

HISTORIC PRESERVATION COMMITTEE MINUTES

December 15, 2009

12:00 Noon

City Hall-Council Chambers

MEMBERS PRESENT:

Dave Riese, Chair
Dennis Dalton
Sue Disch, Sec.
Jan Lefevre

Dave Haroldson, Vice-Chair
Rudolph Regez
Marshall Zwygart

Meeting called to order by Chair Riese

Motion by Lefevre seconded by Zwygart to approve minutes of November 17, 2009. Motion carried.

BUSINESS:

C1) Discussion and possible on the following COA's:

- a. Motion by Zwygart, seconded by Lefevre asking Monte Molencamp, 1010 17th Ave., to return with window sign before approval.
- b. Hughes, 1000 17th Ave: Motion by Lefevre, seconded by Regez to remove from agenda until she contacts us again. Motion carried.
- c. Rosential, 1128 17th Ave: Motion by Lefevre, seconded by Regez to remove from agenda until she contacts us again. Motion carried.
- d. Minhas Craft Brewery, 1208 14th Ave: Motion by Dalton, seconded by Zwygart to remove from agenda until they contact us again.
- e. Monroe Masonic Center, 1613-1615 10th St: Motion by Lefevre, seconded by Dalton to allow windows in back(in alley) of Monroe Masonic Center to be bricked in with matching brick and removal of window sill. Motion carried.
- f. Bartels & Co, 1012 17th Ave: Motion by Dalton, seconded by Regez to approve sign presented and to remove current window sign at lower level. Motion carried.
- g. Adam Bansley, Ideate Ink, 1010 17th Ave: Motion by Lefevre, seconded by Dalton to approve projecting sign and door sign according to sign guidelines. Motion carried.

C2) Discussion regarding TIF and façade grant program AND

C3) Discuss proposed changes to COA form and façade grant application as suggested by Main Street Design Committee and possibly take action AND

C4) Discussion regarding how to handle anticipated funding and approval of grants: Discussion was held on these 3 agenda items from the "Monroe Main Street Façade Improvement Grant Program" document with Donna Glynn of Monroe Main Street Design Committee present and the following occurred:

*home based business—delete "home base businesses do not qualify" and change prior sentence to read"...at least 51% commercial ground floor use."

*the bullet point allowing applicants to have 1 year to complete project was left unchanged

*Item 6: in added yellow sentence—will stop after... professionally done.

*Zwycart expressed concern with the longevity of the program

Motion by Dalton, seconded by Lefevre to approve Grant Approval Agreement and Certificate of Appropriateness(COA) with changes. Motion carried. Exhibit #1 and Exhibit #2.

C5) Motion by Disch, seconded by Haroldson to postpone until January meeting any action regarding ATM sign at Pancho and Lefty's.

C6) Next meeting to be January 19th, 12:00 noon, City Hall Chambers.

D. No business by members.

E. Motion to adjourn by Dalton, seconded by Lefevre. Motion carried.

MONROE MAIN STREET FAÇADE IMPROVEMENT GRANT PROGRAM

PURPOSE

The Monroe Main Street Façade Improvement Grant Program provides financial assistance to commercial property owners or business owners, in the form of matching funds, to encourage maintenance, restoration and improvement of building facades.

Project grant funding creates an incentive for private investment in property restoration, in turn, leading to the revitalization of an attractive, energetic and successful Historic Downtown Monroe.

DESIGN STANDARDS

The Monroe Historic Preservation Commission (HPC), in conjunction with Monroe Main Street, offers a comprehensive publication of Design Guidelines to serve as a reference guide.

The Design Guidelines, application form and Certificate of Appropriateness (COA) are available at the Building Inspector's Office located at 1110 18th Avenue, Monroe Main Street Office located in the Wisconsin Community Bank building at 1717 10th Street or on our website at www.cityofmonroe.org/mainstreet.html.

