

Village of Mukwonago  
**Notice of Meeting and Agenda**

**HISTORIC PRESERVATION COMMISSION MEETING**  
**Thursday, February 10, 2022**

Time: **6:00 pm**

Place: **Mukwonago Municipal Building, 440 River Crest Court, Mukwonago, WI 53149**

**1. Call To Order**

**2. Roll Call**

**3. Approval of Minutes**

- 3.1 Approval of minutes from December 9, 2021 meeting.  
[2021-12-09 HPC Draft Minutes.pdf](#)

**4. New Business**

- 4.1 Consideration of a Certificate of Appropriateness for modifications to one side window and one rear window, 411 Division Street, Pearl and Grand Historic District, Parcel Number MUKV 1973-195.  
[Staff Report - Grand Ave 411 Division -MUKV1973046.pdf](#)
- 4.2 Presentation and discussion regarding annual training requirement for the Historic Preservation Commission.  
[Staff Report - Training.pdf](#)

**5. Adjourn**

**6. Membership:**

*Trustee Jim Decker, Jeff Vanevenhoven, Ray Gooden, Mary Patz, Janine Coley, Scott Reeves, (vacant seat ) and John Fellows (Advisor)*

It is possible that a quorum of, members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request this service, contact the Municipal Clerk's Office, (262) 363-6420.

# **MINUTES OF THE HISTORIC PRESERVATION COMMISSION MEETING**

## **Thursday, December 9, 2021**

Time: **5:45 pm**

Place: **Mukwonago Municipal Building, 440 River Crest Court, Mukwonago, WI 53149**

### **Call To Order**

Meeting was called to order by Trustee Jim Decker at 5:45 pm.

### **Roll Call**

**Members Present:** James Decker  
Scott Reeves  
Janine Coley  
Jeff Vanevenhoven  
Mary Patz

Also present: Deputy Clerk Gourdoux  
Planner Fellows

Excused: Ray Gooden

### **Approval of Minutes**

Minutes of the Historic Preservation Commission of September 9, 2021

Reeves/Coley motion to approve minutes from September 9, 2021. Unanimously carried.

### **New Business**

Consideration of a Certificate of Appropriateness for 406 Grand Avenue, Mukwonago Tax Key MUKV 1973-046 for an inground pool and associated amenities.

Coley/Patz motion to recommend approval to the Plan Commission the Certificate of Appropriateness for 406 Grand Avenue, Mukwonago Tax Key MUKV 1973-046 for an inground pool and associated amenities,  
Unanimously carried.

### **Adjourn**

Meeting adjourned at 5:50pm.

Respectfully Submitted,

Linda Gourdoux, WCMC  
Village Deputy Clerk-Treasurer



## Historic Preservation Commission

February 10, 2021

5:30pm

Village Board Chambers

Mukwonago, WI

### Consideration of a Certificate of Appropriateness

411 Division, Parcel Number: MUKV1973195

#### Case Summary

##### Parcel Data

Proposal:	Replacement of two window.
Applicant:	Diane Hayek (Homeowner) Scott Doughman – Home Depot
Request:	Architectural Review
Staff Recommendation:	Approve with Conditions

##### Parcel Characteristics / Conditions

Acreage:	0.2006
Current Use:	Single Family Residential
Proposed Use:	Single Family Residential
Reason for Request:	New Windows
Land Use Classification:	Historical Residential / Village Center
Zoning Classification:	R-2 Single Family Village Residential District
Census Tract:	2039.01

##### Historical Summary

###### District Summary:

Historic Name:	Pearl and Grand Avenue Historic District
Reference Number:	04001004
Location (Address):	Pearl Avenue generally bounded by Grand Avenue and Franklin Street and portions of Pleasant and Division streets
Dates of Construction:	Dates of Construction of contributing buildings: 1892-1954
District Significance:	The Pearl and Grand Avenue Historic District is a small residential neighborhood just north of Mukwonago's business district. The neighborhood developed shortly after the railroad came through the village in 1885 and continued to grow as the

village prospered as an agricultural support center. The original residents were a mix of business and trades people and included four prolific builders: Joseph Clist, William Hillier, William Vick and Albert Grutzmacher. Noted residents such as agriculturist Asa Craig, "The Melon King," and lumberman and grain dealer Rolland Porter lived along Pearl Street.

Architectural styles include Queen Anne and Colonial Revival, as well as simpler homes which exhibit characteristics common to Mukwonago houses the truncated hip roof and the coved eave. Original materials utilized in the district include rock-faced and decoratively stamped concrete block, clapboard and brick. Thickly mortared fieldstone, used liberally for foundations and porches, is another hallmark design element of the community. The Spanish Colonial Revival style St. James Catholic Church (1926), located at 425 Grand Avenue, features this distinctive fieldstone in its foundation and wall buttresses. The most striking structure in the district is a garden folly at 212 Pearl Avenue, known as "Blarney Castle." Constructed of local limestone, this small interpretation of an Irish castle tower was built in 1897, the result of a friendly neighborhood gardening rivalry.

Historic Status:	Listed in the National Register on 09/15/2004
Number of Contributing Buildings	22

---

**Subject Building Contribution to District / Property Specific Summary:**

Subject Building	
Contribution to District:	Contributing Structure
Historic Name:	Clyde Davis Residence
Architectural Style:	Bungalow
Summary:	The 1920s-era also produced a pair of bungalows within the district. The bungalow, which is perhaps more a form than a style, became popular in Wisconsin between 1910 and 1940. Characterized as an economical dwelling with simple lines, the bungalow typically rises one-and-one-half stories and features a wide, projecting roof, often low-pitched and featuring a dormer window. The roof, which oftentimes features exposed rafter tails, allows for large, facade-length porches, which may be enclosed. Woodwork, including carved knee braces and brackets, tends to be plain but solid. While stylistic elaborations of the form exist in other areas of the state, bungalows in Mukwonago are generally simple in their design. Numerous mail-order catalogues of the period featured varied plans that could be obtained cheaply and then executed by a local builder. The two bungalows in the district include the circa 1920-1930, stucco-sheathed, Anna Rust Residence at 322 Grand Avenue, as well as the 1928 Clyde Davis Residence at 411 Division Street

**Historic Images:**

---

None available.

