Landmarks Commission Meeting Minutes
Thursday November 11, 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: Erica Ruggiero

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

2. **Consider approval of the Landmarks Commission meeting minutes of October 14, 2021.**
   Motion by **Hedstrom** to approve the minutes as presented, 2nd by **Veregin.** Motion carried unanimously.

3. **Mini-Grant – 160 E. Main Street.**
   Hubing introduced the request to approve the project funding.

   Motion by **Veregin** to approve the grant funding for the completed project at 160 E. Main Street, 2nd by **Hedstrom.** Motion carried unanimously.

4. **Main Street Historic District Design Guidelines.**
   Erica Ruggiero gave an overview on her recent field work and provided a summary including a draft outline of the table of contents for the design guidelines.

   The Commission will need some time to review the draft table of contents and plan to provide feedback at next month's meeting.

   Erica questioned when the first public meeting date should be planned. The Commission discussed possible meeting dates and decided to wait until January or February to allow time to review the table of contents draft and prepare to market the design guidelines.

   Erica stated she is seeing most projects like this introduced to the public early in the process and suggested including an educational component and emphasizing the age of the existing guidelines.

   Hubing stated review of the table of contents draft will be on the next agenda.

5. **Downtown Local District.**
   The Commission will be working on the design guidelines before proceeding with the local district.

6. **Depot Hill Historic District.**
   Veregin stated the Parks Service has provided the notice to all property owners within the district and there is a 45 day review period.

7. Commission Reports/Calendar.
The Commission discussed providing plaques for local landmarks that are without. Veregin stated she had previously contacted a fabricator and needs to follow-up to get a cost.

The Commission plans to provide plaques to newer local landmarks first as they are known to not have plaques.

Veregin will check on cost and provide an update at the next meeting.

Hubing stated this will be an agenda item next month.

Stacey will check on available funding.

8. Historic Preservation Conference Discussion.
Hubing attended 2 presentations and Pigarelli attended 6 presentations. The Commission discussed some of the conference presentations.

9. Future agenda items.
- Marketing of the design guidelines
- Discuss providing plaques for local landmarks

10. Adjournment. Motion by **Hedstrom** to adjourn at 7:46 pm, 2nd by **Ligocki**. Motion carried unanimously.

Respectfully Submitted, Michael P. Stacey