GRANT TERMS

- Monroe Main Street offers grants for facades of buildings through funding provided by TIF (Tax Incremental Financing) #7. The "façade" is defined as the entire exposed surface of a building that fronts on a public street, alley or parking area.
- Commercial property owners or business owners (lessees) may submit an application for this grant program. Lessees must submit written approval of the property owner. (Application and Property Owner Consent Forms are attached.)
- All taxable commercial* buildings and non-profits on a case-by-case basis located within Monroe Main Street District (Map attached) are eligible for this program. **All properties must be in conforming use under the City's zoning ordinance. Properties must be current on all municipal and other taxes.**
- **Applicants are required to secure any necessary permits from the City of Monroe.** Grants will be awarded on a first come first served basis.
- The HPC reviews the application for conformance with the HPC's Design Guidelines; if the project is not approved, the HPC will explain in writing

the reason(s) for rejection and the step(s) necessary to obtain possible project approval.

- Following Review, any conditions of approval submitted by the HPC shall be attached to the application.
- A Certificate of Appropriateness (COA), attached, along with required fee shall also be submitted with the application.
- **Funding is limited to one grant per building per year** and is contingent upon available funding.
- Applicants will have one year to complete the project after application approval to qualify for reimbursement.
- Construction may begin only after the approval process is complete. **Any work done prior to approval or in progress is not eligible.**
- Any City official, HPC member, Main Street Board or committee member who is an applicant must abstain from the façade application review process.

***A building shall be defined as “commercial” based on at least 51% commercial ground floor use, even if upper floors are residential use.**

ELIGIBLE EXPENSES

Grants provided by this program shall be used for **exterior** repairs, renovations or fulfilling accessibility requirements on commercial facades that front on public streets, alleys or parking areas **in the Monroe Main Street District.**

Eligible expenses include, but are not limited to:

DESIGN ASSISTANCE:

- The Main Street program has limited access to façade renderings at no charge. Please contact Monroe Main Street for information about this service.

SIGNS AND AWNINGS:

- Maintenance and repair of, or removal and replacement of existing signage and awnings, installation of new signage and awnings, lighting fixtures that provide direct lighting on signage or under awnings.

Please reference the Historic Downtown Monroe Design Guidelines and City of Monroe’s Sign Ordinance for details

EXTERIOR PAINTING AND RESTORATION:

- Repair, cleaning, refinishing, painting, restoration and replacement of exterior woodwork, or architectural elements
- Replacement of non-original or non-compatible architectural elements

- Masonry repairs, restoration, tuck pointing, repainting and low-pressure water or steam cleaning

ADDITIONS AND ARCHITECTURAL ELEMENTS:

- Construction of new and compatible façade additions
- Repair, replacement, installation, painting and restoration of **exterior** windows, shutters, and doors on existing structures
- Repair, replacement, installation, painting and restoration of cornices, parapets and roofs **when part of a façade.**

SITE AND BUILDING ENHANCEMENTS

- **Exterior Lighting**
 - Maintenance and/or repair of existing façade lighting
 - Addition of exterior lighting to existing building facades
- **Accessibility Requirements**
 - Maintenance and repair of accessibility items and equipment, including but not limited to ramps, lifts, assistive door devices, signage and other adaptive or assistive elements for the mobility, hearing and sight impaired
 - Addition of accessibility items and equipment (see above)

INELIGIBLE PROJECTS including, but not limited to

- Labor costs performed by building owner/lessee/applicant
- Work done prior to approval or currently in progress
- Improvements not approved by the HPC
- Removal of architecturally important features (unless deemed unsafe and marked to be replaced with historically accurate features)
- **Interior improvements**
- Roofing, **unless a visible part of the façade**
- Non-façade, structural improvements
- Security measures (i.e. gates, security systems, etc.)
- Non-street front loading docks and parking entrances
- Publicly owned properties

GRANT AMOUNTS

The minimum grant amount shall be \$1,000 based on a \$2,000 investment. Reimbursement shall not exceed 50% of the total project cost up to the **maximum** grant amount of \$10,000 per project per year so long as funding is available, **except for larger buildings.**

EXAMPLE: Project cost = \$20,000 or more
 50% of project cost = \$10,000 maximum grant amount

Additional funding for facades* of larger buildings 40 or more horizontal linear feet shall not exceed 25% of the next \$40,000 (additional \$10,000 reimbursement), for a total maximum grant amount of \$20,000 per project per year for larger buildings as long as funding is available.

EXAMPLE: Project cost = \$60,000 or more
50% of first \$20,000 = grant amount of \$10,000
25% of next \$40,000 = grant amount of \$10,000
Total grant amount for larger buildings = \$20,000

* The façade is the entire exposed surface of a building that fronts on a public street, alley or parking area.

