

**\*\*\*ATTACHMENTS\*\*\***

**CITY OF SHEBOYGAN**

**REQUEST FOR ARCHITECTURAL REVIEW BOARD CONSIDERATION**

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**ITEM DESCRIPTION:** Exterior remodel of Key Insurance located at 1019 Michigan Avenue.

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**REPORT PREPARED BY:** Steve Sokolowski, Manager of Planning and Zoning

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**REPORT DATE:** October 25, 2019

**MEETING DATE:** October 28, 2019

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**FISCAL SUMMARY:**

Budget Line Item: N/A  
Budget Summary: N/A  
Budgeted Expenditure: N/A  
Budgeted Revenue: N/A

**STATUTORY REFERENCE:**

Wisconsin Statutes: N/A  
Municipal Code: N/A

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**BACKGROUND / ANALYSIS:**

The applicant was unable to attend the October 14, 2019 Architectural Review Board meeting. The board held this matter so the applicant could attend and address questions that included:

- The construction and type of awnings.
  - Would prefer a clean metal frame with canvas awning with no signage.
  - What is the structure holding the awning up?
  - Interested how the underside of the awning is treated.
  
- The proportions of the 2<sup>nd</sup> floor windows.
  - The wall space above the second-floor windows (Michigan Ave façade) just seems to need something additional above those windows (see some Michigan Ave. examples below)
  - Historical facades usually had some sort of decorative element in that location.
  - Could just be a more significant trim detail above those windows, or perhaps even doing something more elaborate with the fascia at that front elevation (like brackets aligned over the new pilasters?)

Appears applicant has updated the drawings to address the 2<sup>nd</sup> floor windows by adding a 2x2 trim piece above the head trim at the windows and doors and also added some brackets to the fascia on the north elevation. The Board may want to have the applicant address the awnings per the questions above.

Staff report from the October 14, 2019:

Key Insurance is proposing to remodel their existing facility located at 1019 Michigan Avenue. The applicant states the following about the proposed project:

- The existing Key Insurance building will be renovated to better serve the business, their clients, and to achieve a historic look that is cohesive with the nature of the other buildings located along Michigan Avenue.
- The exterior of the building currently consists of light blue/gray lap siding on the north and west elevations, gray cement board panels on the south and west elevations with white trim, minimal windows and a recessed entry.
- The renovated north elevation along Michigan Avenue will consist of a new centrally located front entrance and 24 inch high stone wainscot with storefront windows above.
- The storefront windows will be separated by double pilasters, with single pilasters at the east and west end of the building.
- A 30 inch high signboard element with trim and moulding will be installed above the pilasters.
- The pilaster and signboard elements will wrap the west corner of the building and extend approximately 24 inches.
- The remainder of the building will have new engineered wood lap siding and trim.
- New decorative crown moulding will complete the historic look
- A new accessible entrance will be located at the back of the building with an exterior accessible ramp to reach the main floor.
- The first floor of the building, which will contain the Key Insurance business, will contain a waiting room, offices, conference room, reception, toilet rooms, including a new accessible restroom, break room, and IT closet. The second floor of the building will consist of storage space for the business located on the first floor.

**STAFF COMMENTS:**

Staff is encouraged by the Key Insurance historic remodel which vastly improves the look of this building and this section of Michigan Avenue.

**ACTION REQUESTED:**

Motion to approve with possible amendments as determined by the Board.

**ATTACHMENTS:**

Architectural Review Board Application and required attachments.

PARCEL NO.: 203810  
MAP NO.: \_\_\_\_\_  
ZONING CLASSIFICATION: CC

Office Use Only  
DATE SUBMITTED: \_\_\_\_\_  
REVIEW DATE: 10/14/19

**CITY OF SHEBOYGAN**  
**ARCHITECTURAL REVIEW APPLICATION**  
Revised November 2009

Completed application must be filed with the Department of City Development, 828 Center Avenue, Suite 104. To be placed on the agenda of the Architectural Review Board, application must be filed two weeks prior to date of meeting. Applications that are not complete or that are not legible will not be accepted.

