



AGENDA
**HISTORIC PRESERVATION/
DESIGN REVIEW COMMISSION**

Members

- Chairperson Tim Siebert
- Vice Chair Peter Munck
- Alderperson Marc Christianson
- Barry Calnan
- Carol Molepske
- Janet Jurgella Finn (Alternate 1)
- Dan Kryst (Alternate 2)

Date and Time:	March 24, 2025 5:00 PM	Location:	Community Room 933 Michigan Avenue, Stevens Point, WI
			<u>OR</u> <u>Zoom Teleconferencing</u> Meeting ID: 826 6962 0896 Passcode: 387105 <u>By</u> <u>Computer:</u> https://us02web.zoom.us/j/82669620896?pwd=K3nLN4Js4drnqbSpt3z21GXqIXKR0.1 <u>By Phone:</u> +1-312-626-6799 (US Chicago)

Opening Section:

1. Roll Call

Discussion and Possible Action on:

2. Report of the January 27, 2025 meeting of the Historic Preservation / Design Review Commission.
3. A request from Katie Bingham, representing Michael O'Meara, for a design review to replace an existing window utilizing a different muntin pattern on the property located at 1809 Clark Street (Parcel ID 281240832102705), consistent with Ch. 22.05(2).
4. A request from the City of Stevens Point to amend program requirements of the Downtown Facade Improvement Grant Program.
5. Staff Update:
 - Designation of properties onto the National Register of Historic Places.

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.

Closing Section:

6. 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 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.

REPORT OF THE HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

January 27, 2025 – 5:00 PM
933 Michigan Ave, Stevens Point, WI 54481

PRESENT: Chair Siebert, Alderperson Christianson, Commissioner Calnan, Commissioner Molepske,
Commissioner Jurgella Finn & Commissioner Kryst

EXCUSED: Vice Chair Munck

ALSO PRESENT: Associate Planner/Zoning Administrator Kuhn

INDEX:

Opening Section:

1. Roll Call

Discussion and Possible Action on the Following:

2. Report of the November 25, 2024 meeting of the Historic Preservation / Design Review Commission.
3. A request from Terence Landowski for a design review to create a window opening on the west elevation of the building located at 833 Clark Street (Parcel ID 281240832201413), consistent with Ch. 22.05(2).
4. Discussion on adopting a period of significance ordinance.
5. Discussion only: Implementation of the Stevens Point Historic Preservation Plan.

Closing Section:

6. Adjourn

Opening Section:

1. Roll Call

Present: Siebert, Christianson, Calnan, Molepske, Finn & Kryst

Excused: Munck

Discussion and Possible Action on the Following:

2. Report of the November 25, 2024 meeting of the Historic Preservation / Design Review Commission.

Motion by Commissioner Calnan to approve the November 25, 2024 minutes of the Historic Preservation / Design Review Commission; seconded by Commissioner Finn.

Motion carried 5-0.

3. A request from Terence Landowski for a design review to create a window opening on the west elevation of the building located at 833 Clark Street (Parcel ID 281240832201413), consistent with Ch. 22.05(2).

Associate Planner / Zoning Administrator Kuhn provided a summary of the design review request, noting the code enforcement process taken up to this point and key details as part of this request.

Motion by Commissioner Calnan to approve a request from Terence Landowski for a design review to create a window opening on the west elevation of the building located at 833 Clark Street (Parcel ID 281240832201413), subject to the following conditions:

- 1. Additional window trim shall be installed that matches the design of the second-floor windows, subject to the review and approval of the Designated Agent.**
- 2. A building permit shall be obtained prior to the start of construction.**
- 3. The Designated Agent shall have the ability to approve minor amendments to the project plan.**

Seconded by Commissioner Molepske.

Motion carried 5-0.

