

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