

OFFICIAL NOTICE AND AGENDA

The City of Stoughton will hold a **Regular** meeting of the **Landmarks Commission** on **Thursday, February 9, 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 January 12, 2017.
3. Discuss request to demolish the building at 305-315 E. Main Street.
4. 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 Landmarks Commission and a decision by the Common Council based on appropriate and lawful standards.
5. Discuss creating a Downtown Local Landmark 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. Future agenda items.
12. Adjournment.

2/1/17mps

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
DErickson@madison.com
Steve Kittelson

Kelli Krcma
Matt Dregne, City Attorney
Receptionists
Joe DeRose

Stoughton Hub
Leadership Team
smonette@stolib.org

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, January 12, 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; Josh Mabie and Kathleen Tass Johnson

Absent: Stephen Mar-Pohl

Staff: Zoning Administrator, Michael Stacey

Guests: Todd Hubing

1. **Call to order.** Veregin called the meeting to order at 7:00 pm.
2. **Consider approval of the Landmarks Commission meeting minutes of December 8, 2016.**
Motion by **Tass-Johnson** to approve the minutes as presented, 2nd by **Cook**. Motion carried 6 – 0.

3. Discuss Creating a Downtown Local Landmark District.

The Commission discussed prioritizing creating a Downtown Local Landmark District as a project.

Benefits of a Local Landmark District were discussed such as:

- Providing outreach to owners of Local Landmarks;
- Provide protection of the historic downtown;
- Creating a partnership between the City, Landmarks Commission and Local Landmark property owners.

The Commission discussed seeking out other communities that have Local Landmark Districts such as Cedarburg; Evansville and Cambridge.

4. Discuss 1892 High School Coalition group sessions.

Veregin stated the Coalition had one focus group meeting for people who work in the social services industry to seek a need or purpose for the building.

January 19th there will be a focus group meeting with City Officials at the Fire Department Training Room from 3:30 – 5:00 pm.

There will be two more focus group sessions in the near future, one for education and job training fields and the other for the business and economic community.

An update will be provided to the school once all focus groups are completed possibly by March, 2017.

5. Discuss status of the Milfab/Highway Trailer/Power Plant development.

Stacey stated the City has ownership of the property. The RDA is reviewing the 3 RFP's (Tanesay Development, Gorman Company and Movin' Out) Movin' Out is seeking to partner with someone. Tanesay Development is the only one that has proposed a use for the Power Plant (Coffee Shop).

The RDA received bids to test for asbestos and lead including removal of an old electric transformer.

A Charrette is in the planning stages: Vierbicher and Associates will be assisting with the Charrette as Facilitator for the Riverfront Redevelopment project.

Gary Becker reported preliminary results of the historical research shows the Highway Trailer Building and Power Plant are eligible for the National Registry, while the 1905 building and the carpet warehouse building are not.

The RDA is seeking a Wisconsin Assessment Monies Grant and a Site Assessment Grant.

There is still a former tenant on the Millfab site, now a squatter which may require the City to go through a formal eviction process if all the possessions aren't removed.

6. Discuss Commission initiatives.

The Commission discussed the following pared down list of initiatives:

1. Façade improvement mini-grants
2. 1892 High School Coalition
3. City update of Comprehensive Plan
4. Contractors List
5. COA Sample Submittals
6. Depot Hill HD
7. Design guidelines for local landmarks
8. Power Plant re-use (Local Landmark) / Highway Trailer/Milfab Redevelopment
9. Procedural manual updates

The Commission further discussed the façade improvement mini grants. Veregin and Cook created an outline of criteria to be used for the mini grant application.

The Commission discussed the types of projects that may qualify.

The Commission discussed what the mini grants mean for the community such as:

- Outreach for the Landmarks Commission;
- Partnering with the City;
- City making an investment in the Downtown.

Stacey will ask the Finance Department about when funds would be available and if the funds can be extended out a year.

