Landmarks Commission Meeting Minutes
Thursday January 13, 2022 – 6:30 pm
Virtual

Members Present: Todd Hubing, Chair; Greg Pigarelli, Vice-Chair; Jean Ligocki, Secretary; Kimberly Cook; and Alan Hedstrom
Staff: Michael Stacey, Zoning Administrator
Absent: Kristi Panthofer and Peggy Veregin
Guests: Roger Springman, Lisa Mensink and Mike Klinzing

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

2. **Consider approval of the Landmarks Commission meeting minutes of December 9 and 15, 2021.** Motion by **Hedstrom** to approve the minutes as presented, 2nd by **Ligocki.** Motion carried unanimously.

3. **Mini-Grant Project Approval – 400 Garfield Street.**
   Hubing introduced the agenda item.

   Hedstrom stated the project looks really nice.

   Mike Klinzing explained the project.

   Motion by **Hedstrom** to approve the mini-grant project at 400 Garfield Street as presented, 2nd by **Pigarelli.** Motion carried unanimously.

4. **Ordinance Amendment regarding new members.**
   A draft ordinance was provided by Ligocki for discussion.

   The Commission discussed the draft and proposed some amendments.

   An updated draft will be reviewed by the Commission for next month's meeting.

5. **Main Street Historic District Design Guidelines.**
   Erica Ruggiero is working on edits to the Table of Contents and a draft design guidelines document for future review.

   Hubing stated the Commission will discuss public input once there is a draft document for review.

   Stacey will contact Erica Ruggiero about project timeline dates.

6. **Downtown Local District.**
   The Commission discussed the timeline.

7. **Local Landmark Plaques.**
   No plaques have been ordered yet until the Commission decides which properties to buy them for. Stacey will check with owners without plaques to make sure they want them.

Motion by **Hedstrom** to purchase up to 2 plaques, up to $350 each for 1009 Summit Avenue and 529 E. Main Street, provided the owners want the plaques, 2nd by **Ligocki**. Motion carried unanimously.

Stacey to contact Peggy to let her know which properties to purchase plaques for.

8. Commission Reports/Calendar.
Roger Springman explained the desire of the Redevelopment Authority to commemorate the Riverfront Redevelopment Area as there is an approved plan for development. The development will start this coming spring so Roger would like to form a committee in the next 2 weeks to discuss how to commemorate the area, possibly by use of a sign or plaque. Roger would like a Commission member to be part of the committee. The Commission will get back to Roger about a volunteer.

The Commission discussed the upcoming program put on by the State Historic Preservation Office called CAMP – Commission Assistance & Mentoring Program which will be a six session online training for historic preservation commissioners and staff.

Hubing stated he tried to add the Depot Hill District Map to the Landmarks Website but may need some help refining it. Stacey will check with Derek Westby for assistance.

9. Future agenda items.
Need to get back to Roger Springman about commemorating the Riverfront area.

10. Adjournment. Hubing adjourned the meeting at 7:20 pm.

Respectfully Submitted,

Michael P. Stacey