



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, October 22, 2025 at 6:00 PM

Public Safety Building Meeting Room

400 Blue Mounds St

Mount Horeb, WI

- 1) Call to order
- 2) Public Comments
- 3) Agenda Items
 - a. Consideration of August 27, 2025 Meeting Minutes
 - b. Approval of Request for Proposal for Historic Survey
 - c. Discussion: Historic Preservation Section in Zoning Code Rewrite
- 4) Local Preservation Group Reports
 - a. Mount Horeb Area Historical Society
 - b. Mount Horeb Landmarks Foundation
- 5) Future agenda items
- 6) Meeting adjournment.

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AGENDA ITEM REPORT

MEETING DATE

October 22, 2025

PREPARED BY

AGENDA ITEM # 3.a

Consideration of August 27, 2025 Meeting Minutes

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. Draft Minutes 08 27 25

HISTORIC PRESERVATION COMMISSION AGENDA
Wednesday, August 27, 2025 at 6:00 PM

DRAFT MEETING MINUTES

1) Call to order

Chair Marc Schellpfeffer called the meeting to order at 6:00 pm in the Board Room of the Municipal Building, 138 East Main Street, Mount Horeb, WI.

Members Present: Megan Ince, Jackie Sale, Destinee Udelhoven

Members Absent: Maura Overland

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

2) Public Comments

The following spoke in opposition regarding the proposed downtown apartment building and presented concerns regarding Agenda Item b. future zoning changes: Cory Hart 2255 Cty Rd Z, Sharman Moen 201 N Ninth St, Phil Leavenworth 230 N Grove St.

The following spoke remaining neutral regarding the proposed downtown apartment building and presented concerns on Item b. future zoning changes: Gregory Standel 200 Wilson St, Jill Schuettpelez 120 N Grove St, Davina Penny 210 S First St.

The following presented Historic concerns and the 1997 Elizabeth Miller Survey on the downtown area: Kurt Nowak 113 N Second St.

3) Agenda Items

a. Consideration of July 23, 2025, Meeting Minutes

Udelhoven Motioned and Sale seconded to approve the July 23, 2025 minutes. Motion carried by unanimous voice vote.

b. Discussion on Design Review Standards for Zoning Code Rewrite

Owen gave an overview and informed on a letter from Commissioner Overland who was absent and in favor of the standards. The Commission questioned procedure and approvals. Further discussion took place on wording including like materials and building cleaning. The Commission was in favor of the draft and will continue to review it.

4) Local Preservation Group Reports

a. Mount Horeb Area Historical Society

Udelhoven updated on current items and possible funding to hire a mediator for a community discussion on defining the downtown.

b. Mount Horeb Landmarks Foundation

Sale informed of a letter from the Foundation opposing the proposed downtown apartment building.

5) Future agenda items

Grant Report

Update by Owen on Design Review Standards

6) Meeting adjournment.

Ince Motioned, Sale seconded to Meeting adjournment at 6:45pm. Motion carried by unanimous voice vote.

Minutes by Assistant Clerk Jean Culberson

**REQUEST FOR BIDS
INTENSIVE SURVEY OF HISTORIC CULTURAL RESOURCES
VILLAGE OF MOUNT HOREB, WISCONSIN**

October 20, 2025

Project Intensive Survey of historic properties within the corporate boundary of the Village of Mount Horeb, including preparation and submittal of an Intensive Survey Report.

Client Village of Mount Horeb, Wisconsin

Location Village of Mount Horeb, Wisconsin

Organization Village of Mount Horeb Historic Preservation Commission

Contact Person Nicholas Owen, Village Administrator
Village of Mount Horeb
138 E Main St, Mount Horeb, Wisconsin 53572
nic.owen@mounthorebwi.info
608-437-6884

Project Summary

The Village of Mount Horeb Historic Preservation Commission is requesting bids for an intensive Village-wide survey to identify historic properties and preparation of a full report of findings, both of which must comply with guidance and a Scope of Work provided by the Wisconsin State Historic Preservation Office (SHPO). The project is funded by the federal Historic Preservation Fund through a subgrant of up to \$20,000 from the Wisconsin SHPO, along with additional financial support up to but not exceeding \$2,000 committed by Mount Horeb Area Historical Society Inc.

Interested consultants are invited to submit proposals by December 15, 2025.

