



**PUBLIC NOTICE & AGENDA**  
**BELOIT LANDMARKS COMMISSION**  
**City Hall Forum - 100 State Street, Beloit, WI 53511**  
**7:00 PM**  
**Tuesday, May 16, 2023**

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MINUTES
  - 2.a. Consideration of the minutes from the March 21, 2023 Landmarks Commission meeting  
[Attachment](#)
3. PUBLIC COMMENTS
4. CERTIFICATES OF APPROPRIATENESS
  - 4.a. COA-2023-06 Review and consideration of a Certificate of Appropriateness (COA) ) to install a shed on the residential property located at 617 Harrison Avenue.  
[Attachment](#)
5. REPORT ON STAFF ACTIVITIES
  - 5.a. Report on Staff-Approved Certificates of Appropriateness
  - 5.b. Historic Property Owner Letters
6. ADJOURNMENT

\*\* Please note that, upon reasonable notice, at least 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk's Office at 364-6680, 100 State Street, Beloit, WI 53511.



CITY HALL • 100 STATE STREET • BELOIT, WI 53511  
Office: 608/364-6700 • Fax: 608/364-6609  
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Equal Opportunity Employer

**MEETING MINUTES**  
**BELOIT LANDMARKS COMMISSION**  
**Tuesday March 21, 2023, 7:00 PM**  
The City Hall Forum, 100 State Street  
Beloit, WI 53511

**1. Roll Call**

Chairperson Ruffini called the meeting to order at 7:00PM.  
Commissioners McDaniel, Doig, Carlson, Carter and Councilor Blakeley were present.  
Commissioner Gallagher and Langley were absent.

**2. Minutes of the February 21, 2022 Meeting**

Councilor Blakeley moved to approve the draft minutes. Commissioner McDaniel seconded the motion. The motion passed, voice vote. (6-0)

**3. Public Comments (None)**

**4. Committee Reports**

Chairperson Ruffini stated last week three members of the Site Visit Committee were present. The project is an extensive renovation. There were no major issues or concerns that came about during the visit.

**5. Certificates of Appropriateness**

**A. Pete Woodkey -Certificate of Appropriateness**

COA-2023-02 Review and consideration of a Certificate of Appropriateness (COA) to renovate the exterior of the residential structure and detached garage located at 721 Park Avenue

Ms. Rottmann read the staff report and recommendations. The applicant did not have any additional comments. Commissioner McDaniel asked if the third story windows would be reglazed. Commissioner McDaniel moved to approve the Certificate of Appropriateness subject to the conditions recommended by staff. Commissioner Carter seconded the motion. The motion passed, voice vote. (6-0)

**B. Joe Stadelman -Certificate of Appropriateness**

COA-2022-28 Review and consideration of an extension of a Certificate of Appropriateness (COA) to renovate the institutional structure located at 735 College Street

Ms. Rottmann read the staff report and recommendations. Joe Stadelman clarified that the start date of the project would be after the academic year. Lori Reed of Beloit College provided a summary of the project and NIF Grant. The college is looking

to update their master plan. Mr. Stadelman wanted to reiterate that homes are not being removed and they have formally withdrawn their demolition request. Councilor Blakeley moved to approve the Certificate of Appropriateness subject to the conditions recommended by staff. Commissioner Carlson seconded the motion. The motion passed, voice vote. (6-0)

C. **Joe Stadelman -Certificate of Appropriateness**

COA-2023-03 Review and consideration of a Certificate of Appropriateness (COA) to remove the detached garages at 732 Church Street and 749 College Street.

Ms. Rottmann read the staff report and recommendations. Councilor Blakely wanted to thank the College representatives for meeting with the neighborhood and attending additional meetings. Commissioner Doig moved to approve the Certificate of Appropriateness subject to the conditions recommended by staff. Commissioner Carlson seconded the motion. The motion passed, voice vote. (6-0)

6. **Reports on Staff Activates**

- A. Report on Staff-Approved Certificates of Appropriateness. Zero applications had been approved since the previous meeting.
- B. Two letters when out to new historic property owners.

