



AGENDA
**HISTORIC PRESERVATION/
DESIGN REVIEW COMMISSION**

Members

- Chairperson Tim Siebert
- Vice Chair Peter Munck
- Alderperson Marc Christianson
- Erik McFarland
- Sarah Scripps
- Carol Molepske (Alternate 1)
- Jordan Hornung (Alternate 2)

Date and Time: August 10, 2022
3:30 PM

Location: Community Room
933 Michigan Avenue, Stevens
Point, WI

OR

Zoom Teleconferencing

Meeting ID: 845 3463 1182

Passcode: 067384

By

Computer: <https://us02web.zoom.us/j/84534631182?pwd=V1ZqR0JKUUwydmRLYXRHcU5mczdWUT09>

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

Opening Section:

1. Roll Call

Discussion and Possible Action on the Following:

2. Report of the July 13, 2022 meeting of the Historic Preservation / Design Review Commission.
3. A request from Kirk Reimann, representing BMO Harris Bank, for a design review to install two wall signs on the property located at 1245 Main Street (Parcel ID 281240832202704).
4. A request from Mike Beacom for a facade improvement grant in the amount of \$9,134.80 to perform exterior improvements to the building located at 1052 Main Street (Parcel ID 281240832202938).

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.

5. A request from the City of Stevens Point to amend Section 7.4 of the Historic Preservation / Design Review Commission Design Guidelines as it relates to required approvals to construct a new accessory structure.
6. A request from the City of Stevens Point to amend Section 7.4 of the Historic Preservation / Design Review Commission Design Guidelines as it relates to required approvals for the renewal of expired design review certificates.
7. A request from the City of Stevens Point to amend Section 6.1.2.6 of the Historic Preservation / Design Review Commission Design Guidelines as it relates to demolition review guidelines.

Closing Section:

8. Adjourn

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

REPORT OF THE HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

July 13, 2022 – 4:00 PM
933 Michigan Ave, Stevens Point, WI 54481

PRESENT: Commissioner Siebert, Commissioner Munck, Commissioner McFarland, and Commissioner Hornung.

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

INDEX:

Opening Section:

1. A physical inspection of the property identified below by the Commission will take place at **3:00pm**. Please note that no official business will be conducted during the inspection and that a quorum of Commission members may attend.

- a. 1035 Union Street (Parcel ID 281240832200115)

Following the site inspection referenced above, the Commission will convene at the Community Room, 933 Michigan Avenue, at 4:00pm for discussion and possible action on the agenda items below.

2. Roll Call

Discussion and Possible Action on the Following:

3. Report of the June 1, 2022 meeting of the Historic Preservation / Design Review Commission.
4. A from Michael Veum for a design review to construct an accessory structure in the rear of the property located at 1500 Clark Street (Parcel ID 281240832100619).
5. A request from Nick Busa, representing 13 Investments LLC, for a demolition review to raze the principal and accessory structure on the property located at 1035 Union Street (Parcel ID 281240832200115).
6. A request from Nick Busa, representing 13 Investments LLC, for a design review to create a parking lot on the property located at 1043 Union Street (Parcel ID 281240832200115).

Closing Section:

7. Adjourn

Opening Section:

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- a. 1035 Union Street (Parcel ID 281240832200115)

Following the site inspection referenced above, the Commission will convene at the Community Room, 933 Michigan Avenue, at 4:00pm for discussion and possible action on the agenda items below.

2. Roll Call

Present: Siebert, Munck, McFarland, Hornung

Excused: Christianson, Scripps, Molepske

Discussion and Possible Action on the Following:

3. Report of the June 1, 2022 meeting of the Historic Preservation / Design Review Commission.

Motion by Vice Chairperson Munck to approve the report of the June 1, 2022 meeting of the Historic Preservation / Design Review Commission; seconded by Commissioner McFarland.

Motion carried 4-0.

4. A request from Michael Veum for a design review to construct an accessory structure in the rear of the property located at 1500 Clark Street (Parcel ID 281240832100619).

Michael Veum, applicant, provided the initial summary:

- Limitations of current property.
- Garden shed details (size, material, location).

Commissioners had the following comments:

- Inquiry as to the surrounding foliage, to which the applicant noted that the proposed area included mostly shrubs. There would be the removal of a dead pine tree.
- Inquiry as to whether the shed material would match the exterior of the main residence, to which the applicant noted attempts to match the aluminum material and color to the accents of the main residence.
- Inquiry as to whether the shed would be installed on a slab, to which the applicant noted it would be raised in some form, either as a raised deck or platform, and properly anchored.

Associate Planner/Zoning Administrator Kuhn added that the applicant's only other option would be to tear down the existing garage and move it back, otherwise the setback limitations prohibited expansion of the existing garage.

Motion by Commissioner McFarland to request from Michael Veum for a design review to construct an accessory structure in the rear of the property located at 1500 Clark Street (Parcel ID 281240832100619); seconded by Commissioner Hornung.

Motion carried 4-0.

5. A request from Nick Busa, representing 13 Investments LLC, for a demolition review to raze the principal and accessory structure on the property located at 1035 Union Street (Parcel ID 281240832200115).

Commissioners had the following comments:

- Noted that the benefit of having additional parking for the applicant's adjacent business seemed to exceed the cost of acquiring the dilapidated structure, and razing of the structure would assist in cleaning up the block. There was also a clear separation already existing between businesses and residential properties in the area.
- The property was in a state of disrepair and needed additional cleaning up. Did not see the need to raze yet another residential structure in the district.
- Inquiry as to the extent of fire damage, to which staff did not have a valuation for damage costs.
- Inquiry as to when the fire took place, and how long had the current owner had the property, to which staff noted the fire seemed to have taken place several years ago, with the ownership transaction occurring the month prior. The previous owner's family maintained ownership for over 50 years.
- Reiterated guidelines that highly discouraged razing of structures. Feelings that the structure could be rehabilitated.
- There was a brief discussion on allowing the razing of the garage but preserving the main residence.

Motion by Commissioner Hornung to approve the request from Nick Busa, representing 13 Investments LLC, for a demolition review to raze the principal and accessory structure on the property located at 1035 Union Street (Parcel ID 281240832200115); seconded by Vice Chairperson Munk.

Motion denied 4-0.

Motion by Vice Chairperson Munk to approve the request from Nick Busa, representing 13 Investments LLC, for a demolition review to raze the accessory structure on the property located at 1035 Union Street (Parcel ID 281240832200115); seconded by Commissioner Hornung.

Motion carried 4-0.

Motion by Commissioner McFarland to deny the request from Nick Busa, representing 13 Investments LLC, for a demolition review to raze the principal structure on the property located at 1035 Union Street (Parcel ID 281240832200115); seconded by Vice Chairperson Munk.

Motion carried 4-0.

6. A request from Nick Busa, representing 13 Investments LLC, for a design review to create a parking lot on the property located at 1043 Union Street (Parcel ID 281240832200115).

Associate Planner/Zoning Administrator Kuhn recommended tabling Agenda Item 6 as it related to Agenda Item 5. Due to the unique motions put forward by the commission, tabling the current item would allow staff to discuss next steps with the applicant, as the configuration of their proposed plans would need to change.

Motion by Vice Chairperson Munk to table the request from Nick Busa, representing 13 Investments LLC, for a design review to create a parking lot on the property located at 1043 Union Street (Parcel ID 281240832200115); seconded by Vice Chairperson Hornung.

Motion carried 4-0.

Closing Section:

7. Adjourn.

Meeting adjourned at 4:25 PM.