Applicants will have one year to complete the project after application approval to qualify for reimbursement. Exception: Requests for partial payment and time extension of a project that cannot be completed within one year due to extenuating circumstances, such as, but not limited to: weather, materials availability, contractor availability, etc, shall be granted at the discretion of the HPC. Invoices reflecting the completed portion of the project along with an estimated date of completion shall be submitted at the time of the request. Projects not completed within a reasonable time after the one year period, as determined by the HPC, are subject to forfeiture of the granted partial payment.

APPLICATION PROCESS

In order to receive a Façade Improvement Grant, the building owner or lessee (approved by the building owner), shall complete all of the following:

1. A Façade Improvement Grant Application
2. Property Owner Consent Form, if applicable
3. A Certificate of Appropriateness along with required fee

Grant applications will be reviewed monthly by the HPC. The HPC meets the 3rd Tuesday of each month. Submit the application to the City of Monroe Building Inspector by the 2nd Tuesday of the month.

APPROVAL PROCESS

Upon receipt of all application materials described above, design reviews will be completed by the HPC in order of their submission.

The following criteria must be met:

1. Improvements must be on property within the Monroe Main Street District.
2. Improvements must conform to the HPC's Design Guidelines.
3. If the project is not approved, the HPC will explain in writing the reason(s) for rejection and the step(s) necessary to obtain possible project approval.
4. Following Review, any conditions of approval submitted by the HPC shall be attached to the application.

5. Any City official, HPC member, Main Street board or committee member who is an Applicant must abstain from the façade application review process.

GRANT PAYMENT PROCESS

1. Upon completion of construction, the HPC will review the work for compliance with the application **and any attached conditions of approval.**
2. Following approval by the HPC, the City of Monroe Building Inspector will inspect the work.
3. Following final review and inspection, the Grant Approval Agreement and all paid invoices will be submitted to the City of Monroe Treasurer for reimbursement (payment) of the 50% matching funds. Documentation of the Applicant's investment must be supplied by paid receipt. HPC meeting minutes authorizing payment must also be submitted.

ADDITIONAL FUNDING

Other available funding may be acquired through the following:

1. Low-interest loans for historic preservation purposes. Check with your bank to see whether it is a participating local financial institution.
2. Owners of historic income-producing properties in Wisconsin may be eligible for two income tax credits that can help pay for their building's rehabilitation. The programs are:

The Federal Historic Preservation Credit returns 20 percent of the cost of rehabilitating historic buildings to owners as a direct reduction of their federal income taxes.

The State Supplemental Historic Preservation credit returns an additional 5 percent of the cost of rehabilitation to owners as a discount on their Wisconsin state income taxes.

For details, go to the **Wisconsin Historical Society** – for preservation and tax credit information - at 816 State Street, Madison, WI 53706 or: www.wisconsinhistory.org/hp/architecture/iptax_credit.asp

*For more information, contact:

Wisconsin Trust for Historic Preservation www.wthp.org

The National Trust for Historic Preservation www.nationaltrust.org

The National Park Service – Historic Preservation www.cr.nps.gov/hps

LOCAL CONTACT INFORMATION

Addresses

Monroe Main Street

Barb Nelson-Director
PO Box 544
1717 10th Street
Monroe, WI 53566
Phone: (608)328-4023
Fax: (608) 328-4083
monroemainstreet@tds.net

Monroe Historic Preservation Commission

David Riese, MD – Chairman
Phone: (608)325-7540

City of Monroe

Monroe Building Inspector
Rex Henke
1110 18th Avenue
Monroe, WI 53566
Phone: (608)329-2533
Fax: (608)329-2561
rhenke@cityofmonroe.org

Cathy Mauer-Comptroller/Treasurer
1110 18th Avenue
Monroe, WI 53566
Phone: (608)329-2528

**CITY OF MONROE
MONROE MAIN STREET DISTRICT MAP**

FAÇADE IMPROVEMENT GRANT APPLICATION

Date application Submitted _____

Received by _____ Date _____

Applicant Information:

Business _____

Address _____

Address of Subject
Property _____

Contact Person _____ Email Address _____

Phone Number _____ Fax Number _____

_____ Building Owner _____ Tenant

Building Owner Information (if different from applicant):

Contact Person _____

Contact Address _____

Email Address _____ Phone Number _____

Proposed project start date _____

Estimated completion date _____

Total estimated cost of project _____

Grant amount requested _____

I agree that the information provided above and within is accurate and correct to the best of my knowledge. I also assure the project is in compliance with all federal, state and local ordinance requirements.

