City of Stevens Point
REGULAR COUNCIL MEETING

Council Chambers **March 17, 2014**
County-City Building **7:00 P.M.**
1516 Church St

1. Roll Call.

2. Salute to the Flag and Mayor's opening remarks.

3. Consideration and possible action of the minutes of the Regular Common Council meeting of February 17, 2014 and the Special Common Council meeting of March 3, 2014.

4. *Persons who wish to address the Mayor and Council on specific agenda items other than a "Public Hearing" must register their request at this time. Those who wish to address the Common Council during a "Public Hearing" are not required to identify themselves until the "Public Hearing" is declared open by the Mayor.

5. Persons who wish to address the Mayor and Council for up to three (3) minutes on a non-agenda item.

Consideration and Possible Action on the Following:

6. Minutes and actions of the Plan Commission meeting of March 3, 2014.

7. Public Hearing -- 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.

8. Ordinance Amendment on the above.

9. Public Hearing – Repealing and recreating of Chapter 22 (Historic Preservation / Design Review ordinance) of the Revised Municipal Code of the City of Stevens Point.

10. Ordinance on the above.

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

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

13. Public Hearing – 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) of the RMC.

14. Ordinance Amendment of the above.

15. Minutes and actions of the Finance Committee meeting of March 10, 2014.

16. Resolution -- Amending the City Budget relating to the creation of a Municipal Court.

17. Minutes and actions of the Personnel Committee meeting of March 10, 2014 and the Actions of the Special Personnel Committee meeting of March 17, 2014.

18. Minutes and actions of the Public Protection Committee meeting of March 10, 2014.

19. Minutes and actions of the Board of Public Works meeting of March 10, 2014.

20. Minutes and actions of the Board of Water & Sewerage Commissioners meeting of March 10, 2014.

21. Minutes and actions of the Transportation Commission meeting of February 27, 2014.

22. Statutory Monthly Financial Report of the Comptroller-Treasurer.

23. Adjourn into closed session (approximately 7:30 P.M.) pursuant to Wisconsin Statutes 19.85(1)(e) (deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session) and Wisconsin Statutes 19.85(1)(g) (conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation or is likely to become involved) on the following:
    A. Discussion of lease negotiations with Portage County for the Portage County Public Library building.
    B. Discussion of negotiation strategy related to excessive assessment litigation with Walgreens Co., Portage County cases nos. 11 CV 321, 12 CV 288, and 13 CV 260.

24. Adjournment.

RMC – Revised Municipal Code

Persons who wish to address the Common Council may make a statement as long as it pertains to a **specific** agenda item. Persons who wish to speak on an agenda item will be limited to a five (5) minute presentation. Any person who wishes to address the Common Council on a matter which is not on the agenda will be given a maximum of three (3) minutes and the time strictly enforced under the item, "Persons who wish to address the mayor and council on non-agenda items." Individuals should not expect to engage in discussion with members of the City Council and City staff.

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the City Clerk as soon as possible to ensure 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.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during the regular business hours from 7:30 A.M. to 4:00 P.M.

City of Stevens Point
COMMON COUNCIL MEETING

Council Chambers **February 17, 2014**
County-City Building **7:00 P.M.**

Mayor Andrew J. Halverson, presiding

Roll Call: Ald. Doxtator, Suomi, O'Meara, Wiza, M. Stroik, Slowinski, Trzebiatowski, Patton, R. Stroik, Philips, Moore

Also Present: City Atty. Beveridge, Clerk Moe, C/T Ladick, Directors Schatschneider, Lemke, Schrader, Ostrowski, Police Chief Ruder, Fire Chief Kujawa, Kelly Pazdernik, Mayoral Assistant, Nathanael Enwald-Portage County Gazette, Brandi Makuski-Stevens Point City Times

2. Salute to the Flag and Mayor's opening remarks.

Mayor Halverson did not have any opening remarks.

3. Consideration and possible action of the minutes of the Regular Common Council meeting of January 20, 2014 and the Special Common Council meeting of February 10, 2014.

Ald. Moore **moved,** Ald. Wiza seconded, to approve the minutes of the Regular Common Council meeting of January 20, 2014 and the Special Common Council meeting of February 10, 2014.

Roll Call: Ayes: All.
Nays: None. Motion carried.

4. *Persons who wish to address the Mayor and Council on specific agenda items other than a "Public Hearing" must register their request at this time. Those who wish to address the Common Council during a "Public Hearing" are not required to identify themselves until the "Public Hearing" is declared open by the Mayor.

5. Persons who wish to address the Mayor and Council for up to three (3) minutes on a non-agenda item.

Reid Rocheleau, 408 Cedar West, Whiting, spoke against the creation of a municipal court. He feels the City's relationship with the County will be destroyed. He praised the current system in place and urged the Council to vote against creating its own municipal court.

Bob Fisch, 1033 Smith Street, spoke about bicycling and independent mobility for the elderly. He said the elderly should not be restricted from engaging in civic life and they should have the freedom to move about the City independently by bicycle.

6. Communication and Expectations for the City Administration and the Council (Council Discussion Only).

Mayor Halverson said he would like to have a discussion relating to expectations from City Administration and Alderpersons in respect to information, forms, and frequency. He would like to have a broad discussion on areas that need improvement along with other issues and concerns regarding communication.

Ald. Slowinski said he would like an overview of discussion topics especially when they are related to closed session meetings.

Ald. Wiza discussed concerns relating to information being given to the Alderpersons at the last minute. He suggested postponing agenda items when there is a lack of information distributed to the alderpersons. He said they need time to formulate questions on materials provided. Ald. Wiza requested information be distributed a couple of days prior to a meeting. He also said that multiple changes on items become confusing and he would appreciate it being kept to a minimum. Ald. Wiza stressed full disclosure be given to the Council from all parties as it relates to alternatives and options that would alleviate some discussion at the Council level. He asked for more leniency with the general public when speaking on agenda items because sometimes the agenda is confusing. Ald. Wiza stated he does not want anyone from the public to feel intimated when walking into the Council Chambers to speak. He thanked Mayor Halverson for the opportunity to voice his concerns.

Mayor Halverson stated there is a fine line between being open and keeping organization. He said there are areas for growth for everyone.

Ald. Moore said he agrees with Ald. Wiza's concerns. He said there is a respectable atmosphere with all of the department heads and elected officials; however, information and answers should be provided before they are called out on the Council floor. He mentioned municipal court being included in the budget with no information provided to the Alderpersons about it for discussion with constituents. Ald. Moore stated pay cuts made in the Public Works Department is a decision that should be made by the Personnel or Finance Committees and he would like to see those appeals come before those committees. He further stated he feels the Council members are not respected by the Administration.

Ald. Suomi said she has appreciated the open door policy. Her questions about agenda items have always been answered. She thanked the Mayor, Comptroller/Treasurer, Police Chief, Community Development Director, Public Works Director, Public Utilities Director, Fire Chief, City Clerk and Personnel Director. Ald. Suomi agreed that information could be provided sooner; however, if she does not have what is needed to make a decision, she contacts City staff.

Ald. O'Meara said initial discussion is important and suggested more details be provided so the Council understands the basis for changes and how decisions are made. He also mentioned having a workshop with the Community Development Director regarding how the City is trying to bring development here and how to retain it. Ald. O'Meara stated Alderpersons should be included in discussions before there is a proposal.

Ald. R. Stroik said he agrees with the comments made and he has never had an issue getting information from department heads. He also mentioned the importance of full disclosure and alternatives so the Council can come to a conclusion. He would like to see the pros and cons of a project so decisions made by the Administration can also be agreed upon by the Council. Ald. R. Stroik mentioned a change in how the Directors are re-appointed. He said he would like to hear more cross debate from them on issues.

Ald. Trzebiatowski expressed concern about incomplete information in the packets in regard to development projects such as the Point Motel. He discussed rushing projects through, not receiving full disclosure or options and being left out of making decisions.

Mayor Halverson asked Ald. Trzebiatowski how he would like to see the Council more connected in the decision making process. He said communication and expectations are a two-way street and steps are taken to get information out in a timely fashion. Mayor Halverson then questioned what executive decisions have been made that were not approved by the Council.

Ald. Trzebiatowski mentioned the expense and design of the downtown square project that were not brought back to the Council.

Mayor Halverson encouraged the Alderpersons to contact department heads for information when questions or concerns arise. He said these types of informal conversations are beneficial in decision-making and any questions or concerns can be addressed.

Ald. Trzebiatowski also mentioned the lack of Council participation in regard to the mall contracts and the lack of time to review those contracts.

Ald. Phillips said he would like to see working groups on major projects which include the Alderpersons.

Ald. Wiza stated his questions get answered in a timely manner. He has concern with not receiving information soon enough to evaluate it and formulate good questions. He requested City staff to take into consideration that the Alderperson position is part-time and most council members work full-time jobs. Ald. Wiza also requested City staff to help the Alderpersons understand the facts so they can make their own decisions.

Mayor Halverson said that is a good summary and it is taken for granted due to the familiarity and repetition of the issues for City staff. He said more effort will be put into being more specific in explaining and not assume it is known. He reiterated the skill set and integrity of the department heads. Mayor Halverson said the cohesive team working relationship works well internally. He said timeliness and disclosure are areas that can be improved and welcomed questions from the Alderpersons at any time with concerns they may have on issues.

7. Minutes and actions of the Plan Commission meeting of February 3, 2014.

Ald. Moore **moved,** Ald. O'Meara seconded, to approve the minutes and actions of the Plan Commission meeting of February 3, 2014.

Ald. Phillips questioned if the 38 acre parcel of land will be split up numerous ways with a grant between the Water Department and the City.

Mayor Halverson said the Water Department would be the only entity from the City, but the Green Circle Committee and UWSP would also be included.

Ald. Phillips asked why the Parks Department is not involved.

Mayor Halverson said the dollars available through the Water Utility for Wellhead Protection are more abundant; however, the Parks Department will be involved through the Green Circle Committee.

Ald. Phillips said he is concerned as this has nothing to do with Wellhead Protection.

Director Lemke said this is where the groundwater is expected to come from, which is toward the well field including Well Field Road, East Maria and Well 11. The parcel of land falls into the right geography to meet that need.

Ald. Phillips questioned if the water is coming from Moses Creek.

Director Lemke said the path of travel of groundwater comes from the northwest to the southeast in that area, which is toward the wells.

Roll Call: Ayes: All.
Nays: None. Motion carried.

8. Ordinance – Annexation of a Part of 1901 Brilowski Rd (County Parcel ID 020-24-0836-10.15).

Ald. Trzebiatowski **moved,** Ald. Moore seconded, to approve the ordinance.

Roll Call: Ayes: Ald. Moore, Phillips, R. Stroik, Patton, Trzebiatowski, Slowinski, M. Stroik, Wiza, O'Meara, Suomi, Doxtator
Nays: None. Motion carried.

9. Public Hearing – Amend the Zoning Ordinance to Reclassify Part of 1901 Brilowski Rd (County Parcel ID 020-24-0836-10.15) as "R-3" Single and Two Family Residence District.

Mayor Halverson said although this public hearing was noticed, the Plan Commission's action relating to this issue is a request to annex the parcel as Low Density which is a standard zoning classification used for property that is annexed. He said the public hearing is open, but the Plan Commission has acted to annex the property as Low

Density which allows City staff time to work with the landowner and developer on insulating some of the single and two family areas.

Mayor Halverson declared the public hearing open.

As no one wished to speak, Mayor Halverson declared the public hearing closed.

10. Ordinance Amendment on the above.

Mayor Halverson said the ordinance relates to the zoning classification that was not approved.

Ald. O'Meara **moved,** Ald. Wiza seconded, to amend the ordinance by striking the phrase "to R-3 Single and Two Family Residence District".

Director Ostrowski said the action would not be needed because the property comes into the City as Residential Low Density and City staff is then given 90 days to find a permanent zoning classification.

Ald. Wiza **withdrew** his second.

Ald. Slowinski asked for clarification that the parcel zoning and layout will be brought back to the Council.

Mayor Halverson replied yes. The Plan Commission acted so City staff and the developer could have conversations to be more concurrent with the single and two family zoning in that area.

No action was taken on the ordinance.

11. Minutes and actions of the Board of Public Works meeting of February 10, 2014.

Ald. R. Stroik **moved,** Ald. Doxtator seconded, to approve the minutes and action of the Board of Public Works meeting of February 10, 2014.

Ald. Wiza requested follow up with the Department of Transportation regarding information they are to provide the Alderpersons regarding the Business 51 project in respect to exemptions available, criteria for the exemptions and classification criteria. He asked Director Schatschneider to look into it.

Craig Tesch, 1100 Frontenac Avenue, spoke about the four lane alternative regarding the Business 51 project. He said four lane roads carry an increased chance of accidents caused by people changing lanes. He discussed the number of accidents at the intersections on the south side of the City due to left turns.

Roll Call: Ayes: Ald. Doxtator, Suomi, O'Meara, Wiza, M. Stroik, Slowinski, Trzebiatowski, Patton, R. Stroik, Phillips, Moore
Nays: None. Motion carried.

12. Preliminary Resolution – Special Assessments for Replacement of Non-Standard Water Services and Non-Standard Sanitary Sewer Laterals – Bukolt Ave from Front St to Georgia St and Georgia St from Bukolt Ave to Sixth Ave Installation of Storm Sewer Laterals and Replacement of Existing Non-Standard Storm Sewer Laterals – Bukolt Ave from Front St to Second St and Georgia St from Bukolt Ave to Sixth Ave.

Ald. Wiza **moved,** Ald. Phillips seconded, to approve the Preliminary Resolution.

Ald. Wiza announced there will be a public meeting on this issue at Madison School on March 5, 2014 at 7 p.m. He welcomed residents in that area to contact him with questions and concerns.

Ald. O'Meara questioned the reference to installation of storm sewer laterals and replacement of existing non-standard storm sewer laterals in that none of them are assessed. He said storm laterals go to catch basins unless it is a roof drain.

