

Note: The location of the meeting has changed.

**\*AMENDED AGENDA\***  
HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

Wednesday, November 4, 2015 – 4:30 PM

**\*NEW LOCATION\***

**Portage County Annex Building**

**Conference Room 1 & 2 (1st Floor)**

**1462 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 reports of the September 2, 2015, Special September 16, 2015, and October 7, 2015 HP/DRC Meetings.
2. Request from Eric and Alicia Skrenes for design review to install an entry door at **1408 Clark Street (Parcel ID 2408-32-1006-16)**.
3. Request from Eric Yonke, representing the property owner, for design review to demolish a garage and create a parking area at **1408-10 College Avenue (Parcel ID 2408-32-1004-06)**.
4. Request from Candlewood Property Management LLC for design review to replace porches at **1517 Main Street (Parcel ID 2408-32-1006-02)**.
5. Request from Sentry Insurance to expand a parking lot at **1421 Strongs Avenue (Parcel ID 2408-32-2024-06)**.
6. Request from Peter Spencer for design review to install external sign lighting at 924 Clark Street **(Parcel ID 2408-32-2018-16)**.
7. Adjourn.

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Any person who has special needs while attending these meetings or needs agenda materials for these meetings should contact the City Clerk as soon as possible to ensure that a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715)346-1569, TDD# 346-1556, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

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REPORT OF THE HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

Wednesday, September 2, 2015 –4:30 p.m.

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

PRESENT: Chairperson Lee Beveridge, Alderperson Garrett Ryan, Commissioner Tim Siebert, Commissioner Sarah Scripps, and Commissioner Bob Woehr.

ABSENT: Commissioner Tom Baldischwiler and Commissioner Joe Debauche

ALSO PRESENT: Director Ostrowski, Associate Planner Kyle Kearns, Comptroller/Treasurer Corey Ladick, Alderperson Kneebone, Dale Warner, Jeff Peterson, Brandi Makuski, Jackson Case, Andrew Green, and Jonathan Vauer.

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INDEX:

Discussion and possible action on the following:

1. A physical inspection of the site described below by the Commission will take place at **4:00 PM**:
  - The first and only site to be inspected will be 1055 Main Street;

Following the site inspection referenced above, the Commission will convene its formal meeting at **4:30 PM** in the City Conference Room, 1515 Strongs Avenue for discussion and possible action on the following:

2. Approval of the report from the July 1, 2015 HP/DRC meeting.
3. Request from Jeff Peterson, representing the property owner, for design review approval to construct an addition at **2101 Clark Street (Parcel ID 2408-33-2006-04)**.
4. Façade Improvement Grant Program summary.
5. Request from DBGreen LLC., for façade improvement grant funds in the amount of \$119,445.00 and design review for exterior building work at **1055 Main Street (Parcel ID 2408-32-2026-11)**.
6. Design Guideline review relating to regulating paint color.
7. Adjourn.

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Discussion and possible action on the following:

1. A physical inspection of the site described below by the Commission will take place at **4:00 PM**:
  - The first and only site to be inspected will be 1055 Main Street;

Following the site inspection referenced above, the Commission will convene its formal meeting at **4:30 PM** in the City Conference Room, 1515 Strongs Avenue for discussion and possible action on the following:

2. Approval of the report from the July 1, 2015 HP/DRC meeting.

**Motion by Commissioner Siebert to approve the minutes of the July 1, 2015 HP/DRC meeting; seconded by Commissioner Scripps.**

Commissioner Woehr stated a correct on page two of the minutes, clarifying he was not the one who read a portion of the Design Guidelines, but instead asked another Commissioner to read them. Economic Development Specialist Kyle Kearns stated that change would be noted.

**Motion carried 5-0.**

3. Request from Jeff Peterson, representing the property owner, for design review approval to construct an addition at **2101 Clark Street (Parcel ID 2408-33-2006-04)**.

Jeff Peterson, J. L. Peterson Builders, explained the addition is attached to the house through an existing porch.

Commissioner Woehr asked if any type of zoning permit would be needed to which Director Ostrowski stated no, the zoning is ok. He then asked if the siding would match the rest of the home, to which Mr. Peterson stated yes and they do not see any issues with the other conditions listed in the staff report.

Commissioner Siebert asked how much space will be between the south side of the home and the north side of the garage, to which Mr. Peterson stated less than 10 feet, so a firewall will be required, and all the exterior materials will match to the rest of the house.

**Motion by Alderperson Ryan to approve the request from Jeff Peterson, representing the property owner, for design review approval to construct an addition at 2101 Clark Street (Parcel ID 2408-33-2006-04 with the following conditions:**

- **Columns at the addition entrance shall match those found at the front of the home, without stone.**
- **The overhang at the entrance of the addition shall be shingled.**
- **Trees shall not be removed during the construction of the addition.**
- **Building codes and zoning ordinance requirements shall be met.**
- **All applicable building permits shall be obtained.**

Commissioner Beveridge asked if the windows on the house were all original, Mr. Peterson answered that they have been replaced. Mr. Warner added that the house does have a variety of different style grids to it, but the plan is to match the windows to the patters that are existing in the area of the addition.

**Seconded by Commissioner Siebert.**

Commissioner Beveridge asked what type of material is the siding, to which Mr. Peterson answered a vinyl shake.

Commissioner Woehr asked if there is an issue with any of the trees on site due to staff recommendations to not remove any of the trees, to which Mr. Warner stated there is a plum tree which is about 10-15 feet tall that is in the foot print of the addition, which would need to be removed.

**Aldersperson Ryan amended his motion to approve the request from Jeff Peterson, representing the property owner, for design review approval to construct an addition at 2101 Clark Street (Parcel ID 2408-33-2006-04 with the following conditions:**

- **Columns at the addition entrance shall match those found at the front of the home, without stone.**
- **The overhang at the entrance of the addition shall be shingled.**
- **Trees shall not be removed during the construction of the addition with the exception of the plum tree located by the garage.**
- **Building codes and zoning ordinance requirements shall be met.**
- **All applicable building permits shall be obtained.**

**Seconded Commissioner Siebert.**

**Motion carried 5-0.**

4. Façade Improvement Grant Program summary.

Economic Specialist Kyle Kearns explained we have allocated approximately \$172,059 so far leaving us with \$172,490 left in the fund. The next agenda item involves a large request, which would likely take up the majority of the remaining funds. We still have had interest from other applicants downtown that would like to do Façade Improvement Grant Program projects in the future. At this point we have not talked to Common Council to see if funds could be replenished, but that is an option as well.

Commissioner Scripps asked if council would replenish the same amounts, to which Director Ostrowski answered there are 3-4 projects that may be requested, one of which that is not downtown, but definitely an historic structure which may be a large project as well.

5. Request from DBGreen LLC., for façade improvement grant funds in the amount of \$119,445.00 and design review for exterior building work at **1055 Main Street (Parcel ID 2408-32-2026-11).**

Commissioner Siebert feels that the effort to restore this building as close to original is great, and he is ok with the project. Commissioner Beveridge agreed.

Commissioner Scripps asked why the request is for \$90,000, to which Director Ostrowski explained this building meets all the goals set forth by the grant. The building is in three sections and has two facades. Jackson Case of Guzman Case asked why the city would only put forth \$90,000, to which Director Ostrowski explained that the building can be separated into three separate fronts. In that

case the façade improvement grant funds allows for a maximum of \$30,000 per building, and with the multiple fronts the argument can be made for \$90,000 and that since it has been vacant for so long this improvement will help in filling it. Mr. Case then asked if the approval from the Historic Preservation was received, would there still be a need to go before the Common Council, to which Director Ostrowski stated yes any approvals above the \$30,000 maximum would still need the finance and council's approval.

Commissioner Woehr asked Mr. Green if the \$90,000 would be able to still have the project move forward, to which Mr. Green stated as long as the bids are reduced. Mr. Case pointed out this is a large scale structure downtown, the owner wants to restore it historically correct, and there will be lots of dollars invested into this project. Mr. Green added nothing really needs to be done to the façade, but the building will be a center piece of the downtown.

Commissioner Beveridge emphasized the guideline is a maximum of \$30,000 per building, and anything beyond that is approved by finance and the common council.

Economic Development Specialist Kyle Kearns reminded the Commission that one bid has been received for the project activities thus far. The requirement of the grant is to receive two bids. Typically in the past, the lower of the bids have been approved based on the staff recommendations. With the significance of this project and the additional funds, staff is making the recommendation to get three bids. Again with that being said, we have the condition that the lowest of the bids or the bids would be reviewed by the chairperson and staff to ensure that the work being performed is comparable in the marketplace.

Mr. Case argued that staff recommends a second bid or multiple bids, and on the next page it states a minimum of three bids. In the process of renovation there is not a well defined scope of work and it changes as the project goes on. To obtain a second comparable bid is not really possible.

Commissioner Beveridge responded that the commission is aware of that, and would approve based on the plan provided, but is flexible based on what is found as the project develops. Mr. Kearns added that the bids give the commission a starting place and is flexible within reason, but this is what the application process requires and has done for all other applicants. Alderperson Ryan pointed out that Guu's renovations are a good example and that they did have to come back for some amendments as the project continued, Mr. Kearns added the initial request was for the front façade, and they did come back for approval to the rear façade.

Mr. Case clarified they are possibly in the position to receive the grant for \$90,000, however, a second or third proposal is still going to be above the amounts of the total cost of the project, so he asked what is gained by having the bids required. Director Ostrowski explained the requirement for two bids is outlined in the design guideline requirements that were approved by Common Council. Council has given the authority to the Historic Preservation Commission to issue these funds without going back for approval unless there are certain criteria, such as exceeding the maximum, extraordinary condition such as not wanting to get two bids.

Commissioner Siebert asked if we could recommend two bids at the Historic level, to which Director Ostrowski stated yes.

Aldersperson Ryan asked if Mr. Green called a contractor for other bids, would it not give him an advantage to possibly get a better deal, to which Mr. Case stated there is more than one way to bid a project. With the work he is doing on bidding this project, we would work through a process where payments are made on invoices plus a percentage instead of a cost basis. The design build works in a way that the best product is created for the best price and the project actually costs less.

Commissioner Woehr asked if there were additional bids, the project would have to be specifically laid out as to the work to be completed, to which Director Ostrowski stated yes.

**Motion by Commissioner Siebert to approve the Request from DBGreen LLC., for façade improvement grant funds in the amount of \$119,445.00 and design review for exterior building work at 1055 Main Street (Parcel ID 2408-32-2026-11) with the following conditions:**

- Type N mortar as defined by the American Society for Testing and Materials (ASTM) shall be used, matching in color and texture to the original mortar.
- The applicant shall inform the designated agent of any changes to window and door activities prior from occurring, upon which the chairperson and designated agent shall have the authority to review and approve changes.
- Windows and doors shall be of a clear/transparent finish, more so resembling the original glass, except for windows and doors along the south façade which would be permitted to have a limited tint due to the high exposure of the sun.
- The applicant shall submit window and door trim color to be reviewed and approved by the chairperson and designated agent. The color shall be consistent for all window and door trim on the building.
- New windows and doors shall be of the same design and material as originals being restored.
- Mechanical equipment located on the first floor rooftop (rooftop deck) shall be screened using fencing to be reviewed and approved by the chairperson and designated agent.
- The applicant shall submit details regarding rooftop fencing, i.e. height, color, etc. to be reviewed and approved by the chairperson and designated agent.
- Fence supports should be fastened to the façade within brick mortar.
- All windows shall match exactly the window opening.
- Due to the cost of the project and the request to secure funds over the \$30,000 maximum, a minimum of two bids shall be submitted for the proposed activities. Both bids shall list detailed components for each project activity.
- All work shall be completed within one year, with extensions up to one additional year to be approved by the chairperson and designated agent.
- Project must adhere to Façade Improvement Grant Program Guidelines.
- No funds shall be disbursed until project is fully completed.

- The chairperson and designated agent shall have the authority to review and /or approve minor amendments to the project.
- The maximum City participation shall not exceed \$90,000. Individual line items shall be reviewed and approved upon receiving the additional bids.

Mr. Green asked if more funds were made available, would he then have to come back through the approval and design process, to which Director Ostrowski stated yes if there are funds available it will need to come back to the Historic Preservation Commission, Finance, and Common Council for approvals. Mr. Kearns added that a contract amendment would be needed at that time as well.

**Seconded by Commissioner Woehr. Motion carried 5-0.**

6. Design Guideline review relating to regulating paint color.

Mr. Kearns explained this discussion came up at the last commission meeting. He had reached out to the State of Wisconsin regarding feedback for regulating paint color. The State identified only two communities that regulate paint colors and that was for painting of buildings only. The articles provided by the state were very vague in nature and were directed more to the property owner than to a regulation by commission. As it sits now within our guidelines, paint is not recommended to be regulated, but we do have flexibility for awnings and signs. At the end of the packet there have been some historic color palettes provided from Sherwin Williams which allow for regulation based on type of architecture and type of design. If the commission wanted to regulate paint, you could adopt these color palettes.

Commissioner Siebert pointed out that we have regulated paint in the past, to which Director Ostrowski pointed out that was prior to the updated design guidelines. He also pointed out that the state does not regulate paint.

Mr. Kearns recommended that if paint is regulated, we must reference a color palette due to the review being arbitrary and at the discretion of the Commission.

Commissioner Woehr asked what was the City Attorney's opinion regarding dictating color. Director Ostrowski stated there would have to be an amendment to the Design Guidelines and a palette of color provided. Commissioner Scripps asked how specific does the color have to be, to which Director Ostrowski stated the same shade or similar.

Mr. Kearns clarified you typically decide paint based on the architecture of the building, the era the building was constructed, furthermore identifying what are the types of color palettes that existed with that building and era. He finished identifying this method will take a great deal of staff time to research colors, architecture, etc. Director Ostrowski added the other thing to consider is new buildings, and what would be expected of them.

Commissioner Beveridge stated he is having a hard time understanding why are the other Historic Commissioners not regulating paint colors. Director Ostrowski answered that the State commented that paint can be changed easily.

