

Memo

To: Historic Preservation Commission

Fr: Trevor Fuller, Director of Planning and Community Development

Re: ACTION RE: REQUEST BY BEN BARTOLAZZI REAL ESTATE INC. FOR A CERTIFICATE OF APPROPRIATENESS FOR PROPOSED STRUCTURAL ALTERATIONS ON DESIGNATED HISTORIC LANDMARK LOCATED AT 2143 S. WEBSTER AVENUE

Date: 20 July 2026

Background

Ben Bartolazzi Real Estate Inc., the property owner at 2143 S. Webster Avenue, has notified the Village of proposed work that may affect the architectural or historical integrity of the property, as required by Section 3 on page 2 of the Historic Conservation Easement dated December 16, 2020. Pursuant to Section 2 on page 2 of the easement, any such alterations require prior written approval through the issuance of a Certificate of Appropriateness by the Historic Preservation Commission.

A Certificate of Appropriateness is “a statement verifying that the Commission has reviewed an application to allow the alteration, rehabilitation, reconstruction or razing of any improvement upon an historic site or within an historic district; that the Commission has found the requested action to be appropriate to the general character of the historic site or historic district; and that the requested action may be taken subject to applicable building and zoning codes.” (Section 248-2 of the Allouez Municipal Code).

Project Request

The proposed project consists of approximately 1,270 square feet of interior alterations in two portions of the building. No exterior alterations are proposed in either area.

Area 1 Scope: Approximately ten new office spaces within the former mechanical pump room and reservoir. Improvements include the installation of a new floor and creation of a new door opening in the shared interior wall between the pump room and reservoir. Existing structural support columns will remain, and the offices will be constructed using wood stud partitions.

Area 2 Scope: Two offices and a common corridor are proposed within the former garage space by dividing two existing bays. The existing glazed brick veneer will remain exposed, and the project does not attempt to create a false sense of historical development within the building.

Staff Comment & Recommendation

Staff has reviewed the proposed alterations and finds that the alterations will not adversely affect the architectural or historical integrity of the property or the historic features protected by the conservation easement. Accordingly, staff recommends that the Historic Preservation Commission approve the proposed work through issuance of a Certificate of Appropriateness.

Attachments: Application, proposed plans, historical building plans, Historic Conservation Easement dated 2026-12-16

Fee: \$200.00 (base fee only)

Receipt#: _____

Date: 6/25/26**CERTIFICATE OF APPROPRIATENESS APPLICATION**

Please type or print using black ink.

1. Applicant / Permittee Information

Applicant Name (Ind., Org., or Entity): Ben Bartolazzi Real Estate Inc
Authorized Representative and Title (if different than above): Ben Bartolazzi
Mailing Address: 2143 S Webster Ave Green Bay WI 54301
Phone: 920-639-3141 E-mail Address: ben@benbarto.com

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

Name (Ind., Org., or Entity): Bartolazzi Holdings LLC
Contact Person and Title (if different than above): Same
Mailing Address: _____
Phone: _____ E-mail Address: _____

3. Project or Site Location

Project Address: 2143 S Webster Ave Parcel Number: _____
Name of Historic Site, Structure, and District (if applicable): _____

4. Approval Being Requested (check all that apply)

- | | | |
|---|---|--|
| ☐ Roof repair/replacement | ☐ Chimney repair and/or tuck-pointing | ☐ Soffit, fascia, façade, or trim work repair/replacement |
| ☐ Gutter repair/replacement | ☐ Installation of fences | ☐ Exterior lighting addition/replacement |
| ☐ Private sidewalk and driveway repair/replacement | ☐ Exterior window repair/replacement | ☐ Signage |
| ☐ Stair and stoop repair/replacement | ☐ Exterior siding | ☒ Other: <u>interior</u> |
| ☐ Porch columns, railings, and skirting repair/replacement | ☐ Exterior storm window 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

X 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.

____ 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: [Signature] Date: 6/25/26

TO BE COMPLETED BY THE VILLAGE OF ALLOUEZ

☐ Approved

☐ Approved with conditions

☐ Denied

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

Signature of Historic Preservation Commission 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 Commission.
 - 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:

