



PUBLIC NOTICE & AGENDA
BELOIT LANDMARKS COMMISSION
City Hall Forum - 100 State Street, Beloit, WI 53511
7:00 PM
Tuesday, October 17, 2023

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MINUTES
 - 2.a. Consideration of the minutes from the August 15, 2023 Landmarks Commission meeting
[Attachment](#)
3. PUBLIC COMMENTS
4. CERTIFICATES OF APPROPRIATENESS
 - 4.a. COA-2023-23 Review and consideration of a Certificate of Appropriateness (COA)) to replace the windows at the residential structure located at 831 Park Avenue.
[Attachment](#)
5. REPORT ON STAFF ACTIVITIES
 - 5.a. Staff Approved Certificates of Appropriateness
 - 5.b. Historic Property Owner Letters
 - 5.c. Commission Vacancies
 - 5.d. CLG Grant Application
[Attachments](#)
 - 5.e. City of Beloit Comprehensive Plan
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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MEETING MINUTES
BELOIT LANDMARKS COMMISSION
Tuesday August 15, 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 7:01PM
Commissioner Carlson and Councilor Blakeley were present. Commissioner Gallagher, Carter, Langley, and McDaniel were absent.

2. Minutes of the July 18, 2023 Meeting

Commissioner Carlson moved to approve the draft minutes. Councilor Blakeley seconded the motion. The motion passed, voice vote. (3-0)

3. Public Comments (None)

4. Certificates of Appropriateness

A. Cheryl Cramer -Certificate of Appropriateness

COA-2023-18 Review and consideration of a Certificate of Appropriateness (COA) to replace windows at the residential property located 917 Church Street

Councilor Blakeley pointed out a typo on the agenda, 719 Church should be 917 Church on the agenda. 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 Carlson seconded the motion. The motion passed, voice vote. (3-0)

5. 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.
- C. CLG Grant Funding -Letter of Intent
Ms. Rottmann submitted the Letter of Intent earlier in the month.
- D. City of Beloit Comprehensive Plan
Ms. Rottmann directed the commission to the flyer in the agenda packet for a Public Workshop. Ms. Rottmann encouraged the members to share information about the project and participate.

6. Adjournment

Commissioner Carlson moved to adjourn at 7:18 PM. Councilor Blakeley seconded the motion. The motion passed, voice vote. (3-0)

Celestino Ruffini, Chairperson
Landmarks Commission

REPORT TO THE BELOIT LANDMARKS COMMISSION

Meeting Date: October 17, 2023 **Agenda Item:** 4. a. **File Number:** COA-2023-22
Applicant: Donna Oliver **Owner:** Donna Oliver **Location:** 831 Park Avenue
Existing Zoning: R-1B, Single-Family **Existing Land Use:** Single-Family **Parcel Size:** 0.21 Acre

Request Overview/Background Information:

Donna Oliver has submitted an application for a Certificate of Appropriateness (COA) to replace the windows at the residential structure located at 831 Park 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.

Key Issues:

- The applicant would like to remove and replace five windows with Pella aluminum clad wood windows. One in the kitchen, three in the dining room, and one in the living room. Four of the five will have double sashes.
 - The Beloit Intensive survey stated the structure at 831 Park Avenue is a Queen Anne style with Tuscan columns on the front porch. 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).
-

