



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:	July 29, 2025 5:00 PM	Location:	Community Room 933 Michigan Avenue, Stevens Point, WI
			<u>OR</u> <u>Zoom Teleconferencing</u> Meeting ID: 825 8868 7464 Passcode: 962316 <u>By</u> <u>Computer:</u> https://us02web.zoom.us/j/82588687464?pwd=HJkpKuePaVk6crtYtoNNcFLz3FaRxf.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 June 12, 2025 meeting of the Historic Preservation / Design Review Commission.
3. A request from Ken Lewallen, representing Jason Zinser, to install a transom window and cedar shake siding on the principal structure located at 1908 Clark Street (Parcel ID 281240832103513), consistent with Ch. 22.05(2).
4. A request from St. Stephen Parish to install a shed on the property located at 1335 Clark Street (Parcel ID 281240832100709), consistent with Ch. 22.05(2).
5. A request from Frame Memorial Presbyterian Church of Stevens Point to install roof-mounted solar arrays on the building located at 1300 Main Street (281240832202815), consistent with Ch. 22.05(2).

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.

6. Discussion only: Economic Hardship Ordinance.

7. Staff Updates.

Closing Section:

8. Adjourn

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

REPORT OF THE HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

June 12, 2025 – 6:00 PM
933 Michigan Ave, Stevens Point, WI 54481

PRESENT: Chair Siebert, Vice Chair Munck, Commissioner Calnan, & Commissioner Kryst

EXCUSED: Commissioner Finn & Commissioner Molepske

ALSO PRESENT: Associate Planner/Zoning Administrator Kuhn

INDEX:

Opening Section:

1. Roll Call

Discussion and Possible Action on the Following:

2. Report of the April 16, 2025 meeting of the Historic Preservation / Design Review Commission.
3. A request from Ryan Wanta, representing Wesley Cabral & Susy Ibrahim, for a design review to construct a building addition on the property located at 1900 Clark Street (Parcel ID 281240832103512 to remove the mural on the west elevation of the building located at 817 Clark Street (Parcel ID 281240832103512), consistent with Ch. 22.05(2).
4. A request from Dave Ladick for a design review to paint a mural on the north-facing wall of the building located at 1216 Strongs Avenue (Parcel ID 281240832202932), consistent with Ch. 22.07.

Closing Section:

5. Adjourn
-

Opening Section:

1. Roll Call

Present: Chair Siebert, Vice Chair Munck, Commissioner Calnan, & Commissioner Kryst

Excused: Commissioner Finn

Discussion and Possible Action on the Following:

2. Report of the April 16, 2025 meeting of the Historic Preservation / Design Review Commission.
Motion by Vice Chair Munck to approve the April 16, 2025 minutes of the Historic Preservation/Design Review Commission; seconded by Commissioner Calnan.
Motion carried 4-0.
3. A request from Ryan Wanta, representing Wesley Cabral & Susy Ibrahim, for a design review to construct a building addition on the property located at 1900 Clark Street (Parcel ID 281240832103512 to remove the mural on the west elevation of the building located at 817 Clark Street (Parcel ID 281240832103512), consistent with Ch. 22.05(2).

Associate Planner/Zoning Administrator Kuhn provided a summary of the proposed building addition, showing the site design plan and discussing the requirements necessary to meet the historic preservation requirements.

Motion by Commissioner Calnan to approve the request for a design review to construct a building addition on the property located at 1900 Clark Street; seconded by Commissioner Kryst.

Motion carried 4-0.

4. A request from Dave Ladick for a design review to paint a mural on the north-facing wall of the building located at 1216 Strongs Avenue (Parcel ID 281240832202932), consistent with Ch. 22.07.

Associate Planner/Zoning Administrator Kuhn provided a summary of the mural request, addressing the necessary items needed to approve of the installation of the mural.

Motion by Commissioner Kryst to approve the request for a design review to paint a mural on the north-facing wall of the building located at 1216 Strongs Avenue, with the exception to exceed the seventy percent mural coverage rule due to age of the brick wall; seconded by Vice Chair Munck.

Motion carried 4-0.