Signature of Applicant _____

**MONROE MAIN STREET
FAÇADE IMPROVEMENT GRANT PROGRAM**

Property Owner Consent Form

I, _____ (Property Owner), certify that I own the property located at _____ (Address) in Monroe, Wisconsin and that I have reviewed the application by _____ (Applicant) for participation in the Monroe Main Street Façade Improvement Grant Program. I understand that the proposal includes the following changes and/or enhancements to my building:

I fully support this application and further certify that the Applicant holds a valid lease for _____ months, expiring on _____

Property Owner Signature

_____ Date _____

Printed Name of Property Owner _____

Mailing Address of Property Owner _____

Telephone Number _____ Email Address _____

Return to:
Monroe Building Inspector
1110 18th AV
Monroe, WI 53566

CERTIFICATE OF APPROPRIATENESS APPLICATION

(Please type or print)

1. Address of property: _____ Monroe, WI 53566

2. Parcel number: _____

3. Name of applicant: _____

Address of applicant: _____

City, State, ZIP: _____

Present use of property: _____

4. Name of property owner: _____

Address of owner: _____

City, State, ZIP: _____

Daytime telephone number: _____

5. The following approval is requested:

- _____ Roof repair/replacement if a visible part of the façade
- _____ Gutter repair/replacement with like materials and styles if a visible part of the façade
- _____ *Private sidewalk & driveway repair/replacement with like materials
- _____ Stair and stoop repair/replacement with like materials
- _____ Porch columns, railings & skirting repair/replacement with like materials
- _____ Chimney repair if a visible part of the façade, and tuck pointing in like color and design
- _____ *Installation of fences
- _____ Exterior window repair/replacement (provided no change in the historic rough openings)
- _____ Exterior siding
- _____ Exterior storm window/door repair/replacement
- _____ Soffit, fascia, façade or trim work repair/replacement
- _____ Exterior Lighting
- _____ Signage

*Items that do not qualify for a grant

6. Description of Project: Describe each item of the project separately. Include existing condition(s) when describing item. 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. (Attach additional sheets if necessary). An applicant may request design assistance from Main Street. Renderings need not be professionally done.

7. Attachments:

- _____ Property Owner Consent form, if applicable
- _____ Site plan of the lot (please indicate direction of north, south, dimensions, structures, etc.)cp
- _____ 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
- _____ Other (please explain): _____

NOTE: The Monroe Historic Preservation Committee normally meets on the third Tuesday of the month. Applications must be filed with the Historic Preservation Committee, c/o the City Building Inspector's office at City Hall by the second Tuesday of the month. The applicant should plan to be present at the next scheduled Historic Preservation Committee meeting.

If you have questions or need assistance in completing this form, contact the City of Monroe Building Inspector, 1110 18th Avenue, Monroe, (608) 329-2533.

Signature of Applicant: _____ Date: _____

Review fee of \$25.00 payable to City of Monroe - Date received: _____ (Acct #5/510)

Scheduled meeting date: _____

- Approved
- Not approved
- Approved but with conditions

HPC Signature: _____ Date: _____

Please return this form to:

Building Inspector's Office, City Hall – 1110 18th Avenue, Monroe, WI 53566

08/17/2009

FAÇADE IMPROVEMENT GRANT PROGRAM

GRANT APPROVAL AGREEMENT

1. Grant application received and approved by Building Inspector
_____COA plus fee required & attached

Date_____ Signed_____

2. Availability of City funds (City Comptroller/Treasurer) Yes_____ No_____

Date_____ Signed_____

3. HPC approves grant application

Date_____ Signed_____

4. Building Permit Obtained.

Date_____ Signed_____

5. Historic Preservation Commission approves final construction

Date_____ Signed_____

6. City of Monroe building inspection completed and approved

Date_____ Signed_____

7. City of Monroe reimbursement approval and payment

Final amount approved: _____

Please make check payable to: _____

Address: _____

Applicant signature_____ Date_____

Main Street Director will coordinate the grant application and payment process through all of the above steps.