Mayor Halverson said these will be assessable and will also be a new endeavor for the City.

Director Lemke said there are several storm sewer laterals in that neighborhood that are not linked to the catch basins. He said they do go right to the main and it is the same installation as a sanitary sewer lateral. Director Lemke said there is a department wide push for cross connection control efforts to make sure that any clear water discharge to the sanitary sewer is eliminated, as well as any other connection.

Ald. O'Meara asked Director Lemke if the laterals he is referring to are the laterals that are specific private laterals that are either roof drains or area drains on private property. He also questioned that the City is not referring to laterals that go to catch basins that are in the street.

Director Lemke replied that is right.

Ald. O'Meara said he did not think that was clear in the ordinance.

Ald. Wiza asked Director Lemke when letters to those potentially affected property owners will be sent out.

Director Lemke said the letters would be sent the following day. He said the letter the Utility Department is sending out is requesting the homeowner set up an appointment to do an inspection. The inspection will include viewing the in-coming water line, and to see if there needs to be a connection to the storm sewer with a sump pump.

Ald. Wiza questioned the process and the need to put dye into the sump pump.

Director Lemke replied yes, if they need to. However, there are not a lot of recorded laterals in that area and it is a matter of cleaning up the records so it can be determined what is needed.

Roll Call: Ayes: Ald. Moore, Phillips, R. Stroik, Patton, Trzebiatowski, Slowinski, M. Stroik, Wiza, O'Meara, Suomi, Doxtator
Nays: None. Motion carried.

13. Minutes and actions of the Public Protection Committee meeting of February 10, 2014.

Ald. R. Stroik **moved,** Ald. M. Stroik seconded, to approve the minutes and actions of the Public Protection Committee meeting of February 10, 2014.

Roll Call: Ayes: All.
Nays: None. Motion carried.

14. Ordinance Amendment – Discharging Firearms/Guns/Archery Arrow/Crossbow Bolt – Bow Hunting within the City Limits (Creation of Section 24.14(6) & (7) of the RMC).

Ald. Wiza **moved,** Ald. Trzebiatowski seconded, to approve the ordinance.

Ald. Wiza said he thinks it is in the City's best interests to change the ordinance to not just include approval from the Deer Management Committee, but also include any other City authorized users.

Ald. O'Meara said he is concerned about discharging less than 100 yards from a residential building in which children could be present.

Ald. Trzebiatowski stated any person with a bow hunting license will not be able to hunt in any City park.

City Attorney Beveridge said there are state statutes that allow municipalities to restrict bow hunting in parks.

Roll Call: Ayes: Ald. Doxtator, Suomi, O'Meara, Wiza, M. Stroik, Slowinski, Trzebiatowski, Patton, R. Stroik, Phillips, Moore
Nays: None. Motion carried.

15. Ordinance Amendment – Creation of a Municipal Court (Creation of Chapter 33 of the RMC).

Reid Rocheleau, 408 Cedar, Whiting, said the Council does not have all of the information on this issue and the public should be allowed to vote on it in a referendum. He referenced a report from the Municipal Court Committee by Asst. District Attorney Veronica Isherwood. The report cites the loss of revenue to the County, collection issues, duplication of services and start up costs.

Glen Aavang, 2725 Peck Street, urged the Council to not establish a municipal court at this time. He expressed concern with the division of payment of the municipal court between the City and the Village of Plover which is subject to change every year and he feels there would be a competition to write tickets. Mr. Aavang is also concerned with how it will financially affect the County.

David Schleihs, 1026 Smith Street, asked the Council to vote in favor of a municipal court. It would create a third branch of government which will move democracy back toward the people and to a local more responsive municipal government. He said it will also free up time for the Police Department and City Attorney by creating efficiencies across government lines.

Barb Jacob, 1616 Depot Street, said the County is against a municipal court. She stated the pros have just been stressed and we need to hear the cons to get the whole picture. She would like to see a citizen from the community on the Municipal Court Committee.

Cindy Nebel, 1100 Phillips Street, spoke on behalf of OMNA and also believes there should be a citizen member on the Municipal Court Committee. She said OMNA supports moving forward with a municipal court to help with the enforcement of ordinances due to the extra violations related to Stevens Point being a college town.

Rick Whipp, 2016 Main Street, also urged the Council to pass the ordinance to establish a municipal court. He said he believes it is progress in the growth of the community and it is overdue.

Mayor Halverson said the 75/25 split is for the expenses and not the split of the revenue. He said the revenue will be constant for the Village and the City based on the number of tickets each municipality issues.

City Attorney Beveridge said the ordinance does not set up the revenue split. He said it will be up to the committee to determine a budget and submit it to the Village Board and the City Council. Those proposed budgets have been drafted but they will need to be examined. City Attorney Beverage stated if anyone appearing in municipal court has a judgment rendered they feel is unfair, they have a right to appeal to the Circuit Court. He also said the municipal court judge will initially be appointed; however, in 2016 (per State Statutes), it will be an elected position every 4 years. Furthermore, the committee is comprised of individuals elected by the citizens of the community in which those appointments will need approval from the Common Council and Village Board. City Attorney Beveridge stated some cons from his prospective is that he will carry a bigger case load and be working more evenings. He continued by saying he supports a municipal court and is hopeful the ordinance will pass.

Chief Ruder stated there are many misconceptions with the municipal court which have been addressed by Mayor Halverson and City Attorney Beveridge. He said the establishment of a municipal court would free up police officers' time.

Ald. Doxtator questioned if this move will drive the wedge further between the County and the City.

Mayor Halverson said there is a revenue difference that the County will experience as part of this move in which a staff person may be eliminated from the Clerk of Courts office. He said it is at the discretion of the local municipality and state statutes empower municipalities to do so.

Ald. Wiza stated whether or not he agrees, he would like the Mayor to have an opinion. Secondly, there is a negative impact to the County due to the loss of revenue and potentially one employee. He said it is a bad deal for the County, but on the flip side, it is beneficial for the City, it makes sense and he is in favor of it.

Ald. Trzebiatowski asked if there was a final report from the Municipal Court Committee.

Mayor Halverson said the only summary he has seen was from the Justice Coalition which was done in 2006.

Ald. Suomi **moved,** Ald. Wiza seconded, to approve the ordinance amendment.

Chief Ruder stated in the first meeting of the Justice Coalition, start up costs and location were discussed. He said this was addressed in the movement of the dispatch center and that is why there will be little to no start up costs involved.

Ald. Moore said this meeting is proof of why this issue has been difficult and controversial. He said the information has not been put into one document and presented to the Council so questions do not have to be answered at every meeting.

Roll Call: Ayes: Ald. Moore, Phillips, R. Stroik, Patton, Trzebiatowski, Slowinski, M. Stroik, Wiza, O'Meara, Suomi, Doxtator.
Nays: None. Motion carried.

16. Ordinance Amendment – Junk Dealers, regarding documentation of scrap metal purchases (Amending Section 12.13 of the RMC).

Ald. O'Meara **moved,** Ald. Doxtator seconded, to approve the ordinance amendment.

Roll Call: Ayes: Ald. Doxtator, Suomi, O'Meara, Wiza, M. Stroik, Slowinski, Trzebiatowski, Patton, R. Stroik, Phillips, Moore
Nays: None. Motion carried.

17. Minutes and actions of the Finance Committee meeting of February 10, 2014.

Ald. Slowinski **moved,** Ald. Moore seconded, to approve the minutes and actions of the Finance Committee meeting of February 10, 2014.

Roll Call: Ayes: Ald. Moore, Phillips, R. Stroik, Patton, Trzebiatowski, Slowinski, M. Stroik, Wiza, O'Meara, Suomi, Doxtator
Nays: None. Motion carried.

18. Ordinance Amendment – Limit on Payment in Lieu of Taxes Paid to the City by the Water Department (Creation of Section 13.26 of the RMC).

Mayor Halverson explained Comptroller/Treasurer Ladick distributed additional data in reference to percentages, as well as totals.

Ald. Slowinski **moved,** Ald. Suomi seconded, to approve the ordinance amendment to include the verbiage "the greater of 15% of Water Department revenue from the previous year or".

Ald. Wiza commended the cooperation between C/T Ladick and Director Lemke to address the concerns of the Alderpersons in respect to this ordinance amendment. He said it is fair to the Water Utility and the taxpayers.

Ald. R. Stroik questioned the PILOT paid in 2013.

C/T Ladick said it is more complicated because we have to stay under the maximum as determined by the Public Service Commission but at the same time, as far as a cap, the City wants to be getting at least $870,000. He explained that is why the language is drafted as the greater of 15% of Water Department revenue from the previous year or $870,000 per year. C/T Ladick stated if it is set at 15% right now, it would create a budget hole.

Ald. Trzebiatowski asked if it should be capped to say, "shall not exceed $870,000" or should the wording be changed to include "the greater of the two".

Mayor Halverson said the proposed language is the best choice in terms of the financial interests of the City.

Ald. Wiza asked for clarification if 15% is the maximum established by the Public Service Commission.

C/T Ladick replied no. The maximum PILOT would be the tax rate of the City, the tech schools and the school district multiplied by the total assets of the Water Utility.

Ald. Wiza asked how close 15% of gross revenue is in comparison to the previous year's taxes.

C/T Ladick said the City is getting about 21% of the gross revenue from the Water Utility and that is equal to $870,000. He said if that was reduced to 15%, it would amount to a significant reduction.

Ald. Wiza expressed a concern with state legislation and the wording of the ordinance in regard to risks and benefits. However, at this point he is comfortable with the ordinance as it affords flexibility and can be changed.

Ald. Moore thanked C/T Ladick and Director Lemke for their efforts and explanations on this complicated issue. He said overall, the ordinance will work as it can be re-visited in the future if needed and he is in support of it.

Ald. Trzebiatowski also extended his appreciation to C/T Ladick for his cooperation.

Ald. Suomi thanked C/T Ladick and Director Lemke and stated this is a good example of a complicated topic which City staff took the time to explain.

Ald. Slowinski stated C/T Ladick and Director Lemke helped him understand this issue. He expressed his appreciation that they made themselves available on the weekend to answer his questions.

C/T Ladick repeated the wording change since it differed from what was originally distributed in the packets.

Roll Call: Ayes: Ald. Doxtator, Suomi, O'Meara, Wiza, M. Stroik, Slowinski, Trzebiatowski, Patton, Phillips, Moore
Nays: Ald. R. Stroik. Motion carried.

19. Resolution - Authorizing and Providing for the Sale and Issuance of $2,360,000 General Obligation Promissory Notes, Series 2014A, and All Related Details.

Ald. Moore **moved,** Ald. Trzebiatowski seconded, to approve the resolution.

C/T Ladick said the decisions made during the last budget process helped structure this borrowing.

Roll Call: Ayes: Ald. Moore, Phillips, R. Stroik, Patton, Trzebiatowski, Slowinski, M. Stroik, Wiza, O'Meara, Suomi, Doxtator
Nays: None. Motion carried.

20. Minutes and actions of the Personnel Committee meeting of February 10, 2014.

Ald. O'Meara **moved,** Ald. Wiza seconded, to approve the minutes and actions of the Personnel Committee meeting of February 10, 2014.

Roll Call: Ayes: All.
Nays: None. Motion carried.
Abstained: Ald. Slowinski.

21. Minutes and actions of the Board of Water & Sewerage Commissioners meeting of February 10, 2014.

Ald. Slowinski **moved,** Ald. Moore seconded, to approve the minutes and actions of the Board of Water & Sewerage Commissioners meeting of February 10, 2014.

Ald. Suomi asked Director Lemke to expand on his statement regarding the City not being at the level of asking their residents to run their water.

Director Lemke said they are responding to frozen water calls; however, it is still at a manageable point in comparison to the financial trade off of water coming out of the distribution system and clear water going to the treatment plant.

Roll Call: Ayes: Ald. Doxtator, Suomi, O'Meara, Wiza, M. Stroik, Slowinski, Trzebiatowski, Patton, R. Stroik, Phillips, Moore
Nays: None. Motion carried.

22. Minutes and actions of the Transportation Commission meeting of January 23, 2014.

Ald. Wiza **moved,** Ald. M. Stroik seconded, to approve the minutes and actions of the Transportation Commission meeting of January 23, 2014.

Roll Call: Ayes: All.
Nays: None. Motion carried.

23. Minutes and actions of the Police and Fire Commission meeting of February 4, 2014.

Ald. Moore **moved,** Ald. Phillips seconded, to approve the minutes and actions of the Police and Fire Commission meeting of February 4, 2014.

Roll Call: Ayes: All.
Nays: None. Motion carried.

24. Minutes and actions of the Board of Park Commissioners meeting of February 5, 2014.

Ald. Wiza **moved,** Ald. Doxtator seconded, to approve the minutes and actions of the Board of Park Commissioners meeting of February 5, 2014.

Roll Call: Ayes: All.
Nays: None. Motion carried.

25. Statutory Monthly Financial Report of the Comptroller-Treasurer.

Ald. Moore **moved,** Ald. Trzebiatowski seconded, to accept the report and place it on file.

C/T Ladick explained to the Council that this is his year-end report. He drew attention to the overall performance of the departments which came in under budget.

Roll Call: Ayes: All.
Nays: None. Motion carried.

26. 2013 Community Development Department Annual Report.

Director Ostrowski presented the 2013 Annual Report. His report included five different divisions which were listed as follows: Economic Development, Planning & Zoning, Historic Preservation, Permits & Inspections and Property Maintenance. A copy of Director Ostrowski's full report is on file in the City Clerk's Office.

27. Adjourn into closed session (approximately 8:30 p.m.) pursuant to Wisconsin State Statutes 19.85(1)(e) to deliberate and negotiate the investing of public funds whenever competitive or bargaining reasons require a closed session on the following:

Consideration of the City's acquisition of an option to purchase real estate.

Ald. Wiza **moved,** Ald. Moore seconded, to enter into closed session at 9:24 p.m.