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



MEMORANDUM

To: Historic Preservation / Design Review Commission

From: Adam Kuhn, Associate Planner / Zoning Administrator

Date: August 10, 2022

RE: Design Review for 1245 Main Street

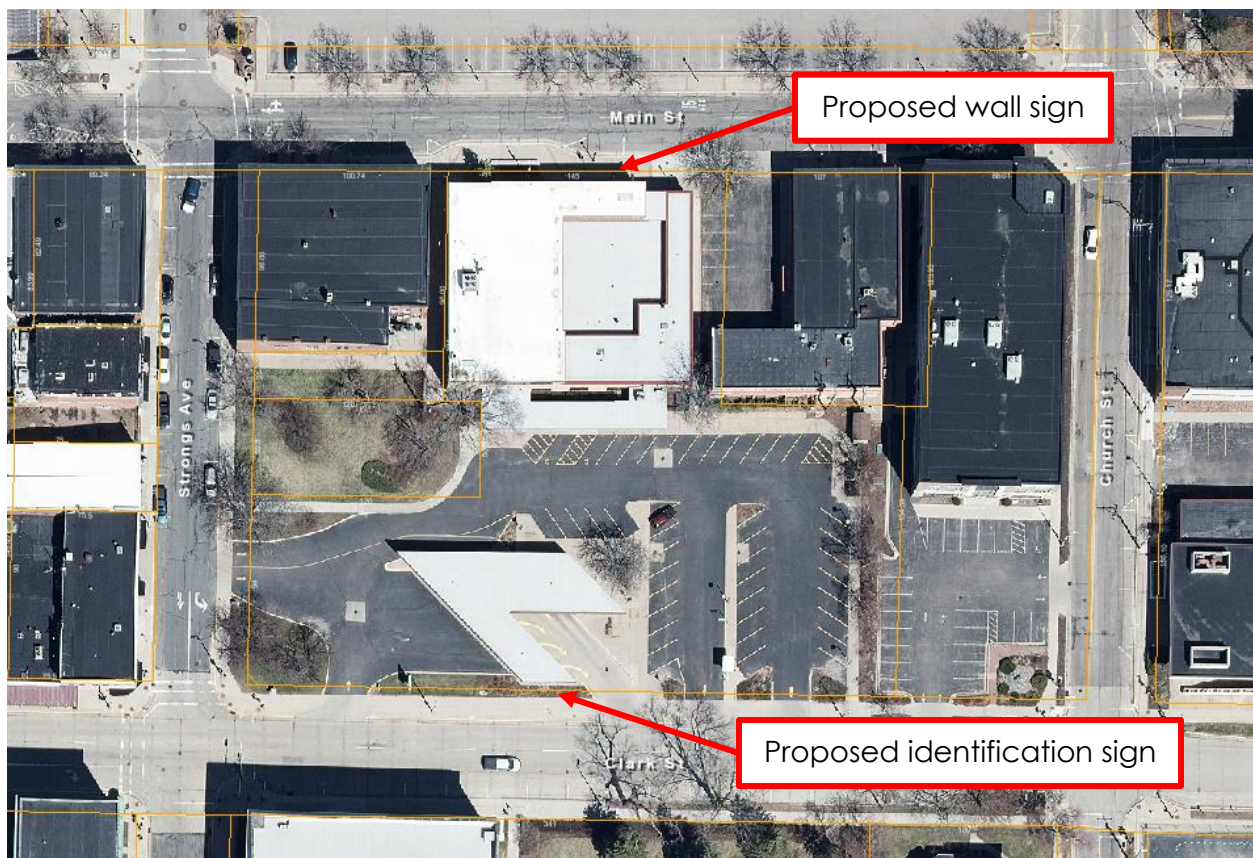
Background: BMO Harris Bank is seeking to perform a comprehensive update to signage located on their building at 1245 Main Street. According to the submitted sign package, proposed improvements include new wall signs, replacing sign faces on existing freestanding signs and new identification signs associated with their drive-through teller lanes.

While most of the above sign requests are considered a 'minor work' and can be reviewed administratively, two of the proposed signs would require Commission approval. First, the applicant is requesting to remove the existing wall sign and white accent background that is located directly above the Main Street main entrance doors. After some back-and-forth design concepts exchanged between the applicant and I, the agreed upon sign display includes wall sign highlighting the business's name and logo. Of interest to the Commission, please note that the wood façade located behind the existing sign display will be retained. As historical photographs indicate that this wood façade has been a distinguishing architectural detail, it was staff's requirement that this façade material is not removed or further hidden from public view. Please see Exhibit A for photographs of the existing and proposed sign.

The second sign up for consideration is for a proposed identification sign located on exterior façade of the southernmost drive-through lane. As this sign will be visible from Clark Street and hides approximately 16 square feet of brick on the building's façade, approval by this Commission is required. Similar to the other requested sign, historical photographs do not indicate that signage was installed on this exterior wall. Please see Exhibit B for photographs of the existing and proposed sign.

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.



Staff Recommendation: Staff recommends approval of a design review to install two signs on the property located at 1245 Main Street (Parcel ID 281240832202704), subject to the following conditions:

1. Both signs shall be mounted so that no significant architectural detail is damaged. If maintenance and/or repair of building façade is needed as part of this sign installation, the applicant shall work with the designated agent to ensure compliance with the Commission's Design Guidelines.
2. A sign permit shall be obtained prior to the installation of these two signs.
3. Staff shall have the ability to approve minor amendments to this design review request.

Exhibit A: Proposed Wall Sign on North-Facing Wall

S3

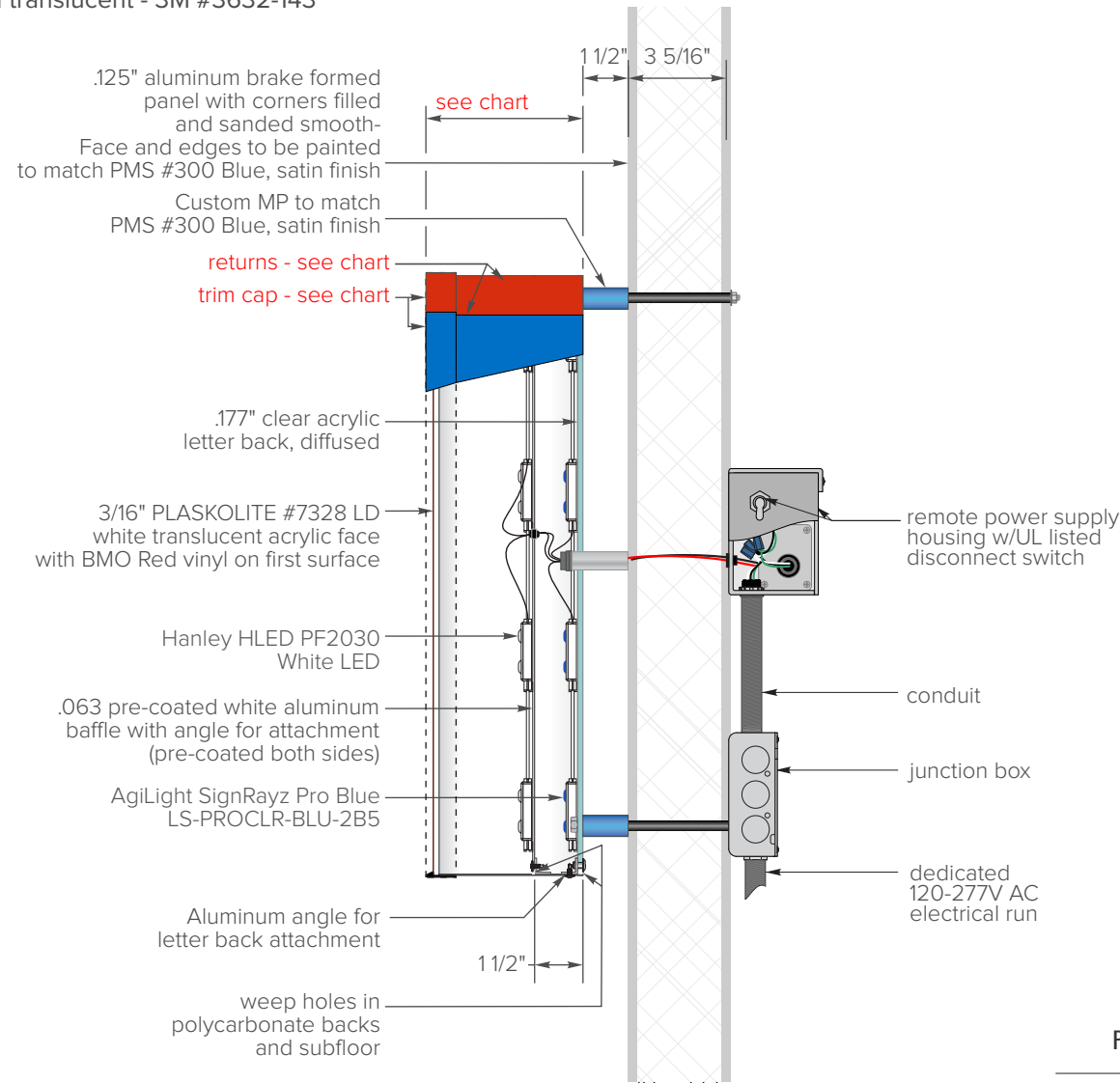
Face Lit/Halo Lit Letterset

Remove existing illuminated cabinet. Restore facade as necessary.
Install new face lit/halo lit letterset. Letterset to be centered on wood facade.

