



**CITY OF CEDARBURG
A MEETING OF THE LANDMARKS COMMISSION
THURSDAY, AUGUST 27, 2026 – 8:30 AM**

A meeting of the Landmark's Commission of the City of Cedarburg, Wisconsin, will be held on Thursday, August 27, 2026 at 8:30 AM. The meeting will be held in-person at City Hall, W63 N645 Washington Avenue, Cedarburg, WI., on the lower level, Room 1.

AGENDA

1. CALL TO ORDER
2. ROLL CALL
 - A. Chairperson Tom Kubala, Vice Chairperson James Pape, Council Member Amanda Didier, Tomi Fay Forbes, Doug Yip, Elizabeth Krimmel, Erin Puro
3. STATEMENT OF PUBLIC NOTICE
4. APPROVAL OF MINUTES
 - A. August 13, 2026 Landmarks Commission minutes.
5. COMMENTS AND SUGGESTIONS FROM CITIZENS
6. REGULAR BUSINESS; AND ACTION THEREON
 - A. Review, discussion, and possible action/recommendation to the Plan Commission and/or Common Council regarding the long-term retention of all existing dams within the City limits and possible designation as local landmarks.
 - B. Review, discussion/update, and possible action on repairs to be done on the Local Historic Landmark Windmill Building located in Immanuel Cemetery.
 - C. Review and follow-up discussion/possible action regarding the 2027 CLG Grant Application parameters for a citywide Architectural and Historic Survey.
7. COMMENTS AND ANNOUNCEMENTS BY LANDMARKS COMMISSIONERS
8. ADJOURNMENT

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City of Cedarburg is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its

services, programs, and activities. To request reasonable accommodation, contact the Clerk's Office, (262) 375-7606, email: cityhall@cityofcedarburg.wi.gov.

MEMBERS – PLEASE NOTIFY CITY PLANNER'S OFFICE IF UNABLE TO ATTEND THIS MEETING.



**CITY OF CEDARBURG
Landmarks Commission
August 13, 2026
Minutes**

Unapproved

1. CALL TO ORDER

The meeting was called to order by Chairperson Tom Kubala at 8:30 a.m.

2. ROLL CALL

Present: Chairperson Tom Kubala, Vice Chairperson James Pape, Council Member Amanda Didier, Secretary Tomi Fay Forbes, Commissioner Doug Yip, Commissioner Erin Puro, Commissioner Elizabeth Krimmel

Also present: City Planner Mary Censky, Administrative Assistant Ian Surface

3. STATEMENT OF PUBLIC NOTICE

Chairperson Kubala acknowledged that the agenda for this meeting was posted and distributed in compliance with the Wisconsin Open Meetings Law.

4. APPROVAL OF MINUTES

- A. Discussion and possible action on approval of July 23, 2026, Landmarks Commission meeting minutes.*

A motion was made by Commissioner Yip, seconded by Commissioner Puro to approve the minutes of the July 23, 2026, meeting. Motion carried unanimously.

5. COMMENTS AND SUGGESTIONS FROM CITIZENS

Dean Fitting stated, regarding the dam at the Woolen Mill on Bridge Street, that he believes the Landmarks Commission should take a strong stand on the importance of maintaining this dam. He stated that the reason this community exists is due to the water power and the dam. He would like to see endorsement by the Landmarks Commission and promotion to the City Council. Commissioner Pape agreed that the preservation of the dams should be addressed by this Commission. Planner Censky stated she has a file in her office regarding the dams. There was a consensus that the topic should be placed on the agenda for the next Landmarks Commission meeting.

6. REGULAR BUSINESS; AND ACTION THEREON

- A. *Review, discussion and possible approval of the request by applicant Kristin Burkart, d/b/a The Reading Nest, for Sign Plan approval in support of her proposed new bookstore tenant occupancy at W63 N672 Washington Avenue. This property, owned by Z VENTURE LLC, is zoned B-3 Central Business District w/HPD Historic Preservation District Overlay.*

The sidewalk sign that Mrs. Burkart proposed to be set out when the business is open meets with sign regulations. The hanging sign must meet the criteria of 8 foot height clearance from the sidewalk and meet city code for total dimension of signage. Because this sign is hanging below another sign, the dimensions must include both signs, Mrs. Burkart needs to check dimensions with the building inspector. Commissioners agreed that the logo is beautiful.

A motion was made by Commissioner Yip, seconded by Commissioner Krimmel to approve the sign as presented, with the stipulation that the building inspector agrees that the sign meets code, and that if the sign bracket needs to be moved to a higher location, the building's owner will need to properly repair the intrusion on the building incurred by the sign's present location. Motion carried unanimously.

- B. *Review, discussion, update, and possible action as to submitting a Letter of Intent to apply for a no-match grant from the State of Wisconsin Historical Society (SHPO) in the 2027 grant cycle. If received, the grant would be utilized to contract for a citywide historic survey*

The Plan Commission and City Council are lending their support to this project. The deadline for application is September 11. Commissioners considered submitting the application last year, but were unsure if the scope of the project was feasible. Jason Tish from the SHPO has assured us it is, we should be in a good position to proceed.

A motion was made by Vice Chairperson Pape, Seconded by Commissioner Yip to submit the Letter of Intent as presented by Planner Censky. The motion carried unanimously.

7. COMMENTS AND ANNOUNCEMENTS BY LANDMARK COMMISSIONERS

Commissioner Krimmel asked about the paperwork that Planner Censky has on the dams. Planner Censky stated that we are welcome to review it in her office. Chairperson Kubala asked if we are specifically addressing only the dam at the Woolen Mill. Planner Censky stated that in the application to the SHPO she included both buildings and other sites of historic significance. Dean Fitting suggested that the dam on Highland just south of Columbia also be considered. Chairperson Kubala acknowledged that there is a general concern about the dams in the city. Planner Censky stated this is a suitable topic for this Commission to address as a policy matter. Commissioner Pape stated that the dams are integral to the fabric of our downtown. The dams and creek are an important aspect of our image.

8. ADJOURNMENT

A motion was made by Vice Chairperson Pape, seconded by Commissioner Krimmel to adjourn the meeting at 8:45a.m. Motion carried unanimously.

PLANNERS REPORT

To: City of Cedarburg Landmarks Commission

By: Mary Censky

Date Prepared: August 27, 2026

General Information:

Agenda Item: 6.A.

Property Owner:

City of Cedarburg and others

Request:

