

DEADWOOD HISTORIC PRESERVATION COMMISSION

Wednesday, May 27, 2015 ~ 5:00 p.m.

City Hall, 108 Sherman Street, Deadwood, South Dakota

1. Call meeting to Order
2. Approval of Minutes from May 13, 2015
3. Voucher Approval
4. Old or General Business
 - a. Second Century Dev/Deadwood Trail Sign - 6 Month Extension Request - G.R.A.P.E. Committee
 - b. Window & Door Program Revision – Loan Committee
 - c. Retaining Wall Program review and adoption – Loan Committee
 - d. Siding Program review and adoption – Loan Committee
 - e. Grant Agreement review and adoption – Loan Committee
5. New Matters before the Deadwood Historic District Commission
 - a. CoA - Case#**H15025** - 175 Sherman – Tim Buckstead/Bone Daddy - Windows/Paint Exterior/Sign
6. New Matters before the Deadwood Historic Preservation Commission
 - a. PA – Case#**H15023** – 21 Lincoln – Dustin & Laura Floyd – Attic Window
 - b. PA – Case#**H15024** – 33 Jackson – Jeff & Lauren Trouton – Windows/Retaining Wall
7. Revolving Loan Fund/Retaining Wall Program Update
 - a. Retaining Wall Applications
 - b. Revolving loan Program/Disbursements
 - 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 3^d Wednesday of every month in order to be considered at the next Historic Preservation Commission Meeting.*

DEADWOOD HISTORIC PRESERVATION COMMISSION

Wednesday, May 13, 2015 ~ 5:00 p.m.

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1. Call meeting to Order
2. Approval of Minutes from April 22, 2015
3. Voucher Approval
4. Old or General Business
 - a. Award 2015 Scholarship Recipients
 - b. Broken Boot Grant Consideration – G.R.A.P.E. Committee
 - c. South Dakota Humanities Council's 2015 Festival of Books - Donation Request
 - d. Deadwood Lower Main Parking Lot and Visitor Center – Discussion
 - e. Wayfinding Project update and approval – Historic Preservation Office
 - f. Window & Door Program review and adoption – Loan Committee
 - g. Deadwood Downtown Plan – Design Studio – May 13 & 14 – Revitalization Committee
5. New Matters before the Deadwood Historic District Commission
 - a. CoA - Case#**H15019** - 555 Main St - Utility Box Wraps - Tin Lizzie - Lee Harstad
 - b. CoA - Case#**H15020** - 622 Main - Information Kiosk - Prairie Edge - Rick and Margi Olesen
 - c. CoA - Case#**H15021** - 470 Main - Awning Color - McKennas Gold Casino/Ensign - Blake Haverberg
 - d. CoA - Case#**H15022** - 460 Main - Awning Size - First Western Insurance - Blake Haverberg
6. New Matters before the Deadwood Historic Preservation Commission
 - a. PA – Case#**H15016** – 126 Charles St – Malcolm McKillop – Breezeway/Deck/Foundation/Window
 - b. PA – Case#**H15017** – 270 Main St – Mike Gustafson – Construct new Polebarn
 - c. PA – Case#**H15018** – 52 Lincoln Ave – Tim Conrad – Siding
7. Revolving Loan Fund/Retaining Wall Program Update
 - a. Retaining Wall Applications
 - b. Revolving loan Program/Disbursements
 - Richard Morgan – 2 Dudley – Extension Request
 - Nugget Saloon – 604 & 606 Main Street – Commercial Life Safety Loan
 - c. Retaining Wall Program / Disbursements
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CITY OF DEADWOOD
HISTORIC PRESERVATION COMMISSION
Wednesday, May 13, 2015

Present Historic Preservation Commission: Chair Laura Floyd, Vice-Chair Michael Johnson, Lynn Namminga, Thomas Blair and Chuck Williams were present.

Absent: Lyman Toews, Dale Berg, Mike Walker, Executive Lending Officer of NeighborWorks-Dakota Home Services and Ms. Terri Williams, City Attorney, were absent.

Mr. Kevin Kuchenbecker, Historic Preservation Officer; Ms. Joy McCracken, Executive Director of NeighborWorks-Dakota Home Services were all present.

Present City Commission members: Mayor Chuck Turbiville and Dave Ruth Jr. were present.

All motions passed unanimously unless otherwise stated.

A quorum present, Chair Floyd called the Deadwood Historic Preservation Commission meeting to order Wednesday, May 13, 2015 at 5:00 PM in Century Room located in the Historic Preservation Office at 108 Sherman Street in Deadwood, SD.

Approval of April 22, 2015 HPC Minutes:

It was moved by Mr. Johnson and seconded by Mr. Blair to approve the minutes of Wednesday, April 22, 2015 as presented. Aye – All. Motion carried.

Voucher Approval:

Operating Account

It was moved by Mr. Johnson and seconded by Mr. Blair to approve the HP Operating Account in the amount of \$243,760.35. Aye – All. Motion carried.

It was moved by Mr. Johnson and seconded by Mr. Blair to approve the HP Bonded Account in the amount of \$36,000.00. Aye – All. Motion carried.

Old or General Business:

Award 2015 Scholarship Recipients

Chair Floyd and Mayor Turbiville presented the 2015 Historic Preservation Commission Scholarship Award to Bridger Larson, Senior at Lead-Deadwood High School, in the amount of \$1000 for continuing education. Bridger Larson thanked the Historic Preservation Commission for this opportunity; he plans to attend Southeast Technical Institute in Sioux Falls, SD 57107 to study Landscape Design & Horticulture.

Chair Floyd and Mayor Turbiville presented the 2015 Historic Preservation Commission Scholarship Award to Cole Kuchenbecker, Senior at Lead-Deadwood High School, in the amount of \$1000 for continuing education. Cole Kuchenbecker thanked the Historic Preservation Commission; he plans to attend Black Hills State University of Spearfish, SD to study Environmental Sciences and Outdoor Education.

Chair Floyd stated they both wrote impressive essays about the importance of history and how their intended future plans can eventually be a benefit to history.

Broken Boot Grant Consideration – G.R.A.P.E. Committee

Mr. Kuchenbecker informed the Commission the G.R.A.P.E. Committee met on May 12, 2015 to review the Broken Boot application for the 2015 Not-for-Profit Grant program. The Broken Boot Mine requested funding to help offset costs to repair failing timbers and rotting wood; upgrade exterior signs; complete the upgrading of the interior lighting; paint exterior; and replace the older section of the gold panning cover. *(Memo attached as Exhibit A)* ***It was moved by Mr. Blair and seconded by Mr. Namminga to recommend the City Commission approve granting the Broken Boot Mine project funding up to the amount of \$28,060.90 under the 2015 Not-For-Profit program and as allowable under the guidelines of the grant program. Aye – All. Motion carried.***

South Dakota Humanities Council's 2015 Festival of Books – Donation Request

Mr. Kuchenbecker informed the Commission since 2003, the City of Deadwood, the Historic Preservation Commission and the Deadwood City Library have partnered with the South Dakota Humanities Council to support their annual Festival of Books. He noted, in past years, the family-friendly festival has been a great opportunity for readers to meet their favorite

Wednesday, May 13, 2015

writers as well as welcome authors and booklovers alike to our unique town. The G.R.A.P.E. Committee discussed the request yesterday, May 12, 2015 and recommends approval of funding the 2015 Festival of Books in the amount of \$10,000.00 as done in the past years. *(Memo & documentation attached as Exhibit B)* **It was moved by Mr. Blair and seconded by Mr. Namminga to recommend the City Commission approve funding the 2015 Festival of Books in the amount of \$10,000.00 from the Public Education / Advocacy line of the 2015 Historic preservation Budget. Aye – All. Motion carried.**

Deadwood Lower Main Parking Lot and Visitor Center – Discussion Only

Mr. Kuchenbecker informed the Commission the City Commission moved to allow the Mayor to sign Chamberlin Architect Services proposal in the amount of \$550,800 and approved 50/50 cost share between Historic Preservation and General Fund for \$358,800, the amount over the remaining budget available from Parking and Transportation Fund. He explained the Architect is reviewing plans for ways of cost savings by bidding out with an alternate clock tower as well as checking with Civil Engineering on reducing the second sidewalk and retaining wall along Whitewood creek. Mr. Kuchenbecker informed the Commission the Certificate of Appropriateness should follow for Historic Preservation Commission consideration within the next couple meetings; by July 1 a closer budget should be available along with final Design Development. He anticipates the construction implementation phase could go out to bid in September. *(Memo & documentation attached as Exhibit C)*

Wayfinding Project update and approval – Historic Preservation Office

Mr. Kuchenbecker informed the Commission the City-wide Wayfinding Design Development packet provided in each binder identifies each location and method of the wayfinding signage. He noted a lot of work has gone into this project by the Parking and Transportation Committee. He pointed out the style of the signs incorporates in the new logo as well as the Victorian and rustic design with signage placed on cedar posts with custom-made caps. He informed the Commission \$250,000 was budgeted in 2015 for Wayfinding and asked for recommendation to City Commission to approve moving forward with the project to bid out jointly both Phase I: Vehicular signs and Phase II: Arch. He noted, if approved by City Commission, the project will advertise bid opening June 9, 2015. *(Memo attached as Exhibit D)* **It was moved by Mr. Johnson and seconded by Mr. Blair to recommend the City Commission approve moving forward with Phase I & II of the Deadwood Wayfinding project. Aye – All. Motion carried.**

Windows & Door Program review and adoption – Loan Committee

Mr. Kuchenbecker informed the Commission of the proposed revisions to the Historic Preservation Window/Door Program application, policy guidelines and administrative procedures as recommended by the Loan Committee. *(Memo, application, policy guidelines and administrative procedures attached as Exhibit E)* **It was moved by Mr. Blair and seconded by Mr. Johnson to adopt revisions of the guidelines, administrative procedures and application for the HP Windows and Door Program as recommended by the Loan Committee. Aye – All. Motion carried.**

Deadwood Downtown Plan – Design Studio – May 13 & 14 – Revitalization Committee

Mr. Kuchenbecker informed the Commission a Design Studio workshop hosted by TSP and RDG is being held at City Hall this week with two sessions open to the public set for today from 4-6pm and tomorrow from 12-1pm. He encouraged everyone to take part in viewing concepts and discuss ideas for the future of Deadwood's downtown. He urged the Commission to participate in the survey sent out by the Deadwood Chamber's Revitalization Committee asking for opinions on several proposed concepts and ideas which would be in the best interest of Deadwood.

New Matters before the Deadwood Historic District Commission

Case#H15019 - 555 Main St - Utility Box Wraps - Tin Lizzie - Lee Harstad

Mr. Kuchenbecker informed the Commission the applicant requests permission to install a wrap printed with historic photos of Deadwood onto two large utility boxes located in the parking lot north of the Tin Lizzie. Material used will be high-performance 3M vinyl with graffiti-resistant 3M over laminate as submitted in Certificate of Appropriateness application dated April 30, 2015 at 555 Main Street as presented. *(Staff report and application attached as Exhibit F)* **Based upon the guidance found in DCO 17.68.050, it was moved by Mr. Blair and seconded by Mr. Namminga this project is congruous with the historical, architectural, archaeological or cultural aspects of the district and MOVE to grant Certification of Appropriateness as submitted for 555 Main Street. Aye- All. Motion carried.**

Case#H15020 - 622 Main - Information Kiosk - Prairie Edge - Rick and Margi Olesen

Mr. Kuchenbecker informed the Commission the applicant requests permission to place Stage Coach Tours and 1876 Theatre kiosk in entry way with no money transactions, information only as submitted in Certificate of Appropriateness application dated May 5, 2015 at 622 Main Street. *(Staff report and application attached as Exhibit G)* **Based upon the**

guidance found in DCO 17.68.050, it was moved by Mr. Namminga and seconded by Mr. Johnson this project is congruous with the historical, architectural, archaeological or cultural aspects of the district and MOVE to grant Certification of Appropriateness as submitted for 622 Main Street. Aye- All. Motion carried.

