

AMENDED - OFFICIAL NOTICE AND AGENDA

The City of Stoughton will hold a **Regular** meeting of the **Landmarks Commission** on **Thursday, July 14, 2016, 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 June 9, 2016.
3. Request by Elisabeth Mensink for approval of a certificate of appropriateness for the installation of a storage shed at West School Apartments, 400 Garfield Street.
4. **Request by David LeClear for approval of a certificate of appropriateness to install signage at 120 E. Main Street.**
5. 2017 Budget Discussion.
6. Discuss request by Chuck Haase to designate 529 E. Main Street as a Local Landmark.
7. Commission Reports/Calendar.
8. Future agenda items.
9. Adjournment.

6/30/16mps

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
Elisabeth Mensink

Stoughton Hub
Leadership Team
smonette@stolib.org
David LeClear

Note: 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

Monday, June 9, 2016 – 7:00 pm

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

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

Absent: Josh Mabie

Staff: Zoning Administrator, Michael Stacey

Guests: Todd Hubing

1. **Call to order.** Peggy called the meeting to order at 7:00 pm.
2. **Consider approval of the Landmarks Commission meeting minutes of May 12, 2016.**
Motion by **Alan** to approve the minutes as presented, 2nd by **Kathleen**. Motion carried 5 – 0.
3. **Status update for 120 E. Main Street. (COA issued September 17, 2015).**
Kim arrived at 7:05 pm

Michael gave an update and provided pictures of the building. A discussion occurred regarding time limits for the COA approval requirements. Consensus is that improvements follow the building permit requirements which allow for one year to start a project and two years to finish.

4. **Status update regarding new COA directions/documentation.**
Peggy and Greg are putting together sample packets for future applications. Greg is working on the commercial sample while Peggy is working on the residential sample.
5. **Status update for 515 E. Main Street, Tobacco Warehouse COA Application (gutters, etc.).**
Nothing to report since we have not heard back from the applicant.

6. **2017 Budget Discussion.**
Discussed what the commission spends on their operating budget per year. The Commission has yearly costs for the historical preservation award, reimbursement for the yearly conference and for the website.

Discussed possible budget offers toward the 1892 High School which could possibly go toward video production, website and printing costs.

Next meeting will be just for the budget. A special meeting on June 22nd may be necessary depending on when the budget offer is required to be presented. Michael will check with Finance Director Laurie Sullivan and report back tomorrow. Michael will also check the amount left in the Landmark account and report back tomorrow.

7. **Status Update for 1892 High School.**
Nothing new to report.
8. **Status update on the Linderud exhibit and collectables from Art Wendt.**
Tabled until a future meeting when Josh is in attendance.

9. 2016 Preservation Award discussion.

The Commission discussed seeking potential recipients and how to go about getting the information out to the public. More discussion is warranted at a future meeting.

10. Highlights from the April WAHPC conference in DePere.

The will be discussed at a future meeting.

Peggy left at 8:10 pm

11. Commission Reports/Calendar.

Stephen discussed a potential use for the Power Plant related to making wine.

12. Future agenda items.

Budget offer.

13. Adjournment. Motion by **Greg** to adjourn at 8:30 pm, 2nd by **Stephen**. Motion carried 5 – 0.

Respectfully Submitted, *Michael Stacey*

City of Stoughton Certificate of Appropriateness

Application Form

1. Name of Property: west School Apts

Address of Property: 400 Garfield St.

Name of historic district in which property is located: _____

2. Owner & Applicant Information

Owner Name: Elisabeth A.H. Mensink

Street Address: 409 Midland Lane

City: Monona State: WI Zip: 53716

Daytime Phone, including Area Code: 608-239-6332

Applicant (if different from owner): Can also discuss with Mike Klinzing
616-485-6616

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) _____

4. Description of Proposed Project (on next page)

5. Signature of Applicant

Signed: Elisabeth A.H. Mensink Date: 6-24-16

Printed: Elisabeth A.H. Mensink

Return To: Zoning Administrator, Stoughton City Hall, 381 E. Main Street

Description of Proposed Project

(attach additional sheets as necessary)

Architectural Feature: Exterior 7' x 7' storage shed

Approximate date of feature: will build as soon as approved

Describe existing feature: _____

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

See attached

Photograph No. _____ Drawing No. _____

Architectural Feature: _____

Approximate date of feature: _____

Describe existing feature: _____

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

Photograph No. _____ Drawing No. _____

City of Stoughton Certificate of Appropriateness

Definition and Procedure

Any plans to alter or reconstruct the exterior of any locally designed landmark or landmark site, and interior work that may impact exterior features, must be approved by the Landmarks Commission before a building permit can be issued. The Commission will conduct a design review and issue a Certificate of Appropriateness (COA) to indicate that the proposed alterations have been approved.

