

DEADWOOD HISTORIC PRESERVATION COMMISSION

Wednesday, March 23, 2016 ~ 5:00 p.m.

City Hall, 108 Sherman Street, Deadwood, South Dakota

1. Call meeting to Order
2. Approval of HPC Meeting Minutes – March 9, 2016
3. Voucher Approval
4. Old or General Business
 - a. Request from Larry Shama to address HPC on late fees for 5 Jackson Street – No Exhibit
 - b. Request from Larry Shama to address HPC on windows for 147 Charles Street – No Exhibit
 - c. West River History Conference Funding Request – Exhibit A
 - d. Windows Program Enhancement – Exhibit B
 - e. Elderly Residents Program Change – Exhibit C
5. New Matters before the Deadwood Historic District Commission
6. New Matters before the Deadwood Historic Preservation Commission
 - a. PA – Case H16009 – 11 Jackson – William and Tam Zwingelberg – Exhibit D
7. Revolving Loan Fund & HP Programs Update
 - a. HP Program Applications -- Exhibit E
 - 11 Jackson – William and Tam Swingelberg – Windows and Doors Program
 - b. Revolving Loan Program
 - c. Retaining Wall Program Disbursements
8. Items from Citizens not on agenda (*Items considered but no action will be taken at this time.*)
9. Staff Report (*Items considered but no action will be taken at this time.*)
10. Committee Reports (*Items will be considered but no action will be taken at this time.*)
11. Other Business
12. Adjournment

All Applications **MUST arrive at the City of Deadwood Historic Preservation Office by 5:00 p.m. MST on the 1st or 3rd Wednesday of every month in order to be considered at the next Historic Preservation Commission Meeting.*

CITY OF DEADWOOD

HISTORIC PRESERVATION COMMISSION

Wednesday, March 9, 2016

Present Historic Preservation Commission: Laura Floyd, Michael Johnson, Lyman Toews, Thomas Blair, Lynn Namminga, Dale Berg and Chuck Williams were present.

Absent: Ms. Terri Williams, City Attorney, was absent.

Present City Commission: Dave Ruth, Jr. was present.

Mr. Kevin Kuchenbecker, Historic Preservation Officer, Joy McCracken and Mike Walker of NeighborWorks-Dakota Home Services and Bonny Fitch, Recording Secretary, were all present.

All motions passed unanimously unless otherwise stated.

A quorum present, Chair Floyd called the Deadwood Historic Preservation Commission meeting to order Wednesday, March 9, 2016 at 5:00 PM in the Commission Room located in the City Hall at 108 Sherman Street in Deadwood, SD.

Approval of February 24, 2016 HPC Minutes:

It was moved by Mr. Blair and seconded by Mr. Williams to approve the minutes of Wednesday, February 24, 2016 as presented. Aye – All. Motion carried.

Voucher Approval:

It was moved by Mr. Johnson and seconded by Mr. Namminga to approve the HP Operating Account in the amount of \$70,090.87. Aye – All. Motion carried.

Old or General Business:

Request from Larry Shama to address HPC on late fees for 5 Jackson Street

Mr. Shama was not present. There was no discussion.

Request from Larry Shama to address HPC on windows for 147 Charles Street

Mr. Shama was not present. There was no discussion.

Permission to Print Baseball Book with Moriah Press at a cost of \$7,600.00 – Exhibit A

Mr. Kuchenbecker stated this is a project the historic preservation office has been working on over the past couple years. This is the last part of the Deadwood baseball project. We have completed the traveling exhibit and interpretive panels. The City Archives is requesting permission to hire Moriah Press of Sioux Falls to publish 1,000 copies of Baseball in the Mining Camps: The Deadwood Baseball Book. The cost of \$7,600.00 will be split between the City Archives and Public Ed budgets. Mr. Blair asked what will be done with the books. Mr. Kuchenbecker stated the books will be sold so we will recapture costs as well.

It was moved by Mr. Blair and seconded by Mr. Toews to recommend to the City Commission to approve the publication of 1,000 copies of the baseball book not to exceed \$7,600.00. Aye – All. Motion carried.

Renew Contract for Services with NeighborWorks for Revolving Loan Program – Exhibit B

Mr. Kuchenbecker stated this item is to be removed from the agenda as a directive from the City Commission. Until a new contract is signed the City will be operating on a month to month basis with NeighborWorks.

Humidification Project for Carriage Collection at Days of 76 Museum – Exhibit C

Mr. Kuchenbecker stated during the CIP budget meeting Deadwood History, Inc. identified a concern regarding the Days of 76 Museum climate control in the carriage gallery. Several of the horse-drawn vehicles have begun to show noticeable structural changes due to low levels of relative humidity. When relative humidity levels are too low, wood loses moisture and shrinks. Numerous wooden wagon wheels have begun to show signs of shrinkage due to low humidity levels. Not only is it expensive to repair the damage, it also presents a potential danger to individuals who use the wagons in parades, events or other occasions. The CIP committee has recommended the installation of a climate control system to regulate humidity and have the project done this spring. Action Mechanical is \$16,856, Freeman's Electric Service, Inc. \$2,600, Stretch's Inc. \$6,887 and Bronse BSB \$2,721.44 for a total cost of \$29,064.44. Since this is an unbudgeted item it will be included in the Historic Preservation Supplemental Budget. Chair Floyd asked what the time line is for the project. Mr. Kuchenbecker stated he would like to give them a notice to proceed in the next 30 to 45 days.

It was moved by Mr. Blair and seconded by Mr. Johnson to recommend to the City Commission approval of the humidification project for the Days of 76 Museum Carriage Collection in the amount of \$29,064.44. Aye – All. Motion carried.

Architectural Services proposal for Dave Stafford Design for Grandstands Roof at Rodeo Grounds – Exhibit D

Mr. Kuchenbecker stated the roof repair is actually going to be a 2017 CIP project. This would be the architectural services which would allow us to be ready to go out for bid this fall with the project starting in the spring of 2017. We have received a proposal from Dave Stafford Architecture to provide limited architectural services. Staff would like to have the design work completed this year so we know the opinion of probable costs for the project and can have the roof completed in spring of 2017.

It was moved by Mr. Blair and seconded by Mr. Johnson to recommend to the City Commission approval of the agreement with Dave Stafford Architecture for limited architectural services for the Days of 76 Rodeo Grounds Roof Replacement in the amount of \$7,200. Aye – All. Motion carried.

