



**CITY OF STURGEON BAY
HISTORIC PRESERVATION COMMISSION
AGENDA**

Wednesday, March 30, 2022 @ 12:00 Noon
Council Chambers, City Hall
421 Michigan Street, Sturgeon Bay, WI

1. Roll call.
2. Adoption of agenda.
3. Approval of meeting minutes from August 9, 2021.
4. Consideration of: Roof rail system for Anthony Scimeca located 242 Michigan Street.
5. Consideration of: Certified Local Community (CLG) Historic Preservation Program
6. Adjourn.

NOTE: DEVIATIONS FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Committee Members:

Chair: Dave Augustson
Vice Chair: Mark Schuster
Chad Shefchik
Trudy Herbst
Barry Mellen
Dennis Statz
Eric Paulsen

03/25/2022
12:45 PM
PSQ

CITY OF STURGEON BAY
Historic Preservation Commission
Monday, August 9, 2021
Council Chambers, City Hall, 421 Michigan Street
12:00 Noon

A meeting of the Historic Preservation Commission was called to order at 12:04 P.M., by Chairperson Dave Augustson in Council Chambers, City Hall, 421 Michigan Street.

Roll Call: Members present were Dave Augustson, City Engineer Chad Shefchik, Dennis Statz and Barry Mellen. Members Trudy Herbst, Eric Paulsen and Mark Schuster were absent. Also present were Community Development Director, Marty Olejniczak, Planner / Zoning Administrator, Christopher Sullivan-Robinson and Municipal Services Secretary, Patty Quinn.

Adoption of the Agenda: Moved by Mr. Shefchik and seconded by Mr. Statz to adopt the following agenda:

1. Roll Call.
2. Adoption of the agenda.
3. Approval of minutes from April 9, 2021.
4. Consideration of: Façade repairs to the Wilkins and Olander building located at 120 N 3rd Avenue.
5. Consideration of: Sawyer School Lofts project for Northpointe Development Corp located at 17 W Pine Street.
6. Consideration of: Historic District Designation for the defense home neighborhood (Sunset Hill Plat).
7. Consideration of: Historic District Designation for the West Side Business District.
8. Adjourn.

All in favor. Carried.

Approval of minutes from April 9, 2021: Moved by Mr. Shefchik and seconded by Mr. Mellen to approve the minutes from April 9, 2021.

All in favor. Carried.

Consideration of: Façade repairs to the Wilkins and Olander Building located at 120 N 3rd Avenue: Mr. Ken Overland, 217 N. 1st Avenue, Unit 15, Sturgeon Bay, was present to speak and is the owner of the Wilkins and Olander Building. He had called Larson Engineering who inspected the left side of the building. There are bricks that could fall and possibly be dangerous. That company suggested he remove the parapet and have it capped. Wall could possibly be three bricks deep and he is very concerned about safety. His plan is to eventually turn the building over to his family but wants to ensure that they get a safe property. The parapet is beautiful but a safety hazard, in his opinion. Mr. Overland plans to make sure that the right side of the building will match what is done on the left side and thinking of doing a light white wash to give the entire building the same appearance. It is not his intention to change the overall look and plans to keep the awning but he is still looking at who can do the work to possibly cap the parapet.

Mr. Augustson questioned if the barnwood around the windows would be removed and would the brick work have the same theme and detail as it does currently. Per Mr. Overland, he could replace the windows and barnwood frame if the windows are found to be in poor shape. He might use a vinyl or

plastic brick – whatever would be recommended by the commission but it's important to him that costs are kept down. Mr. Augustson asked that more details be provided on the brick pattern and suggested that Mr. Overland talk to TAP (Third Avenue Playhouse) to get an idea of what their costs were on the brick work done there.

Mr. Statz spoke on what he did with the Dancing Bear building to restore it to more of its original look. There are many different products available to do this kind of work but feels that this project would need to replicate what was originally there. Mr. Overland has not looked into options but strongly feels that the parapet is rotting and causing bricks to fall off.

Other questions raised by the commission included that of the roof slope and if there is any rubber on the roof. Mr. Augustson is not in favor of removing the parapet and Mr. Shefchik agreed and wants to see pricing options.

Mr. Shefchik and Mr. Sullivan-Robinson viewed original pictures taken of the current façade and Mr. Shefchik said it would be hard for the commission to approve the removal of the parapet on any building in the City. All agreed that Mr. Overland needs to maintain the brick detail and Mr. Statz suggested that he speak to TAP's contractor. Contact info will be provided.

Mr. Overland was wanting to begin this work right after Labor Day, 2021, so that it did not interrupt his daughter's business and wants to complete it, as soon as possible. He was very concerned on the total costs of what was being suggested and felt that he does not want to get into more debt but wants to leave his family a safe building. Mr. Shefchik would be open to substantial repair work being done first and work on parapet later but more details needed. The members commented that they cannot quickly decide on something that has been there for 140 years – they would be looking for replacement work that would be appropriate. Other suggestions made such as adding keystone bricks. Dimension, depth and design needs to be kept. The Commission asked that Mr. Overland obtain drawings/sketches to show general theme of the cornice and brick detail and suggested he, also, talk to the contractor that did the Bliss renovation and it wouldn't take long to get needed sketches.

Mr. Augustson then instructed Mr. Overland to take the next 6 to 8 weeks and get pricing options and drawings/sketches. The City would be looking for a brick pattern that would be same on both sides of the building and any replacement windows would be in kind. After all the work is completed, entire building would need to be painted. Commission looking to keep 3rd Avenue as 3rd Avenue.

Mr. Shefchik made a motion, seconded by Mr. Statz, to approve all of the work presented below the parapet, i.e. with windows relatively replaced in kind, brick work in kind, but follow-up approval for an appropriate parapet will still need to happen.

All in favor. Carried.

Consideration of: Sawyer School Lofts project for Northpointe Development Corp located at 17 W Pine Street: Mr. Jonathan Brinckley, Architect on this project, joined the meeting via Zoom at 12:47 P.M. Mr. Brinckley reminded the commission that full and complete plans have been submitted to this group and Northpointe is looking for final approval. Mr. Shefchik and Mr. Sullivan-Robinson had provided a detailed summary and it looks like the building will be replaced in kind. Mr. Brinckley said it is being kept historically in kind except for the ADA/handicap access. The canopy entrance would be the main entrance with the other doors for emergency only. The main entrance brings you to two stairways to the 2nd and 3rd floor corridors which is what the Historical Society wanted. It was mentioned that these plans did not go to the Aesthetic Board. Mr. Statz commented that he is good to go on the building and felt it was a great plan. Mr. Augustson had questions on outside stairways and whether an access to another street can be

added. Mr. Sullivan-Robinson feels it's a very straightforward plan and is okay on the landscaping. Parking spaces and the number of trees per zoning requirements all being presented in the plans.

Mr. Shefchik commented that it will be a very attractive site once completed but pointed out that a storm sewer drain that comes out at the bottom of the bleachers at the ball field, out to Pine Street, may be too close to future garages. Mr. Shefchik proposed a new manhole be put in but an easement/agreement to make a connection to a particular storm sewer drain. Mr. Brinckley remarked that a call is being held this week to address that and more discussion ensued regarding sanitary, sewer and public basin on this site still needs to be worked out and Mr. Brinckley will look into this.

