

AGENDA  
HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

October 5, 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 September 7, 2016 HP/DRC meeting.
2. Request from Bailey Voigt, representing the property owner, for design review to install multiple wall signs at **1009 Clark Street (Parcel ID 2408-32-2020-04)**.
3. Request from Joyce Waite, for design review to replace siding, trim, and porches at **1801 Clark Street (Parcel ID 2408-32-1027-06)**.
4. Adjourn.

REPORT OF THE HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

Wednesday September 7, 2016 – 4:00 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 Sarah Scripps, Commissioner Tom Baldischwiler, Commissioner Joe Debauche, and Commissioner Bob Woehr.

ABSENT:

ALSO PRESENT: Associate Planner Kearns, and Bailey Voigt.

---

INDEX:

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.

- 
1. Approval of the report of the August 3, 2016 HP/DRC meeting.

Commissioner Woehr commented on the report of August 3, 2016 HP/DRC meeting in regards to the wording on page three, paragraph ten, second sentence. Associate Planner Kearns stated the m

**Motion by Commissioner Siebert to approve the report of the August 3, 2016 HP/DRC meeting; seconded by Alderperson Ryan.**

**Motion carried 5-0.**

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)**.

Associate Planner Kearns summarized the request from the property owner and staff report. He recommended one of two options: the removal of the middle awning and installation of the electronic message center between the two entryway awnings, or for the middle awning to be extended to match the existing entryway awnings in color, material, and design in order to resemble the look of one awning spanning the length of the entire front façade.

Commissioner Woehr asked if staff had a properly completed application.

Associate Planner Kearns stated it was the application form that had been submitted, with Commissioner Woehr adding that it had not been signed, dated, or had any indication that the Alderperson had been notified.

Associate Planner Kearns explained that staff had the ability to be lenient and that they also extended deadlines to allow additional material to come in or for plans to be changed given staff review. He also added that the signature requirement was more of an internal policy to know that the applicant is willing to make the request.

Aldersperson Ryan asked if there were any dimension specifications regarding the sign request that couldn't be exceeded in that area.

Associate Planner Kearns confirmed that it was based on the signable area, which in this case was between the first floor commercial windows up to the bottom of the sill of the second floor commercial windows, adding that the sign graphics within that signable area couldn't exceed 45%.

Aldersperson Ryan asked if it included the awning and the digital sign, to which Associate Planner Kearns confirmed that, but also added that the signable area was measured by drawing a rectangle around the logo, lettering, and any other information that was presented on the sign.

Chairperson Beveridge asked if they had approved the awning with the Live on Main logo, to which Associate Planner Kearns stated that it had not gone through the Inspection and Development Department or Historic Preservation Commission.

Chairperson Beveridge asked if they could require the removal of the awning regardless of the outcome with the other signage, to which Associate Planner Kearns confirmed that it was up to commission.

Aldersperson Ryan asked if the proposed blue awning color fell into the guidelines for awnings for the Historic District, and if it didn't, if there was an acceptable blue within the guidelines.

Associate Planner Kearns stated that the adopted color palettes were regarding paint, but if they wanted to use those color palettes for awnings and other façade materials, they could.

Aldersperson Ryan asked if there was anything within the sign code relating to displays where they couldn't be flashing, scrolling, or changing color.

Associate Planner Kearns stated that they did not, but added that if the electronic message center were to be approved, he had recommended conditions regarding the operation of the sign in order to maintain the residential mixed-use character downtown and for it not to be over obtrusive to the area.

Commissioner Woehr stated that the city sign ordinance prohibited flashing signs.

Aldersperson Ryan stated that there were some downtown that had not been approved by the commission.

Bailey Voight (4925 Coye Dr) stated that the blue color was for example purposes, adding that they had a color palette where they could select a different color of canvas were the center awning to be approved.

Chairperson Beveridge read a section of the application regarding the electronic message center capability prior to asking if the staff recommendation was to require that the majority of capability of the sign not be used, as well as restrictions on color.

Associate Planner Kearns stated that his conditions didn't discuss color, but it was something that could be added if they wanted to see a specific color used.

Chairperson Beveridge stated that the awning that wasn't approved needed to be dealt with, adding that it looked like it almost needed a whole new awning to go across the entire thing.

Aldersperson Ryan asked if anything had been done in order to deal with the fact that it hadn't been brought forward or a permit hadn't been pulled.

Associate Planner Kearns stated they had been working with Tim Schertz (property owner) for well over a year to address the violation. He also added that they were about to issue a citation when Mr. Schertz contracted Bushman Electric Crane and Sign.

Aldersperson Ryan asked if a rewrite for the sign code was underway, to which Associate Planner Kearns confirmed and went on to explain the definition of flashing signs. Mr. Kearns also stated that when the sign code was originally created, it had not identified electronic messaging centers and added that changeable copy was amended to include automated changeable copy signs, but felt it had not been reflected within the entire document. To his point, it didn't fully address electronic message centers or automatic changeable copy signs.

Chairperson Beveridge asked if the process in working with the owner had been included in the packet. He also added that the idea of a digital display on Main Street was contrary to everything we had been trying to do for 20 years.

Aldersperson Ryan agreed that allowing one would set a precedence to allow others, adding that it wasn't an image they wanted to be pursuing downtown with digital displays.

Commissioner Debauche stated that the earlier sign examples that were given, such as Mid-State Technical College, were a different kind of sign, adding that there was not a single sign on the front of the building that changed rapidly. He also expressed concern over setting a precedence for electronic signs.

Associate Planner Kearns explained that graphics in the windows, open signs, and neon signs were allowed, making it difficult to control if someone puts a small electronic sign in the window since the sign code doesn't specifically address it. He added that it would essentially be a larger version of that just placed on the wall.

Commissioner Woehr asked if sandwich boards were allowed on the sidewalk, to which Associate Planner Kearns confirmed that they were.

Bailey Voight (4925 Coye Dr) explained that after struggling with the property and cleaning it up, the owner was trying to create a venue where he could attract larger music acts rather than just local talent. She added that they were open to suggestions if it involved a display that would be able to promote and attract customers and bands without being obnoxious.

