

AGENDA
HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

Wednesday, November 6, 2013 – 3:30 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 September 4, 2013 HP/DRC meeting.
2. Request from James Guzman for façade improvement grant funds in the amount of \$14,830.00 and design review for exterior building work, including the installation of an E.I.F.S. system and metal roof cap at **1100 Centerpoint Drive (Parcel ID 2408-32-2002-07)**.
3. Request from Steve Tibbetts for design review for painting that has occurred to first floor commercial windows at **1201 Main Street (2408-32-2027-06)**.
4. Façade Improvement Grant Program update.
5. Historic Preservation / Design Review Commission logo.
6. Review of the City of Stevens Point Historic Preservation / Design Review Commission – Design Guidelines.
7. Adjourn.

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.

REPORT OF THE HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

September 4, 2013 – 4:30 p.m.

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

PRESENT: Lee Beveridge, Tim Siebert, Karl Halsey, and Alderperson Mary Stroik

ALSO PRESENT: Director Michael Ostrowski, Economic Development Specialist Kyle Kearns, Brandi Makuski, Brent Wiersma, Mark Strehlow, and Jon Marty.

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Discussion and possible action on the following:

1. Approval of the report from the August 14, 2013 HPDRC meetings.
2. Request from Jon Marty, representing the property owner, for design review approval to renovate and rehabilitate a detached accessory structure at 1500 Clark Street (**Parcel ID 2408-32-1006-19**).
3. Request from Tina Grawlik, representing the property owner, for design review approval of signage at **1105 Main Street (Parcel ID 2408-32-2026-53)**.
4. Façade Improvement Grant Program update and uses of funds.
5. Adjourn.

1. Approval of the report from the August 14, 2013 HP/DRC meeting.

Motion by Commissioner Siebert to approve the report August 14, 2013 HPDRC meeting; seconded by Commissioner Halsey. Motion carried 3-0.

2. Request from Jon Marty, representing the property owner, for design review approval to renovate and rehabilitate a detached accessory structure at 1500 Clark Street (**Parcel ID 2408-32-1006-19**).

Economic Development Specialist Kyle Kearns stated the property is within the Clark Street Historic District and the request is for a new detached garage. Materials for the detached garage include a traditional style galvanized steel garage door, LP smart trim and cedar shake siding, new wood window, and new roof, soffit and fascia.

Jon Marty, 4570 River Drive, explained they had put new soffit and fascia on the house, installed windows on the first floor, and then rebuilt the dormer in the back with LP Shake siding. He continued stating the home owner wanted the detached garage razed the whole time, but then asked to have the garage fixed with the LP smart siding, along with a new garage door and overhaul with new materials. Mr. Marty continued stating shake siding was chosen as the home has eight inch lap steel siding.

Commissioner Siebert asked where the window was on the garage, to which Mr. Marty stated on the back left side.

Commissioner Beveridge asked if the garage was the same age as the house, to which Mr. Marty responded, it is unlikely as the lumber isn't rough cut, it is smooth.

Alderperson Mary Stroik arrives at 4:34pm.

Commissioner Beveridge points out everything there is original, to which Mr. Marty stated he assumes so since everything there is in pretty bad shape. Commissioner Beveridge stated the guidelines call for replacement of original materials with original materials, and we would have a problem with changing to the proposed siding, and door.

Economic Development Specialists Kyle Kearns presented an example of the material for the windows and trim, and an example of the garage door with the traditional garage design. Commissioner Beveridge maintained that the commissions' hands are tied in that the garage has to stay exactly as it is only with new materials if they are rotted or deteriorated. Furthermore, the Commission can't give permission to change the style. Mr. Marty asked if they can cover the existing siding with new cedar siding, to which Commissioner Beveridge stated if it is resided it should be with the same type of wood as the existing garage. Mr. Marty explained that the roof will be torn off and redone, soffit and fascia overhangs are rotted, and the siding is falling apart. He continued stating the garage door is a safety hazard, and asked if the soffit and fascia could be changed since they had just redone the house. Commissioner Beveridge stated that the house request should have been brought to the commission. Commissioner Siebert confirmed that the door is wood, and that may be an issue as a wood garage door may not be available, or at increased costs. Commissioner Beveridge asked if Mr. Marty could look around for garage door costs and leave it up to the chair and staff to approve the request. Mr. Marty clarified the garage can be basically painted or patched, to which Commissioner Beveridge confirmed you can also replace with like materials if needed. Mr. Marty stated the owner will probably decide to tear it down if he can't change it, to which Commissioner Beveridge stated he can't do that, either.

Director Ostrowski asked if the majority of the siding is rotten, to which Mr. Marty stated not rotted, but rotting and would need to be painted to last any longer. Commissioner Beveridge stated the siding should be repaired if it is repairable; otherwise replace the boards with same size and materials. Director Ostrowski stated in terms of the engineered wood trim, they are trying to save what is there and make it presentable. He does not think it was built the same time as the home. Director Ostrowski continued, pointing out that they are trying to improve the structure and keep it presentable in that district. Director Ostrowski stated some of the existing materials may be either sanded or painted, but they are also trying to make it last. He continued, he does not see the applicant trying to alter the size or shape of the structure, just

some of the existing materials on the exterior, and trying to find a wooden garage door to go with this can be challenging.

Commissioner Halsey pointed out if we do not approve the project, the owner may choose to do nothing until the structure is to the point where you would have to allow it to be replaced with a different material. Mr. Marty added that is what he feels the owner will do with the structure.

Economic Development Specialist Kyle Kearns asked the commission to take into consideration the fact that the house and garage currently don't match. The applicants request involves trying to more closely match the two structures. Furthermore the request should not diminish any historical integrity found on the property. He continued stating that integrity was already lost on the existing home with the steel siding was installed and more will be lost if the building continues to deteriorate. Mr. Kearns continued informing the Commission that the homeowners are planning on painting the home next year, and if the LP siding was installed, it would be primed and paint the same color as the home, but that approach would have to come back to the commission.

Mr. Marty pointed out they did the house a disservice when the steel siding was installed, but does not see by redoing the garage would take away value.

Director Ostrowski explained that staff looked at the proposal as a deteriorating garage, of which improvements are requested, and it is a win for the district even if they are changing some of the materials on the exterior. Form, shape, and significant architectural features will remain the same.

Commissioner Siebert asked what staff was suggesting, to which Director Ostrowski explained the owner is willing to greatly improve this structure in the district, the structure itself does not match the home and was built afterwards, therefore, staff is recommending approval.

Commissioner Siebert asked if it would be more expensive to replace wood for wood, to which Mr. Marty stated the cost would be more, but close to the estimate based on the size of the structure. He added the reason why they thought the shake would be good is because it is found on the home's dormer, which would complement each other.

Commissioner Beveridge stated the commission needs to adhere to the guidelines. He added this is only a garage, but he would have a hard time accepting the new materials if it was a store front for downtown.

Mr. Marty asked the commission if the structure was left and had deteriorated to the point of having to tear it down and rebuild, which types of materials would be approved for rebuilding, to which Commissioner Beveridge stated the type of materials that are common to the building era. Furthermore, he stated as soon as the new structure is put up it becomes a part of the district and has to stay true to that age of construction.

Motion by Commissioner Siebert to approve repairs to the detached garage using the same materials as the original construction.

Commissioner Halsey pointed out the owner may not choose do that at all, and this is tough with him not being here.

No second, Motion fails.

Commissioner Halsey asked the contractor to check on the price of repairing wood for wood. Mr. Marty estimated the wood garage door at about \$3,000 and the service door at \$2,000..

Director Ostrowski asked if the soffit and fascia was in really poor shape, to which Mr. Marty answered it is worse than the siding. Director Ostrowski asked if it would be possible to scrape and sand the original siding and repaint, replacing only rotted boards. Mr. Marty stated he would have to look at the garage again. Commissioner Beveridge asked if Mr. Marty would take a look at it again and let the commission know, with staff and the chairperson approval.

6. Motion by Commissioner Siebert to approve the request from Jon Marty, representing the property owner, for design review approval to renovate and rehabilitate a detached accessory structure at 1500 Clark Street with the following conditions:

- **Methods of restoration using originals materials such as wooden doors shall be pursued if possible.**
- **The applicant shall research methods of restoration meeting the historic design review guidelines and include costs and or a timeframe for those methods. Research shall be presented to the designated agent and Commission chairperson.**
- **The designated agent and Commission chairperson shall have the authority to approve materials used for the garage siding, doors, windows, and other building elements.**

Seconded by Alderperson Mary Stroik. Motion carried 4-0.

3. Request from Tina Grawlik, representing the property owner, for design review approval of signage at 1105 Main Street (Parcel ID 2408-32-2026-53).

Economic Development Specialist Kyle Kearns explained there have been two signs installed, Clay Corner Studio and Blonde and Beyond, which did not go through the Historic Preservation / Design Review Commission for approval. Currently the signs are side by side, and staff has concerns with the color scheme and the type of materials used for each of the signs. He continued stating Clay Corner Studios also has a sign of similar design within the rear of the building. He added the signs do meet the sign standards within our sign code. Director Ostrowski added he feels the Clay Corner Studio sign is a good fit for the building. Furthermore, he pointed out that the sign was moved when Blonde & Beyond located within the store, which now creates a very compressed appearance creating incompatibility. Lastly, Director Ostrowski stated the rear façade Clay Corner Studio complements the rear of the building. The challenge is

to identify a way to allow multitenant buildings to display compatible signage. Commissioner Siebert asked if it was the same door for both businesses, to which Mark Strehlow of Clay Corner Studio explained they share a foyer, and then past that is a partial wall and a door to each business.

Commissioner Siebert clarified can Blonde and Beyond be modified to fit better with the Clay Corner sign, to which Director Ostrowski stated somehow, or whether signage can be put on the awning as an option. Mr. Strehlow stated he had originally contacted several awning places about changing the flap on the logo, and none of the awning/sign places were able to change the flap, but wanted to replace the whole awning.

Director Ostrowski suggested a projecting sign that would complement the business and look similar to other businesses in the downtown would be an allowed option. Commissioner Siebert asked if that would hinder the view of the Clay Corner sign, to which Director Ostrowski stated possibly. Commissioner Beveridge pointed out you would want a projecting sign to be in the center for balance.

Commissioner Siebert stated if the sign does come down, then the Clay Corner sign should move to its original position. Mark Strehlow, Clay Corner Studio, explained they were unaware of any guidelines or regulations, and the landlord did not provide any of that information to them at the time of sign installation.

Kyle Kearns stated it would be plausible to put some form of stitching on the awning for Blonde and Beyond, but again you typically want your signage over your entrance, which would contradict that theory and possibly mislead customers.

Director Ostrowski pointed out that without shrinking the Clay Corner Studio sign and having two complementary signs, it is difficult to get both signs in that location to match or complement each other. Commissioner Beveridge suggested if the owner went back to what they had originally, and a projecting sign was put right under the center of the Clay Corner Studio sign, original colors and graphics could exist. Director Ostrowski reminded the commission that projection sign requirements would still need to be met. He suggested if you the Clay Corner Studio sign is moved higher in the signable area, enough room should be left for a projecting sign, or possibly a separate wall sign for Beyond Blonde below.

Commissioner Beveridge clarified that the front center awning had been removed, to which Mr. Strehlow stated correct. Mr. Strehlow furthermore stated that flexibility in determining a signage that would work for both businesses would allow for more options.

Alderperson Stroik suggested having the word studio go vertically in the signable area and then have room for both signs in that area and above their business doors. Mr. Strehlow pointed out the owner was not thrilled about drilling holes in the building, and asked that the Blonde and

Beyond sign be a design that is more similar to the existing Clay Corner Sign. Director Ostrowski added that signage does not need to be identical in color we, but should be similar in size.

Alderperson Stroik asked if the concern was that the signs were just too different or if Blonde and Beyond was just to modern of a look for downtown, to which Director Ostrowski answered it is essentially a metal panel posted on the building, where typically we would like to see individual lettering and some accent lighting. Commissioner Halsey added he doubts Blonde and Beyond will want to change their lettering as they have very specific style for the modern hair place. Director Ostrowski pointed out if you place Clay Corner Studio above in the signable area enough room may be left for Blonde and Beyond to have a wall sign displaying lettering horizontally. Discussion will need to occur with the salon owner.

Motion by Commissioner Siebert to approve signage at 1105 Main Street with the following conditions:

- **The applicant and or tenant shall return the 'Clay Corner Studio' sign to its original position (on one line), incorporating one of the following options for the second tenant sign, 'Blonde & Beyond':**
 1. **Remove the existing 'Blonde & Beyond' sign and place new signage on the awning valance, to be approved by the Commission Chairperson and designated agent (City staff).**
 2. **Remove the existing 'Blonde & Beyond' sign and place a new wall sign complimenting the materials, proportion and design of the 'Clay Corner Studio' sign, to be approved by the Commission Chairperson and designated agent (City staff). This option would require the shifting of the 'Clay Corner Studio' sign up, which would then provide room for a horizontal 'Blonde & Beyond Sign.**
 3. **Remove the existing 'Blonde & Beyond,' shift the 'Clay Corner Studio' sign up, and install a 'Blonde & Beyond' projecting sign meeting the sign guidelines, to be approved by the Commission Chairperson and designated agent (City staff).**

Seconded by Commissioner Halsey. Motion carried 4-0.

4. Façade Improvement Grant Program update and uses of funds.

Director Ostrowski explained that \$192,000 is still available within the Façade Improvement Grant Program. Furthermore, the program was originally set up preventing tax exempt properties from applying, but we have since had inquires by tax exempt properties to access the funds. He continued stating there is a benefit to improving tax exempt properties as they do add to the character of the historic district; however the guidelines were set up eliminating them from applying, and any modification would need to go to the Finance Committee and Common Council for approval. He continued we have also sent out letters to properties in the district and we are starting to get a significant number of requests. Lastly, the Commission has been reviewing applications as they come, however, the original guidelines state, the commission will review requests beginning in February of each year. As a number requests have been received recently, we may want to begin ranking projects.

Commissioner Siebert commented that the Fox Theater was interested in applying for funds for several building improvement activities. Director Ostrowski clarified they are non profit, and many project activities would be considered maintenance, but it is a very identifiable property within the downtown. Commissioner Siebert asked how this would work, to which Director Ostrowski stated you would just instruct us to add tax exempt properties, allowing them to become eligible. The next step in the process is to get the approval of the Finance Committee and Common Council. Mr. Kearns stated Frame Memorial Church is also interested in obtaining funds for masonry work , however they are tax exempt, and as the guidelines stand they are unable to obtain funds for that work. Brent Wiersma representing Frame Memorial Presbyterian Church, added they have to do some tuck pointing to preserve the brick chimneys and their historic building, and since they are under the review of the Historical Commission they are wondering if they could be made eligible to apply. Commissioner Siebert asked if it would be too much of a bother to review on a case by case basis, to which Mr. Kearns stated potentially, however several non-profit organizations will likely apply. Commissioner Siebert stated he is ok with opening up the requests to non-profit organizations, but not to apartment complexes.

Mr. Kearns clearly identified that the increased interested in the program has sparked the potential to change the review process, potentially ranking projects. Brent Wiersma from Frame Memorial Presbyterian Church asked if there was a review period for projects, to which Mr. Kearns answered the guidelines state in February of every year the projects will be reviewed, however they also stated they can be reviewed on a case by case. Mr. Wiersma then asked what the source of program funding was, to which Mr. Kearns explained funds came from a loan program, which was never accessed and after sitting dormant for years those funds were converted in 2012 to a grant fund.

Commissioner Beveridge stated he does not have any issue with the non profits, and really tends to think about the buildings rather that the owners in the district.

Motion by Alderperson Mary Stroik to lift the restriction within the Façade Improvement Grant Program guidelines preventing tax-exempt properties from applying for façade funds; seconded by Commissioner Siebert.

Commissioner Beveridge asked if the criteria used will create negatives for the property to obtain funds, to which Mr. Kearns answered not every request meets all the guidelines either. He added that the guidelines have established ranking criteria and eligibility criteria, of which eligibility criteria will need to be changed to allow tax-exempt properties from applying.

Motion Carried 4-0.

5. Adjourn.

Meeting adjourned at 5:31 p.m.

Administrative Staff Report

James Guzman
 Façade Grant and Design Review
 1100 Centerpoint Drive
 November 6, 2013



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

<p>Applicant(s):</p> <ul style="list-style-type: none"> James Guzman <p>Staff:</p> <ul style="list-style-type: none"> Michael Ostrowski, Director mostrowski@stevenspoint.com Kyle Kearns, Associate Planner kkearns@stevenspoint.com <p>Parcel Number(s):</p> <ul style="list-style-type: none"> 2408-32-2002-07 <p>Zone(s):</p> <ul style="list-style-type: none"> "B-2" Central Business Transition District <p>Master Plan:</p> <ul style="list-style-type: none"> Downtown District <p>Council District:</p> <ul style="list-style-type: none"> District 1 – Doxtator <p>Lot Information:</p> <p>2408-32-2018-15</p> <ul style="list-style-type: none"> Actual Frontage: 145 feet Effective Frontage: 145 feet Effective Depth: 132 feet Square Footage: 19,140 Acreage: 0.439 <p>Structure Information:</p> <ul style="list-style-type: none"> Year Built: 1940 (73 years) Number of Stories: 2 <p>Current Use:</p> <ul style="list-style-type: none"> Commercial / Office <p>Applicable Regulations:</p> <ul style="list-style-type: none"> Chapter 22 Downtown Design Guidelines Façade Improvement Grant Program Guidelines 	<p>Request</p> <p>Request from James Guzman for façade improvement grant funds in the amount of \$14,830.00 and design review for exterior building work, including the installation of an E.I.F.S. system and metal roof cap at 1100 Centerpoint Drive (Parcel ID 2408-32-2002-07).</p> <p>Attachment(s)</p> <ul style="list-style-type: none"> Parcel Data Sheet Application Rendering Contractor Bids <p>City Official Design Review / Historic District</p> <ul style="list-style-type: none"> Historic Downtown Design Review District <p>Staff Recommendation</p> <p>Deny the design review request to install an EIFS system, but instead recommend approving the rehabilitation and restoration of original materials and/or replacement of them with like materials where they are beyond repair.</p> <p>Deny the request for façade improvement grant funds, as the proposed project does not meet the historic guidelines or program guidelines. The project does not involve a significant restoration, but rather updates a portion of the façade with a synthetic material.</p> <p>If approved however, staff would recommend the following condition(s):</p> <ul style="list-style-type: none"> All work shall be completed within one year. The applicant shall submit an updated bid from the unknown contractor for the installation of the EIFS system which includes a scope, cost, and contact information. The project must adhere to Façade Improvement Grant Program Guidelines. The property must be current on all real estate and personal property taxes. No funds shall be disbursed until project is fully completed. If proposed activities change significantly in scope or cost, work relating to that activity shall be halted until the applicant has obtained necessary approval by the designated agent, and/or the commission and commission chairperson. Increases in project activity costs or the overall project cost will not be reimbursed if the proper prior approval
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is not obtained.

- The maximum City participation shall not exceed \$14,830.00 and no individual cost shall exceed the following, unless approval has been given to the HP/DRC Chairperson and designated agent in reviewing additional bids or building improvements:

Improvements	Details	Proposed Matching Grant Assistance
E.I.F.S.	Install an exterior installation finishing system over existing cedar lap siding around the entire building.	\$11,904.5
Metal Cap	Install metal cap along the entire building roof.	\$2,925.5
TOTAL (Lowest Bid)		\$14,830.00

Vicinity Map



Scope of Work

Jim Guzman is requesting Façade Improvement Grant Program funds for an exterior renovation to the building at 1100 Main Street. Mr. Guzman has owned the building for decades, making a huge investment into the renovation shortly after purchase. Currently, the building houses a few businesses, primarily office type uses. The building was formerly owned by the Worth Company, which provided equipment for soldiers in the 1940's. Mr. Guzman has stated that the existing exterior cedar board, installed in 1985, has severely cracked and curled, allowing moisture to penetrate. Moisture and rain



then continue to deteriorate the material and structure behind. Therefore, Mr. Guzman is proposing to install an exterior insulation finishing system (EIFS) in place of the existing cedar board around the entire building. No additional renovation and rehabilitation work is proposed. Below are details regarding the proposed building improvement.

Proposed EIFS System:

- Install EIFS system over existing façade with two tone color scheme, Spectrum Brown and Cotton colors.
- Install metal roof cap over existing metal and newly installed EIFS.

All proposed improvements or renovation must obtain Historic Preservation / Design Review approval.

Standards of Review

Design Guidelines

The following standards would apply to this request:

Improvement Standards

The Historic Preservation/Design Review Commission is empowered to review any new construction or exterior changes to existing buildings or site improvements within an officially designated Design Review District. The object of design review is to recognize and approve proposals which comply with adopted design standards and guidelines. The HP/DR Commission reserves the right to grant special consideration to any applicant for an exceptional design proposal which exhibits harmony with adjacent properties. Special consideration may in some cases result in variance from height, area, setback, or other standards. Variance from design standards may also be granted in cases where strict adherence may result in undue hardship to the applicant. Existing buildings, signs, and site improvements shall be grandfathered into the district.