Questions arose about future garages. Are concrete slabs to be poured with initial project start though garages to be built in the future? Only grass until garages are actually built. Mr. Shefchik concerned about the baseball field next door – may need to expand fences to prevent balls from falling into the parking lots. A solution could be seasonal netting that would be taken down after each season. Mr. Brinckley agreed to look into that.

Mr. Olejniczak commented that the exterior, landscaping, the layout of the parking lots and anything visible to the outside, is okay to approve. Trees are coniferous but the plan will need shade/canopy trees and Mr. Brinckley agreed to fix. Mr. Sullivan-Robinson felt that the lighting was good as far as the design but reminded Mr. Brinckley that they need to keep in mind the single-family residences on Pine Street may be affected by the lighting. Mr. Augustson asked if the Sawyer hill sign will be lit or not – per Mr. Brinckley, Pine Street will not be lit and there will be back-lit letters at the parking lot. Per Mr. Statz, the stone wall on Madison Street may need a little repair at some point.

Mr. Shefchik made a motion, seconded by Mr. Statz, to approve as presented as long as the parking lot trees will be approved by Mr. Sullivan-Robinson.

All in favor. Carried.

Consideration of: Historic District Designation for the defense home neighborhood (Sunset Hill Plat): Mr. Augustson and Mr. Olejniczak described the difference between a state-level historical registry versus a district level designation and what home owners would need to do if looking to make changes to their residences. Mr. Augustson not in favor of rules for home owners but putting a sign up or to be able to include in a walking tour, is fine. Mr. Statz questioned if doing an intensive survey on this area would be feasible. Mr. Olejniczak indicated that some costs are involved in doing that. It might be best to contact the neighborhood first and then investigate what it would take. Such a designation could raise property values and usually has a positive effect. Per Mr. Mellen, some homes in serious condition in this area but other parts of the City are experiencing the same. Mr. Olejniczak commented that only three of the original homes are actually left in the defense neighborhood.

Mr. Shefchik said that we should not spend the money to complete a survey if there aren't any plans with this kind of designation and that there would be no cost benefit to the City. Mr. Shefchik made a motion, seconded by Mr. Statz, to table this agenda item.

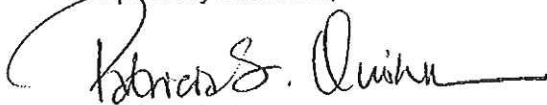
All in favor. Carried.

Consideration of: Historic District Designation for the West Side Business District: Mr. Augustson indicated that Mr. Olejniczak has an intensive survey on this area from 1983 that cost the City about \$8,000 at the time. The survey was completed on a number of West side businesses and put on an "Opinion of Significance" chart as to what buildings qualified at that time. If survey were redone today, some buildings may now qualify and it might be worth the cost of the survey.

Mr. Statz suggested that since the original survey is 40 years old, perhaps check with the state Historical Society on names of who can now complete such a survey. Mr. Olejniczak can pull data on properties last looked at and put this item on a future agenda and he and Mr. Sullivan-Robinson can get up to date prices on redoing the survey on a certain number of blocks, or a certain number of buildings. Perhaps donations would be made to help cover the costs. Mr. Augustson suggested that all commission members do a drive-by of buildings that they think would be worth looking into. It was decided to bring this back to a future meeting once more information is available.

Motion to adjourn by Mr. Shefchik and seconded by Mr. Statz. All in favor. Carried. Meeting adjourned at 1:35 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Patricia S. Quinn", with a long horizontal flourish extending to the right.

Patricia S. Quinn
Municipal Services Secretary



MEMO

To: Historic Preservation Commission
From: Christopher Sullivan-Robinson
Date: Thursday, March 24, 2022
Subject: Application Review – 242 Michigan Street

Tony Scimeca, property owner of 242 Michigan Street, is petitioning for the approval of a railing systems to be installed on the outside wall of the roof. The applicant's intention is primarily safety for individual accessing the roof as all there is mechanical equipment on the roof. The building is situated on the northwest corner of Michigan Street and 3rd Avenue which is the most active corner within our downtown. The building has a historic survey, which was completed by the State Historic Society back in the 1982. A sample of the railing system will be provided at the meeting.

Based on the committee guidelines the following items should be considered:

1. The design of the roofline of an improvement should be visually compatible with the improvements and environment with is visually related.
2. Whenever possible, new additions or alternations to an improvement should be done in such a manner that if such addition or alteration were to be removed in the future the essential form and integrity of the original improvement would be unimpaired.
3. The distinguishing original qualities or character of an improvement and its environment should not be destroyed. The removal or alteration of any historic materials or distinctive architectural features should be avoided when possible.
4. All improvements should be recognized as products of their own time. Alterations which have no historical basis or which seek to create an inappropriate earlier appearance should be discouraged.
5. Materials, textures, and patterns used on the street façade should be visually compatible with the improvement and the environment with which it is visually related.

Options: The committed has the ability to approve a certificate of appropriateness as presented or with conditions. Or, the committee can deny the proposal.

CITY OF STURGEON BAY

HISTORIC PRESERVATION COMMISSION

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

NAME: ANTHONY SCIMECA

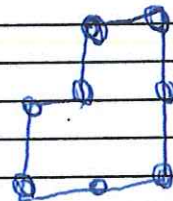
OWNER OF PREMISES: SAME

ADDRESS OR LEGAL DESCRIPTION OF PREMISES:

242 Michigan St Sturgeon Bay WI 54235

STATEMENT OF SPECIFIC ITEM REQUESTED FOR APPROVAL:

INSTALL A 4 ROW SAFETY FENCE
ON THE ROOF TO PREVENT DEATH
BY FALLING OFF THE ROOF

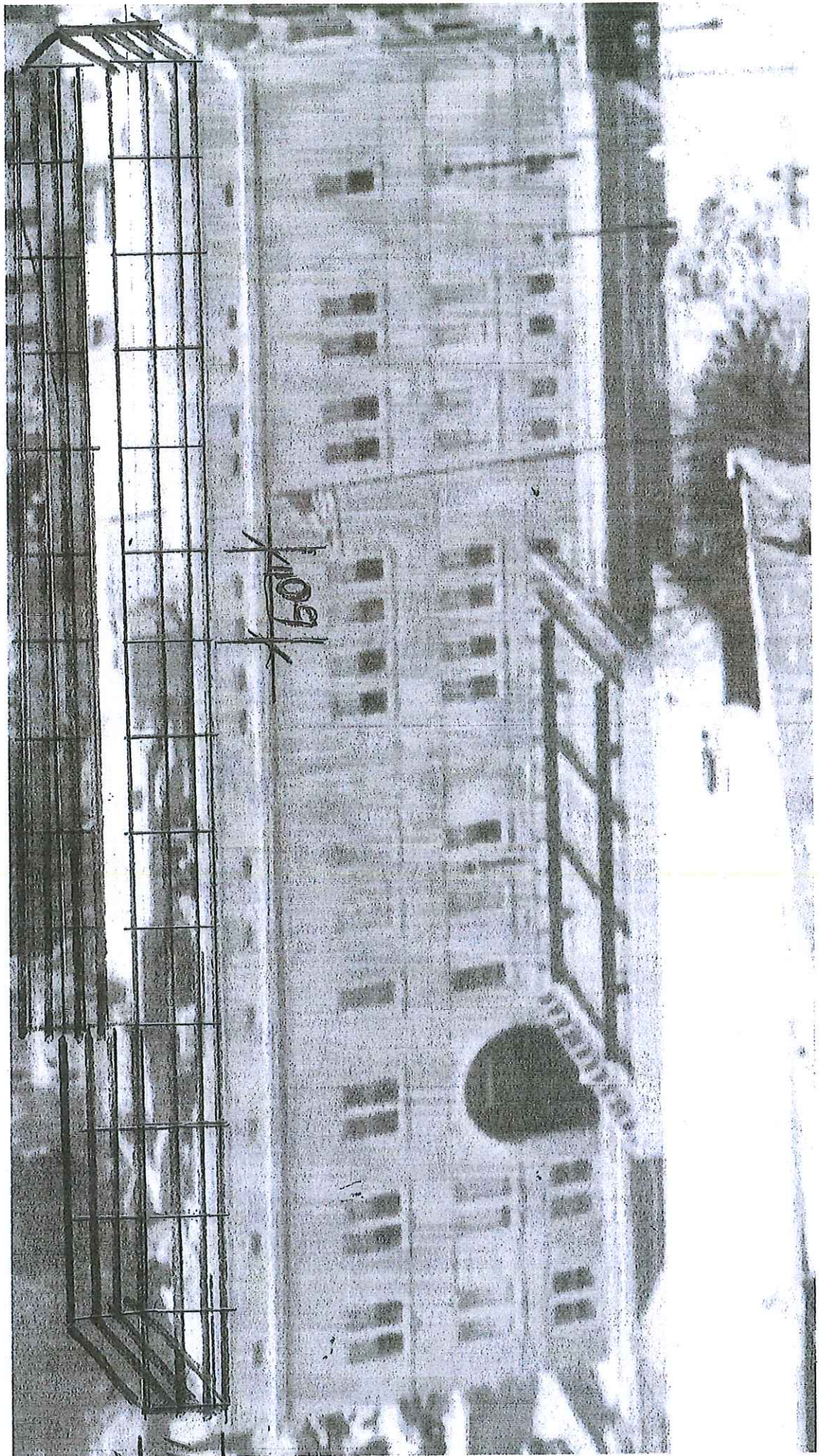


3-7-22
DATE

Anthony Scimeca
APPLICANT

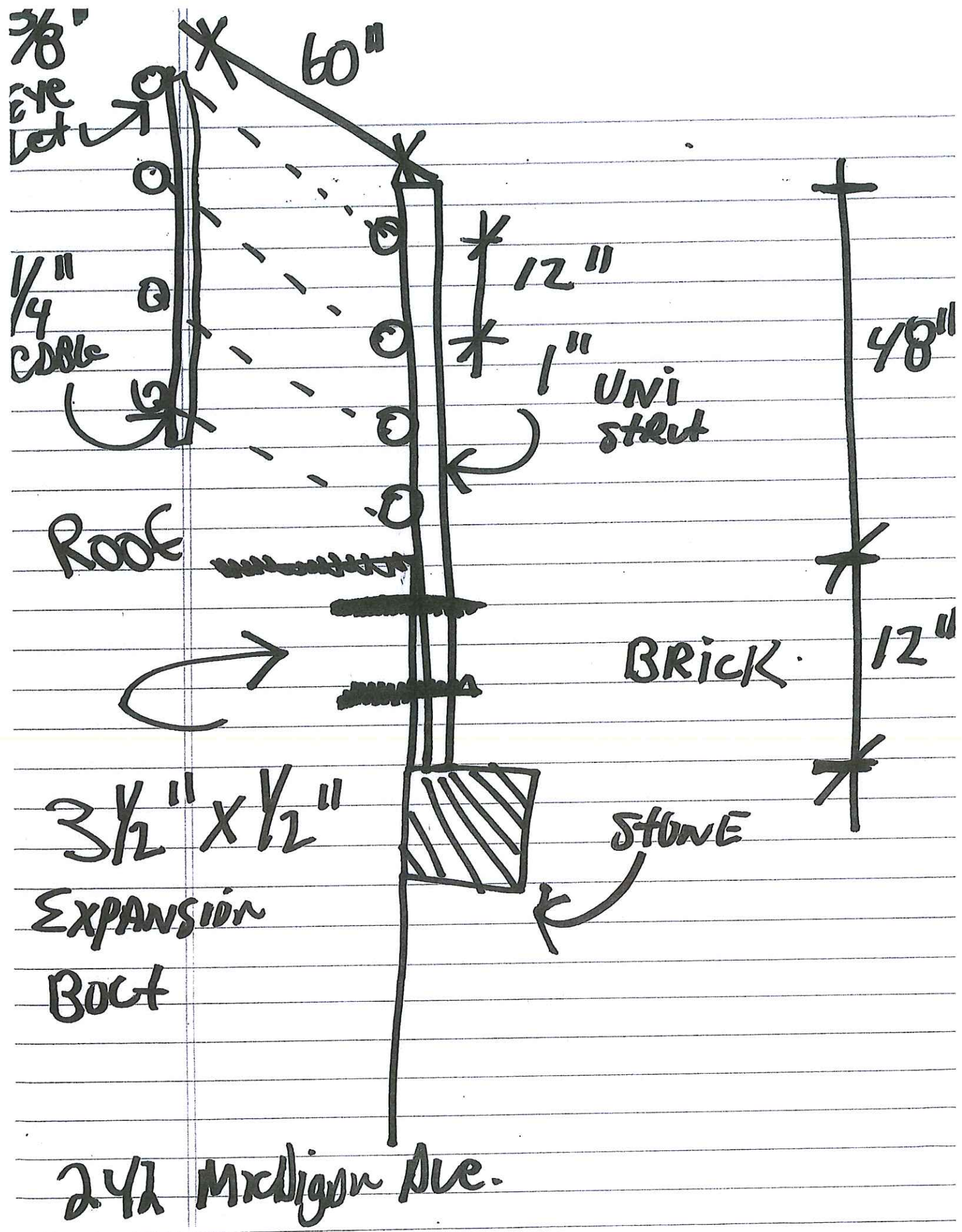
DATE RECEIVED:

DATE APPROVED/DENIED:



