

AGENDA
HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

Wednesday, December 4, 2013 – 4:00 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 November 6, 2013 HP/DRC meeting.
2. Request from Karl Halsey for design review to replace the existing transom windows above the commercial storefront windows at **1137 Main Street (2408-32-2026-37)**.
3. 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

Wednesday, November 6, 2013 –3:30 p.m.

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

PRESENT: Lee Beveridge, Alderperson Mary Stroik, Tim Siebert, George Hanson, and Tom Baldischwiler.

ALSO PRESENT: Director Michael Ostrowski, Economic Development Specialist Kyle Kearns, City Attorney Andrew Beveridge, Tawny Liebe, Cathy Dugan, Steven Tibbitts, and Jim Guzman (via phone).

INDEX:

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 (Parcel ID 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.

1. Approval of the report from the September 4, 2013 HP/DRC meeting.

Motion by Commissioner Siebert to approve the report from the September 4, 2013 HP/DRC meeting; seconded by Commissioner Hanson. Motion carried 5-0.

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)**.

Economic Development Specialist Kyle Kearns explained that staff has reviewed this request like all others, in terms of design review and adhering to the guidelines, as well as, the standards for the façade improvement grant funds. In looking at the design review guidelines, one of the requirements is that original materials should be retained or restored if possible, rather than the installation of new or synthetic materials. Staff would consider the current cedar board on the building as original due to the major transformation occurring in 1985-86 which combined, demolished, and added structures to create the current building. Therefore, the cedar board should be maintained and are preferred over synthetic E.I.F.S. Mr. Kearns then stated that based upon the above review, guidelines for design review are not met. When reviewing the façade grant

guidelines, Mr. Kearns continued stating that the applicant is requesting funding for all four sides of the building, which the guidelines state must face a public right-of-way. However, the structure has only two sides which face the public right-of-way. The grant guidelines also require the funding to be part of an overall building project, where this is just one improvement activity, the installment of an E.I.F.S system. Lastly, one of the bids for the work was via email and vague in a description of work and costs associated. Therefore, based on the overall review, staff recommends denial of façade grant request.

Jim Guzman, applicant, explained the repair or patching of the cedar boards will look poor and it would be hard to match the groove and cuts of the existing boards. It is his opinion that this project is harmonious with adjacent properties in the area such as Dunham's and MSTC, which also have E.F.I.S. proposed or stucco like material. He continued to explain the existing cedar boards are badly rotting and in need of replacement, any moisture that would develop with the E.F.I.S. system would drain and not deteriorate the appearance. He feels all four sides of the building are highly visible from the public right-of-way and the addition of the E.F.I.S. would not take away from the historic character of the building. Mr. Guzman pointed out the south and west sides of the building are the most deteriorated.

Commissioner Siebert agreed that the E.F.I.S. is similar to stucco, but is synthetic, and feels it will continue to deteriorate the boards underneath due to the E.I.F.S mounting system.

Mr. Guzman stated once the moisture is removed, it will not deteriorate, and he has had other buildings with E.F.I.S. systems that have lasted 20 years or more with no issues.

Commissioner Beveridge pointed out the issue is with the synthetic material, which is not allowable and would change the characteristic of the building. This structure is historic from the 1985 rehabilitation and adding more stucco over what is there is not allowable. Upon his review of the property from the ground, the cedar does not appear to be in that bad of shape, with a majority in good shape.

Mr. Guzman explained he would prefer not to paint, but to keep the cedar boards stained if restoration occurs. However, as adding or repairing boards would not match the existing look restoration of them would not be an option for him. Mr. Guzman went on to explain his primary concern for the top deterioration and moisture of the cedar boards which can cause the framing to deteriorate. Lastly, he asked if Dunham's or Mid-State Technical College (MSTC) have E.F.I.S., to which Director Ostrowski stated Dunham's does, however, MSTC he did not believe so. Director Ostrowski continued stating the request is not part of a major restoration, which is the main purpose of the grant.

Cathy Dugan, 615 Sommers Street, clarified E.F.I.S. is styrofoam covered with a less expensive version of stucco. She went on to state cedar can be purchased rough or planed to closely match.

