



# Historic Landmarks and Preservation Commission Meeting Agenda

Wednesday, May 27, 2026 at 4:00 PM

Columbus City Hall – 105 N. Dickason Boulevard

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**Call Meeting to Order**

**Notice of Open Meeting**

**Approval of agenda**

**Approve minutes from previous meeting(s)**

[Consider](#) and take action to approve the minutes of previous meeting(s)

**Public Comments (3 minute limit per person)**

**New Business**

- [1.](#) Consideration and possible action regarding financial reports and invoices
- [2.](#) Consider and take action regarding the Rest Haven project (CC 4/8/26)
- [3.](#) Consider and take action regarding the local historic designation of the Fireman's Park Complex located at 1049 Park Ave. (CC 5/5/26)
- [4.](#) Consider and take action regarding purchasing additional historic recognition yard signs
- [5.](#) Consider and take action regarding the 2026 Summer Concert Series
- [6.](#) Consider and take action regarding 2027 budgeting and capital improvement projects
- [7.](#) Discuss initial draft of the zoning code rewrite regarding historic preservation
- [8.](#) Consider and take action to nominate and elect among the members of the Commission the following positions: Chair, Vice Chair, and Treasurer / Secretary

**Adjourn**



# Historic Landmarks and Preservation Commission Meeting Minutes

Wednesday, April 22, 2026 at 4:00 PM

Columbus City Hall – 105 N. Dickason Boulevard

## Call Meeting to Order

The meeting was called to order at 4:00pm.

A quorum consisted of Hermanson, Gilbertson, Nagle, Hammer, Altschwager. Staff liaison Bennett was present. Amy Jo Meyers was in attendance. Ulrich arrived at 4:01pm.

## Notice of Open Meeting

The meeting was posted according to law.

## Approval of agenda

Gilbertson motioned to approve the agenda as presented; seconded by Nagle. No additional discussion. The motion was carried unanimously. Ulrich arrived.

## Approve minutes from previous meeting(s)

Consider and take action to approve the minutes of previous meeting(s)

Nagle motioned to approve the meeting minutes as presented from March 24, 2026; seconded by Gilbertson. Add \$275 to be added to Minutes for the 2026 4<sup>th</sup> of July Ad Book. Nagle amended the motion to add the \$275; Gilbertson seconded the amended motion. The amended motion was carried unanimously.

## Public Comments (3 minute limit per person)

Ulrich reminded the Commission about flowers for Fireman's Park entrance. Altschwager made note of her reaction to the Council's decision regarding the Rest Haven project.

## New Business

### 1. Consideration and possible action regarding financial reports and invoices

Financial Report was presented by Altschwager and highlighted expenditures to Gilbertson, Minuteman Press, and 4<sup>th</sup> of July ad book and the balance. \$650 and \$20 donations were received. \$6420 in total concert donations have been received so far. Gilbertson had sent thank you notes for the donations.

There was discussion to authorize prepay for the Summer Concerts in order to pay bands immediately after performing. Will be brought up at next meeting.

An invoice of \$78 from Gilbertson for postage for the historic recognition letters was presented by Gilbertson. Nagle motioned to approve the payment to Gilbertson for up to \$78 for postage from the CHLPC Account; seconded by Hermanson. There was no additional discussion, and the motion was carried unanimously by roll call vote.

### 2. Consider and take action regarding the Council decision from its April 9, 2026, meeting requesting legal review of the Rest Haven project

Hermanson recapped the Council decision from her perspective. Bennett was asked about the possibility of a member of HLPC to attend Tuesday's staff meeting on the topic. Bennett will check to see if it's possible or if it's a staff-only meeting. Gilbertson and Hermanson highlighted past bidding results and shared concerns about reusing donor funds to bid it out again. Commission discussed about phasing of the project. There was a question of where the Rest Haven rental monies go. Meyers noted it goes to the general fund and will ask to see if the Recreation Committee would designate a maintenance fund for a portion of the proceeds to go to. Hammer add his perspective from the Council meeting and suggested prioritizing immediate need. Hermanson that the bathroom be prioritized if the doors have to be ADA compliant. Meyers suggested prioritizing the doors. Bennett will meet with Hermanson and Gilbertson either prior or after the staff meeting. Hermanson and Gilbertson suggested an action plan to create phases for the project. No action was taken.

3. Consider and take action regarding the draft application for the local historic designation of Fireman's Park Complex, located at 1049 Park Ave.

Bennett presented a draft of application for the local historic designation of the Fireman's Park Complex and cited a few concerns regarding how it would impact non-contributing structures and current projects at the Pavilion and Rest Haven. Gilbertson asked about the metal roof of the Rest Haven, and Hermanson noted that the roof was submitted to State Historic Preservation Office (SHPO). There was discussion of how to recommend the application to Council as staff recommended having the Council submit the application at its next meeting as best practice for City-owned properties. The Commission discussed amendments to the application.

Gilbertson made a motion to recommend to council to review and submission of the application for the local designation of Fireman's Park Complex. Seconded by Nagle and with no additional discussion, the motion was carried by unanimous vote. Bennett will add the edits to the application and send it to the May 8th Council meeting.

4. Update of the results regarding the letters sent to notify property owners about getting historic recognition placards and yard signs

Gilbertson received 3 responses for the placards and hand delivered a placard to an owner. The yard signs have been delivered. The Historical Society will aid in installing the placards as needed. Possible reminder letters would be brought to a future meeting for approval to send out if a majority of yard signs aren't up.

5. Consider and take action regarding 2027 budget planning and capital improvement projects

Nagle went to the Wisconsin Historical Society website and has created a spreadsheet of historic properties for additional recognition opportunities. Nagle noted many homes don't have signs for historic recognition and suggested prioritizing century homes and other identified properties. Discussion of QR codes on yard signs and printed materials for a future digital walking tour. Gilbertson suggested completing an entire district at a time. Nagle noted that signs are \$33 each. Nagle and Gilbertson will provide a proposal for how many signs to purchase.

A couple of items were mentioned for the capital improvement project (CIP) list such as better insulation for pavilion and HVAC. The Commission plans to brainstorm more possible CIP recommendations at its next meeting.

6. Presentation and discussion of the roles and responsibilities of the Historic Landmarks Preservation Commission

Bennett presented a summary of general responsibilities for boards, committees, and commissions, along with those of staff liaisons. There was discussion regarding Treasurer duties and Secretary duties. Bennett noted that these two positions are generally combined and serve as an alternate chair to meetings and Staff handles minute-taking and finances. Hermanson noted that the Commission has concerns about making sure that donated funds don't get comingled in the general fund. Hammer and Bennett assured the group that City Administration and the new finance department would be diligent in regard to financial matters.

7. Consider and take action to set a new date and time for regular HLPC meetings

Gilbertson noted that there was an individual interested in attending a commission meeting but would like to move the meeting times to 5:30pm. The goal of a later time would be to allow people to attend after work. There was discussion about using the time change as a recruitment tool for possible new members. Hermanson noted seasonal time changes for commission meetings and cited the summer concerts and Lenten date changes. Hermanson suggests setting the next meeting at 5:30pm. No motion was made, but general consensus was to try 5:30pm at the next meeting as the membership could move it back to 4:00pm if need be.

**Adjourn**

Altschwager motioned to adjourn the meeting; seconded by Hermanson. There was no additional discussion. The motion was carried unanimously. The meeting was adjourned at 6:16pm.

\*\* These minutes will be approved at a future meeting and may be amended. These minutes are respectfully submitted by David Bennett, Communications and Economic Development Coordinator \*\*

**CHLPC TREASURER'S REPORT**  
**May 17, 2026**

<b>SUSAN STARE</b>	<b>CD</b>	<b>BALANCE</b>	<b>05.17.26</b>	<b>\$19,148.88</b>
<b>AUDITORIUM FUND</b>				
<b>WATER TOWER FUND 253474</b>		<b>BALANCE</b>	<b>05.15.26</b>	<b>\$12,204.85</b>
		<b>Deposit</b>	<b>05.15.26</b>	<b>\$1,500.00</b>
<b>Mary Poser/Former Columbus Auditorium Corporation</b>				
<b>2502700</b>	<b>CD</b>	<b>BALANCE</b>	<b>05.17.26</b>	<b>\$32,307.87</b>
<b>REST HAVEN IMPROVEMENT</b>				
<b>(new savings acct) 255362</b>			<b>Deposit</b>	
<b>2026 calender sales</b>			<b>05.15.26</b>	<b>\$165.00</b>
		<b>BALANCE</b>		<b>\$145,664.42</b>
<b>CHLPC ACCOUNT 187450</b>		<b>BALANCE</b>	<b>05.17.26</b>	<b>\$32,112.33</b>
4th of July Committee 2014 donation for rest haven project				\$5,000.00
Rest haven bathroom donation from Bob & Janet Groh 2015				\$5,000.00
Rest haven donation from Dave & Sue Zittel 2018				\$500.00
Rest haven bathroom donation from Dave & Sue Zittel 2018				\$500.00
Rest haven bathroom donation from Bob & Janet Groh 2018				\$5,000.00
Rest haven bathroom donation from Mary Derr 2019				\$1,000.00
Rest haven donation from Dave & Sue Zittel 2019			09.09.19	\$500.00
Rest haven donation from Lyco 2019			09.09.19	\$500.00
Rest haven donation from Bob & Janet Groh 2019				\$10,000.00
Rest haven donation from Elizabeth Hinds 2020			07.15.20	\$20.00
Rest haven donation from Fred & Della Dartt 2020			08.13.20	\$100.00
Rest haven donation from Dave & Sue Zittel 2020			09.08.20	\$1,000.00
Rest haven donation from Bob & Janet Groh 2020			12.18.20	\$10,000.00
Rest haven donation from Bob & Janet Groh 2021			12.15.21	\$10,000.00
Rest haven donation from Rolf Poser			12.15.21	\$500.00
Rest haven donation from Lys Buck			12.31.21	\$100.00
Rest haven donation from Community Foundation of Collier County Ed & Judy Bergauer			02.16.22	\$5,000.00
Donation from Bob & Janet Groh			12.13.22	\$10,000.00
Rest haven donation from Rolf Poser			01.13.23	\$500.00

Rest haven donation from David & Sue Zittel	08.29.23	\$500.00
Rest haven donation from Rolf Poser	12.19.23	\$500.00
Donation from Bob & Janet Groh	01.04.24	\$5,000.00
2025 donation from Janet Groh	08.18.25	\$5,000.00
2018 Historic Calendar		\$7,784.44
2019 Historic Calendar		\$8,317.45
2020 Historic Calendar		\$6,920.00
2021 Historic Calendar		\$7,080.21
2022 Historic Calendar		\$12,595.00
2023 Historic Calendar		\$8,486.00
2024 Historic Calendar		\$7,537.00
2025 Historic Calendar		\$10,970.00
2026 Historic Calendar		\$8,620.00

May 17, 2026

COLUMBUS PAVILION ADA ACCESSIBILITY FUND

ACCOUNT 250968

05.17.26 Total

\$4,046.11

RESPECTFULLY SUBMITTED,  
BETH ALTSCHWAGER, TREASURER



## Agenda Item Report

**Meeting Type: Historic Landmarks Preservation Commission**

**Meeting Date: May 27, 2026**

**Item Title:** Consider and take action regarding the Rest Haven project (CC 4/8/26)

**Submitted By:** David Bennett, Communications & Economic Development Coordinator

**Detailed Description of Subject Matter:**

At its April 8<sup>th</sup> meeting, the Council requested a legal opinion from the City Attorney regarding how to proceed on Rest Haven alterations. The Council was receptive to the City Administrator's recommendation to have the project be treated the same as other facilities with DPW delivering the project while working with HLPC staff liaisons.

The City Administrator received a legal opinion from the City Attorney. The opinion states, If DPW is willing to take the lead on the project, HLPC can consult with DPW (if requested) to find the architect and do the design. However, it will be DPW bringing the architect contract to Council, it will be DPW bringing the design to Council and the Council will be working with DPW on the project, similar to other City projects involving public buildings. DPW will be the lead on all of this, will be responsible for doing the bidding (with the architect's assistance if that is part of the contract), and the entire project will be done by the City. The only role of HLPC will be to consult if requested, and to raise funds for the project.

Staff liaisons have met with the City Administrator and the Public Works and Utilities Director to discuss the project at a staff level going forward. DPW will work with Axiom to create a design plan for bid that addresses phase 1 of the project to replace the doors and make the building ADA compliant at the same time. Staff liaisons have provided HLPC plans and work materials.

**List all Supporting Documentation Attached:**

**Action Requested of the Historic Landmarks Preservation Commission:**

Discussion with no action requested.

**Strategic Plan Objective:**



## Agenda Item Report

**Meeting Type: Historic Landmarks Preservation Commission**

**Meeting Date: May 27, 2026**

**Item Title:** Consider and take action regarding the local historic designation of the Fireman's Park Complex located at 1049 Park Ave. (CC 5/5/26)

**Submitted By:** David Bennett, Communications & Economic Development Coordinator

### Detailed Description of Subject Matter:

The Common Council at its May 5<sup>th</sup> meeting had voted against applying for local historic designation of Fireman's Park Complex. With this decision, any of the Council members who voted against the motion will need to bring this topic back to Council for further consideration and action.

Although the application could still be forwarded to a future Historic Landmarks Preservation Commission (HLPC) meeting, the application would likely be appealed by the Council. Staff recommends for HLPC to recommend a list of benefits that local historic designation would grant the City that would otherwise be lacking with only the State and National historic designations in place currently. The primary difference between local and State/National designation is additional control on a local level.

Staff have found that a small portion of the park was Nationally designated and included only the contributing structures. The Cabin was not considered as a contributor for the designation.

### List all Supporting Documentation Attached:

- Process and Benefits Comparison
- Map of Recognized Fireman's Park Complex
- Fireman's Park Plan
- Local Historic Designation Process, Certificate of Appropriateness, and Appeals

### Action Requested of the Historic Landmarks Preservation Commission:







Direct Staff to develop a benefits analysis to be reviewed at the next meeting.

### Strategic Plan Objective:

## Local Designation Benefits & Process Comparisons

### Quick Comparison of Benefits

Category	Local Designation	Wisconsin State Register	National Register
<b>Main purpose</b>	Protect historic character at the local level	Recognize statewide significance + enable incentives	Recognize national significance + enable federal programs
<b>Biggest benefit</b>	✔ Strong protection from inappropriate changes	💰 Access to <b>state tax credits</b>	💰 Access to <b>federal tax credits</b> + prestige
<b>Property value impact</b>	✔ Often stabilizes & increases values	🏠 Moderate positive effect	🏠 Moderate (recognition-driven)
<b>Tax credits available</b>	✘ Usually none (unless local programs exist)	✔ 20–25% WI tax credits	✔ 20% federal tax credit
<b>Grants / funding eligibility</b>	⚠ Limited	✔ Some state programs	✔ Federal & some state programs
<b>Restrictions on property owner</b>	✔ YES (design review required)	✘ NO restrictions by listing alone	✘ NO restrictions by listing alone
<b>Control over renovations</b>	⚠ Must get local approval for visible changes	✔ Full control (unless using incentives)	✔ Full control (unless federal funding involved)
<b>Protection from demolition</b>	✔ Strong (local approval required)	✘ None on its own	✘ None on its own
<b>Protection from outside projects</b>	⚠ Local influence only	⚠ Limited	✔ Federal review required if federal funds involved

<b>Complexity of process</b>	<input type="checkbox"/> Low–Moderate	<input type="checkbox"/> Moderate	<input checked="" type="radio"/> Highest (state + federal review)
<b>Time to achieve</b>	 Fast (months)	 Medium	 Longest (often 6–12+ months)
<b>Public recognition / prestige</b>	 Local recognition	 State-level recognition	 High national recognition
<b>Best use case</b>	Protecting neighborhood character	Unlocking funding for rehab	Large projects, grants, or prestige recognition
<b>Works with other designations?</b>	<input checked="" type="checkbox"/> Can layer with state/national	<input checked="" type="checkbox"/> Often paired with national	<input checked="" type="checkbox"/> Often paired with state/local

\*NOTE\* The Secretary of the Interior’s Standards applies to both WI state and Federal tax credits regarding design standards. Program rules and requirements differ.