4. Discussion on adopting a period of significance ordinance.

Associate Planner / Zoning Administrator Kuhn provided an overview of what a period of significance ordinance is and ways that an ordinance could be structured. The Commission discussed what level of approval should be required for exterior improvements onto a building that falls outside the period of significance for the historic district that the building is located in. The Commission concluded that certain types of improvements would be considered a 'minor work,' while others would be a 'major work.' Associate Planner / Zoning Administrator Kuhn will be creating a list of improvements that could be reviewed in-house versus others that must be approved by the Commission.

No action was taken.

5. Discussion only: Implementation of the Stevens Point Historic Preservation Plan.

Associate Planner / Zoning Administrator Kuhn acknowledged the importance of strategizing what Plan recommendations to prioritize first. The Commission weighed which recommendations to begin working on, and have settled on policy recommendations 1.2, 1.5, 4.5, 5.1, 5.3 & 8.2.

No action was taken.

Closing Section:

6. Adjourn

Meeting adjourned at 5:42 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: March 24, 2025

RE: Design Review – 1809 Clark Street

Background: The applicant is seeking to install six new windows within existing openings on the residence located at 1809 Clark. All window replacements are on the side walls of the house, which would trigger a more stringent historic review due to its visibility from Clark Street. Five of the six proposed windows are a like-for-like replacement and has been approved internally. However, one window being replaced, located on the west elevation of the house, is proposed to be double hung with a 2x3 muntin pattern. As the existing window does not have a muntin pattern, the Commission is required to review this proposal.

Upon review, most other windows on the residence contain a 2x3 muntin pattern – similar to what is being proposed with this design review request. While changing the configuration of muntins is not generally preferred, an argument can be made here that maintaining uniformity amongst all windows on the house improves its overall historic nature.

When reviewing the design standards tied to window improvements, my recommendation is to approve this design review, subject to the following conditions:

1. Caulking shall be maintained when installing the new window.
2. A sound paint film shall always be applied to the window.
3. A building permit shall be obtained prior to installing the window.

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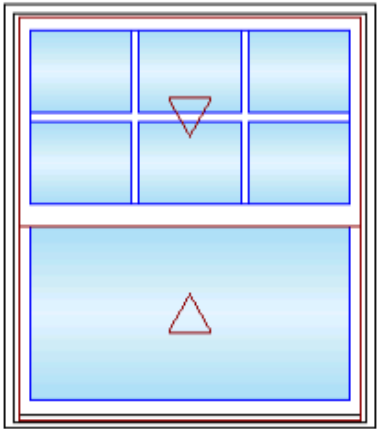
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Existing window:



Proposed Window:

MARVIN 



As Viewed From The Exterior

Entered As: FS
FS 35" X 39"

Stone White Exterior
Stone White Interior
Essential Double Hung
Frame Size 35" X 39"
Rough Opening 35 1/2" X 39 1/2"
Top Sash
IG
Low E2 w/Argon
Stainless Perimeter Bar
GBG
Rectangular - Standard Cut 3W2H
Stone White Ext - White Int

Divided Lite Options are inconsistent across the panels of this unit. Ensure the correct Divided Lite Types have been selected.

Bottom Sash
IG - 1 Lite
Low E2 w/Argon
Stainless Perimeter Bar
2 White Sash Lock
White Sash Lift
Exterior Aluminum Screen
Stone White Surround



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? <input type="checkbox"/>)	
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? <input type="checkbox"/>)		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
<i>Katie Bingham</i>	3/6/2025	<i>Michael O'Meara</i>	

Adam Kuhn

From: Carley Wiley <cwiley@infinityroofing.com>
Sent: Wednesday, March 5, 2025 11:54 AM
To: District 3
Cc: Isaac Jerde; Jeremy McDonald; Adam Kuhn
Subject: Window Modification Inquiry – 1809 Clark Street - Infinity Exteriors

Hello

I hope this email finds you well. We are a contractor working with Michael O'Meara, the homeowner at 1809 Clark Street. He is interested in adding grids between the glass on the top window of his home, which currently does not have them. The color of the window will remain the same as it currently is—white.

Before proceeding, we wanted to check if there are any historical guidelines or approvals required for this modification. Please let us know how we should proceed.

Thank you for your time and assistance.



