

AGENDA
CITY PLAN COMMISSION

March 3, 2014 – 6:00 PM
Lincoln Center – 1519 Water Street, Stevens Point, WI 54481

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

Discussion and possible action on the following:

1. Report of the February 3, 2014 Plan Commission meeting.
2. Request from Stratford Sign Company, representing Mid-State Technical College, for a sign variance to construct a freestanding sign exceeding the size requirements at **1001 Centerpoint Drive (Parcel ID 2408-32-2029-64)**.
3. Rezoning the property at **1901 Brilowski Road (Parcel ID 2408-36-3202-01)** from "R-LD" Low Density Residence District to "R-2" Single Family Residence District and "R-3" Single and Two Family Residence District.
4. Request from Chris Overlay for review and recommendation on a vapor bar concept, including the determination of use within the zoning code.
5. Repealing and recreating of **Chapter 22 (Historic Preservation / Design Review ordinance) of the Revised Municipal Code of the City of Stevens Point**.
6. Repealing and recreating of the **City of Stevens Point Historic Preservation / Design Review Commission – Design Guidelines**.
7. Amending the Wellhead Protection Map to match the legal description and relocate the map within the text to **Section 23.02(4)(e)(3.1)**.
8. Adjourn.

Maps further defining the above area(s) may be obtained from the City of Stevens Point Department of Community Development, 1515 Strongs Avenue, Stevens Point, WI 54481, or by calling 715-346-1567, during normal business hours.

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.

PUBLISH: February 28, 2014 and March 7, 2014

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that the Common Council of the City of Stevens Point, Portage County, Wisconsin, will hold a Public Hearing on Monday, March 17, 2014 at 7:00 PM in the Council Chambers of the County-City Building, 1516 Church Street, Stevens Point, Wisconsin, to hear the following:

1. Amendment of the Zoning Ordinance of the Revised Municipal Code of the City of Stevens Point, which would reclassify the following territory from "R-LD" Low Density Residence District to "R-2" Single Family Residence District and "R-3" Single and Two Family Residence District:

PART OF 1901 BRILOWSKI ROAD (PARCEL ID 2408-36-3202-01) - PART OF LOT 1 OF CERTIFIED SURVEY MAP #6191, VOLUME 23, PAGES 14 & 14A LOCATED IN PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4, SECTION 36, TOWN 24 NORTH, RANGE 8 EAST, TOWN OF HULL, PORTAGE COUNTY, WISCONSIN BOUNDED AND DESCRIBED AS FOLLOWS:

COMMENCING AT THE WEST 1/4 CORNER OF SAID SECTION 36, THENCE S00°38'24"E, ALONG THE WEST LINE OF SAID NORTHWEST 1/4 OF THE SOUTHWEST 1/4, SECTION 36, 383.22 FEET, THENCE N89°14'05"E, 36.09 FEET TO THE EAST RIGHT-OF-WAY OF BRILOWSKI ROAD AND THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE N00°38'24"W, ALONG SAID EAST RIGHT-OF-WAY, 140.22 FEET; THENCE N89°14'05"E, 10.00 FEET; THENCE N00°38'24"W ON A LINE 10 FEET EAST OF AND PARALLEL WITH THE EAST RIGHT OF WAY LINE OF BRILOWSKI ROAD 233.00 FEET TO A LINE 10 FEET SOUTH OF AND PARALLEL WITH THE NORTH LINE OF SAID LOT 1 OF CERTIFIED SURVEY MAP#6191; .THENCE N89°14'05"E, ALONG SAID PARALLEL LINE, 243.96 FEET TO ITS INTERSECTION WITH THE EAST LINE OF SAID LOT 1; THENCE S00°26'00"E, ALONG SAID EAST LINE OF LOT 1 AND ITS SOUTHERLY EXTENSION 373.23 FEET TO THE NORTHEAST CORNER OF LOT 1 OF. HUNTER OAKS SUBDIVISION LOCATED IN SECTION 36; THENCE S89°14'05"W, ALONG THE NORTH LINE OF CERTIFIED SURVEY MAP #7562, 252.62 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION CONTAINING 2.12 ACRES, {92,204 SQUARE FEET}.

2. Repeal and recreation of Chapter 22 (Historic Preservation / Design Review ordinance) of the Revised Municipal Code of the City of Stevens Point.
3. Repeal and recreation of the City of Stevens Point Historic Preservation / Design Review Commission – Design Guidelines.
4. Amendment of the Revised Municipal Code of the City of Stevens Point, Chapter 23 Zoning, to amend the Wellhead Protection Map to match the legal description and relocate the map within the text to Section 23.02(4)(e)(3.1).

Maps further defining the above area(s) may be obtained from the City of Stevens Point Department of Community Development, 1515 Strongs Avenue, Stevens Point, WI 54481, or by calling 715-346-1567, during normal business hours.

All interested parties are invited to attend.

BY ORDER OF THE COMMON COUNCIL
OF THE CITY OF STEVENS POINT, WISCONSIN

John Moe, City Clerk

REPORT OF CITY PLAN COMMISSION

February 3, 2014 – 6:00 PM
Lincoln Center – 1519 Water Street

PRESENT: Mayor Andrew Halverson, Alderperson Jerry Moore, Commissioner Tony Patton, Commissioner Anna Haines, Commissioner Daniel Hoppe, Commissioner Garry Curless, and Commissioner Dave Cooper.

ALSO PRESENT: Community Development Director Michael Ostrowski, Economic Development Specialist Kyle Kearns, City Attorney Andrew Beveridge, Comptroller Treasurer Corey Ladick, Alderperson Joanne Suomi, Alderperson Jeremy Slowinski, Alderperson Randy Stroik, Alderperson Mike Phillips, Ron Zimmerman, Chris Jones, Barb Jacob, Nate Enwald, Bailey Bushman, Cathy Dugan, Scott Hanz, Joan Curless, and James Jakusz.

 INDEX:

1. Report of the January 9, 2014 Plan Commission meeting.
2. Request from Bailey Bushman, representing the property owner, for a sign variance to construct a projecting sign within the required setback at **2833 Stanley Street (Parcel ID 2408-28-4007-18)**.
3. Request from Jim Jakusz, for the purpose of annexing approximately 2.23 acres of land addressed as **1901 Brilowski Road (County Parcel ID 020-24-0836-10.15)** from the Town of Hull to the City of Stevens Point.
4. Establishing a permanent zoning classification of "R-3" Single and Two Family Residence District for **1901 Brilowski Road (County Parcel ID 020-24-0836-10.15)** (Jim Jakusz annexation request).
5. Request from the City of Stevens Point (Water Department), to purchase an approximate 38-acre parcel of land, located north of the city limits in the Town of Hull, **County Parcel IDs 020-24-0822-07.02 and 020-24-0822-08.02** (Hyland property) for the protection of the well fields.
6. Request from the City of Stevens Point (Water Department) to transfer the land located north of the city limits in the Town of Hull, **County Parcel IDs 020-24-0822-07.02 and 020-24-0822-08.02** (Hyland property) to Schmeckle Reserve (UWSP).
7. Determination of use for vacant City-owned property existing between **Illinois Avenue and Michigan Avenue north of Prais Street (Parcel ID 2408-28-3014-25)**.
8. Determination of use for vacant City-owned property existing **northeast of 1447 Water Street (Parcel ID 2408-32-2020-43)**.
9. Adjourn.

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1. Report of the January 9, 2014 Plan Commission meeting.

Motion by Commissioner Patton to approve the report of the January 9, 2014 meeting; seconded by Alderperson Moore. Motion carried 7-0.

2. Request from Bailey Bushman, representing the property owner, for a sign variance to construct a projecting sign within the required setback at **2833 Stanley Street (Parcel ID 2408-28-4007-18)**.

Director Ostrowski explained the request is for an approximately 18 square foot projecting sign off of the north building façade. The sign would extend approximately 7 feet. This parcel is unique in that to the east there is a building connected on a separate property that sticks out in front of this building.

Motion by Mayor Halverson to approve the request for a sign variance to construct a projecting sign within the required setback at 2833 Stanley Street (Parcel ID 2408-28-4007-18) with the following conditions:

- A sign setback of at least 24 inches (two feet) shall be maintained.
- The sign shall not exceed 18 square feet.
- The sign and mounting equipment shall not project more than 7 feet from the building façade.
- All electrical wiring shall be hidden from view.

seconded by Commissioner Patton. Motion carried 7-0.

3. Request from Jim Jakusz, for the purpose of annexing approximately 2.23 acres of land addressed as **1901 Brilowski Road (County Parcel ID 020-24-0836-10.15)** from the Town of Hull to the City of Stevens Point.

Director Ostrowski explained the owner has made the request and has a signed petition for annexation by the tenant as well, which would classify the request as annexation by unanimous approval. Furthermore, the property is approximately two acres directly connected to the city. This property is one of the parcels that connects a significant portion of land to the Town of Hull to the west. The annexation would extend and maintain a 10-foot wide and approximately 1,000-foot long umbilical cord to the east; connecting to the rest of the Town of Hull. Lastly, the annexation request meets the requirements within our code for a direct unanimous annexation. If the annexation is approved, the property will come into the city zoned as "RLD" Residential Low Density. The owner has requested a permanent zoning of "R-3" Single and Two Family Residence District.

Commissioner Haines asked if the land connecting the Heritage Estates would be maintained, and how big the lots were proposed to be. Mayor Halverson answered yes there would still be the connection with the other Town of Hull subdivision, but in the future there will have to be conversations with the township regarding a boundary adjustment agreement, as wells and septic systems start to deteriorate. The proposed lots would be $\frac{3}{4}$ to 1 acre lots.

Motion by Mayor Halverson to approve the annexation request from Jim Jakusz of approximately 2.23 acres of land addressed as 1901 Brilowski Road (Count Parcel ID 020-24-0836-10.15) from the Town of Hull to the City of Stevens Point; seconded by Commissioner Curless. Motion carried 7-0.

4. Establishing a permanent zoning classification of "R-3" Single and Two Family Residence District for **1901 Brilowski Road (County Parcel ID 020-24-0836-10.15)** (Jim Jakusz annexation request).

Director Ostrowski stated the applicant has requested that the property be rezoned to "R-3" Single and Two Family Residence District. There is R-3 zoning next to this property along Jefferson Street where zero lot line homes exist. Directly south exists "R-1" Suburban Single Family Residential, however just south of that, along Brilowski Road exists R-3 zoning. Director Ostrowski continue stating that given this property borders a four lane highway, and commercial zoning exists north, it would provide a good buffer to the single family zoning which is to the east in the Hunter Oaks Subdivision. This zoning is consistent with our comprehensive plan which calls for this area to remain residential.

Commissioner Curless asked if Jefferson would be extended to Brilowski, and if it would line up with the existing street. Director Ostrowski stated Jefferson Street would line up, and at some point could connect. However, that is where the 10-foot umbilical cord with the Town of Hull exists. He then asked how many lots would be in this annexation to which Director Ostrowski stated six zero lot line properties and the seventh being the existing single family home at 1901 Brilowski. Commissioner Curless then explained that it would

be nice to keep single family homes along Schiller Drive with zero lot line properties beginning at the intersection of Schiller Drive and Jefferson Street on the property in question.

Commissioner Cooper asked where the driveways for the homes would be, to which Director Ostrowski stated along Schiller Drive.

Scott Hanz, 1817 Schiller Drive, asked that there be at least two - single family homes on Schiller instead of the zero lot line homes and asked if there were any lot or building layouts available for public viewing.

Mayor Halverson stated the lot and building layouts would be required during the plat approval process after the zoning is determined. He continued stating an option pursuable by the commission is to postpone the rezoning, but annex the property as "RLD" residential low density, allowing staff time to work with the applicant on lot uses and size due to the concern pertaining to the well-being of the surrounding single family homes. After which, the rezoning request could be brought back to the commission for review.

Motion by Mayor Halverson to postpone action on establishing a permanent zoning classification of "R-3" Single and Two Family Residence District for 1901 Brilowski Road (County Parcel ID 020-24-0836-10.15), to allow the appropriate staff to work with the applicant, specifically relating to lot uses and layout based on plan commission concerns of well-being for surrounding single family homes; seconded by Commissioner Cooper. Motion carried 7-0.

5. Request from the City of Stevens Point (Water Department), to purchase an approximate 38-acre parcel of land, located north of the city limits in the Town of Hull, **County Parcel IDs 020-24-0822-07.02 and 020-24-0822-08.02** (Hyland property) for the protection of the well fields.

Director Ostrowski stated the city is interested in purchasing this 38 acre property northwest of the airport for the purpose of protecting the well fields. This purchase would be funded by a grant as well as monies from the Green Circle Trail. Furthermore, Director Ostrowski described that the next agenda item is a request is to transfer the land to the University and Schmeeckle Reserve. The reasoning for the acquisition is to protect the municipal well fields, preserve wetland habitat within the Moses Creek watershed, and in the future to expand the Green Circle Trail.

Commissioner Hoppe asked if the Green Circle Trail would help pay the cost of purchasing the property, to which Director Ostrowski answered yes and Mayor Halverson pointed out the breakdown of expenses in the staff report. He then asked what would happen to the new redone board walk that was put in a few years ago, to which Mayor Halverson stated eventually it would likely be re-routed, but there still is a small piece of land that would obstruct the trail from going across this property currently. Commissioner Haines asked if this was the property just north, to which Mayor Halverson clarified to the north and east of the Hyland property.

Ron Zimmerman, Director of Schmeeckle Reserve, stated there is a protocol for the university through the Board of Regents to acquire or accept land which has not been done yet, but with prior precedent in working with the city he thinks this would be something desirable for the university. The Green Circle boardwalk which is in question will still be used even if the trail is re-routed as it does lead to the parking area and will continue to be maintained. He added the Green Circle Trail will match the city in the purchase of the property, the University will not be involved in the purchase, but once the protocol is met, and the property is accepted, they will then assume the costs of maintaining the property.

Motion by Mayor Halverson to approve the purchase of an approximate 38-acre parcel of land, located north of the city limits in the Town of Hull, County Parcel IDs 020-24-0822-07.02 and 020-24-0822-08.02 (Hyland property) for the protection of the well fields, and the transfer of this land to Schmeeckle Reserve (UWSP); seconded by Commissioner Haines. Motion carried 7-0.

6. Request from the City of Stevens Point (Water Department) to transfer the land located north of the city limits in the Town of Hull, **County Parcel IDs 020-24-0822-07.02 and 020-24-0822-08.02** (Hyland property) to Schmeeckle Reserve (UWSP).

Motion by Mayor Halverson to approve the purchase of an approximate 38-acre parcel of land, located north of the city limits in the Town of Hull, County Parcel IDs 020-24-0822-07.02 and 020-24-0822-08.02 (Hyland property) for the protection of the well fields, and the transfer of this land to Schmeeckle Reserve (UWSP); seconded by Commissioner Haines. Motion carried 7-0.

7. Determination of use for vacant City-owned property existing between **Illinois Avenue and Michigan Avenue north of Prais Street (Parcel ID 2408-28-3014-25).**

Director Ostrowski explained he had been contacted by some property owners regarding acquiring some of this property. In looking back at the history of the property, it was a tax deeded parcel from the county to the city which would likely have been designated to be an alley. Furthermore, in looking at the subdivision plat, most of the land appears to have come from the east side. Director Ostrowski then recommended that approaching the land owners along the east side boarding Michigan Avenue should be the next step. This is a useless property for the city, it is landlocked, the city has no intention of putting an alley or roadway through it, there are no utilities on this property, and it isn't right-of-way, so it cannot just be vacated and given to the owners, as they would have to accept it.

Aldersperson Moore clarified this has come to the attention of staff because landowners have requested it, to which Director Ostrowski confirmed.

Commissioner Haines asked for the property's width and would the city sell the land, or gift it to the property owners. Director Ostrowski stated the property is approximately 20 feet wide, Mayor Halverson added the property would be gifted to the land owners. Director Ostrowski added the boarding property owners are already possibly using the land. From the photo you can see there is a shed on 816 Michigan.

Aldersperson Moore asked if the property owner does not want it, then what do we do. Director Ostrowski stated then the City's keeps it, but we can also ask the owners along the west side as well. Other objects, fences, and sheds may exist on the property, which will have to be analyzed. Aldersperson Moore confirmed the property owners to the east along Michigan Avenue would be asked first, to which Director Ostrowski stated yes as it would straighten up the boundary and that is where the land came from.