## Quick Tax Credits Comparisons

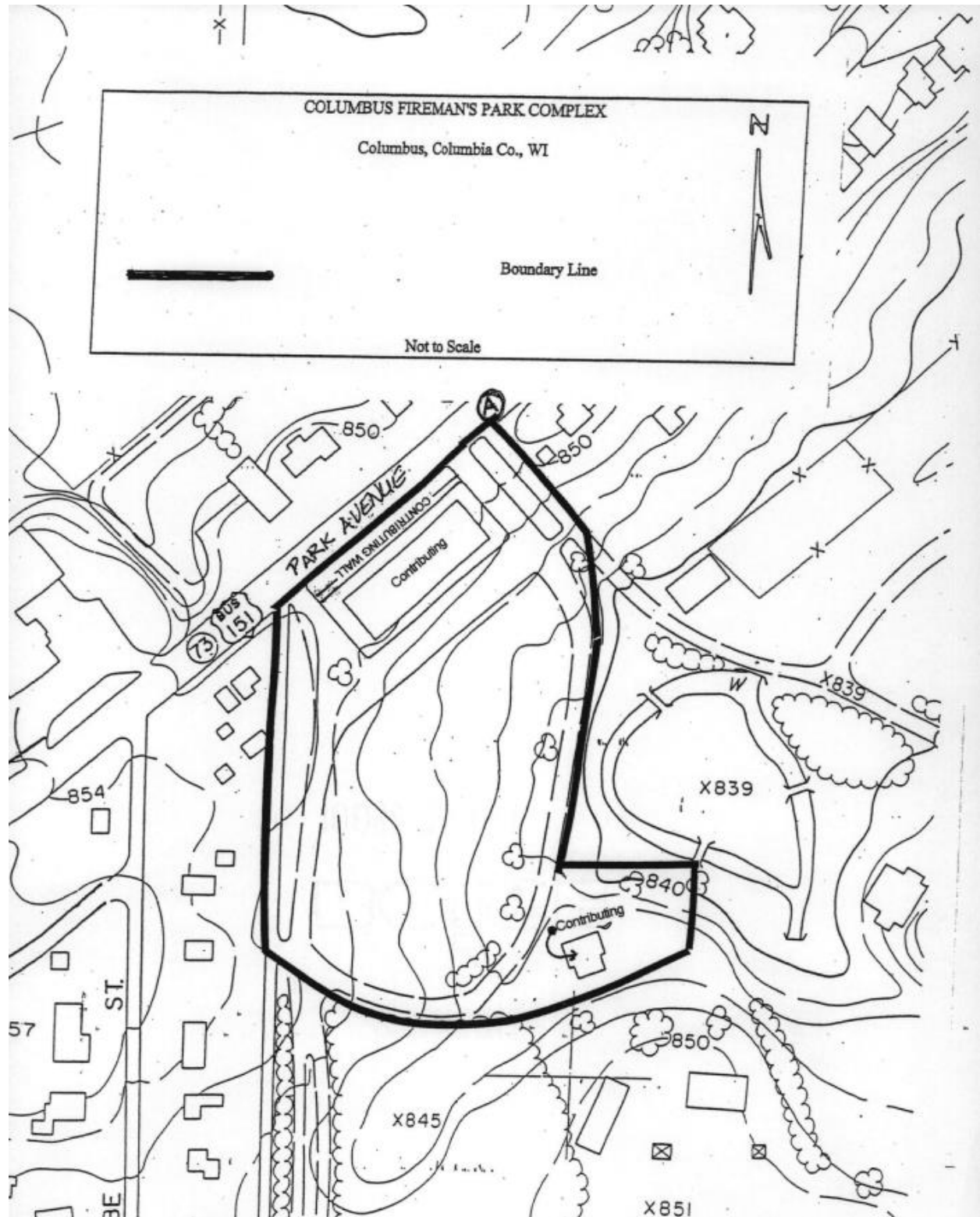
Situation	Must follow historic standards?
Using federal/state tax credits	<input checked="" type="checkbox"/> Yes (required)
Using federal funding or permits	<input checked="" type="checkbox"/> Yes (review required)
Using state/federal grants	<input checked="" type="checkbox"/> Yes (usually required)
No funding, no incentives	<input checked="" type="checkbox"/> No
Local historic designation applies	<input type="checkbox"/> Maybe (depends on local ordinance)

Category	Federal Credit	Wisconsin State Credit
Design standards	<input checked="" type="checkbox"/> Same	<input checked="" type="checkbox"/> Same
Governing rules	IRS + NPS	State (WHS + WEDC)
Eligible properties	Income-producing only	Income-producing + <b>homes</b>
Credit %	20%	20% (commercial) / 25% (homes)
Payout timing	Spread over 5 years	Often faster (varies)
Approval	SHPO + NPS	SHPO (+ WEDC)
Funding caps	None specific	<input checked="" type="checkbox"/> Limited funding pool
Transferability	Limited	Often easier

## Quick Comparison of Process

Step / Feature	Local Designation (Columbus, WI)	Wisconsin State Register	National Register
<b>Who runs it</b>	Historic Landmarks Preservation Commission (HLPC)	Wisconsin Historical Society (SHPO)	National Park Service (via SHPO)
<b>Who starts it</b>	Usually HLPC, property owner, or local group	Anyone (owner, org, citizen)	Anyone (submitted through SHPO)
<b>Step 1: Eligibility check</b>	Based on local criteria (age, architecture, local significance)	Must meet state/national historic criteria	Same criteria as state (often identical)
<b>Step 2: Documentation</b>	Local application (less detailed)	Formal nomination (history, photos, significance)	Same nomination format (very detailed)
<b>Step 3: Review process</b>	HLPC	State Historic Preservation Office (SHPO) review	SHPO review + National Park Service review
<b>Step 4: Public input</b>	<input checked="" type="checkbox"/> Often required (hearings, city meetings)	<input checked="" type="checkbox"/> Sometimes part of review	<input checked="" type="checkbox"/> Typically included in state review
<b>Step 5: Decision body</b>	HLPC	State review board	State review board → National Park Service final decision
<b>Final approval</b>	HLPC vote; appeals by City Council	Wisconsin State Register listing	National Park Service lists property
<b>Timeframe</b>	Usually fastest (months)	Moderate (several months)	Longest (6–12+ months typical)
<b>Level of recognition</b>	Local significance	State significance	National significance
<b>Restrictions after listing</b>	<input checked="" type="checkbox"/> Yes (design review required)	<input checked="" type="checkbox"/> None by itself	<input checked="" type="checkbox"/> None by itself
<b>Main benefit</b>	Protection of historic character	Access to state tax credits	Federal tax credits + prestige
<b>Relationship to others</b>	Independent	Often paired with national	Often paired with state

National Historic Designation Boundary and Contributing Structures – Fireman’s Park Complex, 1049 Park Ave.





**LEGEND**

- 1 Ex. Parking Lot
- 2 Ex. Shelter
- 3 Ex. Restrooms
- 4 Ex. Aquatic Center
- 5 Ex. Boy Scout Cabin
- 6 Ex. Memorial Area
- 7 Prop. Playground Expansion
- 8 Prop. Beer Garden Area
- 9 Prop. Pathway System
- 10 Prop. Sidewalk Connection
- 11 Prop. Pickleball Courts
- 12 Prop. Diamond Renovation
- 13 Prop. Parking Improvement
- 14 Prop. Event Lawn
- 15 Prop. Stage/Shelter
- 16 Prop. Basketball Court
- 17 New Bridge
- 18 New Creek Channel



Project Name:  
**FIREMAN'S PARK**  
 1049 PARK AVE  
 COLUMBUS, WI 53925

Sheet Title:  
**CONCEPT PLAN FULL PARK**

Revisions:

Project #: 24.034  
 Issued For: Review  
 Date: 6/2/2025

Sheet Number

### **Sec. 114-173. Purpose and intent.**

It is declared a matter of public policy that the protection, enhancement, perpetuation and use of improvements of special character or special historical interest or value is a public necessity and is required in the interest of health, prosperity, safety and welfare of the people. The purpose of this division is to:

- (1) Effect and accomplish the protection, enhancement and perpetuation of such improvements that represent or reflect elements of the city's cultural, social, economic, political, engineering and architectural history.
- (2) Safeguard the city's historic and cultural heritage as embodied and reflected in such historic structures, sites, districts and neighborhoods.
- (3) Stabilize and improve property values.
- (4) Foster civic pride in the beauty and noble accomplishments of the past.
- (5) Protect and enhance the city's attractions for residents, tourists and visitors and to serve as a support and stimulus to business and industry.
- (6) Strengthen the economy of the city.
- (7) Promote the use of historic structures, sites, districts and neighborhoods for the education, pleasure and welfare of the people of the city.

(Ord. No. 643-09, §§ I, II, 4-8-09)

### **Sec. 114-176. Historic structures, sites, neighborhoods and districts designation criteria.**

- (1) For purposes of this division, an historic structure, site, neighborhood or district designation may be placed on any site, natural or improved, including any building, improvement or structure located thereon or any area of particular historic, architectural or cultural significance to the city in accordance with the criteria detailed in this section. Designation shall be based on a comprehensive consideration of all relevant factors. Within this division, properties granted historic structure, site, neighborhood or district designation are referred to as "designated properties".
- (2) Designation may be granted to structures, sites, neighborhoods or districts that:
  - (a) Exemplify, reflect or hold significant value as part of the broad cultural, political, economic or social history of the nation, state or city;
  - (b) Are identified with historic personages or with important events in national, state or local history;
  - (c) Embody the distinguishing characteristics of an architectural type or specimen, inherently valuable for a study of a period, style, method of construction or of indigenous materials or craftsmanship; or
  - (d) Are representative of the notable work of a master builder, designer or architect whose individual genius influenced his age.
  - (e) Are identifiable as established and familiar visual features in the community owing to their unique location or physical characteristics.

(Ord. No. 643-09, §§ I, II, 4-8-09)

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## Sec. 114-177. Landmark and historic district designation—Procedures.

- (1) Application.
  - (a) Any person, group of persons or association, may apply for historic structure, site, district or neighborhood designation for property and improvements located within the corporate limits of the city. The owner of any property that is currently designated may apply for a rescission of that dedication following the same procedures. Where this section refers to procedures applicable to the nomination and designation of properties, those procedures also apply to the rescission of dedication unless otherwise stated. When rescission is requested for economic reasons it shall only be considered in accordance with parameters established under subsection 114-182(2).
  - (b) Nominations shall be made to the preservation commission on forms provided for that purpose. The application shall include or be accompanied by the following:
    1. The name and address, as shown on the tax assessor's rolls of the owner of property proposed for designation.
    2. The legal description and common street address of property proposed for designation.
    3. A map delineating the boundaries and location of property proposed for designation.
    4. A written statement describing the property and setting forth reasons in support of the designation proposed.
    5. An indication of whether or not the owner(s) consents to the proposed designation.
    6. Such other information as may be required by the preservation commission.
- (2) Notification of nomination and preliminary review. Upon receipt of an application for designation or rescission, the chairman of the preservation commission shall schedule a preliminary review to be held within 45 days. He shall notify the applicant and the property owner(s) of the time and place of the preliminary review. The city tax assessor, public works department, parks division, fire and police departments, health officer, building inspector and plan commission shall also be notified with the request that they each report to the preservation commission in a timely manner on any matters affecting the subject property or surrounding area.
- (3) Public hearing and decision.
  - (a) Scheduling of the public hearing. If the preservation commission finds at the time of the preliminary review that an application merits further consideration, then a public hearing shall be scheduled to be held within the next 60 days. The preservation commission shall notify the city tax assessor, public works department, parks division, fire and police departments, health officer, building inspector and plan commission. Each such department shall respond to the commission within 30 days of notification with its comments on the proposed designation or rescission.
  - (b) Notice of the public hearing. In cases of a nomination of a structure or site, notice of the date, time, place and purpose of the public hearing and a copy of the completed nomination form shall be sent to the owners of record of the nominated property, to the nominator(s), and to the owners of record as listed in the office of the city assessor of all property in whole or in part situated within 200 feet of the boundaries of the nominated property at least ten days prior to the date of the hearing. In cases of a nomination of an area as a historic district or historic neighborhood, notice of the date, time, place and purpose of the public hearing and a copy of the completed nomination form shall be sent to the owners of record of each property located within the boundaries of the nominated historic district or historic neighborhood and to the nominator(s), at least ten days prior to the date of the hearing. Notice of such hearing shall also be published as a Class 1 notice under state statutes stating the

- common street address and legal description of a nominated structure or site or legal description and boundaries of a nominated district along with the date, time, place and purpose of the public hearing. Requirements set forth in this subsection also apply to applications for rescission.
- (c) Required materials. The applicant shall produce at the time of the hearing such information as the preservation commission may require including, but not limited to, the following:
1. All information required with the application.
  2. A visual presentation of the significant improvements on the subject property, together with information as to the age, condition and use of each.
  3. Proposals for preservation and enhancement of the property proposed for designation or a detailed explanation of the reason rescission is requested.
- (d) Conduct of the hearing. The preservation commission shall conduct such public hearing. The applicant and the owners of subject property shall be entitled to speak at the public hearing and the preservation commission will accept comments from all other interested parties. In addition to notified persons and members of the general public, the preservation commission may hear expert witnesses and shall have the power to subpoena such witnesses and records as it deems necessary. The preservation commission may conduct an independent investigation into the proposed designation or rescission. The preservation commission shall review and evaluate all available information according to the applicable standards set forth herein. A record of the proceedings shall be made and retained as a public record.
- (e) Approval timeline. The preservation commission shall approve, approve with modifications or deny the requested designation within ten days after the public hearing; provided, however, that the preservation commission may not modify a designation to extend beyond the property described in the application unless a new application is filed and the procedure repeated. Rescission of designation for economic reasons is subject to timelines as specified under subsection 114-182(2). A majority vote of the entire preservation commission is required for approval.
- (f) Informing parties of interest. Following the public hearing, the secretary of the preservation commission shall prepare a report on the outcome of the preservation commission's action including all available information for submission to the city council within 30 days, as an information item. The owner(s) of record and parties who spoke at the public hearing shall be notified promptly by a letter containing information on the preservation commission's decision. Notification shall also be given to the city clerk, building inspector and the city assessor. The preservation commission shall cause the designation or rescission to be recorded at city expense in the county register of deeds' office.
- (g) Effect of denial. If the preservation commission denies the petition, no petitioner or applicant can file for 90 days to the secretary of the preservation commission to consider this same request.
- (h) Effect of approval. Properties approved for designation as historic structures, sites, districts or neighborhoods become subject to all provisions of this division. Properties approved for a rescission of dedication are no longer subject to the provisions of this division.
- (i) Voluntary restrictive covenants. The owner of any historic structure or site may at any time following such designation of his property enter into a restriction covenant on the subject property after negotiation with the commission. The commission may assist the owner in preparing such covenant in the interest of preserving the historic property. The owner shall record such covenant in the county register of deeds office and shall notify the city assessor of such covenant and the conditions thereof.
- (4) After the date of filing an application, as outlined above, until the date of a final decision by the preservation commission no building permit shall be issued for the alteration, construction, demolition, or removal of the

nominated property except as permitted under the provisions of section 114-179. In no event shall the delay so imposed exceed 210 days.

(Ord. No. 643-09, §§ I, II, 4-8-09)

### **Sec. 114-178. Establishment of regulated work, activities and uses.**

- (1) Work on designated property and improvements shall be regulated as follows:
  - (a) Historic structures. No alterations, interior construction which affects structural members, exterior construction or exterior demolition may be performed on designated historic structures or the property on which they are located, except as have been approved by a certificate of appropriateness. Such work is herein referred to as "regulated work".
  - (b) Historic sites, districts and neighborhoods. No alterations, exterior construction or exterior demolition may be performed on property and improvements located within an area that has been designated under this division as an historic site, district or neighborhood, except as have been approved by a certificate of appropriateness. Such work is herein referred to as "regulated work".
- (2) Signs, banners, canopies and the like for designated properties are subject to the same restrictions as "regulated work".
- (3) Regulated work restricted.
  - (a) Any application for a permit from the building inspector involving regulated work shall be filed with the preservation commission. Unless such certificate has been granted by the preservation commission, the building inspector shall not issue a permit for any such work.
  - (b) No one shall cause or permit any regulated work to be performed unless a certificate of appropriateness has been granted by the preservation commission.

(Ord. No. 643-09, §§ I, II, 4-8-09)

### **Sec. 114-179. Certificate of appropriateness, procedure.**

- (1) *Application.* Persons wishing to undertake regulated work shall file an application for a certificate of appropriateness at the city clerk's office on forms provided for that purpose. Each application shall be accompanied by all relevant plans and specifications for the work to be undertaken. The city clerk, within seven working days, shall submit copies of all applications to the preservation commission.
- (2) *Review and approval process.*
  - (a) *Preapplication consultation.* Any applicant may request a meeting with the preservation commission before submitting an application for a certificate of appropriateness and may consult with the preservation commission during the review of the application.
  - (b) *Decision.* At the next regular meeting following receipt of all necessary materials for review of the certificate of appropriateness, the preservation commission shall review and decide upon the application. The applicant may request a special meeting if the next regular preservation commission meeting is scheduled 15 days or more after the city's receipt of all necessary materials. The preservation commission shall grant a certificate of appropriateness if it finds that the proposed work is clearly appropriate and in accordance with the applicable criteria set forth in subsection (4). Copies of the certificate of appropriateness shall be forwarded to the owner(s) of record and the building inspector.

