

OFFICIAL NOTICE AND AGENDA

The City of Stoughton will hold a **re-scheduled Regular** meeting of the **Landmarks Commission** on **Wednesday, March 20, 2013, at 7:30 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 January 10, 2013 and February 5, 2013.
3. Discuss change of meeting date and time.
4. Historic Preservation award for 2012 (2013?)
 - Potential nomination for Youth Center Building at 567 E. Main Street.
5. Wilhelm Linderud exhibit. (Art, Anna)
 - Request for cost reimbursement for latest additions to the Linderud Collection.
6. Discuss landmarks website updates and future needs.
7. Local history book proposal. (Kathleen)
8. Discuss possible addendum to Chapter 64 Streets, Sidewalks, and Other Public Places related to publicly owned heritage trees. (Tom, Andrea)
9. Discuss possible Historic Preservation Ordinance amendments.
10. Discuss National Registered home at 217 S. Prairie Street. (Michael)
11. Discuss public outreach: Workshops and Tower Times articles.
12. Discuss amendment to the City of Stoughton redevelopment area (RA) #2 project plan and boundary under §66.1333(6).
13. Review master calendar (printed calendar at the front of the procedures manual)
14. Manual update (please be sure to bring your manual, Peggy has materials to switch out)
15. Future agenda items.
16. Adjournment.

3/14/13mps

COMMISSIONERS:

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

Tom Majewski
Ryszard Borys
Lisa Rust

Kathleen Kelly
Connie Kraus
Anna Stracener

EMAIL NOTICES:

Art Wendt
Council Members
Leadership Team

Derek Westby
Stoughton Newspapers
Matt Dregne, City Attorney

Receptionist

Note: For security reasons, the front door of City Hall will be locked after 4:30 P.M. (including the elevator door). If you need to enter City Hall after that time, please use the east 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 January 10, 2013 – 7:30 p.m.

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

Members Present: Alan Hedstrom, Chair; Ryszard Borys; Anna Stracener; Connie Kraus; and Peggy Veregin

Absent and Excused: Lisa Rust; Andrea Rainka; Kathleen Kelly; and Tom Majewski

Staff: Zoning Administrator, Michael Stacey

Guests: David Kneebone and Randy Nelson

1. **Call to order.** Alan Hedstrom, Chair called the meeting to order at 7:38 pm.
2. **Consider approval of the Landmarks Commission meeting minutes of December 4, 2012.** There were no minutes.
3. **Discuss Commission procedures and possibly changing meeting date.**
The members decided to wait until more commission members are present to decide on a meeting date. Alan suggested the second Thursday of the month as a possible meeting day.
4. **Status update: COA process (Peggy, Alan)**
The commission worked through discussing and amending numerous documents provided by Peggy. Peggy will provide the amended documents to Michael. Michael will work to provide the documents to the public on the City web-site and at the Planning office.
5. **Status update: 2012 Historic Preservation award(s) (nominations: 921 E. Main, Youth Center).** Peggy and Alan plan to meet the former Mayor Helen Johnson next Tuesday to discuss the history of the Youth Center, 567 E. Main Street and who worked on the project. Peggy and Alan will report back with their findings. The Commission had previously decided to proceed with the preservation award for 921 E. Main Street.
6. **Status update: Wilhelm Linderud exhibit (Art, Anna)**
Ryszard offered to donate 2 laptops for use to exhibit the collection of photographs. Ryszard plans to contact Art Wendt to discuss ideas for the exhibit. There will be further discussion at the next meeting.
7. **Status update: website updates, needs**
There was a brief discussion about what needs updating and how to proceed. Alan suggested static items that do not need to be changed very often should stay on the landmarks web-site, while dynamic items should be on the City web-site where they can be readily changed. Alan suggested commission members compare historic district walking tour guides and other landmark documents with what is on the landmarks website and report back next month. Peggy has the East Side Historic District; Connie has the Northwest Historic District; Alan has Downtown Design Guidelines and Historic Main Street; and Michael has the Southwest Historic District, East Park Historic District and Residential Design Guidelines.

