

# **AMENDED OFFICIAL NOTICE AND AGENDA**

The City of Stoughton will hold a **Regular** meeting of the **Landmarks Commission** on **Thursday, January 9, 2020 at 6:30 pm** in the **Hall of Fame Room, Lower Level, Opera House, 381 E. Main Street**, Stoughton, Wisconsin, 53589.

## **AGENDA:**

1. Call to order.
2. Public Comment (each speaker allowed 3 minutes).
3. Consider approval of the Landmarks Commission meeting minutes of December 12, 2019.
4. **Request by Ryan and Keriann Murphy for Certificate of Appropriateness approval to repair the windows and foundation at 201 S. Franklin Street.**
5. Subcommittee review of historic preservation ordinance definitions.

## **Communications/Updates.**

6. Update: Linderud photo collection. (Todd)
7. Update: Community outreach. (Kristi and Kim)
8. Update: 2020 mini-grants (\$10,000).

## **Discussion/Potential Action.**

9. Local downtown district planning.
10. Commission reports/calendar.
11. Future agenda items.
  - a. Update: RDA subcommittee.
  - b. Update: 1892 High School.
  - c. Discuss 2020 Historic Preservation Award.

12. Adjournment.

1/2/20mps

## **COMMISSIONERS:**

Peggy Veregin

Alan Hedstrom

Kristi Panthofer

Jean Ligocki (Council Rep)

Greg Pigarelli

Kimberly Cook

Todd Hubing

## **EMAIL NOTICES:**

Desi Weum

Matt Dregne, City Attorney

smonette@stolib.org

mackenzie.krumme@wcinet.com

Council Members

Leadership Team

stoughtoneditor@wcinet.com

stoughtonreporter@wcinet.com

Receptionists

Joe DeRose

Chamber of Commerce

**Keriann Murphy**

**For security reasons, the front door of the Opera House will be locked (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, 2019 – 6:30 pm

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

**Members Present:** Peggy Veregin, Chair; Alan Hedstrom, Vice-Chair; Todd Hubing; Jean Ligocki; Greg Pigarelli, Secretary; and Kimberly Cook.

**Absent:** Kristi Panthofer

**Guests:** Emily Bahr

**Press:** None

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

2. **Public Comment (each speaker allowed 3 minutes).**

Emily Bahr questioned what the Landmarks Commission's role will be if the downtown becomes a local district and how that compares to the Plan Commission's current role. Veregin stated the Plan Commission reviews projects for appearance while the Landmarks Commission reviews projects for historic preservation.

3. **Consider approval of the Landmarks Commission meeting minutes of November 14, 2019.**

Motion by **Cook** to approve the minutes as presented, 2<sup>nd</sup> by **Hedstrom**. Motion carried 6 – 0.

**Mini-grant: Approval of completed work at 529 E. Main Street – Bill Weber**

Veregin introduced the request. A short discussion took place regarding the completed work.

Motion by **Hubing** to approve the completed work as presented, 2<sup>nd</sup> by **Pigarelli**. Motion carried 6 – 0.

4. **Update: Linderud photo collection.**

Hubing reported there is nothing new to report.

5. **Update: Community outreach.**

Cook stated there is nothing new to report.

Veregin and Hedstrom setup the presentation boards, created by the Lakota Group, at the Library.

Ligocki posted a link to the survey to the Stoughton Neighborhood Group Facebook page.

6. **Update: 2019 local landmark min-grants.** All projects are completed and approved.

7. **Local downtown district planning.**

Veregin stated the presentation boards are at the Library and there are plans to have a couple presentations there in January.

Veregin stated she had talked to Nick Kalorgeresis about having another presentation in January. The date and place has yet to be determined.

The Commission decided that the survey will stay up and running into January.

**8. Commission Reports/Calendar.**

Veregin stated a UW Madison Engineering class would like to do a project. This project will develop plans for adaptive reuse of the building.

The project would take place in the spring semester of 2020 with a presentation expected in early May 2020.

