



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, November 20, 2024 at 5:00 PM

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to order
- 2) Agenda Items
 - a. Consideration of October 23, 2024 Meeting Minutes
 - b. Recommendation of CLG Grant Application
 - c. [HPC Training Chapter 6: Preservation Commission Budgets and Finances](#)
- 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.

HISTORIC PRESERVATION COMMISSION AGENDA
Wednesday, October 23, 2024 at 6:00 PM

DRAFT MEETING MINUTES

1) Call to order

Chair Marc Schellpfeffer called the meeting to order at 7:00 pm in the Board Room of the Municipal Building, 138 East Main Street, Mount Horeb, WI.

Roll call

Members Present: Megan Ince, Maura Overland, Jackie Sale, Destinee Udelhoven

Members Absent: None

Others Present: Village Administrator Nic Owen, Assistant Clerk Jean Culberson

2) Agenda Items

a. Consideration of September 25, 2024 Meeting Minutes

Udelhoven Motioned, Overland seconded to Consideration of September 25, 2024 Meeting Minutes. Motion carried by unanimous voice vote.

b. Discussion on Zoning Code Rewrite Updates

Owen gave an overview. The Commission discussed the proposed dwelling unit density square footage. The Commission agreed that the density must fit in with the downtown character and qualities for pedestrians. Owen will check with the Village Planner on applying the rewrite components to a hypothetical downtown site example that includes first floor retail. The Commission would also like to see an example on how other municipalities are addressing the matter.

c. Update on Subgrant Application

Udelhoven informed that the information is in place and the application needs to be completed. The contractor will schedule the required public hearing.

d. HPC Training Topic Chapter 5: HPC Operations

Schellpfeffer felt that the Commission was on track with the processes. Owen to review procedure for sending the minutes to the State.

3) Future agenda items

- Review draft of Grant application
- HPC Training Chapter 6
- Next Meeting scheduled for November 20th at 5:00 pm.

4) Meeting adjournment

Sale Motioned, Ince seconded to Meeting adjournment at 6:49 pm. Motion carried by unanimous voice vote.

Minutes by Assistant Clerk Jean Culberson



AGENDA ITEM REPORT

MEETING DATE

November 20, 2024

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 2.b

Recommendation of CLG Grant Application

BACKGROUND

We have prepared a grant application to have a historic study conducted on the entire Village. This will enhance the previous survey done of just the downtown area. The application and quotes from consultants are attached. Destinee has reached out for clarification on a few items we will discuss at the meeting. Depending on when she receives those answers, some changes may need to be made prior to submittal, and the HPC won't meet again until after. We just want to be sure the Committee understands and is comfortable.

RECOMMENDATION

ATTACHMENTS

1. CLG Subgrant App Fillable_11-24_DRAFT
2. 24.082 Mount Horeb Intensive Survey Cost Estimate_Legacy Architecture
3. Miller Elizabeth Village Survey Subgrant Quote_11-24
4. Pigeon Consulting_Survey Quote_11-24



WISCONSIN
HISTORICAL
SOCIETY

CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM 2025

APPLICATION

Federal Grant Funding to
Certified Local Governments in Wisconsin

For assistance CLG grant funding contact:
Wisconsin State Historic Preservation Office

Jason Tish, CLG Coordinator
jason.tish@wisconsinhistory.org
608-264-6512

Collecting, Preserving, and Sharing Stories since 1846
816 State Street Madison, Wisconsin 53706

wisconsinhistory.org



Application

Federal Historic Preservation Funding to Certified Local Governments in Wisconsin Federal Fiscal Year 2025

HISTORIC PRESERVATION FUND GRANTS IN AID (CFDA 15.904)
SUBGRANT ADMINISTERED BY
WISCONSIN STATE HISTORIC PRESERVATION OFFICE

2025 Grant Cycle Timeline

Mar. 1, 2024 - CLG Grant cycle opens
Sept. 13, 2024 - Letter of Intent due
Dec. 13, 2024 - Application due

Minimum Requirements

1. Applicant consulted with SHPO staff prior to submission of this *Application*
2. *Letter of Intent* was submitted by applicant before LOI deadline (Sept. 13, 2024)
3. *Application* was submitted on or before application deadline (Dec. 13, 2024)
4. *CLG Annual Report* was submitted by applicant in January for previous year
5. Applicant complies with all state and federal requirements of the CLG program
6. Applicant has no incomplete grant-funded projects in the past five years
7. For intensive surveys, applicant has reviewed survey boundaries with SHPO staff
8. For **historic district nominations to the NRHP**, applicant has consulted with SHPO staff on the eligibility of the district and has held a public engagement meeting within 12 months of the application deadline to introduce the project to property owners and gage support for NRHP designation.

