



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, February 26, 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 January 22, 2026 (*see packet*).
2. Report – HPC Chair
 - a. Council approval of Architectural and Historical Intensive Survey proposal to Legacy Architecture, Inc. (Phase 1).
 - b. Status of Phase 2 (National Register eligibility as contributing or non-contributing).
 - c. Post to City Facebook Page – Preservation Book.
 - d. Membership in National Alliance of Preservation Commissions.
3. Report – Chapter 151 Review Committee.
4. Report – Two-Person Committee – no applications received prior to publishing packet.

Certificates of Appropriateness

5. Consider Certificates of Appropriateness Applications.
 - 2026-COA02, 324 High St, Repair Façade, Sarah & Ash Kyrie – pending additional Information

Old Business

New Business (may defer to next meeting)

6. Discuss properties warranting Notice of Violation [§151.06]
7. Discuss non-compliance response procedure (work performed without a COA, variation from work of approved COA).

Announcements

8. Next meeting: March 26, 2026.
9. 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).

Two-Person Committee: (02/2026-04/2026): Commissioners Cisler & Flesch

Mayor – Danny Clark

Administrator | Matthew Honer | administrator@cityofmineralpointwi.gov

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



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General Information

Member –Wisconsin Association of Historic Preservation Commissions (wisconsinahpc.org)
Historic Preservation Commission Training (wisconsinhistory.org/Records/Article/CS245).

Upcoming conferences

- 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, by the National Alliance of Preservation Commissions (napcommissions.org/camp)
- Local History and Historic Preservation Conference, October 14-16, 2026, Milwaukee, by the Wisconsin Historical Society

Summary - Municipal Code Reference

§ 151.03(C)(2)(a)...Any alteration or modification ... shall first require a certificate of appropriateness from the Commission.(b) ...no owner or person in charge ... shall alter or reconstruct all or any part of the exterior of such property, construct any improvement upon any such designated property or cause or permit any such work to be performed upon the property, unless a certificate of appropriateness has been granted by the Commission ... Without such a certificate, a zoning permit shall not be issued and the proposed alteration or modification shall not be permitted.

§ 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, January 22, 2025 – 6:30 PM
City Hall Community Room

CALL TO ORDER/ROLL CALL

The meeting was called to order by the Chair at 6:31 PM.

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

The City Administrator confirmed compliance with Open Meetings Law.

Without objection, discussion of remote access to meetings was added to the agenda at the end of Old Business.

CONSIDERATION OF DECEMBER 4, 2025 MINUTES

Correction accepted under Cisler's comments to read "demolition by neglect," not preservation by neglect.

Motion (Cisler/Ramshur) to approve minutes of December 4, 2025. Motion carried (5-0).

REPORT FROM THE CHAIR

Resource Drive: Payne outlined the structure and purpose of the shared resource drive. Each Commissioner has been provided with a link and/or an invitation to a shared Google Drive, which is designated as "view only." A list of current documents contained in the drive was shared. It was noted that, although the link is not publicly posted, it will be provided upon request to any member of the public. Payne also noted that links on the City's website are being updated, with the goal of improving public access and supporting community education.

Landmark Designation: Payne explained the legal paperwork for the "local" landmark designation of 306 High Street as approved has been recorded by the Iowa County Clerk.

Report to Common Council: Payne reported on HPC activities to the Common Council at its January meeting. A formal written report was submitted prior to the meeting, and an informational report was presented and discussed during the meeting. It was noted that the map of the Historic District was well received, with several Council members indicating they were previously unaware of the full scope of the District. Payne cited the following figures: approximately 80,000 properties are listed on the National Register of Historic Places nationwide, including approximately 2,400 in Wisconsin. Mineral Point's Historic District, originally designated in 1971 and subsequently updated, includes 506 contributing and 421 non-contributing properties. It was further noted that several significant historic properties within the city are neither located within the Historic District nor individually designated as "local" landmarks. While acknowledging that individual perceptions cannot be fully controlled, the Chair emphasized that the Commission can strengthen its procedures and communication practices to build public trust and improve understanding. The Chair referenced ideas gathered from a recent conference and suggested that the Commission consider increasing community visibility, potentially including a public forum to explain the Certificate of Appropriateness (COA) process. It was also noted that no property owner within the Historic District should feel excluded or characterized as more or less "key" than others.

Chapter 151 Review/Revision Committee: Payne appointed Commissioners Payne, Ramshur, and Spady to serve on the Chapter 151 Review/Revision Committee, with instructions to report back to the Commission by the March meeting. It was noted that the City is nearing completion of a full ordinance revision. The Committee was directed that it may begin its work from scratch, identify and incorporate all legally required provisions, and organize the ordinance in a clear and logical structure.