Closing Section:

5. Adjourn

Meeting adjourned at 6:28 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: July 29, 2025

RE: Design Review – 1908 Clark Street – Windows & Siding

Background: The property owner of 1908 Clark Street is requesting a design review to install a new bathroom window on the second floor of the house. As shown in the image attached, the existing bathroom window is proposed to be replaced with a 3' x 12'' vinyl transom window. The proposed transom window will have the same yellow window trim that exists on the other first- and second-floor windows.

The Commission's Design Guidelines permits the replacement of windows so long as it is a like-for-like replacement in size. The proposed transom window will be located slightly above the existing bathroom window. As the dimensions of the existing window opening will be slightly altered with the proposed transom window, the Commission is required to consider the request. For portions of the existing window opening that will not be used for the proposed transom window, the applicant is proposing to reintroduce the same cedar shake siding that exists on the second floor of the house.

Overall, my recommendation is to approve this design review request with the following conditions:

1. The applicant shall submit the proposed trim color, subject to the review and approval of the Designated Agent.
2. Caulking and weather stripping shall be provided to ensure that the window unit is weather tight.

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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 checked="" type="checkbox"/>)	
Applicant Name	Kens Busy Bee Handyman Service	Contact Name	Ken Lewallen
Address	8161 Lake Thomas Rd	Address	
City, State, Zip	Amherst, WI, 54406	City, State, Zip	
Telephone	715.347.6187	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	Jason Zinser	Owner's Name	
Address	1908 Clark St	Address	
City, State, Zip	Stevens Point, WI, 54481	City, State, Zip	
Telephone	850.284.7653	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)			
Eliminating upstairs bathroom window, installing a transom window in its place, finishing exterior to match original siding + trim.			
Will the proposed work detrimentally change, destroy or adversely affect any exterior architectural features of the improvement upon which said work is to be done? Explain your answer.			
no			
Does the proposed work match and harmonize with the external appearance of adjacent neighboring improvements. Explain your answer.			
yes it will match existing siding, trim + colors			
Does the proposed work conform to the objectives of the historic preservation plan for said district (if any)? Explain your answer.			
N/A			
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.			
Don't know			

EXHIBITS

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

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
Kandi M. Lavallee	6-9-25		



Bathroom Window

1. Remove bathroom window
2. Install 3' x 12" transom window
3. Install cedar shake
4. Trim out in yellow trim



MEMORANDUM

To: Historic Preservation / Design Review Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: July 29, 2025

RE: Design Review – Shed at St Stephens

Background: St. Stephens Parish is requesting a design review to install an 8' x 10' prefabricated shed in the southwest parking lot near Ellis Street. The intention of this shed is to store miscellaneous equipment. The construction of any accessory structure greater than 25 sq ft in size requires consideration by the Historic Preservation / Design Review Commission.

When reviewing this request relative to the Commission's Design Guidelines, there are a few guidelines that stand out. First, Section 3.12(6) requires that *new outbuildings be located in rear yards if possible*. As the subject property abuts three streets, the location of the shed would be in the corner rear yard – still visible from a street. Second, Section 3.12(5) states that *designs for new outbuildings and accessory structures should complement the architectural style and period of the primary structures as well as examples of similar structures within the district*. There are few examples of prefabricated structures in the Downtown Design Review District, however that is primarily due to the fact that most lots are improved with zero-lot-line buildings. Ultimately, it is the Commission's discretion as to if a prefabricated structure is historically appropriate for the subject property or if more architectural detail shall be provided on a stick-built structure. Lastly, Section 3.12(7) states that *new outbuildings should be proportionally the same in size and height to the primary structure*. As the proposed shed pales in comparison to the size of the primary buildings on the lot, the shed dimensions would maintain some proportionality.

Overall, please be prepared to discuss the appropriateness of allowing prefabricated accessory structures. While the Design Guidelines do not explicitly prohibit it, the above guidelines are important to consider for case-by-case requests.

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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	St. Stephen	Contact Name	Rev. Jeffrey W. Hennes
Address	1401 Clark Street	Address	1401 Clark Street
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	Stevens Point, WI 54481
Telephone	715-341-1617	Telephone	715-341-1617
Fax		Fax	
Email		Email	

OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? <input checked="" 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
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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)

Garden shed placed on preexisting concrete for landscaping storage. asphalt near dumpsters, West of school. F.H. 6/25/25

Will the proposed work detrimentally change, destroy or adversely affect any exterior architectural features of the improvement upon which said work is to be done? Explain your answer.

No, buildings are not affected.

