



Mineral Point, Wisconsin

CITY OF MINERAL POINT

137 HIGH STREET, SUITE 1
MINERAL POINT, WI 53565
608-987-2361

AGENDA

CITY OF MINERAL POINT HISTORIC PRESERVATION COMMISSION MEETING

Thursday, October 23, 2025, 6:30 PM

City Hall Community Room

1. Call to Order, Roll Call, and Confirmation of Compliance with the Open Meetings Law.
2. Approval of August 28, 2025 minutes.
3. Discussion and consideration of electing a chair for the Historic Preservation Commission.
4. Consideration of Certificate of Appropriateness application (2025-COA31) requested by Ulrich Sielaff and Janet Miller for renovations at 112/114 Fountain St.
5. Discussion of 2 Person Committee actions since the August meeting and designation of the 2 Person Committee for November, December, and January.
6. Review and consideration of revised Certificate of Appropriateness application.
7. Discussion and Consideration of Mural Guidelines for the Historic Preservation Commission.
8. Discussion and Consideration of Wisconsin Association of Historic Preservation Commissions Membership renewal.
9. Historic Preservation Report on the Local History and Historic Preservation Conference – *Commissioner Payne*.
10. Discussion of future agenda items.
11. Adjourn.

Agenda Posted and Distributed: Thursday, October 16, 2025.

Reasonable accommodations for participation in this meeting by persons with disabilities, as defined by the Americans with Disabilities Act, will be made upon request and if feasible. Please contact the City Clerk's office (608-987-2361) at least 24 hours before the scheduled meeting so that necessary accommodations can be provided.

OFFICE OF THE CITY CLERK-TREASURER

Mayor – Danny Clark

City Administrator | Matthew Honer | administrator@cityofmineralpointwi.gov

City Clerk-Treasurer | Christy Skelding | cityclerk@cityofmineralpointwi.gov

MINUTES

CITY OF MINERAL POINT HISTORIC PRESERVATION COMMISSION MEETING

Thursday, August 28, 2025 – 6:30 PM

City Hall Community Room

CALL TO ORDER/ROLL CALL

The meeting was called to order by Chairman Flesch at 6:30 PM.

Erik Flesch, Chair	Present	Alex Ramshur	Present
Mark Hogan	Present	Tim Freeman	Present
Gary Cisler	Present	John Spady	Present
Matthew Payne	Present		
Others Present: Matt Honer; Ried Knapp; Jim Harris; Lowry White; Carol Spelic; Mark and Judy Bishop; Richard Reger; Bruce Giessbuhler; Denise Ostergrant and Jonathon Hasselberger; Kelly Frawley and Susan Caya-Slusser – WHS			

APPROVAL OF MINUTES – July 24, 2025 MEETING

Motion (Cisler/Payne) to approve the minutes with name spelling corrections from July 24, 2025. Motion carried, (5-0-2) Freeman and Spady Abstain.

PUBLIC HEARING – CONSIDERATION OF LANDMARK DESIGNATION OF 306 HIGH ST.

Motion (Spady/Payne) to open public hearing. Motion carried by roll call, (7-0).

Ried Knapp, 215 Fountain St. – Provided a presentation in support of designating 306 High St. as a Landmark.

Carol Spelic, 261 High St. – Supports landmark designation because it is a significant building.

Jim Harris, 110 Dodge St. – Supports landmark designation and believes it is a very important building to Mineral Point's History.

Tom Johnston, Shake Rag St. – Inquired to what this designation means and what other buildings in the City have this designation.

Motion (Spady/Cisler) to close public hearing. Motion carried by roll call, (7-0).

CONSIDERATION OF DESIGNATING 306 HIGH ST A LOCAL LANDMARK.

Flesch reviewed the designation criteria of local landmarks. Knapp stated that prior to the national register designation in the 1970s, several structures were identified as landmarks, and this was one of those buildings.

Motion (Payne/Ramshur) to designate 306 High St as a local landmark based on the building's relationship to historic personages or important events in national, state, or local history; and exemplify or reflect the broad cultural, political, economic, or social history of the nation, state, or community. Motion carried by roll call, (7-0).

CONSIDERATION OF CERTIFICATE OF APPROPRIATENESS APPLICATION (2025-COA18) REQUESTED BY MINERAL POINT CHAMBER OF COMMERCE FOR SIGNAGE AT 114 HIGH ST.

The Commission discussed the proposal as presented and wanted to ensure the bracket was no more decorative than what was presented.

Motion (Cisler/Payne) to approve the Certificate of Appropriateness for signage at 114 High St, with a bracket similar to that presented. Motion carried, (7-0).

CONSIDERATION OF CERTIFICATE OF APPROPRIATENESS APPLICATION (2025-COA19) REQUESTED BY RICHARD REGER FOR NEW CONSTRUCTION AND SITE WORK AT 321 N. CHESTNUT ST.