**9. Future agenda items.**

- a. Update: RDA subcommittee.
- b. Update: 1892 High School
- c. Discuss 2019 Historic Preservation Award
- d. Subcommittee review of historic preservation ordinance definitions. (add to Jan agenda)
- e. 2020 mini-grants

**10. Adjournment.** Motion by **Hedstrom** to adjourn at 7:35 pm, 2<sup>nd</sup> by **Cook**. Motion carried 6 - 0.

Respectfully Submitted,

*Michael P. Stacey*

**City of Stoughton Certificate of  
Appropriateness Application  
Form**

**1. Name of Property:**

Address of Property: 201 S. FRANKLINK STREET

Name of historic district in which property is located: EAST SIDE DISTRICT

**2. Owner & Applicant Information**

Owner Name: RYAN & KERIANN MURPHY

Street Address: 201 S. FRANKLIN STREET

City: STOUGHTON State: WI Zip: 53589

Daytime Phone, including Area Code: 773-573-8479

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) QUOTES

**4. Description of Proposed Project** (on next pages)

**5. Signature of Applicant** Kerian M. Murphy Date: 01/06/2020

**Return To:** Zoning Administrator, Stoughton City Hall, 381 E. Main Street  
mstacey@ci.stoughton.wi.us

**Description of Proposed Project**  
(attach additional sheets as necessary)

**Architectural Feature:** REPAIR ORIGINAL WINDOWS

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**Approximate date of feature:** ORIGINAL (CIRCA 1903)

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**Describe existing feature:** DOUBLE HUNG WINDOWS

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

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SEE ITEMIZED QUOTE FROM SASH WORKS. AS NECESSARY: RE-CORD, RE-GLAZE, REPLACE BROKEN GLASS, FIX LOCKING MECHANISM. WILL ALLOW WINDOWS TO PROPERLY FUNCTION AND PRESERVE ORIGINAL QUALITY OF WINDOWS.

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**Photograph No.** 1-4                      **Drawing No.** \_\_\_\_\_

**Architectural Feature:** REPLACE GLASS IN ORIGINAL WINDOWS

**Approximate date of feature:** ORIGINAL (CIRCA 1903)

**Describe existing feature:** DOUBLE HUNG WINDOWS

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

~~SEE ITEMIZED QUOTE FROM SASH WORKS AND MARTIN GLASS. GLASS TO BE CHANGED OUT TO TEMPERED DUE TO SAFELY HAZARD. TO BE INSERTED INTO ORIGINAL WINDOW CASINGS. SOME GLASS ALREADY BROKEN AND IN NEED OF REPAIR. WILL PRESERVE ORIGINAL AESTHETIC WHILE MAKING THEM MORE SAFE.~~

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**Photograph No.** 5, 7, 8                      **Drawing No.** \_\_\_\_\_

**Architectural Feature:** PICTURE WINDOWS W/ LEADED GLASS TRANSOME; NORTH SIDE OF HOUSE, UPPER WINDOW (MASTER BEDROOM) & WEST SIDE OF HOUSE, UPPER WINDWO (FRONT BEDROOM)

**Approximate date of feature:** ORIGINAL (CIRCA 1903)

**Describe existing feature:** LARGE LOWER SINGLE PLATE GLASS WITH  
SMALLER STAINED/LEADED GLASS TRANSOME.

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**Describe proposed work, materials to be used and impact to existing feature:**  
SEE ITEMIZED QUOTE FROM HELLENBRAND. WILL REPAIR DETERIORATION AND  
RESTORE STAIN GLASS TO ORIGINAL STATE. WILL ALLOW WINDOW TO FUNCTION  
PROPERLY AND ALLEVIATE COLD AND MOISTURE FROM GETTING IN, THEREFORE  
PRESERVING WOOD WORK ON SILL AND TRIM AND PLASTER WALLS.

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**Photograph No.** 9-14                      **Drawing No.** \_\_\_\_\_

**Architectural Feature:** FOUNDATION

**Approximate date of feature:** ORIGINAL (CIRCA 1903)

**Describe existing feature:** LIMESTONE BLOCK FOUNDATION

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

SEE QUOTE FROM BRICKWORKS: FILL IN JOINTS ON FOUNDATION MATCHING  
MORTAR COLOR AND CONVEX JOINT STYLE.

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**Photograph No.** 15-16                      **Drawing No.** \_\_\_\_\_

**Architectural Feature:** ADD STORMS TO ORIGINAL WINDOWS

**Approximate date of feature:** ORIGINAL (CIRCA 1903)

**Describe existing feature:** DOUBLE HUNG WINDOWS

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

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SEE QUOTE FROM MARTIN GLASS. INSTALL NEW STORMS WHERE MISSING TO MATCH EXISTING STORMS ON REMAINDER OF WINDOWS. WILL PROVIDE MORE ENERGY EFFICIENCY, PROTECT ORIGINAL WINDOWS & MATCH ALL OTHER EXTERIOR WINDOWS.