The application form for the COA can be obtained from the Zoning Administrator along with the request for a building permit. When completed, the application form must contain all pertinent information concerning any alteration or reconstruction of a landmark or landmark site. This information will be needed for the Landmarks Commission to evaluate the impact of the proposed work on the landmark and the surrounding area. In order to expedite the evaluation process, please fill out the form completely and accurately, and include drawings and photographs. The completed form should be submitted to the Zoning Administrator at Stoughton City Hall, 381 E. Main Street.

The Commission shall have up to 60 days to approve the application and return the COA to the Zoning Administrator with permission to issue the building permit. If the Commission determines that the request does not meet the guidelines of city ordinance 12.135 (6)(c)(1-2), it shall inform the Zoning Administrator to deny the issuance of the permit. The Commission shall, at the request of the applicant, cooperate and work with the applicant in an attempt to obtain approval within the guidelines of the ordinance. Review of denial of permits shall lie to the City Council pursuant to chapter 2, article V and statute.

Certificate of Appropriateness Application Instructions

To receive a Certificate of Appropriateness (COA) from the Stoughton Landmarks Commission, it is necessary for the applicant to complete a COA application form and return it with copies of supplemental materials as appropriate to further describe the proposed project. Supplemental materials include photographs, plans, drawings and specifications. A complete application is to be filed with the Zoning Administrator for the City of Stoughton at least two weeks before the regularly scheduled Commission meeting at which the application and design is to be reviewed. Generally, supplemental materials submitted with the application are not returnable, with the exception of historic photographs, etchings, lithographs or original blueprints and drawings.

1. Name of Property

Provide the name given to the property when it was designated, if you know it. Give the full address of the property. If located in a local historic district, give the name by which the district was designated.

2. Name and Mailing Address of Property Owner

Provide the name, address, and telephone number of the property owner. If there are multiple owners of the property, include all parties using a separate sheet of paper if necessary. Provide the name, address and telephone number of applicants, if different from the owner.

3. Attachments

Provide supplemental materials including current photographs of the property, photographs of existing conditions at the location of the building where the work is to occur, a copy of the plans and drawings and written specifications of the proposed project. To supplement your application and to help clarify the scope of work you may also submit material samples, site plans, sketches, historical documentation, or anything else that will illustrate to the Commission and staff the effect of the proposed project.

4. Description of Proposed Project

Complete a separate description for each exterior architectural feature affected, such as windows, roof, porch(es), cornice, or masonry. Briefly describe the feature and give the approximate date it was constructed, if known. Describe in detail the proposed work and how it will impact the existing feature. Use as many pages as necessary to cover all aspects of the project. If more space is needed, continue on a separate page. Key work items to accompanying drawings or photographs.

5. Signature of Applicant

All applications must be signed and dated.

If you have questions or need assistance in completing this form, please contact the Zoning Administrator at Stoughton City Hall (608) 646-0421.

Owner: Elisabeth A.H. Mensink

Contact: 608-239-6332

lisa@acacia-web-design.com

409 Midland Lane, Monona, WI 53716

Building/Property Impacted: 400 Garfield St.

Proposed project:

I would like to put up a small (~7' x 7') storage shed to store lawn mower, grill, garden implements, etc.

Picture and specifications of shed are attached.

The location of this shed would be the north-west corner of the lot, next to existing neighbors' larger garages (at the backs of their lots), and behind the outside parking area for 400 Garfield and the fenced-in dumpster area already on the property. Location will be 4' from back property lot line. We have recently had property surveyed and know where property line is.

- Zoning is MR-10, Multi-family Residential
- Currently a six-unit (six 2-bedroom units) with no exterior storage area or garage
- Proposed storage shed will take up 7'3" x 7'4" of the .6-acre property
- No water, sewer, lighting, waste, drainage, toxic materials, erosion are affected
- No planned expansion in the future
- We will build shed ourselves. It is a kit, and we will build the recommended base for stability.

