

DEADWOOD HISTORIC PRESERVATION COMMISSION

Wednesday, July 9, 2014 ~ 5:00 p.m.

City Hall, 108 Sherman Street, Deadwood, South Dakota

1. Call meeting to Order
2. Approval of Minutes
 - a. Approval of Minutes from June 25, 2014
3. Voucher Approval
4. Old or General Business
 - a. Agreed Upon Procedures - Ketel Thorstenson
5. New Matters before the Deadwood Historic District Commission
 - a. Case # 14043 – 11 Charles St – Add door/change roof pitch – Mike Percevich
6. New Matters before the Deadwood Historic Preservation Commission
 - a. Case # 14042 – 66 Lincoln Ave – Replacing Front Steps – Tom Griffith
7. Revolving Loan Fund/Retaining Wall Program Update
 - a. Retaining Wall Applications
 - b. Revolving loan Program/Disbursements
 - Patricia Sherman – 5 Harrison
 - Randy & Terri Adler – 17 Selbie
 - c. Retaining Wall Program / Disbursements
8. Items from Citizens not on agenda (*Items considered but no action will be taken at this time.*)
9. Staff Report (*Items considered but no action will be taken at this time.*)
10. Committee Reports (*Items will be considered but no action will be taken at this time.*)
11. Other Business
12. Adjournment

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

DEADWOOD HISTORIC PRESERVATION COMMISSION

Wednesday, June 25, 2014 ~ 5:00 p.m.

City Hall, 108 Sherman Street, Deadwood, South Dakota

1. Call meeting to Order
 - a. Swear in Tom Blair
2. Election of Vice Chair
3. Approval of Minutes
 - a. Approval of Minutes from June 11, 2014
4. Voucher Approval
5. Old or General Business
 - a. 2014-2015 Committee Assignments
 - b. 2015 Budget Meeting schedule – July 15 (8:00 – 10:00 a.m.) & July 17 (if needed)
 - c. Headstone Grant Application revision
6. New Matters before the Deadwood Historic District Commission
 - a. Case # 14039 – 669 Main St – Awning Removal – Harlan Kirwan
7. New Matters before the Deadwood Historic Preservation Commission
 - a. Case# 14038 – 15 Washington – Windows – Bernard Voll
 - b. Case# 14040 – 17 Selbie – Siding/Windows – Randy & Teri Adler
 - c. Case # 14041 – 27 Lincoln – Siding/Windows– Kris & Melanie Fenton
8. Revolving Loan Fund/Retaining Wall Program Update
 - a. Retaining Wall Applications
 - b. Revolving loan Program/Disbursements
 - i. Tucker Inn/Shirlene Joseph – 771 Main St
 - ii. Valerie Wayne – 318 Williams
 - c. Retaining Wall Program / Disbursements
9. Items from Citizens not on agenda (*Items considered but no action will be taken at this time.*)
10. Staff Report (*Items considered but no action will be taken at this time.*)
11. Committee Reports (*Items will be considered but no action will be taken at this time.*)
12. Other Business
13. Adjournment
14. Executive Session with potential action

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

**CITY OF DEADWOOD
HISTORIC PRESERVATION COMMISSION**

Wednesday, June 25, 2014

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

Absent: None

Kevin Kuchenbecker, Historic Preservation Officer; Ms. Terri Williams, City Attorney; and Ms. Joy McCracken, Executive Director of NeighborWorks-Dakota Home Services were all present.

Present City Commission members: Georgeann Silvernail, Dave Ruth Jr. and Jim Van Den Eykel were present.

All motions passed unanimously unless otherwise stated.

A quorum present, Chair Floyd called the Deadwood Historic Preservation Commission meeting to order Wednesday, June 25, 2014 at 5:00 PM in Deadwood City Hall located at 102 Sherman Street in Deadwood, SD.

The City Attorney, Ms. Williams, swore in newly appointed Historic Preservation Commissioner Thomas Blair.

Election of Officers:

Mr. Namminga nominated Mr. Johnson as Vice-Chair; Mr. Johnson refused nomination and in turn nominated Mr. Derosier as Vice-Chair.

