

AGENDA  
HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

Wednesday, May 7, 2014 – 4:30 PM

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

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

Discussion and possible action on the following:

1. Approval of the report from the April 2, 2014 HP/DRC meeting.
2. Request from Bob Ballard for design review to install a projecting sign and awning at **1236 Third Street (Parcel IDs 2408-32-2015-27)**.
3. Adjourn.

REPORT OF THE HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

Wednesday, April 2, 2014 –4:00 p.m.

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

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

ABSENT: George Hanson

ALSO PRESENT: Director Michael Ostrowski, Economic Development Specialist Kyle Kearns, Mary Wilkens, Cathy Dugan, and Peter Spencer.

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Discussion and possible action on the following:

1. Approval of the report from the March 5, 2014 HP/DRC meeting.
2. Request from Tony Ketterer, representing Great Lakes Educational Loan Services Inc., for design review approval of a freestanding sign at **1101 Centerpoint Drive (Parcel ID 2408-32-2029-61)**.
3. Request from Peter Spencer for design review to install a black steel fence to enclose the alley west of **920 Clark Street (Parcel IDs 2408-32-2018-15 and 2408-32-2018-16)**.
4. Request from Peter Spencer, representing the property owner, Michael Munagian, for façade improvement grant funds in the amount of \$16,144.00 and design review for exterior building work, including the installation of windows, masonry restoration, electrical, and painting at **1313 Second Street (Parcel ID 2408-32-2018-06)**.
5. Adjourn.

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1. Approval of the report from the March 5, 2014 HP/DRC meeting.

**Motion by Commissioner Siebert to approve the report from the March 5, 2014 HP/DRC meeting; seconded by Commissioner Baldischwiler. Motion carried 3-0.**

2. Request from Tony Ketterer, representing Great Lakes Educational Loan Services Inc., for design review approval of a freestanding sign at **1101 Centerpoint Drive (Parcel ID 2408-32-2029-61)**.

Director Ostrowski explained the applicant is requesting to put a freestanding sign in the location of the current CenterPoint Mall sign which will be removed shortly. The sign proposal is for a non-illuminated 32 square foot freestanding sign. This request meets our current sign code requirements and staff recommends approval.

Mary Wilkens, site coordinator for Great Lakes, offered color copies of the proposed sign.

Director Ostrowski asked if there was any plan for building signage, to which Ms. Wilkens answered an additional sign similar in design would be right next to the north entrance doors.

Alderperson Mary Stroik arrived at 4:04pm.

**Motion by Commissioner Siebert to approve the design review request from Great Lakes Education Loan Services Inc. of a freestanding sign at 1101 Centerpoint Drive (Parcel ID 2408-32-2029-61) with the following conditions:**

- **The Chairperson and designated agent shall have the authority to approve minor modifications to the sign such as location.**
- **Landscaping such as rock, edging, or shrubs shall surround the base of the sign and be provided throughout the landscape island.**
- **The chairperson and designated agent shall have the authority to approve exterior lighting which meets the sign guidelines and downtown design review guidelines if requested.**
- **The sign shall be setback five (5) feet from the right-of-way.**
- **The sign shall be constructed of high, quality, sturdy material that produces no glare.**
- **The chairperson and designated agent shall have the authority to approve wall signs of similar design submitted for the building at a later date which meet the sign guidelines and downtown design review guidelines.**

**Seconded by Commissioner Baldischwiler. Motion carried 4-0.**

3. Request from Peter Spencer for design review to install a black steel fence to enclose the alley west of **920 Clark Street (Parcel IDs 2408-32-2018-15 and 2408-32-2018-16).**

Director Ostrowski explained the request is for the installation of an eight foot tall black metal fence west of the building at 920 Clark Street which would be very similar to the other fences in the downtown at Arbuckles, Father Fats, and the Dumpster Corrals on the square. In terms of materials and look, it will improve aesthetics in the alley. Also, the gates will open inwards into the alley.