7. **Adjournment**

Commissioner Doig moved to adjourn at 7:25 PM. Commissioner Langley seconded the motion. The motion passed, voice vote. (6-0)

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Celestino Ruffini, Chairperson  
Landmarks Commission

## **REPORT TO THE BELOIT LANDMARKS COMMISSION**

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**Meeting Date:** May 16, 2023

**Agenda Item:** 4. a.

**File Number:** COA-2023-06

**Applicant:** Tammy Porter

**Owner:** Trevor and Tammy Porter

**Location:** 617 Harrison Avenue

**Existing Zoning:** R-1B, Single-Family

**Existing Land Use:** Single-Family

**Parcel Size:** 0.21 Acre

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### **Request Overview/Background Information:**

Tammy Porter has submitted an application for a Certificate of Appropriateness (COA) to install a shed on the residential property located at 617 Harrison Avenue. This property is located in the College Park Historic District. Section 32.06 of the Historic Preservation Ordinance grants the Landmarks Commission the authority to issue a COA prior to the alteration of structures within a Historic District.

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### **Key Issues:**

- The applicant would like to install an almond and white 8' x 12' prefabricated storage shed in the back yard of the property.
- The Beloit Intensive survey stated this property is not architecturally significant, but does contribute to the College Park Historic District. A copy of the Intensive Survey Form is attached to this report.
- Section 32.06(5) of the Historic Preservation Ordinance includes general review criteria to be used when evaluating COA applications. The COA checklist is attached.
- *Section 32.06(5) of the Historic Preservation Ordinance establishes Specific Review Criteria:*
  - (9) *Contemporary Design: Contemporary design for alterations and additional to existing properties shall not be discouraged when they do not destroy or cover over significant historical, architectural or cultural materials and such design is compatible with the size, scale, color, materials, and character of the property neighborhood design.*The proposed projects will not destroy or cover over significant characteristics of the structure and if removed in the future the essential form and integrity of the building would be unimpaired.
- Per new state of Wisconsin law "In the repair or replacement of a property that is designated as a historic landmark or included within a historic district or neighborhood conservation district under this paragraph, a city shall allow an owner to use materials that are similar in design, color, scale, architectural appearance, and other visual qualities" Wis. Stat. 62.23(7)(em)(2m)
- Staff believes that the proposed actions, subject to certain conditions, satisfy the standards of Section 32.06(6)(c).

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### **Staff Recommendation:**

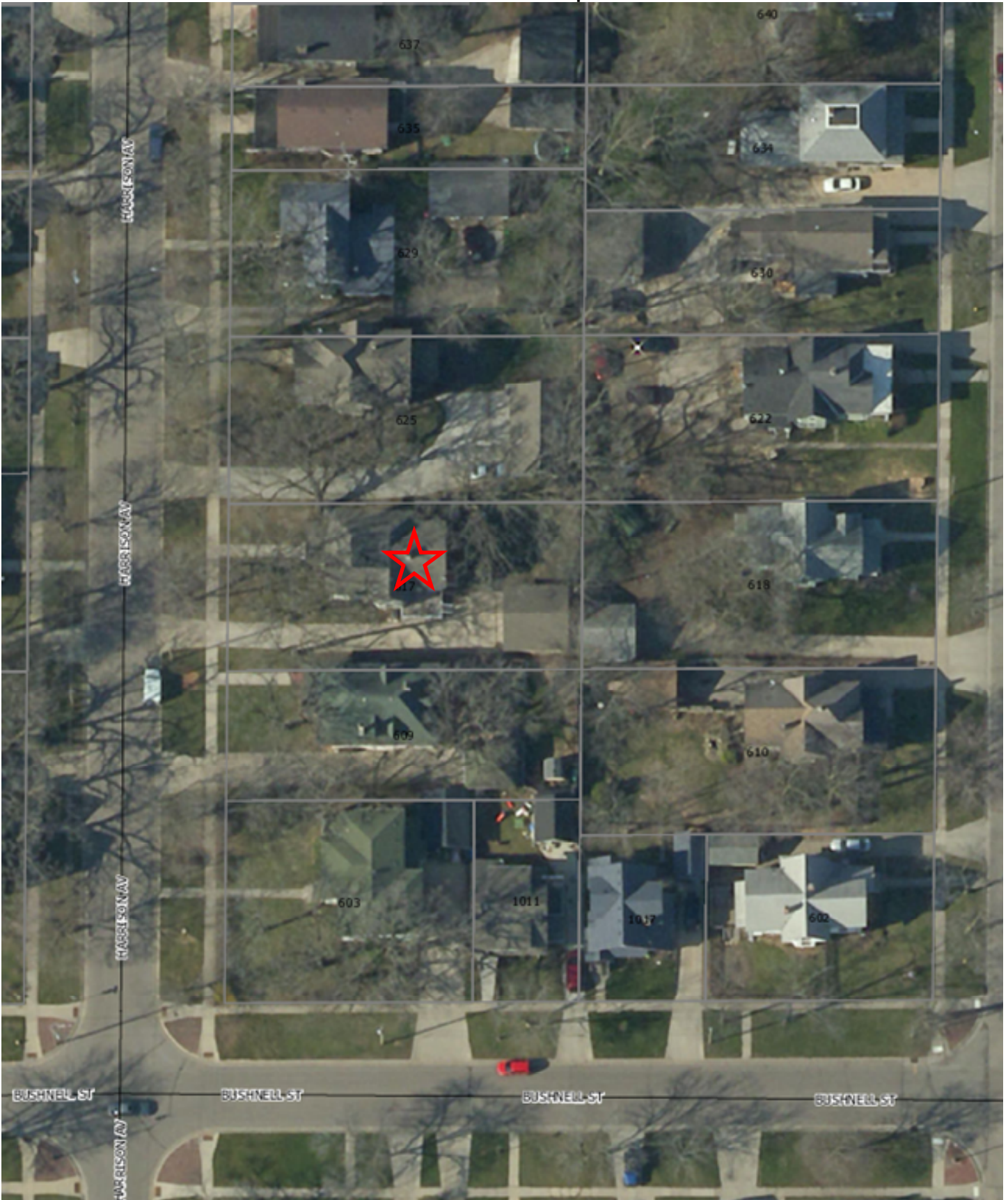
The Planning & Building Services Division recommends **approval** of a COA to install a shed on the residential property located at 617 Harrison Avenue, based on the standards and criteria contained in the Historic Preservation Ordinance and subject to the following conditions:

