



Mineral Point, Wisconsin

CITY OF MINERAL POINT

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

AGENDA

HISTORIC PRESERVATION COMMISSION MEETING - CITY OF MINERAL POINT

Thursday, September 24, 2026, 6:30 PM

City Hall Community Room

1. Call to Order.
 - a. Roll call & open meetings compliance [Wis. Stat. §§ 19.81–19.98].
 - b. Consider August 27, 2026 minutes.
2. Certificate of Appropriateness Applications.
 - 2026-COA15 – 231-233 High – Car Port Addition – Dave & Jeanenne Owen – Jacob Schneberger Cordwainer – Built 1861 – AHI59706 – NRHP-Contributing.
 - 2026-COA22 – 10A Commerce – Siding replacement – Kellyns Properties, LLC – AHI56130 – NRHP Non-Contributing.
 - 2026-COA23 – Cornish Heritage Park – Donor Sign – City of Mineral Point
 - 2026-COA24 – 234 High – Signage – Audrey Qualley – Felderman Hardware – Built 1871 – AHI59708 – NRHP-Contributing
3. Report from the Chair.
 - a. Chapter 151 revision – forwarded to City Attorney and Ordinances Committee.
 - b. Commission member vacancy – Appointment anticipated in October.
 - c. Wisconsin Association of Historic Preservation Commission Award Nomination.
 - d. NRHP contributing property plaques – No Report.
 - e. Tower Park Wisconsin Historical Marker Relocation – No Report.
4. New Business. Reschedule 11/26 and 12/24 meeting to 12/3 or 12/10
5. Old Business. Review Mural Guidelines adopted October 2025.
6. Announcements.

Historic Tax Credits Workshops - March 3, 2027 (Commercial) September 15, 2027 (Residential).
7. Adjourn. (Next meeting: October 22)

Historic Preservation Commission – *quasi-judicial body, Municipal Ordinance Chapter 151.*

Members (terms): Matthew Payne, Chair (2026–29); Alex Ramshur (City Council Rep);
Vacancy (2026–29); Gary Cisler (2024–27), Mark Hogan (2025–28);
Richard Reger (2025–28); John Spady (2024–27).

Two-Person Committee: Commissioners Cisler & Hogan (August–October 2026).

General Information

Secretary of the Interior's Standards for Treatment of Historic Properties with Guidelines

[nps.gov/orgs/1739/secretary-standards-treatment-historic-properties.htm](https://www.nps.gov/orgs/1739/secretary-standards-treatment-historic-properties.htm)

Member – Wisconsin Association of Historic Preservation Commissions [wisconsinahpc.org](https://www.wisconsinahpc.org)

Member – National Alliance of Preservation Commissions [napcommissions.org](https://www.napcommissions.org)

Wisconsin Trust for Historic Preservation [wipreservation.org](https://www.wipreservation.org)

Mayor – Danny Clark

Administrator | Troy Maggied | administrator@cityofmineralpointwi.gov

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

MINUTES
CITY OF MINERAL POINT HISTORIC PRESERVATION COMMISSION MEETING
Thursday, August 27, 2026 – 6:30 PM
City Hall Community Room

CALL TO ORDER / ROLL CALL

Chair Matthew Payne called the meeting to order at 6:30 PM.

A roll call was made and a quorum was present. Noted there is a vacant position.

Matthew Payne (2026-29) Chair	Present	Alex Ramshur (Council Rep)	Present
Gary Cisler (2024-27)	Present	John Spady (2024-27)	Present
Mark Hogan (2025-28)	Present	Richard Reger (2025-28)	Present
Vacancy (2026-29)			

Also present: Troy Maggied, City Administrator.

Administrator Maggied confirmed public notice had been posted in compliance with Wisconsin law.

APPROVAL MINUTES

Motion (Cisler/Spady) to approve July 23, 2026 meeting minutes. Motion carried (6-0).

Motion (Ramshur/Cisler) to approve July 30, 2026 special meeting minutes. Motion carried (6-0).

CERTIFICATE OF APPROPRIATENESS APPLICATIONS

No COA applications were received for consideration of the full commission.

Two-Person Committee Report. Commissioners Ramshur and Spady reported approval of 2026-COA19 – 242 High – Repair, Repoint, repaint. A request was reviewed for masonry repairs involving repointing and repair of stepped and linear fractures. During the work, stucco was removed from a stone wall adjoining a neighboring property, exposing the original stonework. The work was considered appropriate and straightforward.

2026-COA21 – 263 High St – Retaining Wall. A request was reviewed for extending an existing partial retaining wall on the west side of a building from High Street to Jail Alley. The proposed work will extend the wall in a manner consistent with the existing construction, using matching limestone. The request was determined to be straightforward and was approved.

2024-COA030a – 217 N Chestnut – Sitework. A request was reviewed for hardscaping. The work will address drainage and runoff, remove existing concrete, and replace it with appropriate landscaping/hardscape materials. Following an on-site review, the Commission determined the proposal was straightforward and approved it.

The Commission also discussed ongoing masonry restoration work in the downtown area. Members noted that contractors have encountered unusually hard mortar on some historic masonry, apparently associated with later repair work. The discussion emphasized the importance of using compatible mortar in historic masonry and recognized the quality of current restoration work being performed in the community.

Other COA Inquiries

Two additional inquiries were discussed: A property owner on West Commerce Street submitted product specification information regarding replacement of existing shingles. Because the replacement material, specifications, and color were the same as the existing shingles, the work was determined not to require a COA.

Another COA application was received for a property on Mineral Street near Pine Street. Upon review, it was determined that the property is outside the City's historic preservation overlay district and therefore does not require a COA. The applicant will be notified accordingly.

REPORT FROM THE CHAIR

Chapter 151 Revision. The Chair has forwarded the revised proposal back to the Certified Local Government (CLG) Coordinator Jason Tish for final review.

NRHP Contributing Property Plaques Update. Due to fluctuations in copper prices, it was agreed obtaining pricing for the plaques is premature at this time. The Commission will revisit pricing approximately six months before the anticipated deadline and contact the manufacturer, Franklin Bronze, to confirm current pricing and specifications. The Commission also discussed identifying eligible property owners who may be approached regarding plaques. A list of properties that previously received plaques has been obtained and will be compared with the City's existing digital database of contributing historic properties. This will help establish the number and location of potentially eligible properties, including properties outside the commercial area.

