



AGENDA

HISTORIC PRESERVATION/ DESIGN REVIEW COMMISSION

Members

- Tim Siebert
- Alderperson Tori Jennings
- Mary McComb
- Joe Debauche
- Sarah Scripps
- Carol Molepske (Alternate 1)
- Peter Munck (Alternate 2)

Date and Time: May 12, 2021
2:00 PM

Location:

Zoom Teleconferencing

Meeting ID: 873 3643 6947 |
Passcode: 372920

By

Computer: <https://us02web.zoom.us/j/87336436947?pwd=Q0xXSEp0MkhVeVQ3OTBzd1VBUFFpJQT09>

By Phone: +1-312-626-6799 (US Chicago)

1. Roll Call

Discussion and Possible Action on the Following:

2. Election of a Chairperson for the Historic Preservation / Design Review Commission.
3. Election of a Vice Chairperson for the Historic Preservation / Design Review Commission.
4. Report of the April 7, 2021 meeting of the Historic Preservation / Design Review Commission.
5. Request from Michael O'Meara for a demolition and design review to remove a porch and install a second story window at 1809 Clark Street (Parcel ID 281240832102705).
6. Request from Paul Buchkowski for a design review to construct a pergola at 1320 Strongs Avenue (Parcel ID 281240832202646).

PLEASE TAKE NOTICE that any person who has special needs while attending these meetings or needs agenda materials for these meetings should contact the City Clerk as soon as possible to ensure that a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569 or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Maps further defining the above area(s) may be obtained from the City of Stevens Point Department of Community Development, 1515 Strongs Avenue, Stevens Point, WI 54481, or by calling (715) 346-1567, during normal business hours.

PLEASE TAKE FURTHER NOTICE that a quorum of the Common Council may be in attendance at this meeting.

7. Request from Nick Busa for a design review to install a door at 1043 Union Street (Parcel ID 281240832200116).
8. Request from Rosalind Kealiher for a design review to re-roof the building at 1140 Clark Street (Parcel ID 281240832202632).
9. Request from Greg Wright for a design review to paint a mural on the east-facing wall at 945 Clark Street (Parcel ID 281240832201901).
10. Request from Greg Wright for a design review to paint a mural on the north-facing wall at 836 Main Street (Parcel ID 281240832201618).
11. Request from Greg Wright to paint a mural on the north-facing wall at 1000 Main Street (Parcel ID 281240832202919) and 1008 Main Street (Parcel ID 281240832202920).
12. Request from Craig Cook for a design review to replace the existing awning fabric at 904 Main Street (Parcel ID 281240832201508).
13. Request from Craig Cook for a façade improvement grant in the amount of \$2,423.03 to replant accent colors and replace an awning at 904 Main Street (Parcel ID 281240832201508).
14. Discussion Only: Amending local historic district boundaries.
15. Adjourn

REPORT OF THE HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

April 7, 2021 – 2:00 PM
Zoom Conference Call Meeting

PRESENT: Chairperson Siebert, Alderperson Jennings, Commissioner McComb, Commissioner Scripps, Commissioner McFarland, Commissioner Debauche, and Commissioner Keymer.

ALSO PRESENT: Associate Planner/Zoning Administrator Kuhn, Robert Welling, and unidentified audience members via Virtual Zoom Meeting.

INDEX:

1. Roll Call

Discussion and Possible Action on the Following:

2. Report of the March 3, 2021 meeting of the Historic Preservation / Design Review Commission.
3. Request from Robert Welling for a design review to replace the existing rear wall on the premises of 1028 Main Street (Parcel ID 281240832202922).
4. Request from Craig Cook for a design review to replace the existing awning located on the premises of 904 Main Street (Parcel ID 281240832201508).
5. Request from Craig Cook for a façade improvement grant in the amount of \$2,423.03 to repaint accent colors and replace an awning at 904 Main Street (Parcel ID 281240832201508).
6. Request from Nick Busa for a design review to construct an addition on the building located at 1043 Union Street (Parcel ID 281240832200116).
7. Discussion only: submitting nomination papers to the State and National Register of Historic Places.
8. Adjourn

1. Roll Call

Present: Siebert, Jennings, McComb, Scripps, Debauche, McFarland, Keymer

2. Report of the March 3, 2021 meeting of the Historic Preservation / Design Review Commission.

Motion by Commissioner Scripps to approve the report of the March 3, 2021 meeting of the Historic Preservation / Design Review Commission with the following:

1. **Commissioner McFarland was present, not excused.**

seconded by Commissioner Debauche.

Motion carried 5-0.

3. Request from Robert Welling for a design review to replace the existing rear wall on the premises of 1028 Main Street (Parcel ID 281240832202922).

Associate Planner/Zoning Administrator Kuhn summarized the Design Review request to replace the rear exterior wall on the northern side of the building. While Design Review approval had been granted in 2018, the original design called for a storefront addition. The newer proposed plans called for a like-for-like replacement and removal of the existing door on the northern façade. Staff recommended approval with conditions outlined in the staff report.

Commissioners made the following comments:

1. Inquiry as to whether the proposed wall would move to cement block from brick, to which staff confirmed accurate that the request would be to use the masonry.

Motion by Alderperson Jennings to approve the request Robert Welling for a design review to replace the existing rear wall on the premises of 1028 Main Street (Parcel ID 281240832202922) with the following:

1. Gentle means shall be used when cleaning masonry prior to the application of paint. Only organic non-toxic chemicals shall be used to clean.
2. Type N mortar shall be used between masonry block.
3. Powerwashing or sandblasting shall be prohibited on any building components.
4. Final paint colors shall be submitted for review and approval by the chairperson and designated agent prior to painting.
5. The applicant shall obtain applicable approvals from the Director of Public Works prior to the start of construction.
6. The applicant shall submit all required forms to the Executive Director of the Redevelopment Authority of the City of Stevens Point prior to the start of construction.
7. The designated agent shall have the authority to review and/or approve minor amendments to the project.
8. Applicable building permits shall be obtained.
9. All work shall be completed within one year.

seconded by Commissioner McComb

Motion carried 5-0.

4. Request from Craig Cook for a design review to replace the existing awning located on the premises of 904 Main Street (Parcel ID 281240832201508).

Associate Planner/Zoning Administrator Kuhn noted that the proposed project was split into two requests, one for design review, the second for a façade grant. Staff further summarized the request to replace the existing green wrap-around awning to match the planned façade improvements and wall elements in preparation for a Fall Line Outfitters moving from 1336 Strongs Avenue to 904 Main Street. Staff recommended approval with conditions outlined in the staff report.

Commissioners made the following comments:

1. Inquiry whether an awning was required in the first place considering the historical context of it not existing, to which staff explained that it did not from a historical aspect, but it was a permitted use within the Historic District.

2. Inquiry as to whether it could be a different type of awning rather than a balloon awning, to which staff confirmed that both balloon-type and traditional awnings were permitted, but subject to design approval.
3. Concerns noted that the existing awning was not in line with the historic nature of the building, noting photographs dating prior to 1976 showing a traditional awning, to which staff further added that the request was not to remove or alter the shell of the awning, but rather replace the deteriorated fabric of the awning.
4. Comment noting the understanding of the request, but still holding concerns for the potential of disbursing City funds to a project that would not necessarily bring a property back more to its original and historic character. Staff noted that an option would be to postpone the request and allow the applicant to bring forward a proposal for a more traditional awning.
5. Comment of wanting to hear more of an explanation from the applicant in terms of the benefits or cons or having a fixed awning as opposed to a more traditional awning with a crank, especially with the underground access being a concern.
6. General agreement in postponement, but also commended the applicant in their commitment in preserving the historic character of their existing store location.
7. Comment of a previous request where the applicant had difficulty finding a contractor to do awning work and getting additional bids for their project.
8. Stated that the applicant was a homeowner of Clark Street, and had also put a lot of personal effort into maintaining and preserving their home, in addition to their business.
9. Comment that the applicant's business was a positive addition to the downtown.
10. Noted that while the applicant was commendable, for the sake of consistency, they should be just as firm as they had been with previous applicants and their awning requests.
11. Inquiry as to whether the postponement would delay their store opening, to which staff deferred to the applicant.
12. Additional comment that commissioners may be open to having a special meeting to expediate the request.
13. Comment on the importance of having an awning for energy saving purposes, noting that they could potentially be putting the applicant and owner in a difficult situation.

Commissioner McComb recused herself from the request.

Motion by Commissioner Debauche to postpone the request from Craig Cook for design review to replace the existing awning located on the premises of 904 Main Street (Parcel ID 281240832201508) with the following:

1. Applicant shall be present to answer additional queries.
2. Applicant shall obtain additional bids for a traditional awning.

seconded by Commissioner McFarland.

Motion carried 5-0.

5. Request from Craig Cook for a façade improvement grant in the amount of \$2,423.03 to repaint accent colors and replace an awning at 904 Main Street (Parcel ID 281240832201508).

No action was taken.

6. Request from Nick Busa for a design review to construct an addition on the building located at 1043 Union Street (Parcel ID 281240832200116).

Associate Planner/Zoning Administrator Kuhn summarized the request for design review for an addition on the building at 1043 Union Street, noting that the construction of the addition had already been started without the proper building permits or historic review. However, staff further noted that the addition would bring the back historic characteristics and aesthetics to the building.

Motion by Alderperson Jennings to approve the request from Nick Busa for a design review to construct an addition on the building located at 1043 Union Street (Parcel ID 281240832200116) with the following:

1. The applicant shall submit additional information on the type of construction materials to be used for the addition, subject to the review and approval of Community Development staff and the Chairperson meeting applicable design guidelines.
2. Should the addition exceed 35 feet in height, a fire prevention system shall be installed that is subject to the review and approval of the City Fire Department.
3. The proposed color for the addition shall be reviewed and approved by City staff and shall closely match the paint color of the existing masonry.
4. The size, scale, material, detail, pane and panel configurations of proposed windows shall be consistent with the existing windows, subject to the review and approval of Community Development staff and the Chairperson meeting applicable design guidelines.
5. The designated agent shall have the authority to review and/or approve minor amendments to the project.
6. All work shall be completed within one year.
7. A building permit shall be sought after and obtain prior to continued construction.

seconded by Commissioner McComb

Motion carried 5-0.

7. Discussion only: submitting nomination papers to the State and National Register of Historic Places.

Associate Planner/Zoning Administrator Kuhn explained that City Staff had been working with the commission to establish strategic goals, with one of them being to go through the process of nominating a planned historic district to the State and National Register of Historic Places. The discussion at hand would then be used to determine which of the proposed historic districts outlined in the 2011 Historic Intensive Survey Report would be preferred.

Commissioners made the following comments:

1. Inquiry to the status of the Church of Intercession, to which it was explained that it was privately owned, but staff felt it was one of the more threatened properties due to the owner's track record of not maintaining their properties. Staff further added that the state and national registers were more of a tax benefit, but if the commission saw fit, they could pursue historic local designation which would bring these more threatened properties under their purview.

2. General discussion regarding the Church of Intercession and 1700 Strongs Avenue, noting concerns with the vacant nature of the property, to which staff noted that they hoped to address some of the concerns over vacant properties with the Demolition by Neglect ordinance.
3. Interest noted for expanding the existing historic district locally.
4. Inquiry as to whether the expanded designated area would be a standalone district, or its own separate district or entity, to which staff noted that they would determine that internally after reviewing the properties and then provide a corresponding recommendation to the commission.
5. Inquiry as to the historic status of the Sanders home, to which staff noted that it was currently undefined, like the church across the street, but a case could be made to include it within a future expansion.
6. Inquiry as to the historic status of the Trinity Church, to which staff noted that a case could be made to include it within a future expansion, further noting that a consultant would aid in that determination. Staff further added that pursuing a local designation would include having public hearings and meetings.
7. Confirmation requested regarding the historic status of the Church of Intercession, to which it was confirmed already within a Historic District.
8. Brief discussion regarding including the
9. Clarification requested on the existing boundaries of the Downtown Historic Design Review district.
10. General discussion of focusing on the expansion of the local designations, to which there was an inquiry on whether the local, state, and national designations could not be pursued at the same time, with staff explaining that while they could, expansion of the local designation would take less time and most likely be more impactful as opposed to a state or national designation which had a longer application timeline. Expanding the local designation would also include public involvement.

Commissioner Keymer was excused at 2:52 PM.

No action was taken.

8. Adjourn.

Meeting adjourned at 2:58 PM.

A recording of this meeting can be viewed/heard at: <https://stevenspoint.com/365/AgendasMinutesVideos>

Administrative Staff Report

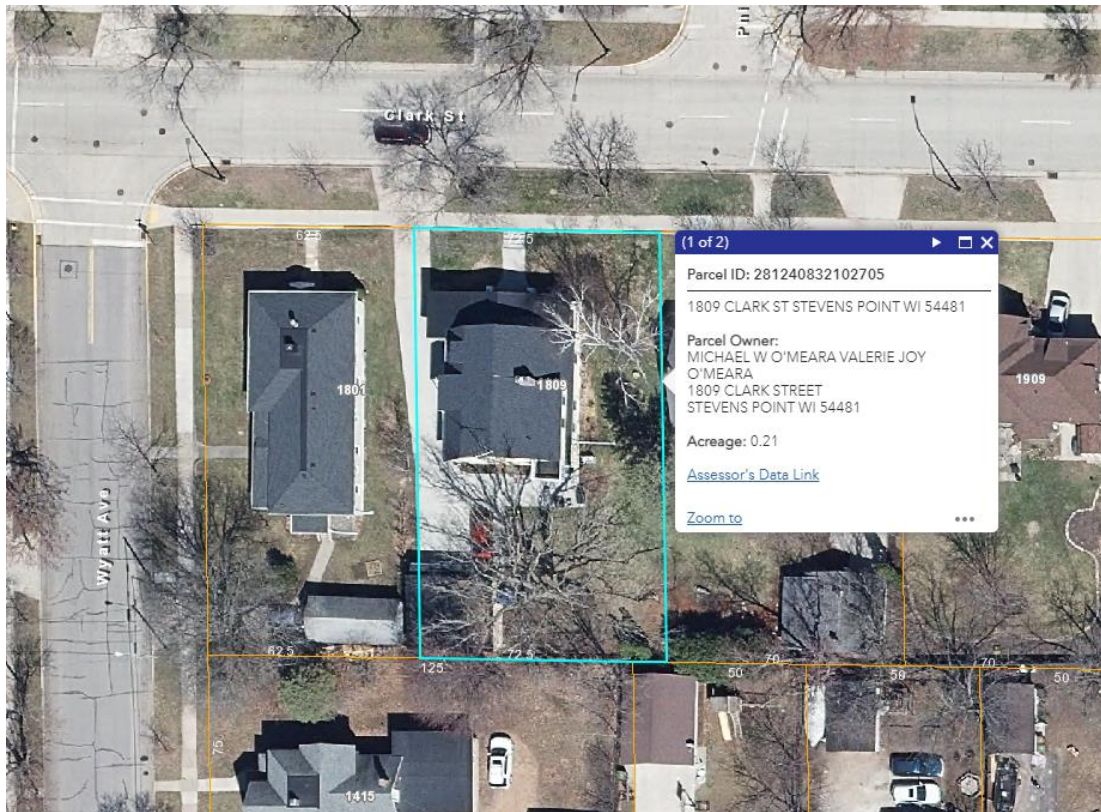
Demolition & Design Review 1809 Clark Street May 12, 2021



Department of Community Development
1515 Strong's Avenue, Stevens Point, WI
54481
Ph: (715) 346-1568 - Fax: (715) 346-1498

Applicant(s): - Michael O'Meara Staff: - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281240832102705 Zone(s): "R-3" Single- and Two-Family Residential Council District: - District 3 – Ald. Keymer Lot Information: - Actual Frontage: 72.5 feet - Effective Depth: 125 feet - Square Footage: 9,063 - Acreage: 0.208 Structure Information: - Year Built: 1892 (129 years) - Number of Stories: 2 Current Use: - Single-Family Residential Applicable Regulations: - Chapter 22 - Downtown Design Guidelines	Request Request from Michael O'Meara for a demolition and design review to remove a porch and install a second story window at 1809 Clark Street (Parcel ID 281240832102705). Attachment(s) - Application - Renderings / Photo's City Official Design Review / Historic District - Clark Street Historic District Staff Recommendation Approve the demolition and design review to remove a porch and replace a second-story door with a window, subject to the following conditions: - Gentle means shall be used when repairing the siding where the porch is anchored to the building. - Power washing or sandblasting shall be prohibited on any building components. - The applicant shall submit details on the window prior to installation (i.e., window size, glass, trim color, etc.), subject to the review and approval of the designated agent. - Prior to installing the window, the applicant shall provide information on siding installed below the window (i.e., material, color, etc.), subject to the review and approval of the designated agent. - The applicant shall adhere to all applicable building code requirements. - A building permit shall be applied for and obtained prior to the start of construction. - All work shall be completed within one year of issuance of the design review certificate. - Staff shall have the ability to approve minor amendments to the submitted plan.
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Vicinity Map



Scope of Work

The applicant is requesting a demolition and design review for the property located at 1809 Clark Street. The demolition request consists of removing a second story porch located in the rear of the house. According to the applicant, the porch is in disrepair and would require significant changes to obtain compliance with the Wisconsin Building Code as presently drafted. For example, the porch is currently anchored by cantilever support brackets. To achieve compliance with the Wisconsin Building Code, a reconstructed porch would need to be supported by vertical columns running from grade level to the bottom of the porch. Due to the accrued costs required to replace the porch, along with the extent that its visual appearance would change, the applicant is requesting to remove and not replace the second story porch.

Access to the porch is by lieu of a second story egress door. With the porch proposed to be removed, the applicant is seeking to replace the door with a window. To achieve consistency in window size, staff is requesting that the proposed window be of the same size and scale of the smaller windows situated on the southern face of the building. Other details, such as window trim color, shall be consistent with other windows.

The “construction, addition or removal of porches or steps” are considered a ‘major work’ within the Commission’s Design Guidelines. Similarly, the “installation of new windows and doors” are a ‘major work,’ thus requiring the Commission’s review and approval. Staff have analyzed the request subject to applicable design guideline provisions. This analysis is discussed within the following section.

CHAPTER 22: HISTORIC PRESERVATION

Division 5.02 **Regulation of Construction, Reconstruction, Alteration, and Demolition**

No owner or person in charge of a historic structure or historic site, or property located within a historic district shall

reconstruct, alter, or demolish all or any part of the exterior of such property or construct any improvement upon such designated property or properties or cause or permit any such work to be performed upon such property or demolish such property unless approval has been granted by the commission.

Upon the filing of any request for a design review certificate with the commission, the commission shall review the request in accordance with the design guidelines. If the commission determines that the application for a design review certificate and the proposed changes are consistent with the design guidelines, it shall issue the design review certificate. Upon the issuance of such certificate, any other required permits shall be obtained.

Guidelines of Review (numbers below pertain to the pertinent guideline standards)

*****Other standards within the design guidelines not specifically mentioned below have been reviewed and are met or not applicable pertaining to the proposed building improvement activities.**

DEMOLITION (Sec. 6.1)

- 1. Whether the building or structure is of such architectural or historic significance that its demolition would be detrimental to the public interest and contrary to the general welfare of the people of the city or state.**

Analysis: City staff does not believe that removing the porch would be detrimental to the public interest and contrary to the general welfare of neighboring residents. The porch is approximately 48 square feet in size. While records do not indicate when the porch was constructed, staff believes that replacing the porch to meet current building code requirements (i.e., requiring vertical supports to anchor the porch) would greater shield architectural features of the building. For example, placing vertical supports would assist in hiding the masonry walls near grade level.