**Images:**

---



Google Images August 2012.



Google Images August 2012.





Google Images August 2012.



Google Images August 2018.



Google Images August 2018.



Google Images September 2019.



## Site Review Request:

---

Site Modifications:	None
Utilities:	None
Stormwater Management:	None
Wetlands:	None
Signage:	None
Parking:	None
Staff Review Comments:	See Staff Recommendations below.

## Standards:

---

The Village of Mukwonago per state statues adopts a Historic Preservation Ordinance. This ordinance contains a series of standards. These standards govern the approval process of any modification to a historic property or structure within the Village. Prior to approving a Certificate of Appropriateness, the commission shall make sure that the following standards apply. Staff have provided notations regarding this application under each standard for consideration.

100-305

(2) Upon filing of any application for a certificate of appropriateness with the commission, the commission shall approve the application unless:

a. In the case of a designated historic structure or historic site, the proposed work would detrimentally change, destroy or adversely affect any exterior architectural feature of the improvement or site upon which such work is to be done;

- *The proposed modification to two windows is modifying an exterior fixture that is not original and has already prior to designation been modified.*

b. In the case of the construction of a new improvement upon a historic site, or within a historic district, the exterior of such improvement would adversely affect or not harmonize with the external appearance of the other neighboring improvements on such site or within the district;

- *Not applicable. No new improvement is being constructed.*

c. In the case of any property located in a historic district, the proposed construction, reconstruction, exterior alteration or demolition does not conform to the purpose and intent of this chapter and to the objectives and design criteria of the historic preservation plan for such district;

- *The general concept of replacing non historical materials does comply with the standards.*

d. The building or structure is of such architectural or historical significance that its demolition would be detrimental to the public interest and contrary to the general welfare of the people of the Village and state;



- *Demolition is not being proposed.*

e. The building or structure is of such old and unusual or uncommon design, texture, and/or material that it could not be reproduced without great difficulty and/or expense;

- *The windows being considered for replacement were originally wood one over one double hung windows which are easily reproduced without great difficulty or expense.*

f. In the case of a request for a demolition permit, the denial of the permit would result in the loss of all reasonable and beneficial use of or return from the property; or

- *Not Applicable - Demolition is not being proposed.*

g. In the case of a request for the demolition of a deteriorated building or structure, any hardship or difficulty claimed by the owner is self-created or is the result of any failure to maintain the property in good repair;

- *Not Applicable - Demolition is not being proposed.*

h. The owner of the historic property submits information that the denial of the certificate of appropriateness will deprive the owner of all reasonable use of, or economic return on, the property.

- *Not Applicable – the current windows are operable and not deteriorated, they are not original windows and need repair but such denial would not deprive the owner of reasonable use or economic return.*

(3) In addition, in determining whether to issue a certificate of appropriateness, the commission shall consider and may give decisive weight to any or all of the following standards:

a. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

- *No change is proposed – the property will remain a single family use.*

b. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

- *The proposed window replacement is for the replacement windows and jambs that are not original to the property. Original materials have already been lost.*

c. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

- *The proposed replacement of the non-original window materials do not create a false sense of historical development.*
- d. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- *The existing non original windows are within a 30-40 year period or less and have not acquired historical significance for the property or district.*
- e. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
- *The non-original window replacements are not a construction technique or example of craftsmanship that characterize the property for preservation.*
- f. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall be constructed with materials that are similar in design, color, scale, architectural appearance, and other visual qualities.
- *The applicant is not requesting to modify existing historic features.*
- g. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- *The applicant is not requesting to use such treatments.*
- h. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- *It is not anticipated that replacement of the two windows will desire or affect any archeological resources. However, if disturbance occurs then measures will need to be taken to preserve the archeological resource.*
- i. New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
- *The proposed windows will “slide” into the existing historic openings. Structural modifications to support, headers, siding, window trim (interior and exterior) is not proposed to be removed.*

## Architectural Review:

---

### Locations of Modifications:

The applicant is seeking to replace two windows on the structure. One window is located on the south elevation of the building furthest from the street as illustrated in Exhibits A and B below.



Image: Google 2012.

Exhibit A – Location of window 1 replacement.

The second window requesting to be replaced is located at the SW corner of the building as depicted in Exhibit B below:

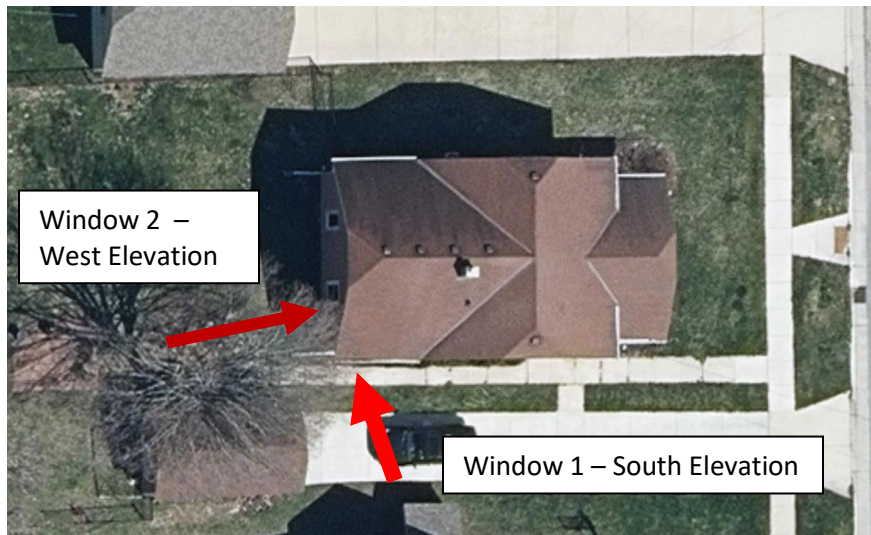


Exhibit B- Location of window 2 replacement

### Existing Condition:

Both windows have been reviewed by staff from the exterior of the structure. Currently the windows have a combination wood and aluminum storm window and double hung sashes with double glazing and plastic insert jambs. Staff estimates these windows to date from the late 1970s or 1980s.

#### Requested Changes:

The applicant is requesting to replace the current replacement windows with vinyl replacement double hung windows. Information specific to the windows are attached.

#### Standards for replacement windows:

As noted above the Villages adopted standards for historic preservation state (3) f states “*Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall be constructed with materials that are similar in design, color, scale, architectural appearance, and other visual qualities.*”

In this case the original windows and materials have already been replaced. The proposed window will be similar in design, scale, appearance, however they will not be similar in materials to the original windows or the current replacement windows which was wood.

- The question for the commission is allowing a vinyl window rather than a wood or wood clad product meeting the adopted standards.
- Many communities will consider a wood to wood or wood to wood clad equal.

#### **Modifications to the property which have occurred without permits or a Certificate of Appropriateness being issued by the Historic Preservation Commission.**

---

*Note this section is provided within the staff report to document changes over time. The items listed under this subsection are not under review with this application. The municipal code does provide for penalties with regard to work done without a certificate of appropriateness.*

The district was created in 2004. Current ownership occurred around 2006. Sometime between 2012 and 2018 ( see Google Picture above) and current images of the property the windows on the sunroom element of the building facing the public street have been replaced from wood double hung windows to vinyl casement windows. Staff has looked into the building permit files and other files and have not been able to find a record of replacement or approval.

- Note this modification per the adopted standards within the ordinance should not have been or would not have been issued as the windows are of a different configuration, material, and scale and architectural appearance.

#### **Recommendation**

---

If the current windows were original and repairable staff would be recommending repair, possibly a new wood storm window, and consideration of an interior storm windows for additional efficiency.

If the current windows were original, but beyond repair then staff would be recommending replacement with regard to configuration, style and materials (wood or wood clad).

Each approval should be based upon the standards within the code, which build a larger base of interpretation. Staff recommends the Commission consider this request carefully and provide a written



determination within the motion as to the reason why the commission is or is not granting an approval.

If the commission should choose to approve a change in material (vinyl) then the commission should state, why such a change of materials is appropriate in this instance. Two such reasons might be:

1. The distance from the public street (south window) and
2. The window being located on the rear façade and not visible from the public right of way.

It might also be possible to retain the existing wood combination storm and screen and reinstall the storm window to provide more consistency in appearance.

Recommended Motion:

To-

With any approval staff recommends at a minimum the following conditions be a part of the motion. Additional case specific conditions should be considered.

1. Prior to any land disturbing activity, the applicant must submit a complete and final set of plans to the Village planner. All Village department heads must verify in writing whether they have approved the final plans within their purview. Any outstanding matters must be resolved to staff's satisfaction.
2. The applicant must obtain all required building permits within nine months of this date and start construction within six months of the date of building permit issuance and continue in good faith to completion.
3. All work related to this project must comply with all project plans approved by the Village.
4. The owner must take photographs of the completed work and submit them to the building inspector within six weeks of completion.
5. The applicant shall comply with all parts of the Municipal Code as it relates to this project.
6. \_\_\_\_\_
8. Any future modification to the site, contributing building or other structures on the site shall require a certificate of appropriateness to be issued.

**Attachments**

---

1. Maps
2. Plans



# Village of Mukwonago GIS Aerial Map

DISCLAIMER: The Village of Mukwonago does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.

