

**VILLAGE OF THIENSVILLE
HISTORIC PRESERVATION COMMISSION
MINUTES**

DATE: Tuesday, July 6, 2021

LOCATION: 250 Elm Street
Thiensville, WI
Board Room

TIME: 6:00 PM

I. CALL TO ORDER

Chair Abraham called the meeting to order at 6:00 PM.

II. ROLL CALL

Chair: Jennifer Abraham
Commissioners: Angelina Apostolos
Philip Eckert
Mary Giuliani
Director of Community
Services/Public Works: Andy LaFond

Ronald Heinritz
Nathan Matson
Joseph Miller

III. CITIZENS TO BE HEARD

Open to any resident or taxpayer on items not subject to a public hearing: Please be advised per §19.84(2), information will be received from the public. Village policy limits a three (3) minute time period per person, with time extension by the presiding official's discretion or a vote of 2/3 of the Board or Committee; be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments. Written comments on agenda items are encouraged to be sent and addressed to the intended body by noon on the day of the meeting. Comments received timely will be forwarded to all members of the body. If you wish to speak, you **must** pre-register by emailing the Village Clerk at alanglois@village.thiensville.wi.us by 4:00 PM on the day of the meeting or by signing in immediately prior to the meeting.

No citizens registered to speak.

IV. DATE AND TIME OF NEXT MEETING

A. Next meeting scheduled for Tuesday, August 3, 2021 at 6:00 PM (if needed)

V. APPROVAL OF MINUTES

A. Approval of Minutes
1. June 22, 2021

MOTION by Commissioner Miller, **SECONDED** by Commissioner Eckert to approve the June 22, 2021, Minutes.
MOTION CARRIED UNANIMOUSLY.

Historic Preservation Commission Minutes

July 6, 2021

Page two of four

VI. BUSINESS

- A. Review and action regarding Certificate of Appropriateness, Exterior Paint, Pinnacle Real Estate, Robert Ollman, 140 South Main Street

Robert Ollman was in attendance and provided color samples to Commissioners. The siding will be the darker color and the tan will be the exterior trim around the windows and doors. Mr. Ollman is considering an accent color for the front door. Commissioner Heinritz noted that accent colors help bring out the features of the building and add to the appearance. Mr. Ollman anticipates the same painting crew currently working at Remington's will continue with this project.

Chair Abraham noted that while these colors are close, they are not the approved Sherwin Williams historic shades. Mr. Ollman noted other historic properties that are in need of repair. Chair Abraham replied that the parties mentioned all have been approached repeatedly. Chair Abraham noted that there are several close shades of paint that fit into the guidelines. Mr. Ollman has not purchased paint yet and would be happy to use similar colors from the approved palette. After reviewing color samples, Mr. Ollman noted that there were no close matches after looking at about a dozen samples to attempt to match the color of the windows. Commissioner Heinritz noted he was satisfied with the color shades Mr. Ollman is proposing.

MOTION by Commissioner Apostolos, **SECONDED** by Commissioner Heinritz to approve Certificate of Appropriateness, Exterior Paint (Applicant's Submitted Colors), Pinnacle Real Estate, Robert Ollman, 140 South Main Street. **MOTION CARRIED UNANIMOUSLY.**

- B. Review and action regarding Certificate of Appropriateness, Paint (Same Color), Remington's River Inn, Robert and Amy Ollman, 130 South Main Street

Bob Ollman was present. Chair Abraham noted that Remington's is being repainted the same colors.

MOTION by Commissioner Apostolos, **SECONDED** by Commissioner Miller to approve Certificate of Appropriateness, Paint (Same Color), Remington's River Inn, Robert and Amy Ollman, 130 South Main Street. **MOTION CARRIED UNANIMOUSLY.**

- C. Discussion, review and action regarding Format of Certificate of Appropriateness

Chair Abraham noted that the Commission traditionally has received the Certificate of Appropriateness application but not the two pages of guidelines that are attached when applicants receive the application form, and stated those guidelines could use revisions. Director LaFond noted that staff already had been working on an updated application form that will be a fillable PDF that matches Plan Commission and Small Projects applications. Chair Abraham asked if the Village Planner gets involved with applications. Director LaFond responded that the Village Planner likely would prepare a Plan Commission report for a larger project. The goal would be to have such a report prepared in time so that the Historic Preservation Commission could also review the report. Chair Abraham asked to make clear that applicants would not be responsible for paying a review fee for the Village Planner.

Commissioner Giuliani inquired how the Village handles situations where work such as painting occurs prior to Historic Preservation Commission approval. Director LaFond noted that painting does not require a building permit. In cases of

Historic Preservation Commission Minutes

July 6, 2021

Page three of four

work that requires a building permit, a stop-work order can be issued. Director LaFond also noted that this is a reason for the staff-approval proposal so that routine work can be handled more efficiently and added education is a part of the process.

The Village mailed a letter approximately a year ago to all property owners in the Historic District reminding them about the Certificate of Appropriateness process. Similar reminders could be sent every year or two.

Commissioner Eckert suggested the form could ask applicants when they intend to begin work. Commissioner Apostolos suggested including information about approved paint colors. There was general agreement that it would be helpful to provide applicants with information about where to find the recognized historic paint color palettes.

Chair Abraham noted there was nothing on the form that addresses if someone is putting an addition on their building. Director LaFond stated that would be covered as part of the Plan Commission submission. Commissioner Matson suggested that requesting a photo of the building could be part of the application. Commissioner Miller added that applicants should be made aware up-front about acceptable and unacceptable materials. For instance, aluminum siding is not desirable. Director LaFond stated that guidelines of what is preferred and acceptable can be developed with the applicants then guided to that information.

Director LaFond noted staff will re-type and re-format the guidelines that accompanied the old Certificate of Appropriateness application. That will be used for the time-being until new guidelines are adopted. The form does not require Historic Preservation Commission approval, but the revised form will be brought back for review. It was noted that the specifics about signs on the old Certificate of Appropriateness application can be covered through the sign application.

D. Discussion, review and action regarding Certificate of Appropriateness Staff Approval Policy

A revised Staff Approval Policy was shared with the Commission. Commissioner Eckert clarified that applicants still must complete the Certificate of Appropriateness application for items that can be approved at the staff level. The Historic Preservation Commission will receive a report at each meeting with what has been approved.