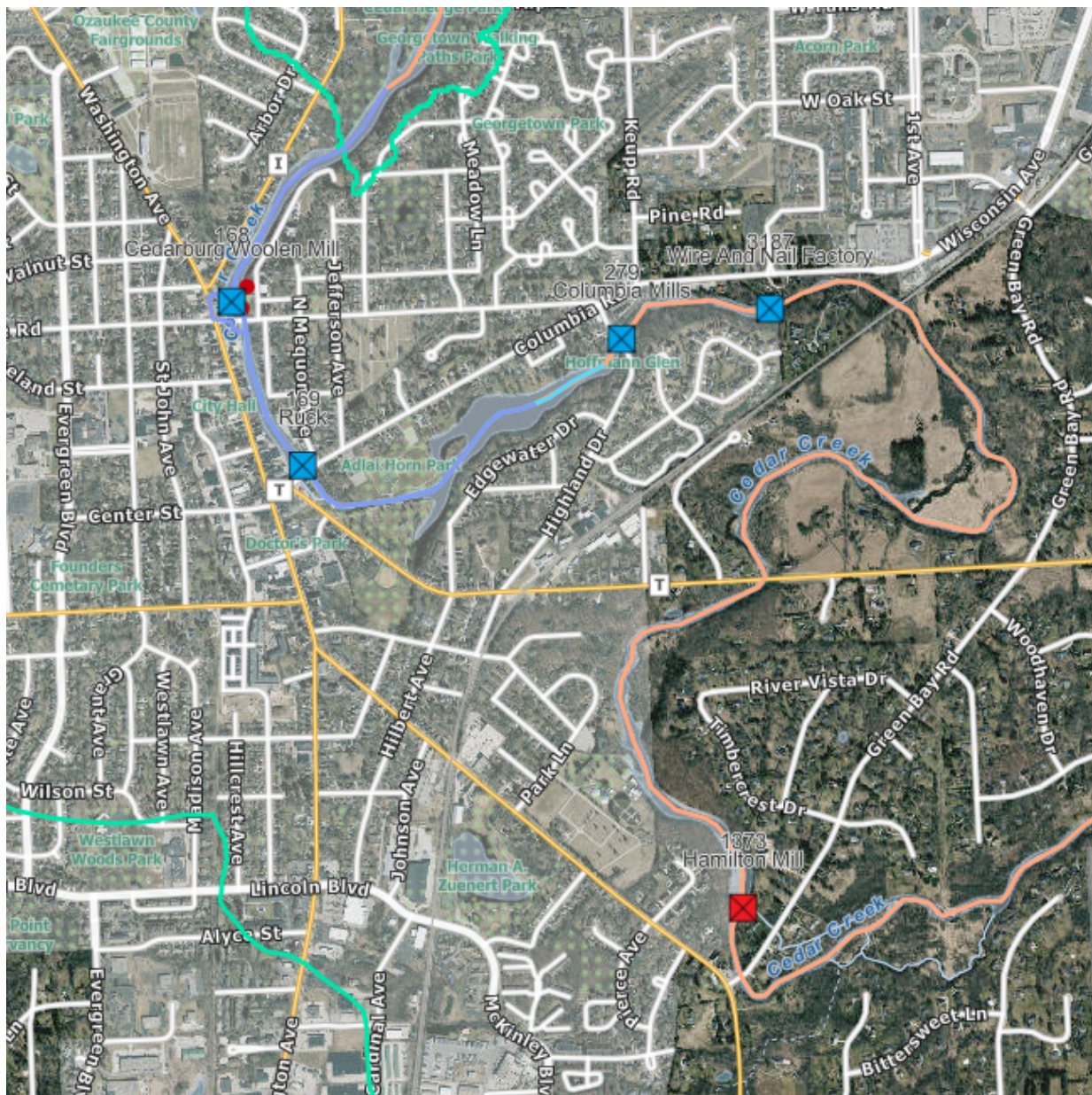
Discussion, update, and possible action in support of retaining the existing dams and related resources that embody the historic basis for the earliest growth and development of the City of Cedarburg.

Location:

See map in packet

Discussion:

There are several dams located along Cedar Creek in the City of Cedarburg. For their significance in the earliest placemaking of the City (economically, socially, aesthetically,...) the Landmarks Commission will consider whether these dams and related environs should be specifically included in a historic survey and ultimately designated as local landmarks.



Dams and Floodplains

Dams

Dams

Regulatory Type

-  Dam
-  FERC and FERC Exempt Dam
-  Cranberry Dam
-  Removed Dam
-  Structure not on Waterway
- 

LANDMARKS COMMISSION
April 24, 2003

LAN20030424-3

Other discussion was directed to the handling of stonework. Palmer Krueger recalled a horseshoe mark pattern ^{into the entry} ~~in the main entry~~ of the ^{main} original blacksmith building.
^{in the sidewalk}

Because of their concern that the building be constructed to replicate the original blacksmith shop, Mr. Zimmerscheid indicated that his contractor plans on constructing an experimental wall on-site before commencing construction of the actual building. He then invited the Commission to view this wall when its construction is in process.

Motion made by Philia Hayes, seconded by Dick Ellefson, to approve the concept, with a chimney added, and the option of inspecting a sample masonry wall. Motion carried.

Review Policy on Historic Designation; and Action Thereon

City Planner Censky pointed out that the Columbia Mills Dam landmarks designation process has been advanced without a public informational hearing, because nothing in the current Code requires one. He noted, however, that the city's policy manual does indicate that an informational meeting has been the practice for designation purposes.

This is one example of the procedures that will be clarified in the Historical Preservation Overlay and Historic District Codes being re-written by City Planner Censky.

City Planner Censky advised that he will propose the new Code to include detailing the powers and duties of the Commission to reflect those included in the model ordinance generated by the State Historical Society.

The Landmarks Commission will consider a public information hearing on landmark designation for the Columbia Mills Dam at a future meeting.

ANY OTHER BUSINESS AS AUTHORIZED BY LAW

Downtown Dough

City Planner Censky reported that the Downtown Dough store would like to replace rotting cedar boards with new material that will be identical to existing. The Landmarks Commission approved. — *NOTE: Censky advised that the owner proposed to place plywood over the existing material and then cedar board w/4" exposure over the plywood to match existing material.*

ADJOURNMENT

Motion made by Tom Kubala, seconded by Philia Hayes, to adjourn the meeting at 9:15 p.m.
Motion carried.

Dick Ellefson
Recording Secretary

amt

P200311

LANDMARKS COMMISSION
April 24, 2003

LAN20030424-1
UNAPPROVED

A regular meeting of the Landmarks Commission, City of Cedarburg, Wisconsin, was held on Thursday, April 24, 2003 at City Hall, W63 N645 Washington Avenue, lower level, room 1.

The meeting was called to order by Chairperson Judy Jepson at 7:30 p.m.

Roll Call: Present - Council Member Kip Kinzel, Judy Jepson, Tom Kubala, Anthony Fischer, Palmer Krueger, Dick Ellefson, Philia Hayes, James Pape

Also Present - City Planner Jon Censky, Don Stauss, Greg Zimmerschied, Ray Spatt, Robert Fischer, Lynn Carpenter

STATEMENT OF PUBLIC NOTICE

Chairperson Judy Jepson acknowledged that the agenda for this meeting was posted and distributed in compliance with the Wisconsin Open Meetings Law.

APPROVAL OF MINUTES

Motion made by Dick Ellefson, seconded by Tom Kubala, to approve the minutes of the March 27, 2003 meeting. Motion carried.

UNFINISHED BUSINESS

Update on Columbia Mills Dam Designation; and Action Thereon

Philia Hayes presented a letter from Daina Penkiunas, of the State Historical Society, in response to the Commission's application for State and National Landmark Designation for the Columbia Mills Dam. The application was denied. However, subsequent conversation indicated the Commission might succeed with a re-application presenting a concentration of all existing Cedarburg Dams as a Water Power District vital to early community development.

Philia Hayes offered to prepare a letter of application concentrating on the multi-dam Water Power District approach.

NEW BUSINESS

Martin and Kathy Schoenknecht - W63 N667 Washington Avenue - Review Proposed Changes to Building: 1) Roofing 2) Paint Colors for Trim; and Action Thereon

City Planner Censky reported that the Schoenknechts were unable to attend tonight's meeting. The Schoenknechts, however, did submit a detailed material board which presented their paint and roof shingle selections:

Siding - SHC004 Almond
Windows - SHO13 Sandy Hook



Judy Jepson
Cedarburg Landmarks Commission
W63 N645 Washington Ave
PO Box 49
Cedarburg WI 53012-0049

RECEIVED

AUG 7 2003

CITY OF CEDARBURG

August 5, 2003

Dear Ms. Jepson:

Thank you for submitting additional information for the dams and mills located in Cedarburg, Ozaukee County. Further discussion within our office indicates many unresolved issues with a potential district. I spoke with William Sturtevant of the Department of Natural Resources. DNR records indicate that all of the extant dams have been substantially rebuilt or augmented with modern materials. In this case, they would be considered non-contributing resources within a potential district. Viewing the submitted photographs also raised questions about boundaries and other related resources. For example, are the embankments from the historic period and do they retain integrity to the period of significance? Are there extant raceways, or other buildings or structures associated with the dams and mills? Would these resources be contributing? I am sorry that I cannot be more encouraging at this point; however, the guidelines of the National Register require that these issues be addressed and that there be a clear rationale for determining the boundaries and the eligibility of included resources.

As you are aware, three mills are already individually listed or are part of National Register districts. Because the mills themselves are listed, these primary resources already have achieved recognition of their role in history; a district listing would not convey additional recognition.

If you have any further questions about the State or the National Register of Historic Places in Wisconsin, please call me at 608-264-6501.

Sincerely,

Daina Penkiunas
National Register Coordinator

From: [Tish, Jason L - WHS](#)
To: [Mary Censky - City of Cedarburg](#)
Subject: Re: 2027 CLG Grants Cycle
Date: Monday, August 24, 2026 12:55:57 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[Outlook-sra35bsk.png](#)
[Outlook-owiqahq0.png](#)

This email comes from outside the organization.