Color Specifications

Paint
Red - Sherwin Williams GC80410 (PMS #485), satin finish
Blue - Sherwin Williams GF593875 (PMS #300), satin finish

Vinyls
Red translucent - 3M #3632-143



BEFORE



AFTER



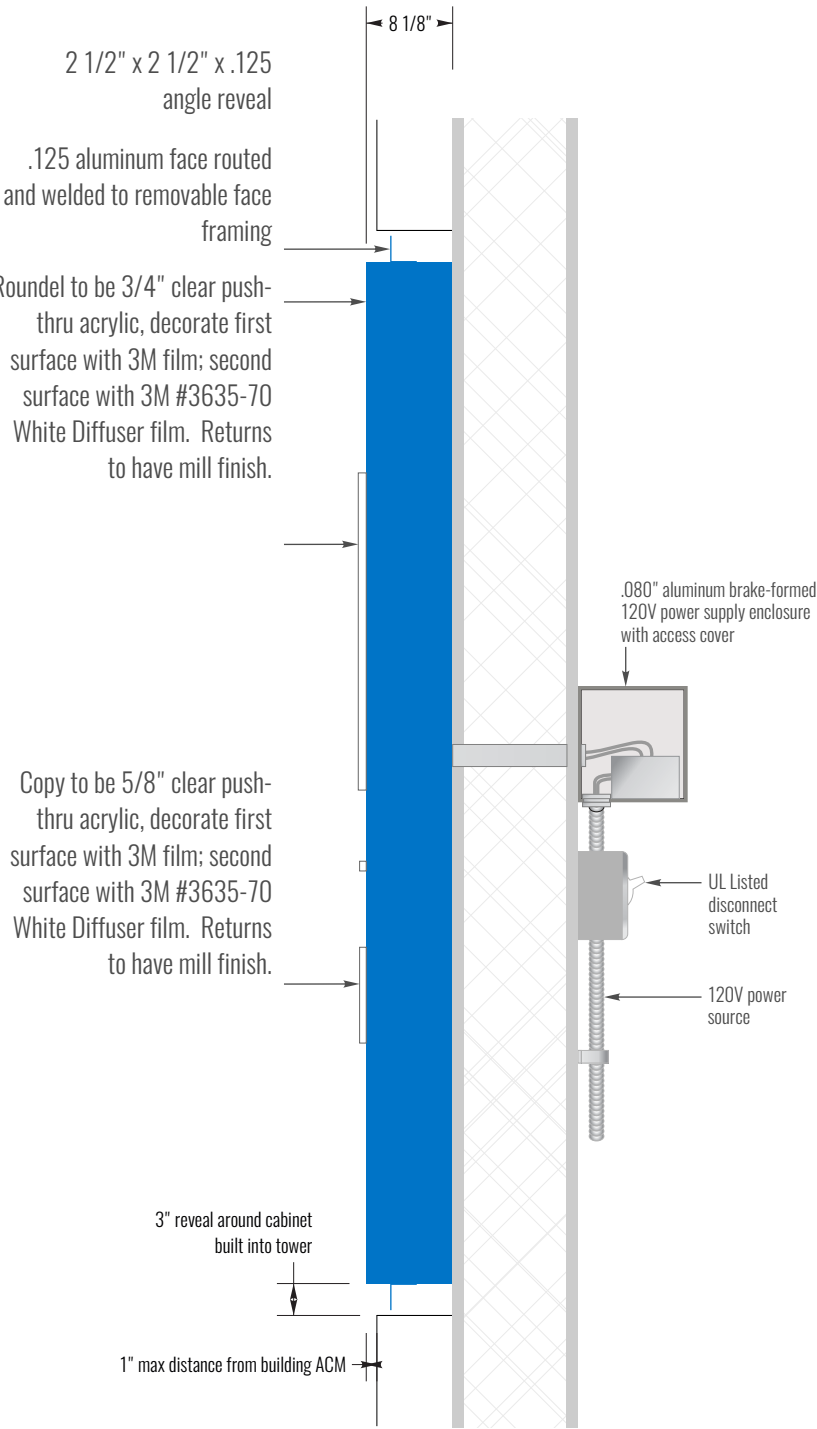
Part #	A	B	C	D	Letterset (BXC)	Return Depth	BMO Retainer	BMO Return	Retainer	Return
BMO-20	20"	3'-10"	11'-0 1/16"	6'-3 3/16"	42.19	5"	1" Jewelite	.050	3/4" ALUM L-TYPE	.063

Exhibit B: Proposed Identification Sign on South-Facing Wall

S13

Custom Illuminated Wall Cabinet

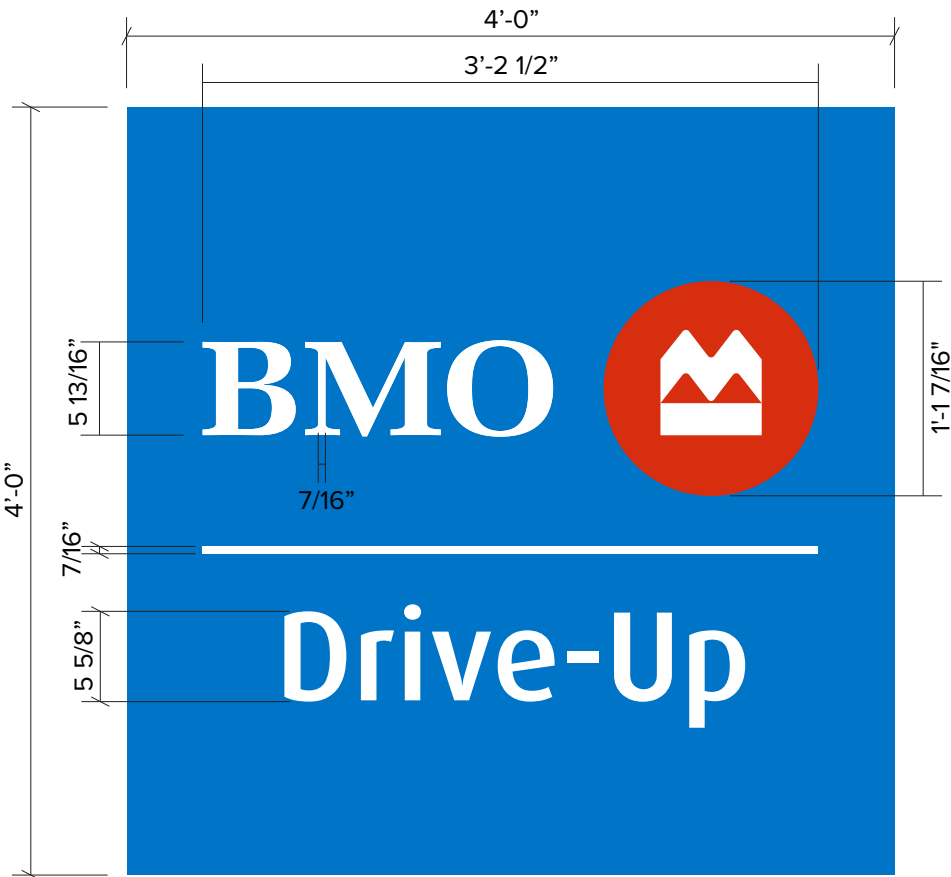
Install new illuminated wall cabinet where shown.
Same construction as BMO-CAB-8, custom size.



