

AGENDA  
HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

Wednesday, February 6, 2013 – 4:30 PM

City Conference Room – County-City Building  
1515 Strongs Avenue – Stevens Point, WI 54481

(A Quorum of the City Council May Attend This Meeting)

Discussion and possible action on the following:

1. Approval of the report from the January 2, 2013 HPDRC meeting.
2. Request from Phil DeSalvo, representing Saint Stephen Parish, to raze the former convent building located at **1401 Clark Street (Parcel ID 2408-32-1007-09)**.
3. Request from Jerome Kawski for an amendment to façade improvement grant funds in the amount of \$340.00 additional dollars for work that received Historic Preservation / Design Review Commission approval at **1059 Main Street (Parcel ID 2408-32-2026-10)**.
4. Adjourn.

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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, TDD# 346-1556, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

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REPORT OF THE HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

Wednesday January 2, 2013 – 4:30 p.m.

City Conference Room – County-City Building  
1515 Strongs Avenue, Stevens Point, WI 54481

PRESENT: Lee Beveridge, Alderperson Mary Stroik, Tim Siebert, and George Hanson (Kathy Kruthoff absent).

ALSO PRESENT: Economic Development Specialist Kyle Kearns, Alderperson Beveridge, JD Manville, Heidi Mancheski, Chris Northwood, Matthew Brown, Brandi Makuski, Troy Hojnacki, and Kevin Liu.

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Discussion and possible action on the following:

1. A physical inspection of **920 Clark Street** pertaining to agenda item 3 will take place at **4:30 PM**. Commission members are advised to meet at the site.

Following the site inspections reference above, the Commission will convene its formal meeting at **5:15 PM** in the City Conference Room, 1515 Strongs Avenue for discussion and possible action on the following:

2. Approval of the report from the August 1, 2012 HPDRC meeting.
3. Request from JD Manville, representing the property owner, to raze the building located at **920 Clark Street** (former Bumper to Bumper). **Parcel ID's 2408-32-2018-15 and 2408-32-2018-16**.
4. Request from Troy Hojnacki, representing Bars None Inc. for façade improvement grant funds in the amount of \$6,393.00 and design review for exterior building work, including painting, wood work, and window re-glazing at **920 Main Street (Parcel ID 2408-32-2015-12)**.
5. Façade Improvement Grant update.
6. Design Guideline Update
7. Adjourn.

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1. A physical inspection of **920 Clark Street** pertaining to agenda item 3 took place at **4:30 PM**.

Commission members inspected the building and site stated above.

2. Approval of the report from the August 1, 2012 HPDRC meeting.

**Motion by Commissioner Siebert to approve the report from the August 1, 2012 HPDRC meeting; seconded by Commissioner Hanson. Motion carried 4-0.**

3. Request from JD Manville, representing the property owner, to raze the building located at **920 Clark Street** (former Bumper to Bumper). **Parcel ID's 2408-32-2018-15 and 2408-32-2018-16**.

JD Manville stated that he represented the owner of the property to the north which includes the businesses of Salon Envy, and the old Hostel Shoppe. The intent of the demolition request

was to increase parking for the building owner and businesses to the north and the residence in that area as well as having less visible shared dumpsters, and new construction with historic façade of a smaller 800-1000 square foot retail building. Mr. Manville pointed out that the back block structure at 920 Clark Street, not only limits access to the property, but the building as a whole would be extremely expensive to remodel to a functional sellable property. He feels that the property and neighboring properties would benefit from the demolition with, the increase parking, shared dumpsters and reconstruction of a smaller retail area designed with a historic façade.

Commissioner Siebert expressed his displeasure of demolishing a historic building to construct a new structure that would have a historic façade, and pointed out that other buildings in the downtown area were of the same condition and cleaned up very nicely.

Commissioner Beveridge pointed out that the staff report recommends against the demolition, to which Economic Development Specialist Kyle Kearns explained the city's position. Mr. Kearns stated considering the condition, location, and being the only south facing building for three blocks staff recommend to save the structure and feels that it is in good shape and there are resources available for renovation, such as the façade improvement grant and tax credits for historical properties.

JD Manville asked the commission if he could demolish the back block warehouse addition on the property, which is functionally obsolete, and takes up space as well as hindering the accessibility of the building. He also pointed out that when demolishing that part of the building there would be environmental issues in the ground due to its former use as a service station.

Commissioner Beveridge asked if the property abuts any of the other buildings in that area, to which Mr. Manville stated there is a small area between buildings, and currently there is an encroachment issue that they are sorting out with the Assessor's office.

Commissioner Stroik asked how long the building had been sitting empty, to which Chris Northwood stated since the summer of 2012, he continued stating that there had been two interested parties in the building, but due to the cost of renovations, they backed out.

**Motion by Commissioner Siebert to deny the razing of the building located at 920 Clark Street (former Bumper to Bumper). Parcel ID's 2408-32-2018-15 and 2408-32-2018-16 with the condition to have staff bring back the discussion regarding the demolition of the concrete block addition only on the back of the building and the vacation of the ingress/egress from Clark Street; seconded by Commissioner Hanson. Motion Carried 4-0.**

4. Request from Troy Hojnacki, representing Bars None Inc. for façade improvement grant funds in the amount of \$6,393.00 and design review for exterior building work, including painting, wood work, and window re-glazing at **920 Main Street (Parcel ID 2408-32-2015-12)**.

Troy Hojnacki of Bar None Inc stated that back in 2005 he had redone the building at 920 Main Street, but the turret has not weathered well and in poor condition. He continued stating he would like approval and grant funding to restore the turret, which includes putting a fiberglass layer over the weathered wood areas, and repaint the front façade of the building using the same colors as before. Mr. Hojnacki explained that he had supplied estimates as requested, but is qualified as a contractor to do the work himself as he had back in 2005. Furthermore, he

explained that the fiberglass mentioned in the restoration is a mesh that is placed over the area, a fiberglass resin is then applied to about ¼ inch thickness and cured before it is painted, or the resin can be the same color, so no painting would be needed. Mr. Hojnacki also pointed out that the turret and façade will remain the same green and gray coloring, just a new fresh coat of paint, and that the dome would be scrapped, sanded and repainted as needed. He stated that the shingles will remain the same since they are in like new condition, the stain glass has the original wood sashes and there maybe some broken ones that would be replaced with the same tooling as the original.

