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**MEETING MINUTES
BELOIT LANDMARKS COMMISSION
Tuesday, March 21, 2017, 7:00 PM
The Forum, 100 State Street**

1. Roll Call

Commissioner Blazer called the meeting to order at 7:00 PM.
Commissioners Blazer, Truesdale, Vater, McGrath, Jacobsen, and Joyce were present.
Commissioner Carroll was absent.

2. Minutes of the December 20, 2016 Meeting

Commissioners McGrath and Joyce made a motion to approve the draft Minutes. Motion carried, 6-0.

3. Public Comments: Bill Dorr spoke on behalf of the Near East Side/College Park neighbors in regard to changing the Near East Side Historic District signs to the College Park Historic District. Mr. Dorr presented articles and documents which referred to the College Park Historic District and insisted that College Park is the appropriate name for the district.

Mr. Dorr mentioned that the Near East Side name was given in 1983 when Beloit presented the historic district to the national historic registry.

Other residents of the Near East Side/College Park Historic District expressed their opinion that the name College Park is important to the identity of their historic district and is the appropriate name for the district.

4. Alex Blazer, Property Owner – Certificate of Appropriateness

COA-2017-01 Review and consideration of a Certificate of Appropriateness to allow the replacement an existing exterior door at 312 West Grand Avenue.

Rudy Moreno, Planner II, read the staff report and recommendation. Commissioner Blazer excused himself and appointed Commissioner Vater as the chair.

Commissioner Vater asked Mr. Blazer if the deadline of April 1st was sufficient time for the door replacement. Mr. Blazer explained that he can work with the code enforcement officer on extending the deadline.

Mr. Blazer explained to the commission that the door in question was for an upstairs dwelling, and the door is now closed off from the inside and no longer used as a functioning door.

Commissioner Vater asked Mr. Blazer about the other items listed on his COA application. Mr. Blazer explained that this COA request will only focus on the door replacement because it is part of a pending ordinance violation.

Commissioner Truesdale asked Mr. Blazer if the replacement door will also be wood. Mr. Blazer informed the commission that the replacement door will be a customized wooden door and the existing door hardware will be placed on the new door.

Commissioners Joyce and Jacobsen made a motion to approve the COA as recommended by staff. Motion carried, 5-0.

5. Amrish Chourasia, Property Owner – Certificate of Appropriateness

COA-2017-02 Review and consideration of a Certificate of Appropriateness to allow exterior improvements at 847 Park Avenue. The exterior improvements include: 1) installation of an air conditioning system, 2) repairs to the front porch and existing siding, 3) installation of a new roof, roof vents, and gutters.

Mr. Moreno read the staff report and recommendation.

Commissioner Joyce inquired on the completion date for the items listed on Mr. Chourasia's COA application. Mr. Chourasia explained that he planned on completing the listed improvement within a year. Commissioner Truesdale asked Mr. Chourasia if he would like more time given the extent improvement listed. Mr. Chourasia agreed that more time will be beneficial.

Commissioner McGrath asked Mr. Chourasia why he was proposing to replace the existing siding and what kind of materials will be used. Mr. Chourasia explained that there are locations where the existing wood siding is rotting, and he would like to replace some of the front siding boards in order to resolve moisture issues. Commissioner McGrath recommended the replacement of individual siding boards shall match existing siding materials. Mr. Chourasia added that the front siding is in need of immediate repair because it is necessary for the roof improvements to the front porch, and that other siding improvement would not start until months later.

Mr. Chourasia said that he would eventually like to use engineered wood to replace all of the existing siding. Commissioner McGrath explained to Mr. Chourasia that the materials used to replace the existing siding would have to match the original siding. Commissioner McGrath added that if the same materials are not available, then Mr. Chourasia could explore other options.

Commissioner McGrath encouraged Mr. Chourasia to preserve the as much of the original siding as possible by having it scraped and repainted. Mr. Chourasia added that he is in the process of getting a quote on the cost of restoring the existing siding. Mr. Chourasia also expressed some concern regarding longevity of new paint, and the costs of having to repaint the siding overtime versus using an alternative siding material.

Commissioner Truesdale asked Drew Pennington, Director of Planning & Building Services, if there was a site visit for this property. Mr. Pennington explained that there was not a site inspection because the Beloit city staff was waiting to see what changes the Landmarks Commission wanted to in regard to subcommittees. Commissioner Truesdale asked Mr. Chourasia the time frame for the siding repairs, and Mr. Chourasia clarified that the installment of the air conditioning, repairs to front siding, and the repairs to the front porch were the only items that he wanted to get started on immediately.

Mr. Pennington suggested the Landmarks commission layover the approval for the siding replacement to the next meeting in order to allow the Commissioners time to visit the site and decide the proper remedy to the siding issues.

Commissioners Truesdale and Vater motioned to extend the deadline for the completion of the improvements to November 2018. Motion carried, 6-0.

Commissioners Vater and McGrath motioned to approve all items on the submitted COA excluding the siding. Motion carried, 6-0.

6. Report on Staff Activities Since Last Meeting

A. *Report on Staff-Approved Certificates of Appropriateness:*

Rudy Moreno reported a COA for the property located at 745 Church Street was approved for asphalt shingle roof replacement, installation of new gutters, flashing repairs (if needed).

B. *Update on CLG Grant Application*

Mr. Pennington reported that the grant application was awarded and added that Beloit was the only city in the state to get a grant for the nomination of a new historic district for this cycle. Mr. Pennington also mentioned that in April we will get a list of our consultants, and there will be a RFP issued to those consultants; consultant proposals must be submitted by next summer. Mr. Pennington went over the process of notifying the neighborhood and mentioned that, out of the 150 households, 30 were in favor of establishing the new historic district, 17 were opposed, and 2 were undecided.

C. *Update on Installation of Historic Signs*

None

7. Election of Officers

Commissioners Vater and Joyce motioned to re-elect Alex Blazer as the chair of the Landmarks Commission. Motion carried, 6-0.

Commissioners Joyce and Blazer motioned to re-elect Ruth Vater as the vice-chair of the Landmarks Commission. Motion carried, 6-0.

8. Discussion of Committee Structures and Assignments

Commissioners Vater and Blazer motioned to layover item 8 and item 9.

9. Discussion of Changing Regular Meeting Location

10. Discussion of Changing Near East Side/College Park Signs

Mr. Pennington explained that the Near East Side Historic District is the name provided on the national and state historic register for the College Park Historic District as named in the ordinance.

Mr. Pennington went over possible reasons why the signs were labeled Near East Side in lieu of College Park. Mr. Pennington mentioned the possibility of changing or adding a College Park on the signs.

Mr. Pennington said that he did contact the State historic registry about change the name of the Near East Side Historic District to College Park, but there is no certainty on how long it will take.

Commissioner Jacobsen suggested that the College Park is more appropriate to the historic district.

Commissioner Truesdale suggested that we request the national and state registry to change the name of the Near East Side Historic District.

Commissioners Vater and Joyce directed staff to request that the National/State Historic registry change the name of the Near East Side Historic District to the College Park Historic District. The Landmarks Commission also directed the establishment of the Ad Hoc Sign Committee.

11. Adjournment

Commissioners Vater and Joyce moved to adjourn at 8:19 PM. Motion carried, 6-0.

Respectfully Submitted,
Rudy Moreno, Planner II
March 23, 2017