

City of Stevens Point



Grant Program – Reintroducing Filled Window Openings

Historic Preservation / Design Review Commission



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The City of Stevens Point Historical Preservation / Design Review Commission (HP/DRC) is responsible for administering the following grant program, intended to reintroduce window openings that were previously filled in with brick or another form of façade material.

Purpose

An example of non-historically significant work that was commonplace in the past was permanently filling existing window openings. Reintroducing these window openings improves the aesthetic and functional cohesion of improvement architectural features on a historic building.

Eligible Properties

Owners and/or tenants of existing buildings within the Downtown Design Review District and the Tax Increment Financing District No. 6 are eligible for this grant program. Properties with historical significance within the City, but outside the Downtown Design Review District may be allowed on a case-by-case basis by the Historical Preservation / Design Review Commission (HP/DRC). Tenant applications are required to submit written evidence of building owner approval with the application.

Ineligible Properties

- Any property owned by a unit of government (federal, state, county, local, etc.);
- Property owned by religious groups or by a nonprofit organizations on which real estate taxes are not being paid;
- Properties that have any delinquent payments due to the City, such as: bills, charges, or taxes.

Eligible Activities

- Reintroduce window openings that were previously filled in by removing existing façade material and installing a new window.
- Restoration work to the apron, sill, brick arch, head casing and side jambs of a permanently filled window opening.
- Any supplemental exterior improvements that are necessary to open filled windows, including, but not limited to the relocation of mechanical equipment and the relocation of electrical and fiberoptic infrastructure. Requested supplemental exterior improvements shall be approved by the Historic Preservation / Design Review Commission.

Ineligible Activities

- Any project work conducted within the interior of the building.
- Removal of architecturally significant features.
- Purchase of property.
- Inventory or operating capital.
- Any activity completed prior to receiving final approval of grant funds.

Historic Buildings

All structural and decorative elements should be repaired or replaced to match or be compatible with the original materials and design of the building to the greatest extent possible. Buildings that are an integral element of a historic streetscape should reflect and complement the character of the surrounding area to the greatest extent possible.

“Buy Local”

Whenever possible, applicants are strongly encouraged to use local contractors to complete all tasks associated with their renovation. This will not only help garner support to continue this program, but more importantly help boost our local economy.

Energy Efficiency

Whenever possible, applicants are strongly encouraged to utilize energy efficient windows to better the thermal efficiency and weather tightness of the improvement.

Award Reimbursement

Reimbursement shall be limited to no more than 40% of the total cost of eligible improvements. All necessary government approvals, building permits, and taxes are not eligible for reimbursement. Projects approved for matching grant assistance by the Historic Preservation / Design Review Commission will be required to submit a written request to release the funds upon completion of the entire project. Copies of all invoices and receipts related to the façade improvements must accompany the request for release of funding. Invoices and receipts shall clearly explain the related work

The Historic Preservation / Design Review Commission reserves the right to refuse reimbursement in whole or part for work that:

- Does not conform to the Commission’s Design Guidelines.
- Do not conform to the proposal submitted with your application and authorized by the HP/DRC.
- Are not completed within 1 year from the date the project was approved for funding, unless otherwise approved by the HP/DRC.

How to Apply

To be considered for matching grant assistance, please complete the attached grant application and deliver to the Community Development Department at 1515 Strongs Avenue, Stevens Point, WI 54481. Only applications that contain all required information will be considered for funding.

All complete applications for matching grant assistance will be reviewed by the Historic Preservation / Design Review Commission (HP/DRC) to determine the project’s compliance with the specific standards contained within this Program Description as well as with other components of the Downtown Design Guidelines.

The HP/DRC will begin their review of all requests as they are received, and determine which project or projects best meet the Program's objectives. The HP/DRC may then interview the applicant(s) to determine which project(s) will receive matching grant funds to support their proposed project. Following their review, the HP/DRC will notify the applicant(s) of their decision to approve or deny the request.

If your request for financial assistance is approved, you will receive a written notice of the HP/DRC's decision detailing the amount of funding approved, any terms and/or conditions of the approval, as well as how the funds will be released. You will be asked to sign and return a copy of the document accepting all terms and/or conditions of the approval, which will then serve as the contract between the two parties.

Ranking Order of Applicants

Generally, projects having the greatest aesthetic impact will be given first priority. Priority will also be given to the following:

1. Reintroducing filled window openings that are visible from a public street.
2. Buildings where the project will stop a serious deterioration of the brick work surrounding the window opening.
3. Buildings where historic or architecturally significant features contributing to the building's character are repaired or restored as part of this window project.

Application Deadline

Applications will be accepted on a rolling basis until all funds have been exhausted. Only applications that contain all required information will be considered for funding.

Contact

Adam Kuhn, AICP
Associate Planner / Zoning Administrator
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481
Ph: (715) 346-1567
Fax: (715) 346-1498
Email: akuhn@stevenspoint.com
Website: stevenspoint.com