

# Memo

To: Historic Preservation Committee

Fr: Trevor Fuller, Planning and Zoning Administrator

Re: ACTION RE: APPROVAL OF CERTIFICATE OF APPROPRIATENESS REQUEST FROM THOMAS O’ROURKE FOR REPLACING DOORS AT 535 GREENE AVENUE

Date: 18 October 2019

## Background & Process

The Certificate of Appropriateness process is meant to provide the Historic Preservation Committee the opportunity to guide the alteration, rehabilitation, reconstruction or razing of any improvement upon an historic site or within an historic district. The committee must find the requested action to be appropriate to the general character of the historic site or historic district.

Section 248-6C(2) of the Village Ordinances states that the committee shall approve the application unless one of the following are found to be true:

- (a) In the case of a designated historic structure or historic site, where the proposed work would detrimentally change, destroy, or adversely affect any exterior feature of the improvement or site upon which said work is to be done.
- (b) In the case of the construction of a new improvement upon a historic site or within a historic district, where the exterior of such improvement would adversely affect or not harmonize with the external appearance of other neighboring improvements on such site or within the district.
- (c) In the case where a building or structure, although not itself a designated historic structure, contributes to the distinctive architectural or historic character of the historic district as a whole.
- (d) In the case of any property located in a historic district, where the proposed construction, reconstruction, exterior alteration or razing does not conform to the purpose and intent of this chapter and to the objectives and design criteria of the historic preservation plan for said district.
- (e) In the case where the building or structure is of such old, unusual, or uncommon design, texture and/or material that it could not be reproduced or be reproduced only with great difficulty and/or expense.
- (f) In the case where the building or structure is of such architectural or historical significance that its razing would be detrimental to the public interest and contrary to the general welfare of the people of the Village.
- (g) In the case of a request for the razing of a deteriorated building or structure, where any preservation or restoration efforts would not be structurally or economically feasible, provided that any hardship or difficulty claimed by the owner which is self-created or which is the result of any failure to maintain the property in good repair cannot qualify as a basis for the issuance of a certificate of appropriateness.

## Request

Thomas O’Rourke is requesting to replace the front doors, side service door, and the garage door on his building at 535 Greene Avenue. Examples of the replacement doors are provided in the agenda packet.

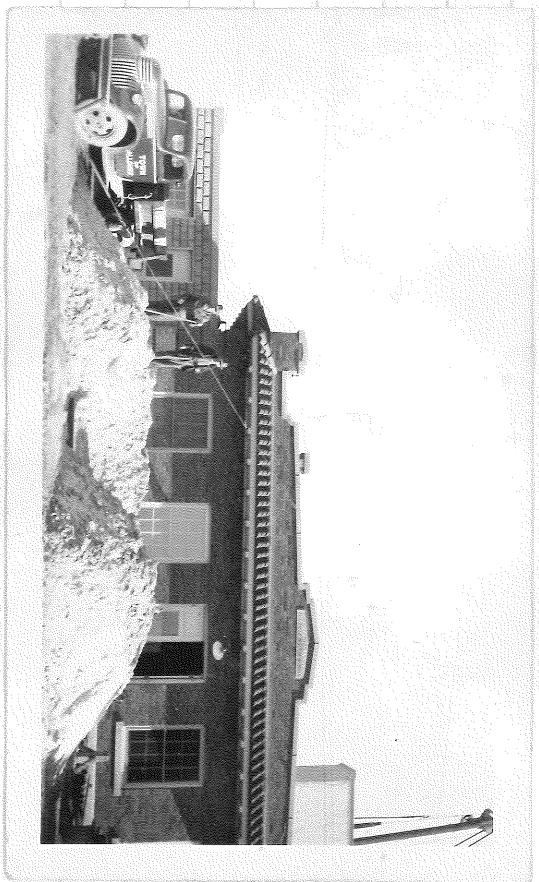
### Staff Comment & Recommendation

Staff has requested clearer images and material samples to be submitted in time to review for the committee meeting. The garage door and the side service door have been replaced in the past. There are no known pictures of what the original side service door or garage door looked like in their entirety. The front doors appear to be original to the building. Pictures of the original building (circa 1940s & 1950s) are provided.

