



**HISTORIC PRESERVATION COMMISSION  
MEETING MINUTES  
Thursday, August 28, 2014**

The meeting was called to order by Chairman Stelling at 6:30 p.m. Alderman Tom Preusker; Commissioner Jeff Erickson; Park Board President Darrel Eisenhardt; and Commissioner Judy Stone were present. Commissioner Maria Veronico and Commissioner Joel Weis were excused. Racine County Economic Development Corporation Tina Chitwood was present.

**CITIZEN COMMENTS**

There were no citizen comments.

**APPROVAL OF MINUTES**

Alderman Preusker moved, and Park Board President Eisenhardt seconded to approve the minutes of July 24, 2014. All were in favor and the motion carried.

**LETTERS AND COMMUNICATIONS**

Stelling stated the Kane Street Historic District was awarded an entry in the State Register and National Register of Historic Places on July 25, 2014.

**OLD BUSINESS**

**Discussion and possible recommendation regarding projects for the 2014 Certified Local Government (CLG) Sub-grant Application that was tabled from the July 24, 2014.**

- Stelling introduced and opened this item for discussion.
- Stelling stated this item has been tabled a couple times. There had been a brief discussion at the July 24<sup>th</sup> meeting, but not many of the Commissioners were there. Stelling stated the subcommittee, consisting of Chairman Stelling, Commissioner Preusker and Commissioner Erickson, did not meet due to prior commitments.
- Tina Chitwood stated the Commissioners should have submitted an intent to apply for a grant by September. She stated the grant can be applied for but, it will have to wait approval for next year. Tina Chitwood stated they would need approval from any institutional property if the institution wanted to be listed in the National Register before asking for more grants. The institution may choose not to be listed.

- Stelling stated a letter could be prepared and sent out to the churches expressing an interest in being listed in the National Register. This way the Commissioners would have a better idea of how much of a grant to ask for.
- Preusker stated he did not think any changes were being made, other than some clean up, at the St. Francis Monastery but it would be nice if they would since it is a beautiful place. Stelling stated the City has motivation to preserve it because of the style of architecture and age but there is no benefit for them, no one is giving them any money to restore it.
- Erickson questioned who would prepare this letter to be sent out. Stelling stated Tina Chitwood could prepare a letter and send it out to the churches to determine who is interested in being listed on the National Register.
- There were no further comments.
- Alderman Preusker moved, and Commissioner Erickson seconded to have Tina Chitwood prepare a letter for the Catholic churches to determine the interest in seeking designation in the National Register.
- All were in favor and the motion carried.

#### **Review and possible action regarding the Kane Street Historic District Signage.**

- Stelling introduced and opened this item for discussion.
- Tina Chitwood stated there were 157 surveys sent to home owners.
- Preusker stated the entrance sign seemed to be the most popular choice with 44% of the results and also the location by the Lincoln Statue with 29% of the results.
- Tina Chitwood commented if people did not like the idea of the signage they would respond. She stated that a very low rate of 12% of the responses came back. Stelling stated only 62% of the responses would spend between \$25 and \$49 for a contribution. Stelling stated the signage is important to the residents according to the survey but maybe another survey could be done.
- Tina stated when she researched the poly-carb signs, which are found throughout the City of Burlington, the 4x8 signs are estimated to be \$500 without posts. Stelling stated since a lot of our intersections have stop signs, we won't need the signs to be that large.
- Erickson stated that since so many corners were listed in the survey results, residents possibly were suggesting a few smaller signs instead of one large sign. Tina Chitwood stated a 2x4 sign would cost about \$454 without a post. Stelling stated the signs could be put on standard poles. Preusker stated the signs could be placed on the light poles. Stone suggested all the Commissioners should drive around the City to see where the possibilities are for placing the signs.

