



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, January 22, 2026, 6:30 PM

City Hall Community Room

1. Call to Order
 - a. Roll Call.
 - b. Confirm compliance with Open Meetings Law.
 - c. Consider minutes of December 4, 2025 (*see packet*).
2. Report from the Chair
 - a. Resource drive update.
 - b. Landmark designation (local) for 306 High St (Masonic Lodge) recording document signed.
 - c. Reported activities to Common Council [§151.03(C)(7)(g)] (*see packet*).
 - d. Appoint Chapter 151 review committee [§151.03(C)(7)(g)].
 - e. Propose establishing a Mineral Point Historic Preservation Commission Facebook page.

Certificates of Appropriateness

3. Report from 2-Person Committee – None received prior to publishing packet.
4. Consider Certificates of Appropriateness Applications – None received prior to publishing packet.
5. Appoint 2-Person Committee for February 2026 through April 2026

Old Business

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

New Business (may table to next meeting if time is unavailable)

7. Consider quotes for Intensive Survey Consultants (Legacy Architecture; McQuire, Igleski & Associates), recommend to Council [§151.03(C)(7)(d)] (*see packet*)
8. Consider membership in National Alliance of Preservation Commissions \$75 (listserv participation benefit).
9. Discuss properties warranting Notice of Violation [§151.06]
10. Discuss procedure of non-compliance response (work without COA, deviation from approved COA work).

Announcements

11. Commissioner Continuing Education Opportunities
12. Next meeting: February 26, 2026.
13. Adjourn.

Historic Preservation Commission Public Information

a quasi-judicial body under Municipal Ordinance Chapter 151.

Members (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 (11/2025-01/2026): Commissioners Cisler & Ramshur

Mayor – Danny Clark

Administrator | Matthew Honer | administrator@cityofmineralpointwi.gov

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



General Information

The Historic Preservation Commission is a member of the Wisconsin Association of Historic Preservation Commissions (wisconsinahpc.org and facebook.com/wisconsinahpc).
Historic Preservation Commission Training is available to commissioners or the public at wisconsinhistory.org/Records/Article/CS245.

Commissioners are invited to attend these upcoming conferences in 2026:

- Wisconsin Association of Historic Preservation Commissions Conference, April 23-24, Sturgeon Bay (wisconsinahpc.org/conference)
- Commission Assistance and Mentoring Program [CAMP], May 15-17, Fond du Lac, presented by the National Alliance of Preservation Commissions (napcommissions.org/camp)
- Local History and Historic Preservation Conference, October 14-16, 2026, Milwaukee, presented by the Wisconsin Historical Society

Municipal Code References Summary

§151.03(C)(7)

- ...(d) Conduct an intensive architectural survey of all property in the city to be carried out by a qualified architectural historian.
- ...(g) review this chapter no less often than every 5 years... submitted to the Common Council with a recommendation
- ...(g) periodically report its activities to the Common Council at a regularly scheduled Council meeting.

§ 151.06 MAINTENANCE OF LANDMARKS, LANDMARK SITES AND HISTORIC DISTRICTS.

(A) Every person in charge of an improvement ...in a historic district shall keep in good repair all of the exterior portions and all interior portions, which, if not so maintained, may cause or tend to cause exterior portions of the improvement to fall into a state of disrepair...

- deterioration of exterior walls or other vertical supports; roofs or other horizontal members; external chimneys; exterior plasters or mortar; surrounding environment, such as fences, gates, sidewalks, steps, signs, accessory structures and landscaping; any features so as to create or permit the creation of any hazardous or unsafe condition or conditions; interior portions of a structure which may cause the exterior to deteriorate or become damaged or otherwise to fall into a state of disrepair.
- ineffective waterproofing of exterior walls, roofs and foundations, including broken windows and doors; boarding up of windows or doors; peeling of paint, rotting, holes and other forms of decay;

(B) Notices of violations shall be issued by the Commission Chairperson, after consultation with and approval by the Commission. If the Commission determines that it is necessary to physically enter a landmark structure, landmark site, or improvement to inspect the premises to determine whether a violation of division (A) of this section has occurred, such physical entry and inspection shall be done by the City Engineer...notice of violation shall specify that the violation shall be corrected within 30 days or that a plan of correction, acceptable to the Commission be submitted within the 30-day period. If not corrected, the Chairperson may issue a citation providing for forfeiture of \$100, plus costs...each day the violation remains uncorrected shall be considered a separate violation.