Commissioner Beveridge asked if the gate would be left unlocked and if it would close off any fire exits for the surrounding buildings, to which Mr. Spencer stated during the day the pedestrian one would remain operational from the inside. Mr. Spencer added there would be a mechanism that would allow anyone in the alleyway to open the gate from the inside to get out in case of emergencies.

Kyle Kearns, Economic Development Specialist, pointed out that a drawing within the agenda packet demonstrates the gates proposed construction and design.

Commissioner Beveridge asked what vehicles would be in and out of the area, to which Mr. Spencer stated private access only would occur from him and his son.

Cathy Dugan, 615 Sommers Street, questioned the height of the fence, stating it may be higher compared to the others in the downtown.

Director Ostrowski explained that Father Fats' and Arbuckles' fences are six feet in height, where as the dumpster coral fence is eight feet in height. Mr. Spencer pointed out on the photos provided in the packet where the eight foot mark would be on the building. Furthermore, he explained that the height was needed for security purposes.

Commissioner Siebert asked if there was any other access to the alley from the back of the building, to which Mr. Spencer stated there is no public access except from the front.

**Motion by Commissioner Siebert to approve the request from Peter Spencer for design review to install a black steel fence to enclose the alley west of 920 Clark Street (Parcel IDs 2408-32-2018-15 and 2408-32-2018-16 with the following conditions:**

- **Exiting the alleyway from the inside using the gate shall be permissible at all times in the event of an emergency.**
- **Damage of any kind to the fence or operating mechanism shall be fixed immediately.**
- **The Historic Preservation / Design Review Commission Chairperson and designated agent shall have the ability to approve minor changes to the fence design.**

**Seconded by Commissioner Beveridge. Motion carried 4-0.**

4. Request from Peter Spencer, representing the property owner, Michael Munagian, for façade improvement grant funds in the amount of \$16,144.00 and design review for exterior building work, including the installation of windows, masonry restoration, electrical, and painting at **1313 Second Street (Parcel ID 2408-32-2018-06)**.

Economic Development Specialist, Kyle Kearns explained Mr. Spencer had recently done a building on Clark Street, and this is his son's building. This request is similar in that wood paneling covering the majority of the first floor storefront is proposed to be removed. Original façade would be exposed and restored as best as possible through the following activities; tuckpointing brick, replacing storefront and residential windows, painting, and installing lights.

Mr. Spencer explained there is another building similar to this one on the square which he hopes this building will look like, with fourteen foot cast iron supports and beams exposed. Furthermore, all wood will be removed, also exposing original brick columns. The intent is to bring the building back to something that can be maintained in longevity, where as the last update on the building used particle board which has deteriorated significantly and is not original. Mr. Spencer continued stating, the current second floor windows do not fill the entire opening and instead have a wood panel above which are somewhat hidden by the awnings. Unfortunately, the proposed windows are not proposed to fill the entire opening as a drywall drop ceiling exists within the building somewhat limiting the window installation. The request involves removing the awnings, treating the existing wood inserts and wrapping them with the same material as the window framing. Awnings are then proposed to be reinstalled.

Economic Development Specialist, Kyle Kearns pointed out that a condition was added stating that the applicant pursue installing a fake glass transom insert above the windows. Furthermore, if the potential does not exist to mimic a glass transom, the awnings would then be allowed to cover that area. Also, several of the conditions allow the chairperson and a designated agent to approve work as needed rather than amending the façade contract work minor or major project changes.

Commissioner Beveridge asked if the doorways will be staying where they are, to which Mr. Spencer stated they will be moved slightly closer to the street, but will still be set back from the building and in the same location. Mr. Kearns added by exposing the posts, the windows will move back slightly.

Director Ostrowski asked what the doors would look like, to which Mr. Spencer stated the commercial side would be a standard commercial glass door and the tenant door would have a wider frame on it to accommodate a lever handle residential type lock with a full glass panel. Commissioner Siebert expressed his concern for the full glass commercial door, stating it does not fit the style and period of the building. He would like to see something better which matches to the building style and era. Mr. Spencer responded, stating his willingness to pursue a more appropriate style door.

Commissioner Beveridge questioned the state of the steps leading to the residential entrance, to which Mr. Spencer stated they are proposed to stay but can be reexamined once the project starts.