Commissioner Scripps asked whether the owner had a preference in terms of the staff recommendations provided, to which Ms. Voight stated that she had not spoken to him regarding the recommendations.

Bailey Voight (4925 Coye Dr) stated that she wasn't sure that she received the final packet with staff recommendations after speaking with Kyle.

Chairperson Beveridge questioned whether anyone received the final packet.

Associate Planner Kearns explained the only change was adding a restriction on the operation of the electronic message center were it to be approved given its proximity to the area and residences it may face.

Chairperson Beveridge stated that they had allowed a kiosk on Clark Street at one of the banks.

Associate Planner Kearns stated Mid-State had a freestanding sign and Berkshire Hathaway had a smaller electronic messaging center that had been approved through the commission.

Chairperson Beveridge stated they had been completely different applications.

**Motion by Chairperson Beveridge to deny the 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), and to require conformity of the existing awnings; seconded by Alderperson Ryan.**

Commissioner Scripps asked whether the redoing of the awning would be in accordance with staff recommendations to have it extended.

Chairperson Beveridge explained that he was referring to the awning with the guitar logo, stating that while they had allowed information on valances, they had not allowed signage on the face of awnings.

Bailey Voight (4925 Coye Dr) commented that Arbuckles Eatery & Pub and Girls in Pearls Boutique had them.

Alderperson Ryan added that Guu's On Main used to have their logo on the face of the awning, but it was no longer there.

Commissioner Scripps asked if Arbuckles Eatery & Pub had come through the commission, to which Alderperson Ryan confirmed.

Chairperson Beveridge questioned them allowing signage on the face of the awning, to which Alderperson Ryan confirmed that they had and it was currently on the face of their awning.

Alderperson Ryan asked if there would be any issues with the logo as it is if the black awnings were brought forward.

Associate Planner Kearns stated that the commission had approved them on a case-by-case basis up to the current point, citing The Wooden Chair façade grant in 2012. He explained that while the design guidelines recommended signage be on the valance, there had been occasions where the Commission had approved it on the face of the awning, but that it had been dependent on the color schemes, graphics, and how well it fit in. He reminded the commission that the middle awning did not meet projection requirements and had to be fixed regardless of approval.

Alderperson Ryan asked if they could recommend extending them down to the length of the existing awnings, to which Associate Planner Kearns stated that it was the second staff recommendation.

Alderperson Ryan asked if the black face and grey valance was being recommended, to which Associate Planner Kearns confirmed.

Bailey Voight (4925 Coye Dr) expressed concern with having a continuous awning due to the neighboring night club and apartments. She explained that they didn't want to draw the public into the entry for the apartments, adding that there should be some sort of differentiation between the entrance to the club and entrance to the apartments. Another thought she added, would be to have the LED sign above the recessed entry door.

Alderperson Ryan asked if it would still be LED, to which Ms. Voight confirmed.

Alderperson Ryan explained that the issue everyone had with LED signs was how visually distracting they were, especially when trying to create an equally habitable area for not just people going to the night club but people living there, as well as trying to maintain the aesthetic of a historic downtown. He reaffirmed that it would set a precedence for other business owners in requesting illuminated signs, and with the body wanting to be fair, they wouldn't want to say yes to one and say no to another.

Chairperson Beveridge stated that they didn't like internally lit signs, let alone digitally.

Aldersperson Ryan agreed. He also asked whether changes wanted to be made to the original motion to include the center awning.

**Chairperson Beveridge requested the addition of the center awning to be removed or brought to code in his motion.**

Aldersperson Ryan stated that bringing the awning to code would mean extending them to 3.5 feet which was still shorter than the existing two awnings. If using staff recommendations, they would have to be extended to the existing awnings.

Chairperson Beveridge stated that as long as it met code and lost all signage on them, they could place a shorter awning there

**Aldersperson Ryan pulled his second for the motion on the floor, in order to get the original motion sorted out.** He further noted that he didn't necessarily agree with removing the Live on Main logo, and added that he had more of an issue with it not coming through the commission rather than it being unappealing.

Chairperson Beveridge suggested to have them leave it and pay a fine.

Commissioner Siebert agreed since it did not come through the commission, but noted that it was not obnoxious.

Chairperson Beveridge stated that it was setting a precedence, noting the previous month's issues relating to stucco due to similar circumstances. He couldn't recall approving signage on awning faces.

Aldersperson Ryan commented on the approval for Arbuckles Eatery & Pub, adding that they had logos on the sides as well. He couldn't recall any others during his time in the commission.

Chairperson Beveridge asked whether the awnings had been covering the signable area.

Aldersperson Ryan stated that there had been no discussion on signage being an issue.

**Chairperson Beveridge withdrew his original motion.**

**Motion by Aldersperson Ryan to deny the 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), or any signage of any shape or size, but also to approve the extension of the middle awning on the façade to match the existing entryway awnings, subject to the following condition:**

1. **The extended awning shall match the existing entryway awning in design, dimensions, color, and materials.**

**Seconded by Commissioner Siebert.**

Commissioner Scripps stated that she agreed with extending the awning as long as it met code.

Aldersperson Ryan explained that the height requested seemed to have been designed for a sign to sit beneath it and would probably would not have been built with the center being shorter were there no sign. He noted that he was willing to change that as he was not tied to the length.

Chairperson Beveridge summarized the motion.

Sarah Scripps stated for clarification that the center awning would have to be the same color no matter the length, to which Aldersperson Ryan confirmed that it should be the same color.

Chairperson Beveridge asked for clarification if the existing signage would be left until it deteriorated, in which time the owners would have to come back to the commission. Alderperson Ryan stated yes.

Associate Planner Kearns reminded the commission that if the property was not in conformance with the ordinance, the owner could just remove the middle awning and he would be in conformance.

