



AGENDA

HISTORIC PRESERVATION/ DESIGN REVIEW COMMISSION

Members

- Chairperson Tim Siebert
- Alderperson Tori Jennings
- Mary McComb
- Sarah Scripps
- Joseph Debauche
- Eric McFarland (Alternate 1)
- Ginger Keymer (Alternate 2)

Date and Time: April 7, 2021
2:00 PM

Location:

Zoom Teleconferencing

Meeting ID: 828 7064 4937 |
Passcode: 237916

By Computer:

<https://us02web.zoom.us/j/82870644937?pwd=TFhOT3lqOHhEeEJEZUZ2VHNVY1p0Zz09>

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

1. Roll Call

Discussion and Possible Action on the Following:

2. Report of the March 3, 2021 meeting of the Historic Preservation / Design Review Commission.
3. Request from Robert Welling for a design review to replace the existing rear wall on the premises of 1028 Main Street (Parcel ID 281240832202922).
4. Request from Craig Cook for a design review to replace the existing awning located on the premises of 904 Main Street (Parcel ID 281240832201508).
5. Request from Craig Cook for a façade improvement grant in the amount of \$2,423.03 to repaint accent colors and replace an awning at 904 Main Street (Parcel ID 281240832201508).

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. Request from Nick Busa for a design review to construct an addition on the building located at 1043 Union Street (Parcel ID 281240832200116).
7. Discussion only: submitting nomination papers to the State and National Register of Historic Places.
8. Adjourn

REPORT OF THE HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

March 3, 2021 – 2:00 PM
Zoom Conference Call Meeting

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

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

INDEX:

1. Roll Call

Discussion and Possible Action on the Following:

2. Report of the February 3, 2021 meeting of the Historic Preservation / Design Review Commission
 3. Discussion and possible action on the 2021-2026 goals of the Historic Preservation / Design Review Commission.
 4. Adjourn
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1. Roll Call

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

Excused: McFarland

2. Report of the February 3, 2021 meeting of the Historic Preservation / Design Review Commission
Motion by Commissioner McComb to approve the report of the February 3, 2021 meeting of the Historic Preservation / Design Review Commission; seconded by Commissioner Debauche.

Motion carried 5-0.

3. Discussion and possible action on the 2021-2026 goals of the Historic Preservation / Design Review Commission.

Associate Planner/Zoning Administrator Kuhn summarized previous steps in the strategic goal setting process, and provided an updated summary of each goal and the following comments were made:

2021 Goals

1. Enact a demolition by neglect ordinance.
 - a. Stated the need to identify which properties the new ordinance would apply to, as the initial intent was to target historic buildings only.
2. Make the City's website more interactive and user-friendly when navigating HPDRC-related web pages.

- a. Hoped to have the goal move to a more City-wide goal in making the website more user-friendly, not just at a departmental or commission level goal.
- 3. Review the City's Façade Improvement Grant Program to increase citizen participation.
 - a. Inquiry as to whether the existing grant program had been only applied to the Downtown Historic District, to which it was confirmed that the boundary included properties within the TID Six boundary.
- 4. Educate property owners within the City's historic and design review districts of the responsibilities and procedures for owning properties.
 - a. Clarification on whether the intent would be to specifically expand the Gateway to the Pineries booklet, to which it was noted that it could be a path to pursue.
- 5. Create a map of all buildings and landmarks located in the 2011 Historic Intensive Survey Report.
 - a. Noted that the map could be utilized to identify properties for the Demolition by neglect ordinance.
 - b. Request that additional hard copies could be distributed to the commissioners of the 2011 Historic Intensive Survey Report.
 - c. Stated concern for the realistic expectation for many of the goal deadlines, even for 2021, and added that further prioritization of the goals would be ideal.
 - d. Several comments noting the importance of needing to outline the types of indexing categories well ahead of time, as there were many characteristics and dates that could be used to filter the map, such as architectural style or original owners.
- 6. Develop historic tours of the Downtown and other historic areas in the city.
 - a. Noted that another municipality had drafted pamphlets specific to a category, such as churches, which were then used for self-guided walking tours for those interested in that specific category. The same could be done within the Downtown or other historic areas.
 - b. Noted the need to take advantage of new technology, such as a mobile app, to assist in the historic tours.
 - c. Noted the possibility on how the City could explore how business owners or residents could crowd source historic data, such as personal stories, for individual properties.

2022-2025 Goals

- 1. Introduce additional signage in the historic districts to promote wayfinding.
 - a. Stated concern for the City's overall sign pollution problem, but also explained that street signage in a different color or shape could be an effective way to communicate that someone was in a unique area without adding unnecessary or additional signage.
 - b. Color coding street signage could also be followed through on the physical or online mapping feature.

Commissioner McComb was excused at 3:00 PM.

2. Adopt a Historic Preservation Plan.

a. No additional comments were made.

3. Create and implement a strategic plan for areas to be locally designated as a historic district and nominated to the State and National Register of Historic Places.

a. Noted historic (1983) efforts in engaging residents in voluntarily designating their homes as historic properties, which had received a lot of interest and submissions at that time.

Motion by Commissioner Debauche to approve the 2021-2026 Strategic Goals of the Historic Preservation / Design Review Commission and place it on file; seconded by Alderperson Jennings.

Motion carried 5-0.

4. Adjourn.

Meeting adjourned at 3:16 PM.

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

Administrative Staff Report

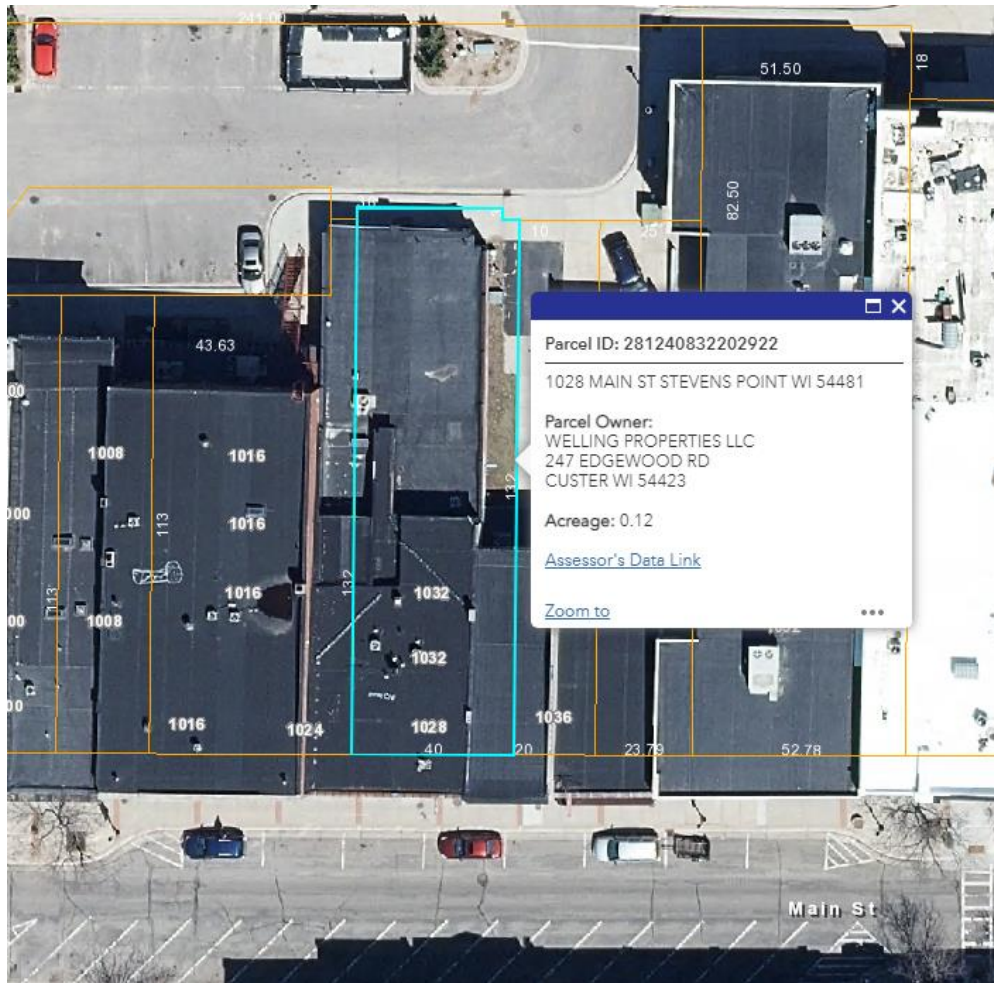


Design Review
1028 Main Street
April 7, 2021

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

Applicant(s): - Robert Welling Staff: - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281240832202922 Zone(s): "B-3" Central Business District Council District: - District 1 – Ald. Jennings Lot Information: - Actual Frontage: 40 feet - Effective Depth: 132 feet - Square Footage: 5,388 - Acreage: 0.124 Structure Information: - Year Built: 1879 (142 years) - Number of Stories: 2 Current Use: - Commercial/Residential Applicable Regulations: - Chapter 22 - Downtown Design Guidelines	Request Request from Robert Welling for a design review to replace the existing rear wall on the premises of 1028 Main Street (Parcel ID 281240832202922). Attachment(s) - Application - Renderings / Photo's City Official Design Review / Historic District - Mathias Mitchell Public Square Historic District Staff Recommendation Approve the design review to replace the rear wall at 1028 Main Street, subject to the following conditions: - Gentle means shall be used when cleaning masonry prior to the application of paint. Only organic non-toxic chemicals shall be used to clean. - Type N mortar shall be used between masonry block. - Powerwashing or sandblasting shall be prohibited on any building components. - Final paint colors shall be submitted for review and approval by the chairperson and designated agent prior to painting. - The applicant shall obtain applicable approvals from the Director of Public Works prior to the start of construction. - The applicant shall submit all required forms to the Executive Director of the Redevelopment Authority of the City of Stevens Point prior to the start of construction. - The designated agent shall have the authority to review and/or approve minor amendments to the project. - Applicable building permits shall be obtained. - All work shall be completed within one year.
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Vicinity Map



