



**PUBLIC NOTICE & AGENDA**  
**BELOIT LANDMARKS COMMISSION**  
**City Hall Forum - 100 State Street, Beloit, WI 53511**  
**7:00 PM**  
**Tuesday, August 15, 2023**

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MINUTES
  - 2.a. Consideration of the minutes from the July 18, 2023 Landmarks Commission meeting  
[Attachment](#)
3. PUBLIC COMMENTS
4. CERTIFICATES OF APPROPRIATENESS
  - 4.a. COA-2023-18 Review and consideration of a Certificate of Appropriateness (COA) ) to replace the windows at the residential structure located at 719 Church Street.  
[Attachment](#)
5. REPORT ON STAFF ACTIVITIES
  - 5.a. Staff Approved Certificates of Appropriateness
  - 5.b. Historic Property Owner Letters
  - 5.c. CLG Grant Funding -Letter of Intent
  - 5.d. City of Beloit Comprehensive Plan  
[Attachment](#)
6. COMMITTEE REPORTS
7. 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  
www.beloitwi.gov  
Equal Opportunity Employer

**MEETING MINUTES**  
**BELOIT LANDMARKS COMMISSION**  
**Tuesday July 18, 2023, 7:00 PM**  
The City Hall Forum, 100 State Street  
Beloit, WI 53511

**1. Roll Call**

President pro-temp Commissioner Langley called the meeting to order at 7:04PM. Commissioners Carlson and McDaniel were present. Councilor Blakeley called in remotely. Commissioner Gallagher, Carter, and Ruffini were absent.

**2. Minutes of the June 20, 2023 Meeting**

Commissioner Carlson moved to approve the draft minutes. Commissioner McDaniel seconded the motion. The motion passed, voice vote. (4-0)

**3. Public Comments (None)**

**4. Certificates of Appropriateness**

**A. Dennis Ritchie -Certificate of Appropriateness**

COA-2023-12 Review and consideration of a Certificate of Appropriateness (COA) to repair siding and porch railings at the residential property located at 743 Park Avenue

Ms. Rottmann read the staff report and recommendations. The applicant did not have any additional information to add. Commissioner McDaniel moved to approve the Certificate of Appropriateness subject to the conditions recommended by staff. Commissioner Carlson seconded the motion. The motion passed, voice vote. (4-0)

**B. Jennifer Erdman -Certificate of Appropriateness**

COA-2023-14 Review and consideration of a Certificate of Appropriateness (COA) to replace the siding on the rear addition of the residential property located at 729 Bluff Street.

Ms. Rottmann read the staff report and recommendations. The applicant was not present. Councilor Blakeley moved to approve the Certificate of Appropriateness subject to the conditions recommended by staff. Commissioner McDaniel seconded the motion. The motion passed, voice vote. (4-0)

**5. Reports on Staff Activates**

- A. Report on Staff-Approved Certificates of Appropriateness. Four applications had been approved since the previous meeting.
- B. Two letters when out to new historic property owners.
- C. CLG Grant Funding -Letter of Intent  
Ms. Rottmann provided a summary of the proposed project to update the Design Guidelines and translate them into spanish. Commissioner McDaniel moved to approve submitting A Letter of Intent to the Wisconsin State Historic Preservation Office for Certified Local Government grant funding recommended by staff. Commissioner Carlson seconded the motion. The motion passed, voice vote. (4-0)
- D. City of Beloit Comprehensive Plan  
Ms. Rottmann directed the commission to the flyer in the agenda packet. The city's consult has been community outreach events. Focus group interviews will be on going this week. Ms. Rottmann encouraged the members to share information about the project and participate.

**6. Adjournment**

Commissioner McDaniel moved to adjourn at 7:20 PM. Commissioner Carlson seconded the motion. The motion passed, voice vote. (4-0)

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Celestino Ruffini, Chairperson  
Landmarks Commission

## REPORT TO THE BELOIT LANDMARKS COMMISSION

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**Meeting Date:** August 15, 2023      **Agenda Item:** 4. a.      **File Number:** COA-2023-18  
**Applicant:** Cheryl Cramer      **Owner:** Cheryl Cramer      **Location:** 917 Church Street  
**Existing Zoning:** R-1B, Single-Family      **Existing Land Use:** Single-Family      **Parcel Size:** 0.21 Acre

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### Request Overview/Background Information:

Cheryl Cramer has submitted an application for a Certificate of Appropriateness (COA) to replace the windows at the residential structure located at 917 Church Street. 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 remove and replace 8 windows with white vinyl windows that have a colonial pattern grid on the top portion.
- The Beloit Intensive survey stated the structure at 917 Church Street is a Georgian Revival brick house. The property is not architecturally or historically significant but contributes 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:*
  - (1) *Architectural Details: Architectural details, including materials, colors and textures, should be treated so as to make a landmark compatible with the original architectural style or character of the landmark in the historic district.*

The applicant has picked a compatible design for the improvements that is consistent with both the current colors and design style.
- 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 replace the windows at the residential structure located at 917 Church Street, based on the standards and criteria contained in the Historic Preservation Ordinance and subject to the following conditions:

1. The applicant shall install the materials that have 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 August 15, 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, Application, Intensive Survey Form, and COA Checklist

# LOCATION MAP





# SALES AGREEMENT



Customer Name: Cheryl Cramer  
 Address: 917 Church Street,  
 City/State/Zip: Beloit, WI, 53511  
 Primary Phone: 6087747342  
 Secondary Phone:  
 Email Address: scottc\_553@yahoo.com

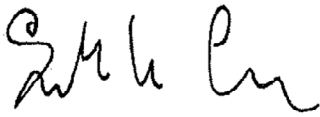
Contract Number: W23RF0336  
 Feldco agrees to provide products and installation at the address listed.  
 Customer agrees to the following payment breakdown:

Initial Deposit \$3,000.00  
 Upon Final Measurements  
 Upon Completion \$6,636.00  
**Total Contract Price \$9,636.00**

Quantity	Item	Description
4	DH1655	Size: 19 X 57 Floor: First Floor Room: Dining Room Capping Color: Glacier White (Alside) Color = White/White Painted Exterior = None Glass = Triple Pane Grids = Yes Grid Type = Colonial Top Only Grids Size = Sculptured 11/16 Grids Two Tone = No Grids Pattern - Colonial Top = 6/1v - 2w x 3h/1w x 1h Hardware = Standard Screen = Half Screen Oriel = None *Notes:
2	DH1655	Size: 35 X 57 Floor: First Floor Room: Dining Room Capping Color: Glacier White (Alside) Color = White/White Painted Exterior = None Glass = Triple Pane Grids = Yes Grid Type = Colonial Top Only Grids Size = Sculptured 11/16 Grids Two Tone = No Grids Pattern - Colonial Top = 12/1 - 4w x 3h/1w x 1h Hardware = Standard Screen = Half Screen Oriel = None *Notes:

2	DH1655	Size: 19 X 53 Floor: Second Floor Room: Closet Capping Color: Glacier White (Alside) Color = White/White Painted Exterior = None Glass = Triple Pane Grids = Yes Grid Type = Colonial Top Only Grids Size = Sculptured 11/16 Grids Two Tone = No Grids Pattern - Colonial Top = 4/1 - 2w x 2h/1w x 1h Hardware = Standard Screen = Half Screen Oriel = None *Notes:
<ul style="list-style-type: none"> <li>• Windows include Low-E glass with Argon Gas and Duralite Spacer System.</li> <li>• Windows include Transferable Lifetime Limited Warranty on Frame Structure, Glass Seal, and Glass Breakage</li> </ul>		

Notice To Buyer: This order is subject to all of the items set forth on the face and reverse side. By executing this instrument, buyer agrees to all terms and conditions:



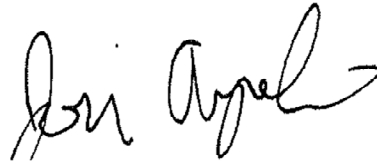
\_\_\_\_\_  
(Customer Signature)

Cheryl Cramer

\_\_\_\_\_  
(Customer Name)

07/06/2023

\_\_\_\_\_  
(Date)



\_\_\_\_\_  
(Contractor of Representative Signature)

Feldco Factory Direct, LLC

\_\_\_\_\_  
(Name of Contractor's Business)

07/06/2023

\_\_\_\_\_  
(Date)



# 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: CA 0003-0018

1. Address of property: 917 Church St. Beloit, WI 53511
2. Parcel #: 206 13680140
3. Owner of record: Cheryl Cramer Phone: 608-774-7342  
917 Church St. Beloit WI 53511  
(Address) (City) (State) (Zip)
4. Applicant's Name: Feldco - LINDA Behning  
6300 N River Rd #600  
Rosemont IL 60018  
(Address) (City) (State) (Zip)  
708-437-4100 EXT 4392 (Office Phone #) l\_permit@feldco.com (E-mail Address)

5. Present use of property: CO / SFR

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

Front South East Window

compliant

2<sup>nd</sup> Floor South East Window

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.)

Replace 8 Windows in existing openings & Location  
Like for Like No modification

**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                       SIISW                       Federal

**NOTE:**

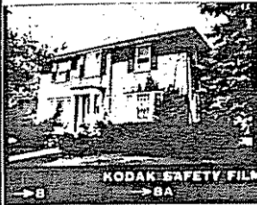
The Beloit Landmarks Commission meets at 7:00 PM on the third Tuesday of the month. Meetings are held in The Forum of Beloit City Hall, 100 State Street. Applications must be filed with the Planning and Building Services Division by the filing deadline date prior to the next Landmarks Commission meeting.

