



CERTIFICATE OF APPROPRIATENESS APPLICATION

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

The Landmarks Commission meets on the first Wednesday of every month. Applications are due TWO WEEKS before the meeting date. Any application received after that date may be placed on the agenda for the following month.

Before submitting your application you should discuss your plans with City staff and/or read and understand the Landmarks Commission Design Policies.

Staff contact info - Phone: 262-524-3529, Email: cgriffith@waukesha-wi.gov

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: [Signature] Thomas Heffernan Date: 5/16/2026

Address of Property: 245 North Barstow Street, Waukesha WI 53186
Applicant Name: Carroll University, contact Tom Heffernan
Phone: 262-524-7343
Email: theffern@carrollu.edu
Mailing Address: 100 N. East Avenue, Waukesha, WI 53186

Fee: \$350.00

Review fees are due upon submission of an application. Please check the appropriate box for the applicable fee.

- Fee options: \$50.00, \$25.00, \$100.00, \$350.00 (checked)

Brief History of the property, if known: The site is currently a parking lot and 1 story metal building. The existing building will be demolished as part of the construction of the new building.



**Please describe your proposed work in as much detail as possible below.**

If you need additional space, feel free to submit a separate written explanation. Before submitting the application, you should contact Community Development staff to discuss your project. You should also familiarize yourself with the Landmarks Commission Design Guidelines

The Carroll University – Sullivan School of Business, Engineering & Technology (SSBET) is a new building planned along Barstow, just north of Van Male Athletic Complex. The team has worked closely with the university to develop a building design that follows the Landmarks Commission Design Policies. The project considers the mass, scale, and character of the campus, and neighborhood. The proposed building is three stories tall with a pitched roof. The footprint/massing of the building is oriented north-south along Barstow. The first floor has large educational spaces, allowing upper floors to step back, reducing the perceived mass of the overall elevations. Other attributes such as expressed columns, stone piers, and pitched roofs provide human scale to the overall composition. The façade materials are predominantly stone, brick and glass with some exterior pre-finished metal applications and small areas of cast stone. The first and second-floor windows have a steady rhythm and proportion like other campus buildings. In contrast, the lobby and conference spaces provide more transparency, thus more welcoming communal spaces. Both main entrances connect to the central lobby and are of human-scaled height. The landscape, pedestrian paths, and lighting will all contribute to the overall character as well. The team is sharing drawings and perspectives as evidence that the building design acknowledges the historic buildings but does not replicate them.

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Total Estimated cost of the project: \_\_\_\_\_

- I plan to apply/  I have already applied for State/Federal Historic Preservation Tax Credits
- I would like to apply for a Paint and Repair Grant (include a Paint and Repair Grant application with this form).
- I would like information about City grants and loans for commercial properties.

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**The following additional submittal items are always helpful and may be required depending on the project:**

- **An estimate or contract from a building professional with details of the project.**
- **Photos of impacted areas.**
- **Elevation drawings and/or site plans.**
- **Material or color samples.**