Aldersperson Ryan asked if we could use general wording verses having direct and specific language.

Commissioner Scripps asked if there was wordage as to how the other municipalities addressed the color issue. Mr. Kearns stated he called a community and found paint to be regulated similarly to how this commission operated previously, which was at the digression of the commission, with no paint palette cited.

Director Ostrowski stated that staff can draft some examples of the wording if that is what the commission would like. He added that we do have a resource called the American Planning Service which can do some of the research for us. Commissioner Siebert and Commissioner Scripps agreed that would be great to do before we push through regulations.

Mr. Green stated from a business owner and investor in the downtown, he does not want a bad color to be next to his building considering the funding it will cost him to restore it.

7. Adjourn.

**Adjourn 5:38 pm.**

REPORT OF THE HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

Wednesday, September 16, 2015 –4:30 p.m.

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

PRESENT: Chairperson Lee Beveridge, Alderperson Garrett Ryan, Commissioner Tim Siebert, Commissioner Sarah Scripps, Commissioner Tom Baldischwiler, Commissioner Joe Debauche and Commissioner Bob Woehr.

ALSO PRESENT: Director Ostrowski and Luke Hilgers.

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INDEX:

Discussion and possible action on the following:

1. Request from Luke Hilgers for design review to reconstruct a weakened portion of the façade at **1141-57 Main Street (Parcel IDs 2408-32-2026-01)**.
2. Adjourn.

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Discussion and possible action on the following:

1. Request from Luke Hilgers for design review to reconstruct a weakened portion of the façade at **1141-57 Main Street (Parcel IDs 2408-32-2026-01)**.

Director Ostrowski explained this was approved back in June of 2014 relating to the eastern façade. At that point it was anticipated that it would be replaced with similar type brick. Upon further review of the façade it was discovered there are significant issues which need to be repaired and addressed. The request is to install stone masonry, full length windows on the eastern elevation, and a synthetic boarder above windows to match that on the rest of the building. He continued stating that after speaking with Jackson Case, it was discovered that the brick is not tied to the structural portion of the building and that it is causing the façade to pull away from the building. The reason for incorporating stone is to avoid adding another brick layer of a different type/color. The stone would add a masonry element, but it would not add a different color of brick on the eastern façade.

Commissioner Siebert asked if the pillars could not be done in brick, to which Mr. Hilgers answered the architect suggested that the stone would add a more historic feel to it.

Commissioner Woehr clarified that there are two colors of brick on the building currently, and the stone would be a third color.

Director Ostrowski explained there would be three pillars on the east side, and staff recommends the brick would remain above the windows as opposed to carrying the board all the way around. Furthermore, there is no intention to re-install the awnings as they may have increased the decline of the façade.

Commissioner Beveridge asked if anyone else had similar issues with the brick pulling away. Director Ostrowski stated he has not seen it, but in speaking with Mr. Case, because the building doesn't have ties to support the brick to the structure it pulls away.

Commissioner Woehr asked if the staff recommendations were to continue the brick above the new window to which Director Ostrowski stated yes the face brick would remain on the portion above the windows.

Commissioner Siebert asked what is behind the face brick to which Director Ostrowski answered the original brick, which is full of mortar and glue. He continued identifying the design plan is to remove the face brick and apply the stone for the pillars. That would leave the remaining area which would be filled in by the glazing of the windows and if chosen, the commission can have the boarder wrap all the way around to the edge of the last pillar or it can remain brick.

Commissioner Woehr asked if the transom windows would be placed above the current panes now, to which Director Ostrowski stated correct. Commissioner Woehr stated originally the building had no windows at the lower level, but transoms on the east side and that would bring back some historical appearance to the building. He then asked if there was a desire to remove the north façade sign board, to which Mr. Hilgers stated no. Commissioner Woehr then asked if the boarder continues to the east façade would that tie the corner together.

Commissioner Beveridge asked if there was a reason why the transoms are only going to go on the south end of the east side, to which Director Ostrowski stated that is the only portion where the repair is needed. The extent of the repair is between the two outer columns.

Commissioner Scripps asked what the rational was for having the decorative sheathing to begin with. Director Ostrowski that was existing prior to Mr. Hilgers purchasing the building, but possibly for decorative purposes or for sign area. Commissioner Scripps asked if option B would be to extend that, to which Director Ostrowski stated correct.

Commissioner Siebert asked if the brick above was going to stay to which Mr. Hilgers stated yes.

Director Ostrowski stated staff's recommendation of the brick verses stone is not a strong recommendation, but has valid points and the boarder sign area can tie the building together.

Commissioner Woehr asked about staff recommendation on the pillars, to which Director Ostrowski stated it works and adds a different masonry element to it, there is similar stone across the street. It does not add another brick component and is contrasting as opposed to mixed appearance.

**Motion by Commissioner Siebert to approve the request from Luke Hilgers for design review to reconstruct a weakened portion of the façade at 1141-57 Main Street (Parcel IDs 2408-32-2026-01) with the following conditions:**

- **Window panes, and window framing shall match closely in texture, size, color, and material with the previous and/or existing glazing features.**

- Type N mortar be used and applied matching the existing mortar texture, color, width, strength.
- The chairperson and designated agent shall have the authority to approve amendments to minor project activities.
- Design option B shall be pursued as identified on the submitted renderings which includes the installation of stone masonry and decorative/synthetic board above transom windows.

Seconded by Alderperson Ryan. Motion carried 5-0.

2. Adjourn.

Adjourn 4:47 pm.

REPORT OF THE HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

Wednesday, October 7, 2015 –4:30 p.m.

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

PRESENT: Chairperson Lee Beveridge, Alderperson Garrett Ryan, Commissioner Tim Siebert, Commissioner Sarah Scripps, Commissioner Debauche and Commissioner Bob Woehr.

ABSENT: Commissioner Tom Baldischwiler

ALSO PRESENT: Director Ostrowski, Associate Planner Kyle Kearns, City Attorney Beveridge, Alderperson Kneebone and Scott Gulan.

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INDEX:

Discussion and possible action on the following:

1. Request from Scott Gulan, representing Guu Inc. for project review and release of façade improvement grant funds at **1140 Main Street (Parcel ID 2408-32-2029-31)**.
2. Request from the City of Stevens Point for a design review of a Cultural Commons at Pfiffner Pioneer Park, 1200 Crosby Avenue (Parcel ID 2408-32-2008-05).
3. Regulation of paint color by the Historic Preservation / Design Review Commission.
4. Adjourn.

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1. Request from Scott Gulan, representing Guu Inc. for project review and release of façade improvement grant funds at **1140 Main Street (Parcel ID 2408-32-2029-31)**.

Associate Planner Kyle Kearns explained that we have received some invoices and receipts for project related work, but they do not include the itemized labor and/or other details due to the contractor defaulting. There are submittals from the lumber company as well as from Point Title Company for payment draws for all work approved by the Historic Preservation / Design Review Commission. Staff has been on site several times and has confirmed that all activities have been completed. After confirming with the Comptroller/Treasurer we can reimburse based off of what was provided to us, if the commission approves. From a staff prospective Mr. Gulan has gone above and beyond to invest money and make sure this project is a success.

Scott Gulan stated he did the best he could to get detailed invoices for as much as possible, but the contractor has gone bankrupt and he is unable to get a hold of him, so he did his best to get documentation of materials list and cost.

Alderperson Ryan asked if all the work has been completed, to which Mr. Gulan stated yes.

**Motion by Alderperson Ryan to approve the request from Scott Gulan, representing Guu Inc. for project review and release of façade improvement grant funds at 1140 Main Street (Parcel ID 2408-32-2029-31) in the amount of \$30,000; seconded by Commissioner Siebert.**

Commissioner Woehr asked if the reimbursement is contrary to the Common Council approval, if the commission would want to add that the comptroller approve prior to the money being released, to which Director Ostrowski stated he does prior to payments from the façade grant anyway.

Mr. Kearns explained that the meeting with the comptroller/treasurer included a request to provide receipts and documentation of payments, a memo from staff that identified the problem at hand, and a motion from the Historic Preservation Commission.

**Motion carried 5-0.**

2. Request from the City of Stevens Point for a design review of a Cultural Commons at Pfiffner Pioneer Park, 1200 Crosby Avenue (Parcel ID 2408-32-2008-05).

Director Ostrowski explained that the Plan Commission and Park Board have approved the concept regarding this pocket park just north of the pond. There may be some deviation as to what sculptures, plantings, and kiosks would go within the Cultural Commons. Essentially the project is a cooperative between the Stevens Point Rotary Club and the three Sister Cities. The reason this is before you is that the park is within the Historic Preservation District. Essentially the three Sister Cities will have a section of the proposed Rotary Gear layout, there will also be an educational area to the north, and a labyrinth. The projected plan meets the design review guidelines.

Commissioner Siebert asked about the size of the project and if the walkway would go through the middle of the area, to which Director Ostrowski stated approximately the size of the nearby pond and the walk would be moved, but it would be intertwined with the park.

Commissioner Beveridge asked about funding, to which Director Ostrowski stated it will be funded by privately raised funds, and a fund set up for maintenance.

Commissioner Scripps asked if there are any historical landscapes in the park, and if they would be removed or disturbed. Director Ostrowski stated that the memorial trees that have been planted but will not be removed. Commissioner Siebert asked if the Robert Fisher memorial stone in that area would be disturbed, to which Director Ostrowski stated he is not sure, but that the memorial trees will remain.

Commissioner Beveridge asked during the process of construction what would be done with any historical foundations that may exist. Director Ostrowski stated there would not be much digging and they would find out at that time to address them.

Commissioner Woehr asked if there were other private organizations that had set up anything like this in the past and stated his concern about setting a precedent. Director Ostrowski stated that this project can be considered very similar to the KASH playground project in mead park.

Commissioner Scripps asked given the location of the project, has there been any consideration to pedestrian access, to which Director Ostrowski explained that is why this location was picked as well the proximity to the river and downtown.

Commissioner Woehr asked if the Main Street pedestrian mall had been vacated, to which Director Ostrowski answered it is a pedestrian corridor not a street, so no vacation would be necessary. Alderperson Ryan added that the sidewalks were all lined up a couple of months ago.

Director Ostrowski explained that the position of the commission is to approve or deny the design and concept, but the specific details will be left to the Park Board to confirm.

**Motion by Alderperson Ryan to approve the request from the City of Stevens Point for a design review of a Cultural Commons at Pfiffner Pioneer Park, 1200 Crosby Avenue (Parcel ID 2408-32-2008-05) with the following recommendations:**

- **The chairperson and designated agent shall have the authority to approve minor project changes.**

**Seconded by Commissioner Siebert.**

Commissioner Beveridge asked when the project would start, to which Director Ostrowski stated construction is starting Spring / Summer of 2016 with the official opening in the Summer of 2017.

**Motion carried 5-0.**

3. Regulation of paint color by the Historic Preservation / Design Review Commission.

Associate Planner Kyle Kearns explained the commission previously instructed for more information regarding the regulation of paint colors. The American Planning Association service has done some research, providing sever example of other communities that regulate paint. Examples range from communities adopting their own paint palette or communities who have adopted paint palettes from the bigger name paint companies. Typically if that is pursued, the ordinance allows for the flexibility for an applicant to choose one of the paints, have the color replicated from that palette. The other options is to recommend colors from the buildings construction and architecture while avoiding bright colors as well was ensuring that it is compatible with the surrounding buildings.

Commissioner Woehr stated previously, prior to the current design guidelines, had the previously guidelines regulated paint, to which Mr. Kearns stated paint was mentioned to be regulated, but was not very specific. Commissioner Beveridge added paint has been regulated the whole time and only recently palettes were added but it had never been an issue. Commissioner Woehr asked why in the recent version the paint regulation had been removed. Mr. Kearns explained the email from the state historical society which identified that most communities don't regulate paint colors due to it being easy to change. Commissioner Beveridge added yes paint can very easily be changed, but

apparently everyone has agreed with our commission that when we discuss paint and colors they were in agreement.

Commissioner Woehr asked if the guidelines were changed to control paint colors and the owner of a property wanted to fight it would the city fight this in court, to which City Attorney Beveridge answered it is enforceable. There are other things that the city enforces that are much closer calls than paint color choices.

Commissioner Siebert suggested a statement in the guidelines that would be similar to the color a building is painted should be appropriate to the time the building was built. Mr. Kearns stated the difficulty with that is it would take an extreme amount of staff time to research the building, design, the architecture, and the builder as well as historic photos, many of which are black and white. It is difficult to identify the specific color of the home when it was built.

Director Ostrowski explained we are not going to officially take action on amending the guidelines at this meeting. This is for a strong recommendation of what you would like the guidelines to say and bring it back for approval and submit to council for their approval. For example, if the commission wants to regulate paint colors based off of historic palettes, adopt palettes as needed, or set parameters as to types of colors.

Aldersperson Ryan pointed out that Schaumburg, IL example stood out the most to him because they are using Pantone colors. Pantone colors are a specific color chip and if you look at paint company brands the color can differentiate from monitor to monitor and printer to printer, and brands change palettes frequently. Aldersperson Ryan suggested having a policy of having accepted pantone colors and the owner must match the pantone color to the closest brand color.

Commissioner Beveridge asked if the historic color palettes change often, to which Aldersperson Ryan stated they do not change drastically each year, but they do change the names even if it is the same color.

Mr. Kearns explained that the Victorian Sherwin Williams color palette is from the early 2000, and has changed. What they have now is colors via their website that you can only view on the monitor or in store. The paint palettes themselves are not easily attainable themselves separate from the websites. The best way to get a palette is to ask the companies directly to get a color palette to adopt to the guidelines and then maintain them on file in the Community Development office.

Commissioner Woehr pointed out that the Shaumburg, IL code only listed acceptable colors for signs but not for buildings. Aldersperson Ryan explained that he thought we could use the same policy for paint on the building.

Commissioner Scripps asked about getting the paint matching the period style of the building, but there is also the concern of keeping the buildings cohesive as a whole in the area and what will take precedent as to the decisions as to the color.

