

**?Date: Tuesday, February 21, 2017**  
**Time: 1:30 pm**  
**Place: Westside Fire Station**

## **HISTORIC PRESERVATION COMMISSION**

A. CALL TO ORDER & ROLL CALL

B. CORRECTION OF MINUTES

C. COMMENTS/CONCERNS FROM PUBLIC

Public may make comments or bring up concerns to be discussed at a future meeting.

D. BUSINESS

1. DISCUSSION AND ACTION REGARDING CONTINUED MEMBERSHIP IN WISCONSIN ASSOCIATION OF HISTORIC PRESERVATION COMMISSIONS

Individual Requesting Item	City Clerk/DOGG
Expected Length of Discussion	5 min.

Documents:

[\*Wisconsin HP dues notice.pdf\*](#)

2. CERTIFICATE OF APPROPRIATENESS APPLICATION FOR 1218 17TH AVE

Individual Requesting Item	Building Inspector Ryan Lindsey
Expected Length of Discussion	5 minutes

Documents:

[\*COA - 1218 17th Street 1.18.17.pdf\*](#)

3. CERTIFICATE OF APPROPRIATENESS APPLICATION FOR HEALTH, INNATE - 1005 16TH AVE

Individual Requesting Item	Building Inspector Ryan Lindsey
Expected Length of Discussion	5 minutes

Documents:

[\*Certificate of Appropriateness Application - Health, innate - 02.09.2017.pdf\*](#)

4. DISCUSSION REGARDING TEMPORARY SIGN(S) AT 1505 9TH STREET

Individual Requesting Item	Building Inspector Ryan Lindsey
Expected Length of Discussion	5 minutes

5. REVIEW AND DISCUSSION OF SIGN & WINDOW SIGN FLYER/GUIDELINE SHEETS

Individual Requesting Item  
Expected Length of Discussion

Arianna Meier  
5 minutes

Documents:

[\*Sign FAQ sheet.docx\*](#)  
[\*Window sign flyer.docx\*](#)

E. REPORT FROM BUILDING INSPECTOR REGARDING HISTORIC PRESERVATION DISTRICT

F. BUSINESS BY MEMBERS

May make brief informative statements or bring up concerns or complaints to be discussed at a future meeting.

G. ADJOURNMENT

***This Commission may take any action it considers appropriate related to any item on this agenda.***

Requests from person with disabilities who need assistance to participate in this meeting, including need for an interpreter, materials in alternate formats, or other accommodations, should be made to the Office of the City Clerk at (608) 329-2564 with as much advance notice as possible so that proper arrangements can be made.

**Members: Chairperson Tom Kelly, Vice-Chairperson Russ Brown, Secretary Aaron Holverson, Jeff Maliszewski, Richard Thoman, Dennis Dalton, Tom Mitchell**



January through December 2017

Dear Commissions:

The Wisconsin Association of Historic Preservation Commissions was formed in 1985 to:

- Encourage and facilitate local participation in the preservation of historic sites
- Provide a forum for cooperation between local commissions, advocacy groups and the Wisconsin Historical Society
- Represent the common interests of our member commissions
- Facilitate cooperation among our member commissions
- Provide a means of sharing information among and improvement of skills and knowledge of our members

Benefits of membership include the above as well as:

- quarterly newsletter – Wisconsin Landmarks
- reduced registration fee at spring conference
- use of our Facebook page to post events

**It's time to renew**

\$40 Commissions  
\$25 Individuals

Questions or comments, please contact

Kathy Grace, treasurer  
(920) 582-3256  
[wahpcmail@gmail.com](mailto:wahpcmail@gmail.com)

## 2017 Membership Form

Commission name \_\_\_\_\_

Contact person name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

- \$40 Commissions  
 \$25 Individuals

Send this form with check payable to WAHPC to:

WAHPC  
PO Box 166  
Winneconne, WI 54986

**Please include a list of commission members with their mailing and email addresses. Email addresses are important so members can receive information regarding upcoming events in a timely fashion.**

### **Regarding newsletter distribution:**

The newsletter can be distributed via e-mail to the Contact Person listed on this form and then can be distributed by the Contact Person to the members of the Commission/Committee either in print or e-mail format. Please let us know which you would prefer.