Thank you,

Carley Wiley

Project Coordinator, Infinity Exteriors LLC
620 N Lyndale Drive, Suite 100, Appleton, WI 54914
Direct 920.450.4739

INFINITY EXTERIORS ESSENTIAL 1.20.25

Quote #: J4EL5WL

A Proposal for Window and Door Products prepared for:

Shipping Address:

ZUERN BUILDING PRODUCTS INC-FRANKLIN
9545 S 80TH ST
FRANKLIN, WI 53132-8852

ZUERN

BUILDING PRODUCTS & DESIGN CENTER

BRYCE RADLOFF
ZUERN BUILDING PRODUCTS
INC-FRANKLIN
9545 S 80TH ST
FRANKLIN, WI 53132-8852
Phone: (262) 683-9679

Email: bryce.radloff@zuerns.com

This report was generated on 1/20/2025 12:10:21 PM using the Marvin Order Management System, version 0004.13.00 (Current). Price in USD. Unit availability and price are subject to change. Dealer terms and conditions may apply.

Featuring products from:



UNIT SUMMARY

The following is a schedule of the windows and doors for this project. For additional unit details, please see Line Item Quotes.

Additional charges, tax or Terms and Conditions may apply. Detail pricing is per unit.

NUMBER OF LINES: 4

TOTAL UNIT QTY: 6

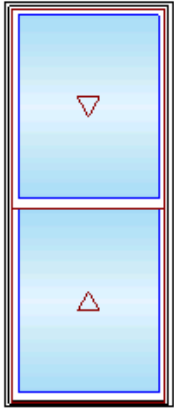
EXT NET PRICE: USD

LINE	MARK UNIT	PRODUCT LINE	ITEM	NET PRICE	QTY	EXTENDED NET PRICE
1	31" X 73"	Essential	Double Hung RO 31 1/2" X 73 1/2" Entered as FS 31" X 73"		2	
2	31" X 65"	Essential	Double Hung RO 31 1/2" X 65 1/2" Entered as FS 31" X 65"		2	
3	33" X 65"	Essential	Double Hung RO 33 1/2" X 65 1/2" Entered as FS 33" X 65"		1	
4	35" X 39"	Essential	Double Hung RO 35 1/2" X 39 1/2" Entered as FS 35" X 39"		1	

LINE ITEM QUOTES

The following is a schedule of the windows and doors for this project. For additional unit details, please see Line Item Quotes. Additional charges, tax or Terms and Conditions may apply. Detail pricing is per unit.

Line #1	Mark Unit: 31" X 73"	Net Price:	
Qty: 2		Ext. Net Price:	USD

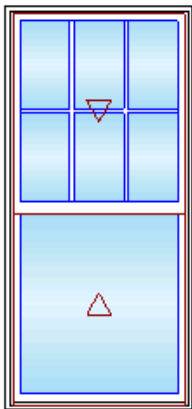


As Viewed From The Exterior

Entered As: FS
 FS 31" X 73"
 RO 31 1/2" X 73 1/2"
Egress Information
 Width: 28 1/16" Height: 31 61/64"
 Net Clear Opening: 6.23 SqFt

Stone White Exterior
 Stone White Interior
 Essential Double Hung
 Frame Size 31" X 73"
 Rough Opening 31 1/2" X 73 1/2"
 Top Sash
 IG - 1 Lite
 Low E2 w/Argon
 Stainless Perimeter Bar
 Bottom Sash
 IG - 1 Lite
 Low E2 w/Argon
 Stainless Perimeter Bar
 2 White Sash Lock
 White Sash Lift
 Exterior Aluminum Screen
 Stone White Surround
 Bright View Mesh
 ***Screen/Combo Ship Loose
 2" Jamb
 Nailing Fin
 ***Note: Essential rough openings are 1/2" greater than overall frame size width and 1/2" greater than frame size height. Please take note of this when ordering Essential custom sized units.
*****Note: Unit Availability and Price is Subject to Change**

