



AGENDA
**HISTORIC PRESERVATION/
DESIGN REVIEW COMMISSION**

Members

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

Date and Time: February 21, 2023
5:00 PM

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

OR

Zoom Teleconferencing

Meeting ID: 846 2551 2665
| Passcode: 158049

By

Computer: <https://us02web.zoom.us/j/84625512665?pwd=cElxZm1tdk1CMnFMc2Q3NDVOck9kdz09>

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

Opening Section:

1. Roll Call

Discussion and Possible Action on the Following:

2. Report of the January 19, 2023 meeting of the Historic Preservation / Design Review Commission.
3. A request from the City of Stevens Point for a design review to perform park improvements to the property located at 1401 East Avenue (Parcel ID 281240832103401).
4. Discussion, with possible action, on adopting a financial assistance program for opening filled windows.
5. Discussion on establishing guidelines for the painting of murals on historic properties.
6. Staff updates:

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.

- Upcoming events for the evaluation of the Historic Preservation / Design Review Commission's Design Guidelines.
- Historic plaque program.
- Ordinance preventing demolition by neglect.

Closing Section:

7. Adjourn

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 Strong's Avenue, Stevens Point, WI 54481.

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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

January 19, 2022 – 6:00 PM
933 Michigan Ave, Stevens Point, WI 54481

PRESENT: Chairperson Siebert, Vice Chairperson Munck, Alderperson Christianson, Commissioner McFarland, Commissioner Molepske, and Commissioner Hornung.

ALSO PRESENT: Associate Planner/Zoning Administrator Kuhn, Shawn Stanchik, Ron MacDonald, Ruth MacDonald, Mary Ann Laszewski, Steve McKay, Mollie McKay and unidentified audience members via Virtual Zoom Meeting.

INDEX:

Opening Section:

1. Roll Call

Discussion and Possible Action on the Following:

2. Report of the November 15, 2022 meeting of the Historic Preservation / Design Review Commission.
3. Public Hearing and action on a request from the City of Stevens Point to amend Chapter 22, Historic Preservation and Design Review Ordinance of the Revised Municipal Code of the City of Stevens Point. Said request amends Section 22.05 for the purpose of adopting an ordinance preventing demolition by neglect.
4. Discussion on a historic plaque program.
5. Staff update:
 - Evaluation of the Historic Preservation/Design Review Commission's Design Guidelines.

Closing Section:

6. Adjourn

Opening Section:

1. Roll Call

Present: Siebert, Munck, Christianson, McFarland, Molepske, Hornung

Discussion and Possible Action on the Following:

2. Report of the November 15, 2022 meeting of the Historic Preservation / Design Review Commission
Motion by Commissioner Molepske to approve the report of the November 15, 2022 meeting of the Historic Preservation / Design Review Commission; seconded by Alderperson Christianson.
Motion carried 5-0.

3. Public Hearing and action on a request from the City of Stevens Point to amend Chapter 22, Historic Preservation and Design Review Ordinance of the Revised Municipal Code of the City of Stevens Point. Said request amends Section 22.05 for the purpose of adopting an ordinance preventing demolition by neglect.

Associate Planner/Zoning Administrator Kuhn provided the following:

- Definition, purpose, and intent of the proposed ordinance.
- Examples of neglect.
- Process timeline for enforcement and remediation.
- Initiating a Demolition by Neglect determination.
- Standing body hierarchy for appeals or formal determinations.

Chairperson Siebert declared the public hearing open.

Chairperson Siebert declared the public hearing closed.

Commissioners had the following comments:

- Concerns noted for residential property owners needed to adhere to original material requirements to repair or replace, noting there were no additional options.
- Asked for clarification on what ‘surrounding streetscape improvement’ referred to, to which staff explained that they were not necessarily structures, but rather features that complemented the building itself, such as arches. There was following back-and-forth discussion on whether regulation of streetscape improvements was an overreach.
- In referencing subsection 7, specifically the verbiage of including ‘any other factor’, concern was noted for it to be too broad. There was a following back-and-forth discussion about the wording, ultimately coming to a consensus to leave as it due to the ability to appeal, and the likelihood of use would be very low, and there already were mechanisms in place within the ordinance to prevent frivolous action.
- Questioned the legal ability to gain access to a property, to which staff stated the legal process was outlined in Chapter 22 of the City’s ordinances.

Motion by Vice-Chairperson Munck to approve the request from the City of Stevens Point to amend Chapter 22, Historic Preservation and Design Review Ordinance of the Revised Municipal Code of the City of Stevens Point. Said request amends Section 22.05 for the purpose of adopting an ordinance preventing demolition by neglect; seconded by Alderperson Christianson.

Motion carried 4-0, with Commissioner Molepske abstaining due to living in the Historic District.

4. Discussion on a historic plaque program.

Associate Planner/Zoning Administrator Kuhn provided the following:

- History of the previous meeting.
- What properties were eligible for the program.
- Plaque characteristics including shape, material, background color, size.
- Messaging being conveyed, what verbiage to focus on.

Commissioners had the following general comments:

- Asked for information to review cost, as it maybe a large determining factor, to which staff noted and would bring forward for conversation.
- Clarification made that the plaque program would be entirely voluntary.
- Preference noted for different commercial and residential plaques due to the unique characteristics of the neighborhoods and information wanting to be conveyed, as well as trespassing concerns for the residential properties when attempting to read it.
- Preference noted for clear/concise, short information, and more detailed summaries for the corresponding GIS mapping features previously discussed at meetings.
- Inquiry on whether there would be limitations, such as age of construction or type of build, to which staff explained that the application process would determine eligibility.
- Associated walking tours were briefly discussed.
- Uniform wayfinding signage was briefly discussed.
- Characteristic – Shape
 - Preference for oval shape due to space real estate for text.
- Characteristic – Material
 - Preference for bronze as aluminum may be too cumbersome to maintain over time due to weathering.
- Characteristic – Background Color
 - Preference for a single neutral color to maintain consistency and neutrality against the front façade buildings for the downtown.
 - Inquiry on whether there needed to be a background color if the text itself was raised, which would minimize concerns for peeling or chipped background paint.
 - Commission requested examples be provided to better gauge legibility.

Future discussions to include plaque size, messaging, text font/size, mounting locations.

No action was taken.

5. Staff update:

- Evaluation of the Historic Preservation/Design Review Commission's Design Guidelines.
 - Have a Spring walking audit of the districts to have a visual representation of the districts to pick out common trends, conditions, concerns, or goals.
 - Gauging input from shareholders through several public informational session during the current winter season or early Spring.

No action was taken.

Closing Section:

6. Adjourn.

Meeting adjourned at 7:04 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, AICP
Associate Planner / Zoning Administrator

Date: February 21, 2023

RE: Design Review – Emerson Park

Background: As you are likely aware, the City's Parks, Recreation and Forestry Department and the Friends of Emerson Park have been working for a number of years on installing new amenities within the park. Improvements to Emerson Park include the following:

- Playground installation (Fall of 2022)
- Construction of a basketball court, sidewalks, permanent corn hole boards and fencing (Spring of 2023)
- Construction of an open air shelter with restroom facilities (construction to begin when additional funding is acquired).

Consistent with §62.23(5), the Emerson Park project has received approvals from the Plan Commission and Common Council.

HPDRC Approval: Located within the Clark Street Historic District, Emerson Park has remained a predominately vacant park since the former school on the property was demolished several years ago. As you may notice within the agenda packet, many of the proposed improvements are not directly identified within the Commission's Design Guidelines (e.g., construction of a playground, basketball courts, etc.). Therefore, it was my determination that the playground installation project from last Fall would satisfy applicable historic requirements.

The next phase of the project, the installation of fencing, would require HPDRC approval. The proposal includes the installation of chain link fencing around the

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baseball/kickball backstop transitioning from four feet in height to ten feet in height. The proposed baseball field will be situated within the southeast corner of the subject property. Under a literal interpretation of the Commission's Design Guidelines, Sec. 4.6(6) states the following:

- (6) *Front yard fences should be of an open design such as picket and no greater than three feet in height. It is not recommended to use solid privacy fences in front yards. Split rail, basketweave, lattice and shadowbox are also not recommended.*

As the proposed fencing would be located within the street yard, the above would limit the proposed fencing to no more than three feet in height. Given that this proposed fencing serves a different purpose than most other types of fencing (i.e., to screen and separate a property from view), I believe that it would be appropriate to allow for a taller fence. Please note that the Plan Commission and Common Council did approve this increased fence height within the Site Plan Review request mentioned earlier.

Second, the installation of an open air shelter would require HPDRC approval per Sec. 7.4.1 (a) of the Commission's Design Guidelines.

- (a) *New construction or additions to primary building.*

Identified within the attached plans, the proposed open air shelter would be located within the interior of the property and will be visible from all four adjacent streets. I have reviewed the proposed shelter and believe that it adheres to applicable provisions of the Commission's Design Guidelines. Please note that architectural drawings of the proposed shelter have not been submitted. As a condition of approval, I would ask that architectural drawings are submitted to me for review prior to the shelter being constructed.

Staff Recommendation: Approve the design review to perform park improvements to the property located at 1401 East Avenue (Parcel ID 281240832103401), subject to the following conditions:

1. The applicant shall provide final details on building materials for the proposed shelter, subject to the review and approval of the Designated Agent.
2. Staff shall have the ability to approve minor amendments to the proposed plan.



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		Contact Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		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
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)			
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

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

City of Stevens Point
2442 Sims Avenue
Stevens Point, WI 54481-3594



February 2, 2023

Ginger Keymer
3rd District Alderperson
City of Stevens Point
1816 Lincoln Avenue
Stevens Point, WI 54481

Alder Keymer:

The Stevens Point Parks, Recreation and Forestry Department is requesting, by way of this letter and its attachments, a historic preservation plan review and approval for a site revitalization project Emerson Park which includes a new basketball court, access sidewalks, backstop fencing, corn hole boards and a open air shelter. The revitalization project is being made possible through a private/public partnership with the Friends of Emerson Park who are fundraising for the project.

It is the hope of the City Parks, Recreation and Forestry Department that this request will be considered at the February meeting of the Historic Preservation Commission. I will attend that meeting to take any questions the Commission may have provided that I am not out on paternity leave.

Thank you for your time and consideration, please contact me with any questions that you have.

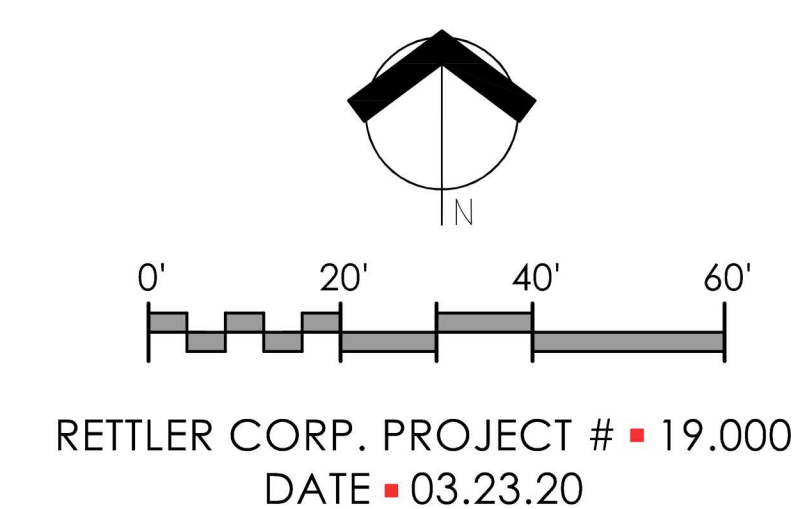
A handwritten signature in black ink, appearing to read "Dan Kremer".

Dan Kremer
Director of Parks, Recreation and Forestry
715-346-1536
dkremer@stevenspoint.com



- KEYNOTES**
- 1 PLAYGROUND AREA (~8,000 SF WITH NEW EQUIPMENT AND WOOD FIBER SURFACE) (INCLUDING AN ADA COMPLIANT SWING & TODDLER/PARENT SWING)
 - 2 PLAYGROUND PERIMETER WALK (CONCRETE SURFACE, 3' WIDTH)
 - 3 SEATING AREA WITH BENCH
 - 4 CENTRAL WALK (8-FT WIDE, CONCRETE)
 - 5 BALL FIELD BACKSTOP
 - 6 PERIMETER LANDSCAPING
 - 7 COMBINATION PICKLEBALL/TENNIS /BASKETBALL COURT W/ 10' H VINYL COATED CHAIN LINK FENCING AND 4' WIDE GATE
 - 8 PARK LIGHTING (TYP.)
 - 9 SHELTER (1,000 SF) WITH SINGLE RESTROOM & DRINKING FOUNTAIN
 - 10 SHADE / PICNIC AREA (MAINTAIN EXISTING TREES)
 - 11 HARD SURFACE ARTISTIC AREA (15'x60')
 - 12 OPEN GREEN SPACE FOR ACTIVITIES (ICE SKATING TRAIL CAN BE CREATED IN WINTER)
 - 13 PARK-WIDE TURF IMPROVEMENTS (OVER SEED, FERTILIZE, MULCH, AND FINE GRADING IF NECESSARY)
 - 14 MAINTAIN EXISTING GARDEN SPACE
 - 15 CONCRETE CORNHOLE/BEAN BAG TOSS FEATURE
 - 16 BIKE RACKS
 - 17 ADA ACCESSIBLE PARKING SPACES
 - 18 DRINKING FOUNTAIN

CITY OF STEVENS POINT
EMERSON PARK MASTER PLAN ■ PREFERRED CONCEPT
ELLIS STREET ■ STEVENS POINT, WI 54481



RETTLER
corporation

■ 3317 BUSINESS PARK DRIVE, STEVENS POINT, WI 54482
■ TELEPHONE ■ 715 - 341 - 2633, FAX ■ 715 - 341 - 0431
■ EMAIL ■ INFO @ RETTLER.COM, WEBSITE ■ WWW.RETTLER.COM



CITY OF STEVENS POINT

EMERSON PARK

HARD COURT DEVELOPMENT PROJECT



REV	DATE	ISSUED FOR
	01/25/23	REVIEW
DRAWN:		R RAMIREZ
CHECKED:		R RETTLER
DOCUMENT NO.		22.052

RETTLER

corporation

3317 Business Park Drive, Stevens Point, WI 54481

Telephone: 715 - 341 - 2633, Fax: 715 - 341 - 0431

email: info@rettler.com, website: www.rettler.com

EMERSON PARK

HARD COURT DEVELOPMENT PROJECT

TITLE SHEET

CITY OF STEVENS POINT

PARKS, RECREATION & FORESTRY

2442 SIMS AVE

STEVENS POINT, WISCONSIN 54481

T100

OWNER

CITY OF STEVENS POINT
PARKS, RECREATION, & FORESTRY DIRECTOR: DAN KREMER
2442 SIMS AVE, STEVENS POINT, WI 54481
PHONE: (715) 346-1531

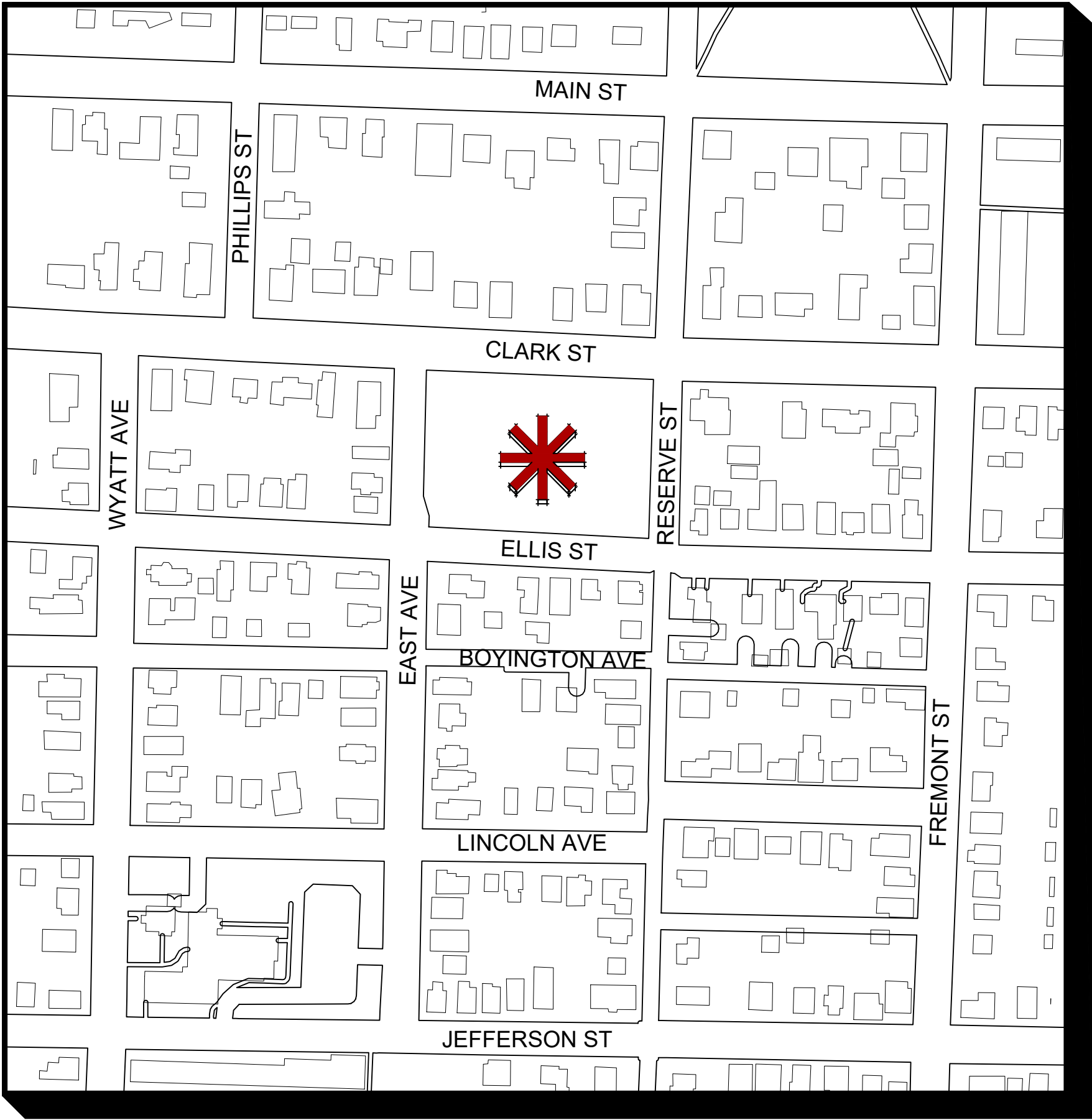
PROJECT MANAGER

LANDSCAPE ARCHITECT / ENGINEER (LA/E)

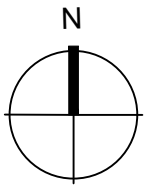
RETTLER CORPORATION
3317 BUSINESS PARK DRIVE
STEVENS POINT, WISCONSIN 54482
PHONE: (715) 341-2633
FAX: (715) 341-0431

