

**MEETING NOTICE
VILLAGE OF OSCEOLA
HISTORIC PRESERVATION COMMISSION**

Date: February 26, 2025
Time: 4:00 p.m.
Place: Village Hall, Rm 105, lower level

AGENDA

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of Minutes
 - a. January 22, 2025
- 4) General Business
 - a. Review Chapter 6 on Wisconsin Historic Preservation Commission Training
 - b. Continued discussion on Public Art Ordinances
- 5) Future agenda items and updates
- 6) Adjourn

NOTE: It is possible that members of other governmental bodies of the municipality may be present at the above scheduled meeting to gather information about a subject over which they have decision-making responsibility. 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. Meetings may be recorded for public viewing and record retention.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Village Hall at (715) 294-3498.

VILLAGE OF OSCEOLA
HISTORIC PRESERVATION COMMISSION PROCEEDINGS
January 22, 2025

The Historic Preservation Commission of the Village of Osceola met in person on January 22, 2025. Chair Burch called the meeting to order at 4:00 p.m.

Present: Dan Lorenz, Van Burch and Jerry Viebrock
Absent: Perry Rice and Allana Clymer
Others Present: Devin Swanberg and Carie Krentz

Approval of Agenda

Motion by Lorenz and second by Viebrock to approve agenda.

(Vote: Yes-3, No-0, Motion Carried)

Approval of Minutes

Motion by Lorenz and second by Burch to approve November 26, 2024 meeting minutes.

(Vote: Yes-3, No-0, Motion Carried)

General Business

Review and Discuss Chapter 5 of WI Historic Preservation Commission (HPC) Training

Short discussion on Chapter 5 – Preservation Commission Operations, which this committee has been doing. Members wanted a discussion item at future meeting regarding the conservation zones surrounding the historic district.

Continue discussion on Public Art Ordinance

Swanberg stated page 11-12 was the draft public art ordinance for our Village, after that a mural creation toolkit and larger city's ordinance to compare to. Discussion on larger city ordinance and what makes sense for our Village. Members felt unsure how to edit our draft ordinance since we have not had one to reference. All felt staff should create an application and a mock submittal for them to review to help them make sure our ordinance addresses what will come up for them to review. Directed staff to move forward on this and go over at next meeting in February.

Future agenda items and updates

Review Chapter 6 for next meeting.

Admin staff will provide sample application and mock submittal for the committee to work through to help update ordinance.

Chair Burch adjourned the meeting at 4:32 p.m.

Respectfully submitted by
Carie A. Krentz, Village Clerk

Chapter 6: Preservation Commission Budgets and Finances

Preservation Commission Budget Development, Chapter 6: Preservation Commission Budgets and Finances

Commission budgets should reflect the level and degree of programs that the commission wants to engage. Therefore, budget development will go hand-in-hand with work plan development.

Budget Considerations

When developing a budget, a commission may want to consider these questions:

- What are the current and long-term preservation needs of the community?
- Should the commission create any historic districts?
- Can the commission afford paid staff?
- Has the commission developed historic preservation design guidelines specific to the community?
- What advocacy and educational programs will the commission establish or maintain in the coming year?
- Should the commission maintain a library or section in the local public library?

To answer these questions, the commission should consider that conducting surveys and creating inventories is labor-intensive and will require funds for staff or hired consultants, photography, document production (such as forms and maps), and printing. Publication, printing, and labor costs also accrue for the development of design guidelines. Basic needs such as printing commission stationery, application forms, and Certificates of Appropriateness will be required.

In addition to its work plans, the commission's budget will depend on and may fluctuate as a result of three factors:

- The community's preservation ethic,
- The commission's community-wide role, and
- The community's short- and long-term preservation goals.

Expense Items

Commissions should account for the following expenses when developing a budget:

- Advocacy and education programs. Many commissions sponsor awards programs that recognize quality restoration and rehabilitation projects. They also present workshops, host forums or presentations, and develop publications and promotional materials to educate the public.
- Professional books, publications, and subscriptions. These should include a basic library of building rehabilitation and remodeling, identification of architectural styles and details, and all

of the [NPS Preservation Briefs](#). This library should include related trade magazine subscriptions such as:

- [Old House Journal](#)
- [Traditional Building Magazine](#)
- [Remodeling Magazine](#)
- Library or other publication reading area. Books and magazines should be made accessible to the public through the commission's office, a local library, or other convenient location.
- Membership expenses. Important memberships include the National Trust for Historic Preservation's [Preservation Forum](#) and the [National Alliance of Preservation Commissions](#) (NAPC), especially access to the list serves that can help with day-to-day questions.
- Annual training expenses. If at all possible, a commission should include an annual training budget for its members. Training is available on a statewide level through the Wisconsin Association of Historic Preservation Commissions (WAHPC) and on the national level through [NAPC education and training programs](#) that include bi-annual meetings and summer camps. Commission members are encouraged to join both of these organizations.