Scope of Work

The applicant, Robert Welling, is requesting a design review to rear exterior wall located on the northern side of the building. In 2018, the applicant submitted a design review and façade grant to perform work on the rear wall as well. However, the purpose of the 2018 design review was to construct a storefront on the rear façade. While the rear façade previously faced Centerpoint Mall, it now faces a public parking lot and other businesses. Although the applicant did receive a design review certificate for the intended storefront addition, plans have since changed to eliminate a storefront addition and, in turn, replace the wall altogether with new masonry.

As shown in the plans below, the applicant is seeking a like-for-like replacement except for the removal of the existing door on the northern façade. The existing door is boarded off for use and, in turn, an ingress/egress door was installed several years ago on the northwest corner of the building. Given that the aforementioned request entails replacing the rear exterior wall, it is considered a 'major work' and thus requires the review and approval of the Historic Preservation / Design Review Commission. Additional project details are described throughout this report.

CHAPTER 22: HISTORIC PRESERVATION

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

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

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

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

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

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

EXTERIOR WALLS (Sec. 3.1)

1. **Historic character-defining wall features should be retained and protected including clapboards, corner boards, cornices, quoins, corbelling and other architectural detailing.**

Analysis: The entire north façade wall is proposed to be rebuilt. A majority of the wall will be rebuilt with masonry concrete block and painted to match the existing block.

Findings: The existing north façade has little architectural features in the masonry. It appears evident that the structure was connected to another building and the door may have been larger, as brick has been infilled to match the concrete block. Rebuilding the north façade as proposed should not ruin any character-defining masonry, and should complement the existing masonry which will remain.

2. **Original walls should be properly maintained and repaired when necessary. If an original wall feature must be replaced due to excessive deterioration or damage, the new feature should match the original in size, profile, material, and texture**

Analysis: The existing façade design does not resemble a commercial storefront and thus has sat vacant since the mall redevelopment project finished. The proposal will maintain a single story and will have a concrete block wall and parapet above the storefront door and windows. All masonry is proposed to be cleaned and painted.

Findings: Masonry block will be used on the new façade to match the existing block. Staff would recommend gentle means shall be used when cleaning masonry prior to the application of paint; only organic nontoxic chemicals shall be used to clean. Furthermore, type N mortar shall be used between masonry block and power washing or sandblasting shall be prohibited on any building components.

MASONRY (Sec. 3.2.2)

1. **Preserve and protect character-defining masonry architectural features including corbelling, cornices, sills, quoins, foundations, and walls.**

Analysis: Masonry concrete block is proposed to be used for the re-build, along with it being painted to match the existing masonry blocks.

Findings: As stated earlier, this portion of the building appears to have been connected to a different structure as some architectural features differ. Given that this request aims have masonry be complementary to each other among all areas of the building, staff believes that this guideline is met.

PAINT (Sec. 3.11)

3. Using high-quality paint, apply a sound paint film to surfaces that were historically painted.

Analysis: The existing masonry block is painted. A proposed color choice has not been submitted as part of this request.

Findings: Staff would recommend the applicant submit a paint color to be reviewed and approved by the designated agent.

Conclusion

In conclusion, staff recommends approving the request for a design review subject to the conditions stated above.

Building Images







HISTORIC PRESERVATION/ DESIGN REVIEW COMMISSION

City of Stevens Point
Community Development Department

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

APPLICATION FOR DESIGN REVIEW

ADMINISTRATIVE SUMMARY (Staff Use Only)

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

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☐)	
Applicant Name	Robert Welling (Welling Properties, LLC)	Contact Name	
Address	3701 Patch St.	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	705-340-4069	Telephone	
Fax	---	Fax	
Email	bjwell.wi@gmail.com	Email	

OWNERSHIP INFORMATION

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

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
1028 Main St. 2408.32.2029.22		
Legal Description of Subject Property		
W 40' LOT 3 & S 3' OF W 36' LOT 20 BLK 29 VAL BROWN ADD (CLERK OF COURTS FILE 84CV-397);SUBJ TO AGRMT IN 655400 S32 T24 R8 807563RES;820285;858975		
Area of Subject Property (Acres/Sq Ft)		Area of Building or Structure (Sq Ft)

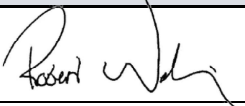
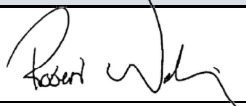
Current Zoning District(s)		Current Historic District(s) - Local, State, National	
Designated Future Land Use Category	Current Use of Property	Proposed Use of Property	
	Commercial/Residential		
Briefly describe the proposed building, structure construction, reconstruction or exterior alteration. Please also provide rationale for the design review request, along with the time schedule (if any) for the project. (Use additional pages if necessary)			
We are going to repair the north wall (back side of building) by replacing the existing block wall with a new block wall. It is in disrepair, and needs replacement. The new block will be painted after it is installed, similar to the other walls on the back of this building.			
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. The back of this building is, and always has been, a standard utilitarian block wall.			
Does the proposed work match and harmonize with the external appearance of adjacent neighboring improvements. Explain your answer.			
Yes. It will be made of the same materials as it is now, and will be similar to the remaining back walls on this building.			
Does the proposed work conform to the objectives of the historic preservation plan for said district (if any)? Explain your answer.			
I suppose. It will be similar to the current wall, but new.			
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.			
I think so, as it is replacement of existing.			

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
	3/5/2021		3/5/2021

From: [BJ Welling](#)
To: [Adam Kuhn](#)
Subject: Fwd: Online Form Submittal: Contact Alderperson - District 1
Date: Tuesday, March 16, 2021 12:10:01 PM

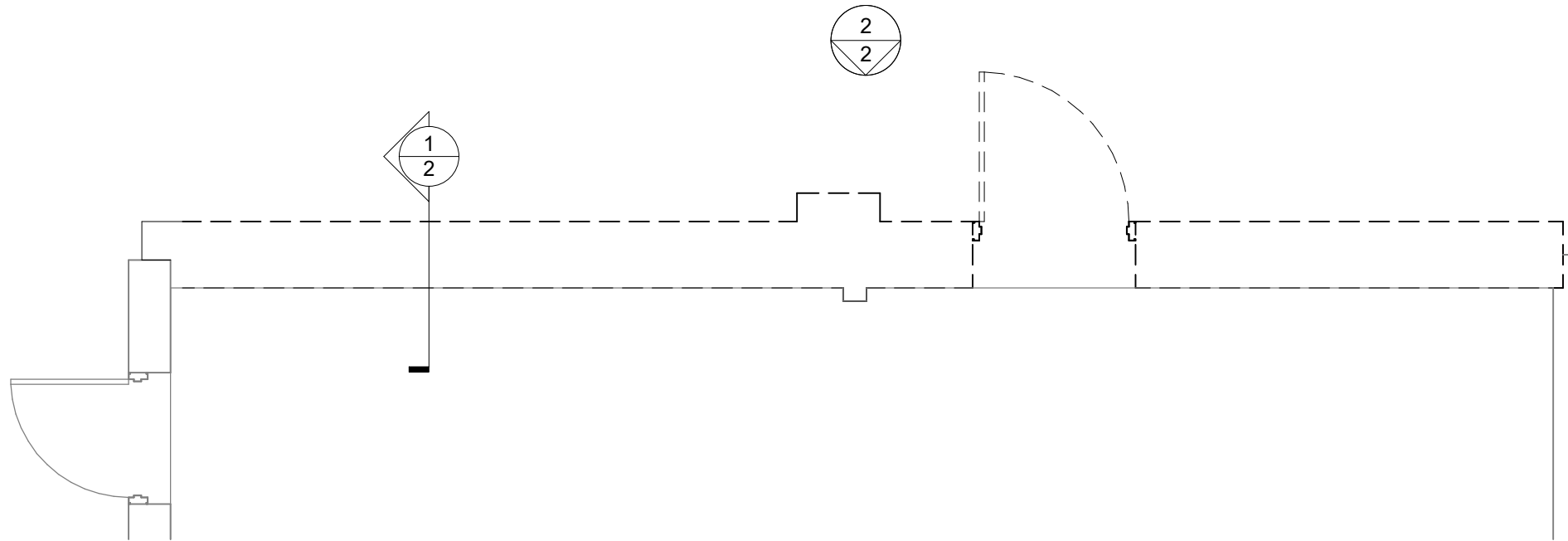
Here is the email I sent to the alderperson

