



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, December 4, 2025, 6:30 PM

Library Conference Room

1. Call to Order
 - a. Roll Call.
 - b. Confirm compliance with the Open Meetings Law.
 - c. Consider minutes of October 23, 2025 (*see packet*).
2. Report from the Chair
 - a. Comments as new chair.
 - b. Change to minutes procedure.
 - c. Modification to COA processing flow.
 - d. Review HPC Purpose and Intent [§151.01] and Other Duties [§151.03(C)(7)].
 - e. Commissioners' Exchange. Commissioners are asked to review questions and be prepared to provide a 3-4 minute reply.
 - What is your **interest** in historic preservation?
 - What is your **experience** (professional or volunteer) related to historic preservation—such as architecture, construction, planning, history, or community engagement?
 - What aspects of historic preservation do you feel **most knowledgeable** about—such as design review, historic research, education, or advocacy?
 - What **skills or perspectives** do you think you bring to the Commission that help it serve the community effectively?

Certificates of Appropriateness

3. Consider applications received.
 - a. 2025-COA35, Cornish Heritage Park, City of Mineral Point (*see packet*)
4. Receive report on 2-Person Committee actions.
 - a. 2025-COA34, 421 Fountain Street, Anna & Jacob Colden, Replace Door and Window
 - b. 2025-COA33, 43 High Street, Limestone, LLC, Replace Windows
 - c. 2025-COA32, 105 Jail Alley, Mark Runke, Install Railing

Old Business

5. Consider Certificate of Appropriateness Application Revised Draft (*see packet*).

New Business (may table until next meeting if time unavailable)

6. Discuss developing procedure for Non-Compliance response (no COA, approved COA deviation).
7. Appoint Chapter 151 Review Committee.

OFFICE OF THE CITY CLERK-TREASURER

Mayor – Danny Clark

City Administrator | Matthew Honer | administrator@cityofmineralpointwi.gov

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



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8. Consider National Alliance of Preservation Commissions Membership \$75 (listserv participation benefit).
9. Consider properties warranting a Notice of Violation [\$151.06 – State of Disrepair]

Announcements

10. Commissioner Continuing Education Opportunities
 - Historic Preservation Commission Training, online, by Wisconsin Historical Society (wisconsinhistory.org/Records/Article/CS245)
 - Wisconsin Association of Historic Preservation Commissions Conference, April 23-24, 2026, Sturgeon Bay (wisconsinahpc.org/conference)
 - Commission Assistance and Mentoring Program [CAMP], May 15-17, 2026, Fond du Lac, by National Alliance of Preservation Commissions (napcommissions.org/camp)
 - Local History and Historic Preservation Conference, October 14-16, 2026, Milwaukee by Wisconsin Historical Society
 - HPC working documents shared drive
11. Next meeting: January 22, 2026.
12. Adjourn.

Agenda Posted and Distributed: Wednesday, November 26, 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.

Historic Preservation Commission Information

Members and Terms: Matthew Payne, Chair (2025-2028); Alex Ramshur (City Council Rep); Erik Flesch (2023-2026); Gary Cisler (2024-2027), Tim Freeman (2025-2028); Mark Hogan (2025-2028); John Spady (2024-2027).

2-Person Committee Appointment:

Commissioners Cisler & Ramshur, Term of 11/2025-01/2026

Member – Wisconsin Association of Historic Preservation Commissions (wisconsinahpc.org)

Key language of §151.

- (A) protect, enhance, perpetuate, use of improvements of special character, historical interest or value is a public necessity in the interest of health, prosperity, safety and welfare of the people.
- (B)(1) protect, enhance and perpetuate cultural, social, economic, political and architectural history
- (2) Safeguard historic and cultural heritage embodied/ reflected in landmarks and historic districts
- (3) Stabilize and improve property values
- (4) Foster civic pride in the beauty and noble accomplishments of the past

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-
- (5) Protect and enhance attractions to residents, tourists and visitors and support/stimulate business and industry
 - (6) Strengthen the economy
 - (7) Promote use of historic districts and landmarks for education, pleasure and welfare.

Key language of 151.03(C)(7)

- (a) Encourage use of tax credits.
- (b) Work with the State Historic Preservation Officer (SHPO) to include eligible properties outside NRHP.
- (c) Maintain eligibility as a certified local government.
- (d) Conduct intensive architectural survey by a qualified architectural historian. Identify all significant historical properties as basis for creating a plan to manage historic resources. Development, implementation and updates of a plan is responsibility of the Commission.
- (e) Continuing education of citizens about historic heritage, emphasis also placed on economic benefits of preservation.
- (f) As it deems it advisable, receive and solicit funds for landmarks preservation placed in a special city account.
- (g) Review chapter 151 no less than 5 years and periodically report activities to the Common Council.
- (h) Appropriate preservation booklets and articles prepared by the Commission available for public distribution with ordinances and codes applicable to preservation, instructions on how to work with these codes and ordinances, a list of city officials and members of the Historic Preservation Commission and other pertinent data, forms and instructions.

