

AGENDA
HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

September 7, 2016 – 4:00 PM

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

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

Discussion and possible action on the following:

1. Approval of the report of the August 3, 2016 HP/DRC meeting.
2. Request from Bailey Voigt, representing the property owner, for design review to install an electronic message center and awning at **956 Main Street (Parcel ID 2408-32-2015-28)**.
3. Adjourn.

REPORT OF THE HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

Wednesday August 3, 2016 – 4:30 PM

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

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

ABSENT: Commissioner Sarah Scripps, and Commissioner Tom Baldischwiler.

ALSO PRESENT: Associate Planner Kearns, Joseph Hoover, Brandi Makuski, Liam Wood, and Eric Yonke.

INDEX:

Discussion and possible action on the following:

1. Approval of the report of the July 6, 2016 HP/DRC meeting.
2. Request from Eric Yonke, representing the property owner, for design review to construct a parking area at **1408-10 College Avenue (Parcel ID 2408-32-1004-06)**.
3. Staff update regarding the nomination of historic districts to the State and National Register of Historic Places.
4. Adjourn.

-
1. Approval of the report of the July 6, 2016 HP/DRC meeting.

Motion by Commissioner Siebert to approve the report of the July 6, 2016 HP/DRC meeting; seconded by Alderperson Ryan.

Motion carried 5-0.

2. Request from Eric Yonke, representing the property owner, for design review to construct a parking area at **1408-10 College Avenue (Parcel ID 2408-32-1004-06)**.

Associate Planner Kearns summarized the request by Eric Yonke, representing the property owner of 1408-10 College Avenue in their absence, for design review to construct a parking area. He reminded the commission that it had been an item from November of last year and that the garage on the site had been demolished without authorization and the design review request had followed. He went on to explain that the postponement was placed in order to allow the applicant to pursue options of whether to reconstruct the garage or have parking stalls, and the costs associated with those options, as well as the location. Mr. Kearns explained that the applicant had responded with a formal request to construct a parking area, noting that the three stalls would be on the rear of the home near the center of the site. Lastly, he summarized the recommended conditions where the applicant would have to submit an updated site plan detailing the preservation of the top left corner of the site, landscaping on the north side of the site, wheel stops, and other minor requirements.

Commissioner Woehr asked how many tenants there were, to which Eric Yonke (1418 College Avenue) stated there were four tenants.

Commissioner Woehr stated for clarification that he would have to meet traditional neighborhood setbacks, thus not being able to reconstruct the garage in its previous location as it was too close to the property lines.

Aldersperson Ryan expressed concern over the old and current report where there were differentiating directions from staff over the amount of stalls to be constructed; two stalls in the old report, to three stalls in the new report. He added that three stalls would stray away from the house being converted back to single family ownership.

Associate Planner Kearns stated that staff had not recommended approval, but rather recommendations if it was granted approval. He added that the commission had requested to see both options of pursuing a new garage or parking area, but that the applicant had only presented the current option, to which staff reviewed based on current ordinance requirements. Lastly, he noted that the property was licensed for three stalls.

Aldersperson Ryan asked how that had affected the structure when they were licensed for three stalls.

Associate Planner Kearns stated that they would have taken the two stall garage into consideration. He added that the stalls had most likely been based on the amount of units when the housing license was issued, thus grandfathering the property and allowing the three stalls to exist on the site. He added that the new request to change parking meant that the applicant had to conform to current standards and requirements.

Aldersperson Ryan expressed concern over setting a precedent for those wanting to tear down existing structures in order to construct something else entirely when the commission is tasked to preserve what exists on the property.

Chairperson Beveridge asked if there were any consequences to tearing down structures without authority, to which Aldersperson Ryan confirmed that there was.

Chairperson Beveridge asked if there was a penalty or requirement to replace the structure.

Commissioner Woehr mentioned that he had asked the same thing at the November hearing in which he was told double fees would be charged for the demolition. He insisted that council begin enforcing ordinances as written.

Associate Planner Kearns explained that citations were not issued due to good faith with the applicant, as well as postponement due to the pending nature of his request.

Commissioner Woehr mentioned a similar situation where a structure had been torn down without authorization and had been almost completely rebuilt in a wrong location, to which Associate Planner Kearns stated that the difference was with being in a historic district.

Commissioner Woehr reiterated his concern with a structure being demolished without prior authorization within the city of Stevens Point.

Aldersperson Ryan agreed with the concern of people doing that with properties, but he did not believe that was the case in this instance, and mentioned that cases could be treated differently as they came forward. He also inquired about the original concern of having to navigate a thin driveway when there were four tenants, but only three stalls.

