DRAFT LETTER

<u>Local Landmark - 100-110 E. Main Street</u>

March 2022

Dear Property Owner:

In keeping with our new commitment to sending regular communications to the owners of local landmarks, the Stoughton Landmarks Commission wishes to take this opportunity to remind you that your property at ***100-110 E Main Street*** is a Local Landmark. As a local landmark, your building is truly special. To date, there are only thirty-two in the city that have been designated as such. There is no more important designation to signify to our community that a building contributes to the historic significance of the city than local landmark status.

As you may know, ***local landmark status also includes certain responsibilities, especially with regard to any planned changes to the exterior that would require a building permit.*** What follows is a series of Frequently Asked Questions that pertain to what is a local landmark and what is involved in getting a building permit for a local landmark building.

What is a Local Landmark?
A local landmark is a building, structure or site that has been designated by the City of Stoughton as having special historical, cultural or aesthetic value. Local landmarks are significant to the architectural and social history of the city and contribute to the unique character and shared heritage of Stoughton.

How does Local Landmark designation affect what I can and cannot do with my building?
To help safeguard the unique architectural and social history of Stoughton, local landmark designation offers protection from inappropriate changes or destruction. ***This is accomplished through a process where repairs, alterations, reconstructions, demolitions or new construction <u>affecting the exterior</u> of the landmark are approved by the Landmarks Commission in advance.*** This approval is called a Certificate of Appropriateness. This doesn't mean you can't make repairs or changes to your building, only that those actions must be appropriate to the historic character of the building.

How do I get approval to make exterior repairs to my building?
If you are planning a project, be sure to stop by Stoughton City Hall or check online at the City website for a Certificate of Appropriateness Application. This is a simple form that asks for information describing your project. The Landmarks Commission then reviews the project to ensure repairs or other work is done in a manner that preserves the historic character of the building. For more information, see the information sheet, *What is a Certificate of Appropriateness?* The goal of the Landmarks Commission is to assist owners of Local landmarks. To this end, we are available to you to discuss your project, answer any questions, or provide information you may need about your building or how to make an appropriate repair.

How long does it take to get approval for my project?
The Landmarks Commission wants your project to be successful and will assist you in any way we can to ensure a speedy review. Submit your application 2 weeks before the next monthly Landmarks Commission meeting. The Commission meets the second Thursday of each month at 6:30 pm. If your project does not meet the criteria as outlined in the Landmarks Ordinance, the Commission will work with you to find a solution. Remember, we want your project to be successful and proper maintenance/repair of landmark buildings is the best way to protect your investment and is the best way to ensure landmarks remain for future generations to appreciate.

Where can I find guidelines for making changes to my landmark?
The Landmarks Commission has produced two publications about design guidelines. ***Caring for Historic Homes in Stoughton*** contains information about residential design guidelines. ***Historic Downtown Stoughton Design Guidelines*** pertains to guidelines for downtown buildings. Both are available at Stoughton City Hall and online at www.stoughtonlandmarks.org

Does the Landmarks Commission regulate paint color?
No.

Are there financial incentives available to owners of historic buildings?
Yes. Your building is also listed in the National Register of Historic Places (a completely separate designation from local landmark status) which makes you eligible to take advantage of Rehabilitation Tax Credits. ***This program provides you with a credit on your income taxes of up to 30% of approved rehabilitation expenses.*** This is an incentive program to encourage appropriate work to historic buildings therefore review is required by the State Historic Preservation Office in Madison prior to starting your project. Contact them for more information: http://www.wisconsinhistory.org/hp/architecture/

Where can I get more information?
The Landmarks Commission has produced an information handout series providing more information about historic buildings in Stoughton. These can be picked up, free of charge, at City Hall or can be mailed to you. They are also available online at: www.ci.stoughton.wi.us/planning
Titles in the information series:

1. Is my Property a Local Landmark?
2. What is a Certificate of Appropriateness (COA)?
3. What is the National Register of Historic Places?
4. What is the Difference between a Local Landmark and being listed in the National Register of Historic Places?
5. COA Application, definition, procedures/instructions

Who can I contact with questions?
Contact the City of Stoughton Planning Department with any questions you may have. The Landmarks Commission works closely with Planning Staff to make sure your questions are answered.

Department of Planning & Development, 207 S. Forrest Street, Stoughton, WI 53589
Michael Stacey, Zoning Administrator (608) 646-0421.

Local landmark designation is a significant civic honor. We appreciate your efforts to take care of your local landmark and preserve our shared heritage for future generations.

Remember, we are here to help,

Todd Hubing
Landmarks Commission Chair