AGENDA
HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

June 1, 2016 – 4:30 PM

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

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

Discussion and possible action on the following:

1. Approval of the report of the April 6, 2016 HP/DRC meeting.
2. Request from the Tony Phillips with SAC Wireless, representing AT&T, for design review approval to remove an antenna tower at 1045 Clark Street **(Parcel ID 2408-32-2020-02)**.
3. Adjourn.

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.

REPORT OF THE HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

Wednesday April 6, 2016 – 4:30 PM

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

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

ABSENT: Alderperson Garrett Ryan, and Commissioner Tom Baldischwiler

ALSO PRESENT: Associate Planner Kearns, Rod Cox, Todd Anderson, Schott Dimler

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INDEX:

Discussion and possible action on the following:

1. Approval of the report of the March 2, 2016 HP/DRC meeting.
2. Request from Todd Anderson, agent for Cellcom, and representing the property owner, for design review approval to remove existing and install new antenna equipment, along with coax cable and tray on the roof and façade at **1408 Strongs Avenue (Parcel ID 2408-32-2025-03)**.
3. Request from Rod Cox, representing the property owner, for design review approval to construct a rear addition on the building at **1009 Clark Street (Parcel ID 2408-32-2025-03)**.
4. Adjourn.

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1. Approval of the report of the March 2, 2016 HP/DRC meeting.

   Motion by Commissioner Siebert to approve the report of the March 2, 2016 HP / DRC meeting; seconded by Commissioner Woehr.

   Motion carried 5-0.

   Associate Planner Kyle Kearns quickly explained that the parcel numbers for both items 2 & 3 were the same on the agenda which is an error. Agenda item 3 should have a parcel number of 2408-32-2020-04. He continued, the agenda did not have to be amended considering the two addresses were correct, which are the primary means in identifying the property. That correction should also be noted in the staff report.

2. Request from Todd Anderson, agent for Cellcom, and representing the property owner, for design review approval to remove existing and install new antenna equipment, along with coax cable and tray on the roof and façade at **1408 Strongs Avenue (Parcel ID 2408-32-2025-03)**.

   Associate Planner Kyle Kearns explained Mr. Todd Anderson is here representing the property owner for the installation of new antennas and equipment at the Whiting Hotel, which is 1408 Strongs Avenue. It has been identified that the four antennas on the southwest penthouse and two

antennas on the middle penthouse are to be replaced as well as all the lower equipment. The request includes replacing all six antennas. The proposed antennas will be lower and match the height of the roof line in both locations and will be painted to match the brick. There will be a cable run along the west side within a tray spanning to equipment in the parking garage, which is also proposed to be painted to match the brick. He noted that the property itself is located on the National Register of Historic Places as an individually listed property, and is also within our local design review district. Along with the application there was an architectural survey that was submitted, which cited there would be no adverse impacts resulting to surrounding historic properties. Lastly Mr. Kearns noted there is state legislation 66.0404 that prohibits a political subdivision from disapproving an application for a tower, antenna, or equipment solely based on aesthetics. Staff recommends approval with conditions listed in the staff report which includes, if functionally possible, to move the tray closer to the existing chimney allowing for better concealment.

Commissioner Beveridge asked the applicant if the location of the tray really means a lot, to which Mr. Anderson stated for the way it is laid out yes. He went on to say they did try to locate the cables in the elevator shaft and other interior locations, however could not do so. Commissioner Beveridge asked if the chimney is being used, to which Mr. Anderson stated he did not know.

Mr. Anderson stated the cables will go along the roof deck then down the building. The engineers tried to get them internal, but there just was not the space or access to get them inside and to the underground garage where equipment exists.

Commissioner Woehr clarified that the antennas were proposed to be moved down and asked if they were going to stick out the same amount, and if the request included painting the cable tray, to which Mr. Anderson confirmed both are correct.

Commissioner Siebert stated in the staff recommendation location of the cable tray, it would look like part of the chimney, to which Mr. Anderson stated yes, in the past, they have used wraps, but those fade and he feels that painting would be the best.

Commissioner Woehr asked where the current antenna cable is located, to which Mr. Anderson stated it is run into the building to an area where the equipment is in the stairwell. Unfortunately the equipment will not work in the stairwell anymore and it will be placed in the underground garage.

Commissioner Debauche asked what are the benefits of changing out the antennas, to which Mr. Anderson stated they are upgrading to the next generation of communication equipment and the upgrade equipment is too large for the stairwell area. We looked at going into the elevator room, with our equipment, and the engineers just did not feel confident with what they had for drawings based on the equipment and the room.