Eric Yonke confirmed that it had been an issue, but stated that there was at least one stall per apartment, and that any additional vehicles would have to be negotiated. He added that when the garage still existed, an option for the third stall was to create a gravel parking space east of the garage, but that green space would have been lost. He noted that the owner used to tell the tenant that they could not have a vehicle which had not been practical.

Commissioner Siebert asked why they did not park on the street, to which Mr. Yonke stated that the city did not allow for overnight parking and that parking had recently changed on the street.

Commissioner Siebert asked why it had changed, to which Mr. Kearns could only speculate that it may have been due to snow removal.

Aldersperson Ryan noted that the city was currently looking at overnight parking restrictions, to which Mr. Kearns confirmed that the Police Department was looking into it.

Commissioner Siebert referenced a section of paved driveway on the map, to which Mr. Yonke stated it belonged to 1408 College Avenue, adding that the owner's intention had been to make it easier for vehicles to turn around, but it had not been working as intended.

Commissioner Siebert asked whether there was enough room in that area for parking, to which Mr. Yonke stated there was only enough room for a car to make a turn and parking a vehicle there would block the driveway.

Chairperson Beveridge asked if that space was owned by the property, to which Mr. Yonke could not confirm, and suggested it might belong to the city.

Eric Yonke explained that he had approached three different companies for building a garage and three different companies for building a driveway. He stated that the garages that had been brought forward for consideration had been generic structures with no historic aesthetic. He added that they had looked into two versus three stall parking as there were several issues with moving forward with a garage. He also stated that the owner's intention was to keep the home as a rental property, adding that the three units dated back to the 1930s.

Commissioner Woehr asked whether a permit was required, to which Associate Planner Kearns confirmed it would be a commercial permit.

Aldersperson Ryan referenced trees on the submitted site plan and asked whether they were currently on the property, to which Mr. Yonke stated that besides one tree, the bushes and trees on the plan were part of the artist's rendition.

Aldersperson Ryan asked if they were planning on putting in the plantings, to which Mr. Yonke stated that while they were not in a rush to do so, they were open to improving the space.

Commissioner Debauche asked whether there was more or less concrete when comparing the old and new site plans, to which Mr. Yonke confirmed that there would be a little more concrete due to the proposed patio.

Aldersperson Ryan asked if they had to rip out part of the existing pad from the area, to which Mr. Yonke confirmed that they had, stating that the concrete near the house was in disarray and that they would like to replace it in order to maintain it better.

Aldersperson Ryan asked Mr. Kearns if the plantings could be added as a condition.

Associate Planner Kearns explained that the green space would be a requirement of the parking area in addition to having a green space on the north side of stalls, additional screening around the patio in the form of shrubs or fencing, and wheel stops for each stall. He noted that all plant species would have to be identified.

Commissioner Siebert asked for clarification on the wheel stops, to which Mr. Kearns explained that wheel stops or curbing would prevent vehicles from encroaching into the screening area or patio, as well as being a requirement within the zoning code.

Chairperson Beveridge asked if approving the request would have been an issue for anyone had there not been a garage, to which Aldersperson Ryan stated it was not.

Commissioner Siebert expressed concern over setting a precedent, to which Chairperson Beveridge agreed.

Aldersperson Ryan asked if the proposed driveway was to be concrete or asphalt, to which Mr. Yonke confirmed it would be concrete.

Chairperson Beveridge asked whether snow would be plowed onto the patio when clearing the driveway. Eric Yonke explained that he would prefer to do so instead of onto the green space where the grass might not survive due to the road salt. He added that the wheel stops would assist in creating a barrier for plowing.

Chairperson Beveridge asked what the potential penalties for tearing down a garage without a permit would be, to which Mr. Kearns estimated \$200-250 a day. Chairperson Beveridge asked if there had been discussion to double it, to which Mr. Kearns explained that failing to get a building permit would result in double fees per the ordinance.

Chairperson Beveridge asked if there were additional penalties for historic preservation. Associate Planner Kearns explained that there would be a citation per day until they had complied with requirements, reminding the commission that citations had been postponed for this matter. He further explained that if the construction of a garage or parking area had not been completed within adequate time given, they could then look into citing or charging fines.

Commissioner Woehr stated that according to the ordinance, anything approved by the commission had to be completed within a year. He reiterated his point in having council and staff look into citations in order to enforce the process of getting proper authorization or permits.

Commissioner Siebert asked whether any of the companies contacted had been interested in building an architecturally similar garage. Eric Yonke responded, stating that the companies had not responded seriously to the historic requirement, nor were they interested in working in a historic preservation district. The ones that did had presented generic structures, stating that is where their pricing began. At that point the owner did not want to pursue that option any further.

