



**AGENDA**  
**HISTORIC PRESERVATION/  
DESIGN REVIEW COMMISSION**

**Members**

- Alderperson Marc Christianson
- Barry Calnan
- Erik McFarland
- Peter Munck
- Tim Siebert
- Carol Molepske (Alternate 1)
- Jordan Hornung (Alternate 2)

**Date and Time:** April 24, 2023  
5:00 PM

**Location:** Community Room  
933 Michigan Avenue, Stevens  
Point, WI

OR

Zoom Teleconferencing

Meeting ID: 881 9228 8451

Passcode: 276418

By

Computer: <https://us02web.zoom.us/j/88192288451?pwd=TEhQckZ1eDFGNTBWemQ2bGlVSzA2dz09>

By Phone: +1-312-626-6799 (US  
Chicago)

Opening Section:

1. Roll Call

Discussion and Possible Action on the Following:

2. Selection of a Chairperson for the Historic Preservation / Design Review Commission.
3. Selection of a Vice Chairperson for the Historic Preservation / Design Review Commission.
4. Report of the February 21, 2023 meeting of the Historic Preservation / Design Review Commission.
5. A request from Nicole Terrill, representing Elodin Holdings LLC, for a design review to install a principal building on the property located at 1220 Briggs Court (Parcel ID 281240832200137), consistent with Ch. 22.02(2).
6. Discussion on establishing guidelines for the painting of murals on historic properties.

**PLEASE TAKE NOTICE** that any person who has special needs while attending these meetings or needs agenda materials for these meetings should contact the City Clerk as soon as possible to ensure that a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569 or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Maps further defining the above area(s) may be obtained from the City of Stevens Point Department of Community Development, 1515 Strongs Avenue, Stevens Point, WI 54481, or by calling (715) 346-1567, during normal business hours.

**PLEASE TAKE FURTHER NOTICE** that a quorum of the Common Council may be in attendance at this meeting.

7. Discussion on the Downtown walk audit held on April 20th.
8. Discussion on Historic Preservation Fund Subgrants.

Closing Section:

9. Adjourn

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**PLEASE TAKE FURTHER NOTICE** that a quorum of the Common Council may be in attendance at this meeting.

## REPORT OF THE HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

February 21, 2022 – 5:00 PM  
933 Michigan Ave, Stevens Point, WI 54481

PRESENT: Chairperson Siebert, Vice Chairperson Munck, Commissioner McFarland, Commissioner Molepske, and Commissioner Hornung.

ALSO PRESENT: Associate Planner/Zoning Administrator Kuhn, Mayor Wiza, Alderperson Keymer, Ross Rettler and unidentified audience members via Virtual Zoom Meeting.

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### INDEX:

#### Opening Section:

1. Roll Call

#### Discussion and Possible Action on the Following:

2. Report of the January 19, 2023 meeting of the Historic Preservation / Design Review Commission.
3. A request from the City of Stevens Point for a design review to perform park improvements to the property located at 1401 East Avenue (Parcel ID 281240832103401)
4. Discussion, with possible action, on adopting a financial assistance program for opening filled windows.
5. Discussion on establishing guidelines for the painting of murals on historic properties.
6. Staff update:
  - Upcoming events for the evaluation of the Historic Preservation / Design Review Commission's Design Guidelines.
  - Historic plaque program.
  - Ordinance preventing demolition by neglect.

#### Closing Section:

7. Adjourn
- 

#### Opening Section:

1. Roll Call

**Present: Siebert, Munck, McFarland, Molepske, Hornung**

**Absent: Christianson**

#### Discussion and Possible Action on the Following:

2. Report of the January 19, 2023 meeting of the Historic Preservation / Design Review Commission.

**Motion by Vice Chairperson Munck to approve the report of the January 19, 2023 meeting of the Historic Preservation / Design Review Commission.; seconded by Commissioner Hornung.**

**Motion carried 5-0.**

3. A request from the City of Stevens Point for a design review to perform park improvements to the property located at 1401 East Avenue (Parcel ID 281240832103401).

Associate Planner/Zoning Administrator Kuhn provided a summary of the request from the City of Stevens Point for a design review to perform park improvements to the property located at 1401 East Avenue. The open-air structure with restroom facilities, as well as the fencing, were under the purview of the commission.

Chairperson Siebert asked for comments from the audience.

Ross Rettler, Rettler Corporation, reviewed proposed park improvements for Phase 2 for Emerson Park. Phase 3 was still further into the future.

Alderson Keymer provided a summary of current funding efforts and goals.

Commissioners had the following comments:

- Back-and-forth as to the different surfaces for the park based off the Master Plan.
- Concern for light spill to nearby residences, to which clarification was provided that lighting was not proposed at the time.
- Inquiry as to the location or plan for a backstop/backfield fence to which clarification was provided that one was not proposed at the time.
- Inquiry as to whether a fence was proposed for the court, to which clarification was provided that there would be appropriate fencing.

**Motion by Vice Chairperson Munck to approve the request from the City of Stevens Point for a design review to perform park improvements to the property located at 1401 East Avenue (Parcel ID 281240832103401) with the following:**

1. The applicant shall provide final details on building materials for the proposed shelter, subject to the review and approval of the Designated Agent.
2. Staff shall have the ability to approve minor amendments to the proposed plan.

**seconded by Commissioner McFarland.**

**Motion carried 5-0.**

4. Discussion, with possible action, on adopting a financial assistance program for opening filled windows.

Associate Planner/Zoning Administrator Kuhn provided a summary for potentially adopting a financial assistance program for opening filled windows. He provided the following:

- Overview of filled windows downtown, some that have tried to blend in architecturally, while others were simply boarded over.
- Inquiry on how they should incentive owners to reopen windows.

- Potential funding sources.
- Clarified that the window reopening itself did not qualify for the existing Façade Grant.

Commissioners had the following general comments:

- Very positive consensus to proceed.
- Back-and-forth discussion on funding limits, and whom had authority to set the limit or disperse dollars, and the process that would have to be taken.
- Back-and-forth discussion on the differences between the proposed program and existing Façade Grant program.
- Back-and-forth discussion on the specific details of the windows that should be eligible for financial assistance.
- Back-and-forth discussion on additional financial assistance eligibility for relocating utility lines on the façade.

**Motion by Commissioner Hornung to adopt a financial assistance program for opening filled windows; seconded by Commissioner McFarland.**

**Motion carried 5-0.**

5. Discussion on establishing guidelines for the painting of murals on historic properties.

Associate Planner/Zoning Administrator Kuhn provided the following:

- History of the Downtown Mural Committee's 2005 Master Plan.
- Mural reviews by HP/DRC in the 2010s.
- Drafting an ordinance.
  - Defining a mural.
  - Application requirements for mural approval.
  - Maintenance plan.
  - Design Standards
  - Removing murals.
  - Appeals to deviate from mural guidelines.

Commissioners had a back-and-forth discussion on the above points of drafting an ordinance. Staff confirmed that they would continue to move forward, and they would have a secondary discussion in the future.

6. Staff update:

- Upcoming events for the evaluation of the Historic Preservation / Design Review Commission's Design Guidelines.
- Historic plaque program.
- Ordinance preventing demolition by neglect.