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ARCHITECTURAL FEATURE: ADD CUSTOM STORMS TO (4) PICTURE WINDOWS.

APPROXIMATE DATE OF FEATURE: ORIGINAL (CIRCA 1903)

DESCRIBE EXISTING FEATURE: LARGE LOWER SINGLE PLATE GLASS WITH SMALLER STAINED/LEADED GLASS TRANSOME.

DESCRIBE PROPOSED WORK, MATERIALS TO BE USED AND IMPACT TO EXISITNG: SEE QUOTE FROM MARTIN GLASS. WILL BRING SAMPLE TO MEETING. INSTALLATION WILL HELP TO PRESERVE & PROTECT ORIGINAL WINDOW.

PHOTOGRAPH #: 7, 17

ARCHITECTURAL FEATURE: WINDOW ON REAR BACK DOOR

APPROXIMATE DATE OF FEATURE: ADDITION, SOMETIME BETWEEN 1990-2000?

DESCRIBE EXISTING FEATURE: BACK DOOR WITH GLASS PANEL INSERT

DESCRIBE PROPOSED WORK, MATERIALS TO BE USED AND IMPACT TO EXISITNG:SEE QUOTE FROM MARTIN GLASS. REPLACE BROKEN GLASS INSERT. WILL PROVIDE SECURITY & HELP WITH INSULATION.

PHOTOGRAPH #: 18

Gerald Prokop Sash Works  
Minneapolis MN

Extent and description of work to be performed for:

Keriann Murphy  
201 S. Franklin  
Soughton WI

1. Replace all broken ropes on lower sashes. Replace all ropes where sash will be removed for reglazing, regardless of condition. ¼" synthetic-core braided cotton sash cord will be used.
2. Complete exterior refinish on all sashes with deteriorated glazing<sup>1</sup> using DAP 33 glazing putty, diamond points and premium oil-based primer. Broken glass will be replaced and tempered glass will be installed where recommended.<sup>2</sup>
3. Resetting of all loose corners on lower sashes. Rotted areas will be filled with Minwax High-Performance wood filler. If necessary, dowels and flat angle braces will be used to secure loose joinery.
4. Spring brass weatherstripping will be added to minimize horizontal movement of lower sash where necessary
5. Metal corner angle braces will be used to fix upper sash in place where needed if sash cord replacement is judged to be overly invasive or otherwise unnecessary.<sup>3</sup>
6. Sash locks, lifts and vented stops will be replaced or added where necessary.<sup>4</sup>

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<sup>1</sup> Upper sashes that are fixed in place may require scraping and cutting from the exterior to remove the sash, or reglazing in place from the exterior. If such work is necessary, I recommend a spot glazier be hired when seasonally appropriate. This estimate assumes work can be done from the inside.

<sup>2</sup> Homeowner will purchase glass.

<sup>3</sup> Wood blocks can be used in place of angle braces if required.

<sup>4</sup> Required hardware will be purchased by homeowner





# ESTIMATE

**Gerald Prokop**  
2200 South 28th Avenue  
MINNEAPOLIS, Minnesota 55406  
United States

6128703963  
www.prokopsash.com

**BILL TO**  
**Keriann Murphy**

**Estimate Number:** 6

**P.O./S.O. Number:** Stoughton

**Estimate Date:** January 6, 2020

**Expires On:** January 6, 2020

**Grand Total (USD):** **\$2,322.50**

Items	Quantity	Price	Amount
Glazing - per sash	19	\$60.00	\$1,140.00
Glazing - per pane	19	\$20.00	\$380.00
Bundle discount	14	(\$30.00)	(\$420.00)
Sash cords	16	\$60.00	\$960.00
Misc labor per hour	5.25	\$50.00	\$262.50

**Total:** \$2,322.50

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**Grand Total (USD):** **\$2,322.50**