Chairperson Beveridge and Eric Yonke attempted to find the dimensions of the torn down garage, but could not find the actual dimensions other than it being 480 square feet.

Commissioner Woehr asked whether tenants parked in the garage, to which Mr. Yonke explained that it had sunk into the ground so much that the door would not open, adding that the neighboring building had been leaning on it, thus encroaching on the property.

Commissioner Debauche stated that if it were to be turned into a single family dwelling, the commission would most likely have someone wanting to raze the structure had it been preserved in order to build a two stall garage.

Commissioner Siebert stated that was the process when buying into a historic district, to which Commissioner Debauche mentioned that it might deter people.

Commissioner Woehr added that many people don't know they are buying into a historic district.

Chairperson Beveridge referenced an image of the garage within the handouts and suggested that the structure looked like a two stall garage. He also asked what the garage would be worth to the rent and suggested perhaps \$40-50, to which Mr. Yonke agreed with the estimate.

Chairperson Beveridge asked what kind of numbers he was getting for the garage, to which Mr. Yonke stated the numbers began at \$25,000 for a generic garage with no features.

Commissioner Debauche asked whether they would still be allowed to put in the extra pad for additional parking if they required a two stall garage.

Associate Planner Kearns explained that a two stall garage would be considered as two of the three stalls allowed on their license, but that an additional pad would still come before the commission due to it being in a historic district.

Commissioner Siebert asked whether the structure could constitute as a two stall garage if the side door was taken out and the space extended, to which Mr. Yonke confirmed that two vehicles could fit within the garage had they been looking at the footprint of the structure.

Commissioner Woehr stated that garage would have to be moved to the east by at least 4 feet as it was too close to the west property line. Associate Planner Kearns added that it would also have to be moved forward at least three feet away from the rear property line.

Commissioner Siebert asked if the setbacks could be waived to meet historic standards, to which Mr. Kearns confirmed that the variance for the traditional neighborhood overlay district would only apply to single family homes, not multi-family or commercial.

Chairperson Beveridge asked whether they were going to forget the teardown of the garage.

Aldersperson Ryan stated that it was a one-time thing, adding that if anyone else came forward after tearing down a structure without approval, he would not be lenient. Lastly, he commented on the willingness of the applicant to create a nice space where most would just place gravel down.

Commissioner Siebert asked whether anything would be seen from College Avenue, to which Mr. Yonke confirmed that none of it would be seen.

Motion by Commissioner Woehr to approve the request from Eric Yonke, representing the property owner, for design review to construct a parking area at 1408-10 College Avenue (Parcel ID 2408-32-1004-06) with the following conditions:

- 1. Wheel stops shall be installed in parking stalls and the turn around area to prevent encroachment onto the patio and greenspace.**
- 2. The parking area shall be concrete to match the existing driveway.**
- 3. A building permit shall be obtained and all pertinent ordinance requirements shall be met.**
- 4. The applicant shall submit an updated parking plan to be reviewed and approved by the Community Development Department.**
- 5. The patio shall be Brick or stone pavers.**
- 6. One tree shall be planted on the northwest corner of the property.**
- 7. Plantings shall be installed along the north and west side of the home as well as along the driveway and patio.**
- 8. The Chairperson and designated agent shall have the authority to approve minor changes to the project and plan.**

Seconded by Aldersperson Ryan.

Motion passed 5-0.

3. Staff update regarding the nomination of historic districts to the State and National Register of Historic Places.

Associate Planner Kearns reported that staff was seeking approval from the Plan Commission, Finance Committee, and Common Council to apply for the nomination of five additional historic districts as there were minimal costs that the city may have to pay. He also stated that they had received good feedback from the meeting that occurred in May with State Representative Joe DeRose regarding the nomination, adding that they were going to pursue the CLG grant in September and November in order to have a contractor for the following year.

Commissioner Woehr asked whether the intent was to pursue the districts or individual properties.

Associate Planner Kearns explained that they were currently looking at districts as they had a larger impact and encompassed 190 properties, noting that the preliminary bid from the contractor had exceeded \$25,000, the maximum grant award. He added that they may pursue individual properties after the district process, to which Commissioner Woehr stated that they may already have enough data for those properties. Associate Planner Kearns agreed that a lot of the primary work had been done on the individual properties, adding that Tim Heggland, the contractor who had done the survey, would likely be able to provide the best price for both district and individual property resources. Lastly, he added that the commission wanted to pursue nomination of districts first when it was first brought up as an item over a year ago.