It was moved by Mr. Johnson and seconded by Mr. Williams to nominate Darin Derosier as Vice-Chair of the Historic Preservation Commission for the period of June 25, 2014 to May 27, 2015. Hearing no other nomination from the Commission, it was moved to close nominations for the Deadwood Historic Preservation Commission Chair. Aye – All. Motion carried.

Aye – All. Motion carried to approve the nomination of Mr. Derosier as Vice-Chair of the Deadwood Historic Preservation Commission.

Approval of June 11, 2014 HPC Minutes:

It was moved by Mr. Johnson and seconded by Mr. Williams to approve the minutes of Wednesday, June 11, 2014 as presented. Aye – All. Motion carried.

Voucher Approval:

Operating Account

It was moved by Mr. Derosier and seconded by Mr. Namminga to approve the HP Operating Account in the amount of \$303,989.43. Aye – All. Motion carried.

Old or General Business:

2014-2015 Committee Assignments

Mr. Kuchenbecker announced the assignments of the commissioners to each committee.

Mr. Toews asked if the assignment duration of a committee was a year.

Mr. Kuchenbecker confirmed it was for duration of one year.

2015 Budget Meeting schedule – July 15 (8:00 – 10:00 a.m.) & July 17 (if needed)

Mr. Kuchenbecker informed the Commission the Budget letters went out on Friday, June 20 requesting information back from the Commission; once received, the Historic Preservation office will compile all the information and send it out for review prior to the meetings scheduled for July 15, 2014, starting at 8:00 AM and July 17 if needed. Mr. Kuchenbecker informed the commission the budget meeting for 2013 took approximately one hour.

Chair Floyd asked if this Budget meeting was mandatory for Commissioners to attend.

Mr. Kuchenbecker confirmed it would be.

Chair Floyd asked the Commission if there were any known conflicts. There was none.

Headstone Grant Application revision

Mr. Kuchenbecker informed the Commission the cost of the stone used to make headstones had increased by \$100. Prior to the Cemetery Committee meeting on June 17, Mr. David Akrop of the Deadwood Granite & Marble Works submitted a letter requesting that the price of the monuments be raised from \$450 to \$550 to offset the price of the stone. It was suggested to remove the amount for the monument and re-word the application to read: "Successful applications will be awarded a 16 inch tall by 16 inch wide wedge shaped headstone...." The Cemetery Committee requests the Commission to accept the \$100 increase from \$450 to \$550 per monument and revised wording of application. ***It was moved by Mr. Derosier and seconded by Mr. Johnson to approval the increased stone cost and revised wording of the Cemetery Headstone Grant Application as recommended by the Cemetery Committee. Aye - All. Motion carried.*** (The Memorandum is attached hereto on Exhibit A and incorporated herein by this reference.)

New Matters before the Deadwood Historic District Commission:

Case # 14039 – 669 Main Street – Awning – Harley Kirwan

Mr. Kuchenbecker informed the Commission the applicant requests approval to remove awning at 669 Main Street as submitted. (The application is attached hereto on Exhibit B and incorporated herein by this reference.) ***Based upon the guidance found in DCO 17.68.050, it was moved by Mr. Derosier and seconded by Mr. Johnson that 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 669 Main Street. Aye - All. Motion carried.***

New Matters before the Deadwood Historic Preservation Commission:

Case # 14038 – 15 Washington – Windows – Bernard Voll

Mr. Kuchenbecker informed the Commission the applicant requests approval to replace or repair rotted wood on exterior of house and swing garage doors to match the existing wood and paint garage conducive to match house; Replace storm windows on upper level from aluminum windows currently in place to Victorian style wood storm windows. The applicant is also requesting permission to build a gazebo on north end of property in front yard at 15 Washington Street as submitted in the Project Approval application. (The application is attached hereto on Exhibit C and incorporated herein by this reference.) ***Based upon all the evidence presented, it was moved by Mr. Toews and seconded by Mr. Namminga 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 grant project approval as submitted for 15 Washington. Aye - All. Motion carried.***