Masonry

To the extent possible, original materials shall be retained in existing facades. They should be removed only where they are structurally unsound and are beyond restoration, and then only in accordance with an approved design scheme. Natural materials are preferred over simulated or synthetic materials. The types of material preferred, but not limited to, may include: brick, stone, wood, stucco, clay, tile, ceramic tile, quarry tile, terra cotta, and cut stone. Materials to be avoided may include, but not be limited to, concrete block, plastic, fiberglass, simulated brick, simulated stone, hardboard or metal siding panels and wood siding panels.

Analysis: The building was formerly used as a manufacturing plant and warehouse, upon thereafter; significant dollars were invested



to transform it into an office building. Much of the original building materials and foundation are in place, however, major exterior elements, along with additions have been added as uses changed. Wood panels, such as the cedar board, are not a preferred material for historic structures, however, was most likely installed along the roof line to create a consistent contour and provide character. Furthermore, the existing cedar board, although not original to the building, plays a significant role in the building's overall appearance and history. Two bids for the EIFS system has been submitted, one by Concrete Technology and the other by an unknown contractor. Two bids for a metal roof cap were submitted, one by Commercial Roofing, Inc. and the other by Concrete Technology.

Findings: It is the opinion of staff that the cedar board is original to the building, as it was installed during a time when significant renovation occurred to create an adaptive reuse for the building. Therefore, it should be preserved if at all possible. Furthermore, staff has inspected the property and visually sees no major damage except for minor fading, warping and cracking. However, there may indeed be damage underneath the cedar board that is not visible. Also, if the EIFS is proposed to be installed over the existing cedar board, any rotting boards or moisture may remain trapped, continuing to deteriorate the façade.



In regards to the bids, if approved staff would require an updated and complete bid for EIFS work from the unknown contractor.

Façade Improvement Grant Standards

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

Analysis: The building is located at 1100 Main Street and falls on the inside edge of the downtown design review

Findings: This standard is met.

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

Analysis: The request is for the installation of an EIFS system surrounding the entire building along the roof line. Two facades directly face public streets; south facades facing Centerpoint Drive and the east façade facing Union Street.

Findings: Currently, all four sides of the building are visible from public rights-of-way, however only due to the vacant property to the west. I would encourage the commission to be cautious in approving funds for work occurring on all facades, as other project activities did not received funds because some façades did not directly face the street.

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

Analysis: Façade improvement activities are proposed for the entire building, however only consists of two activities, the installation of an EIFS system and metal roof cap.

Findings: The proposed activities involve revamping a great deal of the building façade using a great deal of funds and taking a great deal of time. However, this would be very similar to a request to perform only tuckpointing to a building which is also costly and time consuming, but a necessary building improvement.

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 activity involves installing a synthetic material, EIFS, over existing cedar boards. The original design of the building no longer exists and did not fit the adaptive reuse, therefore was changed decades ago. A majority of the work will match that of the original building, in color, style, and design. Some materials, such as brick veneer, are not compatible with the original materials.

Findings: It is implicit that the existing structural and decorative elements existing on the building should be maintained as the original building had few to begin with and would be difficult to restore. The EIFS system may make the building more appealing, however may destroy some original historic character. Furthermore, there are several examples of buildings that have had façades destroyed with the installation of stucco, or other synthetic materials that are eventually removed to restore the building. Staff would recommend that original materials be restored and/or replaced with like materials where they are beyond repair.

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

Analysis: Two bids for each activity have been submitted; however the applicant has submitted a very vague bid from an unknown contractor for EIFS system installation.

Findings: Staff would recommend an updated bid be submitted from the unknown contractor which includes a scope, cost, and contact information.

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

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

Improvements	Details	Cost (bids)	Proposed Matching Grant Assistance
E.I.F.S.	Install an exterior installation finishing system over existing cedar lap siding around the entire building.	<ul style="list-style-type: none"> Commercial-Roofing, Inc. – \$23,808.00 Unknown Contractor - \$23,809.00 	\$11,905.00 \$11,904.5
Metal Cap	Install metal cap along the entire building roof.	<ul style="list-style-type: none"> Concrete Technology – \$5,851.00 Commercial – Roofing, Inc. – 5,851.00 	\$2,925.50 \$2,925.50
TOTAL (Lowest Bid)		\$29,659.00	\$14,829.50

Findings: The requested assistance is \$14,830.00. This standard is met.

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 has no property taxes or outstanding amounts owed 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, improvement standards specifically relating to masonry materials, are somewhat met.

Findings: The applicant is requesting to rehabilitate a building element using synthetic materials. As stated in above sections, the existing wood board found near the roofline is not original to the building, however is original to the buildings most recent transformation which occurred in 1986 when the use also significantly changed. When taking this into consideration, the existing wood should be maintained and restored if at all possible. The covering of this wood will reduce the historical integrity of the building which although was

somewhat transformed, still has significance. Aesthetically, the proposed EIFS system may be more appealing, however does not fix the existing deteriorated wood as it is proposed to be installed over the existing. Staff would recommend rehabilitation and restoration activities be pursued to the existing cedar board as it meets the Downtown Design Guidelines.

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

Analysis: Only exterior work to the façade is being proposed. Proper building permits will be obtained.

Findings: This standard is met.

Ranking of Projects for Grant Funds

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

1. Projects that will encourage other restoration or redevelopment within the downtown TIF District area.

Findings: This building is located along a prominent street within the downtown that is likely to become highly traveled as redevelopment and new development occurs nearby. Nearby, the new site for Mid-State Technical College has begun renovations along with the former Dunham's Building. This redevelopment project will likely not spur additional redevelopment within the immediate area, as the entire building is not in significant disrepair.

2. Buildings where an immediate renovation will stop serious deterioration of the building's façade.

Findings: The property has been maintained quite well since the transformation occurring in 1986. Staff did not encounter any serious deterioration of the cedar board upon a visual inspection (see photos below). It is difficult to fully inspect the building as the proposed building activities are to building elements on the second floor. Furthermore, deterioration could be occurring behind the cedar board. Minor warped and faded cedar boards were observed during the inspection.

3. Projects that improve the architectural integrity of the building and restore the historic architecture.

Findings: The existing cedar board trim on the second floor is proposed to be covered with an EIFS system. Similar to comments already made, any architectural integrity or historical significance from the cedar board is lost once it is covered with EIFS, a synthetic material.

4. Buildings where historic or architecturally significant features contributing to the building's character are in danger of being lost due to disrepair.

Findings: Like many, this building is a contributing building within the historic district. The applicant has stated that the cedar board is deteriorating and allowing moisture to enter into the backing. The proposed restoration method is one that doesn't involve restoration at all, but instead involves covering the building feature with a synthetic material. Restoration activities to the cedar board can occur that do not involve wrapping it in synthetic materials. Covering the cedar board does not repair the deteriorating that has already occurred to the wood and backing.

5. Vacant properties where façade improvements would help to improve the overall appearance.

Findings: The building is almost fully leased with a small portion still available for lease. The overall appearance of the building should be increased with the proposed improvement activities.

6. Projects that demonstrate collaboration and will help to attract people.

Findings: The building improvement activities will not likely attract additional customers to the building.

7. Projects that will result in significant new investment and creation of jobs.

Findings: The proposed building improvement activities will likely not assist in leasing the available tenant space within the building.

8. Projects that incorporate mixed uses or multiple tenants.

Findings: The building offers space for multiple commercial tenants, many of whom have been tenants for several years.

Building Images



North & West Facade



South Façade



1st Floor Windows and Solar



East Façade



Faded Cedar Boards



Faded / Warped Cedar Boars

Historic Images



South Building Façade - 1980



South Building Façade - 1986



East Building Façade - Unknown Year



South Building Façade - Unknown Year

Name and Address		Parcel #	Alt Parcel #	Land Use
Guzman Building LLC 1700 Rose Court Plover, WI 54467		240832200207	240832200207	Office Building
		Property Address		Neighborhood
		1100 Centerpoint Dr		Cntrl Bus & 2nd St area(Comm)
Subdivision		Zoning		
Display Note		Valentine Brown Addn		B2-CENTRAL BUSINESS TRAN

OWNERSHIP HISTORY

Owner	Sale Date	Amount	Conveyance	Volume	Page	Sale Type
Guzman Building LLC	5/19/2004	\$542,700	Quit Claim Deed	656717		Land & Build.

SITE DATA

PERMITS

Actual Frontage	Effective Frontage	Effective Depth	Square Footage	Acreage	Date	Number	Amount	Purpose	Note
145.0	145.0	132.0	19,140.0	0.439	1/9/2008	35259	\$10,000	016 Deck/Patio/Porch	handicap ramp
					5/9/2003	31515	\$1,880	032 Furnace (HVAC)	Replace Heating System

2013 ASSESSED VALUE

Class	Land	Improvements	Total
(2) - B-Commercial	\$126,300	\$384,200	\$510,500
Total	\$126,300	\$384,200	\$510,500

LEGAL DESCRIPTION

LOTS 11 & 12 & E 132' OF LOT 13 BLK 34 VAL BROWN ADD ACCESS RIGHTS-438/480 461/674 462/529 656717

PROPERTY IMAGE

PROPERTY SKETCH



Name and Address		Parcel #	Alt Parcel #	Land Use
Guzman Building LLC 1700 Rose Court Plover, WI 54467		240832200207	240832200207	Office Building
		Property Address		Neighborhood
		1100 Centerpoint Dr		Cntrl Bus & 2nd St area(Comm)
		Subdivision		Zoning
Display Note	Valentine Brown Addn		B2-CENTRAL BUSINESS TRAN	

BUILDING SUPERSTRUCTURE DATA

Bldg	Sec	Occupancy	Year	Area	Framing	Hgt
1	1	Office Bldg (C avg)	1940	9,393	Masonry - Avg	12

Total Area	9,393
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BASEMENT DATA

COMPONENTS

Bldg	Sec	Adjustment Description	Area	Bldg	Sec	Component Description	Area
1	1	Office Bsmnt - Finished	3,627				

DETACHED IMPROVEMENTS

Structure	Year Built	Square Feet	Grade	Condition

SITE IMPROVEMENTS

STRUCTURE DATA

Site Improvement	Units	Age	50
		Year Built	1940
		Eff. Year	1963
		One Bedroom	
		Two Bedroom	
		Three Bedroom	
		Total Units	
		Stories	1.00
		Business Name	Office - multiple tenants

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



Kyle Kearns
 Economic Development Specialist
 Ph: (715) 346-1567
 Fax: (715) 346-1498
kkearns@stevenspoint.com
stevenspoint.com

Façade Improvement Grant Program Application

ADMINISTRATIVE SUMMARY (Staff Use Only)

Date Submitted		Date Reviewed		Approved	Yes <input type="checkbox"/> (\$ _____) No <input type="checkbox"/>
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APPLICANT/OWNER INFORMATION

APPLICANT INFORMATION		Owner Information (Same as Applicant? <input checked="" type="checkbox"/>)	
Applicant Name	JAMES GUZMAN	Contact Name	
Address	1700 ROSE COURT	Address	
City, State, Zip	PLOVER, WI 54467	City, State, Zip	
Telephone	715-344-7623	Telephone	
Cell	715-498-3350	Cell	
Fax		Fax	
Email	JGUZMAN7623@CHARTER.NET	Email	

PROJECT SUMMARY

Scope of Work to be Undertaken (attach contractor estimates, if available)	
INSTALL EIFS SYSTEM OVER OLD CEDAR BOARD FAÇADE.	
Describe the Positive Impact Your Project will Bring to Stevens Point	
THE BUILDING IS VERY VISIBLE ALONG CENTERPOINT DRIVE & THE NEW MID-STATE TECHNICAL COLLEGE. THE IMPROVEMENTS WOULD COMPLIMENT THE AREA.	
Total Cost of Project Improvements	Amount of Matching Grant Assistance Requested
\$	\$
Estimated Start Date	Estimated Completion Date
APRIL 2014	MAY 2014
Number of Commercial Tenant Spaces Within the Building	Number of Residential Tenant Spaces Within the Building
8 SPACES	0

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.	<input checked="" type="checkbox"/>	Additional Exhibits If Any (List):
Two bids from qualified contractors detailing the cost of the work to be done.	<input checked="" type="checkbox"/>	
Drawings detailing all of the work to be completed as part of the project.	<input checked="" type="checkbox"/>	
A description/sample of project materials and colors.	<input checked="" type="checkbox"/>	
Proof of Insurance.	<input checked="" type="checkbox"/>	
Must be current on all real estate and personal property taxes.	<input checked="" type="checkbox"/>	
No outstanding amounts owed to the City of Stevens Point.	<input checked="" type="checkbox"/>	

CERTIFICATION AND SIGNATURE

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

Signature of Applicant	Date	Signature of Property Owner (If not the Applicant)	Date
	9-30-13		9-30-13

GUZMAN BUILDING
1100 CENTERPOINT DRIVE
STEVENS POINT, WI 5448

I am requesting the Downtown Facade Improvement Grant to upgrade my building and help maintain an appealing appearance. The existing cedar board facade is almost 30 years old and many of the boards are curled and cracked. The cupping and cracks allow rain and other moisture to penetrate between the boards and deteriorate the plywood and structural framing behind them. The EIFS System I am proposing would seal out the weather and provide an appealing appearance.

The work would not be done until weather permits in the spring, probably in April. The colors I have indicated are not necessarily final, but will be earth tones that tie into the existing colors on the building. If I do change any colors I would first get them approved by the City Planners.

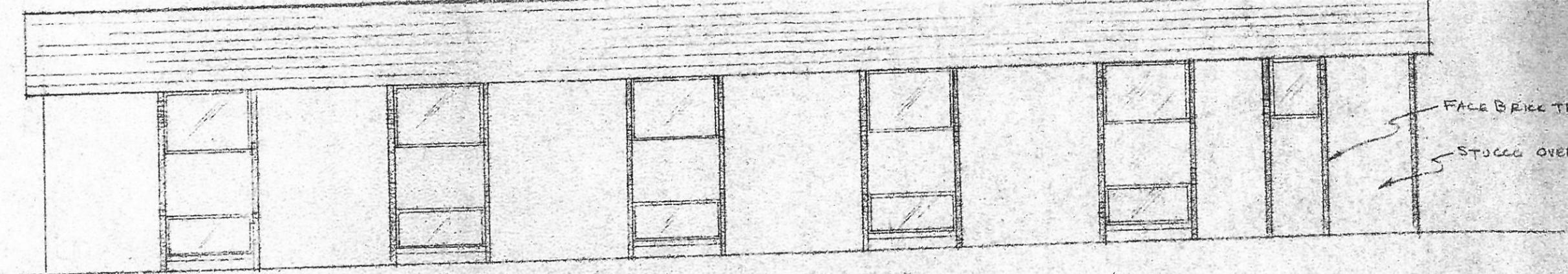
A brief History of the Building : It was originally the Worth Company manufacturing facility. The Worth Company built the western part of the building in the early 1940's. At that time they made survival kits for the Army during World War II. The construction of that part of the building was very unique for that time period because the first floor and roof system are constructed using precast concrete planks. Although common today, it was an unheard of construction system then. So this makes it a very structurally sound building, one to be maintained. The Worth Company moved to a new facility sometime in the late 1960's. The building was then used as a warehouse for some time.

When I purchased the building in 1985 it had been empty for almost 10 years and was in very bad shape. At the time I also purchased two homes behind the building and had them torn down to provide parking to meet City requirements. I replaced all the windows and doors in the building and totally redid the exterior with new brick and stucco. The interior was totally gutted and remodeled into first class office space. My initial investment in the Property in 1985 was \$576,000 so I would like to maintain the Building's reputation of providing first class office space and of having an appealing exterior. The United Way of Portage County has been a tenant for almost 20 years as are several other long term tenants, and I want to provide them a quality building.

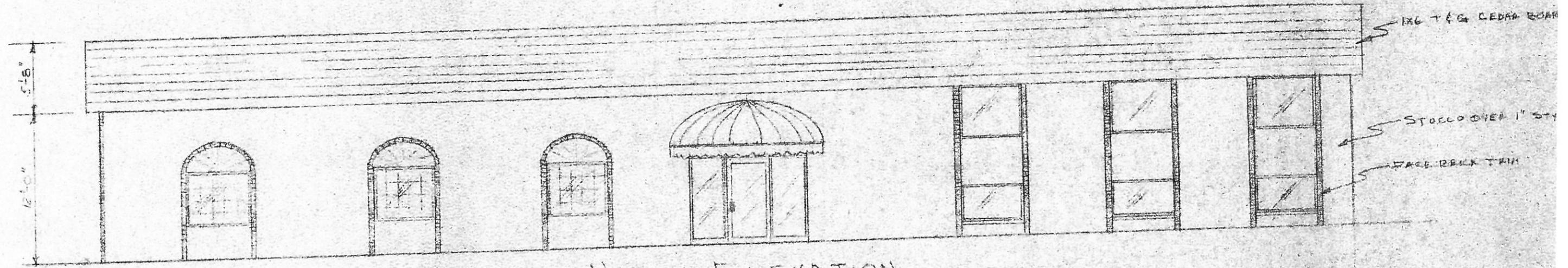
I hope to redo the parking lot next year also, so any help I can get via the Grant will help with Building upgrades. With the new Mid State Technical College just two blocks away the area needs to look appealing.

Thank you for your consideration,

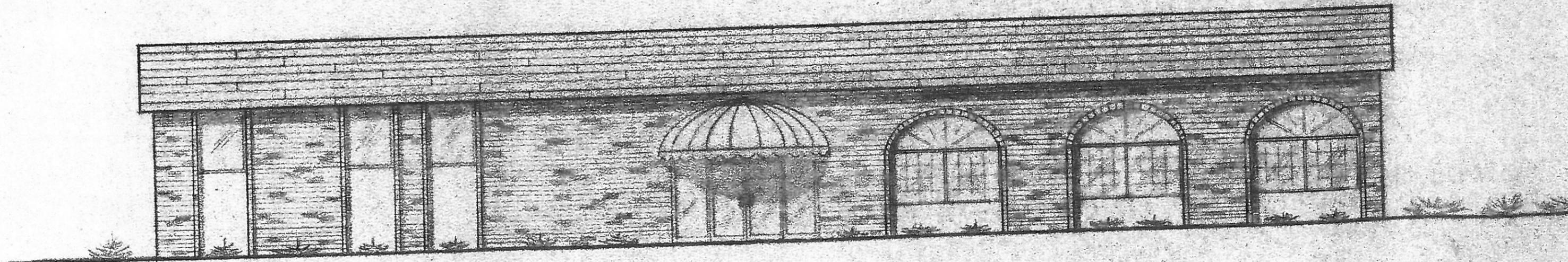
James Guzman
Guzman Properties



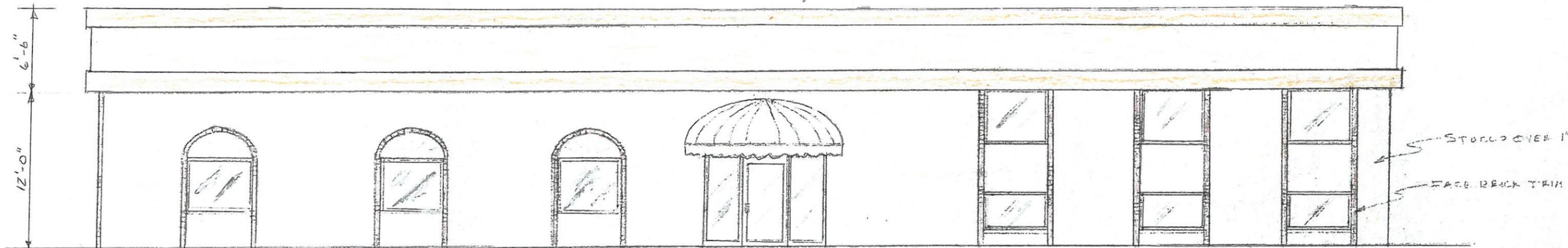
WEST ELEVATION
SCALE: 1/8" = 1'-0"



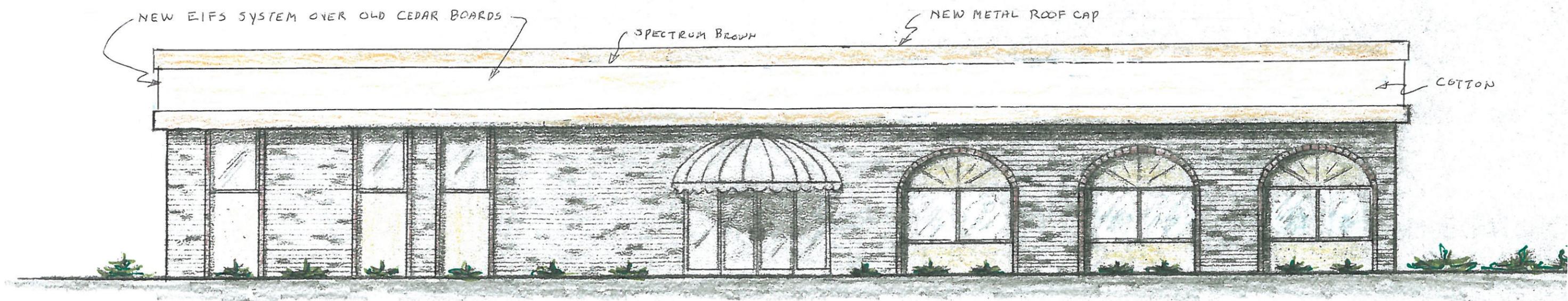
NORTH ELEVATION
SCALE: 1/8" = 1'-0"



SOUTH ELEVATION
SCALE: 1/8" = 1'-0"



NORTH ELEVATION
SCALE 1/8" = 1'-0"



SOUTH ELEVATION
SCALE 1/8" = 1'-0"



#102 Brite White



#103 Natural White



#104 Dover Sky



#131 Gull Gray



#111 Prairie Clay



#106 Pearl Ash



#112 Sandlewood Beige



#117 Colonial Tan



#142 Spectrum Brown



#139 Adobe Accent



#133 Driftwood



#614 Smoke Signal



#310 China White



#442 Cotton



#107 Sunset Yellow



#109 Eggshell Cream



#113 Amarillo White



#108 Manor White



#105 Suede



#110 Van Dyke



#383 Honey Twist



#389 Southern Tan



#339A Caribou



#356 Red Clay

25

Middle EIFS

MIDDLE EIFS

Top & Bottom EIFS

TOP & BOTTOM EIFS

Guzman Properties

DEVELOPERS OF QUALITY OFFICE, COMMERCIAL, AND INDUSTRIAL BUILDING PROJECTS

1700 ROSE COURT PLOVER, WI 54467

(715) 344-6777

COST SUMMARY

GUZMAN BUILDING

1100 CENTERPOINT DRIVE

STEVENS POINT, WI 54481

Miscellaneous Costs.....Cutting trees, rescrewing loose cedar boards, caulk, ect....\$ 650.00

EIFS System on façade (as per attached quote).....\$ 23,809.00

New metal roof cap, and rubber roofing adhered to it (as per attached quote).\$ 5,851.00

TOTAL ESTIMATED COST.....\$ 30,310.00

Concrete Technology

PROPOSAL

Certified Installer of EIFS Wall Systems
TOTAL WALL SYSTEMS

717 W. Clark St.
 Stevens Point, WI 54481
 (715) 341-2502
 Fax: (715) 341-2502
 Mobile: (715) 498-1087

DATE: September 25, 2013

Name:

Jim Guzman
 Stevens Point, WI
 498-3350

Job:

Guzman Professional Building
 Centerpoint Dr.
 Stevens Point

NOTES:

DESCRIPTION	AMOUNT
Install EIFS Wall system to upper facade per our conversation: -1" rigid EPS mechanically fastened over Cedar Lap 5/4 siding -Additional 1" bands top and bottom, and vertical at outside corners, approx 16". -Bury existing steel roof cap behind EIFS so it stays in place(does not need to be removed per Shawn at Commercial roofing). -EIFS System by Total Wall, dist. By Sherwin-Williams. -Standard mesh -Finish texture and color unknown, assume Coarse Swirl.	
Total of approx 2,574.0 sq. ft.	\$ 23,810.00
Re-cap roof over EIFS, per Commercial Roofing estimate:	5,851.00
Net total, both bids:	\$ 29,661.00
TOTAL	\$ 29,661.00

"We're a Company up on Stucco"

THANK YOU FOR YOUR BUSINESS!