**Motion carried 4-1, with Chairperson Beveridge voting in the negative.**

3. Adjourn.

**Meeting adjourned at 4:37 PM.**

# Administrative Staff Report



**Install Signs  
Design Review Request  
1009 Clark Street  
September 29, 2016**

Department of Community Development  
1515 Strong's 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>Bailey Voigt, Representing the Property Owner</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>2408-32-2020-04</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 9 – McComb</li> </ul> <p><b>Lot Information:</b></p> <ul style="list-style-type: none"> <li>Actual Frontage: 87 feet</li> <li>Effective Depth: 191 feet</li> <li>Square Footage: 16,530</li> <li>Acreage: 0.37</li> </ul> <p><b>Structure Information:</b></p> <ul style="list-style-type: none"> <li>Year Built: addition 1951 (65 years)</li> <li>Number of Stories: 2</li> </ul> <p><b>Current Use:</b></p> <ul style="list-style-type: none"> <li>Mixed Use: Institutional (church)</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 Bailey Voigt, representing the property owner, for design review to install multiple wall signs at <b>1009 Clark Street (Parcel ID 2408-32-2020-04)</b>.</p> <p><b>Attachment(s)</b></p> <ul style="list-style-type: none"> <li>Application</li> <li>Rendering</li> </ul> <p><b>City Official Design Review / Historic District</b></p> <ul style="list-style-type: none"> <li>Downtown Design Review District</li> </ul> <p><b>Findings of Fact</b></p> <ul style="list-style-type: none"> <li>The property falls within the downtown design review district which requires exterior improvement to be reviewed and approved.</li> <li>The request is to install four wall signs on three facades.</li> <li>The property was recently purchased by a church and is being remodeled, which includes an addition to the rear of the building.</li> <li>The rear building addition was approved by the HPDRC on April 6, 2016 (see attached Design Review Certificate).</li> </ul> <p><b>Staff Recommendation</b></p> <p>Approve the design review request for signage at 1009 Clark Street, subject to the following conditions:</p> <ol style="list-style-type: none"> <li>Signage shall be installed within the brick/stone mortar joints.</li> <li>Individual channel letter signs and electronic message center be constructed of metal, such as aluminum.</li> <li>Gooseneck style lighting shall be installed for the individual channel letter signs to be reviewed and approved by the chairperson and designated agent.</li> <li>No new cabinet sign shall be installed, however, the existing cabinet sign shall be permitted to install a new face.</li> </ol>
---	--

# Vicinity Map



## Scope of Work

Bailey Voigt, representing the property owner, has requested to install four wall signs on three façades, one of which is an electronic message center, at 1009 Clark Street. The property was recently purchased by a church and is in the process of being renovated. A rear addition was approved in April by the HPDRC, see the attached design review certificate. Signage was not part of the previous approval. The proposed signs have been described below.

### North Façade (Front)

#### SIGN 1

Size: 60 square feet  
 Dimensions: 6' x 10'  
 Design: Individual Channel Letter  
 Lighting: Internal or External  
 Gooseneck Style  
 Narrative: "the word"



#### SIGN 2

Size: 36 square feet  
 Dimensions: 4' x 9'  
 Design: Frosted Glass Panel  
 Lighting: None  
 Narrative: "the word"

West Façade

Size: 30 square feet  
 Dimensions: Cabinet + EMC Total = 2.4' x 12.5'  
 Design: Cabinet Sign and EMC  
 Lighting: Internal Backlit  
 Narrative: "the word + EMC"

South Façade (Rear)

Size: 28 square feet  
 Dimensions: 4' x 7'  
 Design: Individual Channel Letter  
 Lighting: Internal or External Gooseneck Style  
 Narrative: "the word"

**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:** The signs are within the signable area of the façade. Two signs are proposed on the north façade, with one acting to cover existing glass block. A cabinet sign and electronic message center is proposed on the west façade. Finally, an individual channel letter sign is proposed on the south façade. 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 corner exposure, multiple entrances to the building, and exposed facades, secondary signs are appropriate for the building. Furthermore, given the above requirements and past review for similar signs,

the approval or denial should be based on the applicable design review guidelines. Note that the HPDRC recently denied a request for and electronic message center signs.

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

**Analysis:** All signs are proposed to be flush mounted to the building façade. The electronic message center (EMC) sign is proposed on the north corner of the west façade, likely to market the business to patrons on Clark Street. It is proposed at a location where a former cabinet sign existed.

**Findings:** While the cabinet sign and electronic message center sign is in the signable area, it is not on a façade with a public entrance. It is proposed in the place of an existing empty cabinet sign that will likely be removed.

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 cabinet sign and electronic message center sign is internally lit with LED lighting. External lighting is recommended for signage.

**Findings:** While external lighting is recommended, several internally lit signs exists within downtown, including electronic message center signs.

11. 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 individual channel letter and electronic message center sign materials are unknown. In other cases, both sign types have been constructed of metal (aluminum), or synthetic materials (plastic). The second sign on the north façade is constructed of glass.

**Findings:** If signage is approved, staff would recommend the individual channel letter signs and cabinet/electronic message center be constructed of metal, such as aluminum.

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

**Analysis:** The applicant has recommend internally lit or externally lit gooseneck style lighting for the individual channel letter signs. The frosted glass sign is proposed to not be lit. Lastly, the proposed cabinet sign and electronic message center will be internally lit.

**Findings:** Staff recommends that gooseneck style lighting shall be installed for the individual channel letter signs to be reviewed and approved by the chairperson and designated agent.

14. Cabinet signs are not recommended within the Downtown Historic / Design Review District. Maintenance of existing cabinet signs is permitted, including the changing of the face of existing cabinet signs.

**Analysis:** A cabinet sign is proposed on the west façade along with the electronic message center sign.

**Findings:** While cabinet signs are not recommended, the proposed sign is in a location where an existing cabinet is located. Existing cabinet signs can be maintained and the changing of faces is permitted. It appears from the rendering that the proposed cabinet sign and electronic message center is smaller than the existing, suggesting the existing cabinet will be removed. Should the existing cabinet be removed, staff would recommend denying the new cabinet sign. However if a new face is proposed in the existing cabinet, the design guidelines and ordinance requirements allow for this. Lastly, while the electronic message center acts as a cabinet sign, the

HP/DRC recently denied another similar request and thereby set precedent for the district. However, a small electronic message center sign exists a block away on the same street.