Motion by Aldersperson Moore to approach the land owners bordering the city owned property between Illinois Avenue and Michigan Avenue north of Prais Street (Parcel ID 2408-28-3014-25) to identify the desire or interest to accept the land; seconded by Commissioner Haines. Motion carried 7-0

8. Determination of use for vacant City-owned property existing **northeast of 1447 Water Street (Parcel ID 2408-32-2020-43).**

Director Ostrowski explained the property at 1447 Water Street is for sale and a potentially interested buyer was looking to rent it as a multi-family dwelling. At this time the lot size is not big enough to permit multi-family, so the buyer approached the city in regards to potentially purchasing the lot just to the north and combining parcels. Due to the property being adjacent to a city parking lot, and currently used for snow storage, he recommended the City keep the lot.

Commissioner Patton asked if we were able to grant an exception to the lot size regarding the request for multi-family use, to which Director Ostrowski stated it would have to go before the Board of Zoning Appeals. Furthermore, the comprehensive plan calls for this area to be a business district.

Motion by Commissioner Curless to keep the vacant city-owned property existing northeast of 1447 Water Street (Parcel ID 2408-32-2020-43); seconded by Alderperson Moore. Motion carried 7-0.

9. Adjourn.

Meeting Adjourned 6:24 PM.

Administrative Staff Report

Mid-State Technical College

Sign Variance Request

1001 Centerpoint Drive

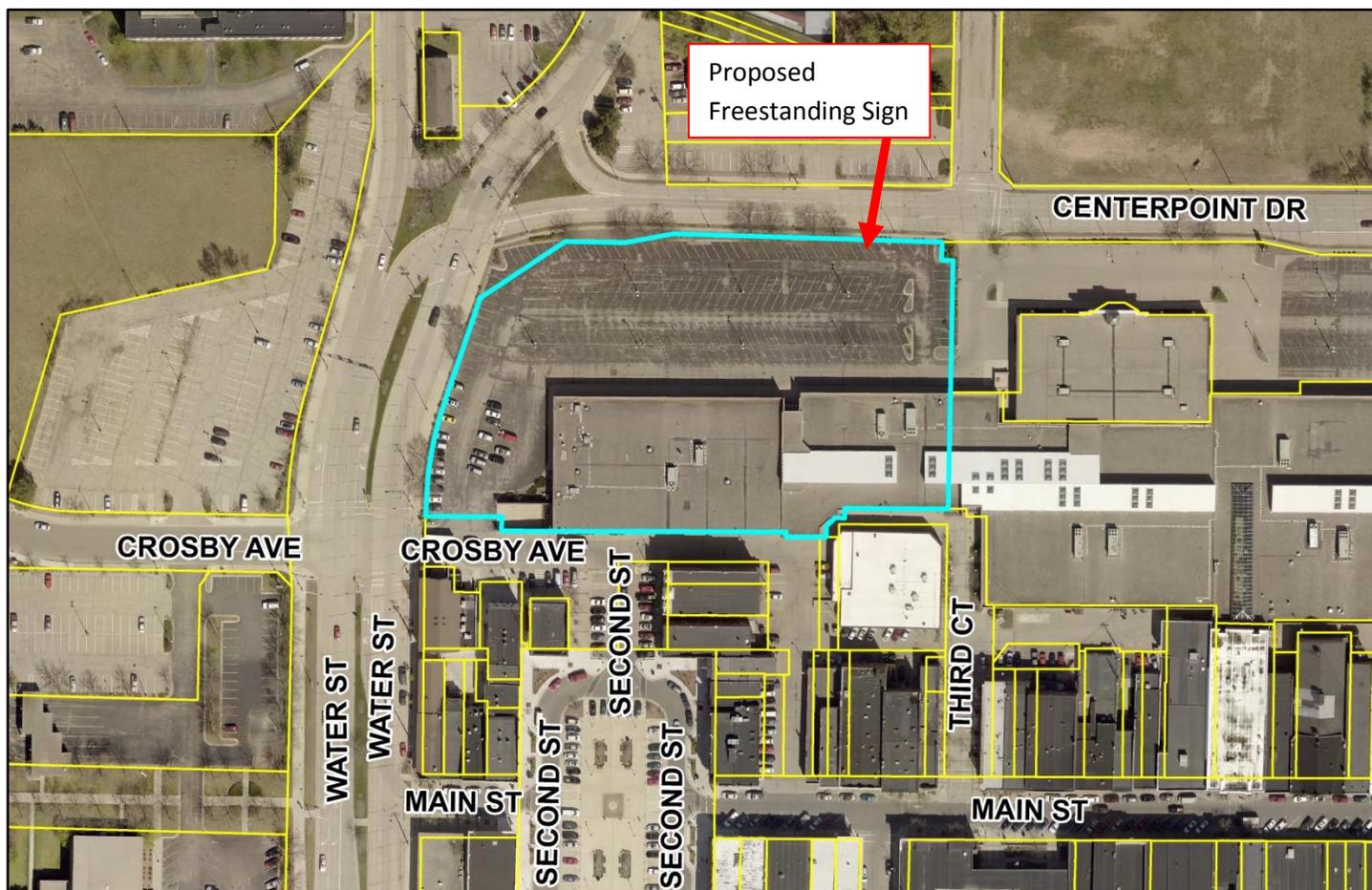
March 3, 2014



Department of Community Development

<p>Applicant(s):</p> <ul style="list-style-type: none"> Stratford Sign Company, representing Mid-State Technical College <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"> 2408-32-2029-64 <p>Zone(s):</p> <ul style="list-style-type: none"> "B-3" Central Business District <p>Master Plan:</p> <ul style="list-style-type: none"> Downtown District <p>Council District:</p> <ul style="list-style-type: none"> District 4 - Wiza <p>Lot Information:</p> <ul style="list-style-type: none"> Frontage (feet): 260.3 Depth (feet): 588.3 Square Footage: 153,134 Acreage: 3.52 <p>Current Use:</p> <ul style="list-style-type: none"> Institutional Use beginning in summer 2014. <p>Applicable Regulations:</p> <ul style="list-style-type: none"> 25.04(8) and 25.14 	<p>Request</p> <p>Request from Stratford Sign Company, representing Mid-State Technical College, for a sign variance to construct a freestanding sign exceeding the size requirements at 1001 Centerpoint Drive (Parcel ID 2408-32-2029-64).</p> <p>Attachment(s)</p> <ul style="list-style-type: none"> Parcel Data Sheet Application Site Plan Sign Rendering <p>Findings of Fact</p> <ul style="list-style-type: none"> The property is within the "B-3" Central Business District All signs shall be set back a minimum of 5 feet from the right-of-way. Freestanding signs shall not exceed 20 feet in height or 32 square feet in size. The proposed freestanding sign graphics total 48 square feet. No landscaping, or construction materials such as brick, stone or wood timbers are proposed at the sign base. Sign variances can be granted from certain requirements of the sign ordinance, subject to plan commission review and common council approval. <p>Staff Recommendation</p> <p>Approve the sign variance subject to the following conditions:</p> <ul style="list-style-type: none"> A sign setback of at least 5 feet shall be maintained. The sign graphics shall not exceed 48 square feet. The sign height shall not exceed 20 feet. Brick or stone matching the building shall encompass the sign supports/base. Logos and lettering shall only be illuminated on the freestanding sign. Backing and border shall be opaque. A landscaping plan for the freestanding sign shall be submitted and approved by the Community Development Department. Any recommendations by the Historic Preservation / Design Commissions pertaining to the design review of the proposed freestanding sign shall apply to the sign variance. All electrical wiring shall be hidden from view.
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Vicinity Map



Background

Kristi Ormond, representing Mid-State Technical College, at 1001 Centerpoint Drive, is requesting a sign variance to install a new freestanding sign exceeding the size requirements for freestanding signs within the "B-3" Central Business Districts.

Mid-State Technical College (MSTC) will be relocating from their current location on Michigan Avenue to the location identified above this summer. They intend to fully vacate their former site and expand operations at the new location, which was formerly part of the CenterPoint Marketplace. The proposed freestanding sign is the only of its kind proposed for the 3.5 acre corner lot. Four additional wall signs meeting the sign code requirements are proposed for the structure.

Section 25.04(8)(f) of the Uniform Sign Ordinance states the following relating to freestanding signs within the "B-3" Central Business District:

25.04(8)(f)

F. REQUIREMENTS FOR FREESTANDING SIGNS

Freestanding signs shall meet the following requirements:

1. *Freestanding signs shall be limited to 20 feet in height, or 12 feet in height when adjacent to residential areas.*

2. *Freestanding signs shall not exceed 32 square feet in sign area, or 16 square feet in sign area when adjacent to, or across the street from, residential zones.*
3. *The sign base shall be equal in size to the total square footage of the sign face, but must be at least 4 square feet in area. The sign base shall include plant materials and/or other permanent construction materials such as brick, stone, timbers, etc.*

The proposed 48 square foot projecting sign exceeds the maximum 32 square foot requirement by 16 square feet. The setback, height, and width requirements are met, however, the sign base requirements are not. The freestanding sign base shall be equal to the total sign square footage and shall include plant materials or brick, stone, or timbers. Two aluminum wrapped 16 inch supports are proposed to hold the sign. Little landscaping is shown on the rendering however is absent on the site plan. It is also important to note that the sign does not impede within the vision triangle. Sign details are below.

Freestanding Sign Details

Faces: Two

Display: Business Name, Logo, & Readerboard

Height: 20 feet

Width: 12 feet

Setback 6 feet

Sign Size: 22 s.f.

Electronic Readerboard Size: 26 s.f.

Total Graphic Size: 48 s.f.

Sign Clearance: 9 feet from grade

Illumination: White LED

Standards of Review

In obtaining a permit, the applicant may submit an appeal to the common council for a variance from certain requirements of this ordinance. The plan commission shall provide a recommendation to the common council when a variance is requested. A variance may be granted by the common council where the literal application of the ordinance would create a substantial hardship for the sign user and the following criteria are met:

- 1) A literal application of the ordinance would result in a demonstrated practical difficulty or unnecessary hardship to the property.**

Analysis: The property is quite large at 3.53 square feet and has a building nearly 55,000 square feet in size. Additionally, the property is bordered by Centerpoint Drive and Water Street, having nearly 750 feet of frontage.

Findings: Given the property's large size in relation to several others within the downtown, a freestanding sign meeting the requirement of 32 square feet may fail to adequately promote the property. In other commercial districts, two freestanding signs are allowed with reduced heights when over 500 feet of frontage exists. The "B-3" zoning district has reduced size requirements to maintain the historic character of the downtown. However, in this instance, the sign's increased size in relation to the property does not detract from the downtown character. In order to ensure the downtown historic character is maintained, staff would recommend brick or stone matching the building is incorporated into the freestanding sign supports. Furthermore, staff would recommend that only graphics (logo and lettering) be illuminated on the cabinet style freestanding sign. Additionally, staff would recommend a landscaping plan be submitted showing curb, grass and landscape plantings around the sign base.

The sign's primary graphics are under 32 square feet, however, when incorporating the electronic readerboard, the requirements are exceeded. The applicant has indicated that the electronic readerboard is a crucial component to the sign and would be used daily to display messages to students and staff, such as school related activities and events. Using this method of communication to students and staff is key as it can capture the attention of every patron utilizing the facility.

2) The granting of the requested variance would not be materially detrimental to the property owners in the vicinity.

Analysis: The majority of the surrounding properties along Centerpoint Drive are also larger properties that are undeveloped. Large freestanding signs exist on many of the neighboring properties that again were warranted due to the larger property size.

Findings: The granting of the requested variance should not be detrimental to the surrounding property owners as those that have large frontages primarily have larger freestanding signs. Additionally, smaller properties to the south, with less frontage and no building setback utilize wall signs. The sign should assist in drawing patrons to the property and consumers to the downtown, having an overall positive impact.

3) Hardship caused the sign user under a literal interpretation of the ordinance is due to conditions unique to that property and does not apply generally to the city.

Analysis: Once again, the property's size creates a difficulty in adequately promoting MSTC, especially as it borders two street frontages.

Findings: Very few properties exist within downtown with as much frontage; therefore, the property conditions do not apply generally to the city. Signage meeting the ordinance would cause limited visibility and exposure by traveling motorists. Therefore, the applicant has proposed a sign that increases exposure and visibility, crucial to the viability of the institution.

4) The granting of the variance would not be contrary to the general objectives of this ordinance.

Analysis: The purpose of these sign regulations are: to encourage the effective use of signs as a means of communication in the City of Stevens Point (hereinafter referred to as the city); 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; to promote the public safety, welfare and convenience, and enjoyment of travel and the free flow of traffic within the city; and to provide a uniform sign ordinance between the City of Stevens Point, Village of Plover and Portage County.

Findings: The proposed freestanding sign exceeds the size requirements. In order to have signage meeting the size requirements, the logo and lettering along with the electronic readerboard would be almost illegible to vehicles at long distances. The increased sign size should not negatively affect vehicle and pedestrian safety. The property's large size and building's large setback along Centerpoint Drive is unique and not one often seen throughout downtown. Additionally, the proposed sign is not overly large, but consists of two components that place it over the required size. After staff review, a unique property characteristic exists that creates a difficulty when displaying effective signage.

In granting a variance, the plan commission may attach additional requirements necessary to carry out the spirit and purpose of this ordinance in the public interest.

When taking into consideration the above findings regarding the sign variance, staff would recommend approving the request as practical difficulties do exist due to a unique property within the downtown.

Name and Address		Parcel #	Alt Parcel #
Mid-State Technical College District 933 Michigan Ave Stevens Point, WI 54481		240832202964	240832202951
		Property Address	
		1001 Centerpoint Dr	
Display Note	New Parcel for 2013		

OWNERSHIP HISTORY

Owner	Sale Date	Amount	Conveyance	Volume	Page	Sale Type
Mid-State Technical College District Community Development Authority	10/10/2012	\$0	Warranty Deed	762709		Land
	10/14/2011	\$910,000	Other			Land & Build.

PERMITS

Date	Number	Amount	Purpose	Note
4/11/2013	13-0108	\$1,423,400	032 Furnace (HVAC)	& cooling MSTC
4/11/2013	13-0108	\$3,551,131	042 Interior Renov/Remodel	MSTC
4/11/2013	13-0108	\$794,515	020 Electrical	MSTC
4/11/2013	13-0108	\$194,887	066 Plumbing	MSTC
10/19/2012	12-0683	\$126,000	060 New Construction	foundations/masonry/roofing
8/27/2012	12-0536	\$0	070 Raze/Demolition	raze centerpoint mall

2013 ASSESSED VALUE

Class	Land	Improvements	Total
X4-Local Exempt	\$0	\$0	\$0
Total	\$0	\$0	\$0

LEGAL DESCRIPTION

LOT 1 CSM#10287-46-17 BNG PRT GOVT LOT 1 BNG PRT NE NW S32 T24 R8 776837 776838 AGRMT 776839 RFR 776836 TERM 788730AGMT

PROPERTY IMAGE

PROPERTY SKETCH

NO IMAGE ON FILE

RECEIVED

FEB 06 2014

COM DEV/1109

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>

\$150.00
2/6/14

R#1-55794

APPLICATION FOR A SIGN VARIANCE

(Pre-Application Conference Required)

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #	-	Date Submitted	2/6/14	Fee Required	150.00	Fee Paid	150.00
Associated Applications if Any	Historic Design Approval			Assigned Case Manager	Kyle Kearns		
Pre-Application Conference Date	Emails & Phone			Sign Variance (check all that apply)	Height <input type="checkbox"/>	Size <input checked="" type="checkbox"/>	Quantity <input type="checkbox"/>
				Other <input type="checkbox"/>			

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input checked="" type="checkbox"/>)	
Applicant Name	Stratford Sign Company	Contact Name	Kristi Ormond / Dan Draxler
Address	PO Box 134	Address	
City, State, Zip	Stratford WI 54484	City, State, Zip	
Telephone	715-687-3250	Telephone	
Fax	715-687-4657	Fax	
Email	kristi@stratfordsign.com	Email	dan@stratfordsign.com

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? <input type="checkbox"/>)		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name	Mid-State Technical College	Owner's Name	David Willis
Address	500 32nd Street North	Address	same
City, State, Zip	Wisconsin Rapids WI 54494	City, State, Zip	same
Telephone	715-422-5300	Telephone	715-422-5308
Fax	715-422-5561	Fax	same
Email	angie.morgan@mstc.edu	Email	david.willis@mstc.edu

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
1001 Centerpoint KK 433 Michigan Ave Parcel 1	Parcel 2	Parcel 3
Legal Description of Subject Property		
7200 and Street		

Current Use of Property	Current Zoning of Property
old mall location	Midstate Technical College

Will adhering to the Sign Ordinance create a demonstrated practical difficulty or unnecessary hardship to the property? Please provide a detailed description of your request and reasoning with your answer. (Use additional pages if necessary)

Our sign request per detailed drawings & information via email to Kyle Kearns will not distract or hold hardship. For the Business at hand enough signage as proposed is necessary for all persons attending this college to find their way & will only bring more people into Stevens Point area.