Case#H15021 - 470 Main - Awning Color - Mckennas Gold Casino/Ensignal – Blake Haverberg

Mr. Kuchenbecker informed the Commission the applicant requests permission to replace current awning from a color of blue to black as submitted in the Certificate of Appropriateness application dated May 5, 2015 at 470 Main Street. *(Staff report and application attached as Exhibit H)* ***Based upon the guidance found in DCO 17.68.050, it was moved by Mr. Johnson and seconded by Mr. Namminga this project is congruous with the historical, architectural, archaeological or cultural aspects of the district and MOVE to grant Certification of Appropriateness as submitted for 470 Main Street. Aye- All. Motion carried.***

Case #H15022 - 460 Main - Awning Size - First Western Insurance - Blake Haverberg

Mr. Kuchenbecker informed the Commission the applicant requests permission to replace current First Western Insurance awning to smaller size as submitted in Certificate of Appropriateness application dated May 6, 2015 at 460 Main Street. *(Staff report and application attached as Exhibit I)* ***Based upon the guidance found in DCO 17.68.050, it was moved by Mr. Blair and seconded by Mr. Johnson this project is congruous with the historical, architectural, archaeological or cultural aspects of the district and MOVE to grant Certification of Appropriateness as submitted for 460 Main Street. Aye- All. Motion carried.***

New Matters before the Deadwood Historic District Commission

Case #H15016 – 126 Charles St – Malcolm McKillop – Breezeway/Deck/Foundation/Window

Mr. Kuchenbecker informed the Commission the applicant requests permission to update/stabilize and paint front porch with new posts; rebuild deck at rear; address basement rock foundation issues; and install new basement window with new window well as submitted in Project Approval dated April 28, 2015 at 126 Charles. *(Staff report and applications attached as Exhibit J)* ***Based upon all evidence presented, 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 126 Charles Street. Aye- All. Motion carried.***

Case #H15017 – 270 Main St – Mike Gustafson – Construct new Polebarn/Window

Mr. Kuchenbecker informed the Commission First Gold would like to place a new building next to the existing shop for use as storage. The applicant is requesting permission to construct a new 24' x 48' metal pole barn with one 16' door and one walk-in doorway as submitted in Project Approval application dated April 27, 2015 at 270 Main Street. *(Staff report and applications attached as Exhibit K)* ***Based upon all evidence presented, 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 270 Main Street. Aye- All. Motion carried.***

Case #H15018 – 52 Lincoln Ave – Tim Conrad – Siding

Mr. Kuchenbecker informed the Commission the applicant requests permission to replace siding on the 2005 garage with cement or smart siding with same finish and reveal as submitted in Project Approval application dated May 4, 2015 at 52 Lincoln Ave. *(Staff report and applications attached as Exhibit L)* ***Based upon all evidence presented, 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 52 Lincoln Ave. Aye- All. Motion carried.***

Revolving Loan Fund/Retaining Wall Program Update:

Retaining Wall Applications

No applications were addressed at this meeting.

Revolving Loan Program/Disbursements

It was moved by Mr. Johnson and seconded by Mr. Blair to approve HP Revolving Loan Fund disbursement in amount of \$127.20, based on information as presented by Ms. Joy McCracken, Executive Director of NeighborWorks-Dakota Home Services. Aye - All. Motion carried. Delinquency Report was reviewed and updates on projects were given. Overview of the Revolving Loan Fund was presented.

Richard Morgan – 2 Dudley

It was moved by Mr. Blair and seconded by Mr. Johnson to approve extension request for HP Retaining Wall Loan with maturity date of August 1, 2015 for Richard Morgan, 2 Dudley, in the amount of \$29,822.00, based on information as presented. Aye - All. Motion carried.

Nugget Saloon – 604 & 606 Main Street

It was moved by Mr. Blair and seconded by Mr. Williams to approve Commercial Life Safety Loans for 604 Main in amount of \$10,000 and 606 Main in amount of \$50,000 based on information presented. Aye - All. Motion carried. (NeighborWorks packet attached as Exhibit M and incorporated herein by this reference)

Mr. Kuchenbecker stated a grant for facades to assist property owners when removing inappropriate alterations has been discussed. He added when reviewing the programs it will also be considered.

Retaining Wall Program/Disbursements:

No applications were addressed at this meeting.

Items from Citizens not on Agenda

- Mr. Tim Conrad, owner of the old Redinger's building, current location of "MS Mail" and "Chris Cuts It", stated he would be interested in signing up for a grant to help property owners restore the facades of their structures.
- Keri Ruth informed the Commission the Broken Boot will be opening on Memorial weekend and is free to locals.

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

Mr. Kuchenbecker reported on the following items:

- Rodeo Grounds project is coming along with floors ready to be poured; underground work is almost completed. The fence project is complete;
- St. Ambrose Phase V is under way; contractor has begun the fence repairs and restoration;
- There is a meeting tomorrow on the Lower Main Visitor Center project;
- Budget letters were sent to all organizations Historic Preservation funds; all requests must be submitted by June 1. A Budget Committee meeting is scheduled for 8 a.m. on June 16;
- New badges for Deadwood Alive were distributed; Deadwood Alive logo was added to metal badge instead of plastic;
- Deadwood Alive the Trail of Jack McCall is free to local residents from June 1-13;
- Bids are out for 376 Main Street retaining wall;
- Quotes are being requested for drainage issues at Mt. Moriah Cemetery;
- Retaining Wall at 10 Harrison collapsed this week. Under SDCL 5-18A-9 a request will be made to City Commission on Monday to declare it an emergency; Immediate action needs to be taken as it is putting pressure on the house and has become a safety issue;
- Baseball Panels will be displayed Opening Day on May 26, 2015 at Keene Field and then at the History Conference in Pierre on May 28-29, 2015. Starting June 1, 2015 Library will display panels for the summer and available for future use statewide;
- Landscapers remodel for the Gateway are in design phase; this will provide a photo op area for tourist and visitors;
- Mr. Runge, the City Archivist, is on the State Archives Advisory Board and is attending a meeting in Pierre today;
- Thank you to the Commissioners who were in attendance when Ms. Sanford of the National Park Service visited;
- Sample of the bronze plaque for the Outside of Deadwood Grants was received.

Committee Reports

- Mr. Blair reported Deadwood Alive met today and summer programs are getting ready to start. Committee discussed free admission for residents as well as holding a free day during Labor Day weekend for South Dakota residents;
- Chair Floyd read a thank you letter from the South Dakota Historical Society for supporting their conference;
- Chair Floyd referenced an article and Thank You received for a donation made to the BHSU Herbarium;
- Reminder Special Election pertaining to Ordinance 1211 will be on June 2 from 7 am to 7 pm.

Adjournment:

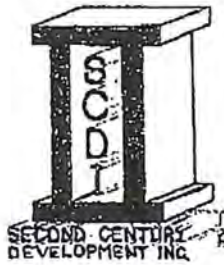
There being no other business, the Historic Preservation Commission Meeting adjourned at 6:00 p.m.

ATTEST:

Laura Floyd

Chairman, Historic Preservation Commission

Kate Storhaug, Historic Preservation Office/Recording Secretary



Second Century Development Inc.

P.O. Box 194
Midland, South Dakota 57552

May 7, 2015

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

RE: Repair/Replace Deadwood Trail Signs

Deadwood Historic Preservation Commission:

This report is to communicate progress being made on this project, and to request an extension of up to six months to complete the work in our grant application.

In the first phase of this project, we reached out to other persons and organizations who are interested and willing to work with us. Deb Schiefelbein is the granddaughter of Roy and Edith Norman. In addition to being excited about the completion of this project, she has given us a great deal of information concerning the history of these Trail Signs, and of her grandparents.

The Directors of Verendrye Museum in Fort Pierre have also been very helpful. They asked Lynn Briggs to attend their meetings and keep them advised of progress. They have also helped to identify landowners who have signs on their property.

In January 2015, Jill Callison from the Argus Leader interviewed Lynn to promote this project.

Dakota Radio Group/KGFX Radio broadcast an interview with Lynn, in February 2015, to inform people about the signs and their historical significance.

We have created a FaceBook Group that may be viewed at <http://www.facebook.com/sdnormansigns>.

At this time, we have rebuilt and replaced nine signs in various locations. We are requesting partial reimbursement of expenses from grant funds per our application in the amount of \$1977.00. Please see the attached breakdown of work completed and expenses incurred.

We are requesting grant funds for actual cash expenses only. The major requirement to bring this project to completion is labor. All of the match listed is time donated by Second Century Development members. The time of others who have assisted with this project is NOT included. The help and interest of so many is very encouraging.

Sincerely,

Beth Flom for Second Century Development, Inc.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, and familial status. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call 800-795-3272 (voice) or 202-7206382 (TDD).



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 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						
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 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



Wood Windows and Doors 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. Definitions:

- **Wood Windows** – New and/or replacement windows must be all wood framed windows including exterior materials in style appropriate to the original character of the resource and window opening(s) as determined by the Deadwood Historic Preservation Commission to meet the program requirements.
- **Storm Windows** – New and/or replacement storm windows must be all wood framed including exterior materials in style appropriate to the original character of the resource and window opening(s) as determined by the Deadwood Historic Preservation Commission to meet the program requirements.
- **Primary Door** – Door originally intended as the primary access to the resource and must be made of wood appropriate to the original character of the resource and opening as determined by the Deadwood Historic Preservation Commission to meet the program requirements.
- **Additional Exterior Door(s)** – Additional exterior door(s) originally intended as an access to the resource and must be made of wood appropriate to the original character of the resource and opening as determined by the Deadwood Historic Preservation Commission to meet the program requirements.

4. Eligibility:

To be eligible for the Wood Windows and Doors Program, a project must meet the following criteria:

- a. 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; and
- b. The building must be a residential property of not more than four dwelling units as defined by Deadwood Planning and Zoning Department.

The City of Deadwood's Historic Preservation Officer determines a project's eligibility. All eligible applications are subject to the review by the Deadwood Historic Preservation Commission.

5. Program Requirements:

a. Wood Windows

- 1) The program provides a forgivable loan or grant of \$200 per window for the restoration of an existing wood window or \$400 per window for the removal of an inappropriate window alteration and installation of a window appropriate in material and style of operation for a particular house.
- 2) The program provides a forgivable loan or grant of \$100 per window opening for the purchase and installation of new wood windows if restoration of the existing windows is not an option or is not possible.

b. Wood Storm and Screen Windows

- 1) The program provides a forgivable loan or grant of \$250 per window opening for the restoration of existing wooden storms and screens or for the purchase and installation of approved wooden storms and screens, if restoration is not an option or is not possible.

c. Primary Wood Door:

- 1) The program provides a forgivable loan or grant of \$400 for the restoration of the primary wood door, OR a forgivable loan or grant of \$600 for the removal of an inappropriate primary door and installation of a new wood door appropriate in material and style for a particular resource.
- 2) The purchase and installation of new wood primary door is eligible for a forgivable loan or grant of \$100 if restoration of the existing door is not an option or is not possible.

d. Other Exterior Wood Door(s):

- 1) The program provides a forgivable loan or grant in the amount of \$200 to repair the other exterior wood door(s), OR a forgivable loan or grant of \$300 for the removal of other inappropriate door(s) and installation of a new wood door appropriate in material and style for a particular resource, if restoration is not an option or is not possible.
- 2) The purchase and installation of other new exterior wood door(s) are eligible for a forgivable loan or grant of \$100 if restoration of the existing door is not an option or is not possible.

Loan and Grant Conditions:

Qualified Owner Occupied¹ (Grant):

LOAN AMOUNT	INTEREST RATE	TERM	PAYMENT AMOUNT	SECURITY
\$10,000 maximum	Not applicable	Not applicable	Grant	No applicable

¹Owner Occupied status is verified with the Lawrence County Equalization Office and by additional verification obtained through other means available to the City. A Grant Agreement with the City of Deadwood must be signed by all parties..

Non-Owner Occupied (Forgivable Loan)

LOAN AMOUNT	INTEREST RATE	TERM	PAYMENT AMOUNT	SECURITY
\$10,000 maximum	0% ²	Up to 10 years	No payments due ^{2,3} Forgivable at end of term	Loan Agreement

²All 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 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.

³Failure 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.

Owners applying for construction loans 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 calendar year, 10% of the loan amount will be forgiven.
- b. If the owner/applicant 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/applicant 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 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.



Wood Windows and Doors Program

Administrative Procedures

1. Application

- The Applicant/Property Owner/Owner's Representative (Owner) obtains from Historic Preservation Office, NeighborWorks or City of Deadwood Website:
 - Wood Windows & Doors Application with Guidelines form
 - Application for Project Approval or Certificate of Appropriateness form
- The Owner submits completed copies of the above forms with signatures to Historic Preservation (HP) 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 conducts an on-site inspection of property to determine eligibility.
- Photographs are taken for documentation.
- A window / door assessment will be done by the Historic Preservation Officer and necessary changes will be applied to the Wood Window & Door Application form worksheet.
- The Historic Preservation Officer will prepare a written HP Staff Report for use by the Historic Preservation Committee (HPC).

3. Applying for Grant or Revolving Loan Funds

For a Grant (Owner Occupied Properties):

- Historic Preservation Officer verifies the ownership and occupancy status (owner occupied vs. non-owner occupied) with the Lawrence County equalization office.
- Historic Preservation Officer meets with the Historic Preservation (HP) Loan Committee for recommendations for grant approval or denial.