- Stelling stated if multiple signs are placed at the entrances of the Kane Street Historic District, Commissioners could ask for a grant between \$5,000 and \$10,000. They are calculating ten signs to cost about \$5,000 without being installed.
- Preusker questioned how this project could be funded without the City paying for it. Stelling stated maybe Commissioners could ask for matching funds up to \$10,000 from the City.
- Stone stated she feels residents would rather see the City put money into pot holes instead of historic signs. She suggested starting out low, pinpoint a couple intersections with signs and poles.
- Tina Chitwood stated the Commissioners could ask for a challenge grant where the amount on money is raised, is what the City can match it. She also stated there are foundation funds such as Aurora, Runzheimer International, SC Johnson and Burlington Community Fund where the Commissioners could go to these businesses and say so much money was raised and ask for them additional contributions. Tina Chitwood questioned if the City can use the room tax for tourism. Preusker stated the City just raised the room tax and thought they were required to use a certain percentage on tourism. Stelling stated the overview of the hotel asking to have the room tax raised is because Burlington is so much lower compared to other areas, plus the room tax is used for other organizations to get involved with, like the Real Racine. Stelling stated he does not like idea of the Commissioners saying what the room tax should be used for.
- Stone suggested the extra funding should go towards advertising Burlington so everyone can benefit from it and not just the Kane Street Historic District.
- There were no further comments.
- Commissioner Erickson moved, and Commissioner Stone seconded to ask the City to incorporate in the 2015 Budget matching funds for up to \$5,000 to identify the Kane Street Historic District
- All were in favor and the motion carried.

## **NEW BUSINESS**

### **A. A Certificate of Appropriateness from David Schmalfeldt for the property located at 436 N. Pine Street to install an existing rotted wood window frames with new wood window frames.**

- Stelling introduced and opened this item for discussion.
- Stone questioned if the windows are going to go all the way up or continue to have the short windows with plywood covering them up. Stelling stated it appears he is not replacing the windows only repairing the wood frame.

- Erickson stated it appears that Schmalfeldt will take the up and down Textured-1 11 Siding and change it to put a little square panel with a raised top. Stelling stated the windows should be maintained and repaired, and not boarded up.
- Stelling questioned how much grant funding was remaining. Tina Chitwood replied there is about \$4,300 remaining in Round #4.
- There were no further comments.
- Commissioner Erickson moved, and Alderman Preusker seconded to recommend the approval of the Certificate of Appropriateness to repair and remodel the existing infill panels and the colors are to be Weathered Shingle for the main and Rookwood Red for the trim to match the former front and back façade without windows being removed subject to Patrick Meehan's memo.
- All were in favor and the motion carried.

**B. A Certificate of Appropriateness from Ken Lois for the property located at 701 N. Pine Street to replace an existing wood door and windows with aluminum.**

- Stelling introduced and opened this item for discussion.
- Stelling stated that currently the door is an insulated metal door in an old wood frame. Lois would like to put in a thin style aluminum frame system. There is no recommendation from Patrick Meehan. Lois wants to put in a wider style door with an aluminum frame where the colors would be close to Slate Gray or Dove Gray and Colonial Red or Boysenberry.
- Erickson questioned if they were asking for funding. Stelling stated they may come back with an application for matching funds, since the price of the door went up significantly.
- There were no further comments.
- Commissioner Erickson moved, and Commissioner Eisenhardt seconded to recommend approval of the Certificate of Appropriateness to replace the existing wood door and metal wrap frame with a new aluminum door system and to have the colors match the existing.
- Preusker stated he would like to make a friendly amendment to allow Lois to have a wider selection of colors, but to be harmonious with existing colors on the building.
- All were in favor and the motion carried.

**C. Review of Façade Grant Funding Status.**

- Stelling introduced and opened this item for discussion.

- Erickson questioned if there was any money given out where the work has not done yet. Tina Chitwood stated the only one that has not been disbursed is for 492 N. Pine Street, The Coffee House, which was approved last month.
- Stelling stated he would like to recommend a request for the façade grant funding in the 2015 Budget.

### **ADJOURNMENT**

Commissioner Erickson moved and Alderman Preusker seconded to adjourn the meeting at 7:50 p.m. *All were in favor and the motion carried.*

Recording Secretary  
Kristine Anderson  
Administrative Assistant