Would the granting of the variance be materially detrimental to the property owners in the vicinity? Please provide a detailed narrative and reasoning with your answer. (Use additional pages if necessary)

This sign is not detrimental in any way. It will only help traffic get to know where they need to be sooner than having to make sudden stops; if the sign were to be too small fender benders may occur more often especially at high traffic times beginning & end of school day.

Does the property have unique property characteristics that cause a hardship to the sign user under a literal interpretation of the Sign Ordinance? If yes, please describe the unique property characteristics. (Use additional pages if necessary)

It is important for all persons familiar with this building previously knowing it was a mall to know this now a college. The sign as proposed will notify all passerbys at any time of the day for accurate use of building.

Would the granting of this variance be contrary to the general objectives of the Sign Ordinance? Please provide a detailed narrative and reasoning with your answer. (Use additional pages if necessary)

Because of the new use of this building, connecting many people from various communities, accurate signage will only help all persons involved. A sign is meant to give people direction. Signs that are not adequate in size will only cause confusion in traffic.

Current Zoning Surrounding Subject Property

North:		South:	
East:		West:	

Current Land Use Surrounding Subject Property

North:		South:	
East:		West:	

EXHIBITS

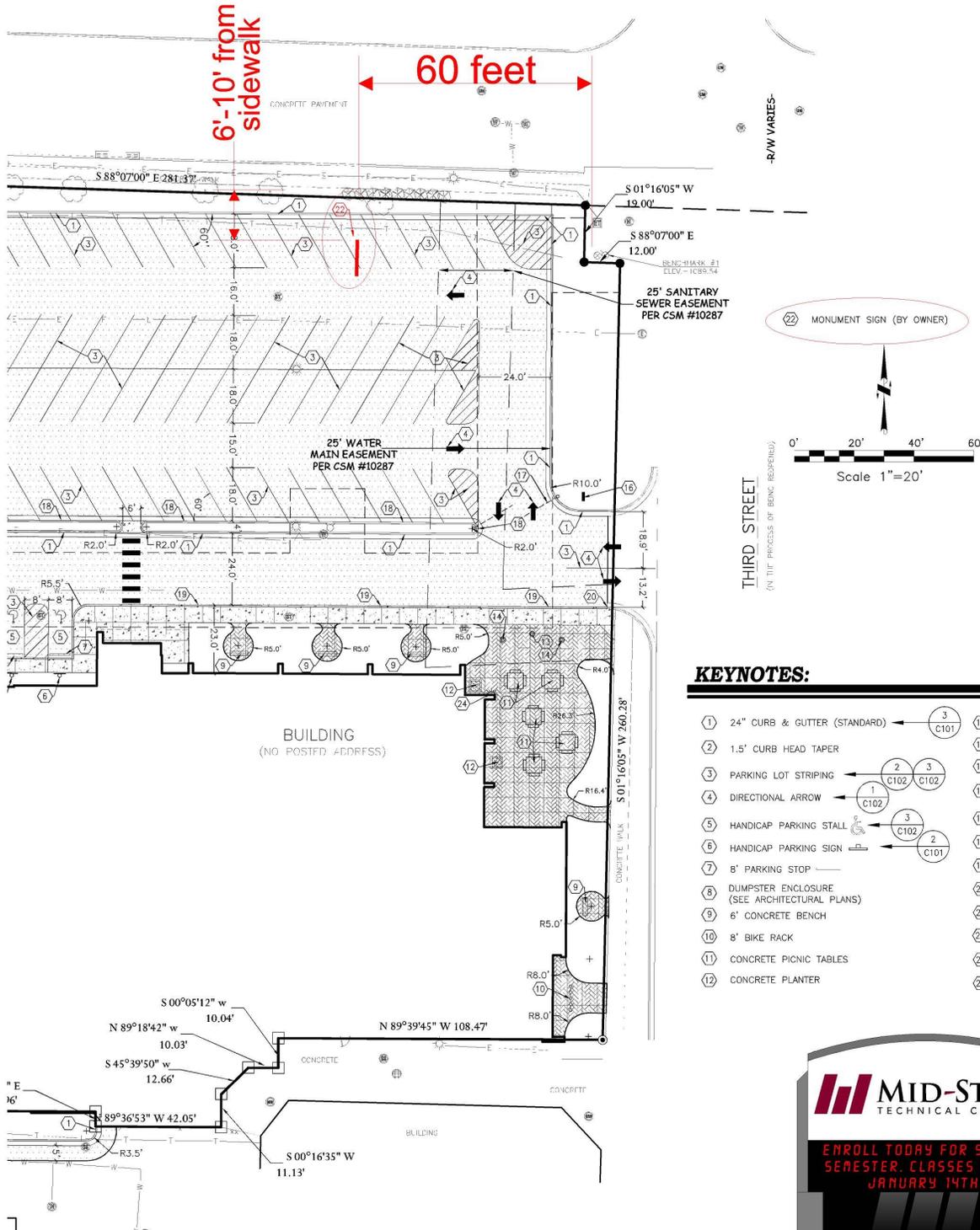
Letter to District Alderperson	<input type="checkbox"/>	Additional Exhibits If Any:
Map / Site Plan (designating location of the sign(s))	<input type="checkbox"/>	
Sign Rendering(s) (includes sign dimensions, size & graphics)	<input type="checkbox"/>	

CERTIFICATION AND SIGNATURE

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

Signature of Applicant	Date	Signature of Property Owner's (If not the Applicant)	Date
	1/31/14		

Site Plan

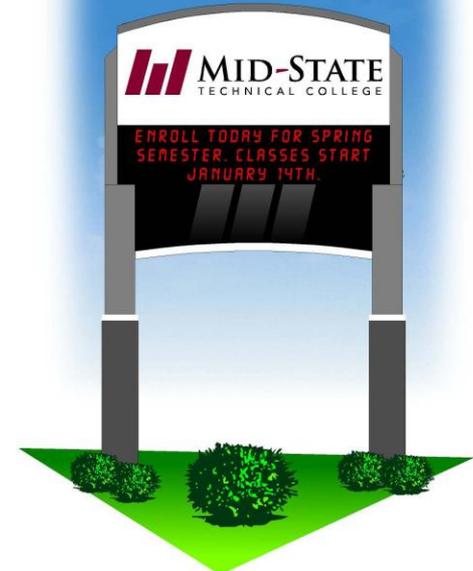
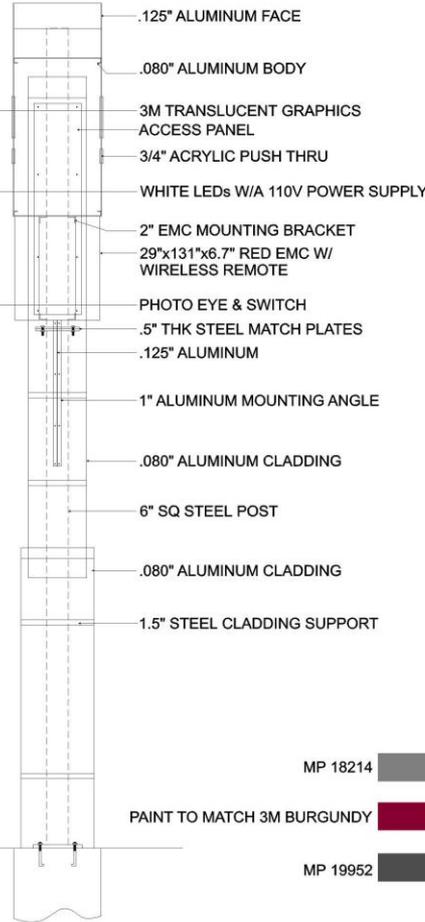
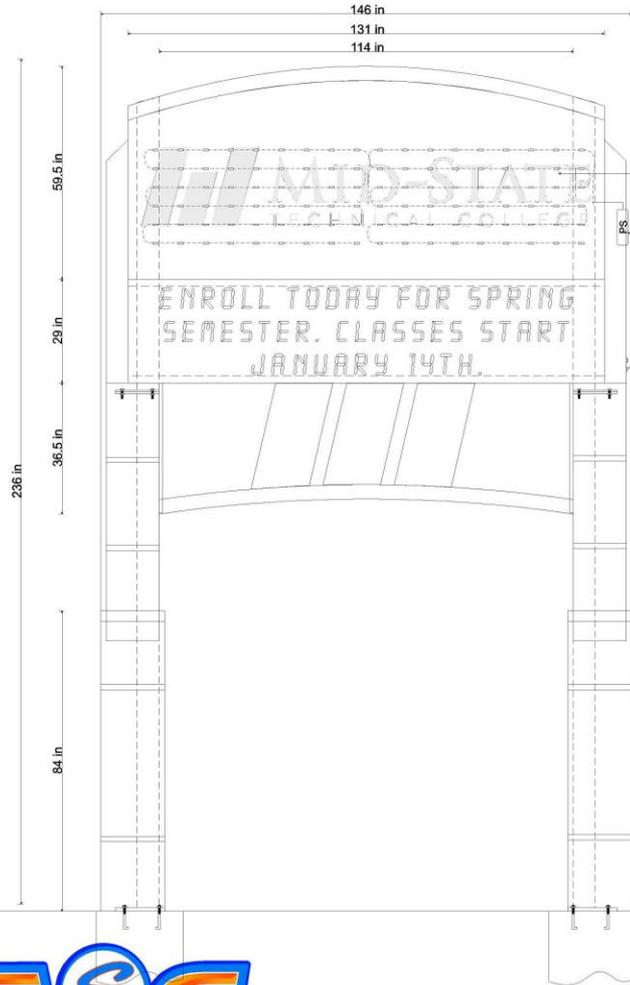


LEGEND	
These standard symbols will be found in the drawings.	
	SANITARY SEWER
	STORM SEWER
	BURIED ELECTRIC
	BURIED GAS
	BURIED TELEPHONE
	WATERMAIN
	EDGE OF BITUMINOUS CONTROL LINE
	RECTANGULAR CATCH BASIN
	CIRCULAR CATCH BASIN
	ELECTRIC METER
	ELECTRIC MANHOLE
	ELECTRIC TRANSFORMER
	GAS METER
	CITY VALVE
	HYDRANT
	LIGHT POLE
	MONITORING WELL
	POWER POLE
	SANITARY MANHOLE
	SIGN
	STORM MANHOLE
	TRAFFIC SIGNAL
	GUARD POST
	UTILITY MANHOLE
	WATER MANHOLE
	WATER VALVE
	BUSH/SHRUB
	TREE
	3/4" O.D. IRON BAR FOUND
	COMPUTER CORNER
	CALLS TO CONSTRUCTION ZONE
	HARRISON MONUMENT FOUND
	NAG NAG FOUND
	1 1/4" O.D. IRON BAR FOUND
	CHISELED CROSS FOUND
	SIGN MONUMENT FOUND
	PROPERTY CORNER
	THE BUILDING CORNER

KEYNOTES:

- | | | | |
|--|-----------------|--|----------|
| ① 24" CURB & GUTTER (STANDARD) | ← ③ C101 | ⑬ 25' FLAG POLE | ← ① C101 |
| ② 1.5" CURB HEAD TAPER | | ⑭ 20' FLAG POLE | ← ① C101 |
| ③ PARKING LOT STRIPING | ← ② C102 ③ C102 | ⑮ "15 MINUTE VISITOR PARKING ONLY" SIGN | |
| ④ DIRECTIONAL ARROW | ← ① C102 | ⑯ PARKING LOT ENTRANCE SIGN—TO BE PROVIDED BY OWNER. VERIFY LOCATION OF SIGN PRIOR TO INSTALLATION | |
| ⑤ HANDICAP PARKING STALL | ← ③ C102 ② C101 | ⑰ FUTURE PARKING CONTROL GATE—BY OWNER | |
| ⑥ HANDICAP PARKING SIGN | ← ② C101 | ⑱ 24" CURB & GUTTER (REJECT) | ← ③ C101 |
| ⑦ 8' PARKING STOP | | ⑲ THICKENED EDGE WALK | ← ⑤ C102 |
| ⑧ DUMPSTER ENCLOSURE (SEE ARCHITECTURAL PLANS) | | ⑳ END OF THICKENED EDGE WALK | |
| ⑨ 6' CONCRETE BENCH | | ㉑ 24" DRIVE OVER CURB & GUTTER | ← ② C101 |
| ⑩ 8' BIKE RACK | | ㉒ MONUMENT SIGN (BY OWNER) | |
| ⑪ CONCRETE PICNIC TABLES | | ㉓ CONCRETE MECHANICAL PAD—BY OTHERS | |
| ⑫ CONCRETE PLANTER | | ㉔ FLAG POLE LIGHTING—BY OTHERS | |





SIGN NOTES:

1. SIGN FACES WILL BE ROUTED .125" ALUMINUM WITH ROUTED 3/4" PUSH THRU ACRYLIC WITH APPLIED 3M TRANSLUCENT GRAPHICS
2. LIGHTING WILL BE SUPPLIED BY WHITE LEDs WITH POWER SUPPLIES, PHOTO EYE AND SWITCH
3. SIGN WILL BE INSTALLED ON (2) 6" SQ STEEL POLES WITH 1" THK STEEL PLATES
4. PLATES WILL BE INSTALLED ON (2) 24" DIA CONCRETE FOUNDATIONS WITH (4) 1.25" DIA ANCHOR BOLTS PER PIER
5. POLES WILL HAVE FABRICATED .080" ALUMINUM POLE COVERS AS SHOWN
6. ENTIRE SIGN WILL HAVE A URETHANE PAINT FINISH WITH A SATIN CLEAR COAT





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: Plan Commission

From: Plan Staff

CC:

Date: 2/21/2014

Re: Rezoning the property at **1901 Brilowski Road (Parcel ID 2408–36–3202–01)** from "R-LD" Low Density Residence District to "R-2" Single Family Residence District and "R-3" Single and Two Family Residence District.

Last month this property was annexed into the city and at that time the plan commission and common council had recommended that staff work with the owner to come up with a zoning classification that helps to maintain the single family use along the south portion of this property along Schiller Drive. Staff has worked with the owner to find a suitable zoning classification that allows for the owner to develop the property, while still maintaining single family zoning fronting on Schiller Drive.

The property would be rezoned from its current "R-LD" Low Density Residence District classification to "R-2" Single Family Residence District and "R-3" Single and Two Family Residence District (from the south ROW line of Jefferson Street to 130 feet south). The owner then plans to split the lots to accommodate two single family homes facing Schiller Drive and four zero lot line homes facing what would be Jefferson Street extended. It is also anticipated that Jefferson Street would be extended in the future, but only be a private drive over right-of-way at this time. This would allow access to the zero lot line residential structures to the north. Please see the following page for a visual representation of the proposed layout.

While this will be the only "R-2" Single Family Residence District zoning in this area, the use within this district is single family and consistent with the surrounding properties. Furthermore, the subject property helps provide a buffer between County Road R and the Hunter Oaks Subdivision, which is primarily single family, with a "R-1" Suburban Single Family Residential zoning classification. Therefore, staff would not consider this spot zoning.



281240836320030	Angela & Scott P Hanz	1817 Schiller Dr	Stevens Point, WI	54482	1817 Schiller Dr
281240836320002	Ernest E & Lynn a Dominick	1824 Schiller Dr	Stevens Point, WI	54482	1824 Schiller Dr
203806	Howard D Smith and Beth Dulak - Smith	5593 APPLEWOOD CT	Stevens Point, WI	54482	5593 Applewood Ct



Memo

Michael Ostrowski, Director

Community Development

City of Stevens Point

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Stevens Point, WI 54481

Ph: (715) 346-1567 • Fax: (715) 346-1498

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City of Stevens Point – Department of Community Development

To: Plan Commission

From: Plan Staff

CC:

Date: 2/21/2014

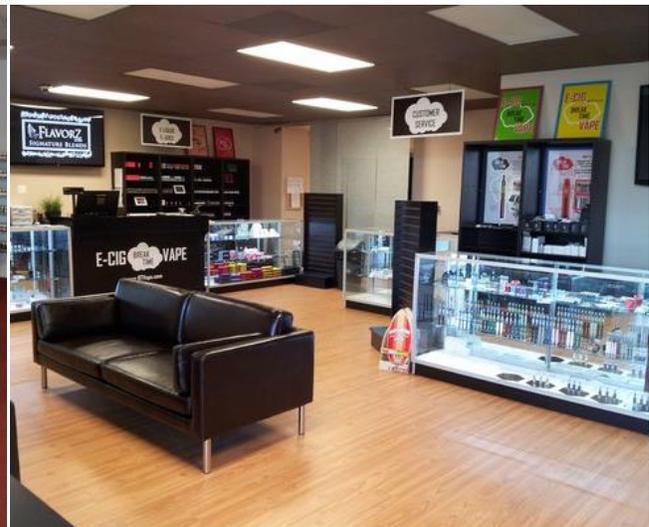
Re: Request from Chris Overlay for review and recommendation on a vapor bar concept, including the determination of use with the zoning code.