BEFORE



AFTER



SCALE | 1" = 1'

Color Specifications

Paint

Blue - Sherwin Williams GF593875 (PMS #300), satin finish

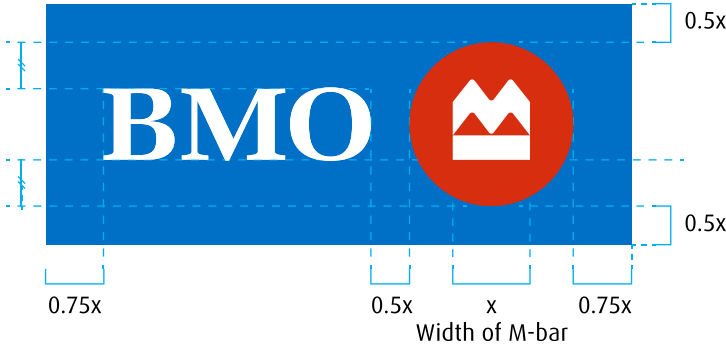
Vinyls

Red translucent - 3M #3632-143

White translucent - 3M #3632-20

White diffuser - 3M #3635-70

Clearspace Guide



Drawing # **C73018-1**
OE **150152**

Address: 1245 Main Street
City/ST: Stevens Point, WI

Date: 2-16-2022
Designer: PV PM: AL

File Location: STND _____
Drive/Clients/ CSTM _____
☐ AS ☒ CR ☒ EN

Revisions:	
Added page - KB - 5.11.22	X
Revised logo lockup - KB - 5.18.22	X
X	X
X	X
X	X

Underwriters Laboratories, Inc.
Sign components to be in strict UL compliance.

All dimensions are imperial unless specified metric. Items are scaled as noted when printed on an 11x17 sheet.

Exhibit C: Historic Photographs of the Subject Property







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	D&L Signs	Contact Name	Kirk Reimann
Address	5906 Saxon Ave.	Address	
City, State, Zip	Weston, WI 54476	City, State, Zip	
Telephone	715.359.8846	Telephone	
Fax		Fax	
Email	kirk@dlsignsinc.com	Email	

OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? ☐)		PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed)	
Owner's Name	BMO Harris Bank	Owner's Name	
Address	1245 Main Street	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715.344.5100	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
Legal Description of Subject Property		
Area of Subject Property (Acres/Sq Ft)		Area of Building or Structure (Sq Ft)

Administrative Staff Report



**Façade Grant Review
1052 Main Street
August 10, 2022**

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

Applicant(s): • Mike Beacom Staff: • Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): • 281240832202938 Zone(s): • "B-3" Central Business District Council District: • District 1 – Ald. Christianson Lot Information: • Actual Frontage: 53 feet • Effective Depth: 179 feet • Square Footage: 9,498 • Acreage: 0.218 Current Use: • Retail and office space Applicable Regulations: • Chapter 22 • Downtown Design Guidelines • Façade Grant Guidelines	Request A request from Mike Beacom for a façade improvement grant in the amount of \$9,134.80 to perform exterior improvements to the building located at 1052 Main Street (Parcel ID 281240832202938). Attachment(s) 1. Application 2. Renderings / Photo's 3. Bids City Official Design Review / Historic District 1. Downtown Design Review District 2. Mathias Mitchell Public Square District Staff Recommendation Approve the façade improvement grant request in the amount of \$9,134.80 to perform exterior improvements to the building located at 1052 Main Street (Parcel ID 281240832202938), subject to the following conditions: 1. The chairperson and designated agent shall have the authority to review and approve minor amendments to the project. 2. Applicable building permits shall be obtained. 3. All work shall be completed within one year of this façade improvement grant approval. 4. The project must adhere to Façade Improvement Grant Program Guidelines. 5. No funds shall be disbursed until the project is fully completed.
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Vicinity Map



Scope of Work

Overview: The applicant is requesting a façade improvement grant to perform various improvements to the exterior of the building located at 1052 Main Street. These improvements include masonry repair and restoration to the building's façade, roof repair (most of which are not eligible for grant funds), painting and signage. The submitted bids highlight an expected total cost of \$22,837.00 of eligible improvements, of which 40% is \$9,134.80. Pursuant to the Commission's Façade Improvement Grant Program, any request for grant assistance shall be reviewed by the Commission. Please note that the requested improvements are considered a 'minor work' per the Commission's Design Guidelines and would not require approval by the Commission.

City of Stevens Point Façade Improvement Grant Program

Eligible Activities

Restoration and rehabilitation of your building's exterior wall(s) that are viewable from a public street (alleys are not included). Examples include (list is not all inclusive):

Storefronts

*Signage **

*Doors and windows **

Wall treatments (painting, acid washes, etc.)

*Details (light fixtures, awnings, etc.) **

Building additions that meet local building codes and zoning requirements and the principles and guidelines of the Program.

** Costs associated with these improvements may only be considered for matching grant funds if they are part of an overall building improvement project or restoration project. For example, replacing your awning, signage, or windows that are not historically relevant does not meet the intent of the program and will not qualify for matching grant funds. The Commission reserves the right to approve these improvements for projects that restore the historical integrity of the building.*

Award Reimbursement

Reimbursement shall be limited to no more than 40% of the total cost of eligible improvements. No single City reimbursement shall exceed thirty thousand dollars (\$30,000) unless it is approved by the Common Council.

The following provides an analysis of each façade improvement grant standard relative to the planned project.

Façade Improvement Grant Standards

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

Analysis: The building and property are located within the Downtown Design Review District and the Downtown TIF District (TID #6).

Findings: This standard is met.

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

Analysis: The building's south façade faces Main Street and is visible from the street. The building's north-facing façade, along with a portion of the west-facing façade, is visible from a public parking lot owned by the City's Redevelopment Authority.

Findings: This standard is met.

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

Analysis: Activities proposed includes performing wall treatments to the building's storefront, painting, signage and roof repair.

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: Improvements to the storefront walls and parapet walls will be consistent with the original design of the building. While the proposed improvements do not require design review approval by the Commission, City staff have reviewed the proposal and has approved of the design review provided certain conditions are met (e.g., application of paint onto the wall, cleaning of storefront walls, installation of signage onto the front façade,

etc.).

Findings: This standard is met.

5. The applicant has obtained more than one bid from contractors.

Analysis: Two bids were submitted for each proposed improvement.

Findings: This standard is met.

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

Contractor							
	Improvements	Wisconsin Paint Company Professionals, LLC	Van Asten Painting, Inc.	Durable Roofing LLC	Security Luebke Roofing	SignPro	Stratford Sign Company
	Wall Treatments						
1	Pressure washing, tuckpointing and painting	\$22,137.00	\$16,529.00				
	Roof Repair						
1	Improvements to parapet walls*			\$2,400.00	\$62,854.68		
	Signage						
1	New Wall Sign					\$3,908.00	\$4,226.00
	TOTAL:	\$22,137.00	\$16,529.00	\$2,400.00	\$62,854.68	\$3,908.00	\$4,226.00
	Lowest Bid(s)	\$16,529.00		\$2,400.00		\$3,908.00	
	TOTAL Project Cost:	\$22,837.00					
	40% of Total Project Cost:	\$9,134.80					

*Note: The submitted bids for roof repair includes improvements both eligible and ineligible for grant assistance.

Analysis: The estimated total project costs among the bid proposals are above.

Findings: The applicant has submitted two bids for each proposed improvement. When taking the bid information into account, the total project cost is projected to be \$22,837.00. Total matching grant assistance – 40% of eligible project costs – is projected to be \$9,134.80.

7. The applicant is current on all real estate and personal property taxes, have 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 any 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 project meets the requirements of the Commission's Design Guidelines.

Findings: This standard is met.

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

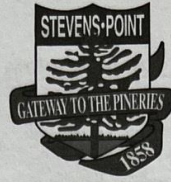
Analysis: The proposed project meets applicable Zoning Code requirements.

Findings: This standard is met.

