Landmarks Commission Meeting Minutes
Thursday August 12, 2021 – 6:30 pm
Virtual

Members Present: Peggy Veregin; Todd Hubing, Chair; Greg Pigarelli, Vice-Chair; Jean Ligocki, Secretary and Kimberly Cook
Staff: Michael Stacey, Zoning Administrator
Absent: Kristi Panthofer and Alan Hedstrom
Guests: Ryan Swanson
Press: None

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

2. **Consider approval of the Landmarks Commission meeting minutes of July 12, 2021.**
   Motion by **Hubing** to approve the minutes as presented, 2nd by **Pigarelli.** Motion carried unanimously.

3. **Elect Chair.**

   Ligocki nominated Hubing as Chair, 2nd by **Pigarelli**.

   There were no other nominations.

   Hubing was unanimously approved as Chair.

4. **Elect Vice-Chair.**

   Ligocki nominated Pigarelli as Vice-Chair, 2nd by **Hubing**.

   There were no other nominations.

   Pigarelli was unanimously approved as Vice-Chair.

5. **Elect Secretary.**

   Hubing nominated Ligocki as Secretary, 2nd by **Pigarelli**.

   There were no other nominations.

   Ligocki was unanimously approved as Secretary.

   Hubing took over the meeting as Chair.

6. **Request by Ryan Swanson for Certificate of Appropriateness approval to install new roof shingles, gutters and downspouts at 515 E. Main Street.**
   Hubing introduced the request.

Ryan Swanson explained the request and the lack of availability of the half round gutter. Ryan Swanson stated the cost is about $10,000 more to go with the half round vs the K style gutter.

Ryan stated he found several historic buildings with the K style gutter and provided examples for the meeting.

Hubing stated the Commission met onsite several years ago to discuss several issues with the building not just about the gutters.

Veregin stated the examples of buildings without the half round gutters are not all Local Landmarks and noted that availability of the half round gutter is a factor in the approval.

Pigarelli checked with 3 companies who have yet to get back to him. Pigarelli stated there is one company that can order premade half round in 20' sections and another company that can form the half round onsite. Pigarelli noted the cost is about 3x the cost of the K style.

Pigarelli questioned if the round style downspout could be used. Ryan Swanson stated that may be possible but would likely require custom fabrication.

Motion by **Veregin** to approve the COA as presented with the same number and location of downspouts, 2nd by **Ligocki**. Motion carried unanimously.

7. **Request by Steve Hansen, Joe Daniels Construction Company, for Certificate of Appropriateness to remove and replace deteriorated facia, crown molding, cove trim and frieze trim to match existing profile at 532 E. Main Street.**
Hubing introduced the request.

Stacey stated the proposal is to replace with same materials and paint colors.

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

8. **Review proposals for Main Street Historic District Design Guidelines.**
Veregin stated this is related to the CLG grant the Commission received. Request for proposals were sent out and we have 2 proposals to review, one from McGuire Igleski and Associates and the other from Legacy Architecture.

Veregin stated McGuire provided an example of a design guideline project but Legacy did not. So it is unclear whether Legacy has experience with creating design guidelines. The McGuire proposal is for $16,925 while Legacy is for $17,000.

Motion by **Veregin** to accept the proposal from McGuire Igleski and Associates, 2nd by **Ligocki**. Motion carried unanimously.

Stacey to send letters to the 2 companies.

9. **CLG Grant 2021.** Stacey to send the CLG grant timeline to McGuire Igleski and Associates so they can update their timeline.

10. **Downtown Local District.** Nothing new to report.

11. **Depot Hill Historic District.**
    Veregin stated this is still under review by the State Historical Preservation Office.

    Veregin attended the RDA meeting last night to explain what is happening with the Depot Hill Historic District which has nothing to do with the CLG grant the Commission acquired.

12. **Commission Reports/Calendar.**
    The Commission discussed the Landmarks Commission website banner.

    Ligocki suggested having a virtual presentation at a Council meeting in October for the preservation award recipients. Veregin stated she plans to help put this together. Hubing will try to find photos of Dave Kalland. Stacey will provide Ligocki with contact info for the other 2 recipients.

    Veregin reminded the Commission that this year's Preservation Conference will be virtual on October 20 – 22 and signup should be in September.

13. **Future agenda items.**
    The Commission discussed potential new members and Ligocki suggested creating new member criteria.

14. **Adjournment.** Motion by **Veregin** to adjourn at 7:45pm, 2nd by **Ligocki**. Motion carried unanimously.

Respectfully Submitted,

Michael P. Stacey