

# **OFFICIAL NOTICE AND AGENDA**

The City of Stoughton will hold a **Regular** meeting of the **Landmarks Commission** on **Thursday, April 13, 2017, 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 February 21 and March 9, 2017.
3. Discuss local landmark mini-grants.
4. Discuss historic preservation award nominations.
5. Discussion/status of proposed changes to city ordinances regarding demolition of a building in a historic district.
6. Discuss status of 1892 High School.
7. Discuss status of the Milfab/Highway Trailer/Power Plant development.
8. Discuss Commission initiatives.
9. Discuss previous local landmark approvals.
10. Commission reports/calendar.
11. Reminder: Registration deadline for WAHPC conference (4/28 - 4/29, in Reedsburg) is 4/20.
12. Future agenda items.
13. Adjournment.

4/4/17mps

## **COMMISSIONERS:**

Peggy Veregin, Chair  
Alan Hedstrom, Vice-Chair  
Josh Mabie

Kathleen Tass Johnson (Council Rep)  
Greg Pigarelli, Secretary

Kimberly Cook  
Stephen Mar-Pohl

## **EMAIL NOTICES:**

Art Wendt  
Council Members  
Receptionists  
Joe DeRose

Desi Weum  
Matt Dregne, City Attorney  
smonette@stolib.org

Stoughton Hub  
Leadership Team  
Steve Kittelson

**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 Special Meeting Minutes**

**Tuesday, February 21, 2017 – 7:00 pm**

**City Hall, Ed Overland Room, Lower Level, 381 E. Main Street, Stoughton, WI.**

**Members Present:** Peggy Veregin, Chair; Greg Pigarelli, Secretary; Alan Hedstrom, Vice-Chair; Stephen Mar-Pohl and Kathleen Tass Johnson

**Absent:** Josh Mabie, Kimberly Cook

**Staff:** None

**Guests:** Tom Majewski

**1. Call to order.** Veregin called the meeting to order at 7:25 pm.

**2. Discuss recommendations to the Design Overlay Ordinance**

1<sup>st</sup> Recommendation:

a) Re-word The City of Stoughton's Land Use from the Comprehensive Plan p.57 and p.58 Detailed Design Standards to define demolition.

b) Downtown Design Overlay Zoning District

**Sec.78-913 (3) (c)**

We propose:

Applications which involve modification to the physical configuration of a property (such as grading, the erection of a new building, the demolition of an existing building, or the addition or removal of bulk to an existing building) are subject to project review by the zoning administrator, landmarks commission (for locally-recognized landmarks), and the plan commission. The zoning administrator shall serve as the liaison between the applicant, landmarks commission, and the plan commission in facilitating the thorough and expedient review of an application, and shall ensure that the technical and procedural requirements of the zoning ordinance are met. The landmarks commission shall serve as the ~~recommending~~ **final discretionary review** body ~~to the plan commission~~ on locally-recognized landmarks. **For all other buildings**, the plan commission, **after consultation with the Landmarks Commission**, shall serve as the final discretionary review body on aesthetics and site design, and shall focus its review on the application's compliance with sound aesthetic, land use, site design and economic revitalization practices. In part, this effort shall be guided by the comprehensive plan. **All demolition requests for National Register listed buildings in the Downtown Design Overlay Zoning District, shall be reviewed by the Plan Commission and the Landmarks Commission, each providing a recommendation. Any recommendation for demolition, by either or both commissions, shall be forwarded to City Council for review and final decision**

**Sec.78-913 (4) (c)**

We propose:

*Project review.* Applications which involve modification to the physical configuration of a locally-recognized property (such as the erection of a new building, the demolition of an existing building, or the addition or removal of bulk to an existing building) are subject to project review by the zoning administrator, the landmarks commission, and the plan commission. The zoning administrator shall serve as the liaison between the applicant, the

landmarks commission, and the plan commission in facilitating the thorough and expedient review of an application, and shall ensure that the technical and procedural requirements of the Zoning Ordinance are met. The landmarks commission shall serve as the recommending final discretionary review body to the plan commission on locally-recognized landmarks. For all other buildings, the plan commission, after consultation with the Landmarks Commission, shall serve as the final discretionary review body on aesthetics and site design, and shall focus its review on the application's compliance with sound aesthetic, land use, site design and economic revitalization practices. In part, this effort shall be guided by the comprehensive plan. All demolition requests for National Register listed buildings in the Downtown Design Overlay Zoning District, shall be reviewed by the Plan Commission and the Landmarks Commission, each providing a recommendation. Any recommendation for demolition, by either or both commissions, shall be forwarded to City Council for review and final decision. (Refer to the procedure summary chart in Appendix F.)

