

Monday, December 9, 2024**5:00 PM****McFarland Municipal Center**
5915 Milwaukee St, McFarland
Community Room

AGENDA

The public may attend in-person or remotely through the Zoom webinar or telephone options listed below. *Please Note: Virtual attendance is offered as a convenience, but technical difficulties beyond the Village's control may prevent or limit its availability at any meeting. The public is encouraged to attend the meeting in person to assure full access to the proceedings.*

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/85398220320>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 830 1083 5298

Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER, ROLL CALL.**2. PUBLIC APPEARANCES.**

- a. This is an opportunity for members of the public to address the Landmarks Commission for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Commission about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Commission should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Commission for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to community.development@mcfarland.wi.us to be included as part of the meeting.

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

3. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the September 4, 2024 Landmarks Commission meeting.

4. BUSINESS.

- a. Discussion and action on a Certificate of Appropriateness application requested by Sarah Nelson for a roof replacement located at 6123 Johnson Street.
- b. Discussion and action on a Certificate of Appropriateness application requested by Sarah Nelson for an exterior metal staircase located at 6123 Johnson Street.
- c. Discussion regarding a grant application to the Wisconsin Historical Society to complete a historical property survey of the Village.
- d. Discussion on the community outdoor historical signs.

5. SCHEDULE NEXT MEETING DATE.

a. To be determined

6. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

Minutes Landmarks Commission Meeting September 4, 2024

Members Present: Lowell Prill, Gordan Kinder, Ron Larson, John Wells, Kathy Krusiec

Staff Present: Andrew Bremer, Kong Thao

1. CALL TO ORDER

Lowell called the Landmarks Commission meeting to order at 5:00 PM.

2. PUBLIC APPEARANCES.

None received virtually and in-person.

3. APPROVAL OF MINUTES.

- a. Kinder motioned to approve the minutes of the May 21, 2024, Landmarks Commission meeting. Seconded by Wells. Motioned carried 5-0.

4. BUSINESS.

- a. Discussion and action to make a recommendation to the Village Board regarding submittal of a grant application to the Wisconsin Historical society to complete a historical property survey of the Village.

Thao provided summary on the agenda item and background on the grant opportunity. Bremer provided additional comments on the grant application timeline and next steps if awarded. The Commission discussed, if awarded, the timeline of the grant application process and the role the Commission will partake during the survey process.

Kinder motioned to make a recommendation to the Village Board to submit a grant application to the Wisconsin Historical Society to complete a historical property survey of the Village. Larson seconded the motion. Motion passes 5-0. Commission requested to review final grant application prior to submittal.

- b. Discussion and action to make a recommendation to the Village Board to approve a purchase order for outdoor community history signs at Arnold Larson Park.

Samantha Zeilenga, representative from Indigenous Solidarity Collective of McFarland (ISCM), provided appreciation on the planning and drafting process associated with Sign 2: Native Americans. Zeilenga commented their contact for

the Ho-Chunk Nation and will share with Village Staff. Bremer and Thao provided summary of the agenda item with the recent updates, mockups, sign texts, and Sign 2, Native American, project timeline, installation plan and edits. Bremer explained the available three options the Commission can take to move ahead with completion of the project as provided in the packet, assuming approval by the Village Board. Staff did not have a preference for any of the three options presented. The Commission discussed the current mockups, progression of the project, available options staff presented. Kinder motioned to recommend approval of the purchase order for the four signs with a condition of approval for Staff to revise the sign as needed based on input from the Ho-Chunk Nation regarding Sign 2: Native Americans. Staff will wait to order all four signs until we have received feedback from Ho-Chunk Nation and revise the sign as needed. Krusiec seconded the motion. Motion passes 5-0.

5. SCHEDULE NEXT MEETING DATE.

- a. To be determined.

6. ADJOURNMENT.

Krusiec motioned to adjourn. Seconded by Kinder. Motion carried 5-0. Meeting adjourned at 5:38 PM.


McFarland
SUMMARY SHEET

MEETING DATE: Monday, December 9, 2024

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and action on a Certificate of Appropriateness application requested by Sarah Nelson for a roof replacement located at 6123 Johnson Street.

PREVIOUS ACTION:

ISSUE SUMMARY:

Sarah Nelson (Applicant and Owner) is seeking approval of a Certificate of Appropriateness application for roof replacement located at 6123 Johnson Street (Johnson House). The proposed replacement will include the entire property's roof. The selected roof material are shingles, similar in material to the existing (previous) roof. Staff notes the work has already been completed, and the applicant was informed of the need for a building permit and certificate of appropriateness application for the related work.

Included in the packet are before and after photos of the roof provided by the applicant. From the photos shown, it appears the condition of the roof was near the end of its lifetime with visible build up of moss and pine needles filling the gutters.

EXISTING CONDITIONS

This house was built by Sjur Johnson, a farmer and landowner. Christ Johnson bought the house and farm in 1910 and it remained in the Johnson family until 1976. This simple farmhouse has hints of Greek Revival and Italianate architecture, a common look for rural houses from 1850-1880 (Source: Historic McFarland Walking Tour). The property is 0.3 acres and is currently zoned R-1 Single Family Residence. All adjacent properties are also zoned R-1 Single Family Residence. The property is located at the corner of Johnson Street and Dennis Drive with a sidewalk along Johnson Street only. A single driveway is located along the property's north lot line connecting to a detached garage. The property includes an abundant amount of trees, plantings and landscaping. There is a three-foot picket fence in the street yard along Dennis Drive, enclosing a patio area.