1109

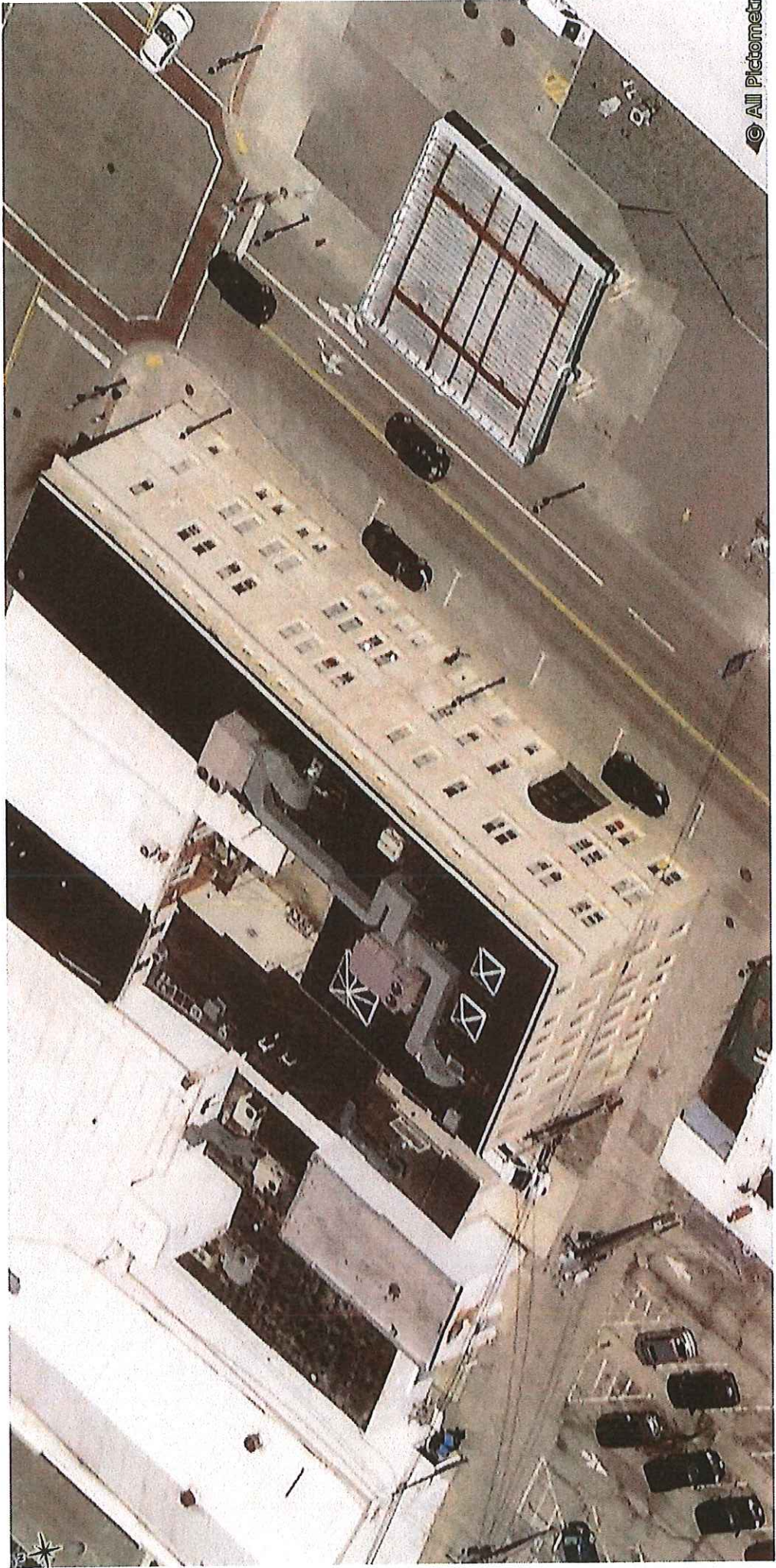
1124



242 Madison Ave.

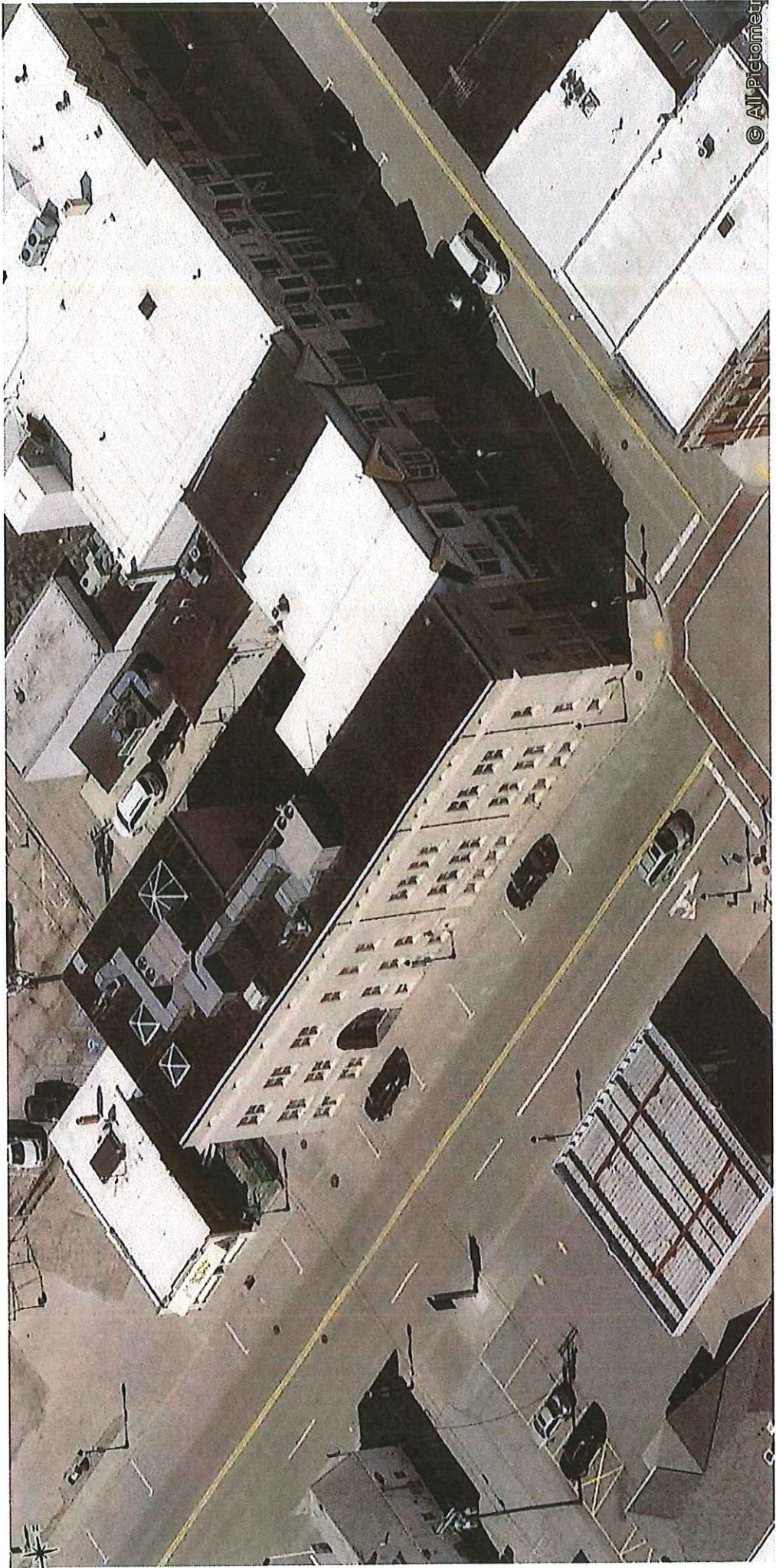






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03/29/2021



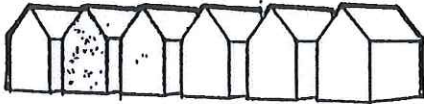
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Sturgeon Bay Historic Preservation Commission

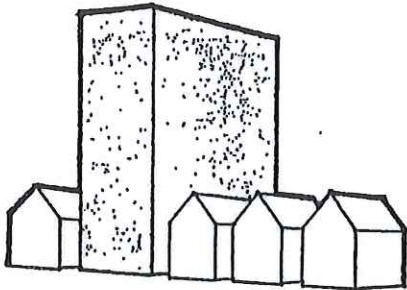
Attachement No. 1. Architectural Guidelines for New Construction

HEIGHT

Consider—Relating the overall height of new construction to that of adjacent structures. As a general rule, construct new buildings to a height roughly equal to the average height of existing buildings from the historic period on and across the street.