Members reviewed the City's mapping resources, which link historic-property information with county tax-parcel data, ownership information, and available historic inventory information. The mapping system will make it easier to identify contributing properties and organize information for the plaque program. It was also noted that future updates to the City's historic property inventory can be incorporated into the database as additional properties are identified as contributing. The Commission agreed that these digital mapping and inventory resources will be useful for the ongoing administration of the historic preservation program and for identifying and documenting historic properties throughout the community.

Commission member vacancy. The person discussed at the previous meeting has agreed to be nominated. The name is being forwarded to the Mayor for appointment.

Wisconsin Association of Historic Preservation Commissions awards nominations. The Chair has drafted a nomination and will forward to Commission Members before the next meeting for review.

Tower Park Wisconsin Historical Marker Relocation. At its previous meeting, the Commission reached a consensus that the marker should remain within Tower Park but that the Commission should not take the lead on the relocation. The Commission agreed that the matter should be approached as an opportunity for cooperation with other City entities that may have plans for improvements or redevelopment of the park. The Chair will initiate discussions with the Park Board and Property Committee to determine whether the marker relocation could be incorporated into future park plans. The Wisconsin Historical Marker program primarily involves state approval of markers and does not appear to involve ongoing state ownership or funding of the marker once installed.

A member also raised the possibility of pursuing grant funding for improvements to Tower Park, including potential funding for signage or other park improvements. It was noted that broader park improvements fall outside the primary scope of the Historic Preservation Commission, although the Commission could provide input regarding historic resources and encourage consideration of the marker as part of any future park project.

Section 106 Proposed Changes. The Commission was informed of a recent webinar presented by the National Alliance of Preservation Commissions regarding proposed regulatory changes to Section 106 of the National Historic Preservation Act of 1966. The proposed changes would affect the federal review process for projects involving historic properties, including changes to requirements concerning avoidance or minimization of harm, public participation, and the involvement of state and local governments in consultation. The Commission was also informed that the proposed changes could reduce consideration of visual, audible, indirect, and landscape-related effects.

The Chair noted that, because the matter was not included on the meeting's public agenda, no action could be taken by the Commission. The Chair stated that, in an individual capacity and not on behalf of the Commission, he would communicate concerns regarding the proposed changes to Wisconsin's congressional delegation and through a letter to the editor. Commissioners who wish to participate individually will be provided with information and resources from the National Alliance of Preservation Commissions. The recorded webinar will also be shared with Commissioners for informational purposes.

ANNOUNCEMENTS

Historic Tax Credit Workshops. Two upcoming historic tax credit workshops are a Commercial Historic Tax Credit workshop scheduled for March 3, 2027 and a Residential Historic Tax Credit workshop scheduled for September 15, 2027. The Commission discussed efforts to promote the workshops more broadly, particularly the commercial workshop, through the Chamber of Commerce and other community communications. Members noted the importance of making property owners aware of available historic tax credits before beginning projects.

Historic Property Survey – Phase Two. The Commission discussed plans for a public meeting associated with the beginning of Phase Two of the historic property survey. A date in October, tentatively October 23, is being considered. Phase Two will involve a more intensive and detailed review of properties identified during the broader Phase One survey.

Historic Preservation Commission Records. The Chair reported that, while organizing historic preservation records, annual reports submitted to the State Historic Preservation Office were located for the years 1987 through 2009. The records indicate that the Commission rejected two Certificates of Appropriateness during that period, one in 2006 and one in 2008.

Murals and Public Art. A Commissioner raised the subject of murals and public art, noting that members of the public have recently asked about the Commission's position and process regarding murals. The Commission previously undertook substantial discussion of the subject through two mural committees, but the matter was left open pending a specific proposal. Members noted that current discussions regarding public art in South Street Park may also relate to the topic. The Chair agreed to place murals/public art on a future meeting agenda for further discussion.

NEXT MEETING

The next meeting is scheduled for September 24, 2026, in the City Hall Community Room.

ADJOURNMENT

With no further business and no objection, the meeting was adjourned at 7:04 PM.



Mineral Point, Wisconsin

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

Office Use Only	
DATE Received:	6-29-26
Fee Received:	6-29-26 75.00
Approved:	

APPLICATION FORM

Certificate of Appropriateness (COA)

Property Address: 231/233 High St. Mineral Point WI 53565
 Owner Name(s): Dave + Jeanne Owen
 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) or ☐ 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 work to be accomplished. 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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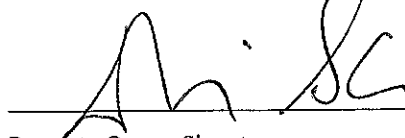
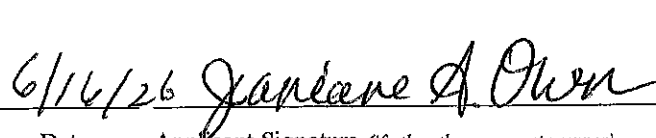
Additional Information

You must submit complete and clear drawings and specifications of the work to be accomplished, required by city ordinance. 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
Alteration, Rehabilitation, Repair	<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.
Site Alteration, Improvement	☐ 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.
Signage	☐ 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.
New Construction / Addition	<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.
Demolition – Complete	<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.
Demolition – Partial	☐ 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

City Staff / HPC Use Only

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.