Roll Call: Ald. Doxtator, Suomi, O'Meara, Wiza, M. Stroik, Slowinski, Trzebiatowski, Patton, R. Stroik, Philips, Moore

28. Adjournment.

The meeting adjourned at 10:09 p.m.

City of Stevens Point
SPECIAL COMMON COUNCIL MEETING

Lincoln Center **March 3, 2014**
1519 Water Street **6:45 P.M.**

Mayor Andrew J. Halverson, presiding

Roll Call: Ald. Suomi, Wiza, M. Stroik, Slowinski, Trzebiatowski, Patton, R. Stroik, Philips, Moore
Excused: Ald. Doxtator, O'Meara

Also Present: City Attorney Beveridge; City Clerk Moe; Directors Lemke, Schatschneider, Schrader, Ostrowski, Dennis Laidlaw, Brandi Makuski – City Times, Nate Enwald, Portage County Gazette

1. **Adjourn into closed session (approximately 6:46 P.M.) pursuant to Wisconsin Statutes 19.85(1)(e) (deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session) on the following:**
   - **A. Discussion of lease negotiations with Portage County for the Portage County Public Library building.**
   - **B. Consideration of the City's acquisition of an option to purchase real estate.**

2. **Reconvene into open session at 7:34 P.M.**

   Mayor Halverson said there will be no action taken on item #2.

3. **Discussion and possible action on the pay plan appeals process, including the potential expenditure of additional funds for consultation services between Charlie Carlson and employees appealing their grade within the pay plan.**

   City Attorney Beveridge discussed a procedure to move forward with the pay plan appeals. He said the idea is for Carlson/Dettman to provide information to city staff to share with the Council. The information would be shared in confidence and agreements would need to be signed by the Alderpersons in regard to content. City Attorney Beveridge said the Council would be able to review the information to view the process and its integrity. However, an additional step in the process is under consideration which is for appellants to have a personal consultation with Mr. Carlson and the Personnel Director to review pay plan position placement in respect to the benchmarks. City Attorney Beveridge said this was not in the initial terms of the agreement with Carlson/Dettman. He said additional clarity and consultation to the appellants could come from Mr. Carlson for an additional cost for his time at a proposed rate of $225/hour. City Attorney Beveridge further stated it would need to be the determination of the Council if that expenditure would have any value.

Ald. Wiza has concerns with Carlson/Dettman. He said initially they were unwilling to share where their information came from and if the information is proprietary, they could be changing it. He further stated it would be inappropriate to waste more money to have Carlson/Dettman defend the work they were contracted to do.

Ald. Moore said he agrees with Ald. Wiza. He does not think there needs to be an extra step added to the process as it has been drawn out and has put stress on employees and the Council.

Mayor Halverson said there are unanswered questions that could be understood by the Alderpersons if they had exposure to all of Mr. Carlson's documentation; however, the proprietary side of the documentation needs to be protected. He said the opportunity of the additional expense is that it allows appellants to see their job evaluation and score on a one-on-one basis with Mr. Carlson and the Human Resources Manager. Mayor Halverson stated that appellants will not be able to disclose information with the signing of a waiver. He said it will give employees a better understanding of the matrix driving the numbers and it will also allow those employees to renew their appeal based on the information they have been given as it offers a more accurate picture of their job evaluation score.

Ald. Wiza questioned why the Human Resources Department cannot explain the process to the employees rather than paying Carlson/Dettman $225/hour.

City Attorney Beveridge said that even with all of the information, ultimately Mr. Carlson is the expert and will be in a better position to answer questions than city staff.

Mayor Halverson said right now, the City does not have the individual matrixes as they are proprietary. It would be best explained to the employees by Mr. Carlson.

City Attorney Beveridge said it is not to say that city staff could not attempt to explain the process, it just would not be satisfactory.

Ald. Wiza stated all this is saying is that $36,000 was spent for something that is not understood.

Mayor Halverson said he cannot accurately review the appeals or make an appropriate objective recommendation to the Personnel Committee if there are questions about the underlying legitimacy of the process. He further said the input of Mr. Carlson is necessary for the Alderpersons and the employees.

Ald. Wiza stated this has been dragged out long enough and he feels it is important that the Alderpersons understand the process before any other decision is made.

Mayor Halverson said step one is that the Alderpersons would be allowed an opportunity to review everything relating to the study in confidence per the waiver that would have to be signed. He said once that happens, the decision to move on can be made.

Ald. Wiza stated he would assume all of the ground work has been completed and the Alderpersons could have the information by the end of the week.

Mayor Halverson said he does not know Carlson/Dettman's time frame.

City Attorney Beveridge said a week to 10 days would be reasonable.

Ald. Moore asked in what structure the information would be discussed.

Mayor Halverson stated he would like to discuss the information together as it creates a better dialogue and targeting Mr. Carlson with questions would be beneficial for the Alderpersons.

Ald. Wiza **moved,** Ald. Slowinski seconded, to direct the City Attorney to draft confidentiality agreements for the Alderpersons and set up a meeting with all of the information to be disclosed as soon as possible. Ald. Wiza also requested to be able to review the information at least a couple of days before the meeting to formulate questions.

Ald. R. Stroik stated in regard to the appeals, no decision will have a 100% consensus.

Mayor Halverson said for any appeals that come before the Personnel Committee, the reasoning must be clear, objective and appropriate as to why an appeal would be granted. He further stated that is why taking the time to review the information and ensuring that all persons understand the exact derivation of the job evaluations score and placement is important. Mayor Halverson said he is nervous about the rationale that would be used to grant an appeal before a governing body and before the public.

City Attorney Beveridge said the driving force behind this progression was an open records request and state law requires him to pursue it on behalf of the individual making the request. He stated there were numerous conversations with the attorney for Carlson/Dettman and they felt this would be an appropriate approach.

Ald. Suomi said she would like this information in 10 days.

Mayor Halverson said once the waivers are completed, it will be well within that time frame.

Ald. Phillips asked if Mr. Carlson is in agreement with the waivers.

Mayor Halverson and City Attorney Beveridge replied yes.

Ald. Trzebiatowski reiterated the motion is requesting the City Attorney draft the appropriate documents and waivers and Mr. Carlson is meeting with the Council at no additional cost for the meeting.

Mayor Halverson said there should be no payment and this is a service to the client under the original contract. He further stated with the signing of a waiver, no one will disclose information – including up to personal liability.

Ald. Moore stated for clarification $26,712.95 has been spent on this project.

Roll Call: Ayes: All.
Nays: None. Motion carried.

4. Confirmation of Mayoral appointments to the municipal court oversight committee.

Ald. Trzebiatowski said he would like to see a member of the Finance Committee as a participant on this committee.

Ald. Moore said he sees a conflict with the appointments since both individuals are on City Council and County Board. He thinks these appointments are not a good idea.

Mayor Halverson said he did not look at it from a County perspective. He selected Ald. Wiza and Suomi due to their interest in the municipal court.

Ald. R. Stroik **moved,** Ald. Wiza seconded to approve the appointments.

Roll Call: Ayes: Ald. Suomi, Wiza, M. Stroik, Slowinski, Patton, R. Stroik,
Nays: Ald. Trzebiatowski, Phillips, Moore. Motion carried.
Excused: Ald. Doxtator, O'Meara

5. **Adjournment at 8:03 p.m**.

REPORT OF CITY PLAN COMMISSION

March 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, Alderperson Suomi, Alderperson Wiza, Alderperson M. Stroik, Alderperson Trzebiatowski, Alderperson R. Stroik, Alderperson Phillips, Brandi Makuski, Nate Enwald, Cathy Dugan, Barb Jacob, Steve Smith, Dan Drexlar, Quade Varga, Asa Plonsky, MaryAnn Laszewski, Chris Overlay, Dave Worzalla, Dale Schulfer, Roger Skrzeczkoski, Steve Plaski, Joan Curless, and Todd Jacowski.

INDEX:

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.

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1. Report of the February 3, 2014 Plan Commission meeting.

   Motion by Commissioner Patton to approve the report of the February 3, 2014 meeting; seconded by Commissioner Curless. Motion carried 7-0.

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)**.

   Dan Drexler, Stratford Signs, explained that the proposed sign is more than the allowed area, but not overly large in comparison to the property size and building.

   Commissioner Haines asked for specific sign dimensions for the proposed 48 square foot sign, to which economic development specialist Kyle Kearns stated they can be found on page 16 of the full packet.

Commissioner Patton asked if there would be landscaping around the sign, to which Mr. Drexler stated that is up to the college, but if that is required by the Commission, landscaping will depend on the placement of the sign. He continued explaining the sign was moved from the original location on the northeast corner due to impedance by several utilities.

Commissioner Hoppe asked what would be happening to the current mall sign, to which Director Ostrowski answered, that sign is on a different parcel, and would be removed shortly. He sees no issues with the proposed sign given the size of the property and the amount of street frontage.

Commissioner Patton asked if the applicant had any issues with the staff recommendations, to which the applicant stated no. Director Ostrowski asked that if this is approved, that staff would have the authority to work with the applicant regarding sign location as long as it still meets the setback requirements.

Motion by Commissioner Patton to approve the request for a sign variance to construct a freestanding sign exceeding the size requirements at 1001 Centerpoint Drive (Parcel ID 2408-32-2029-64) with the following conditions:

- **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.**
- **Staff shall have the authority to approve sign location changes that still meet the setback requirements.**

seconded by Commissioner Curless.

Cathy Dugan, 615 Sommers Street, asked that the sign be considered by the Historic Preservation and Design Review Commission and to keep in mind the historic character of the area. Furthermore, she expressed a concern for the brightness of the reader board, stating it may cause an issue with the residential neighborhood nearby.

Alderperson Mike Wiza stated the request is within his district and he has not received any opposition to the sign.

Commissioner Haines asked if this request complies with the review of Chapter 22 and the Design Review Guidelines, to which Director Ostrowski stated it is on the upcoming Historic Preservation / Design Review Commission agenda and staff have placed conditions on the request to better meet the design guidelines.

Motion carried 7-0.

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.

Director Ostrowski explained we are looking at rezoning the northern portion of the property to "R-3" Single and Two Family Residence District, and the rest "R-2" Single Family Residence District. At a later date a subdivision plat will be submitted to include four zero lot line homes along Jefferson Street and two single family homes along Schiller Drive. At this time Jefferson Street would not be continued to Brilowski Road, but it would be developed as a private driveway to access those lots. Our office did receive one call from the city resident at 1728 Brilowski Road who was opposed to the zero lot line homes along Jefferson Street.

Motion by Alderperson Moore to approve the rezoning of 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; seconded by Commissioner Cooper. Motion carried 7-0.

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

Director Ostrowski stated he received a call from Chris Overlay who is looking to open up a vapor bar within the Stevens Point area, specifically in the downtown. Currently, vapor bars are not within our zoning code and when that occurs the code is analyzed to find a similar use, but unfortunately one does not exist. Director Ostrowski also explained no action will occur at tonight's meeting, but instead, a discussion of the use and its place within the zoning code. The most similar uses are tobacco shops, permitted within the B-1 district and liquor stores or taverns, conditional uses in B-2 and B-3 downtown districts. Lastly, Director Ostrowski clarified the sale of electronic cigarettes and related merchandise would not be regulated, but rather the use as a vapor bar could be regulated. The use can be placed as permitted, conditional, or prohibited within our zoning code.

Mayor Halverson stated using electronic cigarettes or vapor smoking products is legal and therefore should be allowed within certain districts as it does not fall under the state or local tobacco laws. Furthermore, he stated that regulating vapor bars as a conditional use is unreasonable, as nothing needs to be regulated. Taverns are regulated to ensure distance separation exists from schools and other factors. Commercial districts are the most fitting place for the use and potentially industrial districts, but it should be prohibited in residential districts.

Commissioner Curless asked how the business owner would make money, would it be on product sale, to which Director Ostrowski stated correct.

Chris Overlay, applicant, explained that the concept behind a vapor bar is not necessarily focused on the cigarette product, but the focus would be on the use of Hookah. He explained a Hookah is a taller smoking instrument where vapor product can be used. Food and drinks will also be provided within the vapor bar. Lastly Mr. Overlay explained the difference between a smoke shop and the proposed vapor bar, which will act more as a gathering place for patrons to socialize with entertainment and music.

Commissioner Hoppe is concerned that the e-cigarette market is not regulated at all, what would stop an e-cigarette company from coming out with something that would release higher amounts of tobacco vapor. Mr. Overlay responded stating that perhaps operation as a conditional use would allow for regulation within the establishment.

Mayor Halverson stated the use is what is regulated by the conditional use permit, concentration of individuals, and access in and out of the location, not the legality of the carcinogens in the product. In his perspective the use of a vapor bar should be an allowed use because it does not create ancillary issues that other businesses create through the conditional use process. The proposed use is a business that offers a social environment to enjoy something that is legal.

Commissioner Haines asked for clarification as to where other communities have vapor bars located in their zoning districts. Mr. Overlay stated there are vapor bars in Rib Mountain on 17th Avenue, and in Appleton. Las Vegas also has several located in the downtown along the strip. He explained his business model is similar to a Hookah lounge, however tobacco will not be used, but instead, vapor products. Commissioner Haines stated the use may be most fitting within the B-3 commercial district.

Director Ostrowski added the lowest commercial zoning district would be B-1, which is Neighborhood Business, where taverns are allowed as a conditional use. Director Ostrowski followed up by stating vapor bars may become difficult to regulate based on their definition and what actually constitutes a vapor bar, verses just a casual environment with vapor equipment. If a lesser intense district is used than the downtown, staff would recommend the vapor bars as a conditional use within B-1 and B-2 and then permitted in B-3 districts and up.

Alderperson Moore provided an example of a situation where multiple uses would exist, such as a tavern and a retail store for vapor products and/or use. He continued, questioning whether a conditional use permit would be required, to which director Ostrowski answered a conditional use permit would be required as a tavern; however, the vaping aspect would be a permitted use in the downtown area based upon the above recommendation. Director Ostrowski noted that in lower commercial districts the use as a vapor bar could potentially exist near residential.