Subject: Price
From: "pkopf" <pkopf@frontier.com>
Date: 9/26/2013 10:57 AM
To: <jguzman7623@charter.net>

Jim

The price for the EIFS on your building would be \$23,809, The price does not include any winter covering and heating nor any caulking.

If you need more information call me at 715.384.8266. I will be leaving for our cottage at Phillips this afternoon and the phone number there is 715.332.5371. You can call me at the cottage anytime with questions. I do not have E-mail access there.

Thanks, Dale

Commercial Roofing, Inc.

2300 Maple Drive
Plover, WI 54467
1-800-236-2178 or (715) 341-2178
Fax (715) 341-2541



29 PROPOSAL



NAME	Concrete Technology	JOB NAME	Guzman Building Metal Edge
ADDRESS	717 W Clark Street	ADDRESS	1100 Center Point Drive
CITY	Stevens Point	CITY	Stevens Point
ST/ZIP	WI 54481	ST/ZIP	WI 54481
ARCHITECT		DATE OF PROPOSAL	

We hereby submit specifications and estimates for:

1. Furnish and install 24 gauge standard color Kynar metal (existing metal to be left on and buried behind new EIFS).
2. Furnish and install 60ml EPDM to seal new metal to existing wall.

Investment & Terms Page

We propose herby to furnish material and labor-complete in accordance with the above specifications for the sum of: **Five thousand eight hundred fifty-one dollars**

Dollars (**\$5,851.00**) Submitted by: **Shawn Herzog**

UPGRADES/DEDUCTIONS:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to or above 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 or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

PAYMENT TERMS:

Total Proposal Amount \$ _____ ;including accepted Upgrades or Deductions
 Deposit Due \$ _____
 Due at Completion \$ _____

- 1) A finance charge of 1½% per month, which is an annual percentage of 18%, will be charged on all accounts which become past due.
- 2) Until the 50% deposit is received, the contract price may be adjusted to compensate for any increase in material prices which have occurred since the proposal date.
- 3) Because of volatility in roofing and insulation pricing, this proposal may be withdrawn or amended if not accepted within 15 days.
- 4) Certain projects may require additional monthly progress billings.
- 5) Start dates cannot be guaranteed by salesperson. There are variables beyond the control of Commercial Roofing, Inc. such as weather, product shortages, etc. that affect scheduling. A company representative will contact you to schedule a tentative start date.
- 6) By signing this proposal, you give Commercial Roofing, Inc. permission to use pictures in future advertising.

ACCEPTANCE OF PROPOSAL:

The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment will be made as outlined above.

Date of Acceptance _____ Signature _____

Printed Name and Title of Signee _____

“Visit our website: www.commercial-roofing.com”

Administrative Staff Report

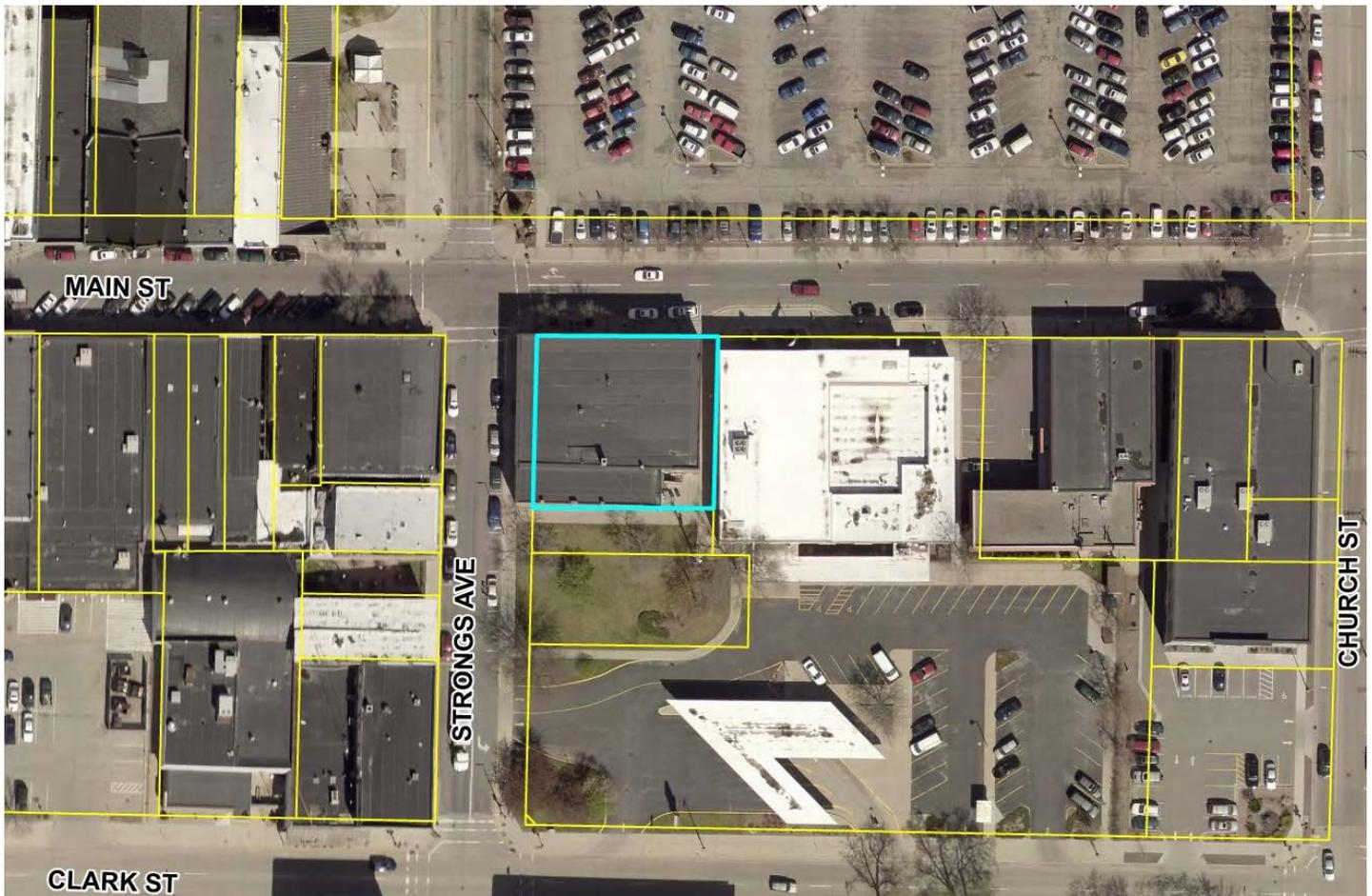
Steve Tibbetts
Painting - Design Review
1201 Main Street
November 6, 2013



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

<p>Applicant(s):</p> <ul style="list-style-type: none"> • Steve Tibbetts <p>Staff:</p> <ul style="list-style-type: none"> • Michael Ostrowski, Director mostrowski@stevenspoint.com • Kyle Kearns, Associate Planner kkearns@stevenspoint.com <p>Parcel Number(s):</p> <ul style="list-style-type: none"> • 2408-32-2027-06 <p>Zone(s):</p> <ul style="list-style-type: none"> • "B-3" Central Business District <p>Council District:</p> <ul style="list-style-type: none"> • District 1 – Doxtator <p>Lot Information:</p> <ul style="list-style-type: none"> • Actual Frontage: 101 feet • Effective Frontage: 101 feet • Effective Depth: 96 feet • Square Footage: 9,696 • Acreage: 0.223 <p>Structure Information:</p> <ul style="list-style-type: none"> • Year Built: addition 1895 (118 years) • Number of Stories: 2 <p>Current Use:</p> <ul style="list-style-type: none"> • Commercial <p>Applicable Regulations:</p> <ul style="list-style-type: none"> • Chapter 22 • Downtown Design Guidelines 	<p>Request</p> <p>Request from Steve Tibbetts for design review for painting that has occurred to first floor commercial windows at 1201 Main Street (2408-32-2027-06).</p> <p>Attachment(s)</p> <ul style="list-style-type: none"> • Parcel Data Sheet • Application • Supporting Documents <p>City Official Design Review / Historic District</p> <ul style="list-style-type: none"> • Mathias Mitchell Public Square • Downtown Design Review District <p>Staff Recommendation</p> <p>Upon staff review, staff has found that the painting of the transom windows matches with the improvement standards as they were previously painted and it stopped any further deterioration from occurring. However, the color scheme chosen for the paint is quite vibrant and may not harmonize with surrounding properties.</p>
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Vicinity Map



Scope of Work



Steve Tibbetts, tenant at 1201 Main Street, is requesting design review of painting which has already occurred to the southeast commercial storefront windows. The upper and lower window transoms have been painted for several decades; most recently an olive green color (see photos). Mr. Tibbetts has pursued painting the windows of his storefront blue and red. Additionally, Mr. Tibbetts has stated that the color scheme helps to draw attention to his business and the old paint had faded and began chipping. As the property falls within the Downtown Design Review / Historic District, the Historic Preservation/Design Review Commission must review the request.

Standards of Review

Design Guidelines

The following standards would apply to this request:

Improvement Standards

The Historic Preservation/Design Review Commission is empowered to review any new construction or exterior changes to existing buildings or site improvements within an officially designated Design Review District. The object of design review is to recognize and approve proposals which comply with adopted design standards and guidelines. The HP/DR Commission reserves the right to grant special consideration to any applicant for an exceptional design proposal which exhibits harmony with adjacent properties. Special consideration may in some cases result in variance from height, area, setback, or other standards. Variance from design standards may also be granted in cases where strict adherence may result in undue hardship to the applicant. Existing buildings, signs, and site improvements shall be grandfathered into the district.

Architectural Standards

The removal or modification of any distinguishing architectural feature of a building is not allowed unless safety is questioned. When removal or modification is required, that feature should be duplicated. If the duplication of a missing feature is not possible, an attempt shall be made to approximate the missing feature.

Existing materials in facades should be maintained and/or restored to the highest level of quality practical

Materials

To the extent possible, original materials shall be retained in existing facades. They should be removed only where they are structurally unsound and are beyond restoration, and then only in accordance with an approved design scheme. Natural materials are preferred over simulated or synthetic materials. The types of material preferred, but not limited to, may include: brick, stone, wood, stucco, clay, tile, ceramic tile, quarry tile, terra cotta, and cut stone. Materials to be avoided may include, but not be limited to, concrete block, plastic, fiberglass, simulated brick, simulated stone, hardboard or metal siding panels and wood siding panels.

Materials

The original shape, proportion and scale of window openings shall be maintained. Blocking up or otherwise closing off an original window shall not be permitted unless deemed necessary for energy efficiency. Exceptions may be made based on overall design concept.

Analysis: Windows should not be painted or covered according to the guidelines above, however, as they were previously painted, they should be maintained. Cracked or chipped paint should be repaired or repainted to avoid further damage to the building façade. The maintenance of those nonconforming building elements is permitted. It is the decision of the HP/DRC to make as to whether the color scheme for the painted windows is in harmony with other existing building elements and adjacent properties.

Findings: Based on the analysis above, the applicant can maintain the windows as necessary, however, the Commission must still determine whether the proposed exterior alteration is in conformance with architectural design guidelines, emphasizing contextual issues including compatibility of size, volume proportions, rhythm, materials, detail, colors, and expressiveness. Regarding color, the former olive green color was not ideal and did not match any other colors on the building; however, as it was neutral it did not stand out. The recently painted dark red color matches somewhat with the dark brick, yet the blue is a contrasting color. The painting scheme no doubt adds character to the building façade and brightens a very visible corner within downtown.

Upon staff review, staff has found that the painting of the transom windows matches with the improvement

standards as they were previously painted and it stopped any further deterioration from occurring. However, the color scheme chosen for the paint is quite vibrant and may is not in harmony with surrounding properties.

Building Images



Name and Address		Parcel #	Alt Parcel #	Land Use
BCK Rentals LLC 1052 Main St LL3 Stevens Point, WI 54481		240832202706	240832202706	Store, Retail
		Property Address		Neighborhood
		1201-25 Main St		Cntrl Bus & 2nd St area(Comm)
		Subdivision		Zoning
Display Note		S E & Other Plat		B3-CENTRAL BUSINESS

OWNERSHIP HISTORY

Owner	Sale Date	Amount	Conveyance	Volume	Page	Sale Type
BCK Rentals LLC William C & Cynthia L Kieper	8/14/2000	\$631,900	Quit Claim Deed/Addl Par	57	7418	Land & Build.
	6/3/1998	\$320,000	Warranty Deed	54	0748	Land & Build.

SITE DATA

PERMITS

Actual Frontage	101.0	Date	Number	Amount	Purpose	Note
Effective Frontage	101.0	2/1/2012	12-0039	\$500	066 Plumbing	3 compartment sink-C add outlets/circuits - C Loonies Deli & Pizzari repair Water Lateral
Effective Depth	96.0	2/1/2012	12-0039	\$1,000	020 Electrical	
Square Footage	9,696.0	8/17/2010	37248	\$1,000	099 Sign	
Acreage	0.223	8/11/2004	32640	\$2,000	093 Sewer and/or Wa	
		9/30/2002	31112	\$1,200	020 Electrical	
		9/3/1997	27050	\$1,300	042 Interior Renov/Re	

2013 ASSESSED VALUE

Class	Land	Improvements	Total
(2) - B-Commercial	\$64,000	\$224,900	\$288,900
Total	\$64,000	\$224,900	\$288,900

LEGAL DESCRIPTION

LOT 1 CSM 6940-25-163 BNG PRT LOTS 7 8 & 9 BLK 29 S E & O ADD 540748 577418 770889RES

PROPERTY IMAGE

PROPERTY SKETCH



Name and Address		Parcel #	Alt Parcel #	Land Use
BCK Rentals LLC 1052 Main St LL3 Stevens Point, WI 54481		240832202706	240832202706	Store, Retail
		Property Address		Neighborhood
		1201-25 Main St		Cntrl Bus & 2nd St area(Comm)
Subdivision		Zoning		
Display Note		S E & Other Plat		B3-CENTRAL BUSINESS

BUILDING SUPERSTRUCTURE DATA

Bldg	Sec	Occupancy	Year	Area	Framing	Hgt
1	1	Store, Retail (C avg)	1895	8,780	Masonry - Avg	16
1	2	Warehse, Storage (C avg)	1895	8,780	Masonry - Avg	12

Total Area		17,560
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BASEMENT DATA**COMPONENTS**

Bldg	Sec	Adjustment Description	Area	Bldg	Sec	Component Description	Area
1	1	Store, Retail - Finished Bsmnt	2,800				
1	1	Store, Retail - Unfin Bsmnt	5,980				

DETACHED IMPROVEMENTS

Structure	Year Built	Square Feet	Grade	Condition

SITE IMPROVEMENTS**STRUCTURE DATA**

Site Improvement	Units	Age	49
		Year Built	1895
		Eff. Year	1964
		One Bedroom	
		Two Bedroom	
		Three Bedroom	
		Total Units	
		Stories	2.00
		Business Name	Retail store w/ 2nd floor storage



HISTORIC PRESERVATION/ DESIGN REVIEW COMMISSION

City of Stevens Point
Community Development Department

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

APPLICATION FOR DESIGN REVIEW

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #	-	Date Submitted	10/2/13	Assigned Case Manager	Kyle Keans
Associated Permits or Applications (if any)	-			Pre-Application Conference Date	-
Decision		Date Reviewed		Staff Signature	
Notes: Painted 1st floor commercial windows without prior HP/DRC Approval.					

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input checked="" type="checkbox"/>)	
Applicant Name	Steve Tibbetts	Contact Name	
Address	1201 Main Street	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715-347-1981	Telephone	
Fax		Fax	
Email	steven.tibbetts@gmail.com	Email	

OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? <input type="checkbox"/>)		PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed)	
Owner's Name	BCK Rentals LLC	Owner's Name	
Address	4250 Ackley Rd #5	Address	
City, State, Zip	Madison, WI 53704	City, State, Zip	
Telephone	608-692-2156	Telephone	
Fax	816-274-5357	Fax	
Email	deeperapartments@hotmail.com	Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
2468-32-2027-06		
Legal Description of Subject Property		
-		
Area of Subject Property (Acres/Sq Ft)		Area of Building or Structure (Sq Ft)
0.223		17,560 s.f.

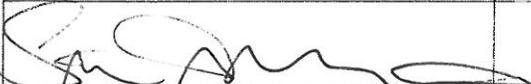
Current Zoning District(s) B-3 Central Business.		Current Historic District(s) - Local, State, National Downtown	
Designated Future Land Use Category Downtown	Current Use of Property Commercial	Proposed Use of Property Commercial	
Briefly describe the proposed building, structure construction, reconstruction 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)			
Painted above and below 1st floor windows. Red & blue.			
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?			
No			
Does the proposed work match and harmonize with the external appearance of adjacent neighboring improvements.			
Yes. Went with a muted red to match. I feel the contrast with the red & blue are eye catching			
Does the proposed work conform to the objectives of the historic preservation plan for said district (if any)?			
and are designed to catch capture attention and help draw in more business with Red, white & Blue			
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)			
Cleaned up the exterior to look nice.			

EXHIBITS

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

CERTIFICATION AND SIGNATURE

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

Signature of Applicant	Date	Signature of Property Owner (If not the Applicant)	Date
			10/2/13



Memo

Michael Ostrowski, Director
 Community Development
 City of Stevens Point
 1515 Strongs Avenue
 Stevens Point, WI 54481
 Ph: (715) 346-1567 • Fax: (715) 346-1498
 mostrowski@stevenspoint.com

City of Stevens Point – Department of Community Development

To: Historic Preservation / Design Review Commission
 From: Plan Staff
 CC:
 Date: 11/6/2013
 Re: 4. Façade Improvement Grant Program update.
 5. Historic Preservation / Design Review Commission logo.
 6. Review of the City of Stevens Point Historic Preservation / Design Review Commission – Design Guidelines.

4. Façade Improvement Grant Program update.

At the last HP/DRC meeting in September, the Commissioners voted to lift the following restriction from the Façade Improvement Grant guidelines:

Ineligible Properties

- Property owned by religious groups or by a nonprofit organization on which real estate taxes are not being paid.

Lifting the restriction would allow several interested churches and other non-profit organizations that are tax-exempt to apply and be eligible for grant funds. As the grant program involves City funds, any changes to the guidelines must be reviewed by the Finance Committee and Common Council. During the October Finance Committee meeting, the item to lift the restriction failed, by a vote of 5 – 0. That decision was then concurred by the Common Council at the October Common Council meeting.