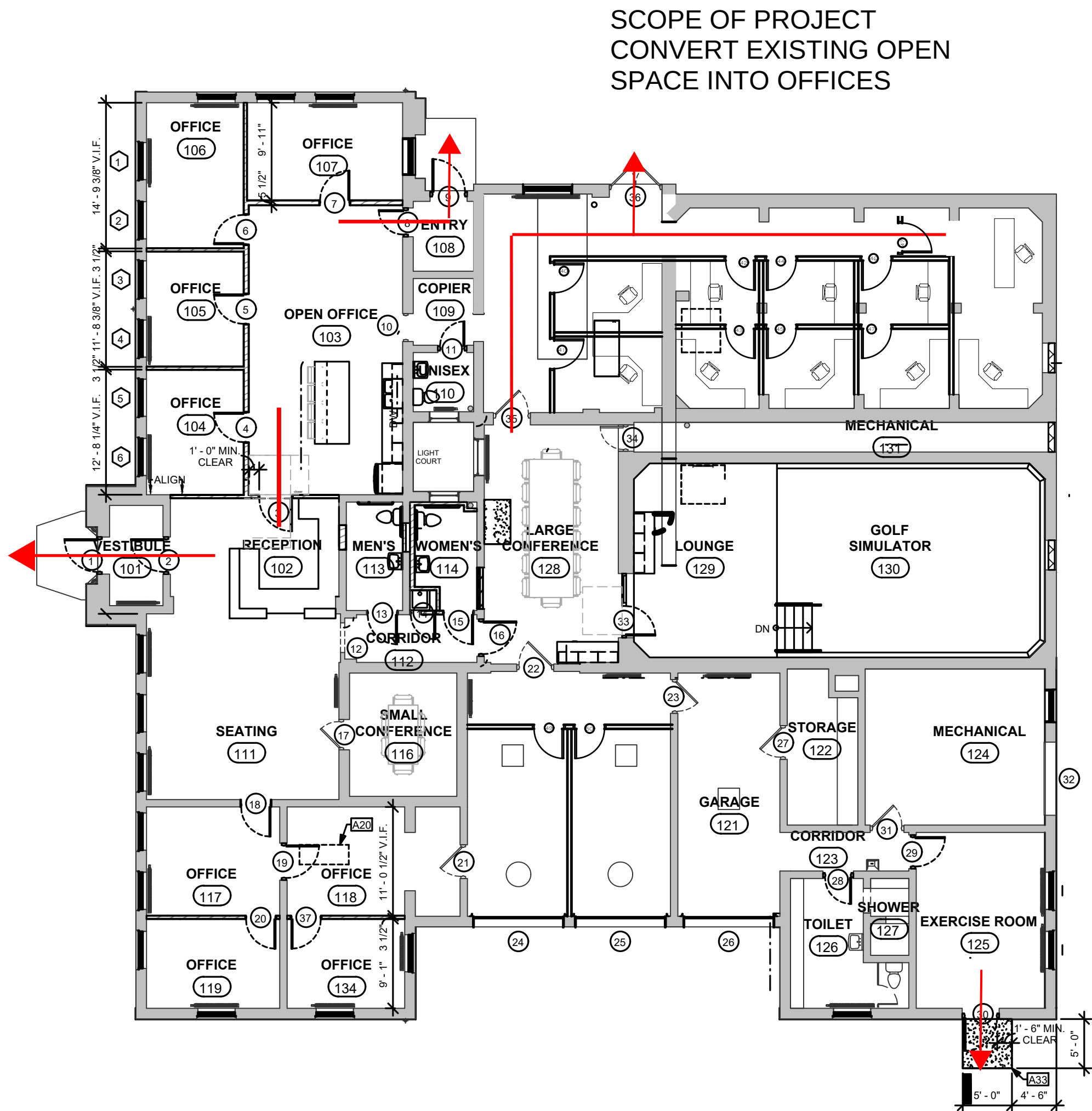
Director of Planning & Community Development,
Trevor Fuller