----- Forwarded message -----

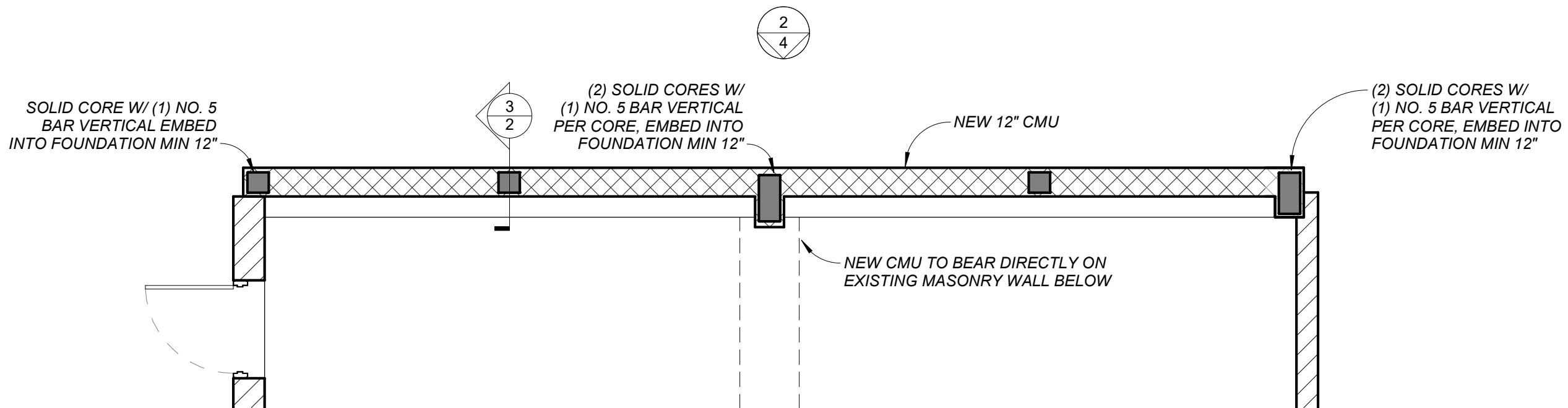
From: <noreply@civicplus.com>
Date: Fri, Mar 5, 2021 at 11:01 AM
Subject: Online Form Submittal: Contact Alderperson - District 1
To: <bjwell.wi@gmail.com>

Contact Alderperson - District 1

First and Last Name:	Robert Welling
Street Address:	247 Edgewood Rd.
City	Custer
State:	Wisconsin
Zip:	54423
Phone Number:	7153404069
Email Address:	bjwell.wi@gmail.com
Please enter your questions or comments below:	Hello. I am writing you to let you know that I am applying for a design review to get permission to replace the north wall (back side of building) of 1028 Main St. The wall is in disrepair, and needs to be fixed. Replacement is the best option.



1
1 Existing Floor Plan
 1/4" = 1'-0"



2
1 New Floor Plan
 1/4" = 1'-0"

**Architectural
Service LLC**

Complete Architectural Service
 3028 Stanley St. Stevens Point, WI 54481
 (608) 844-4319

1028 Main Street

Stevens Point, WI

Project: 2111C

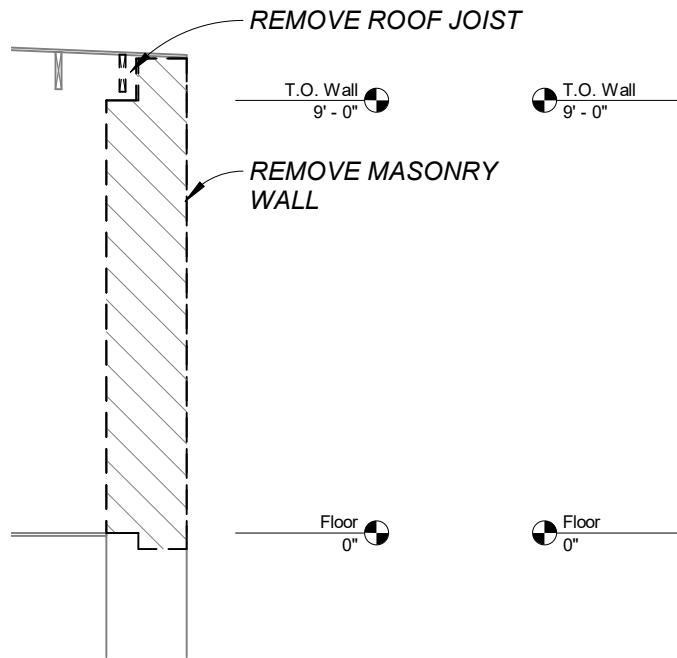
Date: 03/25/2021

Plans

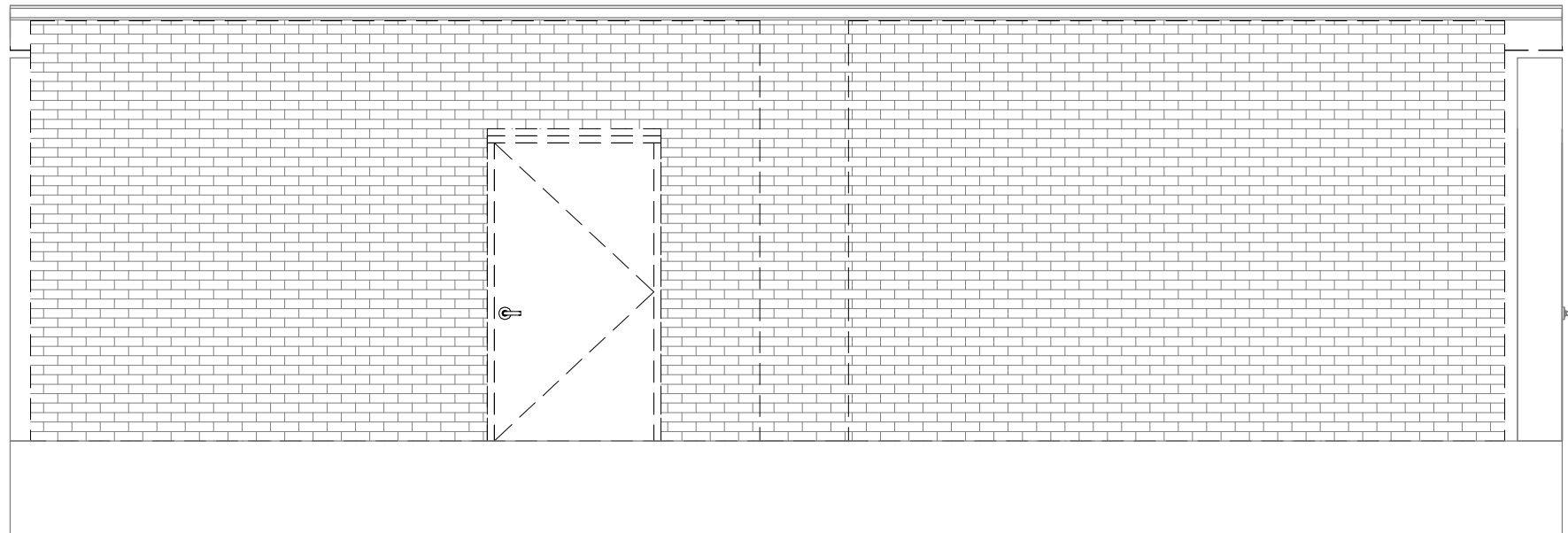
Scale: 1/4" = 1'-0"