- (c) *Effect of denial.* When an application has been denied, the preservation commission shall notify the applicant in writing of the decision, with reasons for denial. The denial letter shall list the criteria and standards set forth in subsection (4), which if met, would make the application acceptable to the preservation commission. Within 30 days of receipt of the notification of denial, the applicant must either file a written modification of his application bringing it in conformity with the criteria and standards set forth in the denial letter or file an appeal to the common council on the basis of economic hardship. If the applicant fails to respond in either of those ways, in the required timeframe, the application shall be deemed null and void.
- (d) *Action on modified applications.* Following denial of a certificate of appropriateness, within 30 days of the receipt of a written modification, the preservation commission shall issue or deny the certificate of appropriateness in accordance with the established procedures and criteria detailed in this section.
- (3) *Changes following issuance of a certificate of appropriateness.* After the issuance of a certificate of appropriateness, no change may be made in the proposed work without review and approval of a new application for a certificate of appropriateness.
- (4) *Criteria.* In making a determination whether to issue or deny a certificate of appropriateness, the preservation commission shall consider, among other things, the effect of the proposed construction, alteration, removal or demolition upon historic, aesthetic or architectural value, characteristics and significance of the structure, site, neighborhood and/or district. The criteria to be used by the preservation commission in making its determination shall include, but are not limited to:
- (a) The maintenance of the significant original qualities or character of the structure or property, including, if significant, its landscape. The removal or alteration of any historic or distinctive architectural features shall be avoided.
  - (b) The compatibility of the architectural style and design detailing the proposed construction, alteration, addition or repair with the original architecture of the landmark or styles within the historic district.
  - (c) The compatibility of the general design, arrangement, scale, texture or materials of the construction or alteration, with the historic, aesthetic or architectural values, characteristics and significance of the historic district and/or landmark.
  - (d) The relationship of the location of the construction, alteration, or demolition to the streets, public or semipublic ways and any other improvement or property within a historic district.
  - (e) Whether, in the case of a designated historic structure, site or structure within an historic district, the proposed work would detrimentally change, destroy or adversely affect any exterior architectural feature of the improvement upon which such work is to be done.
  - (f) Whether, in the case of the construction of a new improvement upon an historic site, the exterior of such improvement would adversely affect or not harmonize with the external appearance of other neighboring improvements on such site.
  - (g) Whether construction, alteration and demolition are done in accordance with the following:
    1. All buildings, structures, and sites are recognized as products of their own time, and alterations have a historical basis.
    2. Such exterior physical changes as may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. Because these changes may have acquired significance in their own right, this significance should be recognized and respected.
    3. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site are treated with sensitivity.

4. Deteriorated architectural features are repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material need not be identical to but should match the material being replaced in composition, design, color, texture and other visual qualities.
5. The surface cleaning of structures is undertaken with the gentlest means possible. Abrasive cleaning and other cleaning methods that will damage the historic building materials should not be undertaken.
6. Every reasonable effort will be made to protect and preserve archaeological resources affected by, or adjacent to, any project.
7. Contemporary design for alterations and additions to existing properties is undertaken in such a manner that it does not destroy significant historical, architectural or cultural materials, and such design is compatible with the size, scale, color, material and character of the property, neighborhood or environment as outlined:
  - a. Height. The height of the proposed structure or additions or alterations should be compatible with surrounding structures.
  - b. Proportions of structure's front façade. The proportions and relationships between the width and height of the proposed structure should be compatible with nearby structures.
  - c. Proportions of openings into facility. The proportions and relationships between doors and windows should be compatible with existing structures.
  - d. Relationship of building masses and spaces. The relationship of a structure to the open space between it and adjoining structures should be compatible.
  - e. Roof shapes. The design of the roof should be compatible with adjoining structures.
  - f. Landscape and appurtenances. Landscaping and the use of appurtenances should be sensitive to the individual structures, its occupants and their needs. Further, the landscape treatment should be compatible with surrounding structures and landscapes.
  - g. Scale of structure. The scale of the structure should be compatible with surrounding structures.
  - h. Directional expression of front elevation. Street façades should blend with other structures with regard to directional expression. When adjacent structures have a dominant horizontal or vertical expression, this should be carried over and reflected.
  - i. Architectural details. Architectural details and materials should be incorporated as necessary to relate the new with the old and to preserve and enhance the inherent characteristics of that area.
8. Wherever possible, new additions or alterations to structures should be done in such manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would not be impaired.

(Ord. No. 643-09, §§ I, II, 4-8-09)

### **Sec. 114-180. Certificate of economic hardship.**

- (1) *Eligibility and terms.* Notwithstanding any of the provisions of this division to the contrary, the common council may issue a certificate of economic hardship to allow the performance of work for which a certificate of appropriateness has been denied. The certificate of economic hardship requires a two-thirds vote of the

full council upon a clear showing of economic hardship by the applicant in accordance with the terms of this section.

- (2) *Application.* To be considered for a certificate of economic hardship the applicant shall provide the following information in an affidavit signed by the owner of the subject property:
- (a) The amount paid for the property, the date of purchase and the party from whom purchased (including description of the relationship, if any, between the owner and the person from whom the property was purchased).
  - (b) The assessed value of the land and improvements thereon according to the two most recent assessments.
  - (c) Real estate taxes for the previous two years, and proof that they are paid in full.
  - (d) Annual debt service, if any, for the previous two years.
  - (e) All appraisals obtained within the previous two years by the owner or applicant in connection with his purchase, financing or ownership of property.
  - (f) Any listing of the property for sale or rent, price asked and offers received, if any.
  - (g) Any consideration by the owner as to profitable adaptive uses for the property.
  - (h) If the property is income-producing, the annual gross income from the property for the previous two years, itemized operating and maintenance expenses for the previous two years, and annual cash flow, if any, during the same period.
  - (i) A description of the necessity for the work, as proposed, explaining the economic hardship resulting from denial of the certificate of appropriateness and/or the economic hardship that would be incurred in efforts to satisfy the criteria detailed in the denial of the certificate of appropriateness.
- (3) *Decision.* If the common council finds that, without approval of the proposed work, the property and improvements cannot be put to a reasonable beneficial use or the owner cannot obtain a reasonable economic return therefrom the common council is authorized to issue a certificate of economic hardship. If the common council finds otherwise, it shall deny issuance of the certificate of economic hardship. At the discretion of the common council a final decision regarding issuance of the certificate of economic hardship may be delayed for a period not to exceed six months. During this period of delay, the applicant shall investigate plans to allow for a reasonably beneficial use or a reasonable economic return, or to otherwise preserve the subject property and improvements. The common council may request that the preservation commission provide assistance to the applicant in this endeavor. Upon a decision by the common council regarding a certificate of economic hardship, the city clerk shall notify the preservation commission, the applicant and the building inspector within seven days.
- (4) *Effect of decision.* The issuance of a certificate of economic hardship acts in lieu of a certificate of appropriateness for the identified work. The building inspector may proceed to issue building permits for such work following standard procedures once a certificate of economic hardship has been granted.

(Ord. No. 643-09, §§ I, II, 4-8-09)

### **Sec. 114-181. Miscellaneous provisions.**

- (1) *Notice to preservation commission.* The city administrator or designee shall provide notice in writing to the chairperson of the preservation commission at least 15 days in advance of any forthcoming public hearings regarding zoning, conditional use or variance petitions involving designated properties. Additionally, the building inspector shall provide notice in writing to the chairman of the preservation commission at least 60 days in advance of plans by the city to alter or demolish a designated property owned by the city.

- (2) *Affirmation of existing codes and ordinances.* Nothing contained in this division shall supersede the powers of other local legislative or regulatory bodies, or relieves any property owner from complying with the requirements of any other applicable codes and ordinances.

(Ord. No. 643-09, §§ I, II, 4-8-09)

### **Sec. 114-182. Demolition and rescission.**

- (1) *Regulation of demolition.* No permit to demolish all or part of an historic structure shall be granted by the building inspector, except as follows:
- (a) At such time as a person applies for a permit to demolish such property, the application shall be filed with the preservation commission. Upon application, the preservation commission may refuse to grant such written approval for a period of up to ten months from the time of such application, during which time the commission and the applicant shall undertake serious and continuing discussions for the purpose of finding a method to save such property. During such period, the applicant and the commission shall cooperate in attempting to avoid demolition of the property. At the end of this ten-month period, if no mutually agreeable method of saving the subject property bearing a reasonable prospect of eventual success is underway or no formal application for funds from any governmental unit or nonprofit organization to preserve the subject property is pending, the common council may direct the building inspector to issue the permit to demolish the subject property without the approval of the preservation commission.
  - (b) In determining whether to allow the issuance of a permit for any demolition, the preservation commission shall consider and may give decisive weight to any or all of the following:
    1. Whether the building or structure is of such architectural or historic significance that its demolition would be detrimental to the public interest and contrary to the general welfare of the people of the city and the state.
    2. Whether the building or structure is of such old and unusual or uncommon design, texture and/or material that it could not be reproduced or be reproduced only with great difficulty and/or expense.
    3. Whether retention of the building or structure would promote the general welfare of the people of the city and the state by encouraging study of American history or architecture design, or by developing an understanding of American culture and heritage.
    4. Whether the building or structure is in such a deteriorated condition that it is not structurally or economically feasible to preserve or restore it, provided that any hardship or difficulty claimed by the owner that is self-created or is the result of any failure to maintain the property in good repair cannot qualify as a basis for the issuance of a demolition permit.
  - (c) An appeal from the decision of the preservation commission to grant or deny a demolition permit or to suspend action on a demolition application may be taken to the common council by the applicant for the demolition permit or by the mayor or the council member of the district in which the subject building or structure is located. Such appeal shall be initiated by filing a petition to appeal specifying the grounds with the city clerk within ten days of the date the final decision of the preservation commission is made. The city clerk shall file the petition to appeal with the common council. After a public hearing, the council may by favorable vote of two-thirds of its members, reserve or modify the decision of the preservation commission if, after balancing the interest of the public in preserving the subject property and the interest of the owner in using it for his own purposes, the council finds that owing to special conditions pertaining to the specific piece of property, demolition will preclude any and all reasonable use of the property and/or a failure to approve the demolition will cause serious

hardship for the owner, provided that any self-created hardship shall not be a basis for reversal or modification of the preservation commission's decision.

- (2) *Rescinding designation of historic structures, sites or structures within an historic district for economic reasons.* Any person who is listed as the owner of record of an historic structure, site, or structure within an historic district at the time of its designation who can demonstrate to the preservation commission that by virtue of such designation he is unable to find a buyer willing to preserve such an historic structure or site even though he has made reasonable attempts in good faith to find and attract such a buyer, may petition the preservation commission for a rescission of its designation. Following the filing of such petition with the secretary of the preservation commission:
- (a) The owner and the preservation commission shall work together in good faith to locate a buyer for the subject property who is willing to abide by its designation.
  - (b) If at the end of a period not exceeding 12 months from the date of such petition no such buyer can be found and if the owner still desires to obtain such rescission, the preservation commission shall rescind its designation of the subject property.
  - (c) In the event of such rescission, the preservation commission shall notify the city clerk, the building inspector and the city assessor of the rescission and shall cause the rescission to be recorded at its own expense in the office of the county register of deeds.
  - (d) Following such rescission, the preservation commission may not redesignate the subject property an historic structure or site for a period of not less than five years following the date of rescission.

(Ord. No. 643-09, §§ I, II, 4-8-09)

### **Sec. 114-183. Conformance with regulations.**

Every person in charge of any historic structure or site shall maintain the structure or site or cause or permit it to be maintained in a condition consistent with the provisions of this division. The city council may appoint the building inspector or other designee to enforce this division. The duties of the designee shall include periodic inspection at intervals provided by the city council of designated historic structures and sites. These inspections may include physical entry upon the property and its improvements with permission of the owner to ensure that interior alterations or maintenance will not jeopardize the exterior appearance or structural stability of the improvement. If an owner refuses permission for entry for purposes of inspection, the building inspector may obtain a warrant of entry pursuant to Wis. Stats. § 66.122, and take any other reasonable measures to further enforce this division.

(Ord. No. 643-09, §§ I, II, 4-8-09)

### **Sec. 114-184. Maintenance of historic structures, sites and districts.**

- (1) Every person in charge of an improvement on an historic site shall keep in good repair all of the exterior portions of such improvement and all interior portions thereof that, if not so maintained, may cause or tend to cause the exterior portions of such improvement to fall into a state of disrepair. This provision shall be in addition to all other provisions of law requiring such improvement to be kept in good repair.
- (2) Insofar as they are applicable to an historic structure, site or district designated under this division, any provision of articles III and V of chapter 18, may be varied or waived on application to the appropriate board having such jurisdiction over such chapters or in the absence of such board, to the building inspector, provided such variance or waiver does not endanger public health or safety.

(Ord. No. 643-09, §§ I, II, 4-8-09)

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**Sec. 114-185. Conditions dangerous to life, health or property.**

Nothing contained in this division shall prohibit the making of necessary construction, reconstruction, alteration or demolition of any historic structure or any improvement on an historic site pursuant to order of any governmental agency or any court judgment for the purpose of remedying emergency conditions determined to be dangerous to life, health or property. In such cases, no approval from the preservation commission shall be required.

(Ord. No. 643-09, §§ I, II, 4-8-09)

**Sec. 114-186. Penalties for violations.**

Any person violating any provisions of this division or any regulation, rule or order made under this division shall be subject to a penalty as provided in section 1-14.

(Ord. No. 643-09, §§ I, II, 4-8-09)

**Sec. 114-187. Appeal process.**

An appeal from any final decision made by the preservation commission pursuant to sections 114-177 through 114-179, or any other final decision made by the preservation commission may be made to the common council by an aggrieved party. Such appeal shall go directly to the common council and shall not first be heard by the committee of the whole. Such appeal shall be initiated by the aggrieved party filing a petition to appeal specifying the grounds for the appeal with the city clerk within 15 days of the date the final decision of the preservation commission was made. The city clerk shall file the petition to appeal with the common council. The common council shall schedule the appeal to be heard at its next regularly scheduled council meeting. When the appeal is heard, the common council shall first hear from the aggrieved party and shall then hear from a representative of the preservation commission. The parties may present additional witnesses and the common council may call its own witnesses. In considering the appeal, the burden shall be upon the aggrieved party to prove by a preponderance of the evidence that the preservation commission has inappropriately applied the criteria to be considered in making the initial decision. Following the receipt of testimony, the council may, by favorable vote of two-thirds of its members, approve the appeal.

(Ord. No. 794-24, § 1, 6-4-24)



## Agenda Item Report

**Meeting Type: Historic Landmarks Preservation Commission**

**Meeting Date: May 27, 2026**

**Item Title:** Consider and take action regarding purchasing additional historic recognition yard signs

**Submitted By:** David Bennett, Communications & Economic Development Coordinator

### Detailed Description of Subject Matter:

Nagle and Gilbertson have identified additional properties to receive historic recognition yard signs to be purchased in 2026. A total of \$2,500 was budgeted in the Planner; Historic Preservation / Operations line item for 2026. The account currently has \$2,447.08 available for historic recognition, mailings, etc. that are not tied to existing Historic Landmark Preservation Commission accounts.

The total pricing is \$3,919.00 and the quantities would need to be reduced to stay within budget. The pricing is good for 30 days, which means that additional signage for historic recognition would need to be purchased after January 1, 2027, using allocated 2027 funds that have yet to be determined.

Staff recommends purchasing up to \$2,400 to allow for some wiggle room in the budget in case there's additional mailers, etc.