**Motion by Commissioner Siebert to approve the request from Peter Spencer representing Michael Munagian, for the façade improvement grant funds in the amount of \$16,144.00 and design review for exterior building work, including the installation of windows, masonry restoration, electrical and painting at 1313 Second Street (Parcel ID 2408-32-2018-16) with the following conditions:**

- **The HP/DRC chairperson and designated agent shall review/and or approve the renovation and rehabilitation activities behind wood paneling once they have been removed, which may include the approval of additional grant funds.**
- **First floor and second floor window and door framing shall match in color.**
- **Double hung residential second floor windows shall be installed.**
- **The installation of transom window insert headers, mimicking a full window shall be installed at each second floor window opening. The applicant shall submit two updated glass bids which include the window insert to be reviewed and approved by the Chairperson and designated agent.**
- **Second floor residential awnings shall be permitted if transom inserts cannot be pursued.**
- **Prepping and cleaning of brick for paint shall be performed via hand washing methods using organic compounds (no volatile soaps). Pressure washing of brick shall be prohibited.**
- **Caulk shall not be used as a fill in the place of brick mortar.**
- **Type N mortar shall be used as defined by the American Society for Testing and Materials (ASTM) and shall match to the greatest extent possible the original mortar and spacing on the building.**
- **The applicant shall work with the HP/DRC chairperson and designated agent to finalize the paint color scheme for the second floor brick, cornice, and ornate detailing.**
- **All electric wire and conduit for lighting and security shall be hidden from view.**

- All lighting shall be a soft yellow glow and not an intense white light.
- Exterior light fixtures shall be submitted to the chairperson and designated agent for review and/or approval prior to installation.
- No punctures or holes shall be created within the iron/steel or directly into the masonry brick when attaching lighting or signage.
- A bid from Central State Electric shall be submitted with costs for signage lighting.
- Commercial and residential storefront doors shall closely match that of the original in both design and materials. Renderings and/or updated bids for the doors shall be submitted and reviewed by the chairperson and designated agent.
- All work shall be completed within one year.
- The project must adhere to Façade Improvement Grant Program Guidelines.
- The applicant must submit proof of insurance.
- The property must be current on all real estate and personal property taxes.
- No funds shall be disbursed until project is fully completed.
- The maximum City participation shall not exceed \$16,144.00 and no individual cost shall exceed the following, unless approval has been given to the HP/DRC Chairperson and designated agent in reviewing additional bids or building improvements:

Improvements	Cost (bids)	Proposed Matching Grant Assistance
Windows	• Esser Glass Inc. - \$13,535.00 (lift rental included - \$460.00)	\$6,767.50
Masonry	• Don Dulak & Son Masonry - \$10,350.00 (lift rental included - \$1,200.00)	\$5,175.00
Painting	• Bill Wanserski Painting - \$1,870.00	\$935.00
Demolition	• Guzman Case Corp. - \$3,623.00	\$1,811.50
Lighting	• Central State Electric – \$1,810.00	\$905.00
Lift	• Wood St. Rental Center Inc. - \$1,100.00	\$550.00
<b>TOTAL (Lowest Bid)</b>	<b>\$32,288.00</b>	<b>\$16,144.00</b>

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

5. Adjourn.

Meeting adjourned at 4:33p.m.