MOTION by Commissioner Giuliani, **SECONDED** by Commissioner Eckert to approve the Certificate of Appropriateness Staff Approval Policy. **MOTION CARRIED UNANIMOUSLY.**

E. Discussion and review Sample Guidelines for Village of Thiensville Historic Preservation District Standards and Guidelines

Chair Abraham noted there were sample guidelines from other communities that had been distributed to Commissioners and suggested that the new guidelines the Village adopts be divided into categories that applicants can review when they apply for a Certificate of Appropriateness. Commissioner Eckert liked the guidelines from Platteville that were specific about what was recommended and not recommended. Chair Abraham agreed. Commissioner Matson added that the Platteville guidelines are user-friendly.

Chair Abraham suggested the guidelines give Historic District business owners an opportunity to appear before the Commission to obtain guidance and suggestions before filing an application. Director LaFond noted that this has occurred before with the Historic Preservation Commission, but consultations now occur more frequently with the Plan Commission. That way, applicants are happier with the result when the application is considered and plans are not being redesigned on the fly.

Historic Preservation Commission Minutes
July 6, 2021
Page four of four

Commissioners discussed what they liked and did not like from the guidelines of other communities. It was decided to modify the Platteville guidelines and include a cover page modeled on Burlington that provides details about how the process works. Portions of the existing Thiensville regulations will be retained and worked in. The draft will be brought back to the Historic Preservation Commission to review. Commissioner Eckert added that a map of the Historic District should be included. Commissioner Apostolos noted that photos similar to those in the Burlington guidelines could be incorporated.

Chair Abraham summarized that the Certificate of Appropriateness will be revised and targeted for approval at the next meeting. The staff approval guidelines have been adopted. Commissioners will continue working at the next meeting on the guidelines for the Historic District. There will be a meeting August 3, 2021 if needed. If no applications are received, staff and Chair Abraham will discuss the progress on the guidelines and determine if an August meeting will be conducted.

Chair Abraham inquired if there were other topics Commissioners wanted to discuss. Commissioner Heinritz noted that some property owners should be encouraged to perform maintenance. Chair Abraham suggested the topic could be an agenda item at the next meeting. Director LaFond noted some property maintenance issues are dealt with by staff by sending a letter by Certified Mail giving a timeframe during which ordinance violations must be corrected with the Police Department being notified. Ultimately, a violation can lead to a property maintenance citation. A discussion about ways to encourage property maintenance will take place at the next Historic Preservation Commission meeting.

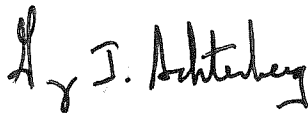
VII. STAFF REPORT

No Staff Report.

VIII. ADJOURNMENT

MOTION by Commissioner Miller, **SECONDED** by Commissioner Giuliani to adjourn the meeting at 7:05 PM.
MOTION CARRIED UNANIMOUSLY.

Prepared by,



Gary Achterberg
Administrative Assistant

Submitted by,



Amy L. Langlois
Village Clerk/Deputy Treasurer

BOUCHER FORD SHOWROOM



BOUCHER FORD SHOWROOM - PROJECT NARRATIVE

DATE: July 22, 2021

LOCATION: 101 N. Main St., Thiensville, WI 53092

General Project Information

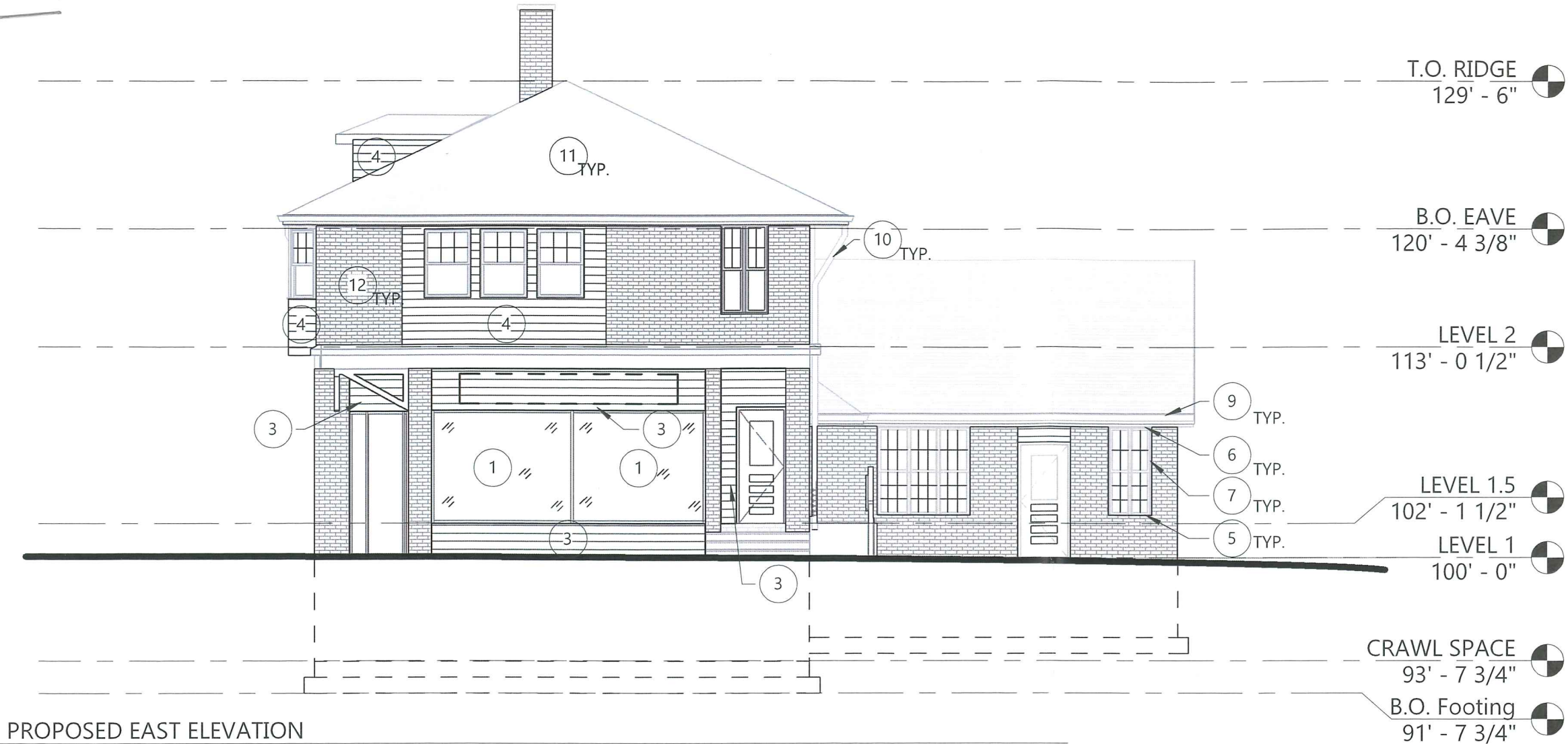
Boucher Village Ford has previously been granted a letter of appropriateness for a previous submittal at the North West corner of Buntrock Ave. and Cedarburg Rd. But we wish to make alterations to the previous submittal.