Project Background

The Mount Horeb Area Chamber of Commerce, on behalf of the Village of Mount Horeb Historic Preservation Commission, contracted with Consultant Elizabeth L. Miller to conduct an intensive survey of the of the “commercially-zoned downtown.” The resulting 1997 Survey Report is readily available.

Recommendations in this report were the impetus for the 2019 listing of the Mount Horeb Main Street Historic District on the National Register of Historic Places. This successful nomination was prepared by Elizabeth L. Miller and made possible by the Fuldner Heritage Fund, created through a generous donation by the Jeffris Family Foundation and administered by the Wisconsin Historical Society.

Today, the Village of Mount Horeb contains approximately 3,111 parcels and is home to a population of around 7,800 residents.

Project Description and Project Expectations

All procedures and products must comply with the stipulated *Memorandum of Agreement* and *Scope of Work* between the city and the Wisconsin SHPO (Attachment A) and the *Architecture and History Survey Manual* provided by the Wisconsin SHPO, available at: <https://www.wisconsinhistory.org/Records/Article/CS4120>

Proposal Requirements

Please submit proposals with a dated cover letter signed by the appropriate company official by December 15, 2025, and include the following information:

1. Company name, address, phone number, and primary project contact.
2. Names, titles, and responsibilities of individuals from your company who will be responsible for completing project work. Include a description of the composition of the team, including backgrounds and work experience as it relates to the project.
3. Background experience and capabilities of your company and project personnel.
4. List of references for projects similar in scope which your firm has prepared.
5. Example of report from similar survey project done by firm/team members.
6. Discussion of the general approach to the project.
7. Schedule and timeline for performing the work elements, including beginning and ending dates for each phase of the project.
8. Appropriate fees to complete the proposed scope of work, broken down by project phase, including a maximum limit for each phase and for the overall project.
9. Other professional commitments already in place for staff who will work on this project.

Timeline

Proposals shall be received at 138 E Main St, Mount Horeb, WI 53572 by December 15, 2025, at 4:00 p.m. CDT. The selected firm will present two hard copies of the final proposal, as well as one electronic copy in either MS Word or PDF format. Fax submissions will not be accepted.

Request for Proposals issued	Monday, October 27, 2025
Proposal due	Monday, December 15, 2025
City selects candidate & awards project	On or before Monday, January 12, 2026
Consultant submits Monthly Progress Reports	3 rd Monday of every month
Public Meeting – project introduction	February 2026
Consultant completes Phase 2 and 3 Draft Report	October 2026
Public Meeting & Final Phase 2 and 3 Draft	November 2026
HPC approves Final Report	December 2027
Village of Mount Horeb Board of Trustees approves Final Report	January 2027
Consultant edits and submits Final Report	February 2027

**Above timelines are estimates and could shift based on work progress and meeting schedules.*

Additional Resources:

1. “Intensive Survey of the Commercially-zoned Downtown” (1997):
<https://www.mthorebhistory.org/miller-report.html>
2. Printable Village of Mount Horeb maps, including parcel map:
<https://www.mounthorebwi.info/181/Village-Maps>

Compensation

Funding for this project is provided by a subgrant of \$20,000 from federal funds that was awarded to the Village by the Wisconsin State Historic Preservation Office and is subject to federal restrictions (detailed in the MOA). Supplemental funding up to \$2,000 has been committed by Mount Horeb Area Historical Society Inc. The payment schedule can be negotiated with the selected contractor; however, it is assumed that payment would be made upon completion of each project phase or tied to key milestones.

Evaluation Criteria

City staff will review and score proposals according to the following criteria:

FACTOR	MAXIMUM POINTS
WORK APPROACH	25
Ability to work within federal regulations Ability to ensure compliance with federal regulations Ability to comply with MOA and Scope of Work Flexibility if more funding becomes available	
TIMELINE & FUNDING	25
Ability to all work within the stipulated timeline and meet all deadlines Total anticipated cost	
REPORT FORMATTING AND DATA ENTRY	10
Creativity and utility of final Survey Report Plan for and experience with entry of survey data to WHPD database	
TEAM	40
Adequate number of qualified personnel assigned to this project Proximity of personnel to Village of Mount Horeb Experience with similar projects successfully completed Familiarity with architecture and history survey work	
TOTAL POSSIBLE POINTS	100

**Submit two signed hard copies and/or one digital copy of your proposal
no later than December 15, 2025 at 4:00 p.m. CDT to:**

Nicholas Owen, Village Administrator
Village of Mount Horeb
138 E Main St
Mount Horeb, Wisconsin 53572

nic.owen@mounthorebwi.info
608-437-6884

ATTACHMENT A

Memorandum of Agreement between Wisconsin State Historic Preservation Office and Village of Mount Horeb, Wisconsin (6 pages), and Scope of Work (3 pages).



