



**HISTORIC PRESERVATION COMMISSION  
MEETING MINUTES  
Thursday, August 24, 2017**

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

**CITIZEN COMMENTS**

Judith Schulz, 533 Milwaukee Avenue, commented that her windows shake from the vibration of the refrigeration trucks that leave their engines running and semi-trucks that speed past her business.

**APPROVAL OF MINUTES**

Alderman Kott moved, and Commissioner Colwell seconded to approve the minutes of May 25, 2017.

**LETTERS AND COMMUNICATIONS**

None

**OLD BUSINESS**

**Recommendations to City Staff of ordinance changes for the Historic Preservation Overlay District. This item was discussed at the April 27, 2017 and May 25, 2017 meetings and tabled for more review.**

- Commissioner Eisenhardt introduced and opened this item for discussion.
- Commissioner Eisenhardt stated this item has been on the agenda for a few months and recommended turning this to City Staff for recommendations of changes and then back to the Commissioners for review.
- Commissioner Colwell moved, and Commissioner Veronico seconded to remove this item from the table and give it back to City Staff for recommendations.
- Ms. Schulz stated the code should be worded as “replacing” instead of “replacement of”.
- There were no further comments.
- All were in favor and the motion carried.

## **NEW BUSINESS**

### **A. 100 W. Chestnut Street – Bodhi Tree Acupuncture & Wellness**

#### **1. Certificate of Appropriateness to install a vinyl sign**

- Commissioner Eisenhardt introduced and opened this item for discussion.
- Alderman Kott knew there is a percentage of the side of the building in regards to the size of a sign, but questioned if this requirement is met. Gregory Guidry, Building Inspector, stated the size of the sign is definitely under the 30% window coverage. Commissioner Eisenhardt clarified the sign will be facing W. Chestnut Street, with white lettering measuring 12 inches. Commissioner Colwell stated only the letters would be on the window and the background would be clear glass.
- There were no further comments.
- Alderman Kott moved, and Commissioner Veronico seconded to approve of the Certificate of Appropriateness to install a vinyl sign, subject to Gregory Guidry's August 15, 2017 memorandum.
- All were in favor and the motion carried.

#### **2. Sign Permit application to install a vinyl sign**

- Commissioner Eisenhardt introduced and opened this item for discussion.
- There were no comments.
- Commissioner Veronico moved, and Commissioner Colwell seconded to approve a Sign Permit application to install a vinyl sign, subject to Gregory Guidry's August 15, 2017 memorandum.
- All were in favor and the motion carried.

### **B. Downtown Historic District Façade Improvement Grant Policy**

- Commissioner Eisenhardt introduced and opened this item for discussion.
- Commissioner Eisenhardt recommended tabling this item due to most members being excused.
- There were no further comments.
- Commissioner Veronico moved, and Alderman Kott seconded to table this item since Chairman Stelling and most members were not present.

- All were in favor and the motion carried.

## **DISCUSSION ITEMS**

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

- Commissioner Eisenhardt introduced and opened this item for discussion.
- Commissioner Eisenhardt stated there was \$33,373 pending and an actual balance of \$16,627.10 remaining in Round 7. Commissioner Eisenhardt stated Cassandra Spiegelhoff was just paid out and others expire early next year. Round 6 has \$5,000 pending for LifeBridge Church.
- The Commissioners heard C. Mae Design was damaged by the flood and was no longer going to operate her business in the City of Burlington. Commissioner Colwell stated Ms. Spiegelhoff should be entitled to receive the grant money since she put the awning up and spent her share of the money. The other Commissioners agreed. Mr. Guidry stated one option would be to hold the reimbursement until the awning came down since the business will be vacated. Mr. Guidry stated he will ask the City Administrator Carina Walters and City Staff for their recommendation as to how this should be handled, whether to receive the grant money or rescind it.
- Commissioner Eisenhardt stated Round 6 has \$5,000 pending for LifeBridge Church and three grants in the amount of \$14,368.62 for the Mercantile building.
- Mr. Guidry commented the Mercantile sign has been completed, but has changed the lighting and banners from the original approval. Mr. Guidry explained to Shad Branen that he had to reapply for a Certificate of Appropriateness of any changes. Mr. Guidry informed the Commissioners that the side of the building facing the bank and the back façade have not been repaired, and to keep this in mind if Mr. Branen reapplies for another extension. The façade grant will be expiring October 22, 2017. Commissioner Veronico questioned if a notification letter is sent out as a reminder to the owner of the expiration date. Mr. Guidry replied yes, a letter is sent out prior to the expiration date.
- Ms. Schulz questioned what it meant on the history chart where it says a new owner could apply for a grant again. Commissioner Colwell stated it refers to the amount of money we are allowed to give an individual business owner within 4 years. Commissioner Eisenhardt stated this is part of the new policy that was tabled and should not be discussed. Commissioner Veronico suggested that Ms. Schulz should come back next month when this is being discussed.
- There were no further comments.

## **ADJOURNMENT**

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

Recording Secretary,

Kristine Anderson  
Administrative Assistant