



CITY HALL • 100 STATE STREET • BELOIT, WI 53511
Office: 608/364-6700 • Fax: 608/364-6609
www.beloitwi.gov
Equal Opportunity Employer

**MEETING NOTICE AND AGENDA
BELOIT LANDMARKS COMMISSION
Tuesday, January 19, 2016, 7:00 PM
Beloit Public Library, Meeting Room, 605 Eclipse Blvd**

1. Roll Call
2. Minutes of the December 15, 2015 Meeting
3. Public Comments
4. Joyce Williams - Certificate of Appropriateness
COA-2015-55 Review and consideration of a Certificate of Appropriateness to remove front façade door shutters, install new exterior porch lights, and install window flower boxes on the residential structure located at 811 Chapin Street.
5. Report on Staff-Approved Certificates of Appropriateness & Activities Since Last Meeting
6. Historic District Signage Discussion
7. Committee Reports
 - A. Education & Outreach Committee
 - B. Grant Writing Committee
 - C. Site Visit Committee
8. New Business
9. Adjournment

*If you are unable to attend this meeting, notify the Planning Office at 364-6700 **no later than 4:00 PM the day before the meeting.***

Approved: Alex Morganroth, Planner
January 6, 2016

** 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 or to request this service, please contact the City Clerk's Office at 364-6680, 100 State Street, Beloit, WI 53511.



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MEETING MINUTES
BELOIT LANDMARKS COMMISSION
Tuesday, December 15, 2015, 7:00 PM
The Forum, 100 State Street

1. Roll Call

Commissioner Blazer called the meeting to order at 7:00pm.
Commissioners Blazer, Johnson, Truesdale, Joyce, Kaye, Kelly, and Vollmer were present.
Commissioner Vater was absent.

2. Minutes of the November 17, 2015 Meeting

Commissioner Vollmer called attention to an error in the November 17, 2015 meeting minutes. Staff liaison Alex Morganroth stated that he would change the minutes to correct the error. Commissioners Vollmer and Johnson moved to approve the amended minutes. Motion carried, voice vote.

3. Public Comments: None

4. Joyce Williams – Certificate of Appropriateness

COA-2015-55 Review and consideration of a Certificate of Appropriateness to remove front façade door shutters, install new exterior porch lights, and install window boxes on the residential structure located at 811 Chapin Street.

Mr. Morganroth read the staff report and recommendation.

The applicant's husband, Mr. Scott Williams, discussed the proposed project in detail. Mr. Williams explained to the Commission that the removal of the door shutters would allow for an easier installation of the porch lights. He informed the Commission that he plans to add a roof to the porch under a separate, future COA request.

Multiple Commissioners expressed concern that the removal of the door shutters would deprive the structure of a unique architectural feature. Mr. Williams explained that having building a roof over the porch and door shutters would create a cluttered look to the structure. Commissioners Joyce and Blazer discussed the difficulty of visualizing the project with having a proposal for the completed porch with roof. Commissioner Johnson then stated that the Commission should hold off on making a decision regarding the COA due to incomplete information on the project.

Commissioner Joyce made a motion to table the COA and revisit the request at the January 19, 2016 meeting. Commissioner Vollmer seconded the motion. Motion carried, voice vote.

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

None

6. **Historic District Signage Discussion**

Mr. Morganroth updated the Commissioners regarding the status of obtaining historic district signage. He explained that funding available in 2014 and 2015 was no longer available. He said, however, that the City was willing to install signs free-of-charge. He also stated his intent to apply for a grant with Visit Beloit that could potentially cover the cost of design and manufacturing of the signs. The grant is to be awarded in early February of 2016.

Rick McGrath (1747 Sherwood Dr) stated his support for the signage. He encouraged the Landmarks Commission to take their time when deciding on a design.

The Commissioners discussed possible signage color and dimensions. The majority of Commissioners agreed on brown as an appropriate color. Commissioner Joyce expressed support for having one type of sign design for all districts in order to emphasize unity.