PROJECT LOCATION

EMERSON PARK
1401 EAST AVENUE
STEVENS POINT, WISCONSIN 54481



RETTLER PROJECT #22.052
LOCATION MAP - NOT TO SCALE

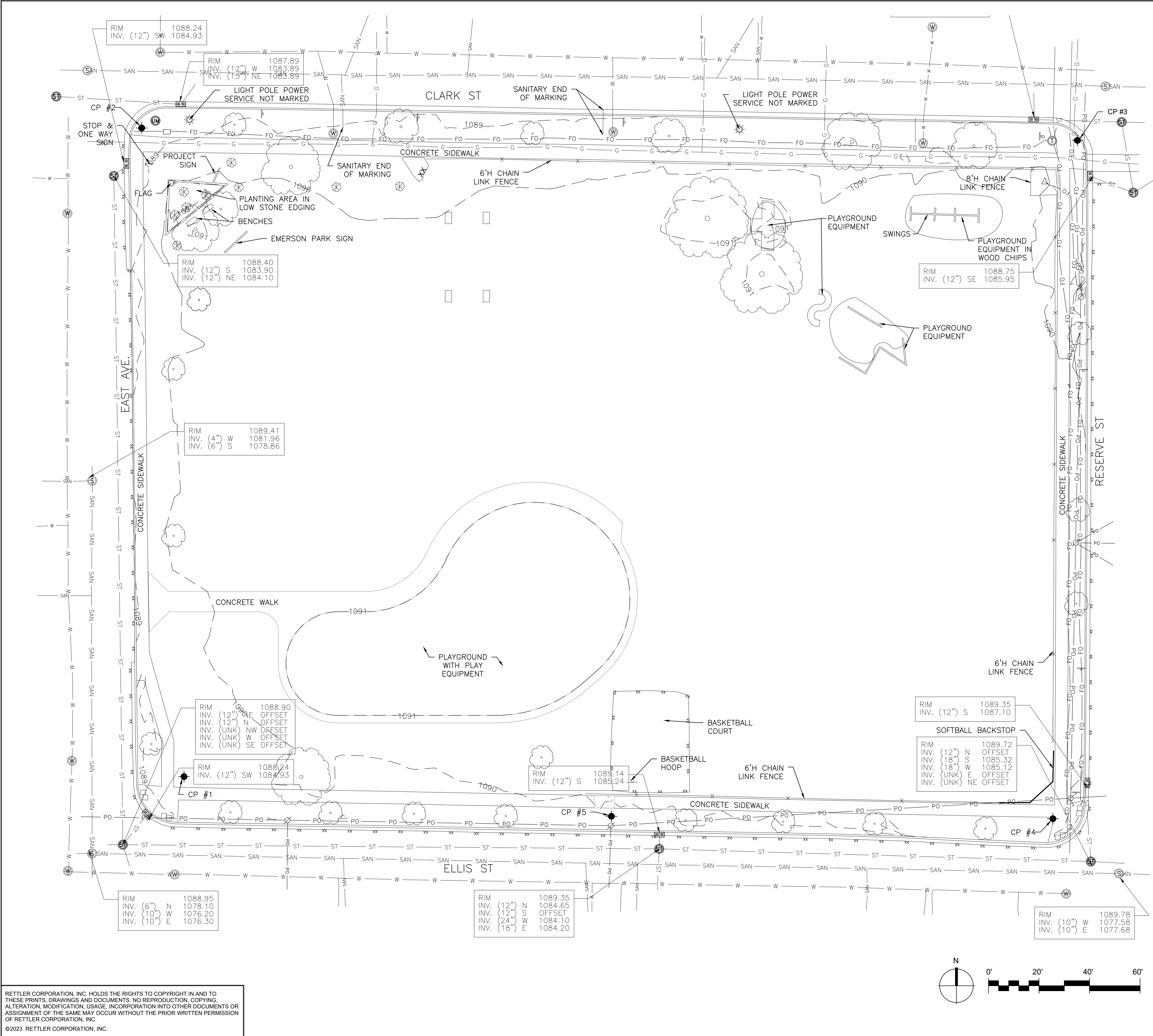


SHEET INDEX

T100	TITLE SHEET
C100	EXISTING SITE PLAN
C200	SITE DEMOLITION PLAN
C300	SITE LAYOUT PLAN
C400	SITE GRADING AND EROSION CONTROL PLAN
C500	SITE UTILITY PLAN
C600	SITE CONSTRUCTION DETAILS
C601	SITE CONSTRUCTION DETAILS
C601	SITE CONSTRUCTION DETAILS
C602	SITE CONSTRUCTION DETAILS
C603	SITE CONSTRUCTION DETAILS
C604	SITE CONSTRUCTION DETAILS

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LEGEND

- LIGHT POLE
- POWER POLE
- GUY
- ELECTRIC METER
- ELECTRICAL BOX
- ELECTRIC OUTLETS
- GAS METER
- GAS VALVE
- TELEPHONE PEDESTAL
- TELEPHONE MANHOLE
- SANITARY MANHOLE
- WATER MANHOLE
- STORM MANHOLE
- UTILITY MANHOLE
- CATCH BASIN
- CATCH BASIN
- CATCH BASIN
- WATER VALVE
- HYDRANT
- IRRIGATION BOX
- FENCE
- SANITARY SEWER
- STORM SEWER
- POWER OVERHEAD
- BURIED ELECTRIC
- BURIED GAS
- BURIED TELEPHONE
- WATERMAIN
- FIBER OPTICS
- EDGE OF BITUMINOUS
- VENT PIPE
- BIRDHOUSE
- BASKETBALL HOOP
- FLAG POLE
- SIGN
- DECIDUOUS TREE
- CONIFEROUS TREE
- BUSH/SHRUB
- CONTOUR LINE
- PLAY EQUIPMENT
- VERTICAL PIPE
- BENCH
- ROCKS
- CONCRETE SURFACE
- CONTROL POINT
- 3/4" IRON BAR FOUND
- 1" IRON PIPE FOUND
- 2" IRON PIPE FOUND
- COMPUTED PROPERTY CORNER

UNDERGROUND UTILITIES

THESE RECORD DRAWINGS HAVE BEEN PREPARED IN PART, ON THE BASIS OF INFORMATION COMPILED AND FURNISHED BY OTHERS. THE SURVEYOR AND ARCHITECT WILL NOT BE HELD RESPONSIBLE FOR ANY ERRORS OR OMISSIONS WHICH HAVE BEEN INCORPORATED INTO THIS DOCUMENT AS A RESULT.

SOME UTILITIES HAVE BEEN LOCATED BY MAPS PROVIDED BY OTHERS-LOCATIONS ARE APPROXIMATE.

FIELD VERIFY SANITARY AND STORM SEWER PIPE SIZES AND THEIR LOCATIONS.

UNDERGROUND UTILITIES SHOWN ON THIS MAP ARE BASED IN PART ON MARKINGS BY DIGGERS HOTLINE. (TICKET #20223809279)

DESCRIPTION

ALL OF BLK 6 BOYINGTON & ATWELL ADD (EMERSON SCHOOL) BNG PRT SENE S32 T24 08 452/428-89,840475

BENCH MARK

ELEVATIONS BASED ON NAVD 88 USING WISGEIOD 12A:

BENCHMARK #1
BURY BOLT ON HYDRANT LOCATED OFF THE SOUTHWEST CORNER OF ELLIS STREET AND RESERVE STREET INTERSECTION.

ELEVATION: 1092.13

SURVEY CONTROL POINTS

COORDINATE SYSTEM BASED ON: NAD83 (2011) WITH PORTAGE COUNTY COORDINATES USING WISCORS

- | | |
|--|--|
| CP #1 - CP SPIKE
N: 202310.81
E: 166450.92
Z: 1089.29 | CP #4 - CP SPIKE
N: 202294.14
E: 166794.88
Z: 1090.25 |
| CP #2 - CP SPIKE
N: 202567.63
E: 166434.26
Z: 1088.71 | CP #5 - CP SPIKE
N: 202295.12
E: 166620.16
Z: 1089.89 |
| CP #3 - CP MAG
N: 202562.73
E: 166804.60
Z: 1089.27 | |

SURVEYOR'S CERTIFICATE

I, ANDREW COFRAN, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COPY OF A TOPOGRAPHICAL SURVEY AS MADE BY ME ON 01/16/2023.

DATED THIS DAY OF JANUARY 16, 2023.

SIGNED: ANDREW COFRAN, PLS #3266

REV 01/25/23 DATE REVIEW ISSUED FOR

DRAWN: R RAMIREZ CHECKED: R RETTLER DOCUMENT NO. 22.052

RETTLER corporation

3317 Business Park Drive, Stevens Point, WI 54481 Telephone: 715 - 341 - 2633, Fax: 715 - 341 - 0451 email: info@rettler.com website: www.rettler.com

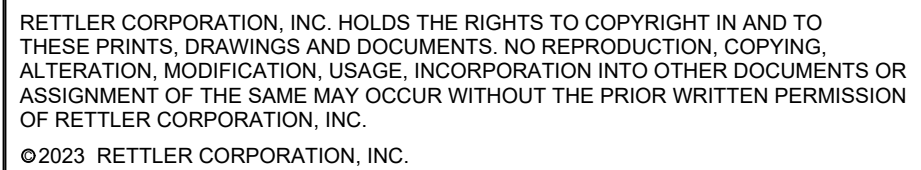
EMERSON PARK HARD COURT DEVELOPMENT PROJECT

CITY OF STEVENS POINT PARKS, RECREATION & FORESTRY 2442 SIMS AVE STEVENS POINT, WISCONSIN 54481

C100

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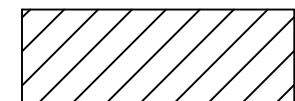
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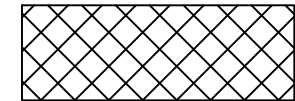
- | | |
|---|--|
| A | STRIP EXISTING TOPSOIL |
| B | MAINTAIN & PROTECT EXISTING FENCING |
| C | MAINTAIN & PROTECT EXISTING HARD SURFACE |
| D | MAINTAIN & PROTECT EXISTING TREE |
| E | MAINTAIN & PROTECT EXISTING PARK SIGN |
| F | MAINTAIN & PROTECT EXISTING FIBER AND COMMUNICATION UTILITIES |
| G | MAINTAIN & PROTECT EXISTING ELECTRICAL UTILITIES |
| H | MAINTAIN & PROTECT EXISTING STORM UTILITIES |
| I | REMOVE EXISTING FENCING (BY OWNER) |
| J | REMOVE EXISTING BACKSTOP |
| K | REMOVE EXISTING TREE |
| L | SITE ACCESS POINT (PROVIDE TEMPORARY CURB RAMP. PROTECT EXISTING WALK) |

1. CONTRACTOR SHALL CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO START OF DEMOLITION/CONSTRUCTION.
2. CONTRACTOR SHALL BE RESPONSIBLE FOR PAYING FOR AND LOCATING PRIVATE UTILITIES PRIOR TO THE START OF CONSTRUCTION.
3. COORDINATE SITE CONSTRUCTION ACCESS WITH OWNER PRIOR TO START OF CONSTRUCTION.
4. STRIP ONLY THE TOPSOIL WITHIN THE PROJECT LIMITS THAT WILL BE DISTURBED DURING CONSTRUCTION.
5. REMOVE ANY ABANDONED UTILITIES WITHIN THE PROJECT LIMITS THAT INHIBIT CONSTRUCTION.
6. ALL CONTRACTORS SUBMITTING A BID SHALL VISIT THE SITE AND REVIEW THE EXISTING CONDITIONS PRIOR TO THE BID DATE. ANY DISCREPANCIES FOUND ARE TO BE BROUGHT TO THE ATTENTION OF THE PROJECT ARCHITECT FOR REVIEW IMMEDIATELY UPON DISCOVERY.
7. ALL ITEMS TO BE REMOVED AND DISPOSED OF SHALL BE TAKEN FROM THE SITE AND DISPOSED OF IN A LEGAL MANNER.
8. VERIFY ALL REMOVAL AND SALVAGE ITEMS WITH THE OWNER.
9. ALL ITEMS TO BE SALVAGED SHALL BE DELIVERED TO THE OWNER. COORDINATE DELIVERY WITH OWNER.
10. AREAS AND SITE FEATURES DISTURBED BY CONSTRUCTION ACTIVITIES SHALL BE RESTORED TO THE ORIGINAL CONDITION.
11. INSTALLATION, MAINTENANCE, AND RESTORATION OF CONSTRUCTION SITE ACCESS SHALL BE INCLUDED IN BASE BID.
12. SITE ENTITIES OUTSIDE THE PROJECT LIMIT LINE SHALL NOT BE DISTURBED.

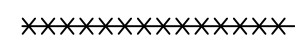
FULL DEPTH EXISTING ASPHALT PAVEMENT
AND BASE AGGREGATE REMOVAL (BY OWNER)



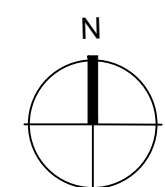
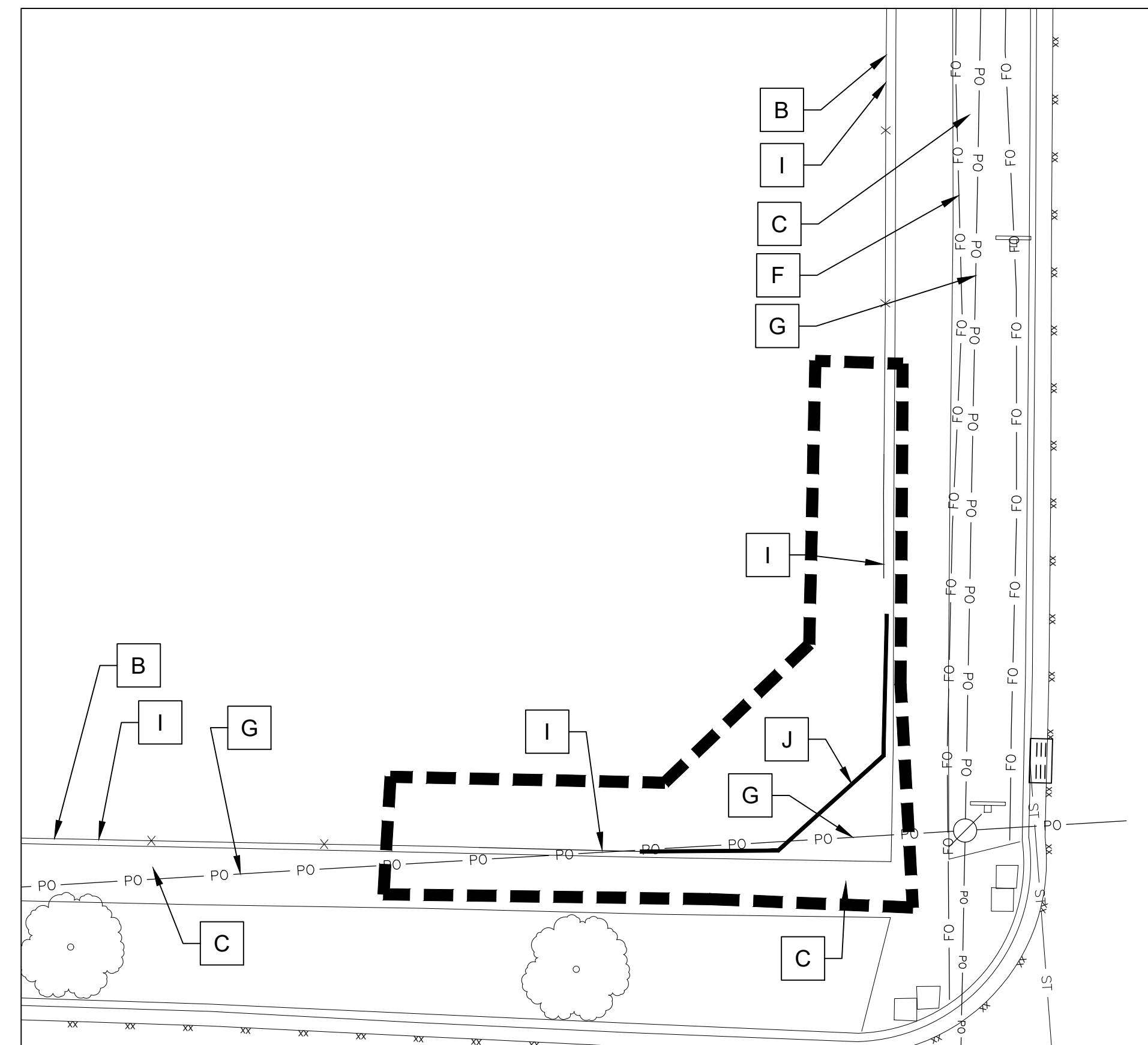
FULL DEPTH EXISTING CONCRETE PAVEMENT
AND BASE AGGREGATE REMOVAL



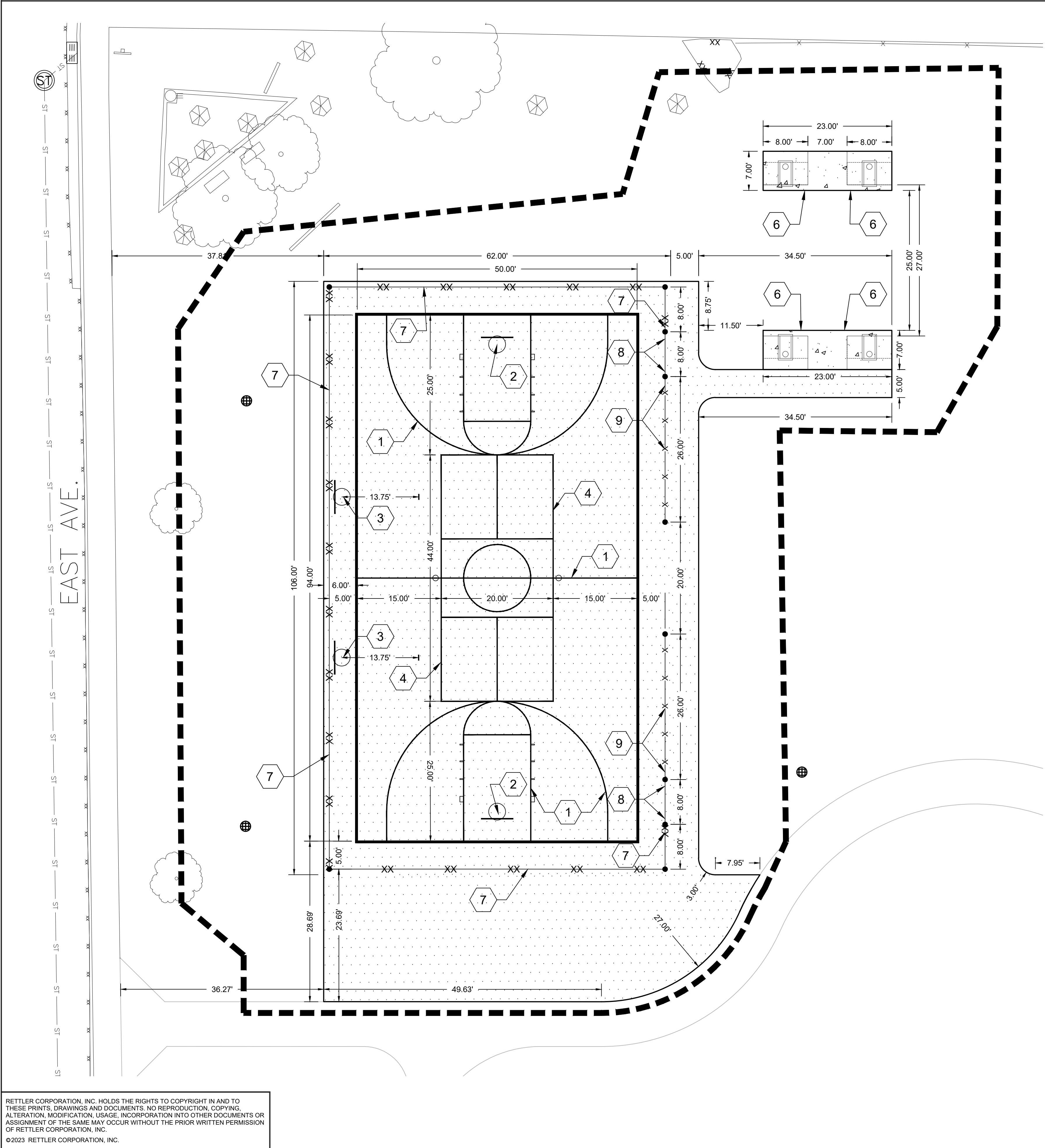
SAW CUT EXISTING PAVEMENT
(SAW CUT CONCRETE AT NEAREST JOINT)



PROJECT LIMITS



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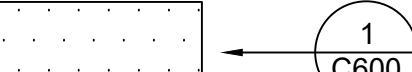
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GENERAL NOTES

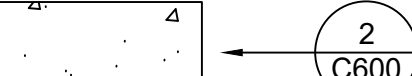
1. CONTRACTOR SHALL CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF CONSTRUCTION.
2. CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING PRIVATE UTILITIES PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
3. ALL PROPOSED DIMENSIONS ARE REFERENCED PARALLEL OR PERPENDICULAR TO THE PROPOSED FEATURES SHOWN.
4. SEED, FERTILIZE, AND CRIMP MULCH ALL GENERAL LANDSCAPE AREAS DISTURBED DURING CONSTRUCTION IN ACCORDANCE WITH THE PROJECT MANUAL SPECIFICATIONS.
5. ALL CONTRACTORS SUBMITTING A BID SHALL VISIT THE SITE AND REVIEW THE EXISTING SITE CONDITIONS PRIOR TO SUBMITTING A BID.