Reger presented his proposal to put a patio cover on the back of his house. It will be tied into the roof but will be removable. Hogan stated that the roof would not be able to be seen from the street.

Motion (Freeman/Cisler) to approve the Certificate of Appropriateness for new construction and site work at 321

N. Chestnut St. Motion carried, (7-0).

CONSIDERATION OF CERTIFICATE OF APPROPRIATENESS APPLICATION (2025-COA20) REQUESTED BY JOE BURNS FOR RENOVATION WORK AT 315 COMMERCE ST.

Geisbuhler, as the general contractor of the project, explained the windows and doors will be replaced and utilities will be replaced. Payne asked about how the rock will be cut. Geisbuhler explained that the rock will be cut in and replaced as a façade to look similar in size and patterning as to what is there.

Motion (Hogan/Spady) to approve the Certificate of Appropriateness for renovation work at 315 Commerce St. Motion carried, (6-0-1). Flesch Abstained.

CONSIDERATION OF CERTIFICATE OF APPROPRIATENESS APPLICATION (2025-COA21) REQUESTED BY DENISE OSTERGRANT FOR RENOVATION WORK AT 224 CLOWNEY ST.

Ostergrant stated that the roofing is failing at the moment, and she intends to replace it with something similar that will satisfy her insurance company. She believes the roof is from when the structure was moved to the location in the 1970s. Ostergrant explained that everything except the porch roof will be replaced. Jonathon Hasselberger from Larson Home Services stated the material (f-wave shingles) is self-healing, wind resistant, UV resistant, has no temperature limitations, and has a 50-year warranty.

Motion (Hogan/Payne) to approve the Certificate of Appropriateness for renovation work at 224 Clowney St. Motion carried, (6-0-1). Flesch Abstained.

CONSIDERATION OF CERTIFICATE OF APPROPRIATENESS APPLICATION (2025-COA22) REQUESTED BY AMY WILDMAN (FINDORF) AND KELLY FRAWLEY (WISCONSIN HISTORICAL SOCIETY) FOR RENOVATION WORK AT 170 SPRUCE ST.

Susan Caya Slusser stated that the 1973 building has hail damage. The building is not contributing. Currently, it has cedar shake shingles, and the Wisconsin Historical Society intends to replace it with asphalt shingles. Caya-Slusser stated that the State Historic Preservation Office (SHPO) has approved the asphalt shingles. Caya-Slusser and Frawley stated that Pendarvis can do what the Commission believes is appropriate, but that SHPO office believes it is not necessary to “pretend” that this building is historic. Payne asked if other state historic sites have similar situations. Caya-Slusser stated that other sites in the region do not have the same situation.

Flesch stated that using asphalt cheapens the structure. He believes the shake roof is important to the integrity of the historic campus, the neighborhood, and the community.

Motion (Flesch/) to request a new COA with Cedar Shake shingles. Motion fails.

Motion (Spady/Payne) to request the application to repair and replace the failing sections of the existing roof through a two-person Certificate of Appropriateness. (7-0). Motion carried.

CONSIDERATION OF CERTIFICATE OF APPROPRIATENESS APPLICATION (2025-COA23) REQUESTED BY MARK BISHOP FOR SIGNAGE AT 245 HIGH ST.

Dr. Bishop presented his signage project and his business at 245 High St.

Motion (Payne/Spady) to approve the Certificate of Appropriateness for renovation work at 245 High St. Motion carried, (7-0).

RECONSIDERATION OF CERTIFICATE OF APPROPRIATENESS APPLICATION (2024-COA30) FOR WINDOW AND DOOR RENOVATION AT 217 N. CHESTNUT ST.

White provided additional information on the windows and doors he purchased. Lowry stated that only 3 of the 12 windows were original. White provided additional information regarding a railing to be added to the back porch.

Motion (Flesch/Freeman) to have a two-person committee approve the addition of the railing on the back porch as presented at the meeting. Motion carried, (7-0).

Motion (Hogan/Cisler) to approve the windows and doors as presented. Motion carried, (7-0).

DISCUSSION OF MURAL GUIDELINES COMMITTEE AND TIMELINE

Spady volunteered to be on the mural guidelines. Honer stated that many of the items that have been brought up in the mural discussion are beyond the scope of the Commission and encourages the Commission to keep the existing sign code in mind as they develop their guidelines.

DISCUSSION OF 2-PERSON COMMITTEE ACTIONS SINCE THE JULY MEETING.

The Commission discussed a recent COA for 33 High St. Hogan is back on the two-person committee, so it will be Hogan and Payne until September. Flesh requested a deadline for a COA application.