Chirs Overlay is interested in opening a vapor bar within the City of Stevens Point, specifically within the downtown "B-3" Central Business District.

Vapor Bar: Any facility, building, structure or location, whether fixed or mobile, where customers utilize a heating element that vaporizes a liquid solution that releases nicotine or flavored vapor within the establishment.

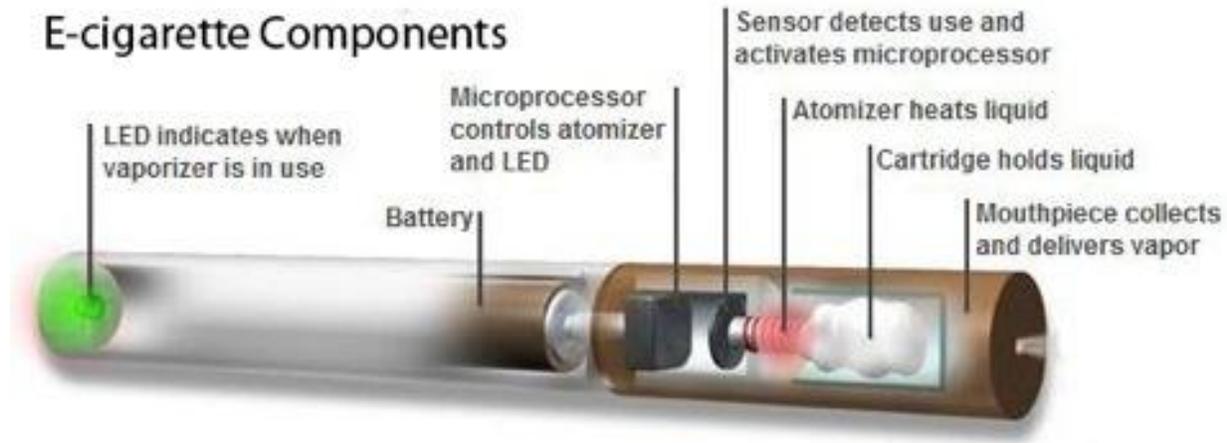


Example 1



Example 2

Electronic Cigarette: A cigarette-shaped device containing a nicotine-based liquid that is vaporized and inhaled, used to simulate the experience of smoking tobacco (*Oxford Dictionary Online, Oxford University Press, Web. 18 Feb. 2014*). Furthermore, electronic cigarettes (e-cigs) are usually battery operated and use an atomizer to heat a refillable cartridge ("liquid" or "juice") that then releases a chemical –filled vapor. Liquid can be purchased in several flavors ranging from fruit, to chocolate, and candy with or without nicotine added.



Vapor bars are not specifically identified as a use within our zoning code, and therefore are prohibited in all zoning districts. In order for the use to occur, an amendment to the zoning code is required allowing vapor bars with certain districts as a permitted use or conditional use. On the contrary, a municipal resolution can be adopted banning the use of electronic cigarettes and similar products in city establishments such as taverns and restaurants. Mr. Overlay has provided a presentation regarding the request which is attached.

Staff has performed research on electronic cigarettes and vapor bars, especially with regard to what other communities have done; a summary is below

The State of Wisconsin has adopted and enacted legislation in April, 2012 prohibiting the sale of nicotine products to any person under the age of 18.

Little research has been conducted regarding the toxicity or dangers of using electronic cigarettes and similar products or being exposed to the vapors produced by them. Therefore, the American Lung Association and American Medical Association supports prohibiting the use of e-cigs under smokefree laws. Additionally, the World Health Organization warns that due to the lack of e-cig research and results of initial testing concluding that toxins exist, consumers should not use them. Lastly, the United States Food and Drug Administration which regulates the use of all tobacco products, only regulates e-cigs that are marketed for therapeutic purposes; however, intends to extend rules to regulate all e-cigs and related products.

Several communities have banned the use of e-cigs and related products inside establishments, while others have allowed their use through existing zoning codes. Surrounding communities such as Appleton, West Allis and Rib Mountain all have Vapor Bars. The City of Appleton and Rib Mountain consider the sale of e-cigs and related products a retail use; however treat the smoking of them similar to cigarettes which are prohibited from being smoked in commercial establishments.

Community concerns that have triggered vapor bar bans include the following:

- Unknown health effects associated with vapors which can result in exposure to the general public, threatening public health, safety, and welfare.
- Difficulty regulating vapor bar establishments and the use of electronic cigarettes in other establishments.

- Appropriateness of use near areas where minors are present.
- No clear regulation of nicotine products under state or federal law.
- Similarities between tobacco and nicotine products.

Staff has been unable to find zoning ordinances specifically allowing the use of vapor bars in certain districts. In areas where they are very prevalent such as California, the use falls under an existing general commercial zoning districts category, and the use of electronic cigarettes is allowed as they don't fall under state and federal tobacco laws.

Regulating the use of electronic cigarettes and vapor bars, for example, through the conditional use process, could be difficult. It is anticipated that a variety of establishments would request a conditional use permit, or operate without one. Enforcement and penalty for violators could be difficult as well.

If the Plan Commission wishes to allow vapor bars, staff would recommend that at minimum, they be a conditional use, similar to tavern uses. You would not be regulating whether or not one could use the vapor device, but rather be regulating the general use of the establishment and the impacts that it may have on surrounding properties.

THE VAPOR LOUNGE BUSINESS CONCEPT

DOWNTOWN STEVENS POINT, WI

To the Stevens Point Community Council or to Whom it May Concern:

I have submitted this document because I would like to present a case during one of the upcoming public hearings to amend the current legislation to allow for a Vapor Lounge in Downtown Stevens Point. This document should serve as an inquiry to the Community Council in order to verify that the Vapor Lounge is something that they would consider. If so, then I will follow the appropriate channels for the public hearing.

The current legislation for businesses in Stevens Point does not contain any allowances or prohibitions for a Vapor Lounge. I believe that this is mainly do to vapor products being so new to the market and because there isn't another product available that is quite like it. I have included a basic description of vapor products and of what a vapor lounge would be. I also included a brief explanation of how a vapor lounge would impact the Downtown Stevens Point community and why I believe it should be considered. If a proper hearing is granted then I will elaborate on those points.

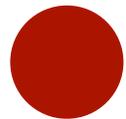
Thank you for your time in reviewing this document and I look forward to being able to present my case at an upcoming hearing.

Sincerely,
Chris Overlay



GOALS OF THIS DOCUMENT

- To introduce the concept of a tobacco-free vapor lounge business in downtown Stevens Point, WI.
- To encourage the Community Council to hear my case regarding the allowance of a Vapor Lounge in an upcoming public hearing.
- To provide a basic product description of Vapor and Steam products.
- To open up the discussion of how a vapor business can have a positive impact on downtown Stevens Point.



PRODUCT DESCRIPTION – WHAT VAPOR IS NOT

Let's start by defining Vapor Products by what they are NOT.

-Vapor Products are NOT tobacco products.
They contain 0 tobacco.



-Vapor Products are not smoked by using any type of combustion or flame. The product is steamed instead of being lit.

-The exhaled vapor is NOT smoke. The vapor contains no tar, no carcinogens, and no carbon monoxide.



PRODUCT DESCRIPTION – WHAT VAPOR IS

Vapor products simulate the smoking experience with vapor instead of smoke. Basically, you are *steaming* instead of smoking.

Vapor is used in 2 main methods.

- First: By the use of an electronic vapor stick (e-cigarette). Vapor sticks work by housing a small amount of vapor liquid in a tube and then a small battery is used to heat the liquid to the point of it steaming. The steam is then inhaled and exhaled through a mouthpiece.

- Second: By the use of steam stones or vapor stones. In this case, small stones are soaked in vapor juice. When they are ready to be smoked the stones are placed in a ceramic bowl, covered, and then a coal is used to heat the juice to the point of steaming. The steam is then inhaled and exhaled.

The juice that is used in the vapor stick and with the steam stones is really the same compound just used differently.



PRODUCT DESCRIPTION – THE ACTUAL VAPOR JUICE

The vapor juice is actually a very simple compound that is made from 2 main ingredients.

- Water
- Glycol Solution
 - Made from vegetable glycerin & propylene glycol
 - These ingredients are actually found in many food products and used mainly for flavoring or coloring.



Some vapor juice products do contain nicotine as an option. They also contain various levels of nicotine depending on the consumer's preference. NOTE: the inclusion of nicotine is an optional addition by the manufacturer.



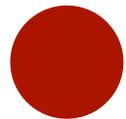
THE VAPOR LOUNGE

The lounge is a form of recreation where people can sit, relax, and enjoy vapor with their friends all while avoiding the harmful effects of tobacco. We would offer a wide range of flavors and different vapor products. People can come to the lounge to learn more about the vapor product as an alternative to tobacco products too.



Vapor products are an extremely modern product and are rapidly becoming more popular all over the U.S. Many tobacco outlets have started offering vapor products in their stores because they know how high the demand for the product is.

The vapor lounge adds a modern taste to Downtown Stevens Point, one that will attract people to Main Street. I believe that because there are no other businesses like this, people from neighboring towns and cities will come to Stevens Point to visit the lounge. This is an opportunity to be one of the first cities in Wisconsin to adopt the vapor lounge concept. I believe that it will help promote a tobacco-free environment and add a profitable business to the city.



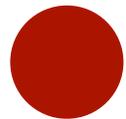
THANK YOU

I hope that this information was helpful to you understanding more about vapor products and to what a Vapor Lounge would be. I would love to have this concept reviewed in an upcoming public council hearing, and hopefully be able to open a Vapor Lounge business in Downtown Stevens Point.

My name is Chris Overlay and I can be reached by phone or email anytime.

chris@liveinunity.net
(702) 505-0062

Thank you for your time and consideration. I look forward to hearing back from you.





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

To: Plan Commission
 From: Plan Staff
 CC:
 Date: 2/21/2014
 Re: Repealing and recreating of Chapter 22 (Historic Preservation / Design Review ordinance) of the Revised Municipal Code of the City of Stevens Point.

Repealing and recreating of the City of Stevens Point Historic Preservation / Design Review Commission – Design Guidelines.

Staff has completed the update of the City of Stevens Point Historic Design Guidelines and coinciding Chapter 22 – Historic Preservation / Design Review Ordinance. The existing design guidelines are several decades old, lack detail, and are difficult to interpret, which triggered a rewrite process. In order to ensure conformity within the documents, the Historic Preservation / Design Review ordinance (chapter 22) was also redone. Major changes to chapter 22 include the removal of duplicate standards presented within the design guidelines and formatting.

The Historic Preservation / Design Review Commission recently reviewed and commented on both documents and recommended them for adoption. They have played a pivotal role in the creation of the documents and have reviewed them several times. Both documents are attached reflecting their most recent comments. Staff from the State of Wisconsin’s Historical Society has also reviewed and made comments relating to both the design guidelines and ordinance. Those comments have been included within the most recent draft.

Staff would recommend approval of both documents.

Page from Existing Guidelines

Entrances which front on decorative pavement in the right-of-way shall use paving materials which are substantially similar to, or harmonious with, that public pavement.

Projecting entrances, with an architecturally compatible overhead projection, shall be allowed if they do not project beyond the property line.

4. WINDOWS

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

Wooden replacement windows are encouraged, however, new metal window frames (permanent or storm) should be either painted or anodized with a finish in character with the building being renovated.

5. SIGNS AND GRAPHICS

One externally mounted primary sign per ground floor tenant or storefront entrance shall be allowed. All other signs shall be considered secondary signs. All primary and/or secondary signs shall be located within the signable area as described in Appendix A. Advertisement of brand names (superfluous information) shall be limited to 25 percent of the sign and must be incorporated into the overall sign design. Window and awning signs and signs for second story tenants shall be considered separately. Sign specifications follow.

A. DEFINITIONS

1) PERMITTED SIGNS:

- a. Primary the most prominent sign on a facade and/or property
- b. Secondary any sign on a facade and/or property other than the primary sign. Sign size shall be limited to 50% of the allowed signable area
- c. Flush-mounted sign attached to building wall
- d. Projecting Sign from supports attached to building wall
- e. Free-Standing mounted on pedestal or pole support anchored to ground. Only allowed for businesses that are accessible by auto and provide on-site parking directly accessible to the business advertised
- f. Awning sign incorporated directly onto awning fabric
- g. Directory sign used to identify tenants occupying a building
- h. Marquee permanent roof-like structure or canopy or rigid materials supported by and extending from the facade of a building

Corresponding Page from New Guidelines

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 recommended.
4. Size, scale, location, style and material of signage should be compatible with the architecture of the historic buildings and character of the district.
5. Signs attached to an historic structure should be mounted so that no significant architectural feature is concealed or damaged. 
6. Wall signs on commercial buildings should be flush-mounted in appropriate locations in the wall space above the sto refront.
7. Projecting signs are appropriate within the districts.
8. Window signs are appropriate within the districts.
9. Mechanical fasteners used for signs should be installed within the mortar joints and not within the masonry.
10. Sandwich board type signs are appropriate within the districts. Neon, backlit, and portable signs, (excluding sandwich board signs), are not recommended in the District.

dated: ##/##/##

11. 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 be placed on the awning valance. 

12. 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.

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

14. Cabinet signs are not recommended within the Downtown Historic / Design Review District. Maintenance of existing cabinet signs is permitted, including the changing of the face of existing cabinet 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 in commercial areas should be made of canvas or other woven fabric with canvas-like qualities.

Stevens Point Historic Design Guidelines

Chapter 22: Historic Preservation / Design Review

City of Stevens Point, Wisconsin

Adopted by the Historic Preservation / Design Review Commission:

Adopted by the Plan Commission:

Adopted by the City Council:

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Part 1. Purpose and Intent

It is hereby declared a matter of public policy that the protection, enhancement, perpetuation and use of improvements or sites of special character or special architectural or historic interest or value is a public necessity and is required in the interest of the health, prosperity, safety and welfare of the people. The purpose of this section is to:

- 1) Effect and accomplish the protection, enhancement, and perpetuation of such improvements, sites and districts which represent or reflect elements of the city's cultural, social, economic, political and architectural history.
- 2) Safeguard the city's historic and cultural heritage, as embodied and reflected in such historic structures, sites and districts.
- 3) Foster civic pride in the notable accomplishments of the past.
- 4) Stabilize and improve property values.
- 5) Protect and enhance the city's attractions to residents, tourists and visitors, and serve as a support and stimulus to business and industry.
- 6) Improve and enhance the visual and aesthetic character of the city.
- 7) Educate the public regarding the need and desirability of a city historic preservation program and its enhancement of the quality of life.

Part 2. Definitions

The definitions shall be as follows:

- **Commission:** Means the Historic Preservation / Design Review Commission created under this section.
- **Design Guidelines:** Is the document entitled "City of Stevens Point Historic Design Guidelines" adopted initially by the city council and, if necessary, subsequently modified, refined, or expanded by the commission with common council approval.
- **Designated Agent:** Is a person or persons responsible to the commission and shall have only those powers and functions as specifically authorized by the commission.
- **Historic District:** Is an area designated by the city council on recommendation of the commission, that contains two or more historic improvements or sites, as well as those abutting improvement parcels which the commission determines should fall under the provisions of this section to assure that their appearance and development is harmonious with such historic structures or historic sites.
- **Historic Site:** Means any parcel of land of historic significance due to a substantial value in tracing the history or prehistory of man, or upon which a historic event has occurred, and which has been designated as a historic site under this section, or an improvement parcel, or part

thereof, on which is situated a historic structure and any abutting improvement parcel, or part thereof, used as and constituting pan of the premises on which the historic structure is situated.

