



**MINUTES**  
**BELOIT LANDMARKS COMMISSION**  
**Meeting of March 18, 2008**

The meeting of the Beloit Landmarks Commission was held on Tuesday, March 18, 2008 in the City Hall Forum.

Present: Kent Maxted, Sandra Williams, John Dummer, Daniel Shea, Marjorie Fizzell  
Absent: Jeff McConnell, Kevin Leavy

1. Roll Call

Commissioner Maxted called the meeting to order at 7:00 PM. Community Planner Drew Pennington called the Roll.

2. Minutes of the October 16, 2007 Meeting

Amended Minutes of the October 16, 2007 meeting were approved on a motion by Commissioner Fizzell, seconded by Commissioner Shea. The motion carried.

3. Election of Officers

- A. Election of Chairperson
- B. Election of Vice-Chairperson

Commissioner Williams made a motion to nominate Commissioner Maxted for the position of Chairperson. Commissioner Dummer seconded the motion. The motion carried. Commissioner Maxted made a motion to nominate Commissioner Fizzell for the position of Vice-Chairperson. Commissioner Williams seconded the motion. The motion carried.

4. Miguel Cepeda – Certificate of Appropriateness

COA-2008-04 Review and consideration of a Certificate of Appropriateness to demolish the existing garage, construct a concrete parking area, and construct a storage shed for the property located at 312 St. Lawrence Avenue.

Community Planner Drew Pennington read the staff report.

Commissioner Maxted asked Mr. Pennington to clarify what staff had approved with respect to the roof. Mr. Pennington stated that the applicant had submitted photographs and specifications of shingles that the applicant hoped to install. Mr. Pennington stated that staff had notified the applicant of approval, but that the staff-approved project would be documented on the final COA, following the Commission's decision. Commissioner Williams asked the applicant about the need for a three-stall parking area, and the applicant stated that the house contains three units. Commissioner Fizzell asked about the driveway, and whether or not it was a shared driveway. The applicant stated that both lots are paved to the property line, but that each lot has its own driveway. Mr. Pennington noted staff's concerns about the materials to be used on the shed, and explained how the Architectural Review process will ensure that the conditions are satisfied. Commissioner Fizzell inquired

about the concrete on which the garage sits, and the applicant stated that the existing concrete will be removed and fresh concrete will be poured.

Following this discussion, Commissioner Shea moved to approve the COA, subject to the conditions recommended by staff. Commissioner Fizzell seconded the motion. The motion carried.

5. Lee Fassett, Parks & Leisure Services Division – Certificate of Appropriateness  
COA-2008-06 Review and consideration of a Certificate of Appropriateness to demolish the existing restroom and picnic shelter located in the southwest corner of Horace White Park.

Community Planner Drew Pennington read the staff report and explained the situation. Mr. Pennington described how staff learned of the shelter's potential demolition and how staff prevented the premature demolition of the shelter.

Commissioner Maxted noted his displeasure with the Parks Division's decision to demolish the shelter without a COA. Roger Christensen, a member of the ad-hoc committee that is working on the Park Master Plan, introduced himself to the Commission and described the Committee's actions and the public involvement process. Mr. Christensen noted that he was equally surprised at the decision to demolish the shelter on Monday. Mr. Christensen had a handout for the Commissioners, which showed a conceptual plan for the Park. The Commissioners briefly discussed the conceptual plan, and Mr. Christensen mentioned some design ideas, including a Civil War Memorial and a new shelter. Mr. Christensen stated that temporary toilets would be available for park users this summer. Commissioner Maxted stated that making the park more user-friendly was an admirable goal, and Mr. Christensen confirmed that they were attempting to create a community gathering place. Mr. Pennington clarified that many of the improvements that Mr. Christensen described would need the Commission's approval. Commissioner Maxted asked Mr. Pennington to ensure that the activities of various City divisions remain coordinated. Mr. Pennington stated that he had spoken with Mr. Fassett and informed him of the need for a COA prior to installing improvements in Horace White Park. The Commissioners discussed the need for better communication, and Mr. Christensen suggested that the ad-hoc committee meet with the Commission to discuss their design ideas. The Commissioners agreed that this was a good idea.

Following this discussion, Commissioner Shea moved to approve the COA, subject to the conditions recommended by staff. Commissioner Dummer seconded the motion. The motion carried.

