



CITY OF MERRILL
CITY PLAN COMMISSION
AGENDA • MONDAY AUGUST 20, 2018

Regular Meeting

City Hall Council Chambers

5:30 PM

- I. Call to Order
- II. Minutes of previous meeting(s):
 1. Minutes of June 27, 2018 meeting
- III. Agenda items for consideration:
 1. Merrill Community Homeless Center exterior review.
- IV. Public Hearing (will begin at 6:00 P.M.)
 1. Public hearing on request from Andrew and Heather Wallace to rescind the historic designation of their property at 506 N. Center Ave.
- V. Public Comment Period
- VI. Establish date, time and location of next meeting
- VII. Adjournment



CITY OF MERRILL
CITY PLAN COMMISSION
MINUTES • WEDNESDAY JUNE 27, 2018

Regular Meeting City Hall Council Chambers 5:00 PM

I. Call to Order

Mayor Woellner called the meeting to order at 5:00 P.M.

Attendee Name	Title	Status	Arrived
Ryan Schwartzman	Aldersperson - Third District & Council President	Present	
Mike Willman	Chairman - Park & Rec	Present	
Ralph Sturm		Present	
Melissa Schroeder		Present	
Ken Maule		Excused	
Robert Reimann		Present	
Derek Woellner	Mayor	Present	

Also in attendance: City Administrator Dave Johnson, City Attorney Tom Hayden, Public Works Director/City Engineer Rod Akey, Building Inspector/Zoning Administrator Darin Pagel and City Clerk Bill Heideman

II. Minutes of previous meeting(s):

1. Minutes of June 5, 2018 meeting

Motion (Schroeder/Schwartzman) to approve.

RESULT: APPROVED

III. Agenda items for consideration:

1. Certified Survey Map prepared for S.C. Swiderski, LLC, for apartments on Jackson Street.

Information related to the map was in the meeting packet.

Building Inspector/Zoning Administrator Pagel explained that the purpose of the map is to convert two lots into three lots, to facilitate development. He has no concerns with the map as presented.

Note: If approved, the Certified Survey Map will be considered by resolution at the July 10th, 2018 Common Council meeting.

Motion (Schwartzman/Sturm) to approve.

RESULT: APPROVED & SENT TO COUNCIL Next: 7/10/2018 7:00 PM

IV. Public Comment Period

None.

Attachment: 2018-06-27 City Plan Commission Minutes (3541 : Minutes of June 27, 2018 meeting)

V. Establish date, time and location of next meeting

The next meeting will be at the call of the chairperson.

VI. Adjournment

Motion (Schwartzman/Sturm) to adjourn. Carried. Adjourned at 5:02 P.M.

Heideman, Bill

From: Pagel, Darin
Sent: Tuesday, August 07, 2018 2:45 PM
To: Heideman, Bill
Subject: City Plan Agenda

Bill, please put on Aug 20 City Plan Agenda "Merrill Community Homeless Center Exterior Review"

Thanks, Darin

Attachment: Request to discuss homeless center exterior review (3543 : Merrill Community Homeless Center exterior review)

Sec. 113-14. - Commercial design guidelines.

(a) *Purpose and definitions.*

- (1) The purpose of this section is to establish basic design guidelines for any commercial development to better ensure that it is compatible with the surrounding area and community character, and does not negatively affect the city and property owners near the development. The intent of the guidelines is to promote the use of quality materials and design, and to achieve development that benefits the economic value of the community. Any new development, or exterior improvements to an existing commercial building shall conform as closely as possible to these guidelines, and shall require the review and approval of the city plan commission which shall have the flexibility to consider the unique requirements of the individual development.
- (2) It is not the purpose or intent of this section to place undue hardship, financial or otherwise, on any property owner, rather to have businesses and property owners consider the impact of physical changes to their properties on neighboring properties and the community as a whole. Professionally designed plans are not required to comply with design criteria, though preferred. City plan commission review criteria shall include anticipated cost to the owner. Work on a commercial building requires a city building permit or zoning permit review in compliance with these guidelines.
- (3) Considerations for approval of proposals shall include costs, return on investment, hardship to property owners and any difficulties encountered in compliance with ordinance provisions.