Findings: Staff believes that this standard is met. As the porch is located on the rear face of the building, public interest in the porch is likely limited to start.

- 2. Whether the building or structure, although not itself a historic structure, contributes to the distinctive architectural or historic character of the historic district as a whole, and therefore, should be preserved for the benefit of the people of the city or the state.**

Analysis: Although the year that the porch was constructed is unknown, staff believes that the porch does not add to the historic character of the building and the Clark Street Historic District as a whole. For example, houses along the Clark Street Historic District commonly consist of an old style architectural appeal with large porches encompassing the front face of the building. For the subject property, its key historical appeal is the gambrel roof structure and a large screened porch off of Clark Street. The rear of the house, by contrast, is not readily seen from the street and does not exhibit key architectural features. For example, while the size and scale of windows along the front face of the house is similar, windows along the rear face of the house differ.

Findings: This standard is met.

- 6. Whether the building or structure is in such a deteriorated condition that it is not structurally or economically feasible to preserve or restore it, provided that any hardship-or difficulty claimed by the owner which is the result of any failure to maintain the property in good repair cannot qualify as a basis for the issuance of an approval to demolish.**

Analysis: The request to demolish the porch is not based on the costs required to bring the porch to building code compliance—it is that by meeting current building code requirements, a new porch would significantly change the aesthetic appeal of the building due to the installation of vertical supports. As stated earlier, constructing vertical supports would likely hide and diminish the roughly 1-2 foot masonry walls that exist along

grade level. While the historic character is less in the rear of the house than the front, staff would be supportive of preserving any architectural significance that exists.

Findings: This standard is met.

WINDOWS AND DOORS (Sec. 3.4)

- 3. If replacement of a window or door unit is necessary, the new unit should be replaced to match the original in size, scale, material, detail, pane and/or panel configurations. Exterior aluminum clad is permitted to be installed on new wooden windows.**

Analysis: The applicant is requesting to replace the second story door in the rear of the house with a window.

Findings: With the porch proposed to be demolished, staff believes it is supportive to replace the egress door with a window. With that said, the proposed window should match in size and scale of the smaller windows located directly to the west. While two different window sizes exist along the rear face of the house, staff believes that the smaller window option would promote greater consistency among window configurations. As outlined above, the trim color for the proposed window should match the trim color for the other windows (roughly a forest green color). The applicant shall work with staff to choose a color (among the Commission's approved color palette) that closely matches the green trim color. Likewise, installing a window smaller than the existing dimensions of the egress door would require new siding. The siding shall be identical to the rest of the house in material (i.e., wood) and color.

- 11. Introduction of new window and door openings into the principal elevations of a structure is not recommended. If permitted, new openings should be proportionally the same as existing openings and should have matching sash, glass, sills, frames, casings, and muntin patterns.**

Analysis: The proposed window will be located within the existing door opening.

Findings: Installing a new window would require a smaller opening than the existing door opening. As stated earlier, the proposed window is required to be proportional to the other window openings on the rear face of the house. Additionally, matching glass, frames and casings are required and are listed as a condition to this design review.

Conclusion

Based on the findings above, staff believes that the aforementioned request meets applicable provisions within the Historic Preservation / Design Review Commission's Design Guidelines.



Historic Photo (1980)



Historic Photo (1980)



Present-Day Photo



Present-Day Photo



HISTORIC PRESERVATION/ DESIGN REVIEW COMMISSION

City of Stevens Point
Community Development Department
1515 Strongs Avenue, Stevens Point, WI 54481
P: (715) 346-1567 F: (715) 346-1498
communitydevelopment@stevenspoint.com
<http://stevenspoint.com>

APPLICATION FOR DESIGN REVIEW

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Assigned Case Manager	
Associated Permits or Applications (if any)				Pre-Application Conference Date	
Decision		Date Reviewed		Staff Signature	
Notes:					

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☐)	
Applicant Name	Michael & Valerie O'Meara	Contact Name	
Address	1809 Clark Street	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715-252-1453	Telephone	
Fax		Fax	
Email	mwomeara@gmail.com	Email	

OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? ☐)		PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed)	
Owner's Name		Owner's Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
1809 Clark Street, Stevens Point, WI 54481		
Legal Description of Subject Property		
W 10' LOT 5 & E1/2 LOTS 6 & 7 & NE 1/4 LOT 8 BLK 5 BOYINGTON & ATWELL ADD BNG PRT SE NE S32 T24 R8 584/967 755635		
Area of Subject Property (Acres/Sq Ft)		Area of Building or Structure (Sq Ft)
9063 Sq Ft		1251 Sq Ft

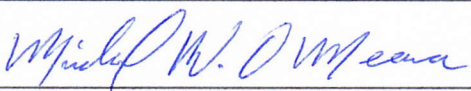
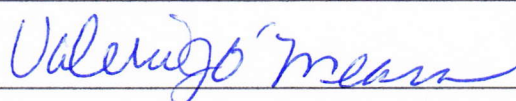
Current Zoning District(s)		Current Historic District(s) - Local, State, National	
R3 Two Family		Clark Street Historic Residential	
Designated Future Land Use Category	Current Use of Property	Proposed Use of Property	
	Residential	Residential	
Briefly describe the proposed building, structure construction, reconstruction or exterior alteration. Please also provide rationale for the design review request, along with the time schedule (if any) for the project. (Use additional pages if necessary)			
Remove 2nd floor porch in rear of house. Replace existing door with window. The present porch is close to collapse. The cantilever supports do not meet existing code. If the existing porch is rebuilt, the porch will have to be supported by vertical columns going all the way to ground level. We would like to start work in June 2021.			
Will the proposed work detrimentally change, destroy or adversely affect any exterior architectural features of the improvement upon which said work is to be done? Explain your answer.			
The proposed work will not adversely affect any exterior architectural features. The porch and door appear to be an add on that was not part of the original structure. The existing porch has been rebuilt several times and does not reflect the rest of the house. The window to be installed, will match the style of the other windows on the house. The siding will be replaced with cedar siding identical to the rest of the siding on the house.			
Does the proposed work match and harmonize with the external appearance of adjacent neighboring improvements. Explain your answer.			
The external view from the street will be unchanged. The porch is only visible from the rear of the house. The siding will be cedar siding identical to the existing siding on the house. Rebuilding the porch to code will if anything make the porch look out of place because of the required columns.			
Does the proposed work conform to the objectives of the historic preservation plan for said district (if any)? Explain your answer.			
This alteration will preserve the appearance and prevent damage to the existing structure.			
Does the proposed work conform with the architectural design guidelines with emphasis on contextual issues including compatibility of size, volume proportions, rhythm, materials, detailing, colors, and expressiveness? (Historic Design Guidelines can be found at www.stevenspoint.com) Explain your answer.			
The compatibility of size, volume proportions, rhythm, materials, detailing, colors, and expressiveness of the existing structure will be preserved. The window will be wooden frame window with divided lites on the upper half to match the rest of the windows in the house.			

EXHIBITS

Letter to District Alderperson (www.stevenspoint.com/Directory)	☐	Additional Exhibits if Any (List):
Photographs of Building or Structure	☒	
Renderings or Elevations	☐	
Site Plan (for additions, and new construction)	☐	

CERTIFICATION AND SIGNATURE

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

Signature of Applicant	Date	Signature of Property Owner(s)	Date
	4/5/21		4/5/2021

1809 Clark Street
Stevens Point, WI 54481
April 5, 2021

Alder Ginger Keymer
1816 Lincoln Avenue
Stevens Point, WI 54481

Dear Alder Keymer,

Attached is an application from Michael and Valerie O'Meara to remove a rear 2nd story porch and replace an existing door to the porch with a window at our house at 1809 Clark Street which is in the Clark Street Historic District. I have already submitted the application to Adam Kuhn and this submittal is for your information only.

I hope you will be able to support our project. If you have any questions please call at me 715-252-1453.

Thank you,

Michael O'Meara

Administrative Staff Report

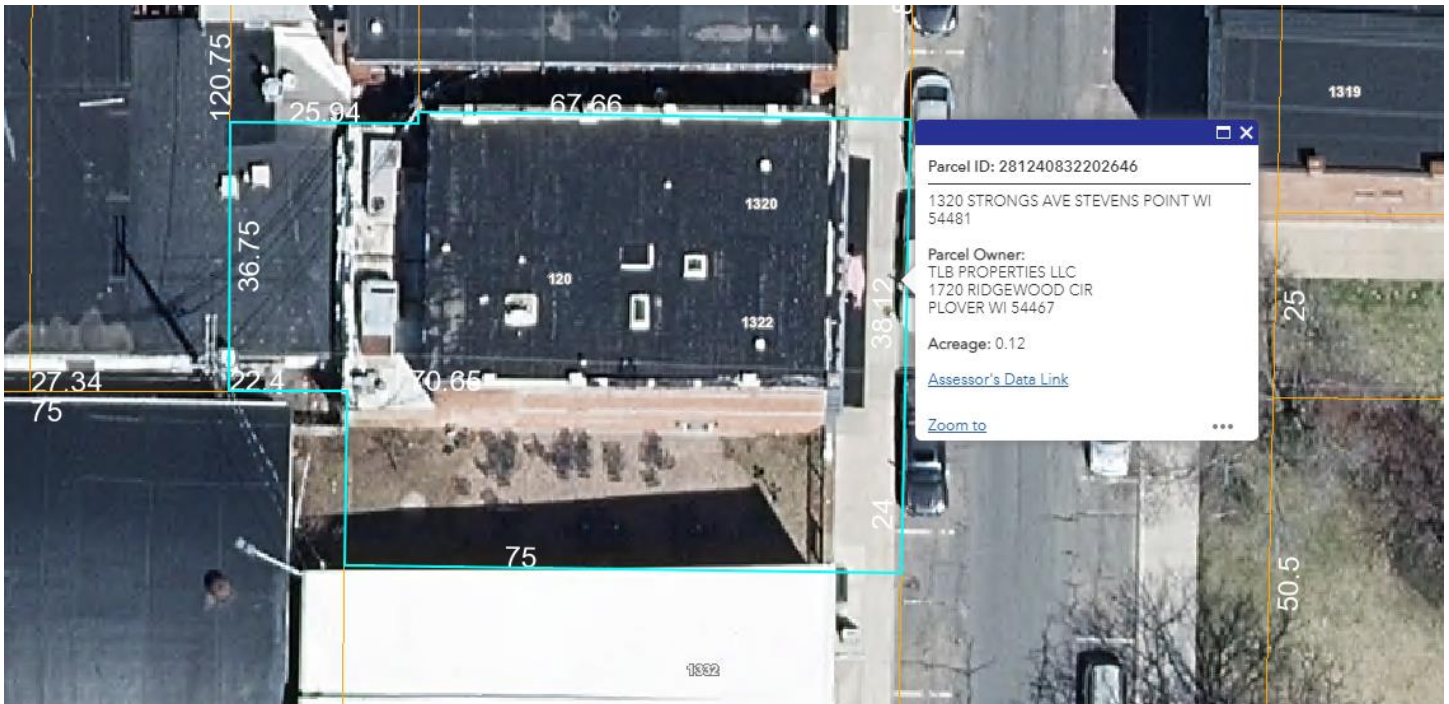


Design Review
1320 Strongs Avenue
May 12, 2021

Department of Community Development
1515 Strongs Avenue, Stevens Point, WI
54481
Ph: (715) 346-1568 - Fax: (715) 346-1498

Applicant(s): - Paul Buchkowski Staff: - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281240832202646 Zone(s): "B-3" Central Business District Council District: - District 1 – Ald. Jennings Lot Information: - Actual Frontage: 62.12 feet - Effective Depth: 93.6 feet - Square Footage: 5,315 - Acreage: 0.122 Structure Information: - Year Built: 1894 (127 years) - Number of Stories: 2 Current Use: - Commercial & Residential Applicable Regulations: - Chapter 22 - Downtown Design Guidelines	Request Request from Paul Buchkowski for a design review to construct a pergola at 1320 Strongs Avenue (Parcel ID 281240832202646). Attachment(s) - Application - Renderings / Photo's City Official Design Review / Historic District - Mathias Mitchell Public Square Historic District Staff Recommendation Approve the design review to construct a pergola at 1320 Strongs Avenue, subject to the following conditions: - The pergola shall be anchored to the primary structure within the brick mortar and not within the masonry. - Powerwashing or sandblasting shall be prohibited on any building components. - Should any additional mortar is required to be applied for anchoring the pergola, only Type N mortar shall be used. - The applicant shall adhere to all applicable Zoning Code and Building Code requirements. - The designated agent shall have the authority to review and/or approve minor amendments to the project. - Applicable building permits shall be obtained. - All work shall be completed within one year.
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Vicinity Map



Scope of Work

The applicant is requesting to install a 440 sq ft pergola that is connected to the building's southern façade. The purpose of the pergola is to sit above an existing patio space to provide a covering for patrons attending Arbuckles Eatery & Pub. Based on the submittals provided by the applicant, aluminum is the proposed pergola material with a black finish.

Over several weeks, the applicant has been working with Community Development staff regarding the project's compliance with Zoning Code and Building Code requirements. For example, the patio space was located on a separate parcel from the restaurant and residential use. As the proposed pergola would increase the level of nonconformity relating to minimum lot size requirements, both parcels were combined and brought into compliance. Additionally, the City's Commercial Building Inspector has been reviewing the request as it relates to the pergola being anchored to the building.

The construction of new accessory structures onto the primary building are a 'major work' within the Historic Preservation / Design Review Commission's Design Guidelines. An examination of the aforementioned request took place and its compliance with applicable design requirements are outlined below.

CHAPTER 22: HISTORIC PRESERVATION

Division 5.02 Regulation of Construction, Reconstruction, Alteration, and Demolition

No owner or person in charge of a historic structure or historic site, or property located within a historic district shall reconstruct, alter, or demolish all or any part of the exterior of such property or construct any improvement upon such designated property or properties or cause or permit any such work to be performed upon such property or demolish such property unless approval has been granted by the commission.

Upon the filing of any request for a design review certificate with the commission, the commission shall review the request in accordance with the design guidelines. If the commission determines that the application for a design review

certificate and the proposed changes are consistent with the design guidelines, it shall issue the design review certificate. Upon the issuance of such certificate, any other required permits shall be obtained.

Guidelines of Review (numbers below pertain to the pertinent guideline standards)

*****Other standards within the design guidelines not specifically mentioned below have been reviewed and are met or not applicable pertaining to the proposed building improvement activities.**

OUTBUILDINGS AND ACCESSORY STRUCTURES (Sec. 3.12)

- 5. Designs for new outbuildings and accessory structures should complement the architectural style and period of the primary structures as well as examples of similar structures within the district.**

Analysis: The pergola is proposed to have a black finish and be situated over the existing patio space.

Findings: Staff believes that the proposed structures complements architectural features of the primary building. The awning and doors are painted black and the door and window trim consists of a dark grey color. Additionally, the peak elevation of the pergola better highlights the architectural features located below the sill line of the second story windows. Lastly, staff is supportive of the pergola as it completes the black picket fencing and light poles that are located at and within the patio space.

ADDITIONS (Sec. 5.3)

- 2. New additions should not remove, damage, or obscure character-defining architectural features.**

Analysis: Although pergolas are considered a structure given its wall and roof-type elements, it is not expected to obscure character-defining features on the building's southern façade given that pergolas are transparent. Similarly, the door trim along the build's southern egress door is not anticipated to be obscured as its character-defining features will still be visible from the sidewalk. Lastly, as a condition to this request, the pergola must be anchored to the primary building by its mortar and not within the masonry.

Findings: Staff believes that this condition is met.

- 3. Additions should be compatible in materials, design, roof form, and proportion to the main structure. However, new additions should be constructed at a scale smaller than the historic structure so as not to overpower the existing historic building.**

Analysis: The pergola is proposed to be similar in design and color as the fencing located along the perimeter of the patio space. The roof pitch of the pergola, proposed to be flat, is compatible with the roof form of the principal structure. Lastly, staff believes that the proposed pergola will not overpower the historic building as it would be constructed in a considerably lesser scale as adjoining building.

Findings: This standard is met.

- 4. Additions, like new construction, are representative of the time in which they are built. Therefore, contemporary designs are permitted, but should always be compatible with the existing historic structure.**

Analysis: Submitted pergola designs have a more contemporary design given its aluminum composition and a smooth, black finish. With that said, staff believes that the pergola is compatible to the existing historic structure given that the proposed color matches the awning and door color, and that the structure will not overpower the historic structure in terms of height and visual appearance.

Findings: This standard is met.

- 6. Additions to historic structures should be clearly identifiable as such. Additions should be set back and**

constructed at a smaller scale than the original building. Architectural details should complement the main structure but should be clearly differentiated.

Analysis: While the pergola is proposed to be constructed at a smaller scale than the historic building, it will not be significantly set back from the main structure. Given the existing location of the outdoor patio space (along the front property line) and the street setback requirements for the “B-3” Central Business District (0 feet), staff believes that the pergola is located appropriate given its intended use.

Findings: This standard is met.

Conclusion

Based on the findings above, staff believes that the aforementioned request meets applicable provisions within the Historic Preservation / Design Review Commission’s Design Guidelines.

Building Images







HISTORIC PRESERVATION/ DESIGN REVIEW COMMISSION

City of Stevens Point
Community Development Department

1515 Strongs Avenue, Stevens Point, WI 54481
P: (715) 346-1567 F: (715) 346-1498
communitydevelopment@stevenspoint.com
<http://stevenspoint.com>

APPLICATION FOR DESIGN REVIEW

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Assigned Case Manager	
Associated Permits or Applications (if any)				Pre-Application Conference Date	
Decision		Date Reviewed		Staff Signature	
Notes:					

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☐)	
Applicant Name	BB&K Restaurants Inc	Contact Name	Paul Buchkowski
Address	1320 Strongs Ave.	Address	
City, State, Zip	Stevens Point, WI. 54481	City, State, Zip	
Telephone	715-341-2444	Telephone	
Fax		Fax	
Email	arbuckleseatory@gmail.com	Email	

OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? ☐)		PROPERTY OWNER OF RECORD 2 INFORMATION (if Needed)	
Owner's Name	TLB Properties LLC	Owner's Name	
Address	1720 Ridgewood Circle	Address	
City, State, Zip	Plover, WI. 54467	City, State, Zip	
Telephone	715-340-2104	Telephone	
Fax		Fax	
Email		Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
1320 Strongs Avenue		
Legal Description of Subject Property		
Lot 3 + 04 + 10 + 2.1 CSM # 3218-11-176 BNG PRT NENW S32 T24 R8 ESMBS DES 457/524 + 545/573 545/574 681/964 648/180; 807559 RES		
Area of Subject Property (Acres/Sq Ft)	Area of Building or Structure (Sq Ft)	
5392 Sq. Ft.	4180 Sq. Ft.	

Current Zoning District(s) <i>Central Business</i>		Current Historic District(s) - Local, State, National	
Designated Future Land Use Category	Current Use of Property <i>Restaurant</i>	Proposed Use of Property <i>Restaurant</i>	
Briefly describe the proposed building, structure construction, reconstruction or exterior alteration. Please also provide rationale for the design review request, along with the time schedule (if any) for the project. (Use additional pages if necessary)			
<i>Add a powder coated brushed aluminum pergola to the outdoor patio attached to Arbuckles Eatery + Pub</i>			
Will the proposed work detrimentally change, destroy or adversely affect any exterior architectural features of the improvement upon which said work is to be done? Explain your answer.			
<i>The pergola will be anchored to the south facing wall of Arbuckles</i>			
Does the proposed work match and harmonize with the external appearance of adjacent neighboring improvements. Explain your answer.			
<i>Matches existing fencing and lights on the patio</i>			
Does the proposed work conform to the objectives of the historic preservation plan for said district (if any)? Explain your answer.			
Does the proposed work conform with the architectural design guidelines with emphasis on contextual issues including compatibility of size, volume proportions, rhythm, materials, detailing, colors, and expressiveness? (Historic Design Guidelines can be found at www.stevenspoint.com) Explain your answer.			