1. The applicant shall install the structure that has been reviewed & approved by the Landmarks Commission
2. All work shall be done in a workman like manner and be consistent with the standards provided by the Secretary of the Interior by May 16, 2024.
3. Any changes or additions to this COA must be reviewed and approved by staff prior to the start of any work.
4. The applicant shall obtain all necessary building permits.

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**Attachments:** Map, Photographs, Site Plan, Application, Intensive Survey Form, and COA Checklist.

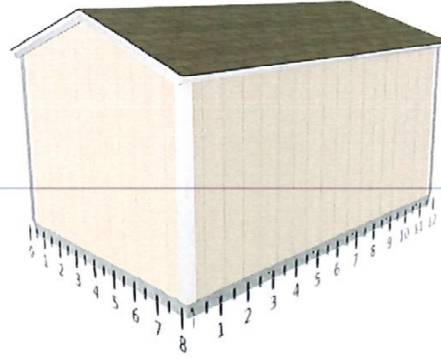
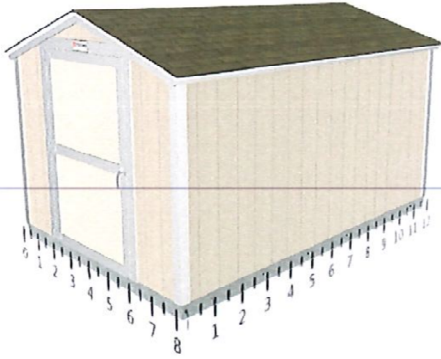
# Location Map



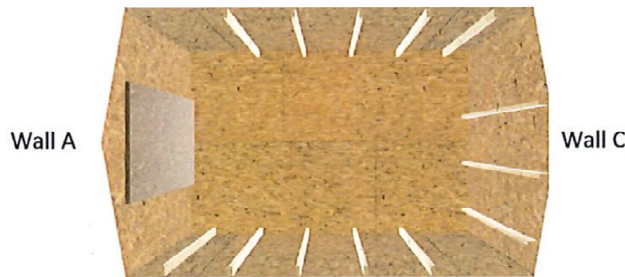




Trevor Porter  
617 harrison ave  
beloit WI 53511  
Q6865305-6853126



Wall D



Wall B

**Base Details**

**Building Size & Style**  
SR-600 - 8' wide by 12' long  
**Door**  
4' x 6'2" Single Shed Door, Left Hinge  
Placement  
**Paint Selection**  
Base: Almond Brittle, Trim: Delicate  
White  
**Roof Selection**  
Golden Cedar 3 Tab  
**Drip Edge**  
White  
**Is a permit required for this job?**  
Yes  
**Who is pulling the permit?**  
Tuff Shed

**Options Details**

**Jobsite/Installer Details**

**Do you plan to Insulate this building after Tuff Shed installs it?**  
No  
**Is there a power outlet within 100 feet of installation location?**  
Yes  
**The building location must be level to properly install the building. How level is the install location?**  
Within 4" of level  
**Will there be 18" of unobstructed workspace around the perimeter of all four walls?**  
Yes  
**Can the installers park their pickup truck & trailer within approximately 200' of your installation site?**  
Yes  
**Substrate Shed will be installed on?**  
Dirt/Gravel

DocuSigned by:  
Signature:  Date: 4/4/2023  
47275C5941AB421...