Commissioner Hoppe suggested the idea of creating an ordinance or plan to allow, or not allow vaping before determining what zoning districts it would be in. Furthermore, he stated cities have banned the use of electronic cigarettes inside buildings.

Commissioner Haines pointed out that not all vapors are nicotine based. Mr. Overlay clarified the liquid for vaping products comes in both forms, with and without nicotine, as well as varying levels of nicotine. Commissioner Haines questioned if electronic cigarettes were ever banned in taverns or establishment, could a vapor bar still exist. Director Ostrowski replied, explaining it really depends on what is done at the state level. He continued stating a senator has introduced a bill that would specifically exempt electronic cigarettes from the state wide smoking ban to make it clear that they are allowed and legal.

Mayor Halverson stated he has no interest in pursuing a ban on electronic cigarettes in the city. Furthermore, vapor bars are most fitting in the B-3, B-4, and B-5 districts. Districts near residential areas may warrant further analysis through a conditional use process.

Commissioner Haines asked can this fit into a use which we already have, to which Director Ostrowski answered that is what we initially looked for. The sale of vapor products would fit within general retail uses, but the vapor lounge aspect is a new use.

Alderperson Mike Wiza pointed out that vaping is different than electronic cigarettes and they are an allowed use right now. If the state decides to ban the use of them, then it would be an illegal use. His concern is that other activities that may coexist with the vapor bar may need to be regulated, such as music. He also feels it is important to clearly and specifically define vapor bars within the ordinance which will assist in determining where it is most appropriate.

Director Ostrowski explained the importance of defining vapor bars as the principal use, and/or as an accessory use. For example, a tavern may have a vapor bar as an accessory within a certain zoning district.

Cathy Dugan, 615 Sommers Street, asked why the cities of New York and Chicago have banned vapor bars, to which Mayor Halverson responded they have only banned the electronic cigarettes not the vapor bars. She then asked if nicotine could be exhaled when using vapor products and if there are harmful effects from second hand smoke, to which Director Ostrowski responded long term studies have not been conducted to determine that.

Quade Varga, 950 Highland Drive, stated the 18-20 year old population can utilize the vapor bar as a place to gather and socialize. Furthermore, he stated plant extract can be used within vaping products.

Mayor Halverson concluded the discussion stating the discussion will assist staff to define and place vapor bars in adequate locations within the zoning code for review by the commission next month.

5. Repealing and recreating of **Chapter 22 (Historic Preservation / Design Review ordinance) of the Revised Municipal Code of the City of Stevens Point**.

   Director Ostrowski stated over the last year, the Historic Preservation and Design Review Commission has been working on updating Chapter 22 and the Design Guidelines which are used to review requests within the historic districts and the design review district. Several changes to both documents have been made, including new maps, guidelines, photographs and formatting which is substantial enough to trigger repealing the existing ordinance and guidelines and recreating the new proposed documents. Mayor Halverson stated staff did a good job and feels this is a great improvement and will significantly be easier for property owners to understand. Director Ostrowski added that both documents have received State approval.

   Commissioner Curless provided an historic reconstruction example and questioned whether existing windows could be replaced with new windows based on the new ordinance and guidelines. Director Ostrowski replied, stating yes. He continued explaining locally designated historic districts follow the city's design guidelines, whereas, the request for tax credits will trigger additional state guidelines.

   Motion by Mayor Halverson to approve the repealing and recreating of Chapter 22 (Historic Preservation / Design Review ordinance) of the Revised Municipal Code of the City of Stevens Point; seconded by Commissioner Patton. Motion carried 7-0.

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

   Motion by Mayor Halverson to approve the repealing and recreating of the City of Stevens Point Historic Preservation / Design Review Commission Design Guidelines; seconded by Commissioner Hoppe. Motion carried 7-0.

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)**.

   Motion by Mayor Halverson 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); seconded by Alderperson Moore. Motion carried 7-0.

8. Adjourn.

   Meeting Adjourned 6:44 PM.

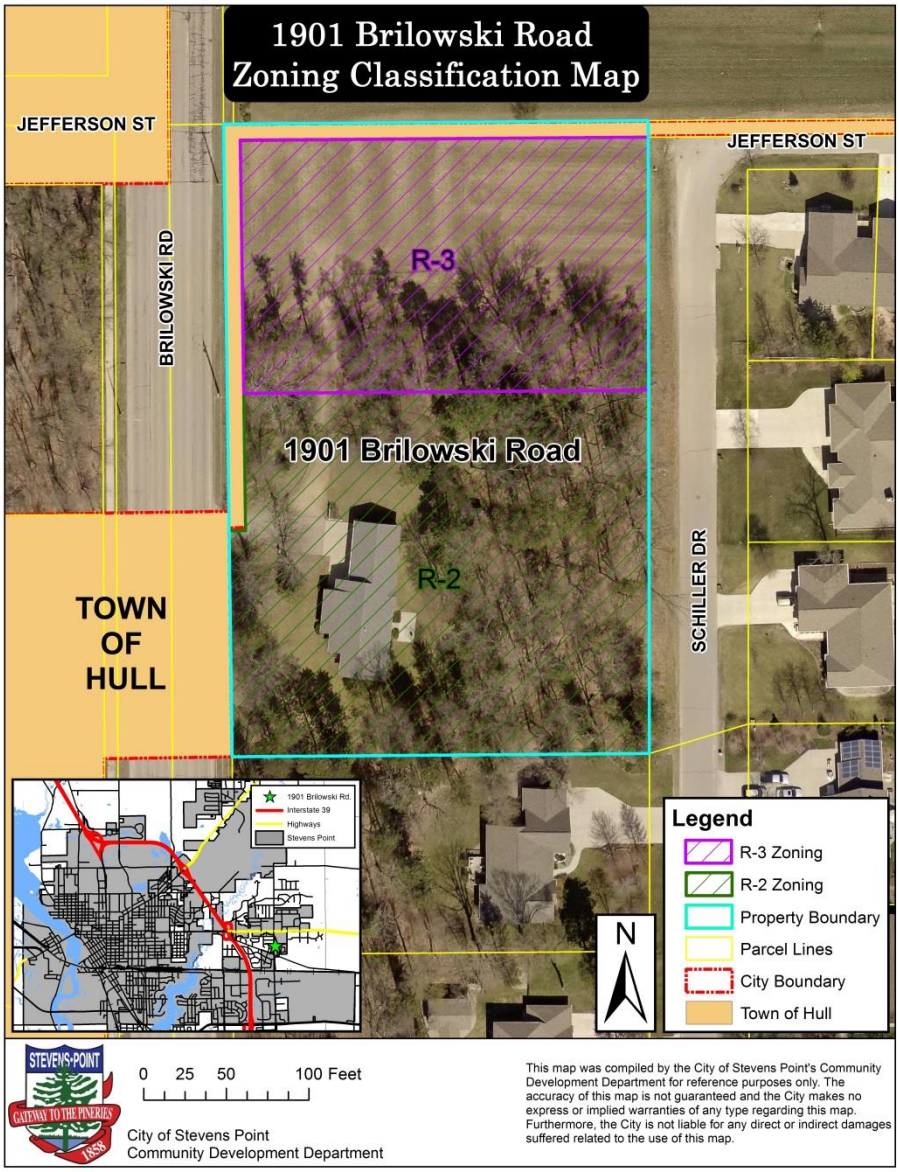
ORDINANCE AMENDING THE REVISED MUNICIPAL CODE
OF THE CITY OF STEVENS POINT, WISCONSIN

[1901 BRILOWSKI ROAD REZONING]

The Common Council of the City of Stevens Point, Portage County, Wisconsin, do ordain as follows:

SECTION I: That the Zoning Ordinance of the Revised Municipal Code of the City of Stevens Point shall be amended to reclassify the following described territory from "RLD" 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) - COMMENCING AT THE WEST 1/4 CORNER OF SAID SECTION 36, THENCE SOO °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).



SECTION II: That this ordinance shall take effect upon passage and publication.

Approved: _____
Andrew J. Halverson, Mayor

Attest: _____
John Moe, City Clerk

Dated: March 17, 2014
Adopted: March 17, 2014
Published: March 21, 2014

ORDINANCE REPEALING AND RECREATING CHAPTER 22 (HISTORIC PRESERVATION / DESIGN REVIEW) OF THE REVISED MUNICIPAL CODE OF THE CITY OF STEVENS POINT, WISCONSIN

The Common Council of the City of Stevens Point, Portage County, Wisconsin, do ordain as follows:

SECTION I: That Chapter 22 (Historic Preservation / Design Review ordinance) of the Revised Municipal Code of the City of Stevens Point shall be repealed in its entirety.

SECTION II: That Chapter 22 (Historic Preservation / Design Review ordinance) of the Revised Municipal Code of the City of Stevens Point shall be recreated to read as follows:

Chapter 22: Historic Preservation / Design Review

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Division 5.02 Regulation of Construction, Reconstruction, Alteration, and Demolition ..... #
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Part 7. Interim Control ..... #
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Part 12. Penalties for Violations ..... #
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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.

10) 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.

11) 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.

SECTION III: That this ordinance shall take effect upon passage and publication.

Approved: _____
Andrew J. Halverson, Mayor

Attest: _____
John Moe, City Clerk

Dated: March 17, 2014
Adopted: March 17, 2014
Published: March 21, 2014

Historic Preservation Design Review Commission

Design Guidelines

STEVENS•POINT
GATEWAY TO THE PINERIES
1858

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

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 in 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 ordinances 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.

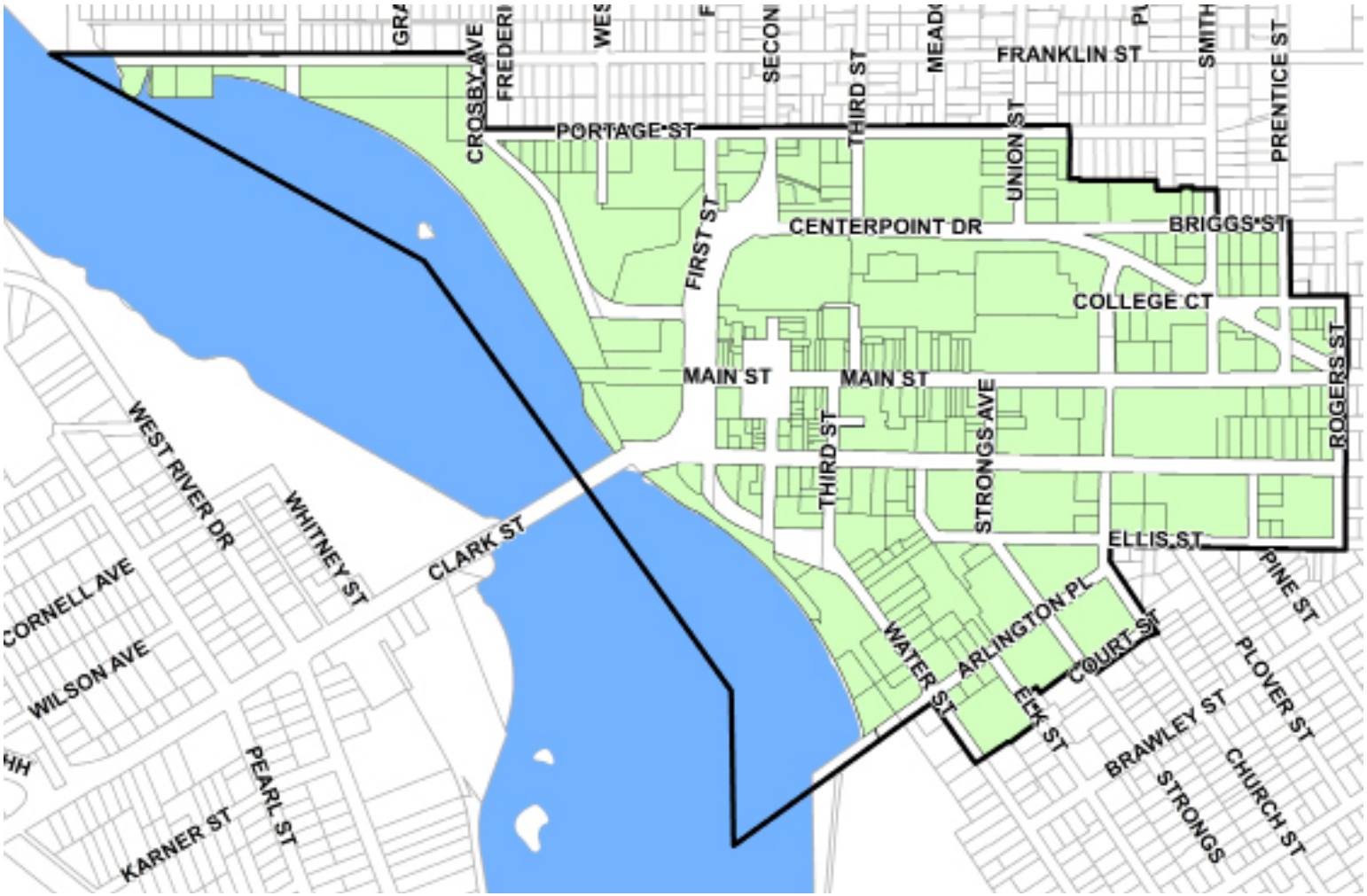
1.9.6 State and National Guidelines

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:



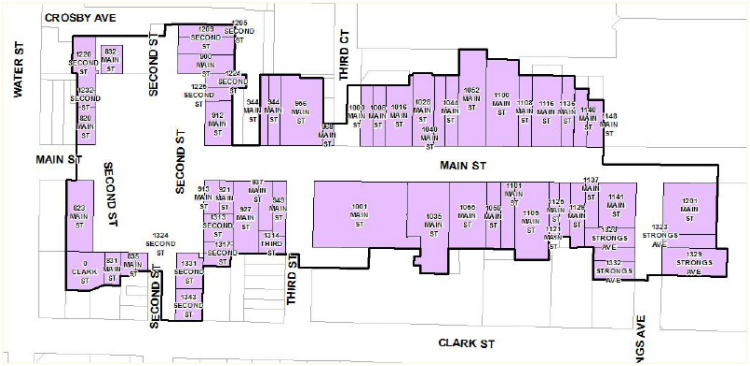
Sec. 2.2 History of Districts

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

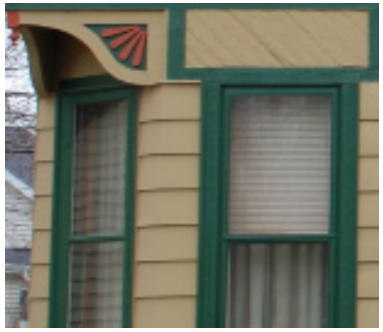
Sec. 3.1 Exterior Walls

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 Steven 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.