Commissioner Woehr stated that at a previous meeting that had been held at the library and annex there had been a push for explaining the tax benefits of having an area designated historic, but the downside was that if people did not apply for those tax credits, then there was no control over the property and they could do what they wished. In addition, they were not told that if the city moved to make a local historic district after being under the national register, that they would then come under all guidelines. He expressed concern over suddenly having an overload of people coming to the commission with requests because they can't make changes to their home without prior approval.

Aldersperson Ryan stated a lot of those projects could be approved by staff, adding that there were a lot of positive benefits to being designated such as being able to protect the character of a neighborhood. Commissioner Woehr agreed that there were pros and cons.

Associate Planner Kearns explained that he had asked Joe DeRose whether it was wise to apply for local designation at the same time or after. He explained that Mr. DeRose stated that we would spark a lot of concerns from potential districts and those around the potential districts, adding that his recommendation had been not to pursue local designation unless it was sparked from the property owners from the nationally recognized districts. Mr. Kearns went on to state that he would recommend locally designating a district only if all the property owners were on board.

Chairperson Beveridge mentioned that Clark Street had been acquired due to having the owners come forward, adding that they had only dealt with a couple of their properties every year.

Commissioner Siebert asked what percentage of the property owners would have to come forward, to which Associate Planner Kearns stated that Mr. DeRose recommended a high majority, preferably almost every single property owner.

Commissioner Siebert asked whether the property owners would be contacted to see if they would be interested.

Associate Planner Kearns stated that local designation would not be pursued, and that they would only do so if the property owners came forward. He added that he had made the option aware of having an owner individually pursue nomination on a national and state historic register without being in a district.

Commissioner Siebert clarified his question in wanting to know if the property owners would be contacted in some way to inform them of the option of becoming locally designated.

Associate Planner Kearns stated that they would not identify local designation in order to avoid confusion as Mr. DeRose had suggested the focus stay on the state and national register as there would be no negative impacts on property owners, but that they would still have large tax credit benefits available. He added that once those credits were applied for however, they would have to follow the Secretary for Interior Standards. Going back to his initial point, Mr. Kearns explained that simply saying a property owner could pursue local designation could spark concern for people into thinking that the city may be the one leading the case for local designation. In turn, that could potentially scare owners into not wanting to be designated on the state and national register. Lastly, he recommended not pursuing local designation unless instituted by a large majority.

Aldersperson Ryan asked why the city would not want to pursue local designation in order to place protections on the homes when there were property owners doing renovations and essentially wiping away historic character from their homes.

Commissioner Woehr stated that it was like exercising eminent domain, to which Commissioner Siebert stated it was part of being in a historic district. Commissioner Woehr agreed, but also stated that those property owners were not currently in a historic district.

Aldersperson Ryan referenced Clark Street as an example where a majority of the owners came forward and wanted to be in it, to which Commissioner Woehr reaffirmed that it had been a majority.

Commissioner Debauche mentioned that he had been told by realtors that people either wanted to live in Plover or in the Downtown area of Stevens Point within a historic home, but that there were too few of them available.

Chairperson Beveridge suggested contacting the realtors and telling them to make it a requirement to disclose when it is historic, to which Commissioner Siebert asked if it was possible to send a letter out to new owners notifying them of the historic district and its requirements

Associate Planner Kearns suggested potentially partnering with the Assessor's office in automatically contacting owners when a property sold or ownership changed. He added that they had sent out letters to all property owners within the districts several times over the past few years.

Chairperson Beveridge stated that timing would be an issue, as the buying process was already emotional and if they were not told upfront, they most likely would never know about being in a historic district.

Associate Planner Kearns reported that McDonalds Title had appealed their request for the installation of brick, mentioning that it would go to council within the month. Lastly, he asked if a 4:00 PM meeting time would work better as 4:30 PM was in the middle of the hour.

General agreement for a 4:00 PM meeting start.

4. Adjourn.

Meeting adjourned at 5:28 PM.