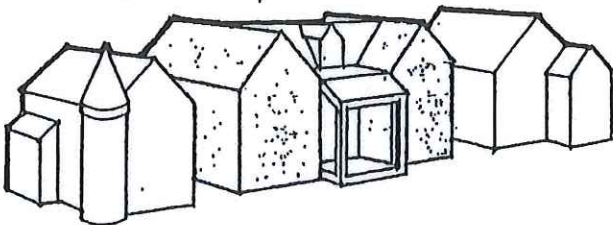


Avoid—New construction that greatly varies in height (too high or too low) from older buildings in the vicinity.

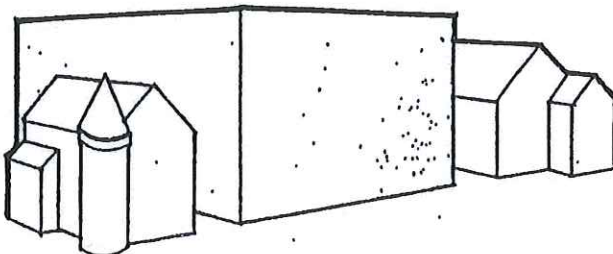


SCALE

Consider—Relating the size and proportions of new structures to the scale of adjacent buildings. Although much larger than its neighbors in terms of square footage, the building shown maintains the same scale and rhythm as the existing buildings.

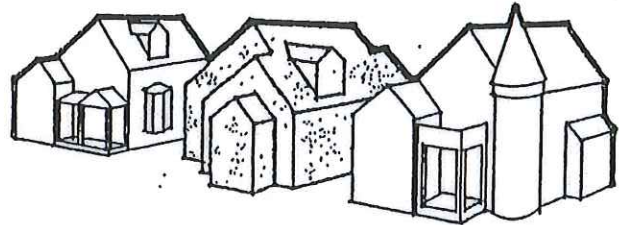


Avoid—Buildings that in height, width, or massing violate the existing scale of the area. The new building shown here disrupts the scale and rhythm of the streetscape, although it might be appropriate in a different location.

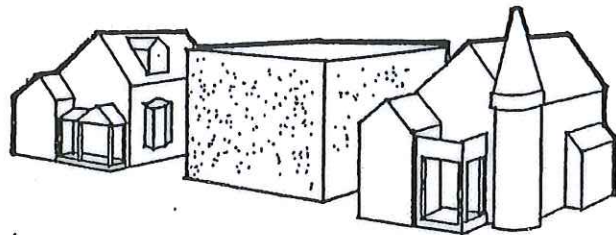


MASSING

Consider—Breaking up uninteresting boxlike forms into smaller, varied masses such as are common on most buildings from the historic period. Variety of form and massing are elements essential to the character of the streetscape in historic districts.

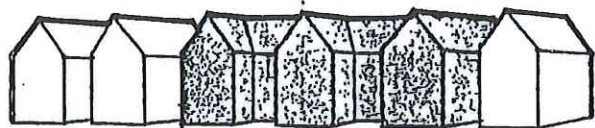


Avoid—Single, monolithic forms that are not relieved by variations in massing. Boxlike facades and forms are intrusive when placed in a streetscape of older buildings that have varied massing and facade articulation.



DIRECTIONAL EXPRESSION

Consider—Relating the vertical, horizontal, or nondirectional facade character of new buildings to the predominant directional expression of nearby buildings. Horizontal buildings can be made to relate to the more vertical adjacent structures by breaking the facade into smaller masses that conform to the primary expression of the streetscape.

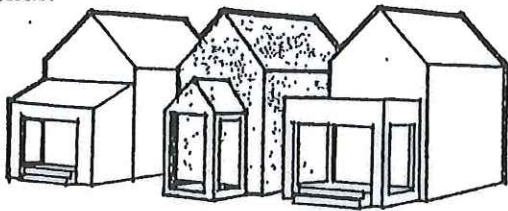


Avoid—Strongly horizontal or vertical facade expressions unless compatible with the character of structures in the immediate area. The new building shown does not relate well to either its neighbors or to the rhythm of the streetscape because of its unbroken horizontal facade.

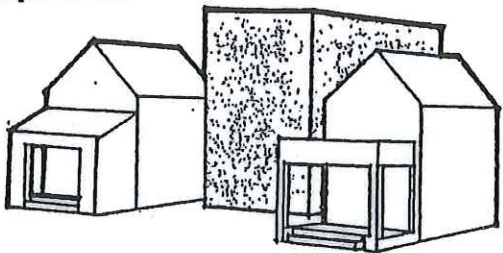


SETBACK

Consider—Maintaining the historic facade lines of streetscapes by locating front walls of new buildings in the same plane as the facades of adjacent buildings. If exceptions are made, buildings should be set back into the lot rather than closer to the street. If existing setbacks vary, new buildings should conform to historic siting patterns.



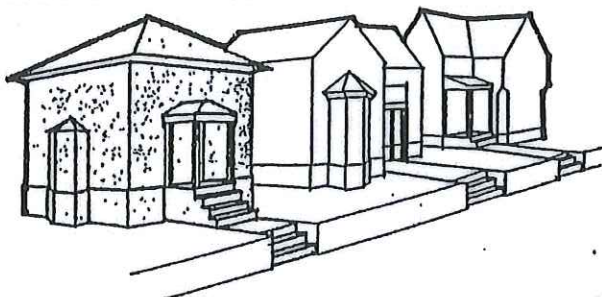
Avoid—Violating the existing setback pattern by placing new buildings in front of or behind the historic facade line. Avoid placing buildings at odd angles to the street, unless in an area where diverse siting already exists, even if proper setback is maintained.



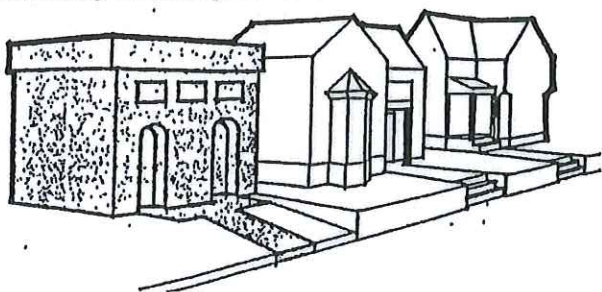
PLATFORMS

Consider—The use of a raised platform is a traditional siting characteristic

This visual "pedestal" is created by retaining walls and terracing up to the building or by high foundation walls and stepped entries.

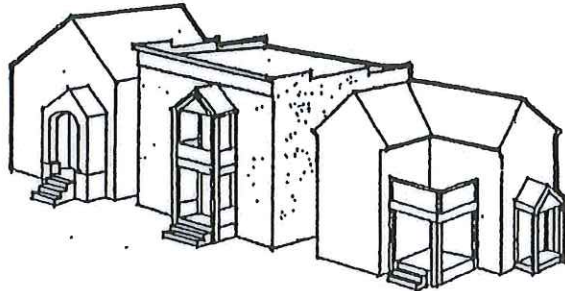


Avoid—Bringing walls of new buildings straight out of the ground without a sense of platform, i.e., without maintaining the same entry height as neighboring buildings. Such structures seem squat, visually incomplete, and do not relate well to their elevated neighbors. Also avoid leveling off terraced slopes or removing retained platforms.