STAFF COMMENTS REGARDING COA APPLICATION

Per Sec. 62-395(c), upon receiving an application, the Landmarks Commission shall determine whether or not:

- a. The proposed work would destroy, detrimentally change, or adversely affect any existing exterior architectural feature of the improvement upon which said work is to be done; and



- b. The exterior of any proposed new improvement would fail to harmonize with the external appearance of the neighboring improvements on such site; or
- c. As to any property in a designated Historical District, construction, reconstruction, or external alteration fails to conform to the objectives and design criteria of the historic preservation plan for said district as duly adopted by the Village Board.

In staff's opinion, all questions a, b, and c are in the negative. The proposed roof replacement also includes review of Sec. 62-396(k)(3) of the Zoning Code which states "*If the existing roofing material is not original to the house, the new roofing materials shall harmonize in color with the house. Thick wood shakes, rolled roofing and hexagonal shingles are prohibited. Restoration to a documentable earlier appearance is encouraged.*" In staff's opinion, the standard is not applicable as the existing roofing material was not original to the house. According to Department records, the roof was resingled in 2002.

FINANCIAL/BUDGET IMPACT:

Completion of the roof replacement occurred prior to the approval of a building permit or Certificate of Appropriateness application resulting in double the permit fees. The applicant is aware of this and will incur the determined amount by the Village's Building Inspector.

VILLAGE PLAN REFERENCE:

Comprehensive Plan, 2017 - The property is identified as Single Family Residential on the Future Land Use Map of the Village's Comprehensive Plan.

ORDINANCE REFERENCE:

Chapter 62, Article II, Division 6 - Historic Preservation

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion, second, to approve the Certification of Appropriateness application submitted by Sarah Nelson for roof replacement located at 6123 Johnson Street

ATTACHMENTS:

- 1. 6123 Johnson Street Roof COA_10.1.24

approved Certificate of Appropriateness is not a building permit; a separate permit must be applied for with required fees paid, after approval of the Certificate of Appropriateness.

- 2) Who will be doing the proposed work in respect to this property?
 Owner Contactor If "Contractor" state name and contact information of the contractor (s):

Name: _____
Address: _____
Phone number: _____
Email: _____

- 3) Do you grant permission for the Landmarks Commission and staff, either individually or as a group, to enter onto the subject property for an exterior site inspection?
 Yes No


Sec. 62-395. - Landmarks Commission powers and duties.

(3) Upon receiving an application, the Landmarks Commission shall determine whether or not:

- a. The proposed work would destroy, detrimentally change or adversely affect any existing exterior architectural feature of the improvement upon which said work is to be done; and
- b. The exterior of any proposed new improvement would fail to harmonize with the external appearance of other neighboring improvements on such site; or
- c. As to any property in a designated Historic District, construction, reconstruction or exterior alteration fails to conform to the objectives and design criteria of the historic preservation plan for said district as duly adopted by the Village Board.

The Landmarks Commission shall review the application within 45 days of the filing of a complete application. A decision by the Landmarks Commission to deny a Certificate of Appropriateness may be appealed to the Village Board. The appeal shall be initiated by filing a petition, specifying the grounds therefor, with the Village Clerk-Treasurer within ten days of the date of the decision of the Landmarks Commission is made.

I hereby swear that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief.



Signature of Applicant(s)

9-17-24
Date

Office Use Only	
Received By	KF
Date Received	10/1/24
Meeting Date	
Approved or denied on	

Roof Before Photos





Roof After Photos






VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, December 9, 2024

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and action on a Certificate of Appropriateness application requested by Sarah Nelson for an exterior metal staircase located at 6123 Johnson Street.

PREVIOUS ACTION:

ISSUE SUMMARY:

Sarah Nelson (Applicant and Owner) is seeking approval of a Certificate of Appropriateness application for an exterior metal spiral staircase located at 6123 Johnson Street (Johnson House). Included in the packet are pictures of the home, including where the proposed metal staircase will be located and the applicant's designs. The proposed staircase will be located on the building's east side (Dennis Drive), facing the side lot line. The staircase will be metal, powder coated black in color, while the door will match the door to the patio as shown in the applicant's photos. The staircase will convert a second-story window into an exit door. The staircase would be secured to the ground on a concrete pad. The applicant has informed staff that there are two primary reasons for the proposed exterior staircase:

1. The main level great room has 7 doors around it and if she can close off the door to the upstairs bedrooms she can put a settee in front of it for needed seating and use the exterior staircase when she has guests staying on the second floor.
2. The window that would be replaced by the door is non-functioning and has to be propped up with a piece of wood and is difficult to open.

Note, the application also included a request to repaint the window frames black or replacement of windows due to a lack of the exact window design being available. The applicant has since withdrawn this aspect of the application, noting also that painting exterior window trim would not require a building permit or Certificate of Appropriateness. The applicant has also submitted an application for a Tourist Rooming House Permit and is currently under review. A TRH Permit does not require Landmarks Commission approval under Village ordinances and is not grounds to approve or deny a Certificate of Appropriateness under the Village's Historic Preservation Ordinance.