Case # 14040 – 17 Selbie Street – Siding/Windows – Randy & Teri Adler

Mr. Kuchenbecker informed the Commission the applicant requests approval to replace the existing steel siding with new steel siding and all vinyl clad Andersen Windows with Berkshire Elite Vinyl windows at 17 Selbie Street as submitted. Mr. Kuchenbecker stated the applicant was under the impression the resource was contributing, however after some checking, he found that though his predecessor attempted to have resource listed as contributing, the process had not been completed therefore leaving the resource as non-contributing. Mr. Kuchenbecker also noted the applicant had been offered the option to take advantage of both Siding & Window programs, but they declined. Mr. Kuchenbecker informed that Commission the applicant had looked at alternate cost of both vinyl verses wood and it was determined there was approximately a \$20k difference. (The application is attached hereto on Exhibit D and incorporated herein by this reference.) ***Based upon all the evidence presented, it was moved by Mr. Derosier and seconded by Mr. Toews 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 grant project approval as submitted for 17 Selbie Street. Aye - All. Motion carried.***

Case # 14041 – 27 Lincoln – Siding/Windows – Kris & Melanie Fenton

Mr. Kuchenbecker informed the Commission the applicant requests permission to replace 3 windows in 3rd floor dormer with Marvin double hung windows; replace siding on dormer with Hardie Plank lap siding with 4 ¾ inch reveal to match rest of house located at 27 Lincoln Avenue as submitted. Mr. Kuchenbecker also noted the applicant had been offered the option to take advantage of both Siding & Window programs, but they declined. (The application is attached hereto on Exhibit E and incorporated herein by this reference.) ***Based upon all the evidence presented, it was moved by Mr. Namminga and seconded by Mr. Johnson 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 grant project approval as submitted for 27 Lincoln. 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. Derosier and seconded by Mr. Blair to approve the HP Revolving Loan Fund disbursement in the amount of \$10,331.15, 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.

Tucker Inn/Shirlene Joseph – 771 Main Street

Mr. Toews asked for clarification on the process for loan and project approval.

Ms. McCracken explained the normal process is for an applicant to complete and submit a Project Approval to the Historic Preservation Commission to approve prior to any loans being approved; however they can apply for funding at the sometime. However due to the need for a new roof and the delay for the applicant to submit financial information, the project was approved and completed prior to funding approval.

Mr. Toews questioned what would happen if the project was approved and then funding was denied.

Mr. Derosier informed Mr. Toews in previous discussions, cases where there was a threat to property and no apparent problem for the Historic District, the commission had given Mr. Kuchenbecker permission to grant that building permit so work could start to mitigate any damage. He stated a roof is considered an emergency where at times it cannot wait for the Commission to approve.

Ms. McCracken stated often both the Project Approval and loan request are presented to the Commission on the same night as the applicant is working with both Mr. Kuchenbecker and NeighborWorks. She stressed that was one of the benefits of the Loan Committee to discuss the status of the approval of the project before the loan is presented.

Mr. Toews agreed with approving project in a timely manner and giving Mr. Kuchenbecker the authority to approve projects for resources needing work done.

It was moved by Mr. Derosier and seconded by Mr. Johnson to approve the Revolving Loan Fund to Shirlene Joseph of Tucker Inn, 771 Main Street, in the amount of \$10,000.00 as presented. Aye- All. Motion carried. (The NeighborWorks packet is attached hereto on exhibit F and incorporated herein by this reference.)

Valerie Wayne – 318 Williams

Ms. McCracken explained the property is in very poor condition; the applicant is working with a local rental management company who is not able to rent property due to mold in bathroom and overall poor condition of the house. In an effort to save the building and bring it up to standards, applicant has submitted request for funding for Siding and Revolving Loan Fund. Due to past delinquencies and high debt ratios, the Loan Committed did not recommend approving the loan requests.

Mr. Namminga asked if building was contributing.

Chair Floyd stated her understanding was the applicant was not current on her existing loans at this time which total approximately \$1500 and applicant is asking for another \$35,000 in funding.

Ms. McCracken stated that was correct.

Ms. McCracken acknowledged the tough position the Commission was placed as it is a contributing house that does need help, but there is no qualified applicant. She continued to state NeighborWorks has programs as well, but they are contingent on owner occupied. But with it being an non-owner occupied property, applicant would not qualify.

Chair Floyd noted if the loan is not granted, this house, if not already, would be put onto the Demolition by Neglect list and follow a process in which liens may be filed against property which may or may not recoup amount due on loans.