**1. APPLICANT INFORMATION**

APPLICANT: Key Insurance Services, Inc.  
ADDRESS: 1019 Michigan Avenue  
E-MAIL ADDRESS: david@keyinsurance.com  
PHONE: (920) 458-8400 FAX NO.: ( )

**2. DESCRIPTION OF THE SUBJECT SITE/PROPOSED PROJECT**

NAME OF PROPOSED/EXISTING BUSINESS: Key Insurance Services, Inc.  
ADDRESS OF PROPERTY AFFECTED: 1019 Michigan Avenue  
NEW BUILDING:  ADDITION:  REMODELING:

DESCRIPTION OF PROPOSED PROJECT: \_\_\_\_\_  
This project consists of remodeling the interior and exterior of the building. The exterior of the building will be renovated to a more historic look to fit in better with the other buildings located along Michigan Avenue.

DESCRIPTION OF EXISTING EXTERIOR DESIGN AND MATERIALS: \_\_\_\_\_  
The exterior of the building currently consists of light blue/ gray lap siding on the north and west elevations, and gray cement board panels on the south and west elevations with white trim, minimal windows, and a recessed entry.

DESCRIPTION OF THE PROPOSED EXTERIOR DESIGN AND MATERIALS: \_\_\_\_\_  
The north elevation will have a new 24" h. stone wainscot with storefront windows separated by pilasters with a new signboard/ trim element installed on top of the pilasters. New lap siding and trim will be installed throughout as well as windows and trim. New cornice moulding will complete the historic look



## **WRITTEN DESCRIPTION – ARCHITECTURAL REVIEW APPLICATION**

9-23-19

Remodel Project for:  
Key Insurance Services, Inc.  
1019 Michigan Avenue  
Sheboygan, WI 53081

### **Architectural Narrative**

The existing Key Insurance building will be renovated to better serve the business, their clients, and to achieve a historic look that is cohesive with the nature of the other buildings located along Michigan Avenue.

The renovated north elevation along Michigan Avenue will consist of a 24" high stone wainscot with storefront windows above. The storefront windows will be separated by double pilasters, with single pilasters at the east and west end of the building. A 30" h. signboard element with trim and moulding will be installed above the pilasters. The pilaster and signboard elements will wrap the west corner of the building and extend approximately 24". The remainder of the building will have new engineered wood lap siding and trim. New windows will be installed as well as and a new main entrance that is more centrally located. A new accessible entrance will be located at the back of the building with an exterior accessible ramp to reach the main floor. A new decorative crown moulding will complete the historic look.

The first floor of the building, which will contain the Key Insurance business will contain a waiting room, offices, conference room, reception, toilet rooms, including a new accessible restroom, break room, and IT closet. The second floor of the building will consist of storage space for the business located on the first floor.