Cost Sharing

Some commissions, especially those in smaller communities, choose to cut costs and partner with smaller government departments or boards to share staff and operations/administration costs. In these cases, the commission and its partnering body should have a written agreement outlining the division of resources and staff time.

It may also be helpful to share common items or equipment, such as cameras or audio/video equipment, with another governmental agency (whether partnering or not). For frequently used items, commissions may choose to purchase their own equipment.

Funding Commission Preservation Activities, Chapter 6: Preservation Commission Budgets and Finances

Preservation activities and programs require financial support, and commission members should be involved in raising funds for such projects. As advocates of historic preservation, commission members need to be active in acquiring funding for its programs and activities, either through fundraising activities or seeking financial assistance.

Fundraising

Fundraising activities and special events, such as home tours and festivals, can bring in needed funds. These activities also serve as an opportunity to showcase past historic preservation accomplishments, to educate the public, and to build a positive image for preservation in the community.

Financial Assistance

Financial assistance for preservation activities may take the form of matching grants, low-interest loans, and in-kind donations. Potential sources include federal, state, and local funding programs for historic preservation; and corporations, private foundations, and individuals.

When applying for grants, loans, or other sources of financial assistance, the commission needs to know exactly how much money is needed for proposed projects and how the money will be spent. The commission must be able to document its history and successes with past projects to demonstrate that it is capable of carrying out the proposed project.

Funding from the National Trust for Historic Preservation

The [National Trust for Historic Preservation](#) offers grants to fund projects such as planning studies, historic building reports, and building rehabilitation. Grants available through the National Trust are generally small (less than \$10,000) and competitive. Financial assistance is offered through several preservation funding programs, including these three:

- [National Trust Preservation Funds](#)

The National Trust Preservation Funds (NTPF) offers matching grants to nonprofit organizations and public agencies (who are members of the National Trust at the Forum or Main Street levels) for professional consultant services, preservation education programs, and conferences.

- [National Trust Emergency/Intervention Funding](#)

The National Trust offers limited emergency funding for nonprofit organizations and public agencies to save historic properties.

Funding for Certified Local Governments

The Wisconsin Historical Society's State Historic Preservation Office (SHPO) awards funds to communities designated as Certified Local Governments (CLGs). The CLG program is a national preservation program that helps local governments integrate historic preservation concerns into local planning decisions. A community must meet certain criteria to be designated a [Certified Local Government \(CLG\)](#).

CLGs can apply for federal historic preservation grant money set aside specifically for CLGs. CLG funding is awarded through Wisconsin Historic Preservation Fund [subgrants](#) (PDF, 97 KB) administered by the State Historic Preservation Office. Grant amounts vary and are awarded annually based on selection criteria.

CLG grant funds can be used to support a wide variety of projects, including preparation of preservation ordinances and plans, National Register nominations, training for commission members and staff, architectural surveys and historic resource inventories, development of design guidelines, public education activities and programs, and conditions assessments.

Projects and applications must meet the SHPO's criteria for evaluation. Prior to submitting an application, the CLG must send a letter of intent to the HP-PH describing the proposed project and the approximate amount of funds needed. The SHPO typically accepts letters of intent in September, and grant applications are submitted in November.

The CLG subgrant manual summarizes the federal regulations and state requirements to be applied to projects. The manual explains the procedures to be followed in administering the grant-assisted project and provides sample documents. Application forms are available on the Wisconsin Historical Society website.

Alternative Preservation Funding Sources, Chapter 6: Preservation Commission Budgets and Finances

In addition to state and federal programs, some public and private foundations also support historic preservation activities. Some of the key financial assistance sources for preservation-related projects are listed below.