Mr. Kuchenbecker noted the Loan Committee voted to recommend to the Commission to deny the loan request. He informed the Commission when he had spoken with Ms. Wayne regarding the programs and applications, she stated she didn't have the money to enter into the program; however she would like the City to still repair the wall. Mr. Kuchenbecker stated his last question to Ms. Wayne was if the City was to fix the wall, was she willing to come up with her share of the cost whether by a loan or through equity; Mr. Kuchenbecker has yet to receive a response back.

He informed the Commission, until he receives a solid financial commitment from Ms. Wayne toward her portion of the retaining wall, no engineer or reconstruction of the wall will be done.

Mr. Kuchenbecker informed the Commission Ms. Wayne was on the list last week to receive a Minimum Maintenance letter dated June 19 from the City Building Inspector, Mr. Keith Umentum notifying her the property must be cleaned up and brought to code; Ms. Wayne would have 20 days to appeal. He continued the second letter would go out giving the property owner 90 days to comply or it would be put in front of the courts.

It was moved by Mr. Derosier and seconded by Mr. Blair to DENY the Siding program to Valerie Wayne, 318 Williams, in the amount of \$10,000.00 as presented. Aye- All. Motion carried. (The NeighborWorks packet is attached hereto on exhibit F and incorporated herein by this reference.)

It was moved by Mr. Derosier and seconded by Mr. Namminga to DENY the Residential Loan program to Valerie Wayne, 318 Williams, in the amount of \$25,000.00 as presented. Aye- All. Motion carried. (The NeighborWorks packet is attached hereto on exhibit F and incorporated herein by this reference.)

Retaining Wall Program/Disbursements:

No disbursements were addressed at this meeting.

Items from Citizens not on Agenda

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

Mr. Kuchenbecker reported on the following items:

- Besides the letter sent for 318 Williams, there were several others mailed out addressing Minimum Maintenance to the following properties: 61 Madison, 227 Williams Street, 824 Main Street, 350 Main Street, and 3 Shine Street;
- A meeting will be scheduled for the Demolition by Neglect Committee to discuss besides Minimum Maintenance which properties need to be declared Demolition by Neglect and called in to be addressed at a hearing;
- Rec Center Windows are currently being replaced; only one issue occurred due to incorrect arc dimensions which was rejected by the City and is being rectified by the contractor;
- Adams House Roof is nearing completion by Seco Construction;
- Budget requests are coming in and a report will be put together to review;
- St. Ambrose Cemetery is coming along and is over half done;
- Hot Springs Sanitarium was listed as one of eleven most endangered preservation projects in the nation;
- Staff from the National Trust is out visiting the Black Hills; they made a stop to tour Deadwood today and was very impressed with the city's preservation efforts;
- Roger Brooks "Branding Camp" is scheduled for July 7-11, 2014;
- Historic Preservation Commission's next meeting will be July 9, 2014 at 5:00 PM.

Other Business:

- Chair Floyd proposed scheduling a Policies and Procedures meeting as a refresher course regarding the mission, standards and procedures for the Commission to follow; the meeting is scheduled for July 23, 2014 at 3:30 PM.

Adjournment:

There being no other business, the Historic Preservation Commission Meeting of June 25, 2014 adjourned at 5:49 PM.

ATTEST:

Laura Floyd

Chairman, Historic Preservation Commission

Kate Storhaug, Historic Preservation Office/ Recording Secretary

CITY OF DEADWOOD

AGREED-UPON PROCEDURES
DECEMBER 31, 2013



Ketel Thorstenson, LLP
Certified Public Accountants/Business & Personal Consultants

810 Quincy Street • Rapid City, SD 57701 • www.ktllp.com



Ketel Thorstenson, LLP

Certified Public Accountants/Business & Personal Consultants

810 Quincy Street
P.O. Box 3140, Rapid City, South Dakota 57709
Telephone (605) 342-5630 • e-mail: ktllp@ktllp.com

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

City Council
City of Deadwood
Deadwood, South Dakota

We have performed the procedures enumerated below, which were agreed to by the City Council, solely to assist you with respect to Historic Preservation loans serviced by Neighborhood Housing Services of the Black Hills, Inc. Our engagement to apply agreed-upon procedures was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the City Council. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures were applied to the specified elements of the financial statements on an accrual basis, and included the agreed-upon procedures detailed in our engagement letter dated September 25, 2013. A list of the procedures, as of the effective date of the procedures, or for the period then ended, is as follows:

1. Internal Controls:

We reviewed and discussed internal controls regarding the revolving loan fund, with emphasis on the segregation of duties.