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MINUTES

CITY OF MINERAL POINT HISTORIC PRESERVATION COMMISSION MEETING Thursday, October 23, 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	Absent
Gary Cisler	Present	John Spady	Present
Matthew Payne	Present		
Others Present: Matt Honer, City Administrator; Ulrich Sielaff; Janet Miller			

APPROVAL OF AUGUST 28, 2025 MINUTES

Payne requested that it be added to the record that he asked Pendarvis to review the materials presented at the meeting related to the cedar roof replacement project on Clowney Street.

Motion (Ramshur/Cisler) to approve the minutes of August 28, 2025. Motion carried, (6-0).

DISCUSSION AND CONSIDERATION OF ELECTING A CHAIR FOR THE HISTORIC PRESERVATION COMMISSION

Motion (Spady/Flesch) to nominate Matthew Payne as Chair as of the end of this meeting. Motion carried, (7-0).

CONSIDERATION OF CERTIFICATE OF APPROPRIATENESS APPLICATION (2025-COA31) REQUESTED BY ULRICH SIELAFF AND JANET MILLER FOR RENOVATIONS AT 112/114 FOUNTAIN ST.

Sielaff provided a brief presentation on the project, noting that he and his contractor feel confident about its direction. He and Miller stated that their goal is to renovate the exterior to be as historically accurate as possible. They explained that earlier plans for a large glass overhead door have been reconsidered; for now, they intend to retain the existing overhead door unless a future buyer wishes to pursue an alternative design.

Spady inquired about the intended interior use. Sielaff and Miller explained that a final use has not yet been determined, but their plan is to renovate the front façade immediately and begin marketing the building. Once a buyer or end use is identified, it will be easier to plan the remaining interior renovations.

Payne asked about the garage door on the east side. Miller and Sielaff stated that they plan to keep the existing east-facing garage door but may change the adjacent door to glass. Payne inquired whether the cement would be painted, and the applicants confirmed that it would remain as is. He also asked about the entrance on Fountain Street, and the applicants stated they intend to replicate the original design, though without the original signage.

Spady noted that this exact proposal has come before the Commission previously. Flesch added that, in the past, the Commission has approved general concepts but has requested more specific details regarding the proposed renovations.

Hogan asked if the glass block is original. Miller and Sielaff confirmed.

Motion (Spady/Cisler) to approve the Certification of Appropriateness for 112/114 Fountain St. as a concept presented. Motion carried by roll call, (7-0).

DISCUSSION OF 2-PERSON COMMITTEE ACTIONS SINCE THE AUGUST MEETING AND DESIGNATION OF THE 2 PERSON COMMITTEE FOR NOVEMBER, DECEMBER, AND JANUARY.

Hogan gave a background on the eight applications considered for approval:

359 N. Chestnut – Tuckpointing and Renovations, 13 Commerce for Tuckpointing, Pendarvis Visitor Center – Roofing, 206 Commerce – Storefront renovations and signage, 217 N. Chestnut – Railing replacement, 104 High St. – Signage, 212 N.

Chestnut – Roofing replacement, and 33 High St. – Replacement of the rear porch. It was reported these were approved by the 2-person committee.

Ramshur and Cisler volunteered to serve as the two-person committee for November, December, and January, and the Commission accepted their offer.

REVIEW AND CONSIDERATION OF THE REVISED CERTIFICATE OF APPROPRIATENESS APPLICATION

Flesch stated that applications from the state and nation were reviewed. Flesch walked through each part of the application.

Hogan requested that the required attachments have a checklist rather than a dot listing and to make edits to the two person committee notification.

Payne asked commissioners to review the document once more before adoption and implementation, with final consideration to occur at the next meeting.

Motion (Payne/Flesch) to request the City Administrator and City Attorney review it for any necessary edits. Motion carried, (7-0).

DISCUSSION AND CONSIDERATION OF MURAL GUIDELINES FOR THE HISTORIC PRESERVATION COMMISSION.

Payne presented the report of the committee consisting of Payne, Cisler, and Spady. The committee introduced a proposal for “Mural” Sign Guidelines to help guide the Commission’s future review processes. The key point of the proposal is that the HPC interprets a “mural” as a sign under the §154.03 definition, and therefore such applications will also be evaluated in accordance with the relevant provisions of the municipal sign code.

Motion presented by the committee to adopt the guidelines as presented. Motion carried, (6-0).

DISCUSSION AND CONSIDERATION OF WISCONSIN ASSOCIATION OF HISTORIC PRESERVATION COMMISSIONS MEMBERSHIP RENEWAL.

Discussion and consideration took place regarding renewal of the Wisconsin Association of Historic Preservation Commissions membership. Honer stated that the City will cover the cost for 2026, but he would like feedback from the Commission at the end of the year regarding how the membership was used.

Motion (Payne/Ramshur) to join as a one-year renewal in 2026. Motion carried, (6-0). Flesch Abstained.

REPORT ON THE LOCAL HISTORY AND HISTORIC PRESERVATION CONFERENCE

Payne reported attendance at the Wisconsin Historical Society’s Local History and Historic Preservation Conference in October 16–17 with financial support from the City. He underscored that the HPC is part of a broad professional network with many available resources. Payne established connections with key statewide and regional preservation professionals and identified several potential partners for future HPC initiatives. He attended sessions covering local landmark designation, preservation strategies, design review, standards development, and low-budget exhibit creation. He returned with several ideas for strengthening the HPC’s work, including enhanced training for commission members, community education on preservation, and collaboration with external organizations. Payne plans to present these ideas at upcoming HPC meetings.

