

OFFICIAL NOTICE AND AGENDA

The City of Stoughton will hold a **Regular** meeting of the **Landmarks Commission** on **Thursday, August 8, 2019 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 July 11, 2019.
4. Request by A-Team Construction for a Certificate of Appropriateness (COA) for metal roof installation at 174 E. Main Street.
5. Discussion and possible action regarding the Power Plant local landmark nomination boundary.
- Communications/Updates
6. Update: Linderud photo collection. (Todd)
7. Update: Community outreach. (Kristi and Kim)
8. Update: 2018 and 2019 local landmark mini-grants
- Discussion/Potential Action
9. Local downtown district planning.
10. 2020 budget request.
11. Commission reports/calendar.
12. Future agenda items.
 - a. Update: RDA subcommittee.
 - b. Update: 1892 High School
 - c. Discuss 2019 Art Wendt Historic Preservation Service Award
13. Adjournment.

8/2/19mps

COMMISSIONERS:

Peggy Veregin
Alan Hedstrom
Kristi Panthofer

Jean Ligocki (Council Rep)
Greg Pigarelli

Kimberly Cook
Todd Hubing

EMAIL NOTICES:

Art Wendt
Council Members
Receptionists
Aaron Marrinek

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

Stoughton Hub
Leadership Team
Joe DeRose

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 July 11, 2019 – 6:30 pm

City Hall, 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 and Greg Pigarelli, Secretary.

Absent: Kristi Panthofer and Kimberly Cook

Staff: Michael Stacey

Guests: Roger Springman; Curt Brink; Mayor Tim Swadley and Tom Majewski

1. Call to order. Veregin called the meeting to order at 6:33 pm.

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

Roger Springman spoke on behalf of the Redevelopment Authority in favor of excluding the headrace and not using the river bank as part of the Power Plant local landmark boundary designation.

Curt Brinkman, potential developer for the river front development area, spoke of potential plans for the Power Plant Building.

Tom Majewski suggested the landmark boundary designation for the Power Plant for the west side be a distance to extend to the historic boundary of the property which is wider than it is now. He stated that according to historic photographs, the power plant property used to extend further to the west but the road project in the late 1980s narrowed the west boundary of the power plant property line. He also encouraged the south boundary follow the south parcel line. He stated that it was important for the area around the power plant be protected and this south boundary would help do that, whereas, a boundary only 5 feet from the wall of the building would not.

3. Consider approval of the Landmarks Commission meeting minutes of June 13, 2019.

Motion by **Ligocki** to approve the minutes as presented, 2nd by **Hubing**. Motion carried 5 – 0.

4. Designation of the landmark boundary at the Power Plant, 601 S. Fourth Street.

Veregin summarized the reasoning for designating a landmark boundary for the Power Plant and gave an overview of the landmark nomination form.

Veregin opened the public hearing.

Mayor Tim Swadley stated the Landmarks Commission should take into consideration designating the landmark boundary at the building wall. Designating more may be beyond the scope of the Landmarks Commission.

Veregin closed the public hearing.

There was a lengthy discussion by the Commission regarding the reasoning for the boundary and what the boundary means going forward.

Curt Brink stated he likes that the landmark boundary is being established because it will make it easier going forward. He also stated that the boundary as proposed by the landmarks commission

was clear and made sense and provided guidance about exactly when a project would need to come to the landmarks commission, and when it would not.

Veregin, to address the Mayor's concerns, clarified that local landmarks are always designated by their parcel which acts as the boundary. In this case, the parcel is a very large area of land and the Commission does not think it is desirable or necessary for the landmarked property be defined as the parcel. Therefore, the Commission wants to shrink the landmarked boundary to exclude most of the current parcel.

Veregin stated the landmark boundary won't prevent any type of legal use or addition to the building; that the commission reviews projects against the criteria in the Chapter 38 ordinance, and following the Secretary of the Interior's Standards for Rehabilitation. Addressing the Mayor's concern that the commission shouldn't be involved in designing roads, Veregin clarified that the commission would not be designing roads but if a road was proposed within the landmarked area, the commission would simply review the road project to evaluate its impact on the landmark property.

Veregin stated vacant buildings eventually are lost so the commission is very supportive of a reuse of the building.

There was a lengthy discussion about how the west and south boundaries should be defined.

Mayor Swadley suggested having Attorney Dregne review the nomination once the boundaries are agreed upon.

There was further discussion about whether to use a specific dimension or use the property line to the south of the building.