Wisconsin Funding Sources

- [The Jeffris Family Foundation](#)

This private Wisconsin foundation is dedicated to historic preservation. It provides funds to nonprofit organizations for capital improvement projects, research projects, and publications that document historic preservation projects, the documentation of a significant event or activity related to Wisconsin's history, or projects furthering the cause of historic preservation in Wisconsin. The foundation primarily focuses on communities with populations less than 100,000. Past supported projects include: the removal of modern siding and exterior restoration of the Valentine Wolf House in Germantown; the restoration and reuse of Fairlawn Mansion and Museum in Superior; and long-range planning guide, a historic structures report, and the preservation studies for the Mineral Point Historical Society.

- [The Wisconsin Humanities Council](#)

The nonprofit Wisconsin Humanities Council offers matching grants for educational projects that target audiences of the adult public and that use the humanities to achieve a better understanding of public issues. The Wisconsin Humanities Council also offers a [Historic Preservation Grant](#).

- [Wisconsin Housing and Economic Development Authority \(WHEDA\)](#)

WHEDA offers housing rehabilitation loans to low- and moderate-income property owners and owners of multi-family property.

- [Farm Service Agency, Wisconsin Office](#)

The Wisconsin office of the Farm Service Agency, part of the U.S. Department of Agriculture, provides loans to very low-income, rural homeowners for the rehabilitation of homes that are failing to meet minimum safety, sanitary, and disabled accessibility standards.

- [Wisconsin Division of Housing](#)

This agency administers Rental Rehabilitation Programs that offer low-interest loans to owners of rental property that meets HUD criteria and rented to low-income tenants.

Local Funding Sources

Local grants and loans are often available for the rehabilitation of historic properties. An active downtown revitalization organization or a local [Main Street Program](#) might offer such assistance.

Museum Funding Source

The [Institute of Museum and Library Services](#) provides grants to museums that have been in operation for a minimum number of years and have at least one permanent paid staff member.

Village of Osceola, Wisconsin

Public Art Ordinance Historic Preservation District

Section 1: Purpose

The purpose of this ordinance is to enhance the cultural and aesthetic environment of the Village of Osceola through the inclusion of public art within the Historic Preservation District. Public art, such as murals and other artistic displays, should reflect the heritage and identity of the community, contributing to the preservation and celebration of Osceola's unique character and history. The Historic Preservation Committee encourages artwork that depicts significant aspects of the village's heritage, including the history of lumber mills and milling industries.

Section 2: Definitions

- **Public Art:** Any artwork, including but not limited to murals, sculptures, and installations, that is displayed in outdoor public spaces, particularly within the Historic Preservation District.
- **Heritage of the Community:** Cultural, historical, or natural elements that are significant to the history, traditions, and identity of the Village of Osceola.
- **Historic Preservation Committee:** A designated group responsible for overseeing the preservation and enhancement of the historic character within the district.
- **Medium:** The materials or methods used by an artist to create a work of art, including but not limited to paint, metal, wood, stone, and mixed media.

Section 3: Approval Process

1. Submission of Proposals:

All public art proposals intended for installation in the Historic Preservation District must be submitted to the Historic Preservation Committee. Proposals shall include:

- A completed Public Art Application form, available from the Village Clerk.
- Detailed description of the artwork, including size, location, medium, and installation method.
- A statement explaining how the artwork represents the heritage of the community.
- Artist's qualifications and previous work.

2. Application Submission:

The completed Public Art Application and all required materials must be submitted to the Village Clerk's office for processing and forwarding to the Historic Preservation Committee.

3. Review and Approval by Historic Preservation Committee:

The Historic Preservation Committee shall review proposals based on the following criteria:

- Relevance to the heritage, culture, and history of the Village of Osceola, with a preference for artwork that depicts the village's historical industries such as lumber mills and milling.

- Compatibility with the architectural and historic character of the surrounding area.
- Artistic merit and aesthetic quality.

The committee may approve, deny, or request modifications to the proposal to ensure it aligns with the goals of the Historic Preservation District.

Section 4: Maintenance Requirements

1. **Lifespan and Maintenance:**

Public art must be maintained for the life of the artwork. Maintenance includes regular cleaning, repair of any damage, and restoration if necessary, to preserve the appearance and integrity of the piece.

2. **Responsibilities:**

The property owner or sponsoring organization is responsible for the ongoing maintenance of the public art. A maintenance plan must be submitted as part of the proposal process, outlining the expected lifespan of the artwork and how it will be cared for.