Staff notes that the location of the building on the property is unique. The lot is a corner lot. Buildings on a corner lot usually have two street-facing facades. In this case, the building is not traditionally built to be perpendicular to each street and sits at an angle. The angle of the building actually works to expose less of the building's east side from public view from Dennis



Drive than if the building was more traditionally located perpendicular to the Dennis Drive lot line.

EXISTING CONDITIONS

This house was built by Sjur Johnson, a farmer and landowner. Christ Johnson bought the house and farm in 1910 and it remained in the Johnson family until 1976. This simple farmhouse has hints of Greek Revival and Italianate architecture, a common look for rural houses from 1850-1880 (Source: Historic McFarland Walking Tour). The property is 0.3 acres and is currently zoned R-1 Single Family Residence. All adjacent properties are also zoned R-1 Single Family Residence. The property is located at the corner of Johnson Street and Dennis Drive with a sidewalk along Johnson Street only. A single driveway is located along the property's north lot line connecting to a detached garage. The property includes an abundant amount of trees, plantings and landscaping. There is a three-foot picket fence in the Dennis Drive street yard enclosing a patio area.

STAFF COMMENTS REGARDING COA APPLICATION

Per Sec. 62-395(c), upon receiving an application, the Landmarks Commission shall determine whether or not:

- a. *The proposed work would destroy, detrimentally change, or adversely affect any existing exterior architectural feature of the improvement upon which said work is to be done.* The proposed metal staircase converts a single second-story window into an external doorway. Additional staff comments related to exterior alterations are provided below as related to Sec. 62-396. Based on that review, in staff's opinion, the proposed improvement is not a detrimental change to the existing exterior architectural features of the building as viewed from a public street. Also, while the need for the exterior staircase might be one of convenience, there is no basis for approval or denial of a COA under the Village's Historic Preservation Ordinance based on whether a proposed improvement might be considered a convenience.
- b. *The exterior of any proposed new improvement would fail to harmonize with the external appearance of the neighboring improvements on such site.* The location of the door is where an existing window is located. While the exterior wall opening will need to be enlarged, going from a window to a door, the proposed improvements do not create a new side wall void/opening maintaining the general symmetry of the exterior appearance of the second floor voids. Also, the proposed color of the material would harmonize with the external appearance of the black accents of the building exterior trim, gutters, and new roof shingles. In addition, as a spiral staircase, the footprint and profile is smaller than a conventional staircase. In staff's opinion, the improvements would not fail to harmonize with the external appearance of the neighboring improvements on such site. Staff does note however, that the application does not include additional information on the door dimensions or the proposed design of the exterior framing (e.g. is it possible/desirable to use a similar header design as the existing windows or small overhang similar in style to the front porch). This may or may not be of significance to the Landmarks Commission determination.
- c. *As to any property in a designated Historical District, construction, reconstruction, or external alteration fails to conform to the objectives and design criteria of the historic*



preservation plan for said district as duly adopted by the Village Board. This section is not applicable as the property is not in a Historic District.

Within Sec. 62-396, the following sections require additional review.

- *(b) Second exit platforms. Second exit platforms shall not be added to the front or sides of a structure unless not visible from the street.* The standard speaks more specifically to a balcony (platform), which the proposed improvement is not, however there is a landing area at the top where the door is proposed. In staff's opinion, this standard is not applicable as the standard applies to *second exit platforms* and not *second exit staircases*. Nonetheless, the proposed metal staircase is partially obstructed from street view from Dennis Drive by existing trees and the picket fence, and is fully obstructed from view from Johnson Street.
- *(h) Additions and alterations to street facades. The appearance of all street facades of a structure shall not be altered unless the design is sensitive to the historic character of the building. Specifically, the design shall be compatible with the existing building scale, color, texture and the proportion of solids to voids. Materials and architectural details used in such alterations and additions shall match those on the existing building.* Here again, in staff's opinion, the proposed improvements are not located on a street-facing facade, even though this side of the building is partially visible from Dennis Drive. Sec. 62-4 of the Zoning Code defines a street yard as *"a yard facing a street and extending across the full width of the lot, the depth of which shall be the minimum horizontal distance between the existing street or highway right-of-way line and a line parallel thereto through the nearest point of the principal structure. Corner lots shall have two or more street yards."* Nonetheless, the proposed staircase is compatible with the existing building scale, color, texture and does not create a new void where no void previously existed. In addition, the proposed stair spindles include an ornamental accent which blends with the black painted corbels on the front porch.
- *(i) Additions and alterations not visible from the street. Additions and alterations not visible from streets contiguous to the lot lines are permitted if their design is compatible with the scale of the existing building and the materials used are compatible with the existing materials in texture, color and architectural details. Alterations shall harmonize with the architectural design of the building, rather than contrast with it.* In Staff's inspection of the site, the proposed location of the metal staircase is located within a minimally noticeable yard, partially screened from street view due to the site's existing foliage and fence. However, during limited times of the year, the staircase may be observed from streetview along Dennis Drive. However, for the same reasons as noted in the previous section (h), in staff's opinion this standard is met.
- *(j) Side alterations. Side additions shall be set back from the front wall of the structure.* While the proposed improvement is not an "addition", the alteration and proposed staircase is set back from the front wall of the structure.