- Send via e-mail to contact person and it will distributed
- Continue to send paper copies to contact person



## City of Monroe

1110 18<sup>th</sup> Avenue, Monroe, WI 53566

Phone: (608) 329-2533 Fax: (608) 329-2561

# CERTIFICATE OF APPROPRIATENESS APPLICATION

The Historic Preservation Committee meets on the **third** Tuesday of the month. Applications must be filed with the Committee, c/o the City Building Inspector's office at City Hall by the second Tuesday of the month. A Review Fee of \$25.00 is due at this time. The applicant should plan to be present at the next scheduled Committee meeting after submission of the application.

1. Address of Property: 1218 17<sup>th</sup> ~~Street~~ Ave. Monroe, WI 53566

2. Name of Applicant: Aaron Holverson - Heritage Design Build, LLC

Applicant Phone Number: 608-214-4707

Applicant Address: 1420 9th Street

City, State, Zip: Monroe, WI 53566

Present Use of Property: Mixed-use

3. Name of Property Owner: Cathy Hauck

Owner Address: 1218 17<sup>th</sup> ~~Street~~ Ave.

City, State, Zip: Monroe, WI 53566

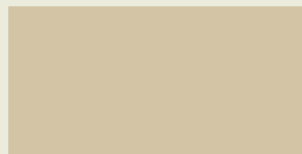
Daytime Telephone Number: 608-214-5187

4. The following approval is requested:

- Roof Repair / Replacement
- Gutter Repair / Replacement
- Private Sidewalk and Driveway Repair / Replacement
- Stair and Stoop Repair / Replacement
- Porch Columns, Railings & Skirting Repair / Replacement
- Chimney Repair and /or Tuck Pointing
- Installation of Fences
- Exterior Window Repair / Replacement
- Exterior Siding
- Exterior Storm Window / Storm Door Repair / Replacement
- Soffit, Fascia, Façade or Trim Work Repair / Replacement
- Exterior Lighting
- Signage
- Other

## TRIPLE GLAZE SOLID COLORS

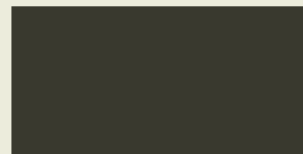
**AQUA SURTECH** is a well-tested and field-proven coating system that provides outstanding protection against all weather condition and assures long lasting satisfaction. AQUA SURTECH is an organic waterborne coating system, and has been tested to AAMA and ASTM standards.



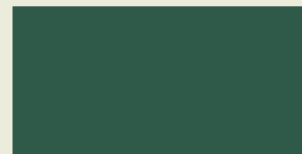
BEIGE



BURGUNDY



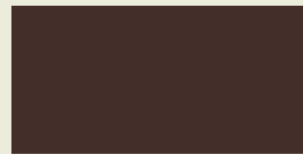
BRONZE



GREEN



CLAY



BROWN



SABLE

5. Description of Project: Describe each item of the project separately, including existing condition. Also describe the proposed work, material(s) to be used, and the impact the item would have on existing historic or architectural features of the property. Indicate the dimensions of any signage. The applicant may request design assistance from Main Street. Renderings need not be professionally done. Attach additional sheets if necessary.

Replacement of windows on the first floor with insert windows retaining all trim, with color to match the existing.

Replacement windows are double-hung, non-divided lites, with appearance to match the existing double-hungs.

6. Attachments Checklist:


Please attach the following:

- Site Plan of the Lot (indicate direction of north, south, dimensions, structures, etc.)  
 Sketches, Drawings, Building and Streetscape Elevations, and /or Annotated Photos  
 Exterior Photos  
 Specifications (materials) for the project  
 Phased Development Plan for the project (if proposed in phases)  
 Inspection Report (required for Demolition Requests only)  
 Cost Estimates for all proposed work  
 Proposed Color Scheme

If you have any questions or need assistance in completing this form, contact the City of Monroe Building Inspector's Office at (608) 359-2533.