5. Historic Preservation / Design Review Commission logo.

Staff has recently visited the University's Design Department to discuss the potential for a class or intern project to create separate logos for the Historic Preservation / Design Review Commission and the Department of Community Development. The department was very enthusiastic about partnering to create logos, as they have done it in the past with other organizations, such as the Convention and Visitors Bureau. They noted however that class projects for this year are primarily determined, therefore, suggesting that spring or fall of 2014 would be available. The design department can also create logos for a fee during any time of the year, charging \$35 / hour for services. Staff would like to

pursue the creation of an HP/DRC logo as a class project. Staff is requesting feedback from Commissioners for the logo design.

6. Review of the City of Stevens Point Historic Preservation / Design Review Commission – Design Guidelines.

Nearly a year ago, the HP/DRC approved text for the design review guidelines with the understanding that formatting and photos would be added at a later date. Staff has used several resources to obtain valuable photos to use within the document and have finished inserting them into the guidelines. You will find copies attached to this memo, being presented in full color with photos and formatting for the Commission's review. Staff anticipates a final draft to be submitted to the Common Council in December for adoption prior to the 1st of the year. The guidelines are before the HP/DRC for final review before submitted to the Common Council. Please review the entire document prior to the scheduled meeting date on November 6th and document comments or concerns relating to the guidelines. Highlighted text within the guidelines identifies references, additions, or areas of concern.

Historic Preservation
Design Review
Commission

*Design
Guidelines*



City of Stevens Point

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ARTICLE 1.0 INTRODUCTION

This guidebook is prepared to assist applicants in preparing and filing documents for the Stevens Point Historic Preservation/Design Review Commission (HP/DRC). Any new construction or exterior changes to existing buildings or site improvements within the District require a Design Review. Prior to preparing documents for development and filing an application, the applicant is encouraged to have a pre-application conference with the HP/DRC's designated agent. Please contact the City of Stevens Point Department of Community Development to set up this conference.

While Stevens Point has managed to preserve and enhance its historic districts, there are a number of ongoing challenges facing the districts. These challenges include such things as new construction and its impact to the historic character of the district, as well as the use of new materials and preservation techniques that have emerged out of recent technological advances in the building industry.

The purpose of the district is to promote and provide for land use activities, which will reflect its heritage through the cultural, educational, architectural and economic elements of the district while preserving the historic integrity of the City of Stevens Point.

Sec. 1.1 Purpose of Design Guidelines

These design guidelines are first and foremost a resource for property owners, builders, architects, and realtors to use in order to understand the reasons for, the proper methods of, and the overall benefits of historic preservation both to the individual and the community as a whole. A secondary, but equally important purpose of this document is to be a guide for the community and Historic Preservation / Design Review Commission to use when evaluating the appropriateness of exterior changes to buildings and new construction proposed within the district. To that end, the guidelines included in this document will convey to the property owner the appropriate methods of improving his or her property.

Indirect purposes for this guideline document are to foster a continued

preservation effort that will protect and enhance the original character of the district, allow for changes and new construction that is unique yet compatible, help owners recognize the need for and assist in the improvement of their buildings, and to bolster the overall sense of place and pride in the community.

Each section includes the guidelines themselves, along with a narrative and accompanying illustrations. They are designed to provide detailed information and direction to the property owners and the residents of the local historic district, as well as to interested citizens.

Sec. 1.2 Authority

These design guidelines are adopted under the authority granted by Chapter 22 - Historic Preservation/Design Review Ordinance.

Sec. 1.3 Title

This guidebook shall be known as, referred to, or cited as, City of Stevens Point Historic Design Guidelines.

Sec. 1.4 Applicability

These guidelines shall be applicable to all new construction or exterior changes to existing buildings or site improvements within the districts. The standards outlined in this document are considered guidelines, and special exceptions may be granted by the HP/DRC where strict adherence may result in undue hardship to the applicant.

Legally existing buildings, signs, and site improvements shall be grandfathered into the district.

Sec. 1.5 Secretary of Interior's Standards for Rehabilitation

All guidelines presented in this document are based on the Secretary of Interior's Standards for Rehabilitation.

The National Park Service created these ten basic principles in 1977 to guide property owners in preserving the historic integrity of a building. As defined by the Secretary of Interior, "rehabilitation" is:

"the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values."

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

Secretary of Interior's Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Sec. 1.6 Historic District Designation

There are two types of historic district designation: locally designated and National Register. An historic district can have either or both of these designations. While the criteria a district must meet for either is virtually the same, the individual designations have different implications.

Sec. 1.7 Local Historic District

If a district is designated as a local historic district, the community has determined that the area is an important part of the heritage of the community and in turn, deserves to be protected and preserved. While this local designation is certainly honorary and prestigious, it is also an overlay zoning district. The first historic district in the City of Stevens Point was established on October 4, 1984 (Downtown Historic / Design Review District). Unlike general use districts which identify that an area may be developed as residential, commercial, office, etc., a historic overlay recognizes the importance of preserving the historic resources within, and requires that proposed work to buildings in the historic district be reviewed through the design review process.

If a property is included within a locally designated historic district, the property owner must obtain design review approval prior to undertaking any exterior change to the property. This would include, for example, general improvements such as re-roofing, as well as additions to existing buildings or new construction. A local district does not, however, require an owner to seek approval for any interior improvements. Even if a property is not a historic building (such as a modern structure or vacant lot) it must still undergo the design review process in order to ensure that any changes or improvements do not negatively impact the character of the historic district. An explanation of the design review process and the preservation



process are explained later in this chapter.

Downtown Stevens Point (2012)

It should also be noted that these guidelines and the approval process contained within apply only when a property owner is seeking to make an exterior change, new construction, or demolition within the historic district. No property owner is required to make any improvements to his or her property by virtue of being in a local historic district.

Sec. 1.8 National Register Historic District

A National Register Historic District means that the district and its individual buildings are listed in the National Register of Historic Places.

Within a district, buildings and sites are classified as either “contributing” or “non-contributing” resources. Contributing resources still retain their original architectural and historic integrity and embody the qualities for which the district was designated. Non-contributing resources, on the other hand, are structures that have either changed from their historic configuration or otherwise do not enhance the historic character of the district.

The National Register program was authorized under the National Preservation Act of 1966 and is part of a nationwide program to identify, evaluate, and protect historic resources. It is administered by the National Park Service under direction of the U.S. Department of the Interior. Unlike local district designation, which is regulatory, a national district is primarily honorary. However, there are substantial economic benefits resulting from national designation

When a property is listed individually on the National Register, or when it is a contributing structure within a National Register Historic District, it is eligible for certain incentives for rehabilitation. The most used form of incentives, and one that has been widely successful in the State of Wisconsin, is tax credits for rehabilitation of privately owned property. To learn more about this program please refer to Article 7.

Sec. 1.9 Historic Preservation Design / Review Commission

The Historic Preservation / Design Review Commission (HP/DRC) is a quasi-judicial board that makes decisions as to the appropriateness of changes in historic districts and design review districts based on these design guidelines. The guidelines are founded in sound principles of preservation and outline detailed strategies for individual preservation activities. While flexible in their application, these guidelines shape the decisions of the HP/DRC. The HP/DRC is bound by the provisions in this document and cannot make decisions that are arbitrary or based on individual preferences or that of the Commission as a whole. As such, the HP/DRC must apply these guidelines consistently and cannot approve or deny a project in contradiction to any of the design guidelines unless a special exception is granted.

1.9.1 Commission Rules

1. Unless the Chairperson is appointed by the Mayor, the Chairperson shall be elected by the HP/DRC. The Chairperson, or its designee, shall preside at all meetings.
2. Action shall be by majority vote of the body of the whole.
3. A quorum shall be five (3) members or more.
4. The Chairperson and members present shall vote unless disqualified by conflict of interest. Sec. 22.04(4).
5. Regular meetings shall be held at least once a month if requests warrant a meeting at a date and time set by the HP/DRC. Special meetings shall be at the call of the Chairperson or request of three members. Executive sessions may be held in accordance with State law.
 - a. Meetings shall be open to the press and the public except Executive Sessions. Action taken at closed Executive Sessions shall be made public on request.
 - b. The Designated Agent, in consultation with the Chairperson, shall prepare an agenda for all meetings. Adequate notice of all meetings shall be provided to the press. The notice shall include the agenda and a statement if the meeting is closed to the press and public.
6. Minutes in writing shall be kept by a member of the City Staff who is approved by the Chairperson. Minutes shall be approved at the next meeting of the HP/DRC. Minutes shall be promptly supplied to the Common Council.
7. The "Designated Agent" of the Commission is the Community Development Director, or designee. Duties are as follows:
 - a. Perform the first review of an application for a design review request and building permit. Agent(s) is(are) not authorized to deny a design review request. Where judgment indicates a design review request should be denied, the Agent(s) shall refer the application with recommendations to the HP/DRC for its action.
 - b. Agent(s) is (are) not authorized to deny a design review request. Where judgment indicates a design review request should be denied, the Agent(s) shall refer the application with recommendations to the HP/DRC for its action.
 - c. Agent(s) may refer to the HP/DRC with recommendations for any application or proposal which is judged to merit HP/DRC review and action.
 - d. Agent(s) shall have a minimum of one week to investigate and act on an application. This time may be extended by the HP/DRC.
 - e. Agent(s) shall attend and give a work report to the HP/DRC at each regular meeting including, but not limited to:
 - i. A descriptive summary of each application filed on the current agenda.
 - ii. A descriptive summary (update) of any pending proposals.
 - iii. Report on staff approvals to date.
 - iv. A brief report on the status of design review and historic preservation matters generally.
8. Minutes, files, and records of the HP/DRC and its Agent(s) shall be kept in the Department of Community Development to provide those concerned with an accurate record of their proceedings and work. Destruction of these items shall take place by HP/DRC order only, and in accordance with State and Federal laws. Forms needed to perform the work of the HP/DRC or its Agent(s) shall be designed under the direction of the Designated Agent and approved by the HP/DRC prior to use.
9. The Chairperson shall control the procedure at meetings. Generally, the order of presentation shall be as follows:
 - a. Designated agent(s),
 - b. Applicant or proponent and witnesses,
 - c. Commission witnesses,
 - d. Public,
 - e. Commissioners, and
 - f. Others.

Upon first obtaining recognition and permission of the Chairperson, any Commissioner may question any speaker at any time. The Chairperson reserves the right to vary the order of presentation and shall keep them to a reasonable length of time and to the point. After the presentations are closed by the Chairperson, the Commission shall deliberate without interruption by others present. Action may be taken at the current session or held over for further consideration and action at an adjourned or subsequent meeting of the HP/DRC.

10. All questions not covered by these rules shall be controlled by the latest edition of Roberts Rules of Order, and/or State and Federal law.

Sec. 1.10 Design Review Process

Design review approval must be obtained from the HP/DRC before any exterior work is undertaken on a building. This includes the demolition or relocation of any structure within the district. Design review approval certifies that the proposed work is consistent with the design guidelines and is appropriate within the context of the historic district. Design review is often a preliminary requirement to obtaining a building permit. Design review is not required for any interior improvements to the property. While the property owner need not consult the HP/DRC prior to doing any interior project, a building permit is sometimes required.



1.10.1 Major Works

Projects requiring design review come in two forms, major and minor works. When a property owner is proposing any type of significant work such as new construction, alteration, significant restoration, demolition, or other significant activity in a historic district, this activity is deemed a “major work” project. Major work projects require the review of the HP/DRC during a regular meeting.

1.10.2 Minor Works

Minor Works of design review can be approved administratively by City staff. Whenever a project does not alter the appearance and character of the property or will recreate the property’s original appearance, it is considered a “minor work”. Minor works projects include, but are not limited to, tasks such as the repair or replacement of architectural features with the same materials and design, construction and alteration of accessory structures, or the construction of fences or walls. If these projects meet the design guidelines, City planning staff can approve the application in a matter of days. Staff, however, cannot deny any design review request. If the staff person concludes that either the project does not fall under the minor works provisions or that it is conflict with these design guidelines, the application is forwarded to the HP/DRC for review. See Section 7.4 for a detailed listing of major and minor works projects.

1.10.3 Process

Applications for design review requests are processed through the Department of Community Development of the City of Stevens Point. Information may be obtained by contacting the staff liaison (Community Development Director, or designee) to the HP/DRC. The liaison will assess an applicant’s proposed project and then advise the applicant how to proceed. The liaison will provide assistance with the district’s design guidelines and specify which guidelines apply to the proposed project. Applications should include any relevant supplemental materials, such as accurate drawings, site or plot plans, samples of materials, color chips, and photographs. The deadline for submitting an application is three weeks prior to the next meeting date.

Upon receipt of a design review application, the staff liaison will prepare and distribute to the HP/DRC members a report for all proposals submitted. The purpose of the report is to analyze each proposal based on information submitted and make recommendations to the Commission. When the proposed project is presented to the HP/DRC by the applicant, comments from the public will also be heard prior to any decision being made. Following the HP/DRC rendering a decision, the applicant will receive written correspondence, including a design review certificate, from the meeting and an explanation for the commission’s decision. At this point the applicant may apply for a building permit if necessary. A flow chart of the design review process is included in Article 7.

The applicant, in addition, must secure the necessary permits and approvals from the City's Community Development Department and any other authorities having jurisdiction. No construction, reconstruction, or sign erection may commence solely on the basis of approval by the HP/DRC. No approval issued by the HP/DRC shall be interpreted to authorize any activities which would otherwise be in violation of any City ordinances, codes, or regulations.

1.10.4 Appeals

Upon receiving a formal determination from the HP/DRC that a design review request was denied, due to the failure of the proposal to conform to the above guidelines, the applicant may appeal any or all parts of the determination to the City of Stevens Point Common Council. Appeals shall be filed in writing to the city clerk and shall specify the grounds of the appeal. The Common Council may, by a vote of a majority plus one (1) of the body of the whole, uphold, reverse, or modify the HP/DRC decision. The Common Council may order the building permit to be issued providing that all other requirements for a building permit have been met.

1.10.5 Enforcement

An approved design review request gives the applicant the permission to proceed with his or her project, provided all other necessary permits have been obtained. At this point, City staff will be available to assist the applicant to provide general advice as well as to ensure that the project continues to meet the provisions of the original approval. Sometimes technical project issues or changes in a project's scope of work may require that the original design review request be amended. Often, this is easily done by City staff without the applicant being required to go back to the HP/DRC.

If the approved project is not carried out to the provisions of the design review (for example, a different material other than that approved is used), the project is considered to be in violation of Chapter 22 - Historic Preservation/Design Review Ordinance and the City of Stevens Point Design Guidelines, and therefore, is subject to the penalties outlined in that ordinance.

1.10.6 Relationship to Other Codes, Regulations, or

Guidelines

This document is a guide to exterior changes or new construction in the design review district. It does not regulate the use of land or how a property is to be developed. It does not deal with construction standards, the management of utilities, or requirements for storm water runoff. It does, however, serve as a companion to the other documents that include these developmental regulations.

1.10.7 Zoning Ordinance

The Zoning Ordinance regulates the use of land including whether a property is zoned residential, commercial, industrial, etc. It also includes dimensional standards for the use of land such as density, lot size, road frontage, height limitations, and the setback of structures on a lot. Finally, the Zoning Ordinance includes supplemental standards for landscaping, parking, and site plan review. The code is accompanied by a zoning map, which outlines on a parcel-by-parcel basis specifically how the land can be used. The Zoning Ordinance includes its specific requirements, and therefore, should be reviewed prior to any development taking place.

1.10.8 Uniform Sign Code

The purpose of the sign code is: to encourage the effective use of signs as a means of communication in the City of Stevens Point; to maintain and enhance the beauty and unique character and enhance the aesthetic environment of the city by eliminating visual blight; to enhance the city's ability to attract sources of economic development and growth; to protect pedestrians and motorists of the city from damage or injury caused or partially attributable to the distractions and obstructions which are hereby declared to be caused by improperly sized or situated signs; to minimize the possible adverse effect of signs on nearby public and private property; and to promote the public safety, welfare and convenience, and enjoyment of travel and the free flow of traffic within the city.

1.10.9 Building, Electrical, and Plumbing Codes

The building, electrical, and plumbing codes govern the design, construction, alteration, demolition, and moving of all buildings and structures. All buildings and structures hereafter erected, altered, repaired, moved, or demolished that are used or designed to be used for the purpose described in such codes, shall comply in full with the requirements of these codes.

1.10.10 Building Premise Maintenance and Occupancy Ordinance

The building premise maintenance and occupancy ordinance is established to protect, preserve, and promote the physical and mental health and social well-being of the people, to prevent and control incidence of communicable diseases, to regulate privately and publicly owned buildings and premises for the purpose of maintaining adequate sanitation and public health, and to protect the safety of the people and promote the general welfare by legislation which shall be applicable to all premises and buildings now in existence or hereafter constructed. It is hereby further declared that the purpose of this ordinance is to insure that the quality of buildings and premises is adequate for protection of public health, safety and general welfare, including: establishment of minimum standards for basic equipment and facilities for light, ventilation, and thermal conditions, for safety from fire and accidents, for the use and location and amount of space for human occupancy, and for an adequate level of maintenance; determination of the responsibilities of owners, operators, and occupants of buildings and premises; and provision for the administration and enforcement thereof.

This ordinance applies uniformly to the construction, maintenance, use and occupancy of all buildings, structures and premises where applicable, and shall apply uniformly to the alteration, repair, equipment, use, occupancy, and maintenance of all existing buildings, structures, and premises within the jurisdiction of the City of Stevens Point irrespective of when or under that code or codes such buildings or structures were originally constructed or rehabilitated.

1.10.11 State and National Guidelines

Being in a locally designated historic district or a National Register Historic District does not require the property owner to follow any particular state or federal guidelines for preservation. However, the Wisconsin Historical Society (WHS) and the US Secretary of the Interior use the Secretary of Interior's Standards for Rehabilitation as a guide for the proper way to preserve, rehabilitate, and improve historic properties. The guidelines included within this document are based on those same standards. While location in a district does not require WHS review of projects using private money, a project that receives state or federal rehabilitation tax credits does. The WHS facilitates the tax credit pro-

cess including providing technical assistance and review of all tax credit projects. In addition, the society provides technical assistance to local governments as well as private citizens, regardless of whether their property is receiving tax credits, or is located within a National Register Historic District. Both the WHS and the National Park Service provide a wealth of technical information and best practices for the preservation and rehabilitation of historic properties. See Section 7 for information regarding these and other preservation resources.



ARTICLE 2.0 HISTORY & MAP

Sec. 2.1 District Map

Stevens Point's Historic / Design Review district comprises the area shown in the figure below:



Sec. 2.2 History of Districts

The Wisconsin Territory was created in 1836. At the time, Portage County encompassed a vast area stretching from the present City of Portage north to the Upper Peninsula of Michigan. The present boundaries of Portage were designated in 1856.

The City of Stevens Point is named after George Stevens, a man who established a Mill north of the current City limits. George was a trader that shipped goods up the Wisconsin River. The “point,” where Stevens launched goods and stored them in a log shanty was presumed near the present day downtown.

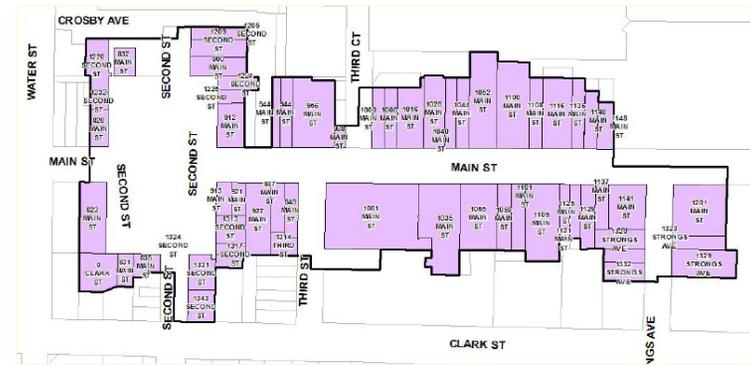
Another trader, Andrew Mullarkey established a trading post near the Point and eventually filed a plat which included the public square. Prior to its City status, Stevens Point was governed by the County Board, then became a township, town, and finally the City of Stevens Point on May 17, 1858.



Stevens Point soon became a staging area for lumber, harvested in Northern Wisconsin which floated down the Wisconsin River. The public square was used by local farmers as a place to sell goods and to date is the longest running daily farmers market. In 1986 Mathias Mitchell Public Square was placed on the National Register of Historic Places. Shortly thereafter, in 1989,

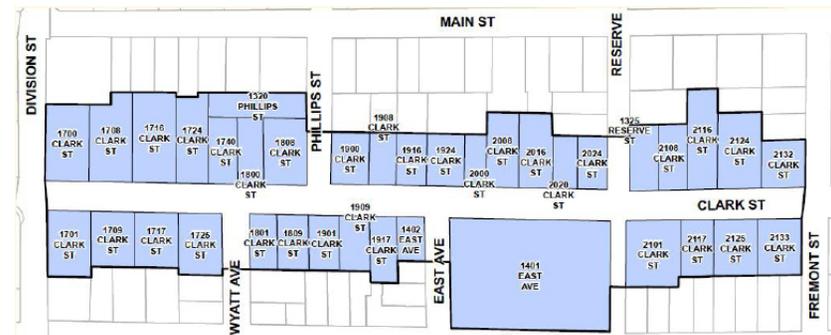


the square was placed on the state's register. The figure below provides an outline of the Mathias Mitchell Public square and district.



