Landmarks Commission Meeting Minutes
Thursday March 11, 2021 – 6:30 pm
Virtual

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

1. **Call to order.** Veregin called the meeting to order at 6:32 pm.

2. **Consider approval of the Landmarks Commission meeting minutes of February 11, 2021.**
   Motion by **Hedstrom** to approve the minutes as presented, 2nd by **Hubing.**

   Veregin stated Kathleen Kelly's last name ends with a y. Stacey will correct.

   Motion carried 5 - 0.

3. **Local Downtown District.**
   Veregin is putting together a list of potential consultants and creating a request for proposals (RFP). The RFP will then be sent to Stacey to send to the potential consultants via email.

   Panthofer arrived at 6:40 pm

4. **Depot Hill Historic District.**
   Veregin stated she gave a presentation last night which is the first step in the process to potentially approve the district. The next step is to send a packet of information to all property owners of the district to explain the benefits of being part of a National Registered District. Owners will have the ability to protest creation of the district by sending a sheet back in to the State Historical Society. Owners will have 30 days to respond. The State Historical Society will send information to all owner and give them another 45 days to protest the forming of the district. After that, if less than a majority of property owners protest the district is approved.

5. **Discuss creating a new Landmarks Commission website.**
   Stacey sent the Commissioners several options of Wisconsin communities that have Landmark Commission websites.

   The one website most favored was the City of Oshkosh. The Redevelopment Authority website was also mentioned as being pretty good.

   The Commission discussed the likes and dislikes of the Oshkosh site and other websites including what would be good for the Stoughton site.

   Most Commission members would like the content from the current site to be on the new site. Stacey will check with Derek Westby regarding copying content including pictures and for direction going forward.

6. **Historic Preservation Awards.**
   Veregin provided a letter for all award recipients to Stacey who mailed them out. Veregin plans to mail the 3 recipients a framed award and will be checking on a potential virtual presentation at an upcoming Common Council meeting.

7. **CLG grant**.
   Veregin stated the Commission was awarded a $17,000 grant and at this point we are waiting for contract documents from the grant administrator. Those documents will need to be review then approved by the City Finance Committee and Common Council, signed and sent back.

   Veregin is working on an RFP for the project and stated the grant can include City administrative costs.

8. **Mini-Grants 2020 and 2021.**
   Stacey sent out the 2021 mini-grant letters and applications to all Local Landmark owners and noted one application has been returned already.

   Veregin plans to provide a letter for 101 S. Fifth Street who received a 2020 mini-grant but has not been heard from since. The recipient can also request an extension.

9. **Commission Reports/Calendar.**
   No discussion.

10. **Future agenda items.**
    Nothing discussed.

11. **Adjournment.** Motion by **Pigarelli** to adjourn at 7:16 pm, 2nd by **Hedstrom**. Motion carried 6 – 0.

Respectfully Submitted,

Michael P. Stacey