



## LANDMARKS BOARD

CITY OF SPRINGFIELD  
P.O. BOX 8368  
SPRINGFIELD, MISSOURI 65801  
417-864-1031

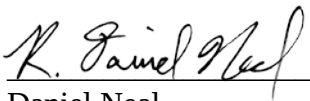
City of Springfield

### INTEROFFICE MEMORANDUM

DATE: September 26, 2014

RE: Landmarks Board Meeting

Please find attached the agenda for the Landmarks Board meeting on **October 1, 2014**.  
No tour is being offered.

  
Daniel Neal  
Senior Planner

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# Landmarks Board

City of Springfield - Historic City Hall - Council Chambers  
830 Boonville Avenue

**October 1, 2014**

**5:30 p.m.**



**Laurel Bryant**  
*Real Estate Representative*  
**Chair**

**David Eslick**  
*Historian Representative*

**Ann Bayliff**  
*At-Large Representative*

**Len Eagleburger**  
*At-Large Representative*

**Gary Bishop**  
*Walnut Street Representative*  
**Vice-Chair**

**David Brown**  
*Mid-Town Representative*

**Joel Thomas**  
*Architect Representative*

**Nancy Crandall**  
*At-Large Representative*

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- I Roll Call**
- II Minutes**
  - A. September 3, 2014**
- III Unfinished Business**
  - A. Certificate of Appropriateness**
  - B. Certified Local Government Review**
  - C. Pre-Application Review**
- IV New Business**
  - A. Certificates of Appropriateness**
    - 1. 213 W. Commercial: Fill in rear opening on the north (rear) elevation**
  - B. Certified Local Government Review**
  - C. Pre-Application Review**
- V Communications**
- VI Reports**
  - A. Report on committees**
    - 1. Application**
    - 2. Demolition**
    - 3. Historic Sites and Districts**
      - a. Mid-Century Modern – Potential Historic Structures**
      - b. Ozarks Rock Structures Survey**
    - 4. Communications**
    - 5. Awards and Recognition**
    - 6. Design Guidelines**
  - B. Administrative approval of C of A's**
- VII Any other matters that fall under the jurisdiction of the Board**
  - 1. 2015 Chair and Vice-Chair Nominations**
- VIII Adjournment**

**Note:** In accordance with ADA guidelines, if you need special accommodations when attending any City meeting, please notify the City Clerk's office at 864-1443 at least 3 days prior to the scheduled meeting.

## **MINUTES OF THE LANDMARKS BOARD**

**DATE:** Sept. 3, 2014

**TIME:** 5:30 pm

The regular meeting and public hearing of the Landmarks Board was held on the above date and time in City Council Chambers, third floor of Historic City Hall with the following members and City of Springfield staff in attendance: Laurel Bryant (Chair), David Eslick, Len Eagleburger, Gary Bishop, Joel Thomas, and Nancy Crandall; Daniel Neal, Senior Planner; Duke McDonald, Assistant City Attorney; Sandy Goddard Administrative Assistant. Absent: Bayliff and Brown.

### **ROLL CALL:**

**APPROVAL OF MINUTES:** The minutes of July 30, 2014 were approved unanimously.

### **UNFINISHED BUSINESS:**

#### **Pre-Application Review:**

1. 1701 S. Fort: Proposed rezoning, subdivision and new construction

Mr. Neal noted there was a tour two weeks ago on this site to view the Elfindale property; it wasn't the structures that were being looked at but the property, which the applicant is looking to rezone, subdivide and new construction.

Mr. Rick Wilson, Wilson Surveying, 2012 S. Stewart, commented they are proposing to subdivide the property. The plan is to apply for rezoning to O-1, Office with an overlay, asking for the Board's endorsement of the subdivision and change of zoning. The look will be a little different, compatible with what they have built on the adjoining property and will try and do everything they can to make it compatible and attractive with the historic structures. They will preserve the entry gate, the bridge, and the Hermitage House.

Ms. Bryant asked for an explanation of the difference between the overlay and the Planned Development.