KEY INSURANCE



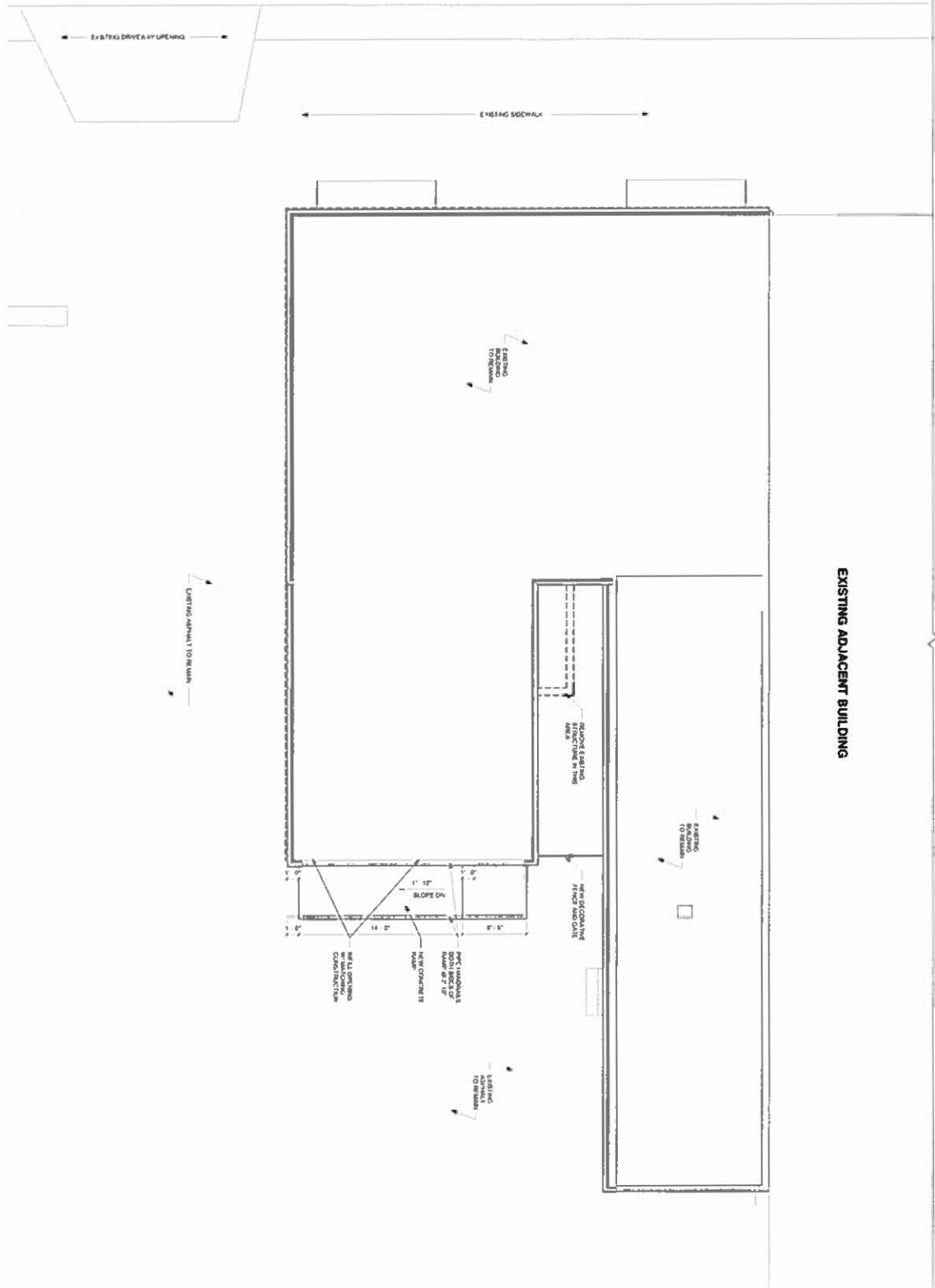
DISTINCTIVE DESIGN  
STUDIO



DISTINCTIVE DESIGN  
S T U D I O

1 SITE PLAN - SITE PLAN

MICHIGAN AVENUE



EXISTING ADJACENT BUILDING

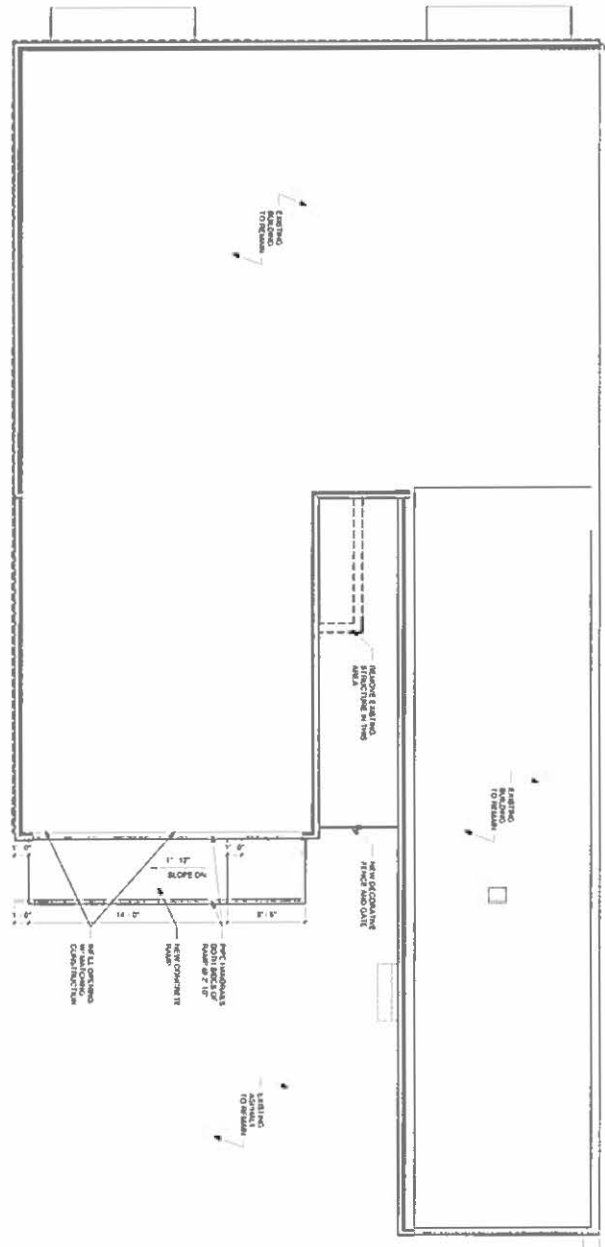
EXISTING DRIVEWAY OPENING

EXISTING SIDEWALK

EXISTING ADJACENT TO REBUILD

EXISTING ADJACENT TO REBUILD

EXISTING ADJACENT TO REBUILD



DAVID KABAT

KEY INSURANCE RENOVATIONS  
1019 MICHIGAN AVENUE  
SHEBOYGAN, WI 53081

DISTINCTIVE DESIGN  
215 Pine Street  
Sheboygan Falls, WI 53085  
Ph: 920-375-1000  
www.distinctivedesigninc.com