MINUTES

CITY OF MINERAL POINT HISTORIC PRESERVATION COMMISSION MEETING Thursday, December 4, 2025 – 6:30 PM Library Conference Room

CALL TO ORDER/ROLL CALL

The meeting was called to order by the Chair at 6:30 PM.

Matthew Payne (2025-28), Chair	Present	Alex Ramshur (Council Rep)	Present
Erik Flesch (2023-26)	Not Present (Excused)	Gary Cisler (2024-27)	Present
John Spady (2024-27)	Present	Tim Freeman (2025-28)	Present
Mark Hogan (2025-28)	Present		
Others Present: Matt Honer, City Administrator			

The City Administrator confirmed compliance with Open Meetings Law.

CONSIDERATION OF OCTOBER 23, 2025 MINUTES

Noted that PDF format presented visual accessibility challenges because of differing page sizes. The Chair and City Administrator will attempt to address this in future documents.

Motion (Freeman/Cisler) to approve minutes of October 23, 2025, 2025. Motion carried (6-0).

REPORT FROM THE CHAIR

Minutes Procedure: Chair Payne outlined a new process for preparing minutes. He will draft using meeting recordings which will be deleted after approval. Members agreed with this approach.

Comments from the Chair: As a new Chair, Payne to the privilege to make introductory comments. Noted his first year in Mineral Point was coming to understand the community. Joined HPC in April 2025. After discussion and review of past HPC materials, identified need for clearer, consistent information to support decision-making and assist applicants. Acknowledged public perception that HPC may feel like a barrier. Expressed intent to improve transparency and public education.

Payne outlined priorities to strengthen HPC's work: improving public education, increasing consistency in applying criteria, and enhancing ongoing education for commissioners. The goal is preservation of Mineral Point's historic character.

Certificate of Appropriateness Application Process: Payne provided overview of revised workflow for COA applications. Updated process reflects his personal time capacity and approach rather than being a requirement of the position. Each step includes Cc'ing the Chair and City Administrator.

- COA applications continue to be submitted to City Administrator who will forward to the Chair with preliminary comments and recommend if item better suited for 2-person committee review or full HPC consideration.
- Chair reviews materials relevant to property (previous COAs, Wisconsin Historical Society inventory, library archives, Field Guide) and will include for member review, reducing need for each member to perform research independently.
- When appropriate for 2-person committee, Chair routes accordingly. 2-person committee may act on assigned applications but may also refer to the full HPC for consideration.
- Applications for full HPC review proceed as usual. Noted that HPC decisions may be appealed.
- Chair notifies applicants when materials are received and communicates decisions.

The process' emphasis is on consistency, transparency, public perception, and the quasi-judicial nature of Commission decisions. One notable procedural shift: the City Administrator plays a less directive role. Keeping the administrator informed is essential because there may be additional factors that may influence decisions. The public often sees the City Administrator as an "equalizer," and citizens sometimes bring concerns directly to staff when dissatisfied.

Public perception of the COA process was discussed. Very few applications are fully denied, though applicants sometimes may leave feeling frustrated or unclear about a rationale behind a decision. It was emphasized to recognize an applicants' rights as a property owner, ensuring they feel respected and informed throughout the process. In a "small town" like Mineral Point, residents closely observe how decisions are made and may view some as receiving preferential treatment.

While acknowledging individual perceptions cannot be controlled, the Chair emphasized the Commission can strengthen its processes and communication to help build trust and improve understanding. The Chair referenced ideas gathered from a conference and suggested the Commission may pursue greater community visibility, potentially including a public forum to explain how the COA process works. It was noted no property owner in the historic district wants to feel excluded or labeled as more or less "key" than others.

If the Commission chooses a community education program, the Chair will appoint a committee to outline an approach for the HPC to review, ensuring any outreach is aligned with HPC goals.

