# Landmarks Commission Meeting Minutes

**Thursday September 14, 2023 – 6:30 pm**

**Hybrid**

**Members Present:** Todd Hubing, Chair; Kimberly Cook, Secretary; Peggy Veregin; Lisa Reeves and Greg Pigarelli, Vice-Chair.

**Staff:** Michael Stacey, Zoning Administrator

**Absent:** Alan Hedstrom and David Udstuen

**Guests:** Tyler Denig

1. **Call to order.** Hubing called the meeting to order at 6:33 pm.
2. **Roll Call and Verification of Quorum.**

Hubing verified a quorum is present.

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

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

1. **Review/approval of the Landmarks Commission meeting minutes of August 10, 2023.**

 Motion by **Veregin** to approve the minutes as presented, 2nd by **Reeves.** Motion carried unanimously.

1. **Mini-Grant project approval at 324 S. Page Street.**

Hubing introduced the finished project. Veregin stated she drove by the property.

Motion by **Veregin** to approve the project as presented, 2nd by **Reeves**.

Cook joined the meeting at 6:35pm.

Motion carried 4-0 (Cook abstained)

1. **Review Historic Downtown District Guidelines.**

Veregin suggested a discussion about the design guidelines for projects such as painting brick and replacement of windows.

The Commission is in favor of the repainting of brick only where the brick has already been painted and the brick would need to be painted the same color.

The Commission discussed whether or not to allow a vinyl window to be replaced with a vinyl window. There needs to be more discussion but the consensus is that vinyl should not be allowed at all.

The Commission discussed the design guidelines related to painting of brick and for windows.

Cook stated the document is a guideline only and the Commission has to decide on projects using the Secretary of Interiors Standards.

Hubing suggested Veregin come back with a recommendation for the review of window replacements.

Hubing stated it would be a good idea to keep the design guidelines on future agendas so there can be further discussion about the review of other potential projects.

1. **Discuss Administrative COA Approvals.**

The Commission discussed potential projects that could be administratively approved by Staff.

The Commission would like to be part of the review for windows, siding and light fixture replacement while exterior stairs and gutters/downspouts could be administratively approved.

The Commission has already approved administrative approval of roof projects that use the same materials.

Motion by **Veregin** to authorize Michael Stacey to approved and issue a permit for any project that meets the design guidelines for replacement or repair of an existing feature that uses the same materials, in the same location, with the same size and color, such as: Exterior stairs; Awnings; Signage; and Gutters/Downspouts, 2nd by **Reeves**. Motion carried unanimously.

1. **2023 Historic Preservation Award.**

Stacey provided 3 potential options for nomination.

The Commission discussed the options and there was interest to give more than one award.

Motion by **Veregin** to nominate the following for the 2023 Historic Preservation Award:

Phillip Knutson for 100 and 110 E. Main Street;

Dale Otradovec for 160 E. Main Street; and

Ed and Becky Guzman for 148/154 E. Main Street.

2nd by **Pigarelli.**  Motion carried unanimously.

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

Veregin plans to send out a doodle poll to help set a date after the October 12th Landmarks Meeting for the informational meeting.

1. **Commemorative Signage.**

Hubing stated Nancy Hagen has a draft of the proposed sign and a placement location for the old high school property and there is a meeting planned for next Monday to discuss the signage for downtown.

1. **Discuss 211 S. Water Street Project.**

The Commission reviewed and discussed the proposed project and are in favor of the building being restored to the original integrity.

1. **Commission Reports/Calendar.** No discussion.
2. **Future agenda items.** No additional items discussed.
3. **Adjournment.**

Motion by **Reeves** to adjourn the meeting at 7:56 pm, 2nd by **Veregin**. Motion carried unanimously.

Respectfully Submitted,

Michael P. Stacey