FOR INSPECTIONS CALL: Chris Michaels: (608) 617-9632 General Engineering		GENERAL BUILDING PERMIT APPLICATION GENERAL ENGINEERING COMPANY OFFICE: (608) 745-4070 FAX: (608) 745-5763			PERMIT # EXPIRATION DATE:	
Parcel Number: <u>251-0125</u>		Property is Located in ☐ Town of ☐ Village of ☒ City of			Municipality Number <u>25-28-1</u>	
PROJECT DESCRIPTION (Submit Building Plans & Site Plan) <u>Non H. Stone 3 Season porch siding, Expand driveway</u>					Does this project require any additional approvals or permits? ☐ yes ☐ no	
Building Project Address: <u>231/233 N. 9th St Minicopa WI 53565</u>					Finished Project Value <u>\$ 25,000</u>	
Zoning District(s): <u>C1</u>		Zoning Permit No.:		Corner Lot ☐ yes ☒ no	Bldg. Height <u>25 Ft.</u>	Setbacks: Front <u>?</u> Rear <u>49'</u> Left <u>NA</u> Right <u>NA</u>
Owner's Name(s) <u>Daniel Owen</u>		Mailing Address <u>233 N. 9th St Minicopa WI 53565</u>			Telephone <u>[REDACTED]</u> Email <u>[REDACTED]</u>	
Contractor Name & Type <u>Burnette Builder</u>		Licen. / Cert #	Exp. Date	Mailing Address <u>724 Oak St. 53565</u>		Telephone & Email <u>[REDACTED]</u>
Construction Contractor <u>Burnette Builder</u>				The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.		Tel. <u>[REDACTED]</u> Email <u>[REDACTED]</u>
Dwelling Contractor Qualifier <u>Marvin Construction</u>						Tel. <u>[REDACTED]</u> Email <u>[REDACTED]</u>
HVAC Contractor <u>NA</u>						Tel. <u>[REDACTED]</u> Email <u>[REDACTED]</u>
Electrical Contractor <u>NA</u>						Tel. <u>[REDACTED]</u> Email <u>[REDACTED]</u>
Master Electrician <u>NA</u>						Tel. <u>[REDACTED]</u> Email <u>[REDACTED]</u>
Plumbing Contractor <u>NA</u>						Tel. <u>[REDACTED]</u> Email <u>[REDACTED]</u>
RESIDENTIAL Single Family/Duplex	Addition: ☐ Electrical ☐ Plumbing ☐ HVAC ☒ Construction <u>400</u> sq. ft. ☐ Erosion Control					
	Detached Accessory Building: ☐ Electrical ☐ Plumbing ☐ HVAC ☐ Construction _____ sq. ft.					
	Remodel: ☐ Electrical ☐ Plumbing ☐ HVAC ☐ Construction _____ sq. ft.					
	Other: ☐ Fence ☐ Electrical ☐ Plumbing ☐ HVAC ☒ Construction <u>200</u> sq. ft. ☐ Erosion Control ☐ Electrical Service Upgrade (Amp _____) ☐ Removal of Structure (Raze) ☐ _____					
COMMERCIAL	New Commercial Building: _____ Bldg. Sq. Ft. ☐ Electrical ☐ Plumbing ☐ HVAC ☐ Construction ☐ Erosion Control					
	Commercial Addition/Alteration: _____ Building Sq. Ft. ☐ Electrical ☐ Plumbing ☐ HVAC ☐ Construction ☐ Erosion Control ☐ Electrical Service (Amp _____) ☐ Fence ☐ Sign ☐ Removal of Structure (Raze)					
	State of Wisconsin Plan Approval Needed: ☐ yes ☒ no (Approved plans must be submitted with permit application)					
Zoning -- When applicable, owner shall research setback information regarding height, lot coverage, etc. prior to submittal of this application.						
I agree to comply with all applicable codes, statutes and ordinances and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If I am an owner applying for an erosion control or construction permit, I have read the cautionary statement regarding contractor financial responsibility on the reverse side of the last page of this application. I expressly grant the building inspector or the inspector's authorized agent permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done. It is the Owner/Contractors Responsibility to Call in ALL INSPECTIONS to the Inspector.						
APPLICANT'S SIGNATURE <u>[Signature]</u>				DATE SIGNED <u>6/16/26</u>		
APPROVAL CONDITIONS This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. ☐ See attached for conditions of approval.						
BELOW SECTION FOR OFFICE USE ONLY						
FEES: Construction \$ _____ Plumbing \$ _____ Electrical \$ _____ HVAC \$ _____ Zoning \$ _____ Other \$ _____ Administrative \$ _____ Total Permit Fee \$ _____		PERMIT(S) ISSUED ☐ Construction ☐ HVAC ☐ Electrical ☐ Plumbing ☐ Erosion Control ☐ Other _____		PERMIT ISSUED BY: Name _____ Date _____ Telephone _____ Cert No. _____ Census Code _____ www.generaleengineering.net		
VER 1/3/2018						



Right Side View



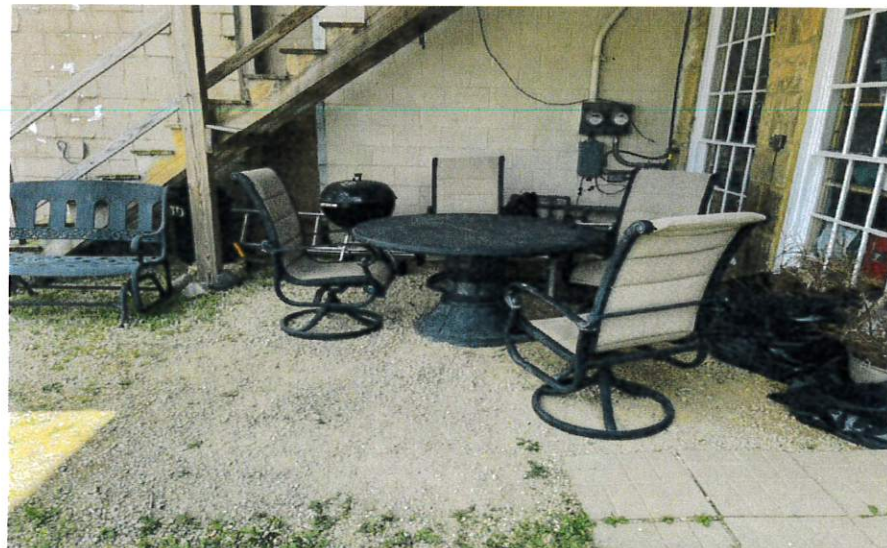
Angle View



Street View



Driveway View



Under Porch/Deck View



Mineral Point, Wisconsin

CITY OF MINERAL POINT

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

Planning and Zoning Application

Municipality (Check One):

☒ City of Mineral Point

☐ Town of Mineral Point(ETZ)

Property Address:

231/233 High St

Parcel #:

251-0125

Lot Size:

1742 sq. ft.