# Martin Glass

2323 Atwood Ave.  
Madison, WI 53704

# PROPOSAL

<b>Date</b>	<b>Estimate #</b>	<b>Terms</b>
1/2/2020	2020183968	Due on receipt

**Name / Address**

Keri Murphy  
201 S. Franklin St.  
Stoughton, WI 53589

**Work Location or P.O. #**

Same  
773-573-8479

Description	Qty	Rate	Total
We propose to provide and install the following at location: Storm Window Panel, Manufactured by Martin Glass, aluminum frames, panel will have a fin on three sides, 3/16" clear annealed glass, 52 x 70_3/4	2	269.00	538.00T
Storm Window Panel, Manufactured by Martin Glass, aluminum frames, panel will have a fin on three sides, 3/16" clear annealed glass, 52 x 62_1/4	2	245.00	490.00T
Customer service and labor to complete your project		360.00	360.00
Please contact Martin Glass for available frame colors.			
Should you wish to proceed, please sign and return a copy of this proposal with your down payment of \$700.00. Sales Tax		5.50%	56.54

Thank you.	<b>Total</b>	\$1,444.54
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It is the responsibility of the consumer to inspect the work and report any scratches, chips or defects in the glass or new materials within 24 hours of installation.

\*If you have windows with stop/glazing bead we will try to re-install the original materials. In most cases the existing stop/glazing bead is successfully reinstalled. Please note that if existing stop/glazing bead is too brittle due to age or exposure to the elements, we will install a new, similar stop/glazing bead. This is at an additional cost per running foot and is not included in the quoted price.

For glass and mirror installation curtains, blinds, window coverings and furnishings that interfere must be removed by the homeowner/property owner prior to installation. Martin Glass is not responsible for any damage done to these items during the installation. Martin Glass does not move items blocking the workspace. We are not responsible for damage to landscaping which impedes access to the workspace. All oversized units (exceeding 50 sq. ft.) tempered lites and IG units will be sold "as is" for any and all visual characteristics. Paint touch up and window washing are not part of the service provided by Martin Glass and are not included in installed prices. IG replacement is quoted using existing stops, unless noted. Minor damage/tool marks may be visible on reused stops. Martin Glass reserves the right to bill clients for missed appointments that result in additional trips to complete the project. We are not responsible for items left longer than 30 days in our store.

Please note that the spacer bar reveal on replacement insulated glass units may differ from the original manufacturers specifications.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and/or specifications submitted for above work, and completed in a substantial workmanlike manner. Please be aware that June through October is our busy season. Lead times may be longer than usual, resulting in delays in project completion.

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.	The proposed work is a Special Order. Once ordered, it cannot be cancelled. The party ordering the work is responsible for payment.
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Signature \_\_\_\_\_ Date \_\_\_\_\_

This proposal may be withdrawn by us if not accepted within 30 days.



# Martin Glass

2323 Atwood Ave.  
Madison, WI 53704

# PROPOSAL

<b>Date</b>	<b>Estimate #</b>	<b>Terms</b>
1/2/2020	2020177503	Due on receipt

**Name / Address**

Keri Murphy  
201 S. Franklin St.  
Stoughton, WI 53589

**Work Location or P.O. #**

For Pick Up at Martin Glass  
773-573-8479

Description	Qty	Rate	Total
We propose to provide for pickup at Martin Glass:			0.00T
1/8" Tempered Glass, seamed, 24 x 32, glass only	1	39.99	39.99T
1/8" Tempered Glass, seamed, 24 x 28, glass only	1	34.99	34.99T
Larson Model L203 Two track, Double Hung, Combination Storm Window, Exact with Expander, 27_7/8 x 63_1/8	1	146.00	146.00T
Available colors: ___White ___Almond ___Brown ___Sandstone			
Storm Window Insert, Manufactured by Martin Glass, mill finish (silver), Larson finger pulls and tilt corners, annealed ssb, 25_1/16 x 30_3/4	1	46.74	46.74T
Clear Tempered Insulated Glass Unit, 21_3/4 x 36_3/4 x 5/8	1	117.56	117.56T
Storm Window Insert, Manufactured by Martin Glass, aluminum frame with fins on three sides and no fin on one side, ssb annealed glass, 28 x 37_11/16	1	62.24	62.24T
Expected delivery for Larson storm windows is approximately 3weeks. Information about Larson storm windows may be found at <a href="http://www.larsondoors.com/">www.larsondoors.com/</a> You may also stop at our office to see samples of Larson storm windows.			
Should you wish to proceed, please sign and return a copy of this proposal, indicating the color of the Larson combination storm windows you wish to order.			
Sales Tax		5.50%	24.62
Thank you.	<b>Total</b>		\$472.14

It is the responsibility of the consumer to inspect the work and report any scratches, chips or defects in the glass or new materials within 24 hours of installation.

