



### 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:

- Certificate of Appropriateness (COA) - **\$15 application fee required.**
- Paint and Repair Grant (no fee)

#### A. General Information:

Applicant Name: Sally A. Kennedy

Phone-Home: 262-582-6282

Phone-Work: \_\_\_\_\_

E-mail: \_\_\_\_\_

Mailing Address: 401 Central Ave., Waukesha, Wisconsin 53186

**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: Sally A. Kennedy Date: 6/24/22

#### 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:

No. in Family	Income Level (Up to:)	No. in Family	Income Level (Up to:)
<input checked="" type="checkbox"/> 1	\$37,650	5	\$58,050
<input type="checkbox"/> 2	\$43,000	6	\$62,350
<input type="checkbox"/> 3	\$48,400	7	\$66,650
<input type="checkbox"/> 4	\$53,750	8	\$70,950

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: Morris D. Cutler House

Address of Historic Property: 401 Central Ave., Waukesha, Wisconsin

Construction Date/Era: 1843

Architectural Style: Mid 19th Century Revival: Exotic Revival

Historic Background (Brief): Morris D. Cutler was the first white settler in the Waukesha area.

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? Repair  
Front or Side, Rear North and East  
Ornamentation \_\_\_\_\_  
Finials, Other porches on house

**Miscellaneous:** 1 Cellar door - repair  
2 cement sidewalks up to North porch  
Landscaping \_\_\_\_\_  
Fences \_\_\_\_\_  
Paving/Brick Pavers \_\_\_\_\_

**Details:** Please see estimates from: Wiscobutt and Two Day Painting.

Estimated start date: Porches - Summer/Fall 2022 Painting Summer/Fall 2022  
 Estimated completion date: Porches 3-4 after start Painting 2 weeks after start or Spring 2023  
 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?  
Porches were repaired 2000  
House was painted 2000

Are you aware of any significant alterations or restoration done by previous owners?  
 No  Yes If yes, what has been done?  
Some changes were made when the house was moved from Cutler Park to present location in 1902.

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.

# Application for Certificate of Appropriateness and Paint & Repair Grant

The Landmarks Commission meets at 6:00 p.m. on the first Wednesday of every month. Applications for a Certificate of Appropriateness and/or a Paint and Repair Grant are due by the end of the day on the Monday of the week before the meeting (ten days before the meeting date). Design Policies

The Landmarks Commission Design Policies Guide includes helpful information on the types of projects that require Landmarks Commission review, the Commission's review standards, and specific recommendations for common types of work.

## Paint and Repair Grants

The Waukesha Landmarks Commission offers Paint and Repair Grants to assist with restoration and repair work on residences that are located in the City's Historic Districts or are designated as Local Landmarks.

The Landmarks Commission reviews all Paint and Repair Grant applications and bases the award amount on the total cost of the project, project impact, and grant fund balance at the time of the application. The Paint and Repair Grant fund is replenished on an annual basis from the City's CDBG allocation. Grants are awarded on a first come, first served basis, so perspective grantees are encouraged to apply early in the year if possible. While there is no set grant amount, the Commission has established the following guidelines to use when making their decisions:

- Under \$5,000 – up to \$1,000
- \$5,000-10,000 – up to \$2,000
- \$10,000-15,000 – up to \$3,000
- \$15,000 and up – up to \$4,000

Paint and Repair Grants are a reimbursement grant program. After work has been completed and proof of payment submitted, the City will issue a check for the grant amount.