2016 Historic Preservation Supplemental Budget Review and Recommendation – Exhibit E

Mr. Kuchenbecker stated we had several projects started in 2015 but have not been completed. The final payment of the Library rehabilitation \$11,082.00, the Adams Museum \$4,896.00, Adams House \$7,193.90, wayfinding and archway \$267,090.80, Highway 85/385 \$288,857.00 which is cabling and lighting. Retaining wall at 10 Harrison \$47,900.00 and unbudgeted expenses for emergency log replacement \$48,400 and Days of 76 Museum climate control at \$29,064.44 for a total of \$704,484.14. Mr. Toews asked if these are projects budgeted for in the 2014/2015 budget year. Mr. Kuchenbecker indicated a majority of the projects were from the previous year. Mr. Toews asked if the Highway 85/385 included the additional lights. Mr. Kuchenbecker stated yes.

It was moved by Mr. Toews and seconded by Mr. Blair to recommend to the City Commission approval of the 2016 Supplemental Budget Request in the amount of \$704,484.14. Aye – All. Motion carried.

South Dakota State Historical Society – State History Conference – Funding Request – Exhibit F

Mr. Kuchenbecker stated the State Historical Society is requesting funds for the 2016 History Conference to be held in April, 2016 in Pierre, SD. This year's theme is "Everybody Eats: South Dakota's Food Heritage". They are asking for \$1,500 to help defray costs expenses associated with presenters.

It was moved by Mr. Toews and seconded by Mr. Johnson to approve the funding request for the State Historical Society History Conference in the amount of \$1,500.00. Aye – All. Motion carried.

Report from Staff on Charles Street Bridge options – Exhibit G

Mr. Kuchenbecker stated in December there was an onsite meeting and discussion on what to do with the old Charles Street Bridge. The Commission asked staff to come up with some options. Ron Green, Bob Nelson Jr. and Mr. Kuchenbecker met and have come up with three possible options regarding the future of the bridge. Option 1: Demolition of Bridge for a cost of \$17,500 and \$1,750 for historic documentation. The pros would be liability eliminated and the cons are loss of historic resource. Option 2: disassemble Bridge and store for future use for a cost of \$35,000 and \$2,750 for historic documentation. Pros are the liability would be eliminated. Cons are loss of historic resource in its current location and future costs will be associated in restoration and reconstruction of bridge. Option 3: rehabilitate Bridge in current location for estimated costs of \$250,000. Pros the liability would be eliminated. Cons would double up on pedestrian access. Mr. Kuchenbecker stated from the historic preservation stand point Option 3 makes the most sense. Option 2 would be the next preferred method. Option 1 would be the most damaging to the historic resource.

It was moved by Mr. Blair and seconded by Mr. Berg to recommend to the City Commission approval of Option 2: Disassemble Bridge and storage for future use. Aye – All. Motion carried.

Public Information Night - HPC and Deadwood Trust for HP – March 30, 2016

Mr. Kuchenbecker stated this office in partnership with the Deadwood Trust for Historic Preservation will be conducting a public information night on March 30, at City Hall. Historic Preservation and NeighborWorks will be presenting information to the public about programs available to residents.

"Make Your Old House a Healthy Home" Open House – April 21, 2016

Mr. Kuchenbecker presented a flyer and stated there will be an open house called "Make Your Old House a Healthy Home" on April 21, 2016. Black Hills Energy, Montana-Dakota Utilities Company, Deadwood Historic Preservation Commission, Deadwood Trust for Historic Preservation and Regional Health will be sponsoring the event. The utility companies will be talking about energy efficient appliances, water heaters, HVAC, lighting, insulation, siding and windows. We will be giving away energy audits as door prizes along with weatherization kits.

New Matters before the Deadwood Historic District Commission

COA - Case #H16008 – 650 Main Street – Dale Berg – Exhibit H

Mr. Kuchenbecker stated this is a contributing resource and the applicant requests permission to remove the canopy, reconstruct the store front cornice and add an awning to improve the proportions of the façade. The upper floor windows will be opened back up to original size and building's cornice will be reconstructed. Along the side and back the masonry will be tuck-pointed, windows and doors opened back to original sizes and the balcony reinstalled.

Dale Berg recused himself from the meeting because he is the owner.

Based upon guidance found in DCO 17.68.050, it was moved by Mr. Toews and seconded by Mr. Johnson the façade improvements at 650 Main Street is congruous with the historical, architectural, archaeological, or cultural aspects of the district and move to grant Certification of Appropriateness for the façade improvements at 650 Main Street. Aye- All. Motion carried.

Dale Berg returned to the meeting.

New Matters before the Deadwood Historic Preservation Commission

PA - Case #H16007 – 170 Pleasant Street – Bonnie Fosso – Exhibit I

Mr. Kuchenbecker stated this is a contributing structure and the owner wishes to repair and replace siding where necessary and install windows and doors on the front and rear elevations which are not original to the resource.

It was moved by Mr. Blair and seconded by Mr. Namminga this project does not encroach upon, damage or destroy any historic property included in the national register of historic places or the state register of historic places, and therefore grant project approval for 170 Pleasant Street. Aye- All. Motion carried.

Revolving Loan Fund and Historic Preservation Programs:

Historic Preservation Program Applications

Dale Berg recused himself from the meeting because he is the owner.

Mr. Kuchenbecker presented the Commission with an application from Dale Berg, 650 Main Street to be entered into the Façade Easement Program.

It was moved by Mr. Blair and seconded by Mr. Johnson to approve a Façade Program request for Dale Berg at 650 Main Street. Aye-All. Motion carried.

Dale Berg returned to the meeting.

Revolving Loan Fund/Retaining Wall Program Update:

Retaining Wall Applications

No applications were addressed at this meeting.

Revolving Loan Program/Disbursements

The delinquency report was presented by Joy McCracken.

Mr. Toews requested an annual report from NeighborWorks for 2015. Ms. McCracken stated she will meet with Ms. Wilks to see where she is at on the report.

Retaining Wall Program Disbursements

No Retaining Wall Program Disbursements were addressed at this meeting.

Items from Citizens not on Agenda

Staff Report: *(items will be considered but no action will be taken at this time.)*

Mr. Kuchenbecker reported on the following items:

- The foundation for the Main Street Archway has been installed and the archway will be shipped next week and perhaps installed before March 18, 2016;
- The Chamber, who we partner with on the National Travel Association (NTA), has an ad in the NTA booklet;
- The Wayfinding project is coming along and several signs have already been put into place. We will be going out for bid for Phase II this spring;
- We are working on the next Real Estate workshop. We are looking at holding it in May. Sharon Martinesko with the Deadwood Trust has suggested inviting lenders and appraisers to the workshop;

- We are out to bid for the retaining walls at 50 and 84 VanBuren;
- There will be a program meeting Thursday to discuss the Elderly Resident, Facade and Windows Programs. The Rehabilitation program is out and shared with the Neighborhood Block Clubs. There will be a press release going out also;
- The State Historic Society Board will be conducting their July meeting in Deadwood;
- Kevin will be out of the office March 14-21, 2016. Packets will be going out without the staff reports. Historic Preservation Commissioners will receive them on the Tuesday before the meeting.