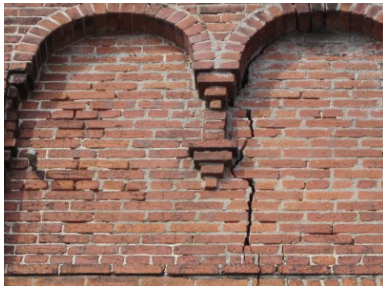
Wood Guidelines

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 repointing 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.

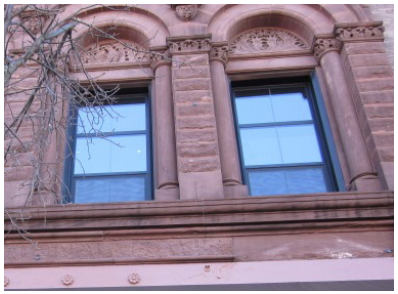
6. Underpinning should consist of bricks and joint tooling that match the piers as closely as possible. Non-structural underpinning may consist of a single course of bricks, lattice brick walls, or even treated wooden lattice. If openings between brick piers are to be filled in, they should be done with 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 Steven 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.

Siding installed over original material

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.

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.

Accessibility ramp added complying with ADA

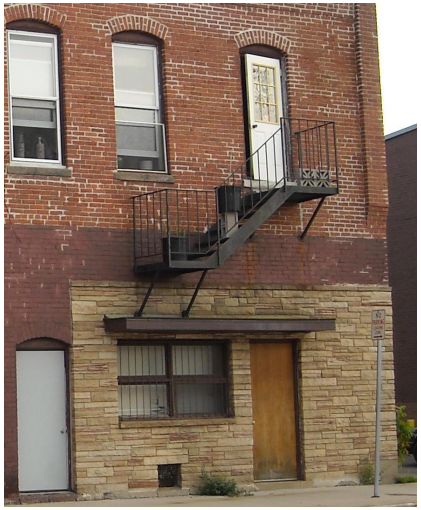
Safety and Accessibility Guidelines

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.



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.

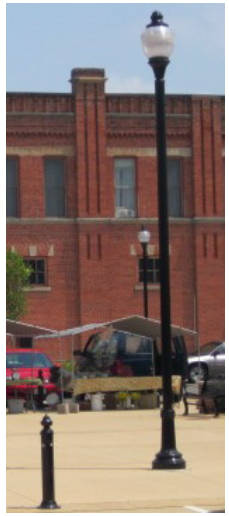
Landscaping Guidelines

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 there 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.

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

Existing decks should be maintained appropriately.

ARTICLE 6. 0 DEMOLITION AND RELOCATION

Sec. 6.1 Demolition

Demolishing a historic structure within a district has the potential to irreversibly change the character of the district and can compromise the quality and sense of place of the entire district. Historic structures represent a tangible link to a community's past. They are physical expressions of architectural style, building technology, and personal taste. Demolition of a historic structure is strongly discouraged, and any time a demolition is proposed, alternatives 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 austerely 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 an 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 Rehabilitationg Historic Buildings. Washington D.C.: Historic Preservation Services, 1992.

4. National Park Service. *The Secretary of the Interior's Standards for Rehabilitation.* Washington, DC 1990.

5. National Park Service. *Historic Preservation Tax Incentives.* Washington, DC 2012.

6. City of Washington North Carolina. Historic Preservation Design Guidelines, Washington, North Carolina. Washington, North Carolina. 2010

7. Wisconsin Historical Society. Historic Preservation. Historic Home Owners' Tax Credits. http://www.wisconsinhistory.org/hp/architecture/tax_credit.asp

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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 Pineries, An Architectural & Historical Guide to Downtown Stevens Point. Stevens Point, Wisconsin. 1988

7.6.2 Preservation Resources

Local

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

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

State

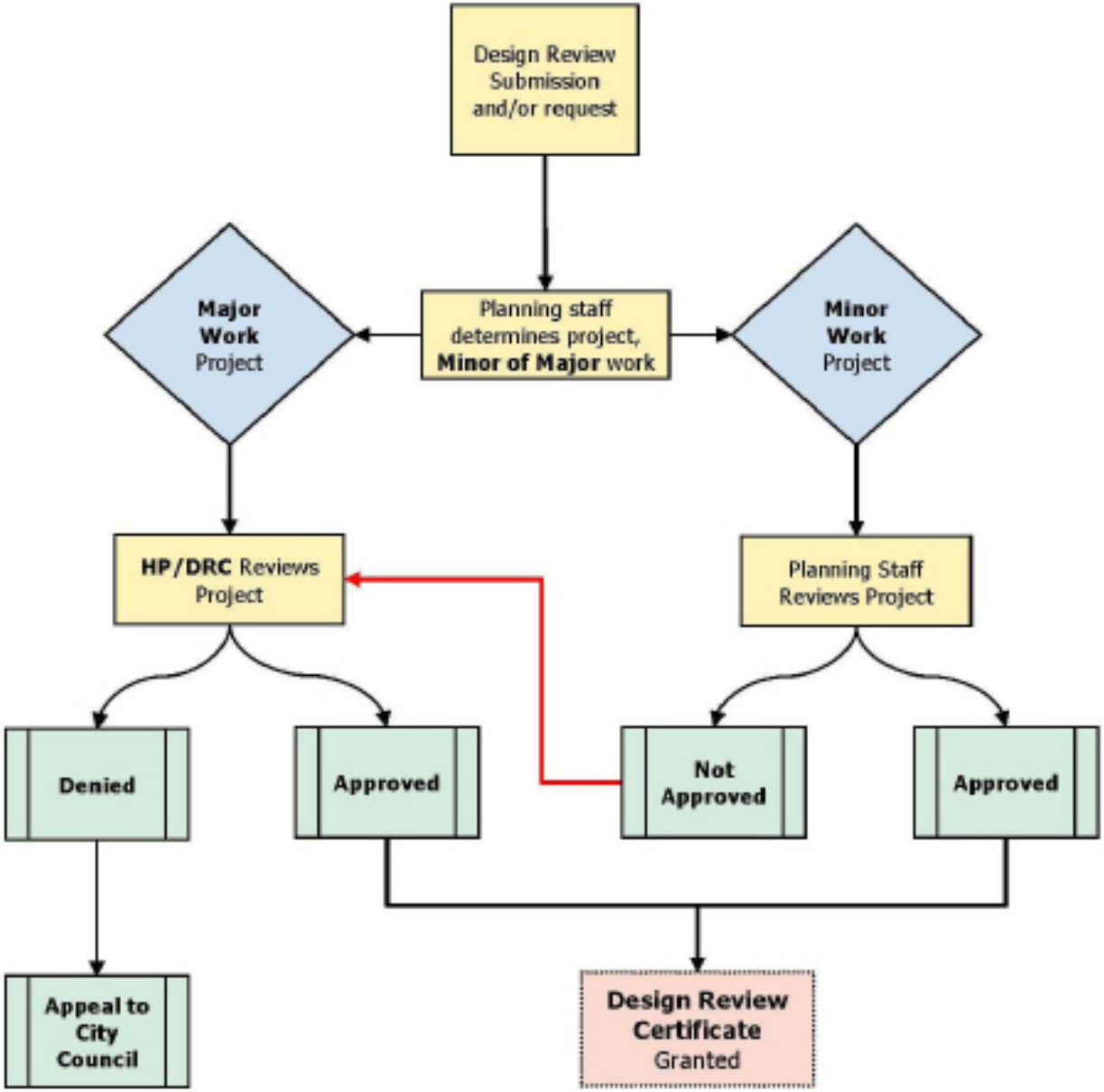
Wisconsin Historical Society
816 State Street
Madison, WI 53706
(608) 264-6400
http://www.wisconsinhistory.org/

National

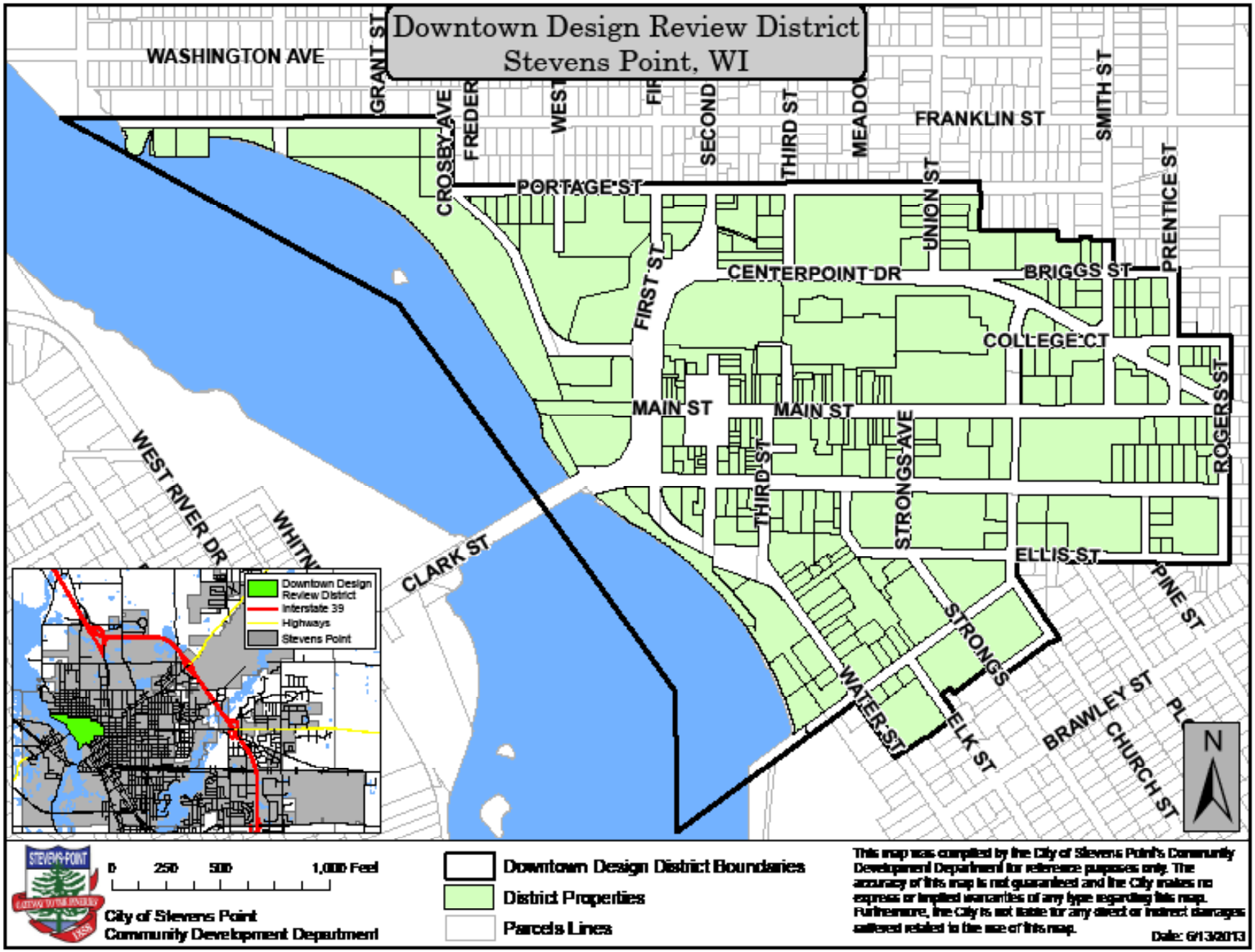
National Park Service - Technical Preservation Services
1201 Eye Street, NW
6th Floor
Washington, DC 20005
(202) 513-7270
http://www.nps.gov/tps/

