

**HISTORIC PRESERVATION COMMISSION  
OF THE CITY OF PLATTEVILLE**



**AGENDA**

**TUESDAY, MAY 18, 2021 – 6:00 P.M.**

1. Call to Order
2. Approval of Minutes from January 19, 2021
3. Action Items:
4. Discussion Items:
  - a. Update on State Historic Preservation Review Board Meeting: May 14, 2021 regarding State/National Register Nominations
    - i. Leonard Coates House (250 Southwest Rd)
    - ii. Hinners House (1195 W Main St)
    - iii. Rock School and Hanmer Robbins School Complex (405 E Main St)
  - b. Update on 2020-21 Historic Preservation Grant
  - c. Update on Indian Park Grant through the Museum
  - d. Report on WI Association of Historic Preservation Commissions (WAHPC) Virtual Spring Conference April 23-24 (register by April 21)
5. Citizen Comments
6. Next Meeting Date – Tentative, June 15, 2021 at 6 pm
7. Adjourn

**To join the Historic Preservation Commission Meeting via Zoom**

**Join via your Device:**

<https://us02web.zoom.us/j/89987631418?pwd=c1RFMy9ST3F0OWovRWd4UU1wbFhSZz09>

**Join via Phone (Audio Only):**

888 475 4499 or

877 853 5257

**Meeting ID: 899 8763 1418 Passcode: 371677**

## MINUTES

### Call to Order

Members Present: Kilian, Prohaska, Frieders, Mariskanish, Domann, Popp

Staff Present: Aulik, Riniker

Public Members: None

The meeting was called to order by Chair Kilian at 6:00 pm

### Approval of Minutes from November 17, 2020

Motion by Frieders, second by Prohaska. Voice vote. Motion Carried.

### Refinishing the Council Chamber Floors

Killian expressed concerns about the refinishing of the council chamber's floor. Aulik shared information about the State that said this is not something that is approved by the Historic Preservation Commission. She also shared a write up with the History of the Council Chamber floors from Building Maintenance Specialist, Shannon Butson. Members would like to know how the trim screw heads and nail holes will be covered. Aulik will follow up with Butson.

Motion by Frieders, second by Prohaska to accept the information as provided. Voice vote. Motion carried.

### WI Association of Historic Preservation Commissions Conference (WAHPC) April 23-24, 2021

Prohaska mentioned that he is on the WAHPC Board and the event will be free and virtual. He discussed possible topics and speakers. It was discussed that it was important that members participate in some of these trainings throughout the year and it also assists Platteville with receiving grant funding.

Aulik will look into the renewal of the Commission Membership for 2021.

### Update on Historic Preservation Grant Application

Aulik updated on the grant applications. Two applications were submitted. One for two more properties to be nominated on the State and National Register and the museum studies. She noted that Indian Park was tabled and the Commission can work to pursue a grant for 2022.

### Update on Indian Park

Prohaska mentioned that "The Friends of Indian Park" is potentially working on humanities grant.

### Review of City HPC Policies

Prohaska would like a report of building permits issued to historic properties. Riniker stated that starting in 2021 the list of all issued building permits will be provided on the City website. Aulik will share the link once available.

Members discussed better outreach and education to owners with historic properties. Riniker stated that handing out historic tax credit brochures at the time of building permits was too late into a project to inform owners because their project would already be started. Members discussed other ways to educate owners of the potential tax credits including hosting an educational event. This item will come back for continued discussion.

State of Wisconsin Preservation Laws and Update of Chapter 27

Prohaska reviewed the most recent Wisconsin Acts relevant to historic preservation. Discussion was had on whether or not Chapter 27 needed updates. Kilian would like to see if the State has a model ordinance. Aulik will reach out to the WI Historical Society and advised that reviewing Chapter 27 could be a 2021 goal for the Commission.

Update on State Law Regarding Dumpster Enclosures and Required Setbacks

Continued from previous meetings, Prohaska questioned why the City had a document for "dumpster enclosure guidelines" which allowed for a roof over the enclosure, but the Steve's Pizza dumpster enclosure was not allowed. Riniker advised that the owner would first need a variance through the State DSPS because they did not meet minimum setback requirements. A variance would have to be issued from the State before a building permit could legally be issued and before HPC would need to approve a Certificate of Appropriateness. Staff advised that the Community Development Department already spoke to the owner this last Fall regarding this topic, however Riniker will reach out again. This is a State issue and at this time, HPC has no authority.

Citizen Comments

None.