Motion by **Hedstrom** to amend the nomination legal description to exclude the headrace and use the interior edge of the sidewalk as the west boundary, 2nd by **Ligoeki**.

There was further discussion about the south and west landmark boundary designation.

Motion by **Ligoeki** to amend the original motion to designate: the west edge of the building to the west property line as the west landmark boundary and use the south property line as the south landmark boundary, 2nd by **Hedstrom**. Motion carried 5 – 0.

Original motion carried 5 – 0 as amended.

Motion by **Hubing** to accept the landmark nomination that was prepared as part of the boundary review, to replace the landmark document from the 1980s that has not been located, 2nd by **Ligoeki**. Motion carried 5 – 0.

5. Update: Linderud photo collection.

Hubing stated a lot of photos have been identified on the site.

Stacey reported he had Alan Carlson add a link on the landmark website to www.historicstoughton.com

6. Update: Community outreach.

Veregin and Hedstrom will be doing some outreach at the farmer's market this coming Saturday from 8-10am

Ligocki will stop by City Hall on Friday morning to pick up some landmark walking tour brochures to be provided at the Garden Tour at Olbrich Botanical Gardens in Madison.

7. Update: 2018 and 2019 local landmark mini-grants.

An update will be discussed next month.

8. Mini-grant: Approval of completed work: 404 S. Fifth Street - Cabibbo

Veregin gave an overview of the completed work.

Motion by Pigarelli to approve the completed work and authorize the mini-grant funding to be disbursed, 2nd by Ligocki. Motion carried 5 – 0.

9. Local downtown district planning.

Veregin discussed the Redevelopment Authority plan to do a study of the downtown for economic development. As part of the study, the Landmarks Commission will be asked questions which were provided by Veregin for Commission review.

Veregin gave an overview of the proposal by The Lakota Group for public engagement toward Local Downtown District planning. Veregin stated The Lakota Group has a lot of experience in this area and provided a thorough proposal. The Commission discussed the proposal for public engagement, timetable for completion, start date and costs.

Motion by Ligocki to accept The Lakota Group proposal and enter into further discussions related to a start date, timetable for completion and costs, 2nd by Hubing. Motion carried 5 – 0.

10. Commission reports/calendar.

No discussion.

11. Request by Kristi Panthofer for a Certificate of Appropriateness (COA) for repair of porches at 201 S. Franklin Street.

Veregin gave an overview of the COA request.

Motion by Hedstrom to approve the COA request as presented, 2nd by Ligocki. Motion carried 5 – 0.

12. Future agenda items.

- a. Update: RDA subcommittee.
- b. Update: 1892 High School
- c. Discuss 2019 Art Wendt Historic Preservation Service Award

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13. Adjournment. Motion by **Ligocki** to adjourn at 9:00 pm, 2nd by **Hedstrom**. Motion carried 5 - 0.

Respectfully Submitted,

Michael Stacey

City of Stoughton Certificate of Appropriateness

Application Form

1. Name of Property: Prize Impressions

Address of Property: 174 E. Main St. Stoughton, WI 53589

Name of historic district in which property is located:

**2. Owner & Applicant
Information**

Owner Name: Dan Stockstead

Street Address: SAME

City: State: Zip: SAME

Daytime Phone, including Area Code: 608-873-9610

Applicant (if different from the owner): A- Team Construction Unlimited Inc.

Applicant's Daytime Phone, including Area
Code: 608-217-2164

3. Attachments. The following information is enclosed:

Photographs and written description

4. Description of Proposed Project (on next
pag

5. Signature of Applicant Signed:

Aaron Martinec

Printed:

Aaron Martinec Date: 7-27-19

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

Stoughton Landmarks
Commission 6/93; updated
01/13

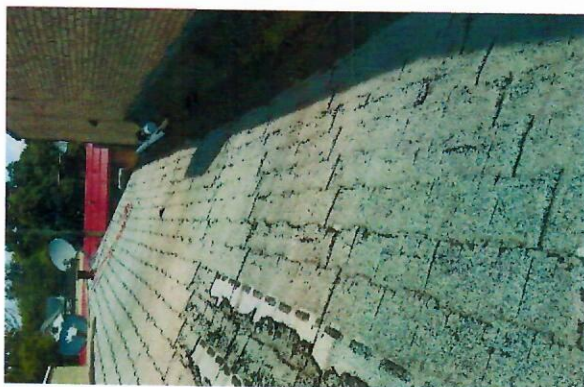
Description of Proposed Project (attach additional sheets as necessary)

Architectural Feature: New Metal Roof

Approximate date of
feature: 7/27/19

Describe existing feature: Asphalt Roof

Describe proposed work, materials to be used and impact to existing
feature: Overlay of Asphalt shingles with new metal roof and
appropriate cladding



Photograph No. Drawing No.