3. **Alteration or Removal:**

No public art within the Historic Preservation District may be altered or removed without the approval of the Historic Preservation Committee. If removal is necessary due to damage or other factors, efforts must be made to replace the artwork with a new piece that continues to reflect the heritage of the community.

Section 5: Compliance and Enforcement

Failure to maintain public art as outlined in this ordinance may result in penalties, including fines or removal of the artwork. The Historic Preservation Committee is authorized to enforce compliance with this ordinance and may take necessary actions to ensure that public art remains a vibrant and integral part of the Historic Preservation District.

Section 6: Exemptions

Public art that predates the enactment of this ordinance shall be exempt from the approval process but will be subject to maintenance requirements as specified in Section 4.

Section 7: Effective Date

This ordinance shall take effect upon its passage and publication.



PUBLIC ART PERMIT APPLICATION CHECKLIST

Applicant Name:
Mailing Address of Applicant:
Phone Number (daytime):
Email Address:
Property Address:
Parcel #:

Application for:

Installation/Construction

Enlargement

Relocation

Addition of Signage / Lighting

Type of Public Art: Permanent Temporary

Freestanding: Wall Mounted: Other:

Sculpture, etc. Façade (Mural) Animated Signage Included

Fountain Projecting Illuminated

Public Art Description and Specifications:	<i>All persons who install on or owners of the building/parcel on which the public art is to be erected, shall carry public liability and property damage insurance.</i>	
Height:	Width:	Depth:
Setback from Front/Rear Yard:	Setback from Side Yard:	If Temporary, how Temporary? <input type="checkbox"/> ≤ 1 year <input type="checkbox"/> ≤ 6 months
If Animated (Describe, i.e. Naturally, Mechanically or Electrically Energized):		
Type of Lighting (if applicable):	Description of how Lighting Glare will be controlled:	

Application Checklist:

Permit Fee (\$50) Sketch and/or Photo of Proposed Public Art

Proof of liability insurance Historic Preservation Approval (if applicable)

All public art must meet the requirements of the Public Art Ordinance (Chapter XXX). I, the undersigned, have read and will comply with applicable Village Ordinances. I understand that violations may result in permit revocation, daily issuance of infraction or administrative citations.

Signature of Applicant:	Date:
Signature of Property Owner:	Date:

If any work must be performed in the Right-of-Way to complete the project, ensure a Temporary Right-of-Way standards are met.

For Office Use:

Approved Approval Date: Paid

Conditions (if applicable):



PUBLIC ART PERMIT APPLICATION CHECKLIST

Applicant Name:	Joe Schmo
Mailing Address of Applicant:	555 Main Ave
Phone Number (daytime):	555-555-5555
Email Address:	JSchmo@gmail.com
Property Address:	555 Main Ave
Parcel #:	555-555-5555

Application for:

Installation/Construction

Enlargement

Relocation

Addition of Signage / Lighting

Type of Public Art: Permanent Temporary

Freestanding: Wall Mounted: Other:

Sculpture, etc. Façade (Mural) Animated Signage Included

Fountain Projecting Illuminated

Public Art Description and Specifications:	<i>All persons who install on or owners of the building/parcel on which the public art is to be erected, shall carry public liability and property damage insurance.</i>	
Height: 10'	Width: 20'	Depth: 0'
Setback from Front/Rear Yard: N/A	Setback from Side Yard: N/A	If Temporary, how Temporary? <input type="checkbox"/> ≤ 1 year <input type="checkbox"/> ≤ 6 months
If Animated (Describe, i.e. Naturally, Mechanically or Electrically Energized): N/A		
Type of Lighting (if applicable): N/A	Description of how Lighting Glare will be controlled: N/A	

Application Checklist:

Permit Fee (\$50) Sketch and/or Photo of Proposed Public Art

Proof of liability insurance Historic Preservation Approval (if applicable)

All public art must meet the requirements of the Public Art Ordinance (Chapter XXX). I, the undersigned, have read and will comply with applicable Village Ordinances. I understand that violations may result in permit revocation, daily issuance of infraction or administrative citations.