Committee Reports:

Mr. Blair stated the Revitalization Committee held a planning meeting today to discuss CenturyLink and the possible location of the plaza.

Chair Floyd read a letter from Augustana University thanking the Historic Preservation Commission for their financial support of the Center for Western Studies History Conference.

Adjournment:

There being no other business, the Historic Preservation Commission Meeting adjourned at 5:40 p.m.
ATTEST:

Laura Floyd
Chairman, Historic Preservation Commission
Bonny Fitch, Historic Preservation Office/Recording Secretary

EXHIBIT A

March 14, 2016

Kevin Kuchenbecker
Historic Preservation Office
City Of Deadwood
Department of Planning & Preservation
108 Sherman Street
Deadwood, SD 57732

Dear Kevin;

We would again like to request consideration for an Outside-of-Deadwood Grant in the amount of \$500.00 to support the heritage and history goals of the West River History Conference. The theme of the conference this year revolves around the National Park Service. There will be speakers on other area topics as well, to pique the interest of local West River history buffs and historians.

The conference this year is in the middle of October and we are looking forward to the event. Should your office decide to grant this request, the Historic Preservation Office will be recognized in all of our printed publications and press releases, including our e-newsletter, fliers and program.

Thank you for your consideration.

Sincerely

A handwritten signature in cursive script that reads "Carol E. Saunders". The signature is written in dark ink and is positioned below the word "Sincerely".

Carol Evan Saunders
Board Member
West River History Conference
PO Box 9276
Rapid City, SD 57709

WOOD WINDOWS

Current

- 1) Existing wood window(s) qualified for restoration are eligible for a forgivable loan or grant of \$200 per window.
 - 2) Window(s) qualified for the purchase and installation of approved wooden storm and screen windows or qualified for restoration are eligible for a forgivable loan or grant of \$250 per window.
 - 3) Window(s) qualified for the purchase and installation of new wood windows are eligible for a forgivable loan or grant of \$100 per window if existing window is beyond repair. For the removal of inappropriate windows(s) and installing an appropriate qualified window(s) are eligible for a forgivable loan or grant of \$400 per window.
 - 4) The forgivable loan or grant is available up to \$10,000 maximum.
-

Proposed

- 1) Existing wood window(s) qualified for restoration are eligible for a forgivable loan or grant up to \$800 per window.
- 2) Window(s) qualified for the purchase and installation of approved wooden storm and screen windows or qualified for restoration are eligible for a forgivable loan or grant up to \$350 per window.
- 3) Windows can only be replaced if they're inappropriate or cannot be repaired. Window(s) qualified for the purchase and installation of new wood windows are eligible for a forgivable loan or grant up to \$800 per window if existing window is beyond repair. For the removal of inappropriate windows(s) and installing an appropriate qualified window(s) are eligible for a forgivable loan or grant of \$400 per window.
- 4) The forgivable loan or grant is available up to \$20,000 maximum.



Wood Windows and Doors Application

Please read the attached Policy Guidelines, Administrative Procedures and provide the requested information.

1. Address of Property:

2. Applicant's name & mailing address:

Telephone: (_____) _____ - _____

E-mail _____

3. Owner of property – (if different from applicant):

Telephone: (_____) _____ - _____

E-mail _____

For Office Use Only:

☐ Owner Occupied

☐ Non-owner Occupied

Verified through the Lawrence County Office of Equalization

Date: ____/____/____ Initials: _____

4. Complete a City of Deadwood Application for Project Approval OR Certificate of Appropriateness and attach it to this document.

I certify all information contained in this application and all information furnished in support of this application is given for the purpose of obtaining financial assistance in the form of a grant or a loan as true and complete to the best of my knowledge and belief. I acknowledge I have read the policy guidelines for the loan or grant included with and for this application and agree to all of the terms and conditions contained in the policy guidelines. I agree any contractors which I hire for this project will hold contractors licenses with the City of Deadwood and will require they also agree to and abide by the terms and conditions of the policy guidelines.

I acknowledge the Deadwood Historic Preservation Commission is merely granting or loaning funds in connection with the work or project and neither the Historic Preservation Commission nor the City of Deadwood is or will be responsible for satisfactory performance of the work or payment for the same beyond the grant or loan approval by the Historic Preservation Commission. I acknowledge I am solely responsible for selecting any contractors hired in connection with the project and in requiring satisfactory performance by such contractor. I agree to indemnify and hold harmless the Deadwood Historic Preservation Commission and the City of Deadwood against losses, costs, damages, expenses and liabilities of any nature directly or indirectly resulting from or arising out of or relating to the Deadwood Historic Preservation Commission's acceptance, consideration, approval, or disapproval of this application and the issuance or non-issuance or a grant or loan.

Applicant's signature: _____

Date submitted: ____/____/____

Owner's signature: _____

Date submitted: ____/____/____

Please complete Wood Window and Doors Worksheet on page 2 of this application

For reconsideration 05/27/15

Wood Windows and Doors Worksheet

Please fill out below using numbers of windows, storm windows and doors.

Elevations	Repair or Replacement of Existing Window(s)	Installation of New Wood Storm and Screen Window(s)	Replacement of Inappropriate Window(s)	Repair or Replacement of Existing Primary Door	Repair or Replacement of Other Exterior Wood Door(s)	Replacement of Inappropriate Existing Wood Door(s)
Front View						
Right Side View						
Left Side View						
Rear View						
Total Windows						
	Existing wood window(s) qualified for restoration are eligible for a forgivable loan or grant up to \$800 per window.	Window(s) qualified for the purchase and installation of approved wooden storm and screen windows <u>OR</u> qualified for restoration are eligible for a forgivable loan or grant up to \$350 per window.	Window(s) qualified for the purchase and installation of new wood windows are eligible for a forgivable loan or grant up to \$800 per window if existing window is beyond repair. For the removal of inappropriate window(s) and installing an appropriate qualified window(s) are eligible for a forgivable loan or grant of \$400 per window.	Primary wood entry door qualified for restoration is eligible for a forgivable loan or grant of \$400 <u>OR</u> for the removal of inappropriate primary door and installing an appropriate qualified door is eligible for a forgivable loan or grant of \$600.	Other exterior door(s) qualified for restoration are eligible for a forgivable loan or grant of \$200 per door <u>OR</u> for the removal of inappropriate door(s) and installing an appropriate qualified door(s) are eligible for a forgivable loan or grant of \$300 per door.	Primary door and additional exterior door(s) qualified for the purchase and installation of new wood door(s) are eligible for a forgivable loan or grant of \$100 per door if existing door is beyond repair.