According to the Wisconsin Historical Society, doors are one of the most challenging items to try to replace “like with like” because of the limited number of door manufacturers and styles. ADA compliance is also an important factor when considering entrances, which may limit replacement options. In this instance ADA compliance appears to be met with access through the side service door.

Staff recommends the approval of the side service door and garage door. Staff does not recommend approval of the proposed front door replacement. Should the front door need to be replaced, it should be replaced with a “French Style” exterior door so that the historic utilitarian feature of the door is not detrimentally changed, destroyed, or adversely affected.

**The Historic Preservation Committee is asked to review and approve or not to approve all or a part of the Certificate of Appropriateness request.** If any portion of the request is not approved, reasoning should be included in the motion.







• SEP 58

**CERTIFICATE OF APPROPRIATENESS APPLICATION**

Please type or print using black ink.

**1. Applicant / Permittee Information**

Applicant Name (Ind., Org., or Entity): Thomas O'Rourke

Authorized Representative and Title (if different than above): \_\_\_\_\_

Mailing Address: 9044 Burr oughs, LA CA 90046

Phone: 310 770-0221 E-mail Address: torourke1a@gmail.com

**2. Landowner Information (if different than the applicant / permittee)**

Name (Ind., Org., or Entity): Thomas O'Rourke

Contact Person and Title (if different than above): \_\_\_\_\_

Mailing Address: 9044 Burr oughs, LA CA 90046

Phone: 310 770-0221 E-mail Address: torourke1a@gmail.com

**3. Project or Site Location**

Project Address: 535 Greene, Allouez, WI 54301 Parcel Number: AL 1038

Name of Historic Site, Structure, and District (if applicable): Pump House

**4. Approval Being Requested (check all that apply)**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Roof repair/replacement                                  | <input type="checkbox"/> Chimney repair and/or tuck-pointing                     | <input type="checkbox"/> Exterior lighting addition/replacement |
| <input type="checkbox"/> Gutter repair/replacement                                | <input type="checkbox"/> Installation of fences                                  | <input type="checkbox"/> Signage                                |
| <input type="checkbox"/> Private sidewalk and driveway repair/replacement         | <input type="checkbox"/> Exterior window repair/replacement                      | <input checked="" type="checkbox"/> Other: <u>Side door</u>     |
| <input type="checkbox"/> Stair and stoop repair/replacement                       | <input type="checkbox"/> Exterior siding   | <u>Front door</u>   |
| <input type="checkbox"/> Porch columns, railings, and skirting repair/replacement | <input type="checkbox"/> Exterior storm window repair/replacement                | <u>Garage door</u>  |
|   | <input type="checkbox"/> Soffit, fascia, façade, or trim work repair/replacement |   |

**5. Required Attachments Checklist (Please submit 1 hard copy and 1 PDF copy of the items below)**

- Project Description Summary: Describe each item of the project separately, including existing conditions, proposed work, materials to be used, the impact the item would have on existing historic or architectural features of the property, and proposed project phases (if applicable).
- Site plan showing location of the project, North indicator, all structures and fences on the property, and approximate dimensions.
- Sketches, drawings, building and streetscape elevations, and/or annotated photographs of all affected areas and sides of the building.
- List and/or provide materials, design, and color samples.

**6. Certification and Permission**

T Certification: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments are true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.

n Permission: I hereby give the Village of Allouez permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

Signature of Applicant: Tom O'Rourke Date: 10/15/2019

Approved

Approved with conditions

Denied

Motion with conditions or reason for denial (if applicable): \_\_\_\_\_

Signature of Historic Preservation Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

---

## CERTIFICATE OF APPROPRIATENESS GUIDELINES

### When is a Certificate of Appropriateness needed?

- A Certificate of Appropriateness is needed if the Village of Allouez has locally designated a site, structure, or district as historic and there are plans for reconstructing, altering, or demolishing any part of the exterior of a property, or when constructing/improving the property.
- A Certificate is not needed if a site, structure or district has been designated as historic nationally and/or by Wisconsin, but not locally designated by the Village of Allouez.
- A Certificate is not needed if a site or structure is not historically designated at all.

### What information should be included with this application?

- The following requirements are identified in *Section 5* of this application:
  - Project Description Summary: Describe each item of the project separately, including existing conditions, the proposed work, materials to be used, the impact the item would have on existing historic or architectural features of the property, and proposed project phases (if applicable).
  - Site plan showing location of the project, North indicator, all structures and fences on the property, and approximate dimensions.
  - Sketches, drawings, building and streetscape elevations, and/or annotated photographs of all affected areas and sides of the building.
  - List and/or provide materials, design, and color samples.
- It is not required that the above information be included if it has already been provided to the Village of Allouez with another recent permit application. Simply reference the specific permit application where the information can be found.

### What is the review timeline and procedure?

- Certificate of Appropriateness application review will occur within 30 days
  - The Village of Allouez Building Inspector and Planning and Zoning Administrator will assist the petitioner when determining if a Certificate of Appropriateness is needed. Staff will also assist by previewing submitted information for completeness.
  - The application and information will be reviewed for approval by the Historic Preservation Commission (HPC) at the next available HPC meeting.
  - The petitioner is encouraged to attend the HPC meeting to discuss and answer project questions.
  - If the Certificate of Appropriateness is approved by HPC, the petitioner can proceed with obtaining related permits from the Village of Allouez the following business day.
- The review and approval procedure is identified in Historic Preservation Ordinance Section 248-6. In summary, the decision will be based on the below criteria. Additional standards may be used with the criteria, as adopted by the Historic Preservation Committee.
  - Detrimental changes, destruction, or adversely affecting architectural features of the site or district.
  - Harmonizing new construction with existing exterior and neighboring improvements.
  - Conformance with the purpose, intent, objectives, and design criteria of the Historic Preservation Plan.
  - Ability and expense related to reproducing old, unusual or uncommon design, texture, and/or material.
  - Detrimental loss to the general welfare of the public if an architectural or historically significant building is demolished.
  - Self-created hardships or difficulties when demolishing a deteriorated building or structure.

---

**Village Contact:**  
Planning and Zoning Administrator, Trevor Fuller

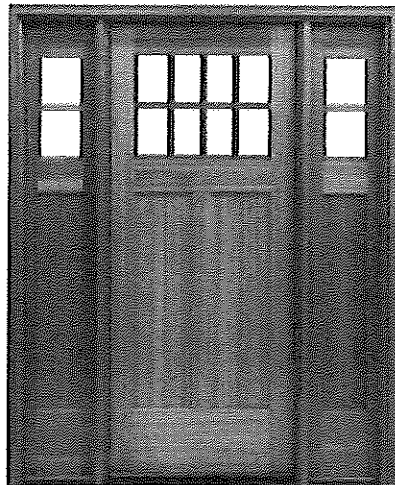
Address: 1900 Libal Street, Allouez, WI 54301  
Email: [trevor@villageofallouez.com](mailto:trevor@villageofallouez.com)  
Phone: (920)448-2800  
Fax: (920)448-2850

Current building

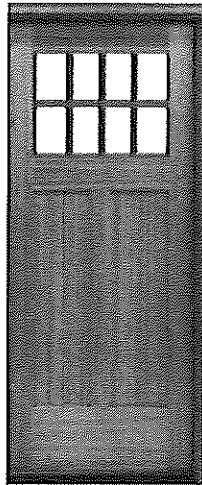




New front door



ADA side door 36 inches



Garage option 1 roll up brown



Garage option 2 passage door

