

MINUTES
CITY OF MINERAL POINT HISTORIC PRESERVATION COMMISSION MEETING
Thursday, February 26, 2026 – 6:30 PM
City Hall Community Room

CALL TO ORDER/ROLL CALL

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

Matthew Payne (2025-28), Chair	Present	Alex Ramshur (Council Rep)	Excused
Erik Flesch (2023-26)	Present	Gary Cisler (2024-27)	Present
John Spady (2024-27)	Present	Tim Freeman (2025-28)	Present
Mark Hogan (2025-28)	Present		

A quorum was present.

The Chair confirmed that the meeting was properly noticed in compliance with Open Meetings Law.

JANUARY 22, 2026 MINUTES

A correction was noted to amend the meeting year to 2026.

Motion (Spady/Cisler) to approve minutes of January 22, 2026 as corrected. Motion carried (6-0).

REPORT FROM THE CHAIR

Intensive Survey Phase I. The Common Council approved the Commission's recommendation to contract with Legacy Architecture, Inc. to complete Phase I of the Architectural and Historical Intensive Survey for Mineral Point. A Public Information Meeting is scheduled for Wednesday, March 18, 2026. Commission members were encouraged to attend. The City will provide public notice, and the Chair will serve as host.

Discussion clarified that the survey is informational in nature, it may update classifications of properties (e.g., contributing and non-contributing), it will result in a formal written report, and it does not authorize expansion of the local historic district. Additional discussion occurred regarding topics outside the scope of the survey, including distinctions between local historic district boundaries and individual landmark designations.

Intensive Survey Phase II. A grant application for Phase II funding is currently under review by the Certified Local Government (CLG) program. Approval is anticipated.

Social Media. A Facebook post has been made on the City's page explaining the preservation guidebook and related processes. Commissioners discussed the potential need for a more concise brochure or informational handout for public use.

National Alliance of Preservation Commissions. The City Administrator confirmed that funding is available for membership in the National Alliance of Preservation Commissions. Benefits include access to a national listserv for peer guidance and resource sharing.

Budget Request. The Commission discussed preparing a budget request for the City's 2027 budget cycle. Potential funding needs include organizational memberships, attendance at preservation conferences, public education and outreach materials. Chair Payne will prepare a draft budget proposal for Commission review.

REPORT: CHAPTER 151 REVIEW COMMITTEE

The Chapter 151 Review Committee (Commissioners Payne, Ramshur, and Spady) has begun work on revisions to Chapter 151. A draft revision is expected to be presented at the March 2026 meeting.

REPORT: TWO-PERSON COMMITTEE

No Certificate of Appropriateness (COA) applications were reviewed by the two-person committee during this reporting period. Commissioners Cisler and Flesch will continue serving on the committee through April 2026.

DISCUSS PROPERTIES WARRANTING NOTICE OF VIOLATION [§151.06]

The Commission held an extensive discussion regarding §151.06 (Notice of Violation and enforcement provisions). Key points included:

- While formal enforcement actions and fines are expected to be used rarely, the authority remains an important enforcement tool available to the City.
- Commissioners discussed examples of conditions that may constitute a “state of disrepair.”
- It was noted that portions of §151.06 lack clarity and specificity, and that these issues may be addressed as part of the ongoing Chapter 151 revision process.

DISCUSS NON-COMPLIANCE RESPONSE (WORK WITHOUT A COA, VARIATION FROM APPROVED COA)

The Commission reviewed past experiences and established practices in addressing non-compliance situations. The general approach includes:

1. Requesting that the property owner submit a Certificate of Appropriateness (COA) application for work already completed, to allow review under applicable standards.
2. Requesting an explanation for any deviation from an approved COA, and if necessary, requiring corrective action where the work does not meet applicable criteria.

It was noted that instances of clear and unequivocal violations are uncommon. In cases where violations are significant, enforcement may extend beyond Chapter 151 and involve other applicable sections of municipal code.

NEXT MEETING: The next meeting is scheduled for March 26, 2026, in the City Hall Community Room.

ADJOURNMENT

With no further business and no objection, the meeting was adjourned at 8:01 PM.