



VILLAGE OF THIENSVILLE
Historic Preservation Commission
AGENDA

DATE: Tuesday, December 6, 2022
LOCATION: 250 Elm Street, Thiensville, WI
TIME: 6:00 PM

I. CALL TO ORDER

II. ROLL CALL

CHAIR:	JENNIFER ABRAHAM
COMMISSIONERS:	ANGELINA APOSTOLOS
	PHILIP ECKERT
	MARY GIULIANI
	RONALD HEINRITZ
	NATHAN MATSON
	JOSEPH MILLER
DIRECTOR OF COMMUNITY SERVICES/PUBLIC WORKS:	ANDY LAFOND

III. CITIZENS TO BE HEARD

A. 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 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, January 10, 2023 at 6:00 PM (if needed)

V. APPROVAL OF MINUTES

A. November 1, 2022 (att)

VI. BUSINESS

A. Review and action regarding Certificate of Appropriateness, Sign, Vinyl Decal, ALME Design Co, Carrie Alme, 161 Green Bay Road (att)

VII. STAFF REPORT

A. Staff Report (att)

VIII. ADJOURNMENT

Amy L. Langlois, Village Clerk

December 2, 2022

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, November 1, 2022
LOCATION: 250 Elm Street, Thiensville, WI
TIME: 6:00 PM

I. CALL TO ORDER

Chair Abraham called the meeting to order at 6:01 PM.

II. ROLL CALL

CHAIR:	JENNIFER ABRAHAM
COMMISSIONERS:	ANGELINA APOSTOLOS
	RONALD HEINRITZ (ARRIVED AT 6:22 PM)
	PHILIP ECKERT
	NATHAN MATSON
	MARY GIULIANI
	JOSEPH MILLER
DIRECTOR OF COMMUNITY SERVICES/PUBLIC WORKS:	ANDY LAFOND

III. CITIZENS TO BE HEARD

A. 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 by 4:00 PM on the day of the meeting or by signing in immediately prior to the meeting.

There was no communication received or citizens to be heard.

IV. DATE AND TIME OF NEXT MEETING

A. Next meeting scheduled for Tuesday, December 6, 2022 at 6:00 PM (if needed)

V. APPROVAL OF MINUTES

A. October 4, 2022 (att)

Commissioner Matson noted his attendance at the October 4, 2022, meeting.

MOTION by Commissioner Apostolos, **SECONDED** by Commissioner Miller to approve the Amended October 4, 2022, Minutes with the Correction to Indicate Commissioner Matson's Attendance. **MOTION CARRIED UNANIMOUSLY.**

VI. BUSINESS

A. Discussion, review and possible action regarding Historic Plaque, Emily Reyes, Frank Oil Co., 185 South Main Street (att)

Chair Abraham has been in contact with Emily Reyes from Quick Care Auto. Ms. Reyes has reviewed the proposed language developed by the Commission for a historic plaque for Frank Oil Co. at 185 South Main Street. Ms. Reyes would like the Quonset hut in the back of the property and the installation of hydraulic lifts noted on the historic plaque. The Commission also received a school report completed years ago by a grandson of Earl Frank. There are some inconsistencies in dates with information supplied by the state. Chair Abraham will pursue details and bring back before the Commission.

B. Review and action regarding Certificate of Appropriateness, Raze House and Two-Car Garage, Michael Koepke, 127 South Main Street and Discussion Regarding Preliminary Building Design Concept (att)

Michael Koepke was present. Director LaFond noted Mr. Koepke has applied for a Certificate of Appropriateness to raze the house and two-car garage at 127 South Main Street with the intent to build a new structure with a similar design to a proposed remodel of the home previously approved by the Commission. Director LaFond supplied Commissioners with the Ordinance detailing items to be considered in the issuance of a raze permit. The principal structure on the property is the house. There is a new garage at the back of the property and an older two-car garage that was required to be razed when the new garage was built. The older garage has not been razed.