Grant Amount Requested

Applicant

(Must be a local government in Wisconsin certified under the CLG program)

Name of CLG community:

Year of CLG Certification:

Project Title:

Local government's EIN Number:

Project Manager

(The person who will manage the project and coordinate the grant with the SHPO)

Name:

Email address:

Phone number:

Mailing address:

Financial Agent

(The person who can confirm that funding is available for the project prior to reimbursement)

Name:

Email address:

Phone number:

Mailing address:

This program receives Federal financial assistance for identification and preservation of historic properties. Under Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of Interior prohibits discrimination on the basis of race, color, national origin, disability, or age in its federally-assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office of Equal Opportunity, National Park Service, 1849 C Street NW, Washington, D.C. 20240

Project Type (*check one*)

- A. Initial intensive survey of the community (30 pts.)
- B. Nomination of historic district to the NRHP (25 pts.)
- C. Nomination of historic district under a local historic preservation ordinance (25 pts.)
- D. Resurvey of a community that was surveyed more than 25 years ago (20 pts.)
- E. Nomination of individual, *publicly-owned* property or archaeological site to NRHP (15 pts.)
- F. Local Landmark - nomination of individual, *publicly-owned* property (15 pts.)
- G. Archaeology - survey (literature search) of the whole community (15 pts)
- H. Archaeology - Phase I survey (on the ground) of any area in the community (15 pts)
- I. Nomination of individual, *privately-owned* property to the NRHP (10 pts.)
- J. Nomination of individual, *privately-owned* property under a local HP ordinance (10 pts.)
- K. Public outreach and educational projects (5 pts., *plus potential Bonus**)
- L. Design guidelines or Historic Preservation plan (5 pts., *plus potential Bonus**)
 - * **Bonus** – Applicable to Project Types K and L only if the community has a current survey of their entire community *and* has made reasonable efforts to nominate to the NRHP all properties and districts determined eligible by the survey (20 pts.)
- M. CAMP – Host a [CAMP](#) training workshop in collaboration with the National Alliance of Preservation Commissions [NAPC](#) (*up to 100 pts*). CAMP events are a priority every other year. A fully developed CAMP proposal will include:
 - 1. venue for the event
 - 2. plan for food and/or refreshments
 - 3. lodging availability
 - 4. marketing plan defined in consultation with SHPO staff
 - 5. registration protocol defined in consultation with NAPC and SHPO
 - 6. consultation initiated with NAPC and SHPO to select sessions and presenters
 - 7. complete list of items to be covered by grant
 - 8. itemized budget.

Project Description

Describe the scope of the project you propose to undertake with requested funding.

Local historic preservation objectives

How would the project support or advance the goals in a Historic Preservation Plan, Comprehensive Plan, or other plan?

How would this project support or advance the protection of historic resources or economic development opportunities?

If applicable, how would this project support or advance the history of racial, ethnic, sexual, or gender minority communities who have been underrepresented in past surveys or plans?

Prior CLG Grant-funded projects completed in your community

List projects funded by CLG grant in the past five years. Include the year of the grant award, and discuss whether the projects were completed successfully and how they benefitted the community

Training

Describe recent technical or policy training in which your Historic Preservation staff or Commissioners have participated including, but not limited to, webinars, conferences, online modules, technical workshops, CAMP, or any other formats that include training on historic preservation policies, best practices, or technical methods.

Budget

Maximum award amount is \$50,000 with no local match required. Provide an estimate of project costs in **whole dollars**. The applicant is **reimbursed** upon project completion up to the award amount; if project costs exceed the award, the applicant will be expected to pay for additional costs. **Two** rough estimates prepared by professional consultants must be submitted with this application.

Item	Estimated Costs
CLG Personnel - salaries/wages	\$
fringe benefits	\$
supplies/materials	\$
travel/per diem	\$
equipment	\$
Consultant fees	\$
Other (specify)	\$
Total	\$

I affirm that all information on the application is true to the best of my knowledge.