(b) *Aesthetic and visual guidelines.* All parcels, lots, or commercial development sites shall be expected to comply as closely as possible with the following provisions, subject to review by the plan commission:(1) *Windows:*

- a. Windows and window displays of buildings should be used to contribute to the visual interest of exterior facades. Existing buildings having windows replaced shall have new windows installed that match, as closely as possible in size the original window opening, and all closed-up window openings on the existing building should again become windows, if consistent with the proposed use.
- b. Windows of buildings should be recessed and include visually prominent sills, shutters, or other such forms of framing.

(2) *Facades and exterior walls, including sides and backs.*

- a. Buildings should be designed in a way that will reduce massive scale and uniform and impersonal appearance and provide visual interest consistent with the community's identity, character, and scale. Consider removing false facades from existing masonry buildings when the exterior is repaired, or renovated, and the underlying masonry building restored to its original appearance.
- b. The street level facade of retail stores should be transparent between the height of three feet and eight feet above the walkway grade for a significant portion of the horizontal length of the building facade if appropriate for the intended use. For corner lots the street level facade is along the primary street.
- c. Along any public street frontage, the building design shall include vision windows, arcades, awnings or other similar features along at least a significant portion of the building length. Architectural treatment, similar to that provided to the front facade should be provided to the sides and rear of the building to mitigate any negative view from any location off-site and any public area, for

example, parking lots, walkways, etc., on-site. Where the facade faces adjacent residential uses, sufficient landscaping shall be used to buffer the residences.

- (3) *Detail features.* The building should include architectural features that reduce any massive aesthetic effect by breaking up the building wall, front, side, or rear, with color, texture changes, wall offsets, reveals, or projecting ribs.
 - (4) *Roofs.* The roof design should provide variations in rooflines and reduce any massive scale of large buildings. Parapet walls should be architecturally treated to avoid a plain, monotonous look.
 - (5) *Materials and color.* The buildings shall have exterior building materials and colors that are aesthetically pleasing and compatible with materials and colors that are consistent in scheme to adjoining buildings in the district. This includes the use of quality materials and colors that are low-reflective, subtle, neutral, or earth tone. Examples of preferred quality materials are brick, sandstone, and other native stone. If construction materials such as tilt-up concrete, smooth-faced concrete block and other similar materials are used, the exterior surface should be covered with an acceptable architectural treatment.
 - (6) *Entryways.*
 - a. The building design should provide design elements that clearly indicate to customers where entrances are located and which add aesthetically pleasing character to the buildings. Larger retail buildings should feature multiple entrances.
 - b. If a building faces multiple public or private rights-of-way, it should feature no less than two entrances.
 - (7) *Screening or mechanical equipment.* Mechanical equipment shall be screened to mitigate noise and views in all directions. If roof-mounted, the screen should be designed to conform architecturally to the design of the building, either with varying roof planes or with parapet walls.
- (c) *Site design and relationship to surrounding community.*
- (1) *Landscaping.* Each parking area should be surrounded by a landscaped area around its edge. Shade and ornamental trees should be used in the parking areas, with the amount and placement to be determined through consultation with the city forester. Species should be suitable for their location including resistance to salt damage and appropriateness for climate.
 - (2) *Outdoor lighting.* Outdoor lighting should provide clear visibility and a feeling of security by aiming the lights down, placing hoods on them, and by keeping the height of parking lot light standards as short as possible.
 - (3) *Buffers.* Uses, such as, but not limited to, parking or storage, shall not be located within a landscape buffer area.
 - (4) *Outdoor sales and storage.* Areas for outdoor sales of products should be extensions of the sales floor into which patrons are allowed free access. Such areas should be incorporated into the overall design of the building and landscaping, and be permanently defined and screened with walls and/or fences. Materials, colors and design of screening walls and/or fences should conform to those used as predominant materials and colors on the building. If such areas are to be covered, then the covering should be similar in materials and colors to those that are predominantly used on the building facade.
 - (5) *[Visual and noise impacts.]* Delivery and loading operations should be designed and located to mitigate visual and noise impacts to streets and adjoining residential neighborhoods by landscaping and/or setbacks.