**No action was taken.**

Closing Section:

7. Adjourn.

**Meeting adjourned at 6:41 PM.**

*A recording of this meeting can be viewed/heard at: <https://stevenspoint.com/365/AgendasMinutesVideos>*

# Administrative Staff Report



**Design Review  
1220 Briggs Court  
April 24, 2023**

**Department of Community Development  
1515 Strong's Avenue, Stevens Point, WI  
54481  
Ph: (715) 346-1568 - Fax: (715) 346-1498**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Applicant(s):</b> <ul style="list-style-type: none"><li>Nicole Terrill, representing Elodin Holdings LLC</li></ul> <b>Staff:</b> <ul style="list-style-type: none"><li>Adam Kuhn, Associate Planner<br/><a href="mailto:akuhn@stevenspoint.com">akuhn@stevenspoint.com</a></li></ul> <b>Parcel Number(s):</b> <ul style="list-style-type: none"><li>281240832200137</li></ul> <b>Zone(s):</b> <ul style="list-style-type: none"><li>"B-2" Central Business Transition District</li></ul> <b>Council District:</b> <ul style="list-style-type: none"><li>District 1 – Ald. Christianson</li></ul> <b>Lot Information:</b> <ul style="list-style-type: none"><li>Actual Frontage: 276 feet</li><li>Effective Depth: 172 feet</li><li>Square Footage: 45,537</li><li>Acreage: 1.045</li></ul> <b>Structure Information:</b> <ul style="list-style-type: none"><li>Year Built: 1958 (65 years)</li><li>Number of Stories: 1</li></ul> <b>Current Use:</b> <ul style="list-style-type: none"><li>Community Building</li></ul> <b>Applicable Regulations:</b> <ul style="list-style-type: none"><li>Chapter 22</li><li>Downtown Design Guidelines</li></ul> | <b>Request</b> <p>A request from Nicole Terrill, representing Elodin Holdings LLC, for a design review to install a principal building on the property located at 1220 Briggs Court (Parcel ID 281240832200137), consistent with Ch. 22.05(2).</p> <b>City Official Design Review / Historic District</b> <ol style="list-style-type: none"><li>Downtown Historic Design Review District</li></ol> <b>Staff Recommendation</b> <p>Approve the request for a design review to install a principal building on the property located at 1220 Briggs Street (Parcel ID 281240832200137), subject to the following conditions:</p> <ol style="list-style-type: none"><li>The proposed site improvements shall be permitted to be reintroduced back onto the subject property for subsequent years, provided that the building improvements do not deviate from this design review.</li><li>Staff shall have the ability to approve minor amendments to this design review request.</li></ol> |
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## Vicinity Map



## Scope of Work

*Overview:* The applicant is requesting to place a 128 square foot building on the northwest corner of the subject property that will be situated on a trailer. The purpose of this trailer is to accommodate mobile sauna that is intended to be located on the property for roughly five months this year (relocated off-site during the Fall), with the potential to extend the timeframe in subsequent years. As shown below, the mobile sauna trailer will be made almost exclusively out of cedar wood. The use of cedar wood siding is not only consistent with permanent sauna establishments throughout the country but is consistent with the historic industrious nature of this area of the Downtown (between Centerpoint Drive and Portage Street). In addition to the sauna trailer, other site improvements intended for this proposed land use includes a 128 square foot deck situated next to the trailer, picket and privacy fencing (both made out of wood) and a magidome. Please note that the three aforementioned site improvements are considered a 'minor work' per the Commission's Design Guidelines and have been reviewed ahead of this meeting for conformity.

In consultation with the City Attorney's Office, the proposed sauna unit is considered a 'structure' per the City's Zoning Code and would, in turn, be subject to a historic review by this Commission. Please note applicable land use regulations have been reviewed with respect to this proposed land use. According to Section 7.4 of the Historic Preservation / Design Review Commission's Design Guidelines, the construction of new structures is considered a 'major work' and requires the review and approval of the Commission. Said requirement is outlined below.

## Sec. 7.4: Major and Minor Works

### Sec. 7.4.1 Major Works (HPDRC Approval)

#### a. New construction or additions to primary buildings

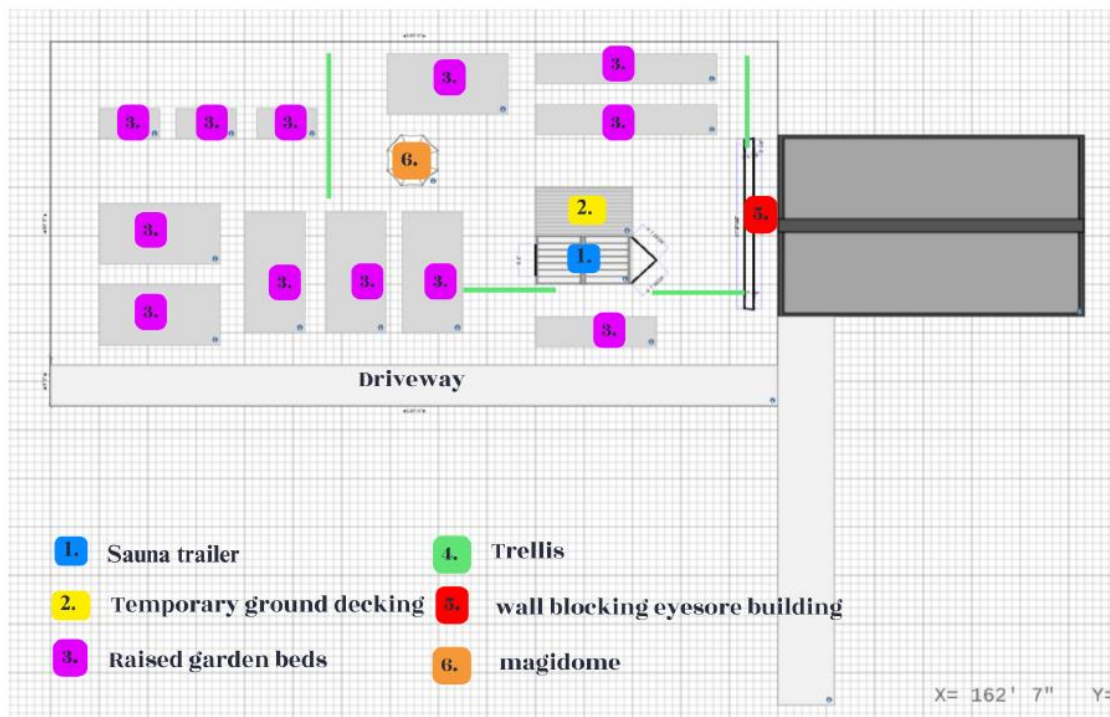
The process to obtain a design review from the Commission is identified below.

## CHAPTER 22: HISTORIC PRESERVATION

### Division 5.02 Regulation of Construction, Reconstruction, Alteration, and Demolition

No owner or person in charge of a historic structure or historic site, or property located within a 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 approval has been granted by the commission.

Upon the filing of any request for a design review certificate with the commission, the commission shall review the request in accordance with the design guidelines. If the commission determines that the application for a design review certificate and the proposed changes are consistent with the design guidelines, it shall issue the design review certificate. Upon the issuance of such certificate, any other required permits shall be obtained.



## Guidelines of Review (numbers below pertain to the pertinent guideline standards)

\*\*\*Other standards within the design guidelines not specifically mentioned below have been reviewed and are met or not applicable pertaining to the proposed building improvement activities.

### SEC. 5.1.2: Commercial Massing, Scale and Orientation Guidelines

6. Where buildings are set back from the front property line, the parking should be to the side and rear only.

**Analysis:** As the subject property is zoned “B-2” Central Business Transition, the City’s Zoning Code does not have minimum parking requirements for this new land use. The applicant will be utilizing on-street parking off of Union Street for prospective customers.

**Findings:** This standard is met.

- 7. New buildings should have their main entrance and primary architectural façade facing the street. New buildings should have a rear entrance to accommodate rear parking and access.**

**Analysis:** The glass windows proposed on the sauna unit will be visible from the street and will provide architectural variety compared to the sides of the unit. Additional parking is not proposed to accommodate this land use.

**Findings:** This standard is met.



#### **SEC. 5.1.3: Design, Proportion and Architectural Element Guidelines**

- 1. The design of a new building should not attempt to create a false historic appearance, but rather complement buildings in the existing district. New construction should have its own character and style.**

**Analysis:** Cedar wood siding is proposed for this sauna unit.

**Findings:** Utilizing cedar wood siding is consistent with non-residential uses that are allowed within the area, some of which currently exist. As mentioned earlier, using wood siding arguably provides more of an industrious feel to the sauna unit that is reminiscent of industrial uses that once lined Centerpoint Drive.

- 2. Use materials that are common to the district such as brick, stone, terra cotta, wood, and metal. Modern materials are appropriate on a new building, however, masonry should be the predominant material on the façade as most of downtown’s historic structures are brick or stone. Whenever modern materials are used, they should be similar in their physical qualities to historic materials found in the district.**

**Analysis:** Cedar wood siding is proposed.

**Findings:** Staff believes that the proposed siding material for this sauna unit is appropriate. While buildings that are located along Main Street and Clark Street predominately comprise of masonry materials, buildings north of Centerpoint Drive utilize a mix of different façade materials (e.g., wood, stucco, metal, etc.). Given that the



average age of historic buildings is less for the area north of Centerpoint Drive, using wood siding material would be appropriate.