Address: 1900 Libal Street, Allouez, WI 54301

Email: trevor.fuller@villageofallouezwi.gov

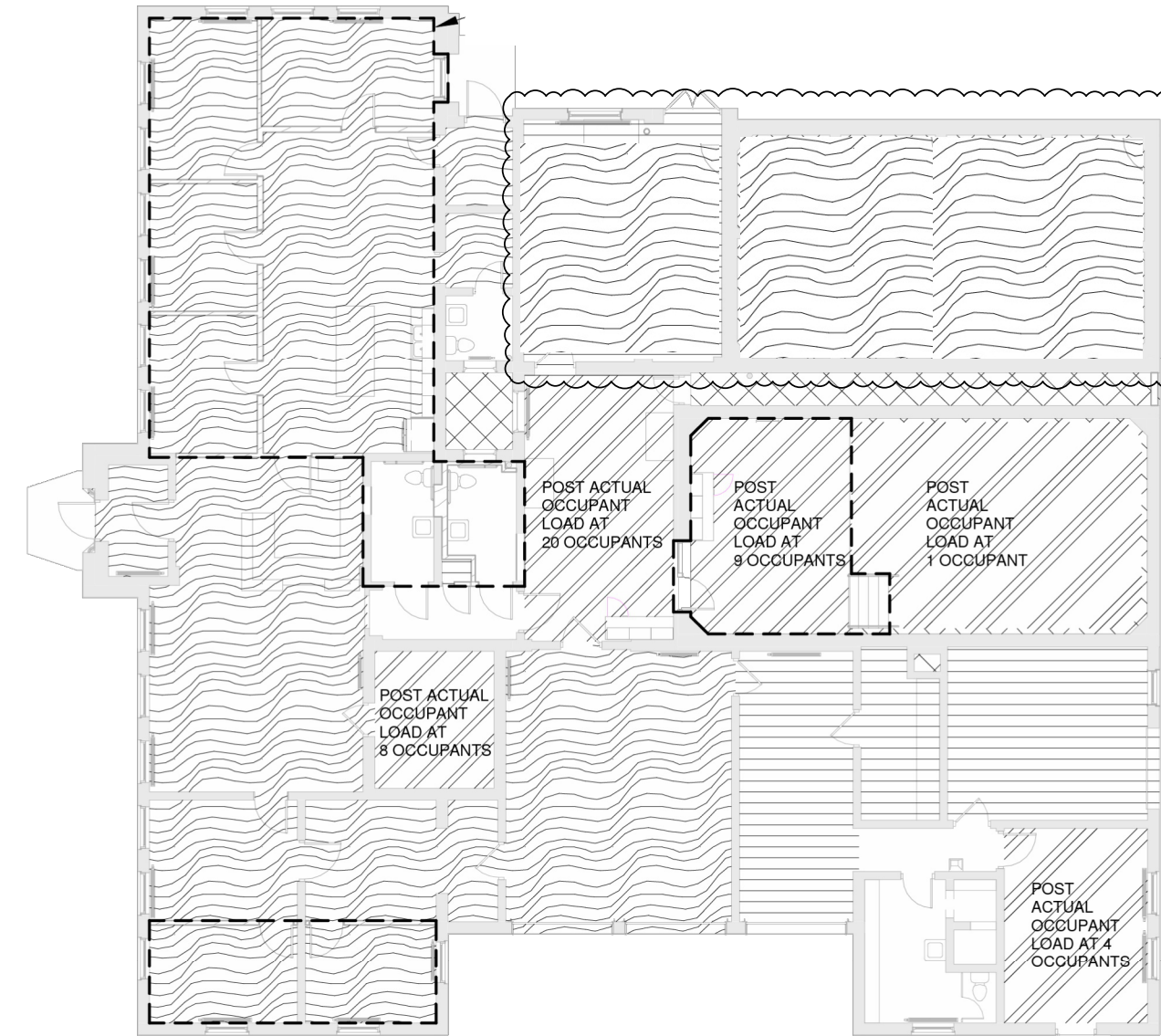
Phone: (920)448-2800

Fax: (920)448-2850



USE & OCCUPANCY CLASSIFICATION (IBC 302)

COMMON SPACES	GROUP B - EXERCISE ROOMS
GROUP B - ASSEMBLY WITHOUT FIXED SEATS, UNCONCENTRATED	GROUP S-1 - ACCESSORY STORAGE AREAS, MECHANICAL EQUIPMENT ROOM
GROUP B - BUSINESS AREAS	UNOCCUPIABLE SPACE



USE & OCCUPANCY DIAGRAM

ALLOWABLE BUILDING HEIGHT (IBC 504.3)

OCCUPANCY CLASSIFICATION	FIRE PROTECTION	TYPE OF CONSTRUCTION
		TYPE III-B
GROUPS B, S	NON-SPRINKLERED	55 FEET

ALLOWABLE NUMBER OF STORIES (IBC 504.4)

OCCUPANCY CLASSIFICATION	FIRE PROTECTION	TYPE OF CONSTRUCTION
		TYPE III-B
GROUP B	NON-SPRINKLERED	3
GROUP S-1	NON-SPRINKLERED	2

ALLOWABLE AREA FACTOR (IBC 506.2)

OCCUPANCY CLASSIFICATION	FIRE PROTECTION	TYPE OF CONSTRUCTION
		TYPE III-B
GROUP B	NON-SPRINKLERED	19,000 SF
GROUP S-1	NON-SPRINKLERED	17,500 SF

FIRE-RESISTANCE RATING REQUIREMENTS (IBC 601)

BUILDING ELEMENT	TYPE OF CONSTRUCTION
	TYPE III-B
PRIMARY STRUCTURAL FRAME	0-HR
BEARING WALLS - EXTERIOR	2-HR
BEARING WALLS - INTERIOR	0-HR
NON-BEARING WALLS & PARTITIONS - EXTERIOR	SEE TABLE 602
NON-BEARING WALLS & PARTITIONS - INTERIOR	0-HR
FLOOR CONSTRUCTION & ASSOCIATED SECONDARY MEMBERS	0-HR
ROOF CONSTRUCTION & ASSOCIATED SECONDARY MEMBERS	0-HR

FIRE-RESISTANCE RATING REQUIREMENTS FOR EXTERIOR WALLS BASED ON FIRE SEPARATION DISTANCE (IBC 602)

FIRE SEPARATION DISTANCE = X (FEET)	TYPE OF CONSTRUCTION	OCCUPANCY CLASSIFICATION	
		GROUP S-1	GROUP B
X ≥ 30 FEET	TYPE III-B	0-HR	0-HR

PORTABLE FIRE EXTINGUISHERS (IBC 906)

PORTABLE FIRE EXTINGUISHERS SHALL BE INSTALLED IN GROUP B AND S OCCUPANCIES AS SHOWN ON THE DRAWINGS.