REVISIONS			
#	DATE	REVIEW	DESCRIPTION

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

DATE: 05/11/18

DRAWN BY: JSA

CHECKED BY: SJA

PROJECT #: 18-018

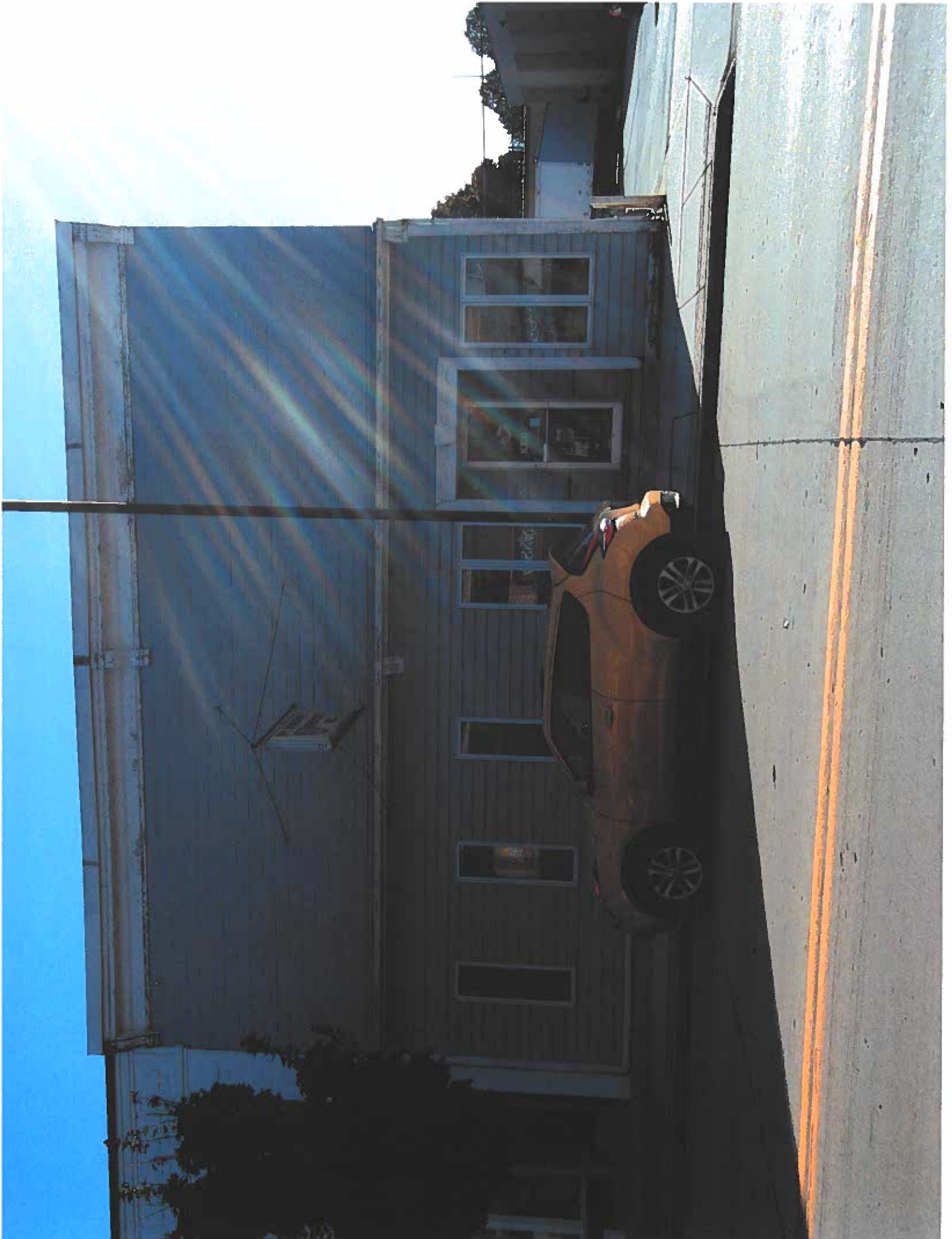
**C100**

CONSTRUCTION DOCUMENTS

SITE PLAN

1/4" = 1'-0"







**CITY OF SHEBOYGAN**

**REQUEST FOR ARCHITECTURAL REVIEW BOARD CONSIDERATION**

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**ITEM DESCRIPTION:** Exterior remodel of building located at 1332 S. 13<sup>th</sup> Street.

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**REPORT PREPARED BY:** Steve Sokolowski, Manager of Planning and Zoning

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**REPORT DATE:** October 25, 2019

**MEETING DATE:** October 28, 2019

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**FISCAL SUMMARY:**

Budget Line Item: N/A  
Budget Summary: N/A  
Budgeted Expenditure: N/A  
Budgeted Revenue: N/A

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**STATUTORY REFERENCE:**

Wisconsin Statutes: N/A  
Municipal Code: N/A

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**BACKGROUND / ANALYSIS:**

Fernando Pena owns the building located at 1332 S. 13<sup>th</sup> Street. The applicant states that one of the large commercial glass windows on the east side of his building was damaged and needs to be replaced (presently closed with large plywood board). The applicant states:

- I am proposing to replace the one (1) large commercial window (8.2 x 6.8 = 56sf) with three (3) smaller (2.6 x 6.8 = 18sf).
- Applicant indicates that the large existing window was single pane glass. The three (3) smaller windows will be double pane more energy efficient windows.
- The three (3) windows will be white clad windows.