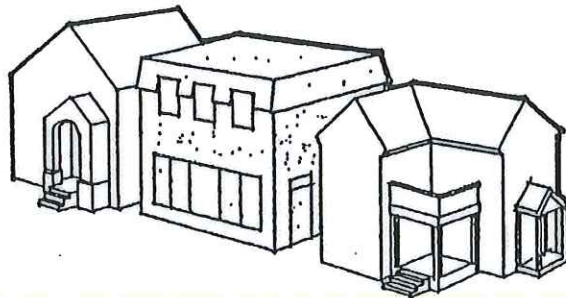


SENSE OF ENTRY

Consider—Articulating the main entrances to the building with covered porches, porticos, and other pronounced architectural forms. Entries were historically raised a few steps above the grade of the property and were a prominent visual feature of the street elevation of the building.

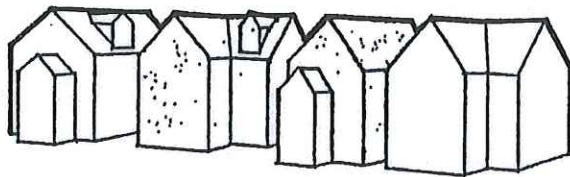


Avoid—Facades with no strong sense of entry. Side entries or entries not defined by a porch or similar transitional element result in an incompatible "flat" first-floor facade.

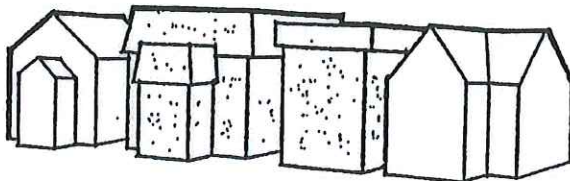


ROOF SHAPES

Consider—Relating the roof forms of the new buildings to those found in the area. Although not entirely necessary, duplication of the existing or traditional roof shapes, pitches, and materials on new construction is one way of making new structures more visually compatible.



Avoid—Introducing roof shapes, pitches, or materials not traditionally used in the area.

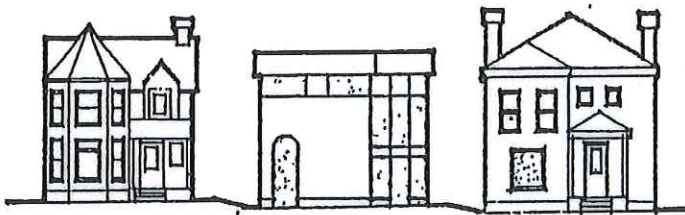


RHYTHM OF OPENINGS

Consider—Respecting the recurrent alternation of wall areas with door and window elements in the facade. Also consider the width-to-height ratio of bays in the facade. The placement of openings with respect to the facade's overall composition, symmetry, or balanced asymmetry should be carefully studied.

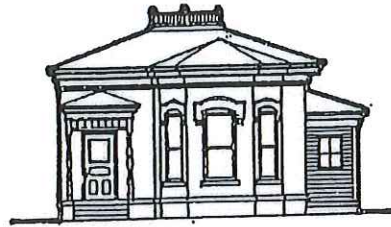


Avoid—Introducing incompatible facade patterns that upset the rhythm of openings established in surrounding structures. Glass walls and window and door shapes and locations shown in the example are disrespectful to the adjoining buildings.

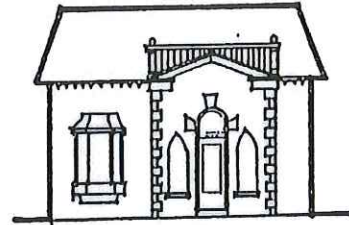


IMITATIONS

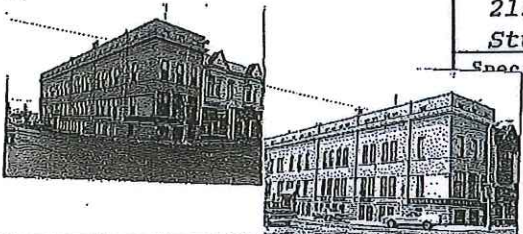
Consider—Accurate restoration of or visually compatible additions to existing buildings, and, for new construction, contemporary architecture that well represents our own time, yet enhances the nature and character of the historic district.

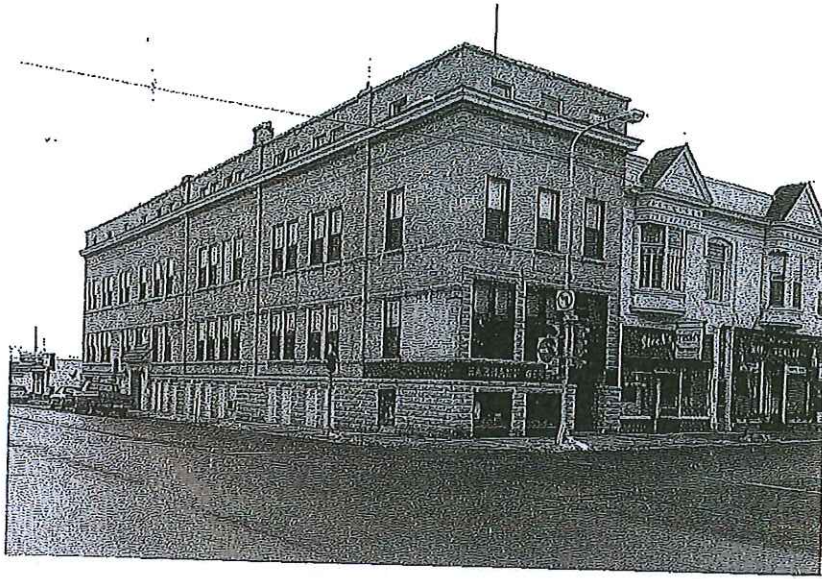


Avoid—Replicating or imitating the styles, motifs, or details of older periods. Such attempts are rarely successful and, even if done well, present a confusing picture of the true character of the historical area.



INTENSIVE SURVEY FORM Historic Preservation Division State Historical Society of Wisconsin