**7. The design of deck parking should be compatible to the district in size, scale, proportion, and materials.**

**Analysis:** A deck is proposed directly north of the sauna unit. This deck will be built at grade and will comprise of wood.

**Findings:** The size, material and location of the proposed deck relative to the primary building is consistent with decks associated with nearby residential uses.



# HISTORIC PRESERVATION/ DESIGN REVIEW COMMISSION

City of Stevens Point  
Community Development Department

1515 Strongs Avenue, Stevens Point, WI 54481  
P: (715) 346-1567 F: (715) 346-1498  
[communitydevelopment@stevenspoint.com](mailto:communitydevelopment@stevenspoint.com)  
<http://stevenspoint.com>

## APPLICATION FOR DESIGN REVIEW

### ADMINISTRATIVE SUMMARY (Staff Use Only)

|                                             |  |                |  |                                 |  |
|---------------------------------------------|--|----------------|--|---------------------------------|--|
| Application #                               |  | Date Submitted |  | Assigned Case Manager           |  |
| Associated Permits or Applications (if any) |  |                |  | Pre-Application Conference Date |  |
| Decision                                    |  | Date Reviewed  |  | Staff Signature                 |  |
| Notes:                                      |  |                |  |                                 |  |

### APPLICANT/CONTACT INFORMATION

| APPLICANT INFORMATION |  | CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/> ) |  |
|-----------------------|--|--------------------------------------------------------------------|--|
| Applicant Name        |  | Contact Name                                                       |  |
| Address               |  | Address                                                            |  |
| City, State, Zip      |  | City, State, Zip                                                   |  |
| Telephone             |  | Telephone                                                          |  |
| Fax                   |  | Fax                                                                |  |
| Email                 |  | Email                                                              |  |

### OWNERSHIP INFORMATION

| PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? <input type="checkbox"/> ) |  | PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed) |  |
|---------------------------------------------------------------------------------------|--|----------------------------------------------------|--|
| Owner's Name                                                                          |  | Owner's Name                                       |  |
| Address                                                                               |  | Address                                            |  |
| City, State, Zip                                                                      |  | City, State, Zip                                   |  |
| Telephone                                                                             |  | Telephone                                          |  |
| Fax                                                                                   |  | Fax                                                |  |
| Email                                                                                 |  | Email                                              |  |

### PROJECT SUMMARY

|                                                                                            |          |                                       |
|--------------------------------------------------------------------------------------------|----------|---------------------------------------|
| Subject Property Location [Please Include Address and Assessor's Identification Number(s)] |          |                                       |
| Parcel 1                                                                                   | Parcel 2 | Parcel 3                              |
|                                                                                            |          |                                       |
| Legal Description of Subject Property                                                      |          |                                       |
|                                                                                            |          |                                       |
| Area of Subject Property (Acres/Sq Ft)                                                     |          | Area of Building or Structure (Sq Ft) |
|                                                                                            |          |                                       |

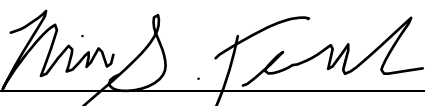
|                                                                                                                                                                                                                                                                                                                                                             |                         |                                                       |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------------------------------------------------|--|
| Current Zoning District(s)                                                                                                                                                                                                                                                                                                                                  |                         | Current Historic District(s) - Local, State, National |  |
|                                                                                                                                                                                                                                                                                                                                                             |                         |                                                       |  |
| Designated Future Land Use Category                                                                                                                                                                                                                                                                                                                         | Current Use of Property | Proposed Use of Property                              |  |
|                                                                                                                                                                                                                                                                                                                                                             |                         |                                                       |  |
| Briefly describe the proposed building, structure construction, reconstruction or exterior alteration. Please also provide rationale for the design review request, along with the time schedule (if any) for the project. (Use additional pages if necessary)                                                                                              |                         |                                                       |  |
|                                                                                                                                                                                                                                                                                                                                                             |                         |                                                       |  |
| Will the proposed work detrimentally change, destroy or adversely affect any exterior architectural features of the improvement upon which said work is to be done? Explain your answer.                                                                                                                                                                    |                         |                                                       |  |
|                                                                                                                                                                                                                                                                                                                                                             |                         |                                                       |  |
| Does the proposed work match and harmonize with the external appearance of adjacent neighboring improvements. Explain your answer.                                                                                                                                                                                                                          |                         |                                                       |  |
|                                                                                                                                                                                                                                                                                                                                                             |                         |                                                       |  |
| Does the proposed work conform to the objectives of the historic preservation plan for said district (if any)? Explain your answer.                                                                                                                                                                                                                         |                         |                                                       |  |
|                                                                                                                                                                                                                                                                                                                                                             |                         |                                                       |  |
| Does the proposed work conform with the architectural design guidelines with emphasis on contextual issues including compatibility of size, volume proportions, rhythm, materials, detailing, colors, and expressiveness? (Historic Design Guidelines can be found at <a href="http://www.stevenspoint.com">www.stevenspoint.com</a> ) Explain your answer. |                         |                                                       |  |
|                                                                                                                                                                                                                                                                                                                                                             |                         |                                                       |  |

#### EXHIBITS

|                                                                                                                       |                          |                                    |
|-----------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------------------|
| Letter to District Alderperson ( <a href="http://www.stevenspoint.com/Directory">www.stevenspoint.com/Directory</a> ) | <input type="checkbox"/> | Additional Exhibits If Any (List): |
| Photographs of Building or Structure                                                                                  | <input type="checkbox"/> |                                    |
| Renderings or Elevations                                                                                              | <input type="checkbox"/> |                                    |
| Site Plan (for additions, and new construction)                                                                       | <input type="checkbox"/> |                                    |

#### CERTIFICATION AND SIGNATURE

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

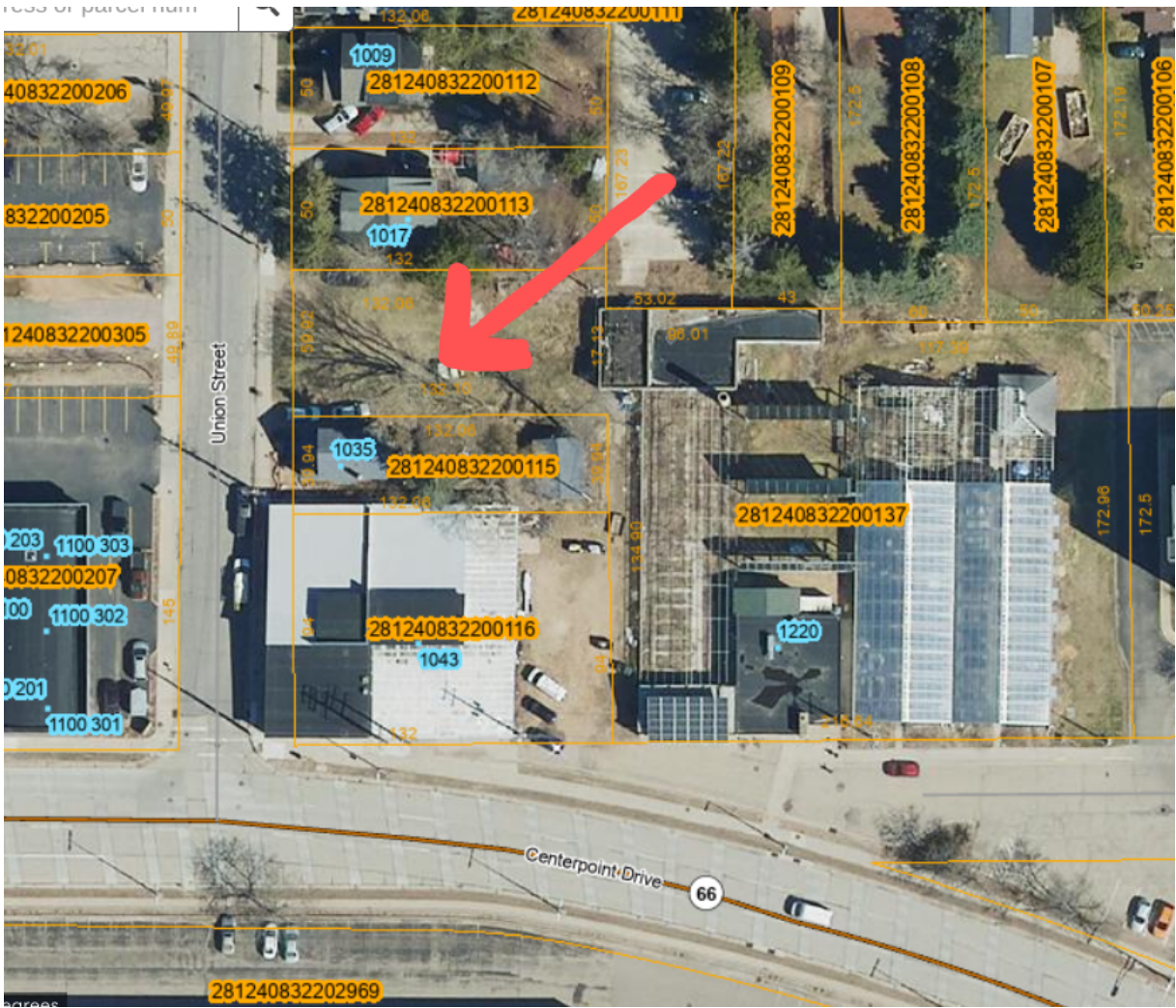
|                                                                                    |         |                                |      |
|------------------------------------------------------------------------------------|---------|--------------------------------|------|
| Signature of Applicant                                                             | Date    | Signature of Property Owner(s) | Date |
|  | 4/10/23 |                                |      |