EXHIBITS

Letter to District Alderperson (www.stevenspoint.com/Directory)	☐	Additional Exhibits If Any (List):
Photographs of Building or Structure	☐	
Renderings or Elevations	☐	
Site Plan (for additions, and new construction)	☐	

CERTIFICATION AND SIGNATURE

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

Signature of Applicant	Date	Signature of Property Owner(s)	Date



Proposal

DATE: MARCH 5, 2021

1111 Walnut Street PO Box 57
Baraboo, WI 53913
Phone 800-332-8303 Fax 608-356-0140
Email: johnpinkston@barabooawning.com

Other great products by Baraboo Awning:
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**PROPOSAL
SUBMITTED
TO:**

Arbuckles Eatery
1320 Strongs Ave.
Stevens Point, WI 54481
Phone: 715-341-2444
Fax:

Tim Buchkowski
arbuckleseatery@gmail.com
project location

We hereby submit specifications for: One aluminum frame patio pergola with support 2 posts.
Size: 22' wide x 20' projection mounted to the building on one side.

Rafter spacing to be 1' o.c. and 1' lattice spacing.
overhangs on the front posts to be 1' .
Decorative end caps on all exposed rafter fronts and double front beam.
Frame color you choice from std colors.

Pergola installed by Baraboo Awning.

We propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of \$9,748.00 dollars.

Terms: 1/2 Down with order and Balance on Completion

All material is warranted to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Note: This proposal may be withdrawn by us if not accepted within 30 days. Interest will be charged on late payments at the rate of 18% per annum.

Baraboo Awning Authorized Signature:

Customer Authorized Signature:

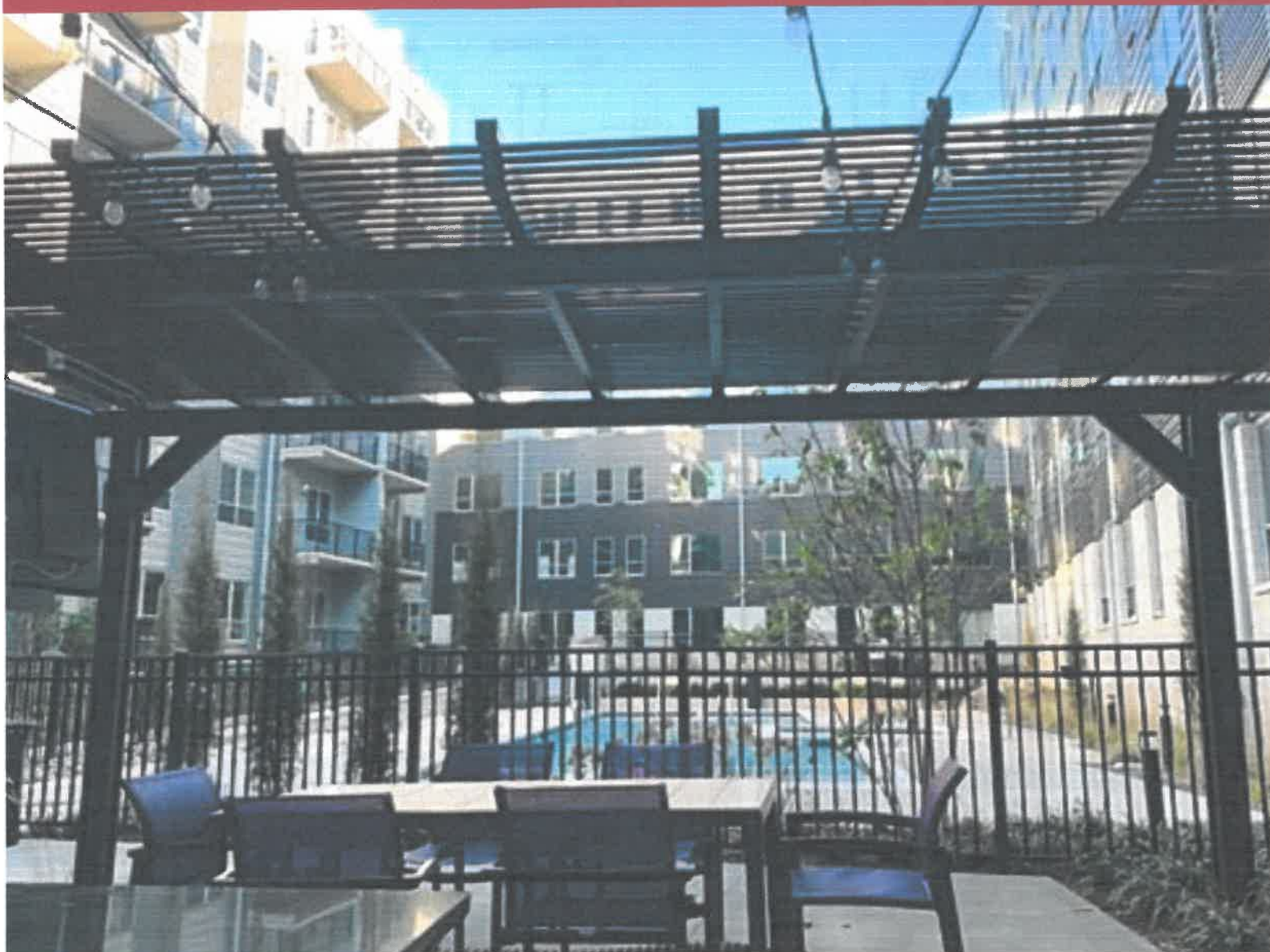
John Pinkston

THANK YOU FOR YOUR BUSINESS!

CALL US OR VISIT OUR WEBSITE www.BarabooAwning.com

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- ✿ 3 standard and stocked finishes, White, Dark Bronze and Taupe.
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- ✿ Available as free standing or host attached.
- ✿ Made from extruded aluminum and electrostatically powder coated for years of maintenance free family enjoyment.



Cardinal Architectural

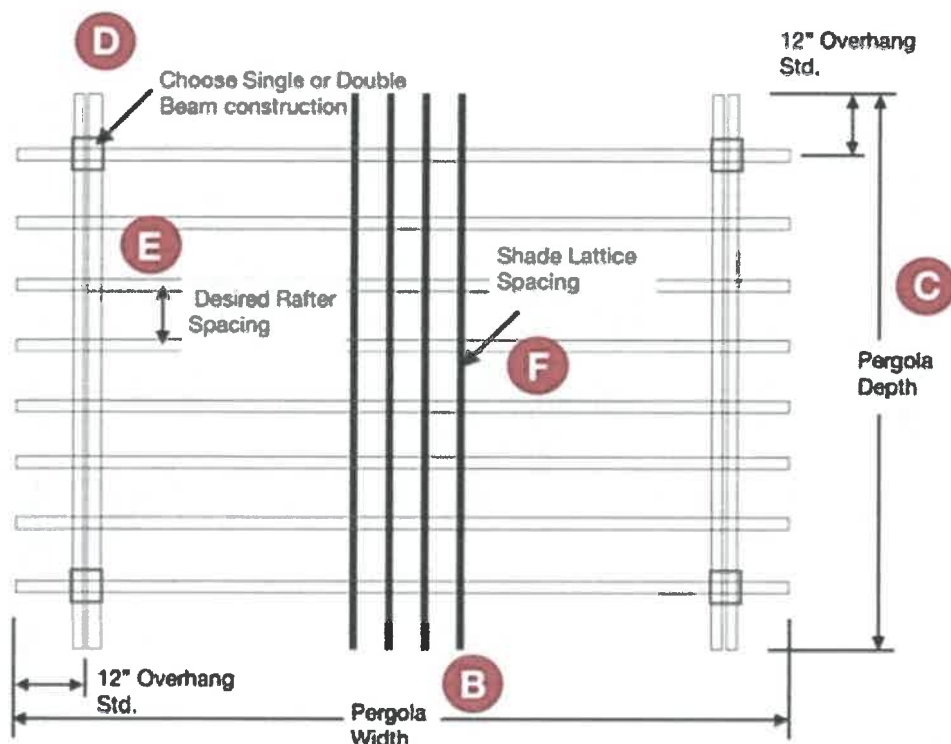
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It's As Simple As A, B, C.

A Choose freestanding or host attached

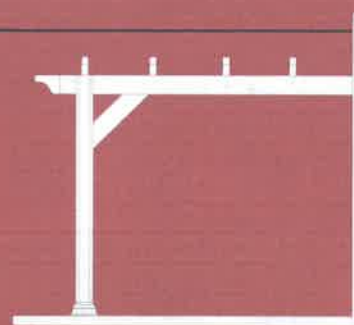
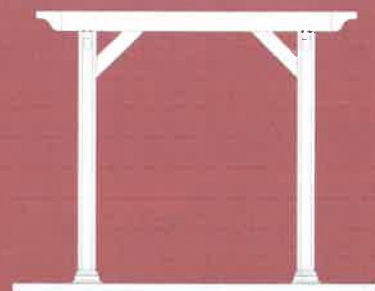
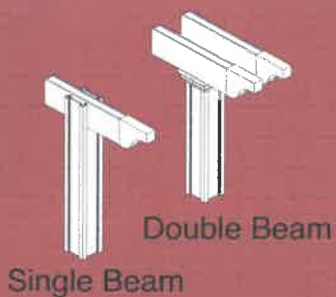
B Choose your pergola width

C Choose your pergola depth (CBL)

D Choose single or double construction beams

E Choose your rafter spacing

F Choose your lattice spacing



Free Standing Pergola

Host Attached



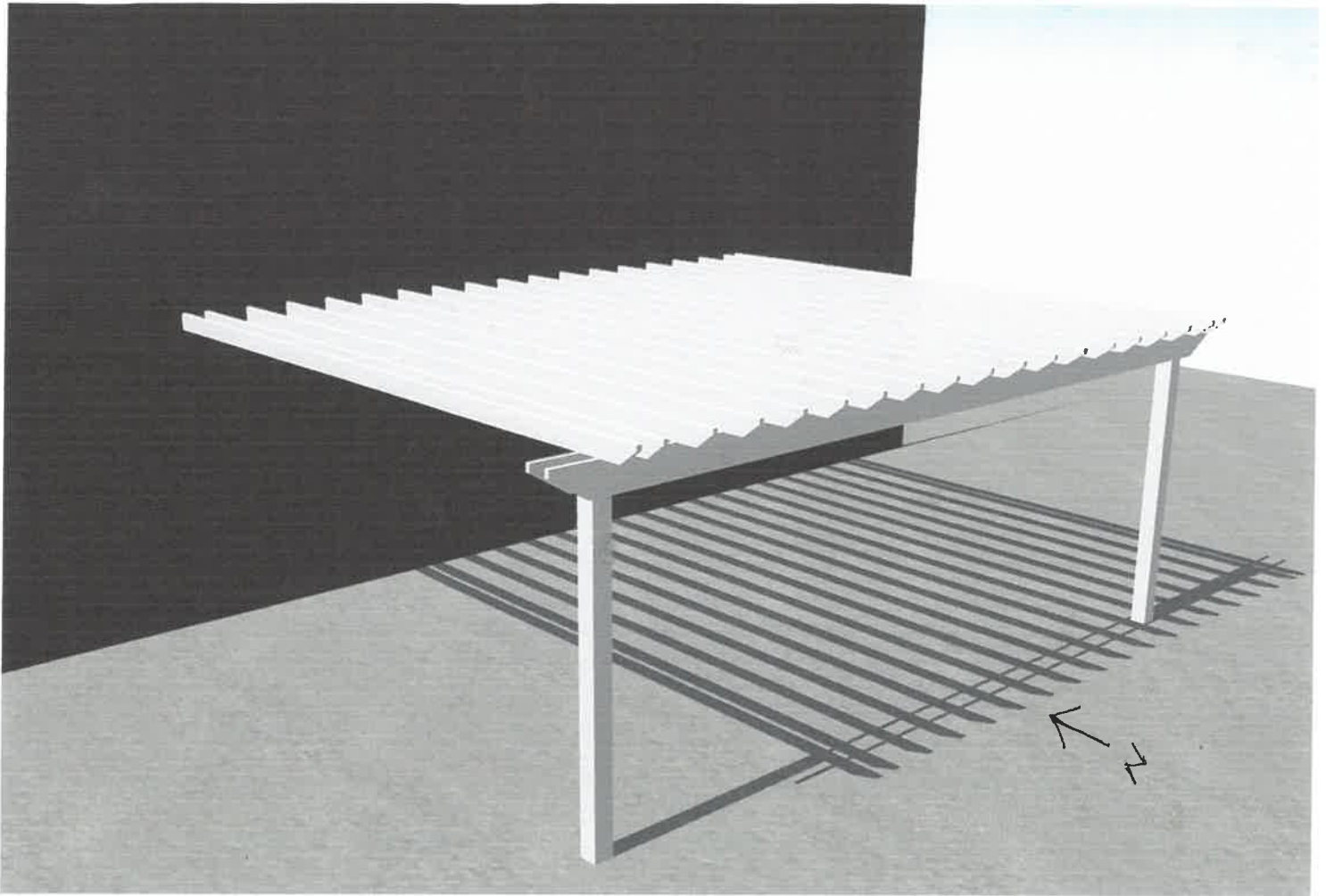
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Email: info@cardinalarchitectural.com

www.cardinalarchitectural.com





Administrative Staff Report

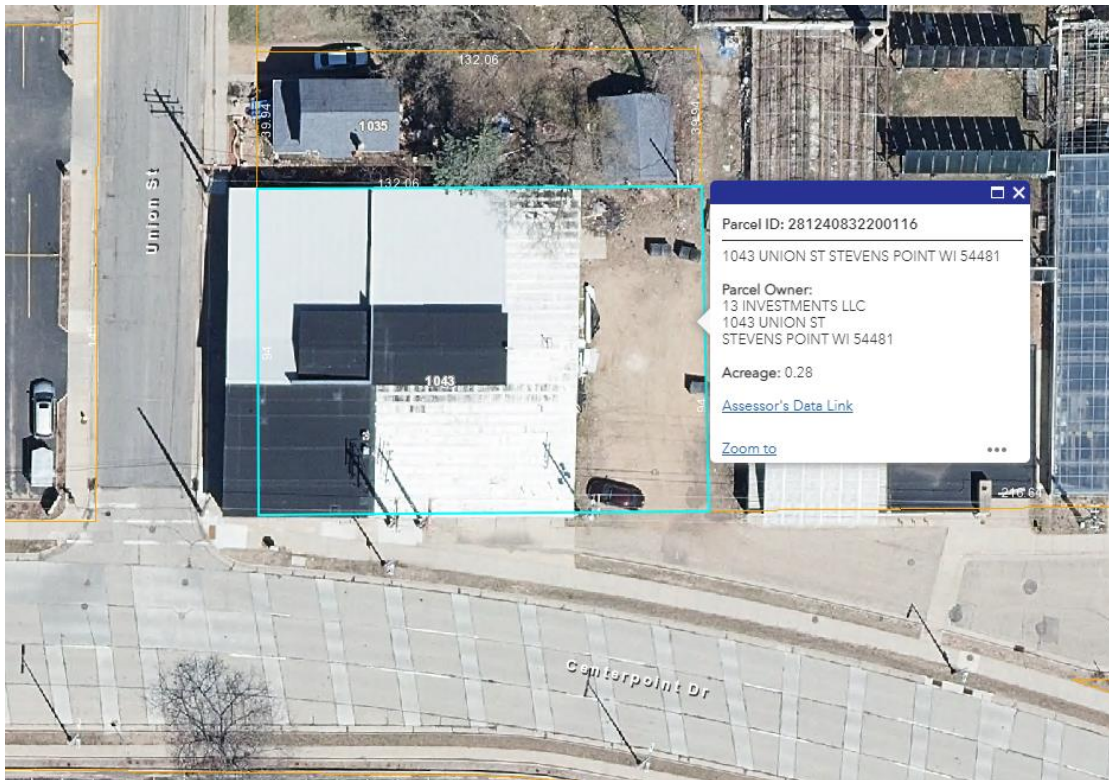


Design Review 1043 Union Street May 12, 2021

Department of Community Development
1515 Strong's Avenue, Stevens Point, WI
54481
Ph: (715) 346-1568 - Fax: (715) 346-1498

Applicant(s): - Nick Busa Staff: - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281240832200116 Zone(s): "B-2" Central Business Transition District Council District: - District 1 – Ald. Jennings Lot Information: - Actual Frontage: 226 feet - Effective Depth: 132 feet - Square Footage: 12,408 - Acreage: 0.285 Structure Information: - Year Built: 1950 (71 years) - Number of Stories: 1 Current Use: - Office and warehouse Applicable Regulations: - Chapter 22 - Downtown Design Guidelines	Request Request from Nick Busa for a design review to install a door at 1043 Union Street (Parcel ID 281240832200116). Attachment(s) - Application - Renderings / Photo's City Official Design Review / Historic District - Downtown Historic Design Review District Staff Recommendation Approve the design review to install a door at 1043 Union Street, subject to the following conditions: - The size, scale, material, color and detail of the door shall be consistent with other egress doors on the building. - A building permit shall be applied for and obtained prior to the start of construction. - The applicant shall adhere to applicable Building Code requirements, subject to the review and approval of the Commercial Building Inspector. - Staff shall have the authority to approve minor amendments to this request.
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Vicinity Map



Scope of Work

The applicant is requesting a design review to install a door along the western face of the building at 1043 Union Street. As the Commission may recall, the applicant has requested and obtained several design review certificates over the last five years. In 2019, the applicant requested and obtained a design review to install a second overhead garage door on the west façade. By installing the overhead door, the applicant sought to relocate one egress door (planned to be removed for installation of the overhead door) closer to Centerpoint Drive to preserve two ingress/egress locations along Union Street. While the second overhead door was installed, the second egress door was not.

According to Chapter 22 of the Revised Municipal Code of the City of Stevens Point, all work outlined within a design review certificate shall be completed within twelve months after issuance of the certificate.

Ch. 22(5)(2)(1): Expiration of Design Review Certificate

Compliance with design review certificates shall be completed within 12 months after the issuance of the certificate, and the work shall conform to the provisions of the certificate. The city may inspect the work during and after construction in order to assure compliance. Failure to comply with a design review certificate or failure to obtain a design review certificate shall be a violation of this section. In addition to other penalties and remedies, the city shall issue a stop work order, and all work shall cease on the designated property. No additional work shall be undertaken as long as such stop work order shall continue in effect.

As stated in the Commission's Design Guidelines, the "installation of new windows and doors" represents a 'major work' and requires the review and approval of the Historic Preservation / Design Review Commission. Staff have analyzed the request subject to applicable design guideline provisions. This analysis is discussed within the following section.



West Façade - Current

CHAPTER 22: HISTORIC PRESERVATION

Division 5.02 **Regulation of Construction, Reconstruction, Alteration, and Demolition**

No owner or person in charge of a historic structure or historic site, or property located within a historic district shall reconstruct, alter, or demolish all or any part of the exterior of such property or construct any improvement upon such designated property or properties or cause or permit any such work to be performed upon such property or demolish such property unless approval has been granted by the commission.