Commissioner Siebert pointed out he feels this is a maintenance issue, and questioned whether the owner could use grant funds to rehabilitate and restore the existing cedar if they were in agreement. Mr. Kearns replied, stating the commission would make that decision which would

require new bids for the cost of cedar replacement. Mr. Guzman then stated he would not repair or patch the existing cedar as it would be extremely expensive, however would be willing to remove all of the cedar prior to installing the E.F.I.S. system.

Motion by Commissioner Siebert to deny façade improvement grant funds in the amount of \$14,830.00 for the installation of an E.I.F.S. system and metal roof cap at 1100 Centerpoint Drive (Parcel ID 2408-32-2002-07).

Economic Development Specialist Kyle Kearns clarified that there are two parts to the agenda item with the first being design review of the project's adherence to the design guidelines, and secondly, review of the façade improvement program standards and criteria. Furthermore, Mr. Kearns explained motions regarding the agenda item should include both parts.

Commissioner Hanson stated his agreement to deny façade improvement grant funds; however he supports the installation of an E.I.F.S. system, furthermore identifying cedar board as a constant maintenance issue.

Commissioner Siebert amended his motion to also deny the design review request for the installation of an E.I.F.S. system and metal roof cap at 1100 Centerpoint Drive (Parcel ID 2408-32-2002-07)

Seconded by Commissioner Beveridge. Motion carried 4-1 (Hanson voting in the negative).

3. Request from Steve Tibbetts for design review for painting that has occurred to first floor commercial windows at **1201 Main Street (Parcel ID 2408-32-2027-06)**.

Economic Development Specialist Kyle Kearns explained previously the upper and lower transoms on first floor commercial windows were painted an olive green color. Furthermore, the applicant recently painted the transoms the present colors (red and blue). Staff has reviewed the request and concluded that as it was previously painted, the applicant should maintain the windows. However, Mr. Kearns continued, the concern is the color scheme chosen which may not harmonize with properties in the vicinity.

Commissioner Siebert pointed out this is similar to the consignment store request on Main Street, with which staff, commission chairperson and business owner reached a compromise. Therefore, Mr. Siebert feels the commission should remain consistent. Commissioner Hanson asked if we could allow the red color but ask for a different color instead of the blue.

Stevens Tibbitts, applicant, explained he relocated to downtown from Park Ridge to obtain additional exposure. Furthermore, he painted the windows a year ago with a light blue color, and after receiving comments from the public, added a new color scheme. He stated he was aware the business was in a Historic District, but felt his communications with the city were not being addressed, therefore he applied the paint.

Commissioner Beveridge pointed out the commission can utilize a standard paint palette to determine appropriate colors.

Mr. Tibbitts stated he is prepared to change the color if required, but feels this location is an anchor on the corner for other tenants in the building which benefit as well. Mr. Tibbitts would not prefer colors to be muted and dull.

Commissioner Beveridge stated we would like to see the colors toned down and if the applicant is willing to repaint, the commission can assist in finding an appropriate color palette that would comply with the historic guidelines.

Motion by Commissioner Siebert to allow the commission chairperson and designated agent to work with the applicant and approve an appropriate paint scheme for the first floor commercial windows at 1201 Main Street (Parcel ID 2408-32-2027-06); seconded by Commissioner Baldischwiler. Motion carried 5-0.

4. Façade Improvement Grant Program update.

Director Ostrowski informed the commission that the recommendation to amend the façade improvement grant guidelines, allowing tax exempt properties to apply for funds did not pass the Finance Committee or the Common Council.

Commissioner Siebert asked if funds could be used for Mr. Tibbett's request above, to which Director Ostrowski stated yes, but would not be recommended due to the small project size. Director Ostrowski stated that with larger tax exempt properties such as the Fox Theater, funds may be available on a project by project basis through the tax increment finance district.

Director Ostrowski informed the commission that if they would want to be more selective and competitive, projects could be reviewed at two periods throughout the year with awards at that time for projects that best meet standards of review.

Commissioner Siebert asked if discussion has occurred to invest additional funds into the program, to which Director Ostrowski stated there is a possibility, but almost \$200,000 remains. Furthermore large projects can be used as successful examples to justify additional funds for the program.