1 City, Village or Town: Sturgeon Bay		County: Door		Surveyor: PHA/Kriviskey		Date: 18 Feb. 82		Street N. Third
Street Address: 11 North Third Avenue		Legal Description: Assessor's Map Sly 1/2 Lot 6 & all of Lot 7 Blk. 16		Acreage:				
Current Name & Use: Retail/Office		Current Owner: H & H Enterprises		Current Owner's Address: 215 N. Third Avenue Sturgeon Bay, Wi.				
Film Roll No. DR 7 DR-16		Negative No. 10/27		Facade Orient. E				
				Special Features Not Visible In Photographs:				Number 11
				Interior visited? <input type="radio"/> Yes <input checked="" type="radio"/> No				
2	Original Name & Use: J.J. Pinney Block (296 Cedar St.)		Source A/B	Previous Owners	Dates	Uses	Source	Town Range
	Dates of Construction / Alteration 1906 (A)		Source A					
	Architect and/or Builder: Unknown		Source					
3	Architectural Significance <input type="radio"/> Represents work of a master <input type="radio"/> Possesses high artistic values <input checked="" type="radio"/> Represents a type, period, or method of construction <input type="radio"/> Is a visual landmark in the area <input type="radio"/> Other: _____ <input type="radio"/> None			Historical Significance <input type="radio"/> Assoc. with lives of significant persons <input type="radio"/> Assoc. with significant historical events <input type="radio"/> Assoc. with development of a locality <input type="radio"/> Other: _____ <input checked="" type="radio"/> None			Section	
	Architectural Statement: <i>This large 2 1/2 story commercial block anchors the corner of an intact commercial blockface within the District. The late Classical Revival detailing at the cornice and the use of rockfaced local limestone is of interest. A third story (above the cornice) appears to have been added about 1915 but does not detract from the original architectural character of this handsome, albeit simply detailed, early 20th century brick commercial block. It is an excellent and relatively intact example of a once common style and is the only such commercial block within the District constructed of both brick and local limestone.</i>							
4 Historical Statement: <i>296 Cedar - 1911 (B) In 1898, the above noted property was vacant. Two years later, Mrs. J.P. Graass had a building constructed on the site valued at \$2200 for both land and improvements. In 1906, J.J. Pinney acquired the property and the value of the site nearly tripled. Pinney's building was valued at \$4500, exclusive of the land. J.J. Pinney was the son of G.W. Pinney. J.J. Pinney was the editor of the Door County Democrat. G.W. Pinney was a newspaperman and commercial tree grower.</i>				6 Representation in Previous Surveys <input type="radio"/> HABS <input type="radio"/> NAER <input checked="" type="radio"/> WIHP <input type="radio"/> NRHP <input type="radio"/> landmark <input type="radio"/> other: _____		Map Name Sturgeon Bay - District		
5 Sources of Information (Reference to Above) A Carved stone on facade B Sanborn-Perris Maps of Sturgeon Bay 1904-1911 C WIHP Card D Tax roll - City of Sturgeon Bay E F				7 Condition <input type="radio"/> excellent <input checked="" type="radio"/> good <input type="radio"/> fair <input type="radio"/> poor <input type="radio"/> ruins		Map Code 7-10, 16-27 3rd/ Downtown		
				8 District: <u>Third Avenue/Downtown</u> <input checked="" type="radio"/> pivotal <input type="radio"/> contributing <input type="radio"/> non-contributing initials: _____ date: 18 Feb. 82				
				9 Opinion of National Register Eligibility <input checked="" type="radio"/> eligible <input type="radio"/> not eligible <input type="radio"/> unknown <input type="radio"/> national <input type="radio"/> state <input checked="" type="radio"/> local initials: _____				



Christopher Sullivan-Robinson
Planner/Zoning Administrator
421 Michigan Street
Sturgeon Bay, WI 54235



Phone: 920-746-2907
Fax: 920-746-2905
E-mail: csullivan-robinson@sturgeonbaywi.org
Website: www.sturgeonbaywi.org

5

MEMO

To: Historic Preservation Commission
From: Christopher Sullivan-Robinson
Date: Thursday, March 24, 2022
Subject: Certified Local Government

It was requested that the HPC consider whether to apply on behalf of the City to become a Certified Local Government, which is a State Historic Preservation Program. If approved, the City would get listed in the CLG databased. It would give the City the ability to apply for grants from the federal Historic Preservation Funds allotted to the state. It also allows the City to comment on National Register of Historic Place nominations within the City before they are sent to the State Review Board. It allows use to utilize Chapter 11 of the International Existing Building Code for locally designated historic buildings. There is some background information provided.

GENERAL INFORMATION

Certified Local Government (CLG) Historic Preservation Program in Wisconsin

PRINT EMAIL A FRIEND FACEBOOK TWITTER MORE...

The Wisconsin State Historic Preservation Officer (SHPO) administers the Certified Local Government program for the National Park Service in Wisconsin. The federal law creating the Certified Local Government program can be found in 36 CFR Part 61, Section 61.5 "Approved Local Programs."

A Certified Local Government (CLG) is any city, village, county or town that has been certified by the SHPO and the Department of the Interior to meet these basic criteria:

- Establish by ordinance a qualified historic preservation commission
- Enforce appropriate state or local legislation for the designation and protection of historic properties
- Maintain a system for the survey and inventory of local historic resources
- Provide for public participation in the local historic preservation program

Wisconsin Requirements for Certified Local Governments

Federal law allows the state to establish additional requirements for CLGs. The CLG must adhere to all of the federal and state requirements or the SHPO may revoke the CLG certification. The Wisconsin SHPO has established these additional requirements:

1. The CLG must enact and enforce a historic preservation ordinance that regulates historic property.
2. A CLG must provide annual reporting to the SHPO on CLG activities.
3. A CLG must send copies of meeting minutes and agendas to the SHPO following each meeting.
4. The ordinance must not allow historic property owners to "opt-out" of local historic designation.
5. Designation must not require owner consent.
6. The commission must approve work on locally designated properties and recommendations may not be "advisory."

What are the Benefits of CLG Status?

- Eligibility to apply for Wisconsin Historic Preservation Fund Subgrants from the federal Historic Preservation Fund allocation to the state, to be used for eligible CLG activities.
- Ability to formally comment on National Register of Historic Places nominations within its municipal boundaries before they are sent to the State Historic Preservation Review Board.
- Eligibility to authorize the use of Chapter 11 of the International Existing Building Code for locally designated historic buildings.

Is My Community Already a CLG?

A searchable database of CLGs nationwide can be found through the [National Park Service CLG search page](#). You can also view a [map](#) (370 KB, PDF) of all Wisconsin CLGs.

Learn More

[How Does My Community Become a Certified Local Government?](#)

[How to Apply for Historic Preservation Fund Subgrants for Certified Local Governments](#)

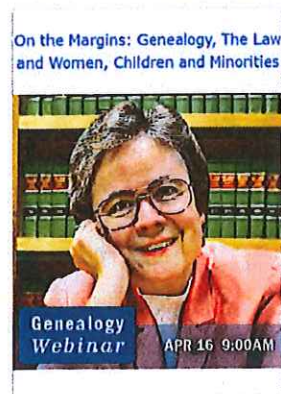
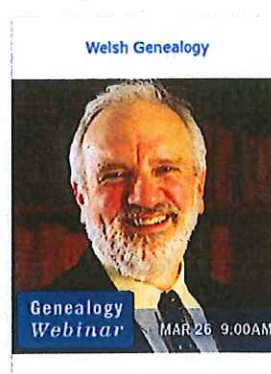
[Certified Local Government \(CLG\) Subgrant Criteria](#)

Have Questions?

Contact Jason Tish by phone at 608-264-6512 or by email below:

jason.tish@wisconsinhistory.org

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GENERAL INFORMATION

How Does My Community Become a Certified Local Government (CLG)?

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Certified Local Governments are designated by the Wisconsin State Historic Preservation Officer (SHPO) and the National Park Service through a four-step application process.

1. The chief elected official of the local government submits a letter requesting certification to the State Historic Preservation Officer, Wisconsin Historical Society, 816 State Street, Madison, WI 53706.

