



**HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
THURSDAY, July 25, 2013**

The meeting was called to order by Chairman Stelling at 6:31 p.m. Chairman Tom Stelling; Commissioner John Lynch; Commissioner Maria Veronico; and Alderman Tom Preusker were present. Building Inspector/Zoning Patrick Scherrer was present. Commissioner Judy Stone and Commissioner Joel Weis were excused. Commissioner Jeff Erickson was absent.

CITIZEN COMMENTS

There were no citizen comments.

APPROVAL OF MINUTES

Alderman Preusker moved and Commissioner Veronico seconded to approve the minutes of June 27, 2013. All were in favor and the motion carried.

NEW BUSINESS

A. Consideration of a Certificate of Appropriateness and Sign Permit application from Scott & Kristen Parks owners of Chic & Unique for property located at 173 E. Chestnut Street to install one (1) door decal sign and two (2) window decal signs.

- Stelling introduced and opened this item for discussion.
- Stelling stated that he thought the door decal and window decal signs have already been applied to the glass. Scherrer agreed that they have been applied.
- Alderman Preusker commented that Patrick Meehan's report states the decal signs were too big for the windows. Preusker stated that he thought the signs look good. He questioned why take the signs down to make them smaller when you can still see through the windows. The whole idea of the ordinance was to make the signs not too big so you could not see through the windows, essentially making it look like a billboard. Preusker had hoped Patrick Meehan was at the meeting to talk about the measurements because there are so many voids in the sign area. The signs are not solid.
- Stelling stated he will rely on Scherrer's input because Scherrer has had some dialog with Patrick Meehan in regards to the size of the signs.

- Scherrer stated under the window sign ordinance the signs cannot cover more than 30% of the area of the window. The window signs on the Agenda measure to be a little more than the required 30% according to the ordinance. Scherrer stated the section of the ordinance for windows is written for the entire City of Burlington and not just the Downtown Historical Preservation District. Legally the Commission cannot grant a variance. Scherrer stated the applicants, Scott & Kristen Parks, would have to go in front of the Board of Appeals. Scherrer stated The Parks have two choices: the first one, they could comply with the ordinance to have the sign be no more than 30% of the area of the window. The second choice would be to request a variance in front of the Board of Appeal.
- Lynch questioned as to what part of the sign was being measured. Lynch stated he reads Patrick Meehan's report as the sign measuring 4 inches high by 58 inches wide for the window and for the door 16 inches high by 20 ½ inches wide assuming the highest point is the scrolling at the top of the window and lowest point is at the scrolling at the bottom. Lynch stated these measurements make an assumption the sign is rectangle even though the sign has clear spaces between the letters. How you measure the sign makes a difference. Lynch questioned as to what the proper formula is to measure a sign with clear spaces between the lettering.
- Stelling stated he agrees with Scherrer about not being able to grant a variance. Stelling stated the signs are already up and that we could table this to ask Patrick Meehan for clarification on how the measurements for the clear spaces between the letterings were made.
- Veronico stated that this case should be tabled. Veronico feels there is not enough information to make a decision.
- Scherrer stated the ordinance code 315-6a Sign Area Determination does not mention window signs. Scherrer stated a sign is one that has a visual border or frame.
- Stelling stated the signs were put up without a permit and wants to guide The Parks to have the signs up in an appropriate way. Stelling stated that the measurements should come from the contractor.
- There were no further comments.
- Preusker moved and Veronico seconded to table the Certificate of Appropriateness. All were in favor and the motion carried.
- Preusker moved and Veronico seconded to table the Sign Permit. All were in favor and the motion carried.

B. Consideration of a Certificate of Appropriateness and Sign Permit application from Scott & Kristen Parks owners of Hounds Detectors & Hobbies for property located at 140 E. Chestnut Street to install one (1) door decal sign and two (2) window decal signs.

- Stelling introduced and opened this item for discussion.
- Stelling stated if the contractor for the sign would have originally gone to Scherrer to get the approval, the contractor would have known right away the size of the sign was too large.
- Kristen Parks commented when she opened Hounds Detectors & Hobbies 2 ½ years ago that she was not aware that a permit was needed for her signs until Kristen opened Chic & Unique 6 months ago.
- Stelling stated the City cannot go against the ordinances and that more information on the size of the signs will need to be submitted to make a decision.
- Scherrer stated the contractor should give measurements for the area of the actual sign.
- There were no further comments.
- Preusker moved and Lynch seconded to table the Certificate of Appropriateness. All were in favor and the motion carried.
- Preusker moved and Lynch seconded to table the Sign Permit. All were in favor and the motion carried.

DISCUSSION ITEMS

A. Review of Façade Grant Funding Status of Trendsetters for property located at 388 N. Pine Street.

- Stelling introduced and opened this item for discussion.
- Stelling stated in Round #4 there is an Unobligated Fund amount of \$5,729.12. Stelling stated there is still \$12,009.62 to be dispersed and Actual Balance Remaining of \$17,990.38.
- Stelling stated the Racine County Economic Development Corporation is still in contact with Trendsetters with regard to their Façade Grant as the one year Sunset Clause commenced June 28, 2013. Stelling stated there is no more information at this time.

- There were no further comments.

B. Discussion regarding potential future projects in the Historic Preservation Overlay District.

- Stelling introduced and opened this item for discussion.
- Stelling stated the Bulletin has moved out of the area. The new business (Burlington Floral) would like to see if they could get a sign overlay and replace the fringe on the awning approved at the August 22, 2013 meeting.
- There were no further comments.
- All were in favor and the motion carried.

ADJOURNMENT

Commissioner Lynch moved and Alderman Preusker seconded to adjourn the meeting at 7:02 p.m. *All were in favor and the motion carried.*

Recording Secretary
Kristine Anderson
Administrative Assistant