Does the proposed work match and harmonize with the external appearance of adjacent neighboring improvements. Explain your answer.

Yes, matching colors.

Does the proposed work conform to the objectives of the historic preservation plan for said district (if any)? Explain your answer.

Yes, does not affect current structures.

Does the proposed work conform with the architectural design guidelines with emphasis on contextual issues including compatibility of size, volume proportions, rhythm, materials, detailing, colors, and expressiveness? (Historic Design Guidelines can be found at www.stevenspoint.com) Explain your answer.

Yes, does not affect current structures.

EXHIBITS

Letter to District Alderperson (www.stevenspoint.com/Directory)	<input type="checkbox"/>	Additional Exhibits If Any (List):
Photographs of Building or Structure	<input type="checkbox"/>	
Renderings or Elevations	<input type="checkbox"/>	
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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
	6/20/25		6/20/25

Portage County Online



6/25/2025, 3:37:07 PM

	Address Locator		Local		Parcel Boundaries		Municipal Boundary		1:1,230 0 0.01 0.01 0.03 mi 0 0.01 0.02 0.04 km
	Roadways		Address Points		Parcel Numbers				
	State Highway								

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- Robust double doors with windows
- Metal-reinforced shingle-style roof panels

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Features

- Easy-to-assemble, double-wall, low-maintenance blow-molded resin is steel reinforced
- Robust double doors with windows
- Metal-reinforced shingle-style roof panels
- Reinforced floor withstands heavy loads
- Lockable metal handles (lock not included) and metal hinges for added security
- 10-year limited warranty
- Includes 2 corner shelves with 8 optional locations
- Includes 6 skylights (3 per side)
- Additional shelving options, loft kits, and hook and basket accessories available
- 547 cu. ft. of storage
- Interior dimensions: 7'9"W x 9'9"D x 8'4-1/2"H

Additional Resources

[Technical Specifications](#)
[Assembly Instructions](#)

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Sec. 3.12 Outbuildings and Accessory Structures

Original outbuildings such as barns, sheds, and garages, have often gained historic significance in their own right due to their construction method, architectural style, and period. In fact, many of these structures still survive in the districts and are still being used as they were originally intended. Many of these historic outbuildings have architectural characteristics and style similar to the primary structure with which they are associated. They are more utilitarian in nature, and are usually situated in rear yards adjacent to alleyways.

Outbuildings and Accessory Structures Guidelines

1. The same criteria related to the use of materials for new construction apply to outbuildings and accessory structures.
2. Retain and preserve original outbuildings which have gained historic significance on their own.
3. Architectural elements of historic outbuildings such as roofs, siding, material, windows and doors, foundations, and character-defining detailing should be retained and preserved.



4. If replacement of an element on a historic outbuilding is necessary, replace only the deteriorated portion to match the original in material, size, proportion, texture, and detailing.

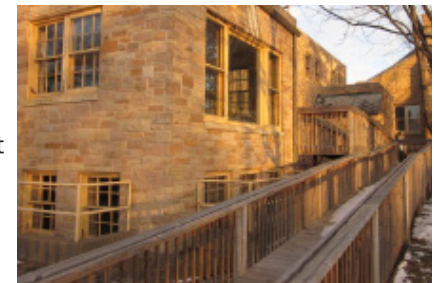


5. Designs for new outbuildings and accessory structures should complement the architectural style and period of the primary structures as well as examples of similar structures within the district.
6. New outbuildings should be located in rear yards if possible.
7. New outbuildings should be proportionally the same in size and height to the primary structure as is seen in the relationship between other primary and secondary structures in the district.
8. Prefabricated wooden accessory structures that are not architecturally similar to the primary structure are allowed only if screened from view from any existing right-of-way. Prefabricated metal storage buildings are not recommended.

Sec. 3.13 Safety and Accessibility

Due to the fact that historic structures were constructed before life safety and accessibility codes were developed, they normally don't meet modern safety and accessibility standards as required by local building and fire codes. Some renovations to historic structures can trigger these codes and therefore, facilities for safety and accessibility should be incorporated into the project. Wisconsin State Building Code and federal requirements related to the Americans with Disabilities Act provide certain flexibility concerning historic structures. Contact the building inspection office for complete details regarding these matters.