Social Media: The Commission discussed the possibility of creating a dedicated HPC Facebook page and determined that it does not wish to establish one. Several advantages and disadvantages were considered, and it was concluded that the City's existing Facebook page is sufficient for communication purposes.

Further discussion clarified the HPC's practice will be to share only neutral, publicly available informational content intended to raise awareness and educate community members. Commissioners were instructed to submit any proposed social media posts to the City Administrator, who has the authority to determine whether the content will be posted.

CONSIDERATION OF CERTIFICATE OF APPROPRIATENESS APPLICATIONS

2026-COA01 – 263 HIGH ST - REQUEST BY CONTRACTOR ON BEHALF OF JULIAN KERBIS

Payne noted Application 2026-COA01 for 263 High Street was received after the meeting packet was published and was therefore not listed on the agenda. There was no objection to its consideration. He reported that the property owners were out of the country and that their contractor was unable to attend the meeting. He stated that the information provided was adequate and that the Commission was familiar with the property from a previously approved COA application. It was noted that the proposed exterior ductwork would be located in a low-visibility area at the rear of the building. The contractor's solid reputation was acknowledged. While the installation is not visually consistent with the historic character, it was noted that the Secretary of the Interior's Standards allow for "limited and sensitive upgrading of mechanical systems."

Motion (Spady/Cisler) to approve a Certificate of Appropriateness for 2026-COA01 263 High Street for exterior ductwork as presented. Motion carried (5-0).

No applications were considered by the two-person committee during this period. Cisler and Ramshur were thanked for their service on the committee from October 2025 to January 2026.

Commissioners Cisler and Flesch were appointed to serve on the two-person committee from February 2026 to April 2026, with no objection.

CONSIDERATION OF REVISED DRAFT – CERTIFICATE OF APPROPRIATENESS APPLICATION

The revised draft application from the October 2025 meeting, which had been deferred at the December 2025 meeting, was reviewed. It was noted that future packets will include the application along with two supplemental information pages. The revision was described as a significant improvement and would be implemented on a trial basis, with adjustments to be made as needed. One change was accepted without objection: the insertion of language from §151.03(C)(2)(c), stating that "the Commission shall require complete and clear drawings and specifications of the work to be accomplished to be furnished by the applicant." It was noted that the role of the HPC is not limited to approving or denying applications, but also includes providing guidance, reflecting the specific skills and experience required of Commission members.

Motion (Ramshur/Flesch) to adopt the revised draft Certificate of Appropriateness with added §151 language as presented. Motion carried (5-0).

CONSIDERATION OF QUOTES FOR INTENSIVE SURVEY CONSULTANTS [§151.03(C)(7)(D)]

Quotes were received for conducting an Architectural and Historical Intensive Survey through the Certified Local Government Subgrant Program administered by the Wisconsin Historical Society. Proposals were submitted by McGuire, Igleski & Associates, Inc. of Evanston, Illinois, and Legacy Architecture, Inc. of Sheboygan, Wisconsin. Phase 1 (2026–27) proposals were considered. Phase 2 is anticipated for 2027–28 and would involve updating National Register of Historic Places properties in Mineral Point.

Discussion emphasized the importance of considering the total cost of both phases. It was noted that Legacy's proposal provided more detailed materials than MIA's submission. Payne reported that he shared information about the upcoming survey process at the most recent Bicentennial Committee meeting and noted that public outreach could help raise awareness of the Commission's work.

Motion (Ramshur/Flesch) to recommend approval of the Phase 1 proposal from Legacy Architecture, Inc. to the City Council. Motion carried (5-0). It was noted the proposal includes public education meetings, which the Commission can be a part of.

CONSIDERATION OF MEMBERSHIP IN NATIONAL ALLIANCE OF PRESERVATION COMMISSIONS (\$75)

Payne explained that membership in the National Alliance of Preservation Commissions (NAPC) provides access to an active national listserv and professional resources. He noted that the Commission does not have budgeted funding for membership this year and would work with the City to secure funding.

Motion (Spady/Ramshur) to become a member of the National Alliance of Preservation Commissions pending funding. Motion carried (5-0).

A brief discussion followed regarding the Commission's authority to raise funds under Chapter 151. It was noted that such funds must be used for landmark preservation purposes and are maintained in a separate City account

Without objection, Item 10. Discuss properties warranting Notice of Violation [§151.06] was deferred to the next meeting.