The Commission agreed to hold off on further discussion of the signage until the Visit Beloit grant is awarded.

7. **Committee Reports**

Education and Outreach Committee: Commissioner Johnson stated that she sent out two letters and COA applications to new historic homeowners.

Grant Writing Committee: None

Site Visit Committee: None

8. **New Business**

Commissioner Joyce announced that she will be absent for an extended period of time, likely until May or June of 2016. Other Commissioners stated their support for her remain an active board member and return full-time in early summer.

9. **Adjournment**

Commissioners Joyce and Vollmer moved to adjourn at 8:16pm. Motion carried, voice vote.

Respectfully Submitted,
Alex Morganroth, Planner
Date Approved: January 8, 2016

CITY OF BELOIT

REPORT TO THE BELOIT LANDMARKS COMMISSION



Meeting Date: January 19, 2016 **Agenda Item:** 4 **File Number:** COA-2015-55
Applicant: Steve and Joyce Williams **Owner:** Scott Williams **Location:** 811 Chapin Street
Existing Zoning: R-1B Single-Family Residential District **Existing Land Use:** Single-Family Residential **Parcel Size:** .21 Acres

Request Overview:

Joyce Williams has submitted an application for a Certificate of Appropriateness for the installation of two wall/porch lights, installation of flower boxes, and removal of door shutters on the residential building at 811 Chapin Street in the City of Beloit. Section 32.05 of the Historic Preservation Ordinance grants the Landmarks Commission the authority to issue a Certificate of Appropriateness prior to the construction, reconstruction, or exterior alteration of any designed landmark, landmark site, or structure within an historic district.

Background:

The applicant presented the request for a COA at the December 15, 2015 meeting. The applicant stated that he intended to apply for a COA to add a porch/portico to the front entrance of the structure. The Landmarks Commission voted to layover the COA request in order to provide time for the applicant to provide additional information about the portico design. The applicant has returned to this meeting with examples of designs he would like to imitate when constructing the proposed portico.

Consistency with the Historic Preservation Ordinance and Strategic Plan:

Consideration of this request is consistent with the intent and purpose of the Historic Preservation Ordinance. Consideration of this request supports City of Beloit Strategic Goal #5.

Key Issues:

- **NEW INFORMATION**
 - Applicant has submitted example designs for the proposed porch/portico.
 - The designs are consistent the Colonial Revival-style.
 - See the attached photos for possible design styles for the portico.
 - **Staff supports the installation of two wall lights and flower boxes on the structure. Staff also supports the removal of the shutters if the portico will incorporate either columns or sidelights.**
 - **Staff no longer recommends requiring black light fixtures. The white outdoor light fixtures purchased by the applicant will match the proposed portico.**
- The home was constructed around 1940 according to the 1981 Intensive Survey and is classified as a “pivotal” structure in the College Park Historic District.
 - Built in the Colonial Revival Style
 - The home has aluminum siding, a product of being built during the end of the Colonial Revival movement when less expensive building materials were beginning to become available.
 - Common features of Colonial Revival include decorative front entrances with columns, a transom, an overhang, and flanking wall lights.
 - It’s possible that more elaborate or decorative entrance features existed at one time, but only the door shutters remain.
 - A few original Colonial-style homes built in the 19th century have door shutters, but it was difficult to find examples of newer Colonial Revival-style homes with door shutters.
- The applicant has proposed three alterations:
 - Removal of Door Shutters
 - All shutters on house, both window and door, appear to be original and made of wood.
 - Shutters do not function.
 - The applicant has proposed removing the shutters on either side of the front in order to allow room for the new wall lights to be installed.
 - Installation of Wall Lights
 - The applicant has proposed the installation of two wall lights (see attached photo) on the front of the house facing Chapin Street, with one on each side of the door where the shutters currently hang.