While these building codes often result in substantial changes to a historic property, the installation of accessibility and life safety features can usually be done in a manner that does not compromise the historic character of the structure.



Accessibility ramp added complying with ADA

Safety and Accessibility Guidelines

1. When projects must include the addition of health and safety features, whatever means possible should be used to minimize visual impact, and protect the historic character of the structure, and its character-defining details.



MEMORANDUM

To: Historic Preservation / Design Review Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: July 29, 2025

RE: Design Review – Solar Array at Frame Memorial Presbyterian Church

Background: Frame Memorial Presbyterian Church is requesting a design review to install roof-mounted solar arrays on the east elevation of the church. As Commissioners recall during the development of the City's Historic Preservation Plan, ample discussion ensued about the allowance of solar energy collection systems on historic buildings and sites. For roof-mounted solar arrays, such arrays are preferred to be located on the south elevation of a building to maximize sunlight exposure.

Frame Memorial Presbyterian Church abuts three streets – Main Street to the south, Church Street to the west and College Court to the north. Per Section 3.14(9) of the Commission's Design Guidelines, solar arrays are not to be visible from a street. As a compromise to the aforementioned design guideline, the applicant relocated the proposed location of the solar arrays to the east elevation of the building. The proposed location still generates sufficient sunlight exposure for solar energy collection, however it would still be visible from Main Street. As such, the Commission will be required to consider the proposed array location.

Overall, I am in support of the request and would recommend approval. Given the roof pitch that exists on Frame Memorial Presbyterian Church, the availability of sufficient roof lines for solar arrays are limited. The proposed location is arguably the best location for an array that is somewhat shielded from visibility, in part due to the mature trees that are situated to the east of the building.

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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 checked="" type="checkbox"/>)	
Applicant Name	Frame Memorial Presbyterian Church of Stevens Point	Contact Name	Ashley A. Hood, Pastor/Kendra Liddicoat
Address	1300 Main St.	Address	1300 Main St.
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	Stevens Point, WI 54481
Telephone	715-341-3040	Telephone	214-498-7272/715-630-0640
Fax		Fax	
Email		Email	

OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? <input checked="" type="checkbox"/>)		PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed)	
Owner's Name	Same as Applicant	Owner's Name	Property held in trust by the Presbyterian Church, USA
Address		Address	Winnebago Presbytery; 181 E. North Water St. Ste. 207
City, State, Zip		City, State, Zip	Neenah, WI 54956
Telephone		Telephone	(920) 886-3598
Fax		Fax	
Email		Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
1300 Main St., Stevens Point 281240832202815		
Legal Description of Subject Property		
COM SW/C LOT 6 BLK 2 SB&P ADD TH W 132';N 132' E132';S 132' TO POB BNG PRT NENW S32 T24 R8 ALSO W30'LOT 6 BLK 2 SB&P ADD EX W7' SOLD CITY 213/225 Irregularly shaped parcel at the corner of Main Street and Church Street.		
Area of Subject Property (Acres/Sq Ft)		Area of Building or Structure (Sq Ft)
0.47 acres from county assessor records = 20,473 square feet		Church footprint is approximately 7,016 square feet

Current Zoning District(s)		Current Historic District(s) - Local, State, National	
B3 - Central Business		Downtown design review district, Local landmark site	
Designated Future Land Use Category	Current Use of Property	Proposed Use of Property	
Downtown District	Church	Church	
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)			
<p>The proposal is to add 52 solar panels to the north end of the east roof of Frame Memorial Presbyterian Church. These solar panels will produce approximately as much electricity as the church uses per year.</p> <p>The church building will remain intact with no new construction or reconstruction.</p> <p>Regarding schedule, to qualify for federal incentives through the Inflation Reduction Act the solar panels must be installed and in service by the end of the 2025 calendar year. In addition, Frame needs to sign a contract with Northwind Solar by September 15th to qualify for their group solar buy discount.</p>			
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.			
<p>The proposal is to add 52 solar panels to the north end of the east roof of Frame Memorial Presbyterian Church will not detrimentally change, destroy, or adversely affect any exterior architectural features because the black panels, which are 1.18 inches thick, will be placed entirely on the black roof. They will be placed as far to the north as possible on the roof, which is as far away as possible from Main Street right of way. They cannot be placed on the north roof of the church because they would not get sunlight, therefore would not be able to generate electricity. The panels will not affect any architectural features of the church. Regarding whether the panels will be visible from the public rights-of-way, the panels will not be seen from Church Street (opposite side of the building), and the panels will be nearly impossible to see from Main Street as shown in the attached photos. From the sidewalk on the north side of Main Street, a person cannot see high enough on the church to see the panels. From the sidewalk on the south side of Main Street.</p>			
Does the proposed work match and harmonize with the external appearance of adjacent neighboring improvements. Explain your answer.			
The solar panels will match the adjacent existing shingles. No adjacent neighboring improvements.			
Does the proposed work conform to the objectives of the historic preservation plan for said district (if any)? Explain your answer.			
We did not see objectives for the Downtown Design Review district where Frame Memorial Presbyterian Church is located.			
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.			
<p>We noted the Stevens Point Historic Design Guidelines roof section states: Character-defining elements of historic roofs should be retained and preserved including dormer windows, chimneys, turrets, cupolas, and parapet walls. Eave overhangs, moldings and trim, and soffit boards should also be retained and preserved. Adding the solar panels will not disturb any of the character-defining elements of the historic roof. We also note that the roof section discourages light colored shingles. The proposed project avoids adding light colors to the roof.</p>			