Formated for 11x17

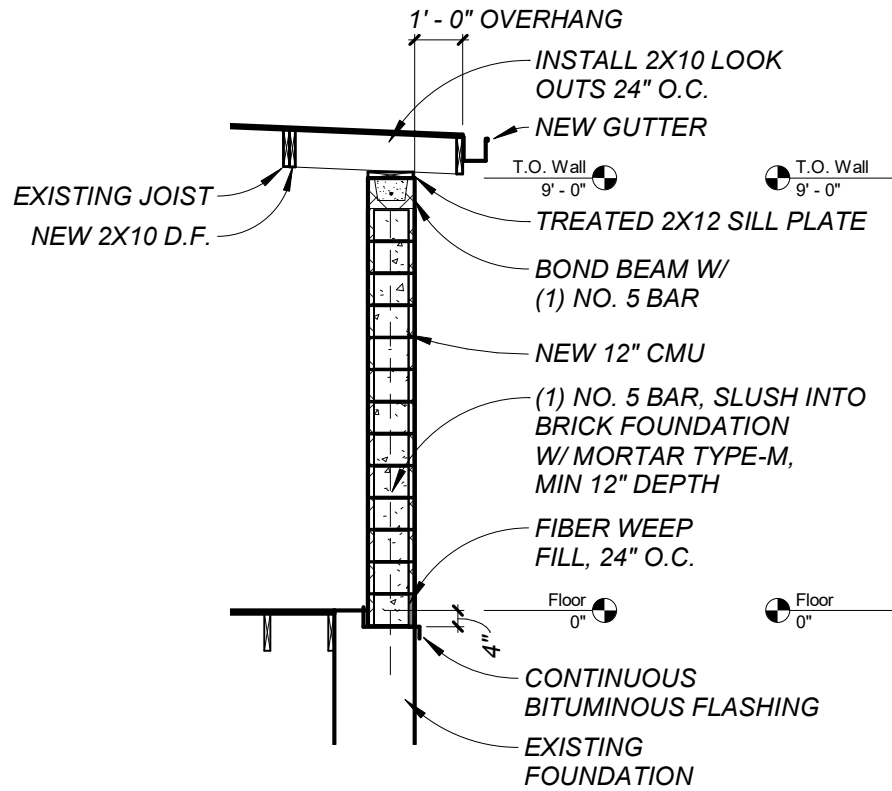
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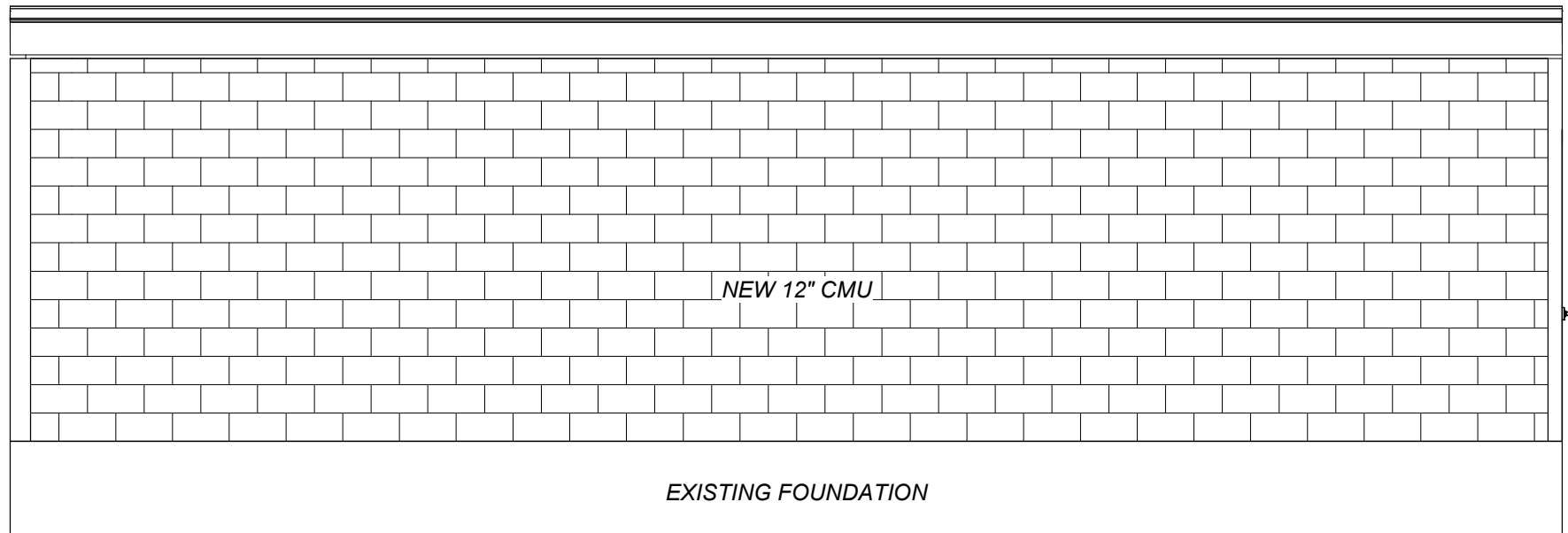
1
2 Existing Section
1/4" = 1'-0"



2
2 Existing North Elevation
1/4" = 1'-0"



3
2 New Section
1/4" = 1'-0"



4
2 New North Elevation
1/4" = 1'-0"

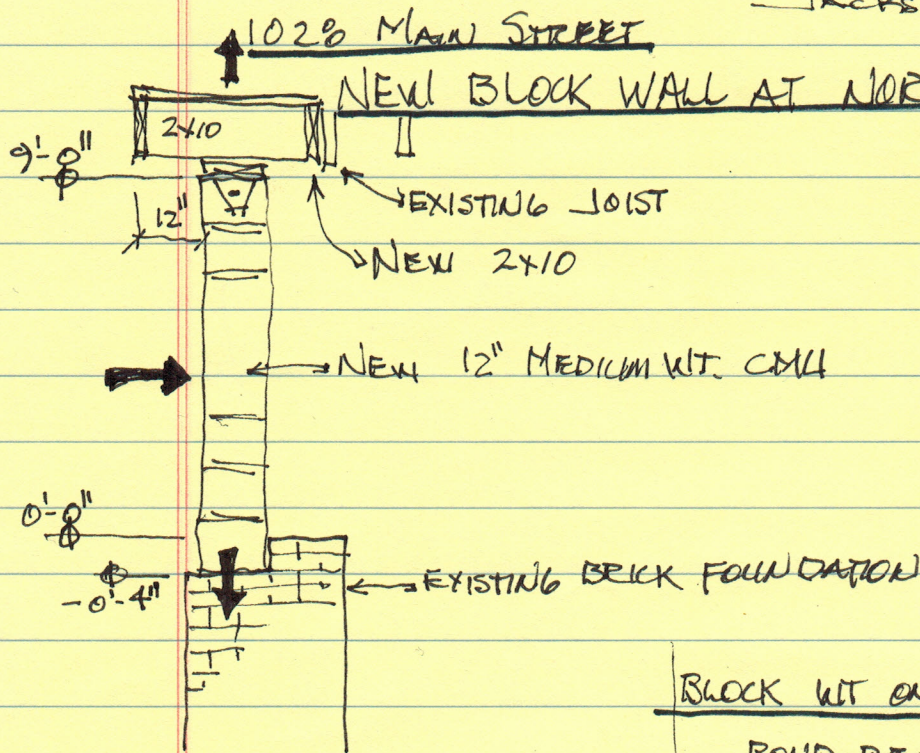
**Architectural
Service LLC**

Complete Architectural Service
3028 Stanley St. Stevens Point, WI 54481
(608) 844-4319

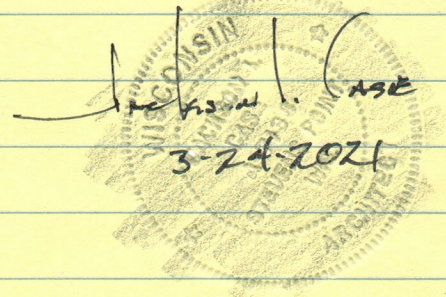
1028 Main Street

Stevens Point, WI

Project: 2111C
Date: 03/25/2021
Sections and Elevations
Scale: 1/4" = 1'-0"
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Page:



3.24.2021



SECTION SKETCH

BLOCK WT ON FOUNDATION

$$\text{BOND BEAM} = 150\#/FT.$$

$$\text{STANDARD} = \frac{55\# \times 8'-8''}{627\#/FT.} = 477\#/FT.$$

BLOCK WT. AT PILASTER

$$\text{BOND BEAM} = 150\#/FT.$$

$$\text{PILASTER} = \frac{8'' \times 150\#/FT. \times 8'-8''}{1017\#/8''} = 868\#/FT.$$

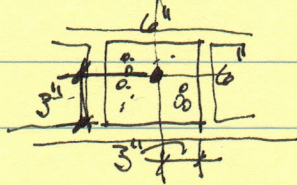
$$\text{MAX LOAD} = 10.6 \text{ PSI} \checkmark \text{ GOOD ON BRICK}$$

WIND LOAD AT 120 MPH = 22.8\#/SF

$$\text{AREA OF WALL} = 9' \times 9' = 81 \text{ SF}$$

$$81 \times 22.8 = 1847\# \text{ TOTAL LOAD}$$

PILASTER RESISTANCE =



$$\text{ROOF LOAD} = 16'' + 12'' + 12'' = 40'' \times 50\#/SF = 167\#/FT.$$

$$\text{TOTAL ON BRICK} = 1184\#/8''$$

$$\text{MAX LOAD} = 12.3 \text{ PSI} \checkmark \text{ GOOD ON BRICK}$$

PAGE 1 of 2

WIND LOAD CONTINUED

$$\text{SPAN} = 9'-0"$$

$$\text{LOAD} = 205.20 \text{ #/FT. } (W = 1847 \text{ #})$$

PILASTER FILL - MIN. 3000 PSI CONCRETE AT 28 DAYS.

$$M_{\max} = \frac{1847 \times 9}{8} \times \frac{12}{1} = 24,935 \text{ IN}^{\#}$$

$$J = .8863 \quad f_s = 24,000 \quad R = 204$$

$$d = \sqrt{\frac{24,935}{204 \cdot 6}} = 4.5 \text{ IN. } \text{ACTUAL} = 6"$$

$$A_{\text{STL}} = \frac{M}{f_s \cdot j \cdot d} = \frac{24,935}{24,000 \cdot .8863 \cdot 6} = .19 \text{ S.I.}$$

USE (1) NO. 5 ($.31 \text{ IN}^2$) IN PILASTER.

