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MEETING MINUTES
BELOIT LANDMARKS COMMISSION
Tuesday, December 15, 2015, 7:00 PM
The Forum, 100 State Street

1. Roll Call

Commissioner Blazer called the meeting to order at 7:00pm.

Commissioners Blazer, Johnson, Truesdale, Joyce, Kaye, Kelly, and Vollmer were present.
Commissioner Vater was absent.

2. Minutes of the November 17, 2015 Meeting

Commissioner Vollmer called attention to an error in the November 17, 2015 meeting minutes. Staff liaison Alex Morganroth stated that he would change the minutes to correct the error. Commissioners Vollmer and Johnson moved to approve the amended minutes. Motion carried, voice vote.

3. Public Comments: None

4. Joyce Williams – Certificate of Appropriateness

COA-2015-55 Review and consideration of a Certificate of Appropriateness to remove front façade door shutters, install new exterior porch lights, and install window boxes on the residential structure located at 811 Chapin Street.

Mr. Morganroth read the staff report and recommendation.

The applicant's husband, Mr. Scott Williams, discussed the proposed project in detail. Mr. Williams explained to the Commission that the removal of the door shutters would allow for an easier installation of the porch lights. He informed the Commission that he plans to add a roof to the porch under a separate, future COA request.

Multiple Commissioners expressed concern that the removal of the door shutters would deprive the structure of a unique architectural feature. Mr. Williams explained that having building a roof over the porch and door shutters would create a cluttered look to the structure. Commissioners Joyce and Blazer discussed the difficulty of visualizing the project with having a proposal for the completed porch with roof. Commissioner Johnson then stated that the Commission should hold off on making a decision regarding the COA due to incomplete information on the project.

Commissioner Joyce made a motion to table the COA and revisit the request at the January 19, 2016 meeting. Commissioner Vollmer seconded the motion. Motion carried, voice vote.

5. **Report on Staff-Approved Certificates of Appropriateness & Activities Since Last Meeting**

None

6. **Historic District Signage Discussion**

Mr. Morganroth updated the Commissioners regarding the status of obtaining historic district signage. He explained that funding available in 2014 and 2015 was no longer available. He said, however, that the City was willing to install signs free-of-charge. He also stated his intent to apply for a grant with Visit Beloit that could potentially cover the cost of design and manufacturing of the signs. The grant is to be awarded in early February of 2016.

Rick McGrath (1747 Sherwood Dr) stated his support for the signage. He encouraged the Landmarks Commission to take their time when deciding on a design.

The Commissioners discussed possible signage color and dimensions. The majority of Commissioners agreed on brown as an appropriate color. Commissioner Joyce expressed support for having one type of sign design for all districts in order to emphasize unity.

The Commission agreed to hold off on further discussion of the signage until the Visit Beloit grant is awarded.

7. **Committee Reports**

Education and Outreach Committee: Commissioner Johnson stated that she sent out two letters and COA applications to new historic homeowners.

Grant Writing Committee: None

Site Visit Committee: None

8. **New Business**

Commissioner Joyce announced that she will be absent for an extended period of time, likely until May or June of 2016. Other Commissioners stated their support for her remain an active board member and return full-time in early summer.

9. **Adjournment**

Commissioners Joyce and Vollmer moved to adjourn at 8:16pm. Motion carried, voice vote.

Respectfully Submitted,
Alex Morganroth, Planner
Date Approved: January 8, 2016