Commissioner Beveridge asked about possible illumination in the upper part of the turret that would shine through the stain glass, Mr. Hojnacki stated that back in 2005 they had considered it, but due to cost and technology it was not feasible, but now with LED lighting he could look into the illumination.

Economic Development Specialist Kyle Kearns recommended limiting the fiberglass between the upper stain glass area and the dome of the turret.

Troy Hojnacki of Bar None Inc, also asked about his request of the protective glass on the exterior of the stain glass, to which Commissioner Beveridge stated he was concerned with moisture build up between the protective layer and the stain glass as well as a reflection off of the protective layer giving a glare and hindering the view of the ornate fixture.

**Motion by Commissioner Hanson to approve façade improvement grant funds in the amount of \$6,393.00 at 920 Main Street (Parcel ID's 2408-32-2015-12); with the following conditions:**

- **Fiberglass repair/renovation shall be limited to only the wood between the dome roof of the turret and the upper stain-glass.**
- **Window coverings/storm windows shall be prohibited to cover the stained-glass.**
- **If possible, the stained-glass windows shall be made of wood and permitted to have an aluminum exterior.**
- **Pressure washing and sandblasting to prep brick for paint shall not be permitted.**
- **Cleaning agents used to prep brick shall not be volatile and corrosive.**
- **Painting of brick shall match that of the existing style and color and scheme, i.e. window trim & sills, ornate brick, etc. And shall not occur in new areas.**
- **One additional bid for the following shall be submitted:**
  1. **Window work (re-glazing)**
  2. **Prep, prime and painting**
- **The HP/DRC Chair and Designated Agent shall review and approve second bids.**
- **All work shall be completed within one year.**
- **Project must adhere to Façade Improvements Grant Program Guidelines.**
- **No funds shall be disbursed until project is fully completed.**
- **The maximum City participation shall not exceed 50% of the lowest bid:**

Improvements	Details	Cost	Proposed Matching Grant Assistance
Masonry	Painting	Bill Wanserski Painting & Wall	\$3,727.5

		Covering - \$7,455.00	
Restoration	Cornice, Sanding, Priming, Window Removal	HOJO Construction Company - \$2,530.00	\$1,265.00
Windows	Stained-Glass re-glazing/restoration and aluminum storm panel	Precision Glass & Door - \$2,800.00	\$1,400.00
<b>TOTAL (Lowest Bid)</b>		\$12,785.00	<b>\$6,393.00</b>

**Seconded by Commissioner Stroik. Motion Carried 4-0.**

5. Façade Improvement Grant update.

Economic Development Specialist Kyle Kearns explained that only one of the three projects approved for funds has been fully reimbursed. He stated that the Shrank project will finish in the spring due to the weather conditions, and the Wooden Chair project is completed, and is in the process of submitting the final paperwork. He continued stating that there have been a few others interested in the funds now that the mall has been demolished because many of those properties along Main Street now have a second frontage. Approximately \$260,000 is left in the grant fund account. Several Commission members asked about other historic districts such as the South Side Business area and businesses on the north side of town and along Second Street, to which Mr. Kearns stated that separate districts could be added but recommended that the commission adopt the updated guidelines first.

6. Design Guideline Update

Mr. Kearns explained that the guidelines have been formatted and edited since the last meeting in August, but a narrative on the historic districts still needs to be compiled, along with photos and/or diagram of specific building styles and elements that will accompany text within the guidelines.

7. Adjourn.

**Motion by Commissioner Siebert to adjourn; seconded by Commissioner Beveridge. Motion carried 4-0. Meeting adjourned at 6:17 PM.**

# Administrative Staff Report

## Raze/Demo Request St. Stephen Convent Building 1401 Clark Street February 6, 2013



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

<p><b>Applicant(s):</b></p> <ul style="list-style-type: none"><li>Phil DiSalvo</li></ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"><li>Michael Ostrowski, Director <a href="mailto:mostrowski@stevenspoint.com">mostrowski@stevenspoint.com</a></li><li>Kyle Kearns, Associate Planner <a href="mailto:kkearns@stevenspoint.com">kkearns@stevenspoint.com</a></li></ul> <p><b>Parcel Number(s):</b></p> <ul style="list-style-type: none"><li>2408-32-1007-09</li></ul> <p><b>Zone(s):</b></p> <ul style="list-style-type: none"><li>"R-4" Multiple Family 1 Residence District</li></ul> <p><b>Master Plan:</b></p> <ul style="list-style-type: none"><li>Institutional / Government</li></ul> <p><b>Council District:</b></p> <ul style="list-style-type: none"><li>District 1 – Andrew Beveridge</li></ul> <p><b>Lot Information:</b> <b>2408-32-1007-09</b></p> <ul style="list-style-type: none"><li>Actual Frontage: 438 feet</li><li>Effective Frontage: 438 feet</li><li>Effective Depth: 256 feet</li><li>Square Footage: 112,128</li><li>Acreage: 2.57</li></ul> <p><b>Structure Information:</b></p> <ul style="list-style-type: none"><li>Year Built: 1923 (Church) 1932 (School) 1954 (Convent)</li><li>Number of Stories: 2 w/basement</li></ul>	<p><b>Request</b></p> <p>Request from Phil DeSalvo, representing Saint Stephen Parish, to raze the former convent building located at <b>1401 Clark Street (Parcel ID 2408-32-1007-09)</b>.</p> <p><b>Attachment(s)</b></p> <ul style="list-style-type: none"><li>Parcel data sheets</li><li>Demolition Request Letter</li><li>Images of the building</li></ul> <p><b>Findings of Fact</b></p> <ul style="list-style-type: none"><li>The building is currently vacant.</li><li>The building was formerly used as a convent for the associated church. Most recently it has been used as a meeting place for church functions.</li><li>A demolition request within a Historic District must be approved by the Historic Preservation – Design Review Commission.</li><li>The request is to raze the building for the purpose of extending adjacent parking, combining refuse storage areas, and potentially splitting parcels with the intent to develop along Clark Street.</li></ul> <p><b>City Official Design Review / Historic District</b></p> <ul style="list-style-type: none"><li>Design Review District</li></ul> <p><b>Staff Recommendation</b></p> <p>When taking into consideration the standards of review, staff recommends denying the request for the razing of the building.</p>
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<p><b>Current Use:</b></p> <ul style="list-style-type: none"> <li>• Vacant</li> </ul> <p><b>Applicable Regulations:</b></p> <ul style="list-style-type: none"> <li>• Chapter 22</li> <li>• Design Guidelines</li> </ul>	
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## Background