Interior Project Information

- The interior alterations previously would have been lowering the first floor to street level and rearranged interior partitions and stairs. In this submittal, the floor level and stairs will all remain, but we will still be rearranging all the first level partitions.

Exterior Project Information

- **Exterior Painting** – As in the previously approved submittal, we will be repairing and repainting all existing painted surfaces. They include, trim, siding, windowsills, window headers, window frames, gutters, downspouts, fascia, doors, new storefront, Refer to our attached exterior elevations.
- **Replacement of Windows & Doors** – As in the previously approved submittal, we plan on replacing all the deteriorating first-floor windows and storefront to meet current energy codes. We will paint the frames of the windows and storefront to match the other painted elements.
 - **Windows** – Differing from the previous submittal, we plan to keep the basement windows and repaint their frames to match the other painted elements. The double hung windows will follow the previously approved submittal and be replaced in their existing masonry openings and be repainted to match other painted elements.
 - **Storefront** – As in the previously approved submittal, storefront will be replaced. Differing from the previous submittal, we will keep the same opening and just replace the storefront to meet current energy codes.
 - **Doors** – As in the previously approved submittal, the door going up to the second-floor apartment will be replaced and painted to match other painted elements.
- **Exterior Re Cladding** – Differing from the approved submittal, we plan to reclad several locations with horizontal fiber cement panels. It shall be painted to match the other painted elements of the exterior. The plan includes recladding the alcove of the entry into the second-floor apartment, above and below the replaced storefront and the back walls of the western second floor balcony. In addition to this, we want to reclad the soffits and the bottoms of flat horizontal elements on the exterior of the building with horizontal bead board. This would also be painted to match the other painted components. See elevations for more specific locations and look.
- **Ramp** – Differing from the approved submittal, we are no longer lowering the first-floor level to grade. To meet current ADA requirements, we plan to add a wood framed ramp and railing on the north side of the building. We shall paint it to match other exterior elements. See our elevations for style and specific location.
- **Roof** – As in the previously approved submittal, we plan to keep the remaining roof as is.
- **Exterior Grounds** - We plan to follow the previously approved submittal with planters.
- **Signage** – We plan to follow the previously approved submittal for signage.



