



VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

Phone: (608) 437-6884 Fax: (608) 437-3190

Email: mhinfo@mounthorebwi.info Web: mounthorebwi.info

HISTORIC PRESERVATION COMMISSION AGENDA

Wednesday, March 27, 2024 at 6:00 PM

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to order
 - a. Roll Call
- 2) Agenda Items
 - a. Consideration of February 28, 2024 Meeting Minutes
 - b. Review of Amended Committee Framework
 - c. Discussion on forms and process for nominations and certificate of appropriateness
 - d. Discussion on Certified Local Government Letter of Application
- 3) Future agenda items
- 4) Meeting adjournment.

UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. FOR INFORMATION OR TO REQUEST THIS SERVICE, CONTACT ALYSSA GAFFNEY, CLERK, AT 138 E MAIN STREET, MOUNT HOREB, WI (608) 437-9404.



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HISTORIC PRESERVATION COMMISSION AGENDA

Wednesday, February 28, 2024 at 6:00 PM

DRAFT MEETING MINUTES

- 1) Call to order
 - a. Roll Call

Chair Schellpfeffer called the meeting to order at 6:00 p.m. Members Present: Schellpfeffer, Udelhoven, Overland and Ince. Sale was absent. Administrator Owen was also present.
- 2) Agenda Items
 - a. Welcome and Introductions

Chair Schellpfeffer welcomed the members to the new committee and each member provided a brief introduction.
 - b. Review of HPC framework and procedures

Administrator Owen provided an overview of the framework which is meant to guide the committee's actions. Udelhoven suggested some edits.
 - c. Discussion on Certified Local Government Application

Administrator Owen reported that when the standalone committee was created, the code was also amended to make us eligible for certified local government status, which would allow historic properties to be eligible for historic tax credits for building renovations.
- 3) Future agenda items

The committee discussed future agenda items including: a presentation from Jason Tisch with the State Historic Society, an open house for education on historic preservation, reviewing certificate of appropriateness procedure and standards, researching potential existing locally designated properties, updating the existing historic downtown plan, review of national register properties for addition to local register, getting applications and forms in place and identify local at risk properties.
- 4) Meeting adjournment.

Motion by Udelhoven to adjourn, second by Ince. Motion carried at 6:25 p.m.



AGENDA ITEM REPORT

MEETING DATE

March 27, 2024

PREPARED BY

AGENDA ITEM # 2.b

Review of Amended Committee Framework

BACKGROUND

After feedback at last month's meeting, I made some revisions to the framework to make it more closely match the duties and responsibilities of the committee listed in the code. The revised framework is included in your packet.

RECOMMENDATION

ATTACHMENTS

1. HPC Framework_Amended 022124

Historic Preservation Commission Role and Procedural Framework

The Mount Horeb Historic Preservation Commission (HPC) was created to review and approve applications for Certificates of Appropriateness, assist property owners who are interested in the preservation of historic properties, designate historic properties and districts in the Village, educate the public about historic preservation issues and opportunities and assist the Village Board with preserving the historic nature and beauty of the Village.

The HPC is comprised of 5 members with experience in preservation, art and design, one of which is a Village Trustee. The HPC is available to assist any property or business owner interested in improving the look of their storefront or building, with a focus on the Downtown Historic District.

The HPC will be responsible for review and approval of Certificate of Appropriateness applications to reconstruct, alter or demolish, all or any part of the exterior or construct any improvement upon properties designated on the local historic register. Commission decisions must be made within 45 days of the filing of the application. Further details on the HPC can be found in Village Code §17.17 Historic Preservation.

The HPC will work with applicants to suggest changes to their plans to make them compliant with the Historic Design Standards. The design standards are defined in Village Code §17.14 Design Review.

The HPC will also hold public hearings and make a recommendation to the Village Board on the designation of historic structures and sites and the creation of historic districts.



AGENDA ITEM REPORT

MEETING DATE

March 27, 2024

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 2.c

Discussion on forms and process for nominations and certificate of appropriateness

BACKGROUND

Thanks to Commission member Udelhoven for directing me to the City of Portage Historic Preservation Commission website where I was able to borrow the attached forms for the nomination of sites and districts and certificates of appropriateness. The forms are included as drafts and meant as a starting point for the development of our forms and process.