Veregin stated the Commission members should start thinking about potential preservation award recipients.

7. Discuss previous local landmark approvals.

Stacey provided a spreadsheet of all Local Landmarks.

The Commission discussed what to do about the 4 Local Landmark properties for which no approval by the Common Council could be found.

Tass-Johnson to research checking all properties at the Register of Deeds to verify a local landmark approval resolution document was recorded.

Stacey plans to gain an opinion from the City Attorney about the process to correct this situation.

8. Commission Reports/Calendar.

Veregin stated she sent in the annual report to the State Historical Society.

Veregin noted there is a Comprehensive Plan Rewrite Open House set for January 19, 2017 at the EMS Building from 5:00 – 7:30 pm.

The Commission discussed the recent request to demolish the building at 315 E. Main Street which is contributing to the Downtown Commercial Historic District and is within the Downtown Design Overlay Zoning District.

9. Future agenda items. None discussed.

10. Adjournment. Motion by Mabie to adjourn at 9:05 pm, 2nd by Pigarelli. Motion carried 6 – 0.

Respectfully Submitted, Michael Stacey

Sec. 78-517. - Downtown design overlay zoning district.

- (1) *Purpose.* This district is intended to implement the urban design recommendations of the comprehensive plan, by preserving and enhancing the historical quality of the downtown, and by attaining a consistent visually pleasing image for the downtown area. As emphasized by said plan, this district is designed to forward both aesthetic and economic objectives of the city by controlling the site design and appearance of development within the district in a manner which is consistent with sound land use, urban design, and economic revitalization principles. The application of these standards will ensure long-term progress and broad participation toward these principles. Refer to section 78-913 for the procedures applicable to proposal review in this overlay district.
- (2) *Boundaries.* The Main Street Historic District as established by the Stoughton Landmarks Commission, which extends along Main Street from the Yahara River to 5th Street, as depicted on the official zoning map.

The regulations of this section shall apply to all portions of any structure that are visible from any public street right-of-way within the mapped boundaries of this district.

- (3) *Application of regulations.* Buildings or portions of buildings in the District which are considered to be in compliance with the standards of this section (as determined by the planning and development department) are required to follow the design standards identified in subsection 78-517(6).

Buildings or portions of buildings in the District which are not considered to be in compliance with the standards of this section (as determined by the director of planning and development) are not required to follow the design standards identified in subsection 78-517(6).

- (4) *Design theme.*

- (a) *Overall design theme:* The design theme for the downtown area is based on its historical, pedestrian-oriented development pattern that incorporates retail, residential, and institutional uses. Building orientation and character includes minimum setbacks at the edge of the sidewalk, multi-story structures, use of alleys for access, and on-street or other off-site parking. The design theme varies by location.
 - (b) *Nonresidential design theme:* Along Main Street between the Yahara River and 5th Street, the nonresidential design theme is characterized by a variety of architectural styles popular at the time, including Italianate, Queen Anne, and Neo-Classical, in a two story format with office, storage or residential located over business. The facades of these buildings have a traditional main street storefront appearance, are relatively small in scale, have street-yard and side-yard setbacks of zero feet, have prominent horizontal and vertical patterns formed by regularly-spaced window and door openings, detailed cornice designs, rich detailing in masonry coursing, window detailing and ornamentation, and are predominantly of brick, stone or wood. Exterior building materials are of high-quality. Exterior appurtenances are minimal. Exterior colors are harmonious, simple and muted. Exterior signage blends, rather than contrasts with buildings in terms of coloring (complementary to building), location (on-building), size (small) and number (few).
 - (c) *Residential design theme:* In this area, the residential design theme is characterized by a variety of architectural styles popular at the time, including Queen Anne, Gothic, High Victorian, Georgian, and Prairie. These homes have generous street-yard, side-yard and rear-yard setbacks, and are well-landscaped with a mixture of canopy and understory yard trees, and foundation shrubs and/or flower beds. For illustrative purposes, examples of architectural styles which tend to have elements incompatible with Downtown historic styles include (with no attempt to be inclusive) Spanish Mission, Scandinavian Modern, Bavarian, and California Contemporary.
- (5) *Designated historic structures and districts and the role of the landmarks commission.* The landmarks commission is charged with recommending historic designation on landmarks, landmark sites, and historic districts within the city to the city council, as fully described in chapter 38 article II of the Municipal Code.

