

DOWNTOWN ARCHITECTURAL REVIEW BOARD AGENDA

January 5, 2016
12:00 PM

Meeting Room D
City-County Government Center

160 South Macy Street
Fond du Lac, Wisconsin

I. CALL TO ORDER

- A. Attendance
- B. Declaration Quorum Present

II. APPROVAL OF MINUTES

December 1, 2015

III. ACTIONS

- A. 14 South Portland Street

Applicant: Meyer Property Group
Project Representative: Sam Meyer
Project: Renovate building for residential use; new windows.

- B. 7 Sheboygan Street (Retlaw Building Apartments)

Applicant: Commonwealth Companies
Project Representative: Lauren Herlache, Flyway Signs
Project: Install metal sign letters on Sheboygan Street canopy.

IV. ADJOURN

“The City of Fond du Lac provides equal opportunities and services to all individuals, including those individuals with disabilities.”

DOWNTOWN ARCHITECTURAL REVIEW BOARD MINUTES

December 1, 2015

12:00 P.M.

Meeting Room D
City-County Government Center

160 South Macy Street
Fond du Lac, Wisconsin

CALL TO ORDER

ROLL CALL: Present: Scott Draves
Deborah Doll
Howard Floeter
Stan Ramaker
Steve Schoofs

Absent: Jamie Molitor
Scott Stelmacher

Administrative Staff: Joellyn Dahlin, Principal Planner

Chairperson Draves declared a quorum present.

APPROVAL OF MINUTES

November 3, 2015

Motion made by Floeter to approve the minutes of the regular meeting of the November 3, 2015 Downtown Architectural Review Board as presented.

Seconded by Ramaker.

ROLL CALL VOTE: Aye – Draves, Doll, Floeter, Ramaker, Schoofs
Nay - None

Carried.

ACTIONS

66 South Main Street (*Wells Fargo Advisors*)

Project: Install new wall signage.

Appearance:

Stephen Franklin, Project Representative, W8246 North Crystal Lake Road,
Beaver Dam

Motion made by Schoofs to approve the wall signage as proposed, based on findings that the sign complies with the spirit and intent of the Downtown Design Overlay District regulations and the Downtown Fond du Lac Partnership Design Guidelines.

Seconded by Ramaker.

ROLL CALL VOTE: Aye – Draves, Doll, Floeter, Ramaker, Schoofs
 Nay – None

Carried.

20 North Main Street (*The Hietpas Group*)

Project: Install vinyl decal covering on an existing awning.

Appearance:

Laura Gassner, Project Applicant, 20 North Main Street

Motion made by Ramaker to the use of a vinyl decal awning patch, as a temporary means to provide signage, based on findings that the project complies with the spirit and intent of the Downtown Design Overlay District regulations and the Downtown Fond du Lac Partnership Design Guidelines, subject to the following conditions:

1. The vinyl decal patch shall be beige in color and have rounded corners.
2. The existing awning shall be replaced with a new awning not later than June 1, 2016.

3. Future approval for the new awning and signage shall be required from the Downtown Architectural Review Board.

Seconded by Doll.

ROLL CALL VOTE: Aye – Draves, Doll, Floeter, Ramaker, Schoofs
Nay – None

Carried.

30 South Main Street (*Agnesian Healthcare*)

Project: Install new wall signage.

Appearance:

Dan Nielsen, Project Representative, N5528 Miranda Way

Motion made by Schoofs to approve the new wall signage as proposed, based on findings that the sign complies with the spirit and intent of the Downtown Design Overlay District regulations and the Downtown Fond du Lac Partnership Design Guidelines.

Seconded by Doll.

ROLL CALL VOTE: Aye – Draves, Doll, Floeter, Ramaker, Schoofs
Nay – None

Carried.

116 North Main Street (*FCEDC*)

Project: Remove cabinet signs and replace with new wall signs (north and east façades), add a new wall sign (west façade).