Other Staff Comments

The Building Inspector and Fire Chief noted that there is no building or fire code that requires



the installation of the second story exterior stair case related to the applicant's proposed Tourist Room Housing Permit.

FINANCIAL/BUDGET IMPACT:

The applicant will incur all costs associated with the proposed improvements.

VILLAGE PLAN REFERENCE:

Comprehensive Plan, 2017 - The property is identified as Single Family Residential on the Future Land Use Map of the Village's Comprehensive Plan.

ORDINANCE REFERENCE:

Chapter 62, Article II, Division 6 - Historic Preservation

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion, second, to approve the Certificate of Appropriateness application requested by Sarah Nelson for an exterior metal staircase located at 6123 Johnson Street.

ATTACHMENTS:

1. 6123 Johnson Street Staircase COA_10.1.24
2. Street View Photos

approved Certificate of Appropriateness is not a building permit; a separate permit must be applied for with required fees paid, after approval of the Certificate of Appropriateness.

2) Who will be doing the proposed work in respect to this property?

Owner Contactor If "Contractor" state name and contact information of the contractor (s):

Name: _____

Address: _____

Phone number: _____

Email: _____

3) Do you grant permission for the Landmarks Commission and staff, either individually or as a group, to enter onto the subject property for an exterior site inspection?

Yes No

Sec. 62-395. - Landmarks Commission powers and duties.

(3) Upon receiving an application, the Landmarks Commission shall determine whether or not:

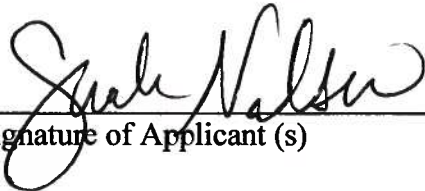
a. The proposed work would destroy, detrimentally change or adversely affect any existing exterior architectural feature of the improvement upon which said work is to be done; and

b. The exterior of any proposed new improvement would fail to harmonize with the external appearance of other neighboring improvements on such site; or

c. As to any property in a designated Historic District, construction, reconstruction or exterior alteration fails to conform to the objectives and design criteria of the historic preservation plan for said district as duly adopted by the Village Board.

The Landmarks Commission shall review the application within 45 days of the filing of a complete application. A decision by the Landmarks Commission to deny a Certificate of Appropriateness may be appealed to the Village Board. The appeal shall be initiated by filing a petition, specifying the grounds therefor, with the Village Clerk-Treasurer within ten days of the date of the decision of the Landmarks Commission is made.

I hereby swear that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief.



Signature of Applicant (s)

9.21.24

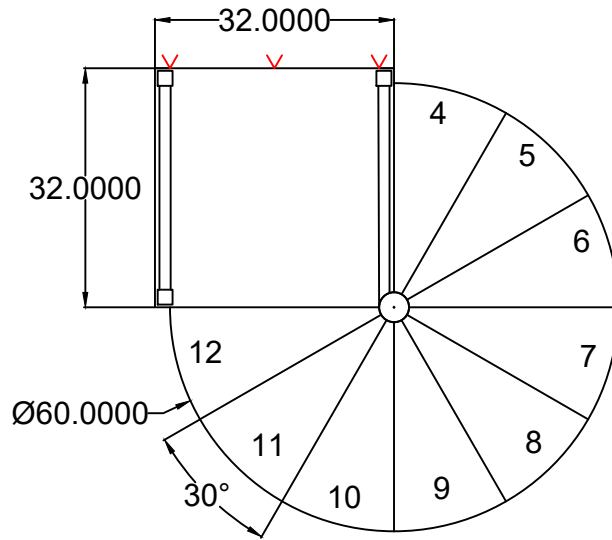
Date

Office Use Only	
Received By	RT
Date Received	10/1/24
Meeting Date	
Approved or denied on	

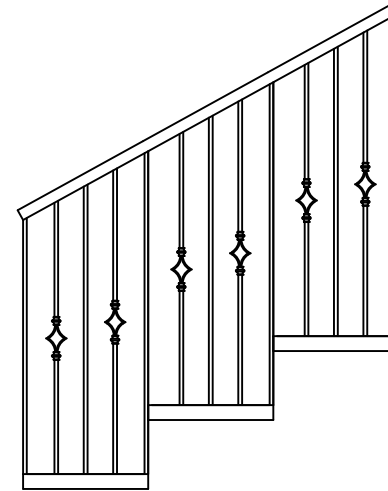
Staircase Location Photos



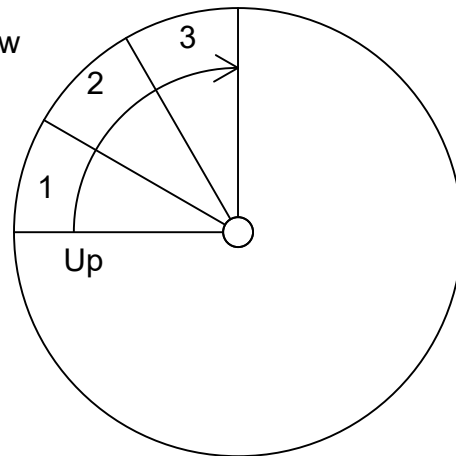
Top View



Side View



Bottom View



Height: 120"

Riser Height: 9.23"

Steps: 12 | Risers: 13

Client: Sarah Nelson

Drawn On: 11/7/24

Rotation: Clockwise, Up

Approved:

Stairways Inc.