# Administrative Staff Report

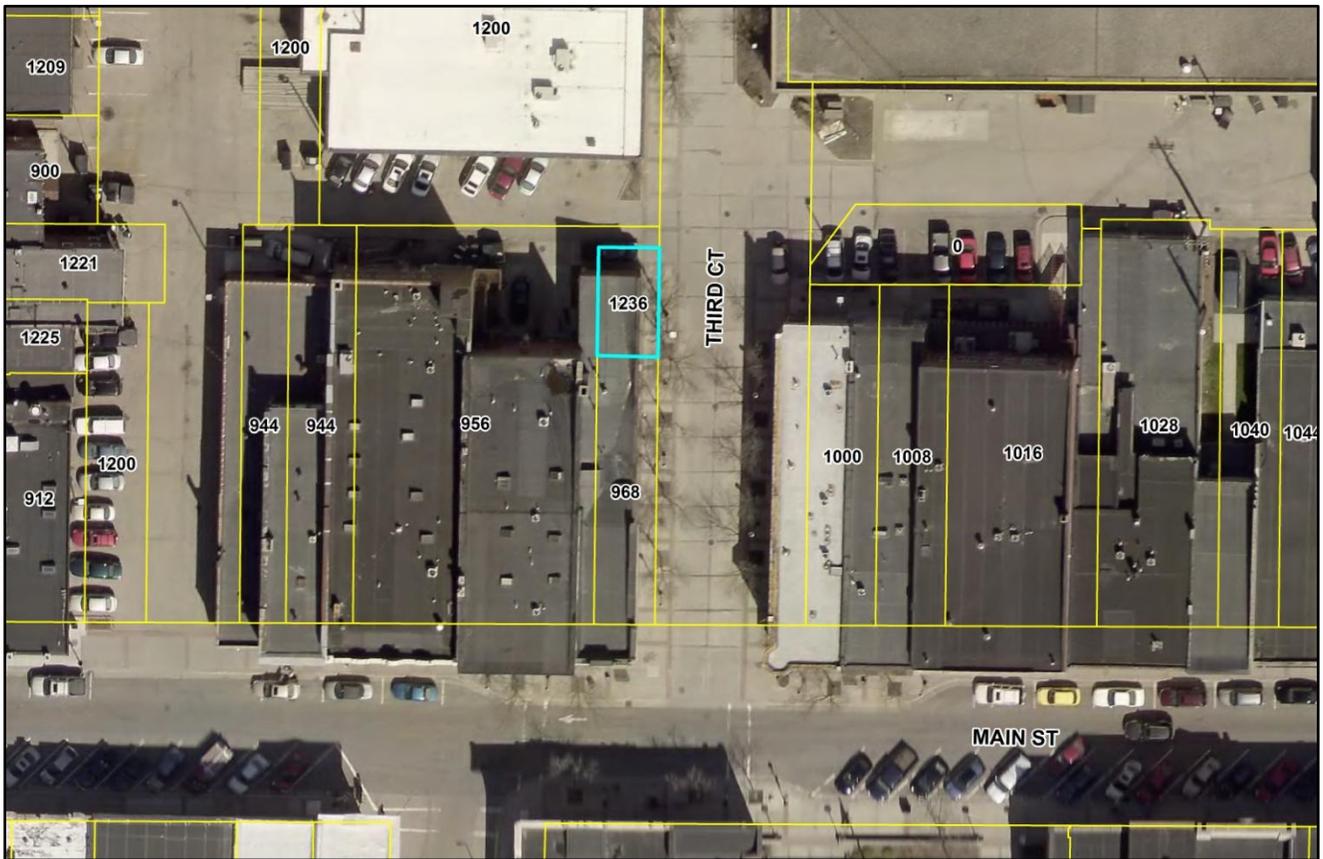


## Sign & Awning - Design Review 1236 Third Street May 7, 2014

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

<p><b>Applicant(s):</b></p> <ul style="list-style-type: none"> <li>Peter Spencer</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>Michael Ostrowski, Director <a href="mailto:mostrowski@stevenspoint.com">mostrowski@stevenspoint.com</a></li> <li>Kyle Kearns, Associate Planner <a href="mailto:kkearns@stevenspoint.com">kkearns@stevenspoint.com</a></li> </ul> <p><b>Parcel Number(s):</b></p> <ul style="list-style-type: none"> <li>2408-32-2015-27</li> </ul> <p><b>Zone(s):</b></p> <ul style="list-style-type: none"> <li>"B-3" Central Business District</li> </ul> <p><b>Council District:</b></p> <ul style="list-style-type: none"> <li>District 4 – Wiza</li> </ul> <p><b>Lot Information:</b> <b>2408-32-2018-15</b></p> <ul style="list-style-type: none"> <li>Actual Frontage: 36.26 feet</li> <li>Effective Depth: 20.1 feet</li> <li>Square Footage: 728.9</li> <li>Acreage: 0.02</li> </ul> <p><b>Structure Information:</b></p> <ul style="list-style-type: none"> <li>Year Built: addition 1900 (114 years)</li> <li>Number of Stories: 1</li> </ul> <p><b>Current Use:</b></p> <ul style="list-style-type: none"> <li>Vacant</li> </ul> <p><b>Applicable Regulations:</b></p> <ul style="list-style-type: none"> <li>Chapter 22</li> <li>Downtown Design Guidelines</li> </ul>	<p><b>Request</b></p> <p>Request from Bob Ballard for design review to install a projecting sign and awning at <b>1236 Third Street (Parcel IDs 2408-32-2015-27)</b>.</p> <p><b>Attachment(s)</b></p> <ul style="list-style-type: none"> <li>Parcel Data Sheet</li> <li>Application</li> <li>Rendering</li> </ul> <p><b>City Official Design Review / Historic District</b></p> <ul style="list-style-type: none"> <li>Downtown Design Review District</li> </ul> <p><b>Staff Recommendation</b></p> <p>Based on the findings below, staff would recommend approving the design review request regarding the installation of a projecting sign and awning, subject to the following condition(s):</p> <ol style="list-style-type: none"> <li>Mechanical fasteners used for the sign shall be installed within the mortar joints and not within the masonry.