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**HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
Thursday, March 9, 2017**

The meeting was called to order by Chairman Tom Stelling at 6:30 p.m. Alderman Tom Preusker; Commissioner Darrel Eisenhardt; Commissioner Kevin O'Brien; and Commissioner Maria Veronico were present. Commissioner Jeff Erickson was excused.

CITIZEN COMMENTS

None

APPROVAL OF MINUTES

Commissioner Eisenhardt moved, and Commissioner Veronico seconded to approve the minutes of December 22, 2016. All were in favor and the motion carried.

LETTERS AND COMMUNICATIONS

None

OLD BUSINESS

A. A recommendation to the Common Council from Jon Thorngate of LifeBridge Church for property located at 457 Milwaukee Avenue for an extension of the Certificate of Appropriateness for up to one year. (The owner will be present to give just cause.)

- Chairman Stelling introduced and opened this item for discussion.
- Chairman Stelling stated the owner was not present to give just cause and suggested tabling this item until the end of the meeting in case he showed.
- Commissioner O'Brien moved, and Alderman Preusker seconded to table this item until the end of the meeting.
- All were in favor and the motion carried.

B. A recommendation to the Common Council from Jon Thorngate of LifeBridge Church for property located at 457 Milwaukee Avenue for an extension of the Façade Grant Program for up to one year. (The owner will be present to give just cause.)

- Chairman Stelling introduced and opened this item for discussion.

- Chairman Stelling stated the owner was not present to give just cause and suggested tabling this item until the end of the meeting in case he showed.
- Commissioner Eisenhardt moved, and Alderman Preusker seconded to table this item until the end of the meeting.
- All were in favor and the motion carried.

NEW BUSINESS

A. A Certificate of Appropriateness application from John Fleischman for property located at 488 N. Pine Street to remove existing concrete stoop with a ramp, replace existing door and expose the existing stone.

- Chairman Stelling introduced and opened this item for discussion.
- John Fleischman, applicant, stated the proposed new door to be installed will swing out instead of in, which will also provide more safety. Gregory Guidry, Building Inspector, mentioned that there was a misprint on the cover sheet regarding the stoop height, it should read “1½ inch” not “1½ foot”.
- Chairman Stelling questioned if the steel pipe column will be exposed. Mr. Fleischman replied yes. Commissioner O’Brien asked if the new door will have a kick plate. Mr. Fleischman answered the door will look the same as the existing door, with the kick plate and glass in the center with wood around it.
- Mr. Guidry informed Mr. Fleischman that the project address on the application should be 488 N. Pine Street and not 492 N. Pine Street for emergency vehicles.
- There were no further comments.
- Commissioner O’Brien moved, and Alderman Preusker seconded to recommend approval of the Certificate of Appropriateness to remove existing stoop with a ramp, replace existing door and expose the existing stone, subject to Gregory Guidry’s February 17, 2017 memorandum.
- All were in favor and the motion carried.

B. A Certificate of Appropriateness application from Kelly Rausch for property located at 224 E. Chestnut Street to paint the façade, door and triangle peak.

- Commissioner Stelling introduced and opened this item for discussion.
- There were no comments.

- Commissioner Eisenhardt moved, and Commissioner Veronico seconded to recommend approval a Certificate of Appropriateness application to paint the façade, door and triangle peak with the colors presented, subject to Gregory Guidry’s February 17, 2017 memorandum.
- All were in favor and the motion carried.

C. A Sign Permit application from Kelly Rausch for property located at 224 E. Chestnut Street to repaint existing signage with business name (Forever Beading).

- Chairman Stelling introduced and opened this item for discussion.
- Commissioner O’Brien clarified the same sign board will used and just painted over.
- There were no further comments.
- Alderman Preusker moved, and Commissioner O’Brien seconded to approve the Sign Permit to repaint the existing sign, subject to Gregory Guidry’s February 17, 2017 memorandum.
- All were in favor and the motion carried.

D. A Façade Grant Program application from David Flitcroft for property located at 580-588 N. Pine Street to install new siding, windows and a back door.

- Chairman Stelling introduced and recused himself.
- Alderman Presuker opened this item for discussion.
- Commissioner O’Brien stated previously there had been a brief discussion regarding this topic and the Commissioners were good with the approval of the Façade Grant.
- There were no further comments.
- Commissioner O’Brien moved, and Commissioner Veronico seconded to approve a Façade Grant Program application in the amount of \$5,000.
- Roll call: Commissioner Maria Veronico; Commissioner Kevin O’Brien; Commissioner Darrel Eisenhardt; and Alderman Tom Preusker.
- All were in favor and the motion carried.