Mr. Neal stated currently the property is zoned as a Planned Development, which is a unique district which is created for a property; in this case to protect the historic mansion and some of the other structures that are considered historic. The applicant is proposing a retirement facility for this property and this Planned Development does not allow that type of use; that is why they are proposing to rezone to Office. The descriptions of how you preserve the structures in the Planned Development need to be preserved in this new Overlay District. The Overlay District is going to allow for the office use and the retirement home use and the applicant can request that the Overlay will also protect any of the other resources on this property. Mr. Neal stated that staff felt it was an advantage to the Landmarks Board to go with an Overlay District where they would take the same language specific to the PD and put it in the Overlay District rather than

rewriting a new Planned Development or getting a Landmarks District Designation on the site. Essentially they want to take the same language that governs this property currently and place it on here that protects the bridge, the gateway, the Hermitage House and the driveway while still doing the retirement home use. Mr. Neal stated the first thing they will do is subdivide the property and at a later date request the rezoning. They wanted to know before they purchase and subdivide the property that the Landmarks Board supported the proposed Overlay District and the Office Zoning.

Mr. McDonald commented that the Board cannot resolve to guarantee the approval of an application for a Certificate of Appropriateness because it is a site unseen deal; you can resolve to recommend to the Zoning Commission and City Council that it would be a good idea to go forward with dividing this property in half, zoning the right side as O-1 and also adding the Conditional Overlay District to go along with that as a zoning matter.

Ms. Bryant clarified that the Board would be resolving the question of the Overlay District.

Mr. Bishop **motioned** to recommend to Commission and Council that an Overlay District with language from the existing PD that protects the historic elements of the site (i.e. the bridge, the gateway, the Hermitage House and the driveway) to be approved with the rezoning request. Mr. Eslick **seconded** the motion. The motion **carried** as follows: Ayes: Bryant, Eslick, Eagleburger, Bishop, Thomas, and Crandall. Nays: None. Abstain: None. Absent: Bayliff and Brown.

## **NEW BUSINESS:**

### **A. Certificates of Appropriateness:**

1. 300 E. Commercial: On the north storefront, install a new cornice.

Ms. Bryant opened the public hearing.

Mr. Richard Burton, 326 N. Boonville, commented he is the Historic Preservation Consultant for this property. At the meeting of July 30th, 2014, the Board approved Certificates of Appropriateness on a scope of work on the exterior work for the property. At that time it was discussed the need to do a exploratory demolition on an area above the north storefront to remove a plaster layer and identify the conditions, materials, configurations of the wall surfaces behind. The exploratory was done on August 16<sup>th</sup>; Mr. Burton said they detailed their findings in the application and gave a summary of the proposed scope of work; namely remove existing plaster surface, re-point and repair masonry exterior wall surfaces as needed with materials in kind, and install a segmented metal cornice. Mr. Burton stated there is no historic documentation to exactly detail the aesthetic of the cornice so they will interpret the cornice based on the existing original cornice at the south store front as well as other cornices in the historic district. Mr. Burton stated they will field verify the height of the cornice once the plaster is removed, but will be in scale to the building.

Ms. Crandall asked that the existing cornice be reproduced other than copying from another building.

Mr. Burton noted it will be consistent with the cornice that is there.

Ms. Bryant closed the public hearing.

Mr. Bishop motioned to **approve** the Certificate of Appropriateness for 300 E. Commercial. Mr. Eslick **seconded** the motion. The motion **carried** as follows: Ayes: Bryant, Eslick, Eagleburger, Bishop, Thomas, and Crandall. Nays: None. Abstain: None. Absent: Bayliff and Brown.

2. 224 E. Commercial: Reduce the scope of previously approved garage.

Ms. Bryant opened the public hearing.

Mr. Steve Deckard, Keystone Architects, P. O. Box 694, Marshfield, Mo., 65706, representing the owners. Mr. Deckard stated they have a larger project than what they want to actually construct that was approved by the Landmarks Board previously. They now want to reduce the scope of the project and asking for approval for that project. They are adding a climate controlled storage area across the property as opposed to adding a full garage that was included in the previous project. They will be adding a new wood gate at the back and a balcony, similar to the one that was approved previously, so those are the three (3) elements they have. Mr. Deckard stated they also want to enclose a couple of doors by bricking those in and setting the new brick back from the adjacent wall to give the appearance of a door being there previously.

Ms. Bryant asked about the exterior materials to be used of the new storage area.

Mr. Deckard stated they would like to use a metal exterior material. There is a thirteen (13) foot high fence to the north of this so it will not be seen and there is a courtyard in the backside and they have the existing brick wall and the new wooden fence so you would not see it from the backside either. Mr. Deckard stated they are looking at a twenty-six (26) gage metal siding prefinished.

Ms. Bryant expressed concern about being able to see the building from an elevated height.