A few years prior to the designation of the Mathias Mitchell Public Square, the HP/DRC created the City's first Historic / Design Review District which encompassed the entire downtown, including the Public Square and the fringes surrounding. It was primarily created to regulate new and existing development within this older area of the City. Nearly 300 properties exist within the district that contain buildings constructed in the late-nineteenth century, many of which are well over 100 years old. Several non-contributing structures exist within the district that have very little architectural significance and are relatively new, however still contribute to the district.

Lastly, the Clark Street Residential Historic District, the first and only residential district within the City, was created in the 1980's to preserve several unique homes east of downtown. Several unique architecture styles can be found within the district, from Queen Ann and Neo-Classical Revival to American Craftsman and Bungalow. See the appendix for complete district maps.



ARTICLE 3.0 CHANGES TO EXISTING BUILDINGS

Sec. 3.1 Exterior Walls

Wall construction within the historic districts is either frame or masonry with variations of each. Most residential structures are frame while the majority of commercial and institutional buildings are brick or stone. Wall type is one of the most distinguishing characteristics of historic buildings including materials, form, color, and architectural detailing. Both the downtown and residential historic districts have remained remarkably unchanged with little original wall material being replaced or covered with an unoriginal treatment or artificial siding.

In Stevens Point's residential historic districts, the predominant type of wall covering or sheathing is wooden clapboards. Other types of exterior wooden sheathing found in the district include shingles, flushboard (tongue-and-groove, and shiplap), and board and batten. Each individual type of exterior wall sheathing has its own distinct characteristic and details.



Brick and stone masonry walls



The majority of the commercial structures in the districts have masonry walls including brick, concrete block, stone, and stucco. There are also a number of masonry homes within the districts. Several different brick bond patterns are found within the districts such as variations of Common, Flemish, and English brick bonds, Architectural detailing on masonry walls includes quoins, corbelling, stringcourses, and decorative stonework.



Wood shingle and clapboard siding

3.1.1 Engineered or Synthetic Siding

While not found frequently in Stevens Point's historic districts, a common treatment of wood siding has been to cover the wall surface with aluminum or vinyl siding. Often this is done because the vinyl requires no painting or because the original wood siding may be deteriorating. While this practice may require less maintenance, it is an inappropriate treatment for historic buildings for a number of reasons. Perhaps most importantly, the application of engineered or synthetic siding hides or obscures historic architectural detailing such as corner boards, window casings, sills, and other details. Sometimes, architectural elements are removed in order to facilitate the installation of engineered or synthetic siding. This detailing as well as the profile of the original wood siding is what distinguishes the different types of architectural styles and gives the building its character.

Engineered or synthetic siding can also be quite damaging to a historic structure. It often covers deteriorating wood and hides water or insect damage. Wooden structures must be allowed to breathe in order for moisture to escape. Vinyl or aluminum siding can cause moisture retention and continued deterioration. Finally, the application of engineered or synthetic siding to the structure itself damages historic materials and architectural features.

Application of synthetic siding materials to historic structures, whether wood or masonry, are prohibited in all of Stevens Point's historic districts.

The proper maintenance of wood and masonry surfaces is important in the interest of both durability and protection of the material itself. Maintenance guidelines are included in the materials section of this document.

A stucco-like material (EIFS) installed over brick.



Siding removed to reveal original woodwork.



Wall Guidelines

1. Historic character-defining wall features should be retained and protected including clapboards, corner boards, cornices, quoins, corbelling and other architectural detailing.
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.
3. Wooden wall materials should be properly painted and maintained.
4. Paint should not be applied to original unpainted wall surfaces.
5. It is prohibited to cover or replace original wall surfaces with vinyl, aluminum, veneer or other synthetic siding, including chemical applications that may change the texture of the original siding.
6. Whenever synthetic siding already exists, it can be replaced with wood or an approved material.

Sec. 3.2 Materials

3.2.1 Wood

Wood is by far the most common architectural material found within the residential portions of the historic districts. Wood is used for clapboard siding, shingles, windows, doors, and most architectural details such as cornices, corner boards, and brackets. It is also a common secondary material on commercial and institutional buildings particularly in windows, doors, storefront paneling, and cornices.

Ongoing maintenance of wooden material is imperative to ensure longevity of the historic structure. Improperly maintained wooden structures may exhibit warped boards, rotting wood, missing architectural details, pest infestation and blistering, chipped, and peeling paint. Most of this deterioration is due to the damaging effects of water and therefore, the prevention of moisture infiltration to the material is of primary importance.

Wood Guidelines

1. Preserve and protect character-defining wooden architectural features.
2. Routinely inspect wooden features for signs of water retention and damage, mildew, decay, and insect infestations.
3. Joints between wooden elements should be sealed with caulk and/or other sealant to prevent moisture from penetrating the wood.
4. Keep roofs, gutters and downspouts clean and maintained.
5. Proper preparation should be done prior to painting wood surfaces including:
 - a. Remove damaged paint down to the next sound paint layer using gentle techniques such as hand scraping and sanding. Sandblasting and high-pressure water treatments can damage historic wooden materials and should be avoided.
 - b. Heat guns and plates can be used if additional paint removal is necessary.
 - c. Clean the surface thoroughly with soap and water to remove all dirt and grime.
 - d. Prime any bare wood surfaces prior to painting.
 - e. Apply a sound paint film using high quality paint.
6. Repair deteriorated wood by patching and splicing with a material of similar size, shape, and texture. Materials such as aluminum, vinyl, and veneer are prohibited on historic wooden structures.



3.2.2 Masonry

Various types of masonry construction are found in the districts including brick, stone, stucco, and concrete. Buildings in the downtown commercial area are primarily of brick construction while there are also several examples of brick residential structures. Just like with wood, masonry construction contributes to a building's historic character in its texture, color, size and scale, and detailing. This architectural detailing includes subtle elements like variations in bond patterns to more prominent detailing like corbelling, brick cornices, quoins, etc.

Masonry must be properly maintained in order to prevent deterioration. Typical masonry maintenance issues include deteriorated mortar joints, broken or chipped bricks, and loose bricks. Much of this deterioration is due to the effects of weather as well as improper maintenance and cleaning.



Masonry Guidelines

1. Preserve and protect character-defining masonry architectural features including corbelling, cornices, sills, quoins, foundations and walls.
2. Routinely inspect masonry features for cracks, loose bricks, and signs of weather damage paying particular attention to mortar joints.
3. Apply caulk to the joints between bricks and window frames in order to prevent water penetration.
4. Deteriorated masonry units should be repaired rather than replaced using materials that match the original in size, texture, color, and overall appearance. Synthetic materials are prohibited on historic structures for the wholesale covering of a structure.
5. Do not apply paint to masonry surfaces that were historically not painted.
6. Removal of paint from a masonry structure is encouraged when the underlying masonry units are character defining and are in good condition, and only if safe and proper paint removal procedures are used resulting in no damage to the masonry.

7. When cleaning is necessary, proper techniques should be used.
 - a. Use the gentlest means possible including low-pressure washing with detergent and natural soft bristle brushes. Test the cleaning method on a small area first because older brick can be damaged by even low-pressure washing
 - b. Use caution when utilizing chemical cleaners. Test a small area first to determine that no damaging effects will occur. Run-off from chemical cleaning must be controlled and authorized by the City of Stevens Point prior to the cleaning process.
 - c. Do not use sandblasting, iceblasting, corncob blasting or another method or high-pressure water blasting to clean historic masonry.
8. When repair to mortar joints is needed due to cracks, missing and crumbling mortar, and loose bricks, use proper techniques for re-pointing.
 - a. Remove deteriorated mortar by hand raking rather than using electric saws and hammers than can damage the brick
 - b. Match the original texture, color, width, and profile of the historic mortar joints
 - c. Repointing with mortar that is stronger than the original, such as Portland cement, can cause brick to crack, break or spall. In re-pointing mortar joints, mortar of appropriate PSI should be used.



3.2.3 Metal

Architectural metals are frequently found in the historic districts on both residential and non-residential construction. Cast iron columns, metal roofs, and wrought iron details are typical metal treatments in Stevens Point and are important character-defining elements of historic architecture. Common maintenance and deterioration issues include corrosion, rust, and peeling paint. Corrosion and rust are particularly problematic as they will continue to cause deterioration of metal as long as it is exposed.



Metal residential roof



Metal cornice on commercial structure

Metal Guidelines

1. Preserve and protect character-defining metal features including cast iron columns, metal roofs, gutters, architectural details, fences, gates, and hardware.
2. Routinely inspect metal features for peeling paint, corrosion, and rust.
3. Deteriorated metal should be repaired rather than replaced. Should the level of deterioration warrant replacement, the element shall match the original in design, color, detail, and material.
4. Paint historic architectural materials in the appropriate manner:
 - a. Remove all loose paint and corrosion prior to repainting
 - b. Apply a rust-inhibiting primer coat after cleaning
 - c. Apply a sound paint film using high quality paint
5. Cleaning of architectural metals should be done in the appropriate manner:
 - a. Use the gentlest means possible such as detergent and soft bristled brushes on soft metals such as pressed tin, aluminum, and copper. Avoid using sandblasting or high-pressure washing on these metals. Some chemical and thermal methods are appropriate for softer metals.

- b. Stronger metals such as cast and wrought iron can be cleaned with mechanical methods such as low-pressure, dry grit blasting.
6. Do not remove the protective patina coating of metals such as copper and bronze.

Sec. 3.3 Foundations

Most buildings within the historic districts are supported by continuous foundations or by brick piers, often with panels or lattice filling the spaces between piers. While most of the foundations create crawl spaces, there are several instances of historic buildings with basements. Although the foundation is not the most prominent architectural feature of a structure, it is certainly an important character-defining element of the historic building. The most common maintenance issue with a foundation is moisture retention as a result of poor drainage and lack of ventilation of the building's crawl space, or basement. Brick foundations also can have loose or cracked brick and deterioration of mortar joints due to the settling of the structure over the years. Vegetation growing too close to the building can also result in foundation damage.

Foundation Guidelines

1. Retain and preserve historic foundations including their design, texture, color, and materials. Character-defining features of historic foundations should be retained and preserved including vents, grills, panels, piers, lattice, porch steps, basement windows and door openings.
2. If a historic foundation must be repaired or replaced, match the original in size, shape, texture, color, and material.
3. Protect and maintain masonry foundations by:
 - a. Cleaning, repairing, & re-pointing foundations according to masonry guidelines.



- b. Keeping vents open to insure adequate ventilation of the crawl space
 - c. Grading the site around the foundation to drain water away from the building. Install drains near the foundation if necessary.
 - d. Removing vegetation that may cause structural damage to the building's foundation.
4. Paint should not be applied to previously unpainted masonry foundations. If paint is to be applied to previously painted surfaces, it should be done in a color that closely matches the existing masonry material.
 5. New foundation openings including vents or mechanical installations should be installed only in non-character defining elevations. New openings should not be installed if they will damage the historic structure.
 6. Underpinning shall consist of bricks and joint tooling that match the piers as closely as possible. Non-structural underpinning may consist of a single course of bricks, lattice brick walls, or even treated wooden lattice. If openings between brick piers are to be filled in, they should be done with similar materials or lattice. The infill area should be recessed and clearly differentiated from the original piers
 7. Structural underpinning may be a veneer wall of brick covering a concrete block wall. This thickness may meet the minimum requirements for a foundation wall. Brick lattice may also be used as a veneer to cover the concrete block.

Sec. 3.4 Windows and Doors

Window and door openings are an important architectural feature of a historic building that is both aesthetic and functional. There is a wide variety of window designs in the historic districts based on the style and period of the structure itself. Most windows in the district are double-hung wooden units with a variety of pane configurations. Since historic window treatments are indicative of a building's architectural style and period, some modern treatments have compromised the character of the historic building. For example, vinyl or substitute siding applied to a home can often

obscure architectural details of a window surround. Also, many double hung, multi-paned windows have been replaced with single pane, single sash units, dramatically changing the look of the historic structure. Doors in the district also come in an assortment of shapes, sizes, and designs. Like windows, some original doors have been replaced by stock units that are conspicuously modern and quite different from the architectural style of the structure.



Windows and Doors Guidelines

1. Retain and preserve historic windows and doors. All elements associated with historic windows and doors shall be retained and preserved including frames, trim, sashes, muntins, glass, lintels, shutters, and hardware.
2. Windows and doors should be repaired when necessary by splicing or patching only the deteriorated section to match the original.
3. If replacement of a window or door unit is necessary, the new unit should be replaced to match the original in size, scale, material, detail, pane and/or panel configurations. **Exterior aluminum clad shall be permitted to be installed on new wooden windows.**
4. Replacement of a multi-light window with a single-pane sash or replacing multi-sash windows with only one sash is prohibited.
5. Install shutters on a historic structure only if the building would have originally had shutter assemblies. New shutters should be made of wood and should have the appearance of being functional.



6. Vinyl shutters are prohibited on historic homes.
7. Historic windows and doors should be properly maintained and protected by:
 - a. Maintaining caulking and weather stripping to ensure the unit is weather tight and to improve thermal efficiency
 - b. Properly cleaning wood windows and doors and maintaining a sound paint film
8. Metal storm windows with painted or baked enamel finishes are acceptable. They should be installed properly and should not allow moisture to accumulate. They should not be installed in a manner which would obscure or damage the existing window and frame.
9. Storm doors shall be full view glass doors and constructed of wood. If metal doors must be used, they should be full view and have a baked enamel finish to match the structure's trim color.
10. Replacing transparent windows or doors with tinted or frosted glass is prohibited.
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.
12. Sash, window panes, muntins, and rails shall not be replaced with those that are incompatible in size, configuration, and reflective qualities or alter the relationship between window and wall.
13. Permanently filling in existing window or door openings is prohibited.
14. Replacing or covering window or door openings with plywood is strongly discouraged.



15. Canvas awnings can be installed over windows and doors if they are historically appropriate. Awnings should fit within the frame of the window and be installed in a manner that does not obscure or hide any historic materials. See 4.5 for further details.
16. Retain and preserve energy efficient features such as transom windows, awnings, shutters, skylights, and porches.
17. Prefabricated snap-in muntins are prohibited.

Sec. 3.5 Roofs

There is a variety of historic roof configurations in the residential portions of historic districts including primarily gable and hip, but also gambrel, and mansard. Most roofs in the downtown are flat or slightly pitched roofs hidden behind masonry parapet walls. Important roof elements commonly found in the district include chimneys, turrets, and cupolas. Almost as important to the historic character of the building as the roof's overall form, is the historic roofing material. Slate, clay tile, metal, and asphalt shingles are scattered throughout the historic districts. The most important maintenance issue with historic roofs is ensuring that they are watertight and properly ventilated.

Steeply pitched gable roof



Hipped Roof*Hipped roof with front gable**Gambrel Roof*

Roof Guidelines

1. Retain and preserve historic roofs and roofing materials including its overall design, shape, pitch, and line.
2. Character-defining elements of historic roofs should be retained and preserved including dormer windows, chimneys, turrets, cupolas, and parapet walls. Eave overhangs, moldings and trim, and soffit boards should also be retained and preserved.
3. Roofs on historic structures are often characterized by their historic material including clay tiles, slate or wood shingles, and metal. These materials should be retained and preserved, whenever economically feasible.
4. The use of white or very light colored shingles is strongly discouraged.
5. Changing the historic character of the building by adding roof elements that are not historically accurate such as dormer windows, vents, or skylights is prohibited.
6. Protect and maintain historic roofs in an appropriate manner:
 - a. Ensure the roof is weather tight by repairing leaks and deteriorated metal flashing.
 - b. Routinely clean gutters and downspouts.
 - c. Roofs should be properly ventilated to prevent moisture retention and condensation as well as insect infestation.
 - d. Roofing material should be adequately anchored to protect against wind and weather damage.
 - e. Protect a roof from vegetation that may potentially damage the roof.
 - f. For flat roofs in downtown, it is important to insure that they are properly drained and watertight.

7. Roof ventilators and other mechanical items shall be installed on rear slopes or other locations not easily visible from the public right-of-way. Roof additions in downtown should be placed away from the primary elevation or hidden behind parapet walls.
8. Built-in gutters that are important to the architecture of the structure should be repaired rather than removed.
9. Painting roofing materials that historically were not painted is prohibited.
10. The installation of new gutters and downspouts is appropriate and should be done in a manner that does not damage any architectural features.

Sec. 3.6 Porches and Entryways

Entrances and porches are the focal point of a historic building. Porches were historically a center of activity in a residential structure. The design of a building's entryway is indicative of the structure's architectural style and period. In Stevens Point's historic districts, there are several types of architecture, ranging from Italianate to Queen Anne, to finally American Craftsman, Foursquare and Bungalow, many of which incorporate ornate front porches with intricate balustrades and sawn brackets. It is important that these primary significant features be retained, preserved, and if necessary, reconstructed.



Porches and Entryway Guidelines

1. Entryways and porches are important character-defining elements of a historic structure and should be retained and preserved. Important elements include steps, columns, balustrades, doors, railings, brackets, roofs, cornices and entablatures.
2. If replacement of a porch element is necessary, replace only the deteriorated or missing detail with new materials that match the design of the original as closely as possible.



3. Protect and maintain historic porches and entrances in appropriate ways:
 - a. Periodically clean wooden surfaces, remove rust from metal, and keep a sound paint film on all painted porch surfaces.
 - b. Ensure that water effectively runs off of floors and steps.
 - c. Replace rotted floor boards or other porch materials.
4. Reconstruction of missing or extensively deteriorated porches is encouraged. Reconstructed porches shall be based on documentary evidence. If adequate documentation is not available, a new design is appropriate if it is compatible with the style and period of the building.
5. It is prohibited to enclose porches on primary elevations. Porches on rear elevations not seen from the public right-of-way may be screened or enclosed only if the work is designed so that it can be installed or removed without damage to the historic structure.



For example, metal supports shall not be used as substitutes for wood columns, plywood shall not be substituted for beaded board ceilings, and concrete shall not be used as a substitute for tongue-and-groove wood flooring.

- 7. The installation of temporary features to aid the handicapped and disabled is recommended if the features are added to a non-character defining elevation of a structure and designed so that it can be installed or removed without damage to the historic structure.



- 8. Introducing new entrances on a primary elevation is prohibited.

Sec. 3.7 Storefronts

The storefront is the most important character-defining element of a commercial façade both aesthetically and functionally. Historic, turn of the century storefronts in Stevens Point had large display windows above wooden or masonry bulkheads with transom windows above. They also typically had recessed entryways in the center of the façade flanked by the display windows. Some used porticos over entryways, which protruded from the facade.



Storefront Guidelines

- 1. Retain and preserve commercial storefronts and storefront details that contribute to the historic character of the building including display windows, recessed entryways, doors, transoms, corner posts, columns, and other decorative features.

- 2. Retain and preserve historic materials including wood, stone, architectural metal, and cast iron.
- 3. Follow the guidelines outlined in the materials section in order to protect and maintain historic storefront materials such as wood, masonry, and architectural metals.
- 4. If replacement of a deteriorated storefront or storefront feature is necessary, replace only the deteriorated element to match the original in size, scale, proportion, material, texture and detail.
- 5. If reconstructing a historic storefront, base the design on historic research, physical evidence, and photographic documentation, if available. Recreate the original architectural elements including overall proportions, fenestration, dimensions, and orientation.

Reconstructed storefront based on original design

- 6. Altering the entrance, including its location, through a significant storefront is not permitted. Changing a storefront so that it appears as an office or residential use other than commercial shall not be allowed.



- 7. Using materials which detract from the historic or architectural character of the building, such as mirrored glass, shall not be allowed.



Sec. 3.8 Upper Facades

Upper façades on a historic commercial building are quite different in their function, and therefore design. Commercial buildings were originally designed to have a commercial function on the first level, and an office or residential function on the upper floors. While not often used that way today, a growing trend in downtown revitalization is to bring a residential function back into a city's historic core. This practice is more prevalent in downtown Stevens Point.

The detailing on upper façades can be quite elaborate with variations in materials, brick corbelling, ornate cornices or parapet walls. There is also a wide variety of window types and configurations.

Upper Facade Guidelines

1. Retain and preserve historic façades and their architectural features such as brick corbelling, brick and stone string courses, quoins, stone and tile coping, cornices, and other façade elements.
2. Retain and preserve historic materials whenever possible including wood, stone, architectural metal, and cast iron.
3. It is prohibited to cover architectural details or entire façades with non-historic materials or treatments.
4. If replacement of an upper façade feature is necessary, replace the deteriorated element with a new element and design that matches the original in size, scale, design, proportion, detail, and material, if possible.
5. Using materials which detract from the historic or architectural character of the building, such as mirrored glass, shall not be allowed.



Inappropriate upper facade treatment

6. Original windows in upper façades shall not be covered up or bricked-in.
7. Original windows on upper floors that are located on rear or noncharacter-defining elevations may be repaired, or replaced with vinyl-clad windows that match the originals in design, size, proportions and detail.



Covering or filling in original window or door openings is prohibited

Sec. 3.9 Rear Elevations

Rear elevations on historic commercial buildings are of simple design reflecting their utilitarian function. These elevations, with rear entrances to shops, offices, and residential spaces, still foster a great deal of activity.

Rear Elevation Guidelines

1. Retain and preserve historic side and rear elevations and their architectural features.
2. Historic structures which are adjacent to rear parking areas or public rights-of-way are encouraged to utilize rear entrances allowing public and private access. If the rear entrance is public, awnings and other exterior features should be more subdued than those of the primary elevation.
3. Whenever a rear elevation faces a public right of way or parking facilities, particularly on the waterfront, unnecessary utility lines and equipment shall be removed, whenever possible. New utility and mechanical equipment shall be placed in inconspicuous locations such as the roof or screened from public view.