Appearance:

Dan Nielsen, Project Representative, N5528 Miranda Way

Steve Jenkins, Project Applicant, 116 North Main Street

Motion made by Floeter to approve new wall signs for the north, east and west facades, based on findings that the signs comply with the spirit and intent of the Downtown Design Overlay District regulations and the Downtown Fond du Lac Partnership Design Guidelines, subject to the following conditions:

1. The shape of the sign proposed for the east façade shall be oval.
2. The width of the sign on the north façade shall not exceed the width of the window.
3. All new wall signs shall be framed with trim to match the building trim.

Seconded by Ramaker.

ROLL CALL VOTE: Aye – Draves, Doll, Floeter, Ramaker, Schoofs
 Nay – None

Carried.

39 South Main Street (*KSF Accounting*)

Project: Remove cabinet signs, install projecting sign, new wall sign, and awning graphics.

Appearance:

John Papenheim, Project Representative, 15 5th Street

Motion made by Ramaker to approve the new wall sign, projecting sign, and canopy graphics, based on findings that the signage complies with the spirit and intent of the Downtown Design Overlay District regulations and the Downtown Fond du Lac Partnership Design Guidelines, subject to the following condition:

1. If reasonably possible, the new wall sign on the Sheboygan Street façade shall be equally situated on the top, left, and right sides of the existing wall space, centering it in the existing wall area.

Seconded by Schoofs.

ROLL CALL VOTE: Aye – Draves, Doll, Floeter, Ramaker, Schoofs
 Nay – None

Carried.

DOWNTOWN ARCHITECTURAL REVIEW BOARD MINUTES

December 1, 2015

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ADJOURN

Motion made by Floeter to adjourn.

Seconded by Draves.

ROLL CALL VOTE: Aye – Draves, Doll, Floeter, Ramaker, Schoofs
 Nay – None

Carried.

Meeting adjourned at 12:55 p.m.

MARGARET HEFTER, CITY CLERK

MH/ke

CITY OF
Fond du Lac
DOWNTOWN DESIGN REVIEW

PROJECT APPLICATION

DATE SUBMITTED: 12.17.15

DARB MEETING DATE: January 5, 2016

PROJECT LOCATION: 14 South Portland Street

BUSINESS NAME: Meyer Property Group

APPLICANT INFORMATION

PROPERTY OWNER: Meyer Property Group LLC

ADDRESS: 42 South Main Street

EMAIL ADDRESS: [REDACTED]

PHONE: [REDACTED]