4166 Pinemont Dr.
Houston Tx, 77018

713-680-3110

#103422



Window to be removed for door/staircase

Dennis Drive



Window to be removed for door/staircase

Dennis Drive



**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, December 9, 2024

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion regarding a grant application to the Wisconsin Historical Society to complete a historical property survey of the Village.

PREVIOUS ACTION:

September 4, 2024 - Landmarks Commission recommended approval to Village Board to submit for grant application.

September 10, 2024 - Village Board approved submittal of the grant application.

ISSUE SUMMARY:

BACKGROUND ON WHS GRANT

The Wisconsin Historical Society grants approximately \$120,000 annually through the Certified Local Government (CLG) Grant Program. The Grant Program awards recipients between \$1,500 to \$25,000 for projects related to historical preservation. Eligible projects include intensive survey of a community, nomination of historic district to the National Register of Historic Places, Archeology Survey, etc. The CLG Grant Program occurs on an annual cycle, opening in the spring and closing in December when grant applications are due. Applications for the CLG Grant Program must showcase their benefit to historical or archaeological resources located in Wisconsin. Multiple grant applications may be submitted with each application evaluated separately.

GRANT APPLICATION SUBMITTAL

Staff submitted the Letter of Intent (LOI) for the grant proposal following the Landmark Commission's approval at the September 4, 2024 meeting. The full grant application is due December 13, 2024. Included in the packet is the grant application to be submitted. If the Village is awarded the grant, the Village would move forward with hiring a consultant to complete the survey. The proposed project will hire a consultant for the CLG Grant Program category A. Initial intensive survey of part or all of the community. To the Village's knowledge, there has been no record of a comprehensive survey of historical properties within the Village.

The CLG Grant Program follows the timeline provided within an annual grant calendar year.

- December 13. - Application deadline
- Jan.-Feb. - Review and scoring of applications, grant awards approved
- March - Memoranda of Agreement (MOA) prepared, grant awards published
- April-May - VOM to issue a Request for Bids (RFB)



- May, 2025-August, 2026 - Timeline for project completion

FINANCIAL/BUDGET IMPACT:

The CLG Grant Program does not require a local match for the grant. The requested amount for the grant fund is \$25,000. The grant funding would support the proposed survey project. The grant program requires communities to obtain at least two consultant cost estimates for submittal with the grant application. Staff reached out to a total of nine consultants that specialize in this type of work. Two were not interested, two were non-responsive, and five provided cost estimates as noted below. No consultant has been selected at this time. The Village will first need to be awarded the grant application and then issue a request for proposals to select a final consultant.

- \$20,000 - Wisconsin Historical Society's Museum Archeology Program (MAP)
- \$25,000 - Mead & Hunt
- \$35,000 - Legacy Architecture, Inc.
- \$16,000-\$18,000 - UW-Milwaukee, Archaeological Research Laboratory Center
- \$25,000-\$30,000 - CORRE

VILLAGE PLAN REFERENCE:

This project is identified as an action step in the 2024-2025 Village Board Strategic Plan.

ORDINANCE REFERENCE:

Division 62-II-6 Historic Preservation

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

This agenda item is submitted for discussion only. The Village Board has already authorized submittal of the grant application. Staff will submit the grant application to the WHS following the Landmarks Commission meeting.

ATTACHMENTS:

1. McFarland Application CLG2025



WISCONSIN
HISTORICAL
SOCIETY

CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM 2025

APPLICATION

Federal Grant Funding to
Certified Local Governments in Wisconsin

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

Jason Tish, CLG Coordinator
jason.tish@wisconsinhistory.org
608-264-6512

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

wisconsinhistory.org



Application

Federal Historic Preservation Funding to Certified Local Governments in Wisconsin Federal Fiscal Year 2025

HISTORIC PRESERVATION FUND GRANTS IN AID (CFDA 15.904)
SUBGRANT ADMINISTERED BY
WISCONSIN STATE HISTORIC PRESERVATION OFFICE

2025 Grant Cycle Timeline

- Mar. 1, 2024 - CLG Grant cycle opens
- Sept. 13, 2024 - Letter of Intent due
- Dec. 13, 2024 - Application due

Minimum Requirements

1. Applicant consulted with SHPO staff prior to submission of this *Application*
2. *Letter of Intent* was submitted by applicant before LOI deadline (Sept. 13, 2024)
3. *Application* was submitted on or before application deadline (Dec. 13, 2024)
4. *CLG Annual Report* was submitted by applicant in January for previous year
5. Applicant complies with all state and federal requirements of the CLG program
6. Applicant has no incomplete grant-funded projects in the past five years
7. For intensive surveys, applicant has reviewed survey boundaries with SHPO staff
8. For **historic district nominations to the NRHP**, applicant has consulted with SHPO staff on the eligibility of the district and has held a public engagement meeting within 12 months of the application deadline to introduce the project to property owners and gage support for NRHP designation.