Commissioner Debauche asked who the property owner needs to obtain approval from, to which Director Ostrowski stated that he would recommend that it be chairperson and staff approval for paint color as long as it falls within the color palette.

Commissioner Beveridge questioned if we recommend the Sherwin Williams Victorian palette of 2015, does that give enough specific requirements for colors.

Aldersperson Ryan asked if they have paint colors that are approved by the National Historic Register, to which Mr. Kearns stated they do not specify a palette, but do have colors that are approved by the register to use. Commissioner Siebert asked about going with the National Trust recommendations and adopting their policy, to which Director Ostrowski clarified it would require adopting palette from companies who have accepted colors and designation. He stated that he will bring them back next month along with wording for approved paint palettes from one of these brands.

4. Adjourn.

**Meeting adjourned at 5:16 p.m.**

# Administrative Staff Report



Entry Door  
Design Review Request  
1408 Clark Street  
November 4, 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>Eric &amp; Alicia Skrenes</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>2408-32-1006-16</li> </ul> <p><b>Zone(s):</b></p> <ul style="list-style-type: none"> <li>"R-5" Multi-Family II District</li> </ul> <p><b>Council District:</b></p> <ul style="list-style-type: none"> <li>District 1 – Doxtator</li> </ul> <p><b>Lot Information:</b></p> <ul style="list-style-type: none"> <li>Actual Frontage: 50 feet</li> <li>Effective Depth: 165 feet</li> <li>Square Footage: 8,250</li> <li>Acreage: 0.189</li> </ul> <p><b>Structure Information:</b></p> <ul style="list-style-type: none"> <li>Year Built: addition 1910 (105 years)</li> <li>Number of Stories: 2</li> </ul> <p><b>Current Use:</b></p> <ul style="list-style-type: none"> <li>Residential</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 Eric and Alicia Skrenes for design review to install an entry door at 1408 Clark Street Main Street (Parcel ID 2408-32-1006-16).</p> <p><b>Attachment(s)</b></p> <ul style="list-style-type: none"> <li>Property Data</li> <li>Application</li> <li>Pictures &amp; Documents</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 installation of a wooden exterior entrance door, subject to the following conditions:</p> <ol style="list-style-type: none"> <li>The applicant shall submit specifications on a wooden door with a single glass pane, matching the existing door, to be reviewed by the chairperson and designated agent.</li> </ol>
---	---

# Vicinity Map



## Scope of Work

Eric and Alicia Skrenes are requesting to install a side entrance door (east façade) on their home at 1408 Clark Street which would replace an existing entrance door. As the installation of a door is a minor request, staff can review internally, however it was determined that the proposed door does not conform to the historic guidelines. Therefore, the applicants have proceeded to make their request before the Commission. Note the original request also included a screen door on the front of the home which was approved internally as the guidelines for the door were met.



Existing Door



Proposed Door

**Proposed Door Details:**

- Size: Approx. 36" x 80"
- Materials: Fiberglass Door (faux wood color finish) w/ window
- Swing: Left Inswing (instead of existing outswing)

Note: See the attached application for additional door specifications.

*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.*

## **Guidelines of Review**

---

### **Doors (Stevens Point Design Guidelines Sec. 3.4)**

1. 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.

**Analysis:** The original door is wooden, however is significantly deteriorated. The proposed door is fiberglass and very energy efficient.

**Findings:** While the efficiency of the existing door is significantly reduced given its construction material, a new wooden insulated door would also offer energy efficiency. The above guideline is not met if a fiberglass door is pursued.

After review, staff would recommend the applicant submit specifications on a wooden door with a single glass pane, matching the existing door, to be reviewed by the chairperson and designated agent.

Photos



Name and Address		Parcel #	Alt Parcel #	Land Use
Eric T & Alicia S Skrenes 1408 Clark St Stevens Point, WI 54481		240832100616	240832100616	Residential
		Property Address		Neighborhood
		1408 Clark St		294 Main & Clark Neighborhood
		Subdivision		Zoning
Display Note		S E & Other Plat		R5-MULTI-FAMILY II

## OWNERSHIP HISTORY

Owner	Sale Date	Amount	Conveyance	Volume	Page	Sale Type
Eric T & Alicia S Skrenes	2/16/2015	\$110,000	Warranty Deed	803803		Land & Build.

## SITE DATA

## PERMITS

Actual Frontage	50.0	Date	Number	Amount	Purpose	Note
Effective Frontage	50.0	7/26/2012	12-0449	\$7,000	090 Roof/Strip & re-ro	
Effective Depth	165.0					
Square Footage	8,250.0					
Acreage	0.189					

## 2015 ASSESSED VALUE

Class	Land	Improvements	Total
(1) - A-Residential	\$11,000	\$76,200	\$87,200
<b>Total</b>	<b>\$11,000</b>	<b>\$76,200</b>	<b>\$87,200</b>

## LEGAL DESCRIPTION

LOT 10 BLK 30 S E &amp; O ADD 803803

## DWELLING DATA (1 of 1)

Style	X 05 Two Story		Basement	Full	Exposed	No
Ext. Wall	Wood / Masonite		Heating	Air Conditioning		
Story Height	2	Age	105	Fuel Type	Gas	
Year Built	1910	Eff. Year	1910	System Type	Warm Air	
Class	(1) - A-Residential		Total Rooms	7	Bedrooms	2
Int. Cond. Relative to Ext.	Interior Same As Exterior		Family Rooms	0		
Physical Condition	Average		Full Baths	2	Half Baths	0
Kitchen Rating	Average		Bath Rating	Average		

## FEATURES

## ATTACHMENTS

Description	Units	Description	Area
Fireplace	1	Open Frame Porch	45
Openings	1	Enclosed Frame Porch	119
Additional Plumbing Fixtures	2	Open Masonry Porch	149
		Enclosed Frame Porch	119

Name and Address		Parcel #	Alt Parcel #	Land Use
Eric T & Alicia S Skrenes 1408 Clark St Stevens Point, WI 54481		240832100616	240832100616	Residential
		Property Address		Neighborhood
		1408 Clark St		294 Main & Clark Neighborhood
		Subdivision		Zoning
Display Note		S E & Other Plat		R5-MULTI-FAMILY II

**LIVING AREA**

Description	Gross Area	Calculated Area
Basement	753.0	
Finished Basement Living Area	0.0	0.0
First Story	767.0	767.0
Second Story	767.0	767.0
Additional Story	0.0	0.0
Attic / Finished	0.0	0.0
Half Story / Finished	0.0	0.0
Attic / Unfinished	0.0	
Half Story / Unfinished	0.0	
Room / Unfinished	0.0	
Total Living Area		1,534.0

**DETACHED IMPROVEMENTS**

Description	Year Built	Square Feet	Grade	Condition
Garage - Detached Frame/ Block	1920	240.0	C	Average

**PROPERTY IMAGE**

**PROPERTY SKETCH**





# HISTORIC PRESERVATION/ DESIGN REVIEW COMMISSION

## APPLICATION FOR DESIGN REVIEW

### ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #	-	Date Submitted	Oct 2015	Assigned Case Manager	Kyle Keams
Associated Permits or Applications (if any)	-			Pre-Application Conference Date	-
Decision		Date Reviewed	11/4/15	Staff Signature	
Notes:					

### APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input checked="" type="checkbox"/> )	
Applicant Name	Eric and Alicia Skrenes	Contact Name	
Address	1408 Clark Street	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715-482-0529	Telephone	
Fax		Fax	
Email	eric.skrenes@gmail.com	Email	

### OWNERSHIP INFORMATION

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

### PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
281-24-0832100616		
Legal Description of Subject Property		
Lot 10 BLK 30 Strong Ellis + Others Add S32 T24 R8 803803		
Area of Subject Property (Acres/Sq Ft)	Area of Building or Structure (Sq Ft)	
0.189 acres	1,534 Sq Ft	

Current Zoning District(s) Multi-family		Current Historic District(s) - Local, State, National	
Designated Future Land Use Category Residential	Current Use of Property Single-family	Proposed Use of Property Single-family	
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)			
To replace East side entry door due to worsening condition of the door and because hinges are on the outside of the house. To be completed once approved, weather permitting.			
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? Explain your answer.			
No.			
Does the proposed work match and harmonize with the external appearance of adjacent neighboring improvements. Explain your answer.			
Yes. Some neighboring houses currently have fiberglass entry doors. We picked a finish similar to existing door.			
Does the proposed work conform to the objectives of the historic preservation plan for said district (if any)? Explain your answer.			
We don't intend to change other external features surrounding door upon installation of proposed door.			
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> ) Explain your answer.			
The proposed door will match in size and be of similar color. We were unable to find a door to match all criteria at an affordable price.			

**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): E-mail Consultation with city staff
Photographs of Building or Structure	<input checked="" type="checkbox"/>	
Renderings or Elevations	<input checked="" 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
Alicia Shemes	10/13/15	Alicia Shemes	10/13/15
Em Stan	10/13/15	Em Stan	10/13/15

Dear George Doxtator,  
Aldersperson for the First District

My husband and I are writing this letter to you requesting the instillation of a new side exterior door at the address of 1408 Clark Street, our current residence. The current door is in worsening condition, as well as having hinges on the outside of the house which we see as a security issue.

We do not know of a local place to purchase a replicate door to the current one. Also we did not budget for the purchase of a several thousand dollar custom wooden door when we moved because we were not aware that this house was under a review district at the time of purchase. We would like to replace the door prior to winter to help with bugs and cold air entering the house.

We would like to install a fiberglass door, in a faux wood finish with window in the current side door location. This door would open in instead of out. We do have some neighbors on this block who have fiberglass doors installed already.

Please consider our request,  
Thank you,

Alicia and Eric Skrenes  
1408 Clark Street  
Stevens Point, WI 54481

Inside Panel 4 separating



Full view outside



Gap at top



Hinges on outside



Outside window separating



Outside panels separating



Inside panel 2 separating



Inside Panel 3 separating



Inside panel 4 separating







Select Your Store

Help Center Services Credit Center Gift Cards

Departments

Project Center Promotions Search All

Enter SKU, Model # or Keyword



Cart (0)

Home

### Mastercraft® LA-656 Lakeside 36" x 80" Dark Oak Steel Half-Lite Prehung Exterior Door - Left Inswing

Model Number: 4144811 | Menards® SKU: 4144311

Online Price **\$399.00**



#### Select Door Swing

Left Hand

#### Description

Add to Compare Add to Gift Registry

Click image for a larger view. Hover to zoom in.



Watch Video

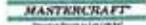
#### Description & Documents

Add the durability and security of a steel door to your entryway with this beautiful, half-lite door from Mastercraft®. This model features a Dark Oak finish for that home-sweet-home feeling, and with its energy-saving core and insulated glass it stands up to even the most extreme temperatures. The beautiful top window features clear and beveled glass for a unique textured look. This door has a left inswing, which means the knob is on the left side when you pull the door toward you.

- Left inswing
- Prefinished in Dark Oak vinyl coating
- Prehung with 4-9/16" white vinyl clad frame and high-performance weatherstripping
- 1" thick triple-insulate glass measuring 22" x 36" with Patina accents
- Energy-saving, foam-in-place, polyurethane core
- 3 Oil-Rubbed Bronze hinges and inswing adjustable bronze no-rot sill
- Prebored with 2-3/4" backset for easy handle installation (handle set purchased separately)
- Double bored and prepped for deadbolt (purchased separately)
- 1-3/4" thick foam core also reduces sound transfer
- Nominal size of 36" W x 80" H with left inswing
- ENERGY STAR® qualified

Dimensions: Rough Opening: 38-1/4" W x 82" H and Brick Opening: 40" W x 82-3/4" H

Brand Name: Mastercraft®



Technical Specifications: view PDF file  
Installation Instructions: view PDF file

To read PDF files, you need the Adobe Acrobat Reader 6.0 or higher. If you don't have it, click here and download it for free from Adobe's site.

Find more information about this product on the Manufacturer's website

Please Note: Prices, promotions, styles and availability may vary by store and online. While we do our best to provide accurate item availability information, we cannot guarantee in-stock status and availability as inventory is sold and received continuously throughout the day. Inventory last updated 10/13/2015 at 5:00am EST. Online orders and products purchased in-store qualify for rebate redemption. Rebates are provided in the form of a merchandise credit check which can only be used in a Menards® store.

#### Online Availability



Ship to Home Available for shipment as soon as 2 days

Ship to Store - Free!