Upon the filing of any request for a design review certificate with the commission, the commission shall review the request in accordance with the design guidelines. If the commission determines that the application for a design review certificate and the proposed changes are consistent with the design guidelines, it shall issue the design review certificate. Upon the issuance of such certificate, any other required permits shall be obtained.

Guidelines of Review (numbers below pertain to the pertinent guideline standards)

*****Other standards within the design guidelines not specifically mentioned below have been reviewed and are met or not applicable pertaining to the proposed building improvement activities.**

WINDOWS AND DOORS (Sec. 3.4)

- 1. Retain and preserve historic windows and doors. All elements associated with historic windows and doors should be retained and preserved including frames, trim, sashes, muntins, glass, lintels, shutters, and hardware.**

Analysis: Two overhead doors, one ingress/egress door and three windows exist within the building's western façade. The proposed door would replace an existing window situated between the two overhead doors as shown above.

Findings: Unlike other buildings located within the Design Review District, this building is unique in that it has been continuously modified over the last five years, with significant transformations occurring on the west façade. The images below illustrate the changes relative to historic photos of the building.

The use of the building, while previously used for manufacturing and warehousing uses, is predominately used as an office. Given the limited off-street parking availability on the lot, the second overhead door requested in 2019 was sought to alleviate this issue. Similarly, this request to install a second egress door is intended to alleviate pedestrian traffic in and out of the building by providing another access point.

The images below point to the significant changes in window and door opening that have been made in the past. With these significant changes, the



West Façade - Proposed

historical integrity of the building is significantly diminished. Given this, staff believes that the installation of a second door would not be detrimental to the Design Review District and the requirements bestowed within it.

- 3. If replacement of a window or door unit is necessary, the new unit should be replaced to match the original in size, scale, material, detail, pane and/or panel configurations. Exterior aluminum clad is permitted to be installed on new wooden windows.**

Analysis: One window is proposed to be replaced on the west façade with a door closely matching other doors on the building.

Findings: While window openings exist and provide aesthetic appeal to the building's western façade, staff believes that it is not a character-defining element of the building. Additionally, given the land use of the property and how the building is configured, a second door is appropriate and is fitting for an office-use building. For example, office and commercial uses along some major arterials tend to have multiple pedestrian connections within a lot's principal building. By adding a second door, it further makes the building resemble an office-type use. Lastly, staff would recommend that the proposed door matches (i.e., design, color, size, etc.) other doors located on the building's façade.

- 11. Introduction of new window and door openings into the principal elevations of a structure is not recommended. If permitted, new openings should be proportionally the same as existing openings and should have matching sash, glass, sills, frames, casings, and muntin patterns.**

Analysis: The applicant is requesting to replace an existing window with a door along the building's western façade.

Findings: The building's façade has been significantly altered over years—evident by the historical photos shown below. With the building having little architectural elements and details, primarily due to how the building was constructed in the 1950's and the original use of the property (i.e., manufacturing), staff believes that the applicant's proposal would not reduce any historic significance of the building or the Design Review District.

Conclusion

Based on the findings above, staff believes that the aforementioned request meets applicable provisions within the Historic Preservation / Design Review Commission's Design Guidelines.

Building Images



2014 - South Façade Before



2014 - East Façade Before



2014 - West Façade Before



2014 - West Façade Garage Before



HISTORIC PRESERVATION/ DESIGN REVIEW COMMISSION

City of Stevens Point
Community Development Department

1515 Strongs Avenue, Stevens Point, WI 54481
P: (715) 346-1567 F: (715) 346-1498
communitydevelopment@stevenspoint.com
<http://stevenspoint.com>

APPLICATION FOR DESIGN REVIEW

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Assigned Case Manager	
Associated Permits or Applications (If any)				Pre-Application Conference Date	
Decision		Date Reviewed		Staff Signature	
Notes:					

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☐)	
Applicant Name	Paradise Solutions Inc.	Contact Name	
Address	1043 Union St.	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715.254.0679	Telephone	
Fax		Fax	
Email	nick.busa@psolit.com	Email	

OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? ☐)		PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed)	
Owner's Name	13 Investments LLC.	Owner's Name	
Address	1043 Union St.	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715.254.0679	Telephone	
Fax		Fax	
Email	nick.busa@psolit.com	Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
28124083220116		
Legal Description of Subject Property		
1043 Union St.		
Area of Subject Property (Acres/Sq Ft)		Area of Building or Structure (Sq Ft)
10,000		

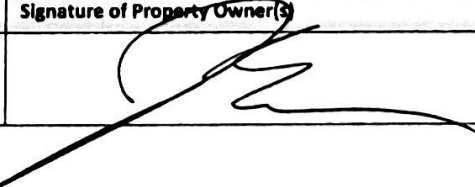
Current Zoning District(s)		Current Historic District(s) - Local, State, National	
Central Business Transistion		TIF District VI	
Designated Future Land Use Category	Current Use of Property	Proposed Use of Property	
Office Building			
Briefly describe the proposed building, structure construction, reconstruction or exterior alteration. Please also provide rationale for the design review request, along with the time schedule (if any) for the project. (Use additional pages if necessary)			
I'd like to re-add a man door to our garage. We had one before we put in the 2nd garage door. The design cert for that work has expired and I haven't got the man door in. I'd like to do that this year please.			
Will the proposed work detrimentally change, destroy or adversely affect any exterior architectural features of the improvement upon which said work is to be done? Explain you answer.			
No			
Does the proposed work match and harmonize with the external appearance of adjacent neighboring improvements. Explain your answer.			
Yes, adding a white man entrance door to garage			
Does the proposed work conform to the objectives of the historic preservation plan for said district (if any)? Explain you answer.			
Does the proposed work conform with the architectural design guidelines with emphasis on contextual issues including compatibility of size, volume proportions, rhythm, materials, detailing, colors, and expressiveness? (Historic Design Guidelines can be found at www.stevenspoint.com) Explain you answer.			

EXHIBITS

Letter to District Alderperson (www.stevenspoint.com/Directory)	☐	Additional Exhibits If Any (List):
Photographs of Building or Structure	☒	
Renderings or Elevations	☒	
Site Plan (for additions, and new construction)	☒	

CERTIFICATION AND SIGNATURE

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

Signature of Applicant	Date	Signature of Property Owner(s)	Date
	4.27.21		4.27.21

Current



Proposed Location 1



CITY OF STEVENS POINT

Design Review Certificate

The Historic Preservation / Design Review Commission of the City of Stevens Point in conformance with Chapter 22 and the City 's adopted Design Guidelines hereby grants permission for work to be performed on the premises listed below in accordance with the approved plans and conditions:

OWNER: Paradise Solutions Inc. **PREMISE:** 1043 Union Street (Parcel ID 281240832200116)

APPLICANT: Same as above.

HP /DRC APPROVAL DATE: June 5, 2019

WORK APPROVED: Install one or two garage doors as proposed on the west building facade.
CONDITIONS OF APPROVAL:

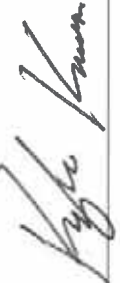
1. The garage door(s) shall match exactly with the existing garage door, in design, size, and color.
2. The Chairperson and Designated Agent shall have the authority to approve minor changes to the project.



Any Additional Work Will Require Separate Design Review

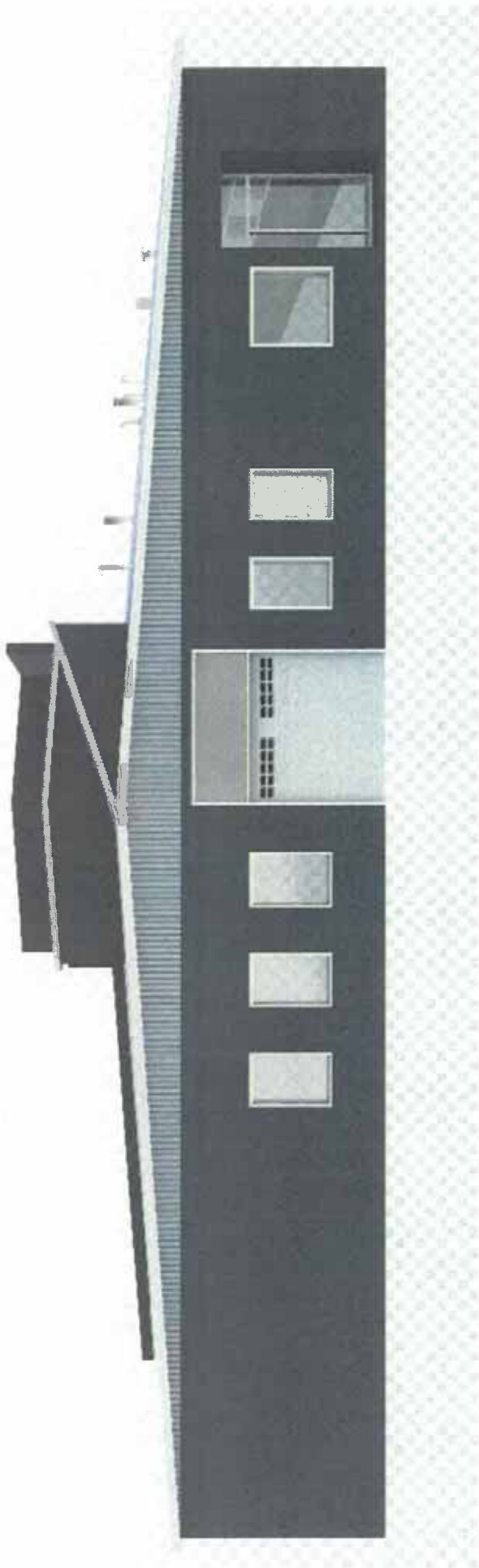
This certificate does not suffice as a building permit. All applicable building permits shall be obtained meeting City ordinance.

The City of Stevens Point Community Development Department hereby issue this design review certificate to the above applicant for activities described above. Changes to the above project or conditions specified shall receive approval prior to commencement from the City of Stevens Point Community Development Department and/or the Historic Preservation Design / Review Commission.

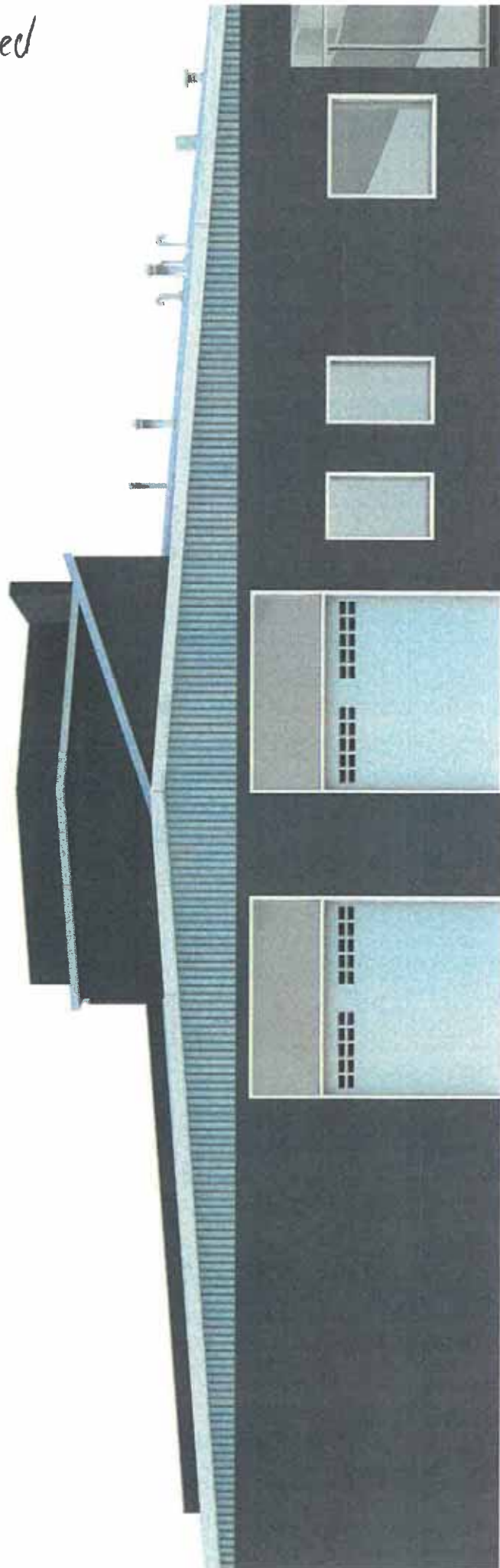
Issuer: 

Date: 06/06/19
Page 1

Current



Proposed







Administrative Staff Report

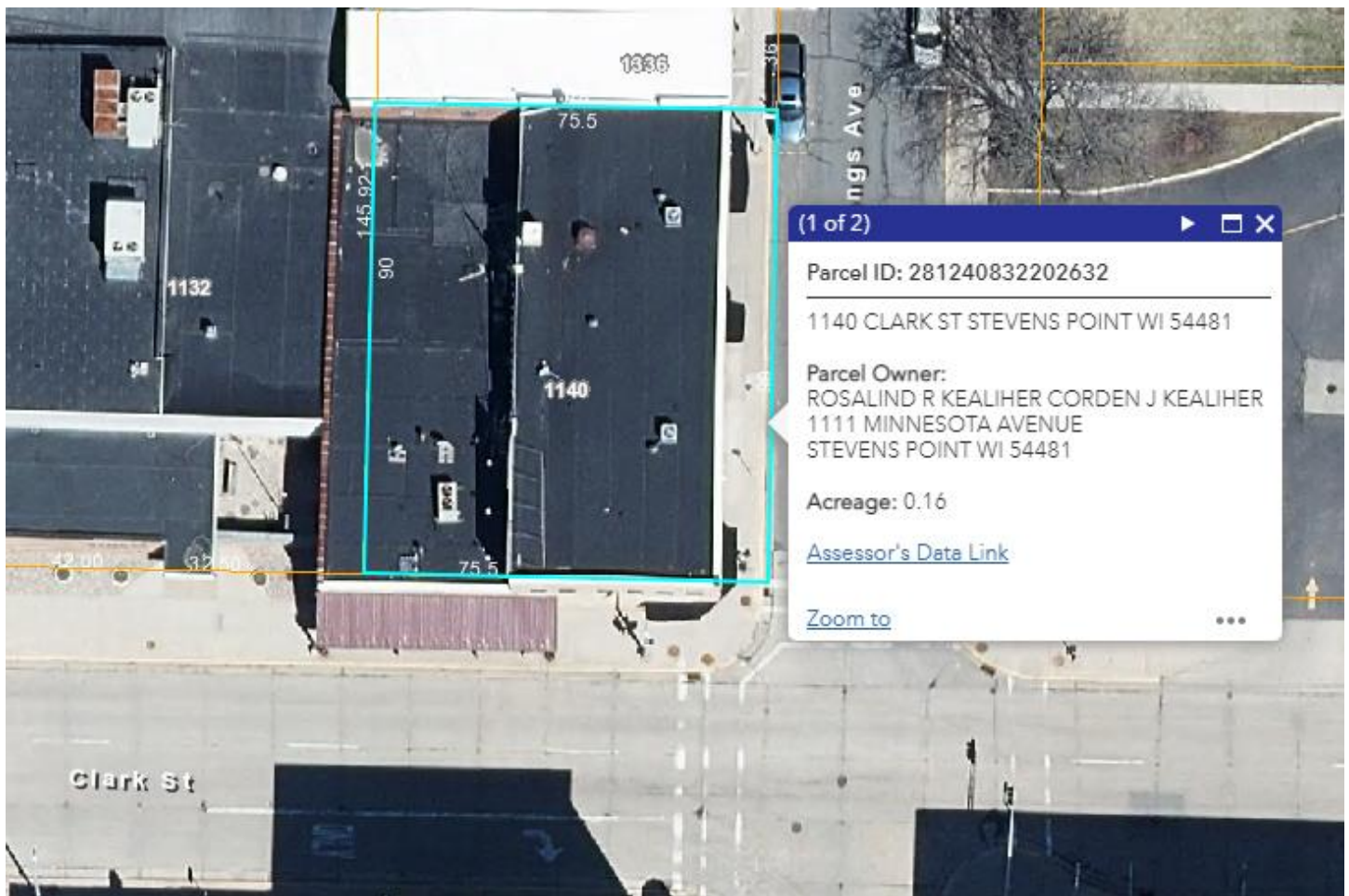


Design Review
1140 Clark Street
May 12, 2021

Department of Community Development
1515 Strongs Avenue, Stevens Point, WI
54481
Ph: (715) 346-1568 - Fax: (715) 346-1498

Applicant(s): - Rosalind Kealiher Staff: - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281240832202632 Zone(s): "B-3" Central Business District Council District: - District 1 – Ald. Jennings Lot Information: - Actual Frontage: 165.5 feet - Effective Depth: 90 feet - Square Footage: 6,795 - Acreage: 0.156 Structure Information: - Year Built: 1925 (96 years) - Number of Stories: 2 Current Use: - Restaurant Applicable Regulations: - Chapter 22 - Downtown Design Guidelines	Request Request from Rosalind Kealiher for a design review to re-roof the building at 1140 Clark Street (Parcel ID 281240832202632). Attachment(s) - Application - Renderings / Photo's City Official Design Review / Historic District - Downtown Historic Design Review District Staff Recommendation Approve the design review to re-roof the building at 1140 Clark Street, subject to the following conditions: - The roofing material shall be installed weather tight and be properly ventilated to prevent moisture retention and condensation. - Roofing material shall be adequately anchored to protect against wind and weather damage. - Roofing material shall be installed to ensure that proper drainage exists on the flat roof. - Roof ventilators and other mechanical items, as deemed necessary by the Commercial Building Inspector, shall be installed at locations not easily visible from the public right-of-way. - All building permits shall be applied for and obtained prior to the start of construction. - The designated agent shall have the ability to review and approve minor amendments to the submitted plan. - All work shall be completed within one year.
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Vicinity Map



Scope of Work

The applicant is requesting a design review to re-roof the building located at 1140 Clark Street—specifically, the lower roof located within the western half of the building. According to the applicant, the existing roof has reached its life expectancy and leaks are beginning to occur. As shown within the submitted contractor proposal, the request includes installing a 60mil SikaPlan roofing material. Unlike the existing rubber material that is affixed to the roof via an adhesive (e.g., rubber-based material), the proposal includes a single-ply material for fastening the PVC membrane in a seam over-lap. Unlike roofing materials that are affixed by hand, re-roof requests that are mechanically attached tend to be more weather tight and better anchored to the structure to reduce the likelihood of wind and weather damage. Lastly, the request includes changing the color of the roof membrane from a black appearance to a white appearance.

Based on the proposed alteration in roofing material, along with the change in color, this request is considered a 'major work' within the Historic Preservation / Design Review Commission's Design Guidelines. As such, the Commission shall issue a design review certificate prior to the work being completed.

The application and submitted materials have been reviewed in accordance with applicable design review requirements. An analysis of the request is detailed below.

Division 5.02 Regulation of Construction, Reconstruction, Alteration, and Demolition

No owner or person in charge of a historic structure or historic site, or property located within a historic district shall reconstruct, alter, or demolish all or any part of the exterior of such property or construct any improvement upon such designated property or properties or cause or permit any such work to be performed upon such property or demolish such property unless approval has been granted by the commission.

Upon the filing of any request for a design review certificate with the commission, the commission shall review the request in accordance with the design guidelines. If the commission determines that the application for a design review certificate and the proposed changes are consistent with the design guidelines, it shall issue the design review certificate. Upon the issuance of such certificate, any other required permits shall be obtained.

