



**HISTORIC PRESERVATION COMMISSION  
MEETING MINUTES  
THURSDAY, August 22, 2013**

The meeting was called to order by Chairman Stelling at 6:30 p.m. Alderman Tom Preusker; Commissioner John Lynch; Commissioner Maria Veronico; Commissioner Joel Weis; Commissioner Jeff Erickson; and Commissioner Judy Stone were present. Building Inspector/Zoning Patrick Scherrer and Racine County Economic Development Corporation Tina Chitwood were present.

**CITIZEN COMMENTS**

There were no citizen comments.

**APPROVAL OF MINUTES**

Commissioner Erickson moved and Alderman Preusker seconded to approve the minutes of July 25, 2013. All were in favor and the motion carried.

**DISCUSSION ITEMS**

**A. Discussion and presentation of a check for the Kane Street Historic District project.**

- Stelling introduced and opened this item for discussion.
- Stelling stated the City, as a Certified Historical Municipality, applied for a grant several years ago which was approved in June 2012. The City was funded through the Department of Interior by a grant to hire an individual firm (Legacy Architecture) to make a full assessment for the entire City of Burlington to determine the historical sights, buildings, and residential districts within the City limits. A report was put together that assessed all the homes. During that process an area was determined to be the Historical Kane Street Residential District. The City applied for another grant in order to be recognized by the Department of Interior as a Historical District. The grant was approved last spring by the City. This summer, the City advertised a Request for Proposal, received two responses, and contracted with the lowest bidder, Legacy Architecture, to complete the nomination process for the entire district and homeowners within the district.

- Joe DeRose from the Wisconsin Historical Society stated the grant monies comes from an offshore oiling company and not residents' property tax dollars. Mr. DeRose presented a grant check in the amount of \$10,176.00 to Stelling.
- Mr. DeRose and Jennifer Lehrke from Legacy Architecture gave a presentation explaining the process on how to participate as a homeowner or business owner to qualify for tax credit and to be listed on the National Register of Historic Places.
- Mr. DeRose and Ms. Lehrke stated there are three ways a property can be listed on the National Register of Historic Places; 1) the property has to be 50 years old; 2) the property has to have historic integrity; and 3) the property needs to be significant such as the property having a distinctive historic architectural style or was there an important individual that had lived there. A Historical District can also be listed if the commercial buildings have definite boundaries by being in a concentrated area.
- Mr. DeRose and Ms. Lehrke stated as a homeowner there are no restrictions on repairing the home to be listed in the National Register. Listing a home with the National Register of Historic Places is a source of pride knowing that you own something special. A private homeowner is free to sell, alter, or demolish the property. The benefit of listing your property on the National Registry is to receive tax credit. The properties listed are sent to the State Review Board. However, there are restrictions if a homeowner wishes to receive tax credit for repairs being done from State or Federal taxes but not from property tax. Any repair work must be approved by the State before it can be started. The property is listed in the State Registry for six to twelve months prior to be listing in the National Registry. After the property is listed in the State Registry the private homeowner will qualify for tax credit. It is not required for a homeowner to participate in the listing.
- There were no further comments.
- Erickson was excused at 7:10 p.m.

## **B. Review of Façade Grant Funding Status.**

- Stelling introduced and opened this item for discussion.
- Ms. Chitwood stated the City rescinded the Façade Grant for Trend Setters located at 388 N. Pine Street since the Certificate of Appropriateness had expired.
- Ms. Chitwood also stated she is still in contact with the developer of the Coffee House project to get clarification on the separation of cost to figure out how much of the Grant was actually spent on the façade project.
- Stelling stated the Coffee House was approved up to \$5,000.00 for the Façade Grant project on the Chestnut Street side and not the Pine Street side. Stelling stated the bills

came as one lump sum totaling more than the funded amount. Stelling stated the owner of the Coffee House was asked to separate the bills to be able to determine the cost of the actual project.

- There were no further comments.

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

- Stelling introduced and opened this item for discussion.
- Stelling stated Trend Setters originally had vinyl windows before the Historic Preservation Commission existed. The windows were falling apart and had been replaced with new vinyl windows. Stelling questioned if Trend Setters could replace the vinyl windows again with vinyl or if the windows should be replaced with something different.
- Scherrer stated Trend Setters could replace the vinyl windows with new vinyl windows again on Washington Street but this project does not require a request for a Façade Grant since it is routine maintenance work.
- There were no further comments.
- 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.
- Alderman Preusker moved, and Veronico seconded, to reopen this item and take it off the table.
- Stelling stated the owners of Chic & Unique provided the exact square footage of the signage for the doors and windows.
- Scherrer stated with the new measurements for Chic & Unique that the window decals cover a total of 3% of the window, which is well below 30% of the sign ordinance required.

- There were no further comments.
- Preusker moved, and Veronico seconded, to approve the Certificate of Appropriateness. All were in favor and the motion carried.
- Preusker moved, and Lynch seconded, to approve 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.
- Alderman Preusker moved, and Veronico seconded, to reopen this item and take it off the table.
- Stelling stated the owners of Hounds Detectors & Hobbies provided the exact square footage of the signage for the doors and windows.
- Scherrer stated with the new measurements for Hounds Detectors & Hobbies that the window decals cover a total of 21% of the window, which is well below 30% of the sign ordinance required.
- There were no further comments.
- Preusker moved, and Veronico seconded, to approve the Certificate of Appropriateness. All were in favor and the motion carried.
- Veronico moved, and Stone seconded, to approve the Sign Permit. All were in favor and the motion carried.

**C. Consideration of a Certificate of Appropriateness and Sign Permit application from Kevin O’ Brien owner of Burlington Flowers & Interiors for property located at 516 N. Pine Street for an existing hanging sign face change and awning face change with awning signage.**

- Stelling introduced and open this item for discussion.
- Stelling stated Kevin O’Brien is the new owner of Burlington Flowers & Interiors that used to be the Bulletin. Stelling stated Mr. O’Brien wants to replace the flap on the lower portion of the awning with a new flap of the same color and the signage will read Burlington Flowers & Interiors.

- Mr. O'Brien stated he wants to replace the entire canvas awning with a new canvas awning since it is in bad condition. The new awning will be the exact size and color as the current one with new signage that reads Burlington Flowers & Interiors.
- Stelling stated it is not necessary to get approval for a maintenance project. The only change is the signage to read Burlington Flowers & Interiors on the awning. Stelling stated Mr. O'Brien wants to cover the Bulletin hanging sign for an exact size and color hanging sign that reads Burlington Flowers & Interiors with a phone number at the bottom.
- Stone stated the phone number should include an area code.
- Stelling stated the phone number is subject to change.
- There were no further comments.
- Weis moved, and Veronico seconded, to approve the Sign Permit. All were in favor and the motion carried.

### **ADJOURNMENT**

Commissioner Weis moved and Alderman Preusker seconded to adjourn the meeting at 8:01 p.m. *All were in favor and the motion carried.*

Recording Secretary  
Kristine Anderson  
Administrative Assistant