### List all Supporting Documentation Attached:

- List of Possible Yard Sign Recipients
- Yard Sign Quotes

### Action Requested of the Historic Landmarks Preservation Commission:

Review and approve additional historic recognition yard signs to purchase for up to \$2,400

### Strategic Plan Objective:

## Prairie Street Historic District (20)

254 S Lewis St.	1860	David & Amelia Sturges	Prairie Street Historic District
649 Narrow St.	1860	Rueben W. Chadbourn (Carriage Barn)	Prairie Street Historic District
250 S Charles St.	1862	Martin & Ursula Starkweather	Prairie Street Historic District
415 W Prairie St.	1867	Emmons & Emily Chapin	Prairie Street Historic District
406 W Prairie St.	1869	Robert & Esther Griffith	Prairie Street Historic District
430 W Prairie St.	1869	John & Prudence Sedgwick	Prairie Street Historic District
461 W Prairie St.	1869	William & Mary Polley	Prairie Street Historic District
332 W Prairie St.	1870	Hiram & Margarett Seffens	Prairie Street Historic District
444 W Prairie St.	1897	S. Wright Andrews, Esq.	Prairie Street Historic District
510 W Prairie St.	1877	Myron & Celia Sawyer	Prairie Street Historic District
353 W Prairie St.	1889	William R. & Florence Turner	Prairie Street Historic District
329 W Prairie St.	1896	Abram & Velina Coapman	Prairie Street Historic District
509 W Prairie St.	1897	James & Henrietta Goff	Prairie Street Historic District
410 S Lewis St.	1899	Helen M. Brown	Prairie Street Historic District
422 W Prairie St.	1902	William & Jennie Edwards	Prairie Street Historic District
532 W Prairie St.	1907	Frederick & Cornelia Hurd	Prairie Street Historic District
425 W Prairie St.	1914	Dr. Mortimer & Grace Bartley	Prairie Street Historic District
341 W Prairie St.	1920	Martha & Fred Briese	Prairie Street Historic District
525 W Prairie St.	1924	Frank & Elizabeth Roob	Prairie Street Historic District
457 W Prairie St.	1926	Frank & Minnie Goffin	Prairie Street Historic District

## South Dickason Blvd Historic District (15)

254 S Dickason Blvd.	1857	Joseph W. Hulbert	S Dickason Boulevard Historic District
239-241 S Dickason Blvd.	1867	Columbus Presbyterian Church	S Dickason Boulevard Historic District
337 S Dickason Blvd.	1868	Methodist Church Parsonage	S Dickason Boulevard Historic District
351 S Dickason Blvd.	1868	Universalist Church	S Dickason Boulevard Historic District
248 S Ludington St.	1872	J. Fayette & Adaline Allen	S Dickason Boulevard Historic District
253 S Dickason Blvd.	1872	J. Fayette & Adaline Allen	S Dickason Boulevard Historic District
227 S Dickason Blvd.	1896	Charles & Johanna Ulm	S Dickason Boulevard Historic District
319 S Dickason Blvd.	1896	Edwin & Alice Harris	S Dickason Boulevard Historic District
242 S Dickason Blvd.	1899	G. A. Buhrman	S Dickason Boulevard Historic District
316 S Dickason Blvd.	1899	Elizabeth Hughes	S Dickason Boulevard Historic District
134 W Prairie St.	1900	John & Mary Bibow	S Dickason Boulevard Historic District
141 W Prairie St.	1910	John & Olga Kumm	S Dickason Boulevard Historic District
129 W Prairie St.	1911	Theron & Marcella Edwards	S Dickason Boulevard Historic District
320 S Ludington St.	1915	Albert & Esther Henck	S Dickason Boulevard Historic District
147 W Prairie St.	1921	Mary Fritz	S Dickason Boulevard Historic District

## Additional (3)

304 N Ludington St.	1886	German Methodist Church Parsonage
513 W Harrison St.	1850	Alfred & Mary Topliff
419 S Ludington St.	1854	Robert & Esther Quickenden

# Historic Churches (some turned homes)

239-241 S Dickason Blvd  
Columbus Presbyterian Church



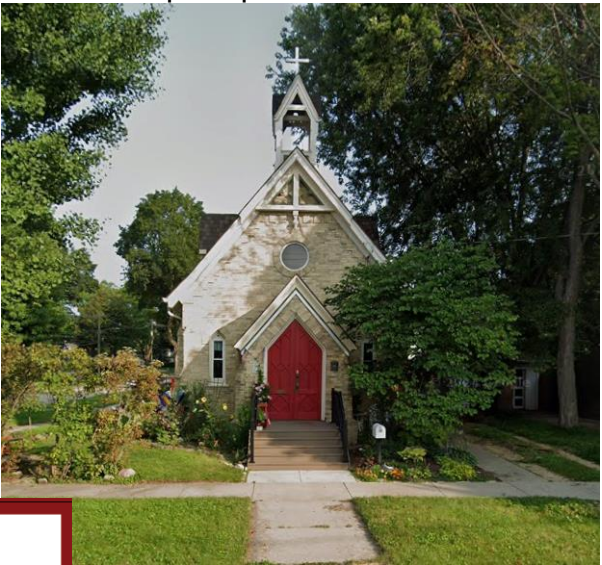
351 S Dickason Blvd.  
Universalist Church



210 W Mills St.  
First Congregational Church of  
Columbus



154 S Spring St.  
St. Paul's Episcopal Church



**HISTORIC CHURCH**

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**1867**

**COLUMBUS PRESBYTERIAN CHURCH**

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COLUMBUS HISTORIC LANDMARKS & PRESERVATION COMMISSION



To: Miscellaneous Commercial Sales  
1000 Uniek Dr  
Waunakee, WI, 53597-8501

May 14, 2026

Subject: Letter of Quote

Quote ID: 59563

Dear Customer,

We are pleased to provide you with the attached quote for your review and approval.

This letter of quote excludes freight to customer location.

Prices quoted are firm for 30 days from the date of this letter.

Summary of Products	Quantity	Price/Piece	Price
Columbus Landmarks and Preservation Commission Yard Signs - Qty 33	33	\$35.3939	\$1,168
Columbus Landmarks and Preservation Commission Yard Signs - Qty 38	38	\$32.8684	\$1,249
Columbus Landmarks and Preservation Commission Yard Signs - Qty 40	40	\$37.5500	\$1,502
<b>TOTAL:</b>			<b>\$3,919</b>

#### Columbus Landmarks and Preservation Commission Yard Signs - Qty 33

**Flat Size:** 12.0000 X 16.0000  
**Finished Size:** 12.0000 X 16.0000.  
**Materials:** 3 mm Max Metal - White DP.  
**Inks:** 4 color process on the face.  
**Print:** Wide Format: Print Direct to Substrate.  
**Finishing:** Wide Format Laminate (Single Sided) and Cut to Shape / Size.

#### Columbus Landmarks and Preservation Commission Yard Signs - Qty 38

**Flat Size:** 12.0000 X 16.0000  
**Finished Size:** 12.0000 X 16.0000.  
**Materials:** 3 mm Max Metal - White DP.  
**Inks:** 4 color process on the face.  
**Print:** Wide Format: Print Direct to Substrate.  
**Finishing:** Wide Format Laminate (Single Sided) and Cut to Shape / Size.

#### Columbus Landmarks and Preservation Commission Yard Signs - Qty 40

**Flat Size:** 12.0000 X 16.0000  
**Finished Size:** 12.0000 X 16.0000.  
**Materials:** 3 mm Max Metal - White DP.  
**Inks:** 4 color process on the face.  
**Print:** Wide Format: Print Direct to Substrate.  
**Finishing:** Wide Format Laminate (Single Sided) and Cut to Shape / Size.

Thank you

Rob Hanks  
Suttle-Straus

Item #4.

This quotation is accepted this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in accordance with the terms and conditions posted on the Suttle-Straus website: [www.suttle-straus.com/terms](http://www.suttle-straus.com/terms).

Accepted By: \_\_\_\_\_



## Agenda Item Report

**Meeting Type:** Historic Landmarks Preservation Commission

**Meeting Date:** May 27, 2026

**Item Title:** Consider and take action regarding the 2026 Summer Concert Series

**Submitted By:** David Bennett, Communications & Economic Development Coordinator

**Detailed Description of Subject Matter:**

Staff had discussion with the City Finance Director regarding possibly pre-paying for the bands at the 2026 Summer Concert Series. As discussed at the previous Historic Landmarks Preservation Commission (HLPC) meeting, the question of being able to present a physical check immediately after the band performs was brought to the Finance Director. The City's Finance Director brought up some concerns and thought it would be best to continue payment based on how it was handled last year following the City purchasing policy. This involves confirmation the concert took place, then staff would submit an invoice / contract stating the amount to be paid and who to pay to the Finance Department for processing and payment.

Yard signs for the concerts have been spotted, staff would like to remind supporters to make sure the signs are not in the public right-of-way. Additionally, promoting on the City website and Facebook page will be started the week before Memorial Day.

**List all Supporting Documentation Attached:**

**Action Requested of the Historic Landmarks Preservation Commission:**

Discussions, possibly take action on items related to the Summer Concert Series

**Strategic Plan Objective:**



## Agenda Item Report

**Meeting Type: Historic Landmarks Preservation Commission**

**Meeting Date: May 27, 2026**

**Item Title:** Consider and take action regarding 2027 budgeting and capital improvement projects

**Submitted By:** David Bennett, Communications & Economic Development Coordinator

**Detailed Description of Subject Matter:**

At previous meetings, the Commission along with staff discussed possible items to budget for and possible capital improvement projects (CIP) in 2027. Many good ideas were brought up including:

- Additional historical recognition yard signs
- Mailers and postage
- Including Rest Haven on the 2027 CIP

It has been noted that the Historic Landmarks Preservation Commission will no longer be hosting the Summer Concert Series beginning in 2027.

Staff would like to have a nearly complete list of projects and budgeted items for the June 2026 meeting to begin preparations for the 2027 budget process.

**List all Supporting Documentation Attached:**

**Action Requested of the Historic Landmarks Preservation Commission:**

Discuss and provide recommendation to staff possible 2027 budget and capital improvement project requests

**Strategic Plan Objective:**



## Agenda Item Report

**Meeting Type: Historic Landmarks Preservation Commission**

**Meeting Date: May 27, 2026**

**Item Title:** Discuss initial draft of the zoning code rewrite regarding historic preservation

**Submitted By:** David Bennett, Communications & Economic Development Coordinator

### Detailed Description of Subject Matter:

The Plan Commission has at its May 14<sup>th</sup> meeting reviewed an initial draft of the historic preservation code as part of a larger zoning code rewrite. The main changes from the current code include the following:

- Moving the Historic Landmarks Preservation Commission (HLPC) composition and powers and duties to the same chapter as all other City boards, committees, and commissions.
- Creation of downtown design standards to be reviewed by Plan Commission with input from HLPC.
- Giving final approval of local designation from HLPC to the Council pending review and recommendation by the HLPC. Appeals process is to be determined but could go through the Zoning Review Board. Locally designated properties would still need HLPC approval of a Certificate of Appropriateness and are subject to State and National historic regulations.

The new zoning code, if implemented, may impact the City's Certified Local Government (CLG) status.

The Plan Commission expressed interest of including input by the HLPC regarding any changes to the zoning code that impacts historic preservation along with a desire to include HLPC in potential downtown design reviews.

### List all Supporting Documentation Attached:

- Draft Historic Preservation Code Presentation Slides
- Draft Historic Preservation Zoning Code
- Draft Historic Landmarks Preservation Commission Division Code
- CLG Manual

### Action Requested of the Historic Landmarks Preservation Commission:

Discussion, provide written input for Plan Commission to consider.

### Strategic Plan Objective:

# City of Columbus Zoning Code Rewrite

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**Plan Commission  
May 14, 2026  
Historic Preservation Discussion**



# Today's Discussion

Item #7.

- Last Meeting (March 12)
  - Parking
- Today (May 14)
  - Present draft Historic Preservation Code sections and review key policy questions or changes with the Plan Commission

## Proposed Reorganization of the Zoning Code

- Article 1: Introduction
- **Article 2: Establishment of Zoning Districts**
- Article 3: Land Use Regulations
- Article 4: Bulk Regulations
- Article 5: Nonconforming Situations
- Article 6: Performance Standards
- **Article 7: Exterior Building Design Standards**
- Article 8: Landscaping Requirements
- Article 9: Signage
- **Article 10: Administration and Procedures**
- Article 11: Definitions

Historic Preservation Overlay District  
DMU District

DMU District – Downtown Design Standards

← **Part 2**

Downtown Design Review

# Existing Code Outline

- Zoning Code Division 9 – Historic Sites and Structures
- Section 114-173 through 114-187 includes:
  - purpose and intent
  - HLP Commission composition
  - HLP Commission powers and duties
  - Designation criteria
  - Designation procedures
  - Regulated work
  - Certificate of appropriateness procedures
  - Certificate of economic hardship
  - Misc. provisions
- Basically, a standard CLG (Certified Local Government) code

# Applicability of Existing Ordinance

- Only applies to **designated** local landmarks (structures, sites, neighborhoods, districts)
- Must be formally designated via ordinance procedures
  - Must follow nomination process
  - Current code has HLPC as final decider
- All alterations must receive certificate of appropriateness
  - Reviewed against historic preservation plan
  - HLPC approval within 45 days
  - Appealed to Council

# New Ordinance Approach

Item #7.

- Keep Historic Preservation Overlay (CLG) for formally designated local landmarks
- Add new Downtown Design Standards for DMU zoning district
  - Achieve community character goals in the downtown
  - Protecting community character doesn't necessarily require a formally designated downtown historic district

# Downtown Design District

- New ordinance creates downtown design standards applicable in the DMU (downtown) district
- Not an overlay, but:
  - Has standards specific to that zoning district
  - Has signage standards specific to that zoning district
  - Requires downtown design or alterations review (not a certificate of appropriateness)
  - Approval authority can be Plan Commission
    - Can have HLPC recommendation or not
    - PC action would be similar to site plan review in different districts
  - Doesn't apply to any historic resources outside of the DMU

# Example Standards

- Design theme:
  - Historic, pedestrian oriented development pattern... mixed-uses... minimal setbacks... on street parking... architectural styles popular at the time... Storefront facades... horizontal and vertical patterns... regularly spaced windows and doors...
- Setbacks
  - from DMU district
- Building mass
  - proportionate height and width from theme shall be maintained...
- Façade articulation
  - Required every 40 feet (recesses or projections – may be vertical or horizontal, may be achieved with materials, or structural breaks)

# Example Standards

- Materials
- Colors
  - Period-appropriate color palette examples include the Sherwin Williams historic exterior collections

# Historic Preservation Overlay

Item #7.

- Can keep the basic function of the existing ordinance
- Applies to designated properties, not to the downtown unless designated as such
- Unlocks certain state resources
  - grant for architectural survey, etc., tax credits for property owners
- Comes with added layer of governance
  - may be desired in some cases and not in others

# Policy Questions

Item #7.

- Keep Historic Preservation Overlay for use with designated landmarks?
- Use DMU Design Standards for downtown character?
- PC approval authority for downtown design review or add HLPC recommendation?

**Version May 15, 2026 - draft**  
 - MUNICIPAL CODE  
 Chapter 2 - ADMINISTRATION  
 ARTICLE IV. - BOARDS, AUTHORITIES AND COMMISSIONS  
 DIVISION 3.3. HISTORIC LANDMARKS AND PRESERVATION COMMISSION

***DIVISION 3.3. HISTORIC LANDMARKS AND PRESERVATION COMMISSION***

**Sec. 3.3-288. How constituted.**

The Historic Landmarks and Preservation Commission shall consist of seven members appointed by the mayor and confirmed by the council. One of the members of the commission shall be a city council member acting as a voting member of the commission. These members shall hold three-year terms. The commission shall elect by majority vote a chair, vice-chair and secretary. The commission shall meet at least once a year and when necessary. The council representative shall be appointed by the mayor each April, except for the initial appointment which shall be made as soon as practicable following the adoption of this division.

**Sec. 3.3-289. Powers and duties.**

It is declared a matter of public policy that there is value in preserving the history of the City of Columbus. The purpose of this commission is to:

- (1) Effect and accomplish the protection, recognition, enhancement and perpetuation of historic preservation structures and sites that represent or reflect elements of the city's cultural, social, and architectural history.
- (2) Safeguard the city's historic and cultural heritage as embodied and reflected in historic structures, sites, districts and neighborhoods.
- (3) Foster civic pride in the beauty and noble accomplishments of the past.
- (4) Protect and enhance the city's historic attractions for residents, tourists and visitors by supporting alternate uses of historic structures
- (5) Promote the use of historic structures, sites, districts and neighborhoods for the education, pleasure and welfare of the people of the city.

