

Landmarks Commission Special Meeting Minutes

Tuesday, February 21, 2017 – 7:00 pm

City Hall, Ed Overland Room, Lower Level, 381 E. Main Street, Stoughton, WI.

Members Present: Peggy Veregin, Chair; Greg Pigarelli, Secretary; Alan Hedstrom, Vice-Chair; Stephen Mar-Pohl and Kathleen Tass Johnson

Absent: Josh Mabie, Kimberly Cook

Staff: None

Guests: Tom Majewski

1. **Call to order.** Veregin called the meeting to order at 7:25 pm.
2. **Discuss recommendations to the Design Overlay Ordinance**

1st Recommendation:

- a) Re-word The City of Stoughton's Land Use from the Comprehensive Plan p.57 and p.58 Detailed Design Standards to define demolition.

- b) Downtown Design Overlay Zoning District
Sec.78-913 (3) (c)

We propose:

Applications which involve modification to the physical configuration of a property (such as grading, the erection of a new building, the demolition of an existing building, or the addition or removal of bulk to an existing building) are subject to project review by the zoning administrator, landmarks commission (for locally-recognized landmarks), and the plan commission. The zoning administrator shall serve as the liaison between the applicant, landmarks commission, and the plan commission in facilitating the thorough and expedient review of an application, and shall ensure that the technical and procedural requirements of the zoning ordinance are met. The landmarks commission shall serve as the ~~recommending~~ **final discretionary review** body ~~to the plan commission~~ on locally-recognized landmarks. **For all other buildings**, the plan commission, **after consultation with the Landmarks Commission**, shall serve as the final discretionary review body on aesthetics and site design, and shall focus its review on the application's compliance with sound aesthetic, land use, site design and economic revitalization practices. In part, this effort shall be guided by the comprehensive plan. **All demolition requests for National Register listed buildings in the Downtown Design Overlay Zoning District, shall be reviewed by the Plan Commission and the Landmarks Commission, each providing a recommendation. Any recommendation for demolition, by either or both commissions, shall be forwarded to City Council for review and final decision**

- Sec.78-913 (4) (c)**

We propose:

Project review. Applications which involve modification to the physical configuration of a locally-recognized property (such as the erection of a new building, the demolition of an existing building, or the addition or removal of bulk to an existing building) are subject to project review by the zoning administrator, the landmarks commission, and the plan commission. The zoning administrator shall serve as the liaison between the applicant, the

landmarks commission, and the plan commission in facilitating the thorough and expedient review of an application, and shall ensure that the technical and procedural requirements of the Zoning Ordinance are met. The landmarks commission shall serve as the recommending final discretionary review body to the plan commission on locally-recognized landmarks. For all other buildings, the plan commission, after consultation with the Landmarks Commission, shall serve as the final discretionary review body on aesthetics and site design, and shall focus its review on the application's compliance with sound aesthetic, land use, site design and economic revitalization practices. In part, this effort shall be guided by the comprehensive plan. All demolition requests for National Register listed buildings in the Downtown Design Overlay Zoning District, shall be reviewed by the Plan Commission and the Landmarks Commission, each providing a recommendation. Any recommendation for demolition, by either or both commissions, shall be forwarded to City Council for review and final decision. (Refer to the procedure summary chart in Appendix F.)

2nd Recommendation:

a) **Sec.78-913 (5) (d)**

We propose:

Demolition proposals will not be accepted for review until there is a redevelopment proposal submitted meeting all of the requirements as outlined in Sec.78-913 (4)(c)(2)(a-f).

Add: "see chapter 38, article II, section 38-36 within the overlay district."

b) Define Private open space as not a park.

Note that a public park is not included in the Downtown Comprehensive Plan.

3rd Recommendation:

a) We propose:

Sec.78-913 (5) (e)

"A demolition permit request must be preceded by a redevelopment plan that has been approved by the Planning Commission and meeting all requirements of **Sec.78-913.**"

b) Delete "unless waived by the Zoning Administrator."

3. **Motion by Hedstrom to approve 1st, 2nd and 3rd Recommendations, 2nd by Tass Johnson. Motion carries 5-0.**

4. **Adjournment.** Motion by **Mar-Pohl** to adjourn at 9:03 pm, 2nd by **Pigarelli**. Motion carried.

Respectfully Submitted, Gregory Pigarelli