The agents acting on behalf of the Applicant agree to comply with Title IV of the Civil Rights Act of 1964 and all requirements imposed by or pursuant to the Department of the Interior regulations issued pursuant to that title. No person in the United States shall, on the ground of race, color, national origin, disability, or age be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity for which financial assistance is received from the National Park Service and hereby give assurance that we will immediately take any measures to effectuate this agreement.

Applicant's Project Manager

Date

Printed Name

Email

phone

I affirm that municipal funding is available to complete the proposed project prior to the disbursement of grant funding.

Applicant's Financial Agent

Date

Printed Name

Email

phone

Mailing Address



605 Erie Avenue, Suite 101
Sheboygan, Wisconsin 53081
(920) 783-6303
info@legacy-architecture.com
www.legacy-architecture.com

November 11, 2024

Destinee K. Udelhoven
Mount Horeb Historic Preservation Commission
138 E. Main Street
Village of Mount Horeb, Dane County, WI

Re: Architectural and Historical Survey
Village of Mount Horeb, Dane County, WI

Dear Members of the Village of Mount Horeb Historic Preservation Commission:

Thank you for your inquiry. As we understand it, the Village of Mount Horeb Historic Preservation Commission will be applying to the Wisconsin Historical Society (WHS) for a Certified Local Government (CLG) Subgrant for the 2025-2026 funding cycle for an Architectural and Historical Survey of the Village of Mount Horeb. As part of the application process, you need to obtain two competitive quotes for the work. Legacy Architecture is more than happy to assist you in that regard.

HISTORIC PRESERVATION CONSULTING SERVICES

For the Architectural and Historical Intensive Survey, we propose the following scope of work:

1. Conduct one initial public education meeting with the Village of Mount Horeb to introduce the project and the principal investigators to the community.
2. Perform a reconnaissance survey of the project area, excluding properties already listed in the National Register of Historic Places, in order to document properties of architectural or historical interest and potential significance. Update previously surveyed properties that have been altered, restored, or demolished. Provide survey maps indicating all surveyed properties by lot lines and referenced by the AHI record number. Survey maps will be provided to the Village and the Wisconsin Historical Society. All findings of potentially eligible individual properties and historic districts will be approved by the Wisconsin Historical Society prior to completion of the intensive survey report.
3. Perform an intensive survey including site specific research and preparation of the survey report. Conduct historic research on all properties potentially eligible for the National Register of Historic Places or within a potential National Register historic district. Enter survey data into the Wisconsin Historic Preservation Database (WHPD). Prepare intensive survey report including an introduction and chapters on survey methodology; historical overview; all themes represented in the history of the survey area; architecture; designers, engineers, and builders; notable people; survey results; and recommendations. Submit a typed draft to the Village and the Wisconsin Historical Society for review. The Village will be given 3 double-sided and bound copies of the final report (1 of which shall be deposited in a local library) and an electronic version in PDF format. At least 5 double-sided and spiral bound copies of the final report and an electronic version in PDF format will be submitted to the Wisconsin Historical Society by the project completion date.
4. Conduct one final public education meeting with the Village and the Wisconsin Historical Society to make a formal presentation of survey findings by the principal investigators and explain the National Register of Historic Places program.

We assume the following:

- The initial public education meeting shall be held concurrently with the commencement of the reconnaissance survey.
- The Village will schedule, provide a meeting room for, and prepare public notices for the public meetings.
- The Village will provide DWG or DXF format files or aerial mapping of the survey areas, including streets, property lines, and building footprints so we may accurately provide mapping.
- The Village will provide an Excel spreadsheet of assessor property data including address and original construction dates of all properties in the survey area.
- The WHS will provide an Excel spreadsheet of all previously surveyed resources with a record in its online Architecture & History Inventory (AHI), including data columns for AHI record number, address, historic name, current name, year built, historic use, architectural style, wall material, and if the resource has been demolished.
- Data for AHI updates and records for newly surveyed resources will be submitted to the WHS as a spreadsheet to be uploaded to the AHI/WHPD.

FEES

Professional Service Fees

The professional service fees for the above services will be \$30,000.

Reimbursable Expenses

Reimbursable expenses such as printing, mileage, shipping, and postage are included in these fees.