EXHIBITS

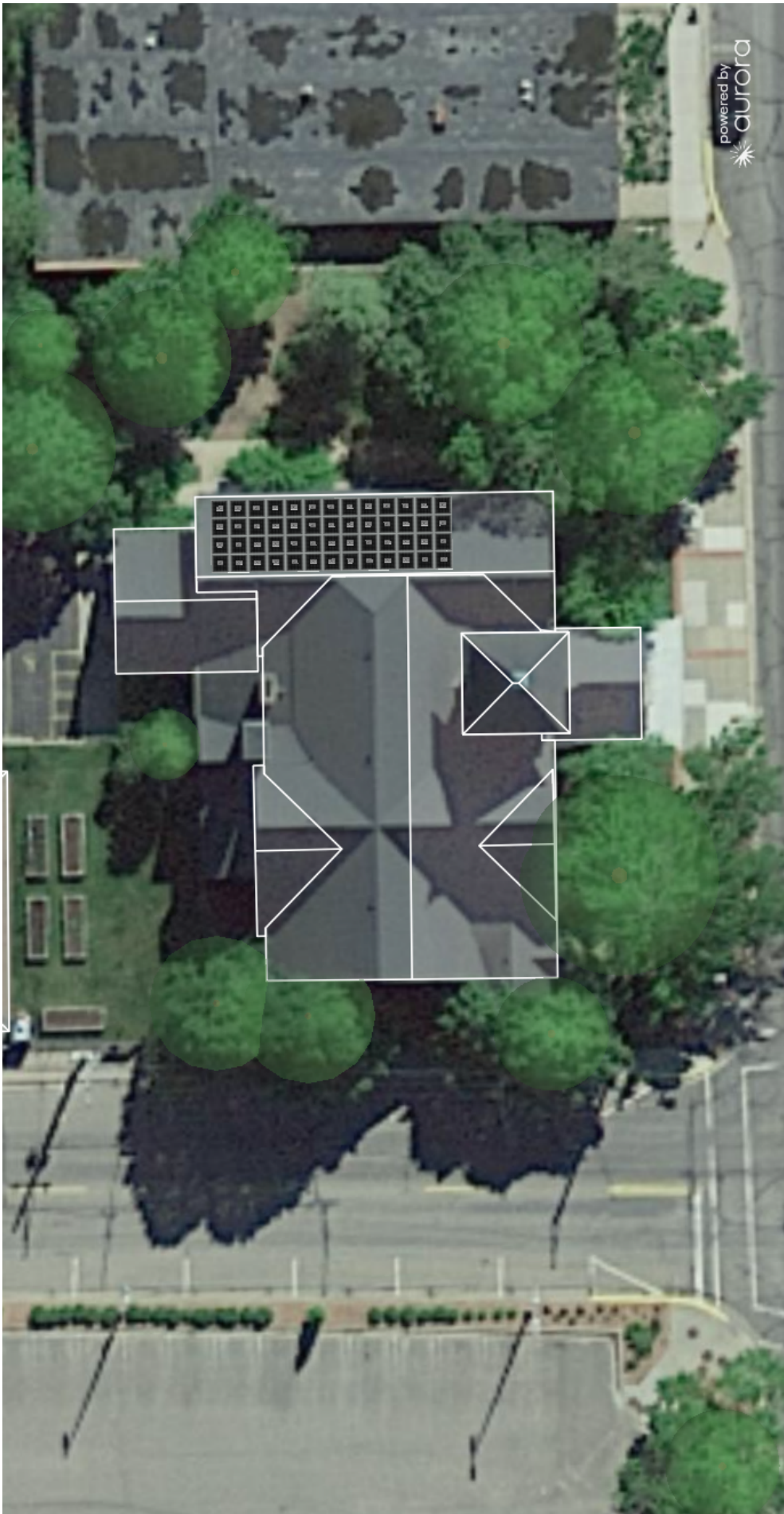
Letter to District Alderperson (www.stevenspoint.com/Directory)	<input type="checkbox"/>	Additional Exhibits If Any (List):
Photographs of Building or Structure	<input checked="" type="checkbox"/>	
Renderings or Elevations	<input checked="" type="checkbox"/>	
Site Plan (for additions, and new construction)	<input type="checkbox"/>	