SITE LEGEND

HOT MIX ASPHALT, 3" DEPTH
1-1/4" BASE AGGREGATE DENSE, 12" DEPTH



FIBER REINFORCED CONCRETE, 5" DEPTH
3/4" BASE AGGREGATE DENSE, 6" DEPTH

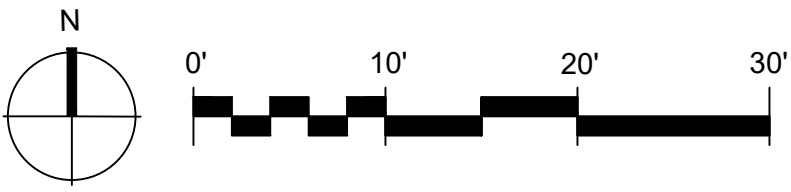
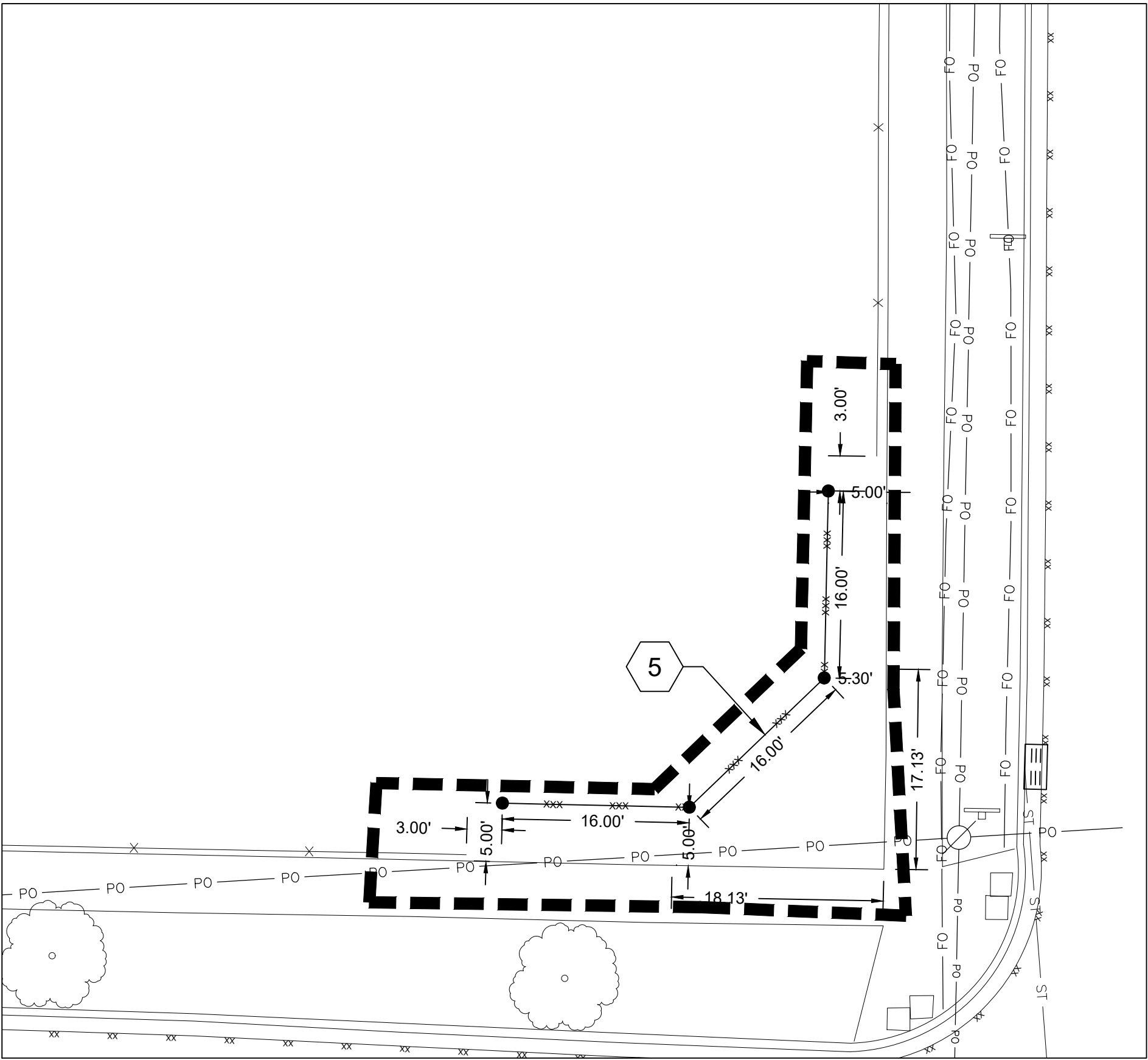


PROJECT LIMITS



LAYOUT KEYNOTES

- 1 BASKETBALL STRIPING
- 2 POST MOUNTED BASKETBALL HOOP
- 3 90" HIGH BASKETBALL HOOP
- 4 PICKLEBALL COURT STRIPING
- 5 SOFTBALL BACKSTOP
- 6 PRECAST CORN HOLE ON CONCRETE PAD
- 7 10'H BLACK VINYL CHAIN LINK FENCING W/ BOTTOM RAIL
- 8 10'H TO 4'H BLACK VINYL CHAIN LINK FENCING TRANSITION W/ BOTTOM RAIL
- 9 4'H BLACK VINYL CHAIN LINK FENCING W/ BOTTOM RAIL



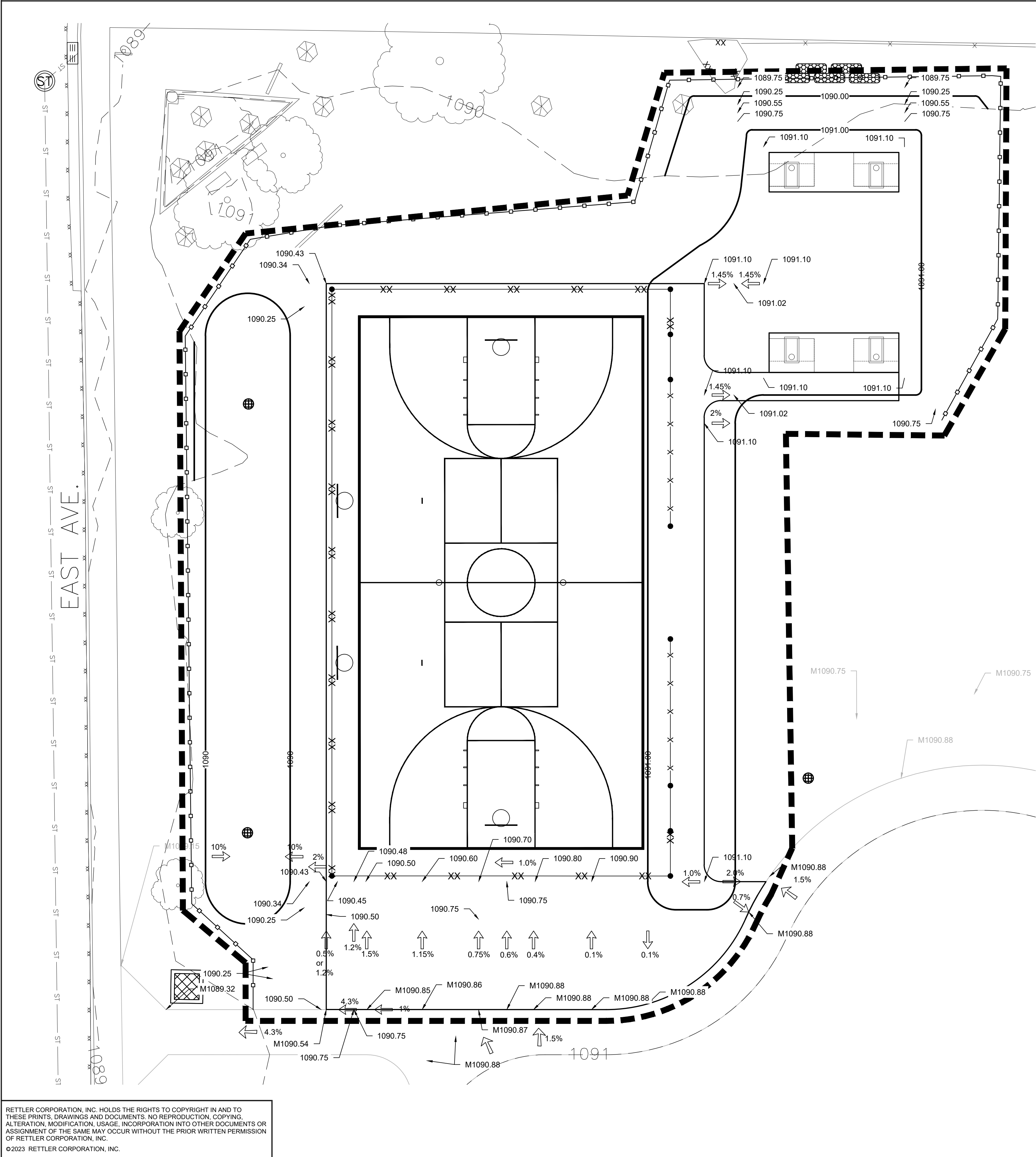
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EMERSON PARK
HARD COURT DEVELOPMENT PROJECT

CITY OF STEVENS POINT
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SITE GRADING AND EROSION CONTROL- GENERAL NOTES

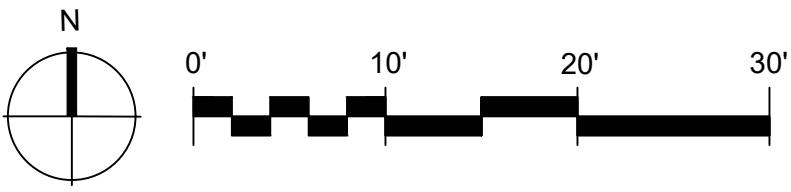
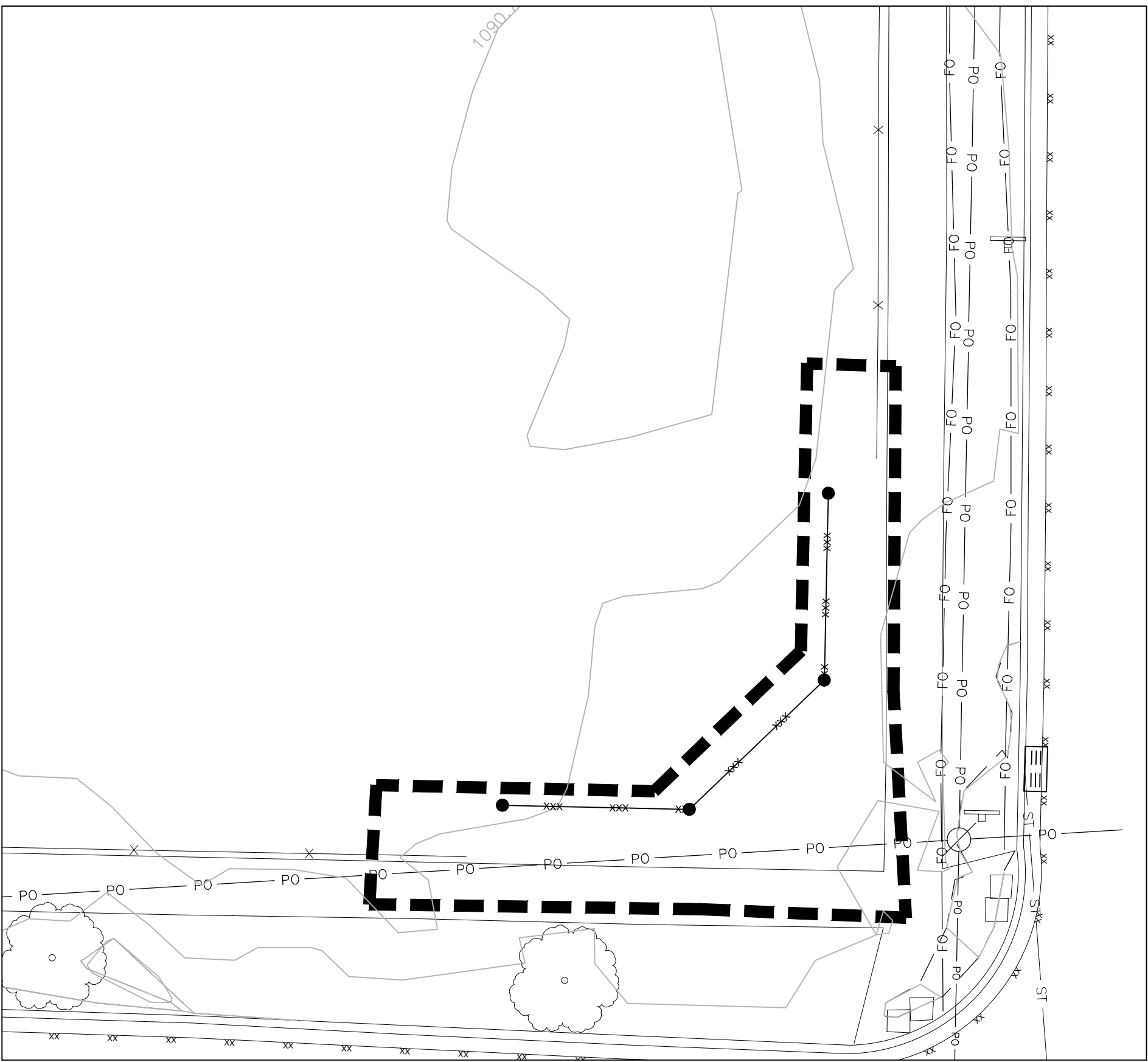
1. GRADE, LINE, AND LEVEL TO BE REVIEWED IN THE FIELD BY THE PROJECT MANAGER.
2. THE SITE CONTRACTOR SHALL INSTALL AND MAINTAIN ALL EROSION CONTROL ELEMENTS IN ACCORDANCE WITH THE DEPARTMENT OF NATURAL RESOURCES AND THE LOCAL GOVERNING AUTHORITIES REGULATIONS.
3. PLACE INLET PROTECTION UNDER PROPOSED AND EXISTING CATCH BASINS, MANHOLES, AND INLETS GRATES FOR THE DURATION OF CONSTRUCTION.
4. ALL ACTIVITIES SHALL BE CONDUCTED IN A LOGICAL SEQUENCE AS TO MINIMIZE THE AMOUNT OF BARE SOIL EXPOSED AT ANY ONE TIME. MAINTAIN EXISTING VEGETATION AS LONG AS POSSIBLE.
5. PLACE TEMPORARY SEED IF DISTURBED AREAS WILL NOT BE RESTORED IMMEDIATELY AFTER ROUGH GRADING. TEMPORARY SEED SHALL BE PLACED IN ACCORDANCE WITH SECTION 630 OF THE STATE OF WISCONSIN STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION.
6. INSPECT ALL EROSION CONTROL ELEMENTS WEEKLY OR AFTER STORM EVENTS OF 1/2" OF RAIN OR GREATER AND DOCUMENT IN ACCORDANCE WITH THE REQUIREMENTS OF THE DEPARTMENT OF NATURAL RESOURCES.
7. DISTURBED GROUND OUTSIDE OF THE EVERYDAY CONSTRUCTION AREA, INCLUDING SOIL STOCKPILES LEFT INACTIVE FOR MORE THAN 10 DAYS, SHALL AT A MINIMUM BE TEMPORARILY STABILIZED BY SEEDING/MULCHING OR OTHER METHODS APPROVED BY THE LOCAL GOVERNING AUTHORITY'S EROSION CONTROL INSPECTOR.
8. ALL OFF SITE SEDIMENT DEPOSITS OCCURRING AS A RESULT OF CONSTRUCTION WORK OR A STORM EVENT SHALL BE CLEANED UP BY THE END OF EACH DAY. FLUSHING SHALL NOT BE ALLOWED.
9. EROSION CONTROL DEVICES DESTROYED AS A RESULT OF CONSTRUCTION ACTIVITIES SHALL BE REPAIRED BY THE END OF THE WORK DAY.
10. TEMPORARY EROSION CONTROL MEASURES SHALL BE REMOVED AT THE CONCLUSION OF CONSTRUCTION AFTER STABILIZATION OF DISTURBED SOIL HAS OCCURRED.
11. ALL WASTE AND UNUSED BUILDING MATERIALS SHALL BE PROPERLY DISPOSED OF AND NOT ALLOWED TO BE CARRIED OFF-SITE BY RUNOFF OR WIND.
12. SEED / FERTILIZE / AND CRIMP MULCH ALL GENERAL LANDSCAPE AREAS DISTURBED DURING CONSTRUCTION IN ACCORDANCE WITH THE PROJECT MANUAL SPECIFICATIONS AND WITHIN 3 WORKING DAYS OF FINAL GRADING.
13. ALL EROSION CONTROL ELEMENTS SHALL REMAIN IN PLACE UNTIL A SUFFICIENT GROWTH OF GRASS IS ESTABLISHED IN ALL GENERAL LANDSCAPE AREAS, AND THEN REMOVED BY THE SITE CONTRACTOR.
14. IN THE CASE OF LATE SEASON AND WINTER CONSTRUCTION, RESTORATION/LANDSCAPING OF THE SITE SHALL OCCUR NO LATER THAN JUNE 1ST OF THE NEXT CONSTRUCTION SEASON. EROSION CONTROL MEASURES SHALL REMAIN INTACT UNTIL FINAL RESTORATION OF THE SITE IS COMPLETE. FABRIC INSIDE THE INLET AND CATCH BASIN GRATING SHALL BE REMOVED AS SOON AS FREEZING WEATHER OCCURS SO DRAINAGE IS NOT IMPAIRED THROUGHOUT THE WINTER MONTHS. ALL EROSION CONTROL PRACTICES REMOVED OR DAMAGED DUE TO WINTER WEATHER SHALL BE REPLACED IN THE SPRING IMMEDIATELY AFTER THE THAW.
15. MATCH GRADES SHOWN ARE APPROXIMATE. CONTRACTOR TO VERIFY MATCH GRADES AND CONFIRM DESIGN INTENT PRIOR TO CONSTRUCTION FINISHED GRADES.