- (6) *[Screening.]* The delivery and loading areas on the property should be screened or enclosed so that they are not visible from public streets, public sidewalks, internal pedestrian walkways or adjacent properties. The screen should be of masonry construction and at least ten feet high or of a design approved by the plan commission.
- (d) *Accessory uses.* Any accessory uses shall be oriented to face away from any residential use or residentially zoned property adjacent to the site as reasonably possible.
- (e) *Temporary and seasonal uses.* Non-enclosed areas for the storage and sale of seasonal inventory should be permanently defined and screened with walls and/or fences. Materials, colors, and designs of screening walls and/or fences and the cover shall conform to those used as predominant materials and colors of the building.
- (f) *Trash collection area.* Loading docks, truck parking, outdoor storage, utility meters, heating, ventilation and air conditioning (HVAC) equipment, trash dumpsters, trash compaction, and other service functions shall be incorporated into the overall design of the building and the landscaping and no attention is attracted to the functions by the use of screening materials that are not substantially different from or inferior to the principal materials of the building and landscape.
- (g) *Parking lots and structures.* See also article VI.
- (1) Parking areas are to provide safe, convenient and efficient access for vehicles and pedestrians. They should be distributed around large buildings in order to shorten the distance to other buildings and public sidewalks, and to reduce the overall scale of the paved surface. Ideally, no more than 30 percent of the total parking provided should be located on any side facing a street, unless approved by the city plan commission. No more than 60 percent of the off-street parking area for the entire property should be located between the front facade within the front yard of the principal building and the primary abutting street, unless the principal building and/or parking lots are screened from view by additional tree planting and/or berms.
 - (2) Landscaping shall be used to define parking areas, primary vehicular drives and pedestrian areas in an aesthetically and environmentally pleasing manner, and achieve the same high-quality design and appearance as the buildings they serve.

(Ord. No. 2011-12, 12-13-2011)

Heideman, Bill

From: Pagel, Darin
Sent: Wednesday, August 15, 2018 8:11 AM
To: Heideman, Bill
Subject: FW: Request to rescind home from Center Ave. Historic District
Attachments: HISTORIC GUIDELINES.DOC

Bill, this is the attachments for City Plan hearing on Aug 20

-----Original Message-----

From: Heather Wallace [<mailto:h.a.wallace@outlook.com>]
Sent: Friday, August 03, 2018 1:26 PM
To: Pagel, Darin
Subject: Request to rescind home from Center Ave. Historic District

Mr. Pagel,

We are requesting that the local historic designation of our home located at 506 N Center Ave. be rescinded.

When we purchased this home four years ago, we were aware it was on the state and federal historic registers. They do not restrict us from doing what we want to do with our home. We're now finding out that there is a separate local code that does, even though we called the Historical Society about it before planning this project, last year. I spoke to Pat, who told me they didn't have to approve any projects. When I told her about my a prior conversation I had with my former neighbor and the city questioning them on some tuck pointing they were having done, she said it was probably just because Mike (Martin?) formerly owned that home & had a special interest in it & was very involved with the historical society at that time. She said things aren't like that anymore. I took her word for it. I also verified again at that time with the state and federal historical societies that there weren't restrictions by them unless we were requesting funding or a tax credit. I had no reason to believe the information I got directly from the Historical Society in Merrill was not accurate.

We have multiple porch issues that need to be corrected and our home needs to be painted before winter. There are current orders to paint the home by the city. The front porch on Center Ave. that connects to the enclosed side porch needs to be demolished & re-built due to its condition. We do not want to re-build it exactly how it is now for multiple reasons. We've never used these porches for anything, the side porch can't even be accessed from the house and it's not financially feasible for us. We were also told by our former neighbor that the side porch isn't original. She stated she had a picture of it from years prior and there was no side porch. It makes sense, because there was also a chimney where the side porch is now that is no longer there. The cost to re-build it as is, would be extremely expensive. The estimates we have for porch & siding repairs along with the painting that we want to do is much less, but still \$79,000.

