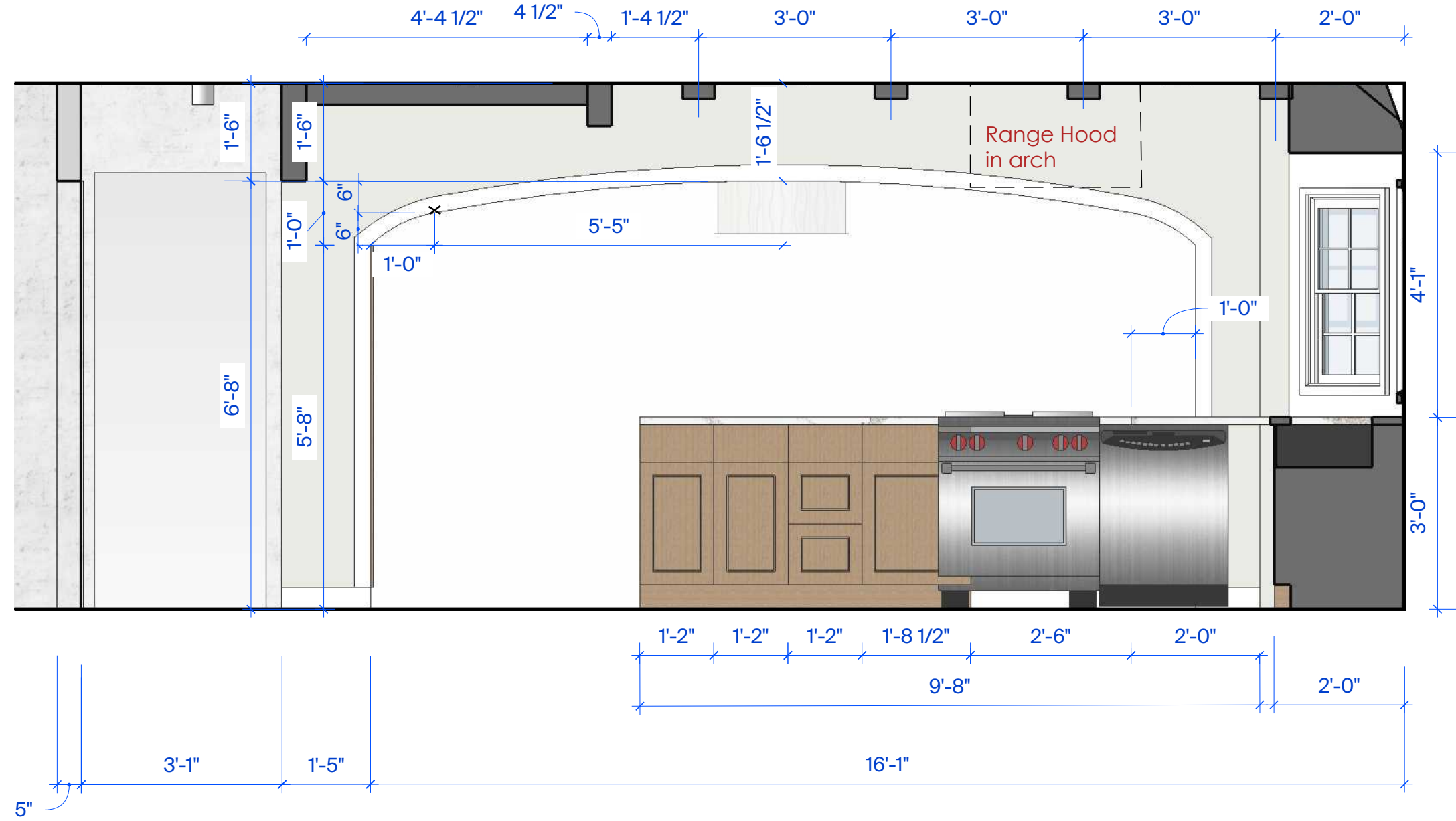
A-6  
6 OF 10



1  
A-7

## South Elevation

Scale: 1/2" = 1'-0"



1  
A-7

## West Elevation

Scale: 1/2" = 1'-0"

### CLIENT APPROVAL:

SIGNATURE

SIGNATURE

DATE

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Kitchen Remodel for:

**Nate & Keely Matson Residence**

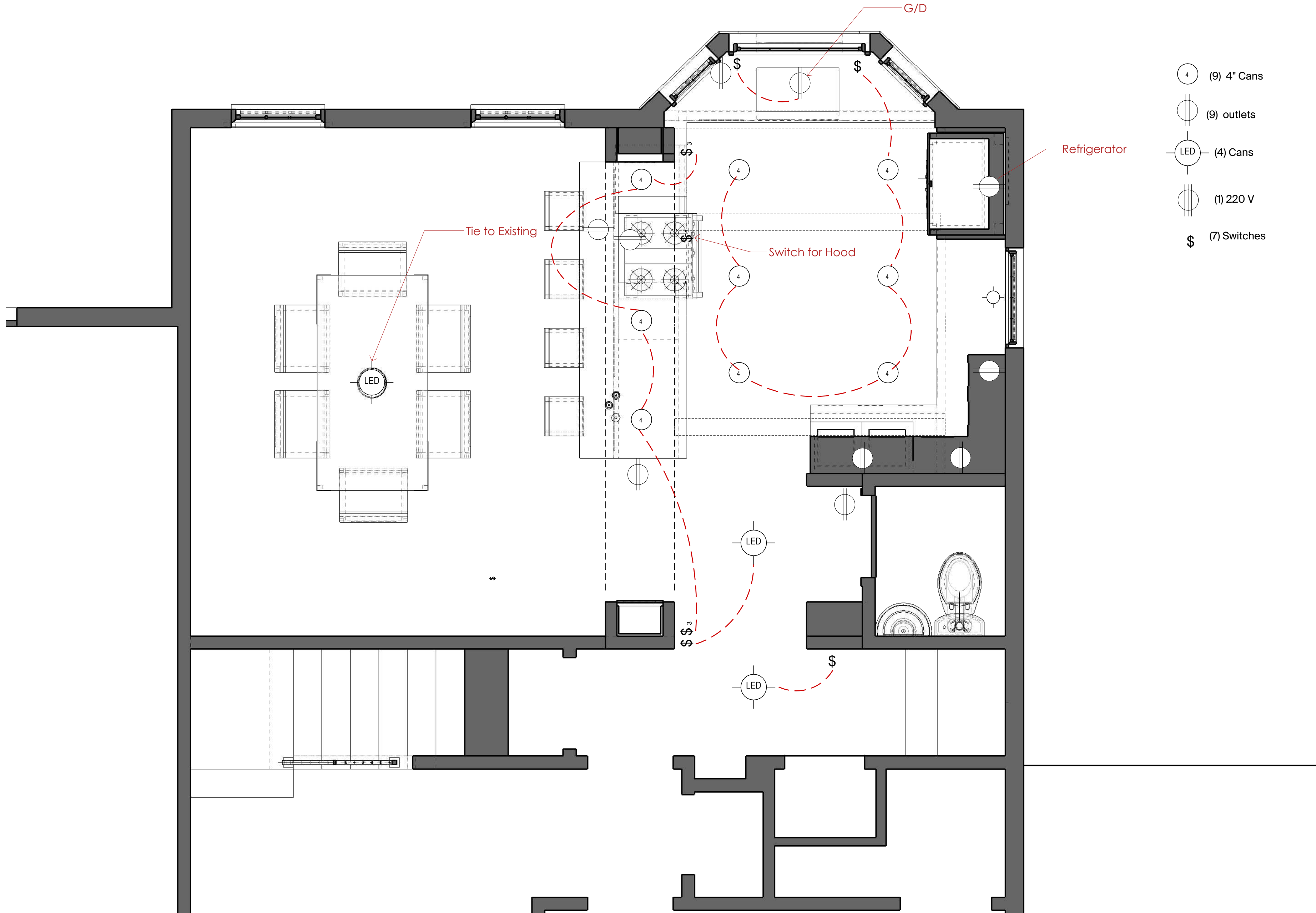
225 Elm Street  
Thiensville, WI 53092

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DMoore

DATE: 2021.08.20

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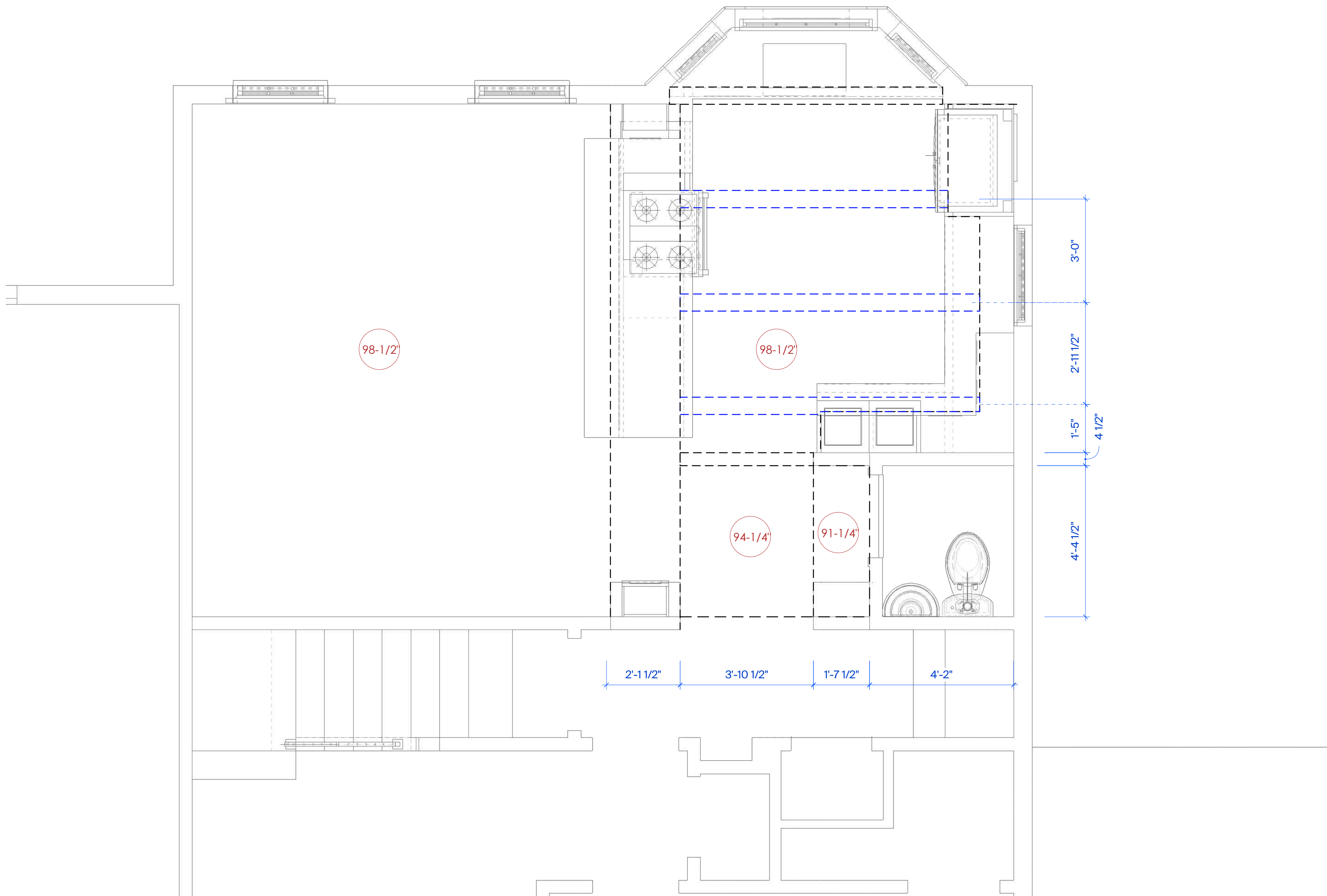
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1  
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**Ceiling Plan**  
Scale: 1/2" = 1'-0"



ARCHITECTURE  
RENOVATION  
CONSTRUCTION

5050 N. Port Washington Rd.  
Milwaukee, WI 53217  
414.962.5560  
designgroupthree.com

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1  
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Back Elevation



New 39" tall white clad exterior windows at bay

Reclaim Brick to accommodate raised sill. Tied in to match  
existing exterior wall and sill

1  
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Back Elevation



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