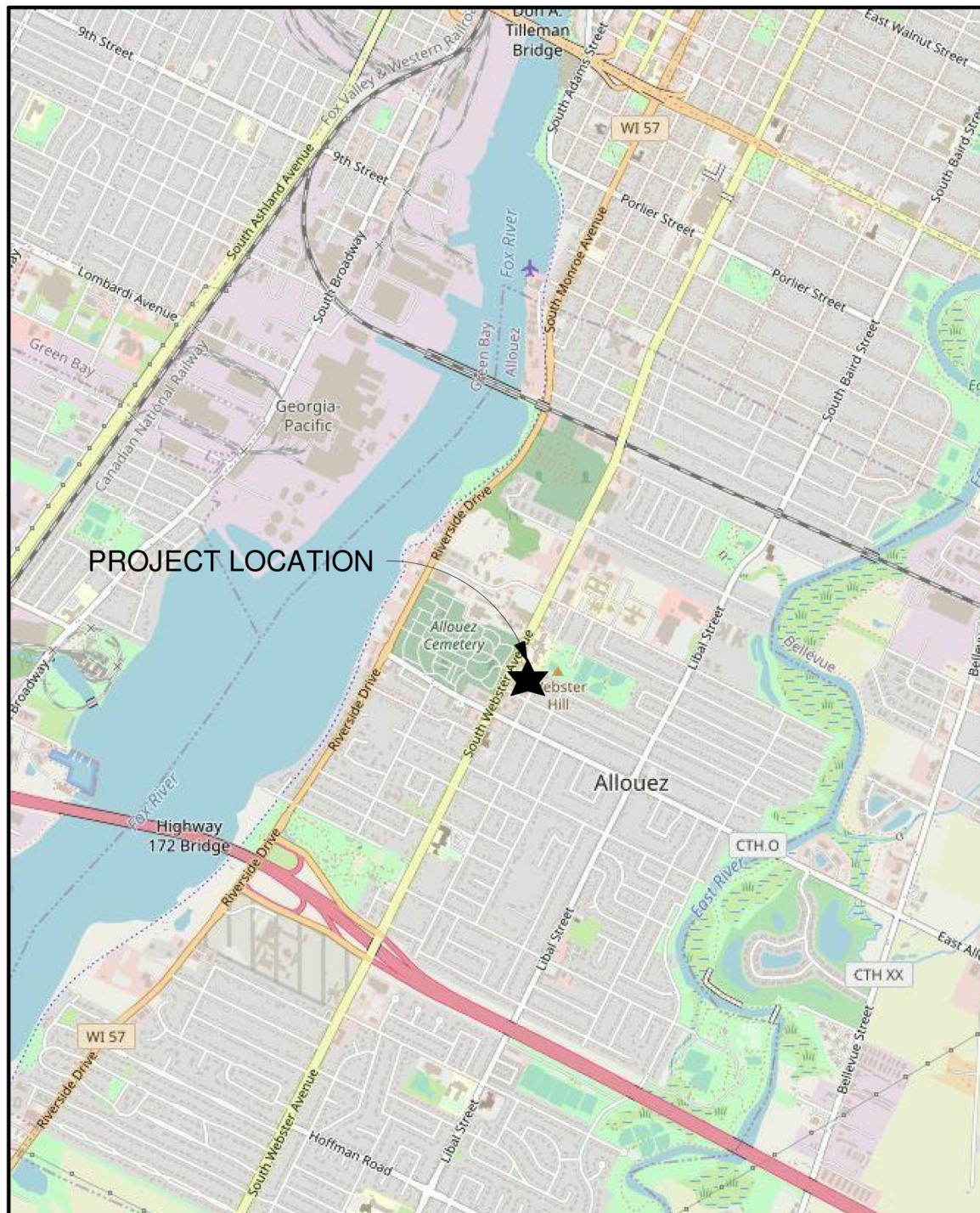
OCCUPANT LOAD (IBC 1004)

GROUP	AREA	FACTOR	OCCUPANT LOAD
			AVERAGE
COMMON SPACES	663 SF	5.42	
GROUP B - ASSEMBLY WITHOUT FIXED SEATS, UNCONCENTRATED	725 SF	15 NET	37.00 *
GROUP B - BUSINESS AREAS	4528 SF	100 GROSS	45.28
GROUP B - EXERCISE ROOMS	716 SF	50 GROSS	5.00 *
GROUP S-1 - ACCESSORY STORAGE AREAS, MECHANICAL EQUIPMENT ROOM	1225 SF	300 GROSS	4.08
UNOCCUPIABLE SPACE		0 GROSS	0.00
	7847 SF		97.78

* WHERE APPROVED BY THE BUILDING OFFICIAL, THE ACTUAL NUMBER OF OCCUPANTS FOR WHOM EACH OCCUPIED SPACE, FLOOR OR BUILDING IS DESIGNED, ALTHOUGH LESS THAN THOSE DETERMINED BY CALCULATION, SHALL BE PERMITTED TO BE USED IN THE DETERMINATION OF THE DESIGN OCCUPANT LOAD.

DRAWING INDEX

A1- COVER SHEET CODE INFORMATION
A20-FLOOR PLAN, DOOR SCHEDULE,
WALL DETAILS



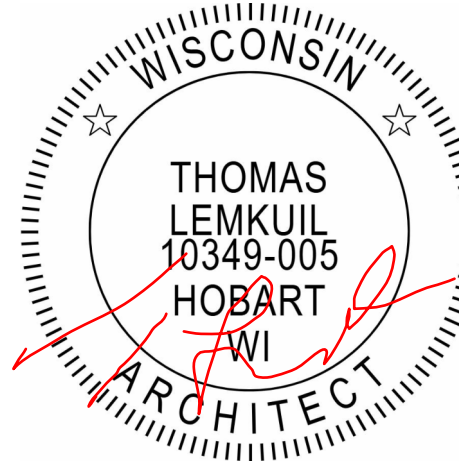
1 AREA MAP
G1.01 N.T.S.