\*If you have windows with stop/glazing bead we will try to re-install the original materials. In most cases the existing stop/glazing bead is successfully reinstalled. Please note that if existing stop/glazing bead is too brittle due to age or exposure to the elements, we will install a new, similar stop/glazing bead. This is at an additional cost per running foot and is not included in the quoted price.

For glass and mirror installation curtains, blinds, window coverings and furnishings that interfere must be removed by the homeowner/property owner prior to installation. Martin Glass is not responsible for any damage done to these items during the installation. Martin Glass does not move items blocking the workspace. We are not responsible for damage to landscaping which impedes access to the workspace. All oversized units (exceeding 50 sq. ft.) tempered lites and IG units will be sold "as is" for any and all visual characteristics. Paint touch up and window washing are not part of the service provided by Martin Glass and are not included in installed prices. IG replacement is quoted using existing stops, unless noted. Minor damage/tool marks may be visible on reused stops. Martin Glass reserves the right to bill clients for missed appointments that result in additional trips to complete the project. We are not responsible for items left longer than 30 days in our store.

Please note that the spacer bar reveal on replacement insulated glass units may differ from the original manufacturers specifications.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and/or specifications submitted for above work, and completed in a substantial workmanlike manner. Please be aware that June through October is our busy season. Lead times may be longer than usual, resulting in delays in project completion.

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

The proposed work is a Special Order. Once ordered, it cannot be cancelled. The party ordering the work is responsible for payment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

This proposal may be withdrawn by us if not accepted within 30 days.

