Grant Amount Requested

Applicant

(Must be a local government in Wisconsin certified under the CLG program)

Name of CLG community:

Year of CLG Certification:

Project Title:

Local government's EIN Number:

Project Manager

(The person who will manage the project and coordinate the grant with the SHPO)

Name:

Email address:

Phone number:

Mailing address:

Financial Agent

(The person who can confirm that funding is available for the project prior to reimbursement)

Name:

Email address:

Phone number:

Mailing address:

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

Project Type (*check one*)

- A. Initial intensive survey of the community (30 pts.)
- B. Nomination of historic district to the NRHP (25 pts.)
- C. Nomination of historic district under a local historic preservation ordinance (25 pts.)
- D. Resurvey of a community that was surveyed more than 25 years ago (20 pts.)
- E. Nomination of individual, *publicly-owned* property or archaeological site to NRHP (15 pts.)
- F. Local Landmark - nomination of individual, *publicly-owned* property (15 pts.)
- G. Archaeology - survey (literature search) of the whole community (15 pts)
- H. Archaeology - Phase I survey (on the ground) of any area in the community (15 pts)
- I. Nomination of individual, *privately-owned* property to the NRHP (10 pts.)
- J. Nomination of individual, *privately-owned* property under a local HP ordinance (10 pts.)
- K. Public outreach and educational projects (5 pts., *plus potential Bonus**)
- L. Design guidelines or Historic Preservation plan (5 pts., *plus potential Bonus**)
 - * **Bonus** – Applicable to Project Types K and L only if the community has a current survey of their entire community *and* has made reasonable efforts to nominate to the NRHP all properties and districts determined eligible by the survey (20 pts.)
- M. CAMP – Host a [CAMP](#) training workshop in collaboration with the National Alliance of Preservation Commissions [NAPC](#) (up to 100 pts). CAMP events are a priority every other year. A fully developed CAMP proposal will include:
 - 1. venue for the event
 - 2. plan for food and/or refreshments
 - 3. lodging availability
 - 4. marketing plan defined in consultation with SHPO staff
 - 5. registration protocol defined in consultation with NAPC and SHPO
 - 6. consultation initiated with NAPC and SHPO to select sessions and presenters
 - 7. complete list of items to be covered by grant
 - 8. itemized budget.

Project Description

Describe the scope of the project you propose to undertake with requested funding.

Local historic preservation objectives

How would the project support or advance the goals in a Historic Preservation Plan, Comprehensive Plan, or other plan?

How would this project support or advance the protection of historic resources or economic development opportunities?

If applicable, how would this project support or advance the history of racial, ethnic, sexual, or gender minority communities who have been underrepresented in past surveys or plans?

Prior CLG Grant-funded projects completed in your community
List projects funded by CLG grant in the past five years. Include the year of the grant award, and discuss whether the projects were completed successfully and how they benefitted the community

Training

Describe recent technical or policy training in which your Historic Preservation staff or Commissioners have participated including, but not limited to, webinars, conferences, online modules, technical workshops, CAMP, or any other formats that include training on historic preservation policies, best practices, or technical methods.

Budget

Maximum award amount is \$50,000 with no local match required. Provide an estimate of project costs in **whole dollars**. The applicant is **reimbursed** upon project completion up to the award amount; if project costs exceed the award, the applicant will be expected to pay for additional costs. **Two** rough estimates prepared by professional consultants must be submitted with this application.

Item	Estimated Costs
CLG Personnel - salaries/wages	\$
fringe benefits	\$
supplies/materials	\$
travel/per diem	\$
equipment	\$
Consultant fees	\$
Other (specify)	\$
Total	\$

I affirm that all information on the application is true to the best of my knowledge.

The agents acting on behalf of the Applicant agree to comply with Title IV of the Civil Rights Act of 1964 and all requirements imposed by or pursuant to the Department of the Interior regulations issued pursuant to that title. No person in the United States shall, on the ground of race, color, national origin, disability, or age be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity for which financial assistance is received from the National Park Service and hereby give assurance that we will immediately take any measures to effectuate this agreement.

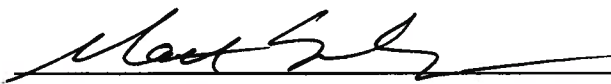


Applicant's Project Manager 12.4.2024
Date

Kong Thao kong.thao@mcfarland.wi.gov 608-838-3154

Printed Name *Email* *phone*

I affirm that municipal funding is available to complete the proposed project prior to the disbursement of grant funding.