The forgivable loan or grant is available up to \$20,000.00 maximum.

Please return the completed application along with the Project Approval OR Certificate of Appropriateness to:

City of Deadwood
Planning, Zoning & Historic Preservation
108 Sherman Street
Deadwood, SD 57732
605-578-2082



Elderly Residents Program Application

Please read the attached Policy Guidelines and provide the requested information.

1. Address of Property:

2. Applicant's name & mailing address:

Telephone: (____) ____-____

E-mail _____

3. Owner of property – (if different from applicant):

Telephone: (____) ____-____

E-mail _____

For Office Use Only:

☐ Owner Occupied

☐ Non-owner Occupied

Verified through the Lawrence County Office of Equalization

Date: ____/____/____ Initials: ____

4. Complete a City of Deadwood Application for Project Approval OR Certificate of Appropriateness and attach it to this document if exterior work is to be performed.

5. Certification

I certify all information contained in this application and all information furnished in support of this application is given for the purpose of obtaining financial assistance in the form of a grant or a loan as true and complete to the best of my knowledge and belief. I acknowledge I have read the policy guidelines for the loan or grant included with and for this application and agree to all of the terms and conditions contained in the policy guidelines. I agree any contractors which I hire for this project will hold contractors licenses with the City of Deadwood and will require they also agree to and abide by the terms and conditions of the policy guidelines.

I acknowledge the Deadwood Historic Preservation Commission is merely granting or loaning funds in connection with the work or project and neither the Historic Preservation Commission nor the City of Deadwood is or will be responsible for satisfactory performance of the work or payment for the same beyond the grant or loan approval by the Historic Preservation Commission. I acknowledge I am solely responsible for selecting any contractors hired in connection with the project and in requiring satisfactory performance by such contractor. I agree to indemnify and hold harmless the Deadwood Historic Preservation Commission and the City of Deadwood against losses, costs, damages, expenses and liabilities of any nature directly or indirectly resulting from or arising out of or relating to the Deadwood Historic Preservation Commission's acceptance, consideration, approval, or disapproval of this application and the issuance or non-issuance or a grant or loan.

Applicant's signature: _____

Date submitted: ____/____/____

Owner's signature: _____

Date submitted: ____/____/____

Please return the completed application along with the Project Approval OR Certificate of Appropriateness to:

City of Deadwood
Planning, Zoning & Historic Preservation
108 Sherman Street
Deadwood, SD 57732
605-578-2082

Adopted 06/10/15



Elderly Residents Program Policy Guidelines

1. Statement of Purpose:

The restoration and protection of Deadwood's historic buildings and structures are a primary part of the City's goal to preserve and maintain Deadwood's historic integrity. The expense of such restoration and protection projects may discourage property owners from having the work completed or may result in lower quality of craftsmanship. The purpose of this program is to assist and encourage property owners to use quality materials and craftsmanship by repairing first, where possible, and replacing, only if necessary.

2. Objective:

The City of Deadwood is a National Historic Landmark and is listed on the National and South Dakota State Registers of Historic Places. Maintaining these designations is critical to the economic success of the City and quality of life of its residents. The objective of the program is to stimulate the quality restoration and protection of buildings and structures that contribute to the historic integrity of the City of Deadwood.

3. Eligibility:

To be eligible for the Elderly Residents Program, the applicant and project must meet the following criteria:

- Applicant must be 65 years of age or older and have owned and occupied the property for one year prior to the application.
- The project must exist as part of a residential property within the Deadwood City Limits. Mobile homes and manufactured structures are not eligible for this program.

A project must also meet one of the following:

- The project must affect a property listed on the City of Deadwood's 1993 Historic Sites Inventory as an historic property in the Deadwood National Historic Landmark District. Properties not listed on the inventory must be eligible for the National Register of Historic Places as defined in the National Park Service's National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation; or
- The project must affect individual life safety and structural deficiencies as determined by the City of Deadwood's Building Inspector and applicable life safety codes. Determination of individual life safety issues and structural deficiencies is based upon the codes adopted by the City of Deadwood under Chapter 15.01.010 and by additional verification obtained through other means available to the City.

The City of Deadwood's Historic Preservation Officer and Building Inspector determine a project's eligibility. All eligible applications are subject to the review of the Deadwood Historic Preservation Commission.

4. Definition and Examples:

Life Safety Project Definition – Projects which are intended to protect people based on a facility's construction, protection, and occupancy features that minimize the effects of health, fire and related hazards.

Examples of Life Safety Projects

- | | |
|--|--|
| • Upgrade substandard electrical systems | • Replace substandard heating system |
| • Substandard plumbing repairs or upgrades | • Asbestos removal |
| • Install access ramps, and doors | • Mold removal |
| • Grading protect structures from water damage | • Repair/replace damaged sidewalks, steps, railing |
| • Repair building foundation | • Repair / replace retaining walls |
| • Remove tree hazards to historic structures | • Repair damaged roofing |
| • Structural deficiencies | |

5. Program Requirements:

- a. All properties must meet the Revolving Loan Fund's eligibility requirements.
- b. All persons receiving financing must conform to applicable federal and local regulations governing the use of specific loan funds.
- c. All loan applicants must present evidence of their ability to repay the loan and provide adequate collateral.
- d. Loan approval is contingent upon approval of the project by the Deadwood Historic Preservation Commission.
- e. All projects will be performed pursuant to the requirements of the codes adopted by the City of Deadwood under Chapter 15.01.010.
- f. All projects will be performed pursuant to the Secretary of the Interior's Standards for the Treatment of Historic Properties and the Secretary of the Interior's Guidelines for the Rehabilitation of Historic Buildings.
- g. The property must meet Minimum Property Standards adopted by the City of Deadwood; therefore, the City Building Inspector will inspect the property every two years for compliance. If the property is not within compliance, the City Building Inspector will notify the homeowner of the deficiency and will provide a reasonable time frame to correct the deficiency. If the deficiency has not been corrected after three notifications the loan will be considered to be in default and the Deadwood Historic Preservation Commission will take legal action.