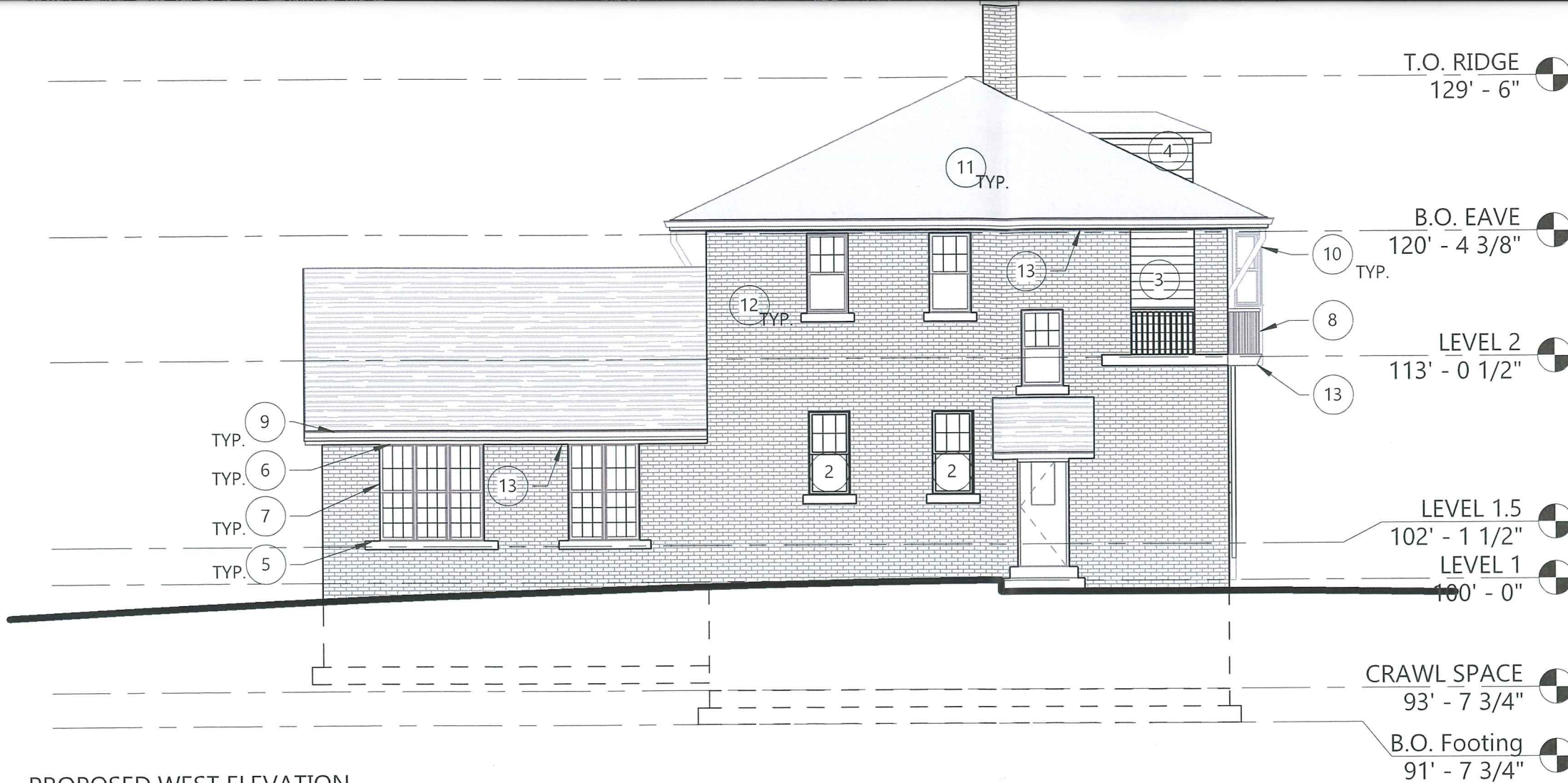
PROPOSED EAST ELEVATION

1/8" = 1'-0"



EXISTING BUILDING PHOTOS

KEYED EXTERIOR ELEVATIONS	
TAG #	DESCRIPTION
1	THERMALLY BROKEN ALUMINUM STOREFRONT SYSTEM - ALWD-1. AS PER PREVIOUSLY APPROVED SUBMITTAL
2	INSTALL NEW REPLACEMENT DOUBLE HUNG WINDOW AS PER PREVIOUSLY APPROVED SUBMITTAL
3	HORIZONTAL CEMENT BOARD CLADDING - INSTALLED OVER EXISTING FINISH, PAINTED - EXPT-1
4	PAINT EXISTING SIDING - EXPT-1. AS PER PREVIOUSLY APPROVED SUBMITTAL
5	REPAIR WINDOW SILLS BEFORE PAINTING EXISTING WINDOW SILLS - EXPT-1. AS PER PREVIOUSLY APPROVED SUBMITTAL
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14	WOOD FRAMED RAILING AND BALLUSTERS. PAINTED EXPT-1