The request must consist of the following:

- Assurance that the local government enforces appropriate state and local legislation for the designation and protection of historic properties and will coordinate its activities with the SHPO.
- A copy of the local historic preservation ordinance, including amendments.
- A list of properties and districts designated under the local ordinance, including proper names and addresses.
- A list of the local historic preservation commission members, including qualifications or expertise in fields related to historic preservation.
- If the local preservation commission does not include professional members from the disciplines of history, architectural history, architecture, or archaeology, a statement demonstrating that the local government has made reasonable efforts to appoint such members.
- If the disciplines of history, architectural history, architecture and archaeology are not all represented on the commission, a proposal on how the local preservation commission will obtain such expertise needs to be submitted to the SHPO. This expertise is necessary to review National Register of Historic Places nominations or take other delegated actions that will impact properties normally evaluated by professionals in these disciplines.
- A copy of the local historic preservation plan or a brief statement describing the local preservation program.
- If appropriate, a list of any additional duties, responsibilities or activities that the local government agrees to undertake if certified.
- If all of the above requirements are not currently met, a statement must be included indicating how and when they will be fulfilled.

2. The SHPO will respond to an adequately documented request for certification in less than 60 days.

3. If the local government fulfills the requirements, the SHPO will approve the certification request and prepare a written Certification Agreement for signature by the chief elected official of the local government. It will list the specific responsibilities of the local government when certified.

4. The Certification Agreement and the CLG application will then be sent to the Department of the Interior for review and approval. Upon approval, the CLG will be eligible for benefits.

How does my community keep its CLG Status?

Every CLG must do the following to maintain CLG status:

- [Submit an annual report online of historic preservation activities online to the SHPO.](#) Please review this [PDF for a preview of the survey questions](#) that you need to complete online. **Do not submit a copy of the PDF as your annual report.**
- Maintain a qualified historic preservation commission
- Review alteration or demolition requests on locally designated properties
- Educate the community about historic preservation

Learn More

[Certified Local Government Historic Preservation Program in Wisconsin](#)

[How to Apply for Historic Preservation Fund Subgrants for Certified Local Governments](#)

[Certified Local Government \(CLG\) Subgrant Criteria](#)

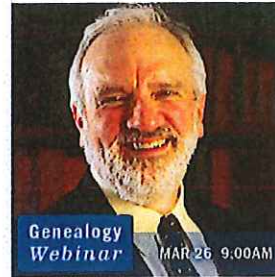
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Historic Preservation Fund (HPF) subgrants are administered by the Wisconsin State Historic Preservation Officer (SHPO). At the federal level, the program is managed by the National Park Service (NPS), U.S. Department of the Interior. The HPF is derived from federal offshore oil leases, not from tax revenues. The Catalog of Federal Assistance number is 15.904.

General Program Information

Subgrants to CLGs in Wisconsin are awarded once per year. The application deadline is typically in December, and awards are finalized in February. No match is required for subgrants. The total funding amount available is approximately \$115,000 each year. The maximum grant amount is \$50,000. Grant funds are disbursed on a cost-reimbursement basis.

Deadlines for the 2023 grant cycle:

- August 15, 2022: Letter of Intent is due
- December 19, 2022: Application is due

Who May Apply?

Only Wisconsin Certified Local Governments (CLG) may apply. For a list of CLGs please see our [map](#) (PDF, 343 KB) or the [National Park Service CLG search page](#).

What Type of Projects are Eligible for Funding?

All proposed projects must assist Wisconsin historic resources in one of the following ways:

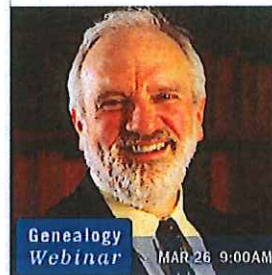
- **Surveys** of communities or neighborhoods to identify architectural, archaeological, and historical places important to local history. Survey projects to identify and evaluate historic properties. For intensive survey projects, the applicant must have survey boundaries approved by SHPO staff prior to application.
- **Nominations** of historic places to the National Register of Historic Places or as local Landmarks. For nomination of a Historic District nomination, the applicant must have a community engagement meeting at least 12 months prior to submitting the nomination to introduce the project to property owners in the proposed district.
- **Educational projects** like workshops, apps, webinars, publications, or other innovative public programs that teach use historic places to teach about local history.
- **Planning documents** such as Historic Preservation Plans or design guidelines for local historic properties.
- **CAMP** collaborate with [NAPC](#) to host a [Commission Assistance and Mentoring Program \(CAMP\)](#) in your city.

Rehabilitation, repair, or restoration work is not eligible for CLG subgrant funding. Wisconsin does offer the following income tax credits:

- [Income-Producing Historic Building Tax Credit Information](#)
- [Historic Home Tax Credit Information](#)
- [For Archaeological Sites, see the Archaeological Sites Property Tax Exemption Program](#)

Related products from our Online Store:

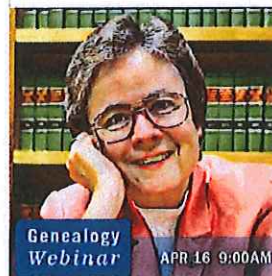
Welsh Genealogy



African American Genealogy: You Can Find Your Family!



On the Margins: Genealogy, The Law and Women, Children and Minorities



How Does a CLG Apply for Funding?

1. Identify an eligible project in your CLG community.
2. If the project is a survey or National Register nomination, conduct public engagement sessions during the summer or fall prior to submitting your application.
3. Submit a Letter of Intent to jason.tish@wisconsinhistory.org by August 15, 2022 outlining the proposed project.
4. Consult the [Application Guidelines](#) for full eligibility requirements and applicable rules.
5. Complete a CLG Subgrant Application and submit to jason.tish@wisconsinhistory.org by December 19, 2022.

Application Evaluation Criteria

To understand how applications are evaluated, and how award decisions are made, see the current Subgrant Evaluation Criteria. SHPO staff are available to assist with development of project ideas, public engagement, and completions of applications. Contact Jason Tish at jason.tish@wisconsinhistory.org or 608-264-6512 for assistance.

[Application Guidelines](#) (PDF, 140 KB)

[Certified Local Government Subgrant Application](#) (PDF, 1 MB)

Application Review and Grant Award Process

- SHPO staff reviews and scores applications according to the Subgrant Evaluation Criteria.
- CLG Coordinator presents staff award recommendations to the Wisconsin Historic Preservation Review Board at the February 2022 board meeting for approval.
- CLG Coordinator announces final grant awards in March 2022 and on wisconsinhistory.org.
- CLG representative and the State Historic Preservation Officer sign grant agreement documents.
- CLG issues a Request for Bids (RFB) from qualified historic preservation consultants according to the municipality's established RFB process. A [sample RFB](#) (PDF, 11 KB) is available for reference.
- CLG staff executes a contract with the chosen consultant. A [sample contract](#) (PDF).
- Consultant performs the work of the project with the support of CLG staff.
- CLG submits expense records to SHPO using the [Reimbursement Request Form](#) (PDF, 25 KB) for reimbursement up to the amount of the grant award.

Refer to the [Subgrant Manual](#) (PDF, 646 KB) for complete guidance on the rules, procedures, and requirements of this grant program. Failure to meet all of the requirements and procedures in the manual may result in cancellation of a subgrant and return of any affected reimbursement.

Learn More

[Certified Local Government Subgrant Application Evaluation Criteria](#)

[How does my Community Become a Certified Local Government?](#)

[Certified Local Government Historic Preservation Program in Wisconsin](#)

Have Questions

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