# CITY of BELOIT

## PLANNING AND BUILDING SERVICES DIVISION

100 State Street, Beloit, WI 53511

Phone: (608) 364-6700

Fax: (608) 364-6609

### CERTIFICATE of APPROPRIATENESS APPLICATION

(Please Type or Print)

File Number: \_\_\_\_\_

1. Address of property: 617 Harrison Ave

2. Parcel #: 20613660680

3. Owner of record: Trevor Porter Phone: 608-449-9223

617 Harrison Ave                      Beloit                      WI                      53511  
(Address)                                      (City)                                      (State)                                      (Zip)

4. Applicant's Name: Veronica Santizo (Tuff Shed)

11039 Gage Ave                      Franklin Park                      IL                      60131  
(Address)                                      (City)                                      (State)                                      (Zip)

847-558-2590                      /                      / vsantizo@tuffshed.com  
(Office Phone #)                                      (Cell Phone #)                                      (E-mail Address)

5. Present use of property: Residential

6. The following action is requested:

- Approval of COA by Landmarks Commission (projects not listed below)
- Approval of COA by staff: (Check all that apply)
  - Roof repair/replacement
  - Gutter repair/replacement with historically appropriate materials and in historically appropriate styles
  - Private sidewalk and driveway repair/replacement with historically appropriate materials in the same dimensions, placement and orientation
  - Installation of historic plaques (residential properties only)
  - Chimney repair and tuckpointing according to the Secretary of the Interior standards and in historically appropriate color and design
  - Installation of fences
  - Storm window/storm door repair or replacement
  - Installation of glass blocks in basement window openings
  - Installation of a ramp that is compliant with American with Disability Act

Please continue to #7 (Over)

**CERTIFICATE of APPROPRIATENESS APPLICATION (continued)**

**7. Description of Project:** Describe each item of the project separately.

**Project item:** Include existing condition(s) when describing item. Also describe the proposed work, material(s) to be used, and the impact the item would have on existing historic or architectural features of the property. (Attach additional sheets if necessary.)

Build a pre-fab wooden 8x12 storage shed with galvanized steel base.

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**8. Attachments:**

- Site Plan of the lot (Please indicate direction of north, dimensions, structures, etc.)
- Sketches, drawings, building and streetscape elevations, and/or annotated photos
- Exterior photos
- Specifications (materials) for the project
- Phased development plan for the project (if proposed in phases)
- Inspection report (required for demolition requests only)
- Cost estimates for all the proposed work
- Other (please explain): \_\_\_\_\_

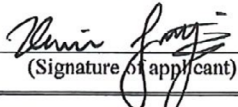
**9. Source of Funds:** Please indicate if funds for the project are being secured from any of the following sources:

- NHS                       City of Beloit                       SHSW                       Federal

**NOTE:**


The Beloit Landmarks Commission meets at 7:00 PM on the third Tuesday of the month. Meetings are held in The Forum of Beloit City Hall, 100 State Street. Applications must be filed with the Planning and Building Services Division by the filing deadline date prior to the next Landmarks Commission meeting.

If you have questions or need assistance in completing this form, contact the City of Beloit Planning and Building Services Division (364-6700).

 / Veronica Santizo / 4/18/2023  
 (Signature of applicant) (Print name) (Date)

Review fee: **\$50.00\*** / **\$25.00\* if staff approved** Amount paid: \$ \_\_\_\_\_  
 \* Review fees are doubled to \$100.00 and \$50.00, respectively, when work begins prior to issuance of a COA.  
 Scheduled meeting date: \_\_\_\_\_  
 Application accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

INTENSIVE SURVEY FORM Historic Preservation Division State Historical Society of Wisconsin

City, Village or Town: <b>1</b> BELOIT		County: ROCK	Surveyor: Richard P. Hartung	Date: July, 1981	Harrison
Street Address: 617 Harrison		Legal Description: historical Soc		Acresage: Wis.	
Current Name & Use: residence		Current Owner:		Acresage:	
Film Roll No. RO-116			Current Owner's Address:		
Negative No. 12			Special Features Not Visible In Photographs:		
Facade Orient. W			Interior visited? <input type="radio"/> Yes <input checked="" type="radio"/> No		