Property Owner:

Name:

David Owen

Address:

231/233 H. 348th
Mineral Pt WI 53565

Phone:

Email:

Agent:

Name:

Address:

Phone:

Email:

Action Requested:

Administrative Review:

- | | |
|--|------------|
| ☐ New Build 1 & 2 Family Residential: | Fee: \$100 |
| ☐ Residential Additions: | \$75 |
| ☐ Accessory Structure: | \$50 |
| ☐ Commercial Zoning: | \$150 |
| ☐ Commercial Signage: | \$50 |
| ☒ Driveway: | \$50 |

Planning Approval*:

- | | |
|---|---------------------------|
| ☐ Certified Survey Map (CSM): | Fee: \$300 |
| ☐ Conditional Use Permit: | \$400 |
| ☐ Zoning Change Request: | \$500 |
| ☐ Variance Request: | \$500 |
| ☐ Plat Review: | \$300 |
| ☐ Commercial Site Plan Review: | Engineering Expense + 10% |
| ☐ Land Use Planning: | \$3,000 |

* Planning Approval Items require review and approval by the Plan Commission, the Board of Appeals, and/or the City Council.

Instructions:

1. All Zoning Permits Applications require a description of the project and a preliminary site plan map. The Zoning administrator may request additional items. Permit approval is subject to having the necessary information.
2. Certified Survey Maps and Zoning Changes require a Plat of Survey or preliminary CSM.
3. Variance Requests must be accompanied by the applicant's written statement explaining: 1) Why complying with the ordinance results in unnecessary hardship, (2) evidence the hardship is due to the unique conditions of the property, and (3) demonstrate the variance will not harm the public interest.



Mineral Point, Wisconsin

CITY OF MINERAL POINT

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

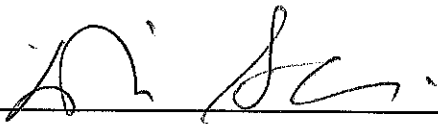
Project Description and Reason for Request:

3 season Porch
Extending driveway under deck and new to be
installed & overhang a 12' extension to make in
to a carport to protect our currently unprotected
vehicle.

Attachments:

Drawings of current
gravel area in rear of
building, where cement
will be added & addition of
overhang for carport.

Applicant Signatures:



Signature, Printed Name, Date

David Owen

Signature, Printed Name, Date

6/16/26

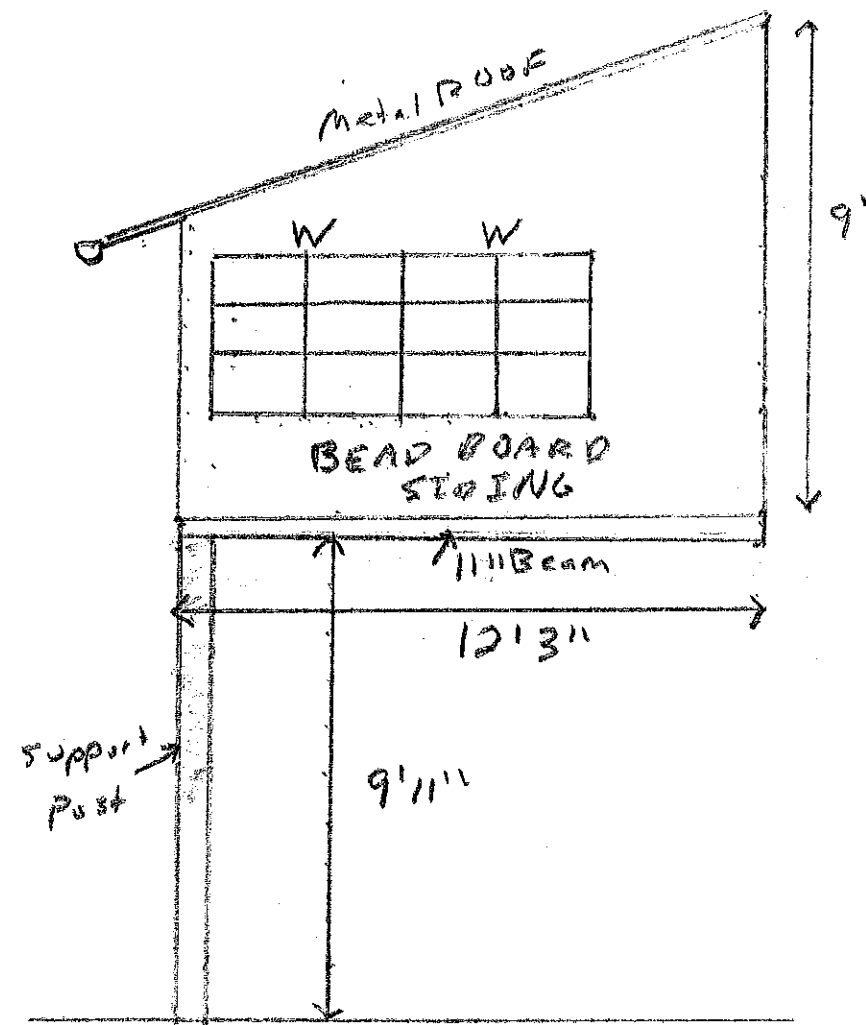
Date Received:

