

**MINUTES**  
**BELOIT LANDMARKS COMMISSION**  
**Meeting of March 18, 2014**

A Meeting of the Beloit Landmarks Commission was held on Tuesday, March 18, 2014 in the Forum, City Hall.

Present: Rick McGrath, Ruth Vater, Donna Johnson, Steve Vollmer, Alex Blazer, Terri Kaye, Ellen Joyce

Absent: Charles Haynes

1. Roll Call

Commissioner Blazer called the meeting to order at 7:00 PM. Planner Stephanie Hummel called the Roll.

2. Minutes of the January 21, 2014 Meeting

The Minutes of the January 21, 2014 meeting were approved on a motion by Commissioner Vater, seconded by Commissioner McGrath. The motion carried (7-0).

3. Public Comments: None

4. Monahan & Johnson – Certificate of Appropriateness

COA-2014-01 Review and consideration of a Certificate of Appropriateness for new signs at 400 East Grand Avenue.

Terry Monahan identified himself as the applicant. Mr. Monahan explained to the commissioners why the signs were installed prior to receiving an approved COA or sign permit. He offered to install a historic plaque to the interior of the subject property in exchange for not having to pay the additional \$50 filing fee for beginning work without an approved COA. Commissioner Johnson noted that the filing fee does not relate to the project and therefore should not be dismissed. She also indicated that she did not want to set a precedence for this type of exchange. The Commissioners agreed that they liked the design and material of the signs. Commissioner Vollmer noted conditions of approval requiring reinstallation of two of the signs, verifying their condition.

Following this discussion, Commissioner Vater made a motion to approve the requested COA, subject to the conditions recommended by staff. Commissioner Vollmer seconded the motion. The motion carried (7-0).

5. Kathryn Holmes – Certificate of Appropriateness

COA- 2014-02 Review and consideration of a Certificate of Appropriateness for various projects at 811 Clary Street.

Commissioner McGrath recused himself due to a conflict of interest.

Kathryn Holmes identified herself at the applicant. Ms. Holmes described the proposed projects as basic repairs to restore this historic home. She questioned whether the COA would remain approved if the ownership of the property changed during the restorations. Ms. Hummel confirmed that the COA would remain valid.

Following this discussion, Commissioner Vollmer made a motion to approve the requested COA, subject to the conditions recommended by staff. Commissioner Vater seconded the motion. The motion carried (6-0).

6. John Mansfield – Certificate of Appropriateness

COA-2014-03 Review and consideration of a Certificate of Appropriateness for various projects at 312 State Street.

Ms. Hummel read the staff report.

John Mansfield identified himself as the applicant. Commissioner McGrath questioned the condition of the windows, noting that a full replacement may not be necessary. Commissioner Blazer noted that upon inspection, it appears there is no slope on the sills of the windows, which is causing the water and deterioration issues. Mr. Mansfield explained that there is a significant cost difference between the repairs and replacement of the windows. He also stated that there would be no difference in the exterior appearance of the windows.

Following this discussion, Commissioner Vollmer made a motion to layover Project #1 (upper, front windows) to allow the applicant to gather cost estimates for repairs to the windows versus full replacement. Commissioner Vater amended this motion to allow for an extended completion date to be determined at time of approval. Commissioner Joyce seconded the motion with the amendment. The motion carried (6-1), Commissioner Joyce opposed.

Commissioner Vater made a motion to add Project #4 (the skylight) to COA-2014-03, noting that the cupola be approximately 75% back from the front roof line (aka, 30 feet from back roof line). Commissioner Vollmer seconded the motion. The motion carried (7-0).

Commissioner Joyce made a motion to approve the requested COA as amended. Commissioner McGrath seconded this motion. The motion carried (7-0).

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

Ms. Hummel announced that no applications have been received since the last meeting.

8. Committee Reports

A. Education & Outreach Committee: Commissioner Johnson stated that this committee met to discuss new outreach techniques, including monthly awards to home/business owners, a monthly newspaper article, and the creation of a neighborhood group in the

Bluff Street Historic District. Commissioner Joyce noted that the state historical society's website has an online tutorial for commissioners that is very informative.

- B. Grant Writing Committee: Commissioner Vater stated that this committee met with Ms. Hummel to discuss the upcoming grant application for a new intensive survey. We now have a grant application template to work from, as well as a timeline developed for the application process. This will begin in summer 2014.
- C. Site Visit Committee: Commissioner Vollmer stated that this committee met with Ms. Hummel to complete site visits for this meeting's COAs, as well as the follow-up inspections for approved 2013 COAs. There are a handful of properties that will need extensions for their 2013 COAs. The other properties have completed their work.

9. Adjournment

At 8:15 PM, Commissioner Vollmer made a motion to adjourn the meeting, and Commissioner Joyce seconded the motion. The motion carried (7-0).

Stephanie Hummel, Planner