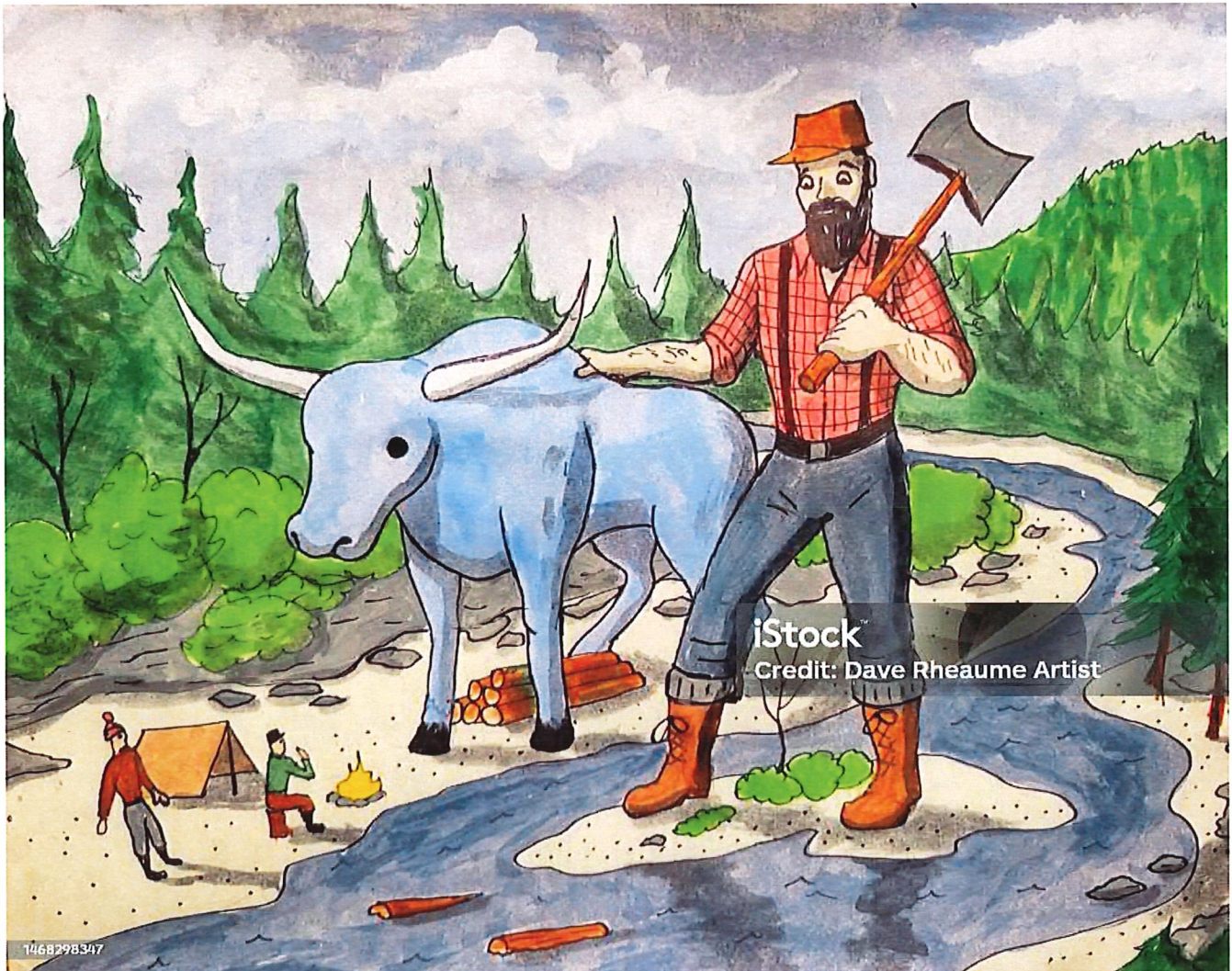
Signature of Applicant:	Date: 2/24/25
Signature of Property Owner:	Date: 2/24/25

If any work must be performed in the Right-of-Way to complete the project, ensure a Temporary Right-of-Way standards are met.

For Office Use:

Approved Approval Date: _____ Paid

Conditions (if applicable): _____



Joe Schmo

Osceola, WI

joe.schmo@email.com | (555) 555-5555 | www.joeschmoart.com

Professional Summary

Passionate and innovative mural artist with over a decade of experience in large-scale public and private art installations. Specializing in vibrant, community-driven murals that bring local culture and history to life. Dedicated to transforming spaces through color, storytelling, and artistic expression.