ROOF UPLIFT

$$\text{UPLIFT MAX} = 30 \text{ #/SF.}$$

AT 24" O.C. (LOOK OUTS)

$$\text{AREA} = 3'-4" \times 2'-0" = 6.67 \text{ SF.}$$

$$6.67 \times 30 = 200 \text{ # UPLIFT / LOOK OUT}$$

USE SIMPSON STRONG TIE H2.5A ON EVERY LOOKOUT / LOIST

ANCHOR BOLTS

$$\frac{1}{2}" \text{ 1-BOLTS, } \phi = 350 \text{ PSI, } f_s = 36 \text{ K} \cdot \frac{2}{3} = 24,000 \text{ PSI}$$

$$l = \frac{D \cdot f_s}{4 \phi} = \frac{.5 \times 24,000}{4 \times 350} = 1200$$

$$\text{AT } 6'-0" \text{ O.C. } f_s = 200 \times 6 = 1200$$

l REQ. = .5" USE 4" EMBEDMENT.

Administrative Staff Report



Façade Grant & Design Review 904 Main Street April 7, 2021

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

Applicant(s): - Craig Cook Staff: - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281240832201508 Zone(s): "B-3" Central Business District Council District: - District 4 – Ald. Zarazua Lot Information: - Actual Frontage: 87 feet - Effective Depth: 103 feet - Square Footage: 3,708 - Acreage: 0.085 Structure Information: - Year Built: 1903 (118 years) - Number of Stories: 2 Current Use: - Commercial / Residential Applicable Regulations: - Chapter 22 - Downtown Design Guidelines - Façade Grant Guidelines	Request Request from Craig Cook for a design review and façade improvement grant in the amount of \$2,423.03 to repaint accent colors and replace the existing awning located on the premises of 904 Main Street (Parcel ID 281240832201508). Attachment(s) - Application - Renderings / Photo's - Bids City Official Design Review / Historic District - Mathias Mitchell Public Square District Staff Recommendation Approve the design review and façade improvement grant request in the amount of \$2,423.03 for the property at 904 Main Street, subject to the following conditions: - Gentle means shall be used when cleaning masonry prior to tuckpointing and other general maintenance; only organic non-toxic chemicals shall be used to clean. - Powerwashing or sandblasting shall be prohibited on any building components. - The installation of the awning shall adhere to applicable Zoning Code and Building Code requirements. - Signage on the awning shall meet applicable Sign Code and Design Guideline requirements. - When applying paint, the applicant shall not to conceal any architectural details or texture of the underlying material. - The designated agent shall have the authority to review and/or approve minor amendments to the project. - Applicable building permits shall be obtained. - All work shall be completed within one year. - A second bid shall be submitted for the proposed bid, subject to the review and approval of the designated agent.
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	10. The project shall adhere to Façade Improvement Grant Program guidelines. 11. No funds shall be disbursed until the project is fully completed. 12. The maximum City participation shall not exceed 40% of the total project cost of the bids and work approved.
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Vicinity Map



Scope of Work

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

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

that requires the review and approval of this Commission. The awning color is proposed to be black—identical to the Tricorn Black color that will be used. As shown within the attached renderings, signage is proposed to be located on the awning. One sign, enclosing the business’s name, is proposed on the southern face of the awning, while a second sign highlighting the business’s logo is proposed on the western face of the awning. Please note that as part of this historic review, both the awning and proposed signage was reviewed in accordance to the City’s Zoning Code and Sign Code.

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

CHAPTER 22: HISTORIC PRESERVATION

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

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

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

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

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

AWNINGS (Sec. 4.5)

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

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

Findings: This standard is met.

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

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

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

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

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

Findings: This standard is met.

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

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



Findings: This standard is met.

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

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

Findings: This standard is met.

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

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

Findings: This standard is met.

14. Awnings should be constructed of fire resistant materials.

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

Findings: This standard is met.

Façade Improvement Grant Standards

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

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

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

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

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

Findings: This standard is met.

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

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

Findings: This standard is met.

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

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

Findings: This standard is met.

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

Analysis: Two price quotes were obtained for both the repainting of certain wall components. One bid was provided for the proposed awning.

Findings: Staff would recommend at least one additional bid for the proposed awning project, subject to the review and approval of City staff.

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

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

	Improvement	Contractor #1	Contractor #2	Lowest Cost
1	Awning Installation	Baraboo Awning: \$5,969	Second bid required as condition	\$5,969
2	Repainting	Sherwin Williams: \$141.18	Lowe's: \$88.58	\$88.58
			Total:	\$6,057.58
			40% of Total Cost:	\$2,423.03

Findings: The applicant has provided only one bid for the proposed awning installation, with two bids provided for repainting. Staff would recommend a second bid be submitted and reviewed for the proposed awning

improvement. When combined, the total of least cost bids equals \$6,057.58. 40% of the total cost equals \$2,423.03.

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

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

Findings: This standard is met.

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

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

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

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

Analysis: All zoning regulations are met.

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

Ranking of Projects for Grant Funds

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

Conclusion

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

Building Images



MAY 28 1976







HISTORIC PRESERVATION/ DESIGN REVIEW COMMISSION

City of Stevens Point
Community Development Department

1515 Strong's 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	Craig Cook	Contact Name	
Address	1900 Clark St.	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715-896-8032	Telephone	
Fax		Fax	
Email	c.cook@falllineoutfitters.com	Email	

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

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

EXHIBITS

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

CERTIFICATION AND SIGNATURE

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

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



1111 Walnut Street PO Box 57

Baraboo, WI 53913

PH 608-356-8303 Fax 608-356-0140

info@BarabooAwning.com

www.BarabooAwning.com

Fall Line Outfitters
CLIENT

LOCATION

JP
PROJECT MANAGER

ANC
DESIGNER

1
DRAWING

REVISION NUMBER

REVISION DATE

CUSTOMER APPROVAL

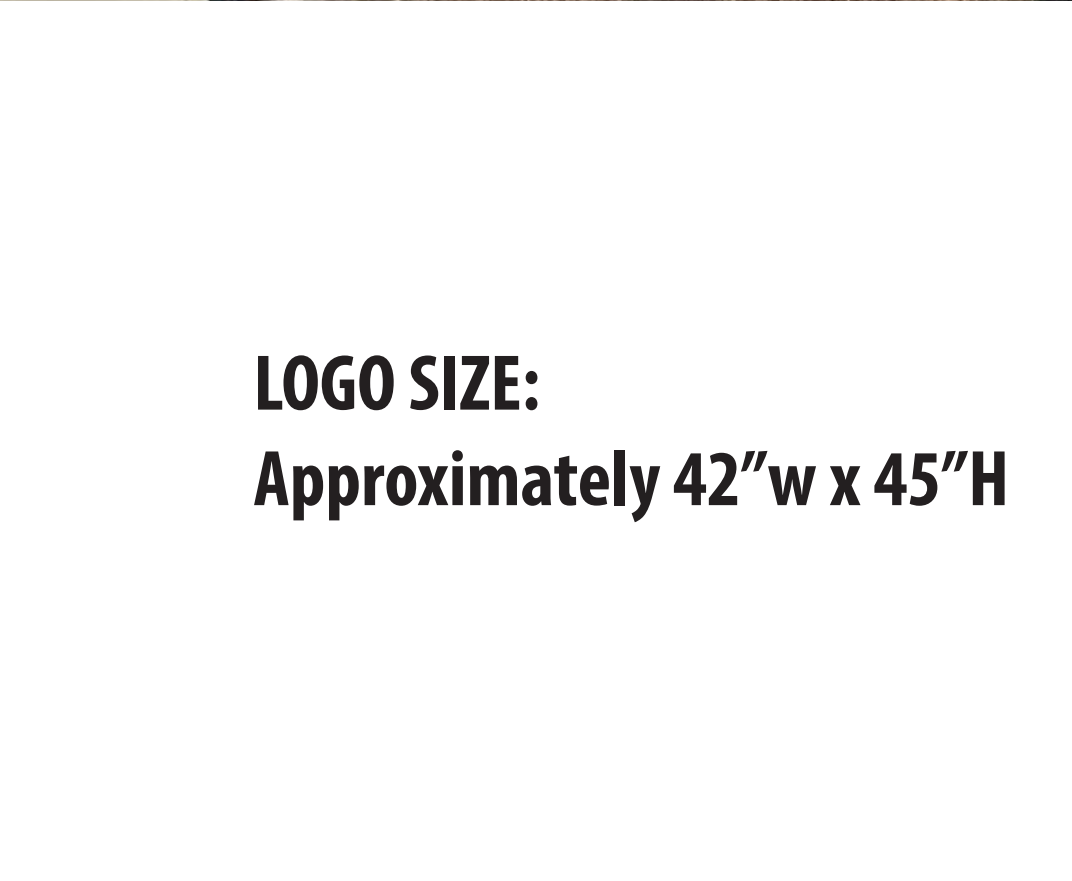
3-5-21
DATE

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





TYPE SIZE:
Approximately 156”w x 28”H



LOGO SIZE:
Approximately 42”w x 45”H



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

Fall Line Outfitters Co.
CLIENT

LOCATION

JP
PROJECT MANAGER

ANC
DESIGNER

1
DRAWING

REVISION NUMBER

REVISION DATE

CUSTOMER APPROVAL

3-19-21
DATE

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



Proposal

DATE: MARCH 12, 2021

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

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

**PROPOSAL
SUBMITTED
TO:**

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

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

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

Awning cover installed by Baraboo Awning.