DISCUSSION OF REMOTE MEETINGS

The Commission discussed remote access to meetings for Commissioners and the public. Reference was made to a Wisconsin Attorney General Open Meetings memorandum noting that "remote access can present challenges when complex plans, drawings, or charts are involved." It was noted that while the Common Council has remote access, other City committees generally do not. In-person attendance was identified as preferable due to technical and staffing limitations. Parliamentary procedure favors in-person meetings but allows remote participation in limited circumstances, such as to establish a quorum. The Commission agreed to continue its current practice of not providing remote access.

CONTINUING EDUCATION

Payne reviewed upcoming continuing education opportunities and encouraged members who had not yet completed the Wisconsin Historical Society Historic Preservation Commission training to do so.

NEXT MEETING: February 26, 2026, Community Room of City Hall.

ADJOURNMENT

Hearing no objection and having reached the agenda item, the meeting was adjourned at 8:04 p.m.

Box below for office use only



Mineral Point, Wisconsin

Date Received: 1/26/26
Date Approved: _____
Date \$50 Application Fee Received: MM 1/26/26

Certificate of Appropriateness Application Form

Property Address: _____

Applicant: Sarah + Ash Kyrie

Contractor: Woodman Building Company,

Mailing Address: Argyle WI

Dominic Puglioni

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:

Remove cement cap, remove compromised Brick courses.
reinstall cap to keep buildings character

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.

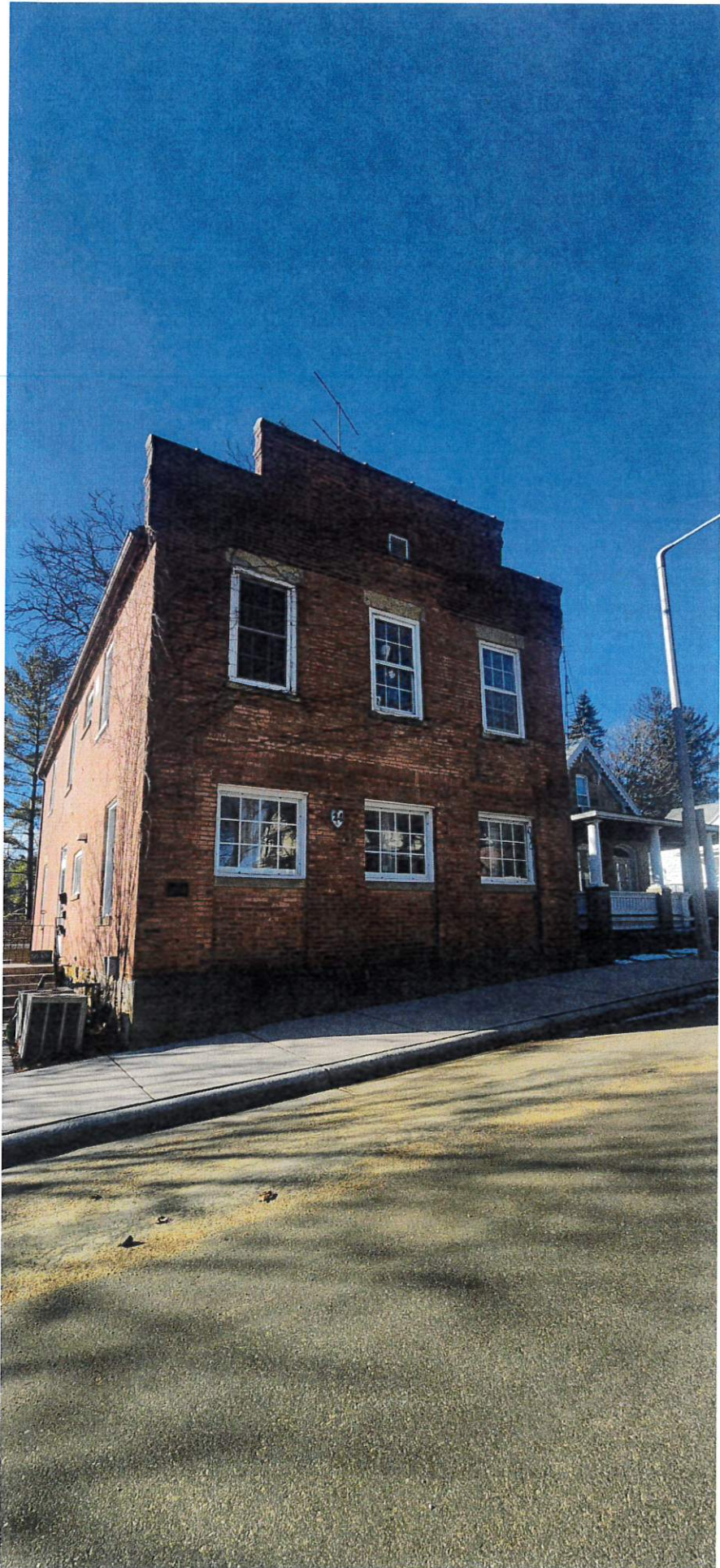
☐ Demolition: Removal of any building feature(s) or the razing of any structure (s). For all demolition, the applicant must Comply with Article 13 of the Zoning Ordinance.