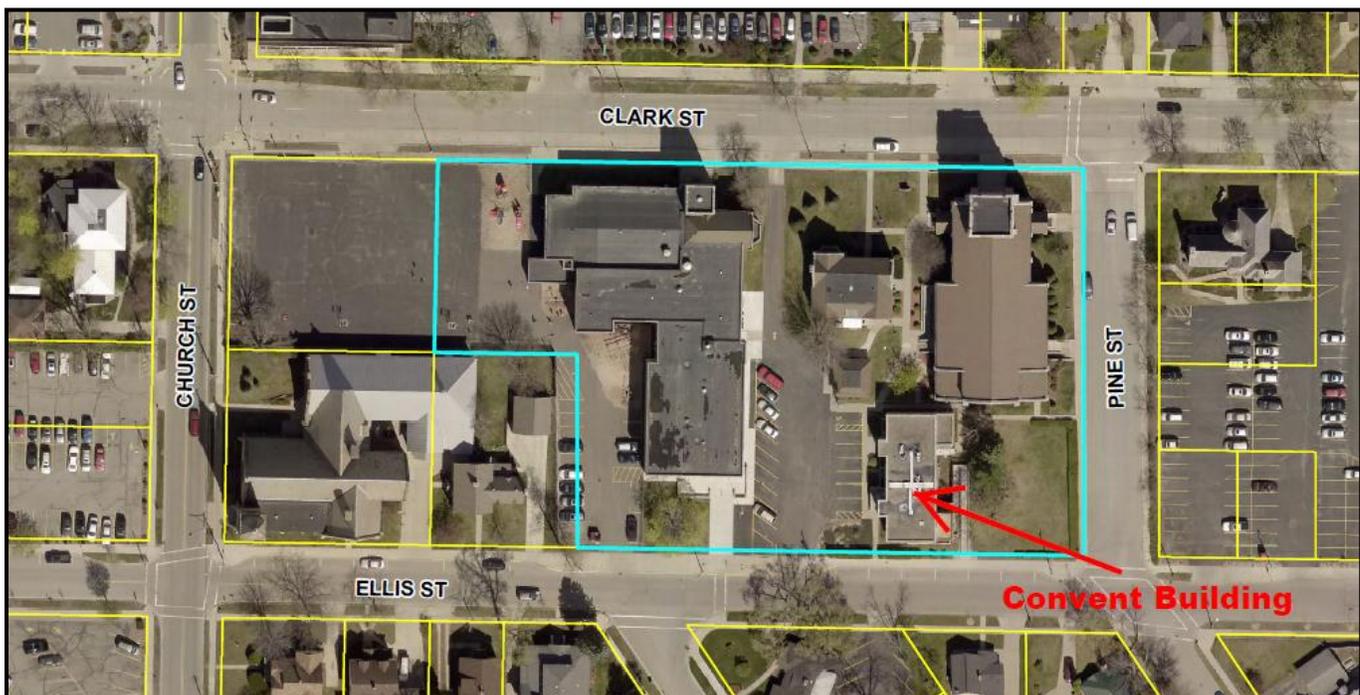
Phil DeSalvo, representing the Saint Stephen Parish, is requesting to raze the convent building at 1401 Clark Street. The building costs for ongoing maintenance utilities and insurance have strained the Parish's operating budget. In the past the building was leased to various organizations, such as the Stevens Point Area Catholic Schools and Catholic Charities, however costs outweighed revenue from tenants. Most recently a private entity has shown interest in remodeling the building into apartments, however backed out due to the high repair and remodel costs.

The building now sits empty, with heat and plumbing turned off. It is important to note that the Parish has received approval to demolish the convent building from the Diocese of LaCrosse. Please see the attached letter providing additional information regarding the request.



If demolished, the Parish would utilize the space for additional parking and greenspace where potential Parish functions could take place. Details have been provided below discussing the property and proposed request, as well as the historic preservation / design review guidelines for razing and demolition requests.

## Vicinity Map



# Standards of Review

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Chapter 22 of the Municipal Code outlines the regulation of demolition of buildings:

- c) Regulation of Demolition. No permit to demolish all or part of an improvement in a historic district or a landmark, shall be granted by the building inspector except as follows:
  - 1. At such time as such person applies for a permit to demolish such property, the commission may refuse to grant such written approval, or suspend action for a period of up to four (4) months from the time of such application. During such period, the applicant and the city shall cooperate in attempting to avoid demolition of the property. During this time, the owner shall take whatever steps are necessary to prevent further deterioration of the building. At the end of this four (4) month period, the commission shall act on the application by either granting or refusing to grant permission to demolish such property. The applicant may appeal any decision of the historic preservation/design review commission made under this paragraph to the common council.
  - 2. Standards. In determining whether to grant or deny the demolition request, the commission shall consider and may give decisive weight to the following:
    - a. **Whether the building or structure is of such architectural or historic significance that its demolition would be detrimental to the public interest and contrary to the general welfare of the people of the city or state.**

**Analysis:** The structure lies within the Downtown Historic/Design Review District however, is not on the National or State Historical Register, but it is considered a contributing structure within the district. The building is 59 years old, and has been most recently used by Catholic organizations and the Parish for church functions. Its original use was a convent for the Parish. Below is a description of the property from the City's recent intensive survey created in 2011.