CONTRACTOR

BARTOLAZZI HOMES
596 REDBIRD CIRCLE
DE PERE, WISCONSIN 54115
PHONE: (920) 676-3475
BARTOLAZZIHOMES@GMAIL.COM
WWW.BARTOLAZZIHOMES.ORG

PROJECT INFORMATION

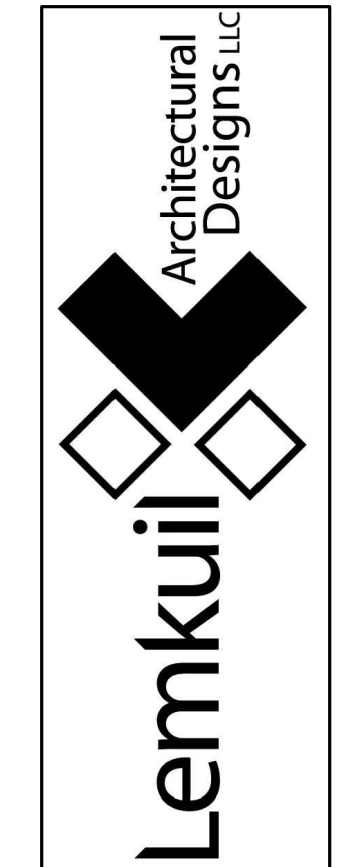
CODES	IBC 2021
OCCUPANCY TYPE	GROUPS B & S-1
CONSTRUCTION CLASS	TYPE III-B
NUMBER OF FLOORS	1
SPRINKLERED	NO
PROJECT AREA	1270 SQ FT- AREA OF WORK



4-10-26

DATE 4-9-26
DRAWN BY TGL
CHECKED BY

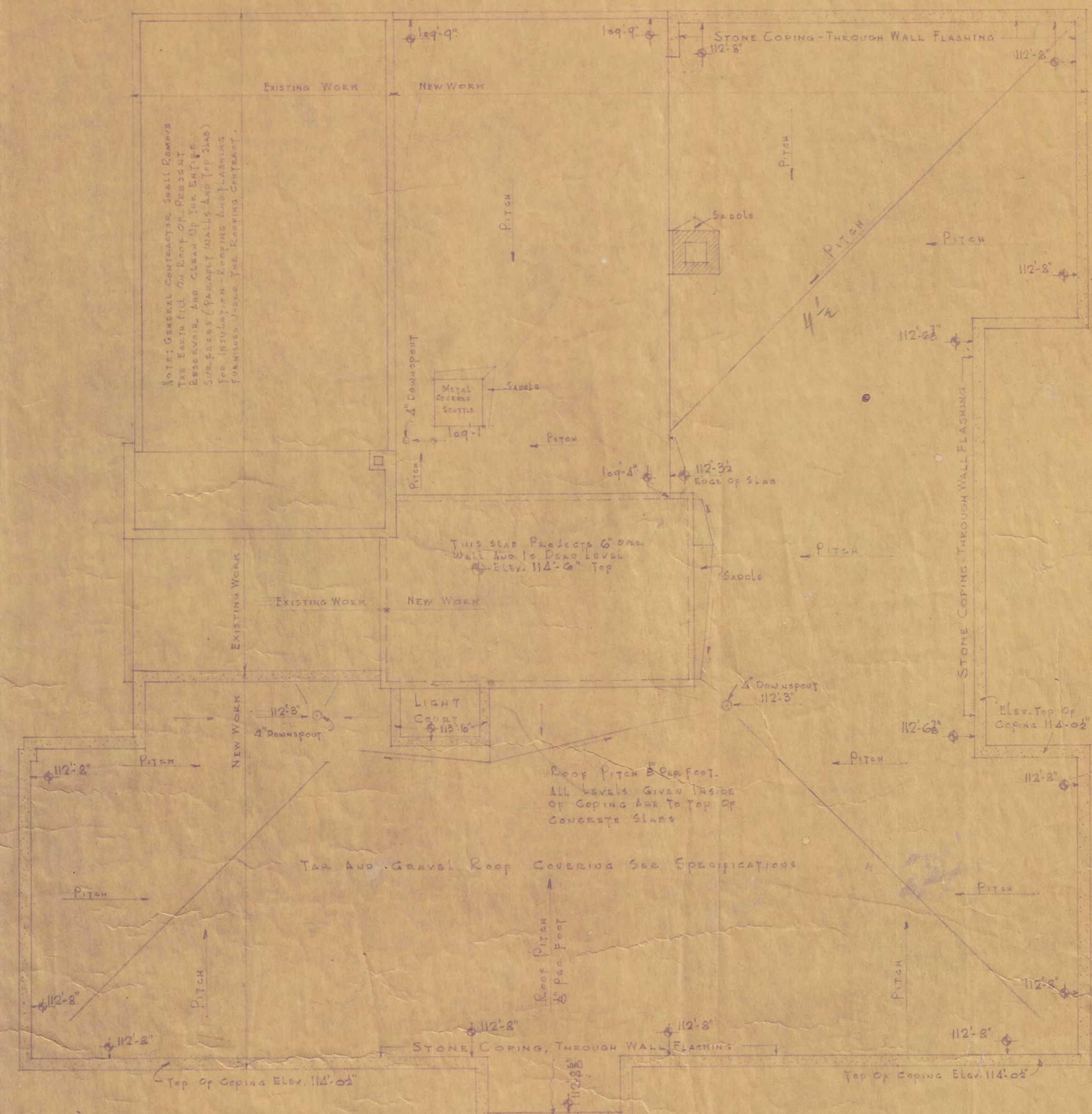
4361 Touchstone Drive
Oneida WI 54155
(920) 609-4663
tom@lemkuilarchdesigns.com