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

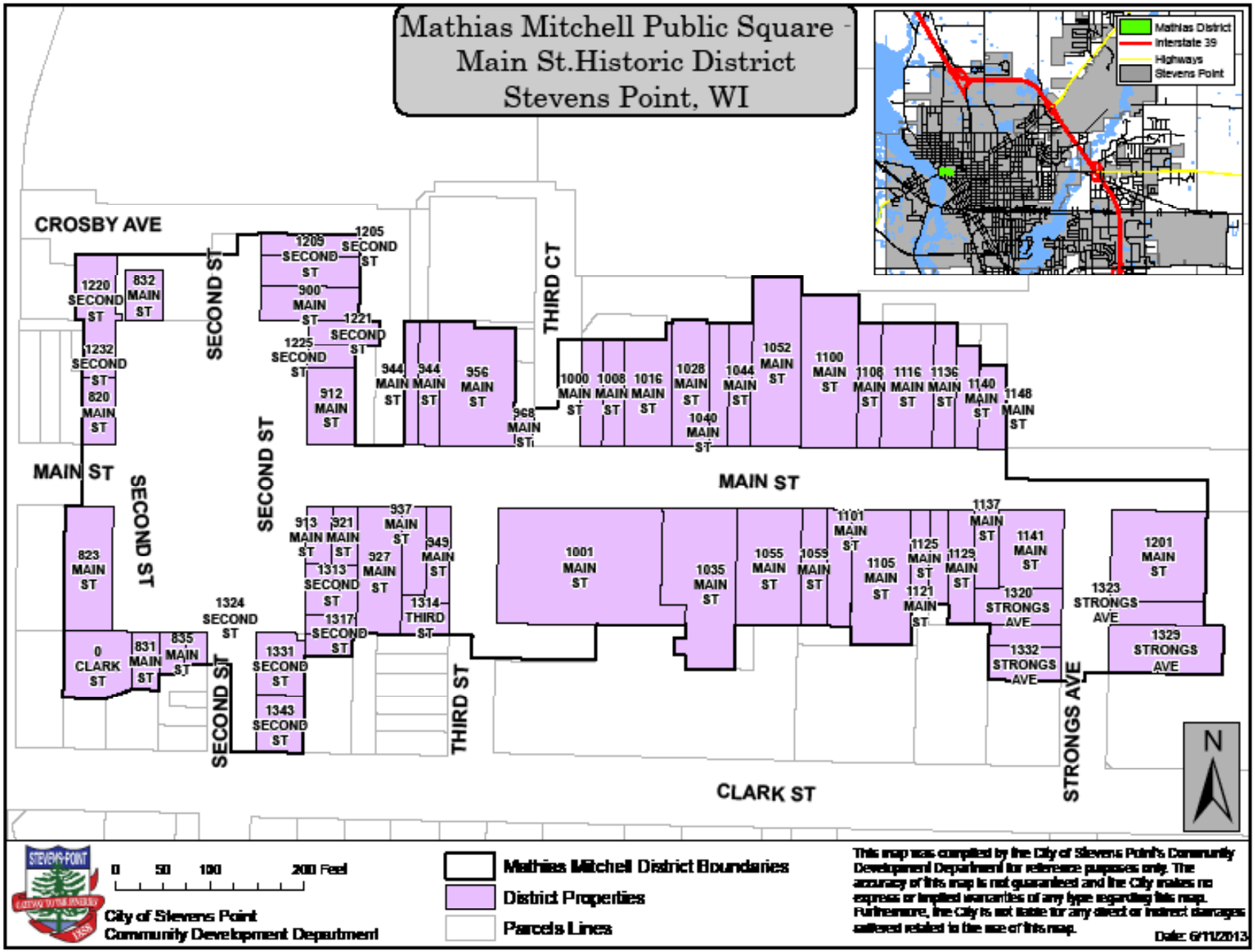
Sec. 7.7 Design Review Flow Chart



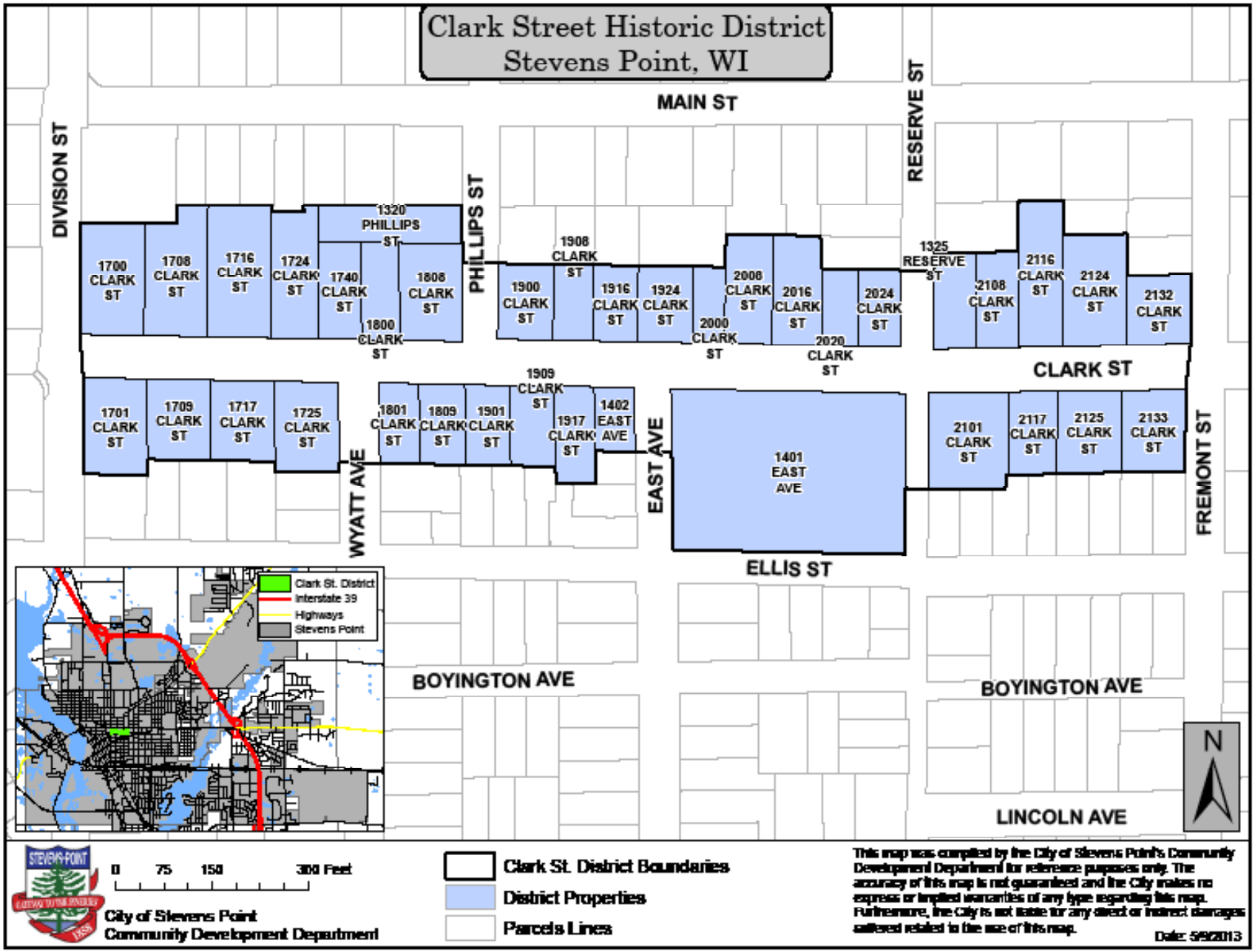
Sec. 7.8 Downtown Design Review / Historic District



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



Sec. 7.10 Clark Street Historic District

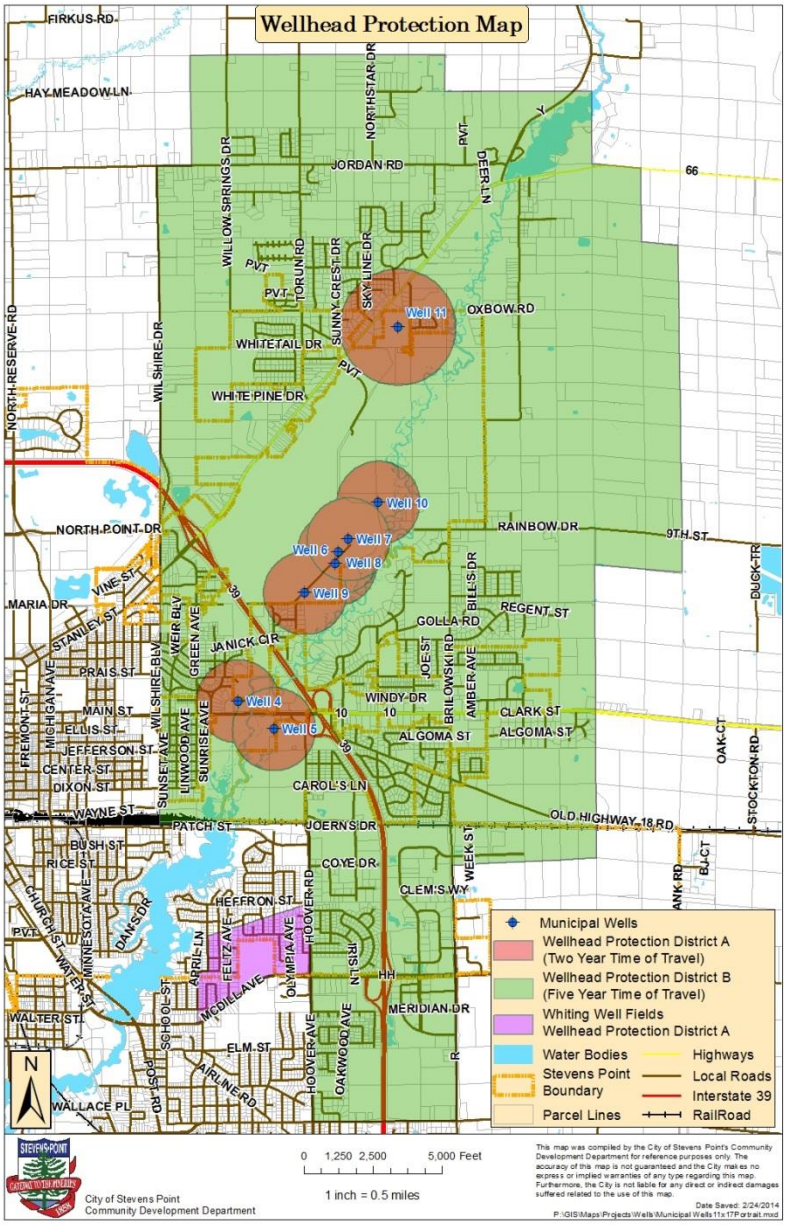


ORDINANCE AMENDING THE REVISED MUNICIPAL CODE
OF THE CITY OF STEVENS POINT, WISCONSIN

[WELLHEAD PROTECTION MAP]

The Common Council of the City of Stevens Point, Portage County, Wisconsin, do ordain as follows:

SECTION I: That the map within Section 23.02(4)(e)(3.1) of the Revised Municipal Code of the City of Stevens Point shall be replaced with the following map:



SECTION II: That this ordinance shall take effect upon passage and publication.

Approved: _____
Andrew J. Halverson, Mayor

Attest: _____
John Moe, City Clerk

Dated: March 17, 2014
Adopted: March 17, 2014
Published: March 21, 2014

FINANCE COMMITTEE
MARCH 10, 2014 AT 6:00 P.M.
LINCOLN CENTER – 1519 WATER STREET

PRESENT: Alderpersons Moore, R. Stroik, Slowinski, O'Meara and M. Stroik
ALSO PRESENT: Mayor Halverson; City Attorney Beveridge; C/T Ladick; Ald. Wiza, Trzebiatowski, Suomi, Patton, Phillips, Doxtator; Directors Lemke, Ostrowski, Schrader, Schatschneider; Asst. Police Chief Skibba; Fire Chief Kujawa; Clerk Moe; Human Resource Manager Jakusz; Supt of Streets Laidlaw; Finance Manager Freeberg; Kelly Pazdernik; Tricia Church; Brandi Makuski; Nate Enwald; Barb Jacobs; Bob Fisch

ITEM #1 – BUDGET AMENDMENT RESOLUTION RELATED TO CREATION OF A MUNICIPAL COURT.

C/T Ladick stated this is the resolution needed to be done to amend the budget to add the municipal court. The total amount is $86,963, which will be for nine months and will be completely offset by the revenue from the municipal court.

Ald. Slowinski questioned the medical insurance amount and questioned if that was for the municipal clerk and only if they would elect to take the coverage. C/T Ladick replied that was correct.

C/T Ladick also stated that the Municipal Clerk has been renamed to Municipal Court Clerk so there is not confusion between the City Clerk and the Municipal Court Clerk.

Motion made by Ald. O'Meara, seconded by Ald. Slowinski to approve the budget amendment resolution for the municipal court.

Ald. M. Stroik questioned what would happen if the budget was not neutral. C/T Ladick replied revenue shortfalls and over expenditures are dealt with as they come up. He normally talks with the department affected and tries to offset the problem.

Ald. R. Stroik questioned if the budget is variable cost, where as our citizens are not breaking the laws and receiving fines, so our costs will be lower or are these fixed costs. Mayor Halverson stated these are fixed costs, the only variable would be the amount of citations that would be issued, which would only show on the revenue side.

Ald. Moore questioned how we came up with $500 for mileage and what would that be used for. C/T Ladick stated that number was provided by and estimated by the Police Department. The purpose of it would be for going to seminars or educational type of needs.

Ald. Moore questioned how we came up with the $6,000 for miscellaneous expenses, he is not comfortable with that one. Mayor Halverson replied that it was done that way on purpose so that it would be significantly larger for unknown expenditures. One of the concerns between the City and the Village of Plover is that we really do not know what sorts of things may come up that we may need. He believes this number will drop from the Oversight Committee for 2015. C/T Ladick also added that part of that was to be designated for modifications that need to be made for the room that will be used for the municipal court office, furniture and supplies.

Ald. R. Stroik stated it is basically a contingency type of account. Mayor Halverson stated that is correct and that all capital items for software, computer, etc. will be split with Plover in the same

fashion as the standard operating expenses. Basically, this account is more for operating expenses that arise.

Ald. Moore stated that he wanted to change the title of the account to #11 on the resolution document to read "Miscellaneous Expenses for Municipal Court" and type out the word Municipal to #1 under Revenue Accounts.

Ayes: All Nays: None Motion carried.

ITEM #2 – AUTHORIZATION TO APPLY FOR AND FUND, IF AWARDED, AN ENVIRONMENTAL REMEDIATION GRANT FOR THE FORMER LULLABYE PROPERTY.

Director Ostrowski stated that early in 2013 the City was awarded a grant called Wisconsin Assessment Monies and with that grant we were able to do the environmental assessments on the property. They are completing Phase II but they have a pretty good grasp on what type of contamination is there and the level. This grant is from the DNR, called Ready for Reuse, will fund up to $200,000 of eligible project costs with a 78/22 match, so total project cost would be $256,000. Most of the environmental cleanup will be soil removal from this site. There is a little bit of lead on the southwest corner, a little bit of petroleum and then mainly, PCU, which is dry cleaning fluid.