After review, the majority of signage is appropriate for the building and the district. Note that 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.

## Photos

---



# 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	The Word / Divine Word	Contact Name	Bailey Voigt-Bushman Sign
Address	1009 Clark St.	Address	4925 Coyle Dr.
City, State, Zip	Stevens Point, WI	City, State, Zip	Stevens Point, WI 54481
Telephone		Telephone	715-341-4942
Fax		Fax	715-254-0231
Email	scottdimler@divine-word.com	Email	bailey6@bushmanelectric.com

### 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
Legal Description of Subject Property		
Area of Subject Property (Acres/Sq Ft)		Area of Building or Structure (Sq Ft)

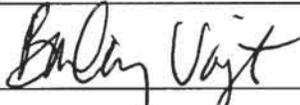
Current Zoning District(s)		Current Historic District(s) - Local, State, National	
Designated Future Land Use Category		Current Use of Property	Proposed Use of Property
Briefly describe the proposed building, structure construction, reconstruction or exterior alteration. Please also provide rationale for the design review request, along with the time schedule (if any) for the project. (Use additional pages if necessary)			
Existing building is currently under a full remodel / renovation for the church / student center facility. All exterior will remain the same (stone/brick). New addition on back of building will match existing stone.			
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 - All signage proposed will not effect exterior structure or architectural features of building. Glass block above front door is in poor condition and we would like to replace with clear glass to allow more light in.			
Does the proposed work match and harmonize with the external appearance of adjacent neighboring improvements. Explain your answer.			
Yes - the signs we are requesting follow the individual channel letter style seen at other downtown businesses - The digital sign will have a backlit ID panel but only logo will backlight.			
Does the proposed work conform to the objectives of the historic preservation plan for said district (if any)? Explain your answer.			
Yes, all signage fits the style recommended by historic preservation committee.			
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 colors of the logo are burgundy and black which are not unusually bright or loud. We are flexible with size of signage but proposed sizes that fit well into the space and are practical for legibility.			

## 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
	9/29/16		



**the** **+** **WORD**

6 1/4" CROSS HEIGHT / 2 1/4" LETTER HEIGHT  
1'0" OVERALL LENGTH  
INDIVIDUAL FABRICATED LETTERS/CROSS  
INTERNALLY ILLUMINATED OR EXTERNALLY LIT  
WITH GOOSENECK STYLE LIGHTS



PROPOSED FRONT SIGNAGE

4 1/4" X 9'W  
REPLACE OR COVER EXISTING GLASS BLOCK  
WITH SOLID FROSTED GLASS PANEL WITH  
ETCHED LOGO



PROPOSED WEST ELEVATION SIGNAGE



	<p><b>29" H X 8" W LED DIGITAL READERBOARD</b></p>
---	--

29" H X 54" W BACKLIT CABINET W/ LOGO (ONLY LOGO WILL BACKLIGHT)  
 29" H X 8" W LED DISPLAY

# the **T** WORD

4'H CROSS HEIGHT / 18'H LETTER HEIGHT  
7' OVERALL LENGTH  
INDIVIDUAL FABRICATED LETTERS/CROSS  
INTERALLY ILLUMINATED OR EXTERNALLY LIT  
WITH GOOSENECK STYLE LIGHTS



**CITY OF STEVENS POINT**

*Design Review Certificate*

The Historic Preservation / Design Review Commission of the City of Stevens Point in conformance with Chapter 22 and the City 's adopted Design Guidelines hereby grants permission for work to be performed on the premises listed below in accordance with the approved plans and conditions:

**OWNER:** Divine Word Evangelical Lutheran Church      **PREMISE:** 1009 Clark St. (Parcel ID 2408-32-2020-04)

**APPLICANT:** Rod Cox, representing the property owner      **HP/DRC APPROVAL DATE:** April 6, 2016

**WORK APPROVED:** Construct a rear addition on the south facade of the building as proposed in the attached plans.

See Conditions of Approval on Page 2.

**\*\*\*Any Additional Work Will Require Separate Design Review\*\*\***

This certificate does not suffice as a building permit. All applicable building permits shall be obtained meeting City ordinance.

The City of Stevens Point Community Development Department hereby issue this design review certificate to the above applicant for activities described above. Changes to the above project or conditions specified shall receive approval prior to commencement from the City of Stevens Point Community Development Department and/or the Historic Preservation Design / Review Commission.