Signature of Applicant: \_\_\_\_\_ Date: 12/12/2016

FOR CITY OF MONROE USE ONLY

Review Fee of \$25.00 Received: 1-17-17  (Acct #5 / 515)

Scheduled Meeting Date: 2-21-17

- Approved  
 Approved with Conditions: \_\_\_\_\_  
 Not Approved

HPC or Building Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IF APPROVED, BUILDING PERMITS MAY BE REQUIRED. CONTACT THE BUILDING INSPECTOR'S OFFICE.**



## City of Monroe

1110 18<sup>th</sup> Avenue, Monroe, WI 53566

Phone: (608) 329-2533 Fax: (608) 329-2561

### CERTIFICATE OF APPROPRIATENESS APPLICATION

The Historic Preservation Committee meets on the third Tuesday of the month. Applications must be filed with the Committee, c/o the City Building Inspector's office at City Hall by the second Tuesday of the month. A Review Fee of \$25.00 is due at this time. The applicant should plan to be present at the next scheduled Committee meeting after submission of the application.

1. Address of Property: 1005 16<sup>th</sup> Avenue Monroe, WI 53566

2. Name of Applicant: LARA SALYER SMITH

Applicant Phone Number: 608.293.0636

Applicant Address: N3963 MEYERS RD

City, State, Zip: MONROE, WI 53566

Present Use of Property: \_\_\_\_\_

3. Name of Property Owner: CRAIG PATCHIN

Owner Address: PO BOX 199

City, State, Zip: MONROE WI 53566

Daytime Telephone Number: 608-270-5111

4. The following approval is requested:

- Roof Repair / Replacement
- Gutter Repair / Replacement
- Private Sidewalk and Driveway Repair / Replacement
- Stair and Stoop Repair / Replacement
- Porch Columns, Railings & Skirting Repair / Replacement
- Chimney Repair and /or Tuck Pointing
- Installation of Fences
- Exterior Window Repair / Replacement
- Exterior Siding
- Exterior Storm Window / Storm Door Repair / Replacement
- Soffit, Fascia, Façade or Trim Work Repair / Replacement
- Exterior Lighting
- Signage



\_\_\_\_ Other

5. Description of Project: Describe each item of the project separately, including existing condition. Also describe the proposed work, material(s) to be used, and the impact the item would have on existing historic or architectural features of the property. Indicate the dimensions of any signage. The applicant may request design assistance from Main Street. Renderings need not be professionally done. Attach additional sheets if necessary.

① Hanging Sign measuring 4' x 2' (see attached)

② Window lettering, white (see attached)

6. Attachments Checklist: ③ Request re-positioning of "Sedona Staffing" & "Lofts Avail" signs, to inner

Please attach the following:

- \_\_\_\_ Site Plan of the Lot (indicate direction of north, south, dimensions, structures, etc.)
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- \_\_\_\_ Exterior Photos
- \_\_\_\_ Specifications (materials) for the project
- \_\_\_\_ Phased Development Plan for the project (if proposed in phases)
- \_\_\_\_ Inspection Report (required for Demolition Requests only)
- \_\_\_\_ Cost Estimates for all proposed work
- \_\_\_\_ Proposed Color Scheme

If you have any questions or need assistance in completing this form, contact the City of Monroe Building Inspector's Office at (608) 359-2533

Signature of Applicant: Lara Salzer Soth Date: 2/7/2017

For Office Use Only

Review Fee of \$25.00 Received: 2-9-17 Am M (Acct #5 / 515)

Scheduled Meeting Date: 2-21-17

- Approved
- Not Approved
- Approved with Conditions: \_\_\_\_\_

HPC or Building Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If Approved, Building Permits may be required. Contact the Building Inspector's Office.**

PROPOSED SIGNAGE FOR "HEALTH INNATE, SC"  
1005 16th Ave  
Monroe WI, 53566



4' x 2' perpendicular sign  
Using the same style (stained wood border, black "chalkboard" type interior) and white font.

Health Innate, SC logo will be in this white font (see black and white example attached)

WHITE LETTERING ON SOUTH WINDOW:

**doctor** ('dakter): from the Latin root **docere** (to teach)

WHITE LETTERING ON THE NORTH WINDOW:

Personalized Health Care | Using Science to Understand Nature | Individual and Group Sessions

Hours by appointment  
[www.healthin8.com](http://www.healthin8.com)

health,  
innate.



SC



## City of Monroe Sign Guidelines for the Historic Preservation District

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All signs should comply with the guidelines for appropriate sign types set forth in the Monroe Historic Preservation Plan Signage Guidelines within Historic District. Any new or changed permanent sign requires an approval from the Historic Preservation Commission.

