



Design Review Staff Report Community Development Authority

Address: 1 Maritime Drive

Owner/Applicant: McMullen & Pitz Construction Co./Steven and Sophie Phillips

Existing Use: Vacant

Project Description: The applicants will be opening a coffee shop in the existing vacant building. As part of the project, the applicants propose replacing one of the west side facade windows with a walk-up service window.

The building was constructed in 1979 as an office and shop for McMullen & Pitz Construction Co. Staff is not aware of the building possessing any historical or architectural significance.

Staff Notes:

15.790(1) *No person may erect, construct, reconstruct, move, or enlarge a commercial structure or commercial building, or alter a commercial building's or commercial structure's exterior architectural features or signs until a certificate of appropriateness has been obtained from the Community Development Authority (CD), or in some instances the Community Development Department (Department), of the City of Manitowoc.*

The applicants propose an alteration to the exterior architectural features of the commercial building at 1 Maritime Drive. Accordingly, approval from the Community Development Authority must be obtained prior to proceeding with the proposed exterior work or obtaining any required building permits for the proposed exterior work.

15.790(4) *Findings. Before granting a certificate of appropriateness, the CDA or the Department shall find that to the maximum extent practicable:*

(a) The historic or cultural significance of buildings or structures affected is maintained or enhanced;

Staff Finding: The building was constructed in 1979 and staff is not aware of any historic or cultural significance associated with the building; therefore, this criterion is not applicable to the proposed project.

(b) The architectural style, value and significance and general design arrangement, texture, material, and color of the architectural features of buildings and structures are visually and functionally coordinated with other buildings and structures in the area;

Staff Finding: There are no modifications proposed to the architectural style or general design arrangement, texture, material, or color of the architectural features of the building. The proposed walk-up service window does not alter the overall architectural character of the building and is considered consistent with the existing structure. This portion of the proposal meets this criterion.

(c) Principal entrances are visually and functionally related and coordinated with other buildings and pedestrian ways;

Staff Finding: There are no modifications proposed to the principal entrance of the building. The existing relationship between the entrance and adjacent pedestrian sidewalk will remain unchanged. This criterion is therefore not applicable.

(d) Activity nodes such as plazas and arcades are created, retained and coordinated;

Staff Finding: No activity nodes currently exist on the site and none are proposed as part of the project. This criterion is not applicable.

(e) Building facades and other appurtenances such as fences, walls, and landscaping are coordinated to form cohesive walls of enclosure along streets or other public ways;

Staff Finding: The site does not currently contain any fences, walls, or coordinated landscaping elements, and none are proposed as part of the current application. There are no additional buildings on the site that would form a cohesive wall of enclosure along a public street. This criterion is not applicable.

(f) The scale, orientation, and directional expression of buildings and structures are visually and functionally coordinated with other buildings and structures in the area;

Staff Finding: The proposed modification does not alter the scale, orientation, or directional expression of the building. This criterion is not applicable.

(g) Views are protected, created, or enhanced; and

Staff Finding: No new construction or vertical additions are proposed, and the proposed exterior modifications will not obstruct or alter existing views. This criterion is not applicable.

(h) Conformance with the Downtown Manitowoc Design Guidelines as adopted by the CDA.

Staff Finding: Staff reviewed the proposal for consistency with the Downtown Manitowoc Design Guidelines. The proposed walk-up service window introduces additional transparency and pedestrian interaction along the west building facade and is consistent with the design guidelines in that it encourages active building edges and pedestrian-oriented design.



October 2008 – 1 Maritime Drive



March 2026 – 1 Maritime Drive

Summary: The applicants propose installing a walk-up service window on the west side of the building. The walk-up service window is consistent with the Downtown Manitowoc Design Guidelines and promotes pedestrian interaction.

Recommendation: Based on the analysis of the proposal against the applicable criteria, staff recommends approval of the walk-up service window.