The landmarks commission shall have regulatory power for locally-recognized landmarks; such landmarks are required to obtain a certificate of appropriateness to make changes to the property.

At the request of the property owner, city staff, or the plan commission, the landmarks commission shall advise on design components of properties which are not locally-recognized landmarks.

- (6) *Non-residential design standards.* Nonresidential construction, including new structures, building additions, building alterations, and restoration or rehabilitation shall correspond to the urban design guidelines as determined and/or recommended by the landmarks commission and/or plan commission and as evidenced by certain existing structures within the downtown and by the following requirements for building setback; height; building mass; horizontal rhythms (created by the placement and design of facade openings and related elements such as piers, columns); vertical rhythms (created by the placement and design of facade details such as sills, transoms, cornices and sign bands); roof forms; exterior materials; exterior surface features and appurtenances; exterior colors; exterior signage; on-site landscaping; exterior lighting; parking and loading area design; and the use of screening.
- (a) *Building setback.* Throughout the district, the setback of buildings from street-yard and side-yard property lines shall be compatible with existing buildings in the immediate area which conform to the general design theme noted in subsections (1) through (4) above, as determined and/or recommended by the plan commission.
- (b) *Building height.* Throughout the district, the height of buildings shall be compatible with existing buildings in the immediate area which conform to the general design theme noted in subsections (1) through (4) above, as determined and/or recommended by the plan commission. In no instance shall buildings be more than one story taller or shorter than the height of a building of similar use on one of the immediately adjoining properties, which conform to the general design theme noted in subsections (1) through (4) above, as determined and/or recommended by the plan commission. See Figure 1.