The activities and responsibilities of the board are set forth in the chart below:

Accounting	-Day to day accounting will be performed by the City Finance Director/Treasurer -The Finance Director/Treasurer shall determine how funding designated for historic preservation projects is allocated within city accounts -Only the Finance Director/Treasurer shall issue checks for payment of invoices
Members and Commission Meetings	-Meets at least once a year and when needed -Adhere to open meetings and public records law -Adhere to the City's Code of Ethics

	<ul style="list-style-type: none"> <li>-All official city documents shall be stored on city owned/leased equipment and/or in city owned/leased facilities</li> <li>-The purchasing policy must be followed</li> </ul>
Budgeting and Fundraising	<ul style="list-style-type: none"> <li>-May review budget reports related to historic preservation</li> <li>-May provide input for the funding of historic preservation projects and activities through the Community and Economic Development Department budget. Input must align with the established budget timeline.</li> <li>- May make recommendations to the capital improvements plan (CIP) through the Community and Economic Development Department. Input must align with the establish CIP timeline.</li> <li>-May make recommendations to apply for grants with council approval</li> <li>- Fundraising shall be approved on a project by project basis by the City Council or executed through the City's "Friends" group</li> <li>-Any donations shall be deposited as determined by the City Finance Director/Treasurer</li> </ul>
Facilities and Historic Structures	<ul style="list-style-type: none"> <li>-Makes recommendations regarding the alteration of designated historic public structures; specifically, structures that are considered contributing structures within a district or designated individually</li> <li>-Does not coordinate construction plans for the alteration of historic public structures or hire contractors.</li> <li>-Makes recommendations to plan commission/ council/state historical society if necessary</li> </ul>
Policies and Programming	<ul style="list-style-type: none"> <li>--Provide policy guidance in the development of plans related to historic preservation including the designation of local historic structures</li> <li>-Recognize historic buildings and sites</li> <li>-Develop historic preservation education and promotion programs</li> <li>-Collaborate with local historic preservation organizations</li> </ul>

## Section 114.02.22: Historic Preservation Overlay Zoning District

- (1) Purpose and Intent. It is hereby declared a matter of public policy that the protection, enhancement, perpetuation and use of improvements or sites of special character or special architectural, archeological or historic interest or value is a public necessity and is required in the interest of the health, prosperity, safety and welfare of the people. The purpose of this section is to:
  - (a) Effect and accomplish the protection, enhancement and preservation of such improvements, sites and districts which represent or reflect elements of the City's cultural, social, economic, political and architectural history.
  - (b) Safeguard the City's historic, prehistoric and cultural heritage, as embodied and reflected in such historic structures, sites and districts.
  - (c) Stabilize and improve property values, and enhance the visual and aesthetic character of the Village.
  - (d) Protect and enhance the City's attractions to residents, tourists and visitors, and serve as a support and stimulus to business and industry.
- (2) **Historic Landmark and Preservation Commission Composition.**
  - (a) An Historic Landmarks and Preservation Commission is created, consisting of seven members. Each member shall have to the highest extent practicable a known interest in historic preservation. The mayor shall appoint the commissioners, subject to confirmation by the common council. Each member shall serve staggered terms of three years. The terms of appointees shall commence on May 10 of the year of appointment.
  - (b) The commission shall annually designate a chairman, vice-chairman and secretary/treasurer from among its members who shall perform those duties as are common to their offices and shall adopt regular meeting dates and reasonable rules of procedure.
  - (c) The preservation commission may adopt specific operating guidelines for designation of historic sites, structures, districts and neighborhoods provided they are in conformity with criteria and standards established by this division.
- (3) Definitions. As used in this section, the following terms shall have the meanings indicated:
  - (a) Certificate of appropriateness. The certificate issued by the Commission approving alteration, rehabilitation, construction, reconstruction or demolition of an historic structure, historic site or any improvement in an historic district.
  - (b) Commission. The Historic Landmark and Preservation Commission described under this Section.
  - (c) Historic district. An area that contains two or more historic improvements or sites, which has been designated an historic district pursuant to the provisions of this section.
  - (d) Historic site. Any parcel of land of historic significance due to a substantial value in tracing the history or prehistory of man, or upon which an historic event has occurred, and which has been designated as an historic site under this section, or an improvement parcel, or part thereof, on which is situated an historic structure and any abutting improvement parcel, or part thereof, used as and constituting part of the premises on which the historic structure is situated.
  - (e) Historic structure. Any improvement which has a special character or special historic interest or value as part of the development, heritage or cultural characteristics of the Village, state or nation and which has been designated as an historic structure pursuant to the provisions of this section.

**Commented [SK1]:** Will remove this section. Instead proposed to move Composition into Municipal Code Chapter 2

**Commented [SK2]:** Will be moved to Chapter 2

- (f) Improvement. Any building, structure, place, work of art or other object constituting a physical betterment of real property, or any part of such betterment, including streets, alleys, sidewalks, curbs, lighting fixtures, signs and the like.
- (4) Historic structure, historic site and historic district designation criteria.
- (a) For purposes of this chapter, an historic structure, historic site, or historic district designation may be placed on any site, natural or improved, including any building, improvement or structure located thereon, or any area of particular historic, architectural, archeological or cultural significance to the City, such as historic structures, sites or districts which:
1. Exemplify or reflect the broad cultural, political, economic or social history of the nation, state or community;
  2. Are identified with historic personages or with important events in national, state or local history;
  3. Embody the distinguishing characteristics of an architectural type or specimen inherently valuable for a study of a period, style, method or construction, or of indigenous materials or craftsmanship;
  4. Are representative of the notable work of a master builder, designer or architect who influenced his age; or
  5. Have yielded, or may be likely to yield, information important to prehistory or history.
- (b) The Commission shall adopt specific operating guidelines for historic structure and historic site designation, providing such are in conformance with the provisions of this chapter.
- (c) The Commission may select geographically defined areas within the City to be designated as historic districts and shall prepare a historic preservation plan for each area. An historic district may be designated for any geographic area of particular historic, architectural or cultural significance to the City, after application of the foregoing criteria. Each historic preservation plan prepared for or by the Commission shall include a cultural and architectural analysis supporting the historic significance of the area, the specific guidelines for development, and a statement of preservation objectives.
- (5) Historic preservation commission powers and duties.
- (a) Designation.
1. The Commission shall have the power to recommend designation of historic structures, historic sites and historic districts within the City limits. All historic structure, historic site and historic district designations shall be made by the Common Council and shall be made pursuant to Subsection (5) hereof.
  2. Once designated, such historic structures, sites and districts shall be subject to all the provisions of this section and shall continue to be subject to all other provisions of this **Chapter 114**, Zoning Code, of this Municipal Code, including those provisions and requirements specific to the particular zoning district in which the said historic structure, site or district is situated.
- (b) Regulation of construction, reconstruction, alteration and demolition.
1. No owner or person in charge of an historic structure, historic site or structure within an historic district shall reconstruct, alter or demolish all or any part of the exterior of such property or construct any improvement upon such designated property or properties or cause or permit any such work to be performed upon such property or demolish such property unless a certificate of appropriateness has been granted by the Commission. Also,

unless such a certificate has been granted by the Commission, the Building Inspector shall not issue a permit for any such work.

2. Upon filing of any application for a certificate of appropriateness with the Commission, the Commission shall approve the applications unless:
    - a. In the case of a designated historic structure or historic site, the proposed work would detrimentally change, destroy or adversely affect any exterior feature of the improvement or site upon which said work is to be done;
    - b. In the case of the construction of a new improvement upon an historic site, or within an historic district, the exterior of such improvement would adversely affect or not harmonize with the external appearance or other neighboring improvements on such site or within the district;
    - c. In the case of any property located in an historic district, the proposed construction, reconstruction, exterior alteration or demolition does not conform to the purpose and intent of this section and to the objectives and design criteria of the historic preservation plan for said district;
    - d. The building or structure is of such architectural or historical significance that its demolition would be detrimental to the public interest and contrary to the general welfare of the people of the Village or state;
    - e. In the case of a request for the demolition of a deteriorated building or structure, any economic hardship or difficulty claimed by the owner is self-created or is the result of any failure to maintain the property in good repair.
  3. If the Commission determines that the application for a certificate of appropriateness and the proposed changes are consistent with the character and features of the property or district, it shall issue the certificate of appropriateness. The Commission shall make this decision within 45 days of the filing of the application.
  4. This issuance of a certificate of appropriateness shall not relieve the applicant from obtaining other permits and approvals required by the City. A building permit or other municipal permit shall be invalid if it is obtained without the presentation of the certificate of appropriateness required for the proposed work.
  5. Ordinary maintenance and repairs may be undertaken without a certificate of appropriateness, provided that the work involves repairs to existing features of an historic structure or site or the replacement of elements of a structure with pieces identical in appearance and material, and provided that the work does not change the exterior appearance of the structure or site and does not require the issuance of a building permit.
- (c) Appeals. Should the Commission fail to issue a certificate of appropriateness due to the failure of the proposal to conform to the guidelines, the applicant may appeal such decision to the Common Council within 30 days. In addition, if the Commission fails to issue a certificate of appropriateness, the Commission shall, with the cooperation of the applicant, work with the applicant in an attempt to obtain a certificate of appropriateness within the guidelines of the section.
- (d) Recognition of historic structures, sites and districts. At such time as an historic structure, site or district has been properly designated, the Commission, in cooperation with the property owner, may cause to be prepared and erected on such property, at City expense, a suitable plaque declaring that such property is an historic structure, site or district.
- (6) Procedures.

- (a) Nominations. Nominations for designation of a single property or an historic district under this chapter may be submitted to the Commission by the Historic Preservation Commission, the Common Council, the Plan Commission, or City staff. Members of the public may request consideration of a nomination; however, all nominations must be initiated or authorized by one of the above entities. The Commission shall review the nomination for completeness and eligibility under at least one of the criteria in Section 114.02.22(3)(a). The Commission, at its discretion, may then forward the nomination to the Common Council along with its recommendation for or against designation.
1. Nomination Application. Each application shall include all required elements of the City of Columbus Historic Designation Nomination Application.
- (b) Hearing. The Commission shall hold a public hearing to consider nominations for designation as historic structures and historic sites and for creation of historic districts. Notice of the time, place and purpose of the hearing shall be given to the owners of record, as listed in the Village tax roll, of the nominated property or whose property is situated in whole or in part within 300 feet of the said property. The notice of hearing shall be mailed to said owners at least 10 days prior to the hearing date.
- (c) Commission recommendation. Following the hearing, the Commission shall vote on the nomination and make its recommendations thereon to the Common Council.
- (d) Council action.
1. Designation of historic structures and historic sites. Upon receipt of the recommendations from the Commission, the Common Council shall either designate the property as an historic structure or an historic site or rescind such designation. After the designation or rescission has been made, the property owner or owners shall be notified of the Council's action. Any designation or rescission hereunder shall be recorded, at City expense, in the Columbia County or Dodge County, Wisconsin, Register of Deeds Office.
  2. Creation of historic district. Upon receipt of the recommendations from the Commission, the Common Council shall either designate or reject the historic district. Creation of the historic district shall constitute adoption of the plan prepared for that district and direct the implementation of said plan.
- (7) Effects of Denial. No application which has been denied shall be resubmitted for a period of 6 months from the date of said order of denial.
- (8) Interim control. No building permit shall be issued by the Building Inspector for alteration, construction, demolition, or removal of a nominated historic structure, historic site, or any property or structure within a nominated historic district from the date of the meeting of the Commission at which a nomination form is first presented until the final disposition is authorized by formal resolution of the Common Council as necessary for public health, welfare, or safety. In no event shall the delay be for more than 180 days.
- (9) Penalties for violations. Any person or persons violating any provision of this section shall, upon conviction, be subject to a penalty as provided in Section 66 of the City of Columbus Municipal Code. Notice of violations shall be issued by the Building Inspector.

**Commented [SK3]:** Please review. I changed this to address City feedback but we could change it back if it needs to stay that way to comply with CLG.

**Commented [SK4]:** What is correct Code section?

## Section 114.07.50: DMU Zoning District Design Standards

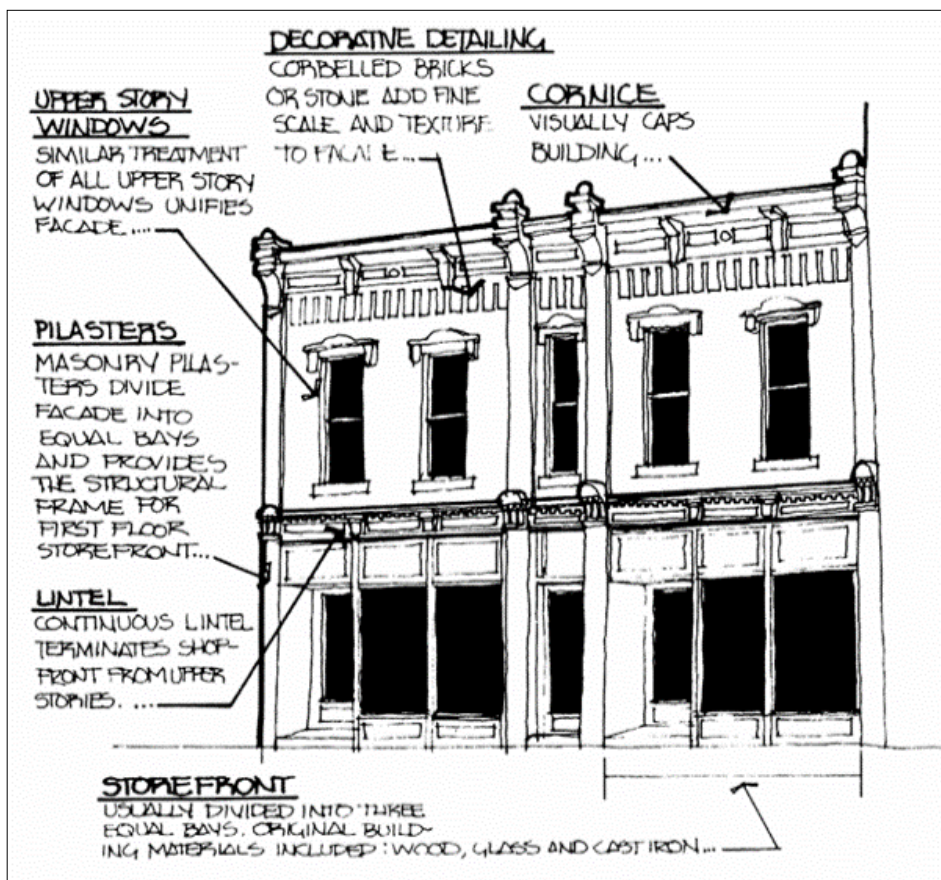
These standards apply to any land use, building, and structure within the Downtown Mixed Use zoning district constructed or altered after the effective date of this Chapter.

- (1) Purpose. This district is intended to preserve and enhance the special characteristics of downtown and shall promote the historic and architectural qualities of the area to preserve its original distinctive character by ensuring compatibility of design and architectural features and consistency with the recommendations of the Comprehensive Plan. Standards shall apply to the mapped boundaries of the Downtown Mixed Use zoning district.
- (2) Applicability. The regulations of this Section shall apply to new development and changes to the exterior of any building within the mapped boundaries of the Downtown Mixed Use zoning district.
- (3) Review and Approval.
  - (a) There are three categories of review in this district:
    1. **Renovation Review** (renovation of the exterior appearance of a property such as repainting, re-roofing, residing or replacing with identical colors, finishes, and materials)
    2. **Design Alteration Review** (change only in the exterior appearance of a nonresidential or multi-family property such as painting, roofing, siding, architectural component substitution, fencing, paving, or signage)
    3. **Project Review** (modification to the physical configuration of a property such as the erection of a new building, the demolition of an existing building, or the addition or removal of bulk to an existing building)
  - (b) Plan Commission and Historic Landmarks Preservation Commission review and approval may be required. The three categories and procedural requirements for review and approval are described fully in Section 114.07.51.
  - (c) Design standards for changes meeting the criteria for Project Review are found in Section 114.07.50(5), below. Design standards for changes meeting the criteria for Design Alteration Review or Renovation Review are found in Section 114.07.50(6), below.
  - (d) Designated Historic Structures. These regulations are separate and in addition to requirements related to changes to Local, State, and National Landmarks and properties as regulated by the City of Columbus Historic Landmarks Preservation Commission (see Section 114.02.22). Prior to taking action, Section 114.02.22 shall be followed for all locally-designated historic properties.

## Example Design Standards and Design Review

- (4) Design Theme: The design theme for the Downtown Mixed Use Zoning District is based on its historical, pedestrian-oriented development pattern that incorporates retail, residential, and institutional uses. Building orientation and character includes minimum setbacks at the edge of the sidewalk, use of alleys for access (if possible), and on-street or other off-site parking. The design theme is characterized by a variety of architectural styles popular at the time, including Italianate, Romanesque, and Neoclassical, in formats with office, storage, or residential located over commercial. The façades of these buildings have a traditional main street storefront appearance that can vary in scale depending on location and surroundings, have street yard and side yard setbacks of zero feet, have prominent horizontal and vertical patterns formed by regularly spaced window and door openings, detailed cornice designs, rich detailing in masonry coursing, window detailing and ornamentation, and are predominately brick, stone, or wood. Exterior building materials are of high quality. Exterior appurtenances are minimal. Exterior colors are harmonious, simple, and muted. Exterior signage blends, rather than contrasts, with buildings in terms of coloring (complementary to building), location (on-building), size (small), and number (few).

**Figure 114.07.50a: Architectural Components**



- (5) Design Standards for Project Review (New Construction, Building Additions, and Building Alterations).