For a Revolving Fund Loan (All Other Properties):

- Owner submits a Revolving Loan Fund - Loan Application to NeighborWorks.
- The Owner makes an appointment with NeighborWorks to determine the Owner's financial eligibility for Revolving Loan Fund resources.
- NeighborWorks verifies Owner's income, reviews credit reports, and other loan documents to determine the Owner's financial eligibility.
- The completed Revolving Loan Fund Application is submitted to the HP Loan Committee for recommendations for loan approval or denial.

4. Historic Preservation Commission Review

- 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 grant or loan.

5. Construction Funding

- The Owner is encouraged to enter into a contract with a Contractor for the project. Contractor must be licensed with the City of Deadwood.
- The Owner must determine if they require additional funding to complete the work. NeighborWorks may be helpful in securing additional funds.

Owner Occupied - Self-Funding Materials and Construction

- The Owner arranges for their own funds for materials and construction. Owner must be aware reimbursements by the City of Deadwood may require several weeks before payments are made due to the City's approval process.

Owner Occupied – Progressive Payments for Materials and Construction

- The Owner is responsible for making arrangements for delayed / progressed payments for Contractor, window, or door supplier. Owner must be aware payments by the City of Deadwood may require several weeks before payments are made due to the City's approval process.

Non-Owner Occupied Loan Funding of Materials and Construction

- NeighborWorks prepares a Construction Loan 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:
 - Final 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. Promissory note amount must match the approved HPC amount. Owner is responsible for any additional material / construction costs.
- Owner pays NeighborWorks for closing costs (title search, recording costs, etc.)
- NeighborWorks records the agreements and any other necessary documents.
- NeighborWorks issues a "Notice to Proceed" to the Owner and/or Contractor and the City of Deadwood.

6. Project Beginning and Ending

- The Owner or Contractor obtains a City of Deadwood Building Permit. If NeighborWorks funding is involved, a "Notice to Proceed" from NeighborWorks must be obtained before applying for a City of Deadwood Building Permit.
- 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.

7. Grant Funds Disbursement

Fund Disbursement for Owner Occupied Self-Funding

- After the Owner or their Contractor satisfies any punch-list items and after the Building Inspector and the Historic Preservation Officer have inspected the project, the Historic Preservation Officer can authorize approval of Grant funds.
- Historic Preservation Officer initially approves invoices.
- At a HPC meeting, the HPC approves the Grant 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 Grant disbursement to the Historic Preservation Office.
- Owner or Contractor pick-up Grant disbursement check from the Historic Preservation office and, if Contractor is involved, the Contractor must sign lien waivers before Grant payments are made.

Fund Disbursements for Owner Occupied Progress Payments

- The Owner submits to Historic Preservation Officer verifiable receipts for materials or invoices for construction costs based on actual progress for HPC approval. The Building Inspector and the Historic Preservation Officer must inspect the project, prior to the Historic Preservation Officer authorizing approval of Grant funds.
- Historic Preservation Officer or designee verifies materials / construction progress reflected in receipts or invoices.
- Historic Preservation Officer approves payments. It is at the Historic Preservation Officer's sole discretion to withhold or approve payments to ensure the project is completed before final payments are made.
- At a HPC meeting, the HPC approves the Grant 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 Grant disbursement to the Historic Preservation Office.
- Owner or Contractor picks-up Grant disbursement check and, if this disbursement is the final disbursement and a Contractor is involved, the Contractor must sign lien waivers before Grant payments are made.

8. Loan Funding Disbursement

- After the Owner or their Contractor satisfies any punch-list items and after the Building Inspector has consulted with the Historic Preservation Officer, the Building Inspector authorizes NeighborWorks to disburse Loan funds.

- NeighborWorks prepares the permanent loan documents and obtains the Owner's signature. Permanent loan amount must match the approved HPC amount.
- NeighborWorks places the loan account data on computer.
- NeighborWorks submits a voucher to Historic Preservation Officer for the Loan disbursement for initial approval.
- At a HPC meeting, the HPC approves the Loan disbursement and the Loan disbursement 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 Loan disbursement to the HP Office. NeighborWorks picks up check from the Historic Preservation Office.
- Owner or Contractor pick-up Loan disbursement check from the NeighborWorks office and, if Contractor is involved, the Contractor must sign lien waivers before Loan disbursements are made.

9. Continued Administration of Loans

- NeighborWorks reviews all 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.

10. Satisfaction of Loan

- After terms and conditions of the loan are completed, NeighborWorks prepares a satisfaction of mortgage for the forgivable loan funds.
- HPC signs the satisfaction of mortgage (forgives loan).
- 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.
- The HP Office retains the loan documents for at least seven (7) years.

Retaining Wall - Residential Program

No Changes

- Covers Residential Retaining Walls relating to Historic Property or life safety.
- Owner responsible for a portion of the costs either through a NeighborWorks Loan (funded by Revolving Loan Fund) or the Owner self-finances.
- HPC responsible for engineering costs and the other portion of the costs (funded by HPC annual budgeted funds)

Potential New Items

- Formula change - Owner's pay the sum of 10% appraised property value and 10% of project cost (excluding engineering costs)
- Owner Occupied property eligible for a 0% interest 5 year (with balloon) loan. This would replace life safety category.
- Non-Owner Occupied property eligible for a 5% interest 10 year (with balloon) loan.

Other Issues

- Need HP Commission approval for changes (possibly at next meeting)
- Need to update
 - Application with Guidelines Form & post online
 - Administrative Procedures Document & post online
 - Web Pages (2 areas)
 - Deadwood Historical Preservation Program Summary (REV 8)
 - HPC Commission Manual
- Education Process
 - Monthly News Letter Article
 - Building Inspector
 - NeighborWorks (administrators and staff personnel)



Retaining Wall - Residential 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.

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 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

For Consideration 05/27/15



Residential Retaining Wall - 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 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 contributing to the historic integrity of the City of Deadwood.

3. Eligibility:

To be eligible for the Retaining Wall - Residential Program, a project must meet the following criteria:

- a. The retaining wall must exist within the Deadwood City Limits.
- b. The retaining wall must exist as part of a residential property. Retaining walls on commercial properties are not eligible for this program.

A retaining wall must also meet one of the following:

- a. The retaining wall must be determined to be a historic or contributing feature in the Deadwood National Historic Landmark District. To obtain this status, the retaining wall must possess an age of fifty years or older, and must be eligible for listing in 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.
- b. The physical condition of the retaining wall must threaten the integrity of a historic or contributing building or structure in the Deadwood National Historic Landmark District. Historic buildings and structures contribute to the National Historic Landmark District are listed in the city's 1993 Historic Sites Inventory. Any property not present in these listings must be eligible for listing on the National Register of Historic Places as defined in the National Park Service's National Register Criteria for Evaluation. Determination of a retaining wall's threat to a historic or contributing building or property will be done by the Deadwood Building Inspector in accordance with the Building Codes adopted by the City of Deadwood.
- c. The physical condition of a retaining wall must threaten individual life safety. The City of Deadwood Building Inspector will determine a retaining wall's threat to individual life safety based upon applicable definitions under the Building Codes adopted by the City of Deadwood.

The City of Deadwood's Historic Preservation Officer, in consultation with the Building Inspector, determines a project's eligibility. All eligible applications are subject to the review by the Deadwood Historic Preservation Commission.

4. Project Selection Based On Priorities:

Due to the limited availability of program funds and quality craftsmanship, a priority schedule will be referred to in processing applications for the Retaining Wall Program. These priorities may be amended to reflect the availability of funding and completion of "high priority" projects. The Deadwood Historic Preservation Commission will evaluate each application received and will take into consideration the needs and priorities. Priorities are set as follows:

- a. First priority - Projects determined by the City of Deadwood's Building Inspector affecting applicable Life Safety Codes.
- b. Second priority - projects affecting the preservation and protection of properties listed on the City of Deadwood's 1993 Historic Sites Inventory as contributing to the Deadwood National Historic Landmark District.
- c. Third priority - projects affecting structures, which in the sole opinion of the Deadwood Historic Preservation Office, contribute to the historical integrity of the City of Deadwood as defined in Chapter 24:52:00:01 (4) of the administrative rules of the South Dakota State Office of History.

5. Owner's Financial Obligations:

- a. The Owner will be responsible for a portion of the project costs. The Owner's portion is the sum of the following:
 - 10% of the project costs (excluding the cost of engineering), plus
 - 10% of the property value based on the most recent real estate assessment shown on the Lawrence County Equalization records for both land and structures, plus
 - Any fees related to Owner's Loan closing costs, if Owner acquires a Historic Preservation Revolving Loan through NeighborWorks.
- b. The Owner may finance their portion of the project costs themselves. In this case, the Owner pays the City of Deadwood in advance and the City will process all payments to contractor(s).
- c. The Owner may choose to finance their portion of the project costs through the Historic Preservation Revolving Loan Fund if they demonstrate the ability to repay both principle and interest. Terms may be adjusted with a balloon payment determined. The Owner may then be eligible for refinancing at the end of balloon period but will be subject to new loan conditions at market rates.
- d. Failure to maintain property up to City of Deadwood's Minimum Maintenance Standards may cause loan to be payable in full at time.

6. Loan Conditions:

Owner Occupied¹ Property:

LOAN AMOUNT	INTEREST RATE	TERM	PAYMENT AMOUNT	SECURITY
10% of project <u>plus</u> 10% of assessed value	0% ²	5 years	Monthly payments due. ² Possible balloon payment due at end of term	Loan Agreement

¹Owner Occupied status is verified with the Lawrence County Equalization Office.

Non-Owner Occupied Property

LOAN AMOUNT	INTEREST RATE	TERM	PAYMENT AMOUNT	SECURITY
10% of project <u>plus</u> 10% of assessed value	5% ²	10 years	Monthly payments due. ² Possible balloon payment due at end of term	Loan Agreement

²All 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 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.

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 loan considerations:

- a. If the Owner desires to sell the property before the end of the loan term, the amount remaining on the loan must be paid in full.
- b. 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 satisfied.
- c. The Owner, through acts or omissions, may jeopardize the value of the property and bring the amount of the loan due and payable in full, if the Owner does not remain in compliance with the terms of the mortgage:
 - i. in regards to the payment of property taxes and assessments against the mortgaged property,
 - ii. in regards to maintenance of property insurance coverage on the mortgage property;

7. Project Conditions:

- a. The City of Deadwood's Historic Preservation Officer and Building Inspector will monitor all project construction work to ensure compliance with the requirements of the Building Codes adopted by the City of Deadwood.
- b. Reconstructed retaining walls greater than four (4) feet high must be engineered, as required by the Building Codes adopted by the City of Deadwood. The Historic Preservation Commission will obtain engineering and pay for the cost of engineering services.
- c. All retaining wall projects will be put out to public bid. The bid process will follow the City of Deadwood's procurement procedures per South Dakota Codified Laws.
- d. The Historic Preservation Officer must approve all retaining wall designs to ensure compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties. Failure to meet this requirement will terminate the program commitment.
- e. The Historic Preservation Commission will disburse all program funds directly to the project's contractors and/or suppliers of materials based on the City of Deadwood's administrative procedures.
- f. A project must be completed, or under construction, within one (1) year of the Historic Preservation Commission's allocation of funds. Failure to meet this requirement may terminate the program commitment.

8. 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.



Retaining Wall Program Administrative Procedures

1. Application

- The Applicant/Property Owner/Owner's Representative (Owner) obtains from Historic Preservation (HP) Office, NeighborWorks or City of Deadwood Website:
 - Retaining Wall – Residential Program Application with Guidelines form
 - Application for Project Approval or Certificate of Appropriateness form
- The Owner submits completed copies of the above forms with signatures to HP 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 Program Eligibility

- The Historic Preservation Officer conducts an on-site inspection of property to determine eligibility.
- Photographs are taken for documentation.
- Building Inspector determines if the wall is eligible as a life safety project.
- Historic Preservation Officer determines if the wall is eligible as historic or protecting a historic structure project.
- The Historic Preservation Officer will prepare a written HP Staff Report for use by the Historic Preservation Commission (HPC).

3. Historic Preservation Commission Review of Application

- The Retaining Wall – Residential Program Application, Application for Project Approval or Certificate of Appropriateness and HP Staff Report is presented to the HPC.
- HPC approves or denies application. If approved, the Historic Preservation Officer is requested to engage an engineering firm to develop a retaining wall design, bid documents and an opinion of probable costs.
- The Historic Preservation Officer notifies the Owner of the HPC decision and, if Owner needs financial assistance, encourages Owner to begin financial applications with NeighborWorks.