- **Historic Structure:** Means any improvement which has a special character or special historic interest or value as part of the development, heritage or cultural characteristics of the city, state or nation and which has been designated as a historic structure pursuant to the provisions of this chapter.
- **Improvement:** Means any building, structure, place, work of art or other object constituting a physical betterment of real property, or any pan of such betterment, including streets, alleys, sidewalks, curbs, lighting fixtures, signs and the like.
- **Improvement Parcel:** Is the unit of property which includes a physical betterment constituting an improvement and the land embracing the site thereof, and is treated as a single entity for the purpose of levying real estate taxes. Provided, however, that the term "improvement parcel" shall also include any unimproved area of land which is treated as a single entity for such tax purposes.

Part 3. Historic Preservation / Design Review Commission

Division 3.01 Composition

A historic preservation/design review commission is hereby created, consisting of five members and two alternates. Each member should have, to the extent practicable, a known interest in landmarks preservation, architectural and urban design. If possible, the commission should include an architect, landscape architect, architectural historian, archeologist, historian, and alderperson. The mayor shall appoint the commissioners subject to confirmation by the common council. Members shall serve a term of three years with the alderperson serving the length of the aldermanic term. Vacancies shall be filled for the unexpired term in the same manner as appointment.

Division 3.02 Commission Rules

- 1) Unless the chairperson is appointed by the mayor, the chairperson shall be elected by the commission. 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 three or more members.
- 4) The chairperson and members present shall vote unless disqualified by conflict of interest.
- 5) Regular meetings shall be held at least once a month if requests warrant a meeting at a date and time set by the commission. 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. No official action will be taken at closed executive sessions in accordance with State law.
 - b) The Designated Agent, in consultation with the chairperson, shall prepare an agenda for all meetings. Adequate notice of all meetings shall be provided per state statutes.

- 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 commission.
- 7) The “Designated Agent” of the commission, appointed pursuant to section 5.05, is the community development director, or designee. Duties are as follows:
 - a) Perform the first review of an application for a design review request, demolition request and building permit.
 - 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 commission for its action.
 - c) Agent(s) may refer to the commission with recommendations for any application or proposal which is judged to warrant commission 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 commission.
 - e) Agent(s) shall attend and give a staff report to the commission at each regular meeting.
- 8) Minutes, files, and records of the commission and its agent(s) shall be kept in the department of community development. Destruction of these items shall take place by commission order only, and in accordance with state and federal laws. Forms needed to perform the work of the commission or its agent(s) shall be designed under the direction of the designated agent.
- 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,
 - c) Commission,
 - 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 commission.

- 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.

Part 4. Local Historic Structure, Historic Site, and Historic District Designation Criteria

- 1) For purposes of this ordinance, a historic structure, historic site, or historic district designation may be placed on any site, natural or improved, including any building, improvement or structure located thereon, or any area of particular historic, architectural, archeological or cultural significance to the city such as historic structures, sites, or districts which:
 - a) Exemplify or reflect the broad cultural, political, economic or social history of the nation, state or community; or
 - b) Are identified with historic personages or with important events in national, state or local history; or
 - c) Embody the distinguishing characteristics of an architectural type or specimen inherently valuable for a study of a period, style, method of construction, or of indigenous materials or craftsmanship; or
 - d) Are representative of the notable work: of a master builder, designer or architect who influenced his age; or
 - e) Have yielded, or may be likely to yield, information important to prehistory or history.
- 2) The commission shall adopt specific operating guidelines for historic structure, historic site, and historic district designation providing such are in conformance with the provisions of this ordinance.

Part 5. Powers and Duties

Division 5.01 Designation of Historic Structures and Historic Sites

The commission shall have the power subject to Part 6, to designate historic structures and historic sites and to recommend designation of historic districts within the city limits. Such designations shall be made based on Part 4. Historic structures, sites, and districts shall be approved by the common council. Once designated, such historic structures, sites, and districts shall be subject to all the provisions of this ordinance.

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

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

Upon the filing of any request for a design review certificate with the commission, the commission shall

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

Section 5.02.01 Expiration of Design Review Certificate

Compliance with design review certificates shall be completed within 12 months after the issuance of the certificate, and the work shall conform to the provisions of the certificate. The city may inspect the work during and after construction in order to assure compliance. Failure to comply with a design review certificate or failure to obtain a design review certificate shall be a violation of this section. In addition to other penalties and remedies, the city shall issue a stop work order, and all work shall cease on the designated property. No additional work shall be undertaken as long as such stop work order shall continue in effect.

Section 5.02.02 Appeals

Should the commission fail to issue a design review certificate due to the failure of the proposal to conform to the design guidelines, the applicant may appeal such decision to the common council within 30 days. 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 two-thirds of the body of the whole, reverse or modify the decision of the commission. In addition, if the commission fails to issue a design review certificate, the commission shall, with the cooperation of the applicant, work with the applicant in an attempt to obtain a design review certificate within the guidelines of this ordinance. Demolition denials are subject to the same appeal process by the applicant.

Division 5.03 Rescission of Designation

Any party who is listed as the owner of record of a historic structure or historic site, who can demonstrate to the commission that by virtue of such designation he/she is unable to find a buyer willing to preserve such landmark, or landmark site, even though he/she has made reasonable attempts, in good faith, to find and attract such a buyer, may petition the commission for a rescission of its designation following the filing of such petition with the commission:

- 1) The owner and the appropriate city department shall work together in good faith with the commission to locate a buyer for the subject property who is willing to abide by its designation status as a landmark, or landmark site.
- 2) If, at the end of a period not exceeding 1 year from the date of such petition, no such buyer can be found, and if the owner still desires to obtain such rescission, the commission shall recommend to the common council the designation of the subject property be rescinded. The common council may accept, modify, or reject the commission recommendation. A vote to reject the commission's recommendation requires a majority vote plus one of the body of the whole.

Division 5.04 Recognition of Historic Structures, Sites, and Districts

At such time as a historic structure, site, or district has been properly designated, the commission may cause to be prepared and erected on such property at city expense, a suitable plaque declaring that such

property is a historic structure, site, or district. Such plaque shall be so placed as to be easily visible to passing pedestrians. The plaque shall state the accepted name of the historic property, the date of its construction of significance, and other information deemed proper by the commission.

Division 5.05 Designation of Agent

The commission shall have the authority to designate an agent(s), which in this ordinance is referred to as its designated agent. Such agent shall be responsible to the commission and shall have only those powers and functions as specifically authorized by the commission.

Division 5.06 Other Duties

In addition to those duties already specified in this part, the commission shall:

- 1) Work for the continuing education of the citizens about the historical heritage of this city and the historic properties designated under the provision of this section.
- 2) Cooperate with the State of Wisconsin historic preservation officer and the state historic preservation review board in attempting to include such properties hereunder designated as landmarks or landmark sites, or historic districts in the National Register of Historic Places and the State Register of Historic Places.
- 3) As it deems advisable, receive and solicit funds for the purpose of historic preservation in the city. Such funds shall be placed in a special city account for such purpose.

Part 6. Procedures

Division 6.01 Designation of Historic Structures, Historic Sites, and Historic Districts

- 1) The commission may, after notice and public hearing, designate historic structures, historic sites, and recommend historic districts, or rescind such designation or recommendation, after application of the criteria in Part 4. At least ten (10) days prior to such hearing, the commission shall notify the owners of record, as listed in the office of the city assessor, who are owners of property in whole or in part situated within two hundred (200) feet of the boundaries of the property affected or within the boundaries of the historic district. These owners shall have the right to confer with the commission prior to final action by the commission on the designation. Notice of such hearing shall also be published as Class 1 Notice, under the Wisconsin Statutes.
- 2) The commission shall then conduct such public hearing and, in addition to the notified persons, may hear expert witnesses and shall have the power to subpoena such witnesses and records as it deems necessary. The commission may conduct an independent investigation into the proposed designation or rescission. Within ten (10) days after the close of the public hearing, the commission may designate the property as either a local historic structure, historic site, or recommend its inclusion in a local historic district, or rescind the designation. After the designation or rescission has been made, notification shall be sent to the property owner or owners. Notification shall also be given to the city clerk, community development department, plan commission, and the city assessor. The commission shall cause the designation or rescission to be recorded, at city expense, in the county register of deeds office, or the recommendation to be submitted to the common council as provided by Division 6.02 and

Division 6.03.

- 3) State or national designation nominations of historic structures, historic sites and historic districts shall meet the requirements of the applicable state and national departments for which oversee historic preservation.

Division 6.02 Creation of Historic District

- 1) For preservation purposes, the Historic Preservation / Design Review Commission shall select geographically defined areas within the city to be designated as local historic districts and may, with the assistance of the Community Development Department, prepare a historic preservation plan in ordinance form for each area. A historic district may be designated for any geographic area of particular historic, architectural, or cultural significance to which:
 - a) Exemplifies or reflects the broad cultural, political, economic, or social history of the nation, state, or community; or
 - b) Is identified with historic personages or with important events in national, state, or local history; or
 - c) Embodies the distinguishing characteristics of architectural types or specimens inherently valuable for the study of a period or periods, styles, methods of construction, or of indigenous materials or craftsmanship; or
 - d) Is representative of the notable works of master builders, designers, or architects who influenced their age; or
 - e) Has yielded, or may be likely to yield, information important to history or prehistory.

Division 6.03 Creation of Preservation Plan

Each historic preservation plan prepared for or by the commission may include a cultural and architectural analysis supporting the historic significance of the area, the specific guidelines for development and a statement of preservation objectives.

- 1) Guideline criteria to be considered in the development of historic district plans are as follows:
 - a) All new structures shall be constructed to a height visually compatible with the building and environment with which they are visually related.
 - b) The gross volume of any new structure shall be visually compatible with the buildings and environment with which it is visually related.
 - c) In the street elevation of a building, the proportion between the width and height in the facade should be visually compatible with the building and environment with which it is visually related.
 - d) The proportions and relationships between doors and windows in the street façade should be visually compatible with the buildings and environment with which it is

visually related.

- e) The rhythm of solids to voids, created by openings in the façade, should be visually compatible with the buildings and environment with which it is visually related.
 - f) The existing rhythm created by existing building masses and spaces between them should be preserved.
 - g) The materials used in the final facade should be visually compatible with the buildings and environment with which it is visually related.
 - h) The texture inherent in the facade should be visually compatible with the buildings and environment with which it is visually related.
 - i) Colors and patterns used on the facade (especially trim) should be visually compatible with the buildings and environment with which it is visually related.
 - j) The design of the roof should be visually compatible with the buildings and environment with which it is visually related.
 - k) The landscape plan should be sensitive to the individual building, its occupants, and their needs. Further, the landscape treatment should be visually compatible with the buildings and environment with which it is visually related.
 - l) The street facade should blend with other buildings via directional expression. When adjacent buildings have a dominant horizontal or vertical expression, this expression should be carried over and reflected.
 - m) Architectural elements should be incorporated as necessary to relate the new with the old and to preserve and enhance the inherent characteristics of the area.
- 2) Review and Adoption Procedure
- a) Historic Preservation / Design Review Commission. The commission shall hold a public hearing when considering the plan for a historic district. Notice of the time, place and purpose of such hearing shall be given by publication as a Class 1 Notice under the Wisconsin Statutes in the official city paper. Notice of the time, place and purpose of the public hearing shall also be sent by the city clerk to the alderperson of the aldermanic district or districts in which the historic district is located, and the owners of record, as listed in the office of the city assessor, who are owners of the property within the proposed historic district or are situated in whole or in part within two hundred (200) feet of the boundaries of the proposed historic district. Said notice is to be sent at least ten (10) days prior to the date of the public hearing. Following the public hearing, the commission shall vote to recommend, reject, or withhold action on the plan. This recommendation shall be forwarded to the plan commission and the common council.
 - b) Plan Commission. The plan commission shall review the historic district plan and make a recommendation to the common council. The plan commission shall make its recommendation on the historic district plan within thirty (30) days.

- c) Common Council. The common council, upon receipt of the recommendations from the commission and plan commission, shall hold a public hearing, notice to be given as noted in subparagraph a. above and shall following the public hearing either designate or reject the historic district. Designation of the historic district shall constitute adoption of the plan in ordinance form prepared for that district and direct the implementation of said plan.

Part 7. Interim Control

No building permit shall be issued by the building inspector for alteration, construction, demolition, or removal of a nominated historic structure, historic site, or any property or structure within a nominated historic district from the date of the meeting of the Historic Preservation / Design Review Commission at which a nomination form is first presented until the final disposition of the nomination by the commission or the common council unless such alteration, removal or demolition is authorized by formal resolution of the common council as necessary for public health, welfare or safety. In no event shall the delay be for more than 180 days.

Part 8. Conformance with Regulations

- 1) Every person in charge of a historic structure, historic site or improvement in a historic district shall maintain same or cause or permit it to be maintained in a condition consistent with the provisions of this ordinance. The common council may appoint the building inspector or any other individual or group of individuals to enforce this ordinance. The duties of the inspection officer shall include periodic inspection at intervals provided by the common council of designated historic structures, historic sites, and historic districts. These inspections may include physical entry upon the property and improvement, with permission of the owner, to insure that interior alterations or maintenance will not jeopardize the exterior appearance or structural stability of the improvement. If an owner refuses permission for the enforcement officer to enter for purposes of inspection, the inspection officer may obtain a warrant of entry pursuant to s. 66.0119, Wis. Stats., and take any other reasonable measures to further enforcement of this ordinance.
- 2) Every person in charge of an improvement on a historic site or in a historic district shall keep in good repair all of the exterior portions of such improvement and all interior portions thereof which, if not so maintained, may cause or tend to cause the exterior portions of such improvement to fall into a state of disrepair, including but not limited to:
 - a) The deterioration of exterior walls or other vertical supports;
 - b) The deterioration of roofs or other horizontal members;
 - c) The deterioration of external chimneys;
 - d) The deterioration or crumbling of exterior plasters or mortar;
 - e) The ineffective waterproofing of exterior walls, roofs, and foundations, including broken windows or doors;

- f) The peeling of paint, rotting, holes, and other forms of decay;
- g) The deterioration of surrounding environment, e.g., fences, gates, sidewalks, steps, signs, accessory structures, and landscaping;
- h) The deterioration of any features so as to create or permit the creation of any hazardous or unsafe condition or conditions;
- i) All interior portions thereof which may cause the exterior to deteriorate or become damaged or otherwise to fall into a state of disrepair.

The purpose of this section is to prevent the demolition of a building or structure by neglecting it and permitting damage to it by weather or vandalism.

- 3) Nothing contained in this section shall prohibit the making of necessary construction, reconstruction, alteration, or demolition of any improvement on premises governed by this ordinance, or in a historic district pursuant to order of any governmental agency or pursuant to any court judgment, for the purpose of remedying emergency conditions determined to be dangerous to life, health, or property. In such cases, no approval from the commission shall be required.

Part 9. Emergency Conditions

In any case where the building inspector determines that there are emergency conditions dangerous to life, health or property affecting a historic structure, site or a property in a historic district, the building inspector may order the remedying of these conditions without the approval of the commission. The building inspector shall promptly notify the commission of the action being taken. When the emergency conditions do not require demolition, the building inspector shall make every effort to carry out the intent of this ordinance and to use the design guidelines of the commission when remedying the emergency conditions.

Part 10. Conflict of Interest

Any member of the commission who has a financial interest in property purchase or sale, construction, reconstruction, or alteration affected by the provisions of this ordinance shall disqualify himself/herself from participating in the review process for that particular project.

Part 11. Staffing, Funding, and Operation

The city, at its expense, shall provide for the operation of the commission and the requirements of this ordinance as follows:

- 1) Clerical functions and staff assistance shall be provided by the community development department.
- 2) Planning assistance shall be provided by the community development department.
- 3) Legal services shall be provided by the city attorney.

- 4) All other requirements not previously specified that may be necessary for the proper operation of this ordinance, shall be provided by the appropriate city officer, office, staff, or function.

Part 12. Penalties for Violations

Any person or persons violating any provision of this section shall be fined two hundred dollars (\$200) for each separate violation. Each and every day during which a violation continues shall be deemed to be a separate offense. Notice of violations shall be issued by the building inspector. If the violations remain uncorrected after the time specified in the notice, the city may, at its election, impose fines and/or have the violations corrected at city expense and have a lien placed against the property equal to the cost of the repairs, plus applicable fines and administrative costs.

Part 13. Severability

If any provision of this chapter or the application thereof to any person or circumstances is held invalid, the remainder of this chapter and the application of such provisions to other persons or circumstances shall not be affected thereby.

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 Historic or Design Review Districts (districts) 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 districts, 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 districts are to promote and provide for land use activities, which will reflect its heritage through the cultural, educational, architectural and economic elements of the districts 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 HP/DRC to use when evaluating the appropriateness of exterior changes to buildings and new construction proposed within the districts. To that end, the guidelines included in this document will convey to the property owner the appropriate methods of improving his or her property.