</li> <li>Lighting for the projecting sign shall only illuminate the sign and shall emit a white or yellow color.</li> <li>The awning shall be a less intense color that more so harmonizes with the building and surrounding buildings. The HP/DRC chairperson and designated agent shall have the authority to work with the applicant to review and/or approve an awning color.</li> <li>The awning shall be constructed of fire resistant material.</li> <li>Mechanical fasteners used for the awning shall be installed within the mortar joints and not within the masonry.</li> </ol>
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# Vicinity Map



## Scope of Work

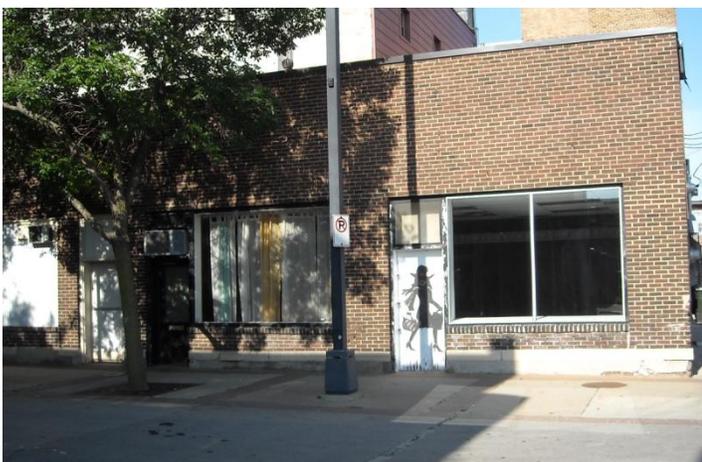
Bob Ballard is requesting for design review to install a projecting sign and awning on the west façade of a formerly vacant building, 1236 Third Street. A rendering has been attached showing the proposed sign design and awning. Details for them can also be found below.

### Awning

Dimensions: 4' height X 14' width  
 Projection: 42"  
 Color: Orange

### Projecting Sign

Dimensions: 3' Height X 4' Width  
 Size: 12 square feet  
 Display: "The Yoga Space" and Logo with external lighting



Existing Façade



Proposed Facade

*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.*

## Standards of Review

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### PROJECTING SIGN

The projecting sign meets the requirements within the sign code (Chapter 25) for the "B-3" Central Business District.

Staff has no major concerns with the projecting sign design, however would recommend the following:

1. Mechanical fasteners used for the sign shall be installed within the mortar joints and not within the masonry.
2. Lighting for the projecting sign shall only illuminate the sign and shall emit a white or yellow color.

### AWNING

The awning height above the grade is unknown, therefore staff would recommend a minimum clearance of 8.5 feet exist between the bottom of the canopy and finished grade. All other awning requirements within the sign code (Chapter 25) have been met.