Findings related to these procedures are included as #1 in Attachment I.

2. Interest Charges:

We haphazardly selected 25 loans for the year ended December 31, 2013 and recalculated the interest charges. We agreed our recalculation to interest income related to these loans in 2013.

No findings were noted.

3. Principal and Interest Allocation:

We selected a payment made in 2013 from the 25 loans selected above and recalculated the allocation of principal and interest. We agreed our recalculation to the borrower's ledger card to verify it was calculated correctly.

No findings were noted.

4. Subsidiary Listing:

We obtained the Neighborhood Housing Services of the Black Hills, Inc.'s loan trial balance and agreed it to the City's general ledger balance as of December 31, 2013.

No findings were noted.

5. Confirmations:

We sent confirmations listing the original loan balance, outstanding principal balance as of December 31, 2013, interest rate, security, payment terms, and maturity date to a sample of existing outstanding loans. These confirmations were selected based on a standard audit sample size calculation.

Findings related to these procedures are included as #2 in Attachment I.

6. Delinquency Aging:

We recalculated the aging on the 25 loans selected above. We also obtained the delinquency listing as of December 31, 2013, and selected 5 loans to determine delinquency is being calculated correctly.

No findings were noted.

7. Loan File Review:

We reviewed in detail 25 loans originated in 2013 to verify that internal loan policies are followed and that all applicable documentation is included in the loan file.

Findings related to these procedures are included as #3 and #4 in Attachment I.

We were not engaged to, and did not perform an audit, the objective of which would be the expression of an opinion on the specified elements, accounts, or items. Accordingly, we do not express such an opinion. Also, we express no opinion on the effectiveness of the City's internal control over financial reporting or any part thereof. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for use of the City Council and management and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.

KETEL THORSTENSON, LLP
Certified Public Accountants

June 20, 2014

CITY OF DEADWOOD**FINDINGS****1. Internal Controls (Procedure #1)**Findings

Historic Preservation receives all applications for grants. If a property is deemed eligible, a letter should be sent to both the applicant and Neighborhood Housing of the Black Hills, Inc. (NHS) to confirm application approval to move forward with loan underwriting. We noted during our discussions with applicable personnel and review of loan files, that written verification of this approval is not always sent to NHS. We also noted during our discussions that initial determination of construction costs, or investigations of the property, are verified orally. We could not verify that the properties qualified for Historic Preservation funding based on the documentation in the loan file.

Recommendations

All approvals from Historic Preservation as documented in Commission Minutes should be maintained as documentation in the loan file.

2. Loan Confirmations (Procedure #5)Findings

We sent sixteen positive confirmations and sixty negative confirmations. Twelve positive confirmations were returned with no exceptions, and four were not returned. There were two negative confirmations returned as undeliverable.

Recommendations

Historic Preservation staff should consider following up with any borrowers who did not return confirmations to gain comfort over the existence of the loan.

3. Loan File Review (Procedure #7)Findings

Our initial selection of 25 loans included a variety of origination dates. During our review of these loans, we noted documents missing and a copy of applicable requirements at the time the loan was granted was not included in the file. As such, we could not verify the adequacy of underwriting on these loans. We tested these loans for other procedures, but reselected a sample of 25 loans originated in 2013 to test current underwriting procedures and perform our detailed review.

Recommendations

All applicable documentation, including current application requirements at the time of origination, should be maintained in the file for the duration of the loan.

4. Loan File Review (Procedure #7)Findings

We selected 25 loans originated in 2013, and noted the following findings:

- a. One mortgage security was for \$5,000 less than the final promissory note. The loan is not fully secured in the event of default.
- b. We could not verify that the property had adequate and current insurance coverage for three loans.
- c. Income verification was not properly documented for one loan.
- d. A completed, signed, and dated application that detailed applicable program requirements at the time was not included in the loan file for five loans. This finding is also in conjunction with Finding #1.
- e. The interest rate for one loan was not properly recorded in the loan subsidiary software.