Mr. Koepke is seeking input on razing the structures and what the Commission would like to see in a new building. Chair Abraham inquired when the garage will be razed. Mr. Koepke replied the old garage will be razed with this project; the new garage will remain.

The buildings would be razed and construction ideally would begin next spring, but the economy may affect the timing. The new building will be built on a similar footprint to the current home.

Commissioner Eckert clarified that only permission to raze the structures is being considered. Director LaFond confirmed that and added Commissioners should have an idea of what will be built. Mr. Koepke noted he does not want to spend money on plans for a building that cannot be built if razing the current structures is not approved.

MOTION by Commissioner Miller, **SECONDED** by Commissioner Eckert to approve Certificate of Appropriateness, Raze House and Two-Car Garage, Michael Koepke, 127 South Main Street.

Commissioner Matson noted he is concerned about approving the razing of the structure without a more-detailed presentation of what will replace it. Mr. Koepke is willing to wait and get approval for the design. Director LaFond confirmed the building design will be considered by the Historic Preservation Commission and Plan Commission.

Chair Abraham summarized that Commissioners generally are in favor of approving razing and like the preliminary plans for the new structure. The main concern is that what is built reflects the preliminary plans. Mr. Koepke will return with an application to raze the structures and plans for the new home at the same time.

MOTION withdrawn by Commissioner Miller, **SECONDED** by Commissioner Eckert.

C. Review and action regarding Certificate of Appropriateness, Garage Door and Garage Entry Door, Melanie Devorkin, 193 Green Bay Road (att)

Melanie Devorkin, 193 Green Bay Road, submitted a Certificate of Appropriateness for the garage door and entry door for the barn on the property. Ms. Devorkin noted decorative carriage handles and hinges have been added to the garage door. The garage is being used for inventory storage. Chair Abraham suggested painting the garage door white so it blends in with the building. Ms. Devorkin will look into the feasibility of painting the door. Director LaFond suggested Commissioners consider approving a white garage door with black accents. If that is possible, Ms. Devorkin will not have to return for additional approvals.

MOTION by Commissioner Apostolos, **SECONDED** by Commissioner Giuliani to approve Certificate of Appropriateness, White Garage Door and Entry Door With Black Accents, Melanie Devorkin, 193 Green Bay Road. **MOTION CARRIED UNANIMOUSLY.**

D. Wisconsin Historical Society 2022 Local History & Historic Preservation Conference Update

Chair Abraham attended several sessions of the Wisconsin Historical Society 2022 Local History & Historic Preservation Conference and noted an interesting presentation titled Hard Solutions: Demolition by Neglect. Some of the steps discussed involve adopting ordinances that would have fines associated with neglect of historic properties. This would

involve transitioning from a consultative to more legislative body.

VII. STAFF REPORT

A. Staff Report (att)

Director LaFond reported the owner of 163 South Main Street was contacted after staff observed roof and gutter work without a Certificate of Appropriateness or building permit.

VIII. ADJOURNMENT

MOTION by Commissioner Apostolos, **SECONDED** by Commissioner Miller to adjourn the meeting at 6:55 PM. **MOTION CARRIED UNANIMOUSLY.**

Prepared by,
Gary Achterberg
Administrative Assistant

Submitted by,
Amy L. Langlois
Village Clerk/Deputy Treasurer



Village of Thiensville

Historic Preservation

Certificate of Appropriateness

Property Address: 161 Green Bay Rd, Thiensville WI 53092

120506317001
Tax Key #

Commercial
Current Zoning

Property Owner

CARIE ALME
Name

161 Green Bay Rd
Address

262 505 2945
Phone

info@almedesignco.com
Email address

Applicant ☐ Same as owner

CARIE ALME
Name

161 Green Bay Rd
Address

262 505 2945
Phone

info@almedesignco.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.

Vinyl Decal on
Window

43 inches x 43 inches

Contour Cut

ALME Design CO

10/31/22

Applicant's Signature

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.