Skills & Expertise

- Mural Design & Execution
 - Acrylic & Spray Paint Techniques
 - Public & Community Art
 - Large-Scale Art Installation
 - Concept Development
 - Project Coordination
 - Collaboration with Local Businesses & Municipalities
-

Professional Experience

Freelance Mural Artist

Osceola, WI | 2015 – Present

- Designed and executed murals for local businesses, schools, and public spaces.
- Worked closely with city officials, business owners, and community members to create meaningful and visually engaging murals.
- Developed mural concepts that reflect Osceola's heritage, landscapes, and cultural values.
- Managed materials, budgets, and project timelines to deliver high-quality work on schedule.

Lead Artist – Osceola Mural Project

Osceola, WI | 2025

- Commissioned to design and paint a large-scale mural celebrating Osceola's history and natural beauty.
- Engaged with the community through workshops and public forums to gather input and inspiration for the project.

- Executed the mural using a combination of traditional brushwork and contemporary spray-painting techniques.
 - Ensured the mural adhered to local regulations and preservation guidelines.
-

Notable Projects

- **Osceola Community Mural (2025)** – A large-scale outdoor mural depicting the town’s rich history, wildlife, and scenic beauty.
 - **Riverfront Park Mural (2023)** – A vibrant mural along the park’s walking path celebrating nature and outdoor recreation.
 - **Local Café Interior Artwork (2022)** – Custom mural design for a coffee shop, enhancing its ambiance and brand identity.
-

Education & Training

- Bachelor of Fine Arts in Painting & Mural Studies – University of Wisconsin, 2013
 - Advanced Mural Techniques Workshop – Chicago Art Institute, 2017
-

Awards & Recognition

- Osceola Artist of the Year (2024)
 - Wisconsin Public Art Grant Recipient (2023)
-

Exhibitions & Collaborations

- Osceola Arts Festival (Annual Participant)
 - Collaborative Mural with Osceola High School Art Club
 - Featured in Midwest Muralists Magazine (2023)
-

References

Available upon request.

Joe Schmo Public Liability Insurance

Insured Party: Joe Schmo

Address: Osceola, WI

Policy Number: JS-PL-2025-001

Insurance Provider: Osceola Mutual Insurance Co.

Coverage Details:

- **Policy Type: Public Liability Insurance**
- **Coverage Limit: \$1,000,000**
- **Coverage Period: January 1, 2025 – December 31, 2025**
- **Coverage Includes:**
 - **Third-party bodily injury**
 - **Third-party property damage**
 - **Legal expenses related to public liability claims**

Exclusions:

- **Intentional acts of damage**
- **Professional negligence**
- **Contractual liabilities**

Issued By:

Osceola Mutual Insurance Co.

Authorized Representative: John Doe

Date of Issue: January 1, 2025



PUBLIC ART PERMIT APPLICATION CHECKLIST

Applicant Name: Jane Doe

Mailing Address of Applicant: 321 South Ave

Phone Number (daytime): 555-555-5555

Email Address: JDoe@Art.com

Property Address: 321 South Ave

Parcel #: 555-555-5555

Application for:

Installation/Construction

Enlargement

Relocation

Addition of Signage / Lighting

Type of Public Art: Permanent Temporary

Freestanding: Sculpture, etc. Façade (Mural) Animated Signage Included

Wall Mounted: Fountain Projecting Illuminated

Other:

Public Art Description and Specifications: *All persons who install on or owners of the building/parcel on which the public art is to be erected, shall carry public liability and property damage insurance.*

Height: 10' Width: 2' Depth: 3'

Setback from Front/Rear Yard: 3' Setback from Side Yard: 3' If Temporary, how Temporary?
 ≤ 1 year ≤ 6 months

If Animated (Describe, i.e. Naturally, Mechanically or Electrically Energized): None

Type of Lighting (if applicable): N/A Description of how Lighting Glare will be controlled:

Application Checklist: Permit Fee (\$50) Sketch and/or Photo of Proposed Public Art

Proof of liability insurance Historic Preservation Approval (if applicable)

All public art must meet the requirements of the Public Art Ordinance (Chapter XXX). I, the undersigned, have read and will comply with applicable Village Ordinances. I understand that violations may result in permit revocation, daily issuance of infraction or administrative citations.

Signature of Applicant: [Signature] Date: 3/2/25

Signature of Property Owner: [Signature] Date:

If any work must be performed in the Right-of-Way to complete the project, ensure a Temporary Right-of-Way standards are met.

For Office Use:

Approved Approval Date: Paid

Conditions (if applicable):