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If you want to talk about how to handle the dams when you're writing your application let me know. I can help articulate what the city would like from the survey.

Also, in your application (under Local historic preservation objectives) be sure to talk about why the city wants/needs the survey, from a planning perspective.

-Jason

Jason Tish

Certified Local Government Program Coordinator
Preservation Education Coordinator

State Historic Preservation Office
816 State Street
Rm. 305
Madison, WI 53706
608.264.6512

WISHISTORY

From: Mary Censky - City of Cedarburg <mcensky@cityofcedarburg.wi.gov>
Sent: Monday, August 24, 2026 7:52 AM
To: Tish, Jason L - WHS <jason.tish@wisconsinhistory.org>
Subject: RE: 2027 CLG Grants Cycle

CAUTION: This email originated from outside the organization.
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safe.

Thank you very much for this follow-up, **Jason**.

Kindly,

Mary

Mary Censky, City Planner
Cedarburg, WI 53012-0049
mcensky@cityofcedarburg.wi.gov
262-375-7614



From: Tish, Jason L - WHS <jason.tish@wisconsinhistory.org>
Sent: Friday, August 21, 2026 3:40 PM
To: Mary Censky - City of Cedarburg <mcensky@cityofcedarburg.wi.gov>
Subject: Re: 2027 CLG Grants Cycle

This email comes from outside the organization.

Do not click links or open attachments unless it is an email you expected to receive.

Hi Mary. I received your Letter of Intent today to apply for a CLG grant to conduct an architecture and history survey of the City of Cedarburg.

I understand that the City intends to apply for grant funding to conduct an architecture and history survey of within the corporate boundaries, to identify important properties associated with the city's history and development. This type of project is eligible for CLG grant funding, and with Cedarburg's status as a Certified Local Government partner, you are eligible to receive it. CLG funding comes from federal grant funding to states and is passed through our office to local government partners, so it is subject to federal standards and rules.

We discussed some of the stipulations the city would like to include in the Scope of Work, and we can clarify the scope further if needed before the application is submitted.

The next important deadline is Dec. 18, 2026 when your full application is due. I've attached the application form, instructions, and our list of consultants who meet the

federal qualifications standards and have experience conducting architecture and history surveys in Wisconsin.

Your proposed budget:

The application requires at least two quotes from consultants qualified to do this type of work - more is better. I've attached our list of consultants who meet the federal qualifications standards and have experience conducting architecture and history surveys in Wisconsin. For surveys, consultants should be able to provide a reasonably accurate quote verbally or by email. They may ask for the number of parcels in the survey area, but they will have access to any prior survey reports and our database, so they will know what has been previously identified in the area. If you get two quotes that are widely different, I'd recommend getting a third to see which of those is more accurate. It's important that you have a realistic expectation of what your project will cost. Over- or under-estimating the cost can cause problems with your budget and your project.

I look forward to receiving your application. Applications will be scored in January 2027, and awards will be announced in late February. I'm here to help as you prepare your application.

Please share this information with your Commission Chair, Tom Kubala and the rest of your Landmarks Commission.

-Jason

Jason Tish

**Certified Local Government Program Coordinator
Preservation Education Coordinator**

State Historic Preservation Office
816 State Street
Rm. 305
Madison, WI 53706
608.264.6512

WISHISTORY



From: Mary Censky - City of Cedarburg <mcensky@cityofcedarburg.wi.gov>

Sent: Friday, August 14, 2026 1:33 PM

To: Tish, Jason L - WHS <jason.tish@wisconsinhistory.org>

Subject: RE: 2027 CLG Grants Cycle

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Perfect!

I'll call you at 10 am Monday.

Thanks very much,

Mary

Mary Censky, City Planner
Cedarburg, WI 53012-0049
mcensky@cityofcedarburg.wi.gov
262-375-7614



From: Tish, Jason L - WHS <jason.tish@wisconsinhistory.org>

Sent: Friday, August 14, 2026 1:03 PM

To: Mary Censky - City of Cedarburg <mcensky@cityofcedarburg.wi.gov>

Cc: Elizabeth Krimmel <bethkrimmel@gmail.com>; febbmac@hotmail.com

Subject: Re: 2027 CLG Grants Cycle

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That's good to hear Mary. I look forward to your letter of intent.

Your questions are good ones - yes, let's plan to talk Monday morning. 10am works well for me?

-Jason

Jason Tish

Certified Local Government Program Coordinator
Preservation Education Coordinator

State Historic Preservation Office
816 State Street
Rm. 305
Madison, WI 53706
608.264.6512

WISHISTORY

From: Mary Censky - City of Cedarburg <mcensky@cityofcedarburg.wi.gov>
Sent: Friday, August 14, 2026 11:39 AM
To: Tish, Jason L - WHS <jason.tish@wisconsinhistory.org>
Cc: Elizabeth Krimmel <bethkrimmel@gmail.com>; febbmac@hotmail.com <febbmac@hotmail.com>
Subject: RE: 2027 CLG Grants Cycle

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Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning, **Jason**.

I'm excited to report that the signed copy of the City of Cedarburg's Letter of Intent to apply will be in your mailbox shortly! To build broad community support and excitement, the Landmarks Commission took their idea (to apply for a no-grant through the CLG subgrant program, the proceeds of which would be used to contract for an architectural and historic survey in 2027) to both the City Plan Commission and Common Council. In separate public meetings, both gave their unanimous support to the application and proposed project.

I do have a couple of related questions that I'd love to talk with you about. Can the City's dams be evaluated as a part of this survey (see related information attached), and can the City request that the Washington Avenue and/or Columbia Road Districts – or select properties therein, be reevaluated as a part of this survey? I also have questions about the distinction between local landmark designation vs placing a property or structure on the National Register.

I wonder if you might have time this Monday morning, August 17th, between 9 am and 11 am, to set an appointment for a conference call or Teams call to discuss these questions. I know that's short notice so if that wouldn't work, please do propose another date and time that would work better for you. One or more of our Landmarks Commissioners might like to sit in on the call too, if possible.

We look forward to working with you on our application in the months ahead.

Have a great weekend,

Mary

Mary Censky, City Planner
Cedarburg, WI 53012-0049
mcensky@cityofcedarburg.wi.gov
262-375-7614



From: Tish, Jason L - WHS <jason.tish@wisconsinhistory.org>
Sent: Monday, July 27, 2026 11:18 AM
To: City of Cedarburg - Mary Censky <mcensky@cityofcedarburg.wi.gov>
Cc: Elizabeth Krimmel <bethkrimmel@gmail.com>
Subject: Re: 2027 CLG Grants Cycle

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Hi Mary. I remembered today that Cedarburg is interested in doing a citywide survey. The 2027 CLG grant cycle is open, and Letters of Intent are due September 11. The full application will be due Dec. 18.

Surveys are a high priority for funding and typically score well. I've attached the 2027 criteria and application form in case you're considering applying this year.

-Jason

Jason Tish

**Certified Local Government Program Coordinator
Preservation Education Coordinator**

State Historic Preservation Office
816 State Street
Rm. 305
Madison, WI 53706
608.264.6512

WISHISTORY

From: Tish, Jason L - WHS <jason.tish@wisconsinhistory.org>
Sent: Tuesday, April 7, 2026 9:59 AM
To: City of Cedarburg - Mary Censky <mcensky@cityofcedarburg.wi.gov>
Cc: Elizabeth Krimmel <bethkrimmel@gmail.com>
Subject: Re: 2027 CLG Grants Cycle

Hi Mary. Good to hear Cedarburg is still interested in doing a survey. The city has never been fully surveyed.

The city would not need to do any work to identify which properties should be surveyed. That filter would happen as part of the standard survey process. The protocol for citywide surveys entails evaluating every property within the municipal boundary that is not in a National Register historic district or individually listed in the NRHP. So in your case, the consultant would evaluate everything except the Washington Ave. and Columbia Historic Districts, the Cedarburg and Wittenburg Mills, the Wayside House, and the Hilgen House. We may have talked previously about identifying a survey area or phasing the survey, but looking at the map of the city, I'm confident it can be done in one phase, especially with two districts excluded.