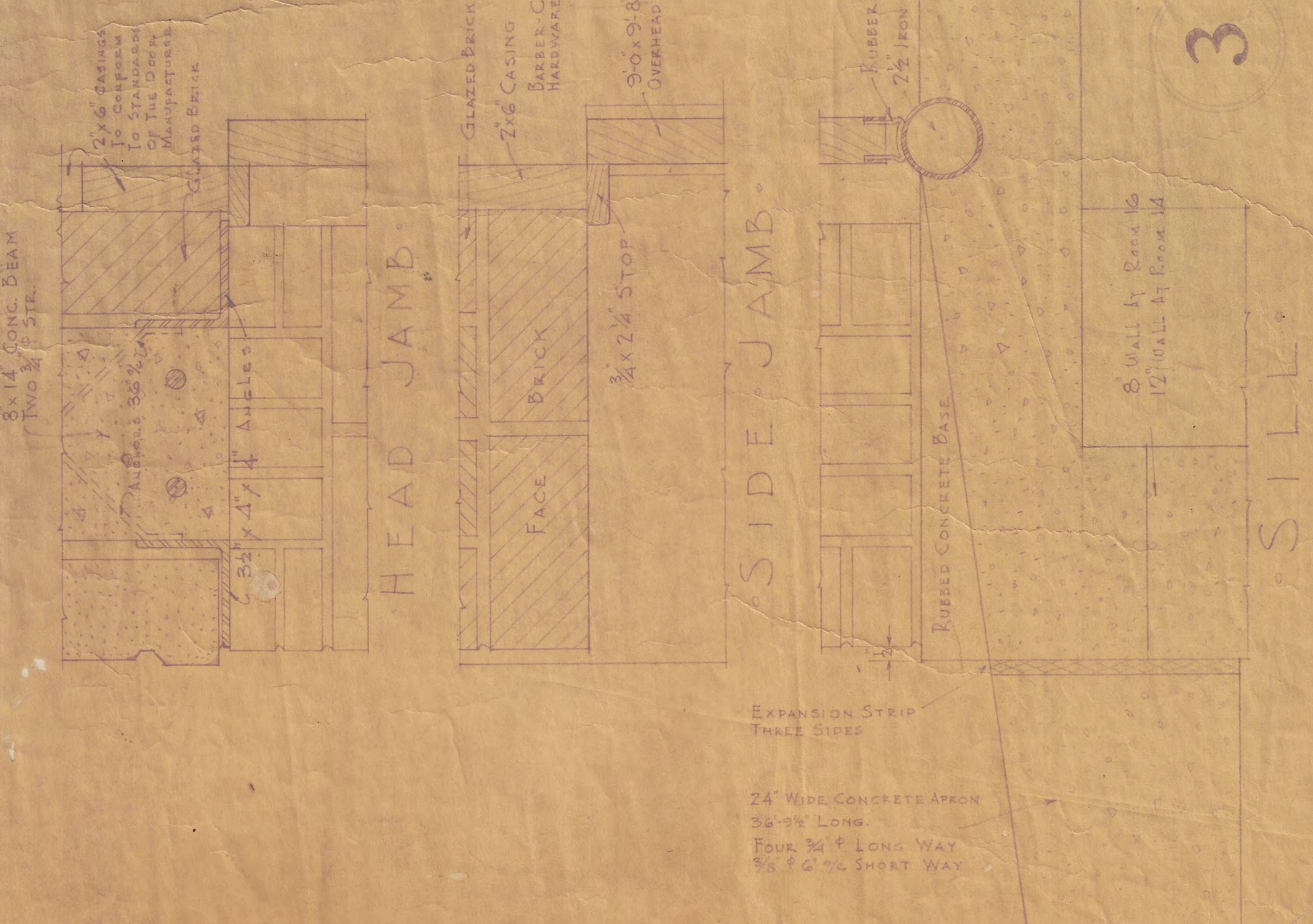
RENOVATION FOR
BARTOLAZZI HOLDINGS
2143 SOUTH WEBSTER AVE
ALLOUEZ, WI 54301

A1

R O O M S C H E D U L E								
ROOM NUMBER	FLOOR	BASE	WALLS	CEILING	FINISH	MATERIAL	FINISH	REMARKS
1-8-25	TILE	TILE	PLASTER	POTTY COAT	SUSPENDED METAL LATH & PLASTER	POTTY COAT	OAK STAINED AND VARNISHED	SAND FLOAT PLASTER FINISH IN ROOM NO.
2-3-4-5-6	ASPHALT TILE	WOOD	PLASTER	SAND FLOAT	SUSPENDED METAL LATH & PLASTER	SAND FLOAT	OAK STAINED AND VARNISHED	Room No. 12 HAS PLASTER AND LATH FINISH TO THE ROOF SLAB AND NO BASE
7-8-10-11-23	CEMENT HARDENED	GLAZED BRICK	GLAZED BRICK	PLASTER APPLIED DIRECT TO ROOF SLAB SAND FLOAT FINISH			OAK STAINED AND VARNISHED	Room 15 HAS SUSPENDED METAL LATH AND PLASTER CEILING SAND FLOAT FINISH YELLOW PINE IN ROOMS 14 AND 15
12-13-14-15	CEMENT HARDENED	NONE	COMMON BRICK TO ROOF	ROOF SLAB IS EXPOSED			YELLOW PINE STAINED AND VARNISHED	
16-17	TILE	GLAZED BRICK	GLAZED BRICK	SUSPENDED METAL LATH & PLASTER	POTTY COAT	OAK	STAINED AND VARNISHED	
18-20-21	CEMENT	NONE	LIGHT SMOOTH VITREOUS BRICK	NONE		NONE		
19	CEMENT	NONE	CONCRETE	ROOF SLAB IS EXPOSED		NONE		
22	CEMENT	NONE	CONCRETE	ROOF SLAB IS EXPOSED		NONE		
23-24	CEMENT	NONE	CONCRETE	ROOF SLAB IS EXPOSED		NONE		



ROOF PLAN
SCALE 3/4" = 1'-0"



FLOOR PLAN
SCALE 3/4" = 1'-0"

WATER DEPT. BUILDING
ALLOUEZ, WIS.
McMAHON ENGINEERING CO.
CONSULTING ENGINEERS
MENASHA, WISCONSIN.

FOELLER, SCHOBEL, BERNERS,
SAFFORD & JAHN
ARCHITECTS
310 PINE STREET GREEN BAY, WIS.



HISTORIC CONSERVATION EASEMENT
Village of Allouez, Wisconsin

The Village of Allouez (hereinafter VILLAGE), being the owner of real property and any improvements thereon located at **2143 South Webster Avenue, Allouez, WI 54301** (hereinafter PROPERTY), being described fully below, retains for itself the following conservation easement pursuant to the Uniform Conservation Easement Act, Section 700.40 of the Wisconsin Statutes, on and against said PROPERTY, as described herein, which will be real and include covenants binding on any subsequent purchasers of the property, and/or their heirs, successors, and assignees (hereinafter referred to as OWNER) and will be considered as running with the land and the PROPERTY in perpetuity. The PROPERTY is located in the Village of Allouez, County of Brown, Wisconsin. The PROPERTY is listed in the National Register and the State Register of Historic Places as **Allouez Community Center** and is more fully described as:

Lot One (1), Block One (1), Ansorge & Straubel's Plat of Garden Lots, Village of Allouez, Brown County, Wisconsin. (Tax Parcel No. AL-258)

Unless otherwise indicated, all authorizations or written actions of the VILLAGE stipulated herein must be executed in writing by the President of the VILLAGE, and all notifications to the VILLAGE must be to the President of the VILLAGE.

The OWNER agrees to protect, preserve, and maintain all historic features of the PROPERTY as listed and identified below:

1. The Colonial Revival elements of the front section of the structure (i.e. the gabled roof section of the structure):
 - a. Single story building;
 - b. Prominent front gabled entry;
 - c. Side-gabled roof;
