Landmarks Commission Meeting Minutes
Thursday April 8, 2021 – 6:30 pm
Virtual

Members Present: Todd Hubing; Greg Pigarelli, Secretary; Jean Ligocki and Alan Hedstrom, Vice-Chair; Peggy Veregin, Chair, and Kimberly Cook
Staff: Michael Stacey, Zoning Administrator
Absent: Kristi Panthofer
Guests: Ben Thompson and Nancy Hagen
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 March 11, 2021.**
   Motion by **Pigarelli** to approve the minutes as presented, 2nd by **Hubing.** Motion carried 6 - 0.

3. **Request by Ben Thompson for a Certificate of Appropriateness for front porch repairs at 620 S. Prairie Street.**
   The Commission reviewed the COA request which was provided as part of the mini-grant. The group discussed what may be causing the porch to fail. The applicant stated he wants to remove the center front porch stair railing from the project which the Commissioners agreed is appropriate. Veregin stated care should be taken with the existing porch components and replacements should be with like materials.

   Motion by **Hedstrom** to approve the COA contingent on removing the installation of the center front porch stair railing, 2nd by **Cook**. Motion carried unanimously.

   Stacey to provide the COA letter to the applicant which will allow a permit to be issued.

4. **Discuss 175th year Anniversary Time Capsule (2022).**
   Nancy Hagen joined the meeting to explain the idea behind creation of the time capsule. There is a time capsule that was created back when the old City Hall at 381 E. Main Street was constructed. Nancy is part of the 175 Year Committee where something is being planned each month in 2022 with the time capsule being the in December during the Victorian Holiday Celebration weekend.

   The Commission expressed interest in assisting with the time capsule as a joint effort. The Commission will have further discussion on this topic next month and will create a subcommittee. Cook expressed interest in being part of the subcommittee.

   Nancy Hagen will report back to the 175 Year Committee.

5. **Review 2021 Mini-grant applications.**
   Hedstrom suggested creating scoring criteria in evaluating applications going forward.

   Veregin stated the Commission will evaluate the scope of each project and then go back to decide on the amount of grant funding.

The Commission reviewed each application as follows:

1. 620 S. Prairie Street – The proposed project is for front porch repairs. The center porch railing has been removed from the application by the applicant. COA provided and approved.

   Approximate cost of project = $7,450.00 after subtracting the center rail cost.
   Total grant amount requested has been reduced to 50% of the adjusted cost or $3,725.00

2. 404 S. Fifth Street – The proposed project is for replacement of 2nd story storm windows and painting exterior gables and trim. COA still needed.

   Total approximate cost of project = $12,000
   Total grant amount requested = $2,500

3. 400 Garfield Street – The proposed project is for repair and painting of exterior wood and painting of downspouts. COA previously approved.

   Total approximate cost of project = $6,370
   Total grant amount requested = $3000

4. 1009 Summit Avenue – The proposed project is for repair/replace gutter and install one set of snow hooks. COA still needed.

   Total approximate cost of project = $1,392
   Total grant amount requested has been reduced to 50% of the approximate cost or $700.00

5. 160 E. Main Street – The proposed project is for apartment front door replacement, repainting front retail door, and repair/replacement of damaged brick. (Note: removal of arches and sealing of bricks is not favored.) COA still needed.

   Total approximate cost of project = $3,475
   Total grant amount requested has been reduced to 50% of the adjusted cost or $1,738

6. 174 E. Main Street – The proposed project is for repairing and preservation of exterior side wall, stairway replacement and rear service door replacement. COA may have been previously approved.

   Total approximate cost of project = $5,925
   Total grant amount requested = $2,962

7. 255 E. Main Street – The proposed project is for interior dressing room repair due to roof leak. Project is not eligible since it is interior work therefore no COA required.

   Total approximate cost of project = $3000
   Total grant amount requested has been reduced to 50% of the approximate cost or $1,500

8. 327 E. Washington Street – The proposed project is for replacement of balcony supports. COA still needed.

Total approximate cost of project = $6000
Total grant amount requested = $2,000

The Commission discussed each project including how to divide up the $9,000 in grant funding.

Cook suggested fully funding the applications for properties that have never been funded.

The Commission decided to eliminate the applications from 255 E. Main Street and 174 E. Main Street. (One project was for interior work and not eligible; the other project was for work to the side and rear of the property, and because of great demand for grants, and other projects were for primary facades and the work to primary facades was prioritized for funding)

Motion by **Cook** to award 1009 Summit Avenue a grant amount of $700 and the following grant amounts of $1,660: 620 S. Prairie Street; 404 S. Fifth Street; 400 Garfield Street; 160 E. Main Street; and 327 E. Washington Street, 2nd by **Hedstrom**. Motion carried 4 – 0 (Ligocki and Hubing abstained)

A reminder will go out in the grant award letters about the Homeowner Tax Credit program. Those properties individually listed or contributing properties in a historic district listed in the National Register of Historic Places, are potentially eligible for the program. (25% credit on eligible expenses)

6. Mini-Grants 2020.
Veregin provided a letter to send to 101 S. Fifth Street about the June 2021 deadline for completion of projects. Stacey will send letter out on 4.9.21

7. Local Downtown District.
Veregin is finalizing the Request for Proposal and generating a distribution list.

8. Depot Hill Historic District.
Stacey stated he had heard from the National Register Coordinator who is still waiting to hear back from the National Parks Service.

It was reported that the Doughboy property may be sold.

9. Discuss creating a new Landmarks Commission website.
Stacey gave a preview of what Derek Westby has done to the new Landmark website.

10. Historic Preservation Awards.
Veregin stated a letter was sent to the recipients and there is nothing new to report.

11. CLG grant.
Stacey stated an update was received via email from Jason Tisch, CLG Coordinator who is still preparing contracts and related documents. The email was provided to Commissioners.

12. Commission Reports/Calendar.
Nothing discussed.

13. Future agenda items.
Ligocki suggested reviewing the mini-grant applications for potential revisions.

14. Adjournment. Motion by **Pigarelli** to adjourn at 8:30 pm, 2nd by **Hedstrom**. Motion carried 6 – 0.

Respectfully Submitted,

Michael P. Stacey