Figure 1

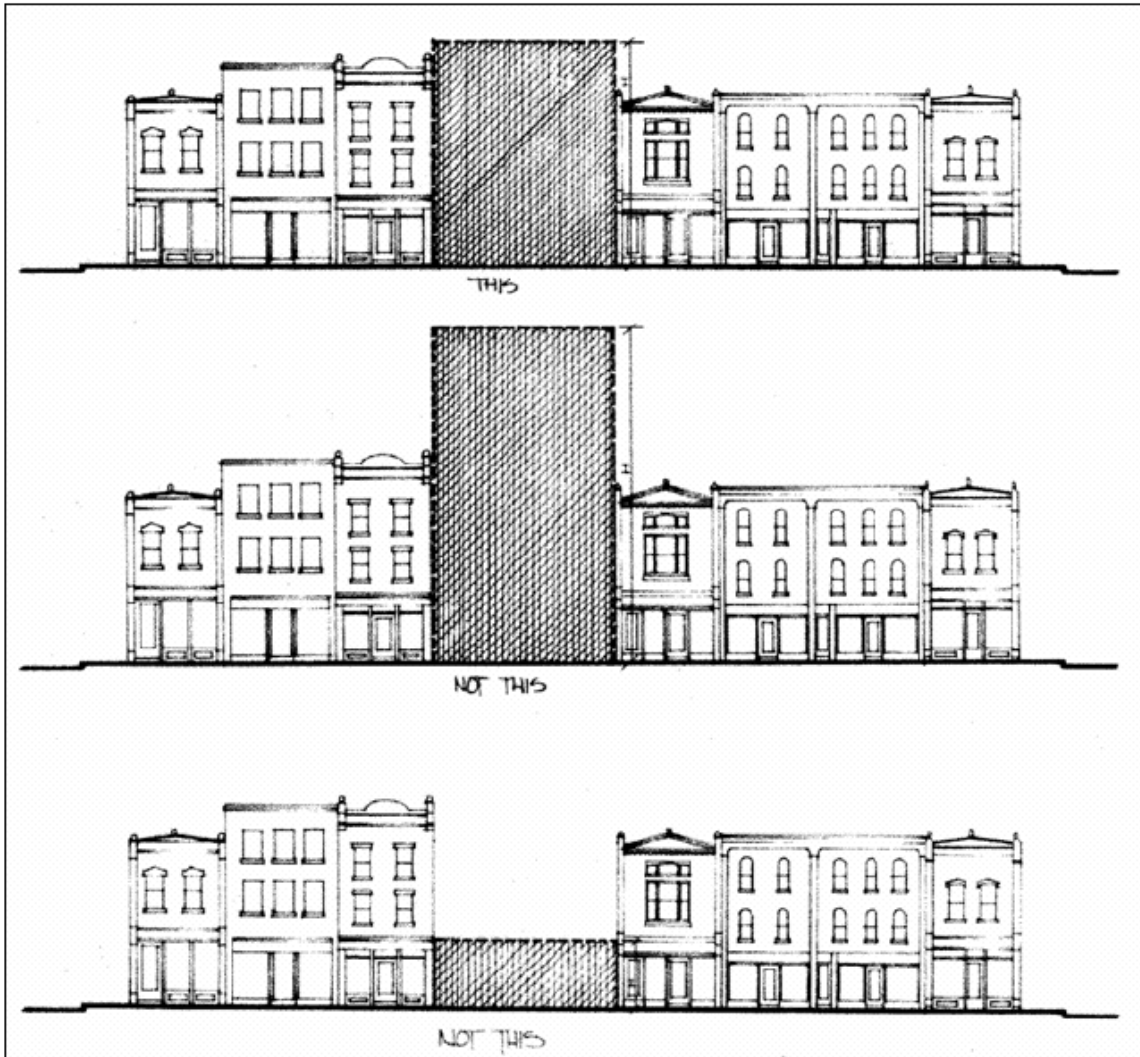


Figure 1

- (c) *Building mass.* Throughout the district, the mass of buildings shall be compatible with existing buildings in the immediate area which conform to the general design theme noted in subsections (1) through (4) above, as determined and/or recommended by the plan commission. The characteristic proportion (relationship between facade height and width) of the general design theme shall be maintained. Building mass for large structures (with a facade area exceeding 5,000 square feet) shall be disguised through the use of facade articulations, or through the use of exterior treatments which give the impression of directly adjoining individual buildings, as determined and/or recommended appropriate by the plan commission.
- (d) *Horizontal rhythms.* Along Main Street between the Yahara River and 5th Street the horizontal pattern of exterior building elements formed by patterns of building openings for windows and doors, and related elements such as piers and columns shall be spaced at regular intervals

across all visible facades of the building, and shall be compatible with those of existing buildings in the immediate area which conform to the general design theme noted in subsections (1) through (4) above, as determined by the plan commission.

