Landmarks Commission Meeting Minutes
Thursday April 13, 2023 – 6:30 pm
Hybrid

Members Present: Todd Hubing, Chair; Kimberly Cook, Secretary; Alan Hedstrom; David Udstuen; and Greg Pigarelli
Staff: Michael Stacey, Zoning Administrator
Absent: Lisa Reeves and Peggy Veregin
Guests: Nick Peters; Lisa Mensink; Dave DeYoung; Tyler Denig; Melissa Olson; Doug Dolan; Mike Klinzing; Phillip Knutson; Ben Y; and Catherine Squire.

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

2. **Roll Call and Verification of Quorum.**
   Hubing verified a quorum is present.

3. **Certification and Compliance with Open Meetings Law.**
   Hubing stated the meeting was noticed and is open to the public.

4. **Consider approval of the Landmarks Commission meeting minutes of March 9, 2023.**
   Motion by **Hedstrom** to approve the minutes as presented, 2nd by **Cook.** Motion carried 4 - 0

5. **Review of proposed cell tower stealth design at 516 E. Main Street.**
   The Commission discussed the new stealth design and agreed it creates a minimal effect to the historic district.

   Udstuen arrived at 6:33 pm.

   The Commission went on record that they have no objection to the new stealth design for the proposed cell tower.

6. **Mini-Grant Applications.**
   The Commission discussed each grant application according to their criteria as follows:
   - Has the property received a grant in the past? Priority for first time applicants.
   - Is the grant for historic preservation? Priority for historic preservation projects.
   - Is the property in the Downtown District? Priority for Downtown buildings.
   - Is the maintenance visible from the Street? Priority if visible.
   - Is it cosmetic or structural? Priority if more structural.

The Commission has $15,000 in grant funding available.

The Commission ranked each grant application as Low, Medium or High priority.

After a lengthy discussion and deliberation, the Commission came to the following conclusions:

1. 324 S. Page Street – Stoughton Historical Society Building: High priority, Historic Preservation, and first time grant request.
   Grant Amount: $5000

2. 515 E. Main Street – Lagaret: Medium/Low Priority, More cosmetic, metal door replacement, not historic preservation.
   Grant Amount: Not funded

3. 620 S. Prairie Street – Thompson Home: Medium priority, Historic preservation, modest request, suggest replacing gutters with half-round instead of K-style.
   Grant Amount: $545

4. 404 S. Fifth Street – Cabbibo Property: Medium priority, Historic preservation, No quote, only estimate.
   Grant Amount: $1,455

5. 400 Garfield Street – West School Apts: High priority, Historic preservation.
   Grant Amount: $1,425

6. 160 E. Main Street – Commercial Property: Low priority, not historic preservation; Signage only.
   Grant Amount: No Funding

7. 100 E. Main Street – McGlynn Pharmacy: High priority, historic preservation, first time applicant.
   Grant Funding: $3.250

8. 110 E. Main Street – Edward Jones: Medium priority, first time applicant, structural concrete repair.
   Grant Funding: $325

9. 118 N. Page Street – Cortino Home: High priority, historic preservation, visible from the street, first time applicant.
   Grant Funding: $3,000

Motion by **Cook** to approve the grant funding for the following projects, 2nd by **Hedstrom**:

324 Page Street – Grant Amount: $5000

515 E. Main Street – Not funded

620 S. Prairie Street – Grant Amount: $545

404S. Fifth Street – Grant Amount: $1,455

400Garfield Street – Grant Amount: $1,425

160E. Main Street – No Funding

100E. Main Street – Grant Funding: $3.250

110 E. Main Street – Grant Funding: $325

118 N. Page Street – Grant Funding: $3,000

Motion carried 4-0 (Udstuen Abstained)

7. COA request for 400 Garfield Street

The Commission discussed the COA request. Lisa Mensink was available for questions.

Pigarelli questioned if the siding was vinyl. Mike Klinzing stated he believed it is vinyl.

Pigarelli stated it appeared the J-channel was missing which would prevent water damage. Mike Klinzing stated he would let the contractor know.

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

8. COA request for 100 E. Main Street

The Commission discussed the much needed repairs.

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

9. COA request for 110 E. Main Street

The Commission discussed the COA request.

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

10. COA request for 315 N. Division Street.

The Commission discussed the COA request.

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

11. WAHPC Conference for Commission Members.
The Commission discussed the upcoming conference.

Motion by **Hedstrom** to approve registration fees cost reimbursement for Commission members who attend the Wisconsin Association of Historic Preservation Commission Conference, 2nd by **Udstuen**. Motion carried unanimously.

12. May Preservation Month Planning
Hedstrom started approval of the Downtown Local District would be a good way to celebrate preservation month.

Cook stated there are many events going on in the State related to preservation month.

13. Local District Plaques.
Stacey provided mock-ups for the 7 proposed Local Landmark plaques and will contact Veregin to proof them.

14. Historic Downtown Local District.
The Commission discussed the upcoming presentation by Veregin and Hedstrom at the April 25th Common Council meeting, Hubing plans to speak at the comment period prior to the presentation related to the building he owns downtown.

Hubing created a web page providing information about the district.

15. Community Engagement.
Hedstrom met with Nancy Hagen to discuss potential signage to commemorate the old schools and Armory building which could be placed at North and Forrest Streets.

Hedstrom has a letter to the editor in the recent HUB in support of the downtown district.

16. Commemorative Signage for the Riverfront Redevelopment.
Hubing attended another meeting to discuss commemorative signage.

17. Commission Reports/Calendar.
No discussion

18. Future agenda items.
No discussion.

19. Adjournment.
Motion by **Udstuen** to adjourn the meeting at 8:05 pm, 2nd by **Hedstrom**. Motion carried unanimously.

Respectfully Submitted, Michael P. Stacey

Landmarks Commission Meeting Minutes
Wednesday May 31, 2023 – 6:30 pm
Hybrid

Members Present: Todd Hubing, Chair; Kimberly Cook; Alan Hedstrom; David Udstuen; Peggy Veregin and Greg Pigarelli
Staff: Michael Stacey, Zoning Administrator
Absent: Lisa Reeves
Guests: Eric Francksen

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

2. **Roll Call and Verification of Quorum.**
   Hubing verified a quorum is present.

3. **Certification and Compliance with Open Meetings Law.**
   Hubing stated the meeting was noticed and is open to the public.

4. **COA request for 327 E. Washington Street.**
   Eric Francksen gave an overview of the detached garage project.

   The Commission discussed the COA request.

   The plans are conceptual and all details have not been decided but garage is planned to emulate the neighboring carriage houses and the exterior will be similar cedar clapboard as the existing home.

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

5. **Adjournment.**
   Motion by **Veregin** to adjourn the meeting at 6:45 pm, 2nd by **Hedstrom**. Motion carried unanimously.

Respectfully Submitted,

Michael P. Stacey