



LANDMARKS COMMISSION APPLICATION

Monthly meeting is scheduled the first Wednesday of every month.

Application Deadline is 4:30 p.m. on the Monday of the week before the Landmarks Commission meeting (typically the last Monday of every month).

Date Received: \_\_\_\_\_

Paid: \_\_\_\_\_ Rec'd. By \_\_\_\_\_

Trakit #: \_\_\_\_\_

I am applying for a:

X Certificate of Appropriateness (COA) - \$15 application fee required.

Paint and Repair Grant (no fee)

A. General Information:

Applicant Name: Misty Hintz, VJS Construction Services

Phone-Home: \_\_\_\_\_

Phone-Work: 414-262-6467

E-mail: mhintz@vjscs.com

Mailing Address: W233 N2847 Roundy Circle West, Pewaukee, WI 53072

PLEASE READ AND SIGN: The information in this application is accurate to the best of my knowledge. I agree to supply any relevant documentation that is required for the proper review of this application and I understand that any missing or incomplete information may delay the review process. By signing this I also authorize the City of Waukesha or its agents to enter upon my property for the purpose of reviewing this application.

Signed: Misty Hintz Date: 4/21/22

B. Income Level Information: (Required only for those applying for a LCP & R Grant.)

Based on the following chart, CHECK ONE OF THE BOXES BELOW to INDICATE WHETHER YOUR FAMILY INCOME IS ABOVE OR BELOW THE GUIDELINE amount for your household:

Table with 4 columns: No. in Family, Income Level (Up to:), No. in Family, Income Level (Up to:). Rows 1-8 with corresponding income levels.

Income is Above Guidelines

Income is Below Guidelines

Please note: income information is for CBDG reporting only and is not used to determine whether applicants qualify for grant money.

C. Architectural Information on Property (if unknown you may leave this section blank):

Historic Name of Building: Carroll University Voorhees Hall - Main Hall

Address of Historic Property: 100 N. East Avenue

Construction Date/Era: 1906

Architectural Style: \_\_\_\_\_

Historic Background (Brief): Originally Voorhees Dormitory, Carroll College

We recommend reading the Landmarks Commission Design Policies and/or discussing your plans with staff before submitting your application. The Design Policies are available here: <https://www.waukesha-wi.gov/government/departments/landmarks.php>

**D. Nature of Intended Repair(s)/Proposed Work:**

Briefly and accurately describe type and location of proposed work on the primary building, carriage house, and any other outbuildings (i.e.: garage). Attach extra sheets and supplemental material as requested in the criteria checklist found in Section E. Be sure to reference the attached Exhibit A, which summarizes the guidelines from the Secretary of Interior's Standards for Historic Preservation Projects. Your narrative must address any of the following elements related to your project:

**Roof:** Repair or replacement? \_\_\_\_\_  
Soffits, Fascia, Downspouts \_\_\_\_\_  
Eaves, Gutters \_\_\_\_\_  
Shingle type/style/color \_\_\_\_\_

**Chimney(s):** Repair or replacement? \_\_\_\_\_  
Flashing \_\_\_\_\_  
Tuckpointing \_\_\_\_\_

**Siding:** Repair or replacement? \_\_\_\_\_  
Paint Colors, Materials \_\_\_\_\_  
Shingling and Ornamentation/Stickwork \_\_\_\_\_

**Windows:** Repair or replacement? \_\_\_\_\_  
Materials, Other \_\_\_\_\_

**Other Exterior Repairs:** \_\_\_\_\_  
Awnings \_\_\_\_\_  
Brickwork/Stonework \_\_\_\_\_  
Cresting \_\_\_\_\_  
Doors \_\_\_\_\_

**Foundation:** Extent of repair \_\_\_\_\_  
Tuckpointing \_\_\_\_\_  
Other \_\_\_\_\_

**Porch:** Repair or replacement? \_\_\_\_\_  
Front or Side, Rear \_\_\_\_\_  
Ornamentation \_\_\_\_\_  
Finials, Other \_\_\_\_\_

**Miscellaneous:** Elevator Addition \_\_\_\_\_  
Landscaping \_\_\_\_\_  
Fences \_\_\_\_\_  
Paving/Brick Pavers \_\_\_\_\_

**Details:** Addition of an elevator to service all floors at Voorhees Hall.  
The elevator will come out above existing roof. We are proposing  
a screen wall to shield the view from ground level. Roof top  
units will be relocated and a shorter screen wall to screen  
those from view as well.

Estimated start date: \_\_\_\_\_

Estimated completion date: \_\_\_\_\_

I/We intend/have already applied for the state's preservation tax credits: \_\_\_ Yes  No

Status: \_\_\_\_\_

Have you done any previous restoration or repair work on this property?

No \_\_\_ Yes If yes, what has been done?

\_\_\_\_\_  
\_\_\_\_\_

Are you aware of any significant alterations or restoration done by previous owners?

No \_\_\_ Yes If yes, what has been done?

\_\_\_\_\_

Are any further repairs or alterations planned for this building for the future?

No \_\_\_ Yes If yes, please describe:

\_\_\_\_\_  
\_\_\_\_\_

**E. Criteria Checklist:**

**REQUIRED FOR ALL PROJECTS**

- Photographs of affected areas and existing conditions from all sides
- Historic plans, elevations or photographs (if available)
- Material and design specifications, including samples and/or product brochures/literature when appropriate

**REQUIRED FOR ALL PROPOSED NEW CONSTRUCTION, ADDITIONS, EXTERIOR ALTERATIONS, FENCING AND LANDSCAPING**

- Site and/or elevation plan – to scale

**REQUIRED FOR EXTERIOR PAINT WORK**

- \_\_\_ Color samples (including brand of paint and product ID number) and placement on the structure

**REQUIRED FOR ALL LCP&R APPLICATIONS**

Provide a detailed cost estimate for these repair(s), based on the number of gallons of paint, the amount of lumber, or the number of panes of glass, etc. Be certain to separate material costs from labor. Include a written estimate(s) if available:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION OF HISTORIC PROPERTIES, APPLIED BY THE WAUKESHA LANDMARKS COMMISSION**

To receive a Certificate of Appropriateness, a rehabilitation project must be determined by the Landmarks Commission to be consistent with the historic character of the structure(s) and, where applicable, the district in which it is located. The following Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials or alteration of features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.