City of Stevens Point - Intensive Survey Report, prepared by: Timothy F. Heggland, December 2011 - Page 31

## RELIGION

### Catholic

The earliest records of regular services being held in the Roman Catholic faith in the Stevens Point area in the nineteenth century suggest that the first ones were held in Stevens Point in a schoolhouse on Clark St. in 1853. The first Catholic Church in Stevens Point was the first church of the St. Stephens congregation, this being a small, frame building that was built in 1856 on the corner of Clark and Cross streets. This church continued in use until 1866, when a larger, Gothic Style, 39 by 78-foot clapboard-clad church was completed. (3) This new church was located 1401 Clark St. and it served its congregation until 1919, when it was destroyed in a fire. It was then replaced on the same site by an outstanding new stone-clad Neo-Gothic Revival Style church building (1401 Clark St.) that was completed in 1922 to a design supplied by Childs and Smith of Chicago. (4) This church is still in excellent, highly original condition today, it is still used as a church by the St. Stephens congregation, and it is believed to be potentially eligible for listing in the NRHP as part of the Church of the Intercession-St. Stephens R. C. Church Historic District, which also includes the St. Stephen's Church rectory (1401 Clark St.), built in 1932, its school (1335 Clark St.), built in 1932, and its convent (1408 Ellis St.), built in 1954.(5)

The convent building's exterior has been only slightly altered with the removal of stained glass windows on the north side and installation of a handicap ramp on the east side of the building. The exterior brick is in excellent condition, however many windows and doors are deteriorating.

**Findings:** Very few alterations have been made to the exterior façade therefore, the building still exhibits several design elements from its era of construction.

Although the building is the newest one on the property it still provides historic significance to the area. Stevens Point's downtown has several historic churches, one of which is directly adjacent to the property. The convent building is a part of downtown's history and contributes to the property greatly, as it demonstrates the Parish's development and progress over the course of decades. From a small wooden frame building located nearby, this Parish grew into what it is today. The demolition of the convent building would destroy the historical integrity of the property and neighborhood.

**b. Whether the building or structure, although not itself a landmark building, contributes to the distinctive architectural or historic character of the historic district as a whole, and therefore, should be preserved for the benefit of the people of the city or the state.**

**Analysis:** The building is two stories tall with a full basement. Small rooms exist on the second floor, which were used by the sisters. Additionally, communal bathrooms with individual showers exist on the second floor as well. The first floor is made up of several larger gathering rooms, with a kitchen and chapel room. The basement contains the mechanical room, as well as several large rooms. See photos attached.

Structurally the building appears to be sound, however, plumbing and electrical are in need of upgrades. Furthermore, the mechanical equipment is old and inefficient. Exterior windows and doors are deteriorating as well. The condition of the roof and other building elements are unknown.

**Findings:** Although it displays less uniqueness and architectural style than buildings of the same era found in other areas of downtown, it nonetheless contributes to the district. Renovations can be made to upgrade electrical and plumbing as well as provide increased efficiency. It matches building materials and style of the Church, rectory, and school, also found on the property. Removing any of those structures would decrease the integrity of the property, especially if parking replaces the structure.

Directly across the street exists parking, as well as, on several other properties along Clark Street. Furthermore, large parking lots exist to the east and west of the block. Additional parking on the property will add to the monotonous parking along Clark Street and within the property's vicinity, decreasing the aesthetics.

**c. Whether demolition of the subject property would be contrary to the purpose and intent of this chapter and to the objectives of the historic preservation plan for the applicable district as duly adopted.**

**Analysis:** The intent of this chapter has been provided below.

- 1) Effect and accomplish the protection, enhancement, and perpetuation of such improvements and of districts which represent or reflect elements of the city's cultural, social, economic, political, and architectural history.
- 2) Safeguard the city's historic and cultural heritage, as embodied and reflected in such landmarks and historic districts.
- 3) Enhance the quality of the city's visual environment.
- 4) Stabilize and improve property values.
- 5) Foster civic pride in the beauty and heritage of the past.
- 6) Protect and enhance the city's attractions to residents, tourists and visitors, and serve as a support and stimulus to business and industry.

- 7) Assure the highest quality of design for all public and private projects in the city.
- 8) Protect and to improve the general appearance of all buildings, structures, landscaping and open areas in the city; to encourage the protection of economic values and proper use of properties.
- 9) Encourage and promote a high quality in the design of new buildings, developments, remodeling and additions so as to maintain and improve the established standards of property values within the city.
- 10) Foster civic pride in the beauty and nobler assets of the city and in all other ways possible assure a functionally efficient and visually attractive city in the future.

**Findings:** Maintaining and preserving the convent building at 1401 Clark Street will enhance the City's visual environment, especially as it is lacking in that area. When traveling east along Clark Street, motorists are visually greeted with several parking lots, stretching from the Portage County Library to nearly Division Street. When continuing past Church Street, the demolition of the convent building at 1401 Clark Street would provide more un-aesthetically appealing views of parking. The parking would be somewhat hidden as it screened from the church, yet residential homes to the south would be subject to the view of a parking lot.

**d. Whether the building or structure is of such old, unusual or uncommon design, texture, and/or material, that it could be reproduced only with great difficulty and/or expense.**

**Analysis:** The building is made of very common building materials, such as brick, wood, stone, cement, and glass. Structurally the building is very sound, displaying little deterioration. Building design is simple, with building floors differing in layout and design. Small rooms, former living quarters, exist on the second floor, along with communal bathrooms. A small chapel room exists on the first floor.



**Basement**



**First Floor**

**Findings:** The building could be reproduced or replicated fairly easily, however it would be at a significant cost, as the entire exterior is brick.

