# Landmarks Commission Meeting Minutes

**Thursday August 10, 2023 – 6:30 pm**

**Hybrid**

**Members Present:** Todd Hubing, Chair; Kimberly Cook, Secretary; Alan Hedstrom; Peggy Veregin; David Udstuen and Greg Pigarelli, Vice-Chair.

**Staff:** Michael Stacey, Zoning Administrator

**Absent:** Lisa Reeves

**Guests:** Kyle Mallie

1. **Call to order.** Hubing had previously requested Veregin take over as Chair**.** Veregin accepted and called the meeting to order at 6:30 pm.
2. **Roll Call and Verification of Quorum.**

Veregin verified a quorum is present.

1. **Certification and Compliance with Open Meetings Law.**

Veregin stated the meeting has been noticed and is open to the public.

1. **Review/approval of the Landmarks Commission meeting minutes of July 13, 2023.**

Motion by **Hedstrom** to approve the minutes as presented, 2nd by **Udstuen.** Motion carried unanimously.

1. **Review/approval of a certificate of appropriateness at 408 E. Main Street.**

Kyle Mallie explained the project to remove and replace the stairs with the same type of materials and same color scheme. The Commission discussed the proposed project.

Veregin asked for more information about the type of materials planned to be used. Kyle Mallie stated he planned to use treated pine, plywood and a shingled roof.

Veregin asked if the design meets structural and design requirements. Stacey stated that the City Building Inspector has reviewed the project according to commercial code requirements and is comfortable with the proposal.

Hubing joined the meeting at 6:35 pm.

Motion by **Hedstrom** to approve of the COA as presented, 2nd by **Cook**. Motion carried unanimously.

1. **Budget request for 2024.**

The Commission discussed the proposed budget request for 2024.

Motion by **Cook** to approve the budget request as presented, 2nd by **Pigarelli.** Motion carried unanimously.

1. **Historic Preservation Conference.**

The Commission discussed the upcoming conference.

Motion by **Hubing** to approve reimbursement of registration fees for Commission members, 2nd by **Hedstrom**. Motion carried unanimously.

1. **Administrative COA approvals.**

Veregin suggested having a discussion as a group about what to approve using the new design guidelines.

The Commissioners agreed to add this as a discussion item next month which will help decide what projects to allow administrative approval.

1. **Historic Downtown Local District Informational Meeting.**

The Commission discussed plans to have an informational meeting in October and send notices to all property owners in the Historic Downtown District.

Hubing prefers the meeting be held on a different day than the regular meeting.

Veregin will send out a doodle poll for the Commissioners to decide on a day the last 2 weeks in October.

1. **Commemorative Signage.**

Hedstrom stated the School Administration came to a compromise with the school property sign location on school grounds. Stacey noted that Nancy Hagen had sent information about the location and they should now be good to move forward with the sign.

Hubing stated there has been no known progress for the downtown signage.

Hedstrom stated Nancy Hagen had found someone to work on the QR codes.

1. **Commission Reports/Calendar.**
2. **Future agenda items.**

* Design Guidelines discussion
* 2023 Preservation Award
* 211 S. Water Street Project

1. **Adjournment.**

Motion by **Udstuen** to adjourn the meeting at 7:07 pm, 2nd by **Hedstrom**. Motion carried unanimously.

Respectfully Submitted,

Michael P. Stacey