Issuer: *[Signature]*      Date: 4/7/16



**CITY OF STEVENS POINT**

*Design Review Certificate*

**CONDITIONS OF APPROVAL:**

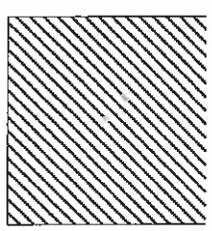
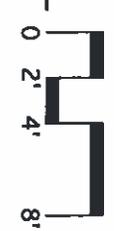
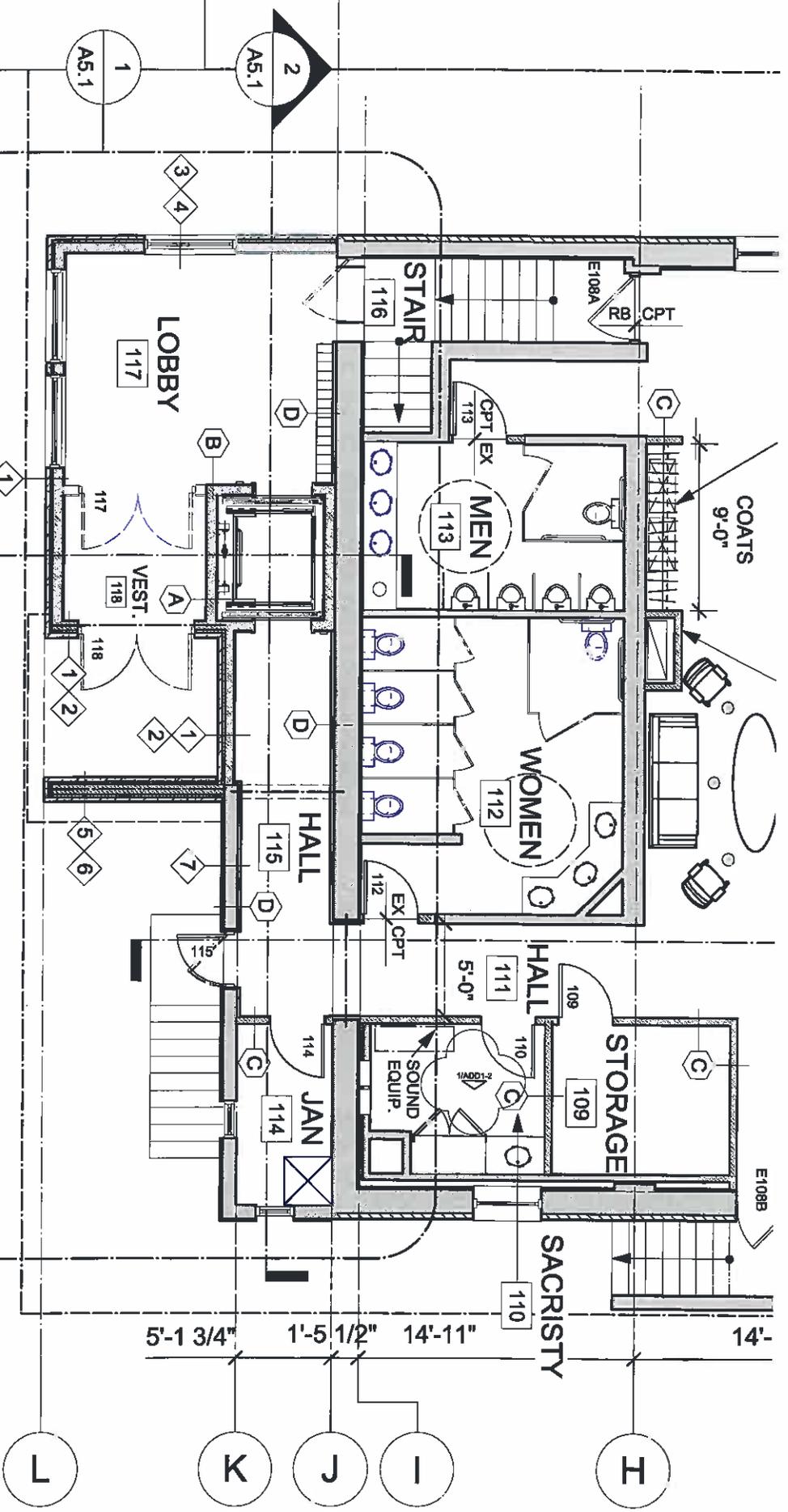
1. Downspouts shall match the color of existing spouts (dark brown), or blend into the façade colors.
2. Stone veneer or other approved masonry by the chairperson and designated agent shall be installed on the entire addition façade, replacing the EIFS.
3. Door and window trim and framing shall match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