Mr. Deckard said the only way to see that building was in a semi-truck because the front fence is thirteen (13) feet but the back brick fence is eight (8) feet.

Ms. Crandall asked about trim on the doors of the deck.

Mr. Bishop asked about the gate asking if they intend to hang the gate to sway from the ring holes or will it be a sliding gate like what is there now.

From the gallery came the reply that they would replace with what is there now.

Ms. Bryant asked about the minor changes to the trim on the deck that was previously approved asking for a description of what the changes will be.

Mr. Deckard stated they are shortening the balcony area, reducing it down so it's centered on the doors below.

Ms. Crandall stated that if she looks at the elevation she sees trim.

Mr. Deckard said the representation of the elevation that she sees is incorrect to what is actually there; there is only a piece across the top, there are not pieces down the side.

Ms. Crandall stated she was curious about the trim material they would put up to follow the elevation.

Mr. Deckard stated they would not do the trim that's on the elevation but leave the doors exactly like they are and have been approved.

Ms. Bryant asked about the doors that are to be sealed in asking if the original C of A took the deck over to that direction.

Mr. Deckard stated that is why they are taking the doors out because they don't go to anything and it can be dangerous. Mr. Deckard stated they will set the new brick back so there would be a reveal there so you can see that at one time there was a door there.

Ms. Bryant closed the public hearing.

Mr. Neal noted they will need to clarify all that the applicant has proposed.

Mr. Eslick motioned to **approve** the amended Certificate of Appropriateness for 224 E. Commercial adding the change in the balcony and the doors being bricked in and the 26 gauge prefabricated metal siding. Mr. Eagleburger **seconded** the motion. The motion **carried** as follows: Ayes: Bryant, Eslick, Eagleburger, Bishop, Thomas, and Crandall. Nays: None. Abstain: None. Absent: Bayliff and Brown.

3. 406 W. Commercial: Construct a new wood deck on the north side.

Ms. Bryant opened the public hearing.

Mr. Steve Deckard, Keystone Architects, P. O. Box 694, Marshfield, Mo., 65706 stated he wanted to make a correction to the deck to the north side of the building; that is actually to the south side of the building.

Mr. Neal stated that in his report he did note it was the south side of the building; but in the Certificate it did say the north side.

Mr. Deckard stated he wanted to make that correction that it is on the back side of the building and not the front side of the building. Mr. Deckard stated they would use 8 by 8 posts with the idea to reflect the railroad district and the posts used for the bridges and that is where they got the size. It is a wood structure, freestanding, not attached to the building; it will have supports next to the building with the outer supports as well; it does not go the full width of the building and is within the property lines.

Ms. Bryant asked if an engineering entity has been consulted to confirm this will support the weight it will hold.

Mr. Deckard stated it will be designed to support one hundred (100) pounds per square foot, even though the upstairs is being considered for a loft which would be a residential use. They have determined that no matter what the use of that space would be, it would be conforming to the weight limit.

Ms. Crandall asked about banisters.

Mr. Deckard referred to the staff report and the element they propose to use as opposed to the open rail is to use billboards noting this was originally a Coca-Cola Plant. That's where this idea came from. They will use solid inserts and go up thirty-six (36) inches and put a lattice on the top part of that for secure railings. Mr. Deckard noted they have found photographs of the front of the building and have found unused coke bottling caps inside the building when they were cleaning it out.

Mr. Neal asked if the Board is approving the doors.

Mr. Deckard noted they are not changing the doors just the deck.

Ms. Bryant closed the public hearing.

Mr. Bishop motioned to **approve** the Certificate of Appropriateness for 406 W. Commercial. Mr. Thomas **seconded** the motion. The motion **carried** as follows: Ayes: Bryant, Eslick, Eagleburger, Bishop, Thomas, and Crandall. Nays: None. Abstain: None. Absent: Bayliff and Brown.

4. 500 East Walnut: Construct a new garage and crematorium.

Ms. Bryant opened the public hearing.

Mr. Windsor Warren, Warren & Gooding Architects Engineers, 420 South Avenue, stated the original intent was to build a building at the back of the east lot with a three-car garage and crematorium. They found there are existing underground utilities and this location is not feasible. Mr. Warren stated they are asking for approval for a structure to the west of the historic house on the vacant west lot. The proposed structure is basically the same as would have been built on the site of the removed two-car garage. The orientation of the structure will be rotated to face the south rather than the west. It will be a concrete block building with a split face block on the lower portion and smooth block on the upper portion with wood roof trusses and heritage asphalt shingles. The location is at the south end of the grass area and will abut to present asphalt surface parking lot. The property to the west is a four-story student dormitory building on the north property line with parking in the rear.