Commissioner Scripps asked what the dimensions of the cable tray are, to which Mr. Anderson stated about 18 inches wide.

Motion by Commissioner Woehr to approve the request from Todd Anderson, agent for Cellcom and representing the property owner, for design review approval to remove existing and install

new antenna equipment, along with coax cable and tray on the roof and façade at 1408 Strongs Avenue (Parcel ID 2408-32-2025-03) with the following conditions:

- **The applicant shall pursue positioning the tray position at the location closer to the chimney. Should mechanics and other elements prevent the tray from being installed at this location, the applicant has the authority to install the tray as originally proposed.**
- **Building codes and zoning ordinance requirements shall be met.**
- **All applicable building permits shall be obtained.**
- **The antennas and cable tray shall be painted a brown color closely matching the existing brick façade.**
- **All fasteners for equipment (antennas and cable tray) shall be installed within the brick mortar and not within the brick.**

Seconded by Commissioner Scripps.

Commissioner Siebert asked in the event that the tray does not work in the staff proposed location, or the applicant proposed location, would they have to come back to staff and chairperson with another path. Associate Planner Kearns stated we understand there are limitations and they have identified the limitations, so that leaves the only option that has been presented. It is certainly up to the commission if you want to require it one way or the other. He continued stating they have identified the western façade on the bump out and the elevator shaft pent house area as an option for the cable tray, however the application has identified difficulty with that location. Commissioner Siebert explained his concern about the project and the possibility that it would just be slapped on the building somewhere if proposed location don't work. Mr. Anderson confirmed that the location that was proposed in the drawings is where they would place the cable tray. Commissioner Beveridge stated we are approving what they have asked for.

Motion carried 5-0.

3. Request from Rod Cox, representing the property owner, for design review approval to construct a rear addition on the building at **1009 Clark Street (Parcel ID 2408-32-2025-03)**.

Associate Planner Kyle Kearns explained this building has sat vacant for several years, but was recently purchased by Divine Word Lutheran Church. One of the challenges with this building is that it is a split level. So the new owners are requesting an addition on the rear of the building in order to provide a handicap lift in that addition so that the building can be handicap accessible to serve its patrons. He stated the building falls very close to the property line, however, it does have space to construct the rear addition. The addition is proposed to be approximately 30 x 24 feet and not nearly as high as the main portion of the building. Furthermore, the applicants are proposing incorporating stone veneer, a stone cap, two different types of EIFS, standing seem metal roof, and a new metal staircase. Staff have concerns as to the white downspouts, and recommends dark brown. Also, EIFS is not typically recommended in the historic districts for new construction or to be placed on existing structures, therefore, staff is recommending a stone veneer or approved masonry to match the front of the building to be applied to the entire addition. The rooftop mechanical equipment has been moved, but we ask that it be screened appropriately. Lastly, the planter in the

front is also proposed to be removed and replaced with just a concrete slab, staff is recommending it remains and is restored as it is a defining character landscape element to the building.

Mr. Cox clarified there are two existing rooftop units on the top and they are being replaced with new one which you can't really see with the construction of the additions. The addition was designed to have a little bit of stone in the back to tie it into the front. Then the EIFS on top would be a dual purpose of cleaning up the look of the back and screen the mechanicals. Lastly, we will clean off the existing block above and paint it to a color that matches the rest of the façade.

Commissioner Scripps asked if the applicant had major concerns regarding the staff recommendations. Mr. Cox stated he is concerned budget-wise if we have to put stone over everything. The basic idea with doing this addition is that probably 80 % of the people will be entering the rear façade as opposed to the front due to the parking in the rear. It worked out best to put the handicap lift on the outside so we could access up and down and create a small lobby area before getting to the main area.

Commissioner Siebert asked if we wanted to set precedent with EIFS since we have said no to other projects.

Commissioner Woehr asked if the vestibule would be heated, to which Mr. Cox stated yes.

Commissioner Debauche asked if there would be signage placed on the back, to which Mr. Cox stated they are working on a design, and would be coming back before the commission for approval. Associate Planner Kyle Kearns added that the signage would have to come back before the commission unless it meets the sign guidelines, in which staff can approve, but this approval today would is not for any building signage.

Commissioner Woehr asked about the two existing signs that are there now at the west end and rear of the building, with the florescent tubes in them, and whether they are coming off, to which Mr. Cox answered the intent is to replace the one on the back and do something on the side and a little something on the front. Mr. Scott Dimler explained that the intent at this point is to have a small sign on the front of the new addition.

Mr. Cox stated that if we built up the back in all block, it really did not clean up the messiness of that bump-out.