**STAFF COMMENTS:**

The applicant indicated to staff that his goal was to:

- Replace the single pane window with something more energy efficient.
- Over time he would like to replace the remaining large commercial windows with similar three (3) window design as he is proposing today.
- He is also concerned about having to replace the larger windows if they get damaged.

The applicant has discussed the proposal with staff on several occasions and staff has explained that Mr. Pena should replace the large glass window with a similar window so the look of the building remains consistent and uniform. The building is starting to get a bit tired and weathered and replacing this large commercial window with the three (3) smaller windows will continue to negatively impact the building in terms of look and value.

The building has character but the three (3) window proposal continues the building architectural decline. If the applicant wants to replace the windows or change the look of the building, he should consider hiring an architect to review the design of the entire building.

**ACTION REQUESTED:**

Staff is recommending that the proposal be denied and the applicant replace the existing window with a similar commercial glass window so the design of the building remains consistent and uniform.

If the applicant wishes to change the overall design/look of the building, they should consider hiring an architect. The original building has a lot of character and a well-designed plan could really bring that character back.

**ATTACHMENTS:**

Architectural Review Board Application and required attachments.

PARCEL NO.: \_\_\_\_\_  
MAP NO.: \_\_\_\_\_  
ZONING CLASSIFICATION: \_\_\_\_\_

Office Use Only  
DATE SUBMITTED: \_\_\_\_\_  
REVIEW DATE: 10/28/19

**CITY OF SHEBOYGAN  
ARCHITECTURAL REVIEW APPLICATION**  
Revised May 2018

Completed application must be filed with the Department of City Development, 828 Center Avenue, Suite 104. To be placed on the agenda of the Architectural Review Board, application **must be filed two weeks prior** to date of meeting. Applications that are not complete or that are not legible will not be accepted.

**1. APPLICANT INFORMATION**

APPLICANT: Fernando Peña  
ADDRESS: 925A Indiana Ave.  
E-MAIL ADDRESS: fixitmanpena@gmail.com  
PHONE: (920) 254-2659 FAX NO.: ( )

**2. DESCRIPTION OF THE SUBJECT SITE/PROPOSED PROJECT**

NAME OF PROPOSED/EXISTING BUSINESS: Galaxy  
ADDRESS OF PROPERTY AFFECTED: 1332 S. 13<sup>th</sup> St.  
NEW BUILDING: \_\_\_\_\_ ADDITION: \_\_\_\_\_ REPLACEMENT -   
REMODELING: \_\_\_\_\_

DESCRIPTION OF PROPOSED PROJECT: Replace one large (98" X 82") broken window with 3 smaller (32" X 82") energy efficient windows

DESCRIPTION OF EXISTING EXTERIOR DESIGN AND MATERIALS: 1 large window

DESCRIPTION OF THE PROPOSED EXTERIOR DESIGN AND MATERIALS: 3- 32" X 82" double pane tempered Low-E 180 energy efficient, white clad windows

4825 VANGUARD DRIVE  
SHEBOYGAN, WI 53083  
(920) 565-3334  
(920) 565-2596



Design #: 324758456601  
Estimated Price: \$1,013.90

# ONLINE WINDOW STORE

**How to purchase at the store:**

1. Take this packet to any Menards store.
2. Have a millwork team member enter the Design ID into the Online Window Store.
3. Have a millwork team member print purchasing documents.
4. Take the Special Order Contract to the register and pay.

**How to recall and purchase a saved design at home:**

1. Go to Menards.com
2. Login to your account.
3. Go to the Online Window Store from the Project Center and select Search Saved Designs.
4. Select the saved design to load in the Window designer.
5. Add your design to the cart and purchase.