I haven't announced the 2027 grant cycle yet - I will soon - but I can tell you that a formal Letter of Intent will be due in mid-September, and the full application will be due in early December. The LOI only needs to state the city's intent to apply for a grant and outline the project (a citywide architecture and history survey). Adding a statement about the purpose of the project from the city's perspective is helpful too. Most CLGs state that knowing which properties have historic or cultural value helps the city plan better for the future of those properties. If you intend to apply for grants in the future to designate eligible properties to the NRHP (and make them eligible for tax credit

financing) you can add that.

I hope the HPC is not concerned about the time commitment of doing a survey. It really shouldn't take much time for commissioners. They don't need to define For us and the consultants who do these surveys, it's routine. And the time that city staff spend on the project (drafting a RFB, hiring a consultant, collaborating with the consultant on city data, etc.) are reimbursable from the grant. So, you can track staff time (figure hourly rates for salaries and benefits) and request reimbursement for that - it's typically 2-8% of the project cost.

Stay in touch as questions arise - I'm here to walk CLGs through projects like this.

-Jason

JASON TISH

CERTIFIED LOCAL GOVERNMENT COORDINATOR

PRESERVATION EDUCATION COORDINATOR

State Historic Preservation Office

816 State Street, Rm. 305

Madison, WI 53706

[608.264.6512](tel:608.264.6512)

From: City of Cedarburg - Mary Censky <mcensky@cityofcedarburg.wi.gov>

Sent: Thursday, April 2, 2026 2:13 PM

To: Tish, Jason L - WHS <jason.tish@wisconsinhistory.org>

Cc: Elizabeth Krimmel <bethkrimmel@gmail.com>

Subject: 2027 CLG Grants Cycle

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Happy Spring, **Jason**.

You may recall that the City of Cedarburg began the process last year of applying for a sub-grant to support a historic survey of the City. The Landmarks Commission was hoping to get going on a community survey in 2026 but felt a bit daunted by the time it might take to prepare a map that winnows-down the number/locations of properties that should be surveyed. I think they also lacked a clear sense of our goals and objectives – i.e., what will we utilize this new survey information for? At this time, I believe we have a good start and system/method in place that may allow us to focus our efforts and have a limited scope map ready in time for the 2027

application deadlines. I think too that there is greater consensus among the Commissioners as to the purpose of this effort.

Is there a simple summary of critical dates and deadlines available yet for the 2027 cycle? If so, could you share that information so I can draw-up a critical path calendar for our Landmarks Commission?

Thank you for considering.

Mary

Mary Censky, City Planner
Cedarburg, WI 53012-0049
mcensky@cityofcedarburg.wi.gov
262-375-7614



PLANNERS REPORT

To: City of Cedarburg Landmarks Commission

By: Mary Censky

Date Prepared: August 27, 2026

General Information:

Agenda Item: 6.B.

Property Owner:

City of Cedarburg

Request:

Discussion, update, and possible action on plans to restore the building located at the base of the Immanuel Cemetery windmill.

Current Zoning:

I-1 Institutional and Public Service District

Current Master Plan Classification:

Governmental & Institutional

Location:

N32 W5400 Hamilton Road

Discussion:

The City is the owner of this cemetery and windmill. The windmill and related accessory building are in disrepair. These structures are designated local landmarks. A work plan for restoration of the deteriorating building has been volunteered to the Commission, and there may be an Eagle Scout interested in performing the work. The City is able to perform the grading and drainage work as identified in the work plan.





IMMANUEL CEMETERY WINDMILL HOUSE



Project Scope & Intent

This restoration project is limited to the wood-framed house built around the steel framed windmill and steel water tank. Also included in this project scope is the re-grading around the house to help prevent ground moisture and surface water to accelerate the decomposition of the house's wooden parts along its perimeter. This project may be broken into smaller pieces to accommodate time and budget. For instance, the roof replacement could easily be accomplished as a separate project leaving the re-grading and wood trim and siding repair for another time.



As with any structure designated as a landmark, the general intent is to preserve as much of the original material as possible. As enticing and 'efficient' as it might be to rebuild the house in it's entirety, to do so would break with the prime directive of all historic structure restoration...do as little harm as possible.

Where material changes have been previously made, as in this case where original shingles have been replaced with asphalt composite shingles, it is the restorer's responsibility to research what might have been the original shingles and replace asphalt with material as much like the original as possible. This does not mean to find shingles that look like the original. If it is determined that the original shingles were sawn cedar wood shingles, then every attempt should be made to to utilize actual cedar wood sawn shingles.

are not included

The metal parts supporting the windmill and the windmill itself



Disconnecting from the Ground

Re-grading must take place before wood repair and replacement is undertaken.

The grade around the base of the house has, over the years, slowly built up, putting pressure on the siding, the frame and the access door. Moisture wicking up from the ground has compromised the integrity of wood components near the ground.

I recommend cutting the grade around the windmill by at least 6 to 8 inches. Then slope the grade away from the building for at least 4 to 6 feet. Where conditions require it, dig a trench 12" wide and 12-18" deep. Line with filter fabric and fill with washed gravel.

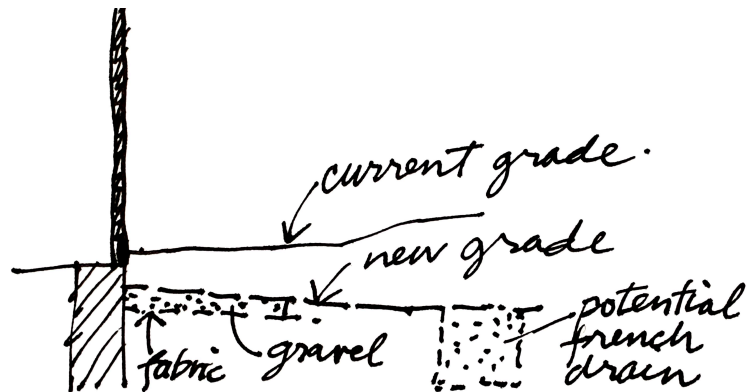
When the grade around the building is lowered, take care to investigate whether or not any other water related damage to wood components has taken place.

Also, it is not clear what the condition of the 'foundation' for the wood frame is, if there is a foundation at all. Lowering the grade around the structure will tell us more about that condition.

Additional repair of the foundation may be advisable.



Current conditions at grade



Repair or Replace with Like Materials



After a thorough inspection of the structure's wood materials, determine whether or not damaged siding, trim and door is worthy of repair or replacement. The tendency these days is to replace damaged materials rather than repair them. The Landmarks Commission preference is to first attempt to repair. Then, if no other repair options exist, replace with like material. For instance, the vertical corner board trim pieces are rotted, but only near the ground. Rather than replace the entire trim board, an epoxy repair of the bottom 12" is preferable.

The wood siding has a profile called 'Channel Siding', so if a piece of siding near the ground is determined to be beyond repair, it must be replaced with wood siding with the exact 'Channel' profile.

Under no conditions is it OK to replace original wood materials with modern engineered products like "LP SmartSide" or "TruWood".



References

1. Preservation Briefs provide information on preserving, rehabilitating, and restoring historic buildings. These publications help historic building owners recognize and resolve common problems prior to work. The briefs are especially useful to Historic Preservation Tax Incentives Program applicants because they recommend methods and approaches for rehabilitating historic buildings that are consistent with their historic character.

<https://www.nps.gov/orgs/1739/preservation-briefs.htm>

2. One of many websites that rank the quality of Epoxy Composite exterior wood fillers

[https://reviews.oneclearwinner.com/product/best-exterior-epoxy-wood-filler/?msclkid=0a538e0ceb1f11faa984e48bab4c34d5&utm_source=bing&utm_medium=cpc&utm_campaign=geo:US|site:OCW_ssr_t3|type:KWs|category:All&utm_term=best exterior epoxy wood filler&utm_content=ad group36](https://reviews.oneclearwinner.com/product/best-exterior-epoxy-wood-filler/?msclkid=0a538e0ceb1f11faa984e48bab4c34d5&utm_source=bing&utm_medium=cpc&utm_campaign=geo:US|site:OCW_ssr_t3|type:KWs|category:All&utm_term=best%20exterior%20epoxy%20wood%20filler&utm_content=ad_group36)









IMMANUEL
CEMETERY
WINDMILL

ERECTED 1923

LANDMARK
COMMISSION
HISTORICAL
DESIGNATION
APRIL 1996











HOWARD RINEHART
CPL US MARINE CORPS
WORLD WAR II
MAR 11 1928 JUN 12 2010



















PLANNERS REPORT

To: City of Cedarburg Landmarks Commission

By: Mary Censky

Date Prepared: August 27, 2026

General Information:

Agenda Item: 6.C.