Historical Photos



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	8-3-2022	Date Reviewed		Approved	Yes ☐ (\$ _____) No ☐
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APPLICANT/OWNER INFORMATION

APPLICANT INFORMATION		Owner Information (Same as Applicant? ☒)	
Applicant Name	Point Housing	Contact Name	
Address	1052 Main Street, Suite 203	Address	
City, State, Zip	Stevens Point WI 54481	City, State, Zip	
Telephone		Telephone	
Cell	(715) 340-0681	Cell	
Fax	NA	Fax	
Email	mike@pointhousing.com	Email	

PROJECT SUMMARY

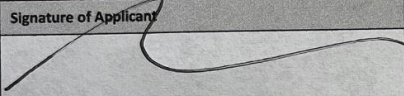
Scope of Work to be Undertaken (attach contractor estimates, if available)	
We are doing a major renovation of the building this summer, including installation of new roof and north AC unit and some interior cosmetic projects (most of which is uneligible). As to the scope for the eligible grant funds, we are proposing: some masonry repair to the facade; new paint for all three sides of the building, and signage to help draw more attention to the tenants.	
Describe the Positive Impact Your Project will Bring to Stevens Point	
It will give the building its first cosmetic facelift since constructed in the late 1970s and will aid the tenants in helping their customers/clients to find them more easily.	
Total Cost of Project Improvements	Amount of Matching Grant Assistance Requested
\$22,837.00	\$9,134.80
Estimated Start Date	Estimated Completion Date
Mid/Late August	November 30, 2022
Number of Commercial Tenant Spaces Within the Building	Number of Residential Tenant Spaces Within the Building
14	0

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):
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
	8/3/22		

Wisconsin Paint Company Professionals,
 LLC
 1402 Contractor's Blvd.
 Plover, WI 54467

Estimate

Date	Estimate #
4/12/2022	2642

Name / Address
Beacom, Mike - Main St 2022

			Project
Description	Qty	Cost	Total
Re: Painting for 1052 Main Street Thank you very much for the opportunity to work with you on this project! Our estimate includes: - Pressure wash building with 3,000 PSI Hot Water Pressure Washer - Protect areas as necessary - Caulk cracks on building - Paint building with Hallman Lindsay 168 GripCrete - 2 coats - Paint 31 Brown Light "Planks"/Crossbeams - Paint approx. 60 lf of Wrought Iron Fencing (5 feet high) in rear of building - Clean up each day and as necessary - Includes use of lifts as needed to access high areas Our total including all materials and labor: \$22,137.00 Alternate #1 - Add: \$7,250 to Sand/Prep Window Frames, Door Frames, Doors on Exterior of Building (does not include interior) and Paint all of them. Includes all windows from Window wells in rear to first and second level windows and doors on all three sides of building exterior Thank you! Sincerely, Jesse Bolder		0.00	0.00
		Total	

Customer Signature



VAN ASTEN PAINTING INC.
2954 State Hwy 73
Wisconsin Rapids, WI 54495
715-712-1282 Fax: 715-712-1284

WORK ESTIMATE: 22-PTH-1054 (Downtown Plaza Building) Date: 5/2/22

Customer Name: Point Housing = Mike
Address: 1052 Main Street
Stevens Point, Wi. 54481
Phone Number: 715-340-0681
Email: manager@pointhousing.com

WORK DESCRIPTION: Downtown Plaza Building

Scope of Work – Provide equipment, materials and labor to prepare surfaces and apply stain & coatings to the Downtown Plaza Building walls and Artisan Ally walkway crossbeams.

Surface Preparation

- Solvent wipe to remove grease and oil contaminates SSPC-SP1 as required.
- Surface preparation of concrete SSPC-SP13.
- Pressure wash to clean exterior walls. SSPC-SP6WJ

Coating Application

- With brush, roller and airless sprayer apply concrete stain to match existing.
- With brush, roller and airless sprayer apply one coat of PPG Permacrete Aqua-pel 4-6100 @ 7-1 ratio.
- With brush and roller apply two coats of industrial enamel @2-4 Mils DFT per coat. (Crossbeams)
- Finish color: match existing or per owners' specifications.
- All coatings to be applied per manufacturers specifications.

Base Bid

\$16,529.00

Customer agrees to pay cash or equivalent when the work is completed within **30 days** unless otherwise agreed to in advance. Until paid in full, the amount owing on this work shall constitute a lien on the property to VAP. If payment is not made when due, customer agrees to pay costs of storage and all costs of collection, including reasonable attorney's fees.

All work performed by VAP is warranted to be free of defects in workmanship for a period of _____ from the date the work is completed. In the event of any defective workmanship, VAP will repair the item at no cost to customer. Customer understands that this warranty is customer's sole remedy, and under no circumstances will VAP be responsible for incidental or consequential damages.

I accept the estimate above and authorize VAP to begin work.

Customer Signature: _____ **Date:** _____

Due to the volatility of the material and coating market; all Van Asten Quotes are only good for 30 Days from date of quote.



179820 Pine View Road, Birnamwood, WI 54414
Ph: (715) 449-3402 merle@durableroofing.info
www.durableroofing.info



PROPOSAL

Date

04/13/2022

Proposal #

2111-2121262-03

Building Contractor Registration

931808

PROPOSAL SUBMITTED TO		JOB LOCATION	
Point Housing LLC		1052 Main St., Stevens Point, Wisconsin, 54481	
1052 Main Street Suite 203		Phone Number	(715) 340-0681
Stevens Point Wisconsin 54481		Email	mike@pointhousing.com
Job Name	Architect	Blue Print Date	Tentative Start Date
Point Housing Office reroof			

We hereby submit specifications and estimates for: **Base Bid for** Duro-last PVC roof system.

Existing rubber membrane remains but is cut around perimeter edge of parapet, and in 100'x 100' sections.

One layer of 2" ISO insulation(R-11.2) over existing insulation (R-19.5) equaling a total of (R-30.7) on entire roof deck.

Duro-Last 50 ml PVC, white in color, mechanically fastened, with membrane wrapping up and over parapets.

[Top of outside parapet has edge metal removed and replaced with a 2 piece 4" compression edge metal.

Materials =\$1,800. and labor to install =\$600. For a total Value of \$2,400.]

Duro-last flashings for curb, pipes, and drains. (roof hatch & 30"x30" curb raised 3" to gain adequate height). [This does not address large old RTU that leaks and needs to be raised 4.5". If a new HVAC unit was installed it would require a smaller sized curb].

New Duro-last pipe flashings, roof drains with covers, and 2-way breather vents.

All workmanship is inspected by certified Duro-last technician, prior to warranty being issued.

Covered by Duro-Last 15-year NDL labor, material, and consequential damage warranty.

This system easily performs beyond 15 yrs., and has gone up to 32yrs. of service.

Alternate options;

For a Durolast 40 ml PVC roof system, Deduct \$1,000.

To exclude 2" ISO insulation which would leave building under-insulated (R-19.5), Deduct \$13,770.

We Purpose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:
\$56,260.00

► **Building Permits, if required, are the responsibility of the building owner and need to be onsite at project start.**
\$65. @ hour plus material for work beyond scope of contract.

Percentage paid at signing of contract: 40 % (**\$22,500.**)

Balance paid at completion: **\$** _____

Authorized
Signature: *Merle Martin*

Note: This Proposal may be withdrawn if not accepted within _____ 30 _____ days.

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving 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. We carry Workman's Compensation and General Liability Insurance.

Durable Roofing LLC will not be held liable for damages caused to building or accessories due to screw penetrations on roof installations.

We reserve the right to assess a charge of 1.5% per month on all past due balances.

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.

Signature
Signature Date

Signature
Signature Date

Please sign both of the Proposal Forms. Retain one copy for your own records, and return the other copy to Durable Roofing, LLC.



Security Luebke Roofing Commercial
3921 E Endeavor Dr
Appleton, WI 54915
Phone: 920-766-7904
Fax: 920-766-9213

Low slope replacement
FT 36mil
05/10/2022

Company Representative
David Gaskill
Phone: (920) 309-0140
dgaskill@securityluebkerroofing.com

Point Housing
1052 Main Street
Stevens Point, WI 54481
(715) 498-9596

Job: Point Housing

Low Slope Roofing Commercial Section

Membrane

FiberTite, 36 mil KEE - Off-White 100"x100'

Membrane Accessories

FT Edge Stripping - 6"x100'

FT Universal Corner (Off-White)

FT 60 mil unsupported flashing 4'x24'

FT Molded Boot, 0.75"-6" (Off White)

Insulation

Fanfold 1/2"

Fasteners

Fibertite Plates - 3" Insulation

FT Membrane Stress Plates, Magnum 2S (2.375")

FT #15 Magnum Fastener, 8"

Masonry Anchor, 7/8" x 3/16"

Termination Bar (10')

Fabricated Metal

FT FiberClad Metal, White (4'x10')

Sealants, Adhesives, Cleaner

Vulkem 116 Polyurethane Sealant - White

FTR-190e (For Membrane, 5 gal.)

Mulehide Water Cut-Off Mastic (11 oz)

Acetone

Misc.