4. Engineering Contacted / Engaged

- The Historic Preservation office contacts the engineer and forwards them a copy of the staff memo.
- The Historic Preservation Officer authorizes engineer to begin the design work for the retaining wall.
- The Engineer, City Building Inspector, Historic Preservation Officer and any additional city staff conduct an on-site inspection of the existing retaining wall.
- Any utility work, easements and survey requirements shall be determined and communicated between the City Departments and the Engineer.

5. Approval of Design

- The Engineer forwards the completed design plans and specifications for the retaining wall to the Historic Preservation Office.

- The Historic Preservation Officer and Building Inspector review the plans and specifications with the Owner.
 - The Historic Preservation Officer provides approval of plans or communicates any changes to the Engineer.
 - The Engineer makes any final changes to the design based on any information provided.
6. **Construction Cost Estimate**
- The Engineer provides an Opinion of Probable Construction Costs (cost estimate) to the Historic Preservation Office based upon final engineering plans and specifications.
 - The Historic Preservation Office notifies the Owner of the cost estimate. Also this cost estimate is communicated to NeighborWorks, if Owner desires to finance their portion through NeighborWorks.
7. **Applying for Revolving Loan Funds (if needed)**
- The Owner completes and submits the Revolving Loan Fund Application to NeighborWorks.
 - NeighborWorks prepares a preliminary worksheet for the Owner's potential financial responsibility for the construction cost based on the guidelines of the program. To prepare this preliminary worksheet, NeighborWorks:
 - verifies owner vs. non-owner occupied status,
 - verifies length of ownership of the resource, and
 - conducts a title search.
 - The Owner makes an appointment with NeighborWorks to determine the Owner's financial eligibility for Revolving Loan Fund monies.
 - NeighborWorks review credit reports, verifies income, and underwrites the loan to determine the Owner's financial eligibility. The following are examples of the documents / items required:
 - Uniform Residential Loan Application
 - Verification of Income – If the property is owner-occupied, the applicant(s) will need to submit two months paystubs. If the property is a rental, the applicant must submit a balance sheet. Copies of lease agreements and copies of the last two years tax returns.
 - Two years tax returns
 - Two months bank statements for all accounts
 - Credit report will be obtained at Owner's cost
 - Proof of ownership – A copy of the deed, the contract for deed, or the acquisition contract must be submitted.
 - The completed Revolving Loan Fund Application is submitted Loan Committee for recommendation for approval or denial.
 - The Owner signs a Letter of Understanding that indicates the Owner's financial responsibilities based on the guidelines of the program based on NeighborWorks calculations and the cost estimate.
8. **Historic Preservation Commission Review of Application**
- NeighborWorks presents to the HPC the Loan Committee's recommendation.
 - HPC approves or denies application.
9. **Bidding the Project**
- The Engineer produces a final set of plans and specifications for the retaining wall to be publically bid through the City of Deadwood.

- The City of Deadwood sets the bid opening and advertises the project for bids.
- The City of Deadwood opens the bids and makes a recommendation
- The Historic Preservation Office provides NeighborWorks and the Owner with the recommended bid results. The Owner is asked if they want to continue with the project or withdraw.

10. Owner Financed Owner's Portion

- When a NeighborWorks Loan is not involved:
 - The Owner signs an Agreement for their portion of the final construction costs based upon the policies and guidelines of the program.
 - Owner is requested to provide their portion of the funds to Historic Preservation to manage and compensate the Contractor.

11. NeighborWorks Financed Owner's Portion

- When a NeighborWorks Loan is involved:
 - NeighborWorks prepares a final worksheet for the Owner's financial responsibility for project costs based on the project guidelines and the recommended bid. If the recommended bid is higher than the approved amount, NeighborWorks will:
 - Review credit reports, income, and underwrites the loan to determine the Owner's financial eligibility.
 - Submits revised Revolving Loan Fund Application to the Loan Committee for recommendation for approval or denial.
 - Presents to the HPC the Loan Committee's recommendation. HPC approves or denies application.
 - If the Owner desire to continue and HPC approves the loan application, the Owner must sign a new Letter of Understanding that indicates the Owner's financial responsibilities based on the guidelines of the program based on NeighborWorks calculations and the recommended bid amount.
- NeighborWorks prepares closing documents for the construction loan (i.e. mortgages and settlement statements, etc.)
- NeighborWorks prepares other necessary documents to properly secure the promissory note (i.e. assignments on contract for deed, personal guarantees, etc.)
- At a closing meeting, the Owner signs all necessary loan documents.
- NeighborWorks records the mortgage and any other necessary documents.
- NeighborWorks collects from the Owner and disburses the closing costs (title search costs, recording fees, etc.)
- The Owner signs a Grant Agreement for the Grant Portion based upon the final construction costs and stating that, if the property violates the City of Deadwood's Minimum Maintenance Standards before the term of the Grant Agreement, the entire grant portion amount must be repaid in full based upon the policies and guidelines of the program.
- NeighborWorks prepares and issues a "Notice to Proceed" to the Contractor and the City of Deadwood.

12. Project Begins

- HPC approves the allocation of Loan Funds (Owner portion) and Grant Funds (HPC's Portion).
- The City of Deadwood awards the contract to the recommended bidder.

- The Owner enters into a contract with the recommended bidder (Contractor).
- The Contractor obtains a City of Deadwood Building Permit.
- The Historic Preservation Officer and the City Building Inspector monitor and inspect the work in progress.
- The City Building Inspector conducts inspections when:
 - demolition of the old wall is complete,
 - soil nails, shot-crete, anchors or other soil stabilization is conducted
 - wall reinforcement is installed but before new footings are poured,
 - wall reinforcement is installed but before the wall is poured or laid up,
 - concrete blocks are set, and
 - any masonry work is conducted.
- After all construction is complete, the Historic Preservation Officer and the City Building Inspector will conduct final inspections and note any punch list items if the work is not complete. When all the punch list items are completed, a last inspection will be done.

13. Grant Portion and Owner's Portion Disbursement

- The Historic Preservation Officer and City Building Inspector authorize the disbursement of the grant portion funds and Owner's portion funds after the Contractor satisfies the progress payment milestone or satisfies all the punch list items.
- If a loan is involved, NeighborWorks submits a voucher for the Owner's disbursement to HPC for approval.
- HPC approves the grant portion and Owner's portion disbursement at the HPC meeting.
- The City Finance Office issues checks for the grant portion and Owner's portion disbursement to the Historic Preservation Office.
- If a loan is NOT involved,
 - Contractor picks up checks from Historic Preservation office and if the check are to cover the final payment, the Contractor must sign a lien waiver.
 - Owner is notified that final contractor payment has been made.
- If a loan IS involved,
 - NeighborWorks picks up checks from the Historic Preservation Office.
 - Contractor picks up checks from NeighborWorks, and if the check are to cover the final payment, the Contractor must sign a lien waiver.
 - Owner is notified that final contractor payment has been made.

14. Final Loan Closure

- NeighborWorks prepares the permanent loan documents and retains the Owner's signature.
- NeighborWorks places the account on computer.
- If loan applies to a Non-Owner Occupied property, NeighborWorks sends payment coupon books to the Owner.

15. Continued Administration of Loans

- If loan applies to a Non-Owner Occupied property, the Owner delivers their monthly loan payments to NeighborWorks. Checks must be payable to Deadwood Historic Preservation Commission.

- NeighborWorks records the loan payments on the computer account.
- NeighborWorks delivers checks for loan payments and loan statement to the City Finance Office.
- NeighborWorks reviews all accounts once a month.
- NeighborWorks contacts the delinquent accounts and requests payments.
- NeighborWorks prepares and presents a month loan report to HPC.

16. **Satisfaction of Loan**

- 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.
- 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.
- The HP Office retains the loan documents for at least seven (7) years.

Siding Program

No Changes

- Covers costs of replacing damaged or inappropriate siding
- Residential properties that are on Historic List or eligible for historic status.
- Keep Maximum Amount at \$10,000.
- 0% interest, 10 year loan, pay in full at end of term, no intermediate payments for non-owner occupied properties.

Potential New Items

- Make Owner Occupied projects a grant.
- Remove commercial property (now under new program for facades.)
- Allow program to cover masonry wall repairs on brick houses.
- Prorate Forgivable Loan at 10% / calendar year
- Revise Administrative Procedure:
 - Attach Project Application to Project / Certificate Appropriateness Form
- Discuss / Agree on construction time limits or extensions.

Other Issues

- Need HP Commission approval for changes (possibly at next meeting)
- Need to update
 - Application with Guidelines Form & post online
 - Administrative Procedures Document & post online
 - Web Pages (2 areas)
 - Deadwood Historical Preservation Program Summary (REV 7)
 - HPC Commission Manual
- Education Process
 - Monthly News Letter Article
 - Building Inspector
 - NeighborWorks (administrators and staff personnel)



Siding 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.

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

For consideration 05/27/15



Siding 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 Siding Program, a project must meet the following criteria:

- a. 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.
- b. The building must be a residential property of not more than four dwelling units as defined by Deadwood Planning and Zoning Department.

The City of Deadwood's Historic Preservation Officer determines a project's eligibility. All eligible applications are subject to the review by the Deadwood Historic Preservation Commission.

4. Program Requirements:

- a. The funds are to be used for the repair of historic siding, when possible; the replacement of original siding, when necessary; or the removal and replacement of inappropriate siding material. Residential structures with exterior masonry construction can use the program for repairs and tuck pointing.
- b. Owner self-funding of construction can be permitted for reimbursement of material and contractor costs at the end of the project. Also progressive payments may be made subject to payment withholding to ensure project completion is accomplished.
- c. All final or progressive payments are to be for materials and/or contractor's costs only supported by verifiable invoices. Owner's time is not reimbursable. No prepayments for materials are permitted.
- d. Construction and Permanent Loans:
 - i. Persons receiving financing must conform to applicable federal and local regulations governing the use of specific loan funds.
 - ii. All loan applicants must present evidence of their ability to repay the loan and provide adequate collateral.

- iii. Loan approval is contingent upon approval of the project by the Deadwood Historic Preservation Commission.
- e. 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. Specifications for Siding Program are available from Deadwood Historic Preservation Office or can be found on City of Deadwood Website.

5. Grant and Loan Conditions:

Qualified Owner Occupied¹ (Grant):

GRANT AMOUNT	INTEREST RATE	TERM	PAYMENT AMOUNT	SECURITY
\$10,000 maximum	Not applicable	Not applicable	Grant	Grant Agreement

¹Owner Occupied status is verified with the Lawrence County Equalization Office and by additional verification obtained through other means available to the City. A Grant Agreement with the City of Deadwood must be signed by all parties.

Qualified Non-Owner Occupied Property (Forgivable Loan)

LOAN AMOUNT	INTEREST RATE	TERM	PAYMENT AMOUNT	SECURITY
\$10,000 maximum	0% ²	Up to 10 years	No interim payments due ^{2,3} Forgivable at end of term	Loan Agreement

²All 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.

³Failure 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.

Owners applying for construction loans 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 calendar year, 10% of the loan amount will be forgiven.
- b. If the owner/applicant 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/applicant 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.

6. 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.



Siding Program - Administrative Procedures

1. Application

- The Applicant/Property Owner/Owner's Representative (Owner) obtains from Historic Preservation Office, NeighborWorks or City of Deadwood Website:
 - Siding Program Application form
 - Application for Project Approval or Certificate of Appropriateness form
- 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 conducts an on-site inspection of property to determine eligibility.
- Photographs are taken for documentation.
- A siding 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. Application Approval

For Owner Occupied Properties:

- Historic Preservation Officer verifies the ownership and occupancy status (owner occupied vs. non-owner occupied) with the Lawrence County equalization office and by additional verification obtained through other means available to the City.
- If Owner desires to self-fund the project:
 - The Owner arranges for their own funding for materials and construction. Owner must be aware reimbursements by the City of Deadwood may require several weeks before payments are made due to the City's approval process.
- If Owner desires a construction loan:
 - Owner makes an application for a construction loan (see Construction Loan box below).
- Historic Preservation Officer meets with the Historic Preservation Loan Committee for recommendations for Grant approval or denial.
- The Historic Preservation Loan Committee recommendation is then presented to the entire Historic Preservation Commission for Grant approval or denial.

For a Non-Owner Occupied Properties:

- Owner makes an application for a construction loan (see Construction Loan box below).
- Historic Preservation Officer meets with the Historic Preservation Loan Committee for recommendations for Loan approval or denial.
- The Historic Preservation Loan Committee recommendation is then presented to the entire Historic Preservation Commission for Loan approval or denial.

Construction Loans

Construction Loans are for:

- Owner Occupied Properties where Owner desires construction funding.
 - A construction loan is to be closed at the end of construction.
 - Owner is responsible for any costs exceeding the grant amount or any costs not permitted under the Program.
 - Owner is responsible to pay for all closing costs.
- All Non-Owner Occupied Properties.
 - A construction loan is closed at the end of construction and rolled into the 10 year loan.
 - Owner is responsible for any costs exceeding the grant amount or any costs not permitted under the Program.
 - Owner is responsible to pay for all closing costs.