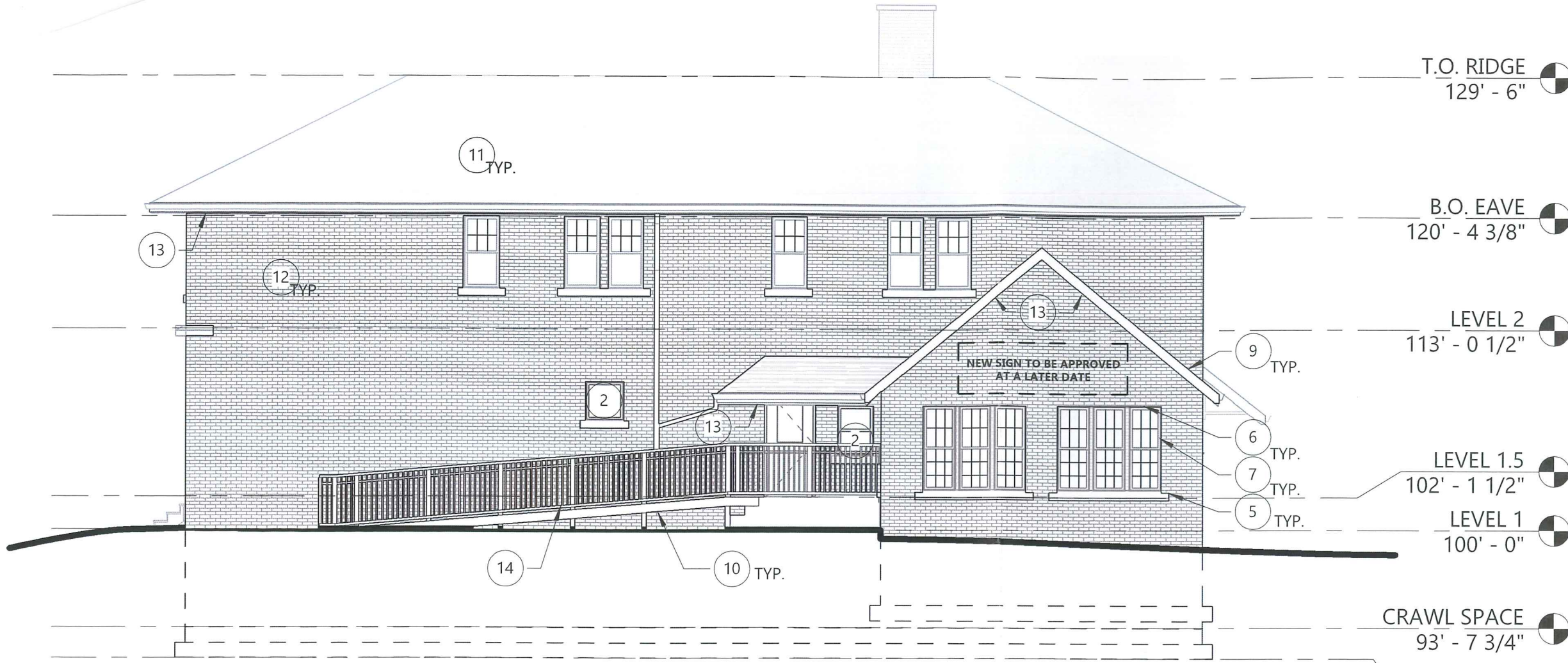
PROPOSED WEST ELEVATION

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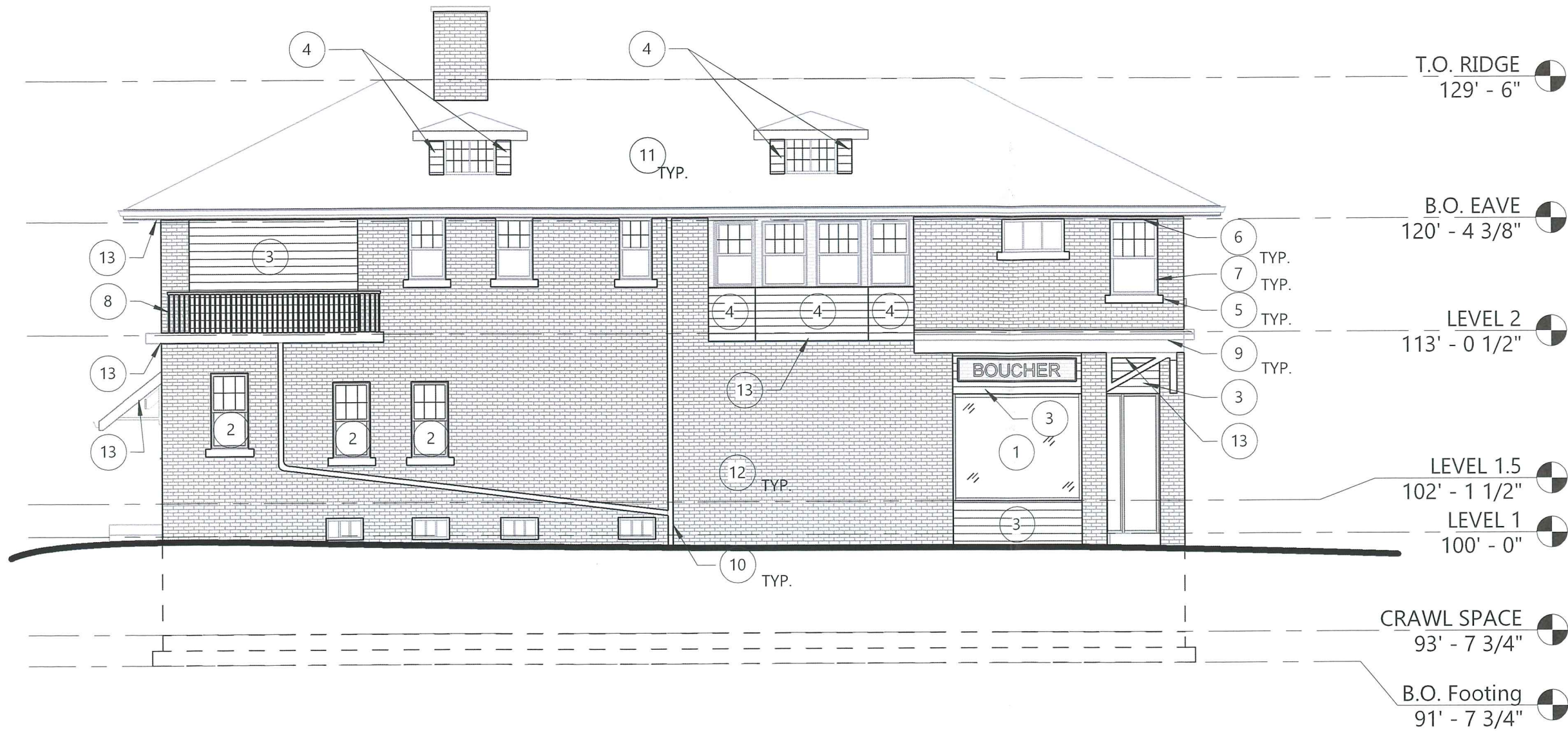
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PROPOSED SOUTH ELEVATION