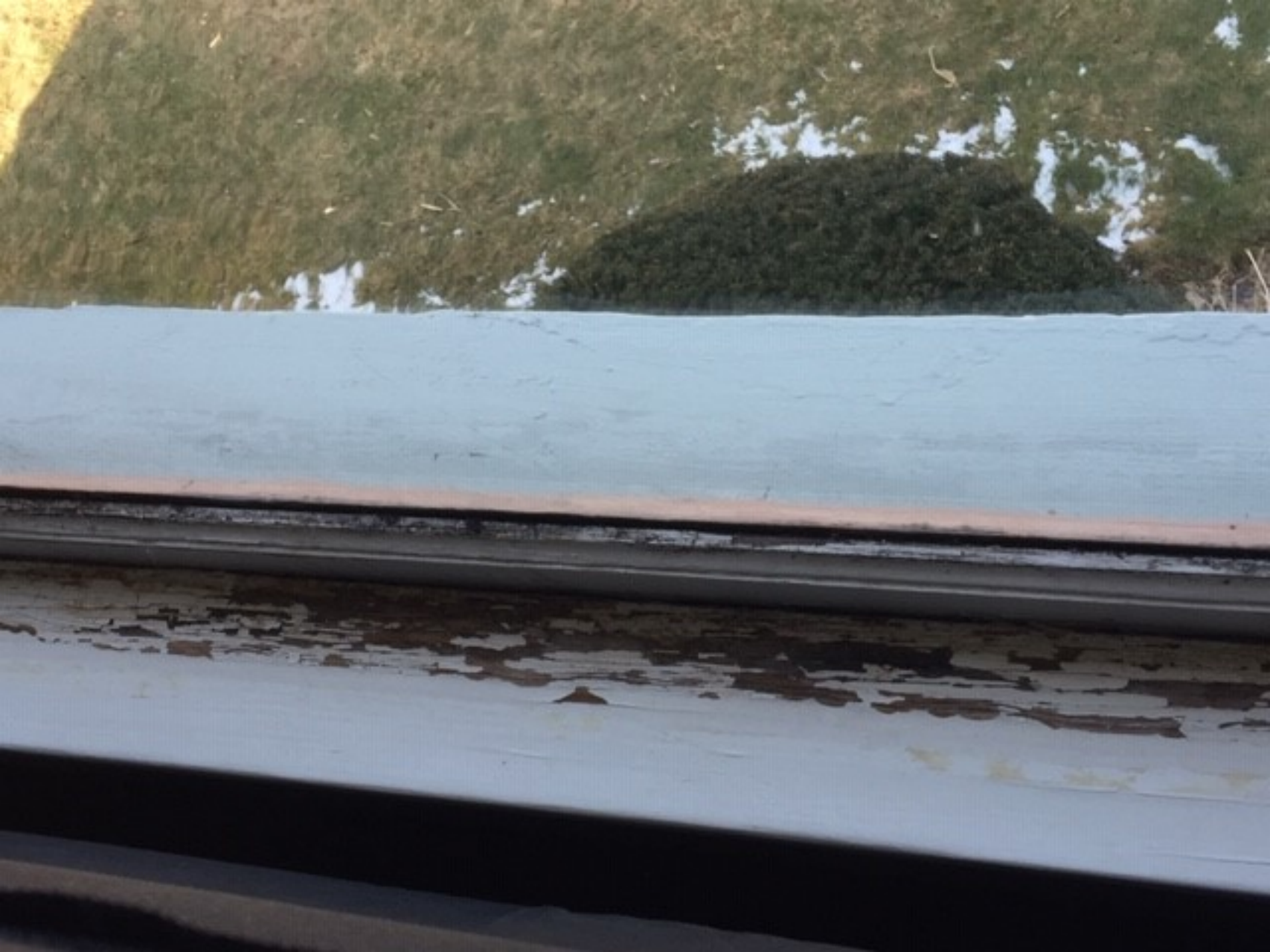






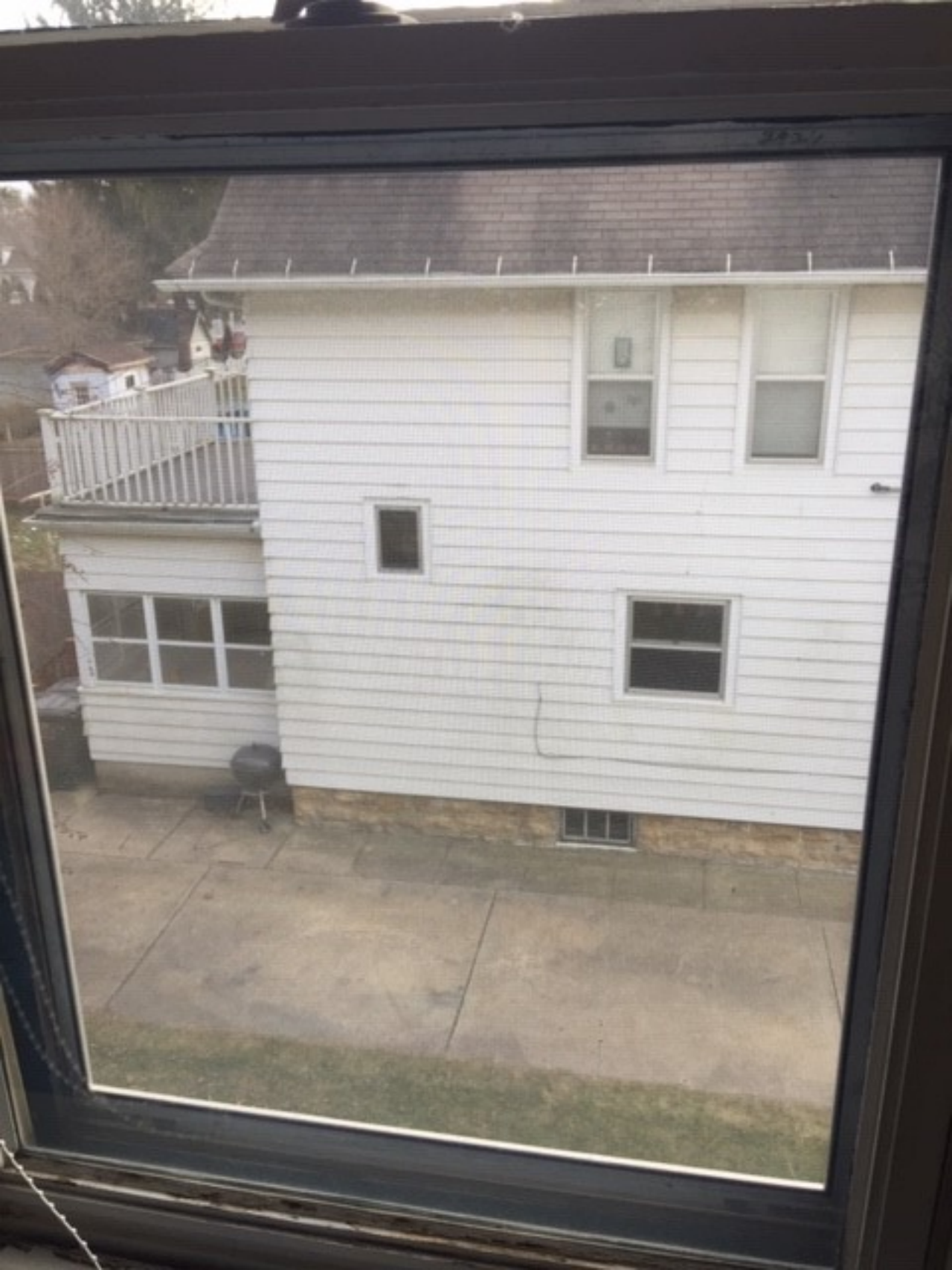
















## *Premium 2 Track Double Hung Storm Window*



*Color*



**Build Yours**



To Historic Preservation Commission  
From Matt Dregne, City Attorney  
Date December 31, 2019  
Re Chapter 38 – definitional issues relating to “landmarks”

I write in response to a request that I summarize an issue that came up during the HPC’s discussion of designating the Power House as a “landmark” under Chapter 38 of the Municipal Code. The Commission designated the boundaries of the “landmark” to include both the building and some of the land around the building. I questioned whether it made sense to include the surrounding land in the landmark designation, given the definition of a “landmark” under the ordinance. I also wondered whether something like the construction of a fence or other new improvement on the land area around the building would trigger the need for a COA.

Chapter 38 contains the following definitions that are material to these questions:

*Improvement* means any building, structure, landscape feature, work of art or other object which is all or part of any physical betterment of real property.

*Improvement parcel* is a unit of property which includes any unimproved area of land that is considered a single entity for tax purposes.

*Landmark* means an improvement which has a special character or historic interest in showing the development, heritage or cultural character of the city, state or nation which has been designated as a landmark under this article. All mention of Landmark within this text is meant to mean “local landmark”.

These definitions indicate that a “landmark” is “an improvement.”

Section 38-34 (a) states as follows regarding designation of landmarks and or landmark sites: “The commission shall consider the following criteria in determining whether or not to recommend that the city council designate an improvement or improvement parcel as a