 - d. Large windows set in a symmetrical facade;
 - e. Denticulated pediments;
 - f. Slate (style) tile roof; and
 - g. Central Cupola.
2. Stone facade (i.e. the non-black and cement stone) throughout.

The VILLAGE hereby retains the following conservation easement expressed as stipulations unto itself:

- 1) The OWNER agrees to assume the cost of continued maintenance and repair of the PROPERTY in accordance with the recommended approaches in the Secretary of the Interior's standards for rehabilitation and associated guidelines, or substantially similar standards of the VILLAGE, so as to preserve the architectural and historical integrity of the features, materials, appearance, workmanship, and environment which are identified above in order to protect and enhance those qualities that made the PROPERTY eligible for listing in the National Register and the State Register.
- 2) The OWNER agrees that any alterations that may affect the architectural or historical integrity of the PROPERTY must have the prior written approval by issuance of a Certificate of Appropriateness from the Allouez Historic Preservation Committee (hereinafter HPC). Should the Owner have any objection to any portion of the Certificate of Appropriateness issued by the HPC, the Owner shall have a thirty (30) day period of time after issuance of the Certificate to appeal the VILLAGE Board, whose decision shall be final.
- 3) The OWNER agrees to notify the VILLAGE in writing of any proposed actions to be undertaken by the OWNER, or any other party known to the OWNER, that may affect the architectural or historical integrity of the PROPERTY (i.e. exterior elements like windows and doors). The OWNER furthermore agrees that the HPC will be allowed thirty (30) days to respond with a written Certificate of Appropriateness which shall contain approval or refusal of such proposed actions, except that the HPC may extend this period up to an additional sixty (60) days upon written notice to the OWNER. In the event of refusal, the OWNER may, within thirty (30) days of HPC issuance of the Certificate of Appropriateness, appeal the refusal to the VILLAGE Board, whose decision shall be final.
- 4) The OWNER agrees to notify the VILLAGE in writing of any substantial damage to the PROPERTY by accidental, natural, or deliberate causes within thirty (30) days of the date on which the damage was incurred. The OWNER further agrees that no repairs or reconstruction of any type that may affect the architectural or historical integrity of the PROPERTY, other than temporary emergency work to prevent further damage to the PROPERTY and to protect public safety, shall be undertaken by the OWNER without prior written approval of the work by the HPC and/or VILLAGE Board in accordance with paragraph (3) above.
- 5) The OWNER agrees to give access to the interior and exterior of the premises to the VILLAGE, its agents, consultants, successors, or assigns for purposes of monitoring the OWNER's compliance with this easement upon reasonable verbal or written notice. Nothing in this instrument shall require the VILLAGE to conduct regular or irregular on-site inspections of the PROPERTY.