8. **Status update: commission manual (Peggy)**
Peggy is working on the manual. This item was tabled until next month.
9. **Status update: local landmarks nominations-nomination form, L. Stoughton house (Peggy)** Peggy has to make some contacts and will provide and update at the next meeting.
10. **Status update: local history book proposal (Kathleen)**
The item was tabled until Kathleen is present.
11. **Status update: possible addendum to tree ordinance (Tom, Andrea)**
City Arborist Randy Nelson and Alderperson David Kneebone who is on the Tree Commission were present to discuss the Landmarks Commission's interest in preserving Stoughton's historically significant trees. Randy provided details regarding how trees are rated and why certain trees have been removed. The commission is concerned about how removing certain trees have changed the character of the historic districts. Since the Tree Commission is in the process of updating ordinance sections related to trees, it is a good time for the Landmarks Commission to compile ideas and concerns to be incorporated in the revisions. Randy suggested the group attend a Tree Commission meeting.
12. **Status update: NR home on Prairie Street**
Michael gave a brief update regarding his discussions with State Historical Society staff.
13. **Status update: public outreach: workshops, etc**
This item was tabled until next month.
14. **Discussion: upcoming projects**
Michael suggested this item could be combined with future agenda items. No new projects were discussed.
15. **Future agenda items.** None discussed.
16. **Adjournment.** Motion by Peggy to adjourn at 9:30 pm, 2nd by Anna. Motion carried 5 – 0.

Respectfully Submitted,
Michael Stacey

Landmarks Commission Meeting Minutes

Tuesday February 5, 2013 – 7:30 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; and Tom Majewski

Absent and Excused: Andrea Rainka; Ryszard Borys; Anna Stracener; Lisa Rust and Kathleen Kelly.

Staff: Zoning Administrator, Michael Stacey

Guests: Art Wendt

1. **Call to order.** Alan Hedstrom, Chair called the meeting to order at 7:37 pm. A quorum was not present so the present members discussed non-action items.
2. **Consider approval of the Landmarks Commission meeting minutes of January 10, 2013.** Deferred until next meeting.
3. **Discuss Commission procedures and possibly changing meeting date.**
Alan suggested the 2nd Thursday at 7:00 pm for future consideration by a quorum of the commission.
4. **Status update: 2012 (2013?) Historic Preservation award(s) (nominations: 921 E. Main, Youth Center).**
The consensus was for this to be a 2013 award for future consideration by a quorum of the commission. No further discussion.
5. **Status update: Wilhelm Linderud exhibit (Art, Anna)**
Mr. Art Wendt provided a proposed budget of \$596.14 for the latest addition of 39 (11 x 17) display photographs for the Linderud collection. Art presented a collection of display photos. Budget approval was deferred until the next meeting.
6. **Status update: website updates, needs**
Commission website updates were discussed. Updates to the website were provided to Alan. Staff will provide a link that is easier to find on the City's website.
7. **Status update: commission manual (Peggy)**
Peggy presented the new commission manual. A discussion took place regarding contents of the manual. Kudos to Peggy!
8. **Status update: local history book proposal (Kathleen)**
Deferred until next meeting.
9. **Status update: possible addendum to tree ordinance (Tom, Andrea)**
Tom has discussed a heritage tree section within the tree ordinance rewrite. The Tree Commission seeks a recommendation from the Landmarks Commission. There is interest by the Landmarks Commission members to review the draft ordinance. Tom will provide a draft.

10. Status update: NR home on Prairie Street

Michael gave an update regarding information recently provided to the State Historical Society staff.

11. Status update: public outreach: workshops, Tower Times articles, etc...

Peggy provided information related to the City of Stoughton being selected as the best Wisconsin community for historic homes and Stoughton will be highlighted in an article in "This Old House". This information could be placed in the Tower Times if the timing is right. Additional landmarks information is planned for the Tower Times such as "What is a Local Landmark".

12. Discussion: upcoming projects

No discussion.

13. Future agenda items.

No discussion.

