



**HISTORIC PRESERVATION COMMISSION  
MEETING MINUTES  
THURSDAY, NOVEMBER 29, 2012**

The meeting was called to order by Chairman Stelling at 6:30 p.m. Chairman Tom Stelling; Alderman Ed Johnson; Commissioners Judy Stone, Jeff Erickson and Joel Weis were present. Commissioner Maria Veronico was excused. Commissioner John Lynch was absent. Building Inspector/Zoning Administrator Patrick Scherrer and Stephanie Schulte of Racine County Economic Development Corporation were present.

Commissioner Lynch arrived at 6:31 p.m.

**CITIZEN COMMENTS**

There were no citizen comments.

**APPROVAL OF MINUTES**

Alderman Johnson moved and Commissioner Stone seconded to approve the minutes of August 1, 2012. All were in favor and the motion carried.

**NEW BUSINESS**

**A. Consideration of a Certificate of Appropriateness and Sign Permit application from Jasmine Alexi for property located at 609 N. Pine Street to install a door window sign.**

- Chairman Stelling introduced and opened this item for discussion. He reminded the commission that if wording is included on a sign it must either be the business logo or in sans serif font.
- There were no further comments.

Commissioner Erickson moved and Commissioner Weis seconded to recommend to the Common Council approval of the Certificate of Appropriateness. All in favor and the motion carried.

**DISCUSSION ITEMS**

**A. Review of Grant Funding Status**

- Chairman Stelling introduced and opened this item for discussion.

- Stephanie Schulte of RCEDC stated there is only \$979 of unobligated funds remaining in Round #4. She further stated that there have been no new disbursements since the last meeting in August.
- Commissioner Lynch questioned why there are older approved projects on the grant funding spreadsheet marked as unpaid. Chairman Stelling stated those projects were not completed yet.
- Ms. Schulte stated per City ordinance a project is required to be completed within six months to receive the grant funds and that the commission has the right to rescind the grant. Commissioner Erickson agreed and stated the commission has rescinded other grants in the past. Chairman Stelling stated he believes it is a twelve month period but will look into the ordinance to verify. Patrick Scherrer agreed with Chairman Stelling.
- Commissioner Lynch stated his concern for the lack of funding with future applicants if the outstanding projects are not rescinded. Commissioner Erickson questioned if courtesy letters should be sent to the owners of the two outstanding projects. Chairman Stelling stated Ms. Schulte could put together a letter once the sunset period is determined.
- Chairman Stelling reminded the commission that the property owner needs to put in a request and show receipts after a project is completed to receive the grant funding in full. He further stated he has requested more funding from the Council for grants.
- There were no further comments.

**B. Update regarding a Historic Preservation Fund Subgrant Application for the Kane Street Historic District designation project.**

- Chairman Stelling introduced and opened this item for discussion. He stated the city was designated a Certified Local Government in 2008 and it is the job of the HPC to identify additional areas within the city to receive the historical designation. He further explained that when the original survey had been done, it had identified an area on Kane Street with a significant number of single-family homes that could be nominated to become listed on the National Register of Historic Places. This grant money would allow LJM Architects who had done the original survey to be able to submit the paperwork to the federal government to begin the process to designate the area as the Kane Street Historic District. He stated the grant should come in Spring or Summer 2013.
- There were no comments.

**C. Discussion to schedule the meeting date and time for December 2012.**

- Chairman Stelling opened this item for discussion.
- It was decided by 2/3 of the commission that the December meeting would be held as usual on December 27, 2012.

- There were no further comments.

**D. Discussion regarding potential future projects and Notices of Violations in the Historic Preservation Overlay District.**

- Chairman Stelling opened this item for discussion.
- Building Inspector Scherrer stated there is nothing to report at this time.
- There were no further comments.

**E. Discussion regarding the Burlington Cemetery chapel and Burlington pool and bathhouse nomination to the Wisconsin State and National Registers of Historic Places.**

- Chairman Stelling opened this item for discussion. He stated these items received favorable responses from the state boards.
- Commissioner Erickson questioned if both places would be able to receive grant funding being on the registries. Chairman Stelling stated as soon as the City receives documentation they will be able to apply for funding.
- Commissioner Lynch questioned if the groups that work with the pool will be notified where to apply for funding if needed. Chairman Stelling stated they would once everything is in place.
- There were no further comments.

**ADJOURNMENT**

Commissioner Erickson moved and Commissioner Lynch seconded to adjourn the meeting at 6:53 p.m. *All were in favor and the motion carried.*

Recording Secretary  
Megan E. Watkins  
Assistant to the City Administrator