Figure 2

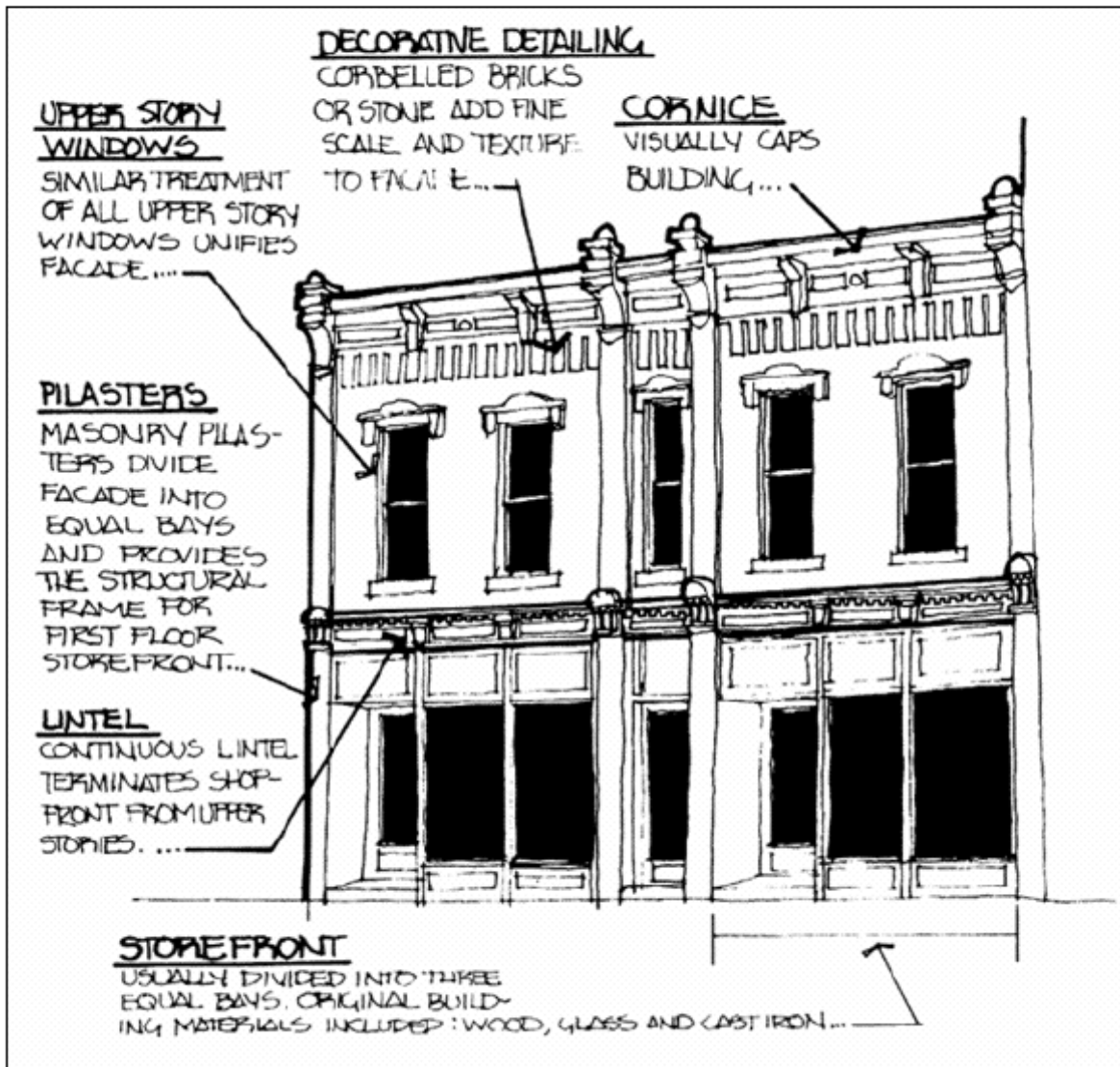


Figure 2

- (e) *Vertical rhythms.* Along Main Street between the Yahara River and 5th Street, the floor heights on main facades shall appear visually in proportion to those of adjoining buildings. The rhythm of the ground floor shall harmonize with the rhythm of upper floors. The vertical pattern of exterior building elements formed by patterns of building openings for windows and doors, and related elements such as sills, headers, transoms, cornices and sign bands shall be compatible in design and elevation with those of existing buildings in the immediate area which conform to

the general design theme noted in subsections (1) through (4) above, as determined by the plan commission.

