Landmarks Commission Meeting Minutes
Thursday October 8, 2020 – 6:30 pm
Virtual

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

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

2. **Consider approval of the Landmarks Commission meeting minutes of September 10, 2020.**
   Motion by **Hubing** to approve the minutes as presented, 2nd by **Hedstrom.** Motion carried 5 - 0.

3. **Discuss future of Landmarks website with Derek Westby.**
   Veregin discussed the need to update the Landmarks Commission website.

   Hedstrom stated a CLG Grant was acquired to help create the current website: stoughtonlandmarks.com Hedstrom stated the site should have been .org since .com is typical for a business.

   Veregin stated a CLG Grant is not likely viable in the future.

   Derek Westby, Stoughton Media Services, does not recommend using the City website, rather he suggests using Square Space similar to other departments. The cost is $250 per year.

   The Commission discussed how Square Space can meet Landmarks needs including adding an interactive map for historic districts and local landmarks. Square Space provides a lot of functionality that any Commissioner can learn to use and update information.

   Derek Westby stated stoughtonlandmarks.org is available for use which would cost $10 per year.

   Motion by **Hubing** to purchase the stoughtonlandmarks.org domain name, 2nd by **Hedstrom**. Motion carried unanimously.

   Veregin suggested a subcommittee to explore how to move the data over to Square Space. Hedstrom and Hubing expressed interest. Veregin will check with Panthofer to see if she can help. Derek Westby stated he can help too.

   Hubing explained how he put together the historicstoughton.org site and noted it was a lot of work.

   Veregin and Hedstrom plan to discuss how to proceed after the meeting.

4. **Discuss Local Downtown District Planning.**
   Veregin contacted Nick from Lakota Group who stated he would be happy to assist with a virtual meeting to wrap up the project.

   Veregin stated the need to decide when to have the meeting and suggested the presentation be before the Committee of the Whole (COW) similar to the recent RDA presentation. Hubing likes the idea of having the presentation before the COW.

   Veregin to contact Mayor Swadley to discuss having a presentation before the COW.

5. **Discuss potential grant(s) funding for walking tour brochures and website updates.**
   Veregin stated the website is now off the table for funding, right now given the context of the previous discussion.

   Hedstrom stated he tried to find grants available through Dane Arts but did not find anything on their website.

   Stacey stated the residential and downtown design guidelines could use an update.

   Veregin stated we'll focus on the website for now and the printed materials later.

6. **Discuss purchasing plaques where needed for Local Landmarks.**
   Veregin contacted some fabricators to get estimates to create the plaques. Veregin noted we should have enough funds for the more recent local landmark approvals.

   Veregin stated a plaque presentation at the property is something to consider.

7. **Discuss potential Tower Times articles. (Oct 15th Deadline)**
   Stacey provided an article for the Tower Times and will send Veregin a previous article used for tax credit information that needs some updates.

8. **Commission Reports/Calendar.** Nothing discussed.

9. **Future agenda items.** Nothing discussed.

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

Respectfully Submitted,

Michael P. Stacey

Plan Commission Meeting Minutes
Monday, October 12, 2020 at 6:00 pm
Virtual Meeting

Members Present: Mayor Tim Swadley, Chair; Todd Barman; Phil Caravello; Tom Robinson; Tom Selsor; and Brett Schumacher
Members Absent: Tom Majewski
Staff: Michael Stacey, Zoning Administrator and Rodney Scheel, Director of Planning and Development
Press: None
Guests: Vik Malling; William Montelbano; Mary Allen; Bernie Lange; Nick Allen; Joseph Crubaugh.

1. **Call to order.** Mayor Swadley called the meeting to order at 6:00 pm.

2. **Consider approval of the Plan Commission meeting minutes of September 14, 2020.**
   Motion by **Selsor** to approve the minutes as presented, 2nd by **Robinson**.

   Barman clarified the zoning code does not prohibit internally lit signs in the downtown design overlay zoning district rather the code prohibits plastic signs.

   Motion carried unanimously.

3. **Council Representative Report.**
   Caravello stated the Common Council approved the following:
   - Zoning amendment to allow alcohol production in the Central Business District
   - CSM approvals (2) for Habitat for Humanity at Abel Court
   - First reading for rezonings at Abel Court
   - CUP for Mershon's Cidery
   - CUP for Lutz Brothers
   - CUP for Bouzek
   - ETJ CSM for Lange
   - ETJ CSM for Chandler
   - First reading for zoning amendment related to exterior lighting regulation

4. **Staff Report - Status of Current Developments.**
   Scheel gave an overview of the current status of developments as outlined in the packet of materials. There were no questions.

5. **Request by Vik Malling to amend zoning ordinance section 78-722(7) Swimming Pool Standards.**
   Scheel explained the request.

   Mayor Swadley opened the public hearing.

   No one registered to speak.

   Mayor Swadley closed the public hearing.

Barman is concerned about the language related to the gated access to the stairs. Scheel stated current language requires self-closing, self-latching gates.

Vik Malling stated the proposal is to lock the gate but it could be self-closing, self-latching.

Barman stated the need to take into account all types of products when amending the code.

Motion by **Schumacher** to postpone this agenda item until the November meeting to allow staff to revise the language, 2nd by **Caravello**. Motion carried unanimously.

6. Request by William Montelbano for renovation approval at Fosdal's Bakery, 243 E. Main Street.

Scheel explained the request.