6-29-26

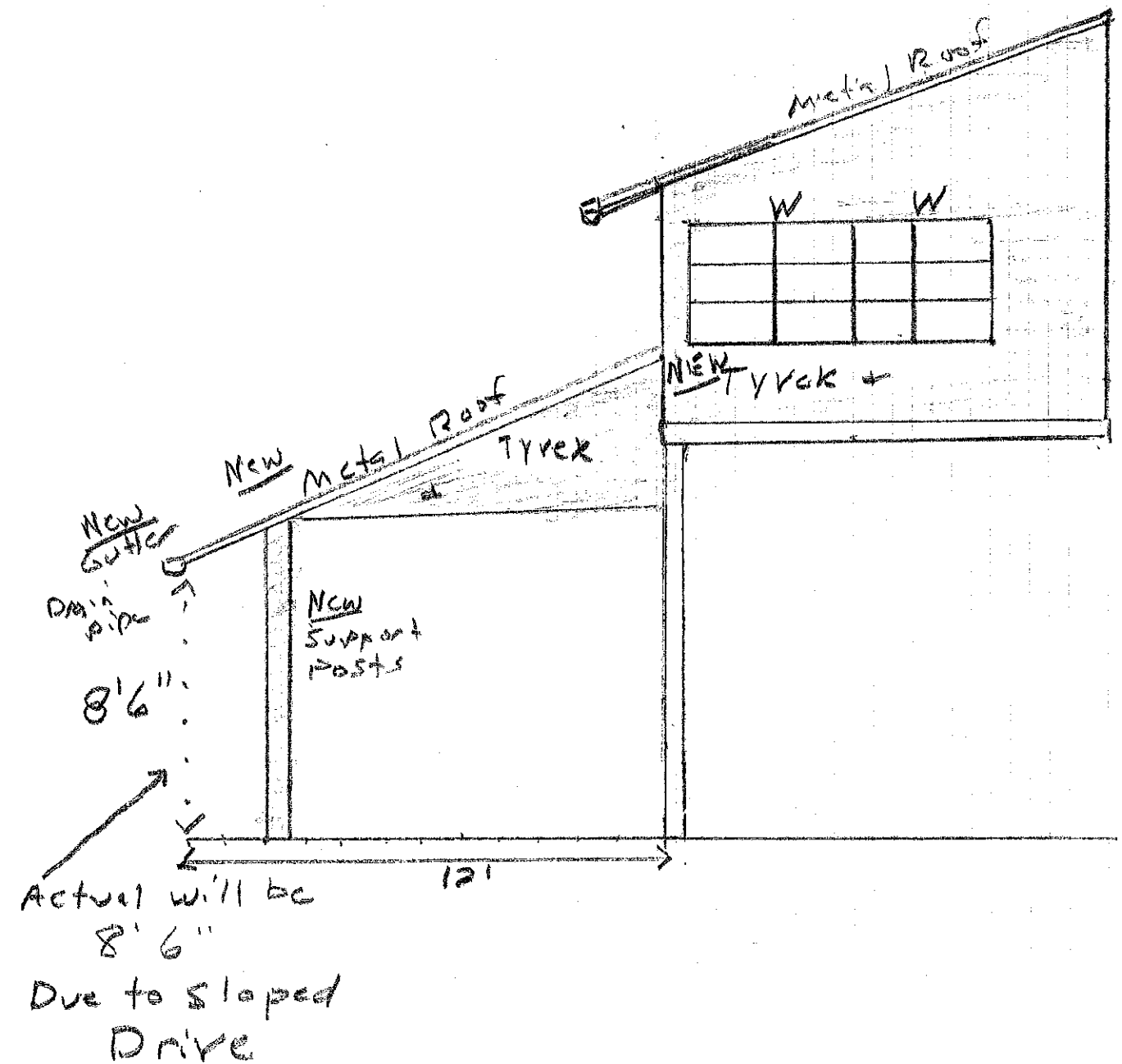
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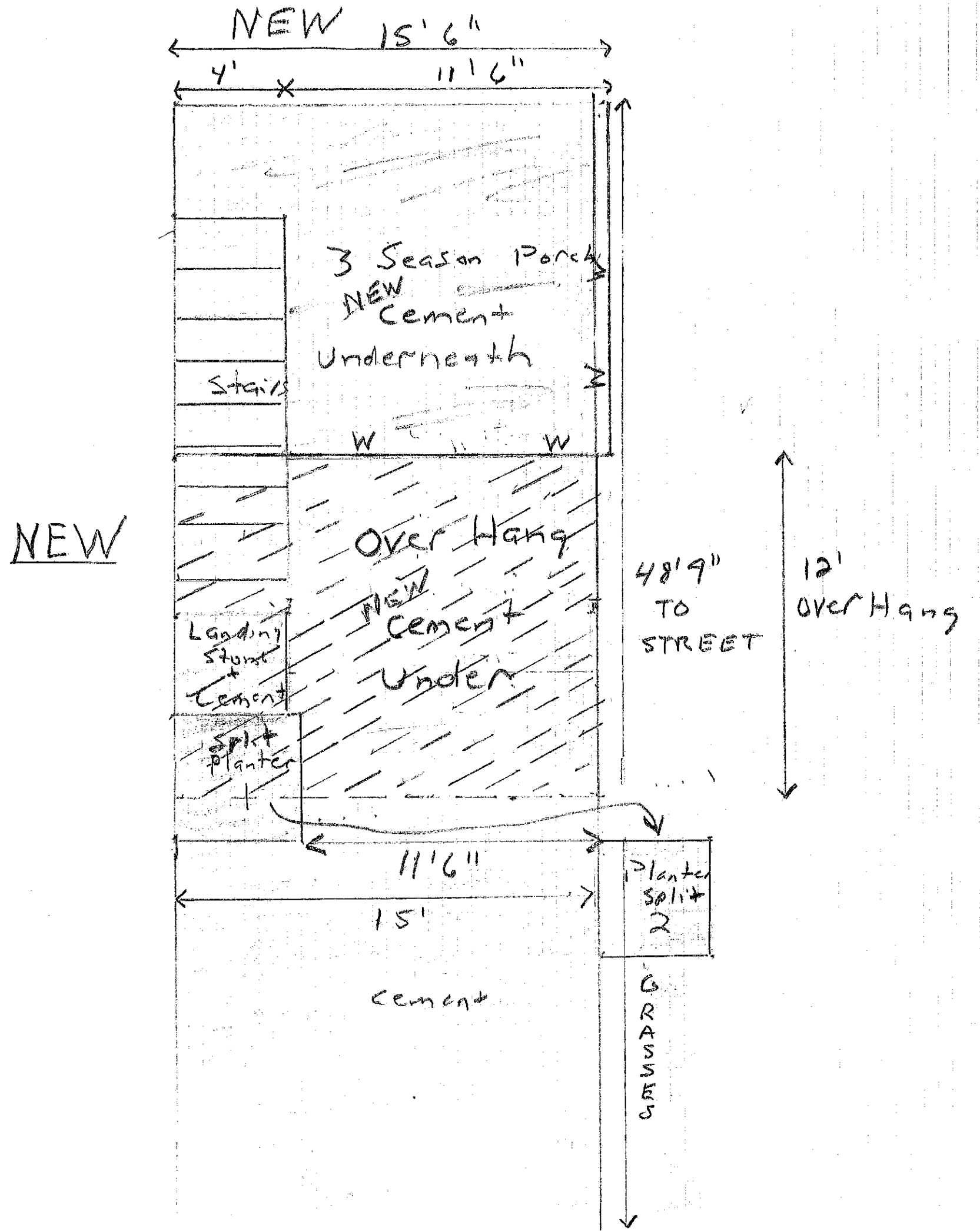
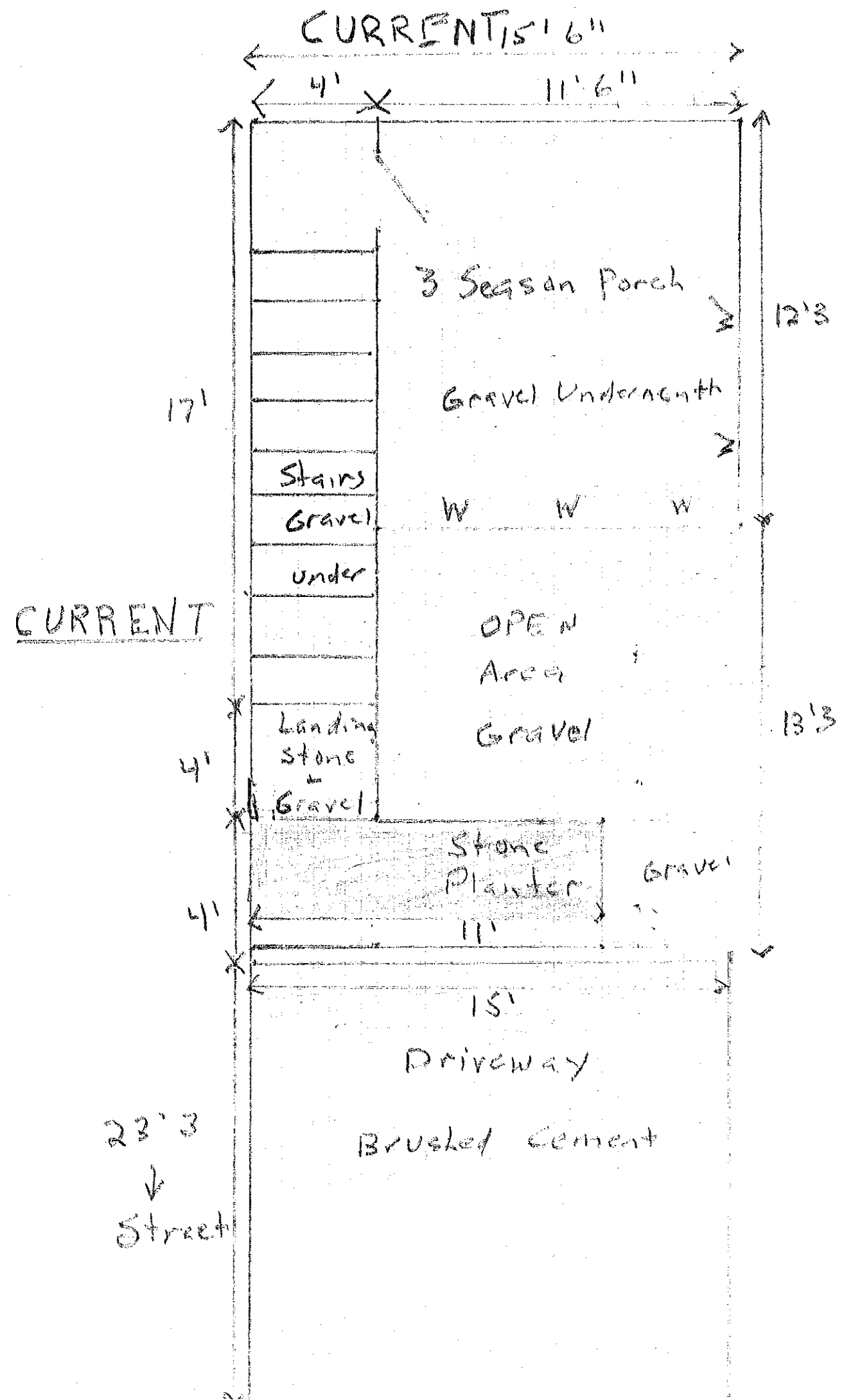
6-29-26