### General Guidelines

- Avoid fluorescent, neon, or other bright colors. Historic colors and earth tones are recommended.
- Style, composition, and appearance of signs within the Historic District should comply as much as possible with the design of the building and should be of a style compatible with the time period in which the building was erected.
- Signs should be constructed or painted in a workmanlike manner and lettering should be of an appropriate size and style.
- Signs should generally be 7½' or more above the level of the sidewalk.

### Appropriate Signs

- Window Signs
  - Permanent window signs should be limited to one per window
  - Total sign coverage should not exceed 20% of the total glass area of the window
  - Neon signs should be limited to one per window
- Exterior Wall Signs
  - Signs should be limited to one per business or use per building side
  - Signs should be affixed flat against the building wall; projection should be limited to the necessary mounting frame and should not extend more than 4"
  - Signs should be affixed to a wall at a height of 4' or more above the sidewalk.
- Projecting Signs
  - Should not exceed 12 square feet unless approved
  - **Should clear sidewalks by at least 7½'**, project no more than 4' from the building or closer to 2' to the curb line, whichever is less
  - Should generally not extend more than 15' above the ground unless approved
- Awnings
  - An identification sign may be painted or permanently placed in letters on the front and side portions of the awning, not to exceed 20 inches in height
  - **The lowest point of an awning should generally be 7½'** or more above the sidewalk and should generally not extend beyond a point 2 feet inside the curb line.
- Freestanding signs
  - Should not exceed 48' sq. in area per side and should not exceed 15' in height (including supporting structure) from the normal grade
  - Freestanding sign supports should generally be situated at least 10' from the public right of way.

- Temporary Signs may be appropriate to promote special events and activities



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1. Address of Property: \_\_\_\_\_ Monroe, WI 53566

2. Name of Applicant: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

3. Name of Property Owner: \_\_\_\_\_

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- \_\_\_\_\_ **Soffit, Fascia, Façade or Trim Work Repair / Replacement**
- \_\_\_\_\_ Exterior Lighting
- \_\_\_\_\_ Signage
- \_\_\_\_\_ Other

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Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only

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Scheduled Meeting Date: \_\_\_\_\_

- Approved
- Not Approved
- Approved with Conditions: \_\_\_\_\_

HPC or Building Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If Approved, Building Permits may be required. Contact the Building Inspector 's Office.**

2/24/2015





## City of Monroe Window Sign Guidelines for the Historic Preservation District

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### Appropriate Window Sign Types

- Permanent window signs should be limited to one per window.
- The total coverage of all permanent, neon and temporary window signs should not exceed 20% of the total glass area of the window. Individual sections of glass encased by mullions will not generally be considered an individual window.
- Neon tube signs displayed indoors are generally appropriate as permanent window signs. Such signs should be limited to one per window. Signs may not have blinking, flashing, or fluttering lights, and may not rotate, revolve, or have any movable part, including signs which give the appearance of movement.

### Temporary Window Signs

- Temporary signs may be appropriate on a property to promote special community activities and special events such as grand openings or activities of nonprofit organizations.



window.

- Temporary window signs are exempt from Certificates of Appropriateness. These signs should not be displayed for more than 30 consecutive days and should not cover more than 20% of the

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## Temporary Window Signs

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- Temporary window signs are exempt from Certificates of Appropriateness. These signs should not be displayed for more than 30 consecutive days and should not cover more than 20% of the window.

If you have any questions or concerns, please contact the City of Monroe Building Inspection office at (608)329-2533 or by email at [ameier@cityofmonroe.org](mailto:ameier@cityofmonroe.org).

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## How to apply for a Certificate of Appropriateness

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To apply for a Certificate of Appropriateness, visit the City of Monroe's website at [www.cityofmonroe.org](http://www.cityofmonroe.org).

Hover over "Departments" and select "Zoning".

Under the heading "HISTORIC PRESERVATION", there is a link for the Historic Preservation Certificate of Appropriateness application.

The Historic Preservation Commission meets on the **third Tuesday** of each month at 1:30 pm. Your presence at the meeting is required.

Applications must be submitted along with the \$25.00 review fee no later than the **Tuesday before** the scheduled meeting date to guarantee the application is added to the agenda.

Please provide photos or mock ups of the signs content, specifications, and placement for the commission to review.

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