Commissioner Debauche asked if the block is just for the area that is now being covered with EIFS material, to which Associate Planner Kyle Kearns stated that rather than EIFS the stone veneer is recommended to be carried through the entire façade of the addition and the existing addition where you see the metal staircase. The applicant could also identify a masonry material they would like to install, which could be approved by staff and the chairperson, rather than having to come back to the Commission. He is recommending something different from the EIFS, some sort of masonry material to match the existing on the front of the building.

Commissioner Woehr asked what about concrete block, to which Mr. Cox stated they can do that, but it does not clean up the back as much as they have intended to do. Commissioner Woehr then asked about the location and screening of the trash and dumpster containers, to which Mr. Dimler stated there would be small dumpsters placed on the west side of the building near the property

line. Commissioner Woehr reminded them of the need for screening of those. Commissioner Woehr then asked about the painting at the rear, and the guidelines of painting the block to look like the original material. Associate Planner Kyle Kearns stated the commission could approve a color today and Mr. Cox added that the intent is to paint with a matching color. Commissioner Scripps stated she would waive that requirement in this situation, to which Commissioner Siebert added waiving it to match the brick on the east and west side.

Motion by Commissioner Siebert to approve the Request from Rod Cox, representing the property owner, for design review approval to construct a rear addition on the building at 1009 Clark Street (Parcel ID 2408-32-2020-04) with the following conditions:

- **Downspouts shall match the color of the existing spouts (dark brown), or blend into the façade colors.**
- **Stone veneer or other approved masonry by the chairperson and designated agent shall be installed on the entire addition façade, replacing the EIFS.**
- **Door and window trim and framing shall match the existing color found on the existing windows and doors.**
- **Rooftop or ground mechanical equipment shall be completely screened appropriately with fencing or other approved device by the chairperson and designated agent.**
- **The existing landscaping planter on the north façade shall be restored rather than removed.**
- **Building codes and zoning ordinance and sign ordinance requirements shall be met.**
- **All applicable building permits shall be obtained.**
- **Staff shall have the authority to approve minor amendments to the project.**
- **Signage for the property is not approved and shall be reviewed appropriately at a later date.**
- **Existing exposed block shall be painted a color matching the existing brick, to be reviewed and approved by the chairperson and designated agent.**
- **Trash receptacles and storage shall be screened with materials matching the materials on the primary structure.**

Seconded by Commissioner Debauche.

Motion carried 5-0.

4. Adjourn.

Meeting adjourned at 5:08 PM.

Administrative Staff Report

Remove Antenna & Tower
Design Review Request
1045 Clark Street
May 23, 2016

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

Applicant(s):

Tony Phillips with SAC Wireless, representing AT&T

Staff:

- Michael Ostrowski, Director mostrowski@stevenspoint.com
- Kyle Kearns, Associate Planner kkearns@stevenspoint.com

Parcel Number(s):

- 2408-32-2020-02

Zone(s):

- "B-3" Central Business District

Council District:

- District 9 – McComb

Lot Information:

N/A – Exempt

Structure Information:

- Year Built: addition unknown
- Number of Stories: 2

Current Use:

- Commercial

Applicable Regulations:

- Chapter 22
- Downtown Design Guidelines

Request

Request from the Tony Phillips with SAC Wireless, representing AT&T, for design review approval to remove an antenna tower at 1045 Clark Street **(Parcel ID 2408-32-2020-02)**.

Attachment(s)

1. Application
2. Narrative
3. Photos

City Official Design Review / Historic District

1. Downtown Design Review District

Staff Recommendation

Based on the findings below, staff would recommend approval of the design review request to remove the antenna and tower at 1045 Main Street with the following conditions:

1. Building codes and zoning ordinance requirements shall be met
2. All applicable building permits shall be obtained, including a razing permit.

Vicinity Map

Scope of Work

Tony Phillips with SAC Wireless, representing AT&T, is requesting to remove an existing rooftop antennas and tower. The tower is no longer in use and therefore has been requested to be removed. Removal of the tower, antenna, and microwave equipment will occur, which includes tower removal to the pitch pockets on roof of the building. A pitch pocket is defined as the location where penetration occurs in the roof. The small remaining steel is proposed to be painted orange. Furthermore, the ice bridge is proposed to be removed to the penthouse wall. The applicant anticipates preparation and removal to take 2-3 days. Several protective measures will occur to ensure safety during the removal which includes the placement of fire blankets. The tower is proposed to be disassembled in pieces and removed from the rooftop via a crane located on the premise. Material will be then placed in a dumpster for disposal. Further information has been provided in the application, narrative,

and photos.