6. Loan Conditions:

LOAN AMOUNT	INTEREST RATE	TERM	PAYMENT AMOUNT	SECURITY
\$10,000 maximum	0% ²	10 years	No Payments due ^{1,2} Forgivable over term of loan	Loan Agreement

Owner Occupied status is verified with the Lawrence County Equalization Office and by additional verification obtained through other means available to the City.

¹All Deadwood Historic Preservation loan programs will include the following fees: Credit Report, Recording Fee, 1% Loan Origination Fee, Settlement Fee and a Title Report Fee. These fees are collected from applicant/owner at loan closing. All loan fees will be disclosed on a Good Faith Estimate by NeighborWorks in accordance with the Real Estate Settlement and Procedures Act.

²Failure to complete work as approved in a timely fashion and/or failure to maintain property up to City of Deadwood's Minimum Maintenance Standards may cause loan to be payable in full at that time and not forgiven.

Property Owners must provide proof of ability to repay loan. Various documents will be requested by NeighborWorks to complete a loan application.

The Deadwood Historic Preservation Commission reserves the right to modify, amend, or forgive the loan payment or to change or modify this program for any reason.

Additional forgivable loan considerations:

- a. At the end of each full year, 10% of the loan amount will be forgiven over the life of the 10 year loan term.
- b. If the owner desires to sell the property before the end of the loan term, the remaining unforgiven portion of the loan will be due in full.
- c. The owner must have addressed any additional preservation issues beyond the original work, meet Deadwood Minimum Maintenance Standards, and satisfy all loan conditions before loan can be transferred or forgiven.

7. Forms and Technical Assistance:

- a. **Loans** - Loan application forms and loan technical assistance are available at the NeighborWorks Office, 795 Upper Main Street in Deadwood. Telephone: (605) 578-1401.
- b. **Project Approval or Certificate of Appropriateness** – The applications are available at the Historic Preservation Office located at Deadwood City Hall, 108 Sherman Street in Deadwood. (605) 578-2082. This form is also available online at: <http://www.cityofdeadwood.com> , under **Permits, Licenses & Forms** tab, then under Historic Preservation heading.

This form must be completed and given to the Historic Preservation Officer who will present it to the Historic Preservation Commission for consideration. *[No work can start until Historic Preservation Commission approval and the owner/applicant has an approved City of Deadwood Building Permit.]*
- c. **City of Deadwood Building Permit** – A City of Deadwood (Residential or Commercial) Building Permit must be acquired from the City of Deadwood Building Inspector located at 67 Dunlop Avenue, in Deadwood. Telephone: (605) 578-3082. This permit application form is also available online at: <http://www.cityofdeadwood.com> , under **Permits, Licenses & Forms** tab, then under Building Inspector heading.



Elderly Residents Program Administrative Procedures

1. Application

- The Applicant/Property Owner/Owner's Representative (Owner) obtains from Historic Preservation Office, NeighborWorks or City of Deadwood Website:
 - Elderly Residents Program Application form
 - Application for Project Approval or Certificate of Appropriateness form (necessary for exterior work)
- The Owner submits completed copies of the above forms with signatures to Historic Preservation Office.
- A discussion between the Owner and the Historic Preservation Officer is recommended to clarify requirements and expectations of this program. This can greatly streamline the process.

2. Determination of Eligibility

- The Historic Preservation Officer and/or City Building Inspector conduct an on-site inspection of property to determine eligibility.
- Photographs are taken for documentation.
- A needs assessment will be done by the Historic Preservation Officer.
- The Historic Preservation Officer will prepare a written HP Staff Report for use by the Historic Preservation Committee (HPC). If a loan is involved, the Historic Preservation Officer communicates with NeighborWorks about the conclusions drawn in the HP Staff Report.

3. Loan Application

- NeighborWorks verifies the ownership and occupancy status (owner occupied vs. non-owner occupied) with the Lawrence County Equalization Office.
- The Owner makes an appointment with NeighborWorks to determine the Owner's financial eligibility.
Note to Owner:
 - Owner is responsible for any costs exceeding the loan amount or any costs that are not permitted under the Program.
 - Owner is responsible to pay for all closing costs.
- NeighborWorks prepares Loan documents for which the Owner must provide:
 - Cost Estimate / quote for entire project.
 - Information to verify Owner's financial ability to repay.
- NeighborWorks provides Owner with:
 - Worksheet showing Owner's financial responsibility.
 - Letter of Understanding stating Owner's share of costs. Owner must sign this document.
 - Closing Documents (i.e. mortgages and settlement statements)
 - Promissory note (i.e. assignments on contract for deed, personal guarantees, etc.) Owner must sign this document.

- NeighborWorks presents loan request to Historic Preservation Loan Committee for recommendation to approve or deny loan.

4. Historic Preservation Commission Project Approval

- Based on HP Staff Report, the Historic Preservation Commission (HPC) approves or denies the Application for Project Approval or Certificate of Appropriateness.
- Based on recommendations from the HP Loan Committee, HPC approves or denies the application for loan.
- If loan is approved, the agreements and any other necessary documents are recorded.
- A "Notice to Proceed" is issued to the Owner and/or Contractor and the City of Deadwood by NeighborWorks, in the case where a Construction Loan is involved.

5. Project Beginning and Ending

- The Owner is encouraged to enter into a contract with a City of Deadwood licensed contractor for the project.
- The Owner or Contractor obtains a City of Deadwood Building Permit. A "Notice to Proceed" from either the Historic Preservation Officer or NeighborWorks must be obtained before applying for a City of Deadwood Building Permit.
- Where Progressive Payments are involved:
 - The Owner is responsible for making arrangements for delayed payments or progress payments to the Contractor / Material Supplier. Owner must be aware that payments from the City of Deadwood may require up to 30 days or more before payments are made due to the City's approval process.
 - Progressive payments are made subject to payment withholding to ensure project completion is accomplished.
 - All final or progressive payments are for materials and/or contractor's costs only, supported by verifiable invoices. Owner's time is not reimbursable. No prepayments for materials are permitted.
- The Historic Preservation Officer and/or Building Inspector inspect the work in progress.
- The Historic Preservation Officer and Building Inspector conduct a final inspection after the completion of the entire project.

6. Expenditure Disbursement

- After the Building Inspector has reviewed the work and/or materials and has consulted with the Historic Preservation Officer, the Building Inspector authorizes NeighborWorks to approve invoiced amount (less any withholding).
- NeighborWorks initially approves invoices.
- At a HPC meeting, the HPC approves the disbursement which is added to the City of Deadwood Commission's bill list for City (final) approval.
- Upon City approval, the City Finance Office issues checks for the disbursement to the Historic Preservation Office.
- Owner or Contractor pick-up disbursement check from the Historic Preservation office and, if Contractor is involved, the Contractor must sign lien waivers before final payment is made.