6. Discussion Items
  - A. Commissioner Vacancies: Community Planner Drew Pennington explained that the Commission currently has two vacancies, including Commissioner Maxted's term, which expired in October 2007. Mr. Pennington described some recruitment ideas, including sending a letter to homeowners in the historic districts. Commissioner Williams suggested that staff contact local service clubs as a source of potential Commissioners. The Commissioners stated that a letter would have limited effectiveness, and recommended more

direct forms of communication. Commissioner Maxted stated that a former Commissioner, Steve Truesdale, might be interested in returning to the Commission.

B. Landmark Designation Rescission Process: Mr. Pennington explained how years ago, historic landmarks were recorded as such with the County Register of Deeds. Mr. Pennington noted that several landmarks have been demolished or lost to fire, and the landmark designation remains recorded with the Register of Deeds. Mr. Pennington listed the landmarks that have been lost or demolished during the past fifteen years. Mr. Pennington noted that the landmark designation creates a problem when title work is completed during a subsequent project, and that the Historic Preservation Ordinance outlines a process for rescinding a landmark designation. Commissioner Williams described her desire to retain some form of remembrance, and Mr. Pennington suggested that the Commission could require the installation of a plaque or memorial on the property. Commissioner Dummer stated that a memorial still needs to be erected on the former Beloit Light & Coke Co. property at 217 Shirland Avenue (formerly 111 Shirland Avenue). Mr. Pennington assured Commissioner Dummer that he would investigate the status of the memorial.

C. Preservation Awards: Mr. Pennington noted that he had provided a nomination form for each Commissioner, and that forty-two COA applications had been processed in 2007, including 31 staff-approved COA applications.

#### 7. Committee Reports

A. Awards Committee: Commissioner Fizzell noted that the Commission had not issued many awards since 1998 and described her desire to reinvigorate the awards program. Commissioner Fizzell shared a list of past award recipients that Mr. Pennington had compiled, and the Commissioners expressed their appreciation for Beloit College's commitment to historic preservation in the City. Mr. Pennington suggested that award recipients could have photos of their home and/or businesses placed on the Historic Preservation section of the City's website. Commissioner Maxted described previous publicity efforts, including an article in the Beloit Daily News. Mr. Pennington offered to contact the reporter to see if she is interested covering the preservation awards during May, which is Historic Preservation Month.

B. Plaque Committee: Commissioner Shea described his research of 635 Park Avenue and stated that the house was sold in a group, which makes tracking the records difficult. Commissioner Shea stated that he was comfortable using "circa 1895" as the year of construction.

C. Program/Publicity Committee: Commissioner Maxted commented that it would be worthwhile to contact the reporter at the Beloit Daily News to enhance awareness of the Commission.

D. Cemetery Building Committee: Commissioner McConnell was absent.

E. Landmarks/DBA Design District Committee: Nothing to report.

8. Commissioner Comments: Commissioner Maxted asked Community Planner Drew Pennington about the Fairbanks Flats project. Mr. Pennington stated that he believed that closing had occurred and that the project was moving forward. Commissioner Fizzell expressed her lingering concern about the demolition of the Cobblestone Barn and noted that the condemnation order should not have been issued without a COA. Commissioner Fizzell stated that the ten month waiting period outlined in the Historic Preservation Ordinance would have provided valuable time. Mr. Pennington discussed the events leading up to the barn's demolition and noted that its sudden demolition came as a surprise to everyone, including the developer. Mr. Pennington described the City's efforts to prevent a similar situation, including the use of MUNIS software to cross-check all properties against the historic properties list. The Commissioners liked this idea and asked Mr. Pennington to report on the progress of this effort. The Commissioners discussed the troubling frequency of demolitions, and stated their belief that property owners are manipulating the system by intentionally allowing historic structures to fall into disrepair. The Commissioners discussed various solutions, including preventative maintenance partnerships and citations for those that demolish historic structures without a COA. Commissioner Fizzell asked Mr. Pennington to notify the Commission (at each meeting) of the COA applications that have been approved by staff since the last meeting. Mr. Pennington agreed to add such a report to future agendas.

9. Adjournment

At 8:08 PM, Commissioner Williams made a motion to adjourn the meeting, and Commissioner Dummer seconded the motion. The motion carried.

Drew Pennington  
Community Planner