We do want to keep the general look of the house the same. The neighbor who has the same style of home has a much smaller porch than ours. The new porch would still have the columns and decorative railing as it does now. We are also planning on keeping it a "painted lady", just changing the colors.

Please remove the Center Ave. Historic designation from our home, so we can proceed with this project before the weather turns and there is more damage.

Sincerely,

Heather & Andrew Wallace

Historic Residential Building Repair Guidelines for Historically Significant Properties in Merrill, WI

June 20, 2000

All additions, exterior alterations and repairs shall be compatible with the historic character of the building.

Porches. Porches that are original to the building, or that pre-date 1930 and blend with the historic character of the building, shall be retained whenever possible. If such a porch is on a street facade, and is beyond repair, then a new porch shall be constructed in its place, although the dimensions of the new porch do not necessarily have to duplicate the dimensions of the old. Construction of new porches to approximate the dimensions of original porches is encouraged.

All porches shall present a finished appearance, e.g., all floor joists hidden from view and all porches finished with ceilings and frieze boards. Porch ceilings shall have the appearance of narrow beaded boards. First floor porch flooring shall be tongue-in-groove boards. Carpeting or two-by-four decking on the porch is prohibited. All wood on exterior porches, except flooring and stair treads, shall be painted or opaque stained.

All railings on porches shall be constructed of wood with top and bottom rails. Bottom rails should be raised above the floor level and should be no higher than 3.5" from the floor. All balusters on porch railings shall be square posts, unless a different design is original to the building. Railings on stairways shall be either wood to match the railings on the porch or wrought iron with one-by-one plain vertical balusters. Twisted or other decorative wrought iron is prohibited. All balusters shall be constructed such that a 4" ball may not pass through the railing at any point. All balusters shall be located in between the top and bottom rail and shall not extend across the face of either. Siding on porch rails is prohibited unless the existing "original" rail was sided. Porch posts shall be trimmed with decorative molding at the top and bottom of the posts.

All porches and stairways shall be enclosed between the frieze under the first floor and the ground with a framed lattice. The lattice shall be designed such that a 3" ball could not pass through any portion of the lattice. All stairways shall have solid wood risers.

Porches on street facades can be enclosed by storm windows. Storm windows on porches shall have the appearance of double-hung or casement windows, with or without a transom, and shall fill the space between the top of the railing and the upper frieze board. When porches are enclosed the railing underneath can be filled in with solid framed panels. Porches on street facades shall not be enclosed as a four-season heated space.

Decks. Decks, if constructed, shall be to the rear of the building, closely follow the porch design guidelines listed above, never replace an entrance porch, and not detract from the historic character of the building and neighborhood. Tongue and groove flooring is suggested but not required.

Windows. On the front facade, and within ten feet of the front facade on the side facades, all original windows, or pre-1930 windows that are compatible with the historic character of the building shall retain their existing historic size, appearance and trim detail. If any of the original windows or pre-1930 windows that are compatible with the historic character of the building have true divided lights (i.e., with small panes of glass between muntin bars), replacement sash shall duplicate the existing appearance and have true divided lights. If windows have been altered in the past, restoration to the original appearance is encouraged. If installing new windows, insulated glass units are acceptable as long as they conform to the original historic size, style and appearance especially in the area of sash widths.

On the building sides not within ten feet of the front facade and on the rear facade, the sills of original windows or pre-1930 windows that are compatible with the historic character of the building can be raised to serve bathrooms and kitchens. In all other respects the design shall duplicate the original appearance of the existing window. On the sides of the building beyond ten feet of the front facade and on the rear facade, new windows in locations where no window previously existed can be installed. They shall retain a similar ratio of height to width as the original windows, be the same type of window as others on the building (e.g., double-hung or casement) and be trimmed and finished to match the appearance of the other windows.