**e. Whether retention of the building or structure would promote the general welfare of the people of the city or the state, by encouraging study of American history, architecture and design, or by developing an understanding of American culture and heritage.**

**Analysis:** The building holds little historical significance related to American history, architecture and design, or American culture and heritage.

**Findings:** Preserving the convent building at 1401 Clark Street would promote little to no study of American history, architecture, and design, nor American culture and heritage. However, it does contribute to the overall campus.

- f. **Whether the building or structure is in such a deteriorated condition that it is not structurally or economically feasible to preserve or restore it, provided that any hardship-or difficulty claimed by the owner which is the result of any failure to maintain the property in good repair cannot qualify as a basis for the issuance of an approval to demolish.**

**Analysis:** Several components of the building are deteriorated, however, none related to the structural integrity of the building. Windows throughout the entire building are deteriorated to the point where they no longer are efficient in retaining heat and blocking out moisture. Stained Glass windows within the Chapel have been removed and covered with wood. Some rooms exhibit a need for repairs or renovation. Bathrooms have no toilets or sinks and plumbing is need of an upgrade. Exterior and interior brick are in adequate shape with rarely any areas in need of major attention. Electrical, plumbing, and heating are adequate and although are in need of an upgrade pose no danger. Carpet, tile, and ceilings within certain rooms on the first and second floor are in poor order.

**Findings:** Most of the deterioration described above pertains to building's interior accents and not to structural components. It is important to note the building was recently emptied of all belongings. As the building hasn't been utilized fully in several years, many areas have been left unattended. Furthermore, several rooms have been used as storage for the Parish and school.



Second Floor Bathrooms



First Floor Chapel Room

- g. **Whether any new structure proposed to be constructed or change in use proposed to be made is compatible with the buildings and environment of the district in which the subject property is located.**

**Analysis:** The future use proposed by the applicant for the property is a parking lot and greenspace area. The expansion of an existing parking lot utilized primarily by the on-site school would occur upon the demolition of the convent. As greenspace exists to the east the potential to expand this greenspace would be possible. The applicant has stated that the Parish could utilize the space to construct a semi-sheltered pavilion with picnic tables, to be used for Parish events.

**Findings:** There are several parking lots within the vicinity of the property in question. Additionally, the expansion and use of the property for parking would lead to the resurfacing of an existing parking lot and assist in lessening the deficiency of parking within the downtown. Parking along side streets would be reduced during church functions as well. Aesthetically however, additional parking along Clark Street will not increase the aesthetics. Clark Street is the main thoroughfare from downtown and should

promote an appealing and enticing view to those traveling along it. Instead, the thoroughfare has been increasingly stricken with more parking and asphalt. The City of Stevens Point is working towards following sustainability principals in development, regulation, and operation. Sustainability principals include promoting adaptive reuse, as well as, increased density. The demolition of the convent building at 1401 Clark Street does not match these principals.

**h. Whether demolition of the building or structure would promote conformance with other criteria as designated in the architectural design guidelines.**

**Analysis:** Standards exist within the Historic Preservation and Design Review Guidelines that address architectural designs, materials, entrances, windows, and signage. Those found below have not been met and can be addressed through demolition:

**Windows**

- The original shape, proportion and scale of window openings shall be maintained. Blocking up or otherwise closing off of an original window shall not be permitted unless deemed necessary for energy efficiency.

First floor windows, facing north, are boarded up. Stained glass previously occupied the window openings.

**Findings:** The demolition of the building would meet the window standard that fails to be met, however the loss of the building entirely would result. The HP/DRC has the power to designate types and style of materials, and design. Replacement of windows can be performed without major renovation to the building.

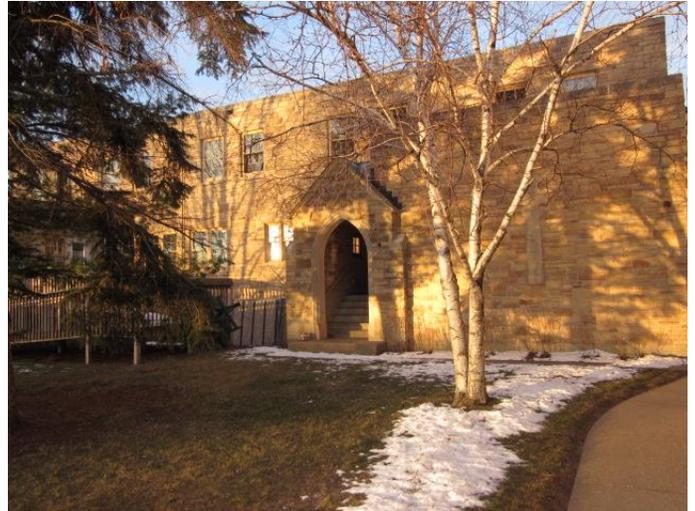
When reviewing the standards of review for demolition, many are not met, reinforcing the importance to retain the building. The biggest factor in reviewing this request may be the proposed future use, slated as parking. Parking surrounding the building is adequate with several public and private lots available to accommodate members of the congregation, employees, and students. Although there may be an identified deficiency of parking within the downtown, it is not a viable reason to demolish a vacant contributing historic building. Parking is available along the street for parish members and patrons. Much of the deterioration is on accent features such as carpet, tile, drywall, trim, etc. Major upgrades are needed to the plumbing, which include the installation of toilets and sinks, however the cost of those upgrades may be offset if another use is established within the building, generating revenue. As the Parish has already shown interest in leasing space within the building, allowing for additional uses may be worth exploring.

When taking into consideration all of the above, staff recommends denying the request to raze/demolish the convent building at 1401 Clark Street.