- The proposed wall lights are white in color.
- Installation of Flower Boxes
 - The applicant presented two different options (see attached specs and photos).
 - Flower boxes would be installed on the windows facing Chapin Street.
- Section 32.06(5) of the Historic Preservation Ordinance includes general review criteria to be used when evaluating COA applications. The attached COA Checklist evaluates the completed work against the general review criteria included in the Ordinance.
- Section 32.06(5) of the Historic Preservation Ordinance also establishes Specific Review Criteria to be used in evaluating COA applications. The following criteria are relevant to this application.
 - (1) Scale:
 - The size of the proposed flower boxes (both options) and wall lights are appropriate for the front façade of the building. Most homes in the Colonial Revival-style feature large lights similar to the type proposed in order to mimic the gas-filled lanterns used in the 1800s.
 - (2) Architectural Details:
 - The door shutters represent a unique architectural feature of the home that when removed would leave a front entrance devoid of any decorative features.
 - Flower boxes, a common feature on Colonial-style homes, would be a positive architectural addition to the front façade if properly maintained.

Sustainability:

- **Reduce dependence upon fossil fuels** – N/A
- **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature** – N/A
- **Reduce dependence on activities that harm life sustaining eco-systems** – N/A
- **Meet the hierarchy of present and future human needs fairly and efficiently** – N/A

Staff Recommendation:

The Planning & Building Services Division recommends approval of a Certificate of Appropriateness to install flower boxes (either option) on the front façade windows, two wall lights, and a new portico at 811 Chapin Street, based on the standards and criteria contained in the Historic Preservation Ordinance and subject to the following conditions:

1. The wall lights shall be installed by a licensed electrician who shall use the least amount of anchors necessary to mount the lights effectively.
2. The existing wall light must be removed.
3. The design and style of the proposed portico must substantially conform to the examples provided by the applicant. The portico must be constructed in a workmanlike manner and according to the Secretary of the Interior's Standards for Rehabilitation of Historic Properties.
4. The applicant shall consult with Planning Staff prior to installing the flower baskets in order to determine the least intrusive installation method.
5. All work shall be completed by January 19, 2017.
6. Any changes or additions to this Certificate of Appropriateness must be reviewed and approved by staff prior to the start of any work. Work done without prior approval will be subject to the issuance of correction orders or citations.