14. Adjournment. No quorum.

Respectfully Submitted,
Michael Stacey

Proposed Budget for Latest Addition of 39 11 x 14 Display Photographs
for Linderud Collection

39 11 x14 Mounted Photographs @ 13.65	532.35
1 Archival Storage Box for above photos	
1 8 x 12 Archival box for storage of 5 x7 Negatives	
Above 2 items and shipping	38.79
Black Mount Board for Photo Identification and identifying boards	
Mount Material for Mounted Photos	estimate <u>25.00</u>
Total	596.14

Some things for the Landmark Commission to consider:

- 1) Define landmark/heritage tree. Could be by size(dbh) or age or both, taking species into account. They might want to adopt the grading ratings used by WDNR to measure Wisconsin's Champion Trees and adapt that scale to Stoughton. Irregardless a definition needs to be defined.
- 2) Replacement ideas. If a 30" tree needs to be removed suggest 30" of trees be replaced. IE: 3, 10" trees or 15, 2" trees or ? Also who covers the cost ?
- 3) Instead of ordinance changes possibly write these ideas up as policy. Easier to modify in the future as needed.
- 4) Make sure that condition ratings, from the Stoughton tree inventory, warrant maintenance vs. removal. For city owned trees only.

As to the timetable for ordinance revisions coupled with the tree commissions changes I would hope that the tree commission could have our changes ready by March, April at the latest.

I have also included Kevin Short in this email. He is a Stoughton resident and a tree commission member with a vast knowledge of arboriculture.

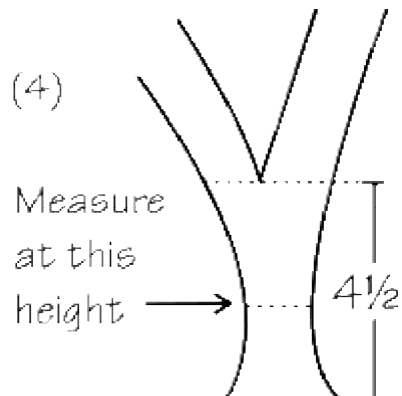
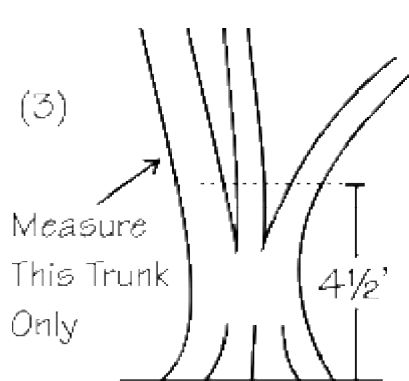
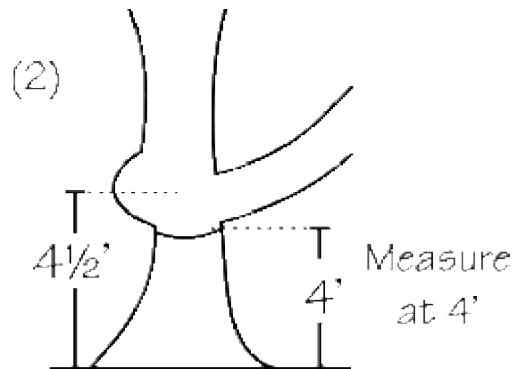
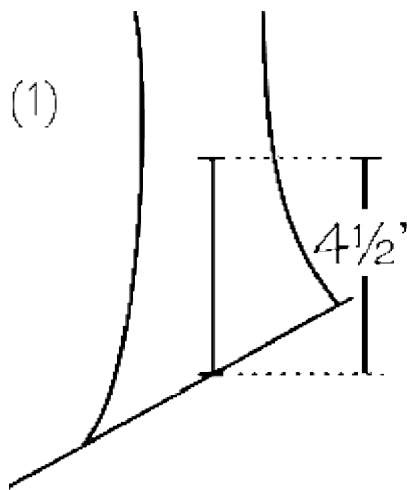
If you need any other info feel free. Im there for ya!

