

OFFICIAL NOTICE AND AGENDA

The City of Stoughton will hold a **Regular** meeting of the **Landmarks Commission** on **Thursday, November 10, 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 October 13, 2016.
3. Request by Mike Daniels for a Certificate of Appropriateness approval to install a wall sign on the Erickson Building at 188 W. Main Street.
4. Discuss the Association for Preservation Technology International Annual Conference.
5. Discuss 1892 High School Coalition group sessions.
6. Discuss Preservation Conference, Oct 21 – 22 at Wisconsin Dells.
7. RDA update regarding the Milfab/Highway Trailer/Power Plant development.
8. Overview of current Commission initiatives
9. Commission Reports/Calendar.
10. Future agenda items.
11. Adjournment.

10/31/16mps

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 Krema

Matt Dregne, City Attorney

Receptionists

Mike Daniels

Stoughton Hub

Leadership Team

smonette@stolib.org

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

Thursday, October 13, 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; Greg Pigarelli and Stephen Mar-Pohl

Absent: Kathleen Tass Johnson

Staff: Zoning Administrator, Michael Stacey

Guests: Todd Hubing; Tamaki Haase; Lisa Nachreiner and Dennis Kern.

- 1. Call to order.** Veregin called the meeting to order at 7:04 pm.
- 2. Consider approval of the Landmarks Commission meeting minutes of September 8, 2016.**
Motion by **Cook** to approve the minutes as presented, 2nd by **Pigarelli**. Motion carried 5 – 0 (Mabie abstained).
- 3. Request by Chuck Haase to designate 529 E. Main Street as a Local Landmark.**
Veregin introduced the request.

Veregin opened the public hearing.

Veregin gave an overview of the request.

Dennis Kern spoke in favor and on behalf of the applicant.

Tamaki Haase spoke in favor and about the history of the building.

Mabie questioned the number of local landmarks in that area. Veregin stated there are others in the immediate area such as the Tobacco Junction and the Depot.

Veregin gave an overview of the nomination paperwork.

Veregin closed the public hearing.

Motion by **Hedstrom** to recommend the Common Council approve the request by Chuck Haase to designate the building at 529 E. Main Street as a Local Landmark, 2nd by **Mabie**. Motion carried 6 – 0.

Veregin discussed potentially creating specific design guidelines for this building.

- 4. Discuss 1892 High School Coalition group sessions.**
Veregin stated the coalition is formulating focus group sessions for Education, Social Services, Government, Business, and Arts.

Stephen is working with interns to create an after restoration rendering that will tie in to an existing 2-3 minute video of the inside of the building.

Mabie suggested a paint analysis be done. Veregin and Mar-Pohl agreed that a paint analysis would likely be done.

Veregin stated the School Facilities and Grounds Committee met tonight to discuss the building.

Veregin created an informational flyer about the 1892 School project.

5. Discuss Preservation Conference, Oct 21 – 22 at Wisconsin Dells.

Veregin stated anyone can register up to the day of the conference.

Veregin gave an overview of the conference schedule.

Stephen stated he will be in San Antonio, Texas at the end of this month for the Association for Preservation Technology International Annual Conference. Stephen will provide an update next month.

6. Redevelopment Authority (RDA) update regarding the Milfab/Highway Trailer/Power Plant development.

Mar-Pohl stated the RDA meets next Tuesday regarding a request for proposals (RFP) for the old Milfab site including the Highway Trailer and Power Plant sites. Stephen will be submitting an RFP.

Veregin stated the RDA is checking the viability of placing any of the buildings on the National Registry as recommended by Gary Becker.

7. Commission Reports/Calendar.

Veregin encouraged members to get involved with the Comprehensive Plan Rewrite to include historic preservation.

Stacey stated there is a Vision Workshop next Thursday night.

8. Future agenda items.

Stephen to report about the APTI Conference.

9. Adjournment. Motion by Mar-Pohl to adjourn at 8:20 pm, 2nd by Hedstrom. Motion carried 6 – 0.

Respectfully Submitted, *Michael Stacey*

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.

City of Stoughton Certificate of Appropriateness Application Form

1. **Name of Property:** Erickson Building

Address of Property: 188 W. Main Street

Name of historic district in which property is located: Main Street Historic District

2. **Owner & Applicant Information**

Owner Name: 1905 ERICKSON LLC

Street Address: PO BOX 514

City: Great Falls State: SC Zip: 29055

Daytime Phone, including Area Code:

Applicant (if different from owner): Mike Daniels

Applicant's Daytime Phone, including Area Code: 608-492-3444

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: Signage _____

Approximate date of feature:

Describe existing feature: _____

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

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. _____



FARMERS
INSURANCE

Mike Daniels, MBA
Agency
608-492-3444

Water St