### Design Guidelines

The following standards would apply to this request:

#### Awnings

1. Awnings should be placed only on structures for which they are historically accurate or which there exists physical evidence of a previous treatment.

**Analysis:** It is unknown as to whether the building previously had an awning, however very few architectural and building details exist on the building.

**Findings:** The proposed awning would significantly increase the building aesthetics and appeal. Furthermore it would assist in attracting patrons to the business. The awning should not be detrimental or ruin any historic characteristics on the building.

2. 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.

**Analysis:** The awning is proposed to cover the existing door and window on the southwest side of the building. It will not conceal any historic materials, but will assist in adding building characteristics.

**Findings:** This standard is met.

Based on the findings above, staff would recommend approving the awning, as it will significantly increase the building aesthetics and within the area. With regard to the color presented (orange), staff would recommend a less intense color. A bright colored awning does not historically match any original awning color scheme for the building's period of

construction. Furthermore, a darker color will assist in harmonizing with the building's brick color and surrounding buildings. The Historic Preservation Commission shall have the authority to review projects and certain improvements based on the visual aesthetics and character of building improvements. Lastly, staff would also recommend the following conditions for the awning:

1. The awning shall be constructed of fire resistant material.
2. Mechanical fasteners used for the awning shall be installed within the mortar joints and not within the masonry.

## Building Images

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2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004
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**PARCEL / OWNER DATA**

<b>NAME AND ADDRESS</b>	
Francesco & G Sciarrone & Rosemary C Milano Surv Trst 2517 Prais St Stevens Point, WI 54481	
<b>PARCEL #</b>	240832201527
<b>PROPERTY ADDRESS</b>	1236 Third St
<b>SUBDIVISION</b>	Valentine Brown Addn
<b>LAND USE</b>	Store, Retail
<b>NEIGHBORHOOD</b>	Cntrl Bus & 2nd St area(Comm)
<b>ZONING</b>	B3-CENTRAL BUSINESS

**PROPERTY IMAGE**



**OWNERSHIP HISTORY**

OWNER	SALE DATE	AMOUNT	CONVEYANCE	VOLUME	PAGE	SALE TYPE
Francesco & G Sciarrone &	11/9/2011	\$207,300	Trustees Deed w/addl prcls	763825		Land & Buildings
Francesco & G Sciarrone &	5/16/2011	\$19,600	Quit Claim Deed/Addl Parcels	757918		Land & Buildings
Francesco & G Sciarrone &	5/3/2011	\$0	Term. Dec. Prop. Int.	757549		Land & Buildings
Francesco Sciarrone &	7/23/2003	\$145,000	Warranty Deed	639331		Land & Buildings

**SITE DATA**

ACTUAL FRONTAGE	DATE	NUMBER
36.26		
<b>FRONTAGE</b>	36.3	
<b>DEPTH</b>	20.1	
<b>SQUARE FOOTAGE</b>	728.9	
<b>ACREAGE</b>	0.02	

**PERMIT HISTORY**

AMOUNT	PURPOSE	NOTE

**ASSESSED VALUE 2014**

CLASS	LAND	IMPROVEMENTS	TOTAL	RATIO	EST. FAIR MARKET VALUE
<b>Current assessment values are not yet available. Please select a different Year tab above to view prior assessment values.</b>					

**LEGAL DESCRIPTION**

LOT 3 CSM#8248-32-78 A & B BNG PRT LOT 2 BLK 28 VALENTINE BROWN'S ADD BNG PRT NENW S32 T24 R8 402/633-35 639331 757549 757918 763825

**BUILDING SUPERSTRUCTURE DATA**

BLDG	SEC	OCCUPANCY	YEAR	AREA	FRAMING	HGT
1	1	Store, Retail (C avg)	1890	720	Masonry - Avg	16