Quantity 1

Add to Cart

Add to My List

#### Store Availability



Enter Your ZIP Code for Store Information

#### Guests Who Viewed This Item Also Viewed These



Mastercraft 36" AG-930 Mahogany Prefinished Fiberglass 3/4 Oval Lite Prehung Ext. Door

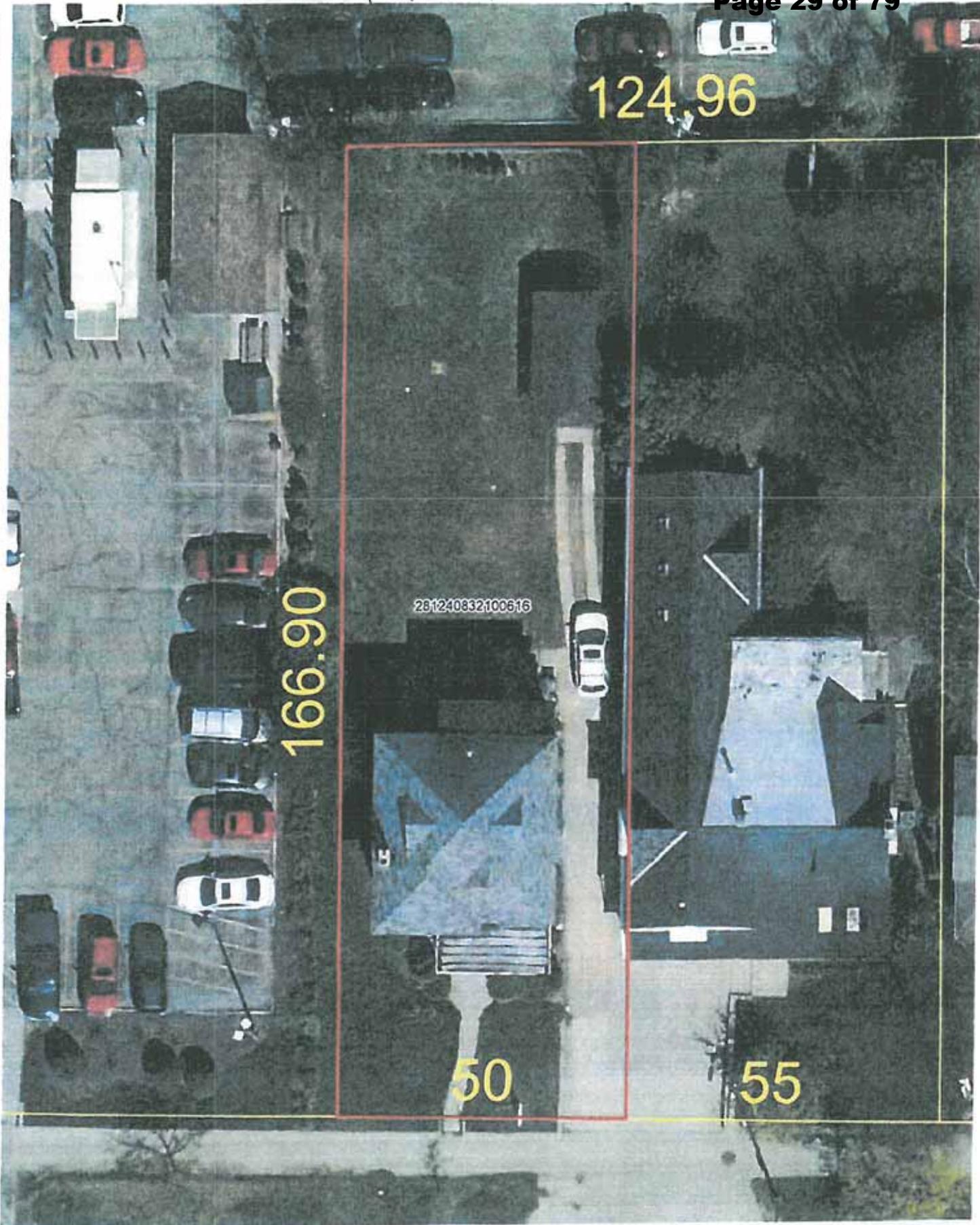
\$499.00



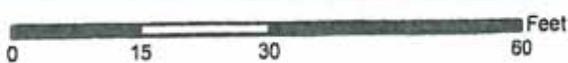
Mastercraft LA-656 Steel Dark Oak Half Lite Prehung Ext. Door

\$399.00





This map shows the approximate relative location of property boundaries but was not prepared by a professional land surveyor. This map is provided for informational purposes only and may not be sufficient or appropriate for legal, engineering, or surveying purposes.  
 Prepared by Portage County Planning & Zoning



Date of Photography: Spring, 2012



Eric Skrenes &lt;ericskrenes@gmail.com&gt;

## Replacing Doors on 1408 Clark st

3 messages

**Eric Skrenes** <ericskrenes@gmail.com>  
To: Kyle Kearns <kkearns@stevenspoint.com>  
Cc: Alicia Skrenes <aliciasusanwerner@hotmail.com>

Tue, Sep 22, 2015 at 1:40 PM

Hi,

We live at 1408 Clark st and would like to replace the front screen door and entire side door on our house. Here are the details.

### Screen Door

The old screen door is black and has a lot of chipped paint (see attached "old screen door.jpg"). We would like to replace it with the following screen door which is a very dark brown (see attached "new screen door.jpg"). Link to the new screen door on menards is: <https://www.menards.com/main/p-2763593.htm>

### Side Door

The current side door to our house has a couple concerns. There are large gaps around the door (seal is bad) and it actually was placed backwards so the hinges are on the outside making it unsafe. See the attached "old side door.jpg" for a picture. We would like to replace it with the following door (see attached "new side door.jpg"). Menards link is <https://www.menards.com/main/mastercraft-exterior-doors/mastercraft-la-656-steel-dark-oak-half-lite-prehung-exterior-door/p-2725453-c-9357.htm?tid=2400877324336847466>

Let me know if you have any questions or if there is anything else we need for approval.

Thanks,  
Eric Skrenes

### 4 attachments



new screen door.jpg  
1550K



**new side door.jpg**  
1564K



**old screen door.jpg**  
1067K



**old side door.jpg**  
1066K

**Kyle Kearns** <KKeams@stevenspoint.com>  
To: Eric Skrenes <ericskrenes@gmail.com>

Thu, Sep 24, 2015 at 12:00 PM

Hello Eric,

We have received your request and are reviewing internally. We will contact you shortly regarding the request.

Thank you.

**Kyle Kearns**

Economic Development Specialist / Associate Planner

City of Stevens Point

Stevens Point City Hall

1515 Strongs Ave

Stevens Point, WI 54481

Ph: (715)342-4158

Email: kkearns@stevenspoint.com

**From:** Eric Skrenes [mailto:ericskrenes@gmail.com]  
**Sent:** Tuesday, September 22, 2015 1:41 PM  
**To:** Kyle Kearns <KKearns@stevenspoint.com>  
**Cc:** Alicia Skrenes <aliciasusanwerner@hotmail.com>  
**Subject:** Replacing Doors on 1408 Clark st

[Quoted text hidden]

Fri, Sep 25, 2015 at 11:32 AM

**Kyle Kearns** <KKearns@stevenspoint.com>  
To: Eric Skrenes <ericskrenes@gmail.com>  
Cc: Alicia Skrenes <aliciasusanwerner@hotmail.com>, Kyle Kearns <KKearns@stevenspoint.com>

Hello Eric,

The City's Historic Guidelines recommend that historic windows and doors be retained and preserved (page 16). With that being said however, storm doors/screens are permitted and if constructed of metal, should be full view glass with an enamel finish frame. The requested screen door should be fine. The proposed side door however is recommended to be replaced to match the original in size, scale, material, detail, pane and/or panel configurations as indicated in the guidelines. Therefore the proposed door would not meet the guidelines. If you want to pursue installation of the proposed side door, a formal request must be made to the Historic Preservation Commission. Please see the attached application. A door more so meeting the guidelines can be approved internally. Lastly, I would also recommend that whatever door replacement is pursued, original doors be kept on the premise allowing for restoration in the future if owners so choose.

If you have further questions, don't hesitate to contact me.

**Kyle Kearns**

Economic Development Specialist / Associate Planner

City of Stevens Point

Stevens Point City Hall

1515 Strongs Ave

Stevens Point, WI 54481

Ph: (715)342-4158

Email: kkearns@stevenspoint.com

**From:** Eric Skrenes [mailto:ericskrenes@gmail.com]  
**Sent:** Tuesday, September 22, 2015 1:41 PM  
**To:** Kyle Kearns <KKearns@stevenspoint.com>  
**Cc:** Alicia Skrenes <aliciasusanwerner@hotmail.com>  
**Subject:** Replacing Doors on 1408 Clark st

Hi,

[Quoted text hidden]



**11.0 - HPDRC Application - Design Review.pdf**  
684K

# Administrative Staff Report

Demolish Garage  
 Design Review Request  
 1408-10 College Avenue  
 November 4, 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>Eric Yonke, Representing the Property Owners</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>2408-32-1004-06</li> </ul> <p><b>Zone(s):</b></p> <ul style="list-style-type: none"> <li>"R-5" Multi-Family II District</li> </ul> <p><b>Council District:</b></p> <ul style="list-style-type: none"> <li>District 1 – Doxtator</li> </ul> <p><b>Lot Information:</b></p> <ul style="list-style-type: none"> <li>Actual Frontage: 50 feet</li> <li>Effective Depth: 132 feet</li> <li>Square Footage: 6,600</li> <li>Acreage: 0.152</li> </ul> <p><b>Structure Information:</b></p> <ul style="list-style-type: none"> <li>Year Built: addition 1881 (134 years)</li> <li>Number of Stories: 2</li> </ul> <p><b>Current Use:</b></p> <ul style="list-style-type: none"> <li>Residential</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 Eric Yonke, representing the property owner, for design review to demolish a garage and create a parking area at <b>1408-10 College Avenue (Parcel ID 2408-32-1004-06)</b>.</p> <p><b>Attachment(s)</b></p> <ul style="list-style-type: none"> <li>Property Data</li> <li>Application</li> <li>Site Plan</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>Staff has determined that the garage had historic significance and should have been retained and preserved. Staff would recommend that a new detached garage matching the previous structure in size and design shall be pursued.</p> <p>If the structure is not pursued to be rebuilt, staff would recommend that the rear yard area shall be greenspace and not an area for additional parking. Staff would allow two spaces to make up for the loss of the garage, if the spaces meet the parking requirements within the zoning code. The spaces must be of asphalt, concrete, or similar material with a minimum of a 10 foot setback with proper screening.</p>
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## Vicinity Map



## Scope of Work

Eric Yonke, representing the property owner, has requested to demolish a detached garage at 1408-10 College Avenue, which is a multi-family property with multiple tenants. The applicant has indicated that the garage is significantly degraded and has sunk approximately 12 inches below grade which resulted in the structure leaning on a neighbor's garage. The back yard and former garage area are slated for an asphalt or concrete parking area for residents.

Specific details regarding the garage are below.

### Existing Garage Details:

- Size: Approx. 480 square feet (1.5 stall)



- Year Built: 1936
- Finishing Materials: Wooden Construction, Vinyl Siding and Asphalt Shingle Roof

Note: The proposed garage has already been removed.

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.

## Guidelines of Review

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### Outbuildings and Accessory Structures (Stevens Point Design Guidelines Sec. 3.12)

1. Retain and preserve original outbuildings which have gained historic significance on their own.

**Analysis:** Sec. 7.2 Definition – **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. The garage was constructed in 1936 and had defining characteristics such as a side door, and side windows, along with an elongated pitched roof.



**Findings:** The construction date of the garage and location on the site suggests its construction would have been to primarily house a motor vehicle. Additionally, the side door and windows suggest it may have been constructed to somewhat mirror the home. These character defined elements prove it may have served a

purpose greater than that of a small shed type outbuilding. Based on these findings, staff would confirm the garage's historic significance.

**Demolition (Stevens Point Design Guidelines Sec. 6.1)**

1. Whether the building or structure is in such deteriorated condition that is not structurally or economically feasible to preserve or restore it, provide 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

**Analysis:** Specifics regarding the state of the garage were provided by the applicant who cites a degraded condition and a partially sunken foundation at 12 inches below grade.

**Findings:** The degradation cannot be confirmed as the building has already been demolished. Photographs submitted show interior to be finished, however discolored and worn. Note that the assessor's office has listed the garage condition as fair in 2008.



After review, staff has determined that the garage had historic significance and should have been retained and preserved. Therefore, staff would suggest the applicant pursue the construction of a new detached garage matching the previous structure in size, and design which would require approval by the Commission. In regards to the proposed parking area, staff does not feel the installation of a significant amount of impervious surface for additional stalls is in line with the Design Guidelines, as "*Large expanses of parking are not recommended.*" The submitted proposal essentially takes up the entire rear yard.

**Photos**

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Name and Address		Parcel #	Alt Parcel #	Land Use
Francis & I Bauer 5625 Sandpiper Dr Apt 622 Stevens Point, WI 54482		240832100406	240832100406	Rooming House
		Property Address		Neighborhood
		1408-10 College Ave		50 Rooming Houses
		Subdivision		Zoning
Display Note		Smith, Briggs & Phillips Addn		R5-MULTI-FAMILY II

## OWNERSHIP HISTORY

Owner	Sale Date	Amount	Conveyance	Volume	Page	Sale Type

## SITE DATA

## PERMITS

Actual Frontage	50.0	Date	Number	Amount	Purpose	Note
Effective Frontage	50.0	11/15/2007	35204	\$800	066 Plumbing	hwh upgrade
Effective Depth	132.0	5/28/2003	31583	\$1,000	020 Electrical	
Square Footage	6,600.0	5/20/2003	31576	\$5,645	002 Air Conditioning &	
Acreage	0.152	3/12/1996	25624	\$1,090	093 Sewer and/or Water	water lateral

## 2015 ASSESSED VALUE

Class	Land	Improvements	Total
(1) - A-Residential	\$7,200	\$117,700	\$124,900
<b>Total</b>	<b>\$7,200</b>	<b>\$117,700</b>	<b>\$124,900</b>

## LEGAL DESCRIPTION

LOT 7 BLK 6 S B &amp; P ADD BNG PRT NW NE S32 T24 R8 200/561

## DWELLING DATA (1 of 1)

Style	13 3 Unit	Basement	Full	Exposed	No
Ext. Wall	Alum / Vinyl / Steel	Heating	Air Conditioning		
Story Height	2	Age	75	Fuel Type	Gas
Year Built	1881	Eff. Year	1940	System Type	Warm Air
Class	(1) - A-Residential	Total Rooms	13	Bedrooms	6
Int. Cond. Relative to Ext.	Interior Same As Exterior	Family Rooms	0		
Physical Condition	Average	Full Baths	3	Half Baths	0
Kitchen Rating	Average	Bath Rating	Average		

## FEATURES

## ATTACHMENTS

Description	Units	Description	Area
Additional Plumbing Fixtures	3	Open Frame Porch	80
		Enclosed Frame Porch	80

Name and Address	Parcel #	Alt Parcel #	Land Use
Francis & I Bauer 5625 Sandpiper Dr Apt 622 Stevens Point, WI 54482	240832100406	240832100406	Rooming House
	Property Address		Neighborhood
	1408-10 College Ave		50 Rooming Houses
	Subdivision		Zoning
Display Note	Smith, Briggs & Phillips Addn		R5-MULTI-FAMILY II