4. Residential features such as window boxes, window air conditioning units, etc, should be located on rear or side elevations and should be appropriate to the style of the historic structure. Small satellite dishes or television antennas should be as inconspicuous as possible, preferably being located on rooftops.



Sec. 3.10 Architectural Details

Historic structures are often defined by their architectural detailing and ornamentation. On residential structures, eaves, brackets, columns, balusters, door & window casings, and other details such as molding, trim and clapboards all contribute significantly to the historic character of the building. Commercial buildings have cornices, friezes, columns, brick corbelling, string courses, quoins, columns, pilasters and other features that also enhance the architectural character of this building type.



Architectural Details Guidelines

1. Original architectural components and details shall be retained whenever possible.
2. When architectural components and details must be replaced, the new components or details shall match the historic elements as closely as possible in style, proportion, and material.
3. Architectural components and details that are not appropriate to the historic character of the structure shall not be added. New features should not be added unless there is a physical or other evidence that they historically existed.
4. Historic architectural components shall not be replaced with materials, such as plywood, vinyl, and aluminum that would not have been used in the original construction.
5. Architectural details shall not be covered or obscured by artificial siding.

Sec. 3.11 Paint

The HP/DRC does not review paint or paint color. Therefore, a property owner within a historic district does not need to obtain design review approval prior to painting his or her building, except in those cases where outlined previously. The guidelines for paint presented in this document are included only as a guide to the proper methods to apply and maintain paint on a historic structure.

Paint serves two primary purposes on a historic structure: to provide character and detail to the building, and to preserve and protect wood and some metal surfaces. Masonry surfaces were historically left unpainted while some metal surfaces such as copper or bronze were left uncoated as well.

Paint color and its application are non permanent changes to a structure that often reflect personal taste. It also provides a level of visual detail on a structure much to the same degree as an architectural component like a cornice or porch. The body of a building is typically painted a lighter color than the trim and other detailing, thus accentuating the architectural detail of the structure.

On a Victorian structure for instance, paint schemes often include a number of different colors that are intended to highlight the intricate woodwork and detail of the building.



Paint Guidelines

1. Using high-quality paint, apply a sound paint film to surfaces that were historically painted.
2. Follow preparation and application guidelines in previous sections on wood, metal, and masonry materials.
3. Select paint schemes that are most appropriate to the architectural style and period of the historic structure.
4. Painting architectural features such as trim, brackets, corner boards and moldings a different color than the body of the structure will accentuate these architectural details.
*Refer to Standards for Rehabilitation.
5. When applying paint to a historic building, care must be given not to conceal any architectural details or texture of the underlying material.



6. "Liquid vinyl" treatments are prohibited on historic structures.
7. Masonry surfaces were historically unpainted. Paint previously painted masonry material in colors that reflect the underlying material.

Sec. 3.12 Outbuildings and Accessory Structures

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

Outbuildings and Accessory Structures Guidelines

1. The same criteria related to the use of materials for new construction apply to outbuildings and accessory structures.
2. Retain and preserve original outbuildings which have gained historic significance on their own.
3. Architectural elements of historic outbuildings such as roofs, siding, material, windows and doors, foundations, and character-defining detailing should be retained and preserved.
4. If replacement of an element on a historic outbuilding is necessary, replace only the deteriorated portion to match the original in material, size, proportion, texture and detailing.





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

Sec. 3.13 Safety and Accessibility

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

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

Safety and Accessibility Guidelines

1. When projects must include the addition of health and safety features, use whatever means possible to minimize visual impact, and protect the historic character of the structure, and its character-defining details.
2. Health and safety features including fire escapes and access ramps shall be designed so there is minimal visual impact to the historic structure. If possible, they should be located on rear elevations where they are not visible from the public right-of-way.
3. Health and safety features that are visible from the public right-of-way shall be constructed so that the scale, materials, and details are compatible with the historic structure.
4. Fire escapes and access ramps shall be constructed in such a way that they can be removed with minimum damage to the historic structure. If feasible, new doors for fire escapes should be located in existing openings.



Fire escape and access accommodations should be placed on rear elevations if possible.

Sec. 3.14 Mechanical and Communication Systems

Installation, rehabilitation, or replacement of mechanical systems should be planned to minimize changes to the appearance of a structure. Building systems include mechanical and electrical equipment, distributions lines; plumbing pipes and vents; and communication systems, such as telephone and television. Conformance with local building codes and utility company standards and practices is required for the installation, upgrading, or replacement of building systems.

Communication systems such as television antennae, satellite dishes, and cellular phone towers can dramatically affect the character of the historic environment. Care must be given so that the installation of these systems minimize their visual and physical impact to historic districts.

Mechanical and Communication Systems Guidelines

1. Some historic mechanical systems such as plumbing, early lighting fixtures, and vents are important architectural features and should be retained and preserved whenever possible.
2. New mechanical systems shall be installed in areas and spaces that will require the least possible alteration to the plan, materials, and appearance of a building.
3. Mechanical systems including utility meters and heating and air-conditioning equipment shall be located at the rear of a structure if feasible. Mechanical equipment which can be seen from the street must be screened with shrubbery or appropriate fencing.
4. Mechanical systems on historic commercial structures shall be screened from public view on rear elevations or behind parapet walls on the roof.
5. Install new air-conditioning units so that excessive moisture does not accumulate and increase the chance of deterioration of historic materials.

6. When installing window air-conditioning units, place them in windows on the rear elevations not easily seen from a public right-of-way. Install them in such a manner that there is no damage to the existing window sill and sashes.
7. If feasible, mechanical supply lines and ductwork shall be located inside buildings. Exterior mechanical supply lines and ductwork shall be disguised by architectural elements compatible with the character of the building and shall be located as inconspicuously as possible.
8. Plumbing vents and solar collectors cannot be visible from the street.
9. Attaching exterior electrical, telephone, television, etc. cables to the principal elevations of the buildings is not permitted.
10. Locate television antennas and satellite dishes on rear elevations where they are not easily seen from a public right-of-way.
11. Stealth techniques for the installation of cellular phone systems shall be used whenever possible. Locating cellular units on roofs in the commercial district, in church steeples, or on existing communication towers is preferable to the construction of a new tower.



Screen mechanical systems



Place window units on rear elevations

ARTICLE 4.0 STREETScape AND SITE DESIGN

Sec. 4.1 Landscaping

The landscape of historic districts is often as historically significant as the structures themselves, particularly in the residential areas. Some of the trees in historic districts are as old if not older than the historic buildings. While a building can be renovated or restored, vegetation cannot. Therefore, it is critical that mature and historic trees contributing to the character of the district be preserved and maintained.

New vegetation should be sensitive to the existing character of the district as well. Care should be given to incorporate new landscaping that is appropriate in size, scale, and species.

Landscaping Guidelines

1. Retain and preserve significant and character-defining vegetation including mature trees, hedges, shrubs, and ground cover whenever possible.
2. Historic site features, such as walkways, walls, formal and informal gardens, fountains, and trellises should be retained.
3. Trees and other vegetation shall not block views of historic structures and should be well maintained and pruned regularly.
4. In adding new landscaping, native and commonly occurring vegetation is recommended. New plant materials shall be appropriate in species and scale to existing plant materials in the immediate vicinity.
5. Shrubbery planted along building edges and property lines shall have a mature height of less than six (6) feet.
6. Trees, shrubs and fencing shall be used to screen service areas, garbage enclosures and, whenever possible, parking areas.

7. When undertaking new construction, significant trees or vegetation shall be preserved.
8. Design review is required for the removal of live trees with a diameter of six (6) inches or greater. Removal of significant trees should only be done if it has disease or storm damage, or is a safety hazard to historic structures.
9. If a diseased, storm damaged or safety hazard tree is removed, it should be replaced by a suitable species, as designated in an approved landscaping plan, within sixty (60) days from time of removal.

Sec. 4.2 Lighting

Lighting in the historic districts should be planned in such a way that provides adequate safety but does not overly illuminate the district. Fixture design, in particular, should be appropriate to the building and district.

Lighting Guidelines

1. The design of lighting fixtures and poles shall be compatible in size, scale, material and brightness with the structure, landscape, and neighborhood setting.
2. Use understated techniques and light sources to highlight a building's architecture.
3. Existing or new lighting shall not adversely affect or spill over into neighboring properties.
4. A low height is recommended for light poles in most locations.
5. Utility lines, including electricity to lighting fixtures, should be buried whenever possible.
6. Low height, low brightness landscape lights are allowed as long as they don't detract from the structure or historic landscape.



7. Standard utility company security lights on utility poles are prohibited for area lighting in the historic districts. Use fixture designs that are appropriate to the structure and district.
8. In commercial areas or in public rights-of way, use appropriate style and intensity of lighting that provides a safe environment for pedestrians while not adversely affecting the district.
9. Lighting in parking lots should be directional and not spill over into adjacent properties.
10. If a lighting fixture must be attached to an historic structure, it should be done in a manner that does not damage the structure or any architectural feature and can be removed if necessary.



Sec. 4.3 Parking, Driveways and Sidewalks

Paving treatments in the commercial and residential portions of historic districts are different from each other in design, material, and function. In residential districts, a number of diverse paving materials are used including gravel, crushed stone, concrete and brick. Driveways are narrow and parking areas small, reflecting the private use of these areas. Off-street parking areas are often in rear yards accessed from alley ways. Due to the small size of residential lots as well as the early, pre-automobile development of the district, many lots do not have parking areas at all.

The commercial area must accommodate more vehicular and pedestrian traffic and therefore have wider streets and sidewalks, as well as the provision of off-street parking in many locations. The most noticeable aspect of this configuration is the existence of parking behind structures or within the interior of the street block. Pedestrian mobility and access is a historic function of the commercial core and remains a critical feature of a vibrant downtown. Equally important is softening the harsh landscape of streets, sidewalks and parking lots with vegetation and lighting that is safe and conducive to a pedestrian atmosphere.

Landscaping Guidelines

1. Parking lots, driveways and sidewalks shall comply with City Code requirements for size and landscaping elements as well as site grading.
2. On-site parking within commercial areas shall be to the side or rear of the structure. Front yards, in particular, should be used for building area to create a continuous street wall consistent with the historic development of the commercial district.
3. Parking in residential areas should be to the rear of the structure whenever possible. Parking in front yards is not permitted.
4. Large expanses of parking are not allowed. Parking shall be adequately landscaped with buffers and vegetative islands. Pedestrian access and crossings shall be clearly designated in parking areas.
5. Parking shall be screened from the right-of-way whenever possible. Vegetative buffer strips, fencing, low-masonry walls, etc., shall be utilized to minimize the visual impact of parking and vehicles.
6. Commercial parking areas shall be surfaced with suitable materials such as asphalt, concrete, brick, etc. Gravel, crushed stone, or other loose material including unpaved lots are prohibited in commercial areas.
7. Residential parking areas shall be surfaced with appropriate materials such as brick, concrete, asphalt crushed stone, or gravel (with edging materials).
8. The design of deck parking should be appropriate to the district in size, scale, proportion and materials and should comply with the guidelines for new construction.
9. New parking lots in downtown commercial areas shall use buffer strips, shrubbery, iron fencing, etc., along its perimeter to create a strong edge between the pedestrian sidewalk and parking areas.

Driveway Guidelines

10. Driveways on residential properties within the historic districts shall be composed of either concrete, brick, asphalt, or crushed stone. Loose material is prohibited in commercial areas.
11. When loose material is used for driveways or parking, the perimeter of such shall be clearly defined by an edging material.
12. Circular drives in front yards are prohibited.
13. Double width drives that are visible from the public right-of-way are prohibited.
14. Curb-cuts must be located in accordance with City Code and shall be kept to the smallest openings that are functional.
15. New driveways should be designed to minimize any impact to the landscape, building, and historic curbing.

Walkway Guidelines

16. Historic walkways and sidewalk materials shall be retained and preserved whenever possible. New sidewalks in historic districts shall be composed of either concrete, brick, stone or other masonry material such as pavers or scored concrete.
17. Walkways in commercial areas shall be utilized to connect parking and commercial uses. Pedestrian walkways in parking areas or crosswalks at street intersections should be clearly differentiated either in material or striping.



18. Walkways and steps shall be compatible to the architectural style and character of the structure located on the property.
19. Front walks in residential areas shall lead directly from the public sidewalk to the front door of the structure.
20. Walks shall be flush with the grade of the front yard and with the public sidewalk.

Sec. 4.4 Signs



From commercial signs to wayfinding systems to the identification of residential structures, signage in historic districts comes in all shapes and sizes. While signs serve important functions, sensitive design that complements and does not detract from historic architecture can enhance the historic districts. Some signage is historic in its own right.

Signage on commercial properties is typically either freestanding, wall, window, awning, projecting, or sandwich board design. Size, type, and location of signs are important design considerations for commercial structures and help define the pedestrian qualities of the downtown.

In Steven Point's historic residential areas, small uniform identification signs are affixed to many historic structures indicating the name and date of the building's construction. Some residential structures that have been converted into retail or office uses have small, freestanding signs that identify the business while maintaining an overall residential quality.

When submitting a design review request for a sign in the historic districts, the applicant must submit a sample of the sign design to staff and the Commission. This submittal must include an accurate description of the sign including size, material, and location, along with a material sample, if available. In addition to these design guidelines, signs in the historic district must meet all applicable requirements of the Zoning and Sign Ordinance.

Sign Guidelines

- 1. Some signage has gained historic significance in its own right. Whenever possible, retain and preserve historic signage.
- 2. The request for design review meets all applicable requirements of the sign regulations of the City of Stevens Point.



- 3. Portable signs, including banners, unless otherwise specified, are not allowed.
- 4. Size, scale, location, style and material of signage shall be compatible with the architecture of the historic buildings and character of the district.

- 5. Signs attached to an historic structure shall be mounted so that no significant architectural feature is concealed or damaged.



- 6. Wall signs on commercial buildings shall be flush-mounted in appropriate locations in the wall space above the storefront.

- 7. Awning signs are appropriate on awnings that meet the guidelines in the next sections and are proportional to the awning and not oversized. Generally, the sign should cover no more than twenty (20) percent of the awning.



- 8. Projecting signs are appropriate provided they meet the City sign code requirements.

- 9. Window signs are appropriate provided they meet the City sign code requirements.

- 10. Sandwich board type signs are permitted provided they meet the City sign code requirements. Neon, back-lit, and portable signs, (excluding sandwich board signs), are prohibited in the District.

- 11. Historic sign materials such as wood, metal, and masonry are preferred for sign construction. Contemporary materials such as plastic and vinyl are permitted if they are of high quality, sturdy material and do not produce glare.

- 12. Cabinet signs are prohibited within the Downtown Historic / Design Review District. Maintenance of existing cabinet signs is permitted, including the changing of the face of existing cabinet signs.

- 13. External lighting, such as gooseneck style is preferred over back lit or internally lit wall, projecting and freestanding signs.



Sec. 4.5 Awnings

Awnings were historically found on commercial structures as well as on some types of residential buildings. While they have functional merits in providing shade and reducing heat gain in a building, their design and application contribute significantly to the architectural character of a historic structure.



Awning Guidelines

1. Awnings shall be placed only on structures for which they are historically accurate or which there exists physical evidence of a previous treatment.
2. Awnings in commercial areas should be made of canvas or other woven fabric with canvas-like qualities.
3. Signs are permitted on awnings providing they meet all awning and sign guidelines.
4. Awnings shall 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.



Inappropriate Commercial Awnings



Inappropriate Residential Awnings

5. Street level awnings shall be mounted so that the valance is no less than eight feet six inches above the finished grade, and the awning shall project out a minimum of three feet six inches, but may extend two feet in from face of curb or 7 feet from building face, whichever is less.
6. Metal or back-lit awnings are prohibited on commercial buildings.
7. Canvas awnings can be installed over windows and doors if they are historically appropriate. Awnings should fit within the frame of the window and be installed in a manner that does not obscure or hide any historic materials.
8. Awnings shall be opaque except the area of allowable graphics.
9. Awning graphics shall be limited to 40% of the total awning area where the awning faces commercial land uses and 30% where it faces residential land uses.
10. Graphics on awning end panels shall not exceed 8 square feet where adjacent to residential areas and 16 square feet in commercial areas.
11. Semi-circular, barrel type (balloon) awnings are prohibited.
12. Continuous awnings or awnings that cover architectural features such as piers or columns, are not appropriate.
13. Residentially used awnings should be made of either canvas, vinyl-coated canvas, or acrylic. Metal awnings shall be placed only on post-World War II homes.
14. Awnings should be mounted within the window opening, directly on the frame. On masonry structures, attachments for awnings should be made in the mortar joints and not in the brick itself.
15. Awning must be constructed of fire resistant materials.

Sec. 4.6 Fences and Walls

Many different types of fencing and walls can be found in historic districts including low masonry walls, wooden picket and privacy fences, and wrought iron fences and gates. In residential areas, fences and walls were used historically to enclose yard areas and define property lines. In commercial areas, fences and walls can be used to screen service areas and parking lots. Fences are prominent landscape features and should be constructed in a manner and design that is sensitive to the character of the historic structure and district.



Fence and Wall Guidelines

1. Retain and preserve historic fences and walls whenever possible including gates, hardware, cast or wrought iron details, ornamental pickets, etc.
2. Wood, brick, stone, decorative block and iron are appropriate fencing materials in the historic districts. Welded wire, when permanently attached to wood or iron posts is allowed if covered with vegetation. Vinyl fences and chain link fences are not allowed.
3. Deteriorated fence and wall elements should be repaired rather than replaced. New elements should match the original in material, texture, and design.
4. Fences and walls should be properly maintained according to guidelines for masonry, wood, and metal.

5. New fences and walls should be of a design that is appropriate to the architectural style and period of the historic structure.
6. Front yard fences should be of an open design such as picket and no greater than four (4) feet in height. It is prohibited to use solid privacy fences in front yards. Split rail, basketweave, lattice and shadowbox are also prohibited.
7. Wooden privacy fences in side and rear yards shall not extend past the rear elevation of the structure. Rear yard fences should not exceed ten (10) feet in height.
8. Fences and walls should be used to screen service areas, garbage receptacles, and parking lots in the commercial areas.
9. Masonry walls that were historically unpainted should not be painted. Repainting previously painted masonry walls is permitted.
10. Retaining walls, when visible from a public right-of-way, must be constructed of brick or stone. Landscape timbers and railroad ties may be used when they are not visible from the public right-of-way.



Sec. 4.7 Piers and Docks

While not numerous, a small amount of docks and piers exist along the waterfront. The design of these public and private structures contributes to the unique character of Stevens Point's historic districts.

Piers and Docks Guidelines

1. Piers and docks shall comply with Wisconsin Department of Natural Resources Pier and Wharves regulations, and any other national, state or local regulations.
2. Piers, bulkheads, and docks may be made of wood, composite or synthetic material decking and railing. Vinyl is not allowed. Pilings may be of wood, concrete, or steel.
3. Piers and docks shall use lighting that is unobtrusive to the quality of the historic district. All lighting must meet the guidelines listed previously in this section.
4. Piers and docks shall be of a scale appropriate to the character of the historic district.

Sec. 4.8 Sidewalks

Activities such as the sale of merchandise and dining create a vibrant, pedestrian friendly atmosphere in a successful downtown. Benches, garbage receptacles, tables, and other sidewalk furniture are important to an urban environment and allow shoppers and workers the ability to use the sidewalk.

Sidewalk Furniture Guidelines

1. Sidewalk cafe / dining and outdoor display of merchandise is permitted within the Downtown Historic / Design Review District provided that the business owner has obtained a permit from the applicable City Department stating that all codes and criteria related to sidewalks have been met.
2. Any sidewalk furniture being placed by a private property owner must be approved by the HP/DRC.

3. Sidewalk furniture should enhance the streetscape and the site on which they are located. Appropriate materials include wood and metal. Plastic, vinyl, or contemporary styled elements detract from the historic quality of the streetscape and should not be used. Avoid any highly ornate design that would misrepresent the history of the area.
4. Benches and garbage receptacles must meet all city requirements and be similar in design to existing furniture.



Redeveloped Downtown Square



Sidewalk Cafe/Dining

ARTICLE 5.0 NEW CONSTRUCTION

New construction within a historic district can have a substantial impact on adjacent historic properties and the districts as a whole. While contemporary design is always encouraged in the historic districts, it is important that this new development be compatible with the overall character of the districts. Design characteristics such as building form (scale, massing, height, and orientation) and architectural elements (materials, architectural detail, windows, doors, and roof forms) must be considered when evaluating any proposed new building within a historic district. New design that mimics historic structures to the point that there is no clear distinction between the two is strongly discouraged in historic districts.

Considering the differences between commercial and residential building construction and site planning, as it relates to new construction, they are presented separately in this section.

Sec. 5.1 Commercial Construction

New construction in a historic district has the potential to dramatically affect the quality and feel of a historic district. This is especially the case in a commercial area where the dynamics are constantly changing with new buildings, additions to existing buildings as businesses expand, or other issues such as parking or signage. New construction and contemporary design that is compatible within the context of the historic district is always encouraged and is important to economic development. A regulatory environment that discourages creative or contemporary design to the point that new construction is discouraged threatens the overall economic health of a downtown. Therefore, a design guideline document must provide the most flexibility while fostering new construction that respects the existing district. It is imperative that new development recognize and complement both the existing historic environment within downtown and the river itself.