EROSION CONTROL LEGEND

CONCRETE TRUCK WASH AREA		1 C601
SILT FENCE		2 C601
INLET PROTECTION		3 C601
SILT FENCE OUTLET		4 C601

GRADING LEGEND

PROPOSED CONTOURS		1090
EXISTING CONTOURS		1090
PROPOSED SPOT ELEVATION		975.00
PROPOSED RIM ELEVATION		R 975.00
MATCH EXISTING ELEVATION		M 975.00
PROJECT LIMITS		



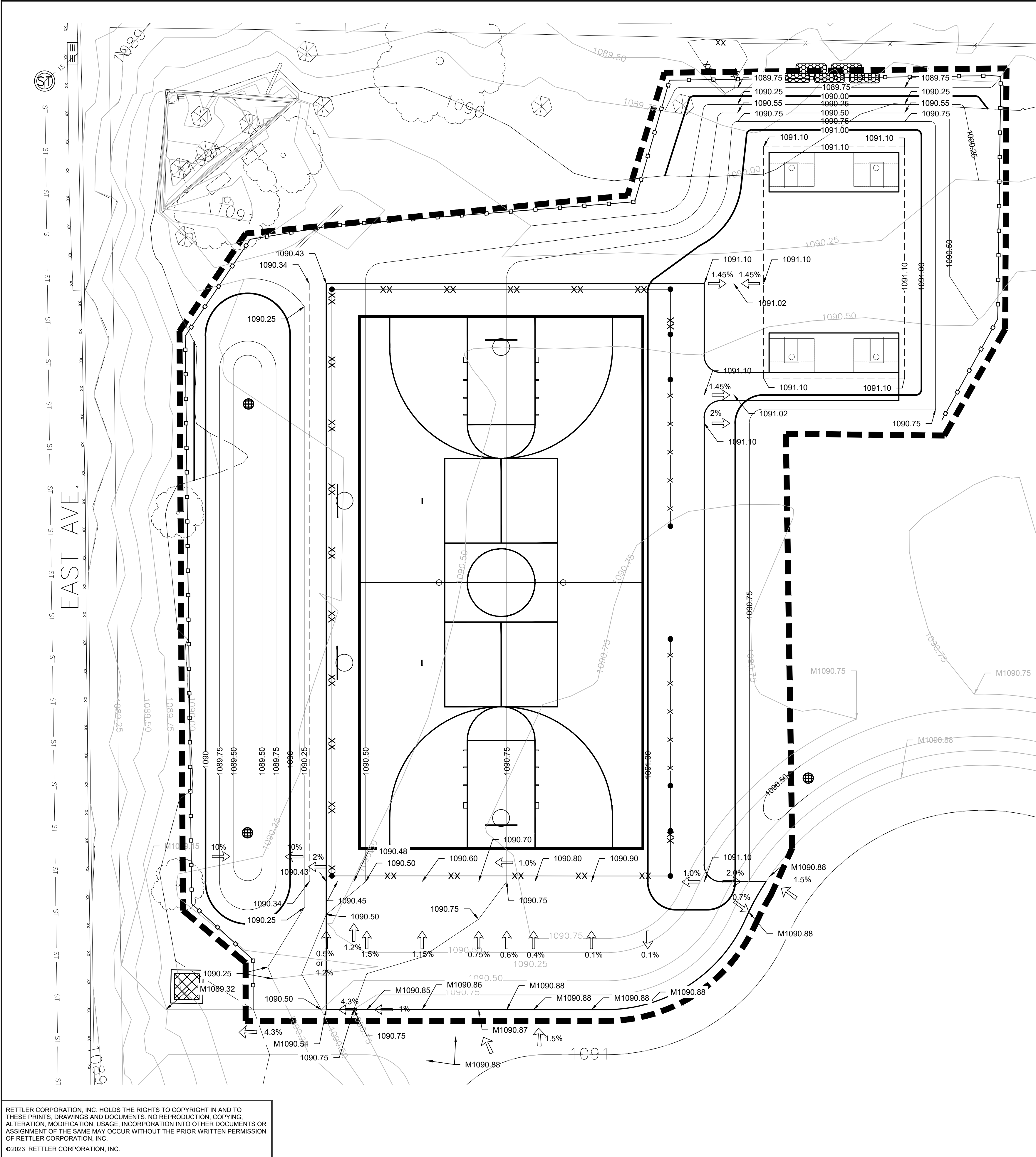
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EMERSON PARK
HARD COURT DEVELOPMENT PROJECT
SITE GRADING AND
EROSION CONTROL PLAN

CITY OF STEVENS POINT
PARKS, RECREATION & FORESTRY
2442 SIMS AVE
STEVENS POINT, WISCONSIN 54481

C400



SITE GRADING AND EROSION CONTROL- GENERAL NOTES

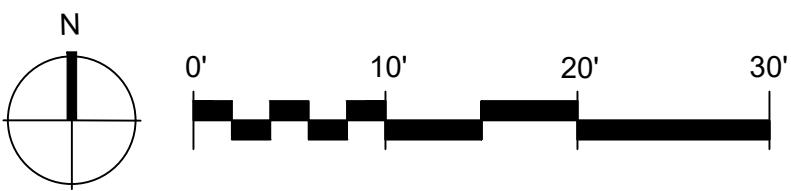
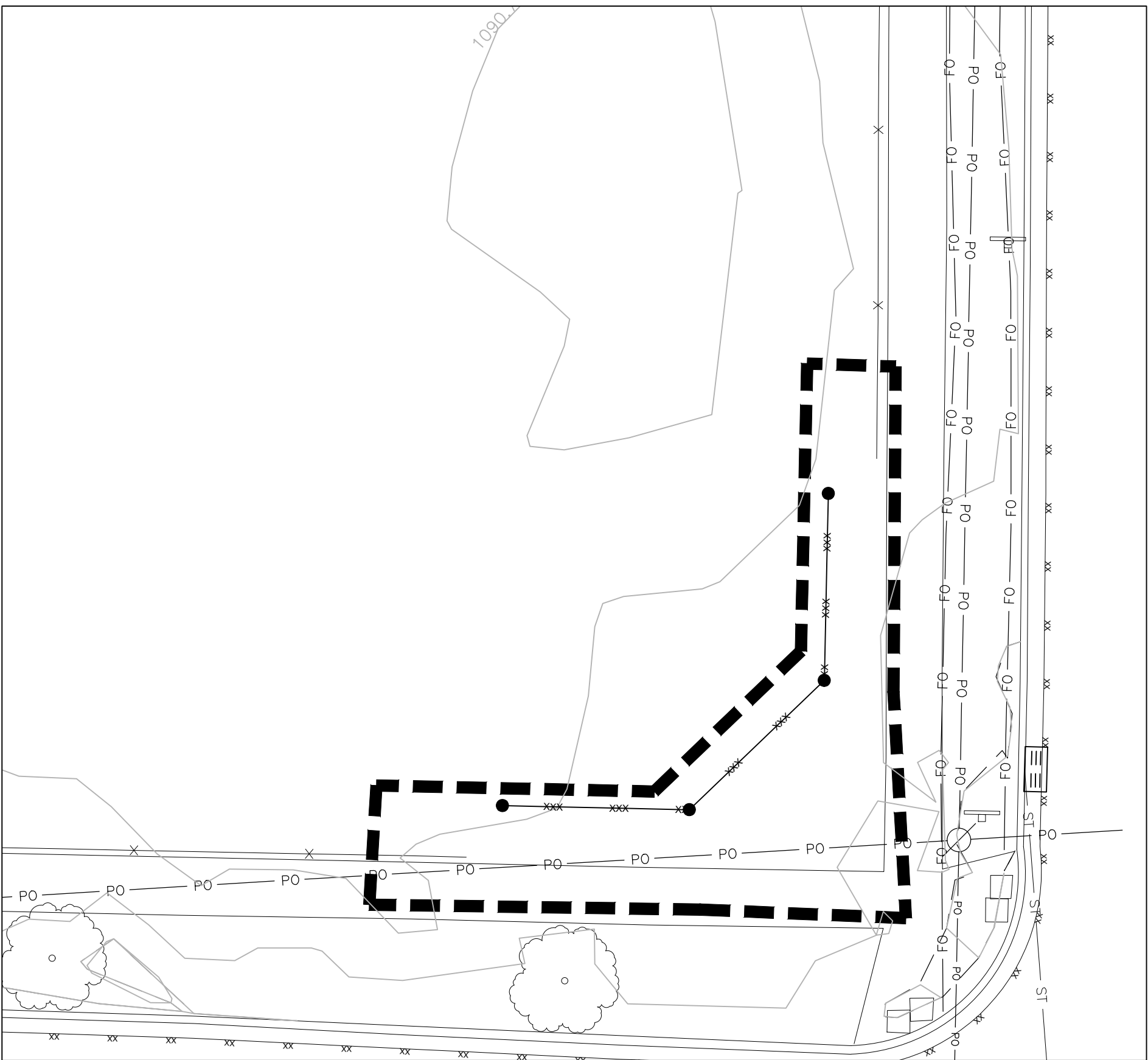
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EROSION CONTROL LEGEND

CONCRETE TRUCK WASH AREA		1 C601
SILT FENCE		2 C601
INLET PROTECTION		3 C601
SILT FENCE OUTLET		4 C601

GRADING LEGEND

PROPOSED CONTOURS	
EXISTING CONTOURS	
PROPOSED SPOT ELEVATION	
PROPOSED RIM ELEVATION	
MATCH EXISTING ELEVATION	
PROJECT LIMITS	



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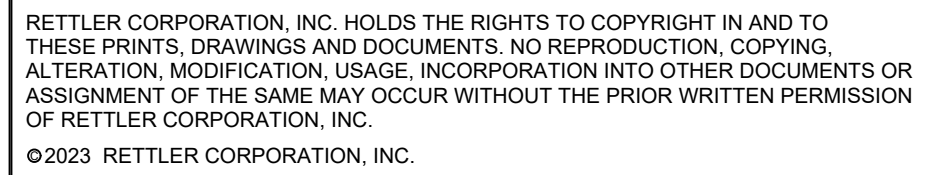


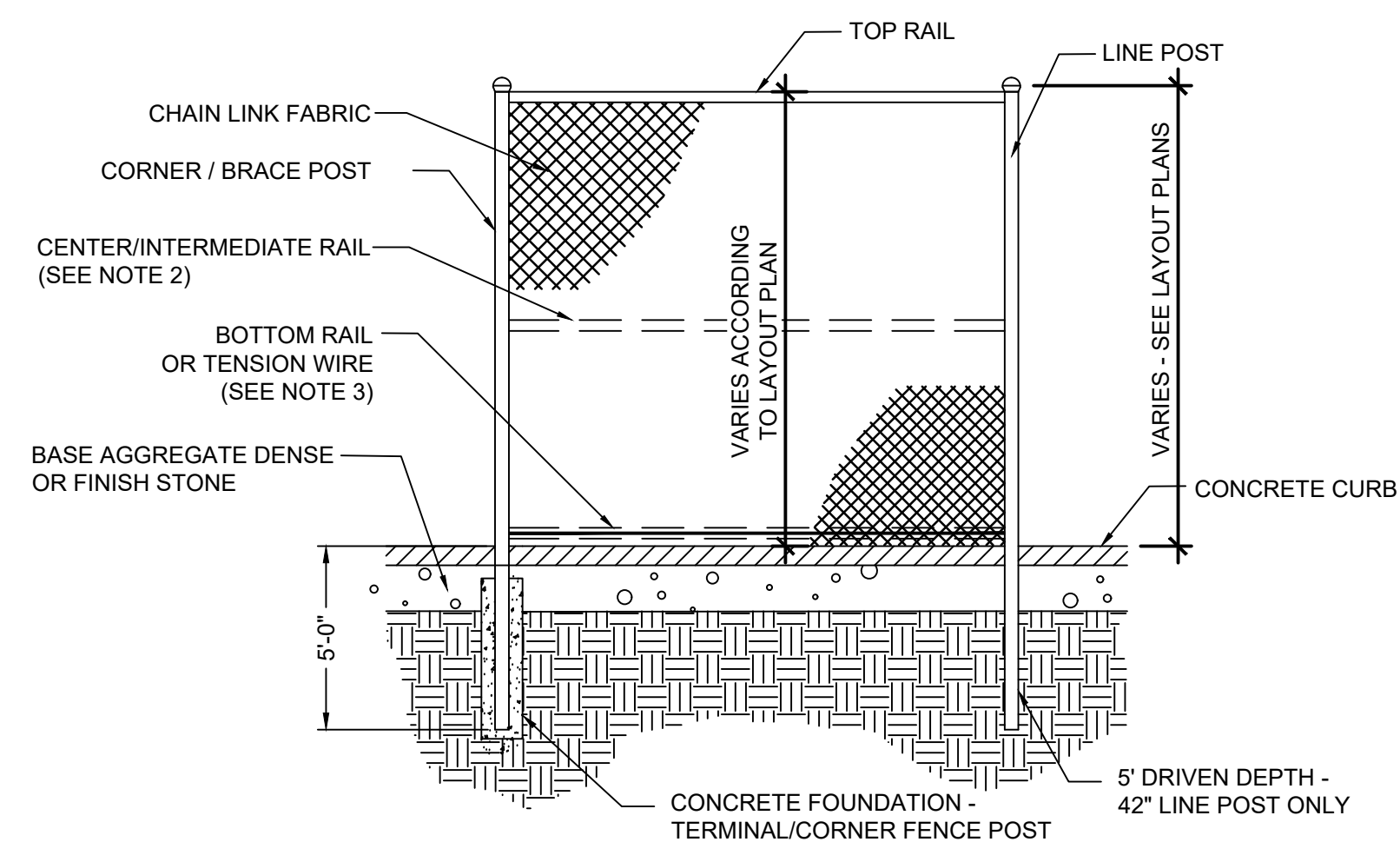
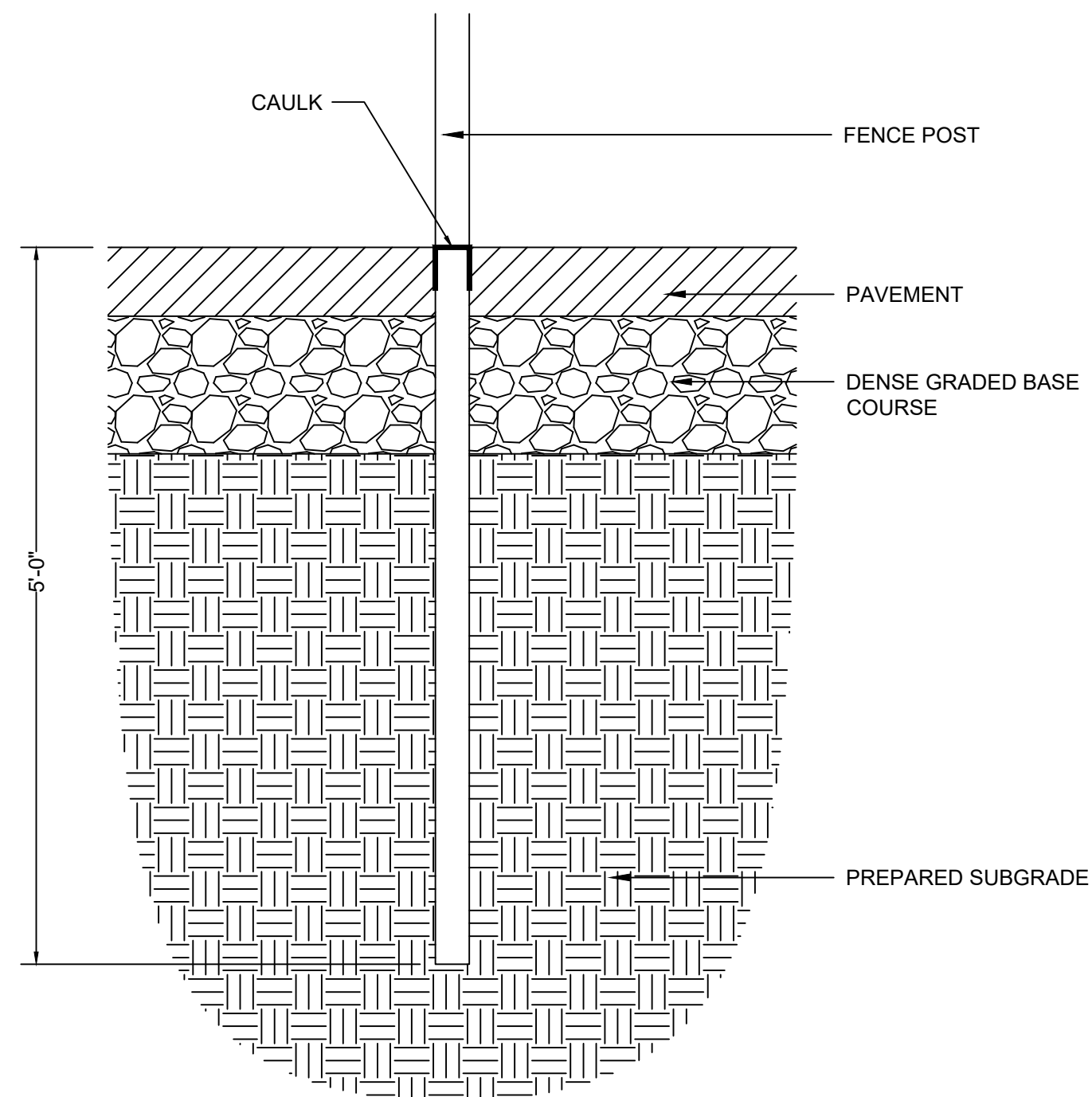
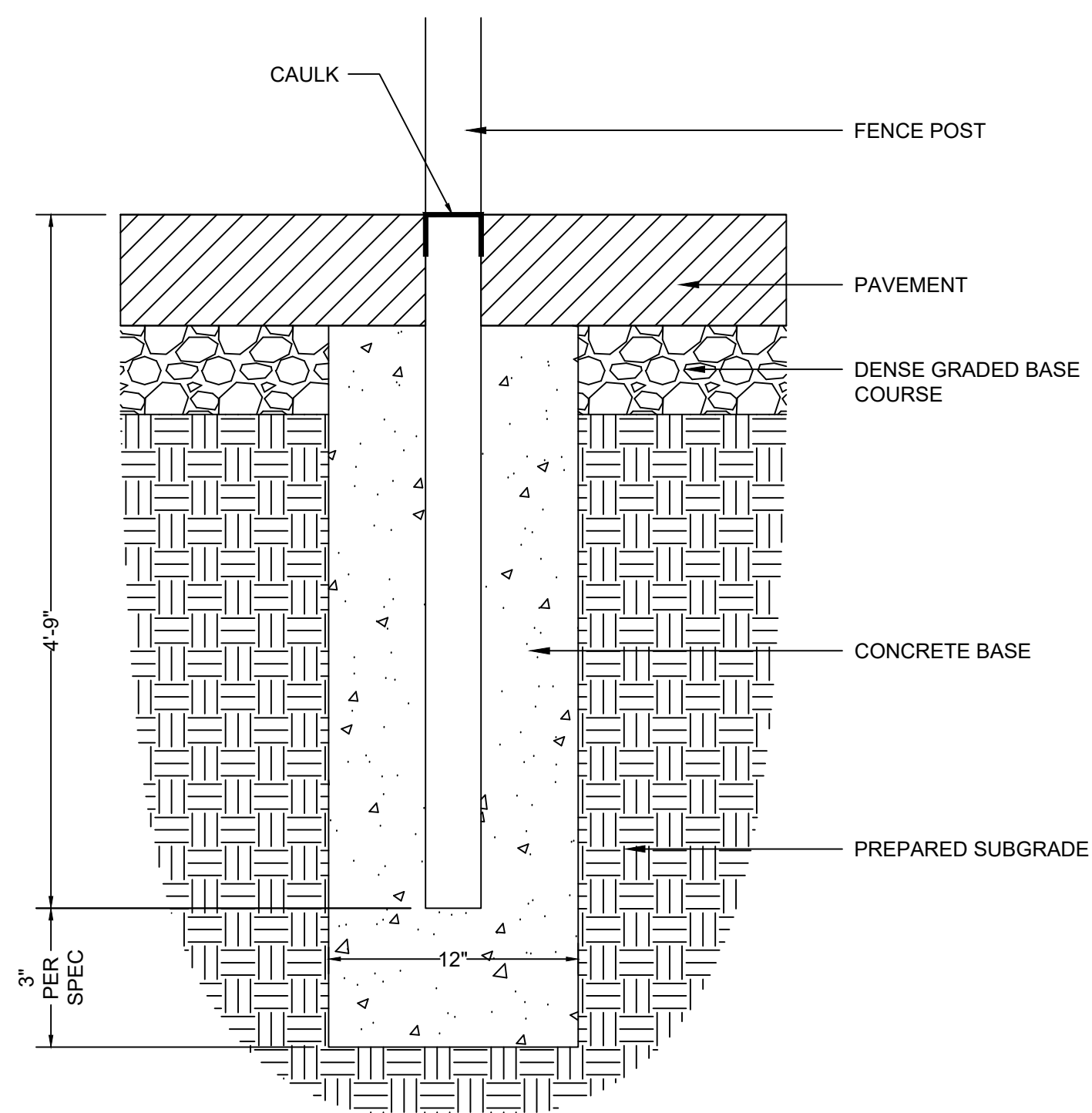
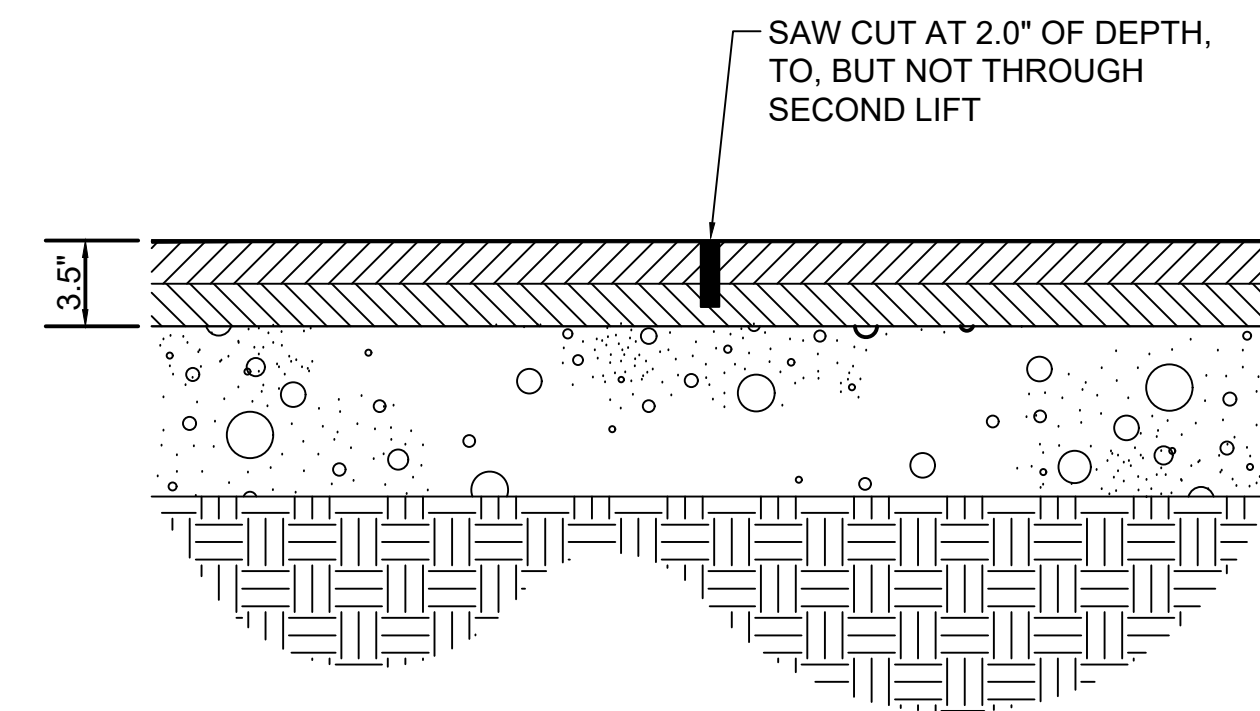
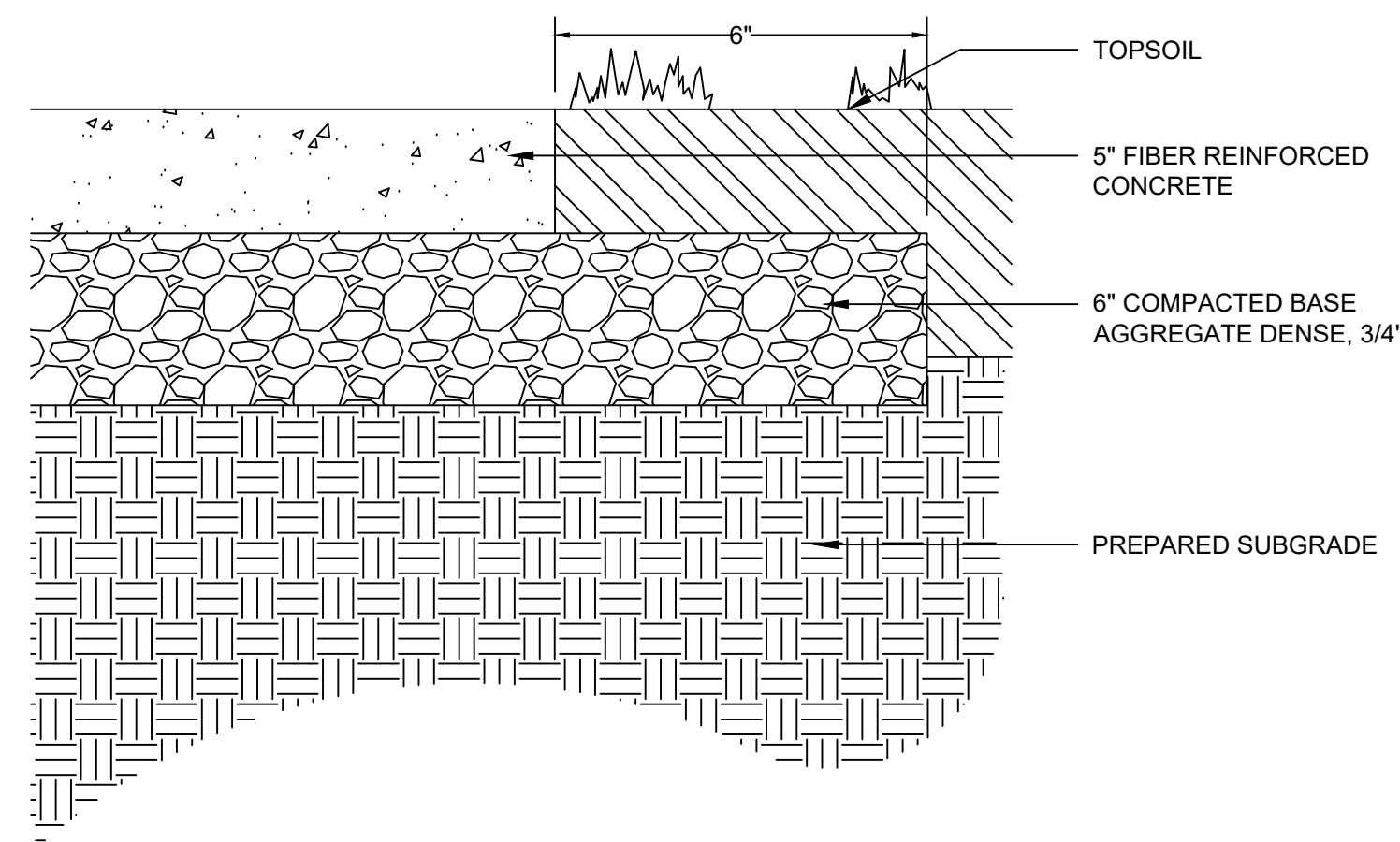
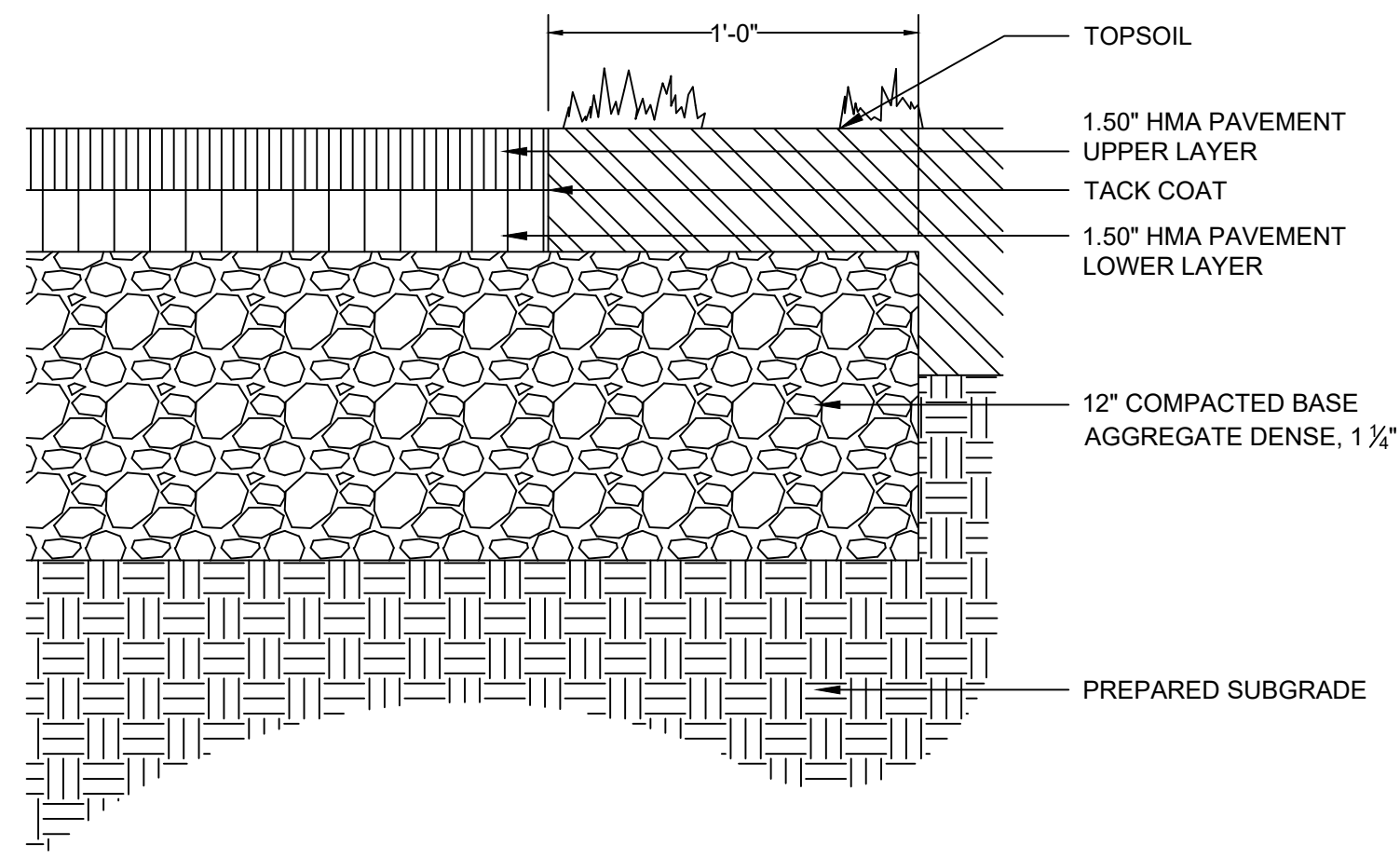
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email: info@rettlr.com website: www.rettl.com