Vinyl Decal

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VILLAGE STAFF REVIEW

☒ Application Complete. Items needed: _____

Submitted to Village Clerk on 11/11/22 Staff Review Completed on _____

HPC Meeting Date 12/6/22

ADDITIONAL

REMARKS/CONDITIONS: _____

Village Staff

Title

Date

Village of Thiensville
SIGN REVIEW APPLICATION - \$150.00 FEE
Please Allow Two (2) Weeks for Sign Review



THIS APPLICATION BEGINS THE REVIEW PROCESS BY OUR PLANNING CONSULTANT ION CENSKY WHO PERFORMS INITIAL REVIEW OF THE SIGN(S). The sign specifications must be submitted at least 2 weeks prior to the Plan Commission and/or the Historic Preservation Commission to Jon Censky via email, 6954jpc@sbcglobal.net or by regular mail.

Mr. Censky will review the sign(s) to see if they meet the Village Sign Code requirements and make a recommendation to the Plan Commission via a written report. At this time **ELEVEN (11) FULL SIZE COPIES OF THE COLORED SIGN GRAPHICS AND ONE SCALE SITE PLAN** are required in addition to submittal of the **SIGN PERMIT APPLICATION** form to the Village Hall, 250 Elm Street, Thiensville, WI one week prior to the meetings. Additional copies may be required upon request from Village staff.

Applicant/Petitioner Name Alme Design CO
Premises Address 161 Greenbay Rd
Business Name Alme Design CO Business Phone 262 505-2945
Property Owner Carrie Alme Address 11634 N Wyngate Tenal
Property Owner Phone 262 505-2945 E-mail info@almedesignco. meadon
Contractor NONE Address _____ E-mail _____
Contractor Phone _____ Contractor Fax _____
Estimated Project Cost: \$ _____

Sign(s) requested: (check all that apply) ☐ Wall ☐ Monument ☐ Projecting
☐ Marquee, Awning or Canopy ☐ Sandwich Board ☐ On-site Directional Signs

Decal on window

Colored plans must include a scaled sketch of the proposed sign labeling dimensions and area, lettering (including height), colors, types of materials, method of illumination, height and dimensions of the pole or mounting bracket, and date of preparation. A summary of all existing signs that will remain on the site (including dimensions) is also required. Color and material samples must be provided for sign review.

Wall sign, Marquee, Canopy or Awning sign proposals must specify building elevation or a photograph of the façade on which will be located, including a dimensioned shape showing where the sign will be placed and what size it will be.

Ground Mounted Signs and On-site Directional sign proposals require submittal of a scaled, dimensioned site plan, plot plan, or survey showing the proposed sign location in relation to driveways, parking areas, sidewalks, property lines, streets, and other signs on and within 20 feet of the property.

Projecting sign proposals must specify the distance from the street curb, distance sign projects from building, the clearance from the measured grade level to the bottom of the sign, that there are no more than two faces for the projecting sign and must show that the sign, including both faces, is perpendicular to the building.

Sandwich Board Signs require submittal of a scaled, dimensioned colored graphic of the proposed sign and proposed placement of sandwich board sign

If necessary, additional fees will be billed at an hourly rate for consulting, legal and engineering review. After approval from the Village Plan Commission, a sign permit is required from the Village Inspection Department.

Signature of Applicant _____ Date 10/21/22

Signature of Owner _____ Date _____

VILLAGE OF THIENSVILLE

SIGN REVIEW FEE SCHEDULE - CONSULTANT

Sign Review Includes	Application Fee	Revision Fee	Receipt #
Sign Plan Package for Entire Site, including all wall, ground, canopy. and directional signs	\$150.00*	\$100.00*	
Individual Wall Sign, projecting sign, ground sign, canopy sign or directional signs	\$150.00*	\$100.00*	
Permanent Window Signage or Individual Tenant Sign on an existing Master Tenant Sign	\$150.00*	\$100.00*	62840
All others including temporary signs	\$150.00*	\$100.00*	

*Plus any additional costs of the planning consultant's review at the rate of \$50/hr.

If needed, additional review time for planning, engineering and legal services will be billed back to the applicant and no permits or approvals will be given until all invoices are paid.