DISCUSSION OF FUTURE AGENDA ITEMS

Honer provided an update on the certified local government grant supporting work on the upcoming Architectural and Historical Intensive Survey. Payne noted the previous survey was done in 1991-92.

The Commission discussed the next meeting to be scheduled for December 4, 2025.

ADJOURNMENT

Motion (Hogan/Ramshur) to adjourn at 8:20. Motion Carried, (7-0).

Box below for office use only



Mineral Point, Wisconsin

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

Certificate of Appropriateness Application Form

Property Address: _____

Applicant: _____

Contractor: _____

Mailing Address: _____

Phone: _____

Phone: _____

E-Mail: _____

E-Mail: _____

Please check if this is primary contact person _____

Please check if this is primary contact person _____

Description of Proposed Work: _____

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: _____.

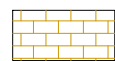
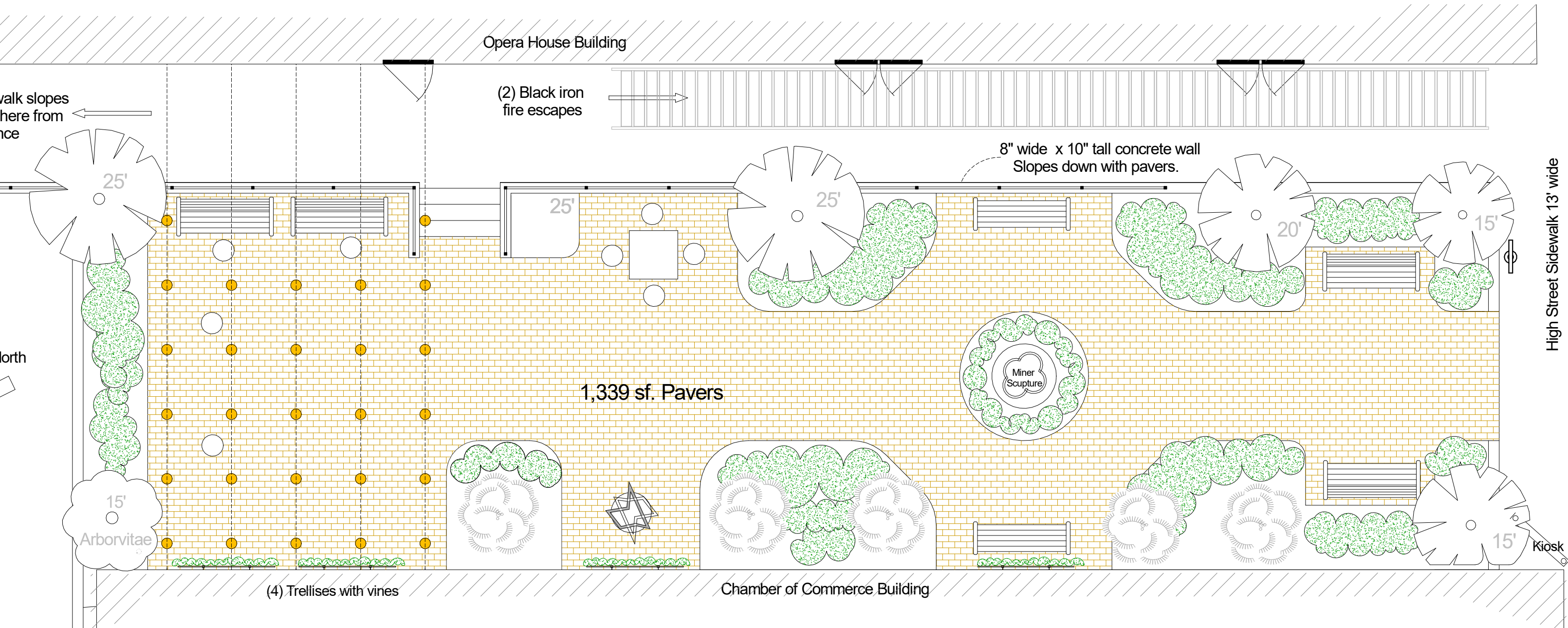
Applicant's Signature: _____ Date: _____

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.

→ See back of form for Certificate of Appropriateness Submission Requirements

Small (1/16 inch) stainless steel cables will support 5 strands of patio lights to be anchored into the 8" thick concrete block wall of your building about 12' above the ground. They will go across the park to be anchored into the wall of the Opera House. They will be attached with 3/8" diameter stainless steel (non-rusting) bolts that are glued into 1/2" diameter, holes. The holes will be 3" deep and be located in the mortar joints between the blocks.

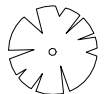
There could be the 4 trellises shown for vines. If used, they would anchor in the city's property about 6" away from your building and would be held at the top at two locations with small stainless steel anchors. They would penetrate less than two inches into the building's wall. If, at anytime the trellises and vines needed to be removed for servicing, the trellises can be tilted away from the wall to make room for work.



Pavers, natural/maroon
Paved area 1,335 sf.



Existing trees (4)
(Make all equal height)



Various trees
on dark mulch



Varios shrubs on
dark mulch



(2) 1-1/2" sq x 12' tall posts
(7) 3/4" Round x 6' long horizontals
Show (4) trellises with Wisteria vines.