CURRENT



NEW







Mineral Point, Wisconsin

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

COA 22

Office Use Only	
DATE Received:	9/15/20
Fee Received:	\$50
Approved:	

APPLICATION FORM

Certificate of Appropriateness (COA)

Property Address: 10 A Commerce Street
 Owner Name(s): LYNDSEY KRAUER
 Mailing Address, City, State, ZIP: MINERAL POINT WI 53565
☒ Same as Property Address
 Phone: [REDACTED] Email: [REDACTED]
 Other Name of Property (e.g. "Orchard Lawn"): CON TIPPONS PUB & EATERY

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) or ☐ 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 work to be accomplished. 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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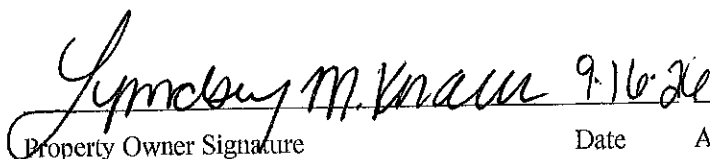
Additional Information

You must submit complete and clear drawings and specifications of the work to be accomplished, required by city ordinance. 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.
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<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.


 Lynndy M. Knaus 9/16/20

Property Owner Signature _____ Date _____ Applicant Signature (if other than property owner) _____ Date _____

PROPOSED EXTERIOR BUILDING IMPROVEMENTS

Cow Tippers Pub & Eatery — 10A Commerce Street, Mineral Point, Wisconsin

To: Members of the Historic Preservation Committee

Re: Proposed Exterior Renovation and Building Preservation Improvements

Property: Cow Tippers Pub & Eatery, 10A Commerce Street, Mineral Point, Wisconsin

Dear Members of the Historic Preservation Committee:

We are submitting this letter to explain the proposed exterior improvements to the Cow Tippers Pub & Eatery building at 10A Commerce Street. The intent of this project is to **preserve and extend the useful life of the existing building while improving its appearance, energy efficiency, weather resistance, ventilation, and long-term maintainability.**

The proposed work is intended to address deterioration that has occurred over time while maintaining the building's existing architectural character and proportions. Rather than substantially altering the building's form, the improvements will focus primarily on replacing deteriorated materials, improving the building envelope, and updating exterior components that have reached the end of their useful life.