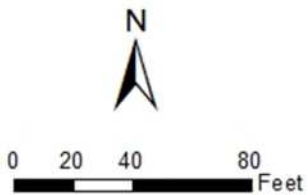
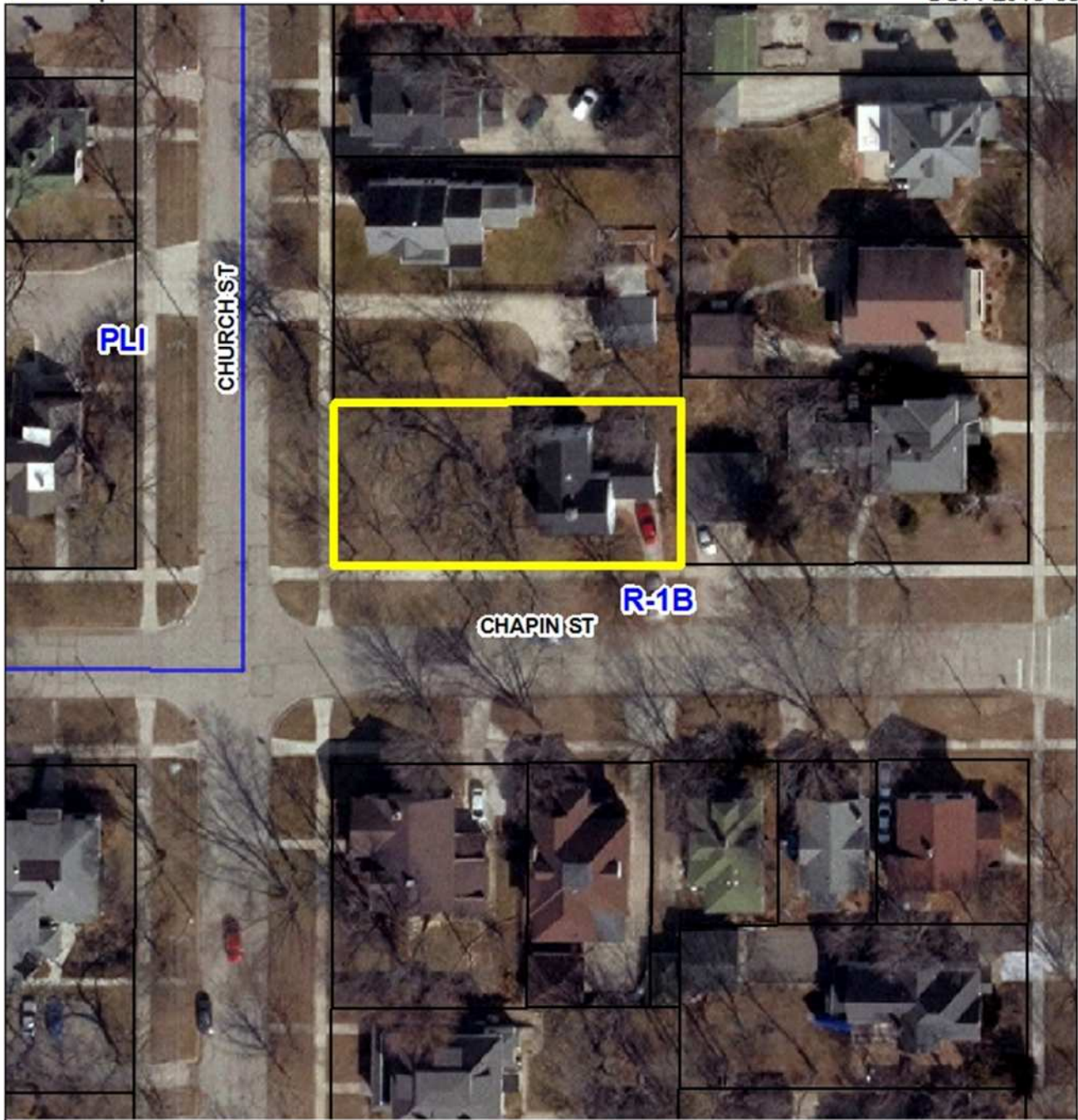
Fiscal Note/Budget Impact: N/A

Attachments: Location Map, Application, Proposed Projects, Intensive Survey, COA General Criteria Checklist




Location Map

811 Chapin Street

COA-2015-55



Legend

-  811 Chapin St
-  COB Parcels
-  Zoning District

Planning and Building Services Division

Map prepared by: Alex Morganroth
Date: December 2015
For: City of Beloit
Planning & Building Services
Date of Aerial Photography: April 2011

Document Path: \\s01b01\GIS\GISUsers\alexm\GIS\Projects\COA_811_Chapin_Street.aprx

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-2015-55

1. Address of property: 811 Chapin St

2. Parcel #: 13670040

3. Owner of record: Scott Williams Phone: 605-223-1315

811 Chapin St. Beloit WI 53511
(Address) (City) (State) (Zip)

4. Applicant's Name: Joyce Williams

- same -
(Address) (City) (State) (Zip)

(Office Phone #) (Cell Phone #) (E-mail Address)

5. Present use of property: single-family

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

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.)

New exterior lights
Removal of green shutters near front door
Window flower boxes

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 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 Neighborhood Planning 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 Neighborhood Planning Division (364-6700).

