

SPECIAL MEETING

DEADWOOD HISTORIC PRESERVATION COMMISSION

Wednesday, July 23, 2014 ~ 3:30 p.m.

City Hall, 108 Sherman Street, Deadwood, South Dakota

1. Call meeting to Order
2. Review of Policies and Procedures
3. Adjourn

DEADWOOD HISTORIC PRESERVATION COMMISSION

Wednesday, July 23, 2014 ~ 5:00 p.m.

City Hall, 108 Sherman Street, Deadwood, South Dakota

4. Call meeting to Order
5. Approval of Minutes
 - a. Approval of Minutes from July 9, 2014
6. Voucher Approval
7. Old or General Business
 - a. 2015 Budget Recommendations
 - b. GRAPE Committee Recommendations
8. New Matters before the Deadwood Historic District Commission
9. New Matters before the Deadwood Historic Preservation Commission
 - a. PA – Case # 14045 – 18 Adams St – Rehab Porch/Railings – James E Gibbens
10. Revolving Loan Fund/Retaining Wall Program Update
 - a. Retaining Wall Applications
 - b. Revolving loan Program/Disbursements
 - John Martinisko – 53 Taylor
 - Andy Estocelt – 26 Adams
 - Arthur Silvernail – 47 Burnham
 - Pineview Group – 19 Lee Street
 - Bob & Mary Sjomeling – 416 Williams
 - c. Retaining Wall Program / Disbursements
11. Items from Citizens not on agenda (*Items considered but no action will be taken at this time.*)
12. Staff Report (*Items considered but no action will be taken at this time.*)
13. Committee Reports (*Items will be considered but no action will be taken at this time.*)
14. Other Business
15. 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, 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
 - i. Patricia Sherman – 5 Harrison
 - ii. 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 3^d Wednesday of every month in order to be considered at the next Historic Preservation Commission Meeting.*

CITY OF DEADWOOD
HISTORIC PRESERVATION COMMISSION
Wednesday, July 9, 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 Mr. Mike Walker, Lending 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, July 9, 2014 at 5:00 PM in Deadwood City Hall located at 102 Sherman Street in Deadwood, SD.

Approval of June 25, 2014 HPC Minutes:

It was moved by Mr. Blair and seconded by Mr. Williams to approve the minutes of Wednesday, July 9, 2014 as presented. Aye – All. Motion carried.

Voucher Approval:

Operating Account

It was moved by Mr. Johnson and seconded by Mr. Namminga to approve the HP Operating Account in the amount of \$132,480.93. Aye – All. Motion carried.

It was moved by Mr. Johnson and seconded by Mr. Namminga to approve the Bonded Account in the amount of \$80,608.80. Aye – All. Motion carried.

Old or General Business:

Agreed Upon Procedures – Ketel Thorstenson

Two Ketel Thorstenson representatives, Ms. Rebekah Wolkenhauer, Senior Manager, and Ms. Kristen Reed, Auditor, attended the commission meeting to discuss the Independent Accountant's Report and findings relating to the Historic Preservation funds held and administered through Neighborhood Housing Services (NHS) of the Black Hills, Inc.

Ms. Wolkenhauer briefed the Commission of their engagement to apply agreed-upon procedures as performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. She addressed a list of seven procedures applied to specific elements of the financial statements on an accrual basis and explained the Findings related to the following procedures: #1. Internal Controls; #2. Interest Charges; #3. Principal and Interest Allocations; #4. Subsidiary Listing; #5. Confirmations; #6. Delinquency Aging; and #7. Loan File Review.

Ms. Wolkenhauer informed the Commission their Auditor reviewed and discussed Internal Controls (Procedure #1) regarding to the revolving loan fund, with emphasis on the segregation of duties. She noted documentation of the Historic Preservation Commission's approval of an application into a grant program was not always found within the loan file. She also noted the initial determination of construction costs, or investigations of property, were verified orally leaving the Auditors unable to verify the property's qualifications based on the documentation in the loan file. Ms. Wolkenhauer recommended placing a copy of the Commission Minutes into loan file for documented proof of approval.