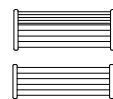
Local artist's piece.
show on 30" dia x 3/8" thick plate
supported by a 3" dia x 36" tall post.



Miner sculpture
5' tall lead miner
on 5' stone pedestal



Historic Marker



Bench w/ back (6)
Bench w/o back (2)



18" D x 18" T stool/table, supported
by (1) 3" dia x 18" tall post



36" Game table supported
by (1) 3" dia x 30" tall steel post

All Benches, tables, and stools
are permanently fastened to ground



Overhead lights
12' up on (hidden) cables.

PARK PLAN 10/20/24
Contact Janet and Ulrich
(608) 712-7770
ulrich.sielaff@gmail.com

Pocket Park Plan 10 20 24 .PDF



For City Staff Use Only

Case Number: _____ Date _____

Received: _____

Referral

☐ Referral to Commission HPC Meeting Date: _____

☐ Staff Review Staff Review Date: _____

Comments: _____

Decisions By:

☐ 2-Person Committee-Date: _____

☐ Historic Preservation Commission-Date _____

Final Action

☐ Approve ☐ Approve with Conditions ☐ Disapprove

Historic Preservation Commission Chair

Date

Box below for office use only

Date Received:	11-14-25
Date Approved:	
Date \$50 Application Fee Received:	11-14-25

CC



Mineral Point, Wisconsin

Certificate of Appropriateness Application Form

Property Address: 421 Fountain St. Mineral Point, WI

Applicant: Anna and Jacob Colden

Contractor: Ken Wallace Design and Construction, LLC

Mailing Address: 421 Fountain St.

Phone: [REDACTED]

Phone: [REDACTED]

E-Mail: [REDACTED]

E-Mail: [REDACTED]

Please check if this is primary contact person ☒

Please check if this is primary contact person ☐

Description of Proposed Work: Finish basement, new concrete floor, new front door, new Right side of house basement window (front windows of basement will not change)

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:

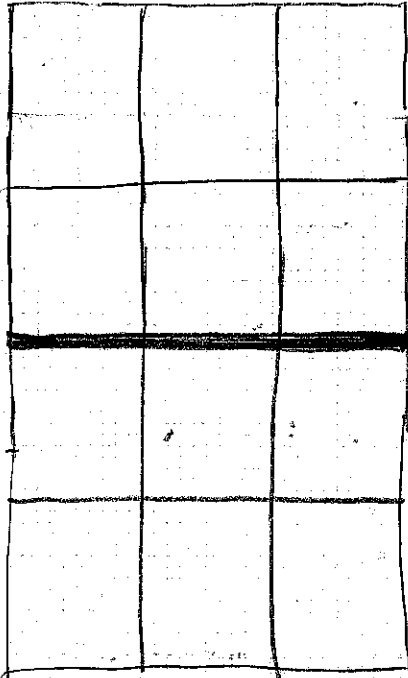
Anna Colden

Date:

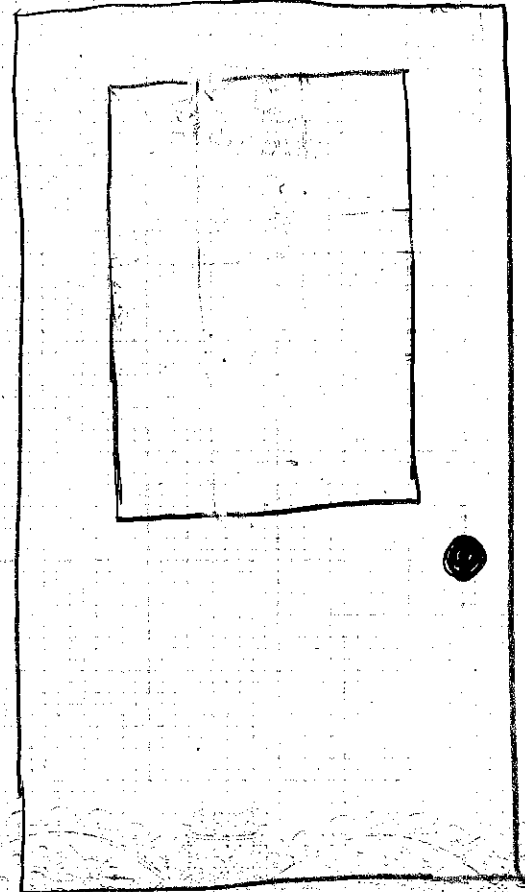
10/14/25

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.

Window



Door







Ready to get started with your project?
[Request a quote](#) today?



ANDERSEN
WINDOWS & DOORS

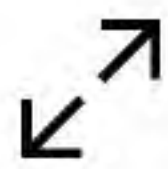


Panel Style 179 Straightline Glass Panel



INTERIOR

EXTERIOR



Configuration

Single Door

Interior Color

Sandtone

Glass

Low-E4® Glass

Hardware

Albany, White

Grille Pattern

None

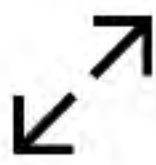
[GET A QUOTE](#)



Ready to get started with your project?
[Request a quote](#) today?