Ms. Bryant asked about the item at the top of the brick chimney.

Mr. Warren stated that is the flue.

Mr. Bishop about if they still intend on demolishing the old structure.

Mr. Paul Wanderlich, President of Herman H. Lohmeyer Funeral Home stated he is available for questions.

Ms. Crandall asked about the landscaping on the north side.

Mr. Wanderlich stated it would probably be shrubs.

Mr. Thomas asked why the exterior materials were not matched to the existing building.

Mr. Wanderlich stated it matches the chapel on the east side.

Mr. Neal stated the Board would need to clarify the wood on the gable and the landscape.

Ms. Bryant closed the public hearing.

Ms. Crandall motioned to **approve** the Certificate of Appropriateness for 500 E. Walnut. Mr. Eslick **seconded** the motion. The motion **carried** as follows: Ayes: Bryant, Eslick, Eagleburger, Bishop, Thomas, and Crandall. Nays: None. Abstain: None. Absent: Bayliff and Brown.

#### **COMMUNICATIONS:**

#### **REPORTS:**

Mr. Eslick stated the he visited with the people from Commercial Street to encourage them to get the Board a Commercial Street Representative.

Mr. Neal said he has somebody that is interested and has applied and waiting on the Public Involvement Committee to have a meeting and make that nomination.

Ms. Bryant noted that Monica Stegall will be consulting with the Mid-Century Modern Historic Structures because she has done some survey work toward that.

#### **Any other matters that fall under the jurisdiction of the Board.**

Ms. Bryant stated that they have Gary Bishop applying for the position of Vice Chair. Ms. Bayliff has withdrawn her name for the Vice-chair position.

Ms. Bryant noted they can make an open vote for the position of Vice-chair with Mr. Bishop being the sole candidate.

The vote was unanimous to elect Mr. Bishop as Vice-chair of the Landmarks Board.

Ms. Bryant introduced Ms. Paula Ringer to address the Landmarks Board.

Ms. Paula Ringer, 1337 N. Washington Avenue addressed the Board thanking the Board for the service they provide to the community. Ms. Ringer stated that she had Mr. Neal send a letter to the Board from SHPO endorsing Timmons Temple and a piece of the Rock Masonry Survey that Deb Shields did on

Timmons Temple. Ms. Ringer asked for a recommendation letter for the Springfield-Greene County Parks Board for the relocation of Timmons Temple Church to Silver Springs Park.

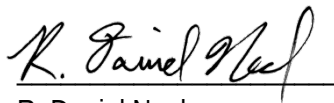
Mr. Neal read the proposed recommendation letter to members of the Board for their consideration.

Mr. Ringer stated they are fifteen (15,000) thousand dollars from reaching their goal. The Park Board selected the location for the building which is close to utilities.

Ms. Bryant stated she is happy to lend her support by sending the letter of recommendation.

Mr. Bishop motioned that the Board authorize Ms. Bryant as Chair to sign the letter in support of the project. Ms. Crandall seconded the motion. The motion **carried** as follows: Ayes: Bryant, Eslick, Eagleburger, Bishop, Thomas, and Crandall. Nays: None. Abstain: None. Absent: Bayliff and Brown.

There being no further business, the meeting was adjourned at approximately 6:40 pm.

A handwritten signature in cursive script, reading "R. Daniel Neal", written over a horizontal line.

R. Daniel Neal



## LANDMARKS BOARD

CITY OF SPRINGFIELD  
P.O. BOX 8368  
SPRINGFIELD, MISSOURI 65801  
417-864-1031

### STAFF REPORT

#### COMMERCIAL STREET HISTORIC DISTRICT

DATE: September 26, 2014

#### BACKGROUND:

LOCATION: 213 W. Commercial Street

APPLICANT: Mary Gorham

#### PROPOSAL:

1. Remove masonite roll-up door and fill-in door way with brick in-kind as shown on attached photo.
2. Replace steel door with a new door as shown on attached photo.
3. Add windows with transoms above doorway as shown on attached photo.

#### RECOMMENDATION:

The request be **approved**, however, the original opening must be distinguishable from the new brick infill.

#### FINDINGS:

1. This structure is considered a contributing structure in the Commercial Street National Historic District and Commercial Street Local Historic District.
2. All proposed exterior changes will be made to the rear of the building which faces the railroad and will not affect the view of the building from Commercial Street.

