

OFFICIAL NOTICE AND AGENDA

The City of Stoughton will hold a **Regular** meeting of the **Landmarks Commission** on **Thursday, September 8, 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 July 14, 2016.
3. Elisabeth Mensink requests approval of a certificate of appropriateness to install a storage shed at West School Apartments, 400 Garfield Street.
4. Daniel and Sara Lenz request approval of a certificate of appropriateness to replace roofing and siding including other exterior repairs at the Era H. and Harriet Grout Gerard House, 118 N. Page Street.
5. Discuss request by Chuck Haase to designate 529 E. Main Street as a Local Landmark.
6. Discuss 1892 High School Coalition group sessions.
7. Discuss Depot Hill District.
8. Commission Reports/Calendar.
9. Future agenda items.
10. Adjournment.

8/24/16mps

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

Daniel and Sara Lenz

Stoughton Hub

Leadership Team

smonette@stolib.org

Elisabeth Mensink

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, July 14, 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; Josh Mabie and Kathleen Tass Johnson

Absent: Greg Pigarelli and Stephen Mar-Pohl

Staff: Zoning Administrator, Michael Stacey

Guests: Kim Goldsmith and David LeClear

1. **Call to order.** Veregin called the meeting to order at 7:00 pm.
2. **Consider approval of the Landmarks Commission meeting minutes of June 9, 2016.**
Motion by **Tass Johnson** to approve the minutes as presented, 2nd by **Cook**. Motion carried 5 – 0.
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.**
Stacey stated Ms. Mensink requested to have this agenda item tabled until next month when she will be able to attend.

Motion by **Hedstrom** to table this request until the August 11, 2016 meeting at the request of the applicant, 2nd by **Mabie**. Motion carried 5 – 0.

4. **Request by David LeClear for approval of a certificate of appropriateness to install signage at 120 E. Main Street.**

Kim Goldsmith, owner of 120 E. Main Street explained where and how the signage would be attached to the building.

Veregin questioned the exact location of the signage and recommends the signage not interfere with the existing Stoughton Store sign to eliminate a cluttered look.

The Commission discussed:

- Whether the proposed signs would compromise the existing sign;
- The location of the proposed signs should be at the far ends of the existing sign to eliminate clutter;
- Framing of the signage support should be streamlined, metal and black in color;
- The proposed signs should be made of wood or a wood composite.

Motion by **Hedstrom** to approve the COA request contingent on:

- The proposed signage locations shall be at the far end of the existing sign;
- The framing of the signage support shall be streamlined in design and shall be made of metal and black in color;
- The proposed signage shall be made of wood or wood composite.

2nd by **Tass Johnson**.

The Commission discussed the type of material used for the signage. Motion carried 5 – 0.

5. 2017 Budget Discussion.

The Commission discussed the following related to the 2017 budget request:

- Providing workshops related to specific landmark projects;
- Providing a lecture series;
- Providing outreach and information related to landmarks;
- Sponsor a Victorian home tour;
- Start an exterior improvement program for local landmarks;
- Continue the preservation award program;
- Sponsor a trade show;
- Sponsor preservation month activities.

The consensus was that money would be better spent on local landmarks in the historic downtown so the request will be for \$4000.00 to begin a pilot program for a local landmark exterior improvement program. If the pilot program is a success, the program could be expanded in the years to come.

Veregin will provide a summary of the request to Stacey on Friday.

6. Discuss request by Chuck Haase to designate 529 E. Main Street as a Local Landmark.

The Commission discussed designation of this property as a local landmark soon and working towards approval of the Depot Hill Historic District in the future.

Hedstrom left at 9:03 pm

7. Commission Reports/Calendar.

None discussed.

8. Future agenda items.

Veregin stated that the 1892 High School Coalition is planning future focus group sessions for the 1892 High School. The Commission will need to discuss potential involvement.