Entrance Doors. If the entrance door is original or is pre-1930 and blends with the historic character of the building, it shall be retained unless it is beyond repair. If beyond repair, the door shall be replaced with a wood door that closely duplicates the original door. Other material doors such as fiberglass or metal shall only be used if wood is not available and shall blend with the historic appearance of the building and the original door. Doors without panels and modern-style doors are prohibited. Doors shall be painted or varnished.

Patio Doors. Patio doors shall never be installed anywhere except to the rear of the building, always have frames similar to full view doors, and always be hinged doors, rather than sliding doors. Raw aluminum doors or other metallic appearing door finishes are prohibited. Patio doors shall be painted or finished with a material that resembles a painted finish. They can also be stained and varnished.

Storm Windows and Doors. Storm windows and doors shall be enameled, painted or otherwise coated with a colored surface to resemble a painted surface. Raw aluminum or other metallic finishes on storm windows and doors are prohibited. Painted or varnished storm doors of wood and glass to match the original design on the building are encouraged. Storm doors of simple design with no stylistic references and full view storm doors can be used. Storm doors with metal grills are prohibited.

Skylights. Skylights on the roof slope over the main street facade shall never be installed unless they are not visible from the street. Skylights can be installed without too much detriment to building appearance on rear roof slopes and on side roof slopes provided the front edge of the skylight is at least ten feet back from the front edge of the main roof. The skylight shall not be obtrusive to the general appearance of the building. The design of new skylights shall be as simple as possible, of the flat (not bubble) type, and finished to blend with the color of the roof.

Roof Materials. Roofing shall be done with asphalt shingles, fiberglass or other rectangular composition shingles similar in appearance to 3 -in- I tab asphalt singles. Sawn wood shingles, or shakes appearance shingles as those used on the Christ Methodist and Christ Evangelical Episcopal Churches in Merrill may also be approved. Modern shingles as thick wood shakes, Dutch lap, French method and interlock shingles are prohibited. Vents shall be as inconspicuous as possible and shall be similar in color to the color of the roof. Ridge vents are one method of being fairly inconspicuous. Rolled roofing, tar-and-gravel, rubberized membranes and other similar roofing materials are prohibited except for use on flat or slightly sloped roofs that are not visible from the ground.

Dormers and other Roof Alterations. New dormers shall match the appearance of original dormers on the building in roof shape and material, width of overhang, siding, window design and trim details whenever feasible. If the original roof shape is not practical, another shape may be approved provided that it does not detract from the historic character of the building or the neighborhood. New dormers shall be no less than twelve feet from the front edge of the roof. The ridgeline of a new dormer shall not extend above the ridgeline of the main roof of the building unless such higher roofline is not visible from the ground. Shed dormers behind existing dormers or gables on non-street sides of the building may be approved provided that the roof material, siding, window design and trim details match the original features of the building. Other roof alterations shall be compatible with the roof shape and other historic features of the building, such as siding and trim details, and shall not extend above the ridgeline of the building unless such extension is not visible from the ground.

Chimneys. The exterior appearance of original or pre-1930 chimneys visible from the street shall be maintained in good repair. The removal of the exterior portions of such chimneys is prohibited. Chimneys not visible from the street may be removed. New chimneys shall be constructed of brick or other historically accurate material; metal chimneys are prohibited.

Siding. Restoration of original wood siding and original decorative details is encouraged. Soffits may be replaced or sided with wood or artificial materials provided the appearance of the proposed material matches as closely as possible the original appearance.

Alternate #1. Original wood siding, or pre-1930 siding that blends with the historic character of the building shall be retained and restored as necessary. If the original siding is beyond repair, it shall be replaced with wood siding to match the original or existing pre-1930 appearance.

Alternate # 2. Residing with artificial materials is prohibited except for the possible approval of steel siding. The new steel siding shall duplicate the original in appearance. Wood-grained, textured or glossy siding is prohibited.

All architectural details including, but not limited to, window trim, frieze boards, cornices and other ornament shall either remain uncovered or be duplicated exactly in appearance and shall project beyond the siding the same dimensions as the original. Restoration of lost architectural trim is encouraged.

Original brick, stone and stucco siding shall be retained. Unpainted brick shall never be painted. Mortar and other materials used in brick repair shall match the original in color, hardness and appearance.