MEMORANDUM OF AGREEMENT
BETWEEN
WISCONSIN STATE HISTORIC PRESERVATION OFFICE
AND
VILLAGE OF MOUNT HOREB, WISCONSIN

SUBJECT: Funding up to \$20,000 from federal Historic Preservation Fund through a subgrant from the Wisconsin State Historic Preservation Office to the village of Mount Horeb, Wisconsin.

Project No. WI-25-xxxxx

DATE OF GRANT AWARD: Feb. 21, 2025

POINT OF CONTACT: Jason Tish: jason.tish@wisconsinhistory.org 608-264-6512

GRANTEE PROJECT MANAGER: Nicholas Owen

This agreement between the State Historic Preservation Office (SHPO), and the Village of Mount Horeb, Wisconsin (Grantee) stipulates the terms and conditions of the funding for the above-referenced project, as well as the scope of work for the project. The Grantee will undertake and coordinate a project to complete a village-wide, intensive, architecture and history survey to identify historic properties.

Completion of the survey is supported by funding up to \$20,000 from the federal Historic Preservation Fund (HPF) through a subgrant from the Wisconsin SHPO in support of historic preservation activities in Wisconsin. The HPF was established in 1977 to provide financial assistance to states and local governments to carry out activities related to preservation. Funding is provided from Outer Continental Shelf oil and gas lease revenues, not tax dollars, and an amount is appropriated annually by Congress. The Catalog of Federal Domestic Assistance number is 15.904.

The SHPO and the Grantee agree to the following:

Scope of Work

The Grantee shall carry out the project as stipulated herein and in the attached *Scope of Work*.

Period of Work Performance

All work related to this project shall be conducted between the date of the *Purchase Order* issued by the Wisconsin Historical Society for this project and **March 30, 2027**, with intermediate deadlines as stipulated below. A *Purchase Order* for reimbursement from the grant award will be issued after this MOA is executed.

Intermediate Deadlines

There are intermediate deadlines for project activities, reporting, and deliverables stipulated below and in the *Scope of Work*. Intermediate deadlines may be amended subject to the *Amendments* section below.

Feb. 27, 2026 – **Consultant** must be hired. **First Progress Report** to SHPO is due.

May 29, 2026 – **Second Progress Report** to SHPO is due (if project has not been completed).

Aug. 28, 2026 – **Third Progress Report** to SHPO is due (if project has not been completed).

Nov. 27, 2026 – **Fourth Progress Report** to SHPO is due (if project has not been completed).

Feb. 26, 2027 – All **deliverables** in the *Scope of Work* are due.

Mar. 1, 2027 – **Project work must be complete**, final reimbursement requests prepared.

Mar. 12, 2027 – Final **Reimbursement Request** is due.

Mar. 31, 2027 – End of grant period.

The Grantee shall notify the SHPO if any situation arises that will adversely affect the timely or successful completion of this project.

Qualified Professional Consultation

To complete the *Scope of Work*, the Grantee will enter into a contract with a principal investigator whose professional qualifications have been reviewed by the SHPO and determined to meet the [Secretary of the Interior Professional Qualifications Standards for Architectural History, Historic Architecture, or History](#). (Professional Standards)

Subcontractors hired by the principal investigator to conduct project work shall also meet the Professional Standards. The Grantee shall verify that subcontractors meet the Professional Standards.

SHPO staff shall maintain contact with the project manager and principal investigator for the duration of the project and provide any training, advice, and technical assistance needed for the successful completion of project work.

Contracts

If requested by SHPO, the Grantee shall allow SHPO staff to review and approve drafts of contracts for project-related work prior to executing such contracts.

The Grantee will comply with federal procurement standards in Chapter 17 of the [Historic Preservation Fund Grants Manual](#) (*HPF Manual*) when obtaining professional consulting services, and will submit documentation of such *prior to contracting* with a vendor.

