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Office: 608/364-6700 • Fax: 608/364-6609  
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**MEETING MINUTES**  
**BELOIT LANDMARKS COMMISSION**  
**Tuesday, October 16, 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, Beckman Gallagher, and Councilor Anderson were present. Commissioners Vater arrived at 7:21 PM. Commissioner Jacobsen was absent.

**2. Minutes of the September 18, 2018 Meeting**

Commissioner Beckmann moved to approve the draft Minutes. Commissioner Truesdale seconded the motion. The motion passed, voice vote.

**3. Public Comments**

None

**4. Ellen James on behalf of Corporate Contractors Inc. - Certificate of Appropriateness**

**COA-2018-29** Review and consideration of a Certificate of Appropriateness to replace windows repair and paint siding at the residential structure located at 749 Park Avenue.

Hilary Rottmann, Planner II of Planning & Building Services, read the staff report and the additional projects that had been requested such as siding over one of the back access points and recommendation. Ellen James identified herself as the applicant. Ms. James had asked the commission to allow metal roofing material over the front porch portion of the front of the home. Commissioner Blazer asked some clarifying questions about siding over one of the access. Commissioner McGrath moved to approve the COA with the additional projects, subject to the conditions recommended by staff. Commissioner Beckman seconded the motion. The motion passed, voice vote.

**5. Ellen James on behalf of Corporate Contractors Inc. - Certificate of Appropriateness**

**COA-2018-30** Review and consideration of a Certificate of Appropriateness to replace windows repair and paint siding at the residential structure located at 802 Park Avenue.

Hilary Rottmann, Planner II of Planning & Building Services, read the staff report and the additional projects that had been requested such as to remove and replace three sets of stairs, and side over two access points and recommendation. Ellen James identified herself as the applicant. Ms. James provided clarification on which windows would be repaired and which would be replaced. Commissioner Truesdale moved to approve the COA and additional projects, subject to the conditions recommended by staff. Commissioner Beckman seconded the motion. The motion passed, voice vote.

**6. Report on Staff Activities Since Last Meeting**

- A. Report on Staff-Approved Certificates of Appropriateness. Mrs. Rottmann listed six (6) staff-approved projects since the September meeting. Also provided an update on ownership changes for historic properties.
- B. Mrs. Rottmann invited the commission to a Turtle Creek Park Master Plan meeting.
- C. Discussion was had over a letter sent to historic property owners about relocating their mailboxes or adding railings to their front steps.
- D. Appreciation Plaque- Commissioner McGrath did not have an update on this item but would like it be an item on the November meeting.

**7. Committee Reports**

- A. Education and Outreach Committee: None
- B. Grant Writing Committee: None
- C. Site Visits Committee: None

**8. Adjournment**

Commissioner Vater moved to adjourn at 7:35 PM. Commissioner McGrath seconded the motion. The motion passed, voice vote.

Respectfully Submitted, Hilary Rottmann, Planner II of Planning & Building Services  
November 15, 2018