Commissioner's Exchange: Payne explained as a new chair and relatively new member, he wanted to know better the backgrounds and strengths of each commissioner. To help build that understanding, he circulated some questions and invited members to share interests, experience, skills, and perspectives related to serving on the Commission. Each person was appointed for particular reasons, and discussion will help better appreciate each one's contributions.

Commissioner Flesch shared a written response. Works as public policy administrator with Wisconsin DNR. Professional background in geology, architectural design, historic preservation, nonprofit leadership, and communications. Recognized as a historian under U.S. Secretary of the Interior's qualification standards. Gained additional preservation experience through coursework, museum leadership, and work with architectural firms.

Commissioner Hogan moved from Chicago where he operated an architectural practice for 28 years specializing in exterior renovation and restoration of multi-story buildings. It included masonry, roofing, and structural repairs. Long-standing interest in history and architecture. Led Mineral Point Historical Society's project to install bronze plaques—managing the design, purchase, and installation—with more than 135 plaques being placed.

Commissioner Spady serves as "invested citizen," owning two downtown buildings. Serves on the Tourism Commission. Originally from New York. Worked for 18 years as film and television location scout and manager developing strong skills in balancing stakeholder interests and knowledge of architectural periods. Recognized for expertise with historical settings, often sought for period-specific productions. Joined HPC believing he could help bridge preservation goals with the economic and tourism needs and bring a practical, balanced perspective.

Commissioner Cisler discovered Mineral Point in the 1970s. Learned hands-on building skills—stone masonry, carpentry, and restoration—restoring several historic homes. Values maintaining historic character but supports flexibility, when original materials are unaffordable, to avoid "preservation by neglect." Aims to protect past work while encouraging practical balance supporting long-term vitality. Understand HPC intent is not to discourage people or make it impossible to do something, but to work with them.

Commissioner Ramshur emphasized historic preservation importance: once lost, cannot be replaced. Living in Mineral Point strengthens appreciation for preservation. Respects HPC's commitment to protecting community heritage. Experience from lifelong interest in history, hands-on work maintaining an older property, and research into historic properties considered for purchase. Strengths are design review and research. Growing skills in advocacy and public education. Value conflict resolution and aim to help applicants achieve goals in a historically appropriate way. Desire balanced, case-by-case approach—respect historical integrity while considering property owners' needs, costs, and practical realities—essential to successfully sustain properties.

Commissioner Freeman moved here in 1988. Became deeply involved in maintaining and adapting an older home, addressing roofing and plumbing. Participated in construction and restoration projects, including outbuildings and a second story to make residence more functional year-round. Helped purchase and restore railroad depot. Involved in preservation of stone Thomas Barn near Highway 151. Challenges in historic preservation include difficulty and cost of obtaining appropriate materials, which sometimes requires compromises.

City Administrator Honer holds a graduate degree in history with thesis on urban renewal and certificate in public history focused on historic preservation. Initially considered as a career but pursued related work. Throughout career, performed historic preservation–related work in various roles, including neighborhood planning and community organizing. Previously served as chair of Dodgeville HPC and noted parallels to current leadership transitions. Current role limits capacity to provide staffing support to HPC due to existing responsibilities.

Commissioner Payne noted history and historic preservation as long-time avocations, pursued through coursework at UW–Madison and Marquette beyond formal studies in communications. As an administrator for a Wisconsin regional Episcopal Church office, oversaw multiple property dispositions involving both church buildings and associated historic properties, gaining practical preservation experience through hands-on responsibility rather than formal training. Skills are in research and preparation, including extensive reading and review of all available HPC minutes. Notes importance of complete information before making decisions. Volunteers to help organize city property records to improve accessibility and efficiency.

Payne noted how historic preservation work is shared across Wisconsin through many certified local governments and relies largely on community volunteers. Emphasized HPC can learn from existing ordinances and processes elsewhere and is not working in isolation. Stressed the importance of remembering human relationships, suggesting that understanding one another improves how the commission conducts its work.