3. The Commercial Street Design Guidelines state that rear entrances should respect neighboring buildings and that door location, size, entryway layout, treatments, colors should be coordinated with adjacent neighbors.

PROJECT COORDINATOR:

Daniel Neal  
Senior Planner

ATTACHMENT A  
BACKGROUND REPORT  
213 W. Commercial

APPLICANT'S PROPOSAL:

The applicant is requesting to fill-in the existing masonite roll-up door opening with brick in-kind and add windows with transoms to the opening above the doorway. They are also proposing to replace the old steel door with a new door as shown on attached photos.

STAFF COMMENTS:

1. The proposed renovations will improve security and aesthetics of the rear entrance and will not alter the view from Commercial Street. While the proposed windows with transoms may not be historically accurate for the rear of the building and no pictorial evidence has been submitted to support it, the applicant wants to get natural light into the back room and the proposed windows will allow for it. All proposed exterior changes will be made to the rear of the building which faces the railroad and will not affect the view of the building from Commercial Street. After review of the proposal, staff supports the proposal as shown.
2. Building Development Services is currently processing a dangerous building request for the property because the rear of the building has been open to the elements with only plastic covering the openings. The dangerous building case is on hold until Landmarks Board makes a decision on the proposed exterior changes.
3. All proposed work is required to receive a building permit to be issued by Building Development Services. All other requirements of the COM-1 District, Zoning Ordinance and Building Code shall apply.

ATTACHMENT B  
DESIGN GUIDELINES AND ARCHITECTURAL SIGNIFICANCE  
213 W. Commercial

**SECRETARY OF THE INTERIOR'S STANDARDS**

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, 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.
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.

**COMMERCIAL STREET DESIGN GUIDELINES**

**Store Rears:**

Guideline: Clean up rear facades, adding display windows and treating any new entrances with a level of importance appropriate to its new function (protective devices, such as grills, may be appropriate).

Guideline: When creating or upgrading a rear entrance, do not allow the rear entrance to visually exceed the front in importance or emphasis.

Guideline: Use window panels in doors; small signs at door; open back window for display; add awnings; or combine all elements.

Guideline: Rear entrances should respect neighboring buildings; coordinate door location, size, entryway layout, treatments, colors with adjacent neighbors.

Guideline: Accommodate service access at rear, coordinate with neighbors. Test before

implementing.

## **ORDINANCE REVIEW**

In addition, the *Springfield Zoning Ordinance* states:

In the event the Landmarks Board concludes that the request, if granted, will have a detrimental effect upon the Historic Landmarks or Historic District or any adverse effect on an historical or architectural resource, then the Landmarks Board shall deny the request for a certificate.

## **ARCHITECTURAL SIGNIFICANCE**

The following is an excerpt from the Architectural Survey performed on this building in 1979:

This building is a two story masonry load bearing structure. It has wood floors over wood joists. The ceiling of the first floor is wood joists. Remaining walls and ceilings are plaster/lath construction. In the back is a freight elevator. The second floor has several skylights which have been closed off. There is a single back stair to the second floor.



## Application for Certificate of Appropriateness

### \*\*E-PLANS INSTRUCTIONS\*\*

#### \*\*PLEASE FOLLOW STEPS 1 & 2 BEFORE SUBMITTING THIS APPLICATION\*\*

1. Pre-apply and, if needed, pay your processing fees online at this [LINK](#)
2. 2. Wait for a "pre-screen complete" e-mail from the City of Springfield with instructions for e-plans review process.
3. Complete this application and upload a digital (pdf) copy through e-plans.

### Office Use Only

Date Filed:

Received By:

Review:

☐ Administrative

☐ Landmarks Board

The applicant seeks to show the following:

1. That the proposed work will be done in conformance with the Secretary of Interior Standards for Rehabilitation.
2. That the proposed work will be done in conformance with any applicable design guidelines or standards that the Landmarks Board has established and adopted. (Commercial Street and Walnut Street Districts and Mid-Town Neighborhood historic sites only)
3. That the proposed work will be done in conformance with all other relevant requirements of the Springfield Zoning Ordinance.

THEREFORE, applicant requests that the Certificate of Appropriateness be approved for the property as proposed in this submittal.