**LIVING AREA**

Description	Gross Area	Calculated Area
Basement	1,032.0	
Finished Basement Living Area	0.0	0.0
First Story	1,340.0	1,340.0
Second Story	1,340.0	1,340.0
Additional Story	0.0	0.0
Attic / Finished	0.0	0.0
Half Story / Finished	0.0	0.0
Attic / Unfinished	0.0	
Half Story / Unfinished	0.0	
Room / Unfinished	0.0	
Total Living Area		2,680.0

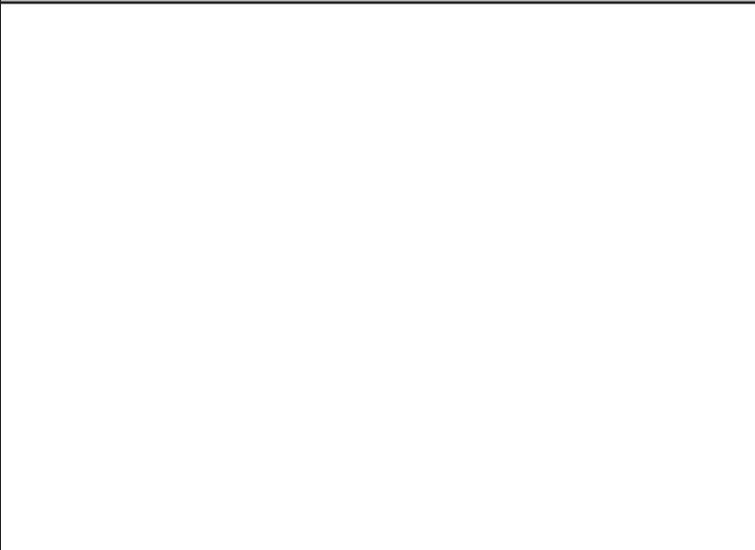
**DETACHED IMPROVEMENTS**

Description	Year Built	Square Feet	Grade	Condition
Garage - Detached Frame/ Block	1936	480.0	C	Fair

**PROPERTY IMAGE**



**PROPERTY SKETCH**





**HISTORIC PRESERVATION/  
DESIGN REVIEW  
COMMISSION**

City of Stevens Point  
Community Development Department

1515 Strongs Avenue, Stevens Point, WI 54481  
(715) 346-1567  
(715) 346-1498  
[communitydevelopment@stevenspoint.com](mailto:communitydevelopment@stevenspoint.com)  
<http://stevenspoint.com>

**APPLICATION FOR DEMOLITION**

**ADMINISTRATIVE SUMMARY (Staff Use Only)**

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

**APPLICANT/CONTACT INFORMATION**

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input checked="" type="checkbox"/> )	
Applicant Name	ERIC YUNKE	Contact Name	
Address	1418 COLLEGE AVE	Address	
City, State, Zip	STEVENS POINT, WI 54481	City, State, Zip	
Telephone	715-630-8839	Telephone	
Fax		Fax	
Email	meyonke@sbcglobal.net	Email	

**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	IRENE BAUER	Owner's Name	SHARON AWEIS END
Address	1408 COLLEGE AVE	Address	POA FOR IRENE BAUER
City, State, Zip	STEVENS POINT WI 54481	City, State, Zip	AS STATED ←
Telephone	850-559-7935	Telephone	850-559-7935
Fax	bauerdaughter@gmail.com	Fax	
Email	<del>aweisends@gmail.com</del>	Email	bauerdaughter@gmail.com

**PROJECT SUMMARY**

Subject Property Location [Please include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
240832100406		
Legal Description of Subject Property		
Lot 7 B1K6 SB & P Add Bng Pnt NW NE S32 T24 R8 200/561		
Area of Subject Property (Acres/Sq Ft)		Area of Building or Structure (Sq Ft)
0.15 Acreage / 6,600 Sq. Ft		* 480 Sq. ft - Garage

Please describe any non-conformities that exist on the property or structure (if any), regarding building and zoning regulations, as well as architectural design guidelines.

N/A.

**EXHIBITS**

Letter to District Alderperson ( <a href="http://www.stevenspoint.com/directory">www.stevenspoint.com/directory</a> )	<input type="checkbox"/>	Additional Exhibits If Any (List):
Photographs of Building or Structure	<input type="checkbox"/>	
Site Plan (for any future improvements)	<input type="checkbox"/>	
Historic Photos, Renderings or Maps	<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
Eric Jonke	10-19-15	Maureen Weisand POA FOR IRENE H. BAUER	10-19-15

12



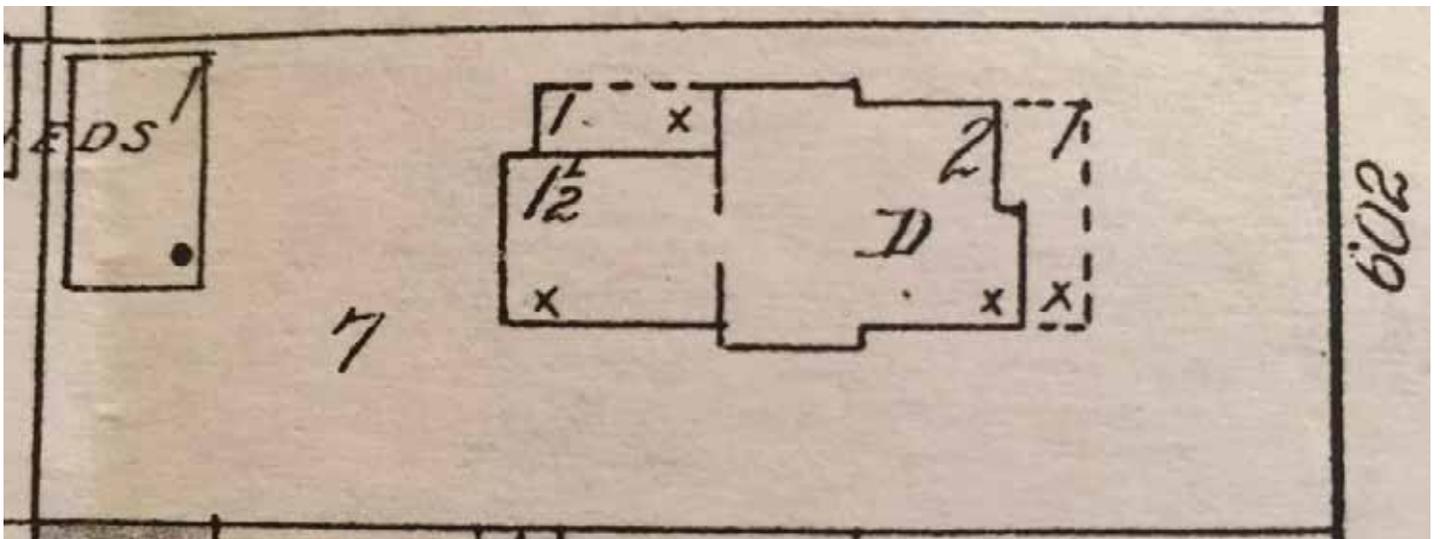
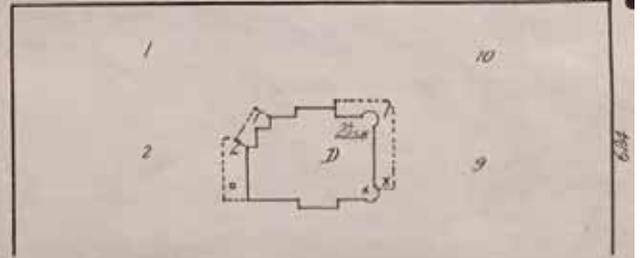
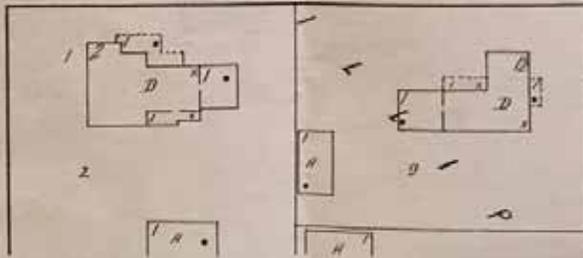
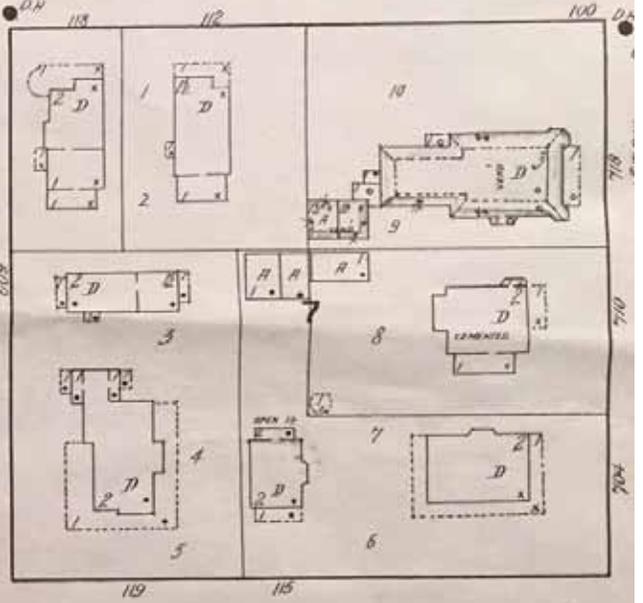
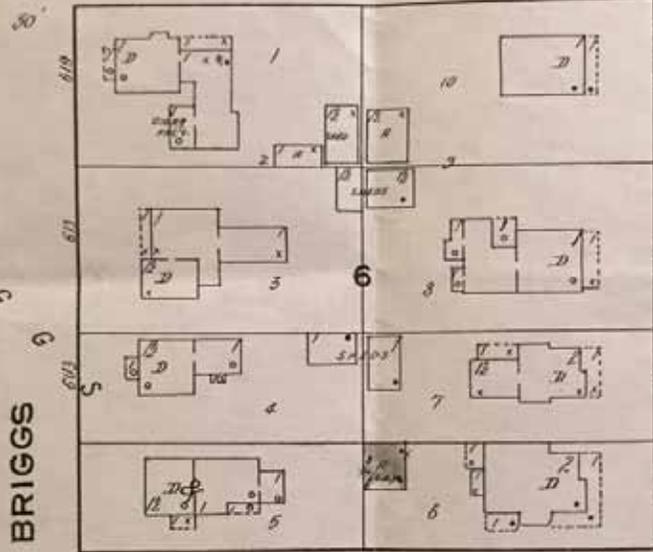
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STEVENS POINT  
WIS.