# Farmshed Lot Planning Document

|                 |                                                                                               |
|-----------------|-----------------------------------------------------------------------------------------------|
| Stakeholders    | Farmshed (Trevor Drake), Nordic Night LLC (Nicole Terrill), Fields and Flora (Ella and Rosie) |
| Target Audience | Adam Kuhn, Associate Planner/Zoning Administrator, City of Stevens Point                      |

## Background

Farmshed has agreed to sublease the vacant portion of the parcel located in the Northwest corner of the Farmshed lot to both Nordic Night LLC, a public sauna, and Fields and Flora LLC, a flower growing and design company. The lot will be utilized as a shared space between these two companies, with designated areas for flower growing and for public utilization of the sauna, with a shared patio space.

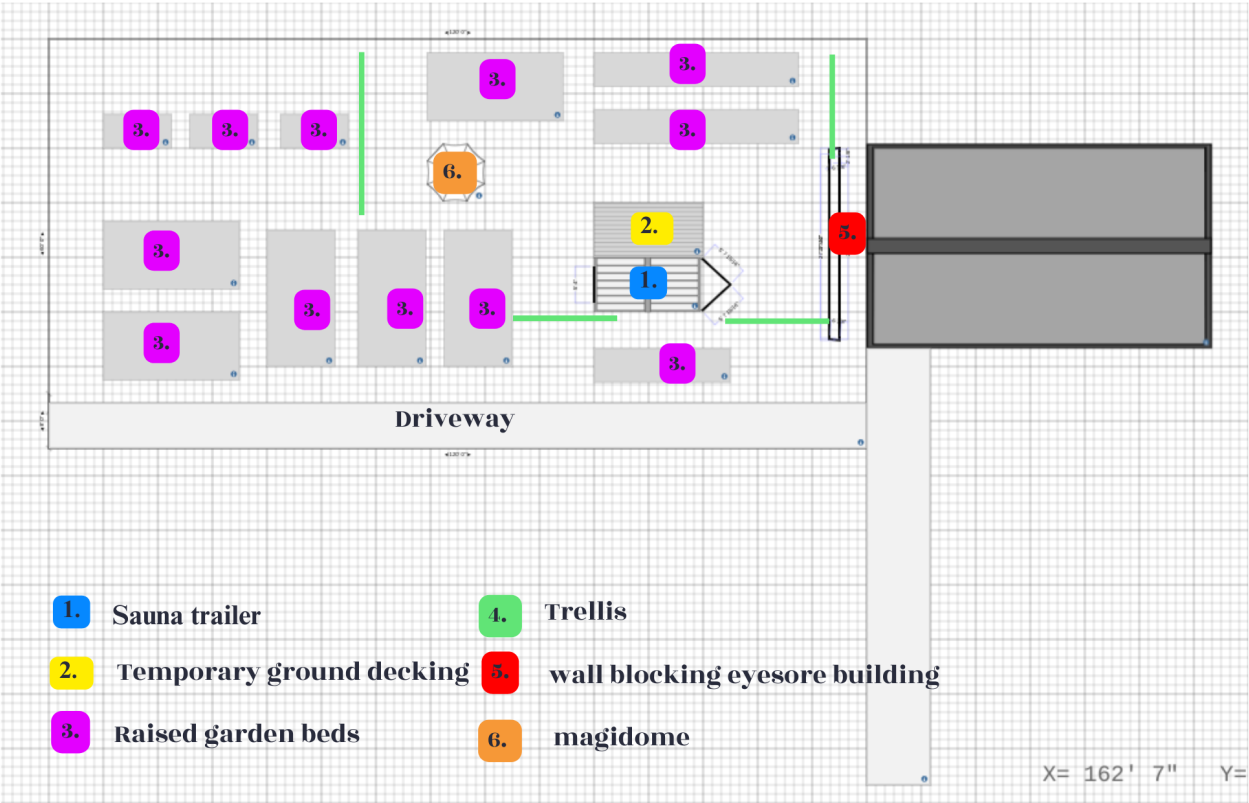


# Scope

Objectives

- Transform the aforementioned space, which is currently a vacant lot, to an urban nature scape that is both aesthetically pleasing and functional.
- Align with Farmshed's mission to launch new businesses by allowing two growing, early stage, women owned businesses a location to establish their businesses.

# Lot plans



# Planned temporary structures

1. Nordic Night Community Sauna
2. Temporary floor decking
3. Raised garden beds
4. Trellis
5. Wooden wall to cover eyesore building
6. Magidome

## 1. Nordic Night Community Sauna

- Size: 16' X 8'
- Materials: custom trailer base, wood, glass windows





## 1. Temporary floor decking

- Size: 8' X 16', built in 4 easily movable 4 X 8' sections
- Materials: wood
- Example/inspiration



## 1. Raised garden beds

- Size: 10'x20' (6), 10'x5' (3), 30'x5' (2), 20'x5' (1)
- Materials: wood
- Plants: Native Wisconsin Wildflowers, Herbs, Annual & Perennials
- Example/inspiration:





## 1. Trellis

- In aggregate, the trellis's would be 250 in length, broken into sections along the perimeter – as well as a walkway leading into the space. The height of these trellis's would range from 3-10 feet
- Materials: wood & wire
- Example/inspiration:





## 2. Temporary wooden wall to cover eyesore building

- Size: 10' high by 30' length
- Materials: wood
- Example/inspiration:



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## 3. Magidome

- Size:
- Materials: wood
- Example/inspiration:





# Timeline

- Nordic Night LLC intends to launch the sauna business from Farmshed as soon as possible. All other pieces of the business are complete/in motion, and a host location is the final piece needed to bring this business to the community.
- Nordic Night LLC and Farmshed intend to have an initial lease period of 5 months, with Nordic Night LLC operating from Farmshed from May to September, 2023. **As the Nordic Night Community sauna is a mobile operation, Nordic Night LLC may choose to relocate the sauna to an alternate host space at any time.**



## MEMORANDUM

To: Historic Preservation / Design Review Commission

From: Adam Kuhn, AICP  
Associate Planner / Zoning Administrator

Date: April 24, 2023

**RE: Discussion on Establishing Mural Guidelines**

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**Background:** Over the years, the Historic Preservation / Design Review Commission has been responsible for the review and approval of new murals within the City's historic districts. During the latest mural review, the Commission had requested City staff to establish formal guidelines for mural reviews. Historically, the Commission has been reviewing murals based on subjective guidelines that have not been codified into code.

