

REPORT OF THE SPECIAL HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

June 19, 2018 – 3:00 PM

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

PRESENT: Chairperson Beveridge, Alderperson Jennings, Commissioner Siebert, Commissioner Woehr, Commissioner Debauche, and Commissioner McFarland.

ALSO PRESENT: Director Ostrowski, Ada Sanders, Steve Olsen, and BJ Welling.

INDEX:

1. A physical inspection of the site(s) described below by the Commission will take place at **3:00 PM**:
 - a) The first site to be inspected will be **1343 Second Street**;
 - b) Following the first inspection, the second site to be inspected is **1028 Main Street**;
 - c) Following the second inspection, the third and final site to be inspected is **1108 Main Street**.

Following the site inspections referenced above, the Commission will convene in the City Conference Room, 1515 Strongs Avenue for discussion and possible action on the following:

2. Approval of the report from the May 2, 2018 HP/DRC meeting.
3. Request from Ada Sanders for a façade improvement grant and design review for exterior building work, including façade cleaning, painting, and window repair and replacement at **1108 Main Street (Parcel ID 281240832202928)**.
4. Request from Steve Olsen for a façade improvement grant and design review for exterior building work, including façade painting, new storefront windows, and new second story windows at **1343 Second Street (Parcel ID 281240832201825)**.
5. Request from Robert Welling for a façade improvement grant and design review for exterior building work to the rear façade, including the installation of a second storefront at **1028 Main Street (Parcel ID 281240832202922)**.
6. Adjourn.

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 - b) Following the first inspection, the second site to be inspected is **1028 Main Street**;
 - c) Following the second inspection, the third and final site to be inspected is **1108 Main Street**.

Following the site inspections referenced above, the Commission will convene in the City Conference Room, 1515 Strongs Avenue for discussion and possible action on the following:

2. Approval of the report from the May 2, 2018 HP/DRC meeting.

Motion by Commissioner Siebert to approve the report of the May 2, 2018 HP/DRC meeting; seconded by Alderperson Jennings.

Motion carried 5-0.

3. Request from Ada Sanders for a façade improvement grant and design review for exterior building work, including façade cleaning, painting, and window repair and replacement at **1108 Main Street (Parcel ID 281240832202928)**.

Associate Planner Kearns thanked commissioners and those in attendance for meeting at the requested sites for overall reviews, and also congratulated Commissioner Woehr on being promoted to a full voting member, noting the resignation of Commissioner Baldischwiler and appointment of Commissioner Erik McFarland as an alternate. Mr. Kearns further stated the need to have two motions for each request, one motion for the design review, and a second for the façade grant funding. He briefly explained that recent changes to state legislature meant that the commission could not deny a design review request based on the materials proposed if the material looked and operated like the original material, however, they could require certain materials to be used if façade grant funds had been granted. The two motions would allow applicants to pursue their requested improvements if the design review was approved even if they were not granted façade funding.

Commissioner Woehr asked whether Commissioner McFarland has been provided with the appropriate commission materials, to which Associate Planner Kearns confirmed that an informational packet would be put together for his information.

Associate Planner Kearns briefly summarized the request from Ada Sanders for façade improvements to 1108 Main Street including window repair and replacement, refurbishing of the existing service door, and cleaning and painting of the front façade. Commissioners had several comments as described below:

1. Clarification that color choices be approved by chairperson and/or staff.
2. Investments previously made to property, faithful attempt at quality restoration with submitted request, applicant going to the extra mile to restore and have quality work.
3. Hase Building and Design, contractor, has proven track record for quality work.
4. Postpone awning work due to not initially being in the staff packet, and to also provide time for inspection to see if the awning frame is salvageable.

Commissioner Woehr asked for clarification on the criteria for the façade grant funding, to which Mr. Kearns explained that the maximum award would be a 40% match, with the maximum grant not to exceed \$30,000, adding that \$100,000 was available in the grant program in 2018.

Commissioner Siebert asked if the grant was only for commercial properties, to which it was confirmed that it would also include tax exempt or residential properties.

Commissioner Siebert asked Ms. Sanders, the applicant, if she had any issues with staff recommendations, to which none were stated.