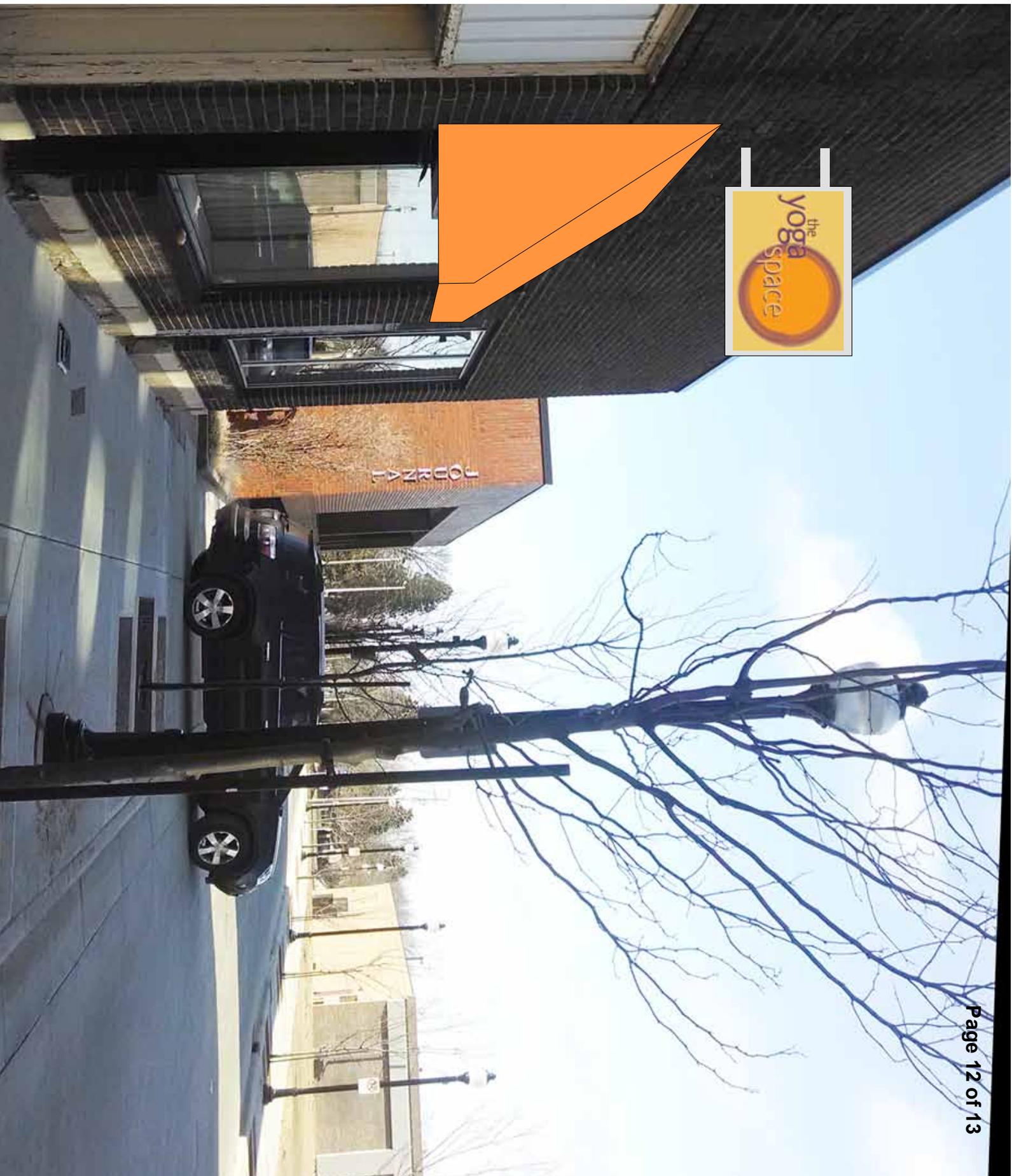
**BASEMENT DATA**

BLDG	SEC	ADJUSTMENT DESCRIPTION	AREA
1	1	Store, Retail - Unfin Bsmnt	186

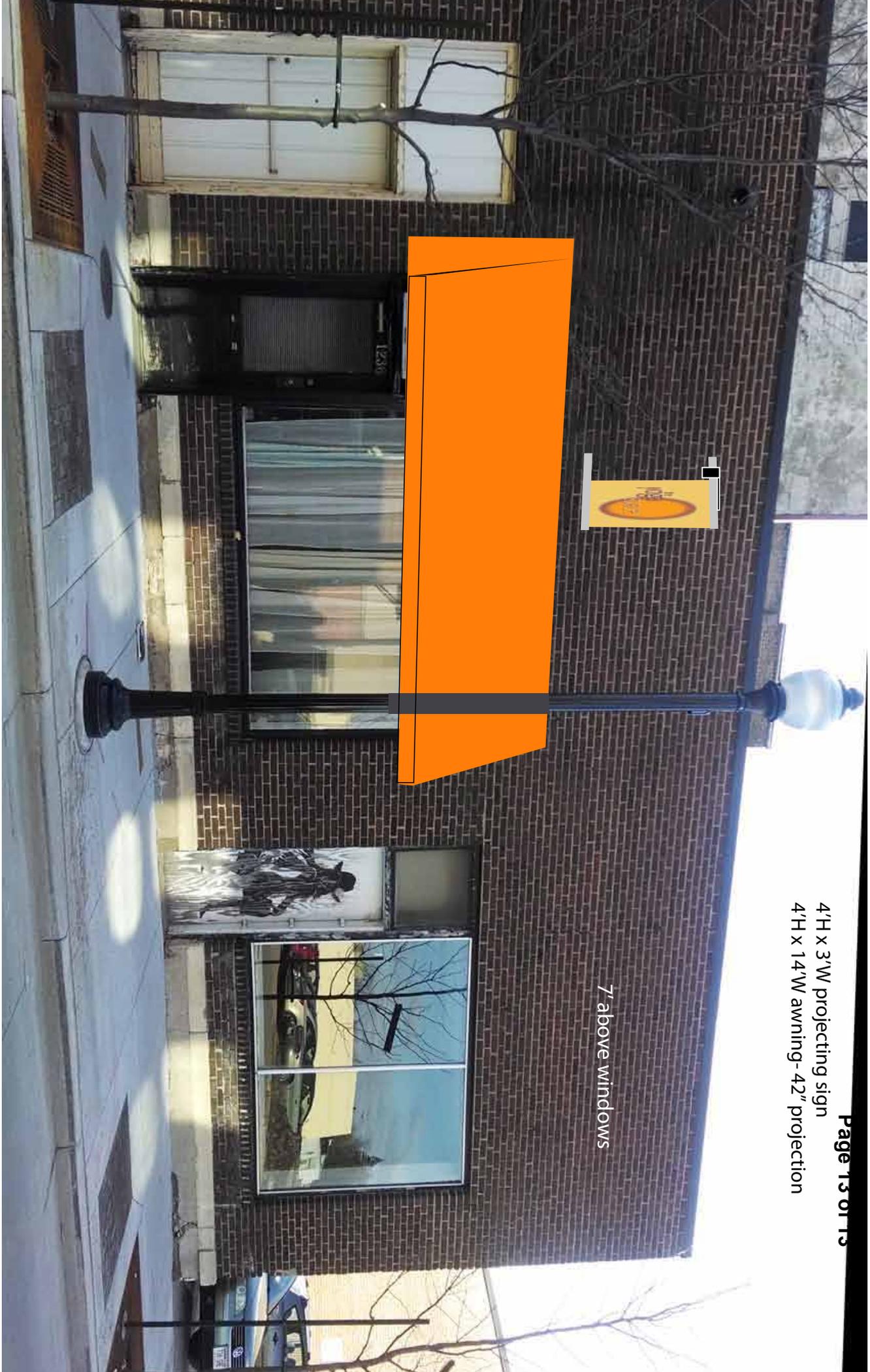
**STRUCTURE DATA**

AGE	114
YEAR BUILT	1900
EFF. YEAR	1973
ONE BEDROOM	
TWO BEDROOM	
THREE BEDROOM	
TOTAL UNITS	
STORIES	
BUSINESS_NAME	Retail

Disclaimer: Information shown here is considered accurate but not guaranteed.



4'H x 3'W projecting sign  
4'H x 14'W awning-42" projection



7' above windows