Existing Building Conditions

The building currently has an exterior consisting primarily of painted wood siding and wood trim. After years of exposure to Wisconsin weather, portions of the existing wood exterior have begun to deteriorate, including areas where wood has started to rot.

The deterioration is a concern not only from an aesthetic standpoint but also from a building-preservation standpoint. Allowing deteriorated wood to remain in place can permit continued moisture intrusion and potentially lead to additional deterioration of the underlying structure and building envelope.

As part of the proposed renovation, **wood that has begun to rot or has deteriorated beyond reasonable repair will be removed and replaced with appropriate sound materials.** The goal is to correct existing deterioration rather than simply cover it up.

Addition of Insulation

As the exterior is opened and repaired, we are proposing to add **a layer of insulation to improve the building envelope and energy efficiency.** The additional insulation will help reduce heat loss during Wisconsin winters and heat gain during the summer months. It will also contribute to improved occupant comfort and reduce the energy required to heat and cool the building.

The insulation will be incorporated as part of the exterior renovation while maintaining the existing building's overall shape and architectural proportions.

Exterior Siding

Following the necessary repairs and installation of insulation, we are proposing to install **new exterior siding.** The primary purpose is to provide a durable, weather-resistant exterior that is significantly easier to maintain than the existing painted wood siding.

The proposed siding will reduce the ongoing maintenance associated with scraping, painting, and repairing deteriorating wood siding. The proposed color is **midnight blue**, with **cream-colored trim** around windows, doors, rooflines, and other architectural details. The siding will follow the existing wall configuration and will

not substantially change the building's footprint or massing.

Replacement of Existing Windows

The existing vinyl windows are proposed to be replaced with **new vinyl sliding windows** in the existing openings. The replacement windows will maintain the existing general locations and proportions while providing improved operation, weather resistance, energy performance, and ease of maintenance.

The new windows will be finished with **cream-colored trim** so they coordinate with the proposed siding and other exterior improvements. The purpose is not to enlarge or substantially alter the existing openings.

Doors and Exterior Trim

The existing exterior doors will also be upgraded. New or replacement doors will be selected and finished to coordinate with the proposed **cream-colored trim and fascia**, creating a consistent appearance across the building. Door locations and the basic function of the existing entrances will remain consistent with the current building.

Replacement and Modernization of Fascia

The existing wooden fascia is aging and requires ongoing maintenance. It is proposed to be replaced with a more modern and durable system coordinated with the cream-colored trim and roofline.

An additional objective is to **improve ventilation to the building's attic space**. The updated fascia/soffit system will allow improved airflow into the attic, helping manage heat and moisture accumulation and contributing to the long-term preservation of the roof and building envelope.

Preservation of the Building's Character

Although the improvements will give the building a cleaner and more contemporary appearance, the project is **not intended to remove or obscure the building's fundamental architectural character**. The existing rooflines, building footprint, primary wall configuration, major entrances, and window locations will remain generally unchanged.

The proposed color scheme of **midnight blue siding with cream-colored trim** will emphasize the building's existing architectural lines. Where practical, existing architectural elements that remain structurally sound will be retained. Deteriorated wood will be repaired or replaced as necessary rather than allowing deterioration to continue.

Patio Columns

The columns associated with the existing patio will receive a **cedar-finish treatment**. This will provide a natural material element that complements the building's setting and creates a visual transition between the dark blue siding and outdoor patio area.

Overall Purpose of the Project

The proposed improvements should be viewed as a **building preservation and rehabilitation project**, with modernization incorporated where necessary to address deterioration, energy efficiency, ventilation, and maintenance.

Project Objectives

1. Remove and replace deteriorated and rotting wood before deterioration progresses further.
2. Add insulation to improve the building's energy efficiency and overall building envelope.

3. Install durable exterior siding to improve weather protection and reduce ongoing maintenance requirements.
4. Replace existing vinyl windows with new vinyl sliding windows while maintaining existing openings and general proportions.
5. Upgrade exterior doors and coordinate them with the proposed cream-colored trim and fascia.
6. Replace the existing wooden fascia with an updated, durable exterior system.
7. Improve attic ventilation through the updated fascia/soffit configuration.
8. Create a cohesive exterior color scheme of midnight blue siding and cream-colored trim.
9. Maintain the building's existing footprint, rooflines, and general architectural proportions.
10. Improve long-term durability while reducing recurring maintenance requirements.

Commitment to Long-Term Preservation

We recognize that buildings in a historic community require consideration beyond simply replacing old materials with new ones. The intention of this project is to make improvements that allow the building to remain a viable, well-maintained commercial property for many years into the future.

Replacing deteriorated materials before they cause additional damage, improving insulation and ventilation, and installing durable exterior finishes are all intended to **extend the useful life of the existing structure.**

The proposed improvements are intended to balance **historic character, practical building preservation, energy efficiency, durability, and modern commercial maintenance requirements.**

We believe the finished project will provide the building with a clean and cohesive appearance while preserving its recognizable form and relationship to the surrounding streetscape. The midnight blue siding, cream-colored trim, updated fascia, new windows and doors, and cedar-finished patio columns will work together to create a maintained and attractive exterior without fundamentally changing the building's existing architectural massing.

Thank you for your consideration of the proposed improvements. We appreciate the Committee's role in preserving the character of Mineral Point and are committed to completing the project in a manner that respects the existing building and its place within the community.

Respectfully,

Lyndsey Knauer

Kelly Blotz

Cow Tippers Pub & Eatery

10A Commerce Street

Mineral Point, Wisconsin

City Staff / HPC Use Only

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

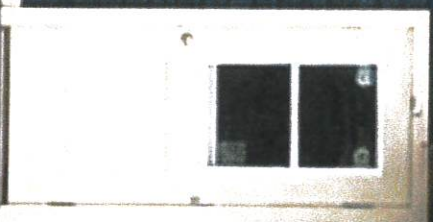
☐ Historic Preservation Commission Meeting Date: _____

HPC Chair Signature

Date

List any approval conditions.