Ms. Wolkenhauer stated the auditor randomly selected 25 loans for the year ended December 31, 2013 and recalculated interest charges (Procedure #2); Ketel Thorstenson agreed recalculation of interest income related to these loans in 2013.

Ms. Wolkenhauer noted Ketel Thorstenson selected a payment made in 2013 from the 25 loans selected above and recalculated the allocation of principal and interest (Procedure #3); Ketel Thorstenson agreed recalculation to borrower's ledger card was calculated correctly.

Ms. Wolkenhauer stated the auditor obtained the NHS's loan trial balance and agreed it to the City's general ledger balance as of December 31, 2013 (Procedure #4).

Ms. Wolkenhauer informed the Commission that Ketel Thorstenson sent out a total of seventy-six confirmations (Procedure #5), sixteen Positive and sixty Negative, listing the original loan balance, outstanding principal balance as of December 31, 2013, interest rate, security, payment terms, and maturity date; these confirmations were selected based on a standard audit sample size calculation. Twelve positive confirmations were returned with no exceptions and four were not returned. Two negative confirmations returned as undeliverable. Ms. Wolkenhauer recommended following up with any borrowers who did not return confirmation to gain comfort over the existence of the loan.

Ms. Wolkenhauer noted the auditor recalculated the aging on the 25 loans and obtained the delinquency listing (Procedure #6) as of December 31, 2013. Five loans were selected to determine delinquency and confirmed each were calculated correctly.

Ms. Wolkenhauer stated the auditor reviewed in detail 25 loans with a variety of origination dates in 2013 to verify internal loan policies were followed with all applicable and documentation included in the loan file (Procedure #7). She noted their review found documents missing and a copy of applicable requirements at time of loan was granted was not always included in file causing auditor the inability to verify adequacy of underwriting on these loans. Ms. Wolkenhauer noted because of the inability to verify adequacy of underwriting, auditor tested these loans for other procedure, but reselected a sample of 25 loans originated in 2013 to test current underwriting procedures and perform a more detailed review. Ms. Wolkenhauer recommended all applicable documentation, including current application requirements at the time of origination, should be maintained in the file for the duration of the loan.

Ms. Wolkenhauer covered the findings of the audit taken of the selected 25 loans originated in 2013; the findings are as follows:

- One mortgage security was for \$5000 less than the final promissory note; the loan was not fully secured in the event of default;
- On three loans adequate and current insurance coverage was unable to be verified;
- Income verification was not properly documented for one loan;
- A completed, signed and dated application detailing applicable program requirements at the time was not included in the loan file for five loans (this finding is also in conjunction with Internal Control's Finding (Procedure #1));
- The interest rate for one loan was not properly recorded in the loan subsidiary software.

Ms. Wolkenhauer informed Commission of NHS's response to findings and prepared the following recommendations:

- An additional mortgage of \$5000 was prepared to secure the remaining collateral subsequent to fieldwork; Auditor suggested NHS implement a review process to ensure all loans are adequately secured;
- NHS 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 loan into the loan servicing software, a review of insurance policy by managing supervisor for accuracy, and scheduling calendar reminders to obtain future renewals;
- Applicant provided financial statements to verify ability to repay loan. The Retaining Wall program requires multiple forms of income verifications are obtained, such as tax returns or bank statements. While applicant had sufficient ability to repay, auditor recommended income verification procedures are followed consistently and any exceptions to this policy be approved by Historic Preservation;
- 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;
- The interest rate error did not have an effect on the borrower or the lender, and was corrected subsequent to fieldwork; auditor suggested NHS implement a review process to catch any manual errors when creating loan documents or entering loan information into the loan subsidiary software.