Motion made by Ald. R. Stroik, seconded by Ald. O'Meara to approve authorization to apply for and fund, if awarded, an environmental remediation grant for the former Lullabye property.

Ald. Slowinski asked for clarification on the liability requirements of the Comprehensive Environmental Response, Compensation, and Liability Act and what that meant. Director Ostrowski replied that is about how the property was acquired. The City did not sign off on the contamination, making them now the responsible party. Since this is now being transferred from the CDA to the Redevelopment Authority, it is a unique situation that allows us to rely on the Phase I that is done as part of this grant and then sign off so that we are not held liable any longer in terms of the past actions. It is a unique situation and he contacted the DNR several times to make sure it could still be applied for and they indicated that it could. Since the Redevelopment Authority is the owner of the property, they have to apply for the grant, so this would have to be a transfer to them for the purpose of the environmental clean-up.

Ald. Slowinski questioned what level of clean-up this will put us at, after it is completed. Director Ostrowski stated the one thing that may need to be done is that since the contamination goes over property lines with Dun Rite Cleaners with dry cleaning fluid, we will be cleaning up our property, but if any development takes place within 100 ft of that property line, the DNR may require that developer to put in a mitigation system or a radon testing system to make sure there are no vapors coming up from the soil, but our side will be clean.

Ald. Slowinski asked where the $56,000 would come from, C/T Ladick responded it would come from contingency.

Ald. Phillips questioned what the total amount of money is that the City has stuck into this property and what we would do if radon is detected coming from the dry cleaners upon development. Director Ostrowski replied the property was purchased for approximately $500,000 and there was some environmental testing done back then, but he did not know the cost off the top of his head. He stated that regarding the mitigation system, that would be if the development is within 100 feet.

Ayes: All Nays: None Motion carried.

ITEM #3 – APPROVAL OF PAYMENT OF CLAIMS.

The claims were discussed.

Motion made by Ald. Slowinski, seconded by Ald. M. Stroik to approve the payment of claims in the amount of $7,919,343.07.

Ayes: All Nays: None Motion carried.

Adjournment at 6:24 p.m.

Resolution
Budget Amendment

Pursuant to Sec 65.90(5)(a) Wisconsin Statutes the Common Council of the City of Stevens Point does hereby amend its Budget for the year 2014 in the Following Manner:

Expenditure Accounts (Under the heading of "Municipal Court")

1. Account 100.51.20010.1035 shall be created, with a sum of $9,000.00, and title of "Municipal Court Judge".

2. Account 100.51.20010.1256 shall be created, with a sum of $29,640.00, and title of "Municipal Court Clerk".

3. Account 100.51.20010.1900 shall be created, with a sum of $2,772.00, and title of "Employer Contrib/Wis Ret."

4. Account 100.51.20010.1910 shall be created, with a sum of $2956.00, and title of "Employer Contrib/S.S. Tax".

5. Account 100.51.20010.1920 shall be created, with a sum of $36.00, and title of "Employer Contrib/Life Insur".

6. Account 100.51.20010.1930 shall be created, with a sum of $54.00, and title of "Workers Compensation Prem"

7. Account 100.51.20010.1940 shall be created, with a sum of $96.00, and title of "I.C. Insurance Premium".

8. Account 100.51.20010.1950 shall be created, with a sum of $21,834.00, and title of "Medical Insurance Premium".

9. Account 100.51.20010.2907 shall be created, with a sum of $12,575.00, and title of "Contracted Software Maint".

10. Account 100.51.20010.3301 shall be created, with a sum of $500.00, and title of "Mileage Expenses".

11. Account 100.51.20010.5000 shall be created, with a sum of $6000.00, and title of "Miscellaneous Expense".

12. Account 100.51.20010.5910 shall be created, with a sum of $1500.00, and title of "Gen Seminar/Education Exp."

Revenue Accounts

1. Account 100.45.20010.51 shall be created, with a sum of $65,222.00, and title of "Muni Court Admin Fees".

2. Account 100.47.20010.51 shall be created, with a sum of $21,741.00, and title of "Municipal Court Reimb - Plover".

The Clerk is directed to publish this resolution relating to the Budget Alterations as a Class I notice within 10 days after adoption of this resolution.

Approved:_____
Andrew Halverson, Mayor

Attest: _____
John Moe, City Clerk

Dated: March 4, 2013
Adopted: March 17, 2013
Published:

CITY OF STEVENS POINT

PERSONNEL COMMITTEE MEETING MINUTES
Monday, March10, 2014 – 6:25 p.m.
Lincoln Center ~ 1519 Water Street

PRESENT: Chairperson O'Meara; Alderpersons Slowinski, Moore, Patton, Phillips

OTHERS PRESENT: Mayor Halverson; C/T Ladick; Clerk Moe; Attorney Beveridge; Alderpersons Suomi, Doxtator, R. Stroik, Wiza, Trzebiatowski, M. Stroik; Directors Ostrowski, Schrader, Schatschneider, Lemke; Assistant to the Mayor Pazdernik; Tricia Church; Dennis Laidlaw; Chief Kujawa; Bob Fisch; Bruce Gerland; Nate Enwald, Portage County Gazette; Brandi Makuski ~ SPCT; Human Resource Manager Jakusz

Chairperson O'Meara called the meeting to order.

1. Request to fill Bus Operator vacancy ~ Transit.
   Human Resource Manager Jakusz stated that an unanticipated resignation was received. The request is to fill that part time vacancy. Alderman Slowinski moved to approve the request to refill the vacancy, Alderman Moore seconded. Ayes all, nays none. Motion carried.

2. Request to fill City Surveyor position ~ Engineering.
   The current Surveyor is retiring after 41 years of service to the City. The request is to refill the vacancy created as a result of this retirement. Alderman Phillips asked where the new hire would start. Mayor Halverson replied that at step 1 of the appropriate grade. Motion by Alderman Moore, second by Alderman Slowinski to refill the vacancy. Ayes all, nays none. Motion carried.

3. Request for authorization for internal promotion to fill Surveyor/Project Engineer position, per Administrative Policy 2.06.
   Human Resource Manager Jakusz referred to the memo from Director Schatschneider that was included in the packet.
   Motion by Alderman Moore to approve the promotion, second by Alderman Slowinski. Ayes all, nays none. Motion carried.

4. Request to fill Engineering Tech III position ~ Engineering.
   Human Resource Manager Jakusz indicated that due to the promotion approved in the prior agenda item, the request is before the Committee to refill the now vacant Engineering Tech III position.
   Motion by Alderman Slowinski, second by Alderman Phillips to approve re-filling the vacancy. Ayes all, nays none. Motion carried.

5. Adjournment ~ 6:27 p.m.

PUBLIC PROTECTION COMMITTEE
Monday, March 10, 2014 – 6:28 P.M.
Lincoln Center – 1519 Water Street

Present: Alderpersons: R. Stroik, Wiza, Trzebiatowski, Suomi, M. Stroik
Also Present: Mayor Halverson; City Attorney Beveridge; Clerk Moe; Alderpersons Doxtator, O'Meara, Patton and Phillips; Directors Schrader, Lemke and Ostrowski; Chief Kujawa; Superintendant Laidlaw; Asst. to the Mayor Pazdernik; Barb Jacob; Bob Fisch; Bruce Gerland; Nate Enwald – Gazette; Brandi Makuski – City Times

1. **License List:**
   A. **New Operator's (Bartender's) Licenses.**
   B. **Temporary Class "B" / "Class B" License (Picnic):**
      i. **Golden Sands Resource Conservation & Development Council, Inc., 1100 Main Street Suite 150 for Central WI Prairie Chicken Festival – Grassland Gala on Saturday, April 5, 2014 at 1100 Main Street. Licensed operator on the premise: Jennifer Glad. (Beer Only)**
      ii. **Stevens Point/Plover Breakfast Optimist Club, P.O. Box 929, Stevens Point for Art Dollars for Youth on Tuesday, April 22, 2014 at Koerten's LLC, 2501 Church Street Suite 1. Licensed operator on the premises: Jeff Tewes. (Wine only)**

Ald. Wiza **moved**, Ald. Trzebiatowski seconded, to approve the new operator's licenses and Temporary Class "B" / "Class B" License for Golden Sands Resource Conservation & Development Council, Inc., 1100 Main Street Suite 150 for Central WI Prairie Chicken Festival – Grassland Gala on Saturday, April 5, 2014 at 1100 Main Street with licensed operator on the premise being Jennifer Glad for beer only and Stevens Point/Plover Breakfast Optimist Club, P.O. Box 929, Stevens Point for Art Dollars for Youth on Tuesday, April 22, 2014 at Koerten's LLC, 2501 Church Street Suite 1 with licensed operator on the premises being Jeff Tewes for wine only.

Call for the vote: Ayes, all; nays, none; motion carried.

2. **Requests to Hold Event/Street Closings:**
   A. **Special Olympics State Summer Games – June 5-7, 2014. Closure of portions of Reserve Street and Illinois Avenue.**

Asst. Chief Skibba stated this is an annual event and he looks forward to them coming back to Stevens Point.

Ald. M. Stroik **moved**, Ald. Suomi seconded, for approval.

Ald. Trzebiatowski said it is nice to see the Special Olympics are coming back here again.

Call for the vote: Ayes, all; nays, none; motion carried.

3. Monthly Inspection Report.

Ald. R. Stroik **moved**, Ald. M. Stroik seconded, to approve the report and place it on file.

Call for the vote: Ayes, all; nays, none; motion carried.

4. Adjournment.

Adjournment at 6:31 p.m.

BOARD OF PUBLIC WORKS MEETING

Monday, March 10, 2014

Lincoln Center – 1519 Water Street, Stevens Point, WI 54481

MINUTES

PRESENT:
Mayor Andrew Halverson, Comptroller/Treasurer (C/T) Corey Ladick, Director of Public Works Scott Schatschneider and Tricia Church; **Alderpersons:** George Doxtator(1st), JoAnne Suomi(2nd), Michael O'Meara(3rd), Tony Patton(8th) and Randal Stroik(9th).

ALSO PRESENT:
DIRECTORS: Michael Ostrowski – Community Development, Joel Lemke – Public Utilities, and Tom Schrader – Parks and Recreation.
ALDERPERSONS: Mike Wiza(4th), Mary Stroik(5th), Jeremy Slowinski(6th), Roger Trzebiatowski(7th), Michael Phillips(10th), and Jerry Moore(11th).
CITY STAFF MEMBERS: City Attorney A. Logan Beverage, City Clerk John Moe, Fire Department Chief Tracey Kujawa, Assistant Police Chief Martin Skibba, Administrative Assistant to the Mayor Kelley Pazdernik, Streets Department Superintendent Dennis Laidlaw
OTHERS PRESENT: Brandi Makuski – Stevens Point City Times, Nate Enwald – Portage County Gazette, Bruce Gerland – AECOM Engineer, Bob Fisch – 1033 Smith Street, and Barb Jacob – 1616 Depot Street.

Mayor Andrew Halverson called the Board of Public Works meeting to order on March 10, 2014 at 6:33 P.M. The meeting was held at The Lincoln Center at 1519 Water Street in Stevens Point, WI 54481.

1. **Consideration and Possible Action to approve the purchase of a Larue D60 Loader Mounted Snow Blower from Casper's Truck Equipment to be utilized at the Airport and rotated to Streets Department Duties in the amount of $171,308.00.**

Alderperson Patton asked what we would be doing with the one we have. Streets Superintendent Dennis Laidlaw said we would sell it at auction.

Alderperson Stroik asked if this amount was planned in budget. Mayor Halverson said yes and in fact if came in lower then what was anticipated.

Alderperson Stroik then moved approval; seconded by Alderperson O'Meara.

Ayes all; nays none; motion carried

2. **Consideration and possible action to approve the purchase of a Ford Interceptor for $25,732.00 along with 5 miscellaneous used vehicles to all be utilized in the Police Department from Scaffidi Motors in the amount not to exceed $148,000.00.**

Mayor Halverson added that we did a similar purchase for the last round of unmarked vehicles and it worked out extremely well operationally.

Alderperson O'Meara asked for clarification on the amounts requested. Streets Superintendent Dennis Laidlaw said the inceptor is included in the $148,000.00 amount requested.

Alderperson O'Meara then moved approval; seconded by Alderperson Doxtator.

Ayes all; nays none; motion carried

3. Consideration and possible action to approve the purchase of 6 pieces of equipment to be utilized in the Parks Department in the amount of $118,120.10.

There were no comments or questions regarding the equipment.

Alderperson O'Meara moved approval; seconded by Alderperson Doxtator.

Ayes all; nays none; motion carried

4. Consideration and possible action to approve the purchase of 5 Ford Trucks to be utilized in the Parks Department from Scaffidi Motors in the amount of $105,978.00.

Mayor Halverson stated that this was a carryover from the amount of trucks we didn't fulfill last year.

Alderperson Stroik moved approval; seconded by Alderperson Doxtator.

Ayes all; nays none; motion carried

5. Consideration and possible action to accept the Director's Report and place it on file.

Alderperson Suomi asked if Director Schatschneider could expand upon the Business 51 status to give reasons why we are interested in seeking more information regarding exceptions. Director Schatschneider reiterated the last Board of Public Works Meeting when Brian Gaber and Robert Stafford with WisDOT talked about the Federal and State process as it pertains to this project. It seemed from some of the answers to questions that there may be some exceptions we should further explore. We feel we need to have a meeting with the decision makers to see if any exceptions actually exist.

Alderperson Suomi added that she thought most of the possible exceptions were omitted at the last South Side Business Meeting. Director Schatschneider said that would be the purpose of this meeting, to flush out fact and fiction of the 5 total exceptions.

Mayor Halverson asked Director Schatschneider if he feels this is his attempt to have them say NO to us unofficially as opposed to us spending $50,000.00 to have them say NO to us officially. Director Schatschneider said correct.