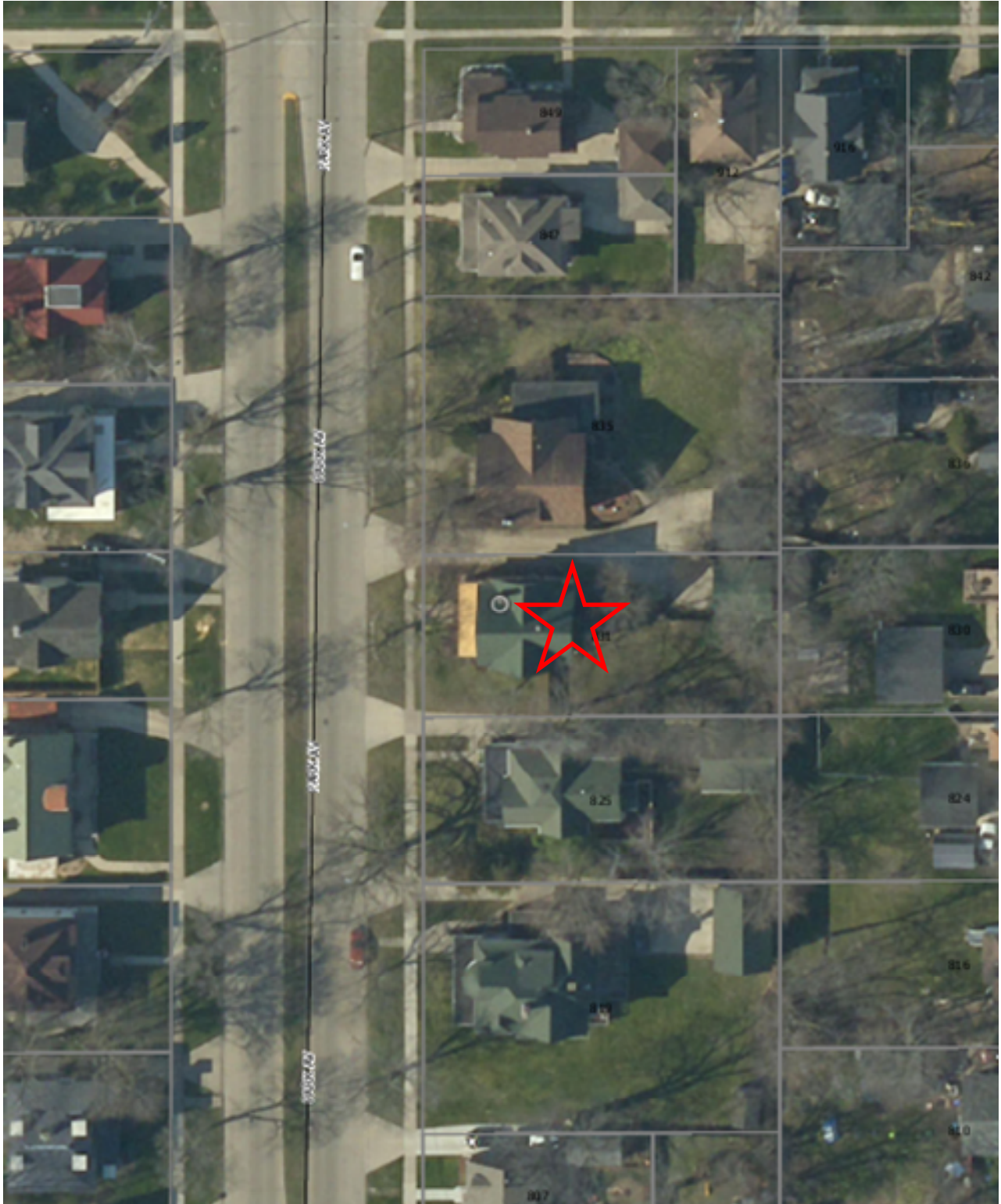
Staff Recommendation:

The Planning & Building Services Division recommends **approval** of a COA to replace the windows at the residential structure located at 831 Park 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 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 April 15, 2025.
 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.
-

Attachments: Map, Photographs, Application, Intensive Survey Form, and COA Checklist

LOCATION MAP













Donna Oliver
831 Park Avenue
Beloit
oliverd@beloit.edu
608-290-9748

Description of project

I want to replace four windows on the first floor (south side) with new Pella aluminum-clad wood windows. Three of them will be double-sash and one will need to be custom-made. None of the windows on the south side that I intend to replace currently opens. I also want to replace the kitchen window on the back side (east) of the house with a similar new double-sash window (the original window had already been replaced by a previous owner, but it no longer opens).

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:

COA 2023-22

1. Address of property: 831 Park Avenue
2. Parcel #: _____
3. Owner of record: Donna Oliver Phone: 608-290-9748
831 Park Ave., Beloit WI 53511
(Address) (City) (State) (Zip)
4. Applicant's Name: Donna Oliver
831 Park Ave Beloit WI 53511
(Address) (City) (State) (Zip)
1, 608-290-9748, oliverid@beloit.edu
(Office Phone #) (Cell Phone #) (E-mail Address)
5. Present use of property: home

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.)