ADJOURNMENT

Motion (Spady/Cisler) to adjourn at 8:38. Motion Carried, (7-0).

DRAFT

Box below for office use only

Date Received:	_____
Date Approved:	_____
Date \$50 Application Fee Received:	_____



Mineral Point, Wisconsin

Certificate of Appropriateness Application Form

Property Address: _____

Applicant: ULRICH SIELAFF Contractor: SELF

Mailing Address: 32 FOUNTAIN ST APT. 1A

Phone: (608) 712-7770 Phone: _____

E-Mail: ULRICH.SIELAFF@GMAIL.COM E-Mail: _____

Please check if this is primary contact person ☒

Please check if this is primary contact person ☐

Description of Proposed Work:

SEE ATTACHED

Type of Work: (Check all that apply)

☐ New Construction: Construction of a new building, additions, garages, sheds, etc.

☒ Renovation work: includes, but is not limited to, all exterior changes to an existing building, windows, doors, roofing, etc.

☒ Sitework: Adding landscape features (walks, patios, fencing, retaining walls, etc.)

☐ Signage: Installation of a sign on a building or site.

☐ Demolition: Removal of any building feature(s) or the razing of any structure (s). For all demolition, the applicant must Comply with Article 13 of the Zoning Ordinance.

☐ Other: _____

Applicant's Signature: _____

Date: 10/13/2025

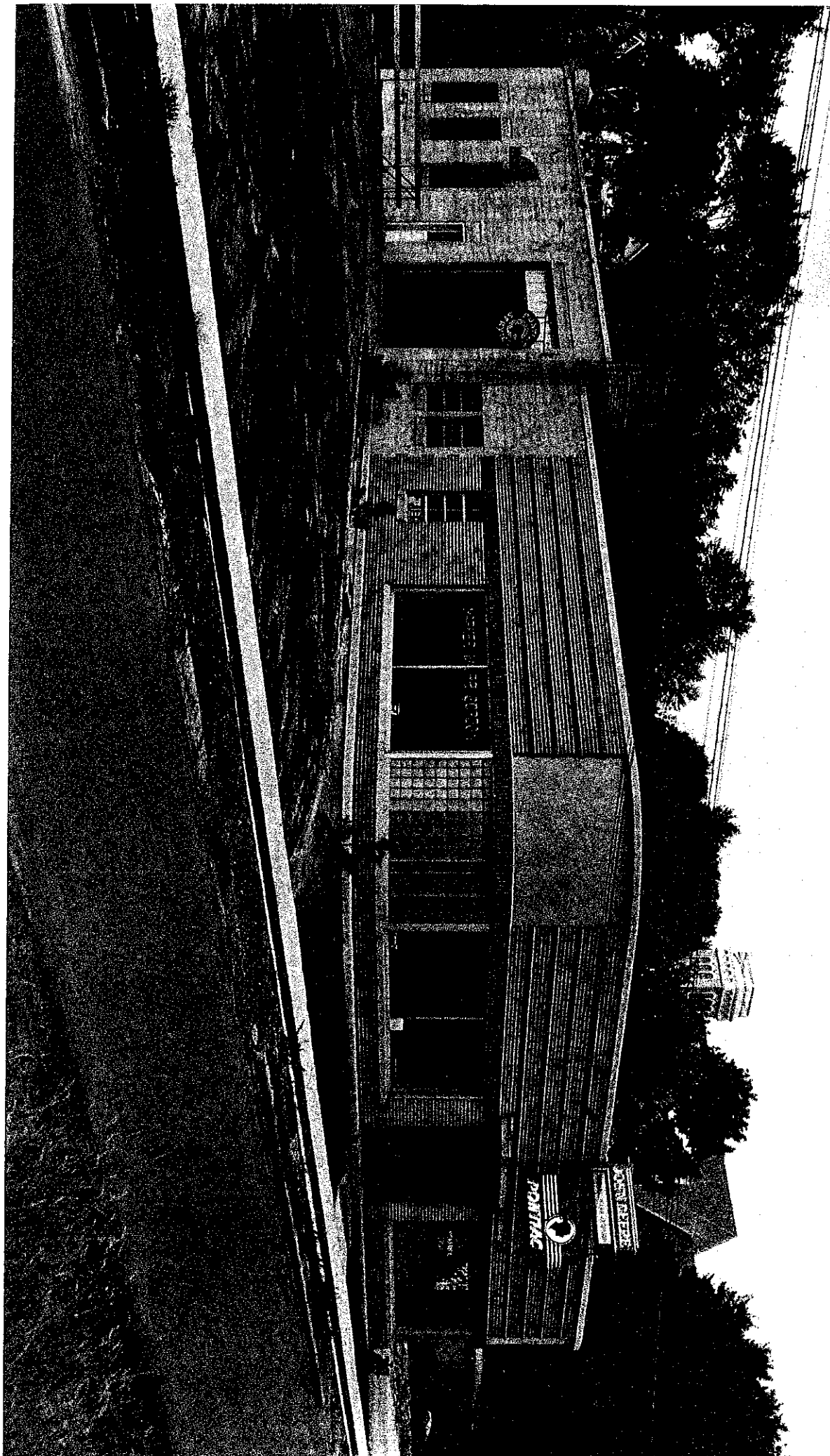
By signing this application, I acknowledge that I have reviewed the proposed scope of work and am Responsible for compliance with any Certificate of Appropriateness issued for this project. I hereby certify that the proposed work is accurately described.