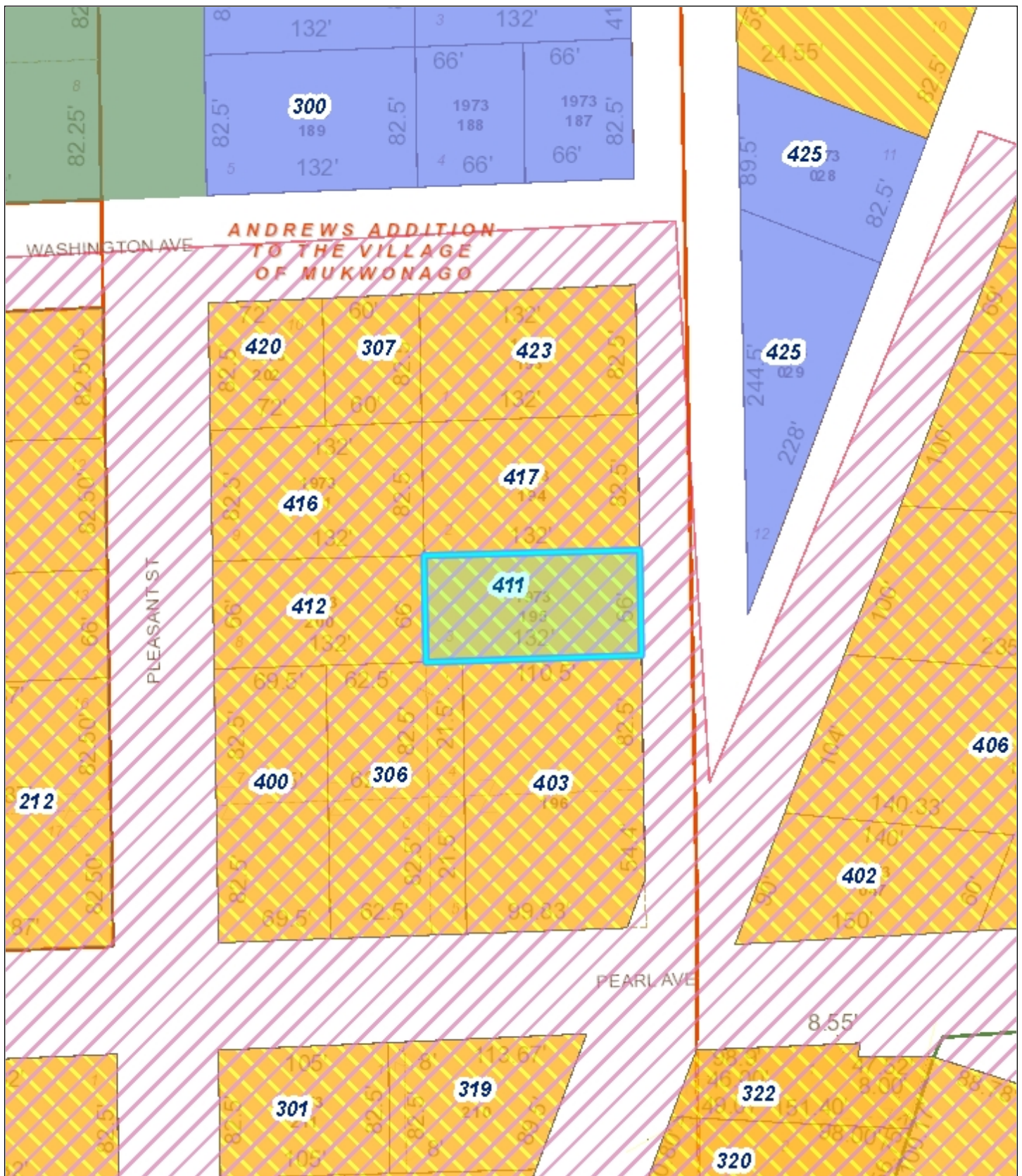


SCALE: 1" = 100'

VILLAGE OF MUKWONAGO  
440 River Crest Court  
PO Box 206  
Mukwonago, WI 53149  
262-363-6420

Print Date: 1/24/2022





## Village of Mukwonago GIS

### Land Use

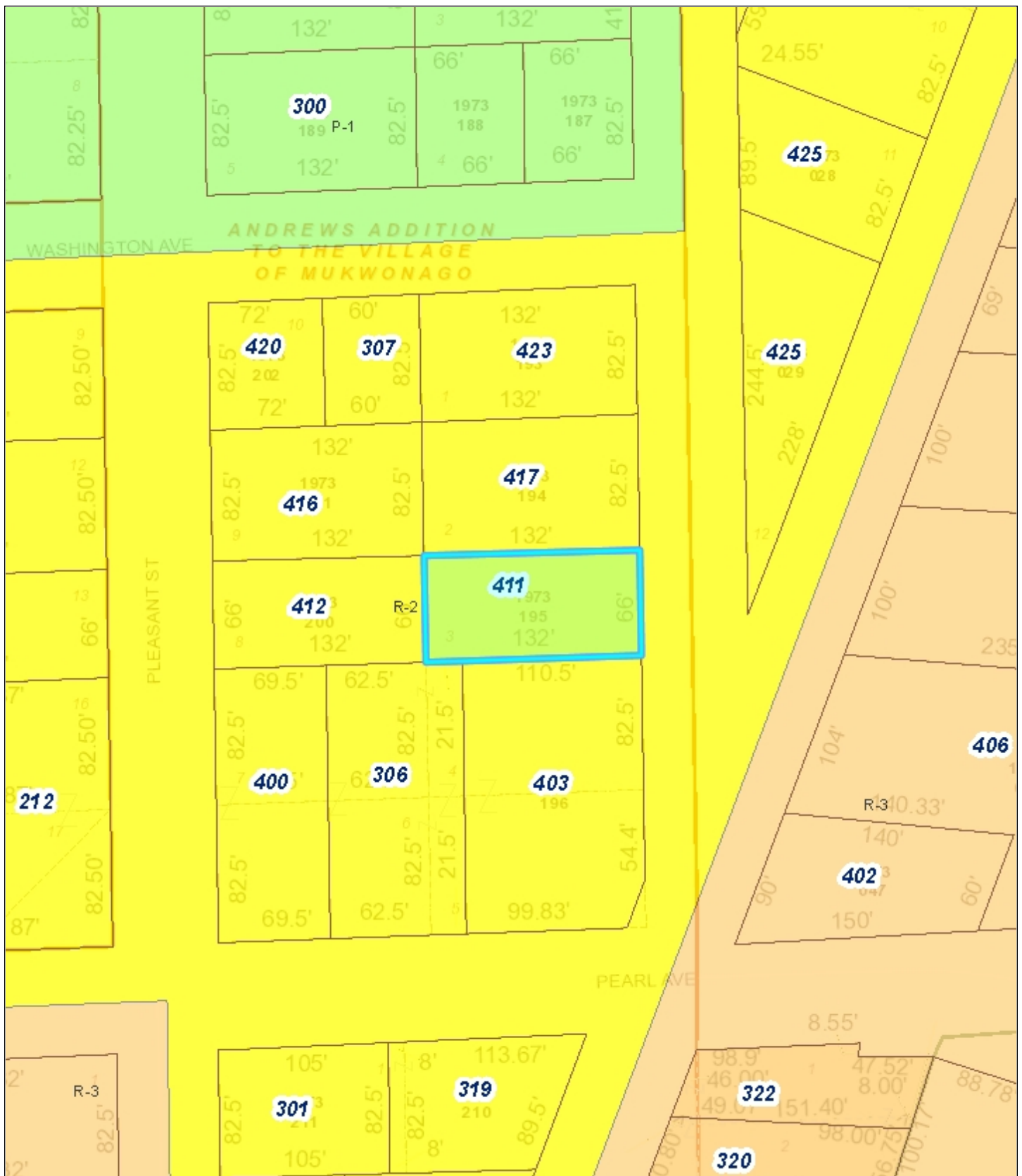
DISCLAIMER: The Village of Mukwonago does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