Equipment Delivery

Permit

Toilet Service

Dumpster- Large (<60sq)

Warranty - SLR 10yr

FiberTite Materials Warranty 20 years

Labor

Low Slope, Crew Labor Charge per Hour

Low Slope, Foreman Labor Charge per Hour

Fabrication & Installation

Hotel Rooms and travel expenses

\$62,854.68

Sub Total

\$62,854.68

Tax

\$1,191.03

TOTAL

\$64,045.71

TERMS AND CONDITIONS

1. Additional necessary repairs charged at \$90 per man hour and materials +15%. This includes possible hidden conditions such as deteriorated roof decking, hidden shingle layers, flashing problems, other rotted wood, etc.
2. 30% non-refundable down payment is required to secure the signed contract. Remainder is due upon completion.
3. The contractor is granted access to the building and property with trucks and equipment for lifting and lowering material. The homeowner grants permission and is responsible for damage caused to the driveway, sidewalk and landscaping by access to the building, property, and roof for these activities.
4. No warranties shall be issued until full payment is received. If payment is not made when due, interest, cost of collection, and attorney fees shall be added to the unpaid balance. Interest shall accrue at the rate of 1.5% per month on the unpaid balance after 30 days.
5. SLR imposes a processing fee of 3% on the transaction amount of any credit card payments made to SLR. Customer specifically authorizes SLR to charge their credit card 3% of the transaction amount for the payments made by credit card.

LIEN RIGHTS NOTIFICATION

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, SECURITY-LUEBKE ROOFING, INC. HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED BUILDER, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS MORTGAGE LENDER, IF ANY. BUILDER AGREES TO COOPERATE WITH THE OWNER AND HIS LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

If this Notice is attached to a written contract between the parties as owner and prime contractor, it becomes a part of the contract.

WARRANTY RIGHTS NOTIFICATION

1. Security-Luebke Roofing, Inc. shall present manufacturer warranties for specific material when specified in the contract. Owners are responsible for registration and execution of each.
2. Security-Luebke Roofing, Inc. shall provide a written limited workmanship warranty when specified in the contract.
3. Overdue balances shall suspend warranty rights until paid. Lapsed time shall not increase the length of any warranty or service agreement.
4. No other warranties are expressed or implied.

PRICE INCREASE LANGUAGE

Should it become necessary or proper for SLR, during the term of this Agreement, to make any change in design, materials, price, or any alterations that will increase price, SLR will notify Customer immediately. Price increases must be approved by Customer; however, if Customer does not approve any price increases within five(5) business days, SLR shall have the right in its sole judgment to cancel the contract without penalty.

RIGHT TO CURE

Consistent with Wis. Stat. 101.148, SLR has provided you with a pamphlet explaining SLR's Right to Cure and/or remedies under state law.

FORCE MAJEURE

Any delay or failure in the performance by SLR hereunder shall be excused if and to the extent caused by the occurrence of a force majeure. For purposes of this Agreement, force majeure shall mean a cause or event that is not reasonably foreseeable or otherwise caused by or under the control of the party claiming force majeure, including acts of God, fires, floods, explosions, riots, wars, hurricane, sabotage, terrorism, vandalism, accident, restraint of government, governmental acts, injunctions, labor strikes, and other like events that are beyond the reasonable anticipation and control of SLR thereby, despite such SLR's reasonable efforts to prevent, avoid, delay or mitigate the effect of such acts, events or occurrences, and which events or the effects thereof are not attributable to a SLR's failure to perform its obligations under this Agreement.

.....

Company Authorized Signature

Date

Customer Signature

Date

Customer Signature

Date



1335 Contractors Blvd, Plover

Phone: 715.341.7446

Fax: 715.342.4583

www.341SIGN.com

Customer ESTIMATE

Customer Name
Downtown Plaza 1052 Main Street Stevens Point, WI 54481
Attn: Mike Beacom

Date	Quote Number
04.27.2022	04272022

Description	Quantity	Per Item Cost	TOTAL
Downtown Plaza – Wall Sign - Qty: (1) 59.8" H x 48" L x .125" thk single sided - non-lit wall sign per the layout supplied. Sign face will be .125" thk aluminum. Sign will have 1.5" aluminum angle brackets on the back for mounting. "1052 DOWNTOWN PLAZA" lettering will be flat cut / painted 1/2" thk acrylic. "ARTISAN ALLEY INSIDE TENANTS" graphics will be applied HP 3M black vinyl. Boarder and sign face will be have a satin urethane paint finish, per approved colors. Sign will have rivet nuts installed in the face, 1/4"-20 threads, stainless steel button head cap screws included in this quote.	1	1989.00	1989.00
Installation of the above sign in St. Point, WI.	1	620.00	620.00
Tenant Panels 5"x20" 3mm MaxMetal with UV printed tenant names and predrilled holes initial order of 8 panels \$27.00 each ** Reoccurring order 1 at a time \$45 each	8	27.00	216.00
Tenant Panels 5"x42" 3mm MaxMetal with UV printed tenant names and predrilled holes initial order of 2 panels \$69.00 each *** Reoccurring order 1 at a time \$75 each	2	69.00	138.00
<i>Customer to install tenant panels with supplied hardware</i>			
Hanging Signs - Qty: (5) 20" H x 24" L x 1/8" thk non-lit hanging sign panels. Signs will be routed .125" thk aluminum and will have a satin urethane paint finish, per an approved color, on both sides. Price includes tenant names on BOTH sides in single color cut vinyl. Installation NOT included in this price. Estimate 45min-60min per hanging sign to install, based on final time/materials	5	189.00	945.00
Quote Notes 1. Custom built signs approx 4x6+ wks after deposit/signature and artwork approval 2. Payment Terms: 50% down at time of special order, net 15 balance after completion 3. Quote valid for 30 days, unless otherwise noted. 4. Thank You for choosing Sign Pro!			
Customer Signature _____ Date _____		SubTotal	\$3908.00

*** If a building sign permit is required you can obtain one on your own, or we can provide one. Sign Pro charges the actual permit fee + \$125 processing fee.

TOTAL	\$4,122.94
--------------	-------------------



PO Box 134 • Stratford, WI 54484
Address Service Requested

phone 888•264•4459 - 715•687•3250
fax 715•687•4657

Customer Name

Downtown Plaza
1052 Main Street
Stevens Point, WI 54481
Attn: Mike B.
From: Craig

Customer Estimate

Date	Quote Number
4/29/2022	1301346

Description	Quantity	Per Item Cost	TOTAL
Downtown Plaza - Hanging Sign for Wall 1. Qty: (1) 60"H x 48" L x .125" thk single sided sign Sign face will be .125" thk aluminum. Sign to have mounting flanges for mounting Flat cut & painted 1/2" thk acrylic. "1052 DOWNTOWN PLAZA" letters All other graphics will be applied HP 3M black vinyl. sign will have a satin urethane paint finish, TBD	1	2,105.00	2,105.00
All tenant panels and graphics for names 5"x20"	8	35.00	280.00
Tenand Panels 5"x42"	2	68.00	136.00
Installation 2. Installation of the above sign at desired location	1	750.00	750.00
Hanging Signs 3. Qty: (5) 20" H x 24" aluminum hanging signs with holes for mounting with tenant names in vinyl. installation NOT included	5	191.00	955.00
Quote Notes All work quoted is complete per approved drawings and quote, our shop. Logo Design: SSC protects your artwork here and will provide formatted artwork per customer request. This service does incur a fee of \$190.00 - \$250.00 Sign permit fee, if needed, to be based on Municipality fee and acquisitional fee. If customer obtains permit, permit must be received prior to start of production. Quote valid for 14 days. Price is subject to change after 14 days of quote date. PLEASE REVIEW SPECS AND PROOF CAREFULLY • Check for typographical errors, omissions, layout accuracy, etc.			\$4226.00
TOTAL including tax			\$4,458.43