Draft Motion: I move to **approve the proposed walk-up service window** for the property located at 1 Maritime Drive, having found that the project meets the applicable approval criteria of Section 15.790(4), subject to the following conditions:

1. *Placeholder.*
2. *Placeholder.*

DESIGN REVIEW APPLICATION

Certificate of Appropriateness



General Information (Please type or print clearly)

	Applicant/Agent	Owner
Name(s)	Steven + Sophie Phillips	Steven + Sophie Phillips
Address	1 Maritime Dr Manitowoc WI, 54220	
Phone	920-883-9225	
Email	Steven Phillips 2094@gmail.com	

Property Information

Address of Property: 1 Maritime Dr Manitowoc WI Manitowoc, WI
 Name of Property/Business: The Upper Yard
 Proposed Building Treatment: Exterior Renovation/ Restoration New Construction

Description of Project (Attach additional pages if necessary.)

Describe proposed work, materials to be used, and impact on existing features. _____
German Scheer white (Picture Attached)
Walk up window (Picture Attach + blueprints) ->
Sign (picture attach)

Attachments The following information is enclosed.

- Exterior photographs Paint chips which illustrate colors proposed to be used
 Elevations Exterior building material samples
 Specifications Other _____

Signatures: The undersigned person(s) hereby petition the Community Development Authority of the City of Manitowoc, Wisconsin, to issue a Certificate of Appropriateness as described above.

APPLICANT: [Signature]
 APPLICANT: [Signature]

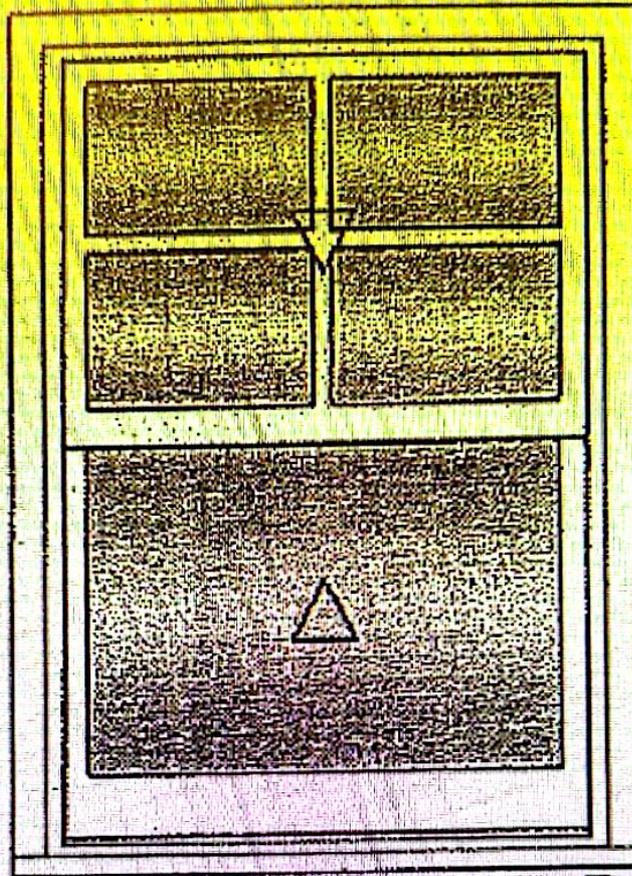
DATE: 3-4-2026
 DATE: 3/4/2026

OFFICE USE ONLY

Date Received: _____ Fee Paid: \$ _____ Initials: _____
 Community Development Authority Action: Approved Denied
 Conditions: _____
 COA Approved By: _____

Qty: 1

MARVIN 



As Viewed From The Exterior

Entered As: CN

MO 38 1/2" X 50 9/16"

CN 3020

FS 35 3/8" X 49"

OC 38" X 50 5/16"

Egress Information

Width: 31 13/16" Height: 18 1/4"

Net Clear Opening: 4.03 SqFt

Performance Information

Performance Grade

Licensee #1109

AAMA/WDMA/CSA/101/I.S.2/A440-11

LC-PG40 1051X2464 mm (41.38X97 in)