Guidelines of Review (numbers below pertain to the pertinent guideline standards)

*****Other standards within the design guidelines not specifically mentioned below have been reviewed and are met or not applicable pertaining to the proposed building improvement activities.**

ROOFS (Sec. 3.5)

- 1. Retain and preserve historic roofs and roofing materials including its overall design, shape, pitch, and line.**

Analysis: Although the roofing materials will be mechanically fastened to the building, the design, shape, pitch and line of the roof will not change. Although the material color will change from black to white, it will not be visible from the street and is consistent with other historic roofs within the Downtown Design Review District.

Findings: This standard is met.

- 2. Character-defining elements of historic roofs should be retained and preserved including dormer windows, chimneys, turrets, cupolas, and parapet walls. Eave overhangs, moldings and trim, and soffit boards should also be retained and preserved.**

Analysis: Parapet walls exist along the western façade of the building. Mechanical equipment is located in the front section of the roof near Clark Street.

Findings: As a condition of approval to this request, the parapet walls shall not be altered in any way as part of the re-roofing request.

- 3. The use of white, red, blue, green or very light colored shingles is strongly discouraged, as houses built prior to 1920 utilized dark shingles such as brown, grey and black.**

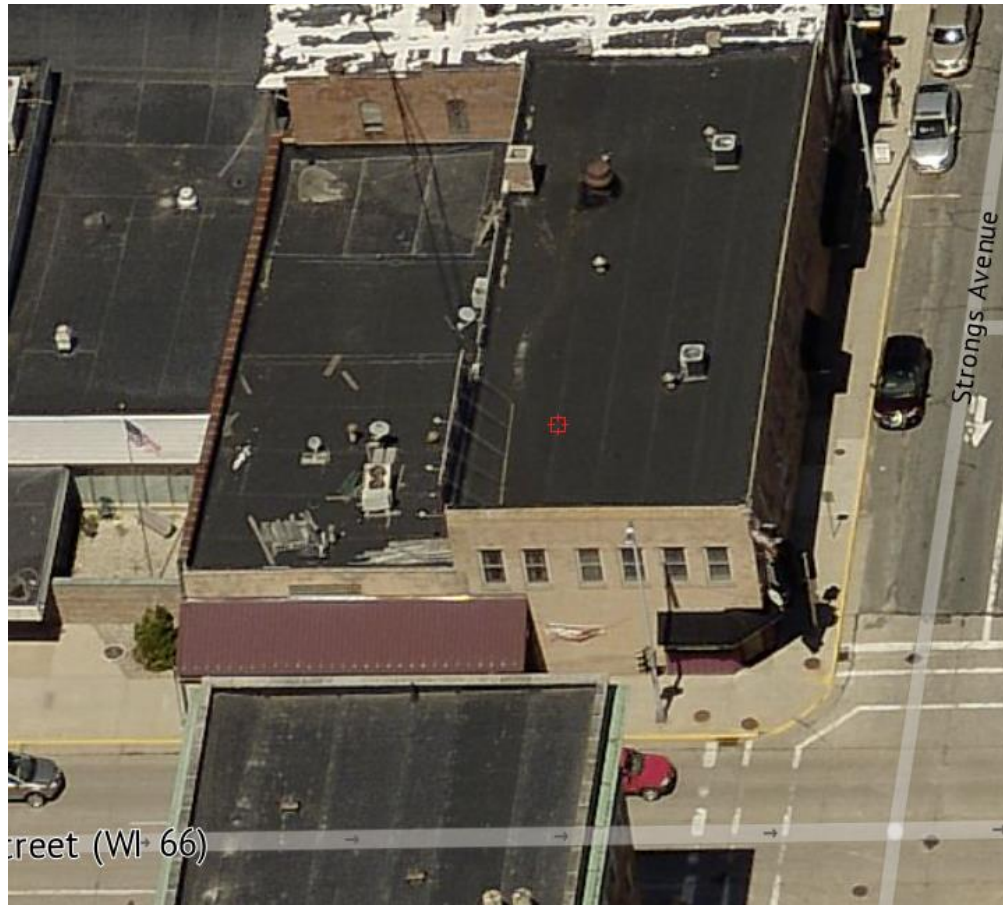
Analysis: Although shingles are not proposed to be used, the applicant is seeking to use a white, rubber material.

Findings: White colored roofs are commonplace among commercial buildings with flat roofs. For example, the Portage County Library building obtained a design review certificate from the Commission where the request was to change the roof color from black to white. As staff believes that this guideline is intended more for residential homes than commercial historic buildings, staff believes that this standard is met.

Conclusion

Based on the findings above, staff believes that the aforementioned request meets applicable provisions within the Historic Preservation / Design Review Commission's Design Guidelines.

Building Images





Strong Ave

Clark St



HISTORIC PRESERVATION/ DESIGN REVIEW COMMISSION

City of Stevens Point
Community Development Department

1515 Strongs Avenue, Stevens Point, WI 54481
P: (715) 346-1567 F: (715) 346-1498
communitydevelopment@stevenspoint.com
<http://stevenspoint.com>

APPLICATION FOR DESIGN REVIEW

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Assigned Case Manager	
Associated Permits or Applications (If any)				Pre-Application Conference Date	
Decision		Date Reviewed		Staff Signature	
Notes:					

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☐)	
Applicant Name	Rosalind Kealilene Rose House	Contact Name	Rosalind Kealilene
Address	1140 Clark St	Address	1111 Minnesota Ave
City, State, Zip	Stevens Point WI 54481	City, State, Zip	Stevens Point WI 54481
Telephone	(715) 997-9556	Telephone	(715) 513-0112
Fax		Fax	
Email	hello@rosehousevenue.com	Email	← Same

OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? ☒)		PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed)	
Owner's Name		Owner's Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
1140 Clark St		
Legal Description of Subject Property		
Corner of Strongs Ave and Clark St. Replacing wing on 1st floor level of building next to Elks Lodge on Clark St.		
Area of Subject Property (Acres/Sq Ft)		Area of Building or Structure (Sq Ft)

Current Zoning District(s)		Current Historic District(s) - Local, State, National	
Designated Future Land Use Category		Current Use of Property	Proposed Use of Property
nothing is changing			
Briefly describe the proposed building, structure construction, reconstruction or exterior alteration. Please also provide rationale for the design review request, along with the time schedule (if any) for the project. (Use additional pages if necessary)			
Need to replace the roof, want to replace it with a quality material that is more durable			
Will the proposed work detrimentally change, destroy or adversely affect any exterior architectural features of the improvement upon which said work is to be done? Explain your answer.			
No. only change is not visible from the ground. Material is white in color vs black rubber			
Does the proposed work match and harmonize with the external appearance of adjacent neighboring improvements. Explain your answer.			
Yes. other buildings in the area have upgraded to the same materials.			
Does the proposed work conform to the objectives of the historic preservation plan for said district (if any)? Explain your answer.			
It does ensure preservation and building quality			
Does the proposed work conform with the architectural design guidelines with emphasis on contextual issues including compatibility of size, volume proportions, rhythm, materials, detailing, colors, and expressiveness? (Historic Design Guidelines can be found at www.stevenspoint.com) Explain your answer.			
It is repair to continue quality for the long term preservation of our historic building and has no effect on these guidelines.			

EXHIBITS

Letter to District Alderperson (www.stevenspoint.com/Directory)	☐	Additional Exhibits If Any (List):
Photographs of Building or Structure	☐	
Renderings or Elevations	☐	
Site Plan (for additions, and new construction)	☐	

CERTIFICATION AND SIGNATURE

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

Signature of Applicant	Date	Signature of Property Owner(s)	Date

Contact Alderperson - District 1

First and Last Name: Rosalind Kealiher

Street Address: 1140 Clark St

City: Stevens Point (change City, State, and/or Zip as needed)

State: WI

Zip: 54481

Phone Number: 715-997-9556

Email Address: hello@rosehousevenue.com

Please enter your questions or comments below:

We are planning to get our roof replaced. The material is called 60 ml Sika, it is a more durable material than rubber, and is mechanically installed vs glued, which makes it more weather resistant. The change this will have on our historic building is that the flat roof will be white instead of the black rubber. This will only be visible from the birds eye view but is an alteration to a historic space regardless and will have to be discussed by the HPDRC, and as so, I am writing to let you know. Thank you.



Prepared for
Rosalind Kealiher
OF
Stevens Point, WI

Prepared by:
Kirk Haigh

Much More Than a Great Roof.

For your roofing project you deserve...

- Service that is dependable, professional, and responsive to your needs.
- A company that has been in business since 1985.
- A project that is done in a timely way and carefully cleaned up when done.
- Excellent workmanship with attention to detail from your initial call through project completion.
- Firm, competitive pricing with no hidden charges and doesn't change without your authorization.
- A contractor that is fully insured and bonded.

We give you roofing systems that meet your specific need.

- ^ FiberTite and Sika Sarnafil membranes for exceptional durability - white, reinforced, and heat-welded.
- ^ DECRA stone coated metal roofing for a long track record of durability and beauty.
- ^ GAF asphalt shingles backed by the Golden Pledge warranty for lasting protection and good looks.
- ^ Marathon Metals standing seam metal roofing for functional aesthetic appeal.
- ^ Johns Manville and GenFlex EPDM rubber for low cost protection.

VISIT US AT

KULPROOF.COM

OR VISIT OUR SHOWROOM 2.5 MILES EAST OF STRATFORD ON HIGHWAY 153

The Kulp's team.



Our home.



Our current state certifications



Proposal

January 12, 2021

Rosalind Kealiher
1140 Clark St
Stevens Point, WI 54481
(715)513-0112

SCOPE OF WORK

Kulp's of Stratford, LLC proposes to perform labor and supply all necessary materials for the completion of the project as follows:

Description of project(s) to be completed: For the lower roof (see attached photo), we will install either 60mil SikaPlan or 60mil EPDM. Please note, there will be an option for removing the existing roofing.

Permits

Kulp's of Stratford performs work in a large geographic area that includes hundreds of municipalities. As permit requirements and costs are constantly changing it works well when building owners obtain necessary permits. If you would like aid in obtaining a permit, or would like the costs included in your proposal, please let us know and we would be happy to assist you.

Insurance

Kulp's of Stratford, LLC shall provide workers compensation and liability insurance as detailed on our certificate of insurance. Kulp's maximum liability is the limits of this insurance. A certificate of insurance will be issued upon request.

Safety

1. Safety is of primary importance to Kulp's Of Stratford.
2. We will set up required safety equipment at site needed to comply with OSHA construction guidelines including barricades, safety lines, rubbish chutes, etc.
3. Written HazCom programs and MSDS sheets will be on project site at all times.
4. All materials and equipment hoisted to the rooftop and secured against wind and water damage.

Section For 60mil EPDM

\$28,756.00

Section For 60mil SikaPlan

\$29,804.00

Section For Existing Membrane Removal add:

\$4,096.00



Specification and Clarifications

Section for Flat Roofing

1. 1/4 " DensDeck Cover Board installed over existing insulation.
2. Johns Manville 60 mil EPDM or 60mil SikaPlan (white) mechanically attached to the insulation.
3. All seams and details done according to manufacturers specifications.
4. 24 gauge Kynar 500 sheet metal related to flat roofing is included in this section including coping and metal edging.
5. Details will be done according to Manufacturer's Specifications.
6. Reference materials for details are the NRCA Waterproofing Manual, and the Architectural Sheet Metal Manual by SMACNA, International Building Code, and other applicable industry publications.
7. Manufacturer's 10 15 20 year Standard labor and materials warranty.



Assumptions and Exclusions

1. We assume that the deck consists of wood.
2. There is no allowance in base proposal for ice or snow removal.
3. We will be penetrating the roof deck with screws for this project. We may hit conduit or other mechanical lines under the roof deck with these screws. Screw length will be chosen to eliminate this to the greatest extent possible. There is no allowance in this proposal for repair of mechanical.
4. Kulp's of Stratford performs work in a large geographic area that includes hundreds of municipalities. As permit requirements and costs are constantly changing it works well when building owners obtain necessary permits. If you would like aid in obtaining a permit, or would like the costs included in your proposal, please let us know and we would be happy to assist you.
5. Proposal does not include electrical, mechanical, or plumbing disconnections or changes that may be necessary to perform work on roof or increase the heights of roof penetrations such as curbs or pipes to accommodate additional insulation. It is the owner's responsibility to secure and schedule such services prior to start of the project. Please discuss with your Kulp's of Stratford sales professional before accepting this proposal.

Kulp's of Stratford, LLC proposes to furnish labor and materials with applicable taxes to install ROOFING SYSTEM in accordance with the above specifications for the sum above.

↳ This price is premised on using AIA contract language in contract from General Contractor.

↳ In order to secure a place in Kulp's schedule, we will need to have a signed contract from our client one month prior to commencing with the project.

↳ At the time of contract signing we will need a construction schedule clearly indicating the date range during which our portion of the project is to be completed. Changes to that schedule less than 30 days before the originally scheduled start date may cause a disruption to Kulp's schedule and make it impossible for Kulp's to fully meet the revised expectations. Timely communication is of the essence in order to avoid scheduling conflicts.

↳ Industry Standard Cash Terms for all systems: 50% deposit, another 20% when materials are delivered and balance at substantial completion of our scope of work unless arranged. Financing can be arranged.

↳ Any amount in default of the payment schedule above will bear an interest rate of 1.5% per month.

↳ All work will be performed in accordance with this proposal and the accompanying contract. Items outside of the scope of this proposal may be addressed by an Additional Work Order. No handwritten changes may be made to either the scope, specifications, or pricing contained in this proposal, unless initialed by both parties to the contract. Verbal changes or additions will not be honored without proper documentation.

↳ Concerning metal applications: Kulp's of Stratford's training, experience, and professionalism enables us to minimize subtle imperfections on metal applications generally called oil canning. There are many variables that contribute to oil canning but one significant factor is surface condition. We take prudent steps to minimize oil canning, but since there are no perfect surfaces, (such as roofs, fascia, and walls), please be advised, the pricing and specifications of your project are based on the knowledge that oil canning can occur and this is not a reason to reject or change the price of a metal application project. If oil canning is of significant concern, please be sure to ask your Kulp's of Stratford sales representative to price additional options that could potentially minimize oil canning further. Supplementary information is available from the NRCA at <http://docserver.nrca.net:8080/technical/6771.pdf>.

↳ We do not guarantee that our work will either eliminate current or prevent future insect or animal infestation in or around the structure.

↳ Kulp's reserves the right to call client back within a year of proposal date. This will not violate No-Call List.

↳ Snow and ice removal is not included in this proposal and will be an extra charge if performed by Kulp's.

↳ Providing your fax number or email address constitutes an express invitation to send you fax or email advertisements about future Kulp's programs.

↳ This proposal may be withdrawn if not accepted within 30 days.

↳ Proposal does not include electrical, mechanical, or plumbing disconnections or changes that may be necessary to perform work on roof or increase the heights of roof penetrations such as curbs or pipes to accommodate additional insulation. It is the owner's responsibility to secure and schedule such services prior to start of the project. Please discuss with your Kulp's of Stratford sales professional before accepting this proposal.

Kulp's of Stratford, LLC proposes to furnish labor and materials with applicable taxes to install ROOFING SYSTEM in accordance with the above specifications for the sum above.

↳ **TERMS: 50% deposit and balance at substantial completion of our scope of work unless otherwise arranged. Projects greater than \$20,000 may require additional monthly progress.**

↳ **TERMS: 15% deposit will lock in your price. An additional 35% will be required three to six weeks prior to the start of the project. Projects greater than \$20,000 may require additional monthly progress billings**

Project Manager Callback Date

Additional Provisions

Project Checklist

Roof Color
Color

Flashing

ACCEPTANCE OF PROPOSAL

Options not selected are blacked out on the previous page, and the final original agreement amount is written in the blank below. The above specifications, prices, and conditions are accepted. Kulp's Of Stratford is authorized to do the work as specified. Payment will be made as follows

\$ _____ Total Agreement Amount Check Number(s) _____.

\$ _____ Deposit 15% to hold until project is scheduled.

\$ _____ Deposit

\$ _____ Additional 35% prior to project starting

\$ _____ Balance

\$ _____ Due at Completion

Submitted By **x Kirk Haigh**

Kulp's Of Stratford, LLC

Date

Accepted By **x**

Owner

x

Date

Accepted By **x**

Owner

x

Date

Flashing Color Selection Guide

Color Selection Guide



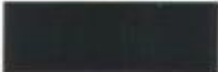
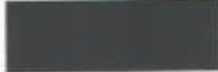
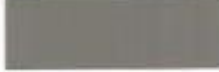
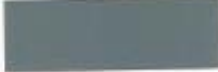
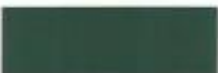
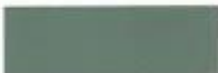
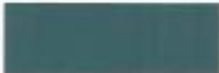
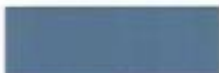
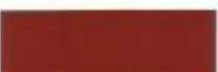
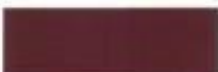
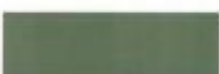
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ULTRA-CLAD™ is also **ULTRA-Cool®**

Cool coatings with premium heat-reflective technology from BASF

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*Matte Black	*Charcoal	*Slate Gray	Yorktown
			
*Hartford Green	Teal Patina	Taupe	Stone White
			
*Classic Green	Hemlock Green	Teal	*Bone White
			
*Terra Cotta	Regal Red	*Slate Blue	*Almond
			
*Colonial Red	Burgundy	Royal Blue	Sandstone
			
*Mansard Brown	*Dark Bronze	*Medium Bronze	Sierra Tan
			
Champagne	Silver	Aged Copper	*Copper Penny

* Also available in 26 gauge SMP



MEMORANDUM

To: Historic Preservation / Design Review Commission

From: Adam Kuhn, Associate Planner / Zoning Administrator

CC: Ryan Kernosky, Director of Community Development

Date: May 12, 2021

RE: Design Reviews for Mural Requests

Commissioners –

Greg Wright, representing Create Portage County, is seeking a design review to paint a mural at the following addresses:

- East-facing wall at 945 Clark Street
- North-facing wall at 836 Main Street
- North-facing wall at 1000 & 1008 Main Street

The following sections provide a description of the murals requested at each location.

836 Main Street:

Create Portage County has received funding from the NEA, the Women's Suffrage Centennial Commission and private donors to commemorate the passage of the 19th Amendment in 1920. The proposed mural, shown below, is proposed to be located on the building's north-facing façade. Given that the northern façade is currently painted over, staff believes that the proposed mural is appropriate and will not hide architectural details of the façade. An examination of applicable design guidelines are discussed below:

Exterior Walls (Sec. 3.1)

4. Paint should not be applied to unpainted wall surfaces.

www.stevenspoint.com

Open Records Rider: The City of Stevens Point is subject to Wisconsin Statutes relating to public records. Communication, such as this document, sent or received by City employees are subject to these laws. Unless otherwise exempted from the public records law, senders and receivers of City communication should presume that the communications are subject to release upon request, and to state record retention requirements.

Analysis: The northern façade is painted with a white finish. One second story window exists on the far corner of the façade.

Findings: The request to paint the northern façade would conform with this guideline.

Masonry (Sec. 3.2.2)

5. Paint should not be applied to masonry surfaces that were historically not painted.

Analysis: The northern façade has been painted as indicated in historical photos.

Findings: This standard is met.