**Architectural
Feature:**

Approximate date of
feature:

Describe existing
feature:

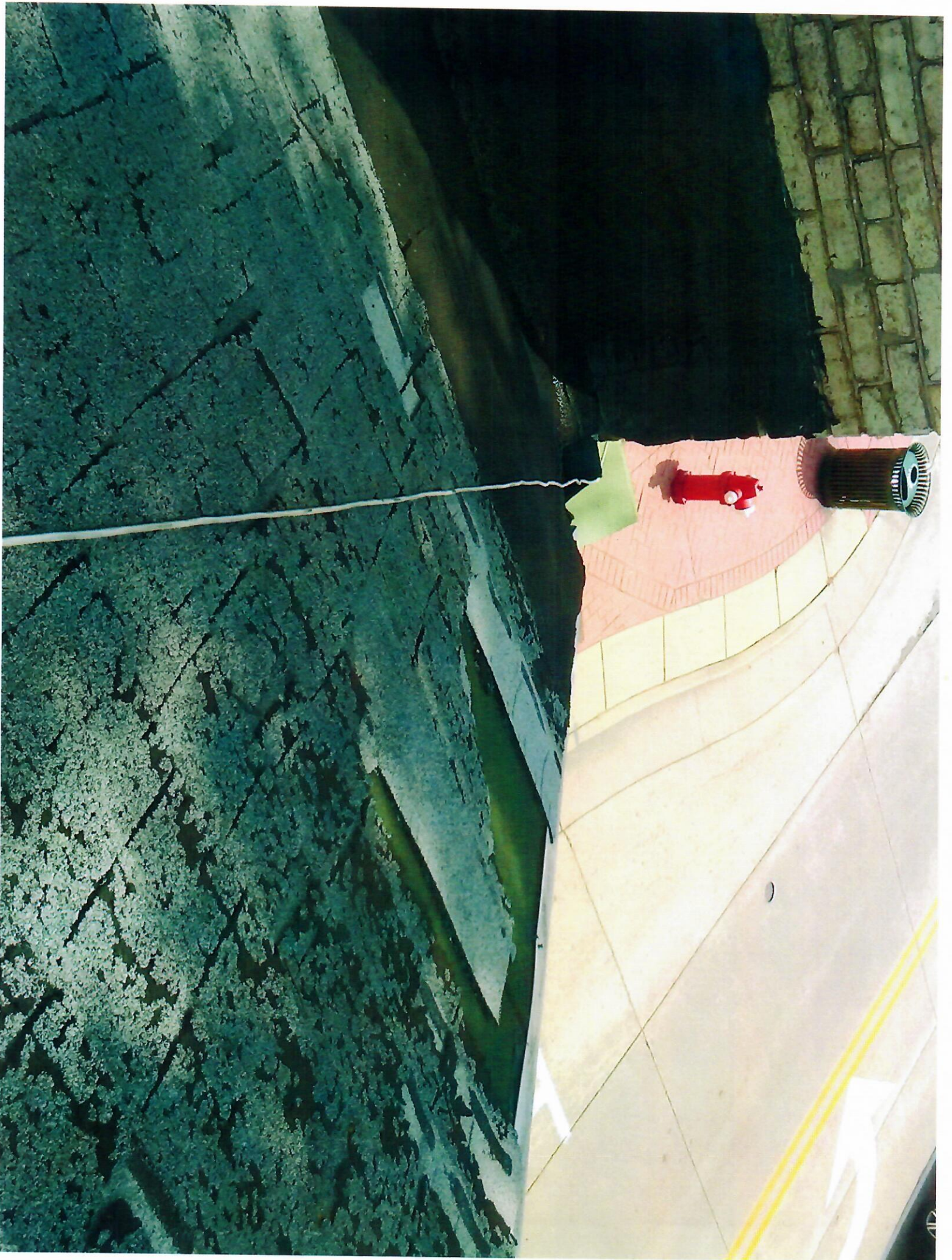
Describe proposed work, materials to be used and impact to existing
feature:

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

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, except for 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.