RECOMMENDATION

ATTACHMENTS

1. Draft HPC Register district process form
2. Draft HPC Sites Nomination Form
3. Draft HPC Sites Nomination Form Fillable
4. DraftHPC District Nomination Form Fillable
5. DRAFT HPC Certificate of Appropriateness App Fillable

NOMINATION PROCESS FOR HISTORIC DISTRICTS MOUNT HOREB REGISTER OF HISTORIC PLACES

**Village of Mount Horeb Historic Preservation Commission
138 E Main Street, Mount Horeb WI 53572**

1. A nomination form should be filled out and returned to the Village Clerk for submission to the Historic Preservation Commission. The form is entitled "Nomination Form for Historic Districts," and is available at the municipal building, on the Historic Preservation webpage of the Village website, or from any member of the Historic Preservation Commission. Please note that a district nomination requires a Historic Preservation Plan be presented to the Commission with the nomination application. The Commission is available to the property owners, cultural resource agent or other representative for advice and reference in completing the application.
2. Nomination applications are reviewed throughout the year at regularly scheduled Commission meetings. Evaluation will follow the standards and criteria set forth in the Village Ordinance, and follow the Commission's published nomination procedure (as outlined in this document).
3. If the nominated district meets the criteria set forth in the ordinance, a preliminary review session date may be set for the property owner and concerned parties to meet with the Commission. This session does not require notification of surrounding property owners. If the nominated district does NOT meet the criteria set forth in the ordinance, it will not move forward in the nomination process.
4. If the nomination is formally accepted for consideration by the Commission, the application must meet the criteria stated in the ordinance, and a Public Hearing date will be set and published. This process requires notifying property owners, nominating parties (or party) and other concerned individuals, including those within 200 feet of the boundaries of the proposed district.
5. Within (10) ten days of the Public Hearing for a district nomination, the Commission will recommend the district or deny the nomination, either action being subject to approval by the Common Council.
6. The municipal register designation is only accomplished upon the recommendation of the Commission and approval by the Village Board.
7. The Village of Mount Horeb Historic Preservation Commission, subject to Village ordinance, recommends approval or denial of historic districts to the Village Board for the Mount Horeb Municipal Register of Historic Places. The vote for approval by the Village Board constitutes the designation, making the district subject to all the provisions of the Village of Mount Horeb Historic Preservation Ordinance. Additionally, when the plan and application are approved by the Village Board, the Preservation Plan becomes a village ordinance.



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NOMINATION QUESTIONNAIRE

Date: _____

The Mount Horeb Municipal Register of Historic Places

Nomination Form for Structures, Sites or Entities

Please provide as much complete information as you can to enable our staff to better evaluate the property.

1. What is the historic name of this property? _____

2. What is the current name of this property? _____

3. I wish to nominate this property because (check one or more boxes):

- ☐ Mount Horeb Municipal Register listing is an honor
- ☐ I wish to protect this property
- ☐ This property is threatened with demolition or destruction

4. Where is the property located?

Address (street and number) _____

Legal Description _____

Tax Parcel Number _____

5. What is the physical description of exterior and the state of its current condition?

6. Do you know any of the following information?

The architect's name was _____

The builder's name was _____

The date of construction was _____



7. since the building was built? Please check one or more boxes where applicable.

- | | |
|---|--|
| ☐ additions | ☐ replacement siding or re-siding |
| ☐ removal of porches | ☐ removal of decorative details |
| ☐ replacement doors and windows | ☐ interior remodeling or updating |
| ☐ moved from its original location (if moved, list why, from where, and when in description below) | |

The dates of major alterations or additions were: _____

Briefly describe any changes checked above:

8. Significance of the property

Why do you think that this property should be listed in the Municipal Register?

(In one or two paragraphs, please explain why the property is important.)

Period	Areas of Significance (check and justify below)				
Prehistoric	Archeology-prehistoric	Community planning	Landscape architecture	Religion	
1400-1499	Archeology-historic	Conservation	Law	Science	
1500-1599	Agriculture	Economics	Literature	Sculpture	
1600-1699	Architecture	Education	Medicine	Social	
1700-1799	Art	Engineering	Military	Humanitarian	
1800-1899	Commerce	Exploration/settlement	Music	Theatre	
1900-1950	Communications	Historic personages	Native American life	Trails	
19??		Industry	Philosophy	Transportation	
20??		Invention	Politics/government	Other (specify)	



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9. What do you know about the history of the property?

(If you need more room, please attach additional pages.)

10. List Sources of Information (or attach photocopies)

For statements of historical fact about the history of the property, please indicate your sources of information (keep in mind that our evaluation may depend solely on the information that you submit, therefore, your sources should be reliable).