Administrative Staff Report



**Sign and Awning
Design Review Request
956 Main Street
August 31, 2016**

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

<p>Applicant(s):</p> <ul style="list-style-type: none"> Bailey Voigt, Representing the Property Owner <p>Staff:</p> <ul style="list-style-type: none"> Michael Ostrowski, Director mostrowski@stevenspoint.com Kyle Kearns, Associate Planner kkearns@stevenspoint.com <p>Parcel Number(s):</p> <ul style="list-style-type: none"> 2408-32-2015-28 <p>Zone(s):</p> <ul style="list-style-type: none"> "B-3" Central Business District <p>Council District:</p> <ul style="list-style-type: none"> District 4 – Oberstadt <p>Lot Information:</p> <ul style="list-style-type: none"> Actual Frontage: 79 feet Effective Depth: 129 feet Square Footage: 10,151 Acreage: 0.233 <p>Structure Information:</p> <ul style="list-style-type: none"> Year Built: addition 1890 (126 years) Number of Stories: 2 <p>Current Use:</p> <ul style="list-style-type: none"> Mixed Use: Commercial & Residential <p>Applicable Regulations:</p> <ul style="list-style-type: none"> Chapter 22 Downtown Design Guidelines 	<p>Request</p> <p>Request from Bailey Voigt, representing the property owner, for design review to install an electronic message center and awning at 956 Main Street (Parcel ID 2408-32-2015-28).</p> <p>Attachment(s)</p> <ol style="list-style-type: none"> Application Rendering <p>City Official Design Review / Historic District</p> <ol style="list-style-type: none"> Downtown Design Review District Mathias Mitchell Public Square District <p>Staff Recommendation</p> <p>Staff would recommend either of the following:</p> <ul style="list-style-type: none"> Removal of the middle awning and installation of the electronic message center between the two entryway awnings. <p>or</p> <ul style="list-style-type: none"> Extension of the middle awning to match the existing entryway awning, design, dimensions, color, and materials. Signage shall be permitted on the valance of the middle awning.
--	--

Vicinity Map



Scope of Work

Bailey Voigt, representing the property owner, has requested to install an electronic message center on the south façade facing Main Street at 956 Main Street. In addition, design review is requested for an awning previously installed at the same location.

The standards of review below pertain only to the awning and electronic message center.

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

Signs (Stevens Point Design Guidelines Sec. 4.4)

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

Analysis: Manual changeable copy signs are permitted within the B-3 Zoning District, as are marquee signs. Marquee signs are reviewed on a case-by-case basis. Note, that electronic message center signs have been reviewed on a case-by-case basis and have been approved for other businesses within the downtown design review district and B-3 Zoning District.

Findings: Given the above requirements and past review for similar signs, the approval or denial should be based on the applicable design review guidelines.

6. Wall signs on commercial building should be flush mounted in appropriate location in the wall space above the storefront.

Analysis: The electronic message center (EMC) sign is proposed above the first floor windows, between two entrances, but below the existing awning.

Findings: While the EMC is above the storefront, it is below the awning and signage already present.

10. Sandwich board type signs are appropriate within the districts. Neon, back-lit, and portable signs, (excluding sandwich board signs), are not recommended in the District.

Analysis: The EMC sign is internally lit with LED lighting. External lighting is recommended for signage.

Findings: While external lighting is recommended, several internally lit signs exist within downtown, including EMC signs.

11. Awning signs are appropriate on awnings that meet the guidelines in the next sections and are proportional to the awning and not oversized. Generally, the sign should be placed on the awning valance.

Analysis: The existing awning above the proposed EMC sign does not meet the requirements of the sign ordinance. Furthermore, signage is proposed on the main body of the awning rather than the valance. In addition, the EMC sign is proposed below the smaller awning.

Findings: Awnings typically serve a few purposes, including, providing shelter, improving aesthetics, and signage. The difference in dimensions among the awning to allow for the EMC sign seems out of the ordinary, as the majority of awnings cover entryways or span the distance of the façade. Therefore, staff would recommend the awning match the existing awning dimensions and colors. For this to occur, no room would exist for the EMC.

12. Historic sign materials such as wood, metal, and masonry are preferred for sign construction. Contemporary materials such as plastic and vinyl are permitted if they are of high quality, sturdy material and do not produce glare.

Analysis: The EMC is likely constructed of synthetic materials, including plastic.

Findings: While the sign is not made of historic materials, it is also not of a historical nature and design as it involves electronics and newer technology. However, an argument can be made that the sign will reduce the historical integrity of the district, especially as this request could spark additional similar request and thereby set precedent.

Awnings (Stevens Point Design Guidelines Sec. 4.5)

3. Signs are permitted on awnings provided they meet the applicable sign requirements within the sign code.

Analysis: The middle canopy does not meet the minimum projection requirement of 3.5 feet. No permit or design review was requested for the installation of the awnings.

Findings: The existing middle awning does not meet the Sign Code requirements and therefore should be removed or extended to comply. Staff would recommend specifications on the awnings be provided should the canopy be extended.

4. Awnings should be placed appropriately to fit in the opening above display windows and doors. They should be affixed so that no architectural features are concealed or damaged.