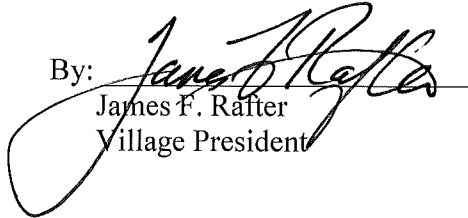
- 6) The OWNER agrees that the failure of the VILLAGE to exercise any right or remedy granted under this instrument, or to conduct on-site inspections of the PROPERTY, shall not have the effect of waiving or limiting the exercise of any right or remedy or the use of such right or remedy at any other time.
- 7) The OWNER agrees to insert the easement provisions contained herein, either verbatim or by express reference, in any deed or other legal instrument by which the OWNER divests himself (or herself or itself) of either the fee simple title or any lesser estate in the PROPERTY. The VILLAGE shall have the right and privilege to record this easement with the Brown County, Wisconsin Register of Deeds.
- 8) The OWNER agrees that, in the event of a violation of this historic conservation easement, and in addition to any remedy now or hereinafter provided by law, the VILLAGE may, following reasonable notice to the OWNER, institute suit to enjoin said violation or to require specific performance and/or the restoration of those portions of the PROPERTY that were affected in violation of this easement. In the event that the VILLAGE prevails in such suit, the OWNER agrees to pay the reasonable costs incurred by the VILLAGE in such suit, including, without limitation, attorneys' and experts' fees.
- 9) The OWNER agrees that he (or she or it) shall indemnify and hold the VILLAGE and its successors and assigns harmless for any liability, costs, attorney's fees, judgments, or expenses to the VILLAGE, or any officer, employee, agent, or independent contractor of the VILLAGE, resulting from actions or claims of any nature by third parties arising from defaults under this historic conservation easement by the OWNER, or arising out of the conveyance of, possession of, or exercise of rights under this historic conservation easement, excepting any such matters arising solely from the negligence of the VILLAGE, and that it shall not be considered negligence on the part of the VILLAGE should the VILLAGE conduct neither regular nor irregular on-site inspections of the PROPERTY.
- 10) The OWNER agrees that the VILLAGE may, at its discretion, without prior notice to the OWNER, convey and assign all or part of the VILLAGE's rights and responsibilities contained herein to a third party.
- 11) The OWNER agrees that the VILLAGE, at its discretion, shall have the right to install a plaque of suitable design at a point easily visible by the public, from a public way, which plaque shall give information regarding the PROPERTY determined appropriate by the VILLAGE and that the PROPERTY is subject to a preservation easement held by the VILLAGE. The OWNER shall take reasonable measures for the duration of the term of this preservation easement to protect and maintain the visibility of any such plaque as may be installed.

This conservation easement may be amended or released by the VILLAGE in writing, and such amendment or release shall become effective upon its recordation by the VILLAGE at the Register of Deeds in the County in which the PROPERTY is located.

The covenants and restrictions contained herein are enforceable by the VILLAGE by an action in the Circuit Court of Brown County, Wisconsin, or any other court of competent jurisdiction.

VILLAGE OF ALLOUEZ

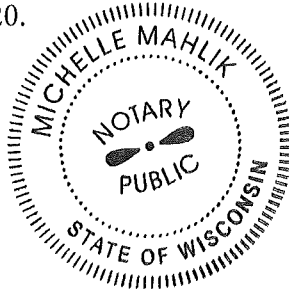
By:

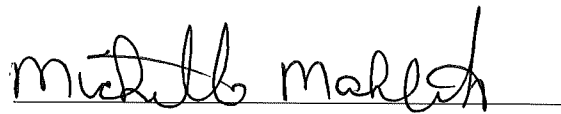

James F. Rafter
Village President

Date: December 16, 2020.

STATE OF WISCONSIN :
:SS
COUNTY OF BROWN :

The above named James F. Rafter, Village President, personally came before me, attested to and signed this document and acknowledged the same on this ____ day of December, 2020.





Notary Public, State of Wisconsin
My commission expires 01-06-2024