- (f) *Roof forms.* Along Main Street between the Yahara River and 5th Street, flat or gently sloping roofs which are not visible from the street shall be used. Mansards or other exotic roof shapes not characteristic of the general design theme noted in subsections (1) through (4) above, as determined by the plan commission, shall not be used. Throughout the District, roof shapes not characteristic of the general design theme noted in subsections (1) through (4) above, as determined by the plan commission, shall not be used. See Figure 3.

Figure 3



(g) Exterior Materials

Figure 3

- (g) *Exterior materials.* Selected building materials shall be compatible with those of existing buildings in the immediate area which conform to the general design theme noted in subsections (1) through (4) above, as determined by the plan commission. In addition:
1. *Masonry.* Along Main Street between the Yahara River and 5th Street, stone or brick facing should be of even coloration and consistent size. Cinder block, concrete block, concrete slab, or concrete panel shall not be permitted.
 2. *Siding.* Along Main Street between the Yahara River and 5th Street, wood or thin board textured vinyl or textured metal clapboard siding may be appropriate — particularly if the proposed non-masonry exterior was used on a building which conforms to the general design theme noted in subsections (1) through (4) above, as determined by the plan commission. In certain instances clapboard, board and batten may be in keeping with the general design theme. Asphalt shingles shall not be permitted.

3. *Glazing.* Along Main Street between the Yahara River and 5th Street, clear, or slightly tinted glass or related glazing material shall be used. Mirrored glass, smoked glass, or heavily tinted glass shall not be permitted.

(h) *Exterior surface.*

Appurtenances: Exterior surface appurtenances shall be compatible with those of existing buildings in the immediate area which conform to the general design theme noted in subsections (1) through (4) above, as determined by the plan commission. In addition:

1. Along Main Street between the Yahara River and 5th Street, the traditional storefront design theme (characterized by strong horizontal and vertical rhythms formed by building openings, storefront columns, storefront cornices, upper cornices, kickplates, signbands, large display windows, and transom windows) shall be employed for all new nonresidential buildings — including retail, office, professional service, personal service, maintenance, lodging, entertainment, and storage uses.
 2. Throughout the district, avoid cluttering building facades with brackets, wiring, meter boxes, antennae, gutters, downspouts and other appurtenances. Unnecessary signs shall also be avoided. Where necessary, such features shall be colored so as to blend in, rather than contrast, with the immediately adjacent building exterior. Extraneous ornamentation which is inconsistent with the general design theme noted in subsections (1) through (4) above, as determined by the plan commission, is also prohibited.
- (i) *Awnings.* Throughout the district, awning size, color and placement should complement the architectural character of the building, as determined by the plan commission. Soft, weather-treated canvas or vinyl materials which allow for flexible or fixed installation shall be used. Aluminum or suspended metal canopies shall be prohibited. Signage applied to awnings shall be simple and durable. Backlit awnings are prohibited.
- (j) *Exterior colors.* Selected exterior colors for structures and appurtenances including fixtures and signs shall be compatible and harmonious with those of existing buildings in the immediate area which conform to the general design theme noted in subsections (1) through (4) above, as determined by the plan commission. Specifically, throughout the district:
1. Primary (red, blue, green, and yellow) colors, black, and fluorescent, "day glow", and/or "neon" colors shall not be permitted. Where such colors constitute a component of a standardized corporate theme or identity, muted versions of such colors shall be used.
 2. High gloss paints, lacquers, varnishes or other "shiny" non-glazing surfaces shall not be used.
 3. Color combination schemes shall be limited to no more than three different colors for all the structures and appurtenances on a property. (Varying shades, tints or intensities of a color shall count as a different color for this purpose.)
 4. Color schemes shall be used consistently throughout the property, including on both the upper and lower portions of buildings, and on all facades of a building or structure.
- (k) *Exterior lighting.* Throughout the district, on-site exterior lighting shall be compatible and harmonious with the general design theme noted in subsections (1) through (4) above, as determined by the plan commission.