(The Ketel Thorstenson Agreed-Upon Procedures & Findings is attached hereto on Exhibit A and incorporated herein by this reference.)

New Matters before the Deadwood Historic District Commission:

Case # 14043 – 11 Charles Street – Add door/change roof pitch – Mike Percevich

Mr. Kuchenbecker informed the Commission the applicant requests approval add new door and proposed changing roof design from a flat to a peak at 11 Charles 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 # 14042 – 66 Lincoln Avenue – Replacing Front Steps – Tom Griffith

Prior to discussing Project Approval, Chair Floyd disclosed her possible conflict of interest due to Mr. Griffith being her Father-in-law. Ms. Williams advised there was no conflict of interest present as Chair Floyd has no direct pecuniary interest or gain in the matter nor was a vote action requested by the Commission regarding any concern for a conflict of interest. The balance of the commission concurred.

Mr. Kuchenbecker informed the Commission the applicant requests approval 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 (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. Derosier 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 for 66 Lincoln Avenue. 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 \$25,160.04, based on information as presented by Mr. Mike Walker, Lending Director of NeighborWorks-Dakota Home Services. Aye - All. Motion carried.

It was moved by Mr. Blair and seconded by Mr. Derosier to approve the HP Retaining Wall disbursement in the amount of \$10,197.00, based on information as presented by Mr. Mike Walker, Lending 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.

Patricia Sherman – 5 Harrison

It was moved by Mr. Derosier and seconded by Mr. Johnson to forgive the Windows Loan for Patricia Sherman, 45 Harrison, in the amount of \$3,000.00 as it met all criteria for forgiveness as presented. Aye- All. Motion carried. (The NeighborWorks packet is attached hereto on exhibit D and incorporated herein by this reference.)

Randy & Terri Adler – 17 Selbie

Applicant withdrew application.

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:

- This week (July 7-11) four staff members of Roger Brooks International is putting on a Brand Camp; the objective is to help in the development of a step-by-step process over the next 30 to 60 days to continue in the revitalization efforts of Deadwood; on Friday, July 11 from 8:30-10 AM there is a soft rollout of the brand direction open to the public;
- Requests for the HP Budget have been received and is being compiled for the upcoming HP Budget meeting scheduled for Tuesday, July 15 at 8AM; Packets will be sent out by Friday for Commission review prior to meeting;
- The compilation of the City Budget is also underway; next week Capital Improvement Projects (CIP) meetings are scheduled;
- St. Ambrose Cemetery is coming along and Phase 5 will go out to bid this fall;
- Property lines for 91 Forest are being identified for the retaining wall project to allow this project to proceed;
- Construction of the retaining wall at 2 Dudley started this week;

Wednesday, July 9, 2014

- Contractor for the Engine House came into the office earlier today to show a sample of the rolled roofing material they wish to use to replace the current asphalt roof; this is the same material commission had approved for the TDG building a year or so ago; Commission agreed with Mr. Kuchenbecker to give approval for material as it would not be adverse to the resource;
- Historic Preservation Commission's next meeting will be July 23, 2014 at 5:00 PM with a special Policy and Procedures meeting to be held prior to meeting at 3:30 PM.

Other Business:

- Mr. Johnson complimented Margie and Rich Olesen for their wonderful efforts to bring back 'Old Deadwood' with the restorations being done to the original #10 Saloon location on lower Main Street;
- Mr. Toews expressed is concern with the allocation justification of the Impact Funds; he looks forward to a good presentation as to who approves what and what is required in the Historic Preservation Commissions scope of work verses the City's; Mr. Williams and Chair Floyd concurred with his concerns;
- Chair Floyd reminded Commission the 2015 Budget meeting is scheduled for Tuesday, July 15 at 8AM;
- Chair Floyd also reminded Commission that prior to the next Historic Preservation Commission meeting, a Policies and Procedures meeting is scheduled for July 23, 2014 at 3:30 PM.