Alderperson Suomi asked who would all be included in this meeting. Director Schatschneider said this would be a meeting with AECOM, Staff, WisDOT, Local Program Management Consultants, and Federal Highway.

Alderperson Wiza commended Director Schatschneider, City Engineer Alex Saunders and the rest of staff for the nicely presented meeting and presentation at the Public Informational Meeting regarding the Bukolt Avenue Project.

Alderperson Wiza requested that we take a couple weeks this summer to put out orange cones on Business 51 to see how the 2-lanes will work.

Mayor Halverson pointed out that the Hoover Road Grade Separation Project is starting to move more aggressively in terms of getting close to a 30% design as well as a more realistic cost estimate. AECOM will be presenting those findings to us in April.

Alderperson Slowinski asked if we have any kind of estimated time line when the Grade Separation could potentially happen. Alderperson O'Meara stated that it is a very slow process when you have to wait in line for federal funding.

Alderperson Stroik asked what happened to the study we had done from AECOM for the warning beacon at other intersections to warn about the trains. Director Schatschneider said the cheap option was roughly $225,000.00 and the expensive option was over $400,000.00. For that only to be a temporary fix, assuming eventually we would be building the grade separation, it was considered simply too expensive.

Alderperson Stroik moved approval; seconded by Alderperson Patton.

Ayes all; nays none; motion carried

6. ADJOURNMENT: Mayor Andrew Halverson adjourned the March 10, 2014 Board of Public Works Meeting at 6:47 P.M.

Board of Water and Sewerage Commissioners
Monday, March 10, 2014
12:00 P.M.

MINUTES

***PRESENT*:** Eugene Tubbs, Jim Cooper, Mae Nachman and Carl Rasmussen.

***ALSO PRESENT*:** Joel Lemke, Jeremy Cramer, Mary Klesmith, Jaime Zdroik and Angel Gebeau of AECOM.

EXCUSED ABSENCE: Paul Adamski

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ADMINISTRATION

1. **Approval of minutes of the February 10, 2014 meeting.**

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the minutes of the February 10, 2014 Water & Sewerage Commission meeting.

Ayes all. Nays none. Motion carried.

2. **Update on Water Department PILOT payment to the City.**

Joel provided an update to the Commission regarding the PILOT payment. Joel stated our single biggest expense for the Water Department every year is the PILOT payment to the City. In an effort to try to stabilize the Water rates, Joel talked to Mayor Halverson and Corey Ladick-Comptroller Treasurer about having the PILOT payment be controlled, predictable in some way. This item went through the Finance Committee and they agreed to amend the ordinance, essentially capping the PILOT payment to $870,000.00 per year until 15% of the revenue of the gross Water sales exceeds that amount.

II. ACCOUNTING

3. **Discussion and possible action on the following:**

a. Claims for the Water Department.

Eugene Tubbs presented the statement of claims for the Water Utility for February. The balance as of February 1, 2014 was $4,933,296.39; the bank deposits recorded in February 2104 was $610,199.10. Checks issued since the February 2014 meeting numbered 47693 through 47780 were in the amount of $520,840.47. The net balance on hand March 10, 2014 was $520,840.47.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the Water Utility claims for the month February 2014 as audited and read.

Ayes all. Nays none. Motion carried.

b. Claims for the Wastewater Department.

Eugene Tubbs presented the statement of claims for the Sewage Treatment Utility for February. The balance as of February 1, 2013 was

$5,385,817.09; the bank deposits recorded in February 2014 were $400,940.33. Checks issued since the February 2014 meeting numbered 30146 through 30211 were in the amount of $178,717.99. The net balance on hand March 10, 2014 was $5,608,039.43.

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the Sewage Utility claims for the month of February 2014 as audited and read.

Ayes all. Nays none. Motion carried.

c. Claims for Stormwater Department.

Eugene Tubbs also presented the statement of claims for the Stormwater Utility for February. The balance as of February 1, 2014 was $391,816.29. The bank deposits recorded in February 2014 were $74,778.52. Checks issued since the February 2014 meeting numbered 1116 through 1127 were in the amount of $43,343.51. The net balance on hand March 10, 2014 was $423,251.30.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the Stormwater Utility claims for the month February 2014 as audited and read.

Ayes all. Nays none. Motion carried.

d. Purchase of large format printer.

Joel explained our last plotter was purchased 15 years ago. This plotter became obsolete and could not meet the needs of the department in 2012. At that time, the Engineering Department had purchased a new plotter and offered us their old one, which was a slight upgrade from ours. Now the plotter from Engineering stopped working as well.

Joel proposes the cost of the printer be split between the three utilities.

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the purchase of a large format printer in the amount of $17,676.77.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

4. **Report on water distribution operations.**

Serviceman & Construction Crew have been working on frozen mains and frozen services. Joel explained the different approaches used for thawing frozen mains & services.

The water operation reports were distributed and reviewed.

A total of 9 valves have been operated in 2014.

5. **Report on water supply operations.**

Our pumpage in February was 134,021,000 gallons, an increase of 3,018,000 gallons of water from February 2013.

IV. SEWAGE TREATMENT OPERATIONS

6. **Report on Collection System Maintenance.**

The crew televised more this year than last year at this time. They will soon be televising and inventorying the Storm sewers.

The sewer report for the month of February was reviewed by the Commission.

7. **Report on sewage treatment operations.**

Jeremy stated everything is going fine.

B.O.D. (9 average ppm), Phosphorus (0.864 average ppm) and Suspended Solid (13.34 average ppm) limits were met for the month of February 2014.

8. **Discussion and possible action on High-strength Waste Project/Update RE: Brewery/Update on Influent Pumping & PH Adjustment Project.**

Last year's Capital Improvements proposal included the High-strength Waste Receiving Station for $500,000.00. The Commission requested at that time to bring the item back when we got closer to knowing what we would need and the costs involved. A services agreement for assistance in writing an application for grant dollars was approved by the Commission. The grant application was successful and the Department was awarded a Focus on Energy RECIP grant for

approximately $114,000.00. The Commission approved a design contract from Donohue & Associates for the project. The plans/specs are complete. The scope of the project became not only a high-strength waste tank but also includes a lift station at the Stevens Point Brewery and a force-main from the lift station to the high-strength waste tank. Since this project benefits both the Wastewater Treatment Plant and the Stevens Point Brewery we are proposing the cost of the project be split. With the grant monies and splitting the remaining costs with the Stevens Point Brewery, our share would be approximately $393,000, which comes in less than what was previously approved in the 2014 Capital Improvements Plan.

The project would enable the Brewery to get back on a normal rate schedule. Since 2009 they have been paying a flat rate surcharge. Now the Brewery has grown, tripled in capacity since 2009, which gets us close to certain Plant limits. If we don't do something about it now we might not be able to take on other waste streams. By participating in this project, the Brewery would be keeping a handle on their rates.

Joel requested permission to move forward with a cost sharing arrangement with the Stevens Point Brewery by way of agreement or assessment and to advertise the project for bidding purposes.

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve pursuing a cost sharing arrangement with the Stevens Point Brewery by way of agreement or assessment and to advertise the project for bidding purposes.

Ayes all. Nays none. Motion carried.

V. STORMWATER OPERATIONS

9. **Report on Stormwater operations.**

The localized flooding you are seeing now will be addressed this summer by installing swales.

VI. DIRECTORS REPORT

10. **Verbal Report.**

An open records request was received from the Town of Hull, requesting copies of everything we have in regards to Well 11. The copies have been made except for documents that are in large binders. Joel is hoping they would be

willing to just come to the office and view those verses having to copy those as well.

The Influent Pumping & Ph Adjustment Project will be advertised for bids. We will be using Quest CDN website for this and plan distribution and they get registered as plan holders etc. This will be the first Ebid process.

The auditors were here last week and they will present the audits for the three utilities at the May Commission meeting.

The next Water & Sewerage Commission meeting will be on Monday, April 14, 2014 at noon.

VII. ADJOURNMENT

Motion made by Jim Cooper to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED
12:51pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

Minutes
Transportation Commission Meeting
Thurmaier Room- 2700 Week Street
February 27, 2014

Commission members in attendance: Chairperson Nichole Lysne, Bob Woehr, Elbert Rackow, Ald. Mary Stroik, Ald. Jeremy Slowinski

(Note: Ald. Jeremy Slowinski was excused at 5:50 p.m.)

Excused: Fred Hopfensperger, Hans Walther

Others present: Paul Stroik, Sam Levin, Ald. Mike Phillips, Director; Joel Lemke, Transit Manager; Susan Lemke

The meeting was called to order at 5:30 p.m. by Chairperson Nichole Lysne.

1. **Approval of the January 23, 2014 Transportation Commission minutes.**

Bob Woehr moved to approve the minutes of the January 23, 2014 Transportation Commission meeting. Chairperson Nichole Lysne seconded. Ayes all; Nays none; Motion carried.

2. **Whiting Bus Service.**

Sam Levin and Paul Stroik from the Village of Whiting were in attendance. Mr. Levin presented several suggested route changes which he feels would provide Whiting residents with quicker and easier access to grocery shopping opportunities. Bob Woehr explained the challenges involved with route changes such as financial implications to the Transit budget, timing in relation to route connections, and increases in cost to the Village of Whiting for additional services. Paul Stroik indicated additional cost for service may be a concern for the Village Board, as there have been discussions recently regarding discontinuation of current services. Mr. Stroik indicated he is willing to present new ideas to the board for consideration if the City is willing to consider new options for their residents.

Fixed route ridership statistics for the Village of Whiting for CY2013 indicate 7,065 rides were provided; by category: 3,154 Adult, 1,212 Senior, 1,978 Disabled, 512 Youth, and 209 UWSP. Additionally, Stevens Point Transit's paratransit service called "Point Plus", which is a door to door service, provided 1,849 rides. There are 52 residents in the Village of Whiting who are currently certified for the door to door service.

Ald. Mike Phillips indicated that the Village of Whiting has been paying the same amount of $18,250 for transit service for many years and questioned why the amount hasn't been adjusted over time. Mr. Phillips indicated concern over staff being asked to dedicated time on potential route changes that could cost the Village of Whiting additional dollars if the residents of Whiting or the Village of Whiting Board are not interested in contributing additional funds to the program.

Elbert Rackow moved to have Transit staff examine Sam Levin's route options, as well as consider other possibilities for the Village of Whiting route which would ultimately improve service in regard to grocery shopping opportunities, estimated costs for service should be calculated, and all information shall be reported back to the Transportation Commission. Bob Woehr seconded. Ayes all, Nays none, Motion carried.

3. **January 2014 claims/financial report.**

Elbert Rackow moved to approve the January 2014 claims/financial report. Ald. Mary Stroik seconded. Ayes all Nays none; Motion carried.

4. **Youth Freedom Pass program for 2014.**

Bob Woehr moved to approve the continuation of the Youth Freedom Pass program for the summer of 2014, with the price to remain at $20.00 for the unlimited ride pass. Ald. Jeremy Slowinski seconded. Ayes all; Nays none; Motion carried.

5. **Title VI Plan.**

The Federal Transit Administration now requires all recipients of federal transit funding to have a Title VI plan on file at the Wisconsin Department of Transportation by April 30, 2014. The plan must provide evidence of local approval of the plan. Manager Lemke presented the Commission with a draft plan for review and approval. *Elbert Rackow moved approval of the Title VI plan as presented. Bob Woehr seconded. Ayes all; Nays none; Motion carried.*

6. **Manager's Report:**
   - **Staff Update**

The Transit Division is currently advertising for a part-time LNT Supervisor. The deadline for applications is March 10, 2014 at 3:00 p.m.

A notice of resignation was recently received from a part-time Bus Operator. The Bus Operator's last day of employment was February 17, 2014. A request to fill the vacancy will be included in the March Personnel Committee agenda.

Bob Woehr moved to approve the Manager's report and place it on file. Elbert Rackow seconded. Ayes all; Nays none; Motion carried.

7. **Next meeting date.**

The next Transportation Commission meeting will be held on Thursday, April 10, 2014 at 5:30 p.m.

8. **Adjournment.**

The meeting was adjourned at approximately 6:45 p.m.

COMPTROLLER-TREASURER REPORT
for the period ending January 31, 2014

	Bal January 1, 2014	Receipts	Disbursements	Bal January 31, 2014
GENERAL OPERATING CASH	$6,759,396.47	$14,179,026.01	$13,395,984.93	$7,542,437.55
WATER & SEWER (CASH & INVEST) (includes airport, transit , stormwater)	$11,304,612.50	$3,391,239.18	$3,305,216.64	$11,390,635.04

INVESTMENTS	Bal January 1, 2014	TRANSFER IN	TRANSFER OUT	Bal January 31, 2014
GENERAL	$28,560,403.48	$7.29	$0.00	$28,560,410.77
SPECIAL REVENUE	$581,864.12	$0.00	$0.00	$581,864.12
DEBT SERVICE	$7,412.38	$0.00	$0.00	$7,412.38
CAPITAL PROJECTS	$8,504,965.11	$0.00	$0.00	$8,504,965.11
ENTERPRISE	$184,092.07	$0.00	$0.00	$184,092.07
TRUST	$213,751.81	$0.00	$0.00	$213,751.81
TOTALS	$38,052,488.97	$7.29	$0.00	$38,052,496.26

EXPENDITURES:	BUDGET	YTD	%
GENERAL GOVT	$3,297,058.00	$391,403.15	11.87%
POLICE	$5,015,554.00	$573,543.84	11.44%
FIRE	$4,741,710.00	$586,056.86	12.36%
PUBLIC WORKS	$5,738,205.00	$388,213.35	6.77%
PARK & REC	$1,999,709.00	$128,542.36	6.43%
CAPITAL PROJECTS	$649,674.00	$52,000.00	8.00%
DEBT SERVICE	$5,310,624.00	$1,049,189.07	19.76%
YTD TARGET	8.33%		

REVENUES	BUDGET	YTD	%
GENERAL	$21,637,033.00	$11,601,325.83	53.62%