Line #2	Mark Unit: 31" X 65"	Net Price:	
Qty: 2		Ext. Net Price:	USD



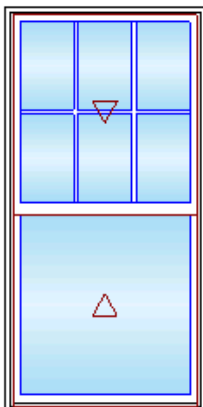
As Viewed From The Exterior

Entered As: FS
 FS 31" X 65"
 RO 31 1/2" X 65 1/2"
Egress Information
 Width: 28 1/16" Height: 27 61/64"
 Net Clear Opening: 5.45 SqFt

Stone White Exterior
 Stone White Interior
 Essential Double Hung
 Frame Size 31" X 65"
 Rough Opening 31 1/2" X 65 1/2"
 Top Sash
 IG
 Low E2 w/Argon
 Stainless Perimeter Bar
 GBG
 Rectangular - Standard Cut 3W2H
 Stone White Ext - White Int
Divided Lite Options are inconsistent across the panels of this unit. Ensure the correct Divided Lite Types have been selected.
 Bottom Sash
 IG - 1 Lite
 Low E2 w/Argon
 Stainless Perimeter Bar
 2 White Sash Lock
 White Sash Lift
 Exterior Aluminum Screen
 Stone White Surround
 Bright View Mesh
 ***Screen/Combo Ship Loose
 2" Jamb
 Nailing Fin
 ***Note: Essential rough openings are 1/2" greater than overall frame size

width and 1/2" greater than frame size height. Please take note of this when ordering Essential custom sized units.
 ***Note: Divided lite cut alignment may not be accurately represented in the OMS drawing. Please consult your local representative for exact specifications.
*****Note: Unit Availability and Price is Subject to Change**

Line #3	Mark Unit: 33" X 65"	Net Price:	
Qty: 1		Ext. Net Price:	USD



As Viewed From The Exterior

Entered As: FS
 FS 33" X 65"
 RO 33 1/2" X 65 1/2"
Egress Information
 Width: 30 1/16" Height: 27 61/64"
 Net Clear Opening: 5.84 SqFt

Stone White Exterior
 Stone White Interior
 Essential Double Hung
 Frame Size 33" X 65"
 Rough Opening 33 1/2" X 65 1/2"
 Top Sash
 IG
 Low E2 w/Argon
 Stainless Perimeter Bar
 GBG
 Rectangular - Standard Cut 3W2H
 Stone White Ext - White Int

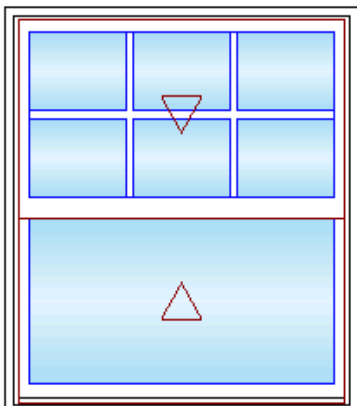
Divided Lite Options are inconsistent across the panels of this unit. Ensure the correct Divided Lite Types have been selected.

Bottom Sash
 IG - 1 Lite
 Low E2 w/Argon
 Stainless Perimeter Bar
 2 White Sash Lock
 White Sash Lift
 Exterior Aluminum Screen
 Stone White Surround
 Bright View Mesh
 ***Screen/Combo Ship Loose

2" Jamb
 Nailing Fin
 ***Note: Divided lite cut alignment may not be accurately represented in the OMS drawing. Please consult your local representative for exact specifications.
 ***Note: Essential rough openings are 1/2" greater than overall frame size width and 1/2" greater than frame size height. Please take note of this when ordering Essential custom sized units.