Stevens Point's downtown attractions, such as the farmer's market held in the historic Mathias Mitchell Public Square, historically significant murals, along with the historic Whiting Hotel and Sentry Insurance buildings give the city its own distinct character, but also attracts numerous visitors from surrounding communities. This draw and tourism into the city's downtown creates a positive impact on lodging, restaurants, shopping, and entertainment throughout the area, therefore, demonstrating the economic importance of historic preservation. In addition, historic preservation creates jobs, produces income, produces state and local tax revenue, as well as, raises property values. Furthermore, historic preservation helps the environment by balancing urban sprawl and encourages smart development and adaptive reuse. Moreover, it fosters education by teaching us about the past, whether it be architecture, people, or events. More importantly, historic preservation shows patriotism as it preserves and teaches respect for the legacy of our nation and the built environment of past generations. Lastly, it builds community awareness, beautifies neighborhoods, entices residents, and overall creates a healthier, aesthetically pleasing, enjoyable, and distinctive environment.

Indirect purposes for this guideline document are to foster a continued preservation effort that will protect and enhance the original character of the districts, 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 the Revised Municipal Code of the City of Stevens Point, 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 or impractical difficulty to the applicant.

Legally existing buildings, signs, and site improvements shall be grandfathered into the district. These guidelines shall not supersede Wisconsin state statutes pertaining to historic preservation and the rehabilitation of historic structures. Wisconsin state statutes still apply.

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.

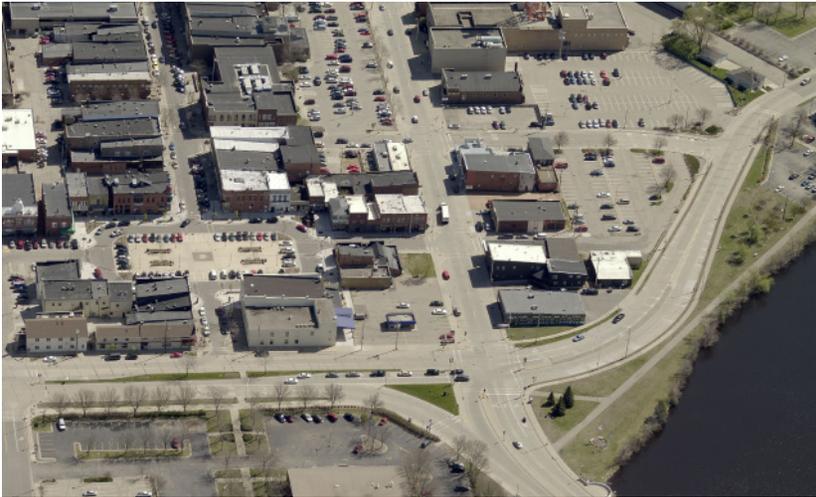
Secretary of Interior's Standards for Rehabilitation

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 designations: locally designated and National Register. A historic district can have either or both of these designations. While the criteria a district should meet for either is virtually the same, the individual designations have different implications.

Sec. 1.7 Local Historic District



Downtown Stevens Point (2012)

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 undertak-

ing 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.

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.

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 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 districts. Design review approval



certifies that the proposed work is consistent with the design guidelines and is appropriate within the context of the historic districts. 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.

Projects requiring design review come in two forms, major and minor works.

1.9.1 Major 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. See Section 7.4 for a detailed listing of major works projects.

1.9.2 Minor Works

Minor Works of design review can be approved administratively by the designated agent & HP/DRC chairperson. Whenever a project does not significantly alter the appearance and character of the property or will recreate the property’s original appearance, it is considered a “minor work” project. 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, the designated agent can approve the application in a matter of days. The designated agent, however, cannot deny any design review request. If the designated agent concludes that either the project does not fall under the minor works provisions or that it is in conflict with these design guidelines, the application is forwarded to the HP/DRC for review. See Section 7.4 for a detailed listing of minor works projects.

1.9.3 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 designated agent (Community Development Director, or designee) to the HP/DRC. The designated agent will assess an applicant’s proposed project and then advise the applicant how to proceed. The designated agent 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 designated agent 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 must also 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 should be interpreted to authorize any activities which would otherwise be in violation of any City ordinances, codes, or regulations.

1.9.4 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.

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.

1.9.5 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. 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.

1.9.6 State and National Guidelines

Being in 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 which are applicable to locally designated historic districts. 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 process 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 Downtown Historic / Design Review 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.

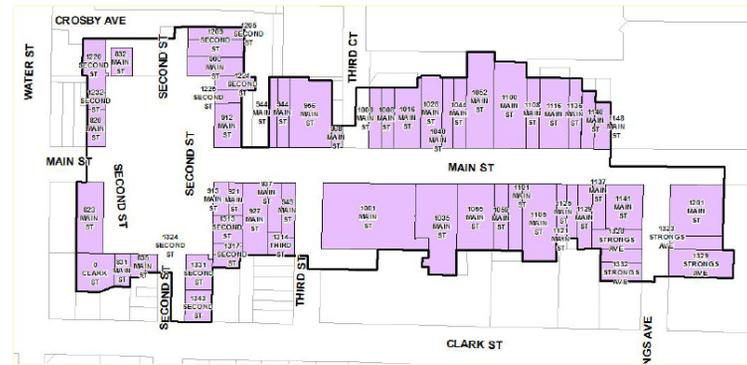
Another trader, Andrew Mullarkey established a trading post near the Point and eventually filed a plat which included the public square. Prior to its city status, Stevens Point was governed by the County Board, then became a township, town, and finally the City of Stevens Point on May 17, 1858.



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 the state. 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

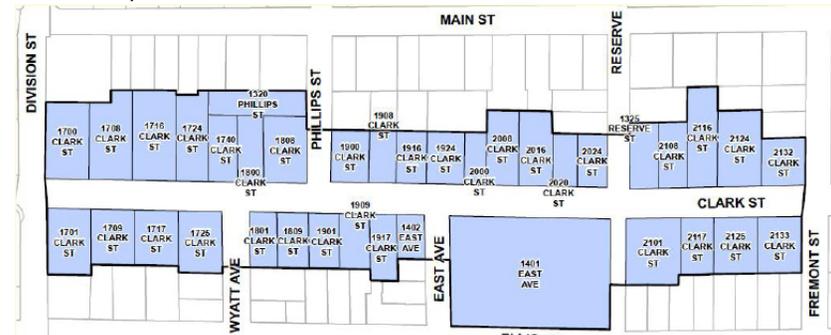


register. The figure below provides an outline of the Mathias Mitchell Public square and district.



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, which contains 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 districts 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 should 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 not recommended 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 revealing 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 not recommended 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. Original siding is recommended to be restored if synthetic siding is removed.
7. In cases where vinyl siding is used it is recommended to have a thickness between 0.044 - 0.055 inches, coated with a UV reflective additive and wind resistant.

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 not recommended 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 should 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.

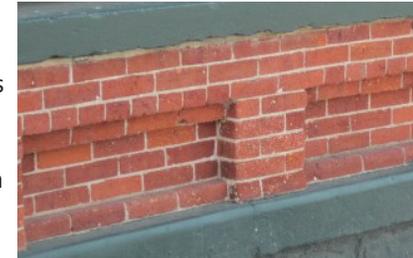


Deteriorated masonry

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 not recommended on historic structures for the wholesale covering of a structure.
5. Paint should not be applied 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 should be controlled and authorized by the City of Stevens Point prior to the cleaning process.
 - c. Sandblasting, iceblasting, corncob blasting or another method or high-pressure water blasting should not be used to clean historic masonry and may be subject penalty under WI state statute.
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 that can damage the brick.
 - b. Original texture, color, width, strength and profile of the historic mortar joints should be matched. Type N mortar should be used as defined by the American Society for Testing and Materials (ASTM).



Re-pointed and painted masonry

- 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 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 should 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. The protective patina coating of metals such as copper and bronze should not be removed.

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, the original size, shape, texture, color, and material should be matched.
3. Protect and maintain masonry foundations by:
 - a. Cleaning, repairing, and 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 should 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.



Residential window and doors



Second floor commercial windows

Windows and Doors Guidelines

1. Retain and preserve historic windows and doors. All elements associated with historic windows and doors should 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 is permitted to be installed on new wooden windows.
4. 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.



5. Replacement of a multi-light window with a single-pane sash or replacing multi-sash windows with only one sash is not recommended.
6. Vinyl shutters are not recommended 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 have a flush front and 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 should 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 not recommended.
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 should not be replaced with those that are incompatible in size, configuration, and reflective qualities or alter the relationship between window and wall.
13. 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.

14. Permanently filling in existing window or door openings is not recommended.
15. Replacing or covering window or door openings with plywood is strongly discouraged.
16. Prefabricated snap-in muntins are not recommended.
17. Retain and preserve energy efficient features such as transom windows, awnings, shutters, skylights, and porches.



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.
4. The use of white, red, blue, green or very light colored shingles is strongly discouraged, as houses built prior to 1920 utilized dark shingles such as brown, grey and black.
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 not recommended.
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, it is important to insure that they are properly drained and watertight.

7. Roof ventilators and other mechanical items should 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 not recommended.
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 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.



Well maintained porches preserve significant architectural features

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 should 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 not recommended 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.



6. Repairs to porches using materials incompatible with the original materials are not recommended.

For example, metal supports should not be used as substitutes for wood columns, plywood should not be substituted for beaded board ceilings, and concrete should 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 not recommended.

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 historic materials including wood, stone, architectural metal, and cast iron.

2. 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.
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.

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



7. Using materials which detract from the historic or architectural character of the building, such as mirrored glass, are not recommended.



Reconstructed storefront based on original design

Sec. 3.8 Upper Facades

Upper façades on a historic commercial buildings 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 not recommended 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, are not recommended.



Siding installed over original material

6. Original windows should 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 not recommended

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 that 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 facility, particularly on the waterfront, unnecessary utility lines and equipment should be removed, whenever possible. New utility and mechanical equipment should 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 and 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 should be retained when ever possible.
2. When architectural components and details must be replaced, the new components or details should 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 should 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 should not be replaced with materials, such as plywood, vinyl, and aluminum that would not have been used in the original construction.
5. Architectural details should not be covered or obscured by artificial siding.

Sec. 3.11 Paint

Painting of materials, such as metal and brick are discussed throughout the design guidelines. Please refer to the appropriate sections for specifics relating to the painting of different materials. The HP/DRC does not review paint color. Therefore, a property owner within a historic district does not need to obtain design review approval for color, but may have to receive approval for the painting of certain materials in those cases where outlined previously. The HP/DRC or their designated agent should be contacted whenever painting is proposed to ensure necessary approvals, if any, are followed. 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.



Painted historic home outlining intricate detailing

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.
5. When applying paint to a historic building, care should be given not to conceal any architectural details or texture of the underlying material.



Multiple colors used to accentuate details

6. "Liquid vinyl" treatments are not recommended on historic structures.
7. Masonry surfaces were historically unpainted and should not be painted. 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 recommended.

Sec. 3.13 Safety and Accessibility

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

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

Safety and Accessibility Guidelines

1. When projects must include the addition of health and safety features, whatever means possible should be used to minimize visual impact, and protect the historic character of the structure, and its character-defining details.
2. Health and safety features including fire escapes and access ramps should 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 should be constructed so that the scale, materials, and details are compatible with the historic structure.
4. Fire escapes and access ramps should be constructed in such a way that they can be removed with minimal damage to the historic structure. If feasible, new doors for fire escapes should be located in existing openings.



Accessibility ramp added complying with ADA



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

Sec. 3.14 Mechanical and Communication Equipment

Installation, rehabilitation, or replacement of mechanical equipment should be planned to minimize changes to the appearance of a structure. Building systems include mechanical and electrical equipment, distribution 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 should be given so that the installation of these systems minimize their visual and physical impact to historic districts.

Mechanical and Communication Equipment Guidelines

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

7. 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.
8. If feasible, mechanical supply lines and ductwork should be located inside buildings. Exterior mechanical supply lines and ductwork should be disguised by architectural elements compatible with the character of the building and should be located as inconspicuously as possible.
9. Plumbing vents and solar collectors should not be visible from the street.
10. Attaching exterior electrical, telephone, television, etc. cables to the principal elevations of the buildings is not recommended.
11. Locate television antennas and satellite dishes on rear elevations where they are not easily seen from a public right-of-way.
12. Stealth techniques for the installation of cellular phone systems should be used whenever possible. Locating cellular units on roofs on 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 should not block views of historic structures and should be well maintained and pruned regularly.
4. When adding new landscaping, native and commonly occurring vegetation is recommended. New plant materials should be appropriate in species and scale to existing plant materials in the immediate vicinity.
5. Shrubbery planted along building edges and property lines should have a mature height of less than six (6) feet.
6. Trees, shrubs, and fencing should be used to screen service areas, garbage enclosures and, whenever possible, parking areas.

7. When undertaking new construction, significant trees or vegetation should be preserved.
8. Trees with a diameter of six (6) inches or greater should not be removed. 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 should 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 should 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 not recommended 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 is attached to an historic structure, it should be done in a way that does not damage the structure or any architectural feature and can be removed without damaging the structure.



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, some lots do not have parking areas at all.

The commercial area should 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.

4.3.1 Landscaping Guidelines

1. Parking lots, driveways, and sidewalks shall comply with any ordinance requirements for size and landscaping elements as well as site grading.
2. On-site parking within commercial areas should 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 recommended.
4. Large expanses of parking are not recommended. Parking should be adequately landscaped with buffers and vegetative islands. Pedestrian access and crossings should be clearly designated in parking areas.
5. Parking should be screened from the right-of-way whenever possible. Vegetative buffer strips, fencing, low-masonry walls, etc., should be utilized to minimize the visual impact of parking and vehicles.
6. Commercial parking areas should be surfaced with suitable materials such as asphalt, concrete, brick, etc. Gravel, crushed stone, or other loose material including unpaved lots are not recommended.
7. Residential parking areas should be surfaced with appropriate materials such as brick, concrete, and asphalt.
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 should use buffer strips, shrubbery, iron fencing, etc., along its perimeter to create a strong edge between the pedestrian sidewalk and parking areas.

4.3.2 Driveway Guidelines

1. Driveways on residential and commercial properties within the historic districts should be composed of either concrete, brick, or asphalt. Loose material is not recommended.
2. Circular drives in front yards are not recommended.
3. Double width drives that are visible from the public right-of-way are not recommended.
4. Curb-cuts should be located in accordance with city ordinance and should be kept to the smallest openings that are functional.
5. New driveways should be designed to minimize any impact to the landscape, building, and historic curbing.

4.3.3 Walkway Guidelines

1. Historic walkways and sidewalk materials should be retained and preserved whenever possible. New sidewalks in historic districts should be composed of either concrete, brick, stone or other masonry material such as pavers or scored concrete.
2. Walkways in commercial areas should 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.
3. Walkways and steps should be compatible to the architectural style and character of the structure located on the property.
4. Front walks in residential areas should lead directly from the public sidewalk to the front door of the structure.



5. Walks should 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 HP/DRC. 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 Uniform Sign Code.

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 recommended.
- 4. Size, scale, location, style and material of signage should be compatible with the architecture of the historic buildings and character of the district.

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



- 6. Wall signs on commercial buildings should be flush-mounted in appropriate locations in the wall space above the storefront.
- 7. Projecting signs are appropriate within the districts.
- 8. Window signs are appropriate within the districts.
- 9. Mechanical fasteners used for signs should be installed within the mortar joints and not within the masonry.
- 10. Sandwich board type signs are appropriate within the districts. Neon, back-lit, and portable signs, (excluding sandwich board signs), are not recommended in the District.

- 11. 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 be placed on the awning valance.



- 12. 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.



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

- 14. Cabinet signs are not recommended within the Downtown Historic / Design Review District. Maintenance of existing cabinet signs is permitted, including the changing of the face of existing cabinet 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 in commercial areas should be made of canvas or other woven fabric with canvas-like qualities.



Non-historic awnings



2. Awnings should be placed only on structures for which they are historically accurate or which there exists physical evidence of a previous treatment.
3. Signs are permitted on awnings provided they meet the applicable sign requirements within the sign code.
4. Awnings should be placed appropriately to fit in the openings above display windows and doors. They should be affixed so that no architectural features are concealed or damaged.
5. Awning graphics should be limited to 20% of the total awning area.
6. Graphics on awning end panels should not exceed eight square feet where adjacent to residential areas and 16 square feet in commercial areas.
7. Street level awnings should be mounted so that the valance is no less than eight feet six inches above the finished grade, and the awning should project out a minimum of three feet six inches, but may extend two feet in from face of curb or seven feet from building face, whichever is less.