- (a) The design standards contained in this Subsection shall apply to all changes meeting the criteria for Project Review (including all new buildings, building additions, and new building appurtenances). Such activities shall correspond to the following:
  - 1. The following requirements for building setback; height; building mass; horizontal rhythms (created by the placement and design of façade openings and related elements such as piers, columns); vertical rhythms (created by the placement and design of façade details such as sills, transoms, cornices and sign bands); roof forms; exterior materials; exterior surface features and appurtenances; exterior colors; exterior signage; on-site landscaping; exterior lighting; parking and loading area design; and the use of screening.
- (b) Building Setback. Throughout the district, the setback of buildings from street yard and side yard property lines shall conform to the design theme described in Subsection (4) above, as determined by the Plan Commission.
  - 1. No parking areas shall be located along any street frontage within the DMU district, unless an exception is granted through the conditional use process (Section 114.10.32).
- (c) Building Height.
  - 1. See Sections 114.04.11 to 114.04.14 for zoning district maximum height requirements.
- (d) Building Mass.
  - 1. Throughout the district, the massing of buildings may vary depending on location and surrounds, but shall conform to the design theme described in Subsection (4) above, as determined by the Plan Commission.
  - 2. The characteristic proportion (relationship between façade height and width) of the design theme shall be maintained.
  - 3. Building mass for large structures (with a façade area exceeding 5,000 square feet) shall integrate façade articulations to conform to the design theme described in Subsection (4), as determined by the Plan Commission.
- (e) Façade Articulation. As determined by the Plan Commission, façade lengths shall not be greater than 40 feet without articulation such as:
  - 1. Recesses or projections that step back or project a portion of the main façade plane.
  - 2. Recesses or projections of upper floors from the ground floor façade plane.
  - 3. Vertical division using different textures or materials.
  - 4. Division of the façade into individual units through the use of windows, entrances, arcades, porches, decks, balconies, lighting, or the incorporation of traditional storefront design along the ground floor per Section 114.07.50(6)(e).
  - 5. Roof form variation such as the inclusion of dormers, change in roof lines, or change in roof type.
  - 6. Public art installations located directly on a facade, such as murals (See Chapter 12.075 of the City of Columbus Municipal Code for public art standards).
- (f) Horizontal Rhythms. The horizontal pattern of exterior building elements formed by patterns of building openings for windows and doors, and related elements such as piers and columns shall be spaced at regular intervals across all visible façades of the building, and shall conform to the design theme described in Subsection (4) above, as determined by the Plan Commission.
- (g) Vertical Rhythms. The floor heights shall conform to the minimum and maximum height requirements of the DMU zoning district (Section 114.04.12). The rhythm of the ground floor shall harmonize with the rhythm of upper floors. The vertical pattern of exterior building

elements formed by patterns of building openings for windows and doors, and related elements such as sills, headers, transoms, cornices and sign bands shall conform to the design theme described in Subsection (4) above, as determined by the Plan Commission.

- (h) Roof Forms. Flat or gently sloping roofs which are not visible from the street shall be used. Mansards or other exotic roof shapes not characteristic of the design theme described in Subsection (4) above, as determined by the Plan Commission, shall not be used. See Figure 114.07.50b.

**Figure 114.07.50b: Roof Forms**



- (i) Exterior Materials. Selected building materials conform to the design theme described in Subsection (4) above, as determined by the Plan Commission.
  1. Masonry. Stone or brick facing shall be of even coloration and consistent size. Cinder block, concrete block, concrete slab, or concrete panel shall not be permitted.
  2. Siding.
    - a. Wood, fiber cement, textured metal clapboard siding, or an alternative appropriate high-quality siding material may be appropriate, particularly if the proposed non-masonry exterior was used on a building which conforms to the design theme described in Subsection (4) above, as determined by the Plan Commission.
    - b. Clapboard or board and batten may be appropriate in certain instances where used on the existing structure within the same block-face which conforms to the design theme described in Subsection (4) above, as determined by the Plan Commission.
    - c. Class IV materials are prohibited.
  3. Glazing. Clear, or slightly tinted glass or related glazing material shall be used. Mirrored glass, smoked glass, or heavily tinted glass shall not be permitted, unless needed in a special situation as determined by the Plan Commission.
  4. Colors. Paint colors used on exterior materials shall reflect the building's era of original construction, target era of restoration/renovation, and/or era of historical significance.

Applicants may choose their paint color choice within one of these contexts. New construction paint colors should complement surrounding structures.

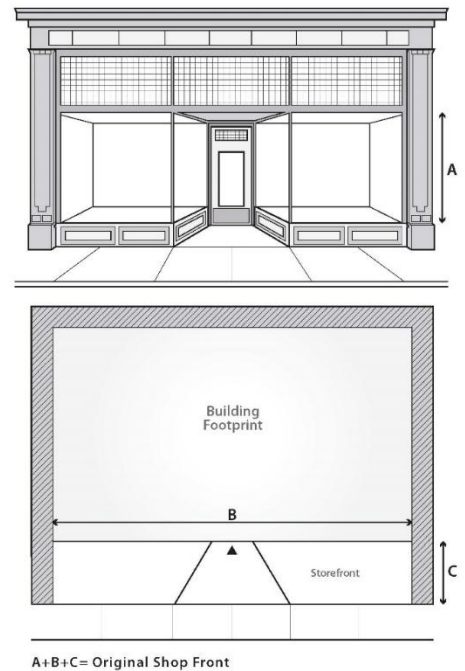
- a. Period-appropriate color palette examples include the Sherwin Williams historic exterior collections.
- (j) Exterior Surface. Exterior surface appurtenances shall conform to the design theme described in Subsection (4) above, as determined by the Plan Commission.
  - 1. The traditional storefront design theme (characterized by strong horizontal and vertical rhythms formed by building openings, windows, and transom windows) shall be employed for all new nonresidential buildings.
  - 2. Throughout the district, avoid cluttering building façades with brackets, wiring, meter boxes, antennae, gutters, downspouts and other appurtenances. Unnecessary signs shall also be avoided. Where necessary, such features shall be colored so as to blend in, rather than contrast, with the immediately adjacent building exterior. Extraneous ornamentation which is inconsistent with the design theme described in Subsection (4) above, as determined by the Plan Commission, is also prohibited.
- (k) Awnings and Marquees. Awning and marquee size, color and placement shall complement the architectural character of the building, as determined by the Plan Commission.
  - 1. Soft, weather-treated canvas or vinyl materials which allow for flexible or fixed installation shall be used for awnings.
  - 2. Aluminum or suspended metal canopies shall be permitted.
  - 3. Signage applied to awnings shall be simple and durable.
  - 4. Backlit awnings are prohibited.
- (l) Exterior Lighting. On-building exterior lighting shall be compatible and harmonious with the design theme described in Subsection (4) above and Section 114.06.20, as determined by the Plan Commission.
  - 1. On-Building Lighting. The design, color, height, location, and light quality of all on-building light fixtures shall be consistent for all light fixtures.
  - 2. Ground-Mounted Lighting. The design, color, height, location and light quality of ground-mounted lighting shall be consistent with the design theme described in Subsection (4) above, as determined by the Plan Commission.
- (m) Signage. See Article IX for all signage requirements.
- (n) Cleaning. Structural components and exterior materials shall be cleaned when necessary, and with only the gentlest possible methods.
  - 1. Low-pressure water, steam cleaning, and soft natural bristle brushes are permitted.
  - 2. Sandblasting and power washing (more than 400 psi) are prohibited.
  - 3. Other methods shall be pre-approved by the Plan Commission.
- (6) Design Standards for Design Alteration Review and Renovation Review (Changes to the Exterior Appearance of a Property).
  - (a) Applicability. The design standards contained in this Subsection shall apply for the following changes to the exterior of a property:
    - 1. All changes meeting the criteria for Design Alteration Review (including painting, roofing, siding, architectural component substitution, fencing, paving, and signage)

2. All changes meeting the criteria for Renovation Review (including repainting, re-roofing, residing, or replacing with identical colors, finishes, and materials)
  3. Any other instance in which existing construction is proposed for rehabilitation and/or restoration. (New projects, building additions, and new appurtenances and features shall comply with the Design Standards of Subsection (5), above.)
- (b) In General. Buildings shall be restored relying on physical evidence (such as photographs, original drawings, and existing architectural details) as much as possible, in keeping with the design theme described in Subsection (4) above, as determined by the Plan Commission.
- (c) Exterior Materials and Surface Features. Materials and features shall be replaced with exterior materials and surface features that create the same type of appearance as the original. If replacement is not possible, other features and materials may be used, provided they are compatible with the design and style of the building, as determined by the Plan Commission.
1. Where such knowledge is lacking, materials and features in common use at the time of building erection shall be used.
  2. Significant architectural features, including cornices, moldings and coursings shall be preserved or replaced with identical features and materials where possible.
- (d) Windows and Doors. The size, proportion, shape, and rhythm of original windows and doors shall not be altered.
1. Original window and door openings shall not be blocked. Where now blocked, blocked window and door openings shall be restored where possible.
  2. Window and door features, including lintels, sills, architraves, shutters, pediments, hoods and hardware, shall be preserved where possible.
    - a. If preservation is not possible, as determined by the Plan Commission, window and door features shall be replaced with identical features and materials. If replacement with identical features and materials is not possible, other features and materials may be used, provided they are compatible with the design and style of the building, as determined by the Plan Commission.
    - b. Dark frames (i.e. anodized bronze) shall be used to replace storefront and upper story windows.
    - c. Clear aluminum finishes and mill finish aluminum storm windows are prohibited.
    - d. If shutters are proposed, real, functional shutters or shutters that are the same dimensions as real, functional shutters (as opposed to purely decorative shutters) shall be used.
- (e) Storefronts. Storefronts shall fit inside the original shop front in terms of all 3 dimensions (vertical, horizontal and front to back articulation). See Figure 114.07.50c.
1. Display windows shall be restored to their original appearance.

Example Design Standards and Design Review

- 2. The configuration of display windows shall be substantially similar to the original configuration. This provision shall be construed to prohibit garage doors and bay windows when they were not part of the original building design.
- (f) Entrances, Porticos, and Porches. Original porches, and steps shall be retained, except as required to meet accessibility standards. Porches, porticos, steps, and related enclosures which do not comply with the architectural design theme, as determined by the Plan Commission, shall be removed. See Section 114.04.40 for ramp requirements.
- (g) Roofs. The original roof shape and character of visible materials shall be retained. Original architectural features which give the roof its essential character, including dormer windows, cupolas, cornices, brackets, chimneys and weathervanes, shall be preserved if in keeping with the architectural design theme described in Subsection (4) above, as determined by the Plan Commission.

**Figure 114.07.50c: Storefronts**



**Section 114.07.51: DMU District Design Review**

- (1) Purpose and Scope. The design standards of this Chapter are intended to preserve and enhance the aesthetic qualities of the community and attain a consistent visually pleasing image for the City. DMU District Design Review is designed to enhance both aesthetic and economic objectives of the City by controlling the site design and exterior appearance of development within the district in a manner which is consistent with sound land use, urban design, and economic revitalization principles. The application of these standards will ensure the long-term progress and broad participation toward these principles.
- (2) Procedure for Review and Approval. There are three categories of review: Renovation Review, Design Alteration Review, and Project Review. These procedures do not apply to any modifications to the interior of a building or structure. See Figure 114.07.51a below for a summary of the processes.

**Figure 114.07.51a: Process for DMU District Design Review**

Procedure	Type of Proposal		
	Renovation <sup>1</sup>	Design <sup>2</sup>	Project <sup>3</sup>
1. Consultation with Zoning Administrator, to confirm type of proposal	Yes	Yes	Yes
2. Submit Proposed and Existing Building Elevations	No	Yes	Yes
3. Submit Site Plan Application	No	No	Yes
4. Submit Conditional Use Permit Application	No	No	Yes
5. Review and action by Zoning Administrator	No	Yes	Yes
6. Review and comment by the Historic Landmarks Preservation Commission <sup>4</sup>	No	Yes	Yes
7. Review and action by Plan Commission	No	Yes	Yes
8. Review and action by the Historic Landmarks Preservation Commission <sup>4</sup>	No	Yes	Yes

KEY: **Yes** = Step is required. **No** = Step is not required.

<sup>1</sup>Only a replacement to or maintenance of the exterior of a property.

<sup>2</sup>Only a change in the appearance of a property.

## Example Design Standards and Design Review

<sup>3</sup>Modification to the physical configuration of a property, i.e. new building, addition, or demolition

<sup>4</sup>See Section 114.07.51(3)(c) and (d).

- (a) **Renovation Review.** Applications which involve only a renovation of the exterior appearance of a property (such as repainting, re-roofing, residing or replacing with identical colors, finishes, and materials), as determined by the Zoning Administrator, are considered a Renovation Review and may proceed with the project; no additional processes are required other than a building permit.
- (b) **Design Alteration Review.** Applications which involve a change only in the exterior appearance (such as painting, roofing, siding, architectural component substitution, fencing, or paving), but no modification to the physical configuration of a property are considered Design Alteration Review and are subject to review and approval by the Zoning Administrator and the Plan Commission. The Zoning Administrator shall serve as the liaison between the applicant and the Plan Commission in facilitating the review of an application and shall ensure that the technical and procedural requirements of the Zoning Ordinance are met. The Plan Commission shall serve as the final discretionary review body on aesthetics, building design, and site design, and shall focus its review on the application's compliance with sound aesthetic, land use, site design and economic revitalization practices. In part, this effort shall be guided by the Comprehensive Plan and other area plans.
  1. Procedure. Design Alteration Review proposals are subject to the following procedures:
    - a. The Zoning Administrator shall determine whether the Design Alteration Review application is complete and fulfills the requirements of this Chapter. If the application is determined to be incomplete, the Zoning Administrator, shall notify the applicant.
    - b. The Zoning Administrator shall coordinate review with the City's Departments.
    - c. The Zoning Administrator shall review and approve or deny the application.
  2. Application requirements. In addition to the application requirements for site plan review, all applications for Design Alteration Review shall be made to the Zoning Administrator, and shall be accompanied by the building permit application, and, in addition, shall be accompanied by all of the following, unless specifically waived in writing by the Zoning Administrator:
    - a. A depiction of the existing appearance of the property. Clear color photographs are recommended for this purpose. Scaled and dimensioned drawings of existing components such as windows, doors, railings, fencing or other site components, and/or detailed building elevations which are proposed for alteration or replacement may be required by the City.
    - b. A depiction of the proposed appearance of the property. Paint charts, promotional brochures, and/or clear color photographs of replacement architectural components are recommended for this purpose. Scaled and dimensioned drawings of proposed components such as windows, doors, railings, fencing or other site components, and/or detailed building elevations which are proposed for alteration or replacement may be required by the City.
    - c. A written description of the proposed modification, including a complete listing of proposed components, materials, and colors.
    - d. Written justification for the proposed alteration consisting of the reasons why the applicant believes the requested alteration is in harmony with the building design

standards of the Downtown Mixed-Use Zoning District (Section 114.07.50), if applicable.

3. The Zoning Administrator shall forward the Design Alteration Review application to the Plan Commission for review and final determination.
- (c) **Project Review.** Applications which involve modification to the physical configuration of a property (such as the erection of a new building, the demolition of an existing building, or the addition or removal of bulk to an existing building) are subject to Project Review by the Zoning Administrator and the Plan Commission. The Zoning Administrator shall serve as the liaison between the applicant and the Plan Commission in facilitating the review of an application and shall ensure that the technical and procedural requirements of the Zoning Ordinance are met. The Plan Commission shall serve as the final discretionary review body on aesthetics, building design, and site design, and shall focus its review on the application’s compliance with sound aesthetic, land use, site design and economic revitalization practices. In part, this effort shall be guided by the Comprehensive Plan and other area plans.
1. Procedure. Project review proposals shall follow procedures for Site Plan Review per Section 114.10.43.
  2. Application requirements. In addition to the application requirements for conditional use permits, all applications for Project Review shall be made to the Zoning Administrator, and shall be accompanied by the building permit application, and, in addition, shall be accompanied by all of the following, unless specifically waived in writing by the Zoning Administrator:
    - a. A depiction of the existing appearance of the property. Color photographs are recommended for this purpose. Scaled and dimensioned drawings of existing components such as windows, doors, railings, fencing or other site components, and/or detailed building elevations which are proposed for alteration or replacement may be required by the City.
    - b. A depiction of the proposed appearance of the property. Paint charts, promotional brochures, and/or clear color photographs of replacement architectural components are recommended for this purpose. Scaled and dimensioned drawings of proposed components such as windows, doors, railings, fencing or other site components, and/or detailed building elevations which are proposed for alteration or replacement may be required by the City.
    - c. For all projects involving a new building, or an addition exceeding 100 square feet of gross floor area that reduces or extends a building’s footprint or height, a detailed, scaled site plan shall be provided meeting all required elements of Section 114.10.43.
    - d. Written justification for the proposed alteration or new construction consisting of the reasons why the applicant believes the requested alteration or new construction is in harmony with the applicable building design standards for Special Areas in Section 114.07.50.
- (3) Additional Recommendations Permitted Under the Special Area Design Review Process.
- (a) The Zoning Administrator are hereby authorized to make recommendations for, or require modifications to, a proposed application for Renovation Review, Design Alteration Review, or Project Review.
  - (b) The Plan Commission is hereby authorized to make recommendations for, or require modifications to, a proposed application for Design Alteration Review and Project Review.

## Example Design Standards and Design Review

- (c) The Historic Landmarks Preservation Commission (see Section 114.02.22) is hereby authorized to make recommendations for, or require modifications to, a proposed application for Design Alteration Review and Project Review for all locally-designated historic properties.
  - (d) The Historic Landmarks Preservation Commission shall also review and provide feedback prior to Plan Commission action on a proposed application for Design Alteration, Project Review, Zoning Map Amendment (Section 114.10.30), or Planned Unit Development (Section 114.10.45) for any non-locally-designated historic property within the Downtown Mixed Use zoning district.
- (4) Appeals. Appeals from the decisions of the Zoning Administrator and Plan Commission may be made to the City Board in accordance with the provisions of Section 114.10.52.