How to get a Construction Loan:

- The Owner makes an appointment with NeighborWorks to determine the Owner's financial eligibility.
- NeighborWorks prepares Construction 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.
- Historic Preservation Loan Committee presents loan request to Historic Preservation Commission to approve or deny.

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 grant or loan.
- If grant or 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:
 - Historic Preservation Officer, in the case of a grant to an Owner who does not need a construction loan.
 - NeighborWorks, in the case where a Construction Loan is involved.

For consideration 05/27/15

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 / Siding Material Supplier. Owner must be aware 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.
 - Where an Owner is Self-funding, progressive payments can be permitted for reimbursement of materials and contractor costs.
 - 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 Historic Preservation Officer or NeighborWorks (if a Construction Loan is involved) to approve invoiced amount (less any withholding).
- Historic Preservation Officer or NeighborWorks (if a Construction Loan is involved) 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.
- The HP Office retains the loan documents for at least seven (7) years.



Deadwood Historic Preservation Commission

GRANT AGREEMENT

GRANTOR:	Deadwood Historic Preservation Commission City of Deadwood 108 Sherman Street Deadwood, South Dakota 57732
GRANTEE:	<Name> <Address> <City, State, Zip code>
GRANT PROGRAM:	<Special Needs – Windows/Siding/Elderly/Vacant>
PROJECT PERIOD:	<Dates equal 180 days from execution of Grant Agreement>
MAXIMUM GRANT:	<\$00,000.00>

The City of Deadwood's Historic Preservation Commission, 108 Sherman Street, Deadwood, South Dakota, (hereinafter "GRANTOR"), for and in consideration of the above referenced GRANT PROGRAM, does grant the above specified funds to "<Grantee's name>" (hereinafter "GRANTEE"). This GRANT PROGRAM is secured by the following described real estate to-wit:

<Legal Description Required Here>

Acceptance of this GRANT PROGRAM is indication of GRANTEE's willingness to conduct a rehabilitation project in conformance with the following conditions outlined by the GRANTOR:

1. **Eligible Expenditures.** GRANTEE acknowledges eligible expenditures for GRANT PROGRAM are for materials, or materials and labor provided by a third party that are necessary and reasonable for the completion of the GRANT PROGRAM. Invoices must be submitted to GRANTOR for approval and reimbursement.
2. **Contractor Selection.** The selected Contractor by GRANTEE must be licensed with the City of Deadwood. A Building Permit will be required prior to the start of the project. If GRANTEE desires to change contractors, new approval must be obtained from GRANTOR.
3. **Competitive Procurement Process.** GRANTEE agrees all procurement of goods and services shall be conducted in a manner that provides maximum open and free competition. GRANTEE must seek at least two (2) competitive quotes. Although it is not always necessary to select the lowest quote, an explanation for the selection must be documented, which should be retained in your files and made available to GRANTOR upon request. GRANTEE should maintain procedures to ensure that procurement of goods and services do not present a conflict of interest. This requirement may be waived under special circumstances with a written request by GRANTEE and approval by GRANTOR.

4. **Retention of records.** GRANTEE must maintain auditable records of all expenditures under this GRANT AGREEMENT for three (3) years after completion of this GRANT PROGRAM.
5. **Publicity and Acknowledgement of Grant Assistance.** The GRANTEE shall allow the GRANTOR to install temporary signage during the duration of the GRANT PROGRAM to inform the public that this project is funded with the financial assistance of GRANTOR.
6. **Grant Disbursement.** GRANT PROGRAM funds will be disbursed as a reimbursement only to the GRANTEE for completed work within the PROJECT PERIOD. The PROJECT PERIOD shall refer to a timeframe of 180 days commencing from the date of this executed agreement. Partial payments can be made based on actual work completed and verified by GRANTOR. These payments may be subject to some withholding to ensure completion of GRANT PROGRAM project. Payments will take time due to the GRANTOR approval process. Final payment to GRANTEE can only be done upon City of Deadwood's Building Inspector site review, Historic Preservation Officer approval, and, if a contractor is involved, the contractors signed waiver of any liens against the property.
7. **Project End Date.** The time limit for completing the GRANT PROGRAM will be 180 days, commencing from the date of this executed agreement with the GRANTOR. If any problems arise, a written request by GRANTEE for an extension of the project must be submitted to the GRANTOR for consideration within 10 days of the end of PROJECT PERIOD. This extension will be awarded on a case by case basis and, typically, will be granted only once during the PROJECT PERIOD. Extensions generally do not exceed 6 months. If the GRANT PROGRAM's project is not completed within the time limit, GRANTEE will be subject to full GRANT PROGRAM recapture. Failure to complete the GRANT PROGRAM on time may impact GRANTEE'S ability to receive future GRANT PROGRAM assistance.
8. **Final Inspection.** Within thirty (30) days of the project end date, GRANTEE agrees to allow the Deadwood Building Inspector and Historic Preservation Officer a final inspection of the GRANT PROGRAM. If the GRANTEE fails to allow access to inspect GRANT PROGRAM project, GRANTEE will be subject to full GRANT PROGRAM recapture under legal methods allowed to GRANTOR.
9. **Maintenance of Property.** The GRANTEE agrees to maintain above referenced property to the Minimum Maintenance Standards as adopted by the City of Deadwood and GRANTEE shall allow the Deadwood Building Inspector and Historic Preservation Officer inspection of above referenced property within reasonable notice.
10. **Demolition or Moving of Property.** The GRANTEE agrees to not demolish, move or allow above reference property to deteriorate to a point of demolition by neglect. GRANTOR has the right to deny any request to demolish or move the above reference property and shall enforce any possible actions for the GRANTEE's neglect of the property.
11. **Recapture of Grant.** The GRANTOR shall require GRANTEE forfeit the GRANT PROGRAM funds in the event GRANTEE:
 - a. Fails to complete the GRANT PROGRAM project as described in your Project Approval or Certificate of Appropriateness application (EXHIBIT A); or
 - b. Fails to complete the project within PROJECT PERIOD of this GRANT AGREEMENT or within the allowed time period of any approved time extension period; or
 - c. Fails to obtain approval from the GRANTOR prior to making any substantial changes to the GRANT PROGRAM project described in Exhibit A; or

- d. Fails to allow Deadwood Building Inspector and Historic Preservation Officer to inspect during the GRANT PROGRAM project and within 30 days of project end date; or
- e. In the event of the death of the GRANTEE, grant terms and conditions may be assumed by immediate family members. Other circumstances may be considered by the Historic Preservation Commission on a case-by-case basis.

By signing this GRANT AGREEMENT GRANTEE acknowledges GRANTEE is subject to the terms of this GRANT AGREEMENT.

GRANTEE certifies all information contained in the supporting application and all information furnished in support of this GRANT AGREEMENT is given for the purpose of obtaining financial assistance in the form of a grant as true and complete to the best of GRANTEE's knowledge and belief. GRANTEE acknowledges GRANTEE has read the policy guidelines for the grant included with and for this application and agrees to all of the terms and conditions contained in the GRANT AGREEMENT.

GRANTEE acknowledges the GRANTOR is merely granting funds in connection with the GRANT PROGRAM 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 approved by the GRANTOR. GRANTEE agrees 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 GRANTOR's acceptance, consideration, approval, or disapproval of grant and the issuance or non-issuance of a grant.

GRANTEE

DATE

GRANTEE

DATE

STATE OF SOUTH DAKOTA) ss.

COUNTY OF LAWRENCE)

On this ____ of _____, 20____, before me, the undersigned officer, personally appeared _____, known to me or satisfactorily proven to be the persons described in the foregoing instrument, and acknowledged executing the same in the capacity therein stated for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

(SEAL)

Notary Public –
My Commission Expires _____

GRANTEE(S)

For Consideration 05/27/15

DEADWOOD HISTORIC PRESERVATION OFFICER

DATE

DEADWOOD HISTORIC PRESERVATION COMMISSION CHAIR

DATE

STATE OF SOUTH DAKOTA) ss.

COUNTY OF LAWRENCE)

On this ____ of _____, 20____, before me, the undersigned officer, personally appeared _____, Deadwood Historic Preservation Commission Chair and Kevin Kuchenbecker, Deadwood Historic Preservation Officer, known to me or satisfactorily proven to be the persons described in the foregoing instrument, and acknowledged executing the same in the capacity therein stated for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

(SEAL)

Notary Public –
My Commission Expires _____

GRANTEE(S)

For Consideration 05/27/15

Date: 5/21/2015

Case No. H15025

Address: 175 SHERMAN ST

Staff Report

The applicant has submitted an application for CERTIFICATE OF APPROPRIATENESS for work at 175 SHERMAN ST, a contributing structure located in South Deadwood Planning Unit in the City of Deadwood.

Applicant: TIM BUCKSTEAD

Owner: CARBON COUNTY CATTLE COMPANY

Constructed: 1935/1939

CRITERIA FOR THE ISSUANCE OF A CERTIFICATE OF APPROPRIATENESS

The Historic District Commission shall use the following criteria in granting or denying the CERTIFICATE OF APPROPRIATENESS:

General Factors:

1. Historic significance of the resource: As early as 1939 there was a Phillips 66 service station operating at this location. It was later operated as a Sinclair Station. Because of this it was listed on the National Register in the 1989 nomination.

2. Architectural design of the resource and proposed alterations: The applicant requests permission to replace the large window in center of building due to bad wood frame and change color to more suit business; proposed colors are Base: gray, Trim: black, and Accent: orange as submitted in Certificate of Appropriateness dated May 20, 2015.

Attachments: No

Plans: No

Photos: Yes

Staff Opinion: The applicant has met with this office to discuss paint colors and the approval process. The applicant requested permission to paint one (1) garage door orange to show the color as a preview. The applicant has painted the entire building but has also acknowledged without approval he could be requested to repaint the property.

Staff understands the owner's desire to represent his motorcycle related business with the color scheme chosen; however, it is staff's opinion the orange trim or accent does not appear to be congruous with the architectural aspects of the district. Staff's opinion is the color is a fairly reversible alteration to a building and does not damage or destroy the individual physical historic property; however, the color scheme should blend with the historic district. Perhaps less orange would not be as much of a dramatic alteration. Staff would prefer the canopy and horizontal band not be of the orange color.

This office has received several comments and concerns on the color scheme.

The commission must determine if the exterior colors as proposed is congruous with the historical, architectural, archaeological or cultural aspects of the district and that it does not encroach upon, damage or destroy a historic resource or have an adverse effect on the character of the building or the historic character of the Local, State and National Register Historic Districts or the Deadwood National Historic Landmark District.



Motions available for commission action for Certificate of Appropriateness:

A: Based upon the guidance found in DCO 17.68.050, I find that the exterior alteration proposed is congruous with the historical, architectural, archaeological or cultural aspects of the district and MOVE to grant Certification of Appropriateness.

OR

B: Based upon the guidance found in DCO 17.68.050, I find that the exterior alteration proposed is incongruous with the historical, architectural, archaeological or cultural aspects of the district and MOVE to deny Certification of Appropriateness.

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

DEADWOOD

"The Historic City of the Black Hills"
Deadwood, South Dakota 57732

DEADWOOD CITY HALL
102 Sherman Street
Telephone (605) 578-2600

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 that is 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
108 Sherman Street
Deadwood, SD 57732

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

PROPERTY INFORMATION

Property Address: 175 Sherman

Historic Name of Property (if known):

APPLICANT INFORMATION

Applicant is ☐ owner ☐ contractor ☐ architect ☐ consultant ☐ other _____

Owner's Name: Carbon County Cattle Company LLC
Address: 175 Sherman
City: Deadwood State: SD Zip: 57732
Telephone: 605-920-0799 Fax: _____
E-mail: bonedaddysblackhills@gmail

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: Tim Bucksteed
Address: 175 Sherman
City: Deadwood State: SD Zip: 59068
Telephone: 605-920-0799 Fax: _____
E-mail: bonedaddysblackhills@gmail

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 checked="" type="checkbox"/> Exterior Painting |
| <input type="checkbox"/> General Maintenance | <input type="checkbox"/> Siding | Other _____ | <input type="checkbox"/> Fencing |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Awning | <input checked="" type="checkbox"/> Sign | |

Estimated Cost of Work: \$ _____

DEADWOOD

"The Historic City of the Black Hills"
Deadwood, South Dakota 57732

DEADWOOD CITY HALL
102 Sherman Street
Telephone (605) 578-2600

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 type="checkbox"/> WINDOWS	<input type="checkbox"/> STORM WINDOWS	<input type="checkbox"/> DOORS	<input type="checkbox"/> STORM DOORS
	<input type="checkbox"/> Restoration	<input checked="" type="checkbox"/> Replacement	<input type="checkbox"/> New
	<input type="checkbox"/> Front	<input type="checkbox"/> Side(s)	<input type="checkbox"/> Rear
Material <u>Wood Frame</u> Style/type _____			
<input type="checkbox"/> SIGN/AWNING	<input checked="" 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.