Adjournment:

There being no other business, the Historic Preservation Commission Meeting of July 9, 2014 adjourned at 5:38 PM.

ATTEST:

Laura Floyd

Chairman, Historic Preservation Commission

Kate Storhaug, Historic Preservation Office/ Recording Secretary

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

KEVIN KUCHENBECKER
Historic Preservation Officer
Telephone: (605) 578-2082
Fax: (605) 578-2084
kevin@cityofdeadwood.com

MEMORANDUM

Date: July 18, 2014
To: Deadwood Historic Preservation Commission
From: Kevin Kuchenbecker, Historic Preservation Officer
Re: 2014 Outside of Deadwood Grants – Second Round

On July 22, 2014, the Grants, Recognition, Advocacy and Public Education (G.R.A.P.E.) Committee will be meeting to review the second round of applications for the 2014 Outside of Deadwood Grants. Their recommendations will be presented to the Historic Preservation Commission at the meeting scheduled for July 23, 2014.

Date: July 17, 2014

Case No. 14045
Address: 18 Adams Street

Staff Report

The applicant has submitted an application for Project Approval for work at 18 Adams Street a contributing structure located in the Ingleside Planning Unit in the City of Deadwood.

Applicant: James E Gibbens
Owner: Same
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. This is an early Deadwood house which was remodeled during the pre-World War II years; consequently, it has historic associations with both Deadwood's nineteenth-century mining boom and the region's mining revival of the late 1920s and 1930s. This house displays architectural elements which were popular during the latter period. In Deadwood--as elsewhere in the United States--residential remodels commonly borrowed from the then popular Craftsman Style. Other remodels copy traditional forms seen in the 'Picturesque Revival' styles.

2. Architectural design of the resource and proposed alterations: The applicant requests permission to open front porch and install railings at 18 Adams Street as submitted.

Attachments: Yes

Plans: No

Photos: Yes

Staff Opinion: The applicant received a notification from the City Building Inspector that the resource was in violation of the City's Minimum Maintenance Code and under order to address the violations. The applicant has been meeting with this office and the Building Inspector to mitigate the issues and improve the visual character of the resource. The roof including the porch roof and porch will be rehabilitated through this project bringing the resource in compliance with the Building Inspector's order to address the violation. 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:

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.

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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: 18 ADAMS ST Deadwood SD 57732

Historic Name of Property (if known):

APPLICANT INFORMATION

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

Owner's Name: JAMES E. GIBBENS
Address: 18 ADAMS
City: DEADWOOD State: SD Zip: 57732
Telephone: 605-580-5364 Fax: _____
E-mail: Hossienda@Rushmore-Corpn

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

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

Estimated Cost of Work: \$ ~~5000~~

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ACTIVITY: (CHECK AS APPLICABLE)			
Project Start Date: _____		Project Completion Date (anticipated): _____	
☒ 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.

Open FRONT Porch, Installing Railings

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.

 7-16-14

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.

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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:

- | | | |
|--|---|--|
| ☐ 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 ____/____/____

15 Admnc Street

Dennis Tree + sidewalk

Retaining wall

Gap Between Properties

Small

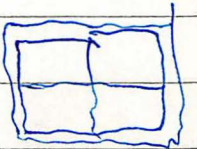
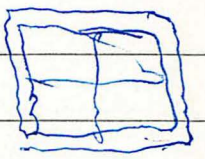
Drive way