II

PRENTICE

E. W. P. P. V.

S. W. P. P. V.





EXTERIOR 2015



INTERIOR 2015





INTERIOR 2015

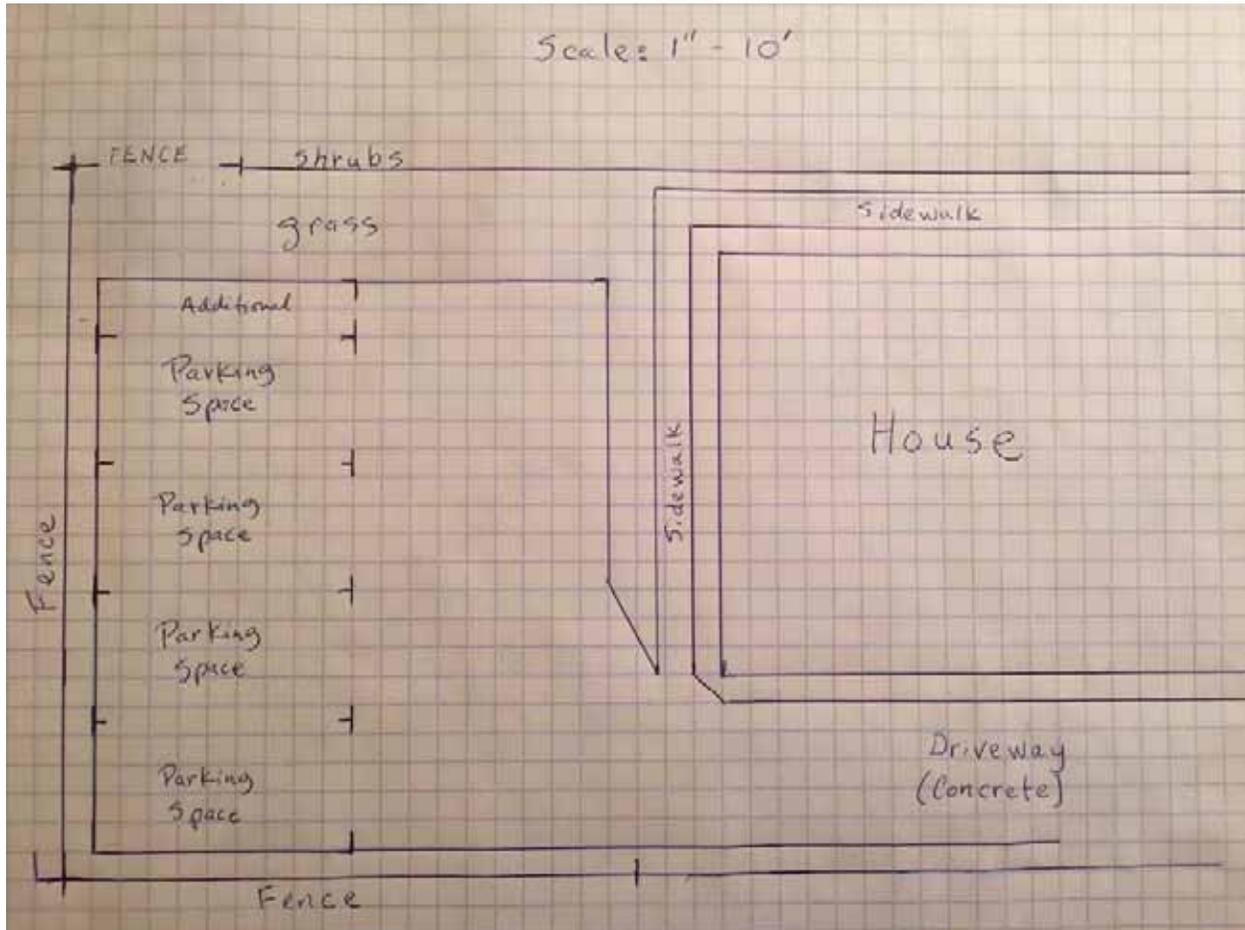


INTERIOR "CLOSE UPS" OF DETERIORATION ON WEST END WALL



ROUGH DRAFT OF PARKING PLAN

SURFACE TO BE EITHER ASPHALT OR CONCRETE



# Administrative Staff Report

Replace Porches  
 Design Review Request  
 1517 Main Street  
 November 4, 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>Candlewood Property Management 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>2408-32-1006-02</li> </ul> <p><b>Zone(s):</b></p> <ul style="list-style-type: none"> <li>"R-5" Multi-Family II District</li> </ul> <p><b>Council District:</b></p> <ul style="list-style-type: none"> <li>District 1 – Doxtator</li> </ul> <p><b>Lot Information:</b></p> <ul style="list-style-type: none"> <li>Actual Frontage: 50 feet</li> <li>Effective Depth: 125 feet</li> <li>Square Footage: 6,250</li> <li>Acreage: 0.143</li> </ul> <p><b>Structure Information:</b></p> <ul style="list-style-type: none"> <li>Year Built: addition 1920 (95 years)</li> <li>Number of Stories: 2</li> </ul> <p><b>Current Use:</b></p> <ul style="list-style-type: none"> <li>Residential</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 Candlewood Property Management LLC for design review to replace porches at 1517 Main Street (Parcel ID 2408-32-1006-02).</p> <p><b>Attachment(s)</b></p> <ul style="list-style-type: none"> <li>Property Data</li> <li>Application</li> <li>Photos</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 denial of the request. Furthermore, staff would recommend the existing brick porch to be retained and repaired appropriately, meeting all historic preservation guidelines. Additionally, staff would recommend the altered porch along the west façade be wrapped with brick columns and railings/retaining walls, along with other design elements similarly matching the original and existing brick porch. Staff and the chairperson of the commission shall have the authority to approve the plan for restoring the altered porch.</p>
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## Vicinity Map



## Scope of Work

Candlewood Property Management LLC, owners of 1517 Main Street, are requesting to replace the east and west façade brick porches that are deteriorating with a wood composite. Note that one porch (west façade) has been already changed. Specifics regarding the wood composite have not been provided, however see photos of the new porch.



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.

## Guidelines of Review

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### Porches & Entryways (Stevens Point Design Guidelines Sec. 5.3)

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.

**Analysis:** The porches have stone steps and brick columns with a covered pitched shingled roof structure. The brick matches that of the primary structure.

**Findings:** Upon review of the site, it is evident that the porches have character defining elements and the brick pillars and steps seem to be in fair condition. The brick porch floor however is deteriorated. The brick porches compliment the home. Proposed composite wood is not historic in nature and does not complement the existing primary structure. Staff would recommend the existing brick porch to be retained. Furthermore, staff would recommend the altered porch along the west façade be wrapped with brick columns and railings/retaining walls, along with other design elements similarly matching the original and existing brick porch. Staff and the chairperson of the commission shall have the authority to approve the plan for restoring the altered porch.

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.

**Analysis:** The extent of deterioration on the west façade porch is unknown as it has already been altered. Upon inspection of the east façade porch it is evident repair is needed to the brick porch floor, as a hazard exists to residents using the entrance. Inappropriate materials (composite wood material), not matching the historic character of the home and original porch, is proposed and was used, rather than repair or similar replacement.



**Findings:** The proposed materials do not match the design of the original. The extent of deterioration to the porch foundation and supports is unknown however, repair to the porch floor could occur after any foundation repair with the placement of new brick matching in color and texture.

- 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.

**Analysis:** The brick columns, brick walls, metal railings, concrete steps, and brick floor, have been and are proposed to be replaced with composite wood materials.

**Findings:** The proposed materials do not compliment the home and the original porch materials.

After review, staff has determined the porches are character defining elements to the primary structure and should be preserved, and therefore recommends denying the request. Furthermore, staff would recommend the altered west façade porch be wrapped with brick columns and railings/retaining walls, along with other design elements similarly matching the original and existing brick porch.

## Photos

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North Façade – Facing Main Street



East Façade Porch Steps



East Façade Porch Floor



East Façade Porch Steps



East Façade Porch – Looking Towards Main Street



West Façade Porch (Composite Wood)

Name and Address		Parcel #	Alt Parcel #	Land Use
Hometown Investments on Main LLC c/o Candlewood Property Mgmt 1317 College Ct Stevens Point, WI 54481		240832100602	240832100602	Rooming House
		Property Address		Neighborhood
		1517 Main St		294 Main & Clark Neighborhood
		Subdivision		Zoning
Display Note		Metes And Bounds		R5-MULTI-FAMILY II

## OWNERSHIP HISTORY

Owner	Sale Date	Amount	Conveyance	Volume	Page	Sale Type
Hometown Investments on Main LLC	12/2/2003	\$99,900	Warranty Deed	648844		Land & Build.
Hometown Investments on Main LLC	10/1/2003	\$99,900	Warranty Deed	645266		Land & Build.
Dean E & Jill M Miller	11/21/2002	\$94,500	Warranty Deed	620200		Land & Build.
Dean E & Jill M Miller	7/11/2002	\$94,500	Warranty Deed	610838		Land & Build.
Douglas & Anita Polzin	2/5/1991	\$180,000	Warranty Deed W/Add'L	543	831	Land & Build.

## SITE DATA

## PERMITS

Actual Frontage	50.0	Date	Number	Amount	Purpose	Note
Effective Frontage	50.0	10/1/1998	27971	\$0	xResurface Parking Lot	
Effective Depth	125.0					
Square Footage	6,250.0					
Acreage	0.143					

## 2015 ASSESSED VALUE

Class	Land	Improvements	Total
(1) - A-Residential	\$6,900	\$87,800	\$94,700
<b>Total</b>	<b>\$6,900</b>	<b>\$87,800</b>	<b>\$94,700</b>

## LEGAL DESCRIPTION

PRT NW NE S32 T24 R8 COM AT INT OF SL OF MAIN ST & WL ROGERS ST TH W 100', TH S TO SL NW NE, TH E 100', TH N ALG WL WL ROGERS ST TO POB EXC LOT 1 CSM#6158-22-231; SUBJ TO & INCLUD ESMT DES 665/01-02 648844

## DWELLING DATA (1 of 1)

Style	12 Rm House			Basement	Full	Exposed	No
Ext. Wall	Brick			Heating	Basic		
Story Height	2	Age	95	Fuel Type	Gas		
Year Built	1920	Eff. Year	1920	System Type	Warm Air		
Class	(1) - A-Residential			Total Rooms	12	Bedrooms	4
Int. Cond. Relative to Ext.	Interior Same As Exterior			Family Rooms	0		
Physical Condition	Average			Full Baths	4	Half Baths	0
Kitchen Rating	Average			Bath Rating	Average		

## FEATURES

## ATTACHMENTS

Description	Units	Description	Area
Additional Plumbing Fixtures	4	Open Masonry Porch	50
		Open Masonry Porch	50
		Enclosed Masonry Porch	178

Name and Address		Parcel #	Alt Parcel #	Land Use
Hometown Investments on Main LLC c/o Candlewood Property Mgmt 1317 College Ct Stevens Point, WI 54481		240832100602	240832100602	Rooming House
		Property Address		Neighborhood
		1517 Main St		294 Main & Clark Neighborhood
		Subdivision		Zoning
Display Note		Metes And Bounds		R5-MULTI-FAMILY II

**LIVING AREA**

Description	Gross Area	Calculated Area
Basement	1,424.0	
Finished Basement Living Area	0.0	0.0
First Story	1,424.0	1,424.0
Second Story	1,424.0	1,424.0
Additional Story	0.0	0.0
Attic / Finished	0.0	0.0
Half Story / Finished	0.0	0.0
Attic / Unfinished	0.0	
Half Story / Unfinished	0.0	
Room / Unfinished	0.0	
<b>Total Living Area</b>		<b>2,848.0</b>

**DETACHED IMPROVEMENTS**

Description	Year Built	Square Feet	Grade	Condition

**PROPERTY IMAGE**

**PROPERTY SKETCH**





# HISTORIC PRESERVATION/ DESIGN REVIEW COMMISSION

## APPLICATION FOR DESIGN REVIEW

### ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #	—	Date Submitted	Oct 2015	Assigned Case Manager	Kyle Kearns
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 checked="" type="checkbox"/> )	
Applicant Name	Candlewood	Contact Name	
Address	1517 main st.	Address	
City, State, Zip	Stevens Point WI 54481	City, State, Zip	
Telephone	715-415-5955	Telephone	
Fax	715-344-1001	Fax	
Email	travis@rentcandlewood.com	Email	

### OWNERSHIP INFORMATION

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

### PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
240832100602		
Legal Description of Subject Property		
1517 main st. Stevens Point		
Area of Subject Property (Acres/Sq Ft)		Area of Building or Structure (Sq Ft)
.14 acres		1424

Current Zoning District(s)		Current Historic District(s) - Local, State, National	
Designated Future Land Use Category	Current Use of Property	Proposed Use of Property	
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)			
<p>Replace East + West brick porches that are deteriorating. We want to replace them with wood composite. Work to take place as weather allows.</p>			
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? Explain your answer.			
<p>No</p>			
Does the proposed work match and harmonize with the external appearance of adjacent neighboring improvements. Explain your answer.			
<p>Yes - Wood porches next door</p>			
Does the proposed work conform to the objectives of the historic preservation plan for said district (if any)? Explain your answer.			
<p>Not Sure</p>			
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> ) Explain your answer.			
<p>Not Sure</p>			