EMERSON PARK
HARD COURT DEVELOPMENT PROJECT
SITE GRADING AND
EROSION CONTROL PLAN

CITY OF STEVENS POINT
PARKS, RECREATION & FORESTRY
2442 SIMS AVE
STEVENS POINT, WISCONSIN 54481

C400





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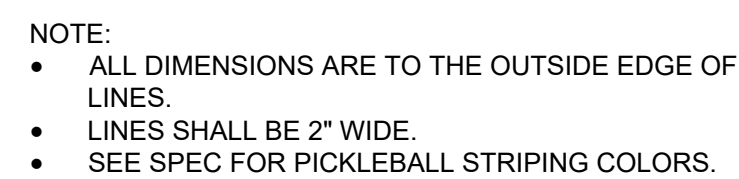
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HARD COURT DEVELOPMENT PROJECT

CITY OF STEVENS POINT
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2442 SIMS AVE
STEVENS POINT, WISCONSIN 54481

C600



1. BASKETBALL COURT LAYOUT

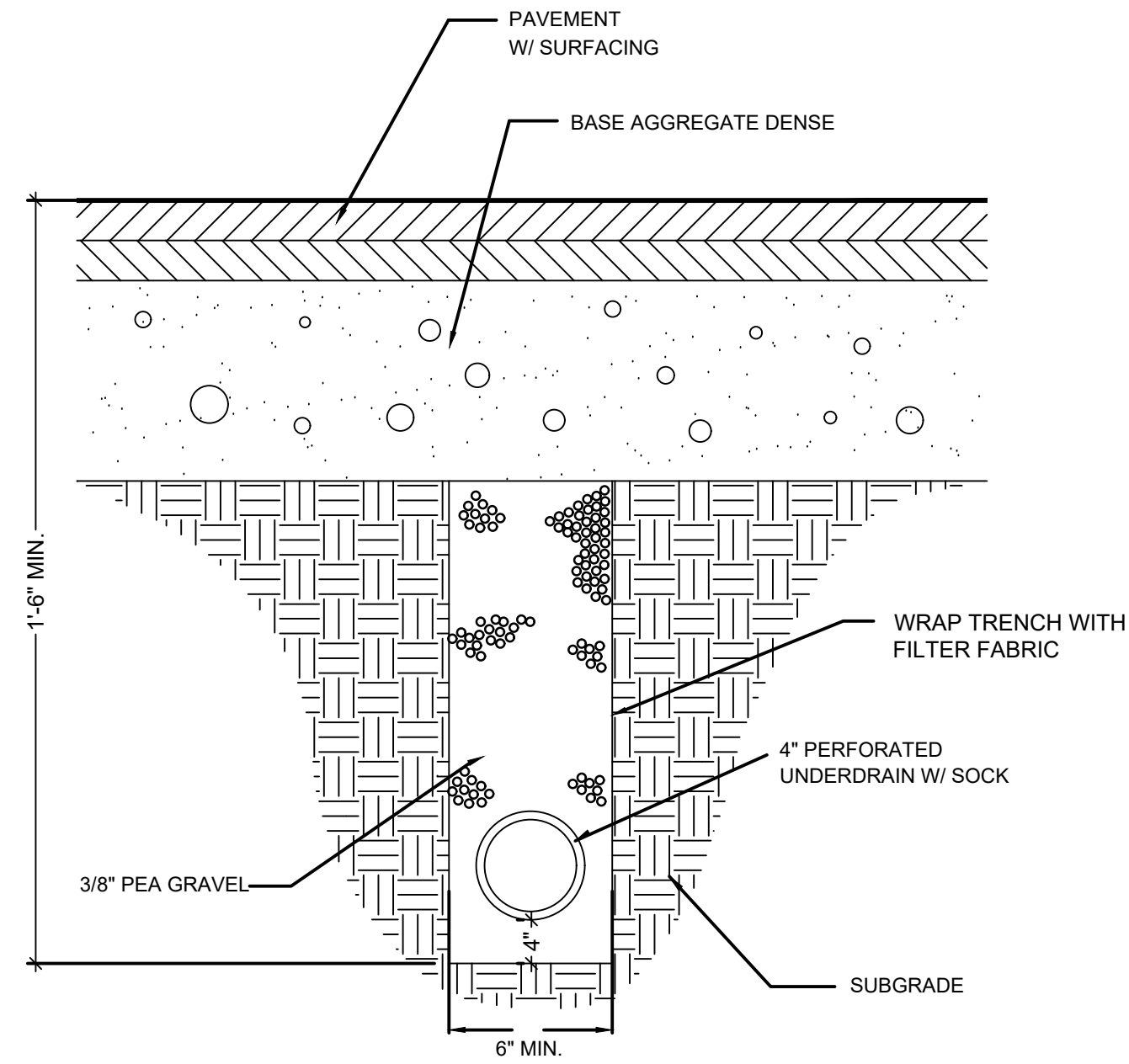


4. PICKLEBALL STRIPING



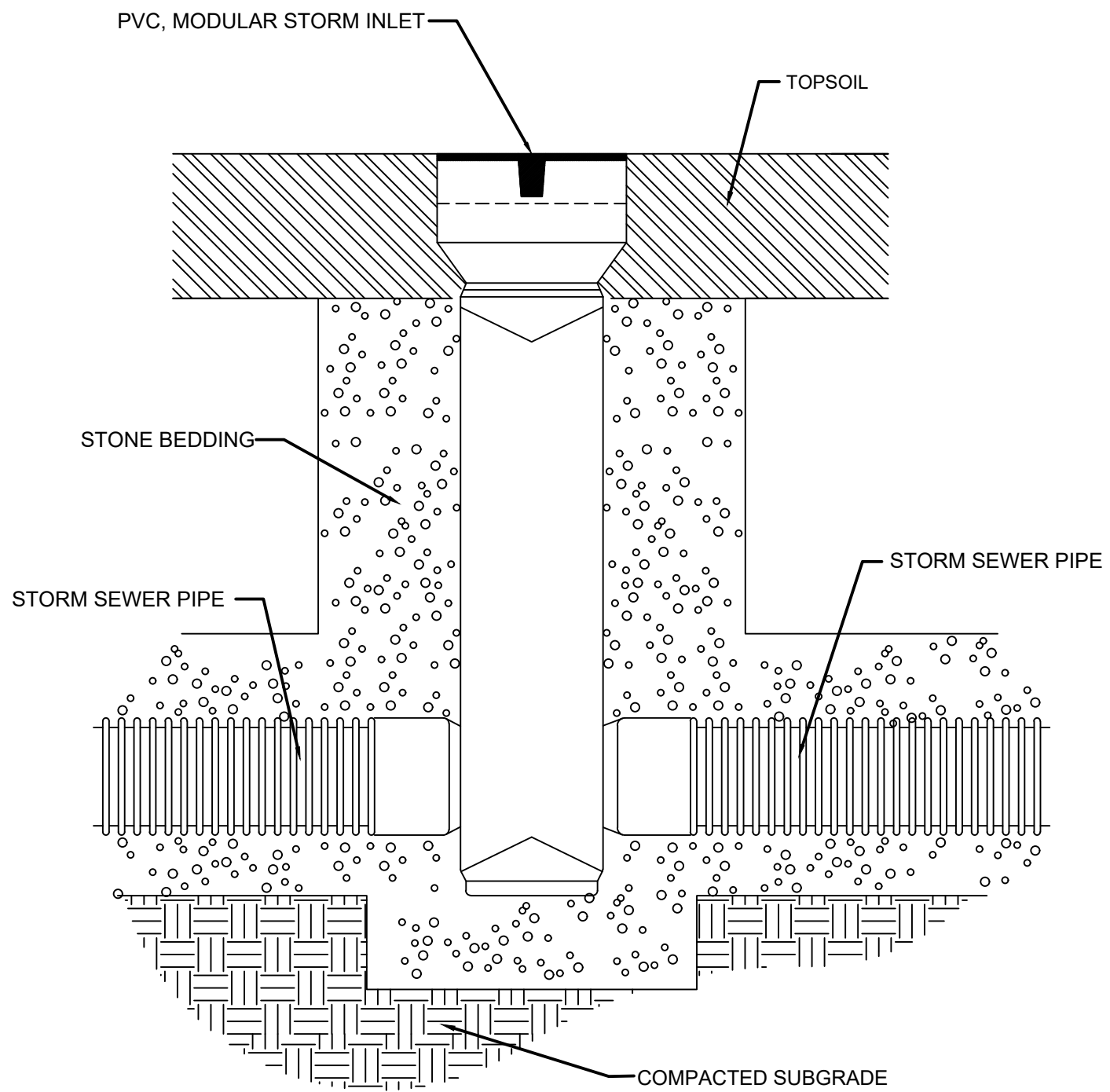
6. BACKSTOP POST

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 RETTLER corporation ■ 3317 Business Park Drive, Stevens Point, WI 54481 ■ Telephone: 715 - 341 - 2833; Fax: 715 - 341 - 0431 ■ email: info @ rettler.com, website: www.rettler.com		
EMERSON PARK HARD COURT DEVELOPMENT PROJECT CITY OF STEVENS POINT PARKS, RECREATION & FORESTRY 2442 SIMS AVE STEVENS POINT, WISCONSIN 54481 C601		
SITE CONSTRUCTION DETAILS		