2	Original Name & Use:	Source	Previous Owners	Dates	Uses	Source
	Dates of Construction /Alteration c. 1890	Source A				
	Architect and/or Builder:	Source				

<p><b>3</b> <u>Architectural Significance</u></p> <p><input type="radio"/> Represents work of a master</p> <p><input type="radio"/> Possesses high artistic values</p> <p><input type="radio"/> Represents a type, period, or method of construction</p> <p><input type="radio"/> Is a visual landmark in the area</p> <p><input type="radio"/> Other: _____</p> <p style="text-align: right;"><input checked="" type="radio"/> None</p>	<p><b>4</b> <u>Historical Significance</u></p> <p><input type="radio"/> Assoc. with lives of significant persons</p> <p><input type="radio"/> Assoc. with significant historical events</p> <p><input type="radio"/> Assoc. with development of a locality</p> <p><input type="radio"/> Other: _____</p> <p style="text-align: right;"><input checked="" type="radio"/> None</p>
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<p><u>Architectural Statement:</u></p> <p>Almost unornamented, this two-story late picturesque clapboard house has a hip roof with cross gable. The gable features a vergeboard. A side bay window is sheltered by a pent roof with denticulation. Simple frames surround the windows; the original porch posts have been removed.</p>	<p><u>Historical Statement:</u></p>
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<p><b>5</b> <u>Sources of Information (Reference to Above)</u></p> <p><b>A</b> Visual estimate of surveyor</p>	<p><b>6</b> <u>Representation in Previous Surveys</u></p> <p><input type="radio"/> HABS <input type="radio"/> NAER <input checked="" type="radio"/> WIHP <input type="radio"/> NRHP <input type="radio"/> landmark</p> <p><input type="radio"/> other: _____</p>
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<p><b>B</b></p>	<p><b>7</b> <u>Condition</u></p> <p><input checked="" type="radio"/> excellent <input type="radio"/> good <input type="radio"/> fair <input type="radio"/> poor <input type="radio"/> ruins</p>
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<p><b>C</b></p>	<p><b>8</b> <u>District: Near East Side Historic Dist.</u></p> <p><input type="radio"/> pivotal <input checked="" type="radio"/> contributing <input type="radio"/> non-contributing</p> <p>initials: <u>R</u> date: <u>8/1/81</u></p>
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<p><b>D</b></p>	<p><b>9</b> <u>Opinion of National Register Eligibility</u></p> <p><input checked="" type="radio"/> eligible <input type="radio"/> not eligible <input type="radio"/> unknown</p> <p><input type="radio"/> national <input type="radio"/> state <input type="radio"/> local initials: <u>R</u></p>
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Number 617  
 Town  
 Range  
 Section  
 Map Name  
 Near East Side Historic District  
 Map Code  
 NES 116/12

# Planning and Building Services Division

100 State Street, Beloit, WI 53511 Phone: (608) 364-6700 Fax: (608) 364-6609

## CERTIFICATE OF APPROPRIATENESS CHECKLIST

For property located at: 617 Harrison Avenue

GENERAL REVIEW CRITERIA	YES	NO	N/A
Has every reasonable effort been made to provide a compatible use for a property that requires alteration for use other than for its originally intended purpose?	<b>X</b>		
Will the applicant retain distinguishing original qualities or character of a building, structure or site? The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.	<b>X</b>		
Is the applicant proposing alterations that have a historical basis, rather than trying to create an earlier or later appearance?			<b>X</b>
Has the applicant recognized and respected changes in the development of a building over time that may have acquired significance in their own right?			<b>X</b>
Has the applicant treated with sensitivity distinctive stylistic features, or examples of skilled craftsmanship that characterize a building, structure or site?	<b>X</b>		
Has the applicant repaired, rather than replaced, deteriorated architectural features, wherever possible? If replacement is necessary, the new material should match the material being replaced in composition, design color, texture and other visual qualities.			<b>X</b>
Has the applicant avoided sandblasting and other cleaning methods that will damage the surface of the historic building?			<b>X</b>
Has the applicant made every possible effort to protect and preserve archeological resources affected by or adjacent to any project?			<b>X</b>
If a contemporary design for alterations and additions is proposed, does this design retain significant historical, architectural or cultural material and is the design compatible with the size, scale, color, material and character of the property and neighborhood?	<b>X</b>		
Are new additions or alterations to buildings done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the building would be unimpaired?	<b>X</b>		