Applicant/Property Owner:

N/A City Initiated Item

Requested Action:

The Commission will discuss recent correspondence from SHPO regarding the 2027 CLG No-Match Grant Application and plan next steps.

From: [Tish, Jason L - WHS](#)
To: [Mary Censky - City of Cedarburg](#)
Subject: Re: 2027 CLG Grants Cycle
Date: Monday, August 24, 2026 12:55:57 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[Outlook-sra35bsk.png](#)
[Outlook-owiqahq0.png](#)

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If you want to talk about how to handle the dams when you're writing your application let me know. I can help articulate what the city would like from the survey.

Also, in your application (under Local historic preservation objectives) be sure to talk about why the city wants/needs the survey, from a planning perspective.

-Jason

Jason Tish

Certified Local Government Program Coordinator
Preservation Education Coordinator

State Historic Preservation Office
816 State Street
Rm. 305
Madison, WI 53706
608.264.6512

WISHISTORY

From: Mary Censky - City of Cedarburg <mcensky@cityofcedarburg.wi.gov>
Sent: Monday, August 24, 2026 7:52 AM
To: Tish, Jason L - WHS <jason.tish@wisconsinhistory.org>
Subject: RE: 2027 CLG Grants Cycle

CAUTION: This email originated from outside the organization.
Do not click links or open attachments unless you recognize the sender and know the content is

safe.

Thank you very much for this follow-up, **Jason**.

Kindly,

Mary

Mary Censky, City Planner
Cedarburg, WI 53012-0049
mcensky@cityofcedarburg.wi.gov
262-375-7614



From: Tish, Jason L - WHS <jason.tish@wisconsinhistory.org>
Sent: Friday, August 21, 2026 3:40 PM
To: Mary Censky - City of Cedarburg <mcensky@cityofcedarburg.wi.gov>
Subject: Re: 2027 CLG Grants Cycle

This email comes from outside the organization.

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Hi Mary. I received your Letter of Intent today to apply for a CLG grant to conduct an architecture and history survey of the City of Cedarburg.

I understand that the City intends to apply for grant funding to conduct an architecture and history survey of within the corporate boundaries, to identify important properties associated with the city's history and development. This type of project is eligible for CLG grant funding, and with Cedarburg's status as a Certified Local Government partner, you are eligible to receive it. CLG funding comes from federal grant funding to states and is passed through our office to local government partners, so it is subject to federal standards and rules.

We discussed some of the stipulations the city would like to include in the Scope of Work, and we can clarify the scope further if needed before the application is submitted.

The next important deadline is Dec. 18, 2026 when your full application is due. I've attached the application form, instructions, and our list of consultants who meet the

federal qualifications standards and have experience conducting architecture and history surveys in Wisconsin.

Your proposed budget:

The application requires at least two quotes from consultants qualified to do this type of work - more is better. I've attached our list of consultants who meet the federal qualifications standards and have experience conducting architecture and history surveys in Wisconsin. For surveys, consultants should be able to provide a reasonably accurate quote verbally or by email. They may ask for the number of parcels in the survey area, but they will have access to any prior survey reports and our database, so they will know what has been previously identified in the area. If you get two quotes that are widely different, I'd recommend getting a third to see which of those is more accurate. It's important that you have a realistic expectation of what your project will cost. Over- or under-estimating the cost can cause problems with your budget and your project.

I look forward to receiving your application. Applications will be scored in January 2027, and awards will be announced in late February. I'm here to help as you prepare your application.

Please share this information with your Commission Chair, Tom Kubala and the rest of your Landmarks Commission.

-Jason

Jason Tish

**Certified Local Government Program Coordinator
Preservation Education Coordinator**

State Historic Preservation Office
816 State Street
Rm. 305
Madison, WI 53706
608.264.6512

WISHISTORY



From: Mary Censky - City of Cedarburg <mcensky@cityofcedarburg.wi.gov>

Sent: Friday, August 14, 2026 1:33 PM

To: Tish, Jason L - WHS <jason.tish@wisconsinhistory.org>

Subject: RE: 2027 CLG Grants Cycle

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Perfect!

I'll call you at 10 am Monday.

Thanks very much,

Mary

Mary Censky, City Planner

Cedarburg, WI 53012-0049

mcensky@cityofcedarburg.wi.gov

262-375-7614



From: Tish, Jason L - WHS <jason.tish@wisconsinhistory.org>

Sent: Friday, August 14, 2026 1:03 PM

To: Mary Censky - City of Cedarburg <mcensky@cityofcedarburg.wi.gov>

Cc: Elizabeth Krimmel <bethkrimmel@gmail.com>; febbmac@hotmail.com

Subject: Re: 2027 CLG Grants Cycle

This email comes from outside the organization.

Do not click links or open attachments unless it is an email you expected to receive.

That's good to hear Mary. I look forward to your letter of intent.

Your questions are good ones - yes, let's plan to talk Monday morning. 10am works well for me?

-Jason

Jason Tish

Certified Local Government Program Coordinator
Preservation Education Coordinator

State Historic Preservation Office
816 State Street
Rm. 305
Madison, WI 53706
608.264.6512

WISHISTORY

From: Mary Censky - City of Cedarburg <mcensky@cityofcedarburg.wi.gov>
Sent: Friday, August 14, 2026 11:39 AM
To: Tish, Jason L - WHS <jason.tish@wisconsinhistory.org>
Cc: Elizabeth Krimmel <bethkrimmel@gmail.com>; febbmac@hotmail.com <febbmac@hotmail.com>
Subject: RE: 2027 CLG Grants Cycle

CAUTION: This email originated from outside the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning, **Jason**.

I'm excited to report that the signed copy of the City of Cedarburg's Letter of Intent to apply will be in your mailbox shortly! To build broad community support and excitement, the Landmarks Commission took their idea (to apply for a no-grant through the CLG subgrant program, the proceeds of which would be used to contract for an architectural and historic survey in 2027) to both the City Plan Commission and Common Council. In separate public meetings, both gave their unanimous support to the application and proposed project.

I do have a couple of related questions that I'd love to talk with you about. Can the City's dams be evaluated as a part of this survey (see related information attached), and can the City request that the Washington Avenue and/or Columbia Road Districts – or select properties therein, be reevaluated as a part of this survey? I also have questions about the distinction between local landmark designation vs placing a property or structure on the National Register.

I wonder if you might have time this Monday morning, August 17th, between 9 am and 11 am, to set an appointment for a conference call or Teams call to discuss these questions. I know that's short notice so if that wouldn't work, please do propose another date and time that would work better for you. One or more of our Landmarks Commissioners might like to sit in on the call too, if possible.

We look forward to working with you on our application in the months ahead.

Have a great weekend,

Mary

Mary Censky, City Planner
Cedarburg, WI 53012-0049
mcensky@cityofcedarburg.wi.gov
262-375-7614



From: Tish, Jason L - WHS <jason.tish@wisconsinhistory.org>
Sent: Monday, July 27, 2026 11:18 AM
To: City of Cedarburg - Mary Censky <mcensky@cityofcedarburg.wi.gov>
Cc: Elizabeth Krimmel <bethkrimmel@gmail.com>
Subject: Re: 2027 CLG Grants Cycle

This email comes from outside the organization.

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Hi Mary. I remembered today that Cedarburg is interested in doing a citywide survey. The 2027 CLG grant cycle is open, and Letters of Intent are due September 11. The full application will be due Dec. 18.

Surveys are a high priority for funding and typically score well. I've attached the 2027 criteria and application form in case you're considering applying this year.