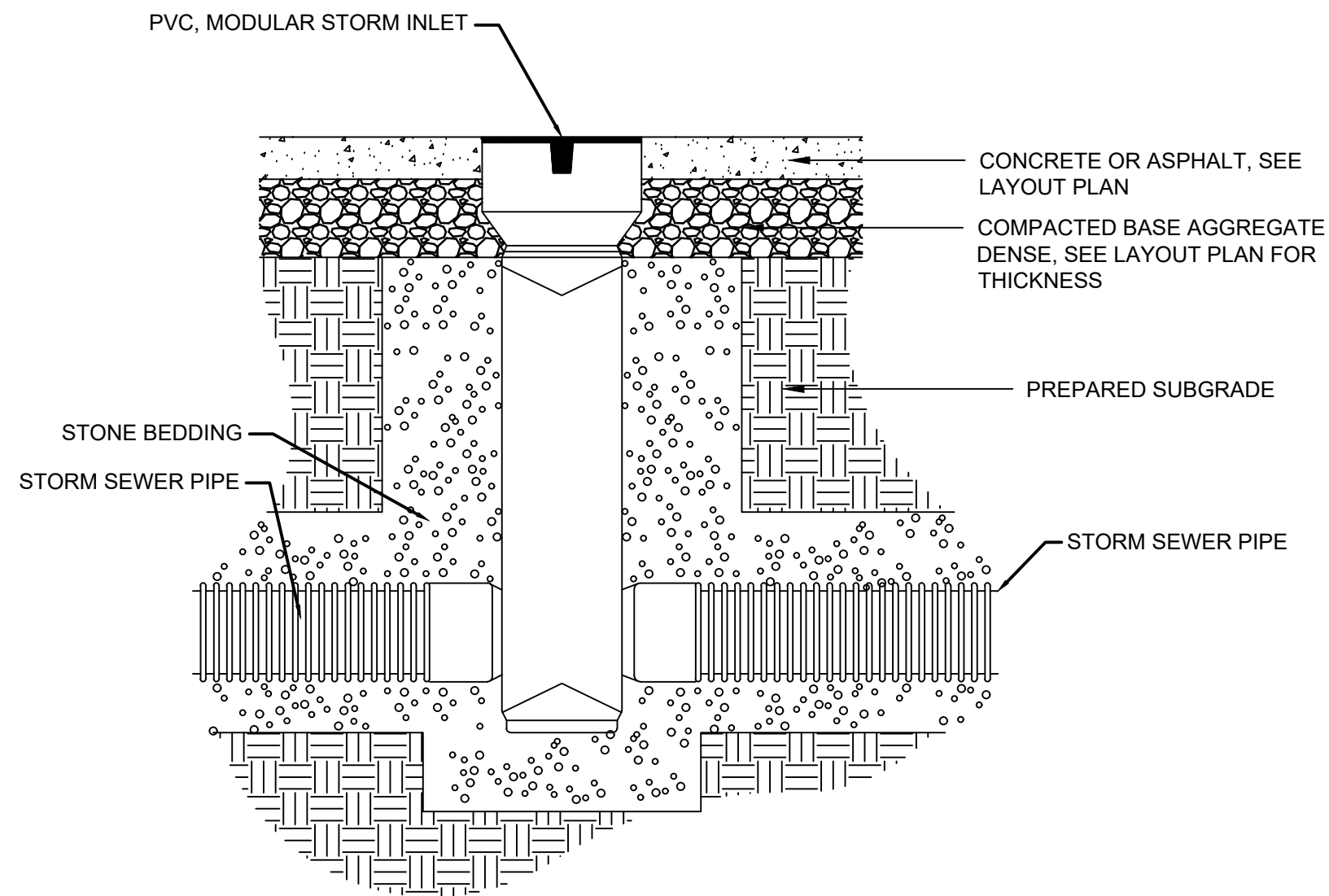
* NOTE - SEE UTILITY PLAN
FOR TIE IN OF 4" UNDERDRAIN INTO
STORM SEWER SYSTEM.

1. 4" UNDERDRAIN IN HARD SURFACE AREAS



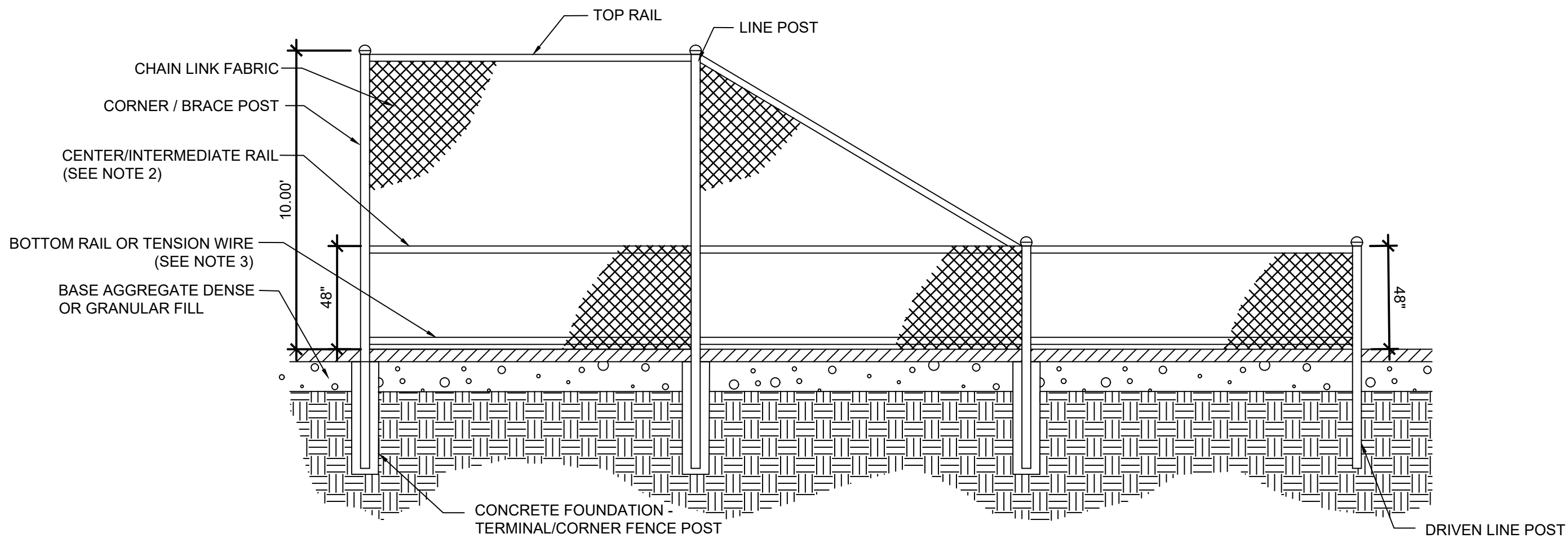
GENERAL NOTES:
• SEE UTILITY PLANS FOR STORM STRUCTURE INFORMATION.
• SEE MANUFACTURER'S SPECIFICATIONS FOR PROPER STORM STRUCTURE
INSTALLATION.
• ALL MODULAR STORM INLETS SHALL HAVE 6" SUMP UNLESS NOTED OTHERWISE
ON UTILITY PLANS.

2. MODULAR STORM INLET IN GRASS



GENERAL NOTES:
- SEE UTILITY PLANS FOR GRATE AND PIPE INVERT ELEVATIONS
- SEE MANUFACTURER'S SPECIFICATIONS FOR PROPER BASIN INSTALLATION

3. MODULAR STORM INLET IN PAVEMENT



GENERAL NOTES:
1. SEE LAYOUT PLANS FOR FENCE HEIGHTS
2. CENTER RAIL INSTALLED AT 48" ABOVE GRADE FOR FENCE SECTIONS 8' AND HIGHER
3. PROVIDE BOTTOM RAIL WITH ALL FENCING.

4. 10' TO 4' FENCE TRANSITION

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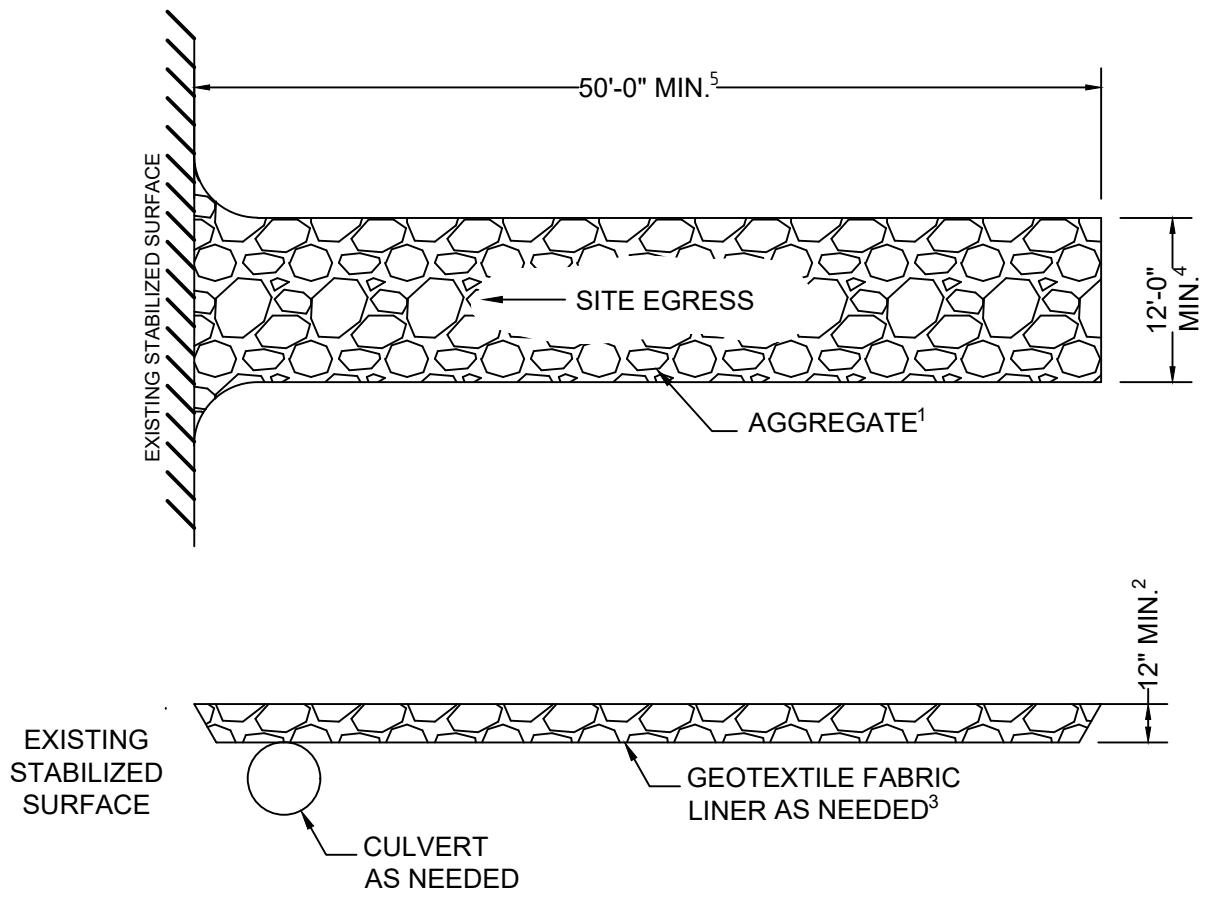
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SITE CONSTRUCTION DETAILS

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C602

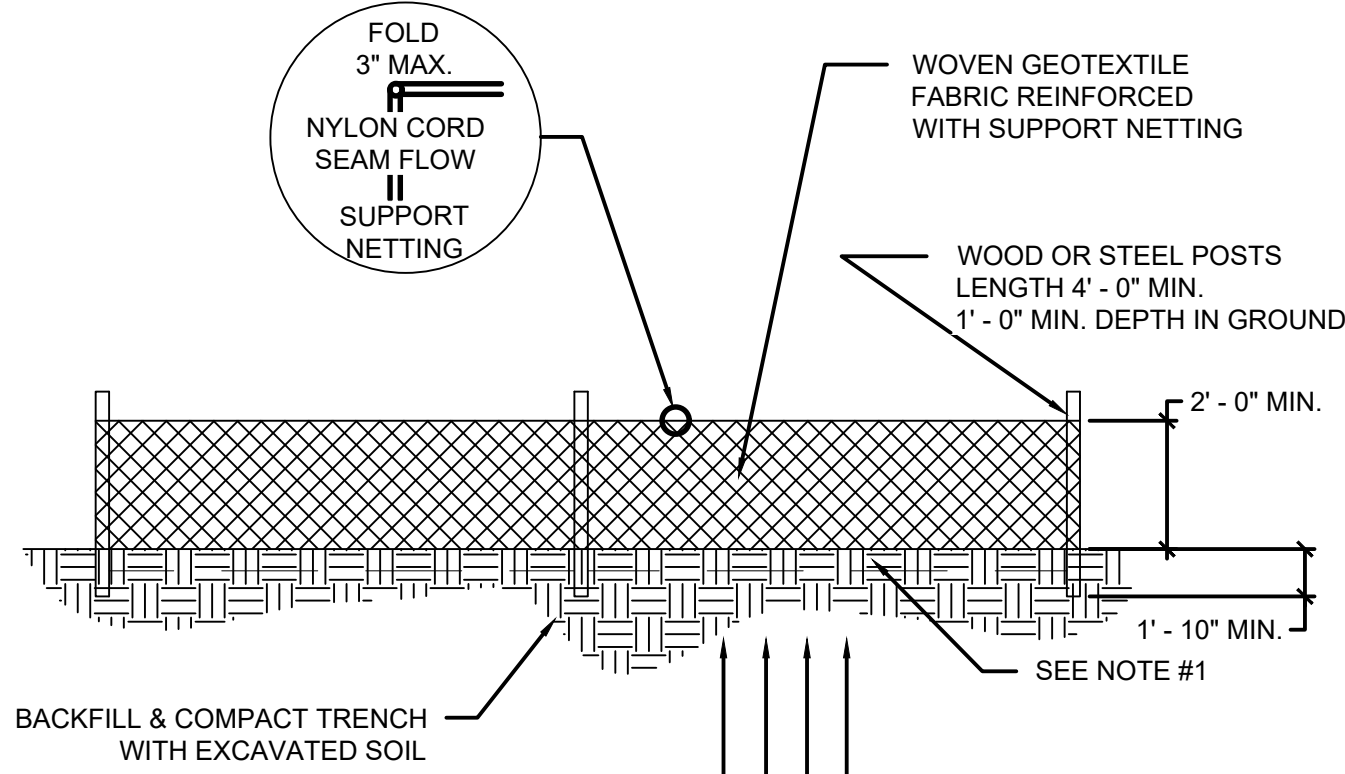


- NOTES:
1. USE HARD, DURABLE, ANGULAR STONE OR RECYCLED CONCRETE MEETING THE GRADATION BELOW. WHERE THIS GRADATION IS NOT AVAILABLE, MEET THE GRADATION IN WISCONSIN DEPARTMENT OF TRANSPORTATION (DOT) 2018 STANDARD SPECIFICATION, SECTION 312, SELECT CRUSHED MATERIAL.

SIEVE	PERCENT PASSING (BY WEIGHT)
3"	100
2- $\frac{3}{4}$ "	90-100
1- $\frac{3}{4}$ "	25-60
$\frac{3}{4}$ "	0-20
$\frac{1}{2}$ "	0-5

2. SLOPE THE STONE TRACKING PAD IN A MANNER TO DIRECT RUNOFF TO AN APPROVED TREATMENT PRACTICE.
3. SELECT FABRIC TYPE BASED ON SOIL CONDITIONS AND VEHICLE LOADING.
4. INSTALL TRACKING PAD ACROSS FULL WIDTH OF THE ACCESS POINT, OR RESTRICT EXISTING TRAFFIC TO A DEDICATED EGRESS LANE AT LEAST 12 FEET WIDE ACROSS THE TOP OF THE PAD.
5. IF A 50' PAD LENGTH IS NOT POSSIBLE DUE TO SITE GEOMETRY, INSTALL THE MAXIMUM LENGTH PRACTICABLE AND SUPPLEMENT WITH ADDITIONAL PRACTICES AS NEEDED.

1. TRACKING PAD

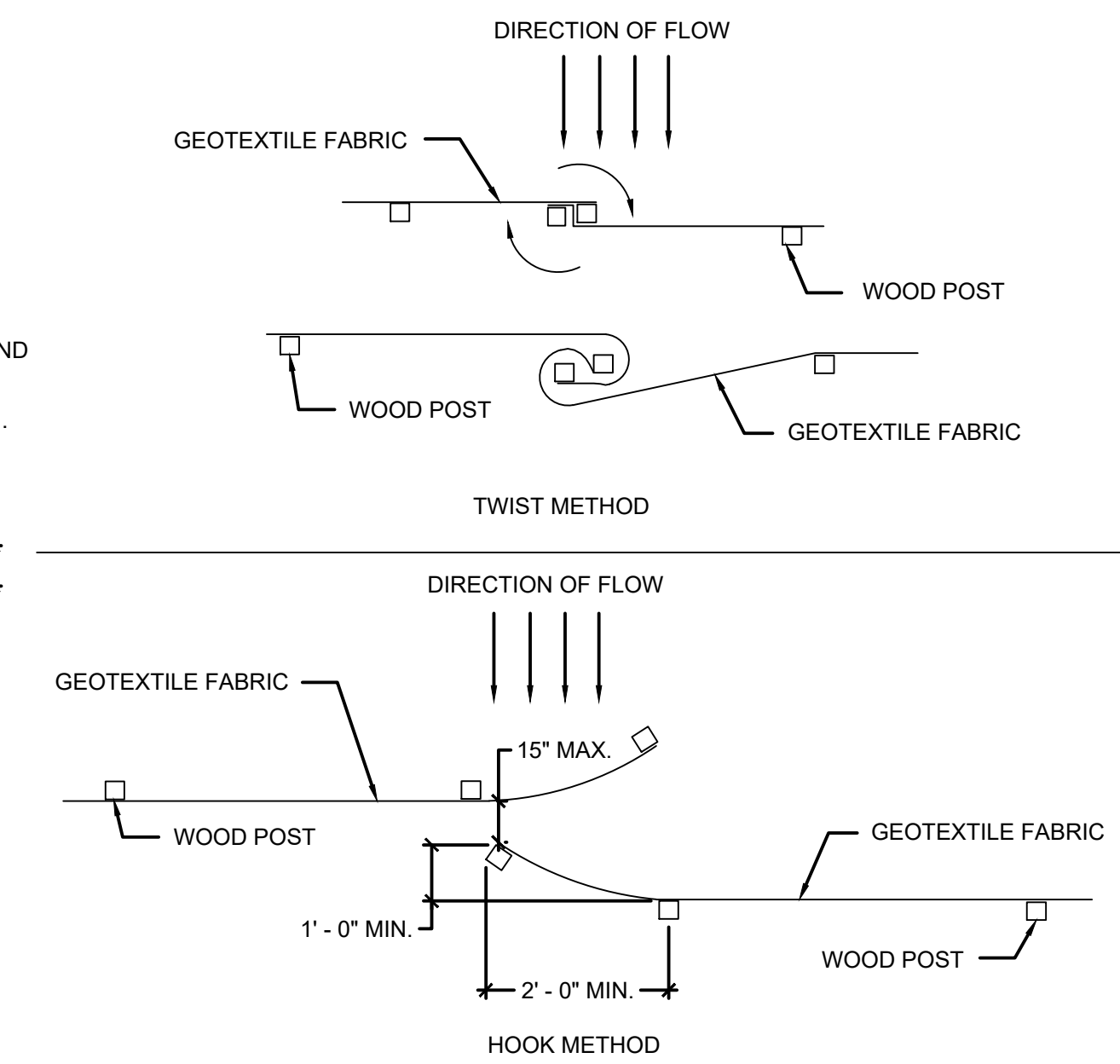


GENERAL NOTES:

DETAILS OF CONSTRUCTION NOT SHOWN ON THESE DRAWINGS SHALL CONFORM TO CRITERIA SET BY AUTHORITIES HAVING JURISDICTION AND BY THE WISCONSIN CONSTRUCTION SITE BEST MANAGEMENT PRACTICE HANDBOOK.

WHEN POSSIBLE, THE SILT FENCE SHOULD BE CONSTRUCTED IN AN ARC OR HORSESHOE SHAPE WITH THE ENDS POINTING UP SLOPE TO MAXIMIZE BOTH STRENGTH AND EFFECTIVENESS.