We would like to change the bottom window. (center of building)
that has a bad frame. (large window in 2 bay area)

We would also like to request a change of color to more
suit our buisness. Base: grey / Trim: black / Accent: orange

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.

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

DEADWOOD

"The Historic City of the Black Hills"
Deadwood, South Dakota 57732

DEADWOOD CITY HALL
102 Sherman Street
Telephone (605) 578-2600

SIGNATURES

I **HEREBY CERTIFY** that I understand this application will not be accepted and processed until all the requested information has been supplied. I realize that 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 that 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 that approval is issued for proposed work that is 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.

Carbon County Cattle Co LLC 5-20-15 Jim J. Buckner 5-20-15
SIGNATURE OF OWNER(S) DATE SIGNATURE OF AGENT(S) DATE

[Signature] Member 5-20-15
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 and the City Clerk. 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 enclosed 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.

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Telephone (605) 578-2600

FOR OFFICE USE ONLY:

Please check and initial items as they are completed.

Case No.: H15025

Date of Filing: 5/20/2015

- ☒ Certificate of Appropriateness
☐ Project Approval
☐ Sign Application

Property Designation:

- ☐ Contributing
☐ Non-contributing

Historic Overlay District:

- | | | |
|--|--|--|
| <input type="checkbox"/> 1. Pluma | <input type="checkbox"/> 5. McGovern Hill | <input type="checkbox"/> 9A. Large's Gulch |
| <input type="checkbox"/> 2. Peck's Garden | <input type="checkbox"/> 6. Ingleside | <input type="checkbox"/> 9B. Spruce Gulch |
| <input type="checkbox"/> 3. Cleveland | <input type="checkbox"/> 7. Upper Main Street | <input type="checkbox"/> 10. Fountain City |
| <input type="checkbox"/> 4. Deadwood | <input type="checkbox"/> 8A. City Creek | <input type="checkbox"/> 11. 1 st Ward – Industrial |
| <input type="checkbox"/> A. Deadwood City | <input type="checkbox"/> 8B. Forest Hill | <input type="checkbox"/> 12. Pinecrest |
| <input type="checkbox"/> B. South Deadwood | <input type="checkbox"/> 8C. Highland Park
Addition | <input type="checkbox"/> 13. Hillside Environs |
| <input type="checkbox"/> C. Chinatown | | |
| <input type="checkbox"/> D. Elizabeth Town | | |

Application complete

Project Documents submitted (check all that apply)

- ☐ Photographs of property and/or adjacent properties
☐ Drawings and/or architectural renderings
☐ Materials and/or color samples
☐ Other

Staff Preparation

Initials

Date below

- | | | |
|---|-------|---|
| <input type="checkbox"/> Site Visit | _____ | <u>5/19/2015</u> |
| <input type="checkbox"/> Project visible from right-of-way? | _____ | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Logged into HPC Agenda | _____ | <u>5/21/2015</u> |
| <input type="checkbox"/> Staff Report (research) | _____ | <u>5/22/2015</u> |
| <input type="checkbox"/> Packet to HPC Members | _____ | <u>5/22/2015</u> |

Post Meeting Documentation

Initials

Date below

- | | | | |
|--|---------------------------------|-----------------|-----------------|
| <input type="checkbox"/> Approval | <input type="checkbox"/> Denial | _____ | <u> / / </u> |
| <input type="checkbox"/> Property owner notification | _____ | <u> / / </u> | |

Building & Zoning Department (if applicable)

Initials

Date below

- | | | |
|--|-------|-----------------|
| <input type="checkbox"/> Building Permit Application | _____ | <u> / / </u> |
| <input type="checkbox"/> Setback(s) checked by P & Z | _____ | <u> / / </u> |
| <input type="checkbox"/> Detailed plans reviewed | _____ | <u> / / </u> |
| <input type="checkbox"/> Building Permit Issued | _____ | <u> / / </u> |
| <input type="checkbox"/> Fee collected (if applicable) | _____ | <u> / / </u> |
| <input type="checkbox"/> Setback(s) reviewed | _____ | <u> / / </u> |

Filed on / /

Date: 5/21/2015

Case No. H15023

Address: 21 LINCOLN AVE

Staff Report

The applicant has submitted an application for Project Approval for work at 21 LINCOLN AVE, a contributing structure located in Ingleside Planning Unit in the City of Deadwood.

Applicant: DUSTIN FLOYD

Owner: DUSTIN & LAURA FLOYD

Constructed: 1903

CRITERIA FOR THE ISSUANCE OF A PROJECT APPROVAL

The Historic Preservation Commission shall use the following criteria in granting or denying the Project Approval:

General Factors:

1. Historic significance of the resource: This building, a contributing resource in Deadwood National Historic Landmark District, is significant for its historic association with the founding and initial period of growth of Deadwood. Spurred by the tremendous mining boom of 1876, Deadwood grew quickly and became the first major urban center of western South Dakota. Deadwood's economic prominence during the late 1800s-early 1900s reflected the construction of a number of large residences such as this one which displayed a variety of architectural styles: Queen Anne, Second Empire, Colonial and Gothic variants found locally. Together, these houses are among the strongest reminders of Deadwood's nineteenth-century boom. Constructed 1903, it served as a multiple-family dwelling until early 1930s. Two long term residents both served terms as Mayor of Deadwood: WB Wardman (1909-1928) and Andrew Mattley (1933-1944).

2. Architectural design of the resource and proposed alterations: The applicant requests permission to repair damaged trim on rear elevation; repair and replace sunburst; replace three damaged attic windows with new wood windows; replace side elevation windows; as well as replace and increase in size the back elevation window to meet egress requirements as submitted in Project Approval dated May 20, 2015.

Attachments: Yes

Plans: Yes

Photos: Yes

Staff Opinion: Staff has worked with the applicant to ensure it meets the Secretary of Interior Standards for Rehabilitation. It is staff's opinion, the proposed work and changes do not encroach upon, damage or destroy a historic resource or have an adverse effect on the character of the building or the historic character of the State and National Register Historic Districts or the Deadwood National Historic Landmark District.



Motions available for commission action PROJECT APPROVAL:

A: If you, as a commissioner, have determined the Project DOES NOT Encroach Upon, Damage or Destroy a historic property then:

Based upon all the evidence presented, I find that 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 move to grant a project approval.

If you, as a commissioner, have determined the Project will Encroach Upon, Damage or Destroy a historic property then:

B: First Motion:

Based upon all the evidence presented, I move to make a finding that this project **DOES** encroach upon, damage, or destroy any historic property included in the national register of historic places or the state register of historic places. [If this, move on to 2nd Motion and choose an option.]

C: Second Motion:

Option 1: Based upon the guidance in the U.S. Department of the Interior standards for historic preservation, restoration, and rehabilitation projects adopted by rules promulgated pursuant to SDCL 1-19A & 1-19B, *et seq*, I find that the project is **NOT ADVERSE** to Deadwood and move to **APPROVE** the project as presented.

OR

Option 2: Based upon the guidance in the U.S. Department of the Interior standards for historic preservation, restoration, and rehabilitation projects adopted by rules promulgated pursuant to SDCL 1-19A & 1-19B, *et seq*, I find that the project is **ADVERSE** to Deadwood and move to **DENY** the project as presented.

OR

Option 3: Based upon the guidance in the U.S. Department of the Interior standards for historic preservation, restoration, and rehabilitation projects adopted by rules promulgated pursuant to SDCL 1-19A & 1-19B, *et seq*, I find that the project is **ADVERSE** to Deadwood, but the applicant has explored **ALL REASONABLE AND PRUDENT ALTERNATIVES**, and so I move to **APPROVE** the project as presented.

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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 that is 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
108 Sherman Street
Deadwood, SD 57732

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

PROPERTY INFORMATION

Property Address: 21 Lincoln Ave.

Historic Name of Property (if known):

APPLICANT INFORMATION

Applicant is ☐ owner ☐ contractor ☐ architect ☐ consultant ☐ other _____

Owner's Name: Dustin + Laura Floyd
Address: 21 Lincoln Ave.
City: Deadwood State: SD Zip: 57732
Telephone: 920-1053 Fax: _____
E-mail: dustin@tdgcommunications.com

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

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

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

TYPE OF IMPROVEMENT

- | | | | |
|---|---------------------------------------|---|---|
| <input checked="" 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 checked="" type="checkbox"/> Wood Repair | <input checked="" type="checkbox"/> Exterior Painting |
| <input type="checkbox"/> General Maintenance | <input type="checkbox"/> Siding | Other _____ | |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Awning | <input type="checkbox"/> Sign | <input type="checkbox"/> Fencing |

Estimated Cost of Work: \$ 3800 materials ~ \$2000 work

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ACTIVITY: (CHECK AS APPLICABLE)			
Project Start Date: <u>5-21-15</u>		Project Completion Date (anticipated): <u>9-30-15</u>	
<input type="checkbox"/> ALTERATION	<input type="checkbox"/> Front	<input checked="" type="checkbox"/> Side(s)	<input checked="" 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 type="checkbox"/> STORM WINDOWS	<input type="checkbox"/> DOORS	<input type="checkbox"/> STORM DOORS
	<input type="checkbox"/> Restoration	<input checked="" type="checkbox"/> Replacement	<input checked="" type="checkbox"/> New
	<input type="checkbox"/> Front	<input checked="" type="checkbox"/> Side(s)	<input checked="" type="checkbox"/> Rear
Material <u>wood</u>		Style/type <u>casement, awning</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. *Repair damage trim on rear elevation, repair + replace sunburst*

Replace three badly damaged attic windows with new wood windows ~~and storms~~. The windows on the side elevations will be replaced with visually identical wood windows, which will now be operable. The window in the back elevation will be increased in size to meet egress requirements. See attached pictures for sizes and opening styles. Egress is necessary in order to finish the attic space as a bedroom, and the finished look will be carefully designed to be visually compatible with the existing exterior.

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.

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SIGNATURES

I HEREBY CERTIFY that I understand this application will not be accepted and processed until all the requested information has been supplied. I realize that 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 that 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 that approval is issued for proposed work that is 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.

SIGNATURE OF OWNER(S) _____ DATE _____

Laura Floyd

5-20-15

SIGNATURE OF OWNER(S) _____ DATE _____

John Galt

5-20-15

SIGNATURE OF OWNER(S) _____ DATE _____

SIGNATURE OF AGENT(S) _____ DATE _____

SIGNATURE OF AGENT(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 and the City Clerk. 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.

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FOR OFFICE USE ONLY:

Please check and initial items as they are completed.