CITY OF DEADWOOD**FINDINGS (CONTINUED)****4. Loan File Review (Procedure #7) (Continued)**Recommendations

We obtained NHS's response to our findings above and have prepared the following recommendations:

- a. An additional mortgage of \$5,000 was prepared to secure the remaining collateral subsequent to fieldwork. We recommend NHS implements a review process to ensure all loans are adequately secured.
- b. NHS has implemented internal procedures subsequent to fieldwork to better manage insurance policies. This includes maintaining a copy of all policies listing Historic Preservation as a loss payee, obtaining proof of insurance prior to entering the loan into the loan servicing software, a review of the insurance policy by a managing supervisor for accuracy, and scheduling a calendar reminder to obtain future renewals. We have no further recommendations at this time.
- c. The applicant provided financial statements to verify their ability to repay. The retaining wall program requires that multiple forms of income verification are obtained, such as obtaining tax returns or bank statements. While the applicant had sufficient ability to repay, we recommend that income verification procedures are followed consistently, and any exceptions to this policy be approved by Historic Preservation.
- d. All applicable documentation, including current application requirements at the time of origination, should be maintained in the file for the duration of the loan. All program requirements at the time of origination should be followed and maintained as documentation.
- e. The error did not have an effect on the borrower or the lender, and was corrected subsequent to fieldwork. We recommend NHS implements a review process to catch any manual errors when creating loan documents or entering loan information into the loan subsidiary software.

Date: July 2, 2014

Case No. 14043
Address: 11 Charles Street

Staff Report

The applicant has submitted an application for a Certificate of Appropriateness for work at 11 Charles Street a non-contributing structure located in the South Deadwood Planning Unit in the City of Deadwood.

Applicant: Mike Percevich
Owner: Same
Constructed: 1989

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:** Due to the age of the resource it cannot contribute to the National Historic Landmark District or the State or National Registers of Historic Places at this time.
- 2. Architectural design of the resource and proposed alterations:** The applicant requests permission to add new door and proposed changing roof design from a flat to a peak at 11 Charles Street as submitted.

Attachments: Yes

Plans: No

Photos: Yes

Staff 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:

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

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: 11 Charles St

Historic Name of Property (if known):

APPLICANT INFORMATION

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

Owner's Name: Mike Percevic
Address: RE Cir
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
E-mail: 578 3030

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

Contractor's Name: Rae Marie Hornes
Address: 2507 N 3rd ST
City: Spencer State: SD Zip: 57283
Telephone: 641-2780 Fax: _____
E-mail: Campbell-Kurt@gmail.com

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

TYPE OF IMPROVEMENT

- | | | | |
|---|---------------------------------------|--------------------------------------|--|
| ☒ Alteration (change to exterior) | | | |
| ☐ New Construction | ☐ New Building | ☐ Addition | ☐ Accessory Structure |
| ☐ General Maintenance | ☐ Re-Roofing | ☐ Wood Repair | ☐ Exterior Painting |
| | ☐ Siding | Other _____ | |
| ☐ Other _____ | ☐ Awning | ☐ Sign | ☐ Fencing |

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: <u>6-15-14</u>		Project Completion Date (anticipated): <u>9-1-14</u>	
☐ ALTERATION	☐ Front	☒ Side(s)	☐ Rear
☐ ADDITION	☐ Front	☐ Side(s)	☐ Rear
☐ NEW CONSTRUCTION	☐ Residential		☐ Other _____
☐ ROOF	☒ New	☐ Re-roofing	
	☐ Front	☐ Side(s)	☐ Rear
☐ GARAGE	☐ New	☐ Rehabilitation	
	☐ Front	☐ Side(s)	☐ Rear
☐ FENCE/GATE	☐ New	☐ Replacement	
	☐ Front	☐ Side(s)	☐ Rear
Material _____ Style/type _____ Dimensions _____			
☐ WINDOWS	☐ STORM WINDOWS	☒ DOORS	☐ STORM DOORS
		☐ Restoration	☐ Replacement ☒ New
		☐ Front	☐ Side(s) ☐ Rear
Material <u>metal / glass</u> Style/type <u>same</u>			
☐ SIGN/AWNING	☐ New	☐ Restoration	☐ Replacement
Material _____ Style/type _____ Dimensions _____			
☐ 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.