NO PARKING













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: 137 High St., Suite 1 Mineral Point, WI 53565 _____
Owner Name(s): City of Mineral Point, WI _____
Mailing Address, City, State, ZIP: _____
X Same as Property Address
Phone: (608) _____ 987-2361 _____ Email: _____
Other Name of Property (e.g. "Orchard Lawn"): _____

Primary Contact

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

Historic Preservation Commission Use Only

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

continues next page...

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09/17/2026

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.

Cornish Heritage Park

THE 2026 REVITALIZATION OF CORNISH HERITAGE PARK WAS MADE POSSIBLE THROUGH THE GENEROSITY OF OUR COMMUNITY.

Giant's Legacy \$5,000+

EVERGREEN FUND
ULRICH SIELAFF AND JANET MILLER
SIELAFF CORPORATION
WISCONSIN ECONOMIC
DEVELOPMENT CORPORATION
PAUL & ANDREA SPETH

Pasty Pioneer \$2,000-\$4,999

LESLIE DAMASO AND KEITH BURROWS
SOUTHWEST WISCONSIN CORNISH SOCIETY
FRANK & SANDEE BEAMAN
VIERBICHER ENGINEERING
ARGALL FAMILY
FARMERS SAVINGS BANK
JOHNSON BLOCK & COMPANY INC
NICOLE & STEVE BUJEWSKI
ASPEN RIDGE HOME AND GARDEN

Hedge Builder \$500-\$1,999

WILHELM FAMILY
FRIENDS OF WREN'S
MINERAL POINT LIONS
MAYDAY PRESS
JIM KACKLEY
IN MEMORY OF ALVA & ELVA SPARGO
MIKE AND QUINN CHRISTENSEN
SUE CURTIS
CHRISTINA WEITZEL
BOB & CONNIE TIBBITS
LORNA FILIPPINI & CLYDE PATON
AARON AND MONICA DUNN
IN HONOR OF TOM SPEICH—
PROUD SON OF MINERAL POINT
DIANE STERBA FAMILY
DANNY AND TRUDY CLARK
TOM AND NANCY SCHMIT

Miner's Mate (\$100-\$500)

DANIEL ENSRUDE
DAVID & TARI ENGELS
ROD SCHLIMPERT
HOOK'S CHEESE COMPANY
THE ALLEN SCHROEDER FAMILY
COMMUNITY FIRST BANK
STEVE LEGER & ZANN LILJEGREN
UPLANDS GARDEN CLUB
NUTTER & BACKSTROM
TURNER & SLOANE ROLLI
PAM CATO
JUDITH CLAYTON
DAVID AND JEANEANE OWEN
MATTHEW & MAGGIE PAYNE
MARCIA MAY WAGNER
DANIEL LLOYD & ALAN GOSSETT
PAT & BOB SNYDER
JANE STENSON
MARCIA & STEVE
GERALD & ELIZABETH GALLE
MILES & ADELINE HONER
STEVE & KAREN OELLERICH
JIM JEWELL
RED ROOSTER CAFÉ
LAURA BAHR-FAMILY IN MEMORY OF KENNY & VIOLET CANON
JOHN & SUE STRICKLER
MARK & SUSAN WALLITSCH

Piskie Pal (\$1-99)

IN HONOR OF JANET MILLER
THE THREE Cs
STACY & GORANA
MARY GLINDINNING
GARY AND LAURA CISLER
GRETA GUENTHER & BILL GROVER
QUINTEN & REID KOWALSKI
TINA BRADY
TREDINNICK FAMILY
IN MEMORY OF
CATHERINE WHITFORD
DANA GARRISON
STEVE & TERRI DOLPHIN FAMILY
LAUREN POWERS
THE LIBBYS
BECK RUSSANO

In-Kind Contributions

DAN'S PLUMBING
G - PRO EXCAVATING
AND LANDSCAPING
AUGELLI CONCRETE

With gratitude to our Park Committee whose vision, time, and dedication brought this project to life.
MATT HONER AND THE CITY OF MINERAL POINT, ULRICH SIELAFF AND JANET MILLER, KRISTIN MITCHELL

Cornish Heritage Park Signage proposal

A sign listing donors is proposed for the new Cornish Heritage Park. The sign will be 50” wide by 28” high and designed as shown in the attached image.

Two possible installation options exist:

- Fixed to the adjacent wall of 145 High Street. This option is dependent on permission and / or an easement permitting the sign to be attached to the building.
- Placed on posts in the ground.

Both installation methods and sign design will comply with the city’s sign ordinance.



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Mineral Point, Wisconsin

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

Office Use Only	
DATE Received:	9/18/2026
Fee Received:	\$50
Approved:	

APPLICATION FORM

Certificate of Appropriateness (COA)

Property Address: 224 High Street, Mineral Point
 Owner Name(s): Audrey Qualley
 Mailing Address, City, State, ZIP: 109 W Walnut Street, Dodgeville, WI 53533
☐ Same as Property Address
 Phone: (715) 853 6816 Email: [REDACTED]
 Other Name of Property (e.g. "Orchard Lawn"): Sunny & Rogue

Primary Contact

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

☐ Architect/Preservation Consultant ☐ Contractor ☐ Other:

Name: Audrey Qualley

Address, City, State, ZIP: 109 W Walnut St Dodgeville WI 53533

Phone: (715) 853 6816 Email: [REDACTED]

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) or ☐ 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 work to be accomplished. 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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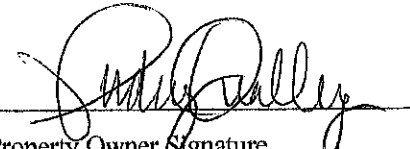
Additional Information

You must submit complete and clear drawings and specifications of the work to be accomplished, required by city ordinance. 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.

	8/31/2026		
Property Owner Signature	Date	Applicant Signature (if other than property owner)	Date

COA application for 234 High St for signage

Due to purchasing the building, I would like to add signage to the front of the building so people can more easily recognize it when it's advertised. The signage will be white vinyl adhered to the inside of the center window. That window is 38.5" wide between another window and the door. The proposed sign will be 24" wide and 30" tall. It is 54" above the sidewalk.

Since I had this completed prior to requesting the COA I'm submitting a photo of what was done and hopeful that it will be approved.



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

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

Guidelines

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

Understandings

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

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

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

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

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

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

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