landmark or landmark site.” This language suggests that an “improvement” or an “improvement parcel” could be designated as a “landmark.” If that is what is wanted, it may be appropriate to modify the definition of “landmark” to say: “landmark means an improvement, an improvement parcel, or both which has a special character or historic interest in showing the development, heritage or cultural character of the city, state or nation which has been designated as a landmark under this article. All mention of Landmark within this text is meant to mean “local landmark”.

Finally, Section 38-36 (a) states as follows: “No person shall alter, reconstruct or permit any alteration or reconstruction *affecting the exterior of any landmark*, or landmark site or property in a local historic district unless the commission has approved a certificate of appropriateness (COA) for such work and unless so approved, the building inspector shall not issue a building permit for such work.” (emphasis added). Using the Power House as an example, if the owner chose to construct a fence on the land area, and the fence did not alter the building itself, one could argue that no certificate of appropriateness would be required. The use of the phrase “exterior of any landmark,” combined with the definition of “landmark” as an “improvement” would all support such an argument, because a fence that is entirely separate from the building would not constitute an alteration “affecting the exterior” of an improvement.

If the City wants to require a COA for alterations to the land area within an “improvement parcel” designagted as landmark, it may be appropriate to modify Section 38-36(a) to provide as follows: “No person shall alter, reconstruct or permit any alteration or reconstruction *affecting the exterior of any improvement designated as a landmark*, or affecting any improvement parcel, landmark site or property in a local historic district unless the commission has approved a certificate of appropriateness (COA) for such work and unless so approved, the building inspector shall not issue a building permit for such work.”

Please let me know if you have any questions, or if I can provide any further assistance with this matter.

Cc: Mayor Tim Swadley

Michael Stacey, Zoning Administrator

Rodney Scheel, Planning Director