PO Box 134 • Stratford, WI 54484
Address Service Requested

phone 888•264•4459 - 715•687•3250
fax 715•687•4657

Customer Name

Customer Quote

Downtown Plaza Page 2

A n : Mike
From: Craig

Date	Quote Number
4/29/2022	1301346

Descrip on	Quan ty	Per Item Cost	TOTAL
Customer is responsibility to correct any errors. The colors on your screen or printed from your copier/printer may vary from the final printed piece. PMS colors must be requested at me of order and addi onal fee may apply if sample is required. PMS color matching may not be guaranteed. Quote is based on informa on known at me of request. Any changes made a er this pricing will be revisited and may reflect addi onal fees. Site survey performed may incur addi onal fee and may delay produc on. Diggers Hotline will be contacted for inground installa ons and they will locate Electrical and U lity Lines only, Stra ord Sign Company, LLC is not responsible for unmarked private lines and sprinkler systems upon digging. SSC takes measures to eliminate Landscaping and lawn damage during installa on, any damage due to necessary heavy equipment is not responsibility of SSC. 1 year warranty on all electrical components and labor. Comple on TBD at me of order a er approved layout, signed quote, half down when necessary, and receipt of customer Purchase Order. Permi ng may run into unforeseen delays in final melines. Any changes a er produc on begins will incur addi onal fees and delay comple on. Payment terms: 1/2 down at me of order, net 30 on the remaining. 3% surcharge applied to credit card payments \$500.00 and over. Thank You! To Proceed please sign, date and return. Customer Signature _____ Date _____			
TOTAL			\$4,458.43



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/3/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  Ben Martinsen 2337 Main St Stevens Point WI 54481		CONTACT NAME: Ben Martinsen PHONE (A/C, No, Ext): 715-341-9020 E-MAIL ADDRESS: FAX (A/C, No):	
		INSURER(S) AFFORDING COVERAGE INSURER A: State Farm Fire and Casualty Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 25143	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☒ LOC OTHER:			99-BT-A790-3	08/09/2021	08/09/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N / A			PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE This form was system-generated on <u>August 3, 2022</u> . To obtain a signed form, please contact your Agent.

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From: [Mike Beacom](#)
To: [Adam Kuhn](#)
Subject: Re: [External] 1052 Downtown Plaza Sign
Date: Thursday, August 4, 2022 12:22:22 PM
Attachments: [image002.png](#)
[image003.png](#)

Correct. I'll email Kurt and cc you to see if he can accommodate on Monday.

Thanks!

From: Adam Kuhn <akuhn@stevenspoint.com>
Sent: Wednesday, August 3, 2022 2:04 PM
To: Mike Beacom <mike@pointhousing.com>
Subject: RE: [External] 1052 Downtown Plaza Sign

Thanks Mike, confirming receipt of this and the other documents. The rendering below should suffice for the agenda packet, but Kurt can gladly send me more detail for me to include in the presentation.

Are you still looking to install this sign in the area identified below?



Best,

Adam Kuhn
Associate Planner/Zoning Administrator
City of Stevens Point
1515 Strongs Avenue

Stevens Point, WI 54481
akuhn@stevenspoint.com
(o) 715-342-4158

From: Mike Beacom <mike@pointhousing.com>
Sent: Wednesday, August 3, 2022 1:35 PM
To: Adam Kuhn <akuhn@stevenspoint.com>
Subject: Fw: [External] 1052 Downtown Plaza Sign

Kurt may be able to provide something more detailed next week (he's gone until Monday)



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spam.



MEMORANDUM

To: Historic Preservation / Design Review Commission

From: Adam Kuhn, Associate Planner / Zoning Administrator

Date: August 10, 2022

RE: **Proposed Amendments to the Commission's Design Review Guidelines**

Background: For several weeks, some commissioners have expressed an interest in amending sections of the Commission's Design Guidelines as it relates to required approvals and demolition review requirements. Although a comprehensive review of these design and demolition requirements will take place later this year, before you all are three proposed amendments for your consideration.

1. Required approvals for new accessory structures.

Currently, the Commission's Design Guidelines outlines the "construction of new accessory structures" as a 'major work.' A 'major work' is defined as "significant projects, such as new construction and additions, which potentially alter the existing appearance of the historic district." Improvements classified as major works requires the review and approval of the Historic Preservation / Design Review Commission.

Last month, the Commission conducted a design review of a proposed 24 square foot accessory structure to be built within the Downtown Design Review District. Although the applicant did not need to obtain a building permit to construct the 24 square foot structure (as accessory structures under 25 square feet in size do not require a building permit), a design review was needed.

As part of this agenda item, I am proposing to amend Section 7.4 of the Commission's Design Guidelines to set a threshold for when a new accessory structure requires Commission review. New accessory structures of 25 square feet in size or greater would still require the Commission's review (and classified as a 'major work'), but new accessory structures under 25 square feet in size would be classified

www.stevenspoint.com

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as a 'minor work.' A 'minor work' is defined as "projects including general maintenance and simple projects that does not alter the appearance and character of the property." Improvements considered a 'minor work' can be reviewed and approved by the Zoning Administrator. It is my belief that if an accessory structure is small enough to not require a building permit, staff should have the ability to conduct an administrative design review of the request to better streamline the approval process.

The proposed amendment is outlined as follows:

Sec. 7.4: Major and Minor Works

Sec. 7.4.1: Major Works (HPDRC Approval)

- f. **Construction of new accessory structures *at or greater than 25 square feet in size***

Sec. 7.4.2: Minor Works (Staff Approval)

- w. **Construction of new accessory structures under 25 square feet in size**

2. Required approvals for renewing expired design review certificates.

Chapter 22.05(2)(1) of the City's Revised Municipal Code states that design review certificates shall expire after twelve months from the date that the certificate is issued. Applicants wishing to renew an expired design review certificate are required to obtain Commission approval for projects "of substantial proportion." Please note that projects "of substantial proportion" are not further defined within the Commission's Design Guidelines. With that said, this proposed amendment aims to make the renewal of expired design review certificates be a 'minor work' provided that there were no significant amendments to the approved project.

The likelihood of completing a significant project within one year is quite low due to several factors. Such factors include the length of time that plan reviewers within the Wisconsin Department of Safety and Professional Services takes to review a plan submittal (roughly one to three months), labor shortages and supply shortages. Knowing that these roadblocks exist, staff believes that it is appropriate to temporarily transfer the ability to renew expired design review certificates from the Commission to City staff.

The proposed amendment is outlined as follows:

Sec. 7.4: Major and Minor Works

Sec. 7.4.1: Major Works (HPDRC Approval)

- r. ~~Renewal of an expired design review certificate on projects of substantial proportion~~

Sec. 7.4.2: Minor Works (Staff Approval)

x. **Renewal of an expired design review certificate**

3. Amendment to demolition review guidelines.

Last month, the Commission discussed one demolition review guideline as it relates to a self-claimed hardship. This guideline is as follows:

"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."

Under a literal interpretation of the above guideline, it states that if a current property owner fails to maintain their property in good repair, it is not a valid claim of hardship due to it being self-created. However, it fails to mention the disrepair of a structure that may occur from a previous owner. For example, a property owner that willfully or unwilfully causes a structure to go into disrepair may sell this property to a new party. This new property owner, under a literal interpretation of the above guideline, may claim to meet this requirement as the failure to maintain the property and/or structure was not due to the current owner but rather a previous owner.

It is commonplace in zoning and land use administration for a deficiency/non-conformity to run with the property and not expire in the event of a real estate transaction. For example, a non-conforming structure is not made conforming with a real estate transaction – this situation is transferred over and becomes the responsibility of the new owner. Therefore, it is my belief that this proposed amendment would close a loophole in the Commission's demolition guidelines and further promote the purpose and intent of such a review.

The proposed amendment is as follows:

Sec. 6.1 *Demolition*

Sec. 6.1.2 *Demolition Guidelines*

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. **Any hardship or difficulty claimed by the owner may not come as a result of any failure to maintain the property in good repair by the current property owner or previous property owners.** , ~~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.~~*

Next Steps: During the August 10th meeting, the Historic Preservation / Design Review Commission will consider the above amendments. If approved, the recommendation will be carried over to the City Plan Commission for their review.

ARTICLE 6.0 DEMOLITION AND RELOCATION



Sec. 6.1 Demolition

Demolishing a historic structure within a district has the potential to irreversibly change the character of the district and can compromise the quality and sense of place of the entire district. Historic structures represent a tangible link to a community's past. They are physical expressions of architectural style, building technology, and personal taste. Demolition of a historic structure is strongly discouraged, and any time a demolition is proposed, alternatives should be carefully explored. Design Review guidelines and procedures are further described in Chapter 22 of the City of Stevens Point revised municipal code.

6.1.1 Review for Demolition

The HP/DRC will review demolition requests, taking into consideration the property's significance, and guidelines below. A delay period of 365 days exists, allowing for alternatives to be explored prior to the demolition. If the Commission determines that the building in question has no historic significance or value, the demolition request can be approved without delay.