Commissioner Beveridge asked how impacts and results from the program can be measured. Director Ostrowski replied, stating assessed value increases can be measured, however it is too early to get those results because the projects just occurred. Commissioner Beveridge asked what is going to happen when Mid-State Technical College opens and properties along Main Street begin to think about accessing funds. Director Ostrowski explained those are significant projects that could occur once the parking lot is installed south of the former Dunham's building, allowing the rear of those buildings to be eligible for funds.

5. Historic Preservation / Design Review Commission logo.

Economic Development Specialist Kyle Kearns explained that the University of Wisconsin Stevens Point design department was contacted to create a partnership in creating a Historic Preservation /

Design Review Commission logo. Mr. Kearns feels it is important to have something which distinguishes the commission itself versus just the City Logo, as several documents are produced for the Commission. Lastly, Mr. Kearns summarized that the university design department would potentially assist with a project for students during the following academic year.

Commissioner Beveridge stated he likes the idea of recognizing property owner's efforts in restoring buildings with a unique plaque. Commissioner Baldischwiler agreed and liked the idea and provided examples of other municipalities that have done similar things. Director Ostrowski stated it is important to inform the public of the Commission and to educate the public on proper techniques, programs, and guidelines.

Cathy Dugan, 615 Sommers Street, feels that history is important and there may be other ways to educate the building owners and tenants by doing some type of event at the library sponsored by the city.

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

Economic Development Specialist Kyle Kearns explained that the Commission approved text within the design guidelines several months ago, and what is being presented is essentially the approved text with the addition of photographs and new formatting. Mr. Kearns encouraged feedback from the Commission and described a timetable for final approval early next year.

Commission Beveridge inquired about the potential to provide copies of the design guidelines to all property owners within the historic and design review districts, or potentially providing letters summarizing the guidelines. Director Ostrowski responded, adding that personal visits can potentially be made to inform property owners of the guidelines as well. Furthermore, Director Ostrowski clarified that minor grammatical errors identified by staff and any found by Commission members would be added, with a final document presented to the Commission at a future meeting

7. Adjourn.

Meeting adjourned at 4:50 p.m.

Administrative Staff Report

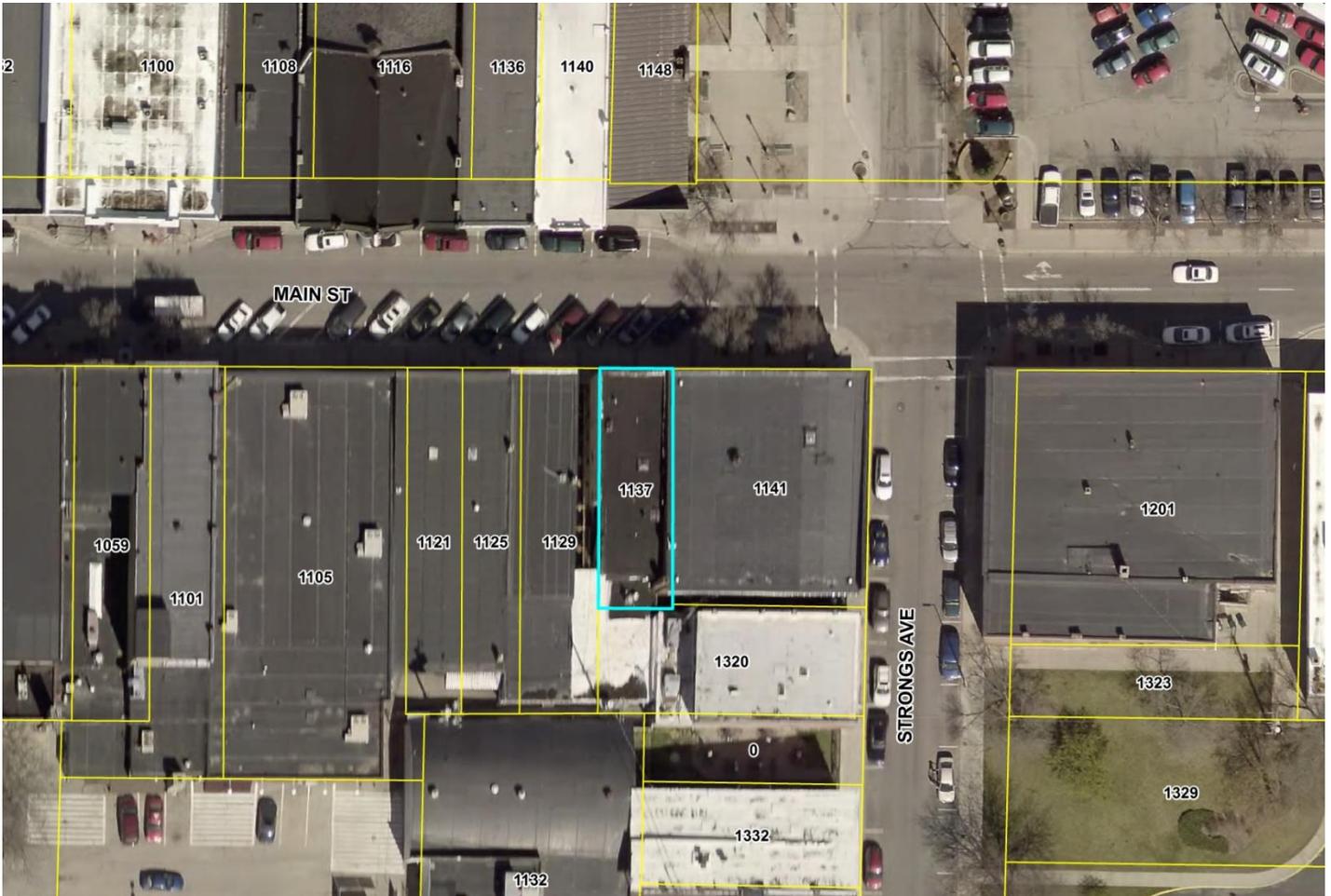
Karl Halsey
 Painting - Design Review
 1137 Main Street
 December 4, 2013