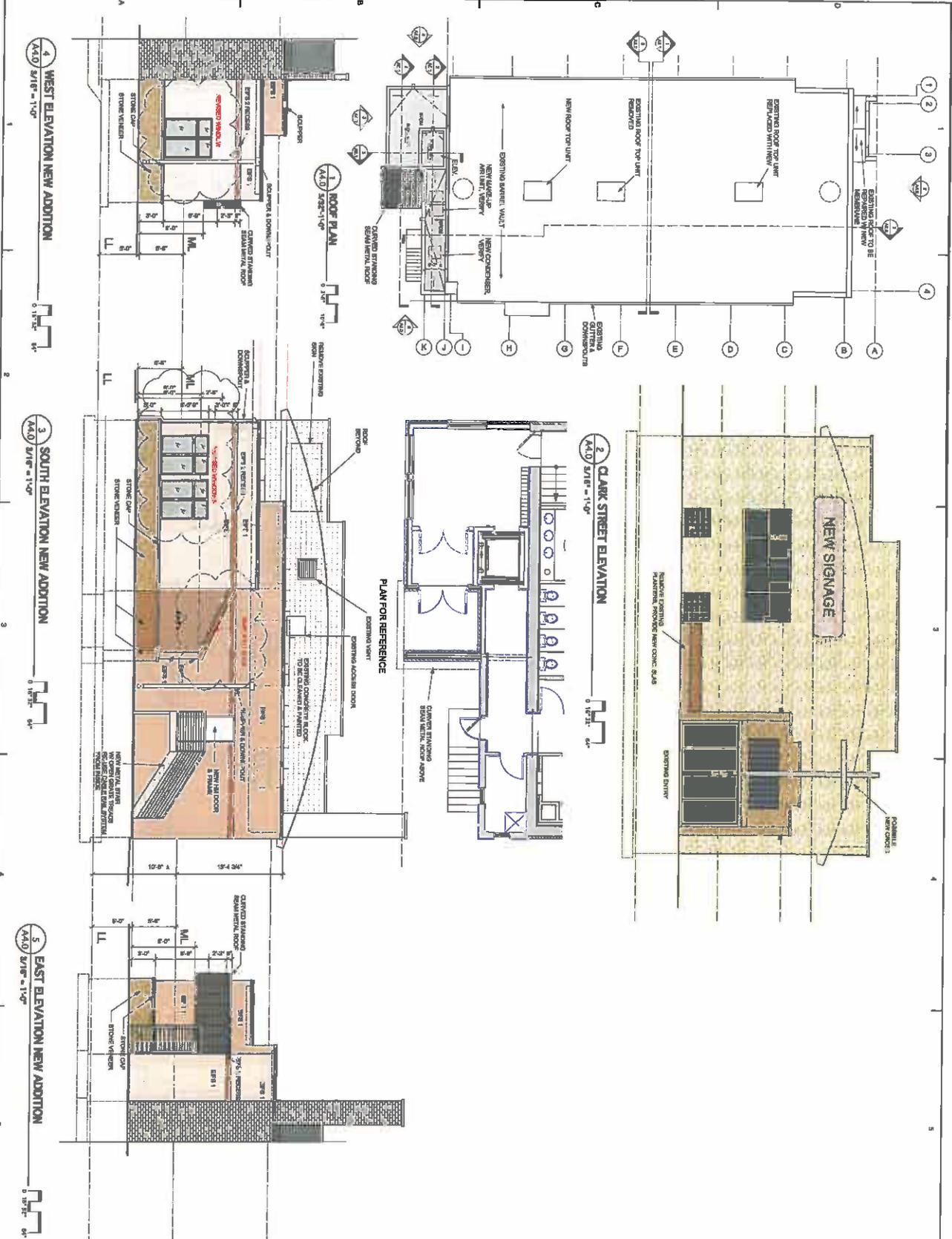






**2 MAIN LEVEL FLOOR PLAN**  
A1.0 1/8" = 1'-0"





**COX & ASSOCIATES**  
Architects and Planners  
7702 STARFLOWER DR  
WAUSAU  
WISCONSIN 54485  
PHONE (715) 335-6289  
FAX (715) 335-6100

THIS DOCUMENT IS THE PROPERTY OF COX & ASSOCIATES. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. IT IS NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF COX & ASSOCIATES.

DATE:	5/11/18
DRAWN BY:	REC
CHECKED BY:	REC
PROJECT TITLE:	

**Divina Word  
Ev Lutheran Church  
Remodeling Project  
STEVENS POINT  
WISCONSIN**

Project Number: 21518

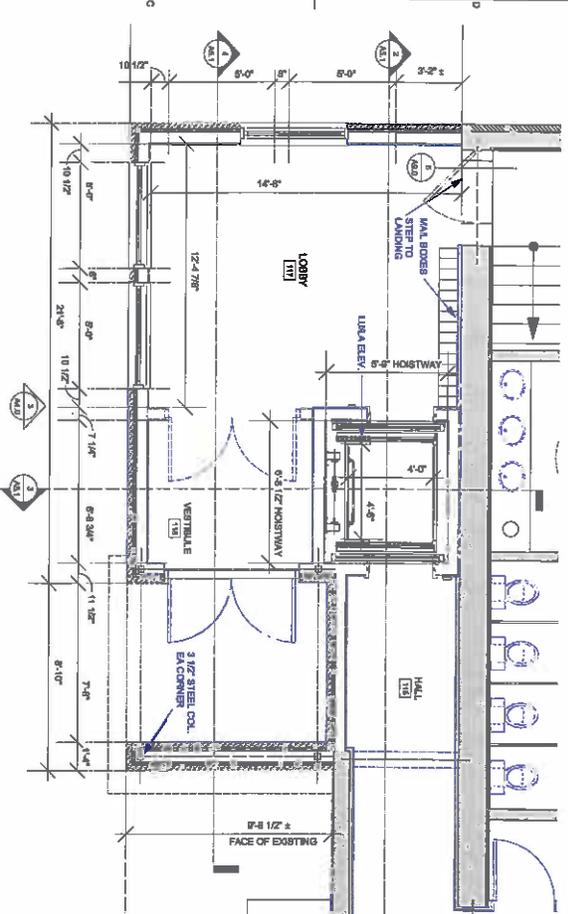
Revision: 1 Date: 04/20/2018

Author: D. Johnson

Scale: 1/8" = 1'-0"

Sheet Title: Roof Plan  
Exterior Elevations

Sheet No: A4.0

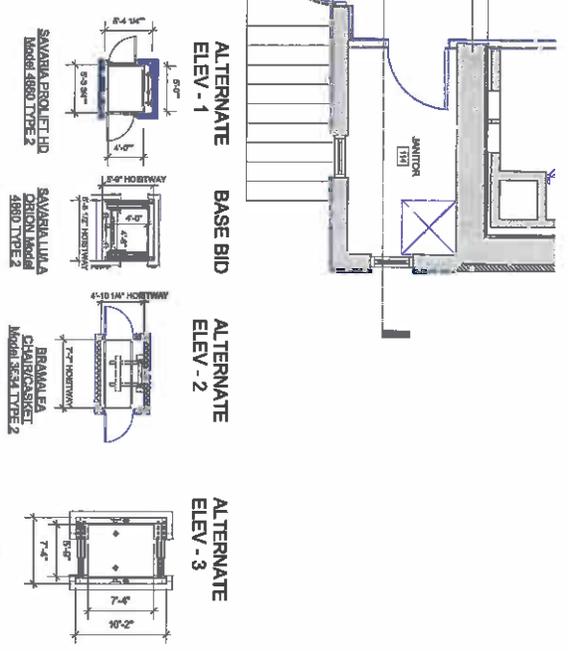


1 REAR ADDITION FLOOR PLAN  
A5.1 3/8\"/>

2 SECTION THRU NEW ADDITION  
A5.1 3/8\"/>

3 SECTION THRU NEW ADDITION  
A5.1 3/8\"/>

4 SECTION THRU NEW ADDITION  
A5.1 3/8\"/>



SAVARIA PROULET CHARGASSET MODEL 3534 TYPE 2  
OR  
DELTA ELEVATOR CHARGASSET MODEL 3534 TYPE 2  
OR  
SCHINDLER HOLESER HYDRAULIC MODEL 3301A



**COX & ASSOCIATES**  
Architects and Planners  
7702 STARBUCKER DR  
WATSONVILLE  
PHONE (719) 555-8200  
FAX (719) 298-4153

1. Licensed Professional Engineer, State of Wisconsin, No. 109,789. Registered Professional Engineer, State of Wisconsin, No. 109,789. Registered Professional Engineer, State of Wisconsin, No. 109,789. Registered Professional Engineer, State of Wisconsin, No. 109,789.