The Grantee will not contract with any party who is disbarred, suspended, or is otherwise excluded from or ineligible for participation in Federal assistance programs under *Executive Order 12549, Debarment and Suspension*.

SHPO staff will provide the Grantee with a list of qualified consultants who are known by the SHPO to have provided qualified staff for historic preservation projects in Wisconsin.

Allowable Costs

Generally, expenses for the following types of activities directly related to project work are reimbursable under this grant when they are incurred in the completion of project. See Ch. 13 of the *HPF Manual* for more specific eligibility requirements.

- Professional and consulting service
- Travel
- Equipment, materials, and supplies used for project activities
- Exhibits for public display of progress and accomplishments
- Meeting facilities
- Printing of project materials and deliverables
- Public outreach (print and digital), mailings, public meetings
- Time spent by local government staff coordinating project activities or hiring and collaborating with consultants.

Deviation from items in the budget proposed by the Grantee must be negotiated with and approved by SHPO staff – see *Amendments* below.

All project-related costs are subject to applicable principles in the following [Office of Management and Budget \(OMB\) Circulars](#).

- *A-21 Cost Principles for Educational Institutions* (as revised 5/10/2004);
- *A-87 Cost Principles for State, Local and Indian Tribal Governments* (as revised 5/10/2004);
- *A-122 Cost Principles for Nonprofit Organizations* (as revised 5/10/2004);
- *A-102 Grants and Cooperative Agreements with State and Local Governments* (as amended 8/29/97);
- *A-110 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations*, (as amended 9/30/99), and
- *A-133 Audits of Institutions of States, Local Governments, and Nonprofit Institutions* (as revised 6/27/03).

If the Grantee receives \$750,000 or more annually in federal funding, the Grantee shall comply with the provisions of [OMB Circular A-133](#), [Single Audit Act of 1984](#), and submit to the SHPO a copy of the audit report within 30 days of publication.

All project-related spending shall meet federal requirements for the Historic Preservation Fund, meet state requirements for the HPF subgrant program, conform to the approved project budget and occur within the period of performance, and be necessary and reasonable for the completion of the *Scope of Work*.

Grant funding may not be used for any work associated with "lobbying," in accordance with [18 U.S.C. 1913](#).

Reimbursement

The Grantee may request reimbursement for project-related expenses at any time throughout the project period as consultant's invoices are paid. Reimbursement requests will be paid up to 75% of the total project cost until all stipulations are satisfied.

The Grantee will request reimbursement for project-related expenses by completing a *Reimbursement Request* form provided by the SHPO. Each *Reimbursement Request* must be accompanied by:

- Documentation of project-related expenses (receipts, invoices, etc.)
- Documentation that those expenses were paid (receipt, invoices marked as "paid," payment records from a third party, etc.)

On receipt of a *Reimbursement Request*, the SHPO will reimburse the Grantee within 60 days for allowable, incurred, and documented costs directly related to the grant-funded project.

The SHPO will reimburse the Grantee up to 75% of the grant award prior to the completion of the project. The SHPO will release the remaining 25% of the grant award after completion of all project work and receipt of all deliverables stipulated in the SOW.

The Grantee will submit a final *Reimbursement Request* on or before **March 12, 2027**, for the remainder of project-related expenses.

Reimbursement of project-related expenses is subject to availability of federal HPF funding committed to the SHPO from the National Park Service.

Retention of Records

The Grantee shall retain all records related to project expenses and the procurement of professional services for at least five years after completion of the project. The Grantee shall provide, upon request, access to these records to the State Legislative Audit Bureau, the SHPO, the National Park Service, the Department of the Interior, the Comptroller of the United States, and any of their duly authorized representatives.

Amendments

Scope of Work - After the execution of this MOA, the Grantee may propose changes to the *Scope of Work* or deliverables to the SHPO in writing in accordance with the requirements in section 11 of the *CLG Subgrant Manual*. The SHPO will respond in writing within 30 days, either accepting or rejecting the proposed changes.

Budget - Amendments to line items in the budget proposed in the Grantee's application, and approved by virtue of the grant award, must be approved in consultation with SHPO staff before unexpected costs are incurred.

Period of Performance - The *Period of Performance* may be extended if unforeseen circumstances unexpectedly delay the completion of the project. If the Grantee believes their project has become constrained such that an extension is needed to successfully complete the project, they may request an extension from the CLG Coordinator.