6. Removal of paint from a masonry structure is encouraged when the underlying masonry units are character-defining and are in good condition, and only if safe and proper paint removal procedures are used resulting in no damage to the masonry.

Analysis: Historical photos indicate that the white paint has existed for several decades.

Findings: Given the longevity of the painted wall, it may be difficult to remove it without damaging the masonry. If the paint layer were removed, it would require extensive brushing or sandblasting would could damage the façade.

Paint (Sec. 6.2)

9. Masonry surfaces were historically unpainted and should not be painted. Paint previously painted masonry materials in colors that reflect the original underlying material.

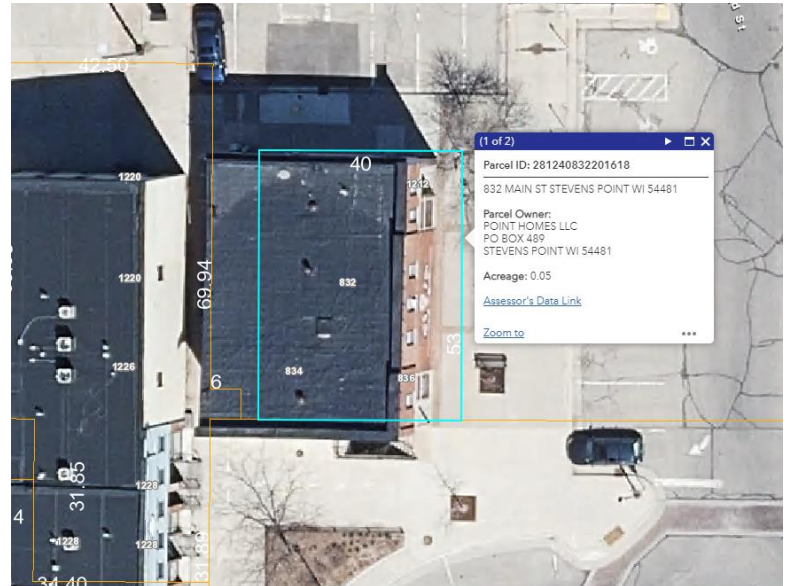
Analysis: Given the pursuit of painted murals in downtown Stevens Point and their significance and relation to the City's history, a mural over a previously painted masonry surface may be warranted. The standard of using colors that reflect the underlying material does not really apply to murals, but rather the actual painting of the brick. Furthermore, the painted area is quite visible on the façade and appears as a white slate that creates an unappealing aesthetic to the building.

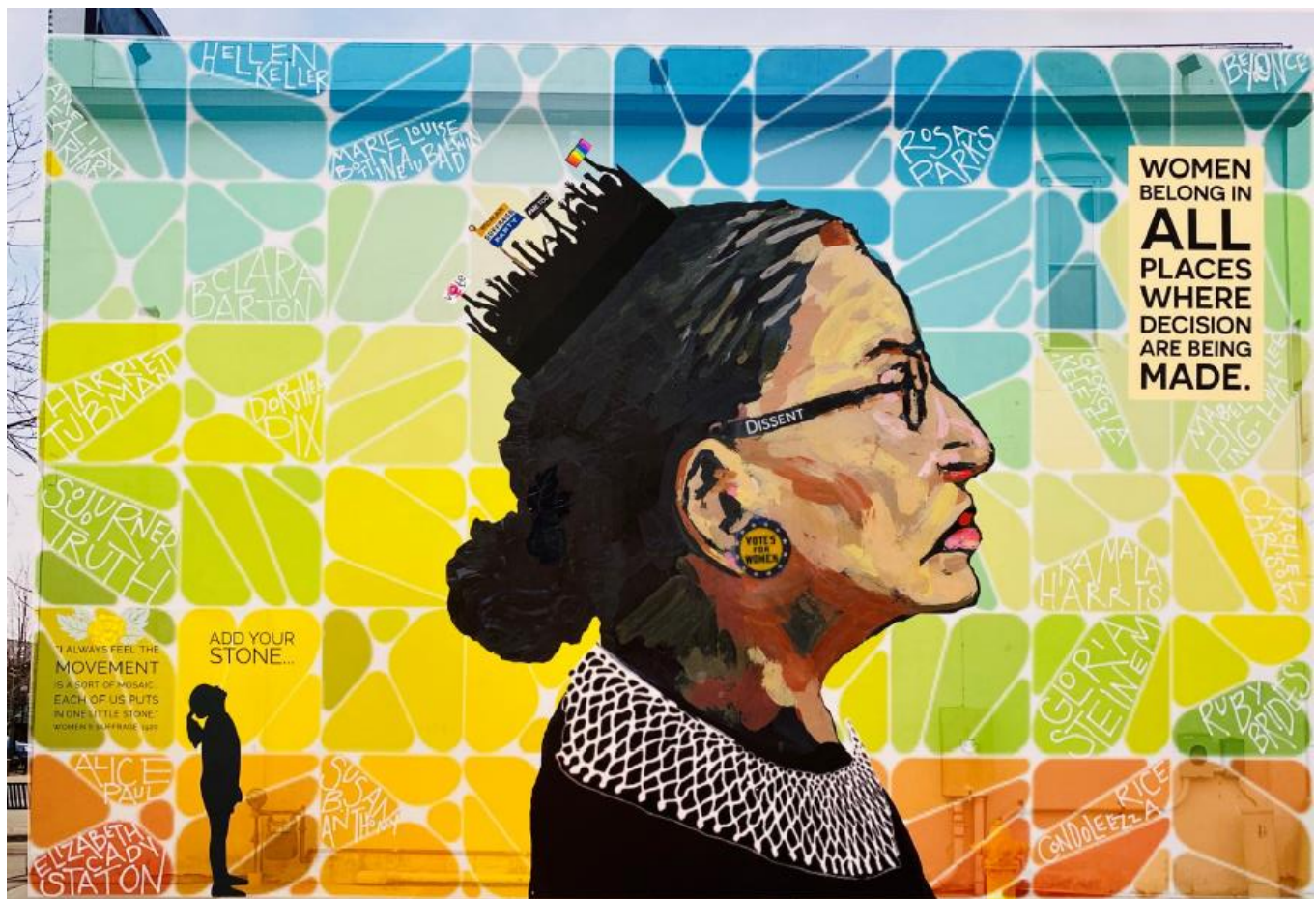
Findings: This standard is met.

A map and additional photos of the northern façade at 836 Main Street have been provided below. Staff would recommend approval of the proposed mural, subject to the following conditions:

1. The paintable mural area shall not encroach into the unpainted brick and shall be confined to the northern façade of the building.
2. Artwork shall incorporate history and shall not be a sign. Should text be used, its basis shall be solely based on historical significance.

3. The designated agent shall have the ability to review and approve minor amendment to the request.





945 Clark Street:

Create Portage County has received a concept drawing from the Paint the County initiative. Please note that a conceptual drawing of the mural has not been provided at the time of agenda publication, but is planned to be presented during the May 12th meeting. An examination of applicable design guidelines are discussed below:

Exterior Walls (Sec. 3.1)

4. Paint should not be applied to unpainted wall surfaces.

Analysis: The eastern façade is painted with a white finish.

Findings: The request to paint the eastern façade would conform with this guideline.

Masonry (Sec. 3.2.2)

5. Paint should not be applied to masonry surfaces that were historically not painted.

Analysis: The eastern façade has been painted as indicated in historical photos. Please note that the original building was expanded in the 1990s and 2000s to accommodate the area where the mural is proposed to be located.

Findings: This standard is met.

6. Removal of paint from a masonry structure is encouraged when the underlying masonry units are character-defining and are in good condition, and only if safe and proper paint removal procedures are used resulting in no damage to the masonry.

Analysis: Historical photos indicate that the original building had a significantly smaller footprint as what currently exists. The eastern wall has been painted white since its creation.

Findings: Given the longevity of the painted wall, it may be difficult to remove it without damaging the masonry. If the paint layer were removed, it would require extensive brushing or sandblasting which could damage the façade.

Paint (Sec. 6.2)

9. Masonry surfaces were historically unpainted and should not be painted. Paint previously painted masonry materials in colors that reflect the original underlying material.

Analysis: Given the pursuit of painted murals in downtown Stevens Point and their significance and relation to the City's history, a mural over a previously painted masonry surface may be warranted. The standard of using colors that reflect the underlying material does not really apply to murals, but rather the actual painting of the brick.

Findings: This standard is met.

A map and additional photos of the eastern façade at 945 Clark Street have been provided below. Staff would recommend approval of the proposed mural, subject to the following conditions:

1. The mural design shall be submitted for review and approval before the Historic Preservation / Design Review Commission.
2. The paintable mural area shall be confined to the eastern façade of the building.
3. Artwork shall incorporate history and shall not be a sign. Should text be used, its basis shall be solely based on historical significance.
4. The designated agent shall have the ability to review and approve minor amendment to the request.





DEC 1977



1000 & 1008 Main Street:

Create Portage County is working with Recycling Connections to install a mural honoring their 40th anniversary. While the mural design is not finalized in time for publication, it is planned to integrate a nature and environmental theme. A mural design is planned to be presented during the May 12th meeting. An examination of applicable design guidelines are discussed below:

Exterior Walls (Sec. 3.1)

4. Paint should not be applied to unpainted wall surfaces.

Analysis: The northern façade is painted with a red finish at the 1000 Main Street address and a cream color at the 1008 Main Street address.

Findings: The request to paint the northern façades would conform with this guideline, especially due to peeling paint being evident on the building.

Masonry (Sec. 3.2.2)

5. Paint should not be applied to masonry surfaces that were historically not painted.

Analysis: While historic photos are not available to depict exactly when paint was first applied, it was likely several decades ago given the paint currently peeling.

Findings: This standard is met.

6. Removal of paint from a masonry structure is encouraged when the underlying masonry units are character-defining and are in good condition, and only if safe and proper paint removal procedures are used resulting in no damage to the masonry.

Analysis: Given the longevity of the painted wall, it may be difficult to remove it without damaging the masonry. If the paint layer were removed, it would require extensive brushing or sandblasting would could damage the façade.

Findings: This standard is met.

Paint (Sec. 6.2)

9. Masonry surfaces were historically unpainted and should not be painted. Paint previously painted masonry materials in colors that reflect the original underlying material.

Analysis: Given the pursuit of painted murals in downtown Stevens Point and their significance and relation to the City's history, a mural over a previously painted masonry surface may be warranted. The standard of using colors that reflect the underlying material does not really apply to murals, but rather the actual painting of the brick.

Findings: This standard is met.

A map and additional photos of the northern façade at 1000 & 1008 Main Street have been provided below. Staff would recommend approval of the proposed mural, subject to the following conditions:

1. The mural design shall be submitted for review and approval before the Historic Preservation / Design Review Commission.
2. The paintable mural area shall be confined to the northern façade of the building.
3. Artwork shall incorporate history and shall not be a sign. Should text be used, its basis shall be solely based on historical significance.
4. The designated agent shall have the ability to review and approve minor amendment to the request.







HISTORIC PRESERVATION/ DESIGN REVIEW COMMISSION

City of Stevens Point
Community Development Department

1515 Strongs Avenue, Stevens Point, WI 54481
P: (715) 346-1567 F: (715) 346-1498
communitydevelopment@stevenspoint.com
<http://stevenspoint.com>

APPLICATION FOR DESIGN REVIEW

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Assigned Case Manager	
Associated Permits or Applications (if any)				Pre-Application Conference Date	
Decision		Date Reviewed		Staff Signature	
Notes:					

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☐)	
Applicant Name	CREATE Portage County	Contact Name	Greg Wright
Address	PO Box 565	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715.254.0460	Telephone	
Fax		Fax	
Email	gregw@createportagecounty.org	Email	

OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? ☐)		PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed)	
Owner's Name	Noah Eschenbauch	Owner's Name	
Address	836 Main Street	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715.252.1184	Telephone	
Fax		Fax	
Email	noaheschenbauch@gmail.com	Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
Legal Description of Subject Property		
North-facing wall of the Mitchell Square Building at 836 Main St.		
Area of Subject Property (Acres/Sq Ft)		Area of Building or Structure (Sq Ft)

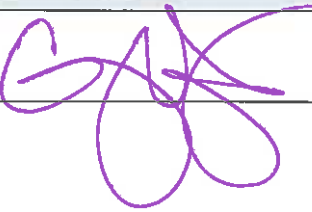
Current Zoning District(s)		Current Historic District(s) - Local, State, National	
		Historic Downtown	
Designated Future Land Use Category	Current Use of Property	Proposed Use of Property	
	Retail	No Change	
Briefly describe the proposed building, structure construction, reconstruction or exterior alteration. Please also provide rationale for the design review request, along with the time schedule (if any) for the project. (Use additional pages if necessary)			
CREATE received funding from the NEA and the Women's Suffrage Centennial Commission, as well as private donors, to commemorate the 100th Anniversary of the 19th Amendment through public art. The murals will incorporate inspirational quotations authored by women from marginalized backgrounds.			
Will the proposed work detrimentally change, destroy or adversely affect any exterior architectural features of the improvement upon which said work is to be done? Explain your answer.			
No. This surface is not historic brick and has already been painted.			
Does the proposed work match and harmonize with the external appearance of adjacent neighboring improvements. Explain your answer.			
Yes. The historic downtown has a sizeable mural collection that works in harmony with the historic architectural features. This collection continues to draw both residents and tourists, improving business traffic. We select all our murals for their capacity to be an iconic landmarks that become staple locations for pictures, helping people to celebrate their time in Point and thus to market the community.			
Does the proposed work conform to the objectives of the historic preservation plan for said district (if any)? Explain your answer.			
Yes. The particular content of this mural celebrates a significant national milestone and will make more residents in our community feel inspired by and connected to history.			
Does the proposed work conform with the architectural design guidelines with emphasis on contextual issues including compatibility of size, volume proportions, rhythm, materials, detailing, colors, and expressiveness? (Historic Design Guidelines can be found at www.stevenspoint.com) Explain your answer.			
Yes.			

EXHIBITS

Letter to District Alderperson (www.stevenspoint.com/Directory)	☒	Additional Exhibits If Any (List):
Photographs of Building or Structure	☒	Photos of proposed mural art.
Renderings or Elevations	☐	
Site Plan (for additions, and new construction)	☐	

CERTIFICATION AND SIGNATURE

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

Signature of Applicant	Date	Signature of Property Owner(s)	Date
	5/3/2021		4-30-21

WOMEN
BELONG IN
ALL
PLACES
WHERE
DECISION
ARE BEING
MADE.



ADD YOUR
STONE...

"I ALWAYS FEEL THE
MOVEMENT
IS A SORT OF MOSAIC.
EACH OF US PUTS
IN ONE LITTLE STONE."
WOMEN'S SUFFRAGE 1920





HISTORIC PRESERVATION/ DESIGN REVIEW COMMISSION

City of Stevens Point
Community Development Department

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Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

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PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? ☐)		PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed)	
Owner's Name		Owner's Name	
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City, State, Zip		City, State, Zip	
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PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
Legal Description of Subject Property		
Area of Subject Property (Acres/Sq Ft)		Area of Building or Structure (Sq Ft)

Current Zoning District(s)		Current Historic District(s) - Local, State, National	
Designated Future Land Use Category	Current Use of Property	Proposed Use of Property	
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Will the proposed work detrimentally change, destroy or adversely affect any exterior architectural features of the improvement upon which said work is to be done? Explain your answer.			
Does the proposed work match and harmonize with the external appearance of adjacent neighboring improvements. Explain your answer.			
Does the proposed work conform to the objectives of the historic preservation plan for said district (if any)? Explain your answer.			
Does the proposed work conform with the architectural design guidelines with emphasis on contextual issues including compatibility of size, volume proportions, rhythm, materials, detailing, colors, and expressiveness? (Historic Design Guidelines can be found at www.stevenspoint.com) Explain your answer.			

EXHIBITS

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Renderings or Elevations	☐	
Site Plan (for additions, and new construction)	☐	

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Signature of Applicant	Date	Signature of Property Owner(s)	Date



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Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
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PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
Legal Description of Subject Property		
Area of Subject Property (Acres/Sq Ft)		Area of Building or Structure (Sq Ft)

Current Zoning District(s)		Current Historic District(s) - Local, State, National	
Designated Future Land Use Category	Current Use of Property	Proposed Use of Property	
Briefly describe the proposed building, structure construction, reconstruction or exterior alteration. Please also provide rationale for the design review request, along with the time schedule (if any) for the project. (Use additional pages if necessary)			
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Does the proposed work match and harmonize with the external appearance of adjacent neighboring improvements. Explain your answer.			
Does the proposed work conform to the objectives of the historic preservation plan for said district (if any)? Explain your answer.			
Does the proposed work conform with the architectural design guidelines with emphasis on contextual issues including compatibility of size, volume proportions, rhythm, materials, detailing, colors, and expressiveness? (Historic Design Guidelines can be found at www.stevenspoint.com) Explain your answer.			

EXHIBITS

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Renderings or Elevations	☐	
Site Plan (for additions, and new construction)	☐	

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Signature of Applicant	Date	Signature of Property Owner(s)	Date



MEMORANDUM

To: Historic Preservation / Design Review Commission

From: Adam Kuhn, Associate Planner / Zoning Administrator

CC: Ryan Kernosky, Director of Community Development

Date: May 12, 2021

RE: Design Review for Awning Fabric Replacement – 904 Main Street

Commissioners –

During the April 7, 2021 meeting of the Historic Preservation / Design Review Commission, the Commission reviewed and discussed a design review request by Craig Cook to replace the awning fabric at 904 Main Street. Discussions during the design review centered on the allowance of semi-circular awnings on the property. According to the City's Sign Code, semi-circular awnings are reviewed on a case-by-case basis within the "B-3" Central Business Zoning District. In contrast, semi-circular awnings are discouraged within the Commission's Design Guidelines.

As shown within the attached staff report, staff outlined that a semi-circular awning has been affixed to the building's southern façade for several decades. Given that there is historical evidence of an awning on the historic building, staff believes that it is appropriate to approve the fabric being approved. Please note that if the request was to replace the awning (i.e., shell and fabric) with another semi-circular awning, staff would likely be against it given its allowance within the City's Design Review District.

The Commission moved to postpone action on the design review, in part, based on the applicant not being able to attend the meeting. Following the April 7th meeting, staff shared the Commission's thoughts on the request to the applicant. Within the agenda packet includes a letter, written to the Commission, from the applicant that discusses his desire to "retain the current barrel style awning and the many protections and look[s] it

www.stevenspoint.com

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provides." The applicant is planning to attend the May 12th meeting and can provide additional comment to the Commission.

Fall Line Outfitters Co. & Fly Shop
904 Main St.
Stevens Point, WI 54481

14 April 2021

For: Historic Preservation / Design Review Commission

Dear HPDRC,

My name is Craig Cook, Owner and Operator of Fall Line Outfitters Co. and Fly-Fishing shop currently located at 1336 Strongs Ave, Stevens Point, WI.

I wanted to first apologize for not being available for questions when the HPDRC met on 7 April 2021. As a small business owner and only full-time employee I could not logged on to the zoom call as it was during business hours and had customers in the store.

I wanted to give the HPDRC a little background on myself and my business. Fall Line Outfitters was created back in 2018, prior to my military retirement in August of 2019. I spent 22 years serving in the United States Army with three combat tours to Iraq during that time and after my service I wanted to start my own business. In 2019 we rented out our current space 1336 Strongs Ave as a full-service outdoor apparel store and fly-fishing store with 2 guides for fly fishing and helping others with gear to get outside. In October of 2020, we came to an agreement to purchase 904 Main St with Pete and Linda Leder who had owned the building since the 1980's and ran their own small insurance business from then till the early 2000's when they retired.