7. Continued Administration of Loans

- NeighborWorks reviews all loan accounts once a month.
- Building Inspector notifies property owner if property does not meet Minimum Maintenance Standards, and if these issues are not resolved, the Building Inspector advises the HP Loan Committee. The HP Loan

Committee provides recommendation to HPC either to work with owner, or make loan immediately payable.

- Where a Grant is not involved, the Construction Loan will be rolled into a 10 year loan and the documents will be recorded. Any costs associated with recording of documents must be paid by Owner.

8. Satisfaction of 10 year Loan

- After terms and conditions of the loan are completed, NeighborWorks prepares a satisfaction of mortgage for the loan funds.
- HPC signs the satisfaction of mortgage.
- NeighborWorks collects from the Owner the recording fees for the satisfaction of mortgage documents.
- NeighborWorks delivers the satisfaction of mortgage to the Register of Deeds.
- NeighborWorks closes the Owner's loan account.
- NeighborWorks forwards the loan documents to the HP Office.
- NeighborWorks retains the loan documents for at least seven (7) years.

OFFICE OF
PLANNING, ZONING AND
HISTORIC PRESERVATION
108 Sherman Street
Telephone (605) 578-2082
Fax (605) 578-2084



FOR OFFICE USE ONLY	
Case No.	H16009
<input checked="" type="checkbox"/> Project Approval	
<input type="checkbox"/> Certificate of Appropriateness	
Date Received	3/14/16
Date of Hearing	3/23/16

City of Deadwood Application for Project Approval OR Certificate of Appropriateness

The Deadwood Historic Preservation Commission reviews all applications. Approval is issued for proposed work in keeping with City of Deadwood Ordinances & Guidelines, South Dakota State Administrative Rules and the Secretary of the Interior's Standards for Rehabilitation.

This application must be typed or printed in ink and submitted to:

City of Deadwood
Deadwood Historic Preservation Office
108 Sherman Street
Deadwood, SD 57732

FOR INFORMATION REGARDING THIS FORM, CALL 605-578-2082

PROPERTY INFORMATION
Property Address: <u>11 JACKSON ST, DEADWOOD, SD 57732</u>
Historic Name of Property (if known):

APPLICANT INFORMATION
Applicant is: <input checked="" type="checkbox"/> owner <input type="checkbox"/> contractor <input type="checkbox"/> architect <input type="checkbox"/> consultant <input type="checkbox"/> other

Owner's Name: <u>WM + TAM ZWINGBENEC</u>	
Address: <u>11 JACKSON ST</u>	
City: <u>DEADWOOD</u>	State: <u>SD</u> Zip: <u>57732</u>
Telephone: <u>443 286 8682</u>	Fax: _____
E-mail: <u>TZWING@HOTMAIL.COM</u>	

Architect's Name: _____	
Address: _____	
City: _____	State: _____ Zip: _____
Telephone: _____	Fax: _____
E-mail: _____	

Contractor's Name: _____	
Address: _____	
City: _____	State: _____ Zip: _____
Telephone: _____	Fax: _____
E-mail: _____	

Agent's Name: _____	
Address: _____	
City: _____	State: _____ Zip: _____
Telephone: _____	Fax: _____
E-mail: _____	

TYPE OF IMPROVEMENT			
<input type="checkbox"/> Alteration (change to exterior)	<input type="checkbox"/> New Building	<input type="checkbox"/> Addition	<input type="checkbox"/> Accessory Structure
<input type="checkbox"/> New Construction	<input type="checkbox"/> Re-Roofing	<input type="checkbox"/> Wood Repair	<input type="checkbox"/> Exterior Painting
<input type="checkbox"/> General Maintenance	<input type="checkbox"/> Siding	<input checked="" type="checkbox"/> Windows	<input type="checkbox"/> Fencing
<input type="checkbox"/> Other _____	<input type="checkbox"/> Awning	<input type="checkbox"/> Sign	

ACTIVITY: (CHECK AS APPLICABLE)			
Project Start Date: _____		Project Completion Date (anticipated): _____	
<input type="checkbox"/> ALTERATION	<input type="checkbox"/> Front	<input type="checkbox"/> Side(s)	<input type="checkbox"/> Rear
<input type="checkbox"/> ADDITION	<input type="checkbox"/> Front	<input type="checkbox"/> Side(s)	<input type="checkbox"/> Rear
<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> Residential <input type="checkbox"/> Other _____		
<input type="checkbox"/> ROOF	<input type="checkbox"/> New	<input type="checkbox"/> Re-roofing	
	<input type="checkbox"/> Front	<input type="checkbox"/> Side(s)	<input type="checkbox"/> Rear
<input type="checkbox"/> GARAGE	<input type="checkbox"/> New	<input type="checkbox"/> Rehabilitation	
	<input type="checkbox"/> Front	<input type="checkbox"/> Side(s)	<input type="checkbox"/> Rear
<input type="checkbox"/> FENCE/GATE	<input type="checkbox"/> New	<input type="checkbox"/> Replacement	
	<input type="checkbox"/> Front	<input type="checkbox"/> Side(s)	<input type="checkbox"/> Rear
Material _____ Style/type _____ Dimensions _____			
<input checked="" type="checkbox"/> WINDOWS	<input checked="" type="checkbox"/> STORM WINDOWS	<input type="checkbox"/> DOORS	<input type="checkbox"/> STORM DOORS
	<input checked="" type="checkbox"/> Restoration	<input checked="" type="checkbox"/> Replacement	<input type="checkbox"/> New
	<input checked="" type="checkbox"/> Front	<input checked="" type="checkbox"/> Side(s)	<input checked="" type="checkbox"/> Rear
Material <u>WOOD</u> Style/type <u>DHP ACCEPTABLE</u>			
<input type="checkbox"/> SIGN/AWNING	<input type="checkbox"/> New	<input type="checkbox"/> Restoration	<input type="checkbox"/> Replacement
Material _____ Style/type _____ Dimensions _____			
<input type="checkbox"/> OTHER – Describe in detail below or use attachments			

DESCRIPTION OF ACTIVITY

Describe, as specifically as possible, the above activity (use attachments if necessary including type of materials to be used) and submit as applicable. Descriptive materials such as photos and drawings are necessary to illustrate the work and to help the commissioners and staff evaluate the proposed changes. A request for approval of a window replacement, for example, should be accompanied by measurements of the existing window, a picture of the existing window, and a picture or catalogue sheet with manufacturer information for the new window. Similar information should be supplied for each element of the proposed work along with general drawings and/or photographs as appropriate.