## Sections 114.07.52 to 114.07.99: Reserved



PROGRAM MANUAL



*W. Milwaukee St., Janesville*

CERTIFIED  
LOCAL  
GOVERNMENTS  
IN WISCONSIN

*March 2025*

*State Historic Preservation Office  
Certified Local Government Coordinator  
816 State St., Rm. 305  
Madison, WI, 53706*

# Program Manual Certified Local Governments (CLGs) In Wisconsin

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## NONDISCRIMINATION STATEMENT

This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the 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, N.W., Washington, DC 20240.

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## Purpose of the program

The Certified Local Government (CLG) program is voluntary partnership program between local governments, the Wisconsin State Historic Preservation Office (SHPO), and the National Park Service (NPS) to identify historically important places, assist in their conservation, and promote their contributions to local history and identity.

Preservation of historically significant places became national priority in 1966 with the passage of the National Historic Preservation Act (NHPA). That law created state-level offices - State Historic Preservation Offices (SHPOs) - to facilitate preservation policy at the state level.

The CLG program was created in 1980 by an amendment to the NHPA. It is designed to facilitate sharing of expertise and funding to advance the objectives of the National Register of Historic Places (NRHP) program. The purpose of Wisconsin's CLG program is to assist local governments with preservation planning through technical and policy expertise and financial assistance that empower local communities to protect important historic resources, while also growing to meet the needs of a 21<sup>st</sup>-century community.

The NPS establishes the broad regulations and standards, and provides federal funding to administer the program. The SHPO provides guidance and expertise to local units of government in developing preservation programs that fit local objectives for economic and cultural development. Local governments, by meeting the program standards and becoming certified, are eligible for grant funding to implement planning and educational programs focused on the identification, designation, and preservation of historic properties.

The benefits of local historic preservation programs are becoming more widely recognized: tax credit investment in historic downtowns, neighborhoods, and industrial properties, adaptive reuse of unique place-defining properties, cultivation of community identity and pride, recognition of diverse local histories, and increased attractiveness of communities for new businesses, residents, and visitors. The CLG program aims to capitalize on those benefits.



*Evansville – CLG since 1985*

## Who is Eligible for CLG Certification?

Any local unit of government in Wisconsin is eligible to apply for certification under the CLG program.

## Benefits of CLG Certification

### 1. *Grant funding*

Local CLG partners in Wisconsin are eligible to apply annually for no-match grant funding for historic preservation planning projects. Grants can be used for:

- architecture and archaeology surveys to identify and evaluate historic resources,
- nominations of properties and districts to the National Register of Historic Places (NRHP) or to a local list of landmarks,
- educational programs focused on local history and historic places,
- historic preservation plans,
- design guidelines for historic properties, and
- Statewide or regional training events hosted by a CLG for preservation commissioners and staff.

### 2. *Economic Development with Tax Credits*

Local CLG partners can use grant funding to pursue a strategy of survey and designation. Once listed, historic properties may be eligible for state and/or federal tax credit programs. The survey-designate-educate approach is used by many Wisconsin CLGs as part of a larger economic and community development strategy. Identifying and then designating historic properties and districts in the NRHP allows property owners to leverage state and federal tax credit programs for investment in historic residential, commercial, and industrial buildings. Tax credit financing is routinely used for projects as small as a new roof on a historic home. It is also used for complex industrial or commercial rehabilitation projects. For example, the historic tax credit can be combined with other incentive programs to help finance the conversion of existing buildings to low-cost housing or other uses.

### 3. *Place-making and Local Identity*

A local historic preservation program helps cultivate a strong local identity and sense of place. At a time when workers are less tethered to physical workplaces, local identity and character is essential to retaining residents and businesses, and attracting new ones. Local flavor attracts residents and businesses and keeps them there longer.

### 4. *Access to Expertise*

Local CLG partners have access to SHPO staff who have expertise in architecture, rehabilitation, archaeology, and state and federal policies on historic properties. We can provide guidance and advice on most questions related to historic properties, archaeological sites, and burial sites.

### 5. *Validation of Historic Preservation Commission (HPC) Activity*

Wisconsin SHPO staff monitor HPC activity for decisions that deviate from local and state laws. This extra review can help keep the commission on track and running properly.

### 6. *Local review of Nominations to the National Register of Historic Places*

CLGs have an opportunity to comment on nominations of properties in their communities to the National Register of Historic Places. When the SHPO receives a nomination to the NRHP for a property in a CLG community, it is shared with the HPC before it is finalized, allowing local experts to review nominations with local knowledge and affirm that it meets standards for significance.

## Requirements of Certified Local Governments

In order to be certified under the CLG program in Wisconsin, a local unit of government must meet the following standards *prior to applying* for certification.

### *Adopt a standardized ordinance*

Adopt a historic preservation ordinance that meets the standards for the CLG program. The CLG program is designed to empower and equip local governments to effectively protect the essential character of historic properties as they adapt to evolving uses or need repair and maintenance. To do that, local ordinances must meet the following nationally recognized standards:

1. The purpose and intent of the ordinance must be clearly articulated.
2. The ordinance must establish criteria for eligibility and a process for designating historic properties within the local government's jurisdiction. The process for designation must provide for engagement with property owners and the public at points of decision-making.
3. The ordinance must provide design standards by which exterior alterations to designated properties are evaluated for appropriateness.
4. The ordinance must create a Historic Preservation Commission (HPC) with at least five members.
5. The ordinance must empower the HPC to act as a quasi-judicial body in reviewing proposed exterior alterations to designated properties. The HPC must be empowered to certify that alterations meet the design standards in the ordinance, and to issue (or deny) legally-binding Certificates of Appropriateness (CoA) to property applicants.
6. The ordinance must not make HPC decisions *advisory* to a higher body, but may prescribe an appeal process (state law allows appeals of HPC decisions to the local elected council but does not prescribe a process).
7. The ordinance must empower the HPC to either designate historic properties that meet the criteria, or recommend designation to the local elected council.
8. The ordinance must not require the consent of owners prior to designation of properties and must not allow owners of historic properties to opt out of historic designation.

### *Appoint a qualified Historic Preservation Commission*

Once a historic preservation ordinance is adopted, the local government must appoint an HPC of at least five members to administer the ordinance, and empower them to interpret the criteria and standards in the ordinance and make quasi-judicial decisions. Members must have professional expertise or avocational interest in architecture, history, architectural history, planning, archeology, cultural anthropology, conservation, landscape architecture or closely related fields.

### *Facilitate public participation*

CLG communities must provide opportunities for the public to participate in designation and review processes. This entails holding properly noticed public hearings and Commission meetings with time allocated for public comment. Successful local preservation programs fully engage the public in preservation activities beyond public meetings, including educational events,

programming for a variety of ages, and publicizing information about the program and about local historic properties on the city's website or social media platforms.

### *Enforce Appropriate State and Local Legislation*

The and the local government must administer and enforce the provisions of the local ordinance and also comply with requirements of state statutes relative to designated historic properties (see p. 6). When a local government applies for CLG status, the application letter must include a commitment to this affect.

### *Survey and Inventory*

A CLG must maintain an ongoing process to identify (through surveys) and maintain an inventory of historic properties in its jurisdiction. The system must be coordinated with the statewide system of survey and inventory maintained by the SHPO.

Surveys identify and document historic properties and make provisional recommendations about eligibility for the National Register of Historic Places based on the findings. Surveys can be done in phases or all at once, depending on the size of the community, and should be updated at least every 25-30 years. The SHPO assists CLG partners with this by providing grant funding and a manual of standards for survey projects.



*Wisconsin Pavilion for New York World's Fair  
Neillsville, WI*

Data collected during surveys must be clearly organized and accessible to the public. However, location data for archaeological sites should be restricted unless they are publicly marked or well known. The SHPO assists CLGs with public accessibility by maintaining a statewide inventory of properties identified in surveys. Data collected about properties identified during surveys must be entered in the Wisconsin Historic Property Database (WHPD). Data in the WHPD is publicly available at [wisconsinhistory.org](http://wisconsinhistory.org).

Local designations are not tracked in the WHPD, so local governments must publish a list of historic properties designated under their local ordinance. The published list should be very clear about which properties have been designated under the local ordinance, and which have been designated under the State or National Registers of Historic Places. These designations often overlap, but because they carry different implications, it's important to clarify the designations.

Local governments must also make survey reports publicly available. Most CLGs publish a copy of the report on their own website as well as the local public library's website. CLGs should also request, when contracting with a consultant to do a survey, a sufficient number of hard copies of the survey report to distribute to local government agencies and public library branches.

### *Review and Comment on NRHP nominations*

CLGs are active participants in the National Register of Historic Places (NRHP) nomination process. The federal regulations for the CLG program (54 USC Ch. 3025 [§302504](#)) require the HPC and the chief local elected official to review and provide comments to the SHPO regarding the NRHP eligibility of a nominated property in the municipality. A nomination to the NRHP is submitted by a consultant to SHPO staff who prepare the document for the quarterly meeting of the State Historic Preservation Review Board (Review Board). The Review Board may vote to list the property in the State Register of Historic Places and to submit the property to the National Park Service (NPS) for listing in the NRHP.

When the SHPO receives a draft nomination for a property in a CLG community, the SHPO will send a notification and the draft document (without comments or edits) to the HPC and the chief local elected official. The HPC and the chief local elected official then have 60 days to complete the following requirements:

1. The HPC must provide an opportunity for public comment on the nomination. This can be achieved by putting the nomination on a properly noticed HPC agenda for discussion.
2. The HPC must prepare a report documenting the HPC's opinion on whether the property meets the NRHP criteria. The report may be in the form of a short letter explaining the HPC's opinion and may include documentation of any votes the HPC conducted on the subject.
3. The HPC must transmit the report to the chief local elected official.
4. The chief local elected official must make a recommendation on whether the property meets NRHP criteria and must transmit the HPC's report as well as his or her own recommendation to the SHPO.
5. If the chief local elected official and the HPC concur that the property meets NRHP criteria, the SHPO will move the nomination forward to the Review Board. The CLG's report and recommendation will be transmitted to NPS with the nomination.

Alternatively, if **both the HPC and the chief local elected official** determine that the property does not meet eligibility criteria, the SHPO will take no further action on the nomination unless an appeal to the State is received within 30 days of the CLG's objection requesting that it move forward to the Review Board. The CLG's report and recommendation will be transmitted to NPS with the nomination.

During the 60-day review period, the SHPO will review the draft document and will work closely with the author to make any necessary edits to comply with NRHP standards. During the CLG's review, the CLG coordinator or HPC may send comments regarding the contents of the draft to the SHPO's NRHP coordinator for consideration. When the property is officially listed by NPS in the NRHP, the SHPO will provide the official copy of the nomination to the CLG.

## Applying for CLG Certification

### *Apply to SHPO*

Any local unit of government in Wisconsin may apply to for CLG certification. The chief elected official may request certification by submitting a formal request to:

*Certified Local Government Coordinator  
State Historic Preservation Office  
Wisconsin Historical Society  
816 State St.  
Madison, WI 53706*

### *Application Materials:*

A complete CLG application will include:

1. A letter, signed by the chief elected official of the local government, requesting certification under the CLG program, and expressing the local government's commitment to enforce federal, state and local legislation for the designation and protection of historic properties,
2. The current enacted language of the local historic preservation ordinance
3. A list of properties and districts currently designated under the local ordinance,
4. A list of current members, professional and avocational, of the Historic Preservation Commission, including their expertise or interest in architecture, history, architectural history, planning, archeology, cultural anthropology, conservation, landscape architecture or closely related fields. If the HPC does not include professional members, include a brief discussion of efforts made to appoint such members and a proposal for how the HPC will recruit professional expertise,
5. A copy of the local historic preservation plan, if available, or a brief statement describing the general goals and strategies of the local preservation program.

### *Approval of Application*

The SHPO will respond to a request for certification within 30 days, and will work with the applicant to rectify deficiencies or missing information. Once the request is complete and meets all requirements, the SHPO will prepare a Certification Agreement that will be signed by the community's chief elected official and the State Historic Preservation Officer.

The CLG application materials, along with the signed Certification Agreement will then be sent to the National Park Service (NPS) for their review and final approval. Once approved, the NPS will notify the SHPO and the applicant.

## Duties of a Certified Local Government

After a community has been officially certified under the CLG program, there are a few things that the HPC and city staff must do to maintain certification status.

### *Administer the Local Historic Preservation Ordinance*

A CLG's historic preservation ordinance functions like other local land-use ordinances, and should be administered and enforced the same as other local ordinances related to zoning, development, signage, etc. The CLG's planning department, Historic Preservation Commission, and elected officials can employ the ordinance in a way that advances the purpose and intent articulated in the ordinance itself. There are state statutes that prescribe how a local government must employ their historic preservation ordinance. The application of the ordinance is determined by the community and their locally elected government, and should be used toward broadly accepted community goals. However, once a property is designated under the provision of the ordinance, the HPC must apply the standards as diligently as any other land-use ordinance.

### *Enforce and Comply with State Statutes*

Local units of government in Wisconsin are subject to several state statutes relating to designated historic properties, archaeological sites, and burial sites. The most commonly applicable are:

- [44.40](#) prescribes a review process any time a state agency proposes to undertake a project that would affect a designated historic property.
- [59.69\(4m\)](#), [60.64](#), and [62.23\(7\)\(em\)](#) enable counties, towns and cities respectively to designate and regulate historic properties. Cities are required (by 62.23(7)(em)) to adopt a local historic preservation ordinance if there is a NRHP-listed property within their jurisdiction. All of these statutes require a public hearing prior to designation of a property under the local ordinance. They also contain parameters for using replacement materials on historic buildings, and allows the appeal of decisions made by a Historic Preservation Commission to the local elected council.
- [66.0413\(3\)](#) requires a review process any time a municipality proposes to raze a building it owns with a local, state, or national historic designation.
- [66.1111](#) prescribes a review process any time a political subdivision proposes to undertake a project that would affect a property with a local, state, or national historic designation.
- [60.64\(3\)](#) provides for the appeal of decisions made by a local Historic Preservation Commission, but does not prescribe a process for the appeal.
- [120.12\(21\)](#) requires school boards to notify the SHPO when they propose actions that would affect a property with a local, state, or national historic designation.
- [943.014](#) makes it a Class A misdemeanor to demolish a property with a local, state, or national historic designation without a permit from the local government.
- [157.70](#) provides protections for all burial sites statewide.

### *Maintain a Qualified and Empowered Historic Preservation Commission*

A local CLG partner must maintain a Historic Preservation Commission (HPC) of at least five members with professional expertise or avocational interest in architecture, history, architectural history, planning, archeology, cultural anthropology, landscape architecture or closely related fields.

When the disciplines of architecture, history, architectural history or archaeology are not represented on the commission, the commission shall seek expertise to fill the missing discipline.

The commission shall report to the SHPO any request for a demolition permit for a property listed in the National Register of Historic Places as required in WI statute 66.0413(3)(c).

The commission must meet at least four times per year and share the minutes of each meeting with the CLG Coordinator at the SHPO. If there are no applications for design review, the commission can discuss projects for potential grant funding, review demolition permits, etc.

The Commission or planning staff must complete and submit a CLG Annual Report each year by April 1. The Annual Report form is available online. CLGs will be reminded in January of this responsibility and sent a link to the online report form.

The local government should provide sufficient support for training, necessary travel, and meeting logistics for the commission to do its job.

It is critical that HPC members understand the criteria for designation of historic properties, the standards by which they review proposed alterations, and their role as an agency of the local government administering a local ordinance. There are several organizations in Wisconsin and around the country that provide training webinars, online courses, and in-person sessions designed to improve the proficiency of preservation commissioners and staff.

- The Wisconsin SHPO offers a self-guided [online training module](#) for HPC commissioners.
- The Wisconsin Historical Society coordinates the [Local history and Historic Preservation Conference](#) in the fall of each year.
- The [Wisconsin Trust for Historic Preservation](#) occasionally hosts conferences designed for lay people and professionals, and focused on a single issue or property type.
- The [Wisconsin Association of Preservation Commission](#) (WAHPC) holds an annual conference offering presentations from professionals in preservation.
- The [National Alliance of Preservation Commissions](#) partners with the SHPO and local governments to provide specialized training called CAMP (Commissioner Assistance and Mentoring Program) for historic preservation commissioners and staff.
- The National Trust for Historic Preservation's annual [PastForward conference](#) focuses on issues facing historic preservation advocates, professionals, and volunteers.
- The [National Preservation Institute](#) provides training on a variety of legal and technical issues.
- The [National Center for Preservation Technology and Training](#) provides research and training on technical subjects related to historic buildings, landscapes and archaeology.

### *Maintain a System of Survey and Inventory for Historic Properties*

A local CLG partner must have a strategy for surveying their community to identify properties that appear to meet eligibility criteria for the National Register of Historic Places or that are important to their local history. The Wisconsin CLG program assists with this by providing no-match grant funding for local surveys. Once eligible properties are identified, and when properties are designated under the local historic preservation ordinance, the local government must maintain and make publicly available a list of designated properties. The SHPO assists with this by keeping the definitive statewide list of properties designated under the State and National Registers of Historic Places. Local Governments are responsible for maintaining and publishing the inventory of properties designated under their own local ordinance.

