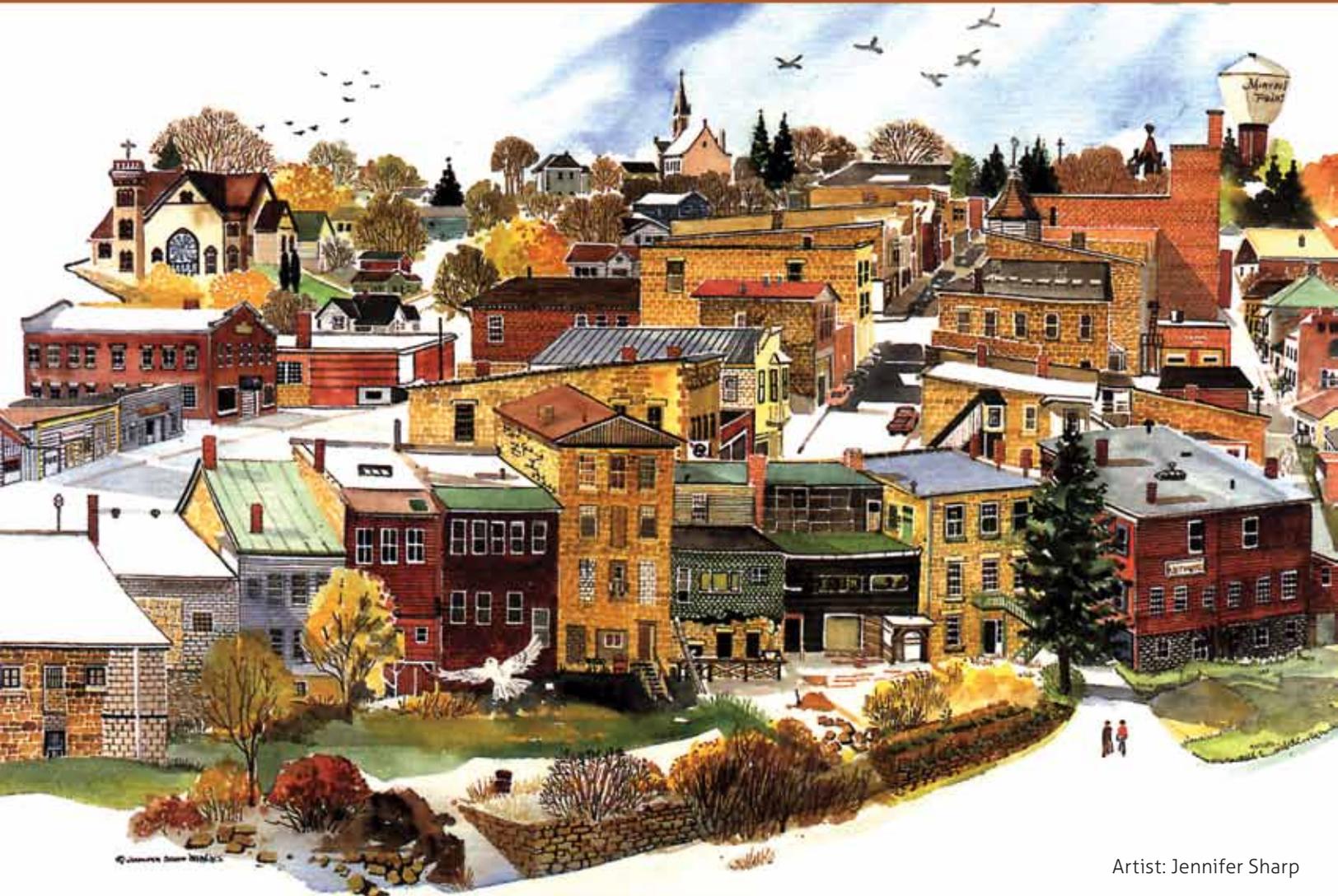


# A GUIDE TO HISTORIC PRESERVATION IN MINERAL POINT, WISCONSIN

This resource is intended as a tool for use by anyone considering work of any kind on the exterior of any property within the City of Mineral Historic Overlay District. Citizens seeking more detailed information before beginning their project can find very helpful information in the book, *A Guidebook for Historic Preservation in Mineral Point, Wisconsin*, published by the Historic Preservation Commission. This book is available free of charge from the City of Mineral Point Office, all City of Mineral Point realtors and attorneys, as well as members of the HPC.