General Stipulations

Because federal funds will be used to complete this project, materials produced with this funding will remain in the public domain and may not be copyrighted.

The Grantee shall comply with all federal and state laws and regulations concerning equal opportunity, affirmative action, and fair employment practices.

The Grantee will comply with all applicable regulations, laws, policies, guidelines, and requirements of this federal grant program, including applicable Secretary of the Interior's standards.

The Grantee shall comply *with Title VI of the Civil Rights Act of 1964* that states that no person, on the grounds of race, color, marital status, religious creed, or national origin, will be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance.

The Grantee shall comply with the *Rehabilitation Act of 1973* and the *Age Discrimination Act of 1975* and all requirements imposed by or pursuant to the *Department of the Interior Regulations (43 CFR 17)* issued pursuant to these titles, to the end that, no person in the United States will, on the grounds of age or physical ability, be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity for which the Grantee receives financial assistance from the National Park Service, and hereby gives assurance that it will immediately take any measures to effectuate this agreement.

During the period of this grant (execution through **March 31, 2027**), any income earned by a Grantee from any project-related activities for which the Grantee requests reimbursement will be subtracted from the amount of the grant award.

The Grantee does hereby indemnify and hold harmless the State Historic Preservation Office, the Wisconsin Historical Society, and its officers, employees, and agents from actions or claims filed in response to any injury or damage received by any persons or property resulting from the Grantee's efforts to accomplish the *Scope of Work*.

Acknowledgment of Federal Assistance

The following acknowledgment of federal assistance will be printed in any publication or visual product resulting from this project. Publications, materials, projects, news release, speeches, websites, and other dissemination of information relating to this project must also acknowledge the financial support of the National Park Service and the Wisconsin Historical Society.

The activity that is the subject of this (type of publication) has been financed (in part/entirely) with Federal Funds from the National Park Service, U.S. Department of the Interior, and administered by the Wisconsin State Historic Preservation Office. However, the contents and opinions do not necessarily reflect the views or policies of the Dept. of the Interior or the Wisconsin State Historic Preservation Office. Nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Dept. of the Interior or the Wisconsin State Historic Preservation Office.

Termination of This Agreement

Either party may terminate this agreement by written notification to the other before the project is completed, and at least 60 days prior to the termination of the agreement.

If this agreement is terminated by the SHPO, except for reasons of non-compliance by the Grantee, the SHPO shall reimburse the Grantee up to 100% of the eligible costs incurred up to the termination date.

If this agreement is terminated by the Grantee, the SHPO may, at the discretion of the State Historic Preservation Officer, reimburse the Grantee for a maximum of 50% of the eligible costs incurred to the termination date, or may require the Grantee to return any or all federal funds transferred to the Grantee by the termination date, depending upon the circumstances of the termination.

This agreement becomes effective upon signature by both parties below, and the receipt by the Grantee of a *Purchase Order* for the contract sum from the Wisconsin Historical Society on behalf of the State Historic Preservation Officer.

VILLAGE OF MOUNT HOREB

Nicholas Owen
Village Administrator – Village of Mount Horeb, Wisconsin

Date

WISCONSIN STATE HISTORIC PRESERVATION OFFICE

Amy Wyatt
Deputy State Historic Preservation Officer

Date



Scope of Work

Project No. WI-25-xxxxx
Mount Horeb, Wisconsin

The State Historic Preservation Office (SHPO) and the Village of Mount Horeb, Wisconsin (Grantee), agree to the following scope of work and conditions for the completion of a village-wide, intensive, architecture and history survey.

Scope

The Grantee shall hire and collaborate with a consultant who meets the *Secretary of the Interior's Professional Qualification Standards for History, Historic Architecture, or Architectural History* to complete a village-wide survey to identify properties that may meet the eligibility criteria for the National Register of Historic Places (NRHP).

Survey Area

The survey area shall be the corporate boundary of the village of Mount Horeb.

Survey Manual

In carrying out the field work and research for the survey, the Grantee shall comply with all requirements and guidance in the [Architecture-History Survey Manual](#) (*Survey Manual*). The Grantee will direct the principal investigator to the *Survey Manual* and advise them that compliance is required.

Subgrant Manual

The Grantee will comply with all standards and requirements in the [CLG Subgrant Manual](#) (*Subgrant Manual*) for allocation and use of federal funding. The Grantee will direct the principal investigator to the *Subgrant Manual* and inform them that compliance is required.