Case No.: _____ Date of Filing: _____

- ☐ Certificate of Appropriateness
- ☐ Project Approval
- ☐ Sign Application

Property Designation:

- ☐ Contributing
- ☐ Non-contributing

Historic Overlay District:

- | | | |
|--|---|--|
| <input type="checkbox"/> 1. Pluma | <input type="checkbox"/> 5. McGovern Hill | <input type="checkbox"/> 9A. Large's Gulch |
| <input type="checkbox"/> 2. Peck's Garden | <input type="checkbox"/> 6. Ingleside | <input type="checkbox"/> 9B. Spruce Gulch |
| <input type="checkbox"/> 3. Cleveland | <input type="checkbox"/> 7. Upper Main Street | <input type="checkbox"/> 10. Fountain City |
| <input type="checkbox"/> 4. Deadwood | <input type="checkbox"/> 8A. City Creek | <input type="checkbox"/> 11. 1 st Ward – Industrial |
| <input type="checkbox"/> A. Deadwood City | <input type="checkbox"/> 8B. Forest Hill | <input type="checkbox"/> 12. Pinecrest |
| <input type="checkbox"/> B. South Deadwood | <input type="checkbox"/> 8C. Highland Park | <input type="checkbox"/> 13. Hillside Environs |
| <input type="checkbox"/> C. Chinatown | Addition | |
| <input type="checkbox"/> D. Elizabeth Town | | |

Application complete

Project Documents submitted (check all that apply)

- ☐ Photographs of property and/or adjacent properties
- ☐ Drawings and/or architectural renderings
- ☐ Materials and/or color samples
- ☐ Other

Staff Preparation

Initials

Date below

- | | | |
|---|-------|--|
| <input type="checkbox"/> Site Visit | _____ | ____/____/____ |
| <input type="checkbox"/> Project visible from right-of-way? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Logged into HPC Agenda | _____ | ____/____/____ |
| <input type="checkbox"/> Staff Report (research) | _____ | ____/____/____ |
| <input type="checkbox"/> Packet to HPC Members | _____ | ____/____/____ |

Post Meeting Documentation

Initials

Date below

- | | | | |
|--|---------------------------------|-------|----------------|
| <input type="checkbox"/> Approval | <input type="checkbox"/> Denial | _____ | ____/____/____ |
| <input type="checkbox"/> Property owner notification | | _____ | ____/____/____ |

Building & Zoning Department (if applicable)

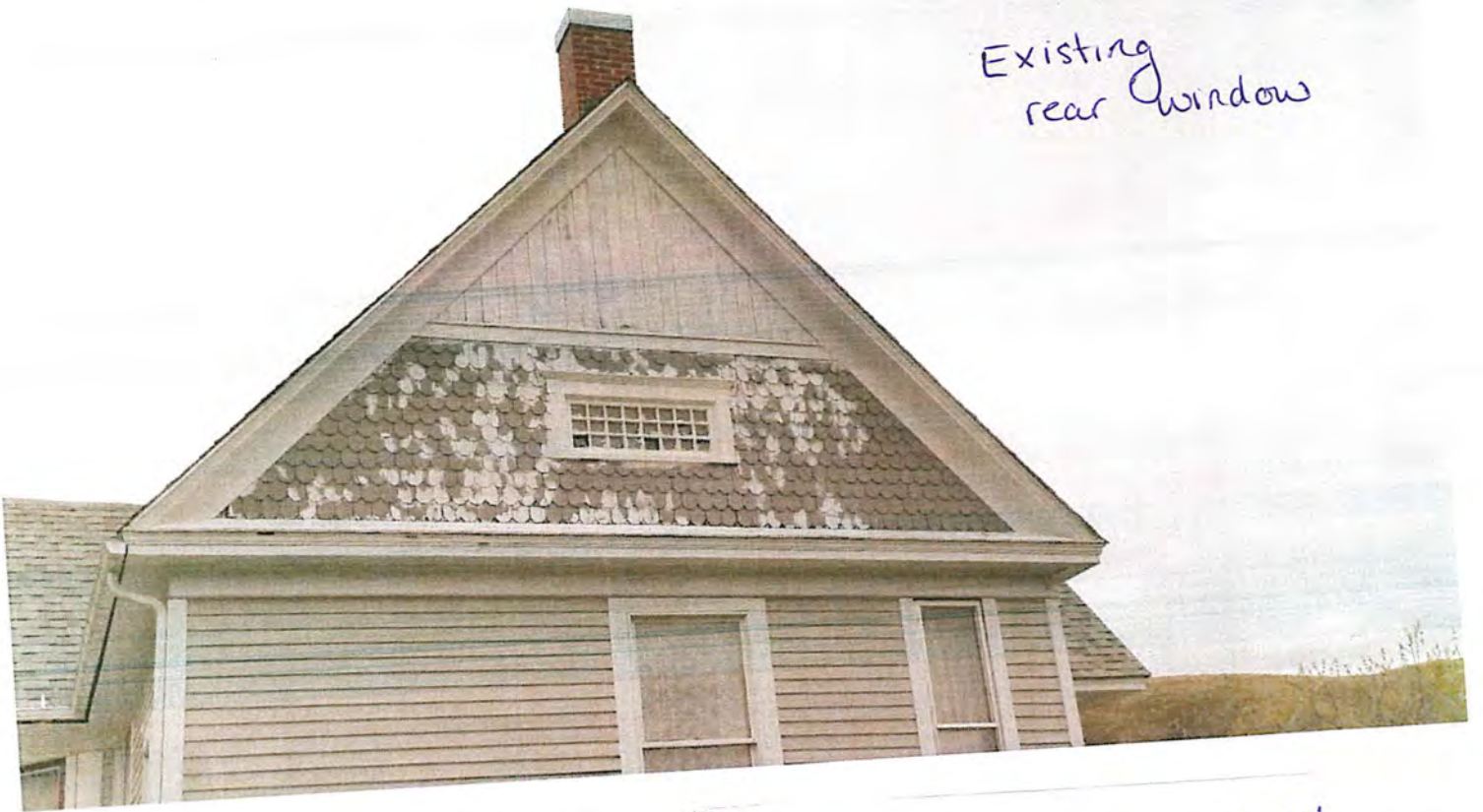
Initials

Date below

- | | | |
|--|-------|----------------|
| <input type="checkbox"/> Building Permit Application | _____ | ____/____/____ |
| <input type="checkbox"/> Setback(s) checked by P & Z | _____ | ____/____/____ |
| <input type="checkbox"/> Detailed plans reviewed | _____ | ____/____/____ |
| <input type="checkbox"/> Building Permit Issued | _____ | ____/____/____ |
| <input type="checkbox"/> Fee collected (if applicable) | _____ | ____/____/____ |
| <input type="checkbox"/> Setback(s) reviewed | _____ | ____/____/____ |

Filed on ____/____/____

Existing
rear window

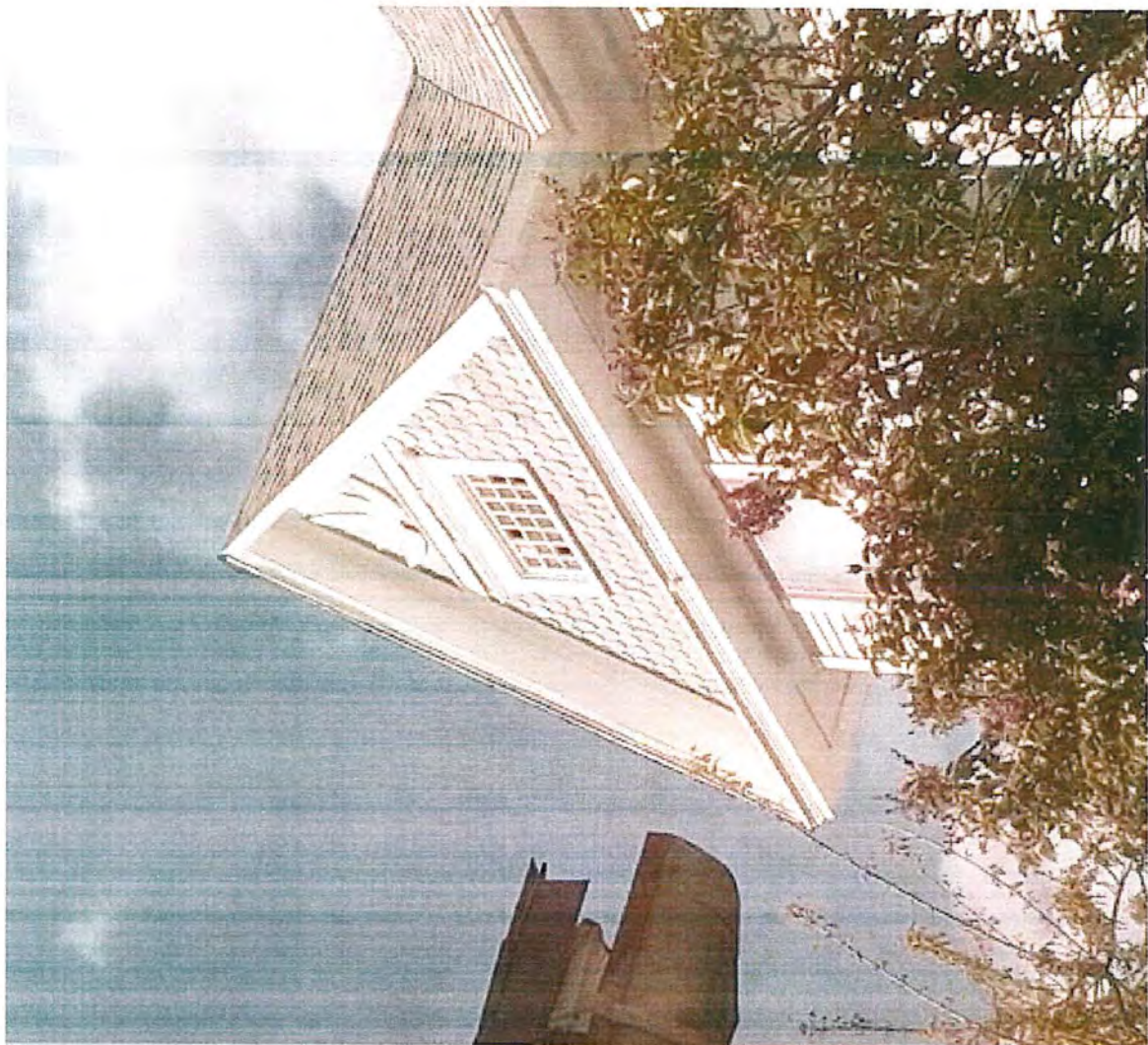


Photoshopped
new window





Photo of the front of the house showing the style of windows there and the Sunburst pattern. The new window in the back end repaired sunburst will make the front and back of the house stylistically more similar.

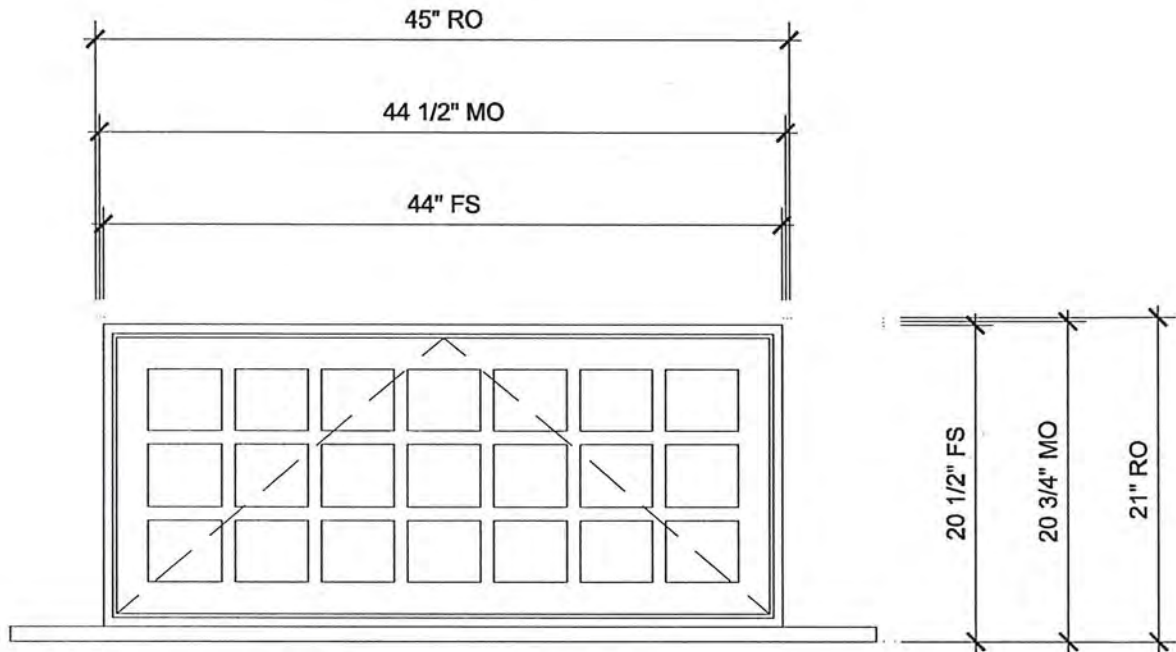


west



east

Side Windows



MARVIN AWNING

SCALE: 1" = 1'-0"