Analysis: The existing middle awning is set higher than the awnings above the entryways.

Findings: The middle awning does not appear to appropriately fit between the awnings over entryways and the storefront windows. Patrons using the awnings as refuge would not be fully covered under the middle awning. In addition the proportion is off between entry way awnings, as the left entryway awning (commercial use) is larger than the right entryway awning (apartment use).

12. Continuous awnings or awnings that cover architectural features such as piers or columns, are not recommended.

Analysis: Awnings currently cover then entire front (south) of the façade, between the storefront and second story. Entrances exist on the east and west side of the south façade and are covered with larger existing awnings. The middle awning is smaller than the entrance awnings.

Findings: While continuous awnings are not recommended, no distinctive building features or architecture are covered. One large awning or two awnings over the entrances add to the aesthetics of the building.

After review, the electronic message center sign may reduce the historic character and integrity of the building and downtown. However, similar signs have been approved elsewhere in the district and may be appropriate for certain buildings and areas within the district, depending on the manner in which it is displayed. When taking into consideration the awning request as well, staff would recommend one of the following two options. Note that should the middle awning remain it would be in variance with the Sign Ordinance.

1. Removal of the middle awning and installation of the electronic message center between the two entryway awnings.
2. Extension of the middle awning to match the existing entryway awning, design, dimensions, color, and materials. Signage shall be permitted on the valance of the middle awning.

Photos



2012 Photo





1515 Strongs Avenue, Stevens Point, WI 54481

(715) 346-1567

(715) 346-1498

communitydevelopment@stevenspoint.com

<http://stevenspoint.com>

City of Stevens Point Historic Preservation / Design Review Commission Application Packet

This document includes the directions and applications for projects that require Historic Preservation / Design Review Commission (HPDRC) approval. This coversheet describes the process and application requirements. The form shall be completed and returned with the required exhibits to the Community Development Department, City of Stevens Point, 1515 Strongs Avenue, Stevens Point, WI 54481. If you have any questions about the application or submittal requirements, please do not hesitate to contact the Community Development Department at (715) 346-1567 during normal business hours, Monday-Friday, 7:30 a.m. to 4:00 p.m., except City holidays.

Prior to Submittal:

1. Consultation with City staff should occur prior to the submittal of any application. This consultation can occur through phone, email or in person.
2. Prior to the submittal of the application, a letter should be sent to the Alderperson of the district of where the request is taking place, explaining the request. Please attach the notification letter with your application materials. Information about aldermanic districts can be found at stevenspoint.com.

Filing of Historic Preservation / Design Review Commission Applications:

1. The filing deadline for all applications is 4:00 p.m. on the filing day. ***The filing day is three weeks prior to the meeting in which you wish to appear.*** Please consult the annual HPDRC schedule below for specific dates. Applications received after 4:00 p.m. on the filing day will not be scheduled until the next application cycle. Filing deadlines can be waived by staff in instances where application amendments occur or other project aspects have received adequate review. HPDRC meeting dates are tentative.

Required Submittal Date	HPDRC Meeting Date
December 16, 2015	January 6, 2016
January 13, 2016	February 3, 2016
February 10, 2016	March 2, 2016
March 16, 2016	April 6, 2016
April 13, 2016	May 4, 2016
May 11, 2016	June 1, 2016
June 15, 2016	July 6, 2016
July 13, 2016	August 3, 2016
August 17, 2016	September 7, 2016
September 14, 2016	October 5, 2016
October 12, 2016	November 2, 2016
November 16, 2016	December 7, 2016

2. The application must be filled out completely and accurately, including contact information for the applicant and owner. The required materials identified on the application shall be submitted in their entirety as they pertain to your request and include all of the necessary information. Failure to submit a complete application with all of the required documents will result in placing your item being placed on the next application cycle.

Filing of HPDRC Applications:

○ **Requirements for Plans:**

- The name of the project, firm, and individuals associated with the request, and all relevant contact information must be included in each plan submitted.
- Each plan submitted must include a north point (compass), scale, and date drawn.
- An individual Adobe Acrobat PDF files compiled either on a non-returnable CD or USB flash drive shall also be submitted. Applicants who are unable to provide the materials electronically should contact the Community Development Department at (715) 346-1567 for assistance.
- **New Construction or Addition:** When required, site plans for new constructions must include building elevations, building coverage as a percent of the lot, setbacks from property line (include photos of the proposed site), height and number of stories of all proposed buildings and structures, and building dimensions.