Specifically:

1. *Pedestrian lighting:* The design, color, height, location and light quality of on-site pedestrian lighting shall be consistent with the pedestrian lighting fixtures.
2. *Vehicular circulation lighting:* The design, color, height, location and light quality of on-site vehicular circulation lighting for officially designated historic properties shall be consistent with the lighting fixtures approved by the plan commission.

3. Additional lighting standards are found in section 78-707.
- (l) *Signage.* All signage, existing upon the adoption date of this ordinance, which does not comply with the standards of article VIII: Signage Regulations, may be continued as long as it is well maintained. However, the maintenance of such legal nonconforming signs shall be limited to repair of the sign structural or lighting elements, and to the repainting or replacement of the sign face with identical new material, message, and original appearance. Should a change in material, message, or original appearance be desired, the legal nonconforming sign shall be removed.
- (m) *Cleaning.* Structural components and exterior materials shall be cleaned when necessary, and with only the gentlest possible methods. Low pressure water and soft natural bristle brushes are acceptable. Sandblasting is never acceptable. Other methods shall be pre-approved by the plan commission.
- (n) *Rehabilitation and restoration.* New projects, building additions, and new appurtenances and features shall comply with the provisions of subsections (a) through (m) above. The following standards shall apply where existing construction is proposed for rehabilitation and/or restoration:
1. *In general.* Buildings shall be restored relying on physical evidence (such as photographs, original drawings, and existing architectural details) as much as possible, in keeping with the general design theme noted in subsections (1) through (4) above, as determined by the plan commission. Specifically, throughout the downtown design overlay zoning district the provisions of this subsection shall apply.
 2. *Exterior materials and surface features.* Materials and features identical to the original shall be used. Where such knowledge is lacking, materials and features in common use at the time of building erection, as determined by the plan commission, shall be used. Significant architectural features, including cornices, moldings and coursings shall be preserved or replaced with identical features and materials where possible.
 3. *Windows and doors.* The size, proportion and rhythm of original windows and doors shall not be altered. Original window and door openings shall not be blocked, except with a dark opaque panel placed behind the window or door to preserve the appearance of the opening. Where now blocked in another manner, blocked window and doors shall be restored using said method. Window and door features, including lintels, sills, architraves, shutters, pediments, hoods and hardware, shall be preserved where possible, or replaced with identical features and materials. Dark frames (i.e. anodized bronze) shall be used to replace storefront and upper story windows. Clear aluminum finishes and mill finish aluminum storm windows are prohibited. Real shutters and awnings shall be used if there is evidence that they were a component of the original building design. Vinyl and plastic shutters and awnings shall be prohibited.
 4. *Shop fronts.* Shop fronts should fit inside the original shop front in terms of all three dimensions (vertical, horizontal and front to back articulation).
 5. *Display windows.* Display windows should be restored to their original appearance.
 6. *Entrances and porches.* Original porches and steps shall be retained, except as required to meet accessibility standards. Porches, steps and related enclosures which do not comply with the architectural design theme, as determined by the plan commission, shall be removed.
 7. *Roofs.* The original roof shape and character of visible materials shall be retained. Original architectural features which give the roof its essential character, including dormer windows, cupolas, cornices, brackets, chimneys and weathervanes, shall be preserved if in keeping with the architectural design theme as determined by the plan commission.
- (7) *Residential construction.* Proposed residential construction, located on properties having frontage on Main Street between the Yahara River and 5th Street, including new structures, building additions,

building alterations, and restoration or rehabilitation shall be reviewed per subsection (3) above by the plan commission. The building setback, height, mass, roof form, exterior materials, exterior surface appurtenances, exterior colors, landscaping and lighting shall be compatible and harmonious with the general design theme noted in subsections (1) through (4) above, as determined by the plan commission.

(Ord. No. 0-6-09, 6-23-2009; Memo. of 3-22-2010; Ord. No. 0-4-2011, § 114, 5-10-2011)