

AGENDA  
HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

Wednesday, May 6, 2015 – 4:00 PM

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

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

Discussion and possible action on the following:

1. Approval of the report from the April 1, 2015 HP/DRC meeting.
2. Request from Don and Kelly Guay, representing Sunset Point Winery, LLC, for design review approval of a freestanding sign, projecting signs, window graphics, and a temporary sign at **1201 Water Street (Parcel ID 2408-32-2016-03)**.
3. Director's update.
4. Adjourn.

REPORT OF THE HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

Wednesday, April 1, 2015 –4:30 p.m.

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

PRESENT: Chairperson Lee Beveridge, Alderperson Mary Stroik, Commissioner Tim Siebert, Commissioner Garrett Ryan, Commissioner Tom Baldischwiler, Commissioner Karl Halsey, and Commissioner Robert Woehr.

ALSO PRESENT: Director Ostrowski, Associate Planner Kyle Kearns, and Joel Berens, representing the applicant.

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Discussion and possible action on the following:

1. Approval of the report from the March 5, 2015 HP/DRC meeting.
2. Request from Scott Gulan, representing Guu Inc., for an amendment to the façade improvement grant contract for an additional \$11,027.53 worth of funds, relating to exterior building work at **1140 Main Street (Parcel ID 2408-32-2029-31)**.
3. Request from Golden Sands Resource Conservation & Development Council, for design review of the greenspace currently north of the Fox Theater and Children’s Museum.
4. Adjourn.

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1. Approval of the report from the March 5, 2015 HP/DRC meeting.

**Motion by Alderperson Mary Stroik to approve the report from the March 5, 2015 HP/DRC meeting, seconded by Commissioner Siebert. Motion carried 5-0.**

2. Request from Scott Gulan, representing Guu Inc., for an amendment to the façade improvement grant contract for an additional \$11,027.53 worth of funds, relating to exterior building work at **1140 Main Street (Parcel ID 2408-32-2029-31)**.

Associate Planner Kyle Kearns explained this façade grant was reviewed and approved last year, but the facade contract has not been signed, as there have been increased costs for project activities. Increased costs are primarily due to the pursuit of wooden windows, recommended by the commission, masonry activities, and stairwell construction at the rear of the building due to State requirements. Mr. Gulan, property owner, is requesting an amendment to the original façade grant approval on July 9, 2014 to increase the grant amount \$11,027.53 or a total façade grant of \$28,706.98.

Commissioner Siebert asked if there were any changes in conditions of approval, to which Mr. Kearns stated no, but two conditions have been added, regarding screening of refuse storage and providing updated proof of insurance.

Commissioner Woehr asked if the refuse screening was something new to this project, and asked for clarification on minor amendments that staff and the chairperson can approve. Lastly Commissioner Woehr asked if permission has been granted from the Redevelopment Authority to place the end of the stairwell on their property. Mr. Kearns stated previously the refuse was to be placed in shared dumpsters currently in the area, but if additional privately held dumpsters develop, they would need to be screened. Director Ostrowski explained minor amendments are things that may come up during the project. Furthermore Director Ostrowski clarified that the Redevelopment Authority has approved the agreement.

Commissioner Ryan asked if lighting on the front of the building was included in the façade plans, to which Mr. Kearns stated it has not been listed in the grant request. Joel Berens, representing the property owner, added the plan is to fix the existing lighting back to its working condition. Commissioner Ryan then asked about the masonry work on the backside of the structure, to which Mr. Berens clarified masonry work is needed around window openings and to create the new second story door. Director Ostrowski provided Mr. Ryan with a copy of the original façade grant plan and rendering that was approved on July 9, 2014.

Mr. Kearns asked for further details regarding the materials used for the rear stairwell, to which Mr. Berens stated the stairwell is a black metal. He went on to describe the increased cost for the stairwell was due to State requirements for footings. Commissioner Stroik asked if the covered roof area would be used year-round, to which Mr. Berens stated it could be.