# Exterior Building Images



**West Façade**



**East Façade**



**East Façade - Facing Pine & Ellis Streets**



**North Façade - Boarded up Windows**



**South Façade - Basement Windows**



**West Façade - Entrance Door**

# Interior Building Images



Basement



Basement - Mechanical Room



First Floor - Kitchen Area



First Floor



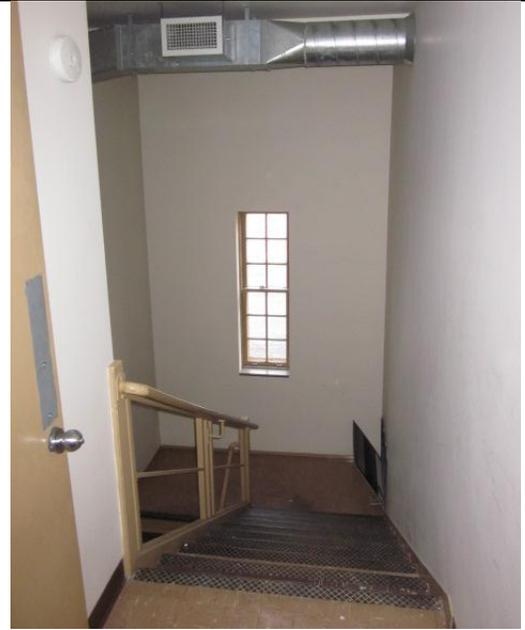
First Floor - Hallway



First Floor



**Basement Stairwell**



**Second Floor Stairwell**



**Second Floor - Hallway**



**Second Floor**



**Second Floor - Living Quarters**



**Bathroom - Shower**

Name and Address	Parcel #	Alt Parcel #
St Stephen Parish 1401 Clark St Stevens Point, WI 54481	240832100709	240832100709
	Property Address	
	1401 Clark St	
Display Note		

**OWNERSHIP HISTORY**

Owner	Sale Date	Amount	Conveyance	Volume	Page	Sale Type
St Stephen Parish	10/25/2007	\$25,000	Quit Claim Deed	710277		Land & Build.

**PERMITS**

Date	Number	Amount	Purpose	Note
10/8/2010	37395	\$1,500	066 Plumbing	parking lot storm sewer Ramp for accessibility for old Schools
3/25/2008	35348	\$13,000	016 Deck/Patio/Porch	
1/15/2003	31328	\$1,500	099 Sign	

**2012 ASSESSED VALUE**

Class	Land	Improvements	Total
X5-Other Exempt	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**LEGAL DESCRIPTION**

LOTS 1 - 8 & LOTS 37 - 42 A G & ELLIS ADD 37/49 123/542 152/303 168/265-6 202/604 710277

**PROPERTY IMAGE****PROPERTY SKETCH**

January 14, 2013

Kyle Kearns, Economic Development Specialist  
Dept. of Community Development  
City of Stevens Point

Re: St. Stephen Convent building demolition

Mr. Kearns,

Over the past several years, St. Stephen Parish has struggled to maintain its existing convent building, located immediately to the south of the Church. Within that time, in an attempt to offset costs, we have leased spaces within the building to various organizations, including Stevens Point Area Catholic Schools, Catholic Charities, and other private and charitable entities. However, the costs of providing heat, utilities and other maintenance for these tenants has continued to be a financial strain on our Parish operating budget.

Time and the elements have taken their toll on the building, and the Parish has come to the determination that any amount of revenues from tenant leases will not come close to covering the cost of physical repairs and maintenance that the building requires. Additionally, this does not take into account the costs of bringing the building into compliance with current handicapped accessibility codes, should any tenant require it.

Within the last few months, interest has been shown in the building from an outside business entity, which would create apartment units within the building. However, when they learned of the amount of repair the building would need, their interest quickly faded.

Therefore, it was the decision of the Parish Finance Council to empty the building, turn off the heat and plumbing, and prepare the building for demolition, with the sole purpose of eliminating ongoing costs of utilities, maintenance and insurance. The Parish has been granted permission to do so from the Diocese of LaCrosse, and now wishes to seek permission for demolition from the City of Stevens Point, as the building falls within the downtown historical district. We as a Parish intend to cooperate fully in any process necessary to this end.

As a further note, since the convent building was constructed in or around 1958, and the existing Church, School and Rectory were constructed in the early 1920's, we believe that the convent building has very little, if any, historical significance. We feel that after the building is gone, the area could be better utilized for additional parking, green space, or a semi-sheltered outdoor space for Parish functions, picnics, and the like.

Our Parish would appreciate any consideration by the Historic Preservation/Design Review Commission toward this information regarding the convent building demolition.

Sincerely,  
Phil DiSalvo  
Member, St. Stephen Parish Finance Council



# Memo

**Community Development**  
 City of Stevens Point  
 1515 Strongs Avenue  
 Stevens Point, WI 54481  
 Ph: (715) 346-1567 • Fax: (715) 346-1498

**City of Stevens Point – Department of Community Development**

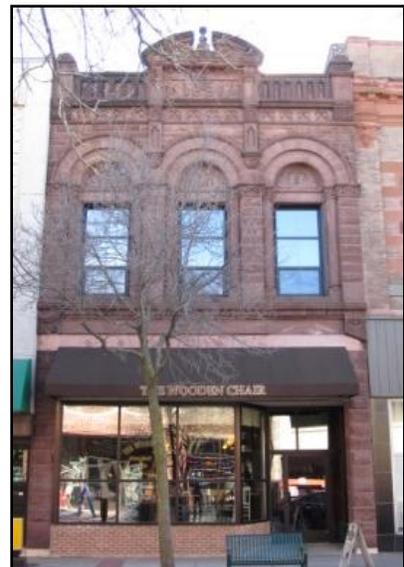
To: Historic Preservation / Design Review Commission  
 From: Michael Ostrowski and Kyle Kearns  
 CC:  
 Date: 2/6/2013  
 Re: Downtown Façade Improvement Grant Amendment - The Wooden Chair

Jerome Kawski, owner of the Wooden Chair, was approved for \$11,856.11 in June of 2012 to perform the below activities to his building at 1059 Main Street.