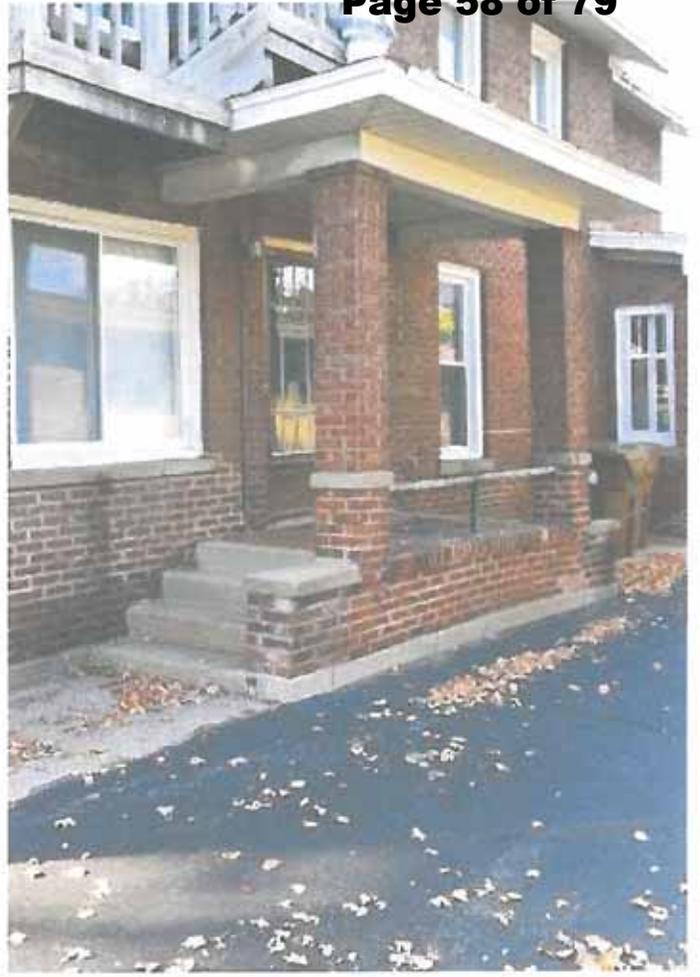
**EXHIBITS**

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

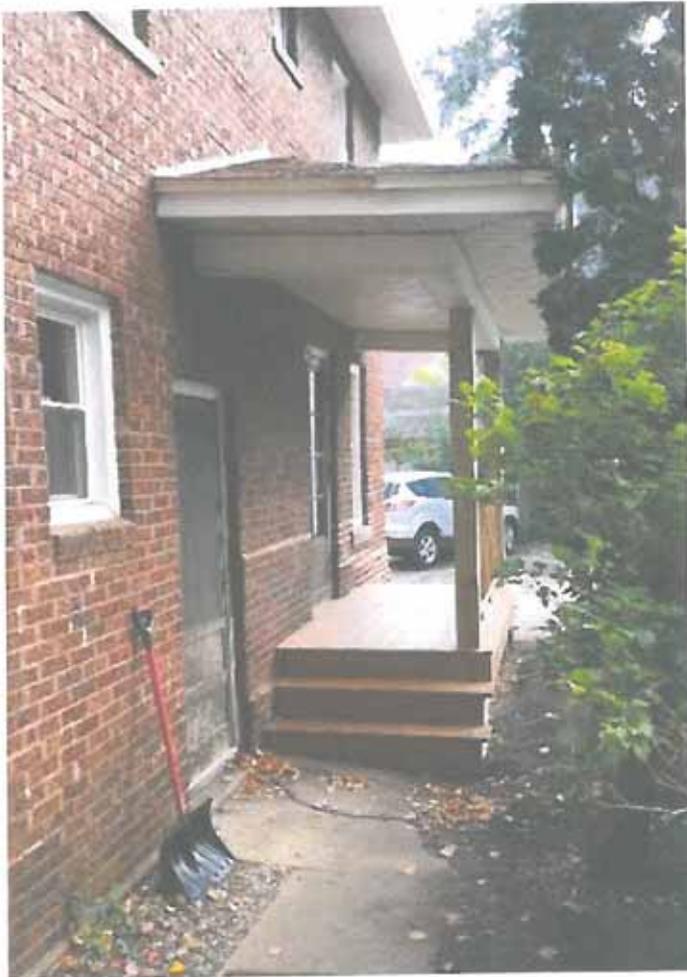
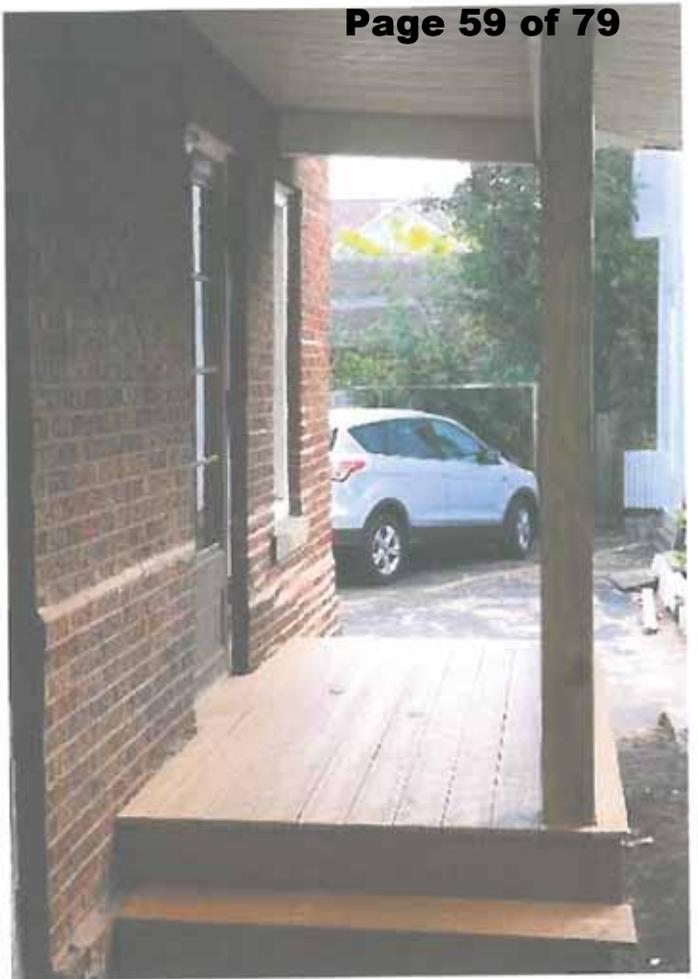
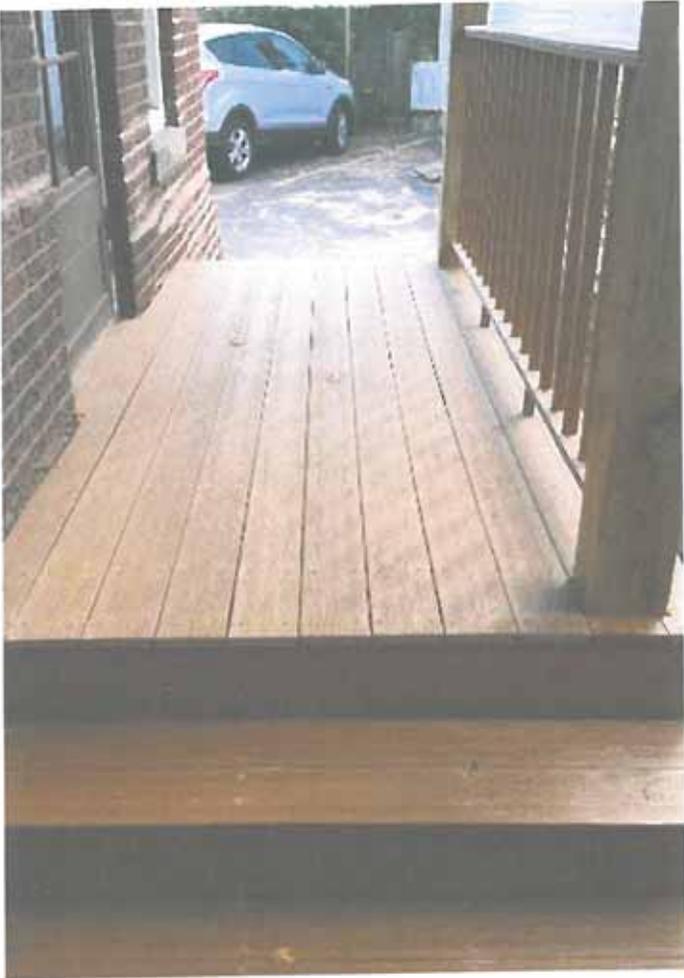
**CERTIFICATION AND SIGNATURE**

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

Signature of Applicant	Date	Signature of Property Owner(s)	Date
	10/15/15		



Existing look



Proposed  
look

# Administrative Staff Report

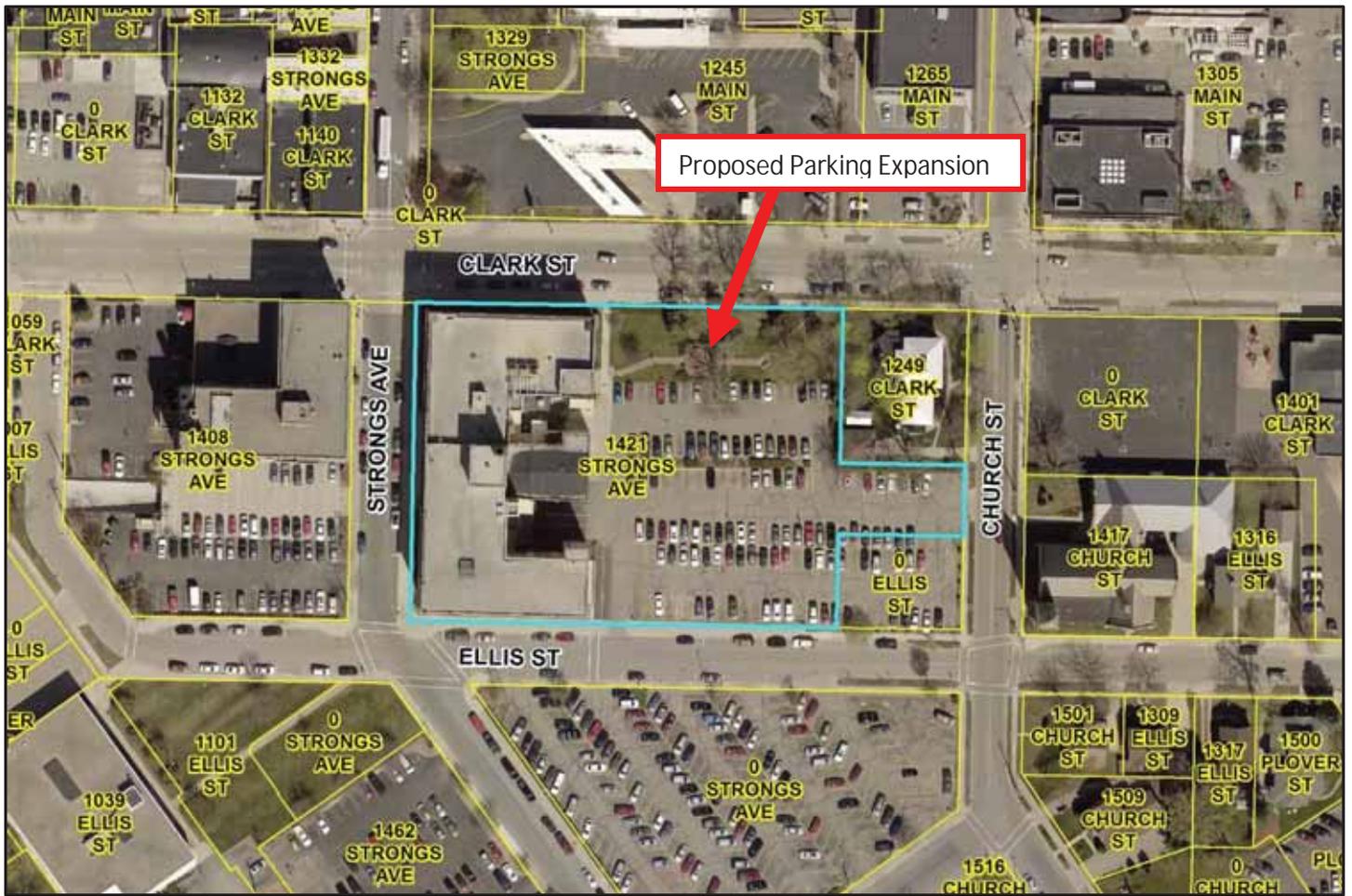
Expand Parking Lot  
 Design Review Request  
 1421 Strongs Avenue  
 November 4, 2015



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>Sentry Insurance</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>2408-32-2024-06</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 1 – Doxtator</li> </ul> <p><b>Lot Information:</b></p> <ul style="list-style-type: none"> <li>Actual Frontage: 441 feet</li> <li>Effective Depth: 239 feet</li> <li>Square Footage: 105,399</li> <li>Acreage: 2.42</li> </ul> <p><b>Structure Information:</b></p> <ul style="list-style-type: none"> <li>Year Built: addition 1924 (91 years)</li> <li>Number of Stories: 4</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 Sentry Insurance to expand a parking lot at 1421 Strongs Avenue (Parcel ID 2408-32-2024-06).</p> <p><b>Attachment(s)</b></p> <ul style="list-style-type: none"> <li>Property Data</li> <li>Application</li> <li>Site Plan</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>After review, staff has determined that the mature trees, shrubs, hedges, and pavers are character defining elements on the site and therefore should be retained or replaced if removed. Furthermore, staff would recommend that the City Forester determine whether the mature trees are diseased or dying and in need of removal.</p> <p>The request to remove the greenspace area and mature trees and to expand the parking lot, on its face would be inconsistent with the Commission’s Design Guidelines. However, if the mature trees are considered diseased or storm damaged and warranting removal, a redesign of the proposed layout to preserve certain character defining elements could warrant approval of some addition to the parking area. However, given the size of the area, the additional stalls would likely be limited.</p>
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Vicinity Map



Scope of Work

Sentry Insurance is requesting design review approval to expand their parking area into an existing greenspace. The area of expansion is identified above and would include the removal of approximately 7 mature trees. Furthermore, the expansion would create approximately 35 new parking stalls and add six trees.

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.

## Guidelines of Review

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### Landscaping (Stevens Point Design Guidelines Sec. 4.1)

1. Retain and preserve significant and character-defining vegetation including mature trees, hedges, shrubs, and ground cover whenever possible.

**Analysis:** Approximately seven trees exist within the proposed parking area. All seem to be very mature for their species. In addition, several shrubs and hedges exist within and around the perimeter of the area.

**Findings:** The trees and shrubs help to define the greenspace area which was likely created decades ago for employees of the applicant.



2. Historic site features such as walkways, walls, formal and informal gardens, fountains, and trellises should be retained.

**Analysis:** A brick paver walkway exists, spanning the length of the greenspace, along with benches and tables for sitting. Furthermore, the proposed parking does not incorporate the existing path or provide a new path.

**Findings:** This standard is not met.



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.

**Analysis:** Upon initial inspection, deciduous trees appear to be bare but not diseased or weather damaged. One conifer tree appears to be in a poor state. All mature trees have a diameter greater than six inches at breast height. Trees do not appear to be a hazard to surrounding structures.

**Findings:** Staff would recommend the City Forester inspect the trees for disease and damage to determine their status.

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.

**Analysis:** See analysis above.

**Findings:** Should the City Forester identify trees as being diseased or damaged, staff would recommend any removed trees be replaced with a similar species on site.

**Parking, Driveways and Sidewalks (Stevens Point Design Guidelines Sec. 4.3.1 and 4.3.3)**

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** 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.

**Analysis:** The proposed parking lot is mainly on the side of the building but a portion of it does extend past the front plane of the building.

**Findings:** To meet this standard, the parking lot should not exceed past the front plane of the building. Please see example below.



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.

**Analysis:** The proposed parking lot would remove existing greenspace on the site.

**Findings:** The proposed expansion would create a significant amount of impervious surface on the lot that was not there previously. However, the applicant has presented a plan to effectively screen the parking lot from the street and side property.

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.

See comments above.

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.

**Analysis:** The proposed parking lot material is to be asphalt and concrete.

**Findings:** This standard is met.

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.

**Analysis:** The proposed plan does keep the existing hedge along Clark Street, which helps keep a good site line along Clark Street.

**Findings:** If approved, staff would require a more detailed landscaping plan calling out landscaping species, sizes, and quantities, as well as setback distances. Furthermore, the parking lot shall be behind the front plane of the building.

**4.3.3 Walkway Guidelines** 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.

**Analysis:** The current walkway connects the building to a type of pocket park for Sentry employees, as well as a public sidewalk.

**Findings:** While the walkway is not necessarily historic, it does provide an aesthetic quality to the site that would be lost if removed.

After review, staff has determined that the mature trees, shrubs, hedges, and pavers are character defining elements on the site and therefore should be retained or replaced if removed. Furthermore, staff would recommend that the City Forester determine whether the mature trees are diseased or dying and in need of removal.

