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Office: 608/364-6700 • Fax: 608/364-6609

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**MEETING MINUTES
BELOIT LANDMARKS COMMISSION
Tuesday, July 24, 2018, 7:00 PM
The Forum, 100 State Street
Beloit, WI 53511**

1. Roll Call

Commissioner Blazer called the meeting to order at 7:00 PM.

Commissioners Blazer, McGrath, Truesdale, and Vater were present. Commissioners Beckman, Jacobsen, and Gallagher were absent. Councilor Anderson was also absent.

2. Minutes of the June 19, 2018 Meeting

Commissioner McGrath moved to approve the draft Minutes. Commissioner Vater seconded the motion. The motion passed, voice vote.

3. Public Comments

Bill Dorr, 836 Church Street, presented clearer renderings of the proposed street signs for the College-Park Historic District, and stated that he would begin raising funds following approval.

4. Erick Williams - Certificate of Appropriateness

COA-2018-12 Review and consideration of a Certificate of Appropriateness to install porch railings on the residential structure located at 800 Wisconsin Ave.

Drew Pennington, Director of Planning & Building Services, read the staff report and recommendation. Mr. Williams identified himself as the applicant, and apologized for completing the work without a COA. Commissioner McGrath asked Mr. Williams to confirm that 3x3 spindles would be used, and Mr. Williams confirmed. Commissioner Vater moved to approve the COA, subject to the conditions recommended by staff. Commissioner McGrath seconded the motion. The motion passed, voice vote.

5. Ben Schroder - Certificate of Appropriateness

COA-2018-16 Review and consideration of a Certificate of Appropriateness to reconstruct the porch on the residential structure located at 706 Bluff Street.

Mr. Pennington read the staff report and recommendation, and noted that the applicant was not present. The Commissioners discussed whether or not to lay over the item, as several commissioners had questions for the applicant. Commissioner McGrath noted the presence of unauthorized work on the other porch facing St. Lawrence Avenue. Commissioner Truesdale moved to lay over the COA until the next meeting. Commissioner Vater seconded the motion. The motion passed, voice vote.

6. Review and Approval of Design for College-Park Historic District Street Signs

Commissioner McGrath moved to approve the design for the College-Park Historic District Street Signs as proposed by Bill Dorr. Commissioner Vater seconded the motion. The motion passed, voice vote.

7. Report on Staff Activities Since Last Meeting

- A. Report on Staff-Approved Certificates of Appropriateness. Mr. Pennington listed three (3) staff-approved projects since the last meeting.
- B. Update on Nomination of Milwaukee Road - Emerson Street Historic District. Mr. Pennington announced that the nomination paperwork has been completed.
- C. Discussion of Staff Enforcement Process and Penalties for COA Violations. Commissioner McGrath requested increased fees and/or penalties for COA violations. Mr. Pennington stated that filing fees are doubled for projects that begin prior to COA approval. Commissioner McGrath asked for amounts, and Mr. Pennington stated that a Landmarks Commission-approved COA has a \$50 filing fee that is doubled to \$100. The Commissioners asked staff to bring the annual COA reminder letter to the next meeting for review and discussion.
- D. Discussion of Meeting Frequency. The Commissioners discussed the problems that arise when multiple meetings are missed, and asked staff not to cancel more than one consecutive meeting, even when there are no COA applications to consider.

8. Committee Reports

- A. Education and Outreach Committee: Commissioner McGrath mentioned a walking tour to be held on August 11th and a scavenger hunt during Heritage Days in September 2018.
- B. Grant Writing Committee: None
- C. Site Visits Committee: The Commissioners noted that 800 Wisconsin Avenue was visited prior to the June 2018 meeting.

9. Adjournment

Commissioner McGrath moved to adjourn at 7:45 PM. Commissioner Vater seconded the motion. The motion passed, voice vote.

Respectfully Submitted, Drew Pennington, AICP, Director of Planning & Building Services
August 13, 2018