Sielaff HMG Renovation Project

Description of Work

- (1) This will be a complete renovation of the HMG building. To the extent possible, the goal is to make the exterior look identical to when it was a John Deere dealership. Images #1,2 and 3 show the building in 1950, 2024, and a rendering of the building's proposed final appearance.
- (2) The tipping retaining wall (photo #4) will be replaced. The upper landing will be rebuilt, including a new stairway. A new fence will be built atop the wall (see image #3).
- (3) The east side ground surfaces adjacent to the building will be regraded and landscaped to ensure that rainwater will flow away from the building.
- (4) On the roof, water will be directed to the west side of the building into one new underground drain. It will connect to the storm sewer on the old South Street right-of-way.
- (5) Depending on property's final use, the west entrances to the building, its walkways and the parking lot will be done as needed. An application for another Certificate of Appropriateness will be submitted for this work.

#1

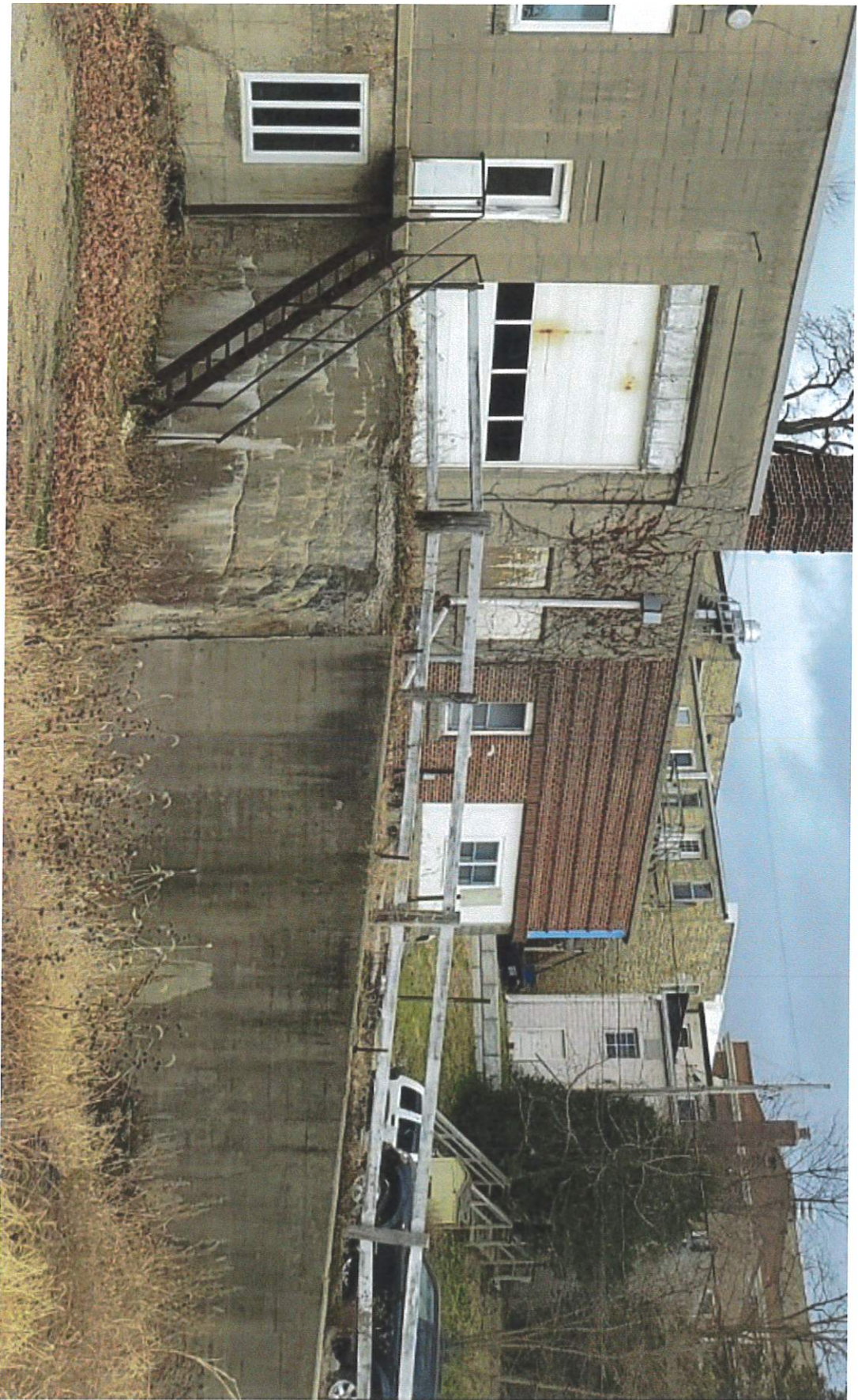




#2



#3



#4



City of Mineral Point
137 High Street
Mineral Point, WI 53565
(608) 987-2361

Office Use Only

Date Received: _____

Date Fee Received: _____

Date Approved: _____

APPLICATION FORM CERTIFICATE OF APPROPRIATENESS (COA)

Property Address: _____

Owner Name(s): _____

Mailing Address: _____

☐ Same as Property Address

Phone: (____) _____ Email: _____

Year Property Built: _____ Property is (select one): ☐ Contributing ☐ Noncontributing
to the National Register of Historic Places

Wisconsin Historical Society Architecture and History Inventory Property Record No.: _____
(found at WisconsinHistory.org > Browse > Preserve Your Homes and Properties)

Other Name for Property (e.g. "Orchard Lawn"): _____

Primary Contact ☐ Owner (if Owner, skip to next section)

☐ Architect/Preservation Consultant ☐ Contractor ☐ Other: _____

Name: _____

Address, City, State, ZIP: _____

Phone: (____) _____ Email: _____

Historic Preservation Tax Credits. *If your project involves a building listed as contributing to the National Register of Historic Places, you may qualify for significant state and federal historic preservation tax credits—25% for residential properties and 40% for commercial properties. These programs are administered through the Wisconsin Historical Society and follow a separate application process. See COA Supplement for resources.*

Do you intend to apply for Tax Credits? ☐ Yes ☐ No ☐ Unsure

Type of Work

- ☐ New Construction and/or Addition (including garages, sheds and outbuildings, etc.)
- ☐ Alteration/Rehabilitation/Repair (including exterior changes to windows, doors, roofing, etc.)
- ☐ Site Alteration/Improvement (including walks, walkways, patios, fencing, retaining walls, etc.)
- ☐ Signage (including window signs, projecting signs, etc.)
- ☐ Demolition Complete (razing entire structure)
- ☐ Demolition Partial (removal of any structure features)

Project Description and Rationale

Using a separate sheet (or sheets, as needed), provide a complete and detailed description of each element of the proposed project. For each element, include

- 1) A clear explanation of the work to be undertaken;
- 2) The rationale or justification for the proposed approach;
- 3) The intended outcome or effect of the proposed action.

Required Attachments