200 Series Double-Hung Window



INTERIOR

EXTERIOR



Product ID#
244DH3046

Unit Width
35 1/2"

Unit Height
53 1/2"

Interior Color
White

Glass
Low-E Glass

Hardware

GET A QUOTE

Ready to get started with your project?
[Request a quote](#) today?



ANDERSEN
WINDOWS & DOORS

Hardware

Lock and Keeper, White

Optional Hardware

None, White

Grille Pattern

Colonial

Grille Width

3/4"

Exterior Color

White

Exterior Trim Profile

None

Exterior Trim Color

White

 [Add To My Favorites](#)



[GET A QUOTE](#)

Different:













Box below for office use only

Date Received: 11-13-25
Date Approved: _____
Date \$50 Application Fee Received: 11-13-25

CK #1350



Mineral Point, Wisconsin

Certificate of Appropriateness Application Form

Property Address: _____

Applicant: Kevin Frija d/b/a LIMESONE, LLC Contractor: Tri-STATE Custom Windows

Mailing Address: 52 High St

Phone: [REDACTED]

Phone: _____

E-Mail: [REDACTED]

E-Mail: _____

Please check if this is primary contact person ☒

Please check if this is primary contact person ☐

Description of Proposed Work: _____

Replacement of Severely Worn Windows, in multiple locations / apartment.

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: Replacement Windows

Applicant's Signature: _____

Date: 11/12/25

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Dealer Information

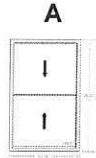
Tri State Custom Windows
3940 Wisconsin 23
DODGEVILLE WI 53533
Noah Bocek
[REDACTED]
[REDACTED]

Customer Information

Richard Baumesiter
43 High St
Mineral Point WI 53565
[REDACTED]
[REDACTED]

Order Information

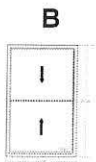
Quote Name: 43 High St Upstairs Units Updated
6/27
Quote ID: Q204444-3
Date Created: June 27, 2025
Date Modified: June 27, 2025
Expiration Date: July 27, 2025



Quantity: 3 **Unit Price:** \$573.85 **Line Price:** \$1,721.55 **Overall W x H:** 43 3/8" X 68 1/2"
Series: Midwest **Location:** Appt 5 Turret **Installation:** Window Insert- No Trim **Screen:** FLEX - STD
Interior Color: White **Exterior Color:** White **Glass Package:** 272 **Decorative Glass:** N/A
Hardware Color: White

Notes:

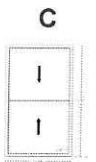
Unit #	Type	Width	Height	Glass Strength	Grilles	Grille Pattern	U-Factor SHGC
1	Double Hung	43.3750"	68.5000"	Annealed	N/A	N/A	0.28 0.19



Quantity: 1 **Unit Price:** \$575.13 **Line Price:** \$575.13 **Overall W x H:** 43 3/8" X 68 3/4"
Series: Midwest **Location:** Appt 5 Bedroom **Installation:** Window Insert- No Trim **Screen:** FLEX - STD
Interior Color: White **Exterior Color:** White **Glass Package:** 272 **Decorative Glass:** N/A
Hardware Color: White

Notes:

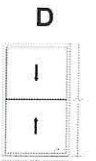
Unit #	Type	Width	Height	Glass Strength	Grilles	Grille Pattern	U-Factor SHGC
1	Double Hung	43.3750"	68.7500"	Annealed	N/A	N/A	0.28 0.19



Quantity: 5 **Unit Price:** \$600.44 **Line Price:** \$3,002.20 **Overall W x H:** 43 3/8" X 72 3/4"
Series: Midwest **Location:** Appt 1 Bedroom, Turret, Kitchen **Installation:** Window Insert- No Trim **Screen:** FLEX - STD
Interior Color: White **Exterior Color:** White **Glass Package:** 272 **Decorative Glass:** N/A
Hardware Color: White

Notes:

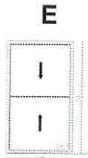
Unit #	Type	Width	Height	Glass Strength	Grilles	Grille Pattern	U-Factor SHGC
1	Double Hung	43.3750"	72.7500"	Annealed	N/A	N/A	0.28 0.19



Quantity: 2 **Unit Price:** \$600.44 **Line Price:** \$1,200.88 **Overall W x H:** 43 3/8" X 72 3/4"
Series: Midwest **Location:** Appt 3 **Installation:** Window Insert- No Trim **Screen:** FLEX - STD
Interior Color: White **Exterior Color:** White **Glass Package:** 272 **Decorative Glass:** N/A
Hardware Color: White

Notes:

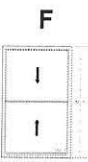
Unit #	Type	Width	Height	Glass Strength	Grilles	Grille Pattern	U-Factor SHGC
1	Double Hung	43.3750"	72.7500"	Annealed	N/A	N/A	0.28 0.19



Quantity: 1 **Unit Price:** \$600.44 **Line Price:** \$600.44 **Overall W x H:** 43 3/8" X 72 3/4"
Series: Midwest **Location:** Appt 4 Bedroom **Installation:** Window Insert- No Trim **Screen:** FLEX - STD
Interior Color: White **Exterior Color:** White **Glass Package:** 272 **Decorative Glass:** N/A
Hardware Color: White