Next Meeting Date

February 16, 2021 at 6 pm

Adjourn

Motion by Frieders, second by Prohaska. Voice vote. Motion carried. Time: 7:08



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AGENDA

Times as Noted

**COMMITTEE MEETINGS**

*Individual nominations for this remote board meeting will be presented to the full Review Board.*

*To register to attend this meeting via Zoom, please go to this webpage:  
<https://wihist.org/HPRB>*

**9:15 AM-12:00**

**FULL REVIEW BOARD MEETING**

The full board votes on both individual properties and districts.

Leonard and Caroline Coates House, Platteville, Grant County (AR)  
Carsten and Dora Hinners House, Platteville, Grant County (AR)  
Rock School and Hanmer Robbins School Complex, Platteville, Grant County (H)  
Smith School, Oshkosh, Winnebago County, (AR, H)  
Razy and John Wright House, Town of Medary, La Crosse County (AR)  
Daviswood Ranch Homes Historic District, De Pere, Brown County  
Transfer Shipwreck (Self-unloading Barge), Milwaukee, Milwaukee County (AN)  
Fifteenth District School, Milwaukee, Milwaukee County (AR)  
Pendarvis (Additional Documentation), Mineral Point, Iowa County (AR, H)

**12:00 – 1:00 PM**

**LUNCH BREAK FOR BOARD MEMBERS**

**1:00 PM -**

**REVIEW BOARD BUSINESS MEETING**

Call to order  
Minutes of Review Board Meeting on February 19, 2021  
Reports by SHPO and Staff  
Adjournment

# CONGRATULATIONS, CLGs!

## 2021 Subgrant Awards to Wisconsin Certified Local Governments

The State Historic Preservation Office has awarded \$116,000 in federal Historic Preservation Fund subgrants to five Wisconsin Certified Local Governments (CLGs) for 2021. These funds were provided to the State Historic Preservation Office by the Department of the Interior, National Park Service. Compliance with all applicable laws, rules and regulations (federal, state and local) is required by CLGs and any consultants hired to complete these subgrant projects.

The CLGs listed below will initiate a Request for Bids from qualified consultants with experience in Wisconsin historic preservation who meet the professional qualifications set forth in the Code of Federal Regulations 36 CFR 61, Appendix A, the Secretary of the Interior's "Standards for Archaeology and Historic Preservation." The work is to be started following a signed contract between the CLG and the consultant and must be completed by August 2022.

## 2021 Funded Subgrant Projects

### Intensive and Reconnaissance Surveys:

City of Racine reconnaissance survey of Carlisle Avenue area up to \$13,500

City of Green Bay intensive survey up to \$50,000

### National Register of Historic Places Nominations:

City of Ashland for the Fifield Row Historic District - up to \$6000

City of De Pere for up to three individual nominations - up to \$12,000

City of Platteville for two individual nominations - up to \$7500

### Design Guidelines:

City of Racine for development of design guidelines for historic residential properties - up to \$10,000

City of Stoughton for development of design guidelines for commercial historic district - up to \$17,000

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

Office of Equal Opportunity  
National Park Service  
1849 C Street, N.W.  
Washington, D.C. 20240

Have Questions? Contact Jason Tish by phone at 608-264-6512 or by email - [jason.tish@wisconsinhistory.org](mailto:jason.tish@wisconsinhistory.org).

### Your Wisconsin Association of Historic Preservation Commissions Board of Directors:

Wm. Jason Flatt, President  
Gene Hackbarth, Vice-President  
Lisa Lefeber, Secretary-Treasurer  
Mary Emery  
Arlan Kay

Shirley Brabender Mattox  
Garry Prohaska  
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**From:** Jason L Tish <[jason.tish@wisconsinhistory.org](mailto:jason.tish@wisconsinhistory.org)>

**Sent:** Wednesday, March 10, 2021 3:19 PM

**To:** Megan McBride <[mmcbride@coawi.org](mailto:mmcbride@coawi.org)>; Peter Schleinz <[pschleinz@deperewi.gov](mailto:pschleinz@deperewi.gov)>; Gene Hackbarth <[genehackbarth@gmail.com](mailto:genehackbarth@gmail.com)>; Jason Flatt <[Jason.Flatt@greenbaywi.gov](mailto:Jason.Flatt@greenbaywi.gov)>; Lauree Aulik <[aulikl@platteville.org](mailto:aulikl@platteville.org)>; Sadowski, Matthew <[matthew.sadowski@cityofracine.org](mailto:matthew.sadowski@cityofracine.org)>; [mstacey@ci.stoughton.wi.us](mailto:mstacey@ci.stoughton.wi.us) <[mstacey@ci.stoughton.wi.us](mailto:mstacey@ci.stoughton.wi.us)>

**Subject:** CLG Grant - process outline

Hello Grant Recipients-

Congratulations again on being awarded a CLG subgrant for the 2021 cycle. As I prepare the implementation documents for this grant, I want to provide an overview of the grant process so you can start planning for your project.