Applicant's Financial Agent 12.4.2024
Date

Matt Schuenke matt.schuenke@mcfarland.wi.gov 608-838-3153

Printed Name *Email* *phone*

PO Box 110, 5915 Milwaukee Street, McFarland, WI 53558

Mailing Address

Consultant/Firm	Project Estimate Provided
Wisconsin Historical Society's Museum Archaeology Program (MAP)	\$20,000
Mead & Hunt	\$25,000
Legacy Architecture, Inc.	\$35,000
UW-Milwaukee, Architectural Historian, Cultural Resource Management	\$16,000-\$18,000
CORRE	\$25,000-\$30,000

From: tim.hegglund@juno.com
To: [Andrew Bremer](#)
Cc: Jason.Kennedy@wisconsinhistory.org
Subject: RE: McFarland Intensive Historical Property Survey Estimate
Date: Thursday, November 7, 2024 10:39:41 AM

Hi Andrew:

Sorry to have not gotten back to you sooner but I took the day off yesterday. As to your potential intensive survey, yes, I am interested, You should know, however, that I no longer do large scale intensive surveys such as yours on my own. Instead, I would be doing it with others that, like myself, are employed by the Wisconsin Historical Society's Museum Archaeology Program (MAP). MAP primarily works with WisDOT and advises them on highway projects but it also does work of this kind as well and I act as MAP's staff architectural historian for such projects.

For your project I would ask for \$20,000 from the SHPO. This reflects the fact that most of the buildings in McFarland are residential buildings that were built after 1954 and many of these were also built after 1975, which would be the 50-year end point for your survey. In all probability, most of these buildings would not meet survey criteria and they would therefore not be surveyed.

So, I hope this helps. Please let me know if I can provide you with additional information and best of luck with your application.

Sincerely,

Timothy F. Hegglund
Staff Architectural Historian
Museum Archaeology Program (MAP)
Wisconsin Historical Society

From: [Emily Pettis](#)
To: [Andrew Bremer](#)
Subject: RE: McFarland Intensive Historical Property Survey Estimate
Date: Monday, November 11, 2024 8:00:40 AM
Attachments: [MeadHuntlogo_87950253-989c-49b2-a74f-a156c21c38dd.png](#)

Good morning Andrew,

Apologies for not responding sooner, I've been in and out of the office quite a bit. We typically do not prepare detailed estimates for grant applications as they are time consuming. I'd recommend you ask for the maximum amount available since the project requires resurvey of the 88 properties already in WHPD, new survey of the village, intensive research for those properties that may be eligible, and public meetings. If you have a successful application, we'd love to work with you on this project.

Regards,
Emily

Emily Pettis

Department Manager | Cultural Resources
Direct: 608-443-0406 | Cell: 608-279-0358 | Transfer Files

Mead&Hunt

[LinkedIn](#) | [Facebook](#) | [Instagram](#)

From: [Gail Rae Klein](#)
To: [Andrew Bremer](#)
Cc: [Gail Klein](#)
Subject: Re: McFarland Intensive Historical Property Survey Estimate
Date: Thursday, November 7, 2024 10:00:37 AM

Hi Andrew,

Since less than a third of the village's parcels contain buildings that will be old enough to be included in the survey (and not all of these will meet other survey criteria), we've refined our cost estimate to between \$16,000 and \$18,000.

Please let me know if you have any questions.


Thank you!

Gail Klein, M.S.
Architectural Historian, Cultural Resource Management
Archaeological Research Laboratory Center
University of Wisconsin-Milwaukee
PO Box 413
Milwaukee, WI 53201
Office (414) 229-3078 | Direct (414) 251-6772

From: [Megan Beer-Pemberton](#)
To: [Andrew Bremer](#)
Subject: RE: McFarland Intensive Historical Property Survey Estimate
Date: Tuesday, November 26, 2024 11:38:08 AM
Attachments: [image001.png](#)

Good Morning Andrew,

I would estimate between \$25,000 and \$30,000 for this type of effort. I would suggest trying to get 1 or 2 more estimates for comparison purposes. Best of luck on your grant application! And please let me know if you have any questions. Thank you!

 **Megan Beer-Pemberton**
Historian & Real Estate Specialist
1802 Warden Street, Eau Claire, WI 54703
D: 608.826.6292
C: 715.215.2434
F: 715.514.5445

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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Sheboygan, Wisconsin 53081
(920) 783-6303
info@legacy-architecture.com
www.legacy-architecture.com

November 13, 2024

Andrew Bremer, AICP
Community and Economic Development Director
Village of McFarland
5915 Milwaukee Street
McFarland, Dane County, WI

Re: Architectural and Historical Survey
Village of McFarland, Dane County, WI

Dear Members of the Village of McFarland Landmarks Commission:

Thank you for your inquiry. As we understand it, the Village of McFarland Landmarks Commission will be applying to the Wisconsin Historical Society (WHS) for a Certified Local Government (CLG) Subgrant for the 2025 funding cycle for an Architectural and Historical Survey of the Village of McFarland. As part of the application process, you need to obtain two competitive quotes for the work. Legacy Architecture is more than happy to assist you in that regard.