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"> Karl Halsey <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"> 2408-32-2026-37 <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: 25 feet Effective Frontage: 25 feet Effective Depth: 84 feet Square Footage: 2,100 Acreage: 0.048 <p>Structure Information:</p> <ul style="list-style-type: none"> Year Built: addition 1900 (113 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 Karl Halsey for design review to replace the existing transom windows above the commercial storefront windows at 1137 Main Street (2408-32-2026-37).</p> <p>Attachment(s)</p> <ul style="list-style-type: none"> Parcel Data Sheet Application <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>Approve, subject to the following condition(s):</p> <ol style="list-style-type: none"> The applicant shall submit a rendering or bid for final review by the designated agent and Commission chairperson. Window trim shall match the existing trim found on the first floor commercial windows. Windows shall be clear with no tint, frost, or coloration. The single transom window above the building's first floor storefront entrance shall also be replaced. Photographs shall be taken of the transom windows prior to the removal by the applicant or designated agent and put on file in the Community Development Department.
---	---

Vicinity Map



Scope of Work

Karl Halsey, building owner, is requesting design review for the replacement of transom windows at 1137 Main Street. The property has recently gone through a first floor commercial tenant change that has pursued different signage, therefore requiring the old signage to be removed. Unfortunately the old signage has been covered temporarily with a banner so as not to confuse potential patrons.

It is important to mention that the applicant applied to replace the transom windows in April of 2008 and was denied by the Commission. An appeal was filed to the Common Council shortly thereafter which upheld the Commission's decision to deny the request to replace the transom windows. The applicant was approved to cover the transom windows with what is seen in the photograph.

The primary reason the applicant has made this request is because the windows are still broken and inefficient, and also contradicts the new business within the building.



Again, the request is to replace the existing transom windows (photo below), that exist behind the existing wall sign, with double pain energy efficient windows. The replacement of the windows would allow for the temporary wooden sign panel to be completely removed, revealing an original opening, and provide better energy efficiency to the building.



The existing signage on the transom windows identifies the business which operated there for several decades in the early 1900's, by John N. Peickert, called "Peickert's Sanitary Market."

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.