Artist: Jennifer Sharp

# INTRODUCTION TO THE HISTORIC PRESERVATION COMMISSION

As an arm of city government, the Commission has legal authority – and the responsibility – to enforce the ordinance that specifies current requirements for property owners in the Historic Overlay District.

The top-down approach, however, is not the best way to manage our unique inventory of historic homes and business places. To keep our architectural legacy alive in future years, the impetus must come from the bottom up.

Citizens must step forward to rehabilitate the city's worthy properties, working in partnership with our local historic preservation authority. ❖

**Protecting our city's history is a shared responsibility.**

**1987:** City government enacted Historic Preservation Ordinance 151, which designated a portion of the city as the Historic Overlay District, set up criteria for local landmark designations,

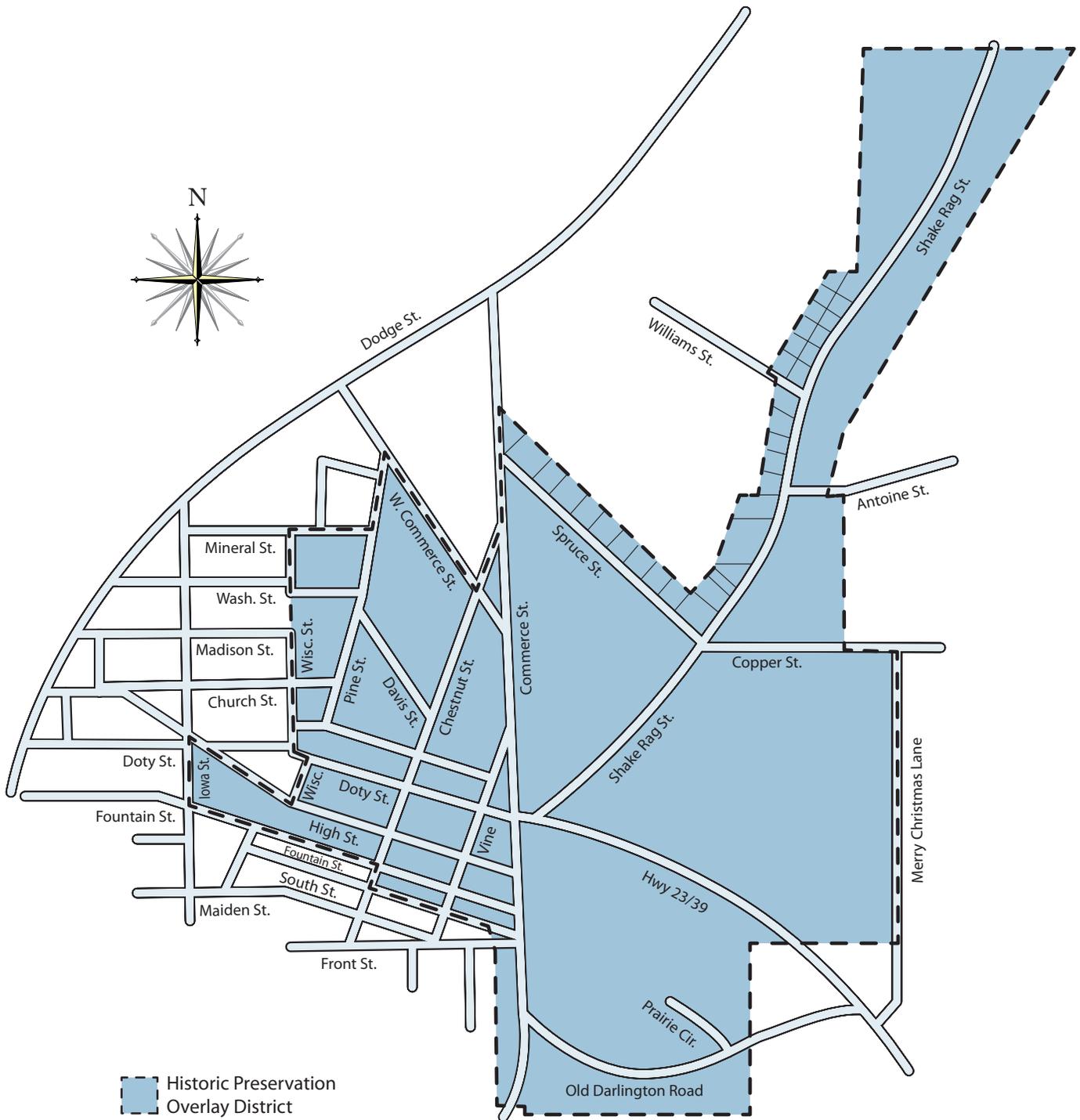
and created the Historic Preservation Commission to review architectural change, repairs and alterations within the Historic Overlay District. The full Historic Preservation Ordinance 151 can be viewed at [www.mineralpoint.net/city-ordinances.html](http://www.mineralpoint.net/city-ordinances.html). ❖