Fall Line Outfitters belongs in the downtown, it was especially important for us to place roots in Stevens Point and the most important factor was to have our business inside an old historic building. Our overall plans are to return the inside of 904 Main street back to how it originally looked back in 1903 when the building was built. We are currently restoring the original tongue and groove 12ft high ceilings, opening the original brick walls to give current Stevens Point citizens and citizens who visit our great city a look into our past.

The current awning that is on the building was put into service back in the late 80's (per previous owners). It has served them and the last tenants (Tricor insurance) for many years. Upon us taking ownership we had 2 awning companies come give us a quote to recover the barrel awning and each specialist commented on how the metal framing was in exceptional condition and had many, many years of life left. The barrel style awning serves our business in a few important facets. 1. It protects patrons shopping in our store from in climate weather upon arrival and departure, to include the lower retail space staircase that faces the square. 2. We are not requesting to place a traditional sign on our building. We do not want to place more holes in the brick of the exterior while still maintaining that traditional store front look. The new awning will be the only way we will be able to promote and let folks walking by or driving by what business occupies the space by placing the name and logo on the new material we plan to replace on the awning.

I was made aware that one of the questions was why we cannot replace the current barrel style awning with a more traditional triangular style awning you see on some of the other businesses downtown. The simple answer is that it is not financially feasible. A new triangular style awning will cost in the upwards

of \$30,000 dollars opposed to the current quote of \$6,000. We simply do not have the money to invest into that with all the other building renovations we are trying to do so we can open 1 June.

As mentioned, we are working diligently to get all the work complete on the interior and exterior by 20 May to open the new store come 1 June 2021.

I hope I was able to give you a little background on why downtown Stevens Point, why we would like to retain the current barrel style awning and the many protections and look it provides.

I thank you all for your time, consideration, and appreciation to keep our city and downtown historic for current and for future generations to enjoy.

Sincerely



Craig Cook-Owner

715-896-8032

c.cook@falllineoutfitters.com

Administrative Staff Report



Façade Grant & Design Review 904 Main Street May 12, 2021

Department of Community Development
1515 Strong's Avenue, Stevens Point, WI
54481
Ph: (715) 346-1568 - Fax: (715) 346-1498

Applicant(s): - Craig Cook Staff: - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281240832201508 Zone(s): "B-3" Central Business District Council District: - District 4 – Ald. Zarazua Lot Information: - Actual Frontage: 87 feet - Effective Depth: 103 feet - Square Footage: 3,708 - Acreage: 0.085 Structure Information: - Year Built: 1903 (118 years) - Number of Stories: 2 Current Use: - Commercial / Residential Applicable Regulations: - Chapter 22 - Downtown Design Guidelines - Façade Grant Guidelines	Request Request from Craig Cook for a design review and façade improvement grant in the amount of \$2,423.03 to repaint accent colors and replace the existing awning located on the premises of 904 Main Street (Parcel ID 281240832201508). Attachment(s) - Application - Renderings / Photo's - Bids City Official Design Review / Historic District - Mathias Mitchell Public Square District Staff Recommendation Approve the design review and façade improvement grant request in the amount of \$2,423.03 for the property at 904 Main Street, subject to the following conditions: - Gentle means shall be used when cleaning masonry prior to tuckpointing and other general maintenance; only organic non-toxic chemicals shall be used to clean. - Powerwashing or sandblasting shall be prohibited on any building components. - The installation of the awning shall adhere to applicable Zoning Code and Building Code requirements. - Signage on the awning shall meet applicable Sign Code and Design Guideline requirements. - When applying paint, the applicant shall not to conceal any architectural details or texture of the underlying material. - The designated agent shall have the authority to review and/or approve minor amendments to the project. - Applicable building permits shall be obtained. - All work shall be completed within one year. - The project shall adhere to Façade Improvement Grant Program guidelines. - No funds shall be disbursed until the project is fully completed.
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11. The maximum City participation shall not exceed 40% of the total project cost of the bids and work approved.

Vicinity Map



Scope of Work

The applicant, Craig Cook, is seeking a design review and a façade improvement grant to perform exterior improvements to the building at 900 Main Street. In October 2020, an agreement was reached between the applicant and the property owner to purchase the property. Note that the property transfer will occur on April 1, 2021. While the applicant currently owns and operates Fall Line Outfitters, located at 1336 Strongs Avenue, it is his intent to relocate the business to the first floor tenant space within the subject property. Fall Line Outfitters is a full-service outdoor apparel and fly-fishing store.

While the applicant is transitioning his business to the subject property, he is seeking to perform exterior improvements to the building. First, the applicant is seeking to repaint the accent colors on the south and west façade of the building. Please note that the repainting of accent colors is considered a ‘minor work’ and can be approved on the staff level as long as the paint proposed falls within one of the Commission’s approved historic color palette. After discussing color options with City staff, the applicant is intending to use Tricorn Black, a historic color supplied by Sherwin Williams. Additional descriptions of this color choice are found within the agenda packet. Second, the applicant is proposing to replace the existing green awning that is utilized by TRICOR Insurance. According to the Historic Preservation / Design Review Commission’s Design Guidelines, the construction of a new awning represents an alteration of exterior surfaces that requires the review and approval of this Commission. The awning color is proposed to be black—identical to the Tricorn Black color that will be used. As shown within the attached renderings, signage is proposed to be located on the awning. One sign, enclosing the business’s name, is proposed on the southern face of the awning, while a second sign

highlighting the business’s logo is proposed on the western face of the awning. Please note that as part of this historic review, both the awning and proposed signage was reviewed in accordance to the City’s Zoning Code and Sign Code.

Should this Commission approve of the design review to construct a new awning, the applicant is also seeking façade improvement funds to help finance the awning’s installation and repainting of the accent colors. Additional details on both the design review and façade improvement grant requests are found below.

CHAPTER 22: HISTORIC PRESERVATION

Division 5.02 **Regulation of Construction, Reconstruction, Alteration, and Demolition**

No owner or person in charge of a historic structure or historic site, or property located within a historic district shall reconstruct, alter, or demolish all or any part of the exterior of such property or construct any improvement upon such designated property or properties or cause or permit any such work to be performed upon such property or demolish such property unless approval has been granted by the commission.

Upon the filing of any request for a design review certificate with the commission, the commission shall review the request in accordance with the design guidelines. If the commission determines that the application for a design review certificate and the proposed changes are consistent with the design guidelines, it shall issue the design review certificate. Upon the issuance of such certificate, any other required permits shall be obtained.

Guidelines of Review (numbers below pertain to the pertinent guideline standards)

*****Other standards within the design guidelines not specifically mentioned below have been reviewed and are met or not applicable pertaining to the proposed building improvement activities.**

AWNINGS (Sec. 4.5)

- 1. Awnings in commercial areas should be made of canvas or other woven fabric with canvas-like qualities.**

Analysis: The awning is proposed to be made of a canvas material. The subject property is located within a defined commercial area, located off of the Mathias Mitchell Public Square.

Findings: This standard is met.

- 2. Awnings should be placed only on structures for which they are historically accurate or which there exists physical evidence of a previous treatment.**

Analysis: As outlined within the Commission’s Design Guidelines, the existing awning is explicitly stated as an awning that was placed for which it is not historically accurate. While that is the case, it is important to note the second half of the design guideline—that awnings should be placed on structures for “which there exists physical evidence of a previous treatment.” As shown within historical photos attached, an awning did not exist on the building in the 1970s and 1980s when different commercial uses were operating the commercial tenant space. However, as part of an interior remodel of the building in 1994, a green awning was installed on the building. No records of awning permits were issued since 1994—indicating that the existing awning is approximately 27 years old. Given that an awning was installed on the building for over 25 years, staff believes that installing a new awning would not skew from this design guideline.

Findings: This standard is met, provided that the awning is installed meeting applicable Building Code and Zoning Code requirements.

3. Signs are permitted on awnings provided they meet the applicable sign requirements within the sign code.

Analysis: As stated earlier, the applicant is seeking two types of signage on the awning. According to the City's Sign Code, the cumulative area of all signage cannot exceed 25 percent of the total canopy area. The company name size is projected to be 30.3 square feet in size, while the logo is projected to be slightly over 13 square feet. Given that the projected total surface area of the new awning is 332.5 square feet, it does not exceed the 5 percent threshold (13% awning graphics).

Findings: This standard is met.

4. Awnings should be placed appropriately to fit in the openings above display windows and doors. They should be affixed so that no architectural features are concealed or damaged.

Analysis: The proposed awning is to have an identical size and scale as the existing awning. The bottom of the existing awning is flush with the top of the storefront windows. Given that awnings are required to be affixed to meet Building Code requirements, no architectural features are anticipated to be concealed or damaged by the awning's installation.



Findings: This standard is met.

5. Awning graphics should be limited to 20% of the total awning area.

Analysis: As stated earlier, the proposed signage is projected to cover roughly 13% of the total awning area.

Findings: This standard is met.

11. Semi-circular, barrel type (balloon) awnings are not recommended.

Analysis: While the proposed awning will be semi-circular in shape, it is consistent with the existing awning. Given that there is physical evidence of previous awning use on the building that is also semi-circular in shape, staff believes that this standard is met.

Findings: This standard is met.

14. Awnings should be constructed of fire resistant materials.

Analysis: The awning is to be constructed with fire resistant materials to meet applicable Building Code requirements.

Findings: This standard is met.

Façade Improvement Grant Standards

1. The project being is proposed on an existing building within the Downtown Design Review District.

Analysis: The building and property are located within the Mathias Mitchell Public Square Historic District, along with the Downtown Tax Incremental Financing District.

Findings: With the subject property being located within one of the City’s historic districts, the Commission’s Design Guidelines apply.

2. Restoration and rehabilitation of building exterior walls are viewable from a public street.

Analysis: The south façade faces Main Street while the west façade faces Second Street. The request is to, in part, perform wall treatments on the building’s façade by repainting existing accent colors.

Findings: This standard is met.

3. Activities proposed are part of an overall building improvement project.

Analysis: The overall building improvement is to repaint certain wall elements of the building and install a new awning with corresponding signage.

Findings: This standard is met.

4. Structural or decorative elements should be repaired or replaced to match or be compatible with the original materials and design of the building to the greatest extent possible.

Analysis: The proposed awning will be compatible with the existing awning that is located on the building. Wall components that are proposed to be repainted will be compatible with the original design of the building.

Findings: This standard is met.

5. Applicant has obtained more than one bid from contractors.

Analysis: Two price quotes were obtained for both the repainting of certain wall components and the awning fabric replacement.

Findings: This standard is met.

6. Matching grant assistance shall not exceed \$30,000 unless approved by the Common Council.

Analysis: The total project cost estimates for bid proposals are below along with matching grant assistance.

	Improvement	Contractor #1	Contractor #2	Lowest Cost
1	Awning Installation	Baraboo Awning: \$5,969	Duralum: 7,461.25	\$5,969
2	Repainting	Sherwin Williams: \$141.18	Lowe’s: \$88.58	\$88.58
			Total:	\$6,057.58
			40% of Total Cost:	\$2,423.03

Findings: The applicant has provided only one bid for the proposed awning installation, with two bids provided for repainting. When combined, the total of least cost bids equals \$6,057.58. 40% of the total cost equals \$2,423.03.

7. The applicant is current on all real estate and personal property taxes, has provided proof of insurance, and has no outstanding amounts owed to the City of Stevens Point.

Analysis: Proof of insurance has been provided and the applicant does not owe money to the City.

Findings: This standard is met.

8. The project meets all components outlined within the Downtown Design Guidelines.

Analysis: The design standards that apply to this request are met.

Findings: See the above section where the design guidelines are further analyzed.

9. The project conforms to all zoning regulations within Chapter 23 of the Revised Municipal Code.

Analysis: All zoning regulations are met.

Findings: Staff would recommend that applicable building permits be obtained by the applicant, meeting building code standards.

Ranking of Projects for Grant Funds

The ranking of projects are not applicable as this is a single applicant request and is not competing against others. Grant funds are available to meet the request of the applicant. Ranking criteria can be further discussed at the meeting if requested by the Commission

Conclusion

In conclusion, staff recommends approving the request for a façade grant and design review, subject to the conditions outlined above. The overall project is intended to correct non-historic elements of the building to make it more compatible other historic buildings in the city of Stevens Point.

Building Images









HISTORIC PRESERVATION/ DESIGN REVIEW COMMISSION

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APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☐)	
Applicant Name	Craig Cook	Contact Name	
Address	1900 Clark St.	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715-896-8032	Telephone	
Fax		Fax	
Email	c.cook@falllineoutfitters.com	Email	

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Email		Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
904 Main St., Stevens Point, WI 54481		
Legal Description of Subject Property		
Building is located on square, corner of Main St. and Second Street Downtown. (Tricor Insurance building). S36 Lots 1&2 W3 of S 36 Lot 3 BLK 4, Strong Ellis & Others Orig Plat BNG prt NWNW S32T24R8 435/139 577/1145		
Area of Subject Property (Acres/Sq Ft)	Area of Building or Structure (Sq Ft)	
.009		

Current Zoning District(s)		Current Historic District(s) - Local, State, National	
Special District T6281 TIF-6		State, Local and National	
Designated Future Land Use Category	Current Use of Property	Proposed Use of Property	
	Commercial Business	Retail Business	
Briefly describe the proposed building, structure construction, reconstruction or exterior alteration. Please also provide rationale for the design review request, along with the time schedule (if any) for the project. (Use additional pages if necessary)			
We would like to paint the accent colors of the exterior of 904, Tricorn Black (Historic approved color) and replace the current ripped green awning that is attached with a new black awning.			
Will the proposed work detrimentally change, destroy or adversely affect any exterior architectural features of the improvement upon which said work is to be done? Explain your answer.			
The proposed work will not destroy, change or adversely effect the building in anyway.			
Does the proposed work match and harmonize with the external appearance of adjacent neighboring improvements. Explain your answer.			
Yes, as the downtown (square) continues to develop while adding new business, the changes to the building will enhance the look, give it more of a period look than it currently sits.			
Does the proposed work conform to the objectives of the historic preservation plan for said district (if any)? Explain your answer.			
Yes, we are only fixing/replacing the existing awning to match the already approved historic paint palette set forth by the HPDRC.			
Does the proposed work conform with the architectural design guidelines with emphasis on contextual issues including compatibility of size, volume proportions, rhythm, materials, detailing, colors, and expressiveness? (Historic Design Guidelines can be found at www.stevenspoint.com) Explain your answer.			
Yes, we are working with Baraboo Awning company who has worked with the city on multiple projects and awning's in the downtown of Stevens Point.			

EXHIBITS

Letter to District Alderperson (www.stevenspoint.com/Directory)	☒	Additional Exhibits If Any (List):
Photographs of Building or Structure	☒	
Renderings or Elevations	☐	
Site Plan (for additions, and new construction)	☐	

CERTIFICATION AND SIGNATURE

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

Signature of Applicant	Date	Signature of Property Owner(s)	Date
	03/12/2021		03/12/2021



1111 Walnut Street PO Box 57
 Baraboo, WI 53913
 PH 608-356-8303 Fax 608-356-0140
 info@BarabooAwning.com
 www.BarabooAwning.com

Fall Line Outfitters

CLIENT

LOCATION

JP

PROJECT MANAGER

ANC

DESIGNER

1

DRAWING

REVISION NUMBER

REVISION DATE

CUSTOMER APPROVAL

3-5-21

DATE

THIS RENDERING IS AN ORIGINAL DESIGN CREATED BY BARABOO TENT & AWNING, INC. IT MUST NOT BE RELEASED, USED OR COPIED UNLESS APPLICABLE FEE HAS BEEN PAID OR JOB ORDER PLACED. ALL SIZES, DIMENSIONS, AND COLORS ARE ILLUSTRATED FOR CLIENTS CONCEPTION OF THE PROJECT AND ARE NOT TO BE UNDERSTOOD AS BEING EXACT SIZE OR EXACT SCALE.





Page: 1 of 1

TYPE: STORE
CUST PO#:
CONTROL#: 0160544
ORDER#: OE0160544Q703840
ENTRY DATE: 03/15/21
REQUIRED DATE: 03/15/21
CANCEL DATE:
EMPLOYEE: Ketchum, Alex
STATUS: IN PROCESS
CONTACT:
PHONE:
DELIVERY: NO
INSTALL: NO
DEMONSTRATION: NO
CUST ORDER JOB:

[illegible]

THIS IS NOT AN INVOICE



SW 6258
Tricorn Black

Interior / Exterior
Location Number: 251-G1



251	Tricorn Black						
-----	---------------	--	--	--	--	--	--

COORDINATING COLORS

SIMILAR COLORS

DETAILS

SW 0050
Classic Light Buff

SW 6052
Bilthie Blue

SW 6262
Ice Cube



FIND INTERIOR PAINT

FIND EXTERIOR PAINT

Save to mySW

Add to my Project List



Fall Line Outfitters Co. & Fly Shop
904 Main St.
Stevens Point, WI 54481

12 March 2021

For: City of Stevens Point Façade Improvement Grant Application

List of project revenues and expenses

Awning Replacement to include labor, \$5,969.00.

Cost for Paint (Sherwin Williams, Tricorn Black) materials for painting project accent \$141.18

Total Cost of project: \$6,110.18

Sincerely

Craig Cook-Owner

715-896-8032

c.cook@falllineoutfitters.com

Fall Line Outfitters Co. & Fly Shop
904 Main St.
Stevens Point, WI 54481

12 March 2021

For: Alderperson Mykeerah Zarazua – District 4

Alderperson Zarazua,

My name is Craig Cook, Owner and Operator of Fall Line Outfitters Co. and Fly-Fishing shop currently located at 1336 Strongs Ave, Stevens Point, WI.

Fall Line Outfitters was created back in 2018, prior to my military retirement in August of 2019. I spent 22 years serving in the United States Army with three combat tours to Iraq during that time and after my service wanted to start my own business. In 2019 we rented out our current space 1336 Strongs Ave as a full-service outdoor apparel store and fly-fishing store with 2 guides for fly fishing and helping others with gear to get outside. We started our business from scratch, from name, logo and boot strapping all the money for inventory and store decorating. We also have used proceeds from sales to donate back to first responders and veteran organizations throughout the state. We currently launched our first roast of coffee (Fall Line Coffee Company) where each bag that is sold a dollar from each bag is donated back to our adopted veteran organization, Wisconsin Hero Outdoors who is a nonprofit organization servicing first responders, veterans, and their families with outdoor activities throughout Wisconsin. We have been very blessed to grow at a rapid pace with our excellent selection of gear, fantastic customer service and the surge of folks wanting to take to the outdoors during this global pandemic.

In October of 2020 we signed an agreement to buy 904 Main Street, downtown on the square to expand our business and really put roots down in the community of Stevens Point. As we make the building into our current retail space, we would like to update the outside of the building to restore the historical look and give it a cleaner appearance than its current state. We have filled out the request with the HPDRC Historic Preservation Design Review Commission for approval of changing the accent colors of the building from green to a new historical approved color of Tricorn Black and replace the torn awning that is green into black with our name and logo to give it a nice fresh and classical look. We are also applying for the Façade Improvement Grant from the city with this process. We are hoping for your support and approval in this process to again help keep growth of small business in the downtown and help improve the look of the square and the historic buildings to include ours.

Thank you for your consideration and allowing me to give you our story and background.