**Motion by Commissioner Ryan to approve the request from Scott Gulan, representing Guu Inc., for an amendment to the façade improvement grant contract for an additional \$11,027.53 worth of funds, relating to exterior building work at 1140 Main Street (Parcel ID 2408-32-2029-31) with the following conditions:**

- **Lighting above the existing awning on the south façade shall be repaired and restored to its original functioning state.**
- **Refuse and garbage containers shall be screened using vegetation or fencing, with materials and design to be submitted for review and/or approval by the HP/DRC chairperson and designated agent.**
- **Updated proof of insurance shall be submitted.**
- **The chairperson and designated agent shall have the authority to review and/or approve minor amendments to the project.**
- **Double hung second floor windows shall be installed where possible.**
- **Windows shall consist of wood and shall be permitted to be wrapped in aluminum cladding.**

- All windows shall be clear and transparent except that on the south façade they shall be permitted to have a tint.
- All windows and doors, commercial and/or residential, including window trim shall match in color and be approved by the HP/DRC chairperson and designated agent.
- Gliding/sliding windows shall be installed along the east building façade.
- Windows and doors shall match that of the original window design.
- The applicant shall supply additional details regarding the stairwell, including designs, materials, color, and etcetera to be approved by the HP/DRC chairperson and designated agent.
- All window shall match that exactly of the window opening, except that on the north façade renovations activities may incorporate creating new window and door openings to be approved by the HP/DRC chairperson and designated agent.
- All work shall be completed within one year.
- Project must adhere to Façade Improvement Grant Program Guidelines.
- No funds shall be disbursed until project is fully completed.
- The maximum City participation shall not exceed \$28,706.98 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:

Improvement Activity	Proposed Matching Grant Assistance
First Floor Storefront Windows - 3 (South Façade)	\$4,177.11
Storefront Doors - 2 (South Façade)	\$2,628.39
Second Story Windows - 3 (South Façade)	\$3,733.68
Second Floor Windows - 2 (North Façade)	\$1,422.67
Entrance Door - 1 (North Façade)	\$339.23
Side Windows - 4 (East Façade)	\$1,628.39
Exterior Stairwell (North Façade)	\$8,750.00
Staining Mahogany Wood Doors & Windows	\$1,727.50
New Exterior Trim	\$1,050.03
Masonry Work	\$3,250.00
<b>TOTAL</b>	<b>\$28,706.98</b>

**seconded by Commissioner Siebert. Motion carried 5-0.**

3. Request from Golden Sands Resource Conservation & Development Council, for design review of the greenspace currently north of the Fox Theater and Children’s Museum.

Director Ostrowski explained that there is vacant area, approximately 50 feet by 100 feet, exposed after the razing of the mall, north of the Fox Theater. A preliminary plan has received approval from the Redevelopment Authority. This is now the final plan for the area. The plantings and structures plan to be donated.

Commissioner Ryan asked if the structure would be moveable if and when the Fox Theater expands. Director Ostrowski pointed out the structure could be moved.

Commissioner Baldischwiler asked if the project was mainly landscaping and what was the time frame for installation, to which Director Ostrowski stated it is mainly landscaping, and the timeline for construction is early May. Lastly, a non-profit organization has been set up to continue to maintain the property.

**Motion by Commissioner Siebert to approve the request from Golden Sands Resource Conservation & Development Council, for design review of the greenspace currently north of the Fox Theater and Children’s Museum with the following conditions:**

- **Staff and the chairperson shall have the ability to approve minor changes to the design.**
- **Staff and the chairperson shall have the ability to approve materials and design of benches, tables, chairs, lights, and the pavilion/pergola.**