Windows

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. Additionally, it is very difficult to repair cracked windows, without performing full replacement. The blocking up or closing off of the original window openings was allowed previously as the existing transom windows were inefficient. However, in order to increase efficiency, aesthetics and original building elements were lost. Replacement of broken or deteriorated materials is permitted. The City's zoning ordinance permits one primary sign per tenant and as "K-Bueno" no longer exists within the building, a second primary sign is in violation of the ordinance.

Findings: Although the building has a history and may be tied to a local historic figure, as do several other buildings within the downtown that have gone through several transformations. Tenants within storefronts change frequently, as do their signage. In this case, the signage was never changed and was simply covered over for several decades. Now that the tenant has chosen a new direction for signage, the business may be at a disadvantage as different signs identify the building. Preservation of original building elements can often occur with mending activities; however the replacement of broken or deteriorated elements can rarely be replaced with the same materials, as technological advances and materials have improved.

The requested activity to replace the broken existing transom windows would restore a building element lost over the last few decades. Furthermore, the building energy efficiency would be restored and increased as the proposed windows are double pane. Therefore, staff would recommend approving the request. It is important to note that the only other option to remove the non-conforming sign ("K-Bueno") is to paint over the wood, which would be requested if the applicant's request is denied.

In order to retain some of the buildings history, staff would recommend that photographs be taken of the existing transom windows and filed in the Department of Community Development and/or the Portage County Historical Society.

Building Images



Present – Two Primary Signs



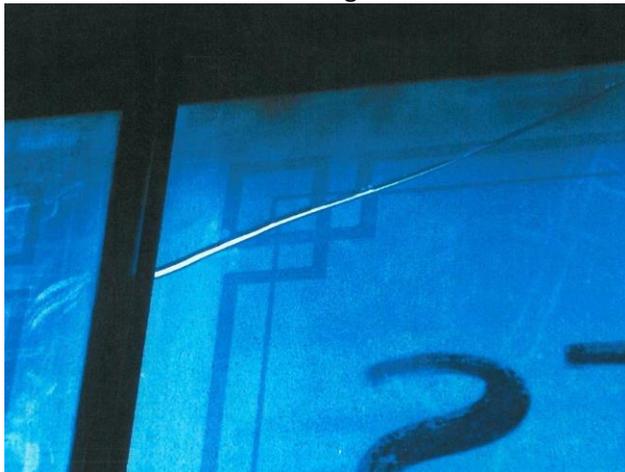
2008 – Sign Covering Transom Windows



Present – Banner Covering Boarded Transoms



Present – Board Behind Banner



2008 – Cracked Transom Window



2008 – Deterioration of Transom Window



2001 – Transom Windows Fully Covered

Name and Address		Parcel #	Alt Parcel #	Land Use
K Bueno LLC PO Box 651 Stevens Point, WI 54481		240832202637	240832202637	Restaurant w/ Apt(s)
		Property Address		Neighborhood
		1137 Main St		Cntrl Bus & 2nd St area(Comm)
Subdivision		Zoning		
Display Note		Certified Survey Map		B3-CENTRAL BUSINESS

OWNERSHIP HISTORY

Owner	Sale Date	Amount	Conveyance	Volume	Page	Sale Type
K Bueno LLC David M Slowinski	1/2/2008	\$157,000	Warranty Deed	712606		Land & Build.
	12/2/2005	\$145,000	Warranty Deed	682399		Land & Build.

SITE DATA

PERMITS

Actual Frontage	25.0	Date	Number	Amount	Purpose	Note
Effective Frontage	25.0	8/9/2013	13-0385	\$600	099 Sign	Indulgence Wine Bar
Effective Depth	84.0	3/5/2008	35315	\$18,500	042 Interior Renov/Re	
Square Footage	2,100.0	8/25/1995	25283	\$630	099 Sign	
Acreage	0.048	8/15/1995	25247	\$32,000	042 Interior Renov/Re	

2013 ASSESSED VALUE

Class	Land	Improvements	Total
(2) - B-Commercial	\$13,900	\$149,800	\$163,700
Total	\$13,900	\$149,800	\$163,700