PROJECT REPRESENTATIVE: Sam Meyer

ARCHITECT ENGINEER CONTRACTOR OTHER

ADDRESS: _____

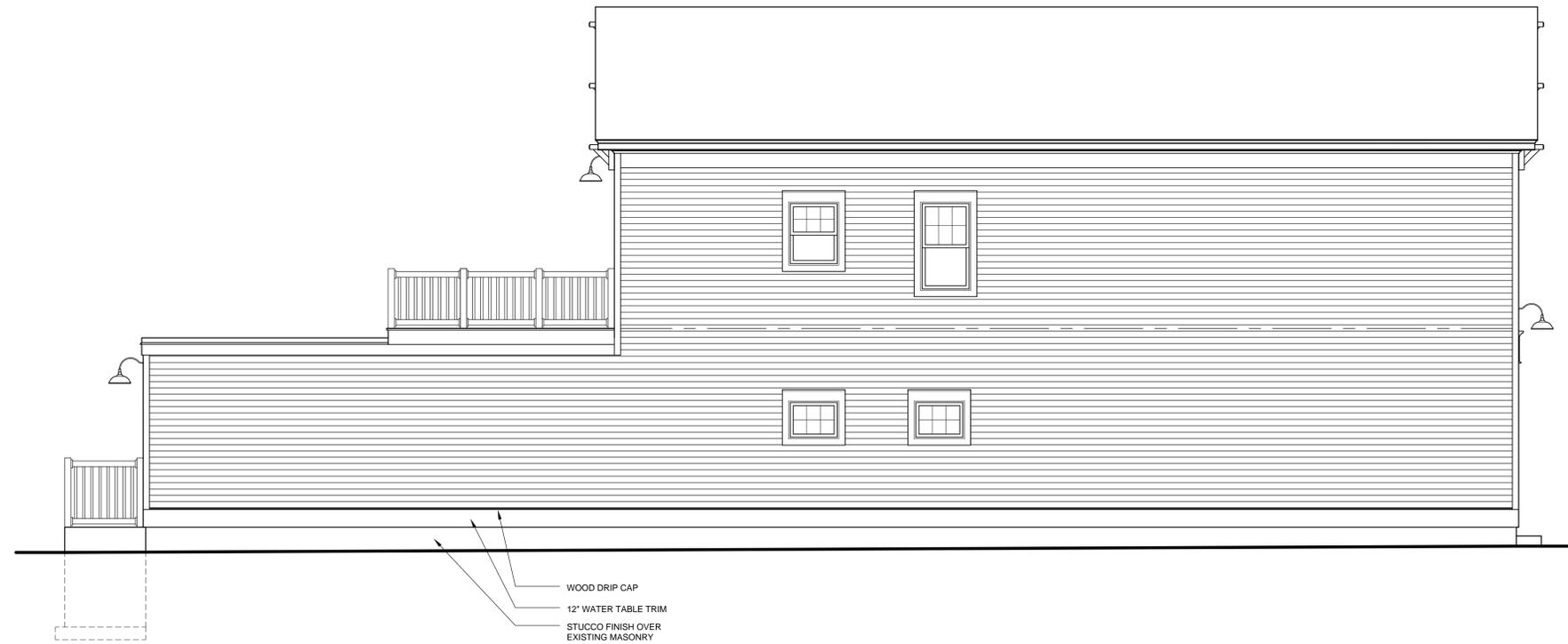
EMAIL ADDRESS: _____

PHONE: () _____

PROJECT INFORMATION

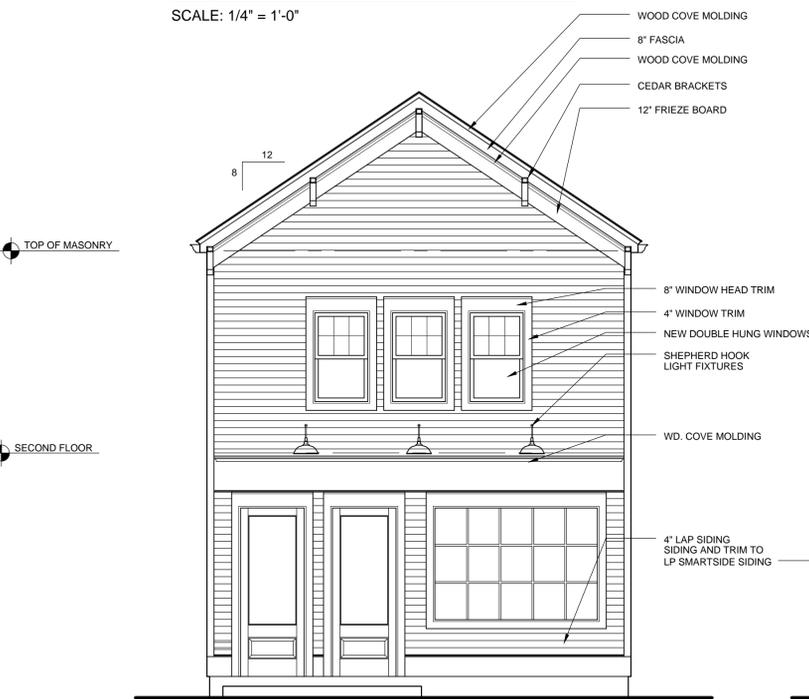
- MINOR REPAIR/ALTERATIONS (PAINT, ROOF, WINDOWS)
- EXTERIOR RENOVATION
- SIGN(S)
- BUILDING ADDITION/EXPANSION
- NEW BUILDING