- replacement of wood windows on south side first floor in living & dining room (bay section)
 - replacement of kitchen window on east side in back of the house. The south side windows are not functional and the wood is decaying. The largest window has no storm window, leaving it vulnerable to breakage. The kitchen window had been replaced by a previous owner. It is not original and does not face the street.

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 + interior
- 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).

_____, Donna Oliver, 9/16/23
 (Signature of applicant) (Print name) (Date)

Review fee: \$50.00* / \$25.00* if staff approved Amount paid: \$ 50.00
 * Review fees are doubled to \$100.00 and \$50.00, respectively, when work begins prior to issuance of a COA.
 Scheduled meeting date: 10/17/23
 Application accepted by: Melony Lettmanin Date: 9/26/23

INTENSIVE SURVEY FORM Historic Preservation Division State Historical Society of Wisconsin

1 City, Village or Town: BELOIT		County: ROCK	Surveyor: Richard P. Hartung	Date: July, 1981	Park		
Street Address: 831 Park		Legal Description:		Acreage:			
Current Name & Use: residence		Current Owner:			831		
Film Roll No. RO-116	 Prints	Current Owner's Address:					
Negative No. 31		Special Features Not Visible In Photographs:					
Facade Orient. W		Interior visited? <input type="radio"/> Yes <input checked="" type="radio"/> No					
2 Original Name & Use: Louis C. Martin Residence		Source B	Previous Owners	Dates	Uses	Source	range
Dates of Construction/Alteration c. 1895		Source A					
Architect and/or Builder: Frank H. Kemp, Architect		Source B					
3 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: None		4 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		Historical Statement: L. C. Martin (clerk, railroad) lived at 803 Park Avenue in 1902; by 1906 he was listed at this address, employed as a bookkeeper at the Warner Instrument Company. He continued to reside there at least until 1917.			Near East Side Historic District
Architectural Statement: A large late picturesque house, with intersecting gabled roofs, overhanging eaves, and projecting bays. A front porch with Tuscan columns and simple entablature embraces the front facade. The clapboard siding is narrowly gauged and provides a taut, smooth surface.							
5 Sources of Information (Reference to Above) A Visual estimate of surveyor		6 Representation in Previous Surveys <input checked="" type="radio"/> HABS <input type="radio"/> NAER <input checked="" type="radio"/> WIHP <input type="radio"/> NRHP <input type="radio"/> landmark <input type="radio"/> other: Entered 1/7/83		7 Condition <input checked="" type="radio"/> excellent <input type="radio"/> good <input type="radio"/> fair <input type="radio"/> poor <input type="radio"/> ruins			NES 116/31
B Blueprints in possession of owner.		8 District: Near East Side Historic Dist. <input type="radio"/> pivotal <input checked="" type="radio"/> contributing <input type="radio"/> non-contributing initials: R date: 8/1/81					
C		9 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: R					
D							
E							
F							

4D-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: 831 Park 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?	X		
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.	X		
Is the applicant proposing alterations that have a historical basis, rather than trying to create an earlier or later appearance?		X	
Has the applicant recognized and respected changes in the development of a building over time that may have acquired significance in their own right?	X		
Has the applicant treated with sensitivity distinctive stylistic features, or examples of skilled craftsmanship that characterize a building, structure or site?	X		
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.	X		
Has the applicant avoided sandblasting and other cleaning methods that will damage the surface of the historic building?			X
Has the applicant made every possible effort to protect and preserve archeological resources affected by or adjacent to any project?			X
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?	X		
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?		X	



605 Erie Avenue, Suite 101
Sheboygan, Wisconsin 53081
(920) 783-6303
www.legacy-architecture.com

September 15, 2023

Hilary Rottmann, Planner II
City of Beloit
100 State Street
Beloit, WI 53511

Re: City of Beloit Design Guidelines

Dear Hilary:

As we understand it, the City of Beloit Landmarks Commission would like to apply to the Wisconsin Historical Society for a Historic Preservation Fund Subgrant for 2024-2025 for Design Guidelines for the Milwaukee & Emerson Residential Historic District, Bluff Street Historic District, Near East Side Historic District, and Merrill Street Historic District and over 460 historic sites. Legacy Architecture is more than happy to assist you in that regard.