HISTORIC PRESERVATION CONSULTING SERVICES

For the Architectural and Historical Intensive Survey, we propose the following scope of work:

1. Conduct one initial public education meeting with the Village of McFarland to introduce the project and the principal investigators to the community.
2. Perform a reconnaissance survey of the project area, excluding properties already listed in the National Register of Historic Places, in order to document properties of architectural or historical interest and potential significance. Update previously surveyed properties that have been altered, restored, or demolished. Provide survey maps indicating all surveyed properties by lot lines and referenced by the AHI record number. Survey maps will be provided to the Village and the Wisconsin Historical Society. All findings of potentially eligible individual properties and historic districts will be approved by the Wisconsin Historical Society prior to completion of the intensive survey report.
3. Perform an intensive survey including site specific research and preparation of the survey report. Conduct historic research on all properties potentially eligible for the National Register of Historic Places or within a potential National Register historic district. Enter survey data into the Wisconsin Historic Preservation Database (WHPD). Prepare intensive survey report including an introduction and chapters on survey methodology; historical overview; all themes represented in the history of the survey area; architecture; designers, engineers, and builders; notable people; survey results; and recommendations. Submit a typed draft to the Village and the Wisconsin Historical Society for review. The Village will be given 3 double-sided and bound copies of the final report (1 of which shall be deposited in a local library) and an electronic version in PDF format. At least 5 double-sided and spiral bound copies of the final report and an electronic version in PDF format will be submitted to the Wisconsin Historical Society by the project completion date.
4. Conduct one final public education meeting with the Village and the Wisconsin Historical Society to make a formal presentation of survey findings by the principal investigators and explain the National Register of Historic Places program.

We assume the following:

- The initial public education meeting shall be held concurrently with the commencement of the reconnaissance survey.
- The Village will schedule, provide a meeting room for, and prepare public notices for the public meetings.
- The Village will provide DWG or DXF format files or aerial mapping of the survey areas, including streets, property lines, and building footprints so we may accurately provide mapping.
- The Village will provide an Excel spreadsheet of assessor property data including address and original construction dates of all properties in the survey area.
- The WHS will provide an Excel spreadsheet of all previously surveyed resources with a record in its online Architecture & History Inventory (AHI), including data columns for AHI record number, address, historic name, current name, year built, historic use, architectural style, wall material, and if the resource has been demolished.
- Data for AHI updates and records for newly surveyed resources will be submitted to the WHS as a spreadsheet to be uploaded to the AHI/WHPD.

FEES

Professional Service Fees

The professional service fees for the above services will be \$35,000.

Reimbursable Expenses

Reimbursable expenses such as printing, mileage, shipping, and postage are included in these fees.

We appreciate the opportunity to provide this proposal and look forward to working with you. Please contact us if there are any questions or if you require further information.

Sincerely,

Legacy Architecture, Inc.

Jennifer L. Lehrke

Jennifer L. Lehrke, AIA, LEED AP, NCARB
Principal Architect, Interior Designer & Historic Preservation Consultant

ACCEPTANCE

Signing and dating this letter and returning it to Legacy Architecture, Inc. will indicate your acceptance.

Signature

Date


McFarland
SUMMARY SHEET

MEETING DATE: Monday, December 9, 2024

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion on the community outdoor historical signs.

PREVIOUS ACTION:

August 3, 2023 - Landmarks Commission discussed establishment of outdoor community history signs, including review of representative images, potential sign locations and cost estimates.

October 30, 2023 - Staff presented initial drafts of four signs (Natural Resources, Paleo-Indians & Effgy Mounds, Early European Settlers, Early Establishments in McFarland) to the Commission requesting feedback and recommendations.

January 30, 2024 - Staff presented the Commission updates on cost estimate comparison, sign sizes, sign themes and content, and proposed site locations. Staff recommended Vacker Sign as the preferred vendor of choice due to their affordable rates and design features. The Commission's discussion affirmed the location of the four proposed signs in the semicircle area of Arnold Larson Park with the possibility of two future signs. The Commission's comments included verifying sign themes (Ice Age/Paleo-Indians, Mound Builders, Early European, Early Businesses), mockup scaling, appropriate image captions and cited sources, including feedback from the Indigenous Solidarity Collective of McFarland (ISCM) on the Native American content, and consistency of sign formatting among all mockups.

April 8, 2024 - Landmarks Commission tabled action to recommend the Village Board approve the purchase order for sign fabrication to consider additional sign amendments.

May 21, 2024 - Landmarks Commission discussed latest update to mock up sign text and designs, pending Sign 2: Native Americans for collaboration with ISCM.

September 9, 2024 - Landmarks Commission recommended to the Village Board purchase of the four signs with Staff to edit Sign 2 as needed based on input from representatives of Ho Chunk Nation.

September 10, 2024 - Village Board approves ordering all four signs with the condition that Staff obtain input for Sig 2 from representatives of Ho Chunk Nation and revise the sign as needed prior to ordering the sign.

ISSUE SUMMARY:

Community History Sign Update

Staff previously shared the mock-up for Sign 2 with Bill Quackenbush, Tribal Historic Preservation Officer from the Ho-Chunk Nation of Wisconsin to request feedback on the text and design for Sign 2. Staff also reached out to Ryan Greendeer September 23, 2024 requesting comments for Sign 2: Native American and additional feedback on the historical signs project as a whole. This contact was recommended to Staff by ISCM. Mr. Greendeer indicated he would provide some feedback but to date Staff have not received comments yet. This agenda item is



presented as a short update on the project and no action is needed by the Commission. Once Staff has Mr. Greendeer's feedback we will revise the Sign 2 as needed and proceed with ordering all four signs per the Commission's and Village Board's previous direction. Installation is expected in the Spring/Summer of 2025.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

Sec. 62-399. - Recognition of historical structures and historic sites.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

This item is for discussion only.

ATTACHMENTS:

None