

LANDMARKS COMMISSION

Minutes

July 14, 2021

Members Present: Ron Larson, Gordon Kinder, Carrie Nelson, Kathy Krusiec

Members Absent: Virginia Nichols

Staff Present: Andrew Bremer, Andrew Day, Karen Knoll

1. CALL TO ORDER

Nelson called the meeting to order at 4:00 p.m.

2. PUBLIC APPEARANCES

Nelson read into comments a letter in approval of the shed to be located at 5902 Main Street. In addition, questions regarding the approval for an outdoor area at 5923 Exchange Street, the fence has not been painted per terms of the approval, and there appears to be additional seating added outside of the approved area along with an additional business located on the site. Bremer indicated a certificate of appropriateness was approved by the Landmarks Commission and Planning Commission relating to this project.

3. APPROVAL OF MINUTES

Review and possible approval of the May 13, 2021 Landmarks Commission meeting minutes.

Motion by Kinder to approve the May 13, 2021 minutes, seconded by Nelson. Motion carried 4-0.

4. BUSINESS

- a. Discussion and possible action on a Certificate of Appropriateness application submitted by Mark Lofgren for a free standing shed at 5902 Main Street.

Bremer informed Commissioners; Mark Lofgren would like to install 7 x 7 shed on their property located at 5902 Main Street. The property is a locally designated historical property. Per code prior to obtaining a building permit, applicants need to obtain a certificate of appropriateness from the Landmarks Commission.

Bremer shared with Commissioners photos of the property and the proposed location of the shed. Lofgren staked out the proposed location so Commissioners could see the proposed location of the shed. Bremer reviewed the application as provided in packets. Bremer discussed the standards and requirements as needed under the building code for a shed.

Bremer reviewed with Commissioner's, the questions per Sec. 62-395, A – C, needing to be reviewed when reviewing an application for a certificate of appropriateness. Bremer indicated per his memo this would meet the standards for a certificate of appropriateness. Bremer also reviewed portions of the historic preservation code with Commissioners. He recommended approval of a certificate of appropriateness for this proposal, and once approved the Building Inspector would issue a building permit. Bremer summarized a Certificate of Appropriateness is based on how a requested change would affect the historic structure itself, does the proposed change have an impact on the historic structure.

Kinder moved to approve a certificate of appropriateness for the shed as submitted by Mark Lofgren for a free standing shed at 5902 Main Street. Krusiec seconded the motion. Motion carried 4-0.

b. Discussion and possible action on a letter of support for designation of 6003 Exchange Street (Edwards-Larson House) on the National Register of Historic Places.

Bremer indicated the Historical Society was invited to attend this meeting; the Larson House has applied to be on the National Register of Historic Places. The Village was notified, as we are a Certified Local Government in Wisconsin. The Historical Society has requested from the Landmarks Commission that we issue a non-binding letter of support regarding the application and eligibility for the National registry. The actual technical review is completed by staff with the State. Bremer reviewed the process, and the Commissioners job is not to look at technical merits, or tasked with confirming any information included in their application, only a non-binding of letter of support, or if there were any concerns.

The property is registered locally, if approved this would be McFarland's third property on the National Register. The full application is in packets for reference, along with a draft letter of support. Whether the Village submits a letter or not, the process will move forward. Commissioners discussed the proposal.

Larson moved to approve writing a letter of support for designation of 6003 Exchange Street (Edwards-Larson House) on the National Register of Historic Places. Kinder seconded the motion. Motion carried 4-0.

5. SCHEDULING NEXT MEETING DATE

- a. Next meeting date will be as needed.
- b. Hybrid Meetings 2.0 – Andrew Day from the Communication and Technology Department reviewed that starting Monday August 2, 2021 Village meetings will transition to a new format as unanimously passed by the Village Board on June 14, 2021, a hybrid 2.0 type meeting with some attendees online, but the majority in The Village is encouraging Committee and Board members to begin to attend meetings in person. The meetings will consist of the majority attending in person, with the remote option available for attendance also. The meetings will continue to be held in the Community

Room to allow for social distancing. Masks are still required to be worn in common areas of the building, regardless of vaccination status. This decision was made to keep staff and attendees safe.

There is a crucial step in setting up future meetings, staff needs to know in advance, how many people will be attending in person so the proper set up and spacing can be arranged. All meetings at this time will be held in the Community Room. There will be online forms sent out to all Committee and Board members the Monday prior to their scheduled meeting. The form will take less than a minute to fill out and you will need to indicate whether you plan to attend in person, remotely, or are not able to attend that upcoming meeting. The window to complete your form closes at noon the Friday prior to the week of your upcoming meeting. The agendas and packets are then released that afternoon. This is part of the transition to meetings being held 100% in person. Day polled Commissioners if they felt they would be transitioning to in person or will likely attend the next meeting via Zoom.

6. ADJOURNMENT

Kinder moved to adjourn, Larson seconded the motion. Motion carried meeting adjourned at 4:36 p.m.