Foundations. All original foundation masonry, such as brick, stone or rusticated concrete block, shall be retained unless significant repairs are required, in which case replacement with materials to duplicate the original appearance is encouraged. If duplicating the original appearance is not practical, other materials can be used provided they blend with the historic character of the building.

Additions. New additions on the front of the building are prohibited except for open porches. Additions on the sides or rear shall be permitted if they are compatible with the building **in** architectural design, scale, color, texture, and proportion of solids to voids and proportion of widths to heights of doors and windows. Additions and exterior alterations that exactly duplicate the original materials in composition are encouraged. Additions or exterior alterations that destroy significant architectural features are prohibited. Side additions shall not detract from the design composition of the main facade. Siding on new additions shall be the same as the building, unless the building is masonry, in which case narrow gauge clapboards (alternate: or narrow-gauge steel that duplicates the look of wood clapboards and is not wood-grained, textured or glossy) will be permitted. Foundation material on new additions shall duplicate the original foundation material whenever practical and if allowed by the building code. Other foundation materials may also be permitted provided they do not detract from the historic character of the building.

Fire Escapes and Rescue Platforms. Fire escapes and rescue platforms shall be located such that they are as unobtrusive from the street as possible. No fire escapes or rescue platforms shall be permitted on the front facade of a building unless the Building Inspector determines no other location is practical. The design of fire escapes and rescue platform shall comply with the requirements of the (porches) above, except that balusters on fire escapes and second exit platforms can be metal with one-by-one plain vertical balusters, painted to blend with the colors of the house. Twisted or other decorative wrought iron is prohibited.

Shutters. The installation of new shutters requires the approval of the Historic Preservation Committee. Shutters will be permitted provided they are compatible with the historic character of the building and are of a size that, if the shutters were workable, would cover the window opening.

Repairs. Repairs to buildings shall either match the existing or the original appearance. Restoration to the original appearance is encouraged.

Garages. The adding of a garage or similar accessory building on a historic residential property requires the approval of the Historic Preservation Committee. If permitted, the building shall always be compatible with the design of the historic residence. Garage doors shall either be entirely flat or have approximately square panels. Horizontally paneled garage doors shall never be installed. Roof pitches shall always approximate the roof pitch of the residence and roof material/color/style shall always match that of the residence. Windows shall always be either double or single-hung units of a similar proportion to the windows on the residence or shall be six-paned (three panes across and two panes high) units similar to those seen on 1920s era garages. Siding shall always nearly duplicate the siding on the residence (reference the siding discussion on page #4). For brick residences, a knowledgeable architect shall always design new garages that are not to be brick.

Storage Sheds/Pole Buildings. Storage sheds and pole buildings are prohibited.

Fences. Chain link and rustic style fences, such as rough sawn wood or split rails, are prohibited.

Retaining Walls in Front Yards. Poured concrete walls less than 24 inches in height, flagstone and other stone ashlar will be permitted. The use railroad ties, landscape timbers, boulders, or concrete blocks in the front yard are prohibited.

CITY OF MERRILL
1004 EAST FIRST STREET
MERRILL, WI 54452

NOTICE OF PUBLIC HEARING

All persons interested will be given an opportunity to be heard at a public hearing to be held by and before the City Plan Commission of the City of Merrill, Wisconsin, commencing at **6:00 p.m., on Monday, August 20, 2018**, in the City Hall Council Chambers, 1004 East First Street, Merrill, Wisconsin, on the following proposed matter, to wit;

1. Andrew and Heather Wallace, 506 N Center Avenue, requesting to rescind the Historic designation of the property at 506 N Center Avenue. Legally described as: Scott and Parks Addition, Lot 5 and the east 50' of Lot 4, Block 3, City of Merrill, Lincoln County, Wisconsin.

Anyone having any questions regarding the hearing should contact Zoning Administrator, Darin Pagel at 536-4880.

Dated: August 6, 2018

CITY OF MERRILL, WISCONSIN

By: _____
William N. Heideman
City Clerk