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 (numbers refer to guideline standards)

*****Other standards within the design guidelines not specifically mentioned below have been reviewed and are met or not applicable pertaining to the proposed building improvement activities.**

Mechanical and Com. Systems (Sec. 3.14)

3. Mechanical equipment on historic commercial structures should be screened from public view on rear elevations or behind parapet walls on the roof.

Analysis: The antenna is existing and is not screened.

Findings: While the antenna exists on the rooftop, it is very visible from the street. Furthermore, it is very noticeable anywhere in downtown and disrupts the skyline downtown. Given its large height and bulky equipment, removal should improve the aesthetics and skyline downtown.

12. Stealth techniques for the installation of cellular phone systems should be used whenever possible. Locating cellular units on roofs or church steeples, or on existing communication towers is preferable to the construction of a new tower.

Analysis: The tower is existing and stealth techniques likely were not pursued during construction.

Findings: The antenna tower and equipment are proposed to be removed. Pitch pockets main remain which are proposed to be painted orange for safety. These should not be viewable from the street given their low profile to the roof.

Demolition Guidelines (Sec. 6.1)

1. Whether the building or structure is of such architectural or historic significance that its demolition would be detrimental to the public interest and contrary to the general welfare of the people of the City of State.

Analysis: The antenna's construction date is unknown, however was likely within the last 30-40 years due to technological advances. Furthermore, given the improvement in technology, the tower and equipment have become obsolete.

Findings: While AT&T owns and occupies the building, along with the tower, it was not original to the building. Furthermore, its design is of simple construction made primarily of steel. Staff finds that the removal of the antenna tower should improve the downtown aesthetics and therefore be in the public interest.

2. Whether the building or structure, although not itself a historic structure, contributes to the distinctive architectural or historic character of the historic district as a whole, and therefore, should be preserved for the benefit of the people of the city of the state.

   Analysis: The antenna tower and equipment were added to the building after construction, likely in the last few decades.

   Findings: The tower may be unique in the downtown; however, it significantly impedes the surrounding aesthetics and downtown skyline, as well as along the river front. Furthermore, it does not contribute to the historic character of the downtown as it doesn't match any characteristics, or elements found within the downtown. Therefore, the removal should not be detrimental to the public.

4. Whether the building or structure is of such old, unusual or uncommon design, texture, and/or material, that it could be reproduced only with great difficulty and/or expense.

   Analysis: The tower design is of simple construction and primarily made from steel.

   Findings: While reproduction may be difficult and costly today due to the improvements in tower construction, and materials, it could be similarly reconstructed.

Based on the findings above, staff would recommend approving the request to remove the antenna and tower at 1045 Clark Street with the conditions listed on page one of the staff report.

Photos

01 19 2016

01 19 2016

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
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? ☐)	
Applicant Name	Tony Phillips - SAC Wireless for AT&T	Contact Name	
Address	540 W. Madison - 17th Floor	Address	
City, State, Zip	Chicago, IL 60661	City, State, Zip	
Telephone	847-331-3659	Telephone	
Fax		Fax	
Email	tony.phillips@sacw.com	Email	

OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? ☐)		PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed)	
Owner's Name	AT&T	Owner's Name	
Address	930 National Parkway	Address	
City, State, Zip	Schaumburg, IL 60173	City, State, Zip	
Telephone	847-330-3427	Telephone	
Fax		Fax	
Email	cl644@att.com	Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
1045 Clark Street		
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**
	Office	Office

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)

Remove existing roof top antennas and tower structure per attached Scope of Work and Power Point.

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 you answer.

Removing the existing structure will not adversely affect the exterior.

Does the proposed work match and harmonize with the external appearance of adjacent neighboring improvements. Explain your answer.

Removing the existing structure should improve the appearance of the building.

Does the proposed work conform to the objectives of the historic preservation plan for said district (if any)? Explain you answer.

Removing the existing structure should conform to the objectives of the historic plan.

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 www.stevenspoint.com) Explain you answer.

Nothing new will be added.

EXHIBITS

Letter to District Alderperson (www.stevenspoint.com/Directory)	☑	Additional Exhibits If Any (List):
Photographs of Building or Structure	☑	Scope of Work & Power Point
Renderings or Elevations	☐	
Site Plan (for additions, and new construction)	☐	

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
	5/16/16	AUTHORIZED REPRESENTATIVE	5/16/16

Decommission Scope of Work

AT&T Site: Stevens Point

Site Address: 1045 Clark St., Stevens Point, WI

Lat: 44.52199 Long: -89.58382

Current as of 03/09/2016

Tower Type: Rooftop

Scope of Work – Remove tower structure on top of the building.