Upon Filing Your Application:

1. Staff will meet two weeks prior to the HPDRC meeting to review your request. You will be notified as soon as possible if any revisions are needed. The HPDRC will not review any project revisions that have not been first reviewed by staff. A copy of the agenda and staff report for your item will be sent to you prior to the meeting.
2. The applicant or agent is required to attend the HPDRC meeting to explain your request and answer questions. Failure to appear at the scheduled meeting may cause referral of the matter to a future meeting date. You should also remain at the meeting until the HPDRC makes a determination on your item. **The majority of HPDCR decisions are final. Appeal procedures do exist which are outlined in the applicable City of Stevens Point Revised Municipal Code. Certain requests may require additional governing body review.**

Historic Preservation / Design Review Commission Review Process:

1. At the HPDRC meeting, you will have an opportunity to provide information about your request, after which, Staff will present their recommendation.
2. After the presentation of your item, the HPDRC can approve, reject, conditionally approve, or refer your proposal to a future meeting based in part on a review of the request against the applicable standards found in the City ordinances and Design Guidelines.

Application Fees:

No application fees are required for Historic Preservation / Design Review Commission items.



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		Contact Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		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		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
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)		
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.		
Does the proposed work match and harmonize with the external appearance of adjacent neighboring improvements. Explain your answer.		
Does the proposed work conform to the objectives of the historic preservation plan for said district (if any)? Explain your answer.		
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 your answer.		

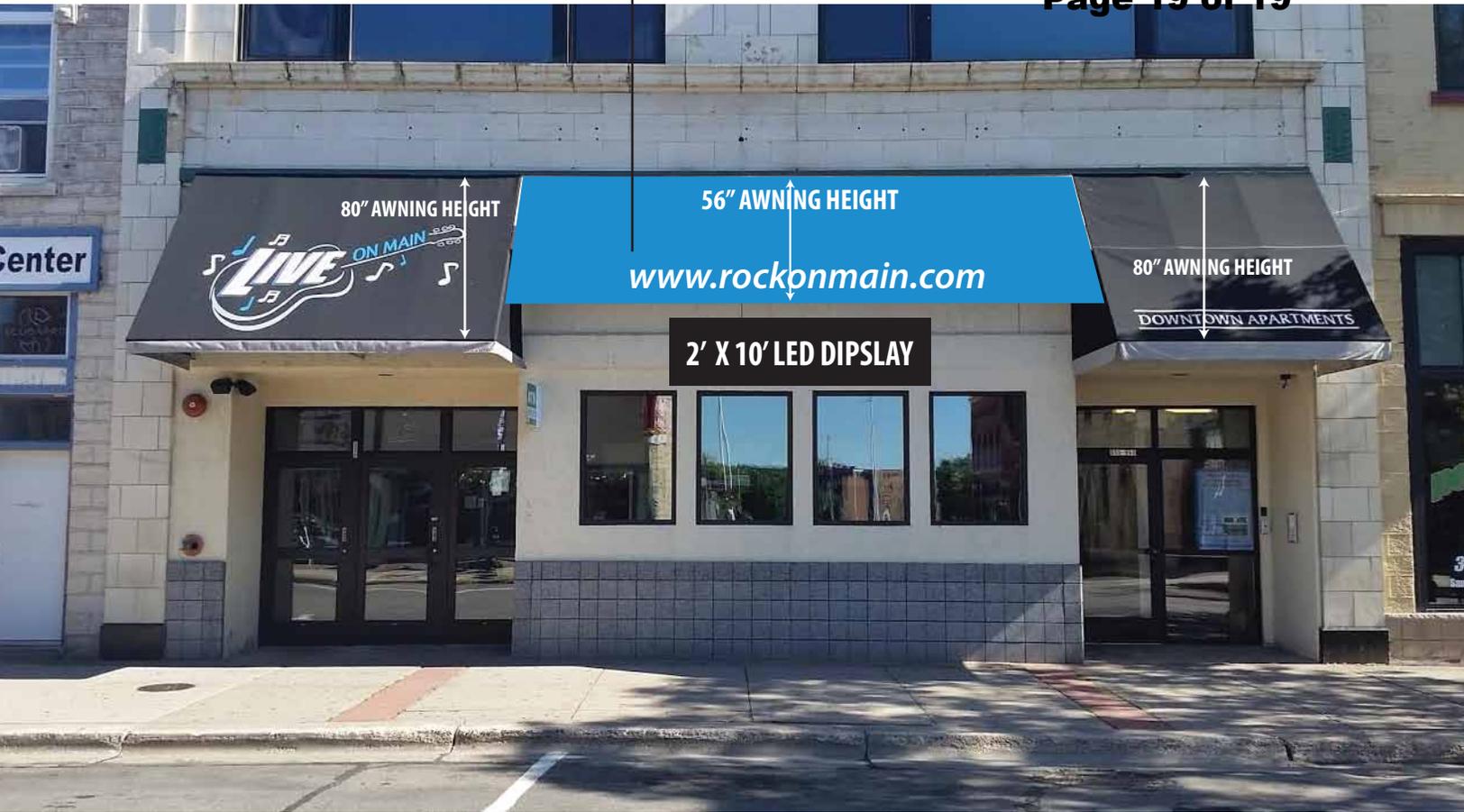
EXHIBITS

Letter to District Alderperson (www.stevenspoint.com/Directory)	<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"/>	