Notes:

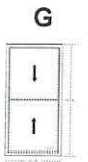
Unit #	Type	Width	Height	Glass Strength	Grilles	Grille Pattern	U-Factor SHGC
1	Double Hung	43.3750"	72.7500"	Annealed	N/A	N/A	0.28 0.19



Quantity: 3 **Unit Price:** \$580.26 **Line Price:** \$1,740.78 **Overall W x H:** 43 1/2" X 69 5/8"
Series: Midwest **Location:** Appt 6 **Installation:** Window Insert- No Trim **Screen:** FLEX - STD
Interior Color: White **Exterior Color:** White **Glass Package:** 272 **Decorative Glass:** N/A
Hardware Color: White

Notes:

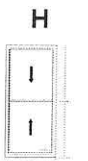
Unit #	Type	Width	Height	Glass Strength	Grilles	Grille Pattern	U-Factor SHGC
1	Double Hung	43.5000"	69.6250"	Annealed	N/A	N/A	0.28 0.19



Quantity: 1 **Unit Price:** \$539.23 **Line Price:** \$539.23 **Overall W x H:** 35 1/2" X 69 5/8"
Series: Midwest **Location:** Appt 6 **Installation:** Window Insert- No Trim **Screen:** FLEX - STD
Interior Color: White **Exterior Color:** White **Glass Package:** 272 **Decorative Glass:** N/A
Hardware Color: White

Notes:

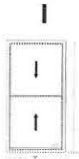
Unit #	Type	Width	Height	Glass Strength	Grilles	Grille Pattern	U-Factor SHGC
1	Double Hung	35.5000"	69.6250"	Annealed	N/A	N/A	0.28 0.19



Quantity: 1 **Unit Price:** \$518.71 **Line Price:** \$518.71 **Overall W x H:** 31 1/2" X 69 5/8"
Series: Midwest **Location:** Appt 6 **Installation:** Window Insert- No Trim **Screen:** FLEX - STD
Interior Color: White **Exterior Color:** White **Glass Package:** 272 **Decorative Glass:** N/A
Hardware Color: White

Notes:

Unit #	Type	Width	Height	Glass Strength	Grilles	Grille Pattern	U-Factor SHGC
1	Double Hung	31.5000"	69.6250"	Annealed	N/A	N/A	0.28 0.19



Quantity:	1	Unit Price:	\$609.10	Line Price:	\$609.10	Overall W x H:	39" X 73"
Series:	Midwest	Location:	Appt 6 Back Bedroom (NF)	Installation:	Window Full Frame- W/New Exterior Trim	Screen:	FLEX - STD
Interior Color:	White	Exterior Color:	White	Glass Package	272	Decorative Glass:	N/A
		Exterior Trim:	Nailing Fin With Wrapping	Hardware Color:	White		
Notes:							
Unit #	Type	Width	Height	Glass Strength	Grilles	Grille Pattern	U-Factor SHGC
1	Double Hung	39.0000"	73.0000"	Annealed	N/A	N/A	0.28 0.19



Sub Total:	\$10,508.02
Installation:	\$6,970.00
Delivery Fee:	\$0.00
Material Surcharge:	\$0.00
Sales Tax - 5.5000 % :	\$577.94
Your Project Cost:	\$18,055.96

Customer Name

Noah Bocek

Sales Rep Name

Customer Signature

Noah Bocek

Sales Rep Signature

Date

June 27, 2025

Date

Notes

Windows quoted as exact sized, white on white, and as replacements. Includes installation. No interior/exterior trim work included. Caulk to exterior stops. Line 1: Nail fin, has drywall return-finish as needed with caulk/white 1/4 round. Finish exterior with white Palight or 1x4's wrapped with white aluminum.

Weighted Average Energy Values & Project Square Feet

U-Factor: 0.28	SHGC: 0.19	VT: 0.39	Windows FT²: 373.18	Doors FT²: 0
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Payment Terms

Down Payment: 50% = \$9,027.98

Balance Due: 50% = \$9,027.98

Payment Terms: Payment due upon project completion.

Late Payment:

Disclaimer

When Tri State Custom Windows (TSCW) is installing the windows, the price includes all materials, labor and disposal fees. This quote also includes replacing any existing framing that we find to be deteriorated during the removal/installation process. All operable windows come with a full FlexScreen, unless otherwise specified by the customer. Windows installed by anyone other than TSCW, DO NOT include pre-made jamb extensions and all window sizes are the customers responsibility. Customer sign off required before manufacturing windows. Prior to Install: All blinds and curtains must be removed by the customer. Items on shelving adjacent to windows need to be removed by the customer. Post Install: It may be necessary for customers to paint and/or do minor drywall repairs after installation of windows and trim. All blinds and curtains are the customers responsibility to install; note: fitment may be different than the old windows. *****NOTE: OVERALL DIMENSIONS SHOWN ARE THE TIP-TO-TIP UNIT SIZE, any references to Rough Opening Dimensions are suggestions and do not account for exact wall conditions. It is up to the Contractor/Builder to determine the correct rough opening based on the overall unit size provided.*****



Box below for office use only

Date Received: 11-3-25

Date Approved:

Date \$50 Application Fee Received: 11-3-25



Mineral Point, Wisconsin

Certificate of Appropriateness Application Form

Property Address:

Applicant: MARK RUNKE

Contractor: MITCH MASTIN

Mailing Address: 105 JAIL AVE

MASTIN WELDING

Phone: [REDACTED]

Phone: [REDACTED]

E-Mail: [REDACTED]

E-Mail: [REDACTED]

Please check if this is primary contact person ☒

Please check if this is primary contact person ☐

Description of Proposed Work:

RAILING FOR FRONT STONE STAIRS
3 SEPARATE PIECES IDENTICAL IN STYLE

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: Mark Runke

Date: 11.3.2025

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.