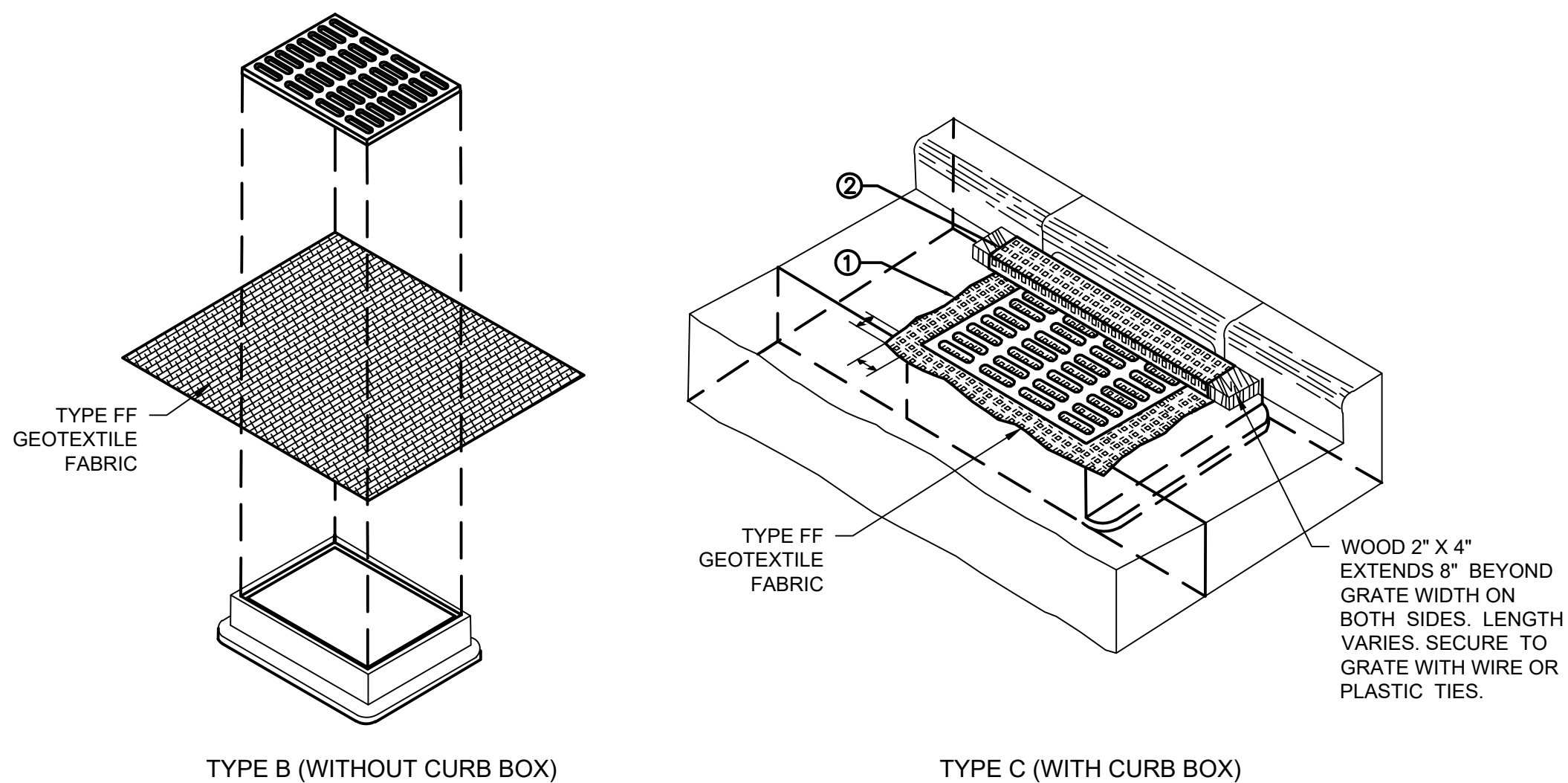
1. EXCAVATE A TRENCH A MINIMUM OF 4' WIDE AND 6' DEEP TO ANCHOR THE GEOTEXTILE FABRIC. FOLD MATERIAL TO FIT TRENCH AND BACKFILL AND COMPACT TRENCH WITH EXCAVATED SOIL.
2. WOVEN GEOTEXTILE FABRIC SHALL BE REINFORCED WITH AN INDUSTRIAL POLYPROPYLENE NETTING WITH A MAXIMUM MESH SPACING OF $\frac{3}{4}$ " OR EQUAL. A HEAVY-DUTY NYLON TOP SUPPORT CORD OR EQUIVALENT IS REQUIRED.
3. STEEL POSTS SHALL BE STUDDED "TEE" OR "U" TYPE WITH A MINIMUM BEARING OR 128 LBS./LINEAL FOOT (WITHOUT ANCHOR). FINISH ANCHORS RESISTANT TO POST MOVEMENT ARE REQUIRED. WOOD POSTS SHALL BE A MINIMUM SIZE OF 4" DIAMETER OR 1 $\frac{1}{2}$ " x 3 $\frac{1}{2}$ ". EXCEPT WOOD POSTS FOR GEOTEXTILE FABRIC REINFORCED WITH NETTING WHICH SHALL BE A MINIMUM SIZE OF 1 $\frac{1}{8}$ " x 1 $\frac{1}{8}$ " x 48" OAK OR HICKORY.



NOTE:

CONSTRUCT SILT FENCE FROM A CONTINUOUS ROLL IF POSSIBLE BY CUTTING LENGTHS TO AVOID JOINTS. IF A JOINT IS NECESSARY, USE ONE OF THE FOLLOWING TWO METHODS: (A) OVERLAP THE END POSTS AND TWIST, OR ROTATE, AT LEAST 180 DEGREES, OR (B) HOOK THE END OF EACH SILT FENCE LENGTH

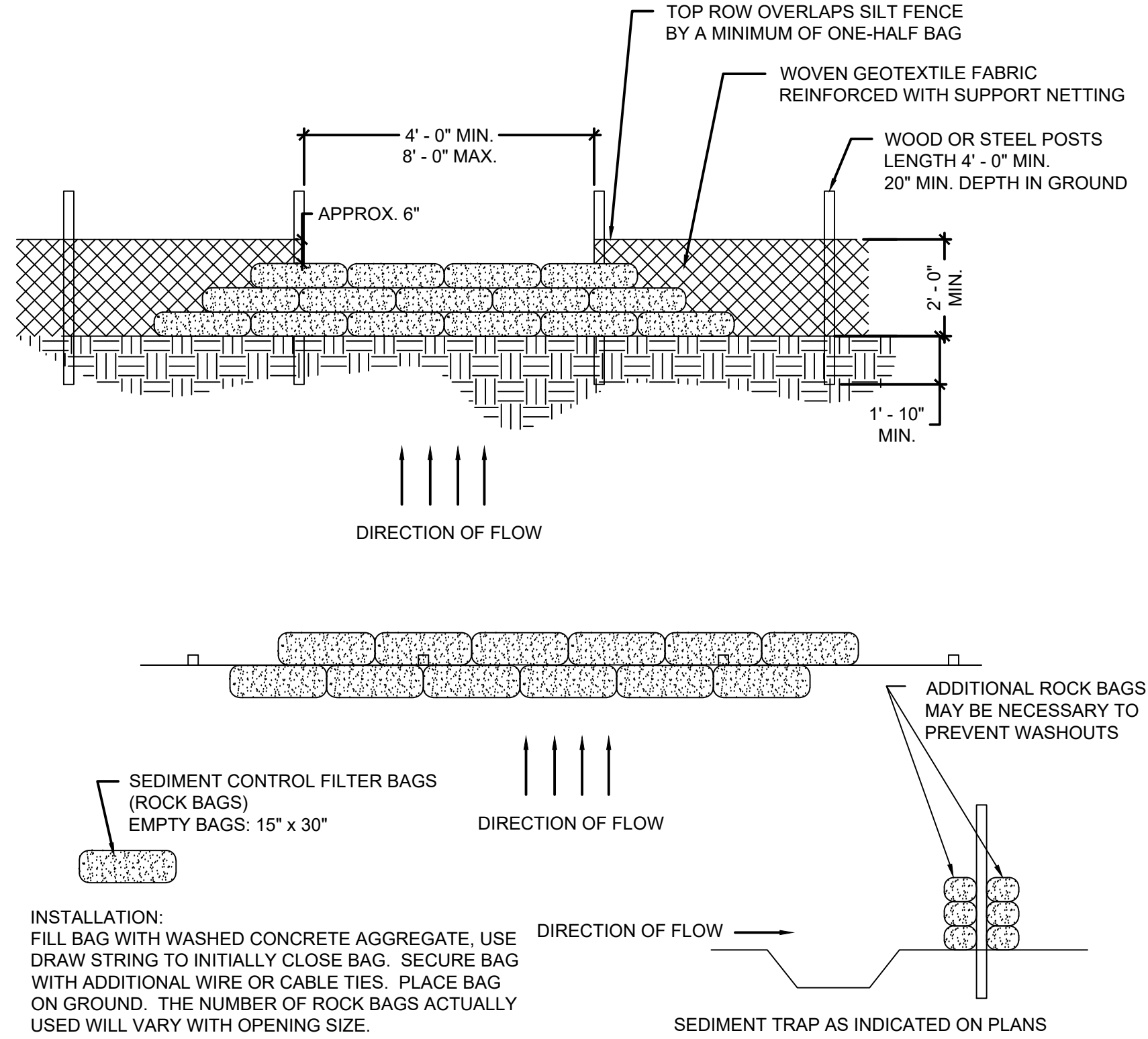
2. SILT FENCE



NOTES (APPLY TO BOTH TYPE B AND TYPE C INLET PROTECTION)

1. IF DEPTH IS MORE THAN 30" FROM INLET RIM TO CROWN OF PIPE, USE TYPE D INLET PROTECTION.
2. FABRIC SIZE SHALL BE 8" (MIN) GREATER ON ALL SIDES OF THE INLET COVER
3. IF EXCESSIVE SEDIMENT LOADING PLUGS FABRIC, PLACE SAND BAGS AROUND INLET TO INTERCEPT SEDIMENT.
4. THE CONTRACTOR SHALL REMOVE SEDIMENT ADJACENT TO THE FABRIC PRIOR TO REPLACING OR REMOVING INLET PROTECTION.
5. THE CONTRACTOR SHALL DEMONSTRATE A METHOD OF MAINTENANCE, USING HAND HOLDS OR OTHER METHOD TO PREVENT ACCUMULATED SEDIMENT FROM LEAVING THE FABRIC AND ENTERING THE INLET.
6. FABRIC SIZE SHALL BE 8-INCHES (MIN) GREATER ON ALL SIDES OF THE INLET COVER TO PROVIDE A HAND HOLD WHEN MAINTENANCE OR REMOVAL IS REQUIRED.

3. INLET PROTECTION



INSTALLATION:
FILL BAG WITH WASHED CONCRETE AGGREGATE, USE DRAW STRING TO INITIALLY CLOSE BAG. SECURE BAG WITH ADDITIONAL WIRE OR CABLE TIES. PLACE BAG ON GROUND. THE NUMBER OF ROCK BAGS ACTUALLY USED WILL VARY WITH OPENING SIZE.

4. SILT FENCE OUTLET

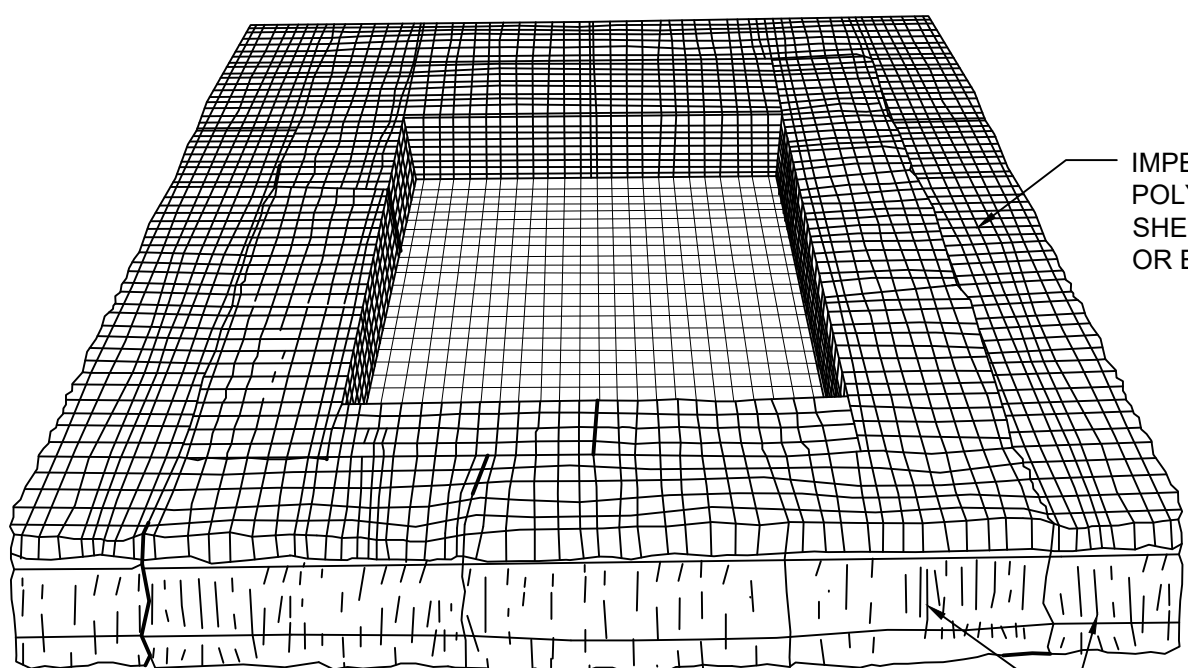
REV	DATE	ISSUED FOR
	01/25/23	REVIEW
DRAWN: R RAMIREZ		
CHECKED: R RETTLER		
DOCUMENT NO. 22.052		



EMERSON PARK
HARD COURT DEVELOPMENT PROJECT
SITE CONSTRUCTION DETAILS

CITY OF STEVENS POINT
PARKS, RECREATION & FORESTRY
2442 SIMS AVE
STEVENS POINT, WISCONSIN 54481

C603

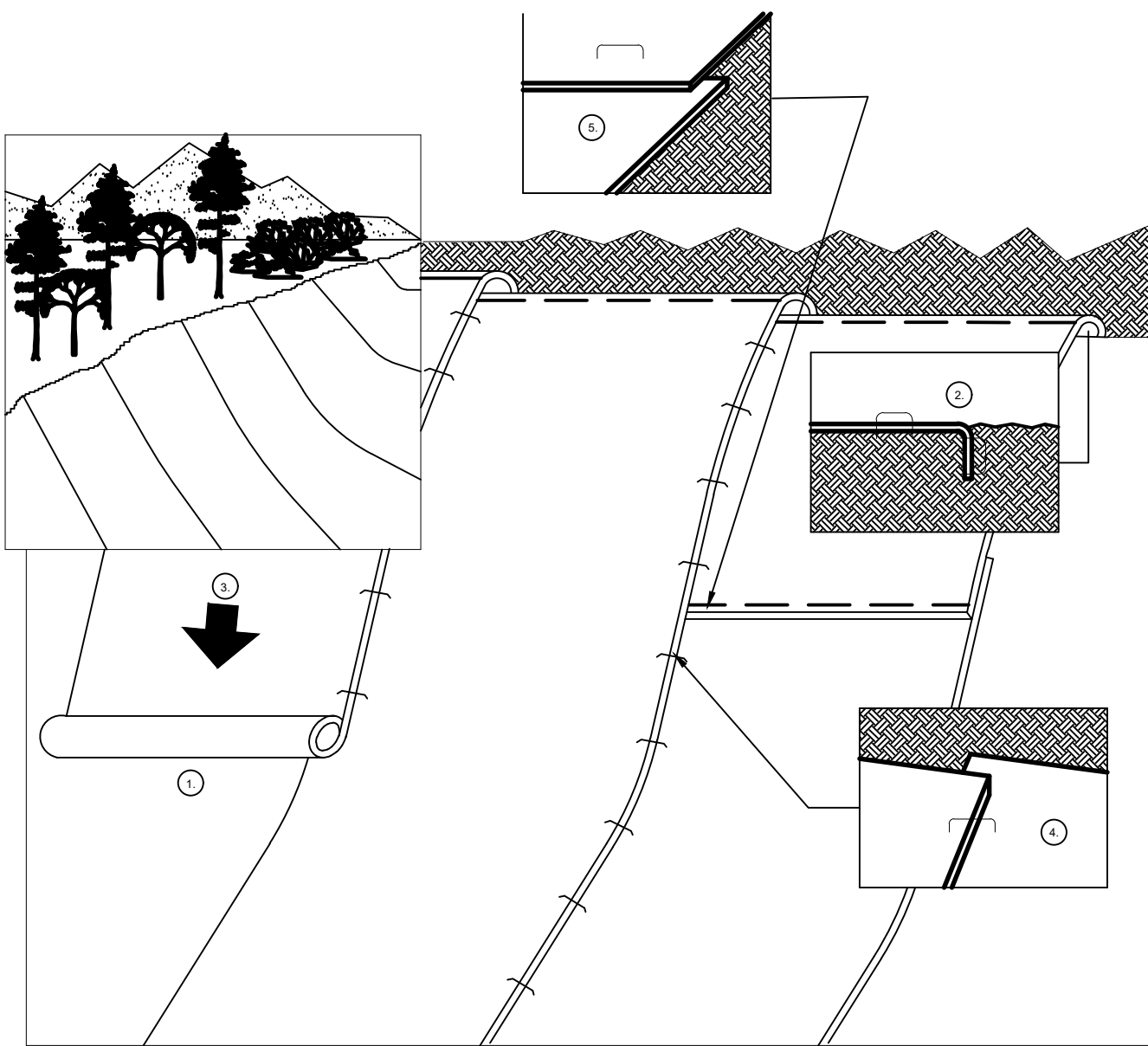


IMPERMEABLE 6 ML
POLYETHYLENE PLASTIC
SHEETING WITH NYLON STRINGS
OR EQUAL

EROSION BALES

NOTES:
-REQUIRES SIGN SAYING "CONCRETE WASHOUT AREA"
-WATER IS HIGHLY ALKALINE AND SHALL NOT BE DISCHARGED FROM WASH-OUT AREA

1. CONCRETE TRUCK WASH AREA



GENERAL NOTES:
1. PREPARE SOIL BEFORE INSTALLING BLANKETS, INCLUDING APPLICATION OF LIME, FERTILIZER, AND SEED.
NOTE: WHEN USING CELL-O-SEED DO NOT SEED PREPARED AREA. CELL-O-SEED MUST BE INSTALLED WITH PAPER SIDE DOWN.
2. BEGIN AT THE TOP OF THE SLOPE BY ANCHORING THE BLANKET IN A 6" DEEP BY 6" WIDE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING.
3. ROLL THE BLANKETS DOWN THE SLOPE IN THE DIRECTION OF THE WATER FLOW.
4. THE EDGES OF PARALLEL BLANKETS MUST BE STAPLED WITH APPROXIMATELY 2" OVERLAP.

2. EROSION MAT

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REV	DATE	ISSUED FOR
	01/25/23	REVIEW

DRAWN: R RAMIREZ

CHECKED: R RETTLER

DOCUMENT NO. 22.052

RETTLER

corporation

3317 Business Park Drive, Stevens Point, WI 54481

Telephone: 715 - 341 - 2633, Fax: 715 - 341 - 0451

email: info@rettler.com website: www.rettler.com

EMERSON PARK
HARD COURT DEVELOPMENT PROJECT

SITE CONSTRUCTION DETAILS

CITY OF STEVENS POINT
PARKS, RECREATION & FORESTRY
2442 SIMS AVE
STEVENS POINT, WISCONSIN 54481

C604



MEMORANDUM

To: Historic Preservation / Design Review Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: February 21, 2023

RE: Adopting a Financial Assistance Program for Opening Filled Windows

Background: Since 2012, the City has been administering a façade improvement grant program to stimulate improvements to the exterior of downtown commercial and mixed-use buildings. While the Façade Improvement Grant Program has been a resounding success in terms of increasing the number of historically appropriate improvements, it is not proactive in correcting existing deficiencies to historic buildings.