*****Note: Unit Availability and Price is Subject to Change**

Line #4	Mark Unit: 35" X 39"	Net Price:	
Qty: 1		Ext. Net Price:	USD



As Viewed From The Exterior

Entered As: FS
 FS 35" X 39"
 OMS Ver. 0004.13.00 (Current)

Stone White Exterior
 Stone White Interior
 Essential Double Hung
 Frame Size 35" X 39"
 Rough Opening 35 1/2" X 39 1/2"
 Top Sash
 IG
 Low E2 w/Argon
 Stainless Perimeter Bar
 GBG
 Rectangular - Standard Cut 3W2H
 Stone White Ext - White Int

Divided Lite Options are inconsistent across the panels of this unit. Ensure the correct Divided Lite Types have been selected.

Bottom Sash
 IG - 1 Lite
 Low E2 w/Argon
 Stainless Perimeter Bar
 2 White Sash Lock
 White Sash Lift
 Exterior Aluminum Screen
 Stone White Surround

RO 35 1/2" X 39 1/2"

Egress Information

Width: 32 1/16" Height: 14 61/64"

Net Clear Opening: 3.33 SqFt

Bright View Mesh

***Screen/Combo Ship Loose

2" Jambs

Nailing Fin

***Note: Divided lite cut alignment may not be accurately represented in the OMS drawing. Please consult your local representative for exact specifications.

***Note: Essential rough openings are 1/2" greater than overall frame size width and 1/2" greater than frame size height. Please take note of this when ordering Essential custom sized units.

*****Note: Unit Availability and Price is Subject to Change**

Project Subtotal Net Price: USD

5.000% Sales Tax: USD

Project Total Net Price: USD

PRODUCT AND PERFORMANCE INFORMATION

NFRC Ratings:

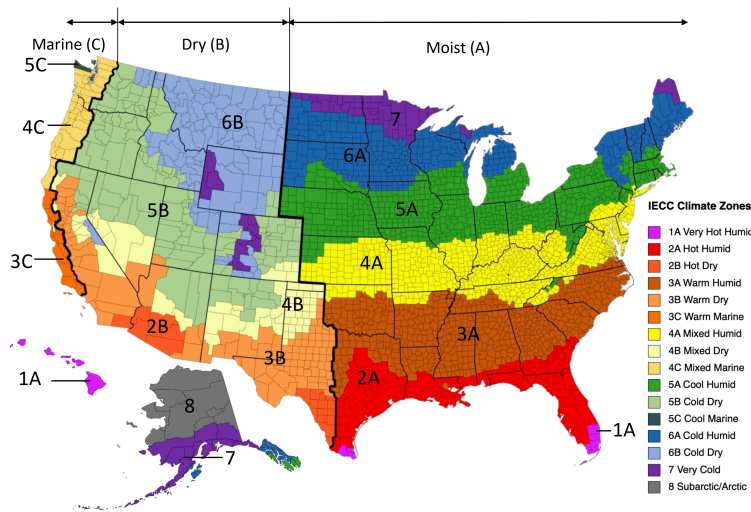
NFRC energy ratings may vary depending on the exact configuration of glass thickness used on the unit. NFRC energy values and ratings may change over time due to ongoing product changes, updated test results or requirements. NFRC values and ratings are finalized on the date of manufacture.

The National Fenestration Rating Council (NFRC) has developed and operates a uniform rating system for the energy performance of fenestration products, including windows, doors and skylights. For additional information regarding this rating system, see www.nfrc.org.

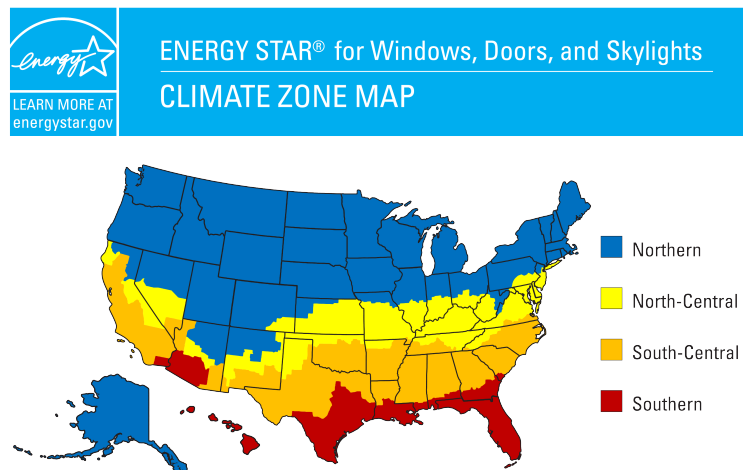
Code (residential, building or energy) Compliance:

Determining the suitability and compliance with state, provincial, local, or other applicable building codes or standards, including energy codes, is the responsibility of the buyer, user, architect, contractor, installer, and/or other construction professional.