SPECIFICATIONS

Brand: Marvin

Series: Wood

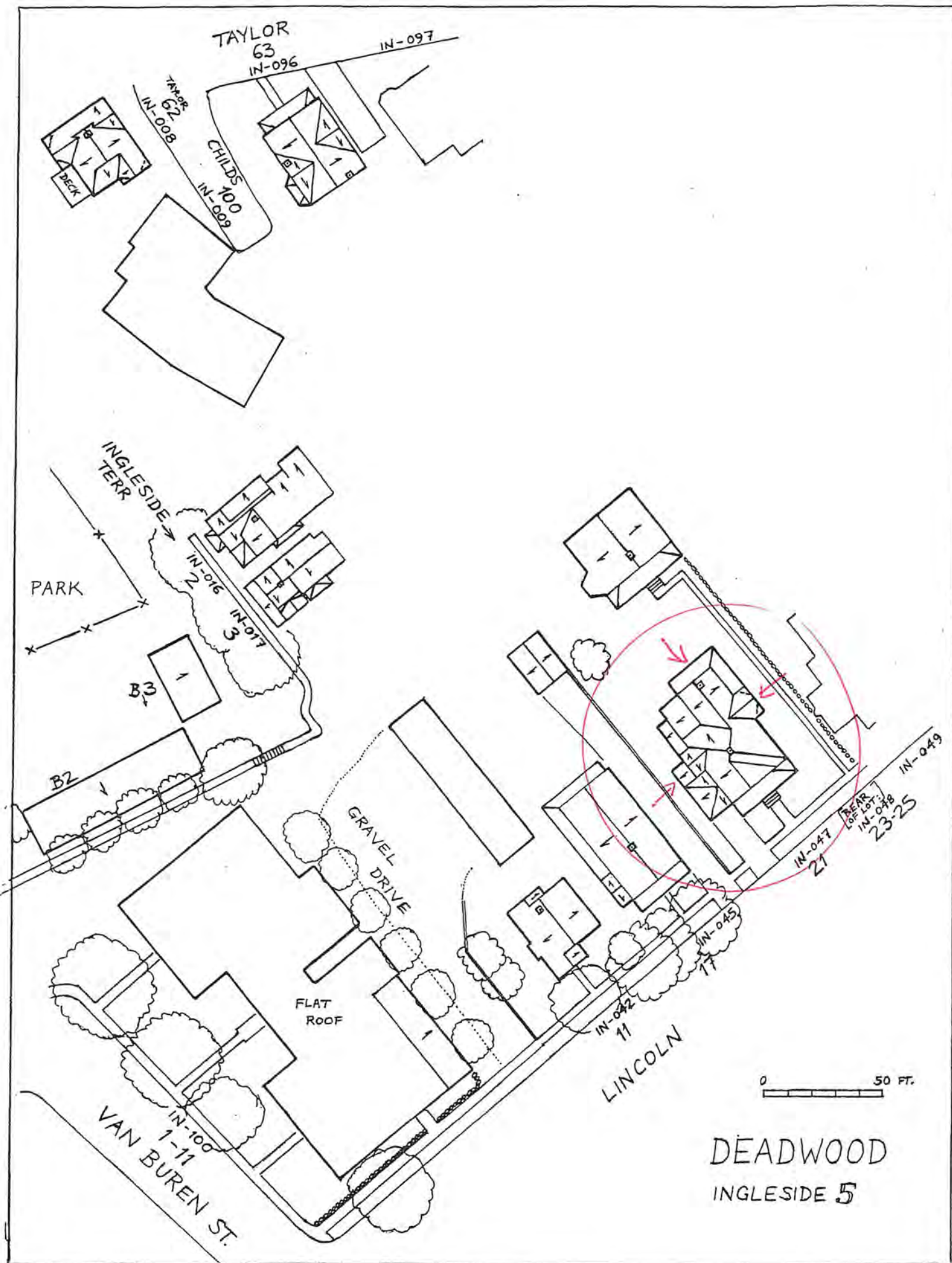


PROJ/JOB: 1899 B&B @ 21 Lincoln St. in Deadwood / Marvin option
 DIST/DEALER: WARREN WINDOWS & SUPPLY
 DRAWN: CRAIG CONNELL
 QUOTE#: 5FEY3YD

PK VER: 0002.02.01

DATE: 05/19/2015

SHEET
 1
 OF 3



Case No. H15024

Address: 33 JACKSON ST

Staff Report

The applicant has submitted an application for Project Approval for work at 33 JACKSON ST, a contributing structure located in Ingleside Planning Unit in the City of Deadwood.

Applicant: JEFFREY & LAUREN TROUTON

Owner: JEFFREY & LAURE TROUTON

Constructed: 1938

CRITERIA FOR THE ISSUANCE OF A PROJECT APPROVAL

The Historic Preservation Commission shall use the following criteria in granting or denying the Project Approval:

General Factors:

1. Historic significance of the resource: This building, a contributing resource in the Deadwood National Historic Landmark District, is significant for its historic association with the growth and economic activity which took place in Deadwood and the northern Black Hills from the late 1920s until World War II. Spurred by resurgence in local mining activity, Deadwood experienced a period of expansion and new construction during these decades that it had not seen since the nineteenth century. In Deadwood - as elsewhere in the United States - residential construction from this period commonly borrowed from one or more earlier, traditional forms. These "Picturesque Revival" houses could display elements of Tudor (most common locally), Colonial or Cape Cod design" Other construction of period assumed the more contemporary looks of Modern or Minimal Traditional styles. This house gains additional significance for its association with US Forest Service operations in Deadwood, and for its tie to the Civilian Conservation Corps (CCC) program.

2. Architectural design of the resource and proposed alterations: The applicant requests permission to repair existing windows and hardware including screens, storm windows and broken panes; repair wood sills and sashes as needed; re-glaze and weather strip/caulk windows as needed; repair wood door and renew weather stripping; as well as repair retaining wall, steps and sandstone as submitted in Project Approval dated May 20, 2015.

Attachments: No

Plans: No

Photos: Yes

Staff Opinion: It is staff's opinion, the proposed work and changes do not encroach upon, damage or destroy a historic resource or have an adverse effect on the character of the building or the historic character of the State and National Register Historic Districts or the Deadwood National Historic Landmark District.

The applicant has also applied for the Special Needs Wood Window program. Staff recommends acceptance into the programs.



Motions available for commission action PROJECT APPROVAL:

A: If you, as a commissioner, have determined the Project **DOES NOT** Encroach Upon, Damage or Destroy a historic property then:

Based upon all the evidence presented, I find that 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 move to grant a project approval.

If you, as a commissioner, have determined the Project will Encroach Upon, Damage or Destroy a historic property then:

B: First Motion:

Based upon all the evidence presented, I move to make a finding that this project **DOES** encroach upon, damage, or destroy any historic property included in the national register of historic places or the state register of historic places. [If this, move on to 2nd Motion and choose an option.]

C: Second Motion:

Option 1: Based upon the guidance in the U.S. Department of the Interior standards for historic preservation, restoration, and rehabilitation projects adopted by rules promulgated pursuant to SDCL 1-19A & 1-19B, *et seq*, I find that the project is **NOT ADVERSE** to Deadwood and move to **APPROVE** the project as presented.

OR

Option 2: Based upon the guidance in the U.S. Department of the Interior standards for historic preservation, restoration, and rehabilitation projects adopted by rules promulgated pursuant to SDCL 1-19A & 1-19B, *et seq*, I find that the project is **ADVERSE** to Deadwood and move to **DENY** the project as presented.

OR

Option 3: Based upon the guidance in the U.S. Department of the Interior standards for historic preservation, restoration, and rehabilitation projects adopted by rules promulgated pursuant to SDCL 1-19A & 1-19B, *et seq*, I find that the project is **ADVERSE** to Deadwood, but the applicant has explored **ALL REASONABLE AND PRUDENT ALTERNATIVES**, and so I move to **APPROVE** the project as presented.

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

DEADWOOD

"The Historic City of the Black Hills"
Deadwood, South Dakota 57732

DEADWOOD CITY HALL
102 Sherman Street
Telephone (605) 578-2600

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 that is 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
108 Sherman Street
Deadwood, SD 57732

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

PROPERTY INFORMATION
Property Address: <u>33 JACKSON ST DEADWOOD SD</u>
Historic Name of Property (if known): <u>BLACK HILLS NATIONAL FOREST HOUSE</u>

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: JEFF & LAUREN TROUTON
Address: 33 JACKSON ST
City: DEADWOOD State: SD Zip: 57732
Telephone: 591-2925 Fax: _____
E-mail: _____

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 checked="" type="checkbox"/> Wood Repair	<input checked="" type="checkbox"/> Exterior Painting
<input type="checkbox"/> General Maintenance	<input type="checkbox"/> Siding	Other <u>WINDOWS</u>	
<input type="checkbox"/> Other <u>RETAINING WALL</u>	<input type="checkbox"/> Awning	<input type="checkbox"/> Sign	<input type="checkbox"/> Fencing
Estimated Cost of Work: \$ _____			

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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 checked="" type="checkbox"/> DOORS	<input type="checkbox"/> STORM DOORS
	<input checked="" type="checkbox"/> Restoration	<input type="checkbox"/> Replacement	<input type="checkbox"/> New
	<input checked="" type="checkbox"/> Front	<input type="checkbox"/> Side(s)	<input checked="" type="checkbox"/> Rear
Material _____ Style/type _____			
<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.

Repair existing windows and hardware including screens, storm windows and broken panes. Repair wood sills and sashes as needed. Reglaze and weather strip/caulk windows as needed. Repair wood door and renew weather stripping. Repair retaining wall steps, sandstone...

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.

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SIGNATURES

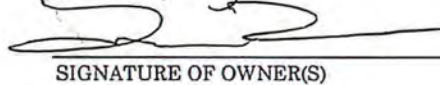
I **HEREBY CERTIFY** that I understand this application will not be accepted and processed until all the requested information has been supplied. I realize that drawings and measurements must be exact and if errors result in a violation of the Commission's approval, then appropriate changes will have 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 that 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 that approval is issued for proposed work that is 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.

 12/11/14
SIGNATURE OF OWNER(S) DATE

SIGNATURE OF AGENT(S) DATE

 12/11/14
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 and the City Clerk. 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 enclosed 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.

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FOR OFFICE USE ONLY:

Please check and initial items as they are completed.

Case No.: _____ Date of Filing: _____

- ☐ Certificate of Appropriateness
- ☐ Project Approval
- ☐ Sign Application

Property Designation:

- ☐ Contributing
- ☐ Non-contributing

Historic Overlay District:

- | | | |
|--|---|--|
| <input type="checkbox"/> 1. Pluma | <input type="checkbox"/> 5. McGovern Hill | <input type="checkbox"/> 9A. Large's Gulch |
| <input type="checkbox"/> 2. Peck's Garden | <input type="checkbox"/> 6. Ingleside | <input type="checkbox"/> 9B. Spruce Gulch |
| <input type="checkbox"/> 3. Cleveland | <input type="checkbox"/> 7. Upper Main Street | <input type="checkbox"/> 10. Fountain City |
| <input type="checkbox"/> 4. Deadwood | <input type="checkbox"/> 8A. City Creek | <input type="checkbox"/> 11. 1 st Ward – Industrial |
| <input type="checkbox"/> A. Deadwood City | <input type="checkbox"/> 8B. Forest Hill | <input type="checkbox"/> 12. Pinecrest |
| <input type="checkbox"/> B. South Deadwood | <input type="checkbox"/> 8C. Highland Park | <input type="checkbox"/> 13. Hillside Environs |
| <input type="checkbox"/> C. Chinatown | Addition | |
| <input type="checkbox"/> D. Elizabeth Town | | |

Application complete

Project Documents submitted (check all that apply)

- ☐ Photographs of property and/or adjacent properties
- ☐ Drawings and/or architectural renderings
- ☐ Materials and/or color samples
- ☐ Other

Staff Preparation	Initials	Date below
-------------------	----------	------------

- | | | |
|---|-------|--|
| <input type="checkbox"/> Site Visit | _____ | ____/____/____ |
| <input type="checkbox"/> Project visible from right-of-way? | _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Logged into HPC Agenda | _____ | ____/____/____ |
| <input type="checkbox"/> Staff Report (research) | _____ | ____/____/____ |
| <input type="checkbox"/> Packet to HPC Members | _____ | ____/____/____ |

Post Meeting Documentation	Initials	Date below
----------------------------	----------	------------

- | | | |
|---|-------|----------------|
| <input type="checkbox"/> Approval <input type="checkbox"/> Denial | _____ | ____/____/____ |
| <input type="checkbox"/> Property owner notification | _____ | ____/____/____ |

Building & Zoning Department (if applicable)	Initials	Date below
--	----------	------------

- | | | |
|--|-------|----------------|
| <input type="checkbox"/> Building Permit Application | _____ | ____/____/____ |
| <input type="checkbox"/> Setback(s) checked by P & Z | _____ | ____/____/____ |
| <input type="checkbox"/> Detailed plans reviewed | _____ | ____/____/____ |
| <input type="checkbox"/> Building Permit Issued | _____ | ____/____/____ |
| <input type="checkbox"/> Fee collected (if applicable) | _____ | ____/____/____ |
| <input type="checkbox"/> Setback(s) reviewed | _____ | ____/____/____ |

Filed on ____/____/____



Wood Windows and Doors Application

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

1. Address of Property:

33 Jackson St.

2. Applicant's name & mailing address:

Jeff & Lauren Trouton

33 Jackson St.

Deadwood SD

Telephone: (605) 591-2924

E-mail laurenttrouton@yahoo.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: ____/____/____ 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: _____

Jeff Trouton
Jeff Trouton

Date submitted: 5/20/15

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

For consideration 05/13/15

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	10	7		1	1	
Right Side View	6	6				
Left Side View	6	6				
Rear View	6	6				
Total Windows	29					
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 \$400 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

For consideration 05/13/15