Sales tax will be added to the price below.

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

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

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

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

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

Baraboo Awning Authorized Signature:

John Pinkston

Customer Authorized Signature:

THANK YOU FOR YOUR BUSINESS!

CALL US OR VISIT OUR WEBSITE www.BarabooAwning.com



SHERWIN-WILLIAMS.

03/15/21 7:59 AM

CUSTOMER ORDER

Page: 1 of 1

CUST#: 0000-0000-1
JOB:
BILL TO: C.COOK@FALLLINEOUTFITTERS.COM

STORE: 703840 SHERWIN-WILLIAMS
5600 CARRIE FROST DR
STEVENS PT WI 54481 8854
PHONE: (715) 344-4630
FAX: (715) 344-7533

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

SHIP TO:

SALES #	SIZE	PRODUCT / MFG NBR	DESCRIPTION	QTY ORDERED	PRICE	EXTENDED PRICE	STATUS	S-W PURCHASE ORDER	SALES TERM/TRAN
---------	------	-------------------	-------------	-------------	-------	----------------	--------	--------------------	-----------------

6404-13621	GALLON	K43700054	RES EXT SA ULTRA	2.00	76.49	152.98	COMMITTED		
		Discount (\$)				- 38.24			

Reason: Sales Event

Color: SW6258 TRICORN BLACK

Location: 251-C1

CE*Color Cast OZ 32 64 128

B1 Black 10 - - -

Sher Color Formula

6504-90394	9 INCH	144602093	9 MARATHON 1/2 CVR	1.00	6.29	6.29	COMMITTED		
		Discount (\$)				- 1.20			

Reason: Sales Event

6500-15837	EACH	144152125	2.5 CLEARCUT GLIDE	1.00	17.39	17.39	COMMITTED		
		Discount (\$)				- 3.40			

Reason: Sales Event

SUB TOTAL	133.82
TAX	7.36
ORDER TOTAL	141.18

THIS IS NOT AN INVOICE



SW 6258

Tricorn Black

Interior / Exterior

Location Number: 251-G1



251

Tricorn Black

COORDINATING COLORS

SIMILAR COLORS

DETAILS

SW 0050

Classic Light Buff

SW 6052

Blithe Blue

SW 6262
Ice Cube



FIND INTERIOR PAINT

FIND EXTERIOR PAINT

Save to mySW

Add to my Project List



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

12 March 2021

For: City of Stevens Point Façade Improvement Grant Application

List of project revenues and expenses

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

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

Total Cost of project: \$6,110.18

Sincerely

Craig Cook-Owner

715-896-8032

c.cook@falllineoutfitters.com

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

12 March 2021

For: Alderperson Mykeerah Zarazua – District 4

Alderperson Zarazua,

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

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

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

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

Sincerely



Craig Cook-Owner

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

PROJECT ESTIMATE

DURAMAX PAINT

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

PROJECT NUMBER: 668555660

DATE ESTIMATED: 03/16/21

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

This Quote is valid until 04/15/21.


MANAGER SIGNATURE3/16/21
DATE

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

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

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



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

Façade Improvement Grant Program Application

ADMINISTRATIVE SUMMARY (Staff Use Only)

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

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

PROJECT SUMMARY

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

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

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

CERTIFICATION AND SIGNATURE

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

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



INSURANCE BINDER

DATE (MM/DD/YYYY)