-Jason

Jason Tish

**Certified Local Government Program Coordinator
Preservation Education Coordinator**

State Historic Preservation Office
816 State Street
Rm. 305
Madison, WI 53706
608.264.6512

WISHISTORY



From: Tish, Jason L - WHS <jason.tish@wisconsinhistory.org>
Sent: Tuesday, April 7, 2026 9:59 AM
To: City of Cedarburg - Mary Censky <mcensky@cityofcedarburg.wi.gov>
Cc: Elizabeth Krimmel <bethkrimmel@gmail.com>
Subject: Re: 2027 CLG Grants Cycle

Hi Mary. Good to hear Cedarburg is still interested in doing a survey. The city has never been fully surveyed.

The city would not need to do any work to identify which properties should be surveyed. That filter would happen as part of the standard survey process. The protocol for citywide surveys entails evaluating every property within the municipal boundary that is not in a National Register historic district or individually listed in the NRHP. So in your case, the consultant would evaluate everything except the Washington Ave. and Columbia Historic Districts, the Cedarburg and Wittenburg Mills, the Wayside House, and the Hilgen House. We may have talked previously about identifying a survey area or phasing the survey, but looking at the map of the city, I'm confident it can be done in one phase, especially with two districts excluded.

I haven't announced the 2027 grant cycle yet - I will soon - but I can tell you that a formal Letter of Intent will be due in mid-September, and the full application will be due in early December. The LOI only needs to state the city's intent to apply for a grant and outline the project (a citywide architecture and history survey). Adding a statement about the purpose of the project from the city's perspective is helpful too. Most CLGs state that knowing which properties have historic or cultural value helps the city plan better for the future of those properties. If you intend to apply for grants in the future to designate eligible properties to the NRHP (and make them eligible for tax credit

financing) you can add that.

I hope the HPC is not concerned about the time commitment of doing a survey. It really shouldn't take much time for commissioners. They don't need to define For us and the consultants who do these surveys, it's routine. And the time that city staff spend on the project (drafting a RFB, hiring a consultant, collaborating with the consultant on city data, etc.) are reimbursable from the grant. So, you can track staff time (figure hourly rates for salaries and benefits) and request reimbursement for that - it's typically 2-8% of the project cost.

Stay in touch as questions arise - I'm here to walk CLGs through projects like this.

-Jason

JASON TISH

CERTIFIED LOCAL GOVERNMENT COORDINATOR

PRESERVATION EDUCATION COORDINATOR

State Historic Preservation Office

816 State Street, Rm. 305

Madison, WI 53706

[608.264.6512](tel:608.264.6512)

From: City of Cedarburg - Mary Censky <mcensky@cityofcedarburg.wi.gov>

Sent: Thursday, April 2, 2026 2:13 PM

To: Tish, Jason L - WHS <jason.tish@wisconsinhistory.org>

Cc: Elizabeth Krimmel <bethkrimmel@gmail.com>

Subject: 2027 CLG Grants Cycle

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Happy Spring, **Jason**.

You may recall that the City of Cedarburg began the process last year of applying for a sub-grant to support a historic survey of the City. The Landmarks Commission was hoping to get going on a community survey in 2026 but felt a bit daunted by the time it might take to prepare a map that winnows-down the number/locations of properties that should be surveyed. I think they also lacked a clear sense of our goals and objectives – i.e., what will we utilize this new survey information for? At this time, I believe we have a good start and system/method in place that may allow us to focus our efforts and have a limited scope map ready in time for the 2027

application deadlines. I think too that there is greater consensus among the Commissioners as to the purpose of this effort.

Is there a simple summary of critical dates and deadlines available yet for the 2027 cycle? If so, could you share that information so I can draw-up a critical path calendar for our Landmarks Commission?

Thank you for considering.

Mary

Mary Censky, City Planner
Cedarburg, WI 53012-0049
mcensky@cityofcedarburg.wi.gov
262-375-7614



APPLICATION

For Federal Grant Funding to
Certified Local Governments in Wisconsin - 2027
due Dec. 18, 2026

For assistance with CLG grant funding, contact:
Wisconsin State Historic Preservation Office
Jason Tish, CLG Coordinator
jason.tish@wisconsinhistory.org
608-264-6512



Application

for Federal Historic Preservation Funding
to Certified Local Governments in Wisconsin
Federal Fiscal Year 2027 - due Dec. 18, 2026

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

2027 Grant Cycle Timeline

Mar. 1, 2026 - CLG Grant cycle opens Sept.
11, 2026 - Letter of Intent due Dec. 18,
2026 - Complete Application due

Minimum Requirements

1. Applicant consulted with CLG Coordinator prior to submission of *Application*
2. *Letter of Intent* was submitted by applicant before LOI deadline (Sept. 11, 2026)
3. *Application* was submitted on or before application deadline (Dec. 18, 2026)
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.
9. For *individual property nominations*, applicant has confirmed NRHP eligibility with SHPO and has received written support of the nomination from property owner.
10. To host *CAMP*, CLG staff have consulted with SHPO on potential dates and topics and has initiated collaboration with NAPC.

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:

Local government's UEI Number:

A Unique Entity ID (UEI) is a 12-character alpha-numeric code used in federal government systems as a way to identify a unique entity for managing grant awards.

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. Design guidelines or Historic Preservation plan (**20 pts. plus potential Bonus***)
- ☐ F. Nomination of individual, *publicly-owned* property or archaeological site to NRHP (**15 pts.**)
- ☐ G. Local Landmark - nomination of individual, *publicly-owned* property (**15 pts.**)
- ☐ H. Archaeology - survey (literature search) of the whole community (**15 pts.**)
- ☐ I. Archaeology - Phase I survey (on the ground) of any area in the community (**15 pts.**)
- ☐ J. Nomination of individual, *privately-owned* property or archaeological site to the NRHP (**10 pts.**)
- ☐ K. Nomination of individual, *privately-owned* property or archaeological site under a local HP ordinance (**10 pts.**)
- ☐ L. Public outreach and educational projects (**5 pts. plus potential Bonus***)
 - ☐ * **Bonus** – Applicable to Project Types E 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](#) (**100 pts.**). 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

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 benefited 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.

Experience

Describe the experience of key staff , officials, and volunteers who will be involved in this project. Outline their expected roles in this project and their experience with similar projects

Quotes

List all consultants from whom quotes were solicited (not just received) for this project. Also, attach a copy of any written requests sent to consultants, and their responses.

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	\$ 0

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	Title	Date
-----------------------------	-------	------

<i>Printed Name</i>	<i>Email</i>	<i>phone</i>
---------------------	--------------	--------------

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

Applicant's Financial Agent	Title	Date
-----------------------------	-------	------

<i>Printed Name</i>	<i>Email</i>	<i>phone</i>
---------------------	--------------	--------------

<i>Mailing Address</i>

Criteria – CLG Grant Funding

Federal Historic Preservation Funding
to Certified Local Governments in Wisconsin
Fiscal Year 2027 – due Dec. 18, 2026

Minimum Requirements

Proposals must meet all the following requirements to be considered for funding.

- ☐ Applicant consulted with SHPO staff prior to submission of this application
- ☐ *Letter of Intent* was submitted by the deadline.
- ☐ Application was submitted by the deadline.
- ☐ *CLG Annual Report* was submitted by applicant in January for previous year.
- ☐ Applicant complies with all state and federal requirements of the CLG program.
- ☐ Applicant has no incomplete CLG subgrant projects in the past five years.
- ☐ For **intensive surveys**, applicant has reviewed proposed boundaries with SHPO staff.
- ☐ For **historic district nominations**, applicant has consulted with SHPO staff on current eligibility of the district and has invited property owners to an informational meeting within 12 months of the application deadline to introduce the project and gauge support.
- ☐ For **individual property nominations**, applicant has received written support of the nomination from the property owner.
- ☐ To host **CAMP**, host community has consulted with SHPO staff on potential dates and topics and has initiated collaboration with NAPC. A complete proposal has been submitted that includes itemized budget, plans for venue, food/refreshments, lodging, marketing, registration, and proposed agenda.