2<sup>nd</sup> Recommendation:

a) **Sec.78-913 (5) (d)**

We propose:

Demolition proposals will not be accepted for review until there is a redevelopment proposal submitted meeting all of the requirements as outlined in Sec.78-913 (4)(c)(2)(a-f).

Add: "see chapter 38, article II, section 38-36 within the overlay district."

b) Define Private open space as not a park.

Note that a public park is not included in the Downtown Comprehensive Plan.

3<sup>rd</sup> Recommendation:

a) We propose:

**Sec.78-913 (5) (e)**

"A demolition permit request must be preceded by a redevelopment plan that has been approved by the Planning Commission and meeting all requirements of **Sec.78-913.**"

b) Delete "unless waived by the Zoning Administrator."

3. **Motion by Hedstrom to approve 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Recommendations, 2<sup>nd</sup> by Tass Johnson. Motion carries 5-0.**

4. **Adjournment.** Motion by **Mar-Pohl** to adjourn at 9:03 pm, 2<sup>nd</sup> by **Pigarelli**. Motion carried.

Respectfully Submitted, Gregory Pigarelli

## **Landmarks Commission Meeting Minutes**

**Thursday, March 9, 2017 – 7:00 pm**

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

**Members Present:** Peggy Veregin, Chair; Kimberly Cook; Greg Pigarelli; Alan Hedstrom, Vice-Chair; Stephen Mar-Pohl; and Kathleen Tass Johnson

**Absent:** Josh Mabie

**Staff:** Zoning Administrator, Michael Stacey

**Guests:** Todd Hubing and Michael Engelberger

1. **Call to order.** Veregin called the meeting to order at 7:00 pm.
2. **Consider approval of the Landmarks Commission meeting minutes of February 9, 2017.**  
Motion by **Mar-Pohl** to approve the minutes as presented, 2<sup>nd</sup> by **Tass-Johnson**. Motion carried 6 – 0.
3. **Request by the Common Council to develop an ordinance for consideration by the Council that would amend existing City ordinances such that no building in a historic district listed on the National Register of Historic Places may be demolished without review and recommendation by the Landmarks Commission and a decision by the Common Council based on appropriate and lawful standards.**

The Commission discussed Attorney Dregne's comments.

Veregin suggested the Commission members review Attorney Dregne's comments and provide feedback. Veregin plans to attend the March 14<sup>th</sup> Council meeting where they plan to discuss this item.

Hedstrom left at 6:35pm

The Commissioner's would like to continue to work on the ordinance with assistance from Attorney Dregne.

4. **Discuss local landmark mini-grants.**  
Veregin provided a draft letter which will be sent to owners of Local Landmark properties.

Veregin left at 7:50pm.

Stacey stated information can be provided on the City website. Stacey will also check to see if information can be included in the next Tower Times.

5. **Discuss status of the 1892 High School.**  
Veregin stated the 1892 Coalition finished their second outreach meeting. There is nothing else new to report at this time.
6. **Discuss status of the Milfab/Highway Trailer/Power Plant development.**  
Veregin stated the RDA voted to demolish the Highway Trailer Building. Mar-Pohl stated the RDA accepted the proposals from Movin' Out and Tanesay to develop the site.

**7. Discuss Commission initiatives.**

The Commission discussed the following pared down list of initiatives:

1. Façade improvement mini-grants: This will be a priority. Veregin is finalizing a letter to be sent to the owners of Local Landmark properties. Cook is working on the application.
2. 1892 High School Coalition: Discussed in agenda item 5.
3. City update of Comprehensive Plan: There is another Open House planned for March 13<sup>th</sup> at the EMS Training Room at 7:00 pm.

**8. Discuss previous local landmark approvals.**

Tass-Johnson went to the Register of Deeds to track down information related to recordings of Local Landmark properties. She was able to locate 4 properties that had recordings and provided that information to Stacey.

Tass-Johnson stated she was told by staff at the Register of Deeds that the recordings are not required rather it just depends on what the City wants to do.

Stacey stated if that is the case we only have to be concerned about the 4 properties that did not gain approval through Council.

The Commission discussed how someone would know their property is listed as a Local Landmark without a recording. Further discussion is needed on whether to record a document or not.

**9. Commission Reports/Calendar.**

Stacey stated work is taking place at the Badger Theater and according to their COA approval they were to provide information related to the gutter and flashing materials prior to installation. The contractor sent some information that was forwarded to Veregin and Hedstrom.

**10. Future agenda items.**

Cook stated Historic Preservation Nominations should be on the next agenda. Stacey will check to see if there is time to add information in the Tower Times. Information could also be added to the website.

**11. Adjournment.** Motion by Tass-Johnson to adjourn at 8:30 pm, 2<sup>nd</sup> by Stephen. Motion carried 4 - 0.

Respectfully Submitted, Michael Stacey