SCALE: 1" = 83'

VILLAGE OF MUKWONAGO  
440 River Crest Court  
PO Box 206  
Mukwonago, WI 53149  
262-363-6420

Print Date: 1/24/2022



## Village of Mukwonago GIS

### Zoning

DISCLAIMER: The Village of Mukwonago does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



SCALE: 1" = 83'

## VILLAGE OF MUKWONAGO

440 River Crest Court  
PO Box 206  
Mukwonago, WI 53149  
262-363-6420

Print Date: 1/24/2022



Job # 11123717

Customer Name: M/M Diane Hayek

Customer Phone #: 2624702940



Bedroom - Floor 1

Line Item: 1



Bedroom - Floor 1

Line Item: 2



Measure Summary - Windows

M/M Diane Hayek  
411 Division Street  
Mukwonago, WI-53149  
(262) 470-2940

Date	2021-12-16
Job #	11123717
Measure Tech	KRIAG KELLIHER
ISM	THOMAS ULVE
Sales Consultant	Alejandro Curbelo (262) 622-2147

Bedroom - Floor 1

Sales Consultant Sold

SIMONTON WINDOWS	Double Hung	6500	Measure,Tip to Tip
Ext,White	Int,Amber Oak - Dar	W 31.0" X H 58.0"	Wrap, WHT
Grids No	Screen, Full Screen	Obs, No	Temp, No

1

Remeasure Confirmation

Brand confirmed	Style confirmed	Series confirmed	Measure,Tip to Tip
Ext color confirmed	Int color confirmed	W 31 1/2" X H 57 1/2"	Wrap, WHT
Grids No	Screen, Full Screen	Obs, No	Temp, No
Frame, Block (Box)			

Bedroom - Floor 1

Sales Consultant Sold

SIMONTON WINDOWS	Double Hung	6500	Measure,Tip to Tip
Ext,White	Int,Amber Oak - Dar	W 31.0" X H 58.0"	Wrap, WHT
Grids No	Screen, Full Screen	Obs, No	Temp, No

2

Remeasure Confirmation

Brand confirmed	Style confirmed	Series confirmed	Measure,Tip to Tip
Ext color confirmed	Int color confirmed	W 31 1/2" X H 57 1/2"	Wrap, WHT
Grids No	Screen, Full Screen	Obs, No	Temp, No
Frame, Block (Box)			

You hereby acknowledge that the Home Depot re-measured Your project to confirm its details, including dimensions, and to note any changes You requested to Your project. This form is not a legally binding change order to Your Agreement with the Home Depot. If You requested any changes, You will be contacted by Your Sales Consultant to discuss any resulting increase or decrease in the cost of Your project, or the time to perform it, and to execute a binding change order for those changes.

I have read and acknowledged the Customer Reminder Form.

Customer Signature

Date: 2021-12-16



MT Signature

Date: 2021-12-16



# Customer reminder - Installation

---

## INTERIOR RESPONSIBILITIES

### Prior to Installation

- You are responsible for removing and reinstalling window treatments on windows or doors being replaced. You may visit [profferal.com](https://profferal.com) to arrange for assistance.

**IMPORTANT:** Existing window treatments (e.g. blinds mounted to the window frame) may not fit after the new windows have been installed.

- You are responsible for arranging the removal and reinstallation of any security equipment. Please arrange for the removal prior to the window/door installation date.
- Furniture, electronic equipment, wall décor, personal items must be moved at least 3 feet on either side and in front of the window or doors for the Installers to work. The Home Depot is not responsible for damaged items not moved prior to installation.
- Installer needs a cleared “walkway” inside the home leading to each window being replaced.
- Both a permit and final inspection by a local inspector may be required, therefore, do not remove any permit posted (permit must be visible). You may be required to schedule the inspector (if so, You will be notified by mail) and You must provide the inspector with access to Your home.

### After Installation

- Structural Mulls: When structural mullions are required, wood, marble or tile sills may be cut to expose screws for the final inspection.
- You are responsible for painting or staining new interior trim, dry wall repair or stucco repair. You will be responsible for painting or staining installed headboards, seat boards or natural wood interiors. New interior trim is typically installed with bays, bows, garden windows, patio doors, and all wood windows and doors.

---

## EXTERIOR RESPONSIBILITIES

### Prior to Installation

#### *In General*

- Upon arrival, let the Installers know where You would like them to stage Your windows, park vehicles and store equipment, if necessary.