**seconded by Commissioner Baldischiler. Motion carried 5-0.**

4. Adjourn.

**Meeting adjourned at 5:02 p.m.**

# Administrative Staff Report



**Signage Request  
Design Review  
1201 Water Street  
May 6, 2015**

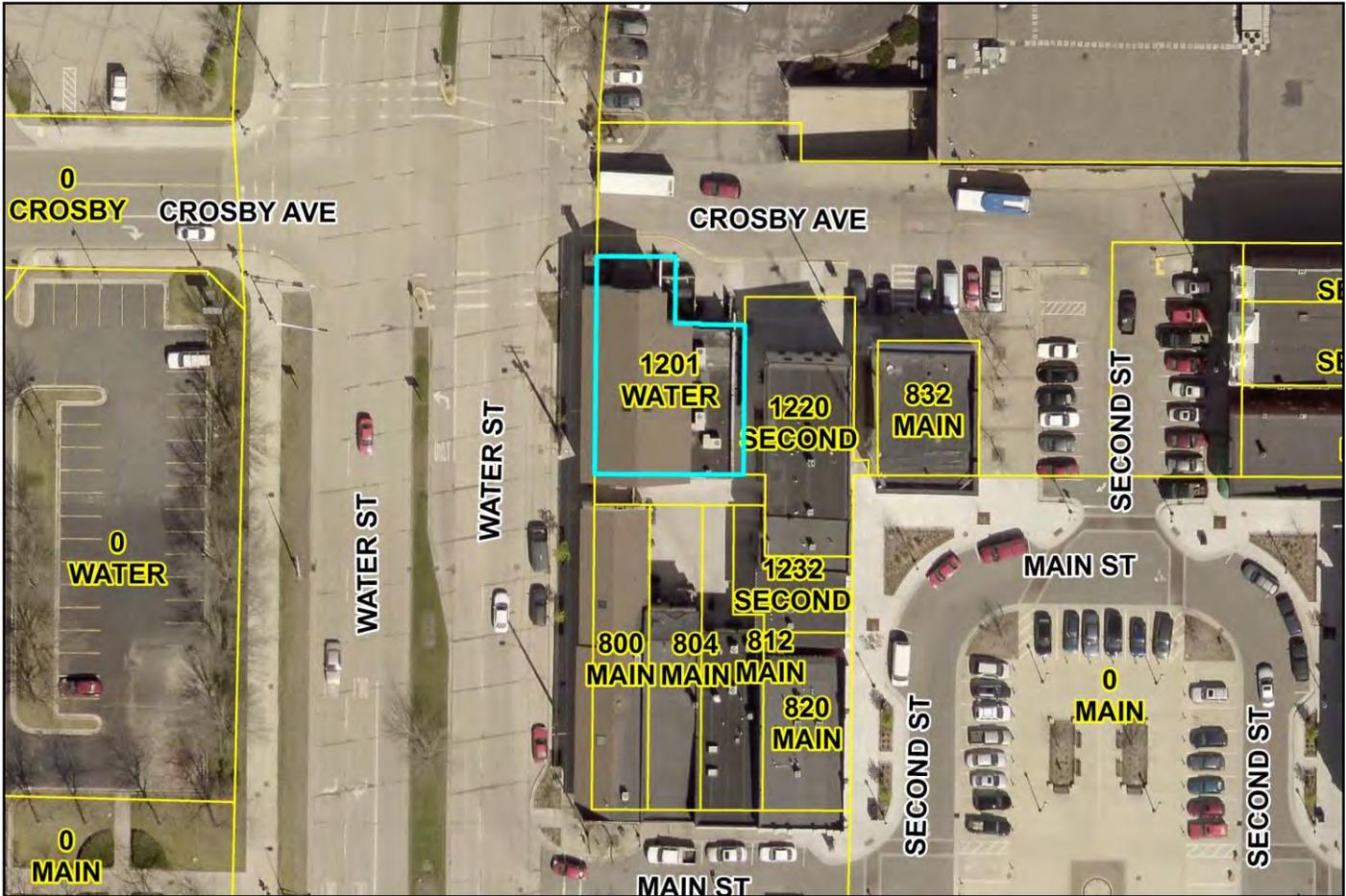
**Department of Community Development  
1515 Strongs Avenue, Stevens Point, WI 54481  
Ph: (715) 346-1568 - Fax: (715) 346-1498**