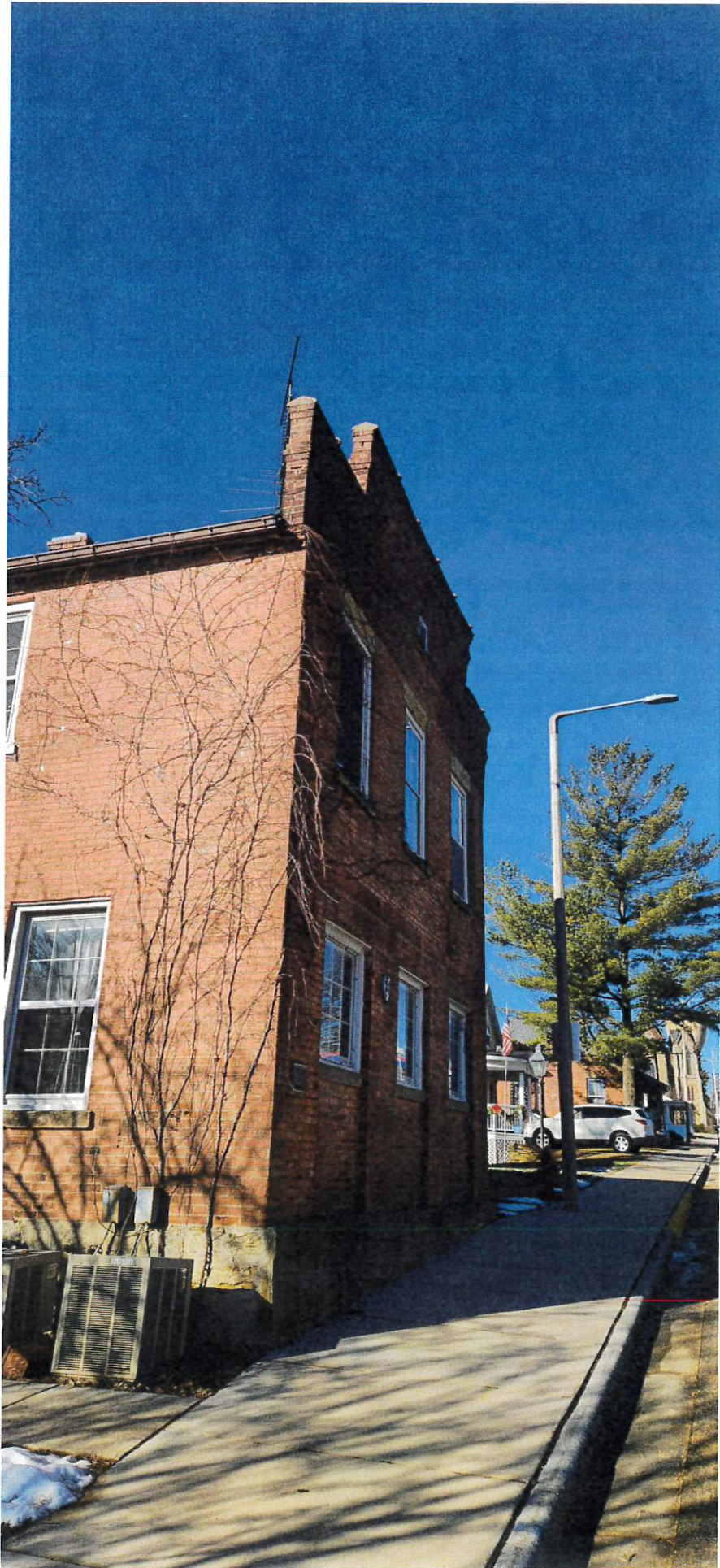
☐ Other: _____

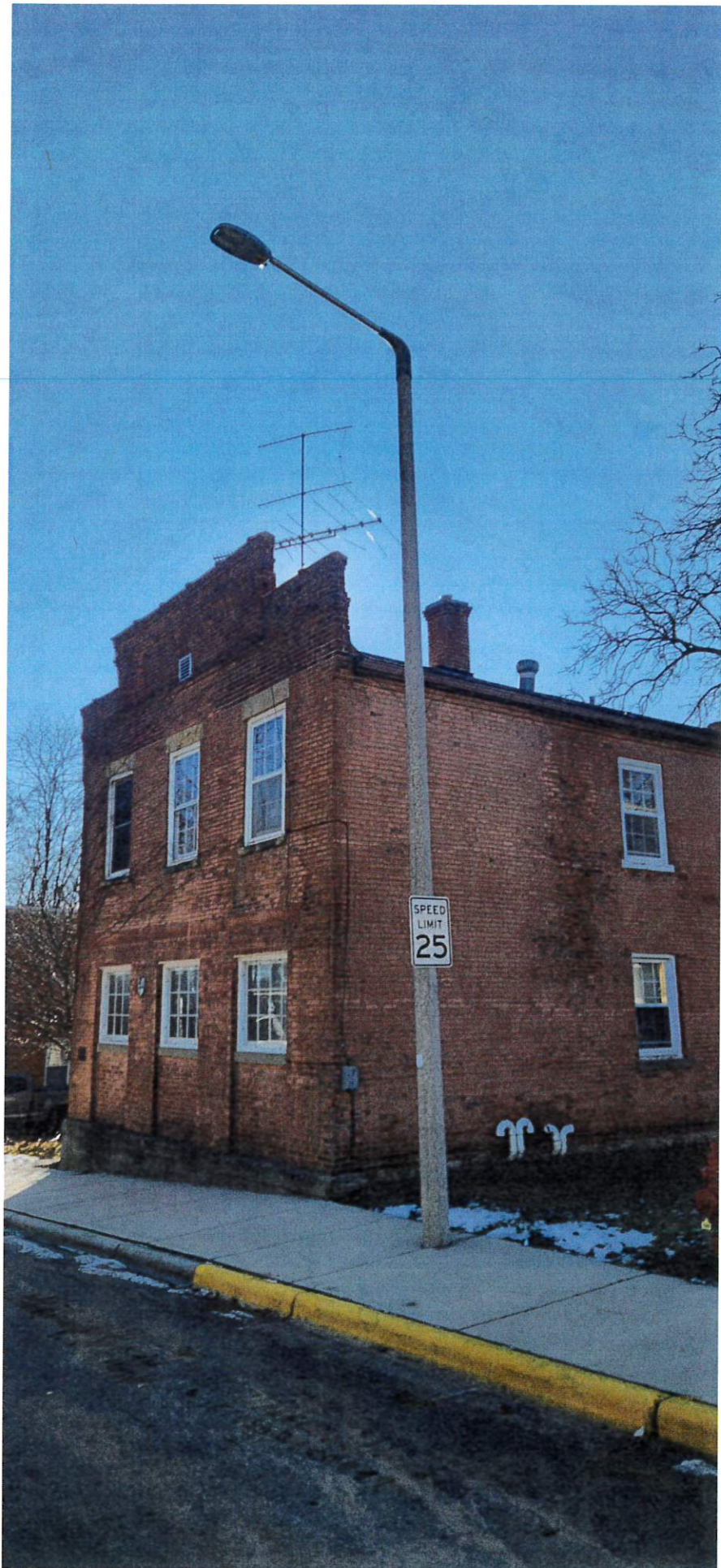
Applicant's Signature: _____

Date: 1/26/26

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.

