Landmarks Commission Meeting Minutes
Thursday September 9, 2021 – 6:30 pm
Virtual

Members Present: Todd Hubing, Chair; Greg Pigarelli, Vice-Chair; Jean Ligocki, Secretary; Kimberly Cook; Kristi Panthofer and Alan Hedstrom
Staff: Michael Stacey, Zoning Administrator
Absent: Peggy Veregin
Guests: Doug Deegan and 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 August 12, 2021.**
   Motion by **Panthofer** to approve the minutes as presented, 2nd by **Pigarelli.** Motion carried unanimously.

3. **Request by Doug Deegan for Certificate of Appropriateness approval to repair the rear porch at the Dragon House, 327 E. Washington Street.**
   Hubing introduced the request and stated the project is to replace existing bracing and other porch boards with like materials.

   Doug Deegan agreed and was available for questions.

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

4. **Discuss Creation of the Main Street Historic District Design Guidelines.**
   Erica Ruggiero stated the intent is to replace the existing guidelines that were created in the 1990's. Erica will be doing field work this weekend in Stoughton and hopes to provide a summary at the end of the month. Erica questioned if the Commission had any ideas about a future public meeting.

   Ligocki arrived at 6:38 pm

   Hubing stated we should wait to discuss a public meeting when Veregin is available. Cook stated Veregin would be the best member to gain input regarding public meetings.

   Stacey provided the timeline for the CLG grant which requires the project be completed by the end of August of 2022.

   Ligocki stated the guidelines will be a wonderful tool to make the Local District more appealing to property owners.

   Hubing stated the guidelines need to be clear as to what is required.

   Stacey questioned what the requirements will be for the non-contributing buildings and will they be addressed in the guidelines or the ordinance. Erica stated the non-contributing buildings and vacant sites will have a separate section within the guidelines.

Pigarelli stated recent COA requests have been about type of materials such as wood vs vinyl or aluminum. Pigarelli stated new methods and materials could be utilized only after it is determined that the old/original materials are non-repairable or replaceable. New materials should be a second choice and not the only option.

Hubing stated that maintaining the existing material should be first priority such as a wood window. Erica stated a multi-tiered approach is typically used.

Cook stated the first tier could be preferred materials and the next tier alternative materials.

Erica stated there will be a section on guiding principles to address the types of acceptable materials.

Erica stated they try not to use photos from the respective community rather from other communities. Cook suggested historic buildings in Sun Prairie or Oregon. Ligocki suggested Janesville and Hedstrom suggested Evansville for potential photos.

5. CLG Grant 2021.
Stacey stated a progress report is due by October 15th.

Hubing stated we'll know what Erica has done by the next meeting.

6. Downtown Local District.
Erica has the new property survey form formatted and will be doing field work in Stoughton this weekend. Erica also has an appointment at the Public Library and is working to get into the Historical Society.

7. Depot Hill Historic District.
Stacey stated the City received a letter informing us of the creation of the district.

Cook stated Commission and community members can send letters of support to be read by the board.

8. Commission Reports/Calendar.
Hedstrom stated the Preservation Conference is coming up. Cook stated it will be October 20-22.

Motion by **Hedstrom** to approve reimbursement of the $50 fee for all Commission members who want to attend, 2nd by **Ligocki**. Motion carried 5-0 (Cook abstained)

9. Preservation Award Presentations.
Ligocki suggested Veregin and Hedstrom present at the Common Council meeting.

Ligocki plans to contact the award recipients about the future presentation.

Hubing is still trying to find a photo of Dave Kalland.

10. Seeking New Landmarks Members and Discuss Member Criteria.
Hubing stated he talked to Mayor Swadley about finding new members. Mayor Swadley suggested we seek members through the City website.

The Commission discussed potential criteria such as knowledge of historic preservation as a prerequisite.

Hubing plans to contact Mayor Swadley about moving forward with the posting in the City website.

Ligocki suggested the Commission seek more than one member in the advertisement.

Hubing plans to draft something for the website and send to Commission members for review.

Ligocki suggested posting on the Landmarks website. Stacey suggested posting on the Landmarks Facebook page. Panthofer stated she could post to the FB page once the article is created.

11. Future agenda items. None discussed.

12. Adjournment. Motion by **Hedstrom** to adjourn at 7:30pm, 2nd by **Cook**. Motion carried unanimously.

Respectfully Submitted,

Michael P. Stacey