<p><b>Applicant(s):</b></p> <ul style="list-style-type: none"> <li>Sunset Point Winery, LLC</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>2408-32-2016-03</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 – NA</li> </ul> <p><b>Lot Information:</b></p> <ul style="list-style-type: none"> <li>Actual Frontage: 86 feet</li> <li>Effective Depth: 51 feet</li> <li>Square Footage: 4,386</li> <li>Acreage: 0.101</li> </ul> <p><b>Structure Information:</b></p> <ul style="list-style-type: none"> <li>Year Built: addition 1929 (86 years)</li> <li>Number of Stories: 2</li> </ul> <p><b>Current Use:</b></p> <ul style="list-style-type: none"> <li>Commercial</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 Don and Kelly Guay, representing Sunset Point Winery, LLC, for design review approval of a freestanding sign, projecting signs, window graphics, and a temporary sign at <b>1201 Water Street (Parcel ID 2408-32-2016-03)</b>.</p> <p><b>Attachment(s)</b></p> <ul style="list-style-type: none"> <li>Property Data</li> <li>Application</li> <li>Renderings</li> </ul> <p><b>City Official Design Review / Historic District</b></p> <ul style="list-style-type: none"> <li>Mathias Mitchell Public Square District</li> <li>Downtown Design Review District</li> </ul> <p><b>Staff Recommendation</b></p> <p>Based on the findings below, staff would recommend approval of the freestanding sign, projecting signs, sign graphics and temporary banner with following conditions:</p> <ol style="list-style-type: none"> <li>Freestanding sign lettering shall not exceed 32 square feet.</li> <li>Projecting signs shall not exceed 16 square feet in sign area.</li> <li>Projecting signs must maintain a minimum clearance between the bottom of the sign and finished grade of 8.5 feet.</li> <li>Projecting signs may extend to a point not more than 2 feet in from the face of the curb, or 5 feet from the building, whichever is less.</li> <li>Projecting signs shall maintain a 90 degree angle from the building wall unless located on a corner.</li> <li>No part of a projecting sign shall extend above a second story window sill line.</li> <li>The applicant shall install an exterior frame, matching the color and materials of the west door frame, around the west door to cover the exposed wood and insulation.</li> <li>The applicant shall submit details regarding the temporary signs, including sign size, materials, and time when placed, to be approved by the chairperson and designated agent</li> <li>One temporary sign shall be allowed per business location.</li> <li>Temporary signs and graphics may only be in place during the time</li> </ol>
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period of the condition or event it is advertising or a 3 week period, whichever is less.

- 11. Temporary signs and graphics shall be made of weatherproof materials.
- 12. Temporary signs shall not be permitted above the first story of a façade.
- 13. The chairperson and designated agent shall have the authority to approve minor changes to the signs.

### Vicinity Map



### Scope of Work

Don and Kelly Guay, representing the business (Sunset Point Winery LLC), are requesting design review approval for a freestanding sign and projecting signs at 1201 Water Street, which falls within the Mathias Mitchell and Design Review Historic districts. A signage rendering package has been submitted and is attached. In summary, lettering is proposed to be changed on an existing freestanding sign, two projecting signs of similar design are proposed on existing support frames, window graphics along the west façade are proposed, and a temporary grand opening banner is requested. Specific details regarding the signs are below, along with review of the ordinance and design guidelines pertaining to the request.



Freestanding Sign Lettering

Color: Black

Size: Match existing

Materials: Match Existing

Lettering/logo: "Sunset Point Winery"

Two Projecting Signs

Size: 4' by 2.5' (10 s.f.)

Materials: Painted Wood

Lettering/Logo: "Sunset Point Winery &amp; Tasting Room"

Frame: Existing Black Chain Supports

Temporary Banner

Time: Labor Day Weekend

Color: Red &amp; White

Lettering/logo: "Grand Opening"

Window Graphics

Color: Purple, White &amp; Orange

Size: Fit entire existing window space

Material: Perforated window vinyl

Lettering/logo: "Sunset Point Winery"

## CHAPTER 22: HISTORIC PRESERVATION

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.*

## Standards of Review

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### 1. Freestanding Sign

**Analysis:** Sign lettering size for the proposed and existing black lettering has not been provided. Freestanding signs shall not exceed 32 square feet in sign area.