WEST SOUTH

66'

#0716 **FISH ADDITION**

132'

132'

66'

#511 082-41 475

516

66'

#511082-41377

66'

SOUTH MADISON STREET

77.88' 56.76' 66' 66'

TOUGHTON

051108266332
051108240010

Lot 2
0.2 ac
+09

Lot 1
0.2 ac
+01

132' 132' 132' 132'

Lot 1
0.24 ac
+25

051108266225 051108266118

417

56.76' 66' 66'

57.75' 57.75'

Lot 2
0.1 ac
517

051108240127

O. M. TURNER'S 2ND ADDITION

132' 132' 132' 132'

Lot 4
0.6 ac
+00

051108266449

74.25' 74.25'

Lot 2
0.14 ac
525

80.52' 56.76' 66' 66'

SOUTH PRAIRIE STREET

This aerial map shows a residential subdivision with several lots. The lots are outlined in yellow and labeled with their respective numbers, areas, and dimensions. The lots are arranged in a grid-like pattern, with some lots having irregular shapes. The dimensions are given in feet (ft) and the areas are given in acres (ac). The lot numbers are color-coded: blue for the first four lots, red for the fifth lot, and green for the sixth lot. The areas are given in red text. The dimensions are given in black text. The map also shows some surrounding roads and features, such as a street on the left and a street on the right.

Lot Number	Area (ac)	Dimensions (ft)
051108265440	0.11	66' x 66'
051108265548	0.1	66' x 66'
051108265722	0.055	66' x 66'
051108265655	0.2	66' x 66'
051108265588	0.045	66' x 66'
051108265656	0.3	66' x 66'

GARFIELD STREET

ft 132' Lot 8
0.2 ac
de:89.225593

051108240314 80.02' 051108267037 36.78' 66' 66' 051108267840 66' Lot 4 051108267733 66'

425 409 401 325 317 30

051108266921 051108266814 Parcel Text | Geophysical | Recreation | Water Resources









Back
of
Parking

Back Neighbor
garages

SPECIFICATIONS

FOR SHED FOR 400 GARFIELD

DIMENSIONS

Approximate Depth (ft.)	7	Door Opening Height (In.)	76
Approximate Width (ft.)	7	Door Opening Width (In.)	60
Assembled Depth (in.)	87 in	Door Opening Width (ft.)	5
Assembled Height (in.)	102.5 in	Exact Width x Depth	7 ft 4.5 in x 7 ft 3 in
Assembled Width (in.)	88.5 in	Sidewall Height (in.)	72

DETAILS

Assembly Required	Yes	Returnable	90-Day
Color Family	Browns / Tans	Roof Color Family	Black
Floor Options	With Floor	Roof Pitch	8:12
Maximum Roof Load (lb./ sq. ft.)	20	Shed Door Type	Double
Maximum Wind Resistance (mph)	65	Shed Features	Door Latch,Double Door,Lockable Door,Vents,Windows
Number of Doors	2	Siding Color Family	Brown/tan
Number of Windows	2	Storage Capacity (cu. ft.)	322
Product Weight (lb.)	345 lb		

City of Stoughton Certificate of Appropriateness

Application Form

1. Name of Property: Main Street Kitchen & Back to the Bean

Address of Property: 120 E Main Street

Name of historic district in which property is located: _____

2. Owner & Applicant Information

Owner Name: Kim Goldsmith

Street Address: _____

City: _____ State: WI Zip: _____

Daytime Phone, including Area Code: 608-873-5113

Applicant (if different from owner): David LeClear

Applicant's Daytime Phone, including Area Code: 608 719 7626

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) _____

4. Description of Proposed Project (on next page)

5. Signature of Applicant

S i g n e d : _____ D a t e : _____

Printed: _____

Return To: Zoning Administrator, Stoughton City Hall, 381 E. Main Street

Description of Proposed Project

(attach additional sheets as necessary)

Architectural Feature: Sign for Back to the Bean shop

Approximate date of feature: 7-30-16

Describe existing feature: The Stoughton Store written on front

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

The existing feature will remain in place. Our sign will be installed perpendicular to the existing feature. Bracket will be made of metal. Sign will be made of wood.

Photograph No. _____ Drawing No. 1

Architectural Feature: Main Street Kitchen sign

Approximate date of feature: 7-30-16

Describe existing feature: Same as above

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

This sign will be exactly the same as above except have the Main Street logo.

Photograph No. _____ Drawing No. 1

Drawing no. 1