To allow the Historic Preservation Commission (HPC) to fully and properly consider an application, the applicant must submit all information directly related to the proposed project. The required attachments for each type of work are listed below. Applications missing required attachments will be considered incomplete, will not be scheduled for review by the HPC, and the applicant will be notified.

Work Type	Required Attachments
<i>New Construction / Addition</i>	• Historical photos and documentation relevant to the property and proposed work. • Photographs clearly showing existing conditions. • Site plan, drawn to scale, including landscaping, parking, utilities, and other site elements. • Floor plans, drawn to scale and dimensioned, showing existing conditions and proposed work. • Elevation drawings, drawn to scale, showing proposed work. • Renderings illustrating the appearance of the completed project within the streetscape context. • List of exterior materials to be used, including product specifications and color information. • Swatches or physical samples of proposed materials and finishes. <i>Preparation of drawings by a licensed architect or engineer is recommended.</i>
<i>Alteration, Rehabilitation, Repair</i>	• Historical photos and documentation relevant to the property and proposed work. • Photographs of the rehabilitation area, annotated to identify the locations and scope of proposed work. • Elevation drawings of any façade where new elements will be replaced or applied, with dimensions. • Detail drawings of any new or modified architectural elements. • List of exterior materials to be used, including product specifications and color information. • Swatches or physical samples of proposed materials and finishes. <i>If significant in scope, consultation with an architect or historic preservation professional recommended.</i>
<i>Site Alteration, Improvement</i>	• Site plan, drawn to scale, showing existing conditions (including landscaping, parking, utilities, and other site elements) and the proposed work. • Photographs of site showing existing conditions, annotated to indicate location and extent of proposed work. • Renderings or annotated photographs illustrating the proposed project within surrounding streetscape context. • Swatches or physical samples of proposed exterior materials and finishes.
<i>Signage</i>	• Photographs or drawings showing the proposed sign or mural location. • Scaled drawing of sign or mural indicating design details, graphics, dimensions, and distance above sidewalk. • List of materials to be used, including product specifications and color descriptions.
<i>Demolition, Complete</i>	• Historical photos and documentation relevant to the property and structure proposed for demolition. • Photographs of exterior and interior views showing the overall condition of the property. • Current dollar value of the property improvements. • Cost estimate for demolition, debris removal, and site grading following demolition. <i>State Historic Preservation Office (SHPO) approval may be required for certain historic structures.</i>
<i>Demolition, Partial</i>	• Historical photos and documentation relevant to the property and proposed demolition area. • Floor plans, drawn to scale and dimensioned, showing existing conditions and the proposed demolition. • Photographs of the building, including exterior and interior views of the section to be demolished, and illustrating the overall condition of the property.