Source: _____ Page: _____

Source: _____ Page: _____



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11. Attachments

* Photographs

Please submit clear, recent photographs that show all sides of the exterior of the structure and views of the interior of the structure. For properties with more than one building (i.e. farmsteads, industrial complexes or religious complexes), include photographs of all buildings and structures that make up the complex. The **photographs cannot be returned**, but will become a permanent part of our site records.

* Map

Please submit a copy of the parcel map from Columbia County's land records system
<http://ascent.co.columbia.wi.us/LandRecords/PropertyListing/RealEstateTaxParcel#/Search>
showing the property.

For properties with more than one building, photographs of the outbuildings should be keyed to this parcel map in order to indicate the relative relationship of the components. Please also indicate the location of any former buildings if they once were part of the complex. When known, dates should be provided for all buildings.

* Photocopies of historic photographs

While not required, historic photographs can be useful in evaluating changes to the property. When available, please provide photocopies of historic images, listing the source and date of the photograph. **DO NOT SEND ORIGINALS.**

12. Person completing questionnaire:

Date: _____

Name: _____

Address: _____

Zip Code: _____

Telephone: _____

Email: _____

13. Owner (if different than above)

Name: _____

Address: _____

Zip Code: _____

Telephone: _____

Email: _____

Complete and return this form, along with recent photos and any additional attachments, to:

Historic Preservation Commission

Village of Mount Horeb
138 E Main Street
Mount Horeb WI 53572



Commission Activity

(to be left blank by applicant; for Commission use only)

Committee hearing date _____

Commission Decision (including brief justification) _____

Signature of Commission Chair _____ Date Acted Upon _____

Revision 12/4/2019

Page 4 of 5

Photograph Information Sheet

Please submit photos with your Municipal Register Questionnaire.

TAKING PICTURES

Photos can be taken with either a digital camera or with a camera that uses film. Disposable cameras are acceptable. **No** Polaroids or video tapes.

- They should be **recent** and **clear** photos.
- If you are using a digital camera, set it to the **highest quality** possible.
- **Stand back** far enough that you can see the whole building from top to bottom in one photo.
- If there are multiple buildings on the property (as with a farmstead), please photograph each building **separately**. Include a **parcel map** from Columbia County's land records system <http://ascent.co.columbia.wi.us/LandRecords/PropertyListing/RealEstateTaxParcel#/Search> of the property and key the photographs to this map.
- Photograph every side of each structure.
- Interior photos are also very helpful. Photograph defining features of the house (i.e. fireplaces, staircases, built-in furniture, decorative trim). It is not necessary to photograph every room.

SUBMITTING THE PHOTOS

1. As a set of standard size, commercially-produced prints, printed at a store.

OR

2. Saved to a disk. Submit the **disk and print-outs** of each photo. Print-outs can be done at home on standard printer paper.

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- Remember to **include a hard copy** of the photos. You can print them out on your home printer on regular printer paper.

CONTACT

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(to be left blank by applicant; for Commission use only)

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Commission Decision (including brief justification) _____

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The Village of Mount Hore Register of Historic Places Nomination Form for Historic Districts

1. Name of Property _____
Historic Name _____
Other names/Archeological Site Number _____
Address _____

2. Classification:

		Number of Resources		
Ownership/Designations (Check One in Each Section)	Property Category (Check One)	Contributing	Non-Contributing	
☐ Private	☐ Building(s)			Buildings
☐ Public	☐ District			Sites
☐ Municipal Register	☐ Site			Structures
☐ State Register	☐ Structure			Objects
☐ Federal Register	☐ Object		TOTAL	

3. Attach one of the following*:

- Complete copy of State/Federal National Register application with maps and photographs
- Complete copy of draft of State/Federal Register application that is to be submitted, with maps and photographs
- Partial draft of State/Federal application with questions for commission appended

***Contact the State Historic Preservation Office of the Wisconsin Historical Society for further information and to obtain the necessary forms to fulfill this requirement.**

4. Attach Historic Preservation Plan*.

5. Form prepared by:

Name/Title _____
Organization _____ Date _____
Street Address _____ City/Town _____
State _____ Zip Code _____ Telephone _____
Fax _____ Email Address _____

6. Zoning District(s) _____ Aldermanic District(s) _____
Zoning Designations _____

Commission Actions

(for Commission use only)

Committee hearing date _____

Committee Recommendation (including brief justification) _____

Signature of Commission Chair _____ Date _____



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APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

General Information (please type or print clearly)

	Applicant/Agent	Owner
Name		
Address		
Phone		
Fax		

Property Information

Address of Property: _____ Mount Horeb, WI

Name of Property/Business: _____

Is property located in Historic District: ☐ No ☐ Yes, if Yes list District: _____

Description of Project (Attach additional pages if necessary.)