Request for Bids

After the execution of the *Memorandum of Agreement* (MOA), the Grantee will issue a *Request for Bids* (RFB) to qualified historic preservation consultants. The Grantee shall use a competitive process in the procurement of consulting services.

Principal Investigator and Village staff

The consultant selected to conduct the survey shall serve as the Principal Investigator for the project and must meet the [Secretary of the Interior's Professional Qualification Standards for History, Historic Architecture, or Architectural History](#). The Grantee's Project Manager shall assist in facilitating the work of the survey. Time spent by village staff to facilitate the project is eligible for reimbursement by the subgrant and may be tracked and claimed for reimbursement.

Reconnaissance phase

The project shall include a village-wide reconnaissance survey to identify properties that fit the scope of the survey and may meet the NRHP criteria for eligibility, either currently or in the next 10 years. The reconnaissance survey shall *exclude* properties already listed in the NRHP. Fieldwork and data collection during the reconnaissance phase shall be conducted according to the protocols and standards in the *Survey Manual*.

Intensive phase

The intensive phase of the survey shall include site-specific research on all properties determined to be potentially eligible for the NRHP, properties located within a potentially eligible historic district, and those properties included in the survey report to provide comparative context for potentially eligible properties. Areas that are determined to be potentially eligible as historic districts shall be defined on maps included in the survey report, and contributing properties within districts identified by address according to guidance for Historic Districts in the *Survey Manual*.

Data Entry

Property data collected during both phases of the survey shall be entered into the *Wisconsin Historic Preservation Database* (WHPD) by the consultant. Data entry shall comply with the requirements in the *Survey Manual*.

Intensive Survey Report

An Intensive Survey Report shall be prepared that synthesizes and organizes field observations and research collected during the reconnaissance and intensive phases of the survey. The report shall contain the components and analysis outlined in the *Survey Manual* for Intensive Survey Reports

Ownership of Documents

All information gathered, data collected, photos taken, and reports prepared during the completion of this project shall be the property of the SHPO and shall not be made publicly available until the project is complete and deliverables are submitted to the SHPO.

Intellectual Property

The Consultant shall grant the SHPO a non-exclusive, irrevocable, royalty-free license to all copyrightable material (“Material”) created within the scope of the agreement without limitation. The SHPO shall have the right to reproduce, alter, modify, publish, and display all Material created under the scope of this agreement as necessary in the opinion of SHPO to conform to and comply with their requirements and standards, and those of the National Park Service.

Public Engagement

The Grantee shall coordinate and host at least two information sessions in accordance with the *Survey Manual* guidance on community engagement. The first session shall be held prior to the start of field work and noticed in places and forums likely to reach property owners in the survey area. The session shall present the project’s scope, intent, and methodology to

property owners in the survey area, and solicit input on important history and places in the survey area. The second shall be held after the field work is complete and noticed in places and forums likely to reach property owners in the survey area. It shall present the findings of the survey. Additional information sessions may be held at the discretion of the Grantee as necessary. SHPO staff shall be invited to participate in all informational meetings.

Deliverables

1. Survey Report:

On completion of the *Survey Report*, the final version shall be submitted to the SHPO in PDF format along with three color copies printed on acid-free paper: one unbound and two bound.

2. WHPD data:

Property data collected during both phases of the survey shall be entered into the *Wisconsin Historic Preservation Database* (WHPD) by the consultant according to the guidance for data entry in the *Survey Manual*.

All deliverables are due **February 26, 2027**.



AGENDA ITEM REPORT

MEETING DATE

October 22, 2025

PREPARED BY

AGENDA ITEM # 3.c

Discussion: Historic Preservation Section in Zoning Code Rewrite

BACKGROUND

I had hoped to be able to have the amendments to Part 2 of the zoning code rewrite ready for discussion tonight, but they are not quite ready. The Plan Commission will be holding a special meeting on October 29th, to review the full draft of the zoning code, including the revised draft of part 2, which covers design review. The full draft of the plan will be presented to the Village Board on November 19th. Would the HPC be open to a special meeting between now and then to review Phase 2 of the code with special attention to the Design Review aspects of Historical Properties and properties in the Downtown? We can then provide any feedback to Planner Ben Rohr prior to the Village Board meeting on the 19th for potential changes that night before the public hearing on December 17th.

RECOMMENDATION

ATTACHMENTS

None