Applicant Certification

I certify that, to the best of my knowledge, the information provided in this application regarding existing conditions and the scope of proposed work is complete, true, and accurate. I acknowledge that I am responsible for complying with any conditions attached to a Certificate of Appropriateness issued for this project. I further agree that if the scope of work changes before the completion of construction, I will submit updated information for additional review.

Property Owner Signature

Date

Applicant Signature (if other than property owner)

Date

For City Staff Use Only

ACTION FORM CERTIFICATE OF APPROPRIATENESS

Case Number: _____ Date Received: _____ Taxkey: _____
☐ received less than 7 business days before next meeting

Review

☐ Application Complete, Including Required Attachments

☐ Attachment(s) Absent _____

☐ Applicant Informed Incomplete, Attachment(s) Requested

☐ Absent Attachment(s) Received Date: _____

Referred

☐ to 2-Person Committee, Notified Date: _____

☐ to HPC for Agenda of _____

Decided by

☐ 2-Person Committee _____
Signature 1 *Date* *Signature 2* *Date*

☐ Historic Preservation Commission Meeting on _____

HPC Chair Signature *Date*

Decision

☐ Approved

☐ Disapproved

☐ Approved with Conditions _____



Mineral Point, Wisconsin

APPLICATION SUPPLEMENT CERTIFICATE OF APPROPRIATENESS (COA)

City of Mineral Point
137 High Street
Mineral Point, WI 53565
(608) 987-2361

This supplement provides information about applying for a COA for proposed work on the exterior of a landmark structure or a property located within the Mineral Point Historic District. Questions about the process should be made to the Historic Preservation Commission Chair, hpc@cityofmineralpointwi.gov.

COA Application Checklist

- ☐ Obtain COA Application Form from cityofmineralpoint.com or City Hall. Review form carefully to understand information required for application.
- ☐ Review general preservation resources to understand information which may assist in planning and approaching the project appropriately to meet review criteria.
 - [A Guide to Historic Preservation in Mineral Point, Wisconsin](#). This serves as the starting point for an application. Available online, printed copies are also provided free of charge at City Hall, through city realtors and attorneys, and from members of the Historic Preservation Commission.
 - [Wisconsin Historical Society: How to Preserve Your Historic Building](#). A collection of articles by preservation professionals providing historic building owners with guidance and recommendations on topics, including project planning, financing, paint, windows, and doors.
 - [U. S. Department of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings](#). Recommendations cover many topics, including masonry, wood, metal, roofs, windows, entrances and porches, storefronts, structural systems, interior spaces and finishes, mechanical systems, site and setting, energy efficiency, new additions, accessibility, and health and safety. Approaches, treatments, and techniques that may adversely affect a building's historic character are identified as "Not Recommended" in each topic area.
- ☐ Research property using to assist in providing information to meet review criteria.
 - [Wisconsin Historical Society Architecture and History Inventory](#). Enter address in "Search Properties" to find information and Architecture and History Inventory Property Record No.
 - [Mineral Point Library Archives](#). Located on the second floor of the Mineral Point Public Library, the Archives may have historic photographs and other information. Open during limited hours.
- ☐ Review Review Criteria Summary document to learn what review criteria are used as well as the standards HPC uses when considering a COA application.
- ☐ Begin to fill-in the COA Application Form.
- ☐ Prepare any required attachments listed given the Work Type (see Application Form, not all items listed here may apply to your project).
 - ☐ Historical photos
 - ☐ Relevant Documentation to property/
proposed work
 - ☐ Photographs
 - ☐ Site and/or Floor plan
 - ☐ Elevation drawings
 - ☐ Renderings (or scaled drawing of sign)
 - ☐ List of materials
 - ☐ Swatches or samples
 - ☐ New/modified architectural element detail
drawings
 - ☐ Property improvements value
 - ☐ Demolition cost estimate