We propose the following Scope of Work, which shall be completed by July 29, 2024:

1. Develop guidelines applicable to four historic districts and over 460 historic sites.
2. Provide guidance for all architectural styles represented in the aforementioned areas.
3. Provide guidelines that are consistent with the Secretary of the Interior's Standards for Rehabilitation.
4. Participate in bi-weekly or monthly meetings with city staff to discuss issues and monitor progress.
5. Provide draft Design Guidelines to city staff for review and comment.
6. Incorporate comments.
7. Provide final Design Guidelines in both English and Spanish in PDF format to city staff.

The English version of the Design Guidelines will cost \$30,000. We applaud your intentionality to provide access to the Spanish speaking community! Our translation partner has a per page rate for semi-technical translation. It's difficult to guess how many pages the final document will be at this time. Assuming the 1997 document is expanded upon with current examples and updated standards and processes, it may be in the range of 100-150 pages. Therefore, we estimate the cost for the translation will be \$3,000-\$5,000. In addition, Spanish text is approximately 20-30% longer than English because it uses additional words to convey the same message. This will require additional formatting for a longer document – essentially a second document – which will cost approximately \$4,000. Therefore, Legacy Architecture, Inc. will provide the abovementioned scope of work for a total lump sum cost of \$39,000.

We appreciate the opportunity to provide this proposal and look forward to possibly working again with the City of Beloit in the future. Please contact us if there are any questions or if you require further information.

Sincerely,

Legacy Architecture, Inc.

Jennifer L. Lehrke

Jennifer L. Lehrke, AIA, LEED AP, NCARB
Principal Architect, Interior Designer & Historic Preservation Consultant

Rottmann, Hilary

From: Gail Rae Klein <grklein@uwm.edu>
Sent: Thursday, September 14, 2023 10:40 AM
To: Rottmann, Hilary
Subject: Re: Estimate for Design Guidelines -City of Beloit

Hi Hillary,

UWM-CRM's estimate for the completion of an updated design guidelines document for historic districts in the City of Beloit is \$26,000 to \$30,000 plus the cost of translating the final report into Spanish (an additional \$6,000-\$7,000). We can narrow down these numbers into a formal proposal (including timeline, project methodology, and other relevant info) once you issue the formal RFP. In the meantime, please let me know if you have any questions or would like additional information.

Thank you!

Gail Klein, M.S.
Architectural Historian, Cultural Resource Management
Archaeological Research Laboratory Center
University of Wisconsin-Milwaukee
PO Box 413
Milwaukee, WI 53201
Office (414) 229-3078 | Direct (414) 251-6772

From: Gail Klein <gail.rae.klein@gmail.com>
Sent: Tuesday, September 12, 2023 8:11 AM
To: Gail Rae Klein <grklein@uwm.edu>
Subject: Fwd: Estimate for Design Guidelines -City of Beloit

----- Forwarded message -----

From: Rottmann, Hilary <RottmannH@beloitwi.gov>
Date: Mon, Sep 11, 2023 at 3:48 PM
Subject: Estimate for Design Guidelines -City of Beloit
To: Rottmann, Hilary <RottmannH@beloitwi.gov>
Cc: Celestino Ruffini <celestino@visitbeloit.com>

Good Afternoon,

The City of Beloit's Landmarks Commission will be seeking grant money to update the design guidelines for local historic property owners. We are home to four historic districts and over 460 historic sites.

The last design guide for local property owners was completed in 1997 and is significantly out of date. While the content is appropriate, it needs to be refreshed with current examples of local preservation, updated standards, accurate processes for property owners to abide by, as well as digitizing the document. Additionally, we will seek to use CLG funds to translate the design guide into Spanish. By translating this guide, it will assist a vast number of current and future property owners that speak Spanish as a first language. Also, the translation will meet an objective of the city of

Beloit’s strategic plan which states that we should “provide engaging and transparent information to residents and community members using inclusive, modern and strategic methods.”

The Commission is in search of cost estimates currently, with a formal proposal for the project after grant funds are secured. The anticipated start date of this project is June or July of 2024. Please let me know if you need further information concerning the current historic properties in Beloit, or any other information you may need to give a cost estimate. Feel free to call or e-mail me to discuss further.

Thank you,

Hilary Rottmann | *Planner II*
rottmanh@beloitwi.gov

City of Beloit | 100 State Street | Beloit, WI 53511 | beloitwi.gov
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