DESCRIPTION OF PROPOSED PROJECT: *Remove east elevation picture window and replace with faux carriage doors.*
Alter previous DARB approval (June 2015) for replacement and style of new windows planned for the front building façade (east wall) and side façade (north wall)



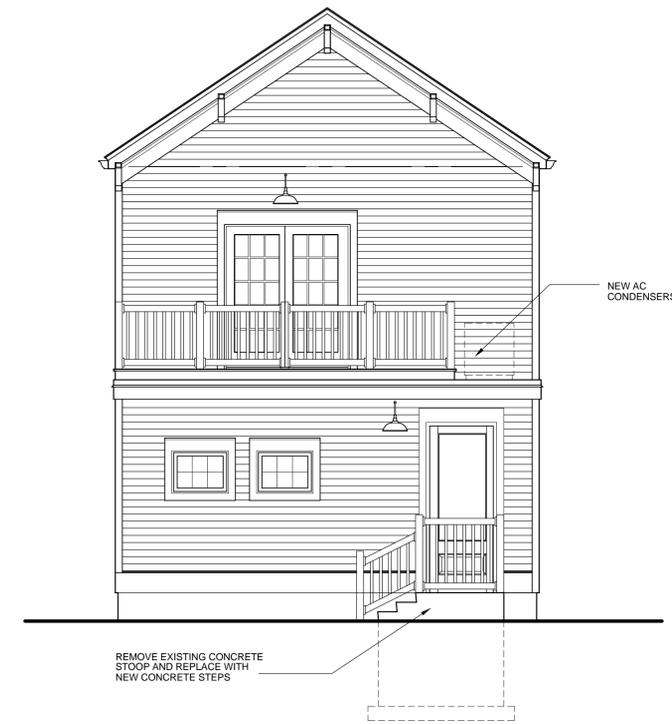
SOUTH ELEVATION

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



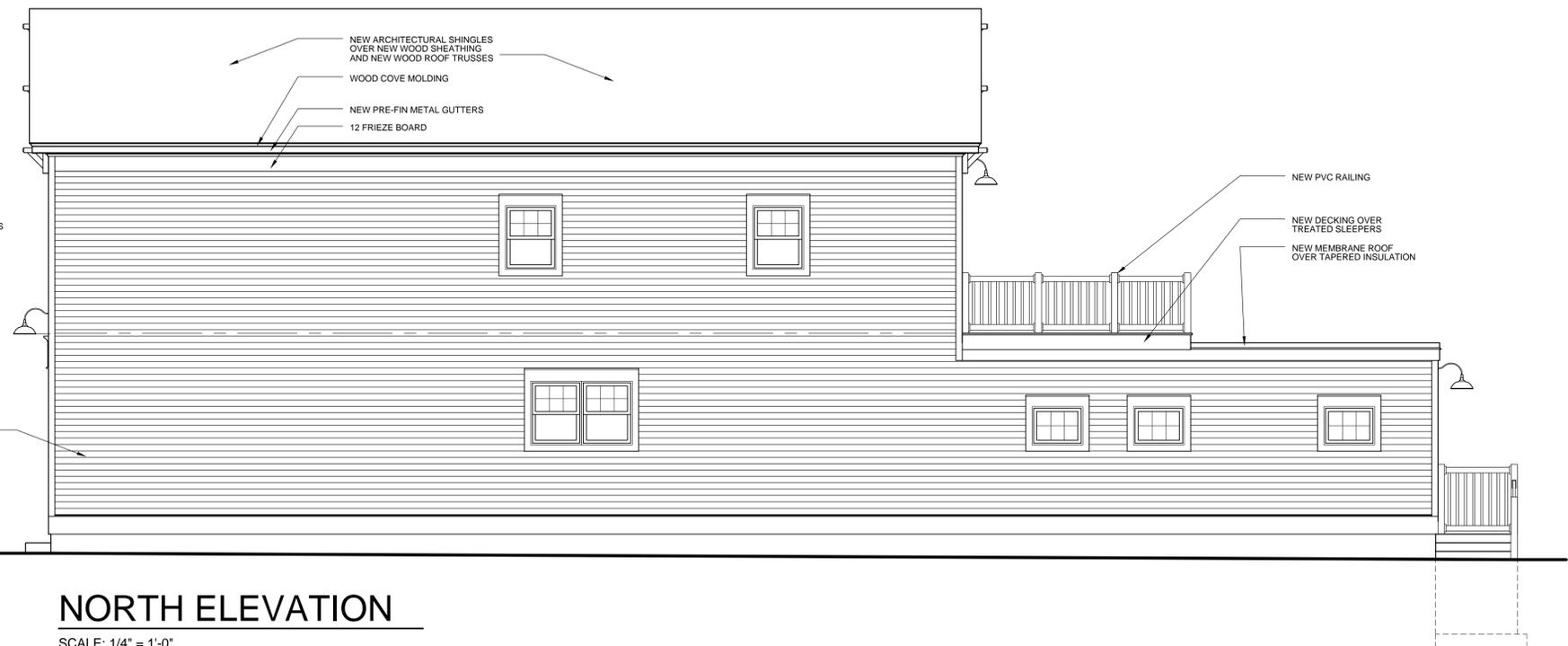
EAST ELEVATION

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



WEST ELEVATION

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



NORTH ELEVATION

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

EAST BUILDING ELEVATION - EXISTING



EAST BUILDING ELEVATION
DESIGN APPROVED BY DARB MAY 2015

NORTH BUILDING ELEVATION - EXISTING



EAST BUILDING ELEVATION



DESIGN APPROVED BY DARB MAY 2015



(+ ADD TRANSOM WINDOWS ABOVE 2 DOORS)

PROPOSED CHANGE TO APPROVED DESIGN

CITY OF FOND DU LAC - Memorandum

Department of Community Development

Date: December 22, 2015
To: Downtown Architectural Review Board
From: Joellyn Dahlin, Principal Planner
Re: Project Review - 14 South Portland Street (Meyer Property Group LLC)

Project Analysis

Proposal: Commercial building renovation.
REVISION TO PROJECT APPROVAL (DARB – MAY 2015)

Historic Status: N/A

The subject property is a commercial building on the west side of Portland Street midblock between Division and Sheboygan Streets. A major building renovation was approved by the Downtown Architectural Review Board in May 2015. The façade design anticipated a commercial use for the first floor and a residential use on the second floor; a plan for residential use of the entire building has since evolved. The Board of Appeals will consider the proposed residential use at its meeting of January 4, 2016.

The façade design presented to DARB in May included two entry doors and replacement of the existing storefront window. Reflective of the new plan for residential use of the entire building, the property owner would like to remove the storefront window and replace it with a pair of faux carriage doors to provide privacy for the first floor apartment. In addition, the style of the entry doors would change slightly from the original approval to reduce the amount of glass, and transom windows would be installed above each door. The glass in the carriage doors and the entry doors would be clear. The frame of the entry doors and the faux carriage doors would be black in color.

A slight change to the window glass for the double hung windows on the north and west wall is also requested. The window design remains unchanged; the substitution of opaque glass for the ground floor windows is proposed for privacy.

Findings

The Downtown Design Overlay District is intended to:

- Preserve and restore unique and historic buildings;
- Ensure the coordinated design of new buildings and changes to existing buildings;
- Minimize adverse impacts on adjacent properties from buildings that may detract from the character and appearance of the district;
- Aid in improving the overall economic vitality of the district.

Recommendation

The Downtown Architectural Review Board must determine that the proposed changes to the approved renovation comply with the spirit and intent of the Downtown Design Overlay District regulations and the Downtown Fond du Lac Partnership Design Guidelines.