Stoughton Landmarks
Commission 6/93; updated
01/13

CITY OF STOUGHTON
DEPARTMENT OF PLANNING & DEVELOPMENT
BUILDING/ZONING PERMIT APPLICATION

Date of Application 7/9/2019
 Applicant Name A-TEAM CONSTRUCTION / SARAH WEEDEN ^{Avron Marnick} Phone 608-237-8680 / 608-217-2164
 Applicant Email SARAH@ATEAMUNLIMITED.COM laaron@ateamunlimited.com
 Owners Name (other than applicant) Dan Stockstead Phone 608-609-9551
 Subject Property Address 174 E. Main Street, Stoughton
 Permit for metal roof installation
 Proposed use(s) commercial business

Project area for new structures and additions (sq. ft.) _____

*Estimated building construction cost including labor \$11,000.00

Estimated electric construction cost including labor _____

Estimated plumbing construction cost including labor _____

Estimated hvac construction cost including labor _____

Estimated zoning project cost (signage, fencing, etc...) _____

*Do not include costs related to flooring, carpeting or painting.

Contractor Information:

Construction	<u>A-TEAM CONSTRUCTION</u>	Phone# <u>608-237-8680</u>	Lic# <u>960008</u>
Electrical	_____	Phone# _____	Lic# _____
Plumbing	_____	Phone# _____	Lic# _____
HVAC	_____	Phone# _____	Lic# _____

Cautionary Statement to Owners Obtaining Building Permits

Section 101.65 (1r) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under Section 101.654(2)(a), the following consequences might occur:

The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under this building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under this building permit.

The owner may not be able to collect from the contractor, damages for any loss sustained by the owner because of a violation by the contractor of the one and two-family dwelling code or an ordinance enacted under sub. (1)(a), because of any bodily injury to or death of others or damage to property of others that arises out of the work performed under this building permit or because of any bodily injury to or death of others or damage to property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under this building permit.

Cautionary Statement to Contractors for Projects Involving Buildings Built Before 1978

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of Chapter DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call (608)266-6876 or go to <http://dhs.wisconsin.gov/lead/WisconsinRRPRule.htm>

Wetlands Notice to Permit Applicants

"You are responsible for complying with state and federal laws concerning construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page: (<http://dnr.wi.gov/wetlands/delineation.html>) or contact a department of Natural Resources service center."

Additional Responsibilities for Owners with Projects Disturbing One or More Acres of Soil

I understand that this project is subject to Chapter NR 151 regarding additional erosion control and stormwater management and will comply with those standards.

Additional Responsibilities for Property Owners


The owner is responsible to provide the location of lot stakes onsite for many projects to confirm setbacks including but not limited to: prior to pouring footings; new construction; building addition; fencing; accessory structures. Additionally, the owner is responsible to call the building inspector for required inspections such as: Footings (prior to pouring); electrical; plumbing; HVAC; insulation; framing. Call the Building Inspector at 608-873-7626 if you are unsure what inspections are required.

IF APPLICABLE, A PLAN MUST BE SUBMITTED SHOWING LOT LINES AND ALL DIMENSIONS OF THE PROJECT. NO WORK SHALL BEGIN WITHOUT A BUILDING PERMIT. FEES ARE DOUBLED FOR ANY WORK THAT HAS BEGUN WITHOUT A PERMIT.

BY SIGNING THIS APPLICATION, YOU ARE AGREEING TO ALLOW BUILDING INSPECTION AND ZONING STAFF TO ENTER THE PROPERTY TO PERFORM ALL INSPECTIONS. IT IS UNDERSTOOD, PERMISSION WILL NEED TO BE GRANTED TO ENTER ANY STRUCTURE TO PERFORM INSPECTIONS WHICH INCLUDES A REQUEST BY THE APPLICANT OR OWNER FOR AN INSPECTION.

ANY QUESTIONS, CALL THE BUILDING INSPECTOR AT 608-873-7626 OR ZONING ADMINISTRATOR AT 608-646-0421. THERE IS ADDITIONAL INFORMATION AT WWW.CITYOFSTOUGHTON.COM/PLANNING