9. Adjournment. Motion by Mabie to adjourn at 9:12 pm, 2nd by Cook. 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'

0511 08241 475

516

66'

051108241377

66'

66'

SOUTH MADISON STREET

O. M. TURNER'S 2ND ADDITION

Lot	Area	Parcel Number	Dimensions (ft)
Lot 1	0.24 ac	051108240010	77.88' x 132'
Lot 2	0.2 ac	051108266332	56.76' x 132'
Lot 3	0.2 ac	051108266225	66' x 132'
Lot 4	0.6 ac	051108266118	66' x 132'

Additional dimensions and features shown on the map include:

- North arrow pointing towards the top right.
- Scale bar indicating 0, 10, 20, and 30 feet.
- Adjacent property dimensions: 57.75' (left), 74.25' (bottom left), 56.76' (bottom), and 66' (bottom right).
- Lot areas: 0.1 ac (Lot 2), 0.14 ac (Lot 2), and 0.52 ac (bottom left).
- Parcel numbers: 051108240127, 051108240225, and 051108266449.

SOUTH PRAIRIE STREET

66' 8' 58' 66'

051108265440

66' 500 66'

Lot 4 325 0.11 ac 8' 58'

66' 66' 66'

051108265548

66' 66' 66'

Lot 4 509 0.1 ac 66'

Lot 1 0.5 ac 66'

36' 30' 51'

051108265722 0511082658

Lot 6 0.055 ac 66'

051108265655

Lot 6 0.045 ac 66'

132' 132'

Lot 5 525 0.2 ac 66'

52+ 66'

Lot 6 0.3 ac 66'

05

GARFIELD STREET

ft 132' Lot 8
0.2 ac
de: 89.225593

051108240314 80.52' 051108267037 56.78' 66' 051108267840 66' Lot 4 051108267733 66'

+25 409 ParcelText | Geophysical | Recreation | Water Resources

051108266921 051108266814 325 317 30









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: _____

Address of Property: 118 North Page Street Stoughton, WI

Name of historic district in which property is located: Northwest Side Historic District

2. Owner & Applicant Information

Owner Name: Dan & Sara Lenz

Street Address: 118 N. Page St.

City: Stoughton State: WI Zip: 53589

Daytime Phone, including Area Code: 608.335.7034
608.347.3385

Applicant (if different from owner):

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: Sara Slack Lenz Date: 8/1/16

Printed: Sara Slack Lenz

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

Description of Proposed Project

(attach additional sheets as necessary)

Architectural Feature: Flat roof above front porch

Approximate date of feature: ? layers of old roofing

Describe existing feature: the roof was in terrible shape leaking in numerous locations

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

The roof has been leaking. Remove layers of old roof, replace rotting boards, and rotted structure. New roof decking and new rubber roof. Appearance of roof not changed.

Photograph No. 1 Drawing No. _____

Architectural Feature: Spire
(cedar shingle roof above the round part of the porch)

Approximate date of feature: ?

Describe existing feature: the existing cedar shingles were rotted and curling up. this roof was also leaking.

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

Remove existing cedar shingles, replace rotted board under the shingles. Reinstall new cedar shingles. Appearance of spire not changed.

Photograph No. 1 Drawing No. _____

Description of Proposed Project

(attach additional sheets as necessary)

Architectural Feature: Wrought Iron railing

Approximate date of feature: ?

Describe existing feature: railing rusted, broken, poorly installed

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

Removed, repaired, repainted, reinstall

Photograph No. 1 Drawing No. _____

Architectural Feature: Siding - front of the house

Approximate date of feature: ?

Describe existing feature: siding rotten and decaying

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

replace as needed, paint white (original color of house).
appearance not changed.

Photograph No. 1 Drawing No. _____

Description of Proposed Project

(attach additional sheets as necessary)

Architectural Feature: FLASHING AT BASE OF
~~TOWER~~ SPIRE

Approximate date of feature: ?

Describe existing feature: FLASHING HAS LEAKED DECK IS
ROTTED BELOW IT.

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

REMOVE FLASHING, REPLACE ROTTED DECK,
REPLACE FLASHING WITH NEW - EITHER
COPPER OR ALUMINUM.

Photograph No. 1 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. _____



siding

Wrought Iron railing.

Flat roof (rolled rubber roofing)

FLASHING

Spire (cedar shingles)

Photograph # 1