We appreciate the opportunity to provide this proposal and look forward to working with you. Please contact us if there are any questions or if you require further information.

Sincerely,

Legacy Architecture, Inc.

Jennifer L. Lehrke

Jennifer L. Lehrke, AIA, LEED AP, NCARB
Principal Architect, Interior Designer & Historic Preservation Consultant

ACCEPTANCE

Signing and dating this letter and returning it to Legacy Architecture, Inc. will indicate your acceptance.

Signature

Date

ELIZABETH L. MILLER
4033 TOKAY BOULEVARD
MADISON, WISCONSIN 53711
(608)354-5016
elmillerwi@gmail.com

November 4, 2024

Destinee Udelhoven, Member
Village of Mount Horeb Historic Preservation Committee

RE: Quote to Conduct an Architectural and Historical Survey of the Village of Mount Horeb, for CLG subgrant application purposes

Please accept this letter as my proposal for conducting a survey of the architectural and historical resources of the Village of Mount Horeb, excluding properties already listed in the National Register of Historic Places, for CLG subgrant application purposes.

Tasks and Fees

Research – 40 hours x \$125.00	\$ 5,000.00
Fieldwork – 16 hours x \$125.00	\$ 2,000.00
Travel – 8 hours (4 trips) x \$125.00	\$ 1,000.00
Writing report – 80 hours x \$125.00	\$10,000.00
WHPD data entry – 8 hours x \$125.00	\$ 1,000.00
Public Meeting – 2 hours x \$125.00	\$ 250.00
Preparing exhibits for the report and a presentation at the public meeting (for the public and the Village of Mount Horeb Historic Preservation Committee) 8 hours x \$125.00	<u>\$ 1,000.00</u>
Total	<u>\$20,250.00</u>

Best wishes for a successful subgrant application!

Sincerely,



Elizabeth L. Miller
Historic Preservation Consultant

Mount Horeb Reconnaissance Level Survey Follow-up

1 message

Tamara Halvorsen <tamara@pigeonconsulting.com>

Mon, Nov 18, 2024 at 2:45 PM

To: Destinee Udelhoven <dudelhoven@mthorebhistory.org>, Maura Overland <moverland@mthorebhistory.org>, Laurel Fritz <laurel@pigeonconsulting.com>

Dear Destinee and Maura,

Thank you for your time this morning! We enjoyed meeting you and learning more about the goals for the historic resource survey of Mount Horeb.

Based on our conversation and our understanding of your needs, we could provide the following:

- 1. A historic context of residential development in Mount Horeb.** This would build upon the information included in the 1997 survey of the commercial downtown. In addition to published histories of Mount Horeb, we would study plat maps, historic newspapers, historic aerial photographs, railroad maps, etc. to understand the residential development patterns. The written context would detail this history and would include brief summaries of architectural styles prevalent in Mount Horeb. The context would include illustrations. The context would serve as the basis for future designations.
- 2. Reconnaissance-level survey of Mount Horeb focused on residential development.** We would spend 2-3 days documenting residential buildings in Mount Horeb that are 45 years or older to identify potential historic districts and potential individual landmarks. The reconnaissance-level survey is "windshield" level and results in recommendations for further study at the intensive-level/as a local designation study. The recommendations for further study usually result in designations - with the intensive level survey yielding district boundaries, a period of significance for the designation, and determining which buildings within a district contribute to the historic significance of the district.
- 3. Recommendations for next steps.** This will include a list of residential buildings to study at the intensive level and it may also include recommendations of other buildings (schools, churches, etc.) that stand out as "interesting" and worth additional study.

We calculated that this will cost \$31,500.

If you would like an itemized proposal, we can provide that later this week. Otherwise we can wait until you have your grant award and issue a request for proposals. Please let us know what you prefer.

Thank you and good luck with your grant pursuit!

All the best,
Tamara



TAMARA HALVORSEN
PRINCIPAL & CO-FOUNDER

952-454-3414 (m)
651-340-5665 (o)
pigeonconsulting.com





AGENDA ITEM REPORT

MEETING DATE

November 20, 2024

PREPARED BY**AGENDA ITEM # 2.c**

[HPC Training Chapter 6: Preservation Commission Budgets and Finances](#)

BACKGROUND**RECOMMENDATION****ATTACHMENTS**

None