E. A Certificate of Appropriateness application from Shad Branen for property located at 425 N. Pine Street to paint the façade, install a sign and banners.

- Chairman Stelling recused himself.
- Alderman Preusker introduced and opened this item for discussion.
- Mr. Guidry stated at the July 23, 2015 and October 22, 2015 HPC meetings Mr. Branen, owner, stated he would try to remove the paint from the wall. Commissioner O'Brien stated now Mr. Branen is deviating from the original Certificate of Appropriateness by painting the wall. Mr. Branen responded there were many issues when stripping the green paint and decided to match the color. Mr. Branen stated the side wall will be Narraganett Green.
- There were no further comments.
- Commissioner Veronico moved, and Commissioner Eisenhardt seconded to recommend approval of a Certificate of Appropriateness application to paint the façade, install a sign and banners, subject to Gregory Guidry's February 17, 2017 memorandum.
- All were in favor and the motion carried.

F. A Sign Permit application from Shad Branen for property located at 425 N. Pine Street to paint the façade, install a sign and banners.

- Alderman Preusker introduced and opened this item for discussion.
- Mr. Branen stated there was a slight change with the transom windows, they will not be replaced in the center of the building but instead have a metal background for the sign with raised letters. Mr. Guidry commented the city code states no metal is allowed in the historic district and should be glass, also backlighting is not mentioned. Alderman Preusker stated the sign is metal and lit from behind and thought it would add a great touch to downtown. Alderman Preusker also stated it is not a big plastic sign in front, which will look nicer. Mr. Stelling, Stelling & Associates, stated the light is not a box type lighting, but a backlight. Commissioner Veronico commented since the backlight is not in the codes, it could be allowed. Alderman Preusker suggested the codes should be updated for future projects regarding backlight. Mr. Guidry also suggested to correct the confusion with three signs per business in the Burlington Historic Downtown Main Street District guideline verses three signs per building in the HPO Codes. Mr. Branen stated the banners are for the four individual businesses.
- There were no further comments.
- Commissioner O'Brien moved, and Commissioner Veronico seconded to approve a Sign Permit application to install a sign made of metal with backlighting and banners, subject to Gregory Guidry's February 17, 2017 memorandum.
- All were in favor and the motion carried.

Commissioner Veronico asked for a copy of the historic ordinances. Chairman Stelling would like to see on the next agenda a discussion regarding codes, backlighting and the steps to revise the ordinance.

Old Business

A. A recommendation to the Common Council from Jon Thorngate of LifeBridge Church for property located at 457 Milwaukee Avenue for an extension of the Certificate of Appropriateness for up to one year. (The owner will be present to give just cause.)

- Chairman Stelling introduced and opened this item for discussion.
- Commissioner Veronico moved, and Commissioner Eisenhardt seconded to take this item off the table.
- Chairman Stelling stated Mr. Thorngate did not attend. Commissioner Eisenhardt stated the Commissioners had three options to vote on; 1) have it expire, 2) extend for year or less or 3) extend for two months, allowing Mr. Thorngate to attend one of the upcoming meetings.
- Commissioner O'Brien moved, and Alderman Preusker seconded table the extension of the Certificate of Appropriateness for two months.

B. A recommendation the Common Council from Jon Thorngate of LifeBridge Church for property located at 457 Milwaukee Avenue for an extension of the Façade Grant Program for up to one year. (The owner will be present to give just cause.)

- Chairman Stelling introduced and opened this item for discussion.
- Commissioner Veronico moved, and Commissioner Eisenhardt seconded to take this item off the table.
- Chairman Stelling stated Mr. Thorngate did not attend. Commissioner Eisenhardt stated the Commissioners had three options to vote on; 1) have it expire, 2) extend for year or less or 3) extend for two months, allowing Mr. Thorngate to attend one of the upcoming meetings.
- Commissioner Eisenhardt moved, and Commissioner Veronico seconded to table the extension of the Façade Grant Program for two months.

DISCUSSION ITEMS

A. Review of Façade Grant Funding Status.

- Chairman Stelling introduced and opened this item for discussion.
- Alderman Preusker stated that he brought to Council the suggestion of having a waiting list for façade grants. Alderman Preusker stated there was no discussion since it was not on the agenda, but \$50,000 in grants were approved.
- Chairman Stelling stated there is \$5,000 pending in 2017 for Flitcroft Rentals. Chairman Stelling requested to either add a column for specific expiration dates of grants or write it in the Notes column.
- There were no further comments.

ADJOURNMENT

Commissioner Veronico moved, and Commissioner O'Brien seconded to adjourn the meeting at 7:23 p.m. *All were in favor and the motion carried.*

Recording Secretary,

Kristine Anderson
Administrative Assistant