**Landmarks Commission Meeting Minutes**
**Thursday April 14, 2022 – 6:30 pm**
**Hybrid**

**Members Present:** Todd Hubing, Chair; Jean Ligocki, Secretary; Peggy Veregin; Greg Pigarelli, Vice-Chair; Kimberly Cook; and Alan Hedstrom
**Staff:** Michael Stacey, Zoning Administrator
**Absent:** Kristi Panthofer
**Guests:** Erica Ruggiero

1. **Call to order.** Hubing called the meeting to order at 6:30 pm.

2. **Consider approval of the Landmarks Commission meeting minutes of March 10, 2022.**
   Motion by **Veregin** to approve the minutes as presented, 2nd by **Ligocki.** Motion carried unanimously.

3. **COA request – 126 E. Washington Street – Naeset Roe House for Chimney Repair.**
   Hubing introduced the request.

   Cook stated there are no detailed plans for the project so if there are plans to make changes from the original construction they'll need to come back for approval.

   Veregin stated we need to know the scope of the work and that should have been spelled out in the application.

   Motion by **Cook** to approve the COA using the existing bricks and type O mortar and any different materials used will need to come back for approval, 2nd by **Ligocki**. The motion was amended to include using in-kind chimney cap and downspout. The original motion including the amendment were approved unanimously.

4. **Review and approval of the 2022 Mini-Grants.**
   Hubing gave a summary of the applications.

   Hedstrom suggested prioritizing applications by most needed such as the roof for the Village Players and first time applicants.

   Cook suggested eliminating applicants that have received mini-grants previously.

   Hubing stated 327 E. Washington Street, 620 S. Prairie Street and 160 E. Main Street all received grants last year.

   Veregin does not want to eliminate 327 E. Washington Street due to the magnitude of the project.

Cook suggested scoring them by urgency on a 1-3 scale:
1 = Vital to fund
2 = Not as vital but a good project to possibly fund
3 = Low priority

The Commission evaluated each application as follows:

- **201 S. Franklin Street**
  The consensus was that this project is not vital and the applicant had previously received grant funding. The average score was 3.0.

  This project will not be funded.

- **327 E. Washington Street**
  The consensus was that this project was a good project but not high priority due to the applicant receiving previous funding. The average score was 2.0.

  This project will receive $1,375.00

- **620 S. Prairie Street**
  The consensus was that this project is more cosmetic and the applicant received a grant last year. The average score was 3.0.

  This project will not be funded.

- **160 E. Main Street**
  The consensus was that this is a good project but the applicant had received an award last year. The average score was 2.0.

  This project will receive $1,375.00

- **126 E. Washington Street**
  The consensus was that this is a vital project, and this is a first time applicant. The average score was 1.3. The Commission would like to know if the applicant is getting insurance funding due to the storm damage.

  This project will receive $2,500.00

- **130 E. Main Street**
  The consensus was that this is an important project on a prominent downtown building. The average score was 1.2. This project will receive $2,250.00

- 255 E. Main Street
  The consensus was that this is a vital project on a prominent downtown building. The average score was 1.0. This project will receive $4,500.00

Motion by **Cook,** 2nd by **Ligocki** to award:
327 E. Washington Street - $1,375
160 E. Main Street - $1,375
126 E. Washington Street - $2,500
130 E. Main Street - $2,250
255 E. Main Street - $4500

Cook suggested using a score sheet for next year. It was noted that these projects still need COA approval except for 327 E. Washington which had been previously approved.

Ligocki would like to see information about insurance claims.

Motion carried unanimously.

**5. US Highway Reconstruction Project Review**

Cook explained the WDOT is just seeking feedback from the Commission about any concerns they may have about the project.

Hedstrom questioned if terrace trees would be removed and/or replaced as part of this project. Stacey to contact the WDOT to find out.

No other comments.

**6. Main Street Historic District Design Guidelines.**

Hubing introduced the agenda item.

Erica Ruggiero gave an overview of where she is at with the mapping of the Local District including how the guidelines will correspond to specific properties.

It was suggested public and private parking areas are differentiated on the map.

Erica provided massing diagrams and individual sketches of each building that are in the works.

Erica stated a draft document should be ready by early- to mid-May.

**7. Downtown Local District.**

Nothing to discuss.

**8. Community Engagement.**

Stacey drafted a letter and sent to Hubing. Hubing plans to modify the letter to send to property owners.

Veregin stated that May is historic preservation and archeology month including Syttende Mai is Stoughton.

A proclamation would be a great idea at the May 10 Common Council meeting which Veregin plans to attend. Stacey to discuss with Mayor Swadley and provide a sample to Veregin to work from.

**9. Local Landmark Plaques.**
No update as we are waiting for the plaques to be completed.

**10. Commemorative Signage for the Riverfront Redevelopment.**
Ligocki stated there is a meeting coming up on April 25th at 6:30 pm and Veregin plans to attend.

**11. Memorials in Memory of Rollie Odland.**
The Commission would like letters sent to the donors and a card to the family. Stacey to send Hubing the address for the family as he plans to send them a card.

**12. Commission Reports/Calendar.**
Hubing provided details of the recent Linderud Photo presentation he made for the annual Stoughton Historical Society meeting.

Veregin suggested a similar presentation would be nice at the Public Library in May. Hubing stated it may be too soon as there were many people at the recent meeting.

The Commission discussed the Commission Assistance and Mentoring Program CAMP which some Commission members recently attended.

**13. Future agenda items.**
Stacey will not be here for the next meeting so the Commission will meet in-person only.

**14. Adjournment.**
Motion by **Hedstrom** to adjourn the meeting at 8:40 pm, 2nd by **Cook**. Motion carried unanimously.

Respectfully Submitted,

Michael P. Stacey