City of Mineral Point
137 High Street, Suite 1
Mineral Point, WI 53565
(608) 987-2361

Office Use Only
DATE Received: _____
Fee Received: _____
Approved: _____

APPLICATION FORM

Certificate of Appropriateness (COA)

Property Address: _____

Owner Name(s): _____

Mailing Address, City, State, ZIP: _____

☐ Same as Property Address

Phone: (____) _____ Email: _____

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

Primary Contact

☐ Owner (if applicant is Owner, may skip to 'Type of Work')

☐ Architect/Preservation Consultant ☐ Contractor ☐ Other: _____

Name: _____

Address, City, State, ZIP: _____

Phone: (____) _____ Email: _____

Type of Work

☐ 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.)

☐ New Construction and / or Addition (including garages, sheds and outbuildings, etc.)

☐ Demolition - Complete (razing entire structure)

☐ Demolition - Partial (removal of any structure features)

Project Description

On a separate sheet(s), provide a full narrative with detailed description of each element of the proposed work. The narrative would include:

- 1) A clear explanation of the proposed work
- 2) The reason or rationale for the proposed work
- 3) The intended outcome or result of the proposed work

Tax Credits

Work on a property "contributing" to the National Register of Historic Places may qualify for historic preservation tax credits (25% residential, 40% commercial) administered through the Wisconsin Historical Society. There is a separate application process. See Supplement for resources.

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

Historic Preservation Commission Use Only

☐ Contributing ☐ Noncontributing Year built: _____ AHI No. _____ TaxKey _____

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Additional Information

For the Historic Preservation Commission to consider an application, you must submit detail directly related to the proposed work. Recommended attachments by type of work are listed. If insufficient information is provided, you will be contacted and requested to submit additional information.

Work Type	Recommended Attachment
<i>Alteration, Rehabilitation, Repair</i>	<i>It is recommended to consult with an architect or historic preservation professional when work is significant.</i> ☐ Photos of existing conditions, marked to identify location and scope of proposed work. ☐ Documents and historical photos, relevant to the property and proposed work. ☐ Detail drawings of new or modified architectural elements. ☐ Elevation drawings to scale, of new or modified elements on any façade. ☐ List of exterior materials to be used, including product specification sheets and color information. ☐ Swatches or physical samples of proposed materials and finishes.
<i>Site Alteration, Improvement</i>	☐ Photos of existing conditions, marked to identify location and scope of proposed work. ☐ Site plan, drawn to scale, with elements like landscaping, parking and utilities ☐ Renderings which illustrate the appearance of completed project within the streetscape context. ☐ Swatches or physical samples of proposed exterior materials and finishes.
<i>Signage</i>	☐ Photos or drawings of proposed sign location. ☐ Scale drawing of sign indicating design details, graphics, dimensions, and distance above sidewalk. ☐ List of materials to be used, including product specifications and color descriptions.
<i>New Construction / Addition</i>	<i>It is recommended to have plans prepared by a licensed architect or engineer for larger projects.</i> ☐ Photos of existing conditions. ☐ Site plan, drawn to scale, with elements like landscaping, parking and utilities. ☐ Floor plans, drawn to scale and including dimensions, showing existing elements and proposed changes. ☐ Elevation drawings to scale, of new or modified elements on any façade. ☐ Documents and historical photos relevant to the property and proposed work. ☐ Renderings which illustrate the appearance of 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>Demolition – Complete</i>	<i>State Historic Preservation Office (SHPO) approval may be required for certain historic structures.</i> ☐ Documents and historical photos relevant to the property and structure proposed for demolition. ☐ Photos of exterior and interior views showing overall condition of the property. ☐ Current dollar value of property improvements. ☐ Cost estimate for demolition, debris removal, and site grading following demolition.
<i>Demolition – Partial</i>	☐ Documents and historical photos relevant to the proposed demolition area. ☐ Floor plans, drawn to scale and including dimensions, of existing conditions and proposed demolition. ☐ Photos of the building with exterior and interior views of the section to be demolished, illustrating 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 work. I further agree that if the scope of work changes before completion, I will submit updated information for additional review.

Property Owner Signature

Date

Applicant Signature (if other than property owner)

Date

ACTION FORM
Certificate of Appropriateness (COA)

COA Number: _____ Date Received: _____

☐ *less than 7 business days before next HPC meeting*

Review

☐ Application Complete

☐ Additional Information Requested

☐ Additional Information Received

Referred To

☐ 2-Person Committee Date: _____

☐ by 2-Person Committee to full HPC Date: _____

☐ HPC for Agenda Date: _____

Decision

☐ Approved

☐ Approved with Conditions (detail below)

☐ Disapproved

Decided by

☐ 2-Person Committee

Signature 1

Date

Signature 2

Date

☐ Historic Preservation Commission Meeting Date: _____

HPC Chair Signature

Date

List any approval conditions.