There's nothing you need to do until I send you a contract, MOA, and Scope of Work for your signature. We also need to do some internal stuff here to properly pass along federal money, but that will be invisible to you.

So, here are the basics:

Step 1: Submit Application - Done

Step 2: Grant Award Decision - Done

Step 3: Sign implementation documents - I am currently drawing up contracts, MOAs, Scopes of Work, and state Purchase Orders for each awarded project. I will send drafts when they are ready. You can expect to receive draft documents within 30 days. We can negotiate these items if you'd like to amend them. When everyone is satisfied with them, they will need to be signed by city officials and your financial officer, and finally, us. Once we have signatures from you and us, I'll send copies of the executed documents for your records.

Step 4: Hire a consultant - When you get these implementation documents back with signatures from our office, you're ready to start your Request-for-Bids (RFB) process. Because the grant funding comes from a federal agency, CLGs must comply with federal procurement standards. They're not onerous. Your City's procurement process may already meet the standards. You just need to provide fair and open competition for consultants. I'll include these standards in the MOA. Also, consultants must meet the [Secretary of the Interior's Standards for Professional Qualifications for Archaeology or Architecture History](#). We won't dictate who you hire for your project, but we will veto a consultant if they do not meet these standards. You are responsible for confirming that potential consultants meet these requirements. If there's any doubt you can refer a consultant to me to make this confirmation with them directly.

Step 5: Sign a contract - negotiate a contract with your selected consultant. Make sure that they are familiar with the MOA and Scope of Work. Also, please include me in any negotiations on

the contract, so that I can catch any potential pitfalls with regard to the grant contract and MOA before they become a problem.

Step 6 - Kick off the project - For some projects, especially surveys and National Register district nominations, you'll need to do some public engagement so residents know how the project will affect them, and what to expect during the project work. I am available to join these sessions. In the case of surveys and National Register district nominations I *will* attend kick-off meetings to discuss the background and implications of those projects.

Step 7 - Do the work! - work with your chosen consultant to get the work done that is outlined in the Scope of Work. Remember that the time City staff devote to working on the project is reimbursable with grant funding, so be sure to track staff time working on the project.

Step 8: - Progress reports and Reimbursement Requests - The MOA will require occasional progress reports. These will be due on the 15th of Oct., Jan., and Apr.. Think of these as check-ins. They don't need to be exhaustive, and there's no formal format you need to use. I'll remind you by email to provide an update directly to me (also by email), and that will be sufficient. These are just to make sure that things are going smoothly, and to catch any potential problems. When the work is complete, you'll need to submit a Project Completion Report. I'll send you a form for that, it may be an online form by then (I'm working on it). As you incur expenses related to the project you can submit Reimbursement Requests as often as you need to during the project work. You can request up to 75% of the grant amount during the course of project work - prior to completion. We will reserve 25% of the grant for the end of the project after all terms and conditions are met.

Step 9: - Finish the project - When the project is done, submit digital copies any deliverables to me for review. Give me 30 days to review the products (I may have you or the consultant make some edits or changes during that time). When the products are acceptable, I'll ask you to submit finalized digital copies (maybe some hard copies too, depending on the type of project you're doing), a *Project Completion Report*, and a *Reimbursement Request* for the final 25% of the grant.

As you approach the finish line there are couple of critically deadlines to be aware of. These are driven by federal budget deadlines and are not flexible.

- August 15, 2022 - all project work must be done by this date.
- September 15, 2022 - reimbursement forms for all project-related expenses must be submitted by this date. Grant funding that is not requested by this date will no longer be available for reimbursement.

I hope this is helpful as you start to make plans for getting your project done.

The next step is to work through the implementation documents with me. I'll be in touch soon to pass those to you for review and signature.

-Jason

Jason Tish

*Certified Local Government & Preservation Education Coordinator*

*State Historic Preservation Office*

Wisconsin Historical Society

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

Wisconsin Historical Society - Collecting, Preserving, and Sharing Wisconsin Stories Since 1846

**I am currently working remotely due to the public health crisis of COVID-19. I have reduced access to my office phone, and some records. This may increase my response time to inquiries. I truly appreciate your patience as I do my best to respond with useful information in a timely manner.**