**HISTORIC PRESERVATION COMMISSION (HPC):** Is a seven-member city body made up of volunteers appointed by the mayor and approved by the City Council, to provide guidance to owners of historic properties within the city's Historic Overlay District, and to enforce the provisions of Ordinance 151. The HPC is responsible for reviewing and issuing a **CERTIFICATE OF APPROPRIATENESS (COA)** which is the term used for a Building Permit covering work in the Historic Overlay District. This certificate is issued by the Historic Preservation Commission.



# MINERAL POINT HISTORIC OVERLAY DISTRICT

Map compiled by John Sharp



# CERTIFICATE OF APPROPRIATENESS FAQ'S

## WHEN IS A COA REQUIRED?

**Any proposed demolition, new construction, repairs, exterior alterations or modification of property located within the historic district shall first require a certificate of appropriateness, issued by the Historic Preservation Commission.** The focus is on any improvements to the **exterior** of a building as well as outbuildings, fences, walls and “other visible incidentals” (such as signs). The COA is necessary regardless of the cost of the proposed project. Without such a certificate, a zoning permit shall not be issued and the planned alteration or modification will not be permitted.

## HOW TO OBTAIN THE CERTIFICATE OF APPROPRIATENESS

**T**he Certificate of Appropriateness (COA) must be granted by the HPC before any new construction, exterior restoration, exterior alteration, repair or demolition to any structure located within the Historic Overlay District can proceed. This requirement also applies to work proposed for any of the designated local landmark buildings in Mineral Point.

The COA serves as the permit for exterior work and must be displayed in a conspicuous place on the site.

The issuance of the COA does not relieve the property owner from securing any other permits required by the city or the state for planned construction. Zoning of the property is another requirement that must be addressed by the property owner, independent of approval of the COA.

Application for a COA is filed with the City Clerk, at City Hall. A \$50 fee is charged for work for which the cost is estimated under \$1,000, and an additional \$3 fee is charged for each additional \$1,000 of work.

The application must be reviewed and approved by the HPC before work is started. If the review of the proposed work necessitates a meeting of the commission, the application for the COA must be filed at least 10 days before a scheduled meeting, and a \$25 charge will be assessed to cover the cost of publishing public notices of

the meeting. Property owners or their agents must attend meetings to discuss planned projects. All meetings of the HPC are open to the public and residents are invited to attend.

In reviewing applications, the HPC requires full, clear and complete drawings and specifications for the proposed work to the exterior of the building.

The commission may approve or deny the request for a COA. Every effort will be made to reach agreement and understanding between the commission and the party making the request. The HPC decision will be made within 30 days of the application. If the HPC denies the request, the commission will work with the applicant for up to six months to reach a mutually agreeable method of completing the project. If no agreement comes during that period, the applicant may appeal the HPC denial to the City Council, which may override the commission's decision and grant a Certificate by a three-fourths majority vote of the full council membership. When the City Council hears the appeal, both the applicant and commission members will state their case and justify their actions.

The applicant may appeal the matter to a Circuit Court, if the City Council upholds the HPC decision.