**Findings:** Staff recommends the total freestanding sign lettering not exceed 32 square feet.

### 2. Projecting Signs

**Analysis:** Details regarding projecting sign height, projection and clearance have not been provided.

**Findings:** Staff would recommend the projecting signs meet the following ordinance requirements:

1. Projecting signs shall not exceed 16 square feet in sign area.
2. Projecting sign must maintain a minimum clearance between the bottom of the sign and finished grade of 8.5 feet.
3. Projecting signs may extend to a point not more than 2 feet in from the face of the curb, or 5 feet from the building, whichever is less.
4. Projecting signs shall maintain a 90 degree angle from the building wall unless located on a corner.
5. No part of a projecting sign shall extend above a second story window sill line.

### 3. Window Graphics

**Analysis:** The proposed door for window graphics was approved by staff and the chairperson of the Commission during installation. Furthermore the door was an extension of an existing window. Window graphics shall not exceed 25 percent of the total window area.

**Findings:** The applicant is requesting for graphics to cover the entire entrance window area to prevent patrons on the street from viewing the operations within the business. Furthermore, the applicant has indicated that the door is utilized as a service door for staff to transport goods and equipment. Staff recommends allowing the full window graphics, as no other graphics are requested on windows. In addition, staff would require the additional condition:

1. The applicant shall install an exterior frame, matching the color and materials of the west door frame, around the west door to cover the exposed wood and insulation.



### 4. Temporary Sign

**Analysis:** Temporary signs and graphics are subject to the design standards of permanent signs except where noted. Specifics regarding the temporary sign have not been provided.

**Findings:** Staff would recommend the applicant submit details regarding the temporary signs, including sign size, materials, and time when placed, to be approved by the chairperson and designated agent. In addition, the following are recommended:

1. One temporary shall be allowed per business location.
2. Temporary signs and graphics may only be in place during the time period of the condition or event it is advertising or a 3 week period, whichever is less.
3. Temporary signs and graphics shall be made of weatherproof materials.
4. Temporary signs shall not be permitted above the first story of a façade.

## Guidelines of Review

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### Signs (Stevens Point Design Guidelines Sec. 4.4)

1. The request for design review meets all applicable requirements of the sign regulations of the City of Stevens Point.

**Analysis:** Several details regarding signs have not been provided and therefore staff has recommended applicable requirements for each sign type.

**Findings:** See appropriate conditions above placed upon the approval.

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

**Analysis:** The request involves reutilizing an existing freestanding sign and projecting sign supports. The majority of the surrounding property is commercial or office, with parking.

**Findings:** The proposed signs are not overly large or prolific in design and therefore should complement the building and use without negatively affecting the historic character of the building and district.

- 3. 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.

**Analysis:** The freestanding sign letters will likely be a synthetic material which is attached to the masonry sign façade. Projecting signs are proposed to be wood.

**Findings:** The proposed signs compliment the historic character found within downtown and the materials found on the building.

Based on the findings above staff would recommend approving the freestanding sign, two projecting signs, window graphics, and temporary sign at 1201 Water Street, subject to the conditions summarized on page 1.

## Photographs



Name and Address		Parcel #	Alt Parcel #	Land Use
Great Setter Properties LLC 1497 Sunny Crest Dr Stevens Point, WI 54482		240832201603	240832201603	Store, Retail
		Property Address		Neighborhood
		1201 Water St		Cntrl Bus & 2nd St area(Comm)
		Subdivision		Zoning
Display Note	S E & Other Plat		B3-CENTRAL BUSINESS	

**OWNERSHIP HISTORY**

Owner	Sale Date	Amount	Conveyance	Volume	Page	Sale Type
Great Setter Properties LLC	10/7/2014	\$245,000	Warranty Deed	800209		Land & Build.
Bakery Point II LLC	2/15/2008	\$305,000	Quit Claim Deed	714053		Land & Build.
William Yudchitz	2/15/2008	\$305,000	Quit Claim Deed	714052		Land & Build.
Baker's Square LLC	12/26/2001	\$95,000	Warranty Deed	600195		Land & Build.