1. Project Type - Proposals may meet only ONE of the following – **up to 30 points**

- A. Initial intensive survey of part or all of the community (**30 pts**)
- B. Nomination of a historic district to the NRHP (**25 pts**)
- C. Nomination of a historic district under a local historic preservation ordinance (**25 pts**)
- D. Resurvey of an area that was surveyed more than 25 years ago (**20 pts**)
- E. Design Guidelines or Historic Preservation Plans (**20 pts plus potential Bonus***)
- F. Nomination of individual, *publicly owned* property(ies) or archaeological site(s) to the NRHP site (**10 pts**)
- G. Nomination of an individual *municipally owned* property(ies) or archaeological site(s) under a local historic preservation ordinance (**15 pts**)
- H. Archaeology - Survey (literature search) of the whole community (**15 pts**)
- I. Archaeology - Phase I survey (on the ground) of any area in the community (**15 pts**)
- J. Nomination of an individual *publicly owned* property(ies) or archaeological site(s) to the NRHP (**15 pts**)
- K. Nomination of an individual *privately owned* property(ies) or archaeological site(s) under a local historic preservation ordinance (**10 pts**)
- L. Public outreach and educational project (**5 pts plus potential Bonus**)

* **Bonus** – Applicable to *Project Types E and L* only if the community has recently completed a survey or resurvey of its entire community *and* has made reasonable efforts to nominate *all* properties and districts determined by the survey to be potentially eligible. (**20 pts**)

M. Host a [CAMP training workshop](#) (prioritized in odd-numbered years) (**100 pts**)

A fully developed CAMP proposal will include the following:

- 1. itemized budget
- 2. venue selected for the event
- 3. plan for food and/or refreshments
- 4. lodging availability
- 5. marketing plan, in consultation with SHPO staff
- 6. registration strategy, in consultation with SHPO staff
- 7. proposed sessions and presenters, in consultation with [NAPC](#) and SHPO

Items #2-6 below do not apply to a CAMP proposal

2. Likelihood of successful and timely completion of project – up to 30 pts

- A. Project Description demonstrates a clear understanding of the project's scope, its utility, and what the CLG expects from the project **(5 pts.)**
- B. Proposed scope is realistic, achievable, and conforms to existing guidance for the type of project being proposed **(5 pts.)**
- C. Project conforms to a general strategy of:
identification → evaluation → designation → preservation → education **(5 pts.)**
- D. Previous grant-funded projects were completed successfully **(5 pts)**
- E. Products and deliverables from previous projects were satisfactory **(5 pts)**
- F. Project staff and volunteers demonstrate sufficient experience to manage the project successfully. **(5 pts.)**

3. Effectiveness of proposal in meeting local HP objectives – up to 20 points

- A. Proposal would advance a clearly defined historic preservation goal in the community **(10 pts)**
- B. Proposal would encourage/enable protection of historic resources or economic development opportunities **(10 pts)**

4. Applicant was not a recipient of a CLG Subgrant in the previous cycle – 5 points

5. CLG staff and Commission training – 5 points

- A. Application identifies recent trainings, conferences, or online learning attended by HP staff and/or commissioners (5 pts.). e.g. *Wisconsin Historic Preservation and Local History Conference*, WAHPC annual conference, CAMP, Commissioner training module on wisconsinhistory.org., CLG training webinars, etc. **(5 pts)**

6. Quality of budget proposal – up to 15 points

- A. Proposal includes two itemized estimates from qualified historic preservation consultants. If not, applicant explained deficiency **(5 pts)**
- B. Applicant lists consultants from whom quotes were requested **(5 pts.)**
- C. Budget is reasonable and based on quotes received from qualified professional consultants. Budget does not include more than 10% for administrative costs. **(5 pts)**

INSTRUCTIONS

For Completing the CLG Grant Application Form

June 2026

For assistance with CLG grant funding, contact:
Wisconsin State Historic Preservation Office
Jason Tish, CLG Coordinator
jason.tish@wisconsinhistory.org
608-264-6512

This section guides applicants through the Certified Local Government (CLG) grant application form. CLG grants are available to local governments in Wisconsin that have a formalized partnership with our office and the National Park Service and have been certified under the CLG program. If your local government is a CLG partner, you are eligible for grants. If you are not sure, check [here](#) to verify.

Each year the Wisconsin State Historic Preservation Office (SHPO) grants approximately \$130,000 to CLG partner communities throughout the state. Grants may be used for historic preservation planning projects like:

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

The typical grant award is between \$1,500 to \$30,000. Higher awards, up to \$50,000, will be considered for high-priority, timely, and well-designed proposals.

The CLG Grant program occurs on an annual cycle, opening in the spring and closing in December when grant applications are due (see *Annual Grant Calendar*, page 3).

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

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

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

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

Annual Grant Calendar

March	Identify project(s) for grant funding – In the spring months, think about projects you would like to propose for grant funding. Discuss your ideas with SHPO staff.
April	Grant cycle opens – The SHPO will announce the availability of grant funding and issue proposal criteria.
May–Aug.	Contact CLG Coordinator to discuss the eligibility and potential scope of your project
Sept.	Submit Letter of Intent – By September, you should have a clear idea of what you would like to propose for grant funding. Submit a Letter of Intent to the CLG Coordinator before the published deadline . Some projects, like surveys and nominations to the National Register of Historic Places (NRHP), require some outreach and engagement with property owners prior to your application to gauge support for the project, and to let property owners know what to expect. This must be done prior to submitting a complete application.
Sept.–Nov.	Define scope of work, hold public information session if required – Work with SHPO staff to define the scope of your project. If the project includes an NRHP nomination for historic district, you must schedule an informational meeting with residents and property owners to gauge support for the nomination. SHPO staff will attend and provide the presentation. If the project includes a NRHP for an individual property SHPO, you must get the support of the property owner expressed in some form of written statement.
Dec.	Submit Complete Application – Submit completed, signed grant application to the SHPO on or before the published deadline – usually in early December.
Jan.–Feb	Applications are reviewed and scored. Grants are awarded – SHPO staff review and score applications based on published priorities and criteria . Proposals recommended for funding are forwarded to the State Historic Preservation Review Board for final approval at their quarterly meeting in February. Grant applicants will then receive written notification of award decisions.
March	Sign and execute a Memorandum of Agreement (MOA) – The SHPO prepares a MOA for each funded project, articulating the scope of work, deliverables, timeline, budget, and other stipulations. Each MOA is reviewed, negotiated, and signed by the person who will act as the project manager, as well as the authorized financial agent for the applicant.
April–May	Grant recipients issue a Request for Bids (RFB) for their funded projects, select a consultant, and start project work. Grant recipients have until the end of August the following year to complete project work. Next grant cycle begins.

Completing the Grant Application Form

Page 1 of the Application Form

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

Minimum Requirements

The first page of the grant application form lists 10 minimum requirements that must be met before an application will be considered for funding. Not all requirements apply to all project types, but all relevant requirements must be met.

A. Applicant consulted with SHPO staff on proposal prior to submission of LOI

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

B. Letter of Intent was submitted before the deadline

A Letter of Intent (LOI) is required for every grant proposal. Applications will not be considered without having submitted a LOI. The LOI deadline is usually mid-September.

C. Application submitted on or before the deadline

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

D. Applicant has submitted CLG Annual Report in January for the prior year

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

E. Applicant complies with all state and federal requirements of the CLG program

Proposals from applicants who are out of compliance with other [requirements of the CLG program](#) will not be considered.

The Letter of Intent

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

The LOI only needs to be as thorough as necessary to describe the scope and objectives of the proposed project and provide an estimate of costs required to complete it. Submission of a LOI does not obligate the applicant to follow through on an application or a project.

F. Applicant has no incomplete CLG subgrant projects in the past five years

Proposals from applicants who have not completed grant-funded projects within the past five years will not be considered.

G. For surveys, applicant has reviewed survey boundaries with SHPO staff

Surveys require consultation with, and concurrence from SHPO staff on appropriate survey boundaries. Plan ahead to get concurrence from SHPO on your proposed survey boundaries.

H. For historic district nominations to the NRHP, applicant has consulted with SHPO staff on current eligibility of the district and has held a public informational meeting within the past 12 months.

Historic district nominations to the NRHP require more groundwork than other projects. Before you submit a full application for a NRHP district nomination, you will need to consult with SHPO staff to confirm that the district remains eligible for listing. You will also need to invite property owners in the district to an informational meeting to gauge the level of support for nominating the district. Applications for historic district nominations will not be considered if this groundwork has not been done.