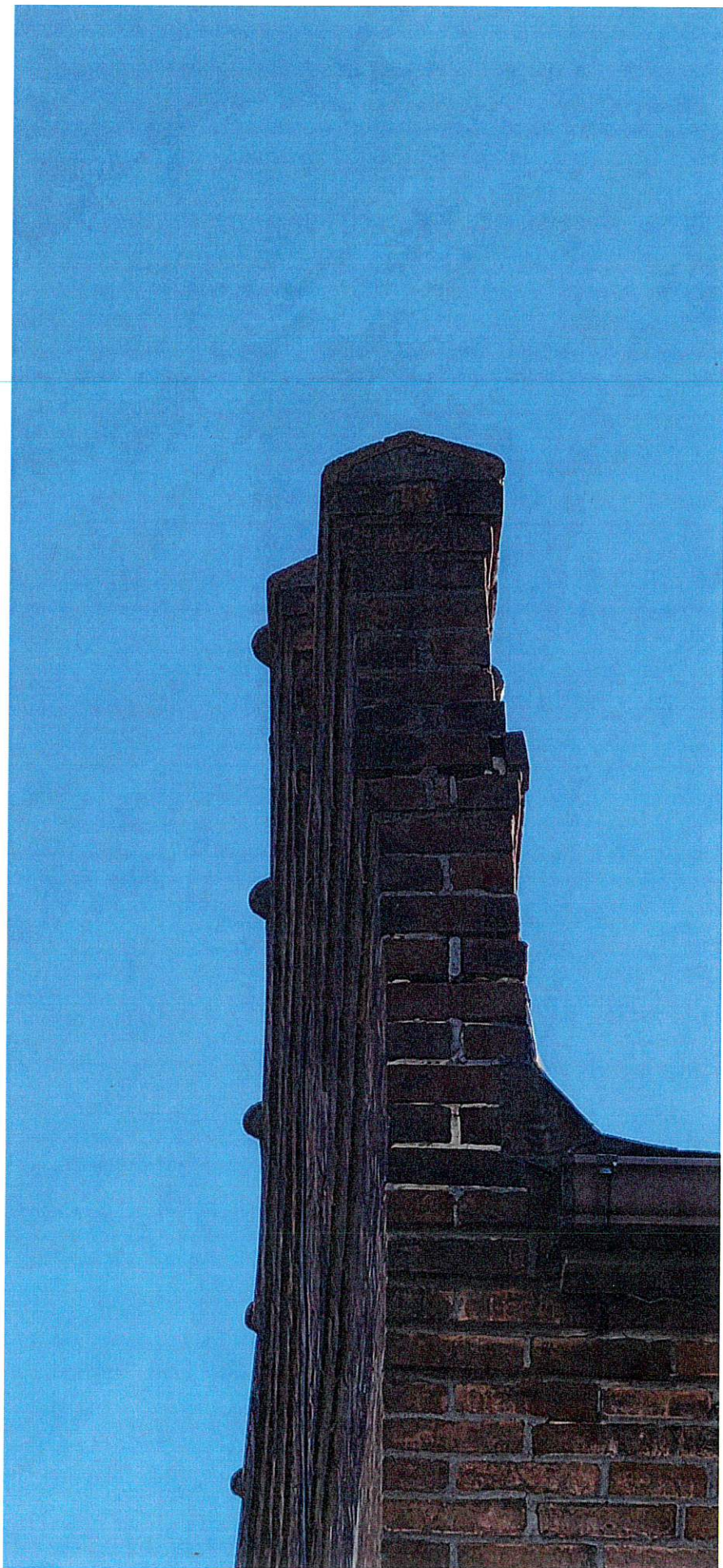


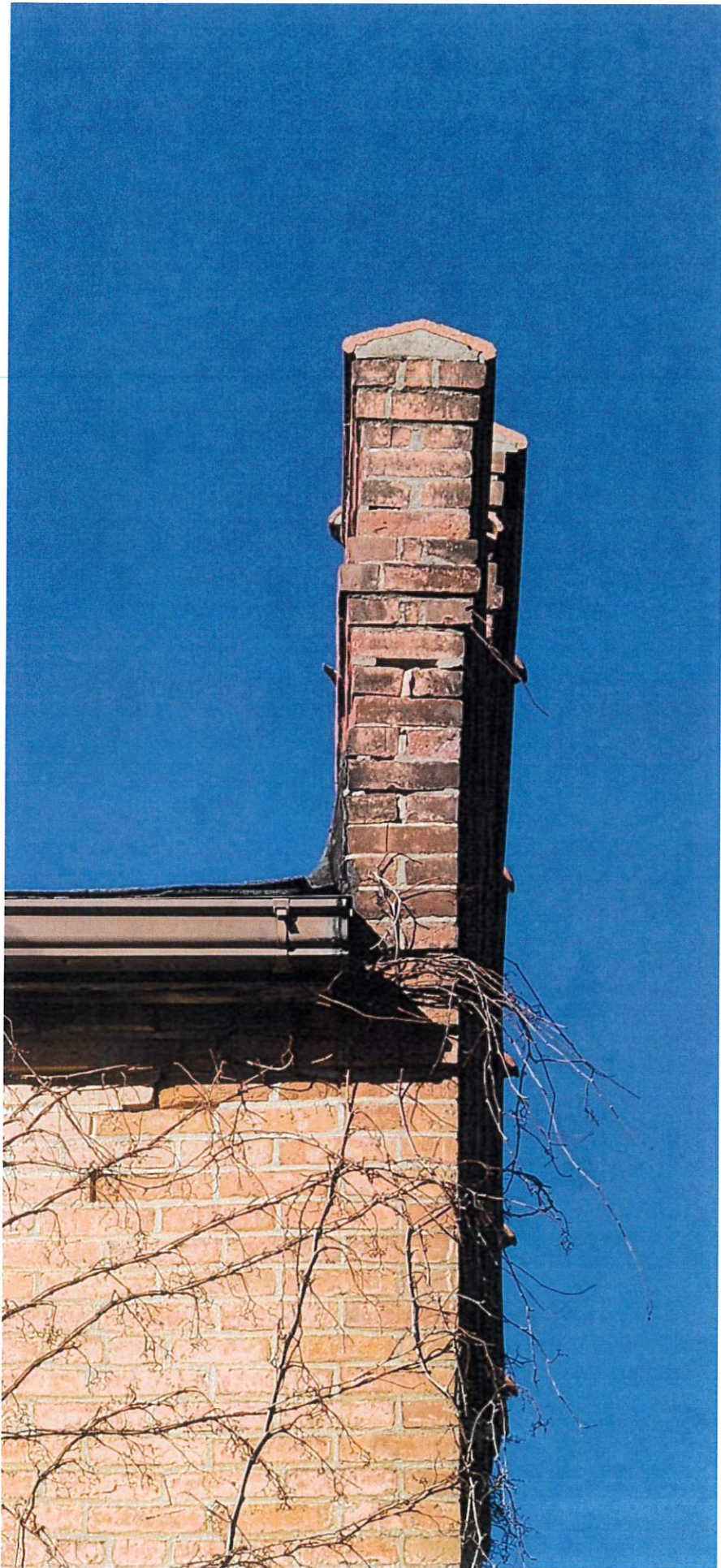




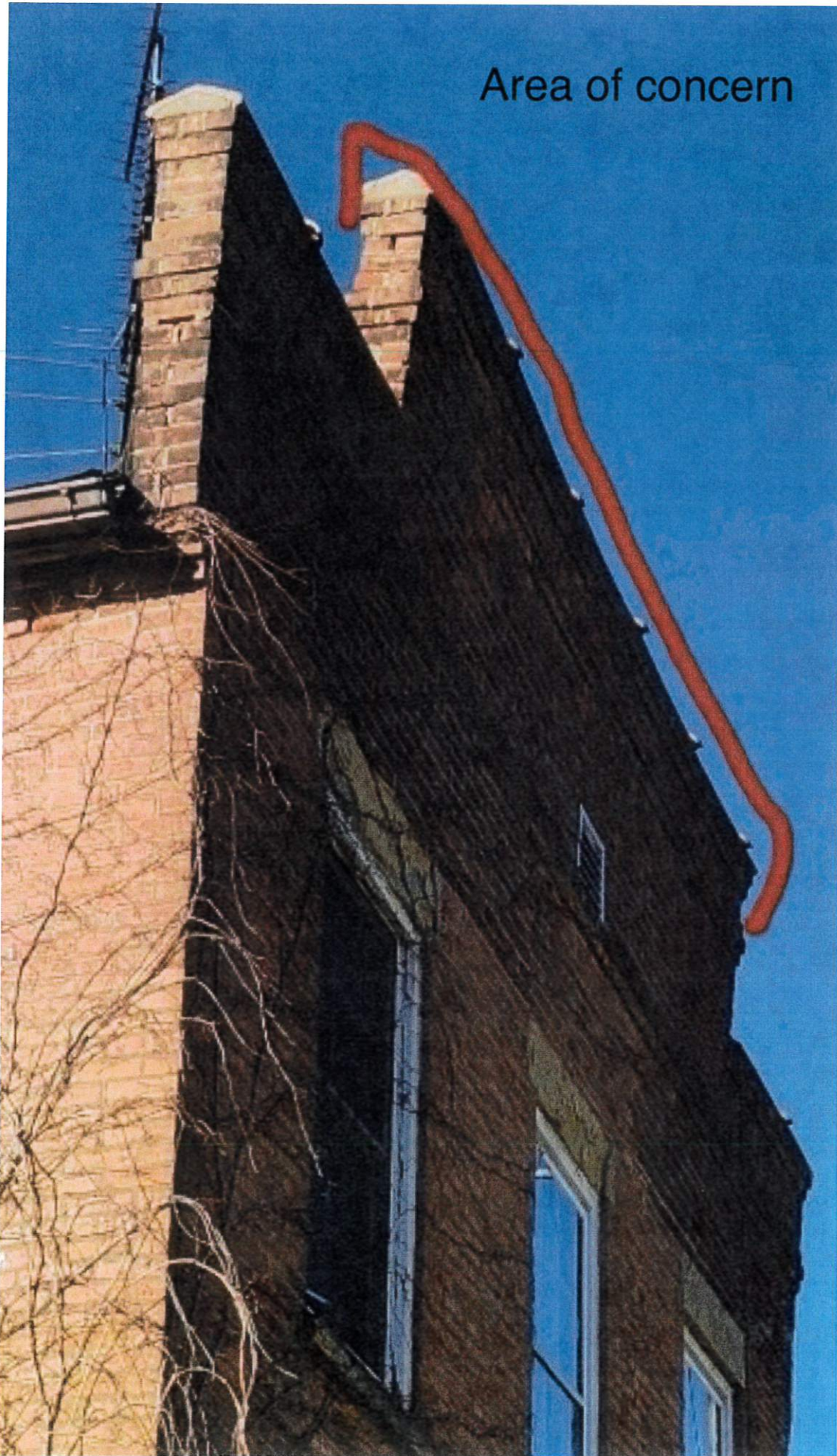


