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

Members Present: Todd Hubing, Chair; Greg Pigarelli, Vice-Chair; Peggy Veregin; Jean Ligocki, Secretary; Kimberly Cook; Kristi Panthofer and Alan Hedstrom
Staff: Michael Stacey, Zoning Administrator
Absent: None
Guests: None

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

2. **Consider approval of the Landmarks Commission meeting minutes of November 11, 2021.** Veregin provided an amendment.

   Motion by **Ligocki** to approve the minutes as amended, 2nd by **Veregin.** Motion carried unanimously.

3. **Discuss Potential New Member(s).**
   Hubing explained the confusion about the new member appointed by the Mayor and approved by Council without necessarily a need yet for the Commission. That has been resolved by the Mayor. Hubing stated the Commission is still seeking a new member with certain qualifications.

   The Commission discussed a potential ordinance amendment. Ligocki offered to draft an amendment that addresses the need for Commission approval of any new members prior to Council approval.

4. **Main Street Historic District Design Guidelines.**
   - Discuss proposed draft table of contents.

   Hedstrom questioned if signage will be addressed in the design guidelines.

   Stacey will send questions/comments to Erica Ruggiero.

   Veregin stated there is a need to address screening of parking lots and provide requirements for the placement of electrical vehicle charging stations.

   Veregin stated on Page 2, Materials: 120 E. Main Street façade is not metal as stated.

   Hedstrom did not specifically see windows listed in the table of contents.

   Veregin stated some styles listed are not found in the district but will wait to discuss until the initial draft comes out.

   Ligocki questioned the meaning of the term massing. Veregin stated massing is a term that refers to the general shape and size of a building.

Veregin questioned the sentence meaning in VIII A. Stacey will add it to the questions to Erica.

- Discuss marketing of design guidelines.

Hubing stated there was a recommendation from Erica Ruggiero and the Commission is interested in gaining community involvement.

Ligocki suggested putting information on the Landmark website, Landmarks Facebook page, Stoughton Hub and at the Stoughton Public Library.

Veregin suggested describing the process, grant funding acquired and information about the project.

Panthofer stated it will be important to keep the information consistent to avoid confusion.

Veregin will put together a short summary for publication.

5. **Downtown Local District.**
   Nothing new to report.

6. **Depot Hill Historic District.**
   Veregin stated the Depot Hill Historic District has been entered in the National and State Register of Historic Places on November 22, 2021 and notices have been sent to inform all property owners within the district.

   Veregin stated street sign toppers should be added if possible to identify the district. Stacey to check with Public Works about the signs.

   Veregin stated the district should be added to the Landmark website and Facebook.

   Hedstrom suggested a Hub article about the district. Ligocki has a contact at the Hub. Ligocki is also going to contact the Mayor about making an announcement at the next Council meeting. Stacey stated information has been provided to the Mayor for the Council meeting.

   Stacey questioned if the Depot Hill Historic District Map would be updated. Veregin stated the State Historic Preservation Office simply lifted the old objection to get the district listed as originally presented.

   Veregin stated the State Historic Preservation Office will typically send out a press release for a new historic district.

7. **Discuss providing plaques to Local Landmark properties.**
   Veregin requested prices from 4 different fabricators and heard back from 3 of them. Two of the firms provided prices to fabricate a cast aluminum plaque similar to what we have. One firm came in at $200 plus s/h and the other was $230 plus s/h. Both have an 8 week production time. Costs will go up about $50 next year so we should order now to save some money. The budget is $1000 so we should be able to get 3 done.

The Commission discussed who would install the plaques with the consensus being to let the property owner install the plaque but offer assistance if needed.

Hedstrom stated we'll need to verify the property owners want the plaques before we order.

Motion by **Hedstrom** to purchase up to 3 plaques at up to $250 each for the properties at South School, 1009 Summit Avenue; RR Depot, 529 E. Main Street and 118 N. Page Street, 2nd by **Pigarelli**. Motion carried unanimously

8. **Commission Reports/Calendar.**
   None discussed.

9. **Future agenda items.**
   None discussed.

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

Respectfully Submitted,

Michael P. Stacey

Landmarks Commission Special Meeting Minutes
Wednesday, December 15, 2021 – 6:30 pm
Virtual

Members Present: Todd Hubing, Chair; Greg Pigarelli, Vice-Chair; Peggy Veregin; Jean Ligocki, Secretary; and Alan Hedstrom
Staff: Michael Stacey, Zoning Administrator
Absent: Kristi Panthofer and Kimberly Cook
Guests: Tim Sweeney and Eric Francksen

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

2. **Certificate of Appropriateness for 327 E. Washington Street.**
   Hubing introduced the request.

   Eric Francksen gave an overview of the request.

   Tim Sweeney explained the reasoning for the structural changes to shore up the upper balcony.

   Motion by **Hedstrom** to approve the COA as presented, 2nd by **Pigarelli.** Motion carried 5-0.

   The meeting was adjourned by Hubing at 6:43 pm.

Respectfully Submitted,

Michael P. Stacey