We, the signers of this application, do attest to the truth and correctness of all facts and information presented with this application and understand that, if approved, all work must be done under a building permit issued by the Department of Building Development Services. Approval of this application does not constitute approval of a building permit, nor does it certify that the zoning is appropriate for the proposed uses. These are separate processes that must be initiated by the applicants. We further understand that approval of this application does not constitute approval for tax certification under the Tax Reform Act of 1986 or amendments thereto.

Signature(s):

Date:

9/16/14

Please type or print name(s) clearly:

## Exhibit A: REQUEST FOR CERTIFICATE OF APPROPRIATENESS

Please use this form only. Form may be photocopied. Please type or print.

For instructions, see pages 5-8

1. Property address: \_\_\_\_\_

### APPLICANT INFORMATION:

2. Name of current property owner: MARY GANHAM

If corporation: Corporate Official: \_\_\_\_\_

Mailing Address: 2570 N Font Ave

Zip Code: 65413 Telephone: 601-278-0418 Fax: \_\_\_\_\_

E-mail: Vintage-Print-Gallery@yahoo.com

### 3. AUTHORIZED REPRESENTATIVE:

(The representative should have the authority to commit the applicant to changes that may be suggested by the Board):

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Fax: \_\_\_\_\_

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

(Corporate Seal)

### 4. BUILDING DEVELOPMENT SERVICES DISCUSSION: (Before submitting this application, the applicant should discuss the project with BDS. Their phone number is 417-864-1055.)

Date of discussion: \_\_\_\_\_

**NOTE:** The property owner must either sign this application or give City staff a power of attorney showing that another person is authorized to sign.

## Exhibit B: DESCRIPTION OF PROPOSED WORK & SUPPORTING INFORMATION

Please use this form only. Form may be photocopied. Please type or print.

1. **TYPE OF WORK PROPOSED:** (Check all that apply. All work items require a written description of the proposed work. Additional required supporting information is denoted after each item and **must** be attached. See Instructions, page 5. **Maximum size for drawings: 11 x 17 inches.** NOTE: Even though you check the "Other" or the "New Construction" box, you must still give information on individual features such as windows, doors, etc., included in a large project.)

- |                                                           |                                                        |                                                       |
|-----------------------------------------------------------|--------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Addition (1,2, 3, 7)             | <input type="checkbox"/> Handicapped Ramp (1, 2, 3)    | <input type="checkbox"/> Sidewalk (1, 3)              |
| <input type="checkbox"/> Awnings (2, 3, 4 or 5, 6)        | <input type="checkbox"/> New Construction (1, 2, 3, 7) | <input type="checkbox"/> Siding (3, 4 or 5)           |
| <input type="checkbox"/> Building Relocation (1, 2, 3, 7) | <input type="checkbox"/> Parking (1, 3)                | <input type="checkbox"/> Sign (1, 2, 3, 6)            |
| <input type="checkbox"/> Demolition (1, 2, 3, 7)          | <input type="checkbox"/> Porch (1, 2, 3)               | <input type="checkbox"/> Window (2, 3, 4 or 5, 6)     |
| <input type="checkbox"/> Door (2, 3, 4 or 5, 6)           | <input type="checkbox"/> Retaining Wall (1, 2, 3)      | <input type="checkbox"/> Archeological Site (1, 3, 8) |
| <input type="checkbox"/> Fence (1, 2, 3, 5)               | <input type="checkbox"/> Roof-New (3, 4 or 5, 7)       |                                                       |
| <input type="checkbox"/> Guttering (2, 3, 4 or 5, 6)      | <input type="checkbox"/> Re-roof (3, 4)                |                                                       |

☒ Other (specify): Repair an arched Rear Doorway

1 – Site Plans

2 – Elevations

3 – Photographs

4 – Sample of materials to be used

5 – Product literature

6 – Drawings

7 – Exhibit C – Why proposed work should be approved

8 – State historic Preservation Officer Comments

2. **DESCRIPTION OF PROPOSED WORK:** (attach additional pages if necessary)

Fill in Doorway - Replace Steel door  
Remove MAsante Rollup  
Add windows w/transoms

**NOTE:** An application is considered incomplete until **all** supporting materials, as specified in Item 1 above, are attached. Incomplete applications will **not** be processed or scheduled for a public hearing.

### Exhibit C: WHY PROPOSED WORK SHOULD BE APPROVED

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*Please use this form only. Form may be photocopied. Please type or print.*

When proposing a major project, please use this page to give information in support of your request. (See Exhibit B, item 1, above: "Type of Work Proposed," key # 7. Suggested items of discussion are included in the Instructions, page 7.)

Security, Weather, Retain original opening





