

HISTORIC PRESERVATION COMMISSION

Meeting Summary

November 12, 2025

Item 1. Call to Order

Commissioner Morgan called the meeting to order at 5:00 p.m.

Item 2. Roll Call

PRESENT: Charles Boothe, Darryl Coutts, Sonya Morgan, Jody Pasalich, Anna Sue Spohn.

ABSENT: Susan Blaser, Rick DeFlon.

PUBLIC PRESENT: Ryan Hortsmann attended via zoom.

STAFF PRESENT: Mayor Mark Spohn, Council Liaison; Mallory Brown, Community Development Director; Joshua Garrett, City Planner; Julia Goldstein, Administrative Assistant.

Item 3. Approval of meeting Summary from October 8, 2025.

Commissioner Coutts made a motion to approve the meeting summary.
Commissioner Spohn seconded the motion. Motion Carried.

Vote: Motion Approved 5-0-0

Yes: Commissioners: Boothe, Coutts, Morgan, Spohn, and Pasalich.

No: None

Abstain: None

Item 4. Chairperson Morgan asked if any visitors would like to speak.

There were no comments from visitors.

Item 5. Certificates of Appropriateness

- A. **HPC-25-026** – An application by Christian Brothers Roofing to replace the roof of the property located at 415 E Excelsior Street in the Boarding House District

Staff report was given by Joshua Garrett, recommending approval. Jody Pasalich asked about the gutters, if they were also going to be replaced. Joshua responded yes, some guttering is going to be replaced, but we haven't received any specifics or pictures of the replacement product. Ryan Hortsmann stated that some of the gutters were attached by roof-strap. When the shingles are removed those gutters will fall. There are four areas that will need new gutter and they will be using the same material, matching the other guttering on the house.

Commissioner Pasalich made a motion to approve HPC-25-026.
Commissioner Spohn seconded the motion. Motion Carried.

Vote: Motion Approved 5-0-0

Yes: Commissioners: Boothe, Coutts, Morgan, Spohn, and Pasalich.

No: None

Abstain: None

Item 6. Certificates of Appropriateness Applications Administratively Reviewed

- A. **HPC-25-025** – An application by Karen Erickson to replace the pedestrian projecting sign for the property located at 251 E Broadway Avenue in the Hall of Waters district.

Item 7. Staff Comments.

Chairperson Morgan asked why HPC-25-026 had not been administratively approved since the board has approved this same roofing materials in the past. Mallory Brown responded that each COA is tied to the specific building. There are differences between the historic districts, some houses are contributing and some are not, so each case is currently being considered on its own merit. Perhaps we could look at changing that.

Joshua Garrett stated that he does not yet have any cases to present to the board in December, so he is not certain if a meeting will be required. We will keep them informed.

Item 8. Commissioners Comments.

Chairperson Morgan noted that she had received the notification that the Annual Report is due by November 30, 2025, she forwarded that to staff.

Item 9. Adjourn. The meeting was adjourned at 5:15 p.m.

The next meeting of the Commission is currently scheduled December 10, 2025, at 5:00 p.m.

Meeting Summary prepared by Julia Goldstein, Administrative Assistant.