Bi-fold door on this side

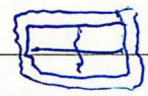
Full-up over-head Garage Door

Rock Retaining wall

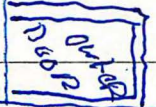
Steps to Deck + side



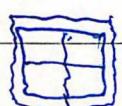
2nd floor



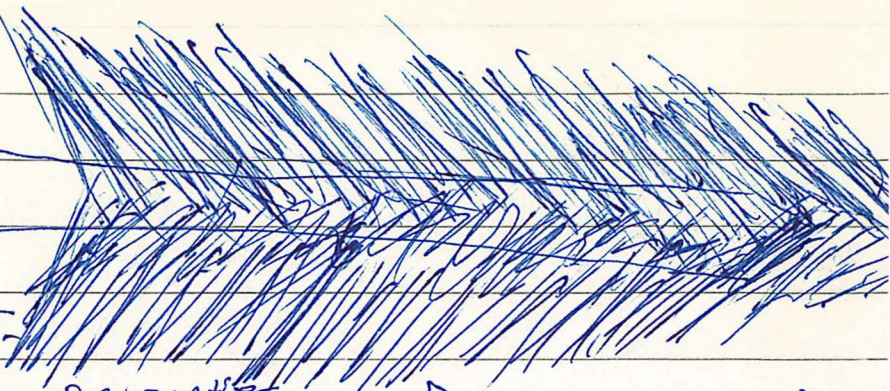
Front



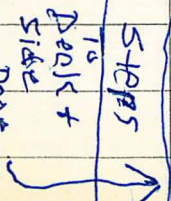
Deck or Open Porch



Deck Roof



Shed





2605 Commerce Rd - Rapid City SD 57701
General Contractor #AEC360

Phone: 605-391-1334 Fax: 888-597-1050
www.WTExteriors.com

Customer James Gibbens
Address 18 Adams St DW 57732
Phone 580-5364

ROOFING

Shingle MFG
Model & Color
Warranty
SQ's
Ridge
Starter
Ice Water Barrier: 24" beyond heated walls, pipes & up valley's
Felt
Furnace Flashings
Replace Vents
Replace Pipe Flashings
Coil Nails
Cap Nails/Staples
Roof Sealant
Drip Edge
Gutter Apron
Gutter LF
Down Spout LF
Rotten Decking Replacement

General Maintenance

- ✦ 10 Year Workmanship Warranty
- ✦ Clean Up of Premises Will Include:
 - Removal of All Debris Promptly
 - Remove Nails W/Magnetic Roller
 - Protect All Plants and Shrubbery
 - Blow Out All Gutters of Loose Debris
 - Blow/Sweep All Decks, Patios, and Drive Ways

*** INSURANCE CLAIMS***

"I authorize Weather-Tite Exteriors to represent my interest in dealing with the insurance company regarding storm damage to my home. Should Weather-Tite Exteriors and the insurance company come to an agreement regarding scope of damage and cost of repair, I authorize Weather-Tite Exteriors to perform such repairs at the amount allowed by insurance company."

LIMITED "No -out-of-pocket" Guarantee:

Unless customer upgrades their products, property owner's out-of-pocket expense will not exceed deductible amount.

The amount cited below does not include any 'Supplements' that may need to be submitted to your insurance company to cover additional costs not included in the claim. Any additional funds received from 'supplements' are to be paid to Weather-Tite Exteriors. Additionally Weather-Tite is entitled to all Overhead & Profit re-imbursements allocated by Insurance Company.

Roof Replacement <u>House</u>	\$ <u>4225.00</u>
<u>Back Roof</u>	\$ <u>600.00</u>
<u>Front Roof</u>	\$ <u>800.00</u>
Excise Tax	<u>253.00</u>
Material Tax	
Permit	<u>100.00</u>
CONTRACT AMOUNT Initials	\$ <u>5978.00</u>

- Weather- Tite Exteriors is not responsible for pre-existing structural conditions such as wood rot and deck deflection.
- Buyers agree they have seen, read & understand all terms & conditions of this contract & agree to be bound by same.
- A LIEN WAIVER, WARRANTY, AND INVOICE WILL BE PROVIDED UPON REQUEST & WITH FULL PAYMENT

Warranty not valid if contract is not paid in full.

Home Owner:

Associate Name: **Christian Dietz**

Associate Signature: CD

Date: 5-23-14

"You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction."