

OFFICIAL NOTICE AND AGENDA

The City of Stoughton will hold a **Regular** meeting of the **Landmarks Commission** on **Thursday, January 9, 2014, at 7:00 pm** in the **Hall of Fame Room, Lower Level, City Hall, 381 E. Main Street, Stoughton, WI.**

AGENDA:

1. Call to order.
2. Consider approval of the Landmarks Commission meeting minutes of December 12, 2013.
3. City of Stoughton request for Certificate of Appropriateness approval to replace the gutters at the Depot, 532 E. Main Street.
4. Calendar review.
5. Discuss/brainstorm possible 2014 projects.
6. Commission reports.
7. Future agenda items.
8. Adjournment.

1/2/14mps

COMMISSIONERS:

Alan Hedstrom, Chair
Peggy Veregin, Vice-Chair
Andrea Rainka, Secretary

Michael Engelberger (Council Rep)
Ryszard Borys
Anna Stracener

Kathleen Kelly
Connie Kraus

EMAIL NOTICES:

Art Wendt
Council Members
DERickson@madison.com

Receptionist
Matt Dregne, City Attorney

Stoughton Hub
Leadership Team

Note: For security reasons, the front door of City Hall will be locked after 4:30 P.M. (including the elevator door). Please use the east employee entrance.

IF YOU ARE DISABLED AND NEED ASSISTANCE, PLEASE CALL 873-6677 PRIOR TO THE MEETING.

NOTE: AN EXPANDED MEETING MAY CONSTITUTE A QUORUM OF THE COUNCIL.

Landmarks Commission Meeting Minutes

Thursday, December 12, 2013 – 7:00 p.m.

City Hall, Hall of Fame Room, Lower Level, 381 E. Main Street, Stoughton, WI.

Members Present: Alan Hedstrom, Chair; Peggy Veregin, Vice-Chair; Connie Kraus; Anna Stracener; Michael Engelberger; and Kathleen Kelly

Absent and Excused: Andrea Rainka and Ryszard Borys

Staff: Zoning Administrator, Michael Stacey

Guests: Stephen Mar-Pohl

- 1. Call to order.** Alan Hedstrom, Chair called the meeting to order at 7:00 pm.
- 2. Consider approval of the Landmarks Commission meeting minutes of November 14, 2013.**
Motion by **Peggy** to approve the November 14, 2013 minutes as presented, 2nd by **Connie**.
Motion carried 6 – 0.
- 3. Discuss future of local landmark – power plant building on Fourth Street.**
Stephen Mar-Pohl gave an overview of the preliminary condition report which he provided pro bono. There was a lengthy discussion regarding potential future uses and how to fund the roof repair. The roof repair is critical to preventing further damage to the structure. Mr. Mar-Pohl previously recommended we contact Renaissance Roofing for a bid to do the repair work. The Renaissance bid is for \$3,000 which everyone believes is inexpensive for the scope of the work. A bid received for a tarp to cover the structure not including installation is more than the bid to repair. Mr. Mar-Pohl stated he may have interest in redeveloping the power plant building. The commission decided to proceed with a request to the Finance Committee for funds to cover the bid to repair with backing from Michael Engelberger, Alderman and Redevelopment Authority member. Alan is going to draft a letter to the Finance Committee to be reviewed at the January 14, 2014 meeting. Michael Engelberger provided a draft letter.
- 4. Discuss Highway Trailer Building status.**
Stephen Mar-Pohl gave an overview of his group's proposal to redevelop the highway trailer building property. There are 4 individuals involved in this proposal, 2 from Insite Consulting including Mr. Mar-Pohl and 2 others from a development firm. Potential uses discussed include: condominiums, apartments, commercial space, outdoor market, grocery space, arts district. The estimated project cost is \$7 - \$10 million. Mr. Mar-Pohl plans to provide an executive summary to the redevelopment authority within 3 weeks. The project will need assistance from the City, County and State to be a success. Mr. Mar-Pohl expects to know within the next 6 weeks if this project is feasible. The commissioners are excited about the potential opportunity and offered to help in any way they can.
- 5. Commission Reports.**

Peggy explained the new tax credit signed by Governor Walker yesterday which increases the State tax credit from 10% to 20% for historic preservation. The State and Federal combined credit is now up to 40%. Peggy gave an overview of tax credit projects which are valued at \$231 million. Michael Engelberger left the meeting.

6. Discuss Dane County Cultural Affairs Commission grant application.

The commission discussed options for a grant application and the consensus was that this grant may not be practical at this time.

7. Discuss/brainstorm possible 2014 projects.

The commission discussed the following potential projects: Resurveying of historic neighborhoods; Depot Hill Historic District; Art class project; Scavenger hunt; Kiosks for historic districts; QR codes for smart phone info; Fundraising.

8. Discuss State Historic Preservation Conference.

Nothing further to discuss.

9. Discuss landmarks website options.

Michael stated that moving the landmark website to the City website would change the existing look of the website. The commission would like to keep the existing look. Peggy suggested getting 3 proposals for a website update and for hosting. Michael will research and report back.

10. Wilhelm Linderud exhibit.

Art, Connie and Anna met to take down the old exhibit and set up a new one. Art is scheduled for surgery tomorrow.

11. Historic Preservation Ordinance.

First reading of the proposed ordinance is set for January 14, 2014 and the second reading is set for January 28, 2014. Peggy and Alan plan to be at both meetings.

12. Future agenda items.

Peggy suggested a shorter agenda to focus on projects.

13. Adjournment. Motion by Connie to adjourn at 9:10 pm, 2nd by Anna. Motion carried 5 - 0

City of Stoughton Certificate of Appropriateness

Definition and Procedure

Any plans to alter or reconstruct the exterior of any locally designed landmark or landmark site, and interior work that may impact exterior features, must be approved by the Landmarks Commission before a building permit can be issued. The Commission will conduct a design review and issue a Certificate of Appropriateness (COA) to indicate that the proposed alterations have been approved.

The application form for the COA can be obtained from the Zoning Administrator along with the request for a building permit. When completed, the application form must contain all pertinent information concerning any alteration or reconstruction of a landmark or landmark site. This information will be needed for the Landmarks Commission to evaluate the impact of the proposed work on the landmark and the surrounding area. In order to expedite the evaluation process, please fill out the form completely and accurately, and include drawings and photographs. The completed form should be submitted to the Zoning Administrator at Stoughton City Hall, 381 E. Main Street.

The Commission shall have up to 60 days to approve the application and return the COA to the Zoning Administrator with permission to issue the building permit. If the Commission determines that the request does not meet the guidelines of city ordinance 12.135 (6)(c)(1-2), it shall inform the Zoning Administrator to deny the issuance of the permit. The Commission shall, at the request of the applicant, cooperate and work with the applicant in an attempt to obtain approval within the guidelines of the ordinance. Review of denial of permits shall lie to the City Council pursuant to chapter 2, article V and statute.

Certificate of Appropriateness Application Instructions

To receive a Certificate of Appropriateness (COA) from the Stoughton Landmarks Commission, it is necessary for the applicant to complete a COA application form and return it with copies of supplemental materials as appropriate to further describe the proposed project. Supplemental materials include photographs, plans, drawings and specifications. A complete application is to be filed with the Zoning Administrator for the City of Stoughton at least two weeks before the regularly scheduled Commission meeting at which the application and design is to be reviewed. Generally, supplemental materials submitted with the application are not returnable, with the exception of historic photographs, etchings, lithographs or original blueprints and drawings.

1. Name of Property

Provide the name given to the property when it was designated, if you know it. Give the full address of the property. If located in a local historic district, give the name by which the district was designated.

2. Name and Mailing Address of Property Owner

Provide the name, address, and telephone number of the property owner. If there are multiple owners of the property, include all parties using a separate sheet of paper if necessary. Provide the name, address and telephone number of applicants, if different from the owner.

3. Attachments

Provide supplemental materials including current photographs of the property, photographs of existing conditions at the location of the building where the work is to occur, a copy of the plans and drawings and written specifications of the proposed project. To supplement your application and to help clarify the scope of work you may also submit material samples, site plans, sketches, historical documentation, or anything else that will illustrate to the Commission and staff the effect of the proposed project.

4. Description of Proposed Project

Complete a separate description for each exterior architectural feature affected, such as windows, roof, porch(es), cornice, or masonry. Briefly describe the feature and give the approximate date it was constructed, if known. Describe in detail the proposed work and how it will impact the existing feature. Use as many pages as necessary to cover all aspects of the project. If more space is needed, continue on a separate page. Key work items to accompanying drawings or photographs.

5. Signature of Applicant

All applications must be signed and dated.

If you have questions or need assistance in completing this form, please contact the Zoning Administrator at Stoughton City Hall (608) 646-0421.

City of Stoughton Certificate of Appropriateness

Application Form

1. Name of Property: Chicago, MINNEAPOLIS, ST. PAUL + PACIFIC DEPOT

Address of Property: 532 E. MAIN STREET

Name of historic district in which property is located: N/A (LDL)

2. Owner & Applicant Information

Owner Name: CITY OF STOUGHTON

Street Address: 381 E. MAIN STREET

City: STOUGHTON State: WI Zip: 53589

Daytime Phone, including Area Code: 608 873 6677

Applicant (if different from owner): _____

Applicant's Daytime Phone, including Area Code: _____

3. Attachments. The following information is enclosed:

- ☒ Photographs
- ☐ Sketches, elevation drawings
- ☐ Plan drawings
- ☐ Site plan showing relative location of adjoining buildings, if located within a Historic
- ☐ Specifications
- ☐ Other (describe)

4. Description of Proposed Project (on next page)

5. Signature of Applicant

Signed: Michael P. Stacey Date: 12/16/13

Printed: MICHAEL P STACEY

Return To: Zoning Administrator, Stoughton City Hall, 381 E. Main Street

Description of Proposed Project
(attach additional sheets as necessary)

Architectural Feature: Gutter

Approximate date of feature: unknown (1950's)

Describe existing feature: rusted through + in need of replacement

Describe proposed work, materials to be used and impact to existing feature:

Proposed Gutter replacement example provided.

Photograph No. _____ Drawing No. _____

Architectural Feature: _____

Approximate date of feature: _____

Describe existing feature: _____

Describe proposed work, materials to be used and impact to existing feature:

Photograph No. _____ Drawing No. _____

12.16.2013 13:25





12.16.2013 13:26



12.16.2013 13:26



12.16.2013 13:26



12.16.2013 15:19