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

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

COVERAGES**LIMITS**

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

NAME & ADDRESS

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

CONDITIONS

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

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

Applicable in Arizona

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

Applicable in California

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

Applicable in Colorado

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

Applicable in Delaware

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

Chapter 21 Title 25 Paragraph 2119

Applicable in Florida

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

Applicable in Maryland

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

Applicable in Michigan

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

Applicable in Montana

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

Applicable in Nevada

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

Applicable in Oklahoma

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

Applicable in Oregon

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

Applicable in the Virgin Islands

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

Administrative Staff Report

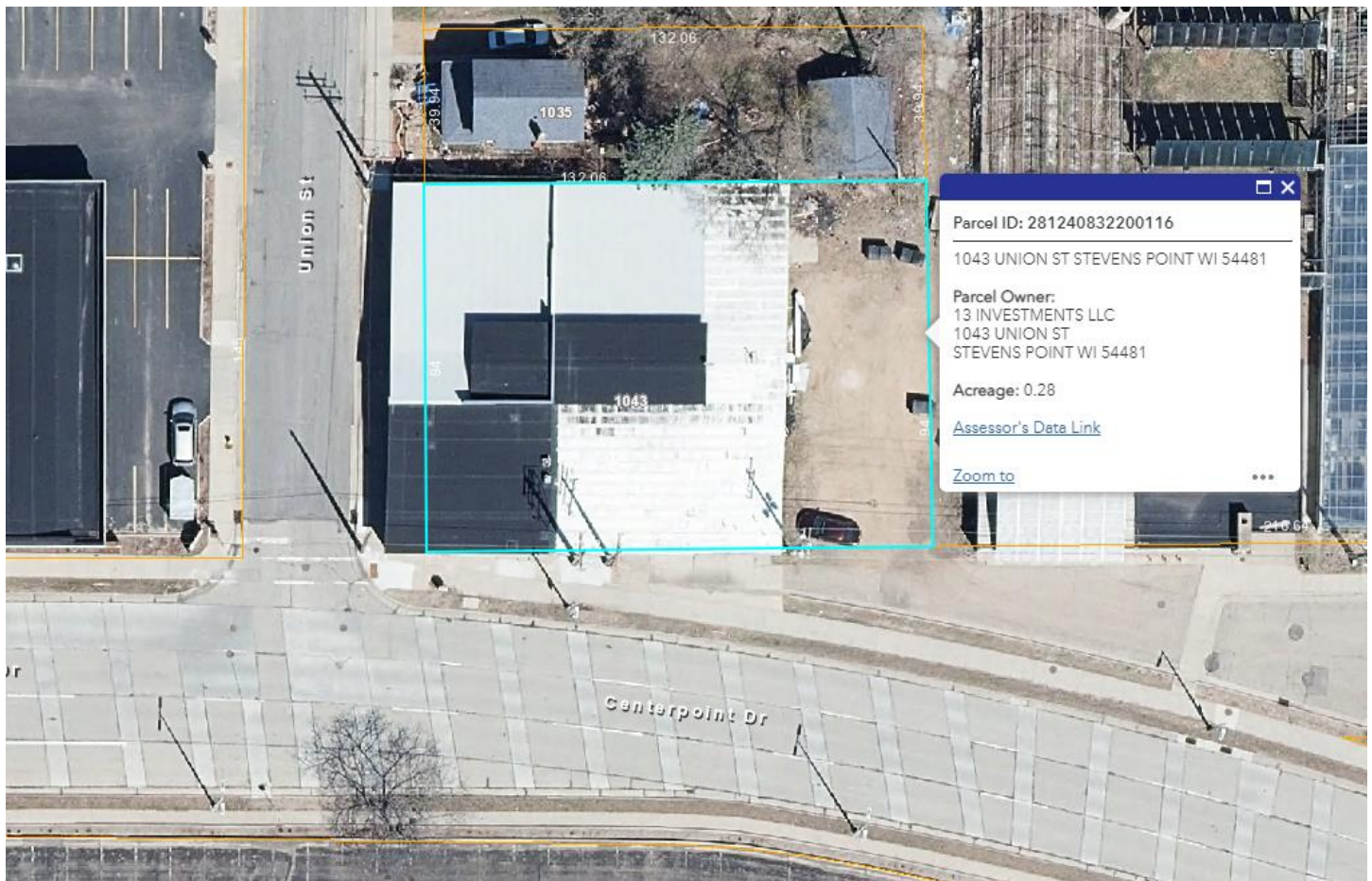


Design Review
1043 Union Street
April 7, 2021

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

Applicant(s): - Nick Busa Staff: - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281240832200116 Zone(s): "B-2" Central Business Transition Council District: - District 1 – Ald. Jennings Lot Information: - Actual Frontage: 226 feet - Effective Depth: 132 feet - Square Footage: 12,408 - Acreage: 0.285 Structure Information: - Year Built: 1950 (71 years) - Number of Stories: 1 Current Use: - Commercial Applicable Regulations: - Chapter 22 - Downtown Design Guidelines	Request Request from Nick Busa for a design review to construct an addition on the building located at 1043 Union Street (Parcel ID 281240832200116). Attachment(s) - Application - Renderings / Photo's City Official Design Review / Historic District - Downtown Historic Design Review District Staff Recommendation Approve the design review to construct an addition on the building located at 1043 Union Street, subject to the following conditions: - The applicant shall submit additional information on the type of construction materials to be used for the addition, subject to the review and approval of Community Development staff and the Chairperson meeting applicable design guidelines. - Should the addition exceed 35 feet in height, a fire prevention system shall be installed that is subject to the review and approval of the City Fire Department. - The proposed color for the addition shall be reviewed and approved by City staff and shall closely match the paint color of the existing masonry. - The size, scale, material, detail, pane and panel configurations of proposed windows shall be consistent with the existing windows, subject to the review and approval of Community Development staff and the Chairperson meeting applicable design guidelines. - The designated agent shall have the authority to review and/or approve minor amendments to the project. - All work shall be completed within one year. - A building permit shall be sought after and obtain prior to continued construction.
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Vicinity Map



Scope of Work

The applicant is requesting a design review to construct corresponding office space above a garage area located at PSOL Technology. As will be discussed throughout this report, the proposed addition is planned to match with previous structural elements of the building. According to previous records, a raised roof area used to exist above the current garage space as shown in the historical photos below. However, as the structural support of this raised roof area proved to be unsound, alterations to the roofline occurred to bring it to the current building design that it is today. Should this Commission approve of the requested design review, it is the applicant's intent to coordinate with City staff in ensuring it will continue to be built in a manner that meets applicable Zoning and Building Code requirements.

As shown within the agenda packet, City staff became aware of work occurring on the subject property in mid-March. Please note that neither a building permit was applied for and issued for the intended work, nor was a design review conducted to ensure it meets applicable design guidelines. Therefore, City staff posted a stop work order on the property to stop any future construction on the property until a.) the intended work is reviewed by this Commission, b.) applicable building plans are submitted to the Building Inspections Office for review and approval and c.) a building permit is subsequently issued. Therefore, the images enclosed depict the work that was completed prior to the stop work order being issued, along with supplementary renderings that show what the desired improvement will look like. Further discussion on the submitted renderings will occur below.

CHAPTER 22: HISTORIC PRESERVATION

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

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

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

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

ADDITIONS (Sec. 5.3)

- 1. Additions should be located to the rear or non-character defining elevation. With historic residential structures, additions should be placed in a manner that they are not clearly seen from the public right-of-way. Landscaping can often be used to minimize the visual impact that additions may have to the historic structure.**

Analysis: The proposed addition is to add a half-story addition with the area of the proposed addition being located within the center of the existing building. Please note that the City's Zoning Code requires that buildings not exceed 35 feet in height unless it is equipped with a fire prevention system that is reviewed and approved by the Fire Department. Should the proposed addition result in a building height exceeding 35 feet, please note that the aforementioned would be required.

Findings: Given that the proposed addition will be complementary to the existing character of the building, staff believes that this standard is met given the intended use of the addition and its exterior architectural composition.

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

Analysis: The character-defining architectural features of the building, namely the raised brick along the western and southern façade, will not be hindered by the proposed addition. In fact, the proposed work area contains external building materials (i.e., aluminum siding), that is contrary to the masonry exterior of the building.

Findings: This standard is met.

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

Analysis: The applicant has not submitted plans to City staff indicating the type of material used. However,



based on the renderings provided, staff feels confident that the roof form, proportion and overall design of the addition relative to the building is consistent.

Findings: This standard is met provided that masonry is used as an exterior building element that consists of an identical color to the existing building façade. The aforementioned is listed as a condition to this recommended design review approval.

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

Analysis: Given the size, scale, roof pitch and overall architectural appearance of the proposed addition, staff believes that the proposed addition will be indicative of a 1950s building that contains a more contemporary appeal relative to other buildings located within the City's Design Review District.

Findings: This standard is met.

6. **Additions to historic structures should be clearly identifiable as such. Additions should be set back and constructed at a smaller scale than the original building. Architectural details should complement the main structure but should be clearly differentiated.**

Analysis: The proposed addition is proposed to utilize a portion of the existing roof structure. Given that the proposed addition is roughly 70 years newer than the existing architectural composition of the building, it is likely that a sufficient contrast is visible between the existing and proposed portion of the building.

Findings: This standard is met.

WINDOWS & DOORS (Sec. 3.4)

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

Analysis: The proposed addition includes windows that is of a similar proportionality as the existing windows located along Centerpoint Drive. As a condition to this request, it shall be required that the size, scale, material, detail, pane and panel configurations of proposed windows are consistent with the existing windows.

Findings: This standard is met provided that the conditions above are fulfilled.

Conclusion

In conclusion, staff recommends approving the request for a design review subject to the conditions stated above.

Building Images







HISTORIC PRESERVATION/ DESIGN REVIEW COMMISSION

City of Stevens Point
Community Development Department

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

APPLICATION FOR DESIGN REVIEW

ADMINISTRATIVE SUMMARY (Staff Use Only)

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

APPLICANT/CONTACT INFORMATION

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

OWNERSHIP INFORMATION

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

PROJECT SUMMARY

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

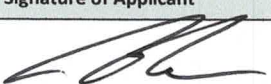
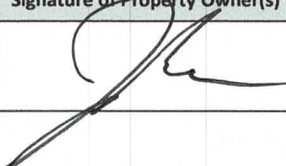
Current Zoning District(s)		Current Historic District(s) - Local, State, National	
Central Business Transition		TIF District VI	
Designated Future Land Use Category	Current Use of Property	Proposed Use of Property	
	Office Building		
Briefly describe the proposed building, structure construction, reconstruction or exterior alteration. Please also provide rationale for the design review request, along with the time schedule (if any) for the project. (Use additional pages if necessary)			
I'd like to modify a current space into an office. We have a pop-out/raised roof area in our garage, that the original existing structure was old and in dire need of repair. We want to take that space and put an office up there for better utilization of area and more working space.			
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. The outside will match the rest of the building			
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
	3.26.21		3.26.21

From: [Nick Busa](#)
To: [District 1](#)
Cc: [Adam Kuhn](#)
Subject: PSOL - Addition on Building Request
Date: Friday, March 26, 2021 12:15:16 PM
Attachments: [image001.png](#)
[Building Renderings.pdf](#)

Good Afternoon Tori,

My name is Nick Busa, I'm the business manager over here at PSOL (1043 Union St.). We moved into this building just over 6 years ago, before us it was abandoned for years after Swanson Cabinetry closed up and moved out, sometime in the early 2000's I believe.

In that time we have put some good life back into the building, bringing it back to something that we hope others think is good for the area/community/district. It's been a great space for our company to call home and grow.

I'm writing you today to let you know that I am requesting approval from the historic committee to re-build an original space into an office area on the building over our existing garage. There originally was an empty cavity space/raised roof area above the garage, but over the years weather got the better of the supports and was in dire need of repair.

So we want to take that space and turn it into more usable area and put a conference room up there. We feel it'd be a great use of space for the building and give us another office area. Attached are a couple renderings to help you get a visual of the plan.

We hope you see this a good thing for the building and the area and support us in this re-build.