Motion by Alderperson Jennings to approve the design review of the proposed improvements at 1108 Main Street (Parcel ID 281240832202928) as indicated below, subject to the conditions of approval also below:

Improvements

- a. **Second Floor Window Repair/Refurbish as proposed in the Hase Building and Design, Inc. bid.**
- b. **Repair and refurbish side door (front façade) as proposed in the Hase Building and Design, Inc. bid.**
- c. **Cleaning storefront façade, cast iron columns – remove paint.**
- d. **Painting first floor stone columns and trim.**
- e. **Replacement of the awning fabric and/or repair and replacement of awning frame.**

Conditions of Approval

1. The applicant shall submit a paint color for the window and door trim to be reviewed and approved by the chairperson and designated agent.
2. Windows and doors shall match that of the original window design.
3. Gentle means shall be used when cleaning masonry columns; only organic non-toxic chemicals shall be used to clean.
4. Powerwashing or sandblasting shall be prohibited on any building components.
5. The applicant shall contact the City after masonry columns have been cleaned. The chairperson and designated agent shall inspect the masonry and have the authority to approve the application of paint after inspection.
6. If paint is approved for the columns it shall match the underlying masonry color and/or the unpainted brick façade. The chairperson and designated agent shall review and approve the column paint color.
7. Cracks or other defects to the masonry shall be repaired with matching colored type N mortar; caulk shall not be permitted on the column faces.
8. Applicable building permits shall be obtained.
9. The chairperson and designated agent shall have the authority to review and/or approve minor amendments to the project.

seconded by Commissioner Siebert.

Motion Carried 5-0.

Motion by Commissioner Debauche to approve the Façade Grant request of the proposed improvements at 1108 Main Street (Parcel ID 281240832202928) as indicated below, subject to the conditions of approval also below:

Improvements

- a. Second Floor Window Repair/Refurbish as proposed in the Hase Building and Design, Inc. bid.
- b. Repair and refurbish side door (front façade) as proposed in the Hase Building and Design, Inc. bid.
- c. Cleaning storefront façade, cast iron columns – remove paint.
- d. Painting first floor stone columns and trim.

Conditions of Approval

1. The applicant shall submit a paint color for the window and door trim to be reviewed and approved by the chairperson and designated agent.
2. Windows and doors shall match that of the original window design.
3. Gentle means shall be used when cleaning masonry columns; only organic non-toxic chemicals shall be used to clean.
4. Powerwashing or sandblasting shall be prohibited on any building components.

5. The applicant shall contact the City after masonry columns have been cleaned. The chairperson and designated agent shall inspect the masonry and have the authority to approve the application of paint after inspection.
6. If paint is approved for the columns it shall match the underlying masonry color and/or the unpainted brick façade. The chairperson and designated agent shall review and approve the column paint color.
7. Cracks or other defects to the masonry shall be repaired with matching colored type N mortar; caulk shall not be permitted on the column faces.
8. Applicable building permits shall be obtained.
9. The chairperson and designated agent shall have the authority to review and/or approve minor amendments to the project.
10. Proof of insurance shall be submitted.
11. All work shall be completed within one year.
12. Project must adhere to Façade Improvement Grant Program Guidelines.
13. No funds shall be disbursed until project is fully completed.
14. The maximum City participation shall not exceed 40% of the total project cost of the bids and work approved, and no individual cost shall exceed the following, unless approval has been given to the HP/DRC chairperson and designated agent in reviewing additional bids or building improvements:

	Improvement	Hase Building & Design, Inc.
1	2nd Floor Window Repair / Replacement	
	a. Scaffold	\$ 3,455.00
	b. Window Repair/Replacement	\$ 7,165.00
	c. New Old World Sash (Kolbe)	\$ 7,590.00
3	Lead Paint Removal (Door & Jamb)	\$ 6,620.00
4	Painting Storefront (Columns and Door)	\$ 4,815.00
5	Misc. Project Cost & 5% Profit/Overhead	\$ 6,732.25
	TOTAL	\$ 36,377.25
	Reimbursement Total	\$ 14,551.00

seconded by Commissioner Siebert.

Motion Carried 5-0.

4. Request from Steve Olsen for a façade improvement grant and design review for exterior building work, including façade painting, new storefront windows, and new second story windows at **1343 Second Street (Parcel ID 281240832201825)**.