#### *Trees, Bushes, Flowers & Shrubbery*

- You are responsible for trimming low hanging branches or bushes that are within 3 feet on either side and in front of the windows and doors for the Installers to work. Our Installers will cut back branches limiting their ability to do a safe and efficient job but we do not guarantee landscape quality trimming.
- Service Providers need space to install and will take proper precautions to keep Your landscaping intact whenever possible as long as the safe access to the work area is not compromised.

### After Installation

#### *In General*

- The Service Provider will broom clean the immediate work area and haul away existing window units.
- The Service Provider will take You through a final walk through and provide instructions on proper window operation and how to care for each window.
- You are responsible for painting or staining new exterior trim, moulding, siding or stucco repair.

#### *Burglar bars, Storm Windows and AC Units*

- The Home Depot will remove burglar bars but You are responsible for the reinstallation of burglar bars.
- The Home Depot will remove A/C Units but You are responsible for the reinstallation of A/C units.

**IMPORTANT:** Existing A/C Unit may not fit after the new window has been installed.

- The Home Depot will remove storm windows and haul away after install.
- You may visit [profferal.com](https://profferal.com) to arrange for assistance with reinstallation of burglar bars and A/C Units.





JOB COMPLETION

- Upon completion of Your job, The Home Depot requires an authorized individual, preferably the original buyer, over the age of 18 be available to sign a Completion Certificate and make final payment (if applicable).
- The Home Depot Installers are authorized to receive final payment.
- If you are paying by check, make the check payable to “The Home Depot” and provide a valid driver’s license number.

LEAD-SAFE RENOVATION

- If applicable, the rooms or areas where work is being done may be blocked off or sealed with plastic sheeting to contain any dust that is generated. The contained area will not be available until the work in that room or area is complete, cleaned thoroughly and all dust is removed.
- Access to the work area will not be permitted and you should plan accordingly.
- The Lead Safe Certified Guide To Renovate Right pamphlet will be reissued every 60 days with a revised date for compliance purposes.

GENERAL

**IMPORTANT:** Verbal promises cannot be honored. Verify that everything you expect is detailed in writing.

- Installation may be noisy.
- Children must be kept away from the work area.
- Pets must removed from the residence.
- Before completing the installation, airborne dust in other parts of the home is a natural occurrence and is the responsibility of the customer; the only exception is for Lead Safe projects where the home was built prior to 1978.
- The installer may decline to install the job if in their professional opinion it seems unsafe, in violation of state or local codes, cannot be performed to industry standards, or if conditions that materially alter the scope of work are found.
- Please review Your Home Improvement Contract for General Terms and Conditions, and for information regarding cancellation and service fee policies.
- Service issues found after job completion will be handled as part of the applicable Product or Craftsmanship Warranty

**IMPORTANT:** After installation, drilling of any kind into a window will void the window warranty.

By signing the Measure Tool application on Your Measure Technician's device, You acknowledge You have read and understand this Customer Reminder. A copy of this Customer Reminder will be included as an attachment in Your Measure Summary Email.

Thank you for choosing The Home Depot!

**QUOTATION #1108018**

THD/MINNEAPOLIS-Franklin/East  
ATTN: Accounts Payable B-12  
Atlanta, GA 30339-4024  
Phone: 414-377-9705  
Fax:

Sim #: 004069  
Emp:  
Entered: 12/23/2021  
Xmitted:  
PO #: 11123717

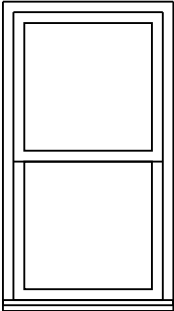
Customer #: 004069  
THD/Minneapolis-Franklin East  
9720 S Oakwood Park Dr  
PDS Courier Freight Inc  
Franklin, WI 53132  
Phone: 414-241-0061  
Fax: 262-439-9873

Job Name: Hayek  
Project ID:  
Location:  
Lot #:  
Model:  
Contact: Patrick Engelei  
Cust PO#:

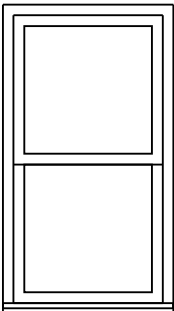
Home Owner:

Ln No	Qty Ord	Long Description
----------	------------	------------------

- 01 1 31 1/2" (T) X 57 1/2" (T) 6500 Woodgrain/Wh (Dark) Double Hung; Tip-to-Tip; BOX; Supercept; ProSolar Low E; Argon Gas; Double Glazed; Double Strength (1/8"); Full Screen Fiberglass Extruded Screen Mold; 00 No Reinforcement; Two Air Latches; Two Dark Bronze; Plain; Head Expander; Sill Extender; Balance Covers; Glass Warranty (UI=89"); DP:25; Test Number=C9020.01; U-Factor:.29; SHGC:.28; Unit certified for ENERGY STAR® region(s): North Central.; Room ID: Bedroom



- 02 1 31 1/2" (T) X 57 1/2" (T) 6500 Woodgrain/Wh (Dark) Double Hung; Tip-to-Tip; BOX; Supercept; ProSolar Low E; Argon Gas; Double Glazed; Double Strength (1/8"); Full Screen Fiberglass Extruded Screen Mold; 00 No Reinforcement; Two Air Latches; Two Dark Bronze; Plain; Head Expander; Sill Extender; Balance Covers; Glass Warranty (UI=89"); DP:25; Test Number=C9020.01; U-Factor:.29; SHGC:.28; Unit certified for ENERGY STAR® region(s): North Central.; Room ID: Bedroom



**QUOTATION #1108018**

THD/MINNEAPOLIS-Franklin/East  
ATTN: Accounts Payable B-12  
Atlanta, GA 30339-4024  
Phone: 414-377-9705  
Fax:

Sim #: 004069  
Emp:  
Entered: 12/23/2021  
Xmitted:  
PO #: 11123717

Customer #: 004069  
THD/Minneapolis-Franklin East  
9720 S Oakwood Park Dr  
PDS Courier Freight Inc  
Franklin, WI 53132  
Phone: 414-241-0061  
Fax: 262-439-9873

Job Name: Hayek  
Project ID:  
Location:  
Lot #:  
Model:  
Contact: Patrick Engelei  
Cust PO#:

Home Owner:

Ln No	Qty Ord	Long Description
----------	------------	------------------

2 Total Qty Windows

2 Total Qty Units

NOTES:

Submitted by: \_\_\_\_\_ Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Date: 12/11/2021

Wrap Color	1: White, 2: White	
Interior Casing Type		
Bay or Bow window:		
Seatboard material (vinyl only-Birch or Oak)		
Bay Project Angle (30 or 45)		
Bay Flanker Type (DH, SH, or Csmnt)		
Top of window to soffit (inches)		
If tied to soffit, color of soffit material		
Construct Roof (Yes or No) *		
Garden Window:		
Seatboard Material (vinyl only-White Pionite, Birch or Oak)		

24



Wall Thickness (inches)	
Additional Shelf (Yes or No)	

\* There is no guarantee that new shingles will match existing color.

Customer Signature
--------------------











## **Historic Preservation Commission**

February 10, 2021

5:30pm

Village Board Chambers

Mukwonago, WI

### **Training Summary**

#### **Local Designation**

---

While National Register criteria is a good place to start, a commission will want to consider its community's unique character and needs when creating criteria for its local historic districts. Often the criteria for local districts will be more lenient than National Register district criteria, which enables more properties to be included and provides a wider amount of protection to historic resources.

Some communities might have some district that are at the level of state or national levels, however some communities might have historic districts that are protection areas that are designed to protect the structures from demolition and neglected, but have standards that allow for replacement of original materials, like windows etc.

When creating a historic district, it is important to get a head start on public education and support on the issue. Too often, commissions conduct their planning process in an isolated fashion and address the public only when they are about to execute a project. In the meantime, neighborhood rumor mills have been hard at work churning out misinformation about what is going to happen in their area:

- "They'll tell us what colors we have to paint our houses."
- "You won't be able to put on that addition you were planning."
- "Our taxes will go up and our property values will go down."

As a result of these rumors, owners may be convinced that their property rights are being violated, and fear and anger may rule the day.

To avoid this situation, it is imperative that the commission, along with any local preservation organization, embark on an educational and advocacy campaign well in advance of initiating a district designation. Here are some ideas:

- Hold public meetings and workshops to inform owners and residents what living in a historic district entails and show them the value of preserving their neighborhoods.

- Give them facts and details about the positive economic benefits of historic preservation using examples from other areas.
- Show them that they have a vested interest in preserving their neighborhoods.
- Develop good public relations strategies. Have positive articles in the local press, speak at local club and organization meetings, develop a positive slogan or motto and use it extensively.
- Communicate with public officials to keep them informed of the benefits of historic preservation and educate them about the role preservation can play in the community.

## **State Designation**

---

The State Register is Wisconsin's official list of state properties determined to be significant to Wisconsin's heritage. The State Historic Preservation Office at the Wisconsin Historical Society administers both the National Register and State Register in Wisconsin. Most listed properties with a state designation also have been placed on the National Register of historic Places. Designation to the state register goes through a specific process with the state SHPO office.

## **Federal Designation**

---

The National Register of Historic Places is the Nation's official list of historic places worthy of preservation. Since its inception in 1966, the National Park Service has designated more than 80,000 listings; approximately 2400 are in Wisconsin. The register is maintained by the National Park Service in the U.S. Department of the Interior. Designation to the NRHP goes through a specific process that begins with the state SHPO office.

## **CLG Community**

---

The Village of Mukwonago is a CLG Community.

### The Program

The Wisconsin State Historic Preservation Officer (SHPO) administers the Certified Local Government program for the National Park Service in Wisconsin. The federal law creating the Certified Local Government program can be found in 36 CFR Part 61, Section 61.5 "Approved Local Programs." A Certified Local Government (CLG) is any city, village, county or town that has been certified by the SHPO and the Department of the Interior to meet these basic criteria:

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

### Requirements of a Certified Local Government:

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

1. The CLG must enact and enforce a historic preservation ordinance that regulates historic property.
2. A CLG must provide annual reporting to the SHPO on CLG activities.

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

#### What are the Benefits of CLG Status?

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

### **CLG Grants**

---

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

#### General Program Information

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

Deadlines for the 2022 grant cycle:

June 14, 2021: Letter of Intent is due

December 20, 2021: Application is due

#### Who May Apply?

Only Wisconsin Certified Local Governments (CLG) may apply. For a list of CLGs please see our map (PDF, 217 KB) or the National Park Service CLG search page.

#### What Type of Projects are Eligible for Funding?

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

- Architectural, archaeological, and historical survey projects to identify and evaluate historic properties. For intensive survey projects, the applicant must have survey boundaries approved by SHPO staff prior to application.
- Preparation of nominations to the National Register of Historic Places. For proposed National Register Historic District nominations, the applicant must have a public meeting by Fall 2020 to introduce the project to property owners in the proposed district.
- Educational activities, such as workshops, apps, webinars, publications, or other innovative public programs that further the goals of historic preservation.
- Development of a municipal historic preservation plan.

- Host a Commission Assistance and Mentoring Program (CAMP) in your city for multiple CLGs.