2021 IECC Climate Zone Map:



ENERGY STAR Version 7 Climate Zone Map:





MEMORANDUM

To: Historic Preservation / Design Review Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: March 24, 2025

RE: Consideration of Amendments to the Downtown Façade Improvement Grant Program

Background: As discussed when creating the City's Historic Preservation Plan last year, recommendations were given to expand financial assistance opportunities for property owners of historic buildings. One such recommendation was to make targeted amendments to the Downtown Façade Improvement Grant Program.

The Downtown Façade Improvement Grant Program, created in the early-2010s, is the main local financial assistance program for historic buildings in the Downtown. The Program is financed through yearly transfers of \$100,000 from Tax Incremental Financing District No. 6 to fund various projects large and small. Recognizing that the funding source for the Program – TID #6 – expires in the early-2030s, amendments to eligibility requirements were recommended in the Historic Preservation Plan to maximize usage in the Program's waning years.

As part of this agenda item, I am presenting the following Program amendments to the Commission for your consideration:

- Permit door and window improvements as an eligible improvement by itself. Currently door and window improvements are eligible for financial assistance only when coupled with other improvements as a broader storefront restoration project.
- In the 'Ranking Order of Applicants' section, add that priority will be given to projects that receive rehabilitation tax credits through the State Historic Preservation Office. As greater interest is being expressed for façade grant funds, as evident by the five or so property owners that I am currently working with for grant funds in 2025, a greater emphasis should be given to how we prioritize the

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disbursement of limited funds. Projects also seeking tax credit assistance tend to be larger in scope, and such projects are ones that we should prioritize for investment.

- Require that awarded projects must be completed within 18 months versus the current 12-month requirement. Given today's labor and supply climate, it is not realistic for certain projects involving a historic building to be completed in short order. Extending the timeline to complete the project adds more flexibility to prospective applicants, while improving administrative efficiencies for myself.
- Allow grant applications to be reviewed and approved by the Designated Agent instead of requiring approval by the Historic Preservation / Design Review Commission. Note that most grant requests include a scope of work considered a 'major work' per the Commission's Design Guidelines, which would still require approval from the Commission. If the Commission has some concerns with this, I am open to awarding grant requests if approval by myself and the Commission Chair is obtained.

Included in the agenda packet is the existing Program description, with proposed amendments highlighted in red. If the Commission recommends approval of these changes, it will be brought before the City's Finance Committee and Common Council for consideration.

If you have any questions, please let me know.

City of Stevens Point



Façade Improvement Grant Program Tax Increment Finance (TIF) District VI – Downtown

Façade Improvement Grant Program – TIF District VI (6)