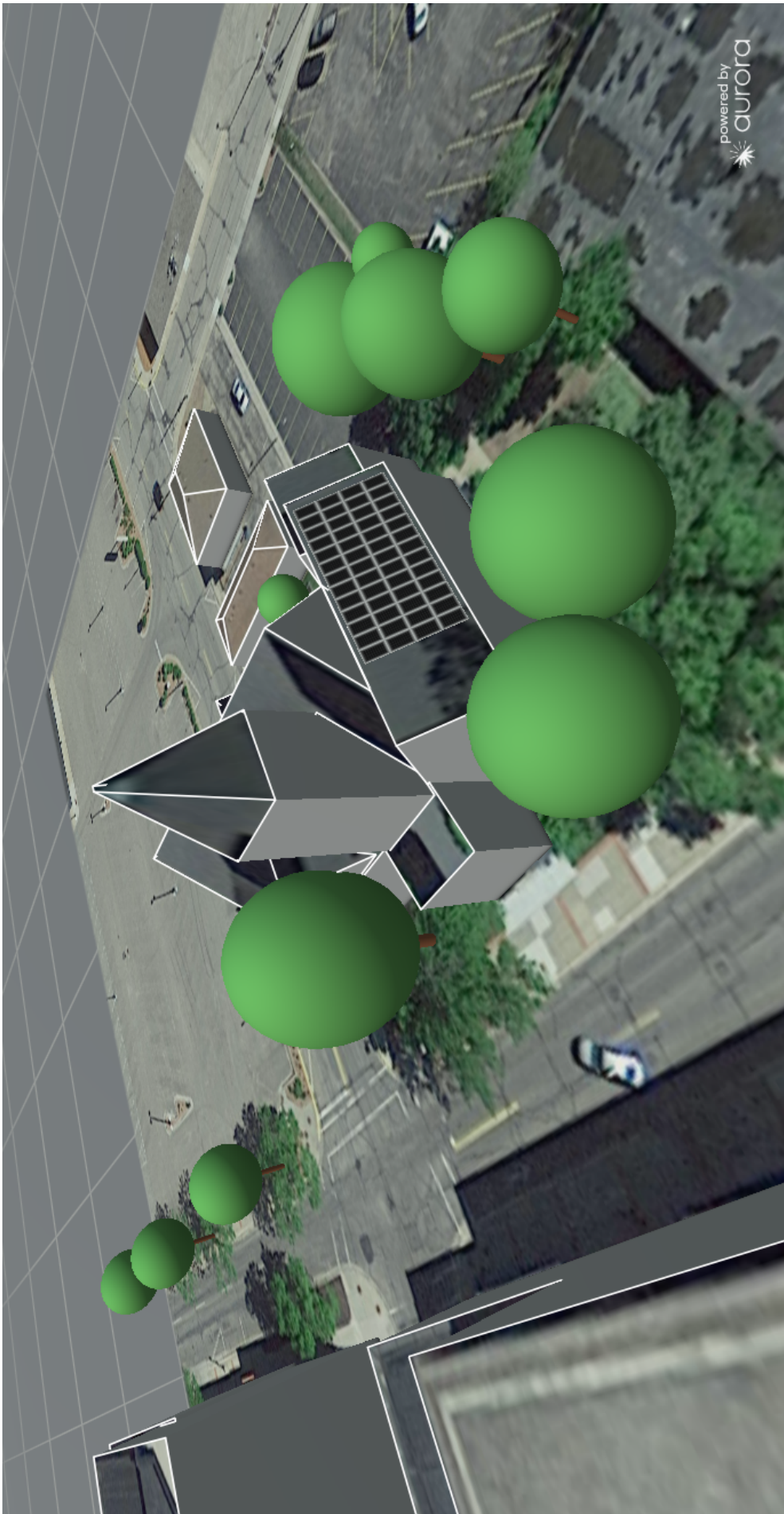
QTRON black solar panel spec sheet.