**WISCONSIN**

PROJECT TITLE  
**Divine Word  
Ev Lutheran Church  
Remodeling Project  
STEVENS POINT  
WISCONSIN**

PROJECT NUMBER  
21818

DATE  
5/15/2018

DRAWN BY  
TMC

CHECKED BY  
TMC

REVISION NUMBER  
5/15/2018

ADDITIONAL INFORMATION  
5/15/2018

REVISIONS  
5/15/2018

CONSTRUCTION DOCUMENTS  
Addition Elevation Plan  
Sections  
A5.1

# Administrative Staff Report



**Replace Siding, Trim & Porches  
Design Review Request  
1801 Clark Street  
September 29, 2016**

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>Joyce Waite</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>2408-32-1027-06</li> </ul> <p><b>Zone(s):</b></p> <ul style="list-style-type: none"> <li>"R-3" Single &amp; Two Family Residence District</li> </ul> <p><b>Council District:</b></p> <ul style="list-style-type: none"> <li>District 3 – Ryan</li> </ul> <p><b>Lot Information:</b></p> <ul style="list-style-type: none"> <li>Actual Frontage: 63 feet</li> <li>Effective Depth: 125 feet</li> <li>Square Footage: 7,813</li> <li>Acreage: 0.179</li> </ul> <p><b>Structure Information:</b></p> <ul style="list-style-type: none"> <li>Year Built: addition 1915 (101 years)</li> <li>Number of Stories: 1</li> </ul> <p><b>Current Use:</b></p> <ul style="list-style-type: none"> <li>Residential: Single Family</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 Joyce Waite, for design review to replace siding, trim, and porches at <b>1801 Clark Street (Parcel ID 2408-32-1027-06)</b>.</p> <p><b>Attachment(s)</b></p> <ul style="list-style-type: none"> <li>Application</li> <li>Rendering</li> </ul> <p><b>City Official Design Review / Historic District</b></p> <ul style="list-style-type: none"> <li>Clark Street Historic District</li> </ul> <p><b>Findings of Fact</b></p> <ul style="list-style-type: none"> <li>The property falls within the Clark Street Historic district which requires exterior improvement to be reviewed and approved.</li> <li>The request is to install new siding and trim around the home as well as porches.</li> <li>The project has started with the removal of existing siding and re-roofing.</li> </ul> <p><b>Staff Recommendation</b></p> <p>Deny the use of vinyl siding as proposed. Staff would recommend approving a wood siding matching closely with the original siding in design, material, and color, subject to the following conditions.</p> <ul style="list-style-type: none"> <li>The applicant shall submit another siding option more closely matching the design, material, and color of the original siding, to be reviewed and approved by the chairperson and designated agent.</li> <li>If vinyl siding is approved it shall have a thickness between 0.044-0.055 inches, coated with a UV reflective additive and wind resistant.</li> <li>All applicable building and zoning codes shall be met prior to construction.</li> <li>All required permits shall be obtained prior to construction.</li> <li>If vinyl windows are approved for the porches, they shall match those on the existing home.</li> </ul>
--	--

## Vicinity Map



## Scope of Work

Joyce Waite, 1801 Clark Street, is proposing to install new Dutch lap vinyl on her home. In addition, she is requesting to reconstruct and repair both porches on the house. Note that siding has already been removed. Furthermore, a permit has been issued for re-roofing the home with shingles. As the property falls within the residential Clark Street Historic District, the Historic Preservation/Design Review Commission must review the request.

### 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

### Engineered or Synthetic Siding (Stevens Point Design Guidelines Sec. 3.1.1)

Numbers match the applicable standard.

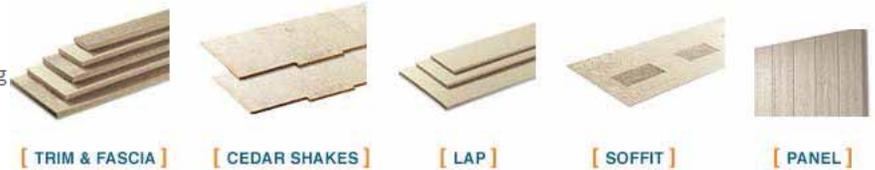
- Original walls should be properly maintained and repaired when necessary. If an original wall feature must be replaced due to excessive deterioration or damage, the new feature should match the original in size, profile, material, and texture.

**Analysis:** The applicant has removed all siding. They have indicated that the original siding was a cedar shake with which the pictures indicate. They have proposed a Dutch lap vinyl siding.

**Findings:** Vinyl siding is not an original wall feature or recommended in the design guidelines and therefore, staff would recommend denying its use for the project. Staff would recommend a wooden siding matching closely to the original in design. Note that in other cases, the HP/DRC has approved an engineered wood product made to resemble a cedar shake, LP SmartSide. A vinyl siding or engineered siding is typically much more durable, long-lasting, efficient, and less cost.

Our state-of-the-art SmartGuard® manufacturing process ensures that all LP® SmartSide® products deliver outstanding strength and durability. The process begins with either wood strands or wood fiber. A zinc borate compound is applied throughout the substrate to help protect against fungal decay and termites. Superior exterior-grade resins are used to create extremely strong bonds within the product. Having been tested in laboratory and real-world conditions for more than a decade, LP SmartSide products are proven to withstand extreme heat, cold, humidity and rainfall.

#### LP SmartSide Trim & Siding Family



- It is not recommended to cover or replace original wall surfaces with vinyl, aluminum, veneer or other synthetic siding, including chemical applications that may change the texture of the original siding.

**Analysis:** The applicant has requested to replace the cedar siding with a vinyl siding.

**Findings:** The above design guideline is not met.

- Whenever synthetic siding already exists, it can be replaced with wood or an approved material. Original siding is recommend to be restored if synthetic siding is removed.

**Analysis:** The applicant has requested to replace the cedar siding with a vinyl siding. Two layers of siding existed on the home, both have been removed including fascia and trim. Furthermore, the applicant has stated the original exposed siding was beyond repair and in need of complete replacement.

**Findings:** See the attached photos which identify the deterioration of the underlying siding.

- In cases where vinyl siding is used it is recommended to have a thickness between 0.044-0.055 inches, coated with a UV reflective additive and wind resistant.