Failure to supply adequate documentation could result in delays in processing and denial of the request.

1. REMOVE, CLEAN, SAND, REGLAZE, REPAINT & RE-INSTALL 13 INTERIOR WINDOWS

2. REMOVE OLD METAL & WOODEN STORMS/SCREENS AND REPLACE WITH NEW WOODEN COMBO STORM/SCREENS ACCEPTABLE TO DEADWOOD HISTORICAL PRESERVATION.
(MATERIALS & STORMS FROM TWIN CITY HARDWARE)

FOR OFFICE USE ONLY
Case No. _____

SIGNATURES

I **HEREBY CERTIFY** I understand this application will not be accepted and processed until all the requested information has been supplied. I realize drawings and measurements must be exact and if errors result in a violation of the Commission's approval, then appropriate changes will have to be made. I also understand this application may require a site visit / additional research by staff and a PUBLIC HEARING by the DEADWOOD HISTORIC PRESERVATION COMMISSION.

I understand this application is for a Certificate of Appropriateness or Project Approval only and that a building permit is required for any uses associated with this location prior to any constructions, alterations, etc. All statements are true to the best of my knowledge and belief.

I understand approval is issued for proposed work in keeping with City of Deadwood Ordinances, South Dakota State Administrative Rules and the Secretary of the Interior's Standards for Rehabilitation and copies are available for my review.

 2/18/2016
SIGNATURE OF OWNER(S) DATE

SIGNATURE OF AGENT(S) DATE

 2/18/16
SIGNATURE OF OWNER(S) DATE

SIGNATURE OF AGENT(S) DATE

SIGNATURE OF OWNER(S) DATE

SIGNATURE OF AGENT(S) DATE

APPLICATION DEADLINE

This form and all supporting documentation **MUST** arrive by 5:00 p.m. on the 1st or 3rd Wednesday of every month to be considered at the next Historic Preservation Commission Meeting. The meeting schedule and filing deadlines are on file with the Historic Preservation Office. Any information not provided to staff in advance of the meeting will not be considered by the Commission during their deliberation. Please call if you have any questions and staff will assist you.

Please use the attached criteria checklist as a guide to completing the application. Incomplete applications cannot be reviewed and will be returned to you for more information. All submitted materials will be retained by the Historic Preservation Office. Do not submit your only copy of any piece of documentation.

The City of Deadwood Historic Preservation Office has numerous resources available for your assistance upon request.

Criteria Checklist for Project Approval OR Certificate of Appropriateness

SUBMITTAL CRITERIA CHECKLIST

The documentation listed below will assist in the submission of the application. *Not all information listed below is required for each project. In order to save time and effort, please consult with the Historic Preservation Office prior to completing your application.*

ALL WORK:

- ☐ Photograph of house and existing conditions from all relevant sides.

RENOVATIONS AND ADDITIONS:

- ☐ Elevation and plan drawings to scale indicating proposed alterations or additions, clearly indicating the existing building and what is proposed and including the relationship to adjacent structures. Make sure to include door and window design if altered. Manufacturer's catalog data may be used, if applicable.
- ☐ Exterior material description.
- ☐ Site plan showing dimensions of lot and location of existing building(s) or structure(s) on lot, location of additions, dimensions of existing structure and additions. (Show use of addition and location of windows and doors if applicable.)
- ☒ Photograph of existing conditions from all elevations.
- ☐ Color samples and placement on the structure.
- ☐ Historic photographs should accompany any request to return a structure to an earlier historic appearance. (Please note our archives may be of great assistance)

MATERIAL CHANGES:

- ☒ Written description of area involved.
- ☒ Color photographs or slides of areas involved and surrounding structures if applicable.
- ☒ Sample or photo of materials involved.

PAINTING, SIDING:

- ☐ Color photographs of all areas involved and surrounding structures if applicable.
- ☐ Samples of colors and/or materials to be used.
- ☐ Dimensioned elevation and section to scale, showing design of fence, material, and height in relationship to adjacent structures.

NEW CONSTRUCTION:

- ☐ Elevation drawings to scale showing all sides and dimensions. Elevation drawings to scale showing relationship to structures immediately adjacent.
- ☐ Photograph of proposed site and adjacent buildings on adjoining properties.
- ☐ Site plan including building footprint and location of off-street parking showing setbacks. Include number of spaces, surface material, screening and all other information required under Parking Areas.
- ☐ Material list including door and window styles, colors and texture samples.
- ☐ Scale model indicating significant detail. (This may be required for major construction. Please consult Historic Preservation Commission staff.)
- ☐ Color photographs of proposed site and structures within vicinity of new building.