I. For nominations of individual properties to the NRHP the applicant must confirm eligibility with SHPO staff before submitting an application for grant funding, **and attach** written confirmation of support for the nomination.

J. To Host [CAMP training](#) the applicant community must have consulted with the CLG Coordinator on potential dates and topics for the training, and have initiated collaboration with NAPC.

Grant Amount Requested

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

Applicant

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

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

Project Manager

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

Financial Agent

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

Project Type

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

A. Initial intensive survey (30 pts.)

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

B. NRHP Nomination – historic district (25 pts.)

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

C. Local Landmark Nomination – historic district (25 pts.)

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

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

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

E. Design Guidelines or Historic Preservation Plan (20 pts. plus potential Bonus*) *Check this box if you propose to develop design guidelines for designated historic properties or districts, or if you propose to develop a Historic Preservation Plan. Design guidelines are distinct from the design standards in a local historic preservation ordinance in that they are not legally enforceable. Design guidelines are usually illustrated guidelines that provide general guidance for owners of historic properties in making sensitive repairs or alterations to the exterior of historic properties. A Historic Preservation Plan is a municipal planning document that organizes historic preservation activities (identification, evaluation, designation, and treatment) in a logical sequence. Historic Preservation Plans are often developed to integrate with community's Comprehensive Plan.*

F. NRHP Nomination – individual, publicly owned property, archaeological site (15 pts.)

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

G. Local Landmark Nomination - individual publicly owned property or archaeological site (15 pts.)

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

H. Archaeology – Survey (literature search) of whole community or survey area (15 pts.)

Check this box if you propose to complete a literature search to identify and map recorded archaeological sites in a defined area of the community. This type of survey does not include ground-disturbing activity or sub-surface testing.

I. Archaeology – Phase I testing of a defined area in the community (15 pts.)

Check this box if you propose to complete Phase I testing of a defined area in the community to identify the presence of archaeological remains or sites for planning purposes. This type of survey typically includes ground-disturbing activity and sub-surface testing.

J. NRHP Nomination – individual, privately-owned property (10 pts.)

Check this box if you plan to complete an NRHP nomination for an individual, privately-owned property.

K. Landmark Nomination – individual, privately-owned property (10 pts.)

Check this box if you plan to complete an nomination for an individual, privately-owned property under your local historic preservation ordinance.

L. Public Outreach or Education (5 pts. plus potential Bonus*)

Outreach and educational projects are open to broad interpretation and can include 1) programs that increase public awareness of preservation methods and techniques, 2) dissemination of information to promote working relationships between the public and private sectors to achieve historic preservation objectives, 3) programs that broaden public understanding of state or local historic preservation planning or objectives, or 4) dissemination of results of grant-funded work, including explanation of outcomes and issues directly related to grant-assisted programs. This category can include any products, exhibits, publications, public events focused on local history and historic places.

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

M. Host a CAMP training workshop

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

Project Description

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

Discuss the timeline for completion of the project.

Discuss how this project fits into long-term goals for leveraging local historic places.

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

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

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

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

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

Local Historic Preservation Objectives

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

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

Prior CLG Grant-Funded Projects

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

Training

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

Experience

Discuss the roles that professional consultants, staff, and/or volunteers will play in the project work. Typically, a contracted consultant will be responsible for any research, survey, and evaluation of properties, and local government staff will be responsible for project management tasks. Staff time administering the grant and managing the project is reimbursable by up to 10% of the grant award

Describe the tasks for which each will be responsible.

Discuss the experience of local government staff in managing similar projects.

Discuss previous work, if any, that has been done toward completing the project.

Quotes

Attach at least 2 quotes from qualified consultants.

Quotes need only to be a rough estimate based on the proposed scope of the project. They need not be itemized or formal and may be estimated as a cost range.

Attach written requests or project description sent to consultants when requesting quotes.

List all consultants from whom quotes were solicited (not just received).

Budget

A proposed budget is required for a CLG grant application to be considered complete. Budget amounts must be realistic and based on quotes from qualified consultants.

The typical grant award is up to \$35,000. Higher awards, up to \$50,000 will be considered for exceptional, timely, and high-priority proposals.

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

No match is required for CLG grants.

Grant funding will be distributed on a cost-reimbursement basis. The applicant will be reimbursed for documented, project-related expenses up to the amount of the grant award, including staff time spent managing the project.

At least two quotes from qualified consultants are required for an application to be considered complete. Include estimates as attachments to the application. **If you are submitting less than two estimates, describe efforts made to obtain quotes from qualified consultants.**

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

Use the fillable grid in the application form to enter estimated costs or attach a budget outline in another form. Please use whole dollar amounts.

Lines for "CLG Personnel" should be used for estimated costs of local government staff time working on work related to the grant-funded projects and should not exceed 10% of the total grant request. It's rare for local government staff to incur costs for "supplies," travel," or "equipment."

Consultant quotes will go under "Consultant fees."

Eligible Expenses:

All eligible costs for CLG grant funding are articulated in the [Historic Preservation Fund Manual](#). The most common costs are listed below:

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

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

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

Capital equipment, defined as “per item cost of \$300 or more.” If the SHPO does allow the purchase, at the conclusion of the project the equipment may become the property of the SHPO or the National Park Service.

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

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

Curation costs for archaeological artifacts for the duration of the project only.

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

Page 7 of the Application form

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

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

Preservation Planning Information

Wisconsin State Historic Preservation Office

Survey and Planning Consultants

Architecture, History

This list is provided as a convenience. The Wisconsin State Historic Preservation Office (SHPO) does not license, permit, or endorse consultants. It is not comprehensive.

To be included in this list, consultants must meet the [Secretary of the Interior's Professional Qualification \(SOIPQ\) Standards](#) at 36 CFR 61 for Architectural History or Historic Architecture, and have completed an architecture and history survey in the state of Wisconsin. SHPO staff can assist in determining whether any consultant meets the SOIPQ Standards.

The SHPO does not require survey consultants working in Wisconsin to be listed here, nor does the SHPO require that municipalities or state or federal agencies hire a consultant listed here for survey projects. There may be consultants not listed here who meet [SOIPQ Standards](#), and who are available and willing to conduct surveys in Wisconsin.

Considerations When Hiring a Survey Consultant

Has the consultant successfully completed an architecture and history survey in Wisconsin?

Does the consultant have experience preparing a survey report that is vetted by the Wisconsin State Historic Preservation Officer?

Is the consultant aware that the Wisconsin SHPO requires compliance with survey methodology in the [Intensive Survey Manual](#)?

If the survey is funded by a grant from the SHPO, is the consultant willing to sign a contract that requires compliance with a stipulated *Scope of Work* that has deadlines for progress reporting, deliverables, completion of project work, and a project budget?

If the survey is funded by a grant that includes federal money, the consultant must meet the [SOIPQ Standards](#) for Architectural History or Architectural History.

Before entering into a contract with a survey consultant, we recommend that the sponsoring agency or unit of government:

- discuss the project with at least two consultants,
- review successful survey reports that the consultant has completed,
- share the *Scope of Work*, *Memorandum of Agreement*, and any stipulations that will govern the project

For more information about conducting a survey for historic places in your community or the selection of a survey consultant, please contact the Certified Local Government Coordinator at the State Historic Preservation Office - 608-264-6512

Bentonsport Preservation, LLC

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bentonsportpreservation@gmail.com

Commonwealth Heritage Group

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CORRE Inc.

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EBI Consulting

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ebiconsulting.com

Fairchild & Flatt Consulting LLC

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McGuire Igleski & Associates, Inc.

1330 Sherman Avenue
Evanston, Illinois 60201
847-328-5679

<https://www.miarchitects.com/contact>

McQuillen Historical Consulting, LLC

Michael McQuillen
1900 E. Wood Place
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414-817-2571

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Mead and Hunt, Inc.

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Miller, Elizabeth

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608-354-5016

elmillerwi@gmail.com

Museum Archaeology Program (MAP)

Wisconsin Historical Society
816 State St.
Madison, WI 53706
608-264-6560

wisconsinhistory.org/Records/Article/CS4047

New History

575 9th St SE Suite #215
Minneapolis, MN 55414
612-843-4140

info@newhistory.com

Ramsey Historic Consultants, Inc.

Emily Ramsey
1105 West Chicago Avenue, Suite 201
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