- ☐ Complete Project Description and Rationale narrative.
 - Prepare a complete and detailed description of each element with
 - 1) explanation of the work;
 - 2) rationale or justification for approach;
 - 3) intended outcome or effect
- ☐ Sign Applicant Certification. Note if applicant is not the owner, owners signature is also required.
- ☐ Prepare the COA Application Form and all required attachments. For digital submission (preferred method), combine all materials into one PDF file. It is the applicant's responsibility to retain a copy for their records.
- ☐ Submit completed COA Application with required attachments to City Hall. Digital submission is preferred — email materials to hpc@cityofmineralpointwi.gov
 - Applications must be submitted at least seven (7) business days before a regularly scheduled HPC meeting (the fourth Thursday of each month) to ensure placement on the agenda. Applications received after that date may be added at the discretion of the HPC Chair.
 - A non-refundable filing fee is required.
 - If the application is referred to the 2-Person Committee, you will be contacted by the committee members and notified whether your request has been approved, disapproved or forwarded to the full Commission for consideration.

Additional Resources

Tax Credit Resources

If you are planning work on a historic building—residential or commercial—you may qualify for significant state or federal historic preservation tax credits. If you intend to apply for these credits, please indicate this on your COA Application form.

- State of Wisconsin, Wisconsin Historical Society: [Tax Credits for Historic Building Rehabilitation](#)
- U. S. Department of the Interior, National Park Service: [Historic Preservation Tax Incentives](#)

Professional Assistance Resources

Historic property owners may choose to consult an architect, historic preservation consultant, or specialized tradesperson. The following directories are provided for reference only; they are neither exhaustive nor specifically endorsed or recommended by the Mineral Point HPC. Applicants should verify credentials of any consultant, contractor, or supplier and obtain appropriate references before hiring.

- [Wisconsin Preservation Trades & Consultant Directory](#). Maintained by the Wisconsin Trust for Historic Preservation.
- [Historic Preservation and Archaeological Consultants](#). List of consultants maintained by the Wisconsin State Historic Preservation Office.
- [Preservation Specialists Directory](#). Maintained by the Minnesota Historical Society.
- [Illinois Restoration Resource Directory](#). Maintained by Landmarks Illinois.



Mineral Point, Wisconsin

REVIEW CRITERIA SUMMARY

CERTIFICATE OF

APPROPRIATENESS (COA)

City of Mineral Point
137 High Street
Mineral Point, WI 53565
(608) 987-2361

This Chapter 151 summary of the City of Mineral Point Code is intended to simplify its contents for applicants seeking a Certificate of Appropriateness (COA) from the Historic Preservation Commission (HPC). This summary does not replace or substitute the actual text (see cityofmineralpoint.com) so applicants are encouraged to review the chapter. Chapter 151's purpose is to preserve and enhance buildings, landmarks, and historic districts in Mineral Point by regulating changes to their exteriors.

- The HPC has authority to designate landmarks, landmark sites, and historic districts.
- Any exterior alteration, repair, construction, demolition, or change in features (e.g., windows, siding, roofing, signs, etc..) on a designated landmark or within the historic district generally requires a COA before a building or zoning or sign permit can be issued.
- The HPC must review each application using documentation and ordinance criteria.

When the HPC reviews a COA application, it applies both *general* and *specific* criteria to determine whether the proposed work is appropriate and consistent with historic preservation goals.

General Criteria

1. **Compatible Use / Original Purpose.** Encourage adapting a property to a use compatible with its historic character or continuing original intended use whenever possible.
2. **Preserve Distinctive Original Qualities.** Don't destroy or obscure original architectural features or historic materials unless absolutely necessary.
3. **Recognize Evolution and Historical Changes.** Changes made over time may have gained historical significance that should be recognized and respected, rather than automatically eliminated.
4. **Sensitive Treatment of Craftsmanship / Stylistic Features.** Unique architectural details, craftsmanship, textures, patterns, and stylistic elements should be handled carefully.
5. **Repair Rather than Replace.** Whenever possible, deteriorated features should be repaired. If replacement is required, new material should match original in design, color, texture, etc.
6. **Gentle Cleaning Methods.** Use least invasive means of cleaning surfaces. Abrasive methods (e.g. sandblasting) which could damage materials are discouraged.
7. **Preserve Archaeological Resources.** Avoid harming archaeological resources on/near the site.
8. **Allow Compatible Contemporary Designs.** Modern additions or alterations are not prohibited if they don't harm significant historic, architectural, or cultural features and are compatible in scale, massing, color, and material.
9. **Reversibility / Minimal Impact.** Alterations should be done in such a way that, ideally, they could be removed or reversed in the future without damaging the historic fabric or appearance.