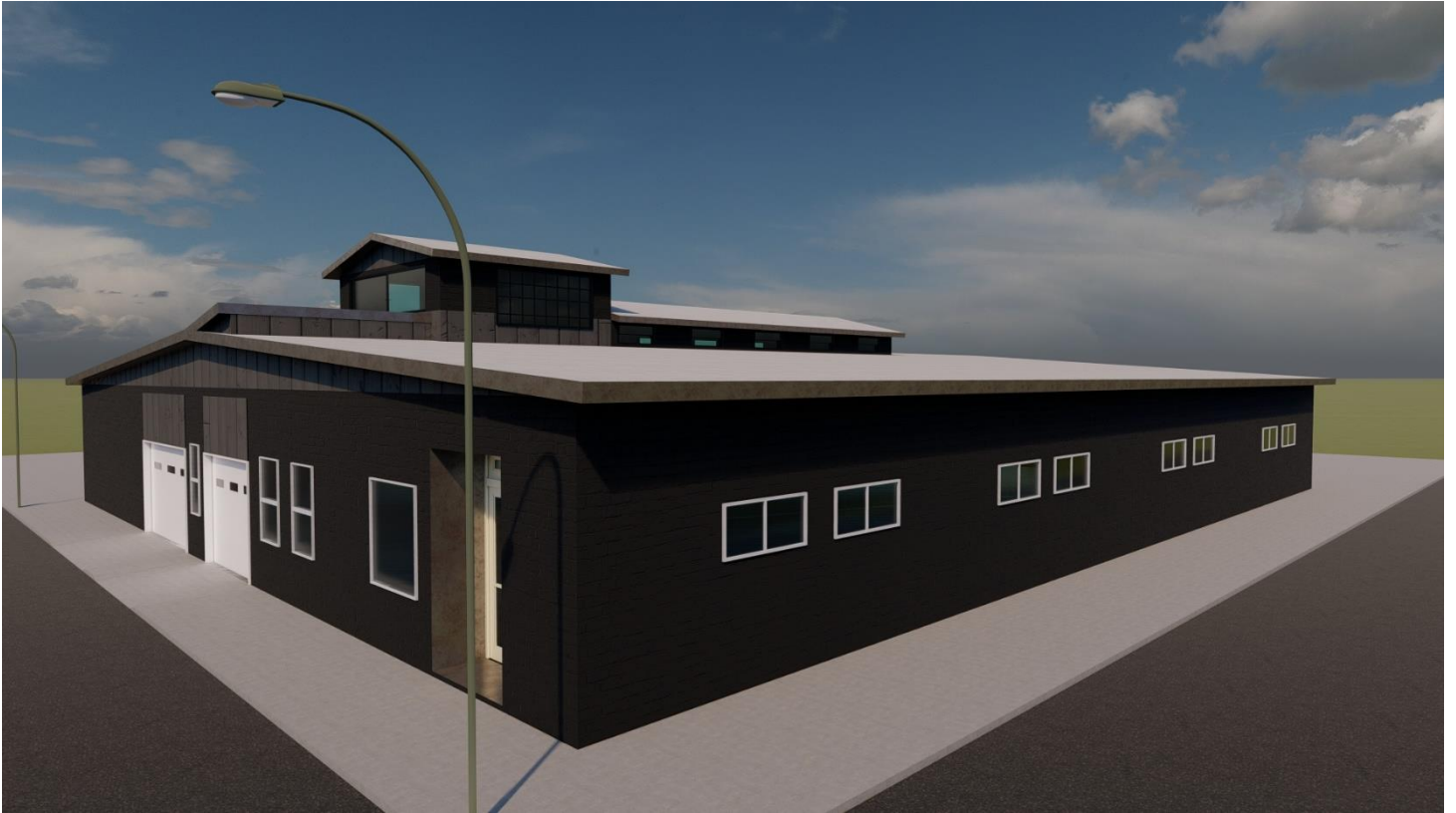
Let me know if you have any questions, thanks



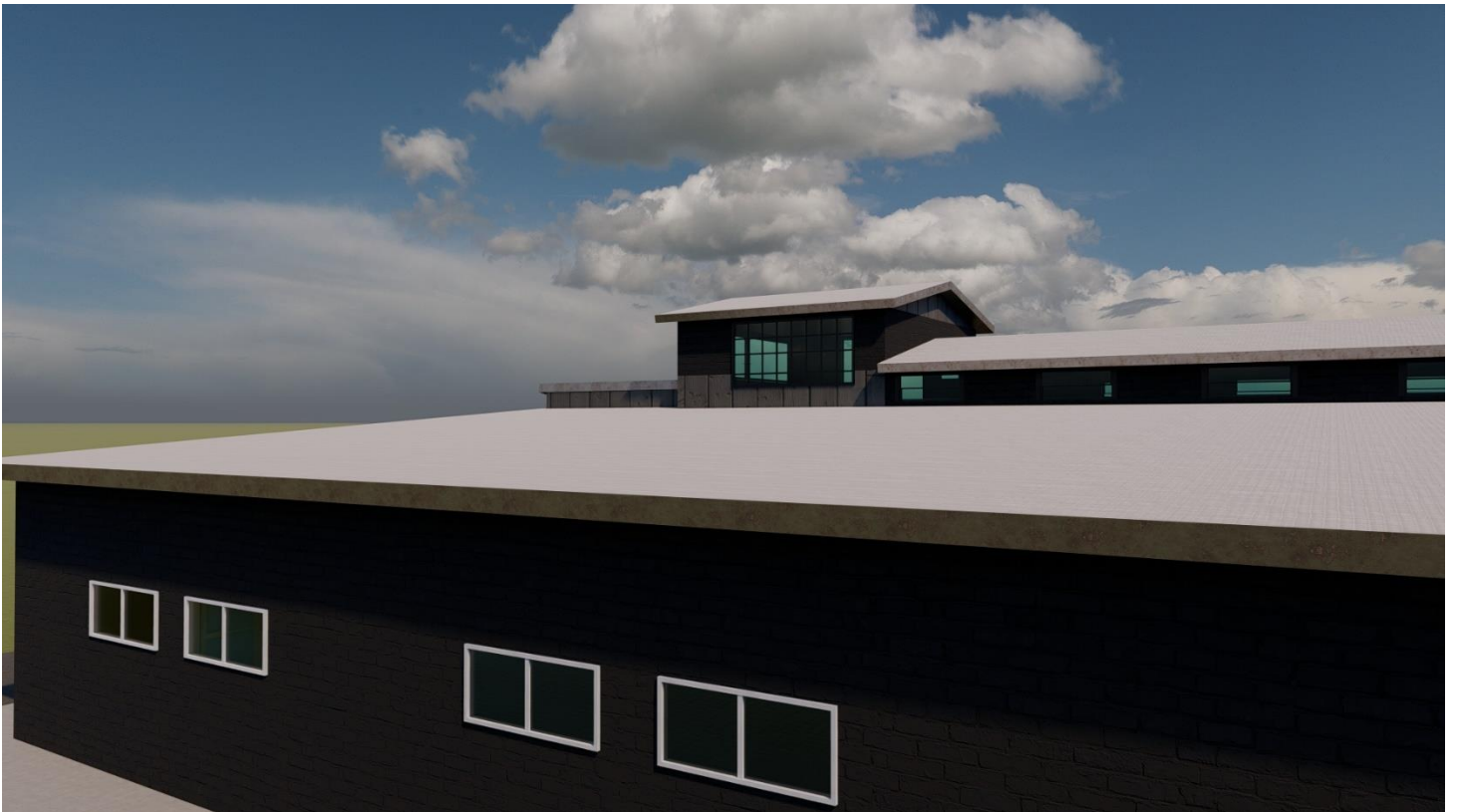
Nick Busa | BUSINESS MANAGER
1043 UNION ST. STEVENS POINT, WI 54481
P: 715.254.0679 ^{XT} 801
www.PSOLTECH.COM

This communication is intended for the use of the addressee only and may contain information that is privileged or confidential. If you are not the addressee, you are hereby notified that any dissemination, distribution or use of this communication is prohibited. If you received this communication in error, please destroy it, all copies and any attachments and notify the sender as soon as possible. Any comments, statements or opinions expressed in this communication do not necessarily reflect those of Paradise Solutions Inc., its subsidiaries and affiliates.

West & South Walls – Looking NE



South Wall – Looking NW



West Wall – Looking SE



East Wall – Looking West



NW Corner of Building – Looking SouthEast



South Wall of Building – Looking North





MEMORANDUM

To: Historic Preservation / Design Review Commission

From: Adam Kuhn, Associate Planner / Zoning Administrator

CC: Ryan Kernosky, Director of Community Development

Date: April 7, 2021

RE: State & National Register of Historic Places

Commissioners –

Over the last few months, City staff have been working with the Historic Preservation / Design Review Commission in establishing strategic goals to achieve your 'charge' as a Commission. In January, staff asked each of you to provide individual goals that you would like to see in the short-term (i.e., 2021) and the long-term (i.e., 2022-2026). Last month, staff reviewed all individual goals to identify consistencies. Discussion also occurred on how City staff and the Commission can achieve these commonly-identified goals and determine who would lead that process.

Goal 9 of the adopted goal setting document sought for a strategic plan to be created to nominate a planned historic district to the State and National Register of Historic Places. In order to start this process, a discussion needs to occur on which of the proposed historic districts as outlined in the 2011 Historic Intensive Survey Report is most preferred to be nominated next to the State and National Register of Historic Places. As stated last month, nomination papers have to be produced, reviewed and approved by applicable state and federal historic preservation offices before an area is officially on the State or National Register of Historic Places.

The following image highlights the proposed historic districts as outlined within the 2011 survey. Please note that the Clark Street-Main Street proposed district is currently being reviewed for admittance to the National Register of Historic Places. As such, the

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.

following are proposed historic districts that have not gone through the nomination process:

- St. Stephen R.C. Church Proposed Historic District.
- Church Street Proposed Historic District.
- Pine Street – Plover Street Proposed Historic District.
- Sunset Fork Proposed Historic District.

Please review the aforementioned proposed historic districts and rank which areas are most deserving for state and national designation. I encourage each of you to review the 2011 Survey Report and inspect each area to gauge a sense of the architectural styles that exist among buildings in each proposed district. Note that no action will be taken during the April 7th meeting on choosing which proposed historic district is preferred for future state and federal recognition—this is solely a discussion. During a future Commission meeting, however, staff will formally request that the Commission vote on a specific district.