J. Williams / Joyce Williams / 11 25 15
(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: 12/15/15
Application accepted by: AEM Date: 11/30/15

811 Chapin Street – N.E. View



811 Chapin Street – North View



811 Chapin Street – N.W. View



811 Chapin Street – Front Door w/ Shutters



Photo of 811 Chapin from WHS – No date



Example Porch Designs (Next 5 Pages)





COA-2015-55, 811 Chapin Street



COA-2015-55, 811 Chapin Street



COA-2015-55, 811 Chapin Street



COA-2015-55, 811 Chapin Street

Proposed Wall Lights



Proposed Window Box – Option 1

Good Directions Lazy Hill Farm Designs Sunrise Window Box Item # HN-GD495



Q. Roll over to zoom

* Click for full screen



- Available in your choice of size
- Handcrafted from cedar wood
- Classic white finish
- Includes two curved mounting brackets
- Features secure joints and drainage holes

Images
Full Description
Specifications
Delivery Options
Guarantee & Returns



[Be the first to write a review](#)

Sale Price

\$107.00 - \$143.00

List Price: \$114.99 - \$154.99

You save 14%

Free Shipping with Economy Service

[Select options for details](#)

[Earn 3% back in My Reward points](#)

Size (5)

1

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Proposed Window Box – Option 2

Deer Park Ironworks French Window Box with Coco Liner Item # HN-DEER019

- French window box made of heavy gauge metal
- Natural patina powder-coated finish
- Form-fitted coco liner included
- Perfect for window ledge or deck railing
- Dimensions: small, 31L x 11W x 10H inches and large, 46L x 11W x 10H inches



Roll over to zoom

Click for full screen

★★★★★ 5/5

[1 Review](#) | [Write a review](#)

\$54.49

List Price: \$54.49

Free Shipping with Economy Service
[Upgrade to get it as soon as Dec. 18](#)

Earn \$1.64 in [My Reward points](#)

Small - Size

1

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Favorite

Registry

Images

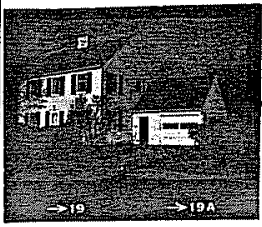
Full Description

Specifications

Delivery Options

Guarantee & Returns

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	Street Chapin	
Street Address: 811 Chapin Street			Legal Description:	Acreage:	Number 811		
Current Name & Use: Residence			Current Owner: Gertrude E. Sweet				
Film Roll No. RO-101		Current Owner's Address: Same		Special Features Not Visible In Photographs:			
Negative No. 19		Interior visited? <input type="radio"/> Yes <input checked="" type="radio"/> No					
Facade Orient. N							
2 Original Name & Use:		Source	Previous Owners	Dates	Uses	Source	Town Range Section
Dates of Construction/Alteration c. 1940?		Source A					
Architect and/or Builder:		Source					
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 type="radio"/> Other: _____ <input checked="" type="radio"/> 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				Map Name Near East Side Historic District
Architectural Statement: Two story plus attic Eclectic Resurgence/ Colonial Revival house. Narrow clapboard siding and shutters that are appropriately sized for windows and door. Attached garage. Eight-over-twelve hung sash. A well proportioned and detailed house.			Historical Statement:				
5 Sources of Information (Reference to Above) A Visual estimate of surveyor			6 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:				Map Code NES 101/19
B			7 Condition <input checked="" type="radio"/> excellent <input type="radio"/> good <input type="radio"/> fair <input type="radio"/> poor <input type="radio"/> ruins				
C			8 District: <u>Near East Side Historic Dist.</u> <input type="radio"/> pivotal <input checked="" type="radio"/> contributing <input type="radio"/> non-contributing				
D			initials: <u>R</u> date: <u>8/1/81</u>				
E			9 Opinion of National Register Eligibility <input checked="" type="radio"/> eligible <input type="radio"/> not eligible <input type="radio"/> unknown				
F			<input type="radio"/> national <input type="radio"/> state <input type="radio"/> local initials: <u>R</u>				

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: **811 Chapin Street**

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. <i>Door shutters are being considered as a distinguishing original quality in this review.</i>		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? <i>The proposed porch/portico is consistent with the designs found on other Colonial Revival-style homes in both Beloit and other communities.</i>	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? <i>The scale and look of the lights and flower boxes are appropriate.</i>	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		