Revised 9/2012



		UNIFORM SIGN PERMIT APPLICATION		PERMIT NO. _____ TAX KEY # _____	
		☐ TOWN ☒ VILLAGE ☐ CITY		PROJECT LOCATION (BUILDING ADDRESS)	
ISSUING MUNICIPALITY		OF _____		PROJECT DESCRIPTION	
				☐ COMMERCIAL ☐ RESIDENTIAL	
Owner's Name CARRIE ALME		Mailing Address 161 GreenBay Rd, Thiensville		Telephone - Include Area Code 262 505 2945	
Contractor's Name		Mailing Address		Telephone - Include Area Code	

RECEIVED
NOV 07 2022
BY: _____

SITE		1/4, _____ 1/4, SECTION _____, T _____, N, R _____ E(or)W	
Lot: Average Width _____ Average Depth _____		Subdivision Name _____	
Zoning District _____ Total Area _____		Setbacks N.S.E.W. _____	
Front _____ Ft. _____ Ft.		Rear _____ Ft. _____ Ft.	
Lot No. _____ Block No. _____		Left _____ Right _____	

1. PROJECT ☐ New ☐ Repair ☐ New ☐ Raze ☐ New ☐ Move ☐ Other _____	3. TYPE ☐ Residential ☒ Commercial ☐ Other _____	4. USE ☐ Seasonal ☒ Permanent ☐ Other _____	7. SIGN TYPE ☐ Wall ☐ Ground ☐ Projecting ☐ Roof ☐ Pole ☒ Other	10. PRESENT USE OR OCCUPANCY retail space WINDOW Decal
2. AREA - SIGN FACE 1st Side _____ Sq. Ft. 2nd Side _____ Sq. Ft. Other _____ Sq. Ft. TOTAL _____ Sq. Ft.		5. HEIGHT _____		8. ILLUMINATED ☐ Internally ☐ Externally
		9. ESTIMATED COST TOTAL \$ \$300		EXISTING SIGNS
6. SHORELAND/FLOODLAND Shore setback _____ feet from sign to ordinary high water mark. Floodplain setback _____ feet from sign to 100 year floodplain.				

TYPE OF MATERIAL ☐ Wood ☐ Metal ☐ Other ☐ Plastic ☐ Canvas	EXISTING SIGN Sign 1 Size: Width _____ Height _____ Setback _____ Offset _____ Sign 2 Size: Width _____ Height _____ Setback _____ Offset _____
PLAT OF SURVEY INCLUDING THE FOLLOWING INFORMATION: 1) Location and dimensions of Lot. 2) Location and dimensions of all existing and proposed buildings on the Lot. 3) Location, centerline and grade of all abutting streets. 4) Floor elevation of proposed new buildings. 5) High water line of any water body which Lot abuts. 6) Location of any existing or proposed wells, septic systems, public sewer or water mains on the Lot. 7) Location of any proposal and existing signs.	
The applicant agrees to comply with the Municipal Ordinances and with the conditions of this permit; understands that the issuance of the permit created no legal liability, express or implied, of the Department, Municipality, Agency or Inspector; and certifies that all the above information is accurate.	
SIGNATURE OF APPLICANT _____ DATE 10/31/22	
CONDITIONS OF APPROVAL This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty.	

FEES: Plan Review Fee _____ Inspection Fee _____ Administration Fee _____ Other _____ Total _____	PERMIT(S) REQUIRED ☐ Construction _____ ☐ HVAC _____ ☐ Electrical _____ ☐ Plumbing _____ ☐ Other _____	PERMIT EXPIRATION: Permit expires two years from day issued unless otherwise noted below:	PERMIT ISSUED BY MUNICIPAL AGENT: Name _____ Date _____ Certification No. _____
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Thiensville Historic Preservation Commission Staff Report

Date	Address	Property Owner	Project
11/29/2022	119 S. Main Street	Fiddleheads/Marcy Real Estate	Staff Approval: Identical 48"x30" Fiddleheads blade sign