Associate Planner Kearns briefly summarized the request from Steve Olsen for façade improvements to 1343 Second Street including second story window replacements, installation of a new main entrance door, three access doors, and painting of the first floor storefront and second floor windows. Commissioners had several comments as described below:

1. Lack of clarification in request.
2. Items pertain more to maintenance, rather than improvements.
3. General consensus that having all matching windows would be a general improvement, but preference to not replace remaining wooden windows.

4. Tuckpointing should be addressed on deteriorated pillar on the corner.

Steve Olsen, applicant, stated his initial confusion for the project and grant, noting that his intention was not to abuse funds. He stated that his intent was to improve the building overall, adding that he had already invested by replacing windows.

Director Ostrowski briefly stated that the board had previously approved maintenance items when they had been coupled with a larger project. The replacement of the second floor windows would improve the look of the building and façade he stated.

There was a general discussion about the possibility of postponing action so the applicant could come back to the board with a more complete application and flushed proposal.

Motion by Commissioner Woehr to approve the design review of the proposed improvements at 1343 Second Street (Parcel ID 281240832201825) as indicated below, subject to the conditions of approval also below:

Improvements

- a. Replace Seven (7) Second Story Windows – Double Hung White Vinyl (possible aluminum clad wrap).
- b. Install new glazing for four (4) storefront windows (insulated low-e tempered).
- c. Install one (1) commercial main entrance door.
- d. Install three (3) apartment/access doors.
- e. Painting first floor storefront the same color scheme and painting second floor windows.

Conditions of Approval

1. The main commercial entrance door shall be similar in design to the existing wooden door.
2. The applicant shall submit a detailed rendering of the aluminum storefront door to be reviewed and approved by the chairperson and designated agent.
3. A new western facade apartment door shall match the design and color of the original door. The applicant shall submit a design to be reviewed and approved by the chairperson and designated agent.
4. Second floor windows shall be wrapped in another darker material, such as aluminum, or be painted a darker color to be reviewed and approved by the chairperson and designated agent.
5. Window and door trim color shall match and be reviewed and approved by the chairperson and designated agent.
6. Windows and doors shall match that of the original window design.
7. Gentle means shall be used when cleaning wood prior to the application of paint; only organic non-toxic chemicals shall be used to clean.
8. Powerwashing or sandblasting shall be prohibited on any building components.
9. Final paint colors shall be submitted to be reviewed and approved by the chairperson and designated agent prior to painting.
10. The chairperson and designated agent shall have the authority to review and/or approve minor amendments to the project.

11. Applicable building permits shall be obtained.

12. Storm windows on the second floor shall be removed for windows that are replaced.

seconded by Commissioner Debauche.

Motion Carried 4-1, with Alderperson Jennings voting in the negative.

Commissioner McFarland excused himself for a prior engagement at 4:50PM.

Motion by Commissioner Woehr to postpone action on the Façade Grant request of the proposed improvements at 1343 Second Street (Parcel ID 281240832201825) so the applicant can provide a more thorough application outlining further proposed improvement details; seconded by Commissioner Siebert.

Motion carried 4-0.

5. Request from Robert Welling for a façade improvement grant and design review for exterior building work to the rear façade, including the installation of a second storefront at **1028 Main Street (Parcel ID 281240832202922).**

Associate Planner Kearns briefly summarized the request from Robert Welling for façade improvements to 1028 Main Street including a complete façade tear down and reconstruction for a new storefront. Commissioners had several comments as described below:

1. Don't want to create fake historic appeal, but overall nice improvements proposed.
2. Concerns with project being very ambitious, and how that would affect project completion.
3. Concerns over possibly inflating cost of work as the applicant would also be acting as the contractor.
4. Preference of saving metal safe door.

Commissioner Siebert asked Mr. Welling, the applicant, if he had any issues with staff recommendations, to which there were none stated.

Alderperson Jennings asked whether submitting bids from the applicant's own company would be in kind, to which Director Ostrowski explained that the property owner would still need to provide 60% of the project cost for the façade, not to mention the projected cost of interior improvements.

Associated Planner Kearns stated that the City would be protected even if the project was not completed, since funds would only be released upon project completion.

BJ Welling, the applicant, noted that approval from the board would assist in gaining approval from banks for the overall project.

Associate Planner Kearns noted that one of the conditions placed for approval would be to obtain a second bid for the work proposed, which would assure that prices would not be inflated.