Specific Criteria

- **Height:** Any new or modified parts should match or be compatible with heights of surrounding buildings and historic style.
- **Proportions of Windows & Doors:** Relationships between openings (windows, doors) should harmonize with traditional architectural character of the structure and neighborhood.
- **Mass / Building Relationships:** Scale of structures, spacing between them, and how they relate to open space should be compatible with historic context.
- **Roof Shape:** Design, pitch, and form of roofs should respond to architectural style and historic patterns in the district.
- **Landscaping:** Planting, ground treatment, fences, walls, and other site elements should be consistent with historic character and surrounding properties.
- **Scale:** Size and mass of additions or new structures should not overwhelm original building or neighboring structures.
- **Directional Expression:** Street-facing facades should respect prevailing vertical or horizontal emphasis (e.g. dominant vertical rhythm or horizontal emphasis) of nearby structures.
- **Architectural Details / Materials / Textures / Colors:** Use of materials, color, texture, trim, ornamentation, and architectural detail should be sympathetic to historic context.

Report to the Historic Preservation Commission, City of Mineral Point
From the Mural Guidelines Subcommittee
To the meeting of October 23, 2025

Members: Gary Cisler, Matthew Payne, John Spady.

The sub-committee was created at the HPC meeting of August 28 following discussions by the committee of the work done by a previous committee on Mural Guidelines in 2024, the sign ordinance, and an inquiry of a citizen about a possible mural request at the meeting of June 26, 2025.

The sub-committee met on October 7, 2025. There was continued discussion of the variety of viewpoints shared by the previous sub-committee and at previous meetings. Commissioner Payne shared a draft document he had prepared based on what he heard from previous meeting and after a thorough review of the sign code and the HPC code. This document became the focus of discussion.

After making a number of changes and modifications to the document, it was determined to present the revised document to the HPC for adoption. It is attached for consideration to this report.

Post-script: The original document included a number of items from previous work and discussions that the subcommittee determined to remove because it was though they weren't relevant to the HPC in considering approval of a COA application, but rather were elements that were in the purview of the issuing of a sign permit.

“Mural” Sign Guidelines
Historic Preservation Commission, City of Mineral Point
(Draft – October 2025)

These guidelines assist the Historic Preservation Commission (HPC) in reviewing Certificate of Appropriateness (COA) applications¹ for what are commonly referred to as “murals” within the City of Mineral Point Historic District. The HPC interprets “mural” as a SIGN under the §154.03² definition; therefore, such applications will also be reviewed with reference to the applicable provisions of the municipal sign code.

Guidelines

1. Application. An applicant proposing a “mural” shall follow the standard COA application procedures and guidelines. Each application will be evaluated under the standard HPC criteria.
2. General Review Criteria j. emphasized. Installation plans shall allow for future removal, with the structure capable of being restored to its original condition and appearance. Anchorage shall be made only into mortar joints on masonry walls.
3. General Review Criteria e. emphasized. Any distinctive architectural features shall not be covered, obscured, or otherwise altered.

Understandings

1. The height-above-ground limits of §154.08(E)(2)(a) and (b)³ apply to PROJECTING SIGNS⁴ but not to WALL SIGNS. Applying these limits to Wall Signs would effectively eliminate the definitional distinction between the two types of signs.
2. The maintenance elements of §154.08(G)(2)⁵ pertain to issuance of a sign permit under *Administration and Enforcement* provisions of §154.08(M) and is are not review considerations under the COA process.
3. A COA is required for a “mural” created by the direct application of materials (such as paint, vinyl, or film) to a building surface for the purpose of conveying a message. Even if such a mural does not meet the definition of a SIGN, it is considered an alteration under §154.03(C)(2).⁶

¹ The sign code §154.08(J) requires a COA before a sign permit can be issued within the Historic District.

² “Any device used to attract attention beyond the boundaries of the lot on which it is located, and whose purpose is to convey a message to represent any person, entity or thing by means of lettering, numerals, words, figures, emblems, devices, structures, designs, trade names, trademarks or other alphabetic or pictorial imagery. Any sign(s) affixed to an unlicensed and/or inoperable motor vehicle, or to a nonmotorized vehicle (i.e., trailer) not actively being used on a day-to-day basis to transport goods and/or provide services.” It should be noted that “Any device used” implies there is a distinct medium or substrate—such as aluminum, plastic, wood, metal, or canvas—onto which message-bearing materials are applied, which is then affixed to the structure.

³ All signs that extend ... shall be a minimum [height] above normal grade...

⁴ An attached sign that projects more than 18 inches from a building façade or wall.

⁵ All signs must be maintained in a safe, presentable and structurally sound condition at all times. Routine maintenance activities do not require a sign permit. For the purposes of this provision, routine maintenance includes, but is not limited to, painting, cleaning, replacing or repainting sign copy or sign faces within their existing framework, recladding, and replacing worn or defective parts.

⁶ This section requires COAs in the Historic District for alteration or construction.