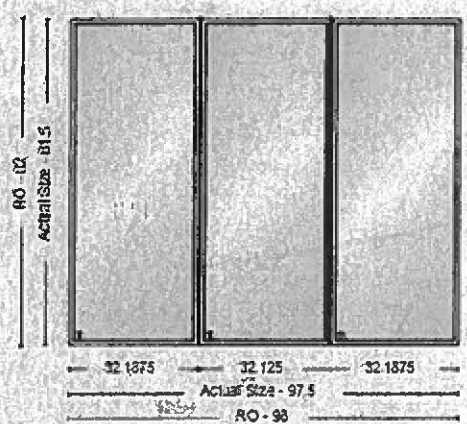
Line Item	Quantity	Product Description	Unit Price	Total Price
100-1	1	<p>Builders, Direct Set, 97.5 x 81.5 Unit ISPart = No, Unit Choose your Project Type = Without Nailing Flange Room Location = , Is this a Reorder? = No MenardsSKU = 4001353 None Overall Product to Match = Matches Single Hung/Slider, Overall Country Where Window Will Be Installed = USA, Overall Performance Grade Rating = PG20, DP+20/-20 (Standard), Overall Installation &amp; Frame Type = Without Nailing Flange Overall Exterior Finish = White, Overall Interior Finish = White Overall Measurement Type = Rough Opening, Overall Standard Rough Opening Width = Custom Width, Overall Custom Rough Opening Width = 98, Overall Standard Rough Opening Height = Custom Height, Overall Custom Rough Opening Height = 82, Overall Actual Size = 97 1/2 -in X 81 1/2 -in, Overall Mull Division = Custom Division, Overall Rough Opening Flanker Width = 32.66667, Overall Assembly = Mulled Overall Lifetime Accidental Glass Breakage Coverage = No, Overall Glass Energy Efficiency = Energy Star, Installation Zip Code = 53081, Energy Star Zone = Energy Star - Northern, Overall Glass Glazing = Double Pane, Overall Low-E Coating Choice = Low-E 180, Overall Glass Color/Texture = Clear, Overall Glass Type = Tempered, Overall High Altitude (above 3500 feet) = No, Overall Elevation = 0 - 3500 feet Overall Grille Type = No Grilles Sloped Sill Adaptor Applied or Loose = Loose, Overall Interior Frame Accessories = None, Overall Jamb Installation Clip = With Jamb Installation Clips Vertical, Factory, 0.5" thick, 81.5" length</p>	\$1,013.90	\$1,013.90

**Rough Opening:** 98 x 82

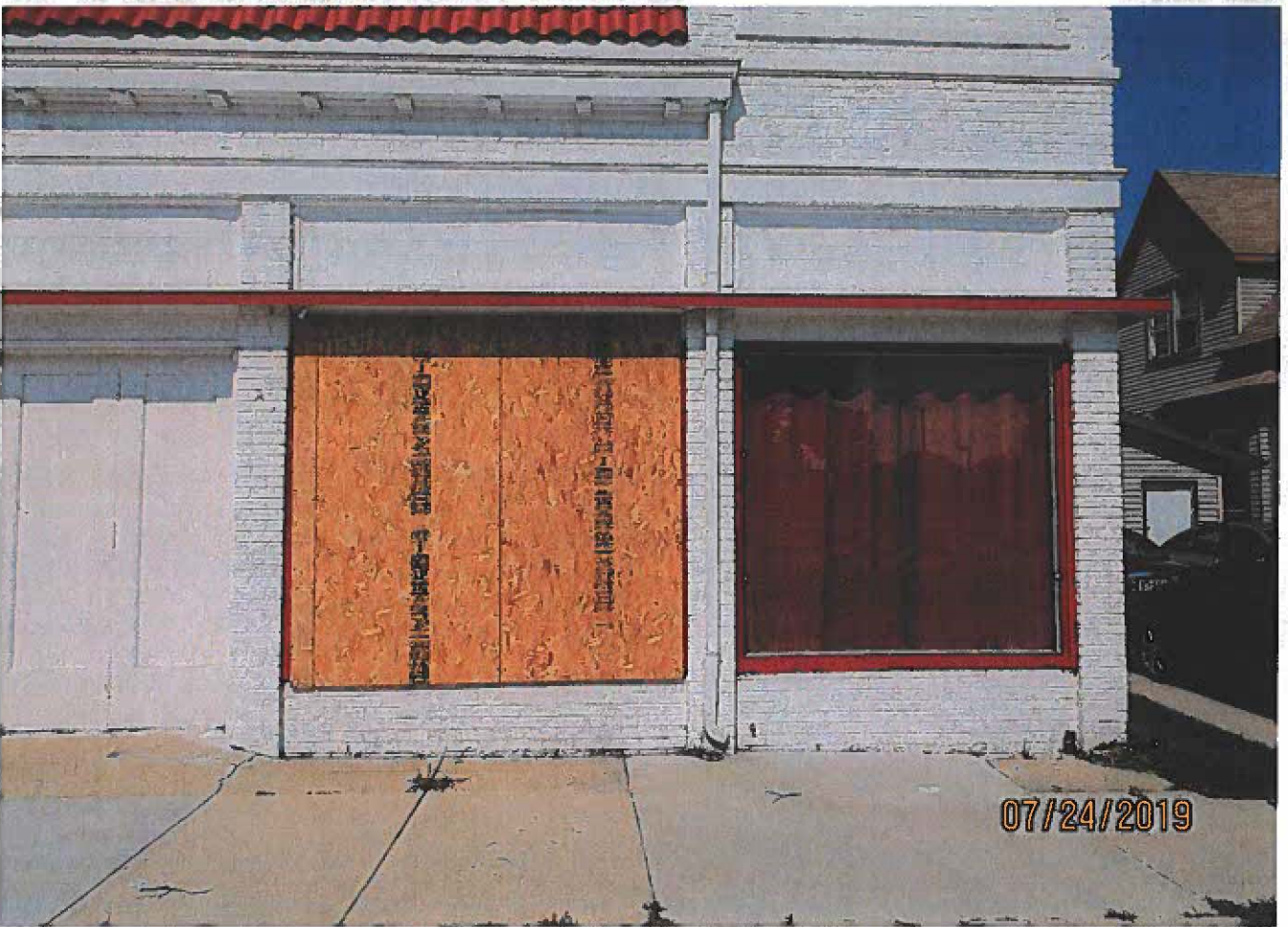
**Actual Size:** 97.5 x 81.5

**Room:** None Assigned

*Unit is viewed from the outside looking in.*



**Total: \$1,013.90**



- It would be best to replace the existing window with a similar window in terms of design so the building looks consistent and uniform. Adding one new window different from the others will not likely be considered by the Architectural Review Board.
- You may want to talk to Building Inspector Pat Eirich about the building permit process (920) 459-4064. Building permits will not be issued until the applicant receives approval from the City of Sheboygan Architectural Review Board.
- I would definitely recommend that you forward me conceptual drawings so I can provide some initial feedback about the proposal prior to an official submittal (you can email me that information).

Feel free to contact me with any questions and/or to set up a predevelopment meeting at (920) 459-3382.

Sincerely,

Steve Sokolowski  
Manager of Planning and Zoning  
(920) 459-3382



**JOB ESTIMATE**  
**MENZER GLASS INC.**

Date: 10-14-19

Customer Name PENA

Address 1332 Georgia Ave

Job Address (if different from above.) \_\_\_\_\_

Phone 1-920-254-2659

Item To Be Measured 32x~~90~~-1" Low Temp thermo \$ 446.44 each,  
82

Size \_\_\_\_\_

Quantity \_\_\_\_\_

Color \_\_\_\_\_

Call Back:

Order YES  NO

Hold

Date Ordered: \_\_\_\_\_

Price Quoted: \$ 1,339.33

TX