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

Linda Behning                      / LINDA Behning                      / 7/21/2023  
(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

<b>1</b> City, Village or Town: BELOIT	County: ROCK	Surveyor: Richard P. Hartung	Date: July, 1981	Street Church			
Street Address: 917 Church		Legal Description:	Acreage:				
Current Name & Use: residence		Current Owner:					
Film Roll No. RO-116			Current Owner's Address:				
Negative No. 8			Special Features Not Visible In Photographs:				
Facade Orient. W			Interior visited? <input type="radio"/> Yes <input checked="" type="radio"/> No				
<b>2</b> Original Name & Use:	Source	Previous Owners	Dates	Uses	Source	Town  Range	
Dates of Construction /Alteration c. 1925	Source A						
Architect and/or Builder:	Source						
<b>3</b> Architectural Significance <input type="radio"/> Represents work of a master <input type="radio"/> Possesses high artistic values <input type="radio"/> Represents a type, period, or method of construction <input type="radio"/> Is a visual landmark in the area <input checked="" type="radio"/> Other: <input checked="" type="radio"/> None	<b>4</b> Historical Significance <input type="radio"/> Assoc. with lives of significant persons <input type="radio"/> Assoc. with significant historical events <input type="radio"/> Assoc. with development of a locality <input type="radio"/> Other: <input checked="" type="radio"/> None		Architectural Statement:  A Georgian Revival brick house with projecting central pavilion, hipped roof with extending rafters and classical portico with Doric columns and full entablature.			Historical Statement:	Section  Map Name Near East Side Historic District
<b>5</b> Sources of Information (Reference to Above) A Visual estimate of surveyor  B  C  D  E  F		<b>6</b> Representation in Previous Surveys <input type="radio"/> HABS <input type="radio"/> NAER <input checked="" type="radio"/> WIHP <input type="radio"/> NRHP <input type="radio"/> landmark <input type="radio"/> other:			<b>7</b> Condition <input checked="" type="radio"/> excellent <input type="radio"/> good <input type="radio"/> fair <input type="radio"/> poor <input type="radio"/> ruins		
District: Near East Side Historic Dist.		<input type="radio"/> pivotal <input checked="" type="radio"/> contributing <input type="radio"/> non-contributing initials: <i>R</i> date: 8/1/81			Map Code NES 116/8		
<b>9</b> Opinion of National Register Eligibility <input checked="" type="radio"/> eligible <input type="radio"/> not eligible <input type="radio"/> unknown <input type="radio"/> national <input type="radio"/> state <input type="radio"/> local initials: <i>R</i>		HP-02-17					



# 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: 917 Church Street

<b>GENERAL REVIEW CRITERIA</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
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>	

You are invited to a

# VISIONING WORKSHOP

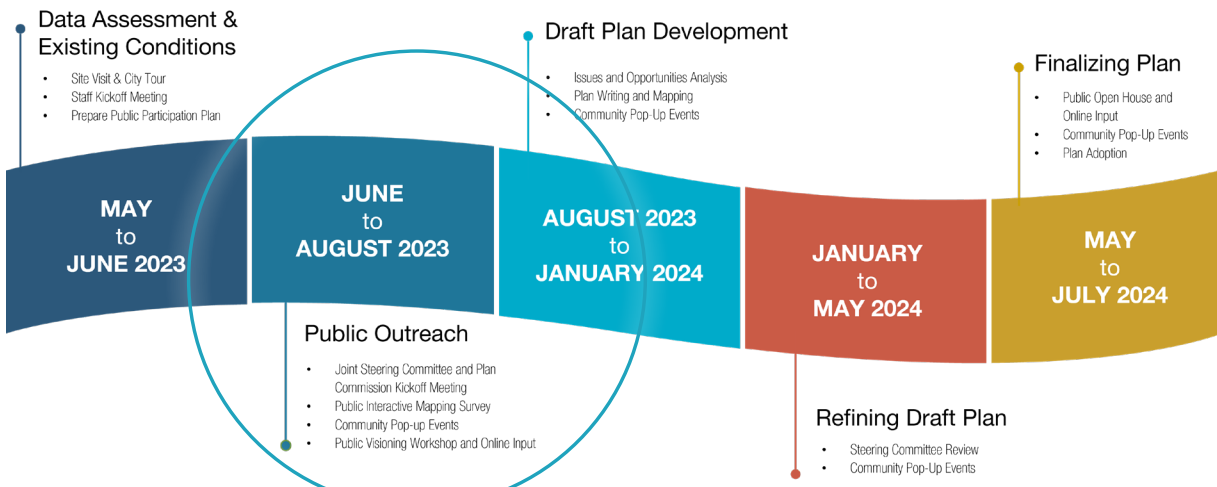
for the CITY OF БЕЛОIT COMPREHENSIVE PLAN 2045

August 28th at the Beloit Public Library, 5:30 - 7:30 pm

## THE CITY OF БЕЛОIT IS UPDATING ITS COMPREHENSIVE PLAN

– the long-term plan for the community that identifies strategies to enhance the overall quality of life in the City for the next 20 years. As part of the Comprehensive Plan Update process, the community is invited to contribute.

Whether you live, work, or own property in Beloit, **NOW IS YOUR CHANCE TO PARTICIPATE IN SHAPING THE FUTURE OF THE COMMUNITY.**



Online survey and workshop materials will be posted to the Comprehensive Plan website to provide feedback. After the workshop, please visit: <https://www.beloitwi.gov/>

### VISIT THE PROJECT WEBSITE

Visit the Project website to learn more about the Comprehensive Plan and other chances to be part of the process.



TINYURL.COM/  
BELOITCOMP2045