Included within this agenda packet is a draft ordinance amendment that formally establishes guidelines for murals. This draft document covers the following:

- Defining the word 'mural' – specifically acknowledging that a mural shall not be a sign.
- Outlining the application process for new murals. As you can see in the proposal, I am recommending that, as part of the approval process, a maintenance plan is submitted to City staff that acknowledges who is in charge of the long-term maintenance of such mural. While murals generally have a long life expectancy, general maintenance is required over time to reduce the likelihood of peeling and chipping paint.
- Design standards. For previous mural reviews, it has been suggested that murals should not be placed on the front elevation of a building. The proposed guidelines establish this precedent. Additionally, the other design standards touch on the size of a permitted mural, what types of wall materials where murals are and are not permitted, and requirements ensuring that no architectural details are harmed or concealed with a proposed mural.

[www.stevenspoint.com](http://www.stevenspoint.com)

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*Open Records Rider: The City of Stevens Point is subject to Wisconsin Statutes relating to public records. Communication, such as this document, sent or received by City employees are subject to these laws. Unless otherwise exempted from the public records law, senders and receivers of City communication should presume that the communications are subject to release upon request, and to state record retention requirements.*

- Removing a mural. While there has never been a request to remove an existing mural from a building, the attached provides the approval process and restoration work required for such a project.
- Appeals. Consistent with most other ordinances in the City, the proposal includes an appeals process from requirements of this ordinance. As shown below, specific criteria would be established for the Commission to review whether deviations in mural guidelines should be adopted.

**Next Steps:** During our February HPDRC meeting, we reviewed a first draft document and, based on the recommendations that you all had, edits have been made to the attached document. The purpose of this meeting will be solely a discussion. If you are generally comfortable with this draft ordinance, we will proceed with approval at our next meeting. Please note that a mural ordinance would need to be adopted by the City's Common Council as well.

**ORDINANCE AMENDING THE REVISED MUNICIPAL CODE  
OF THE CITY OF STEVENS POINT, WISCONSIN**

**[Chapter 22 of the Revised Municipal Code – Historic Preservation & Design Review –  
Mural Guidelines for Historic Properties in the City of Stevens Point]**

The Common Council of the City of Stevens Point, Portage County, Wisconsin, do  
ordain as follows:

**SECTION I:** That Section 22.05 of the Historic Preservation and Design Review Ordinance  
of the Revised Municipal Code of the City of Stevens Point shall be amended as follows:

Part 2: Definitions

The definitions shall be as follows:

- Mural: An artistic work applied to an exterior surface of a pre-existing structure and that does not constitute a sign under Chapter 25 of the Revised Municipal Code of the City of Stevens Point

**SECTION II:** That Section 22.07 of the Historic Preservation and Design Review Ordinance  
of the Revised Municipal Code of the City of Stevens Point shall be amended as follows:

Section 22.07: Mural Guidelines

- 1) Application Requirements. Any request to paint a mural shall constitute a 'major work' and be approved by the Historic Preservation / Design Review Commission. In addition to those materials required for a design review, applicants seeking a design review for a mural shall submit the following:
  - a) Written approval from the property owner for the mural, provided the applicant is not the owner of the property.
  - b) A maintenance plan specifying care and the parties responsible for the maintenance of the mural. Maintenance includes, but is not limited to, the removal of surface dirt, reapplication of coatings, touching up

damaged areas, and ensuring vegetation does not harm the mural or the supporting building.

- c) An agreement between the artist and the property owner identifying who is responsible for removal of a mural.
- d) Photo documentation of the completed mural shall be supplied to the Historic Preservation / Design Review Commission to provide a base line for future maintenance, conservation and restoration.

2) Design Standards. The following shall apply for the painting of a mural:

- a) No mural may be located on elevations that directly face or are parallel to sidewalks and public rights-of-way.
- b) Murals are permitted for side and rear facades that have been refaced with non-historic materials.
- c) Murals are permitted for side and rear facades that lack historically relevant architectural details (e.g., cornices, windows, doors, etc.), are of painted common brick and that has no decorative masonry work, provided that such walls are not street-facing.
- d) Murals are permitted to utilize 100% of the wall on which it is placed, provided it meets applicable standards found within this Section.
- e) Murals shall be confined to one wall of a building and are not permitted to wrap around the building onto other sides.
- f) No more than one mural is permitted on any one building.
- g) A mural is not permitted to be applied to unpainted masonry walls such as brick, stone or stucco. Conversely, murals are permitted to be located on unpainted masonry walls only if such mural is painted on removable materials such as plywood or other suitable outdoor materials, upon the discretion of the Historic Preservation / Design Review Commission.
  - 1) Removable materials shall be anchored into the masonry joints of the building's wall.
  - 2) The removable material shall be framed so as to not trap water between the mural and the wall.
- f) No mural shall be permitted on wood sidings that contain surface detail including, but not limited to, bevel sidings, board and batten siding.
- g) For exterior elevations that are in need of cleaning or repointing, as outlined within the Historic Preservation / Design Review Commission's Design Guidelines, a mural may not be applied to such elevation in lieu of cleaning or tuckpointing.
- h) The proposed mural shall have cultural, artistic, historical or societal significance to the broader Portage County region.
- i) Murals are not permitted to be located on fencing.
- j) Murals shall not cover over doors, windows, cornices or other architectural elements that are historically relevant to the building.
- k) The lighting of a mural shall require a design review by the Historic Preservation / Design Review Commission. Proposed lighting shall meet applicable lighting standards as found within the Commission's Design Guidelines.

- 3) Removing a mural. The following shall apply for the removal of a mural:
- a) A design review by the Historic Preservation / Design Review Commission shall be required for the removal of a mural.
  - b) If approval by the Historic Preservation / Design Review Commission is granted, any materials used to adhere the mural to an exterior elevation shall be removed at the time that the mural is removed. Such materials include, but are not limited to, brackets, mounting hardware, caulking material or grout and adhesive glues. The exterior surface shall be returned to its original condition.
- 4) Appeals. In requesting to paint a mural, the applicant may submit an appeal to the Historic Preservation / Design Review Commission for a variance from certain requirements of this Section. A variance may be granted by the Historic Preservation / Design Review Commission if all of the following criteria are met:
- a) The granting of the requested exception(s) would not be materially detrimental to the property owners in the vicinity.
  - b) The granting of the requested exception(s) would not be contrary to the purpose and intent of this Chapter, as stated within Chapter 22.01.
  - c) The granting of the requested exception(s) would not be contrary to applicable provisions of the Secretary of Interior's Standards for Rehabilitation (36 CFR 67).

In granting an appeal, the Historic Preservation / Design Review Commission may attach additional requirements to the design review certificate to carry out the purpose and intent of this Ordinance. A denial for an appeal by the Historic Preservation / Design Review Commission may be appealed to the Common Council. Overturning a decision made by the Historic Preservation / Design Review Commission shall require a majority vote by the Common Council.

**SECTION III:** That this ordinance shall take effect upon passage and publication.

Approved: \_\_\_\_\_  
Mike Wiza, Mayor

Attest: \_\_\_\_\_  
Kari Yenter, City Clerk

Dated:  
Adopted:

Drafted By: Adam Kuhn  
Return To: City Clerk



## MEMORANDUM

To: Historic Preservation / Design Review Commission

From: Adam Kuhn, AICP  
Associate Planner / Zoning Administrator

Date: April 24, 2023

**RE: Discussion on Historic Preservation Fund Subgrants**

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**Background:** As the Commission may recall, the City of Stevens Point is listed as a Certified Local Government (CLG) through the National Park Service. A CLG is any government jurisdiction who is certified by the State Historic Preservation Office and the U.S. Department of Interior that meets specific criteria related to the administration, surveying and protection of historic properties.

Each year, the federal government appropriates funds to the Department of Interior's Historic Preservation Fund (HPF). These HPF funds are, in turn, disbursed through each state's historic preservation office to fund various types of projects for CLG's. As shown below, CLG's are eligible for financial assistance through the HPF for the following projects:

- Surveys for historic properties and archaeological sites;
- Nominations of historic properties and districts to the National Register of Historic Places;
- Educational programs related to historic properties and local history; and
- The development of design guidelines and historic preservation plans.