Antenna structure:
Remove the cell tower structure (including the microwave horns) located on the roof of the building. Structure to be removed to just above the pitch pockets. Remaining steel to be painted orange for safety.

Ice Bridge:
Ice bridge to be removed from the tower structure to the penthouse wall.
Remove steel to just above the pitch pockets. Remaining steel to be painted orange for safety.

Expected Duration:
Length of project is expected to last 2-3 days depending on weather and any unforeseen issues that may arise.

Method of Procedure:
The roof area will be protected from any fire or sparks with fire blankets.

The tower will be disassembled into manageable pieces, brought down to the parking lot and placed into dumpsters.

Closeouts:
We will have an AT&T representative look the site over prior to the crews leaving to be sure that the work is complete to customer satisfaction.

Work by others:
AT&T is responsible for making sure that the power and any antennas running to the tower are decommissioned and/or locked out. These items will need to be verified and documented by the crew on site prior to work commencing.

WIRELESS

AT&T Rooftop Tower Removal
1045 Clark St., Stevens Point, WI

Scope of Work – Remove tower structure on the roof

Antenna structure:
Remove the cell tower structure on the roof

Structure to be removed down to the roof level.

Coax:
Coax to be removed to the entrance to the shelter and capped

Expected Duration:
Length of project is expected to last 1-3 days depending on weather and any unforeseen issues that may arise.

Method of Procedure:
A crane will be set on the east side of the building.

The tower will be removed in sections, disassembled on the ground, and placed into dumpsters.

Any damage to the surrounding ground area will be repaired as needed

Closeouts:
We will have an AT&T representative look the site over prior to the crews leaving to be sure that the work is complete to customer satisfaction.

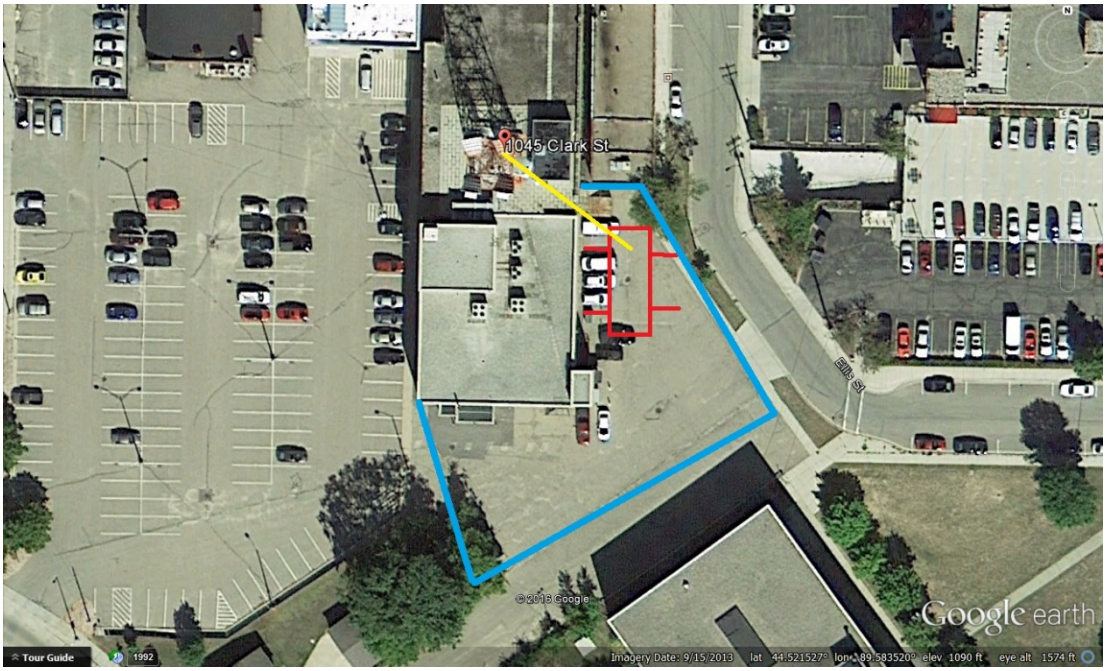
Work by others:
AT&T is responsible for making sure that the power and any antennas running to the tower are decommissioned and/or locked out. These items will need to be verified and documented by the crew on site prior to work commencing.

Day one: Arrive at site. Have crew climb the tower, prep the horns for removal. Rig the tower for the crane portion.

Remove the tower structure in sections and bring down to the parking lot.

Remove the base and the cable tray.

Day two: Break down the material and dispose of in the dumpster. Clean up.



Crane to be on site for 1 day.