### *Provide Adequate Opportunities for Public Participation*

Local historic preservation ordinances must provide for public participation, especially at points of decision-making. State enabling statutes for counties ([59.69\(4m\)](#)), cities, ([62.23\(7\)\(em\)](#)), and towns ([60.64](#)) require a public hearing prior to designation of a property under the local ordinance. As a branch of the local government, all HPC meetings must be scheduled and properly noticed in compliance with Wisconsin's "open meetings" law (state statute [19.81](#)) so as to provide stakeholders sufficient opportunity to comment.

### *Hold regular HPC meetings*

The HPC must meet on a regular basis – often enough to respond adequately to the applications for review. Cities with historic districts and many individually designated properties typically meet every two weeks. Smaller communities with fewer designated properties may meet monthly or even bi-monthly. At minimum, an HPC should meet quarterly to review their processes and the provisions of their ordinance, and discuss opportunities for grant-funded projects. HPCs meeting quarterly may need to call occasional special meetings to review applications submitted between regular meetings.

### *Share Agendas and Minutes with SHPO*

The HPC must share agendas and minutes of all meetings with the SHPO's CLG Coordinator. The simplest way to do this is to add the CLG Coordinator's email address to any distribution list for HPC documents.

### *Submit an Annual Report*

Local CLG partners must submit an annual report to the SHPO each year. The annual report is submitted using an online form that collects data on the current makeup of the commission, the activities of the commission over the past year, and is an opportunity to report difficulties the commission has in the administration of your ordinance. The SHPO's CLG Coordinator will send a reminder of the Annual Report requirement each January, and a link to the online report form. The CLG Annual Report is due by March 1 of each year.

### *Review and Comment on NRHP nominations*

CLGs are active participants in the National Register of Historic Places (NRHP) nomination process. The federal regulations for the CLG program (54 USC Ch. 3025 [§302504](#)) require the HPC and the chief local elected official to review and provide comments to the SHPO regarding the NRHP eligibility of a nominated property in the municipality. A nomination to the NRHP is submitted by a consultant to SHPO staff who prepare the document for the quarterly meeting of the State Historic Preservation Review Board (Review Board). The Review Board may vote to list the property in the State Register of Historic Places and to submit the property to the National Park Service (NPS) for listing in the NRHP.

When the SHPO receives a draft nomination for a property in a CLG community, the SHPO will send a notification and the draft document (without comments or edits) to the HPC and the chief local elected official. The HPC and the chief local elected official then have 60 days to complete the following requirements:

1. The HPC must provide an opportunity for public comment on the nomination. This can be achieved by putting the nomination on a properly noticed HPC agenda for discussion.
2. The HPC must prepare a report documenting the HPC's opinion whether the property meets the NRHP criteria. The report may be in the form of a short letter explaining the HPC's opinion and may include documentation of any votes the HPC conducted on the subject.
3. The HPC must transmit the report to the chief local elected official.
4. The chief local elected official must make a recommendation on whether the property meets NRHP criteria and must transmit the HPC's report as well as his or her own recommendation to the SHPO.
5. If the chief local elected official and the HPC concur that the property meets NRHP criteria, the SHPO will move the nomination forward to the Review Board. The CLG's report and recommendation will be transmitted to NPS with the nomination.

Alternatively, if **both the HPC and the chief local elected official** determine that the property does not meet eligibility criteria, the SHPO will take no further action on the nomination unless an appeal to the State is received within 30 days of the CLG's objection requesting that it move forward to the Review Board. The CLG's report and recommendation will be transmitted to NPS with the nomination.

During the 60 day review period, the SHPO will review the draft document and will work closely with the author to make any necessary edits to comply with NRHP standards. During the CLG's review, the CLG coordinator or HPC may send comments regarding the contents of the draft to the SHPO's NRHP coordinator for consideration. When the property is officially listed by NPS in the NRHP, the SHPO will provide the official copy of the nomination to the CLG.

## Four-year check-in

The Certified Local Government Coordinator at the SHPO will conduct an evaluation of each CLG at least every four years to make sure that the local government is still meeting the requirements of the program. We will verify that the following requirements are being met:

- the historic preservation ordinance meets the standards for the CLG program,
- the HPC is meeting on a regular basis and recording minutes of meetings,
- the HPC is properly administering the local historic preservation ordinance,
- minutes of HPC meetings are being submitted to the CLG Coordinator at the SHPO,
- a CLG Annual Report has been submitted consistently,
- the CLG is complying with state statutes that relate to historic sites and properties,
- the CLG has a strategy for maintaining current survey data of historic properties in its jurisdiction, and
- the CLG maintains a publicly accessible list of properties designated under its historic preservation ordinance.

Local governments that do not meet the requirements for the CLG program will enter into the decertification protocol and will have ample opportunity to correct deficiencies with the assistance of the SHPO and the CLG Coordinator. A CLG that is in the decertification protocol is not eligible to apply for CLG grant funding until the non-compliant issue is resolved.

## Decertification

Certification of a local government under Wisconsin's CLG program will remain in effect until the local government is officially decertified by the National Park Service (NPS) on the recommendation of the Wisconsin SHPO.

### *Voluntary Decertification*

A Certified Local Government may petition the SHPO to be decertified voluntarily. A formal request for decertification must be submitted in writing and must include:

1. a formal request for decertification signed by the government's chief elected official,
2. documentation (e.g. meeting minutes) of the decision to request decertification, and
3. copies of memos notifying the Chair of the HPC and the director of the CLG's planning department of the decision to request decertification.

Within 30 days, the SHPO will submit to the NPS a recommendation for decertification of the local government, and notify local government officials when the decertification is finalized.

### *Decertification for Non-Compliance*

If, at any time, the SHPO finds that a CLG is not meeting all requirements of the program as stipulated in the Certification Agreement or this manual, the SHPO may initiate the following decertification protocol.

1. The CLG Coordinator will notify the chief elected official, the chair of the HPC, and the staff person assigned to the HPC (if applicable) of the non-compliance. The notification will specify the requirements that are not being met, advise the local government on how to correct the problem, and offer collaboration with the local government to correct the problem.

The SHPO may find a CLG in non-compliance for any of the following reasons:

- failure of the HPC to appropriately administer the local historic preservation ordinance,
  - failure to appoint a qualified HPC for two consecutive years,
  - failure of the HPC to meet for 1 year,
  - failure to provide for adequate public participation in local historic preservation processes,
  - failure to submit HPC Agendas/Minutes to SHPO for 6 consecutive months,
  - failure to submit an Annual Report in any given year,
  - failure of the CLG to consistently comply with state statutes relating to historic properties,
  - failure to participate in a quadrennial audit process, or
  - amendment of the local historic preservation ordinance in a way that does not meet the requirements of the CLG program.
2. The SHPO will establish a timeframe, not to exceed *1 year*, in which the non-compliant circumstances shall be corrected. Every 30 days during this period, either the chair of the HPC or the city staff person assigned to the HPC shall submit a brief report of the progress that the local government is making toward correcting the non-compliant circumstances.



*Mt. Horeb Opera Block – Mt. Horeb, WI, CLG since 2024*

3. If the deficiencies are not corrected in that timeframe, the SHPO will notify the local government of the persistent non-compliance, establish a second timeframe, not to exceed *6 months*, in which the problem must be corrected, and again work with the local government to correct the problem. Every 30 days during this period, either the chair of the HPC or the city staff person assigned to the HPC shall submit a brief report of the progress that the local government is making toward correcting the non-compliant circumstances.
4. If, after the second timeframe, the non-compliant circumstances have not been corrected, the SHPO will issue a final warning to the local government, articulating the non-compliant circumstances and what must be done to come into compliance with the CLG program, and establish a third timeframe, not to exceed *6 months*, in which the issue must be corrected. Every 30 days during this period, either the chair of the HPC or the city staff person assigned to the HPC shall submit a brief report of the progress that the local government is making toward correcting the non-compliant circumstances.
5. If, after a third timeframe, inadequate progress is being made to correct the no-compliant circumstances, the CLG Coordinator will submit a formal request to the National Park Service, attaching records of all attempts to notify and assist the CLG, to decertify the local government and remove it from the CLG program.

## Process for Sharing Federal Funds with CLGs

The Wisconsin SHPO receives annual funding from National Park Service's *Historic Preservation Fund* (HPF). The SHPO is required by federal regulations to share at least 10% of that funding with CLG partner communities. To do that, the Wisconsin SHPO administers the CLG Grant program to distribute funding to CLGs in the form of no-match grants.

Any local government in Wisconsin certified under the CLG program is eligible to apply for this funding. The program operates on an annual cycle. *Letters of Intent* are typically due in August, and full applications in December of each year. Grant awards are announced in February.

The SHPO produces and distributes the *Wisconsin CLG Grant Program Manual* that describes the application process and priorities for funding. The *Manual* includes everything a CLG needs to know to apply for federal funding: project eligibility and priorities, application timeline, materials, and process, scoring criteria, what to expect when applying and receiving a CLG grant, and all conditions for using federal funding.

Eligible project areas for grant funding to CLGs include:

1. [Historic preservation planning](#)
2. Surveys to identify significant properties or archaeology sites
3. Nomination documents for designation on local, state, and federal registers of historic places.
4. Design guidelines to assist the HPC in administering the design standards in the local ordinance
5. Education – programs offered publicly that are focused on local history and historic places.
6. Specialized training for local historic preservation commissioners and staff ([CAMP](#))

Proposals are scored by SHPO staff on published criteria. High scoring proposals are recommended for funding and presented to the State Historic Preservation Review Board at their quarterly meeting in February. Final funding awards are announced shortly thereafter.

## Best Practices for an Effective Local Historic Preservation Program:

### *Know your ordinance*

Historic Preservation Commissioners should be very familiar with the section of the local code that they are charged with administering. The Historic Preservation Commission is an agency of the local government, created by the local code and empowered to make decisions and approve proposals on behalf of the city. Those decisions and approvals must be based only on the Commissioners' interpretation of the criteria and standards in the code, and not personal opinions about aesthetics or appropriateness. The language of the local historic preservation ordinance should always be readily available at every meeting of the HPC.

### *Be Consistent*

Always refer to the language, criteria, and standards in your ordinance when making decisions – it is the law that commissioners are charged with administering. Apply the same standards and rigor to all nominations and applications for alterations. Do not be uniquely soft or hard on any applicant or project for any reason. Inconsistent evaluations will quickly erode confidence and trust in the HPC. Do not make decision that you would not want to be considered precedents.

### *Make Defensible Decisions*

Always expect HPC decisions to be appealed, because by state law, any HPC decision may be appealed to your Board or Council. Make sure that the decisions you make are based on language in your ordinance and would be legally defensible by your city or village attorney.

### *Talk About Your Work*

Without hearing directly from the HPC, people will make assumptions about your work. Myths and misconceptions about historic preservation programs are common. With different levels of designation, each with its own combination of benefits and regulations, it's easy to conflate and generalize.

Public education and outreach are two of the HPC's most important jobs. In order to convey the benefits of historic preservation to the whole community, a commission must go beyond its regulatory role. Broad public awareness of the community's history and the places that bear witness to that history promote a greater appreciation of policies intended to protect and promote those places. Community support often translates to political support. It's up to experts who fully understand the implications of local HP policies to make those connections.

### *Seek Guidance*

One of the benefits of being a CLG is the network of assistance available to partner communities. CLGs have direct connections to the expertise at the Wisconsin SHPO and the experience of other CLG communities.

Reach out to the SHPO. We have experts in architecture, history, historic architecture, nomination processes, archaeology, and local, state, and federal policies. It's our job to help our local partners.

Join the [National Alliance of Preservation Commissions](#) (NAPC) and subscribe to their email support network. The NAPC's email list is community of historic preservation commissioners and staff all over the country. Subscribers ask questions and share their experiences with local preservation issues every day. Whatever situation your HPC is dealing with, the group has probably discussed it. The archive is searchable.

Join the [Wisconsin Alliance of Historic Preservation Commissions](#) (WAHPC). WAHPC supports historic preservation commissioners with a quarterly newsletter on current issues in local preservation, and an annual conference on issues facing local HPCs.

Reach out to commissioners or planners in other CLG communities. They likely have common struggles. Finding another HPC who has dealt with your complicated situation can clarify things and provide a path toward a simple resolution.

### *Get Training for HP Commissioners*

HPCs are sometimes required to make difficult decisions based on subjective standards. Training can help clarify the standards and the decision-making process. Take advantage of training opportunities offered by the sources listed on page 8.

### *Apply for CLG Grant Funding from the Wisconsin SHPO.*

The CLG Grant program is designed to facilitate the survey-designate-educate approach (described on p. 2) to leveraging historic places for economic development and place-making. Consider where your community is in that strategy and what you need to follow through. Apply for grant funding to conduct a survey, nominate eligible properties, develop an educational program, or to prepare design guidelines or a historic preservation plan for your community.

### *Think of Grant-Funded Project Ideas Well Before the Application Period*

Keep the survey-designate-educate approach in mind each spring when the CLG grant cycle opens. If your local government has a need for a survey, nomination, design guidelines, or education program, talk with the CLG Coordinator early in the grant cycle (April-June) to define the scope of the project. The first step in the grant application – the *Letter of Intent* – is due in mid-August.

### *Create an Annual Report for Your City Council*

Summarize the activities of the HPC each year to give local government and elected officials a clear understanding of what you do. Emphasize that the intent of the program is to help protect historic places while allowing them to be adapted to new uses. Include data on:

- the frequency of HPC meetings,
- the number of applications for Certificates of Appropriateness (CoA) your HPC reviewed, and how many of those projects were approved,
- the average time it took for your HPC to review CoA applications over the past year, and
- success stories – properties or projects that had a mutually beneficial outcome for the owner and the community

### *Build Good Relationships with Owners of Historic Properties*

Reach out to owners of locally designated properties at least once every year. Remind them that their property is important to the history of the community, and that the local government has made a commitment to assist the owner in making decisions that retain the historic character of the property. Remind property owners that exterior alterations require an extra permit (CoA) from the HPC.

Manage their expectations and let them know what to expect from the CoA process. Make the review process simple and transparent. The design standards, CoA application, and review process should be very clear and easy to find on the local government's website.

Welcome new owners with a letter from the commission. Explain the benefits and responsibilities of owning a property associated with the community's history. Include information on where to find the design standards and CoA application process.

Don't ambush them. When a property owner comes to an HPC meeting, make them feel welcome and supported. If their plans don't conform to the standards in the ordinance, offer advice from the expertise on the HPC to help them modify the design to fit the standards.

### *Build Good Relationships with Realtors in Your Community.*

Realtors, who are often the primary source of information for buyers of historic properties, need to be well-versed in the differences between local and national designation. Unfortunately, many are not, and buyers often get misinformation about the benefits and encumbrances of historic designations.

Develop a training program for realtors that draws clear distinctions between your local historic preservation ordinance and the National Register of Historic Places program. Promote a page on the city's website designed to train realtors in the differences. Publish a map clearly showing locally designated properties and NRHP properties (the SHPO can assist with data on NRHP-listed properties). Include the basics of the state and federal tax credit programs. Summarize the CoA process and design standards to which local landmarks are subject.

### *Follow Through with Promotion of Historic Places*

Designating historic properties under a local ordinance is often founded on purposes like fostering civic pride, strengthening the local economy, and stimulating tourism. The third step in the survey-designate-educate approach entails promotion of a community's historic and cultural resources. Work with local and regional economic development and tourism agencies to showcase your local historic landmarks and districts. Share your expertise in local history to make your community attractive to new residents, new businesses, and new visitors.

Consider developing a historic marker program for designated properties, and providing an annual budget for the production and installation of markers at historic properties and at entry points to historic districts. The Wisconsin Historical Society's [Historical Markers program](#) can be a part of a local marker effort. The CLG Coordinator can advise local governments on developing a local program.

Consider developing a walking tour of historic places and offering it as a paper pamphlet or a smart phone app. The CLG Grant program may be used for this kind of educational program, however, it is prioritized below other types of programs

Help property owners find technical expertise for their projects. Create and share a listing of contractors who have experience working on historic properties. Create a listing of materials that have been approved under your local design standards.



## Agenda Item Report

**Meeting Type: Historic Landmarks Preservation Commission**

**Meeting Date: May 27, 2026**

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**Item Title:** Consider and take action to nominate and elect among the members of the Commission the following positions: Chair, Vice Chair, and Treasurer / Secretary

**Submitted By:** David Bennett, Communications & Economic Development Coordinator

**Detailed Description of Subject Matter:**

Each year, after the May Council appointments, the City's boards, committees, and commissions elect officers. For the Historic Landmarks and Preservation Commission, this includes a Chair, a Vice Chair, and a Secretary / Treasurer.

**List all Supporting Documentation Attached:**

**Action Requested of the Historic Landmarks Preservation Commission:**

Nominate and elect a Chair, Vice Chair, and Secretary / Treasurer positions

**Strategic Plan Objective:**