Landmarks Commission Meeting Minutes
Thursday October 14, 2021 – 6:30 pm
Virtual

Members Present: Todd Hubing, Chair; Greg Pigarelli, Vice-Chair; Peggy Veregin; Jean Ligocki, Secretary; Kimberly Cook; and Alan Hedstrom
Staff: Michael Stacey, Zoning Administrator
Absent: Kristi Panthofer
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 September 9, 2021.**
   Motion by **Veregin** to approve the minutes as presented, 2nd by **Pigarelli.** Motion carried unanimously.

3. **Request by Joe Cabibbo for a Certificate of Appropriateness to replace 2nd story storm windows at 404 S. Fifth Street.**
   Hubing introduced the request and stated the materials are the same as the mini-grant application the Commission has already reviewed.

   Hedstrom left the meeting at 6:31 pm

   Motion by **Veregin** to approve the COA as presented, 2nd by **Pigarelli**.

   Ligocki arrived at 6:32 pm.

   Motion carried unanimously.

4. **Main Street Historic District Design Guidelines.**
   Stacey will check with Erica Ruggiero for an update.

   Cook arrived at 6:36 pm

   Hedstrom arrived at 6:36 pm

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

6. **Depot Hill Historic District.**
   Veregin stated all property owners received the notice from the State Historic Preservation Officer and the 30 day period has elapsed. That information will now be sent to the National Parks Service for review.

   Veregin stated that original objecting property owners that still own property must send a letter lifting the old objection. There are still 2 property owners from the objecting list. Veregin stated there were no new objections from property owners and it takes a majority of objections to deny the request for the listing.

Veregin stated once the National Parks Service has the information, we then wait to hear back from them and notices will be sent to all property owners of the outcome.

7. 2020 & 2021 Mini-Grant Status.
Stacey to check with Finance Director Jamin Friedl regarding status of unused $2,000 from the 2020 mini-grant program. The funds are extra because one mini-grant recipient did not claim the funds.

The Commission discussed possibly rolling the funds toward future mini-grants.

Cook stated as good faith the Commission should let the City take back the unused funds. The Commissioners agreed.

Stacey still plans to check with Mr. Friedl regarding status of funds.

8. Commission Reports/Calendar.
Hubing created a draft for seeking new members which is planned to be posted on the City website, Landmarks website and Landmarks Facebook page.

Veregin encouraged members to attend the upcoming virtual Preservation Conference on October 20-22. The Commission will pay for the $50 registration fee and the program can be viewed for up to 2 months.

9. 2020-2021 Preservation Award Presentations.
Hubing was able to track down a picture of David Kalland.

Ligocki contacted the other 2 recipients who have pictures and will be available for the Council meeting of November 9, 2021.

Hubing stated the logical presenter is Veregin. Ligocki stated it may be a good opportunity for the Council to meet Hubing who is the new Chair. Veregin suggested they could present in tandem.

Veregin stated she typically uses a PowerPoint of the projects with a brief description of the work.

Stacey stated materials will be needed by November 1st or 2nd to make the November 9th Council agenda.

10. Future agenda items. Invite Erica Ruggiero to the next meeting. Get update from those that attended the Historic Preservation Conference.

11. Adjournment. Motion by **Hedstrom** to adjourn at 7:13 pm, 2nd by **Ligocki**. Motion carried unanimously.

Respectfully Submitted, Michael P. Stacey