Should one conduct an audit of buildings within the City's Historic Districts, there are several types of improvements that exist that are not historically relevant to the district and to the architectural style of the building itself. Some examples include semicircular awnings that wrap around a building, inappropriate infill construction and the prevalence of stucco-like building materials installed over brick.

One example of non-historically significant work that was commonplace in the past was permanently filling existing window openings. If one would walk within the Downtown, there are countless examples of windows that, at some point in the past, were filled with brick. Not only does this type of work go against key requirements of the Commission's Design Guidelines (Sec 3.4), but it presents a significant aesthetic and functional change to important architectural features on the historic building.

Over the last few weeks, several members of the Commission approached me privately asking if financial assistance could be provided to reintroduce a window opening that once existed. As the Commission may know, window replacements by itself would not be an eligible project to receive façade improvement grant dollars – windows may only be funded if it is coupled as part of a larger storefront improvement project.

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Therefore, some members of the Commission expressed interest in exploring a new financial assistance program geared specifically towards the re-opening of window openings that were permanently filled in years ago.

Financial Implications: Conversations took place with Comptroller/Treasurer Ladick pertaining to how a hypothetical program would be financed. It was determined that the most appropriate means of financing would be through increment generated from Tax Incremental Financing District No. 6 ("TID #6"). Like the Façade Improvement Grant Program, dollars used to support the program comes from TID #6.

Given that this would be a new financial assistance program, it was agreed that a hypothetical program would be financed through a one-time fund transfer of \$20,000 from TID #6 to this proposed program. Any unused funds at the end of each fiscal year would be carried over into the following fiscal year. Please note that the financial details of this program would need to be approved by the City's Finance Committee and Common Council.

Program Specifications: Within this agenda packet includes proposed specifications for the program. A summary of program specifications are as follows:

- Purpose: Reintroduce window openings that were previously filled in.
- Eligible properties: Owners and/or tenants of buildings located within TID #6. Tenant applications would need written approval from the property owner prior to being awarded grant dollars.
- Ineligible properties: Government entities, non-profit and religious organizations and properties with delinquent payments to the City.
- Eligible activities: Reintroduce window openings that were previously filled in by removing existing façade material and installing a new window.
- Reimbursement: Grant assistance shall be limited to no more than 40% of the total cost of eligible improvements.

February 21st Meeting: For the purpose of this meeting, I am hoping to have a conversation regarding the following:

- Are you interested in establishing a financial assistance program focusing on this type of improvement?
- Thoughts regarding eligible and ineligible activities?

As mentioned above, any decision to establish this type of financial assistance program would require approval from the City's Finance Committee and Common Council. Should there be an interest in pursuing this grant program, I will proceed with having it on the March agenda.

If you have any questions, please do not hesitate to contact me.

City of Stevens Point



Grant Program – Reintroducing Filled Window Openings

Historic Preservation / Design Review Commission



Grant Program – Reintroducing Filled Window Openings

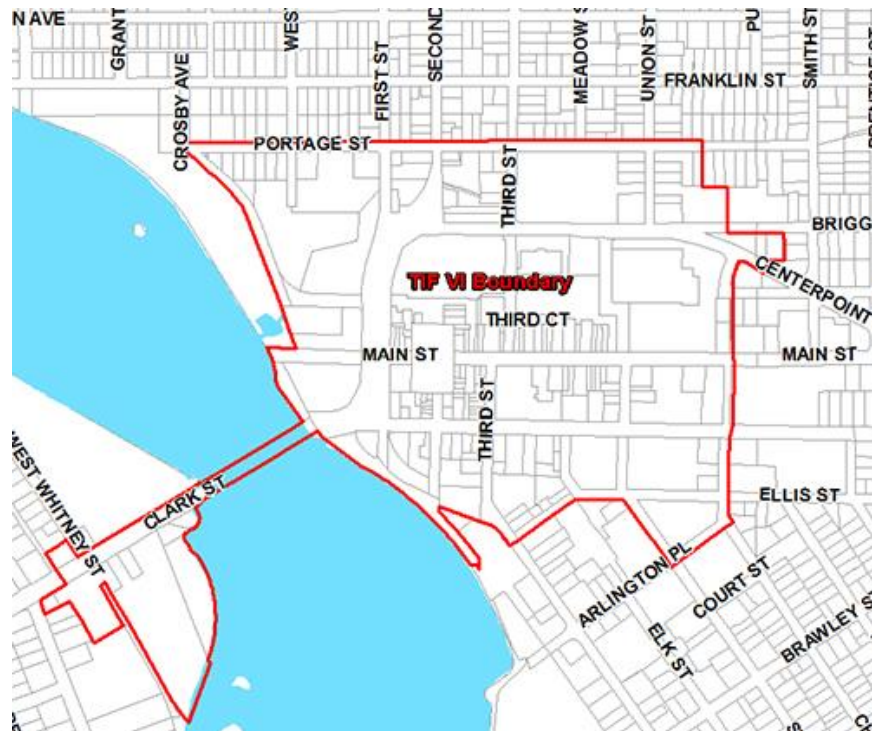
The City of Stevens Point Historical Preservation / Design Review Commission (HP/DRC) is responsible for administering the following grant program, intended to reintroduce window openings that were previously filled in with brick or another form of façade material.

Purpose

An example of non-historically significant work that was commonplace in the past was permanently filling existing window openings. Reintroducing these window openings improves the aesthetic and functional cohesion of improvement architectural features on a historic building.

Eligible Properties

Owners and/or tenants of existing buildings within the Downtown Design Review District and the Tax Increment Financing District No. 6 are eligible for this grant program. Properties with historical significance within the City, but outside the Downtown Design Review District may be allowed on a case-by-case basis by the Historical Preservation / Design Review Commission (HP/DRC). Tenant applications are required to submit written evidence of building owner approval with the application.



Ineligible Properties

- Any property owned by a unit of government (federal, state, county, local, etc.);
- Property owned by religious groups or by a nonprofit organizations on which real estate taxes are not being paid;
- Properties that have any delinquent payments due to the City, such as: bills, charges, or taxes.

Eligible Activities

- Reintroduce window openings that were previously filled in by removing existing façade material and installing a new window.
- Restoration work to the apron, sill, brick arch, head casing and side jambs of a permanently filled window opening.
- Any supplemental exterior improvements that are necessary to open filled windows, including, but not limited to the relocation of mechanical equipment and the relocation of electrical and fiberoptic infrastructure. Requested supplemental exterior improvements shall be approved by the Historic Preservation / Design Review Commission.

Ineligible Activities

- Any project work conducted within the interior of the building.
- Removal of architecturally significant features.
- Purchase of property.
- Inventory or operating capital.
- Any activity completed prior to receiving final approval of grant funds.

Historic Buildings

All structural and 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. Buildings that are an integral element of a historic streetscape should reflect and complement the character of the surrounding area to the greatest extent possible.

“Buy Local”

Whenever possible, applicants are strongly encouraged to use local contractors to complete all tasks associated with their renovation. This will not only help garner support to continue this program, but more importantly help boost our local economy.

Energy Efficiency

Whenever possible, applicants are strongly encouraged to utilize energy efficient windows to better the thermal efficiency and weather tightness of the improvement.

Award Reimbursement

Reimbursement shall be limited to no more than 40% of the total cost of eligible improvements. All necessary government approvals, building permits, and taxes are not eligible for reimbursement. Projects approved for matching grant assistance by the Historic Preservation / Design Review Commission will be required to submit a written request to release the funds upon completion of the entire project. Copies of all invoices and receipts related to the façade improvements must accompany the request for release of funding. Invoices and receipts shall clearly explain the related work

The Historic Preservation / Design Review Commission reserves the right to refuse reimbursement in whole or part for work that:

- Does not conform to the Commission's Design Guidelines.
- Do not conform to the proposal submitted with your application and authorized by the HP/DRC.
- Are not completed within 1 year from the date the project was approved for funding, unless otherwise approved by the HP/DRC.

How to Apply

To be considered for matching grant assistance, please complete the attached grant application and deliver to the Community Development Department at 1515 Strongs Avenue, Stevens Point, WI 54481. Only applications that contain all required information will be considered for funding.

All complete applications for matching grant assistance will be reviewed by the Historic Preservation / Design Review Commission (HP/DRC) to determine the project's compliance with the specific standards contained within this Program Description as well as with other components of the Downtown Design Guidelines.

The HP/DRC will begin their review of all requests as they are received, and determine which project or projects best meet the Program's objectives. The HP/DRC may then interview the applicant(s) to determine which project(s) will receive matching grant funds to support their proposed project. Following their review, the HP/DRC will notify the applicant(s) of their decision to approve or deny the request.

If your request for financial assistance is approved, you will receive a written notice of the HP/DRC's decision detailing the amount of funding approved, any terms and/or conditions of the approval, as well as how the funds will be released. You will be asked to sign and return a copy of the document accepting all terms and/or conditions of the approval, which will then serve as the contract between the two parties.

Application Deadline

Applications will be accepted on a rolling basis until all funds have been exhausted. Only applications that contain all required information will be considered for funding.

Contact

Adam Kuhn
Associate Planner / Zoning Administrator
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481
Ph: (715) 346-1567
Fax: (715) 346-1498
Email: akuhn@stevenspoint.com
Website: stevenspoint.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

Reintroducing Filled Window Openings Grant Program

ADMINISTRATIVE SUMMARY (Staff Use Only)

Date Submitted		Date Reviewed		Approved	Yes ☐ (\$ _____) No ☐
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APPLICANT/OWNER INFORMATION

APPLICANT INFORMATION		Owner Information (Same as Applicant? ☐)	
Applicant Name		Contact Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Cell		Cell	
Fax		Fax	
Email		Email	

PROJECT SUMMARY

Scope of Work to be Undertaken (attach contractor estimates, if available)	
Describe the Positive Impact Your Project will Bring to Stevens Point	
Total Cost of Project Improvements	Amount of Matching Grant Assistance Requested
\$	\$
Estimated Start Date	Estimated Completion Date
Number of Commercial Tenant Spaces Within the Building	Number of Residential Tenant Spaces Within the Building

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



MEMORANDUM

To: Historic Preservation / Design Review Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: February 21, 2023

RE: Discussion on Establishing Mural Guidelines

Background: Over the years, the Historic Preservation / Design Review Commission has been responsible for the review and approval of new murals within the City's historic districts. During the latest mural review, the Commission had requested City staff to establish formal guidelines for mural reviews. Historically, the Commission has been reviewing murals based on subjective guidelines that have not been codified into code.

Included within this agenda packet is a draft ordinance amendment that formally establishes guidelines for murals. This draft document covers the following:

- Defining the word 'mural' – specifically acknowledging that a mural shall not be a sign.
- Outlining the application process for new murals. As you can see in the proposal, I am recommending that, as part of the approval process, a maintenance plan is submitted to City staff that acknowledges who is in charge of the long-term maintenance of such mural. While murals generally have a long life expectancy, general maintenance is required over time to reduce the likelihood of peeling and chipping paint.
- Design standards. For previous mural reviews, it has been suggested that murals should not be placed on the front elevation of a building. The proposed guidelines establish this precedent. Additionally, the other design standards touch on the size of a permitted mural, what types of wall materials where murals are and are not permitted, and requirements ensuring that no architectural details are harmed or concealed with a proposed mural.

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- Removing a mural. While there has never been a request to remove an existing mural from a building, the attached provides the approval process and restoration work required for such a project.
- Appeals. Consistent with most other ordinances in the City, the proposal includes an appeals process from requirements of this ordinance. As shown below, specific criteria would be established for the Commission to review whether deviations in mural guidelines should be adopted.

Historic Relevancy of Murals: A lengthy discussion took place during the last mural review as to whether murals should have historic relevance to Stevens Point. This proposed mural guidelines does not have such a requirement. My recommendation against such a requirement is based on the argument that defining 'historic relevancy' is up to interpretation. Artistic expression is viewed in the eye of the beholder, and I don't believe that it is a local government's responsibility to regulate the message behind a piece of art.

In the context of 'historic relevancy,' it is the Commission's responsibility to regulate tangible improvements to a historic building based its historic, architectural and cultural relevancy. For example, there are certain types of exterior improvements that would be appropriate for a Queen Anne-style residence and not for a Tudor-style, and vice versa. Windows, doors, cornices, shutters, etc. are all tangible improvements that can and should be reviewed based on the historic relevancy of a building's architectural style. Regulating the message being conveyed on a piece of art is not tangible, and I believe does not meet the purpose and intent of the City's Historic Preservation Ordinance.

Ultimately, the choice is for the Commission to choose whether to have such a requirement in a mural ordinance. Should a majority of commissioners seek to have a historic relevancy requirement, I will include it in the proposed ordinance. Should a majority of commissioners seek to not have a historic relevancy requirement, I will exclude it from the proposed ordinance.

Next Steps: The purpose of this agenda item is only a discussion. At the time when the Commission is comfortable with a proposed ordinance, it will need to be approved, via a public hearing, by this Commission and the Common Council.

**ORDINANCE AMENDING THE REVISED MUNICIPAL CODE
OF THE CITY OF STEVENS POINT, WISCONSIN**

**[Chapter 22 of the Revised Municipal Code – Historic Preservation & Design Review –
Mural Guidelines for Historic Properties in the City of Stevens Point]**

The Common Council of the City of Stevens Point, Portage County, Wisconsin, do
ordain as follows:

SECTION I: That Section 22.05 of the Historic Preservation and Design Review Ordinance
of the Revised Municipal Code of the City of Stevens Point shall be amended as follows:

Part 2: Definitions

The definitions shall be as follows:

- Mural: An artistic work applied to an exterior surface of a pre-existing structure and that does not constitute a sign under Chapter 25 of the Revised Municipal Code of the City of Stevens Point

SECTION II: That Section 22.07 of the Historic Preservation and Design Review Ordinance
of the Revised Municipal Code of the City of Stevens Point shall be amended as follows:

Section 22.07: Mural Guidelines

- 1) Application Requirements. Any request to paint a mural shall constitute a 'major work' and be approved by the Historic Preservation / Design Review Commission. In addition to those materials required for a design review, applicants seeking a design review for a mural shall submit the following:
 - a) Written approval from the property owner for the mural, provided the applicant is not the owner of the property.
 - b) A maintenance plan specifying care and the parties responsible for the maintenance of the mural. Maintenance includes, but is not limited to, the removal of surface dirt, reapplication of coatings, touching up

damaged areas, and ensuring vegetation does not harm the mural or the supporting building.

- c) An agreement between the artist and the property owner identifying who is responsible for removal of a mural.
- d) Photo documentation of the completed mural shall be supplied to the Historic Preservation / Design Review Commission to provide a base line for future maintenance, conservation and restoration.

2) Design Standards. The following shall apply for the painting of a mural:

- a) No mural may be located on elevations that directly face or are parallel to sidewalks and public rights-of-way.
- b) Murals are permitted for side and rear facades that have been refaced with non-historic materials.
- c) Murals are permitted for side and rear facades that lack historically relevant architectural details (e.g., cornices, windows, doors, etc.), are of painted common brick and that has no decorative masonry work, provided that such walls are not street-facing.
- d) Murals are permitted to utilize 100% of the wall on which it is placed, provided it meets applicable standards found within this Section.
- e) Murals shall be confined to one wall of a building and are not permitted to wrap around the building onto other sides.
- f) No more than one mural is permitted on any one building.
- g) A mural is not permitted to be applied to unpainted masonry walls such as brick, stone or stucco. Conversely, murals are permitted to be located on unpainted masonry walls only if such mural is painted on removable materials such as plywood or other suitable outdoor materials, upon the discretion of the Historic Preservation / Design Review Commission.
 - 1) Removable materials shall be anchored into the masonry joints of the building's wall.
 - 2) The removable material shall be framed so as to not trap water between the mural and the wall.
- f) No mural shall be permitted on wood sidings that contain surface detail including, but not limited to, bevel sidings, board and batten siding.
- g) For exterior elevations that are in need of cleaning or repointing, as outlined within the Historic Preservation / Design Review Commission's Design Guidelines, a mural may not be applied to such elevation in lieu of cleaning or tuckpointing.
- h) Murals are not permitted to be located on fencing.
- i) Murals shall not cover over doors, windows, cornices or other architectural elements that are historically relevant to the building.
- j) The lighting of a mural shall require a design review by the Historic Preservation / Design Review Commission. Proposed lighting shall meet applicable lighting standards as found within the Commission's Design Guidelines.

3) Removing a mural. The following shall apply for the removal of a mural:

- a) A design review by the Historic Preservation / Design Review Commission shall be required for the removal of a mural.
 - b) If approval by the Historic Preservation / Design Review Commission is granted, any materials used to adhere the mural to an exterior elevation shall be removed at the time that the mural is removed. Such materials include, but are not limited to, brackets, mounting hardware, caulking material or grout and adhesive glues. The exterior surface shall be returned to its original condition.
- 4) Appeals. In requesting to paint a mural, the applicant may submit an appeal to the Historic Preservation / Design Review Commission for a variance from certain requirements of this Section. A variance may be granted by the Historic Preservation / Design Review Commission if all of the following criteria are met:
- a) The granting of the requested exception(s) would not be materially detrimental to the property owners in the vicinity.
 - b) The granting of the requested exception(s) would not be contrary to the purpose and intent of this Chapter, as stated within Chapter 22.01.
 - c) The granting of the requested exception(s) would not be contrary to applicable provisions of the Secretary of Interior's Standards for Rehabilitation (36 CFR 67).

In granting an appeal, the Historic Preservation / Design Review Commission may attach additional requirements to the design review certificate to carry out the purpose and intent of this Ordinance. A denial for an appeal by the Historic Preservation / Design Review Commission may be appealed to the Common Council. Overturning a decision made by the Historic Preservation / Design Review Commission shall require a majority vote by the Common Council.

SECTION III: That this ordinance shall take effect upon passage and publication.

Approved: _____
Mike Wiza, Mayor

Attest: _____
Kari Yenter, City Clerk

Dated:
Adopted:

Drafted By: Adam Kuhn
Return To: City Clerk



MEMORANDUM

To: Historic Preservation / Design Review Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: February 21, 2023

RE: HPDRC Design Guidelines

Background: For the last few months, the Historic Preservation / Design Review Commission has had conversations on evaluating the Commission's Design Guidelines (the design regulations governing historic preservation in the city). Up to this point, these conversations have centered on a 30,000-foot view of preservation planning and community values within historic preservation. Specifically, the following questions were discussed:

- Why do we focus on preservation planning?
- Why do we regulate improvements that are done on historic buildings?
- Why are historic buildings congregated into a historic district?
- What elements of preservation planning do you see when you walk along Main Street (both good and bad)?
- What elements of preservation planning do you see when you walk along Clark Street (both good and bad)?
- Current assessment of design guidelines?

The next step in this evaluation process is to better understand where the city is going in the context of historic preservation. This step will seek to acknowledge trend information and forecast probable scenarios that may occur if the status quo remains. To complete this step, I have been planning with Chair Siebert, Alder Christianson and Alder Keymer on conducting two walk audits of the City's historic district.

The first walk audit, in no particular order, would focus on the Clark Street Historic District, the segment of Main Street listed on the State and National Register of Historic

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Places, and all properties north of Centerpoint Drive that are located within the City's Design Review District. The second walk audit will focus exclusively on the Downtown area stretching from Centerpoint Drive to the County Courthouse.

Dates have not been finalized for these two walk audits, but I am aiming to have these occur sometime after the week of March 12th. Although not required, I strongly encourage all commissioners to attend so we can have a more fruitful conversations in the months ahead as we pick through each type of building improvement within the Design Guidelines. More information will be coming your way in the coming weeks on finalizing a date for these two walk audits.

Additionally, Chair Siebert, Alder Christianson, Alder Keymer and I are on the beginning stages of planning for public engagement meetings where the public will be able to provide input on preservation planning in the city, how improvements are performed on historic buildings and what types of reviews are required. Public input is a key component of evaluating the Commission's Design Guidelines, and I look forward to having these conversations. Dates for these public meetings are not finalized, but I anticipate it will occur in April at the earliest.

If you have any questions, please do not hesitate to contact me.