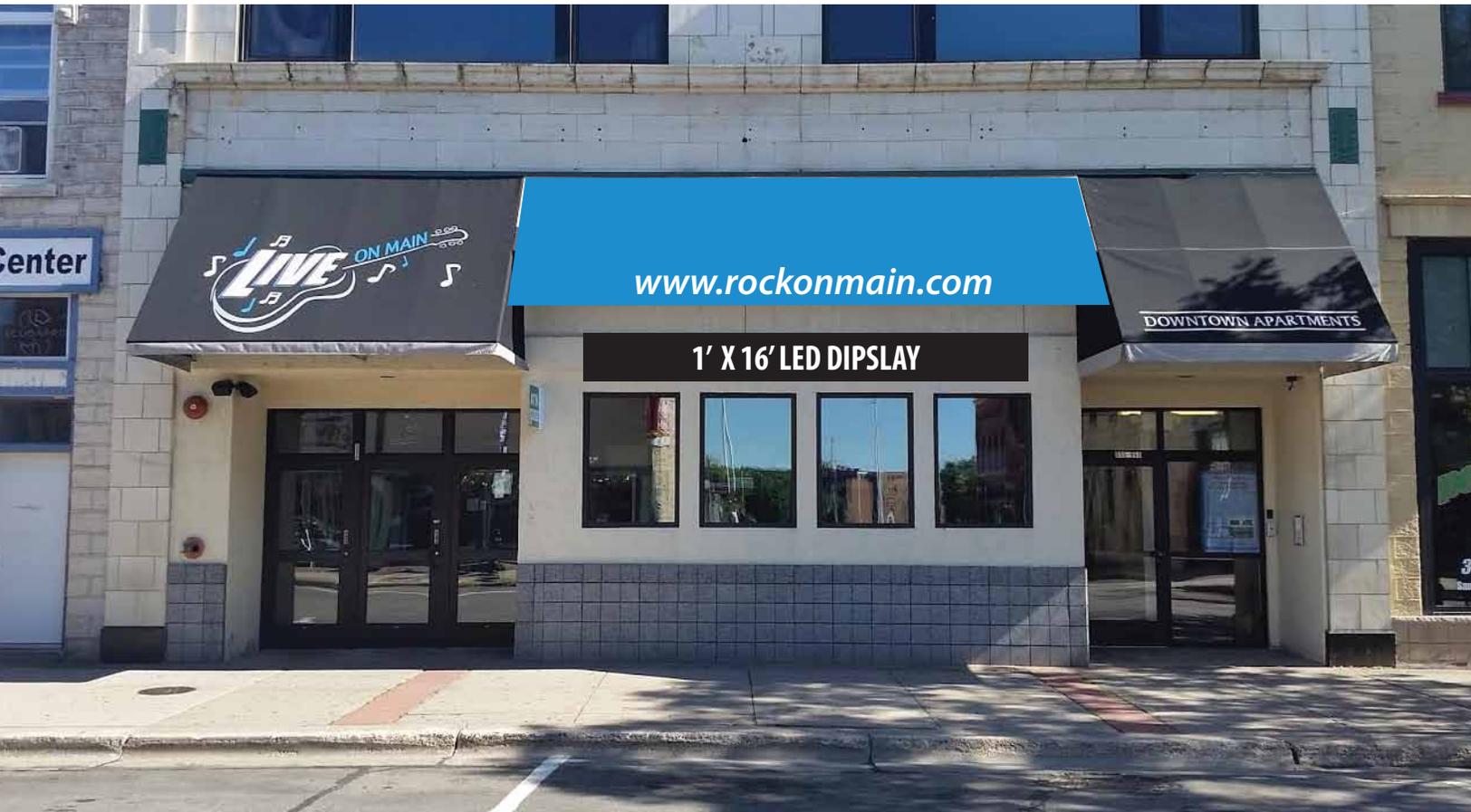
CERTIFICATION AND SIGNATURE

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



led display option 1



led display option 2