Financial assistance through the HPF is offered through yearly application cycles, generally occurring during the second half of each calendar year. Typical award amounts range from \$1,500-\$25,000, with the ability to ask for up to \$50,000. Please note that there is no local matching requirement. As funding through the HPF is eligible solely to CLG's, the applicant pool is arguably smaller than most state administered grants.

[www.stevenspoint.com](http://www.stevenspoint.com)

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*Open Records Rider: The City of Stevens Point is subject to Wisconsin Statutes relating to public records. Communication, such as this document, sent or received by City employees are subject to these laws. Unless otherwise exempted from the public records law, senders and receivers of City communication should presume that the communications are subject to release upon request, and to state record retention requirements.*

While the City has been a CLG for several decades, historic notes indicate that the City applied for, and was awarded, a HPF subgrant once. In 2017, the City received a HPF subgrant for the purpose of nominating the Clark Street-Main Street Historic District to the State and National Register of Historic Places.

As 2023 application cycle for this grant program was recently released, I am reaching out to you all to see 1.) if there is an interest in pursuing this grant (either for 2023 or for future application cycles) and 2.) what type of project should be prioritized as part of a hypothetical grant submittal. For your assistance, I have provided a few comments pertaining to the list of eligible projects:

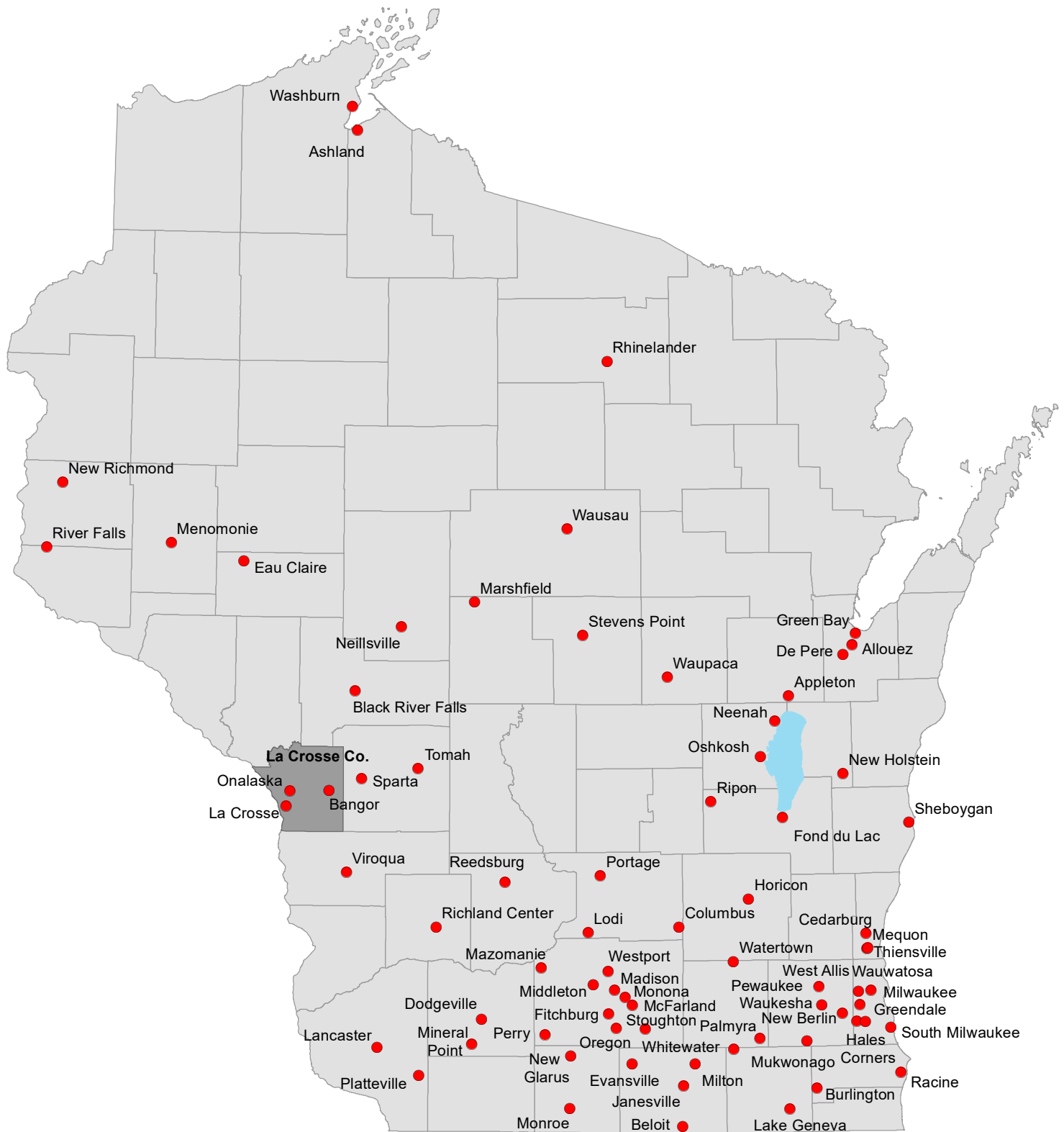
1. Surveys: In 2011, the City hired an outside consultant to conduct an intensive survey report of properties within the city. This document can be found [here](#). While this intensive survey report was produced over 11 years ago, I don't believe that much has changed to warrant conducting a new survey of historic properties.
2. Nominations: As part of the aforementioned survey report, it outlined five districts that would be eligible for listing to the State and National Register of Historic Places. These districts are as follows:
  - Church of the Intercession – St. Stephen R. C. Church Historic District
  - Church Street Residential Historic District
  - Clark Street – Main Street Historic District
  - Pine Street – Plover Street Historic District
  - Sunset Fork Residential Historic District

As mentioned earlier, the Clark Street-Main Street Historic District was successfully listed to the State and National Register of Historic Places through financial assistance from this CLG subgrant. Listing an area to the State and National Register of Historic Places would not require property owners to follow local HPDRC Design Guidelines – a primary benefit is that it allows property owners to obtain tax credits when performing rehabilitation or restoration activities.

3. Educational programing: The Commission's 2021-2026 Strategic Goals document outlines the need for having more educational programing on preserving history, educating property owners of what it means to be in a historic district, etc. While I'm not sure what specific type of programing is most appropriate, it would be an eligible project (albeit not as favorable for a grant application when compared to the other eligible projects).
4. Design guidelines and historic preservation plans: The Commission is currently working towards an update to their 2014 Design Guidelines. As this subgrant is more geared towards CLG's who currently do not have design guidelines, I don't believe that this grant would be appropriate for us. With that said, [Chapter 22 of the City's Revised Municipal Code](#) (pages 9-11) does outline the long-term goal to adopt a historic preservation plan for each historic and design review district in the city.

All in all, the purpose of this discussion is to outline this grant program and determine if there is an interest in pursuing this for a future application cycle (2023 or beyond). Within the agenda packet includes further information about CLG's and the grant program. If you have any questions, please do not hesitate to contact me.

# Certified Local Governments



WISCONSIN  
HISTORICAL  
SOCIETY



WISCONSIN  
HISTORICAL  
SOCIETY

# CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM 2023

## INSTRUCTIONS

For Completing the CLG Grant Application Form

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

*Jason Tish, CLG Coordinator*  
*[jason.tish@wisconsinhistory.org](mailto:jason.tish@wisconsinhistory.org)*  
*608-264-6512*

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

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[wisconsinhistory.org](http://wisconsinhistory.org)



## Instructions

### Completing the Application for Federal Historic Preservation Funding to Certified Local Governments in Wisconsin

This section guides you through the attached grant application form below. Certified Local Government (CLG) grants are available to local governments in Wisconsin that have been certified under the CLG program. If your local government is a CLG, you are eligible for grants. If you are not sure, check [here](#) to verify.

Each year the Wisconsin State Historic Preservation Office (SHPO) grants approximately \$120,000 to CLG communities throughout the state. Grants may be used for historic preservation planning projects like:

- surveys for historic properties and archaeological sites
- nominations of historic properties and districts to the National Register of Historic Places (NRHP) or your local list of Landmarks
- educational programs related historic properties and local history
- development of design guidelines and Historic Preservation Plans.

The typical grant award is between \$1,500 to \$25,000. Higher awards, up to \$50,000, will be considered for exceptional, timely, and high-priority proposals.