Sincerely



Craig Cook-Owner

715-896-8032
c.cook@falllineoutfitters.com

Department of Community Development
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481



Adam Kuhn
Associate Planner/Zoning Administrator
Ph: (715) 346-1567
Fax: (715) 346-1498
akuhn@stevenspoint.com
stevenspoint.com

Façade Improvement Grant Program Application

ADMINISTRATIVE SUMMARY (Staff Use Only)

Date Submitted		Date Reviewed		Approved	Yes ☐ (\$ _____) No ☐
----------------	--	---------------	--	----------	---

APPLICANT/OWNER INFORMATION

APPLICANT INFORMATION		Owner Information (Same as Applicant? ☐)	
Applicant Name	Craig D Cook	Contact Name	
Address	904 Main Street	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715-8996-8032	Telephone	
Cell	715-896-8032	Cell	
Fax		Fax	
Email	c.cook@falllineoutfitters	Email	

PROJECT SUMMARY

Scope of Work to be Undertaken (attach contractor estimates, if available)	
Attached is awning replacement cost from Baraboo awning along with rendering. Paint cost and supplies is from Sherwin Williams.	
Describe the Positive Impact Your Project will Bring to Stevens Point	
The current building is in fantastic shape for its age (118). The current color palette and awning color (Green) has been the same color for many years and is looking aged and weathered and in the case of the awning ripped and falling apart. We plan to restore the outside of the building by simply updating the accent colors (Tricorn Black) and replacing the awning with Black with Complay logo. It will definitely enhance the downtown look and feel.	
Total Cost of Project Improvements	Amount of Matching Grant Assistance Requested
\$6,110.18	\$2,444.07
Estimated Start Date	Estimated Completion Date
15 April or once approved by city	15 May 2021
Number of Commercial Tenant Spaces Within the Building	Number of Residential Tenant Spaces Within the Building
1	3

EXHIBITS (The following materials must accompany your application in order to be considered for matching grant assistance funding)

Complete detailed list of project revenues and expenses.	☒	Additional Exhibits If Any (List): Baraboo Awning is one of only a handful of companies specializing in awning work with in Central WI. Other companies are to far to perform the work. ONLY one bid for this particular job, Sherwin Williams is the only approved color pallet choice for acorn black.
Two bids from qualified contractors detailing the cost of the work to be done.	☒	
Drawings detailing all of the work to be completed as part of the project.	☒	
A description/sample of project materials and colors.	☒	
Proof of insurance.	☒	
Must be current on all real estate and personal property taxes.	☒	
No outstanding amounts owed to the City of Stevens Point.	☒	

CERTIFICATION AND SIGNATURE

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

Signature of Applicant	Date	Signature of Property Owner (If not the Applicant)	Date
	03/12/2021		



Proposal

DATE: MARCH 12, 2021

1111 Walnut Street PO Box 57
Baraboo, WI 53913
Phone 800-332-8303 Fax 608-356-0140
Email: johnpinkston@barabooawning.com

Other great products by Baraboo Awning:
Awnings • Canopies • Large Format Digital Printing
Boat Covers • Industrial Curtains • Banners
Cabanas • Retractable Awnings • Umbrellas
Custom Sewing • Trailer Covers • Porch Curtains

**PROPOSAL
SUBMITTED
TO:**

Fall Line Outfitters & Fly Fishing
1336 Strongs Ave.
Stevens Point, WI 54481
Phone: 715-896-8032
Fax:

Craig Cook
c.cook@falllineoutfitters.com
New Shop
904 Main Street
Stevens Point, WI

We hereby submit specifications for: Recover the existing 1/4 round awning.
Size: 5' drop x 5' projection x 15' 6" on the short side and 45' 6" along the long side.
Closed ends.
Fabric: Top Notch FR, Like Sunbrella.
Fabric color: Black.
Graphics: Fall Line Outfitters CO. & Fly SHop, Logo on short side.
Graphics colors: WHite and yellow.

Awning cover installed by Baraboo Awning.

Sales tax will be added to the price below.

We propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of \$5,969.00 dollars.

Terms: 1/2 Down with order and Balance on Completion

All material is warranted to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Note: This proposal may be withdrawn by us if not accepted within 30 days. Interest will be charged on late payments at the rate of 18% per annum.

Baraboo Awning Authorized Signature:

John Pinkston

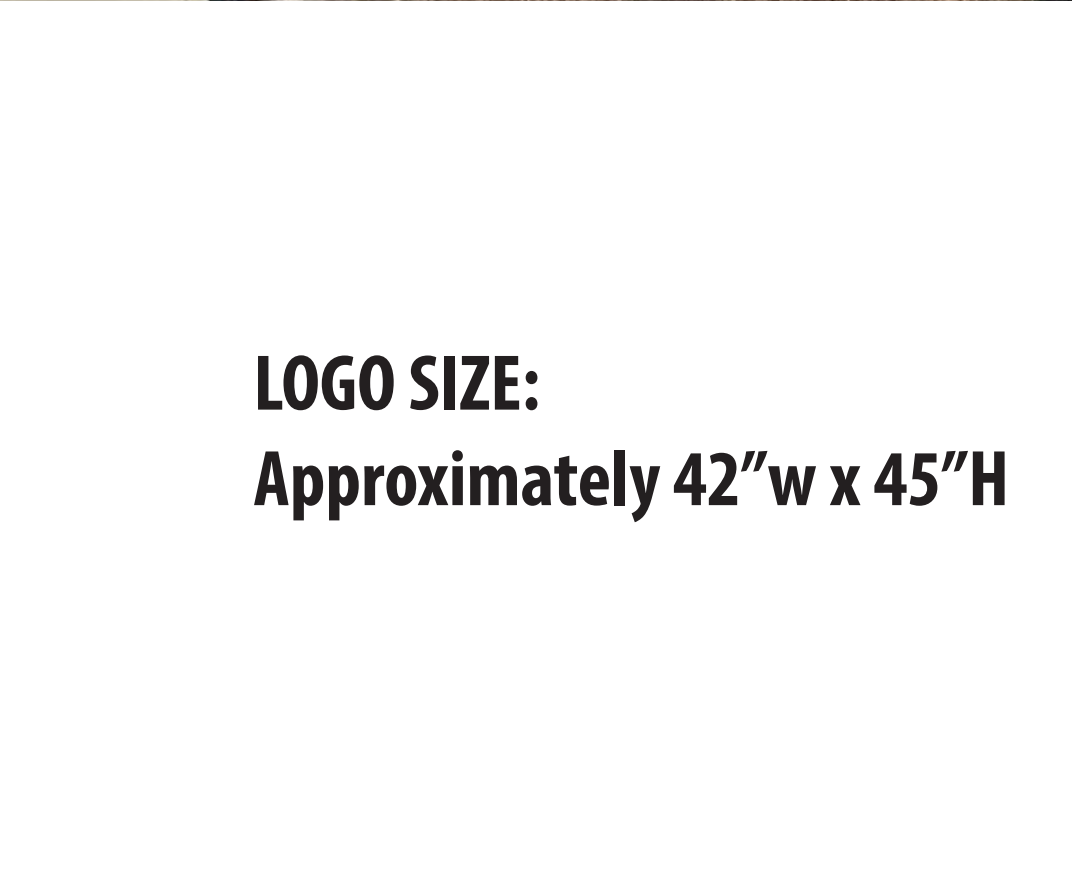
Customer Authorized Signature:

THANK YOU FOR YOUR BUSINESS!

CALL US OR VISIT OUR WEBSITE www.BarabooAwning.com



TYPE SIZE:
Approximately 156”w x 28”H



LOGO SIZE:
Approximately 42”w x 45”H



1111 Walnut Street PO Box 57
Baraboo, WI 53913
PH 608-356-8303 Fax 608-356-0140
info@BarabooAwning.com
www.BarabooAwning.com

Fall Line Outfitters Co.
CLIENT

LOCATION

JP
PROJECT MANAGER

ANC
DESIGNER

1
DRAWING

REVISION NUMBER

REVISION DATE

CUSTOMER APPROVAL

3-19-21
DATE

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OR COPIED UNLESS APPLICABLE FEE HAS
BEEN PAID OR JOB ORDER PLACED. ALL
SIZES, DIMENSIONS, AND COLORS ARE
ILLUSTRATED FOR CLIENTS CONCEPTION
OF THE PROJECT AND ARE NOT TO BE
UNDERSTOOD AS BEING EXACT SIZE OR
EXACT SCALE.

Dwelling Contractor Certification# 1059860. VSI Certification #800009111, Contractor Certification# 1781

PROJECT ESTIMATE

DURAMAX PAINT

CONTACT: COOK, AMY
CUST #: 279499616SALESPERSON: JORDAN, TRACEY
SALES #: 3094555

PROJECT NUMBER: 668555660

DATE ESTIMATED: 03/16/21

QTY	ITEM #	ITEM DESCRIPTION	VEND PART #	PRICE
1	75381	126-FL OZ DURAMAX ST W/BS1	007.0075381.	41.98
1	75381	126-FL OZ DURAMAX ST W/BS1	007.0075381.	41.98
TOTAL FOR ITEMS				83.96
FREIGHT CHARGES				0.00
DELIVERY CHARGES				0.00
TAX AMOUNT				4.62
TOTAL ESTIMATE				88.58

This Quote is valid until 04/15/21.


MANAGER SIGNATURE
DATE

THIS ESTIMATE IS NOT VALID WITHOUT MANAGER'S SIGNATURE.
THIS IS AN ESTIMATE ONLY. DELIVERY OF ALL MATERIALS CONTAINED IN THIS
ESTIMATE ARE SUBJECT TO AVAILABILITY FROM THE MANUFACTURER OR SUPPLIER.
QUANTITY, EXTENSION, OR ADDITION ERRORS SUBJECT TO CORRECTION. CREDIT
TERMS SUBJECT TO APPROVAL BY LOWES CREDIT DEPARTMENT.

LOWES IS A SUPPLIER OF MATERIALS ONLY. LOWES DOES NOT ENGAGE IN THE PRACTICE
OF ENGINEERING, ARCHITECTURE, OR GENERAL CONTRACTING. LOWES DOES NOT ASSUME
ANY RESPONSIBILITY FOR DESIGN, ENGINEERING, OR CONSTRUCTION; FOR THE
SELECTION OR CHOICE OF MATERIALS FOR A GENERAL OR SPECIFIC USE; FOR
QUANTITIES OR SIZING OF MATERIALS; FOR THE USE OR INSTALLATION OF MATERIALS;
OR FOR COMPLIANCE WITH ANY BUILDING CODE OR STANDARD OF WORKMANSHIP.



INSURANCE BINDER

DATE (MM/DD/YYYY)

THIS BINDER IS A TEMPORARY INSURANCE CONTRACT, SUBJECT TO THE CONDITIONS SHOWN ON PAGE 2 OF THIS FORM.

AGENCY		COMPANY		BINDER #	
		EFFECTIVE		EXPIRATION	
		DATE	TIME	DATE	TIME
			AM		12:01 AM
			PM		NOON
PHONE (A/C, No, Ext):		FAX (A/C, No):		☐ THIS BINDER IS ISSUED TO EXTEND COVERAGE IN THE ABOVE NAMED COMPANY PER EXPIRING POLICY #:	
CODE:		SUB CODE:		DESCRIPTION OF OPERATIONS / VEHICLES / PROPERTY (Including Location)	
AGENCY CUSTOMER ID:					
INSURED AND MAILING ADDRESS					

COVERAGES**LIMITS**

TYPE OF INSURANCE	COVERAGE / FORMS	DEDUCTIBLE	COINS %	AMOUNT
PROPERTY CAUSES OF LOSS ☐ BASIC ☐ BROAD ☐ SPEC				
GENERAL LIABILITY ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☐ OCCUR	RETRO DATE FOR CLAIMS MADE:	EACH OCCURRENCE		\$
		DAMAGE TO RENTED PREMISES		\$
		MED EXP (Any one person)		\$
		PERSONAL & ADV INJURY		\$
		GENERAL AGGREGATE		\$
		PRODUCTS - COMP/OP AGG		\$
VEHICLE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY		COMBINED SINGLE LIMIT		\$
		BODILY INJURY (Per person)		\$
		BODILY INJURY (Per accident)		\$
		PROPERTY DAMAGE		\$
		MEDICAL PAYMENTS		\$
		PERSONAL INJURY PROT		\$
		UNINSURED MOTORIST		\$
				\$
VEHICLE PHYSICAL DAMAGE DED	☐ ALL VEHICLES ☐ SCHEDULED VEHICLES	ACTUAL CASH VALUE		
☐ COLLISION: _____		STATED AMOUNT		\$
☐ OTHER THAN COL: _____				
GARAGE LIABILITY ☐ ANY AUTO		AUTO ONLY - EA ACCIDENT		\$
		OTHER THAN AUTO ONLY:		
		EACH ACCIDENT		\$
		AGGREGATE		\$
EXCESS LIABILITY ☐ UMBRELLA FORM ☐ OTHER THAN UMBRELLA FORM	RETRO DATE FOR CLAIMS MADE:	EACH OCCURRENCE		\$
		AGGREGATE		\$
		SELF-INSURED RETENTION		\$
WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY		PER STATUTE		
		E.L. EACH ACCIDENT		\$
		E.L. DISEASE - EA EMPLOYEE		\$
		E.L. DISEASE - POLICY LIMIT		\$
SPECIAL CONDITIONS / OTHER COVERAGES		FEES		\$
		TAXES		\$
		ESTIMATED TOTAL PREMIUM		\$

NAME & ADDRESS

	ADDITIONAL INSURED	LOSS PAYEE	MORTGAGEE
	LENDER'S LOSS PAYABLE		
	LOAN #:		
	AUTHORIZED REPRESENTATIVE 		

CONDITIONS

This Company binds the kind(s) of insurance stipulated on page 1 of this form. The Insurance is subject to the terms, conditions and limitations of the policy(ies) in current use by the Company.

This binder may be cancelled by the Insured by surrender of this binder or by written notice to the Company stating when cancellation will be effective. This binder may be cancelled by the Company by notice to the Insured in accordance with the policy conditions. This binder is cancelled when replaced by a policy. If this binder is not replaced by a policy, the Company is entitled to charge a premium for the binder according to the Rules and Rates in use by the Company.

Applicable in Arizona

Binders are effective for no more than ninety (90) days.

Applicable in California

When this form is used to provide insurance in the amount of one million dollars (\$1,000,000) or more, the title of the form is changed from "Insurance Binder" to "Cover Note".

Applicable in Colorado

With respect to binders issued to renters of residential premises, home owners, condo unit owners and mobile home owners, the insurer has thirty (30) business days, commencing from the effective date of coverage, to evaluate the issuance of the insurance policy.

Applicable in Delaware

The mortgagee or Obligee of any mortgage or other instrument given for the purpose of creating a lien on real property shall accept as evidence of insurance a written binder issued by an authorized insurer or its agent if the binder includes or is accompanied by: the name and address of the borrower; the name and address of the lender as loss payee; a description of the insured real property; a provision that the binder may not be canceled within the term of the binder unless the lender and the insured borrower receive written notice of the cancellation at least ten (10) days prior to the cancellation; except in the case of a renewal of a policy subsequent to the closing of the loan, a paid receipt of the full amount of the applicable premium, and the amount of insurance coverage.

Chapter 21 Title 25 Paragraph 2119

Applicable in Florida

Except for Auto Insurance coverage, no notice of cancellation or nonrenewal of a binder is required unless the duration of the binder exceeds 60 days. For auto insurance, the insurer must give 5 days prior notice, unless the binder is replaced by a policy or another binder in the same company.

Applicable in Maryland

The insurer has 45 business days, commencing from the effective date of coverage to confirm eligibility for coverage under the insurance policy.

Applicable in Michigan

The policy may be cancelled at any time at the request of the insured.

Applicable in Montana

No binder shall be valid beyond the issuance of the policy with respect to which it was given or beyond 90 days from its effective date, whichever period is the shorter. If the policy has not been issued, a binder may be extended or renewed beyond such 90 days with the written approval of the insurer.

Applicable in Nevada

Any person who refuses to accept a binder which provides coverage of less than \$1,000,000.00 when proof is required: (A) Shall be fined not more than \$500.00, and (B) is liable to the party presenting the binder as proof of insurance for actual damages sustained therefrom.

Applicable in Oklahoma

All policies shall expire at 12:01 a.m. standard time on the expiration date stated in the policy.

Applicable in Oregon

Binders are effective for no more than ninety (90) days. A binder extension or renewal beyond such 90 days would require the written approval by the Director of the Department of Consumer and Business Services.

Applicable in the Virgin Islands

This binder is effective for only ninety (90) days. Within thirty (30) days of receipt of this binder, you should request an insurance policy or certificate (if applicable) from your agent and/or insurance company.



MEMORANDUM

To: Historic Preservation / Design Review Commission

From: Adam Kuhn, Associate Planner / Zoning Administrator

CC: Ryan Kernosky, Director of Community Development

Date: May 12, 2021

RE: Approvals Required for Amending Local Historic District Boundaries

Commissioners –

During the April 7, 2021 meeting of the Historic Preservation / Design Review Commission, the Commission reviewed and discussed the current composition of locally recognized historic and design review districts in the City. At its conclusion, the Commission directed staff to research the approval process required to amend local historic district. The following section details the approval timeline. Please note that the following includes only action items that will be taken. Additional public meetings and stakeholder interactions are expected to occur prior to requests going before any commission/committee.

1. Historic Preservation / Design Review Commission

The first step in amending historic district boundaries are to obtain approval from the Historic Preservation / Design Review Commission. During the meeting, a public hearing shall be held where interested parties can voice support or opposition for the measure. Please note that a Class I Notice is required to be published, along with owners falling within 200' of the impacted properties being notified.

Several factors can be considered when reviewing the merits of a boundary modification. For example, are the buildings added or removed of historic or architectural significance that would warrant it being in a historic district? Are there benefits in specific properties being subject to design review requirements?

www.stevenspoint.com

Open Records Rider: The City of Stevens Point is subject to Wisconsin Statutes relating to public records. Communication, such as this document, sent or received by City employees are subject to these laws. Unless otherwise exempted from the public records law, senders and receivers of City communication should presume that the communications are subject to release upon request, and to state record retention requirements.

After a designation or recission has been made, notifications shall be given to the following parties: impacted property owners, City Clerk, Community Development Department, Plan Commission members and the City Assessor.

2. Plan Commission

Following action by the Historic Preservation / Design Review Commission, the requested amendment is transferred over to the City Plan Commission for review and recommendation. Similarly, a public hearing is required. Please note that a recommendation shall be made within 30 days of a review by the Historic Preservation / Design Review Commission.

Unlike the Historic Preservation / Design Review Commission, the review conducted by the Plan Commission is slightly different. While the merits of a designation or recission will be discussed, an emphasis will be given to the historic preservation plan and whether homes added to a local historic district meet applicable historic guidelines, Zoning Code guidelines, Sign Code guidelines, etc. A historic preservation plan is similar to a neighborhood covenant where there are added guidelines for development beyond what is already dictated within the Zoning Code and Building Code. For example, one guideline criteria is that "all new structures shall be constructed to a height visually compatible with the building and environment with which they are visually related." As part of a Plan Commission review, the Commissioners would determine if these guidelines meet Zoning Code requirements. A complete list of these guidelines can be found within Chapter 22(6)(3) of the Revised Municipal Code of the City of Stevens Point.

3. Common Council

Should the Plan Commission recommend approval, the amendment is brought to the Common Council for a final vote. A public hearing is required to be held during the meeting.

If an amendment or recission has been approved by all three government bodies, proper notifications are given to impacted properties, the City Clerk, Community Development Department and the City Assessor.