Photos



Name and Address		Parcel #	Alt Parcel #	Land Use
Sentry Insurance Companies 1800 North Point Dr Stevens Point, WI 54481		240832202406	240832202406	Office Building
		Property Address		Neighborhood
		1421 Strongs Ave		Sentry Insurance (Comm)
		Subdivision		Zoning
Display Note		S E & Other Plat		B3-CENTRAL BUSINESS

**OWNERSHIP HISTORY**

Owner	Sale Date	Amount	Conveyance	Volume	Page	Sale Type

**SITE DATA**

**PERMITS**

Actual Frontage	Effective Frontage	Effective Depth	Square Footage	Acreage	Date	Number	Amount	Purpose	Note
441.0	441.0	239.0	105,399.0	2.420	3/8/2012	12-0088	\$7,000	042 Interior Renov/Re	add walls for conf room
					3/8/2012	12-0088	\$2,000	020 Electrical	outlets for conf rooms
					6/11/2001	29960	\$26,600	060 New Construction	Parking lot
					11/1/1999	28818	\$153,400	020 Electrical	2 uninterruptible power
					10/25/1999	28841	\$0	020 Electrical	Install 625 KW genera
					2/1/1993	23375	\$5,053,650	042 Interior Renov/Re	Remodel

**2015 ASSESSED VALUE**

Class	Land	Improvements	Total
(2) - B-Commercial	\$484,000	\$4,062,300	\$4,546,300
<b>Total</b>	<b>\$484,000</b>	<b>\$4,062,300</b>	<b>\$4,546,300</b>

**LEGAL DESCRIPTION**

LOTS 3 4 5 6 7 8 9 10 11 12 13 14 & N 57F OF LOTS 15 & 16 BLK 28 S E & O ADD 143/524

**PROPERTY IMAGE**

**PROPERTY SKETCH**



Name and Address		Parcel #	Alt Parcel #	Land Use
Sentry Insurance Companies 1800 North Point Dr Stevens Point, WI 54481		240832202406	240832202406	Office Building
		Property Address		Neighborhood
		1421 Strongs Ave		Sentry Insurance (Comm)
		Subdivision		Zoning
Display Note		S E & Other Plat		B3-CENTRAL BUSINESS

**BUILDING SUPERSTRUCTURE DATA**

Bldg	Sec	Occupancy	Year	Area	Framing	Hgt
1	1	Office Bldg (B good)	1924	82,116	Masonry - Good	10

<b>Total Area</b>	82,116
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**BASEMENT DATA**

**COMPONENTS**

Bldg	Sec	Adjustment Description	Area	Bldg	Sec	Component Description	Area
1	1	Office Bsmnt - Unfinished	2,816	1	1	Elevator - Passenger	2
1	1	Office Bsmnt - Finished	22,356	1	1	Enclosed Masonry Entry	220
				1	1	Loading Dock - Enclosed	882
				1	1	Sprinkler System	106,712

**DETACHED IMPROVEMENTS**

Structure	Year Built	Square Feet	Grade	Condition

**SITE IMPROVEMENTS**

**STRUCTURE DATA**

Site Improvement	Units	Age	50
		Year Built	1924
		Eff. Year	1965
		One Bedroom	
		Two Bedroom	
		Three Bedroom	
		Total Units	
		Stories	4.00
		Business Name	Sentry Insurance



**HISTORIC PRESERVATION/  
DESIGN REVIEW  
COMMISSION**

City of Stevens Point  
Community Development Department

1515 Strongs Avenue, Stevens Point, WI 54481  
(715) 346-1567  
(715) 346-1498  
[communitydevelopment@stevenspoint.com](mailto:communitydevelopment@stevenspoint.com)  
<http://stevenspoint.com>

**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	Rettler Corporation, John Kneer	Contact Name	
Address	3317 Business Park Drive	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	(715) 341-2633	Telephone	
Fax	(715) 341-0431	Fax	
Email	jkneer@rettler.com	Email	

**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	Sentry Insurance, Carl Chase	Owner's Name	
Address	1421 Strongs Avenue	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	(715) 346-6000	Telephone	
Fax		Fax	
Email	carl.chase@sentry.com	Email	

**PROJECT SUMMARY**

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
1421 Strongs Ave., Stevens Point, WI 54481		
Legal Description of Subject Property		
Lots 3-14 & N 57' Lots 15 & 16 of BLK 28 of Strong Ellis & Others Add Section 32 Town 24 N Range 8 East		
Area of Subject Property (Acres/Sq Ft)		Area of Building or Structure (Sq Ft)
2.42 Acres		82,116 Sq Ft

Current Zoning District(s)		Current Historic District(s) - Local, State, National	
B3-Central Business		Local, State & National	
Designated Future Land Use Category	Current Use of Property	Proposed Use of Property	
Office Building	Office Building	Office Building	
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)			
There are no building alterations for this project. Due to the lack of parking spaces on the Sentry Insurance property on Strongs Avenue, Sentry Insurance wants to construct additional parking spaces within their property. The parking lot development project will involve demolition, clearing and grubbing, grading, paving and landscaping.			
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? Explain your answer.			
No.			
Does the proposed work match and harmonize with the external appearance of adjacent neighboring improvements. Explain your answer.			
Yes, in accordance with Chapter 23, Section 14-Parking Standards of the Zoning Code for the City of Stevens Point.			
Does the proposed work conform to the objectives of the historic preservation plan for said district (if any)? Explain your answer.			
The proposed parking lot construction will remove seven trees. Many of these trees are diseased and have storm damage.			
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> ) Explain your answer.			
Not Applicable.			

**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 type="checkbox"/>	
Renderings or Elevations	<input checked="" type="checkbox"/>	
Site Plan (for additions, and new construction)	<input checked="" 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>Daniel J Van Deren</i>	10/21/15		10/21/15



October 21, 2015

George Doxtator  
First District Alderperson  
City of Stevens Point, WI 54481

Re: Application for Design Review  
City of Stevens Point Historic Preservation  
Sentry Insurance - 1421 Strongs Avenue - Parking Lot Development Project  
Stevens Point, Wisconsin

Greetings,

Sentry Insurance, which is in a current historic district in downtown Stevens Point, wants to construct additional parking spaces within their property due to the current lack of parking spaces for their employees. The parking lot site development will involve demolition, clearing and grubbing, grading, paving and landscaping. The parking lot development project will remove seven trees of which many are diseased and have storm damage.

If you have any questions, please call me at (715) 341-2633 or email at [dvonebers@rettler.com](mailto:dvonebers@rettler.com).

Sincerely,  
RETTLER CORPORATION

A handwritten signature in black ink that reads 'Daniel Von Ebers'.

Daniel Von Ebers, E.I.T.  
Civil Engineer

Cc: Mr. Michael Ostrowski

Mr. Carl Chase

File



# Administrative Staff Report



Install Sign Lighting  
Design Review Request  
924 Clark Street  
November 4, 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>• 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>• 2408-32-2018-16</li> </ul> <p><b>Zone(s):</b></p> <ul style="list-style-type: none"> <li>• "R-3" Central Business District</li> </ul> <p><b>Council District:</b></p> <ul style="list-style-type: none"> <li>• District 4 – Oberstadt</li> </ul> <p><b>Lot Information:</b></p> <ul style="list-style-type: none"> <li>• Actual Frontage: 25.1 feet</li> <li>• Effective Depth: 124.8 feet</li> <li>• Square Footage: 3,137.7</li> <li>• Acreage: 0.072</li> </ul> <p><b>Structure Information:</b></p> <ul style="list-style-type: none"> <li>• Year Built: addition 1928 (87 years)</li> <li>• Number of Stories: 1</li> </ul> <p><b>Current Use:</b></p> <ul style="list-style-type: none"> <li>• Residential</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 Peter Spencer for design review to install external sign lighting at 924 Clark Street (Parcel ID 2408-32-2018-16).</p> <p><b>Attachment(s)</b></p> <ul style="list-style-type: none"> <li>• Property Data</li> <li>• Application</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>Staff recommends approval of the lighting with the following conditions:</p> <ol style="list-style-type: none"> <li>1. All electrical wiring and bulbs shall be hidden from view.</li> <li>2. The aluminum L-bracket shall be painted matching the brown color of the building.</li> </ol>
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## Vicinity Map



## Scope of Work

Peter Spencer is requesting to install LED Up-Lighting behind the existing awning to illuminate a painted restaurant sign. Staff and the chairperson of the Commission approved the painted sign in the photo, "El Jefe," which meets all applicable ordinance requirements. The tenant and building owner are now pursuing external lighting for sign which is further described below.

### External Lighting details:

Type: LED Strand (rope light)

Color: 3500K (soft yellow)

Intensity: 130-260 lumens

Connection: LED strand hidden within aluminum L-bracket connected to the building above the awning.



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.

## Guidelines of Review

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### Lighting (Stevens Point Design Guidelines Sec. 4.2)

1. Existing or new lighting should not adversely affect or spill over into neighboring properties.

**Analysis:** Specifics regarding light spillover or intrusion have not been provided, however the pictures below are of the same lighting proposed which exist in the building under the bar. The applicant has indicated that the up-lighting will not exceed the roofline of the building.



LED Strand Lighting – Non-lit



LED Strand Lighting –Lit

**Findings:** Given the light projection upwards, neighboring properties should not be affected from any light spillover.

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

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

**Analysis:** The proposed style of lighting is hidden from view in an aluminum L-bracket fixture. Furthermore, the lighting for signage is not externally lit or back lit.

**Findings:** Essentially, the proposed lighting is similar to the preferred except reversed (bottom externally lit) with hidden fixtures. Staff would recommend that if the lighting is approved, all electrical wiring and bulbs shall be hidden from view. In addition the aluminum L-bracket shall be painted matching the brown color of the building.

After review, staff has determined that the lighting is not the preferred type for signage within the historic districts, however will provide a distinctive style of lighting that should not reduce the historic character of the building as all fixtures are hidden. Additionally the intensity and color of the lighting is appropriate for the sign area and should create a unique visual. Staff recommends approval of the lighting with the conditions outlined on page one of the staff report.

## Photos



LED Strand Lighting - Off



LED Strand Lighting - On



LED Strand Lighting – Underneath Bar Area

Name and Address		Parcel #	Alt Parcel #	Land Use
Peter J & Connie R Spencer 5748 Regent St Stevens Point, WI 54482		240832201816	240832201816	Warehouse, Storage/Retail Stor
		Property Address		Neighborhood
		924 Clark St		Cntrl Bus & 2nd St area(Comm)
Subdivision		Zoning		
Display Note	Revised Parcel for 2014	S E & Other Plat		B3-CENTRAL BUSINESS

**OWNERSHIP HISTORY**

Owner	Sale Date	Amount	Conveyance	Volume	Page	Sale Type
Peter J & Connie R Spencer	4/30/2013	\$38,900	Warranty Deed W/Add'L P	784286		Land & Build.
George J Mattlin Jr	3/12/2001	\$62,400	Warranty Deed	58	4951	Land & Build.

**SITE DATA**

**PERMITS**

Actual Frontage	25.1	Date	Number	Amount	Purpose	Note
Effective Frontage	25.1	10/3/2013	13-0555	\$1,500	020 Electrical	main panel & rewire
Effective Depth	124.8	5/14/2013	13-0191	\$21,000	024 Exterior Renovati	new windows, doors, a
Square Footage	3,137.7					
Acreage	0.072					

**2015 ASSESSED VALUE**

Class	Land	Improvements	Total
(2) - B-Commercial	\$18,000	\$15,600	\$33,600
<b>Total</b>	<b>\$18,000</b>	<b>\$15,600</b>	<b>\$33,600</b>

**LEGAL DESCRIPTION**

LOT 2 CSM#10353-46-83 BNG PRT LOT 6 BLK 5 STRONG ELLIS & OTHERS ADD .07A 784286

**PROPERTY IMAGE**

**PROPERTY SKETCH**



Name and Address		Parcel #	Alt Parcel #	Land Use
Peter J & Connie R Spencer 5748 Regent St Stevens Point, WI 54482		240832201816	240832201816	Warehouse, Storage/Retail Stor
		Property Address		Neighborhood
		924 Clark St		Cntrl Bus & 2nd St area(Comm)
Subdivision		Zoning		
Display Note	Revised Parcel for 2014	S E & Other Plat		B3-CENTRAL BUSINESS

**BUILDING SUPERSTRUCTURE DATA**

Bldg	Sec	Occupancy	Year	Area	Framing	Hgt
1	1	Warehse, Storage (C avg)	1928	1,400	Masonry - Avg	12
1	2	Store, Retail (C avg)	1928	650	Masonry - Avg	12

<b>Total Area</b>	2,050
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**BASEMENT DATA**

**COMPONENTS**

Bldg	Sec	Adjustment Description	Area	Bldg	Sec	Component Description	Area
1	1	Store, Retail - Unfin Bsmnt	1,500	1	2	Masonry Garage	1,000

**DETACHED IMPROVEMENTS**

Structure	Year Built	Square Feet	Grade	Condition

**SITE IMPROVEMENTS**

**STRUCTURE DATA**

Site Improvement	Units	Age	49
		Year Built	1928
		Eff. Year	1966
		One Bedroom	
		Two Bedroom	
		Three Bedroom	
		Total Units	
		Stories	1.00
		Business Name	Store w/ warehouse behind



# 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	LeJefe	Contact Name	Leah Czernowka
Address	924 Clark St	Address	3280 Thompson Ct
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	St. Pt WI 54481
Telephone		Telephone	715 252 7359
Fax		Fax	
Email		Email	leahcz@Yahoo

### 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	Peter Spencer	Owner's Name	
Address	5748 Regent St.	Address	
City, State, Zip	Stevens Point WI 54482	City, State, Zip	
Telephone	(715) 341-8260	Telephone	
Fax		Fax	
Email	petercommc@pena.us@gmail.com	Email	

### PROJECT SUMMARY

Subject Property Location (Please include Address and Assessor's Identification Number(s))		
Parcel 1	Parcel 2	Parcel 3
Legal Description of Subject Property		
Area of Subject Property (Acres/ Sq Ft)		Area of Building or Structure (Sq Ft)

Current Zoning District(s)		Current Historic District(s) - Local, State, National	
Designated Future Land Use Category	Current Use of Property	Proposed Use of Property	
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)			
LED Strip lighting for facade sign			
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? Explain your answer.			
NO :t will not			
Does the proposed work match and harmonize with the external appearance of adjacent neighboring improvements. Explain your answer.			
Yes			
Does the proposed work conform to the objectives of the historic preservation plan for said district (if any)? Explain your answer.			
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 _____) Explain your answer.			
Yes			

**EXHIBITS**

Letter to District Alderperson ( _____ )	<input type="checkbox"/>	Additional Exhibits If Any (List):
Photographs of Building or Structure	<input type="checkbox"/>	
Renderings or Elevations	<input type="checkbox"/>	
Site Plan (for additions, and new construction)	<input type="checkbox"/>	

**CERTIFICATION AND SIGNATURE**

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

Signature of Applicant	Date	Signature of Property Owner(s)	Date
			