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

- Income-Producing Historic Building Tax Credit Information
- Historic Home Tax Credit Information
- For Archaeological Sites, see the Archaeological Sites Property Tax Exemption Program

#### How Does a CLG Apply for Funding?

1. Identify an eligible project in your CLG community.
2. If the project is a survey or National Register nomination, conduct public engagement sessions during the summer or fall prior to submitting your application.
3. Submit a Letter of Intent to [jason.tish@wisconsinhistory.org](mailto:jason.tish@wisconsinhistory.org) by June 14, 2021 outlining the proposed project.
4. Consult the Application Guidelines for full eligibility requirements and applicable rules.
5. Complete a CLG Subgrant Application and submit to [jason.tish@wisconsinhistory.org](mailto:jason.tish@wisconsinhistory.org) by December 20, 2021.

#### Application Evaluation Criteria

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

#### **CLG Report**

---

The Wisconsin State Historic Preservation Office received a grant from the [Jeffris Family Foundation](#) to conduct the first comprehensive look at the work of historic preservation commissions in Wisconsin and their accomplishments. The project examined the scope of landmark designations, the number of project reviews, the rates of customer satisfaction, and documented successful commission work.

The Wisconsin Certified Local Government Historic Preservation Commissions Report and the Executive Summary are available to download or print. [2019 Wisconsin Certified Local Government Historic Preservation Commission Report](#)

#### **Tax Credits:**

---

All properties within the Pearl and Grand district as well as any individually listed properties on the state or national register are eligible for tax credits. These credits can be used for restoration, such as repairing wood elements on an original porch, or for rehabilitation items like roofs, furnaces, etc. Approval is required through the state SHPO office prior to any work beginning. This can be a valuable financial tool for those within designated district or listed properties.

More information can be found at: <https://www.wisconsinhistory.org/Records/Article/CS15322>



## Training Resources:

---

It is important that commission has on going education. Staff suggest that all commission members go through the following education from the SHPO office and when they have completed the training they email the Village Clerk so they may document that the training has been completed.

Primary Training Link: <https://www.wisconsinhistory.org/Records/Article/CS245>

In addition, there are a number of other options for continuing education that can be found through these links:

- <https://www.wisconsinhistory.org/Records/EventSearch?&start=0>
- <https://napcommissions.org/camp/>
- <https://forum.savingplaces.org/learn/conferences-training/forum-webinar>
- 

## Standards:

---

The Village of Mukwonago per state statues adopts a Historic Preservation Ordinance. This ordinance contains a series of standards. These standards govern the approval process of any modification to a historic property or structure within the Village. Prior to approving a Certificate of Appropriateness, the commission shall make sure that the following standards apply.

100-305

(2) Upon filing of any application for a certificate of appropriateness with the commission, the commission shall approve the application unless:

- a. In the case of a designated historic structure or historic site, the proposed work would detrimentally change, destroy or adversely affect any exterior architectural feature of the improvement or site upon which such work is to be done;
- b. In the case of the construction of a new improvement upon a historic site, or within a historic district, the exterior of such improvement would adversely affect or not harmonize with the external appearance of the other neighboring improvements on such site or within the district;
- c. In the case of any property located in a historic district, the proposed construction, reconstruction, exterior alteration or demolition does not conform to the purpose and intent of this chapter and to the objectives and design criteria of the historic preservation plan for such district;
- d. The building or structure is of such architectural or historical significance that its demolition would be detrimental to the public interest and contrary to the general welfare of the people of the Village and state;
- e. The building or structure is of such old and unusual or uncommon design, texture, and/or material that it could not be reproduced without great difficulty and/or expense;
- f. In the case of a request for a demolition permit, the denial of the permit would result in

the loss of all reasonable and beneficial use of or return from the property; or

- g. In the case of a request for the demolition of a deteriorated building or structure, any hardship or difficulty claimed by the owner is self-created or is the result of any failure to maintain the property in good repair;
- h. The owner of the historic property submits information that the denial of the certificate of appropriateness will deprive the owner of all reasonable use of, or economic return on, the property.

(3) In addition, in determining whether to issue a certificate of appropriateness, the commission shall consider and may give decisive weight to any or all of the following standards:

- a. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- b. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- c. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- d. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- e. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
- f. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall be constructed with materials that are similar in design, color, scale, architectural appearance, and other visual qualities.
- g. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- h. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- i. New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

**Guidelines:**

---

Many communities that have Historic Districts will also have a set of guidelines. In Wisconsin, the standards which are in the ordinance are to be used to for decision making with regard to approvals or denials. Guidelines are to be used as a guide for both the property owner, design professionals, and the historic Preservation Commission. Some communities have their own guidelines, while others may reference to the Secretary of Interior Standards.

In the early 2000's the Historic Preservation Commission spent about 2+ years working on a set of Mukwonago specific guidelines, these guidelines were forwarded to the Planning Commission for consideration and were tabled for a number of meetings with what appears to be no discussion. Staff reviewed multiple years of minutes and the topic appear to have been dropped of from the discussion with the Planning Commission. Paper and electronic copies of this document is within the Village files.

Does the Community need a set of guidelines? It is always recommended. However, with the detailed standards listed within the code the commission should be able to function, protect, and encourage the protection of designated district or structures. It should always be kept clear that the standards are the regulatory tools that decision for approval or denial are based off of while guidelines can help guide the process.

**Community Outreach and Education:**

---

Many Commissions will host outreach or educational events throughout the year to engage with citizens. These engagement efforts might be as simple as emails Facebook post via the Villages web site, or newsletters. Such information might remind people that they live in a historic district, might celebrate the history, or might promote educational events about restoration, rehabilitation, etc. Sometimes these outreaches can be co-sponsored by local preservation organizations, local, county, etc.