The CLG Grant program occurs on an annual cycle, opening in the spring and closing in December when grant applications are due (see *Annual Grant Calendar*, page 2).

Applications must propose projects that will benefit historic or archaeological resources located in Wisconsin. Multiple grant applications may be submitted. Each application will be evaluated independently.

This grant program is funded by federal money. Federal rules and regulations apply to ensure that expenses for project-related work are auditable according to federal standards.

For assistance on anything related to CLG grant funding, contact the State Historic Preservation Office:

*Jason Tish, CLG Coordinator*  
*[jason.tish@wisconsinhistory.org](mailto:jason.tish@wisconsinhistory.org)*  
*608-264-6512*

## Annual Grant Calendar

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| March      | <b>Identify project(s) for grant funding</b> – In the spring months, think about projects you would like to propose for grant funding. Discuss your ideas with SHPO staff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| April      | <b>Grant cycle opens</b> – The SHPO will announce the availability of grant funding and issue proposal criteria.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| May-June   | <b>Define project for grant funding</b> – Develop objectives and begin scoping out tasks needed to get the project done. Request initial quotes from consultants to get an idea of how much the project will cost.                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| August     | <b>Submit Letter of Intent</b> - By August, you should have a clear idea of what you would like to propose for grant funding. You should have initiated discussions with SHPO staff about the details of your project. Submit a Letter of Intent to the SHPO before the <a href="#">published deadline</a> . Some projects, like surveys and nominations to the National Register of Historic Places (NRHP), require community engagement in advance so property owners know what to expect, and so that the project manager can secure their support. If engagement has not happened, it should be scheduled in the next three months.                    |
| Sept.-Nov. | <b>Define scope of work, hold engagement session</b> – Work with SHPO staff to define a work program for your project. If the project includes a survey or an NRHP nomination, schedule an informational meeting with property owners.                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Dec.       | <b>Application deadline</b> - Submit completed, signed grant application to the SHPO on or before the <a href="#">published deadline</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Jan.-Feb   | <b>Review and scoring of applications, grant awards approved</b> - SHPO staff review and score applications based on published priorities and criteria. Proposals recommended for funding are forwarded to the State Historic Preservation Review Board for final approval at their quarterly meeting in February. Grant applicants will then receive written notification of award decisions.                                                                                                                                                                                                                                                             |
| March      | <p><b>Memoranda of Agreement (MOA) prepared, grant awards published</b> - The SHPO prepares a MOA for each funded project, articulating the scope of work, deliverables, timeline, budget, and other stipulations. Each MOA is reviewed, negotiated, and signed by the person who will act as the project manager, as well as the authorized financial agent for the applicant.</p> <p>The SHPO advertises the grant awards and issues a Request for Qualifications from historic preservation consultants who have worked in Wisconsin. The SHPO sends an executed MOA, Purchase Order, and a list of interested consultants to each grant recipient.</p> |
| April-May  | Grant recipients issue a Request for Bids (RFB) for their funded projects, select a consultant, and start project work. Grant recipients have until the end of August the following year to complete project work. Next grant cycle begins.                                                                                                                                                                                                                                                                                                                                                                                                                |

# Completing the Grant Application Form

## **-Page 1 of the Application Form-**

*There are no required fields to fill out on this page, only a checklist of minimum requirements that must be met for your proposal to be considered.*

## Minimum Requirements

*The first page of the grant application form lists 8 minimum requirements that must be met before an application will be considered for funding. The first six apply to all applications, while the last two apply only to certain types of projects.*

### **1. Applicant consulted with SHPO staff on proposal prior to submission of LOI**

*Talk about your project with the CLG Coordinator at the SHPO at the earliest stages of planning for a grant-funded project. We want to know what you would like to do before you submit a Letter of Intent so that we can guide you to a successful and fundable project.*

### **2. Applicant submitted a Letter of Intent before the deadline**

*A Letter of Intent (LOI) is required for every grant proposal. Applications will not be considered without having submitted a LOI. The LOI deadline is usually in early August.*

### **3. Application submitted on or before the deadline**

*The complete application form with fully scoped proposal and itemized budget estimates must be submitted on or before the application deadline, usually in early December.*

### **4. Applicant has submitted CLG Annual Report in January for the prior year**

*Proposals from applicants who did not previously submit a [CLG Annual Report](#) for the prior year will not be considered. The CLG Annual Report is due at the end of January each year and is a basic requirement of CLG certification status. Not submitting an Annual Report puts the community out of compliance with the requirements of the CLG program.*

## The Letter of Intent

A *Letter of Intent* (LOI) is required for all CLG grant applications. It is the first formal step in the application process after you have an informal conversation with the CLG Coordinator about your project idea. The LOI is typically due in early August of each year (see Annual Grant Calendar above).

The LOI only needs to be as thorough as necessary to describe the scope and objectives of the proposed project and provide an estimate of costs required to complete it. Submission of a LOI does not obligate the applicant to follow through on an application or a project. Your letter-of-intent must be received by the SHPO on or before the published LOI deadline for the current grant cycle.

- 5. Applicant complies with all state and federal requirements of the CLG program**  
*Proposals from applicants who are out of compliance with other [requirements of the CLG program](#) will not be considered.*
- 6. Applicant has no incomplete CLG subgrant projects in the past five years**  
*Proposals from applicants who have not completed grant-funded projects within the past five years will not be considered.*
- 7. For intensive surveys, applicant has reviewed survey boundaries with SHPO staff**  
*Surveys require consultation with, and concurrence from SHPO staff on appropriate survey boundaries. Plan ahead to get concurrence from SHPO on your proposed survey boundaries.*
- 8. For historic district nominations to the NRHP, applicant has consulted with SHPO staff on current eligibility of the district and has held a public informational meeting within the past 12 months.**  
*Historic district nominations to the NRHP require more groundwork than other projects. Before you submit a full application for a NRHP district nomination, you will need to consult with SHPO staff to confirm that the district remains eligible for listing. You will also need to invite property owners in the district to an informational meeting to gauge the level of support for nominating the district. Applications for historic district nominations will not be considered if this groundwork has not been done.*

## Grant Amount Requested

*Enter the amount of grant funding, in whole dollars, that you are requesting for you project. This amount should reflect a thoroughly developed scope of work and should rely on at least two quotes from qualified consultants.*

## Applicant

*The CLG grant program is available to local units of government that are certified under the federal CLG partnership program.*

*In this section of the application form, enter the name of the CLG community, the year that the community was certified (if you're not sure, [check here](#)), the title (or brief description) of the proposed project, and the community's federal Employer Identification Number (EIN).*

## Project Manager

*Enter the name and contact information for the person (usually CLG staff) who will manage the project. This typically includes preparing and issuing a Request for Bids (RFB), selecting and contracting with a consultant, directing the consultant, monitoring project work, ensuring the timely completion of the Scope of Work, completing progress reports to SHPO, and ensuring that deliverables are completed adequately and on time.*

## Financial Agent

*Enter the name and contact information for the municipal official who can ensure that municipal funding is available for the completion of the project prior to the disbursement of grant funding. Grant funding is disbursed on a cost-reimbursement basis, so the local government must fund project work before being reimbursed from grant funds.*

## Project Type

*Check one project type. A grant application may propose only one project type. A CLG may submit more than one application in a grant cycle for different project types. The project type is scored on its potential to advance the objectives of the federal National Register of Historic Places program. Priorities are set by the National Park Service. Point values reflect federal priorities for funding from the Historic Preservation Fund.*

**A. Initial intensive survey (30 pts.)**

*An initial intensive survey, designed to identify historically and architecturally significant properties and districts, in an area that has never been evaluated for historic properties.*

**B. Nomination of a historic district to the NRHP (25 pts.)**

*Check this box if you propose to complete a NRHP nomination for a historic district that was identified as potentially eligible in a prior survey.*

**C. Nomination of a historic district under a local historic preservation ord. (25 pts.)**

*Check this box if you propose to complete a nomination for a historic district under your local historic preservation ordinance.*

**D. Resurvey of a community that was surveyed more than 25 years ago (20 pts.)**

*A survey or resurvey is done in an area of your community that was previously surveyed over 25 years ago. Check this box if you are proposing this type of project.*