New construction applications, due to their potential impact, shall include a site plan, conceptual drawings (measured drawings if possible), material samples, and pictures of the site and surrounding buildings.

These items can be completed without significant expense and will most likely be necessary in the early design process prior to submitting to the Commission.

Finally, it should be noted that the general guidelines in previous sections (windows and doors, materials, site features, etc) are to be applied to new construction as well.

5.1.1 Massing, Scale and Orientation Guidelines

A new building in the downtown area should be of similar size, scale, and orientation as the existing built environment. For example, the majority of commercial structures in downtown Stevens Point are one or two stories tall while a few three levels. Also, most buildings within the district tend to vary largely in width. Within a single block face, the scale of the structures themselves varies slightly. A new structure should never overpower the existing adjacent buildings, thus drawing attention to itself and detracting from the remainder of the historic district.



Appropriate infill construction

It is common for institutional buildings, such as a city hall or a church, to be built on a larger scale than other buildings. Often, these structures are not only taller and wider, but are also placed differently on a lot, set back further from the street and from adjacent buildings. The majority of commercial buildings in downtown are built to the lot line directly adjacent to the sidewalk. A civic building, on the other hand, may be set back further leaving room for a landscaped area or perhaps even a public gathering space. Typically, these structures are built on a corner rather than the interior of a block face, and are intended to maximize views to and from the structure.

5.1.2 Commercial: Massing, Scale and Orientation Guidelines

1. Buildings within Stevens Point's Downtown Historic / Design Review District are of similar heights. Therefore, the height of a new building shall be compatible with other buildings in the district when measured from the current Base Flood Elevation (BFE).
2. All new buildings shall be compatible in height with adjacent buildings on the block.
3. A new building's height to width ratio should be consistent with existing historic structures. Floor-to-floor heights of new buildings should be similar to the proportions of the existing .
4. The overall building massing and placement on the lot should be similar to that of other buildings in the historic district. Commercial buildings within the interior of the block should be built to the front property line resulting in a continuous building line.
5. The space between buildings should reflect the existing pattern of property development within the district. Historically, buildings within the interior of a block were built to the side property line, usually sharing a wall with its neighbor.
6. Where buildings are set back from the front property line, the parking should be to the side and rear only.
7. New buildings shall have their main entrance and primary architectural façade facing the street. New buildings should have a rear entrance to accommodate rear parking and access.
8. New construction projects should follow the site features and district setting guidelines found in Article 4 of this document.

5.1.3 Design, Proportion and Architectural Element Guidelines

Buildings within historic downtown Stevens Point exhibit a variety of architectural styles. Therefore, new construction is not required to be built to any particular style, but should include similar design elements, materials, and fenestration as other buildings in the district. Windows and doors, architectural details, and roof form are all very important in defining the overall design and provides compatibility with the historic districts.

1. The design of a new building should not attempt to create a false historic appearance, but rather complement buildings in the existing district. New construction should have its own character and style.
2. Use materials that are common to the district such as brick, stone, terra cotta, wood, and metal. Modern materials are appropriate on a new building, however, masonry should be the predominant material on the façade as most of downtown's historic structures are brick or stone. Whenever modern materials are used, they should be similar in their physical qualities to historic materials found in the district.
3. The fenestration of a new building should reflect that of existing historic structures within the district in proportion, shape, location, pattern and size. The ratio of solids to voids on a building's façade should reflect the buildings within the same block.
4. New construction should include storefront elements proportional to that of existing historic structures.
5. Aluminum and vinyl siding are prohibited on new construction within the Downtown Historic / Design Review District .
6. Architectural details such as cornices, arches, and parapet walls give a building texture and define its scale. New construction should reflect that of existing structures. The orientation and pattern of windows, doors, and architectural details can help reduce the impact to new construction.
7. The design of deck parking should be compatible to the district in size, scale, proportion and materials.

Sec. 5.2 Residential Construction

New construction within the residential historic districts can have equally as significant an impact as those within the downtown. While there are fewer infill projects in the residential areas, there is still the potential for new construction. As in commercial construction, architectural expression that complements the district is encouraged within the residential portions of the Downtown Historic / Design Review District and residential historic districts. New construction that respects the quality and design of the historic districts is important in preserving the overall character of the district. New residential construction is evaluated based on its size and scale, orientation on the lot, materials, architectural details, and site features.

5.2.1 Massing, Scale and Orientation Guidelines

As with commercial construction, size and scale of a residential structure as well as its orientation is of primary importance. Residential buildings within historic districts display a variety of heights and scale with most buildings being two stories. Examples of one and three story buildings are also seen. Homes in the districts are also typically built close to the street, but the setbacks vary from block to block. Some blocks with architecture more significant in scale have the buildings being set back further from the street than others. Finally, the majority of residential buildings in the districts are oriented facing the street with a front porch, portico, or stoop.

1. The height of new construction shall be compatible with other residential buildings in the district when measured from the current Base Flood Elevation (BFE).
2. Oversized or monumental residential construction is not prevalent in the district and should be avoided. Only in special cases and in strategic locations should this type of architecture be permitted.
3. In order to retain a continuous block face, new homes should not be built farther back than an average of its neighbors along the same side of the street within the same block face, even if permitted by zoning code.
4. Main entrances should be clearly evident and should be oriented toward the sidewalk and street. If possible, new buildings should include a front porch or portico.

5. New construction projects should follow the site features and district setting guidelines found in Article 3 of this document.



Inappropriate new construction within a historic district.

5.2.2 Design, Proportion and Architectural Element Guidelines

Residential structures in Stevens Points historic districts come in an array of styles, building form, and detail. The different time periods of these buildings define the overall design elements of these buildings including roof form, material, architectural detail, and window and door placement. More often than not, these different styles and building types sit adjacent to each other within the same block. It is important, therefore, that contemporary construction complement the existing architecture rather than replicating it.

1. The design of a new building should not attempt to create a false historic appearance, but rather complement the existing district. New construction should have its own character and style.
2. The fenestration of a new building should reflect that of existing historic structures within a district and be compatible in proportion, shape, location, pattern and size.
3. Architectural details such as cornices, trim, windows and doors should reflect the scale of buildings in the existing historic district.
4. New homes within the district should be built with approved materials. Modern materials, if used, should be similar in appearance and texture of traditional materials.

5. If vinyl-clad windows are used, they must have permanent exterior muntins to match the existing windows.
6. **Aluminum and vinyl siding are prohibited on new construction.**
7. There are a variety of roof forms in the district including gable, hip, and gambrel. The roof forms used on new construction should relate to neighboring buildings in form and material.
8. The historic landscape of the district including green space and mature trees is one of the character-defining elements of the districts. When undertaking new construction, significant trees or vegetation shall be preserved.

Sec. 5.3 Additions

Historic districts change over time with new construction, demolition, and sometimes redevelopment. A quick look at Stevens Point's historic districts shows historic buildings from different eras that were built as the districts evolved, each with different qualities and character. This is also the case with additions to historic structures. Historic buildings may have additions from different eras that often are historic themselves. Therefore, it is important that new additions be compatible in size and scale, setback, materials, and design as the main structure. Poorly designed additions can dramatically change, and often destroy, the historic qualities of a structure.

Additions, whether on commercial or residential structures, should be done in a manner that does not diminish the historic character of the building and district. Like new construction, additions can be contemporary, but also should be compatible with their surroundings. Additions shall conform to local zoning and building codes.

Addition Guidelines

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

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.

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.



Inappropriate Addition

5. An addition should never mimic or recreate the architecture of the primary historic structure.
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.
7. Large additions to commercial structures can be designed to appear as a separate building, but with a connection joint setback from the two structures
8. Service additions to commercial buildings should always be to the rear of the main structure
9. Significant trees or other landscape should not be removed or damaged when constructing an addition.

Sec. 5.4 Decks

The outdoor deck is a contemporary exterior feature frequently introduced in the residential historic districts. A deck is an uncovered wooden structure, similar to a back porch that is located above grade at the rear of the structure. Decks shall conform to local building codes.

Deck Guidelines

1. A deck shall be designed and constructed so that the historic structure and its character-defining features and details are not damaged or obscured. Install decks so they can be removed in the future without damage to the structure.



Inappropriate deck/porch

2. Decks shall not, when feasible, be visible from the public right-of-way. New decks should be constructed in inconspicuous locations, usually on the building's rear elevation.
3. Design and detail decks and associated railings and steps to reflect materials, scale, and proportions of the building.
4. New decks should be painted or stained in a color that is compatible with the historic structure and district.



Existing decks shall be maintained appropriately.

ARTICLE 6.0 DEMOLITION AND RELOCATION

Sec. 6.1 Demolition

Demolishing a historic structure within a district has the potential to irreversibly change the character of the district and can compromise the quality and sense of place of the entire district. Historic structures represent a tangible link to a community's past. They are physical expressions of architectural style, building technology, and personal taste. Demolition of a historic structure is strongly discouraged, and any time a demolition is proposed, alternatives must be carefully explored.

6.1.1 Review for Demolition

The Historic Preservation / Design Review Commission can deny a demolition request that requests the demolition of a building only when the structure is determined by the State Historic Preservation Officer as having statewide significance, as defined by the National Register of Historic Places level of significance evaluation. In all other cases, the Commission cannot deny a demolition request, but it can issue a temporary delay of demolition while preservation alternatives are being explored. The request, then, would be approved but with an effective date of up to 365 days from the date of approval. The delay would occur when the HP/DRC finds that the structure has historic significance on a local, state or national level or is representative of a distinct architectural style or elements of that style. During the delay, the Commission should actively explore options for preservation that might include negotiations with the property owner to determine other viable uses, helping identify a buyer who could preserve the property, or assist the owner in relocating the building within the district.

If the Commission determines that the building in question has no historic significance or value, the demolition request can be approved without delay. In rare instances, a structure may be deteriorated beyond repair to the point that it poses a threat to public safety and welfare. In these extreme cases, the City will have adopted a condemnation ordinance under the housing code. These demolition requests still must go before the Commission.

6.1.2 Demolition by Neglect

City Council can determine that, due to the failure of an owner to conduct routine maintenance over time, the structure is continually deteriorating to the point that it is effectively being demolished by neglect. In such a case, City Council can issue an ordinance causing the property owner to repair those conditions requiring the continued deterioration.



6.1.3 Demolition Guidelines

1. Prior to undertaking demolition work, the property owner shall approach the HP/DRC to determine the historic significance of the structure and its relationship to the district.
2. If the HP/DRC determines that the structure is historically significant, it shall delay the demolition for an appropriate time in order for staff and the Commission to work with the property owner to seek viable alternatives to demolition. Alternatives to demolition include, among other things:
 - a. If a building is in disrepair, working with the property owner to develop a rehabilitation plan and identify funding assistance such as rehabilitation tax credits that would allow the building to be rehabilitated.
 - b. If a building does not fit the owner's required needs, determining if the structure could be adaptively reused.
 - c. Working with the property owner to locate a buyer who will use the property without demolishing the structure.
 - d. As a last resort, finding a suitable location within the district for the historic building to be moved and working with the property owner to develop a plan for relocation.

3. If all alternatives for preservation have been exhausted, the HP/DRC shall work with the owner to make a permanent record of the historic resource including photography, an architectural description of the building, chain of title, floor and site plans, or collection of other historic documentation that is available. Since Stevens Point is a Certified Local Government, it must fill out an annual survey to the State's Historical Preservation Office that includes a list of all demolitions and provide historic data on the demolished properties.
4. When a demolition is proposed, the applicant must submit a landscaping plan illustrating proposed landscaping and other site development to be completed within six (6) months after demolition.
5. If a property is subject to demolition by neglect, the City Council has the authority to adopt a demolition by neglect ordinance that requires the property owner to repair the conditions causing the deterioration.

Sec. 6.2 Relocation

Removing a contributing structure from its historic setting can compromise the integrity of the building and the district as a whole. Often, however, relocation is the only method to preserve a structure that is faced with demolition. Relocation should be considered only when all other preservation alternatives have been eliminated. Occasionally, a structure may be moved into historic districts.

In planning the move of a structure, consideration must be given for how the relocated building will impact surrounding structures and fit into its new setting. Often, architectural features are compromised when moving a structure. Only an experienced house mover should be used so that damage to the historic building itself, significant vegetation, or buildings along the route is minimized. Prior to moving a structure, the property owner is advised to contact the State Historic Preservation Office to determine what measures need to be taken to ensure that the contributing status of the building is not jeopardized.

Relocation can be looked at in much the same way as new construction in that the building being introduced into a new environment must complement the character of its surroundings in architectural style, size, scale, orientation, and landscaping.

Much like new construction, the applicant should submit a plan for relocation including a site plan and drawings of the building in its new environment.

Relocation Guidelines

1. Relocation of a building within a historic district should only be considered as an alternative to demolition when all other preservation options have been exhausted.
2. Prior to the act of relocation, the HP/DRC shall work with the owner to document through photography, drawings, and other means the existing location and environment of the historic structure. Measured drawings should be made particularly if there is to be any reconstruction once the building is moved.
3. The HP/DRC will work with the property owner to identify a contractor experienced in moving historic structures.
4. Character-defining elements and significant architectural features shall be protected during the relocation process. Should any damage occur, it should be repaired.
5. The relocated building must be compatible with the surrounding structures in its architectural style, scale, height, side and front setback, and orientation.
6. Significant vegetation, such as mature trees, should be protected on the new site and appropriate landscaping consistent with the surrounding historic properties should be installed.
7. Guidelines for new construction should be followed whenever relocating a structure in a historic district.
8. Moving accessory structures that have historic significance should follow these same guidelines.
9. Once the building has been removed, any improvement to the vacant lot (former building site) shall be compatible with the surrounding historic properties.

ARTICLE 7.0 GLOSSARY & APPENDICES

Sec. 7.1 Building Styles

Victorian (1860-1900)

While Queen Victoria reigned from 1837-1901, Victorian architecture in the United States was popular during the last four decades of the nineteenth century. Victorian architecture is characterized by complex plans, asymmetrical designs, ornate detailing, varied textures, and colorful paint schemes. There are several sub-styles that fall within the Victorian era.

Queen Anne (1880-1910)

The Queen Anne style is one of the more dominant of the Victorian era. Queen Anne homes are typically two stories, have irregular plans including a hipped roof with front and side gables, and usually include a one-story porch along the width of the façade. Bay windows are sometimes cut into the façade under the front gable. More elaborate Queen Anne homes have towers and turrets as signature elements of the façade. These structures are often highly detailed with decorative spindlework, sawn brackets, and gingerbread ornamentation

Italianate (1850-1880)

Italianate homes have generally rectangular, box-shaped plans with low pitched hipped roofs and overhanging eaves. Most Italianate homes are symmetrical in design, and some display box towers or center gables on the façade. Usually two stories, these dwellings often have small single story entry porches supported on columns. Common architectural elements include three-bay facades; narrow, segmental arched windows; and crowns over the windows including inverted U-shaped crowns, arches, and pediments.

Georgian (1700-1780)

Georgian architecture enjoyed one of the longer eras of early American residential construction. These homes are austere symmetrical in plan with simple box designs. Georgian homes are predominantly side-gabled, two story structures, but have a number of variations. Their simple design is often interrupted by a more distinct entryway including paneled doors, transoms, with pediments or elaborate cornices.

Colonial Revival (1880-1955)

The last two decades of the nineteenth and first half of the twentieth centuries marked an era of the revival of Colonial styles of architecture. Like their original Georgian and Federal counterparts, Colonial Revival homes typically have two-story, symmetrical box-shaped plans with classical design elements. They often have hipped roofs with or without porches across the front façade. Common variations include side-gabled plans with asymmetrical being much less common. Similar to early Colonial architecture, Revival homes are simple designs marked by more elaborate entryways.

Greek Revival (1830-1870)

Greek Revival architecture is defined by its highly symmetrical plans and classical details. Usually two stories tall, these homes have low-pitched roofs and wide-band cornices reflecting classical proportions. Greek Revival structures are often dominated by their entryways which often are full-width supported on classical columns two stories high. Others included smaller, yet still grand in scale, one or two-story entry porches.

Gothic Revival (1850-1880)

Gothic Revival homes are noted by their steeply pitched, center gabled roofs. Often with more than one front gable, these homes have ornate gothic detailing such as pointed arched windows, decorative vergeboards, crenellations, pinnacles, and other ornamentation. Most Gothic Revival homes have one-story porches across the front façade.

American Craftsman (1900-1920)

Mostly one-story, Craftsman bungalows typically have low-pitched, front gabled roofs with large overhangs. Common examples have offset, front gabled porches supported by short columns on large bases. Architectural elements often include tapered columns, exposed roof rafters, gabled dormers, and multi-paned windows.

Second Empire (1870-1880)

Second Empire's most recognizable design element is mansard roofs, and curbs at the tops of the visible roof slopes. Dormer windows set into the roof slopes are also key design elements. Furthermore, structures are generally tall and often bear heavy ornamentation. Italianate style details are often found on many Second Empire structures, such as bracketed eaves.

American Foursquare (1900-1930)

American Foursquare is most easily identifiable by its box-like form and broad proportions. Furthermore, residential structures are almost always two or two-and-a-half stories in height with a shallow pitched hip roof, widely overhanging eaves and centrally placed dormers. Porches were evident with the majority at full-width and supported by Tuscan columns. Decoration is minimal with very few examples distinguishing other period details.

Bungalow (1910-1940)

Bungalow style houses are generally small-sized, have either square or rectilinear floor plans, and are usually one-story-tall. Furthermore, they typically have a horizontal emphasis and are covered with wide, projecting gable or hip roofs which often have protruding rafter ends or brackets supporting the eaves. Front porches are evident in almost every example, with porch roofs supported by battered piers.

Sec. 7.2 Definitions

Board of Adjustment (BOA): A City board that performs administrative review of zoning Adjustment decisions including those decisions of the HP/DRC. Design review request are appealed to the BOA.

Building Permit: A permit required for the construction, modification, or renovation of a structure. Design review approval is required prior to obtaining a building permit.

Character Defining: The elements, details, and craftsmanship of a historic structure that give it its historic significance and are exemplary of the architectural style and period of the structure.

Contemporary Compatible: Contemporary design of a building that, while not presenting a historic appearance, is in keeping with the character of the historic district in its size, scale, materials, proportion, and overall design.

Contributing Building: A structure determined to have been constructed during the period of significance of the historic district, and that possess historic integrity.

Guideline: In the context of this document, a "guideline" is a design directive that must be met in order to be in accordance with the intent of these guidelines.

Historic: In the context of this document, "historic" shall mean famous or important of which is great and lasting that has happened in the past and has been preserved to exist today.

Historic District, Local: A district established by the City through a zoning overlay that has local historic significance. Properties within this district must meet local design guidelines.

Historic District, National Register: A district having national significance as defined by the National Park Service. National Register Historic District designation is primarily honorary, but carries with it the potential for owners to use rehabilitation tax credits for historic preservation.

Housing Code: The minimum standards by which a house must meet to be determined "habitable".

Major Works: Major works projects are significant projects, such as new construction and additions, which potentially alter the existing appearance of the historic district. These projects require HP/DRC review.

Minor Works: Minor works projects include general maintenance and simple projects that do not alter the appearance and character of the property. These projects can be reviewed by Planning Staff.

Shall: The term “shall” is a term of command, and one which must be given a compulsory meaning; as denoting obligation. It is generally imperative or mandatory.

Should: If the term “should” appears in a design guideline, compliance is strongly encouraged, but it is not required. It is usually no more than a moral obligation.

Subdivision Ordinance: A local ordinance regulating the division of land.

Zoning Ordinance: A local ordinance regulating use of land and development standards .

Sec. 7.3 Architectural Definitions

Artificial Siding: Synthetic or engineered siding material that is not original to the structure including vinyl, aluminum, spray-on vinyl, stucco applied over masonry, among others.

Baluster: A short upright member that supports a handrail. Balusters for porch balustrades can be lathe-turned or simple square posts.

Balustrade: A series of balusters connected on top by a handrail and sometimes by a bottom rail; used on porches, stairs, balconies, etc.

Bond (brick): The arrangement of bricks in a wall providing strength and decoration. Common, English, and Flemish bond arrangements include variations in long face bricks (stretchers) and short face bricks (headers).

Bracket: Projecting support member found under roof eaves or other overhangs.

Bulkhead: The panel below a display window of a storefront.

Built-in Gutters: Gutters which are integral to the roof structure; usually concealed behind a decorative cornice.

Casing: The finished visible framework around a window or door.

Clapboard: Thin boards tapered along one side laid horizontally over one another to sheath a wall surface. They are applied with the thick edge lapped over the thin edge of the board underneath.

Column: Upright post supporting roof or pediment consisting of base, shaft, and capital.

Coping: The top layer or course of a masonry wall, usually with a slanting surface that serves to help shed water.

Corbelling: A series of projecting courses of bricks, each stepped out further than the one below, found on chimneys and walls.

Corner Board: A board that is used as trim on the exterior corner of a wood-frame structure and against which the ends of the siding boards are fitted.

Cornice: Uppermost portion of entablature where the roof and wall meet.

Cupola: A dome on a circular or polygonal base crowning a roof or turret.

Dentil: One of a series of small, square blocks found on cornices.

Dormer: A window built into a sloping roof and having a roof of its own.