**Analysis:** Vinyl siding is proposed.

**Findings:** Staff would recommend this standard be met if the commission approved vinyl siding.

### Porches and Entryways (Stevens Point Design Guidelines Sec. 3.6)

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 applicant is requesting to demolish and reconstruct the western porch and southern porch on the structure. Work has already begun to reconstruct the porches (see photos). A rough plan has been provided regarding the porch reconstruction



Western Porch



Southern Porch



Reconstructed Porch

**Findings:** Upon review, very few details existed on the original porches. Both were covered (roof), and appear to be covered in the reconstruction. The western porch is proposed to remain enclosed and vinyl windows and storm doors are proposed for the enclosed porch, matching the rest of the house. The reconstruction of the porches appears to somewhat match the original design. Staff would request that all necessary permits be obtained for the project.

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 applicant has removed the existing porches and began to reconstruct them. They have indicated that the porches were severely deteriorated.

**Findings:** The western porch appears to be reconstructed as fully enclosed with windows and walls, whereas the previous porch was an enclosed screen porch. Details for the southern porch are not known.

4. Reconstruction of missing or extensively deteriorated porches is encouraged. Reconstructed porches should be based on documentary evidence. If adequate documentation is not available, a new design is appropriate if it is compatible with the style an period of the building.

**Analysis:** Reconstruction of two porches is proposed, see the attached photos and rendering.

**Findings:** The photos provided show both porches in a deteriorated stated. In addition it is clear that both have little architectural and character-defining elements, their construction is of a simple design. While the reconstruction of the western porch does not exactly appear to be the same design, it is not enlarged or significantly changed. The reconstruction is also of simple design and should not be incompatible to the home.

5. It is not recommended to enclose porches on primary elevations. Porches on rear elevations not seen from the public right-of-way may be screened or enclosed only if the work is designed so that it can be installed or removed without damage to the historic structure.

**Analysis:** The home is on the corner of Clark Street and Wyatt Avenue. The western porch faces Wyatt Avenue, whereas the southern porch faces the neighboring residential property.

**Findings:** Prior to demolition, the western porch was enclosed with screens. It appears a hip wall existed with screen above the wall connecting to the roof/overhang. While enclosed porches are not recommend, in this instance the enclosure does not detract from the home and may appear to be part of the homes interior.

- 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 demolished porches were likely constructed primarily of wood. The photos of the reconstruction indicate that wood is again the primary material. The applicant has also stated the enclosed western porch will have windows and a door matching the existing home.

**Findings:** Materials are appropriate for the porches.

## Building Images

---



Western Façade (Facing Wyatt Ave.)



Northeast Façade



Northern Façade (Facing Clark St.)



# 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	9/29	Assigned Case Manager	Kyle Keans
Associated Permits or Applications (if any)				Pre-Application Conference Date	
Decision		Date Reviewed		Staff Signature	Kyle Keans
Notes:					

### APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/> )	
Applicant Name	Joyce Waite	Contact Name	Chad Piotrowski (CHP Services)
Address	1801 Clark St.	Address	1725 West River Dr.
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	Stevens Point, WI 54481
Telephone	(715) 572-1693	Telephone	(715) 343-7178
Fax		Fax	(715) 343-7178
Email	Joyce.waite@ministryhealth.org	Email	c.piotrowski@capmail.org

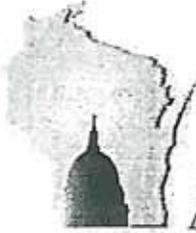
### OWNERSHIP INFORMATION

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
1801 Clark St.		
Legal Description of Subject Property		
See Attached		
Area of Subject Property (Acres/Sq Ft)	Area of Building or Structure (Sq Ft)	
.18 Acres	1900 Sq Ft	

**The West one half (W 1/2) of Lots Six (6) and Seven (7) and the West one half (W 1/2) of the North one half (N 1/2) of Lot Eight (8), all in Block Five (5) of Boyington and Atwell addition to the City of Stevens Point, Portage County, Wisconsin; being part of the Southeast Quarter (SE 1/4) of the Northeast Quarter (NE 1/4) of Section Thirty-two (32), Township Twenty-four (24) North, Range Eight (8) East.**



WISCONSIN DEPARTMENT OF  
ADMINISTRATION

SCOTT WALKER  
GOVERNOR  
SCOTT NEITZEL  
SECRETARY

Division of Energy, Housing and  
Community Resources  
P.O. Box 7970  
Madison, WI 53707-7970

August 8, 2016

Chad Piotrowski  
CAP Services, Inc.  
1725 W. River Drive  
Stevens Point WI 54481

**Re: 1801 Clark St., Stevens Point**

Dear Mr. Piotrowski:

The project you submitted for review is listed on the Wisconsin Architecture and History Inventory as a *non-contributing property within an historic district*. However, all of the proposed activities—re-roofing, structural support for the back porch; replacement of vinyl shake shingles with new vinyl siding, and replacement of 5 windows with vinyl to match other vinyl windows—can be considered as in-kind replacement or repair. Therefore, there will be no impacts on properties included in or eligible for inclusion in the National Register of Historic Places. You may proceed without further consultation with this office on historical review issues.

Sincerely,

Douglas P. Brethauer  
Environmental Review Coordinator

Historical preservation meeting  
on web Oct 5

# Harbour Crest™ Double 4 Dutch Lap Vinyl Siding



**\$236.00**

## Description

**DIMENSIONS:** 8" Height x 12'6" Length - 24 pieces per case = 200 square feet (2 Square)

## FEATURES

- Resists dents, hail damage, scratches and fading
- Impervious to wood boring insects, fungus and mildew
- Never needs painting
- Deep embossed wood grain surface
- Secure positive locking system
- **MANUFACTURERS LIMITED LIFETIME WARRANTY - MADE IN THE USA**

## Color Chart

*Material can't be used!*



Enclosed side porch

with new vinyl windows, door (Stem), to watch rest of house.

\* Porch was rotten and unsafe, joist, Deck boards need to be replaced and other structure issues to bring it up to safe and code standards.



WELCOME

1801