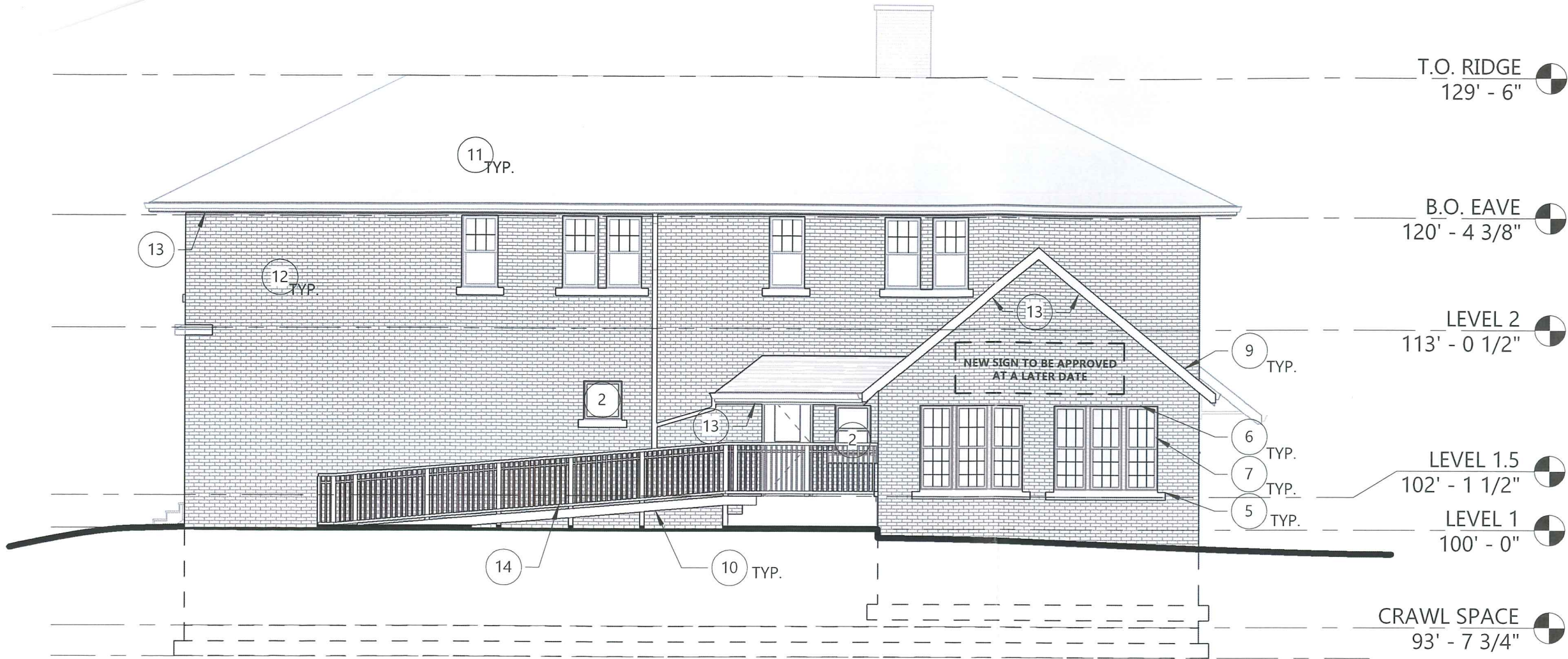
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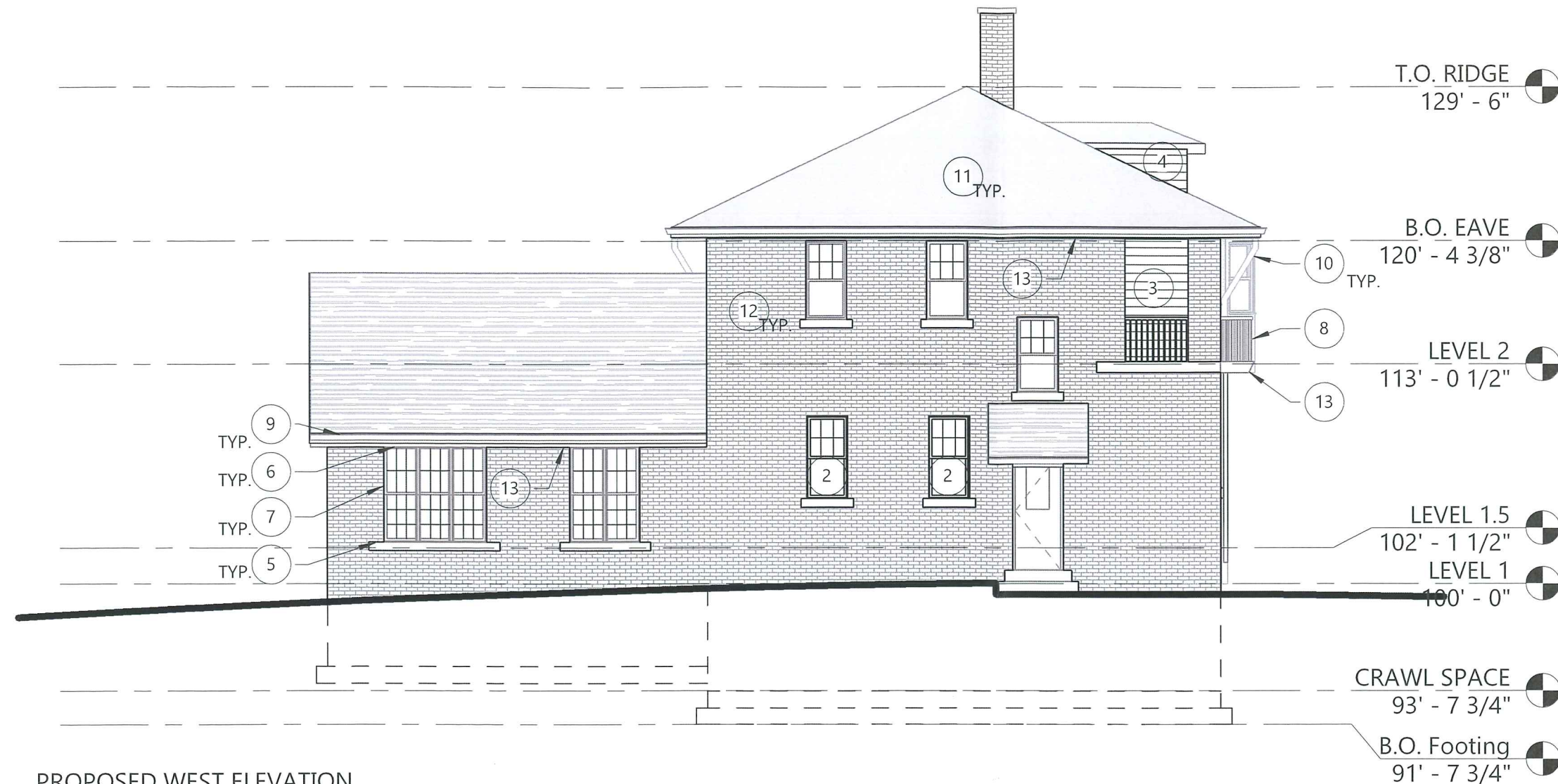