Double-hung Window: A type of window composed of an upper and lower sash that slide vertically past each other, and are moveable by means of sash cords and weights.

Eave: Edge of sloping roof that projects or overhangs past the vertical wall.

Elevation: The front, rear, or side of a building.

Entablature: The upper part of an order, consisting of architrave, frieze, and cornice. Façade: The front wall of a building or any architecturally distinguished wall of a building.

Fascia: The flat board that covers the ends of roof rafters.

Fenestration: The arrangement of window and door openings of a building.

Flashing: Overlapping pieces of non-corrosive metal installed to make watertight joints at junctions between roof and walls, around chimneys, vent pipes, and other protrusions through the roof.

Frieze: The middle division of an entablature, between the architrave and the cornice; usually decorated but may also be plain.

Gable: The triangular shaped upper portion of a wall under a pitched roof, from cornice to peak.

Gambrel Roof: A roof that has two pitches on each side with the lower pitch being steeper.

Hipped Roof: A roof that slopes upward from all four sides of a building.

Joinery: The art and practice of joining several small pieces of wood together to form woodwork such as doors, panels, cabinets, etc.

Lintel: A horizontal beam bridging an opening.

Mansard Roof: A roof with a double slope on all four sides, the lower slope being longer and steeper than the upper.

Massing (Building): The three-dimensional bulk of a structure, height, width and depth. Massing is evaluated for scale, bulkiness and relationship to exterior spaces. Massing of buildings is important in order to maintain neighborhood characteristics and avoid big bulky structures which provide more visual monotony than variety.

Mullion: A vertical support dividing a window or other opening into two or more parts.

Muntin: A thin strip of wood or steel used for holding panes of glass within a window sash.

Orientation: The placement of structure on a lot, specifically the relationship of primary elevation to the street.

Parapet: The vertical extension of an exterior wall above the line of the roof.

Paver: A masonry unit, usually brick or concrete, that is used as a paving material to create walks and sidewalks.

Pier: A vertical supporting structure constructed of masonry.

Pilaster: A shallow pier or rectangular column projecting slightly from a wall, representing a classical column with base, shaft, and capital.

Pointing, repointing (tuckpointing): The act of repairing the mortar joints between brick or other masonry units by filling in and finishing it with additional mortar.

Porte-cochere: A roofed structure extending from an entrance to a building over an adjacent driveway to provide shelter while entering or leaving a vehicle.

Portico: An entrance porch, sometimes pedimented, and usually supported by columns.

Quoin: Decorative masonry units at corners of walls differentiated from the main wall by material and/or projection.

Retaining Wall: A low wall of masonry that keeps earth in a fixed position.

Right-of-way: The strip of publicly owned land used for public infrastructure such as streets and sidewalks, railroads, power, and public utilities.

Sash: The framework of a window, usually moveable, into which panes of glass are set.

Scale: The height and width relationship of a building to surrounding buildings.

Setback: The area of a yard that cannot be built upon based on zoning codes. Buildings have front, side, and rear yard setbacks.

Shed Roof: A roof pitched in a single direction:

Shiplap: Wooden siding rabbeted so that the edge of one board overlaps adjoining boards creating a flush joint.

Sill: The horizontal water-shedding member at the bottom of a door or window.

Soffit: The exposed underside of overhanging roof eaves.

Stringcourse: A horizontal band of wood or masonry extending across the face of a building.

Tongue-and-groove: An edge joint of two boards consisting of a continuous raised fillet or tongue on one edge that fits into a corresponding rectangular groove cut into the edge of the other board.

Transom: A narrow, typically rectangular window located above a door or larger window. Transom windows are usually hinged, allowing the window to be opened to improve ventilation.

Turret: A small tower usually located at the corner of a building.

Veneer: A decorative facing applied to an exterior wall, typically either made of or made to look like brick or stone.

Wood Shingles: Thin tapered rectangular pieces of wood installed in overlapping rows to cover walls or roofs; the butt of the shingles can be cut in a variety of shapes to give a distinctive pattern to a wall surface.

Sec. 7.4 Major and minor Works

7.4.1 Major Works (HP/DRC Approval)

- a. New Construction or additions to primary building
- b. Exterior alterations to principal elevations of buildings
- c. Demolition of any structure
- d. Relocation of any structure
- e. Removal of accessory structures of historical significance
- f. Construction of new accessory structures

- g. Construction or removal of chimneys when made of brick
- h. Alteration, addition, or removal of existing decks
- i. Construction of new decks
- j. Construction of new driveways
- k. Removal of live trees greater than 6" in diameter
- l. New or expanded parking areas
- m. Construction, addition, or removal of porches or steps
- n. Changes to historic roof features
- o. Construction, addition or removal of swimming pools
- p. Installation of new windows and doors
- q. Alteration of exterior surfaces
- r. Substantial changes to a design review certificate
- s. Renewal of an expired design review certificate on projects of substantial proportion

7.4.2 Minor Works (Staff Approval)

- a. Addition, or repair of existing accessory structures
- b. Replacement of synthetic siding
- c. Addition, or repair of existing awnings & shutters
- d. Installation of new awnings and shutters when appropriate
- e. Repair or replace existing siding, windows, doors, (no change)
- f. Construction of appropriate fences, walls, or hedges
- g. Repair or replacement of exposed foundations (no change)
- h. Installation or replacement of gutters
- i. Emergency removal of dead, diseased, or dangerous trees
- j. Removal of deteriorated accessory buildings (non-contributing)
- k. Repair of existing masonry
- l. Installation or removal of HVAC or mech. equipment (rear yard)
- m. Repair or replacement of existing porches (no change)
- n. Installation of appropriate signs
- o. Installation of satellite dishes & TV antennas (rear yard)

- p. Repair of existing stairs and steps
- q. Repair, replacement, or construction of walkways
- r. Installation of storm windows and doors
- s. Replacement of existing roof coverings (no change)

7.4.3 Maintenance (No Approval)

- a. Painting
- b. Repair or replacement of existing driveways & walks (no change)
- c. Repair or replacement of existing fences or walls (no change)
- d. Repair or replacement of existing gutters or downspouts (no change)
- e. Minor plantings or clearing of overgrown bushes & shrubs
- f. Tree removal (less than 6" in diameter)
- g. Repair or replacement of exterior lighting fixtures (no change)
- h. Repairs, including repointing, to existing masonry
- i. Repair or replacement of existing parking lots (no change)
- j. Repair of existing roof coverings (no change)
- k. Repair or replacement of existing signs (no change)
- l. Repair to existing swimming pools
- m. Construction of wooden trellises in rear yard
- n. Repair or replacement of existing sidewalks
- o. Window air conditioners at rear elevations

Sec. 7.5 Tax Credits

Currently, the federal tax code allows for a 20% tax credit for qualifying rehabilitations on income producing properties (such as commercial or residential buildings that are rented for profit). Therefore, an owner could recoup 20% of the total cost of a rehabilitation project in the form of tax credits. In Wisconsin, there is an additional state tax credit creating the potential for the property owner to recoup a total greater than 20% (state and federal) of the total cost of rehabilitation. Owners of non-income producing properties (single-family residences) are eligible for a state tax credit in Wisconsin.

All three tax credit programs apply to substantial rehabilitations and must meet the ten Standards for Rehabilitation as outlined earlier in this chapter. For income-producing properties, "substantial" rehabilitations would have an expense of at least \$5,000 within a two-year period. Non-income producing projects would require a rehabilitation expense of at least \$25,000 within a two-year period. The State Historic Preservation Office administers both the state and federal tax credit programs. To obtain local tax credit information, please refer to office City of Stevens Point's Community Development Department, or the State of Wisconsin Historical Society.

Sec. 7.6 Bibliography & Preservation Resources

7.6.1 Bibliography

1. Morton III, W. Brown, Gary L. Hume, Kay D. Weeks and H Ward Jandl.: The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings. Washington D.C.: U.S. Department of the Interior, National Park Service. 1997
2. Anne E. Grimmers, Jo Ellen Hensley, Liz Petrella and Audrey T. Tepper.: The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings. Washington D.C.: U.S. Department of the Interior, National Park Service. 2011
3. National Park service. Illustrated Guidelines for Rehabilitationg Historic Buildings. Washington D.C.: Historic Preservation Services, 1992.
4. National Park Service. *The Secretary of the Interior's Standards for Rehabilitation.* Washington, DC 1990.
5. National Park Service. *Historic Preservation Tax Incentives.* Washington, DC 2012.

6. City of Washington North Carolina. Historic Preservation Design Guidelines, Washington, North Carolina. Washington, North Carolina. 2010
7. Wisconsin Historical Society. Historic Preservation. Historic Home Owners' Tax Credits. http://www.wisconsinhistory.org/hp/architecture/tax_credit.asp
8. Wisconsin Historical Society. Historic Preservation. Historic Home Owners' Tax Credits for Income-Producing Historic Buildings. http://www.wisconsinhistory.org/hp/architecture/iptax_credit.asp
9. Timothy F. Heggland.: City of Stevens Point, Portage County, Wisconsin Intensive Survey Report. Mazomanie, Wisconsin 2011.
10. Thomas Brown.: Gateway to the Pinerias, An Architectural & Historical Guide to Downtown Stevens Point. Stevens Point, Wisconsin. 1988

7.6.2 Preservation Resources

Local

City of Stevens Point
 Department of Community Development
 1515 Strongs Avenue
 Stevens Point, WI 54481
 (715)346-1567
<http://stevenspoint.com/>

Portage County Historical Society
 P.o. Box 672
 Stevens Point, WI 54481
<http://www.pchswi.org/>

State

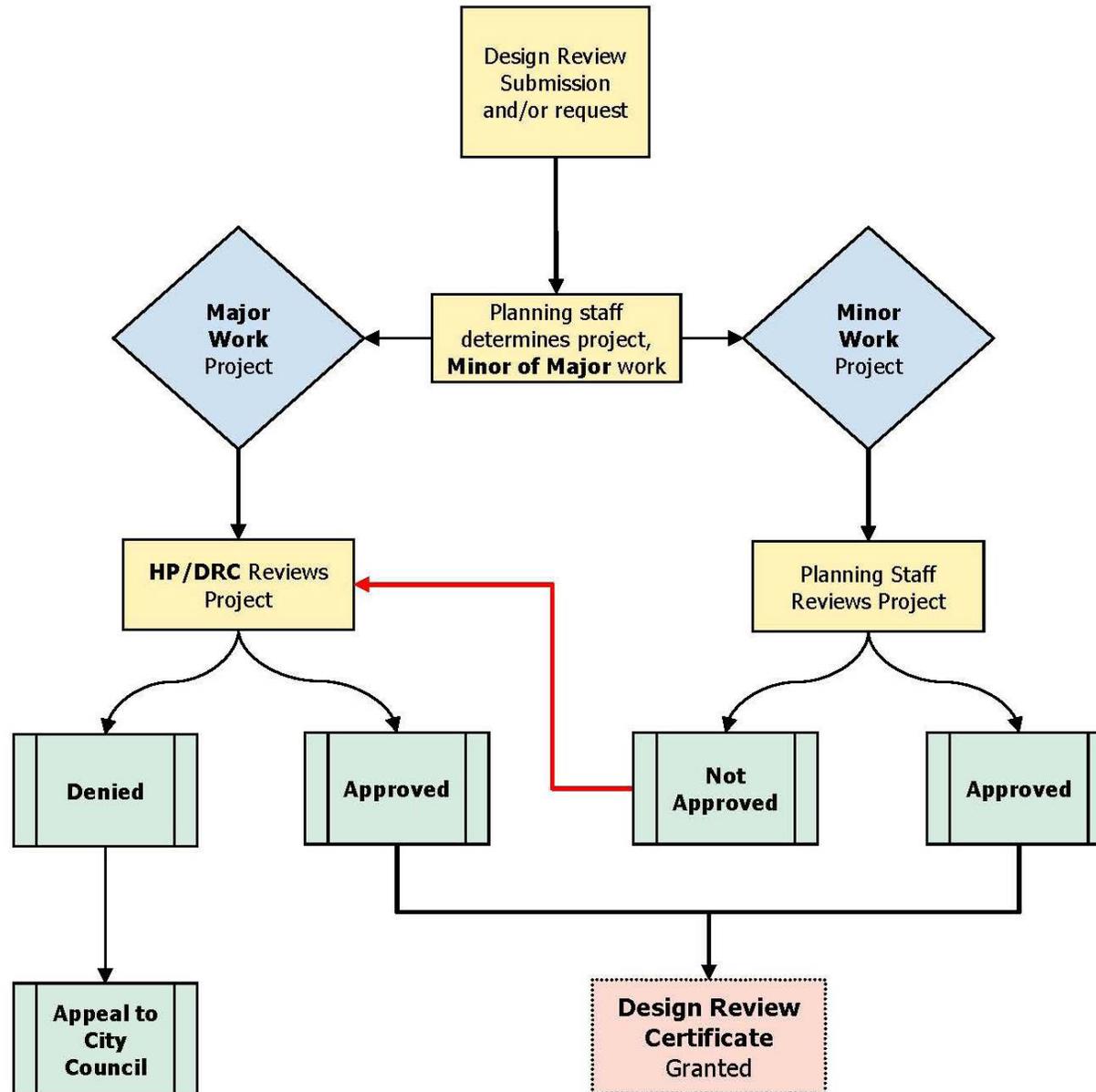
Wisconsin Historical Society
 816 State Street
 Madison, WI 53706
 (608) 264-6400
<http://www.wisconsinhistory.org/>

National

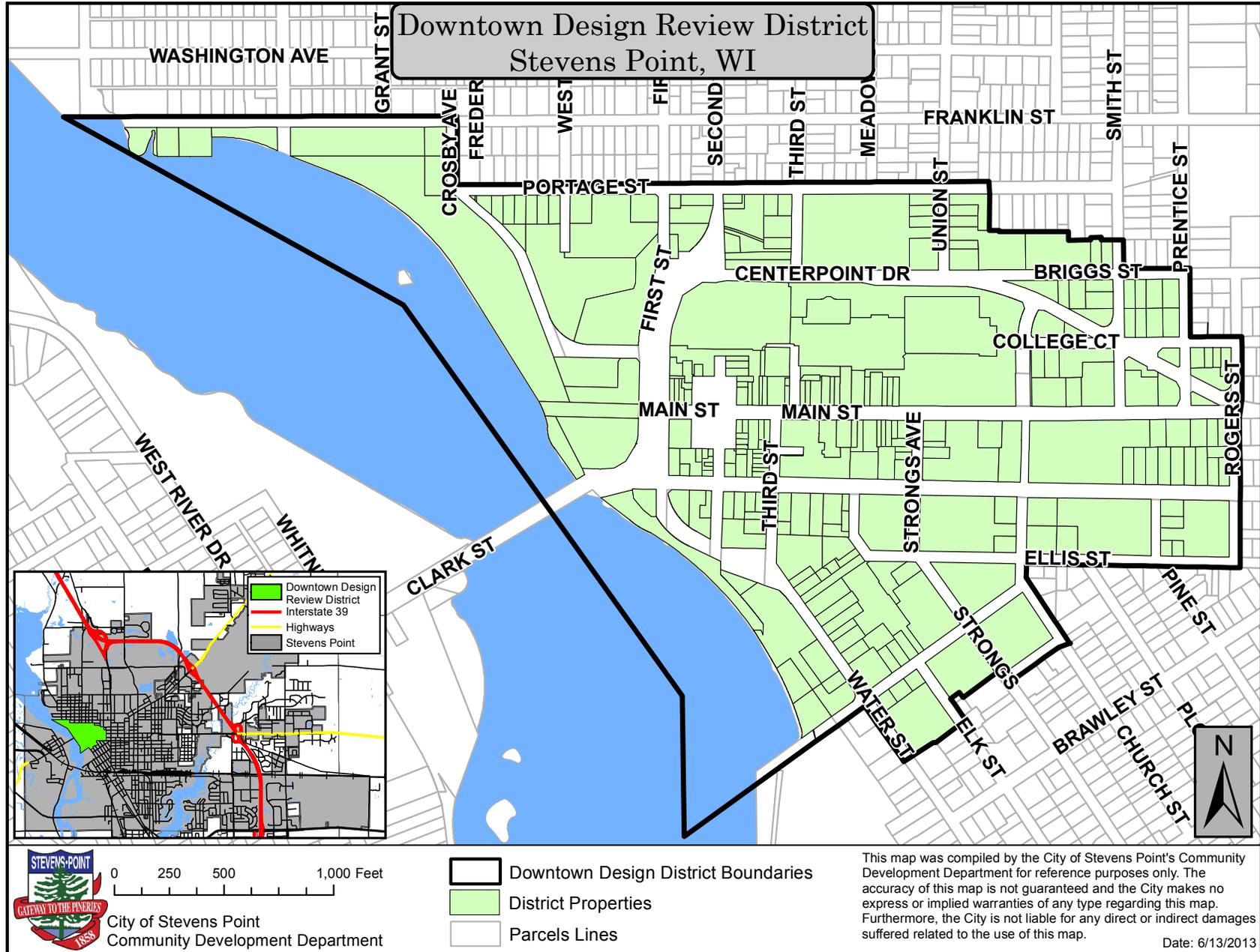
National Park Service - Technical Preservation Services
 1201 Eye Street, NW
 6th Floor
 Washington, DC 20005
 (202) 513-7270
<http://www.nps.gov/tps/>

National Trust for Historic Preservation
 1785 Massachusetts Avenue, NW
 Washington, DC 20005-2117
 (202) 588-6000
<http://www.preservationnation.org/>

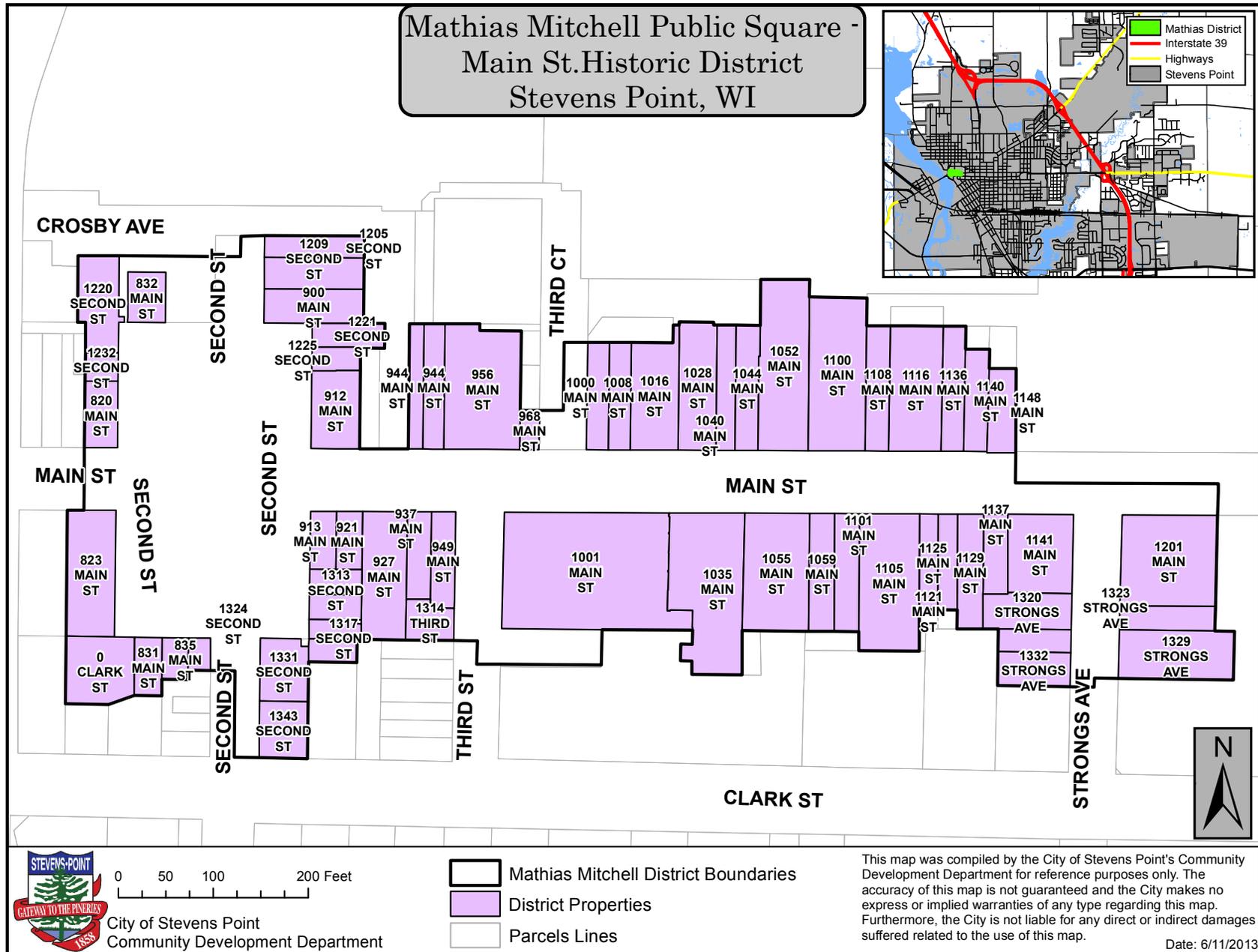
Sec. 7.7 Design Review Flow Chart



Sec. 7.8 Downtown Design Review / Historic District



Sec. 7.9 Mathias Mitchell Public Square - Main Street Historic District



Sec. 7.10 Clark Street Historic District