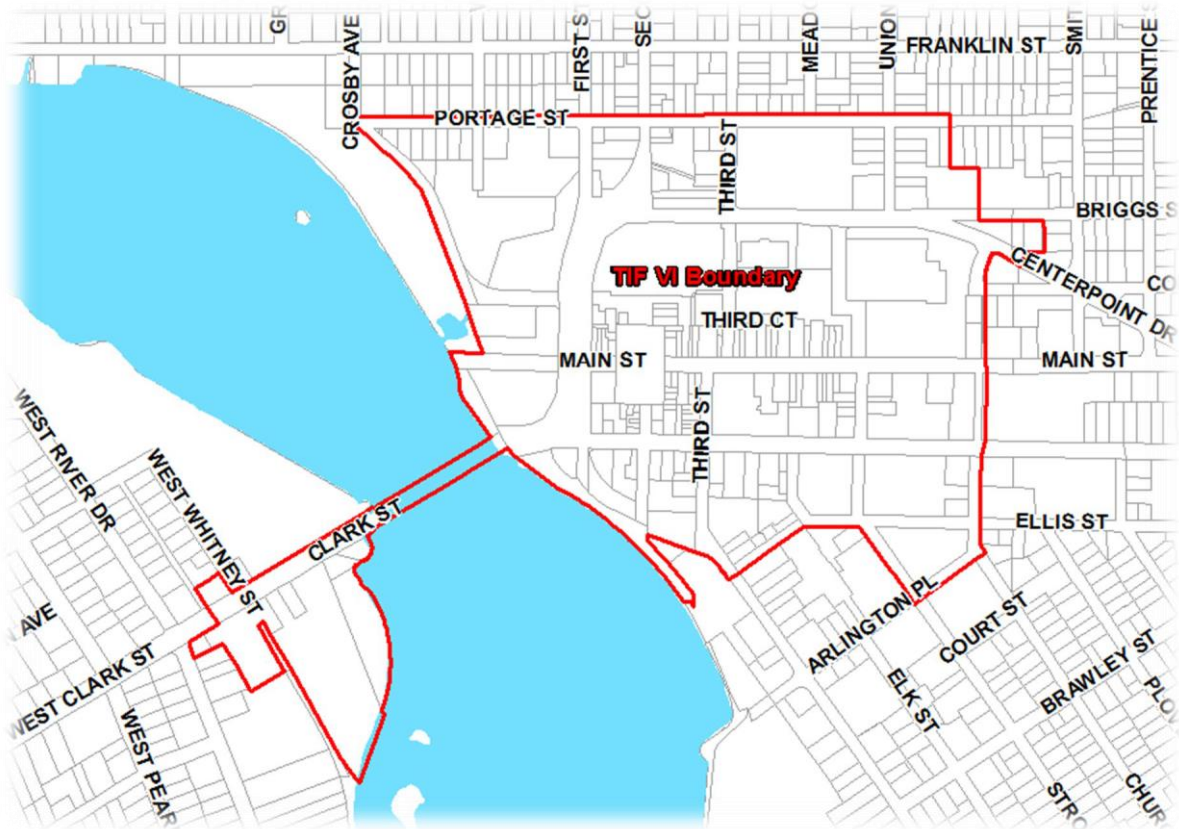
The City of Stevens Point ~~Historical Preservation / Design Review Commission (HP/DRC)~~ is responsible for administering a “Downtown Façade Improvement Grant Program,” intended to stimulate improvements to the exterior of downtown commercial or mixed-use buildings.

Purpose

The Façade Improvement Grant Program is funded to stimulate building improvements while being mindful of the historical significance and uniqueness of the downtown structures.

Eligible Properties

Owners and/or tenants of existing buildings within the downtown Tax Increment Finance District VI, see map below. 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

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.

Ineligible Activities

- Interior improvements, fixtures and furnishings, or roof repair, not visible from the street;
- Removal of architecturally significant features;
- Purchase of property;
- Inventory or operating capital;
- Any activity completed prior to receiving final approval of grant funds;
- Properties exclusively used as residences.

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.

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. All

necessary government approvals, building permits, and taxes are not eligible for reimbursement. Projects approved for matching grant assistance will be required to submit a written request to release the funds upon completion of the entire project, **and must be completed within eighteen (18) months of executing the grant agreement**. 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 (i.e. \$ for square feet of brick cleaning).

~~The Historic Preservation / Design Review Commission (HP/DRC) City staff~~ reserves the right to refuse reimbursement in whole or part for work that:

- Does not conform to the program design guidelines.
- Do not conform to the proposal submitted with your application and authorized by the HP/DRC.
- Are not completed within **eighteen months** ~~1 year~~ from the date the project was approved for funding.