Adding new door / possibility of removing
top portion of roof & changing roof design



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.

SIGNATURE OF OWNER(S) _____ DATE _____

SIGNATURE OF AGENT(S) _____ DATE _____

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.

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

FOR OFFICE USE ONLY:

Please check and initial items as they are completed.

Case No.: 14043

Date of Filing: 7/2/14

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

Property Designation:

- ☐ Contributing
- ☐ Non-contributing

Historic Overlay District:

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

- | | | |
|---|-------|--|
| ☐ Site Visit | _____ | ____/____/____ |
| ☐ Project visible from right-of-way? | _____ | ☐ Yes ☐ No |
| ☐ Logged into HPC Agenda | _____ | ____/____/____ |
| ☐ Staff Report (research) | _____ | ____/____/____ |
| ☐ Packet to HPC Members | _____ | ____/____/____ |

Post Meeting Documentation

Initials

Date below

- | | | | |
|--|---------------------------------|-------|----------------|
| ☐ Approval | ☐ Denial | _____ | ____/____/____ |
| ☐ Property owner notification | | _____ | ____/____/____ |

Building & Zoning Department (if applicable)

Initials

Date below

- | | | |
|--|-------|----------------|
| ☐ Building Permit Application | _____ | ____/____/____ |
| ☐ Setback(s) checked by P & Z | _____ | ____/____/____ |
| ☐ Detailed plans reviewed | _____ | ____/____/____ |
| ☐ Building Permit Issued | _____ | ____/____/____ |
| ☐ Fee collected (if applicable) | _____ | ____/____/____ |
| ☐ Setback(s) reviewed | _____ | ____/____/____ |

Filed on ____/____/____

Date: July 2, 2014

Case No. 14042
Address: 66 Lincoln Avenue

Staff Report

The applicant has submitted an application for Project Approval for work at 66 Lincoln Avenue a contributing structure located in the Ingleside Planning Unit in the City of Deadwood.

Applicant: Tom Griffith
Owner: James Wild
Constructed: c. 1900

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 is a contributing resource in the Deadwood National Historic Landmark District. It is significant for its historic association with the founding and initial period of growth of the town of Deadwood. Spurred by the tremendous mining boom of 1876, Deadwood grew quickly and became the first major urban center of western South Dakota. This house displays the architectural characteristics common to working class housing in pre-World War I Deadwood. These small, vernacular cottages, typically of foursquare or T-gable plan occasionally features limited Queen Anne detailing. A number of these houses survive today, scattered throughout Deadwood's neighborhoods. This house has some modern modifications to the front.

2. Architectural design of the resource and proposed alterations: The applicant requests permission to replace rotted front steps and rails with same design/materials and contractor used at 69 Lincoln Ave completed in 2013 (See photos); steps are to be painted white as original steps of house located at 66 Lincoln Avenue as submitted.

Attachments: Yes

Plans: No

Photos: Yes

Staff 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.





66 Lincoln



69 Lincoln stairs completed in 2013



Motions available for commission action:

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 project approval.

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

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.]

Second Motion:

Option 1: Based upon the Deadwood Codified Ordinances under Chapter 17.68 and the 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 Deadwood Codified Ordinances under Chapter 17.68 and the 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 Deadwood Codified Ordinances under Chapter 17.68 and the 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: 66 LINCOLN AVE., DEADWOOD SD
Historic Name of Property (if known): UNKNOWN / PRESIDENTIAL NEIGHBORHOOD

APPLICANT INFORMATION

Applicant is ☐ owner ☐ contractor ☐ architect ☐ consultant ☒ other TENANT

Owner's Name: JAMES WILD
Address: 66 LINCOLN AVE
City: DEADWOOD State: SD Zip: 57732
Telephone: _____ Fax: _____
E-mail: jpw@nucleus.com

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

Contractor's Name: RON BLOTZ
Address: 11925 ELK CREEK RD
City: DEADWOOD State: SD Zip: 57732
Telephone: 578-1390 Fax: _____
E-mail: _____

