Landmarks Commission Meeting Minutes
Thursday December 8, 2022 – 6:30 pm
Hybrid

Members Present: Todd Hubing, Chair; Greg Pigarelli, Vice-Chair; Kimberly Cook, Secretary; Alan Hedstrom; Lisa Reeves; David Udstuen and Peggy Veregin
Staff: Michael Stacey, Zoning Administrator
Absent:
Guests: None

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

2. **Welcome new Commission member David Udstuen.**
   The Commissioners welcomed Mr. Udstuen.

3. **Consider approval of the Landmarks Commission meeting minutes of November 10, 2022.**
   Motion by **Veregin** to approve the minutes as presented, 2nd by **Reeves.** Motion carried 7 - 0

4. **Approve the mini-grant project for 160 E. Main Street**.
   The Commission discussed the finished grant project. Udstuen stated that he had worked on the project.

   Motion by **Veregin** to approve the mini-grant project as presented, 2nd by **Reeves.** Motion carried 6 – 0. (Udstuen abstained)

5. **Review of proposed Communication Tower at 516 E. Main Street.**
   The Commission discussed and agreed that the proposed tower would have adverse effects in this area of the downtown where there are existing local landmarked buildings.

   Cook offered to draft a letter to send to the State Historic Preservation Office.

   Motion by **Hedstrom** to have Cook write a letter to the State Historic Preservation Office and send to Stacey, 2nd by **Reeves.** Motion carried 7 - 0

6. **Review US Highway 51 reconstruction project details.**
   The Commission discussed to project. Cook recused herself from the discussion.

   Motion by **Hedstrom** to respond that the Commission has no concerns about the proposed reconstruction project, 2nd by **Veregin.**

   Reeves stated she would check with Public Works Director Brett Hebert about changes to the street lighting similar to what exists downtown.

   Motion carried 6 - 0

7. Downtown Local District.

The Commission discussed the draft nomination form provided by Erica Ruggiero.

There were a number of corrections that have been discovered which will be provided to Erica Ruggiero for updates to the document.

Additionally, the address list needs to be checked as one address was found to be wrong.

Stacey will look into potential ordinance changes that will need to be made once the Local District is created.

Stacey received 2 bids to make copies of the design guidelines. McGuire, Igleski and Associates quoted $83.00 plus costs per copy and Inkworks quoted $65.00 per copy.

Hedstrom will look into potential grants to help pay for making copies of the new design guidelines.

8. Community Engagement.

The Commission discussed options for community engagement including presentations at the Public Library and at a Lunch and Learn.

Hubing to draft a letter to send out in January for mini-grants.

Stacey provided a draft letter to Hubing to send out to property owners and tenants within the proposed Local District.

9. Commemorative Signage for the Riverfront Redevelopment.

Hubing stated the only update is a proposal to use decals instead of etchings on the sidewalks downtown.

10. Commission Reports/Calendar.

Stacey provided an update to the procedures manual.

Udstuen stated the salt used on the sidewalk at the Public Library is causing deterioration at the bottom of the exterior wall and recommended the City use a product made by Sonneborn that is a salt inhibitor to protect the building. Stacey to contact the Public Works Director and Building Maintenance about the product.

11. Future agenda items.

None discussed.

12. Adjournment.

Motion by **Reeves** to adjourn the meeting at 8:15 pm, 2nd by **Veregin**. Motion carried unanimously.

Respectfully Submitted, Michael P. Stacey