How to Apply

To be considered for matching grant assistance, please complete the attached “Downtown Façade Improvement Program 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 Façade Improvement Matching Grant assistance will be reviewed by the **Designated Agent 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. **If the Designated Agent determines that all requirements within this document are met, they shall have the ability to enter into a grant agreement with the applicant. Should an applicant seek to appeal any actions made by the Designated Agent, or seeks a waiver from any requirements found within this document, the appeal or waiver shall be considered by the Historic Preservation / Design Review Commission at the next available meeting.**

~~The HP/DRC will review a complete application within approximately 30 days of receipt. The HP/DRC will review the applications to ensure eligibility, and compliance with the Historic Design Guidelines, and Façade Improvement Grant Program requirements. Applicants are invited to attend the public HP/DRC meeting where review will occur. 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. City staff will draft a façade contract, outlining the grant details that shall be executed between both parties before the project can begin.

Ranking Order of Applicants

Generally, projects having the greatest aesthetic impact will be given first priority. Priority will also be given to the following:

1. **Projects that receive rehabilitation tax credits through the Wisconsin Historic Preservation Office.**
2. **Projects that will encourage other restoration or redevelopment within the downtown TIF District area.**

3. Buildings where an immediate renovation will stop serious deterioration of the building's façade.
4. Projects that improve the architectural integrity of the building and restore the historic architecture.
5. Buildings where historic or architecturally significant features contributing to the building's character are in danger of being lost due to disrepair.
6. Vacant properties where façade improvements would help to improve the overall appearance.
7. Projects that demonstrate collaboration and will help to attract people.
8. Projects that will result in significant new investment and creation of jobs.
9. Projects that incorporate mixed uses or multiple tenants.

Application Deadline

Complete the attached application and return to the Community Development Department. The application period is open until funds are extinguished. Thereafter, review and ranking of applications will occur by the **Designated Agent City's Historic Preservation Design Review Commission**. See the program description for a list of ranking criteria. You are encourage to contact the Community Development office to ensure eligibility and funding availability before you apply. Only complete applications that contain all required information will be considered.

Contact

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Adam Kuhn

From: Tish, Jason L - WHS <jason.tish@wisconsinhistory.org>
Sent: Monday, March 10, 2025 1:37 PM
To: Tish, Jason L - WHS
Subject: Policy clarification for CLG partners - updated CLG manual attached
Attachments: CLG Manual, WI - 2025March.pdf

Hello CLG and planning folks-

We recently added a section to the CLG Program Manual that you should be aware of. The new section is on page 5 of the attached CLG program manual. It clarifies the responsibilities of CLGs when a property in their community is nominated to the National Register of Historic Places.

Essentially, the rules for the CLG program require that when a property located in a CLG community is nominated to the NRHP, the Historic Preservation Commission in that CLG community must:

- *
provide an opportunity for public comment on the nomination (this can be done at a regular HPC meeting)
- *
prepare an opinion on whether the property meets the eligibility criteria for listing in the NRHP
- *
Share their opinion to the chief elected official.

The chief elected official must then make a recommendation on whether the property meets the eligibility criteria for the NRHP. Then the Chief Elected Official must forward the HPC's opinion along with their own opinion to the SHPO (this can be done within the same letter). The HPC may collaborate with the Chief Elected's office to satisfy these requirements.

In the case where the HPC and the Chief Elected Official determine that the property does not meet the eligibility criteria, our office will take no further action on the nomination.

In the rare case where the HPC and the Chief Elected Official disagree on whether the property meets the criteria, each may send a separate letter to our office with their opinion.

My office will initiate this process when we get a nomination for a property in your jurisdiction. It will be accompanied by instructions on how to respond to the notification and meet the CLG requirements.

If there is ever any question or uncertainty about this process, please contact me or the National Register program coordinator in my office, Elizabeth Hilton - elizabeth.hilton@wisconsinhistory.org

-Jason

JASON TISH

CERTIFIED LOCAL GOVERNMENT COORDINATOR

PRESERVATION EDUCATION COORDINATOR

State Historic Preservation Office

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