Any person, firm or corporation violating any provisions of the Historic Preservation Ordinance No. 151, or starting work on a project requiring a COA without securing the certificate, shall be subject to a fine of \$100 for each day of the offense, plus court costs. (Section 18.08 of Ord. 151) The daily fine also applies to a building contractor who starts work on a project without the required COA and HPC approval.

The Chair of the HPC may determine, during preliminary conversations with the applicant prior to completing the application or, upon review of the completed application, that, depending upon the nature of the COA request, a decision can be made by a two person committee of the HPC, rather than by a meeting of the full commission. Such two person committees sometimes are used in cases of repairs or projects which do not alter the appearance or structure of the property in question.

## APPLICATION REQUIREMENTS

The following material is to be included when a property owner submits a request for a COA:

### NEW CONSTRUCTION, ADDITIONS, REPAIRS AND ALTERATIONS

- Site plan, drawn to scale, including landscaping, parking, utilities and other site elements.
- Floor plans, drawn to scale and dimensioned, showing existing conditions and proposed work.
- Elevations (exterior views), drawn to scale, showing proposed work.
- Photographs showing existing conditions.
- A list of exterior materials to be used, including product sources and color descriptions.

### ALTERATION OF A STRUCTURE'S ARCHITECTURAL STYLE OR ROOFLINE

- Elevations (exterior views), drawn to scale, showing proposed work.
- Photographs showing existing conditions.
- A list of exterior materials to be used, including product sources and color descriptions.

### DEMOLITION

- Photographs of exterior and interior views showing the general condition of the property.
- The current dollar value of the property improvements.
- A cost estimate for the demolition, removal of debris, and grading of property after demolition.
- Certain historic structures may require the approval of the State Historical Society Preservation Architect.

### PARTIAL DEMOLITION

- Floor plans, drawn to scale and dimensioned, showing existing conditions and proposed demolition.
- Photographs of the entire building exterior and interior views of the section to be demolished, and showing the general condition of the property.

## SITE ALTERATIONS

- Site plan, drawn to scale, showing existing conditions (including landscaping, parking, utilities and other elements) and proposed work.
- Photographs of the site, showing existing conditions.
- A list of materials to be used in the proposed work, including product sources and color descriptions.