8. Metal or back-lit awnings are not recommended on commercial buildings.
9. Canvas awnings can be installed over windows and doors if they are historically appropriate. Awnings should fit within the frame of the window and should be installed in a manner that does not obscure or hide any historic materials.
10. Awnings should be opaque except the area of allowable graphics.
11. Semi-circular, barrel type (balloon) awnings are not recommended.
12. Continuous awnings or awnings that cover architectural features such as piers or columns, are not recommended.
13. 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.
14. Awnings should be constructed of fire resistant materials.
15. Residentially used awnings should be made of either canvas, vinyl-coated canvas, or acrylic. Metal awnings are not recommended on pre-World War II homes.



Inappropriate residential awnings

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 wooded or iron posts is allowed if covered with vegetation. Vinyl fences and chain link fences are not recommended.
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 three feet in height. It is not recommended to use solid privacy fences in front yards. Split rail, basketweave, lattice and shadowbox are also not recommended.
7. Wooden privacy fences in side and rear yards should not extend past the rear elevation of the structure. Rear yard fences should not

exceed ten 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, should 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, bulkheads, and docks may be made of wood, composite or synthetic material decking and railing. Vinyl is not recommended. Pilings may be of wood, concrete, or steel.
2. Piers and docks should use lighting that is unobtrusive to the quality of the historic district. All lighting should meet the guidelines listed previously in this section.
3. Piers and docks should 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. 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.
3. Benches and garbage receptacles must meet all city requirements and should 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) should 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.

Differences between commercial and residential building construction and site planning, as it relates to new construction, 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.

New construction applications, due to their potential impact, should 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 Historic Preservation / Design Review 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 are even taller. 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 should be compatible with other buildings in the district when measured from grade.
2. All new buildings should 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 should 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 not recommended 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 should 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 districts 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 should have permanent exterior muntins to match the existing windows.
6. Aluminum and vinyl siding are not recommended on new construction.
7. There are a variety of roof forms in the districts 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 should 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 should 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 should 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.



Existing decks should be maintained appropriately.

4. New decks should be painted or stained in a color that is compatible with the historic structure and district.

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 should be carefully explored. Design Review guidelines and procedures are further described in Chapter 22 of the City of Stevens Point revised municipal code.

6.1.1 Review for Demolition

The HP/DRC will review demolition requests, taking into consideration the property's significance, and guidelines below. A delay period of 365 days exists, allowing for alternatives to be explored prior to the demolition. If the Commission determines that the building in question has no historic significance or value, the demolition request can be approved without delay.

6.1.2 Demolition Guidelines

1. Whether the building or structure is of such architectural or historic significance that its demolition would be detrimental to the public interest and contrary to the general welfare of the people of the city or state.
2. Whether the building or structure, although not itself a historic structure, contributes to the distinctive architectural or historic character of the historic district as a whole, and therefore, should be preserved for the benefit of the people of the city or the state.
3. Whether demolition of the subject property would be contrary to the objectives of the historic preservation plan for the applicable district as duly adopted.
4. Whether the building or structure is of such old, unusual or uncommon design, texture, and/or material, that it could be reproduced only with great difficulty and/or expense.
5. Whether retention of the building or structure would promote the general welfare of the people of the city or the state, by encouraging study of American history, architecture and design, or by developing an understanding of American culture and heritage.
6. Whether the building or structure is in such a deteriorated condition that it is not structurally or economically feasible to preserve or restore it, provided that any hardship-or difficulty claimed by the owner which is the result of any failure to maintain the property in good repair cannot qualify as a basis for the issuance of an approval to demolish.
7. Whether demolition of the building or structure would promote conformance with other criteria as designated in the City of Stevens Point Historic Design guidelines.
8. Prior to undertaking demolition work, the property owner should approach the HP/DRC to determine the historic significance of the structure and its relationship to the district.

9. If the HP/DRC determines that the structure is historically significant, it should 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.
10. If all alternatives for preservation have been exhausted, the HP/DRC should 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.
11. When a demolition is proposed, the applicant should submit a landscaping plan illustrating proposed landscaping and other site development to be completed within six (6) months after demolition.

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 should 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 should 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 should 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 should be protected during the relocation process. Should any damage occur, it should be repaired.
5. The relocated building should 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) should 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 should be met in order to be in accordance with the intent of these guidelines.

Historic: In the context of this document, "historic" means 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 should 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.

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
- 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. New or expanded parking areas
- l. Construction, addition, or removal of porches or steps
- m. Changes to historic roof features

- n. Construction, addition or removal of swimming pools
- o. Installation of new windows and doors
- p. Alteration of exterior surfaces
- q. Substantial changes to a design review certificate
- r. 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)
- t. Removal of live trees greater than 6" in diameter

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. Repair or replacement of exterior lighting fixtures (no change)
- g. Repairs, including repointing, to existing masonry
- h. Repair or replacement of existing parking lots (no change)
- i. Repair of existing roof coverings (no change)
- j. Repair or replacement of existing signs (no change)
- k. Repair to existing swimming pools
- l. Construction of wooden trellises in rear yard
- m. Repair or replacement of existing sidewalks
- n. 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.

To obtain local tax credit information, please refer to the 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

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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 Rehabilitating 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
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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

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

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

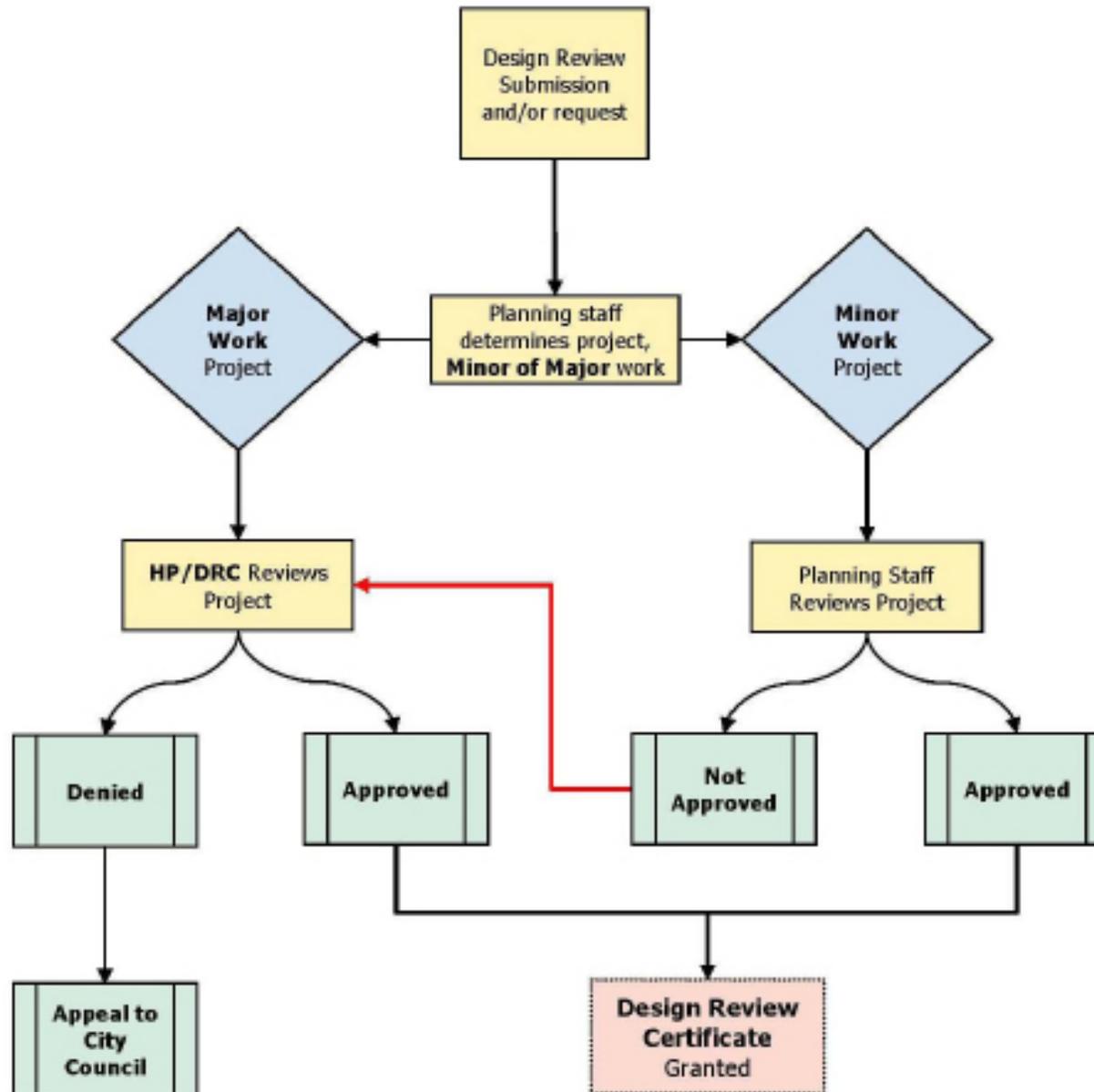
Wisconsin Historical Society
 816 State Street
 Madison, WI 53706
 (608) 264-6400
<http://www.wisconsinhistory.org/>

National

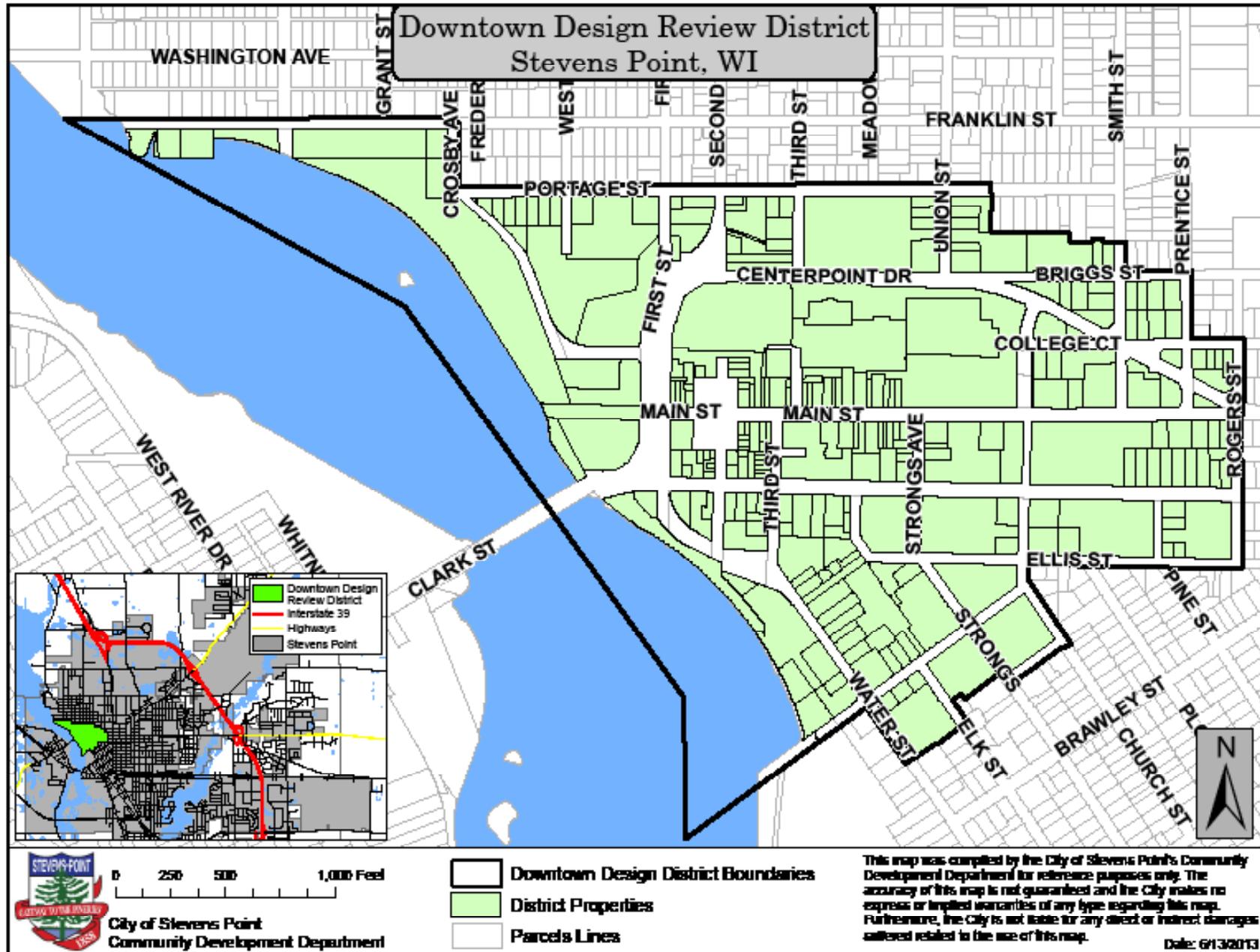
National Park Service - Technical Preservation Services
 1201 Eye Street, NW
 6th Floor
 Washington, DC 20005
 (202) 513-7270
<http://www.nps.gov/tps/>