6.1.2 Demolition Guidelines

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.
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.
3. Whether demolition of the subject property would be contrary to the objectives of the historic preservation plan for the applicable district as duly adopted.
4. Whether the building or structure is of such old, unusual or uncommon design, texture, and/or material, that it could be reproduced only with great difficulty and/or expense.
5. Whether retention of the building or structure would promote the general welfare of the people of the city or the state, by encouraging study of American history, architecture and design, or by developing an understanding of American culture and heritage.
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.
7. Whether demolition of the building or structure would promote conformance with other criteria as designated in the City of Stevens Point Historic Design guidelines.
8. Prior to undertaking demolition work, the property owner should approach the HP/DRC to determine the historic significance of the structure and its relationship to the district.

9. If the HP/DRC determines that the structure is historically significant, it should delay the demolition for an appropriate time in order for staff and the Commission to work with the property owner to seek viable alternatives to demolition. Alternatives to demolition include, among other things:
 - a. If a building is in disrepair, working with the property owner to develop a rehabilitation plan and identify funding assistance such as rehabilitation tax credits that would allow the building to be rehabilitated.
 - b. If a building does not fit the owner's required needs, determining if the structure could be adaptively reused.
 - c. Working with the -property owner to locate a buyer who will use the property without demolishing the structure.
 - d. As a last resort, finding a suitable location within the district for the historic building to be moved and working with the property owner to develop a plan for relocation.
10. If all alternatives for preservation have been exhausted, the HP/DRC should work with the owner to make a permanent record of the historic resource including photography, an architectural description of the building, chain of title, floor and site plans, or collection of other historic documentation that is available. Since Stevens Point is a Certified Local Government, it must fill out an annual survey to the State's Historical Preservation Office that includes a list of all demolitions and provide historic data on the demolished properties.
11. When a demolition is proposed, the applicant should submit a landscaping plan illustrating proposed landscaping and other site development to be completed within six (6) months after demolition.

Sec. 6.2 Relocation

Removing a contributing structure from its historic setting can compromise the integrity of the building and the district as a whole. Often, however, relocation is the only method to preserve a structure that is faced with demolition. Relocation should be considered only when all other preservation alternatives have been eliminated. Occasionally, a structure may be moved into historic districts.

In planning the move of a structure, consideration should be given for how the relocated building will impact surrounding structures and fit into its new setting. Often, architectural features are compromised when moving a structure. Only an experienced house mover should be used so that damage to the historic building itself, significant vegetation, or buildings along the route is minimized. Prior to moving a structure, the property owner is advised to contact the State Historic Preservation Office to determine what measures need to be taken to ensure that the contributing status of the building is not jeopardized.

Relocation can be looked at in much the same way as new construction in that the building being introduced into a new environment should complement the character of its surroundings in architectural style, size, scale, orientation, and landscaping.

Much like new construction, the applicant should submit a plan for relocation including a site plan and drawings of the building in its new environment.

Relocation Guidelines

1. Relocation of a building within a historic district should only be considered as an alternative to demolition when all other preservation options have been exhausted.
2. Prior to the act of relocation, the HP/DRC should work with the owner to document through photography, drawings, and other means the existing location and environment of the historic structure. Measured drawings should be made particularly if there is to be

Tongue-and- groove: An edge joint of two boards consisting of a continuous raised fillet or tongue on one edge that fits into a corresponding rectangular groove cut into the edge of the other board.

Transom: A narrow, typically rectangular window located above a door or larger window. Transom windows are usually hinged, allowing the window to be opened to improve ventilation.

Turret: A small tower usually located at the corner of a building.

Veneer: A decorative facing applied to an exterior wall, typically either made of or made to look like brick or stone.

Wood Shingles: Thin tapered rectangular pieces of wood installed in overlapping rows to cover walls or roofs; the butt of the shingles can be cut in a variety of shapes to give a distinctive pattern to a wall surface.

Sec. 7.4 Major and Minor Works

7.4.1 Major Works (HP/DRC Approval)

- a. New Construction or additions to primary building
- b. Exterior alterations to principal elevations of buildings
- c. Demolition of any structure
- d. Relocation of any structure
- e. Removal of accessory structures
- f. Construction of new accessory structures
- g. Construction or removal of chimneys when made of brick
- h. Alteration, addition, or removal of existing decks
- i. Construction of new decks
- j. Construction of new driveways
- k. New or expanded parking areas
- l. Construction, addition, or removal of porches or steps
- m. Changes to historic roof features

- n. Construction, addition or removal of swimming pools
- o. Installation of new windows and doors
- p. Alteration of exterior surfaces
- q. Substantial changes to a design review certificate
- r. Renewal of an expired design review certificate on projects of substantial proportion
- s. Removal of character defining landscaping and trees
- t. Painting using colors not adopted by the Historic Preservation Design Review Commission.

7.4.2 Minor Works (Staff Approval)

- a. Addition, or repair of existing accessory structures
- b. Replacement of synthetic siding
- c. Addition, or repair of existing awnings & shutters
- d. Installation of new awnings and shutters when appropriate
- e. Repair or replace existing siding, windows, doors, (no change)
- f. Construction of appropriate fences, walls, or hedges
- g. Repair or replacement of exposed foundations (no change)
- h. Installation or replacement of gutters
- i. Emergency removal of dead, diseased, or dangerous trees
- j. Removal of deteriorated accessory buildings (non-contributing)
- k. Repair of existing masonry
- l. Installation or removal of HVAC or mech. equipment (rear yard)
- m. Repair or replacement of existing porches (no change)
- n. Installation of appropriate signs
- o. Installation of satellite dishes & TV antennas (rear yard)
- p. Repair of existing stairs and steps
- q. Repair, replacement, or construction of walkways
- r. Installation of storm windows and doors
- s. Replacement of existing roof coverings (no change)
- t. Removal of non-character defining landscaping and trees
- u. Painting using colors adopted by the Historic Preservation Design Review Commission

7.4.3 Maintenance (No Approval)

- a. Repair or replacement of existing driveways & walks (no change)
- b. Repair or replacement of existing fences or walls (no change)
- c. Repair or replacement of existing gutters or downspouts (no change)
- d. Minor plantings or clearing of overgrown bushes & shrubs
- e. Repair or replacement of exterior lighting fixtures (no change)
- f. Repairs, including repointing, to existing masonry
- g. Repair or replacement of existing parking lots (no change)
- h. Repair of existing roof coverings (no change)
- i. Repair or replacement of existing signs (no change)
- j. Repair to existing swimming pools
- k. Construction of wooden trellises in rear yard
- l. Repair or replacement of existing sidewalks
- m. Window air conditioners at rear elevations

Sec. 7.5 Tax Credits

Currently, the federal tax code allows for a 20% tax credit for qualifying rehabilitations on income producing properties (such as commercial or residential buildings that are rented for profit). Therefore, an owner could recoup 20% of the total cost of a rehabilitation project in the form of tax credits. In Wisconsin, there is an additional state tax credit creating the potential for the property owner to recoup a total greater than 20% (state and federal) of the total cost of rehabilitation. Owners of non-income producing properties (single-family residences) are eligible for a state tax credit in Wisconsin.

To obtain local tax credit information, please refer to the City of Stevens Point's Community Development Department, or the State of Wisconsin Historical Society.

Sec. 7.6 Bibliography & Preservation Resources

7.6.1 Bibliography

1. Morton III, W. Brown, Gary L. Hume, Kay D. Weeks and H Ward Jandl.: The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings. Washington D.C.: U.S. Department of the Interior, National Park Service. 1997
2. Anne E. Grimmers, Jo Ellen Hensley, Liz Petrella and Audrey T. Tepper.: The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings. Washington D.C.: U.S. Department of the Interior, National Park Service. 2011
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4. National Park Service. *The Secretary of the Interior's Standards for Rehabilitation.* Washington, DC 1990.
5. National Park Service. *Historic Preservation Tax Incentives.* Washington, DC 2012.
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7. Wisconsin Historical Society. Historic Preservation. Historic Home Owners' Tax Credits. http://www.wisconsinhistory.org/hp/architecture/tax_credit.asp
8. Wisconsin Historical Society. Historic Preservation. Historic Home Owners' Tax Credits for Income-Producing Historic Buildings. http://www.wisconsinhistory.org/hp/architecture/iptax_credit.asp

Sec. 7.7 Design Review Flow Chart