Describe proposed work, materials to be used, and impact on existing features. _____

Attachments The following information is enclosed.

- | | |
|---|---|
| ☐ Exterior photographs | ☐ Sketches, elevation drawings and/or annotated photographs. |
| ☐ Floor plans | ☐ Site plan showing relative location of adjoining structures. |
| ☐ Specifications | ☐ Other _____ |

Signatures: The undersigned person(s) hereby petition the Historic Preservation Commission of the Village of Mount Horeb, Wisconsin, to issue a Certificate of Appropriateness as described above.

APPLICANT: _____ DATE: _____

APPLICANT: _____ DATE: _____

OFFICE USE ONLY

Date Application Filed: _____ File Number: _____

Historic Preservation Commission Action & Date: _____ Fee Paid/Receipt #: _____

Conditions: _____



AGENDA ITEM REPORT

MEETING DATE

March 27, 2024

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 2.d

Discussion on Certified Local Government Letter of Application

BACKGROUND

The Village Ordinance adopted creating a standalone Historic Preservation Commission also made changes to allow us to receive Certified Local Government Status (CLG). The CLG status brings additional recognition to Mount Horeb, and it also allows properties to be eligible for tax credits for historically accurate renovations. Commission member Udelhoven has been in communication on what needs to be included in the CLG request letter. A copy of her conversation with Jason Tish, Certified Local Government Coordinator with the State Historic Preservation Office is included as an attachment in your packet.

RECOMMENDATION

ATTACHMENTS

1. CLG Letter Requirements

The request must consist of the following: (Comments from Tish in black, [questions from Udelhoven in blue](#))

- Assurance that the local government enforces appropriate state and local legislation for the designation and protection of historic properties and will coordinate its activities with the SHPO.
- [What legislation is this referencing? Could you share a link to this section of the associated WI statutes?](#) This means that the local gov't commits to enforcing their own HP ordinance, but also state statutes that relate to historic properties (which they should be doing anyway since they're state statutes). You can find a listing of all those statutes here. Many of them only apply to state agencies. The most relevant ones for local gov'ts are 59-66.
- A copy of the local historic preservation ordinance, including amendments.
- A list of properties and districts designated under the local ordinance, including proper names and addresses.
- [Village Admin Nic Owen recently shared the 1990s HPC minutes with us. I haven't yet studied them--but an original HPC member tells me that a few properties were listed back then. If the minutes reflect this--but they didn't go through the steps of notifying the Register of Deeds or somehow recording this internally in an official capacity, are those listings still valid? If the ordinance requires that designated properties are entered with the Register of Deeds and they were not, then I think legally they are not designated. If challenged, a court would likely determine that since they didn't go through the process defined in the code, the designation did not officially happen. Columbus found themselves in this exact same situation, and they ended up considering their landmarks not designated. Now, they are going back and putting them through the process again to be certain.](#)
- A list of the local historic preservation commission members, including qualifications or expertise in fields related to historic preservation.
- If the local preservation commission does not include professional members from the disciplines of history, architectural history, architecture, or archaeology, a statement demonstrating that the local government has made reasonable efforts to appoint such members.
- If the disciplines of history, architectural history, architecture and archaeology are not all represented on the commission, a proposal on how the local preservation commission will obtain such expertise needs to be submitted to the SHPO. This expertise is necessary to review National Register of Historic Places nominations or take other delegated actions that will impact properties normally evaluated by professionals in these disciplines.
- A copy of the local historic preservation plan or a brief statement describing the local preservation program.

- We do not have a Local Historic Preservation Plan. Do we have to have one in place and approved before you seek CLG status? No.
- Also--I am not sure what such a Plan includes or looks like? Again, do you have any Wisconsin examples to point us towards? The gold standard in Wisconsin is Racine's 2019 HP Plan. You can find it [here](#). This one has all the bells and whistles. Any other HP Plan could pick and choose components from this plan and compile a plan that works for their community's needs and objectives. It doesn't have to be exhaustive or extensive - just a summary of where the community is now with historic properties, where the community wants to be, and the steps and goals to get there.
- If appropriate, a list of any additional duties, responsibilities or activities that the local government agrees to undertake if certified. [Such as?](#) Might this mean educational events?? Or plaque programs? Other?? Exactly. Whatever the commission/board agree that the commission should work on when they're not doing their primary job which is reviewing alterations to designated properties
- If all of the above requirements are not currently met, a statement must be included indicating how and when they will be fulfilled.