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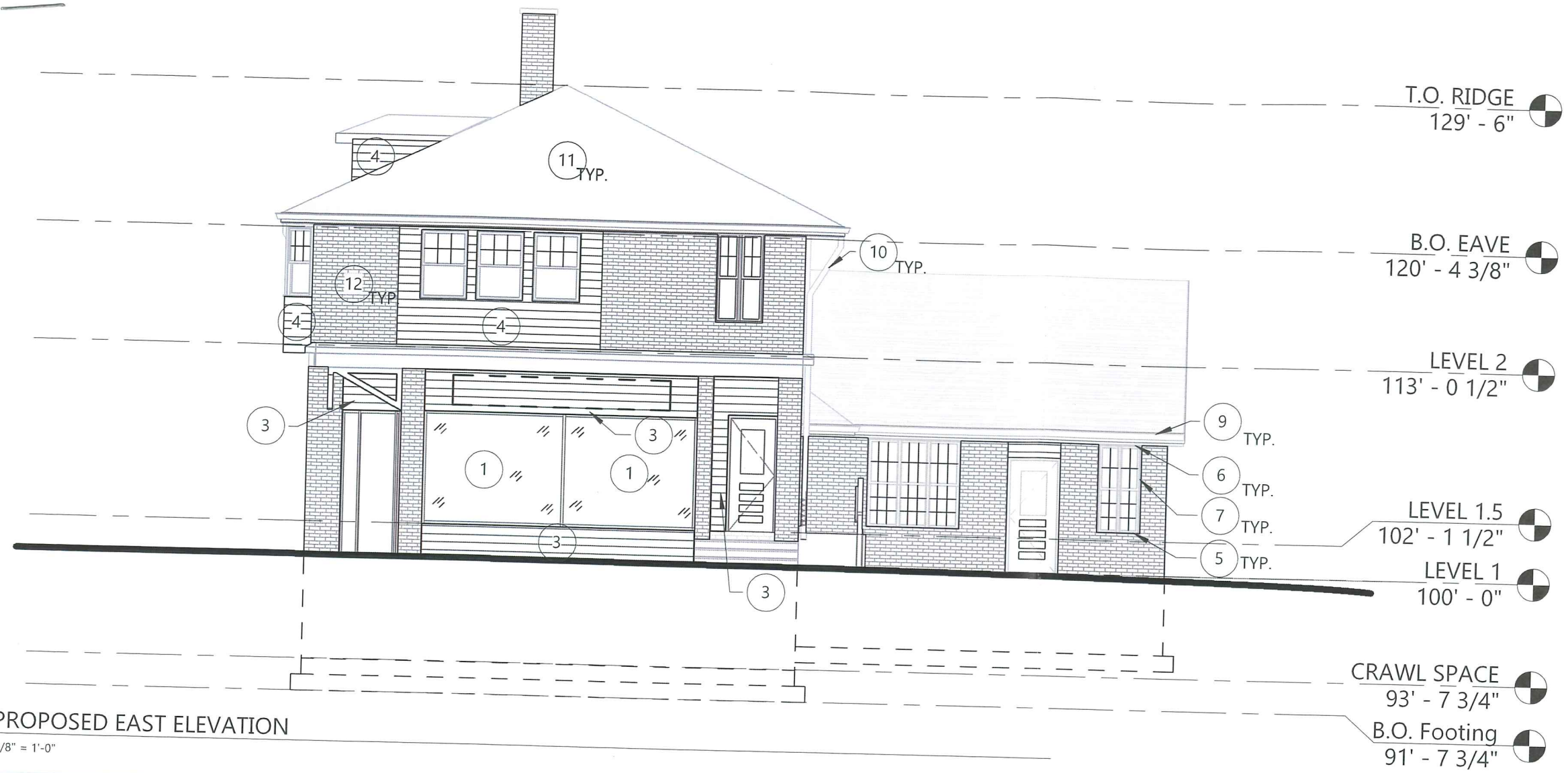
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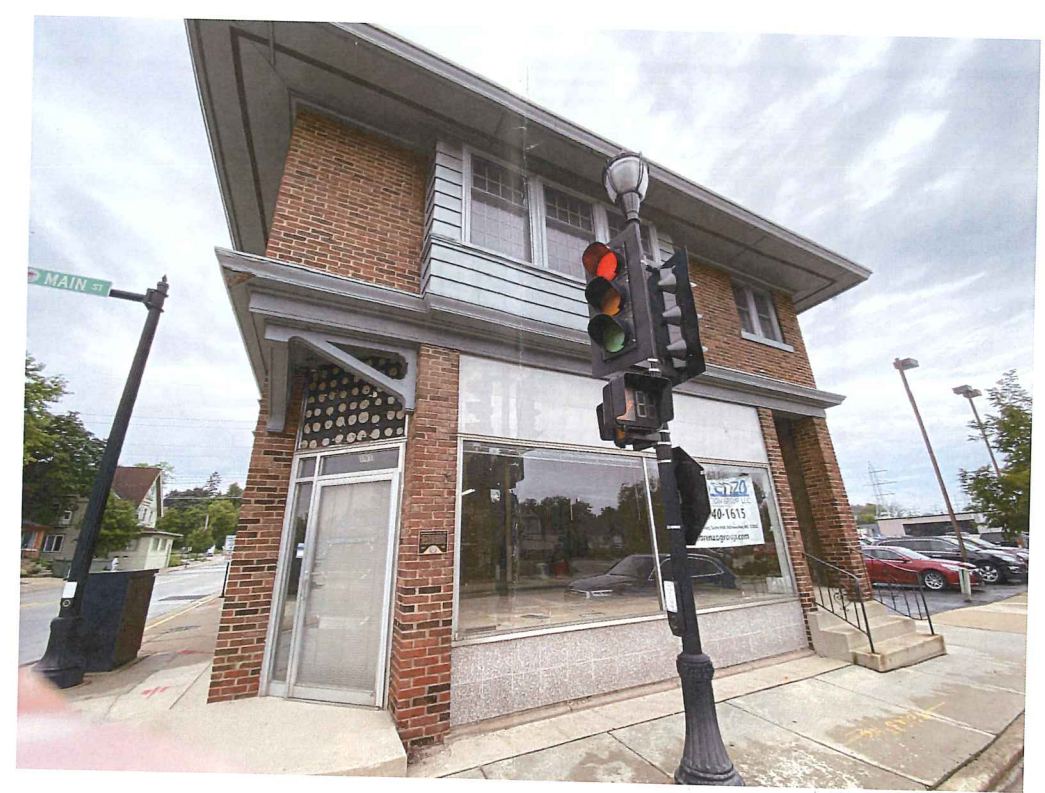
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PROPOSED EAST ELEVATION
1/8" = 1'-0"



EXISTING BUILDING PHOTOS



Village of Thiensville

Historic Preservation

Certificate of Appropriateness

Property Address:

_____, Thiensville WI 53092

Tax Key # _____

Current Zoning _____

Property Owner

Applicant ☐ Same as owner

Name

Name

Address

Address

Phone

Phone

Email address

Email address

Project description - Please describe your project in detail. Include details about height and dimensions, color, materials used and setbacks from the street and property lines. Describe exterior architectural feature affected, such as windows, roofs, porches, cornices or masonry. Briefly describe the feature or materials and give the approximate date it was constructed, if known. Describe in detail the proposed work and how it will impact the existing feature. If more space is needed, continue on a separate page.

Applicant's Signature

Date

A complete application shall be submitted by the deadline stated on the meeting schedule to the Village Clerk. In order for an application to be considered complete, the application shall include the required number of site plans/maps and all of the necessary supporting information as indicated on the Project Review Checklist. Owner, architect, builder or owner's representative must attend the Historic Preservation Commission meeting for action to be taken. Work cannot begin until Historic Preservation Commission approval and paid and approved building permit (if needed).

Certificate of Appropriateness

Page 1 of 2

Application Checklist: 10 Paper copies and an electronic copy with files in PDF format (plan size 11X17) must be submitted for all applicable items below for review and the Historic Preservation Commission Packet.