Randy Nelson
City of Stoughton Wi.
Urban Forester
WI. 0367A
608.209.7884
rnelson@ci.stoughton.wi.us

How to Measure a Champion Tree

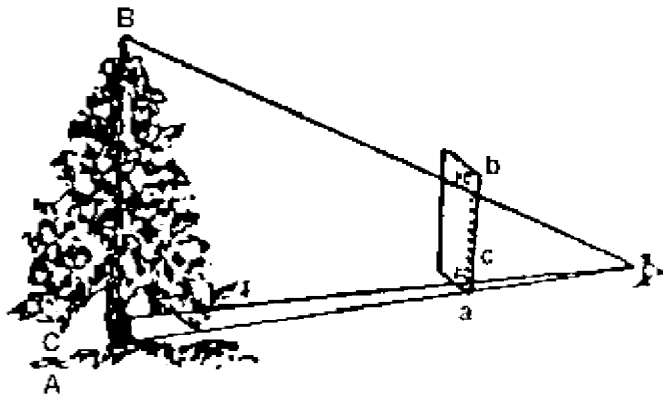
Circumference Measurement

Using a flexible tape measure, measure the distance around the trunk of the tree to the nearest inch. This measurement should be taken at 4 1/2 feet above ground level. If the tree is on a slope (1), use the mid-point of the tree base to measure 4 1/2 feet above ground level. If there is a branch or growth on the trunk at 4 1/2 feet (2) measure the circumference just below the obstruction and report the height at which the measurement was taken. For multi-trunked trees that branch below 4 1/2 feet (3) report the circumference of the largest trunk at 4 1/2 feet. If a multi-trunked tree flares out at 4 1/2 feet (4) measure the smallest circumference below 4 1/2 feet and report the height at which the measurement was taken.



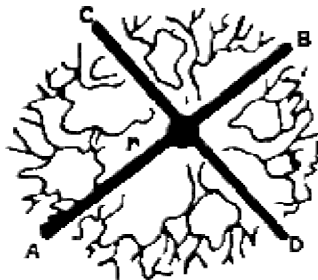
Height Measurement

Take a 12-inch ruler and hold it vertically at eye level, in an outstretched arm. Stand far enough away from the tree so that you can roughly see both the base and the top of the tree between the top and bottom of the ruler. Move forward or backward until the eye sights the base of the tree (A) across the 0-inch gradation (a) and the tip of the crown (B) across the 10-inch gradation (b). Then a sight is taken across the one inch (c) gradation and the corresponding point (C) is marked on the tree by a companion. Using a tape measure, measure the distance from the base of the tree to this point (AC) to the nearest foot and multiply by ten. This is the height of the tree (AB). If a height measuring instrument is available, its use is preferred. Be sure to report your method of measurement and have someone else verify your results.

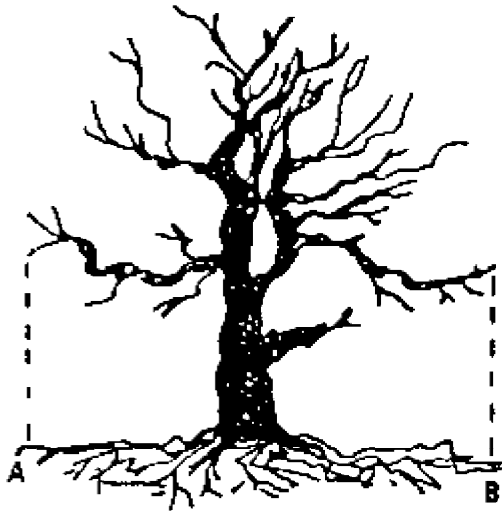


Crown Spread Measurement

Place a marker under the outside edge of the crown that is farthest from the trunk (A) and another directly opposite it at the outer edge of the crown (B). Next, set a marker at the edge of the crown that is closest to the trunk (C) and another at the outer edge of the crown directly opposite it (D).



Using a tape measure, measure both the distance from A to B and the distance from C to D to the nearest foot. Add the two measurements together and divide the sum by two to obtain the average crown spread.



Point Value

The total point value, according to American Forests, is calculated as follows:

Total Points = **Circumference** in inches + **Height** in feet + 1/4 of **Average Crown Spread** in feet