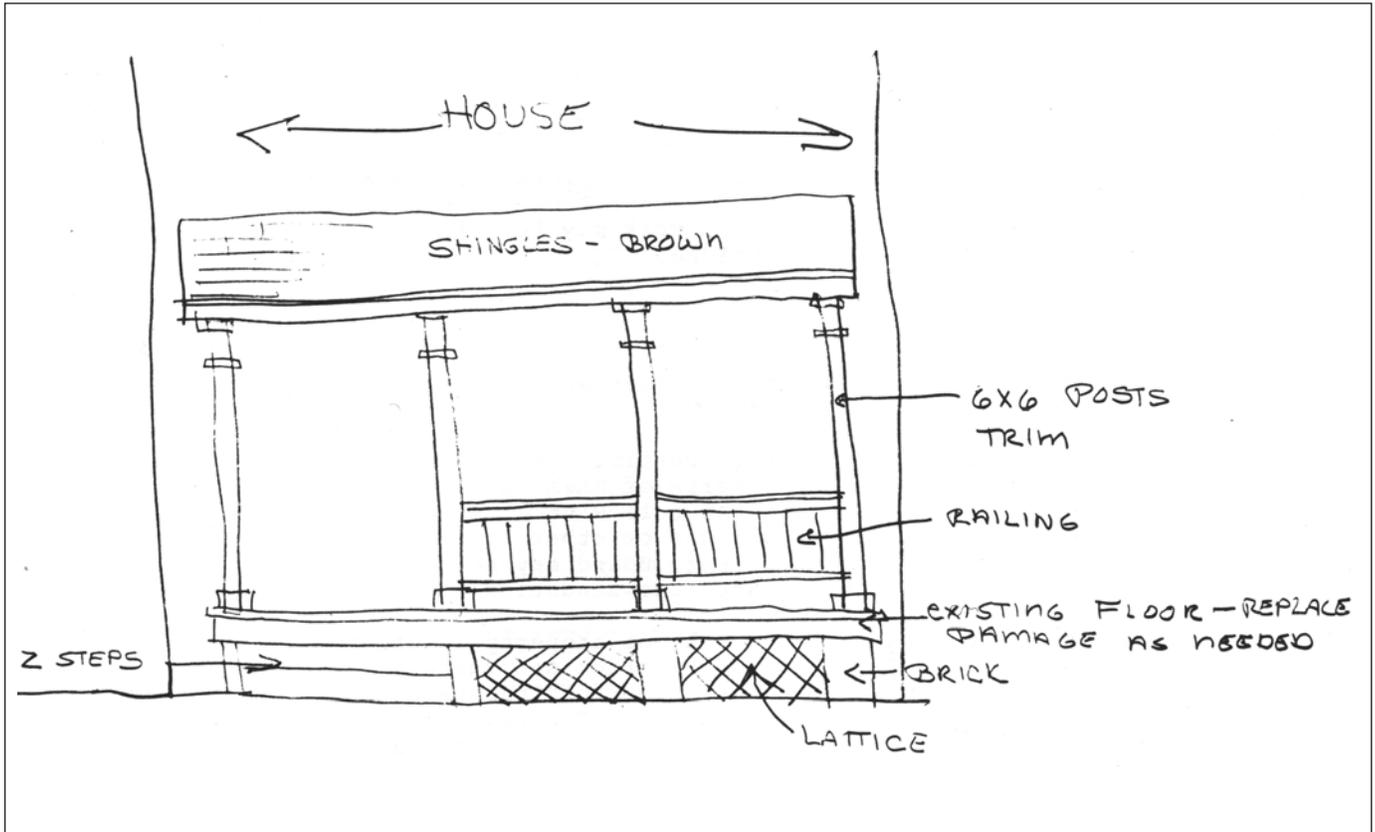
**While reviewing the application for a COA, the HPC may desire additional information: material and color samples, construction details, additional photos, or other items may be requested.**



### Example of a POORLY-EXECUTED, unacceptable drawing:

This is a "napkin drawing," and does not meet the requirements for scaled and dimensioned plans by applicants for a Certificate of Appropriateness.

- Not to scale
- No dimensions
- Materials list not included
- Very little detail