Improvements	Details	Cost	Proposed Matching Grant Assistance
Masonry	Tuckpointing	\$3,740	\$1,870.00
	Granite Cost	\$4,926.50	\$2,465.25
	Granite Installation	\$1,900	\$950.00
Windows	Commercial (1 <sup>st</sup> Floor)	\$4,482	\$2,241
	Residential (2 <sup>nd</sup> Floor)	\$4,800.00	\$2,400
Awning	Front Awning (Traditional Triangle)	\$3,859.73	\$1,929.86
<b>TOTAL</b>		<b>\$23,712.22</b>	<b>\$11,856.11</b>

Costs associated with masonry for the purchase and installation of granite were not performed. The applicant, staff and Chair of the HP/DRC agreed that another method of construction could be performed, the installation of brick. Therefore, the applicant received \$8,440.86 for the windows, awning, and tuckpointing work. See the finished building photo.

Upon reimbursement two discrepancies were found within the approved work and funding. Those discrepancies total \$680.00 and are described below. The applicant is requesting an amendment to his awarded façade improvement program funds in the amount of \$340.00, 50% of the total.



1. The bid from Precision for first floor windows did not include the replacement of vinyl to match the existing. Instead this line item was placed on a Precision bid for the installation of a rear door, not covered by the façade improvement grant. Please see the two attached bids where the item has been highlighted. A required condition for the project was that first floor and second floor window trim shall match. Therefore, staff is recommending approving the amendment of grant funds in the amount of \$150.00.
2. The second discrepancy is found within the second floor window bid. The Precision bid outlines two options for the second floor windows. The cost for option 1 was approved as it was the lower of the two. However, option 2 was chosen as it incorporated anodized aluminum windows. Anodized finish is preferred over vinyl, and once again the condition for the approval of funds states that first floor window and second floor window trim shall match. Therefore staff recommends approving the amendment of grant funds in the amount \$190.00, which is half of the difference of the two options.

Staff recommends approving the request for an amendment to the façade improvement grant award in the amount of \$340.00 to Jerome Kawski, representing The Wooden Chair, LLC, at 1059 Main Street for the purposes mentioned above.



2326 POST ROAD
STEVENS POINT, WI 54481
CL: 715.347.8040
FX: 888.700.0516
brandt@precisionglasswi.com

Date: 4/13/12

Project: Storefront

To: The Wooden Chair

Location: Stevens Point WI

Att: Jerry/Carrie

Proposal #: 12-0043 REV1

WE PROPOSE TO FURNISH materials and/or labor as follows:
GLASS: 1" OA CLEAR LOW-E INSULATED (TEMPERED AS REQUIRED BY CODE) WITH ARGON GAS
FRAMING: KAWNEER 451T 2" x 4 1/2" THERMALLY IMPROVED STOREFRONT
FINISH: #40 CLASS I DARK BRONZE ANODIZED

- (1) - (3) LITES WIDE x (2) LITE HIGH, APX FRAME SIZE 166" x 108"
(1) - (1) LITE WIDE x (2) LITES HIGH, APX FRAME SIZE 60" x 108"

.040 BREAK METAL FINISHED TO MATCH FRAMES USED AS CORNER CLOSURES

TOTAL AS DESCRIBED ABOVE, FABBED, FURNISHED, AND INSTALLED, TAX INCLUDED, IS: \$4,482.00

\*\*PRICE ABOVE INCLUDES REMOVAL AND DISPOSAL OF THE EXISTING MATERIAL

ABOVE PRICING IS FOR THE STOREFRONT FRAMING ONLY - SEE ADDITIONAL ATTACHMENT FOR REAR ALUMINUM DOOR AS WELL AS VINYL LETTERING

This proposal offer is valid for 30 DAYS from the above date. If the proposal offer is not accepted within the specified period this offer becomes invalid unless extended in writing by parties. This proposal offer is subject to the following terms and conditions which are an integral part of this offer.

WE RESERVE THE RIGHT TO CORRECT CLERICAL ERRORS, NOT WITHSTANDING PRIOR ACCEPTANCE OF THE BID OR IN ONE OF SUBSTANCE RATHER THAN FORM, AND ACCEPTANCE OF THE PROPOSAL OCCURS BEFORE ITS CORRECTION. SUCH ACCEPTANCE MAY BE WITHDRAWN IF CORRECTION REVEALS THE PROPOSAL UNACCEPTABLE. WORK WILL BE COMMENCED AS PROMPTLY AS POSSIBLE AFTER CONTRACTOR NOTIFIES US THAT SUFFICIENT AREAS ARE READY FOR GLAZING TO INSURE CONTINUOUS WORKING CONDITIONS WITHOUT INTERRUPTING ON US UNNECESSARY TRIPS TO AND FROM THE JOB. WHEREAS EXTRA TRIPS ARE REQUIRED BY THE CONTRACTOR, ADDITIONAL CHARGES WILL BE MADE. WORKS WILL BE EXECUTED AS PROMPTLY AS POSSIBLE, BUT SUBJECT TO DELAYS OCCASIONED BY STREETS, LOCKOUTS, FIRE, CARRIAGES, AND OTHER CAUSES BEYOND OUR CONTROL. WE DO NOT REPLACE BREAKAGE OR DAMAGED MATERIALS UNLESS CAUSED DIRECTLY BY OUR EMPLOYEES. THIS PROPOSAL IS BASED ON ALL WORK BEING PERFORMED DURING REGULAR WORKING HOURS. EXTRA CHARGES WILL BE MADE FOR ANY OVERTIME WORK. THIS PROPOSAL IS SUBJECT TO THE APPROVAL OF OUR CREDIT DEPARTMENT. WE AGREE TO INSURE OUR OWN WORK AND WILL NOT ASK THE ASH CHARGE FOR REMOVAL BY OTHERS. SCHEDULING IS TO BE PROVIDED BY THE GENERAL CONTRACTOR WITHOUT CHARGE TO US, UNLESS OTHERWISE AGREED. THE GENERAL CONTRACTOR WILL PROVIDE ADEQUATE STORAGE SPACE FOR MATERIALS INSIDE THE BUILDING, WITHOUT CHARGE. OUR PROPOSAL DOES NOT INCLUDE ANY SPECIAL EXCLUSIVE TO COMPLETE WORK IN ADVERSE WEATHER. THIS PROPOSAL WILL BE INCORPORATED AND MADE PART OF ANY CONTRACT. THE TERMS AND CONDITIONS OF OUR PROPOSAL SHALL SUPERSEDE ANY CONFLICTING PROVISIONS IN OTHER CONTRACT DOCUMENTS. WE WILL NOT ACCEPT CHANGES OR EXTRAS TO THE CONTRACT WITHOUT PRIOR WRITTEN AUTHORIZATION PROVIDED ADEQUATE ADJUSTMENT TO THE CONTRACT. WE ARE TO BE APPOINTED AS QUALITY USE OF THE MOST EFFICIENT REGULAR WORKING HOURS FOR TRANSPORTATION OF OUR MATERIALS. NO CHARGE IS TO BE MADE FOR OUR EMPLOYEES USE OF TEMPORARY ELEVATORS. IT IS UNDERSTOOD THAT WE ARE TO BE PROVIDED THE SUITABLE SPACE ON THE PROJECT SITE FOR STORAGE OF MATERIALS WITHOUT CHARGE. ALL MATERIALS WILL BE FURNISHED IN ACCORDANCE WITH MANUFACTURER'S TOLERANCES FOR COLOR VARIATIONS, THICKNESS, SIZE, FINISH, TEXTURE, AND PERFORMANCE STANDARDS. WE DO NOT CLEAN ANY MATERIAL, GLASS, METAL, CONSTRUCTION, OR SPANDREL. THIS PROPOSAL DOES NOT INCLUDE ANY CLEANING OF INSTALLED MATERIALS. TERMS TO BE PAID EACH MONTH UPON PRESENTATION OF INVOICE, THE BALANCE IN FULL WITHIN 30 DAYS AFTER COMPLETION OF OUR WORK.