Alderperson Jennings asked what the tax increment would be, to which Director Ostrowski stated it was 60% of the project cost. A benefit, he noted, would be the addition to the tax base, a new useable storefront, and an increase in traffic due to the addition downtown.

Commissioner Woehr asked if proof of insurance has been included, to which Associate Planner Kearns noted it could be on file, but would look into it further.

Motion by Commissioner Siebert to approve the design review of the proposed improvements at 1028 Main Street (Parcel ID 281240832202922) as indicated below, subject to the conditions of approval also below:

Improvements

- a. Masonry - Rebuild Rear Wall.
- b. Install Metal Awnings (2).
- c. Install rear Windows - Picture, Alum. Frame.
- d. Install Single Aluminum Door/Frame.
- e. Install Steel Door/Frame.
- f. Erect Temporary Wall Bracing.
- g. Repair and Restore Foundation Wall.
- h. Replace -Lateral for Stormwater Roof Gutter.
- i. Install Roof Drain.
- j. Install Metal Cap on Top of Parapet.
- k. Install Metal Cabinet for Electrical Pedestals.
- l. Construct Concrete Stoop for Door & Sidewalk Repair.
- m. Paint prep, Priming & Painting of Exterior.

Conditions of Approval

- 1. Window and door trim color shall match and be reviewed and approved by the chairperson and designated agent.
- 2. Masonry materials shall exist around and between the windows and doors which shall be reviewed and approved by the chairperson and designated agent.
- 3. Gentle means shall be used when cleaning masonry prior to the application of paint; only organic non-toxic chemicals shall be used to clean.
- 4. Type N mortar shall be used between masonry block.
- 5. Powerwashing or sandblasting shall be prohibited on any building components.
- 6. Final paint colors shall be submitted for review and approval by the chairperson and designated agent prior to painting.
- 7. The chairperson and designated agent shall have the authority to review and/or approve minor amendments to the project.

seconded by Commissioner Debauche.

Motion Carried 4-0.

Motion by Commissioner Siebert to approve the Façade Grant request of the proposed improvements at 1028 Main Street (Parcel ID 281240832202922) as indicated below, subject to the conditions of approval also below:

Improvements

- a. Masonry - Rebuild Rear Wall.
- b. Install Metal Awnings (2).
- c. Install rear Windows - Picture, Alum. Frame.
- d. Install Single Aluminum Door/Frame.
- e. Install Steel Door/Frame.

- f. Erect Temporary Wall Bracing.
- g. Repair and Restore Foundation Wall.
- h. Replace Lateral for Stormwater Roof Gutter.
- i. Install Roof Drain.
- j. Install Metal Cap on Top of Parapet.
- k. Install Metal Cabinet for Electrical Pedestals.
- l. Construct Concrete Stoop for Door & Sidewalk Repair.
- m. Paint prep, Priming & Painting of Exterior.

Conditions of Approval

1. Second bids shall be submitted for all project improvement activities to be reviewed and approved by the chairperson and designated agent.
2. Window and door trim color shall match and be reviewed and approved by the chairperson and designated agent.
3. Masonry materials shall exist around and between the windows and doors which shall be reviewed and approved by the chairperson and designated agent.
4. Gentle means shall be used when cleaning masonry prior to the application of paint; only organic non-toxic chemicals shall be used to clean.
5. Type N mortar shall be used between masonry block.
6. Powerwashing or sandblasting shall be prohibited on any building components.
7. Final paint colors shall be submitted for review and approval by the chairperson and designated agent prior to painting.
8. The chairperson and designated agent shall have the authority to review and/or approve minor amendments to the project.
9. Applicable building permits shall be obtained.
10. Proof of insurance shall be submitted.
11. All work shall be completed within one year.
12. Project must adhere to Façade Improvement Grant Program Guidelines.
13. No funds shall be disbursed until project is fully completed.
14. The maximum City participation shall not exceed 40% of the total project cost of the bids and work approved, and no individual cost shall exceed the following, unless approval has been given to the HP/DRC chairperson and designated agent in reviewing additional bids or building improvements:

	Improvement	Don Dulak & Son Masonry, Inc.	Metal Crafters Inc.	Precision Glass & Door, LLC.	Welling Kitchens
1	Masonry - Rebuild Rear Wall	\$19,000.00	-	-	-
2	Metal Awnings (2)	-	\$5,045.00	-	-
3	Rear Façade Windows - Picture, Alum. Frame	-	-	\$22,000.00	-
4	Single Aluminum Door/Frame	-	-		-

5	Steel Door/Frame	-	-	-	-
6	Temporary Wall Bracing	-	-	-	\$1,000.00
7	Repair and Restoration of Foundation Wall	-	-	-	\$2,500.00
8	Replace Lateral for Stormwater Roof Gutter	-	-	-	\$4,000.00
9	Install Roof Drain	-	-	-	\$2,500.00
10	Engineering Costs	-	-	-	\$1,000.00
11	Metal Cap on Top of Parapet	-	-	-	\$1,500.00
12	Metal Cabinet for Electrical Pedestals	-	-	-	\$1,500.00
13	Concrete Stoop for Door & Sidewalk Repair	-	-	-	\$5,000.00
14	Paint Prep, Priming & Painting of Exterior	-	-	-	\$7,500.00
15	Miscellaneous Expenses	-	-	-	\$3,000.00
	TOTAL	\$19,000.00	\$5,045.00	\$22,000.00	\$29,500.00
	PROJECT TOTAL	\$75,545.00 (40% = \$30,218.00) = Maximum \$30,000 Reimbursement			

Seconded by Commissioner Woehr.

Motion Carried 4-0.

6. Adjourn.

Meeting adjourned at 5:14 PM.

Attachment pertaining to Item 3 : Request from Ada Sanders, handout pertaining to awning bids.

6/6/2018

Print Window

Subject: RE: Photo of storefront awning to be recovered.

From: office@wausaucanvas.com

To: aasan04@yahoo.com

Date: Wednesday, June 6, 2018, 12:09:44 PM CDT

Good Afternoon Ada,

Per our conversation earlier, here is a summary:

This is a guess only and not a true quote. It is not a binding quote of any kind.

A commercial awning with ends, recovered using standard colors of awning fabric, and installed would be approximately \$2000 - \$2400 plus taxes. We are missing two measurements needed for a more accurate quote, the projection & height of awning, which due to a birds nest can't be provided.

Also, if the frame system has not been recently maintained and needs attention or repairs, that cost is not included in the price given. We bill at \$70.00/per hour labor. Any replacement parts for frame will be additional and may or may not be available.

I can not stress enough, this is a "best guess – ball park figure" and in no way should it be construed as a legally binding quote.

Thank you,

Denise Renkas



1/6

Proposal/Contract

Duralum Siding, Windows & Sunrooms

3250 Mecca Drive

Plover WI 54467

(715)344-7363 or (800)-888-7384

Dwelling Contractor Certification# 1059860. VSI Certification #800009111, Contractor Certification# 1781

Proposal Submitted To: Ada Sanders	Phone:	Date: 6-6-2018
Street:	Cell: 715-498-2994	
City, State: Stevens Point, WI	Email: aasan04@yahoo.com	
Zip: 54481	Jobsite: 1108 Main Street Stevens Point, WI 54481	

We hereby submit specifications and estimates for:

Replace fabric on current framework of address listed for jobsite,
Materials and Labor 6,263.59

If framework is need of replacing, new awning with framework for address listed for jobsite,
Materials and Labor 7,989.69

Website: www.DuralumSiding.com

NOTICE OF LIEN RIGHTS

Builder hereby notifies owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned builder,, are those who contract directly with the owner, or those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, owner probably will receive notices from those who furnish labor or materials for the construction, and should give a copy of each notice received to his mortgage lender, if any. Builder agrees to cooperate with the owner and his lender, if any, to see that all potential lien claimants are duly paid.

CUSTOMER'S RIGHT TO CANCEL

You may cancel this agreement by mailing a written notice to our above address before midnight on the 3rd business day after the signing of this agreement. You may use this pages as that notice by writing "I hereby cancel" and adding your name, address and date. A duplicate of this page is provided by the seller for your records.

WE HEREBY PROPOSE to furnish material and labor complete in accordance with above specifications, for the sum of:

Payment to be made as follows: 50% Downpayment, the balance due upon receipt of statement.

A DELINQUENT CHARGE OF 1.5%/PER MONTH WILL BE CHARGED ON ALL PAST DUE AMOUNTS.