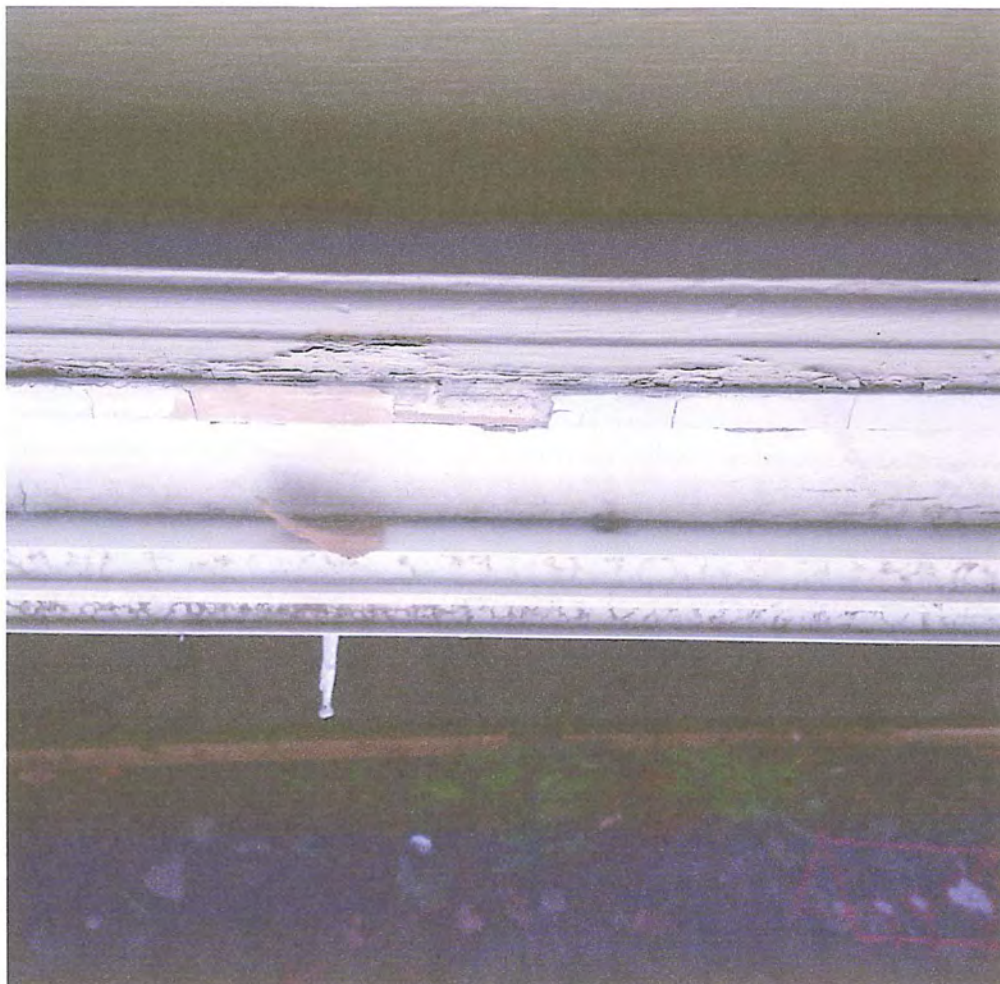
















Wood Windows and Doors Application

Please read the attached Policy Guidelines, Administrative Procedures and provide the requested information.

1. Address of Property:

11 JACKSON ST, DEADWOOD, SD 57732

2. Applicant's name & mailing address:

WILLIAM : TAMARA ZWINGELBERG

11 JACKSON ST

DEADWOOD, SD 57732

Telephone: (443) 286-8682

E-mail TZWING@HOTMAIL.COM

3. Owner of property – (if different from applicant):

Telephone: () -

E-mail

For Office Use Only:

☒ Owner Occupied

☐ Non-owner Occupied

Verified through the Lawrence County Office of Equalization

Date: 3/16/16

Initials: BF

4. Complete a City of Deadwood Application for Project Approval OR Certificate of Appropriateness and attach it to this document.

I certify all information contained in this application and all information furnished in support of this application is given for the purpose of obtaining financial assistance in the form of a grant or a loan as true and complete to the best of my knowledge and belief. I acknowledge I have read the policy guidelines for the loan or grant included with and for this application and agree to all of the terms and conditions contained in the policy guidelines. I agree any contractors which I hire for this project will hold contractors licenses with the City of Deadwood and will require they also agree to and abide by the terms and conditions of the policy guidelines.

I acknowledge the Deadwood Historic Preservation Commission is merely granting or loaning funds in connection with the work or project and neither the Historic Preservation Commission nor the City of Deadwood is or will be responsible for satisfactory performance of the work or payment for the same beyond the grant or loan approval by the Historic Preservation Commission. I acknowledge I am solely responsible for selecting any contractors hired in connection with the project and in requiring satisfactory performance by such contractor. I agree to indemnify and hold harmless the Deadwood Historic Preservation Commission and the City of Deadwood against losses, costs, damages, expenses and liabilities of any nature directly or indirectly resulting from or arising out of or relating to the Deadwood Historic Preservation Commission's acceptance, consideration, approval, or disapproval of this application and the issuance or non-issuance or a grant or loan.

Applicant's signature:

[Signature]

Date submitted: 02/18/2016

Owner's signature:

[Signature]

Date submitted: 02/18/2016

Please complete Wood Window and Doors Worksheet on page 2 of this application

Wood Windows and Doors Worksheet

Please fill out below using numbers of windows, storm windows and doors.

Elevations	Repair of Existing Window(s)	Installation of New Wood Storm and Screen Window(s)	Replacement of Existing Window(s)	Repair Existing Primary Door	Other Exterior Wood Door(s)	Replacement of Existing Wood Door(s)
Front View	2	2				
Right Side View	5	5				
Left Side View	4	4				
Rear View	2	2				
Total Windows	13	13				
Existing wood window(s) qualified for restoration are eligible for a forgivable loan or grant of \$200 per window.						
Window(s) qualified for the purchase and installation of approved wooden storm and screen windows <u>OR</u> qualified for restoration are eligible for a forgivable loan or grant of \$250 per window.						
Window(s) qualified for the purchase and installation of new wood windows are eligible for a forgivable loan or grant of \$100 per window if existing window is beyond repair. For the removal of inappropriate window(s) and installing an appropriate qualified window(s) are eligible for a forgivable loan or grant of \$400 per window.						
Primary wood entry door qualified for restoration is eligible for a forgivable loan or grant of \$400 <u>OR</u> for the removal of inappropriate primary door and installing an appropriate qualified door is eligible for a forgivable loan or grant of \$600.						
Other exterior door(s) qualified for restoration are eligible for a forgivable loan or grant of \$200 per door <u>OR</u> for the removal of inappropriate door(s) and installing an appropriate qualified door(s) are eligible for a forgivable loan or grant of \$300 per door.						
Primary door and additional exterior door(s) qualified for the purchase and installation of new wood door(s) are eligible for a forgivable loan or grant of \$100 per door if existing door is beyond repair.						

The forgivable loan or grant is available up to \$10,000.00 maximum.

Please return the completed application along with the Project Approval OR Certificate of Appropriateness to:

City of Deadwood
Planning, Zoning & Historic Preservation
108 Sherman Street
Deadwood, SD 57732
605-578-2082

*** QUOTE ***

Page 1

Twin City Hardware
399 Cliff Street
Deadwood, SD 57732
605-578-3782

Bill To:
Our Valued Customer

Date: 03/09/2016 Time: 04:46:24 PM - Transaction#: C133002
Associate: JERALD

Qty	Description ProductCode	Unit Note	Price	Tax	Extended
6.00	27 7/8" X 55" COMB STORM BILL 1	EACH SKU# BILL 1	\$235.00	T	\$1,410.00
5.00	34"X17" COMB STORM BILL 2	EACH SKU# BILL 2	\$198.00	T	\$990.00
2.00	34"X18" COMB STORM BILL 3	EACH SKU# BILL 3	\$198.00	T	\$396.00
Subtotal:					\$2,796.00
6% - State Tax:					\$167.76
TOTAL:					\$2,963.76

Notes:
BILL 443-845-6571

Thank You!
"Give us a call, We have it all"