Water Resistance: 6.06 psf

LC-PG40 DP +40/-40

FL15162

Bare Pine Ex
Bare Pine In
Ultimate W
CN 3020

Rough Op
36 3/8" X 4

Top Sa

Bare

Bare

IC

L

Blau

1 1/4

Rect

Bare

Ov

Ov

Botto

Bare

Bare

I

I

Blau

Ov

Ov

Satin T

Beige J

Non F

Alumir

Stone

Bright

8" Jamb,

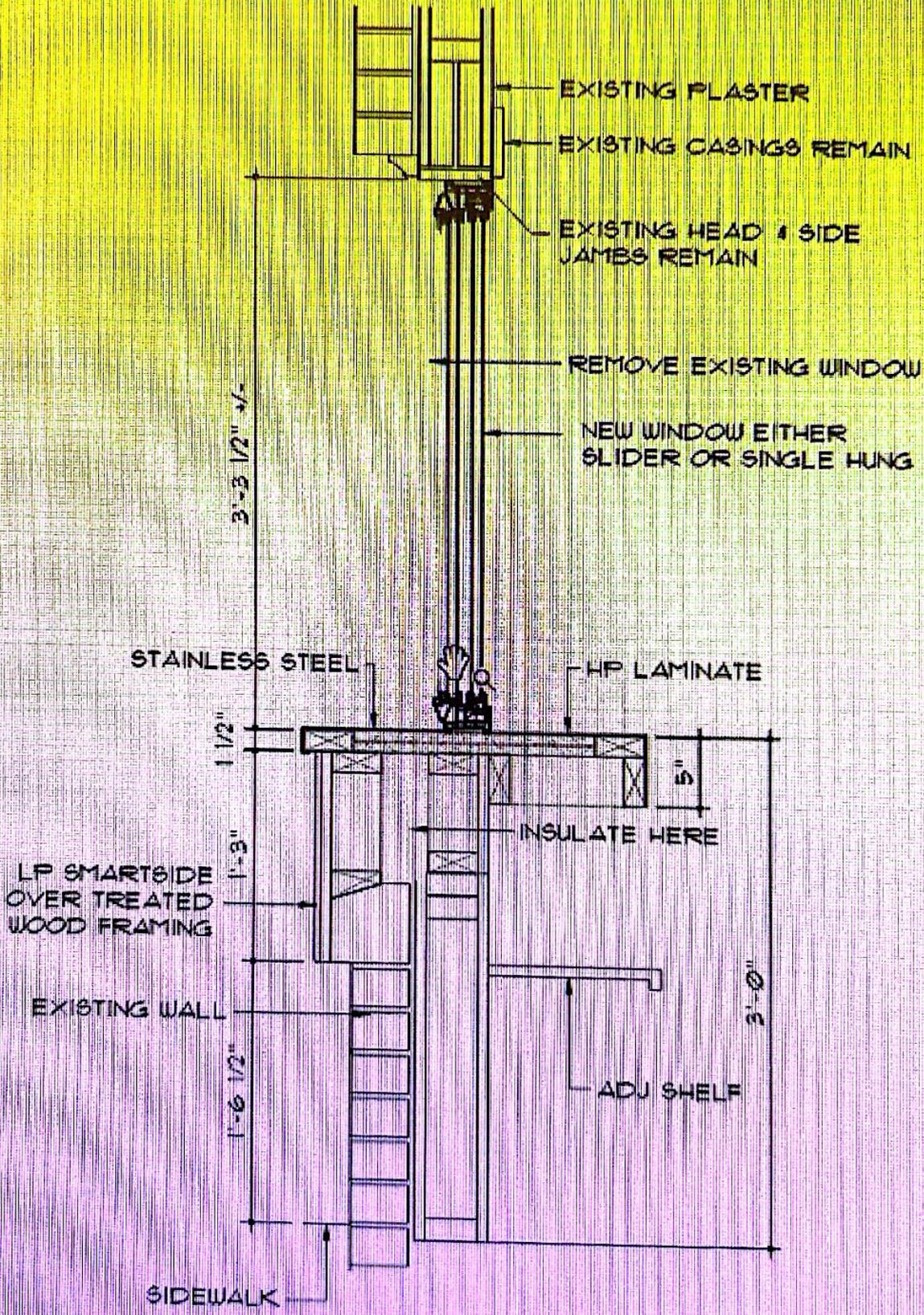
Bare Pine

Bare Pine

No Install

***Note:





7 ALTERNATE SECTION AT SERVICE WINDOW
 1' x 1'-0"





Round Sign

★★★★★ 54 reviews

\$580 USD

Color: Black