Submit Applicable Items Below

- ☐ Submit scaled site plan with proposed location and setbacks with accurate dimensions indicating the property size, its relationship to surrounding properties, existing topography, key natural features and show the location of all existing and proposed:
- ☐ **Exterior Painting** – Color selection with samples of colors. List items to be painted. Provide color samples. See HPC Guidelines for color palate recommendations
- ☐ **Repairs and Maintenance** – Detail of items to be repaired and materials to be used. If possible, include samples of materials to be used.
- ☐ **Replacement of Windows, Doors, Siding, etc.** – Detail of items to be replaced and type of materials to be used.
- ☐ **Roofs** – Type of roofing material and color pattern. Provide roofing sample
- ☐ **Lighting plan;** photometric plan, type of fixtures, wattage and location and height of lighting structures.
- ☐ **Signs** – Type of sign, dimensions, text and color. If sign is to be illuminated, provide lighting details. Completed Village of Thiensville sign review application
- ☐ **Documents** - Plans, drawings, specifications and colored elevations of proposed alterations, new construction, accessory structures, fencing, or alterations to site plan showing finished exterior treatment and a listing of building materials. Completed Plan Commission application if needed.

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VILLAGE STAFF REVIEW

☐ Application Complete. Items needed: _____

Submitted to Village Clerk on _____ Staff Review Completed on _____

HPC Meeting Date _____

☐ **ADDITIONAL REMARKS/CONDITIONS:**

Village Staff

Title

Date

Certificate of Appropriateness Process: How it Works

1. Building owners need to complete a Certificate of Appropriateness (COA) application and receive approval prior to making exterior changes to buildings in the Historic District.
2. Before planning a project to the exterior of your building, review the Village guidelines for rehabilitating historic buildings, Architectural guidelines, zoning code and sign code.
3. Contact Village staff with any questions.
4. Minor alterations and repairs may be approved by staff under direction of the HPC or may be forwarded to the full commission for approval.
5. Applicants with larger projects, major alterations or new construction may request to first appear in front of the HPC for a consultation prior to final project application.
6. Historic Preservation Commission meeting: Certificates of Appropriateness are approved by the HPC by majority vote. Applicants or an applicant's representative must be in attendance for approval.

The Historic Preservation Commission's Mission is to: Protect, enhance, and perpetuate such improvements and districts that represent or reflect elements of the Village's cultural, social, economic, political, engineering and architectural history. Safeguard the Village's historic and cultural heritage, as embodied and reflected in its historic structures, sites and districts. Stabilize and improve property values. Foster civic pride in the beauty and noble accomplishments of the past. Protect and enhance the Village's attractions for residents, tourists and visitors and support and stimulate business and industry. Strengthen the economy of the Village. Promote the use of historic structures, sites and districts for the education, pleasure and welfare of the people of the Village.

The Commission oversees and approves the regulation of construction, reconstruction and exterior alteration to buildings within the Historic Preservation Overlay District.

Per Wisconsin Statutes, in the repair or replacement of a property that is designated as a historic landmark or included within a historic district, a city shall allow an owner to use materials that are similar in design, color, scale, architectural appearance and other visual qualities.

A Certificate of Appropriateness (COA) is required for any exterior change, addition to, or demolition of any part or all of the exterior of a structure, including, but not limited to:

• Repair, replacement or restoration of the original building materials and decorative details. • Cleaning of exterior building surfaces. • Tuck pointing and masonry repair. • Painting of exterior building surfaces. • Repair, replacement, restoration or addition of entrances, doors, display windows, transoms, or windows. • Removal, repair, replacement or restoration of existing signs and awnings. • New signage and awnings. • Permanent exterior lighting.	• Repair, replacement or restoration of façade elements to become ADA compliant. • Cornice replacement, removal or restoration • Additions • Demolition • Relocation of a structure • New construction • Storefront renovation/restoration • Fencing
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**National Trust for
Historic Preservation***
Save the past. Enrich the future.



HR 2294-Historic Tax Credit Growth and Opportunity Act of 2021 (HTC-GO)

The Historic Tax Credit (HTC) is a proven tax incentive for both revitalizing historic community assets and supporting economic development and recovery.

Introduced in the House, by Representatives Earl Blumenauer (D-OR) and Darin LaHood (R-IL), the new version of HTC-GO includes temporary provisions that will bring relief to projects impacted by the pandemic and permanent provisions that will bring more value to the HTC, improve access to the credit, and enhance investment opportunities for smaller rehabilitation projects.

Temporary COVID-19 Related Provisions

Developers and building owners are experiencing challenges in rehabbing historic buildings. The financial markets have slowed to a crawl, making it difficult for projects to access capital and stalling complex historic real estate developments. The increased volatility in the market and project risk is forcing banking institutions to decrease their loan frequency and the overall amount while tightening underwriting requirements. Increases in material and construction costs and an uncertain tenant market have further impacted potential developments. As a result, many projects have stalled or are no longer feasible. Additionally, local governments are challenged to fulfill funding and partnership agreements with developers or enter in new agreements incentivizing revitalization.

- The HTC-GO legislation temporarily increases the rehabilitation credit (IRC § 47) to address projects impacted by the pandemic.
- This provision increases the HTC percentage from 20% to 30% for 2020 through 2024.
- The credit percentage is phased down to 26% in 2025, 23% in 2026, and returns to 20% in 2027 and thereafter.

Permanent Provisions

The following provisions would make important changes to the HTC to encourage more building reuse and redevelopment nationwide and would be particularly impactful for small, midsize, and rural communities. These provisions would not only make the credit easier to use and more historic properties eligible, but it would also enhance the value of the HTC and make the credit easier to use to create affordable housing.

- Increases the credit from 20% to 30% for projects with less than \$2.5 million in qualified rehabilitation expenses, making it easier to complete small rehabilitation projects.
- Lowers the substantial rehabilitation threshold, making more buildings eligible to use the HTC.
- Eliminates the requirement that the value of the HTC must be deducted from a building's basis (property's value for tax purposes), increasing the value of the HTC and making it easier to pair with the federal Low-Income Housing Tax Credit.
- Makes the HTC easier to use by nonprofits for community health centers, local arts centers, affordable housing, homeless services, and others by eliminating IRS restrictions that make it challenging to partner with developers.

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