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>Kevin K. Liddin</i> <i>R. C. Hood</i>	7/13/2025 7/13/2025	<i>Mary R. Bowman</i> Clerk of Session Frame MPC	7/9/25





Photos of Frame Memorial Presbyterian Church from along Main Street

Taken July 2, 2025

Three photos taken from the sidewalk on the south side of Main Street across the street from the church





Three photos taken from the sidewalk on the north side of Main Street adjacent to the church







MEMORANDUM

To: Historic Preservation / Design Review Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: July 29, 2025

RE: Ordinance Amendment – Economic Hardship Provisions

Background: Last year during the development of the City's Historic Preservation Plan, an interest was observed by the Commission to incorporate economic hardship provisions when considering variances to architectural requirements. As the Commission knows, a balancing act needs to occur that 1.) encourages property owners to maintain their historic buildings in a historically appropriate manner and 2.) ensures that the City's architectural standards for building improvements does not make such work cost prohibitive.

The desire to establish economic hardship provisions in the City's Historic Preservation Ordinance was identified as a policy recommendation in the Historic Preservation Plan. Included in the agenda packet is a draft economic hardship ordinance. This draft ordinance includes recommended ordinance language from the Wisconsin Historical Society, as well as common language derived from other Wisconsin communities who have a similar ordinance.

Please review the draft ordinance and be prepared to provide feedback. If you have any questions, please do not hesitate to contact me.

www.stevenspoint.com

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

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

[Chapter 22 of the Revised Municipal Code – Historic Preservation / Design Review – Economic Hardship Ordinance]

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

SECTION I: That Section 22.05(2), Historic Preservation Ordinance of the Revised Municipal Code of the City of Stevens Point, shall be amended to create Section 22.05(2)(3) as follows:

3) Economic Hardship

The Commission may grant a variance from Design Guidelines standards, by majority vote, if all of the following apply:

- a) Strict literal application of the standard(s) would deny the property owner a reasonable rate of return on investment, or would impose upon the property owner an unreasonable and unnecessary financial hardship.
- b) The circumstances justifying the variance are unique to the property in question, and,
 - 1) Were not caused by the owner's failure to maintain the property as required by this Chapter; and
 - 2) Does not apply to a substantial portion of the historic district or historic resources within two hundred (200) feet of the subject property; and
 - 3) Will not alter the historic character of the historic district or historic resources within two hundred (200) feet of the subject property.
- c) The property owner documents the circumstances justifying the variance. The minimum evidence shall include for all property:
 - 1) Nature of ownership (individual, business, or nonprofit) or legal possession, custody, and control;

- 2) Financial resources of the owner and/or parties in interest;
- 3) Cost of repairs;
- 4) Assessed value of the land and improvements;
- 5) Real estate taxes for the previous two (2) years;
- 6) Amount paid for the property, date of purchase, and party from whom purchased, including a description of the relationship between the owner and the person from whom the property was purchased, or other means of acquisition of title, such as by gift or inheritance;
- 7) Annual debt service, if any, for previous two (2) years received;
- 8) Any listing of the property for sale or rent, price asked, and offers received, if any.

In addition, for income-producing property, the minimum evidence shall include:

- 1) Annual gross income from the property for the previous two (2) years;
- 2) Itemized operating and maintenance expenses for the previous two (2) years;
- 3) Annual cash flow, if any, for the previous two (2) years.

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

Approved: _____
Mike Wiza, Mayor

Attest: _____
Susan Pagel, City Clerk

Dated:
Adopted:

Drafted by: Adam Kuhn
Return to: City Clerk