CONSIDERATION OF CERTIFICATE OF APPROPRIATENESS APPLICATION (2025-COA35)
REQUESTED BY CITY OF MINERAL POINT RELATED TO CORNISH HERITAGE PARK (100 BLOCK HIGH ST).

Payne noted application could have been routed to the 2-person committee, but on routed to agenda because alteration to exterior of structures [151.03(C)(2)] are adjoining Cornish Heritage Park site. There was a question if the application was within the HPC purview. Noted that role is limited to reviewing exterior modifications to historic structures—not park design, lighting levels, or plant selection. Honer confirmed site did not require review as an open, public space decided by the City Council and affirmed by city attorney during the High Street project in 2022. Noted property tax mill rate is unaffected as project funded through private funds.

Discussion focused on installation of string lights and trellises attached to 145 High (old Fire Station) and 139 High (Opera House). Proposal involves anchoring bolts into mortar (not brick) and using hinged trellises into the ground to allow for maintenance and reversibility. Easements from adjacent property owners are required. Members noted string lights and trellises are common in community and consistent with traditional historic park designs. The work followed best practices by minimizing impact and allowing for removal. Concerns raised about potential damage from vegetation growth against masonry and public interaction with trellises. City would address issues if they arose. [151.04(C)(1)j and 151.04(C)(2)e]

Motion (Spady/Freedom) to approve a Certificate of Appropriateness for 2025-COA35 Cornish Heritage Park for lights and trellis as presented. Motion carried (6-0).

2-PERSON COMMITTEE ACTIONS

Payne noted the COA applications are included in packet for archival purposes, not action. Ramshur and Cisler reported on actions since the October meeting and accepted questions.

2025-COA32 (105 Jail Alley) by Mark Runge. Install metal railing on front steps of three rectangular panels on each side. Applicant designed railings based on knowledge of federal style buildings and it matches railings on the back patio which was approved in 2013. [151.04(C)(1)j and 151.04(C)(2)e]. **Approved.**

2025-COA33 (43 High Street – Royal Apartments) by Limestone, LLC. Replacement of 17 windows. Many already replaced/fitted with storm windows. Remaining original windows in very poor condition, significant wood rot, making repair impractical. Tri-State Windows completed with a mid-level product, custom-made to fit existing openings (not “standard” sizes) and appearance consistent with original windows. One Commissioner emphasized this project may set a precedent for allowing replacement windows by this contractor without requiring top-of-the-line products when compatible in appearance and fit. [151.04(C)(1)f and 151.04(C)(2)b&h]. **Approved.**

2025-COA34 (421 Fountain Street) by Anna & Jacob Colden. Replace basement door and window (visible from street). Existing door not original, nor a copy. Side window original. All other windows had been replaced with newer windows. The window in question was in bad shape with moisture issues. [151.04(C)(1)f & 151.04(C)(2)b] **Approved.**

Because of time constraints, agenda items 5., 6., 7., 8. and 9. were deferred to the January 2026 meeting without objection.

ANNOUNCEMENTS

CONTINUING EDUCATION OPPORTUNITIES: Payne noted continuing education opportunities listed on agenda. Each Commissioner is encouraged to complete the free, self-paced online training by the Wisconsin Historical Society as recommended by the State Historic Preservation Office, to promote consistency and shared understanding among commissions. Training is text-based, divided into manageable sections, and may be completed at your own pace.

Additional professional development opportunities include fee-based conferences and an intensive three-day Commission Assistance and Mentoring Program (CAMP) sponsored by the National Alliance of Preservation Commissions. Commissioners invited to express interest so potential funding options may be explored.

RESOURCE SHARING: Payne described efforts to create shared, read-only resource drive for commissioners on a shared drive. Materials would include comprehensive address lists identifying properties in the historic district and spreadsheets tracking past Certificates of Appropriateness. Allows commissioners to research whether an address had prior approvals. The goal is to improve access to information and provide better tools to support informed decision-making. Look for updates on this via e-mail notice.

NEXT MEETING: January 22, 2026, Community Room of City Hall.

ADJOURNMENT

Hearing no objection and having reached the agenda item, the meeting was adjourned at 7:57 p.m.



City of Mineral Point
137 High Street, Suite 1
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(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.



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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.