DOWNTOWN DESIGN REVIEW



PROJECT LOCATION: 7 Sheboygan Street

BUSINESS NAME: Commonwealth Companies

APPLICANT INFORMATION

PROJECT REPRESENTATIVE BUSINESS OWNER PROPERTY OWNER

ADDRESS: N5528 Miranda Way, Fond du Lac

EMAIL: [REDACTED]

PHONE: [REDACTED]

PROPOSED PROJECT

- EXTERIOR PAINT
- ROOF
- WINDOWS (REPLACEMENT WINDOWS AND/OR NEW WINDOW OPENING)
- EXTERIOR DOORS (REPLACEMENT AND/OR NEW DOOR OPENING)
- SIGN(S)
- AWNING(S)
- EXTERIOR REPAIR/ALTERATION
- BUILDING ADDITION/EXPANSION
- NEW BUILDING

DESCRIPTION OF PROPOSED PROJECT

Install non-lighted metal letters on Sheboygan Street canopy.

Submit application package to the Community Development Office
(4th floor, City-County Government Center)

The submittal of a project application package via email is acceptable.
Please contact the Community Development office at (920) 322-3440 prior to submittal.
Electronic application submittals should be directed: jdahlin@fdl.wi.gov

Sheboygan Street Canopy



Specifications

- Qty: 1
- Flat Cut Metal Letters

APPROVED BY: _____

DATE: ___/___/2015

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CUSTOMER REPRESENTATIVE: Lauren	CUSTOMER: Commonwealth Construction		
DRAWN BY: Becca	DRWN DATE: 12.21.2015	DRWN REV#: 9	SCALE: NTS
DRAWN FILE NAME: 39429 Layout Exterior Signs for Retlaw Project			
PROJECT DESCRIPTION: Layout for approval			

CITY OF FOND DU LAC - Memorandum

Department of Community Development

Date: December 22, 2015
To: Downtown Architectural Review Board
From: Joellyn Dahlin, Principal Planner
Re: Project Review – 7 Sheboygan Street (*Retlaw Building Apartments*)

Project Analysis

Proposal: New wall sign for Sheboygan Street canopy (Retlaw Building Apartments).

Historic Status: The property is located in the North Main Historic District; the property does not retain a local historic designation. The North Main Street Historic District is a national district; historic review of the proposal is not required.

Design Review: The Downtown Architectural Review Board must determine that the proposed signage complies with the spirit and intent of the Downtown Design Overlay District regulations and the Downtown Fond du Lac Partnership Design Guidelines.

The subject property is commonly known as the Retlaw office building. The building is immediately south of the Retlaw Theater. To clarify, the *Retlaw Theater* is a designated historic site; changes to the building – including signage – are subject to approval by the Historic Preservation Commission. The office building is not a designated historic site; signage falls within the purview of the Downtown Architectural Review Board.

The theater building and the office building have undergone extensive renovation. As part of the renovation project, apartments were created on the upper floors of the office building. A sign to identify the new apartments is proposed on the canopy at the Sheboygan Street building entrance. The proposed signage consists of non-illuminated metal letters. The letters would identify *Retlaw Building Apartments*. The 8”-high letters would be affixed to the main façade of the canopy.

Findings

The Downtown Design Overlay District is intended to:

- Preserve and restore unique and historic buildings;
- Ensure the coordinated design of new buildings and changes to existing buildings;
- Minimize adverse impacts on adjacent properties from buildings that may detract from the character and appearance of the district;
- Aid in improving the overall economic vitality of the district.

Recommendation

The Downtown Architectural Review Board must determine that the proposed signage complies with the spirit and intent of the Downtown Design Overlay District regulations and the Downtown Fond du Lac Partnership Design Guidelines.

The Downtown Architectural Review Board must consider the materials, colors and architecture of the building in approving suitable signage, and consider the purpose and intent of appropriate signage.

Reflective of the requirements of the Downtown Design Overlay District and the Downtown Fond du Lac Partnership Design Guidelines, Community Development staff recommends approval of the canopy sign as proposed.