**E. Nomination of individual, *publicly-owned* property, archaeological site to NRHP (15 pts.)**

*Check this box if you propose to complete a NRHP nomination for an individual property or archaeological site that is owned by a local unit of government.*

**F. Nomination of individual, *publicly-owned* property or archaeological site under a local historic preservation ordinance (15 pts.)**

*Check this box if you propose to complete nomination for an individual property or archaeological site, owned by a local unit of government, to be designated as a Landmark under your local historic preservation ordinance.*

**G. Nomination of individual, *privately-owned* property to the NRHP (10 pts.)**

*Check this box if you plan to complete a NRHP nomination or local Landmark nomination for an individual, privately-owned property.*

**H. Nomination of individual, *privately-owned* property or archaeological site under a local historic preservation ordinance (15 pts.)**

*Check this box if you propose to complete nomination for an individual property or archaeological site, owned by a private party, to be designated as a Landmark under your local historic preservation ordinance.*

**I. Public outreach and educational projects (5 pts. plus potential Bonus)**

*Outreach and educational projects are subject to a broad interpretation, and can include 1) programs that increase public awareness of preservation methods and techniques, 2) dissemination of information to promote working relationships between the public and private sectors to achieve historic preservation objectives, 3) programs that broaden public understanding of state or local historic preservation planning or objectives, or 4) dissemination of results of grant-funded work, including explanation of outcomes and issues directly related to grant-assisted programs.*

**J. Design Guidelines and Historic Preservation Plans (5 pts. plus potential Bonus)**

*Check this box if you propose to develop design guidelines for designated historic properties or districts, or if you propose to develop a Historic Preservation Plan. Design guidelines are distinct from the design standards in a local historic preservation ordinance in that they are not legally enforceable. Design guidelines are usually illustrated guidelines that provide general guidance for owners of historic properties in making sensitive repairs or alterations to the exterior of historic properties. A Historic Preservation Plan is a municipal planning document that organizes historic preservation activities (identification, evaluation, designation, and treatment) in a logical sequence. Historic Preservation Plans are often developed to integrate with community's Comprehensive Plan.*

**Bonus, 20 points** – *Applicable to Project Types I and J. You will get a 20-point bonus if you are proposing a project that fits into type I or J above only if you have a current survey of your entire community and have made reasonable efforts to nominate all properties and districts evaluated in your survey report to be potentially eligible for the NRHP. This bonus is provided to assist communities who have done all they can with surveys and nominations and have moved on to other types of projects.*

**K. Host a CAMP training workshop**

*Commission Assistance and Mentoring Program ([CAMP](#)) training workshops are presented by the National Association of Preservation Commissions ([NAPC](#)) in collaboration with CLG communities. NACP provides the training content and presenters, and the CLG plans the logistics to host the event. CAMP is an opportunity for CLG communities to bring people to their city from around the state. CAMP is prioritized highly for funding every other year.*

## Project Description

*Describe the goal of the project and discuss all the steps needed to make it happen.*

*Discuss the roles that professional consultants, staff, and/or volunteers will play in the project work. Describe the tasks for which each will be responsible.*

*Discuss previous work that has been done toward completing the project.*

*Discuss the timeline for completion of the project.*

*Describe products or deliverables that you expect to be produced during the project.*

*If your project will entail a survey of an area of your community for historic properties, describe the survey area. Attach a map.*

*If your project will entail the nomination of a property or a district to the NRHP, include the property address or a brief description (location, number of properties) of the district.*

*If you are proposing a CAMP event, describe all aspects of the plan, including:*

- *Itemized budget*
- *Venue*
- *Food and refreshments*
- *Lodging*
- *Marketing plan defined in consultation with SHPO staff*
- *Registration plan defined in consultation with SHPO and NAPC*
- *Consultation with NAPC and SHPO to select sessions and presenters*
- *Complete list of items to be covered by grant funding*

## Local Historic Preservation Objectives

*Discuss how the project would advance historic preservation objectives in local planning efforts. This can include identification of historic properties, protection of properties through policy or guidance, evaluation of a property's history or construction to inform repair, rehabilitation, or preservation strategies, or education programming to broaden the community's recognition, awareness, and appreciation of, and identification with local historic properties.*

*Describe how the project would encourage or enable the protection of historic properties or generate economic development opportunities for the community?*

*Describe whether and how this project would illuminate or inform the history of racial, ethnic, sexual, or gender minority communities who have been underrepresented in past surveys or plans?*

## Previous CLG Grant-Funded Projects

*List previous CLG grant funding that your local government has received in the past five years, and which years you got the grants. Briefly describe the projects that have been funded, and whether they were completed successfully.*

## Training

*Occasional training and education for historic preservation commissioners and staff is important for a well-functioning local historic preservation program. Here, describe all training in which your historic preservation staff or commissioners have participated in the past three years. This can include webinars, conferences, online modules, technical workshops, CAMP, or any other formats that include training on historic preservation policies, best practices, or technical methods.*

## Budget

*A proposed budget is required for a CLG grant application to be considered complete. Budget amounts must be realistic and based on fair and open competition among suppliers of professional services, materials, or equipment.*

*The typical grant award is up to \$25,000. Higher awards, up to \$50,000 will be considered for exceptional, timely, and high-priority proposals.*

*The applicant will be reimbursed for documented, project-related expenses up to the amount of the grant award, including staff time spent managing the project.*

*No match is required for CLG grants.*

*Grant funding will be distributed as reimbursement for incurred costs. The applicant will be reimbursed for documented, project-related expenses up to the amount of the grant award, including staff time spent managing the project.*

*The SHPO strongly recommends that applicants obtain at least two itemized estimates of major cost items to use as a basis for preparing a budget proposal and include written estimates as an attachment (applications with written estimates will score higher). **If you are submitting less than two estimates, describe efforts made to obtain quotes from qualified consultants.***

*The selected consultant must meet the [federal Professional Qualification Standards](#)*

*If you are awarded a subgrant, the purchase of items in this budget must follow federal procurement standards, which provide for maximum open and free competition, regardless of the monetary value.*

*You can paste your budget in this field or attach it to the application form. Please use a whole dollar amount.*

*The consultant contracted to complete the project work must meet the [Secretary of the Interior's Professional Qualification Standards](#).*

**Eligible Expenses:**

**Salaries** – Salary for CLG staff directly involved in project activities are reimbursable from the grant award. The maximum rate is \$63.00 hourly or \$504 daily. CLG staff salaries. considered "cash" for this grant.

**Professional services contracts** – Grant recipients must use a competitive negotiation process for procurement of professional contractors who are qualified to perform the work. The earnings limit per person for contractors \$131,544 annually.

**Small, woman-owned, and minority-owned businesses** - It is national policy to award a fair share of contracts to small, woman-owned, and minority-owned businesses. Affirmative steps must be taken to assure that these businesses are utilized whenever possible as sources of supplies, equipment, and services.

**Supplies and Equipment:**

**Administrative costs** – Costs including secretarial, accounting, communication costs (telephone, etc.), and other miscellaneous costs may be eligible under certain conditions. These expenses must be itemized and supported by auditable documentation. Administrative costs in excess of 10% of total direct labor costs will be reviewed closely prior to project selection and during project negotiations. The SHPO reserves the right to limit the amount of administrative costs allowed on any grant-assisted projects.

**Capital equipment**, we define as "per item cost is \$300 or more." If the SHPO does allow the purchase, at the conclusion of the project the equipment may become the property of the SHPO or the National Park Service.

**Equipment rental.** The total cannot exceed the cost to purchase the item.

**Office supplies, maps, copying, printing, binding, etc.** needed for project administration and production of deliverables.

**Curating costs** for archaeological artifacts for the duration of the project only.

**Travel expenses** – Costs for travel to complete project work is reimbursable. Lodging (up to \$62 per day), meals (up to \$34 per day), and mileage (up to **\$0.325 per mile**). If a new rate is approved by the federal or Wis. State government, the lower of the two rates must be used **after** it becomes effective.

*-Page 6 of the Application form-*

The final page of the application form must be signed by the person who will act as the project manager for the grant-funded project. The project manager will be the point of contact between the SHPO and the recipient of the grant – the CLG.

The application must also be signed by the CLG's financial agent. This is the person who can affirm that the CLG has funding available to fund the project prior to being reimbursed from the grant award.