SPEED
LIMIT
25



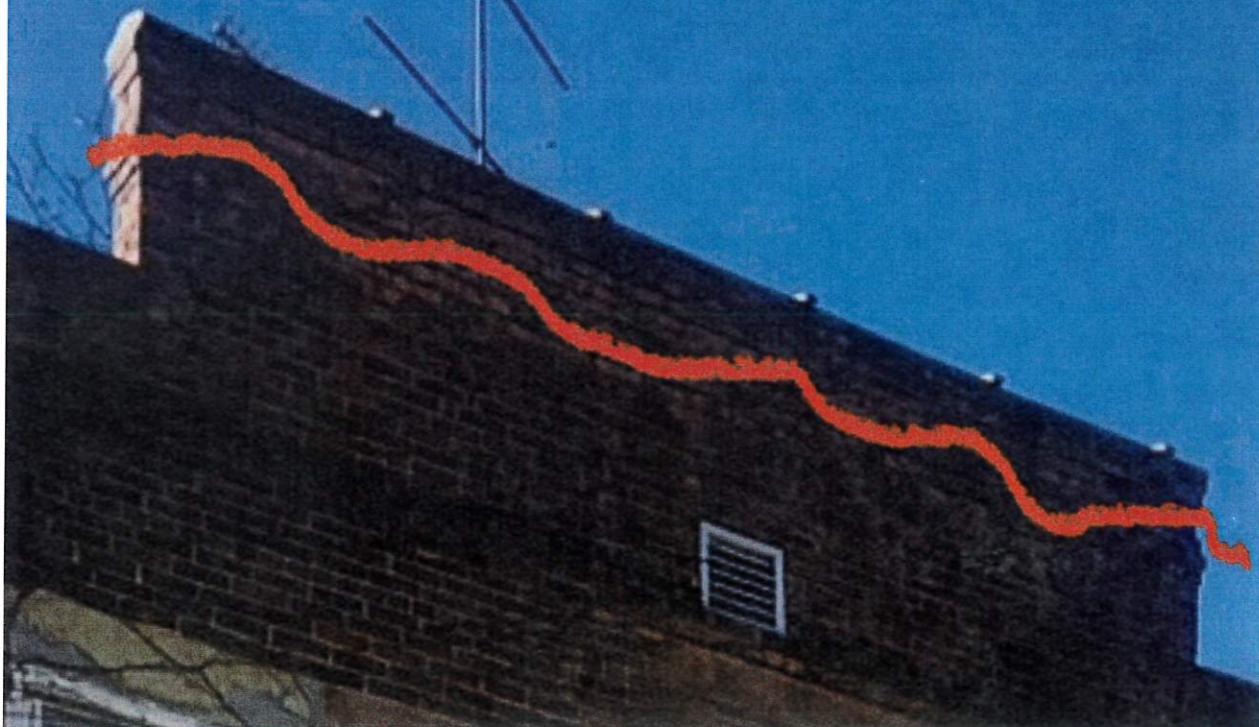


Area of concern



Carefully
Remove
The
existing
cap

Remove the
compromised
courses of brick



Replace
original
cap to
maintain
the
buildings
character