Agent's Name: TOM GRIFFITH
Address: 66 LINCOLN AVE
City: DEADWOOD State: SD Zip: 57732
Telephone: 381-7717 Fax: _____
E-mail: tom@travel-features.com

TYPE OF IMPROVEMENT

- | | | | |
|---|---------------------------------------|---|--|
| ☒ Alteration (change to exterior) | ☐ New Building | ☐ Addition | ☐ Accessory Structure |
| ☐ New Construction | ☐ Re-Roofing | ☒ Wood Repair | ☐ Exterior Painting |
| ☐ General Maintenance | ☐ Siding | Other _____ | |
| ☒ Other <u>STEP/RAIL</u> | ☐ Awning | ☐ Sign | ☐ Fencing |
| <u>REPLACEMENT</u> | | | |

Estimated Cost of Work: \$ 1200.00

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: <u>7-10-14</u>		Project Completion Date (anticipated): <u>7-15-14</u>	
☒ ALTERATION	☒ Front	☐ Side(s)	☐ Rear
☐ ADDITION	☐ Front	☐ Side(s)	☐ Rear
☐ NEW CONSTRUCTION	☐ Residential	☐ Other _____	
☐ ROOF	☐ New	☐ Re-roofing	
	☐ Front	☐ Side(s)	☐ Rear
☐ GARAGE	☐ New	☐ Rehabilitation	
	☐ Front	☐ Side(s)	☐ Rear
☐ FENCE/GATE	☐ New	☐ Replacement	
	☐ Front	☐ Side(s)	☐ Rear
Material _____		Style/type _____ Dimensions _____	
☐ WINDOWS	☐ STORM WINDOWS	☐ DOORS	☐ STORM DOORS
	☐ Restoration	☐ Replacement	☐ New
	☐ Front	☐ Side(s)	☐ Rear
Material _____		Style/type _____	
☐ SIGN/AWNING	☐ New	☐ Restoration	☐ Replacement
Material _____		Style/type _____ Dimensions _____	
☒ 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.

REPLACE FRONT STEPS & RAILS WHICH HAVE ROTTED, WITH
SAME DESIGN & MATERIALS USED AT 69 LINCOLN AVE COMPLETED
IN 2013, USING SAME CONTRACTOR. PHOTOS OF BOTH PROPERTIES
FURNISHED TO HPC. ALL WOOD MATERIALS AS PREVIOUSLY BUILT.
ANTICIPATE PAINTING WHITE AS ORIGINAL.

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.

OWNER OUT OF COUNTRY

SIGNATURE OF OWNER(S)

DATE

SIGNATURE OF AGENT(S)

DATE

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.

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

FOR OFFICE USE ONLY:

Please check and initial items as they are completed.

Case No.: #14042

Date of Filing: 7/1/14

- ☐ Certificate of Appropriateness
☒ Project Approval
☐ Sign Application

Property Designation:

- ☒ Contributing
☐ Non-contributing

Historic Overlay District:

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

- | | | |
|---|-------|--|
| ☐ Site Visit | _____ | ____/____/____ |
| ☐ Project visible from right-of-way? | _____ | ☐ Yes ☐ No |
| ☐ Logged into HPC Agenda | _____ | ____/____/____ |
| ☐ Staff Report (research) | _____ | ____/____/____ |
| ☐ Packet to HPC Members | _____ | ____/____/____ |

Post Meeting Documentation

Initials

Date below

- | | | | |
|--|---------------------------------|-------|----------------|
| ☐ Approval | ☐ Denial | _____ | ____/____/____ |
| ☐ Property owner notification | | _____ | ____/____/____ |

Building & Zoning Department (if applicable)

Initials

Date below

- | | | |
|--|-------|----------------|
| ☐ Building Permit Application | _____ | ____/____/____ |
| ☐ Setback(s) checked by P & Z | _____ | ____/____/____ |
| ☐ Detailed plans reviewed | _____ | ____/____/____ |
| ☐ Building Permit Issued | _____ | ____/____/____ |
| ☐ Fee collected (if applicable) | _____ | ____/____/____ |
| ☐ Setback(s) reviewed | _____ | ____/____/____ |

Filed on ____/____/____