

**MINUTES**  
**BELOIT LANDMARKS COMMISSION**  
**Meeting of February 19, 2013,**

A Meeting of the Beloit Landmarks Commission was held on Tuesday, February 19, 2013 in the Forum of City Hall.

Present: Sandra Williams, Donna Johnson, Ellen Joyce, Steve Vollmer

Absent: Rick McGrath, Lynette Johnson, Ruth Vater, Charles Haynes

1. Roll Call

Commissioner Williams called the meeting to order at 7:00 PM. Assistant Planner Michael Lofton called the Roll.

2. Minutes of the November 20, 2012 Meeting and January 15, 2013 Special Meeting

Minutes of the November 20, 2012 meeting and January 15, 2013 special meeting were approved on a motion by Commissioner Joyce, seconded by Commissioner Donna Johnson. The motion carried (4-0).

3. Public Comments: No comments.

4. Michael Brady - Certificate of Appropriateness

COA-2013-02 Review and Consideration of a Certificate of Appropriateness to realign walking paths, install a brick paver patio, and to install light post to the east side of the Pettibone World Affairs Center for the property located at 634 College Street.

Commissioner Joyce recused herself due to conflicts of interest. Beloit College is her employer. Because of the recusal, the Commission did not have the quorum necessary to vote on the item. Therefore, the item was reschedule to for the March 19<sup>th</sup> Landmarks Commission meeting.

5. Sharon Buchko - Certificate of Appropriateness

COA-2013-03 Review and consideration of a Certificate of Appropriateness to install a new window for the property located at 628 Harrison Avenue.

Mr. Lofton read and summarized the staff report.

Sharon Buchko identified herself as the applicant. She stated that the new window on the southwest side (rear) of the historic house needed to be functional in order to comply with orders issued by a Code Inspector in the Community and Housing Services Division.

Following this discussion, Commissioner Joyce made a motion to approve the requested COA, subject to the conditions recommended by staff. Commissioner Vollmer seconded

the motion. The Commission then voted on the merits of the COA. The motion carried (4-0).

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

Mr. Lofton mentioned that the Annual Historic Preservation Report would be presented to City Council on Monday, March 18, 2013 and that Commissioner McGrath would present it.

7. Committee Reports

- A. Education & Outreach Committee: No activity was reported.
- B. Grant Writing Committee: No activities were reported.
- C. Site Visit Committee: No activities were reported.
- D. Historic District Sign Committee: No activities were reported.

8. Adjournment

At 7:20 PM, Commissioner Joyce made a motion to adjourn the meeting, and Commissioner Donna Johnson seconded the motion. The motion carried (4-0).

Michael D. Lofton II, Assistant Planner