National Trust for Historic Preservation

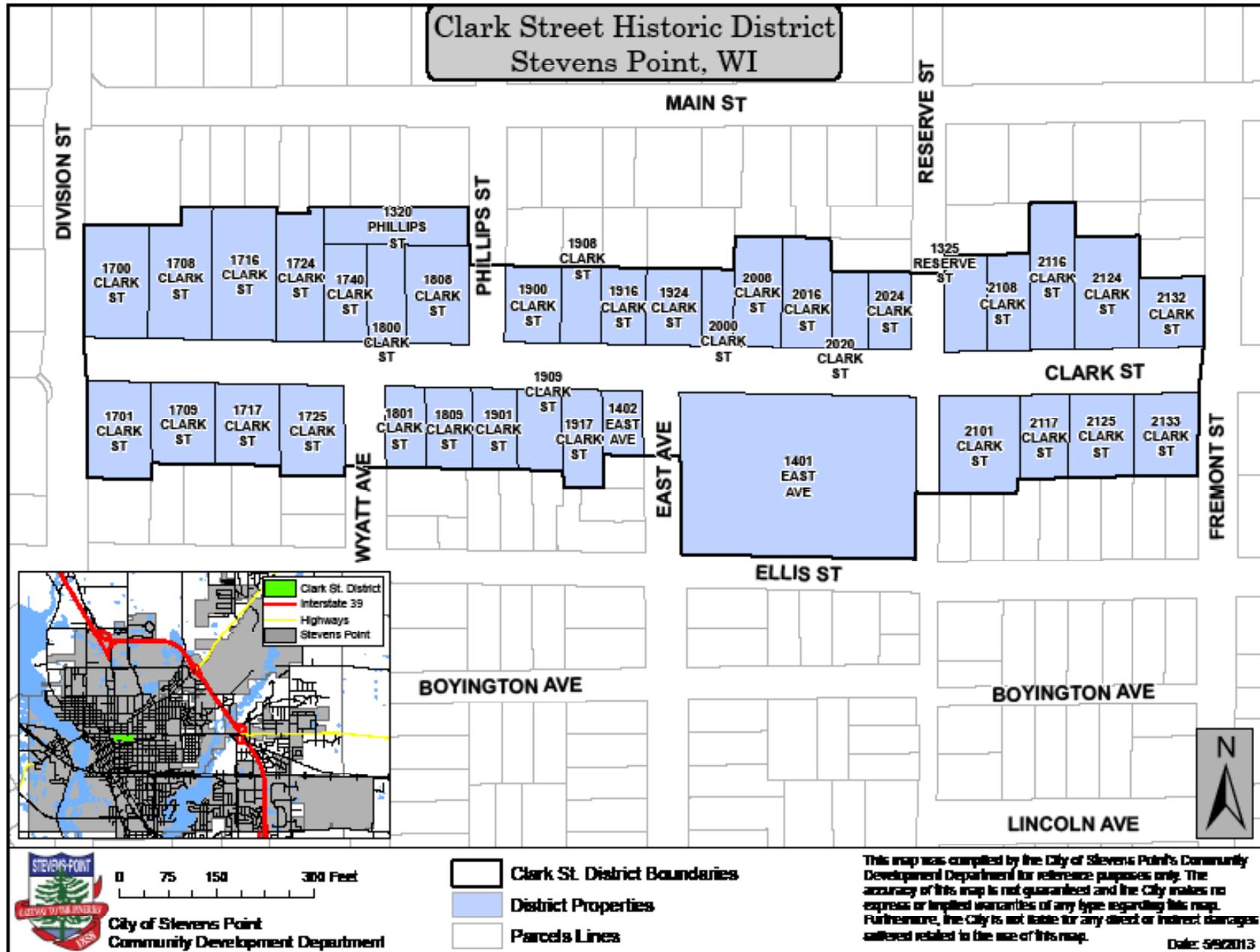
Sec. 7.7 Design Review Flow Chart



Sec. 7.8 Downtown Design Review / Historic District



Sec. 7.10 Clark Street Historic District





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: Plan Commission

From: Plan Staff

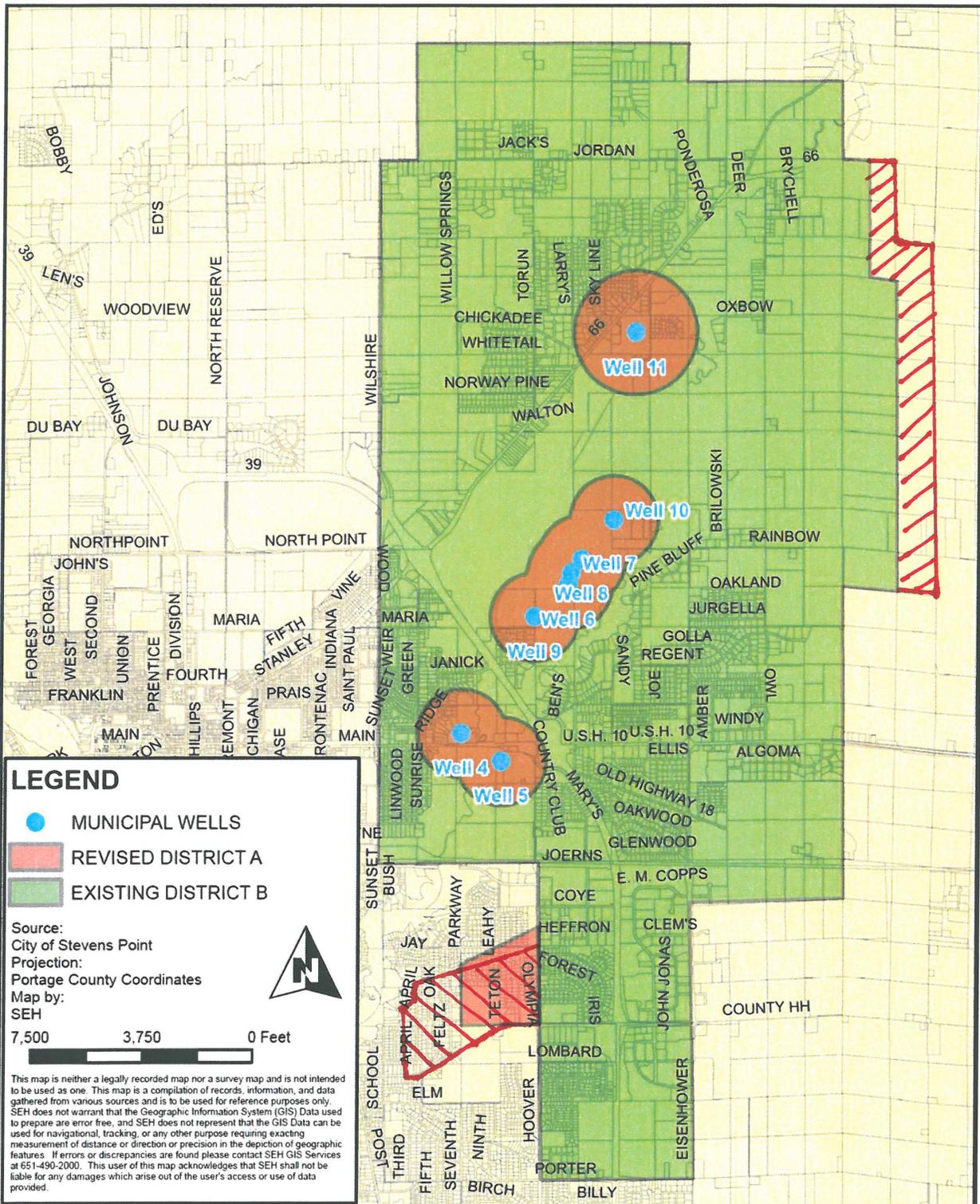
CC:

Date: 2/21/2014

Re: Amending the Wellhead Protection Map to match the legal description and relocate the map within the text to Section 23.02(4)(e)(3.1).

When creating a Geographical Information System (GIS) layer for the wellhead protection map, staff found an error in district A (Village of Whiting well) and B (City of Stevens Point wells) boundaries. The map did not match the legal description provided for the boundaries (see attached map and legal description). Therefore, staff confirmed the error with the City surveyor and contacted Short Elliott Hendrickson Inc. (SEH) who created the map during the addition of well 11.

Staff has created a new map matching the existing legal description which you will find attached. Therefore, an amendment within the zoning code to replace the current wellhead protection map with the updated proposed map is requested.



	425 WEST WATER STREET SUITE 300 APPLETON, WI 54911-6058 PHONE: (920) 380-2800 FAX: (920) 380-2801 www.sehinc.com	STEVENS POINT WATER UTILITY WELL NO. 11 WELLHEAD PROTECTION PLAN		PROJECT: STEPT 107037	GROUNDWATER PROTECTION OVERLAY DISTRICTS
				DATE: FEB 2012	

The following uses are prohibited uses within the Groundwater Protection Overlay District A. These uses are prohibited based on the high probability that activities routinely associated with these uses (storage, use, and handling of potential pollutants) will cause groundwater contamination. Uses not listed are not considered permitted uses.

- 1) Underground storage tanks of any size
- 2) Septage and/or sludge spreading
- 3) Animal waste landspreading
- 4) Animal waste facilities
- 5) Animal confinement facilities
- 6) Gas stations
- 7) Vehicle repair establishments, including auto body repair
- 8) Printing and duplicating businesses
- 9) Any manufacturing or industrial businesses
- 10) Bus or truck terminals
- 11) Repair shops
- 12) Landfills or waste disposal facilities
- 13) Wastewater treatment facilities
- 14) Spray wastewater facilities
- 15) Junk yards or auto salvage yards
- 16) Bulk fertilizer and/or pesticide facilities
- 17) Asphalt products manufacturing
- 18) Dry cleaning business
- 19) Salt storage
- 20) Electroplating facilities
- 21) Exterminating businesses
- 22) Paint and coating manufacturing
- 23) Hazardous and/or toxic materials storage
- 24) Hazardous and/or toxic waste facilities
- 25) Radioactive waste facilities
- 26) Recycling facilities
- 27) Cemeteries

2.5 Existing Uses

Where any of the uses listed above exist within Groundwater Protection Overlay District A on the effective date of this ordinance, owners of these facilities will be allowed to upgrade the facilities to facilitate or enhance groundwater protection. Plans for the proposed upgrade must be approved by the Plan Commission and Common Council, and appropriate permit issued by the City Inspection Department, prior to any work being initiated. Expansion of the prohibited use will not be allowed.

3.0 Groundwater Protection Overlay District B – Five Year Time of Travel

3.1 Intent

A secondary portion of the Stevens Point and Whiting recharge areas to be protected is land which lies within the five year groundwater travel zone upgradient from the Stevens Point and Whiting well fields. The five year time of travel (TOT) for the Stevens Point well fields shown on the attached map and described as:

That part of Section 1, Township 23 North, Range 8 East, that part of Sections 2, 3, 10, 11, 12, 13, 14, 15, 22, 23, 24, 25, 26, 27, 34, 35, and 36, Township 24 North, Range 8 East, Town of Hull, that part of Section 34, Township 24 North, Range 8 East, Village of Park Ridge, that part of Section 2, Township 23 North, Range 8 East, Town of Plover, that part of Sections 7 and 18, Township 24 North, Range 9 East, Town of Sharon, that part of Sections 13, 14, 15, 22, 23, 24, 25, 26, 27, 34, 35, and 36, Township 24 North, Range 8 East and that part of Section 2, Township 23 North, Range 8 East, City of Stevens Point, that part of Sections 19 and 30, Township 24 North, Range 9 East, Town of Stockton, Portage County, Wisconsin, described as follows:

Beginning at the southwest corner of said Section 34, Township 24 North, Range 8 East; thence north along the west line of said Sections 34, 27, 22, 15, and 10 to the east-west quarter line of said Section 10; thence east along said quarter line to the west line of the East One-half of the Northwest Quarter of said Section 10; thence north along said west line and the west line of the East One-half of the Southwest Quarter of Section 3, Township 24 North, Range 8 East to the north line of the South One-half of the Southwest Quarter of said Section 3; thence east along said north line and the north line of the South One-half of the Southeast Quarter of said Section 3 and the north line of the South One-half of the Southwest Quarter and the Southeast Quarter of Section 2 to the west line of Section 1, Township 24 North, Range 8 East; thence south along said west line to its southwest corner; thence east along the south line of said Section 1 to its southeast corner which is on the Range line between Range 8 East and Range 9 East; thence south along said Range line to the east-west quarter line of Section 7, Township 24 North, Range 9 East; thence east along said quarter line to the northeast corner of Government Lot 18 in said Section 7; thence south along the east line of said Government Lot 18 and the east line of Government Lot 19 in said Section to the north line of Section 18, Township 24 North, Range 9 East; thence east along said north line to the northeast corner of Government Lot 5 in said Section 18; thence south along the east line of said Government Lot 5 and the east line of Government Lots 8, 17, and 20 of said Section 18 and the east line of Government Lots 5, 8, 17, and 20 of Section 19, Township 24 North, Range 9 East and the east line of Government Lot 5 of Section 30, Township 24 North, Range 9 East, to the southeast corner of said Government Lot 5 of said Section 30; thence west along the south line of said Government Lot 5 and the

south line of Government Lot 6 of said Section 30 to the Range line between Range 8 East and Range 9 East; thence south along said Range line to the southeast corner of Section 36, Township 24 North, Range 8 East; thence south along the east line of Section 1, Township 23 North, Range 8 East to the north line of the South One-half of the Northeast Quarter of said Section 1; thence west along said north line and the north line of the South One-half of the Northwest Quarter of said Section 1 and the north line of the South One-half of the Northeast Quarter and the Northwest Quarter of Section 2, Township 23 North, Range 8 East to the west line of said Section 2; thence north along said west line to the south line of Section 35, Township 24 North, Range 8 East; thence west along said south line and the south line of Section 34 to the point of beginning and there terminating.

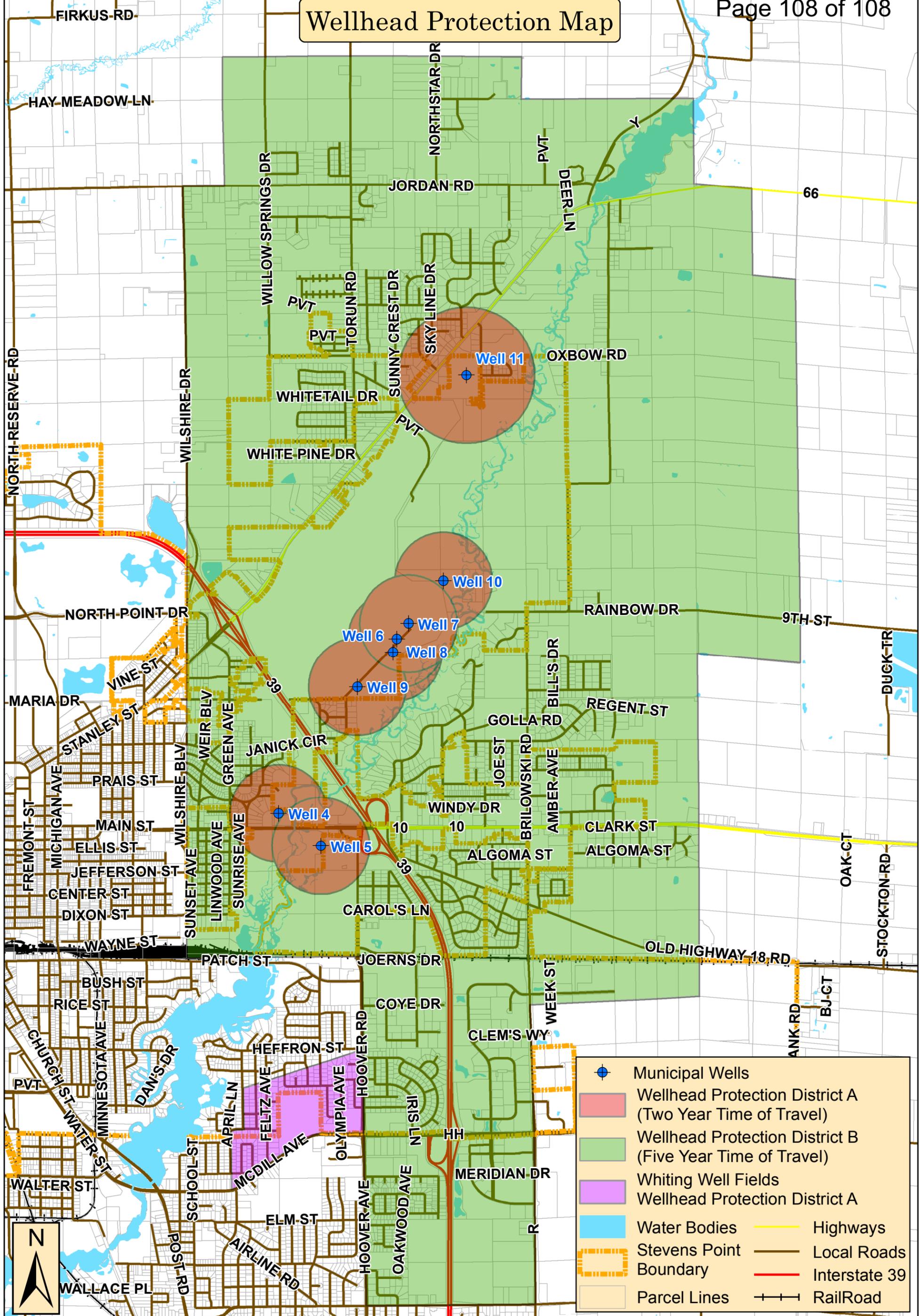
The five year time of travel (TOT) for the Whiting well fields shown on the attached map and described as: beginning at the intersection of Porter Rd. and Hoover Rd., then north along Hoover Rd. to the intersection with the Wisconsin Central Railroad Limited, then east along the Wisconsin Railroad tracks to the intersection with Eisenhower Rd., then south along Eisenhower Rd. to its intersection with Porter Rd., then west along Porter Rd., to the intersection with Hoover Rd. and there terminating. Land use restrictions within Groundwater Protection Overlay District B are less restrictive than in Overlay District A because of longer flow times and a greater potential for remediation, dilution and attenuation. Uses not listed as permitted or conditional uses are to be considered prohibited uses.

3.2 Permitted Uses

The following uses are permitted within Groundwater Protection Overlay District B.

- 1) All uses listed as permitted uses in Groundwater Protection Overlay District A
- 2) Sewered residential uses
- 3) Above ground petroleum product storage tanks up to 660 gallons
- 4) Basement heating fuel storage tanks
- 5) Commercial and/or industrial uses served by municipal sanitary sewer, except: underground storage tanks of any size, unsewered commercial and/or industrial development, septage and/or sludge spreading, animal waste facilities, Animal confinement facilities (except veterinary hospitals and clinics), gas stations and oil change businesses, bus or truck terminals, landfills, wastewater treatment facilities, spray wastewater facilities, auto salvage yards, bulk fertilizer and/or pesticide facilities, asphalt products manufacturing, dry cleaning facilities, electroplating facilities, exterminating shops, paint and coating manufacturing, hazardous and/or toxic materials

Wellhead Protection Map



0 1,250 2,500 5,000 Feet

1 inch = 0.5 miles

- Municipal Wells
- Wellhead Protection District A (Two Year Time of Travel)
- Wellhead Protection District B (Five Year Time of Travel)
- Whiting Well Fields
- Wellhead Protection District A
- Water Bodies
- Stevens Point Boundary
- Parcel Lines
- Highways
- Local Roads
- Interstate 39
- Railroad



City of Stevens Point
Community Development Department

This map was compiled by the City of Stevens Point's Community Development Department for reference purposes only. The accuracy of this map is not guaranteed and the City makes no express or implied warranties of any type regarding this map. Furthermore, the City is not liable for any direct or indirect damages suffered related to the use of this map.

Date Saved: 2/24/2014

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