LEGAL DESCRIPTION

LOT 2 CSM #3218-11-176 BNG PRT NE NW S32 T24 R8 ESMT-457/524 682398-CERT 712606

PROPERTY IMAGE

PROPERTY SKETCH



Name and Address		Parcel #	Alt Parcel #	Land Use
K Bueno LLC PO Box 651 Stevens Point, WI 54481		240832202637	240832202637	Restaurant w/ Apt(s)
		Property Address		Neighborhood
		1137 Main St		Cntrl Bus & 2nd St area(Comm)
Subdivision		Zoning		
Display Note		Certified Survey Map		B3-CENTRAL BUSINESS

BUILDING SUPERSTRUCTURE DATA

Bldg	Sec	Occupancy	Year	Area	Framing	Hgt
1	1	Restaurant (D avg)	1900	1,971	Wood Frame - Avg	12
1	2	Apts (D avg)	1900	1,647	Wood Frame - Avg	10
Total Area				3,618		

BASEMENT DATA

COMPONENTS

Bldg	Sec	Adjustment Description	Area	Bldg	Sec	Component Description	Area
1	1	Store, Retail - Unfin Bsmnt	1,647				

DETACHED IMPROVEMENTS

Structure	Year Built	Square Feet	Grade	Condition

SITE IMPROVEMENTS

STRUCTURE DATA

Site Improvement	Units	Age	38
		Year Built	1900
		Eff. Year	1975
		One Bedroom	1
		Two Bedroom	1
		Three Bedroom	
		Total Units	2
		Stories	2.00
		Business Name	K Bueno w/ apt above



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	11/19/13	Assigned Case Manager	Kyle Keams
Associated Permits or Applications (if any)	-			Pre-Application Conference Date	
Decision		Date Reviewed	12/4/13	Staff Signature	/
Notes: Replace windows, or fix & paint existing.					

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input checked="" type="checkbox"/>)	
Applicant Name	Karl Halsey	Contact Name	
Address	1137 Main Street	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715-630-9333	Telephone	
Fax		Fax	
Email	kbuego@att.net	Email	

OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? <input checked="" type="checkbox"/>)		PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed)	
Owner's Name		Owner's Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
2408-32-2026-37		
Legal Description of Subject Property		
Area of Subject Property (Acres/Sq Ft)	Area of Building or Structure (Sq Ft)	
2,100 s.f. - 0.48 Acres	3,618 Sq. Ft.	

Current Zoning District(s)		Current Historic District(s) - Local, State, National	
B-3 Central Business		Mathias Mitchell & Design Review District	
Designated Future Land Use Category	Current Use of Property	Proposed Use of Property	
Central Business	Commercial - Wine Shop	-	
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)			
Window is deteriorating rapidly, loss of heat (and cooling in summer). We would like to replace with a similar type window (Transom) with similar materials.			
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			
Does the proposed work conform to the objectives of the historic preservation plan for said district (if any)?			
Yes			
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)			
Yes.			

EXHIBITS

Owner Information Sheet	<input 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
	11/3/13		

APPLICANT & OWNER INFORMATION SHEET

Any applicant for a design review request must provide the applicant's name, address, and respective ownership interest, if any, on the application. In addition, the applicant must provide, in the space provided on this form, a list of all the owners of the property and the holders of any deeds of trust, identifying which owners and holders of deeds of trust are represented by the applicant.

Application Number	Applicant's Name
	<i>Karl Halsey</i>

Property Address(es)

1137 Main St., Stevens Point, WI 54481

Applicant's Address

P.O. Box 651 Stevens Point, WI 54481

NOTE: If the applicant is not the property owner, this form must be accompanied by a Power of Attorney statement from the property owner.

Indicate as accurately as possible the form of interest in the property, and the amount held by the individual or entity listed as "applicant" above.

Fee Title Owner (Has Deed of Ownership)	All	<input checked="" type="checkbox"/>
	A Portion	<input type="checkbox"/>
Contract Owner	All	<input type="checkbox"/>
	A Portion	<input type="checkbox"/>
Holder of a Security Interest	All	<input type="checkbox"/>
	A Portion	<input type="checkbox"/>

List the names and addresses of all owners and holders of Deeds of Trust for the property, if any, and indicate which owners or holders of deeds of trust are represented by the applicant in the space below (please add additional pages, if needed).

Signature of Applicant	Date Signed
<i>[Signature]</i>	<i>11/3/13</i>