Owner/Contractor Signature


SARAH WEEDEN - OFFICE MANAGERDate 7/9/2019

2017 GRANT FUNDING

APPLICANT	PROPERTY	PROJECT SUMMARY	GRANT AMOUNT	AWARD DATE	COA APPROVAL	PROJECT APPROVAL	DEADLINE	FUNDS PAID	NOTES
TONY HILL	BADGER THEATER, 255 E. MAIN ST	FIX CRUMBLING CONCRETE FAÇADE	\$2,500.00	6/22/2017	4/12/2018	8/9/2018	6/22/2018	8/10/2018	Completed
M. ENGELBERGER	SUMMIT AVE	FOUNDATION REPAIR	\$875.00	6/22/2017	2/8/2018	7/5/2018	6/22/2018	7/9/2018	Completed
ERIC FRANCKSEN	327 E. WASHINGTON ST	FOUNDATION REPAIR	\$625.00	6/22/2017	9/20/2018	6/13/2019	5/10/2019	6/14/2019	Completed
		TOTAL 2017 FUNDING:	\$4,000.00						

2018 GRANT FUNDING

APPLICANT	PROPERTY		GRANT AMOUNT	AWARD DATE	COA APPROVAL	PROJECT APPROVAL	DEADLINE	FUNDS PAID	NOTES
STO. SCHOOLS	1892 H.S., 320 NORTH ST	TUCKPOINTING	\$1,000.00	6/14/2018	3/8/2018	7/12/2018	6/14/2019	7/25/2018	Completed
BILL WEBER	RR DEPOT, 529 E. MAIN ST	TUCKPOINTING	\$1,500.00	6/14/2018	8/9/2018	1/10/2019	6/14/2019	1/18/2019	Completed
JOSEPH CABIBBO	404 S. FIFTH ST	FR. PORCH REPAIRS	\$2,500.00	6/14/2018	9/20/2018	7/11/2019	6/14/2019	7/12/2019	Completed
		TOTAL 2018 FUNDING:	\$5,000.00						

2019 GRANT FUNDING

APPLICANT	PROPERTY		GRANT AMOUNT	AWARD DATE	COA APPROVAL	PROJECT APPROVAL	DEADLINE	FUNDS PAID	NOTES
KRISTI PANTHOFER	209 S. FRANKLIN ST	PORCH REPAIR	\$3,500.00	5/9/2019	7/11/2019		5/9/2020		
BILL WEBER	529 E. MAIN ST	REPAIR EASTSIDE EXTERIOR	\$1,500.00	5/9/2019			5/9/2020		
JUDY LYNCH	130 E. MAIN ST	GUTTER REPAIR							Application Denied
		TOTAL 2019 FUNDING:	\$5,000.00						

Landmarks Commission 2020 Budget Request.

The Stoughton Landmarks Commission is requesting funding to continue the Local Landmark Mini Grant Program that began in 2017. The program provides façade improvement and repair matching grants to help facilitate reinvestment in our community. Only owners of locally landmarked buildings are eligible for the grants. These mini-grants will be for exterior repair projects although interior projects may be considered if those projects involve structural issues or mechanical improvements. Since many local landmarks are on Main Street, these grants will facilitate reinvestment in downtown buildings while grants to other local landmarks will help maintain the character of our historic neighborhoods.

Building owners must apply to the Landmarks Commission for the matching grants with a thoroughly developed scope of work that complies with Stoughton's historic preservation design guidelines and meets the National Park Service's Secretary of the Interior's Standards for Rehabilitation. The Landmarks Commission will reach out to owners of Stoughton local landmark buildings to inform them of this matching grant program. These matching grants are an excellent way for the City to demonstrate its commitment to local reinvestment in our historic Main Street and neighborhoods while supporting residents who own historic buildings in our community.

Our grant budget for 2019 was \$5,000.00 and we received grant applications totaling more than \$23,000.00. The funding we have received to date has been awarded, the money is now encumbered and waiting for disbursement.

We have had positive public response, and requests for funding far outpace our program budget, we are asking for a small increase in the grant budget this year. We have demonstrated a track record of success (completed projects) so we believe an increase is warranted.

2020 Mini Grant Budget request: \$6,000.00

The Plan Commission, Landmarks Commission, City Staff and others have been discussing the need to create a Local Downtown Historic District which would create a level playing field for all properties within the Historic Downtown and protect the investment of owners and residents of the community. The Local Downtown Historic District would replace the existing Downtown Design Overlay Zoning District. There are many positives to creating a Local Downtown Historic District such as encouraging better consistent quality design and enhancing business recruitment potential. With this increased desire to create a Local Downtown Historic District, the Landmarks Commission began planning and outreach in 2018 and formally started the process in 2019. The Commission has approved a proposal by The Lakota Group to assist with public engagement toward Local Downtown District planning for 2019.

Budget request to continue the process to create a Local Downtown Historic District which includes seeking a request for proposal to draft the nomination for the district and mapping of the district area: \$10,000.00

Total Budget request: \$16,000.00