ACCEPTED: \_\_\_\_\_

PROPOSAL BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Brandt Laughnan



2326 POST ROAD
STEVENS POINT, WI 54481
CL: 715.347.8040
FX: 888.700.0516
brandt@precisionglasswi.com

Date: 4/13/12 Project: Back Door
To: The Wooden Chair Location: Stevens Point WI
Att: Jerry/Carrie Proposal #: 12-0093

WE PROPOSE TO FURNISH materials and/or labor as follows:
GLASS: 1" OA CLEAR LOW-E INSULATED TEMPERED WITH ARGON GAS
FRAMING: TUBELITE
DOOR: TUBELITE NARROW STILE W/ 10" BOTTOM RAIL
FINISH: CLASS I DARK BRONZE ANODIZED

(1) - 42" x 84" SINGLE DOOR, NO TRANSOM, NO SIDELITE(S). DOOR HARDWARE TO CONSIST OF (1) EA TOP AND BOTTOM OFFSET PIVOTS, (1) EA AR MS 1850 DEADBOLT LOCK W/ CYLINDER AND THUMBTURN, (1) SET CO-9/CP-II PUSH/PULL, (1) HOLD OPEN CLOSER, (1) SWEEP, AND (1) 4" x 1/2" ADA THRESHOLD

TOTAL AS DESCRIBED ABOVE, FABBED, FURNISHED, AND INSTALLED, INCLUDING TAX AND REMOVAL/DISPOSAL OF THE EXISTING DOOR/FRAME/HARDWARE, IS: \$1,690.00

TO REPLACE THE VINYL ON THE FRONT WINDOW, TO MATCH EXISTING, INSTALLED, INCLUDING TAX, IS: \$300.00

TO REPLACE THE VINYL ON THE BACK DOOR, TO MATCH EXISTING, INSTALLED, INCLUDING TAX, IS: \$150.00

BELOW IS CONTACT INFORMATION FOR A COMPANY THAT CAN ASSIST YOU WITH THE DOOR ALERT

http://www.dakotaalert.com/
Phone 605.356.2772
Fx 605.356.3662

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ACCEPTED: \_\_\_\_\_

PROPOSAL BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Brandt Laughnan



2326 POST ROAD
STEVENS POINT, WI 54481
CL: 715.347.8040
FX: 888.700.0516
brandt@precisionglasswi.com

Date: 4/27/12 Project: Upstairs windows/doors
To: The Wooden Chair Location: Stevens Point WI
Att: Jerry/Carrie Proposal #: The Wooden Chair - apartment windows

WE PROPOSE TO FURNISH materials and/or labor as follows:

Replace (3) windows in upstairs apartment (Main Street side) as per request.

Option #1 - Vinyl double hung window with stationary picture window mulled on top of it thus making it a (3) tall x (1) lite wide window. Glass to be low-e with argon gas. Cost includes grids (between the glass) as per request. Exterior perimeter of window to be wrapped with aluminum. ("Brick-mold" only)

Beige vinyl interior/exterior \$4,520.00 tax included
Add for painted exterior (1) of (7) colors with white interior \$280.00

Option #2 - Bronze anodized aluminum window split in 1/2 -- lower 1/2 to be a project in hopper window - upper 1/2 to be stationary - Glass to be low-e with argon gas. Cost includes grids (between the glass) as per request. Exterior perimeter of window to be wrapped with aluminum. ("Brick-mold" only)

For the sum of \$5,180.00 tax included

Replace exterior entrance door to the apartment as requested. (Picture of new door is attached) Door to be custom size to fit opening. Cost includes: Low-e/argon gas glass - pre-finished interior/exterior - mail slot - 430 door style - full wood frame - Heritage Fiberglass door slab - Embossed 2-panel (lower) - Trilennium multi-point lock with Pinnacle lever handle - Reuse interior casing - Includes exterior aluminum wrapping.

For the sum of \$3,090.00

Thank you for the opportunity to bid on this project. If you have any questions or would like to place an order please call Don Turzinski at 715-344-8525.

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ACCEPTED: \_\_\_\_\_

PROPOSAL BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Brandt Laughnan