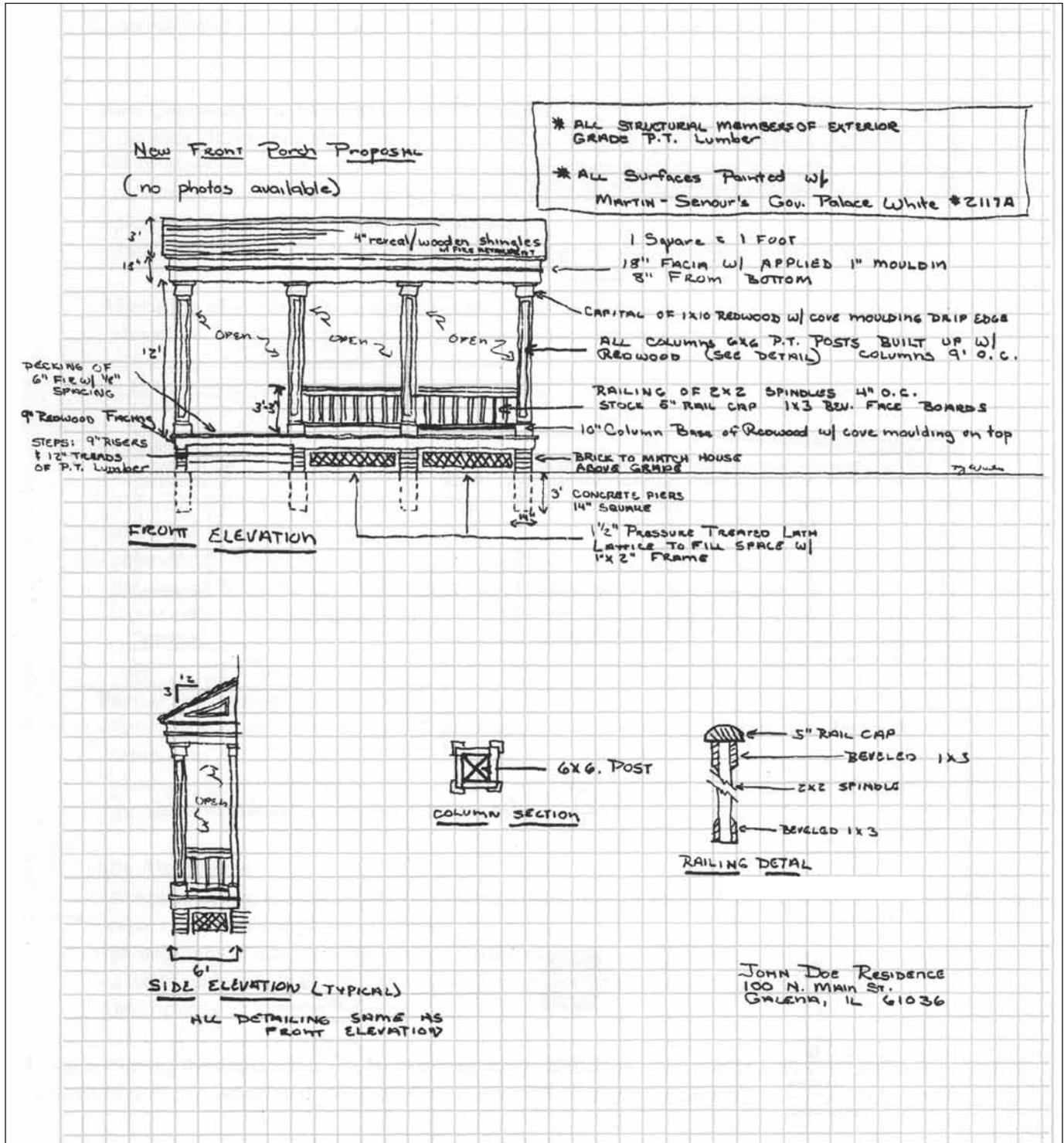


### Suggestions to improve the plan to raise it to an acceptable level:

- Lay out the drawing in scale. Use a ruler to assign the ratio, for example, 1 inch = 1 foot.
- Lay in the dimensions, so reviewers will be aware of the length/width of building elements.
- Show the existing conditions, to make clear the differences in the planned work.
- Use details, sources and product names and colors, to list the materials to be used in the project.
- Current or historical photograph of home and property are acceptable.
- Bring material samples to meeting.

**Example of a WELL-EXECUTED drawing:**

- Accurate scale
- Good dimension
- Materials and measurements included



# THE REVIEW PROCESS, STEP-BY-STEP

## STEP 1: FOR THE PROPERTY OWNER

- Obtain an application for the Certificate of Appropriateness at City Clerk's Office in City Hall.
- As needed, consult with the chair of the HPC.
- Submit completed application to City Clerk with necessary fees.
- All applicants or their agent must attend a meeting called to discuss their application.  
*(Without such attendance, the application will not be considered.)*

## STEP 2: HISTORIC PRESERVATION COMMISSION

- Review application for design appropriateness.
- If approved as appropriate, HPC issues COA.
- If deemed inappropriate and not approved, owner may work with the HPC for up to six months, to resolve design concerns.
- If resolved to the satisfaction of both owner and commission, the COA is issued and work may commence.
- If not resolved, owner may appeal the commission's denial to the City Council.

## STEP 3: PROPERTY OWNER'S APPEAL PROCESS

- Request City Council review of the HPC's denial.
- Attend hearing with City Council and HPC members; explain and justify plans.
- If approved by three-fourths vote of the full council, the denial is considered overridden, the COA is issued and work may commence.
- If the HPC's denial is upheld by the City Council, the property owner may appeal the Council's decision to the Circuit Court.

The HPC may be contacted by visiting City Hall at **137 High Street**,  
calling **608.987.2361** or visiting the Mineral Point city  
government website: **[www.mineralpoint.net](http://www.mineralpoint.net)**