Joe Crubaugh stated the intent is to provide better access for customers.

William Montelbano gave an overview of the plans.

Scheel noted a survey will be necessary to determine the limits of the front property line for the ADA ramp.

Barman questioned the decision to change from a demo/addition to a renovation. Bernie Lange stated the change was driven by cost.

Caravello expressed concern that the ramp could be attractive to kids with skateboards.

The group discussed options to prevent kids from using the ramp for skateboards.

Mayor Swadley opened the public hearing.

No one registered to speak.

Mayor Swadley closed the public hearing.

Motion by **Robinson** to approve the renovation as presented, 2nd by **Caravello**.

Barman questioned the ADA ramp width and how much sidewalk would be left for pedestrians. Scheel stated the current width of the sidewalk is approximately 12 feet.

Scheel stated if the ramp is in the right-of-way, there will be a separate approval process.

William Montelbano stated the actual size of the ramp will be 3 feet 6 inches to allow for the railing.

Motion carried unanimously.

7. Request by Mary Allen for renovation approval at 109-113 E. Main Street.
Mary Allen explained the request.

Barman questioned how shiny the galvanized metal is compared to the pictures. Mary Allen stated the fence is not that shiny.

Barman asked if the metal is paintable. Mary Allen stated the paint will peel and would be a maintenance issue in the future.

Barman stated there is not a good coordination of colors and the existing colors are grandfathered. Barman suggested an acid wash may help prior to painting.

Mary Allen stated an acid wash may help dull the metal.

Caravello stated the metal gives it an industrial look but it is better than it was before.

Robinson suggested painting the door to match an existing color.

Selsor stated since this is not the front of the building, let the owner use a color of their choosing. Barman disagrees since the ordinance requires the Commission review the coordination of colors.

Mayor Swadley stated the Commission typically reviews plans before installed and recommends applicants come to the Commission early to work these issues out.

Mary Allen stated she does not like the existing red color and would like to change the color in the future.

Barman stated changing the red color in the future will help with coordinating the colors of the building, door, fence and stairs.

Mary Allen stated she recently repainted the red paint but will come back to the Commission when a change is planned.

Motion by **Selsor** to approve the fence renovation as presented, 2nd by **Robinson**. Motion carried 5 – 1 (Barman voted no)

8. Future agenda items.
None discussed.

9. Adjournment.
Motion by **Barman** to adjourn at 7:00 pm, seconded by **Caravello**. Motion carried unanimously.

Respectfully Submitted,

Michael P. Stacey

Tree Commission Meeting Minutes
Thursday October 8, 2020 @ 5:00 PM
Virtual Meeting - Stoughton, WI

Members Present: Mitch Bergeson, Mike Point, Kevin Short, Dean Tangeman

Absent & Excused: Fred Hundt and Jim Fitzgibbon

Staff: City Forester John Kemppainen and Admin Asst. Vickie Erdahl

Guest:

Call to order: Bergeson called to order @ 5:05 PM

1) **Communications:**

2) **Approval of minutes from September 10, 2020 Meeting:** **Motion by Short, seconded by Tangeman to approve the minutes. Carried 4-0.**

3) **Forestry Reports:** *Kemppainen* stated:

September:

- Located planting sites for fall tree planting. A total of 121 trees will be planted this fall.
- Work continues in Amundson Park to remove ash trees.
- I met with Stoughton resident Don Rorvig to discuss log donations to the Stoughton Oseberg Wagon project. The Tree Commission has donated some lumber already but the project needs additional pieces to complete the work.
- I will be a presenter for the Urban Wood Network's National Urban Wood Academy, which will take place on November 20, 2020. This event will be virtual, originally was planned to take place in Louisville, KY as part of the Arbor Day Foundation annual conference.
- I met with the DNR to discuss upcoming research project looking at tree root/sidewalk conflicts. Multiple sites have been included as potential locations for the study but sidewalk repair funding is still unknown for 2021. The study will look at different treatment methods to address roots which are affecting hardscape infrastructure.
- Submitted an application for an Urban Forestry grant through the DNR. This grant application was submitted on behalf of the Tree Commission to complete a private property tree planting initiative in response to ash trees lost to EAB.

4) **Discussion on Zoning / Landscape Ordinance:** *Subcommittee* held a meeting earlier in October. At this meeting language changes were drafted.to the Zoning Ordinance Sec 78-611 – Classification of plant species. Changes made were in yellow (zoning administrator changed to City Forester and/or the City Tree Commission) and deleted language was highlighted in pink (Deletion of Table 78-611).

Motion by Tangeman, seconded by Point to approve draft of verbiage and move the modification forward to the Planning Commission for review. Motion carried 4-0.

At this time an open discussion began on Appendix B to decide which trees would be considered as Climax, Tall Deciduous, Medium Deciduous, Low Deciduous and non-contributory (no point trees). Also discussed were the point values. Multiple tree species and values were evaluated.

Kemppainen will provide the subcommittee with a breakdown of species from the inventory as the tables that were being used were several years old.

5) **Discussion on Tree Application and Criteria:** This item was tabled until we know whether we received the grant.

6) **Future Agenda Items:** Landscape / Zoning Ordinance Review,

Motion by Tangeman seconded by Point to adjourn the meeting at 6:19 p.m. Respectfully submitted 10/20/2020, Vickie Erdahl - Staff