**SITE DATA**

**PERMITS**

Actual Frontage	Effective Frontage	Effective Depth	Square Footage	Acreage	Date	Number	Amount	Purpose	Note
86.0	86.0	51.0	4,386.0	0.101	4/13/2006	33870	\$500	099 Sign	Earth Wonders-Ste D
					5/25/2005	33198	\$500	099 Sign	
					10/21/2004	32829	\$500	099 Sign	Lil' Duckling Baby Bou
					7/2/2003	31692	\$0	099 Sign	Heaven in a Hand Bas
					11/26/2002	31248	\$200,000	042 Interior Renov/Re	
					7/17/2002	30919	\$1,250	099 Sign	

**2014 ASSESSED VALUE**

Class	Land	Improvements	Total
(2) - B-Commercial	\$28,900	\$245,200	\$274,100
<b>Total</b>	<b>\$28,900</b>	<b>\$245,200</b>	<b>\$274,100</b>

**LEGAL DESCRIPTION**

LOT 1 & W 7 1/2' OF S 86' OF LOT 2 & W 42 1/2' OF N 46' OF LOT 2 BLK 3 EXC PRT SOLD WELTMAN-221/210 S E & 0 ADD 800209

**PROPERTY IMAGE**

**PROPERTY SKETCH**



Name and Address		Parcel #	Alt Parcel #	Land Use
Great Setter Properties LLC 1497 Sunny Crest Dr Stevens Point, WI 54482		240832201603	240832201603	Store, Retail
		Property Address		Neighborhood
		1201 Water St		Cntrl Bus & 2nd St area(Comm)
		Subdivision		Zoning
Display Note	S E & Other Plat		B3-CENTRAL BUSINESS	

**BUILDING SUPERSTRUCTURE DATA**

Bldg	Sec	Occupancy	Year	Area	Framing	Hgt
1	1	Store, Retail (C avg)	1929	5,520	Masonry - Avg	10
1	2	Store, Retail (C avg)	1986	1,044	Masonry - Avg	10

<b>Total Area</b>	6,564
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**BASEMENT DATA**

**COMPONENTS**

Bldg	Sec	Adjustment Description	Area	Bldg	Sec	Component Description	Area
1	1	Store, Retail - Unfin Bsmnt	1,200				

**DETACHED IMPROVEMENTS**

Structure	Year Built	Square Feet	Grade	Condition

**SITE IMPROVEMENTS**

**STRUCTURE DATA**

Site Improvement	Units	Age	35
		Year Built	1929
		Eff. Year	1980
		One Bedroom	
		Two Bedroom	
		Three Bedroom	
		Total Units	
		Stories	2.00
		Business Name	Bakery Point Offices



# HISTORIC PRESERVATION/ DESIGN REVIEW COMMISSION

## APPLICATION FOR DESIGN REVIEW

### ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Assigned Case Manager	
Associated Permits or Applications (if any)				Pre-Application Conference Date	
Decision		Date Reviewed		Staff Signature	
Notes:					

### APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/> )	
Applicant Name	Sunset Point Winery, LLC	Contact Name	Kelly Guay
Address	1201 Water Street	Address	1497 Sunny Crest Drive
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	Stevens Point, WI 54482
Telephone	715-544-4832	Telephone	715-213-0478
Fax	n/a	Fax	n/a
Email	donandkellyguay@gmail.com	Email	donandkellyguay@gmail.com

### OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? <input type="checkbox"/> )		PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed)	
Owner's Name	Great Setter Properties, LLC	Owner's Name	Don and Kelly Guay, Gary Johnson
Address	1201 Water Street	Address	1497 Sunny Crest Drive
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	Stevens Point, WI 54482
Telephone	715-544-4832	Telephone	715-544-4832
Fax	n/a	Fax	n/a
Email	donandkellyguay@gmail.com	Email	donandkellyguay@gmail.com

### PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
240832201603		
Legal Description of Subject Property		
Lot1&W 7 1/2' of S 86' LOT 2 & W 42 1/2' OF NO 46' OF LOT2 BLK 3 EXC PRT SOLD WELTMAN - 221/210 SE & O ADD 600195714052714053		
Area of Subject Property (Acres/Sq Ft)	Area of Building or Structure (Sq Ft)	
4386 sqft, 0.10 acres	3806 sqft - ground level, 2780 sqft - upper level	

Current Zoning District(s)		Current Historic District(s) - Local, State, National	
B3		Design Review District	
Designated Future Land Use Category	Current Use of Property	Proposed Use of Property	
Downtown District	Manufacturing and Retail	Manufacturing and Retail	
Briefly describe the proposed building, structure construction, reconstruction or exterior alteration. Please also provide rationale for the design review request, along with the time schedule (if any) for the project. (Use additional pages if necessary)			
See attached Power Point with the proposed changes. We are opening a new business and need some new signs. Also for consideration, a temporary banner for our Grand Opening weekend and bistro tables for outdoor seating on our property and on the sidewalk on the west side of the building.			
Will the proposed work detrimentally change, destroy or adversely affect any exterior architectural features of the improvement upon which said work is to be done?			
No			
Does the proposed work match and harmonize with the external appearance of adjacent neighboring improvements.			
Yes			
Does the proposed work conform to the objectives of the historic preservation plan for said district (if any)?			
Yes			
Does the proposed work conform with the architectural design guidelines with emphasis on contextual issues including compatibility of size, volume proportions, rhythm, materials, detailing, colors, and expressiveness? (Historic Design Guidelines can be found at <a href="http://www.stevenspoint.com">www.stevenspoint.com</a> )			
Yes			

**EXHIBITS**

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

**CERTIFICATION AND SIGNATURE**

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

Signature of Applicant	Date	Signature of Property Owner(s)	Date
<i>Kelly L. Guay</i>	4/16/15	<i>Kelly L. Guay</i> Don Guay	4/16/15

Sunset Point Winery, LLC  
Don and Kelly Guay  
1497 Sunny Crest Drive  
Stevens Point, WI 54482  
715-544-4832  
[donandkellyguay@gmail.com](mailto:donandkellyguay@gmail.com)



April 16, 2015

Alderman Mike Wiza  
717 Franklin Street  
Stevens Point, WI 54481  
715-341-1136

RE: New Micro Winery in Downtown Stevens Point, External Changes Request

Dear Alderman Wiza:

Sunset Point Winery, LLC would like to start up a hand-crafted micro-winery and tasting room in downtown Stevens Point at Bakery Point II located at 1201 Water Street. We, the proprietors, Don and Kelly Guay would like to put up signage on the building and property. It will comply with current Historical District designations. Please see attached file with some pictures of what is proposed.

Thank you for your time.

Sincerely,

*Kelly L. Guay*

Don Guay and Kelly Guay



HPDRC Application Information –  
External Design Changes

4/15/15

# East & West Pillar Lettering



- Current lettering “Bakery Point” – Proposal to have “Sunset Point” – matching the existing font

# North & South Pillar Lettering



- Currently no lettering – Proposal to have WINERY matching the current lettering on these two sides

## Double doors on Water Street

- Proposed logo on the glass that will be removable...but provides privacy to our wine making space from the outside looking in. Made out of perforated window vinyl.



# Proposed Signs for the two hangers (existing)



- Proposed sign – made out of wood. Lettering and logo will be painted. Size roughly 4' x 2.5'

# Location of temporary banner for Grand Opening – Labor Day weekend



# Proposed Location for some bistro style sidewalk tables



- This area would probably have about 6 tables, 2 on the property in the fence and 4 along the sidewalk