City of Mineral Point
137 High Street, Suite 1
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APPLICATION SUPPLEMENT

Certificate of Appropriateness (COA)

This supplement provides information about applying for a Certificate of Appropriateness required for work to the exterior of a landmark structure or a property located in the Mineral Point Historic District. Direct any questions to the City Administrator at administrator@cityofmineralpointwi.gov.

Checklist

- ☐ Obtain COA Application Form at cityofmineralpoint.com or from City Hall and review.
- ☐ Review 'Criteria Summary' document to understand what the Historic Preservation Commission considers when reviewing a COA application.
- ☐ Begin filling out the COA Application Form.
- ☐ Write the Project Description narrative, providing explanation of the proposed work with reason or rationale and your intended outcome or result.
- ☐ Prepare additional information as attachments to provide information to assist the HPC in approving your application. Recommendations are listed on the COA Application Form.
- ☐ Sign the Applicant Certification statement. If the applicant is not the owner, an owner's signature is also required.
- ☐ Submit the COA Application Form with attachments to administrator@cityofmineralpointwi.gov. PDF is preferred. Make sure you keep your own copy. Applications must be received at least seven (7) business days prior to the next HPC meeting (fourth Thursday of the month) and a non-refundable filing fee paid at City Hall to be considered.

After Submission

- You will be notified if your application will be considered by the full commission or a 2-person committee. This depends on the scope and complexity of the proposed work.
- If the application is to be considered by the full commission, you will be asked to be present at the meeting to present your proposed work and answer questions the commission may have.
- You will be notified of the decision of approval, approval with conditions, or denial. If the application is denied, there is an appeal process. Contact the City Administrator for more information.

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Additional Resources

Planning Resources

- [A Guide to Historic Preservation in Mineral Point, Wisconsin](#). A starting point for preparing an application. Available online. Printed copies are available free of charge at City Hall, from city realtors, attorneys, and members of the Historic Preservation Commission.
- [Mineral Point Library Archives](#). Located on the second floor of the Mineral Point Public Library. Historic photographs and other property information. Open during limited hours.
- [Wisconsin Historical Society: How to Preserve Your Historic Building](#). Articles by preservation professionals providing historic building owners with guidance and recommendations on topics such as project planning, financing, paint, windows, and doors.
- [Wisconsin Historical Society Architecture and History Inventory](#) webpage. Enter you address in “Search Properties” to find available information.
- [U. S. Department of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings](#). Recommendations covering 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.”

Tax Credit Resources

Work on a historic building—residential or commercial—may qualify for state or federal historic preservation tax credits. For additional information, see:

- 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 want to consult an architect, historic preservation consultant, or specialized tradesperson. The directories listed are for reference only. They are not exhaustive and are not endorsed or recommended by the commission. 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 Consultants](#). List of persons who have independently prepared at least one complete National Register of Historic Places nomination approved by the Wisconsin State Historic Preservation Review Board during the past two years.
- [Professional Building Inspections for Your Historic Building](#). A guide for selecting appropriate professionals for historic properties.
- [Preservation Specialists Directory](#). Maintained by the Minnesota Historical Society.
- [Illinois Restoration Resource Directory](#). Maintained by Landmarks Illinois.



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CRITERIA SUMMARY

Certificate of Appropriateness (COA)

This summary of the City of Mineral Point' code is intended to simplify its contents for those seeking a Certificate of Appropriateness from the Historic Preservation Commission (HPC). Applicants are encouraged to review Chapter 151 at cityofmineralpoint.com. Its purpose is to preserve and enhance buildings, landmarks, and historic districts in Mineral Point by regulating changes to their exteriors.

- HPC has the authority to designate landmarks, landmark sites, and historic districts.
- A COA is required for 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.

When a COA application is considered, there are *general* and *specific* criteria used to determine whether the proposed work is appropriate and consistent with historic preservation goals.

General Criteria

1. **Compatible Use / Original Purpose.** Encourage continuing original intended use or adapting a property to use compatible with its historic character.
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 to be recognized and respected, rather than eliminated.
4. **Treatment of Craftsmanship / Stylistic Features.** Unique architectural details, craftsmanship, textures, patterns, and stylistic elements should be handled carefully.
5. **Repair Rather than Replace.** Deteriorated features should be repaired. If replacement required, new material should match original in design, color, texture, etc.
6. **Gentle Cleaning Methods.** 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. **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 that, ideally, could be removed or reversed without damaging the historic fabric or appearance.

Specific Criteria

- **Height:** New or modified parts should match or be compatible with heights of surrounding buildings and historic style.
- **Opening Proportions:** Relationships between openings (window/door) should harmonize with traditional architectural character of structure and neighborhood.
- **Mass / Building Relationships:** Scale of structures, spacing between, and how they relate to open space should be compatible with historic context.
- **Roof Shape:** Design, pitch, and roof form 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/new structures should not overwhelm original building or neighboring structures.
- **Directional Expression:** Street-facing facades should respect prevailing vertical/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.